

Membership Course

Introduction to MS Word 2000

Course Objectives

Generally	The objective of this course is to introduce first-time users to Microsoft Word 2000. All the essential commands and features are covered, including creating, editing and printing documents and using the formatting tools.
Specifically	On completion of this course, you will be able to:
<ul style="list-style-type: none">• Start and exit Word• Recognise elements of the Word screen• Use the Office Assistant to get help• Create and save new documents• Open an existing document• Edit a document• Control line and paragraph indents and spacing• Set page margins• Enhance text with the formatting tools• View a document in different ways• Print a document	

Getting Started with Word 2000

Objectives

Generally	To familiarise you with the Word screen and show you how to select items from menus and toolbars.
Specifically	On completion of this section, you will be able to:
•	Start a Word session
•	Identify the different elements of the Word screen
•	Display and select items from menus and toolbars
•	Exit Word

Starting Word 2000

Once Word has been installed on your computer you are able to start the program in one of several ways depending on how your **Desktop** has been set up.

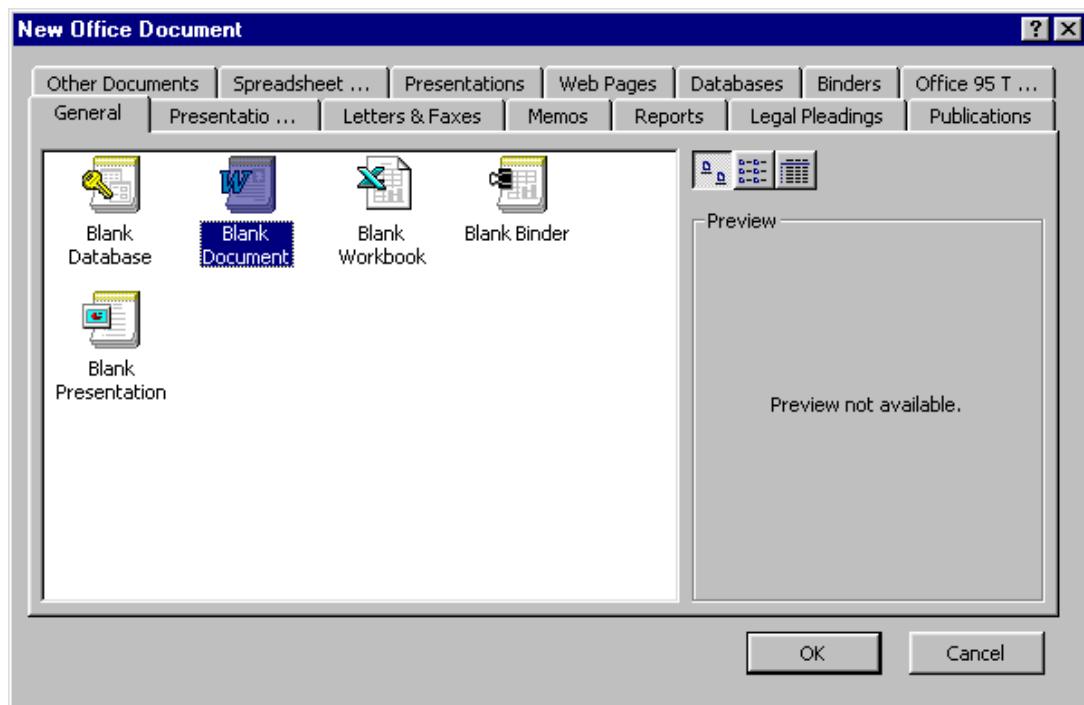
From the Office 2000 Shortcut bar



Office 2000 Shortcut bar

- Click the **New Office Document** button 

The **New Office Document** dialogue box is displayed.



New dialogue box

- Click the **Blank Document** icon
- Click **OK**

From the Desktop

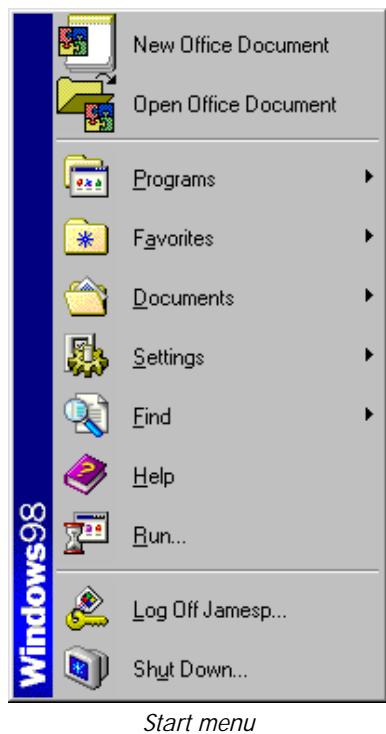
- If there is one, double-click the **Microsoft Word Desktop shortcut**



From the Start menu

- From the **Taskbar**, click once on the **Start** button

The **Start** menu is displayed.

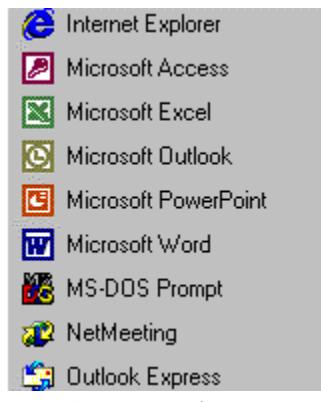


- Select the **New Office Document** item 

OR

- Click once on the **Programs** menu item

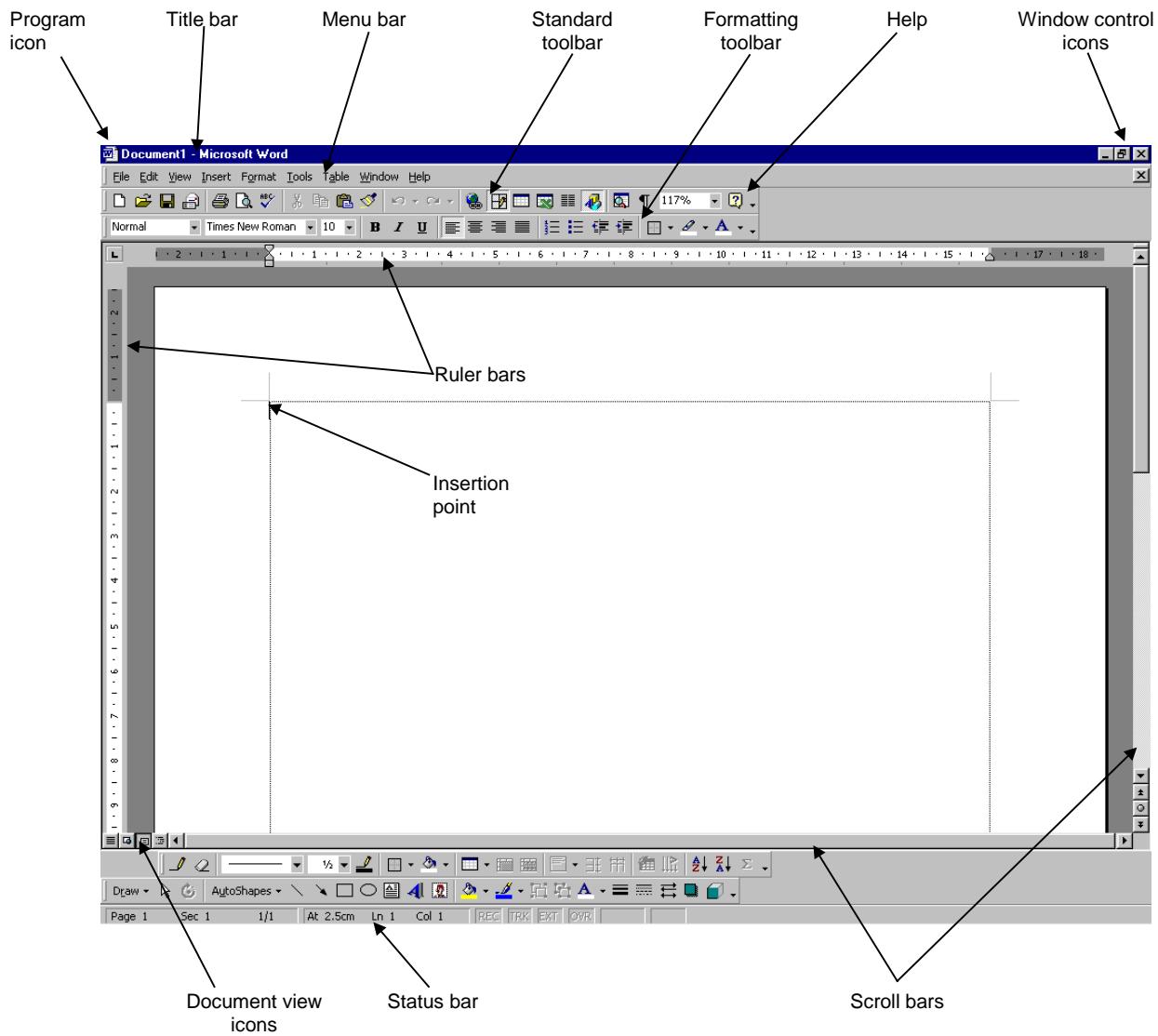
The **Programs** submenu is displayed.



- Click the **Microsoft Word** program item

Word 2000 Opening Screen

If you have used other Office 2000 applications, you will notice that the Word screen (also called the **Application Window**) looks very similar to them. Many elements of the screen are the same, which will help you to learn to use Word more quickly.



The Title Bar

The **Title** bar identifies the application you are running (Microsoft Word) and the name of the file you have open (Document 1). On the left-hand side of the Title bar is the **Program icon**. If you click this a menu of commands to control the Word window is displayed. You can also use the **Minimise** **Maximise** /**Restore** and **Close** buttons on the right-hand side of the Title bar to control the window.



Title bar

The Menu Bar

Each word on the **Menu** bar represents a different menu. Each menu contains the commands you use to activate features of Word. If a command is also found on a **toolbar** (see below) then the icon representing the command is displayed in the menu too. This makes recognising commands easier.

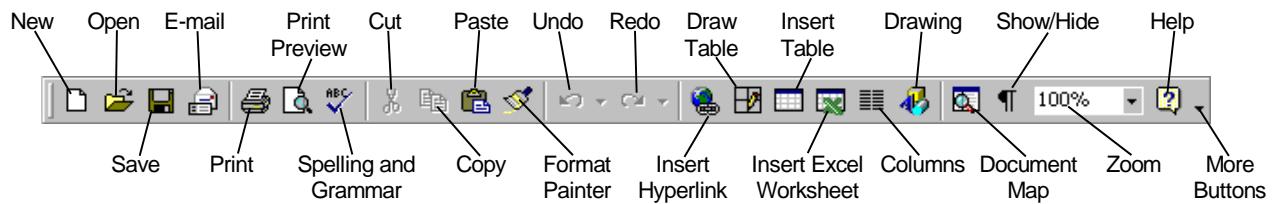


Tip

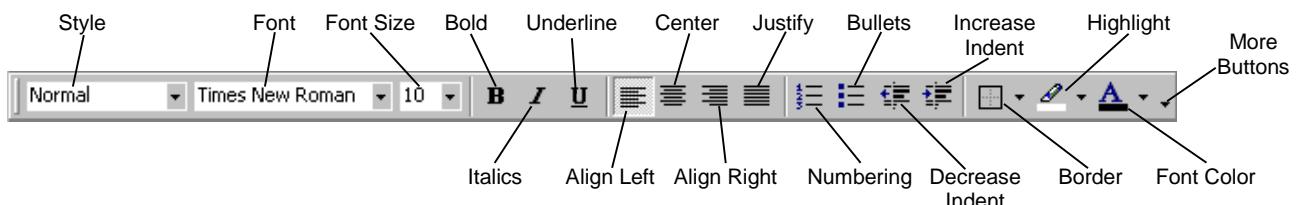
If you right-click objects on the screen, including text, tables or pictures, a **shortcut menu** will be displayed. Shortcut menus contain a selection of commands relevant to the object you clicked.

Toolbars

Toolbars contain icon buttons that are shortcuts to selecting the command from a menu. When you first start Word and open a document the **Standard** and **Formatting** toolbars are displayed. These toolbars contain the most commonly used commands. There are many other toolbars available in Word used for specialised tasks such as editing tables and completing a mail merge.

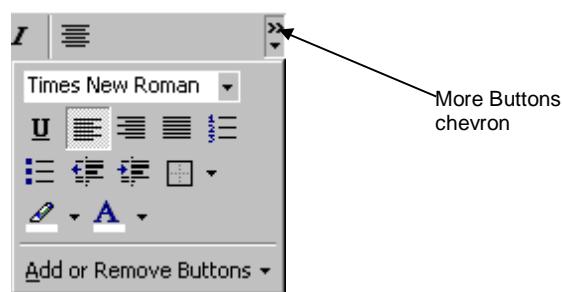


Standard toolbar



Formatting toolbar

If the toolbar does not fit on the screen, you will see a chevron above the **More Buttons** icon - click the **More Buttons** chevron to display the rest of the toolbar



When you point to a toolbar button, a **ToolTip** describing its function is displayed.

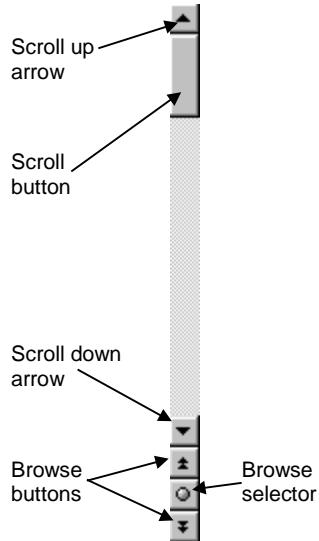
**Tip**

If ToolTips do not appear you need to switch them on. From the **View** menu, select **Toolbars**, then **Customize**. Click the **Options** tab then click the **Show ScreenTips on toolbars** checkbox. A tick means that it is switched on.

Scroll Bars

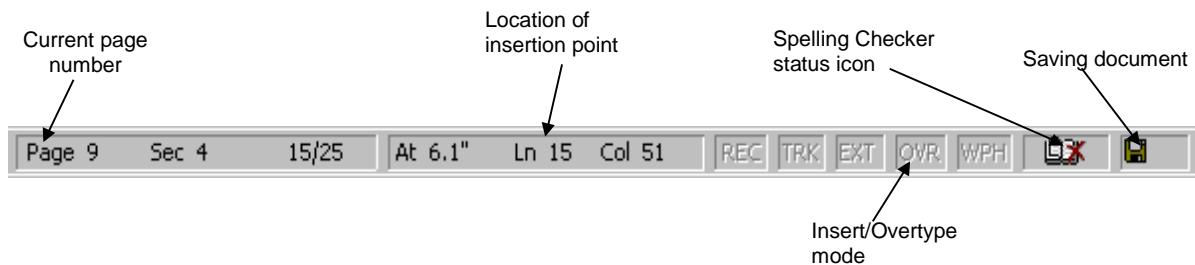
Scroll bars are used to move quickly around the document. The scroll button on the scroll bar changes size in proportion to the overall size of the document. You can scroll around the document by clicking the scroll arrows at either end of the scroll bar or by dragging the scroll button in the scroll bar.

The browse buttons allow you to move through a document in different ways. The default setting is by page.



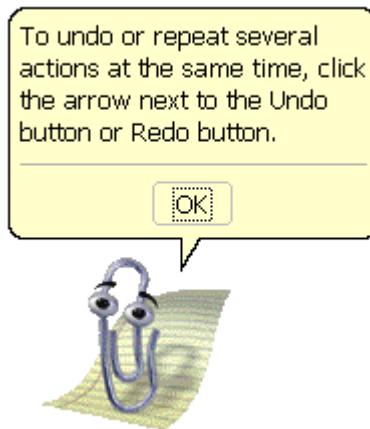
The Status Bar

The **Status** bar displays relevant document information including page numbering, insertion point location, insert/overtype setting, spelling check and saving status.



Office Assistant

Depending on how your computer has been set up, when you first start Word the Office Assistant may appear, providing you with the **Tip of the Day**. The Tip of the Day is a learning aid that contains useful suggestions and shortcuts for using Word more effectively.



Office Assistant - Tip of the Day

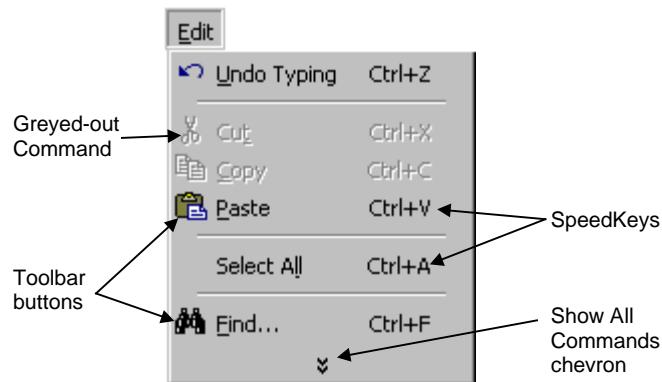
To close the Tip of the Day

- Click **OK**

Menus

Commands are displayed on pull-down menus that appear below menu headings. When selecting a command from the menus you can use the mouse or the keyboard. SpeedKeys and toolbar buttons are shortcuts for frequently used menu options. You will see these represented next to some of the menu items. Menu commands that are "greyed out" or appear faded are unavailable for use at that particular time.

Many commands have additional commands and actions associated with them. These are grouped into submenus to make locating and using them easier. Commands with an arrow beside them indicate a submenu. Point to or click on the submenu to select the next command or next submenu.



Pull-down menu commands showing SpeedKeys and toolbar button icons

To select a menu using the mouse

- On the **Menu** bar, point to the menu name
- Click the mouse button **once** to select the menu
- Run the mouse pointer down the menu to the required command
- Click the mouse button **once** to select the command

Tip Clicking on different items (for example a chart, data table, column or row header) with the **right** mouse button displays a **shortcut** menu which contains commands relating to the selected item.

To select a menu using the keyboard

- Press the **Alt** key

The **Menu** bar is activated and the word **File** is highlighted, but the menu is not displayed.

- Press and release the underlined menu letter

For example, **F** to open the **File** menu, **E** to open the **Edit** menu and so on.

- Press the underlined letter of the command item to select, or scroll to it with the arrow keys then press **Enter**

To deselect a menu

Menus opened accidentally can be deselected without choosing a command.

- Press the **Esc** key twice, or click the mouse once anywhere off the menu

Personalised menus in Word 2000

Word 2000 has "intelligent" menus that are automatically personalised for you, based on how often you use certain commands. When you first start Word, the most frequently used commands are displayed on the selected menu.

As you spend longer working in Word, the menus change to contain just the commands that you select most often.

Note This means that the menus you see on screen may not look exactly like the ones shown in this manual.

To re-display a menu command

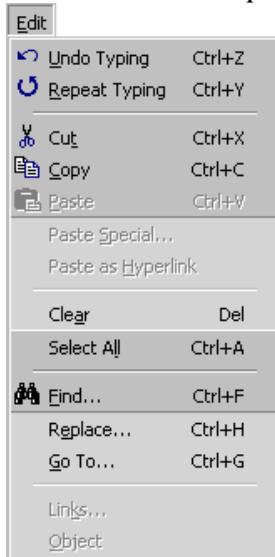
If you are looking for a specific command you do not use very often or have never used before, you need to adjust the menu so that it displays it.

- Click the **chevron**  arrows at the bottom of the menu

OR

- Double-click the menu name (for example, **Edit**) to **extend** the menu

When the menu is extended, all the other menus are expanded automatically until you click on a command or perform another action. When a command is selected from an extended menu, it is automatically added to your personalised version of that particular menu. If you do not use that command for a while, Word will stop displaying it.



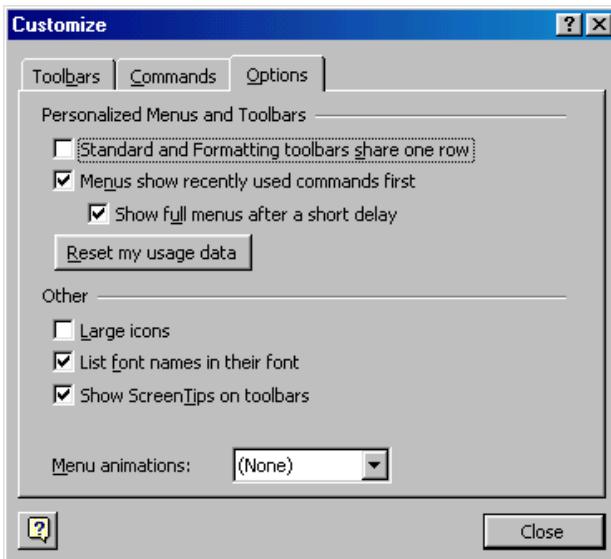
An extended menu

To show all commands on a menu

As a new user to Word you may prefer to have all the menu options available all of the time. To do so, follow these steps:

- From the **Tools** menu, select **Customize**, then click the **Options** tab

The **Customize** dialogue box is displayed.



Customize dialogue box

- Click the **Menus show recently used commands first** check box to clear the tick
- Click **Close**

Note Selecting or de-selecting the **Menus show recently used commands first** check box will affect all Office 2000 applications on your PC.

SpeedKeys

As you become more proficient with Word it is often easier to use keystrokes instead of the mouse to carry out a command. Most of the major commands have shortcut keys that are displayed beside the command name on the menu. For example, to open a file the SpeedKey is **[Ctrl]+[O]**.

