

AHSL

Arizona Health Sciences Library

Microsoft Word 2000



Starting Word

- Click on the Start Button
- Choose Applications > Microsoft Word

Opening a Document

- Open Microsoft Word
- Choose File
- Select the location (disk, drive or folder) from the drop-down menu
- Select the file
- Double-click on the file



Different Ways of Viewing a Document

- ◆Normal: shows some text formatting but simplifies the layout of the page so you can type and edit quickly.
 - ◆ Web Layout: use when creating a web page or a document that will be viewed on the web.
 - ◆ Print Layout (default): shows text formatting and graphics as they will appear on a printed page
- Choose View > select the view

Changing the Font

At the beginning of your document or after typing your text, then highlighting the text to be changed.

- Choose Format > Font
 - Select the desired font, size and formatting
 - Preview it in the Preview box at the bottom
 - Click OK
- or
- use the the Formatting toolbar at the top of the document to make your selections

Using Save As

Use the Save As when:

- ◆ saving a document for the first time
 - ◆ saving a document with a new name
 - ◆ saving a document in a different location
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- Choose File > Save As
 - Select the location
 - Type the desired file name
 - Click on Save

Using Save

Remember to save your document every few minutes while you are working on it.

- Press *Ctrl* + S

Printing

- Choose File > Print
- Make your selections from the print menu
- Click OK

Changing the Page Margins

- Choose File > Page Setup
- Select the Margins Tab
- Enter the margin settings desired
- Click OK

Inserting a Page Break

- Choose Insert > Break
 - Select Page Break
 - Click OK
- or
- press *Ctrl* + *Enter*

