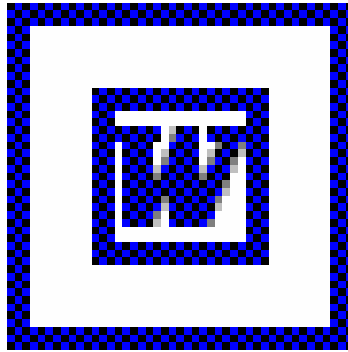


SmartLearn™
Guide to



Word 2000 (Core)

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2 About This Course



2.1 Who is it for and how to use it

2.1.1 Who is it for?

This manual is designed for use with the Word 2000 (Core) MOS course with SmartLearn.

It is not meant as a replacement to the full reference manuals that come with Word 2000.

2.1.2 How should I use it

This manual is a step by step guide to the functions taught in the Word 2000 (Core) MOS course.

You should be able to find the part you're after by looking in the Index, and Contents and noting that the general course will follow the pattern of the manual.

The step-by-step parts are in italics. Simply do the things on the left, and read the things on the right for further information

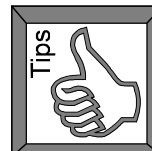
This is what you do

This is a description of what is happening

2.2 What do the icons mean?

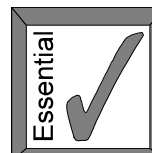
Tips

Handy tips that make your work easier



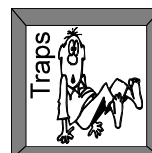
Essential

Essential points to understand how to do the work in hand



Traps

Hints to help you with certain features that may just trip you up if you are not aware of them!



2.3 Getting Help

Word 2000 keeps the screen fairly simple. But don't expect to have to remember the functions. There are several levels of help:

2.3.1 Using this Guide

This guide contains all the basic functions of Word 2000. Use the Table of Contents and the Index to find the functions that you need explained.

2.3.2 Using Help Function

The on-screen help function explains commands in detail. It is simple to use

1. Press F1
2. Press buttons and scroll bars as required to get more help

For help on a particular part of the screen

1. Press Shift F1
2. Click on the area of the screen you wish to know about

To close help

Alt + F4

Or

File menu: Exit (make sure you get the file menu for the help and not for the software)

For more information on using the Office Assistant in Word 2000 see the next page

2.3.3 The Official Word 2000 Manual

Software manuals have improved. Use them as a reference on specific functions, rather than for a general read on how to use the software.

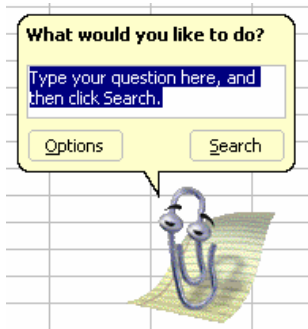
Go to the reference section and look up the thing you want explained.

2.4 Using Help in Word 2000

Word 2000 comes with an animated Office Assistant to help you if you get stuck.

1.1.1 Opening the Office Assistant

1. Click on help menu
2. Click on show office assistant *The office assistant will appear (see below)*



1.1.2 Asking a Question

1. Type your question into the space provided
2. Click on search
3. Click on the blue circle next to the topic you are interested in
Your answer will appear in a new help window

1.1.3 Printing the Answer

Click on the print icon in the help window



1.1.4 Closing the Help Window

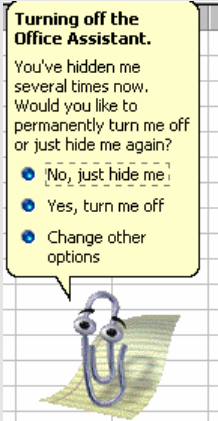
Click on the 'X' at the top right of the help window



1.1.5 Hiding the office assistant

1. Click on the help menu
2. Click on hide office assistant

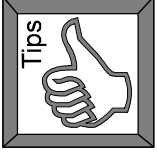
Hide the office assistant one too many times....
And it will ask you whether you want to hide it permanently



Turning off the Office Assistant.
You've hidden me several times now. Would you like to permanently turn me off or just hide me again?

