



# Quick Access

Essential Computer Reference

# Microsoft Word 2000

## ELEMENTS

- **Document** - A file created in Word.
- **Document window** - A window that displays a document.
- **File menu** - The menu that contains commands for opening, saving, and printing documents.
- **Format menu** - The menu that contains commands for changing the appearance of text and graphics.
- **Insert menu** - The menu that contains commands for inserting text, graphics, and tables.
- **Tools menu** - The menu that contains commands for using the drawing tools.
- **Window menu** - The menu that contains commands for managing windows.
- **Help menu** - The menu that contains commands for getting help.

- **Address bar** - Shows the path to the document.
- **File name** - The name of the document.
- **File type** - The type of the document.
- **Open** - Command to open a document.
- **Save** - Command to save a document.
- **Print** - Command to print a document.
- **Close** - Command to close a document.
- **Quit** - Command to quit Word.

- **Font** - The appearance of text.
- **Font size** - The size of the text.
- **Font color** - The color of the text.
- **Font style** - The style of the text (bold, italic, underline).
- **Font effects** - Effects applied to text (shading, 3D).
- **Font face** - The typeface of the text.
- **Font weight** - The thickness of the text.
- **Font height** - The vertical size of the text.

- **Paragraph** - A group of lines of text.
- **Paragraph style** - The appearance of a paragraph.
- **Paragraph alignment** - The position of the text in the paragraph.
- **Paragraph spacing** - The space between paragraphs.
- **Paragraph indentation** - The distance from the left margin to the start of the text.
- **Paragraph orientation** - The direction of the text.
- **Paragraph direction** - The direction of the text (left-to-right or right-to-left).

- **Table** - A grid of cells.
- **Table border** - The lines that separate the cells.
- **Table cell** - One of the boxes in the table.
- **Table row** - A horizontal line of cells.
- **Table column** - A vertical line of cells.
- **Table style** - The appearance of a table.
- **Table width** - The width of the table.
- **Table height** - The height of the table.

- **Graphic** - An illustration.
- **Graphic object** - An object that can be moved and resized.
- **Graphic style** - The appearance of a graphic.
- **Graphic orientation** - The direction of the graphic.
- **Graphic direction** - The direction of the graphic (horizontal or vertical).
- **Graphic size** - The dimensions of the graphic.
- **Graphic position** - The location of the graphic.

- **Table of contents** - A list of sections and their page numbers.
- **Table of figures** - A list of figures and their page numbers.
- **Table of tables** - A list of tables and their page numbers.
- **Table of footnotes** - A list of footnotes and their page numbers.
- **Table of endnotes** - A list of endnotes and their page numbers.
- **Table of references** - A list of references and their page numbers.

