


Microsoft Word

Opening A New File

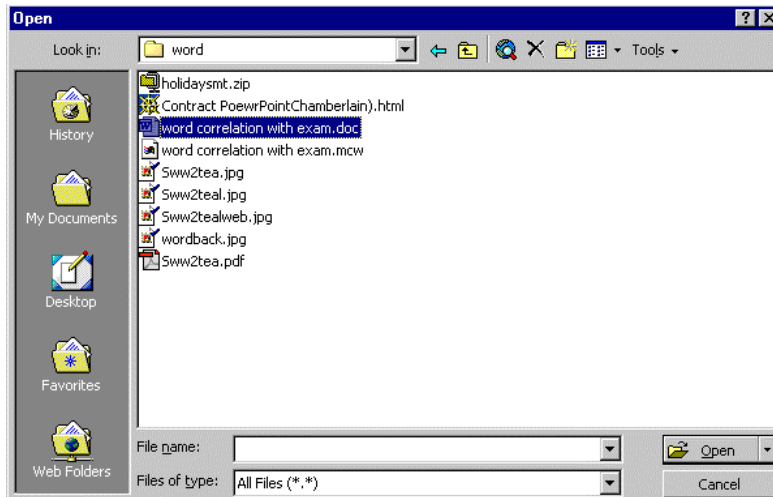
Opening a new file in Word is very easy to do. There are a few different methods for this task. follow any of the methods listed below:

1. Open up Word and go to File and choose New. Then double click on blank document.
2. Click on the new document icon found on the standard toolbar. 
3. Click on the start button and then click on New Office Document. Double click on blank document

Opening Up An Existing File

After you have begun creating Word documents you will need to open them to continue working on them. These would be examples of existing files that you want to work on. To open up an existing file follow these steps:

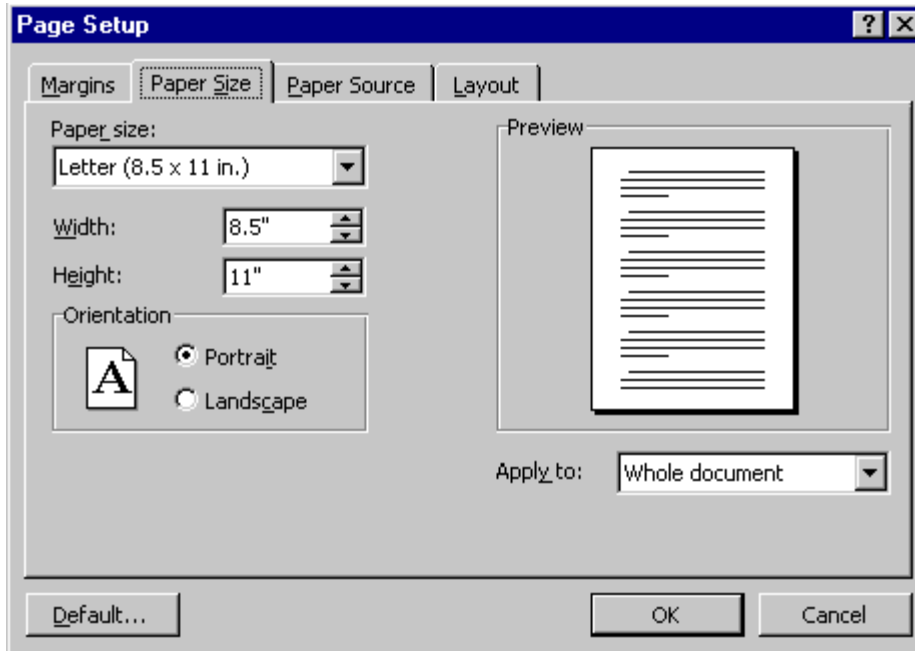
1. Go to File on the menu bar and choose Open or click on the Open icon on teh standard toolbar, or click on Control +O.
2. The Open dialog box will display.
3. Click on the down arrow where it says look in and browse to the file you want to open.
4. Double click on it or click on it once and choose open.
5. Your existing file will open.



Layout

You can change your page orientation quickly in Word. Some documents you may want your paper to be in a landscape (horizontal) mode while others you would like to use portrait. Portrait is the default for new documents. To change your layout follow these steps:

1. With your new document open go to File on the menu bar and choose Page Setup.
2. Click on the paper size tab and choose either landscape or portrait.
3. Click on OK.



Margins

By default your new documents are set with the margins you see below. You can change this at any time . This is especially helpful if you want to fit more on the page by decreasing the margins.

