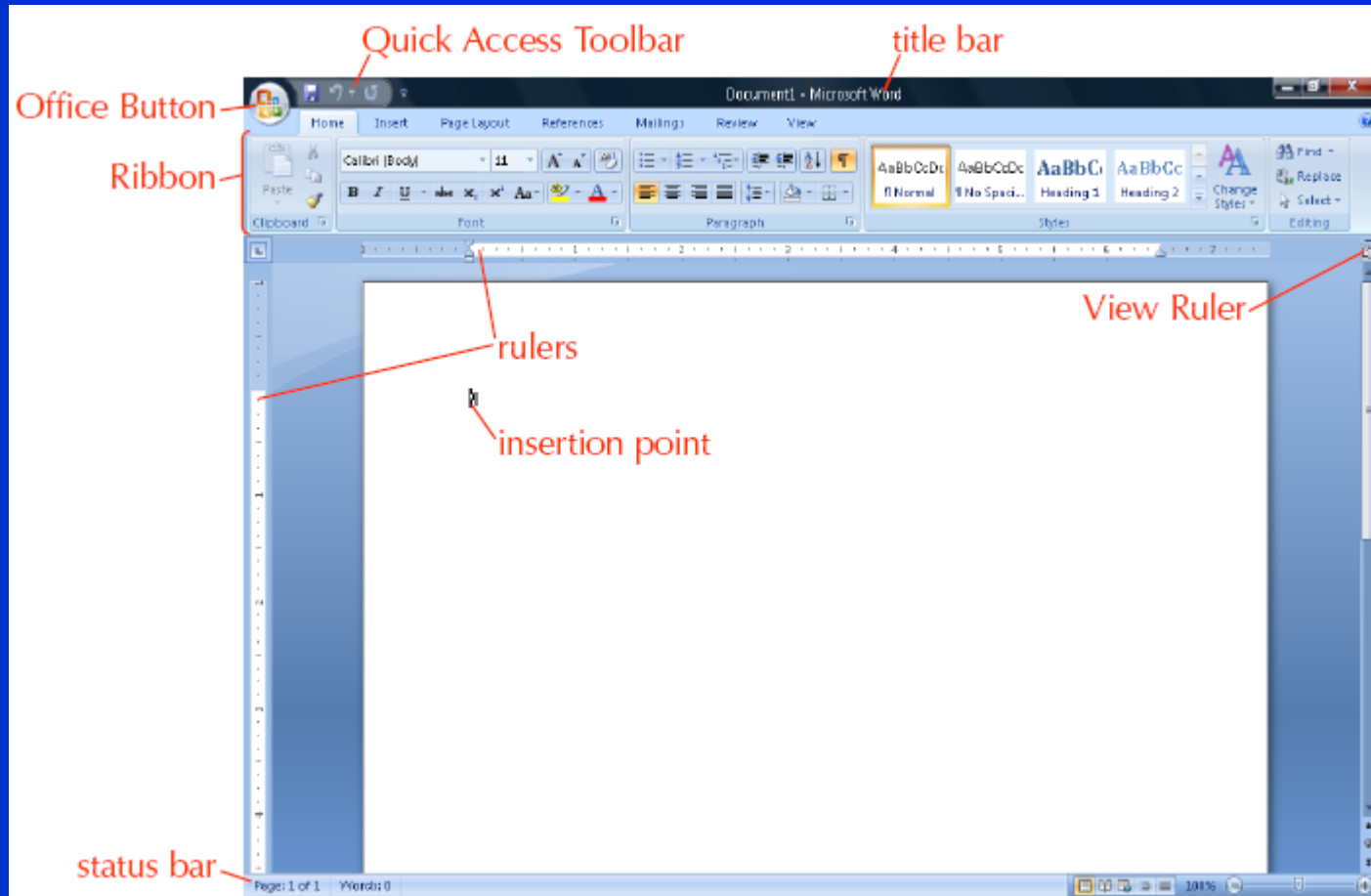


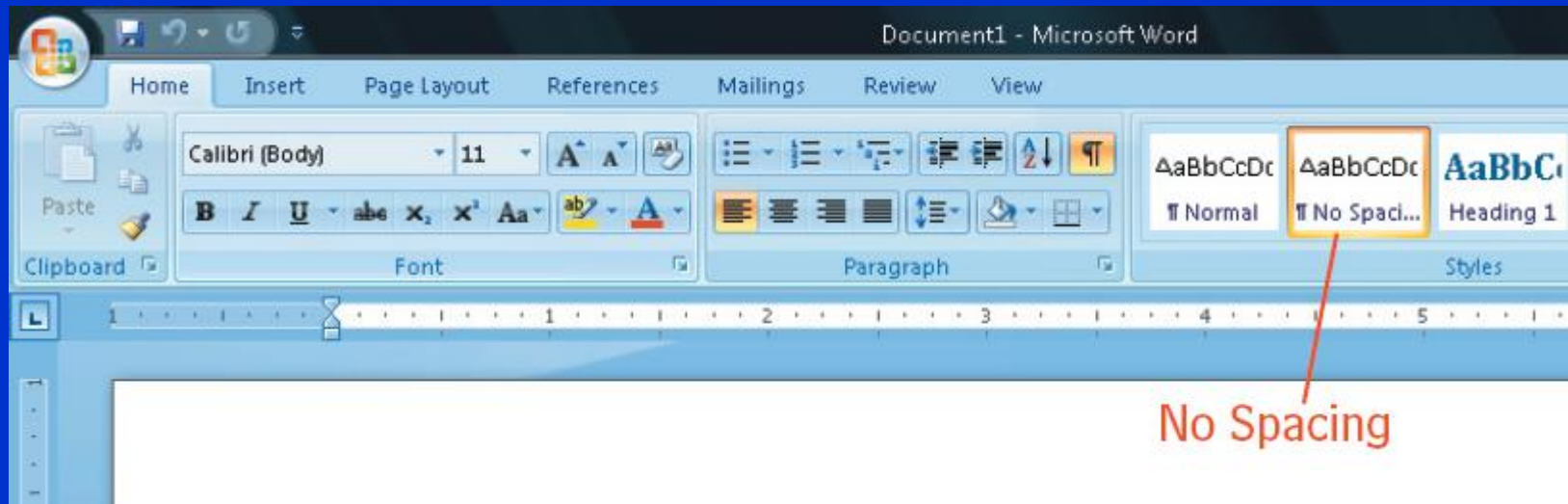
Chapter 2

The Word Window



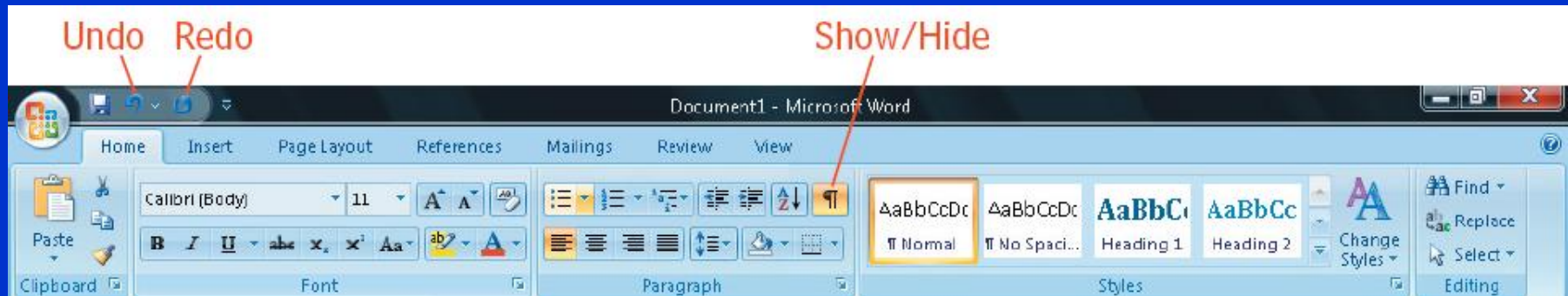
Chapter 2

Creating Document Text



Chapter 2

