

### OFFICE 2000 WINDOW

- Title Bar**—This shows you the names of the application and active file. If your window is not maximised, you can use the Title Bar to drag the window to a new position. Double-click the Title bar to toggle between Maximise and Restore.
- Menu Bar**—Each Office application has its own set of menus. Click on a name to see the menu, or use the ALT key together with the underlined letter from the menu name.
- Standard Toolbar**—The Standard toolbar contains shortcuts to many common functions.
- Formatting Toolbar**—The Formatting toolbar has shortcuts to formatting options.

- Office Clipboard Toolbar**—Use to collect and paste multiple items at a time.
- Drawing Toolbar**—The Drawing toolbar contains shortcuts to drawing options.
- Status Bar**—An area of the screen used by Office to communicate information.
- CAPS**—Indicates that the Caps Lock key is on (switches UPPER and lowercase).
- NUM**—Indicates that the Num Lock key is on, switching the numeric keypad to numbers not movement keys
- Horizontal Scroll Bar**—Use this to scroll sideways in your document. Click the arrows either side to scroll slowly, click the scroll bar itself to the left / right of the

scroll button to scroll on screen to the left / right, or drag the scroll bar button to move to a specific point.

- Resize Handle**—Drag the handle to resize the window (not available when the Window is maximised)
- Vertical Scroll Bar**—Similar to the horizontal scroll bar, but used to scroll up and down your document.
- More Buttons**—The chevron symbol >> on a toolbar indicates that there are more buttons on that toolbar, but there is insufficient space to show them on the screen (see Adaptive Toolbars for details).
- Restore**—Adjust the application or document window dimensions so that the window is part way between minimised and maximised. This allows you to arrange more than one window on your screen at the same time.
- Close**—Closes the application or document window.
- Maximise**—Maximises the window, i.e. makes it full screen.
- Minimise**—Minimises the window, i.e. hides it, so that it's normally visible only on the Windows Taskbar.

### CUSTOMISING TOOLBARS

To show or hide toolbars, or to customise a toolbar

- Right-click in the toolbar area
- Toolbars currently visible are indicated with a tick
- Click a toolbar to show / hide it
- Choose Customize to add or customise a toolbar

### ADAPTIVE TOOLBARS

The Standard and Formatting toolbars can share space in a single row in Office 2000 applications, so that more screen space is available for your work.

If the tool you want is not visible on your toolbar, click the chevron on the toolbar to reveal more buttons (see point 13).

When you click a button on a toolbar, that button is added to the toolbars on your screen.



If you prefer, you can separate the toolbars onto different rows. To do this, simply click on the vertical line on the left of the toolbar (or top of the toolbar for vertical toolbars), and drag it to a new position.

### TIPS

- Copy text, pictures or objects by holding down the control key and dragging the object to a second position. The original remains in place
- Copy and paste from one Office application to another. For more options, use Edit, Paste Special... To maintain a link from the source application to the destination, so that changes to the source automatically update the copy, choose the Paste Link option in the Paste Special dialogue box
- Insert hyperlinks from one document to another using Insert, Hyperlink (CTRL-K). Your hyperlink can be to a file, a bookmark within the file, a web site or an email address

## STANDARD TOOLBAR

	New document.....	CTRL-N
	Open document.....	CTRL-O
	Save document .....	CTRL-S
	Email .....	none
	Print.....	CTRL-P
	Print Preview.....	none
	Spelling & Grammar .....	F7
	Cut.....	CTRL-X
	Copy.....	CTRL-C
	Paste.....	CTRL-V
	Format Painter.....	CTRL-SHIFT-C
	Undo.....	CTRL-Z
	Redo.....	CTRL-Y
	Hyperlink.....	CTRL-K
	Drawing.....	none
	Zoom.....	View, Zoom
	Help.....	F1

