***** Help Options *****

Microsoft Help: **Options**   and   **Search**

[F1]   **Fastest** way to get to Office Assistant and MS Office Help!   **ESC to Exit**

Click > Help   **Microsoft Office Help?**   **ESC to Exit**

[?]   **Another** fast way to get to Office Assistant and MS Office Help!

Click on **Question Symbol** "Mark" Box for searching on information.

To access [?]   quickly & for a specific use then   Shift – F1   Keyboard

****
Tool Tips: **Resting Pointer** on anything will reveal a Tool Tip!

Screen Tips: Click on **Question Mark** in **Dialog Box** next to [X] !

Allows for Tool Tips within a specific Dialog Box   but not Tool Tip!

Office on the Web: Allows for in-depth information on topics!

****
Accessing Help or Information from the Web:

ASK   Specifically a colleague or classmate

ISP   Internet Service Provider (Online or Phone Support)

WWW   World Wide Web (Search Tools * Engines or Directories)

Browser   MSIE – Microsoft Internet Explorer

NN/NC – Netscape Navigator or Netscape Communicator

Local Browser = Client   Remote Computer = Server

****

[F5]   **Find   Replace   Goto**   **ESC to Exit**

[F7]   **Spelling & Grammar Check**   **ESC to Exit**

***** MS Word Short Cut Keys *****

****

<u>Views of Word</u>:   <u>Visible Tiny Buttons on "Horizontal" Scroll Bar</u> or <u>Click View</u>

<u>Normal</u> View   **Full Screen & Positioned to the Left & Margins (Yes)**

<u>Web</u> View   **Full Screen & Positioned to the Left & Margins (No)**

<u>Print</u> View   <u>**Partial**</u> **Screen & Positioned in Center & Margins (Yes)**

<u>Outline</u> View   **Full Screen & Positioned to the Left & Margins (No)**
                    Outline Toolbar visible below Formatting Toolbar

Click <u>command</u> on <u>Menu Bar</u>: View & Normal, Web, Print, Outline
        Click <u>tiny icon</u> buttons: View Icons at bottom on left side of H Scroll Bar.

****

<u>Toolbars of Word</u>:   <u>Title Bar – Blue Bar at Top of Screen</u>

Menu <u>Command</u> Bar   **Located at the top of the screen**

Standard <u>Icon</u> Bar   **Located at the top just below the Menu Bar**

Formatting <u>Icon</u> Bar   **Located at the top just below the Standard Bar**

        Click <u>View</u> > Toolbars > Checked   or Customize…   (Drag On & Drag Off)

****
        Scroll Bars & Ruler Bars

Vertical Scroll Bar   **Located at the far right of the screen**

Horizontal Ruler Bar   **Located at the top of white region**

Vertical Ruler Bar   **Located at the far left of screen**

Horizontal Scroll Bar   **Located at the bottom   (Word View Buttons)**

<u>**Drawing**</u> **Bar**   **Located at the bottom of the screen**

<u>**Status Bar**</u>   **Located just above the Task Bar**
                            Page #, Sec #, Page(# / #), V in's, L # Col #, etc…

<u>**Task Bar**</u>   **Located at the bottom of the screen (Start Button)**
                            Doc1, Docs2, etc as well as other tasks…

        Click <u>View</u> > <u>Ruler</u> for Horizontal & Vertical Bars

****

<u>Tabs</u> for Horizontal Rule Bar: (<u>Print View</u> for Tabs)

<u>Left</u> Tab |_   **Left justifies words on tab position (Words to Right)**

<u>Right</u> Tab   _| **Right justifies words on tab position (Words to Left)**

<u>Center</u> Tab   ⊥   **Center justifies words on tab position**

<u>Decimal</u> Tab   ⊥*   **Decimal justifies words on tab position**

<u>Bar</u> Tab | **<u>Invisible</u> column between left edge & left margin**

<u>Indent</u> Tab   ∇   **Indents First Line of paragraph**

<u>Hanging</u> Indent Tab   **Indents all lines except first line (<u>Out Dents</u> 1st Line)**

