

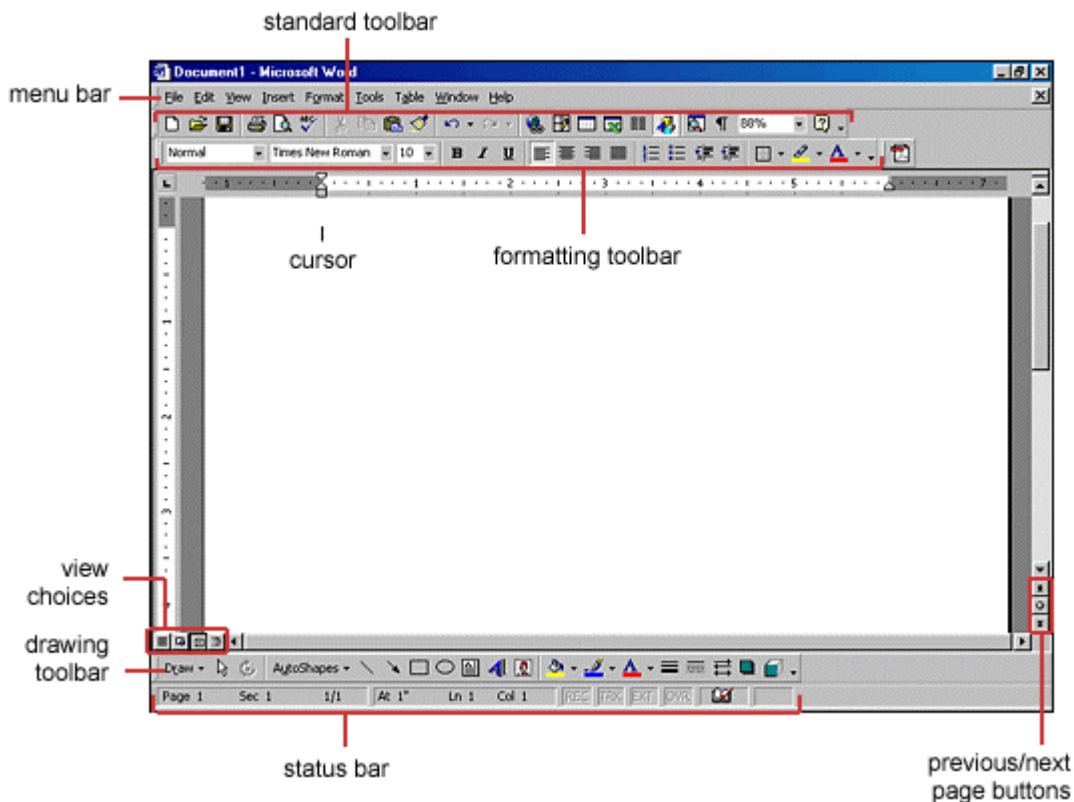
# Microsoft Word 2000

**By Milan Kothari**

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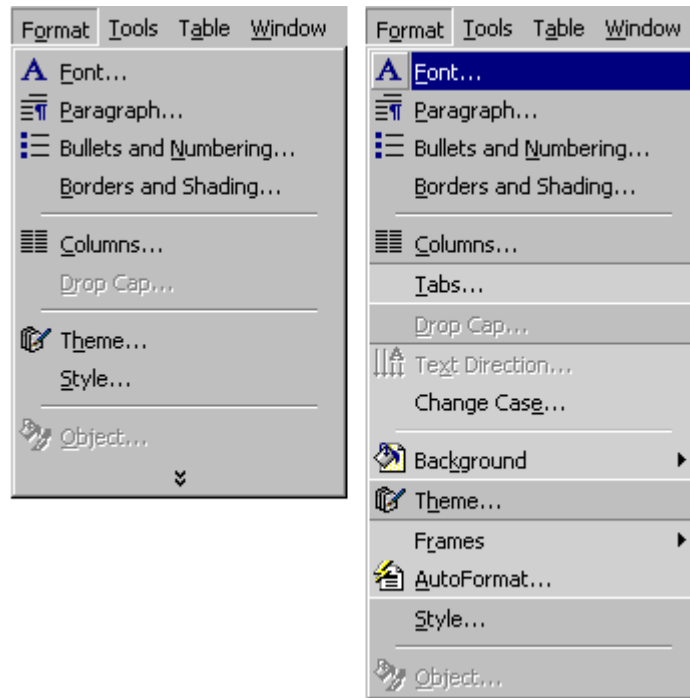
## Getting Started

### Screen Layout



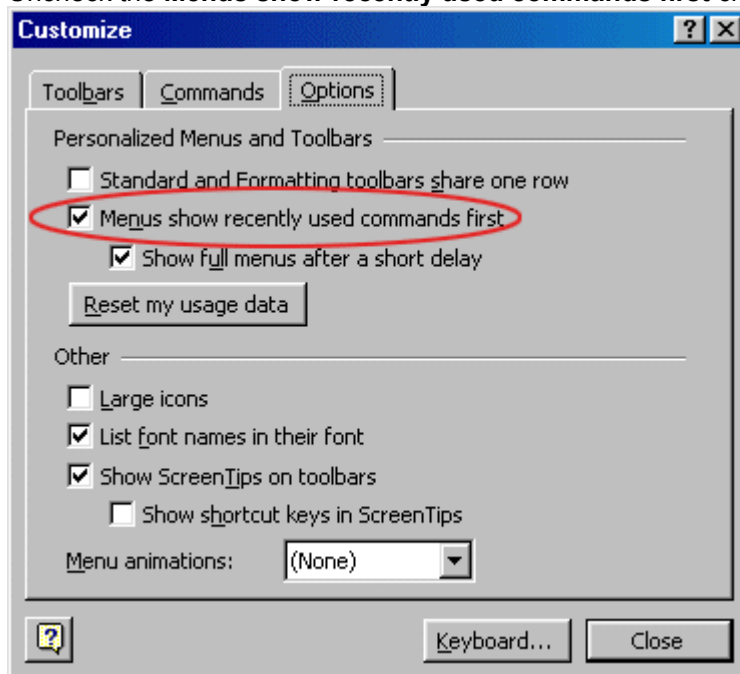
### Menus

When you begin to explore Word 2000, you will notice a significant change in the menu structure if you are familiar with previous versions of Word. The menus in Word 2000 display only the commands you have recently used. To view all options in each menu, you must click the double arrows at the bottom of the menu. The images below show the Format menu collapsed (left) and expanded (right) after the double arrows at the bottom of the menu were clicked:



Follow the steps below to display menus similar to previous versions of Word with all the choices listed initially:

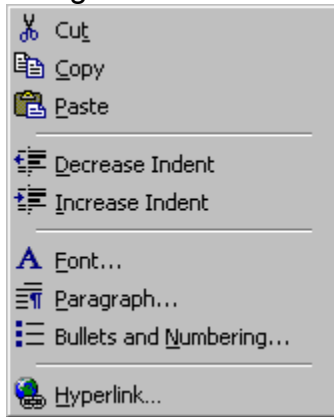
1. Select **View|Toolbars|Customize** from the menu bar.
2. Click on the **Options** tab.
3. Uncheck the **Menus show recently used commands first** check box.



### Shortcut Menus

These features allow you to access various Word commands faster than using the options on the menu bar. View shortcut menus by right-clicking with the mouse. The options on this

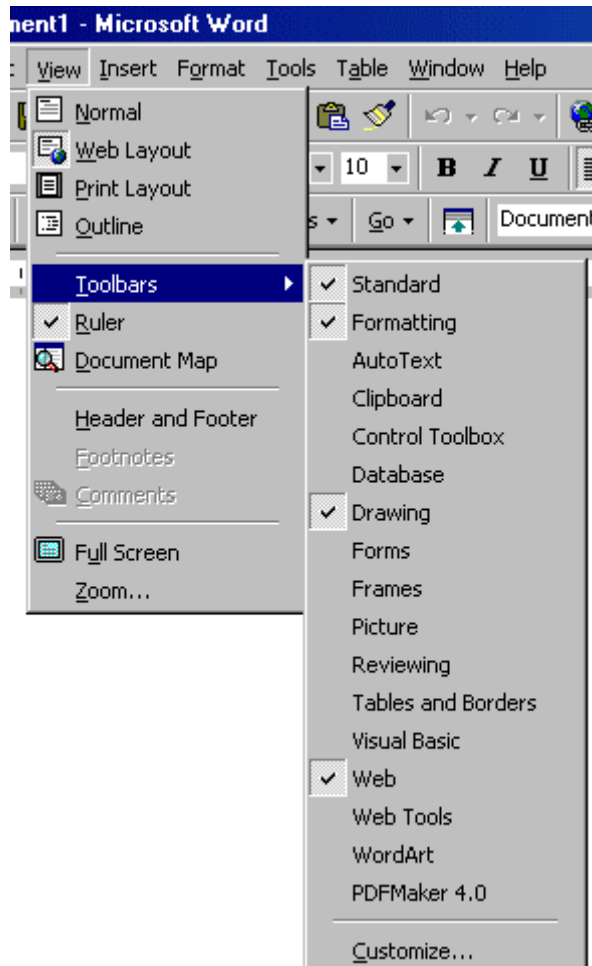
menu will vary depending on the element that was right-clicked. For example, the shortcut menu below is produced by right-clicking on a bulleted list.



Actions such as "Decrease Indent" and "Increase Indent" are only applicable to lists and therefore only appear on the list shortcut menu. The shortcut menus are helpful because they only display the options that can be applied to the item that was right-clicked and, therefore, prevent searching through the many menu options.

### Toolbars

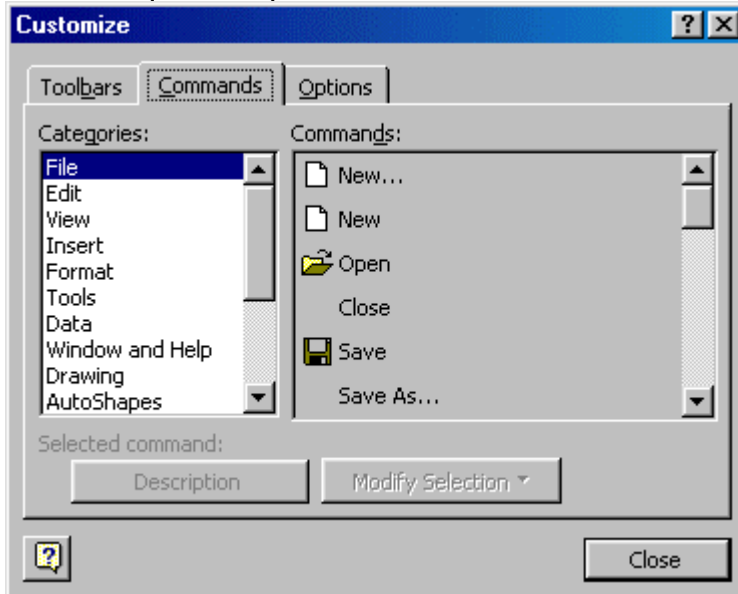
Many toolbars displaying shortcut buttons are also available to make editing and formatting quicker and easier. Select **View Toolbars** from the menu bar to select the toolbars. The toolbars that are already displayed on the screen are checked. Add a toolbar simply by clicking on the name.



## Customizing Toolbars

There may be certain actions on a toolbar that you do not use and there may also be commands that you execute often but that are not located on any toolbar. Word toolbars can be customized so these commands can be added and deleted.

1. Select **View|Toolbars|Customize** and click the **Commands** tab.




2. By highlighting the command categories in the **Categories** box, the choices will change in the **Commands** box to the right.
3. Select the command you would like to add to the toolbar by selecting it in the **Commands** box.
4. Drag the command with the mouse to the desired location on the toolbar and release the mouse button.
5. Remove a button from the toolbar by clicking and dragging the button off the toolbar.


## Working with Files

There are several ways to create new documents, open existing documents, and save documents in Word:

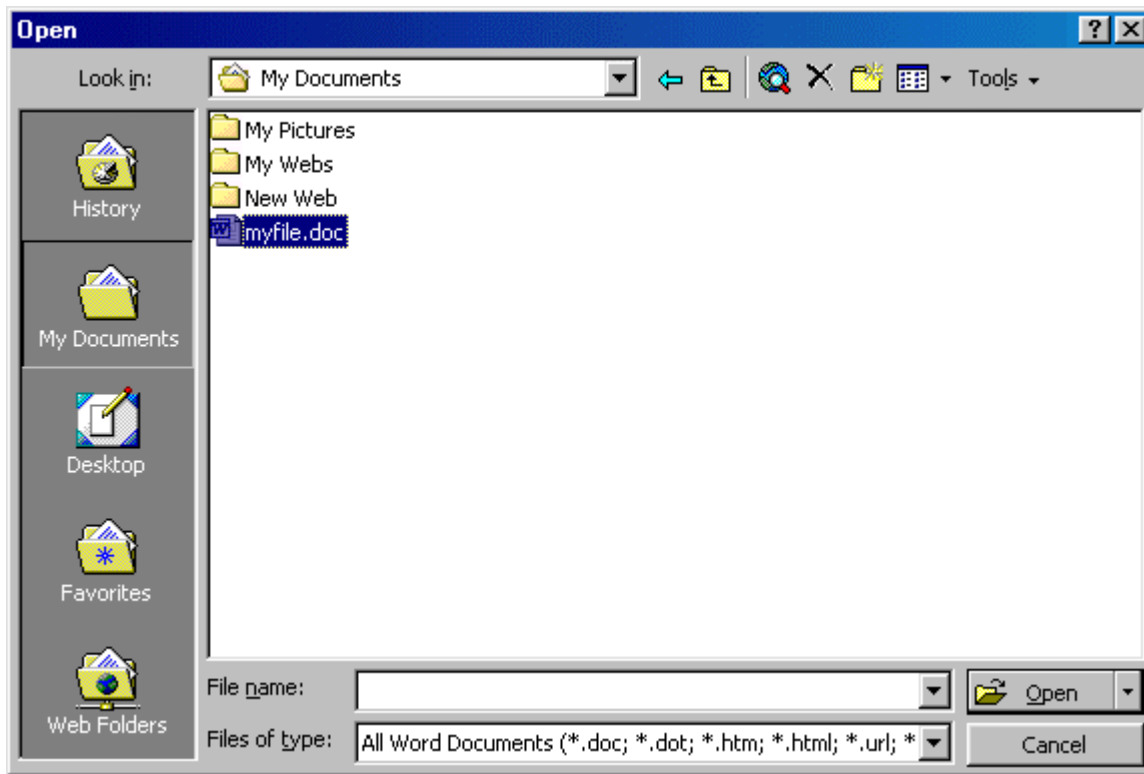
### Create a New Document

1. Click the New Document button on the menu bar. 
2. Choose **File|New** from the menu bar.
3. Press **CTRL+N** (depress the **CTRL** key while pressing "N") on the keyboard.


### Open an Existing Document

1. Click the Open File button on the menu bar. 
2. Choose **File|Open** from the menu bar.
3. Press **CTRL+O** on the keyboard.

Each method will show the Open dialog box. Choose the file and click the **Open** button.

