

Word 2002: Core Task Reference List

KEY

Description of task

Exercise reference(s)

AutoCorrect entry, create

6-2

Choose **T**ools, **A**utoCorrect Options; key entry in **R**eplace box and in **W**ith box; click **A**dd.







Summary of recommended procedure

Ask a Question Help box, activate	Using Help 1	
Click within Ask a Question box, key question or topic, and press Enter . Choose related Help topic from drop-down list.		
AutoCorrect entry, create	6-2	
Choose T ools, A utoCorrect Options. Key entry in R eplace box. Key replacement text in W ith box. Click A dd. Click O K.		
AutoCorrect options, control	6-3	
After autocorrection occurs, move I-beam over text until small, blue box appears. Click AutoCorrect Options button  . Choose option from menu list.		
AutoRecover options, set	2-14	
Choose T ools, O ptions, S ave tab. Click S ave AutoRecover info every check box to select it. Set m inutes to how often AutoRecover saves open documents. Click O K.		
AutoText entry, create	6-5	
Select text. Click N ew on AutoText toolbar or press Alt + F3 . Key name of AutoText entry. Click O K.		
AutoText entry, delete	6-6	
Click AutoText button  on AutoText toolbar. Select existing AutoText entry. Click D elete. Click O K.		
AutoText entry, edit	6-6	
Select edited text. Click AutoText button  on AutoText toolbar. Select existing AutoText entry. Click A dd. Click Y es to redefine.		
AutoText entry, insert	6-4	
Begin keying name of AutoText entry and press Enter when you see tip. To first view existing entries, choose I nsert, A utoText, and point to a category.		
Bold style, use	3-1	
Select text. Click Bold button  or press Ctrl + B .		
Borders, set for page	4-7	
Place insertion point within page. Choose F ormat, B orders and Shading, P age Border tab. Choose desired options.		
Borders, set for text or paragraph	4-6, 4-7	
Select text or place insertion point in paragraph. Choose F ormat, B orders and Shading, B orders tab. Choose desired options and apply to either paragraph or text.		
Browse document by objects	2-6	
Click Select Browse Object button  . Select type of object to browse for. Click Previous  or Next button  to jump to previous or next occurrence of such an object in document.		
Bulleted list, create or remove	4-11, 4-13	
Select text to be bulleted. Click Bullets button  . To choose a different bullet character, choose F ormat, B ullets and N umbering, B ulleted tab. To remove bullets, select bulleted text and click Bullets button.		
Case, change	3-11	
Select text; choose F ormat, C hange Case; choose case option; click O K. Or select text and press Shift + F3 .		
Character spacing, adjust	3-8	
Select text. Choose F ormat, F ont, C harter Spacing tab. Click down arrow to display Spacing options and select Expanded or Condensed.		
Chart, activate	11-13	
Click chart once to select it in Word for sizing. Double-click chart to activate Microsoft Graph and display datasheet. (If datasheet does not appear, click View Datasheet button  on toolbar.		

