

# Word 2000 for PC



Training Materials

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## Overview

Increasingly, educators are using technology tools to support and enhance classroom instruction and professional activities. Word processing software provides options for creating a wide range of documents. Microsoft Word is the preeminent word processing program on the market. This module is based on the most current version of Microsoft Word for the PC, Microsoft Word 2000.

## Objective

To develop familiarity and initial proficiency using Microsoft Word to create documents.

## Prerequisites

Teachers should be familiar with the basics of their PC computer and the Windows 98 operating system, including navigating and selecting and opening files.

## Glossary

The following terms are pertinent to learning and using Microsoft Word.

### **Dialog box**

A window that forces you to respond to a particular situation using your software.

### **Options**

Settings that can be altered by a user to determine parameters for certain application functions.

### **Window**

A frame that contains buttons and menus for executing certain commands.

### **Word processing software**

Software designed for creating documents by adding and modifying text and other objects. Word processing software provides a number of features that allow you to easily edit, revise, proof and publish your document.

## Welcome to Microsoft Word

Microsoft Word is one of several programs in the Microsoft Office 2000 suite. It is a word processing program useful for creating a range of documents including letters, memos, outlines, bulletins, newsletters, and more. As a teacher you can create documents that both support your professional productivity and enhance classroom instruction. Your students can also create work using Microsoft Word, either by itself or in conjunction with the other applications in the Microsoft Office suite.

### Installing Microsoft Word

The following installation instructions assume you are running Windows 98. Check with your network manager or support technician if you need additional assistance.

#### **Installing MS Word/Office from a CD**

To install MS Word or the entire Office suite from a CD, simply insert the Office 2000 CD in your CD drive and follow these steps:

1. The CD should open a start window automatically. Simply respond to the onscreen instructions as you move from window to window in the Installer.
2. If the CD does not start automatically, double-click the My Computer desktop icon then the CD drive icon; a window opens with the contents of the CD. If this does not activate the Office installation process, you may need to double-click the Setup.exe file for Office to initiate the process. Check with your site or district tech support personnel if you encounter problems.
3. Follow any onscreen instructions when the installation is complete, including to restart the computer if necessary.
4. You are now ready to use the installed programs and files for Microsoft Office.

### Locating and Opening Microsoft Word

To begin using Word to create documents, follow these steps to locate and open it:

#### **Locate and Open the Word Application from the Office Shortcut Bar**

Microsoft Word, which is installed on your hard drive, can easily be opened from the Office Shortcut Bar that appears along the right edge of your desktop.

1. Point to the New Office Document button on the Office Shortcut Bar and click.
2. The New Office Document window opens.
3. Double-click the Blank Word Document icon.
4. Microsoft Word opens with a new blank document in view.

## **Locate and Open the Word Application from the Start Menu**

Microsoft Word can also be opened from the Start Menu.

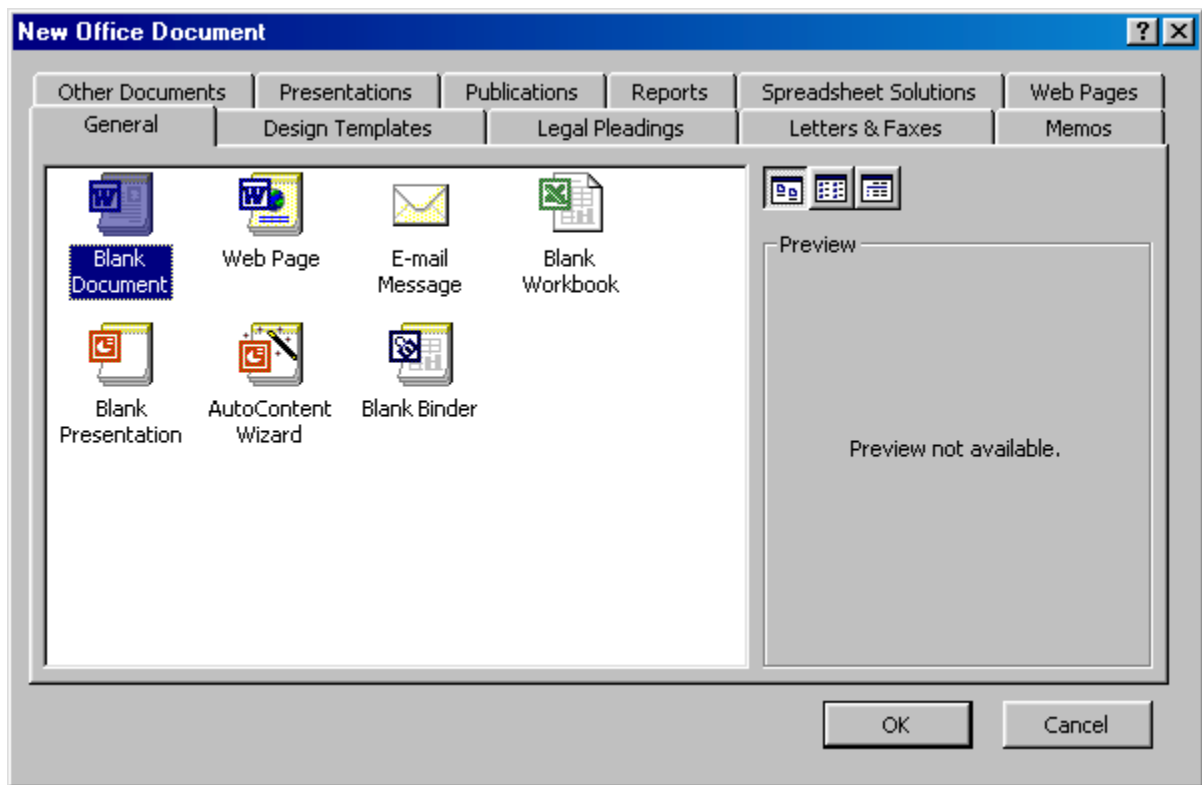
1. Click the Start Menu and point to Programs. A sub menu appears.
2. Locate the Microsoft Word icon in the list of programs and click to open it.
3. Microsoft Word opens with a new blank document in view.

## Opening and Creating Documents in Microsoft Word

With Word open, you can open and begin creating a number of types of word processing documents.

### The New Document Windows, Office and Word

Depending on where you ask for a new Word document you will see one of two New Document windows. If you ask for a new Office document using the Office Shortcut Bar, you will see the New Office Document window. This window contains a collection of files, templates and wizards for ALL the Office applications, including PowerPoint and Excel. Depending on which new document you select, the appropriate Office application will open.