Sometimes there is more than one SpeedKey option. For example you can also open a file with **[Ctrl]+[F12]** (Control and Function Key 12). To see a full list of SpeedKeys, open the Office Assistant and search for **Keyboard shortcuts**.

Exiting Word

You may exit from Word in several ways. If you have unsaved documents open when you exit Word you are prompted to save them as Word closes.

Tip It is best to save or close all of your open documents before exiting Word, otherwise you may not be sure which document you are being asked to save.

To exit Word

- Double-click the **Word Program Icon** on the top-left of the Word window 

OR

- Click the **Close** button on the top-right of the **Word** window 

OR

- From the **File** menu, select **Exit** (*SpeedKey: [Alt] + [F4]*)

Exercises

Getting Started with Word 2000

- Start Word
- If you see the **Tip of the Day**, read and then close it
- Identify the following screen elements

Title bar

Menu bar

Standard toolbar

Formatting toolbar

Status bar

Scroll bars

Office Assistant

- Point to the **New Blank Document** button  on the **Standard** toolbar to display its **ToolTip**
- Point to other buttons on both toolbars to display further ToolTips
- Pull down the **File** menu
- Pull down other menus
- Pull down the **Insert** menu, then the **AutoText** option to display the submenu
- Cancel the menu
- Press the **Alt** key then press **F** to display the **File** menu
- Select **Print**
- Observe the different dialogue box elements
- Press **Tab** and **Shift**+**Tab** to move through the dialogue box
- Click **Cancel** to remove the dialogue box
- Exit Word
- Start Word again

Getting Assistance with Word 2000

Objectives

Generally To demonstrate how to get help in Word when you need it.

Specifically On completion of this section, you will be able to:

- Use the **Office Assistant** to get help
- Use the **Contents**, **Answer Wizard** and **Index** to get help
- Manipulate the **Help** window
- Display **What's this?** help

If you are working on a particular feature and want to be reminded of how to use it, or simply want to learn more, Word provides extensive assistance in the form of a series of hyperlinked Help topics. **ScreenTips** provide useful information as you move around the screen and copy data. **Online help** from the **Office Assistant** will prompt you as you are working with tips on how to get better results. It also allows you to ask help questions in plain English.

Using the Office Assistant

When you are in the middle of a task and need help, click the **Office Assistant** to get the help you need. If the **Office Assistant** is not displayed, you can display it in one of several ways.

To display the Office Assistant

- On the **Standard** toolbar, click **Microsoft Word Help** 

OR

- From the **Help** menu, select **Microsoft Word Help** (*SpeedKey: F1*)

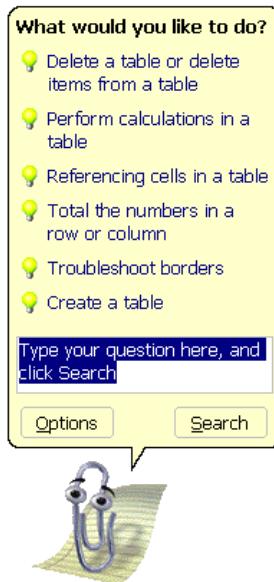
The **Office Assistant** is displayed.



To get help from the Office Assistant

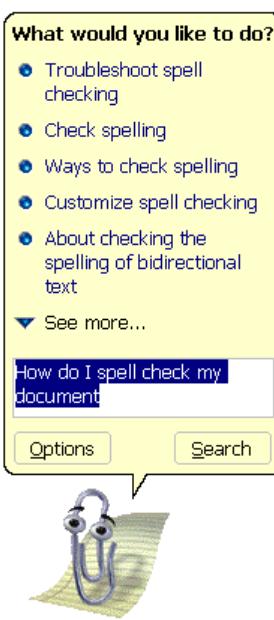
- Display the **Office Assistant**

The **Office Assistant** tries to guess what kind of help you might need and provides a list of relevant Help topics.



- If the list of "guessed" **Help** topics does not include the one you want, type a question, such as "How do I spell check my document" into the dialogue text box
- Click **Search**

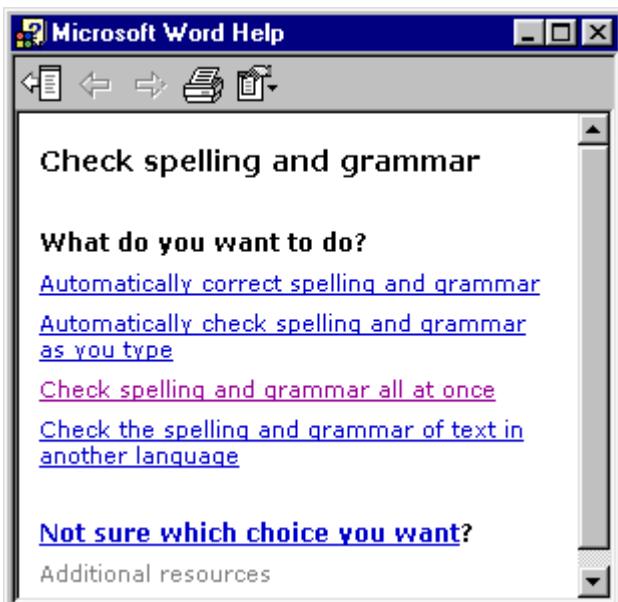
A new list of topics is displayed.



- Click a topic

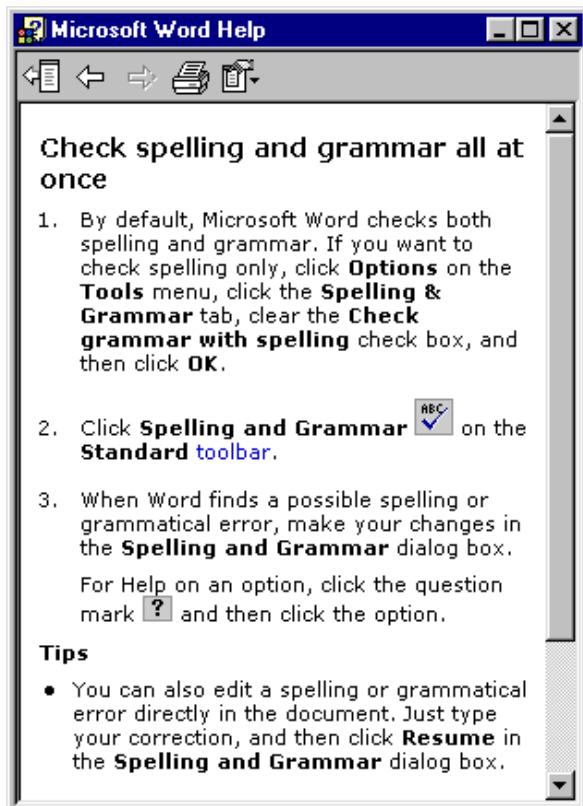
The **Microsoft Word Help** window is displayed. You may be asked to choose from a list of subtopics.

- Click a topic



Microsoft Word Help window

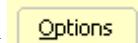
Help about the topic you have chosen is displayed.



- Read the help that is displayed and close the **Help** window by clicking the **Close** button 

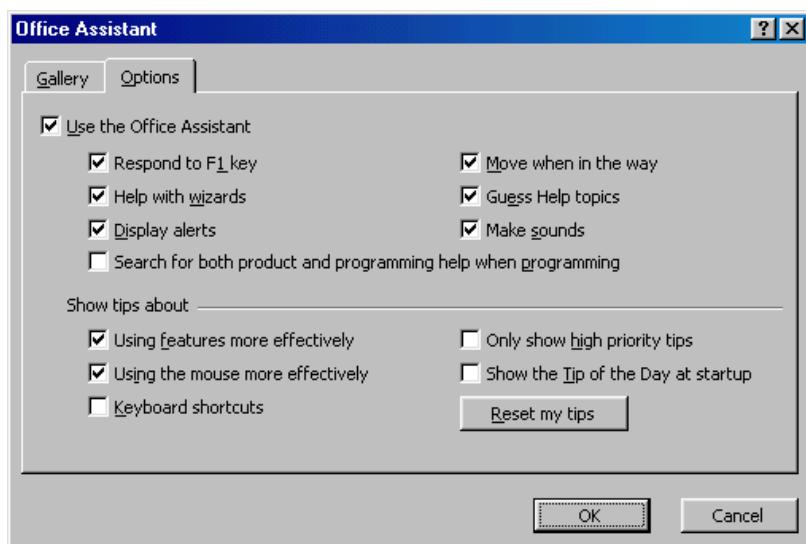
To get the Office Assistant to show a Tip of the Day at startup

- Display the **Office Assistant**

- Click  **Options**

The **Office Assistant** dialogue box is displayed.

- Click the **Options** tab

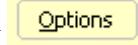


Office Assistant dialogue box

- Click the **Show the Tip of the Day at startup** check box
- Click **OK**

To get the Office Assistant to show other Tips

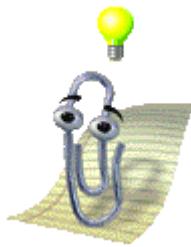
You can have the Assistant display helpful tips about using Word features, using the mouse and using shortcuts while you are working.

- Display the **Office Assistant**
- Click  **Options**

The **Office Assistant** dialogue box is displayed.

- Click the **Options** tab
- On the **Options** tab, select or clear check boxes to get the type of tips to see

A light bulb is displayed when the **Office Assistant** has a tip.



Office Assistant

- To see the tip click the light bulb.

To hide the **Office Assistant**

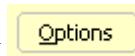
- Right-click the **Office Assistant**, and from the shortcut menu, select **Hide**
OR- From the **Help** menu, select **Hide the Office Assistant**

The **Office Assistant** is hidden.

Getting Help Without the Office Assistant

In order to get Help without using the Office Assistant, the Assistant must be turned off.

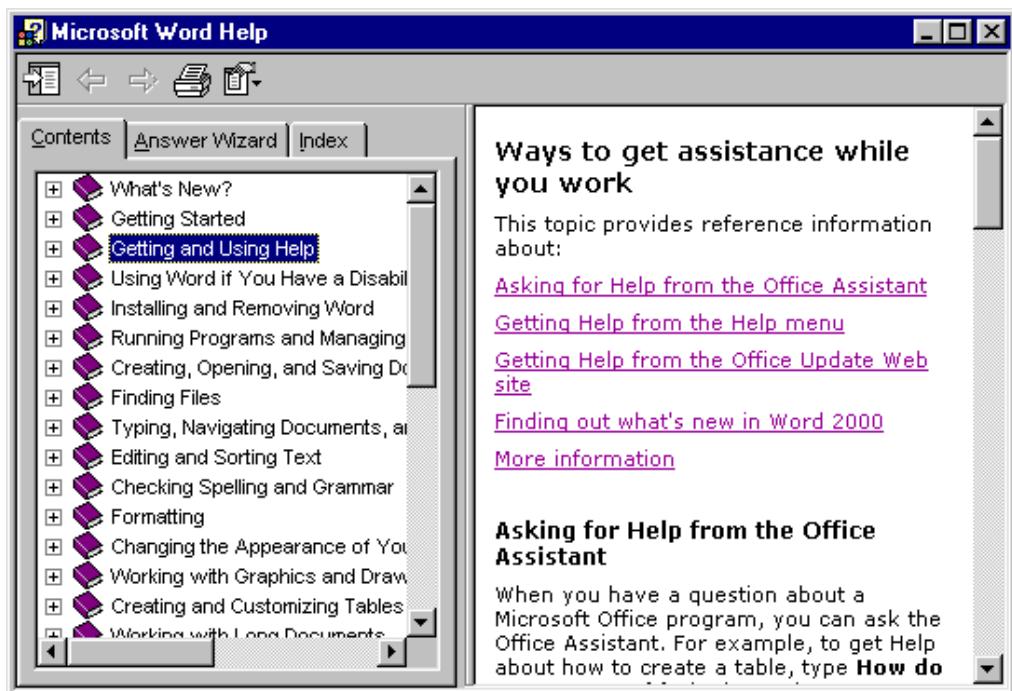
To turn off the **Office Assistant** and get Help using the dialogue box

- Display the **Office Assistant**, then click on it once
- Click 
- De-select the **Use the Office Assistant** check box
- Click **OK**
- On the **Standard** toolbar, click **Microsoft Word Help** 

OR

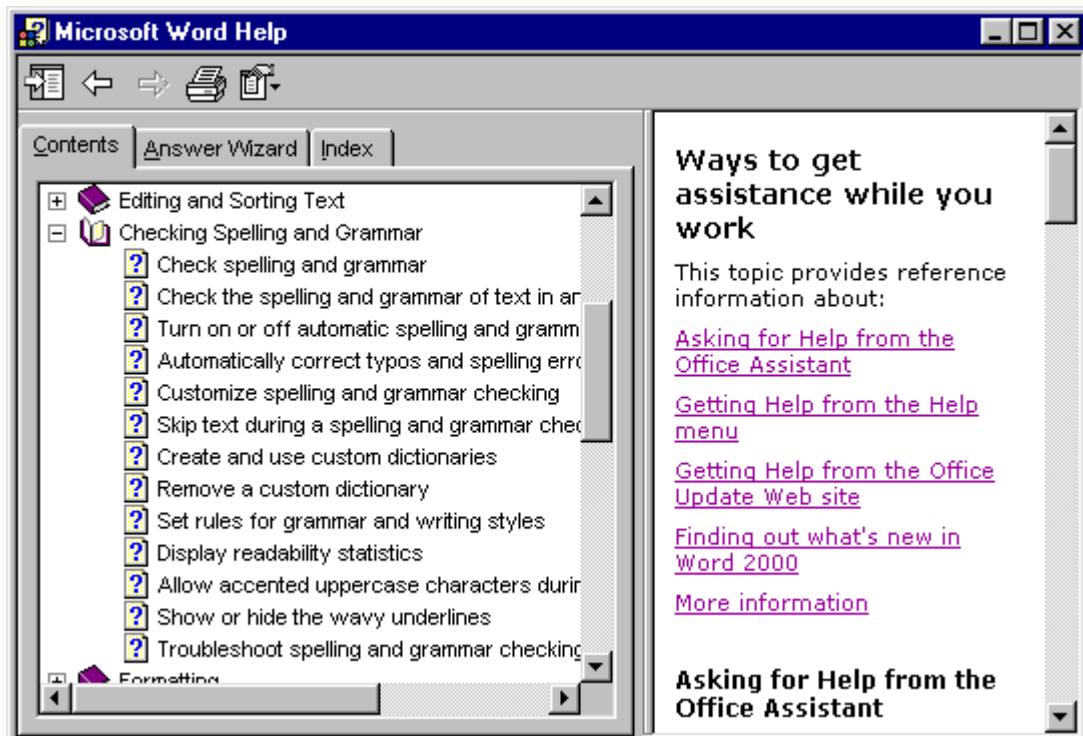
- From the **Help** menu, select **Microsoft Word Help (SpeedKey: F1)**

The **Microsoft Word Help** dialogue box is displayed.



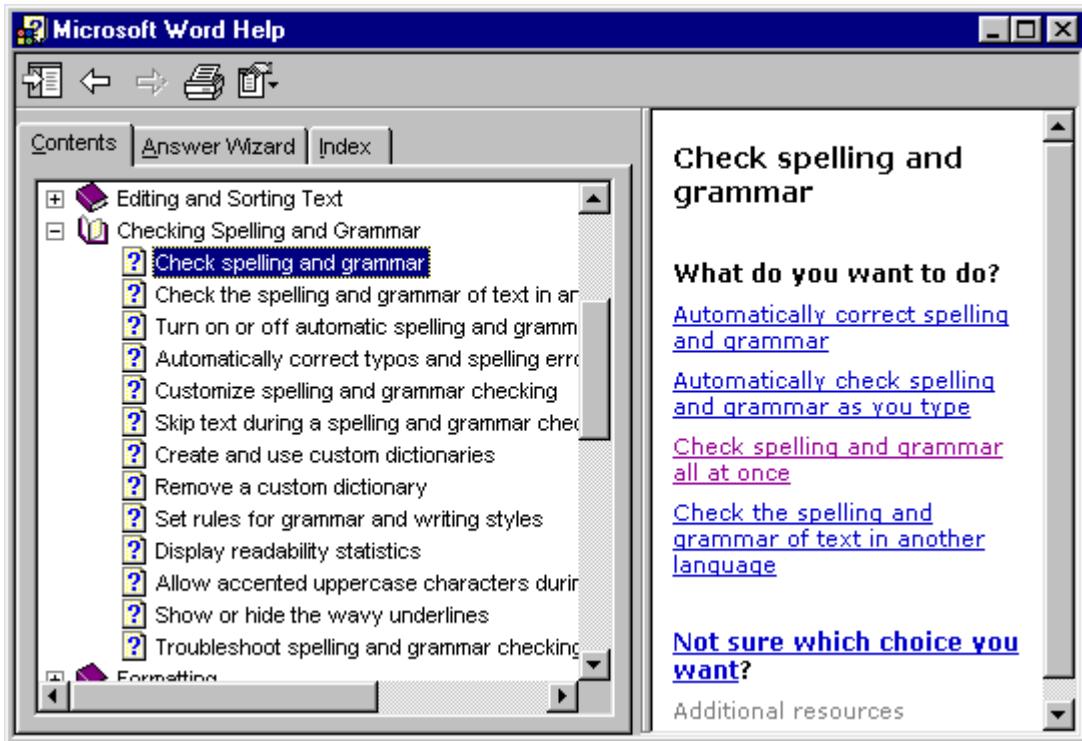
Tip If the **Contents**, **Answer Wizard** and **Index** tabs are not displayed, click the **Show** button .

- To view the table of contents, click the **Contents** tab if it is not already selected
- Click the **+** sign to the left of a book  to display the contents list for that book



Help topics within a chapter

- Click a help topic  to display information on the topic in the right-hand window (If necessary, click an underlined subtopic)



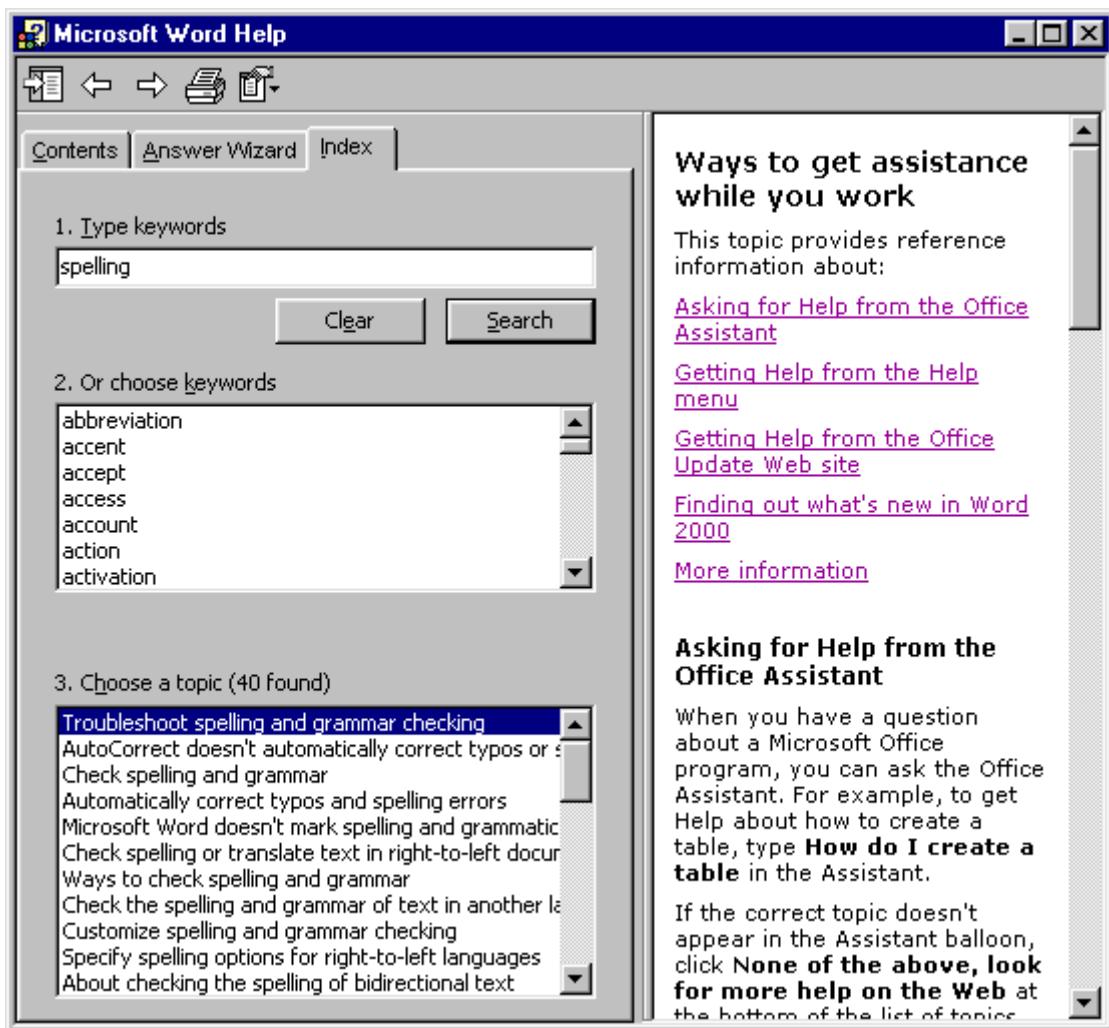
To look up information using the Index tab

Use the **Index** to search for specific words or topics or to choose from a list of keywords.

