























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Microsoft Office 2000 Basics

Task	Special Instructions	Menu Path	Toolbar Icon	Keyboard Command
Open a New Document Use to create a new blank document.		File →New		Ctrl + N
Open a Document From Disk		File →Open →Look In: [Select A: 3 ½ Floppy] →Choose file [OPEN]		Ctrl + O
Save Document to Disk Use to save your work. Save often to avoid problems.		File →Save →Save In: [Select A: 3 ½ Floppy] →Type file name [SAVE]		Ctrl + S
Save As Use to save alternate versions or formats of a document.		File →Save As →Save as Type: Select type →Save In: [Select A: 3 ½ Floppy] →Type file name [SAVE]	N/A	N/A
Cut Use to delete text from a document prior to pasting into another location.	Highlight text you wish to cut first.	Edit →Cut		Ctrl + X
Copy Use to copy text prior to pasting in another location	Highlight text you wish to copy first.	Edit →Copy		Ctrl + C
Paste Cut or copy text first, then paste into desired new location.	Position cursor in desired location prior to pasting.	Edit →Paste		Ctrl + V
Undo Use to undo the last command executed.		Edit →Undo <i>name of last command</i>		Ctrl + Z
Check Spelling	Office will suggest changes. Accept or decline as you see fit.	Tools →Spelling		F7
Change Fonts	Set first for whole document or highlight text to change portions.	Format →Font →[Tab] Font →Select font and size		N/A

Task	Special Instructions	Menu Path	Toolbar Icon	Keyboard Command
Change Font Style Set bold, italic, or underlined text.	Highlight text first.	Format →[Tab] Font →Font Style: Select Bold , or Underline , or Italic	 bold  underline  italic	Ctrl + B Ctrl + U Ctrl + I
Align Text to on Page	Set first for whole document or highlight text to change portions.	Format →Paragraph →[Tab] Indents & Spacing →Alignment: Select left , center , or right	 left  center  right	Ctrl + L Ctrl + E Ctrl + R
Setting Line Spacing	Set first for whole document or highlight text to change portions.	Format →Paragraph →[Tab] Indents & Spacing →Line Spacing: Select single or double	 single  double	Ctrl + 1 Ctrl + 2
Setting Page Orientation Use to set either vertical or horizontal page type.		File →Page Setup →[Tab] Paper Size →Choose portrait or landscape	N/A	N/A
Setting Margins Use to change size of margins.		File →Page Setup →[Tab] Margins →Input desired size	N/A	N/A
Print Preview Use to see how printed document will appear.	CLOSE when you are done previewing.	File →Print Preview		N/A
Print In library printing costs 7 cents/page. Pay by Cat Card or copy card only.		File →Print → Choose options [OK] →At prompt: name print job →At prompt: make-up a password		Ctrl + P
Reset Toolbars Use to reset default toolbars.		Tools →Customize →[Tab] Toolbars →Click on [RESET]	N/A	N/A
Help Additional online help.		Help →Program Name Help		F1

For more help see: *Microsoft Office 2000 for Windows for Dummies*. REF DESK HF 5548.4 .M525 W356 1999