

QUICK STUDY® COMPUTER



Word XP

NEW

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Main Window

1. Views. These icons provide the ability to quickly change the display view. The buttons represent (left to right): *Normal*, *Web Layout*, *Print Layout*, and *Outline*.

2. Toolbar. Shortcuts to commonly used features of Word XP are displayed in this bar. Multiple toolbars may be displayed.

3. Date. Word XP provides the ability to insert (and optionally keep updated) the current date and/or time into a document.

4. Spelling Indicator. A wavy red line under a word denotes a possible misspelled word.

5. SmartTag Indicator. The dotted line below a date or an address indicates the availability of a quick link to the address or your calendar for that date.

6. Grammar Indicator. A wavy green line under a word or phrase denotes a possible grammatical error.

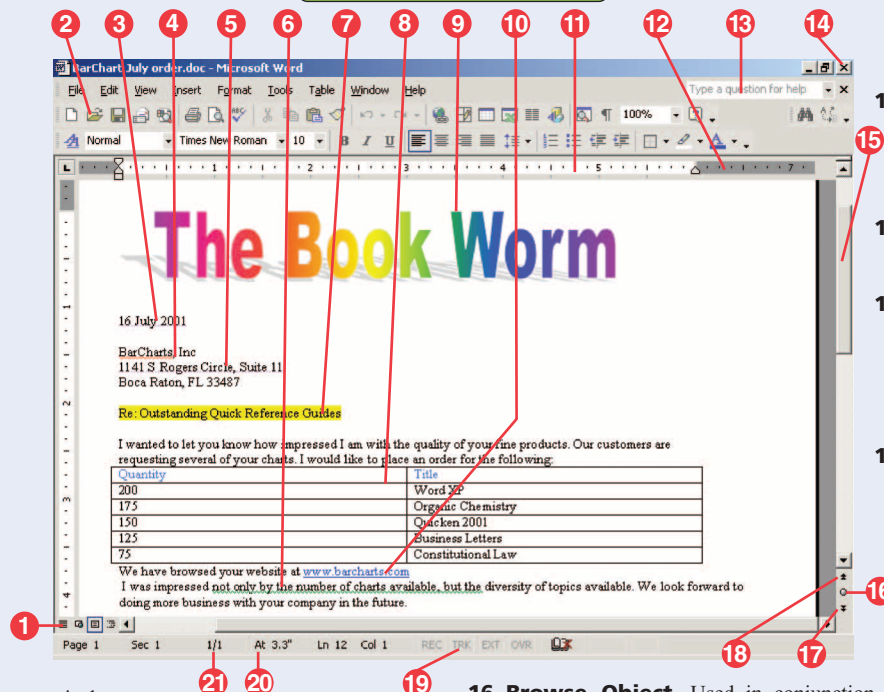
7. Highlight. Word XP allows the highlighting of text within a document. The color of the highlight can be specified.

8. Table. Word XP allows for the creation of tables. A table can have a border separating the individual lines of text as well as a colored background and formulas.

9. WordArt. Word XP provides a tool for creating graphics using text. This is an example of a graphic created with the WordArt tool.

10. Hyperlink. The Hyperlink feature of Word XP allows the insertion of text into documents that, when **Ctrl+clicked**, will display the document or Web site that has been defined as the Hyperlink destination. This example is a Hyperlink that displays an Internet web site.

11. Page Ruler. Word XP provides vertical and horizontal page rulers to assist in



accurate placement of text and elements on a page. Either or both may be hidden.

12. Margin Indicator. This icon represents the position of the right margin. To change the right margin, drag indicator to the desired location.

13. Ask a Question. Provides quick and easy access to the Help system.

14. Close Document. To close the displayed document, click this icon. If the document needs to be saved, a window will be displayed asking whether to save the document before closing.

15. Scroll Bars. These bars provide the ability to scroll horizontally and vertically through a Word XP document. To scroll one line at a time, click the single arrows located at the top and bottom of the scroll bars. To scroll through a full screen, click in the gray area above or below the location indicator.

16. Browse Object. Used in conjunction with the *Browse Next* and *Browse Previous* buttons to select the object that will be moved to with *next* and *previous*. Objects include: *Field*, *Endnote*, *Footnote*, *Comment*, *Section*, *Page*, *Heading*, *Graphic*, and *Table*.

17. Browse Next. Browse to the next object of the type selected with the *Browse Object* button.

18. Browse Previous. Browse to the previous object of the type selected with the *Browse Object* button.


19. Track Changes Indicator. Appears dim if the *Track Changes* feature is off or bold if it's on.

20. Vertical Position Indicator. Displays the vertical position on the page.

21. Current/Total Pages Indicator. Displays the current page number on the left and the total number of pages in the document on the right.

New Features in Word XP


Word XP (also known as Word 2002 and Word 10) offers many new features over Word 2000. Some of the new and improved features are listed below.

