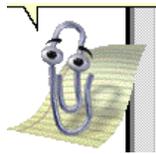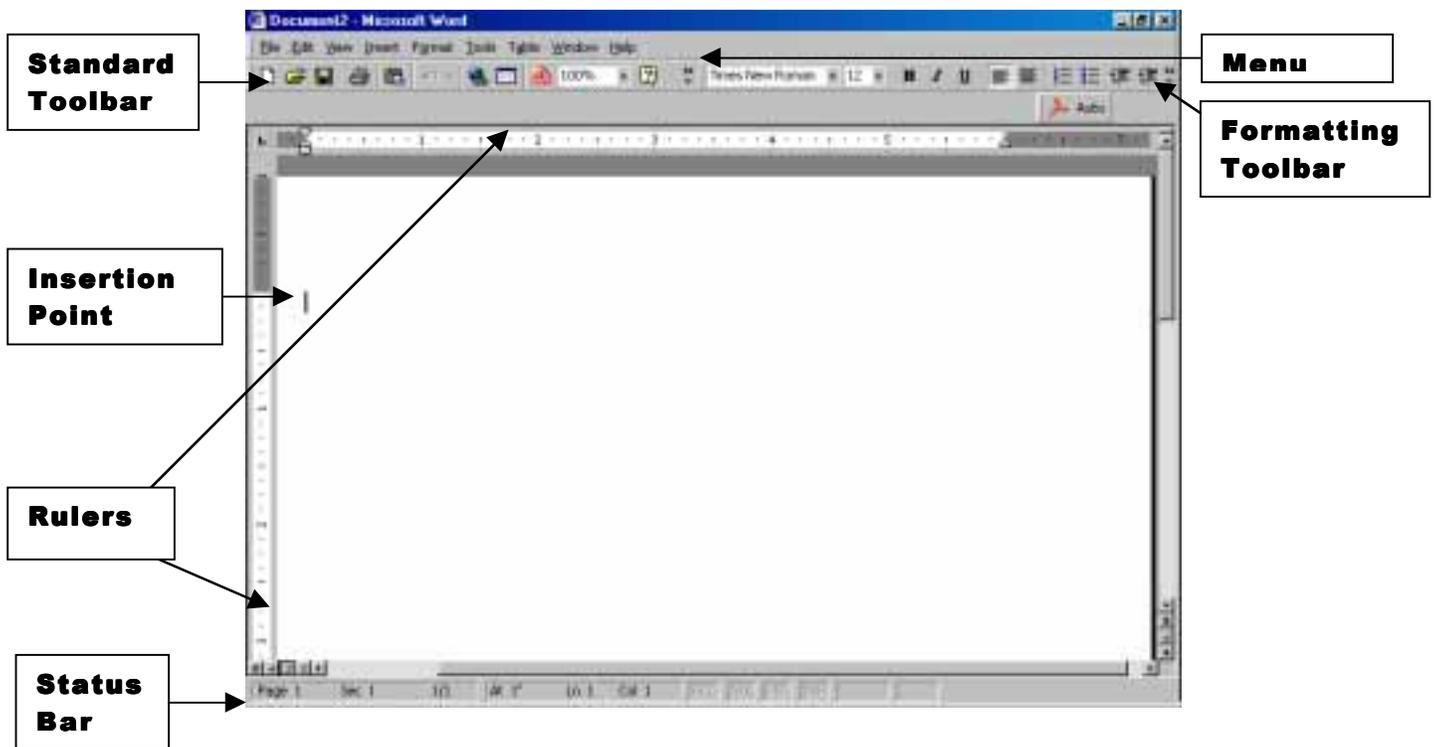# Word Processing with Microsoft Word 2000

1. Launch Microsoft Word by clicking on the **Start** button in the Task Bar.
2. Click on **Programs**.
3. Choose **Microsoft Word** from the list of programs.

4. The Office Assistant Welcome appears the first time you start Microsoft Word. Click **Start Using Microsoft Word**. The main screen of Microsoft Word will be displayed.

Microsoft Word Screen

You will want to become familiar with this screen and what each of the features can do when you click on them.

Try This: Place you mouse on top of the **B** icon in the Formatting Tool Bar. **Do not click!** What happened? This is a nice feature to assist you while you are learning Microsoft Word.

