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Word Is More Than a Better Typewriter

So here you are. Hello, and welcome! Are you looking for a boring and hard-to-understand introduction to Microsoft Word? You'd really like to wade through countless pages of explanatory text before you even type the first letters on paper?

Then I'd like to recommend one of those overweight „kill-me-slowly tomes" that you've got on your bookshelf. In the first 200 pages, you'll find a historical introduction to computers in general and Word in particular. In the next 300 pages, you'll learn all 1180 Word commands by heart, and in the rest of the book, the author will familiarize you with Word 2000's object-oriented approach to word processing. Have fun!

Our motto, by contrast, is: short, easily understandable, and step-by-step, with illustrations, since…

Getting started should be … easy!

Using Word should be fun, especially without all the ballast and technical jargon!

What I expect of you?

- You're between 6 and 106 years old and exceptionally curious.
- You know how to turn on the computer.
- You may have some previous knowledge of Microsoft Windows 95, 98, NT, or 2000.

About the Author

I'm 32 years young and passionate about sitting in front of the computer. And by the way, I originally studied English, American, and German literature, and German as a second language.

In the meantime, however, I have to confess that I've authored a number of these „cakewalks" myself. For the last three years I've been working as a freelance author and writing books and articles about Microsoft Office, the Internet, and programming.

My thickest volume is 950 pages long and bears the title „The Best Office 2000 Secrets."

Thus far, KnowWare has published my booklets entitled „Getting around a PC," „Word for Students," and „Home Pages for Beginners." The latter two titles have appeared in several editions apiece.

In addition, I teach courses on Windows, Word, Excel, Access, building home pages, and programming with Javascript at the Volkshochschule Berlin-Friedrichshain.

Customer Service Writ Large!

Do you have a question about a booklet? Would you like to get in contact with me? Just send an e-mail to *word@lexi.de*! You can also take a look at my homepage: *www.lexi.de*! There you'll find further tips and other useful information!

And now let's get down to it! You'll see:

Word is more than just a better typewriter!

I, Johann-Christian Hanke, wish you much fun and great success with Word 2000!

Starting Up Word: On Your Marks, Get Set, Go!

Are you relaxed and sitting comfortably? Did you come with some time and a desire to learn? Then I'd like to begin by showing you how to start up Word!

Correct Use of the Mouse

Whenever I talk about clicking, you should screw up your courage and click the left mouse button once. To double-click, click the left button twice quickly in succession.

I recommend that you use a large, soft mouse pad and that you leave plenty of space for your hand to roam. Hold the mouse loosely and comfortably in your hand. Ideally, you should rest your wrist directly on the table. Move the mouse in a relaxed manner with your thumb and ring finger. While you're doing this, your index finger should remain poised in clicking-position over the left mouse button.

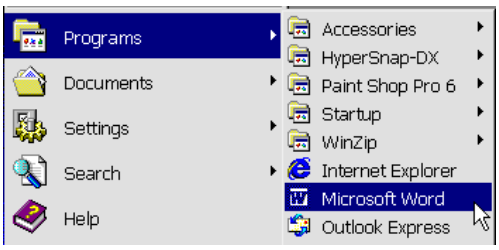
Whenever you're supposed to use a mouse button other than the left one, I'll tell you!

Starting Word

Ready? Then I will show you how to start Microsoft Word!

1. Click the START button. The Start menu appears.

2. Point to the entry for PROGRAMS.

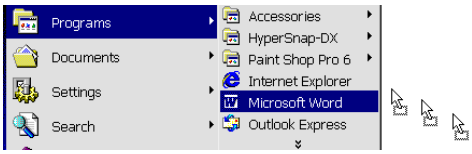


3. Click on the entry for MICROSOFT WORD.

Creating a Shortcut

If you call Word up often, then the method I've just described is tedious. Instead, you should simply create a shortcut on the Desktop.

1. Click the START button. The Start menu appears.
2. Click the *right* mouse button on the entry for MICROSOFT WORD.



3. While pressing the right mouse button, pull this entry onto the Desktop. Release the mouse button.

4. You'll see a context-sensitive menu! Here you should use the left mouse button to choose the command CREATE A SHORTCUT.
5. Now you've got a practical shortcut to your favorite word-processing program. Whenever you want to start the program up, just double-click on MICROSOFT WORD!

You're already feeling more confident about your mouse technique? Then you can use the same method to create a shortcut in the QuickStart list to the right of the Start button. Now you can start Word with a simple single-click.

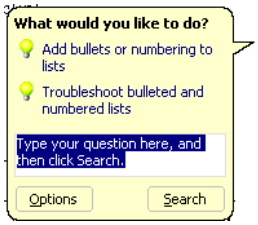
Fun With Charlie Paperclip: The Cunning Office Assistant

Now greet the Office Assistant Charlie Paperclip, your personal adviser! Charlie Paperclip and his friends are always ready to lend a hand!

Tips and Tricks from the „Assistant“

The Assistant is always watching while you're typing so that he can provide you with tips and tricks.

1. Every now and then, the Office Assistant will inform you about interesting functions and ways to make your work easier.



2. Sometimes, a tip will contain step-by-step instructions. Follow the steps or click CANCEL.
3. If a tip is less important, the Office Assistant will bring it to your attention with a light bulb.
4. If you want to read the tip, just click the light bulb. If you don't, you can ignore this notice.

5. Is the Office Assistant getting on your nerves? Then simply click the CLOSE button in the upper right corner.

4. This jolly fellow can be recalled at any time using the [F1] function key!

I'm sure that you'll have a lot of fun with the Office Assistant!

Asking a Question

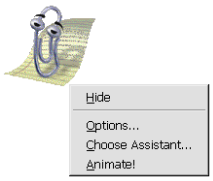
Naturally you can also ask Charlie Paperclip a question. Here's how:

1. Click directly on Charlie Paperclip. You'll see a word balloon with an entry field, which is labeled with the following message: TYPE YOUR QUESTION HERE, AND THEN CLICK SEARCH.
2. Type your question (or a relevant group of words) into the entry field. The placeholder text will be overwritten. For example, you can type in `How can I save?`

3. Click the [SEARCH] button.
4. The Office Assistant will list as many references as it finds. For example, click on the entry for SAVING A DOCUMENT.
5. Now you'll find yourself in the extended Help window, where you can inform yourself in detail about this topic.

When you're done, you should „fold up“ all Help windows by clicking their CLOSE buttons.

Choosing Other Assistants



You don't like Charlie Paperclip? Then find yourself another assistant, one better-suited to your taste!

Just right-click on Charlie Paperclip. Select the command CHOOSE ASSISTANT, then use the NEXT and BACK buttons to scroll through the windows describing your choices, and find an assistant you can live with. Put the Word CD in the drive and click [OK].

Making Word Comfortable: Sensible Basic Settings

Word really begins to be fun when you've got everything arranged the way you like it.

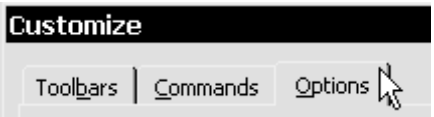
Turning off Automated Menus

First, I'd recommend turning off the „automatic menu hiding." In order to do this, you'll need to understand Word 2000's „fresh-baked" toolbars.

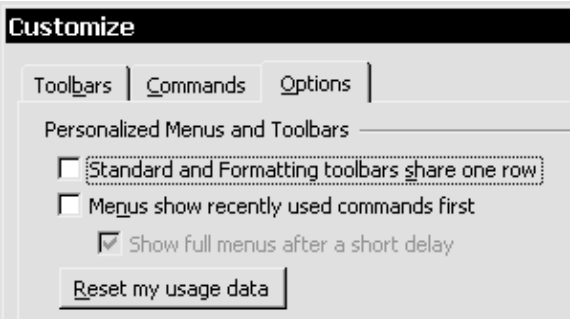
As a rule, frequently-used commands automatically move to the very top of a menu. In addition, rather than having the whole menu open, only a portion of it comes down. Two toolbars have been combined into one. Because of this, some important buttons are hidden.

My suggestion: arrange Word as you would arrange any other sensible program. Here's how to turn off the nonsense.

1. From the TOOLS menu, select the CUSTOMIZE command.



2. Click the OPTIONS tab.



3. Remove the checkmarks next to STANDARD AND FORMATTING TOOLBARS SHARE ONE ROW and MENUS SHOW RECENTLY USED COMMANDS FIRST.
4. Confirm your settings by clicking [CLOSE].

Now you'll see the familiar face of older Word versions and other Windows programs.

The Four Faces of Word

Word offers the future „digital writer" four views of the „virtual piece of paper." They are:

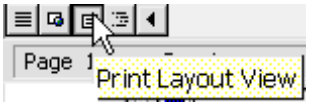
- Normal view,
- Online Layout view,
- Page Layout view, and
- Outline view.

For our purposes, the Normal view and the Page Layout view are the most interesting!

In the Page Layout view, you'll see the piece of paper on your screen almost exactly as it will appear when printed. You'll be able to see precisely where the page breaks and edges of the paper fall.

It's easy to switch between Normal and Page Layout views:

1. Look at the lower left corner of your screen. Here you'll find four miniature buttons.



2. Here, for example, you could click on the Page Layout button. It's the third button from the left.
3. If you want to change back to Normal view, click on the leftmost button.

The Normal view shows only the approximate location of page breaks, but it works very quickly.

Useful: Nonprinting Characters

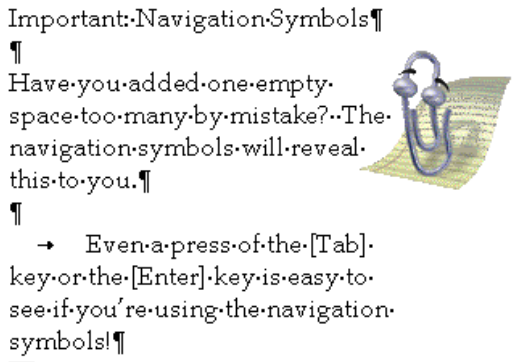
And here's a most important tip! Turn on the nonprinting characters! Here's how to do it:

1. Click the SHOW/HIDE button.
2. Now the nonprinting characters will show up in your document.

Each time you press [ENTER], you'll see a paragraph symbol like this: ¶. Spaces are indicated by dots. And a small arrow shows you that you pressed the [TAB] KEY.

> For the purpose of finding errors, these symbols are extremely important. You should deactivate them only when proofreading. If you want to see your document as it will look when printed, I recommend the Page Layout view. You can read more about it on page 22.

The following graphic shows you the use of the nonprinting characters.

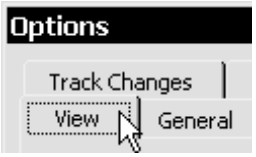


The Text Boundaries

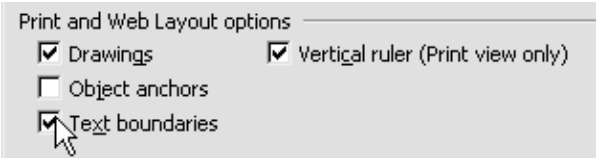
And I have another recommendation for you at this point! Turn on the so-called text boundaries. Now you'll be able to see the portion of the page where you can't write, namely the margins, demarcated by a dotted line.

Here's what to do:

1. On the TOOLS menu, select the OPTIONS command. It's the very last one.



2. Click the View tab.



3. Now look at the area called PAGE AND WEB LAYOUT OPTIONS. Place a checkmark next to TEXT BOUNDARIES.
4. Confirm your settings by clicking [OK].

Never fear, the text boundaries won't be printed.

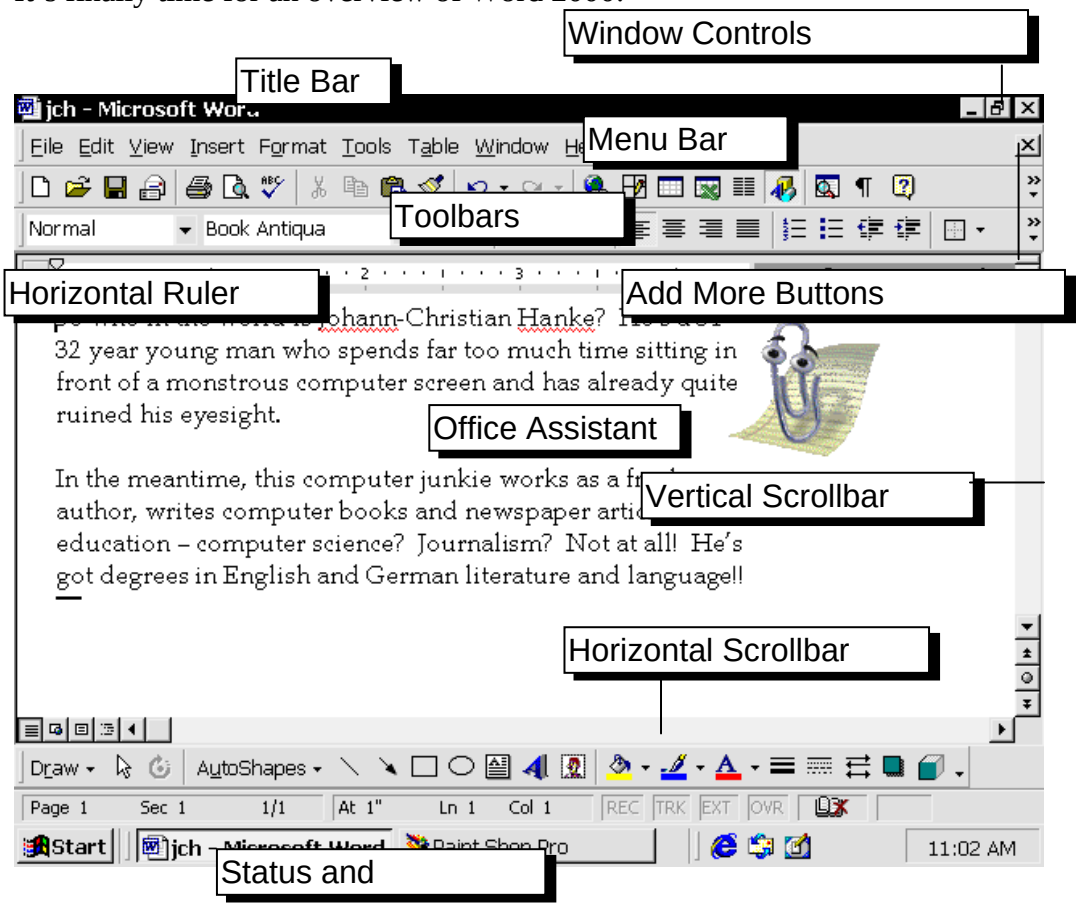
Using the Rulers

You'd like to use the rulers? Just choose the RULER command on the VIEW menu.

The vertical ruler only appears in the Page Layout view. If the vertical ruler is missing, select TOOLS/OPTIONS. Click the View tab again and place a checkmark by VERTICAL RULER.

An Overview of Word

It's finally time for an overview of Word 2000:



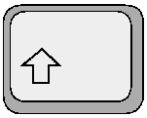
- *Window controls*: use these to change the size of windows.
- *Title bar*: here you'll find the name of the program and the name of the current document. If you haven't named the document yet, you'll see something like *Document1*.
- *Menu bar*: contains the menus with the commands that control Word. Click on a menu to pull it down. Select a command by clicking on it.
- *Toolbars*: as a rule, you'll see the *Formatting* and *Standard* toolbars.
- *Horizontal ruler*: the horizontal ruler, which you can turn on and off with VIEW/RULER.
- *Add More Buttons:* if you click here, you can add buttons to your toolbars.
- *Vertical Scrollbar*: use this to scroll up and down the page. Click, for example, on the little down arrow to move down the page.
- *Horizontal Scrollbar*: use this to scroll left and right across the page.
- *Status and Information bar:* here you'll find useful information about your document, for example the actual page count or the cursor position.

