

**MICROSOFT**  
**Word 2000**  
**Basic User Manual**

---

Ebit Solutions Limited

January 2000

Ebit Solutions Limited  
www.ebitsolutions.net

[IT Support London](#)  
[Free Microsoft Office Training Manuals](#)

---

## TABLE OF CONTENTS

---

<b>INTRODUCTION</b>	<b>1</b>
GENERAL	1
DEFINITION OF INSTRUCTIONS	1
<b>STARTING WORD 2000</b>	<b>2</b>
<b>THE WORD 2000 SCREEN ELEMENTS</b>	<b>3</b>
TITLE BAR	3
MENU BAR	3
MINIMISE, MAXIMISE/RESTORE, CLOSE	3
TOOLBARS	3
The Standard Toolbar	3
The Formatting Toolbar	3
ToolTips	3
THE HORIZONTAL RULER	4
THE VERTICAL RULER	4
THE VERTICAL SCROLL BAR	4
SELECT BROWSE OBJECT	4
THE STATUS BAR	4
<b>INSERTING AND SELECTING TEXT</b>	<b>5</b>
<b>INSERTING TEXT</b>	<b>5</b>
Deleting Mistakes	5
<b>SELECTING TEXT</b>	<b>5</b>
Selecting a General Area	5
Selecting a Single Word	5
Selecting a Sentence	5
Selecting a Line	5
Selecting a Paragraph	6
Selecting a Large Area of Text	6
Selecting the Whole Document	6
<b>DESELECTING TEXT</b>	<b>6</b>
<b>MOVING AROUND THE DOCUMENT</b>	<b>7</b>
Using the Mouse	7
Using the Keyboard	7
<b>CORRECTING ERRORS</b>	<b>8</b>
<b>THE UNDO AND REDO COMMANDS</b>	<b>8</b>
Undo	8
Redo	8
<b>AMENDING AND DELETING TEXT</b>	<b>8</b>
To Amend or Delete Individual Characters	8
To Delete Large Blocks of Text	8
To Overwrite a Section of Text	8
<b>FORMATTING TEXT</b>	<b>9</b>
To Make Text Bold	9
To Make Text Italics	9
To Underline Text:	9
<b>CHANGING TEXT SIZE</b>	<b>9</b>
To Change Text Size	9
<b>CHANGING TO UPPER OR LOWER CASE</b>	<b>10</b>
To Change The Case Of Text	10

---

<b>CHANGING THE PRINT STYLE (FONT) OF TEXT</b>	<b>10</b>
<b>TEXT ALIGNMENT</b>	<b>11</b>
To Change Text Alignment	11
<b>THE FORMAT PAINTER TOOL</b>	<b>12</b>
To Copy And Paste The Formatting	12
To Apply The Formatting To Several Areas Of Text	12
<b>INSERTING THE DATE</b>	<b>13</b>
Inserting A Fixed Date	13
Inserting a Rolling Date	13
<b>CUT, COPY AND PASTE</b>	<b>14</b>
To Cut And Paste Text	14
To Copy And Paste Text	14
<b>DRAG &amp; DROP</b>	<b>15</b>
DRAGGING TEXT	15
<b>SAVING DOCUMENTS</b>	<b>16</b>
SAVING A NEW DOCUMENT	16
SAVING CHANGES (RESAVING)	17
<b>CLOSING DOCUMENTS AND EXITING WORD</b>	<b>18</b>
To Close A Document	18
<b>THE CLOSING/SAVING SAFETY NET</b>	<b>18</b>
<b>TO EXIT OUT OF WORD</b>	<b>18</b>
<b>CREATING A NEW DOCUMENT</b>	<b>19</b>
To Create A New Document	19
<b>OPENING AN EXISTING DOCUMENT</b>	<b>20</b>
OPENING A RECENTLY USED DOCUMENT	21
COPYING OR DUPLICATING A DOCUMENT	21
WORKING WITH MULTIPLE DOCUMENTS	21
To Move Between Open Documents	21
<b>CHECKING SPELLING AND GRAMMAR</b>	<b>22</b>
To Run A Spell Check	22
<b>AUTOCORRECT</b>	<b>23</b>
To Add To AutoCorrect	23
To Add Your Own Personalised Corrections	23
<b>THESAURUS</b>	<b>24</b>
To Use The Thesaurus	24
<b>WAYS OF VIEWING YOUR DOCUMENT</b>	<b>25</b>
<b>NORMAL VIEW AND PAGE LAYOUT VIEW</b>	<b>25</b>
To Change Views	25
<b>ZOOM</b>	<b>25</b>
To Zoom In Or Out Of Your Document	25
<b>BROWSING THROUGH LARGE DOCUMENTS</b>	<b>26</b>
To Select A Browse Criteria	26
To Browse Through Your Document	26

---

<b>PRINT PREVIEW</b>	<b>27</b>
To Preview Your Document	27
<b>INDENTING TEXT</b>	<b>28</b>
To Indent Text	28
To Decrease The Indent	28
<b>PAGE BREAKS</b>	<b>29</b>
<b>AUTOMATIC PAGINATION</b>	<b>29</b>
<b>MANUAL PAGE BREAKS</b>	<b>29</b>
To Insert A Manual Page Break	29
To Delete A Page Break	29
<b>AUTOMATIC PAGE NUMBERING</b>	<b>30</b>
To Insert Automatic Page Numbering	30
<b>CHANGING THE PAGE SETUP OPTIONS</b>	<b>31</b>
<b>MARGINS</b>	<b>31</b>
<b>ORIENTATION (PORTRAIT OR LANDSCAPE)</b>	<b>31</b>
<b>HEADED AND PLAIN PAPER</b>	<b>31</b>
<b>PRINTING</b>	<b>32</b>
<b>TO PRINT THE WHOLE DOCUMENT</b>	<b>32</b>
<b>PRINTING SPECIFIC PAGES</b>	<b>32</b>
<b>KEYBOARD SHORTCUTS</b>	<b>33</b>



## INTRODUCTION

---

### GENERAL

Word 2000 is a word processing package produced by Microsoft. It is easy to use, nice to look at and full of clever features that will enable you to create a variety of professional looking documents with ease.

Word 2000 integrates fully with other Windows programs, such as Excel, PowerPoint and Mail. This allows you to incorporate text, data and graphics from other programs into any Word document, and vice versa.

This manual assumes a basic knowledge of Windows 95/98 or NT.

### DEFINITION OF INSTRUCTIONS

All instructions in this document are in “**bold and quotation marks**”. Where you need to use the Keyboard, the keyboard commands will appear in square brackets eg press **[Return]**.

