

Microsoft Word 2000 Tutorial

October 2000 Edition | <http://keeleong.tripod.com/tutorial/>

MS Word is mainly used for writing:

- Letter
- Report/Thesis; and
- Book / labels

3 ways of *doing things* in MS Word:

- The Beginner Way: using the menu
- The Easy Way: using the mouse; and
- The *Kiasu* Way: using fast short-cut.

(I) What is what?

MS Word program has some “very rich” mouse commands, hence it is important to familiarize with some of the mouse command terms:

- Click
- Double click
- Right click
- Highlight
- Drag

Tips:

Oppps! You mistype or accidentally press a wrong button, it's okay.... To call the previous command (undo):

Just press CTRL+Z

(II) Formatting Your Text

Formatting here refers to the way you present your text to the readers. If used properly, it could make your document to look more professionally; else it is better to use typewriter.

2.1 How to change text alignment?

Steps:

Select text → Press [left= CTRL+L] [right= CTRL+R]
[center= CTRL+E] [justified= CTRL+J]

2.2 How to increase/decrease text font size?

Steps:

Select text →
Press [increase= CTRL+]] [decrease= CTRL+ []]

2.3 How to change text casing?

Example:

- universiti putra Malaysia
- UNIVERSITI PUTRA MALAYSIA
- Universiti Putra Malaysia

Steps:

Select text → Press **SHIFT+F3**

Press several times and you could notice that the text's case would change

2.4 How to change paragraph spacing?

Single:

universiti
putra
malaysia

Double:

universiti

putra

malaysia

One & half:

universiti

putra

malaysia

Steps: Select text → Press

[single= **CTRL+1**] [double= **CTRL+2**]

[one & half= **CTRL+5**]

2.5 How to change numbering/bullet type?

Ex1:

- UPM
- UM
- UTM
- UKM

Ex2:

1. Faculties in UPM:
 - a. Engineering
 - i. CC Dept.
 - b. FEP

Steps: Select text → Right Click → Bullets and Numbering → [Customize]

2.6 How to change the numbering/bullet text spacing?

Steps: Select text → Right Click → Paragraph → Spacing, After → *Choose a value greater than 0.*

Tips:

- How to copy and paste a text? (Very powerful feature)

Steps: Select text → Press

[copy= **CTRL+C**] [paste= **CTRL+V**] [cut= **CTRL+X**]

- How to copy a text format, and apply it to other text?

Steps: Select text → Double Click on format painter
→ Click on other text / paragraph.

(III) Inserting The “Big Tex”, Graphics And Other Objects

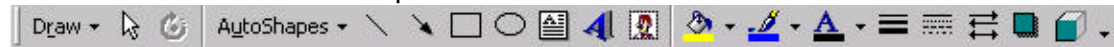
Sometimes you may insert other elements such as WordArt and Graphics into your document. Objects refers to a small program which can sit on top of your MS-Word document.

3.1 How to insert the “Big Text” or WordArt?

Steps: Click on Insert → Pictures → WordArt
Then choose the style.

Yahoo!

3.2 How to draw lines/boxes/shapes?



First of all, make sure that the Drawing toolbar is shown, to do this:

Steps: Click on View → Toolbars → *make sure the Drawing is clicked. To draw, click any of the drawing object on the toolbar, and draw on your document.*

3.3 How to add text into boxes/shapes?

Steps: Right Click on object → Add Text



3.4 How to insert graphics?

Steps: Click on Insert → Pictures → *Choose either [Clip Art] or [From File]*

3.5 How to make text appear next to the pictures?

Smile and
the whole
world smile
with you.



Steps: Right Click on Picture → Format Picture → Layout → Wrapping Style → *Choose Square*

3.6 How to insert other objects?

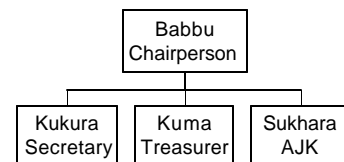
3.6.1 Mathematical equations

Steps: Click on Insert → Object → Microsoft Equation 3.0 → OK

$$x = \left(\frac{2}{5}\right)^2 + \sum x$$

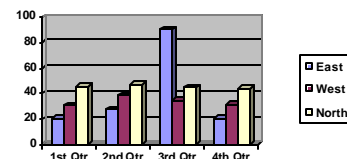
3.6.2 Organization Chart

Steps: Click on Insert → Object → MS Organization Chart 2.0 → OK



3.6.3 Graph

Steps: Click on Insert → Object → Microsoft Graph 2000 Chart → OK



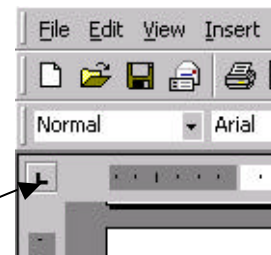
(IV) Before Sending Your Document to the Printer

There are several things you may want to check before you print your documents. Always use the print preview to view the final layout of your document.

- 4.1 How to insert page number?
Click Insert → Page Numbers → [optional] → OK
- 4.2 How to view the header/footer?
Header and Footer refers to the top/bottom part of your document which is normally used to include page number or chapter title. To view it:
Steps: Click View → Header and Footer
- 4.3 How to insert page break?
Steps: Click Insert → Break → Page Break
- 4.4 How to have different header text for two consecutive pages?
Steps:
i. Insert page break on first page (refer 4.3)
ii. View header/footer (refer 4.2)
iii. Go to the header of second page, unclick the Same as previous button.
iv. Type new text on header of second page.
- 4.5 How to keep text with the next line?
Steps: Select text → Right Click → Paragraph → Line and Page Break → Keep with next

Tips:

- Do not, (*I repeat*) DO NOT use multiple spacing to move your text, but use:
 - Tab; or
 - Indentation: [**left=CTRL+M**]
 [**right=SHIFT+CTRL+M**]
- How to change Tab?
Step: Click on the Tab box → Choose Tab → Move cursor on ruler → Select a position and Click
- How to replace several same words with some other word in your document?
Steps: Select text → Click Edit → Replace →
Type your new text in Replace with → Replace All



<u>Left Tab</u>	
3.00	
130.30	
<u>Right Tab</u>	
	3.00
	130.34