

An Introduction to

Word 2000 Part 1


**Working with Files & Basic Editing
Using Microsoft Word 2000**

Loading Microsoft Word 2000

1. Login to the SCSD1 Computer Network.
2. From the **Start** menu, choose **Programs**, then click on **Microsoft Word**.

Creating a New file


When you start Word a blank document is automatically created ready for you to work with. You can create a number of new documents and work with them without saving them. New files can be created in the following way:

1. From the **File** menu, select **New**, then **Blank Document** and click **OK** or click on the toolbar icon .

Saving Files


When working in Word you can save your work to two locations: on floppy disk (the **a:** drive) and on the network (the **x:** drive). Save your work to whichever location you prefer - but it is good practice to make a backup copy of files which are important on both the **a:** and **x:** drives. Filenames can be a maximum of 255 characters with spaces.

Saving files to a floppy disk for the first time

1. From the **File** menu, choose **Save** or click the toolbar icon . Word will suggest a filename based on the text at the top of the document. You can either accept this suggestion or key in an alternative.
2. Select **3½floppy (a:)** from the **Save in** list and type the filename in the filename box, or type **a:filename** in the filename box.
3. Click **OK**.

Your document should now be saved. It is good practice to save your work regularly, however, once you have saved an unnamed file Word will not ask you to specify the name again - it will simply save any changes you have made.

Saving a file to your home directory on the network

1. From the **File** menu, choose **Save** or click the toolbar icon .
2. Select **<storage> (x:)** and then your folder from the **Save in** list and type the filename in the filename box.
3. Click **OK**.

Closing a File

1. From the **File** menu, choose **Close**. If you have made changes to the file which you have not saved, you will be prompted to do so.

Opening a File

1. From the **File** menu, choose **Open** or click the toolbar icon .

Exiting from Word


1. From the **File** menu, choose **Exit** or click the **x** button on the title bar at the top right-hand side of the screen. If you have not saved an open file, you will be prompted to do so.

Inserting Text

To insert text into a document, simply click the insertion point with the left mouse button at the position at which you want to insert text. Then simply start typing!

Editing a Document

The editing tools in Word allow you to easily add, revise and proof the text in your document. The tools are based on a '**select then do**' model. Just select the text you want to edit, and then change it.

You can cancel or undo almost all editing through the **Undo** option, under the **Edit** menu, or by clicking the toolbar button .

Selecting Text

Once you know how to select text you can use the commands to edit or proof your text. If you want to move text there is no need to delete it and rewrite it, you can cut text from one location, and then paste it in another (you can also delete selected text by pressing the delete or backspace key).

To Select Text

1. Position the mouse pointer at the beginning of the text you want to select.
2. Click and **hold down** the left mouse button and drag the mouse pointer to the end of the text you want to select.
3. Release the left mouse button.

You can also select a **single word** by double-clicking the left mouse button, or a **paragraph** by triple-clicking the left mouse button.

Deleting Text



1. Select the text that you want to delete.
2. Press the **backspace** or **delete** key on the keyboard.

You can delete a **single character** by clicking to the **right** of the character and pressing the **backspace** key, or by clicking to the **left** of the character and pressing the **delete** key.



Moving and Copying Text

To move or copy text in a document you can cut or copy selected text to the clipboard. Contents of the clipboard can then be pasted to a new location.

To Cut and Paste

1. Select the text you want to cut.
2. From the **Edit** menu, choose **Cut** or click the toolbar icon .
3. Position the insertion point where you want to paste the cut text.
4. From the **Edit** menu, choose **Paste** or click the toolbar icon .

To Copy and Paste

1. Select the text you want to copy.
2. From the **Edit** menu, choose **Copy** or click the toolbar icon .
3. Position the insertion point where you want to paste the copied text. From the **Edit** menu, choose **Paste** or click the toolbar icon . The selected text has been copied and pasted to a new location.