

# Index

## 3

3-D Drawings, 8-17

## A

- Adjusting Row Heights
  - using the mouse, 7-17
- Aligning Drawn Objects, 8-15
- Alignment, 6-13
  - using Formatting toolbar, 6-17
- Alternative Header and Footers, 4-22
- Alternative Words, 5-10
- Antonyms, 5-10
- Applying
  - styles, 3-29
- Attachments, 1-25
- AutoComplete, 1-8
- AutoCorrect, 1-7, 4-2
  - changing entries, 4-5
  - creating from misspelled words, 4-3
  - deleting entries, 4-5
- AutoFormat
  - for tables, 7-11
- AutoFormat as You Type, 3-21
  - disabling, 3-23
- AutoShapes
  - adding, 8-14
  - adding text, 8-14
- AutoText
  - creating using menus, 4-8, 4-9
  - deleting entries, 4-11
  - editing entries, 4-11
  - inserting, 4-10
- Automatic Formatting
  - bulleted and numbered lists, 3-21

## B

- Background
  - adding to web pages, 8-4
- Balancing Newspaper Columns, 4-30
- Borders
  - adding to pages, 6-29
  - applying using toolbar, 6-23
- Borders and Shading
  - applying using menus, 6-27
- Bulleted Lists
  - using automatic formatting, 3-21
- Bullets
  - using pictures, 8-5
- Bullets and Numbering, 6-40
  - joining separated lists, 6-50
  - removing, 6-50
  - using the menus, 6-43

## C

- Case
  - changing, 3-19
- Click and Type, 1-7
- ClipArt
  - adding, 8-20
- Checking Spelling and Grammar, 5-2
  - as you type, 5-2
  - manually, 5-3
- Colour
  - adding to web pages, 8-4
- Column Widths
  - changing, 7-16
- Columns. *See also* Newspaper Columns
- Columns
  - deleting from tables, 7-19
  - distributing in tables, 7-29
  - inserting into tables, 7-18
- Copying Page Breaks, 6-34
- Copying Text Formatting
  - using Format Painter, 3-15



**C continued**

- Copying Text, 2-12
  - using drag-and-drop, 2-19
  - using Office Clipboard, 2-13
- Correcting Grammar
  - as you type, 1-7
- Correcting Mistakes
  - as you type, 1-7
- Closing Documents, 1-28
- Closing Word, 1-29
- Creating
  - documents, 2-2
  - envelopes and labels, 2-23
  - hyperlinks, 8-2
  - WordArt, 8-18
- Creating New Pages, 6-34
- Creating Tables, 7-2
  - using Draw Table button, 7-3
  - using Table, 7-Insert Table, 7-3
  - using the Standard toolbar, 7-2
- Customising Page Setup, 4-15

**D**

- Date and Time
  - adding in headers and footers, 4-21
  - inserting, 1-15
- Deleting AutoText, 4-11
- Deleting Page Breaks, 6-34
- Deleting Rows/Columns, 7-19
- Deleting Text, 1-13
- Displaying Nonprinting Characters, 2-11
- Document Map, 8-3
- Document Templates. *See* Templates
- Document Views, 1-5

**D continued**

- Documents
  - adjusting margins in Print Preview, 1-23
  - closing, 1-28
  - creating, 2-2
  - creating using templates, 2-3
  - e-mailing, 1-25
  - including in e-mail, 1-25
  - opening, 2-7
  - Places bar, 2-9
  - previewing, 1-21
  - printing, 4-26
  - saving, 1-18
  - saving using Save As, 1-19
  - saving versions, 1-19
  - using the Favorites folder, 2-9
- Drag-and-drop
  - turning on, 2-20
  - using to copy text, 2-19
  - using to move text, 2-19
- Drawing Toolbar, 8-14
- Drawings, 8-14
  - adding ClipArt, 8-20
  - adding shadows, 8-17
  - adding text, 8-14
  - aligning objects, 8-15
  - AutoShapes, 8-14
  - creating WordArt, 8-18
  - flipping objects, 8-16
  - formatting objects, 8-15
  - grouping objects, 8-16
  - making 3-D, 8-17
  - ordering objects, 8-16
  - rotating objects, 8-16
  - selecting objects, 8-15



