

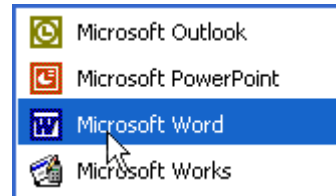
Microsoft Word 2000 / XP

Opening Word

Activity 1



For Word 2000 click on **Start | Programs | Microsoft Word** or for Word XP 2002/2003 click on **Start | All Programs | Microsoft Word** and a blank document opens where you may enter text.



Screen Layout

Activity 2

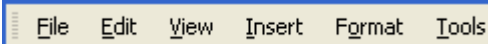


- **Title bar** — displays the file name and the type of document



Three toolbars are located at the top of the Word screen. These may be used to locate *shortcuts* in many of the activities. If you don't see one of the toolbars, select **View | Toolbars** and check the missing toolbar.

- **Menu bar** — click on any of the words in this row to see menu options for that category — File and Edit are the most commonly used for saving, opening, copying, and pasting.

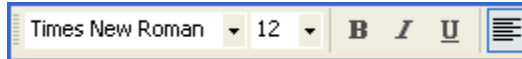


- **Standard toolbar** — icons in this row provide *shortcuts* to many tasks also

accessible through the menu bar (Open, Print, Cut, Paste) as well as handy features (Spelling and Grammar, Insert Table, Show/Hide, etc.).



- **Formatting toolbar** — icons in this row control the format of text (Style, Font, Font Size, Alignment, Color, Borders, etc.).



- **Cursor** — this blinking vertical line indicates where the next character typed will be placed.

To continue the rest of this tutorial, you will need two files:

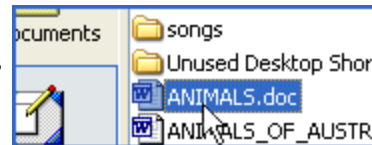
- Right-click on [ANIMALS.doc](#), select **Save Target As**, and save this file to your Desktop.
- Right-click on [koala.jpg](#), select **Save Target As**, and save this file to your Desktop.

Opening a Document

Activity 3



Once text has been entered in a document, it may be edited, or changed, as needed. Let's open a sample document that contains text already entered so we may explore the editing features of Word.



- In your Word window, select **File | Open** and browse for ANIMALS.doc on your Desktop.

Inserting Text

Activity 4



Some important terms:

instead of run, the birds run instead of fly!

- Click after *birds run* in the first paragraph to place your cursor. Press the **Space Bar**

and then type *instead of fly*. Notice that Word moves text to the right making room for your inserted text. It should look like the image to the right.

Note: Word automatically determines how many words will fit to the end of the line and the rest fall to the next line. This process is called *word wrap*.

Moving Around Your Document

Activity 5



You may move around your document without erasing any text by pressing the up, down, left and right arrows on your keyboard.

- Move your cursor to the end of the first paragraph.
- Press the **Enter** key to create a new paragraph. Type the following new line: Let's look at some very unique Australian animals that fit into the following categories. It should look like this:

truly are.

Let's look at some very unique Australian

Note: Press **Shift** + the appropriate key to get the capital letter in Australian and the colon at the end of the line.

Deleting Text

Activity 6



- Click between two words and press the **Backspace** key to remove letters to the left of your cursor.
- Press the **Delete** key to remove letters to the right of your cursor.

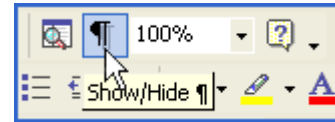
- On the menu bar, select **Edit | Undo** to bring back deleted text.

Recognizing Invisible Characters

Activity 7



Click on the **Show/Hide** button to see *invisible characters*. I like to leave this turned on when I'm editing. For some, this may be annoying. If so, click on the **Show/Hide** button again to turn invisible characters off.



