



Appendix A

To complete this course, you will need to:

- have Windows and Word 2000 installed on your system
- ensure the Word options are set as illustrated in this appendix
- have to hand a copy of the course exercise files

Installing Word 2000

To install Word 2000 refer to the Microsoft documentation supplied with your Word 2000 software. To complete all exercises you will need to ensure the following programs have been included in the installation:

Microsoft Word

Online Help and Sample Files

An e-mail program such as Microsoft Outlook

If Word 2000 is already installed in your system and you find that some of the programs you need to complete the exercises have not been installed, you can choose to add these through the Word **Setup** program normally found in the **Word** or **MSOffice** folders. Refer to your Word 2000 documentation for further details.

Setting the Word Options

The **Tools, Options** command in Word can be used to customise the way Word looks and operates. This course has been written with the assumption that most of these options have not been changed since the initial installation.

Setting the AutoFormat Options

The **Tools, AutoCorrect** command in Word can also be used to customise the way Word looks and operates. This course has been written with the assumption that most of these options have not been changed since the initial installation.



Appendix A

Installing the Exercise Files

The exercise files you need to complete the course are supplied on floppy disk. As the exercises in the workbook assume the files are on your hard disk, you will have to copy the files there.

To Copy the Exercise Files to Your Hard Disk

1. Switch on your computer system so that the Windows desktop is displayed.
2. Insert the disk containing the exercise files.
3. Open **Explorer** then click on **3½ Floppy (A:)** in the left pane.
4. Click on the **Word 2000 Intro Exercises** folder in the right pane then drag it onto **C:** in the left and release the mouse button.

The folder and its contents will be copied to the hard disk.



Appendix B

Section 1 Answers

- | | | | |
|--------------------|---|---------------------|---|
| 1. Title bar | 2 | Status bar | 7 |
| Menu bar | 3 | Vertical scroll bar | 8 |
| Formatting toolbar | 6 | Standard toolbar | 5 |
| Ruler | 4 | Document views | 1 |
- [ALT] [F4]
 - a) Saving documents.
b) Undoing the previous action.
 - Use the **View, Ruler** command.
 - [CTRL] [END]
 - Yes
 - The **File, Send To, Mail Recipient (as Attachment)** command.
 - An attachment is another file included in the e-mail message.

Section 2 Answers

- The Standard toolbar.
- The **Edit** menu.
- Pastes the data on the clipboard at the insertion point.
- The **Edit, Undo** command.
- The Office Assistant, the **Index** property sheet and the **Find** property sheet.
- The **Tools, Envelopes and Labels** command.

Section 3 Answers

- Select the **Help, What's This?** command to display the help pointer then click on the text.
- Use the **Format, Font** command, press [CTRL] B or click on the **Bold** button shown on the Standard toolbar.
- The **Font** dialogue box.
- On the Formatting toolbar.
- [SHIFT] F3



Appendix B

Section 4 Answers

1. Use the **Tools, AutoCorrect** menu option then deactivate the **Capitalize names of days** check box.
2. **[F3]**
3. Use the **File, Page Setup** command then select the **Landscape** radio button in the **Paper Size** property sheet.
4. Use the **File, Page Setup** command then select the required vertical alignment in the **Layout** property sheet.

Section 5 Answers

1. The book symbol on the status bar will have a cross next to it.
2. **[CTRL] F**
3. Select the **Tools, Language, Thesaurus** command or press **[SHIFT] [F7]**.
4. Select the **Edit, Go To** command (or press **[CTRL] G**) then type **+4** into the **Enter page number** text box and click on **OK**.
5. The number of pages, words, characters with and without spaces, paragraphs and lines in the current document.

Section 6 Answers

1. The **Paragraph** dialogue box.
2. Select the paragraph then activate the **Don't hyphenate** check box in the **Line And Page Breaks** property sheet in the **Paragraph** dialogue box.
3. Click and drag the First Line Indent marker to the required position on the ruler.
4. Position the insertion point in the paragraph then select **None** from the **Shading** drop-down list.
5. Select the **Insert, Symbol** menu option then choose the **Em Dash** from the list box in the **Special Characters** property sheet and click on **Insert**. Alternatively, press **[ALT] [CTRL] -** (on the numeric keypad).
6. Select the text to be bulleted then click on the **Bullets** button shown on the Formatting toolbar.
7. Position the insertion point between the paragraph and number then press **[BACKSPACE]**.



Appendix B

Section 7 Answers

1. **Table, Insert Table**
2. Select the **Table, Gridlines** command.
3. **[SHIFT] [ALT] 5** (on the numeric keypad).
4. The **Table, Table AutoFormat** menu option.

Section 8 Answers

1. A link from one document to another file or web page.
2. Use the **Format, Bullets and Numbering** command then click the **Picture** button on the **Bulleted** property sheet. Choose your picture then click **OK** to use it as a bullet.
3. Use the **Format, Borders and Shading** command then click the **Horizontal Line** button. Choose the line you want then click **OK** to insert the line into the document.
4. The **File, Web Page Preview** menu option.