**Microsoft Office New Document Window**

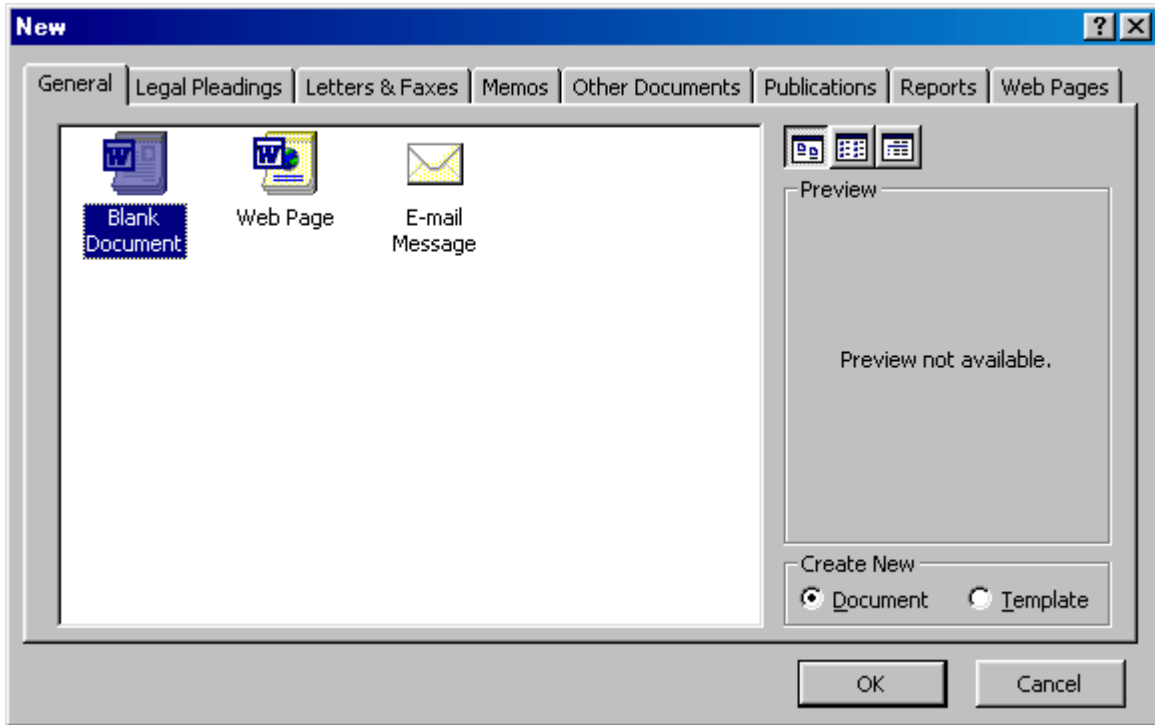
When Word is already open and you request a new document, the New Word Document window opens. It also contains files, templates and wizards, but only for Microsoft Word. The following sequences are for opening new files from within Microsoft Word.

### Opening a New Blank Word Document

Selecting a blank document means you will create your document from scratch. Follow these steps to open a new blank Word document:

1. From the File menu select New. The New Word Document window opens.

2. Click the General tab if it is not already selected to bring its card to the foreground.
3. Double-click the Blank Word Document icon and your new blank document will open.
4. A fast alternative when you know you want a blank document is to click the new blank document icon on the Standard toolbar.




**New Document Window within Word**

### **Opening a New Word Document Using a Template**

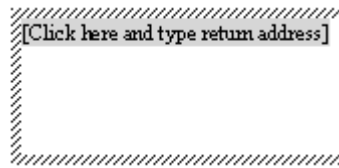
Templates are files that contain a design look, formatting, and some “placeholder” content. You simply update the content to create a document of your own. For example, you can use the Contemporary Letter template to create a class letter. Note that this template is aimed more at a business user. Still, you can use this template both to create a more businesslike letter to a parent or a generic, less formal letter to all parents, such as to announce an upcoming field trip. Follow these steps:

1. From the File menu select New. The New Word Document window opens.
2. Click the Letters and Faxes tab if it is not already selected to bring its card to the foreground.
3. Review the options available to you in the Letters and Faxes window. Click once on any template to see a preview of it in the Preview pane.

4. Double-click the Contemporary Letter Template icon to open it.
5. A copy of the Contemporary Letter template opens in Word, with placeholders for the pertinent information you need to include in your letter.
6. Before beginning, note that Word provides you a separate file with a number of tips for modifying this template in a second "model" file. To open this file, simply follow the onscreen instructions to double-click the small envelope in the body of the document for more information.

Type your letter here. For more details on modifying this letter template, double-click .  
**Option for More Details Using Contemporary Letter Template**

7. Proceed from the top of the letter to the bottom to customize this letter to your needs.
8. In the upper right corner of the template, follow the instructions to click the address box and enter your own return address or click the box itself and press the Backspace key on your keyboard to delete it for a less formal letter.



**Onscreen Instructions in Contemporary Letter Template**

9. Press and drag through "Company Name Here" and type the name of your school or classroom, or provide another appropriate title.

**Company Name Here**

**Template Original Letter Title to be Replaced**

10. Click on the "recipient address" sentence and insert the address of the parent to whom you are sending the letter, or click the box around this address and press the Backspace key on your keyboard to delete this for a generic class letter you would send home with your students.
11. Press and drag through "Sir or Madam" and insert the names of the parent to whom you are sending the letter, or type "Dear Parents" if a generic class letter.
12. Press and drag through the body of the template and begin typing your own text.
13. To complete your letter, click the sentence below the closing and type your own name. Finally, click the final line and insert your title, or again, press Backspace to delete this from the letter.

14. Your letter is complete, ready for you to save, email or print.

### Opening a New Word Document Using a Wizard

Wizards are helpers that walk you through a series of steps to format and frame a document. By the time you complete these steps, your document is largely complete. There is a Letter Wizard, an Envelope Wizard, even a Mailing Label Wizard. To use the Letter Wizard to create a new letter, follow these steps:

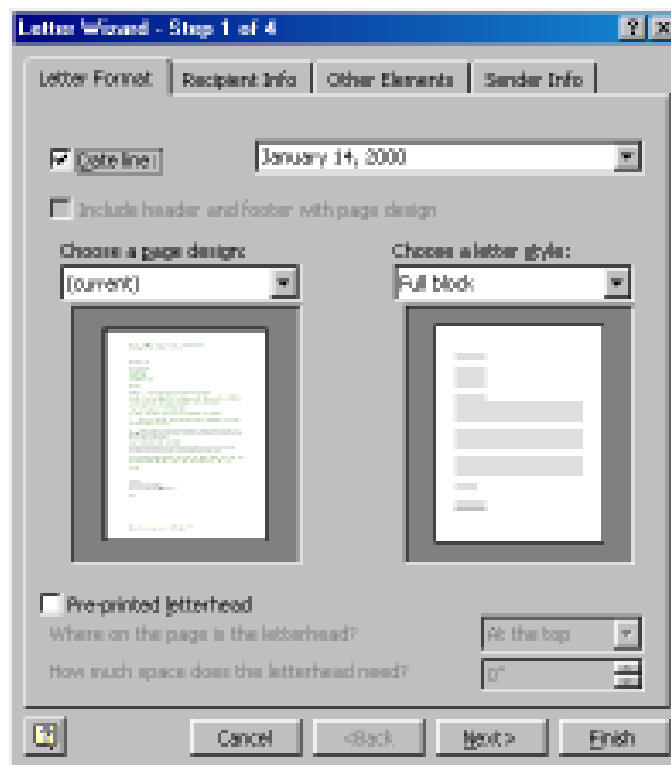
1. From the File menu select New. The New Word Document window opens.
2. Click the Letters and Faxes tab if it is not already selected to bring its card to the foreground.
3. Locate the Letter Wizard icon and double-click to open it. The Office Assistant may appear asking whether you want to create one letter or a letter using a mailing list. Select one letter.