- **Application Recovery**, a feature in all Office XP products, allows the application to be ended when it is unresponsive (crashed) (using *Start, Programs, Office Tools, Microsoft Office Application Recovery*). If the application crashes, this feature automatically appears, giving the user the option to save the document and restart Word, then reopen the document. This method preserves any documents that were being composed, and optionally alerts either IT or Microsoft of the crash.
- **AutoCorrect Smart Tags** appear whenever AutoCorrect makes a change, allowing the change to be undone, to disable that particular change in the future, or open the *AutoCorrect Options* dialog box.
- **Smart Tags** have been added for names, addresses and dates. Names can be added to **Contacts** in **Outlook**, maps and driving directions can be obtained for addresses, and dates linked to the calendar in **Outlook** and for scheduling a meeting. These capabilities are accessed by clicking on the  icon and making a selection from the menu that appears.
 - Translation between languages can be performed (if the language is installed) and more options are available on the Web. Links to professional translators are also available. It is accessed using *Tools, Language, Translate*.
- A new **Task Pane/Wizard** is available to make mail merge simpler. Mail merges can be used for mass mailings, mass emails, directories, etc. through this wizard as well. It is accessed using *Tools, Letters and Mailings, Mail Merge Wizard*.
- A new **Word Count** toolbar is available to display the number of pages,

paragraphs, lines, words, and characters in the document.

- Pictures, logos, or text can be used as a watermark. It is set by selecting *Format, Background, Printed Watermark*.
- Styles have become much easier to use with the new *Styles and Formatting Task Pane*. Styles can also be applied to lists and tables. Formatted text can also be returned to the *Normal* style, removing all formatting except hyperlinks with this *Task Pane*.
- The *Drawing Canvas* can be used to specify an area, called a canvas, for drawing objects that can be absolutely positioned accurately. *Smart Connectors* can be used to connect objects that stay connected correctly even when they are relocated.
- The new markup ability makes it easier to see revisions made with *Track Changes*, placing the changes and comments in the right margin. This view can also be printed.
- A new feature of the *Reviewing* toolbar allows all changes to be accepted or rejected at once, as well as individually. It also allows filtering changes and comments to view those made only by a selected reviewer or all reviewers.
- Multiple areas of text can be selected at once by holding down the **CTRL** key and selecting any number of text areas. The *Find* feature also allows all text found to be selected at once, making it simple to make mass changes to the formatting of the text.
- The *Save as a Web Page* abilities have been enhanced, allowing the XML tags that added so much space in previous versions to be removed, if desired, making for a much smaller Web page. This is accomplished by choosing *Save As* from the *File* menu and setting the type to *Web Page, Filtered* instead of *Web Page*.


Getting Help

Word XP offers an extensive help system that can be displayed by clicking the  icon on the *Standard* toolbar.

To use the *Ask a Question* feature:

- Enter the question in the *Type a question for help* field (on the right side of the menu bar) and press **Enter**.
- A window will be displayed that contains the results. Click the hyperlink for the desired article, and the *Help* window for that topic will be displayed. This window contains two panes. The left pane lists additional topics within the *Help* system that may be relevant to the question posed. The right pane of the window contains the contents of the selected topic.
- To display the contents of additional topics, click the desired topic in the left pane of the window.

To display an index of the online *Help* system:

- Click the  icon, select **Microsoft Word Help** from the *Help* menu, or press the **F1** key, and the *Help* window will be displayed.
- Click the **Index** tab located at the top of the left pane of the window.
- Choose a keyword from the keyword list or enter a word or phrase in the *Type Keywords* field. Once the word or phrase has been entered, click the **Search** button.
- A list of topics that contain the word or phrase is listed in the bottom portion of the left pane of the window.
- To display the contents of a topic, click the desired topic in the bottom portion of the left pane, and the contents will be displayed in the right pane of the window.

Word XP can display a description of a screen element (ruler, toolbar icon, menu item, etc.).

To identify screen elements:

- Select **What's This?** from the *Help* menu or press **Shift + F1**, and a question mark will be added to the pointer of the cursor.
- Click the screen element to be described, and a popup window will be displayed containing a description of the screen element. Click the popup window to close it.

Word XP provides a fast and convenient way to access the most up-to-date *Help* information for **Word XP** on the Internet.

To display the Internet Help:

- Select **Office on the Web** from the *Help* menu.
- The default Internet browser that is defined within the operating system will be launched and an Internet connection established. Once the **Microsoft** site is accessed, the *Office XP Assistance Center (Help)* page will be displayed.

Word XP Terminology


Application. A software program, such as **Word XP**.


Document. A *Document* is a file created by **Word XP** that contains user-entered information, such as a letter or a memo.

File Format. A specific manner in which files are saved. Software applications support specific file formats.










Screen Element. A *Screen Element* is an item that appears on-screen, which includes *shortcuts*, *icons*, *scroll bars*, *buttons*, and *page rulers*.
















Toolbar. A *toolbar* is a bar of icons that provides quick access to features of **Word XP**.

ScreenTip. Text that appears when an icon, hyperlink, etc. is pointed at, but not clicked. In this example, **Save** is a screentip. 


Drop Down Menu. A menu of choices that appears in dialog boxes and next to some icons; accessed by clicking the downward facing triangle as shown here. 