- From the **Help** menu, select **Microsoft Word Help**

The **Microsoft Word Help** dialogue box is displayed.

- If the **Index** tab is not already selected, click it
- Either type an entry to search for in box 1 or browse through the list of keywords in box 2



Microsoft Word Help dialogue box - Index tab

- Click **Search**
- Click a help topic to display information on the topic in the right-hand window (If necessary, click an underlined subtopic)
- Read the help that is displayed and close the **Help** window

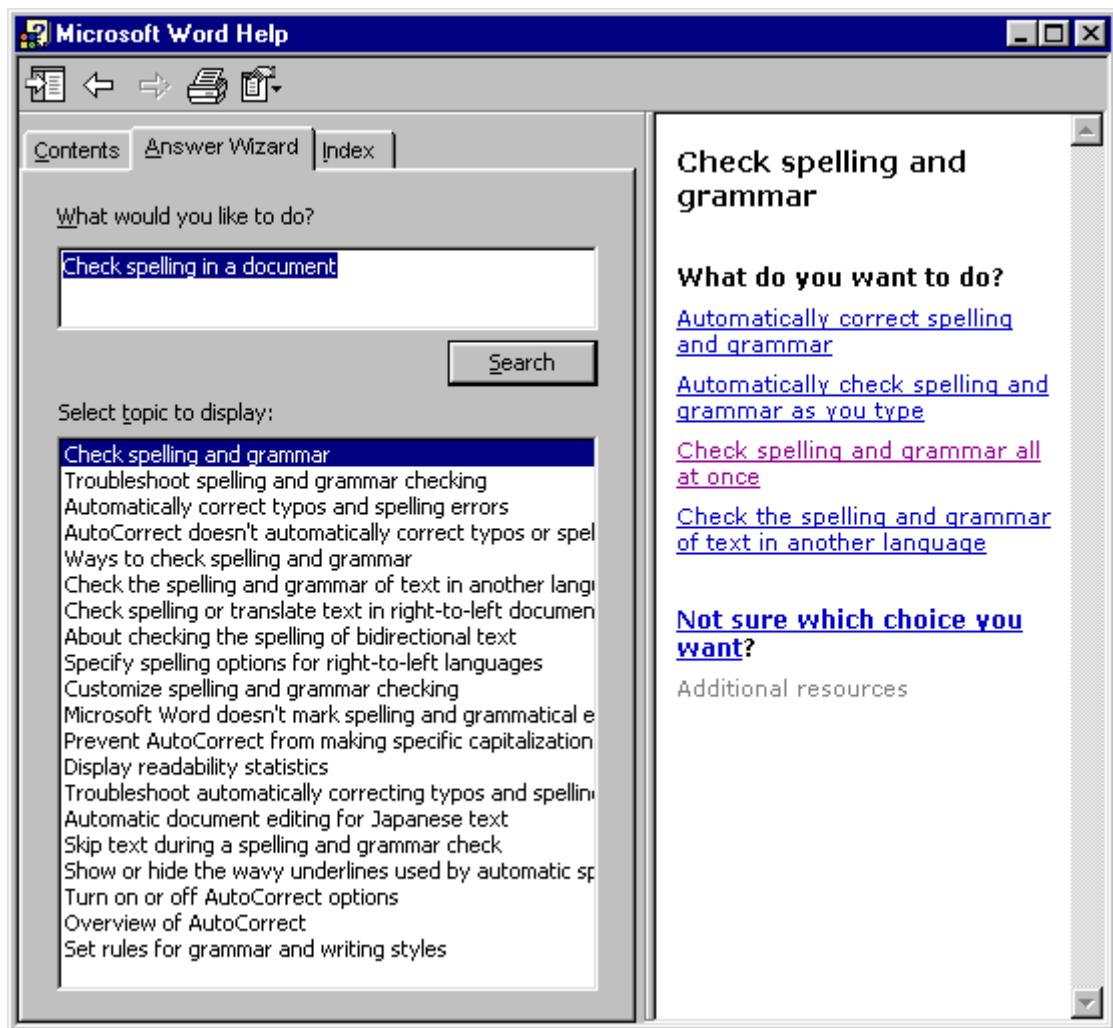
To get Help using the Answer Wizard

The **Answer Wizard** works in much the same way as the Office Assistant. You can ask it questions in plain English and it will attempt to find an answer for you.

- Type a question in the **What would you like to do?** box
- Click **Search**

A list of topics relating to the question is displayed in the **Select topic to display** box

- Click a help topic to display information on the topic in the right-hand window (If necessary, click an underlined subtopic)

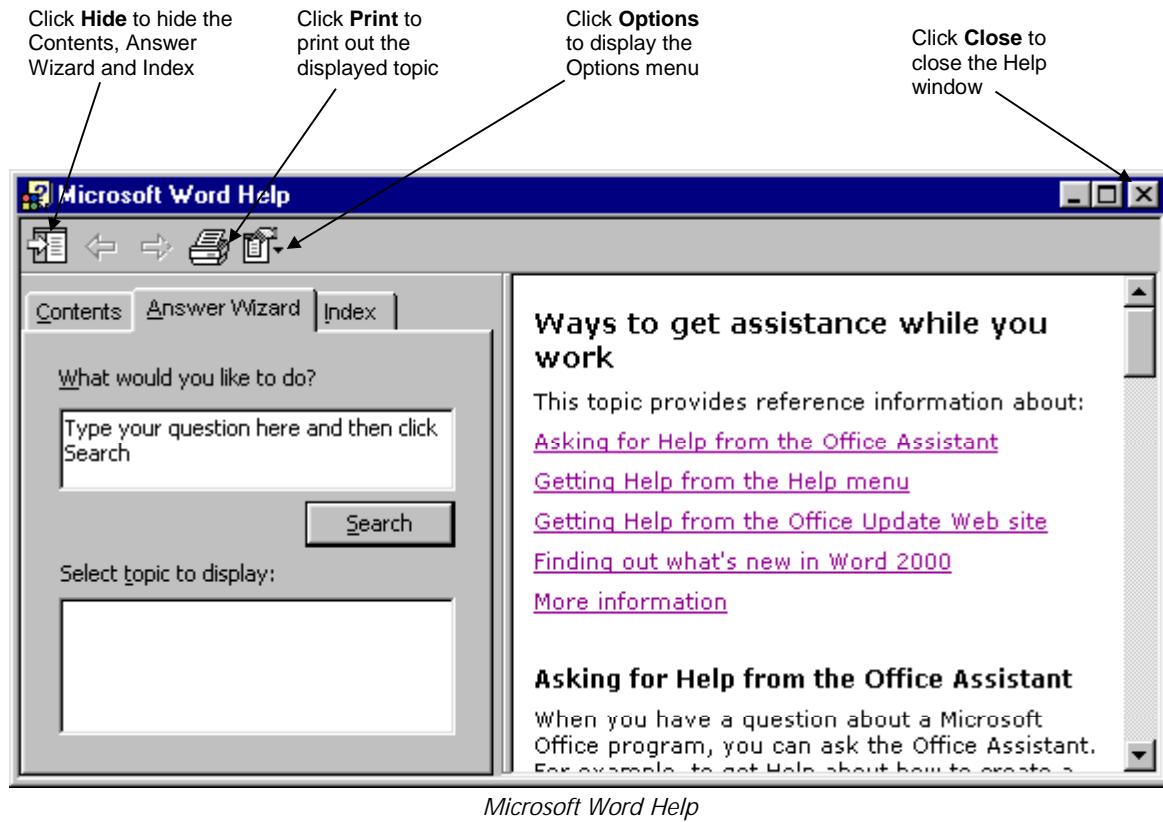


Microsoft Word Help dialogue box - Answer Wizard tab

Tip To re-display the Office Assistant, from the **Help** menu, select **Show the Office Assistant**.

Manipulating the Help Window

When you get to the Help window you can manipulate it in a number of ways.



Finding Out What is On the Screen

When you are uncertain about an item you see on the screen or what it does, you can display a **ScreenTip**, which offers you a description. ScreenTips are available for menu commands, toolbar buttons, dialogue boxes and other screen areas like scroll bars.

To display ScreenTips for an area of the Word window

- From the **Help** menu, select **What's This?** (*SpeedKey: Shift + F1*)

The mouse pointer turns into an arrow with a question mark attached .

- Click on the item you require context sensitive help for

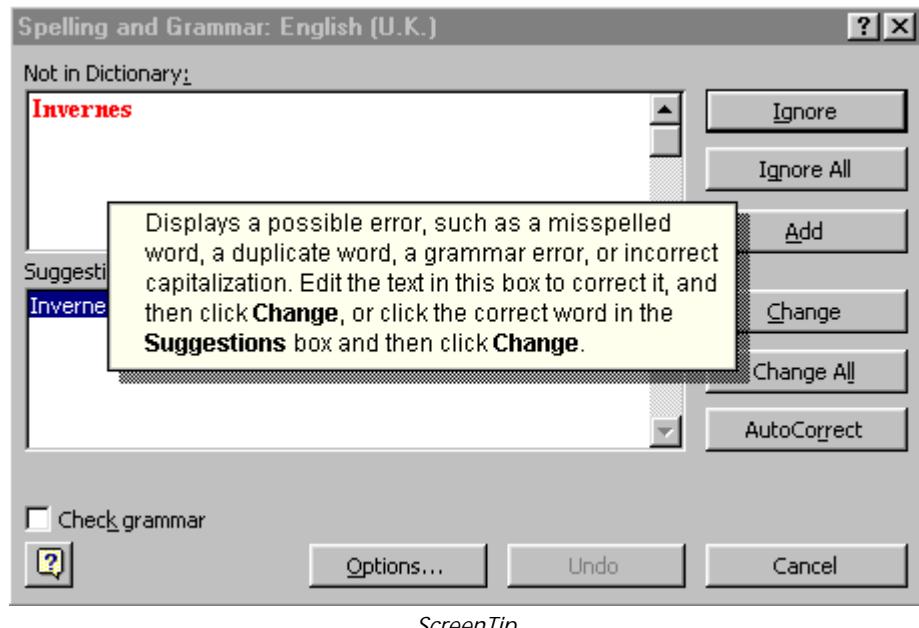
To display ScreenTips in a dialogue box

- Display the dialogue box for which you want help
- Click the **Question Mark**  on the top right-hand corner of the dialogue box

The mouse pointer turns into an arrow with a question mark attached .

- Click on the item you require context sensitive help for

A **ScreenTip** is displayed with the appropriate help.



ScreenTip

Tip To close a **ScreenTip** or remove the question mark from the mouse pointer, press **Esc**, or click the Help button or the **Question Mark** button again.

Exercises

Getting Assistance with Word 2000

- Use the **Office Assistant** to find out how to accomplish the following tasks

Display a toolbar

Hide a toolbar

- Now try displaying and hiding toolbars
- Using the **Contents** tab read all the information about saving and closing documents
(You will be learning all about saving and closing documents in the next lesson)
- Using the **Answer Wizard** find out about checking your document for spelling errors
- Using the **Index** tab, read briefly about

Clipboard

Saving

Printing

- Display **ScreenTips** for the tools on the **Formatting** toolbar
- Display Screen Help using the **What's this?** mouse pointer to find out more about the various elements on your screen

Creating Documents

Objectives

Generally	To learn how to create, save, open and delete documents and how to create folders.
Specifically	On completion of this section, you will be able to:
•	Start a new document
•	Enter text
•	Insert the current date into the document
•	Save a document
•	Close a document
•	Open an existing document
•	Start Word and open a document at the same time
•	Delete a file(s)
•	Create a new folder

Creating a New Document

There are two basic types of files within Word - **documents** and **document templates**. A document is a piece of work such as a letter or a report. A document template is a framework that you can use again and again. For example, you might base each letter you create on the letter document template.

Every Word document is based on a document template. The template you will probably use most is called **Normal**. When you start Word, a new document based on the Normal document template is automatically created for you.

To create a new blank document based on the Normal template

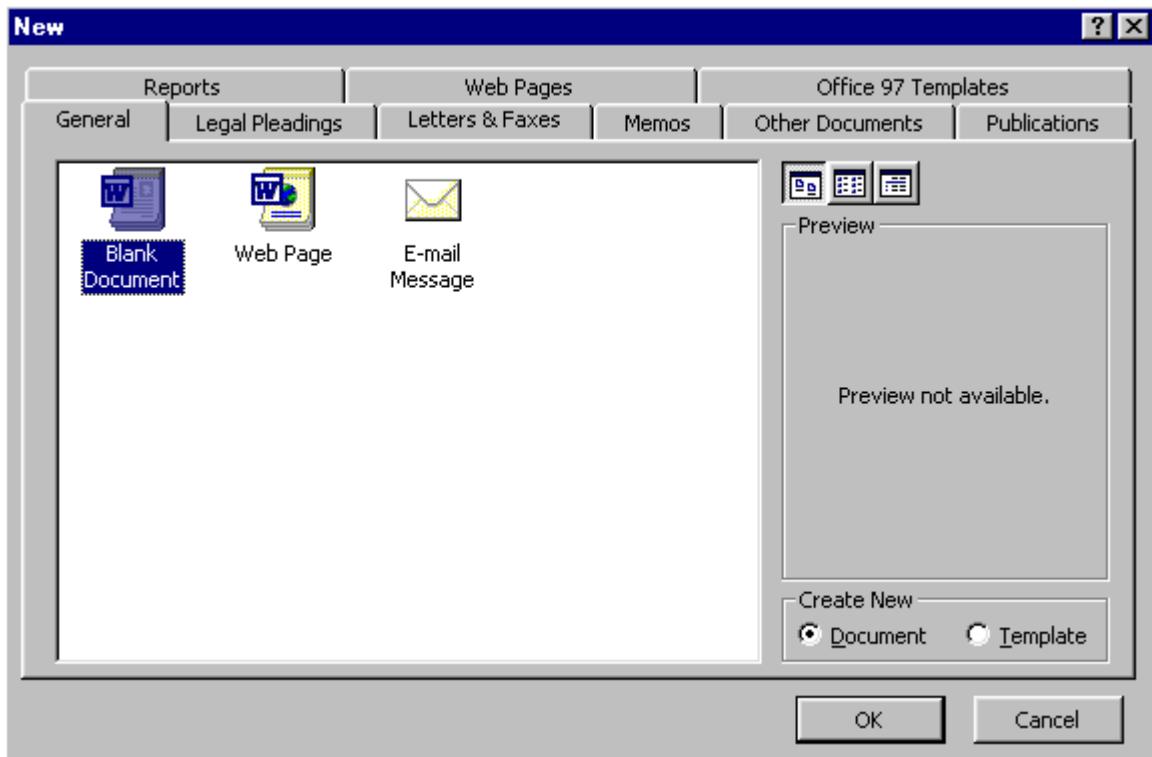
- On the **Standard** toolbar, click **New** 

A new document is created.

OR

- From the **File** menu, select **New...** (*SpeedKey: **Ctrl**+**N***)

The **New** dialogue box is displayed.



New document dialogue box

- From the **General** tab, select the **Blank Document** icon
- In the **Create New** panel, select the **Document** option button
- Click **OK**

Note Every time that you start Word the first document you create is named **Document1**. The second is named **Document2**, the third is **Document3**, with the number incrementing for each new document. These names are only temporary until you save or close the document.

Entering Text

When entering text into a Word document you do not need to press **Enter** each time you reach the end of the line as you would with a typewriter. Instead, the insertion point automatically returns to the left margin when you have typed beyond the right margin (this is known as **word-wrap**). Use **Enter** only to start a new paragraph or at the end of a list.

When you press **Enter**, the insertion point returns to the left margin on a new line.

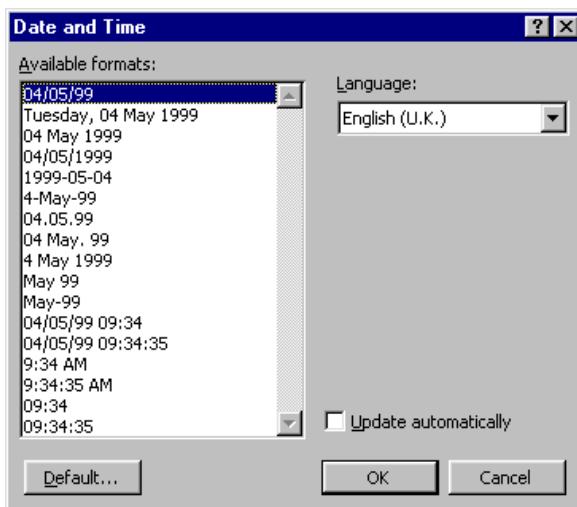
Entering the Date and Time

The current date and time can be quickly added to the document in a variety of formats from the **Insert** menu. If the document is edited and printed regularly the inserted date can be set to update to the current date automatically; this is really useful when setting up standard letters, memos, forms, reports and so on.

To insert a date into your document

- Position the insertion point where you want the date
- From the **Insert** menu, select **Date and Time...** (*SpeedKey: Shift + Alt + D*)

The **Date and Time** dialogue box is displayed.



Date and Time dialogue box

- Select a date/time format from the **Available formats:** box
- Click the **Update automatically** check box to automatically change the date to the current date whenever you print the document
- Click **OK**

Year 2000 Best Practice

It is important that anyone creating or using a Word document understand the year 2000 problem - often referred to as the "Millennium Bug".

Essentially, the year 2000 problem means that if you enter a date using two digits to represent the year, an error could occur in any calculations involving that date. This is true even after the year 2000 has passed.

Year 2000 best practice means learning to always enter a date using four digits for the year, and to create documents that always store and display the date this way.

Word 2000 itself is a compliant application. That means if you enter unambiguous, 4-digit year format dates, no errors will occur. Word uses the **Windowing Technique** to interpret dates entered using a 2-digit year. A 2-digit year less than 30 is assumed to be in the 21st century (for example **31/12/25** is assumed to be **31/12/2025**). Conversely, a 2-digit year equal to or greater than 30 assumed to be in the 20th century (for example, **13/12/31** is assumed to be **13/12/1931**).

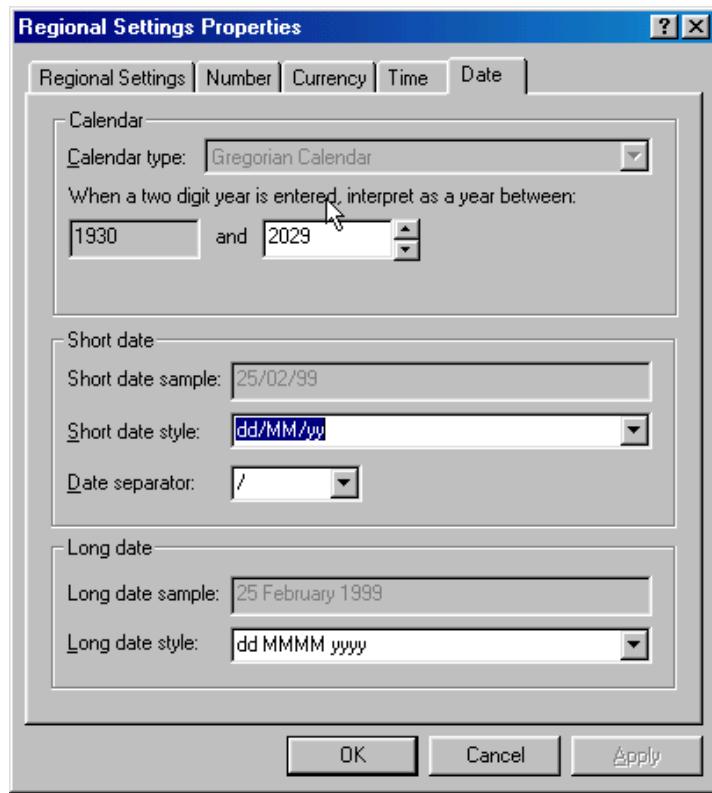
As mentioned above, you should train yourself to always **type in the date using four digits for the year**. However, to make it obvious how Word handles 2-digit years, you should set the **short date style** in **Windows Regional Settings** to a **YYYY** format.

To set the short date format in Windows

- On the **Windows Taskbar**, click the **Start** button 
- Select Settings, then Control Panel
- Double-click the **Regional Settings** icon 
Regional
Settings

The **Regional Settings** dialogue box is displayed.

- Select the **Date** tab



Windows 98 Regional Settings dialogue box - Date tab

Note This dialogue box looks slightly different in Windows 95.

- In the **Short date style** box, type **DD/MM/YYYY**
- Click **Apply**, then click **OK**
- Close the **Regional Settings Properties** dialogue box

Tip Select a date format that uses a 4-digit year in the **Date and Time** dialogue box then click the **Default...** button. This sets the format used whenever the date is inserted automatically.

