

SWITCHING VIEW MODES AND USING ZOOM.....	78
WORKING IN THE REVEAL CODES WINDOW.....	81
SECTION SKILLS AND THEIR IMPORTANCE	90
CHANGING ALIGNMENT AND SPACING	91
JUSTIFYING TEXT	91
INDENTING PARAGRAPHS	93
SETTING LINE SPACING.....	94
SETTING MARGINS AND TABS	96
CHANGING MARGIN SETTINGS BY USING THE MENU.....	96
CHANGING MARGIN SETTINGS BY DRAGGING THE MARGIN GUIDELINES.....	98
CHANGING LEFT OR RIGHT MARGIN SETTINGS BY USING THE RULER.....	100
SETTING TABS BY USING THE MENU.....	102
CREATING, DELETING, AND MOVING TABS BY USING THE RULER	105
SECTION SKILLS AND THEIR IMPORTANCE	112
MOVING IN A LARGE DOCUMENT	113
MOVING THE INSERTION POINT IN A LARGE DOCUMENT	113
FINDING TEXT.....	116
FINDING AND REPLACING TEXT	119
PAGINATING A DOCUMENT	122
INSERTING HARD PAGE BREAKS	122
DELETING HARD PAGE BREAKS	124
USING THE WRITING TOOLS.....	126
CHECKING SPELLING.....	126
RUNNING GRAMMATIK	129
USING THE THESAURUS.....	131
USING QUICKCORRECT.....	133
USING PROMPT-AS-YOU-GO	136
SECTION SKILLS AND THEIR IMPORTANCE	146
CHANGING THE TOOLBAR DISPLAY	147
DISPLAYING AND HIDING TOOLBARS.....	147
CHANGING TOOLBAR OPTIONS	149
MOVING TOOLBARS WITH THE MOUSE	152
CREATING A TOOLBAR.....	154
DEFINING AND DISPLAYING A NEW TOOLBAR	154
DELETING A CUSTOMIZED TOOLBAR	158
SECTION SKILLS AND THEIR IMPORTANCE	162
USING THE OPEN FILE WINDOW	163
REVIEWING FILE INFORMATION AND CHANGING THE FILE NAME DISPLAY.....	163
PRINTING UNOPENED DOCUMENTS	167
SEARCHING FOR FILES USING QUICKFINDER.....	169
WORKING WITH MULTIPLE DOCUMENTS	171
ARRANGING DOCUMENT WINDOWS.....	171
COPYING AND PASTING TEXT BETWEEN DOCUMENTS	174