Editing Text



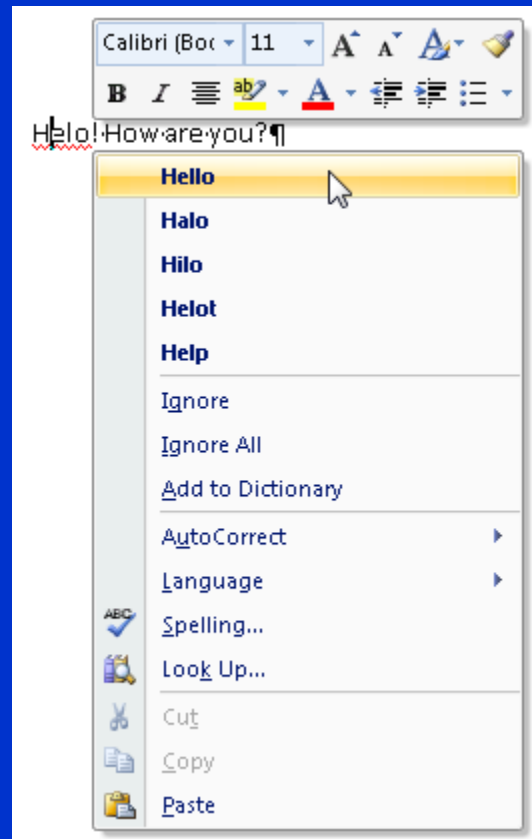
tab mark space mark

→ It is a good idea to show formatting marks, so that you can find mistakes like two spaces between words. ¶

 paragraph mark (Enter)