<u>Left</u> Indent Tab   ☐   **Indents all selected Text**

   (**To Access Tabs: <u>Print View</u> & click on L at far left of H Rule Bar.)**

****

<u>Formatting Document Text:</u>   (Formatting Bar)

<u>Type</u> of Text   **First box in Formatting Bar**
<u>Font</u> for Text   **Second box in Formatting Bar**

<u>Size</u> of Text   **Third box in Formatting Bar**
<u>Style</u> of Text   **Bold, Italics, Underline**

<u>Justification</u> of Text   **Left, Center, Right, Fill**

<u>Bullets:</u> Numbered or Marked   **Numbered Lines & Marked Lines**

<u>Indents:</u> Right or Left   **Arrow to Left or Arrow to Right**

****
<u>Outside</u> Border   **Puts box over selected text (Toggle On&Off or Edit > Clear)**

<u>Highlight</u> Color   **Highlights selected text (Click On & Off or Edit>Clear)**

<u>Font</u> Color   **Actually color of selected text (Select > Click > Color)**

<u>Font Gallery</u> (Palette)   **Formats Entire Document or Selected Item**

         Format > Font…   Right Click > Font…   Application Key > Font…

****

<u>Mouse Views:</u>   <u>In and around a blank document:</u>

Pointer Arrow   On <u>Toolbars</u> & <u>Outside</u> text region (Moving Mouse)

I - Beam   Appears in blank I text region as (Moving Mouse)
Blinking Cursor   Insertion point | for text (Vertical Line)

End of File   Appears in Normal View as an <u>Underline</u> Symbol

****

Manipulate <u>Multiple</u> Documents:

Open <u>New</u> Doc(s)   File > New > Blank Document   or   Click Blank Icon

Open <u>Existing</u> Doc(s)   File > Open or Open Folder

<u>Switch</u> among Docs   Click on minimize button on Task Bar

<u>Close</u> Documents   Click X at top right or   File > Close   or   Close Folder

<u>Click and Type</u>   Position I Beam anywhere on blank document
                      <u>Double Click</u>   to enter text, image, chart…

<u>Position or Move Insertion Point:</u>

Right & Left Arrow   Moves cursor one character Right or Left

Up and Down Arrow   Moves cursor one line Up or Down

Start or End of Line   Pressing Home or End to reach End of Line

Next or Previous Screen Pressing <u>Page Up</u>   or   <u>Page Down</u>

Next or Previous Word   Pressing <u>Control</u> + Right Arrow or Left Arrow

Begin or End of Doc   Pressing <u>Control</u> + Home or End

<u>Horizontal & Vertical Scroll Bars:</u>

Scroll <u>Arrows</u>   Scrolls Up or Down one line

Scroll <u>Bar NO Box</u>   Scrolls Up or Down one screen (not a page)

Scroll <u>Box</u> □ <u>in Bar</u>   Allows arbitrary movement in either direction

****

<u>Non-printing</u> or <u>Hidden Characters</u> within Document:

Paragraph Symbol   **Located on the Standard Bar ¶**

End of Line Symbol   **Located on the Standard Bar ¶**

Tab Symbol   **An Arrow pointing to the Right looks like ─►**

Space Symbol   **A Period (.) but raised up to mid letter position**

To <u>Allowing Viewing</u> of nonprinting characters Click ¶ on Standard Bar

****

<u>Changing Existing Text</u> within Document:

Backspace Button   **Deletes characters to the Left**

Delete Button   **Deletes Characters from the Right**

<u>Insert</u> Mode   **<u>Default</u> Mode of Word allows for Inserting from Lt to Rt**

<u>Overtype</u> Mode   **Insert Button for <u>Overtype</u> Mode (Insert to Exit)   (OVR)**