Selecting Text

Activity 8



The most common way to select text is to *click and drag* the cursor over the words to highlight them; however, here are three more useful tips:

- To highlight a single word, double-click it.
- To highlight an entire paragraph, triple-click anywhere in the paragraph.
- To highlight one letter at a time, click where you want to start highlighting, hold down the **Shift** key, and press the right arrow key repeatedly.

Saving Your Document

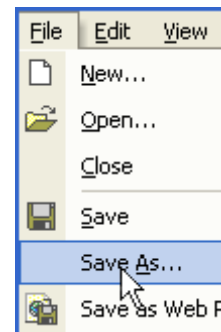
Activity 9



- Select **File | Save As** on the Menu bar and a dialog box will appear.

Answer these three questions:

- **Where are you saving?** — Select the appropriate location from the Save in dropdown list.
- **What is the name of the file you are saving?** — Type a descriptive name in the File name entry box (in this case, ANIMALS_1.doc, so as not to overwrite your Starter File).
- **What type of file are you saving?** — Normally, you will save as a Word document (.doc), but there is a dropdown list where you may choose other types when appropriate.



- Click on the **Save** button to complete the process.

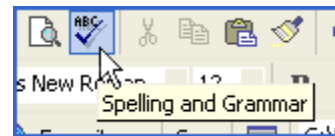
Note: It is important to save often! Then you will only lose back to your last save.

Checking Spelling and Grammar

Activity 10



Click on the **Spelling and Grammar** button to check the document for errors you may want to fix them now. Select the correction and click on the **Change** button to accept the correction. You may also choose to **Ignore** a suggested change when appropriate.



Note: If the wavy red and green lines of Automatic Spelling and Grammar are annoying, you may turn them off. For Word 2000 select **Tools | Options | Spelling and Grammar** or for Word XP 2002/2003 select **Tools | Spelling and Grammar**. Click on the **Options** button and deselect the boxes that read "Check spelling as you type" and "Check grammar as you type."

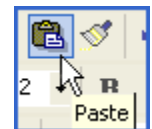
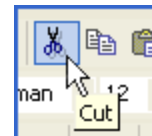
Moving Text

Activity 11



Oops! A Koala is a Marsupial, not a Mammal.

- Highlight all of the information on the Koala.
- Click on the **Cut** button (Ctrl-X also works).
- Click after the information on the Kangaroo and press the **Enter** key to move down a line.
- Click on the **Paste** button (Ctrl-V also works). If an extra blank line appears, press the Backspace key to remove it.



Note: If you had wanted to leave the Koala information under Mammals and place a copy of it under Marsupials until you checked your facts, the process would be much the same: select

the information to highlight it, click on the **Copy** button (Ctrl-C works, too), click after the information on the Kangaroo and press the **Enter** key to move down a line, and click on the **Paste** button (Ctrl-V also works).

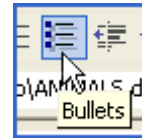
Creating Bullets

Activity 12



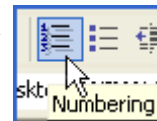
Find the sentence you added that says "Let's look at some Australian animals that fit into the following categories:"

- Highlight from "Mammals" through "form wings".
- Click on the **Bullets** button.



Want something a little more special? Select **Format | Bullets and Numbering** from the menu bar. Select a checkbox or the triangular arrows, then click **OK**.

If you prefer the bullets to be ordered, highlight from "Mammals" through "form wings" again and click on the Numbering button.



Note: Word assumes that every list you number is part of the same continuous list and therefore begins numbering a second list where the first list ends. To restart the numbering in a subsequent list, highlight the second list, click on the **Numbering** button. Select **Format | Bullets and Numbering** from the menu bar. Click on the **Number** tab and there you may select **Restart numbering** rather than Continue previous list.

