
Introduction to Word 2000

Objectives

In this Lecture you will learn the following:

- About Word document
- About File Creation
- About Handling Multiple files
- Printing the Documents
- Quitting Word

Coverage Plan

Lecture 5
5.1 Snap Shot
5.2 Features of MS-Word 2000
5.3 Getting Started
5.4 Components of Word Window
5.5 Creating Document
5.6 Typing Text, Saving and Closing
5.7 Opening an Existing Document
5.8 Printing & Previewing Documents
5.9 Switch between Multiple Documents.
5.10 Quitting Word
5.11 Short Summary

5.1 Snap Shot

In this Lecture You will learn about MS Word 2000, one of the very useful components of Office 2000. This will guide you how to create a new document, working with documents and saving the documents.

5.2 Features of MS-Word 2000

Word is the most popular word processor on the Market. Word 2000 helps you painlessly create

- Letters
- Proposals
- Web pages
- Business Plans
- Resumes
- Novels
- Graphics

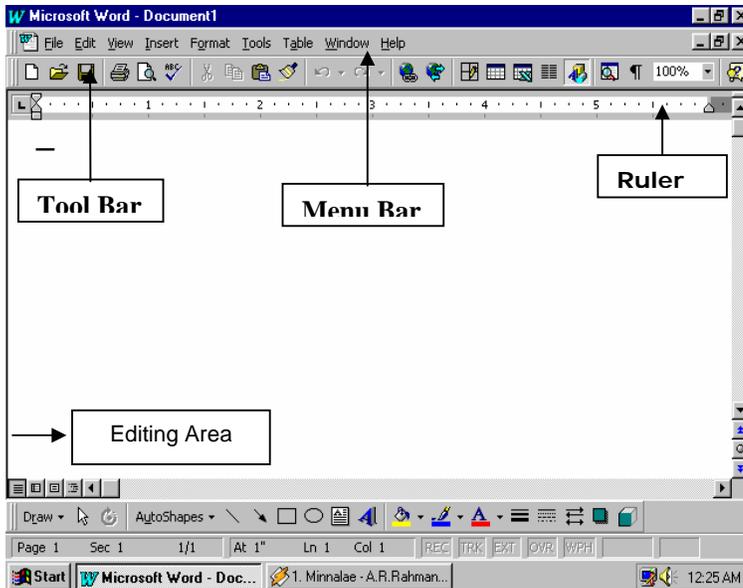
5.3 Getting Started

You can start Word 2000 in several ways

- Click the Office 2000 Shortcut Bar's New Office Document button and double click the Blank Document icon to create a new document.
- Click the Office 2000 Shortcut Bar's New Office Document button and open a word 2000 template or start a word wizard.
- Click the Office 2000 Shortcut Bar's Open Office Document button and select an existing document you want to edit
- Use the Windows Start menu to start Word 2000 by selecting Microsoft Word from the program menu.

- Select a Word 2000 document from the Windows Start menu's Documents option.
- Click the Office 2000 Shortcut Bar's Word 2000 button to create a blank document.

5.4 Components of Word Window



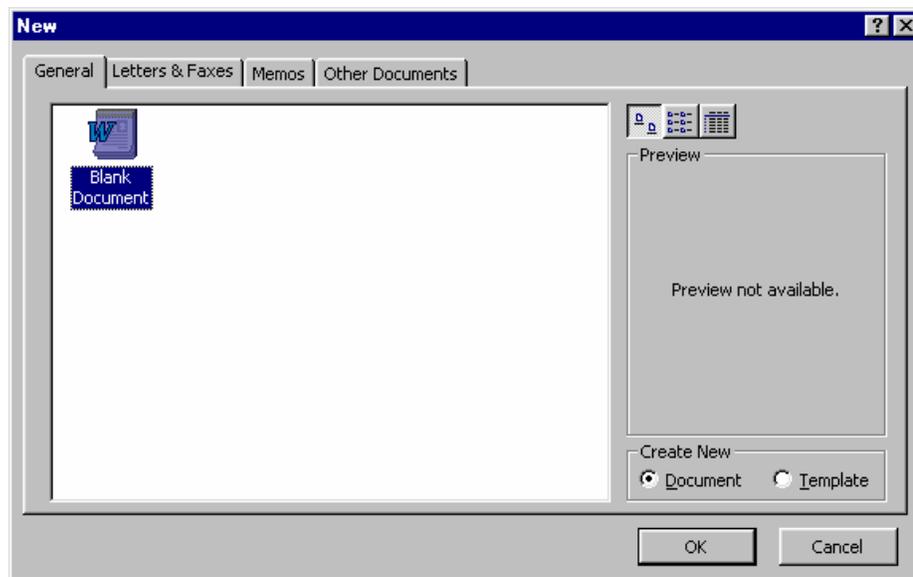
This section describes the file handling processes. The file handling processes discussed are:

