

An Introduction to

Word 2000 Part 2

**Formatting Documents & Printing
Using Microsoft Word 2000**

Page Setup

Page setup is used for setting margins, selecting the size of paper you wish to use, and the orientation of your document on the paper.

Setting Margins

1. From the **File** menu, choose **Page Setup**.
2. Select the **Margins** option.
3. Click on the arrow heads to the right of the appropriate box to increase or decrease the margin, or click in the box and type the measurement manually.

Paper Size

1. From the **File** menu, choose **Page Setup**.
2. Select the **Paper Size** option.
3. Click on the arrow next to the Paper Size box.
4. Select the paper size **A4**.
5. Click the **OK** button.

Orientation of Paper

1. From the **File** menu, choose **Page Setup**.
2. Select the **Paper Size** option.
3. To print vertically down the page select the **Portrait** option.
4. Alternatively, to print horizontally, select the **Landscape** option.
5. Click the **OK** button.

Indentation

You can indent a paragraph from either the left or right of the page.

1. Click anywhere within the paragraph to be indented.
2. From the **Format** menu, choose **Paragraph**, then **Indents and Spacing**.
3. Under the Indentation section set the indent measurements:
Right *indents the paragraph from the right.*
Left *indents the paragraph from the left.*
4. Select a special indentation if required:
First line *indents only the first line of the paragraph.*
Hanging *indents all except the first line of the paragraph.*
5. Click the **OK** button.

Line Spacing

There are six types of line spacing including:

- Double** *leaves a gap of two lines between each line.*
- 1.5 Lines** *leaves a gap of 1.5 lines between each line.*
- Single** *leaves a gap of one line between each line.*

1. Click anywhere within the paragraph to be line spaced.
2. From the **Format** menu, choose **Paragraph**, then **Indents and Spacing**.
3. Under the Spacing section select the type of line spacing.

Alignment

The alignment option formats the position of text on the page so that it is either centred, aligned on the left or right, or justified.

1. Click anywhere within the paragraph to be aligned.
2. From the **Format** menu, choose **Paragraph**, then **Indents and Spacing**.
3. Under the Alignment section select the type of alignment.

Character Formatting

You can alter the font, style, size, underline and effect of text. Fonts include Comic Sans MS, Times New Roman and Tahoma. Styles include **bold** and *italic*. Underlines include words only, double and dotted. Effects include ~~strike through~~, ^{superscript}, shadow and emboss.

1. Select the text to be formatted.
2. From the **Format** menu choose **Font**.
3. Choose the font, style, size, underline and effects you would like.
4. Click the **OK** button.

Character Spacing

Character spacing is the space between each character you type.

1. From the **Format** menu, choose **Font**, then **Character Spacing**.
2. Select the type of spacing (normal, expanded or condensed).
3. Increase or decrease the measurement in the **By** box.
4. Click the **OK** button.

Spell Checking

As you work in Word, any potential spelling errors that the system does not recognise are highlighted with a red line. Errors can be changed as you work, or during the spelling check.

1. Cancel any text selection.
2. From the **Tools** menu, choose **Spelling and Grammar**.
3. For each word, highlight a suggested spelling from the lower window and click the **Change** button, or click **Ignore** to avoid changing the spelling.
4. Click **OK** when the spell check has finished.

Printing

Print Preview

This allows you to view your work on screen as it would be printed.

1. From the **File** menu, choose **Print Preview**.
2. To exit from print preview, click on the **Close** button.

Print

1. From the **File** menu, choose **Print**.
2. If you want to print more than 1 copy, click the **Copies** box and enter the number of copies you require.
3. If you do not want to print all the pages in your document, select **Current Page** to print the page you are working on, or **Pages** to print a selection of pages.
4. Click the **OK** button to print.