

UNIT THREE

INTRODUCTION TO WORD PROCESSING

MICROSOFT WORD 2000

Introduction

- **Microsoft Word** enables the user to manipulate text-based documents.
- For example: We can create *letters, reports, manuals, newsletters, invoices* and *brochures*.
- When you create a new document, **Word** displays a blank document on the screen.
- You can use word's **templates** and **wizards** to create common types of documents.

Starting/Exiting Microsoft Word

- **To start Microsoft Word:**

- Click *Start* → *(All) Programs* → *Microsoft Word*

(OR)

- Click the *Microsoft word icon* in the shortcut bar

- **To Exit From Microsoft Word:**

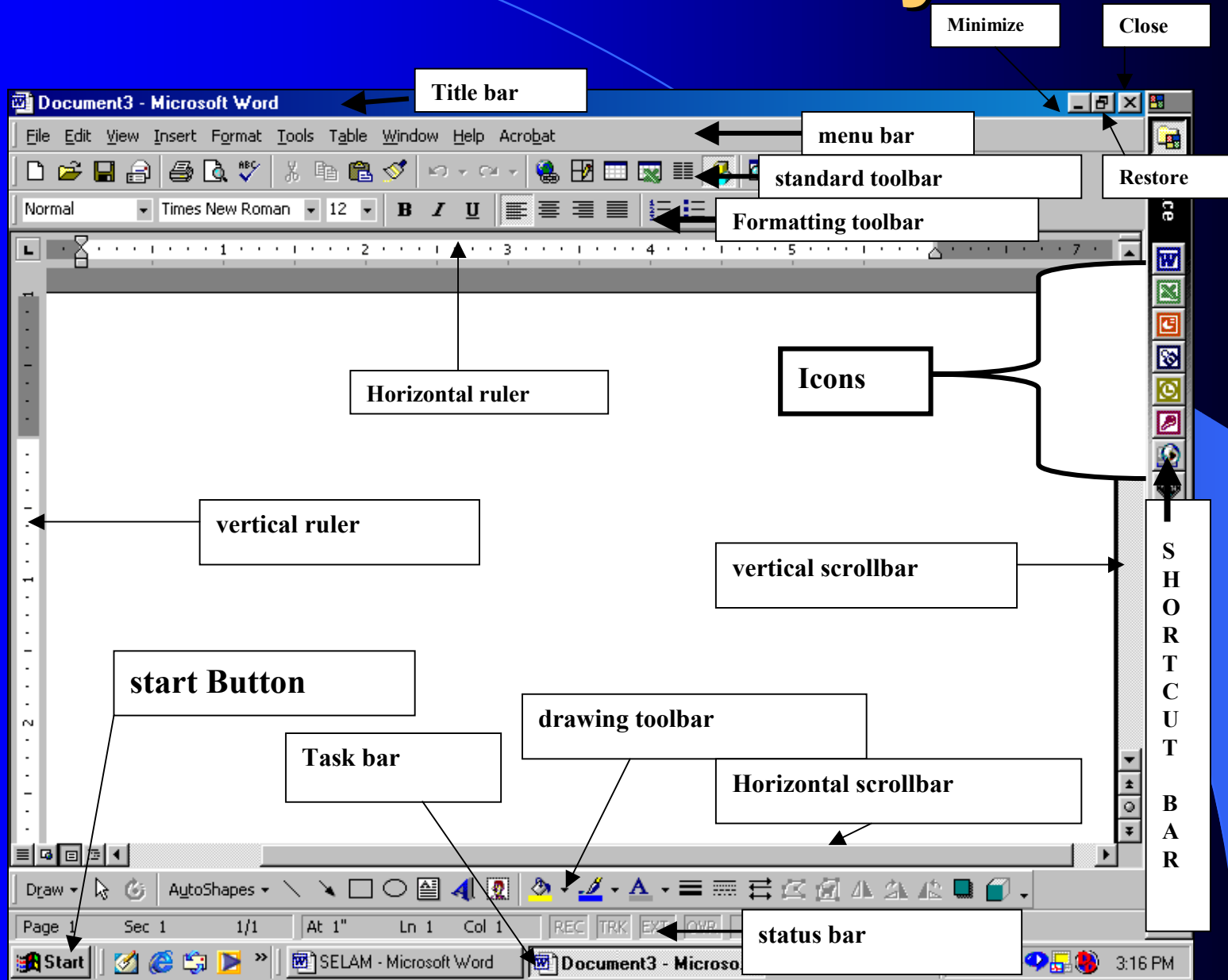
- Click *File* → *Exit*

(OR)

- Click the *Close (X)* button on the title bar.

- Then, click *Yes* if you want to save the changes or click *No* to exit without saving.

The Word Window Layout



Menus and Commands

- The Menu Bar displays menu names used to manipulate (process) document files.
- The menus available in Ms. Word are:
 - File: lets you open, save, and print documents.
 - Edit: rearranges(edits) your text and other document elements.
 - View: enables you to look at your documents in different ways.
 - Insert: used to insert page breaks, pictures, and other elements into your documents.
 - Format: used to change the appearance of your document.
 - Tools: used to access special tools, such as the spelling and grammar checker.
 - Table: used to format tabular data in your document.
 - Window: makes it easy to work in multiple documents at once.
 - Help: used to find help when you need it.

Creating/Opening A Document

- **To create a new document, use one of the following options:**
 - Click *New Document* button on the Standard toolbar.
 - Choose *File* → *New* from the menu bar.
 - Press *CTRL* + “*N*”
[Press the CTRL key while pressing “N” on the keyboard]
- **To open an Existing Document, use one of the following options:**
 - Click the *Open File* button on the Standard toolbar.
 - Choose *File* → *Open* from the menu bar
 - Press *CTRL* + “*O*” on the keyboard

Each method (option) will show the **Open Dialog box**.
Choose the file and click the **Open** button.

Saving a Document

- a. **To save a new, unnamed document, use the following steps:**
 - Click *Save* button on the **Standard toolbar**
(OR) select *File* → *Save* from the **menu bar**
(OR) Press *CTRL* + “*S*” on the keyboard.
 - Locate and open in the **Save In Drop-Down Box** the folder you want to save in.
 - In the **File Name Box**, type the document name.
 - Click **Save**
- b. **To save an existing document:**
 - Simply Click the *Save* button on the **Standard toolbar**.

...Saving a Document

- c. To Save a copy of a document, use the following steps:
- Open the document you want to make a copy of.
 - Click *File* → *Save As* from the menu bar.
 - Locate and open the folder you want to save in.
 - In the **File Name** box, type a new document name.
 - Click **Save**

Closing a Document

- **To close a document:**
 - Click *File* → *Close* from the menu bar
 - click **Yes** if you want to save the changes or click **No** to exit without save.