

LESSON 192

USING ZOOM IN WORD 2000

Microsoft Word 2000, part of the Office 2000 suite, has some interesting features. One feature that I find useful is the ability to view several pages at the same time. It allows me to see how several printed pages will look. The tool that does this is called the "zoom" tool.

To view several pages at the same time, from within an open document, click on View on the menu bar at the top of your document. Select Print Layout mode.

Click again on View and this time click on Zoom. In the "Zoom to" section click next to "Many pages:" Select the number of pages you want to view by clicking in the monitor icon that appears below. Clicking on the up or down arrows in the Percent: box lets you resize the document pages as they appear on your screen.

Now you'll see how your printed pages will look before you print them out.

