



# WORD XP

For Windows



- Drop-Down Menu
- Standard Toolbar Pg. 2
- Formatting Toolbar Pg. 2
- Buttons (Marginal/Tab) Pg. 2
- 4 - Views: Normal, Web Layout, Print Layout, Outline (See Below)

- Title Bar with Name of Document
- Font Formatting Pg. 2
- Add Graphics Pg. 2
- Task Pane
- Body of Document Pg. 1
- Status Bar: Shows information such as page number, section, tab/page, line and column numbers.

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## Selecting And Entering Information

- Views**  
There are 4 ways to view a document when you are working with it.
- Normal** Shows the document inside the margins and is good for typing and editing text.
  - Web Layout** Shows the document as it would appear in a web browser.
  - Print Layout** To see how text, graphics, and other elements will be positioned on the printed page. Good for setting headers and footers, for adjusting margins, and for working with columns and showing status.
  - Outline** Used when creating large documents. To move and organize text and sections of a document.

## Creating a New Blank Document

To create a new blank document click on the **New** button on the **Standard** toolbar.

**NOTE:** This will not close your previously opened document.

## Opening an Existing Document

To open an existing document click on the **Open** button on the **Standard** toolbar. Select the location of the file in the **Look In** field, select the file from the list and click the **Open** button .

**NOTE:** This will open the file in a new window.

## Saving A New Document

To save your new document press the **F10** key on the keyboard. When the **Save As** dialog box appears, in the **Save In** field, select the drive and folder where you want to save the document. Type a desired name for the document in the **File Name** field at the bottom and click the **Save** button .

Once you have saved a document, if you want to edit it and save the changes, click on the **Save** button on the **Standard** toolbar.

To exit Word XP, click on the **Close Window** button on the right side of the **Title Bar**. **NOTE:** If your file has had changes that do not save, Word XP will prompt you for save changes.

## FAQ

- Q:** Is there any way to correct mistakes that are made as I am creating a document?
- A:** Yes, Word XP has an **Undo** feature that will undo up to 100 of your last actions. Simply click the **Undo** button on the **Standard** toolbar to return to the state your document was in before the last change.
- NOTE:** If you undo too far you click the **Redo** button return your document to the previous state.

## Smart Tags and Task Panes

On the right-hand side of your screen is the **Smart Tag** or **Task Pane**. The **Task Pane** is a quick and easy way to access the most common functions of Word XP.

- To launch the **Task Pane** click on the **New** drop-down menu and select **Task Pane**.
- Click on the arrow that shows more and select which **Task Pane** you would like to use.
- Smart Tags** appear when Word XP recognizes certain items such as names, addresses or e-mail and other functions. Simply click on the **Smart Tag** icon and choose whether to use the options or not.



## Working With Text

### Entering Text

When you open Word XP you are given a blank document to start with. When you type, you can toggle using the cursor. When you reach the right margin the text will automatically wrap to the next line. To end a paragraph or to enter a blank line, press the **Enter** key on the keyboard.

### Selecting Text

- To select text, click and drag your pointer over the text and it will be highlighted. OR, click at the beginning of the selection and while holding down the **Shift** key on your keyboard, click at the end of the selection.
- To select a word, double-click on the word.
- To select a sentence, hold down the **Ctrl** key and click anywhere in the sentence.
- To select a line, place your pointer in the left margin of the document on the pointer arrow point right. Click inside the line.
- To select a paragraph, do the same as above but double-click inside the paragraph.
- To select the whole document, press the **Ctrl** + **A** keys on your keyboard.

### Editing Text

- To join two paragraphs, place the insertion point before the first character of the second paragraph and press the **Backspace** key on the keyboard.
- To delete a character to the left of the insertion point, press the **Backspace** key .
- To delete a character to the right of the insertion point, press the **Delete** key .
- To insert the insertion point, use the arrow keys.
- To insert text in a document, place your insertion point where you want the text and type the new text.

# Word Xp 2002 Quick Reference Guide

**Mark L. Chambers**



## **Word Xp 2002 Quick Reference Guide:**

*Excel 2002 All-in-One Desk Reference For Dummies* Greg Harvey,2002-12-27 Combining nine books in one this thorough desk reference delivers the know how readers need to take full advantage of Excel Outlines the most practical and useful applications of Excel for the workplace Explains how to import data build and edit worksheets create formulas generate pivot tables and work with financial functions what if scenarios database functions and Web queries Explores more advanced topics such as worksheet sharing and auditing error trapping building and running macros charting data and using Excel in conjunction with Visual Basic and the Web Author is one of the bestselling technology authors of all time

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### **Raising Smart Kids For Dummies** Marlene Targ

