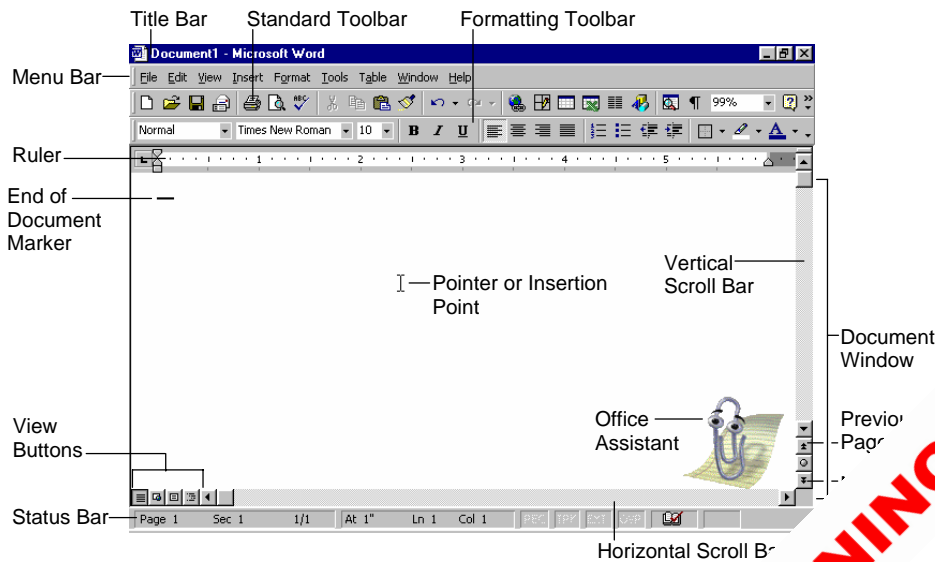


## The Word 2000 Screen



## Shortcuts

### General

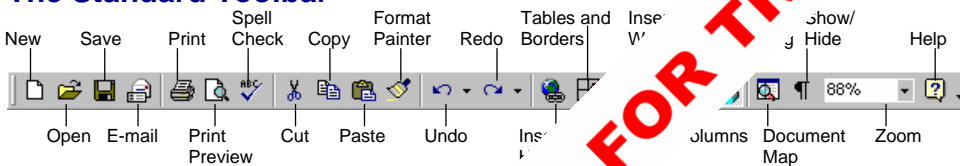
Open a Document	<Ctrl> + <O>
Save a Document	<Ctrl> + <S>
Print a Document	<Ctrl> + <P>
Close a Document	<Ctrl> + <W>
Undo	<Ctrl> + <Z>
Redo	<Ctrl> + <Y>
Help	<F1>
Open	<Alt> + <Tab>

### Navigation—To Go:

Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of a Line	<Home>
End of a Line	<End>
Beginning of Document	<Ctrl> + <Home>
End of Document	<Ctrl> + <End>
Open the Go To Dialog Box	<F5>

