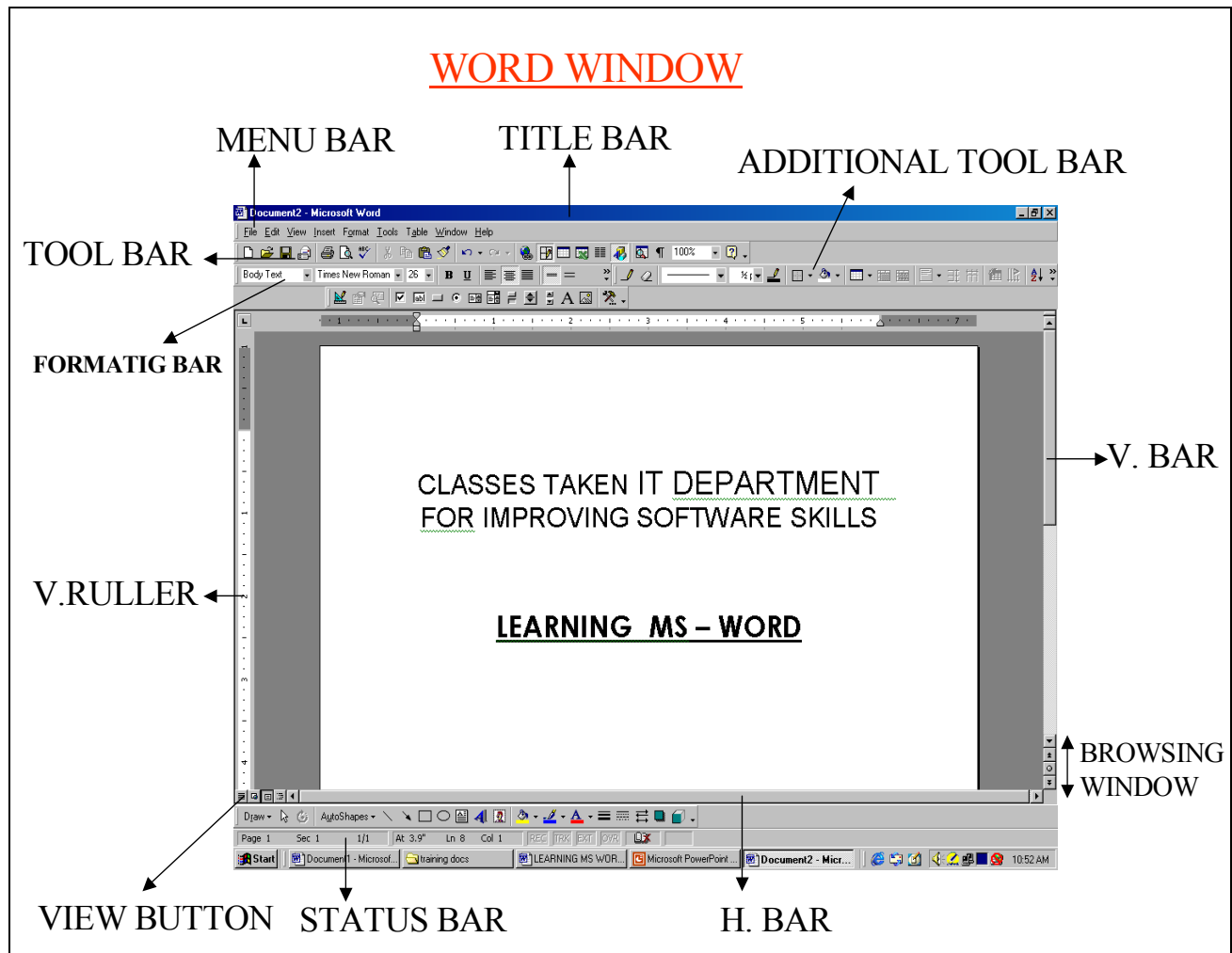


Ms Word-2000

LEVEL – 1 TRAINING

Ms Word 2000

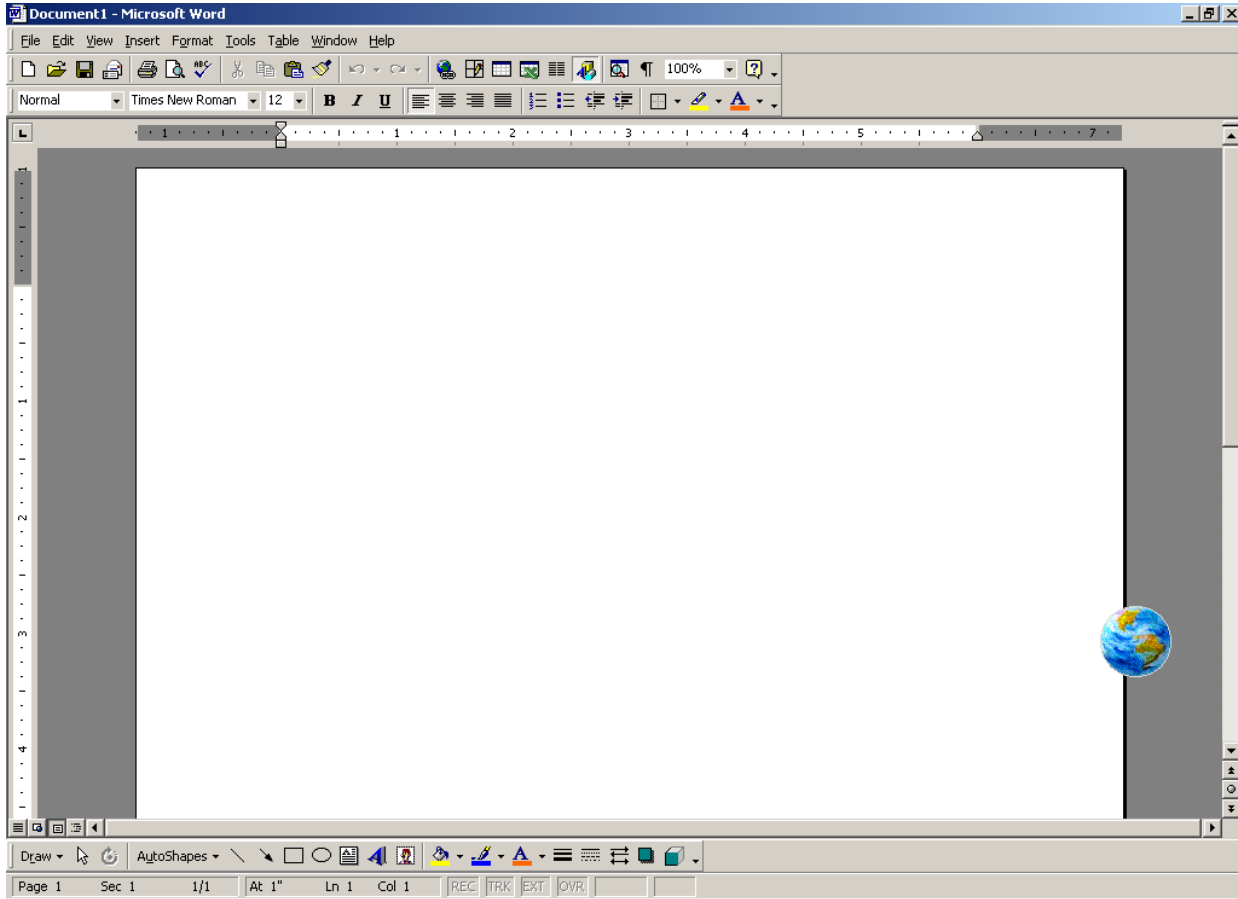
MS WORD WINDOWS ELEMENTS



Create a new blank document

1. On the **File** menu, click **New**.

2. Click the **General** tab, and then double-click the **Blank Document** icon.



1. Save a new, unnamed document

1. Click **Save** on the **Standard** toolbar.
2. If you want to save the document in a different folder, locate and open the folder.
3. In the **File name** box, type a name for the document.

You can use long, descriptive file names if you want.

