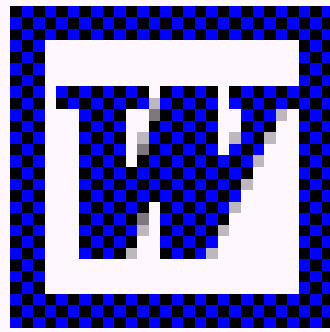


SmartLearn™
Guide to



Word 2000 Expert

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2 About This Course



2.1 Who Is It for and How Do I Use It?

2.1.1 Who Is It for?

This manual is designed for use with the Word 2000 Expert 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 Expert 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.

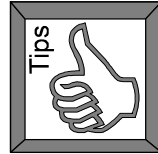
This is what you do

This is a description of what is happening

2.2 What Do the Icons Mean?

Tips

Handy tips that make your work easier



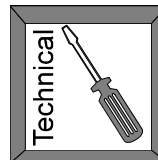
Essential

Essential points to understand how to do the work in hand



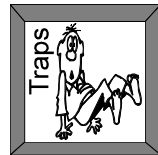
Technical

Technical (non-essential) points for the technically minded



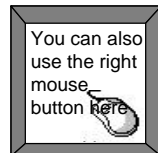
Traps

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



Right Mouse Button

This means that pressing the right mouse button (instead of the left mouse button) will bring up a short cut menu that can achieve the same things as listed in the text



2.3 Getting Help

Word 2000 keeps the screen fairly simple. However, 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 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

1. *Click File*
2. *Click Exit*

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.

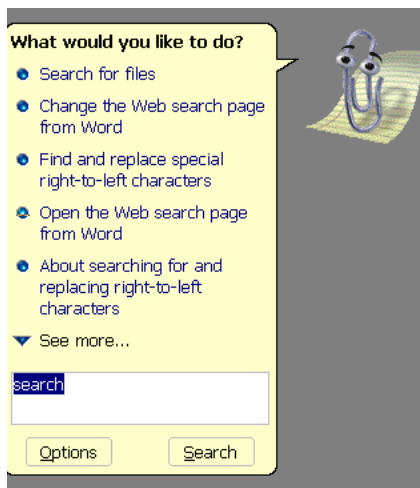
2.4.1 Opening the Office Assistant

1. Click Help
 2. Click Microsoft Word Help
- The office assistant will appear (see below)



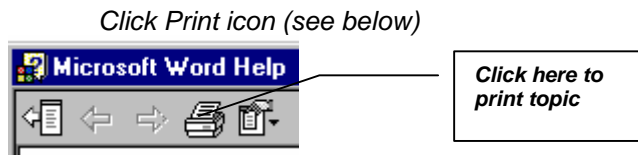
2.4.2 Asking a Question

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



2.4.3 Printing the Answer

From the help window....



2.4.4 Closing the Help Window

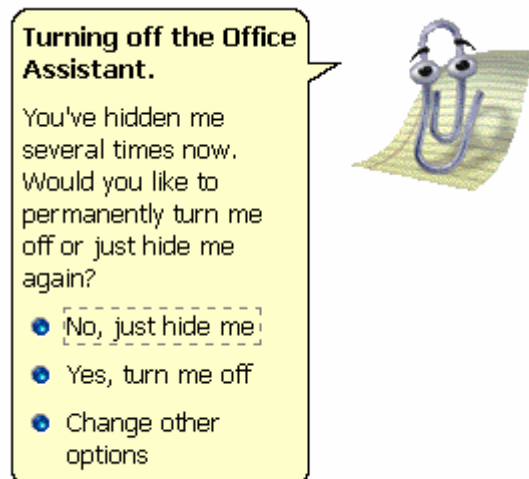
Click 'X' at the top right of the help window



2.4.5 Hiding the Office Assistant

1. Click Help
2. Choose the option to Hide the Office Assistant
3. Click on the blue circle next to "No, just hide me".

You will get the options shown below



2.4.6 To Turn the Assistant off Permanently

1. Click Help menu
2. Choose the option to Hide the Office Assistant
3. Click blue circle next to "Yes Turn me off".

You will get the options shown above

2.4.7 Moving the Office Assistant

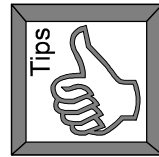
1. Click blue line at the top of the Office Assistant
2. Drag to a new location

2.4.8 Changing the Office Assistant's Character

1. Click Office Assistant
2. Click Options
3. Click Gallery tab at the top of the dialog box
4. Click Next/Back to move through the assistants
5. Click OK

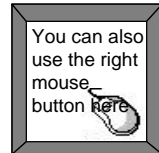
Only the Paper Clip is installed by default

If your computer displays a message asking for the Office 2000 CD before you can choose another assistant, then only the paper clip has been installed on your machine. You will need to put the disk into the CD-ROM drive before you can use any others.



