

When Microsoft Word is loaded, the top of your screen will contain the following elements:

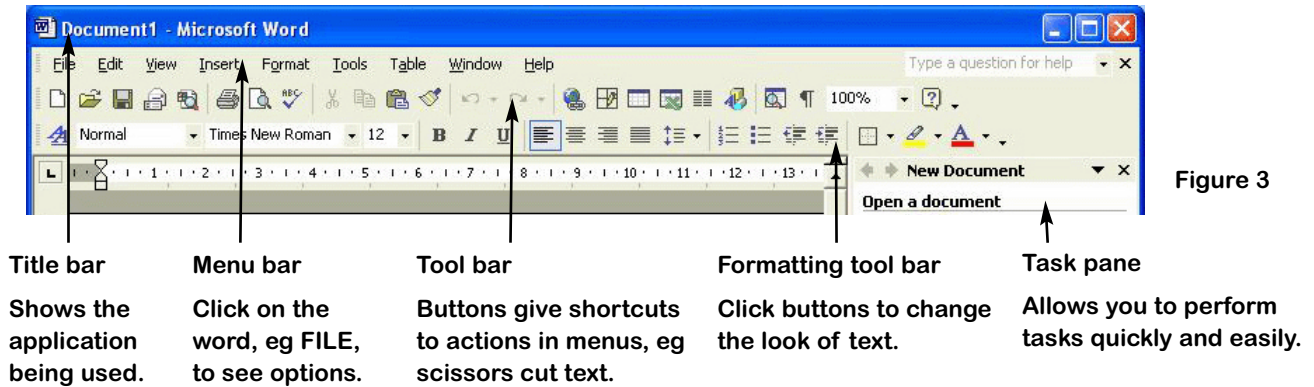





Figure 3

If you cannot see a particular tool bar you require, select VIEW>TOOLBARS from the menu bar and click to place a tick next to the name of the tool bar you want. Remove the tick to hide the tool bar.

In Microsoft Word XP, the standard and formatting tool bars may appear on the same line. The end of each tool bar is shown by the tool bar options button . Click on the edge of this button to access a four-headed arrow, .

Keeping the left mouse button held down, drag the arrow to the left or right to see less or more of the associated tool bar. Click on the tool bar options button and select SHOW BUTTONS ON TWO ROWS to separate the standard and formatting tool bars.

When you first start Microsoft Word, the menus and tool bars only display the basic commands and buttons. As you work, commands and buttons that you use often are automatically added to the menus and tool bars. If you cannot see a menu command that you want, move the mouse pointer over the arrows at the bottom of the menu. .

The command can then be selected from the expanded menu that appears. Similarly, to find a button, move the pointer over the tool bar options button at the end of the tool bar, click on ADD OR REMOVE BUTTONS, select the relevant tool bar and place a tick next to the button you wish to add to the tool bar. Remove the tick to remove the button. For further control, you can select ADD OR REMOVE BUTTONS>CUSTOMIZE and drag the buttons (commands) you require onto a tool bar.

For information on selecting items, see page 8.

Headers and footers

Choose VIEW>HEADER AND FOOTER to insert page numbers or text in the margin area at the top or bottom of a page.

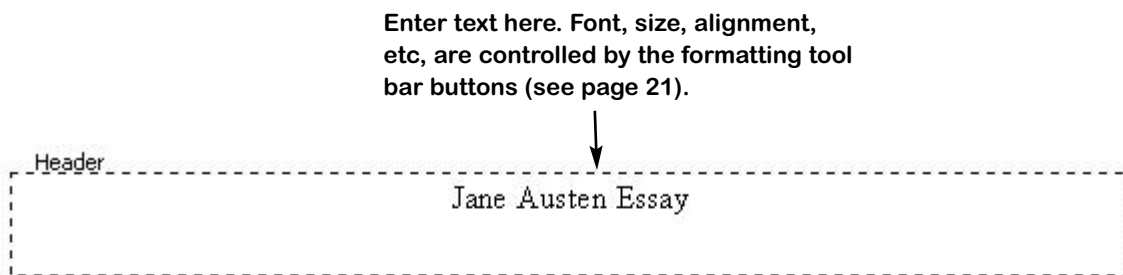
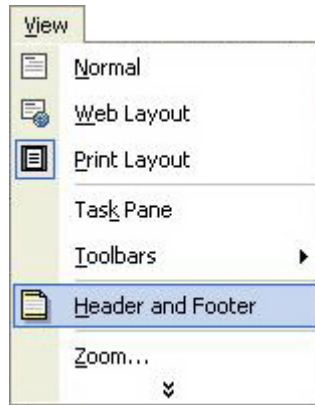


Figure 25

- Click here for page numbers to be entered automatically in ascending order.
- Click to see other text you can add, including author, filename, when last printed, etc.
- Click to switch between header and footer entry positions.
- Click here to enter the date or time.
- Click on CLOSE to return to the previous view.

Alternatively, select INSERT>PAGE NUMBERS, INSERT>DATE AND TIME or INSERT>AUTOTEXT>HEADER/FOOTER from the menu bar.

Poor grammar can also be checked by Microsoft Word. It is highlighted in green. You can spell check your whole document by choosing **TOOLS>SPELLING AND GRAMMAR** or by clicking on the spell check button on the tool bar.

Practice

Enter and correct the following spelling errors:

- seenery
- warrior
- supervisor

Hyphenation

Microsoft Word can automatically hyphenate words at the right-hand margin so that the lines look more even, rather than have some lines that stop much earlier than others. Automatic hyphenation is applied where appropriate and will change as the document is edited.

