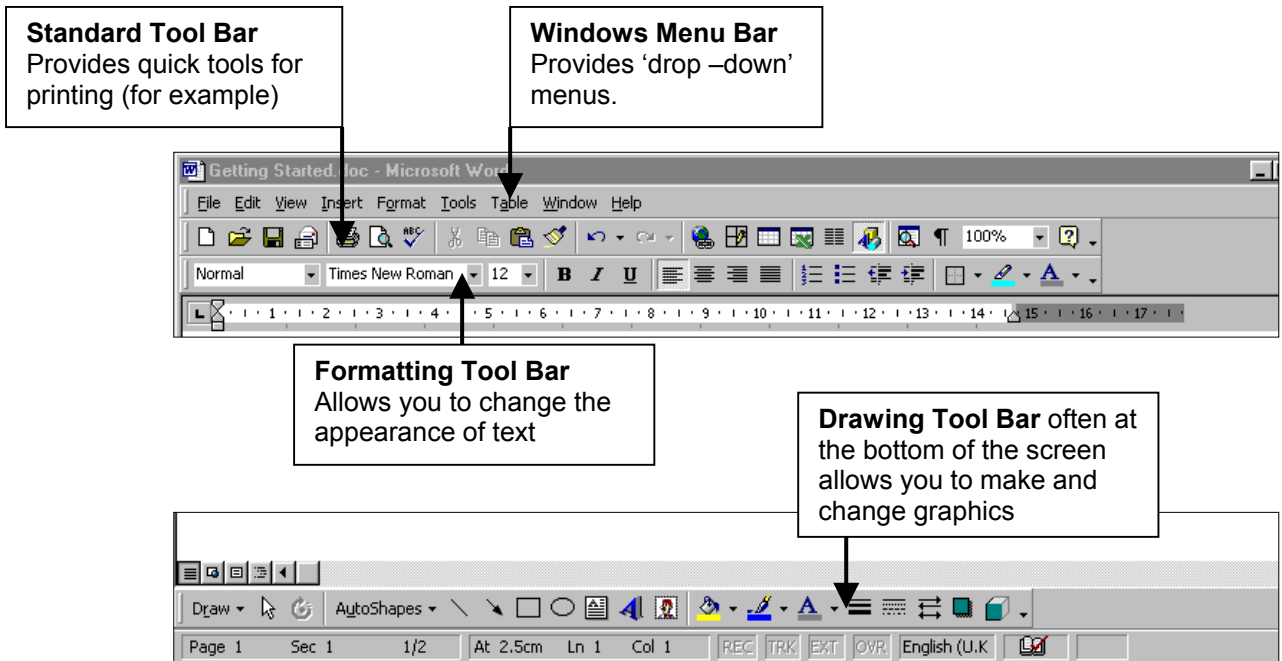




Load the program. A blank piece of electronic 'paper' appears with a set of 'Toolbars' at both the top and bottom of the screen.

Getting to know your Toolbars.

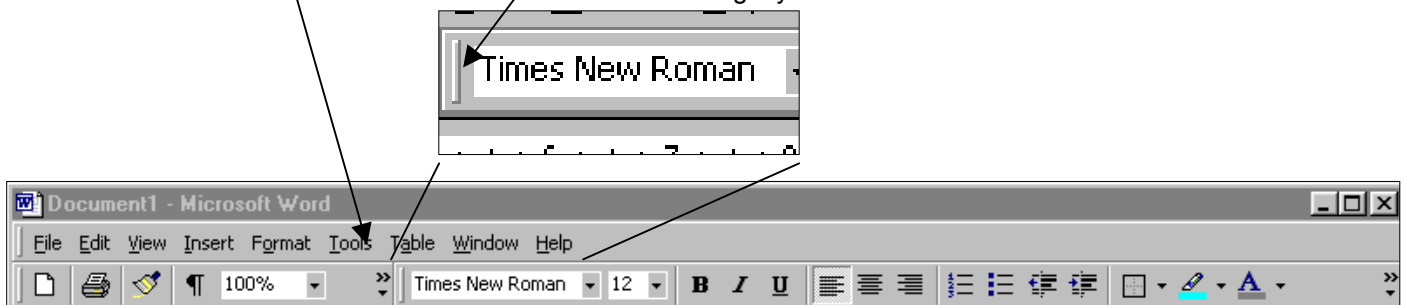


If you do not have these toolbars visible, you can get them by going to **View > Toolbars >** and click on the one you need. It should appear on your screen.

Sometimes when the program opens the toolbars are only partly visible.

You can see the rest of the tools by :-

Clicking on the double arrows **OR** by putting your mouse pointer onto the 'raised' bar and dragging it down the screen slightly



Other MS Office Programs such as MS Excel, MS PowerPoint, and MS Publisher, have the same toolbars. (Well, very nearly. Sometimes the MS Publisher toolbars are a little different in places). Once you are familiar with the tools and where to find them you will be able to use them in any MS Office program.

If you are using an earlier version of MS Word the toolbars shown here may not be identical to the ones you use, but they function in very nearly the same ways.