Inserting a Footnote

Activity 13

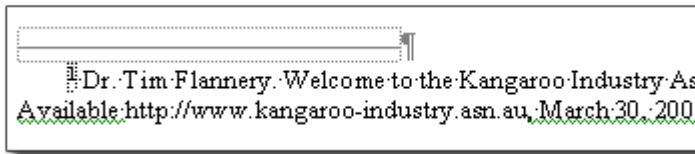
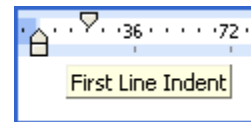
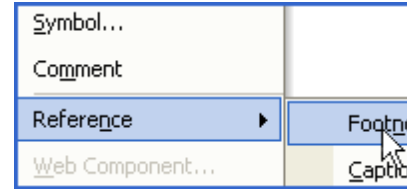


Place the cursor at the end of the quote in paragraph 1.

- For Word 2000 select **Insert | Footnote** or for Word XP 2002/2003 select **Insert | Reference | Footnote**, and click **OK** or **Insert** respectively. Word inserts a 1 at the current cursor position and the cursor is moved to the bottom of the page where the footnote text may be entered.
- Type the following text, allowing Word to wrap the text:

Dr. Tim Flannery. Welcome to the Kangaroo Industry Association of Australia's Web Site. [Online] Available <http://www.kangaroo-industry.asn.au>, March 30, 2002.

- Because the URL will appear as a link, you will want to highlight the URL by clicking in front of http, then hold the **Shift** key down and press the right arrow key. Click on the **Insert Hyperlink** button and a dialog box will appear. Click on the **Remove Link** button.
- Click anywhere in the footnote text and drag the first line indent marker on the Ruler to the .5" mark. It should look like this:
- Click on the **Save** button.



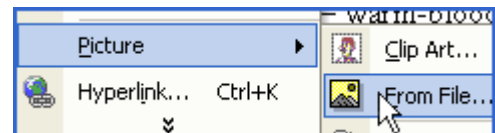
Wrapping Text around an Image

Activity 14



Place your cursor at the beginning of the paragraph on the Koala.

- Select **Insert | Picture | From File**.
- Browse to the image koala.jpg that you saved on your Desktop.
- Click on the picture to select it and then click on the **Insert** button.
- Click on the picture to select it.
- Click and drag the corner of the picture to resize.



- Place your cursor on the inserted image and right-click with your mouse.
- Select **Format Picture**.
- Click on the **Layout** tab.
- Choose the **Tight** arrangements and click **OK**.

Citing Your Resources

Activity 15



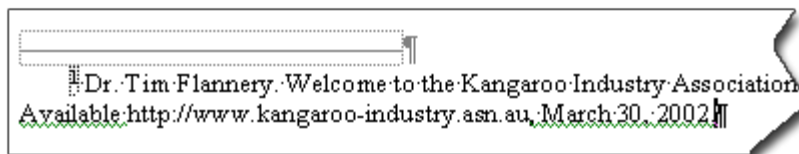
Scroll to the end of your document and click after "Resources". Press the **Enter** key to move down a line.

- Type the following text, allowing Word to wrap the text:

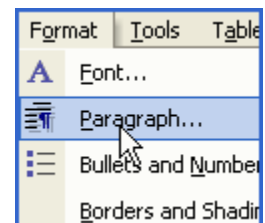
*Koala [Online image] Available
<http://www.ozramp.net/au/~senani/koala.htm>, March 29, 2001.*

- Unlink the URL
- Highlight the text you have just entered and select **Format | Paragraph**.
- Select the **Indent and Spacing** Tab.
- In the Line Spacing dropdown list, select **Single** and click **OK**.
- Drag the Hanging Indent slider on the ruler to 0.5".

It should look like this:



- Good work! Save your document.

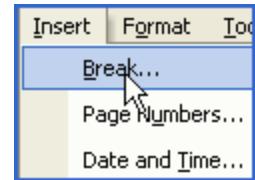


Fitting Text

Activity 16



Do you think the Resources page should be a separate page? Click right before the Resources heading, select **Insert** | **Break**, and click **OK**.