Choose **TOOLS>LANGUAGE>HYPHENATION** from the menu bar to see the dialog box shown in *Figure 52*, below.

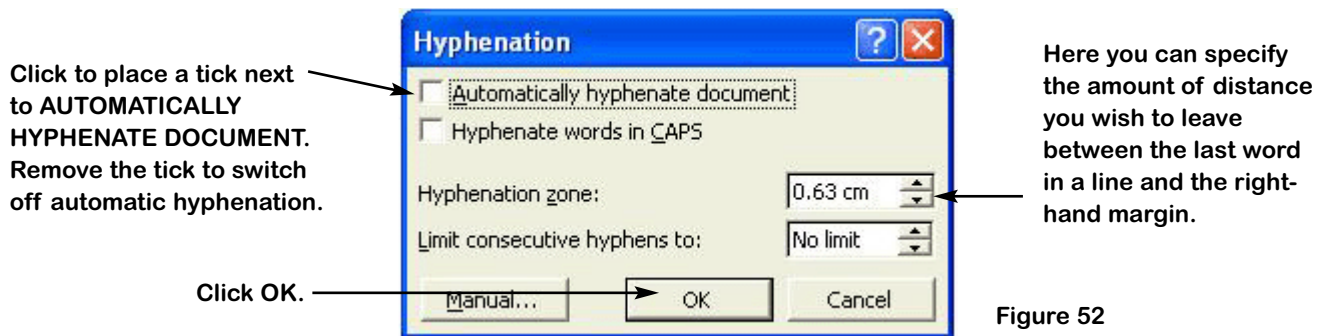
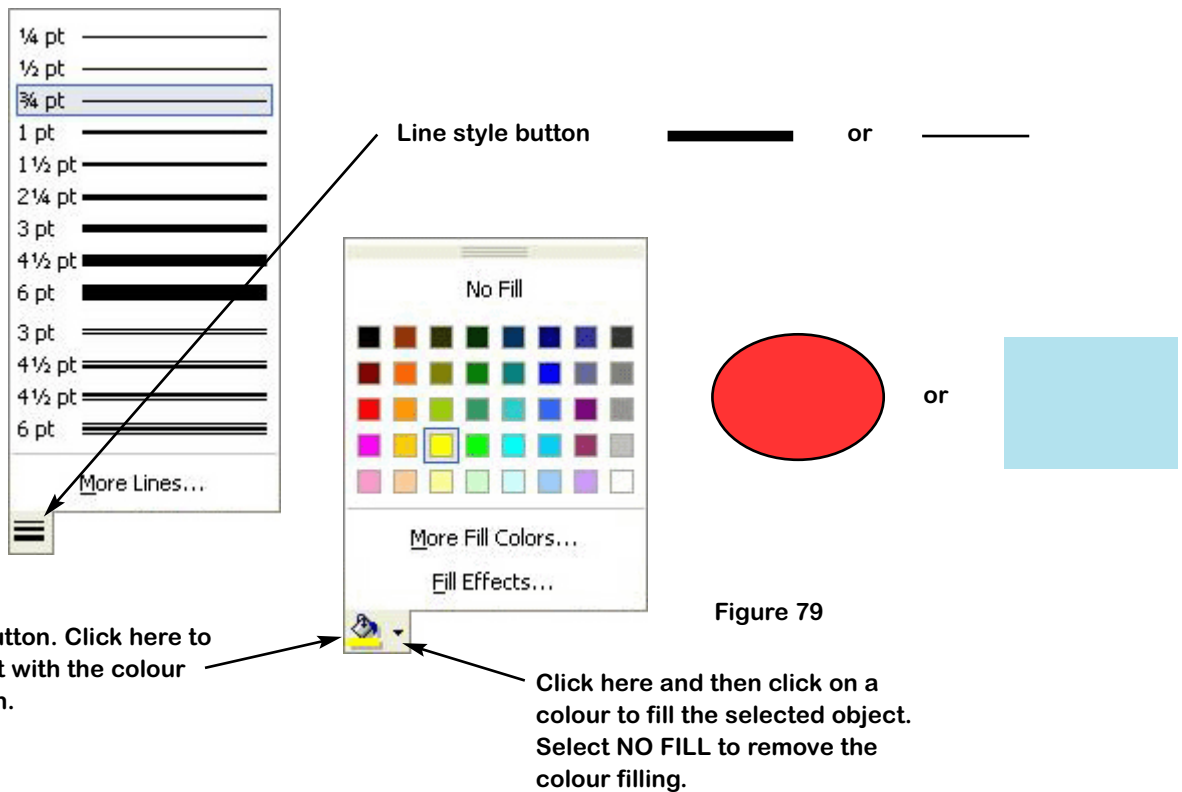


Figure 52

Click on **MANUAL** to select which words should be hyphenated, or to choose the hyphenation position.

Summary: what you can do

- Cut text with the cut tool.
- Copy text with the copy tool.
- Paste text with the paste tool (clipboard).
- Undo an action.
- Find words and phrases.
- Replace words and phrases through the edit menu (replace).
- Spell check and correct text.
- Turn automatic hyphenation on and off.



Summary: what you can do

- Switch on Microsoft Draw tool bar.
- Use Microsoft Draw to create text boxes.
- Use Microsoft Draw tools on the tool bar to create a wide range of lines and objects.
- Change line style, line colour and fill colour.