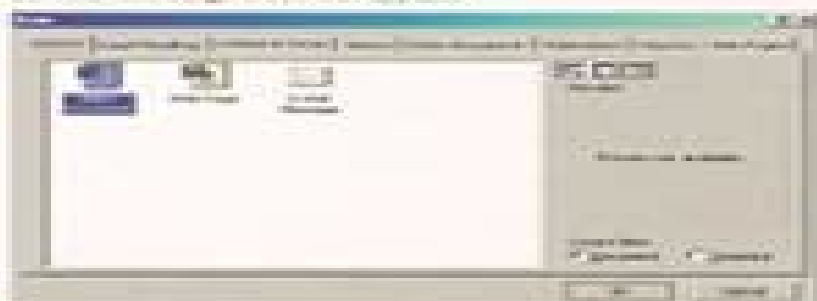




Opening a New Document

1. Select **New** from the **File** menu.
2. The following screen will appear:



3. Select either **Blank Document**, or click one of the buttons to select one of the document templates. A preview of the template will appear on the right side of the window.
 4. Click the **OK** button.
- Now: Microsoft Word automatically opens a blank document; click the **New** button or press **Ctrl + N**.*

Opening an Existing File

1. Click the **Open** button, select **Open** from the **File** menu, or press **Ctrl + O**.
2. Enter the file name of the document you are opening, or browse through the files to locate the document.
3. Click the **Open** button, or double-click on the document.

Using Document Themes

Themes provide predefined settings for background colors and graphics, fonts and heading styles, bullets, horizontal lines, hyperlink colors and table border colors.

1. Select **Theme** from the **Format** menu.
2. Check the boxes for **Word Colors**, **Active Graphics and Background Images** to display background colors, show illustrations and display the background graphics. *Under Illustrations will only display when the page is viewed in a Web browser.*
3. Click the **OK** button.

Saving a Document

1. Click the **Save** button, select **Save** from the **File** menu, or press **Ctrl + S**.
2. Choose the desired location and name for the file.
3. Click the **Save** button.

Saving a Document As a Web Page

1. Select **Save as Web Page** from the **File** menu.
2. Choose the desired location and name for the file. Make sure the **Save as type** pull-down menu says **Web Page**.
3. Click the **Save** button.

Saving a Formatted Document As a Template

1. Select **Save as** from the **File** menu.
2. Type the name of the file in the **File name** field.
3. Select **Document Template (*.dot)** from the **Save as type** pull-down menu.
4. Choose the location where you wish to save the template.
5. Click the **Save** button.

Navigating Documents

1. Click the **Select Document Object** button in the bottom-right corner of the window.
2. Move mouse cursor over icons in the pop-up menu following is the different methods of navigating the document. A short description of an icon appears in the bottom of pop-up menu when mouse cursor is placed over it.
3. Click on an icon to select the navigation criteria.
4. Click the arrow buttons to navigate the document based on the selected navigation criteria.



Viewing Documents

To switch between the following views, click the appropriate button in the bottom-left corner of the window or select the desired view from the **View** menu.

- ☐ **Normal View**—shows simple formatting and layout without margins.
- ☐ **Web Layout View**—shows how the document would look as a web page.
- ☐ **Print Layout View**—shows where objects on the page will appear when printed.
- ☐ **Outline View**—shows the structure of the document, such as indentation of each heading.

Viewing Multiple Documents

Viewing multiple documents can be helpful when you are comparing documents, or working on more than one document.

1. Open the documents you wish to work on by selecting **Open** from the **File** menu.
2. Choose **Arrange All** from the **Window** menu.
3. Resize the windows as needed.
4. Click anywhere in the window of the document you wish to work in to make it active. Note that the active window will display a darker border.
5. To return to viewing only one document, double-click on the title bar of the document you want to work in.

Microsoft Word 2000 Quick Source Guide

Gini Courter, Annette Marquis



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