- No, just hide me.
- Yes, turn me off
- Change other options

Don't worry, if you do turn it off you haven't lost it for ever, just click on help and show office assistant again



1.1.6 Moving the office assistant

Click and drag to a new position

1.1.7 Changing the office assistant's character

1. Show the office assistant (see previous page)
2. Right-click on the office assistant *A menu will appear*
3. Click on options *A dialog box will appear*
4. Click on the gallery tab at the top of the dialog box
5. Click on next to move through the assistants
6. Click O.K. when you have found the assistant you require

2.5 Working with Windows

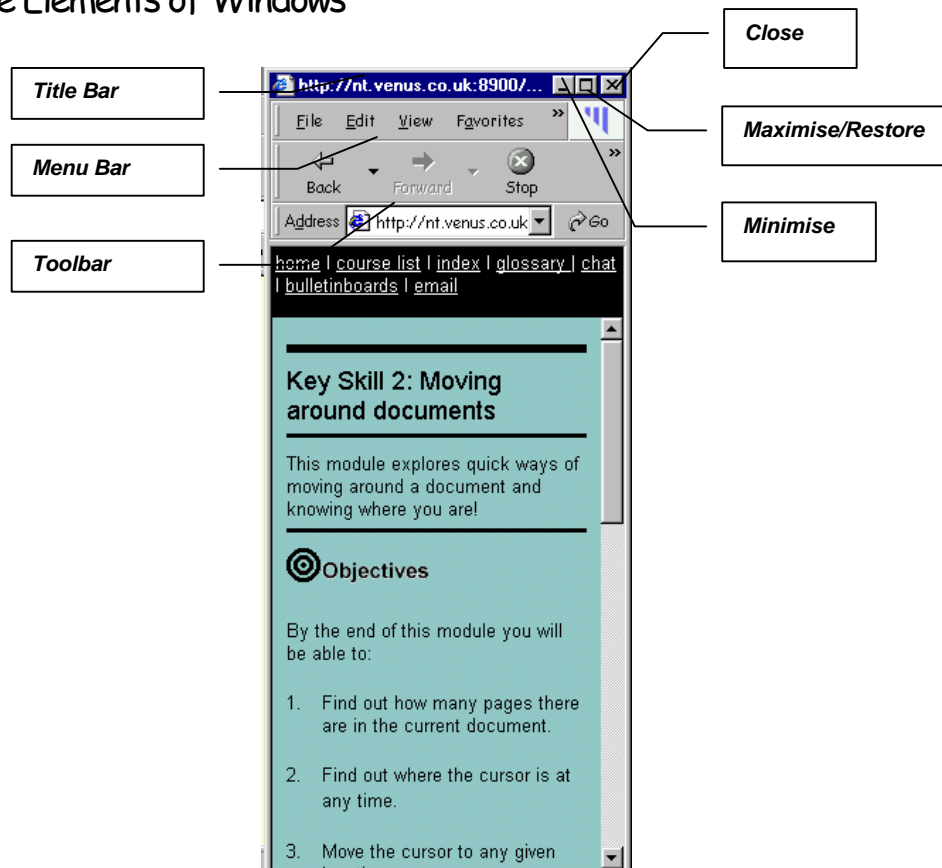
2.5.1 What are Windows?

Every task which you perform on your computer will open in a box called a Window. For instance, when you open Word, a window appears on the screen containing the software. You then work inside the window.

It is possible to have many windows open at once. Our online courses require you to have at least two windows open:-

- **Internet Browser**, e.g. Internet Explorer, Netscape Navigator: Which contains course modules.
- The **software** you are learning, e.g. Word, Excel, Outlook

2.5.2 The Elements of Windows



2.5.3 Minimising Windows

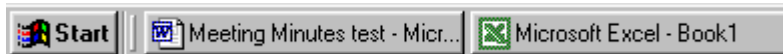
Minimising a window makes it temporarily disappear! Use it if you have to get a window out of the way so you can see something else!