4. Click **Save**. It saves the document at c:\desktop\My Documents\.

2. Open a document as a copy

1. Click **Open** .

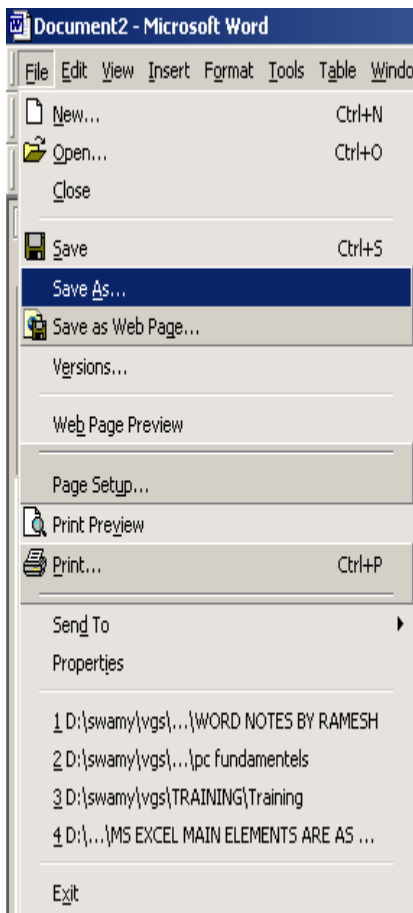
2. If you want to open a document that was saved in a different folder, locate and open the folder.
3. Click the document you want to open a copy of.

If you can't find the document in the folder list, you can search for it.

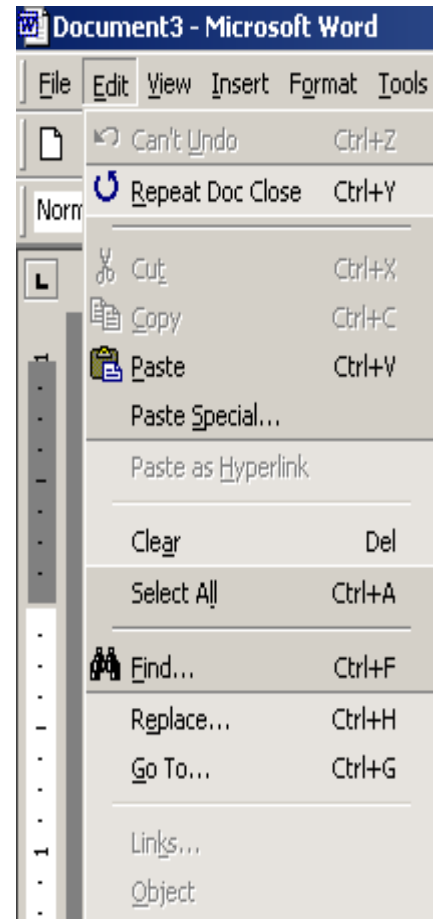
4. Click the arrow next to the **Open** button, and then click **Open as Copy**.

Menu Bars

File Menu



Edit Menu



View Menu, Insert Menu, Format menu, Tools Menu, Table Menu, Window Menu, and Help.

File Menu:

In this menu we can create a new document, open an existing document and you can close the document. We can save the document with separate name, separate format also. We can change the page setup, preview the page and can the print. We can exit from ms word.

Edit menu:

In this menu we can cut, copy, paste, paste special, undo, select all and find the text, and replace the text, as we required.

View menu:

In this menu different we observe the different views like normal view, web layout view, print layout view, out line view. And we can observe ruler, toolbars, header and footer etc.

Insert Menu:

In this menu we can insert breaks, page numbers, date and time, auto text, symbols, comments, footnotes, caption, comment, pictures and hyperlinks etc.

Format menu:

In this menu we can format the text font, size and color. We can insert the bullets and numbering and we can modify the background color, we can make page attractively with different borders.

Tools Menu:

In this menu we can check the document spelling and grammar. We can create Envelops and labels. We can customize the tools bars, commands and options.

Table Menu:

In this menu we can draw the tables, insert the tables, rows, and columns. And we can merge the tables, sort the data and we can format the tables, rows and columns.

Window:

In this menu we can arrange the document windows as required

Help Menu:

In this menu you can get the information about the ms word.

Tool Bars:

The Toolbars are Standard Tool bar, Formatting Tool Bar, Auto Text, Clip Board, Control Tool Box, Database, Drawing, Farms, Frames, Picture, Reviewing, Table and Borders, Visual Basic, Web, Web Tools and Word art. And you can customize the additional tool bar.

FORMATTING THE TEXT

From Format menu you can select the text font, size, style and color. You can edit the typed text paragraph, as you like. We can give the boarder for text and page also. We can divide the page as required columns. Here we can change the background of the page also. We can change the text case as required.

Overview of page margins

What are page margins?

Page margins are the blank space around the edges of the page. In general, you insert text and graphics in the printable area inside the margins. However, you can position some items in the margins — for example, headers, footers, and page numbers.