- Bits
- Creating and saving a new file
- Opening an existing file
- Saving a file under a new name
- Saving a file for use with another word processing program
- Importing a file created by another word processing program
- Inserting an existing file into the body of the current document

5.5 Creating a New File

Creating a new file is the first step in working with a new document. A new file may be created by clicking on File / New or the New Blank Document

button on the Standard toolbar, then choosing an appropriate template. The New dialog gives you a choice of many different document templates to choose from. Besides the templates provided with Office 2000, you may find additional templates at a Microsoft web site. Choose a template that is most consistent with the ultimate objective of your document. A Blank Document template has no specific format, although it does have default settings for such document attributes as font type and font size, which you can change to suit your needs. Also, from the new dialog, you may create a new template. This is a powerful tool that gives you the ability to capture and easily recall document formats used on a regular basis.



5.6 Typing Text, Saving and Closing the Document

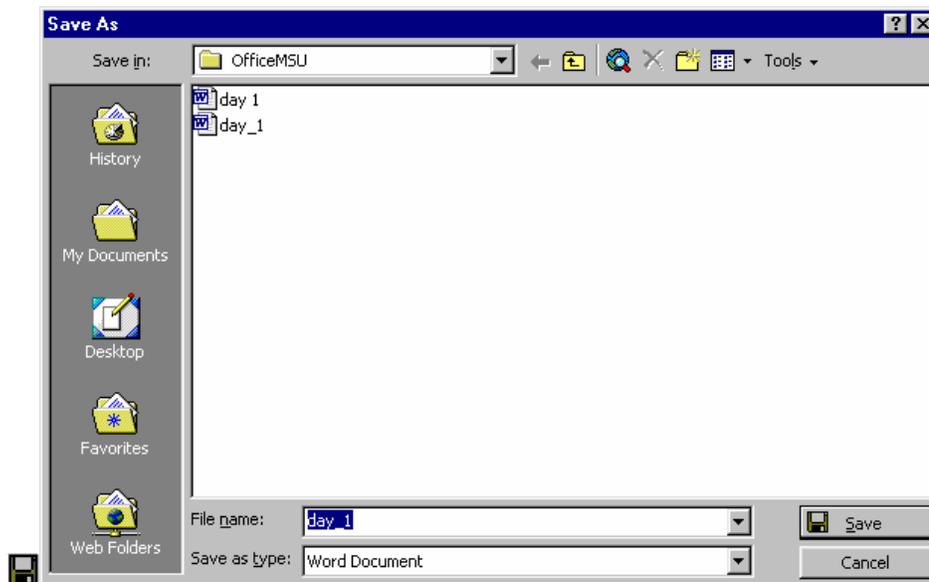
Once the New Document opened you can enter the text in the Edit Window.

Saving a New File

To save a file (or template), select File / Save or press the Save button. The File / Save menu selection and Save button save the file with its current name and file type. The default name is Document X, where X is an integer whose value depends upon the number of new files already opened in the current work session. The default file type is the Word 2000 .doc type.