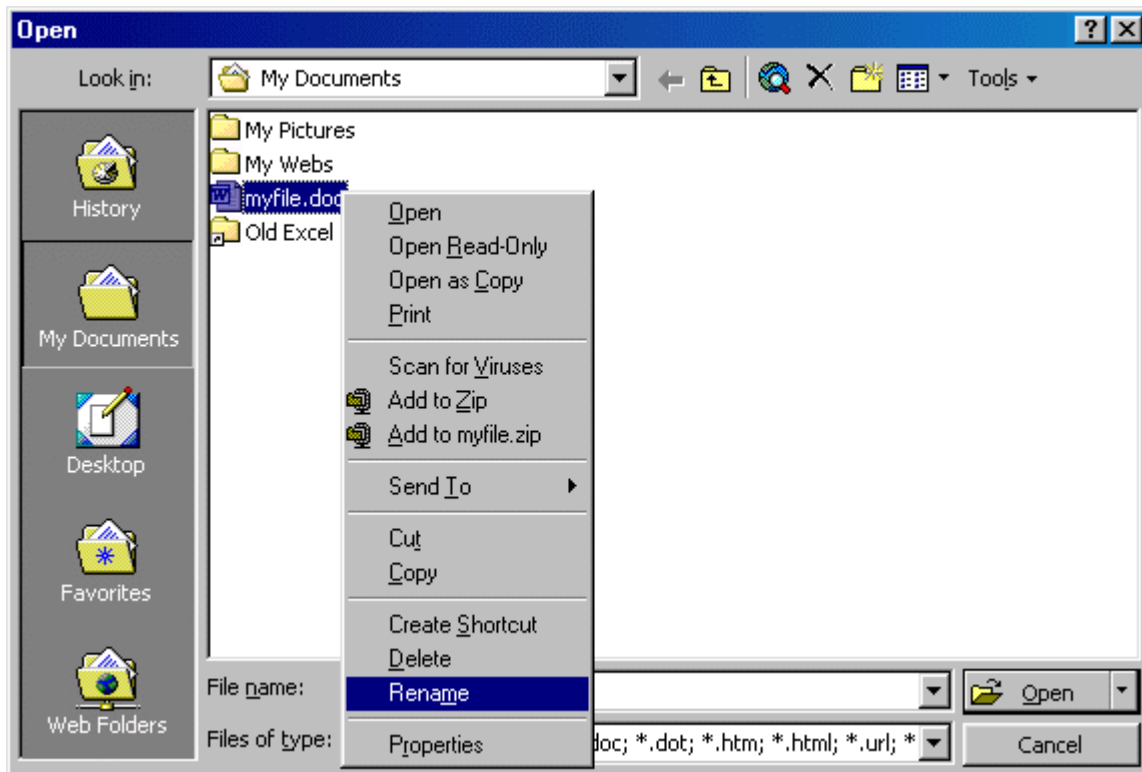


### Save a Document

1. Click the Save button on the menu bar. 
2. Select **File|Save** from the menu bar.
3. Press **CTRL+S** on the keyboard.

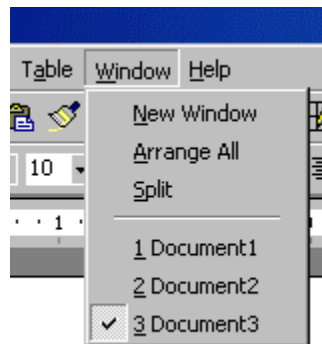
### Renaming Documents

To rename a Word document while using the program, select **File|Open** and find the file you want to rename. Right-click on the document name with the mouse and select **Rename** from the shortcut menu. Type the new name for the file and press the **ENTER** key.



### Working on Multiple Documents

Several documents can be opened simultaneously if you are typing or editing multiple documents at once. All open documents are listed under the **Window** menu as shown below. The current document has a checkmark beside the file name. Select another name to view another open document or click the button on the Windows taskbar at the bottom of the screen.



### Close a Document

Close the current document by selecting **File|Close** or click the Close icon if it's visible on the Standard Toolbar. 

## Working with Text

### Typing and Inserting Text

To enter text, just start typing! The text will appear where the blinking cursor is located. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking



the left button. The keyboard shortcuts listed below are also helpful when moving through the text of a document:

Move Action	Keystroke
Beginning of the line	<b>HOME</b>
End of the line	<b>END</b>
Top of the document	<b>CTRL+HOME</b>
End of the document	<b>CTRL+END</b>

### Selecting Text

To change any attributes of text it must be highlighted first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the **SHIFT** key on the keyboard while using the arrow buttons to highlight the text. The following table contains shortcuts for selecting a portion of the text:

Selection	Technique
Whole word	double-click within the word
Whole paragraph	triple-click within the paragraph
Several words or lines	drag the mouse over the words, or hold down <b>SHIFT</b> while using the arrow keys
Entire document	choose <b>Edit Select All</b> from the menu bar, or press <b>CTRL+A</b>

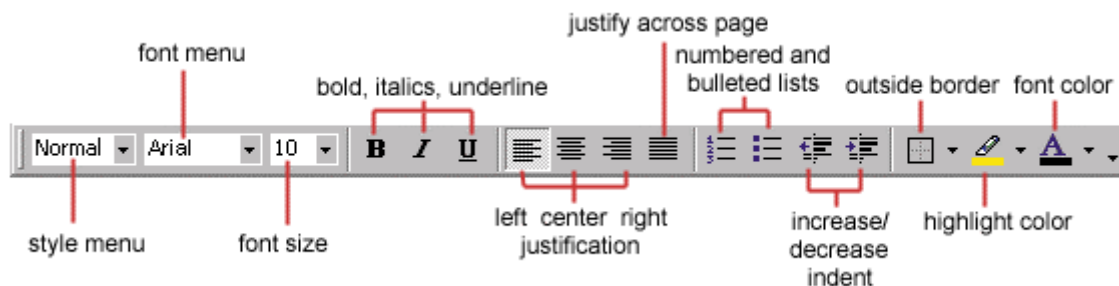
Deselect the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard.

### Deleting text

Use the **BACKSPACE** and **DELETE** keys on the keyboard to delete text. Backspace will delete text to the left of the cursor and Delete will erase text to the right. To delete a large selection of text, highlight it using any of the methods outlined above and press the **DELETE** key.

### Formatting Text

The formatting toolbar is the easiest way to change many attributes of text. If the toolbar as shown below isn't displayed on the screen, select **View|Toolbars** and choose **Formatting**.



**Style Menu** - Styles are explained in detail later in this tutorial.



**Font Face** - Click the arrowhead to the right of the font name box to view the list of fonts available. Scroll down to the font you want and select it by clicking on the name once with the mouse. A serif font (one with "feet" circled in the illustration below) is recommended for paragraphs of text that will be printed on paper as they are most readable. The following graphic demonstrates the difference between *serif* (Times New Roman on the left) and *sans-serif* ("no feet", Arial on the right) fonts.



**Font Size** - Click on the white part of the font size box to enter a value for the font size or click the arrowhead to the right of the box to view a list of font sizes available. Select a size by clicking on it once. A font size of 10 or 12 is best for paragraphs of text.

**Font Style** - Use these buttons to bold, italicize, and underline text.

**Alignment** - Text can be aligned to the left, center, or right side of the page or it can be justified across the page.

**Numbered and Bulleted Lists** - Lists are explained in detail later in this tutorial.

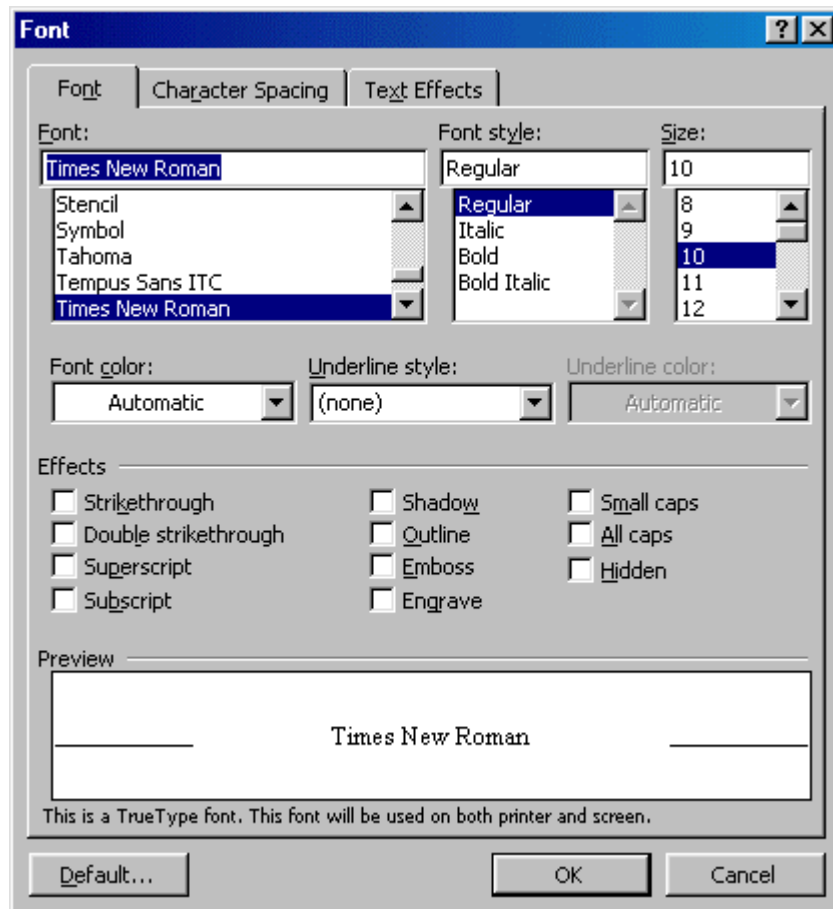
**Increase/Decrease Indent** - Change the indentation of a paragraph in relation to the side of the page.

**Outside Border** - Add a border around a text selection.

**Highlight Color** - Use this option to change the color behind a text selection. The color shown on the button is the last color used. To select a different color, click the arrowhead next to the image on the button.

**Text Color** - This option changes the color of the text. The color shown on the button is the last color chosen. Click the arrowhead next to the button image to select another color.

The **Font** dialog box allows you to choose from a larger selection of formatting options. Select **Format|Font** from the menu bar to access the box.



### Format Painter

A handy feature for formatting text is the **Format Painter** located on the standard toolbar. For example, if you have formatting a paragraph heading with a certain font face, size, and style and you want to format another heading the same way, you do not need to manually add each attribute to the new headline. Instead, use the Format Painter by following these steps:

1. Place the cursor within the text that contains the formatting you want to copy.
2. Click the **Format Painter** button in the standard toolbar. Notice that your pointer now has a paintbrush beside it.
3. Highlight the text you want to add the same format to with the mouse and release the mouse button.

To add the formatting to multiple selections of text, double-click the **Format Painter** button instead of clicking once. The format painter then stays active until you press the **ESC** key to turn it off.

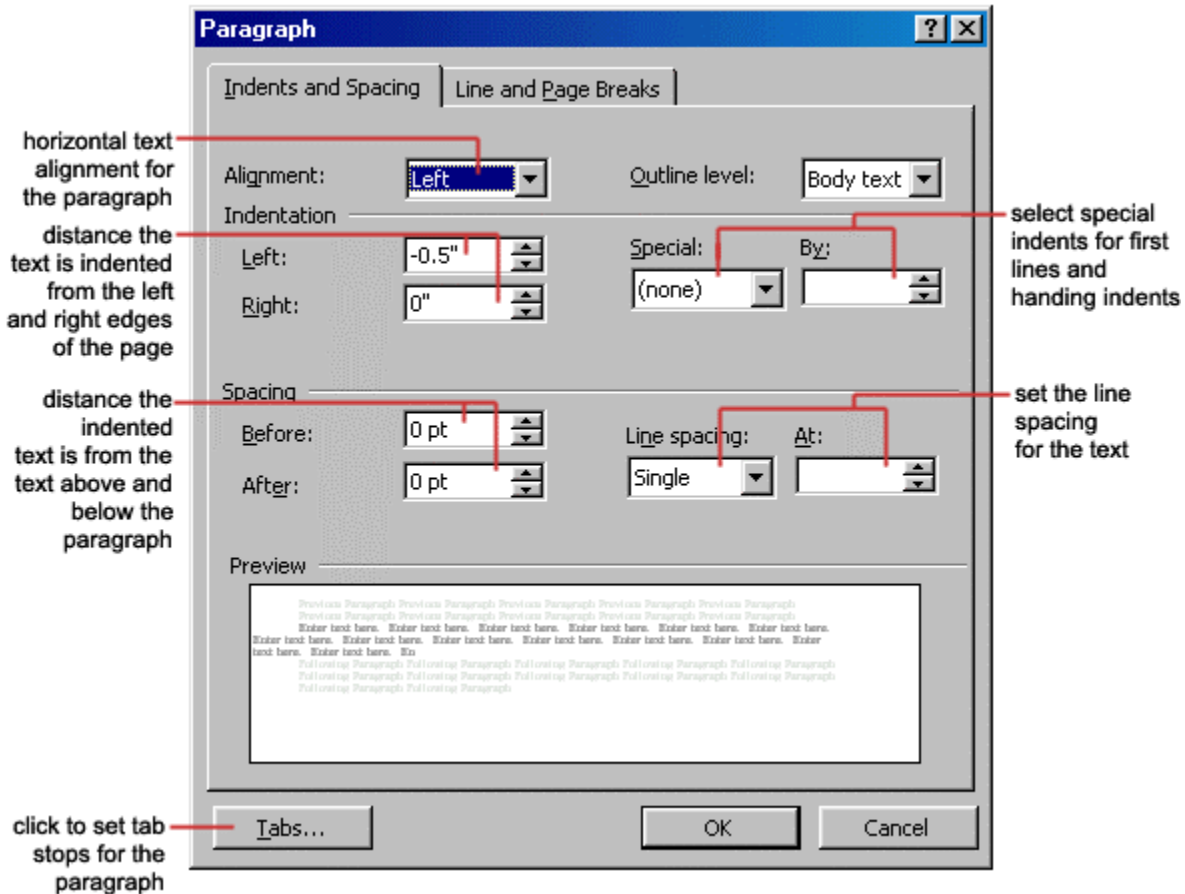
### Undo

Feel free to experiment with various text styles. You can always undo your last action by clicking the **Undo** button on the standard toolbar or selecting **Edit|Undo...** from the menu bar. Click the **Redo** button on the standard toolbar or select **Edit|Redo...** to erase the undo action.

## Formatting Paragraphs

### Paragraph Attributes

Format a paragraph by placing the cursor within the paragraph and selecting **Format|Paragraph** from the menu bar.



### Moving (Cutting) Text

Highlight the text that will be moved and select **Edit|Cut** from the menu bar, click the **Cut** button on the standard tool bar, or press **CTRL+X** at once. This will move the text to a clipboard.

To move a small amount of text a short distance, the drag-and-drop method may be quicker. Highlight the text you want to move, click the selection with the mouse, drag the selection to the new location, and release the mouse button.

### Copying Text

To copy text, choose **Edit|Copy**, click the **Copy** button on the standard toolbar, or press **CTRL+C** to copy the text to the clipboard.

### Paste Text

To paste cut or copied text, move the cursor to the location you want to move the text to and

select **Edit|Paste** from the menu bar, click the **Paste** button on the standard toolbar, or press **CTRL+V**.

