Microsoft
Word 97

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How do I move several objects at one time?

1. On the Draw toolbar, click the Select Objects button (the little white arrow).
2. Draw a box enclosing all the objects you want to move.
3. Click on any of the boxed objects and drag it to the new location. All the boxed objects move in unison.

To align any paragraph as you type, press one of the following:

> **Ctrl+E**   center
> **Ctrl+R**   right-align
> **Ctrl+L**   left-align
> **Ctrl+J**   justify (that is, create an even right edge)

How do I open an HTML page in Word?

There are three ways an HTML page can be opened in Word:

1. Go to File|Open and then click the Internet icon at the top of the field (a globe with a magnifying glass) Type the uniform resource locator (URL) in Address box of your browser.
2. On the Web toolbar, type the URL in the Address box.
3. Click a hyperlink in an HTML file that is open in Word for editing.

What is the quickest way to create a table?

To create a table quickly, type the first row like this:

+- - - - - - - + - - - - - - - - - - + - - - - - - - -+
(Word will automatically create a table.)

How can I type quickly and still get great formatting?

Use the asterisk / underscore characters to quickly format text.

To do this, use the following steps:

1. On the **Tools** menu, click **AutoCorrect**.
2. Click *AutoFormat As You Type* tab.
3. Click the ***Bold*** and **_Underline_** with real formatting

When you type this. It will be formatted like this.

　　*Word*　　**Word**

　　Word　　<u>Word</u>

Note: You can change the way text is formatted when you use the asterisk and underscore characters by changing the Strong (asterisk) and Emphasis (underscore) styles (on the Format menu, click Style.

How do I create a new AutoText entry?

To add text and/or graphics to AutoText, try following these steps:
1. Type the text, table and/or place the graphics you will use all the time.
2. Select the text, graphics, table or combination of items.
3. Press ALT+F3 to create an AutoText entry.
4. The **Create AutoText** dialog box will appear.
5. In the *Please name your AutoText entry* box, type a name for the selection.
6. Click the **OK** button.

AutoText entries belong to your current document and to the template. By default your AutoText entries are associated with the NOR-MAL.DOT template.
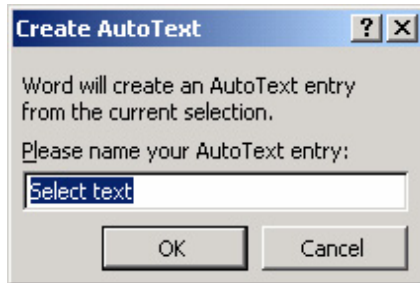
Once you have created an AutoText entry, it is easy to use in your document. To insert an AutoText entry into your document, follow these steps:

1. Position the insertion point where you want the AutoText entry to appear.
2. Type the name given for the AutoText entry into your document
3. Press **F3**. This will enter the AutoText entry into your document.

How do I set up backup options?

You can protect your work by saving a temporary copy of a document periodically as you work or by saving a backup version of the document each time you save it. To be able to recover work after a power failure or other problem has occurred, you must have previously selected either **Save AutoRecover Info** or **Always Create Backup Copy**, or both. The backup options are listed on the **Save Options** window screen, which is displayed when you choose **Tools|Options** and click the **Save** tab. Backup and/or AutoRecover files are usually saved in the C:\Windows\Temp folder unless otherwise specified in **Tools|Options|File Locations** tab.

Where are Preferences located?

User Preferences in Word are called **Options**. By choosing Tools from the menu bar and then **Options**, you can display the **Options** dialog box to select your operating preferences and to modify your screen display.

Where are the tabs?

Tabs can be set by selecting the paragraph in which you want to set tab stops. Click the icon located on the far left of the horizontal ruler and click on the horizontal ruler, where you want to set a tab stop. Tabs can also be set by selecting **Tab** from the **Format** menu.
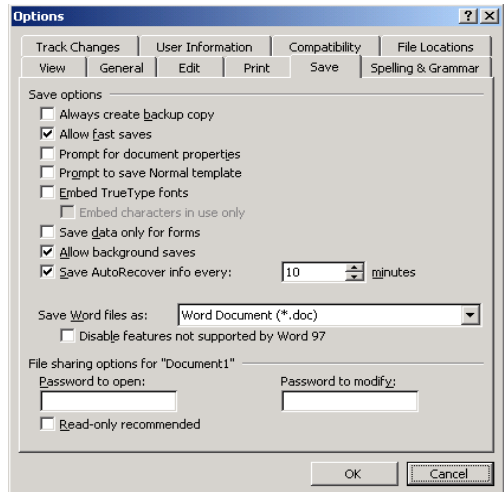
Using Track Changes