Creating a New Document

1. From the File Menu, select **New**. The main screen of Microsoft Word will be displayed. You can also **Open** a document that has already been saved.
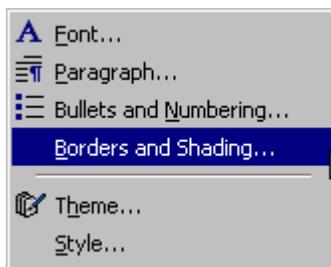
2. Before you begin typing text, you should setup the page. Select **Page Setup** from the File Menu. You can change the margins, select the paper size, and place a border around your document.
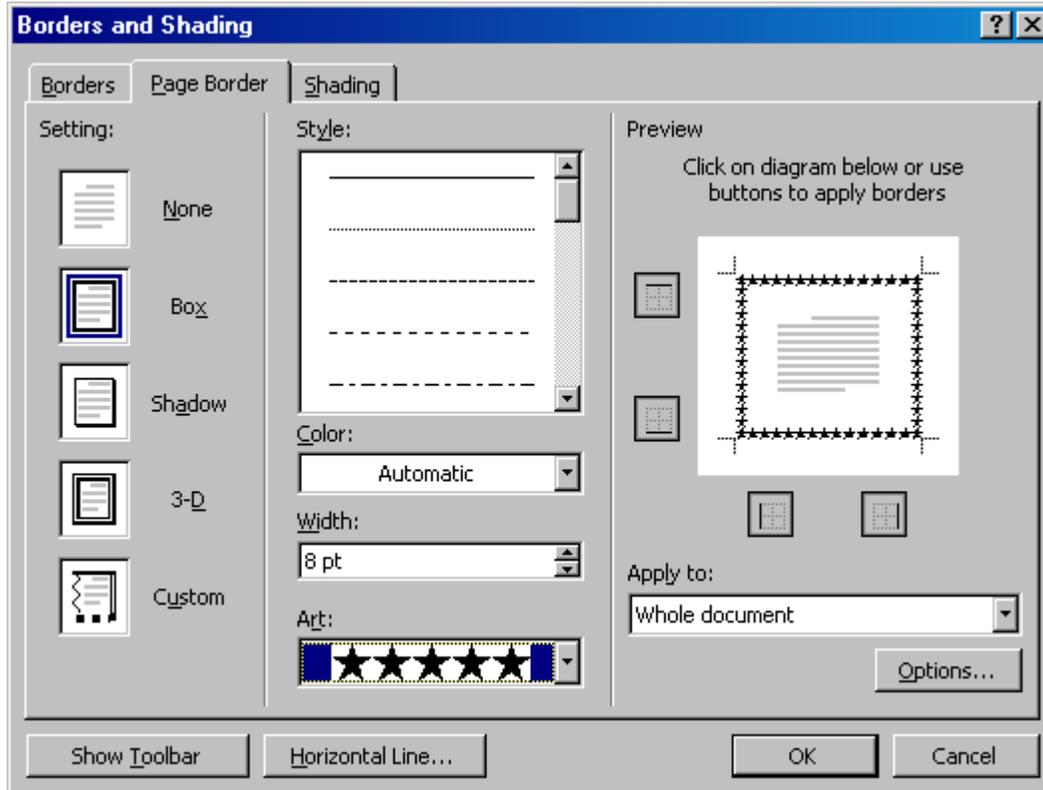
Do This: Change the margins so that the top, bottom, right, and left are all 1".
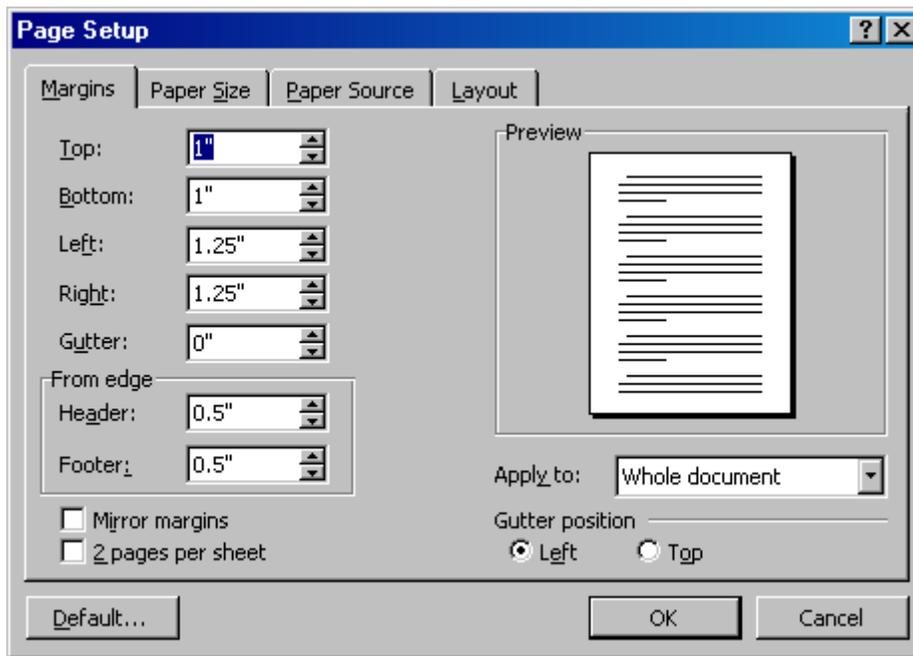
3. If you want to add a border to your document, choose Format form the Menu Bar and select **Borders and Shading**.