### The Clipboard

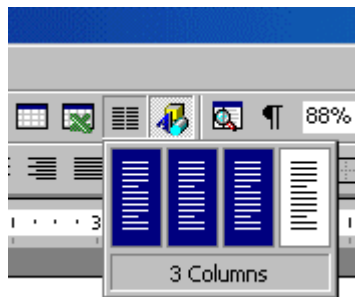
The last 12 elements that were cut or copied are placed onto Word's clipboard. You can view the elements on the clipboard by selecting **View|Toolbars|Clipboard** from the menu bar.



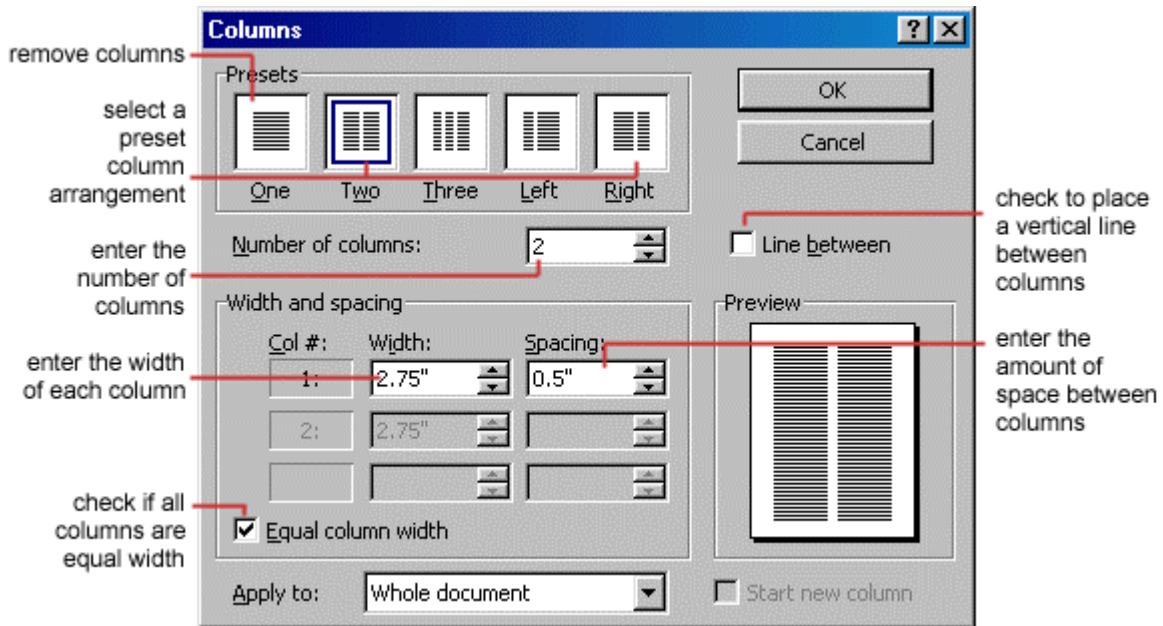
Place the mouse arrow over each element in the clipboard to view the contents of each item and click on an element to add its contents to the document. Click **Paste All** to add all of the items to the document at once. Click the **Clear Clipboard** button (the icon with an "X" over the clipboard image) to clear the contents of the clipboard.

### Columns

To quickly place text in a column format, click the **Columns** button on the standard toolbar and select the number of columns by dragging the mouse over the diagram.



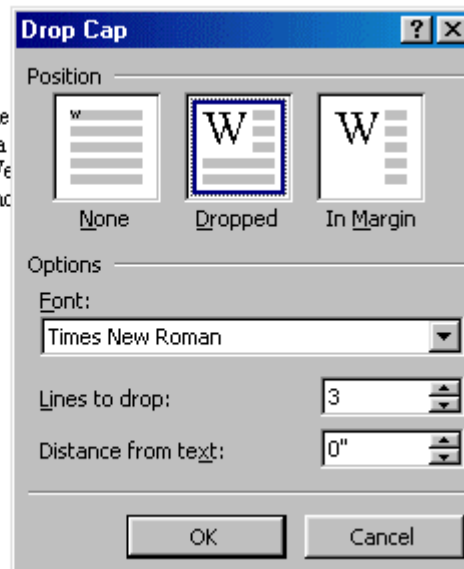
For more column options, select **Format|Columns** from the menu bar. The **Columns** dialog box allows you to choose the properties of the columns. Select the number and width of the columns from the dialog box.



## Drop Caps

A drop cap is a large letter that begins a paragraph and drops through several lines of text as shown below.

**W**elcome to the  
at the Florida  
website. We  
will increase your kno  
Office 2000 programs.

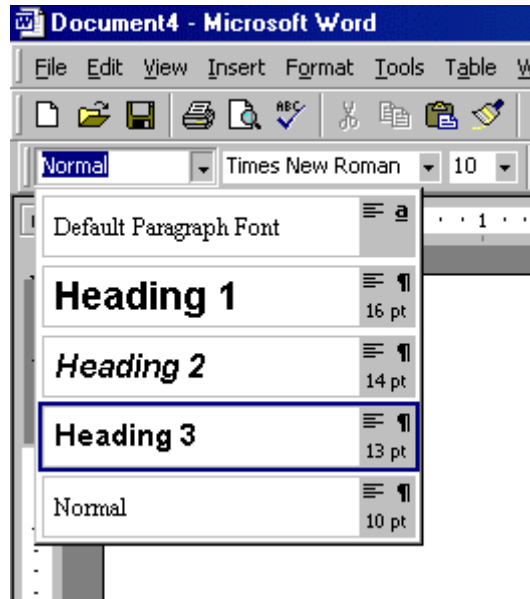


Add a drop cap to a paragraph by following these steps:


1. Place the cursor within the paragraph whose first letter will be dropped.
2. Select **Format|Drop Cap** from the menu bar.
3. The **Drop Cap** dialog box allows you to select the position of the drop cap, the font, the number of lines to drop, and the distance from the body text.
4. Click **OK** when all selections have been made.
5. To modify a drop cap, select **Format|Drop Cap** again to change the attributes, or click on the letter and use the handles to move and resize the letter.

## Styles

The use of styles in Word will allow you to quickly format a document with a consistent and professional look. Paragraph and character styles can be saved for use in many documents.

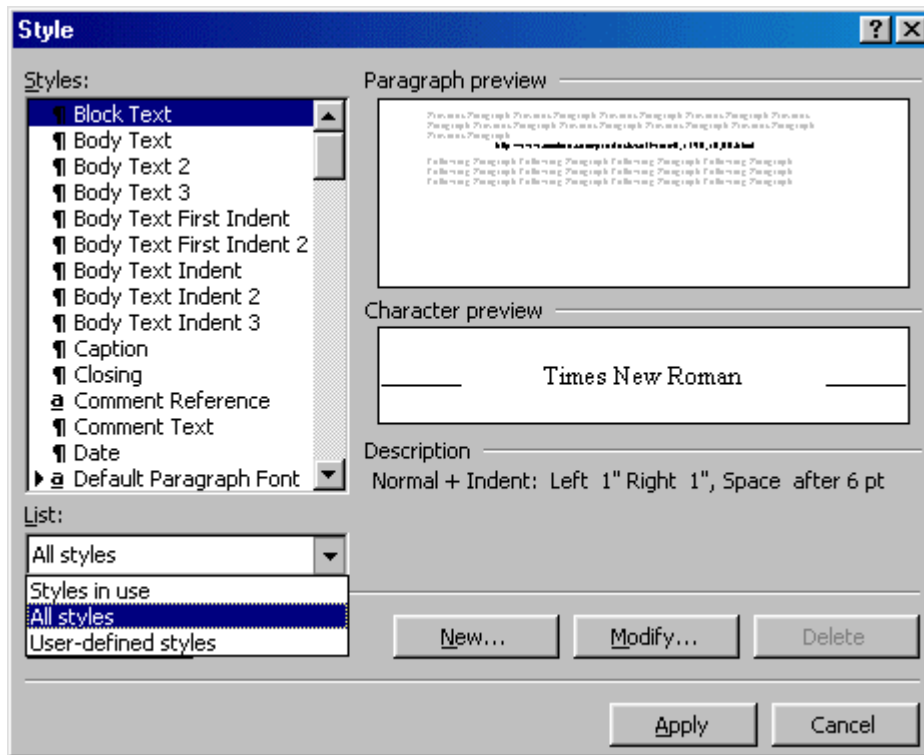


### Applying a Style

1. Place the cursor in the paragraph where the style will be applied.
2. Click the **Style** drop-down menu on the Formatting toolbar and select a style by clicking on it.
3. To apply the same style to multiple paragraphs, double click the **Format Painter** button  on the standard toolbar and click in all the paragraphs that the style should be applied to. Press the **ESC** key to disable the Format Painter.

### Apply a Style from the Style Dialog Box

Choose from a larger selection of styles from the **Style** dialog box.

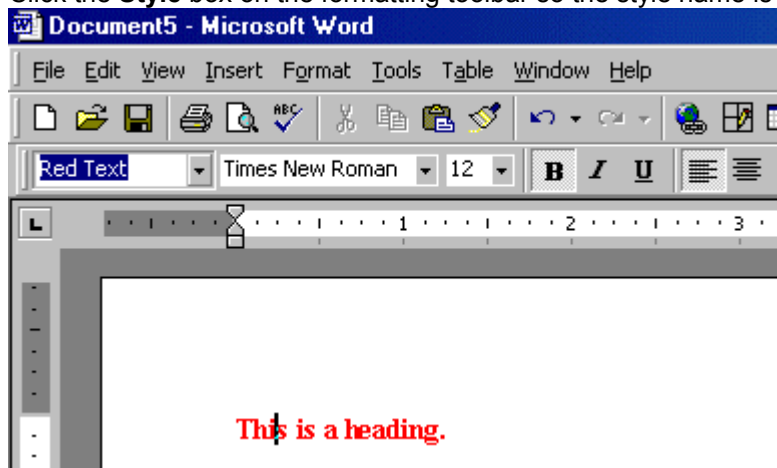


1. Click in the paragraph you want to add a style to.
2. Select **Format|Style...** from the menu bar.
3. From the **List** drop-down menu, choose **All styles** to view all the styles available.
4. The styles are displayed in the **Styles** list. Preview each style by clicking once on the name. Paragraph styles are preceded by the paragraph symbol (¶) and character styles are preceded by an "a" icon (a). A pointer arrow is located next to the current style. Highlight the style you want to apply to the paragraph and click **Apply**.

### Create a New Style from a Model

To create a style from text that is already formatted in a document, follow these steps:

1. Place the cursor in the paragraph you would like to set as a new style.
2. Click the **Style** box on the formatting toolbar so the style name is highlighted.

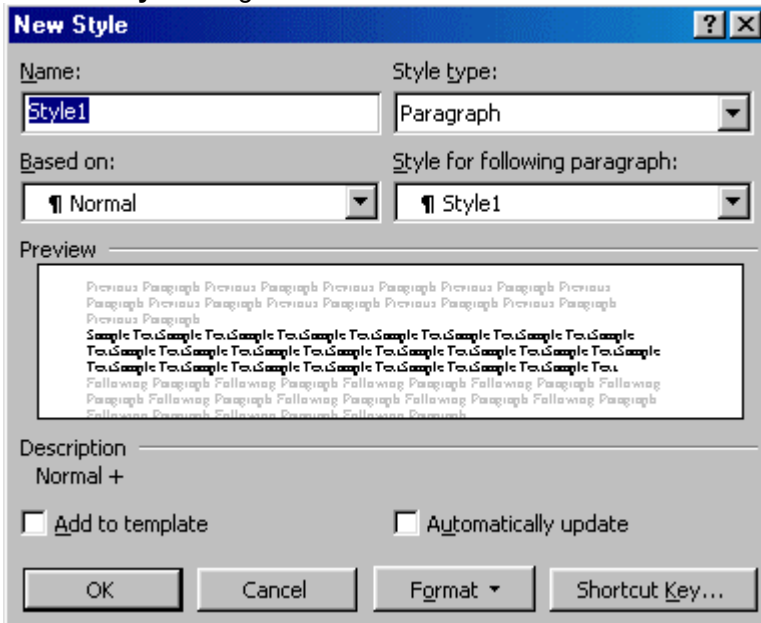


3. Delete the text in the field and type the name of the new style.
4. Press the **ENTER** key to save the new style.



## Create a Simple Style from the Style Dialog Box

1. Select **Format|Style...** from the menu bar and click the **New** button on the **Style** dialog box to access the **New Style** dialog box.



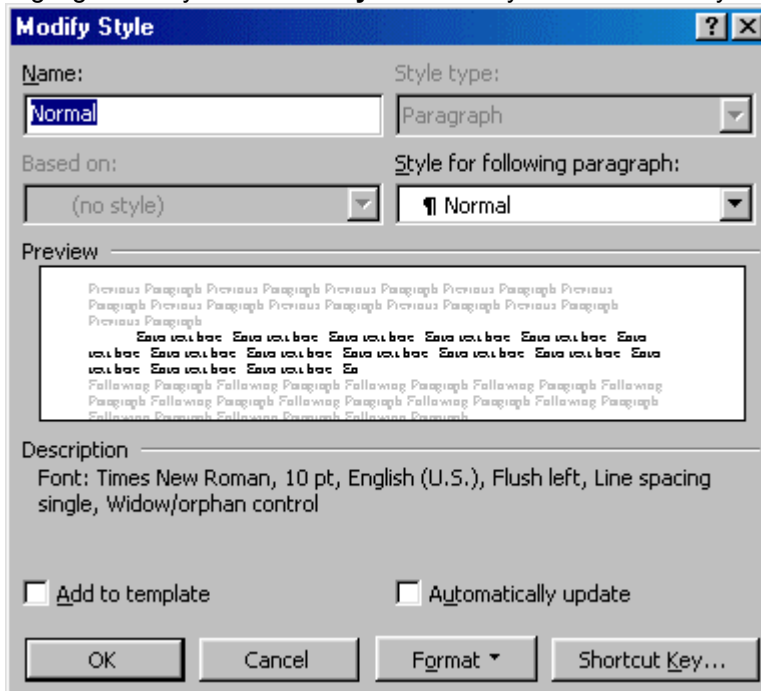
2. Type the name for the new style in the **Name** field.
3. Select "Paragraph" or "Character" from the **Style type** drop-down menu.
4. Click the **Format** button at the bottom of the window and choose the paragraph element that will be formatted for the style. Continue to make changes from the options from the Format button menu, making changes to the dialog boxes for each element you choose.
5. Click **OK** to set the style and close the **New Style** dialog box.
6. Click **Apply** on the **Style** dialog box to apply the new style to the current paragraph.

## Modify or Rename a Style

An existing style can be changed from the Style dialog box.

1. Select **Format|Style...** from the menu bar.

- Highlight the style from the **Styles** list that you want to modify and click the **Modify** button.



- Use the same methods to modify the style from the **Modify Style** dialog box that were used for the New Style box.
- To only rename the style, type a new name in the **Name** field.
- Click **OK** when you are finished making modifications.
- Click **Apply** to update the style in the document.

## Delete a Style



Preset styles created by Word cannot be deleted, but to delete a style you have made, follow these steps:

- Select **Format|Style...** from the menu bar
- Highlight the style from the **Styles** list that you want to delete.
- Click the **Delete** button.
- You will be asked if you really want to delete the style. Click **Yes**.
- Click **Close** on the dialog box.

## Lists

To create a bulleted or numbered list, use the list features provided by Word.

