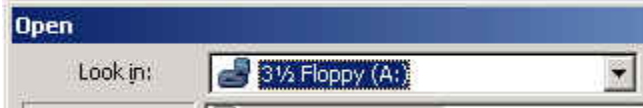


Microsoft Word XP Quick reference Guide

Open a File from the A: Drive

1. From the File menu, select Open.
2. Click the down arrow next to the Look in: field.
3. Click 3^{1/2} Floppy (A:) to select the A: drive.

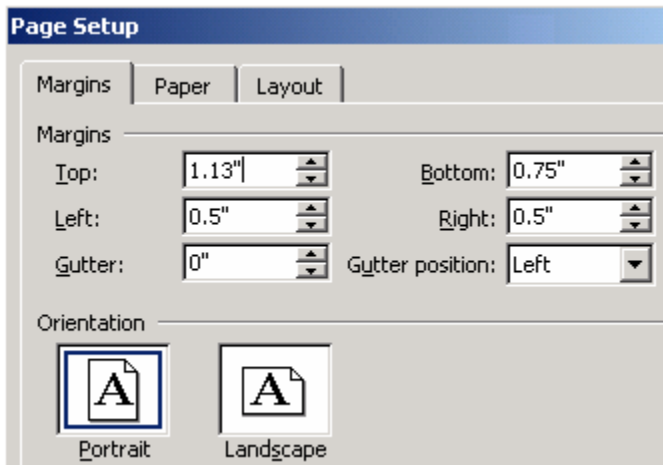


This will open a list of files on the floppy diskette

4. If you do not see the file that you would like to open, click the down arrow next to the **Files of type:** field.
5. Click on **All Files**.
6. Click on the document that you would like to open.
7. Click the Open button.

Adjust Page Margins and Orientation

1. Place the insertion point (cursor) at the beginning of the document.
2. From the File Menu, select **Page Setup**.
3. Adjust the margins by typing in an exact measurement or click the up/down arrows to increase/decrease the margin measurement.
4. Choose the orientation.



5. Click **OK**.

Format Text

A font is a set of all characters available in one typeface and size, including uppercase letters, lowercase letters, punctuation, and numerals. To change the appearance of text, you may change the font as well as the font attributes (bold, italic, underline). Be sure to choose a font that is legible and practical.

1. Highlight the text that is to be modified.
2. To highlight all of the text within the document: from the Edit menu, select **Select All**.
1. From the **Format** menu, select **Font**.
2. Click to select the desired font, font style, and size.
3. In the Preview Pane, verify your selections.
4. Click **OK**.

Align Text

1. Highlight the text that is to be modified.
2. To highlight all of the text within the document: from the Edit menu, select **Select All**.
3. Click the desired alignment button:

Align Right



With right alignment, the right side of the paragraph is aligned with the right margin or indent.

Align Left



Left alignment is Word's default alignment for body text. The left side of the paragraph is aligned with the left margin or indent.

Center



With center alignment, each line of a paragraph is centered between the left and right margins

Justify

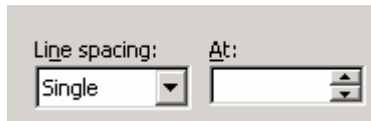


With justified alignment, the paragraph is aligned with both the left and right margins or indents.

Microsoft Word 2000 Quick reference Guide

Change Line Spacing

1. Highlight the text that is to be modified.
2. To highlight all of the text within the document: from the Edit menu, select **Select All**.
3. From the **Format** menu, select **Paragraph**.
4. Click the down arrow under **Line spacing**:



5. Click the desired line spacing option.
6. Click OK.

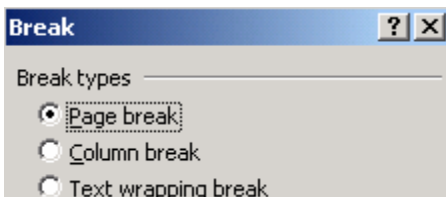
Paragraph Indentation

1. Highlight the paragraph(s) to be indented.
2. From the **Format** menu, select **Paragraph**.
3. Click the down arrow under **Special**: to select First Line or Hanging. *Hanging indents are frequently used for bibliography entries.*
4. If you would like the entire paragraph to be indented from the regular text, under **Indentation**, increase/decrease the **Left**: or **Right**: measurements.
6. Look in the Preview Pane at the bottom of the
7. window to verify your selections.
8. Click **OK**.