---

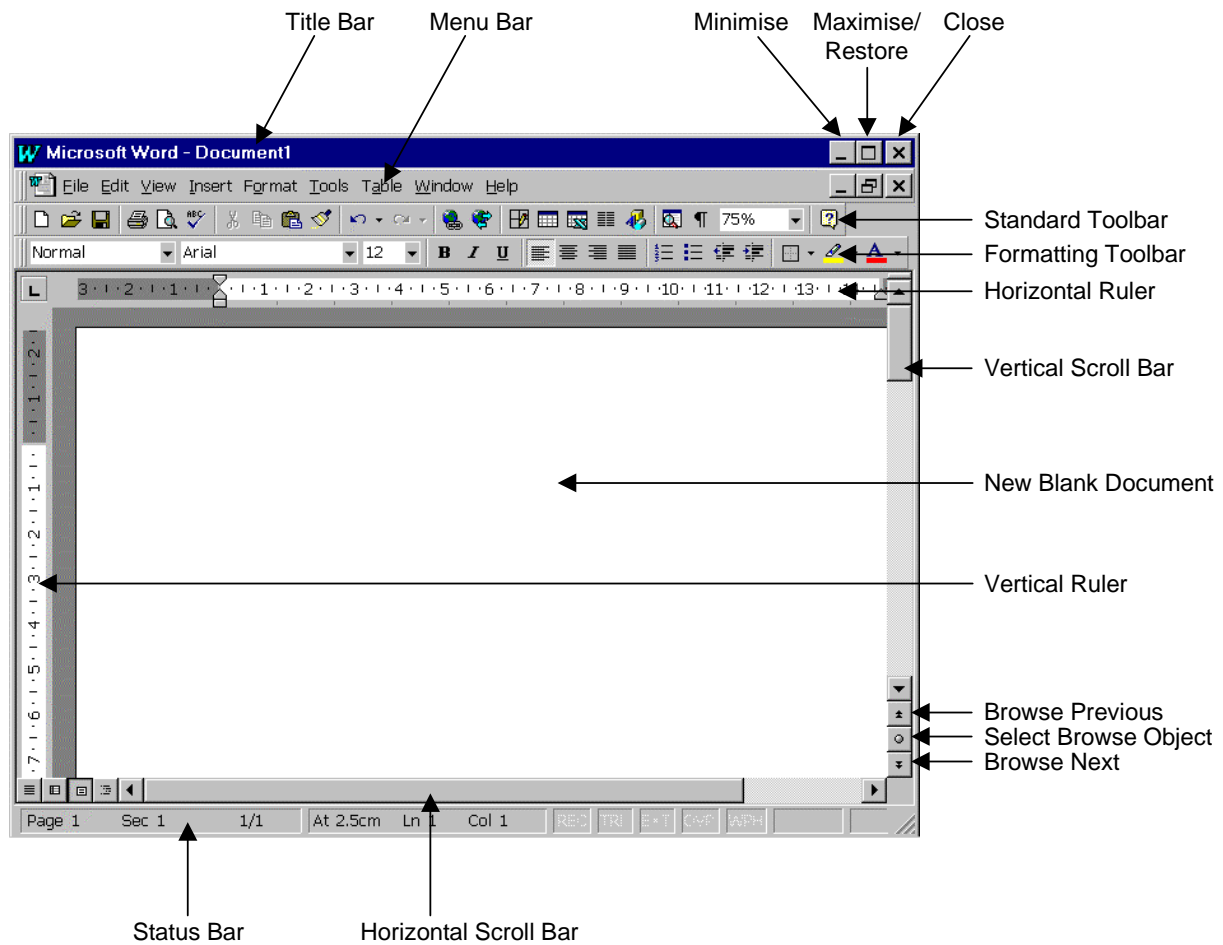
## STARTING WORD 2000

---

Word 2000 is accessed through the Start button in Windows 95.

- Click on the "**Start**" button to bring up the Start menu
- Click on "**Programs**" to bring up the Programs menu
- Click on "**Microsoft Word**"

Word 2000 will appear on the screen, containing a new blank document.



---

## THE WORD 2000 SCREEN ELEMENTS

---




### TITLE BAR

At the top of the screen is the blue Title Bar containing the name of the program and the name of the document currently visible in it - Document1.


### MENU BAR

The Menu Bar contains the main menu headings. Click on a menu heading to bring up a drop down list containing menu commands. Each menu command is used to make something happen, eg save your document, copy some text or undo a mistake.

### MINIMISE, MAXIMISE/RESTORE, CLOSE

The Minimise , Maximise  and Close  buttons are found in the top right hand corner of any window.

The Minimise button is used to minimise the window down to a button on the Task Bar.

The Maximise button is used to maximise a window to make it fill the screen. Once the window has been maximised the button will change to the Restore button . Click on the Restore button to return the window to its previous size.

The Close button is used to close the program down.

### TOOLBARS

The Toolbars contain buttons that can be clicked on to make things happen to your document. Each button provides a shortcut to a command also found in the drop down menus.

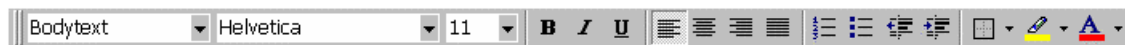
There are many Toolbars available in Word, but you will only see the two basic ones the first time you start up Word. The top one is called the 'Standard Toolbar'. The lower one is the 'Formatting Toolbar'.

#### The Standard Toolbar



This Toolbar contains buttons for many of the basic actions you will want to perform in Word, such as opening, saving and printing documents.

#### The Formatting Toolbar

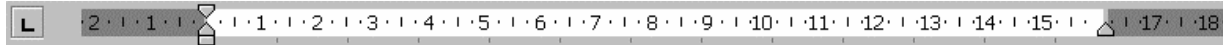


This Toolbar contains buttons that allow you to change the appearance of (format) the text in your document.

### ToolTips

If you position the mouse cursor arrow over a toolbar button, after a couple of seconds, the name of the button will appear in a little yellow box. This is a tooltip.

## THE HORIZONTAL RULER



The Horizontal Ruler shows you the horizontal dimensions of the your document and the current left and right margin settings. it can also be used to indent text, set tab stops and change the margins.

## THE VERTICAL RULER

The Vertical Ruler shows you the vertical dimensions of the your document and the current top margin setting.

## THE VERTICAL SCROLL BAR

The Vertical Scroll Bar is used to move up and down your document. Click on the down arrow button at the bottom of the bar to scroll down. Click on the up arrow button at the top of the bar to scroll up.

## SELECT BROWSE OBJECT

The Select Browse Object button allows you to select the criteria you would like to browse through your document by. For example, by: page, section, heading or table. Having selected the browse object you can then use the Browse Next button to view the next object, or Browse Previous to view the previous object.

## THE STATUS BAR

The Status Bar is located at the bottom of the Word screen. It contains information about the size of your document and tells you your current page location.

## INSERTING AND SELECTING TEXT

---

### INSERTING TEXT

When Word starts up it automatically creates a new blank document for you to work in. This document is called **Document1** until you save it and give it a different name.

The next new document you create will be called Document2, then Document3, etc. When you close Word and then re-start it at a later time, the document number will start at Document1 again.

At the top left corner of the empty document area is a blinking vertical bar called the text **Insertion Point**. The Insertion Point marks your current position in the document. When you start typing, that is where text will appear in your document.

- Now **start typing** your text

You can move the insertion point with the cursor keys or you can use the mouse to click the insertion point into the desired location on the document.

### Deleting Mistakes

If you make a typing mistake you use the Backspace key (above the Return key) to delete the last character you typed

- Press [**Backspace**] to delete

### SELECTING TEXT

When you want to perform a function on text eg, format it, copy it, or delete it, you must first '**Select**' the text you wish to use or change. Once selected you can perform any action you wish. There are a variety of ways of selecting areas of your screen:

#### Selecting a General Area

- **Click** on the first word, hold down the left mouse button and **drag** the mouse **down** through all the text you wish to select. Release the mouse button at the end of the text

#### Selecting a Single Word

- **Double Click** on the **word**

#### Selecting a Sentence

- Press the [**Ctrl**] key and **click** anywhere on the **sentence**.