Select the setting, style, color, width or artwork and click **OK**.
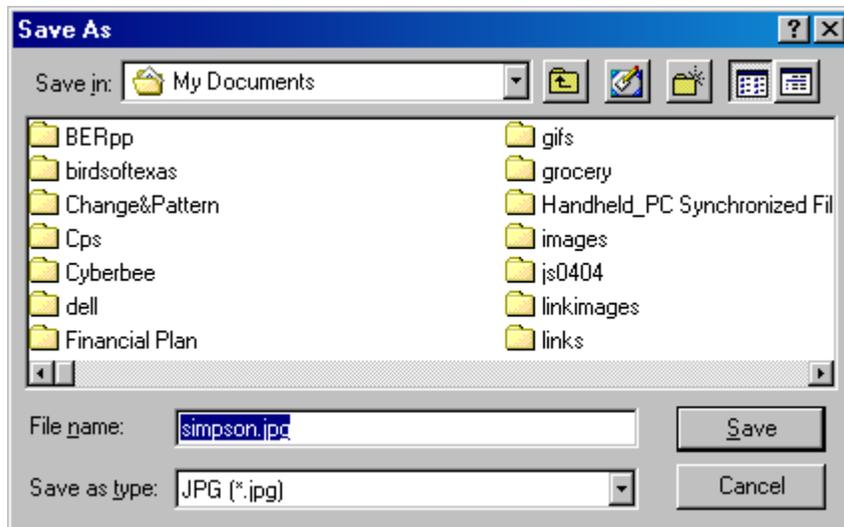

Inserting a Graphic

Rather than have you find any old graphic, it seems important that you have some context in how you might use this program with students. A Website has been setup to enable you to learn another skill that will be very important in the current information age. How do you save a graphic from the Web and insert it into your Word document? The next set of instructions will show you exactly how to do it. Later, you can go back and practice or have your students follow these same instructions.