Insert a Manual Page Break


To force text to the top of the following page, you may insert a manual page break. As you edit the document, you may have to re-break the page.


1. Move the insertion point (cursor) to the line where you would like to insert the page break.
2. From the Insert menu, select **Break**.
3. Select **Page break** by clicking in the circle.



4. Click **OK**.

Delete a Manual Page Break

1. Click the Show/Hide  button in the standard toolbar.
2. Move the insertion point (cursor) to the line below the page break code.

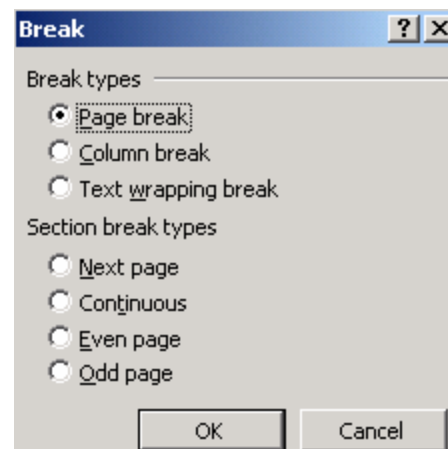
3. Press the Backspace key on your keyboard.
4. Click the Show/Hide  button again, to hide the codes.

If the insertion point is positioned in front of the page break code, you must press the Delete key on your keyboard.

Insert a Section Break

Sometimes components of long documents must be formatted differently. In order for you to setup different formatting for different parts of the document, Microsoft Word gives you the option to divide your document into sections. A section is all of the text between sections breaks. To break a document into multiple sections:

1. Move the insertion point (cursor) to the line where you would like to insert the section break.
2. From the Insert menu, select **Break**.
3. Under **Section break types**, click the option that describes where you want the new section to begin.



Next page inserts a section break and starts the new section on the next page.

Continuous inserts a section break and starts the new section on the same page.



Odd page or **Even page** inserts a section break and starts the new section on the next odd-numbered or even-numbered page.

4. Click **OK**

Microsoft Word 2000 Quick reference Guide

Delete a Section Break


Formatting is stored in section breaks. When you delete a section break, you also delete the section formatting for the text above it. Thus, text becomes part of the subsequent section, and it assumes the formatting of that section.

1. Click the Show/Hide  button in the standard toolbar.
2. Move the insertion point (cursor) to the line below the section break code.
3. Press the Backspace key on your keyboard.
4. Click the Show/Hide  button again, to hide the codes.

If the insertion point is positioned in front of the section break code, press the Delete key on your keyboard.


Create Headers and Footers

A header or footer is text (or graphics) such as your paper's title, your name, the class or course number, date, or any information that you want printed at the top or bottom of each page in the document. A header is printed in the top margin; a footer is printed in the bottom margin.

1. From the View menu, select **Header and Footer**.
2. To create a header, enter text that you would like to appear at the top of every page. You may insert page numbers  date, and time by clicking the corresponding button in the Header and Footer toolbar.




3. To create a footer, click the **Switch Between**

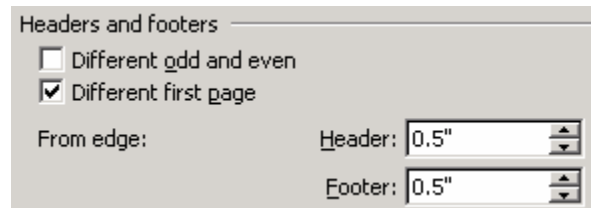
Header and Footer button  insertion point (cursor) will move to the footer area where you may enter text that you would like to appear at the bottom of every page.

4. Highlight and format all header/footer text as desired (font, font style, size).
5. Click **Close** on the header/footer toolbar.

