
Index

A

abstracts, inserting 150
accepting changes 70
accepting changes, all 69
Access, creating charts from 189
activating
 windows, from taskbar 80
 windows, from Window menu 29
Add Printer Wizard 115
address books 87
 as data sources 203
 contacts, sending faxes to 87
 in mail merge 203
aligning
 charts 188
 decimals 125, 133
 paragraphs 103
 table cells 140
 table columns 154
 tabs 125
 text, in tables 141
 text, with Click and Type 28
All Entries button 45
animated text effects 89
arranging windows 34
Ask a Question box 36
AutoComplete 45
AutoCorrect 14, 40
 as you type 61
 bypassing 52
 dialog box 61
 entries, creating 46
 entries, deleting 45
 entries, inserting 46
 entries, storing 46
 inserting entry 40
 options 52
 paragraph formatting, retaining 45
 turning off 52
 vs. AutoText 40
AutoCorrect command 46
AutoFormat As You Type 61, 92
AutoFormat button 89
AutoFormat command 89
AutoFormatting tables 129

automatic formatting, turning off 92
automatic grammar checking 63, 67
automatic spelling checking 63
AutoShapes 183
AutoShapes button 183
AutoSum button 135
AutoSummarize 148
AutoText 40
 as help text for forms 154
 categories, displaying 43
 entries, creating 40
 entries, deleting 45
 entries, inserting 42, 43
 entries, viewing 43
 inserting 40
 paragraph formatting, retaining 45
 vs. AutoCorrect 40
AutoText button 44
AutoText toolbar 42, 44
 turning off 45

B

background
 web documents, changing 114
Background/Fill Effects
 command 114
backup copies, creating 28
bar codes 212
base style 110
body text 52
 demoting headings to 56
Bold button 11, 98, 128
Bookmark feature 61
bookmarks, inserting 61
borders
 adding 87
 around pages 176
 object, adding 191
 paragraph 87
 table 134
Borders and Shading command 88, 113, 176, 189, 191

Borders button 134, 136
Break command 92, 171
breaks
 column 171
 column, inserting 109
 line 89
 line, inserting 109
 page 94
 section 91, 92
browsing documents 60, 61
bulleted lists
 creating 91
 ending 99
 formatting 92
Bullets and Numbering
 command 92
Bullets button 92, 99
buttons
 corresponding to menu commands 18
 toolbar 11
bypassing AutoCorrect 52
C
calculated form fields 156
calculations
 in forms 155
 in forms, updating 159
 in tables 135
 in tables, updating 142
capital letters
 dropped 175
 small 88
Cell Alignment button 141, 142
cells, table 127
 aligning 140
 color, changing 139
 rotating text in 142
 shading 139
Center button 128, 169
centering
 table entries 128
 text 169
 WordArt 169
Change Text Direction button 142

- changes
 - accepting/rejecting all 69
 - handwritten 69
 - restricting 69
 - reviewing 69
 - tracking 67
 - viewing proposed 73
- changing
 - default folders 22
 - file formats 28
- character formats 25
- character styles 100, 110
 - applying 99
- characters
 - formatting 87
 - non-printing, displaying 34
 - spacing 139
- Chart Options command (Graph) 188, 189
- Chart Type button 187
- charts 184
 - aligning 188
 - axes, hiding/displaying 189
 - borders, adding 189
 - creating, from Access data 189
 - creating, from Excel data 189
 - creating, from tables 185
 - editing 186, 189
 - formatting 188
 - importing 189
 - inserting 185
 - legends, hiding/displaying 189
 - moving 188
 - selecting 187
 - sizing 188
 - titles 188
 - type, changing 186, 187
- Check Box Form Field button 154
- check box form fields 154
- check boxes in fax cover sheets 87
- Check for Errors button 203
- checking spelling 63
 - adding words to dictionary 66
 - automatically 63
 - entire documents 64
 - single words 64
 - smart checking 67
- chevrons 195, 201
- citations, marking 148
- Click and Type 28
- clicking 4
 - double-clicking 5
- clip art 177
 - creating watermarks with 182
 - searching for 176
- Clip Gallery 177, 183
- Clip Organizer 176
- Clipboard 34, 40
- Close button (Print Preview toolbar) 108
- Close command 28
- closing
 - documents 25, 28
 - Word 37
- codes, mail merge 195
- Collapse button 54, 55
- Collapse Subdocuments button 61
- collapsing outlines 53, 55
- column breaks 171
- column breaks, inserting 109
- columns
 - formatting text as 90
 - markers on ruler 130
 - options, specifying 92
 - setting up 90
 - width, adjusting 173
- Columns button 90, 170
- Columns command 92
- columns, table
 - adjusting width 157
 - aligning 154
 - aligning on decimal point 133
 - deleting 136
 - inserting 136
 - moving 128
 - selecting 128, 129
 - width, adjusting 130
- comma-delimited fields 195
- commands
 - adding to menus 22
- comments
 - editing 72
 - formatting 69
 - inserting 73, 116
 - reviewing multiple 72
- Compare Side by Side toolbar 73
- comparing documents 71, 73
- concordance files 148
- conditional statements 206
- contacts
 - mail merge and 203
- contacts, sending faxes to 87
- controlling mail merge 205
- Convert/Table To Text command 142
- Convert/Text To Table command 142
- converting text into lists 99
- Copy button
 - 29, 80, 153, 174, 181
- copying
 - between documents 80
 - form fields 153
 - graphics 181
 - text 29, 174
 - text, with drag-and-drop 50
 - text, with scrap 173
 - to different document 29
- correcting
 - mistakes 14
 - spelling 63
- Create Subdocument button 61
- Create Text Box Link button 183
- creating
 - new folders 22
 - tables 129
- cropping graphics 178
- cross references 148
- cursor 6
- custom
 - styles 101
 - templates 81
- Customize button 92
- customizing
 - dictionaries 67
 - display 17
 - print settings 109
 - table of contents 142