Note: How can you turn on invisible characters to see what happened here? (See Activity 7)

Applying Styles to Main Headings

Activity 17



- Click somewhere in the "Introduction" heading, and from the Style dropdown list, select the **Heading 1** style.
- Repeat for Animal Facts, Conclusion, and Resources.
- Place the cursor in the "Mammals" heading (not in the bullets), and select the **Heading 2** style.
- Repeat for Marsupials, Reptiles, and Birds headings.
- Place the cursor in the "Dingo" heading and select the **Heading 3** style.
- Repeat for Kangaroo, Koala, Platypus, Crocodile, Snake, Emu, Fairy Penguin, and Kookaburra headings.

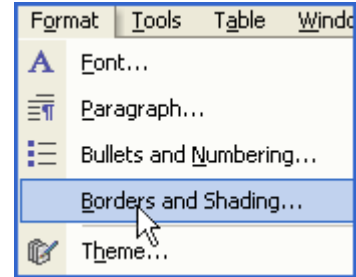


Creating Borders around Paragraphs

Activity 18



- Highlight all the information about the Koala.
- Select **Format | Borders and Shading**.
- Be sure the Borders tab is selected.
- Select a border setting from the left of the dialog box, choose style, color, and weight of the border.
- Be sure the "Apply to:" setting is **Paragraph**. Click **OK**.

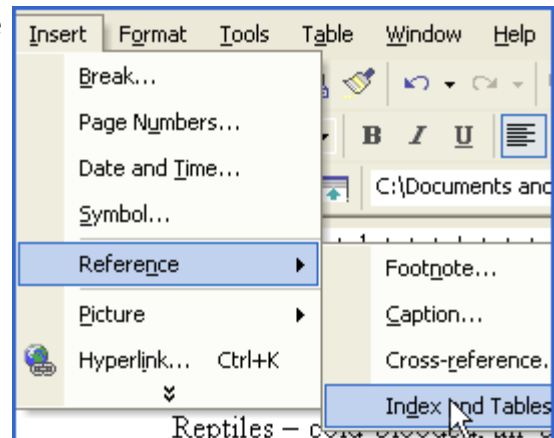


Creating a Table of Contents

Activity 19



- Place the cursor in the blank paragraph above the "Introduction" heading.
- Type TABLE OF CONTENTS and then press **Enter**.
- For Word 2000 select **Insert | Index and Tables** or for Word XP 2002/2003 select **Insert | Reference | Index and Tables**.
- Select the **Table of Contents** tab.
- In the formats dropdown list, select **Formal**.
- Click on **OK**. A table of contents is inserted at the current cursor position.
- Highlight the "TABLE OF CONTENTS" title and click on the **Bold** button and the **Center** button.
- Wow! Isn't that impressive?



Using a Hyperlink in the Table of Contents

Activity 20



- Place your cursor on "Koala" in the "Table of Contents".
- Did the cursor change into a hand?
- Click once and watch what happens.

Inserting a Section Break

Activity 21



- The front section of a formal report (title page, table of contents, perhaps acknowledgments) usually uses separate page numbering from the body of the report.
- Place the cursor before the "I" at the beginning of the "Introduction" heading.
- Select **Insert | Break**. A dialog box appears.
- Select **Next page** and click **OK**.

A section break is inserted between page two and three and the main text of the report is moved to page 3. Note the Status bar displays Sec2 because the cursor is currently in section 2 of the document.

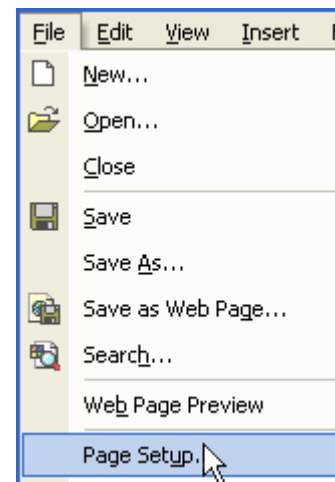
Using Section Headers and Footers

Activity 22



- A document divided into sections can have different headers and footers in each section.
- Click somewhere in the "Table of Contents" heading.
- Select **File | Page Setup**. A dialog box appears.
- Click on the **Layout** tab.
- Select the **Different first page** option and click **OK**.