### Bulleted and Numbered Lists

- Click the **Bulleted List** button  or **Numbered List** button  on the formatting toolbar.
- Type the first entry and press **ENTER**. This will create a new bullet or number on the next line. If you want to start a new line without adding another bullet or number, hold down the **SHIFT** key while pressing **ENTER**.
- Continue to typing entries and press **ENTER** twice when you are finished typing to end the list.

Use the **Increase Indent**  and **Decrease Indent**  buttons on the formatting toolbar to create lists of multiple levels.

**NOTE:** You can also type the text first, highlight the section, and press the **Bulleted List** or **Numbered List** buttons to add the bullets or numbers.

### Nested Lists

To create a nested list, such as a numbered list inside of a bulleted list, follow these steps:

1. Type the list and increase the indentation of the items that will make up the nested list by clicking the **Increase Indent** button for each item.

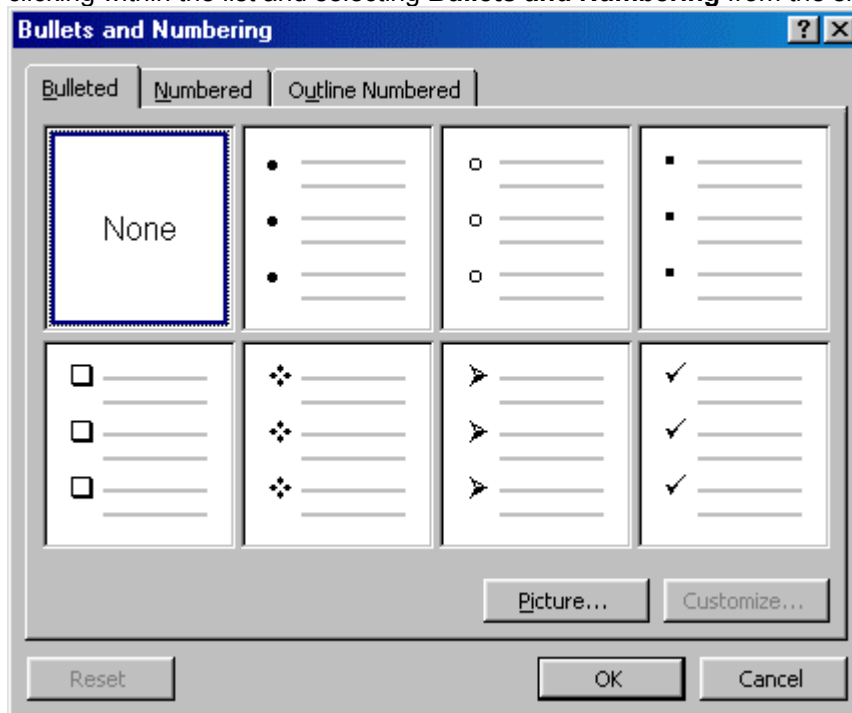
- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Lists             <ul style="list-style-type: none"> <li>○ Bulleted and Numbered Lists</li> <li>○ Nested Lists</li> <li>○ Formatting Lists</li> </ul> </li> <li>• Tables             <ul style="list-style-type: none"> <li>○ Create a Table</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Lists             <ol style="list-style-type: none"> <li>1. Bulleted and Numbered Lists</li> <li>2. Nested Lists</li> <li>3. Formatting Lists</li> </ol> </li> <li>• Tables             <ul style="list-style-type: none"> <li>○ Create a Table</li> </ul> </li> </ul> |
|--|---|

2. Highlight the items and click the **Numbered List** button on the formatting toolbar.

### Formatting Lists

The bullet image and numbering format can be changed by using the **Bullets and Numbering** dialog box.

1. Highlight the entire list to change all the bullets or numbers, or Place the cursor on one line within the list to change a single bullet.
2. Access the dialog box by selecting **Format|Bullets and Numbering** from the menu bar or by right-clicking within the list and selecting **Bullets and Numbering** from the shortcut menu.



3. Select the list style from one of the seven choices given, or click the **Picture...** button to choose a different icon. Click the **Numbered** tab to choose a numbered list style.
4. Click **OK** when finished.

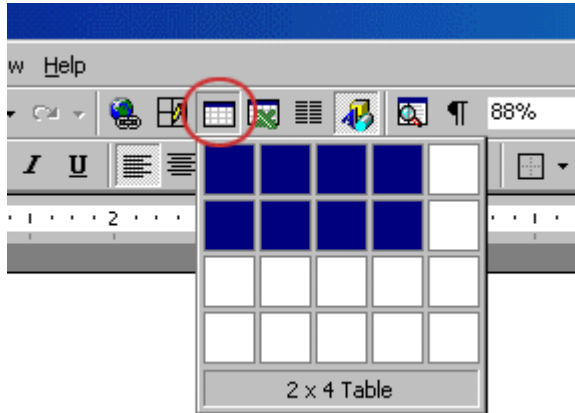
### Tables

Tables are used to display data and there are several ways to build them in Word. Begin by placing the cursor where you want the table to appear in the document and choose one of the following methods.

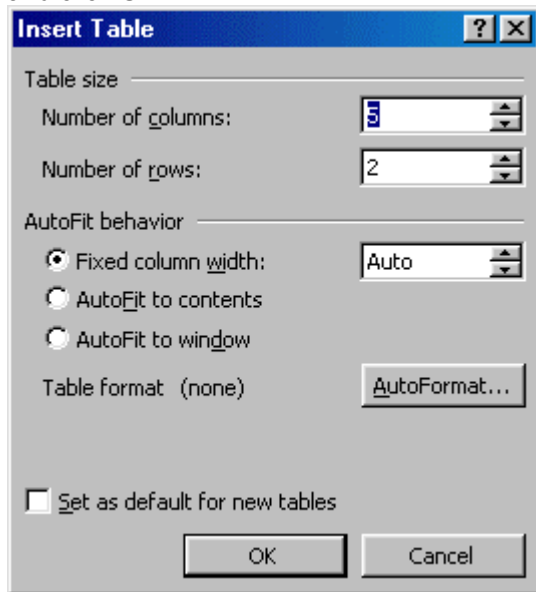
### Insert a Table

There are two ways to add a table to the document using the Insert feature:

1. Click the **Insert Table** button on the standard toolbar. Drag the mouse along the grid, highlighting the number of rows and columns for the table.



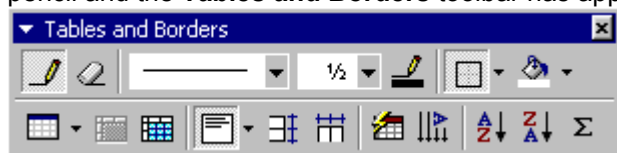
2. Or, select **Table|Insert|Table** from the menu bar. Select the number of rows and columns for the table and click **OK**.





### Draw the Table

A table can also be drawn onto the document:

1. Draw the table by selecting **Table|Draw Table** from the menu bar. The cursor is now the image of a pencil and the **Tables and Borders** toolbar has appeared.



2. Draw the cells of the table with the mouse. If you make a mistake, click the **Eraser** button  and drag the mouse over the area to be deleted.
3. To draw more cells, click on the **Draw Table** button .

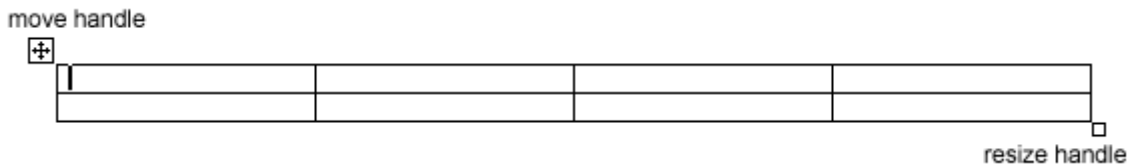
### Inserting Rows and Columns

Once the table is drawn, insert additional rows by placing the cursor in the row you want to be adjacent to. Select **Table|Insert|Rows Above** or **Rows Below**. Or, select an entire row and right-click with the mouse. Choose **Insert Rows** from the shortcut menu.

Much like inserting a row, add a new column by placing the cursor in a cell adjacent to where the new column will be added. Select **Table|Insert|Columns to the Left** or **Columns to the Right**. Or, select the column, right-click with the mouse, and select **Insert Columns**.

### Moving and Resizing a Table

A four-sided moving arrow and open box resizing handle will appear on the corners of the table if the mouse is placed over the table. Click and drag the four-ended arrow to move the table and release the mouse button when the table is positioned where you want it. Click and drag the open box handle to resize the table. Change the column widths and row heights by clicking the cell dividers and dragging them with the mouse.



### Tables and Borders Toolbar

The Tables and Borders toolbar allows you to add border styles, shading, text effects, alignment, and more options to your table. Access the toolbar by clicking **Table|Draw Table** or **View|Toolbars|Tables and Borders**.

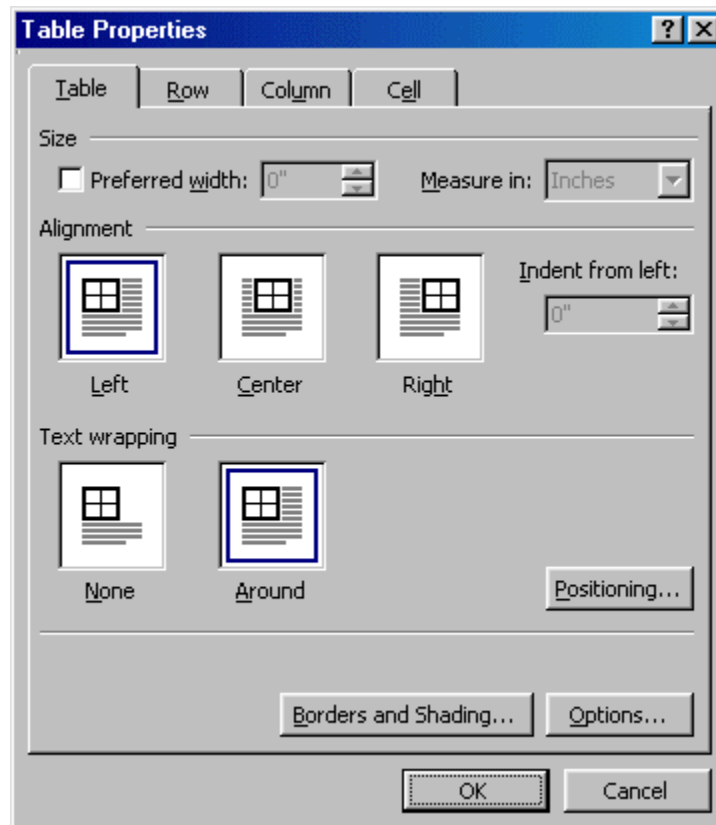


You will need to highlight the cells of the table you want to format. Click and drag the mouse over the cells, or use the following shortcuts:

Selection	Menu Method	Mouse Method
One cell	<b>Table Select Cell</b>	Click the bottom, left corner of the cell when a black arrow appears
One row	<b>Table Select Row</b>	Click outside the table to the left of the row
One column	<b>Table Select Column</b>	Click outside the table above the column when a black arrow appears
Several rows	(none)	Click outside the table to the left of the row and drag the mouse down
Several columns	(none)	Click outside the table above the column
Entire table	<b>Table Select Table</b>	Triple-click to the left of the table

### Table Properties

Use the **Table Properties** dialog box to modify the alignment of the table with the body text and the text within the table. Access the box by selecting **Tables|Table Properties**.



**Size** - Check the **Preferred width** box and enter a value if the table should be an exact width.



**Alignment** - Highlight the illustration that represents the alignment of the table in relation to the text of the document.



**Text wrapping** - Highlight "None" if the table should appear on a separate line from the text or choose

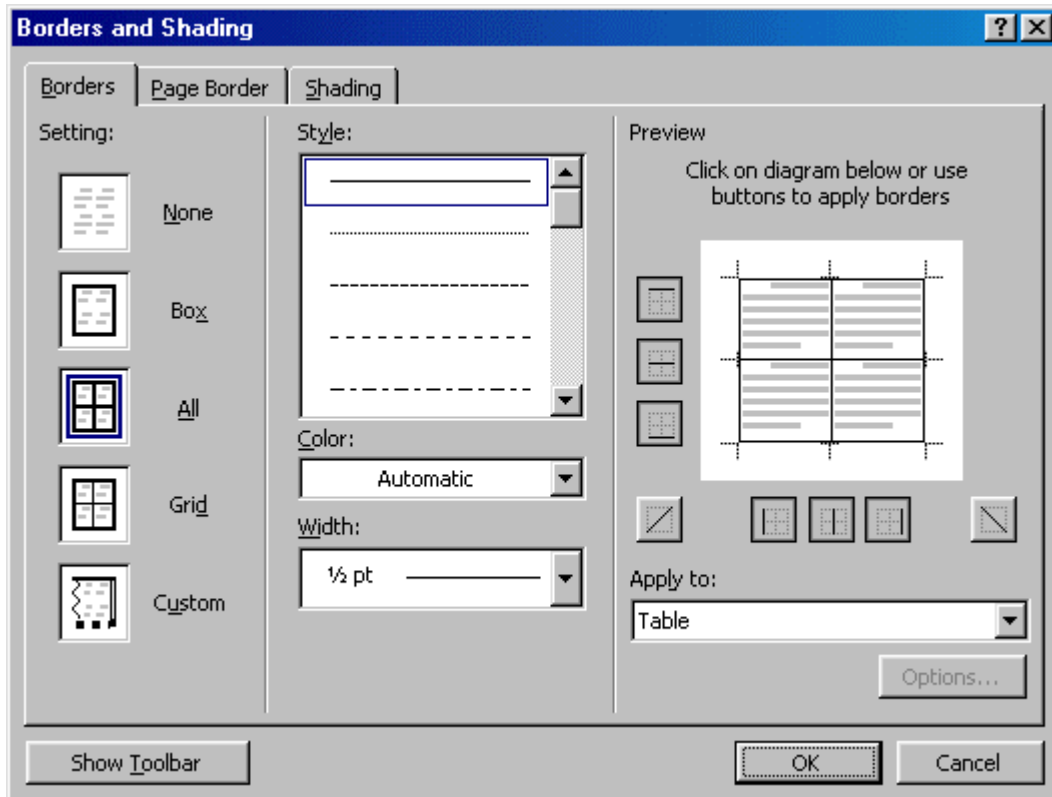


"Around" if the text should wrap around the table.

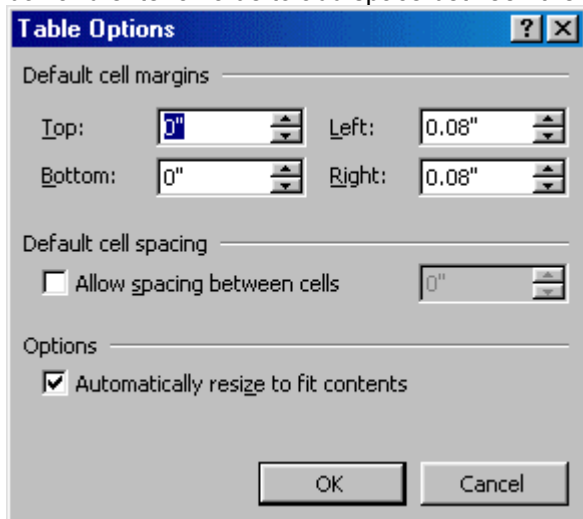
**Borders and Shading** - Select from a number of border styles, colors, and widths. Click the **Shading** tab to



change the background color and pattern.



