

Section 5

Word Processing with Word 2002

Microsoft Word is a software application designed specifically for one function – word processing. Twenty-five years ago, a typewriter was used to type letters and envelopes. When changes were required, the entire document had to be retyped. Today, word processing applications allow you to use the computer to type, save, revise and reprint documents quickly and efficiently.

What's New in 2002

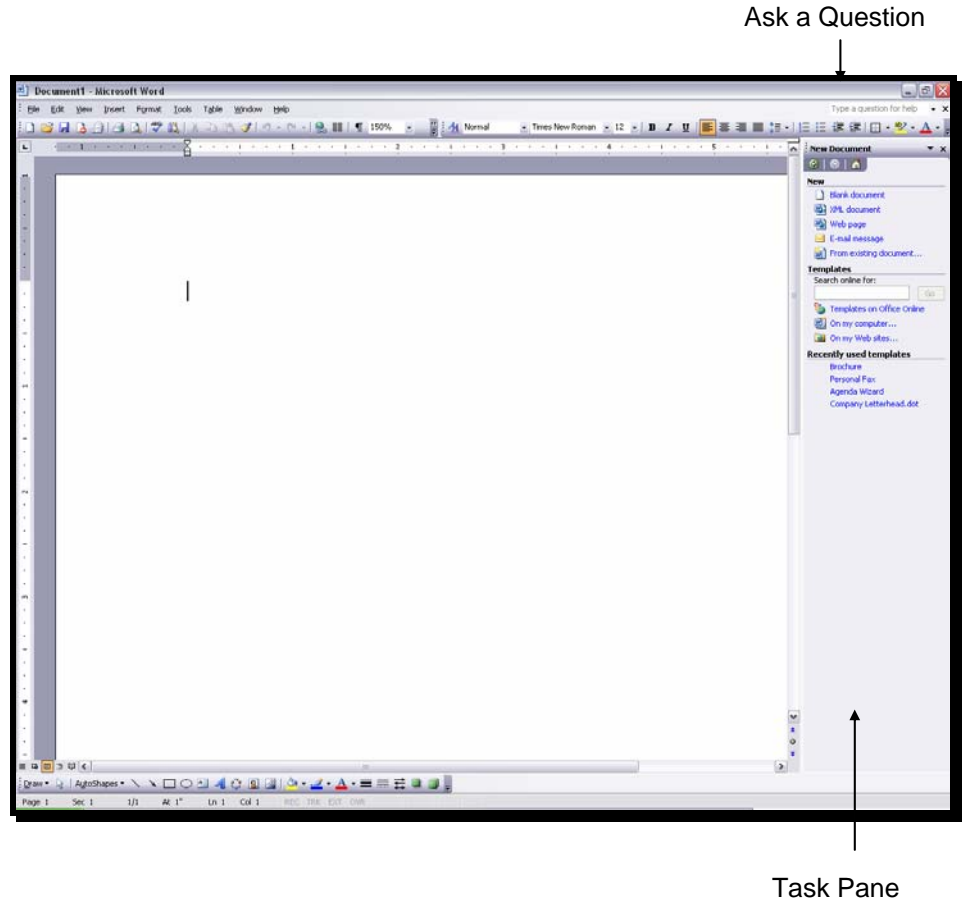
Microsoft Office XP includes Microsoft Word 2002 as the word processing application program. The difference in the office suite name and the application names is confusing, but you will see the indicators on the screen each time you open the application.



NOTE: To verify the version of Word on your computer, click on **Help** in the menu, then select **About Microsoft Word**. A dialog box will display the version of the software along with any service releases.

Task Pane

The “new look” of the Office XP application windows can be attributed to the Task Pane which appears on the right side of the document window. This Task Pane allows you to circumvent the menu and toolbar to accomplish basic tasks such as opening a new document, saving a document, or creating a new document from a template.



NOTE: To open or close the Task Pane, use the **View** menu and select **Task Pane**. You can close the Task Pane by clicking the **[X]** on the Task Pane title bar. You can also press **<Ctrl> <F1>** on the keyboard to open and close the Task Pane.

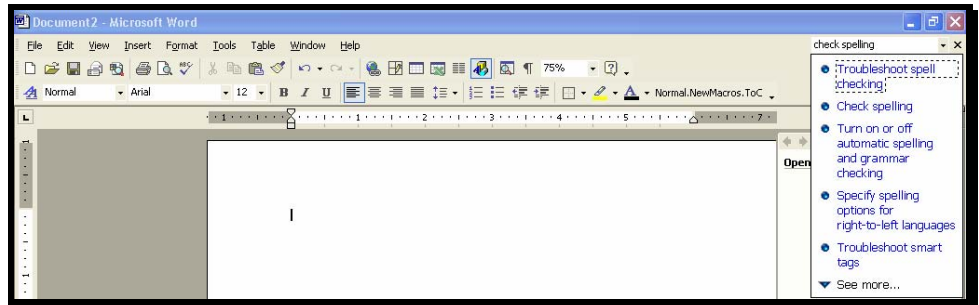
Office Assistant



The Office Assistant was introduced with Office 97 and has been updated in Office XP. When working in an Office XP application, you may obtain help by clicking the Office Assistant. In your own words, type the problem, and the Office Assistant will look up an answer. You can also change the Office Assistant to appear in many different forms. The endearing paper clip, Clippit, is only one of the animated characters who can provide help with Office XP applications.

