We want to change the margin of the document and watch how this affect word wrap. Let's change the orientation also just to see what happens

We should have navigated the document last week. Let's move up and down. Take a look at ctrl home and ctrl end not to mention home and end

Soft paging is done by our system. Let's create a hard page. A new option is to create a cover page as the first page. let's try it

There are many additions to Word in the use of already existing templates. You can especially see this in headers and footers and we should look at this

Text level, document map and table of contents are interrelated. let's try to prove this to you. In the process of doing this, we will invoke the format painter

You may remember in week one we discussed selecting multiple files. In one case we used ctrl A to select all the files in a directory. Similarly, ctrl A exists in Word to select all the text. Let's use this to change the font

What statistics can we find about this document? We'll use the properties section but you can find some by right clicking on the status line

We should discuss the different cursors in more detail. The I and mouse cursor and what are the limits?

Now, let's have small discussion of objects, in this case the pictures. The next class should have us inserting pictures and modifying them. But for now, let's deal with small changes and the question of file extention

We should add into this mix the use of bullets and numbering, when you use them and the difference between the two

We need to discuss, show and have you do a cut and paste

Word has extensive find and replace possibilities and we should look at this this week

New on this versin of Word is watermarks. Let's take a look at this. When looking at it, you are dealing with z-order: how elements of a document are set by 3D

We need to discuss spell checkers, thesaurus and grammar checkers. As you will find, some of this is good, but a lot doesn't work the way you think and we will show an example of this <input type="button" value="click this button to load spell.doc" onclick="location.href='spell.doc'"/>. On your own you can look at the Thesaurus tutorial by <a href="http://www.777rauer.com/arash/research.htm">clicking here</a>

And now that we have 2 documents being used by Microsoft Word, let's discuss multiple document interface since you are experiencing that at the moment