# Index

## E

- Editing AutoText, 4-11
- Editing Text
  - changing character case, 3-19
  - moving the insertion point, 1-9
    - using the mouse, 1-9
  - in a table, 7-5
  - using AutoCorrect, 4-3
- E-mailing Documents, 1-25
- Entering and Editing Text
  - AutoComplete, 1-8
  - AutoCorrect, 1-7
  - AutoFormat, 1-7
  - deleting and replacing text, 1-13
  - inserting the date and time, 1-15
  - moving the insertion point, 1-9
    - using the keyboard, 1-9
  - redo, 1-14
  - repeat, 1-14
  - selecting text using the mouse, 1-11
  - using extended selection, 1-12
  - using Overtyping mode, 1-13
  - using Undo, 1-14
- Entering Text
  - Click and Type, 1-7
  - into a table, 7-5
  - moving the insertion point
    - using the keyboard, 1-9
    - using the mouse, 1-9
  - non-breaking hyphens and spaces, 1-8
  - optional hyphens, 1-8
  - using tabs, 6-4
- Envelopes and Labels
  - creating, 2-23
- Eraser Button, 7-5
- Exiting Word, 1-29
- Extended Selection, 1-12

## F

- Favorites Folder, 2-9
- Filenames
  - rules, 1-18
- Finding Alternative Words, 5-10
- Finding Text, 5-14
- Flipping Drawn Objects, 8-16
- Font
  - appearance, 3-2
  - name, 3-2
  - size, 3-2
- Format Painter, 3-15
- Formatting Drawn Objects, 8-15
- Formatting Paragraphs
  - alignment, 6-13
  - borders and shading, 6-23
    - using menus, 6-27
  - indents and spacing, 6-13, 6-14
  - using tabs. *See* Tabs
  - using the keyboard, 6-18
- Formatting Tables, 7-11
- Formatting Text
  - automatically, 3-21
  - changing character case, 3-19
  - copying formatting, 3-15
  - font appearance, 3-2
  - font name, 3-2
  - font size, 3-2
  - Formatting toolbar, 3-3
  - replacing, 5-17
  - using Edit, 3-Repeat, 3-16
  - using keyboard shortcuts, 3-9
  - using styles. *See* Styles
  - using the Font dialog box, 3-5
  - using AutoFormat, 7-11
- Formatting Toolbar, 6-17, 6-51
  - removing bullets/numbering, 6-50
  - using to apply
    - bullets/numbering, 6-40



# Index

## G

- Go To, 5-12
- Grammar Checking, 5-2
  - as you type, 1-7, 5-2
  - manually, 5-3
- Graphics, 8-14
- Gridlines
  - hiding/displaying, 7-4
- Grouping Drawn Objects, 8-16

## H

- Headers and Footers, 4-21
  - varying, 4-22
  - viewing, 4-22
- Help, 2-26
  - Office Assistant
    - explained, 1-4
- Highlighting Text, 1-11, 3-27
  - removing, 3-27
- Hyperlinks
  - creating, 8-2
  - using, 8-3

## I

- Indents, 6-13, 6-14
  - using the ruler, 6-17
- Inserting AutoText, 4-10
- Inserting the Date and Time, 1-15

## J

- Jumping
  - using hyperlinks, 8-3

## K

- Keyboard Shortcuts
  - for formatting, 6-18
  - for formatting text, 3-9

## L

- Labels
  - creating, 2-23
- Line Breaks
  - displaying/hiding, 2-11
- Lines
  - adding to web pages, 8-6
- Links
  - creating hyperlinks, 8-2
- Loading Word, 1-2