Standard Toolbar



-  **New Blank Document** creates a new **Word XP** file.
-  **Open** displays the standard *Open File* window, which opens a previously saved **Word XP** file, as well as files in many other formats.
-  **Save** saves the currently displayed file.
-  **E-Mail** opens a form to complete an email header to mail the current document.
-  **Search** allows searching for files that meet specified conditions (ex. containing a certain phrase) in specified locations and of specified types.
-  **Print** prints the current document to the printer used last (or the default if one hasn't been previously used). The printer will be displayed in parenthesis in the *ScreenTip*.
-  **Print Preview** displays on screen how the document will look when printed.
-  **Spelling and Grammar** opens the *Spelling Checker*, optionally checking grammar as well.
-  **Cut** removes the currently selected text from the document and places it on the clipboard for pasting.

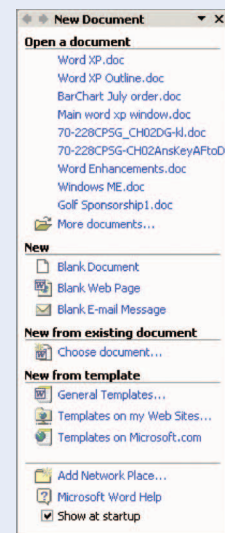
-  **Copy** copies the currently selected text from the document, placing it on the clipboard for pasting.
-  **Paste** places the contents of the clipboard at the cursor on the current document.
-  **Format Painter** picks up the formatting of the selected text and allows it to be applied on highlighted text while the format painter icon is the cursor. When single clicked, the next text highlighted will be changed and the cursor returned to normal. When double clicked, format painter will remain active until the *Format Painter* icon is clicked off.
-  **Undo** reverses the last action (typing or formatting). Remembers the last 99 actions. Multiple items can be undone in order by selecting them from the drop down menu.
-  **Redo** undoes the last undo. Remembers the last 99 *Undo* actions. Multiple items can be undone in order by selecting them from the drop down menu.
-  **Insert Hyperlink** inserts a hyperlink to a Web address.
-  **Tables and Borders** displays the *Tables and Borders* toolbar.
-  **Insert Table** inserts a table at the current cursor position. A box will appear in the toolbar allowing the selection of the number of rows and columns in the table.
-  **Insert Microsoft Excel Worksheet** inserts a blank **Excel** worksheet as a table. Double click to edit using **Excel** tools and menus.
-  **Columns** formats the selected text into up to 4 columns.
-  **Drawing** displays the *Drawing* toolbar.
-  **Document Map** toggles the display of the *Document Map*, which displays all text formatted with the Heading 1 style. Jump to that location in the document by selecting the text in the map.
-  **Show/Hide** turns on or off the display of formatting symbols (paragraph marks, spaces, tabs, etc.).
-  **Zoom Percentage** of printed size that text will appear on the screen. Other sizes can be selected from the drop down menu.
-  **Microsoft Word Help** displays the *Help* window.

Creating a New Document


To create a new, blank document, simply press the  icon. Help in creating specific types of documents can be had by using templates as well the wizards in the *New Document* task pane.

To create a new document using a template or a wizard:

- Click **New** in the *File* menu. The *New Document* task pane will appear as shown here.
- In the *New from template* section, click on the **General Templates** hyperlink. A list of new documents will appear, separated into different categories with tabs. Among the new types of documents listed are resumes, brochures, faxes, mail merge, reports, and letters. The  icon represents a template with instructions printed in it, while the  icon represents a wizard that will guide you through the process of creating a new document of that type.
- Select the desired template or wizard and click **OK**.



Opening a Document

The *New Document* task pane can also be used to open a document by selecting a recently used document from the list in the *Open a document* section. The  icon can also be used to open any document. This icon is also available on the *Standard* toolbar. The same list of recently accessed files is available at the bottom of the *File* menu.

To open a file not recently used:

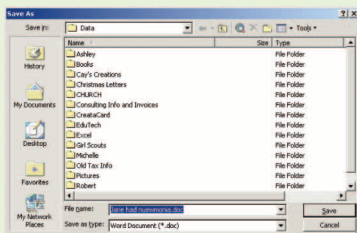
- Select **Open** from the *File* menu.
- Navigate to the desired folder in the right pane of the *Open* window.
- Select the name from the list.
- If the file doesn't appear in the list because it is not a **Word** document, select the correct type of file (RTF, Web page, etc) in the *Files of type* drop down list (types will vary depending on installed options).
- Click the **Open** button.

Saving a Document


It is very important to save your documents frequently to prevent data loss. Once a file has been saved for the first time (giving it a name), **Word** will not prompt for a name again, rather it will update the file each time it is saved. If a copy of a file is needed, use the **Save As** command to make a copy with a new name and/or location.

To save a file in a folder:

- Select **Save** or **Save As** from the **File** menu and the window illustrated at right will be displayed. (The dialog box will only appear when the **Save** command is used on an unnamed document).
- Navigate to the desired folder in the right pane of the **Save As** window.
- Enter a name in the **File name** field.
- Select the type of file (Word, RTF, Web page, etc) in the **Save as type** drop down list (types will vary depending on installed options).
- Click the **Save** button.