Letter Wizard

#### Letter Wizard Icon

4. The Letter Wizard dialog box opens. The four tabs at the top of the dialog box correlate with the four steps it takes to create a letter using the Wizard. Advance through the steps by either clicking Next> or by clicking the next tab in the sequence.



5. In Step 1, Letter Format, select any or all of the following elements you want to include in your letter:

- A date line at the top of your letter
- A header and footer with your page design
- A particular page design
- A particular letter style, that is, how the text is “blocked” on the page
- Whether or not you are using preprinted letterhead
- If so, where the letterhead is located on the page and how much space it will require

6. Click Next> (or the Recipient tab) to proceed to Step 2.

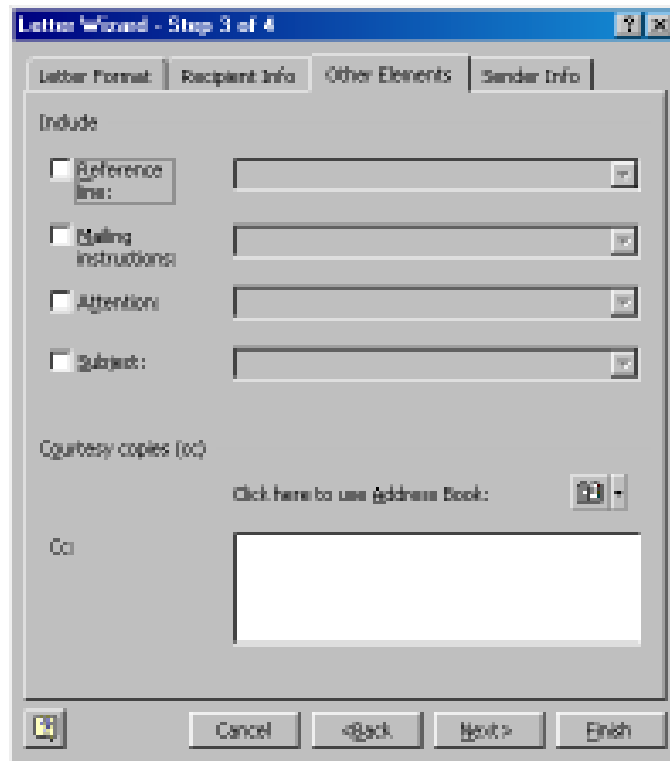


**Letter Wizard - Step 2 of 4**

7. In Step 2, enter information and select options regarding the recipient of your letter:

- If you have an electronic address book on your computer you can use it to enter recipient information into the Recipient's name and Delivery Address fields; otherwise, enter them manually.
- Select the type of salutation you desire.
- Select the actual salutation from the pulldown menu.

8. Click Next> (or the Other Elements tab) to proceed to Step 3.

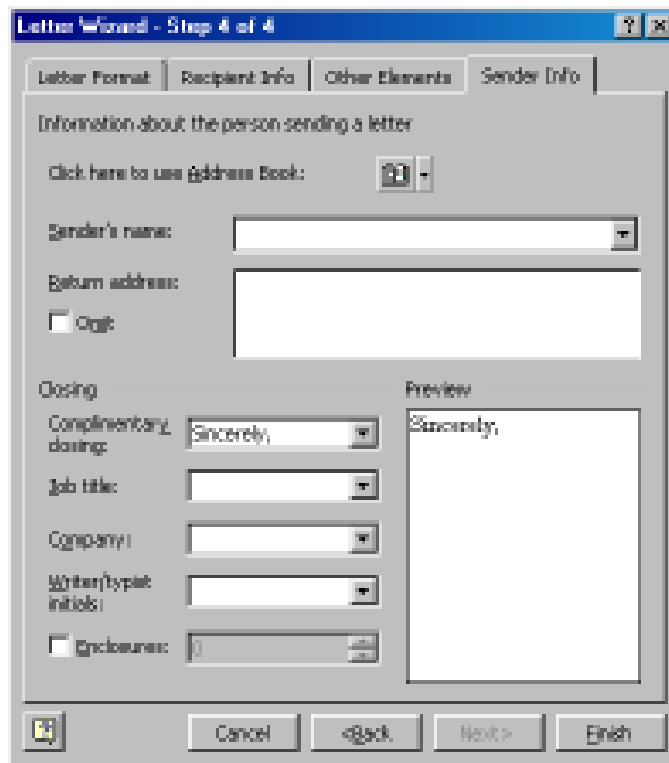


### Letter Wizard - Step 3 of 4

9. In Step 3, select any of the available “other elements” you care to include in your letter.

- Reference Line
- Mailing Instructions
- Attention
- Subject
- Courtesy Copies (Use the Address Book option or enter manually.)

10. Click Next> (or the Sender tab) to proceed to Step 4.



#### Letter Wizard - Step 4 of 4

11. In Step 4, enter the sender's address information and select any of the available items you care to include in the closing of your letter.

- Sender's Name
- Return Address
- Omit Return Address
- Closing
- Complimentary Closing
- Job Title
- Company
- Writer/Typist Initials
- Enclosures, including the number

12. When you have finished making your selections, click Finish.

13. The Letter Wizard completes the preparation of your letter, which then appears on your screen in a Document window with all the parameters you prescribed in the Wizard.

14. Complete the text for the body of the letter with your desired content.

## **Opening Existing or Additional New Microsoft Word Documents**

If you have already created Microsoft Word documents or if someone gives you files that have been created in Microsoft Word, you can open the application by simply double-clicking the icon for the specific Microsoft Word file wherever it is located on your computer or on a network.

If Microsoft Word is already open, you can open any existing Word document by selecting Open from the File menu, navigating to the specific Word file you want to open, and either double-clicking it or selecting it and clicking OK. You can also click the Open Existing Office Document button on the Office Shortcut Bar.

Likewise, you can open a new file by selecting New from the File menu, or by returning to the Office Shortcut Bar to select and open a new file.

## Using Word's Help Resources

Microsoft Word provides Help resources to assist you as you use Word. These resources can be accessed from the Help menu and include the Office Assistant/Microsoft Word Help, and Help on the Web.

### About the Microsoft Assistant and Microsoft Word Help

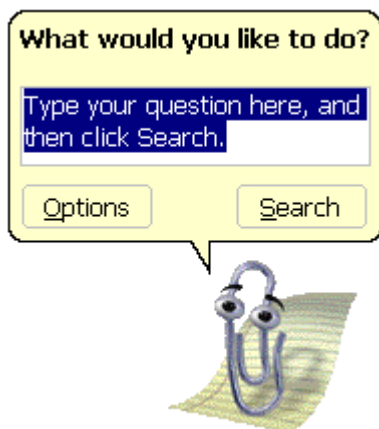
When you first open Word, you will likely see the Office Assistant, which opens in its own window. Think of the Office Assistant as a helper and an entry point to the Microsoft Word Help files. A few key points about the Office Assistant:

- The Office Assistant can be turned on and off (it is on by default) by using a command in the Help menu.
- When the Office Assistant is turned on, it can be in view or hidden.
- When the Office Assistant is turned on, whether in view or hidden, it will provide you access to the Microsoft Word Help files (instructions to follow).
- When the Office Assistant is turned off, selecting Microsoft Word Help from the Help menu takes you directly into the Help files.