## M

- Margins
  - adjusting in Print Preview, 1-23
  - changing, 4-15
- Menu Bar, 1-3
- Merging Table Cells, 7-27
- Mistakes
  - correcting as you type, 1-7
- Moving Page Breaks, 6-34
- Moving Text, 2-14
  - using drag-and-drop, 2-19
  - using Office Clipboard, 2-15
- Moving The Insertion Point, 1-9



# Index

## N

- Navigating, 5-12
- New Pages
  - creating, 6-34
- Newspaper Columns
  - balancing, 4-30
  - creating, 4-29
  - entering and editing text, 4-30
  - revising the structure, 4-30
- Non-breaking Hyphens and Spaces, 1-8
- Non-breaking Spaces, 6-37
- Normal View, 1-5
- Nonprinting Characters, 2-11
- Numbered Lists
  - using automatic formatting, 3-21
- Numbering, 6-40
  - using outline numbering, 6-49
  - using the menus, 6-43

## O

- Office Assistant
  - explained, 1-4
- Office Clipboard
  - using to copy and move, 2-13
- Opening Documents, 2-7
  - Places bar, 2-9
  - recently used files, 2-9
- Opening Web Pages, 8-7
- Optional Hyphens, 1-8
- Ordering Drawn Objects, 8-16
- Orientation
  - changing, 4-15
- Outline Numbering, 6-49
- Outline View, 1-5
- Overtyping Mode, 1-13

## P

- Page Breaks, 6-34
- Page Formatting
  - applying borders and shading, 6-29
  - printing, 6-35
- Page Numbers
  - adding in headers and footers, 4-21
- Page Setup, 4-15
- Paper Size, 4-15
- Paper Source, 4-15
- Paragraph Formatting
  - alignment, 6-13
  - borders and shading, 6-23
    - using menus, 6-27
  - indents and spacing, 6-13
  - using tabs. *See* Tabs
  - using the keyboard, 6-18
  - viewing, 6-5
- Paragraph Marks
  - displaying/hiding, 2-11
- Paragraph Spacing, 6-13
- Pictures
  - using as bullets, 8-5
- Places Bar, 2-9
- Previewing Documents, 1-21
- Previewing Web Pages, 8-8
- Print Layout View, 1-5
- Print Preview, 1-21
  - adjusting margins, 1-23
  - toolbar, 1-22
- Printers
  - selecting, 4-26
- Printing Documents, 4-26
- Proofing Tools
  - Thesaurus, 5-10
- Printing Page Numbers, 6-35



# Index

## Q

Quitting Word, 1-29

## R

Recently Used Documents

opening, 2-9

Redo, 1-14

Removing Bullets and Numbering, 6-50

Removing Highlighting From Text, 3-27

Removing Pages, 6-34

Removing Table Formatting, 7-12

Repeat, 1-14

Repeating Formatting, 3-16

Replacing Text, 1-13

Replacing Text or Formatting, 5-17

Replacing Text Automatically using Autocorrect, 4-3

Revising Newspaper Columns, 4-30

Rotating Drawn Objects, 8-16

Row Heights

changing, 7-17

Rows

deleting from tables, 7-19

distributing in tables, 7-29

inserting into tables, 7-19

Ruler, 1-4

using to apply indents, 6-17

using to set tabs, 6-2

Rules

for filenames, 1-18

## S

Saving

web pages, 8-7

Saving Documents, 1-18

using Save As, 1-19

versions, 1-19

Screen Elements

document views, 1-5

illustrated, 1-2

menu bar, 1-3

Office Assistant, 1-4

ruler, 1-4

scroll bars, 1-5

status bar, 1-6

text area, 1-4

toolbars, 1-3

Scroll Bars, 1-5

Select browse object button, 5-13

Section Breaks, 4-23

Select Browse Object Button, 5-13

Selecting Drawn Objects, 8-15

Selecting Table Cells, 7-10

Selecting Text

selecting a block, 1-11

selecting a vertical block, 1-13

using extended selection, 1-12

using the mouse, 1-11

Separated Lists

joining, 6-50

Shading

adding to pages, 6-29

applying using toolbar, 6-23

Shadows

adding to drawn objects, 8-17



**S continued**

Spaces  
    displaying/hiding, 2-11

Spacing, 6-14  
    between paragraphs, 6-13

Special Characters, 6-37

Spell Checking, 5-2  
    as you type, 5-2  
    custom dictionary, 5-2  
    manually, 5-3