#### Selecting a Line

- **Click** in the **left margin** (in the white space to the left of the text)

### Selecting a Paragraph

- **Double click** to the left of the paragraph (**in the left margin**)

*or*

- **Triple click** on the **paragraph**

### Selecting a Large Area of Text

This is a shortcut for selecting larger areas of text if you are having problems dragging off the bottom of the screen (when it can sometimes move too fast).

- **Click** at the **start of the text**, but do NOT hold the mouse key down
- Use the Vertical Scroll bar to **move to** the **end** of the text you wish to select
- Hold down the [**Shift**] key and then **click** at the **end of the text**

### Selecting the Whole Document

There are 3 fast ways to select the whole document:

- **Triple click** in the left **margin**

*or*

- Click on "**Edit**" menu, then choose "**Select All**"

*or*

- Press [**Ctrl**]+[**A**]

### DESELECTING TEXT

To deselect text that is selected.

- **Click** anywhere in the document text

---

## MOVING AROUND THE DOCUMENT

---

Once text has been created, there are a variety of ways of moving around the document. Your position in the document is marked by the Text Insertion Point (the dark vertical line).

### Using the Mouse

You can use the Vertical Scroll bar to move up and down your document, and then click in the text to move to that location.

### Using the Keyboard

Here are some useful keyboard commands for moving around the document.

<b>[The Cursor keys]</b> i.e. ← → ↑ ↓	Will move you one character left or right, or one line up or down.
<b>[Home]</b>	Will take you to the <b>BEGINNING</b> of the current line
<b>[End]</b>	Will take you to the <b>END</b> of the current line
<b>[Ctrl]+[Home]</b>	Will take you to the <b>START</b> of the <b>document</b>
<b>[Ctrl]+[End]</b>	Will take you to the <b>END</b> of the <b>document</b>
<b>[Ctrl]+[↑]</b>	Will take you <b>back up a paragraph</b>
<b>[Ctrl]+[↓]</b>	Will take you <b>down a paragraph</b>
<b>[Ctrl]+[→]</b>	Will take you <b>forwards a word</b>
<b>[Ctrl]+[←]</b>	Will take you <b>back a word</b>
<b>[Page Up]</b>	Takes you <b>up a screen</b>
<b>[Page Down]</b>	Takes you <b>down a screen</b>

**To find out where you are**, look at the status bar in the bottom left hand corner of the screen. It tells you:

Page Number	Total pages	Line + column count
Page 5    Sec 1	5/17	At 8.1"    Ln 40    Col 2

---

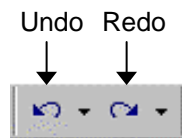
## CORRECTING ERRORS

---

### THE UNDO AND REDO COMMANDS

Within Word there is the facility to Undo, in reverse chronological order, the last 100 actions performed in the document. Having undone some actions, if you decide you liked them after all, you can use the Redo command to redo the things you just undid.

The Undo and Redo buttons are found on the Standard Toolbar.



#### Undo

- **Click** on the "**Undo**" button to undo the previous action
- **Click again** to undo the action before that, etc.

You cannot redo an action unless you have just 'undone' it.

#### Redo

- **Click** on the "**Redo**" button to redo the last action you undid
- **Click again** to redo the next action, etc.

### AMENDING AND DELETING TEXT

#### To Amend or Delete Individual Characters

To delete individual characters you must first move to the point at which you wish to edit the text.

- **Click in the text** (to position the text Insertion Point)
- Press [**Delete**] to delete text to the right of the Insertion Point

*or*

- Press [**Backspace**] to delete text to the left of the Insertion Point

#### To Delete Large Blocks of Text

- **Select the area** to be deleted, press the [**Delete**] key

#### To Overwrite a Section of Text

- **Select the text** you wish to change, then simply **type over it**. The original text will be deleted and overwritten by the new text.

---

## FORMATTING TEXT

---

Formats such as bold, italics, underline and font can be added to text in two ways:

- Highlight the text and then click on the “relevant” button or command.

*or*

- Click on the “relevant” button or command and then type the text. The text will be produced in whatever format you have selected.

**NB** If you use the second method you must remember to click on the icon or command again to turn off the feature, after you have Completed Typing your text.

### To Make Text Bold

- Click on the “**Bold**” icon.



### To Make Text Italics

- Click on the “**Italic**” icon.



### To Underline Text:

- Click on the “**Underline**” icon.



## CHANGING TEXT SIZE

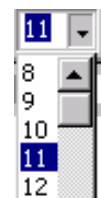
Text size is measured in 'points'. The available sizes range from 8 to 72. The larger the size, the larger the text.

### To Change Text Size

- Click on the **down arrow** next to the “**Point Size**” icon

A list of all the available sizes will appear.

- Scroll up or down the list and **select a size**



## CHANGING TO UPPER OR LOWER CASE

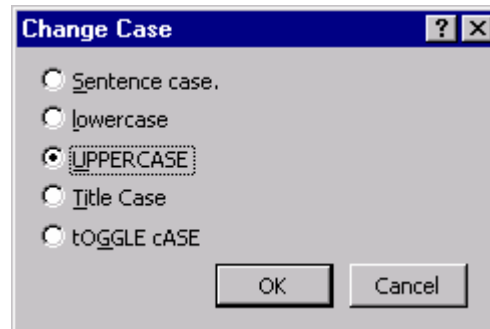
If you accidentally type text into your document in the wrong case (because the Caps Lock key is still on) you can change the case without having to retype it.


### To Change The Case Of Text

- **Select** the **text** you wish to change
- Click on the **"Format"** menu, then select **"Change Case"**

A dialog box will appear:

- **Select** the case **option** you wish to apply
- Click on the **"OK"** button



 **TIP** Alternatively, you can select the text and keep pressing the **[Shift]+[F3]** shortcut to cycle through the three main change case options

## CHANGING THE PRINT STYLE (FONT) OF TEXT

This is the quickest way to change the Font.

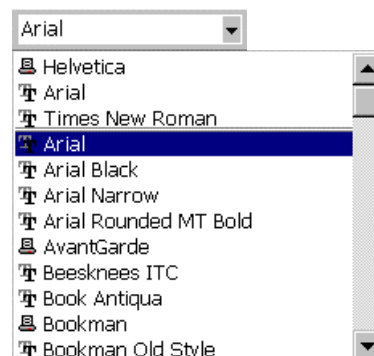
- **Select** the **text**.
- Click on the down arrow next to the **"Font"** display box on the Formatting Toolbar



A drop down menu will appear containing all the different Fonts available.

At the top of the list Word will display the last ten fonts that you have selected during this session in Word.

Underneath that the full list is arranged in alphabetical order.



- Scroll down the list and then click to **select** the **Font** you wish to apply

---

## TEXT ALIGNMENT

---

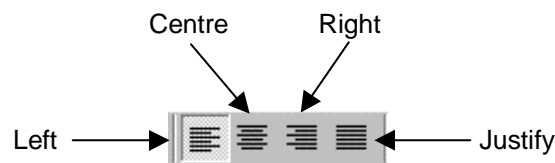
There are four text alignment options.

Alignment	Text Appearance
Left	Text sits flushed to the left margin
Right	Text sits flushed to the right margin
Centre	Text is centred between both margins, in the middle of the page
Justified	Text sits flushed to both left and right margins

In all new documents, the text is automatically aligned on the left unless you specify otherwise.

