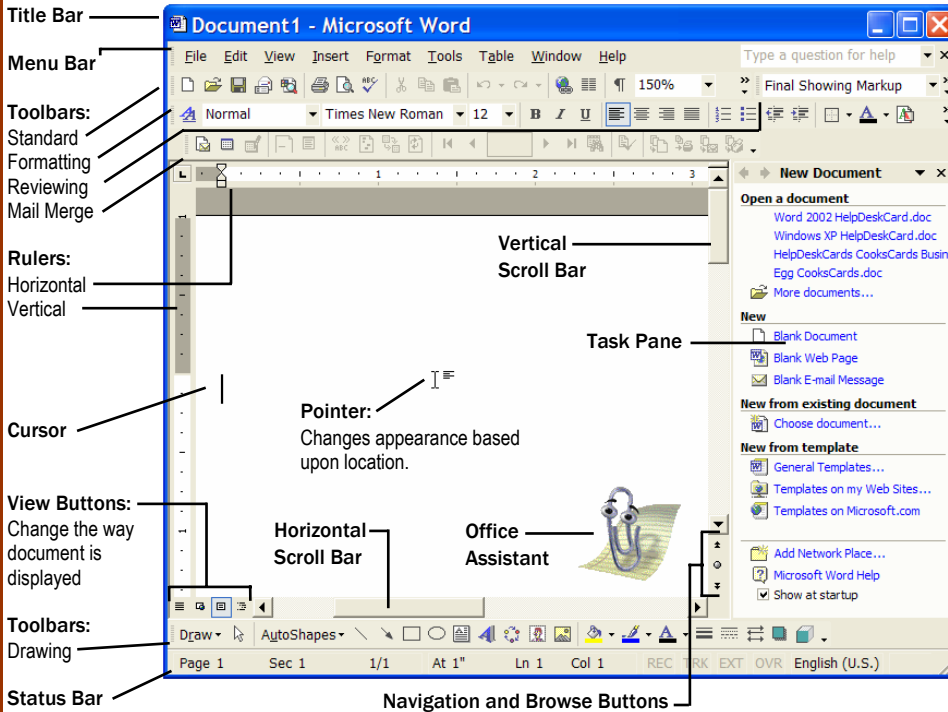


## Word 2002 Screen At A Glance



## DeskCardHints

### Word Performance

**Adjust AutoRecover** to recover documents in case of computer crash or power outage. Click Tools, Options, and under the Save tab put in how often Word will save an AutoRecover point.

**Protect your Computer** from harmful macros: Click Tools, Options and under the Security tab click Macro Security button. Set security to "high".

**Track Changes to a Shared Document:** Press <Ctrl> + <Shift> + <E> or Click Tools and Click Track Changes.

**Secure a Document:** Click Tools, Options and under the Security tab: Assign a Password under **Password to Open** and password must be entered to read (open) the document. Assign a Password under **Password to Modify** and password must be entered to edit document, but it can be opened as a read-only without one. If the assigned password is forgotten the document CANNOT be recovered.

**Save a Word File on Network to Local Disk:** Click Tools, Options and under the Save tab check box "Make local copy of files stored on network or removable drives."

**Use AutoText for commonly used phrases:** Type commonly used phrase, say *Montgomery Avenue Savings Bank*. Highlight the text. On the Menu Bar click Insert, AutoText. Click New. In the Create AutoText dialogue box click OK. The next time "Mont" is typed the AutoText appears.

### Word Appearance

**Change Default Font:** Click Format, Font. Choose the Font Type, Size and other Styles wanted and click the Default box. Click Yes in the dialogue box.

**Change Measurement of Ruler:** On the Tools menu click Options and then click the General tab. Change the default unit of measurement.

