



WORD XP

For Windows



- Drop-Down Menu
- Standard Toolbar Pg. 2
- Formatting Toolbar Pg. 2
- Buttons (Menus/Tools) 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.

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 grids.
 - 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

Nevada Learning Series Inc



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

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

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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

[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

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Estate Planning For Dummies N. Brian Caverly, Jordan S. Simon, 2003-03-07 Planning for your family s future made easy If you re like most people you want to be sure that once you ve passed on no more of your property and money will be lost to the government than is absolutely necessary You want to know that you ll be leaving your heirs your assets and not your debts You want to be absolutely certain that your will is ship shape your insurance policies are structured properly and that every conceivable hole in your estate plan has been filled And most of all you d like to do all of this without driving yourself crazy trying to make sense of the complicated jargon jumble of paperwork and welter of state and federal laws involved in the estate planning process Written by two estate planning pros this simple easy to use guide takes the pain out of planning for your ultimate financial future In plain English the authors walk you step by step through everything you need to know to Put your estate into order Minimize estate taxes Write a proper will Deal with probate Set up trusts Make sure your insurance policies are structured properly Plan for special situations like becoming incompetent and pet care Craft a solid estate plan and keep it up to date Don t leave the final disposition of your estate up to chance and the whims of bureaucrats *Estate Planning For Dummies* gives you the complete lowdown on Figuring out what you re really worth Mastering the basics of wills and probate Using will substitutes and dodging probate taxes Setting up protective trusts charitable trusts living trusts and more Making sense of state and federal inheritance taxes Avoiding the generation skipping transfer tax Minimizing all your estate related taxes Estate planning for family businesses Creating a comprehensive estate plan Straightforward reader friendly easy to use *Estate Planning For Dummies* is the ultimate guide to planning your family s future

Microsoft Office XP Word 2002 Nevada Learning Series Inc, 2001

Tablet PCs For Dummies Nancy Stevenson, 2003-03-21 Tablet PCs similar in size and thickness to a yellow paper notepad are essentially 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

PCs

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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

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

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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 **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 *Storage Area Networks For Dummies* Christopher Poelker,Alex Nikitin,2003-03-07 In case you weren t sure a storage area network or SAN is a collection of computers and storage devices connected over a high speed optical network and dedicated to the task of storing and protecting data SANs solve many of the data storage and management problems that have long bedeviled enterprise networks and they save companies who use them a bundle Which is why SAN administration is one of the highest paid jobs in IT today Add storage area networking to your resume and your phone will ring off the hook with calls by head hunters promising of six figure salaries Bored with in your current IT job and looking for a change of pace and bigger bucks Then Storage Area Networks For Dummies is for you Have you been tasked with designing implementing or troubleshooting your company s SAN and need to play catch up in a hurry Look no further In no time this book gets you on track with the know how and confidence you need to Choose the right hardware for the job Design state of the art SANs Implement a SAN and get it running like a well oiled machine Configure manage and troubleshoot SANs Seamlessly integrate two or more SANs Become a SAN sage and give your career a major boost From the ABCs of SANs to making the most of advanced SAN features Storage Area Networks For Dummies covers all the bases in plain English and with loads of real life examples Key topics covered include What are SANs how they work and who needs them SAN protocols components and common problems Designing and building a SAN SANs and disaster recovery Networking SANs Understanding choosing and using SAN backup solutions Making the most of Point in Time technology Outsourcing SANs Managing and troubleshooting SANs The solution to so many enterprise data storage problems SANs equal heightened efficiency and productivity for organizations and greater prosperity for those who build and manage them Let Storage Area Networks For Dummies help you get in on the ground floor of one of today s hottest IT growth areas

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 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

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