



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/pages, line and column numbers.

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 point 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

Geraldine Woods



Word Xp 2002 Quick Reference Guide:

Excel 2002 All-in-One Desk Reference For Dummies Greg Harvey,2002-12-27 Combining nine books in one this thorough desk reference delivers the know how readers need to take full advantage of Excel Outlines the most practical and useful applications of Excel for the workplace Explains how to import data build and edit worksheets create formulas generate pivot tables and work with financial functions what if scenarios database functions and Web queries Explores more advanced topics such as worksheet sharing and auditing error trapping building and running macros charting data and using Excel in conjunction with Visual Basic and the Web Author is one of the bestselling technology authors of all time

Windows Server 2003 For Dummies Ed Tittel,James Michael Stewart,2011-03-16 The perfect handbook for those who need to deploy install and configure installations upgrade from previous versions understand network addresses manage day to day operations configure storage manage users and groups implement security measures configure mail services and perform other vital administrative tasks Covers the enhanced features and updates of the new version including the Microsoft NET framework Active Directory and its new drag and drop object management Internet Information Server and the Microsoft Management Console

Adoption For Dummies Tracy L. Barr,Katrina Carlisle,2011-04-22 You hear all sorts of things said or implied about adoption Some information comes from people who know a lot about it while some comes from people who don t know anything about it but make assumptions anyway Some comes from people whose experiences have been good some from those whose experiences have been bad The result Enough conflicting information to make your head spin So when everyone has an opinion and most of the books on the market deal with specific aspects on adoption or particular types of adoptions where do you turn to for reliable information Start with Adoption For Dummies The great thing about this guide is that you decide where to start and what to read It s a reference you can jump into and out of at will Just head to the table of contents or the index to find the information you want Each part of Adoption For Dummies covers a particular aspect of adoption including Answering the basic adoption questions How much does it cost Who s involved How long does it take What do I need to know that I don t know to ask And more Getting started and figuring out what steps you have to take Dealing with birthmothers and birthfathers and why even though they may not be part of your life they re still important to you Confronting the issues adoptive families face issues from sharing the adoption story with your child to answering your child s questions about his birthparents to handling rude family members who treat your child differently than her cousins Finding help from books resources and support groups No adoption book at least no adoption book that you can carry around without a hydraulic lift can tell you everything there is to know about adoption What Adoption For Dummies tells you is what you need to know all in an easy to use reference

Raising Smart Kids For Dummies Marlene Targ Brill,2011-04-22 So you wanna turn Junior into a smarty pants What parent doesn t Thing is kids nowadays are more independent than ever and aren t always receptive to what parents want In fact if you tell your kids that

studying is good for them they're more than likely to mumble Yeah sure in your general direction and head off to do something fun Sharpening the minds of your youngsters presents more challenges than climbing Mt Everest and the responsibility of making your kids use more of their brain cells can be overwhelming even when you don't encounter resistance Raising smart kids requires long term commitment sacrifice and diligence not to mention the patience of a saint And as long as you don't obsess about being the perfect parent you will be able to enjoy your kids journey of self discovery right along with them But how do you accomplish this How do you overcome the resistance How do you tackle the overwhelming task of not only helping your children succeed in school but also increasing their ability to make their own way in the world That's where Raising Smart Kids For Dummies steps in to help Written in easy to understand terms and absolutely no slick psycho babble this book gives you sound advice on encouraging your kids to set their sights high and achieve success whether at school with friends or in your community And you don't have to be a new parent to gain insight from this book experienced parents can reap rewards with the help of this book in their effort to raise fulfilled children Here's just a sampling of what you'll find in Raising Smart Kids For Dummies Recognizing the characteristics of smart kids Knowing when to push and when not to Disciplining your kids in a positive way Growing smarter kids from healthier bodies Planning the development of your kids brains From newborns to teenagers Taking your smart kids beyond high school Eliminating brain drain from school skipping drug abuse and raging hormones Top Ten lists of family characteristics that nurture smart kids what smart kids read and resources for bolstering parents confidence You've heard it said a thousand times The children are the future Children have such potential but rarely live up to it Why take this chance with your own kids Make the commitment to prepare your kids for life on their own With Raising Smart Kids For Dummies you too can achieve success and have a little fun along the way