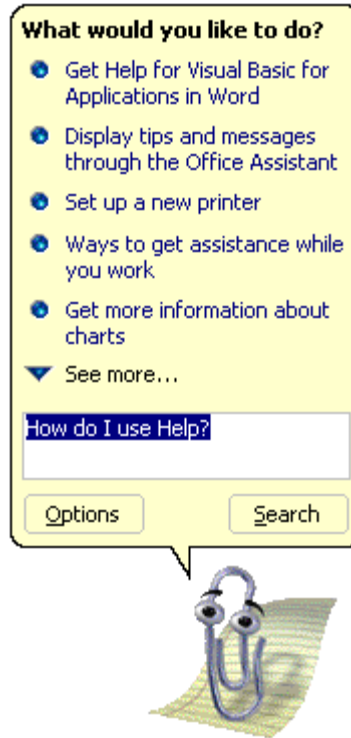
### Using the Office Assistant to Obtain Help

The Office Assistant will help you narrow your search for information and guide you towards the appropriate files in Microsoft Word Help. Follow these steps:

1. Be sure the Office Assistant is turned on. (It will either be visible onscreen, or if hidden, the command Turn Assistant Off should appear in the Help menu).
2. If the Office Assistant is in view, simply point to it and click. If the Office Assistant is not in view, select Microsoft Word Help from the Help menu and the Assistant will appear. Point to it and click.
3. A dialog box opens with highlighted text.
4. Type a word, phrase or question, for example, How do I use help?



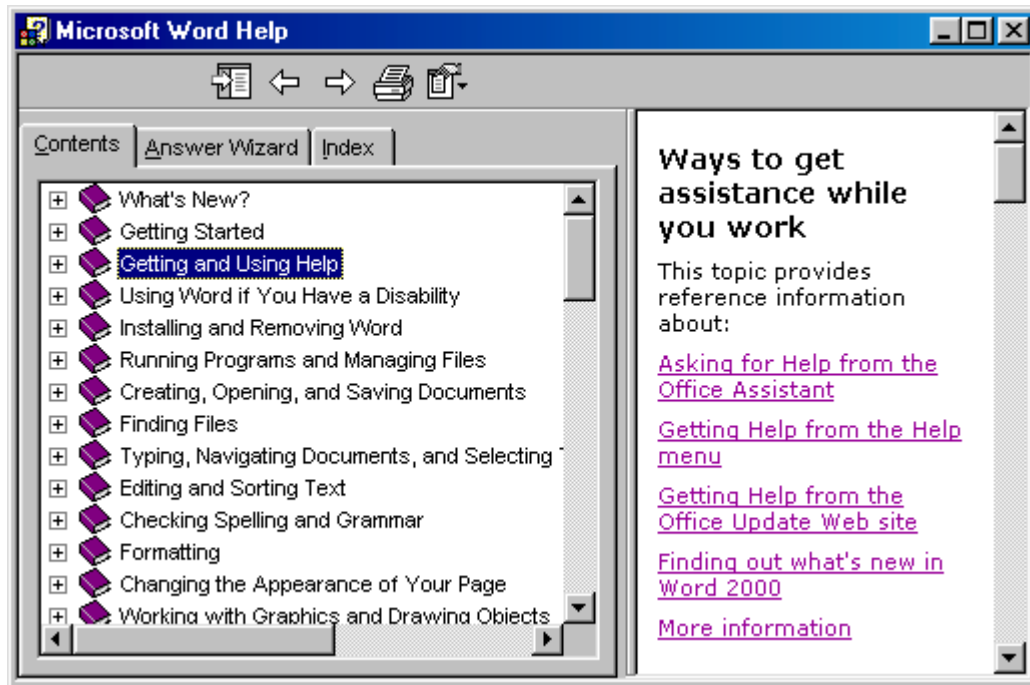
5. Click Search. A window with a number of choices opens which allows you to narrow your search by selecting the most appropriate topic.



#### Office Assistant and Dialog Box of Options

6. If necessary, you can reword your search to obtain another list of options. Otherwise, select the most appropriate choice from the list by clicking the blue bullet to the left of your choice.

The MS Word Help window opens in the Contents view, with information related to your choice.



**The MS Word Help Window**

Note that the Help window is divided into two panes, with categories (and subcategories and topics) on the left, and actual help content displayed towards the right.

7. Click a + sign or double-click the book icon by any category to view subcategories and topics.
8. Click a question mark icon representing a topic of interest in the left frame. Note how the content changes in the right frame.
9. Read the Help content at right. Click any blue, underlined hyperlink to “jump” to a related topic.
12. Use the buttons at the top of the window to navigate and change views.



**Buttons in the MS Word Help Window**

13. Click the back and forward buttons to navigate backward or forward through files you have selected.
14. Click the Index button to search for help topics alphabetically.
15. Click the Search button to initiate a new search.

## Organization of the Microsoft Word Window

Becoming familiar with the layout and location of available tools in Word will increase your ability to use Word effectively.

### Menus

The following graphic shows the menus available in Word.



**Menus Available in Microsoft Word**

Think of these menu titles as headings for a category, with related commands organized within each menu. For example, commands related to working with files, such as New File, Open File, Save or Print are organized under the File menu.

### Toolbars

Word has a number of toolbars that contain buttons useful for executing commands. Pictured below is the Standard toolbar, which includes buttons for the most basic commands in Word. If you point to a button or pulldown menu without clicking, a small popup window appears telling you the name, and essentially, the function of that button.



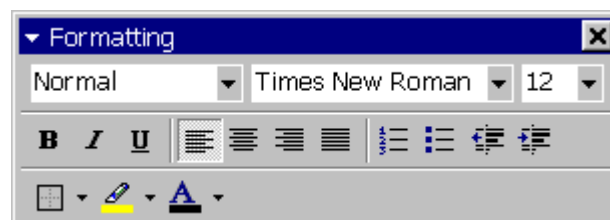
**Standard Toolbar**



**Toolbar Pulldown Menu with Popup Description**

### Palettes

A toolbar can also be transformed into a palette or floating window to provide you access to commands. At the left of each toolbar is a small vertical line. Pointing to this line changes the pointer into a four-way arrow. Pressing and dragging the toolbar onto your document window changes it to a palette. Using a toolbar as either a toolbar or a palette is a matter of personal preference.

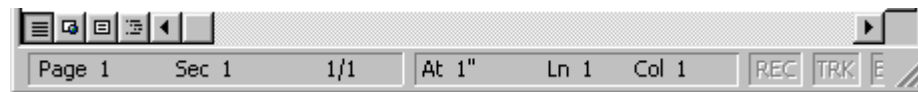


**Formatting Toolbar Viewed as a Palette**

1. Whether working from a toolbar or palette, first select the text you want to modify.
2. From the toolbar or palette, select the appropriate command from either a pulldown menu or by clicking a button.
3. Importantly, you can modify the margins for your document from the document category on this palette.
4. Whether viewed as a toolbar or a palette, holding the pointer over a button produces a popup window describing the name/function of that button.

## Views

Word allows you to work in different views. In the lower left corner of the Word window are four view buttons.