Writing Right Away: Important Buttons Explained in Brief

When you start Word, you effectively roll a new, empty page into your Word-typewriter. In addition, the cursor (the writing-mark) blinks contentedly and waits for your text.

So what are *you* waiting for then? Start typing! Write down whatever comes into your head!

Typing Upper-Case Letters



You want to type upper-case letters? Just hold down the [SHIFT] key.

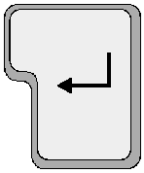
Now type the letters that you'd like in upper case. You'll find the [SHIFT] key in two places on your keyboard.

Are you typing only upper-case letters? Then you probably pressed the [CAPS LOCK] key by mistake. It's usually located below the [SHIFT] key. To deactivate this function, simply press [CAPS LOCK] again.

On most keyboards, you'll recognize such „toggle keys" immediately since they control a series of little lights (which are most often green) on the upper right side of your keyboard.

Rules for Entering Text

Please go ahead and write on, even if the end of the line seems to be near.



In Word, line breaks occur automatically. Only if you really want to start a new paragraph should you press [ENTER].

You'll also press this key if you want to write a few words and then continue on a new line. For example, you might want to do this if you're making a list or typing in a short passage of text.

Whatever you do, don't press [ENTER] after each line of continuous text.

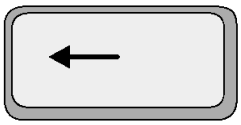
Never press [Enter] after every line;
Word is not a typewriter!

But do leave a space after every punctuation mark, that is, after periods and commas!

Don't use spaces to arrange text. If you want to make a table, use the table function. For more information on how to do this, see page 39.

Correcting Mistakes

You made a mistake? That's not so bad! After all, there is a wonderful key that helps you correct your mistakes!



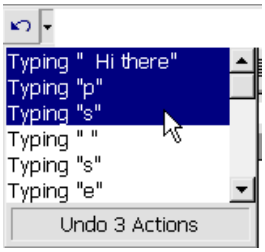
I'm talking about the so-called [BACKSPACE] key.

You'll find it directly above the [ENTER] key. Each press of the [BACKSPACE] key deletes one character to the left of the cursor.

Undoing Steps

Instead of erasing one word you'd like to take one or more steps backwards at once? No problem!

1. Each press of the **UNDO** key takes you one step backwards.
2. If you click the little down arrow next to the **UNDO** key, you'll see a list of all the steps you've taken so far.



Safety First: Saving Documents

Hey! You're writing and writing, but you've forgotten to save the document? Currently the document exists only in your computer's memory, which means that it could get lost at any second.

Your computer's memory is a fleeting, electronic storehouse. If there's a power failure or your computer crashes (the system hangs), all data in the memory will be lost!

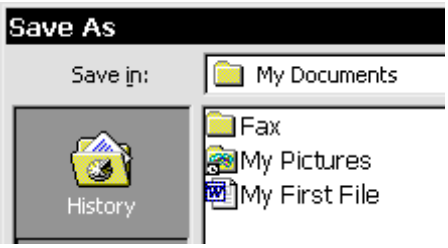
The solution to this problem? Save your file on the hard disk as soon as you possibly can! Data on the hard disk are stored permanently.

Save your data as soon as you've written the first word!

Saving Data for the First Time

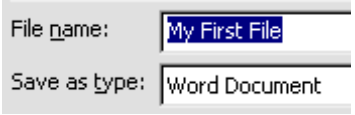
Here's what to do if you're saving a file for the first time:

1. Click the SAVE button. You'll recognize because it has a diskette on it.



2. The SAVE AS window will appear. Normally, the MY DOCUMENTS folder is already selected. Check the field next to SAVE IN.

The MY DOCUMENTS folder isn't already selected? Then click the MY DOCUMENTS button on the left side of the screen!



3. Look at the FILENAME field. Word has already entered a placeholder name for you. But you don't want this name!

Just type your filename over the placeholder name!

4. Don't click anywhere yet! You can overwrite this placeholder name. Type your own filename, for example, `Letter to Erica`.

5. Click the SAVE button. Your document will be saved with the name you gave it in the MY DOCUMENTS folder.

Note that the current filename is now displayed on Word's title bar.

Saving Regularly

Now you've saved your file for the first time, but that's not enough! Keep saving the text at regular intervals!

1. To save, click the SAVE button from time to time.
2. Your file will be saved without a lot of fanfare.

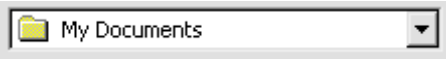
Why doesn't the first dialog box appear any more? The answer to this question is simple! You gave the file a name and specified its location the first time you saved it. Now Word just saves the file under the same name in the same place!

Saving to Another Folder

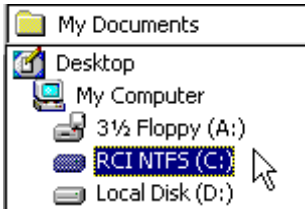
The preexisting folder **M**Y DOCUMENTS is all well and fine. But what if you'd like to choose another folder?

Here's what to do:

1. Follow the „recipe" for saving your file for the first time on the previous page. Go as far as step 2.

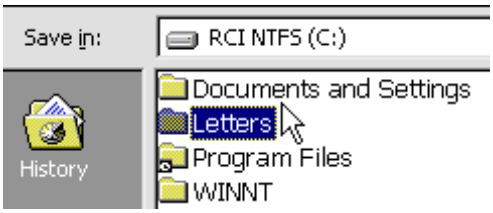


2. Click the arrow next to the **S**AVE IN field. A list will drop down.



3. Click the highest-order folder; as a rule, this is the **H**ARD DISK (C:).

4. Double-click the folder in which you'd like to save your file.



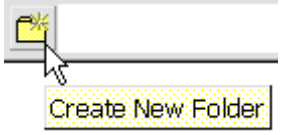
5. This folder will now appear in the field next to **S**AVE AS.

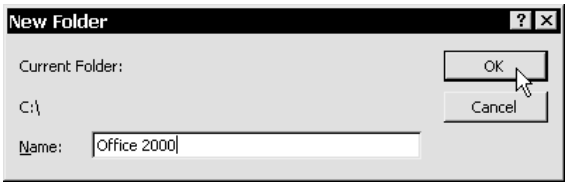
6. If you haven't yet arrived at the folder you're looking for, just double-click on succeeding lower-order folders until you reach the folder in which you'd like to save your file.

Creating a New Folder

You'd like to have a new folder in which you can save your data? You can create a new „data collector" even from within Word. Do this on the SAVE AS dialog box.

1. Click the **C**REATE **N**EW FOLDER button.





2. Now you'll see a dialog box where you'll name your new folder. Type the new name in, for example, `Office 2000`.

3. Click OK.

4. Great service: Word 2000 will automatically switch over to your new folder.

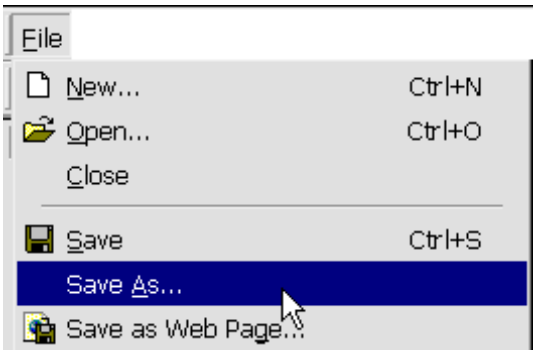
5. Give your file its name again and click on the **S**AVE button.

Are you already a little familiar with Windows? Then you could also create a new folder directly on the Desktop or by using the Windows Explorer.

Just so you know: the KnowWare booklets on Windows are highly recommended!

Save or Save As?

Surely by now you've discovered the SAVE AS command on the FILE menu. So you're probably asking yourself: what's the difference?



In the long run, you'll see the SAVE AS dialog box in either case!

Can you stand the truth? When you save a file for the first time, it makes no difference whatsoever! Really – it doesn't matter whether you click on the SAVE button, select FILE/SAVE, or FILE/SAVE AS.

Only if you save the file again will you notice a difference. Normally, you would use the SAVE button (or the command FILE/SAVE). The file will be saved without comment.

To save normally, you don't need the FILE/SAVE command at all!

You'd like to save an existing document under a new name? Or save it in another folder? Or both?

Then you won't be able to avoid the FILE/SAVE AS command! For only if you're „resaving" will you see the SAVE AS dialog box again. Here's where you can specify another file name and/or a new folder.

Saving a File onto a Diskette

Would you like to save your file to a diskette? For example as a safety (backup) copy?

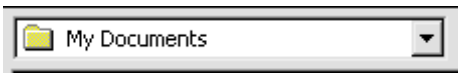
You should never save your documents only to diskettes. Diskettes often contain errors and they can easily be destroyed. It's safer to save your data on the hard disk.

I'm assuming that you're going to be saving a document that's already been saved to the hard disk. The document, therefore, already has a filename.

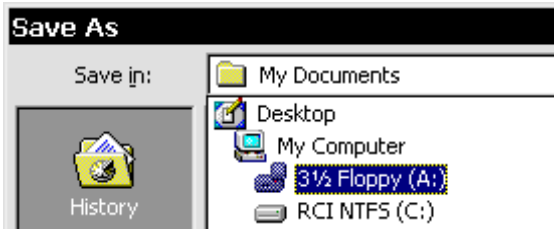
Floppy disk drives are typically drive A:.

Here's what to do:

1. From the FILE menu, select the SAVE AS command.
2. The familiar SAVE AS window appears.



3. Click the arrow next to the SAVE AS field.



4. From the list, choose the entry for 3.5" Diskette (A:).
5. Click SAVE again.

Closing a File and Quitting Word

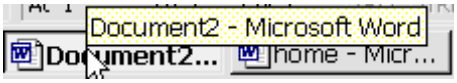
Who'd have thought it! You can use your Word-typewriter to roll in not just one document, but as many „sheets of paper" as you want! Open new documents – and close them again!

A New, Empty Document

You need a new, empty document? Nothing could be easier!

1. Click the NEW button. It's the leftmost button on the uppermost toolbar. You'll recognize it by the dog-eared white page.

2. A new „sheet" has just appeared in your Word-typewriter. Look at the title bar. You'll know the new document by its placeholder filename, for example DOCUMENT2.



3. In addition, if you look at the Windows taskbar, you'll see a new button for your new document.

Don't forget to save your new document.

> You'd like to move comfortably from one document to another? Then just click on the corresponding button on the Windows taskbar!

Closing a Document

You'd like to close a document without closing Word? Just follow these steps:

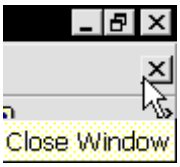
1. Click the FILE menu.

2. Here, select the CLOSE command.

You only had one document open? Then you'll see Word without any document.

Closing with a Button

There's also an alternative for the CLOSE command! Just click on the CLOSE button, the cross.



By the way, if you're working with just one document, you'll see two CLOSE buttons. In this case, the one underneath is the one that applies to the document; the upper one closes Word completely.

Closing Word

There are several methods you can use to end Word. You could just pull the plug out of the wall. But I don't recommend this method under any circumstances!

1. Click the FILE menu.
2. Choose the EXIT command. As a rule, it's the last command on this menu!

Opening Your Documents

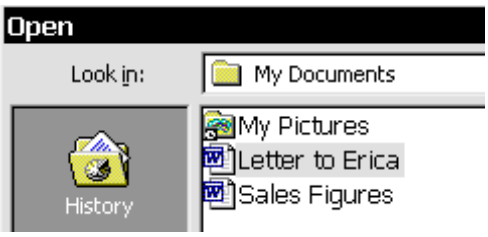
You'd like to work more on a document you've already started? Just open the appropriate drawer and haul your data out again.

I've assembled the best tips and tricks for opening files right here!

The Conventional Method

If you're using the „classic method," you'll open the document directly from Word. Here's how:

1. Click the OPEN button. It's the second button from the left on the uppermost toolbar. The button looks like a folder that's being opened.



2. Now the OPEN dialog box appears; it looks much like the SAVE dialog box. Choose your file by clicking its entry on the list.

3. Click the OPEN button; you'll find it on the upper right side of the dialog box.

Do you have a steady hand? Then you can also double-click on a file to open it!

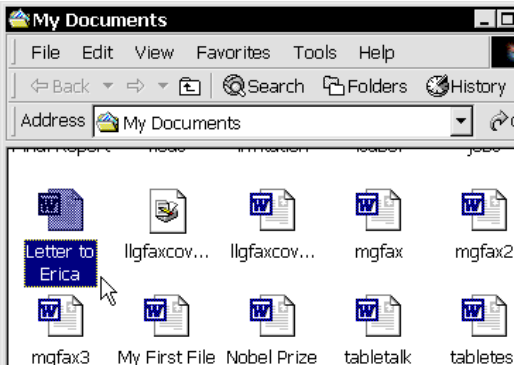
4. Now you'll see your file on the screen. If you'd like to open more documents, go ahead and do it.

Opening Directly From a Folder

Are you already a little familiar with the Desktop? Then you can also open your document from here.

In the example above, you're opening a file in the MY DOCUMENTS folder. This folder is located directly on the Windows Desktop.

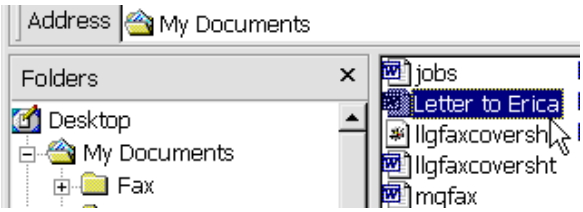
1. Are you looking at the Desktop? Then double-click on the MY DOCUMENTS folder.



2. Now you'll see a window that displays the contents of the MY DOCUMENTS folder.

3. Find the file you're looking for here. Start it up with a double-click! The file will be opened right up in Word.

You're already a little more experienced with Windows? Then surely you like opening documents with the Windows Explorer. You can call up the Windows Explorer with the commands START/PROGRAMS/WINDOWS EXPLORER.

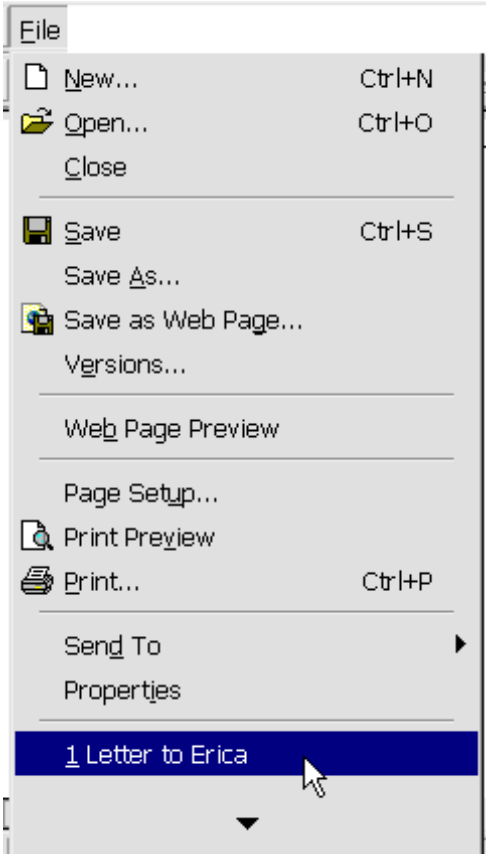


Word: Quick Methods

Do you find the methods described above too cumbersome? There are also two more refined, quicker methods to open documents!

The first method originates in Word.

1. You've just started Word up? You'd like, for example, to call up the file you were working on yesterday? Click the FILE menu.

