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Cramsession™ for MOUS Word 2000

This study guide will help you prepare for the Microsoft MOUS Word 2000 exam. This MOUS exam measures your proficiency with Microsoft Word 2000, but this Cramsession will help anyone better use the application.

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Contents:

Use the Undo, Redo, and Repeat command

To undo mistakes, you can go to the Standard toolbar and click the down arrow next to Undo. Word will display a list of the most recent actions you can undo. Keep in mind that when you undo an action, you also undo all actions above it in the list. Later on should you decide you didn't want to undo an action, click Redo on the Standard toolbar. To repeat your last action, go to **Edit** menu click **Repeat**. Note that if you can't repeat the last action, the Repeat command will change to Can't Repeat.

Apply font formats (Bold, Italic and Underline)

To apply bold formatting to text or numbers, you select the text you want to change, and then on the Formatting toolbar, click Bold. To apply italic formatting, click Italic. To add a basic underline, click Underline.

Use the SPELLING feature and the GRAMMAR feature

By default, Word checks both spelling and grammar. If you want to check spelling only, click **Tools -> Options**, then click the **Spelling & Grammar** tab and clear the Check grammar with spelling check box. Finally, click Spelling and Grammar on the Standard toolbar. Whenever Word finds a possible spelling or grammatical error, it allows you to make your changes in the Spelling and Grammar dialog box. You can also edit a spelling or grammatical error directly in the document by typing your correction, and then click Resume in the Spelling and Grammar dialog box.

Use the THESAURUS feature

To select or type a word for which you want to find a synonym, an antonym, or related words, go to the **Tools -> Language**, and then click Thesaurus. You can also find a synonym for a word by right clicking on the word and pointing to **Synonyms** on the shortcut menu.

Insert page breaks

To insert a page break, click where you want to start a new page, and then on the **Insert -> Break -> Page break**.

Highlight text in document

On the Reviewing toolbar, click Highlight, then select the text or graphic you want to highlight. To turn off highlighting, click Highlight again or press the ESC key. Note that highlighting parts of a document works best when recipients are reviewing the document online.

Insert and move text box

On the Drawing toolbar, click Text Box and then click or drag in your document where you want to insert the text box.

Cut, Copy and Paste using the Office Clipboard

Select the item you want to move or copy. To move the item, drag the selection to the desired location. To copy the item, hold down the CTRL key as you drag the selection. You can also move or copy items by holding down the right mouse button and dragging the selection. When you release the button, a shortcut menu will come up and show the available options for moving and copying.

To use the clipboard feature, first display the Clipboard toolbar, then select an item you want to copy. Finally, on the Clipboard toolbar, click Copy. Now, if you want to paste all the items, click Paste All on the Clipboard toolbar. If you don't want to paste all the items, you can paste specific item instead.

Copy formats using the Format Painter

To copy paragraph formatting, select the paragraph that has the formatting you want to copy. To copy character formatting, select the text that has the formatting you want to copy. Then go to the Standard toolbar and click Format Painter icon, and then select the paragraph or text you want to apply the formatting to.

Select and change font and font size

Select the text you want to change, then go to the Formatting toolbar and click a font name in the Font box. To change the size of text or numbers, select the text you want to change, and then select the point Font size on the Formatting toolbar.

Find and replace text

Go to **Edit -> Find**. In the **Find what** box, enter the text for which to search. To replace text, you can click over to the **Replace** tab and specify the replacement text, or alternatively, go to **Edit -> Replace** directly.

Apply character effects

Character effects – like superscript, subscript, strikethrough and small caps) – are applied from **Format -> Font** pop up window.

To make text or numbers superscript, select the text, and then go to the **Format -> Font.** On the Font tab, then, select the Superscript check box. To make text or numbers subscript, select the Subscript check box. To apply strikethrough formatting to text or numbers, select the Strikethrough or Double strikethrough check box. To format text as small capital letters, select the Small caps check box.

Do not confuse character effects with Text Effects, also in the Font window.

Insert date and time

First, click where you want to insert the date or time in your document. On the **Insert** menu, click **Date and Time**. If you want to insert the date or time in a different language format, then click the language in the Language box. Otherwise, go straight to the Available Formats box and click a date or time format.

Insert symbols

First, click in the document where you want to insert the symbol. On the **Insert** menu, click **Symbol.** The Symbol popup window will open to the Symbols tab. In the Font box, choose your font, and then double-click the symbol you want to insert.

To insert special characters, click where you want to insert the character, then go to **Insert -> Symbol**, and then click the Special Characters tab. Finally, double-click the character you want inserted.