**Options** - Click the **Options** button on the **Table Properties** window. To change the spacing between the document text and the table borders under **Default cell margins**. Check the **Allow spacing between cells** box and enter a value to add space between the table cells.

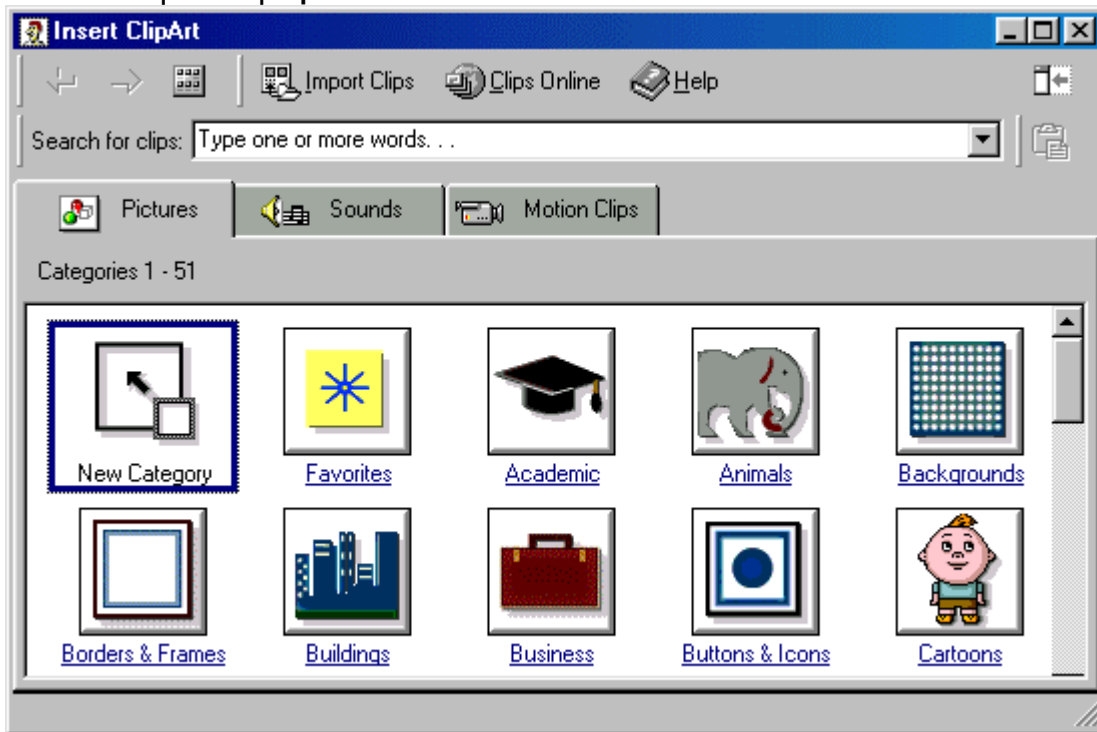


## Adding Graphics

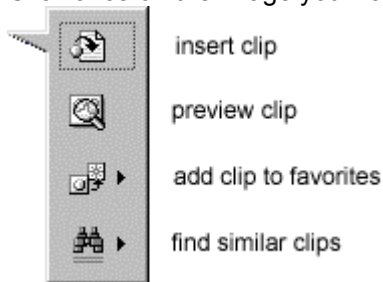
### Adding Clip Art

To add a clip art image from the Microsoft library to a document, follow these steps:

1. Select **Insert|Picture|Clip Art** from the menu bar.




2. To find an image, click in the white box following **Search for clips**. Delete the words "Type one or more words. . ." and enter keywords describing the image you want to use.  
**- OR -**  
Click one of the category icons.
3. Click once on the image you want to add to the document and the following popup menu will appear:



**Insert Clip** to add the image to the document.



**Preview Clip** to view the image full-size before adding it to the document. Drag the bottom, right corner of the  preview window to resize the image and click the "x" close button to end the preview.





**Add Clip to Favorites** will add the selected image to your favorites directory that can be chosen from the **Insert ClipArt** dialog box.

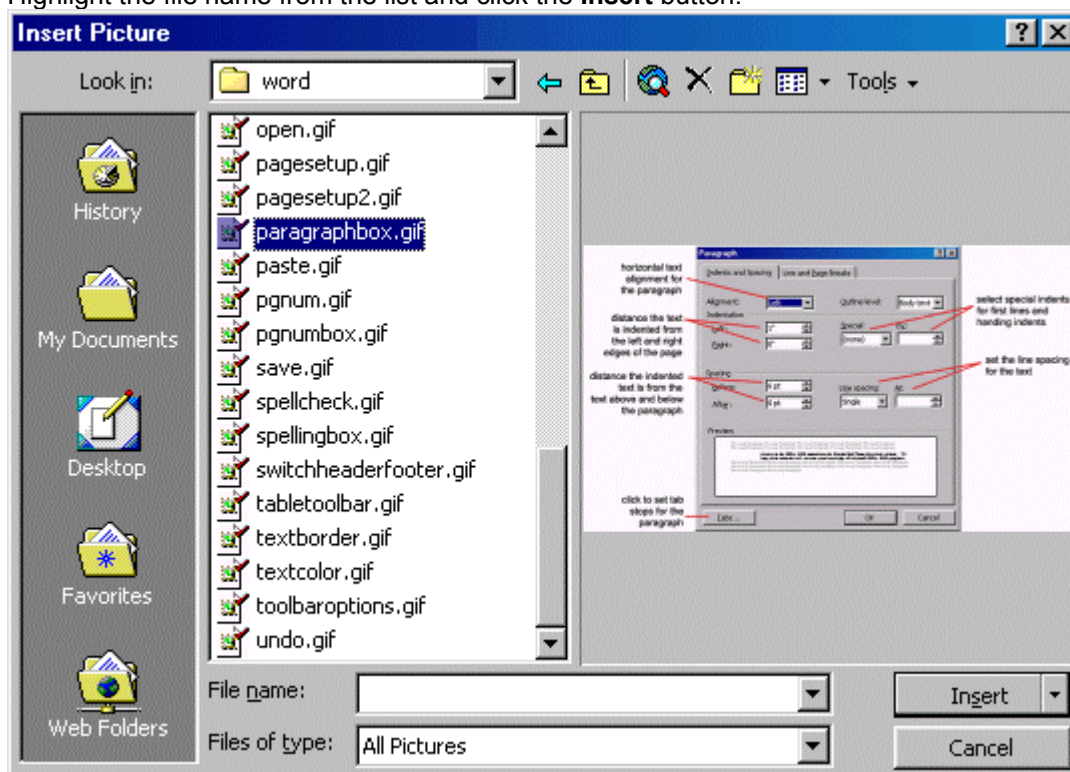
**Find Similar Clips** will retrieve images similar to the one you have chosen.

- Continue selecting images to add to the document and click the **Close** button in the top, right corner of the **Insert ClipArt** window to stop adding clip art to the document.

### Add An Image from a File

Follow these steps to add a photo or graphic from an existing file:

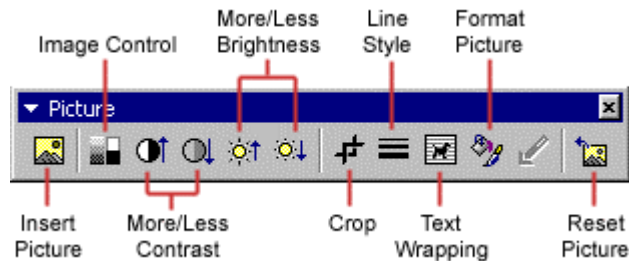
- Select **Insert|Picture|From File** on the menu bar.
- Click the down arrow button on the right of the **Look in:** window to find the image on your computer.
- Highlight the file name from the list and click the **Insert** button.



### Editing A Graphic

Activate the image you wish to edit by clicking on it once with the mouse. Nine handles will

appear around the graphic. Click and drag these handles to resize the image. The handles on the corners will resize proportionally while the handles on the straight lines will stretch the image. More picture effects can be changed using the Picture toolbar. The **Picture toolbar** should appear when you click on the image. Otherwise, select **View|Toolbars|Picture** from the menu bar to activate it.



**Insert Picture** will display the image selection window and allows you to change the image.



**Image Control** allows to to make the image grayscale, black and white, or a watermark.



**More/Less Contrast** modifies the contrast between the colors of the image.



**More/Less Brightness** will darken or brighten the image.



Click **Crop** and drag the handles on the activated image to delete outer portions of the image.



**Line Style** will add a variety of borders to the graphic.



**Text Wrapping** will modify the way the document text wraps around the graphic.



**Format Picture** displays all the image properties in a separate window.

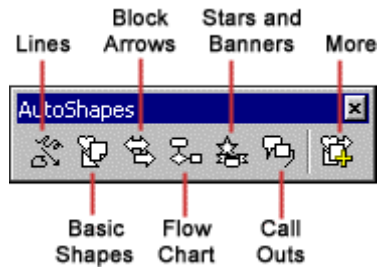


**Reset Picture** will delete all the modifications made to the image.



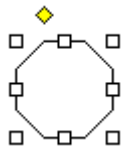
### Auto Shapes


The AutoShapes toolbar will allow you to draw many different geometrical shapes, arrows, flow chart symbols, stars, and banners on the document. Activate the AutoShapes toolbar by selecting **Insert|Picture|AutoShapes** or **View|Toolbars|AutoShapes** from the menu bar, or clicking the **AutoShapes** button on the Drawing toolbar. Click each button on the toolbar to view the options for drawing the shape.



**Lines** - After clicking the Lines button on the AutoShapes toolbar, draw a **straight line**, **arrow**, or **double-ended arrow** from the first row of options by clicking the respective button. Click in the document where you would like the line to begin and click again where it should end. To draw a **curved line** or **freeform shape**, select curved lines from the menu (first and second buttons of second row), click in the document where the line should appear, and click the mouse every time a curve should begin. End creating the graphic by clicking on the starting end or pressing the **ESC** key. To **scribble**, click the last button in the second row, click the mouse in the document and hold down the left button while you draw the design. Let go of the mouse button to stop drawing.

**Basic Shapes** - Click the Basic Shapes button on the AutoShapes toolbar to select from many **two- and three-dimensional shapes, icons, braces, and brackets**. Use the drag-and-drop method to draw the shape in the document. When the shape has been made, it can be resized using the open box handles and other adjustments specific to each shape can be modified using the yellow diamond handles.




**Block Arrows** - Select Block Arrows to choose from many types of **two- and three-dimensional arrows**. Drag-and-drop the arrow in the document and use the open box and yellow diamond handles to adjust the arrowheads. Each AutoShape can also be rotated by first clicking the **Free Rotate** button on the drawing toolbar . Click and drag the green handles around the image to rotate it. The tree image below was created from an arrow rotated 90 degrees.



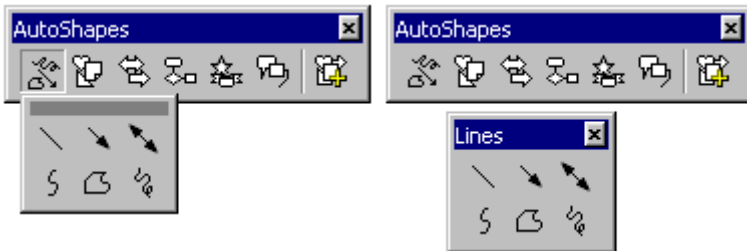
**Flow Chart** - Choose from the flow chart menu to add **flow chart elements** to the document and use the line menu to draw connections between the elements.

**Stars and Banners** - Click the button to select **stars, bursts, banners, and scrolls**.

**Call Outs** - Select from the *speech and thought bubbles*, and *line call outs*. Enter the call out text in the  text box that is made.

**More AutoShapes** - Click this button to choose from a list of clip art categories.

Each of the submenus on the AutoShapes toolbar can become a separate toolbar. Just click and drag the gray bar across the top of the submenus off of the toolbar and it will become a separate floating toolbar.

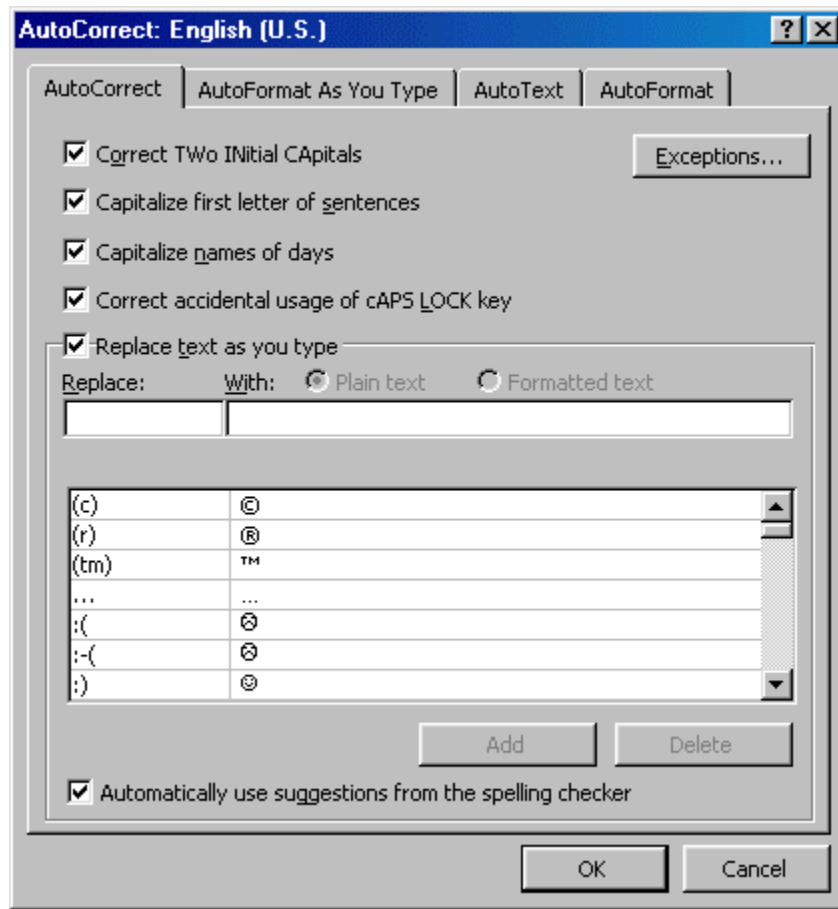


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## Autocorrect and Spelling and Grammar

### AutoCorrect

Word automatically corrects many commonly misspelled words and punctuation marks with the AutoCorrect feature. To view the list of words that are automatically corrected, select **Tools|AutoCorrect**. This may be a hidden feature so click the double arrows at the bottom of the **Tools** menu listing if the AutoCorrect choice is not listed.



Many options including the accidental capitalization of the first two letters of a word and capitalization of the first word of the sentence can be automatically corrected from this page. If there are words you often misspell, enter the wrong and correct spellings in the **Replace** and **With** fields.