1. Minimize Microsoft Word. Click on Netscape.

2. Type this address in the location box http://www.cyberbee.com/portraits/kids.html

3. Click on one of the thumbnail images to view a larger image.

4. To save the large image, right click on the mouse and choose **Save Image As**.
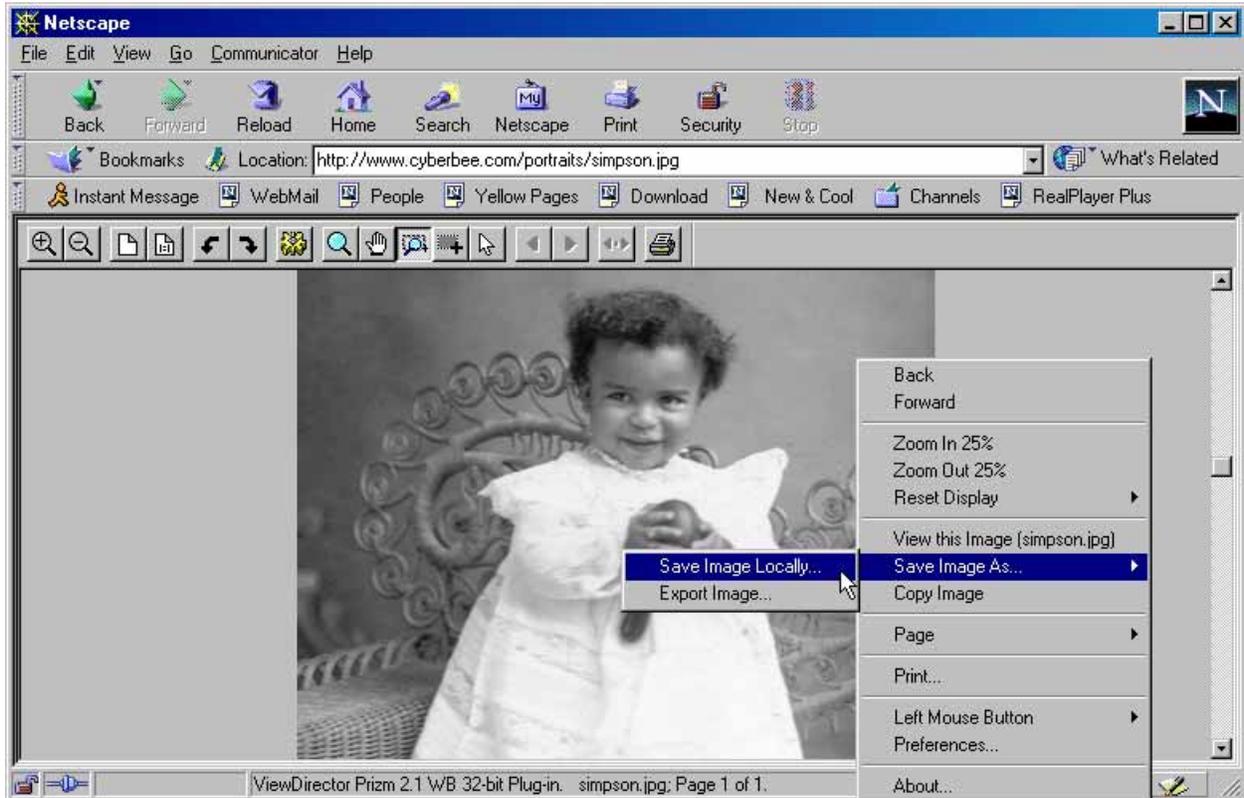
5. Save it to the folder called **My Documents or on a 3 1/2" Disk**. You can either keep the name of the file or rename it. Whatever you do, remember the name of the file.
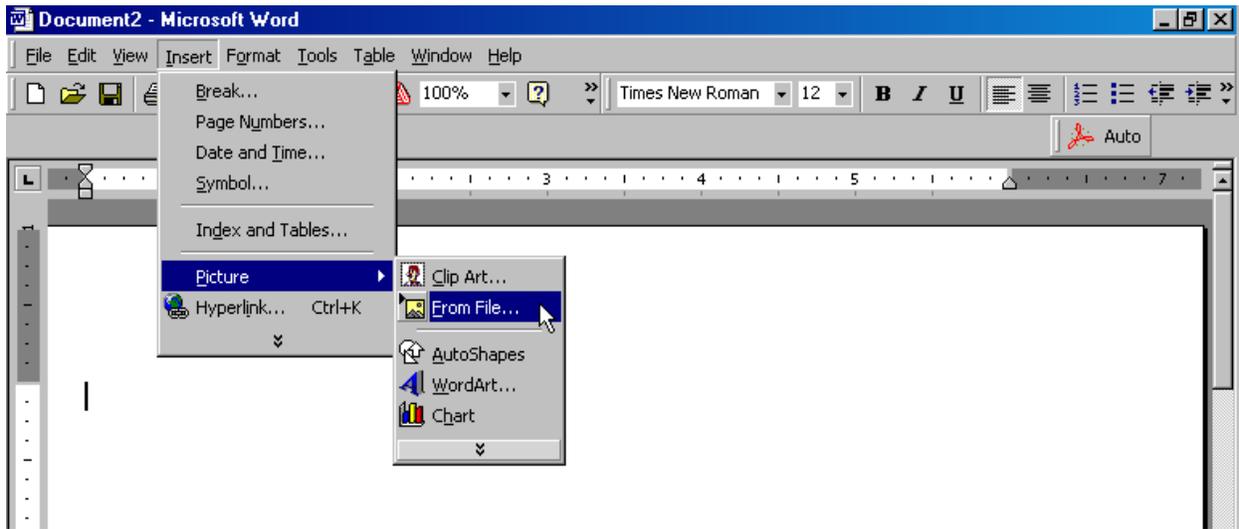

You now have a graphic to insert into your Word Document.