Return to

Ways to set page margins:

Word offers several page margin options. You can:

Use the default page margins or specify your own Change the page margins

Set margins for facing pages Use mirror margins to set up facing pages for double-sided documents, such as books or magazines. In this case, the margins of the left page are a mirror image of those of the right page (that is, the inside margins are the same width, and the outside margins are the same width).

Add a margin for binding Use a gutter margin to add extra space to the side or top margin of a document you plan to bind. A gutter margin ensures that the binding doesn't obscure text.

Select text and graphics by using the mouse

To select	Do this
Any amount of text	Drag over the text.
A word	Double-click the word.
A graphic	Click the graphic.
A line of text	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click.
Multiple lines of text	Move the pointer to the left of the lines until it changes to a right-pointing arrow, and then drag up or down.
A sentence	Hold down CTRL, and then click anywhere in the sentence.
A paragraph	Move the pointer to the left of the paragraph until it changes to a right-pointing arrow, and then double-click. Or triple-click anywhere in the paragraph.
Multiple paragraphs	Move the pointer to the left of the paragraphs until it changes to a right-pointing arrow, and then double-click and drag up or down.
A large block of text	Click at the start of the selection, scroll to the end of the selection, and then hold down SHIFT and click.
An entire document	Move the pointer to the left of any document text until it changes to a right-pointing arrow, and then triple-click.

Select text and graphics

Select text by holding down SHIFT and pressing the key that moves the insertion point.

Press	To extend a selection
SHIFT+RIGHT ARROW	One character to the right
SHIFT+LEFT ARROW	One character to the left
CTRL+SHIFT+RIGHT ARROW	To the end of a word
CTRL+SHIFT+LEFT ARROW	To the beginning of a word
SHIFT+END	To the end of a line
SHIFT+HOME	To the beginning of a line
SHIFT+DOWN ARROW	One line down
SHIFT+UP ARROW	One line up
CTRL+SHIFT+DOWN ARROW	To the end of a paragraph
CTRL+SHIFT+UP ARROW	To the beginning of a paragraph
SHIFT+PAGE DOWN	One screen down
SHIFT+PAGE UP	One screen up
CTRL+SHIFT+HOME	To the beginning of a document
CTRL+SHIFT+END	To the end of a document
ALT+CTRL+SHIFT+PAGE DOWN	To the end of a window
CTRL+A	To include the entire document

Insert a WordArt drawing object

1. On the **Drawing** toolbar, click **Insert WordArt** .
2. Click the type of WordArt drawing object you want, and then click **OK**.
3. In the **Edit WordArt Text** dialog box, type the text you want to format, select any other options you want, and then click **OK**.
4. To add or change effects to the text, use the buttons on the **WordArt** and **Drawing** toolbars. The **WordArt** toolbar appears when you click the WordArt special text.

Change the font of text or numbers

1. Select the text you want to change.
2. On the **Formatting** toolbar, click a font name in the **Font** box .

About formatting text by using styles

What is a style?

A style is sets of formatting characteristics that you can apply to text in your document to quickly change its appearance. When you apply a style, you apply a whole group of formats in one simple task. For example, you may want to format the title of a report to make it stand out. Instead of taking three separate steps to format your title as 16 pt, Arial, and center-aligned, you can achieve the same result in one step by applying the Title style.

When you start Microsoft Word, the new blank document is based on the Normal template, and text that you type uses the Normal style. This means that when you start typing, Word uses the font, font size, line spacing, text alignment, and other formats

currently defined for the Normal style. The Normal style is the base style for the Normal template, meaning that it's a building block for other styles in the template.

There are a number of other styles besides Normal available in the Normal template. A few basic ones are shown in the **Style** list on the **Formatting** toolbar. You can preview and select others in the **Style** dialog box (**Format** menu, **Style** command).

What are paragraph and character styles?

A paragraph style controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting. If you want a paragraph to have a particular combination of attributes that aren't in an existing style (for example, a bold, italic, center-aligned heading in the Arial Narrow font), you can create a new paragraph style.

A character style affects selected text within a paragraph, such as the font and size of text, and bold and italic formats. Characters within a paragraph can have their own style even if a paragraph style is applied to the paragraph as a whole. If you want to be able to give certain types of words or phrase the same kind of formatting, and the formatting isn't in an existing style, you can create a new character style.

Apply a different style to text

When you want to change the style of text, you can apply an existing style, also known as a built-in style. If you don't see a style with the characteristics you want, you can create a new style, and then apply it.