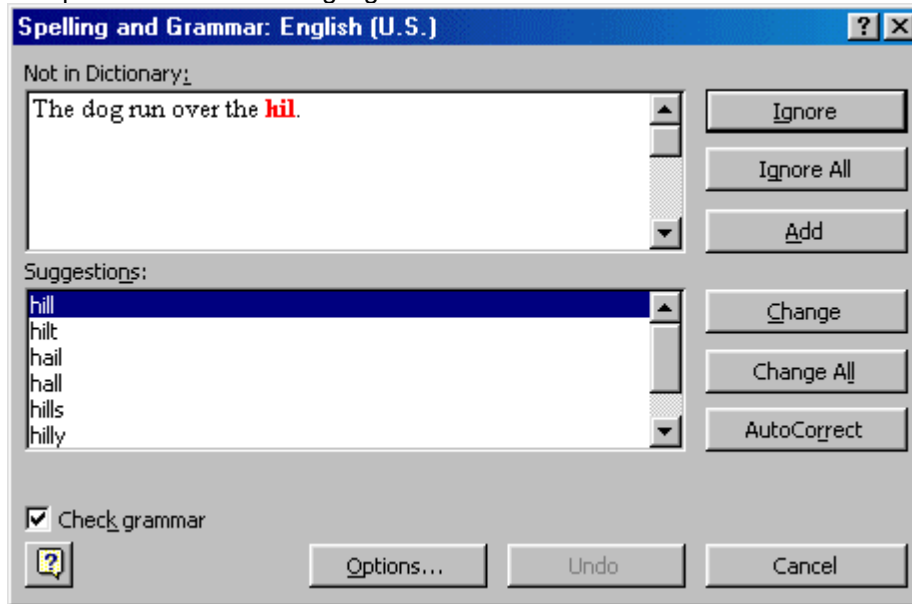
### Spelling and Grammar Check

Word will automatically check for spelling and grammar errors as you type unless you turn this feature off. Spelling errors are noted in the document with a red underline. Grammar errors are indicated by a green underline. To disable this feature, select **Tools|Options** from the menu bar and click the **Spelling and Grammar** tab on the dialog box. Uncheck "**Check spelling as you type**" and "**Check grammar as you type**", and click **OK**.

To use the spelling and grammar checker, follow these steps:

1. Select **Tools|Spelling and Grammar** from the menu bar.

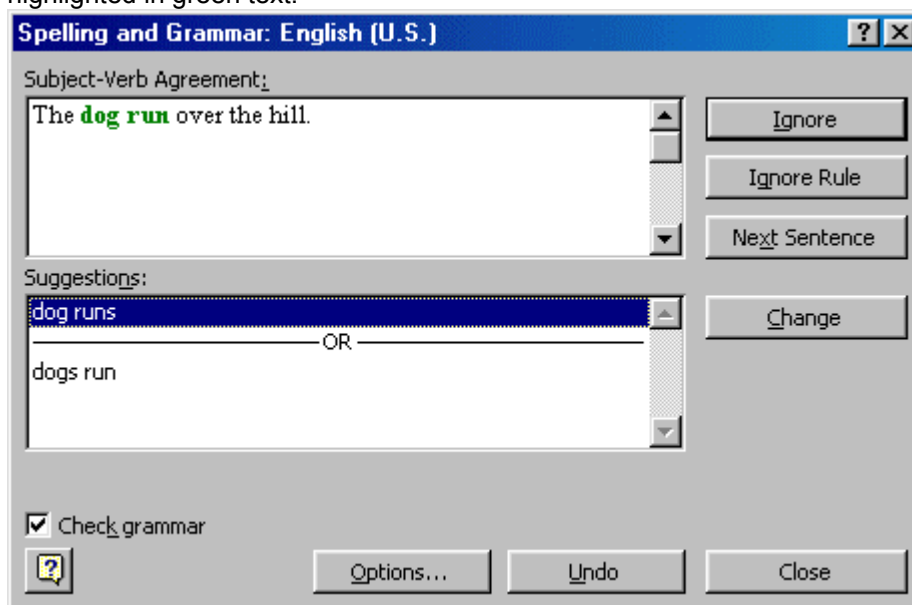
- The **Spelling and Grammar** dialog box will notify you of the first mistake in the document and misspelled words will be highlighted in red.



- If the word is spelled correctly, click the **Ignore** button or click the **Ignore All** button if the word appears more than once in the document.
- If the word is spelled incorrectly, choose one of the suggested spellings in the **Suggestions** box and click the **Change** button or **Change All** button to correct all occurrences of the word in the document. If the correct spelling is not suggested, enter the correct spelling in the **Not In Dictionary** box and click the **Change** button.
- If the word is spelled correctly and will appear in many documents you type (such as your name), click the **Add** button to add the word to the dictionary so it will no longer appear as a misspelled word.

As long as the **Check Grammar** box is checked in the **Spelling and Grammar** dialog box, Word will check the grammar of the document in addition to the spelling. If you do not want the grammar checked, remove the checkmark from this box. Otherwise, follow these steps for correcting grammar:

- If Word finds a grammar mistake, it will be shown in the box as the spelling errors. The mistake is highlighted in green text.

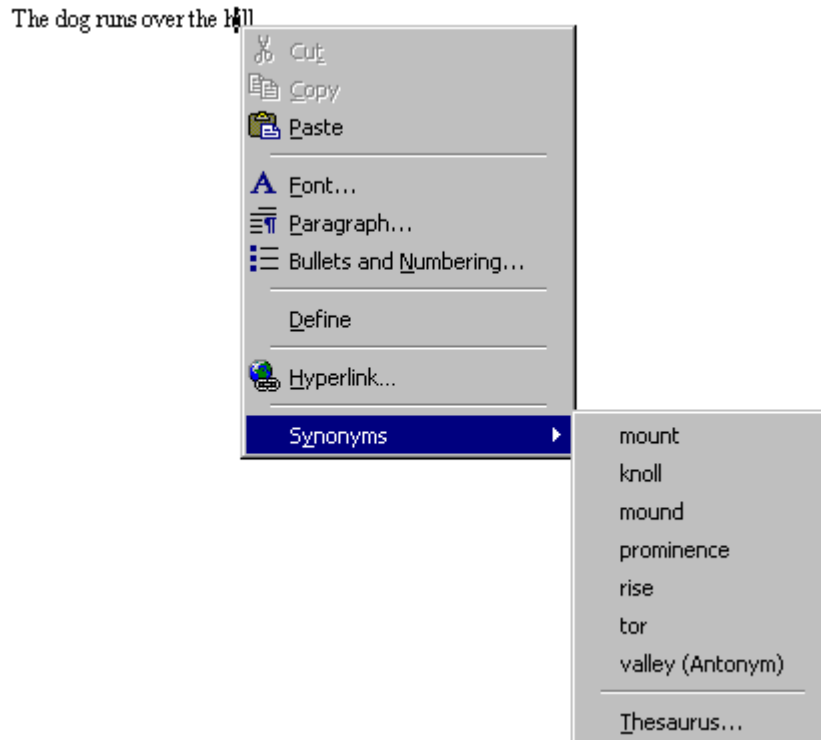


- Several suggestions may be given in the **Suggestions** box. Select the correction that best applies and click **Change**.

3. If no correction is needed (Word is often wrong more than it is right), click the **Ignore** button.

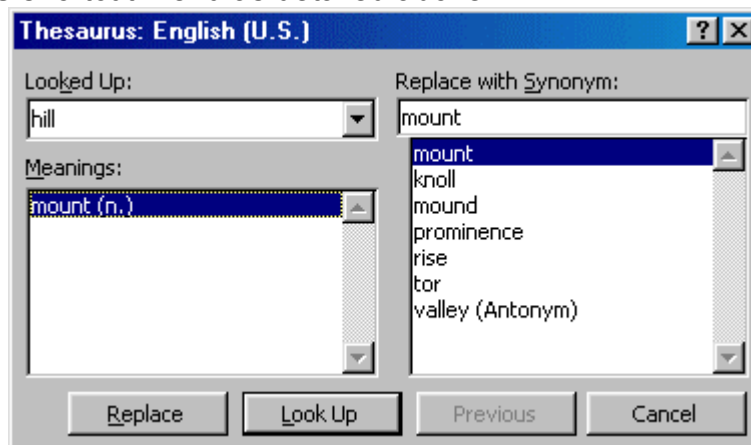
### Synonyms

Word 2000 has a new feature for finding synonyms. Simply right-click on the word and select **Synonyms** from the shortcut menu. From the list of suggested words, highlight the word you would like to use or click **Thesaurus...** for more options.



### Thesaurus

To use the thesaurus, select **Tools|Language|Thesaurus** from the menu bar or select it from the **Synonyms** shortcut menu as detailed above.



A list of meanings and synonyms are given on the windows. Double-click on the words in the **Meanings** box or click the **Look Up** button to view similar words. Double-click words in the **Replace with Synonym** box to view synonyms of those words. Highlight the word you would like to add and click the **Replace** button.

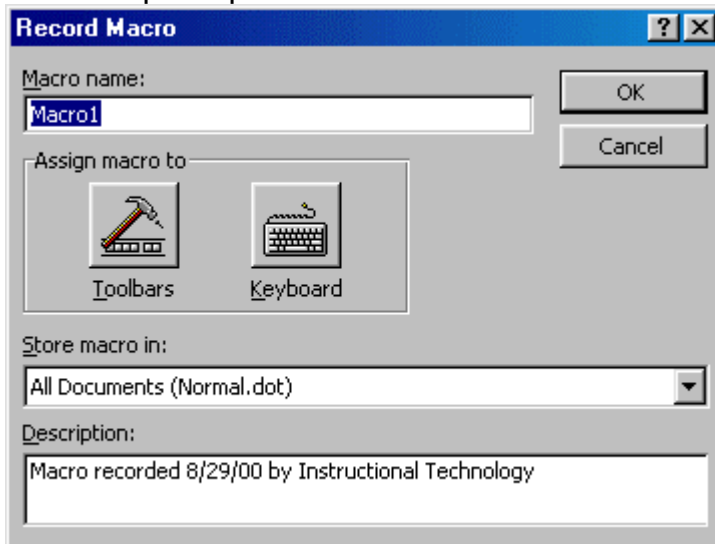
## Macros

Macros are advanced features that can speed up editing or formatting you may perform often in a Word document. They record sequences of menu selections that you choose so that a series of actions can be completed in one step.

### Recording A Macro

To record a macro, follow these steps:

1. Click **Tools|Macro|Record New Macro** on the menu bar.



2. Name the macro in the **Macro name** field. This name cannot contain spaces and or begin with a number.
3. From the **Store macro in** drop-down box, select the document you would like the macro to be associated with or choose "All Documents" be able to use the macro in any document.
4. Enter a description of the macro in the **Description** field. This is for your reference only so you remember what the macro does.
5. Click **OK** to begin recording.
6. Select options from the drop-down menus and Word will record the options you choose from the dialog boxes, such as changing the margins on the Page Setup window. Select only options that modify the document. Word will not record toggle actions such as **View|Toolbars** that have no effect on the document itself.
7. The recording toolbar will allow you to stop, pause, and resume recording.



8. Click the **Stop** button the recording toolbar. The macro is now saved.

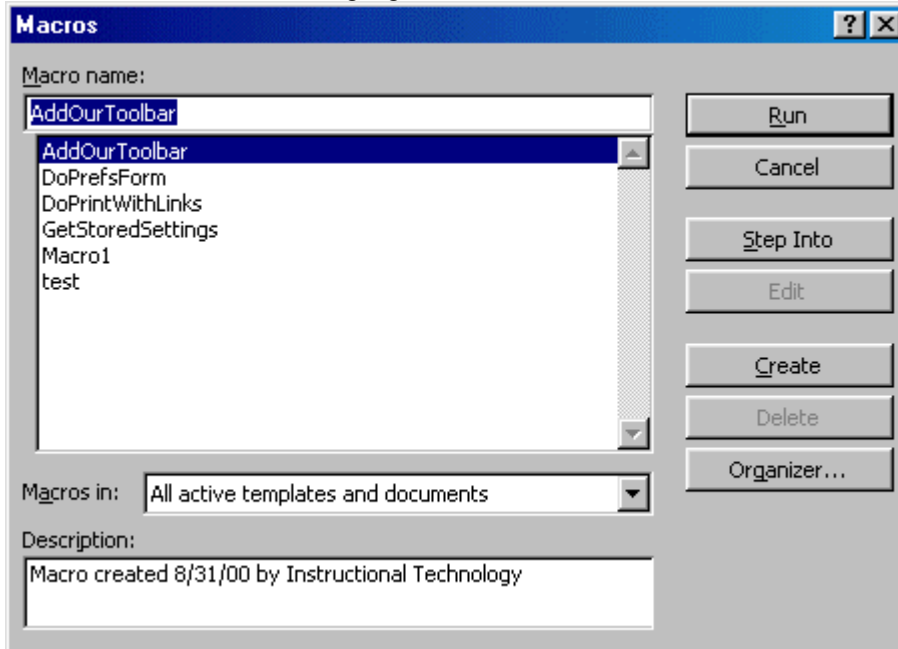
### Running A Macro

To run an existing macro, follow these steps.

1. Select **Tools|Macro|Macros** from the menu bar.



- From the **Macros** window, highlight the **Macro name** in the list and click **Run**.



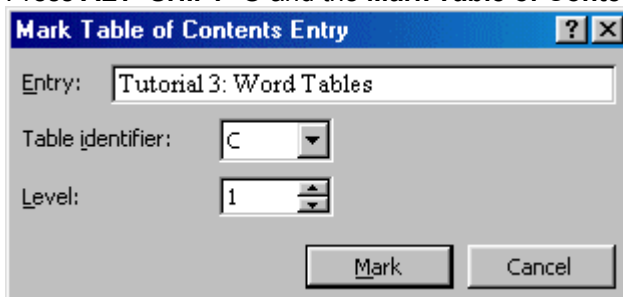
- If the macro is long and you want to stop it while it is running, press **BREAK** (hold **CTRL** and press **PAUSE**).


## Table of Contents

Word will automatically create a Table of Contents page if a document is designed using Heading and Paragraph styles (see the [Styles](#) section). Follow the steps on this page to create a Table of Contents.

### Mark Table of Contents Entries

- Highlight a heading that you would like to appear in the Table of Contents (TOC).
- Press **ALT+SHIFT+O** and the **Mark Table of Contents Entry** box will appear.

