

Computer Technology Courses

Introduction to Microsoft Word 2000

Word Processing Basics

Presented by: *Computer Services*

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Introduction to Microsoft Word 2000

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Introduction to Microsoft Word 2000

The Word Screen

When you start Word, an application window appears which displays a title bar, a menu bar, one or more toolbars, and the status bar. When you open a new or existing document, a document window appears displaying a title bar, a ruler, and horizontal and vertical scroll bars.

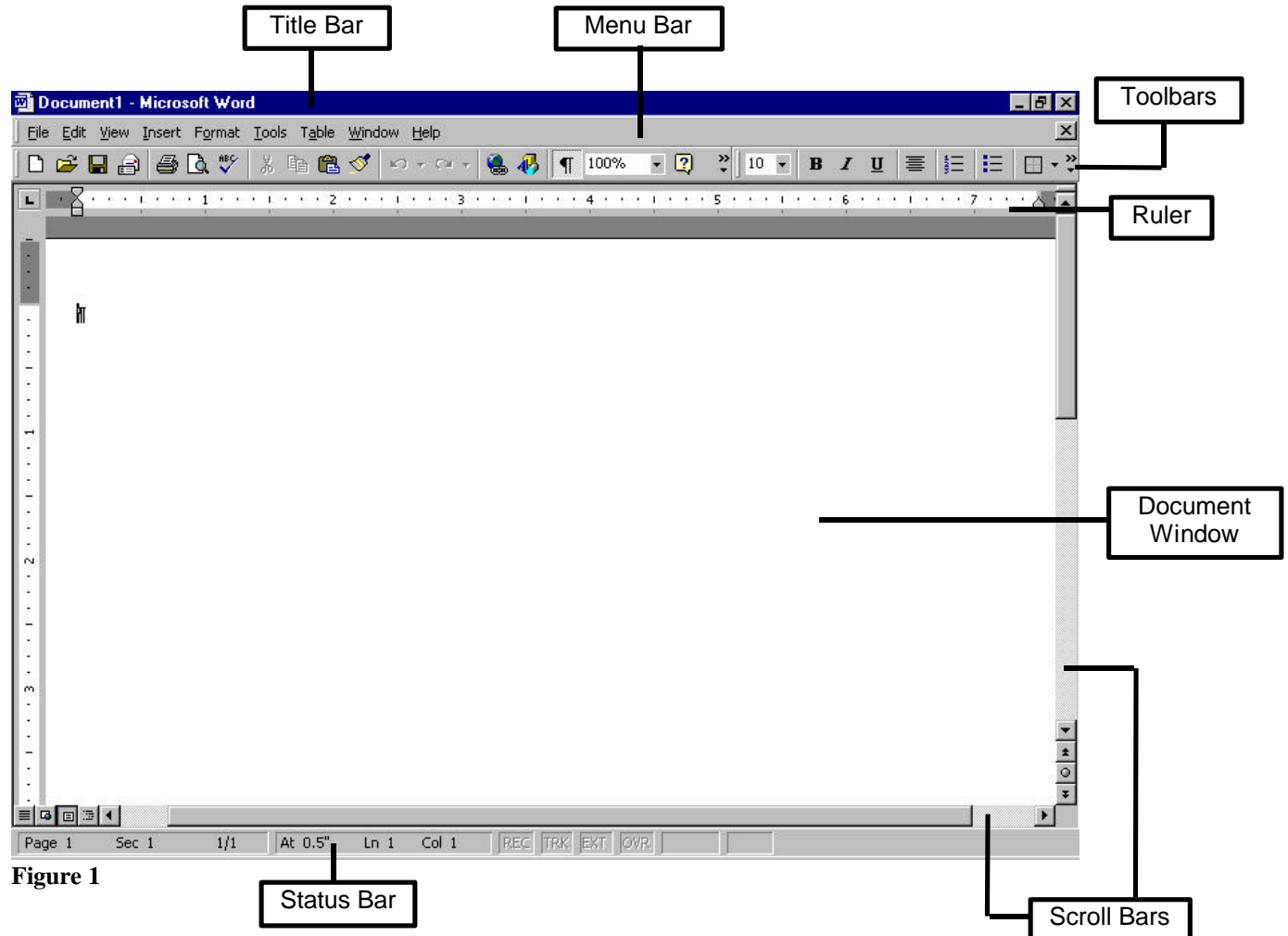


Figure 1

Title Bar

The title bar, located at the top of the window, displays the name of the application and the name of the document. Until you save a document and give it a name, the temporary name for the document is DOCUMENT1.