Splitting Table Cells, 7-28

Standard Toolbar  
    creating tables, 7-2

Starting Word, 1-2

Status Bar, 1-6

Styles  
    applying, 3-29

Symbols, 6-37

Synonyms, 5-10

**T**

Tab Marks  
    displaying/hiding, 2-11

Templates  
    using to create documents, 2-3

Text  
    copying, 2-12  
    moving, 2-14

Text  
    deleting and replacing, 1-13  
    entering and editing, 1-7  
    highlighting, 1-11

Text Area, 1-4

Time  
    inserting, 1-15

Toolbars, 1-3  
    Print Preview, 1-22

Text  
    formatting. *See* Formatting Text

Toolbars  
    Formatting, 3-3

**T**

Tabs, 6-2  
    adjusting, 6-4  
    entering tabbed text, 6-4  
    removing, 6-4  
    setting using Format, 6-Tabs, 6-3  
    setting using the ruler, 6-2  
    using leaders, 6-3

Table AutoFormat, 7-11

Tables  
    changing text direction, 7-29  
    column widths, 7-16  
    creating, 7-2  
    creating by drawing, 7-3  
    creating using Draw Table  
        button, 7-3  
    creating using Table, 7-Insert  
        Table, 7-3  
    creating using the Standard  
        toolbar, 7-2  
    deleting rows/columns, 7-19  
    distributing rows and columns,  
        7-29  
    editing text, 7-5  
    entering text, 7-5  
    erasing cell borders, 7-5  
    format using AutoFormat, 7-11  
    formatting, 7-11  
    gridlines, 7-4  
    inserting columns, 7-18  
    inserting rows, 7-19  
    merging cells, 7-27  
    moving around, 7-5  
    removing formatting, 7-12  
    row heights, 7-17  
    selecting cells, 7-10  
    splitting cells, 7-28



# Index

## T continued

Tables and Borders Toolbar, 6-23  
  Draw Table button, 7-3  
  Eraser button, 7-5

### Text

  adding to drawings, 8-14  
  editing in a table, 7-5  
  entering into a table, 7-5  
  entering using tabs, 6-4  
  finding, 5-14  
  replacing, 5-17

### Texture

  adding to web pages, 8-4

### Text Direction

  changing in tables, 7-29

Thesaurus, 5-10

### Toolbars

  using Standard to create tables,  
    7-2  
  Drawing, 8-14  
  Formatting, 6-17  
  Table and Borders, 6-23  
  Web, 8-3

## U

Undo, 1-14

## V

Varying Header and Footers, 4-22

Vertical Alignment  
  changing, 4-15

### Viewing

  paragraph formatting information,  
    6-5  
  Viewing Headers and  
    Footers, 4-22  
  Versions, 1-19

### Views

  Normal, 1-5  
  Outline, 1-5  
  Print Layout, 1-5  
  Print Preview, 1-21  
  Web Layout, 1-5, 8-3

## W

Web Features, 8-4

Web Layout View, 1-5, 8-3

### Web Pages

  adding colour and texture, 8-4  
  adding horizontal lines, 8-6  
  adding pictures as bullets, 8-5  
  opening, 8-7  
  previewing, 8-8  
  saving, 8-7

Web Toolbar, 8-3

### WordArt

  creating, 8-18

### Word

  exiting, 1-29  
  loading, 1-2

Word Count, 5-23