Modify a style

To quickly change all the text that is formatted with a particular style, you can redefine the style. For example, if your main headings are 14 pt Arial, flush left, and bold, and you later decide you want your headings to be 16 pt, Arial Narrow, and centered, you don't have to reformat every main heading in your document. Instead, just change the properties of that style. Modify a style

Note that when you change a formatting element of the base style in a document, all styles that originate from the base style in that document will also reflect the change. You can also have Word modify a style automatically, meaning that Word detects when you alter the formatting of text containing a style, and then automatically updates the

style. When Word automatically updates the style, all text formatted with that style is updated to match the formatting of the text you just changed. Have Word automatically update a style

Preview and apply different styles by using the Style Gallery

You can use the Style Gallery to see how your entire document would look if you applied styles from a different template. If you want, you can then apply the styles directly from the Style Gallery. When you select a template in the **Style Gallery** dialog box (**Format** menu, **Theme** command, **Style Gallery** button), a preview window shows how your document would look. You can also view sample documents showing styles from the selected template, or see a list of the styles used in the template. View or apply the styles from another template by using the Style Gallery

Ways to check spelling and grammar

Microsoft Word provides several ways to check spelling and grammar:

Automatically correct spelling and grammar To fix spelling and grammatical errors without having to confirm each correction use the AutoCorrect feature. For example, if you type **definitely** and then type a space or other punctuation, AutoCorrect replaces it with "definitely." AutoCorrect can make corrections that are generated by the spelling checker's main dictionary, and by a list of built-in AutoCorrect entries. You can easily add your own AutoCorrect entries or remove unwanted ones.

Automatically check spelling and grammar as you type To check for spelling and grammatical errors "behind the scenes," use automatic spelling and grammar checking. As you type, the spelling and grammar checkers check the text, and then mark possible errors with wavy underlines. To correct an error, display a shortcut menu and select the correction you want. If you find the wavy underlines distracting, you can temporarily hide the underlines until you're ready to make corrections.

Check spelling and grammar all at once You can check for spelling and grammatical errors, and then confirm each correction. This method is useful if you want to postpone proofing a document until after you finish editing it.

Check the spelling and grammar of text in another language To check text in another language, you need to install the spelling and grammar tools for that language, and make sure the language is enabled for editing. Thereafter, Word automatically detects the language in your documents, and uses the correct spelling and grammar tools.

Creating tables:

Creating new tables You can quickly create a simple table by using the **Insert Table** command, or you can use the **Draw Table** tool to quickly create a more complex table — for example, one that contains cells of different heights or a varying number of columns per row. Using **Draw Table** is similar to drawing a rectangle on graph paper — first, draw a line from one corner of the table to the corner diagonally opposite in order to define the boundary of the entire table, and then draw the column and row lines inside.

Creating tables inside other tables You can also use **Draw Table** to create tables inside other tables, or nested tables. Nested tables are particularly useful when you use a table to lay out a page and then want to use a table to present information — for example, if you use a table to lay out the Web page for your company's sales department, you might want to insert in the layout a nested table illustrating the department's quarterly earnings.

Creating tables from existing information You can convert existing paragraphs of text to a table. You can also create a table from an existing data source, such as a database or worksheet.

Formatting Tables:

You can enhance your table by adding borders and filling cells with colors, patterns, or shading. You can also use the **Table AutoFormat** command to quickly give your table a polished design. Changing the position of text in a table

Changing the orientation of text By default, Microsoft Word aligns text horizontally in table cells, callouts, text boxes, or AutoShapes. You can change the text orientation so that the text is displayed vertically.

Changing the alignment of text in a table cell By default, Word aligns text in a table to the upper left of a cell. You can change the alignment of text in a cell — both the vertical alignment (top, center, or bottom) and the horizontal alignment (left, center, or right).

Working with long Tables

When you work with a very long table, it must be divided wherever a page break occurs. You can make adjustments to the table to make sure that the information appears, as you want it to when the table spans multiple pages.

Repeat headings on every page: If your table has a heading, you can make the heading automatically appear at the top of each page.

Control where the table is divided: By default, if a page break occurs within a large row, Word allows a page break to divide the row between the two pages. You can prevent a table row from breaking across pages. You can also force the table to break across pages at a particular place.

Using tables as spreadsheets

You can use tables to perform some of the tasks you might use a spreadsheet for — for example, you can sort table entries in alphabetical, numeric, or date order. You can also total a row or column of numbers in a table, as well as perform other calculations, such as averaging.

