

# Introduction to Microsoft Word

## Microsoft Word (often called “WORD”)

The purpose of a word processing software is creating, storing, and printing text documents. Microsoft Word, Microsoft Works, Pages for Mac users, and Google Docs, are commonly used word processing programs.

### Allows

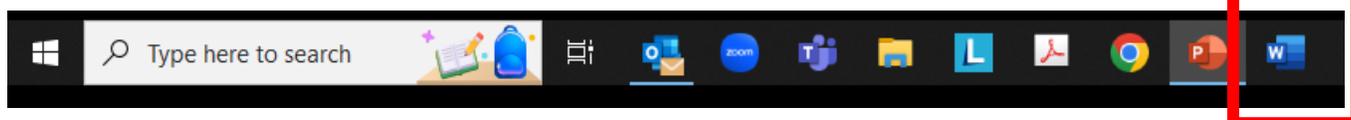
- editing text
- copying & moving text
- pasting & deleting text
- inserting pictures, objects & tables
- saving & printing
- formatting
- checking spelling & grammar

### Names

- **Microsoft Word**
- Microsoft Works
- Pages (Mac)
- Google Docs

## Locating WORD on Your Computer

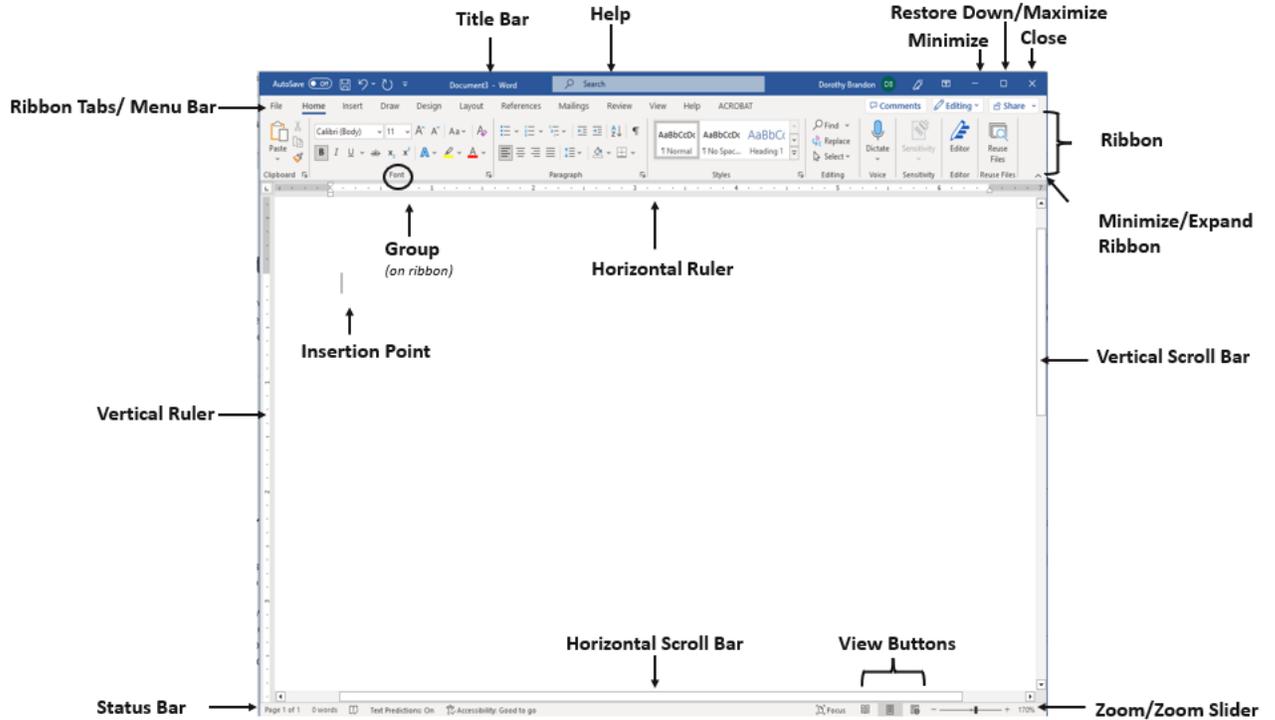
Microsoft Word icon is the blue box with a “W.” Clicking on the icon will open a blank word document.



A second option to locate the Microsoft Word program is to use the search box located on the Taskbar. Click in the box that says, “**Type here to search**” and type “**Word**” and press the “**Enter**” key on your keyboard.