6. Switch back to Microsoft Word. You do this by locating the **Word** icon in the Task Bar and clicking on it.

7. Pull Down Insert from the Menu Bar and select Picture from File. You can also insert Clip Art that is part of the Microsoft Office package.
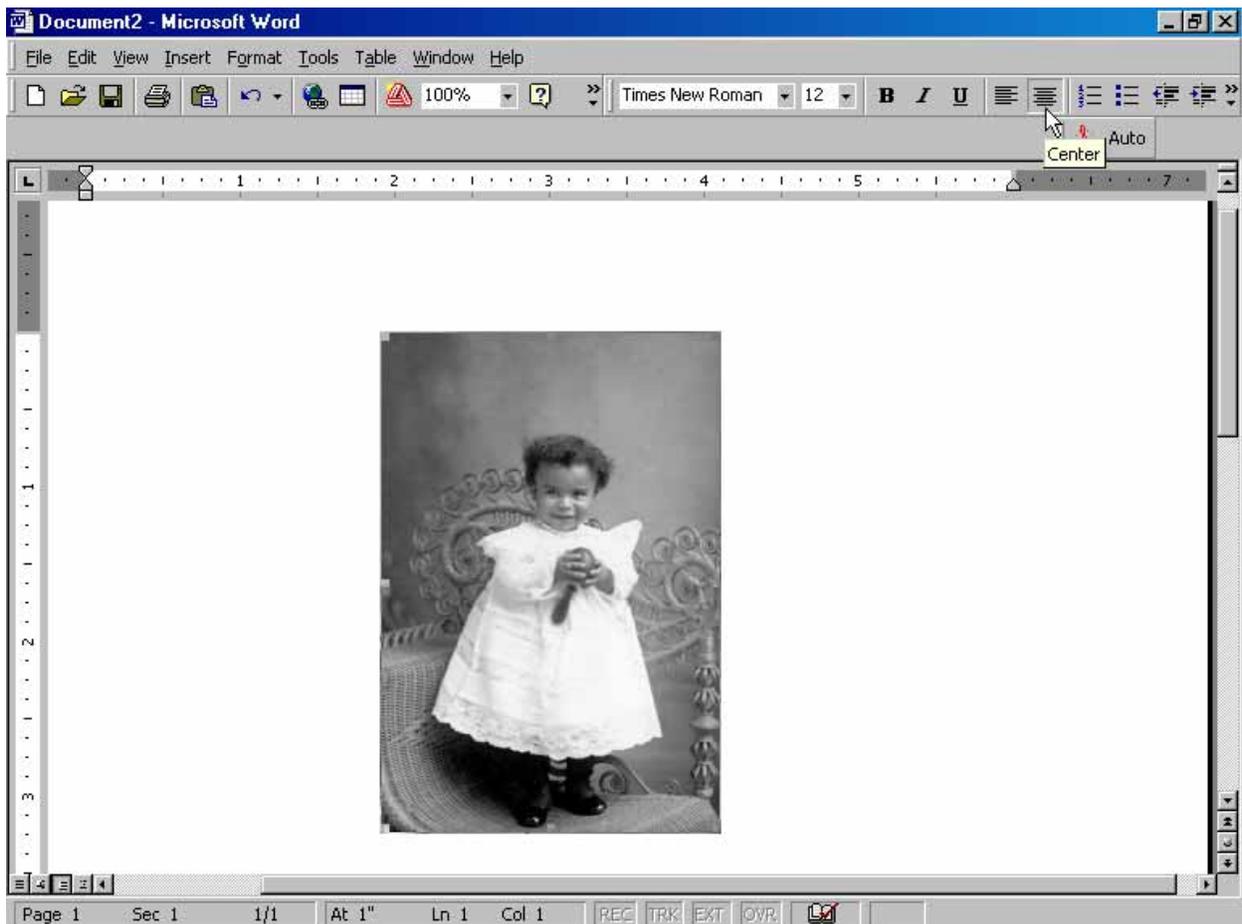

8. Select your photograph from the **My Documents** folder or **3 1/2" Disk**. Click on **Insert**.

9. Resize the picture by clicking on it. Then drag one of the handles diagonally.
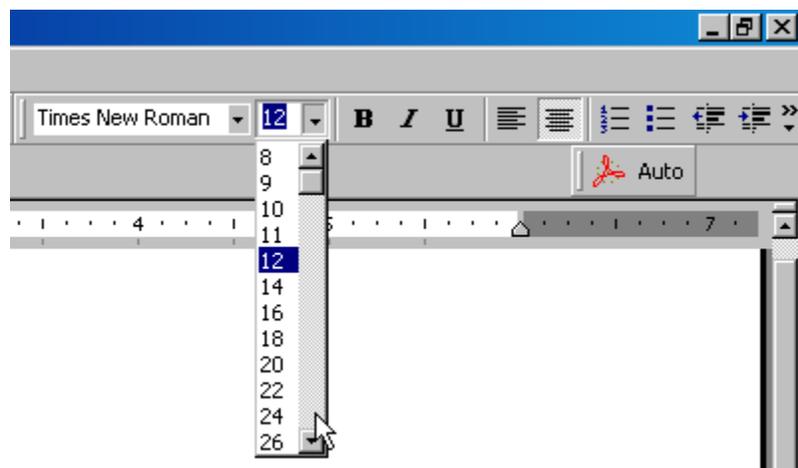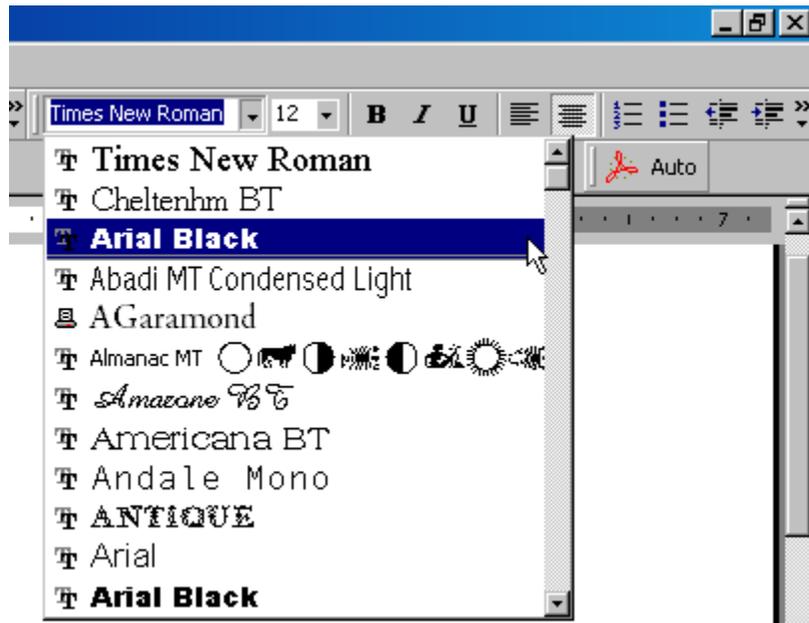
10. Center the picture by clicking on it. Then click on the **Center** icon in the Formatting Bar.
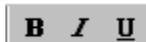
Formatting Text