Menu Bar

The menu bar, located below the title bar, displays the pull-down menus for Word commands.

Toolbars

Toolbars, located below the menu bar, display the icons (buttons) for the most frequently used Word commands. The two primary toolbars are the Standard Toolbar and the Formatting Toolbar. The default is for them to be located side by side below the menu bar.

Ruler

The ruler, located below the title bar, contains the document's tab and indent markers, margin markers, and boundaries for table columns.

Scroll Bars

The vertical scroll bar, located on the right side of the window, contains an up arrow, a down arrow, a scroll box, a Previous Page button, and a Next Page button. The horizontal scroll bar, located at the bottom of the window, contains a left arrow, a right arrow, and a scroll box. Each arrow, when clicked, lets you scroll in the corresponding direction. Clicking and dragging a scroll box lets you move multiple windows at a time.

Document Window

The document window, located in the center of the screen, displays the work area for typing text and working with your document. When the mouse pointer is in the document window, the pointer changes to an **I-beam**. You can have as many document windows open as you need. Each window can be minimized, maximized, and sized.

Status Bar

The status bar, located at the bottom of the application window, contains information and messages, including: the current page number, the section number, the total number of pages, the insertion point in the document, the view level, indicators, and context-sensitive messages.

NOTE: As you work with Word the menu commands and toolbar buttons that you **use most often** are stored as personalized settings and are displayed on the menus and toolbars. In order to see toolbar buttons not displayed, click **More Buttons**.

Using the Mouse in Word

- **Point** Position the mouse pointer directly over the item you are selecting.
- **Click** Point to an item and then press and release the left mouse button one time.
- **Double-click** Point to an item and then press and release the left mouse button two times in rapid succession.
- **Drag** Point to an item and then hold down the left mouse button as you slide the mouse.
- **Drag and Drop** Select a block of text, click and hold down the left mouse button. Move to the insertion (drop) point in the document.

To Start Word

1. Click the **Start button** and point to **Programs**.
2. Click **Microsoft Word**.
3. Word starts and displays a new, blank document window.

To exit Word and return to Windows

1. Choose the **File Exit** command or press **Alt+F4** or click the **Close button**.
2. If you did not save your document, Word asks whether you want to save/resave your document. Choose one of the following:

<i>Option</i>	<i>Effect</i>
Yes	Saves the document and exits Word
No	Does not save the document and exits Word. Any changes to the document since the last save will be lost.
Cancel	Cancels the command and remains in Word.

Selecting Text With the Mouse

<i>To select</i>	<i>Do This</i>
A word	Double-click the word
A sentence	Press and hold CTRL and click in the sentence
A paragraph	Triple-click in the paragraph, or double-click in the selection bar next to the paragraph
A line of text	Click in the selection bar next to the line
An entire document	Press and hold CTRL and click anywhere in the selection bar, or triple-click in the selection bar
A vertical block of text	Press and hold ALT and drag through the text
A large amount of text	Place the insertion point at the beginning of the text, move to the end of the desired selection, then press and hold SHIFT and click

Inserting a Picture into a Document

1. Place the insertion point in the document where you want to insert the picture.
2. At the menu bar select **I**nsert
3. Select **P**icture
4. Select **C**lip Art...
5. Click one of the *categories*.
6. Click one of the *pictures*.
7. Click the **Insert Clip button** from the popup toolbar that appeared.
8. Close the Insert Clipart window.
9. Click the picture to select it. The **Picture toolbar** should be displayed.
10. Resize the picture by dragging the **sizing handle**.
11. Click the **Text Wrapping button** on the Picture toolbar.
12. Click either the **Square** or **Tight button**.
13. **To move the picture** to a different location in the document, click the picture and drag it.
14. **To format the picture**, click the *picture* with the **right** mouse button and select an option from the popup menu.

NOTE:

In order to **move** the picture to a different location in the document, the Text Wrapping feature has to be activated. Otherwise, the picture cannot be moved; it can only be resized.

MICROSOFT OFFICE 2000 SUITE FEATURES

(The following information was obtained from each application's on-line help.)