Saving Documents

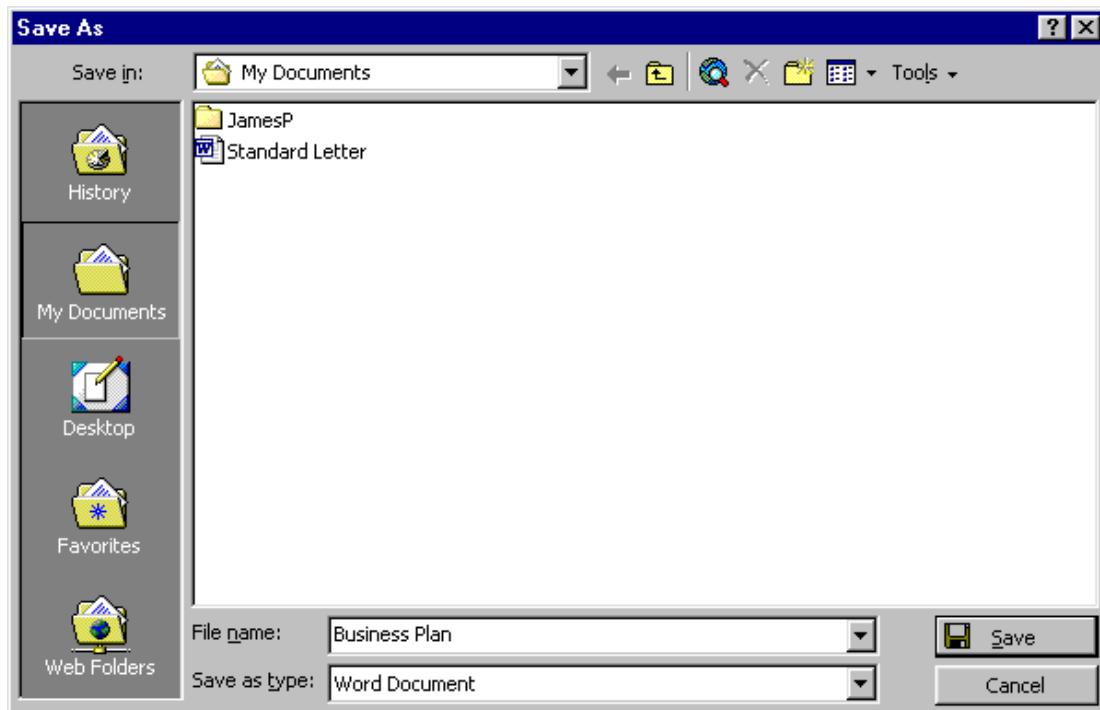
It is important to save your work regularly to prevent accidental loss of data. The first time you save a document you will need to give it a name. When it is saved again, you can either save it with the same name and update the existing file, or create a new file by giving it a new name.

To save for the first time

- On the **Standard** toolbar, click **Save**

OR

- From the **File** menu, select **Save** (SpeedKey: **Ctrl** + **S**)
- The **Save As** dialogue box is displayed.



Save As dialogue box

The default file name is taken from the first line of text in your document.

- Either enter a new file name or leave it as the default

Note File names cannot include any of the following characters: / \ > < * . ? " | : ;

- Click **Save**

The file name is now displayed on the **Title** bar.

Tip To make it easier to remember what is in a document, use long, descriptive file names (up to 255 characters long). However, if you will be sharing files with other users who are not using Windows 95/98/NT, you will need to ensure your file names are limited to **eight** characters long.
Long file names will be shortened to eight characters by older applications and operating systems. For example, a file called **monthlyreport** would end up **monthl~1**.

To save again with the same name

- On the **Standard** toolbar, click **Save** 

OR

- From the **File** menu, select **Save** (*SpeedKey: **Ctrl** + **S***)

The **Status** bar will briefly display a line of blue dots, followed by a pulsing floppy disk symbol while the save is in progress .

Note Save your files regularly to avoid losing work.

To save with a different name or in a different location

The **Save As** dialogue box is used automatically to name a document for the first time. It can also be used to save an existing file with a new name or in a different location, for example on a floppy disk.

- From the **File** menu, select **Save As....** (*SpeedKey: **F12***)

The **Save As** dialogue box is displayed.

- Enter the new file name, and/or select a new location
- Click **Save**

Tip

To access a document quickly, save it into the **Favorites** folder on the **Places** bar on the left-hand side of the dialogue box. Whenever you want to retrieve the file, simply click on the **Favorites** folder to display the contents of that folder in the main dialogue box window.

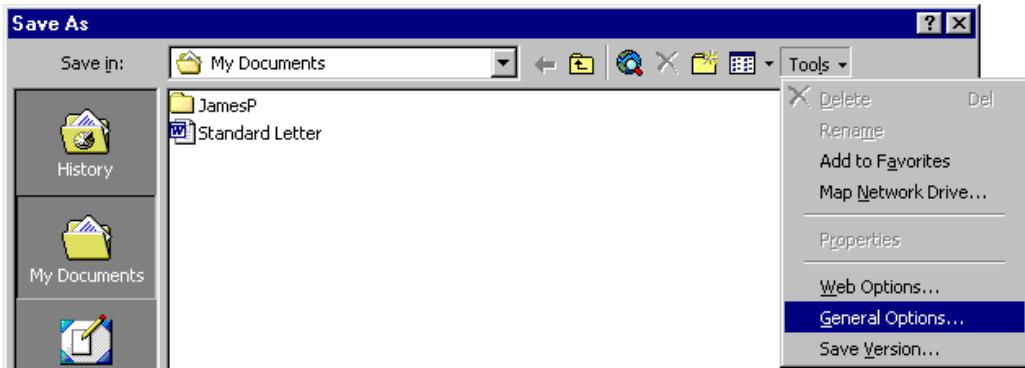
Saving Files Automatically

Word can be set up to save files at regular intervals to prevent accidental loss from power failure or other causes.

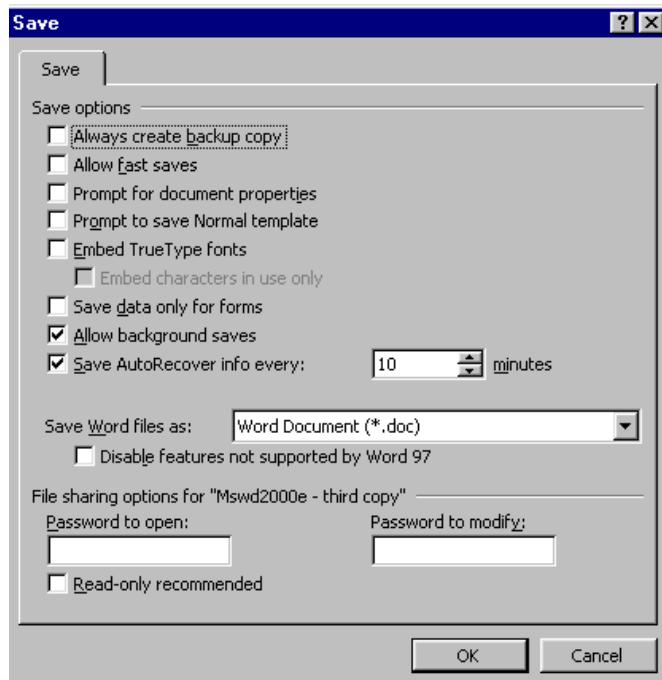
It creates temporary files that are discarded when you save your documents. If your Word or your PC stops working, any automatically saved files are displayed on the screen when you restart Word. You may then save or delete them in the normal way.

To set up automatic saving

- From the **File** menu, select **Save As...** (*SpeedKey: **F12***)
- On the **Save As** dialogue box toolbar, click the **Tools** button and then select **General Options...**



The **Save** dialogue box is displayed.



Save dialogue box

- Select the **Save AutoRecover info every:** check box
- In the **minutes** box, set the frequency at which to save
- Click **OK**

The **Save As** dialogue box is displayed.

- Click **Save**

Closing a Document on Screen

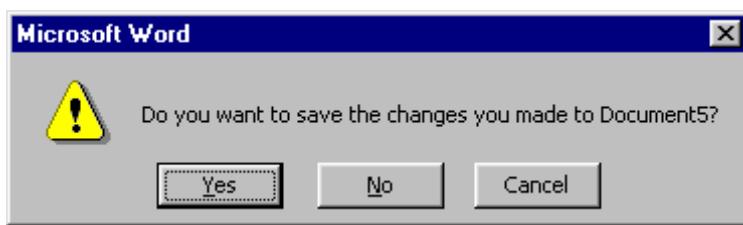
To close a Word document

- On the **Menu** bar, click **Close** 

OR

- From the **File** menu, select **Close** (*SpeedKey: **Ctrl** + **F4***)

If you have not saved the document or have made changes to it since it was last saved you are prompted to save the document now.



Save changes dialogue box

- Click **Yes** to save the document

OR

- Click **No** to close the document without saving

OR

- Click **Cancel** to leave the document on the screen unchanged

Opening an Existing Document

You can open an existing document when you want to make changes or add information to it.

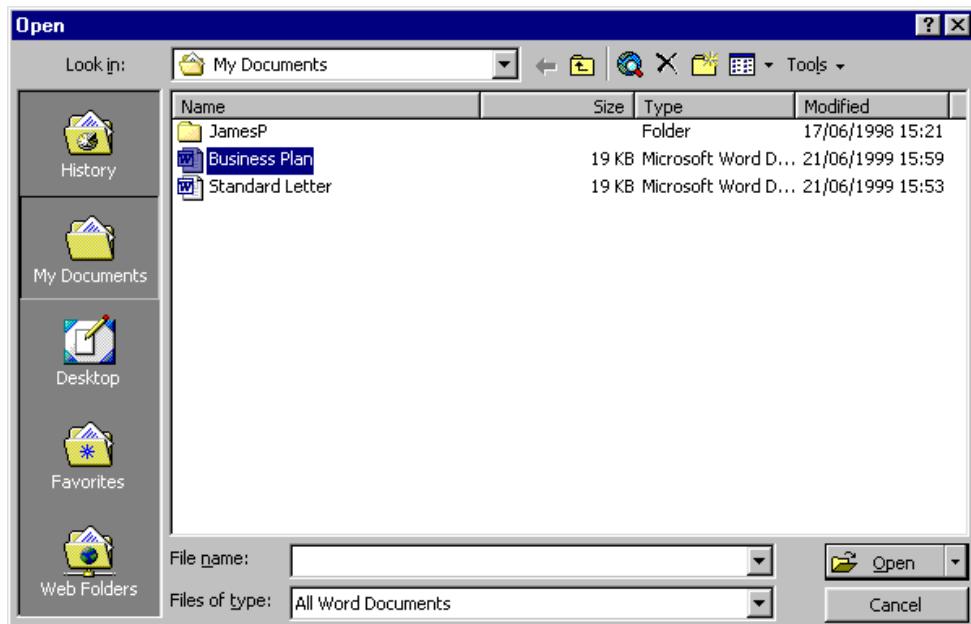
To open an existing document

- On the **Standard** toolbar or the **Office 2000 Shortcut** bar, click **Open** 

OR

- From the **File** menu, select **Open** (*SpeedKey: **Ctrl** + **O***)

The **Open** dialogue box is displayed listing the files and directories available.



Open dialogue box

- Locate and select the required file

Tip Double-click a folder icon to go into that folder to find your file. Use **Up One Level** to move from a subfolder to its main folder. Click **Back** to go back into the folder you were in previously.

- Click **Open**

OR

- Double-click on the file name

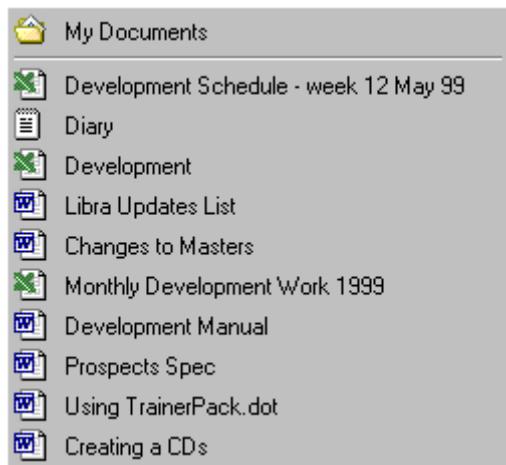
Tip You can also open any of the four most recently saved documents by selecting it from the list at the bottom of the **File** menu.

To open a recently used document

A list of recently used files is stored on the **Windows Taskbar** menu.

- From the **Windows Taskbar**, click once on the **Start** button
- Click once on the **Documents** menu item

The **Documents** menu is displayed.



Taskbar Documents menu

- Select a file

To open any document

- From the **Windows Taskbar** open the **Windows Explorer**, or from the desktop, open the **My Computer** window
- 
My Computer
- Select the folder containing the file you want to open
 - Right-click the file and from the shortcut menu, select **Open**

Tip Word documents are identified by the Word icon and the file name.



Deleting Files

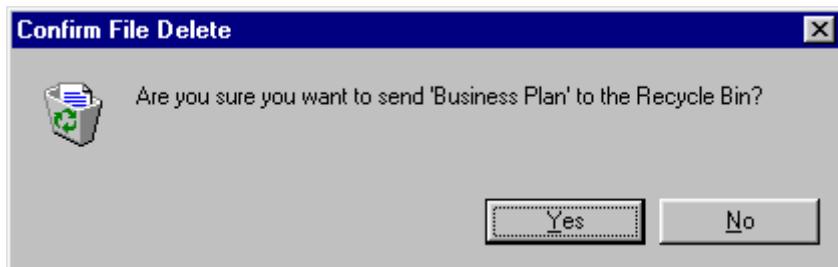
To delete a single file

- On the **Standard** toolbar or the **Office 2000 Shortcut** bar, click **Open** 
- OR**
- From the **File** menu, select **Open** (*SpeedKey: **Ctrl**+**O***)

The **Open** dialogue box is displayed.

- Select the file you wish to delete

- On the **Open** dialogue box toolbar, click **Delete**  (*SpeedKey: Delete*)
- The **Confirm File Delete** dialogue box is shown.



Confirm File Delete dialogue box

- Select Yes to delete the file

OR

- Select No to cancel

To delete multiple files

- On the **Standard** toolbar or the **Office 2000 Shortcut** bar, click **Open** 

OR

- From the **File** menu, select **Open** (*SpeedKey: Ctrl + O*)

The **Open** dialogue box is displayed.

- Select the files you wish to delete

Tip

To select adjacent files, click on the first file, press **Shift** and then click the last file. To select non-adjacent files, use **Ctrl** + **click** to select each file in turn.

- On the **Open** dialogue box toolbar, click **Delete**  (*SpeedKey: Delete*)

Note

Deleted files are removed from their current folder to the Recycle Bin. You can retrieve deleted files from the Recycle Bin. From the Windows Desktop, right-click the **Recycle Bin** icon  and select **Open** from the shortcut menu. Right-click a file and select **Restore**. The file will be copied back to the folder from which it was deleted.

When the Recycle Bin is **emptied**, all the files in it are deleted permanently.

Creating a New Folder

You can store documents in any folder on your hard disk or on a network, but it is a good idea to store them together in a folder that you can find easily when you open or save documents. Folders are like drawers in a filing cabinet.

Tip It is better to have more folders with fewer files in them, than to have few folders with lots of files in them!

Microsoft Windows includes a folder named **My Documents** that can be used as a place to store the documents you use frequently. If you work with many documents or different types of documents (or for different people) it is better to organise them into **subfolders** of the **My Documents** folder (or a folder of your choice).

To create a new folder

- From the **File** menu, select **Save As** (SpeedKey: **F12**)

The **Save As** dialogue box is displayed.

- On the **Save As** dialogue box toolbar, click **Create New Folder** 

The **Create New folder** dialogue box is displayed.



- In the **Name:** box, type a name for the new folder
- Select **OK**

Note Use the same naming conventions for folders as you would for files. Remember that long folder names only work with Windows 95/98/NT and that folder names cannot include any of the following characters:

/ \ > < * . ? " | : ;

Exercises

Creating, Saving and Opening a Document

- Create new blank document and type the following

MICROSOFT WORD FOR WINDOWS

Word for Windows is a "WYSIWYG" word processor, which stands for "What You See Is What You Get". This means that the document appears on screen as it will print.

Word contains something for everyone, from creating simple letters to complex forms, charts and reports.

Note DO NOT press **Enter** at the end of each line, only where you are starting a new paragraph or want a blank line between paragraphs.

- Note the name of the document on the **Title** bar
- Save the document as **WYSIWYG**
- Note the name of the document on the **Title** bar after it is saved.
- Close **WYSIWYG**
- Open **WYSIWYG** using the **File** menu
- Close **WYSIWYG**
- Open **WYSIWYG** using the **Open** button  on the **Standard** toolbar
- Close **WYSIWYG** and close Word
- From the **Start** menu, select **Documents**
- Select **WYSIWYG** to start Word and open the file at the same time
- Close **WYSIWYG**
- Is there another way to open **WYSIWYG**?

Editing Documents

Objectives

Generally	To edit and make changes to your documents and to create documents quickly using templates and wizards.
Specifically	On completion of this section, you will be able to:
•	Move the insertion point around a document
•	Select text and Insert new text
•	Type over existing text
•	Delete text
•	Undo, Redo and Repeat edits carried out in error
•	Insert symbols and special characters
•	Use the automatic spelling checker
•	Automatically create documents using templates and wizards

Once you have created a document, the chances are that you will want to edit it. Word makes it very easy to delete text from and add new text to a document. It also provides an invaluable **undo** facility that allows you to reverse actions made in error. Word also contains a vast set of special characters and commonly used symbols (such as the copyright and trademark signs).

If you want to create a standard document quickly, Word contains many wizards and templates to help you.

Document Views

As you work in Word, the document can be displayed in several different ways, but the two most popular are **Normal** view and **Print Layout** view. You can switch between Normal view and Print Layout view whenever necessary.

- ◆ **Print Layout** view displays the text as if it were on a piece of paper, including the **page margins**

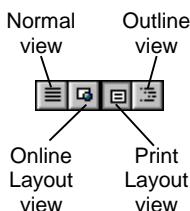
This view is best suited to creating documents such as letters, memos and newsletters, where the layout of text on the page is important.

- ◆ **Normal View** displays the text space as if it were a long strip of paper with page break lines to indicate page endings - it displays the text area only, not the page margins

This view is best suited to entering large amounts of text.

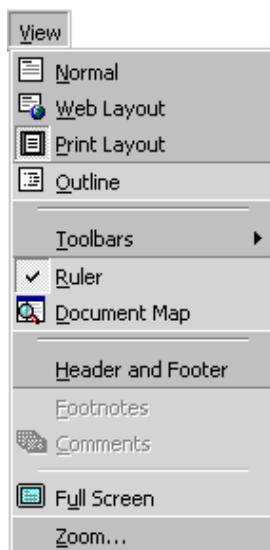
To select a document view

- On the left-hand side of the horizontal scroll bar, click a **View** button



OR

- From the **View** menu, select a view option



Full Screen view

If you want a larger screen area to work in, you can display your document in **Full Screen** view. No menu or toolbars are visible. The only object visible apart from your document is the **Full Screen** button. The menus are still accessible from keyboard commands or by moving the mouse to the very top of the screen.

- From the **View** menu select **Full Screen**

Note Click the **Close Full Screen** button (SpeedKey: **Esc**) to return to the previous view mode.

Tip If you lose the vertical scroll bar after using Full Screen, from the **Tools** menu select **Options...**, then the **View** tab, and click on the **Vertical scroll bar** check box.

Moving the Insertion Point

The **insertion point** (sometimes referred to as the cursor) is a blinking vertical black line where new text is inserted. As you move the mouse pointer  into the typing area, it changes to an **I-beam** shape , which can be used to control the position of the insertion point.

To move the insertion point with the mouse

- Position the **I-beam** mouse pointer  where you want the **insertion point**
- Click the left mouse button

The insertion point is moved to the same position as the I-beam.

To move the insertion point with the keyboard

Press	To Move
	Up one line
	Down one line
	Left one character
	Right one character
Home	To the beginning of the current line
End	To the end of the current line
Ctrl + Home	To the top of the document
Ctrl + End	To the bottom of the document
Ctrl +	To the beginning of the previous word
Ctrl +	To the beginning of the next word
Ctrl +	To the top of the current paragraph
Ctrl +	To the beginning of the next paragraph
Page Up	Up one screen
Page Down	Down one screen
F5	Go to a specific page

Using Click-and-Type

In **Print Layout** view, you will notice that the insertion point appears with lines next to it when you move it over blank areas of the page. With Word 2000, you can click anywhere on the page and start typing. Word will automatically **format** the text so that it appears just where you want.

To use click-and-type

- Click the **Status** bar button to switch to **Print Layout** view
- Move the insertion point over a blank area of the page

The insertion point will change to show you how the text you type will be **aligned**.

This Cursor	Means
I =	Text will be left aligned
I	Text will be centred on the page
= I	Text will be right aligned

- Double-click the left mouse button and start typing

Note If you do not see the click-and-type cursors, this feature may be turned off. To activate it, from the **Tools** menu, select **Options**. Click the **Edit** tab and make sure the **Enable click and type** box is checked.

Scrolling

The **scroll bars** are located at the right and bottom edges of the screen. The **vertical** scroll bar allows you to scroll up or down in a document. The **horizontal** scroll bar allows you to scroll left or right in a document (useful if you are working with a landscape orientation).

Do This	To
	Click the up and down scroll arrows.
	Point to the scroll button and drag it to a new location (As it moves the page number is indicated).
	Click the grey area above or below the thumb box in the vertical scroll bar.
	Click the Browse Selector and choose a browse method.
	Click the Browse buttons.
	Click the right or left arrows on the horizontal scroll bar.

Note Scrolling does not move the insertion point. To move your insertion point, click the mouse button.

Selecting Text

Selecting text is one of the most important actions in Word. You need to select text before you do something with it - for example, copy, delete or enhance it.

Normal text appears like this, but selected text appears highlighted.