## FORMATTING TOOLBAR

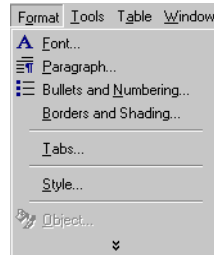
Normal	Style .....	none
Arial	Font.....	CTRL-SHIFT-F
10	Font Size .....	CTRL-SHIFT-P
<b>B</b>	Bold.....	CTRL-B
<i>I</i>	Italic .....	CTRL-I
<u>U</u>	Underline .....	CTRL-U
	Align Left .....	CTRL-L
	Align Centre.....	CTRL-E
	Align Right.....	CTRL-R
	Justify.....	CTRL-J
	Increase Indent.....	CTRL-M
	Decrease Indent.....	CTRL-SHIFT-M
	Borders.....	none
	Font Colour.....	none

## ADAPTIVE MENUS

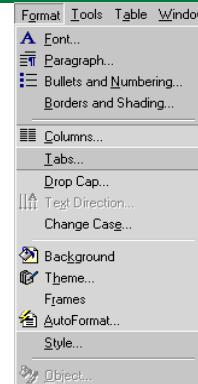
Office 2000 displays the options you use often on personalized menus. You can expand menus to reveal all Office commands, using the chevron symbol on menus.

After you use a command, it appears on your personalized menu.

Use Tools, Customize..., Options tab to disable adaptive menus



PERSONALISED MENU



FULL MENU

## NAVIGATING

Use these timesaving shortcuts to navigate in within Office. Additional techniques are available within specific Office applications.

### To Go...

To the beginning / end of the document .....	CTRL-HOME/END
To the beginning / end of a line.....	HOME/END
Up / down a screen.....	PAGEUP/PAGEDOWN
To a specific page, range, bookmark or section .....	CTRL-G or F5

## SELECTING TEXT

You can use either the keyboard or the mouse to select text. Additional techniques are available in specific applications.

### USING THE MOUSE TO SELECT TEXT

A word.....	Double-click one word
Several words .....	Click & drag over text

### USING THE KEYBOARD TO SELECT TEXT

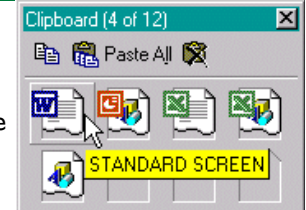
One character left / right .....	SHIFT-←/→
To the beginning / end of a word.....	CTRL-SHIFT-←/→
One screen up / down .....	SHIFT-PAGEUP/PAGEDOWN
To the beginning / end of a document.....	CTRL-SHIFT-HOME/END
Entire document .....	CTRL-A

## EDITING TEXT

	Cut selected text or object.....	CTRL-X .....	Edit, Cut
	Copy selected text or object.....	CTRL-C .....	Edit, Copy
	Paste text or object.....	CTRL-V.....	Edit, Paste
	Undo .....	CTRL-Z.....	Edit, Undo
	Redo.....	CTRL-Y.....	Edit, Redo
	Repeat Last Action.....	F4 .....	Edit, Repeat

## USING MULTIPLE COPY / PASTE

The Clipboard now stores and displays up to 12 copied items, and allows you to choose which item to paste. If it doesn't appear when you copy multiple items, use View, Toolbars, Clipboard



1. Select and copy the items that you want to copy to the Clipboard
2. Place the cursor where you want the item to be pasted
3. Move the mouse pointer over an item in the Clipboard toolbox. A yellow pop-up box indicates what will be pasted. Click the item to paste it.
4. To paste all copied items, click
5. To clear all copied items, click

## TIPS

In Office 2000, each open file gets its own entry on the Taskbar. Use these buttons to swap between documents, or use Alt-Tab.

To create a new Office document, use the New Office Document option from the Windows Start menu. This shows available templates for all your Office applications

Use the Print button on the standard toolbar to print directly to the printer. To display the Print dialogue box first, use File, Print or Ctrl-P.

Office users do it together

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