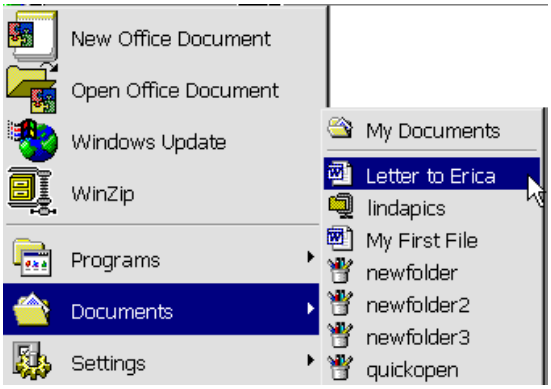


2. Now look at the bottom of this menu. Here you'll find a list of the last four files you worked on.
3. Click the entry for the file you'd like to open. As if by magic, the file will now appear on your screen.

Windows: Document Menu

Just in case you don't find the file you're looking for in Word's list of the last four files you've worked on, you can bring out the big guns. Windows also keeps a refined little list of such files. Just look at the so-called Documents menu.

1. Click the Start button. The Start menu appears.



2. Point to the entry for DOCUMENTS. Another menu with quite a few entries will open up. Here you'll find many files that you've used recently.
3. Look for your file and click its entry. Your document will be opened in Word.

If you file didn't open, it's possible that you erased it or moved it!

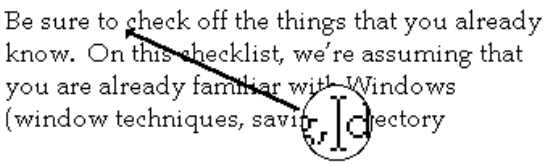
Please note: in this list, you'll only find references to the corresponding documents.

Comfortable Navigation: Moving Around in Word

How do you move about the text most easily? Naturally at first with the mouse!

Moving with the Mouse

You've already typed in a few lines of text? Then drag the mouse over your virtual page and observe the shape of the mouse pointer.



When you drag the mouse pointer over the text, it looks like a double „T".

When dragging, the mouse pointer becomes a double „T."

Now you can click anywhere in the text. By so doing, you move the text cursor to another position in the document. The text cursor is a thin, blinking line.

After clicking the mouse, you'll see the blinking text cursor.

Now you can type in more text at this point or correct mistakes.

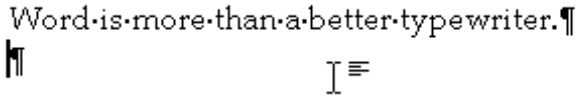
Clicking Anywhere

Until recently, there was a rule: you couldn't click at just any point further down in a document. And the last paragraph marker was the end of the file.

In an earlier day, you first had to press [ENTER] a number of times to reach the place you were looking for. In Word 2000, by contrast, you can place the cursor wherever you want it.

So that you'll understand the next operation, you must ensure that you've got the nonprinting characters switched on! To review how to do this, see page 9. And be aware that I recommend this „Click and Type" technique only with some reservations.

Here's how you can transport the „freedom-loving" mouse pointer to whatever place you want:



1. Move the mouse pointer to the desired area. Next to or underneath the double „T" you'll see additional symbols. Which symbol you see depends on the position of the mouse pointer.
2. If you drag the cursor into the middle of the page, for example, you'll see four lines directly underneath the cursor. The page alignment will switch to centered.
3. If you drag the cursor to the right, however, you'll see the lines on the left side of the mouse pointer. The page alignment will switch to right-aligned.
4. Double-click the place where you'd like the cursor to be.

You'll find more about page alignment on page 30.

Click and Type: The Catch

What in the world has Word done? Now the missing blank lines are added for you automatically. In addition, the program aligns each paragraph according to the position of the cursor, centered or right-aligned, for example. In most cases, Word automatically sets the tab stops in order to determine the correct position.

And here's the fly in the ointment: if you don't really understand what's going on here, the „Click and Type" is more trouble than it's worth. For example, if you press [ENTER]

after typing a centered or right-aligned paragraph, the next paragraph will follow suit and remain in the middle or on the right side.

And such a tab stop can, in many cases, be troublesome.

For more on paragraph alignment, I'll refer you to page 30. You'll find more about tab stops on page 38.

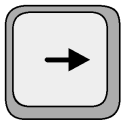
With the Keyboard: Cursor Keys

Clicking with the mouse is not always the fastest way to move through text. Sometimes it pays to choose the keyboard as a clever alternative! Have a look at the so-called cursor keys, which are found to the right of the normal keyboard.

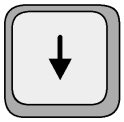
Often it's faster to move by using the keyboard

Even the simple cursor keys provide you with flexible possibilities for navigation:

moves the cursor one space to the left


moves the cursor one space to the right

moves the cursor up one line


moves the cursor down one line

Moving Word by Word

You'd like to move word by word through your text? Then just hold down the [CTRL] key and press one of the arrow keys.

Beginning and End of the Line

It's especially difficult to get to the beginning or end of a line using the mouse.

The keyboard offers you two keys intended specifically for this task!

moves the cursor to the beginning of the current line

moves the cursor to the end of the current line

Beginning and End of the Text

You'd like to jump immediately to the beginning of your text? Nothing could be easier! Just hold down the [CTRL] key and press [HOME].

To jump to the end of the text, the key combination [CTRL] + [END] will bring you to your destination.

Bigger Steps

If you'd like to move using bigger steps, the [PAGE UP] and [PAGE DOWN] keys are helpful.

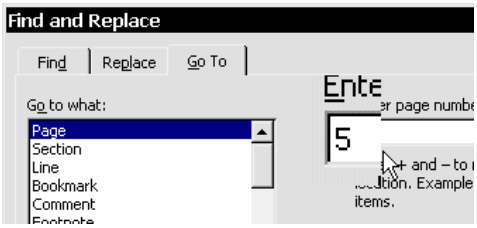
moves the cursor one screen upwards

moves the cursor one screen downwards

Jumping to a Particular Page

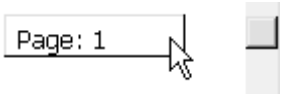
You've already written a number of pages and now you'd like to return to a particular page? Here's what to do:

1. Press the function key [F5]. This key summons the FIND AND REPLACE dialog box. You'll find yourself automatically in the GO TO box.

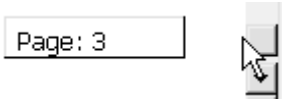


2. Now your focus should be on the ENTER PAGE NUMBER field. You don't have to click anywhere; just type the number of the page you'd like to jump to into this field.
3. Click [ENTER] and you'll find yourself transported to the page you wanted to see.

There's one other method for jumping to a particular page. Use the mouse and the vertical scroll bar.



1. Click the box on the vertical scroll bar and hold the left mouse button down.
2. Now drag the mouse in the desired direction. You'll see the actual page location in a little yellow information box.



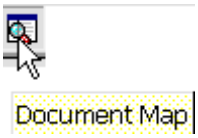
3. When you've reached the page you wanted to see, release the mouse button!

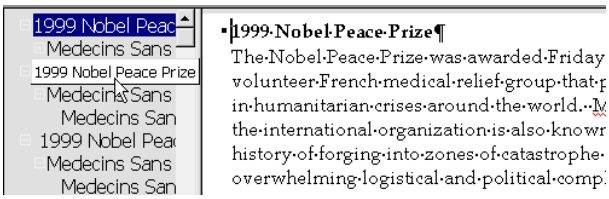
Outline Mode

Word offers you a marvelous opportunity to get an overview of long documents!

I'm talking here about what Word calls Outline Mode.

1. Click the OUTLINE button. You'll find it relatively far to the right on the uppermost toolbar.





2. Now you'll see Word's Outline Mode on the left side of your screen. All of the headings are displayed clearly in hierarchical order.
3. You'd like to move to a particular place? Just click the appropriate heading on the left side of the screen. On the right, you'll see the corresponding text appear.
4. When you're done, don't forget to turn Outline Mode off. To do this, click the OUTLINE button again.

Outline Mode is one of the features that make Word a truly professional word processor.

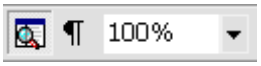
> Outline Mode is especially effective if you're working with templates for your headings. I'll show you these secrets on page 47.

The View on the Screen: Changing the Zoom Factor

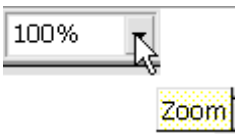
Did you know that you can adjust the size of the text onscreen to suit your taste? Just use the zoom function!

Setting the Zoom Factor

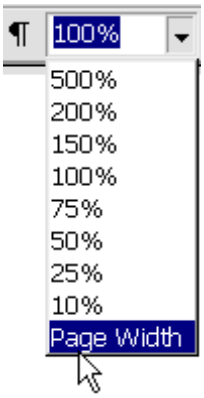
Here's how you find out what the zoom factor is and set it as you like it:



1. You'd like to find out what the zoom factor is? Just look in the Zoom field, which is located on the right side of the uppermost toolbar.



2. The picture is too big or too small? Then click the arrow next to the Zoom field.
3. A list appears.



3. Choose the zoom factor that suits you. You'd like the optimal width? Then click on the PAGE WIDTH entry.

The screen will immediately appear as you want it.

> The zoom factor only changes the size of the letters displayed on the screen, not the actual size of the font!

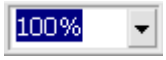
More Flexible: Your Own Zoom Factor

You're not satisfied with the options in the list box? And the PAGE WIDTH entry doesn't suit you either? Then go ahead and choose your own individual zoom factor.

> You can choose a zoom factor between 10% and 500%.

Here's what you need to do if you'd like to set an individual zoom factor:

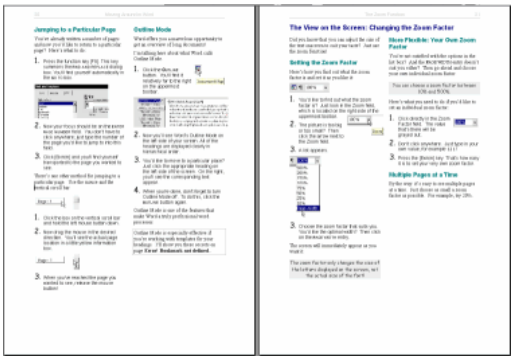
1. Click directly in the Zoom Factor field. The value that's there will be grayed out.



2. Don't click anywhere. Just type in your own value, for example 121!
3. Press the [ENTER] key. That's how easy it is to set your very own zoom factor.

Multiple Pages at a Time

By the way: it's easy to see multiple pages at a time. Just choose as small a zoom factor as possible. For example, try 20%.



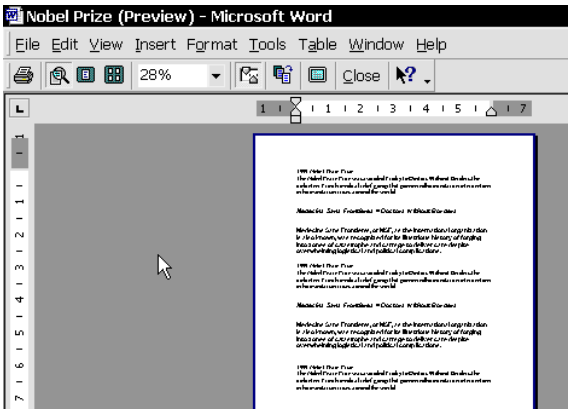
Viewing a Document with Print Preview

Word has a cool feature that you'll definitely want to know about. I'm talking about Print Preview.

Calling up Print Preview

You'd like to call up Print Preview? Nothing could be easier!

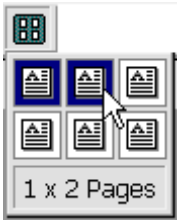
1. Click the PRINT PREVIEW button. You'll recognize it by the dog-eared page and the magnifying glass.

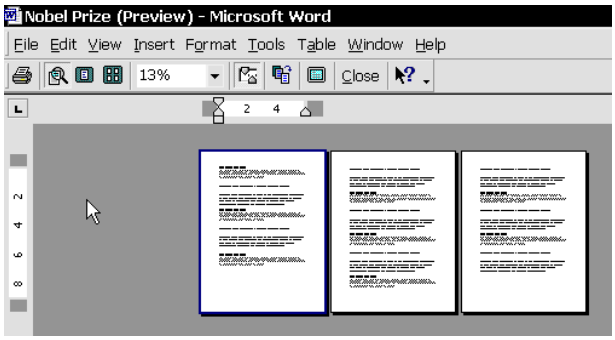


2. Now you're in Print Preview mode. You'll see the document exactly as it will look when printed.

3. Here again, you can adjust the zoom factor to suit your taste.

4. One of the slickest options is to display multiple pages side-by-side. To do this, click the MULTIPLE PAGES button. Now drag the mouse downward and to the right. This is how you specify how many pages to display at once.





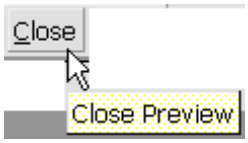
5. The maximum number of pages that you can display depends in large part on the size and resolution of your screen.

6. If you'd rather see just one page at a time, click the ONE PAGE button.

Print Preview is one of the most fantastic features of Word. I know no other program that can hold a candle to it.

Closing Print Preview

You'd like to leave Print Preview? Even this is no problem!



Just click on the [CLOSE] or [PREVIEW CLOSE] button.

You can close Print Preview even faster by clicking [ESC].

Whole Screen

You need more space to work? Then choose VIEW/FULL SCREEN. Now Word will switch into full screen mode. If you press [Esc], you'll switch back to whatever mode you were in previously.

First Select – Then Act

Before you can do anything to your text, you need to select the parts you want to act on.

Selected text passages are easy to manipulate. You can cut them and paste them in elsewhere in your document. More about this on the next few pages.

You'll recognized text you've selected because it turns black.

Selecting a Word

You want to select just one word? No problem!

1. Position the mouse pointer directly over the word.
2. Double-click the left mouse button.

It's that easy!

If you want to de-select text that you've selected, just click next to the selection!

Selecting a Group of Words

Selecting a group of words isn't hard either. There are several techniques for doing this.

The·Nobel·Peace·Prize·was·awarded·Friday·to·Doctors·Without·Borders,·the·volunteer·French·medical·relief·group·that·pioneered·humanitarian·intervention·in·humanitarian·crises·around·the·world.¶

1. Position the mouse pointer before the first word in the passage to be selected.
2. Click the left mouse button and hold it down.

The·Nobel·Peace·Prize·was·awarded·Friday·
volunteer·French·medical·relief·group·that·p
in·humanitarian·crises·around·the·world.¶

3. Now, while holding the left mouse button down, drag the mouse over the text.

The·Nobel·Peace·Prize·was·awarded·Friday·to·Doctors·Without·Borders,·the·volunteer·French·medical·relief·group·that·pioneered·humanitarian·intervention·in·humanitarian·crises·around·the·world.¶

4. Release the mouse button only when you've selected all the text you want.

Selecting Longer Sentences

The text you'd like to select extends over multiple lines? For example, it begins on the upper right side of the screen but ends far below on the left? Here also: don't release the mouse button until you've selected the entire area you want!