Using tables to create page layouts

You can use tables to create page layouts, such as side-by-side paragraphs in a résumé, or to create text, graphics, and nested tables on a Web page.

About animating text

To add visual interest or emphasis to a document, you can animate text. Microsoft Word comes with a number of built-in text animations, such as Sparkle Text.

Text animations are most effective in documents that will be displayed on-screen, because in a printed document, the animations appear as regular text. For example, animating the title of an e-mail memo would be effective, but animating the headings for a printed report would be less so.

To view your text animations on a Web page, you must first save your document in Word document format, and then create a hyperlink from the Web page to the document. If you save the document as a Web page and then open it in a browser, animated text effects won't appear.

Because animated text might distract readers, it's best to use it sparingly. You can remove animation from text yourself; readers who do not want to view the animated text in your document also can hide text animation.

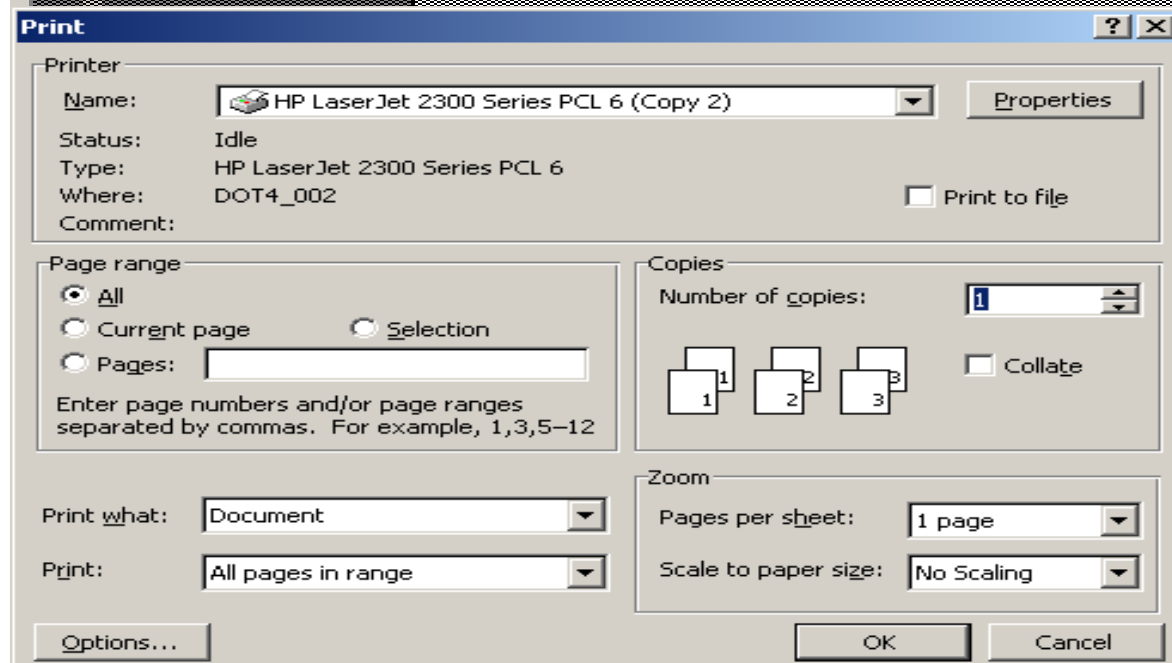
Remove animation from text:

1. Select the text you want to remove animation from.
2. On the **Format** menu, click **Font**, and then click the **Text Effects** tab.
3. In the **Animations** box, click **none**.

