

Selected Material from  
**Microsoft Word 2000,  
Excel 2000, and  
Access 2000, Brief Edition**

*for Solano Community College*

Timothy J. O'Leary  
Linda I. O'Leary

Selected Material from

**Microsoft Word 2000,  
Excel 2000, and  
Access 2000, Brief Edition**

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Arizona State University  
Linda I. O'Leary

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# Overview

## What Is Word Processing?

Word 2000 is a word processing software application whose purpose is to help you create any type of written communication. A word processor can be used to manipulate text data to produce a letter, a report, a memo, an e-mail message or any other type of correspondence. Text data is any letter, number, or symbol that you can type on a keyboard. The grouping of the text data to form words, sentences, paragraphs, and pages of text results in the creation of a document. Through a word processor you can create, modify, store, retrieve, and print part or all of a document.

Word processors are one of the most widely used applications software programs. Putting your thoughts in writing, from the simplest note to the most complex book, is a time-consuming process. Even more time-consuming is the task of editing and retyping the document to make it better. Word processors make errors nearly nonexistent—not because they are not made, but because they are easy to correct. Word processors let you throw away the correction fluid, scissors, paste, and erasers. Now, with a few keystrokes, you can easily correct errors, move paragraphs, and reprint your document.

### Announcing New Adventure Travel Tours



This year we are introducing four new tours offering you a unique opportunity to combine many different outdoor activities while exploring the world

Hike the Inca trail to Machu Picchu  
Camping Safari in Tanzania  
Climb Mount Kilimanjaro  
Explore the Costa Rican Rainforests

Attend an Adventure Travel presentation to learn about some of the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime.

Presentation dates and times are January 5 at 7 PM, February 3 at 7:30 PM and March 8 at 7 PM. All presentations are held at convenient hotel locations. The hotels are located in downtown Los Angeles, Santa Clara and at the airport.

Call 1-800-777-0004 for presentation locations, a full color brochure, and itinerary information, costs, and trip dates.

Visit our  
Web site at  
[AdventureTravelTours.com](http://AdventureTravelTours.com)

January 10, 2001

Dear Adventure Traveler,

Imagine hiking and paddling your way through the rain forests of Costa Rica, camping under the stars in Africa, or following in the footsteps of the ancient Inca as you backpack along the Inca trail to Machu Picchu. Turn these dreams of adventure into memories you will cherish forever by joining us on one of our four new adventure tours.

To learn more about these exciting new adventures, we are offering several presentations. These presentations will focus on the features and cultures of the area. We will also show you pictures of places and activities you will participate in. Also presented is a detailed agenda and package costs. Plan on attending one of the following presentations:

Date	Time	Location	Room
January 5	7:00 PM	Town Center Hotel	Room 284B
February 3	7:30 PM	Airport Manor	Conference Room A
March 8	7:00 PM	Country Inn	Mountaineer Room

In appreciation for your past patronage, we are pleased to offer you a 10% discount off the price of any of the new tour packages. You must book the trip at least 60 days prior to the departure date. Please turn in this letter to qualify for the discount.

Our vacation tours are professionally planned and designed solely for your enjoyment. Nearly everything is included in the price of your tour while giving you the best possible value for your dollar. All trips include:

- Professional tour manager and local guides
- All accommodations and meals
- All entrance fees, excursions, transfers and tips

We hope you will join us this year on another special Adventure Travel journey. Your memories of fascinating places and challenging physical adventures should linger for a long, long time. For reservations, please see your travel agent, or contact us directly at 1-800-777-0004. You can also visit us at our new Web site at [www.AdventureTravelTours.com](http://www.AdventureTravelTours.com).

Best regards,

Student Name

A flyer and letter created using Word 2000

WDO-1

WORD 2000

## Word 2000 Features

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Word 2000 excels in its ability to change or edit a document. Editing involves correcting spelling, grammar, and sentence structure errors. In addition, you can easily revise or update existing text by inserting or deleting text. For example, a document that lists prices can easily be updated to reflect new prices. A document that details procedures can be revised by deleting old procedures and inserting new ones. This is especially helpful when a document is used repeatedly. Rather than recreating the whole document, you change only the parts that need to be revised.