The·Nobel·Peace·Prize·was·awarded·Friday·to·Doctors·Without·Borders,·the·volunteer·French·medical·relief·group·that·pioneered·humanitarian·intervention·in·humanitarian·crises·around·the·world.··Medecins·Sans·Frontieres,·or·MSF,·as·the·international·organization·is·also·known,·was·recognized·for·its·illustrious·history·of·forging·into·zones·of·catastrophe·and·carnage·to·deliver·care·despite·overwhelming·logistical·and·political·complications¶

1. Begin by positioning the mouse at the beginning of the sentence. Hold the left mouse button down.

The·Nobel·Peace·Prize·was·awarded·Friday·to·Doctors·Without·Borders,·the·volunteer·French·medical·relief·group·that·pioneered·humanitarian·intervention·in·humanitarian·crises·around·the·world.··Medecins·Sans·Frontieres,·or·MSF,·as·the·international·organization·is·also·known,·was·recognized·for·its·illustrious·history·of·forging·into·zones·of·catastrophe·and·carnage·to·deliver·care·despite·overwhelming·logistical·and·political·complications¶

2. Now drag the mouse directly downwards. This is how you can select an entire line. Don't let go of the mouse button!

The·Nobel·Peace·Prize·was·awarded·Friday·to·Doctors·Without·Borders,·the·volunteer·French·medical·relief·group·that·pioneered·humanitarian·intervention·in·humanitarian·crises·around·the·world.··Medecins·Sans·Frontieres,·or·MSF,·as·the·international·organization·is·also·known,·was·recognized·for·its·illustrious·history·of·forging·into·zones·of·catastrophe·and·carnage·to·deliver·care·despite·overwhelming·logistical·and·political·complications¶

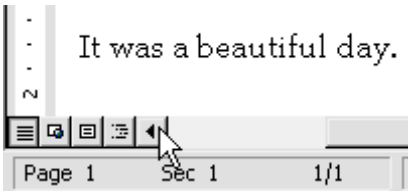
3. You selected too much text? Don't let the mouse button go yet!

The·Nobel·Peace·Prize·was·awarded·Friday·to·Doctors·Without·Borders,·the·volunteer·French·medical·relief·group·that·pioneered·humanitarian·intervention·in·humanitarian·crises·around·the·world.··Medecins·Sans·Frontieres,·or·MSF,·as·the·international·organization·is·also·known,·was·recognized·for·its·illustrious·history·of·forging·into·zones·of·catastrophe·and·carnage·to·deliver·care·despite·overwhelming·logistical·and·political·complications¶

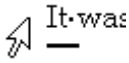
4. You can also select backwards until you've reached the word you want.

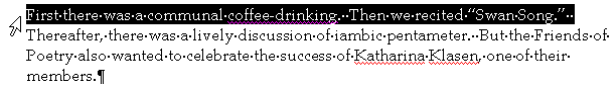
Selecting Line by Line

You can even „blacken“ entire lines of text at a swoop.

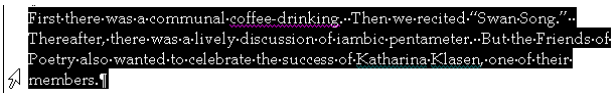


1. First make sure that there's a little space on the left side of your text. If there isn't, roll the scroll box until you can see the left margin.
2. Position the mouse to the left of the first line you'd like to select. The mouse pointer will look like a tipped arrow.





3. Click the left mouse button and don't let go. The first line will be selected immediately.



4. Now, holding the left mouse button down, drag the mouse downwards.

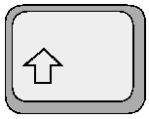
Let the mouse button go when you've „colored in“ as much as text as you wanted to select.

Whoops! While you were selecting text you accidentally moved some of it around? Click the UNDO button. This happens because sometimes Word's Drag and Drop feature plays tricks on you.

Selecting Precisely

The whole business with dragging the mouse is too clumsy for you? Luckily I have another clever selection trick in my bag!

1. Click wherever you'd like the selection to begin. (Just click, don't hold the mouse button down!)
2. Click the [SHIFT] key and hold it down!



3. Finally, click wherever you'd like the selection to end. Suddenly, all the text between these two points is selected!

This method is especially useful when you want to select text that extends over multiple lines.

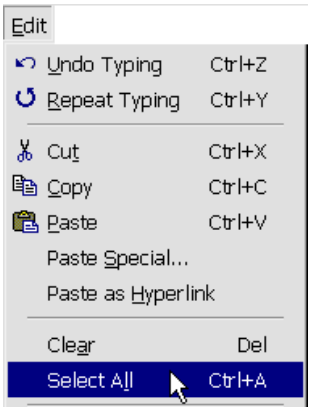
Selecting with the Keyboard

By the way, you don't have to use the mouse to select! You can also use the cursor keys on the keyboard.

Try holding down the [SHIFT] key. Now expand your selection by using the arrow keys.

Selecting Everything

You'd like to select the whole document at once? This too is very easy. Choose EDIT/SELECT ALL.



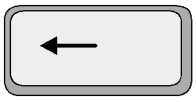
Deleting and Adding Text

Now it's finally time to reveal the secrets of deleting and adding text!

Two Keys for Deleting

That's right, in Word you can delete your text character by character, step by step.

You've already met the [BACKSPACE] key. Use it to delete characters to the left of the cursor.



And that's not all. There's also a clever key for the other direction.

Go ahead and try the [DELETE] key. Use it to delete the character directly to the right of the cursor.

It's best to get used to using both of these keys right away!

I know people who first press the right arrow key so that they can use the [BACKSPACE] key. And the other way around.

This stupid habit costs you an extra key press each time you erase something. Let's say that you erase 100 characters a day; in 200 workdays, that makes for 20,000 unnecessary key presses in a year! Imagine that!

Removing Larger Blocks of Text

You'd like to remove several sentences at once? And to do this you're pressing the [BACKSPACE] key until you've erased everything? I'd like to know where you find so much time. If you do this, it's also easy to overlook the next sentences.

Instead, I would have advised you to select the text you want to remove and use the [DELETE] key. It's really that easy!

[DELETE] is the universal key for removing text!

Adding Text

One of the fine things about word processing is that it's easy to add something to your text:

With·this·note,·I'd·like·to·invite·you·to·my·birthday·party.··We'll·be·celebrating·with·all·our·friends·in·our·garden·on·Saturday·night.¶

1. Click the point where you'd like to add to your text.

With·this·note,·I'd·like·to·invite·you·to·my·birthday·party.··Please·bring·the·children!··We'll·be·celebrating·with·all·our·friends·in·our·garden·on·Saturday·night.¶

2. Type the new text.
3. The line breaks will automatically adjust themselves to accommodate the addition to your text.

If the line breaks don't adjust themselves, it's possible that you haven't taken notice of Word's automatic line breaks.

Overtype Mode

While you're working you notice that the text isn't pushed aside, but instead it's deleted character by character? Then you've accidentally turned on Overtype Mode.

Press the [INSERT] key to turn this mode off again.

The OVR symbol on the Status Bar should be grayed out!

Changing the Font and Font Size

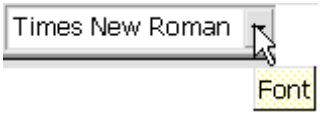
On your old typewriter, you only had a single font to choose from. In Word, you can choose from among the many available fonts according to your heart's desire. You can even change the font size to suit your taste!

Changing the Font

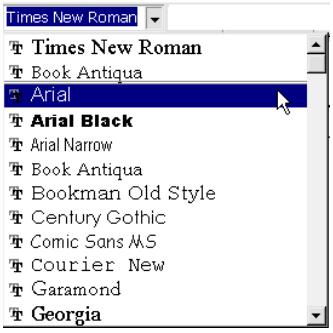
You want to change the font? No problem!

1. First, select the relevant text. For instructions on how to do this, see the preceding pages.

2. Look at the left side of the lowermost toolbar. Here you'll find the FONT field.



3. Click the arrow next to the FONT field.



3. You'll see a list with countless font choices. Scroll through this list until you've found the font you want to use. Choose this font by clicking its name.

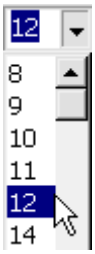
If you're all done, de-select the text once again! If you'd like to change the font size too, just leave the passage selected.

Changing the Font Size

What I said above applies here too: if you want to change the font size, you first have to select the relevant text.

Here's how:

1. Look at the POINT SIZE field. Click the arrow next to it.
2. On the list, find a size that suits you and click it.



You can also change the font size individually. Just click in the POINT SIZE field and type in the size you'd like. The size must be between 1 and 1638! When you're done, press [Enter].

You can even use „half" degrees like 12.5 or 300.5!

Changing the Whole Text

You'd like to change the font characteristics of the whole text? And all at once? Then before changing the font, just use the EDIT/SELECT ALL commands referred to above.

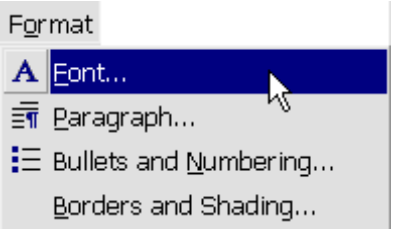
Now the whole text will be selected and you can alter its characteristics exactly as you wish!

Changing the Default Font

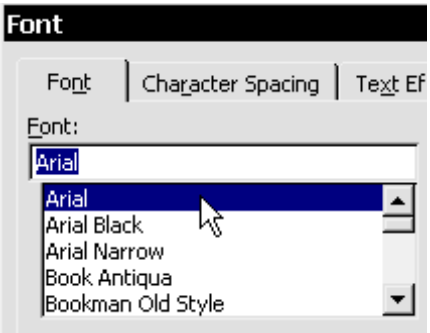
Perhaps you'd like to change the default font?

Normally, Word 2000 uses the Times New Roman font in a 12-point size.

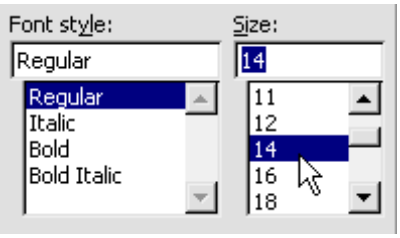
Changing this is no problem! With the following „recipe," you can ensure that all your new documents will appear in the font and point size you'd like them to:



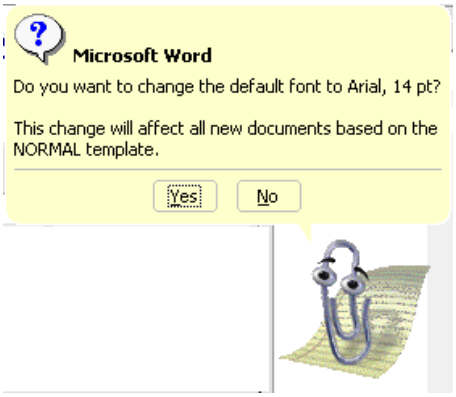
1. Choose the FONT option on the FORMAT MENU.



2. The FONT window will appear. Usually, you'll find yourself on the FONT tab.
3. Using the scrollbar in the FONT section, find the font you'd like to use and click it. The example shows the font Arial.



4. On the right side in the SIZE section, you can choose a point size, for example, 14 point. You should leave the FONT STYLE (the middle setting) on **REGULAR**; it wouldn't make much sense to have an italic default font, would it?
5. Is everything arranged the way you like it? Then take a look at the lower left portion of this tab. Be courageous and click the DEFAULT button.



6. The Office Assistant will now inform you that you're about to change the Standard style. A template called NORMAL will also be altered. Are you sure that you want to keep these settings? Then don't be shy; click YES with self-assurance.

Word will store these changes in the global document template NORMAL! NORMAL applies to all documents.

7. Right away you should see a new, empty document presented in your new font and point size.

Furthermore: I'll tell you more about formatting and document templates on page 47.

Character Formatting: Bold, Italic, and Underline

Haphazard changes of font and point size? How unimaginative! Word offers you much more than this in the way of so-called character formatting.

Characteristics that you assign to one or more characters are called character formats.

How'd you like something to be bold, italic, or underlined? It's very easy!

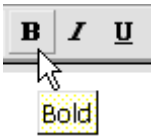
Bold, Italic, and Underline

Ready? Then let's go!

As always, if you want to change its characteristic(s), the relevant word or passage must be selected, for Word can't know by peering alone which part of the text you mean.

Here's how to apply one of these character formats:

1. Select the relevant portion of the text.



2. Click the relevant button on the lowermost toolbar. For example, for bold, click the BOLD button. Next to it you'll find I for ITALIC and U for UNDERLINE.
3. If you wish, you can select multiple characteristics at one time. For example, click BOLD, then ITALIC.
4. To turn a character format off, click the relevant button(s) again to toggle the character format off.

Different Colors

Colors can really make life worth living! The producers of Word must agree since they've given you the ability to make your texts as colorful as you wish.

Our general rule applies here too: first select, then act. And now? Here's what to do!

1. Have a look at the bottom right corner of the lowermost toolbar. Click on the arrow next to the FONT COLOR button.

2. Here you'll see a palette containing all the text colors available to you.
3. Choose the text color you'd like by clicking it.

If you wish, you can detach the text color palette and move it around your screen! To do this, just click on the gray bar on top of the palette and hold the left mouse button down.

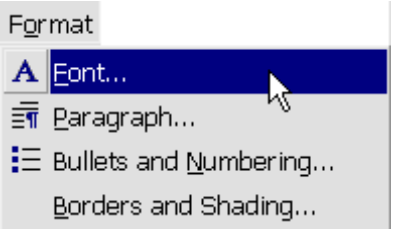
Unhook the palette in this way and drag it to wherever you want it.

The Complete Selection

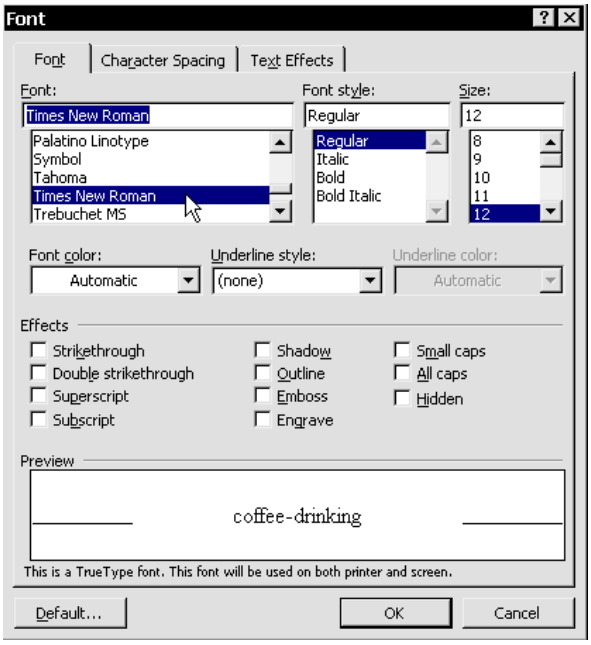
But wait – there's more! Would you like your text to appear in small caps? Do you have a thing for underlined or shadowed text?

You'll only see the complete selection on the FONT window.

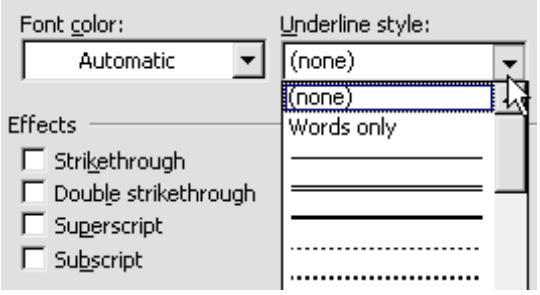
1. Select the relevant part of the text.



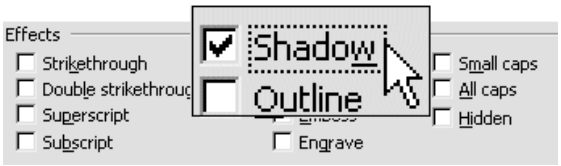
2. From the FORMAT menu, select the FONT command.



3. You'll see the FONT window; you should be on the FONT tab. Here you've got the complete selection at your disposal. At the bottom there's a preview window, where you can sneak a peek at your choices.



4. You'll find different underline options if you click the arrow next to UNDERLINE.



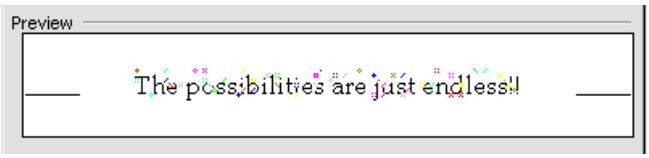
5. Look at the EFFECTS section. Here you can choose characteristics like SHADOW, EMBOSS, ENGRAVE, SMALL CAPS, SUPERSCRIPT, SUBSCRIPT, etc.

