

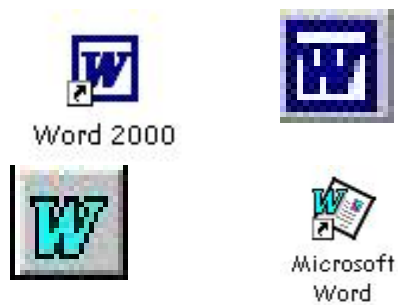
Starting Word 2000

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1. Click on the Start button
2. Click on Programs
3. Click on Microsoft Word

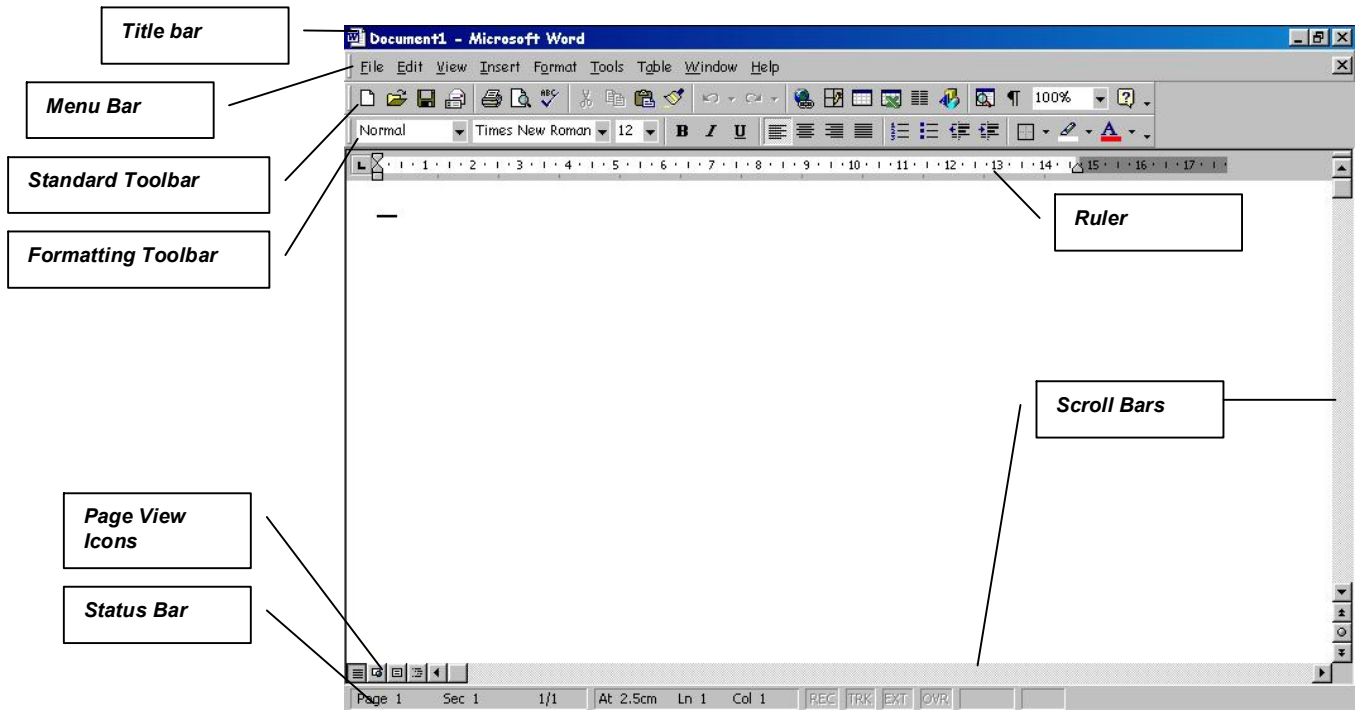
Or, if you have a shortcut

Double-click or click on the shortcut



The Word 2000 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