**Change Document View:** Click appropriate View Button on the lower left of the Document Window for desired view.

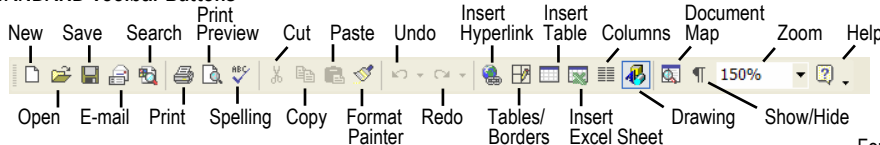
**Print Preview:** Click the  icon on the toolbar.

**Show or Hide Office Assistant:** On the Menu Bar click Help and click Show Office Assistant (if hidden) or Hide Office Assistant (if visible).

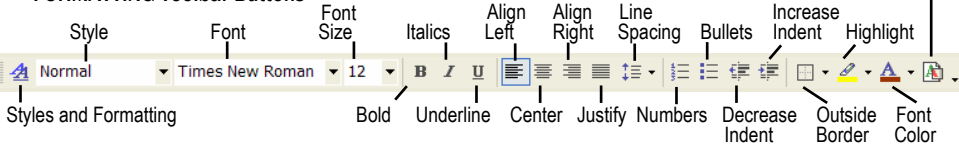
**Move a Toolbar:** Click and Drag the shaded line on the left of the toolbar to move.

## Standard and Formatting Toolbars

### STANDARD Toolbar Buttons



### FORMATTING Toolbar Buttons



## Customizing Toolbars

### Add or Remove Toolbars:

Right-Click on the Menu Bar and Check the desired toolbars and uncheck the toolbars to be removed from View.

### Create a Custom Toolbar:

To make using Word more efficient, create a custom toolbar of commonly-used individual tasks. Click View on the Menu Bar, go to Toolbars and click Customize. Under the Toolbar tab click "New". Once the toolbar is named a toolbox will appear on the work area. Add desired buttons to the toolbar using instructions on the right.

**To Add a button:** Open View, choose Toolbars, then Customize. Click the Commands Tab, and select the appropriate Category for the button to add. Find the desired button and click and hold down the mouse button. Drag the icon to the desired toolbar and release mouse. The icon will drop in place.

**To Remove a button:** Open View, choose Toolbars, then Customize. Find the desired button to remove on the toolbar. If the button is hidden by the Customize dialogue box, click and drag the box. Now click and drag the button to the document area to remove the button from view.

## Keyboard and Mouse Shortcuts

### Editing Shortcuts

Select All	<Ctrl> + <A>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Delete Right of Cursor	<Delete>
Delete Left of Cursor	<Backspace>
Bold	<Ctrl> + <B>
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Undo	<Ctrl> + <Z>
Overtyping	<Insert>
Next Word	<Ctrl> + <→>
Previous Word	<Ctrl> + <←>
Next Paragraph	<Ctrl> + <↓>
Previous Paragraph	<Ctrl> + <↑>
Find and Replace	<F5>
Select Entire Word	<b>Double-Click Word</b>
Select Entire Paragraph	<b>Triple-Click Word</b>
Select Sentence	<Ctrl> + <b>Click</b>
Display Clipboard	<Ctrl> + <C>, <Ctrl> + <C>

### General Shortcuts

Beginning of Document	<Ctrl> + <Home>
End of Document	<Ctrl> + <End>
Beginning of Line	<Home>
End of Line	<End>
Next Screen	<Page Down>
Previous Screen	<Page Up>
Switch Open Items	<Alt> + <Tab>
Menu Bar	<F10> or <Alt>
Close Menu	<Esc>
Help	<F1>
Save	<Ctrl> + <S>
Save As	<F12>
Open Document	<Ctrl> + <O>
Close Document	<Ctrl> + <W>
Create New Document	<Ctrl> + <N>
Print a Document	<Ctrl> + <P>
Create AutoText	<Alt> + <F3>
Spell Check	<F7>
Repeat Last Action	<F4>
Insert Current Date	<Alt> + <Shift> + <D>

## Word Tips

### Importing and Exporting Files

**To Open a File that isn't a Word Document:** Click File on the Menu Bar, Click Open, and Change the Files of type to "All". Click on desired file.