Revision also includes the rearrangement of selected areas of text. For example, while writing a report, you may decide to change the location of a single word or several paragraphs or pages of text. You can do it easily by cutting or removing selected text from one location, then pasting or placing the selected text in another location. The selection can also be copied from one document to another.

Another time-saver is word wrap. As you enter text, you do not need to decide where to end each line, as you do on a typewriter. When a line is full, the program automatically wraps the text down to the next line.

To help you produce a perfect document, Word 2000 includes many additional support features. The AutoCorrect feature checks the spelling and grammar in a document as text is entered. Many common errors are corrected automatically for you. Others are identified and a correction suggested. While you enter text, the AutoComplete feature may suggest entire phrases that can be quickly inserted based on the first few characters you type. The words and phrases are included in a list of AutoText entries provided with Word 2000, or they may be ones you have included yourself. A thesaurus can be used to display alternative words that have a meaning similar or opposite to a word you entered. A Find and Replace feature can be used to quickly locate specified text and replace it with other text throughout a document.

A variety of Wizards are included in Word 2000 that provide step-by-step assistance while you produce many common types of documents such as business letters, faxes, resumes, or reports. Templates also can be used to produce many of these documents without the step-by-step guidance provided by the wizard.

You can also easily control the appearance or format of the document. Formatting includes such operations as changing the line spacing and margin widths, adding page numbers, and displaying page headers and footers. You can also quickly change how your text is aligned with the left or right margin. For example, text can be centered between the margins, or justified—evenly aligned on both the left and right margins. Perhaps the most noticeable formatting feature is the ability to apply different fonts (type styles and sizes) and text appearance changes such as bold, italics, and color to all or selected portions of the document. Additionally, you can add color shading behind individual pieces of text or entire paragraphs and pages to add emphasis. Automatic formatting can be turned on to automatically format text as you type by detecting when to apply selected formats to text as it is entered. In addition, Word 2000 includes a variety of tools that automate the process of many common tasks, such as creating tables, form letters, and columns.

Group collaboration on projects is common in industry today. Word 2000 includes many features to help streamline how documents are developed and changed by group members. A discussion feature allows multiple people to insert remarks in the same document without having to route the document to each person or reconcile multiple reviewers' comments. A feature called versioning allows you to save multiple versions of the same document so that you can see exactly who did what on a document and when. You can easily consolidate all changes and comments from different reviewers in one simple step and accept or reject changes as needed.

To further enhance your documents, you can insert many different types of graphic elements. You can select from over 150 border styles that can be applied to areas of text such as headings, or around graphics or entire pages. The drawing tools supplied with Word 2000 can be used to create your own drawings. Or you can select from over 100 adjustable AutoShapes and modify them to your needs. All drawings can be further enhanced with 3-D effects, shadows, colors, and textures. Additionally, you can produce fancy text effects using the WordArt tool. More complex pictures can be inserted in documents by scanning your own, using supplied or purchased clip art, or downloading images from the World Wide Web.

Word 2000 is closely integrated with the World Wide Web. It detects when you are typing a Web address and converts it to a hyperlink automatically for you. You can also create your own hyperlinks to locations within documents, or to other documents, including those at external locations such as a Web site or file server. Its many Web-editing features help you quickly create a Web page. Among these is a Web Page Wizard that guides you step-by-step through the process of creating a Web page. Themes can be used to quickly apply unified design elements and color schemes to your Web pages. Frames can be created to make your Web site easier for users to navigate. Pictures, graphic elements, animated graphics, sound, and movies can all be used to increase the impact of your Web pages.

You can also create and send e-mail messages directly from within Word, using all its features to create and edit the message. You can also send an entire document directly by e-mail. The document becomes the message. This makes collaboration easy, because you can edit the document directly without having to open or save an attachment.