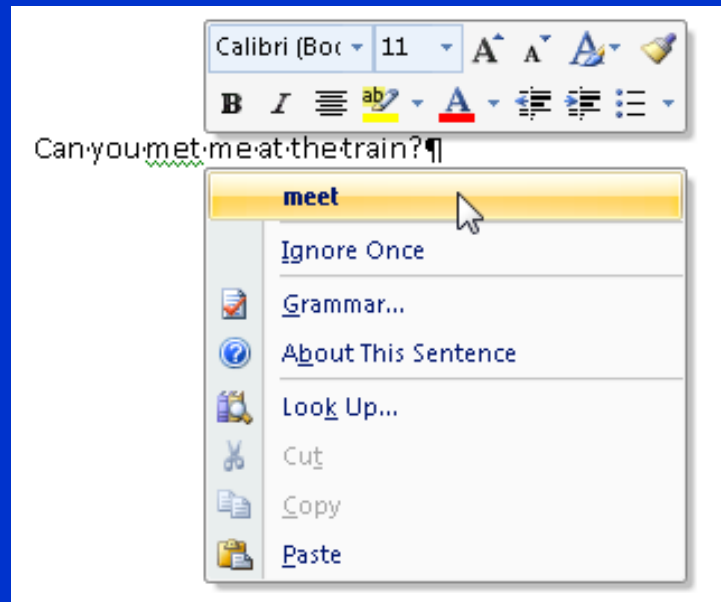
Chapter 2

Spelling Checker



Chapter 2

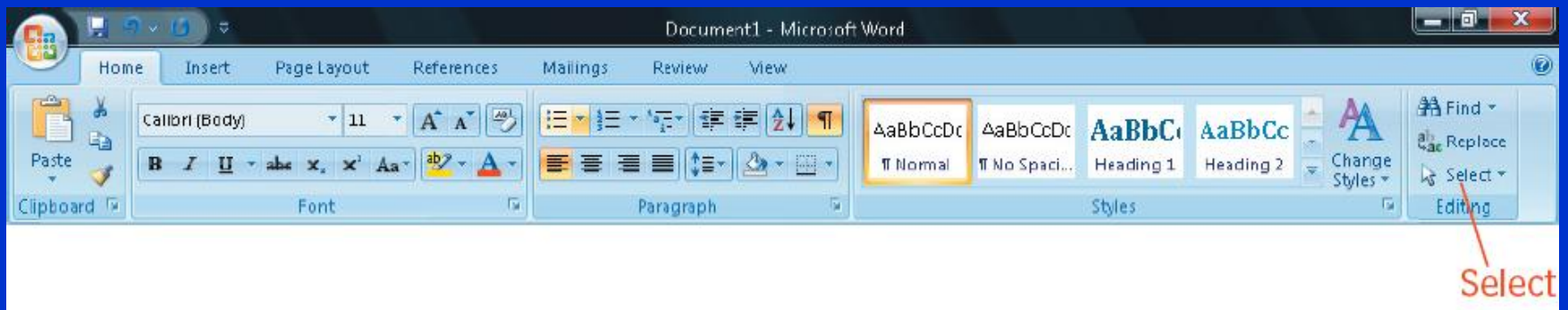
Grammar Checker



Chapter 2

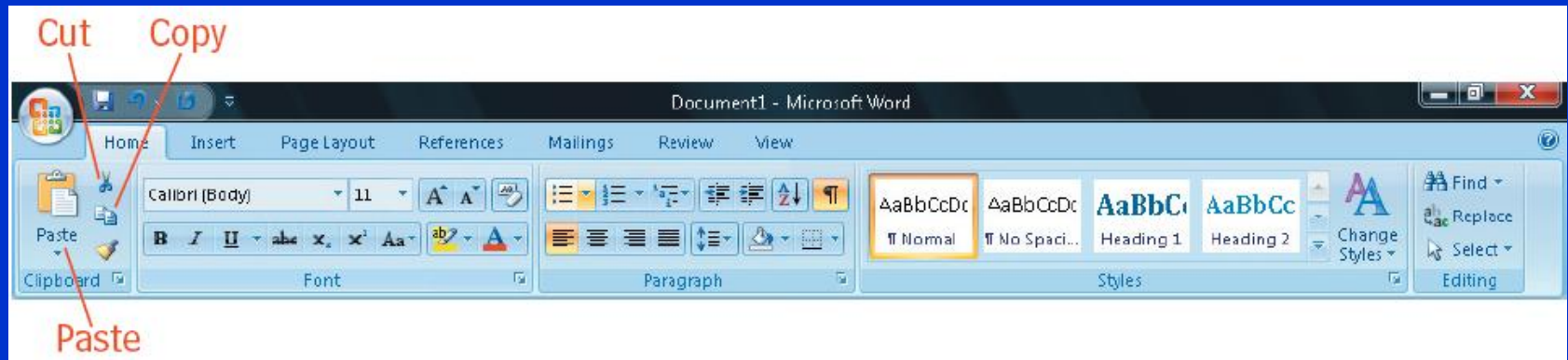
Selecting Text

On a clear night, thousands of stars are visible in the sky, some brighter than others. The brightness of a star depends on its size, temperature, and distance from the Earth. A star's magnitude is the measure of its brightness. ¶