Create and apply frequently used text with AutoCorrect

On the **Tools** menu, click **AutoCorrect**. To turn on or off the AutoCorrect entries, select or clear the Replace text as you type check box. AutoCorrect can use a list of built-in corrections (AutoCorrect entries) to detect and correct typos, misspelled words, grammatical errors, and common symbols. You can also add your own AutoCorrect entries or remove unwanted ones.

Align text in paragraphs (Center, Left, Right and Justified)

Select the text you want to align, and then go to the Formatting toolbar and click the alignment type you want.

Add bullets and numbering

Highlight the text you want to modify, then go to **Format -> Bullets and Numbering** and then select the effect you prefer.

Set character-, line-, and paragraph-spacing options

Select the paragraphs in which you want to change line spacing or paragraph spacing, then go to the **Format** menu and click **Paragraph**. The Indents and Spacing tab will pop open. Select the Spacing option you need. If you choose Exactly: or At least: for the line spacing, you need to enter the space (in pts) you want for each line in the At: box. If you select Multiple, enter the number of lines in the At: box.

Apply borders and shading to paragraphs

You can add a border to any or all sides of each page in a document, to pages in a section, to the first page only, or to all pages except the first, in many line styles and colors. First, highlight the targeted paragraph, and then click **Format -> Borders and Shading**.

Use indentation options (Left, Right, First Line and Hanging Indent)

For regular indent, select the paragraph you want to change, then go to the Formatting toolbar and click Increase or Decrease Indent. Word increases the indent by one tab stop every time. To change the position of the indent, you first need to set a different tab stop. You can also change a paragraph's right indent using the same steps.

For First Line indent, select the paragraph you want to indent, then go to the horizontal ruler and drag the First Line Indent marker to the position where you want the text to start.

For hanging indent, select the paragraph in which you want to create a hanging indent, then go to the horizontal ruler and drag the Hanging Indent marker to the position at which you want the indent to start.

Use TABS command

To set tab stops, you select the paragraph in which you want to set a tab stop, then click at the far left of the horizontal ruler until it changes to the type of tab you want. Alternatively, you can click the horizontal ruler where you want to set a tab stop. To set precise measurements for tabs, click Tabs on the Format menu.

To clear or move tab stops, select the correct paragraph, then drag the tab marker on the horizontal ruler down to clear the tab stop, or to the right or left to move the tab stop.

Create an outline style numbered list

Go to the **Format -> Bullets and Numbering.** Then click the Outline Numbered tab. When typing the list, press ENTER after each item. To demote the item to a lower numbered level, click anywhere on the line (item) and click Increase Indent. To promote the item to a higher numbering level, click anywhere in the item and click Decrease Indent.

Set tabs with leaders

Select the paragraph in which you want to insert leader characters before a tab stop, then go to the **Format** menu and click **Tabs**. In the Tab stop position box, type the position for a new tab, or select an existing tab stop to add leader characters. Then, under Alignment, select the alignment for text typed at the tab stop. Under Leader, click the leader option you prefer and click Set.

Print and preview a document

To print the active document, click Print on the Standard toolbar. To display each page for preview, click Print Preview on the Standard toolbar. To preview your document in your default Web browser, go to the **File** menu and click **Web Page Preview**.

Navigate through a document

For navigation to locations in the same file or to files on the network or the Internet, you can click the hyperlink to display text or image. When you point to the display text of a hyperlink, the pointer becomes a hand shape icon. On the Web toolbar, click Back to return to the original location, or click Forward to return to the file whose hyperlink you followed.

Insert page numbers

On the **Insert** menu, click **Page Numbers**. In the Position box, specify whether to print page numbers in the header or in the footer.

Set page orientation

On the **File** menu, click **Page Setup** - Paper Size tab. Under Orientation, click Portrait or Landscape for the orientation. To change the page orientation for part of a document, go to the Apply to box and click Selected text, so that Word will insert section breaks before and after the pages with the new orientation.

Set margins

To begin, switch to **Print Layout** view under the **View** menu. Then point to a margin boundary on the horizontal ruler or vertical ruler. When the pointer changes to a double-headed arrow, drag the margin boundary to set the margins. To specify exact margin measurements, hold down ALT as you drag the margin boundary to have the ruler displays the measurements of the margins. To type the measurements, go to **File - Page Setup** and click the Margins tab.

Use GoTo to locate specific elements in a document

To go to a specific page, table, or other item in the document, click **Edit -> Go To**, and then in the Go to what box you click the type of item. Now, to go to a specific item, type the name or number of the item in the Enter box, and then click Go To. You can also click Next or Previous, leaving the Enter box empty, to scroll through the document for items of the same type.

Modify page numbers

To change the page number format, click in a section or select multiple sections in which you want to change the page number format, then go to the **Insert** -> **Page Numbers** and click the Format button. In the Number format box, select the format you want.