Note: The title page should not have page numbers.

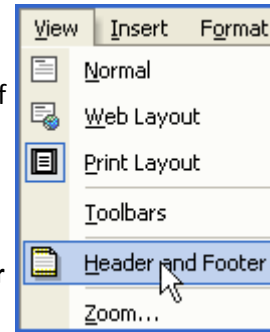


Putting Page numbers in Section 1

Activity 23



- Select **View | Header and Footer**.
- On the Header and Footer Toolbar, click on the **Switch between Header and Footer** button. Now the Cursor should be in the footer of section1.
- On the Header and Footer Toolbar, click on the **Insert Page Number** button.
- On the Formatting Toolbar, click on the **Center** button.
- On the Header and Footer Toolbar, click on the **Format Page Number** button. A dialog box appears. In the Number format dropdown list, select **i, ii, iii, ...** for small Roman numerals and then click **OK**.
- Click on the **Close** button in the Header and Footer Toolbar.

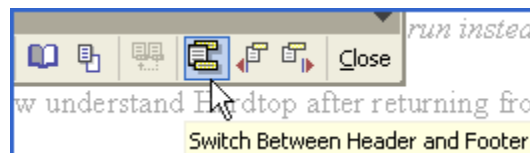


Putting Page Numbers in Section 2

Activity 24



- Scroll through your document and notice that the footer in section 2 on page 3 also contains page numbers. However, you need to format the page numbers to start with 1.
- Click anywhere in section 2 to place the cursor in section 2. The Status bar at the bottom of the screen displays the section that currently contains the cursor.
- Select **View | Header and Footer**.
- On the Header and Footer Toolbar, click on the **Switch between Header and Footer** button. Now the cursor should be in the Footer of Section 2.
- On the Header and Footer Toolbar, click on the **Same as Previous** button to deselect it. The footer in section 2 will not be the same as the footer in section 1.
- Click on the **Format Page Number** button. A dialog box appears.
- In the Number format dropdown list select **1, 2, 3, ...** for Arabic numbers.
- Type **1** in the "Start at" option and it should be selected. Click OK.
- On the Header and Footer Toolbar, click on the **Close** button.



Updating the Table of Contents

Activity 25



We have made significant changes to the document and you need to update the Table of Contents to reflect your page numbering changes.

- Place the cursor in the *margin* to the left of the Table of Contents until the right arrow shape is displayed and click once.
- With the Table of Contents selected now, press the **F9** key to display the Update Table of Contents dialog box.
- Select **Update entire table** and then click **OK**.
- Save your document.



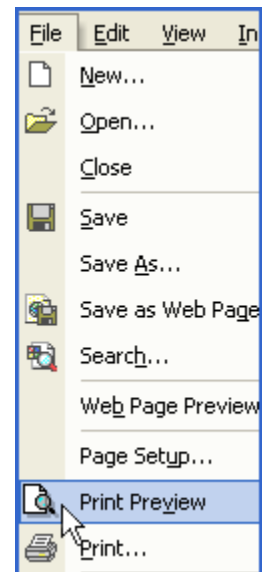
Note: As you continue to make changes to your document, don't forget to update your TABLE OF CONTENTS.

Previewing Your Document

Activity 26



- Select **File | Print Preview** to view your document as it will print. Wouldn't you like to receive papers like this from your students?

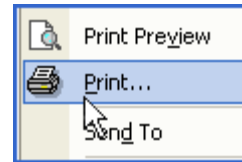


Printing Your Document

Activity 27



- Select **File | Print** to print your document (printer dialog boxes will vary).



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