- templates 160
- toolbars 19, 22
- workspace 31
- Cut button 29, 50
- cutting
 - smart cut and paste 34
 - text 29
- D**
- data, embedding 191
- data, forms, saving 158
- data sources 195
 - address books as 203
 - creating 197
 - creating directories from 212
 - designating 197
 - editing 205
 - field names 195, 199
 - fields 195
 - fields, adding 205
 - fields, order of 199
 - merging with main documents 202
 - preparing 199
 - records 195
 - records, sorting 211
 - saving 199
 - using existing 203
- Date And Time command 81
- date fields 81
- dates
 - formatting 81
 - freezing current 78
 - inserting 78, 81
 - modifying format 78
- decimals, aligning 125, 133
- default
 - folders 22
 - fonts 28
 - tabs 129
- defining styles 101
- Delete/Cells command 136
- Delete/Columns command 136
- Delete/Rows command 136, 161
- deleting
 - AutoText/AutoCorrect entries 45
 - columns 136
 - gridlines in tables 136
 - headings 61
 - page borders 176
 - rows 136, 161
 - section breaks 91
 - tables 136
 - tabs 158
 - text 28, 48, 51
 - text, using keyboard shortcuts 48
 - words 48
- Demote button 56
- Demote to Body Text button 56
- demoting headings 56
- dialog boxes 16
 - help with 35
 - moving 61
- dictionaries
 - creating 67
 - custom 67
 - differentiating 67
 - document-specific 67
 - supplemental 66, 67
- directories 212
- display, customizing 17
- displaying
 - non-printing characters 34
 - Reviewing pane 72
 - toolbar buttons 12
- Document Map
 - button 61
 - resizing 61
 - viewing documents with 61
- Document Workspace 73
- documents 21
 - activating from Window menu 29
 - assigning passwords to 28
 - based on wizards, personalizing 84
 - browsing 60, 61
 - changes, tracking 67
 - checking spelling 64
 - closing 25, 28
 - comparing 71
 - comparing side by side 73
 - copying between 80
 - creating 22, 170
 - creating, based on templates 77, 81
 - creating, from templates 158, 196
 - creating new 21, 137
 - creating new from existing 23
 - creating, with wizards 81
 - different formats, saving in 28
 - displaying full-screen 17
 - fields 78
 - finding 37
 - graphics, inserting 177
 - hyphenating 105
 - hyphenating, automatically 105
 - hyphenating, manually 106
 - inserting one in another 85
 - jumping to specific element in 63
 - magnification, changing 37
 - mail merging 202
 - managing 37
 - merging 71
 - merging multiple versions 73
 - moving in 8, 30
 - moving to end 80
 - multiple pages in 94
 - naming 22
 - opening 24, 79
 - outlining 52
 - password protecting 158
 - personalizing 28
 - previewing, as web pages 112
 - previewing before printing 107
 - printing 107, 109
 - properties, viewing 154
 - protecting 158
 - publishing 112
 - restricting changes 69
 - saving 21, 23, 29, 42, 196
 - saving, as templates 81
 - saving existing 80
 - saving new 79, 124, 158