6. Confirm your settings with [OK] when you've made your choices.

Animated Text

It's total madness, dear Reader! Word also offers you cool text animation.

Select FORMAT/FONT and have a look at the TEXT EFFECTS tab.



The effects range from LAS VEGAS LIGHTS to MARCHING RED ANTS.

Animations cannot be printed!

Right, Left, or in the Middle? Please Arrange!

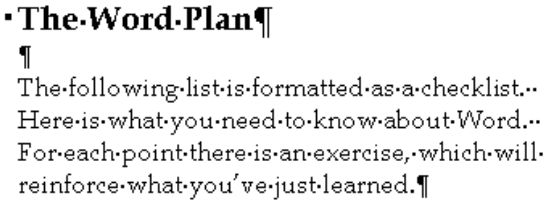
Now that you're familiar with character formats, I'll introduce you to the paragraph formats.

> Paragraph characteristics apply to a paragraph, that is to the text between two paragraph breaks (presses of [ENTER]).

You'll learn how to make text right-aligned, centered, or justified.

Jagged Lines (Align Left)

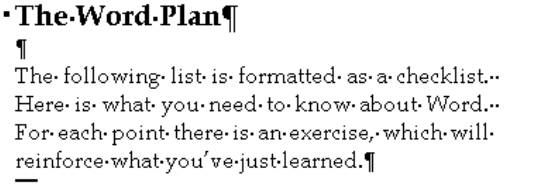
Normally, your text will be left-aligned. Look closely. It's aligned with the left margin, but the right margin is jagged.



Therefore, the align left setting is sometimes known as the jagged line!

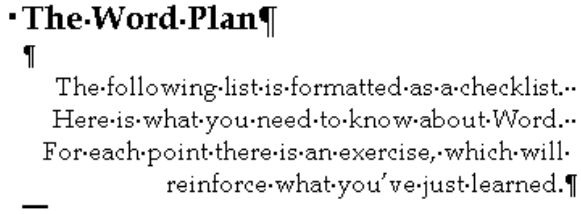
Justify

Say what? You'd like your text to be aligned on the left *and* right margins? Then justify is clearly the right choice for you!



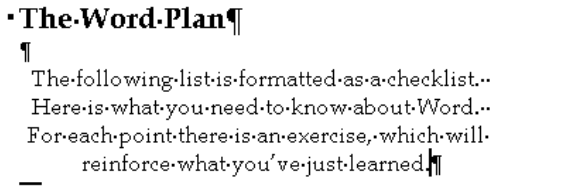
Align Right

By contrast, right-aligned text lines up neatly on the right margin. It's ideal for creating an effect!



Center

I haven't told you about the center setting yet. It looks like this:



But the question remains how you apply these characteristics! It's easy:

1. Select the paragraph or paragraphs that you'd like to format.
2. Click the corresponding button on the lowermost toolbar!

ALIGN LEFT, normal setting, text is "jagged" on the right margin

CENTERED, paragraph is arranged around the middle of the page

ALIGN RIGHT, text is "fixed" firmly to the right margin

JUSTIFIED, text is aligned on the left and right margins

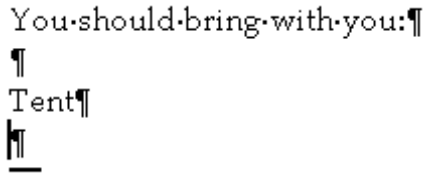
> If you want to change only one paragraph, just make sure that the cursor is blinking somewhere in it!

Bulleting, Numbering, and Line Spacing

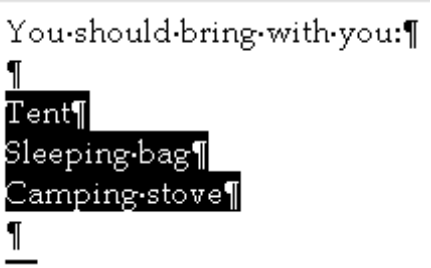
Word allows you to arrange your text in sophisticated yet easy ways. Let's begin with bullets.

Using Bullets

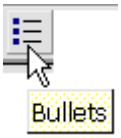
Here's how to create a nifty bulleted list:

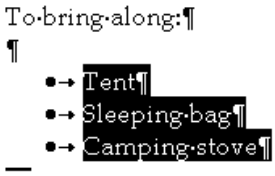


1. First, type the points that you want to bullet one under another. To create individual paragraphs, press [ENTER] after typing each point.



2. Select the paragraphs that you'd like to bullet.
3. Click the BULLETS button. You'll find it quite far to the right on the lowermost toolbar.

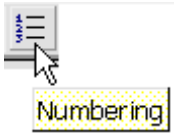




4. Look! Your paragraphs are already properly composed.

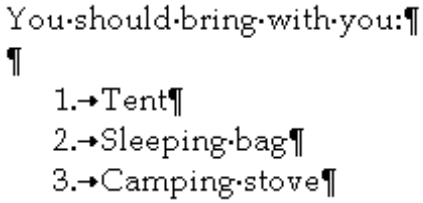
Creating a Numbered List

In much the same way, you can create a neat little numbered list.



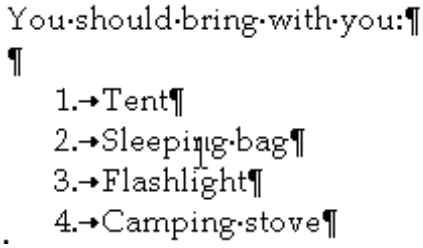
Instead of clicking BULLETS, just click the NUMBERING button.

You can even transform an existing list into a numbered list. Select the relevant parts of the text and click NUMBERING.



Automatic Numbering!

The best thing about numbering in Word: the numbers adapt themselves automatically. Try it out: click once next to `sleeping bag`, then bravely press [Enter]. Then type a new entry in between, for example `flashlight`.



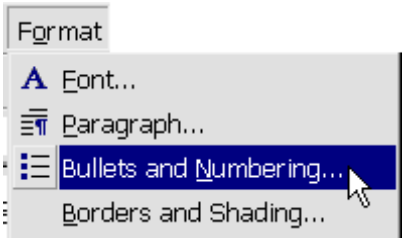
Fact – the whole numbering scheme is reorganized.

In order to end a list or numbered list, just press [Enter] twice.

Individual Configurations

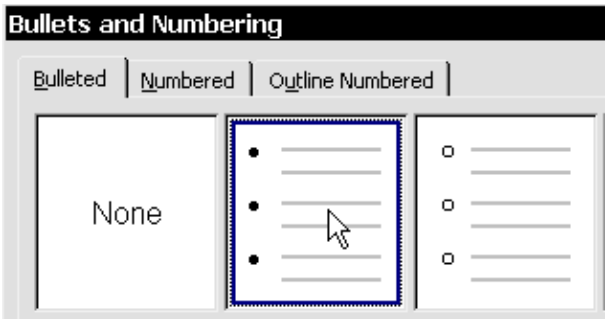
You're very hard to please! Okay, I'll show you how you can build your very own bulleted or numbered list:

1. Select the relevant portion of the text.



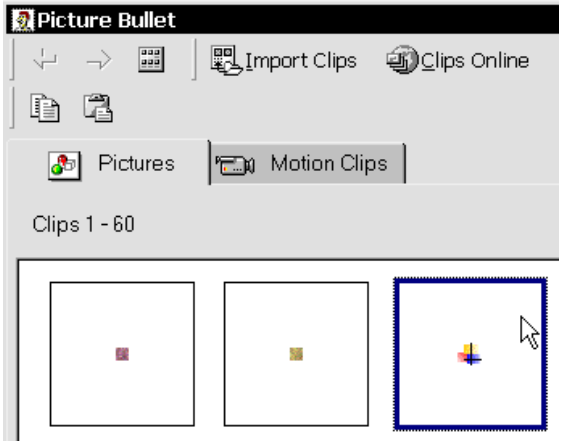
2. Select the BULLETS AND NUMBERING option on the FORMAT menu.

3. Click the appropriate tab. For our purposes, the interesting ones are BULLETED and NUMBERED. We'll confine ourselves to the BULLETED tab for now.



4. Find a bullet symbol that suits you. Click on it.

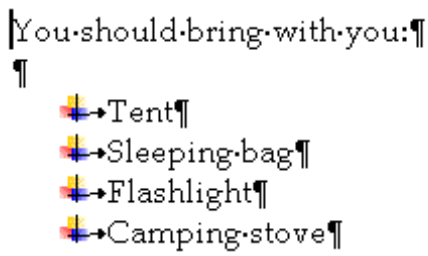
5. Still not satisfied? Then click PICTURE.



6. Patience! Now you'll find yourself looking at a special view of the so-called Clip Gallery.

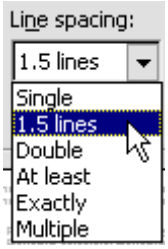
7. Look around and find a bullet that you like. Click on it.

8. Done? Then click [OK].



9. Now get ready to get excited about your wonderful new bullets!

Setting Line Spacing



How can I set the line spacing? It's easy! Select the relevant parts of the text. Select FORMAT/PARAGRAPH!

Now look at the Spacing portion of this window. Click the arrow next to Line Spacing and use the list to select a setting. For example, choose 1.5 LINES.

Borders and Shading

Placing a Border around Characters

If you want to frame a single word or a group of words, here's what to do:

Be sure to check off the things that you already know. On this checklist, we're assuming that you are already familiar with Windows (window techniques, saving, directory structure). You know how to start and close programs. You should also be familiar with the layout of the keyboard.

1. Select the relevant parts of the text.
2. Click the OUTSIDE BORDER button.

Be·sure·to·check·off·the·things·that·you·already·know.··On·this·checklist,·we're·assuming·that·you·are·already·familiar·Windows·(window·techniques,·saving,·

3. Now just the relevant part of the text will have a border around it.

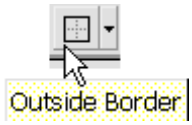
In doing this, you've applied another character format.

Placing a Border around a Paragraph

You'd rather place a border around an entire paragraph? That's no problem either!

Be·sure·to·check·off·the·things·that·you·already·know.··On·this·checklist,·we're·assuming·that·you·are·already·familiar·with·Windows·(window·techniques,·saving,·directory·structure).··You·know·how·to·start·and·close·programs.··You·should·also·be·familiar·with·the·layout·of·the·keyboard.¶

1. Place the cursor somewhere in the paragraph you'd like to „frame." Where exactly you place the cursor doesn't matter; it's enough that the cursor is blinking in the paragraph.
2. If you prefer the conventional method of selecting text, take care that you include the paragraph mark in your selection.
3. Click on the OUTSIDE BORDER button.



You've just applied a paragraph format since this characteristic applies to the whole paragraph.

The Secrets of Paragraph Formats

Surely you noticed it in this last example!

Word accepts your selection, whether you want to format just one character or the whole paragraph.

So now it's time to discuss a peculiarity of paragraph formatting.

Paragraph formats are passed along to the next paragraph when you press [Enter]!

But what does this mean in concrete terms? Now, when you press [Enter] after typing in a paragraph with a border, the next paragraph will have the same kind of border.

Similarly, if you type one paragraph right-aligned and then press [Enter], the next paragraph will be right-aligned too.

Please pay attention to this! It's easiest to leave yourself enough blank lines in case you don't want to take advantage of this feature!

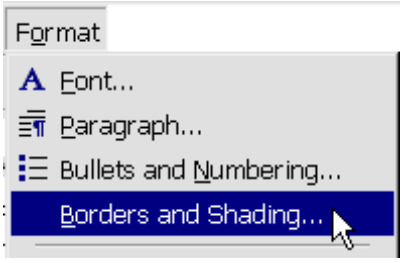
Using the Borders and Shading Dialog Box

So you'd like to make more complex borders and use shading according to all the rules of the art? Then you should take a look at the menu.

Here too you should be careful when selecting: if you select a word or a group of words, you'll be applying a character format. But if you select a paragraph (for example, by clicking somewhere in the paragraph), you'll be applying a paragraph format.

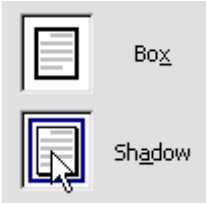
Here's exactly what you need to do:

1. Select the relevant portion of the text.

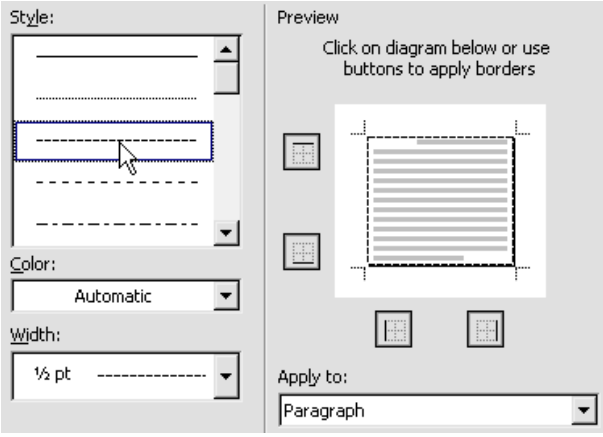


2. On the FORMAT menu, select the BORDERS AND SHADING option.

3. This time, we're interested in the BORDERS and SHADING tabs, but let's begin with the BORDERS tab.



4. Select a border style that you like from the left side of this tab. Click, for example, on SHADOW.

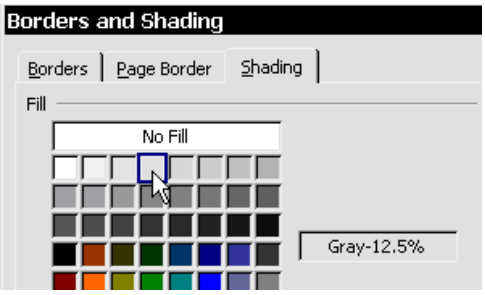


5. In the middle portion of the tab, select a STYLE. Here you can also choose a COLOR and WIDTH. See how your selection looks in the PREVIEW section on the right side of this tab.

6. Have you set all the settings? Then click [OK].

And what does the SHADING tab do? Let's see:

1. Click the SHADING tab to select it.



2. Decide which background shading you'd like to use.

3. Confirm your settings with [OK].

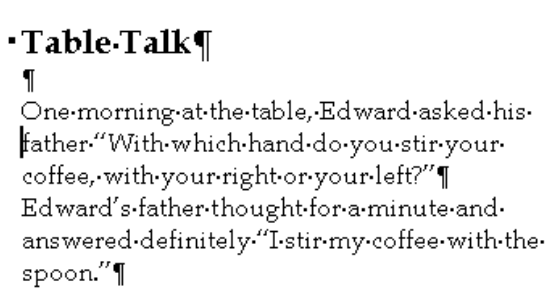
Don't confuse the SHADOW option on the borders tab with the SHADING feature we've just discussed. The latter function only covers background shading.

Indenting on the Left and Right

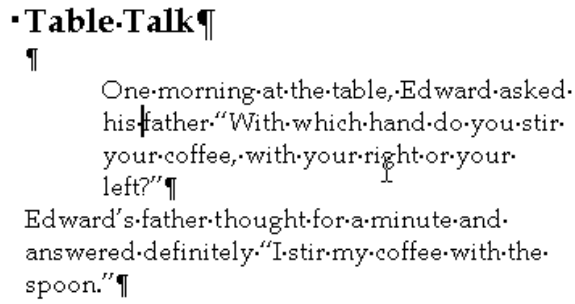
In a couple of pages, I'll finally show you how to change the margins. But first I'd like to familiarize you with indentation.

Indenting with the Buttons

Here's how to indent your text from the left.



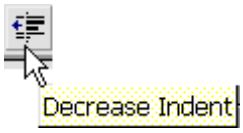
1. Select the relevant portion of the text. If you only want to indent one paragraph, just make sure that the cursor is blinking somewhere in that paragraph.
2. Click the INCREASE INDENT button.