Track changes is an effective tool for editing documents that allows you to mark your changes so they can be distinguished from the unedited regions. When you have the track changes feature turned on deleted text shows up with a
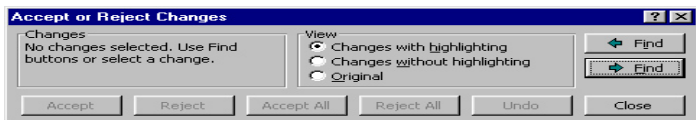
Example of Track Changes

strikethrough and new text shows up in red. This tool can save a lot of time if you are doing a lot of editing because as you make your changes they are recorded by the tracking tool, and when you are finished you can accept or reject the changes you have made. To turn on this feature got to Tools | Track Changes | Highlight Changes. In the pop-up menu that appears make sure the following is selected: track changes while editing, highlight changes on screen and highlight changes in printed document. Click OK. Now when you make changes

Word will record them for you.
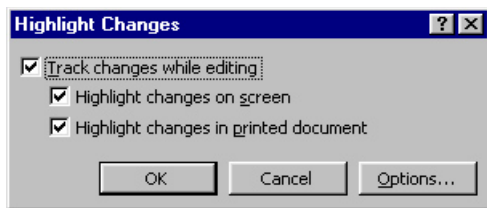
When you are done editing your document you will need to accept/reject changes. This option allows to complete your finished draft. You can add in previously deleted text, confirm a deletion or addition or reject new text. To active 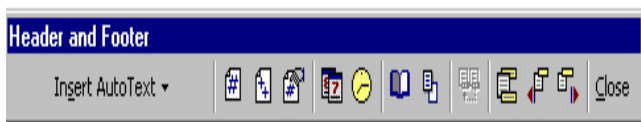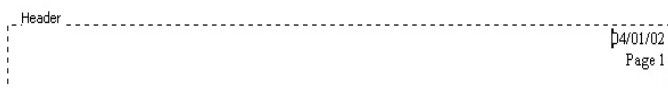the accept or reject changes go to Tools | Track Changes | Accept or Reject Changes. Use the Find button to go from one edited region to the next. When you get to a change in your document you will select Accept or Reject. You can also accept or reject all the changes at once if you are finished with your editing.

Inserting Headers and Footers

Using Headers and Footers cuts back significantly on for-matting time. Headers and Footers allow you to auto-matically insert page numbers that update automatically. You can also insert the date or customize you header/footer to your specifications with your name, organization, etc. . To format your Header or Footer go to **View | Header and Footer**. The pop-up menu will appear and the header will be opened by default at the top of your page (you will see a select box open around the header area). Type directly into the text box area if you would like to insert your name or other information .

Header _____

                                                                    04/01/02
                                                                    Page 1

Header and Footer

Insert AutoText ▾   [icons]   Close

If you would like to use some of the automated features simply click the number icon for page numbers or the date icon for the date. (to see what each icon's functionality mouse over and wait for the description to be displayed) Once you have inserted an automated feature you can for-mat it as you would any other text using the align, font and style tools. To change specifications for your page numbering click the icon of the 3 with the hand. This will open a menu where you can change the positioning of your page numbering. To switch between the header and footer simply click the third icon from the right on the menu bar. Editing in the footer is exactly the same. The automated features can be used and formatted easily in the footer. You can also edit the header/footer by double click-ing on the text area designated for each area once you have entered information into either.

What do the function keys represent in Word?
Below is a sampling of what the function keys represent I in Word:

F1	Get Online Help
Shift+F1	Reveal Formatting
F2	Move text or graphics
Shift+F2	Copy text
Ctrl+F2	Print Preview
F3	Insert an AutoText entry
Shift+F3	Change the case of letters
F4	Repeat the last action
Ctrl+F4	Close the window
Alt+F4	Exit
Ctrl+F5	Restore the window size
Ctrl+F6	Go to next window
F7	Spelling command
Shift+F7	Thesaurus command
F8	Extend a selection
Shift+F8	Shrink a selection
Ctrl+Shift+F8	Extend a selection or block
Ctrl+F10	Maximize the document window
Ctrl+Shift+F10	Activate the ruler
F12	Save As
Shift+F12	Save the document
Ctrl+F12	Open a document
Ctrl+Shift+F12	Print the document

Walk-In Hours:	7:30 am-5:30 pm
Hours:	7:00 am-8:00 pm
Location:	2-P-12 Operations
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TTY Telephone:	410.965.0973
Fax:	410.966.1813
E-mail Address:	^IC Help Desk

http://co.ba.ssa.gov/ic

SSA Information Center
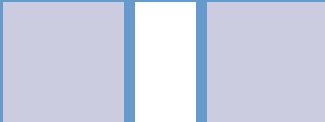
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