
To Load Microsoft Word

Double click the Microsoft Office 2000 folder on the Windows 95 Desktop and double click the Microsoft Word icon from the folder window.

To Retrieve a Document

Click File from the menu bar and select Open from the pull down menu to bring up the Open dialog box. Select the drive that contains your document [3 ½ Floppy (A:) or zip disk] from the Look in box in the top left-hand section of the screen, click the document's name in the middle of the dialog box, and click the Open button in the top right-hand corner.

To Save a Document

Click File from the menu bar and select Save As from the pull down menu to bring up the Save As dialog box. If you wish to save your document in a different format (as a WordPerfect file for example) select the format from the Save as type option at the bottom of the dialog box. Select the drive that contains your document [3 ½ Floppy (A:) or zip disk] from the Save in box in the top left-hand section of the screen, click one time in the File name box in the bottom left-hand corner, type the name you wish to give to your document, and click the Save button in the bottom right-hand corner. If you don't have a disk, you can save to the Shared K: drive (the server hard drive) which will allow you to open the file from any computer in the library, but keep in mind that the K: drive is periodically cleaned off. Once you have saved your document, saving can be done by simply clicking on File in the menu bar and selecting Save from the pull down menu. Remember to SAVE YOUR WORK OFTEN! (NOTE: Save As should be used when either saving your work for the first time or when renaming a document. Save should be used once the document has been initially saved.)

To Use Help

The Help menu option in Word is an important function. The Microsoft Word Help menu option under Help displays the Office Assistant in the bottom right-hand corner of the document and allows you to search for information on any question you type in. The WordPerfect Help option is a useful feature for users changing over from WordPerfect. Before asking someone else for help, check out the Help menu option and see if you can help yourself.

To Cut and Paste

Select the block of text you would like to move (cut) by either clicking and dragging your mouse over the selection or putting your cursor at the beginning of the selection, holding down the <Shift> key, and using your arrows on the keyboard to block the section. Click on Edit in the menu bar and select Cut from the pull down menu, move your cursor to the beginning of the location you would like to move the selection to, click on Edit in the menu bar, and select Paste from the pull down menu.

To Copy and Paste

Select the block of text you would like to copy by either clicking and dragging your mouse over the selection or putting your cursor at the beginning of the selection, holding down the <Shift> key, and using your arrows on the keyboard to block the section. Click on Edit in the menu bar and select Copy from the pull down menu, move your cursor to the beginning of the location you would like to copy the selection to, click on Edit in the menu bar, and select Paste from the pull down menu.

To Format Text

There are many options available to enhance the text in your document from the Format menu option in the menu bar. Select the Font menu option to choose a font (Times New Roman, Arial, etc.), font size (10 pt, 12 pt, etc.), font style (bold, italics, etc.), and text color (black, red, etc.). Word also provides options for text effects and character spacing under the Font menu option. Line spacing, such as

double spacing, can be found by clicking Format from the menu bar and Paragraph from the pull down menu. Select spacing Before and After when only changing line spacing within a paragraph. Select Line Spacing when setting up spacing throughout the document. The Paragraph dialog box also offers an option to align text left, center, or right. Margins can be set by clicking File from the menu bar, selecting Page Setup from the pull down menu, and selecting the Margins tab from the Page Setup dialog box.

To Create Headers and Footers

To create a header or footer, put your cursor anywhere in the document, select View from the menu bar, and click Header and Footer from the pull down menu. Word will automatically default to a header box at the top of the document and a header/footer toolbar will display. If you would like to create a footer, scroll down to the bottom of the document and click inside of the footer box. Type in the header or footer you would like to place into your document. If you would like the header or footer to be centered or right justified, simply select the option to justify the cursor prior to typing in the header or footer (or type in the header or footer, select it, and select your alignment preference). If you would like your header or footer to be a page number, simply click the Insert Page Number button in the header/footer toolbar. The Page Setup button allows you to create different headers or footers for even pages, odd pages, or the first page. To display the current date as your header or footer, click the Insert Date button from the header/footer toolbar. Time can also be selected from the Insert Time button in the header/footer toolbar. Once you have typed in the header or footer, select the Close button from the Header and Footer bar.

To Create Footnotes and Endnotes

Put your cursor at the end of the text you wish to footnote or endnote. Click Insert from the menu bar, select Footnote from the pull down menu; and select either the Footnote or Endnote option. The Options button allows you to choose where you want the footnote or endnote to be placed, the type of numbering format, and which number to begin at. Click the OK button once you have made all of your selections and a footnote or endnote bar will appear. You must type in the contents of the footnote or endnote. Once you have typed in the footnote or endnote, select the Close button from the Footnotes or Endnotes bar.

To Number Pages

To add numbers to your pages, put your cursor anywhere in the document, click Insert from the menu bar, select Page Numbers from the pull down menu, select position and alignment from the Page Numbers dialog box, click the Format button to select the numbering format and the number to begin with, and click the OK button at the Page Numbers dialog box to complete the selection.

To Use Spell Check and Thesaurus

To spell check your document, simply click Tools from the menu bar and Spelling and Grammar from the pull down menu. Word will search through your document for words it doesn't recognize from its own dictionary. Remember that just because Word doesn't recognize a word doesn't mean the word is misspelled. You are given options to select another word if the word is indeed misspelled, you can skip the word if you know it is not misspelled, or you can add the word to Word's dictionary. To find a list of words that mean the same as or opposite of a word in your document, put your cursor within the word you would like to look up, click Tools from the menu bar, select Language from the pull down menu, and Thesaurus from the pop out menu. If you find a word you would like to replace the previous word with, click the Replace button. If you would like to look up a different word, type it into the Looked Up: box and click the Look Up button.

To Print a Document

Click File from the menu bar and select Print from the pull down menu to bring up the Print dialog box. Select a printer by clicking on the down arrow next to the Printer Name box. To print to the laser printer nearest your computer, select the printer name containing the same letter identification that your computer has (For example: Printer D). To print to the color printer behind the MAA Help Desk, select Color Printer. Make a print selection in the left-hand section of the screen, and select the number of copies you wish to print on the right-hand section of the screen. Click the OK button to print your document. To pick up color print copies, remember your computer's name, go to the MAA Help Desk, and tell the assistant your computer's name so (s)he can release your print job. Your Eagle Express or Eagle Vend Card will be debited \$.20 per printed page.

To Exit Microsoft Word

Click File from the menu bar and select Exit from the pull down menu. If you haven't already saved your document (or the changes to your document), Word will ask if you would like to save now. If you would like to save, click Yes and refer to the To Save a Document section of this handout. Otherwise, click No to exit Word and you will return to the Windows 9/985 Desktop.

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