3. The paragraph will be indented .5" from the left margin.

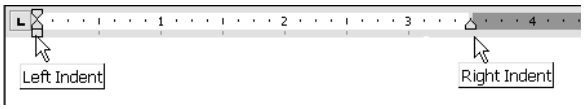
Each click of the button will indent the paragraph another .5" from the margin.

If you'd like to decrease the indent, just click on – what else – the DECREASE INDENT button!



Using the Ruler to Indent

Look critically for a moment at the ruler! Here, on the left and the right, you'll find some strange symbols:

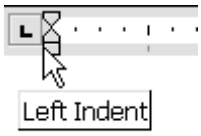


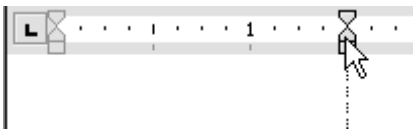
On the left you'll see a little rectangle with two triangles that point at one another on top of it. On the right there's only a little triangle.

You can adjust the left indentation using the little rectangle on the bottom. By contrast, adjust the right indentation with the right triangle.

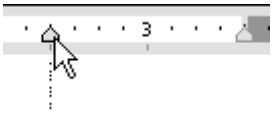
Here's how:

1. Click the little rectangle on the left side of the ruler. Press the left mouse button and hold it down.





2. Now drag the rectangle to where you'd like it to be and release the mouse button.



3. To adjust the right indentation, click the little triangle on the ruler and hold the left mouse button down. Drag the triangle to the left until it's where you want it.

And what have you done by setting these levels of indentation? Try it out! For example, try putting a border around the paragraph!

Table Talk

> One morning at the table, Edward asked his father "With which hand do you stir your coffee, with your right or your left?"

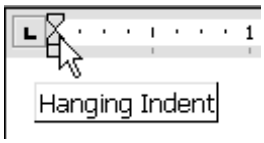
You'll notice that this border doesn't cover the whole width of the page; borders can be adjusted to any width you want.

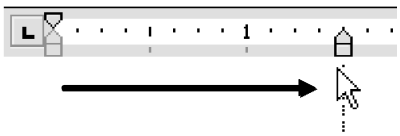
Hanging Indents

So now we'll dedicate ourselves to those two mysterious triangles on the left side of the ruler. The lower triangle controls the so-called hanging indents.

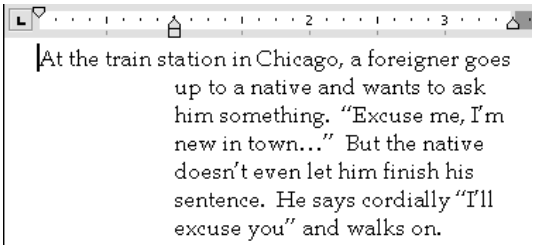
What does this mean?

1. Select the relevant portions of the text. If you're only planning to change one paragraph, just click somewhere in it.
2. Click the lower triangle on the ruler. Click the left mouse button and hold it down.





3. Drag the triangle to where you want it and release the mouse button.



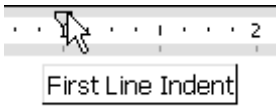
Notice what's happened in the graphic: the first line of the paragraph begins normally at the left margin. But all the other lines are aligned with the position of the lower triangle.

One says that these lines are „hanging."

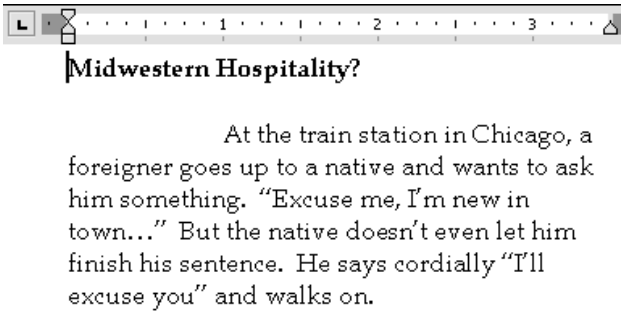
Indenting the First Line

Last but not least, here's how to indent just the first line.

1. This time, click on the upper triangle on the ruler.



2. Holding the left mouse button down, drag it to where you want it.



The result will be that the first line of text is indented by the specified amount. The remaining lines, however, are untouched by this action.

> Please note that our previous rule applies here too: if you press [Enter] after you've „prettied up" a paragraph with indentation, the indentation will be continued in the next paragraph.

My advice: before you begin playing with indentation, press [Enter] at least once so that you leave yourself a „normal" paragraph.

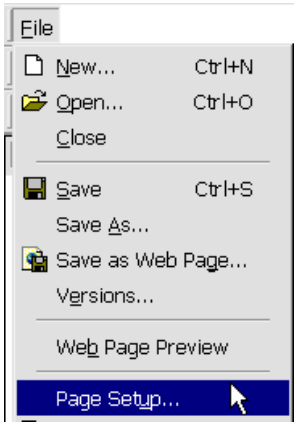
After you've done this, use the arrow keys to move to the next paragraph.

Setting the Margins and Paper Size

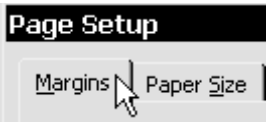
Normally Word assumes that you're using letter sized (8 1/2" x 11") paper in portrait format. The margins are also set for you; on the left and right, the margins are 1.25"; on the top and bottom, 1". So far so good.

Setting the Margins

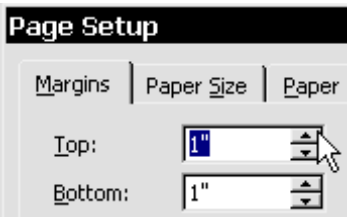
You'd like to change the margins?
Here's what to do:



1. Select the PAGE SETUP option from the FILE menu.



2. You'll find yourself looking at the PAGE SETUP window. Be careful that you're on the MARGINS tab.



3. Using the little arrows, adjust the size of the margins to suit your taste.
4. Confirm your settings with [OK].

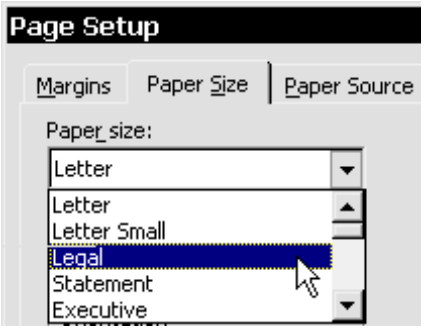
Instead of this you'd like to change the paper size?

Changing the Paper Size

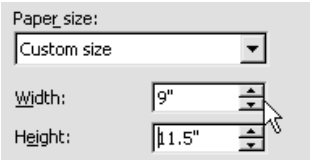
Here's what to do:

1. Select the PAGE SETUP option from the FILE menu once again.

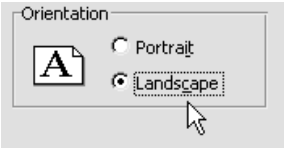
2. This time, click the PAPER SIZE tab.



3. Choose the paper size you want from the PAPER SIZE list.
4. You don't see your ideal paper size here? No matter! Choose the entry for CUSTOM SIZE.



5. Use the little arrows to set the paper size you'd like.



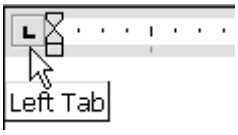
6. In the ORIENTATION section of this tab, you can even choose to print your document in LANDSCAPE (sideways). Don't forget to click [OK]!

Creating Tables with Tab Stops

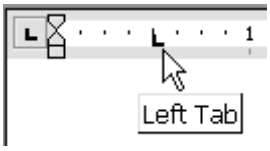
You'd like to use Word to create nifty tables? There are two methods for doing this. First I'll show you the conventional method using tab stops!

Defining Tab Stops

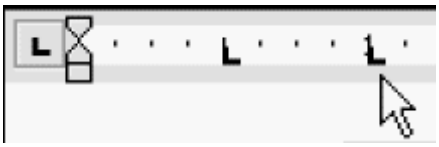
Before you can type the table, you must define the relevant tab stops.



1. Look first at the area directly to the left of the ruler. Position the mouse over this area for a moment. You should see a little yellow information window telling you that this is the LEFT TAB button.
2. This isn't happening? Then keep clicking on this area until you see a little corner that opens to the right.



3. Click the mouse pointer on the point where you'd like the first column to begin. On the ruler, you should see a little corner.



4. Set other tab stops in the same manner.

You set a tab stop in the wrong place? No problem! Just click the little corner in question, press the left mouse button, and drag it to the correct position.

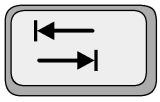
Deleting Tab Stops

And it's very easy to delete tab stops too!

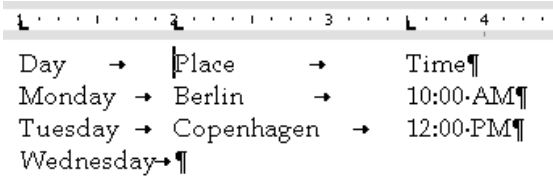
1. Click on the little corner in question and hold the left mouse button down.
2. Holding the left mouse button down, drag the mouse toward the bottom of the screen so that you're practically pulling the little corner off the ruler.

Typing Tables

And now how do you type your table? It's easy!



1. Press the [TAB] key. You'll find it all the way to the left on your keyboard; it's usually the second or third key from the top.
2. You'll jump to the first little corner. Now type your text.



3. Press [TAB] again , type your text, etc. At the end of the line, press [Enter] and then the game begins again from the start.

You'd like to adjust a tab stop after you've created it in order to change the column width? Then you must first select all the relevant lines!

If you haven't defined any tab stops, the cursor will automatically stop at pre-set intervals!

Creating Tables with Word's Practical Table Functions

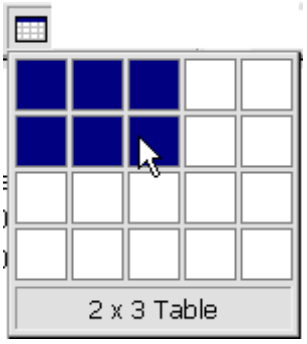
One of Word's great virtues is its table functions! In no time you can create nifty tables and format them exactly as you wish.

Creating a Table

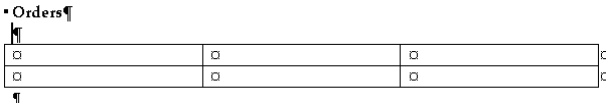
It's really easy to create a table. Here's what you need to do:

1. Click at the point where you'd like to add a table.

2. Click the INSERT TABLE button and hold the left mouse button down.



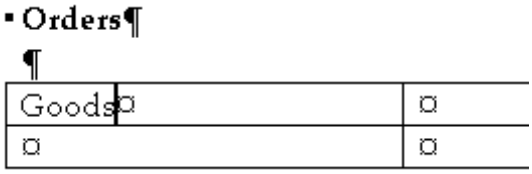
3. Now, holding the left mouse button down, drag the mouse down and to the right. This is how you'll specify the number of lines and columns that you'd like.



4. Release the left mouse button. The „bones" of the table are added to your document.

Filling the Table in

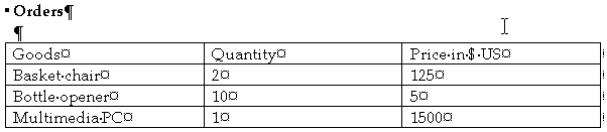
You want to fill the table in? Nothing could be easier!



1. After you've created it, the cursor is blinking in the first cell of your table. You can begin typing here.
2. You'd like to type in the next cell? Just press the [Tab] key again and then type something into this cell.
3. Use the [Tab] key to move smoothly from cell to cell.

You should also press [Tab] if you want to move to the next line.

4. Have you arrived at the end of the line? The [Tab] key will take you to the next line. Whatever you do, just don't press [Enter].

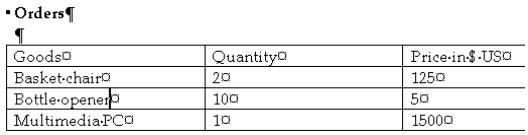


5. Have you arrived at the end of the table? Then use the [Tab] key to automatically add a new line to the table.

Very practical: normally Word surrounds your table with thin black borderlines.

Deleting Rows and Columns

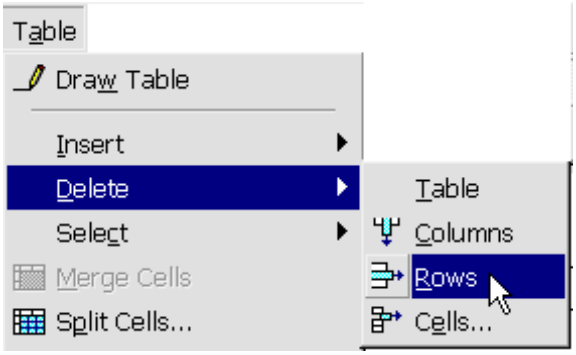
You'd like to delete a row? Or a column? Here's how:



• Orders¶

Goods	Quantity	Price in $ US
Basket chair	20	125
Bottle opener	10	5
Multimedia PC	10	1500

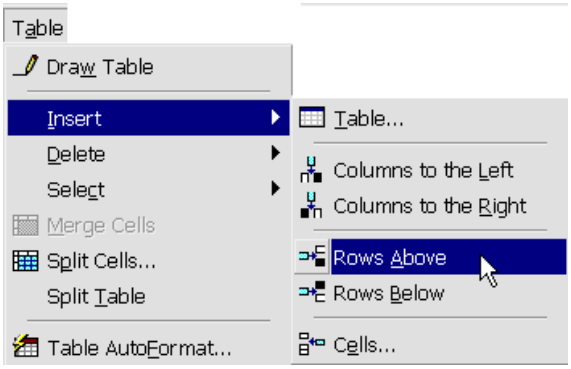
1. Position the cursor in the row or column that you want to get rid of.



2. Select the DELETE command from the TABLE menu.
3. Now select the command you want from the submenu. For example, you can click on ROWS.

Adding Rows and Columns

Similarly, you can add rows or columns.

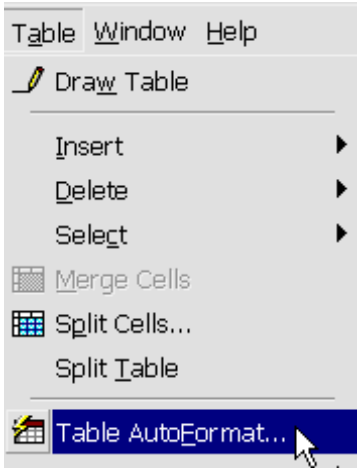


Select TABLE/INSERT and choose the command you want!

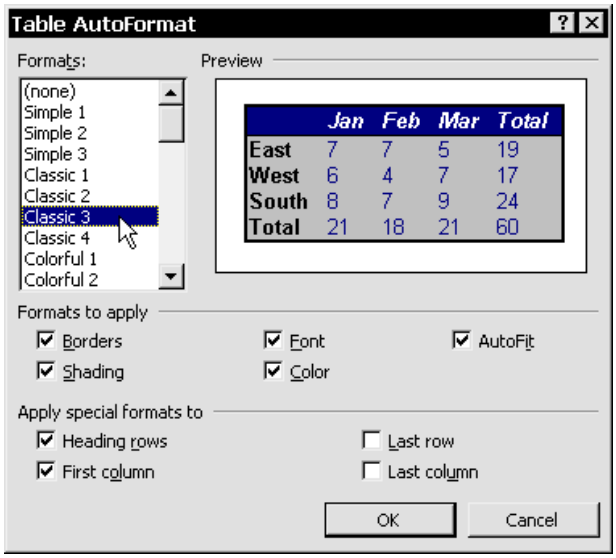
Formatting Tables

Something missing in the appearance of your table? Here I have some good news for you. With the AutoFormat function, you can create truly professional-looking tables without a lot of fuss.

