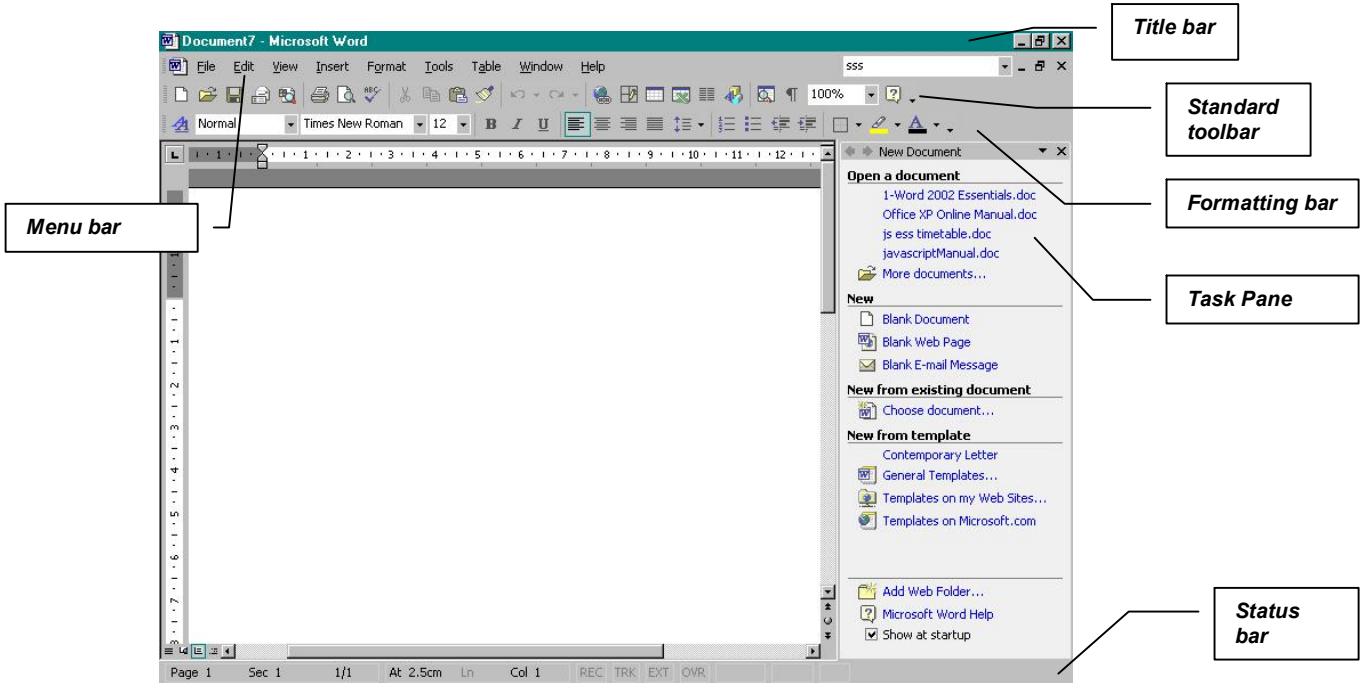


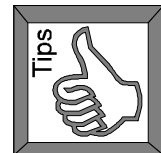
The Word 2002 Screen

Here's a picture of the Word screen in Normal view. Use it as a reference throughout the course and mark your own comments onto it. The Appendix contains a description of the different icons at the top of the screen.



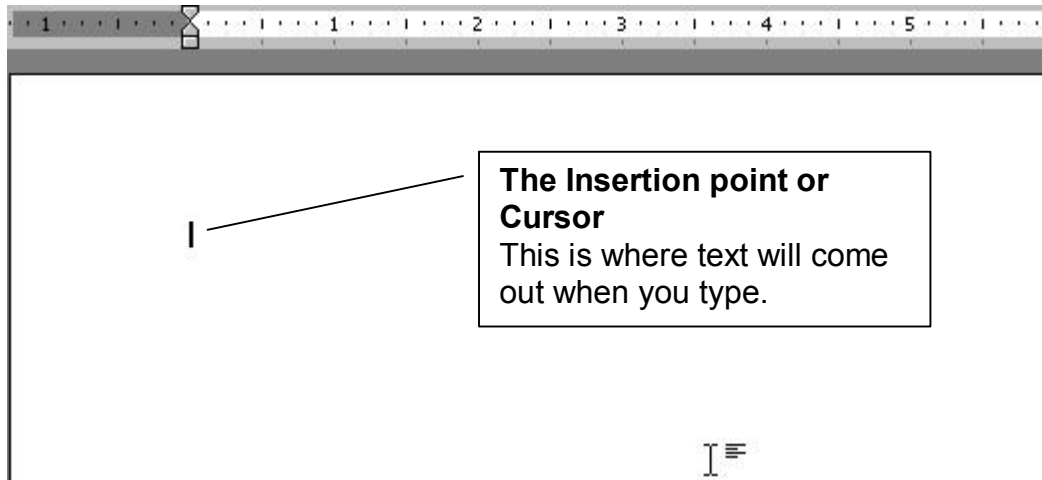
Keep your eye on the status bar

If Word seems to have stopped or is beeping at you and you don't know why, check the status bar. There may be a message there explaining all.



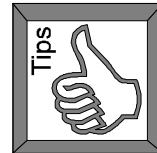
Typing Text In Word

Typing text



How do I get on to a new line when typing?

Unlike using a typewriter, you do not have to press the carriage return when you get to the end of the line. Word will automatically wrap the text on to the next line.



Insert or Overtyp

- Normally when you type you will be in Insert mode. This means that if your cursor is in the middle of an existing sentence and you start typing, nothing will be deleted. The text that is already there will shuffle along to make way for the new text
- If you are in overtype mode, then any text you type will go over the top of existing text

To change modes

Press the insert key on the keyboard

Or

Double-click the OVR mark on the status bar at the bottom of the screen



Double-click here to change modes. When OVR is bold you are in overtype mode.