You may use the Properties selection of the File menu, i.e., **File / Properties**, to view information about the document. You may also add descriptive information here, which can later be viewed using the **File / Properties** menu selection. Descriptive information can help you determine what's in the document at some future date.

8. Type this is my first document in the Comments box. Then click **OK** to save the properties information.

5.7 Opening an Existing Document

To open an existing file, select the File / Open menu selection or press the Open button. Notice the shortcut icons on the left side of the Open dialog. At the top of the dialog, there is a directory drop-down box allowing you to choose files from directories / subdirectories other than where you are currently located. To go to another file location, just click on the down arrow and choose the next option.

The Favorites icon opens another dialog allowing you to select documents from directories / subdirectories far removed from where your current working directory may be. Of course, you must place your favorites in the Favorites location by going to the directory of interest, then clicking on Tools.
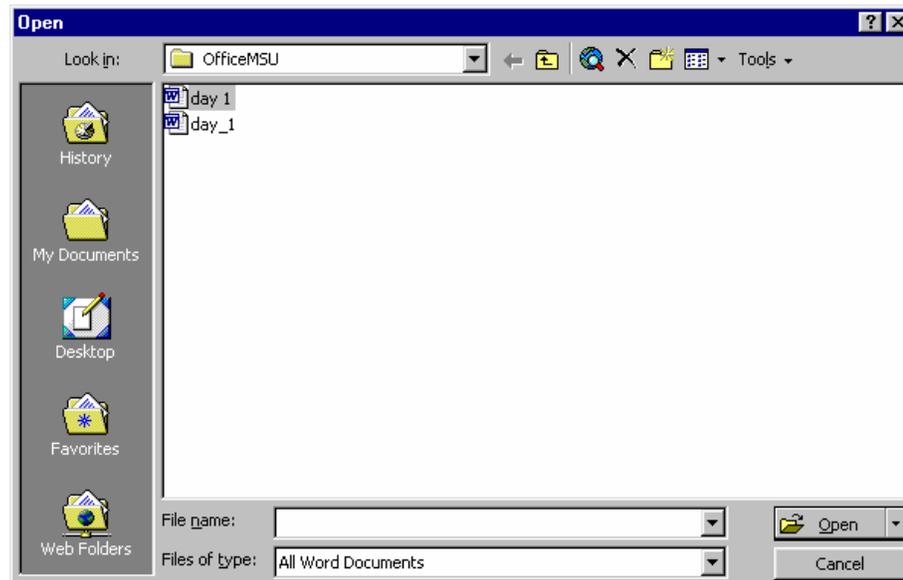
Importing a File Created by Another Word Processing Program

Word 2000 comes with filters that convert documents derived from other sources into the Word 2000 format, allowing you to import documents from a wide variety of sources and change them in Word 2000.

Begin by clicking File / Open.

At the bottom of the Open dialog, there is Files of type: drop-down text box.

Click on the text box down arrow and see the different file formats that Word accommodates.

When the format of interest is selected, all files with that type extension become visible in the Open dialog.

Other document formats are converted when the file desired is highlighted in the Open dialog box, then opened by clicking on Open at the bottom right side of the dialog.

Word converts the file to the Word 2000 format, then presents the document to the user in the familiar Word program ready for use.

Hint:

Rich text files can take a long time to convert and save when working with them in Word. Convert already existing .rtf files to Word (.doc) and work with new documents in Word format. Only convert to rich text format as a final step.

Inserting an Existing File into the Body of the Current Document

Word can insert a whole file inside a current working document. The document is inserted wherever the cursor is currently at. Begin by clicking on Insert / File to open the Insert File dialog. Choose the file of interest and press the Insert button on the bottom right of the dialog box. If you change your mind, click on Cancel.

Insert File

Look in: OfficeMSU

~$day 1
day 1
day_1

File name:

Files of type: Word Documents

Range...

Insert

Cancel

Save Version

You can save multiple versions of the same document with comments describing the differences using the Save Version button. This is useful when you have two or more variations of the same document. Clicking the Save Version button (found by clicking View / Toolbars / Reviewing) displays the Save Version dialog where you can enter comments about the current version.

Use the File / Versions menu selection to view different versions of the document. The date, time, and your comments are saved with each version so you can distinguish one from another.

5.8 Printing and Previewing Document

In this Section you have briefly used the File / Page Setup menu selection when you adjusted all page margins to one inch. Using the Format menu is another way to control the appearance of your document. Review the following information and then perform the hands-on activity.

Pages

Pages are formatted using the File / Page Setup menu selection to open the Page Setup dialog. The Page Setup dialog includes the Margins, Paper Size,

Paper Source, and Layout tabs from which you may adjust the appropriate page features.

Paragraphs

The Format / Paragraph menu option brings up the Paragraphs dialog box, which provides independent control over indents, spacing, and text flow. Indents and spacing options control the indentation from the left and right margins, line spacing, the indent level of the first line (paragraph indent), and the indent level of the second and subsequent lines (hanging indent). Text flow options control the way a selected paragraph interacts with adjacent text elements and page breaks. For example, you can change the right and left margins of an individual paragraph, keep the paragraph together (prevent it from being split by a page break), change the line spacing, and set different spacing before and after the paragraph. A typical use of a uniquely formatted paragraph might be an embedded note. For emphasis, notes are often indented from the left and right margins and sometimes receive additional spacing before and/or after the text of the note.

