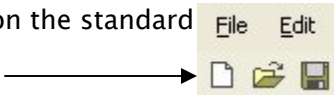
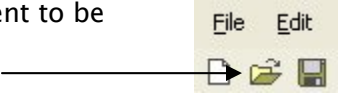

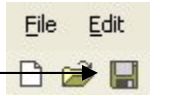
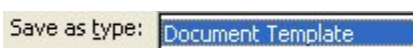



# Microsoft Word XP

## The Basics

Open a New Document	Click the <b>New</b> icon on the standard toolbar	
Open a Saved Document	<ul style="list-style-type: none"><li>• Click the <b>Open</b> icon on the standard toolbar</li><li>• Click the document to be opened</li><li>• Click <b>Open</b></li></ul>	
Change Margins	<ul style="list-style-type: none"><li>• <b>File, Page Setup...</b></li><li>• Change margins</li></ul>	
Zoom In/Out	<ul style="list-style-type: none"><li>• Click the <b>Zoom</b> button on the standard toolbar</li></ul>	
Bring Up a Toolbar	<ul style="list-style-type: none"><li>• <b>View, Toolbars</b> and select the one you want</li></ul>	
Save a Document	<ul style="list-style-type: none"><li>• Click the <b>Save</b> icon in the standard toolbar</li><li>• Name the document</li></ul>	
Save a Document to a New Location or with a Different Name	<ul style="list-style-type: none"><li>• <b>File, Save As</b></li><li>• Name the document</li><li>• Select location to save</li></ul>	
Save as Stationary (Template)	<ul style="list-style-type: none"><li>• <b>File, Save As</b></li><li>• Name the document</li><li>• Click <b>Save As Type</b> pop-up</li><li>• Choose <b>Template Document</b></li></ul>	
Print	<ul style="list-style-type: none"><li>• <b>File, Print</b></li></ul>	
Change to Landscape Orientation	<ul style="list-style-type: none"><li>• <b>File, Page Setup...</b></li><li>• Click the <b>Paper Size</b> tab</li><li>• Click on <b>Landscape</b></li></ul>	

MS Word



Tips & Tricks



# Tips & Tricks

## Editing

Selecting Text	• Double Click	-Selects a word
	• Triple Click	-Selects a paragraph
	• Click in Left Margin	-Selects a line
	•	-Selects a sentence
	• Ctrl+Click in Left Margin	-Selects entire document
	• Click, Shift+Click	-Selects area between clicks
	• Shift+Arrow Key	-Selects text in direction of arrow key used
• Alt+Click and Drag	-Selects a vertical block of text	

Deleting	• Backspace Key	-Deletes the character to the left of the cursor
	• Delete Key	-Deletes the character to the right of the cursor

Move Text	• Select the text to be moved	
	• Click the <b>cut</b> icon	
	• Move the cursor to where you want it placed.	
	• Click <b>Paste</b>	

Cut Text	• Select Text	
	• Click <b>Cut</b>	

Copy Text	• Select Text	
	• Click <b>Copy</b>	

Paste Text	• Click where you want your text to go.	
	• Click <b>Paste</b>	

Spell Check	• Click here to check spelling	
-------------	--------------------------------	--




# Tips & Tricks

## Formatting


**Changing Fonts**

- Select text
- Click on the Font pop-up
- Choose a font




**Changing Font Size**

- Select text
- Click on the Font size pop-up
- Choose a size



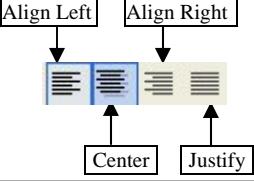
**Changing Font Color**

- Select text
- Click on the Font color pop-up
- Choose a color



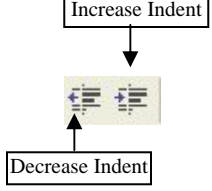
**Aligning Text**

- Click in paragraph
- Click on appropriate **Align** icon



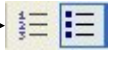
**Indent Paragraph**

- Click in paragraph
- Click on Increase or Decrease Indent



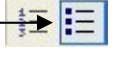
**Numbered Lists**

- Click on the numbering icon



**Bulleted Lists**

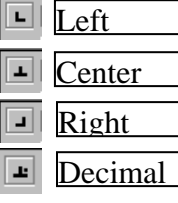
- Click on the bullets icon



## TABS

**Set Tabs**

- Click the **tab selector button** at the left end of the ruler to choose the type of tab to be set.
- Click the ruler at the point you want the tab.





## Remove Tabs

- Click **Format, Tabs..**
- Click the **Clear All** Button

## Move a Tab

- Click in the line (or select all lines to be changed if more than one line)
- Point at the **Tab marker** (on ruler) to be moved
- When the description box appears, click–hold and drag the **Tab marker** to new position

## Set Tabs with Leaders

- **Format, Tabs...**
- Enter the **Tab Stop Position**
- Click the **Alignment** choice
- Click the **Leader** choice
- Click **Set**
- Click **OK**

## Date

### Insert Current Date

- **Insert, Date and Time..**

### Change the Default Format of the Date

- **Insert, Date and Time...**
- Click on the date format wanted
- Click the **Default** button
- Click the **Yes** button to confirm

## Columns

### Quick Columns

- Click on the columns button on the toolbar.



### Set Columns

- **Format, Columns...**
- Choose number of columns and other attributes desired (width of each column, width of space between columns, line between columns, etc.)



- Column Break**
- **Insert, Break...**
  - Choose **Column Break**
  - Click **OK**

## Lines

- Draw a Straight Line**
- Open the Drawing toolbar
  - Click on the line icon
  - Hold down shift, click, hold and drag.



- Widen a Line**
- Click the line to select it. (Handlebars will show up)
  - Click the Line Style icon
  - Choose the width wanted.



## Text Boxes

- Create a Text Box**
- Click the Text Box icon
  - Click and drag the crosshair to the size of a box
  - Begin typing the text.



- Format a Text Box**
- Right click on a text box and choose **Format Text Box**.
  - Choose options wanted.

## Graphics

- Insert Clip Art**
- Insert, Picture, Clip-Art
  - Choose your Clip-Art
  - Click Insert



- Format a Graphic**
- Right click on Picture
  - Click on Format Picture
  - Choose what you want.