Uninstalled Components

Not all components were installed during the setup of Office 2000. Office 2000 will give you the option to install them, as you need them.

Detect and Repair

This is a command on the Help menu. Selecting this command will fix problems with *noncritical files* by reinstalling files that are missing or corrupt. Problems with *critical files* are *automatically* detected and fixed when you open an Office program.

The Office Assistant

The Office Assistant appears whenever you access Help and is available to answer questions. Type a word or phrase in the text box and click **Search**. Click one of the displayed topics. It can also take you to the WEB for more information.

When you start certain tasks, a light bulb will appear on the screen by the Office Assistant. Click the light bulb to see the tip.

To hide the Office Assistant, point to it and right click. On the shortcut menu click **Hide**.

To choose a different graphic as the Office Assistant, point to it and right click. On the shortcut menu click **Choose Assistant...** Follow the prompts.

You can move the Office Assistant to another location on the screen by dragging it.

Office Clipboard

The Office Clipboard can now hold up to **12 objects**. The objects will remain on the Office Clipboard as long as one of the *Office applications* remains opened.

When more than one object is placed on the clipboard, the **Clipboard toolbar** appears containing a button for each copied/cut object. If the toolbar does not automatically display, click **View** from the menu bar. Click **T**oolbars. Click **C**lipboard.

To remove the objects from the Office Clipboard click the **Clear Clipboard button** from the Clipboard toolbar OR close all the Office applications that are opened.

The **Office Clipboard** is not the same as the **Windows Clipboard**. The Windows Clipboard only holds **one object** at a time. The item is removed from the Windows Clipboard when you shut down Windows.

Dialog Box Options

When a dialog box is opened, you can find out what each option does by clicking the **question mark button** located in the dialog box title bar, and then click the option. A description of the option is displayed.

Note: To see a description of a toolbar button on menu command, click the **What's This?** option on the **Help** menu, and then click the command or item.

Personalized Menus and Toolbars

By default the **Standard toolbar** and **Formatting toolbar** share the same line. This is to provide more screen space. To change this default, click **Tools Customize... **O**ptions tab. *Deselect* the option **Standard and Formatting toolbar share one row**. Click **C**lose.**

Only the commands that you use most often are displayed on the menus and toolbars. When you click a command, it is added to the menu. Likewise, when you click a button, it is added to the toolbar.

To see *menu* commands that are not displayed, click the **double down arrow button** at the bottom of the drop-down menu. This will expand the submenu listing all the commands.

To see *toolbar* buttons that are not displayed, click the **More Buttons button** located on the right of the toolbar.

To always see all the *menu options*, click **Tools Customize... **O**ptions tab**. *Deselect* the option **Menus show recently used commands first**. Click **C**lose.

Places Bar

The **Places Bar** is located on the *left* side in the **File Open** and **File Save As dialog boxes**. It provides access to folders and locations you use most. Clicking the **History button** will display the last 20 to 50 documents and folders that you have worked with.

E-mailing a File

A file created in the Office 2000 Suite can now be e-mailed directly using the application that created it. You do not have to start your e-mail program in order to send a file to someone. For example, in Word 2000 you can e-mail a document either by **Sending a Copy** of it or by sending it as an **attachment**. If you choose the option to Send a Copy of it, the actual document becomes the e-mail message and is in HTML format. If it is sent as an attachment, the document is sent in the regular Word format (.doc).

Click the **E-mail button** on the Standard toolbar or click **F**ile **S**end To in order to access the e-mail option within the application.

Office Binder

You can use the **Office Binder** to keep related files, such as documents, spreadsheets, and presentations, created in different programs together in one file. The binder becomes a single document, with one header and footer and continuous pagination.

To start the *Office Binder program*, click the

Start button **Programs** **Office Tools** **Microsoft Binder**

Note: If the Microsoft Binder command is not available, run the Microsoft Windows installer again to install the Office Binder.

Clip Gallery

There is a new Clip Gallery containing a wider selection of pictures available to insert into your document. Clip Gallery can also store sounds and movies.

To use the *Clip Gallery*, click

Insert **P**icture **C**lip Art...

MICROSOFT WORD 2000 FEATURES

Click and Type

You can quickly insert text, graphics, and tables in a blank area of a document without having to press the ENTER key to add blank lines.