To change the font and size of page numbers, go to the **Format** menu and click **Style**. In the List box, click All Styles. In the Styles box, click Page Number. Click Modify and then Format, and then click Font. On the Font tab, select the font, size, and other formats you want. Note that when you modify the page number style, it affects all the page numbers in a document. You can't modify the style of page numbers in specific sections of a document.

Create and modify headers and footers

On the View menu, click Header and Footer. To create a header, enter text or graphics in the header area. To create a footer, click Switch Between Header and Footer to move to the footer area.

Inside the header or footer, you can insert the following elements:

- Page numbers
- Current date
- Current time

The Insert AutoText drop down box contains other common header or footer items.

Keep in mind that when you change a header or footer, Word automatically changes the same header or footer throughout the entire document. To change a header or footer for part of a document, first divide the document into sections and break the connection by going to Insert – Break.

Align text vertically

To change the vertical alignment of text, on the **File** menu click **Page Setup** and then click the Layout tab. In the Vertical alignment box, click the option you want.

Create, use and revise newspaper columns

To create newspaper columns to continue a story in the next column on the same page, first switch to **Print Layout** view. To format the entire document in columns, click **Select Al**l on the **Edit** menu. To format part of the document in columns, select the text. To format existing sections in columns, click in a section or select multiple sections. Now, go to the Standard toolbar and click Columns. Drag to select the

number of columns you need. Adjust the column widths and spacing by dragging the column markers on the horizontal ruler.

To revise the column structure, highlight the section you want to change and then go to the Standard toolbar - Columns and make the changes. If you want to adjust the column width, drag the column markers on the horizontal ruler. Note that if the column widths are equal, all of the columns change. If the column widths are not equal, only the column you are adjusting changes.

Prepare and print envelopes and labels

To create and print an envelope or label, go to **Tools -> Envelopes and Labels**, and then click the right tab, Envelopes or Labels.

Click Options to set the size of the envelope or label. You can choose to print the output right away or attach the output to a regular word document.

Apply styles

To apply a paragraph style, click the paragraph or select the group of paragraphs you want to change. To apply a character style, click the word or select the words you want to change. Go to **Format -> Style**, and in the Styles box, click the style you want to apply, and then click Apply. If the style you want is not listed, select another group of styles in the List box.

Create sections with formatting that differs from other sections

You can use sections to vary the layout of a document within a page or between pages by inserting section breaks to divide the document into sections, and then format each section the way you want. You can insert a section break that starts a new section on the same page (the continuous break), or you can start a section on a new page or the next odd-numbered or even-numbered page (the Next Page break, Even or Odd break). To do this, go to Insert and click Break.

Use click and type

Click and Type is used to insert and format text and graphics. On the **Tools** menu, click **Options**, click the Edit tab, select the Enable Click and Type check box, and then click OK. View your document in Print Layout or Web Layout view. In the document, move the pointer to a blank area where you want to insert text, graphics, or a table, and then click the Click and Type pointer. Finally, double-click and then start typing text or insert an item as usual.

Common Click and Type paragraph icons:

Locate and open an existing document

Click **File -> Open**. To open a document saved in a different folder, locate and open the folder. Once you located the file, double-click on it. To open a document you've used recently, go to **File -> Open** and click History on the Places Bar to see files in the Recent Folder.

Use save and save as

To quickly save a document, click the Save icon on the Standard toolbar. To save a document in a different location or format, go to the **File** menu and choose **Save As**.

If you want to save the document in a different folder, locate and open the folder, and type a new document name in the File name box. Additionally, in the Save as type box, you can select a file format that is compatible with another program should you need to.

Save as Web Page

On the **File** menu, click **Save as Web Page**.

Create a folder

To create a folder from within Microsoft Word, go into **File -> Open** or **Save As** dialog box and click Create New Folder icon.

Create a new document using a Wizard

On the **File** menu, click **New** and then open the tab for the document type you want to create. Double-click the icon for the wizard you prefer to use.

Use templates to create a new document

On the **File** menu, click **New** and then open the tab for the type of document you want to create. Double-click the icon for the template you prefer to use.

Create Hyperlinks

To create a hyperlink that goes to an existing file or to a new file, select the text or drawing object you want to display as the hyperlink, and then click the Insert Hyperlink icon. You can link to an Existing File or Web page, a new Document (and Create it now or edit it later), an Email Address, or a Place in the Document. To quickly create a hyperlink to a Web page without knowing the address, click Web page to switch to your Web browser, open the World Wide Web page and switch back to Word.