Chart, add/delete options 11-18	11-18
Select chart. Choose C hart, C hart O ptions. Click appropriate tab and add or delete options.	
Chart, change sub-type 11-17	11-17
Select chart. Choose C hart, C hart T ype, S tandard T ypes tab. Under C hart sub-type, click sub-type. Click O K.	
Chart, change type 11-17	11-17
Select chart. Click Chart Type button  . Choose different chart type.	
Chart, create from scratch 11-12, 11-13	11-12, 11-13
Position insertion point. Choose I nsert, P icture, C hart. Click upper-left gray box in datasheet to select sample chart data. Press D elete to delete data. Key data.	
Chart, create from Word table 11-14	11-14
Select table. Choose I nsert, P icture, C hart. Edit datasheet, using chart as guide.	
Chart, edit 11-15	11-15
Double-click chart to activate Microsoft Graph. Display datasheet. Click datasheet cell and key new data.	
Chart, set size and position of 11-14-11-16	11-14-11-16
Click chart to select it. Drag chart handle to increase or decrease size of chart. Click alignment button on Formatting toolbar to position horizontally.	
Chart, switch data series in 11-16	11-16
From rows to columns, click B y C olumn button  . From columns to rows, click B y R ow button  on toolbar.	
Clear character formatting 3-14	3-14
Select text. Choose C lear F ormatting from S tyles and F ormatting task pane or press C trl + S pacebar.	
Clip art, change wrapping style 11-8	11-8
Select picture. Click T ext W rapping button  on P icture toolbar. Choose wrapping style.	
Clip art, crop 11-5	11-5
Select picture. Click C rop button  on P icture toolbar. Place cropping tool over sizing handle on picture and drag pointer until you have hidden part of picture to crop.	
Clip art, insert from Clip Organizer 11-2	11-2
Position insertion point. Open I nsert C lip A rt task pane (I nsert, P icture, C lip A rt). Click C lip O rganizer at bottom of task pane. Under C ollection L ist, click plus sign next to collection to expand list of categories. Click category names to expand and display clips. To insert clip, point to clip, click down arrow, copy, and then paste into document.	
Clip art, insert from task pane 11-1	11-1
Position insertion point. Choose I nsert, P icture, C lip A rt to open I nsert C lip A rt task pane. In S earch text box, enter keyword (one-word description of desired clip art) and click S earch button. Click clip art image to insert. To search again, click M odify button and key new search word.	
Clip art, move 11-7	11-7
Select picture. Drag it to new location.	
Clip art, restore 11-6	11-6
Click R eset P icture button  on P icture toolbar.	
Clip art, select 11-3	11-3
Click picture.	
Clip art, size 11-4	11-4
Select picture. Move pointer to lower sizing handle on border of picture. Drag sizing handle toward or away from center of picture to decrease or increase size. To size to a specific measurement, double-click picture to open F ormat P icture dialog box. Click S ize tab. L ock a spect ratio and R elative to original picture size should be checked. Under S ize and R otate, key H eight. Press T ab. Click O K. To scale picture to percentage of its original size, under S cale in dialog box, set H eight to a percentage.	
Close document 1-12	1-12
Click document C lose button  at right end of menu bar or choose F ile, C lose.	
Column breaks, insert 10-6	10-6
Position insertion point where you want break to appear. Choose I nsert, B reak, choose C olumn b reak, and click O K. Or press C trl + S hift + E nter.	

Column length, balance 10-7	Position insertion point at end of column text. Open Break dialog box and insert Continuous section break to balance columns.
Column width, change by using ruler 10-5	Display ruler. Position insertion point in column you want to resize. Point to column marker on ruler and drag. To see the column measurement, hold down Alt while dragging to desired width.
Columns, create by using Columns dialog box 10-2	Position insertion point where you want column text to begin. Choose F ormat, C olumns. Choose appropriate options.
Columns, create by using toolbar 10-1	Position insertion point where you want column text to begin. Click Columns button  on Standard toolbar and point to desired number of columns.
Columns, create equal spacing 10-2	Open Columns dialog box. Set spacing size for columns and click E qual column width check box.
Columns, create line between 10-2	Open Columns dialog box. Click L ine b etween check box.
Columns, move between 10-3	Position insertion point at end of last column on a page. Press  to move to first column at top of next page. Press  to return to previous location. Position insertion point at end of first column on same page and press  to move to top of second column on same page. Position insertion point anywhere in the middle of the last line of first column on a page. Press  to move insertion point to same position in same column at top of next page.
Comments, delete 12-2	Right-click comment in balloon or Reviewing pane and choose D elete C omment from short-cut menu. Or use Reject Change/Delete Comment button  on Reviewing toolbar. To delete all comments, click Reject Change/Delete Comment button arrow and choose D elete A ll C omments in Document.
Comments, edit 12-2	Click comment balloon in Print Layout view or click comment text in Reviewing pane. Edit text.
Comments, insert 12-1	Display Reviewing toolbar. Select text or position insertion point where you want to insert comment. Click New Comment button  . Key comment text.
Comments, print 12-3	Choose F ile, P rint, P rint w hat. Choose Document showing markup or List of markup.
Comments, view 12-1	Switch to Print Layout view or display the Reviewing pane in Normal view.
Compare and merge documents 12-4	Open first document. Choose T ools, C ompare and M erge D ocuments. Click L egal b lackline check box to select it. Choose second file. Click C ompare.
Continuation page header, create 8-16	For two-page or longer memo or letter, set 2-inch top margin. In Page Setup dialog box, Layout tab, check D ifferent first page and set the H eaders to 1 inch from edge. Display header pane and key on three lines: addressee name, "Page" followed by page number (use Insert Page Number button on Header and Footer toolbar), and date. Insert two blank lines after date.
Copy and paste text 6-16	Select text to copy. Click Copy button  on Standard toolbar or press Ctrl + C . To paste, position insertion point, and click Paste button  or press Ctrl + V .
Copy formatting 3-10	Select formatted text. Click Format Painter button  . Select new text with Format Painter pointer.
Copy text with drag-and-drop 6-17	Select text to copy. Point to selected text, hold down Ctrl , and click and hold left mouse button. Drag pointer to move dotted insertion point to desired position. Release mouse button and Ctrl key.