Undo & Redo Commands   **Change after Edit <u>or</u> Change after Undo <u>or</u> Ctrl + Z**

Repeat Command   **Edit > Repeat Typing or Use Control + Y**

****

<u>Selecting a specific group of text:</u>

Word   **Double Click on Word (Click & Drag)**
Line   **Arrow in Left Margin Click in front of Line (Three Clicks)**
<u>Sentence</u>   **Hold down Control then Position Cursor in Sentence (! . ?)**
Paragraph   **Triple Click anywhere in Paragraph**
Entire Document   **Edit > Select All   <u>or</u>   Control & A**

Arbitrary amount of text   **Click and Drag over the Text**

Position Cursor   **Hold down Shift and Use Right or Left Arrows**
Position Arrow   **Hold Down Control + Shift & use Rt or Lt Arrow**

To <u>deselect</u> any selected regions of text then <u>click</u> anywhere in the <u>white</u> region.

****

<u>Cut, Copy, and Paste Commands:</u> (To View Clipboard : <u>Double</u> Ctrl – C)

Cut Command   Removes text & Places it on the ClipBoard

Copy Command   Does Not Remove text & Places on the ClipBoard

Paste Command   Inserts from ClipBoard (Remains on CB)

<u>Mouse</u>   Cut, Copy and Paste > <u>Highlight</u> then <u>Right</u> Click then C,C,P

<u>Command</u>   Cut, Copy and Paste > <u>Highlight</u> then <u>Edit</u> then Cut, Copy, Paste

<u>Keyboard</u>   Cut, Copy and Paste > <u>Highlight</u> then   Ctrl X,   Ctrl C,   Ctrl V

****

<u>View</u> <u>ClipBoard:</u>   View > Toolbars > ClipBoard   <u>or</u> Drag to Draw Board

                    <u>To View Keyboard</u>   Clipboard :   <u>Double</u> Ctrl – C

<u>Clear</u> <u>ClipBoard:</u>   Click ClipBoard <u>Delete X</u> Icon on ClipBoard

****

Find Command   Click Edit > Find   or   Control & F   or   F5
          Replace Command   Click Edit > Replace or   Control + H
          Go To Command   Click Edit > Go To   or   Control + G

****

          <u>Drag and Drop</u> Editing   Select text then Point to text & <u>Hold Down Left Button</u>
                    as soon as tiny rectangle appears quickly drag text to new location. (Don't let Up!)

          <u>Drag and Drop</u> Editing   <u>Hold Down Right Button</u> and move for <u>Options</u>

****

          <u>Format</u> <u>Painter</u>   Highlight text with formatting > Click on Icon
                    Drag over text needing formatting
****
<u>Highlight Text with Pen</u>   Select Color > Click Highlight <u>Pencil</u> Icon > Drag over Text
<u>UnHighlight tex wth Pen</u>   Select <u>Same</u> Color > Click Highlight <u>Pencil</u> Icon > Drag over Text

****
<u>Insert File "into" Existing File:</u>
          Position Cursor > Click Insert > File > Select File (Double Click) > Click Insert Button

<u>Formatting Text and Documents:</u>   (Use Format Menu <u>or</u> Right Click)

<u>Font</u>: **A wide array of Font choices and Times New Roman is Default**

<u>Style</u>: **Regular, Italics, Bold, Bold Italics**

<u>Size</u>:   **Sizes range from 8 to 72 points   (Elite = 10 and Pica = 12)**

<u>Color</u>: **Automatic or Default (Black) or choose from Color Palette**

<u>Effects</u>: **Strikethrough, Double Strikethrough, Subscript, Superscript, Shadow,**
                Outline, Emboss, Engrave, Small Caps, All Caps, Hidden
                         (To view Hidden Text click ¶ then click again.)