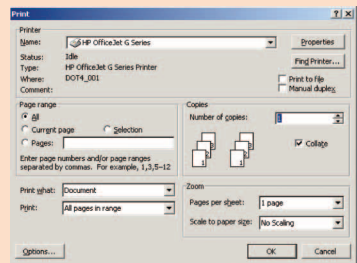


Printing a Document

There are many options available for printing documents. If you want a single copy of all pages from the printer last used (usually the system's default printer), the  icon may be used.

To print a document:

- Select **Print** from the **File** menu and the window shown at right will be displayed.
- Select the printer you wish to use and observe its status (*Idle*, *Needs Attention*, or the number of documents waiting to be printed on that printer). Click the **Properties** button to set printer features (color vs. black & white, contrast, etc.).
- Select the number of copies desired and check the **Collate** box if you want multiple copies collated.
- Specify the pages to be printed.
- Click the **Options** button to set printing options, if desired. One of the more useful options is **Reverse Printing Order**, which prints the last page first and is generally useful with ink jet and dot matrix printers. Click **OK** to exit the options dialog box when finished.
- Click **OK** to print the document.




Spelling and Grammar Check

Word XP provides an extensive online dictionary for checking the spelling of words within a document. It also provides feedback on questionable grammar. Many common spelling mistakes never get flagged at all, however, due to **AutoCorrect**. This feature fixes many common problems as they are typed.


To check the spelling or grammar of a word or phrase:

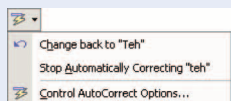
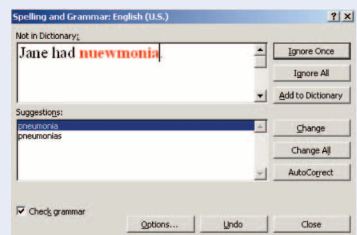
- Select the word or phrase.
- Right click on the misspelled word (underlined with a wavy red line) or incorrect phrase (underlined with a wavy green line) and select the correct spelling or grammar suggestion from the list provided. If the word or phrase is correct, it can be added to the dictionary or ignored.

To check the spelling and grammar of a document:

- Select **Spelling and Grammar** from the **Tools** menu or press the  icon, and the window above will be displayed.
- Suggestions for the correct spelling of the highlighted word are displayed in the **Suggestions** pane of the window. To insert a word from the list, double click the word using the left mouse button.

To use AutoCorrect:

- Type as normal. If you misspell a word (for example "teh") **AutoCorrect** will automatically replace it with the correct spelling, (in this case "the").
- If you want the original word back (for example, Novell's CNA becomes CAN), point at the replaced word and a blue underline appears like this: th. Place the tip of the cursor on the blue line and this icon appears: . Open the drop down menu to reveal a menu similar to the screenshot shown above.
- Select **Change Back** to undo the change this time only, **Stop Automatically Correcting "teh"** to not make that change again (removing the **AutoCorrect** entry), or **AutoCorrect options** to specify how **AutoCorrect** should behave.



Thesaurus

To look up a word in the Thesaurus:

- Select the word that is to be researched.
- Select **Language** from the **Tools** menu and **Thesaurus** from the submenu.
- Select the desired synonym by clicking the word once. Click the **Replace** button to insert the word into the document or the **Lookup** button to view the synonyms for that word.

Printing Envelopes

Word XP provides a tool for addressing and printing envelopes. This tool has predefined sizes for the most commonly used envelopes.

To address and print an envelope:

- Select **Envelopes and Labels** from the **Letters and Mailings** option on the **Tools** menu and click on the **Envelopes** tab.
- Enter a delivery address in the **Delivery Address** field or click the icon located above the **Delivery Address** field to display the default **Address Book** for the system. Double click the desired entry in the **Address Book** and the name and address of the contact will be placed in the **Delivery Address** field.
- Enter a return address in the **Return Address** field. Optionally, an address may be selected from the **Address Book**.
- Click the **Options** button and select the **Envelope Options** tab if necessary.
- Select the correct envelope from the **Envelope Size** drop down menu.
- Select the desired font for the **Delivery Address** and **Return Address** fields by clicking the **Font** button next to the appropriate address. A window will be displayed that provides the ability to specify font, size and type effect. Make the desired selections and click the **OK** button.
- A Delivery Point Barcode may be added for US Mail, making it easier for the envelope to be sorted by the Post Office.
- Click on the **Printing Options** tab.
- **Word XP** will display the recommended method for feeding envelopes. Use this method when feeding the envelopes into your printer or select a different method.
- Select the feed tray where the envelopes are located in the printer by making a selection from the **Feed From** drop down menu. When these selections have been made click the **OK** button.
- Click the **Print** button to print the envelope or the **Add to Document** button to make it a part of the current document.

Printing Labels

Word XP has a tool for printing labels. This feature can be used for addresses, file folders, disks, and so on. It is also useful when multiple copies of the same thing need to be printed on a single sheet of paper (for example, a recipe or an invitation). This tool provides predefined label sizes for the most commonly used labels.