Cut and paste text 6-14	Find text 6-9
Select text to cut. Click Cut button  on Standard toolbar or press Ctrl + X . To paste, position insertion point, and click Paste button  or press Ctrl + V .	Choose E dit, F ind or press Ctrl + F . In F ind what text box, key text to find. Choose search option if needed. Click F ind Next.
Date and time, insert 7-12	Folder, create 2-3
Choose I nsert, D ate and T ime. Choose format.	Choose F ile, S ave A s. From S ave in drop-down list, choose location for folder. Click C reate N ew folder button. Key name for folder. Click O K.
Diagram, add text to 11-11	Font effects, choose 3-6
Click in diagram shape and key text. To add shapes, click I nsert S hape button.	Select text. Choose F ormat, F ont. Choose effect.
Diagram, create 11-10	Font effects, set all caps 3-7
Position insertion point. Choose I nsert, D ia- g ram. In Diagram Gallery dialog box, double-click diagram.	Select text. Press Ctrl + Shift + A .
E-mail, send document in body of 7-13	Font effects, set double underlining 3-7
Click E-mail button  . Enter information in header. Click S end a C opy.	Select text. Press Ctrl + Shift + D .
Envelopes and labels, print 7-9, 7-10, 7-11	Font effects, set hidden text 3-7
Choose T ools, L etters and M ailings, E nvelopes and L abels, E nvelopes or L abels tab. Enter information and choose options. Click P rint.	Select text. Press Ctrl + Shift + H .
Find and replace formatting 6-12	Font effects, set small caps 3-7
Choose E dit, R eplace or press Ctrl + H . Click M ore to expand dialog box. Clear F ind what and R eplace with boxes of text and previous formatting. Use F ormat button to choose type of formatting for text boxes. Click F ind Next. Click R eplace or R eplace A ll.	Select text. Press Ctrl + Shift + K .
Find and replace special characters 6-12	Font effects, set subscript 3-7
Choose E dit, R eplace or press Ctrl + H . Click M ore to expand dialog box. Clear F ind what and R eplace with boxes of text and formatting. Use S pecial button to insert special character in text boxes. Click F ind Next. Click R eplace or R eplace A ll.	Select text. Press Ctrl + = .
Find and replace text 6-9, 6-10	Font effects, set superscript 3-7
Choose E dit, R eplace or press Ctrl + H . In F ind what text box, key text to find. Choose search option if needed. Key text to replace in R eplace with text box. Choose search option if needed. Click F ind Next. Click R eplace.	Select text. Press Ctrl + Shift + = .
Find and replace to delete text 6-11	Font effects, set words-only underlining 3-7
Choose E dit, R eplace or press Ctrl + H . In F ind what text box, key text to find. Keep R eplace with text box empty. Click F ind Next. Click R eplace or R eplace A ll.	Select text. Press Ctrl + Shift + W .
	Font size, change 3-4, 3-5
	Select text, and press Ctrl + Shift + < to reduce or press Ctrl + Shift + > to increase. Or use Font Size box on Formatting toolbar.
	Font, change 3-5
	Select text, open Font dialog box, choose font, and click O K. Or select text and use Font box on Formatting toolbar.
	Footer, add 8-15
	Choose V iew, H eaders and F ooter. On Header and Footer toolbar, click S witch B etween H eaders and F ooter button to move to footer pane. Press T ab to center-align footer text or press T ab twice to right-align footer text. Key footer text or use buttons on Header and Footer toolbar to insert text fields (such as page number or AutoText).