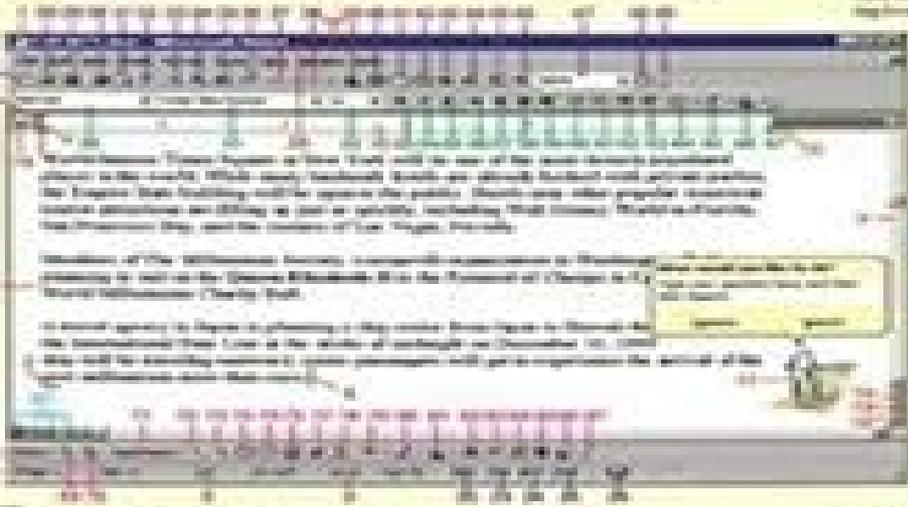
## VIEWS

- **Normal view** - The default view for editing text.
- **Web view** - The view for editing web pages.
- **Print range view** - The view for editing a specific range of text.
- **Table of contents view** - The view for editing a table of contents.
- **Table of figures view** - The view for editing a table of figures.
- **Table of tables view** - The view for editing a table of tables.
- **Table of footnotes view** - The view for editing a table of footnotes.
- **Table of endnotes view** - The view for editing a table of endnotes.
- **Table of references view** - The view for editing a table of references.

- **Page** - One of the sheets of paper.
- **Page number** - The number of the page.
- **Page margin** - The space between the text and the edge of the page.
- **Page header** - The text at the top of the page.
- **Page footer** - The text at the bottom of the page.
- **Page orientation** - The direction of the page (portrait or landscape).
- **Page size** - The dimensions of the page.
- **Page color** - The background color of the page.

## INDICATORS

- **Cursor** - The position where text is entered.
- **Insertion point** - The position where text is entered.
- **Text cursor** - The cursor for text.
- **Graphic cursor** - The cursor for graphics.
- **Table cursor** - The cursor for tables.
- **Table of contents cursor** - The cursor for a table of contents.
- **Table of figures cursor** - The cursor for a table of figures.
- **Table of tables cursor** - The cursor for a table of tables.
- **Table of footnotes cursor** - The cursor for a table of footnotes.
- **Table of endnotes cursor** - The cursor for a table of endnotes.
- **Table of references cursor** - The cursor for a table of references.



- **Section** - A part of a document.
- **Section style** - The appearance of a section.
- **Section orientation** - The direction of the section.
- **Section direction** - The direction of the section (horizontal or vertical).
- **Section size** - The dimensions of the section.
- **Section position** - The location of the section.
- **Section color** - The background color of the section.

## STANDARD TOOLBAR

- **File** - Command to open, save, and print documents.
- **Edit** - Command to undo and redo actions.
- **Format** - Command to change the appearance of text and graphics.
- **Table** - Command to insert and edit tables.
- **Window** - Command to manage windows.
- **Help** - Command to get help.
- **Print** - Command to print a document.
- **Close** - Command to close a document.
- **Quit** - Command to quit Word.

- **Undo** - Command to reverse the last action.
- **Redo** - Command to repeat the last action.
- **Cut** - Command to remove text or graphics and copy them to the clipboard.
- **Copy** - Command to copy text or graphics to the clipboard.
- **Paste** - Command to insert text or graphics from the clipboard.
- **Find** - Command to search for text or graphics.
- **Replace** - Command to replace text or graphics.
- **Format** - Command to change the appearance of text and graphics.
- **Table** - Command to insert and edit tables.
- **Window** - Command to manage windows.
- **Help** - Command to get help.

- **Page** - One of the sheets of paper.
- **Page number** - The number of the page.
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- **Page orientation** - The direction of the page (portrait or landscape).
- **Page size** - The dimensions of the page.
- **Page color** - The background color of the page.

## DRAWING TOOLBAR

- **Line** - Command to draw a straight line.
- **Rectangle** - Command to draw a rectangle.
- **Text box** - Command to insert a text box.
- **Text box with shadow** - Command to insert a text box with a shadow.
- **Text box with 3D** - Command to insert a text box with a 3D effect.
- **Text box with gradient fill** - Command to insert a text box with a gradient fill.
- **Text box with vertical text** - Command to insert a text box with vertical text.
- **Text box with wrap text** - Command to insert a text box with wrap text.
- **Text box with no border** - Command to insert a text box with no border.
- **Text box with no fill** - Command to insert a text box with no fill.
- **Text box with no text** - Command to insert a text box with no text.

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- **Text box with no border and no text** - Command to insert a text box with no border and no text.