To link to a place in the current document, you can use either heading styles or bookmarks. In the current document, insert a bookmark (**Insert -> Bookmark**) at the location you want to go to or apply one of Word's built-in heading styles to the text at the location. Then, select the text or object you want to represent the hyperlink and click the Insert Hyperlink icon. Click Place in This Document and then select the heading or bookmark from the list.

To assign a tip to display when the mouse rests over the hyperlink, click ScreenTip and type the text you want to show.

Use the Office Assistant

To temporarily hide or show the Office Assistant, go to the Help menu and click Hide the Office Assistant or Show the Office Assistant. To turn off the Office Assistant for an entire Word session, go into the Assistant balloon and click Options and clear the Use the Office Assistant check box. To turn on the Assistant at any time, click Show the Office Assistant on the Help menu.

To select a different Office Assistant, go into the Assistant balloon and click Options. Click the Gallery tab, and then click Back or Next until you see the Assistant you want.

Send a Word document via e-mail

Open or create the document that you want to e-mail. Click the E-mail icon on the Standard toolbar. Enter the recipient names (separated by semicolons) in the To and/or Cc address bar. To select recipient names from a list, click the icon next to To or Cc. By default, the document's name appears in the Subject box, but you can type your own subject name instead.

To open or create the document that you want to e-mail as an attachment, go to the **File** menu, point to **Send To**, and then click Mail Recipient (as Attachment).

Create and format tables

Place the cursor at where you want to create the table, then go to the Tables and Borders toolbar and click Draw Table. When the pointer changes to a pencil, define the outer table boundaries by drawing a rectangle, and then draw the column and row lines inside the rectangle. To erase a line or block of lines, click Eraser, and then drag over the line. When you finish creating the table, click a cell and start typing or insert a graphic.

Add borders and shading to tables

To add borders or shading to an entire table, first click anywhere in the table. Now, go to the **Format** menu and click **Borders and Shading**. To add shading to specific cells, select the cells, include the end-of-cell marks, the click **Format -> Borders and Shading**, and select the ones you want.

Revise tables

You can insert and delete rows and columns, and change cell formats within a table. To add rows or columns to a table, select the same number of rows or columns as the number of rows or columns you want to insert. On the Tables and Borders toolbar, click the arrow next to Insert Table and then click the Insert command you want. Alternatively, you can quickly add a row at the end of a table by clicking the last cell of the last row and press the TAB key.

To add a column to the right of the last column in a table, click just outside the rightmost column. Then go to the **Table** menu - **Insert** and click Columns to the Right.

To resize a table, rest the pointer on the table until the Table Resize handle appears. Rest the pointer on the Table Resize handle until a double-headed arrow appears, and drag the table boundary to the size you want.

To make multiple rows or columns the same size, select the columns or rows you want to make the same size, then go to the Tables and Borders toolbar and click Distribute Columns Evenly or Distribute Rows Evenly.

To change the space between cells in a table, go to the **Table** menu and click **Table Properties**. Then click the Table tab - Options. Under the Default cell spacing, select the Allow spacing between cells check box and enter the measurement you want.

To modify the cell format, select and then right click on the cell. A shortcut menu will appear. You can then select the formatting options you want from there.

Modify table structure (merge cells, change height and width)

To change the column width to a specific measurement, click a cell in the column. Then go to the **Table -> Table Properties**, and then click the Column tab. Finally, choose the options you want. To make the columns in a table automatically fit the contents, click a table, point to **AutoFit** on the **Table** menu, and then click AutoFit to Contents.

To change a row height to a specific measurement, click a cell in the row. On the Table menu, click Table Properties, and then click the Row tab. Finally, select the options you want.

To merge cells into one cell, on the Tables and Borders toolbar, click Eraser and then drag the eraser over the cell dividers you want to remove. Alternatively, you can quickly merge multiple cells by selecting them and clicking **Table -> Merge Cells**.

Rotate text in a table

Click the table cell that contains the text you want to rotate, then go to the Format menu and click Text Direction. Finally, choose the orientation you want. This works well for headers after merging cells.

Enable the drawing toolbar

To turn on the drawing toolbar for use, go to **View –> Toolbars –> Drawing**. You can then use the different functions available on it.

Insert graphics into a document (WordArt, ClipArt, Images)

First click the area where you want to insert a picture or clip art. For clip art, click Insert Clip Art icon on the Drawing toolbar, and then click the Pictures tab. Select the category and picture you want, and then click the Insert clip icon. Alternatively, you can drag a picture or other clip from the Clip Gallery to your document. For WordArt, click **Insert –> Picture –> WordArt**, then select the style you want and key in the text content. For images, please go to Insert – Picture – From file and locate the image file you want.

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Michael Yu

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Please visit his site at
http://www.michaelyu.freeservers.com/