You can only apply alignment formatting to a whole paragraph, i.e. you can't right align one word in a paragraph while the rest of the paragraph is left aligned. (You should use tables to do this).

The Alignment buttons on the Formatting Toolbar are used to change the text alignment:



### To Change Text Alignment

- **Select the text**
- **Click on the appropriate text alignment button**

---


## THE FORMAT PAINTER TOOL

---

If you have already formatted text in your document and you would like to apply (paste) this formatting to a different piece of text, you can use the Format Painter tool.

### To Copy And Paste The Formatting

This method allows you to copy and paste formatting to one piece of text.

- **Select** the **text** containing the format you wish to copy
-  Click on the "**Format Painter**" button
- Click and drag to **select** the **text** you wish to apply the formatting to. As soon as you let go of the mouse button the text will acquire the new format

### To Apply The Formatting To Several Areas Of Text

- **Select text** containing the format you wish to copy.
- **Double click** on the "**Format Painter**" icon
- Click and drag, in turn, to select **each area of text** you wish to apply the formatting

When you have finished applying the formatting, you will need to turn off the Format Painter tool.

- **Click once** on the "**Format Painter**" tool button

**NB** The Format Painter tool does NOT pick up the case of the text

---

## INSERTING THE DATE

---

You can insert a code into a document to display the date. There are two different types of date codes you can insert into your document - a Fixed date or a Rolling date.

**Fixed Date:** Displays the date of the day in which you inserted the date code.

**Rolling Date:** Displays the current date on each day you open the document.

### Inserting A Fixed Date

First, click in the text to position the Insertion Point at the place you wish the date to appear.

- In the **"Insert"** menu, select **"Date and Time"**.

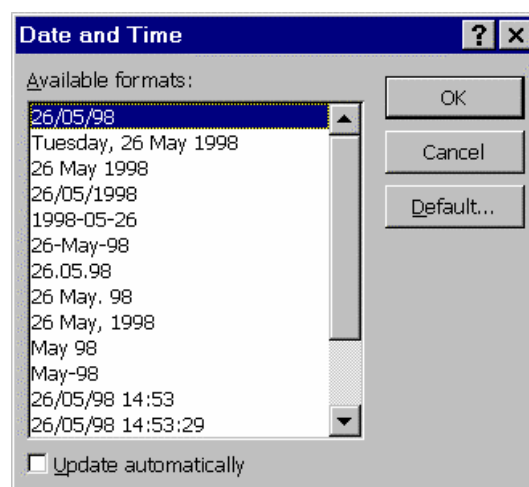
A dialog box will appear displaying a variety of date formats.

Some formats show the date, some show the time and some show the date and time together.

- **Select** the date **format** you require

Ensure the "Update Automatically" option is turned off.

- Click **"OK"**



Alternatively you can just type the date into your document as normal text.

### Inserting a Rolling Date

First, click in the text to position the Insertion Point at the place you wish the date to appear.

- In the **"Insert"** menu, select **"Date and Time"**
- **Select** the date **format** you require
- Click to turn on the **"Update Automatically"** option
- Click **"OK"**

---

## CUT, COPY AND PASTE

---

Cut and Paste is used to move text from one position of your document to another.

Copy and Paste is used to place a copy of text elsewhere in a document.

You can also Cut, Copy and Paste between different documents.

The text that is cut or copied is placed in a hidden memory area called the Clipboard. The clipboard can only remember one thing at a time, so only the last piece of text you cut/copied will be stored there.

### To Cut And Paste Text

- **Select** the **text** you wish to cut
- Click on the "**Cut**" button



The text will be cut out of the document. Do not cut or copy more text until you have pasted in this text, otherwise you will lose it.

- Click in the document to **choose** the **location** you would like to move the text to
- Click on the "**Paste**" button



### To Copy And Paste Text

- **Select** the **text** you wish to cut
- Click on the "**Copy**" button



---

### TIP

If you double click on the copy icon you can view the contents of the 12 item clipboard.

---

The text will be copied to the clipboard.

- Click in the document to **choose** the **location** you would like to move the text to
- Click on the "**Paste**" button



## DRAG & DROP

---

Drag and Drop is a quick method of moving text around a document, which can be used instead of Cut and Paste.

(It is very easy to accidentally perform a drag and drop when trying to select text.)

### DRAGGING TEXT

If text is in the wrong location you can pick it up and drag it to the position you want.

- Select the **text** you wish to move
- **Position over** the **selected/highlighted text**. The cursor should change to a white arrow
- **Click** on the selected **text and drag** across the screen

A dashed box will appear underneath the cursor arrow, telling you your are performing a drag and drop. A dotted line (insertion point) will move through the document text as you drag across the screen. This marks the point at which the text will be moved to when you release the mouse button.

- Drag the mouse until the **dotted insertion point** is at the **correct position**
- **Release the mouse**

---

## SAVING DOCUMENTS

---

There are two important save options in Word: Save and Save As.

**Save As:** is used to save a new document, allowing you to give it a name and choose where it is stored

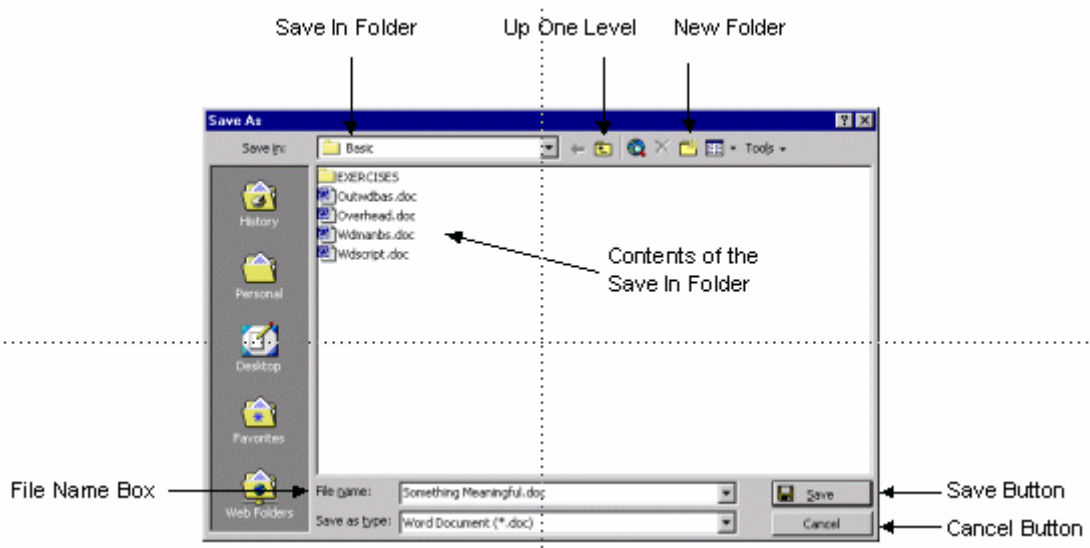
**Save:** is used to resave a document (that has been saved before) to include the latest changes.

Fortunately, if you choose the Save option with a new document, Word will automatically bring up the Save As dialog box.

### SAVING A NEW DOCUMENT

- In the "File" menu, select "Save As"

The Save As dialog box will appear.



There are two things you need to do in this dialog box - give the file a name and choose where you would like to save it.