## FORMATTING TOOLBAR

- **Font** - Command to change the appearance of text.
- **Font size** - Command to change the size of the text.
- **Font color** - Command to change the color of the text.
- **Font style** - Command to change the style of the text (bold, italic, underline).
- **Font effects** - Command to change the effects applied to text (shading, 3D).
- **Font face** - Command to change the typeface of the text.
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- **Section** - Command to change the appearance of a section.
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- **Table cell** - Command to change the appearance of a cell.
- **Table row** - Command to change the appearance of a row.
- **Table column** - Command to change the appearance of a column.
- **Table style** - Command to change the appearance of a table.
- **Table width** - Command to change the width of the table.
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# Microsoft Word 2000 Quick Reference

**D Keegan**



## **Microsoft Word 2000 Quick Reference:**

**Microsoft Word 2000 Quick Reference** Nancy Warner,2001      **Microsoft Word 2000 : Quick Reference** Digital Content Factory Ltd,2002      **Microsoft Word 2000 : quick reference guide** Nevada Learning Series Inc,1999  
*Microsoft Word 2000* Nevada Learning Series Inc,1999      **Microsoft Word 2000 Quick Reference** Nancy Price Warner,Nancy D. Lewis,1999-01-01 Fast information can be located in the alphabetical arrangement of the text and tables show instant shortcut keystrokes and button information      *Microsoft Word 2000 at a Glance* Jerry Joyce,Marianne Moon,1999 Microsoft Word 2000 At a Glance gives readers a fast easy visual way to solve problems and get work done with the latest version of Microsoft s powerful bestselling word processing program This reference title delivers concise answers and is an ideal desk side companion for users who need quick problem solving information      **Microsoft Word 2000 Step by Step** Catapult, Inc,1999 An integrated training kit for Office 2000 end users that provides instruction through both print based and multimedia based hands on learning The unique learning combination gives readers the best teaching method for their learning objectives all in one integrated kit The CD ROM contains sample files for step by step lessons and Starts Here multimedia lessons      **Word 2000 for Windows For Dummies Quick Reference** Peter Weverka,1999-02-17 Once upon a while ago computers were considered overgrown calculators If you wanted to mess with numbers math and calculations you counted on a computer These days computers reach far beyond the business of numerals Microsoft Word takes computing into the realm of words where the wonders await in processing letters syllables passages documents and more Word 2000 For Windows For Dummies Quick Reference cuts through the technical details and jargon to the real deal in word processing In a handy spiral bound that allows you to lay the book flat alongside your computer for quick and easy reference this accessible resource lets you zoom in on just the information you need If you re looking for fluff you won t find it in this guide instead you ll discover Great coverage on the basics such as how to get Word 2000 up and running Loads of tips on making your word processing move faster Expert info on advanced formatting and automation features One whole section dedicated to Web and desktop publishing Instruction on how to use HTML native format in documents The scoop on printing everything from simple documents to labels for mass mailings Troubleshooting insight that can help you fix problems yourself without losing your mind or hair When you want to try something new want to attempt something you re unsure of or tell yourself that there has to be a better way open up Word 2000 For Windows For Dummies Quick Reference With plain English explanations and illustrations this little volume is worth its weight as it unfolds page after page of reliable time trimming information and insight      **Microsoft Word 2000 Quick Reference Card** Element K Journals Creative Team,2003-05-01  
**Database Development For Dummies** Allen G. Taylor,2011-05-09 Powerful low cost database development tools make it possible for virtually anybody to create their own database and this hands on guide makes it fun and easy Databases permeate every nook and cranny of our highly connected information intensive world from ATMs to personal finance online