To select text with the mouse 

Do This	To Select
Click-and-drag across one character	A character
Click-and-drag across several characters	Multiple characters
Double-click a word	A word
Click in the line and then drag down to the beginning of the next line	Part of a line of text
Click in the invisible selection border to the left of the paragraph	A whole line of text
Press Ctrl and click within the sentence	A sentence
Double-click in the selection border or triple click within the paragraph	A paragraph
Triple-click in the selection border	The document
Click at the beginning of the text, then press Shift and click at the end	A block of text

To select text with the keyboard

Press	To Select
Shift +  or Shift + 	A character or multiple characters
Shift + Ctrl +  or Shift + Ctrl + 	A word
Shift + End	To end of line
Shift + Home	To beginning of line
Ctrl + Shift + Home	To top of document
Ctrl + Shift + End	To bottom of document
Ctrl + A	The whole document

Insert and Overtype

Word uses **Insert** mode as the main form of editing. This means that existing text is moved to the right when additional text is added to a document. The alternative is to type **over** the existing text by switching into **Overtype** mode on the Status bar. This is a toggle switch, which means that each time you activate it, it switches between its two uses. In other words if you press it once, it will switch to Overtype and if you press it again it will revert to Insert. Selected text will always be overtyped no matter how **Overtype** mode is set.

To switch between Insert and Overtype mode

Normally you are in Insert mode and **OVR** appears dim on the **Status** bar.

- Double-click the **OVR** box on the **Status** bar  (*SpeedKey: **Insert***)

OVR now appears bright. You are in **Overtype** mode.

- Double-click the **OVR** box on the **Status** bar  (*SpeedKey: **Insert***)

OVR is dimmed again. You are back in **Insert** mode.

Typing Replaces Selection

If you have selected text in your document, anything you type will replace it, even the spacebar! Therefore, always make sure nothing is selected before you enter new text, unless you are replacing it intentionally.

Tip

This option can be switched off by selecting **Options...** from the **Tools** menu and then selecting the **Edit** tab; remove the tick from the **Typing replaces selection** box.

Deleting Text

To delete individual characters

- Press the **Delete** key to remove the character to the **right** of the insertion point
- Press the **Backspace** key to remove the character to the **left** of the insertion point

To delete selected text

- Select the text with either the mouse or keyboard
- Either press **Delete** or **Backspace**

Undoing Incorrect Edits

Word allows you to **undo** the last action. If you make a formatting or other mistake it is often quicker to undo and start again rather than trying to correct the mistake.

To undo the last action

- On the **Standard** toolbar, click **Undo** 

OR

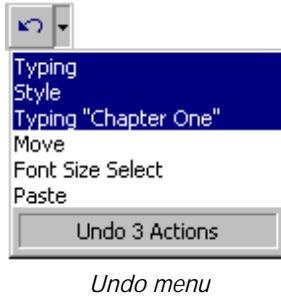
- From the **Edit** menu, select **Undo** (*SpeedKey: **Ctrl**+**Z***)

To undo a previous action

The **Undo** button stores over 300 actions.

- Click the arrow on the **Undo** button to display a list of your previous edits

The **Undo** menu is displayed.



Undo menu

- Select the edit you want to undo from the scrollable list

Warning All of the edits back to that point are undone in one action.

Redoing and Repeating Edits

The **Redo** button stores all of the edits you have just undone, until you begin manually editing the document, when they are forgotten.

To redo the last action

- On the **Standard** toolbar, click **Redo** A small button with a circular arrow pointing right, followed by a downward-pointing arrow indicating a dropdown menu.

OR

- From the **Edit** menu, select **Redo** (*SpeedKey: **Ctrl** + **Y***)

To undo a previous action

- Click the arrow on the **Redo** button to display a list of edits you have undone
- Select the edit you want to redo up to from the scrollable list

All of the edits forward to that point are redone in one action.

To repeat your last action

If you wish to **Repeat** an action that you have just carried out, you can use the **Repeat** function, which simply carries out the same instruction that you have just performed. If you can't repeat the last action, the **Repeat** command changes to **Can't Repeat**. If you have just undone an action, the **Redo** command is displayed in place of the **Repeat** command.

- From the **Edit** menu, select **Repeat** (*SpeedKey: **Ctrl** + **Y***)

Case Conversion

Word will automatically convert text accidentally entered with the **Caps Lock** key switched on to normal entry and switch the **Caps Lock** key off.

You can also manually change the case of text to UPPERCASE, lowercase or Initial Capitals.

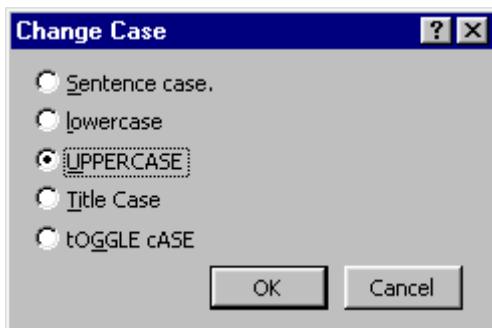
To convert the case of text

- Select the text
- Press **Shift** + **F3** until the required case is achieved

OR

- Select the text
- From the **Format** menu, select **Change Case...**

The **Change Case** dialogue box is displayed.



Change Case dialogue box

- Select the option to apply
- Click **OK**

Tip If you apply change case to a whole paragraph, it will not recognise proper nouns, such as names, and capitalised abbreviations, such as PLC.

Inserting Symbols and Special Characters

There are many symbols available from the font styles installed on your computer.

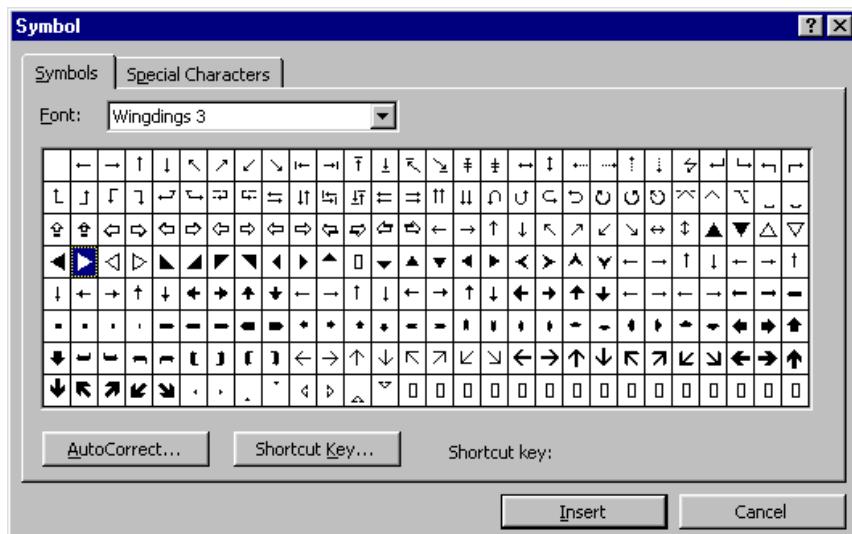
To insert a symbol

- Click where you want to insert the symbol

- From the **Insert** menu, click **Symbol...**

The **Symbol** dialogue box is displayed.

- Click the **Symbols** tab if not already displayed



Symbol dialogue box

- Select the font you want from the **Font:** box
- To get a close-up view of a symbol, click it
- Select the symbol you want to insert
- Click **Insert**
- Select another symbol to insert if you wish or click **Close**

Tip

If you are using an expanded font, such as **Arial** or **Times New Roman**, the **Subset** list appears. Use this list to choose from an extended list of language characters, including Greek and Russian (Cyrillic).

Note

To insert the symbol for the **Euro** currency, select the **Arial**, **Courier New**, **Tahoma** or **Times New Roman** fonts.

If you are using **Windows 95** or **Windows NT** you may need to install a special update first. Check the Microsoft website for details.

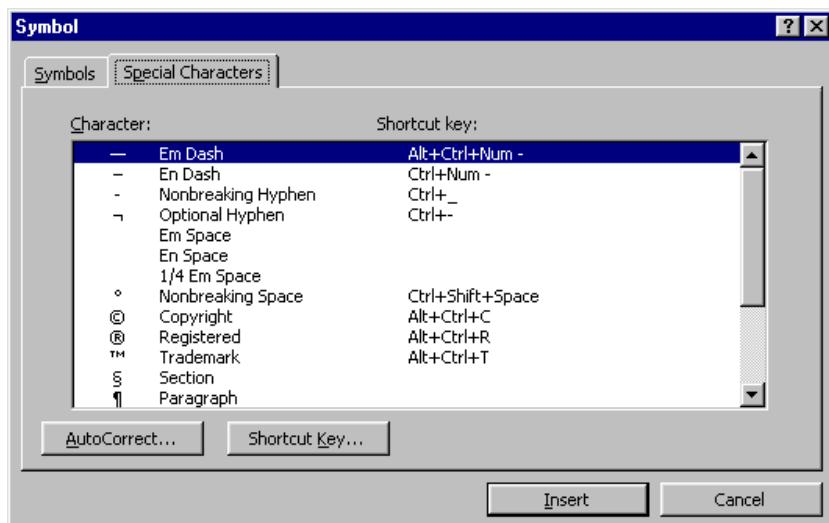
To insert a special character

You can easily insert special characters, such as © (copyright), ® (registered) and ™ (trademark), into your document.

To insert a special character

- Click where you want to insert the character
- From the **Insert** menu, select **Symbol...**
- Select the **Special Characters** tab, if necessary

The **Special Characters** dialogue box is displayed.



Symbol dialogue box

- Select the character you want to insert
- Click **Insert**
- Select another character to insert if you wish or click **Close**

Tip

Take note of the shortcut key for commonly used symbols. Using the key combination makes it much easier to insert these characters in your documents.

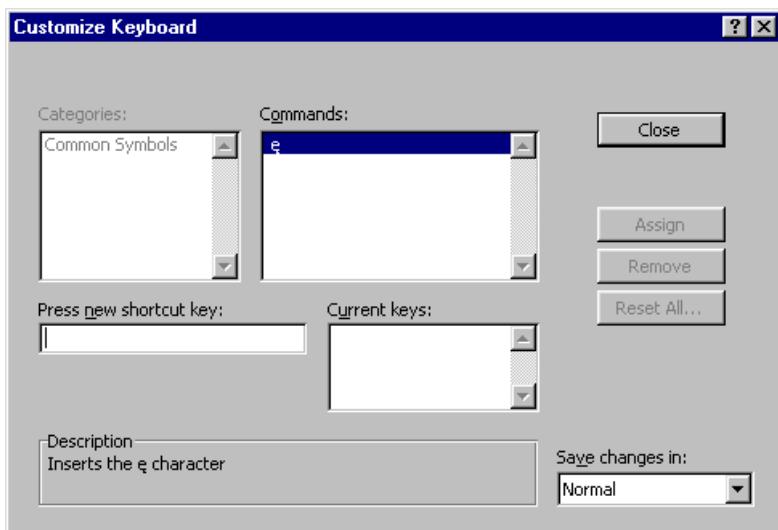
Assigning a Shortcut Key to a Symbol

If you frequently use a symbol or special character, it will be worth assigning a shortcut key to it instead of going through the menu option.

To assign a shortcut key

- On the **Insert** menu, click **Symbol...**
- Click the **Symbols** or **Characters** tab

- Click the symbol or character you want
- Click the **Shortcut Key...** button



Symbol dialogue box

- In the **Press new shortcut key:** box, type the key combination you want to use
- Click **Assign**
- Click **Close**
- Click **Cancel**

Automatic Spell Checking

As you type, Word will automatically check for spelling errors and the **Spelling Checker** icon on the Status bar displays a pencil . When errors are detected as you type, the Spelling Checker icon displays a cross and the errors are underlined with a wavy red line (wavy green lines indicate grammatical errors). When no errors are detected the Spelling Checker icon displays a tick .

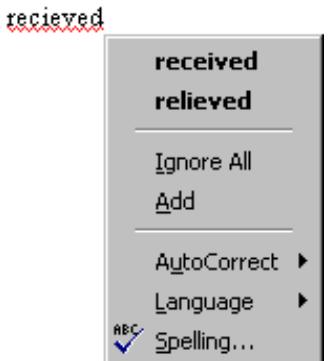
To use the automatic Spelling Checker

- Position the insertion point somewhere in the misspelled text
- Double-click the **Spelling Checker** icon

OR

- Right-click the misspelled word

The **Spelling Checker** shortcut menu is displayed.



Spelling Checker shortcut menu

- Select the correction from the top of the shortcut menu

Tip

If spelling errors are not displayed, from the **Tools** menu, select **Options**. Click the **Spelling and Grammar** tab and make sure the **Check spelling as you type** box is checked.

Creating Documents Using Templates and Wizards

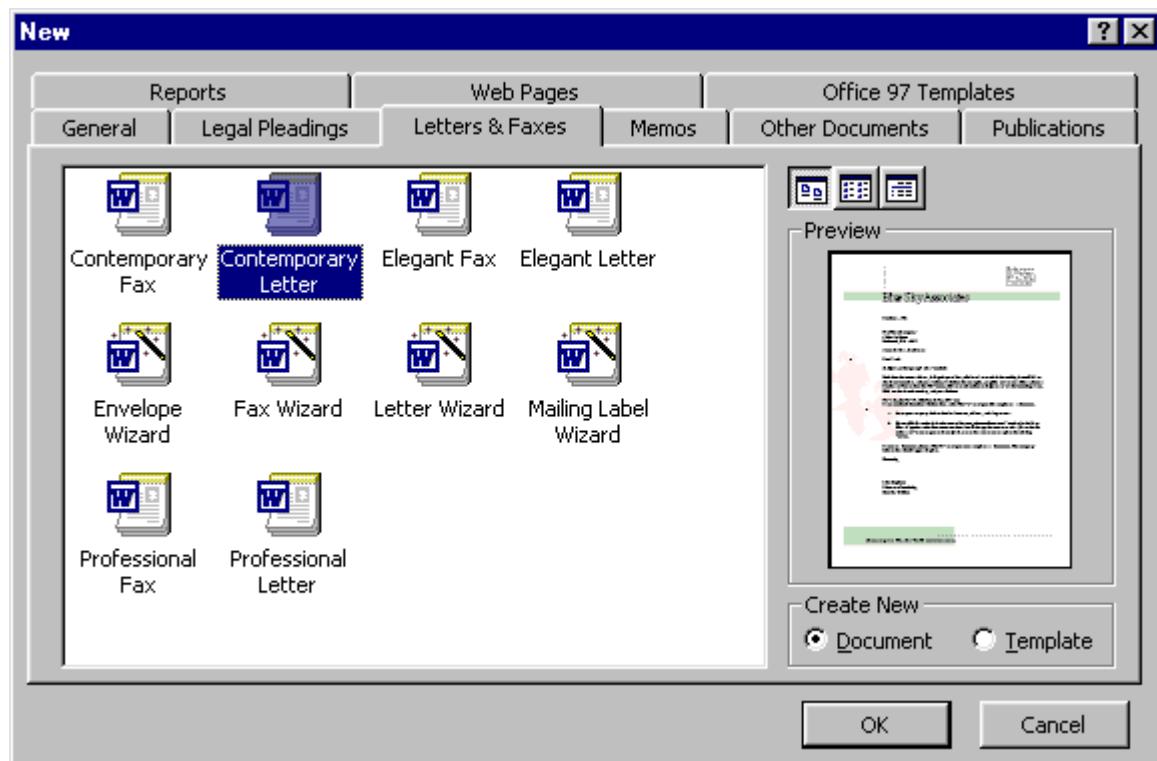
If you are in a hurry, you can use Word's built-in templates and wizards to help you create commonly used documents. A template contains placeholders for you to overtype with your own text. A wizard takes you through the creation of a document step-by-step. At each stage you select the options you want and type in the relevant text.

To create a new document based on a letter document template

- From the **File** menu, select **New...**

The **New** dialogue box is displayed.

- Click the **Letters & Faxes** tab



New document dialogue box

- Select a letter document template

The document template style is displayed in the **Preview** panel.

- Select the **Document** option button in the **Create New** panel
- Click **OK**

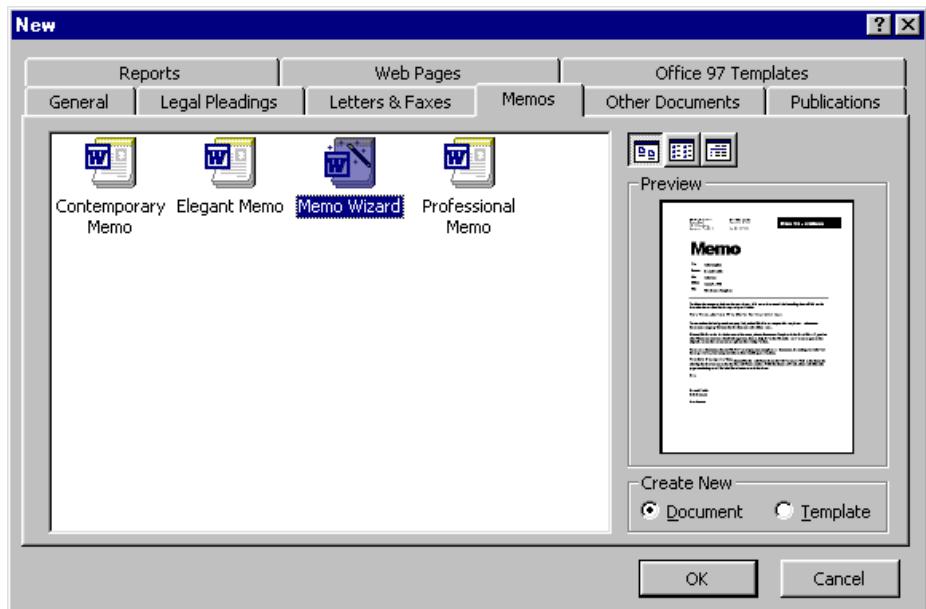
A document is created with "Click here" blocks of text. You can select these and replace the text with your own.

To create a document using the **Memo Wizard**

- From the **File** menu, select **New...**

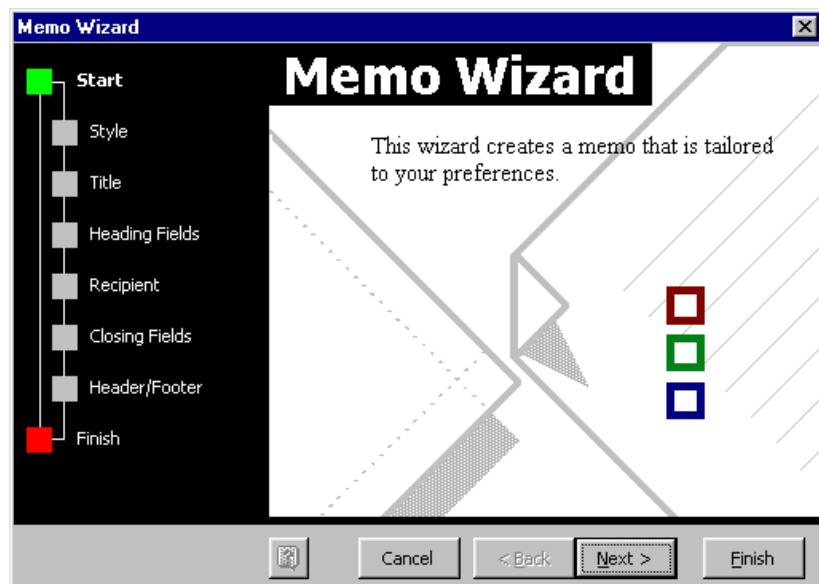
The **New** dialogue box is displayed.

- Click the **Memos** tab



- Select the **Memo Wizard** icon
- Click **OK**

The first **Memo Wizard** dialogue box is displayed.



- Click **Next >** to go to the next dialogue box
- Fill in each screen of the Wizard by selecting the options you want and filling in text where necessary

The left-hand bar shows you which step of the wizard you have reached.

- Click **Finish** at any time to create the memo with the information you have entered - you do not have to complete all the dialogue boxes

The completed memo will be displayed in Word. You can now replace any "Click Here" block with your own text and edit the document as usual.

Exercises

Creating a Letter Using a Template

- Choose one of the letter templates and create the following document

Insert today's date

Mrs P Hobden
Leathes Prior
Canada House
Grammar School Road
Norwich
NR2 5QD

Dear Mrs Hobden

Thank you for your enquiry to join the Windows course on 16 May 1999 at our Ipswich office.

This letter confirms your booking. We will send you joining instructions 2 weeks before the course date and details of how to find us.

Thank you for your interest in our company. We are confident that our training courses represent good value for money allowing staff to become proficient quickly.

If we can be of any further assistance in the meantime, please do not hesitate to contact us.

Yours sincerely

Trent Flewitt
Course Administrator

Encs

Tip

Do not worry if your lines do not end at exactly the same point as the letter above.

- Create a new folder called **MY EXERCISES** as a subfolder of **My Documents**
- Save the letter as **HOBDEN LETTER** in the **MY EXERCISES** folder
- Close the letter

Exercises

Editing a Document

- Open **BOOKING CONDITIONS**
- Practice using the editing features you have learned to correct the underlined errors

Booking Conditions

All bookings are accepted subject to availability.

Customers are responsible for all travel and accommodation cost's. Top Training can provide suggested accommodation in the area.

Copyright

All course materials and documentation are copyright to Top Training and cannot be reproduced in any way without the written permission of Top Training

Cancellation

Cancellations must be confirm in writing and will only be effective from the date of receipt. If insufficient notice of cancellation is provided then a cancellation fee will be charged.