Top: 1"

Bottom: 1"

Left: 1.25"

Right: 1.25"

To change your margins follow these steps:

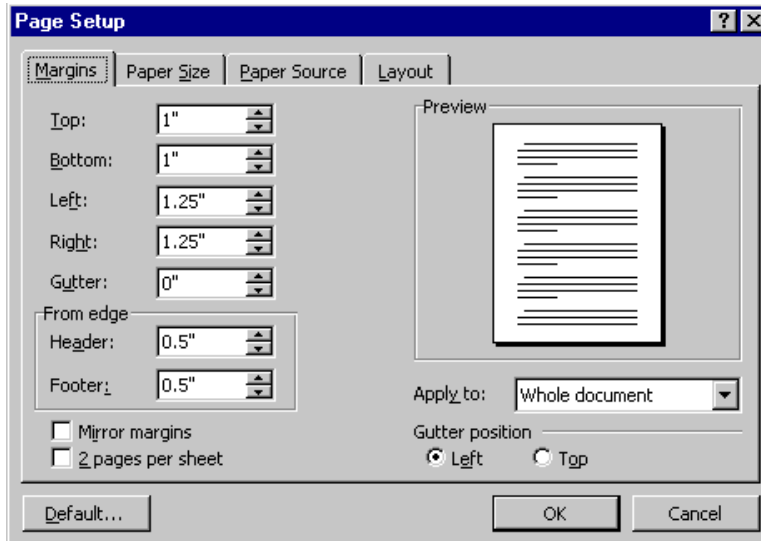
1. With your document open go to File then Page Setup.
2. Click on the Margins tab.

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3. Type in the numbers you want for your margins or use the up and down arrows.
4. Click on OK.



Click & Type

Word 2000 has a new feature that is a great enhancement over Office 97. In Office 97 when you opened a new document and you wanted to start typing in the middle of the page anywhere other than the top left hand side you needed to hit the space bar repeatedly until you got to that part of the page. The same was true when you added a picture and wanted to place it down a little bit on the page. Now with Office 2000 you can use the new click and type feature. Here you can move your mouse to any portion of the page and double click and begin typing. If you move your mouse to the left hand portion of the page you notice the mouse turns to a symbol indicating that if you click there your text will be left aligned. Move your mouse to the middle of the page and you get a symbol for center aligned text and to the right you get right aligned text. To use click and type follow these steps:

- Open a new Word Document.
- Move your mouse to the part of the page you want to type. If you want your text right aligned double click on the right hand side of the page. If you want your text left aligned double click on the left hand side of the page and if you want your text centered move your mouse in the center of the page and double click.

Begin typing.


Moving Text

There are a few different ways to move your text in Word. To move text follow any one of these steps:

- Select the text, click in the selected area while holding the mouse button down and drag the text to the desired location.
- Select the text, copy it and then paste it where you want it. It will remain in the original place and be added to the new location.
- Select the text and cut the text and paste it. It will be removed from the original place and moved to a new location.

Bullets & Numbering

You can add bullets and numbering easily in Word. You can also choose the type of bullets you want as well as the numbering style for outlining. To add bullets follow these steps:

- Click on the bullets button on the Standard toolbar. 
- Your bullets will appear. Each time you hit enter a new bullet will appear.
- When you are done using your bullets click on the bullet button again to turn it off or you can hit two enters and then backspace and start typing and you will no longer have bullets.

Changing Bullets Design

To change your type of bullet follow these steps:

- Select your bulleted list.
- Go to Format on the menu bar and choose Bullets and Numbering.
- Choose the type of bullets from the list or click on Customize and then click on Bullet. If you click on picture then you can choose some graphic images that can be used as well.
- Choose a font like Wing Dings or Monotype sort and pick the image that you want to use by clicking on it.
- Click OK and OK again. Your new bullet will be inserted in your document.

Numbering

To add numbering follow these steps:

1. You can either use the automated feature and type 1. then a space and a word and hit enter it will automatically begin numbering or you can click on the numbering button on the Standard



2. When you are done using the numbering scheme you can either click on the numbering button to turn it off or hit enter twice and then backspace.

Changing The Numbering For Outlining

1. Select the numbering list you want to change.
2. Go to Format on the menu bar and choose Bullets and Numbering.
3. You can choose from the Numbered tab or click on Outline Numbered.
4. Click on the format you want to use.
5. Click on OK.
6. When typing and you want to indent to the next level click on the increase indent button from the

Standard toolbar.



7. When you want to come back out a level click on the decrease indent button from the Standard

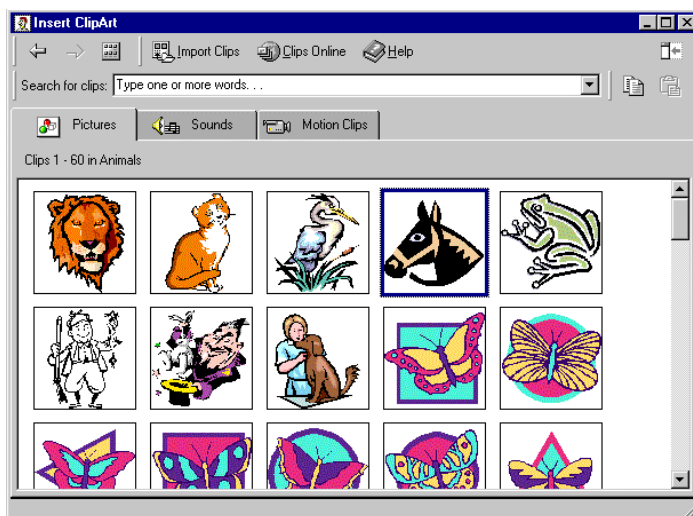
toolbar.