<u>Character</u> <u>Spacing</u>: **Expanded or Condensed   Raised or Lowered**

<u>Text Effects</u>: **Blinking Background, Las Vegas Lights, Marching <u>Black</u> Ants**
                      Marching <u>Red</u> Ants, Shimmer, Sparkle Text   (Right Click)

<u>Preview</u>:   <u>**Allows viewing of above Text or Document Formatting.**</u>

****
<u>Alignment</u>: **(Justification) Left, Center, Right, Justify (Fill)**

<u>Indents</u>: **(Right & Left)   (First Line or Hanging)**

<u>Spacing</u>: **(Before and After)   Single, 1.5 Lines, Double, At Least, Exactly, Multiple**

<u>Breaks</u>: **Page, Column, Text Wrapping   <u>Section</u>: Next, Continuous, Even or Odd**

<u>Page Breaks</u>: **Automatic or Manually   Insert > Break > Select**

<u>Widow/Orphan</u> **Control: Check for Widow/Orphan Control or Don't Check**

<u>Hyphenate</u>:   **Check for Hyphenate or Don't Hyphenate**

<u>Tabs</u>: **Left, Center, Right, Decimal, <u>Bar</u>, First Line Indent, Hanging Indent**

****
<u>Bullet</u> **Type: A variety of bullet types or symbols such as Dots, Holes, Squares, etc…**

<u>Numbering</u> **Type: A variety of arrangements: Hindu, Roman, Alphabetic 1. or 1)**

<u>Outline</u> **Arrangement: A variety of outline arrangements in all four levels.**

****

Page Setup: Margins, Paper Size, Paper Source, Layout

Page Margins: Top, Bottom, Left, Right, <u>Gutter</u> , Mirror
<u>Gutter</u> **Extra Margin SS Binding &** <u>Mirror</u> **Margins for DS Binding**

Header&Footer: Set for .5" each   Normally appears as watermarked.

Thumbnail sketch allowed in Page Setup

Paper Size   8 ½ x 11 etc.   Portrait (Vertical) & Landscape (Horizontal)

Paper Source: Destination Printer and Tray Location

Layout: Continuous, New Column, New Page, Even/Odd Page Alignment

Print Preview: Zoom In & Out (RC & LC) - One or Multiple Pages Viewed

Print Paper/File: Paper Range: One, Multiple, All   Copies: One or Multiple

****

Insert:

Header & Footer: View Headers & Footers   ToolBar   WaterMark

Header & Footer: Insert Page Number, Number of Pages, Format Page Number

Header & Footer: Insert   Date (Various Forms)   Times (Various Forms)

****

Symbols "not" to be used in <u>naming</u> a document:

\   /   <   >   ?   *   " | :   ;

<u>Complete</u> <u>path</u> for to a MS File can be up to <u>255</u> characters…

Never use spaces and/or symbols in MS Office file names.

Also, try to keep as small as possible even though they can be large.

***** Microsoft Tools *****

Spelling/Grammar: (**F7**)   (√ABC icon)   (**Options Many Choices**)
Ignore, Ignore All, Change, Change All, etc.

Language: Set Language, Thesaurus, Hyphenation

Word Count: Pages, Words, Characters, Spaces, Paragraphs, Lines

Auto Summarize: Allows major topics to be picked from long document.

Auto Correct: Allows automatic features to assist in creating a document.

Look Up: Encarta World English <u>Dictionary</u> & <u>Encyclopedia</u> Online

****

Track Changes: Highlight, Accept, Reject, Compare

   Merge Documents: Allows for two or more documents to be merged…

Protect Document: Track, Comment, Form…   Password

<u>**Online Collaboration**</u>:   Meet Now… Schedule Meeting… Web Discussions…

****

   Mail Merge: Create   Get Data   Merge

Envelopes & Labels: Envelopes   and   Labels

Letter Wizard: Letter Format, Reciepent Info, Other Elements, Sender Info

▪▪▪

Macro: Existing Macros, New (Run: Alt – F8)Macro, Record Steps, Security

   ## Templates and Add-Ins: Document Templates

Customize…   Toolbars,   Commnads,   Options
Options…   View, General, Edit, Print, Save, Spelling&Grammar, etc…
          Track Changes, User Information, Compatability, File Locations