**Parts of WORD Screen**



**Title Bar:** displays the document and program name

**Search/Help:** provides access to help topics

**Minimize:** takes the program or document off the desktop and places it on the task bar (program/document is not visible but still open)

**Restore Down/Maximize:** one button used for two functions. “Maximize” (☐), when clicked, allows the document/program window to cover the full window space. “Restore Down” (☐), when clicked, allows the document/program window to be reduced. Only one, “Maximize” or “Restore Down,” will show at a time. For example, when “Maximize” button (☐) is clicked, the button changes to the “Restore Down” button (☐), vice versa.

**Close:** exit/close the program or document

**Ribbon/Ribbon Commands:** a toolbar containing commands for each menu or tab

**Ribbon Tabs/Tabs/Menu Bar:** each tab is associated with a group of related commands.

**Minimize/Expand Ribbon:** see or hide the ribbon containing the commands for each tab

**Vertical Scroll Bar:** allows you to view document from top to bottom or bottom to top

**Horizontal Scroll Bar:** allows you to view document from left to right or right to left



**Zoom Slider/Zoom:** magnification of document content – zoom out or zoom in on document

**View Buttons:** view document in different layouts – normal view, print layout view, web layout view, webpage view, read mode view

**Status Bar:** provides basic information pertaining to the current document

**Vertical Ruler:** used to set margins, indents, and tabs

**Horizontal Ruler:** used to set margins, indents, and tabs

**Group:** related command positioned together for easy and quick access

**Insertion Point:** the location of where typed characters will appear

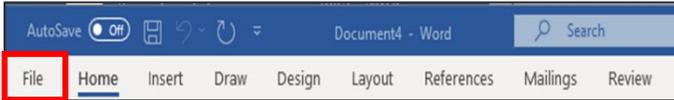
**Save a WORD Document**

<b>Save</b>	<ul style="list-style-type: none"><li>• saving for first time</li><li>• saving updates to a current document</li></ul>
<b>Save As</b>	<ul style="list-style-type: none"><li>• when changing location</li><li>• when changing name of file</li><li>• when changing format of file</li></ul>
<b>Save as Adobe PDF</b>	<ul style="list-style-type: none"><li>• converts and saves a Word document as a Portable Document Format (PDF)</li></ul>

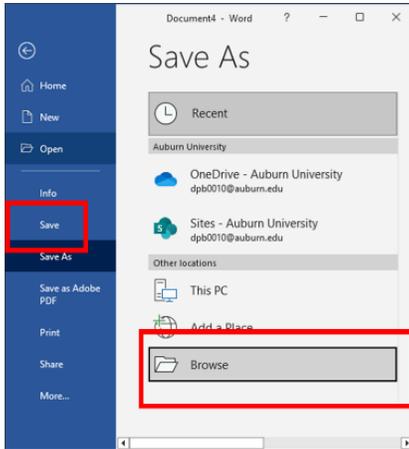


## Using File Tab to Save

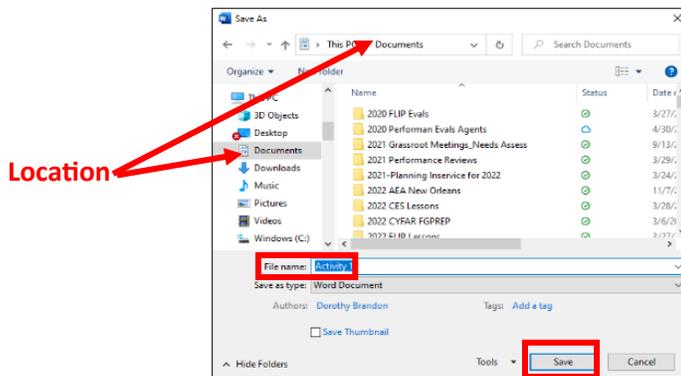
1. Click "File" Tab



2. On the "File" Menu
3. Click "Save"



4. Click "Browse" (Save As dialog box opens)
5. Select the location for saving



6. Type file Name
7. Click "Save"



### Working with the Home Tab

**Cut:** text or graphic is moved from the original location and pasted in a new location (within the current file or a different file)

**Copy:** text or graphic remains in original location and a copy is paste in a new location (within the current file or a different file)