- documents (*continued*)
 - saving, with new name
 - 23, 85
 - selecting 14
 - sending for review by e-mail
 - 73
 - summarizing 148
 - tracking changes 67
 - using as data sources 203
 - viewing, with Document Map
 - 61
- double-clicking 5
- drag-and-drop editing 50
 - in tables 129
 - turning on/off 52
- Draw Table button 129
- drawing
 - graphics 183
 - lines 87, 171, 172
- Drawing button 165, 183
- drawing canvas 183
- Drawing toolbar 165, 183
- Drop Cap command 176
- drop caps 175
- Drop-Down Form Field button
 - 152
- drop-down form fields 152
- E**
- e-mail hyperlinks, inserting 116
- e-mailing, documents for review
 - 73
- editing
 - charts 186, 189
 - comments 72
 - data sources 205
 - drag-and-drop 50
 - drag-and-drop, turning off 52
 - during find/replace 63
 - footnotes 99
 - forms 153
 - graphics 183
 - in Print Preview 110
 - merged data 208
 - redoing 31
 - reviewing changes 69
 - text 28
 - undoing 31
- watermarks 184
- web documents 115
- WordArt objects 168, 176
- effects, text 87
- em dash 52
- embedded graphics
 - cropping 178
 - sizing 178
- embedding
 - data 191
 - objects 168
 - spreadsheets 190
- ending lists 99
- endnotes 99
- Endnotes command 99
- envelopes
 - bar codes on 212
 - creating 211
 - merging 214
 - printing merged 216
 - return address, setting default
 - 214
 - single 211
- Envelopes and Labels command
 - 211, 214
- Excel
 - creating charts from 189
 - importing charts from 189
 - spreadsheets, importing 191
- executive summaries
 - inserting 150
- Expand button 54, 55
- expanding
 - menus 16
 - outlines 53, 55
 - toolbars 14
- Extend Selection mode 52
- Extensible Markup Language
 - 115
- F**
- fancy text, creating 165
- Fax Wizard 77, 81, 87
- faxes
 - cover sheets, check boxes in
 - 87
 - creating 81
 - sending to contacts 87
 - sending, to multiple recipients
 - 87
- field codes, hiding 147
- field names, data source
 - 195, 199
 - order of 199
- fields 81
 - comma-delimited 195
 - filling in 78
 - merge 87
 - tab-delimited 195
- fields, data source 195
 - adding 205
- fields, form 151
- File command 85
- file formats, changing 28
- file name conventions 22
- files 21
 - hyperlinks to 116
 - inserting 85, 191
- filtering records 211
- Find and Replace dialog box 63
- Find button 61
- Find command 59, 63
 - repeating 60, 61
- finding
 - documents 37
 - editing during 63
 - formats 63
 - help 36
 - specific words/phrases 59
 - text 59
 - text, options 63
 - widening/restricting search 60
 - wildcard characters 61
- first-line indents 101, 124
- floating objects 165
 - resizing 167
- folders
 - default, changing 22
 - new, creating 22
- Font box 30
- Font Color button 115
- Font command 87, 139
- Font Size box 30
- font size, changing 30

- fonts
 - changing 30
 - changing color of 115
 - default, changing 28
- footers 96
 - page numbers in 99
- Footnote command 99
- footnotes 99
- Form Field Options button
 - 151, 152, 153, 156
- form fields 151
 - calculated 156
 - check box 154
 - drop-down 152
 - help text, adding 153
 - inserting 151
 - options 151, 152, 153, 156
 - text 151, 156
- form letters 194
 - conditional statements 206
 - personalizing 206
- Format Painter button 89
- Format Picture button 180, 181
- formats, finding/replacing 63
- formatting 25
 - alignment 103
 - automatically, turning off 92
 - AutoText/AutoCorrect entries 45
 - bold 11, 98
 - borders 87
 - bulleted lists 92
 - characters 87
 - charts 188
 - comments 69
 - dates 78, 81
 - forms 154, 157
 - headings 87
 - indented paragraphs 124
 - labels 213
 - lines 172
 - margins 108
 - merge fields 203
 - numbered lists 91
 - page numbers 99
 - painting 89
 - paragraphs 30, 101, 103
 - section breaks 91
 - small capital letters 88
 - tables 127
 - text 85
 - text, as columns 90
 - tracked changes 69
 - underlining 13, 98
 - watermarks 184
 - web documents 113
 - with AutoFormat 89
 - with styles 99, 104
 - WordArt objects 168, 176
- Formatting toolbar 11
- forms 120, 151
 - AutoText in 154
 - calculations in 155
 - calculations in, updating 159
 - creating, based on templates 160
 - creating, from existing forms 160
 - editing 153
 - fields 151
 - fields, copying 153
 - filling in 158
 - formatting 154, 157
 - functions in 156
 - help in status bar 153
 - printing 160
 - protecting 157, 160, 161
 - saving, as templates 157, 158
 - saving, data only 158
- Forms toolbar 151, 158, 160
- Formula command 137
- formulas 156
- freezing current date 78
- Full Screen command 17
- functions
 - in forms 156
 - in tables 135
 - pasting in tables 137
- G**
- Go To feature 63
- grammar
 - alerts 67
 - checking 63
 - checking automatically 67
 - grammar alerts 14
 - Grammar dialog box 67
 - Graph, starting 186
- graphics 177
 - as watermarks 182
 - AutoShapes 183
 - copying 181
 - cropping 178
 - drawing 183
 - drawing canvas 183
 - editing 183
 - hiding 183
 - inserting 177, 183
 - positioning 181
 - resetting 181
 - restoring to original state 181
 - sizing 178, 181
 - turning display on/off 183
- graphs 185
- gridlines in tables, turning on/off 134, 136
- H**
- handwritten changes 69
- Header and Footer command 96, 183
- Header and Footer toolbar 96
- headers 96
 - different first page 96
 - page numbers in 99
- Heading Rows Repeat command 136
- headings
 - breaking manually 89
 - deleting 61
 - demoting 56
 - formatting to stand out 87
 - moving 55
 - promoting 52
 - styles 52
 - table 136
- help
 - Ask a Question box 36
 - finding 36
 - in forms 153, 154
 - index 37
 - searching 36
 - searching for 37