Go to page or section 8-8	Press F5 or Ctrl + G . In Go to what list, choose Page or Section . In Enter page number or Enter section number text box, key page or section number. Click Go To .
Go to relative destination 8-9	Press F5 or Ctrl + G . In Go to what list, choose Page or Line . In Enter page number or Enter line number text box, key number of pages or lines by which to move. To move forward, precede number with plus sign. To move backward, precede number with minus sign. To move by percentage, in Go to what list, choose Page ; in Enter page number key percentage with percent symbol. Click Go To .
Header, add 8-14	Choose View , Header and Footer , press Tab to center-align the header text or press Tab twice to right-align the header text. Key header text or use buttons on Header and Footer toolbar to insert text fields (such as page number or AutoText).
Highlight text 3-12	Click Highlight button down arrow  and choose a highlight color. Drag the highlight pointer over text to highlight it.
Indent 4-4	Using default tab settings: place insertion point in paragraph; click Increase Indent button  ; click Decrease Indent button  . Using custom settings: choose Format , Paragraph .
Insertion point, move by using keyboard 2-5	Press Home , End , π , PgDn , and the Arrow keys, alone or in combination with Ctrl , to move insertion point to specific locations in document.
Insertion point, move by using mouse 1-5	Move mouse to position I-beam pointer and click left mouse button.
Italic style, use 3-1	Select text. Click Italic button  or press Ctrl + I .
Keep lines together 8-4	To prevent lines of a paragraph from displaying on two pages: position insertion point in paragraph; choose Format , Paragraph , Line and Page Breaks tab; click Keep lines together check box.
Keep paragraphs together 8-4	To keep two paragraphs together on same page: position insertion point in first paragraph; choose Format , Paragraph , Line and Page Breaks tab; click Keep with next check box.
Line-break character, insert 2-4	Press Shift + Enter .
Margins, change 7-1, 7-2, 7-3, 7-5	Choose File , Page Setup , Margins tab and change settings. In Page Layout view or Print Preview , drag margin boundaries on ruler to change settings, holding down Alt as you drag. To change margins for selected text, use Page Setup dialog box.
Menu, close 1-2	Click menu name or press Esc .
Menu, open 1-2	Click menu name on menu bar. To see all the menu's commands, click arrows at the bottom of menu.
Move text with drag-and-drop 6-15	Select text to move. Point to selected text, and click and hold left mouse button. Drag pointer to move dotted insertion point to desired position. Release mouse button.
New blank document, create 1-3	Click New Blank Document button  on Standard toolbar.
Nonbreaking hyphen, insert 2-4	Press Ctrl + Shift + hyphen.
Nonbreaking space, insert 2-4	Press Ctrl + Shift + Spacebar .
Nonprinting characters, display 2-4	Click Show/Hide ¶ button  on Standard toolbar.

Numbered list, create or remove 4-12, 4-13	Page numbers, change position of 8-11
Select text to be numbered. Click Numbering button  . To choose different number format, choose Format, Bullets and Numbering, Numbered tab. To remove numbering, select numbered text and click Numbering button .	Choose I nsert, P age N umbers. Choose different position from P osition drop-down list. Choose different alignment from A lignment drop-down list. Clear S how number on first page check box if page 1 is not to display a page number.
Numbered list, restart numbering in 4-13	Page numbers, remove 8-13
Right-click list item to restart numbering and choose R estart Numbering from shortcut menu.	In Print Layout view, double-click page number to open header or footer pane. Select and delete.
Office Clipboard, display 6-13	Page orientation, change 7-7
Choose E dit, O ffice C lipboard or press Ctrl + C twice.	Choose F ile, P age S etup, M argins tab. Choose L andscape or P ortrait orientation.
Open file 2-1	Paper size, change 7-7
Choose F ile, O pen. In Open dialog box, choose drive or folder in Look in box. Choose file. Click O pen.	Choose F ile, P age S etup, P aper tab. Choose size from P aper size drop-down list.
Outline numbered list, create 4-14	Paragraph spacing, set before and after 4-3
Place insertion point in paragraph to start outline numbering. Choose F ormat, B ullets and N umbering, O utline Numbered tab. Click outline style.	Place insertion point in paragraph. Choose F ormat, P aragraph. Set values for B efore and A fter boxes.
Page breaks, delete 8-3	Paragraph, align 4-1
Click page break. Press Delete .	Place insertion point in paragraph. Click alignment buttons on toolbar.
Page breaks, insert 8-2, 8-4	Paragraph, set line spacing within 4-2
Place insertion point where page break should occur. Press Ctrl + Enter or open Break dialog box (I nsert, B reak) and choose P age break. To apply Page break before paragraph formatting, position insertion point in paragraph; choose F ormat, P aragraph, L ine and P age Breaks tab; click P age break before check box.	Place insertion point in paragraph. Use L ine Spacing button  or press Ctrl + 1 , Ctrl + 2 , or Ctrl + 5 .
Page numbers, add 8-10	Paragraphs, combine or split 1-9
Choose I nsert, P age N umbers. Choose number position and alignment. Click O K.	To combine paragraphs, delete paragraph mark(s) between paragraphs. To split paragraph, position insertion point where you want to make the split and press Enter twice.
Page numbers, apply character formatting to 8-11	Paste text and control formatting 6-14
In Print Layout view, double-click page number to open header or footer pane. Select and format text.	Click Paste Options button  under pasted text and choose option from menu list. Or copy text; position insertion point for pasted text; choose E dit, P aste S pecial; choose an option; and click O K.
Page numbers, change number format of 8-11	Print a document 1-11, 2-13
Choose I nsert, P age N umbers. Click F ormat button. Choose different format from N umber format drop-down list.	Click P rint button  on Standard toolbar.
	Print options, choose 2-13, 7-8
	Choose F ile, P rint. Choose options in Print dialog box (examples: print current page, collate, print more than one copy, print more than one page per sheet).