Click minimise at the top right of the window



To restore a window after it has been minimised...

Click the name of the window from the task bar at the bottom of the screen



2.5.4 Maximising/Restoring Windows


Maximise allows you to make a window fill the whole of the screen. Use it when you want to concentrate on just one window.

Maximise is interchangeable with restore. When you restore a window it is still visible, but will not fill the whole screen. You can change the restored shape to anything you want by re-sizing the window (see below).

Maximising a Window...

Click Maximise at the top right of the window




Window will fill the screen
Maximise button will change to
Restore button 

Restoring a Window...

Click Restore at the top right of the window



Window will shrink
Restore button will change to
Maximise button 

2.5.5 Closing Windows

Click the "x" at the top right of the window



2.5.6 Switching Between Windows

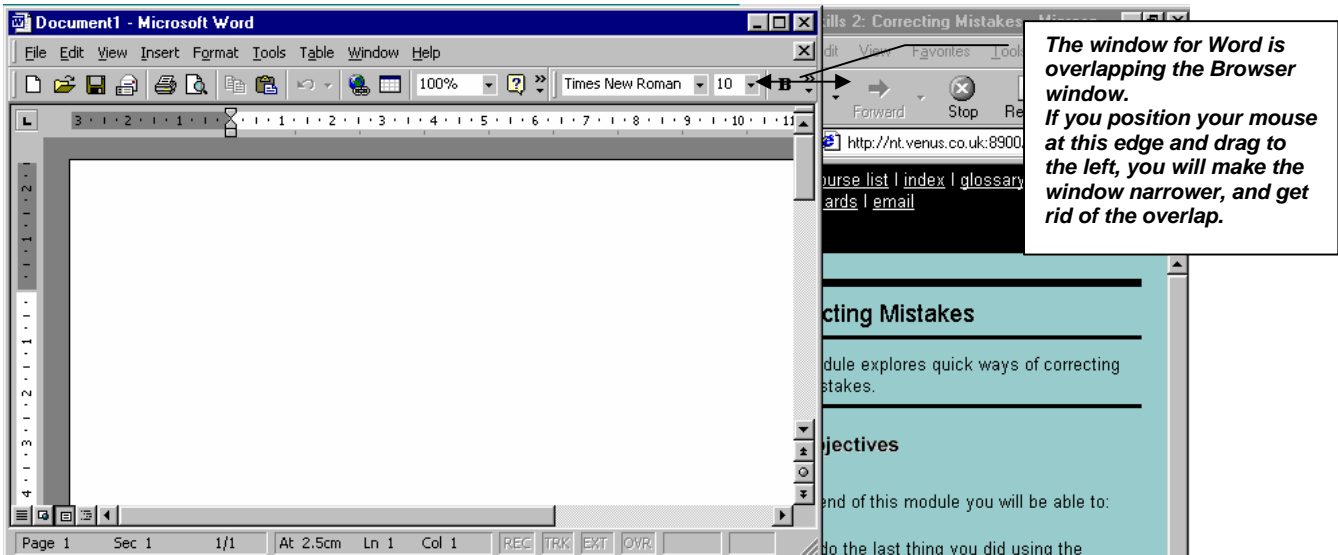
Click the window you require on the task bar Window will appear on screen



Re-Sizing Windows

1. Ensure that the window is restored
2. Position the mouse at the edge of a window
3. Click and drag

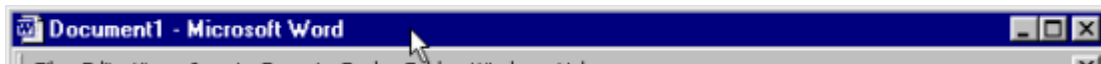
*If the window is minimised or maximised you can't re-size it!
Mouse will change to a double-headed arrow*



2.5.7 Moving Windows

1. Ensure that the window is restored
2. Position the mouse on the blue title bar

*If the window is minimised or maximised you can't move it
Mouse will change to a white arrow*



3. Click and drag to move the window to a new position