1. Select a **font** and **size** for your document from the Formatting Toolbar. Hold down on the arrow and highlight your selection. To change text that has already been typed, highlight it by holding the mouse key and dragging over it. Then choose the font and size.

2. Bold, Italic, and Underline can be selected from the Formatting Toolbar. You will probably want to use bold for titles or words that you want to stand out.
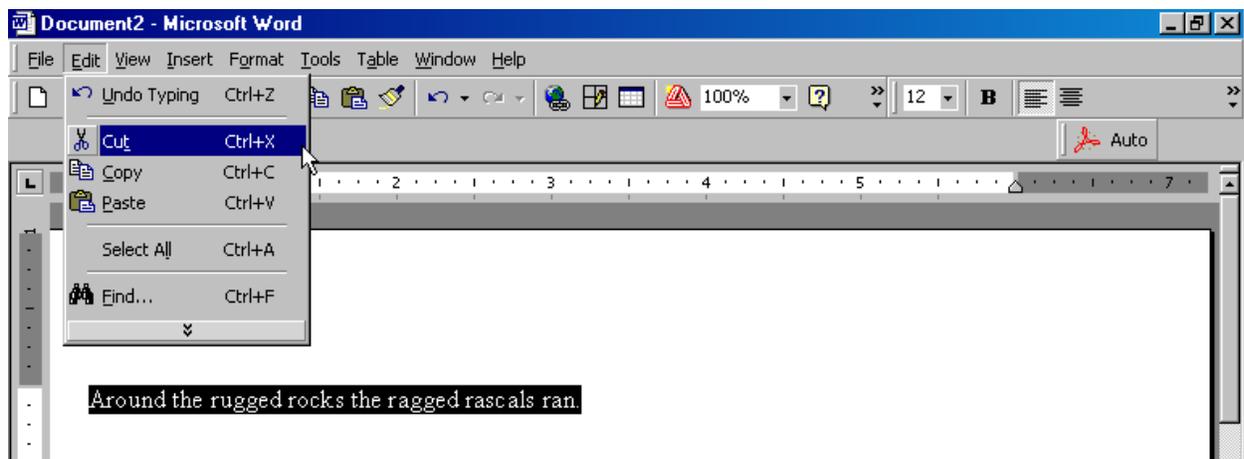
3. Aligning text can be selected from the Formatting Toolbar. Highlight the text and select Align Left, Center or Align Right.
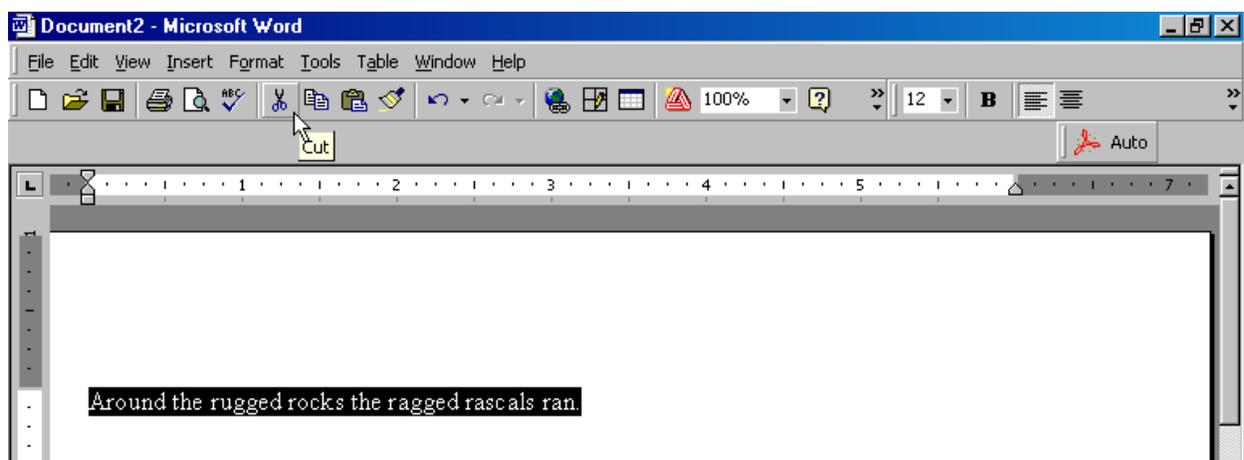
4. To delete text, move the cursor to the right of the text. Then use the backspace key. Or highlight the text and press the backspace or delete keys.