1. Make sure that the cursor is blinking in the table.



2. Select the TABLE AUTOFORMAT command from the TABLE menu.



3. A dialog box with the same name appears. On the left side, find the format that suits you and click it.
4. Click [OK] if you're satisfied with the preview.

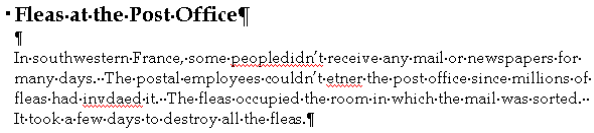
Using the Proofing Tools Sensibly

Right, the wavy red lines! They make you aware of your typos, or of a word that Word doesn't recognize.

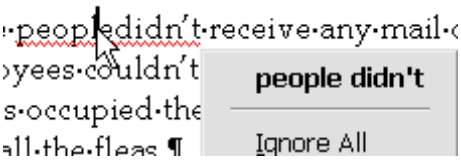
But Word also regards a missing space after a comma or a period or the doubling of a word (the the) as a mistake!

Proofing While you Type

Now I'll show you how to use the nifty spell checker!



1. The wavy red lines are doing their thing.



2. Click the right mouse button on an underlined word. A context-sensitive menu will open up.
3. Click here – again with the left mouse button – on the correct suggestion. Before you know it, the word has been replaced. In some cases Word makes several suggestions; select the correct one.

4. What if Word doesn't make any suggestions? Then it's possible that you left out the space after a period or comma.

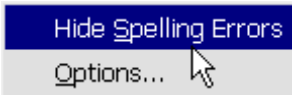
Please note that Word won't provide a correct suggestion in every case. If this happens, you'll need to type the entry in by hand.

There are many proper nouns and geographical terms that Word doesn't recognize.

No Spell Checking

Do you feel too babied by the wavy red lines? You'd rather turn off the spell checker?

1. Look at the bottom of the screen at the so-called Status Bar. Here you'll find a little book symbol.
2. Click the right mouse button on this book symbol. A context-sensitive menu will open up.



3. Select the HIDE SPELLING ERRORS command and the wavy red lines should disappear.

Automatic Error Correction

Did you know that Word is already looking for typical errors when you type a word in? Try it; for example, type `adn` or `teh`. You can't do it! The force behind this is an intelligent function called AutoCorrect.

Spell Checking with Dialog Box

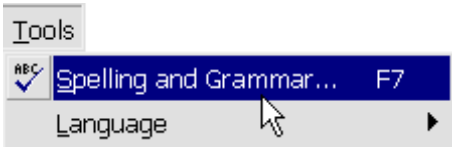
Naturally you can also use the spell checker with a dialog box. Here's what to do:

Isabel·and·the·Big·Bad·Wolf¶

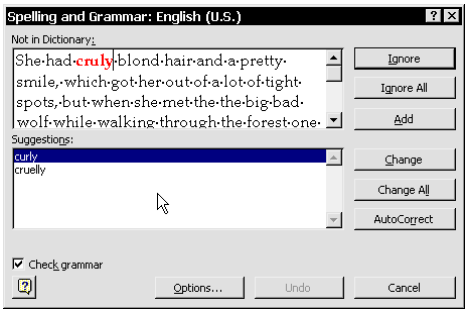
¶

Once·upon·a·time,·there·was·a·little·girl·named·Isabel.··She·had·cruly·blond·hair·and·a·pretty·smile,·which·got·her·out·of·a·lot·of·tight·spots,·but·when·she·met·the·the·big·bad·wolf·while·walking·through·the·forest·one·day,·her·smile·alone·wasn't·enough.··It's·a·good·thing·she·had·beauty·and·brains·too,·because·that·wolf·was·a·wily·old·fellow.¶

1. Position the cursor at the point where you'd like to begin spell checking. As a rule, this is the beginning of the document.



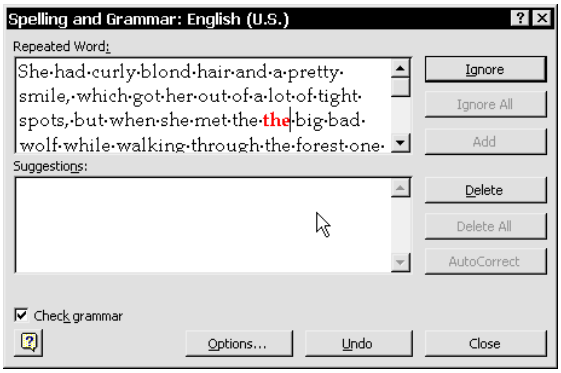
2. On the TOOLS menu, choose the SPELLING AND GRAMMAR command.



3. The SPELLING AND GRAMMAR dialog box will open. You'll see the first trouble spot marked in red. Down below, you'll find one or more suggestions.

4. There are several suggestions? Then make sure that the correct suggestion is selected. Now click the CHANGE button.

5. The spell checker will jump to the next trouble spot.



6. Is the problem a doubled word as in the example above? Then just click the DELETE button.

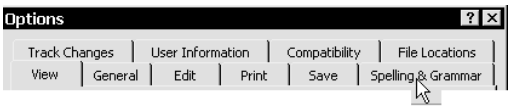
7. You'd like to jump over a trouble spot? Then click the IGNORE button.

8. Click [CLOSE] whenever you're finished spell checking.

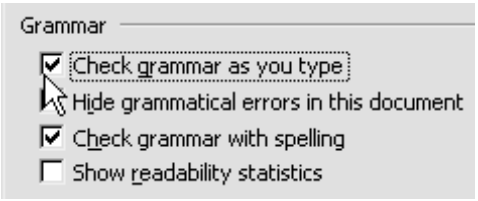
Proofing Grammar

You'd like to proof grammar at the same time? Then make sure there's a checkmark in the box next to CHECK GRAMMAR on the SPELLING AND GRAMMAR dialog box. Grammar errors are marked in green.

You can also check grammar while typing:



1. Select the OPTIONS command on the TOOLS menu. Now click the SPELLING & GRAMMAR tab.



2. Place a checkmark in the box next to CHECK GRAMMAR AS YOU TYPE and click OK.

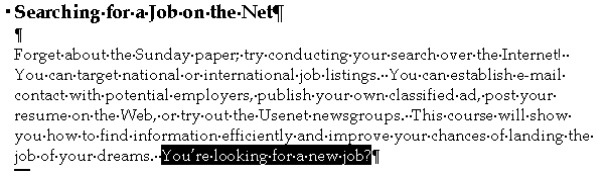
The grammar proofing is not very reliable!

The Clipboard: Cutting, Copying, and Pasting

Cutting, copying, and pasting are some of the most practical features of a word processor.

Cutting and Pasting

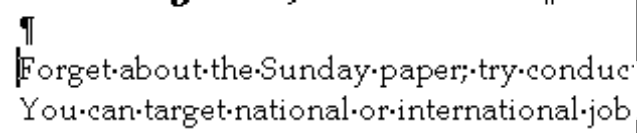
You'd like to move some text from one place to another in your document? No problem! Here's how:



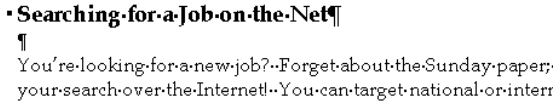
1. Select the relevant text.
2. Click the CUT button. You'll find it on the uppermost toolbar; it has a scissors on it.

3. Whoops! Where did that word or sentence go? Naturally it's on the Clipboard!

The Clipboard is an invisible data storage area.



4. Place the cursor at the point where you'd like to add the text. For example, click before the first sentence.
5. Now click the PASTE button.



6. If necessary, add an extra space.

Copying instead of Cutting

And how does copying work? It's very similar!

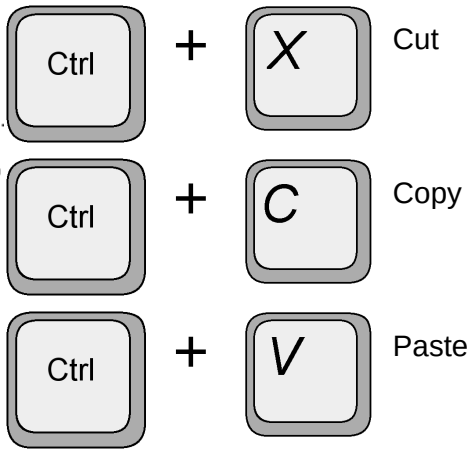
Just click COPY instead of CUT.

In this case, the selected passage is also copied to the Clipboard. But this time, the „copied goods" remain in their original position too.

You can insert text that has been stored on the Clipboard as many times as you want to. Only when you cut or copy again will the contents of the Clipboard be erased.

Quicker with Keyboard Tricks

To cut, copy, and paste you can also use several easy-to-remember key combinations! Just hold the first key down and then type the second one!



The New Office Clipboard

Now you can even collect multiple bits of text or other objects on the Clipboard thanks to the new Office Clipboard

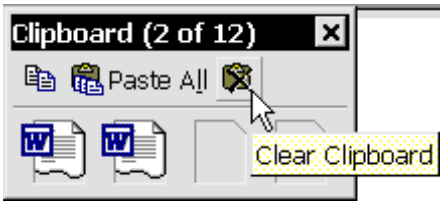
1. Select the first word or text passage. Cut or copy it to the Clipboard.
2. Now select the second word or text passage and transport it to the Clipboard.

3. Now you should see the CLIPBOARD toolbar. You can collect up to 12 elements here.
4. You'd like to add an element back into your text? Click wherever you'd like it to go!

Position the mouse over an element to learn more about it!

5. Click the appropriate button and the element will be added at the cursor position.

Erasing the Office Clipboard



Be careful to empty the Office Clipboard at regular intervals. To do this, click the CLEAR CLIPBOARD button.

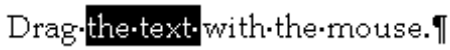
To make the Office Clipboard go away, click the button with the cross.

The „Mouse-Dragging" Method

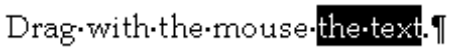
Are you familiar with Drag & Drop, the refined mouse-dragging method? Then you can also use this technique to move portions of your text around!

When you use Drag & Drop, the „copied and pasted goods" are „smuggled" by the Office Clipboard.

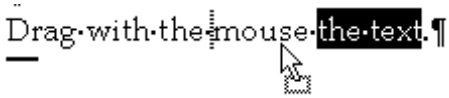
Here's how to move text with Drag & Drop:



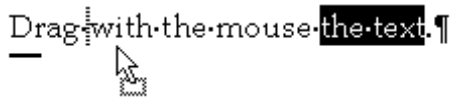
1. Click the relevant text. While doing this, hold the left mouse button down.



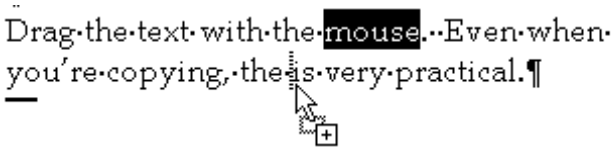
2. After a moment, a little gray square should appear underneath the mouse pointer.



3. While holding the left mouse button down, drag the mouse to the wherever you'd like to put the text.



4. A shadow cursor shows you the exact insertion position.



5. You'd rather copy the text? Then just hold down the [CTRL] key. Now you'll also see a plus sign.

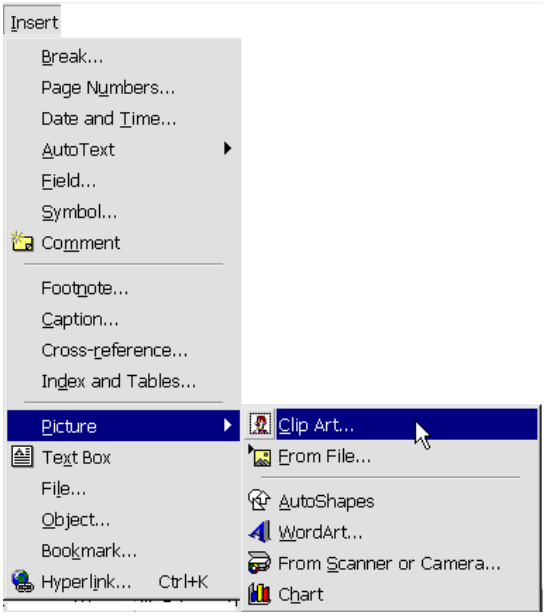
Adding ClipArt Graphics to Documents

Decorate your letters and documents with ClipArt, the ready-made pictures! This way you can give your documents more pep and pizzazz!

Most ClipArt images are stored on the CD. For the complete selection, I'd recommend that you first put the relevant Word or Office CD into the CD drive.

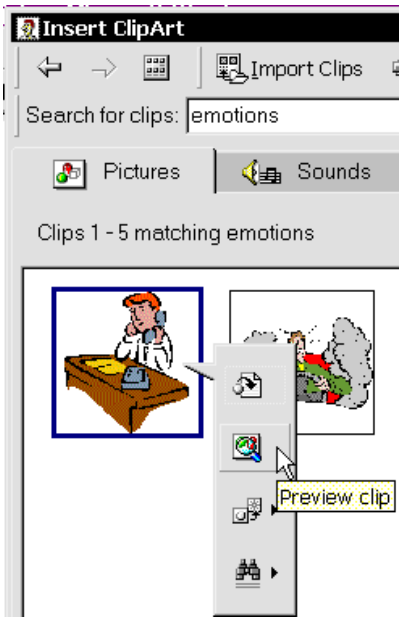
Adding ClipArt Graphics

Here's what you need to do to add ClipArt graphics to your document:

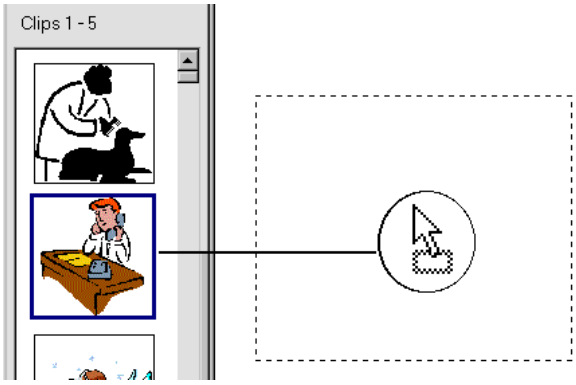


1. Select the PICTURE command from the INSERT menu. Another menu will appear on one side.
2. Click the CLIPART entry. Now the Clip Gallery will open. Patience! This Gallery takes quite a while to open!

3. Try clicking FIND and then typing a search term into the DESCRIPTION box. Then press [Enter].



4. Now the Clip Gallery will show you all the images that have something to do with this theme.
5. Click on the clip you want. If you'd like, you can use the CLIP PREVIEW function.

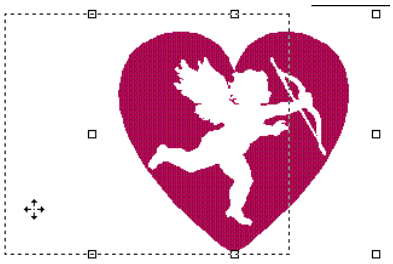


6. You want to go ahead and add the graphic to your document? Then click it and hold the left mouse button down. Drag the image from the Clip Gallery to the place where you want it.

Moving Graphics

Now you can move the graphic wherever you want it:

1. Click directly on the graphic and hold the left mouse button down. The mouse pointer will turn into a four-headed arrow.

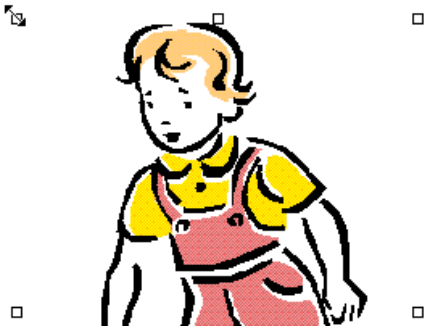


2. While holding the mouse button down, drag the graphic to wherever you'd like it.

Scaling Graphics

You'd like to change the size of this image? Even this is easy!