Microsoft Word's View Buttons

The four views from left to right are:

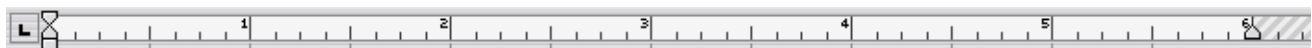
- Normal View
- Web Layout View
- Print Layout View
- Outline View

Each view has its own particular usefulness:

- Normal View is the default or standard view and provides a continuous page for your content.
- Web Layout View is useful for seeing how your document will look online. (This assumes you are using Word to create an online document or web page).
- Print Layout View divides your content with pagination, and is useful for seeing how your content actually looks page by page and how it will print.
- Outline View allows you to easily work with traditional, hierarchical outlining.


## The Ruler

Word provides a ruler to assist you in setting and modifying tabs and indents for your document.



Microsoft Word's Ruler



### Setting Tabs

Use the Tab button  at the far left of the ruler to insert tabs in your document.

1. Select the text or area of your document to which you want one or more tabs to apply.
2. Click the Tab button to select the type of tab you want. When clicked, it changes in sequence from Left Tab to Center Tab to Right Tab to Decimal Tab to Bar Tab.

3. After selecting the type of tab, point in the ruler at the exact desired location for your tab and click to insert the tab.

### **Setting Indents**

Use the Indent sliders ( and ) on the left and right sides of the ruler to set one of four types of indents:

- First Indents - Applied to only the first line of a paragraph.
  - Hanging Indents - Applied to every line BUT the first of a paragraph.
  - Left Indent - Applied to the left side of every line of the selected paragraph.
  - Right Indent - Applied to the right side of every line of the selected paragraph.
1. Select the text you wish to affect, typically one or more paragraphs.
  2. For a first indent, drag the top portion of the indent slider to the desired location.
  3. For a hanging indent, drag the middle portion of the indent slider to the desired location.
  4. For a left indent, drag the bottom portion of the indent slider to the desired location.
  5. For a right indent, drag the indent slider at the right of the ruler to the desired location.

## Working with Text - Formatting Techniques and Tips

This section discusses techniques and tips useful for applying or modifying the format of a document. If you have used a template or wizard to create a document, much if not all of the necessary formatting will be in place. If you start with a new blank Word document, you will need to select the desired settings and modify the formatting to create the desired appearance for your document.

If you create a document from a blank Word document file, you may find it easier and more efficient to apply formatting to your document after you have finished it. That is, create the content of your document first, laying it out on the page roughly as you want it to appear when complete. Then when finished, work through the document top to bottom, applying settings and formats as desired to create a finished looking document.

### Formatting Options

Using Word you have many options for changing the appearance, organization and layout of text, images and other objects in your document. The following list reflects some of the format options available.

You can create or modify the following elements:

- Font, including particular font, size, and style
- Alignment of text and objects, including left, center, and right
- Spacing before and after lines, even between letters
- Lists, including bulleted (unordered) and numbered (ordered) lists
- Borders and shading, that is, the ability to add a border or shade a portion of your document
- Document settings, including margins and room for headers and footers

### Selecting Text

Before you can change the format of text or other objects, you must select them. There are a number of ways to do this.

#### **Press and Drag**

Select a range of text or objects by dragging your mouse through the desired range.

1. Point the cursor to the location where you want to begin selecting text or other objects.
2. Press down on the mouse button.
3. Drag through the desired range of text or other objects to select. The text is highlighted.
4. When you reach the end of the desired range, let up on the mouse button.

The text should remain highlighted. **CAUTION:** Clicking the mouse at this point deselects the range you have just selected and highlighted.

#### **Clicking**

You can click your mouse to insert the cursor at a desired location, or to select a word or paragraph.

1. To insert the cursor at a desired location, simply point to the location and click once; the cursor blinks at this new insertion point.
2. To select a word before formatting, point to the word and double-click; the word is highlighted to show it is selected.
3. To select a paragraph before formatting, point to any word in the paragraph and triple-click; the entire paragraph is highlighted to show it is selected.

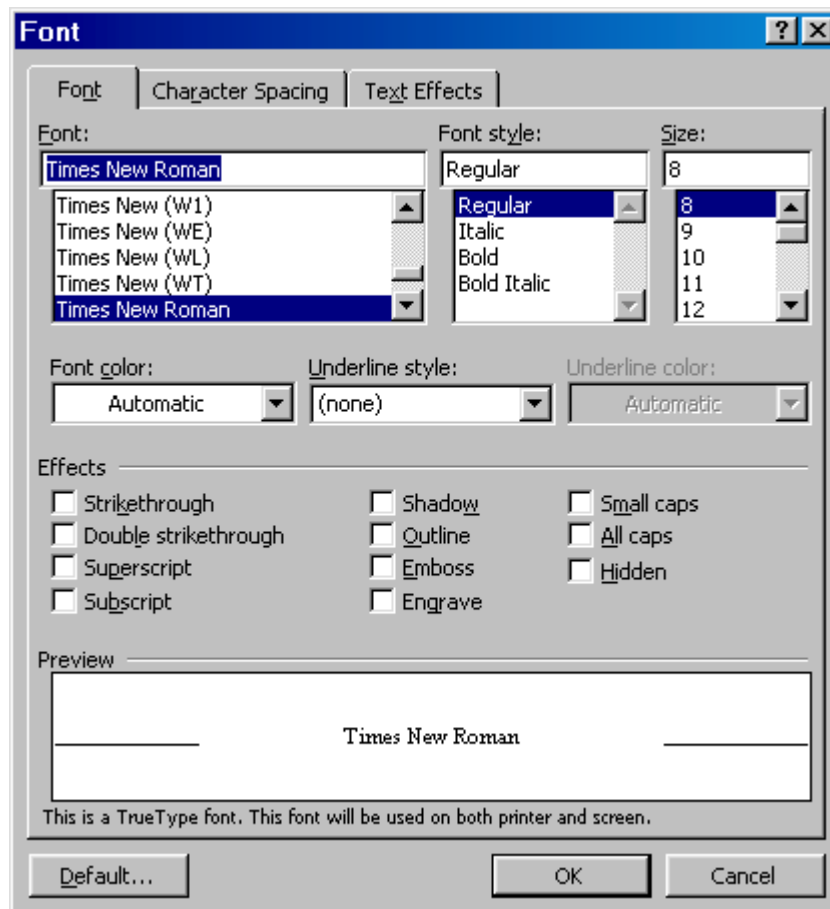
## Options for Accessing and Executing Formatting Commands

After you have selected a range of text, you can apply the desired formatting. Word provides a number of similar ways to access and execute commands to apply formatting. Using the Font settings, including font, font size, and font style as a focus, let's explore this concept.

### Using the Format and Font Menus to Modify Font Settings

Font settings can be modified using the Format and Font menus.

1. From the Format menu, select Font. The Font window opens.



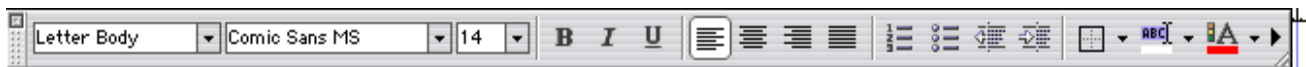
2. To select font formatting, scroll up or down within the windows for font, font size, and font style to your desired choice, then click to select.