31 days prior to course date

50% of course fee

16-30 days

no charge

Less than 15 days

100% of course fees

- Make sure that you can select a word, a line, several lines, and the whole document with the mouse and keyboard
- Insert the copyright symbol and trade mark symbol next to **copyright** and **Top Training**
- Use **Shift**+**F3** to convert the case of the title **Booking Conditions**
- Use click-and-type to put the following line underneath the existing text and in the centre of the page

"Errors and omissions excepted."

- If you have time, try to find any spelling and grammatical errors **not** highlighted above and practice using **Undo**, **Redo** and **Repeat** while correcting them
- Save and close the document

Moving and Copying Text

Objectives

Generally	To move and copy text using the cut, copy and paste features.
Specifically	On completion of this section, you will be able to:
•	Move text from one location to another
•	Copy text from one location to another
•	Use the Windows and Office Clipboards
•	Use drag-and-drop to move and copy text
•	Open more than one document
•	Copy data from one document to another

At times you will want to reorganise your document by moving or copying text to different locations. Word allows you to move and copy text quickly using the **Clipboard**.

The Clipboard is a temporary storage area used by Windows to hold text (or graphics) while it is being moved or copied. The Clipboard can be used to transfer information within an application such as Word, or between applications such as Word and Excel. The information remains on the Clipboard until you replace it or until you exit from Windows.

The terms used for these actions are **Cut**, **Copy** and **Paste**.

- ◆ **Cut** removes the information from an application and places it on the Clipboard
- ◆ **Copy** leaves the information in an application and places a copy of it on the Clipboard
- ◆ **Paste** copies the information from the Clipboard and places it into an application

Word 2000 also features an **Office Clipboard** that can be used to collect **multiple** items for pasting into MS Office 2000 applications.

Moving Text (Cut-and-Paste)

Text (and graphics) can be moved within the same document or to other documents.

To move text using the Standard toolbar

- Select the text to be moved
- Click the **Cut** button  (SpeedKey: **Ctrl**+**X**)

The text is **removed** from the document and placed into the Clipboard. The previous contents of the Windows Clipboard are removed.

- Move the insertion point to the destination
- Click the **Paste** button  (*SpeedKey: [Ctrl] + [V]*)

The contents of the Clipboard are copied from the Clipboard to the destination. You can paste the contents of the Clipboard again.



Alternatively, after selecting the text, click the **right** mouse button and from the shortcut menu, select **Cut**, then right-click where you want to put the text and select **Paste**.

To move text using the keyboard

- Select the text to be moved
- Press **F2**

Move to where? is displayed in the Status bar.

- Move the **insertion point** to the new location and press **Enter**

To move text using the menu

- Select the text to be moved
- From the **Edit** menu, select **Cut**
- Move the **insertion point** to the new position for the text
- From the **Edit** menu, select **Paste**

To move text using the mouse shortcut (alternative)

- Select the text to be moved
- Hold down **Ctrl**
- Point to destination and click the **right** mouse button

Copying Text (Copy-and-Paste)

Text (and graphics) can be copied within the same document or to other documents.

To copy text using the Standard toolbar

- Select the text to be copied
- Click the **Copy** button  (SpeedKey: **Ctrl**+**C**)

The text is copied from the document and placed into the Clipboard. The previous contents of the Windows Clipboard are removed.

- Move the **insertion point** to the destination
- Click the **Paste** button  (SpeedKey: **Ctrl**+**V**)

The contents of the Clipboard are copied from the Clipboard to the destination. You can paste the contents of the Clipboard again.

To copy text using the menu

- Select the text to be copied
- From the **Edit** menu, select **Copy**
- Position the **insertion point** at the destination
- From the **Edit** menu, select **Paste**

To copy text using mouse shortcut (alternative)

- Select the text to be copied
- Hold down **Ctrl**+**Shift**
- Point to the destination and click the **right** mouse button

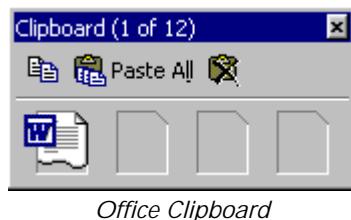
Using the Office Clipboard

In Word 2000, the **Office Clipboard** can be used to copy or cut and paste multiple items, from more than one application. For example, you can copy some text entered in a Microsoft Word document, switch to Excel and copy some spreadsheet data, switch to PowerPoint and copy a graphic, and so on, then paste the collection of items back into Word.

To view the contents of the Office Clipboard

The contents of the Office Clipboard are displayed on the **Clipboard** toolbar. The **Clipboard** toolbar is not available in any applications **other than** the Microsoft Office 2000 products Word, Excel, Outlook, PowerPoint, and Access.

- From the **View** menu, select **Toolbars**, from the submenu select the **Clipboard** toolbar



Office Clipboard

Tip

If you want to view the first fifty characters for an item, position the mouse pointer over the item. If the item has no text to display, or if it is a drawing object or a picture, the message "Item *x*" or "Picture *x*" will be displayed, where *x* is the number 1 through 12. This indicates the order in which the item was copied.



Office Clipboard – Picture item

To copy an item to the Office Clipboard

- In one of **Word**, **Excel**, **PowerPoint**, **Access** or **Outlook 2000**, display the **Clipboard** toolbar
- Select the item to be copied
- On the **Clipboard** toolbar, click **Copy**

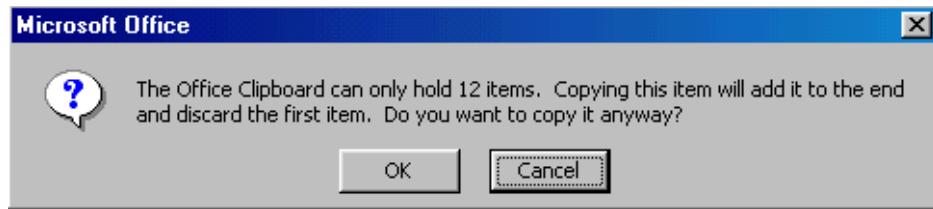
OR

Use the application's normal **Copy** or **Cut** command

Note You can copy and cut items from any application - not just Office 2000 products.

- Repeat the above steps to copy the next item you need

The Office Clipboard holds up to twelve items. If a thirteenth item is copied to it, a message will be displayed asking if you want to remove the first item from the Clipboard or, to ignore the request to copy the thirteenth item. The items that have been collected will remain on the Office Clipboard until all open Office applications are closed.



Error Message when a thirteenth item is copied

Tip You can also copy items without displaying the **Clipboard** toolbar. If you select the copy or cut command **twice in succession** the items will be copied to the **Office Clipboard**.

To paste items from the Office Clipboard

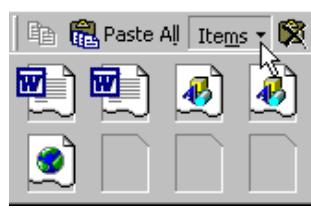
You can only paste items into Word, Excel, PowerPoint, Access and Outlook 2000.

- To paste all the copied items, on the **Clipboard** toolbar, click **Paste All**

OR

- To paste specific items from the **Clipboard** toolbar, click the icon representing the item that you want to paste

Note If the **Clipboard** toolbar has been docked, click the **Items** button to display the list of copied items that can be pasted.



Docked Clipboard toolbar

To clear copied items from the Office Clipboard

- On the **Clipboard** toolbar, click **Clear Clipboard**

Using Drag-and-Drop

Drag-and-drop literally allows you to **drag** selected text or graphics with the mouse and **drop** it elsewhere in the document. They can also be dragged to a different document if it is visible on the screen at the same time.

To use drag-and-drop

- Select the text to be moved
- Position the mouse pointer over the selection

The pointer changes to an arrow.

- Hold down the left mouse button and drag the text to the new location
- Release the mouse button

The text is moved.

Tip To copy text, hold down the **[Ctrl]** key while you drag.

Opening a Second Document

While using Word you can have several documents open at one time; you do not have to close one before opening another. The advantage of this is that you can quickly look up information in one document whilst working on another or you can transfer data between documents.

To open a second document

- Open the first document
- From the **Standard** toolbar, click the **Open** button (*SpeedKey: [Ctrl]+[O]*)

OR

- From the **File** menu select **Open**
- Select the second document to open

To move between document windows

Each open document appears as a separate icon on the **Windows Taskbar**.

- On the **Windows Taskbar**, click the **Document** icon (*SpeedKey: [Alt]+[Tab]*)



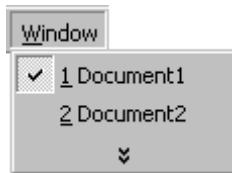
Multiple document windows displayed on the Taskbar

Tip

If your documents do not appear on the Taskbar, from the **Tools** menu, select **Options**. Click the **View** tab and select **Windows in Taskbar**.

OR

- From the **Window** menu, select the document to switch to (*SpeedKey: **Ctrl** + **F6***)



The name of the active window is displayed on the **Title** bar.

To view both documents on screen

- From the **Window** menu, select **Arrange All**

Both documents are displayed on the screen.

Tip

When both documents are visible select the document to work in by clicking on it with the mouse. The first click will activate the window but will not move the insertion point.

To copy and move text between documents

Text can be copied and moved between documents without them both being open at the same time by using the **Copy** and **Paste** buttons from the **Standard** toolbar. You can use the **Office Clipboard** to copy and paste multiple items. Also, if both documents are open the text can be dragged from one to the other.

- Display the text or graphics you want to move or copy in one window
- Display the destination for the text or graphics in the other window
- Select the text or graphics
- Drag the text or graphics from the first window to the second window

To close a second document

If you have more than one document open at the same time, the **Close** button on the **Title** bar will close just the document, rather than exiting Word.



- With one document open, click the **Close** button on the **Menu** bar to close just the document (clicking on the **Title** bar will also exit Word)



- With more than one document open, click the **Close** button on the **Title** bar - your other documents will remain open

Document Window Panes

It is possible to display more than one part of a long document at once by splitting the document into panes. Each pane is a separate window with its own Ruler bar and scroll bars.

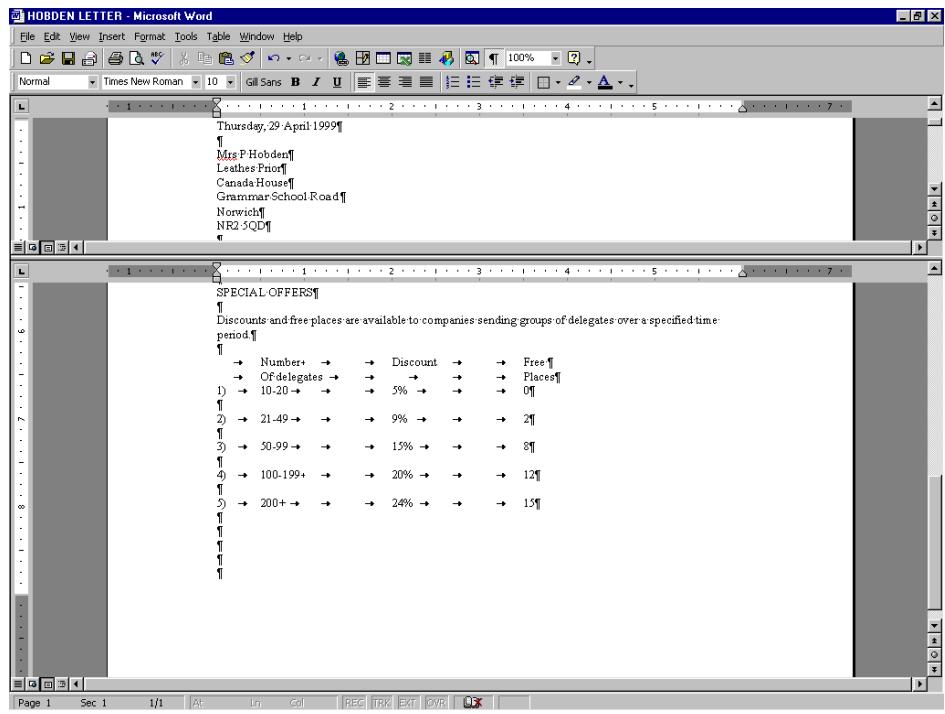
To split a document into two panes

- Point to the **split bar** above the **vertical scroll bar** (the grey rectangle) Split bar
- Drag the split bar to the required position

OR

- Double-click on the **split bar** above the **vertical scroll bar**

A grey line is displayed where the window is split.



Split document window

- Click in a pane once to select it, or press **F6** to toggle between panes

To clear a window split

- Drag the split bar to the top or bottom of the window

OR

- Double-click on the split bar

Exercises

Moving and Copying Text

- Open **SPECIAL OFFERS**
- Move the paragraphs into numerical order by using **drag-and-drop**
- Save **SPECIAL OFFERS**
- Display the **Office Clipboard**
- Select all of the document by using **Ctrl**+**A** and copy it
- With **SPECIAL OFFERS** open, open **HOBDEN LETTER**
- Go to the end of the document by using **Ctrl**+**End** and paste in **SPECIAL OFFERS** by using  (SpeedKey: **Ctrl**+**V**)
- Select all the text again and copy it
- On the **Clipboard** toolbar, display ScreenTips to identify the two pieces of text you have copied
- Use the **Windows Taskbar** to switch between the two documents
- Split the **HOBDEN LETTER** document into panes and practise toggling between panes
- Remove the split
- Save and close both documents

Working with Margins and Paragraphs

Objectives

Generally	To set margins and paragraph formatting and how to change the spacing and alignment of text.
Specifically	On completion of this section, you will be able to:
•	Set margins and indents
•	Align text
•	Change line spacing
•	Add spacing before and after paragraphs
•	Set tabs
•	Remove paragraph formats

Setting Page Margins

The white space around text on the printed page is the margin area. You can change the top, bottom, left and right margins. You can set margins in two different ways: by dragging margin markers on the Ruler bar, or by setting margins in the **Page Setup** dialogue box.

Do not confuse page margins with paragraph indents. Changing a paragraph's indents pushes the text in or out from the left and right margins. The margins establish the overall width of the main text and the space between the main text and the edges of the page.

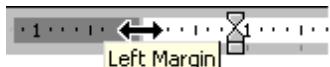
Note Moving the margins moves the indents at the same time. The indents will stay the same distance from the margins as before.

To change page margins from the Ruler bar

- Position the mouse pointer over a margin border

Tip This is the border between the grey and white sections on the ruler line.

The pointer will change to a double-headed arrow and a ToolTip is displayed.



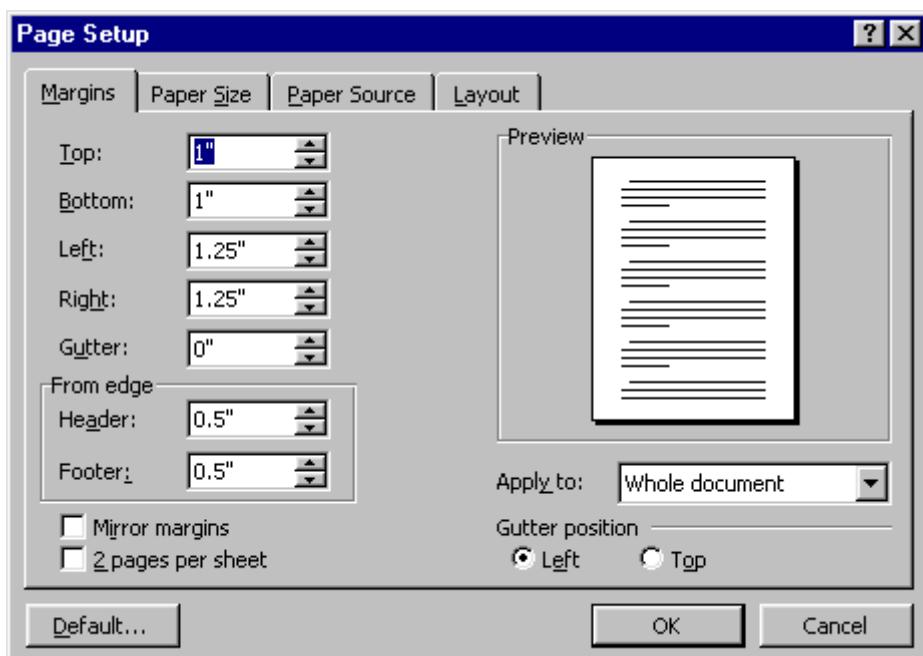
Setting the left margin

- Click-and-drag the margin to the new location

To change page margins from the menu

- From the **File** menu, select **Page Setup...**

The **Page Setup** dialogue box is displayed.



Page Setup - Margins dialogue box

- Click the **Margins** tab, if necessary
- Set the **Top**, **Bottom**, **Left** and **Right** margins as required by clicking in the box and typing a value or by using the spin arrows to adjust the value

The **Preview** panel displays the effect of the new margin settings.

- Click **OK**

Tip To keep the selected settings as standard for all new documents, click the **Default...** button. The Office Assistant will prompt you to confirm this action.

Note To display values in centimetres, from the **Tools** menu, select **Options** and click the **General** tab. Click the drop-down arrow on the **Measurement units:** list box and select **Centimeters**.

What are Paragraphs?

A paragraph may be a character, a word, a line or multiple lines. What defines text as a paragraph is the fact it is ended with the **Enter** key.

This is a paragraph containing one line.¶

This is a paragraph containing several lines. This is a paragraph containing several lines. This is a paragraph containing several lines.¶

Tip To force a new line to start without starting a new paragraph, press **Shift** + **Enter**.

If you are going to format **one** paragraph, you do not have to select the entire paragraph. All you need to do is position the insertion point in the paragraph you want to format. If you want to format several paragraphs, position the insertion point in the first paragraph and drag the mouse pointer through the text you want to format, then release the mouse pointer in the last paragraph.

When formatting paragraphs, it can be useful to see exactly where a paragraph ends. The **paragraph mark** (¶) represents the end of a paragraph.

To display paragraph marks

- On the **Standard** toolbar, click the **Show/Hide** button 
(*SpeedKey: Ctrl+Shift+**)

The position of paragraphs on a page are determined by several factors:

- ◆ **Margins** determine the overall width of the main text area (that is, the space between the text and the edge of the page)
- ◆ **Indents** determines the distance of the paragraph from either the left or the right margins
- ◆ **Horizontal alignment** determines the appearance of the edges of the paragraph: left aligned, right aligned, centred or justified (where both edges are flush with the margins)
- ◆ **Vertical alignment** determines the paragraph's position relative to the top and bottom margin (This is useful when setting up a title page on the front cover of a report)

Indenting Text

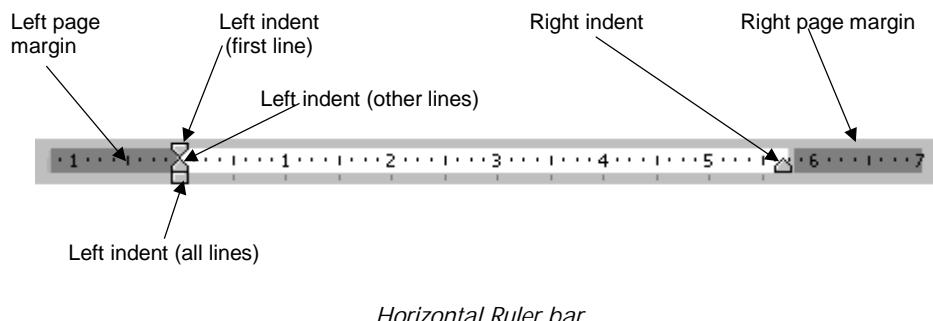
Indents are the positions where text begins and ends on a line relative to the page margins.

Indenting is a way of offsetting text from the rest of the text, creating different indents for the first line, subsequent lines or all lines in the selected paragraph(s).

Page margins are indicated at each end of the Ruler bar by dark shading. The white space in between is the normal typing space.

The indents for the selected paragraph are also indicated on the horizontal Ruler bar. The left indent symbols are two triangles and a rectangular box. The right indent symbol is a single triangle.

Indents can extend into both the left and right margin areas. A hanging indent means that the first line of text begins to the left of the rest of the paragraph; for example, where numbering is used.



Tip If you can't see the horizontal ruler, from the **View** menu, select **Ruler**.

To indent text using the Ruler bar

- Select the paragraphs you want to indent
- Drag the indent markers to the required position

Drag	To Set
	The left indent - first-line only
	The left indent - all other lines
	The left indent - all lines
	The right indent

To indent text using the Formatting toolbar

- Select the paragraphs you want to indent
- On the **Formatting** toolbar, click a button as shown in the table below

Click	To Indent a Paragraph
	To the previous default or manual tab stop
	To the next default or manual tab stop



To change an existing indent click on the indented text with the **right** mouse button and select either **Increase Indent** or **Decrease Indent**.

To indent text using the keyboard

Press	To Indent a Paragraph
Ctrl + M	To the next tab stop
Ctrl + Shift + M	To the previous tab stop
Ctrl + T	As a hanging indent to the next tab stop
Ctrl + Shift + T	As a hanging indent to the previous tab stop

To indent text using the **Tab** key

The first time you press the **Tab** key a normal first line indent is created to the first tab stop.

Each time you press **Tab** again the whole paragraph is indented.

- Position the **insertion point** at the start of the paragraph
- Press **Tab**

To remove indents using the **Backspace** key

The indents may be removed one step at a time or all at once depending on how they were created.

- Position the **insertion point** at the start of the paragraph
- Press **Backspace**

Note If the **Tab** or **Backspace** keys do not work as described above, from the **Tools** menu select **Options**, then the **Edit** tab. Click the **Tabs** and **backspace set left indent** check box. A tick means it is switched on.