---

**TIP** If you are sending the document to somebody you may have to change the **Save As Type** to **Word 6.0/95**

---

- Enter a **name** for **the document** into the File Name box

File names in Windows 95 can be up to 250 characters long and can have spaces in them. However, you should probably keep your file names under 25 characters as longer names will not always be fully visible.

You should use names that will make it easy for you to recognise the contents of the document just by looking at the name. This is important when trying to locate documents created weeks earlier.

Having given the file a name, you now need to choose which folder you are going save it into.

The Save In box contains the name of a folder. This is the current destination of the saved file. The large area underneath shows the contents of the current destination folder. To change the destination folder, either:

- Click on the "**Up One Level**" button, to move up one folder level

For this example, keep clicking on the "Up One Level" button until you reach the Desktop. This is the top level.

To move down through the folders.

- **Double click** on one of the **folder** icons in the contents area, to move down a level into that folder

For this example, double click on "My Computer" icon to move down into that folder, then double click on the "C: Drive" icon to move into that folder, then double click on the "My Documents" folder.

The "My Documents" folder is currently selected, and is visible in the Save In box.

When the correct folder is showing in the 'Save in Folder' box.

- Click on the "**Save**" button

Your file is now saved, with the name you chose, into the folder you selected.

### SAVING CHANGES (RESAVING)

If you have already saved a file, but have made changes to it since it was saved, you will probably want to save the latest changes.

- In the "**File**" menu, select "**Save**"

*or*

- Click on the "**Save**" button on the Standard Toolbar (picture of a floppy disk)



#### ☺ **TIP**

Save your documents on a regular basis. This means about every 20 minutes. Do not work for hours without saving!!!!

---

## CLOSING DOCUMENTS AND EXITING WORD

---

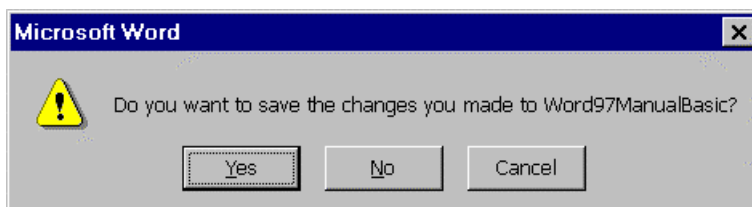
Before you close a document it is best to save the latest changes (see previous section).

### To Close A Document

- Click on the "**File**" menu
- Select the "**Close**" command

### THE CLOSING/SAVING SAFETY NET

If you try to close a document that contains changes that haven't been saved, Word will ask you if you wish to save the changes before you close the document.



Do not panic and click on the wrong button.

These are the options:

<b>Yes</b>	Saves the changes then closes the document
<b>No</b>	Closes the document without saving the changes. You will not be able to retrieve the changes at a later date
<b>Cancel</b>	Returns you to your document without closing or saving it

- Select "**Yes**", to save your changes

The document will be saved and closed.

### TO EXIT OUT OF WORD

It is a good practice to save and close all your open documents before you exit out of Word.

- In the "**File**" menu, select "**Exit**"
- or
- Click on the "**Close**" button for Word

## CREATING A NEW DOCUMENT

---

The quickest way to create a new blank document is to use the New button on the Standard Toolbar.

### To Create A New Document

- Click on the "**New**" button



A new blank Word document will open up. If you have not closed your original document then you will now have 2 documents open at the same time.

When you first started Word, it created a new blank document called Document1. The next new document you create is called Document2, then Document3, etc.

The new documents keep these names until you save them and give them a different name.

## OPENING AN EXISTING DOCUMENT

To open a document that you created earlier.

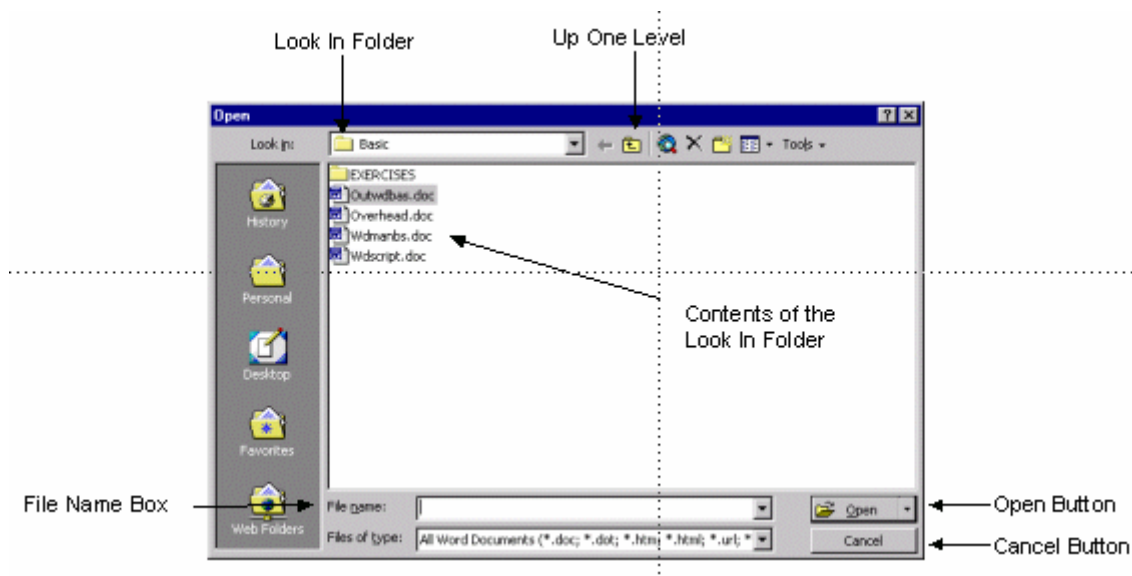
- Click on the **"File"** menu, and select **"Open"**

or

- Click on the **"Open"** button on the Standard Toolbar



The Open dialog box will appear.



The folder you are currently looking in is shown in the "Look In" box. The contents of the Look In folder are the displayed underneath in the Contents area. This can be other folders and/or files.

You can move down into a folder by double clicking on it, or move up out of a folder by clicking on the "Up One Level" button.

- Navigate to the folder containing your document using the "Up One Level" button and/or by double clicking on the folders contained in the Contents area

When you reach the correct folder, your document file will be visible in the Contents area

- **Select** the **document** file you wish to open by clicking on it
- Click **"Open"**

## OPENING A RECENTLY USED DOCUMENT

Word holds a list of the last 4 documents you have worked on, this gives easy access if you wish to recall one of them.

- Click on the "**File**" option in the menu bar

At the bottom of the menu you will see a list of the last 4 Word documents you had open.

- Click to **select** the **document** you wish to re-open

## COPYING OR DUPLICATING A DOCUMENT

You can use the "Save As" command to make a copy of the current document, so that none of your changes affect the original document.

In the document.

- In the "**File**" menu, select the "**Save As**" option

The Save As dialog box will appear.

- Enter the **new name** for the document in the "File Name" box (you can also select a different folder to save it in)
- Click on "**OK**"

The old document is automatically closed. It will contain the changes up till your previous save (not this save). The document on screen is the copy, saved with all the latest changes.

## WORKING WITH MULTIPLE DOCUMENTS

Word allows you to have multiple documents open at the same time. This is very useful if you wish to copy text between documents.

If you have several documents open at the same time, the current document will hide the other documents that are also open. You can use the Window menu to bring the other documents to the front of the screen.

