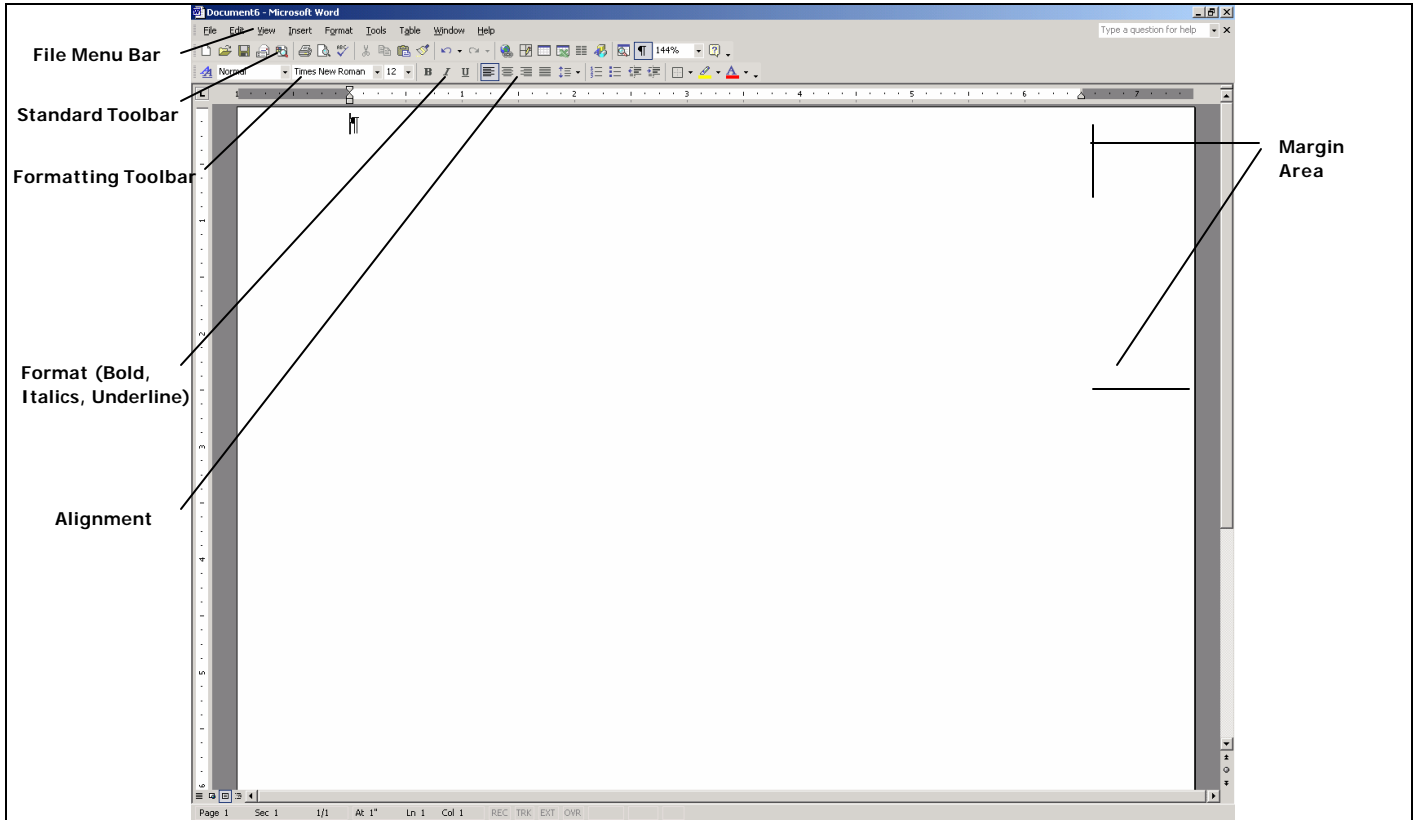


Using Word (XP) 2002

This has been designed to help you properly utilize some of the features of Word 2002



Entering Word 2000	Bold, Italics, Underline
<ol style="list-style-type: none"> 1. Double-click on the Word icon to open the program. A new file will open. 2. If you are using a file from a disk, click on File go to Open. A new/open box will appear. Click on the little arrow next to "look in" and scroll down to the A:/ drive. Click on the file and click open. 	<p>To bold something, click on the "B" in the tool bar, to underline, click on the "U", to use Italics, click on the "I". Click again to turn any of these off. Make sure that you have selected the item that you wish to make the change to.</p>
Saving and Problem Solving	Alignment/Page Settings
<p>If saving to A:/, Click on File, then Save As a dialog box will appear and just the Save in list arrow until you locate the floppy drive. Follow the same steps for C:/ or any other saving location. Please make sure to always Save your document every 2-3 minutes.</p>	<p>The buttons to the right of B, U, and I can be used to align your document left, center, right or justify.</p> <p>Right Alignment leaves a ragged edge on the left side of the page Left Alignment leaves a ragged edge on the right side of the page Center Alignment centers all text Full Justify leaves no ragged edges and utilizes all the space in the page from the edge of one margin to the other side.</p> <p>Page Settings, such as margins and layout can be found by clicking in the File Menu Bar area, Click File, Page Setup and there will be a list of options.</p>
Header/Footer	Font Changes
<ol style="list-style-type: none"> 1. Click on View 2. Headers and Footers will appear as an option 3. When open the text areas will be in gray and the Header and Footer Area will have a dotted box with room to type in 	<p>Make sure to go to the font type list arrow and also the font size list arrow and choose the proper style and size. These two options are usually found in the Formatting Tool Bar.</p>