shopping and networked information management Databases have become so integral to the business environment that nowadays it's next to impossible to stay competitive without the assistance of some sort of database technology no matter what type or size of business you run But developing your own database can be tricky Whether you want to keep records for a small business or run a large e-commerce website developing the right database system can be a major challenge Which is where Database Development For Dummies comes in From data modeling methods and development tools to Internet accessibility and security this comprehensive guide shows you step by step and with illustrations everything you need to know about building a custom system from the ground up You'll learn to Model data accurately Design a reliable functional database Deliver robust relational databases on time and on budget Build a user friendly database application Put your database on the Web The book acquaints you with the most popular data modeling methods and shows you how to systematically design and develop a system incorporating a database and one or more applications that operate on it Here's more of what you'll discover in the book Database architecture and how it has evolved How database technology affects everyday life A structured approach to database development How to create an appropriate data model How to develop a reliable relational design The complexities that you're likely to encounter in designing a database and how to simplify them Implementing your design using Microsoft Access 2000 SQL Server and other powerful database development tools Database security Ten rules to know when creating a database Another ten rules to know when creating a database application If you need a database tailored to you and your company's current and future data storage and management needs this is the book for you Get Database Development For Dummies and discover what it takes to design develop and implement a sophisticated database system

Word 2000 in a Nutshell Walter Glenn,2000-08-18 This guide features the renowned O'Reilly Nutshell style of drilling deep into a subject without wasting time and words on extraneous detail Throughout are time saving tips and in depth details that an intermediate advanced user needs

**Microsoft Office 2000** Gary B. Shelly,Thomas J. Cashman,Misty Vermaat,2000 This new text from the Shelly Cashman Series goes well beyond the fundamentals by covering more advanced Microsoft Office 2000 functionality for skilled users

Designing Instruction for Technology-enhanced Learning Patricia L. Rogers,2003-01-01 Addressing the gap between technology skills and the application of those skills in educational settings this text offers strategies for using technology to facilitate the teaching and learning experience Recommendations and practical advice on how to integrate teaching strategies with supporting media technology are provided Methods such as online teaching hypermedia instruction and blended technology learning are explained from theory to practice

**Microsoft Word 2000** Gary B. Shelly,Thomas J. Cashman,Misty E. Vermaat,2000 Part of the highly successful Shelly Cashman Series this text provides coverage of basic and advanced Microsoft Word 2000 skills Each project is explained using a clear step by step screen by screen approach that ensures the user stays on track

Microsoft PowerPoint 2000 Marni Ayers Brady,1999

Microsoft Outlook 97 For Windows For Dummies Quick Reference Bill

Dyszal,1997-05-13 To get a real productivity boost from Outlook you need Microsoft Outlook 97 For Windows For Dummies Quick Reference With this handy concise guide you won't waste time looking up how to use the many powerful features built into Microsoft's multifaceted scheduler contact manager and communications program The perfect on the road companion to the in depth Microsoft Outlook 97 For Windows For Dummies provides practical tips so that you can take advantage of the Outlook program's capabilities for workgroup collaboration task and contact management calendar maintenance exchanging e mail instant note taking and journaling [International English Microsoft Word 2000 Quick Source Reference Guide](#) Quick Source,2001-01-01 *Creating Web Pages for Dummies Quick Reference* Doug Lowe,1999-03-02 What's the shortest distance between two points A copy of one of our popular no frills Quick Reference guides of course Here's everything you need to know to create your own Web pages from scratch *Creating Web Pages For Dummies Quick Reference 2nd Edition* gives you fast friendly and easy to understand information on mastering the basics of page design working with graphics sounds and video performing basic to advanced scripting with JavaScript and VBScript creating Web pages with Microsoft FrontPage 2000 Netscape Composer 4.5 or Microsoft FrontPage Express and finally publishing your Web sites to the server of your own choice *Creating Web Pages For Dummies Quick Reference 2nd Edition* delivers the goods on Web publishing in short sweet and straight to the point steps Designed with real world usage in mind this slender one volume reference guide is bound so that it lays flat on your desk or workspace for quick reference just like its user friendly title says [Microsoft Access 2000](#) Gary B. Shelly,Thomas J. Cashman,Philip J. Pratt,2000 Part of the successful Shelly Cashman Series this text offers a clear screen by screen step by step approach to learning Microsoft Access 2000 **Microsoft Office 2000 Small Business at a Glance** Robin Romer,Marie Swanson,1999 This book covers all the products in the Office 2000 Small Business suite The book covers each application in its own section as well as including chapters on using applications within the suite together The book also shows how to use common elements in the suite and covers Web publishing techniques using Office

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