### To Move Between Open Documents

- Click on the "**Window**" menu

At the bottom of the Window drop down menu are listed all the documents currently open.

- **Select** the **document** you would like to move to

## CHECKING SPELLING AND GRAMMAR

Word has an in-built Spelling and Grammar Checker which will check all the words in your document and highlight any it cannot identify.

### To Run A Spell Check

Move to the beginning of the text you wish to check.

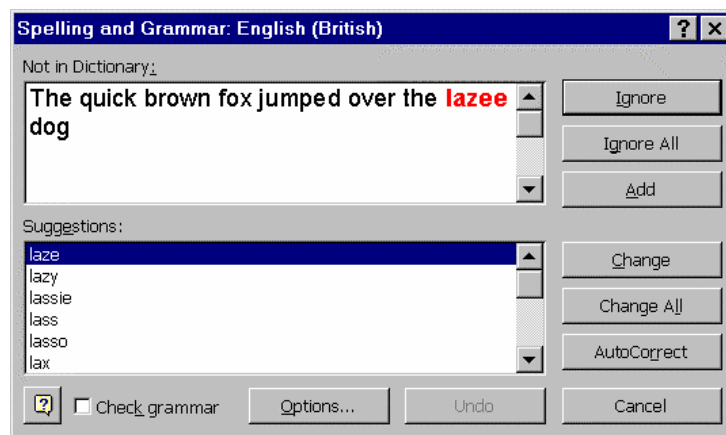
- Click on the "Spellchecker" icon



The Spelling and Grammar dialog box will appear.

Word will scan through the document. Each time it finds a word it does not recognise, it will display the surrounding text and the wrong word (in red).

Word will then produce a list of alternative Suggestions.



These are the options available to you:

If ...	Then, Do This...
The correct word appears in the Suggestions list	Click on the correct word and then click on the "Change" button (or if you have made this mistake throughout the document click on the "Change All" button, to change all instances of this mistake)
The correct word does <b>not</b> appear in the Suggestions list	You can use the [Backspace] key to delete the wrong word (that appears in red in the Not in Dictionary box) and type in the correct word, then click on the "Change" button
The word being questioned is actually correct (i.e. it is a company or persons name)	Click on the "Ignore" button to move on to the next mistake (or click on the "Ignore All" button if this word appears throughout the document)
The word being questioned is actually correct and you don't want it to be questioned again	Click on the "Add" button to add the word to the custom dictionary

At the end of the document, a message will appear to tell you that the spell check is complete. Click "OK" to close the message.

## AUTOCORRECT

AutoCorrect allows you to alert Word to common spelling/typing mistakes that you make. Then each time you make that mistake Word will automatically replace it with the correct word. It also contains some additional features, such as capitalising the first letter of sentences.

There are some words that have already been added to the AutoCorrect library, such as: adn (and), teh (the), agian (again). The correction takes place as soon as you type the text and press the [Spacebar].

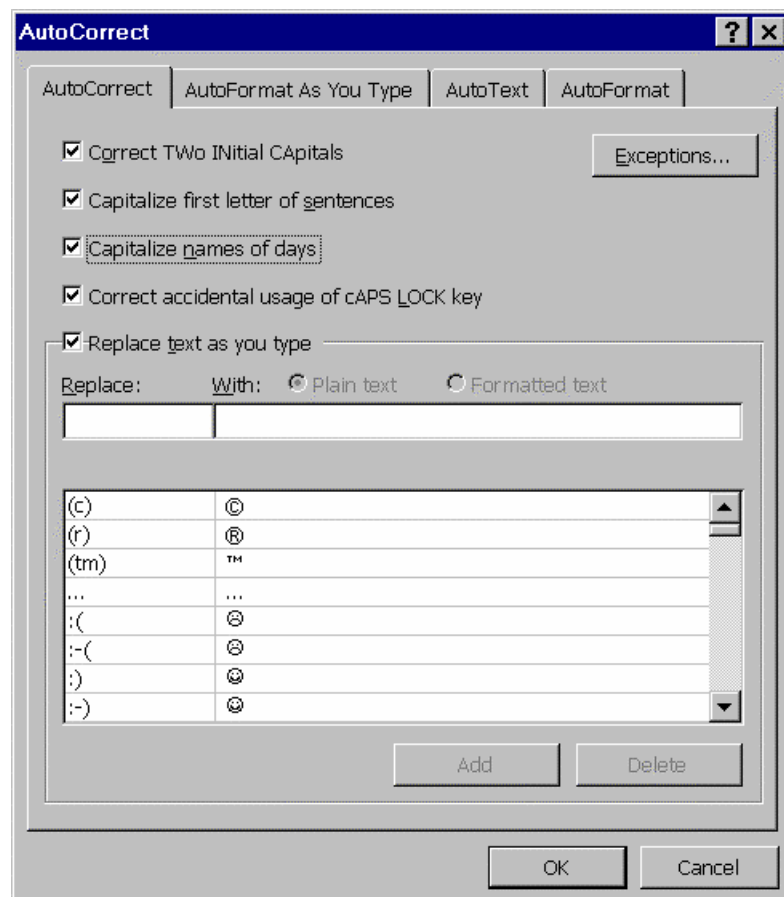
To make full use of AutoCorrect you have to add your own common mistakes to the AutoCorrect list.

### To Add To AutoCorrect

- In the “**Tools**” menu, select “**AutoCorrect**”

There are a few pre-set corrections already built in, including the facility to:

- Take out the 2nd capital letter should you type it in error eg change ANd to And
- Put capitals on the first letter of sentences
- Put capitals on day names, eg Friday.



### To Add Your Own Personalised Corrections

- In the “**Replace**” box, type the text you wish to have corrected
- In the “**With**” box, type the correct version of the word
- Click on “**Add**”, then click on “**OK**”

From now on, each time you type the incorrect text and press the [Spacebar], Word will insert the correct text automatically.

---

## THESAURUS

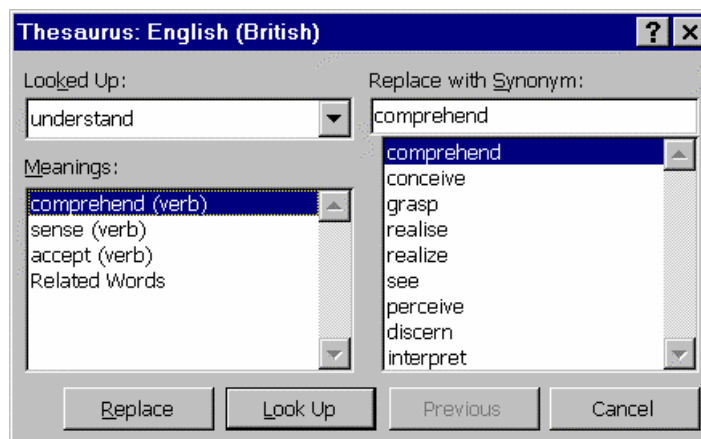
---

The Thesaurus is used to find an alternative word to replace the current word.

### To Use The Thesaurus

- **Select** the **word** you wish to replace
- In the "**Tools**" menu, select "**Language**", then select "**Thesaurus**"

The Thesaurus dialog box will appear.



The 'Meanings' box contains the different possible meanings of the word.

- Select a "**Meaning**"

A list of possible synonyms for this meaning will be displayed on the right side of the dialog box.

- **Select** a **synonym**
- Click on "**Replace**"

The original word will be replaced with the word you have just chosen.