A preview of your choices appears in the lower portion of the window.

### Using the Formatting Toolbar (or Palette) to Modify Font Settings

Font settings can be also be modified using the pulldown menus and buttons on the Formatting toolbar/palette.

Be sure the Formatting Toolbar is in view by selecting Toolbars from the View menu. A check mark by the Formatting Toolbar means it is in view. If not checked, point to it and release to bring it into view.



Formatting Toolbar

1. Select font type and font size using the pulldown menus.
2. Select font style by clicking the Bold, Italicized, or Underline buttons, represented by a B, I, and U.

### The Undo Command

This useful command can undo one or more previously given commands. Each time you give this command, it undoes the last command completed in a sequence. The following example illustrates how.

1. A sentence on the page reads “The student completed the task.”
2. For emphasis, you apply bold formatting to **student** and italicized formatting to *completed*.
3. Realizing this is not necessary, you select Undo from the Edit menu.
4. *Completed* is restored to plain text.
5. You select Undo again, this time by using the Ctrl+Z key command.
6. **Student** is restored to student.

The Undo Command is very useful for undoing commands you did not truly intend to give.

### The Redo Command

Sometimes you want to redo a command you have given. After giving a command, simply select Redo from the Edit menu or use the Ctrl+Y key command to apply the same command to a new portion of your document.

## Working with Text - Editing Content

The following basic techniques are useful for editing the content of a document.

### Select All

Use the Select All command, found in the Edit menu, to select all the text in a document. This is useful when you wish to apply a similar command to all the text in your document.

### Deleting Text

Remove unwanted content from your document by selecting and deleting.

1. Select the range of content you wish to delete by pressing and dragging, or by clicking.
2. Press the Backspace or the Delete key; the content is removed.
3. You can also select the Delete command from the Edit menu.

### Cut and Paste, Copy and Paste

When working within a document, it is often necessary to move text around. This can be done by selecting the text to move then either cutting and pasting or copying and pasting.

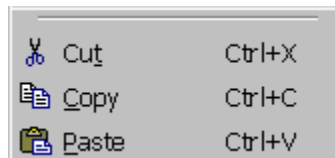
To cut and paste text, follow these steps:

1. Select the targeted text, then select Cut from the Edit menu.  
The selected text is removed from the page and placed on a clipboard.
2. Click to insert your cursor in the new location for the text, then select Paste from the Edit menu to place your text.

To copy and paste text, follow these steps:

1. To copy and paste text, select the targeted text then select Copy from the Edit menu.  
A copy of the selected text is placed on the clipboard, leaving the original in place.
2. Click to insert your cursor in the new location for the text, then select Paste from the Edit menu to place your text.

You can also execute cut, copy, and paste commands from three adjacent keys on the keyboard:



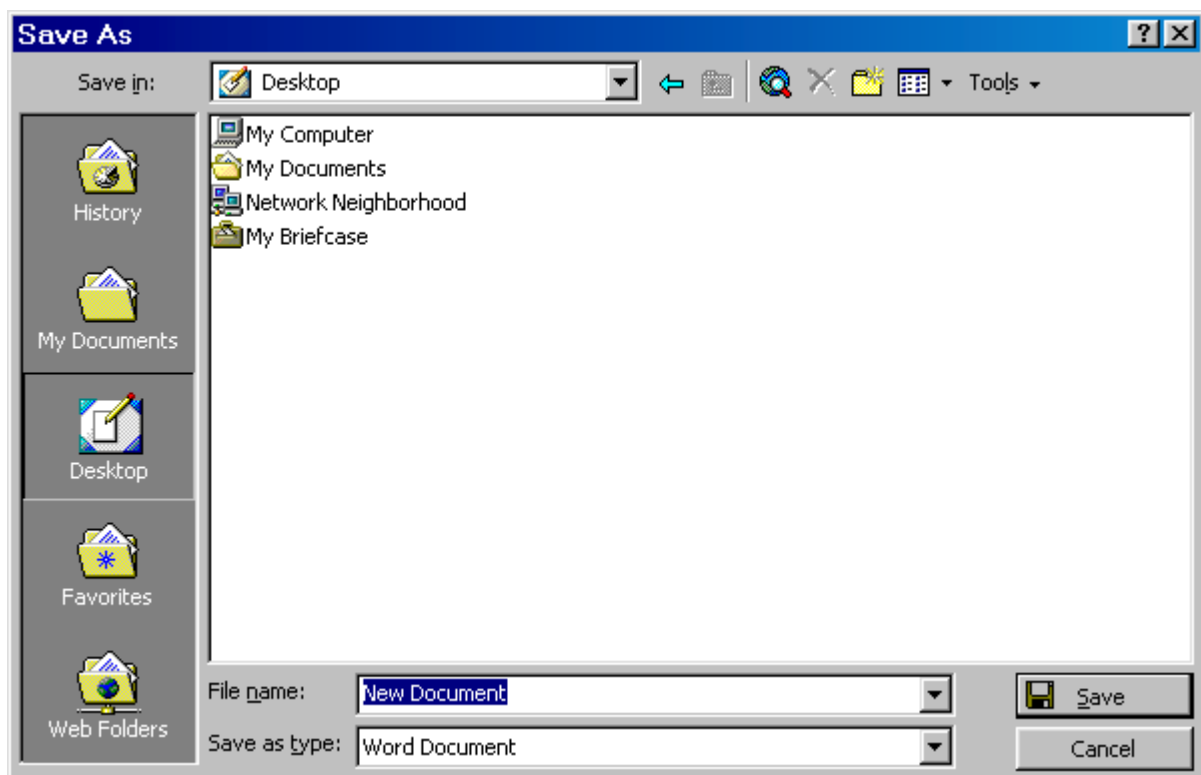
**Cut, Copy, and Paste Key Commands**

## Saving Your Documents

Use the Save or Save As... commands to name or rename a document and save it to a desired location. This concept can pose a challenge for new computer users, but it must be mastered to ensure that you save files accurately and do not lose your work.

### The First Time You Save a New Document

The first time you save a document is the only time it does not matter which of two save commands in the File menu you use, Save or Save As... Using either command the first time you save a document automatically opens the Save window. In this window, you will give your file a name and choose the location where you want to save it.



Save Window

### Name and Save Your New Document

To name and save your new document in the Save window, follow these steps:

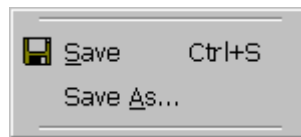
1. A suggested name for your file will appear in the Name field; either use this name or type a new one.
2. Use the pulldown menu to navigate through the levels of folders in your hard drive.
3. Select folders from the list below the pulldown menu to open them.

4. Create a new folder if necessary at any level of your hard drive by clicking the folder icon with the small starburst.

5. When the name and location are set, click Save or press the Enter key to complete the save process.

## Save vs. Save As

Once a document has been originally named and saved, the difference between the Save and Save As... commands becomes very important.



**Save and Save As... Commands from the File Menu**

After a file has been originally named and saved, using the Save command maintains the same title for the document and stores it in the latest saved version, overwriting the last saved version.

After a file has been originally named and saved the Save As... command saves the file as it is and allows you to retitle the newly created version of your document.