- with dialog boxes 35
- with keyboard shortcuts 22
- Help button 35
- Help task pane 37
 - Table of Contents link 37
- hiding
 - field codes 147
 - graphics 183
 - non-printing characters 34
 - Office Assistant 7, 36
 - white space 31
 - white space, by default 34
 - Windows taskbar 6
- highlighting 9
 - text 89
- horizontal lines, inserting on web
 - pages 113
- HTML 112
 - publishing documents in 112
 - viewing 116
- Hyperlink command 116
- hyperlinks
 - adding to web documents 116
 - to files 116
- HyperText Markup Language 112
- hyphenating documents 105
 - automatically 105
 - manually 106
- I**
- importing
 - charts 189
 - Excel spreadsheets 191
 - spreadsheets 190
- Increase Indent button 124
- indenting paragraphs 101, 124
- indexes
 - concordance files 148
 - creating 145
 - cross references 148
 - entries, modifying 148
 - generating 147
 - marking entries 145
 - updating 148
- inline objects 165
- Insert Comment button 73
- Insert menu 87
- Insert Microsoft Excel Worksheet
 - button 191
- Insert mode 49
- Insert Page Number button
 - (Header and Footer toolbar) 98
- Insert Rows button 132
- Insert Table button
 - 127, 142, 155
- Insert WordArt button 165, 171
- Insert/Columns command 136
- Insert/Rows command 136
- inserting
 - abstracts 150
 - AutoCorrect entries 40, 46
 - AutoText 40
 - AutoText entries 42
 - bookmarks 61
 - charts 185
 - column breaks 109, 171
 - columns in tables 136
 - comments 73, 116
 - conditional statements, into
 - main documents 206
 - date 78, 81
 - drop caps 175
 - Excel spreadsheets 191
 - executive summaries 150
 - files 85, 191
 - footnotes 99
 - form fields 151
 - graphics 177, 183
 - hyperlinks 116
 - line breaks 109
 - merge fields 200
 - one document in another 85
 - page breaks 94
 - rows in tables 132
 - section breaks 91
 - symbols 176
 - table of contents 143
 - tables 127, 155
 - text boxes 183
 - text watermarks 189
 - vs. replacing 52
- insertion point 6
 - moving 8
- install on demand 81
- J**
- jumping, to specific document
 - element 63
- justifying text 103
- K**
- keeping lines together 99
- keyboard shortcuts
 - help with 22
 - replacing text with 48
- keys
 - combination 9
 - navigation 8
 - shortcut, help with 22
- L**
- labels 211
 - bar codes on 212
 - creating 211
 - detailed information on 212
 - entire sheet of 211
 - formatting 213
 - merging 211
 - organizing 213
 - single 211
- Language/Hyphenation
 - command 106
- Language/Thesaurus command 67
- layout, changing for document
 - section 92
- leaders, tab 129
- legends, chart 189
- letterhead
 - creating, with WordArt 165
 - tables as 137
- Letters and Mailings command 196
- line breaks 89
 - inserting 109
- Line button 172
- Line Spacing button 110
- lines
 - drawing 87, 171, 172
 - drawing in tables 134
 - formatting 172
 - keeping together 99
 - spacing, changing 110
 - lines of text, selecting 10