---

## WAYS OF VIEWING YOUR DOCUMENT

---

Word has several ways of viewing a document on screen. We will discuss the two most common methods.

### NORMAL VIEW AND PAGE LAYOUT VIEW

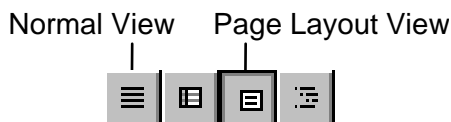
The icons representing “**Normal View**” and “**Page Layout View**” are found in the bottom left hand corner of the screen (on the left side of the Horizontal Scroll Bar).

**Normal View** shows you just the text in your document and the page breaks between pages. It is supposed to be slightly faster to work in Normal View than Page Layout View.

**Page Layout View** is the closest view to how your document will actually print out. It shows you the whole page, including the margins, page numbering (and Headers and Footers).

### To Change Views

- **Click on the appropriate view button**



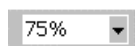
### ZOOM

The Zoom facility allows you to zoom in or zoom out of your document in order to see more or less of the page(s) on the screen.

When you zoom in on your document, the contents will appear larger. But the actual text size has not been changed. It is just as if you have moved your face closer to the screen. Similarly, when you zoom out, the text will appear smaller, but the actual text size has not been altered.

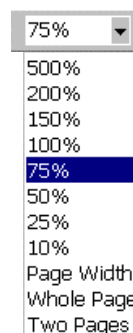
### To Zoom In Or Out Of Your Document

- Click on the drop down arrow on the “**Zoom**” control on the Standard Toolbar



A drop down list of zoom percentages will appear. The greater the percentage, the larger your document will appear (and the less of it you can see at once).

- **Select a percentage**

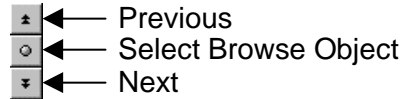


---

## BROWSING THROUGH LARGE DOCUMENTS

The Browse feature allows you to move through your document using a variety of criteria. The most common option is to browse by a whole page at a time.

The browse controls are found at the bottom right of the screen (underneath the Vertical Scroll Bar).



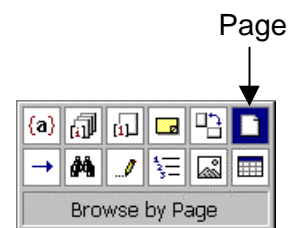
There are 12 browse options (page, section, header, table, etc.). Beginners will only want to browse by Page. This should be the default option, but if it is not, you will need to select it.

### To Select A Browse Criteria

- Click on the "**Select Browse Object**" button

This will bring up the browse options.

- **Select** the appropriate **option**



Having selected a browse option, you can then move on to the "Next" (occurrence of that option) or "Previous" (occurrence of that option).

### To Browse Through Your Document

- Click on the "**Next**" button, or click on the "**Previous**" button

---

## PRINT PREVIEW

---

Print Preview shows you how your document will look when you print it out, enabling you to check it before you actually send it to print.

You can see full pages or groups of pages - up to 18 at a time. You can actually edit your document in Print Preview.

### To Preview Your Document



- Click on the **“Print Preview”** icon on the Standard Toolbar

or

- In the **“File”** menu, select **“Print Preview”**

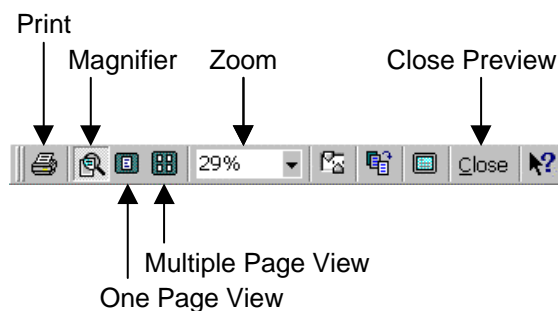
The screen view will change to Print Preview.

When you position the mouse cursor over the page you will see a magnifying glass icon. This allows you to click on the page to zoom in on it. You can then click again on the page to zoom out.

The Print Preview Toolbar will appear at the top of the screen.

You can use this to control how many pages you view at once, to edit the document, to print it, or to close down print preview and return to your document.

These are the useful options:



- The **“Print”** icon will print the **WHOLE** document
- The **“Magnifier”** button allows you to zoom closer into the document by clicking on the document (when it is on), or to click in your text and edit it (when it is off)
- **“One Page View”** allows you to look at the current page
- **“Multiple Pages View”** allows you to look at up to **18** pages at once. When you click on the button a grid will appear. Drag through the grid to choose how many pages you wish to view at once. (The more you view at once, the smaller they will be)
- **“Zoom”** allows you to choose a zoom percentage to view the text in more detail
- The **“Close”** button closes down Print Preview and returns you to your document

---

## INDENTING TEXT

---

There are several ways of indenting text. The easiest way is to use the Increase and Decrease Indent buttons on the Formatting Toolbar.



You cannot indent part of a paragraph. You can only indent whole paragraphs.

### To Indent Text

- **Select** the **paragraph(s)** you wish to indent
- Click on the "**Increase Indent**" button

Each time you click on the "**Increase Indent**" button, the paragraph will be indented by 1/2 an inch.

### To Decrease The Indent

- **Select** the indented **paragraph(s)**
- Click on the "**Decrease Indent**" button

Each time you click on the "**Decrease Indent**" button, the indentation will be reduced by 1/2 an inch.

---

## PAGE BREAKS

---

### AUTOMATIC PAGINATION

The text you type into your document appears in a continuous 'text stream' that spreads down the page. When the text reaches the bottom of the page Word automatically creates a new page, and the 'text stream' spreads on to it.

If you are in Page Layout view you can see a grey gap between the bottom of one page and the beginning of the next.

If you are in Normal view a dotted line appears in the text that represents the end of the page.

### MANUAL PAGE BREAKS

If you wish to end a page before the bottom of the page, you will need to insert a manual page break. This will stop text appearing on the page after the break, and all subsequent text will appear at the top of the next page.

#### To Insert A Manual Page Break

- Insert the cursor into the text where you want to end the page
- In the "Insert" menu, select "Break"

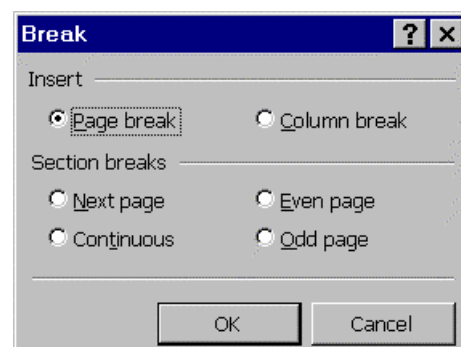
This will bring up the Insert Break dialog box.

- Ensure that the "Page Break" option is selected
- Click "OK"

A Page Break will be inserted into the page at that point.

Alternatively, you can use the following keyboard shortcut:

- Press **[Ctrl]+[Return]**



If you are in Page Layout view, the page break will be invisible. If you want to delete the break, you will need to show the 'Invisible (non printing) Characters', so that you can see it.

#### To Delete A Page Break

- Click on the "Show/Hide" button on the Standard Toolbar



The page break will now be visible as a dotted line with the word "Page Break" on it.

- Click in the left margin, to the left of the break to **select the break**
- Press the **[Backspace]** key to delete it

---

## AUTOMATIC PAGE NUMBERING

---

Page numbers can be inserted either in the Header (top of every page) or Footer (bottom of every page) area of the document.