Getting Started with MS Word 2000 -2

SETTING UP YOUR PAGE



Microsoft
Word

Load the program. A blank piece of electronic 'paper' appears with a set of 'Toolbars' at both the top and bottom of the screen.

Setting up your page.

When you open the MS Word program it may open in 'Normal' view.

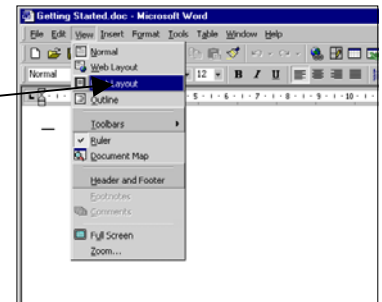
For many users, this is not 'normal' because they would prefer to see the edges of their 'electronic paper', and the full width of their page as they type.

It is a good idea to set your page up the way you want it before you start.

Setting your page to 'Print Layout View'

Go to **View > click on Print Layout**
OR

Go to the tiny toolbar at the bottom left corner of the screen and click on this tool,



Setting your page to 'Page Width'

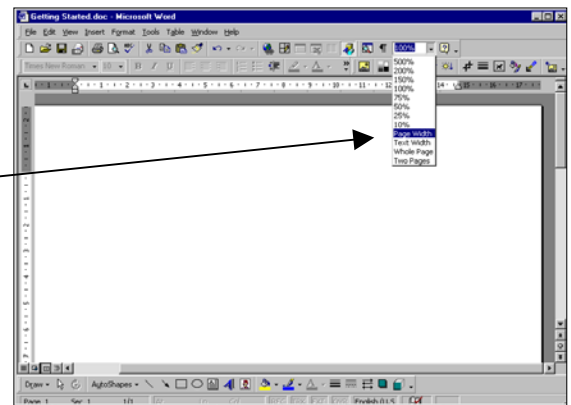
Click on the black arrow beside the percentage sign.

A drop down menu appears.

Click on 'Page Width'

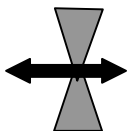
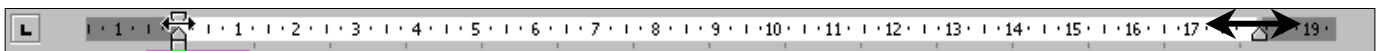
You may end up with 90% in this white box.

This means that you are viewing your document at 90% of its real size, when you print it out.



Adjusting the margins

You can also adjust the 'margins' of your page if you wish by moving the shapes on the ruler.



LEFT MARGIN

Carefully position your mouse pointer where the two triangles meet and you should see a two headed arrow. Drag to the left to make the left margin narrower.

RIGHT MARGIN

The same can be done at the right end of the ruler.

You should still leave about 1cm at the edges of the page, otherwise it will not print.



Load the program. A blank piece of electronic 'paper' appears with a set of 'Toolbars' at both the top and bottom of the screen.

Importing pictures from the internet

- 1 Have your MS Word page ready and minimized on the task bar.
- 2 Go to the internet web page of your choice and find a graphic.
- 3 **Put your pointer into the middle of the graphic and**
- 4 **Click the RIGHT mouse button to see this menu.**
If the word 'Copy' is here then you will be able to click on it.
TAKE CARE WITH COPYRIGHT.



(If a picture does not show the word 'Copy' when you right click on it, you will not be able to copy it.)

Nothing obvious happens when you click on Copy, but a copy of the picture has gone to the computer's 'Clipboard' that we don't usually see.

- 5 Go to the Task bar (bottom of the screen) and click on your MS Word document that was minimized earlier.
- 6 Position the cursor where you want the picture to go.
- 7 Use CTRL and V (*Hold down CTRL and while you tap the V key*) to paste the graphic on to your MS Word document.

Resizing graphics

When your picture arrives on your MS Word document it may be very large.

You need to re-size it.

Click on the picture to select it.

Put your pointer on to the black square boxes which appear in the corners and drag to reduce / enlarge the size.



Moving graphics in MS Word is slightly more complicated.

First you need to have the 'Picture' Toolbar

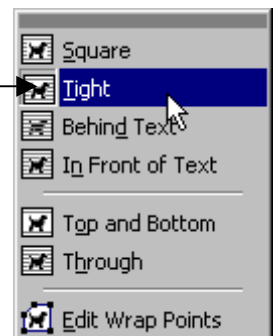
Go to View > Toolbars > and Click on Picture. The picture tool bar should appear.

Click on your picture to select it then



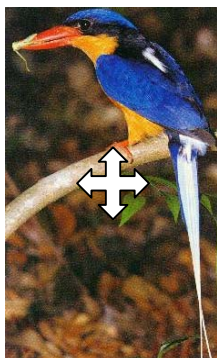
On the picture Tool Bar – FIND THE DOG !!

Click on the dog to see this menu for text wrapping.
Click on 'Tight'



Your picture should now have 'empty' white boxes at each corner – (instead of the solid black boxes you may have had earlier.)

Put your pointer in the middle of your graphic, which has a four-way arrow appearing and drag to move the picture.



REMEMBER TO KEEP SAVING YOUR WORK