Print Preview, use to edit document	7-6	Scroll vertically	2-6
Open Print Preview window. Click Magnifier button  . Adjust the zoom. Edit document.		Click up or down scroll arrow. Or click in vertical scroll bar above or below scroll box. Or drag scroll box up or down.	
Print Preview, use to view document	7-4	Search for file	2-2
Click Print Preview button  . Click Multiple Pages button  to view more than one page.		Click Search button  on Standard toolbar. In task pane, click in Search text box and key text contained in file you want to find. In Search in box, select location to search. In Results should be box, select type of file you want to find. Click Search. When results appear, click filename to open it.	
Properties, add	2-15	Section breaks, insert	8-5
Choose File, Properties to open Properties dialog box. Click any tab to enter properties to its boxes or to check existing properties. When entering properties, press Tab to move from one box to another in same tab. Click OK.		Click where new section should start. Choose Insert, Break. Under Section break types, choose type of section break.	
Redo an action	2-7	Sections, change type	8-6
Click Redo button  on Standard toolbar or press Ctrl + Y . To Redo multiple actions at one time, click Redo button down arrow and select desired actions.		Click within section. Choose File, Page Setup, Layout tab. Open Section start drop-down list and choose option. Check that Apply to indicates This section.	
Repeat an action	2-8	Sections, change vertical alignment of	8-7
Press F4 .		Click in section. Choose File, Page Setup, Layout tab. Under Vertical alignment, choose option. Check that Apply to indicates This section.	
Repeat formatting	3-9	Select a document	2-9
Select text. Apply formatting. Select new text. Press F4 or Ctrl + Y .		Move pointer to the left of any paragraph and hold down Ctrl while clicking, or press Ctrl + A . To select to the beginning of document, press Ctrl + Shift + Home . To select to the end of document, press Ctrl + Shift + End .	
Revisions, accept and reject	12-5	Select a line	2-11
Right-click revision and use shortcut menu to reject or accept. To use Reviewing toolbar, click Next button  or Previous button  to select revision, and then click Accept Change button  or Reject Change/Delete Comment button  . To accept all changes, click Accept Change button arrow and choose Accept All Changes in Document. To reject all changes, click Reject Change/Delete Comment button arrow and choose Reject All Changes in Document.		To select to the beginning of a line, press Shift + Home . To select to the end of a line, press Shift + End . To select one line up, press Shift + ↑ . To select one line down, press Shift + ↓ .	
Save (and name) new document	1-10	Select a paragraph	2-9
Choose File, Save As to open Save As dialog box. Key filename. Specify file location. Click Save.		Move pointer to the left of paragraph and double-click. Or triple-click within the paragraph.	
Save a document to update it	2-13	Select a sentence	2-9
Click Save button  on Standard toolbar.		Hold down Ctrl while clicking sentence.	
Scroll horizontally	2-6		
Click right or left scroll arrow. Or click in horizontal scroll bar to the right or left of scroll box. Or drag scroll box to right or left.			