Ask a Question

A help box was added to the title bar with Microsoft Office XP and is still available with Office XP. This box is called the **Ask a Question** box. Instead of clicking on the Office Assistant for assistance, you may click in the **Ask a Question** box, type in your topic, and press the **<Enter>** key to access Help topics.



Ask a Question with Topic Entered

Context Menus

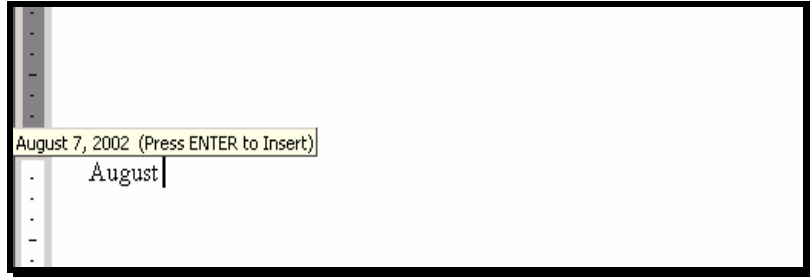
Context (or shortcut) menus were introduced with Office 95. When you click once with the right mouse button (right-click) on different portions of the application window (or on text in a document), context menus will display a list of options on the screen.



Context Menu for Office Assistant

AutoComplete

The AutoComplete feature will complete common phrases or words for you as you type. When you type the current month and press the space bar on the keyboard, a ScreenTip will appear with the current date. If you press the <Enter> key, the date will be inserted into the document. You can use **AutoComplete** to type days of the week and months of the year automatically.



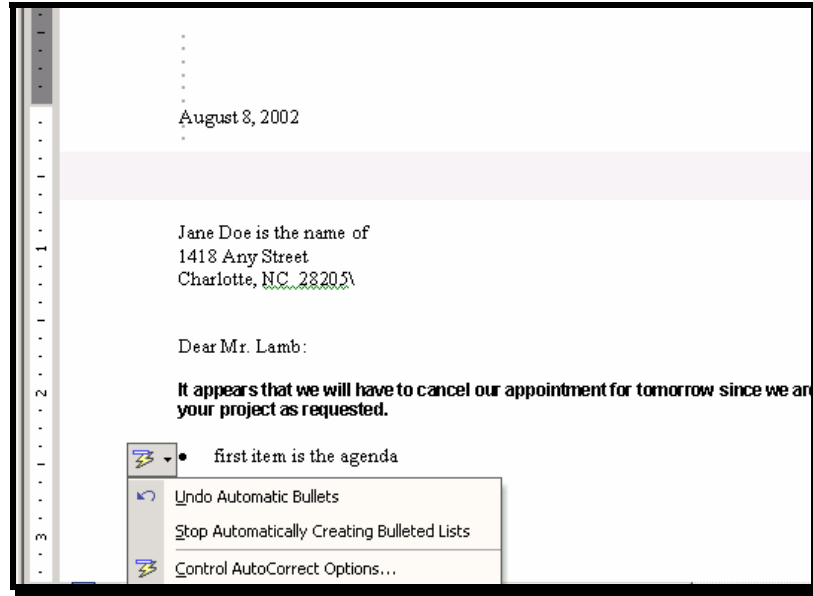
AutoComplete for current date

AutoFormat

Word 2002 will automatically create borders and apply styles as you type. It will also automatically create bulleted and numbered lists if you type an asterisk or a numeral in front of text. In Word 2002, use the lightning bolt icon to quickly “undo” an automatic format.