Incorporating Your Business For Dummies The Company Corporation, 2011-03-16 If you're a business owner incorporation can help you protect your personal assets and cut down your tax bill But all the paperwork and legalese can make incorporation seem like more trouble than it's worth Incorporating Your Business For Dummies offers all the savvy tips you need to get incorporated starting today Whether your business is big or small incorporating isn't as simple as it could be This handy reference makes incorporation make sense and guides you through the process step by step From handling the mountain of paperwork to getting back to business once you're finished Incorporating Your Business For Dummies offers a wealth of helpful advice on these and many more topics Knowing whether or not incorporation can help you Choosing the type of entity that will work best for your business Dealing with shareholders and shareholder agreements Transferring money and assets in or out of the corporation Documenting corporate actions and maintaining compliance Finding the right attorney accountant tax advisor and other professionals Written by the experts at The Company Corporation who handle more than 100 000 incorporations every year this helpful book offers the kind of advice you can only get from professionals but in a user friendly lingo free format Whether you just want a little help with the

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modified notebooks that allow a user to take notes using natural handwriting with a digital pen on a touch sensitive screen instead of typing on a keyboard All models of Tablet PCs can be attached to standard keyboards monitors and mouse devices for easy computing Geared toward the general user of the Tablet PC with information about configuration working with pen computing Ink voice recognition and using the onscreen interface Covers computing topics such as file management browsing the Internet and using Office applications Includes case study examples of how the Tablet PC can be used in vertical applications such as healthcare and for enhanced productivity throughout an organization

Office XP For Dummies Wallace Wang,2001-05-29 Microsoft Office XP consists of several programs a word processor Word 2002 a spreadsheet program Excel 2002 a presentation graphics program PowerPoint 2002 a personal information organizer and e mail client Outlook 2002 and a database program Access 2002 And depending on the version of Office XP that you get you may have bonus programs that include a Web page design and management application FrontPage 2002 Having so many programs at your disposal can be very intimidating especially for the beginning user Which program do you use for which task How can you get information from one program into another Which programs do you really need and which ones can you safely ignore Your questions will abound and confound Office XP For Dummies answers all these questions and more in easy to understand terms and without all that computer geek gibberish It gently explains the basics for each program so that you can start using them right way Here are a few of the topics covered in Office XP For Dummies Getting acquainted with the Office XP interface Using Word to create reports and other fancy documents Setting up spreadsheets in Excel to help you in your business Creating slideshow presentations in PowerPoint Managing your e mail calendar and contact information in Outlook Developing easy to use databases Designing awesome Web pages quickly and hassle free For beginners Office XP For Dummies is the perfect overview of the entire Office XP suite for more advanced users it contains many tips and tricks to make using all these different programs a breeze

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Building a PC For Dummies Mark L. Chambers,2003 Designed for first time builders and seasoned veterans this book will help users design and build the system they really want from determining which parts are needed for troubleshooting when things don t work right Covers the main features of building a PC including building the foundation adding RAM adding a video card and a monitor installing a hard drive and other storage devices

hooking up CD and DVD drives connecting the sound card installing a modem adding a scanner printer and speakers and much more *Final Cut Express For Dummies* Helmut Kobler,2003-05-09 Create slick videos with sound effects moving titles and more Import video and still pictures tackle the Timeline and become a movie making machine Do you dream of becoming a movie mogul Dive right in with this friendly guide to low budget video editing on your Mac Before you can yell action you ll be importing and organizing all types of media sizing video clips jazzing up your productions with filters and special effects and outputting them to DVD videotape or the Web The Dummies Way Explanations in plain English Get in get out information Icons and other navigational aids Tear out cheat sheet Top ten lists A dash of humor and fun ACT! 6 For Dummies Karen S. Fredricks,2003-03-28 ACT organizes customer information in one place providing instant access to names phone numbers addresses appointments call histories follow up activities and more Explores ACT s features including a ready to use contact database with search capabilities Internet links mail fax and e mail merge synchronization with Palm OS handhelds integration with Outlook and other popular products report generation and a customizable database Latest edition of this successful title shows business professionals how to use ACT s new e mail features new active libraries and improved Internet services and Outlook integration *PMP Certification For Dummies* Peter Nathan,Gerald Everett Jones,2003-04-11 The know how people need to pass the Project Management Professional PMP exam the world s most recognized professional project management credential Quick Assessment questions at the beginning and Prep Tests at the end of each chapter enhance the reader s understanding of the material Shows how to spot trick questions designed to challenge critical thinking skills Explains how to interpret questions and offers tips for budgeting valuable test taking time CD ROM contains practice exams hundreds of sample questions timed and untimed versions of the test and the ability to save test results to measure progress PMP and Project Management Professional are registered marks of the Project Management Institute Inc

Microsoft Windows/Office XP Professional 2002 Nevada Learning Series Inc,2003 Word 2002 from A to Z Stephen L. Nelson,2001 Written for any level of Microsoft Word 2002 user this book provides a reference for everyone from students to mobile workers Beginning with an introduction to the Word 2002 program users can easily look up terms and tasks by looking in the alphabetically arranged entries This means that even new users can quickly get answers

