
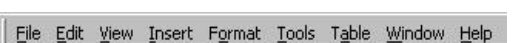


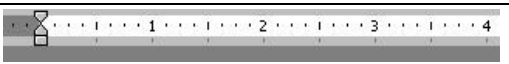



Word 2000 Introduction

ACCC Seminars

<http://www.accc.uic.edu/seminars/word2000-intro>

The Word 2000 Screen

Title Bar	
Menu Bar	
Standard Toolbar	
Formatting Toolbar	
Ruler	
Status Bar	

Moving Around in Word

- Use your arrow keys to move the insertion point
- [PAGE UP] and [PAGE DOWN]
- [HOME] and [END] go to beginning or end of line
- [CTRL]+[HOME] and [CTRL]+[END] go to beginning or end of document

Selecting Text

Select a word	Double-click the word
Select a sentence	[CTRL] + click
Select a paragraph	Double-click in selection bar
Select the document	[CTRL]+[A] or triple-click in selection bar

Formatting Text

- Fonts and Font Sizes
- Font Attributes under the Format|Font menu
- Use the Format Painter to copy formats
 - Highlight text containing formats
 - Click Format Painter button
 - Highlight text to receive formats

Format|Font Dialog Box



Cut, Copy, and Paste

- To execute cut and paste:
 - Select the text you wish to cut
 - Click on the Cut button
 - Click the insertion point where you want the text to go
 - Click on the Paste button
- To execute copy and paste:
 - Select the text you wish to copy
 - Click on the Copy button
 - Click the insertion point where you want the text to go
 - Click on the Paste button

Drag-and-Drop

- To execute drag-and-drop to move text
 - Select the text you wish to move
 - Place your pointer in the middle of the selection
 - Click-and-drag your pointer, keeping an eye on the insertion point
 - When the INSERTION POINT (not your mouse) is in the position you want, release the mouse

Drag-and-Drop

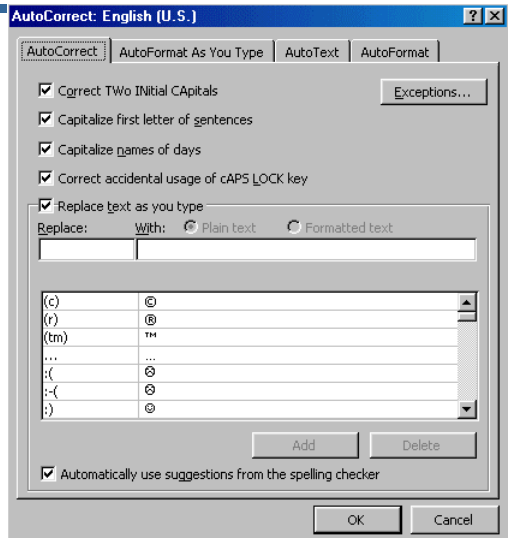
- To execute drag-and-drop to copy text
 - Select the text you wish to copy
 - Place your pointer in the middle of the selection AND HOLD DOWN THE [CTRL] KEY
 - Click-and-drag your pointer, keeping an eye on the insertion point AND CONTINUING TO HOLD DOWN THE [CTRL] KEY
 - When the INSERTION POINT (not your mouse) is in the position you want, release the mouse FIRST. Once the text is in place, release the [CTRL] key

Page Layout

- Use the File|Page Setup menu to change margins
- Use ruler for the four types of indents: left, right, first line, and hanging
- Alignment buttons for paragraph alignment: left, center, right, and justify

AutoCorrect

- Corrects words as you type them
- Can add to list under Tools|AutoCorrect menu



Spell Check

- Words with red wavy underlines can be corrected by right-clicking on them
- Tools|Spelling and Grammar dialog box to correct spelling

The quick brown fox jumps over the lazy dog.