## The Fundamentals

### The Standard Toolbar



- **To Create a New Document:** Click the **New** button on the Standard toolbar. **Help:** Press <F1> to open the Office Assistant, type your question in normal English, and click **Search**.
- **To Open a Document:** Click the **Open** button on the Standard toolbar, or select **Open** from the menu, or press <Ctrl> + <O>.
- **To Save a Document:** Click the **Save** button on the Standard toolbar, or select **Save** from the menu, or press <Ctrl> + <S>.
- **To Save a Document with a Different Name:** Select **File** → **Save As** from the menu and enter a different name for the document.
- **To Preview a Document:** Click the **Print Preview** button on the Standard toolbar or select **File** → **Print Preview** from the menu.
- **To Print a Document:** Click the **Print** button on the Standard toolbar, or select **File** → **Print** from the menu, or press <Ctrl> + <P>.
- **For Advanced Print Options:** Select **File** → **Print** from the menu.
- **To Correct a Spelling Error:** Right-click the error to bring up a suggestion menu.
- **To View or Hide a Toolbar:** Select **View** → **Toolbars** from the menu, right-click the toolbar, and select the toolbar you want to view or hide.
- **To Cut or Copy:** Select the text and click the **Cut** button or **Copy** button on the Standard toolbar, or press <Ctrl> + <X> (cut) or <Ctrl> + <C> (copy).
- **To Paste:** Move the insertion point where you want to paste the text and click the **Paste** button on the Standard toolbar, or press <Ctrl> + <V>.
- **To Move Text using Drag and Drop:** Select the text you want to move, drag the text to the destination, and release the mouse button.
- **To Undo:** Click the **Undo** button on the Standard toolbar or press <Ctrl> + <Z>.
- **To Use the Thesaurus:** Right-click the word you want to look up, select **Synonyms** from the shortcut menu, and select a synonym from the list.
- **To Find Text:** Select **Edit** → **Find** from the menu or press <Ctrl> + <F>.
- **To Find and Replace Text:** Select **Edit** → **Replace** from the menu or press <Ctrl> + <H>.
- **To Print an Envelope:** Select **Tools** → **Envelopes and Labels** from the menu.

### Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Overtyping Mode	<Insert>

### Formatting

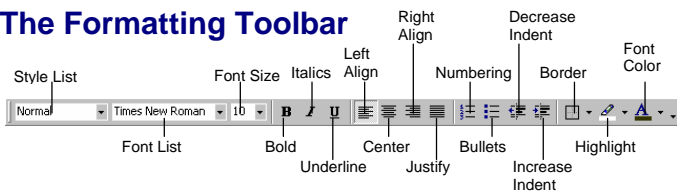
Bold	<Ctrl> + <B>
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Align Right	<Ctrl> + <R>
Justify	<Ctrl> + <J>

### Text Selection

To Select:	Do This:
<b>A Word</b>	Double-click the word
<b>A Sentence</b>	Press and hold <Ctrl> and click anywhere in the sentence
<b>A Line</b>	Click in the selection bar next to the line
<b>A Paragraph</b>	Triple-click the paragraph
<b>Everything</b>	<Ctrl> + <A>

## Formatting

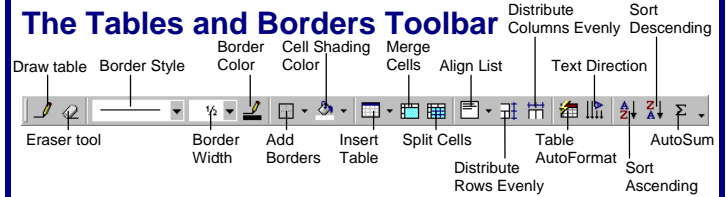
### The Formatting Toolbar



- **To Format Text:** Change the style of text by clicking the **B Bold button**, **I Italic button**, or **U Underline button** on the Formatting toolbar.  
Change the font type by selecting a font from the **Times New Roman Font list** on the Formatting toolbar.  
Change the font size by selecting the pt. size from the **12 Font Size list**.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy. Click the **Format Painter button** on the Standard toolbar and drag the Format Painter pointer across the text where you want to apply the formatting.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (**Left**, **Center**, **Right**, or **Justify**) on the Formatting toolbar.
- **To Indent a Paragraph:** Click the **Increase Indent button** on the Formatting toolbar or click and drag the **Left Indent marker** on the ruler.
- **To Decrease an Indent:** Click the **Decrease Indent button** on the Formatting toolbar.
- **To Add a Tab Stop:** Click on the ruler where you want to add the tab.
- **To Change the Tab Alignment:** Click the **Tab selector box** on the ruler before adding the tab.
- **To Adjust or Remove a Tab Stop:** Click and drag the **L tab stop** to the desired position on the ruler. Drag the **L tab stop** from the ruler to remove it.
- **To Change Paragraph Line Spacing:** Select **Format > Paragraph** from the menu, click the **Line Spacing** button, and select the spacing option.
- **To Create a Bulleted or Numbered List:** Select the paragraph(s) you want bulleted and click the **Bullet** button. To create a numbered list, click the **Numbering** button on the Formatting toolbar.
- **To Add a Border:** Select the text or table, click the **Border** button, and select a border from the **Border** dropdown menu.
- **To Change a Document's Margins:** Select **File > Page Setup** from the menu, click the **Margins** tab, and adjust the margins.
- **To Change a Document's Orientation:** Select **File > Page Setup** from the menu, click the **Layout** tab, and select the orientation.
- **To Add a Document Header or Footer:** Select **View > Header and Footer** from the menu.
- **To Switch Views Between the Header and Footer:** Click the **Switch between Header and Footer button** on the Header and Footer toolbar.
- **To Insert a Manual Page Break:** Place the insertion point where you want to insert the page break and press **<Ctrl> + <Enter>**.
- **To Insert a Section Break:** Select **Insert > Break** from the menu and select the type of section break you want to insert.
- **To Create Newspaper Columns:** Click the **Columns button** on the Standard toolbar and then drag to select the number of columns you want.

