

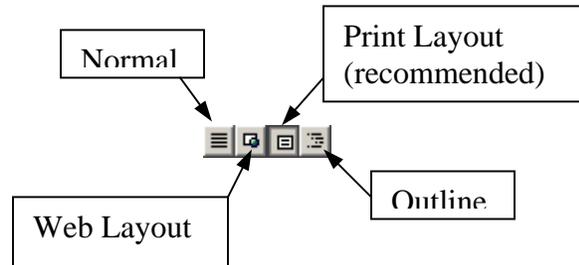
Working with Word 97/2000^①

1. **HELP** works sometimes.

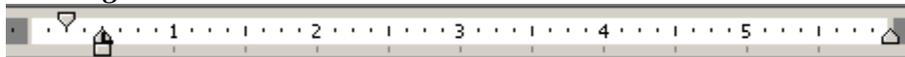


2. **Views**. Found in the lower left:

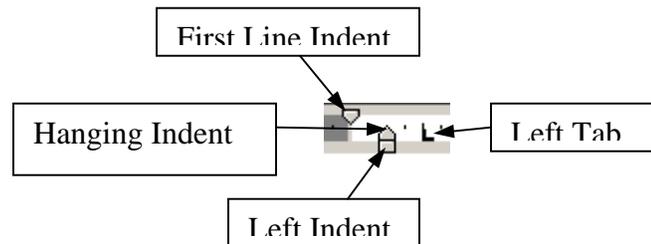
- a. Normal
- b. Web Layout
- c. Print Layout (recommended)
- d. Outline



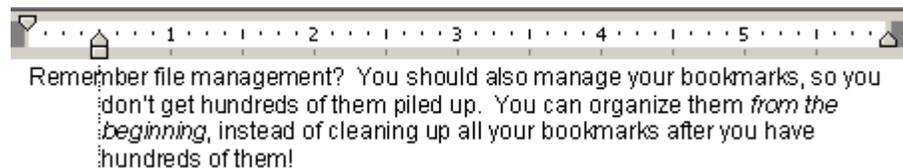
3. **Working with the Ruler**



- a. Terminology:
 - i. First Line Indent
 - ii. Hanging Indent
 - iii. Left Indent
 - iv. Left Tab



- b. Moving the indent markers with the mouse:
 - i. First Line Indent → moves independently
 - ii. Hanging Indent → moves Left Indent with it.



- iii. Left Indent → Moves all three (First Line, Hanging and Left indents) simultaneously maintaining relative position.

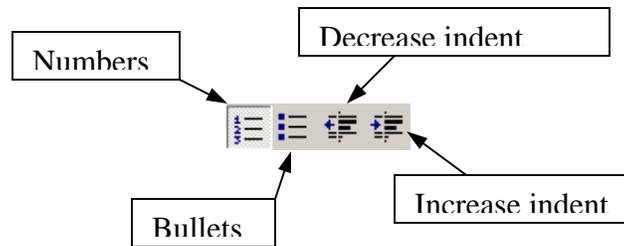


- iv. Left Tab → Move independently and can be set anywhere. The default tab space is every 1/2 inch. To remove a tab, click and hold and drag off the ruler.

^① This was document was originally intended to be used as a lesson outline. If you were not in the class, there may be some things that were explained in class.

4. **Numbering & Bulleting**

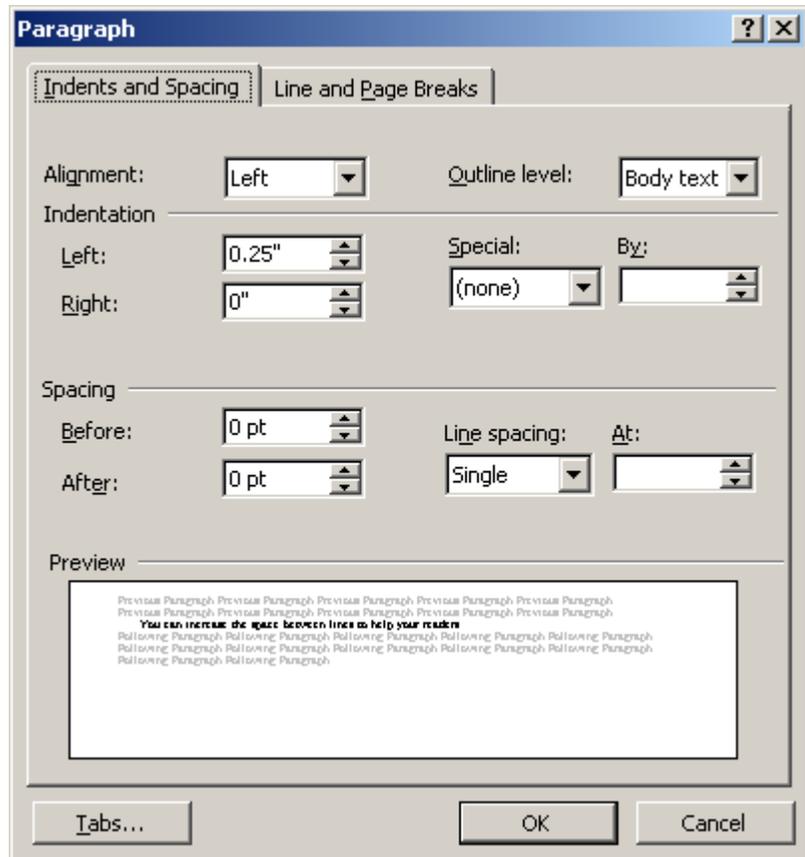
- a. Numbering
- b. Bullets
- c. Decrease indent
- d. Increase indent



5. **Outline function.**

By using either numbers or bullets, and then using the *Increase Indent* or *Decrease Indent* icons, Word should automatically adjust the type of bullets used to reflect an outline.

6. **Paragraph** format option: You can increase the space between lines to help your readers or the space between paragraphs. You can also change the line spacing. Remember that these settings affect the PARAGRAPH. A paragraph is the space between the times when you pressed the enter key.



7. **Columns**

- a. Make sure you're in print layout view.
- b. Select the entire line of where you want to start the column.
- c. Click on the Columns icon  and drag to the desired number of columns. If you have *not* selected an entire line, it will apply the columns to your *entire* document