By double-clicking in a blank area the insertion point is placed there and ready for you to begin typing. Depending upon where you double-clicked, the text will automatically be centered, right-aligned or left-aligned.

To determine which formatting will be used, move the mouse pointer into different blank areas of the document called formatting "zones". The mouse pointer will change shapes according to the entered "zone".

Click and Type can **not** be used in the following areas: multiple columns, bulleted and numbered lists, next to floating objects, to the left or right of indents, and to the left or right of pictures with top and bottom text wrapping.

Click and Type is **not** available in the following views: Normal, Outline, and Print Preview.

To turn on/off the *Click and Type* feature, click

Tools Options... **Edit tab Enable click and type**

AutoFormat As You Type

Word 2000 can format text automatically as you type, such as creating bulleted and numbered lists, defining styles, taking the formatting from the first item in a list and applying it to the next item in a list, etc.

To turn on/off the *AutoFormat As You Type* features, click

Tools AutoCorrect... **AutoFormat As You Type tab**

AutoText

You can add or delete entries in the AutoText list. This list is used when the AutoComplete feature is turned on. If the AutoComplete feature is not activated, you can still insert entries from the list by clicking:

Insert AutoText **AutoText...**

AutoComplete

Word can automatically offer suggestions for the rest of the word or phrase you are typing.

To turn on/off the *AutoComplete* feature, click

Tools AutoCorrect... AutoText tab
Show AutoComplete tip for AutoText and dates

AutoCorrect

Use this feature to detect and correct typos, misspelled words, grammatical errors, and incorrect capitalization. A *red* wavy line indicates a misspelling. A *green* wavy line indicates a grammar error. Point to the word and click with the right mouse button for a popup menu. Click on the correct spelling for the word or click the grammar option.

You can also use *AutoCorrect* to prevent unwanted spelling corrections by adding the words to the exceptions list.

To turn on/off the *AutoCorrect* features, click

Tools AutoCorrect... AutoCorrect tab

Also, click

Tools Options... Spelling & Grammar tab

Letter Wizard

You can quickly and easily create a new letter or change an existing letter in Word by using the Letter Wizard. Word remembers the persons you've sent letters to and stores that information in a list. So, the next time you send a letter, you can select the person from the list and Word will automatically fill in the rest of the information for you.

To access the *Letter Wizard* feature, click

Tools Letter Wizard...

Document Map

This option can be activated from the View menu option or from the *Document Map button* on the Standard toolbar. It will take the headings from the opened document and display them in a separate window. Click on any of the headings in order to quickly go to that location in the document.

Word 2000 Example

Create a Document:

(Figure 3 on page 13 will be created using the following instructions.)

1. Change the document's margins to 1 inch for all sides.
 - a. Select **File** from the Menu Bar.
 - b. Select **Page Setup...**
 - c. Change: Top, Bottom, Inside, and Outside margins to **1 inch**.
 - d. Click the **OK button**.
2. Type the document shown in Figure 2 on page 11 using the Times New Roman font with a pitch of 12. Only press <ENTER> at the end of a paragraph or a single line that does not extend to the right margin.
 - a. Select Times New Roman from the **Font button** on the Formatting Toolbar.
 - b. Select 12 from the **Font Size button** on the Formatting Toolbar.
3. After entering the text, save the document as WORDEX in the My Documents folder.
 - a. Select **File** from the Menu Bar.
 - b. Select **Save As...**
 - c. Type: **WORDEX** (Note: Don't add an extension. Let the extension default to DOC.)
 - d. Click the **Save button**.

Format, Spell Check, and Print the Document:

1. Change the document title, "**Introduction to Suites,**" to 14 point, bold, and center.
 - a. Select the title by clicking and dragging the mouse across the title.
 - b. Change the point size to 14 using the **Font Size button** on the Formatting Toolbar.
 - c. Bold the title by clicking the **Bold button** on the Formatting Toolbar.
 - d. Center the title by clicking the **Center button** on the Formatting Toolbar.
2. Bold and underline the paragraph headings: **Suite Evolution, What A Suite Is, and Popular Suites.**
 - a. Select the first subheading by clicking and dragging the mouse across.
 - b. Bold and underline the highlighted phrase by clicking the **Bold button** and the **Underline button** on the Formatting Toolbar.
 - c. Repeat steps a and b for each subheading.
3. Italicize the words: *word processing, spreadsheet, database, and presentation graphics*
 - a. Select the words by clicking and dragging the mouse across all of the words.
 - b. Italicize the highlighted words by clicking the **Italics button** on the Formatting Toolbar.