**Paste:** places the text or graphic in the location

**Clipboard:** temporary holding place for copied or cut text or graphics

### Commands in the Font Group

**Bold:** HAPPY BIRTHDAY

**Italic:** *HAPPY BIRTHDAY*

**Underline:** HAPPY BIRTHDAY

**Font Type:** HAPPY BIRTHDAY

**Font Size:** HAPPY BIRTHDAY

**Font Color:** HAPPY BIRTHDAY

**Bold**

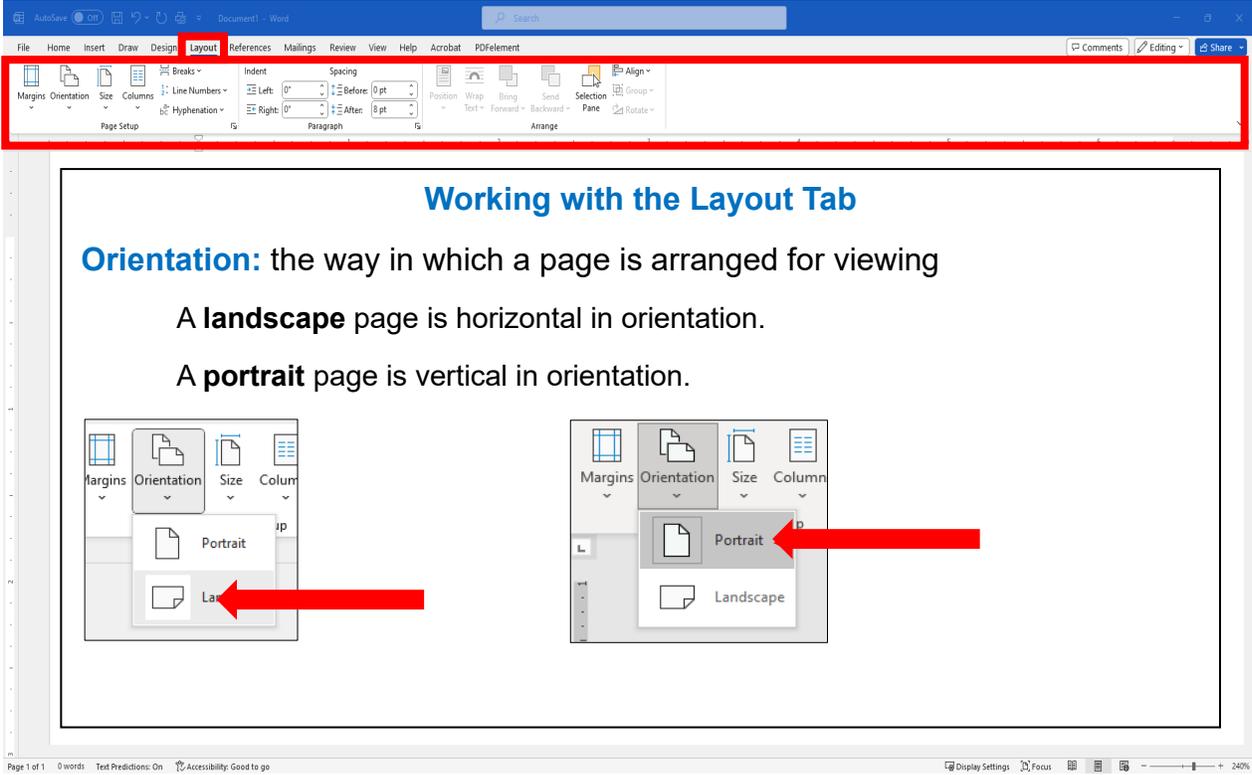
**Italic**

**Underline**

**Font Color**

**Font Size**



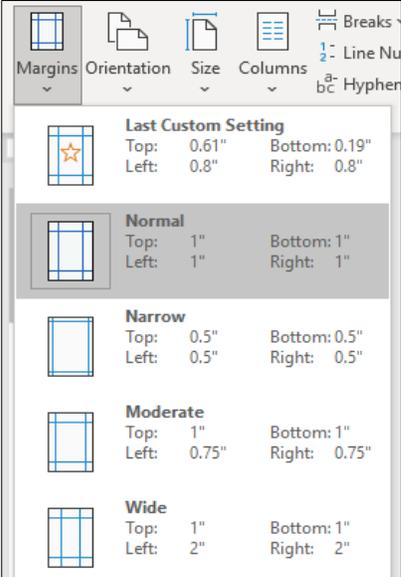


**Margins:** the space between edge of paper and the text or content on the page

The **Normal** setting selected in the example is for a one-inch margin all around – top, bottom, left, and right sides.