## **Case Study for Word 2000 Tutorials**

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As a recent college graduate, you have accepted a job as advertising coordinator for Adventure Travel, a specialty travel company that organizes active adventure vacations. The company is headquartered in Los Angeles and has locations in other major cities throughout the country. You will coordinate many kinds of promotional materials: the advertising program for all locations. Your duties include the creation of brochures, flyers, form letters, news releases, advertisements, and a monthly newsletter. You will also create Web pages for the company Web site.



## Before You Begin

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### *To the Student*

The following assumptions have been made:

- Microsoft Word 2000 has been properly installed on your computer system.
- The data disk contains the data files needed to complete the series of Word 2000 Tutorials and practice exercises. These files are supplied by your instructor.
- You are already familiar with how to use Windows and a mouse.

### *To the Instructor*

By default, Office 2000 installs the most commonly used components and leaves others, such as the Thesaurus and HTML editor, to be installed when first accessed. It is assumed that these additional features have been installed prior to students using the tutorials.

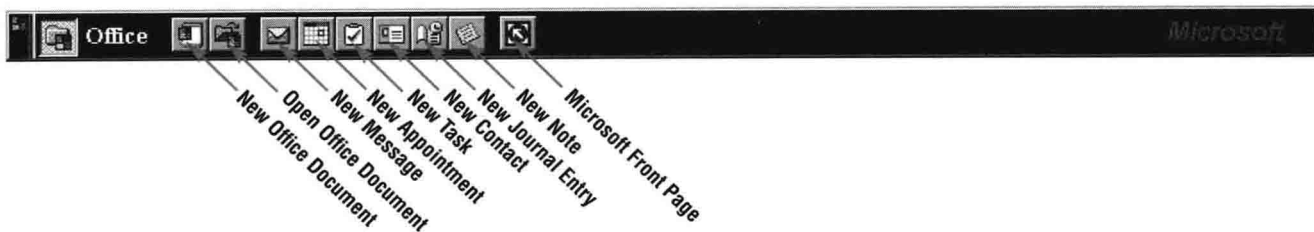
Please be aware that the following settings are assumed to be in effect for the Word 2000 program. These assumptions are necessary so that the screens and directions in the manual are accurate.

- Language is set to English [US]. (Use Tools/Language/Set Language).
- The ScreenTips feature is active. (Use Tools/Options/View.)
- The Office Assistant feature is not on. (Click on the Assistant, click Option, and clear the Use the Office Assistant option.)
- The Normal view is on. Zoom is 100 percent. (Use View/Normal; View/Zoom/100%.)
- The Wrap to Window setting is off. (Use Tools/Options/View.)
- All default settings for the Normal document template are in effect.
- In addition, all figures in the manual reflect the use of a standard VGA display monitor set at 800 by 600. If another monitor setting is used, there may be more or fewer lines of text displayed in the windows than in the figures. This setting can be changed using Windows setup.

## Microsoft Office 2000 Shortcut Bar

The Microsoft Office Shortcut Bar (shown below) may be displayed automatically on the Windows desktop. Commonly, it appears in the right side of the desktop; however, it may appear in other locations, depending upon your setup. The Shortcut Bar on your screen may display different buttons. This is because the Shortcut Bar can be customized to display other toolbar buttons.

The Office Shortcut Bar makes it easy to open existing documents or to create new documents using one of the Microsoft Office applications. It can also be used to send e-mail, add a task to a to-do list, schedule appointments using Schedule+, or access Office Help.



## Instructional Conventions

Hands-on instructions you are to perform appear as a sequence of numbered blue steps. Within each step, a series of pink bullets identifies the specific actions that must be performed. Step numbering begins new within each main topic heading throughout the tutorial.

Command sequences you are to issue appear following the word "Choose." Each menu command selection is separated by a /. If the menu command can be selected by typing a letter of the command, the letter will appear underlined. Items that need to be selected will follow the word "Select" and appear in black text. You can select items with the mouse or directional keys.

### EXAMPLE

The menu equivalent is **File/Open** and the keyboard shortcut is **Ctrl + O**.

1. Choose **File/Open**.  
     Select Trip Flyer.

Commands that can be initiated using a button and the mouse appear following the word "Click." The icon (and the icon name if the icon does not include text) is displayed following Click. The menu equivalent and keyboard shortcut appear in a margin note when the action is first introduced.