To print address labels:

- Select **Envelopes and Labels** from the **Letters and Mailings** option on the **Tools** menu and click on the **Labels** tab.
- Enter a delivery address in the **Delivery Address** field or click the icon located above the **Address** field to display the default **Address Book** for the system. Double click the desired entry in the **Address Book** and the name and address of the contact will be placed in the **Address** field.
- To specify a font for the **Address** field, click the right mouse button in the **Address** field and select **Font** from the pop up menu that is displayed. Make the desired selections and entries and then click the **OK** button.
- Specify whether to print an entire page of the same address label or only one label by clicking the button located beside the desired option in the **Print** portion of the **Labels** window.
- To select the label format, click the **Options** button will be displayed. Select the label manufacturer by clicking the arrow located beside the **Label Products** field and making a selection from the options provided.
- Select the type of printer by clicking either the **Dot Matrix** or **Laser and Ink Jet** button.
- The list of the products from that manufacturer is displayed in the **Product Number** list. Select the desired label product in this field by scrolling through the list and clicking the product description once. To view the details on size, number across and down, etc. click the **Details** button. If none of the default choices are correct, click the **New Label** button and define a custom size.
- Once all of the selections have been made and the labels loaded in the printer, click the **Print** button or click the **New Document** button to create a new document with the label filled out. This is useful if you will be using the labels again (for example, return address labels).

Formatting Toolbar

Styles and Formatting displays the formatting of the selected text and provides quick access to defined styles.

Style displays the name of the style applied to the selected text and allows any style to be quickly applied by selecting it from the drop down menu.

Font displays the font of the selected text and allows it to be changed to any installed font in the drop down menu.

Font Size displays the size of the selected text and can be changed by selecting from the drop down menu or typing in a number.

Bold changes the selected text to **bold**.

Italic *italicizes* the selected text.

Underline underlines the selected text.

Align Left formats the selected text to have an even left margin and a ragged right margin.

Center centers the selected text between the left and right margins, leaving both margins ragged.

Align Right formats the selected text to have a ragged left margin and an even right margin.

Justify formats the selected text to have an even left and right margin.

Line Spacing sets the line spacing to one of several common settings; available choices are in the drop down menu. *Selecting More* displays the *Paragraph* window. The current setting will be displayed in parenthesis in the *ScreenTip*.

Numbering places a number in front of each paragraph in the selected text.

Bullets places a bullet in front of each paragraph in the selected text.

Decrease Indent reduces the left margin indent of the selected paragraph(s) by 1/2 inch.

Increase Indent increases the left margin indent of the selected paragraph(s) by 1/2 inch.

Lines and Borders. The name and icon of this button will change depending on what border or line style is displayed. Other styles can be selected from the drop down menu.

Highlight highlights (by changing the background color) the selected text in 1 of 15 colors or removes highlighting. Select other colors using the drop down menu. The current setting will be displayed in parenthesis in the *ScreenTip*.

Font Color changes the text color of the selected text to 1 of 40 predefined colors or a custom color may be selected from the drop down menu. The current setting will be displayed in parenthesis in the *ScreenTip*.

Font Window

Text formatting is specified through the *Font* window in **Word XP**. These settings can be applied to any combination of characters. The most common options are available by using the buttons on the *Formatting* toolbar.

To specify a font, style and size:

- The *Font* window can be displayed by selecting **Font** from the *Format* menu or by selecting text, right clicking in the selected text, and choosing **Font** from the shortcut menu.
- To specify a font and font style, use the *Font* and *Font style* drop down menus, respectively. Once the desired font is located, click the font name once. The preview pane will display what the font looks like.
- To specify a font size, click the desired selection in the *Size* drop down menu. Custom sizes can be entered by typing in the desired size in the *Size* text box. Font sizes are in points (1/72 of an inch). 10-12 point text is considered normal for general text. This text is 8 point.
- Click the **OK** button.

To apply font effects, change the color of the text, and select an underline style:

- The *Font* window can be displayed by selecting **Font** from the *Format* menu or by selecting text, right clicking in the selected text, and choosing **Font** from the shortcut menu.
- Locate the desired effect(s) in the *Effects* portion of the window.
- Click the box(es) located beside the desired effect(s).
- A font color may be selected from the *Font Color* drop down menu from the 40 predefined colors or a custom color may be selected.
- 17 styles of underline may be chosen from the *Underline Style* drop down menu.
- Click the **OK** button.

Paragraph Window

The *Paragraph* window provides the options available for text alignment, indentation and spacing. Many of these settings can also be modified using buttons on the *Formatting* toolbar. These settings affect entire paragraphs, not just selected text within a paragraph. The *Paragraph* window is displayed by selecting **Paragraph** from the *Format* menu.

To specify indentation:

- The *Paragraph* window can be displayed by selecting **Paragraph** from the *Format* menu or by selecting text, right clicking in the selected text, and choosing **Paragraph** from the shortcut menu. The window shown above will be displayed.
- Enter the amount of indentation (in inches) in the fields labeled *Left* and *Right* in the *Indentation* area.
- If the first line has a different indentation amount from the rest of the paragraph, use the *special* drop down menu and select **First Line** to indent the first line or **Hanging** to outdent the first line. Specify the amount to indent or outdent using the *By* field.
- Click the **OK** button.