<p>Select a word 2-9, 2-11</p> <p>Double-click word. Or to use keyboard to select word to the right of insertion point, press Ctrl + Shift + →. To use keyboard to select word to the left of insertion point, press Ctrl + Shift + ←.</p>	<p>Style, set for character 3-15</p> <p>Select text. Display Styles and Formatting task pane (choose Format, Styles and Formatting). Set Show box to All styles. Choose a character style from list.</p>
<p>Select and replace text 2-12</p> <p>Select text by using mouse or keyboard. Key new text to replace it.</p>	<p>Style, set for paragraph 4-10</p> <p>Click within paragraph to which you want to apply style. Open Styles and Formatting task pane. If style is currently in use, choose it from task pane. To select another Word style, open Show list and choose All styles.</p>
<p>Select characters 2-9, 2-11</p> <p>Drag across characters with mouse pointer. Or to use keyboard to select characters to the right of insertion point, press Shift + →. To use keyboard to select characters to the left of insertion point, press Shift + ←.</p>	<p>Symbols, insert 4-15</p> <p>Place insertion point where symbol should appear. Choose Insert, Symbol, Symbols tab. Click symbol to insert. Click Insert.</p>
<p>Select noncontiguous text 2-10</p> <p>Select the first item of text. Hold down Ctrl while selecting other noncontiguous items.</p>	<p>Table, apply borders to 9-12</p> <p>Click Line Style button down arrow  on Tables and Borders toolbar. Choose line style. Click Line Weight button . Choose line weight. Click Borders button  and apply border.</p>
<p>Select text with the same formatting 3-14</p> <p>Display Styles and Formatting task pane (Format, Styles and Formatting). Click dropdown arrow of the format you want to select. Choose Select All.</p>	<p>Table, apply shading to 9-12</p> <p>Select cells. Click Shading Color button down arrow  on Tables and Borders toolbar and choose color.</p>
<p>Shading, apply to text 4-8</p> <p>Place insertion point in paragraph or select text. Choose Format, Borders and Shading, Shading tab. Choose fill color.</p>	<p>Table, AutoFormat 9-13</p> <p>Click in table. Choose Table, Table AutoFormat or click Table AutoFormat button  on Tables and Borders toolbar. In AutoFormat dialog box, choose predefined format from list and select/deselect formatting options.</p>
<p>Smart tags, use 6-1</p> <p>Point to smart tag-labeled text. Click Smart Tag Actions button . Choose option from menu list.</p>	<p>Table, change column width of 9-10</p> <p>Select columns. Choose Table, Table AutoFormat, Column tab; key column width and click OK. Or drag the column border to change column width. Or double-click the border to AutoFit.</p>
<p>Special characters, insert 4-16</p> <p>Place insertion point where character should appear. Choose Insert, Symbol, Symbols tab; click Special Characters tab. Click character to insert. Click Insert.</p>	<p>Table, change row height of 9-10</p> <p>Select rows. Choose Table, Table Properties, Row tab; key row height and click OK. Or drag row boundary.</p>
<p>Spell- and grammar-check, individual errors 1-6, 6-7</p> <p>Right-click misspelled text or text with incorrect grammar. Choose correct text from top of shortcut menu.</p>	<p>Table, change text direction in 9-14</p> <p>Select cell. Click Change Text Direction button  on Tables and Borders toolbar.</p>
<p>Spell- and grammar-check, entire document 6-7</p> <p>Place insertion point at beginning of document. Press F7. Choose options available in Spelling and Grammar dialog box.</p>	