An example may be helpful.

### **Save Versus Save As...**

Let's use the example of a poem created in Microsoft Word to show the difference between Save and Save As...

1. You open a new blank document in Word and type the title of a short poem: Blue Sky.
2. You save it for the first time, giving it a name, Blue Sky and saving it into a folder on your hard drive named Poetry. This saved version of the poem contains only the title.
3. You craft the first stanza. Not wanting to lose any work, you give the Save command; now the saved version of your poem includes the title and first stanza. The former saved version, which included only the title, no longer exists; it was overwritten when you gave the Save command.
4. In a fit of inspiration, you craft a second stanza. Again, you give the Save command; now the saved version of your poem includes the title and first and second stanzas. No other versions of this poem exist.
5. After a lunch break, you decide you wish to create an alternate version of Blue Sky without altering the original version. You plan to later compare the two versions and submit whichever one is best to the National Poetry Contest. To maintain the original Blue Sky and generate a copy which you can revise, you use the Save As... command.

6. With the original Blue Sky open (title and two stanzas), you select Save As... from the File menu.
7. The Save window opens. You name the newly created copy of your poem Blue Sky Version 2 and click Save to save it to your poetry folder (right next to Blue Sky, the original).
8. After revising the two stanzas in Blue Sky Version 2, you use the Save command to save these changes. Blue Sky, the original poem, is not affected.
9. Finis! You have two complete poems saved as two separate files.

To recap, after a file has been originally saved, whenever you give the Save command to an open file, the file is saved in its current form, overwriting the last saved version of the file. When you give the Save As... command to an open file, it preserves the original file in its latest saved version and creates a new copy of the file as it appears at that moment for you to name and save to a desired location.

### **Save Early, Save Often!**

It happens to everyone... They lose work they have not saved when their computer freezes or the power goes out. But to minimize the pain and suffering of losing work you have created, follow this motto: Save Early, Save Often!

After a file has been originally saved, make it a habit to save every 5 minutes or so. An easy way to do this is to use the Ctrl+S key command. Make it a habit to press Ctrl+S every few minutes. That way, you never lose more than a few minutes of work even if your computer crashes!

## More Useful Tools in Word

Word contains a number of fundamental, useful tools to ease and enhance your document creation.

### Correcting Spelling and Grammar Mistakes

Ensure that your document is mistake free by using the Spelling and Grammar tool.

#### Using the Spelling and Grammar Tool

To use the Spelling and Grammar tool, follow these steps:

1. Open a new blank document.
2. Type the following two sentences verbatim, including the errors. The frog hopped onto the logg. He the fly.

The frog hopped onto the logg. He the fly.

#### Sample Sentence with Spelling and Grammar Mistakes

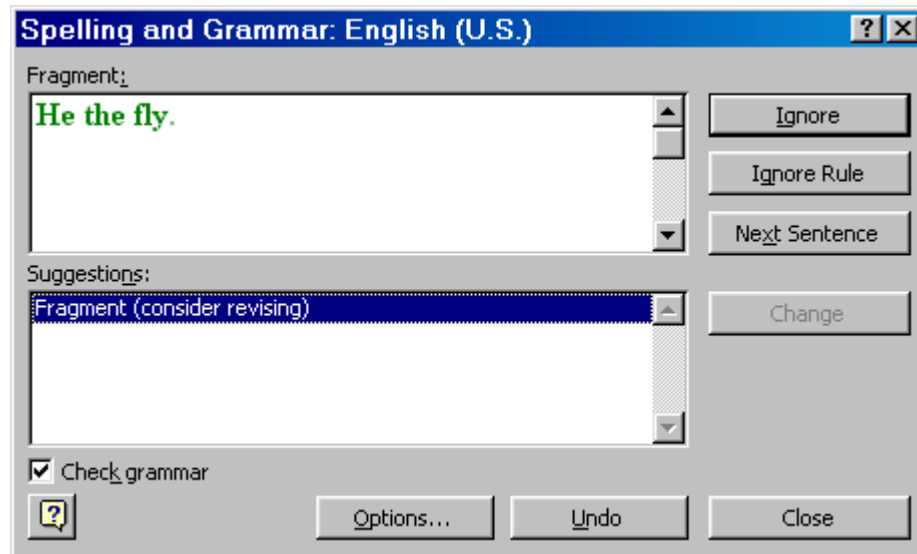
3. The text appears with red highlighting of spelling mistakes and green highlighting of grammar mistakes. Although you could correct these manually, let's use the Spelling and Grammar tool.
4. Select the text to be checked, or simply click to insert your cursor at the beginning of your document.
5. From the Tools menu, select Spelling and Grammar. The Spelling and Grammar window opens.



Spelling and Grammar Window with Spelling Mistake Highlighted

6. Word highlights misspelled words in red in the top field and provides suggested corrections in the bottom field, highlighting its recommended choice.
7. Click Change to change the misspelled word to the correctly spelled, selected suggestion.

Likewise, Word highlights grammar mistakes in green and provides suggested corrections or strategies in the window below.



**Spelling and Grammar Window with Grammar Mistake**

8. Follow the suggestion to fix this sentence fragment right in the Spelling and Grammar window.
9. Click to insert the cursor before the word “the”, then type the word “ate”.
10. Click Change. The correction is made and the Spelling and Grammar window closes.

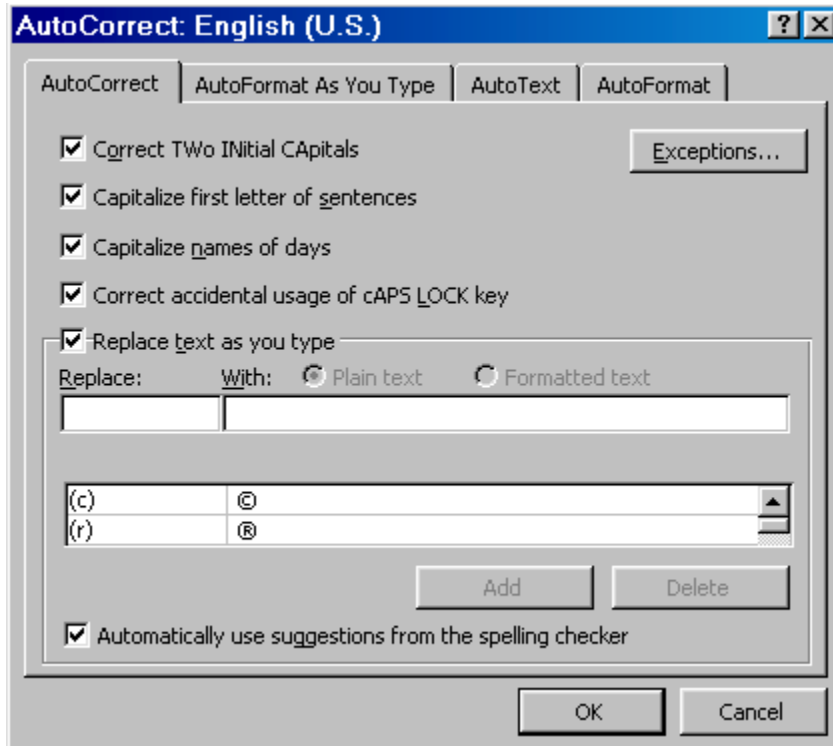
## AutoCorrect

Another option that lets you automate document correction is using AutoCorrect. AutoCorrect allows you to set correction rules and can even correct mistakes you make as you work.