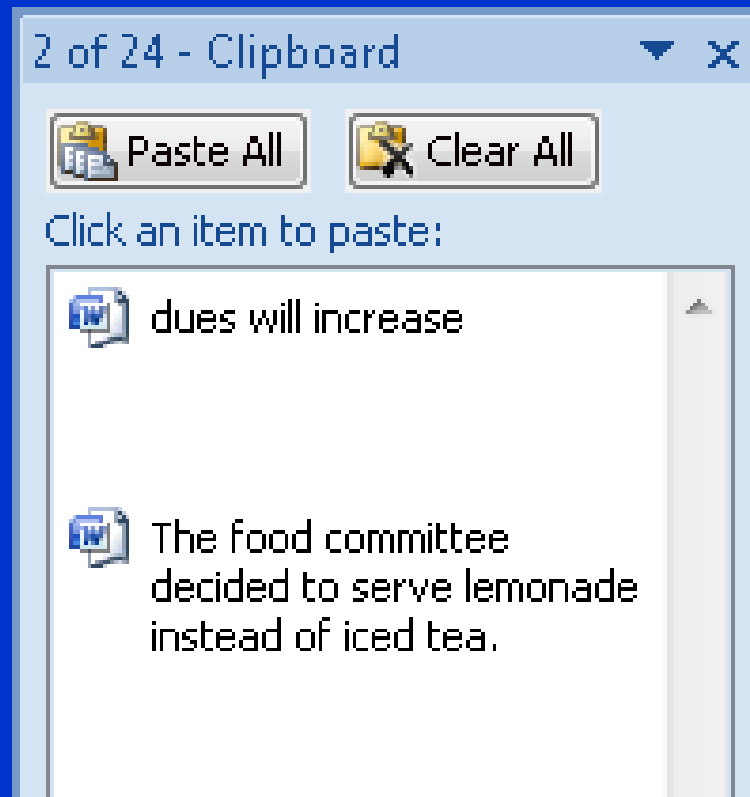
Chapter 2

Cut, Copy, and Paste



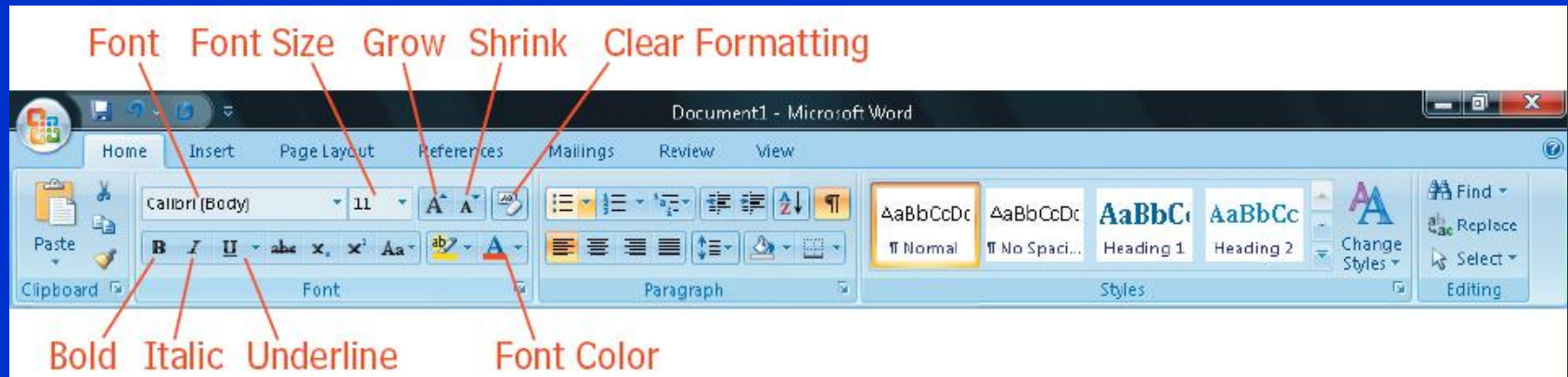
Chapter 2

Office Clipboard Task Pane



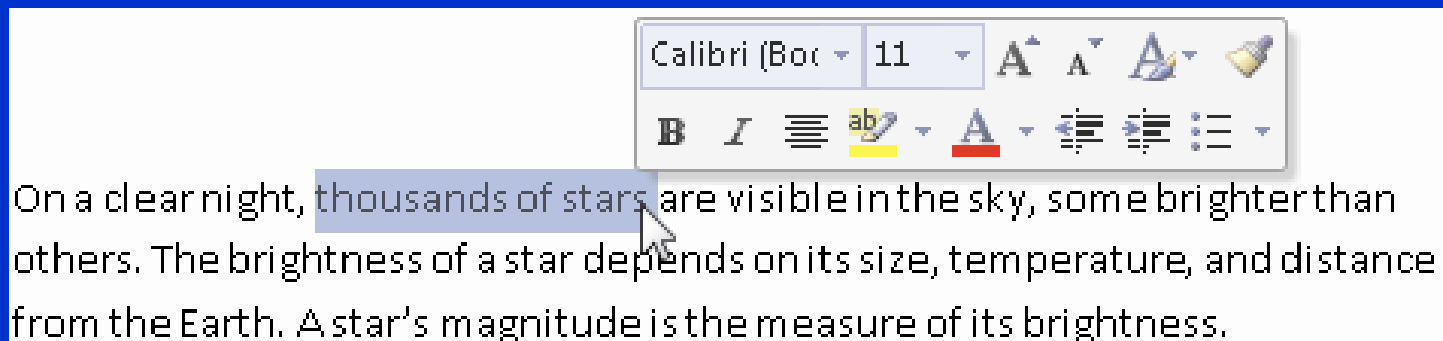
Chapter 2

Formatting Characters



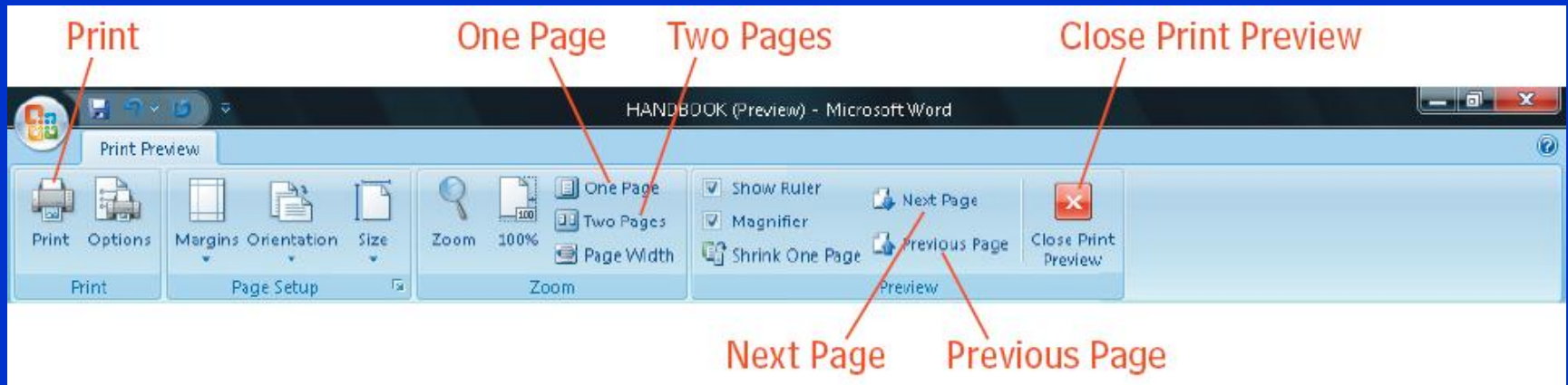
Chapter 2

Formatting Characters



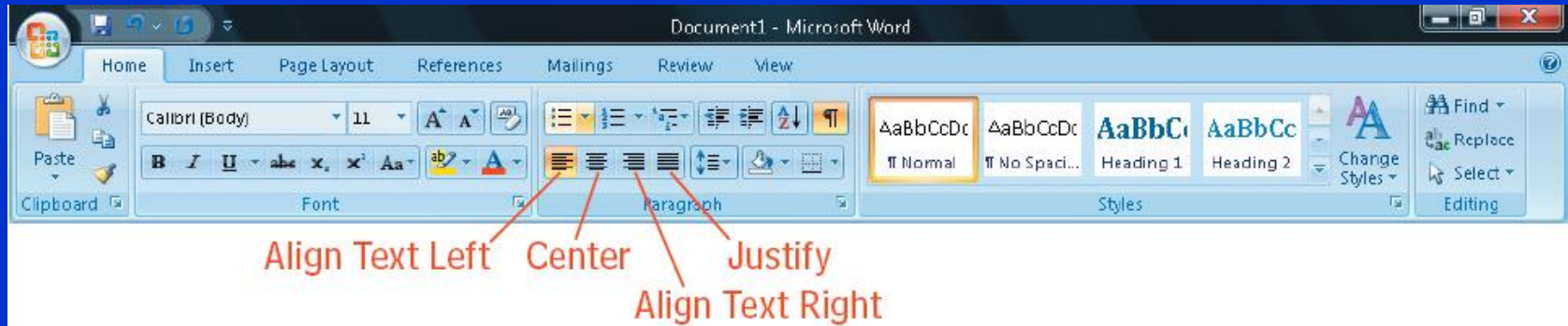
Chapter 2

Previewing and Printing a Document



Chapter 2