Change the Header or Footer for Part of the Document

You may use the same header and footer throughout a document or change the header and footer for part of the document. For example, you may want a unique header or footer on the first page of a document, or to use different headers and footers on odd and even pages.

1. From the View menu, click **Header and Footer**.
2. To create a different header or footer on the first page, click the **Page Setup** button .
3. In the Page Setup dialog box, click the **Different first page** checkbox.

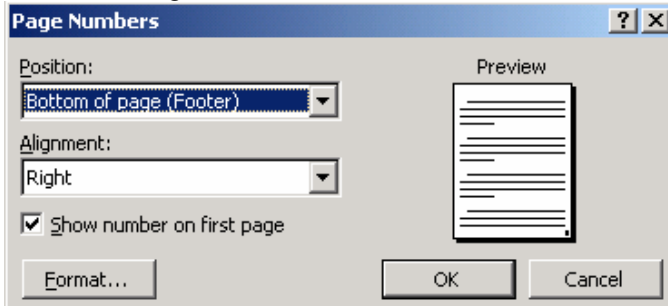


4. Click **OK**.
5. Move the insertion point (cursor) to the first page of the document, and enter the text that you would like to appear in the header/footer on the first page of the document.
6. Highlight and format all header/footer text as desired (font, font style, size).
7. Click **Close** on the header/footer toolbar.

Microsoft Word 2000 Quick reference Guide


Insert Page Numbers

1. From the Insert menu, select Page Numbers.
2. Click the down arrow under **Position:** and specify whether to print page numbers in the header (top of the page) or in the footer (bottom of the page).
3. Click the down arrow under **Alignment:** and specify the desired alignment.



4. If you need to begin your document with a page number other than #1, click the **Format** button. In **Start at:** specify the page number that you would like your document to start with.
5. Click **OK**.

Use Numbered Lists

1. Highlight the text that is to be numbered.
2. Click the **Numbering** button  in the formatting toolbar.

To apply additional numbering formatting:

1. Highlight the text that is numbered.
2. From the **Format** menu, select **Bullets and Numbering**.
3. Select the preferred style of numbering by clicking the appropriate example. Click the **Customize** button to specify additional options. Click **OK**.

Use Bulleted Lists

Bullets are small symbols that precede items in a list.

1. Highlight the text that is to be bulleted.
2. Click the **Bullets** button in the formatting toolbar.

To apply additional bullet formatting:

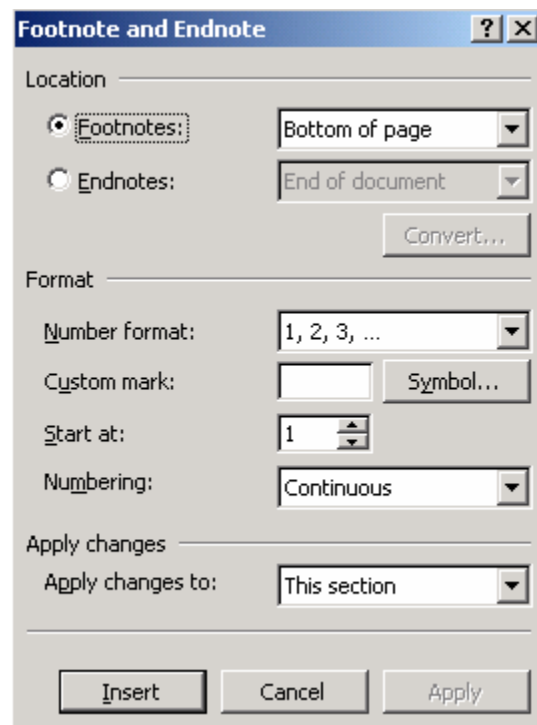
1. Highlight the text that is bulleted.
2. From the **Format** menu, select **Bullets and Numbering**.

3. Select the preferred style of bullet by clicking the appropriate example.
4. Click the **Customize** button to specify additional options.
5. Click **OK**.

Insert Footnotes or Endnotes

Footnotes and endnotes provide references for text in a document. Footnotes appear at the bottom of each page, while endnotes appear at the end of the document.