To specify line and paragraph spacing:

- The *Paragraph* window can be displayed by selecting **Paragraph** from the *Format* menu or by selecting text, right clicking in the selected text, and choosing **Paragraph** from the shortcut menu. The window shown above will be displayed.
- For space above or below each paragraph, enter the amount of space (in points) desired before or after the paragraph.
- To set line spacing, use the *Line spacing* drop down menu and choose either **Single**, **1.5 lines**, or **Double**. Remember that the actual size of the line spacing is based on the font size. To specify a fixed line spacing, use **Exactly**, **Multiple**, or **At Least** and specify the desired line spacing (in points) in the *At* field.
- Click the **OK** button.

Themes

Themes are predefined, coordinated styles that include a background image, bullets, fonts, and horizontal lines. When used in a document, a *Theme* applies these predefined elements to the document.

Themes differ from templates in that macros, custom toolbars, menu settings, and *AutoText* entries are not included.

To apply a theme to an existing document:

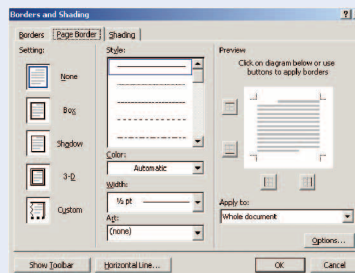
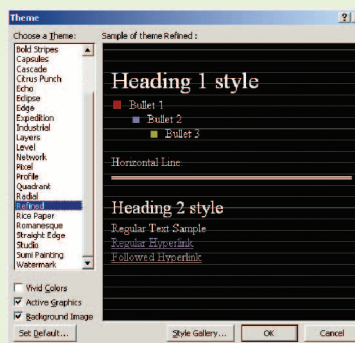
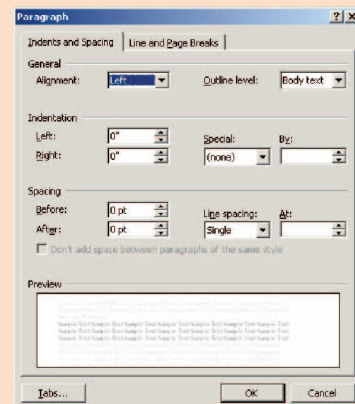
- Select **Theme** from the *Format* menu and the window at right will be displayed.
- Select a theme by clicking a theme name in the *Choose a Theme* pane of the window. Note the sample of the theme in the right hand pane.
- Click the **OK** button.

Borders & Shading





Word XP can apply borders and background shading to individual characters, paragraphs, and pages. It also can be used to draw a horizontal line, for example between paragraphs.

To apply border around text:





- Select the text that is to be contained in the border.
- Select **Borders and Shading** from the *Format* menu, select the **Borders** tab, and a window similar to the figure at right will be displayed (the art drop down menu is only available for page borders).
- Select a predefined border setting by clicking the icon that represents the desired border setting from the list on the left.



Borders & Shading continued

- Select the style of line by clicking the desired style in the *Style* list.
- Specify the weight (thickness) of the line by using the *Width* drop down menu.
- A line color may be selected from the *Color* drop down menu from the 40 predefined colors or select a custom color.
- Individual lines may be added or removed by clicking the line above , line below , line on the left , or line on the right  buttons.
- Check the *Preview* pane of the window to verify the settings are as intended.
- Click the **OK** button.

To apply a page border:

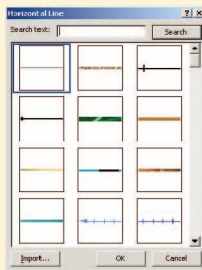
- Select **Borders and Shading** from the *Format* menu, select the **Page Border** tab, and the window illustrated on page 4 will be displayed.
- Select a predefined border setting by clicking the icon that represents the desired border setting from the list on the left.
- Select the style of line by clicking the desired style in the *Style* list.
- Specify the weight (thickness) of the line by using the *Width* drop down menu.
- A line color may be selected from the *Color* drop down menu from the 40 predefined colors, or a custom color may be selected.
- Instead of a simple line, a graphic may be used by selecting from one of the many predefined graphics in the *Art* drop down menu. For some graphics, the color can't be selected.
- Individual lines may be added or removed by clicking the line above , line below , line on the left , or line on the right  buttons.
- Check the *Preview* pane of the window to verify the settings are as intended.
- Click the **OK** button.

To apply background shading:

- Select the text that is to have a background applied.
- Select **Borders and Shading** from the *Format* menu and select the **shading** tab.
- Select the color to be applied as a background.
- Verify the selection in the *Preview* pane.
- Click the **OK** button.

To draw a horizontal line:

- Select the location where you want the line.
- Select **Borders and Shading** from the *Format* menu and select any tab.
- Click the **Horizontal Line** button. The window shown at right will appear.
- Select the line style of your choice from the hundreds available.
- Click the **OK** button.

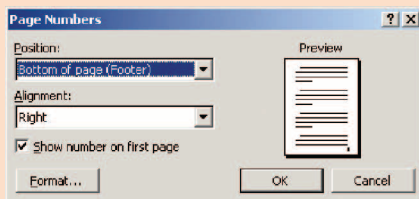


Page Numbering

Word XP can globally insert page numbers on each page of a document.