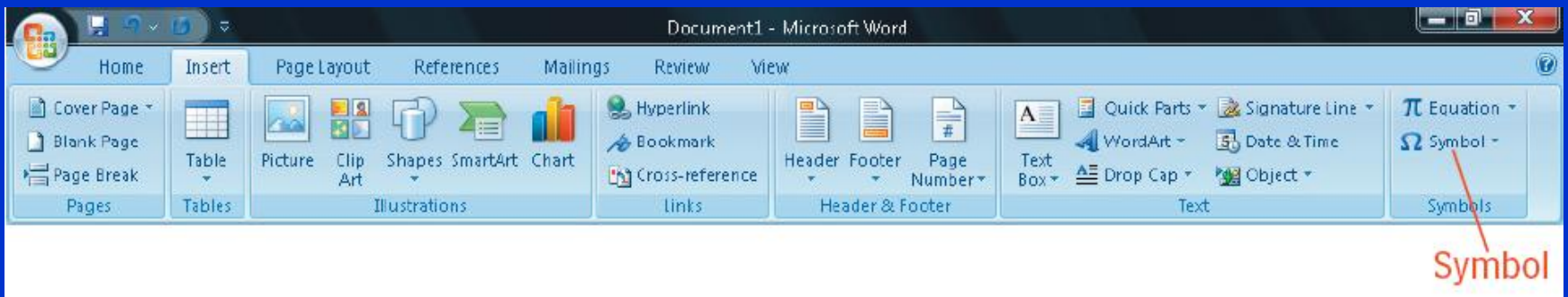
Paragraph Alignment



left aligned	The scientific classification of the zebras are as follows: mountain zebra is <i>Equus zebra</i> , Burchell's zebra is <i>Equus burchelli</i> , and Grevy's zebra is <i>Equus grevyi</i> .
centered	The scientific classification of the zebras are as follows: mountain zebra is <i>Equus zebra</i> , Burchell's zebra is <i>Equus burchelli</i> , and Grevy's zebra is <i>Equus grevyi</i> .
right aligned	The scientific classification of the zebras are as follows: mountain zebra is <i>Equus zebra</i> , Burchell's zebra is <i>Equus burchelli</i> , and Grevy's zebra is <i>Equus grevyi</i> .
justified	The scientific classification of the zebras are as follows: mountain zebra is <i>Equus zebra</i> , Burchell's zebra is <i>Equus burchelli</i> , and Grevy's zebra is <i>Equus grevyi</i> .