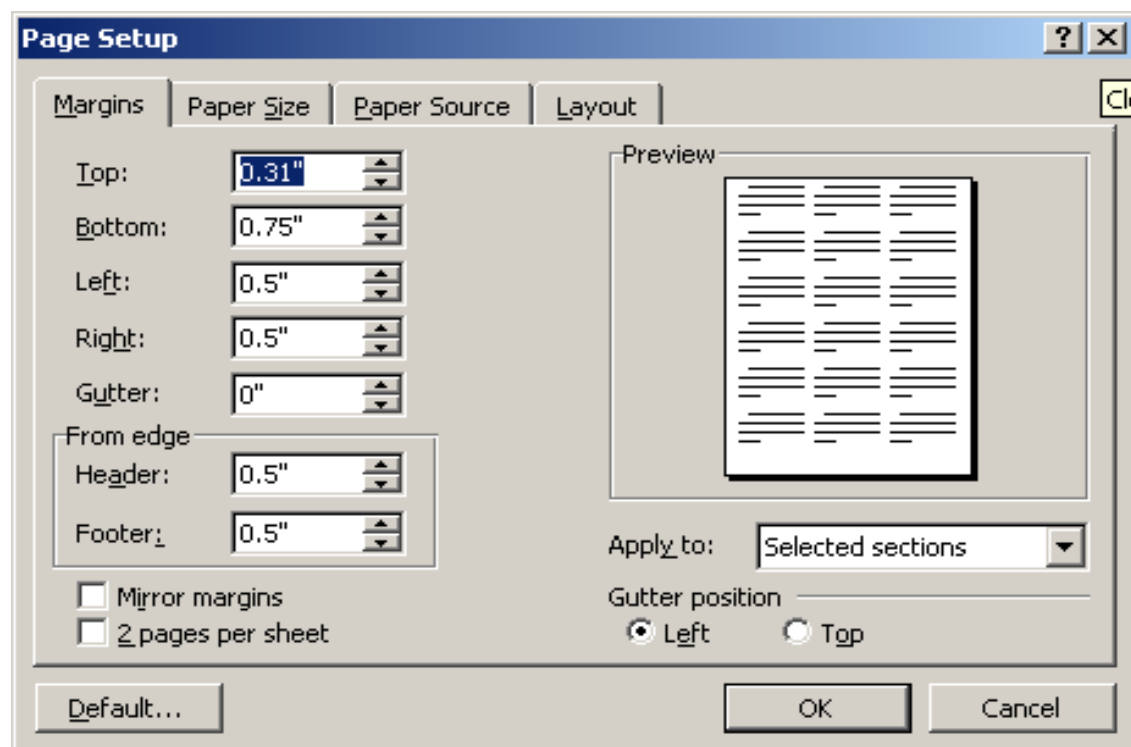
PRINTING WINDOW

Print (File menu)

Prints the active file or selected items. To select print options, on the **File** menu, click **Print**.