To insert page numbers:

- Select **Page Numbers** from the *Insert* menu.
- Select the position for the page numbers (header or footer) from the *Position* drop down menu.
- Specify the horizontal alignment (left, center, right, etc.) of the page numbers from the *Alignment* drop down menu.
- Click the **OK** button.



To specify formatting for page numbers:

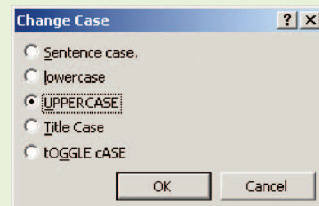
- Select **Page Numbers** from the *Insert* menu.
- Click the **Format** button.
- Use the *Number Format* drop down menu to select how the page numbers will look (roman numerals, letters, etc.).
- Specify where the page numbering is to start by entering the page number in the *Start At* field.
- Click the **OK** button to return to the *Page Numbers* dialog box and **OK** a second time to exit that dialog box.

Change Case

This feature allows you to change the case of text, great for when you mistakenly typed a paragraph with *Caps Lock* on.

To change the case of text:

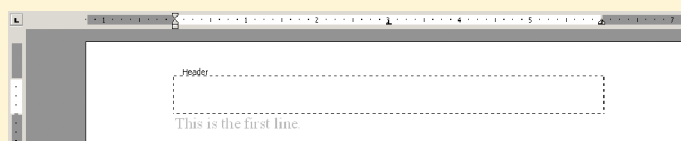
- Select the text that is in an improper case.
- Select **Change Case** from the *Format* menu.
- Select the case you would like the text to be in based on the examples in the dialog box.
- Click the **OK** button.



Header and Footer Toolbar


- Insert AutoText** adds common text, such as -Page-, date last printed, filename and path, etc.
- Insert Page Number** inserts the current page number when printed.
- Insert Number of Pages** inserts the last page number (total number of pages) when printed.
- Format Page Number** displays options for formatting the display of the page number.
- Insert Date** inserts the current date when the document is printed.
- Insert Time** inserts the current time when the document is printed.
- Page Setup** opens the *Page Setup* dialog box, where header and footer options and location may be specified.
- Show/Hide Document Text** displays the document text (grayed out and uneditable) or hides the document text altogether.
- Same as Previous** sets the current header or footer to be the same as the header or footer immediately previous to it in the document (if multiple headers or footers are defined).
- Switch Between Header and Footer** switches between editing the header and the footer.
- Show Previous** displays the previous header or footer.
- Show Next** displays the next header or footer.
- Close Header and Footer** closes the header and footer editing capabilities and the *Header and Footer* toolbar and returns to editing the document text.

Adding a Header or Footer



A header is text that appears at the top of every page; a footer appears at the bottom of every page. Page numbers, chapter information (for a long book), and date and time information are common things to place in a header or footer. When editing a header or footer, the *Header and Footer* toolbar will appear.

To add a header or footer:

- Select **Header and Footer** from the *View* menu. The window will look similar to the one shown above.
- Add the text desired for the header. Use the buttons on the toolbar or *AutoText* to make it easier. Text will be left justified. To center text, press the **Tab** key and type the centered text. To right justify text, press the **Tab** key a second time and type the right justified text.
- Switch between the header and footer with the  icon.
- Add the text desired for the footer using the instructions for the header.
- Click the **Close** button to return to your document.

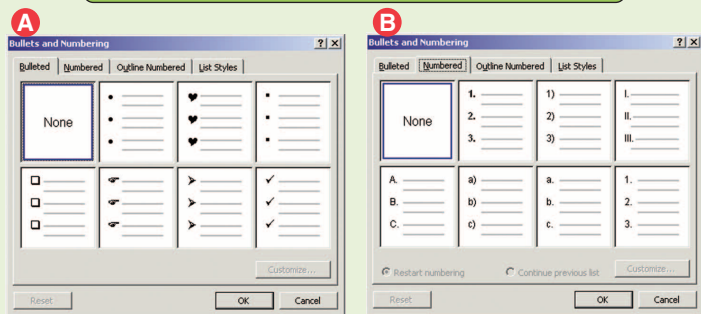
Adding a Page Break

Page breaks are automatically added by **Word** when a page fills up. Page breaks can also be added manually wherever desired.

To add a manual page break:

- Press **Ctrl + Enter** at the desired location **OR**
 - Place the cursor at the desired location.
 - Select **Break** from the *Insert* menu.
 - Select **Page Break**.
 - Click the **OK** button.

Bulleted and Numbered Lists



Word XP allows the creation of both bulleted and numbered lists. A bulleted list has a graphic character or bullet at the beginning of each paragraph in the list. A numbered list is similar, except each paragraph is numbered or lettered instead. The style of both bulleted and numbered lists can be changed and different bullets can also be used.

To create a bulleted list:

- Select the text to be bulleted or the location of the new list to be created.
- To use the last style of bullets for the list, press the icon. Press it again to end the list.
- OR**
- Select **Bullets and Numbering** from the **Format** menu and click on the **Bulleted** tab. The window illustrated in **Figure A** will be displayed.
- Select a predefined bullet format by clicking the sample of the desired format.
- Click the **OK** button and begin entering text. The bullet appears at the beginning of a line of text when a manual return has been entered at the end of the preceding line of text. Press **Enter** twice to stop the list.