**To Make a Word Document Compatible** with earlier versions of Word or other Word Processing Programs, Click File on the Menu Bar, Click Save As, and change the Save as type to desired format.

### Turning Off Auto-Correction

**Turn Off Automatic Spelling Correction** and Capitalization by clicking Tools on the Menu Bar, then Click AutoCorrect Options. Under the AutoCorrect tab select or de-select desired corrections to be handled automatically.

### Turning Off Auto-Bullets

**Turn Off Automatic Bullets and Numbering** by clicking Tools on the Menu Bar, then Click AutoCorrect Options. Under the AutoFormat as you Type tab de-select "Automatic Bulleted Lists" and "Automatic Numbered Lists". Click OK to close.

### Inserting a Picture File

**To Insert Clip-Art or a Picture File:** Place the insertion point (Cursor) at desired picture location. Click Insert on the Menu Bar, Click Picture, Click either Clip Art or From File, Click on Desired Picture.

**To Change the Appearance of a Picture:** Click the Picture (or other object) along the edge. Click and Drag the sizing handles to enlarge or reduce the objects size. Hold down the shift key while dragging the mouse to keep the object's original shape.

## TheHelpDesk

**Use the Status Bar:** Double-click any item on the Status Bar. Any location item opens Find and Replace. Double-Click the Gray Buttons to turn feature on and off. Double Click the Language to change Language. Double Click the Spelling and Grammar to resolve errors. If Status Bar is not visible, Click Tools on the Menu Bar, click Options, Click View Tab and check the box under Show for the Status Bar.

**Use Mail Merge Wizard for Mass Mailings** and Labels – even group E-mailings. Click Tools on the Menu Bar, Point to Letters and Mailings and click Mail Merge Wizard. Follow the step-by-step instructions.

**Remove Formatting:** Press <Ctrl> + <A> to select all text. Press <Ctrl> + <Shift> + <N> to remove all formatting.

**Using Undo:** Errors can be corrected by using Undo. To Undo more than one action at once, click the arrow next to the Undo Button on the Standard Toolbar. Click and Drag the actions to undo and release the Mouse.

**Change Page Size and Orientation:** Click File, Page Setup. Choose desired Page Size and Orientation.

**Correct Spelling:** Right-Click on the misspelled word and choose correct spelling options.




**Add Words to the Dictionary:** Click Tools, Options and Spelling and Grammar Tab. Click Custom Dictionaries. Click Modify. Type the new word to add to the Custom Dictionary in Word Box and click Add.


**Change the Look of a Paragraph:** Place cursor anywhere in paragraph. Choose Format from the Main Menu, choose Paragraph and adjust settings.

**Add Watermarks to Documents:** Especially useful when collaborating. Click Format on the Main Menu. Point to Background and click Printed Watermark. To Insert a Picture as a watermark, click Picture Watermark and select picture. To insert Text as a Watermark, click Text Watermark and select or enter desired text. To see Watermark press on Print Preview.

**Insert a Table** in a document by clicking the Insert Table button on the formatting toolbar or by clicking Table on the Menu Bar and pointing to Insert. Insert additional rows and columns here as well.

**Insert a Manual Break:** Click on Insert on the Main Menu, Click Break and choose desired Break type. Click OK.

**Place Page Numbers in the Document:** Click View on the Main Menu and click Header and Footer. In Header or Footer, Click on the  icon to insert a Page Number or the  icon to put in the number of pages. Click on the  icon to format the page numbering.

**Display More Than one Page on the Screen:** Click on Print Preview. Right-Click on the toolbar and click Standard. Right Click Again and click Customize. Hold down the <Ctrl> Key and click the  Multiple Pages Icon on the Print Preview Toolbar and drag and drop the icon in the Standard Toolbar. Hit <Esc> to leave Print Preview View. To view Multiple Pages, click on the icon and slide mouse to desired number of pages to view.