Hiding and changing the Office Assistant

Use the right mouse button to get an instant option to hide or choose a new assistant.



2.5 Working With Windows

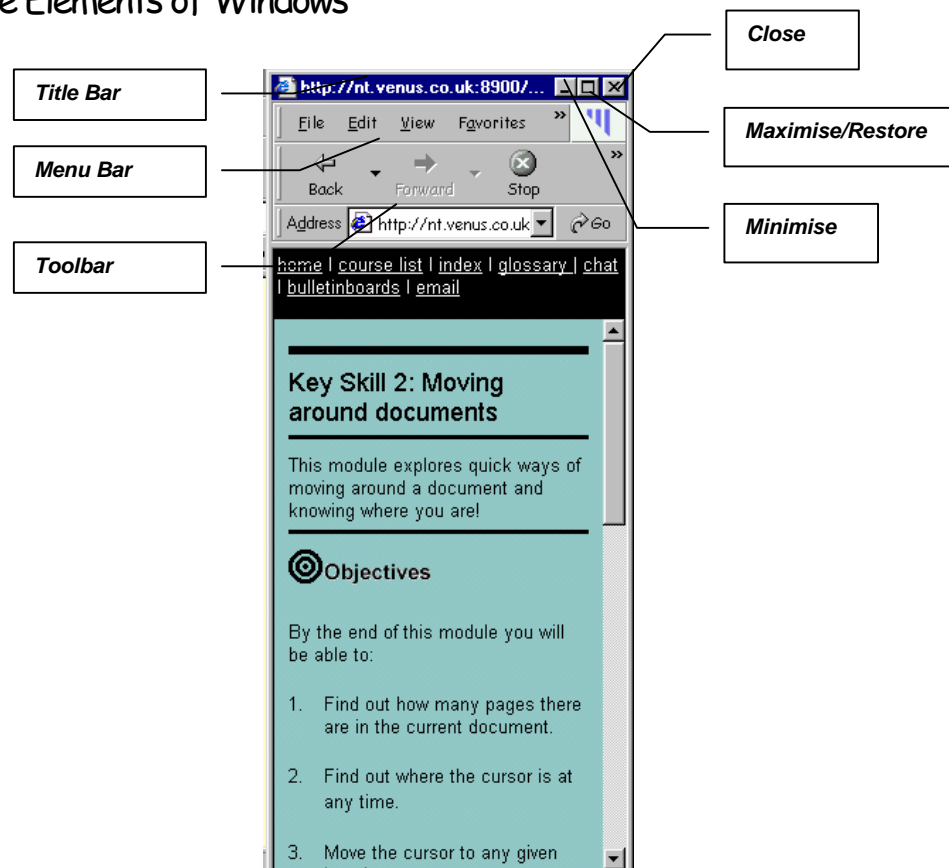
2.5.1 What Are Windows?

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

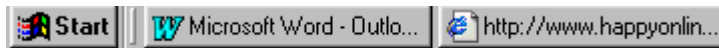
Minimising a window makes it temporarily disappear! Use it if you have to get a window out of the way so you can see something else!

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 

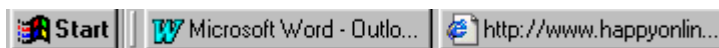
2.5.5 Closing Windows

Click the X at the top right of the window



2.5.6 Switching Between Windows

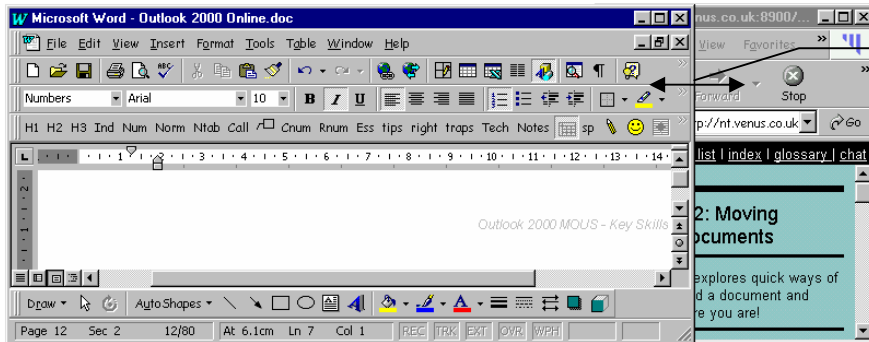
Click the window you require on the task bar Window will appear on screen



2.5.7 Resizing Windows

4. Ensure that the window is restored
5. Position the mouse at the edge of a window
6. Click and drag

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



The window for Word is overlapping the Browser window.
If you position your mouse at this edge and drag to the left, you will make the window narrower, and get rid of the overlap.

2.5.8 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