### EXAMPLE

**1** — ■ Click  Open.

Black text identifies items you need to select or move to. Information you are asked to type appears in black and bold.

### EXAMPLE

**1** — ■ Move to the A in Announcing.  
■ **Type Adventure Travel presents four new trips.**

## TUTORIAL

# 1

# Creating and Editing a Document

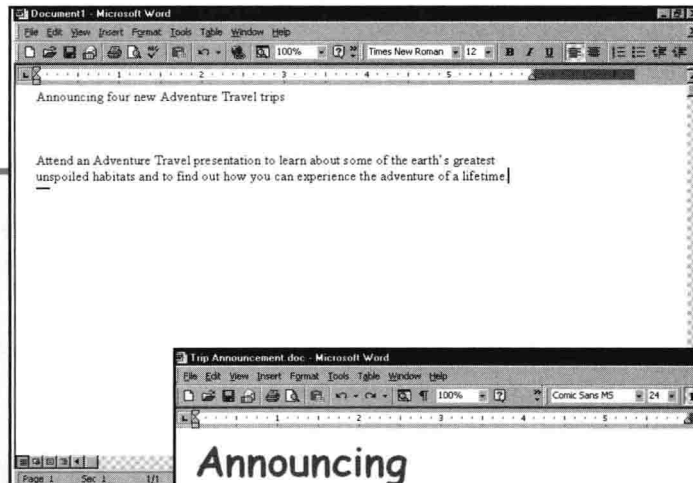
## Competencies

After completing this tutorial, you will know how to:

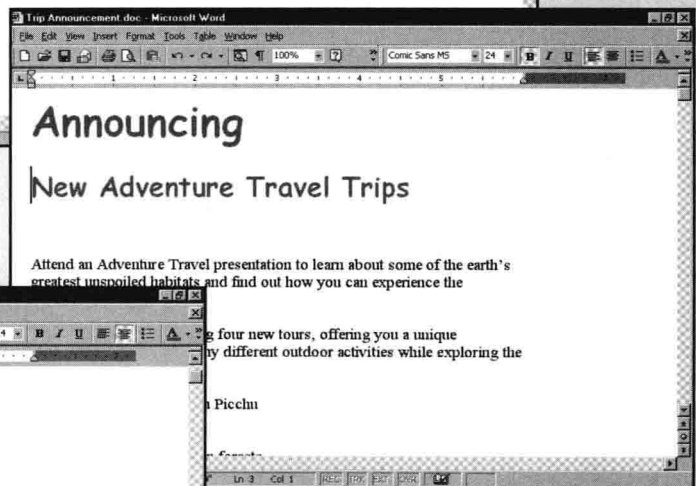
1. Develop a document as well as enter and edit text.
2. Insert and delete text and blank lines.
3. Use AutoCorrect, AutoText, and AutoComplete.
4. Use automatic spelling and grammar checking.
5. Save, close, and open files.
6. Select text.
7. Undo and redo changes.
8. Change fonts and type sizes.
9. Bold and color text.
10. Change alignment.
11. Insert, size, and move graphics.
12. Preview and print a document.

## Case Study

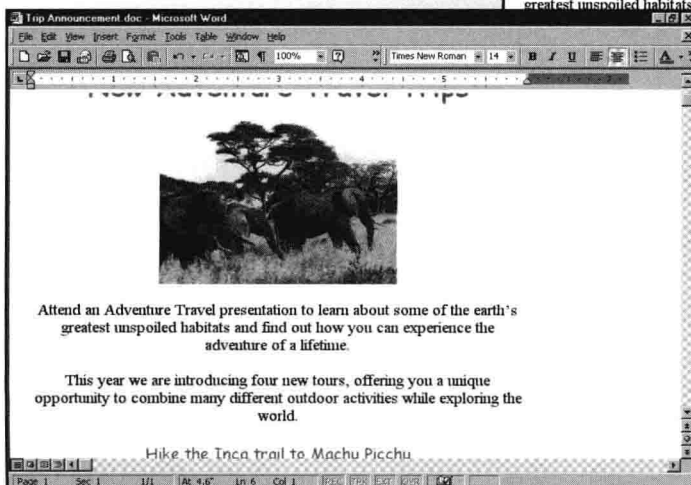
As a recent college graduate, you have accepted a job as advertising coordinator for Adventure Travel, a specialty travel company that organizes active adventure vacations. The company is headquartered in Los Angeles and has locations in other major cities throughout the country. You are responsible for coordination of the advertising program for all locations. This includes the creation of many kinds of promotional materials: brochures, flyers, form