- Link to Previous button (Header and Footer toolbar) 97
- linking
 - data 191
 - objects 168
 - pasting and 191
 - text boxes 183
 - text, to objects 165
- lists
 - bulleted 91, 92
 - converting text into 99
 - ending 99
 - numbered 91, 104
 - tabular 122
- long file names 22
- M**
- macros 87
- magnification, changing 37
- Magnifier button (Print Preview toolbar) 110
- mail merge 194, 195
 - address books and 203
 - bar codes 212
 - checking for errors 203
 - codes 195
 - codes, displaying 201
 - conditional statements 206
 - controlling 205
 - creating main document 199
 - data sources 199
 - directories 212
 - editing data 208
 - envelopes 214
 - fields 195
 - fields, formatting 203
 - fields, inserting 200
 - fields, placeholders for 200
 - fields, turning on/off 201
 - filtering records 211
 - labels 211
 - merging documents 202
 - printing 205
 - return address 214
 - smart tags 203
 - to new document 203
 - viewing results of 208
- Mail Merge command 211
- Mail Merge toolbar 87, 203
- mailing labels
 - entire sheet of same 211
 - single 211
- main documents 195
 - completing 200
 - creating 196, 199
 - inserting conditional statements 206
 - merging with data sources 202
- managing documents 37
- margins, setting 108
- marking index entries 145
 - with concordance files 148
- master documents 61
- masthead, creating with WordArt 170
- menus
 - adding commands to 22
 - expanding 16
 - restoring settings 18
- merge 195
- Merge Cells button 132
- merge fields 87
- Merge to New Document button 203
- Merge to Printer button 203
- merging
 - documents 71
 - documents, multiple versions 73
 - table cells 132
- Microsoft Graph 185
- Microsoft Office Update web site 37
- Microsoft Windows SharePoint Services 73
- Microsoft Word 4
- misspellings, correcting 63
- mistakes, correcting 14
- modifying, styles 110
- mouse, using 4
- Move Down button 55
- move handles 12
- Move Up button 55
- moving
 - charts 188
 - columns, in tables 128
 - dialog boxes 61
 - headings 55
 - in documents 8
 - in tables 128
 - insertion point 8
 - Office Assistant 37
 - tables 131
 - text 29, 50
 - text, with drag-and-drop 50
 - to end of document 30, 80
 - WordArt objects 169, 171
- multiple items, selecting 14
- multiple pages 94
- Multiple Pages button (Print Preview toolbar) 108
- N**
- naming
 - documents 22
 - styles 103
- navigating, tables 127
- navigation keys 8
- New Blank Document button 137
- New button 21, 170
- New command 81, 158, 196
- New Document task pane 32
- new documents
 - based on templates 77
 - creating 21
 - creating from existing 23
- new documents, creating 170
- New Office Document command 7
- newspaper columns 90
- Next Find/GoTo button 60, 61
- non-printing characters, turning on/off 34
- Normal style 99
- Normal template 76, 99
- Normal view 57
- Normal View button 57
- numbered lists 91, 104
 - ending 99
 - formatting 91

- Numbering button 99, 104
- numbers
 - decimal-aligning in tables 133
 - page 99
 - page, in headers/footers 98
- O**
- Object command 185
- objects
 - arranging 183
 - borders, adding 191
 - editing 168
 - embedding/linking 168
 - formatting 168
 - inline, vs. floating 165
 - linking 168
 - moving 169
 - sizing 167, 171
 - wrapping text around 176
- Office Assistant 37
 - hiding 7, 36
 - moving 37
- Office Clipboard 29, 34, 40
 - displaying task pane 34
- Office on the Web command 37
- Open button 79
- Open Office Document
 - command 7
- open paragraphs 103
- opening documents 24, 79
- options security 28
- organizing
 - documents with outlining 52
 - labels 213
- orientation of pages, changing
 - 115
- orphans 99
- Outline command 52
- Outline view 52, 59
- Outline View button 59
- outlines 52
 - adding text to 56
 - collapsing 53, 55
 - expanding 53, 55
 - headings, deleting 61
 - headings, demoting 56
 - headings, moving 55
- Outlining toolbar 52, 145
- Overtyping mode 49
 - turning on/off 49
- P**
- page
 - layout, changing 108
 - numbers, in headers/footers 98
 - orientation, changing 115
- page breaks, inserting 94
- page numbers 99
 - formatting 99
 - printing 99
- Page Numbers command 99
- Page Setup button (Header and Footer toolbar) 96
- Page Setup command 108
- pages, borders around 176
- painting formats 89
- paper clip, animated 37
- Paragraph command
 - 101, 103, 154
- paragraph formats 25
- paragraph marks 81
- paragraphs
 - aligning 103
 - borders 87
 - formatting
 - 30, 101, 103, 124
 - indent markers 124
 - indenting 101, 124
 - open 103
 - selecting 11
 - shading 87, 89
 - space before, formatting 103
 - styles 100, 110
- passwords 158
 - assigning to documents 28
- Paste button
 - 29, 30, 50, 80, 153, 175, 181
- Paste Special command 191
- pasting
 - functions 137
 - linking and 191
 - objects 168
 - smart cut and paste 34
 - text 29, 80, 175
 - text, changing formatting
 - when 34
- personalizing
 - documents 28
 - edits and comments 69
 - toolbars 18
 - wizard-based documents 84
 - workspace 31
- personalizing form letters 206
- Picture toolbar 178
- Picture/Clip Art command
 - 177, 183
- pictures 177
- placeholders, merge fields 200
- positioning, graphics 181
- predefined styles 99
- previewing
 - animated effects 89
 - AutoText entries 43
 - documents, as web pages 112
 - documents, before printing
 - 107
 - mail merges 208
 - templates 76
- Previous Find/GoTo button 60
- Print button 109, 160, 205
- Print command 109, 115
- Print Layout view 57, 58
- Print Layout View button 58
- Print Preview, editing in 110
- Print Preview button 107
- Print Preview toolbar 110
- printers, selecting 115
- printing
 - conditionally 205
 - documents 107, 109
 - forms 160
 - merged envelopes 216
 - merged mail 205
 - options 115
 - page numbers 99
 - previewing before 107
 - setting up for 115
 - single envelope/label 211