1. Position the insertion point (cursor) where the note reference mark is to be inserted.
2. From the **Insert** menu, select **Reference** and **Footnote**.
3. Select Footnote (bottom of page) or Endnote (end of document). To specify additional options, click the **Options** button.



4. Click **OK**.
5. Type the reference text in the note pane, and then click in the document to continue typing.

Microsoft Word 2000 Quick reference Guide

Remove an Endnote Separator Line

1. Switch to **Normal** view.
2. From the View menu, select **Footnotes**.
3. In the note pane, click the down arrow and specify **All endnotes**.
4. To remove the separator that appears between 2 the document text and the endnotes, click the black down arrow again, and select **Endnote Separator**.
5. To remove the separator line, highlight the line and press the Delete key.
6. Click **OK**.

Create a Style

A style is a set of formatting characteristics that you can apply to text, to quickly change its appearance. When you apply a style, you apply a whole group of formats in one step. A paragraph style controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders. A character style affects selected text within a paragraph, such as the font, size, and font style.

To create a character style:

1. From the **Format** menu, select **Style**.
2. Click **New**.
3. Under Name: type a name for the new style.
4. In the style type box, click **Character** (or Paragraph).
5. Click the **Format** button to select font attributes for your style.
6. Click **OK**.

Apply a Style

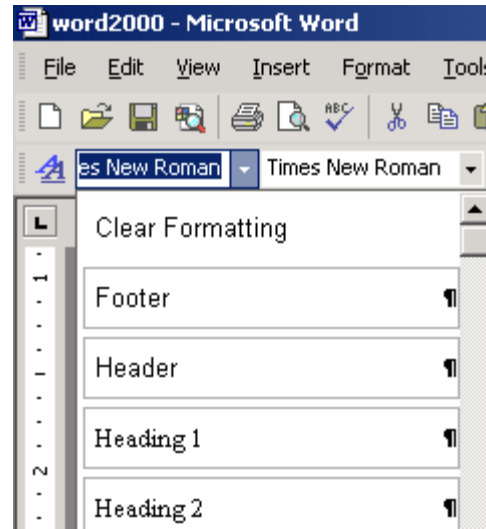
1. Highlight the text that you would like to apply a style to.
2. From the **Format** menu, click **Style**.
3. In the Styles box, click to select the desired style and click **Apply**

Build a Table of Contents

To create a table of contents, you must apply heading styles (Heading I through Heading 9) to the headings that you would like to include in the table of contents. Once you have applied the heading styles, you can build a table of contents.

To apply built-in heading styles:

1. Highlight the text that is to be included in the table of contents.
2. Apply a Heading Style from the Style dropdown list in the formatting toolbar.
3. Continue following steps 1 and 2 through the entire document.




To Build the Table of Contents:

1. Position the insertion point (cursor) where the table of contents is to be inserted.
2. From the Insert menu, click **Index and Tables**.
3. Click the **Table of Contents** tab.
4. Under Formats, click the desired design.
5. Click to select additional options at the bottom of the window (show page numbers, right align page numbers, tab leaders).
6. Look in the Preview Pane to verify you selections.
7. Click **OK**

Use Spelling and Grammar Check

You may search the document for spelling and grammatical errors. When Microsoft Word finds a possible error, you may correct it and then continue your search.

1. Place the insertion point (cursor) at the beginning of the document.
2. Click the **Spelling and Grammar** button  in the standard toolbar. This will open Microsoft Word's dictionary and Word will automatically begin searching your document for possible spelling or grammatical errors. 3. If Microsoft Word flags something that is correct, click **Ignore** to force the spell checker to skip the word and proceed to the next error. **Ignore All** will skip every instance of the word in this document. 4. To correct a spelling error, click on the correct spelling from the list of suggestions and then click **Change**. You may also type in your own changes in the Spelling and Grammar dialog box and click **Change**.

Microsoft Word 2000 Quick reference Guide

Be careful. It is easy to get lulled into a false sense of security and accept all of the spelling and grammar suggestions. Be sure to proofread your document in order to locate errors that Microsoft Word may have missed.