Introduction to Suites

Suite Evolution

Next, Microsoft did the same thing with PC-based Office applications. Suites have evolved considerably since then into integrated applications with enhanced functionality.

What A Suite Is

A suite adds value of its own in terms of integration and interoperability. Most suites contain a word processing, spreadsheet, database, and presentation graphics component. Suites increase productivity through:

ease of learning and use due to consistent interface
special features and functions
enhancement of training and support

Popular Suites

Three popular suite packages today are:

Microsoft Office
Novell Perfect Office
Lotus SmartSuite

In 1988, Microsoft marketers bundled MacIntosh Office applications as a marketing gimmick. They put all the applications in a single box and sold them at an aggressive price.

Regardless of the suite used, since they run under a Windows environment, the basic skills should transfer. All contain the same functionality with different bells and whistles.

[Type Your Name Here]

Figure 2

4. Bullet point and indent:

- ease of learning and use due to consistent interface
 - special features and functions
 - enhancement of training and support
- a. Select the phrases by clicking and dragging the mouse across and down until all three lines are selected.
 - b. Bullet point the list by clicking the **Bullets button** on the Formatting Toolbar.
 - c. Indent the list by clicking once the **Increase Indent button** on the Formatting Toolbar.

5. Numerically list and indent:
 1. Microsoft Office
 2. Novell Perfect Office
 3. Lotus SmartSuite
 - a. Select the suites by clicking and dragging the mouse across and down until all three suites are selected.
 - b. Numerically list the items by clicking the **Numbering button** on the Formatting Toolbar.
 - c. Indent the list by clicking once the **Increase Indent button** on the Formatting Toolbar.
6. Select the paragraph that begins “In 1988, Microsoft marketers...” by clicking and dragging the mouse across and down until both sentences are selected. Move this paragraph directly beneath the heading, **Suite Evolution** by:
 - a. Clicking the **Cut button** from the Standard Toolbar.
 - b. Click so the cursor is in front of the “N” of “Next.”
 - c. Press the **ENTER key** to insert a blank line.
 - d. Use the **up arrow key** and move the cursor up.
 - e. Click the **Paste button** from the Standard Toolbar.
7. Run the Spell Checker for the document by clicking the **Spelling and Grammar button** on the Standard Toolbar.
8. Substitute your name in the area marked [Type Your Name Here].
9. Resave the document by clicking the **Save button** on the Standard Toolbar.
10. Insert a Picture by following the instructions on **Page 4**.
11. Resave the document by clicking the **Save button** on the Standard Toolbar.
12. Print the document by clicking the **Print button** on the Standard Toolbar.



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A suite adds value of its own in terms of integration and interoperability. Most suites contain a *word processing, spreadsheet, database, and presentation graphics* component. Suites increase productivity through:

- ease of learning and use due to consistent interface
- special features and functions
- enhancement of training and support

Popular Suites

Three popular suite packages today are:

1. Microsoft Office
2. Novell Perfect Office
3. Lotus SmartSuite

Regardless of the suite used, since they run under a Windows environment, the basic skills should transfer. All contain the same functionality with different bells and whistles.

[Type Your Name Here]

Figure 3

Word 2000 Exercise 1

Create a Document:

1. Change the document's margins to 1 inch for all sides.
 2. Type the following document using the Times New Roman font with a pitch of 12. Only press <ENTER> at the end of a paragraph or a single line that does not extend to the right margin.
 3. After entering the text, save the document as WORD1 in the My Documents folder.
-

Microsoft Word Files

Computer Files

A computer file is a collection of information stored as a unit and given a name. A document created using Microsoft Word is saved as a file. A filename consists of two parts:

Filename

Extension

Disks

Files are saved on disks, either the hard disk or floppy disks. For easier management, disks are divided into sections called folders. You can compare a disk to a file cabinet and folders to the hanging folders which contain documents.

Filenames

Therefore, a complete filename consists of the following:

Drive

Folder

Filename

Three-letter extension

When you issue the File Save As command and type a file name such as WORD1, Word will give it the three-letter extension .DOC and save it in the current folder and on the current drive. So, its complete name might look something like this: C:\My Documents\WORD1.DOC.