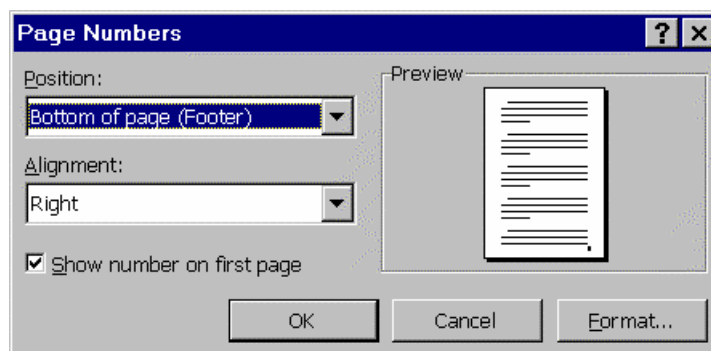
The basic way of inserting automatic page numbering can be used without understanding Headers or Footers.

### To Insert Automatic Page Numbering

It is not important where you are in the document when you initiate this procedure.

- In the **“Insert”** menu, select **“Page Numbers”**

The Page Numbers dialog box will appear.



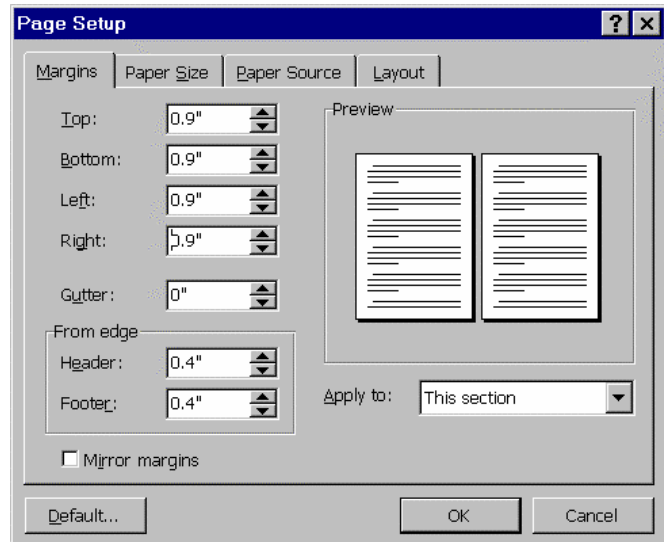
- In the **“Position”** drop down menu, select either **“Bottom of Page”** (Footer) or **“Top of Page”** (Header)
- In the **“Alignment”** drop down menu, select a location for the number (within the Header/Footer area). NB the Inside and Outside options are used with documents that are bound like a book to create facing pages
- Click **“OK”**

## CHANGING THE PAGE SETUP OPTIONS

If you wish to change the orientation of your document to make it portrait or landscape, or change the margins, or choose whether to print out on headed or plain paper, you must do it in the Page Setup options.

- In the **"File"** menu, select **"Page Setup"**

This will bring up the Page Setup dialog box, which is divided into four sections: Margins, Paper Size, Paper Source and Layout. Click on the tabs at the top of the dialog box to access the relevant options.



### MARGINS

In the Margins tab.

- Use the up and down buttons to change the **"Top"**, **"Bottom"**, **"Left"** and **"Right"** margins. (You can also type new numbers into the boxes).

### ORIENTATION (PORTRAIT OR LANDSCAPE)

In the Paper Size tab.

- Select the **"Portrait"** or **"Landscape"** Orientation option

### HEADED AND PLAIN PAPER

To control which type of paper you print out on, you use the Paper Source options in the Paper Source tab.

The "First Page" option allows you to choose the paper tray that the first page of your document prints out on. The "Other Pages" option allows you to choose the paper tray that all subsequent pages print out on. The options available (such as: Tray 1, Tray 2, Upper, Lower, Large Capacity) depend on the type of printer you are connected to.

- Select the appropriate tray in the **"First Page"** box
- Select the appropriate tray in the **"Other Pages"** box

To okay all the changes you have made in the Page Setup dialog box.

- Click **"OK"**

## PRINTING

There are two ways of printing your document. To print out the whole document, you can use the Print button on the Standard Toolbar. To print out part of your document you must use the "Print" command in the "File" menu.

### TO PRINT THE WHOLE DOCUMENT

- Click on the **"Printer"** icon. The whole document will print out.



### PRINTING SPECIFIC PAGES

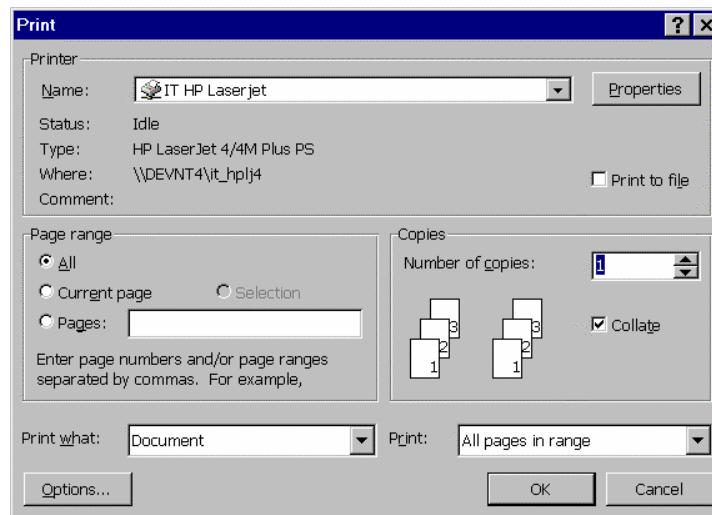
- In the **"File"** menu, select **"Print"**

The Print dialog box will appear.

In the Page Range options you can choose to print "All" the document, the "Current Page", or select the "Pages" option and enter a range in the Pages box.

For example, use the format 5-12 to print out all the pages 5 to 12 inclusive. Or 5,7,9 to print out just the pages 5, 7 and 9.

- Select a **"Page Range"**



You can also print out multiple copies of the document using the "Copies" option.

- Select the number of **"Copies"**

To print out the pages you have selected

- Click **"OK"**

---

## KEYBOARD SHORTCUTS

---

Here is a summary of useful keyboard shortcuts:

[Ctrl]+[S]	Saves the document
[Ctrl]+[Z]	Undoes the last action
[Ctrl]+[X]	Cuts selected text
[Ctrl]+[C]	Copies selected text
[Ctrl]+[V]	Pastes text into your document
[Ctrl]+[P]	Brings up the Print dialog box
[Ctrl]+[O]	Brings up the Open existing document dialog box
[Ctrl]+[A]	Selects the whole document
[Ctrl]+[Shift]+[End]	Selects from your current position to the end of the document
[Ctrl]+[Shift]+[Home]	Selects from your current position to the start of the document
[Ctrl]+[B]	Bold
[Ctrl]+[I]	Italics
[Ctrl]+[U]	Underline
[Shift]+[F3]	Changes the text case
[Ctrl]+[Y]	Repeats the last formatting action
[Ctrl]+[Return]	Inserts a Page Break
[Alt]+[Tab]	Cycles between open Applications
[Ctrl]+[F6]	Cycles between open documents
[Ctrl]+[W]	Closes the current document
[Alt]+[F4]	Exits out of Word