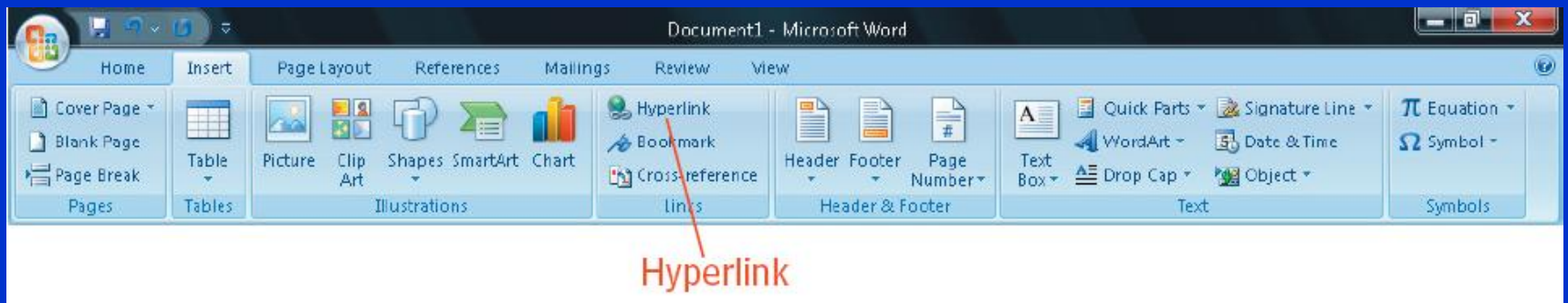
Chapter 2

Inserting Special Characters



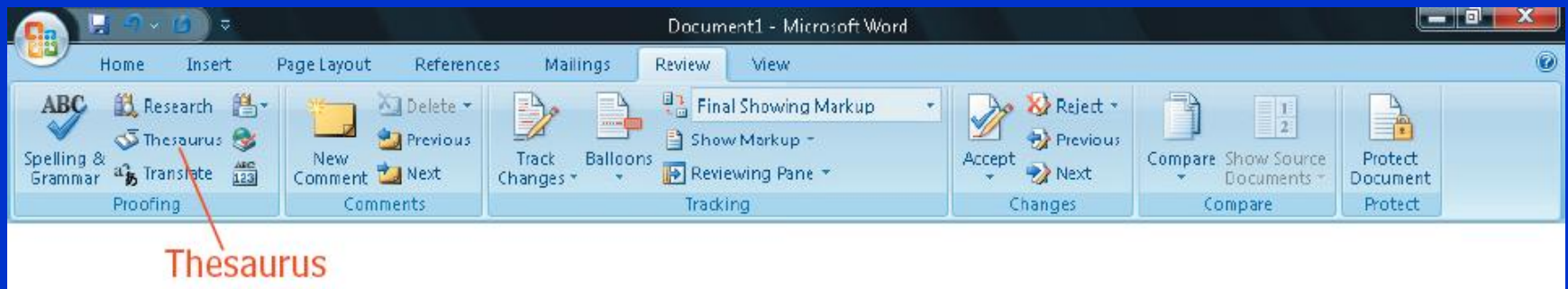
Chapter 2

Hyperlinks in a Document



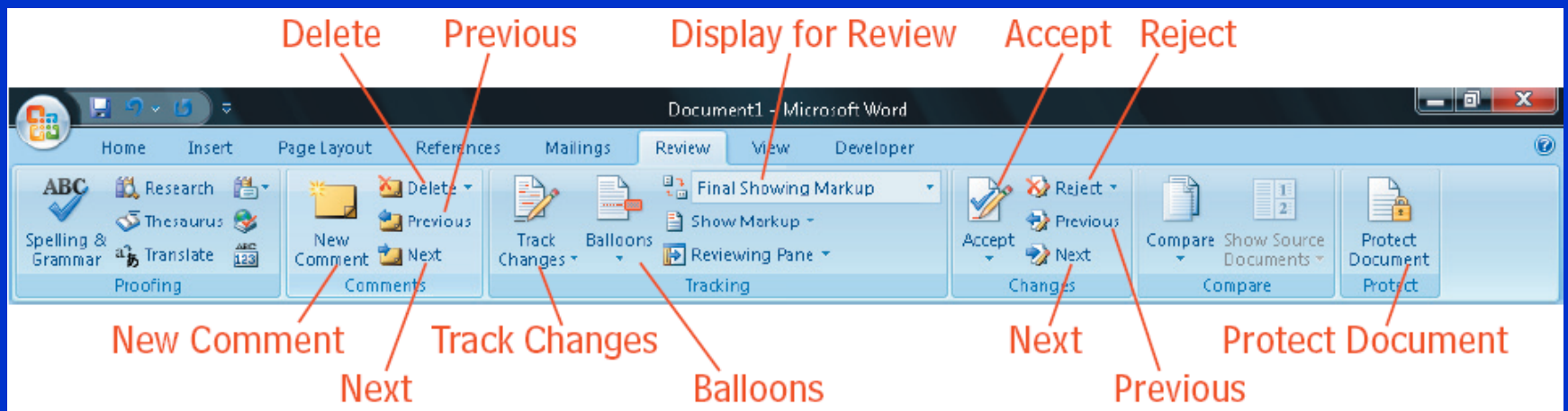
Chapter 2

