



Class Description

We will go over basic terminology, menu options, text formatting, spelling and grammar check, and copying and pasting text. Keyboard shortcuts are in **bold type**.

Prerequisites: Introduction to Windows or equivalent experience.

Open Word

- To open the Microsoft Word program:
 - Start→Programs→Microsoft Office→Microsoft Word
 - or ○ Click on **Microsoft Word** icon on Desktop



Select Text

- If you want to change something you've already typed or delete, you need to SELECT (HIGHLIGHT) it:
 - Put your mouse at the far top left or far bottom right of the text you want to highlight. Hold down the LEFT mouse button and *drag* your mouse across the text. It will become "highlighted" in black.
- Sometimes you may want to select an entire document:
 - **Ctrl+A** (will highlight an entire document)

Saving a File/Document

You can easily SAVE a file or document for future use (revision, printing, etc.).

To save a file:

- **File**→Save As (used to name/rename a file)

Saving Changes to a File/Document

- You can easily SAVE CHANGES to a file:
 - **File**→Save
 - or ○ **Ctrl+S**
 - or ○ Hit the save icon from the Quick Access Toolbar (below)



Close/Exit out of Word

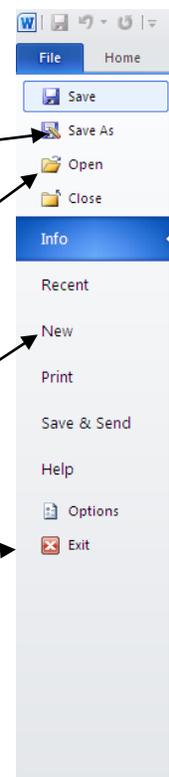
- To EXIT Word and your document.
 - **File**→Exit
 - or ○ Click on X in upper right hand corner of window

Open an Existing Document

- To OPEN a file that you or someone else has already created...
 - **File**→Open
 - or ○ Click on open file icon in toolbar
 - or ○ **Ctrl+O**

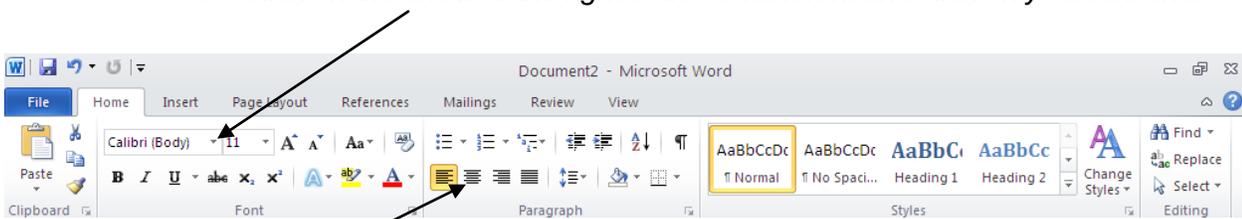
Open New Document

- If you're working on a document in Word and want to open a NEW DOCUMENT:
 - or ○ **File**→New
 - **Ctrl+N**



Change the Font

- The default (automatic) FONT in Word 2010 is usually Calibri size 11. You can easily change this to make your document more interesting or make certain words stand out. A FONT is a character set (letters and numbers) in a certain design or style.
 - *To change font: Highlight the text you want to change then use **Home** tab of toolbar:*
 - *Click on the arrow to the right of the default font and click on your font choice*



Change Alignment

- ALIGNMENT refers to where the text sets on the page. Does it have a smooth edge on the left or right? Is it centered?
 - *Click on line icons in toolbar for Left, Center, Right, or Justify options*

Edit Text or Images

- You may want to COPY text or images from within the same document, from a different document, or even from the internet. Copying means you leave the original in its place and create a duplicate of it somewhere else. It is very easy to do:

- Select/highlight the text or image
- Choose the copy icon from the Home Tab 
- or ○ **Ctrl+C**

- Once you copy something, you then need to PASTE it.
 - Place your cursor where you want Paste text or image
 - or ○ Select the Paste icon from under the Home tab 
 - **Ctrl+V**

- You can also CUT text or images. You see the Cut command when you want to move an image or section of text from one location to another without leaving a copy behind. It is *not* the same as deleting.

- Select/highlight the text or image
- Click once on the Cut icon from under the Home tab 
- or ○ **Ctrl+X**

Second Thoughts: Undoing Your Work

- Word allows you to undo a step (such as deleting a word or pasting an image) with the UNDO command. You can keep undoing your steps one at a time.

- Select the Undo icon from the Quick Access Toolbar in the upper left corner
- or ○ **Ctrl+Z**

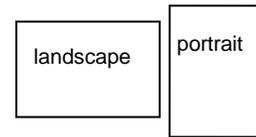


Printing

- You can PRINT your document very easily:
 - **File**→Print
 - or ○ **Ctrl+P**
 - HINT: If you only want to print a portion of your document, webpage or email → Highlight what you want to print, then File → Print → Print Selection

Page Layout Tab

- PAGE MARGINS can be changed easily. You may want to change margins to give the document more white space on the right, left, top, or bottom. You can play around with margins to make your document longer or shorter
 - Under the Page Layout tab, click once on Margins and click on your preference or choose Custom Margins for more control
- For special projects you may want to change the PAGE ORIENTATION so that the page prints 11 x 8 ½ rather than 8 ½ x 11.
 - Under the Page Layout tab click once on orientation→then select your preference



Review Tab

- You can use Word's SPELLING & GRAMMAR to double-check your document. It is pretty accurate, but not 100%. As you are typing, Word underlines what it considers spelling errors in **red** and grammar errors in **green**. These colored lines never show up when you print.
 - Under the Review tab, select the Spelling & Grammar Check Icon
 - **F7**



Templates

- Microsoft Office has hundreds of templates you can use for free. These documents have already been formatted, you just have to delete the text that is on the page and put your own text in.
To download a template
 - Under the File Tab, choose New then select the category of your choice. Continue clicking until you find a template that you would like to open.
 - Click on Download

HELP!

- All Microsoft programs have a HELP feature. Access Word's help by:
 - **Help**→Microsoft Word Help
 - or ○ **F1**

Help comes in the form of the Office Assistant:

OR as a gray box you can type a question into:



Thank you for coming to Basic Word!
Please fill out a class survey before you leave:
<http://www.greenwoodlibrary.us/computersurvey.asp>