To indent text from the Paragraph dialogue box

- From the **Format** menu, select **Paragraph...**
- Select the **Indents and Spacing** tab
- Enter the measurements in the **Left:** and **Right:** boxes



Paragraph dialogue box - Indentation panel

- Click on the **Special** drop-down list to select first line or hanging indent options
- Enter the first line or hanging indent measurement in the **By:** box
- Click **OK**

Note Negative numbers in the **Left:** or **Right:** indent boxes mean the text will spill over into the space normally reserved as the page margin.

Aligning Paragraphs

Text can be aligned between the left and right margins in the following ways: left, right, centred or fully justified.

- ◆ When text is left aligned, text aligns on the left margin with a ragged right margin
- ◆ When text is right aligned, text aligns on the right margin with a ragged left margin
- ◆ When text is centred it is evenly centred between the left and right margins with ragged left and right margins
- ◆ When text is fully justified it aligns on both the left and right margins (Extra spaces are automatically inserted to spread the words out, except on the last line of a paragraph)

To align paragraphs using the Alignment buttons

- Select the paragraphs you want to align
- Click the required toolbar button

Click This Button	Or Use These SpeedKeys	To Align
	Ctrl + L	Left
	Ctrl + E	Centre
	Ctrl + R	Right
	Ctrl + J	Justified

Line Spacing

When you change the line spacing of text, you increase the white space between individual lines in a paragraph.

This paragraph is single spaced.	This paragraph is one and a half spaced. This paragraph is one and a half spaced. This paragraph is one and a half spaced.	This paragraph is double spaced. This paragraph is double spaced. This paragraph is double spaced.
--	--	--

Example of paragraph line spacing

To change line spacing from the keyboard

- Select the paragraphs for which you want to change line spacing
- Press the appropriate SpeedKey

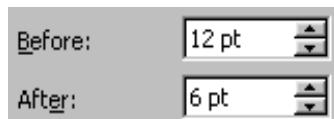
SpeedKey	Spacing
Ctrl + 1	Single line spacing
Ctrl + 2	Double line spacing
Ctrl + 5	1.5 line spacing

Paragraph Spacing

There may be times when you want to increase or decrease the white space between paragraphs rather than individual lines within a paragraph. For example, you might want to condense text to fit on to one page, or space it out to improve readability. Because this space is built into the paragraph you do not need to use blank lines to obtain spacing.

To alter the white space before and after a paragraph

- Select the paragraph(s) for which you want to increase spacing
- From the **Format** menu, select **Paragraph...**
- Enter a measurement in the **Before:** box to set the spacing to be included at the beginning of each paragraph



Paragraph dialogue box - paragraph spacing boxes

- Enter a measurement in the **After:** box to set the spacing to be included at the end of each paragraph
- Click **OK**

Tip Clicking on the up or down arrows changes the number by 6 points each time. **12pt** is equivalent to one line.

To apply quick paragraph spacing

- Select the paragraph(s)
- Press **Ctrl + 0** (zero)

One line (12 points) of additional space is included **before** the text in each paragraph.

Tip **Ctrl + 0** (zero) is a switch that will insert or delete extra spacing. Use it to quickly **remove** spacing before paragraphs as well.

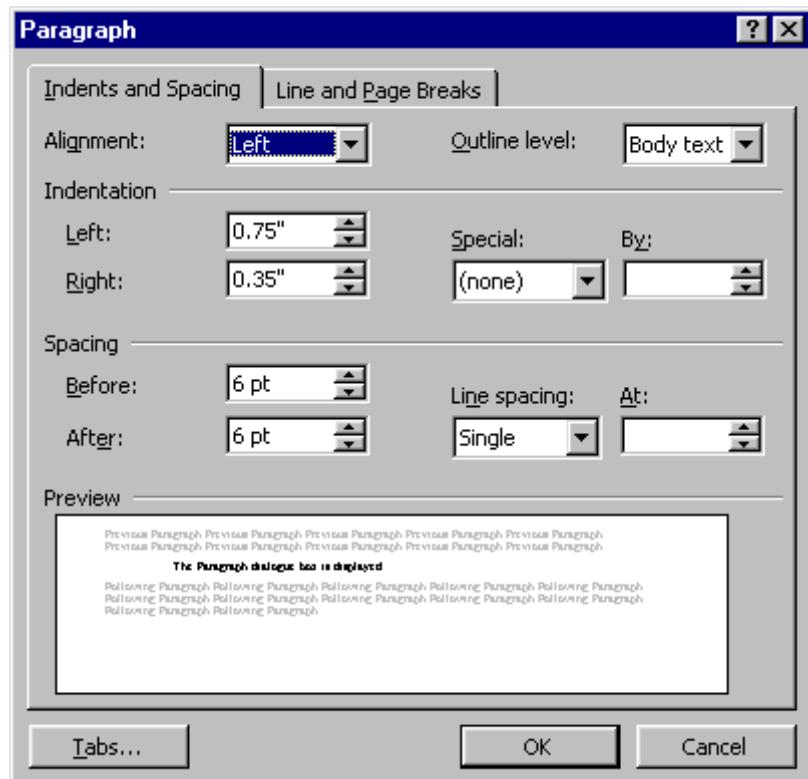
The Paragraph Dialogue Box

The paragraph dialogue box contains options to change all of the paragraph layout settings.

To change paragraph settings from the paragraph dialogue box

- From the **Format** menu, select **Paragraph...**

The **Paragraph** dialogue box is displayed.



Paragraph dialogue box

- Select the options to apply

The **Preview** panel will display either a text example or any highlighted text from the document with the selected options.

- Click **OK**

Note Access **Tabs** by clicking the **Tabs** button in the **Paragraph** dialogue box.

Setting Tabs

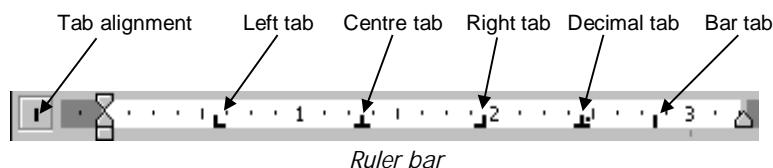
Tabs are used to align lists, indexes, and columns of numbers. Word provides default left tabs every $\frac{1}{2}$ " (1.27cm). If you want you can set manual tabs. To do this, you have a choice of four tab alignment types. There is also a **Bar** tab for creating vertical lines in your lists.

Decimal tabs line up numbers on the decimal point. Other characters, including currency symbols and commas, will not affect the alignment. Where whole negative numbers are entered with parentheses, for example (123), the closing bracket will align on the decimal tab position. Tabs can be set to display leader characters from the tabbing position up to the tab stop.

Tab types

Bar	Left	Centre	Right	Decimal	Bar
	123	123	123	£123.00	
	48484	48484	48484	£48,484.25	
	Tom	Richard	Sam	-123	
	Letitia	Sue	Constance	(123)	

Alignment tabs can be set, moved and deleted with the mouse on the **Ruler** bar. Each of the five tab alignment styles can be selected by clicking on the **Tab Alignment** button at the far left of the Ruler bar.



To set tabs

- Select the paragraph(s) for which tabs are to be set
- Click the **Tab Alignment** button at the far left of the **Ruler** bar until the correct tab alignment button is displayed

Click	To Set
	A left tab.
	A centre tab.
	A right tab.
	A decimal tab.
	A bar tab.

- Click the lower half of the **Ruler** bar at the required position for the tab

To delete a tab marker

- Select the paragraphs containing the tabs to be deleted
- Drag the tab marker upwards or downwards off the **Ruler** bar

To move a tab marker

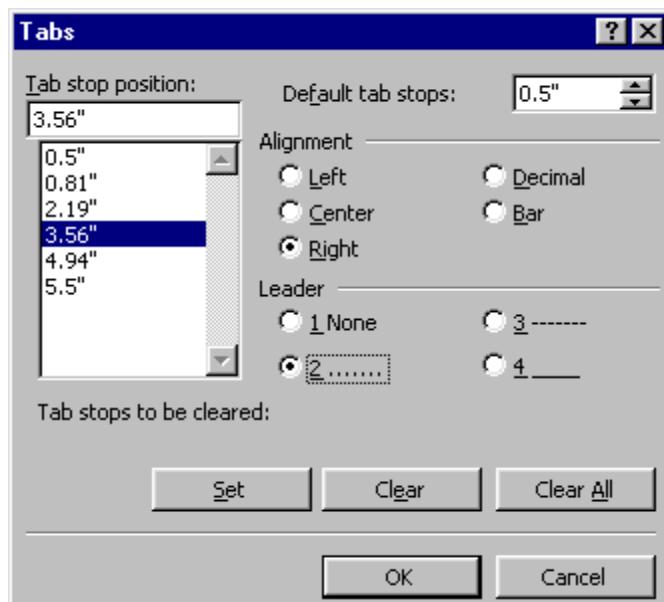
- Select the paragraph(s) containing the tabs to move
- Drag the tab marker to the required position

To set default tabs

The default tabs in Word are spaced every $\frac{1}{2}$ " (1.27cm) along the Ruler bar. This can be reset as required.

- From the **Format** menu, select **Tabs...**

The **Tabs** dialogue box is displayed.



Tabs dialogue box

- Type the required setting in the **Default Tab stops:** box or select the new setting with the arrow keys
- Click **OK**

To set tabs with leader characters

Leader characters can be used to fill the blank space before tabs, for example, when creating a table of contents. There are three types of leader characters within Word: full stops, hyphens and underlines as shown below.

Chapter 1.....	3
Chapter 2-----	17
Chapter 3_____	31

To set leader characters

- Set the tab from the **Ruler** bar in the normal way
- Make sure the paragraph(s) containing tab is selected
- From the **Format** menu, select **Tabs...**

- In the **Tab Stop position:** list, select the tab for which you want to add a leader effect
- Select the leader type from the **Leader** panel
- Click **Set**
- Click **OK**

Removing Paragraph Formats

When you press **[Enter]** all formats from the current paragraph are carried down to the next paragraph, including alignment, spacing, indents, and tabs.

To remove paragraph formats

- Select the text containing the formats to be removed
- Press **[Ctrl]+[Q]**

The text reverts to the default.

Exercises

Setting Margins and Formatting Paragraphs

- Open **COMPANY BROCHURE**
- If the paragraph marks are not displayed, click the **Show/Hide** button 
- Reduce the left and right hand margins to 1" (2.54cm)
- Apply one and half line spacing to all the paragraphs, except **All Training Courses include**, which should be set to double line spacing
- Set the **space after** every paragraph to **12pt**
- Centre the main headings, and centre **All Training Courses include** details
- Justify all paragraphs except **All Training Courses include** and details
- Right align the telephone details
- Press **Ctrl**+**A** to select all the text then press **Ctrl**+**Q** to remove all formatting
- Select **Undo** to reapply the formatting
- Save and close the document

Exercises

Setting Tabs

- Create a new document
- Setup the following course schedule using the default tab settings at $\frac{1}{2}$ " (1.27cm)

Course Schedule						
Course Title	Code	Days	Price	July	Aug	Sept
Windows 98	win95	1	99.00	16	24	30
Internet Beginners	intbeg	1	125.00	12	26	10
Word 2000	wd2000	1	99.00	25	10	15
Excel 2000	xl2000	1	99.00	10	1	22
Word 97	wd97	1	99.00	5	14	26
Excel 97	xl97	1	99.00	16	19	28

- Select all the text and set new tab settings as follows

Set a **left** tab for the **Code** column at 1.5" (3.81cm)

Set a **centre** tab for the **Days** column at 2.5" (6.35cm)

Set a **decimal** tab for the **Price** column at 3.5" (8.89cm)

Set **centre** tabs for the **month** columns at 4" (10.16cm), 4.5" (11.43cm) and 5" (12.7cm)

- Save as **COURSE SCHEDULE**
- Close the document

Working with Fonts

Objectives

Generally To use text formatting to lift the presentation of your documents.

Specifically On completion of this section, you will be able to:

- Apply a **different** font, size and colour
- Apply bold, underline and italics **enhancements**
- Apply several **formats** at one time
- Use the **Format Painter** to copy formats
- **Remove** text enhancements

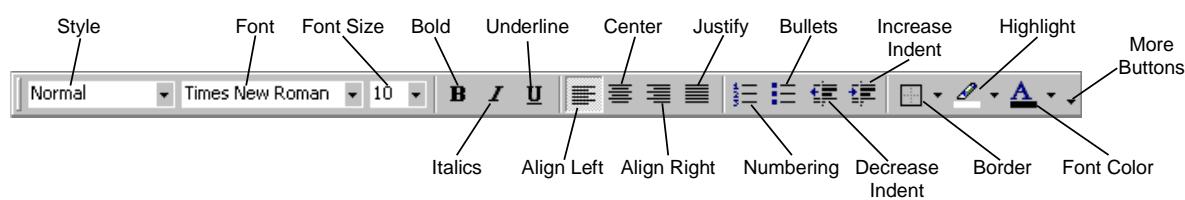
Font is the term used to describe the typeface of text (the shape of the characters). Word provides many built-in fonts that can be applied to your text. You may find that the fonts available vary depending on the printer you are using.

Mixing fonts (typeface) and applying enhancements - varying size with bold, underline and italics can make a document very eye catching and help get your message across.

Note Too many different typefaces and enhancements can have the opposite effect.

The Formatting Toolbar

One of the easiest methods of applying enhancements is using the options on the **Formatting** toolbar, from which you can change the type and size of font; select bold, italics and underlining; change alignment; and apply bullets or numbering.



Formatting toolbar

To change the font

Fonts that have the letters **TT** before them are called True Type fonts and are designed to exactly match the screen display with what is printed. Fonts that are not True Type may not appear in exactly the same way on screen and at the printer. The way non-True Type fonts print may also vary depending on the printer used.

- Select the character(s) you want to format
- On the **Formatting** toolbar, click the arrow on the **Font** box

The font list is displayed. The most recently used fonts appear at the top of the list.



- Select the font to apply

To change the font size

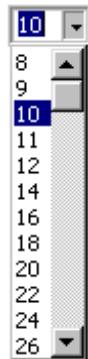
Fonts can be scaled in size using a measurement of **points**. 72 points will produce lines of text that are 1 inch (2.54cm) in height. Typically 10 or 12 point size fonts are used for normal printed matter.

- Select the character(s) you want to format
- On the **Formatting** toolbar, click the number in the **Size** box
- Enter a new number
- Press **Enter**

OR

- On the **Formatting** toolbar, click the arrow on the **Size** box

The **Font** size box is displayed.



Font size box

- Click on the font size to apply

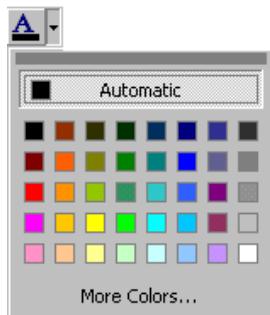
Tip

To set a font size not displayed, type the number into the size box and press **Return**.

To change the font colour

- Select the character(s) you want to format
- On the **Formatting** toolbar, on the **Font Color** button, click the down arrow

The **Font Color** menu is displayed.



Font Color menu

- Select a font colour to apply

To apply other enhancements

- Select the character(s) you want to format
- Click the appropriate toolbar buttons, or press the SpeedKeys

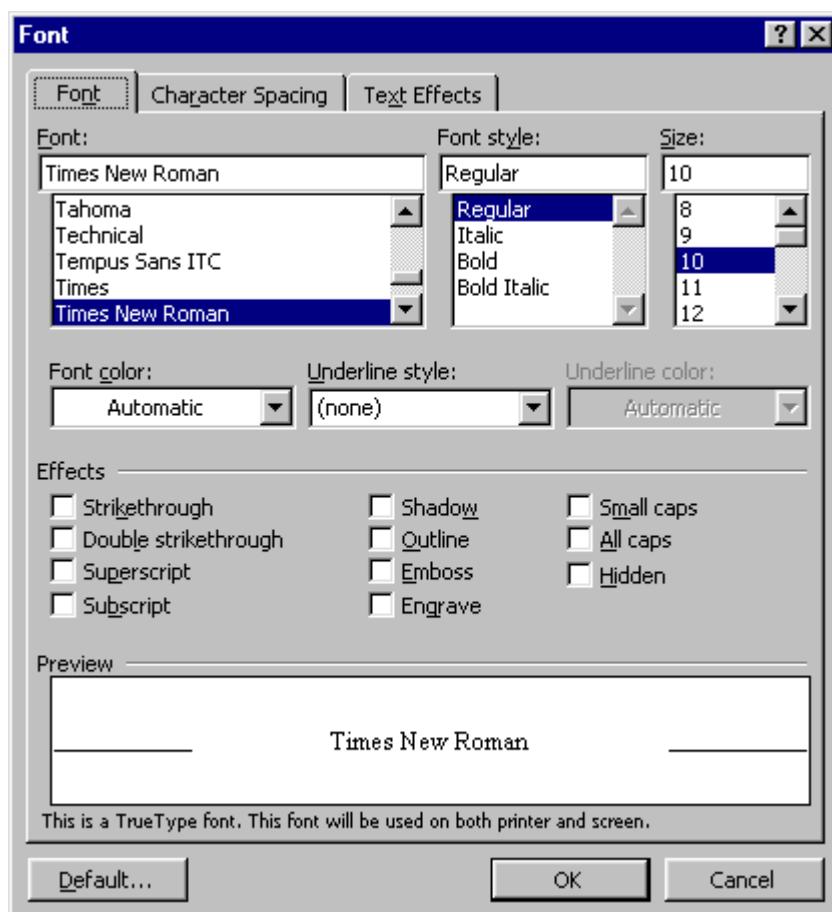
Click	Or Press	To Apply
B	Ctrl + B	Bold
I	Ctrl + I	<i>Italics</i>
U	Ctrl + U	<u>Underline</u>

The Font Dialogue Box

You can apply many more character effects than appear on the **Formatting** toolbar by using the **Font** dialogue box. Special effects such as shadow, strikethrough, superscript and subscript can be applied in one stroke. You can also preview character effects before applying them.

- Select the text you want to apply formatting to or position the insertion point where you want formatting to start from
- From the **Format** menu, select **Font...** (*SpeedKey*: **Ctrl**+**D**)

The **Font** dialogue box is displayed.



Font dialogue box

- From the drop-down list boxes, select a **Font**, **Font style**, **Size**, and **Font color**.

- In the **Effects** panel, select the check boxes to apply special effects

The Preview panel will display either the font name or any highlighted text from the document with the selected options.

- Click **OK**



To display the **Font** dialogue box, click the **right** mouse button in the text area and select **Font...**

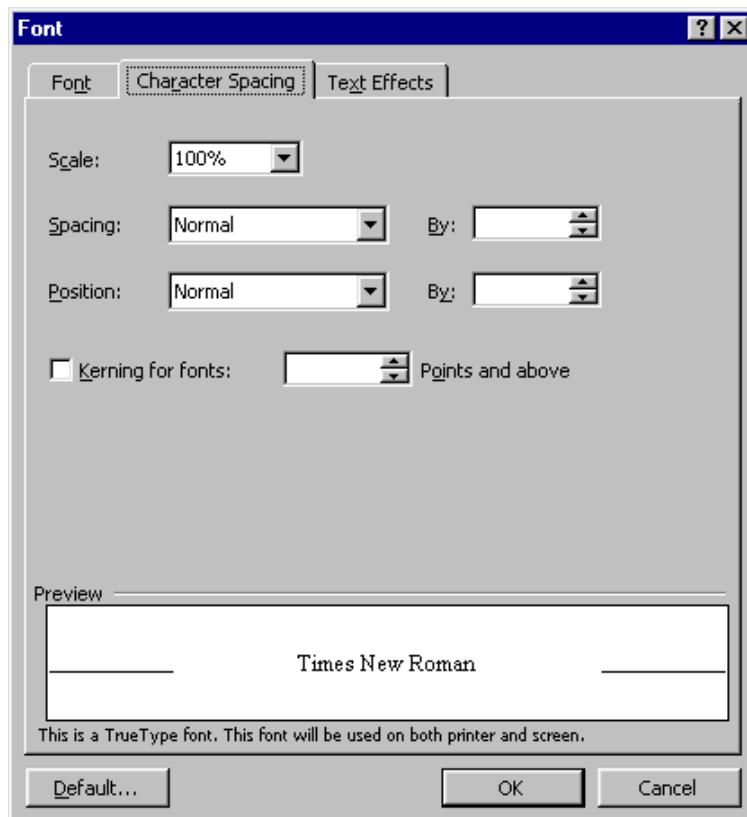


Tip To keep the selected settings as standard for all new documents click the **Default...** button. The Office Assistant will prompt you to confirm this action.

To set character spacing

You can change the amount of spacing between letters and raise or lower text relative to the line.

- Select the text you want to apply formatting to or position the insertion point where you want formatting to start from
- From the **Format** menu, select **Font...** then click the **Character Spacing** tab



- In the **Spacing:** box, select **Expanded** (to set the characters further apart) or **Condensed** (to bring characters closer together) and type the number of points to expand or condense in the **By:** box
- In the **Position:** box, select **Raised** or **Lowered** to set characters above or below a line and type the number of points to raise or lower in the **By:** box

To remove all text enhancements

You can remove all enhancements from text at one time. The text will revert to the default.