1. Click directly on the graphic to select it. You'll know it's selected when you see eight small selection marks around it.
2. Pass the mouse over one of the four corners. The mouse pointer changes into a double arrow.



3. Now press the left mouse button and keep holding it down. Drag the graphic until it's the size you'd like it to be.

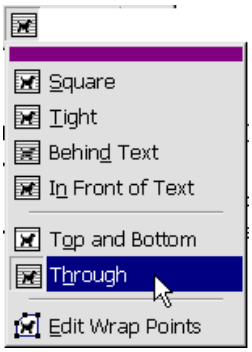
Text Flow around Graphics

You've just added a graphic as described above? Then this graphic will be hanging in front of the text.

You'd like to have the text flow around the graphic? No problem!

1. As soon as you click the graphic to select it, you'll see the PICTURE toolbar appear on your screen! If it doesn't appear, choose VIEW/TOOLBARS and then PICTURE.
2. Click the [TEXT WRAPPING] button and hold the left mouse button down.

3. Choose the option you want from the list. If you'd like the text to flow around the contours of the graphic, for example, select THROUGH!



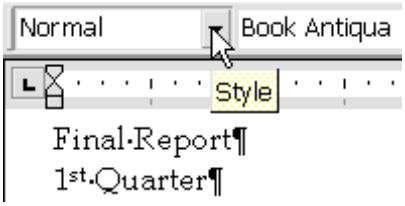
Until recently, flowing text around the contours of a graphic was a feature found only in expensive desktop publishing programs.

Word for Pros: Style Sheets as Composition Aids

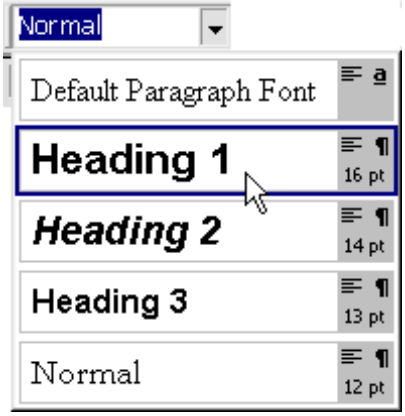
Have you already heard about Word's style sheets? These are very refined composition aids that will save you a lot of work!

Styles for Headings

First try out the paragraph styles for headings! Normally, Word offers you three levels of headings to choose from.



1. Place the cursor in the paragraph that you'd like to make the first-level heading.
2. Click the arrow next to the box where you'll usually see the word NORMAL.



3. The style list will open up. Click the entry HEADING 1.

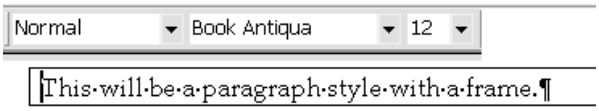
4. Voilá! You'll see the paragraph formatted with the characteristics of HEADING 1. You'll know this by looking at the Style box.

You should also try out the other heading levels.

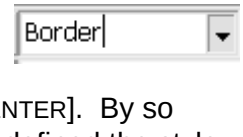
> The styles in the list are the paragraph styles that Word offers you. These define characteristics that are applied to a whole paragraph.

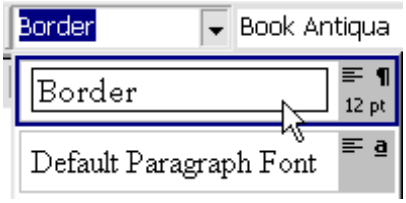
Creating Your Own Paragraph Styles

You'd like to create your own paragraph style? No problem!



1. You've found a paragraph whose format you'd like to „recycle"? Then click in this paragraph!
2. Click in the style box; when you do this, the entry NORMAL will be selected.
3. Type in the new name, for example, `Border`, and press [ENTER]. By so doing, you've already defined the style and you can apply it immediately.





Document Templates as Practical Stencils

Oh yes. You've created a wonderful document with all the settings exactly as you want them. Beautiful font, paragraph styles, and everything else. And now?

Transform this document into a document template!

Creating Document Templates

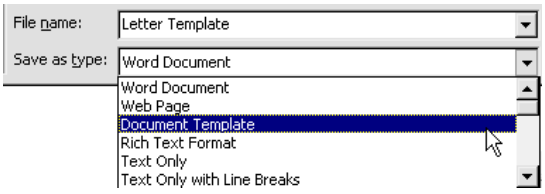
You can transform any existing document into a document template. Document templates are a kind of stencil, a so-called master document!

In principle, these are normal documents. But they are protected and cannot be changed accidentally. Word stores document templates in a special folder.

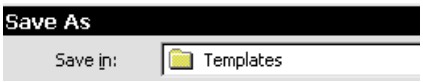
Here's how to create a document template from an existing document:

1. From the FILE menu, select SAVE AS.

2. As usual, type the name for your new template into the FILENAME field. Try typing `Letter Template`, for example.



3. Now have a look at the FILE TYPE field. Click the arrow to the right of this field. Select the entry DOCUMENT TEMPLATE (*.DOT).



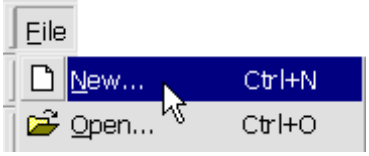
4. Word will automatically change over to the special template folder. You'll know it if you look at the SAVE IN field.

5. Click the SAVE button! Your new document template is finished!

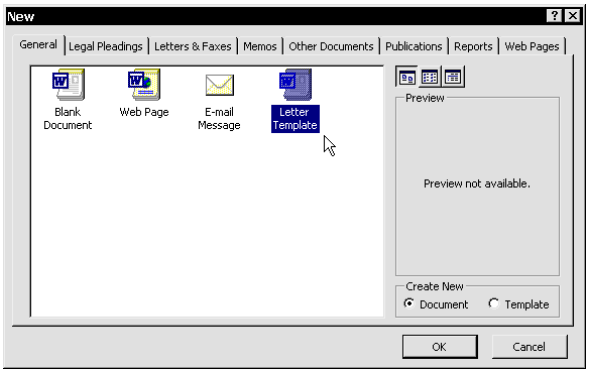
Now close your document.

Calling up a Template

You'd like to call up your document template again? That's no problem!



1. Select the NEW command from the FILE menu.



2. You'll see the NEW window open up; you should find yourself on the GENERAL tab.

3. Double-click the entry for your template, for example, try double-clicking on `Letter Template`.

Now Word will create a new, empty document that's based on your template!

The producers of Word offer you many pre-prepared document templates. Just take a look in the different folders!

Never Type too Much Again: Textual Building Blocks

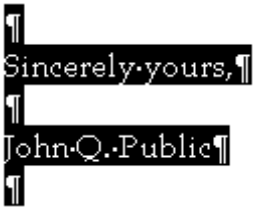
Are you always searching for particular keys on the keyboard using the „hunt and peck system“? Then I have good news for you! Use Word’s sophisticated textual building blocks!

Textual building blocks are one of the most useful features of a word processor. You can reduce the time required to type long passages to almost nothing. Blend text smoothly into your document with the press of a key!

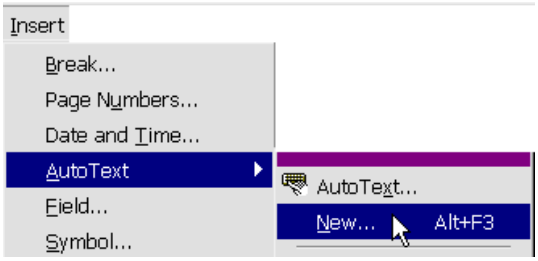
Textual building blocks are called AutoText in Word

Defining AutoText

It’s this easy to define an AutoText entry:



1. First, select the portion of the text that you’d like to store as a textual building block. This can be a word, a group of words, or even an entire page!



2. Select the AUTOTEXT command from the INSERT menu. You’ll see another menu appear on the side. Click the entry for NEW.

3. The CREATE AUTOTEXT dialog box will appear. Word will suggest an abbreviation that’s much too long.
4. Erase this entry and type in your own abbreviation, for example, g. Click OK.

Your textual building block is already ready. Feel free to define additional textual building blocks in the same manner.

Don’t forget to remember the abbreviation!

Applying Textual Building Blocks

Application is very easy!

1. Type your abbreviation. In the example, this was g.

2. Press the function key [F3] on your keyboard. Wham! The complete text has already been added to your document!

Graphics as AutoText

By the way, you can even define a graphic as AutoText. Select the image, then choose INSERT/AUTOTEXT/NEW.

Then continue as described above.

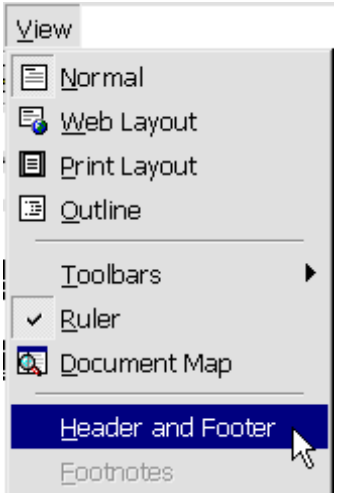
Headers, Footers, and Page Numbers

You'd like to add a header or footer to your document? That's not hard!

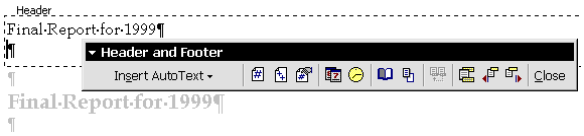
Headers and footers are elements of a document that are repeated on every page!

Adding Headers and Footers

Normally your document won't have either headers or footers. But that's easily changed!

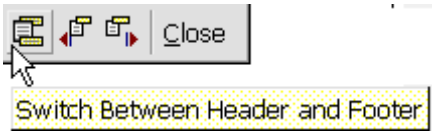


1. From the VIEW menu, select the HEADER AND FOOTER command.



2. The Header and Footer window will open and you'll see the HEADER AND FOOTER toolbar. The rest of the document will be obscured.

3. Type in the text that you'd like repeated on each page.

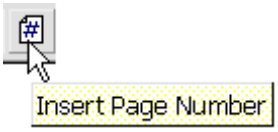


4. You'd like a footer? Then just click on the SWITCH BETWEEN HEADER AND FOOTER button.

5. To close the Header and Footer window, just click the [CLOSE] button

Adding Page Numbers

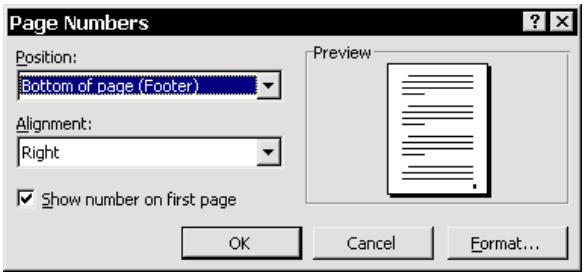
And how do you add page numbers to your document? That's easy too! The first method applies if you happen to find yourself in the header and footer window!



Click the INSERT PAGE NUMBER button. If you'd rather have the page number reflect the total page count, just click INSERT NUMBER OF PAGES.

The second method is as follows; to use it, you don't have to be in the header and footer window:

1. From the INSERT menu, select the PAGE NUMBERS command.



2. Using the settings on the PAGE NUMBERS dialog box, format the page numbers as you want them.

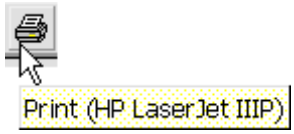
Printing your Documents

Now it's finally time to put your words to paper! Here Word offers you many options.

Printing the Whole Document

You'd like to print the whole document without inquiry? No problem!

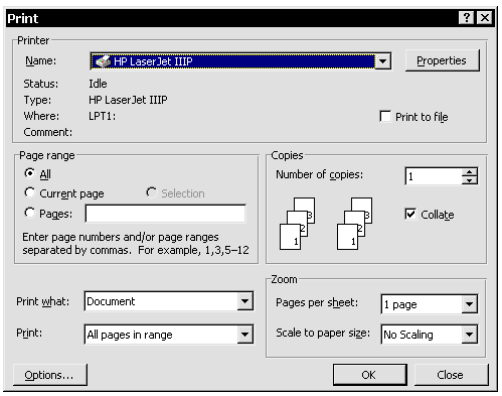
1. Click the PRINT button.
2. Now Word will print the whole document without inquiry and without commentary.



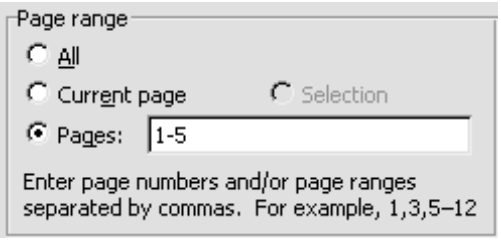
The Print Dialog Box

If you'd like to have a little input into the printing process, I recommend the Print dialog box!

1. Select the PRINT command from the FILE menu.



2. The PRINT window will appear.



3. You'd like to print just some selected pages? Look at the PAGE RANGE area. Click next to PAGES.
4. Type the page numbers you'd like printed into the box.

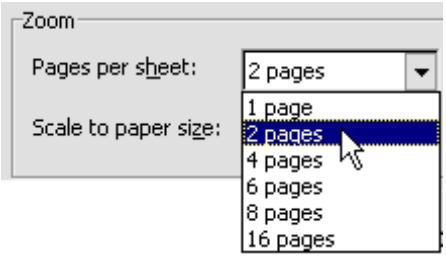
5. If you'd like more than one copy of your document, check out the Copies area. Type the number of copies you'd like into the box.
6. Click [OK] when you're satisfied with your settings.

Genius: Compressed Printing

Word offers you yet another irresistible feature! Print two letter-sized pages on one. Or even four, six, eight, sixteen? This features is ideal for creating post-its, for testing, and, and, and…

Here's what to do:

1. Select the PRINT command from the FILE menu.



2. Have a look in the lower right corner of the PRINT window. Here you'll find the setting PAGES PER SHEET.
3. Choose the number of pages per sheet you'd like from the list.

If you choose the 2 PAGES setting, for example, Word will print 2 letter-sized pages on one.

This feature is still relatively new. Unfortunately, with some printers, it causes errors.

Word Tips and Tricks

Now we're almost at the end of this booklet. Almost, but I still have a few tricks for you hidden up my sleeve!

Beginning on a New Page

You'd like to begin a text passage on a new page? And you've tried to place this text on a new page by laboriously pressing [ENTER] until you reached the right position? What a drama!

For whenever you insert or delete something on one of the previous pages, the entire line count gets scrambled! Here's a trick so that this won't happen to you again!

1. Click just before the text that you'd like to place on a new page.
2. Type the key combination [CTRL] + [ENTER].

Page Break

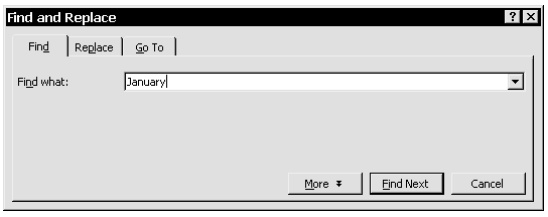
3. Word will automatically add a so-called hard page break to your document.

Now the text in question will always start on a new page and it will stay there. It doesn't even matter if you insert or delete text before it!

Searching for Text

You're working with a long document and looking for a particular part of the text?

1. Select the FIND command from the EDIT menu.



2. Type in the word you're searching for and click [FIND NEXT].

3. Have a quick look at the REPLACE tab. Here you can even replace one word with another.

Text Effects with WordArt

How would you like to create cool text effects with shadows and 3D? Check out the WordArt functions!

1. Select INSERT/PICTURE/WORDART.
2. Find the format that suits you and click [OK].
3. Type your text into the window and click [OK].

4. Using the WORDART toolbar, you can always come back and change or refine your text artwork.

So that's all! I wish you much fun with Word and good health!

Think about it: there are more important things in life than computers!