## Tables

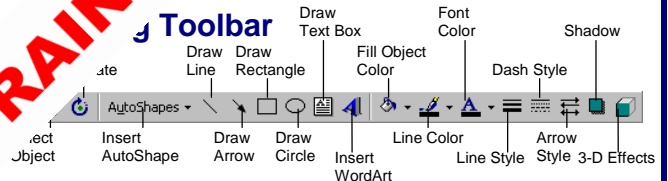
### The Tables and Borders Toolbar



- **To Create a Table:** Click the **Insert Table button** on the Standard toolbar and click and drag inside the grid to select the number of columns and rows.
- **<Tab>** goes to the next cell; **<Shift> + <Tab>** goes to the previous cell.
- **To Adjust Column Width:** Drag the right border of the column. Right-click the right border to AutoFit the column width or to distribute column widths.
- **To Delete a Column or Row:** Select the column or row, click the **right mouse button**, and select **Delete Columns** or **Delete Rows** from the shortcut menu, or select **Table > Delete Columns**, or **Delete Rows** from the menu.
- **To Insert a Column or Row:** Select the column or row where you want the new column or row, click the **right mouse button** and select **Insert Columns to the Right** or **Insert Rows** from the shortcut menu, or select **Table > Insert Columns to the Right** or **Insert Rows** from the menu.

## Drawing Graphics

### The Drawing Toolbar



- **To View the Drawing Toolbar:** Click the **Drawing button** on the Standard toolbar or select **View > Toolbars > Drawing** from the menu.
- **To Insert a Clip Art Graphic:** Select **Insert > Picture > Clip Art** from the menu, select a clip art category, select the art, and click **OK**.
- **To Insert a Picture:** Select **Insert > Picture > From File** from the menu, select the file, and click **OK**.
- **To Draw an Object:** Click the object you want to draw on the drawing toolbar and draw your shape by clicking on the document with the **+** pointer and dragging until the shape reaches the desired size.
- **To Move an Object:** Click and drag the object using the mouse.
- **To Resize an Object:** Click the object to select it and drag the object's sizing handles until the shape reaches the desired size.

## Mail Merge

1. **Create the Main Document:** Select **Tools > Mail Merge** from the menu, click **Create** under the Main document section, and select the type of main document you want.
2. **Create a Data Source:** Select **Tools > Mail Merge**, click **Get Data** under the Data Source section, then click **Create Data Source**. Add and/or remove any field names and click **OK**. Enter the records to the data source in the Data Form dialog box and click **OK** when you're finished.
3. **Insert the Merge Fields:** Place the insertion point where you want to insert the field in the Main Document, click the **Insert Merge Field** button on the Mail Merge toolbar, and select a field.
4. **Perform the Merge:** Click the **Merge to Printer button** or the **Merge to New Document button** on the Mail Merge toolbar.