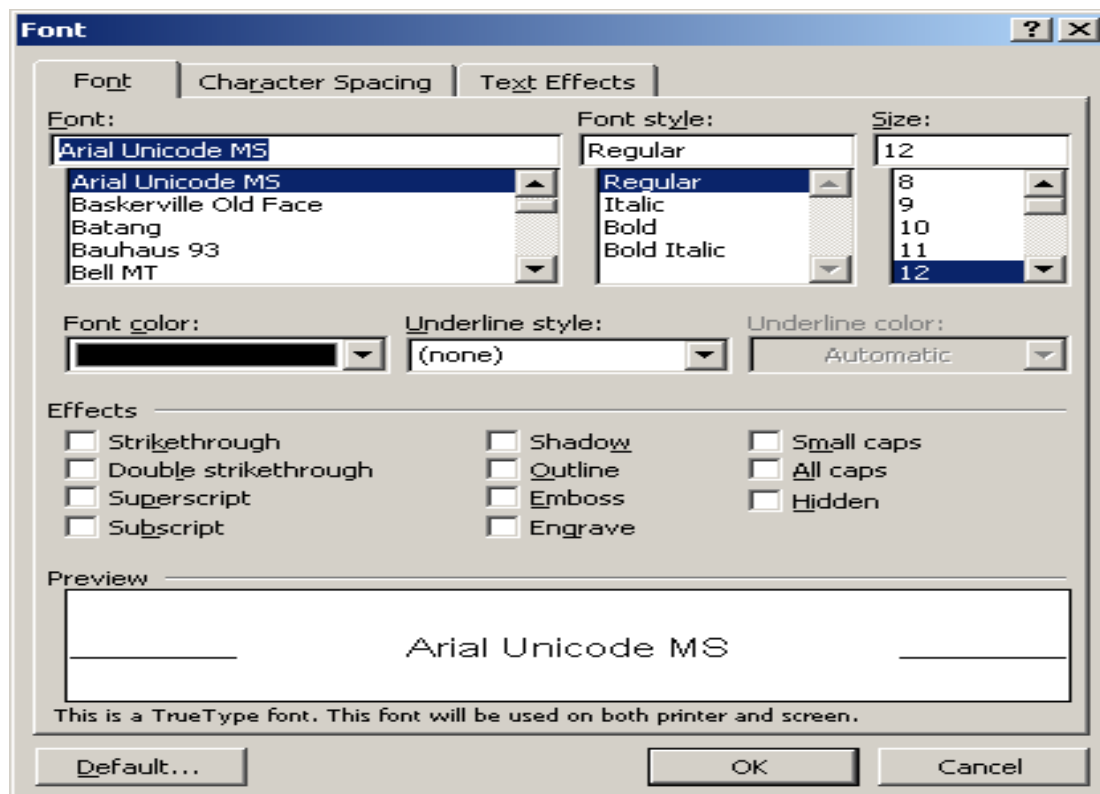
PAGE SETUP WINDOW



Print Layout

Switches the active document to print layout view, which is an editing view that displays your document as it will print. Print layout view uses more system memory, so scrolling may be slower, especially if your document contains many pictures or complex formatting.

FONT WINDOWS:



Microsoft Word 2000 includes an extensive set of automatic features that makes everyday tasks easier.

This topic provides reference information about:

AutoCorrect

You can use the AutoCorrect feature to detect and correct typos, misspelled words, grammatical errors, and incorrect capitalization. Word comes with a list of built-in corrections (called AutoCorrect entries), but you can easily add or remove entries.

AutoCorrect now has more power to detect and correct common spelling errors. This is because AutoCorrect now uses the spelling checker's main dictionary rather than a predefined list of spelling corrections.

You can maintain a separate list of AutoCorrect entries for each language. Word will switch to the appropriate list based on the language formatting in the document. To obtain the AutoCorrect list for a specific language, you might need to obtain the Microsoft Proofing Tools Kit.

You can use the AutoCorrect exceptions list to prevent unwanted spelling corrections.

AutoFormat As You Type

Word can format text automatically as you type. Learn about formatting a document as you type.

Word automates the lead-in emphasis — that is, detects the formatting applied in the first list item and applies it to the next item. For example:

1. *Word 2000 is smart!* It does the work for you.
2. *Word 2000 is cool!* It makes your document look amazing.

Word translates common typing patterns to richer formatting — for example, Word changes *Bold* to **Bold**, and Underline to Underline.

When you type +----+----+, Word creates a table with a column for each pair of + signs.

Word detects leading spaces that correspond to the left margin of the bulleted or numbered paragraph above and changes your left indentation for you.

AutoComplete

Word can automatically offer suggestions for the rest of the word or phrase you are typing, including dates and AutoText entries. Learn about quickly inserting an entire item by typing a few characters.

AutoSummarize

You can use the AutoSummarize feature to automatically summarize the key points in a document. Word analyzes your document statistically and linguistically to determine the most important sentences and gives you a custom summary based on this analysis. By using AutoSummarize, you can highlight the key points in an online document and view those points at different levels of detail. You can also automatically create a separate summary or abstract of any length. Learn about automatically summarizing a document.

Automatic style creation and style preview

Word 2000 includes several style improvements. Learn more about formatting text by using styles.

- It automatically creates a style for you when you apply new formatting to your text.
- It can automatically redefine styles to reflect your recently applied changes.
- It gives you an instant preview of each style from the Style list on the **Formatting** toolbar.

Letter Wizard

The Letter Wizard in Word 2000 can help you write a new letter quickly and easily, or it can help you change and add to elements in your existing letter. The Letter Wizard includes:

Letter Wizard dialog box Accessible from the **Tools** menu, this dialog box provides letter element choices to help you create your letter. If you've already started a letter, this dialog box displays the appropriate information from your letter so that you get an instant snapshot of what you have and what you need. In addition, Word remembers

the persons you've sent letters to and stores all related information, such as contact names, addresses, and titles, in a list. When you send a letter to a previous recipient, all you have to do is select that person's name from a list, and Word automatically fills in the rest of the information for you.

Step-by-step Help through the Office Assistant

When you type a common letter opening, such as "Dear Joe," Word recognizes the text as a letter opening and immediately offers to step you through the letter creation process by using the Office Assistant. The Office Assistant is fully integrated with the **Letter Wizard** dialog box and provides hints and details on all the letter elements.

Easy text reuse

After you use the Letter Wizard, Word automatically adds structure and styles to your letter by converting letter elements into AutoText List fields. For example, the closing text "Sincerely" is converted to a Closing field. When you right-click the word "Sincerely," a menu appears that offer alternative closings, such as "Best regards" and "Cordially." You can easily replace "Sincerely" with any of these letter closings by clicking the closing you want. Learn about how to create letters.

End of Ms Word