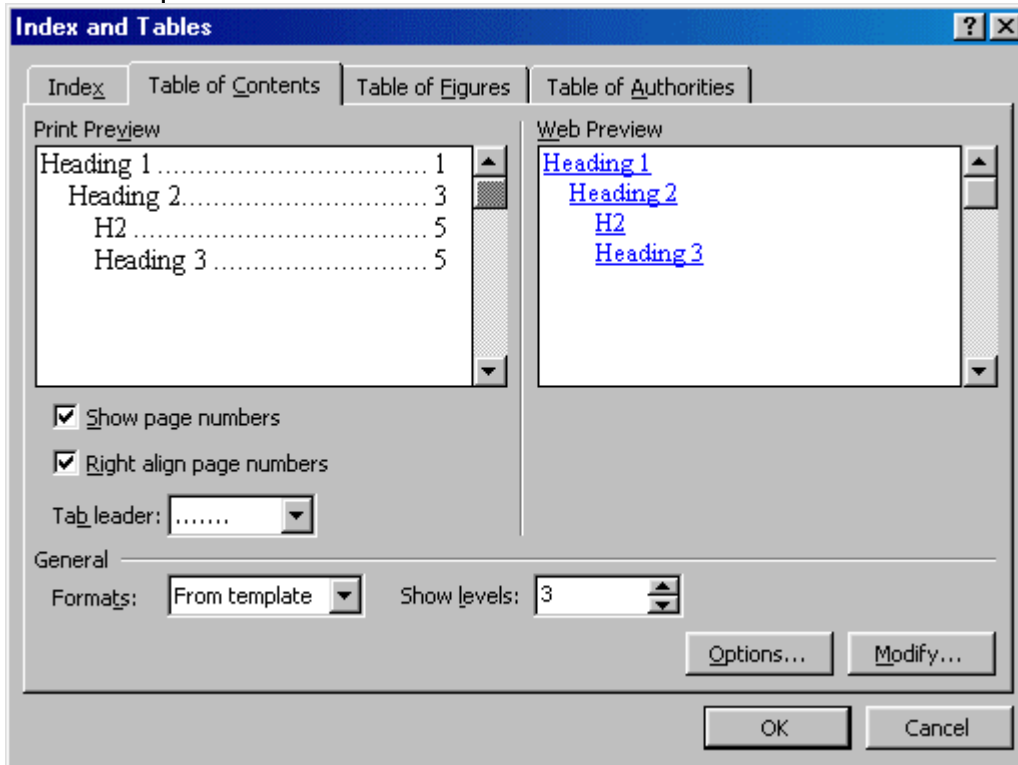


- Entry** - Rename the entry if you would like a different heading to appear in the TOC.
- Table identifier** - Select "C".
- Level** - Choose "1" for first-level heading, "2" for second-level heading, etc.
- Click the **Mark** button.
- The document will be toggled to "reveal codes" view and notice the TOC field code. To hide all codes click the **Show/Hide codes button**  on the standard toolbar.
- Select another heading to add to the TOC, or click the **Close** button on the **Mark Table of Contents Entry** dialog box.

## Generate a Table of Contents

After you have marked all the headings for your TOC, follow these steps to generate the Table of Contents.

1. Place the cursor where you would like the TOC to appear in the document.
2. Select **Insert|Index and Tables** from the menu bar.

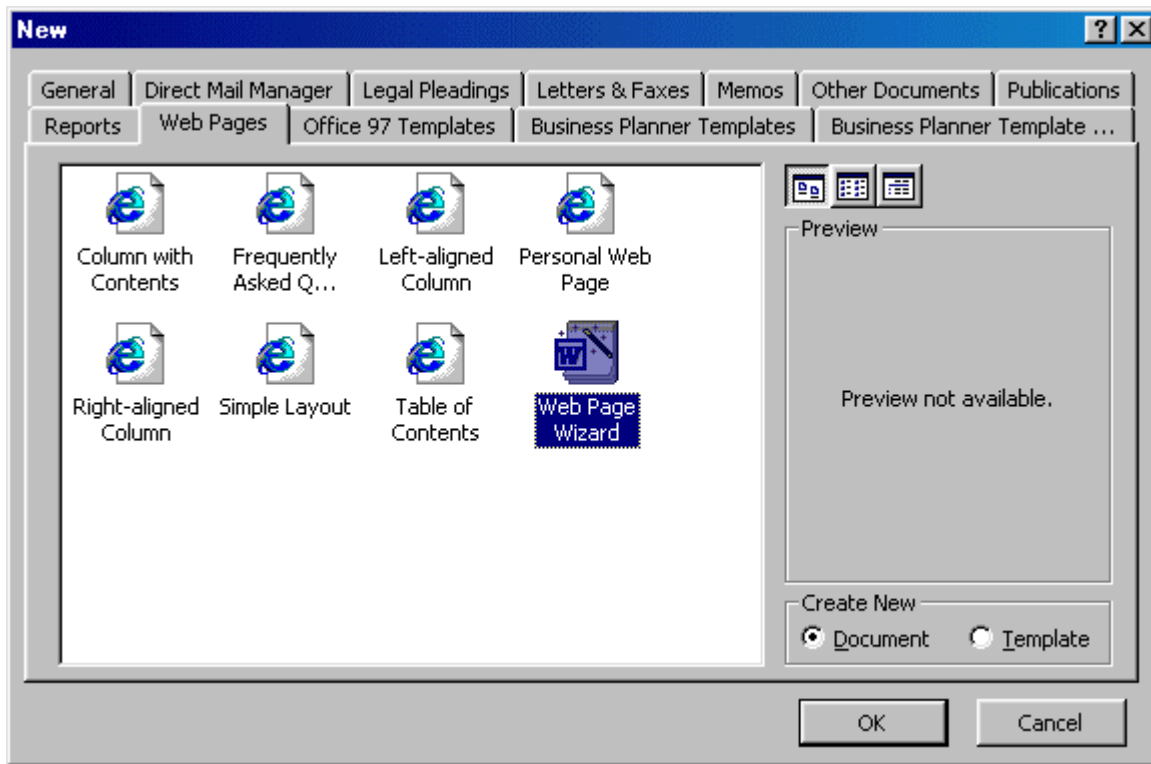


3. Customize the appearance of the TOC from the **Table of Contents** tab. You may choose a preset design from the **Formats** drop-down menu. A preview of each design will be shown in the **Print Preview** window.
4. Check the **Show page numbers** box if you would like page numbers to show on the TOC. Check the **Right align page numbers** box if the page numbers should appear on the right side, then select the **Tab leader** between the heading and the page number. Uncheck the box if the page numbers should appear right next to the heading.
5. Click **OK**.

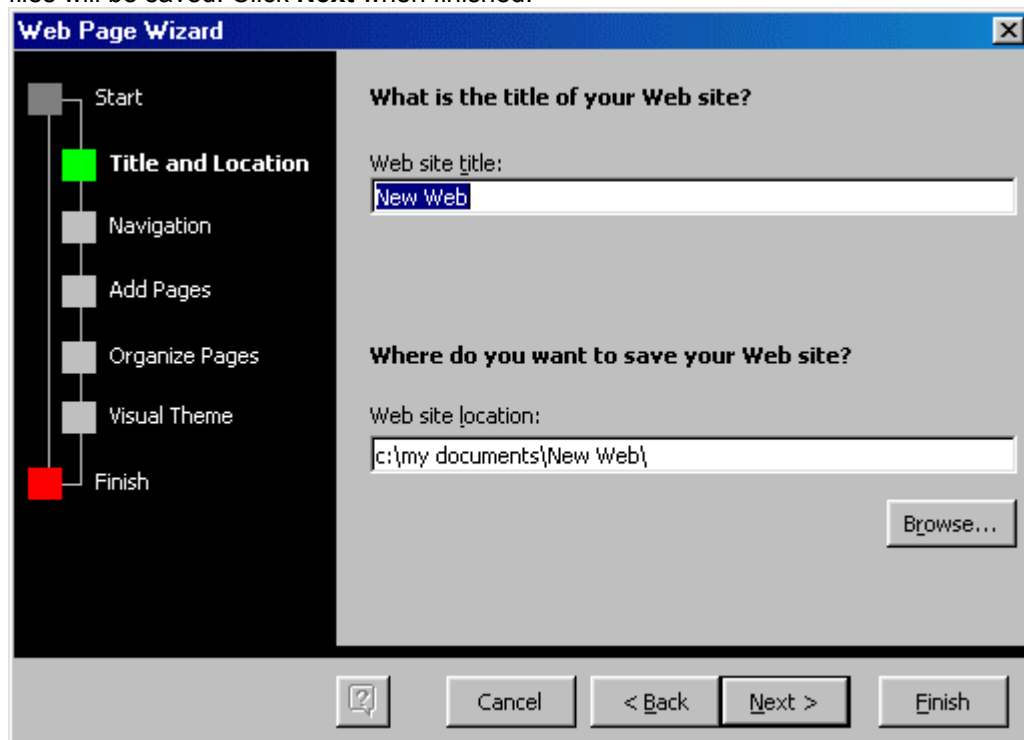
## Web Page Wizard

Word's Web Page Wizard will help you quickly create web pages for the Internet with preset layouts and graphics. Follow these steps to create a web page using the wizard.

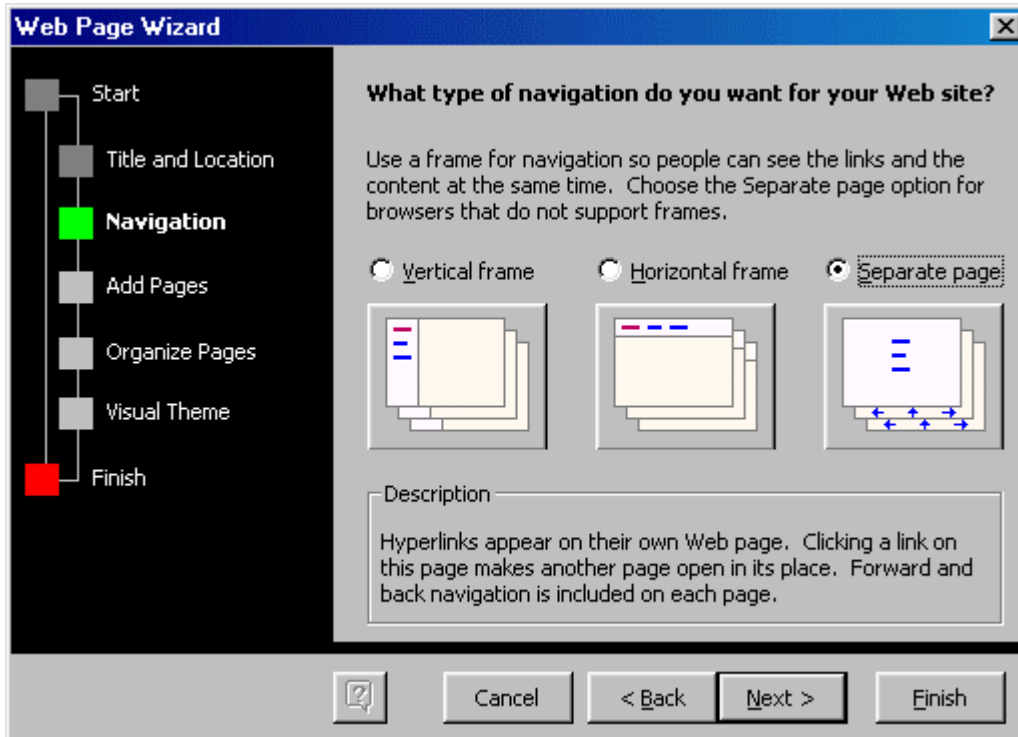
1. Select **File|New...** from the menu bar.
2. Click the **Web Pages** tab on the **New** dialog box.



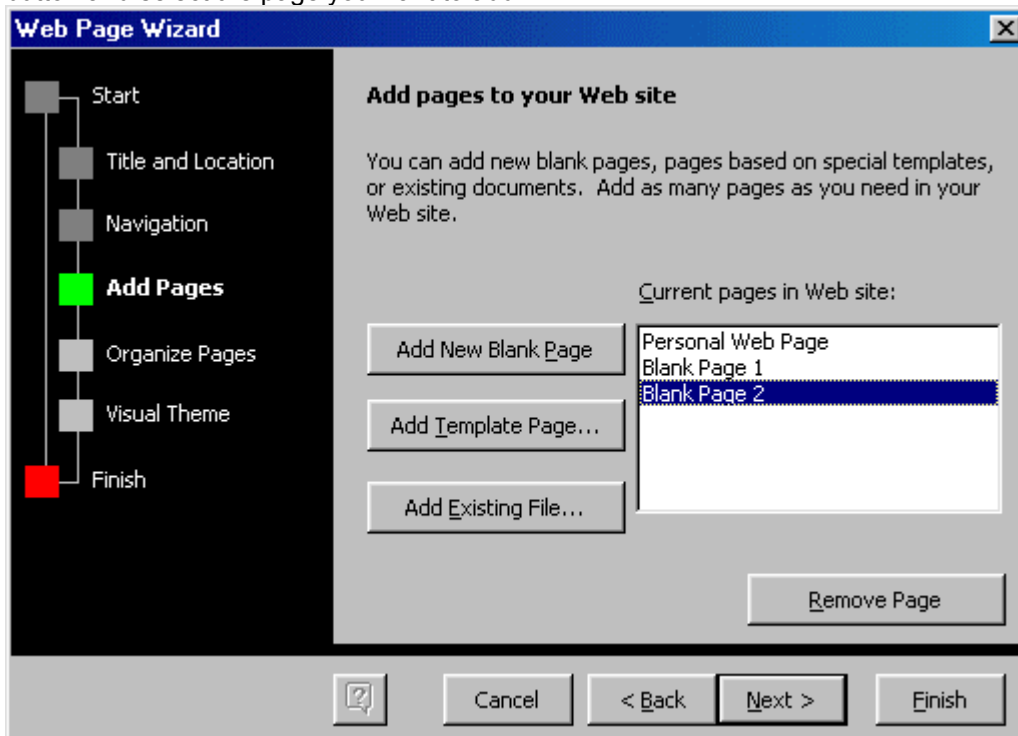
3. Highlight the **Web Page Wizard** icon and click **OK**.
4. Click the **Next** button on the first Web Page Wizard box.
5. **Title and Location** - Enter a title for your web site and select the location on your computer where the files will be saved. Click **Next** when finished.



6. **Navigation** - Select a navigation type for the web page. **Separate page** is usually the best choice as it is the easiest to use.

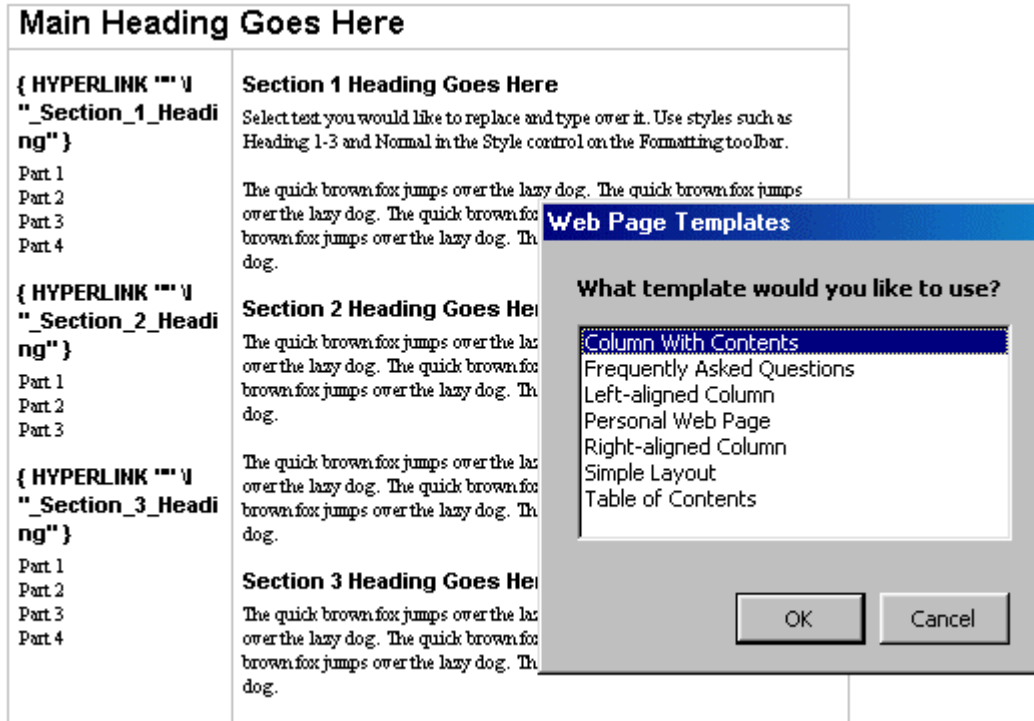


7. **Add Pages** - The next screen will list the pages currently in the web site. Click the **Add New Blank Page** button to add a new page, and highlight a page in the list and click **Remove Page** to delete pages from the web site. To add a page that you have already created to the site, click the **Add Existing File...** button and select the page you want to add.

