

LESSON 123

INSIDE MICROSOFT WORD WHAT YOU SHOULD KNOW

Microsoft Word is the most popular word processing software package available for the PC. There are several things your mother never taught you about Word. Here are some inside tips you should be aware of.

If you should need technical support with Word, the tech support person you will speak with will ask you to give the product I.D. and whom the program is registered to. You can locate this information in both the Office 97 and Office 2000 versions of Word by clicking on Help and the on About. The About Microsoft Word screen will display both the product ID and whom Word is registered to.

While in the About Microsoft Word window, click on the System Information button. The Microsoft System Information screen displays information about your system, including the amount of RAM installed, the version of Windows you are using, the amount of system resources available and the size of the Windows swap file. The amount of hard drive space free and available is also listed, along with other system information.

The Office 2000 version of Word has a software tool that searches for disconnected shortcuts, missing .EXE and .DLL files and Registry errors in any installed Office application program.

To run the Detect and Repair tool click on Help and then select Detect and Repair. Windows will repair errors located by this tool. You may be required to insert the Office 2000 CD-ROM disk into the CD-ROM drive.

Finally, there are several keyboard shortcuts that save you the time it takes to move from the keyboard to your mouse. Here's the list:

F3	Insert an AutoText entry
F4	Repeat the last action
F5	Go To command (from the Edit menu)
F6	Move to the next pane
F7	Spell check
ESC	Cancel an action
CTRL+Z	Undo an action
CTRL+Y	Repeat an action
CTRL+N	Create a new document
CTRL+O	Opens a document
CTRL+W	Closes a document
CTRL+SHIFT+F	Changes the font
CTRL+SHIFT+P	Changes the font size
CTRL+SHIFT+>	Increase font size 2 points



CTRL+SHIFT+< Decrease font size 2 points
CTRL+] Increase font size one point
CTRL+[Decrease font size one point
ALT+F4 Exit from Word
ALT+CTRL+P Switches to Layout page view
ALT+CTRL+O Switches to Outline page view
ALT+CTRL+N Switches to Normal page view