A <u>Suggested</u> Microsoft Word <u>Set Up</u> for creating many documents: (4x4x4)

****
<u>Title</u> Bar (blue) and should have MS Word symbol and Document Title.
       <u>Command</u> (words) Bar next below Title Bar
          <u>Standard</u> (symbols) Bar next below Command Bar
             <u>Formatting</u> (symbols) Bar next below Standard Bar

     <u>Normal</u> View   **Allows for full screen viewing**
     <u>Web</u> Layout View   **For creating a specific WWW web page**
       <u>Print</u> Layout View   **<u>Suggested</u> text region layout**
          <u>Outline</u> View   **For a specific outline document**

<u>Horizontal</u> Bar   Switching of using MS Word Views Icons
     <u>Draw</u> Bar   Access to Draw Tools for any document
        <u>Status</u> Bar   Viewing of <u>position</u> on document
          <u>Task</u> Bar   Accessing of <u>multiple</u> documents

****
If you need to switch from one of   MS Word   views to another
      then   View > Click on specific view needed.
          <u>Or</u> click on the specific View Icon on Horizontal Rule Bar.

****
To allow for <u>Visible</u> <u>Full</u> <u>Menus</u>   then click   Tools > Customize > "Options"
      <u>Remove</u>   "check mark" from the following words:
             (√ <u>Menus show recently used commands first</u>)

****
To insert or delete <u>any</u> of the allowed <u>Toolbars</u>
          View > Toolbars > Check to insert or delete Toolbar

To insert or delete   <u>items</u>   from <u>Standard</u> Bar   or <u>Formatting</u> Bar
      View > Toolbars > Customize > Commands > Click & Drag

****
To insert or delete either of the   Horizontal or Vertical   <u>Ruler Bars</u>
      View > Toolbars > Check to insert or delete Ruler Bar

Microsoft Office 2000 & Microsoft Word 2000 -11

****

<u>New</u>   **Microsoft Office Document:**

    Start > MS Word
        Hold Control and Hit N   (New)
          Double Click MS Word Icon on Desktop
            Double Click MS Word Icons on MS Office Bar

<u>Opening</u>   **Microsoft Office Documents:**

    File >   Open
        Click the <u>Open Folder</u> on Standard Bar
          Hold Control and Hit O   (Open)

<u>Closing</u>   **Microsoft Office Documents:**

    File > Close
        Click the <u>Close Folder</u> on the Standard Bar
          Hold Control and Hit W   (Window)
    If multiple documents open then Click Close All Icon

<u>Saving</u>   **Microsoft Office Documents:**

    File > Save   (Saves to <u>current</u> or <u>existing</u> folder)
    Click on <u>Save Diskette</u> on Standard Bar   (Saves to current folder)
    File >   Save As…   (<u>Dialog Box</u> allows saving from <u>Look In Box</u>)
    File > Save as Web Page   (Saves MS Word as an HTML document)

<u>Printing</u> **Microsoft Office Documents:**

    File > Print
        Click on Printer Icon on Standard Bar
          Hold Control and Hit P   (Print)

Print Setup: Margins, Size (Portrait or Landscape), Source, Layout
    Print Preview: Previews before Printing
        Print: All,   Current Page,   Pages: # - #

****
File,   Document,   Extention: doc,   xls,   ppt,   mdb

    C:\ My Documents\ MS Files\ MS Word\ GATL.doc

Microsoft Office 2000 & Microsoft Word 2000 -12

Sample View of MS Word with Command, Standard, Formatting, and PDF Toolbars

Display screen is in Print Layout View. Note it is WYSIWYG with margins viewable.

Note the Toolbars at the bottom as well as at the top. Note the Ruler and Scroll bars.