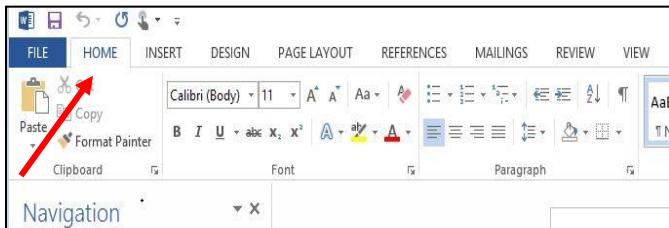


Word Basics

Microsoft Word is a word processor. A word processor is a program in which the user inputs text which is formatted to create a readable document.

The Tabs

The tools of Microsoft Word are organized under **tabs** (Home, Insert, Design, Page Layout, References, Mailings, Review, and View). All of these tabs make up what is known as the **Ribbon**.



Home

The **Home** tab includes your most commonly used tools for creating and personalizing a document. Here you are able to manipulate font style and size, paragraph alignment, and more.

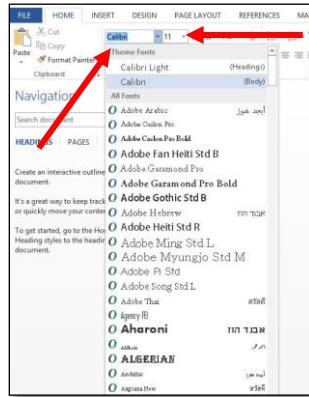
Adjusting the Font

The **Font** field can be found under the **Home** tab. This is probably the most frequently used tool in Microsoft Word. To select the style of font you would like, use the dropdown menu.

Styles include **Broadway**, **Impact**, **Mistral**, **STENCIL**, **Comic Sans**, and many more. The default style is Calibri (used on this tip sheet!). Some other, more professional font styles include Times New Roman and Arial. Choose the font that best suits the tone of your document.

The font size is controlled via the adjacent dropdown menu. The default text size is 11, but you can make the text however large or small you like.

When you adjust the font style or size, it will affect the text you type after you make the change. To change text that you have already typed, highlight the text and then click the style or size you want to change it to.



You can also make the text in your document **BOLD**, **ITALICIZED**, **UNDERLINED**, OR **ALL AT ONCE!** Simply click the desired options under where you changed the font!

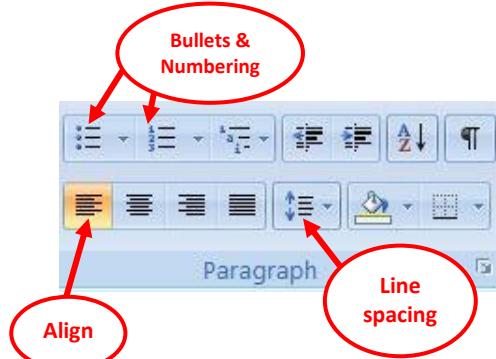


*TIP: Hover over any of the buttons and Word will give you a brief description of what that tool does.

Paragraph

The **Paragraph** field can also be found under the **Home** tab. It is used to adjust the position and spacing of the text on the document. The position of the text (whether it is over the left, in the center, or over to the right) is manipulated with the **align** buttons in the lower left hand corner of the paragraph field.

Line spacing is adjusted using the button to the right of the align buttons.



In the upper left corner of the **Paragraph** field you will also find the option to add **bullets**. You can use bulleted and numbered lists to outline, arrange, and highlight text. To create a bulleted or numbered list from text you already have in your document, first highlight the text. Then under the **Home** tab, click on the button labeled **Bullets** to get a standard Bullet or click on the drop-down menu next to it to see more bullet options. For a numbered list, click on the button labeled **Numbering** to get a standard numbered list, or choose the drop-down menu next to it for more numbering options.

To start your text as a bulleted or numbered list, click on your choice and you will see it appear in your document. When you click ENTER to go to the next line, you will see that your bulleted list continues.

Insert

The **Insert** tab allows you to add tables, images, shapes, charts and more to your document.

Page Layout

The **Page Layout** tab allows you to change the page orientation, size, and theme, adjust the margins, indents and spacing of the paragraph, add columns and page borders, and more. Changing the page orientation and adjusting the margins are probably the most important tools you will want to remember in the Page Layout tab. Once you have clicked **Page Layout**, click on **Orientation** and there you will be able to choose either a **Portrait** or **Landscape** orientation.

To adjust margins, choose the **Margins** button under **Page Layout**. Here you can choose from one of the default margin settings, such as **wide** or **narrow**, or customize your own margins.

Review

Under the **review** tab, you can perform spell check. Microsoft Word will automatically detect misspelled or unrecognized words as you type and underline them in red. You can fix these errors as you go or perform a spell check of the entire document at the end.



You can right click on a red underlined word to see some spelling suggestions. Or click “Spelling & Grammar” under the Review tab. This will take you through each spelling/grammar mistake Word has identified.

Copy & Paste

Place your mouse at the beginning of the text you want to select. Click and, while holding down, drag your mouse over the text you want to select. Release the mouse button. Your selected text will be highlighted in a different color. Next, right-click anywhere in your highlighted section. Choose **Copy**. Then choose where in the document you want your text to go. Right-click and choose **Paste**.

Saving your work

You will want to save your documents frequently to avoid losing your work. In addition, the **Save As** feature will allow you to edit a document and save it while leaving the original document unchanged. To save a document, click **File** in the upper left-hand corner, and then choose **Save**. To save a different version of your document while still keeping the original, click **File**, and then **Save As**. Then choose where you want to save

your file. Finally, name your file and click **Save** when you are done.

Another way to save your document is to click on the **Save** button (floppy disk image) on the **Quick Access toolbar**, which is located just above the Ribbon at the very top of the page. This toolbar allows you to choose common commands like Save, Open, Undo, Redo, Print, etc. with just one click.

*TIP: You can choose which commands you want on your toolbar by clicking on the arrow all the way to the right, which will give you a drop-down menu of choices.



Printing your work

To print your document, click on **File** in the upper left corner, and then choose **Print**. The print pane will come up. Here you can select a printer, preview your document before printing, choose how many copies you want to print, and change various settings such as the print range, single vs. double-sided printing, etc.

Alternatively, you can get to the print pane in one click

via the **Quick Print** button, “” on the Quick Access Toolbar.

Still need help?

- Ask at the Reference desk for a quick answer
- Make a Tech Thursday appointment to work through a more difficult problem
- Come to JBML’s next Intro to Word class. Call the Reference desk or visit www.blackstonelibrary.org to see a schedule of our classes.