- Promote button 52
- promoting headings 52
- proofreading 63
- Properties command (form field shortcut menu) 153
- properties, document 154
- Protect Document command 158
- Protect Form button 157, 160, 161
- protecting
 - documents 158
 - forms 157, 160, 161
- publishing
 - documents 112
 - on the Web 112
- R**
- readability statistics 154
- Reading Layout view 57
- records in data sources 195
 - filtering 211
 - sorting 211
- Redo button 31
- redoing 31
 - multiple actions 34
- reference tables 143
 - table of authorities 148
 - table of contents 143
 - table of figures 148
- refining searches 63
- rejecting
 - changes 70
 - changes, all 69
- Repeat command 104
- repeating
 - editing/formatting actions 104
 - Find command 60, 61
 - table headings on all pages 136
- Replace command 61, 63
- replacing
 - editing during 63
 - formats 63
 - text 28, 48, 49, 59, 61
 - vs. inserting 52
- Research service 67
- Reset Picture button 181
- resetting graphics 181
- resizing
 - Document Map 61
 - task pane 32
- Restore Down button 173
- restoring menu and toolbar settings 18
- restricting searches 60
- retrieving stored text 40
- return address 214
- reviewing
 - changes 69
 - changes, by reviewer 69
 - comments, multiple 72
- Reviewing pane, displaying 72
- Reviewing toolbar 73
- revisions, tracking changes 67
- right-clicking 4
- rotating text in table cells 142
- round-trip editing 112
- rows, table
 - deleting 136, 161
 - height of, changing 131
 - inserting 132, 136
 - selecting 128
 - totaling 136
- Ruler command 17, 41
- rulers
 - adjusting column widths with 130
 - displaying temporarily 18
 - indenting paragraphs with 124
 - setting tabs with 125, 133, 154
 - turning on/off 17, 41
- S**
- Save As command 21, 22, 23, 79, 85, 124, 158, 169
- Save As Web Page command 112
- Save button 21, 23, 29, 42, 80, 196
- saving
 - as XML 115
 - data sources 199
 - documents
 - documents, as templates 81
 - documents, existing 80
 - documents, in different formats 28
 - documents, new 79, 158
 - documents, with new name 23, 85
 - form data 158
 - forms, as templates 158
 - templates 157, 158, 160, 169
 - schemas, XML 115
 - scrap, copying text with 173
 - ScreenTips 11, 35, 52
 - scroll bars 8
 - scroll boxes 8
 - searches
 - refining 63
 - restricting 60
 - widening 60
 - searching
 - for clip art 176
 - help 36
 - wildcard characters 61
 - section breaks 91, 92
 - deleting 91
 - sections 90, 92
 - security options 28
 - Select All command 29, 30
 - Select Browse Object button 60
 - Select Table command 142
 - Select/Column command 128, 129
 - Select/Row command 128, 132
 - Select/Table command 128, 134
 - selecting
 - charts 187
 - columns 128, 129
 - documents 14
 - extending selections 52
 - multiple items 14
 - paragraphs 11
 - printers 115
 - records for merging 211
 - rows 128
 - sentences 51
 - tables 134, 142