Cut Copy and Paste

Highlight the text or graphic, then choose **Cut** or **Copy** from the Edit Menu.
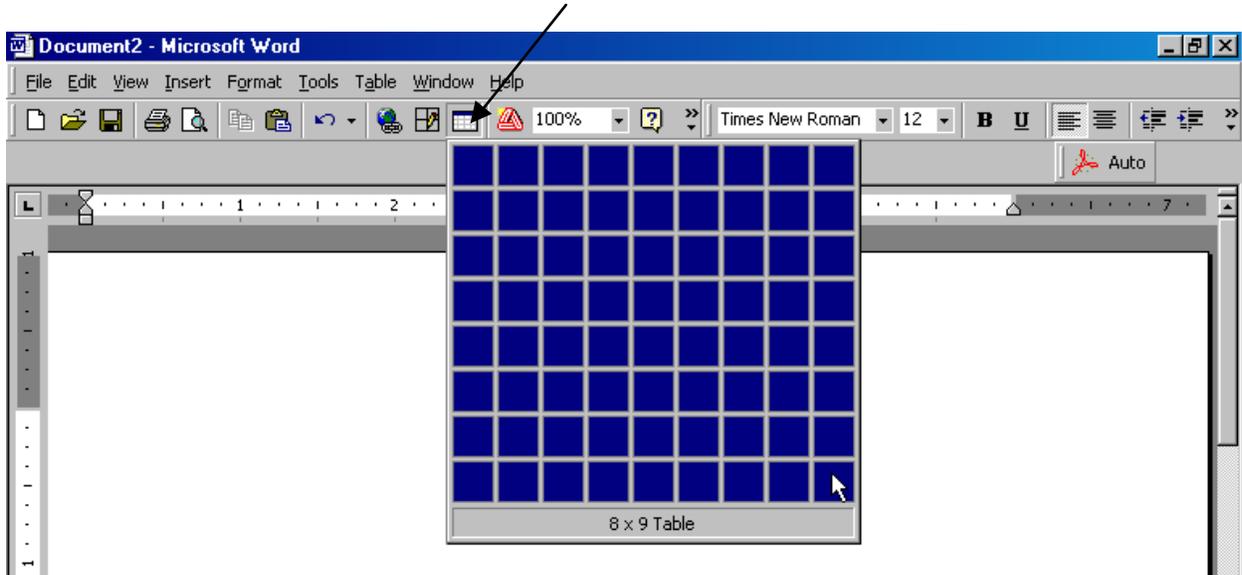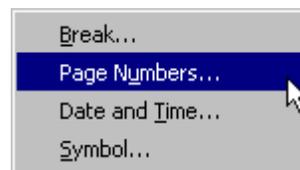
Or choose cut or copy from the Standard Toolbar.

Inserting a Table

Tables are useful for entering information and keeping the text aligned. You can insert the number of rows and columns by selecting **Table** from the Standard Toolbar.
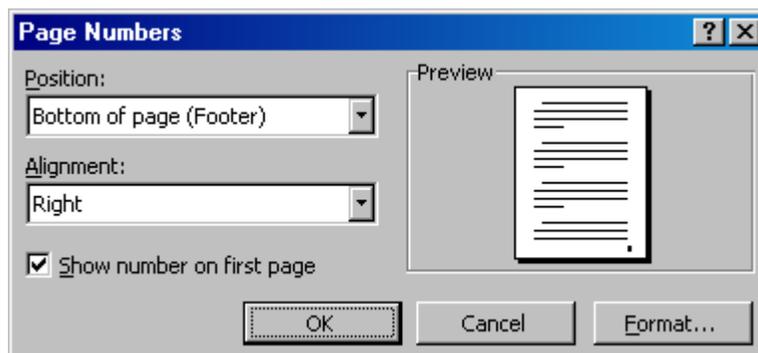

Inserting Page Numbers

1. Choose Insert from the Menu Bar and select **Page Number**.

2. Select the position, alignment, and whether to show the number on the first page. You can also preview the formatting.

