

LEARNING MICROSOFT OFFICE

Introduction to Word 2000?

➤ **After this lesson one should know how to:**

- **Develop a document as well as entering and editing text.**
- **Insert and deleting text**
- **Use automatic spelling and grammar checking**
- **Save, close and open files**
- **Selecting text**
- **Undo and redoing changes**
- **Change fonts, type sizes, bold and color text**
- **Change alignment and insert picture**
- **Preview and print a document**

GETTING STARTED

Start the word application by clicking:

- Start button
- Programmes
- Microsoft office
- Microsoft word

In some instances there is a shortcut to office placed on the desktop.

Your screen should be similar to the

Word 2000 Basics

Marie L. Swanson



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