- selecting (*continued*)
 - templates 76
 - text 9
 - text, all 29, 30
 - words 9, 14, 51
 - selection bar 10
 - selections, extending 52
 - sending documents by e-mail 73
 - sentences, selecting 51
 - setting tab stops 125, 129, 133
 - SGML 115
 - Shading Color button 139
 - shading
 - paragraphs 87, 89
 - table cells 139
 - shift-clicking 10
 - shortcuts for Word 7
 - Show Level box 53, 56
 - Show Next button (Header and Footer toolbar) 97
 - Show/Hide Document Text button (Header and Footer toolbar) 183
 - Show/Hide Gridlines command 136
 - shrinking windows 173
 - sizing
 - charts 188
 - columns 173
 - drawing canvas 183
 - embedded graphics 178
 - floating objects 167
 - graphics 178, 181
 - windows 34, 173
 - WordArt objects 167, 171
 - small caps 88
 - smart
 - checking 67
 - cut and paste 34
 - tags 27, 203
 - Smart Tag Actions button 203
 - Sort Ascending button 131
 - Sort command 131
 - Sort Descending button 131
 - sorting
 - data source records 211
 - tables 131
 - space before paragraphs, formatting 103
 - spacing of characters 139
 - special effects 164
 - spell-checking 64
 - spelling
 - alerts 14, 21, 63
 - checking 63
 - checking, adding words to dictionary 66
 - checking automatically 63
 - checking entire documents 64
 - checking single words 64
 - checking without checking grammar 67
 - smart checking 67
 - Spelling and Grammar button 65
 - Spelling And Grammar Status icon 67
 - spreadsheets 184
 - copying and pasting 191
 - embedding 190
 - importing 190
 - Standard Generalized Markup Language 115
 - Standard toolbar 11
 - Start menu, starting Word from 5
 - starting
 - Graph 186
 - Word 4, 5
 - Word, from Start menu 5
 - status bar
 - help for forms in 153
 - Overtyping/Insert mode 49
 - storing text 40
 - styles 99
 - applying 104
 - base 110
 - character, applying 99
 - character vs. paragraph 110
 - creating 101, 103
 - custom 101
 - defining 101
 - heading 52
 - list, viewing 99
 - modifying 110
 - naming 103
 - Normal 99
 - predefined 99
 - repeating 104
 - types 99
 - viewing available 100
 - Styles and Formatting button 101
 - Styles and Formatting task pane 69
 - Styles list 99, 100
 - subdocuments 61
 - submenus 16
 - summarizing documents 148
 - supplemental dictionary 66, 67
 - switching
 - task panes 33
 - views 18, 57
 - Symbol command 176
 - symbols, inserting 176
 - Synchronous Scrolling button 73
- T**
- Tab button 125, 133
 - tab-delimited fields 195
 - Table AutoFormat button 129
 - Table AutoFormat command 129
 - table of authorities 148
 - table of contents 143
 - customizing 142
 - updating 145
 - table of figures 148
 - Table Properties command 130, 131
 - tables 120, 127
 - as letterheads 137
 - Autoformats 129
 - borders 134
 - calculations in 135
 - calculations in, updating 142
 - cells 127
 - cells, realigning 140
 - cells, shading 139
 - color, changing 139
 - columns, aligning 154

- columns, aligning on decimal point 133
- converting into text 142
- converting spreadsheets into 191
- converting text into 137
- creating 127, 129, 155
- creating charts from 185
- deleting 136
- drawing lines in 134
- editing in 129
- entering data 127
- formatting 127
- functions in 135
- functions in, pasting 137
- gridlines 134
- gridlines, removing 136
- headings 136
- inserting 127, 155
- merging cells 132
- moving 131
- moving in 128
- navigating 127
- rearranging 128
- reference 143
- row height, adjusting 131
- rows, deleting 161
- rows, inserting 132
- selecting 134, 142
- sorting 131
- structuring text with 137
- text, aligning 141
- text, rotating 142
- values, totaling 136
- width/height, adjusting 130
- word wrapping 131
- wrapping text in 131
- Tables and Borders button 132
- Tables and Borders toolbar 129, 132
- Tablet PC 69
- tabs
 - aligning 125
 - default, changing 129
 - deleting 158
 - leaders 129
 - setting, on ruler 133, 154
 - setting, with ruler 125
 - setting, with Tabs command 129
- Tabs command 129
- tabular lists 122
 - creating 122
 - setting up 122
- task panes
 - resizing 32
 - switching 33
 - working with 32
- taskbar
 - activating windows from 80
 - turning on/off 6
- templates 22, 76
 - basing documents on 81
 - creating 81
 - creating documents from 77, 158, 196
 - creating forms based on 160
 - creating from existing templates 160
 - custom 81
 - entering text in 78
 - installing on demand 81
 - Normal 76
 - previewing 76
 - saving 157, 158, 160, 169
 - selecting 76
 - Web Page 115
- text
 - adding to outlines 56
 - aligning in tables 141
 - aligning, with Click and Type 28
 - bold 11, 98, 128
 - centering 169
 - color, changing 139
 - converting into a list 99
 - converting into table 137
 - converting tables into 142
 - copying 29, 174
 - copying between documents 80
 - copying, with drag-and-drop 50
 - copying, with scrap 173
 - cutting 29
 - deleting 28, 48, 51
 - deleting, using keyboard shortcuts 48
 - editing 28
 - effects, applying 87
 - entering 6
 - entering in templates 78
 - fancy, creating with WordArt 165
 - finding 59
 - finding, options 63
 - formatting 85
 - formatting, as multiple columns 90
 - highlighting 9, 89
 - in form fields 151
 - justifying 103
 - linking to objects 165
 - moving 29, 50
 - moving, with drag-and-drop 50
 - overtyping 49
 - pasting 29, 80, 175
 - pasting, changing formatting when 34
 - proofreading 63
 - replacing 28, 48, 49, 59, 61
 - rotating in table cells 142
 - selecting 9
 - selecting all 29, 30
 - special effects 164
 - storing/retrieving often-used 40
 - structuring, with tables 137
 - underlined 98
 - underlining 13
 - vertical 170
 - watermarks 189
 - watermarks, inserting 189
 - wrapping around objects 176
 - wrapping in tables 131
- Text Box button 183
- Text Box command 183
- Text Box toolbar 183
- text boxes
 - inserting 183
 - linking 183
- text effects, animated 89