**To Adjust the Margins:**

1. Click on "Layout"
2. Click the arrow below the "Margins" button
3. From the dropdown menu, click on the margin setting that works for your document.



**Working with the Review Tab**

**Checking spelling**

1. Click on the word with the red squiggly underline.
2. Click on the correct spelling

**Checking grammar**

1. Click on the word with the blue underline
2. Click on the suggested correction
3. Click on the circle with a line through it to ignore the recommendations.

The screenshot shows the Microsoft Word interface with the Review tab selected. The ribbon includes options like Editor, Spelling and Grammar, Proofing, Read Aloud, Check Accessibility, Translate, Language, New Comment, Delete, Previous, Next, Show Comments, Back Changes, Show Markup, Reviewing Pane, Tracking, Accept, Reject, Next, Compare, Block, Restrict, Hide, and Ink. The main content area shows a document with the sentence "The childern is in the kitchen." A red squiggly underline is under "childern". A context menu is open over "childern" with "children" selected. Another context menu is open over "is" with "children are" selected. Red arrows point to the selected options in both menus.

## File, Folder, and Subfolder

A **file** is the common storage unit in a computer. A file can be a Word document, a picture, an Excel spreadsheet, a PowerPoint, etc.

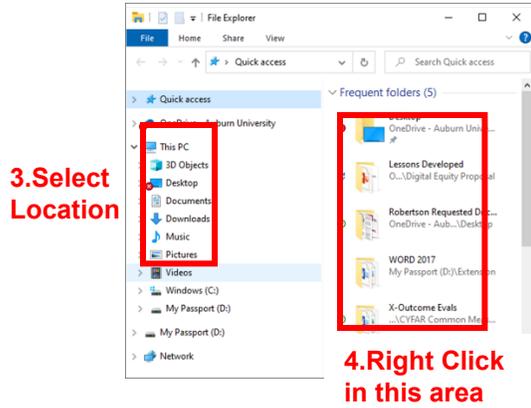
A **folder** holds one or more files, and a folder can be empty until it is filled.

A **subfolder** is a folder contained within another folder.

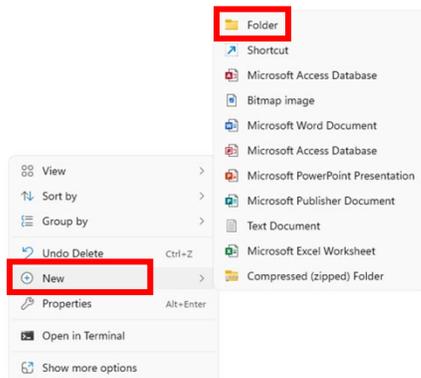


## Creating Folders

1. Click on “**File Explorer**” 
2. Dialog box opens
3. Click on the location



4. Right click on the right side of the screen
5. Click “**New**”

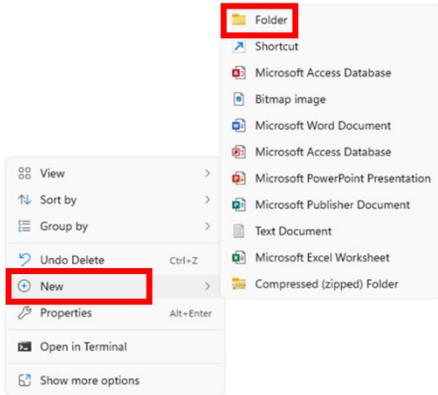


6. Click “**Folder**”
  - a. New folder appears in the selected location
7. Type name for Folder
8. Press Enter

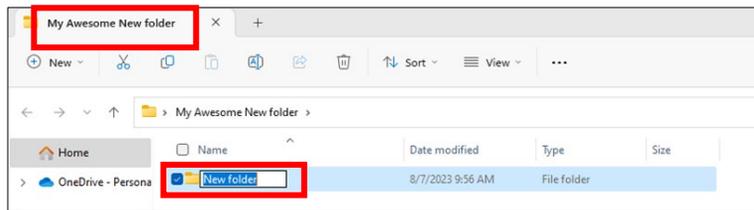


## Creating Subfolders

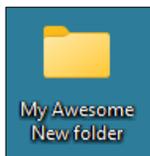
1. Open a folder 
2. Right click within the folder
3. Click **“New”**



4. Click **“Folder”**
5. Type name for Folder



6. Press Enter



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