To create a numbered list:

- Select the text to be numbered or the location of the new list to be created.
- To use the last style of numbering for the list, press the icon. Press it again to end the list.
- OR**
- Select **Bullets and Numbering** from the **Format** menu and select the **Numbered** tab. The window illustrated in **Figure B** will be displayed.
- Select a predefined number format by clicking the sample of the desired format.
- Click the **OK** button and begin entering text if necessary. The next number or letter appears at the beginning of a line of text when a manual return has been entered at the end of the preceding line of text. Press **Enter** twice to stop the list.

To change a numbering style:

- Select **Bullets and Numbering** from the **Format** menu and select the **Numbered** tab.
- Click the **Customize** button. In the new window that is displayed select the number format (ex. a period or parenthesis after the number) and style (ex. A, B, C; a, b, c; First, Second Third; 1st, 2nd, 3rd; 01, 02, 03; 1, 2, 3; I, II, III; or i; ii; iii).
- Once all selections are made, click the **OK** button.

Adding the Date and Time

Word XP allows the addition of the date and time to a document. It can be either plain text (the date and/or time the command was used) or a *field* code that will automatically update each time the document is opened.

To insert the current date and/or time:

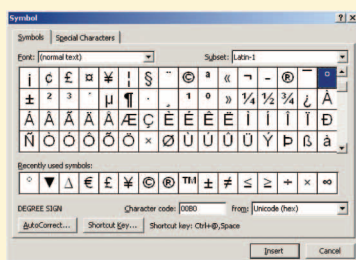
- Select **Date and Time** from the **Insert** menu.
- Select the desired date and/or time format.
- If the date and/or time should automatically update each time the document is opened, check the *Update automatically* checkbox.
- Click the **OK** button.

Inserting a Symbol

Word XP provides the ability to insert symbols that are not standard characters. There are some special symbols that are always available (such as the registered trademark and copyright symbols, and breaking and non-breaking spaces and dashes) on the *Special Characters* tab. The *Symbols* tab provides access to all of the characters in all of the fonts installed on the system.

To insert a symbol:

- Select **Symbol** from the **Insert** menu.
- Click the desired character, then click the **Insert** button.
- Click the **Close** button to close the *Symbol* dialog box.



Toolbars

Word XP provides the ability to customize the features and functions that appear in the toolbars.

To customize a toolbar:

- Select **Toolbars** from the **View** menu and a submenu will be displayed. From the submenu, select **Customize**.
- Click the **Commands** tab.
- In the **Categories** pane, click the menu name to which the command will be added.
- Locate the command that is to be added in the **Commands** pane of the window. To view a description of the command, click the **Description** button.
- Drag the desired button from the right-hand (**Commands**) pane to the desired location on any toolbar.
- Follow the steps outlined above to add additional commands to *toolbars*.
- Once all the desired commands have been added, click the **Close** button.

To view ScreenTips:

- Point at (but do not click) any *toolbar* button and the name of the button will be displayed. This works also for comments and hyperlinks.

Viewing and Positioning Toolbars

Word XP provides the ability to view any number of toolbars and to locate them where it is most convenient for you. They can be located on an edge of the screen (known as a docked position) or as a floating window.

To view a toolbar:

- Select **Toolbars** from the **View** menu and select the desired toolbar from the list.
- OR**
- Right click on any toolbar and select the desired toolbar from the list.

To dock a toolbar:

- Position the cursor on the *Move Handle* and drag it to its new position on one of the sides of the screen
- OR**
- If it is a floating toolbar, double click the toolbars' name in the title bar and it will dock on the top of the screen.

AutoCorrect Options

AutoCorrect can be used to fix many common spelling and grammatical mistakes, as well as fixing typing done while *Caps Lock* is on. One of the biggest aids is the predefined list of many commonly misspelled words, complete with their correct spelling. This list is fully customizable, allowing any commonly used phrase, acronym or abbreviation to be spelled out with a few characters.

To Add an AutoCorrect Entry:

- Select **AutoCorrect Options** from the **Tools** menu and select the **AutoCorrect** tab.
- In the **Replace** field, specify the text to be replaced. If replacement text is entered in lowercase, the replace *With* text will be in the same case as was typed in the document.
- In the **With** field, enter the replacement text. If the text should be formatted a particular way (ex. bold or italic), select the text before opening the *AutoCorrect Options* dialog box and it will already be entered in the *With* field.
- Click the **Add** button.
- Click the **OK** button to close the *AutoCorrect* options dialog box.

To Remove an AutoCorrect Entry:

- Select **AutoCorrect Options** from the **Tools** menu and select the **AutoCorrect** tab.
- In the **Replace** field, specify the text to be removed from the list.
- Click the **Delete** button.
- Click the **OK** button to close the *AutoCorrect* options dialog box.

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Screen representations may vary depending on the version of the software installed. This guide is based on the software version shipping at the time of publication and is accurate to that version. For specific changes to a software application, see the Read-Me file provided with the software application. Screen representations appear courtesy of Microsoft Corporation, Redmond, Washington.

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