

# Tech Hunter

## *How Do You Do That?*

### Microsoft Word 2000 Tips

#### Navigation Tips

**Home** key ..... Places insertion point at the beginning of the line  
**End** key ..... Places insertion point at the end of the line  
**Ctrl + Home** keys ..... Places insertion point at the beginning of the document  
**Ctrl + End** keys ..... Places insertion point at the end of the line

#### Selection Tips

Select a word ..... *double-click* on word  
Select a sentence ..... press & hold **Ctrl** key, click anywhere in sentence, release **Ctrl** key  
Select a line .. position mouse pointer in left margin, pointer changes to an arrow, click once  
Select a paragraph ..... *triple-click* anywhere in paragraph  
Select an entire document ..... press & hold **Ctrl** key, press the letter A, release both keys

#### Save vs. Save As

##### ***To Save a document for the first time:***

Use any **Save** or **Save As** command (File Menu, Toolbar Button, Keyboard Shortcut)

##### ***Make three choices:***

**Save In** ..... Location (drive or folder) where you want to save the file  
**File Name** ..... Type the name of the file  
**Save As Type** ..... Type of file (Word will automatically complete this for you)

##### ***To Save an existing document (save editing changes):***

Use **Save** button on toolbar or *keyboard shortcut* (**Ctrl + S**)

##### ***To Save an existing document (save editing changes) and change the Name or Location of document:***

Use the **File** menu and choose **Save As**

Mary Cooper teaches computer classes through the BCS Technology Dept in the Training Lab at the Central Office. A link to a current list of classes can be found on the BCS Homepage at: <http://www.blountk12.org>

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