Sections

General format settings, such as the normal margins and tab settings, are applied to the whole document, from the current point forward, or to a section where the document is subdivided into two or more sections. The Insert / Break menu option is used to insert both page and section breaks. Using the Break dialog box, you can begin a new section on the same page (click the Continuous button) or on a new page (click the Next page button). The Break dialog box is shown in the following illustration.

Note that you can delete both page and section breaks using the Del key. Once you establish two or more sections within a document, you can vary the margins, line spacing, and even the number of columns within each section independent of the others. Therefore, when using multiple formats within a document, be sure to insert a section for each unique format.

If you insert multiple-column text within a single-column document, the column operation automatically creates a new section for the selected text. This eliminates the need to insert a section break before selecting and converting a passage to columnar text.

Hands-on Activity

The following activity uses some Sample document located in the /MSOffice /Files folder. You use the File / Page Setup, Format / Paragraph, and Insert / Break menu selections to modify the appearance of the document.

1. Start the Word program and display the blank Document X page.
2. Use **File / Open** to load the Sample document file.
3. Use **pgup** and **PgDn** or the vertical scroll bar to examine this two-page document.
4. Use **File / Page Setup** and set all four margins to 1 inch.

Note: In the following step you use two new commands:

Edit / Select All selects the entire document (use the shortcut Ctrl+A).

Then use Ctrl+] to increase the type size of the selected passage by one point. (Ctrl+[reduces the type size.)

5. Select the entire document and change the point size to 12: **<Ctrl+A> <Ctrl+]> <Ctrl+]>**. Press **<Down Arrow>** to deselect the document.
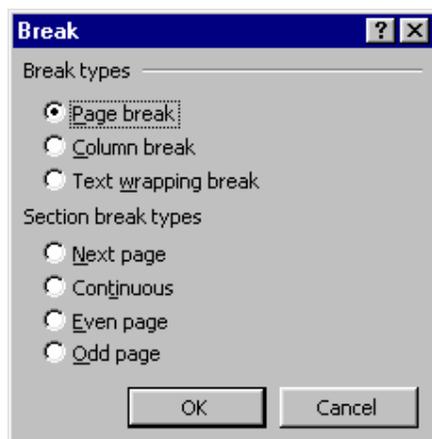

6. Place the cursor at the beginning of the word NOTE; center the word by pressing **<Ctrl+E >**.

7. Indent the note text 1 inch from the left and right margins using the Format / Paragraph menu selection as follows:

   a. Select the note text (drag it with your mouse).
   b. **<Alt+O> P 1 <Tab> 1 <Enter>**.

8. Select and then use the Columns button on the top toolbar to make the terms and definitions portion of the document two-column as follows:

   a. Highlight some text, pressing **\<Shift\>** and dragging down until the above referenced selection is highlighted.

   b. Click on the **Columns** button and select two columns (click on the second column in the pop-down illustration). This creates two additional sections within your document.

9. Compare your document to the following illustration to see how sections are used for multiple formats within the same document. (Click **View / Print Layout** menu selection, then click **File / Print Preview**. Then use the Multiple Pages button and drag 1 x 2 Pages.)

10. You can use PRINT option to print the Document

5.9 Switch Between Multiple Documents.

With Word 2000, you can work with multiple documents. You could be typing a letter to a friend and composing that memo to your out-of-state office before the mail runs, for example.

Instead of closing your letter, click the toolbar's new button to create a blank document. The new document appears on top of your letter. Switch between the letter and your memo by selecting the filename from the menu bar's Window option. In most instances, only one document is active (visible on the screen) at one time. When you issue a Close or save command, Word 2000 closes or saves the active document.
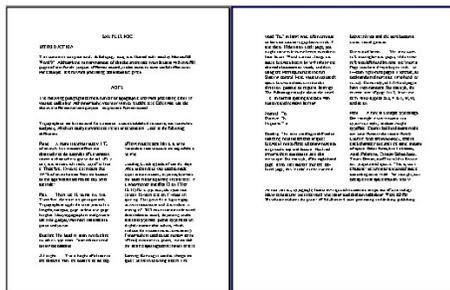
5.10 Quitting Word

By selecting Exit command from the File menu or by using the close button ie., Rightmost button of the Word Window , the user can quit word.

5.11 Short Summary

- ♣ Word is the Most popular word processor on the Market

- ♣ 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 File / Save As choice allows you to save your document under a new name and/or document type

- ♣ The Page Setup dialog includes the Margins, Paper Size, Paper Source, and Layout tabs from which you may adjust the appropriate page features.

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Lecture 6

Customizing Word Documents

Objectives

In this Lecture you will learn the following:

- About Copying, pasting a text

- About Changing Fonts, Paragraphs

- About Creating Bullets and Number

- About Page Setting

- About Headers & Footers

Coverage Plan