Brill,2011-04-22 So you wanna turn Junior into a smarty pants What parent doesn't think is kids nowadays are more independent than ever and aren't always receptive to what parents want In fact if you tell your kids that studying is good for them they're more than likely to mumble Yeah sure in your general direction and head off to do something fun Sharpening the minds of your youngsters presents more challenges than climbing Mt Everest and the responsibility of making your kids use more of their brain cells can be overwhelming even when you don't encounter resistance Raising smart kids requires long term commitment sacrifice and diligence not to mention the patience of a saint And as long as you don't obsess about being the perfect parent you will be able to enjoy your kids journey of self discovery right along with them But how do you accomplish this How do you overcome the resistance How do you tackle the overwhelming task of not only helping your children succeed in school but also increasing their ability to make their own way in the world That's where Raising Smart Kids For Dummies steps in to help Written in easy to understand terms and absolutely no slick psycho babble this book gives you sound advice on encouraging your kids to set their sights high and achieve success whether at school with friends or in your community And you don't have to be a new parent to gain insight from this book experienced parents can reap rewards with the help of this book in their effort to raise fulfilled children Here's just a sampling of what you'll find in Raising Smart Kids For Dummies Recognizing the characteristics of smart kids Knowing when to push and when not to Disciplining your

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**Estate Planning For Dummies** N. Brian Caverly, Jordan S. Simon, 2003-03-07 Planning for your family s future made easy If you re like most people you want to be sure that once you ve passed on no more of your property and money will be lost to the government than is absolutely necessary You want to know that you ll be leaving your heirs your assets and not your debts You want to be absolutely certain that your will is ship shape your insurance policies are structured properly and that every conceivable hole in your estate plan has been filled And most of all you d like to do all of this without driving yourself crazy trying to make sense of the complicated jargon jumble of paperwork and welter of state and federal laws involved in the estate planning process Written by two estate planning pros this simple easy to use guide takes the pain out of planning for your ultimate financial future In plain English the authors walk you step by step through everything you need to know to Put your estate into order Minimize estate taxes Write a proper will Deal with probate Set up trusts Make sure your insurance policies are structured properly Plan for special situations like becoming incompetent and pet care Craft a solid estate plan and keep it up to date Don t leave the final disposition of your estate up to chance and the whims of bureaucrats Estate Planning For Dummies gives you the complete lowdown on Figuring out what you re really worth Mastering the basics of wills and probate Using will substitutes and dodging probate taxes Setting up protective trusts charitable trusts living trusts and more Making sense of state and federal inheritance taxes Avoiding the generation skipping transfer tax Minimizing all your estate related taxes Estate planning for family businesses Creating a comprehensive estate plan Straightforward reader friendly easy to use Estate Planning For Dummies is the ultimate guide to planning your family s future [Microsoft Office XP Word 2002](#) Nevada Learning Series Inc, 2001

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Written for any level of Microsoft Word 2002 user this book provides a reference for everyone from students to mobile workers Beginning with an introduction to the Word 2002 program users can easily look up terms and tasks by looking in the alphabetically arranged entries This means that even new users can quickly get answers

**Final Cut Express For Dummies** Helmut Kobler, 2003-05-09 Create slick videos with sound effects moving titles and more Import video and still pictures tackle the Timeline and become a movie making machine Do you dream of becoming a movie mogul Dive right in with this friendly guide to low budget video editing on your Mac Before you can yell action you ll be importing and organizing all types of media sizing video clips jazzing up your productions with filters and special effects and outputting them to DVD videotape or the Web The Dummies Way Explanations in plain English Get in get out information Icons and other navigational aids Tear out cheat sheet Top ten lists A dash of humor and fun

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The ACT For Dummies Suzee Vlk, 2002-09-05 There s no escaping the ACT Many colleges require that you suffer through the ordeal of taking this entrance exam before they will even look at your application Some colleges emphasize ACT scores to compensate for grade inflation that is some high schools may give students A s for doing the same level work that would gain them C s in other high schools Because the ACT is the same for everyone students nationwide take the exact same exam colleges use ACT scores to get inside your head to see what s really in there Think of this as an opportunity not a crisis after all good ACT scores can overcome low GPAs No matter how good your high school teachers are their main goal is to prepare you for the real world and not the world of the ACT That s where The ACT For Dummies 3rd Edition takes over Newly revised for the latest version of the exam this book takes a substantive but easy to understand approach to helping you prepare for the exam while at the same time presenting its information in the typical Dummies style with humor and fun If anything can make preparing for the ACT enjoyable this book can Here s a sampling of what you ll find in The ACT For Dummies 3rd Edition An overview of the test Understanding the format and how the scoring works Stress busters How to survive exam day Things to double check and things to avoid while taking the test Reviews of grammar and spelling algebra and geometry reading and science reasoning Plenty of practice questions for all parts of the test Three full length ACT practice tests no not the real thing Top Ten lists debunking ACT rumors differences between the ACT and SAT and true ACT stories You know you have to take the ACT seriously after all it can determine the college you go to which will in turn affect the rest of your life Talk about pressure So why not be prepared With The ACT For Dummies 3rd Edition you ll be as prepared for the exam as anyone can be and you may just have a little fun in the process

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