Entering and editing text is simplified with many of Word's AutoCorrect features.



Formatting enhances the appearance of a document



Pictures add visual interest to a document

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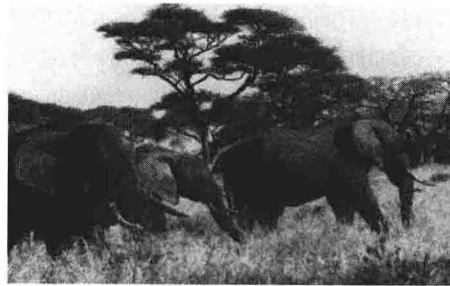
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letters, news releases, advertisements, and a monthly newsletter. You are also responsible for creating Web pages for the company Web site.

Adventure Travel is very excited about four new tours planned for the upcoming year. They want to promote them through informative presentations held throughout the country. Your first job as advertising coordinator will be to create a flyer advertising the four new tours and the presentations about them. The flyer will be modified according to the location of the presentation.

The software tool you will use to create the flyer is the word processing application Word 2000. It helps you create documents such as letters, reports, and research papers. In this tutorial, you will learn how to enter, edit, and print a document while you create the flyer (shown here) to be distributed in a mailing to Adventure Travel clients.

## Announcing New Adventure Travel Tours



This year we are introducing four new tours, offering you a unique opportunity to combine many different outdoor activities while exploring the world.

Hike the Inca trail to Machu Picchu  
Camp on safari in Tanzania  
Climb Mt. Kilimanjaro  
Explore the Costa Rican rain forests

Attend an Adventure Travel presentation to learn about some of the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime.

Presentation dates and times are January 5 at 7 PM, February 3 at 7:30 PM, and March 8 at 7 PM. All presentations are held at convenient hotel locations located in downtown Los Angeles, Santa Clara and at the airport.

**Call 1-800-777-0004 for presentation locations, a full color brochure, and itinerary information, costs, and trip dates.**

## Concept Overview

The following concepts will be introduced in this tutorial:

- 1 Template** A template is a document file that includes predefined settings that are used as a pattern to create many common types of documents.
- 2 Document Development** The development of a document follows several steps: plan, enter, edit, format, and preview and print.
- 3 AutoCorrect** The AutoCorrect feature makes some basic assumptions about the text you are typing and, based on these assumptions, automatically identifies and/or corrects the entry as you type.
- 4 Automatic Spelling Check** The automatic spelling-checking feature advises you of misspelled words as you create and edit a document, and proposes possible corrections.
- 5 Automatic Grammar Check** The automatic grammar-checking feature advises you of incorrect grammar as you create and edit a document, and proposes possible corrections.
- 6 AutoText and AutoComplete** The AutoText feature includes entries, such as commonly used phrases, that can be quickly inserted into a document. If the AutoComplete feature is on, a ScreenTip appears as you type the first four characters of an AutoText entry that suggests the remainder of the AutoText entry you may want to use.
- 7 Word Wrap** The word wrap feature automatically decides where to end a line and wrap text to the next line based on the margin settings.
- 8 Font** A font, also commonly referred to as a typeface, is a set of characters with a specific design.
- 9 Character Effects** Different character effects can be applied to selections to add emphasis or interest to a document.
- 10 Alignment** Alignment is how text is positioned on a line between the margins or indents. There are four types of paragraph alignment: left, center, right, and justified.
- 11 Graphics** A graphic is a non-text element or object, such as a drawing or picture, that can be added to a document.