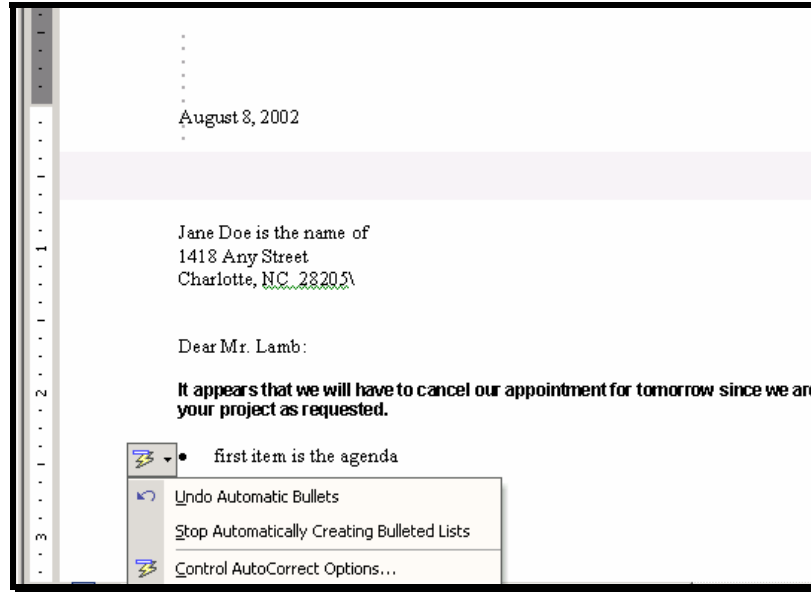
NEED NEW CLIP
AutoFormat prompt

Microsoft Office XP introduced icons for AutoFormat features which make it easy for you to select the format that you prefer. Once an automatic format has been added to your document, you may click on the icon and revert to the original text.



AutoFormat Icon with Options

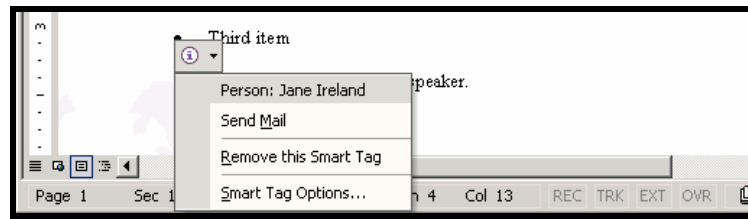
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AutoFormat Icon with Options

Smart Tags

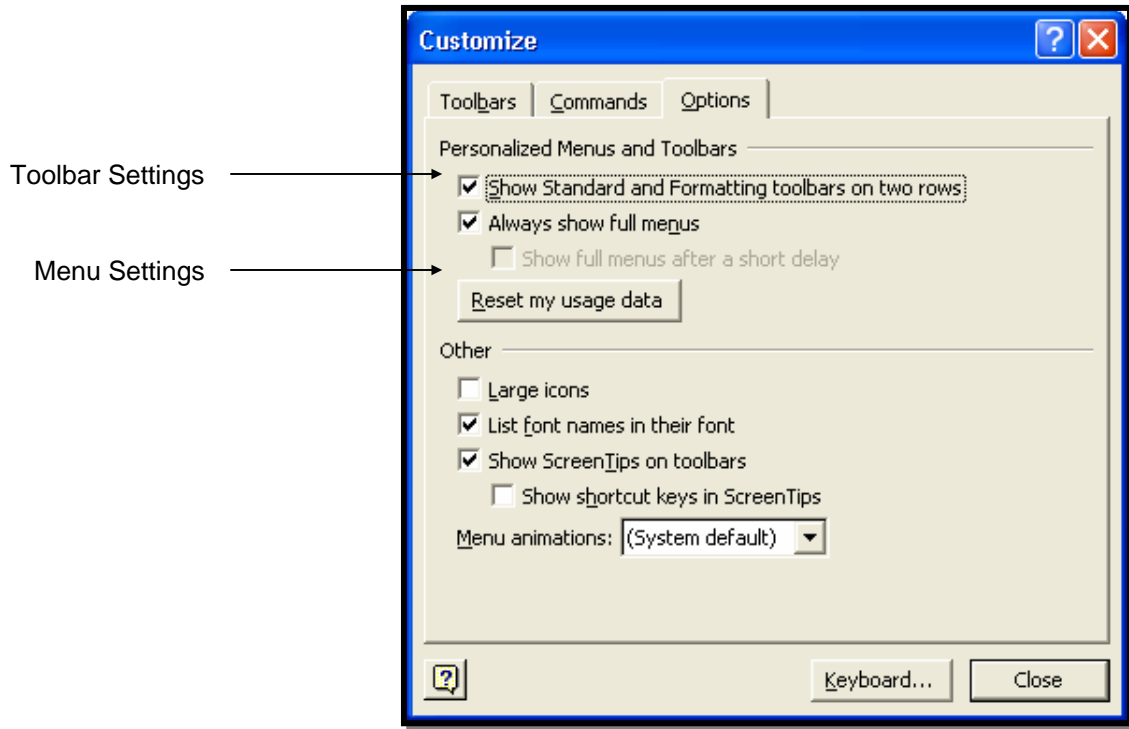
Microsoft Word 2002 added a new feature called **Smart Tags** in the AutoCorrect options. **Smart Tags** allow you to access information that is stored in other applications, such as Outlook. The small icon with the letter “i” in a circle is also visible in Word 2003. When you type a name and address, you may see this icon appear automatically in the document window.



Smart Tags Icon

Menu Settings

In Office XP application windows, you may choose to have full or partial menus displayed when you click on a menu option. You can customize menus to display the full menu after a short delay, or to automatically display all of the menu options at once. These settings are accessed through the **Tools Customize...** command from the menu bar.



Tools Customize Options tab

Toolbar Settings

In Office XP application windows, the Standard and Formatting Toolbars have been combined into one row at the top of the application window. If you prefer to view these toolbars separately, use the **Tools Customize... Options** tab to change their appearance.