

Department of Energy Office of Science

Quick Guide



Microsoft® Word™ 2002 Office XP

This upgrade will not affect your day-to-day operations. You can do everything you used to do, but with more capability.

This guide is intended for experienced Word users.

New Features

- Use the **Styles and Formatting** Task pane to create, view, select, apply, and even clear formatting from text. You can also open the **Reveal Formatting** task Pane to display formatting attributes.
- **Improved table and list formatting.** Word now offers drag-and-drop copying of tables, custom table and list styles, and improved sorting. You can also format bullets or numbers differently than the text in a list.
- **Multi-selection.** You can select noncontiguous areas of a document, which makes it easy to format text in different places. You can also use the find feature to select and format similar text.
- **Simplified Mail Merge.** Word takes advantage of the task pane to deliver a brand new way to connect to your data source and create form letters, mailing labels, envelopes, directories, and mass e-mail and fax distributions. The Mail Merge Wizard is easy to use, but still offers rich, advanced functionality.
- **Hiding White Space.** In print layout view, you can quickly eliminate wasted space on the screen by hiding the white space at the top and bottom of a document.
- **Drawing Canvas.** The new Drawing Canvas helps you easily insert, position, layer, and resize drawing objects in your document.
- **Diagramming.** You can add a variety of diagrams using the diagramming tools on the **Drawing** toolbar.
- **Document recovery and safer shutdown.** Documents that you are working on can be recovered if the program encounters an error or stops responding.
- **Ask A Question.** Users can now ask a question without launching the Answer Wizard or the Office Assistant. Type a question into the **Ask Question** box in the upper right corner of the application.

Improved Features

- **Improved watermarks.** You can easily select a picture, logo, or custom text to apply as the background for your printed document.
- **Improved picture bullets.** Picture bullets now behave just like other bullets in word. Different picture bullets can be used for various levels, which will improve communication.
- **Improved linking to Excel data.** When you link to data in a Microsoft Excel worksheet, you can use the **Paste Option** button to ensure that formatting changes you make to the object in your document are not lost when the object in the source file is updated.
- **Enhanced AutoComplete.** The name of any person you send e-mail to in Microsoft Outlook will later be recognized in Microsoft Word and used as an AutoComplete suggestion.
- **Improved proofing tools.** Word improved the handling of proper names and working with custom dictionaries.
- **More convenient word count.** By using the **Word Count** toolbar, you can check the current word count in a document without having to repeatedly open the **Word Count** dialog box.
- **Document password encryption.** Password encryption now uses a stronger encryption formula.
- **File/New Task Pane.** Opening files or creating new ones has been simplified.
- **Office Clipboard.** The new clipboard allows users to store up to 24 items across the various Office components.
- **Office Assistant.** The Office Assistant is now hidden by default. He will only become active if the Help screen is activated.
- **Improved Compare and Merge Changes.** Open a revised document that has been sent to others for review. Click yes to merge and compare the documents from the reviewers.

Helpful Tips

Remove all formatting in two steps.

1. Select the entire document by pressing CTRL + A, or just select the portion of the document that needs to be altered.
2. Press CTRL + SHIFT + N. This will remove all the formatting within the selected area.

Shortcuts to Useful Word Features:

- To open the **Find and Replace** dialog box, double click the page number located on the status bar.
- To turn on the Track Changes feature on or off, double-click the TRK located on the status bar.
- To turn the extend selection mode on or off, double click the EXT located on the status bar.
- To turn the overtype mode on or off, double click the OVR located on the status bar.
- To resolve errors in grammar or spelling, double-click the **Spelling and Grammar Status Icon**. This looks like a book.

Modify Styles Consecutively in a Word Document.

1. Select the **View** menu and select **Normal**.
2. On the **Tools** menu, click **Options** and then click the **View** tab.
3. In the **Style area width** box under **Outline and Normal Options**, enter a measurement for the width of the style area and select **OK**.
4. In the style area that appears on the left side of the screen, double-click the name of the first paragraph style you want to modify.
5. When the **Style** dialog box opens, make your adjustments and click **Apply**. Any changes you make to that style are applied throughout the document.

6. Now without closing the **Style** dialog box, select and modify the next style.

Format Copied Text

1. Select and copy the text from the source document.
2. Within the destination document create a blank paragraph with the formatting you wish to apply.
3. On the **Edit** menu, click **Paste Special**, click **Unformatted Text**, and then click **OK**.

Handy Shortcuts for Navigating Word

- **CTRL + Right Arrow** will move you to the beginning of the next word.
- **CTRL + Left Arrow** will move you to the beginning of the word you are in or to the beginning of the previous word.
- **CTRL + Up Arrow** will move you to the beginning of the paragraph.
- **CTRL + Down Arrow** will move you to the beginning of the following paragraph.

Easy Access to Frequently Used Documents

1. On the **Tools** menu, click **Customize**, and then click the **Commands** tab.
2. In the **Categories** box, click **Built-in Menus**.
3. Click **Word** in the **Commands** box and drag it to the menu bar or displayed toolbar. With the **Work** menu in place you can add any open word document to your list. To add the current document, click on the **Work** menu, and click **Add to Work Menu**.

Select Nonconsecutive Items in Word 2002

1. Select the first item.
2. Hold down the **CTRL**.
3. Select any additional items you want.

For more helpful Word hints please visit:

<http://www.microsoft.com/office/using/tips/archives/wordtips.asp>

For additional help, call SC Support Center
☎ 301-903-5313