Table, delete	9-13	Table, select cells in	9-4
Select table. Choose T able, D elete, T able or press [Backspace] .		Point to cell with black right-pointing arrow and click to select. Or choose T able, S elect, C ell.	
Table, delete cells in	9-7	Table, select columns in	9-5
Select cells to be deleted. Choose T able, D elete, C ells.		Point to column with black down-pointing arrow and click to select. Or choose T able, S elect, C olumn.	
Table, delete columns in	9-7	Table, select rows in	9-5
Select columns. Choose T able, D elete, C ol- umns. Or right-click selection and choose D elete C olumns from shortcut menu.		Point to row with white right-pointing arrow and click to select. Or choose T able, S elect, R ow.	
Table, delete rows in	9-7	Table, sort	9-11
Select rows. Choose T able, D elete, R ows.		Select rows. Choose T able, S ort. In Sort dialog box, choose appropriate settings. Click OK.	
Table, draw	9-2	Table, split cells in	9-9
Click Tables and Borders button  . Use pencil pointer to draw outside border of table, and then draw columns and rows.		Select cells. Click Split Cells button  on Tables and Borders toolbar or choose T able, S plit C ells. In Split Cells dialog box, key number of columns and click OK.	
Table, insert	9-1	Tabs, adjust	5-6
Click Insert Table button  on Standard toolbar or choose T able, I nsert, T able.		Click in paragraph and then drag tab marker to correct location. Or open Tabs dialog box, select tab stop to change, choose alignment and leader type (if applicable), click S et, and click OK.	
Table, insert cells in	9-6	Tabs, clear	5-4, 5-5
Click Insert Cells button  on Tables and Borders toolbar or Standard toolbar.		Double-click tab marker on ruler, click C lear or C lear A ll in Tabs dialog box, and click OK. Or drag tab marker down off ruler.	
Table, insert columns in	9-6	Tabs, set	5-1, 5-2
Click Insert Columns button  on Tables and Borders toolbar or Standard toolbar.		Click in paragraph; choose F ormat, T abs; choose settings; click OK. Or click Tab Alignment button to choose correct alignment and then click at tab stop location on ruler.	
Table, insert rows in	9-6	Tabs, set leader	5-7
Click Insert Rows button  on Tables and Borders toolbar or Standard toolbar.		Click in paragraph. Choose F ormat, T abs. Key tab stop location. Choose alignment and leader type. Click OK.	
Table, key and edit text in	9-3	Task pane, display	1-4
Position insertion point in cell. Key text. Use various keyboard shortcuts to select text in cells and then edit the text.		Choose V iew, T ask P ane. To change task panes, click down arrow on task pane and choose another pane.	
Table, merge cells in	9-9	Task pane, hide	1-4
Select cells. Click Merge Cells button  on Tables and Borders toolbar or choose T able, M erge C ells.		Click the Close button  on the task pane.	
Table, move cells, rows, and columns in	9-8		
Select the cell, row, or column. Drag and drop to new location or cut and paste to new location.			
Table, select	9-5		
In Print Layout view, point to table move handle and click. Or choose T able, S elect, T able.			

<p>Template, use to create new document 7-14</p> <p>Choose File, New. Click General Templates in task pane. Choose tab. Double-click template. Delete placeholder text and replace with appropriate information.</p>	
<p>Text, delete 1-7</p> <p>To delete characters to the left of insertion point, press [Backspace]. To delete characters to the right of insertion point, press [Delete].</p>	
<p>Text, insert 1-8</p> <p>Position insertion point and key text. To key over existing text, press [Insert] to switch to Overtyping mode and key text. Press [Insert] again to return to regular Insert mode.</p>	
<p>Thesaurus, use 6-8</p> <p>Click within word. Press [Shift] + [F7]. Choose a synonym (or antonym). Click OK.</p>	
<p>Toolbar button, identify 1-3</p> <p>Point to button with mouse pointer.</p>	
<p>Undo an action 2-7</p> <p>Click Undo button  on Standard toolbar or press [Ctrl] + [Z]. To undo multiple actions at one time, click Undo button down arrow and select desired actions.</p>	
<p>Web page, preview document as 12-6</p> <p>Choose File, Web Page Preview. View document in browser window.</p>	
	<p>Web page, save as 12-7</p> <p>Choose File, Save as Web Page. Enter file-name. Choose Save in location. Click Save.</p>
	<p>Web theme, apply 12-7</p> <p>Choose Format, Theme.</p>
	<p>What's This? Help, activate Using Help 2</p> <p>Choose Help, What's This?. Use question-mark point to click on-screen item and view descriptive ScreenTip for item.</p>
	<p>Wizard, use to create new document 7-15</p> <p>Choose File, New. Click General Templates in task pane. Choose tab. Double-click wizard. Follow steps.</p>
	<p>Word application, exit 1-12</p> <p>Click Close button  in upper-right corner of window. Or choose File, Exit.</p>
	<p>Word application, start 1-1</p> <p>Click Start button. Choose Programs, Microsoft Word.</p>
	<p>Word, delete 1-7</p> <p>Press [Ctrl] + [Backspace] to delete word to the left of insertion point. Press [Ctrl] + [Delete] to delete word to the right of insertion point.</p>
	<p>WordArt, create 11-9</p> <p>Choose Insert, Picture, WordArt. Click style in WordArt Gallery dialog box. Click OK. Key text. Click OK.</p>