Getting Started
As you will see, there are some differences between Microsoft Word 2000 and the latest version, Microsoft Word XP (also known as Word 2002.) This QuickTip is an introduction to some of those changes.

Task Pane
When using Word, you will notice that some actions will cause a side pane will open up to the right of your document (see figure below). This is called the Task Pane. It offers a number of frequently used features: New Document, Clipboard, Search, Insert Clip Art, Styles and Formatting, Reveal Formatting, Mail Merge, and Translate.

The Task Pane will automatically appear when you do execute some actions such as those listed above. If you'd like to view the Task Pane, click View-Task Pane.

Autocorrect Smart Tags
Sometimes when you type, you will see a tag pop up: This AutoCorrect features gives you the option to tell Word to stop making that particular correction in the future.

- If Word ever makes a correction that you don’t want it to make, move your mouse over the corrected word. Then click the AutoCorrect Options button’s down-arrow and choose Stop Automatically Correcting “<word>”.

Smart Tags
A smart tag is a hyperlink that recognizes certain types of data such as addresses and phone numbers. The smart tag offers actions based on the data type. For example, type in an address. When you mouse over the address, a smart tag action button appears (see figure below.) When clicked you some choices like: Display Map and Display driving directions.

- To activate select Tools, AutoCorrect Options, Smart Tags, and check ”Label text with smart tags" and "Show Smart Tag Actions buttons".

Quick Tips for New Features in Word XP

See These Other Quick Tips:
- Searching for Files in Windows XP