- Select the text containing the enhancements to be removed
- Press **Ctrl**+**Space Bar**

The Format Painter

The **Format Painter** is a tool that allows you to copy formats from existing text and apply it to other text in your document. This saves you having to remember which font, size, colour, and so on, you need to use.

To copy enhancements

- Select the text containing the enhancements to copy
- On the **Formatting** toolbar, click **Format Painter** 
- Select the text to be enhanced

The text you select is formatted with the enhancements you copied.

Note To copy enhancements to more than one piece of text, double-click the **Format Painter** button before copying the formats. After you have finished copying the enhancements click the **Format Painter** button again to switch it off.

To copy enhancements using the keyboard

- Select the text containing the enhancements to copy
- Press **Ctrl**+**Shift**+**C**
- Select the text to be enhanced
- Press **Ctrl**+**Shift**+**V**

The text you select is formatted with the enhancements you copied.

Exercises

Text Enhancement

- Open **ADVERTISEMENT**

You have been chosen to place the next advertisement for **Top Training**.

- Enhance this text (and add some of your own if you like!) by making use of the **Formatting** toolbar, **Font** dialogue box and the Format Painter
- Try to make use of the whole page
- Close and save the document

Viewing and Printing Documents

Objectives

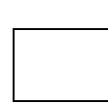
Generally	To preview your document before printing and to set different print options.
Specifically	On completion of this section you will be able to:
•	Change page orientation and paper size
•	Change the size at which you view a document (zoom)
•	Preview a document before printing
•	Print the whole document
•	Print the current page
•	Print selected text
•	Print a range of pages
•	Cancel prints

Landscape Printing and Paper Size

Orientation is the direction of the paper when printing. Text is normally printed in **portrait** orientation with the short sides of the paper at the top and bottom. When the long sides are at the top and bottom the orientation is called **landscape**.



Portrait



Landscape

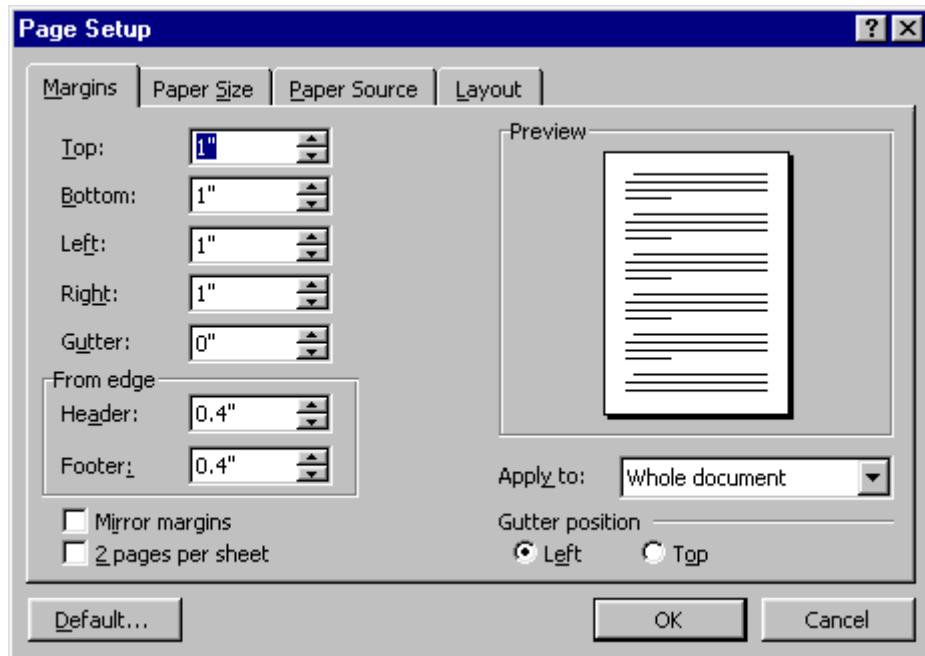
Depending on the printer attached to your computer you may be able to use different sizes of paper. You should set Word to use exactly the size of paper you are printing on otherwise the documents may not print out correctly. Standard paper in the UK is A4 size.

Note **Page Setup** formatting can be applied either to the whole document or to selected sections in a document and can be made the default for all new documents or changed for each new document started.

To change page orientation and paper size

- From the **File** menu, select **Page Setup...**

The **Page Setup** dialogue box is displayed.



Page Setup dialogue box

- Select the **Paper Size** tab
- From the **Paper size:** list box, select a standard paper size, or enter the actual dimensions of the paper in the **Width:** and **Height:** boxes
- Select a page alignment option from the **Orientation** panel

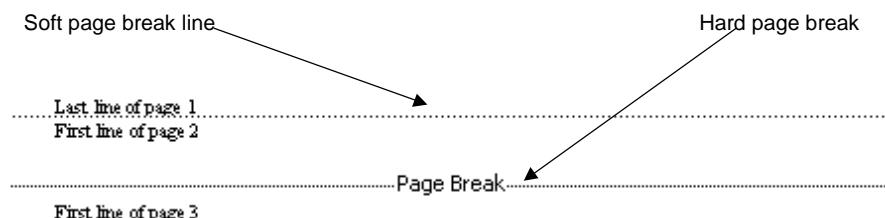
The **Preview** panel displays the effect of the paper size and orientation settings.

- Click **OK**

Tip To keep the selected settings as standard for all new documents click the **Default...** button.

Page Breaks

Page breaks are either **soft** (inserted by Word automatically) or **hard** (inserted by you). Soft page breaks show as a plain dotted line when text reaches the bottom margin. They appear, disappear and move up or down the text depending entirely on the page setup and formatting options used.



Example of soft and hard page breaks

To control where a page ends you need to insert a hard page break. Hard page breaks are identified by the words **Page Break** on the dotted line. Page break lines are always visible in **Normal** view, but are only visible in **Print Layout** view when the **Show/Hide** button is on .

To insert a hard page break

- Position the insertion point on a blank line or at the place in the text where the new page should begin
- From the **Insert** menu, select **Break** then **Page Break** (*SpeedKey: **Ctrl** + **Enter***)

Tip From the **Standard** toolbar, click the **Show/Hide** button to display or hide **hard** page breaks.

To delete an inserted (hard) page break

Only hard page breaks can be deleted. Soft page breaks created automatically by Word cannot be deleted.

- Select the page break marker
- Press **Delete**

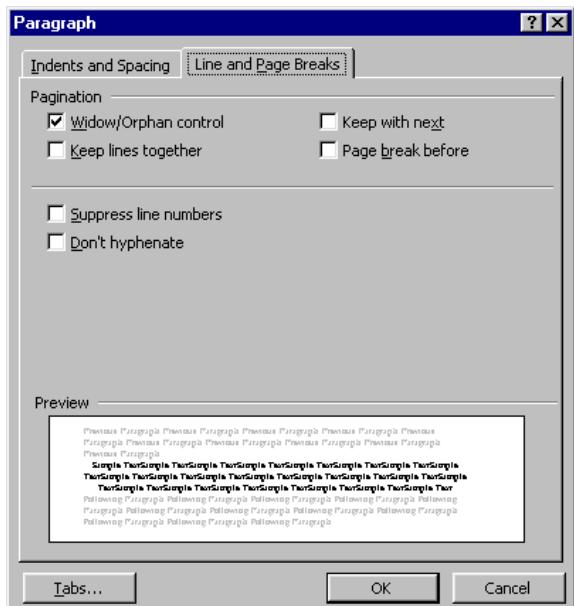
To control page breaks in paragraphs

Word inserts an automatic page break when you fill the page with text or graphics. This may split a paragraph over two pages. You can force the whole paragraph to drop to the next page by inserting a hard page break; however as you edit the document you may have to remove the break to allow the paragraph back onto the previous page.

Pagination formatting allows you to prevent a page break from occurring within a paragraph or between two paragraphs such as a heading and the following paragraph. You can also force a page break before a specific paragraph; for example, a heading or title that always starts on a new page.

- Select the paragraph(s)
- From the **Format** menu, select **Paragraph...**

The **Paragraph** dialogue box is displayed.



Paragraph dialogue box

- Select the **Line and Page Breaks** tab, if necessary

This Option	Does This
<u>Widow/Orphan control</u>	Prevents Word from printing the last line of the selected paragraph by itself at the top of a page (widow) or the first line by itself at the bottom of a page (orphan).
<u>Keep lines together</u>	Prevents a page break anywhere within the selected paragraph.
<u>Keep with next</u>	Prevents a page break between the selected paragraph and the next paragraph.
<u>Page break before</u>	Inserts a page break before the selected paragraph.

- Select the option(s) required in the **Pagination** panel
- Click **OK**

Zoom

The Zoom feature allows you to enlarge what you are looking at to be able to see very fine details. It also allows you to see several pages of information on the screen at the same time to get an overall feel for the layout of the document.

You can change the size at which to view and work in your document from as little as 10% up to 500% of normal size. The best size will depend on the screen resolution and the amount of detail you wish to see.

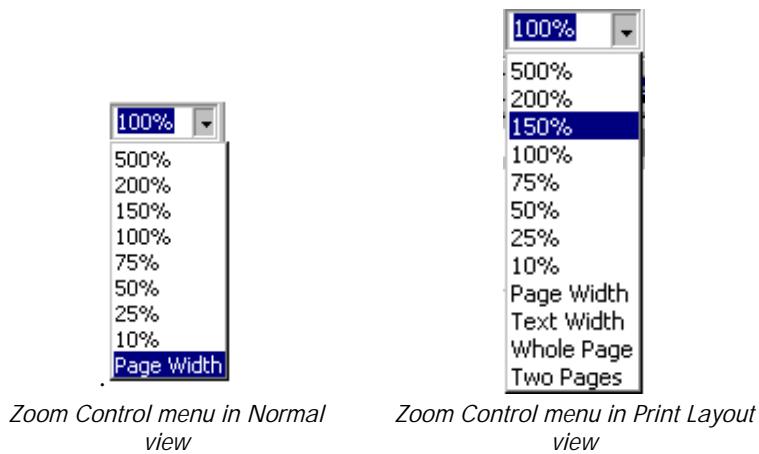
To zoom in and out using the Standard toolbar

- On the **Standard** toolbar, enter a number in the **Zoom** box **100%** and press **Enter**

OR

- On the **Standard** toolbar, click on the arrow on the **Zoom** box **100%**

The **Zoom** menu is displayed.

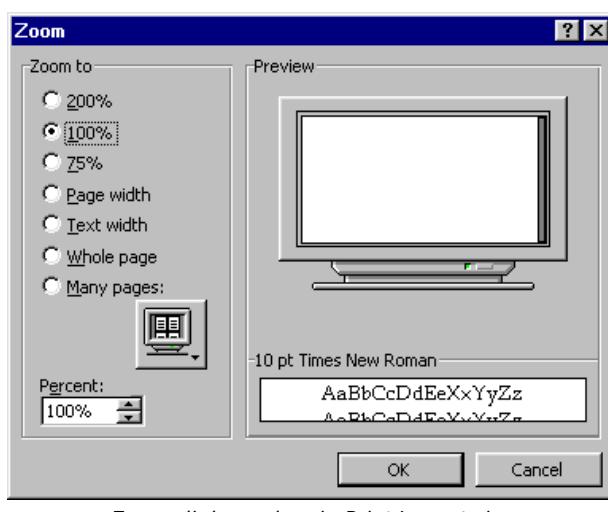


- Click the required size

To zoom in and out using the menu

- From the **View** menu, select **Zoom...**

The **Zoom** dialogue box is displayed.



Zoom dialogue box in Print Layout view

- From the **Zoom to** panel select a scale to use, or in the **Percent:** box enter the percentage required

OR

- Click the **Many Pages:** button



Zoom dialogue box - Many Pages menu

- Click-and-drag over the menu to select the number of pages

Tip

You can click-and-drag over the borders of the **Many Pages** window to increase the number of pages shown by default.

The effect of the selected scaling factor is displayed in the **Preview** panel. In **Print Layout** view the legibility of text at the selected scale is displayed beneath the **Preview** panel.

- Click **OK**

Print Preview

This view is designed for checking the overall layout of a document before printing it. It is similar to Print Layout view, but more accurately reflects what is printed on paper. Like Print Layout view you can see one or more pages, zoom in or out, adjust margins. Unlike Print Layout view you cannot show the non-printing characters such as paragraph, tab, and spacebar markers.

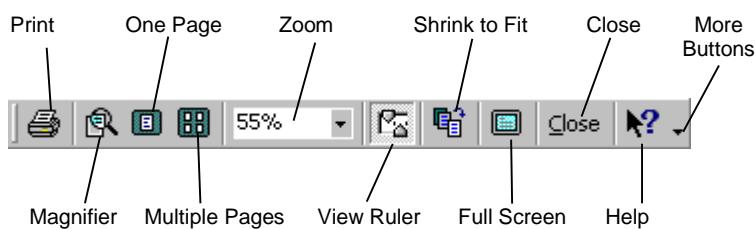
To preview a document

- On the **Standard** toolbar, click the **Print Preview** button

OR

- From the **File** menu, select **Print Preview**

The **Print Preview** toolbar is displayed above the document.



Print Preview toolbar

Tip To zoom in on the document, click on the area to view. Click again anywhere to zoom out.

Click	To
	Print the document.
	1. Click anywhere on the previewed page to magnify that section of it. Click again to turn off the magnification. 2. Click the magnification button to switch between magnifying the preview and editing the document.
	Preview a single page at a time.
	Preview multiple pages. Click the button and select the number of pages from the menu.
	Zoom.
	Display or hide the Ruler bar.
	Shrink to fit. Reduces the font size of your text to squeeze it onto one less page. Use with caution as it may be difficult to undo!
	Close the Print Preview window.
	Get Help.

- Click **Close** to return to the document

Tip Press **Ctrl** + **F2** to switch between **Print Preview** and your document.

Printing

Word allows you to print in several different ways from the keyboard, toolbar, or the menu. Often the whole document will be printed, but it is possible to print only a single page or only selected text. Alternatively you may want to print several documents at once, or several copies of the same document.

To print the whole document

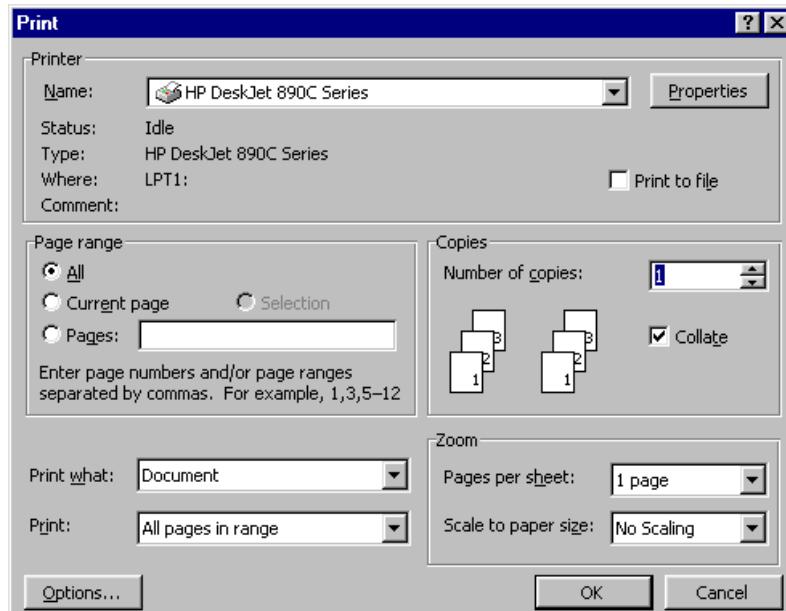
- From the **Standard** toolbar, click **Print**

The **whole** document is printed using the default printing options.

OR

- From the **File** menu, select **Print** (*SpeedKey: Ctrl + P*)

The **Print** dialogue box is displayed.



- From the **Page range** panel, select the **All** button
- Click **OK**

To print selected text

Rather than printing the whole document, you can print only a selected part of it. The selection may be just a few words, sentences or paragraphs, or may extend across several pages.

- Select the text you want to print
- From the **File** menu, select **Print...** (*SpeedKey: Ctrl + P*)
- From the **Page range** panel, click the **Selection** option button
- Click **OK**

To print the current page

- Position the **insertion point** anywhere on the page to print
- From the **File** menu, select **Print...** (*SpeedKey: Ctrl + P*)
- From the **Page range** panel, select the **Current Page** option button

- Click **OK**

To print a specific page or a range of pages

- From the **File** menu, select **Print...** (*SpeedKey: **Ctrl** + **P***)
- From the **Page range** panel select the **Pages:** option button
- Enter in the **Pages:** box, the page(s) you wish to print - separate individual pages with a comma and a range of pages with a dash, for example, 5-9, 13, 15-20
- Click **OK**

To print a document without opening it

- On the **Standard** toolbar, click **Open** 

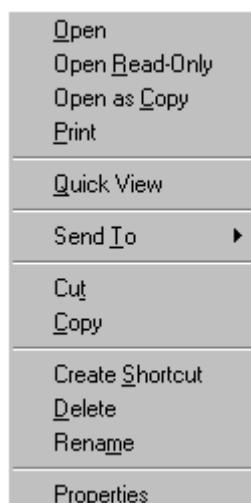
OR

- From the **File** menu, select **Open...** (*SpeedKey: **Ctrl** + **O***)

The **Open** dialogue box is displayed listing the files and directories available.

- Select the file you want to print
- Click the **right** mouse button

The file shortcut menu is displayed.



File shortcut menu

- Select **Print**

The whole file is printed.

To cancel printing from Word

When you print, Word creates temporary file on disk called a **print** file. This collects all of the information to be printed then sends it to the printer. While the print file is being created you can cancel the print.

To show the progress of the print file a **Printing** icon is displayed on the Word Status bar in place of the Spelling Checker icon. A counter lists each page as it is sent to the print file.

- Double-click the printer icon on the **Status** bar

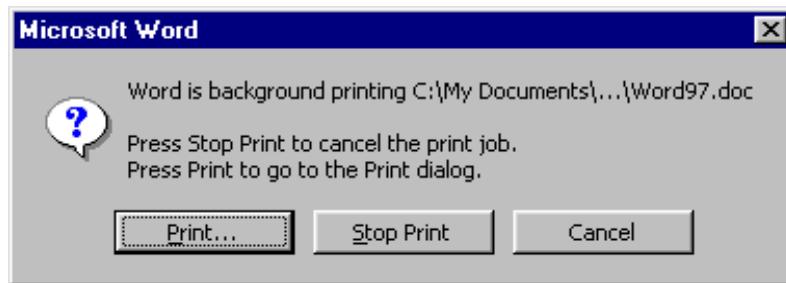


The print is immediately cancelled.

OR

- From the **File** menu, select **Print...** (*SpeedKey: [Ctrl] + [P]*)

The **Background Printing** message box is displayed.



Background printing message box

- Click **Stop Print**

To cancel printing from the print queue

When the print file is sent to the printer a printer icon is displayed on the Windows Taskbar. If you print again before the first one has completed, or where several people who share a printer all print at the same time, the print file is now placed in a queue to be printed. Any of your print jobs can be deleted from the print queue even if they are in the process of printing.

- From the **Windows Taskbar**, double-click the **Printer** icon



The **Active Printer** dialogue box is displayed.

HP DeskJet 820C				
Printer	Document	View	Help	
Document Name	Status	Owner	Progress	Started At
Microsoft Word - Word97.doc	Printing - Spooling	Office97	0 of 14 pages	13:01:18 17/01/97
Microsoft Word - SKIRT.DOC	Spooling	Office97	471 bytes	13:03:21 17/01/97
Microsoft Word - MAYTEN.DOC	Spooling	Office97	472 bytes	13:03:47 17/01/97

Active printers dialogue box

- Click the name of the print job to delete it from the print queue
- From the **Document** menu, select **Cancel Printing**

Note If the print file you want to cancel is still being created and the **Printer** icon  is visible on the **Status** bar you should cancel it from Word, not from the **Active Printer** dialogue box. Otherwise Word will continue to create a print file.

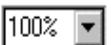
Exercises

Controlling Page Breaks

- Open **HOBDEN LETTER**
- **Go To** the end of the document by using **Ctrl** + **End**
- Use **Ctrl** + **Enter** to insert a manual page break
- Open **COMPANY BROCHURE**
- Select all of the document and copy it to the second page of **HOBDEN LETTER**
- Repeat these steps until you have **COMPANY BROCHURE**, **COURSE SCHEDULE** and **BOOKING CONDITIONS** included on separate pages of **HOBDEN LETTER**
- Using the **View** buttons, practise switching between **Normal** and **Print Layout** views
- Switch back to **Print Layout** view and go to the top of the document
- Save the document and close it

Exercises

Viewing and Printing

- Open **HOBDEN LETTER**
- Use the **Zoom** button  to view the document at 75%
- From the **View** menu, select **Full Screen** and note that you now have a larger area to work in
- Click the following button  to return to **Normal** view
- Click the **Preview** button  to preview the document
- Move through each page in the preview screen
- Click the **Close** button to return to the document
- Go to page 3 using **F5**
- From the **File** menu, select **Print**
- Switch on the **Current Page** option button and click **OK**
- Go to page 2 and select the text
- From the **File** menu, select **Print**
- Click the **Selection** option button and click **OK**
- Move to the top of the document **Ctrl** + **Home**
- From the **File** menu, select **Print**
- In the **Pages:** box, type 1, 3-4 and click **OK**
- Now print pages 2-3
- Print pages 1 and 4
- Finally click the **Print** button  to print the whole document then double-click the printer icon on the **Status** bar to cancel the print 
- Close the file without saving it