

LESSON 188

SHADY WORK IN MS WORD 2000, USING SYNONYMS WORD 2000 EASTER EGG

What better way to make a paragraph stand out in Word 2000 than to add shading. This is a great effect to use in things like newsletters. To add shading to a paragraph, Highlight the text or paragraph you want to shade and then click on Format, Borders and Shading, and then click the Shading tab.

You'll have several options here, so choose a color from the color pallet on the left. Select a light color so your text shows through, and click OK.

Word 2000 provides both spell checking and a Thesaurus to help you choose the right words as you create a document. Word 2000 also has a shortcut that brings up synonyms. Right-click on a word and from the resulting pull-down menu select Synonyms. At the end of the list of synonyms you can click on Thesaurus to go directly into the thesaurus menu, which gives you more choices.

Word 2000 has a couple of Easter Eggs, which are bits of program code that perform functions that really have nothing to do with using your word processor.

For example, start a new document, type "=rand()" (without the quotes) and press the Enter key. You'll see the phrase "The quick brown fox jumps over the lazy dog" repeated several times.

Another Easter Egg in Word changes the cursor from a vertical line to a plus (+) sign. Press the Ctrl, Alt and = keys at the same time. You'll have to exit the document to turn this feature off.

Finally, you can see the "credits" Easter egg in Word 2000. From within a document, press the F1 key. Under the "What would you like to do?" section, highlight any text and delete it. Type the word Cast and click on the Search key. Click on the graphic that appears on the right side of the Microsoft Word window and you'll see a display of the names of people who worked on the Office Assistant.