Saving a File under a New Name

The File / Save As choice allows you to save your document under a new name and/or document type. You can save the file with a new name by changing the filename in the File name text box. Also, you can change the file type by choosing a different type from the Save as type text box.



The Save As dialog includes the following elements: A menu box with options like save, cancel, options and save versions

The History icon displays the documents and subdirectories of recently saved documents. Selecting a subdirectory from here will save the document in that subdirectory.

The My-Documents icon saves the document in the C:\My Documents directory.

The Desktop icon saves the document to the Desktop directory.

The Favorites icon saves the document in whichever Favorites subdirectory you choose. A favorite subdirectory may be added to favorites by selecting tools located near the top right of the Save as dialog and choosing Add to Favorites.

The Web Folders icon saves the document in the My-Computer \ Web Folders directory.

The Save in: drop-down box allows you to choose the directory/subdirectory other than the current working directory where the file can be saved. Click on the down arrow to choose another location.

Also, clicking on the up arrow just to the right of the Save in: box will take you up one place in the subdirectory hierarchy.

If you want to save the document as a web document, you can click on the Search the web button which will start Internet Explorer and connect you to the Internet.

The Delete button will delete the subdirectory or file that is highlighted when the button is clicked.

The Create New Folder button allows the user to place the saved document into a new directory (folder).

The List button allows the user to select a particular file/directory and the information is displayed in the main dialog box.

The Tools button has a drop-down menu list that includes several file management processes and usage options.

Delete deletes a file or directory.

Rename allows a file or directory name to be changed.

Add to Favorites will add the highlighted file or directory to the Favorites icon.

Map Network Drive allows the user to save files on a remote network drive.

Properties displays file or directory information.

Saving a File for Use with Another Word Processing Program

The Save as type: drop-down text box includes many different file types that the document can be saved as.

We need to just click on the box's down arrow and choose the document type desired. Documents can be saved as file types:

Word document	(* .doc)
web page	(* .htm; * .html)
rich text format	(* .rtf)
text (various types)	(* .txt)
Windows Write – various versions	(* .wri)
Word for Windows – various versions	(* .doc)
Word for Macintosh – various versions	(* .mcw)
Word for MS-DOS	(* .doc)
WordPerfect various versions	(* .doc)
Works for Windows various versions	(* .wps)

When you are ready to finally save the file, click on the Save button located on the bottom right side of the Save dialog. Or, if you change your mind, click on Cancel.

Closing Document

Once you finalize your task in document, you can close your word window either from the file menu or you can use the right most close button to close the document.

Hands-on Activities

This activity demonstrates the file handling procedures.

Creating and saving a New File

In this activity you create a small document file and save it with a name of your choice. Begin by starting Windows.

1. Start Word by clicking on Microsoft Word in the Start / Programs group (or click the Word button on the Office Shortcut bar).
2. Notice that Document1 is the default document name. The default style is Normal and the current font is Times New Roman 10 point.
3. Click the **Show / Hide** button (on the top toolbar) to display control characters including spaces, carriage returns, and tabs.
4. Change the size to 12-point and delete the 10-point carriage return: **<Ctrl+J>** **<Ctrl+J>** **<Enter>** ****.
5. Set the top, bottom, left, and right margins to 1 inch: Pick **File / Page Setup** (or double-click the horizontal strip above the ruler), type **1"** in the Top, Bottom, Left, and Right margin text boxes **<Enter>**.
6. Type the following paragraph and press **<Enter>** at the end: This document is being typed using the Normal style. The font is Times New Roman. The point size is set to 12 points, where there are 72 points per vertical inch. All margins (top, bottom, left, and right) have been set to 1". Finally, nonprintable characters are displayed by clicking the Show/Hide button on the Standard toolbar.
7. Save the document with the name my first: Click **File / Save**, type **my first** **<Enter>**. Notice that the assigned name of your document is now displayed on the Microsoft Word title bar at the top of the screen. The file extension .doc is automatically assigned by word. Windows lets you type descriptive names that can be as long as 254 characters and include space.

