



WORD XP

For Windows



- Drop-Down Menu
- Standard Toolbar Pg. 2
- Formatting Toolbar Pg. 2
- Buttons (Menus/Tabs) Pg. 2
- 4 - Views: Normal, Web Layout, Print Layout, Outline (See Below)

- Title Bar with Name of Document
- Font Formatting Pg. 2
- Add Graphics Pg. 2
- Task Pane
- Body of Document Pg. 1
- Status Bar: Shows information such as page number, section, tab/page, line and column numbers.

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Selecting And Entering Information

- Views**
There are 4 ways to view a document when you are working with it.
- Normal** Shows the document inside the margins and is good for typing and editing text.
 - Web Layout** Shows the document as it would appear in a web browser.
 - Print Layout** To see how text, graphics, and other elements will be positioned on the printed page. Good for setting headers and footers, for adjusting margins, and for working with columns and showing status.
 - Outline** Used when creating large documents. To move and organize text and sections of a document.

Creating a New Blank Document
To create a new blank document click on the **New** button on the **Standard** toolbar.
NOTE: This will not close your previously opened document.

Opening an Existing Document
To open an existing document click on the **Open** button on the **Standard** toolbar. select the location of the file in the **Look In** field, select the file from the list and click the **Open** button .
NOTE: This will open the file in a new window.

Saving A New Document
To save your new document press the **F10** key on the keyboard. When the **Save As** dialog box appears, in the **Save In** field, select the drive and folder where you want to save the document. Type a desired name for the document in the **File Name** field at the bottom and click the **Save** button .

Once you have saved a document, if you want to edit it and save the changes, click on the **Save** button on the **Standard** toolbar.

To exit Word XP, click on the **Close Window** button on the right side of the **Title Bar**. **NOTE:** if your file has had changes that do not save, Word XP will prompt you for save changes.

FAQ
Q: Is there any way to correct mistakes that are made as I am creating a document?
A: Yes, Word XP has an **Undo** feature that will undo up to 100 of your last actions. Simply click the **Undo** button on the **Standard** toolbar to return to the state your document was in before the last change.
NOTE: If you undo too far you click the **Redo** button return your document to the previous state.

Smart Tags and Task Panes

- On the right-hand side of your screen is the **Smart Tag Task Pane**. The **Task Pane** is a quick and easy way to access the most common functions of Word XP.
- To launch the **Task Pane** click on the **New** drop-down menu and select **Task Pane**.
 - Click on the arrow that shows more and select which **Task Pane** you would like to use.
 - Smart Tags** appear when Word XP recognizes certain items such as names, addresses or e-mail and other functions. Simply click on the **Smart Tag** icon and choose whether to use the options or not.



Working With Text

Entering Text
When you open Word XP you are given a blank document to start with. When you type, the text will automatically wrap to the next line. To end a paragraph or to enter a blank line, press the **Enter** key on the keyboard.

- Selecting Text**
- To select text, click and drag your pointer over the text and it will be highlighted. OR click at the beginning of the selection and while holding down the **Shift** key on your keyboard, click at the end of the selection.
 - To select a word, double-click on the word.
 - To select a sentence, hold down the **Ctrl** key and click anywhere in the sentence.
 - To select a line, place your pointer in the left margin of the document on the pointer arrow, press right. Click inside the line.
 - To select a paragraph, do the same as above but double-click inside the paragraph.
 - To select the whole document, press the **Ctrl** + **A** keys on your keyboard.

- Editing Text**
- To join two paragraphs, place the insertion point before the first character of the second paragraph and press the **Backspace** key on the keyboard.
 - To delete a character to the left of the insertion point, press the **Backspace** key .
 - To delete a character to the right of the insertion point, press the **Delete** key .
 - To insert the insertion point, use the arrow keys.
 - To insert text in a document, place your insertion point where you want the text and type the new text.

Word Xp 2002 Quick Reference Guide

G Orfield



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