Choosing Childcare For Dummies Ann Douglas,2003-11-21 The demand for child care spaces is huge According to the National Center for Education Statistics approximately 13 million children under the age of six spend some or all of their day being cared for by someone other than their parents The child care shortage is everyone s problem for parents whether you work outside the home or not employers and the children The prospect of choosing the right childcare can be overwhelming Put your mind at ease with *Choosing Childcare For Dummies* This reference guide is brimming with practical advice to help you find high quality childcare for the child in your life whether he or she is a biological child stepchild grandchild foster child or the child of your significant other From figuring out affordability to knowing what to do if you suspect neglect or

abuse Choosing Childcare For Dummies covers it all Inside the book you ll find out how to Weigh the pros and cons of your various child care options Determine high quality childcare Evaluate out of home childcare Hire a nanny or a relative for in home care Get guidance on the legal issues of being an employer Conduct a reference check Determine if you need a nanny cam Recognize the ten signs that your child care arrangement is in trouble Ease your child into a new child care arrangement Find back up childcare Because the United States has no countrywide child care system in place we ve ended up with a patchwork quilt of regulations that don t quite mesh the way they should This is why so many child care programs are exempt from the child care legislation that s intended to protect children The bottom line You can t count on anyone else to guarantee your child s health safety and well being in a particular child care setting Like it or not the buck stops with you That s why you owe it to yourself and your child to read books like this one that show you how to be a savvy day care consumer

Bioinformatics For Dummies Jean-Michel Claverie,Cedric Notredame,2003-01-17 Bioinformatics the process of searching biological databases comparing sequences examining protein structures and researching biological questions with a computer is one of the marvels of modern technology that can save you months of lab work And the most amazing part is that if you know how you can use highly sophisticated programs over the Internet without paying a dime and sometimes without installing anything new on your own computer All you need to know is how to use these technological miracles That s where Bioinformatics For Dummies comes in If you want to know what bioinformatics is all about and how to use it without wading through pages of computer gibberish or taking a course full of theory this book has the answers in plain English You ll find out how to Use Internet resources Understand bioinformatics jargon Research biological databases Locate the sequences you need Perform specific tasks step by step Written by two experts who helped develop the science Bioinformatics For Dummies is all about getting things done If you re just getting your feet wet start at the beginning with a quick review of those necessary parts of microbiology and an overview of the tools available If you already know what you want to do you can go directly to a chapter that shows you how Get the lowdown on Researching and analyzing DNA and protein sequences Gathering information from all published sources Searching databases for similar sequences and acquiring information about gene functions through sequence comparisons Producing and editing multiple sequence comparisons for presentation Predicting protein structures and RNA structures Doing phylogenetic analysis With an Internet connection and Bioinformatics For Dummies you ll discover how to peruse databases that contain virtually everything known about human biology It s like having access to the world s largest lab right from your desk This book is your lab assistant one that never takes a day off never argues when you ask it for help and won t demand a benefits package

The ACT For Dummies Suzee Vlk,2002-09-05 There s no escaping the ACT Many colleges require that you suffer through the ordeal of taking this entrance exam before they will even look at your application Some colleges emphasize ACT scores to compensate for grade inflation that is some high schools may give students A s for doing the same level work that would gain them C s in other high

schools Because the ACT is the same for everyone students nationwide take the exact same exam colleges use ACT scores to get inside your head to see what's really in there Think of this as an opportunity not a crisis after all good ACT scores can overcome low GPAs No matter how good your high school teachers are their main goal is to prepare you for the real world and not the world of the ACT That's where *The ACT For Dummies 3rd Edition* takes over Newly revised for the latest version of the exam this book takes a substantive but easy to understand approach to helping you prepare for the exam while at the same time presenting its information in the typical Dummies style with humor and fun If anything can make preparing for the ACT enjoyable this book can Here's a sampling of what you'll find in *The ACT For Dummies 3rd Edition* An overview of the test Understanding the format and how the scoring works Stress busters How to survive exam day Things to double check and things to avoid while taking the test Reviews of grammar and spelling algebra and geometry reading and science reasoning Plenty of practice questions for all parts of the test Three full length ACT practice tests no not the real thing Top Ten lists debunking ACT rumors differences between the ACT and SAT and true ACT stories You know you have to take the ACT seriously after all it can determine the college you go to which will in turn affect the rest of your life Talk about pressure So why not be prepared With *The ACT For Dummies 3rd Edition* you'll be as prepared for the exam as anyone can be and you may just have a little fun in the process

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