Save a Document To The A: Drive

1. From the File menu, select Save.
2. Click the down arrow next to the Save in: field and click to select the A: drive.
3. In the File name: field, type a name for your document (up to 255 characters).
4. Click **Save**.

Use Save As if you want to save the current document under a new name or store it in a different folder or disk while also keeping the original version.

Download a Graphic from the Internet

1. Visit the web site that contains the graphic that you would like to download.
2. Place the mouse pointer directly on the graphic and **Right-click** to display a menu.
3. Left-click **Save Picture As or Save Image As** (depending on your browser and version).
4. In the Save As window, specify the folder where you would like to save the graphic (we recommend the Desktop).
5. Type a **file name** that you will recognize. (The graphic will have a default name, although you may rename the graphic.)
6. Click **Save**.

Insert a Picture into Microsoft Word

1. Position the insertion point (cursor) where you would like to insert the picture.
2. From the Insert menu, trace to **Picture**, and click **From File**.
3. Locate the folder that contains the picture that you would like to insert (Desktop or folder where the graphic is stored).
4. Click to select the picture that you would like to insert.
5. Click **Insert**.

A floating picture has empty corner handles. An inline picture has black corner handles. Click, hold, and drag a corner handle to resize the picture.



Floating



Inline

Format a Picture

Inline

An *inline* picture has black corner handles. An inline picture is positioned directly in the text at the insertion point. A floating picture has empty corner handles. A floating picture is inserted in the drawing layer so that you can position it precisely on the page (in front of or behind text and other objects).

1. Click the picture.
2. From the **Format** menu, select **Picture**, and then click the *Layout* tab.
3. To change an inline picture to a floating picture, select the wrapping style that you want (Square, Tight, Behind text, In front of text).
4. To change a floating picture to an inline picture, click **In line with text**.

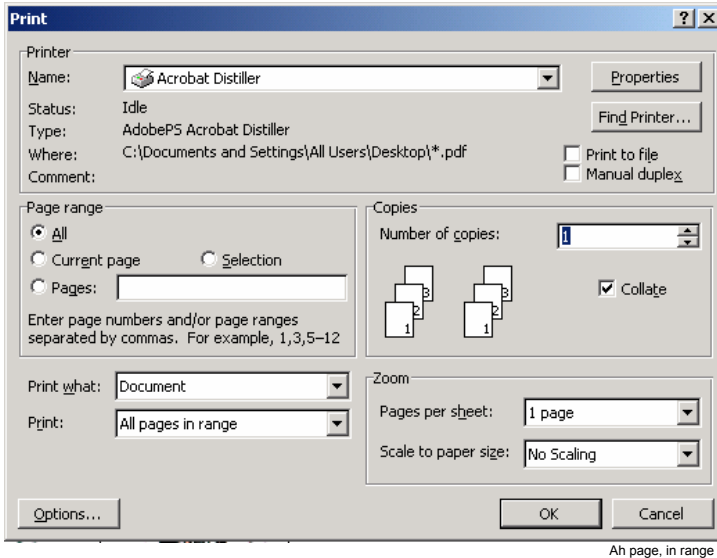


5. Click **OK**.

Print a Document

1. From the File menu, click **Print**.
2. Specify the desired *Page Range* and *Number of Copies*.
3. Click **OK**.

Microsoft Word 2000 Quick reference Guide



Ah page, in range


Close a Document

To close the current document on screen: 1. From the **File** menu, click **Close**.


If you have made changes to the document, you may receive a prompt to save the document before closing (See Save A Document To The A.). To close the Microsoft Word program, from the File menu, click Exit.

Use Microsoft Word's Help

Use the Microsoft Word Help Button to open the Office Assistant. A dialog box will appear where you may type a question about Word.

1. Click the **Microsoft Word Help** button .
2. Type your question and click **Search**.
3. When the bulleted list of suggestions appears, click on the blue button next to the desired help topic.

After reading the help suggestion close the on

line help by clicking the **Close**  button in the top right corner of the Help window.