Using a Thesaurus



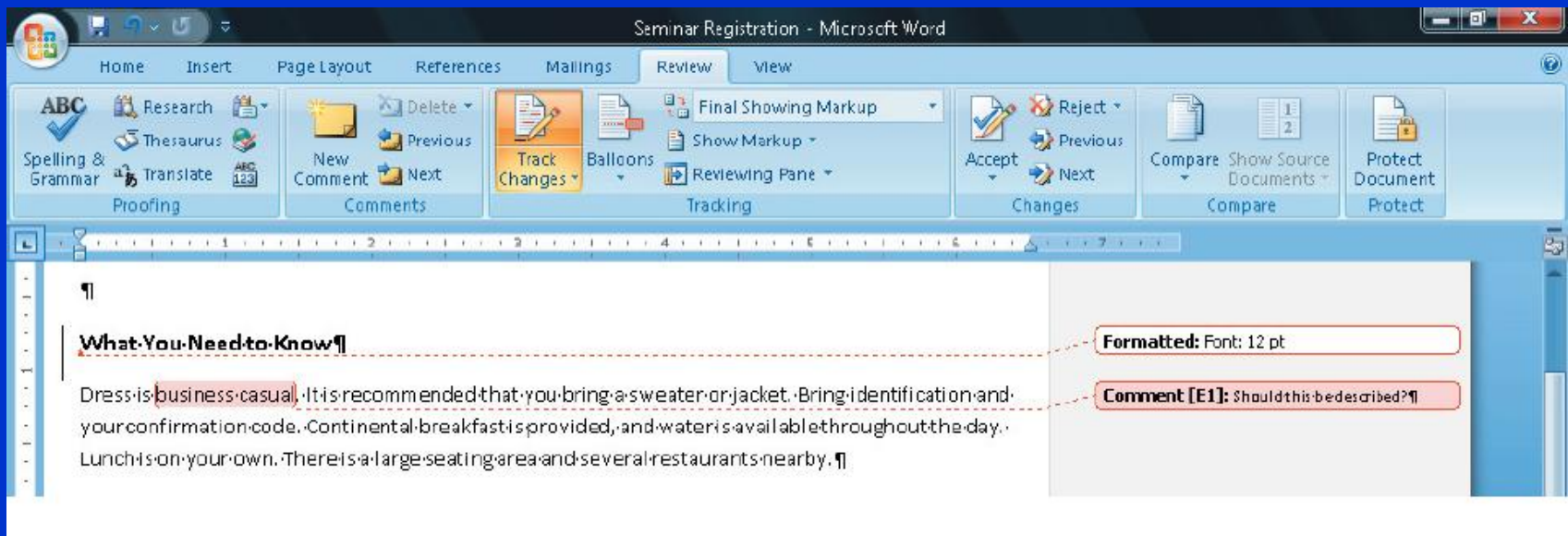
Chapter 2

Reviewing a Document



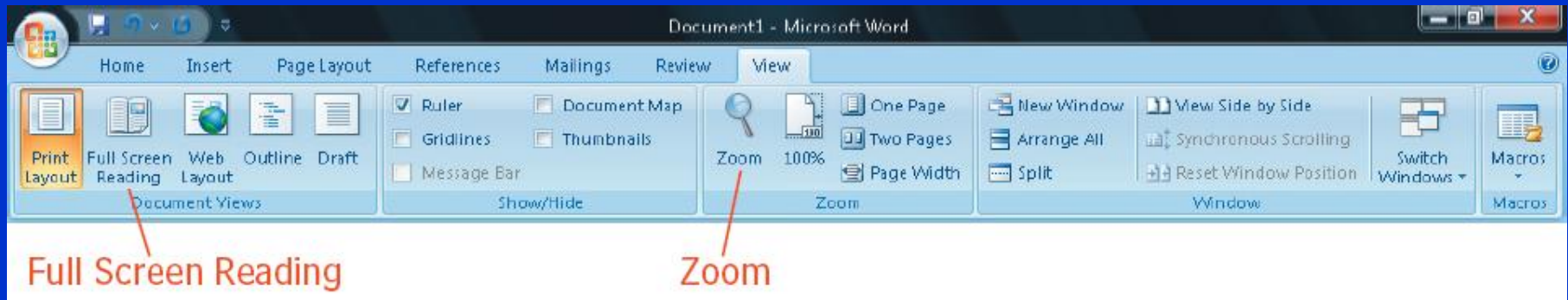
Chapter 2

Track Changes



Chapter 2

Full Screen Reading View



Chapter 2

Zoom