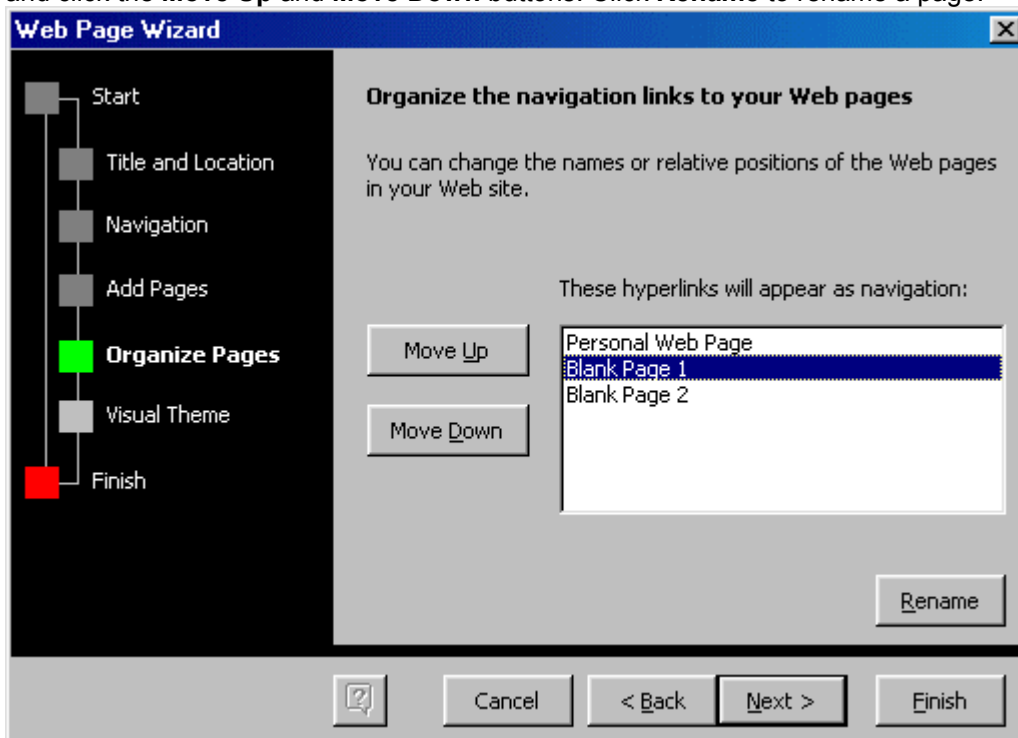


Click the **Add Template Page...** to insert a page with a layout. Highlight the choices in the **Web Page**

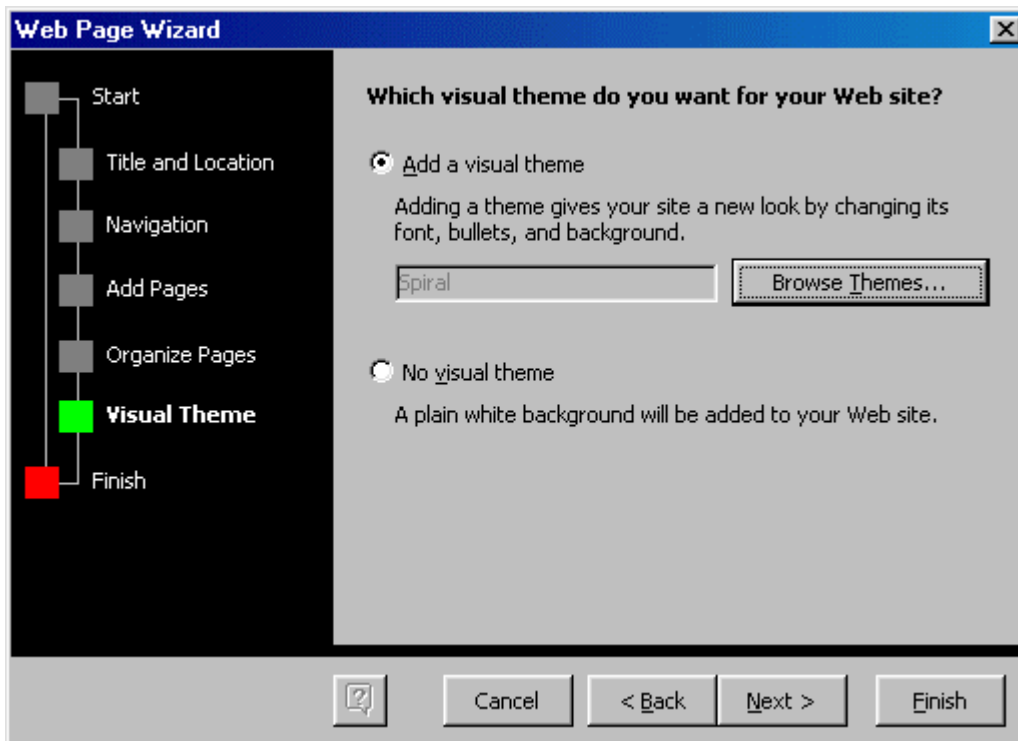
Templates window to preview the template in the main window. Click **OK** to select a template.



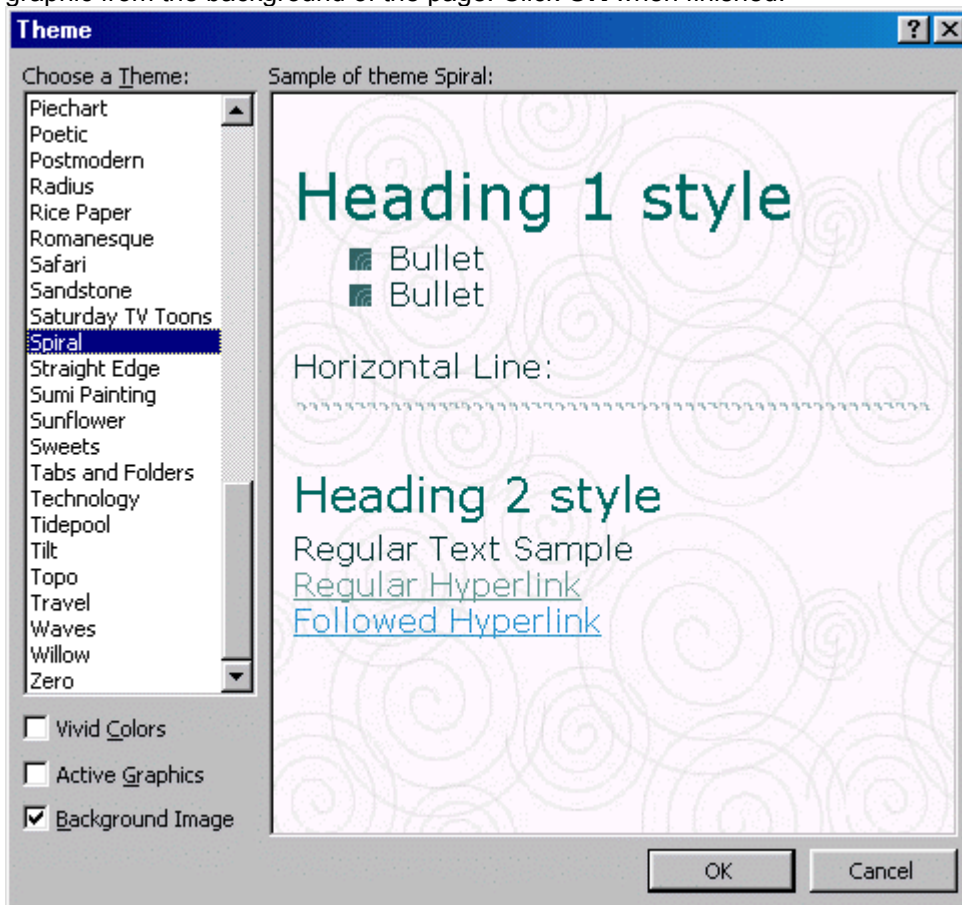
8. **Organize Pages** - Reorder the pages of the web site. Highlight the name of the page that will be moved and click the **Move Up** and **Move Down** buttons. Click **Rename** to rename a page.



9. **Visual Theme** - Select **No visual theme** for a blank page or select check **Add a visual theme** and click **Browse Themes...** to select a graphical theme.



From the **Themes** window, highlight the themes in the list to preview them. Check the **Vivid Colors** and **Active Graphics** boxes to apply those options. Uncheck the Background Image box to remove the graphic from the background of the page. Click **OK** when finished.



10. Click **Finish** to create the web site.

## Mail Merge

### How do I start a mail merge?

You can [use the Mail Merge Helper](#) to create form letters, mailing labels, envelopes, or catalogs. The Mail Merge Helper guides you through organizing the address data, merging it into a generic document, and printing the resulting personalized documents.

Open or create a [main document](#), which contains the generic information that you want to repeat in each form letter, mailing label, envelope, or catalog.

Open or create a [data source](#), which contains the data that varies in the merged documents – for example, the name and address of each recipient of a form letter. The data source can be an existing spreadsheet, database, or text file, or a Word table that you create by using the Mail Merge Helper.

In the main document, insert [merge fields](#), which are placeholders that tell Microsoft Word where to insert data from the data source.

Merge data from the data source into the main document. Each row (or record) in the data source produces an individual form letter, mailing label, envelope, or catalog item. You can send the merged documents directly to a printer, or to e-mail addresses or fax numbers. Or you can collect the merged documents into a new document so you can review and print them later.

### What types of data sources can I use?

You can use just about any type of data source that you want, including a Word table, Microsoft Outlook contact list, Excel worksheet, Microsoft Access database, or ASCII text file. If you haven't already stored information in a data source, Word guides you step by step through [setting up a Word table](#) that contains your names, addresses, and other data. Learn about [mail-merge data sources](#).

## Create form letters

### Step 1: Open or create the main document

1. Do one of the following:
  - [Open an existing letter](#).
  - [Create a new letter](#).
2. On the **Tools** menu, click **Mail Merge**.
3. Under **Main document**, click **Create**, and then click **Form Letters**.
4. Click **Active Window**.

The active document becomes the [main document](#).

### Step 2: Open or create the data source

1. In the **Mail Merge Helper** dialog box, do one of the following:
  - [Create a new data source](#). Use this method if you haven't already stored the names, addresses, and other data in a [data source](#), and want to store the data in a Word table.
  - Use data in an existing data source. Under **Data source**, click **Get Data**, and then click **Open Data Source**. Select a Microsoft Word document, or a worksheet, database, or other list, and then click **Open**. Click **Edit Main Document**.

- Use addresses from an electronic address book. Under **Data source**, click **Get Data**, and then click **Use Address Book**. Select an address book, and then click **OK**. Click **Edit Main Document**.

### Step 3: Edit the main document and insert merge fields

1. In the main document, type the text that you want to appear in every form letter.
2. Insert [merge fields](#) where you want to merge names, addresses, and other data from the data source. To insert a merge field, click in the main document, click **Insert Merge Field** on the **Mail Merge toolbar**, and then click the field name you want.
3. After you complete the main document and insert all of the merge fields, click **Save As** on the **File** menu. Name the document, and then click **Save**.

### Step 4: Merge the data into the main document

1. On the **Tools** menu, click **Mail Merge**.
2. If you want to specify the order in which data is merged, or to merge only part of the data, then you can [sort and select data records to merge](#).
3. If you want to see how the merged data will appear, then you can [preview the merged documents](#).
4. In the **Mail Merge Helper** dialog box, click **Merge** under **Merge the data with the document**.
5. If you want to check the data source for errors before you merge, click **Check Errors**. Choose an option, and then click **OK**.
6. Do one of the following:
  - Send the merged letters directly to a printer. In the **Merge to** box, click **Printer**, and then click **Merge**.
  - [Store the merged letters in a new document](#), so you can review, edit, and print them later.
  - [Distribute the merged letters to e-mail addresses or fax numbers](#).

### Use a Microsoft Access database as a mail-merge data source

You can select as a data source any table or [query](#) defined in a Microsoft Access database.

If you select a table

Word retrieves the table each time you use the data source. Unless the table has been changed in Microsoft Access, it contains the same [data fields](#) and [data records](#) it contained the last time you used the data source.

If you select a query

To always use the data records retrieved by the original query instructions, clear the **Link to query** check box. This option is available only with Microsoft Access version 1.1 or later.

If you expect the query instructions to change and you want to use information selected by the latest query, select the **Link to query** check box. Each time you use the data source, Word carries out the current instructions of the query. If the original instructions in a linked query have been modified – for example, if the query specifies different data fields or tables – the data selected by the query can change. The data records selected by the current query are used as the data source.



For example, suppose a query selects data records that identify the top products sold each month. You are preparing a report that analyzes holiday buying trends in December. To "freeze" the data source so that it always reflects December sales, clear the **Link to query** check box. Conversely, if you use the data source to track the leading sellers in your monthly sales reports, make sure that you select this check box.

**Note** Whether you select a table or select or link a query, Word always retrieves the latest information in the data records.

### Create a new Word data source

1. Make sure you've already set up the main document.
2. If you don't see the **Mail Merge Helper** dialog box, click in the [main document](#), and then click **Mail Merge** on the **Tools** menu.
3. Under **Data source**, click **Get Data**, and then click **Create Data Source**.
4. In the **Field names in header row** box, specify the [data fields](#) that you want to include in the [data source](#):
  - To delete a data field, click the [field name](#) in the **Field names in header row** box, and then click **Remove Field Name**.
  - To add a data field, type a new field name in the **Field name** box, and then click **Add Field Name**.
  - To change the order of the data fields, click a field name in the **Field names in header row** box, and then click one of the arrow buttons.
5. When you finish specifying the data fields, click **OK**.
6. [Locate the folder](#) that you want to save the data source in, type a file name, and then click **Save**.
7. Click **Edit Data Source**.
8. In the **Data Form** dialog box, fill in the information for each [data record](#):
  - To fill in a record, type information for a data field, and then press ENTER to move to the next field. If you don't want to include information for a particular field, press ENTER to skip the field. Don't type spaces in the box.
  - To start a new data record, click **Add New**.
9. When you finish entering data records, save the data source by clicking **View Source**, and then clicking **Save** on the **Standard toolbar**.
10. To return to the main document, click **Mail Merge Main Document** on the **Database toolbar**.

### Preview merged documents

1. Make sure you've already set up the [main document](#), selected a [data source](#), and inserted [merge fields](#) in the main document.
2. If you see the **Mail Merge Helper** dialog box, click **Close**.
3. Click anywhere in the main document, and then click **View Merged Data** on the **Mail Merge toolbar**.

Microsoft Word displays information from the first [data record](#) in place of the merge fields.

4. To view information from other data records, click the arrow buttons on the **Mail Merge** toolbar, or type a record number in the **Go to Record** box and press ENTER.

**Tip** To print the main document with the currently merged data, click **Print** on the **Standard toolbar**.