Inserting Images From ClipArt Gallery

Microsoft Office comes with its own clip gallery of images, sounds, and animations. It is very easy to use and you can often find the image that fits your need quickly. The clip gallery has a searchable component where you can type in keywords and quickly view images that match. To use the clip gallery follow these steps:

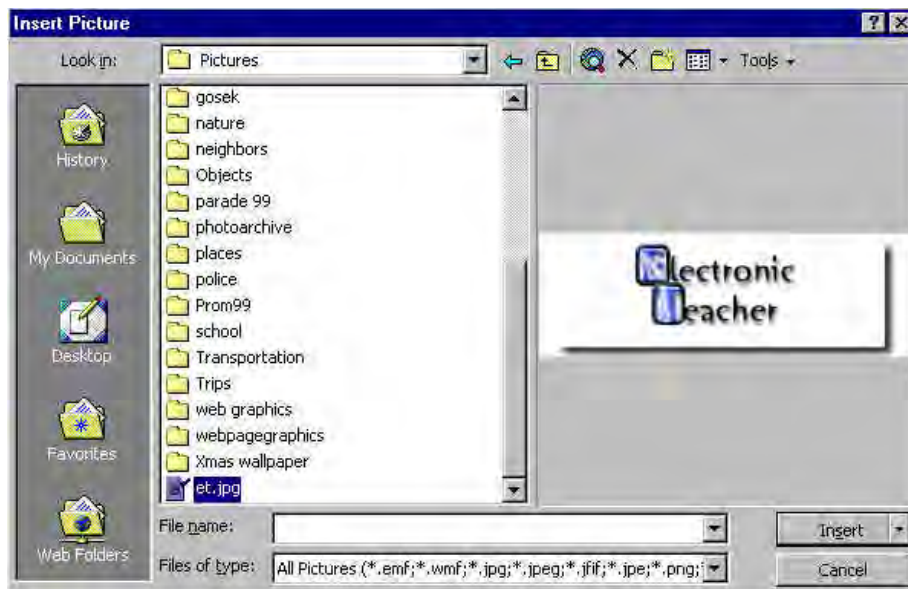
1. Go to Insert on the menu bar and choose Picture then click on Clip Art.
2. The Insert ClipArt dialog box will open.
3. Click on the category that best matches what you are looking for and then click choose and image. You can also type in a keyword in the searchable area at the top and hit the enter key.
4. When you find the image that you want to use click on it and click on the top icon which inserts the image onto your page. You can insert multiple image.
5. When you are done click on the x in the top right hand corner to close the Insert ClipArt dialog box.
6. Your image will be inserted on your page.



Inserting Images From File

You don't always have to use Microsoft's Clip Gallery. There are many other sources for your images. You can get them from clip art and photo programs, images that you take yourself with a digital camera, images that are scanned, or images that you obtain from the Internet. (make sure you have permission for their use). To insert images from a file follow these steps:

1. Go to Insert on the menu bar and choose Picture then click on From File.
2. The Insert Picture dialog box will open.
3. Click on the drop down arrow and choose the browse to your file's location.
4. Double click on your file or click on it and click on insert.
5. Your image will be inserted on your page.



Moving Images

Once you insert your images into your document you can move them around easily as long as you have worked with the text wrapping. To move your images on your page follow these directions:

1. Move your mouse over the center of your image and you will get a four-way arrow.
2. Click and hold the mouse button down while you drag your image to the desired location.
3. Release the mouse button and your picture will be in the new location.

Deleting Images

You can quickly delete images that you no longer want to use in your documents. To delete images follow these steps:

1. Click on the image to select it. Handles will surround the image.
2. Hit either the backspace or the delete key and the image will delete.

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Text Wrapping

One feature of Word that I find many people have problems with is the text wrapping feature. When you insert an image onto your page, by default the text wrapping is set for inline. This is fine if you want your image in the exact location that it appears in and you don't want text next to it. Most of the time this is not the case. You want to be able to move it to a particular location and be able to type text next to it. In that case you need to change the text wrapping on the images. To do that follow these steps:

1. Click on the image to select it.
2. Your picture toolbar should open. If it doesn't then go to View on the menu bar and down to Toolbar and click on picture.
3. Click on the text wrapping icon. It looks like a Scottie Dog.



4. Choose the type of wrapping that is best for your document. If you want text to wrap around your images then tight or square works well.

*** You can also right click on the image and choose Format Picture and click on the Layout tab. You can then choose the type of text wrapping that you want.

Alignment

You can align your graphics quickly with the alignment buttons. To align your graphics follow these steps:

1. Select the graphic you want to align.
2. Click on the alignment button from the formatting toolbar. You can choose left aligned, center, right aligned or justified.