The filename can have up to a maximum of 255 characters. An extension can have a maximum of three characters. Microsoft Word places the three-letter extension DOC on files. The filename and the three-letter extensions are separated with a period.

[Type Your Name Here]

Format, Spell Check, and Print the Document:

(An example of the completed document is on page 16.)

1. Change the document title, “**Microsoft Word Files**,” to 14 point, bold, and center.
2. Bold and underline the paragraph headings: **Computer Files**, **Disks**, and **Filenames**.
3. Italicize the two phrases:

A filename consists of two parts:

Therefore, a complete filename consists of the following:

4. Numerically list and indent:
 1. Filename
 2. Extension
5. Bullet point and indent:
 - Drive
 - Folder
 - Filename
 - Three-letter extension
6. Move the paragraph that begins “The filename can have up to ...” beneath the numerical list.
7. Bold the words in the last paragraph: **File Save As**.
8. Substitute your name in the area marked [Type Your Name Here].
9. Run the Spell Checker for the document.
10. Save the document.
11. Insert a Picture by following the instructions on **Page 4**.
12. Save the document.
13. Print the document.



Microsoft Word Files

Computer Files

A computer file is a collection of information stored as a unit and given a name. A document created using Microsoft Word is saved as a file. *A filename consists of two parts:*

1. Filename
2. Extension

The filename can have up to a maximum of 255 characters. An extension can have a maximum of three characters. Microsoft Word places the three-letter extension DOC on files. The filename and the three-letter extensions are separated with a period.

Disks

Files are saved on disks, either the hard disk or floppy disks. For easier management, disks are divided in sections called folders. You can compare a disk to a file cabinet and folders to the hanging folders which contain documents.

Filenames

Therefore, a complete filename consists of the following:

- Drive
- Folder
- Filename
- Three-letter extension

When you issue the **File Save As** command and type a file name such as WORD1, Word will give it the three-letter extension .DOC and save it in the current folder and on the current drive. So, its complete name might look something like this: C:\My Documents\WORD1.DOC.

[Type Your Name Here]

Figure 5

Word 2000 Exercise 2

Create a Document:

1. Change the document's margins to 1 inch for all sides.
 2. Type the following document using the Times New Roman font with a pitch of 12. Only press <ENTER> at the end of a paragraph or a single line that does not extend to the right margin.
 3. After entering the text, save the document as WORD2 in the My Documents folder.
-

Working with Microsoft Word

Overview

The following topics will be briefly discussed in this document:

Typing Text

Switching Between Windows

Closing a Document Window

Disks

Typing Text

When you type a character into a document window, the character appears at the insertion point location. The insertion point then moves one space to the right. Microsoft Word has a word-wrap feature that ends lines at the right margin. You do not press Enter except at the end of short lines or at the end of a paragraph. If you were to press Enter at the end of each line, Word would not be able to reformat the screen when you make changes.

Closing a Document Window

When you finish your work on a document, you should close its window to make memory space available for other uses. This will help to speed up the overall performance of Microsoft Word and the Windows environment in general.

Switching Between Windows

Microsoft Word enables you to have several documents open at once and quickly switch between them. To work in a particular document, click anywhere in its window, click the Window menu and select the file from the menu list, or press Alt+F6 to cycle between open windows.

[Type Your Name Here]

Format, Spell Check, and Print the Document:

(An example of the completed document is on page 19.)

1. Change the document title, “***Working with Microsoft Word,***” to 14 point, bold, italicize, and center.
2. Bold and underline the paragraph headings: **Overview**, **Typing Text**, **Closing a Document Window**, and **Switching Between Windows**.
3. Bullet point and indent:
 - Typing Text
 - Switching Between Windows
 - Closing a Document Window
 - Disks
4. Italicize the phrase: *word-wrap feature*.
5. Bold the two “**Enter**” commands in the paragraph entitled **Typing Text** and the “**Alt+F6**” command in the **Switching Between Windows** paragraph.
6. Move the paragraph about **Switching Between Windows** beneath the **Typing Text** paragraph.
7. Copy the paragraph about **Disks** after the paragraph entitled Closing a Document Window. The **Disks** paragraph can be obtained from the WORD1 document created in Exercise 1.
8. Insert your name in the area marked [Type Your Name Here].
9. Run the Spell Checker for the document.
10. Save the document.
11. Print the document.

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