### Set AutoCorrect Settings

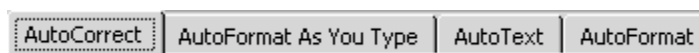
To customize how AutoCorrect works when correcting mistakes in your documents, follow these steps:

1. From the Tools Menu, select AutoCorrect. The AutoCorrect window opens.



**AutoCorrect Window**

2. Use the default settings or customize the settings. Click to place or remove checked boxes.
3. Click Exceptions Exceptions... to enter exceptions for selected AutoCorrect rules.
4. Add Replacement items for common misspellings or mistakes to the existing list. For example, when you type before you really mean before.
5. Use the other tabs in the AutoCorrect window to select additional AutoCorrect functions and formatting options.



**Tabs for the AutoCorrect Window**

## Word's Reference Tools

Word provides a built-in dictionary and thesaurus to assist you as you write.

### Looking up Words in Word

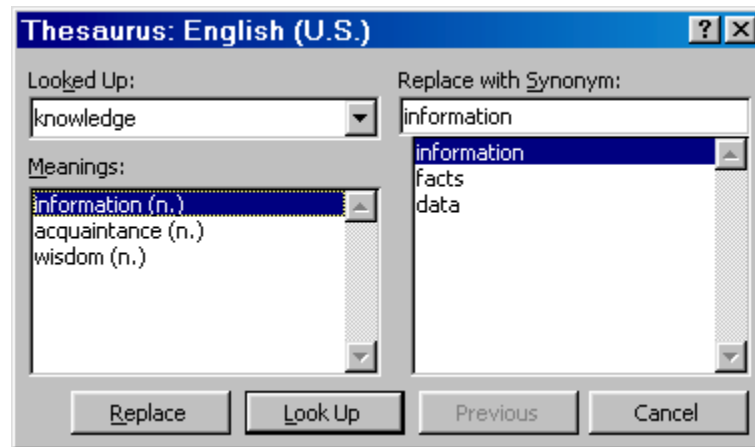
To look up definitions of words from within Microsoft Word 2000, you must establish a relationship with a look up reference. For example, you can use the English Dictionary that comes with Microsoft's popular Encarta program or other references. These must either be installed on your computer or available on a CD in the CD drive.

## Using Word's Thesaurus

To find synonyms for words used in your document, follow these steps:

1. Select the word you wish to view synonyms for in the thesaurus.
2. From the Tools menu, point to Language then select Thesaurus.

The Thesaurus window opens with your selected word highlighted in the Looked up field and its meanings/suggested synonyms below.



**Thesaurus Window**



**Thesaurus Window Buttons**

Select a desired synonym from the list. If you have a Look Up Reference relationship established, you can look up the meaning of the synonym first by clicking Look Up.

When you identify your desired synonym, click Replace to replace your original word with the selected synonym.

## Finding and Replacing Text

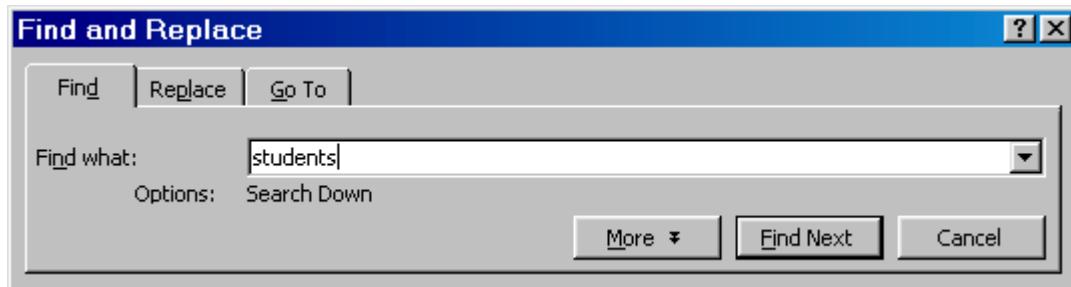
Sometimes it is helpful to be able to find one or more of the occurrences of a word in a document. Additionally, it can be very helpful to be able to replace a number of identical mistakes in a document with a single command.

### Find Text in a Word Document

To find one or more occurrences of a word in your document, follow these steps:

1. From the Edit menu, select Find.

The Find and Replace window Opens.



**Find and Replace Window with Find Tab in View**

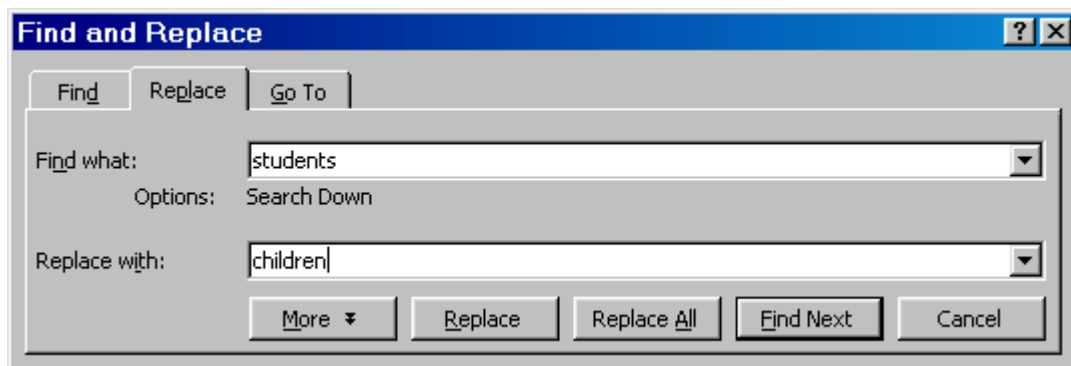
2. Type the word you want to find in the Find what: field.
3. Click Find Next for Word to search for the next occurrence of the word, which will be highlighted in your document.
4. Repeat as necessary.

### **Find and Replace Text in a Word Document**

To find one or more occurrences of a word in your document and replace it with an alternative, follow these steps:

1. From the Edit menu, select Replace, OR with the Find and Replace window already open, click the Replace tab.

The following window opens.



**Find and Replace Window with Replace Tab in View**

If you had selected a word from your document for Word to find throughout the document, your word is in the Find what: field.

2. If necessary, type the word you want to find in the Find what: field.
3. Enter the replacement word in the Replace with field.

4. Use the buttons at the bottom of the Find and Replace window to proceed.



**Buttons at the Bottom of the Find and Replace Window**

5. To review each occurrence of the found word before deciding to replace or not, click Find Next.
6. To replace one occurrence of a highlighted found word, click Replace.
7. To replace all occurrences of the found word, click Replace All.
8. To refine your find process, click More to view and select additional options.

## Closing Thoughts

Microsoft Word is a powerful program for creating a range of useful documents. Developing your proficiency using Microsoft Word will increase both your own ability to create such documents and your ability to guide your students as they create appropriate documents. The effective use of Microsoft Word can help enhance teaching and learning in your classroom and increase your professional productivity.

## Resources

A list of linked web resources can be found on the [Word Resources](#) page.