Spell Checking

Microsoft Word automatically spell checks as you type your document. A red underline indicates that there is an error. To obtain a list of suggestions, choose Tools from the Menu Bar and select Spelling and Grammar. Or select Spelling and Grammar from the Standard Toolbar. Be certain that you check your spelling and also have another person check. If you type form when you really mean from, the spell checker will not catch the mistake.
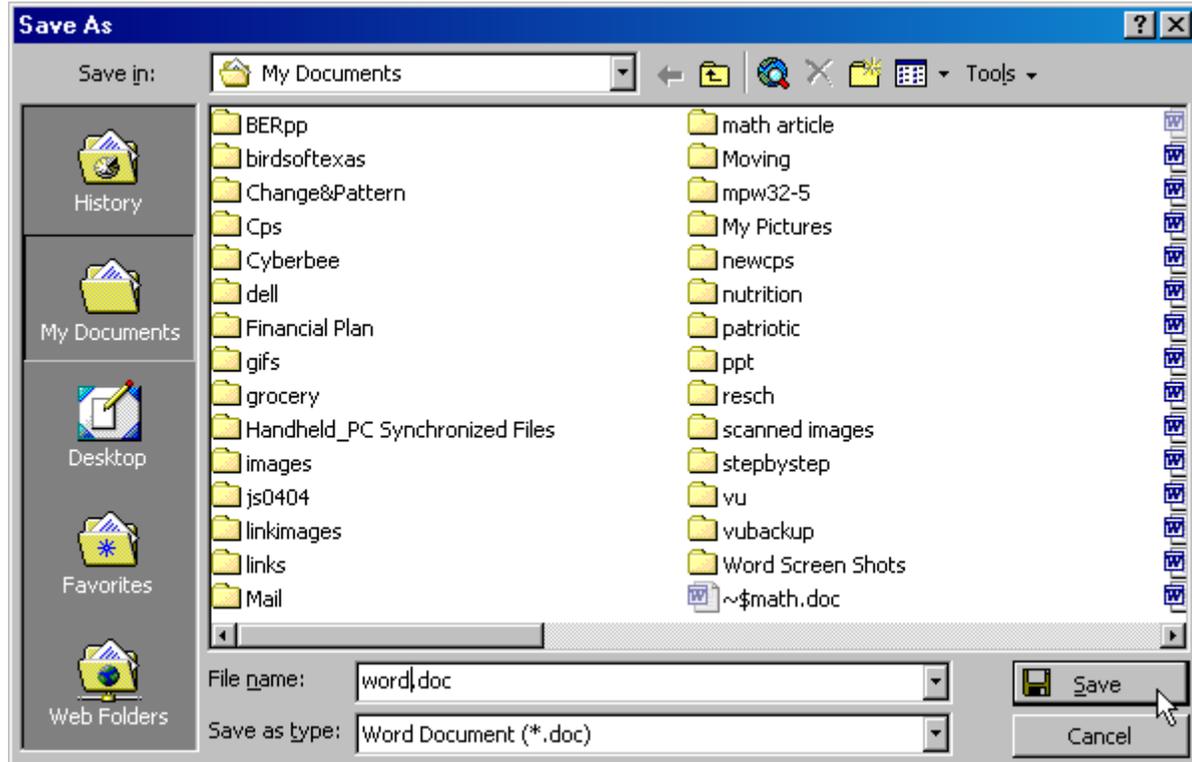
Saving Your Document

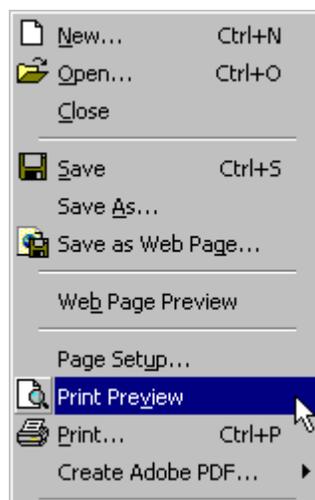1. Choose Save from the File Menu or Save from the Standard Toolbar.
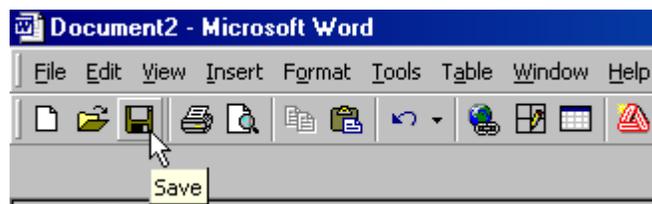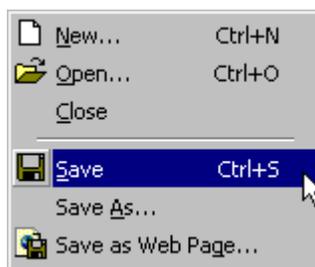
2. Name your file and select either My Documents or 31/2 Floppy Disk. Then click **Save**.

Previewing and Printing Your Document

1. Choose **Print Preview** from the File Menu or from the Standard Toolbar.

2. A screen will be displayed that will allow you to view each page of the document. Click on the **Printer** icon to print or click on **Close** to go back and make changes.