Text Form Field button
151, 156

themes, applying to web documents 116

Thesaurus 67

Thumbnails button 58

titles
breaking manually 89
chart 188

toggle 12

toggle command 17

toolbar buttons 11
adding 18
displaying more/fewer 12
removing 22

Toolbar Options button 12, 18

toolbar row 11

toolbars 11
adding buttons to 18
AutoText 42
buttons 11
custom, creating 22
Customize command 19
customizing 19, 22
Drawing 165, 183
expanding 14
Formatting 11
Forms 151, 158, 160
Header and Footer 96
move handles 12
Outlining 52
personalizing 18
Picture 178
restoring settings 18
Standard 11
Tables and Borders 132
turning on/off 17, 45
Web 116
WordArt 168

Toolbars command 17

totals, calculating in tables 136

Track Changes dialog box 69

tracking changes 67
accepting/rejecting changes 70
accepting/rejecting changes, all 69
formatting 69

personalizing edits 69

restricting changes 69

reviewing changes 69

reviewing changes
by reviewer 69

turning on/off 68

viewing proposed changes 73

turning off
Auto Format As You Type 92
AutoCorrect 52
automatic formatting 92
automatic grammar checking 67
drag-and-drop editing 52
Overtyping mode 49
rulers 41
toolbars 45
tracking changes 68

U

Underline button 13, 98

underlining 13

Undo button 31, 52

undoing 31
multiple actions 34

Update TOC button 145

updating, table calculations 142

V

vertical text 170

View menu 16

View Merged Data button 201

viewing
document properties 154
documents, with Document Map 61
HTML 116

views
Normal 57
Outline 52, 59
Print Layout 57, 58
Print Preview 107
switching 18, 57
web layout 112

visual effects 164

W

watermarks 182
creating, with clip art 182
editing 184
formatting 184
on single page only 189
text 189

Web Discussions feature 116

web documents
background, changing 113, 114
editing 115
font color, changing 113
formatting 113
inserting hyperlinks 116
previewing 112
publishing 112
themes, applying 116

Web Page Preview command 112

Web Page template 115

web pages
creating 115
inserting horizontal lines on 113

web site, Microsoft Office Update 37

Web toolbar 116

white space, hiding 31, 34

widening searches 60

widow/orphan control 99

widows 99

wildcard characters 61

Window menu, activating
windows from 29

windows
activating from taskbar 80
activating from Window menu 29
arranging 34
resizing 173
shrinking 173
sizing 34

wizards 81
creating documents with 81
Fax 77, 81, 87
installing on demand 81

- navigating in 87
 - personalizing documents
 - based on 84
 - Word
 - closing 37
 - creating shortcut for 7
 - Help command 37
 - starting 4, 5
 - starting, from Start menu 5
 - word wrapping 7
 - in tables 131
 - WordArt
 - centering 169
 - creating 171
 - creating letterhead with 165
 - creating masthead with 170
 - editing 176
 - editing/formatting 168
 - moving 169, 171
 - objects, creating 165
 - sizing 171
 - WordArt objects 165
 - creating 165
 - sizing 167
 - WordArt toolbar 168
 - words
 - deleting 48
 - selecting 9, 14, 51
 - spell-checking 64
 - workspace, customizing 31
 - wrapping text around objects 176
- X**
- XML 115
 - saving as 115
 - saving documents as 115
 - schemas 115
- Z**
- Zoom box 181
 - zooming 37, 107
 - zooming in/out 181