

Beginners Guide for Microsoft Word

To Start

1. Open WORD
2. Depending on your version of Word, a new document may be ready for you now. If not, look at the top LHS on screen (ie is the end of the toolbar,) and click 'File' then 'New'.
3. You will now have a blank document open and you can start typing.
4. When you have finished typing, you can save your new document.

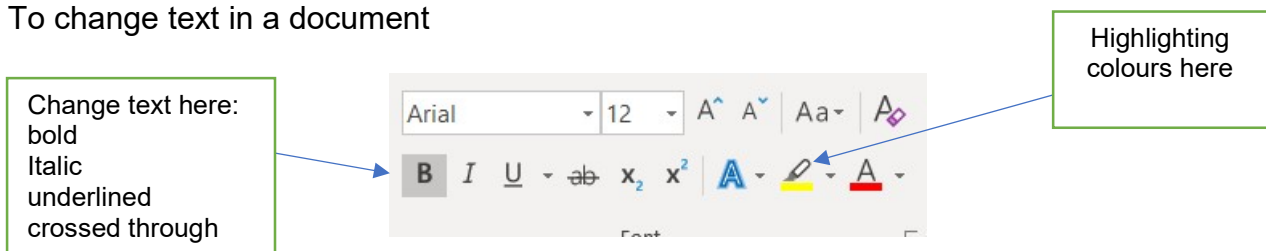
To Save a Document

1. Click on File.
2. Click on Save As.
3. Chose the folder on your computer to save to and click to open it.
4. The name of the document will be the first few words of the document but you can change this by altering the name in the file name box.
5. Click on Save. This will save your document to your hard drive, and to a place where it's easy to find for use in the future.

To Exit

1. Click on File
2. Click on Close
(Before it closes, you will now be asked whether to save changes to the document)
3. Click on Exit

To change text in a document



NB Any text you wish to change must first be selected (or highlighted)

- To select text, move the arrow to the beginning of the text and left mouse click.
- The cursor will then appear in front of the text. (Look for the blinking vertical line)
- Click with the left mouse button again and holding your finger on the mouse, drag it along until all the text you want to change has been selected/highlighted.
- Lift your finger off the mouse and the text will remain highlighted/selected waiting for your command.
- To deselect text, click anywhere outside the highlighted area, and the text will return to normal.

To permanently highlight text. First select it using the method above. Then choose a colour from the menu at the top of the screen (see above)

To make text 'bold'

1. Select text. Move the arrow to the toolbar and click on B.
2. The small toolbox icon will light up and the text will change to bold.
3. To change back to normal text, click on B again. The toolbox icon will return to normal.

To change text to Italics.

1. Select the text. Move arrow to toolbar and click on toolbox icon with / in it.
2. The toolbox icon will light up and the text will change to *Italics*.
3. To change back to normal text, click on / again.

To centre or re-align text



To centre or re-align text.

1. Select the text.
2. On the toolbar look for the alignment area (may be called paragraph settings)
3. Choose the alignment required (left, centre or right).

To change size of text

Change the type



Change the size

1. Select text.
2. Move arrow to the toolbar.
3. Click on the downward arrow to the right of the name of the font you are using now. There will be a number. As I am using Arial size 12, then this box shows 12.
4. Click on this and choose the size of text you want. eg. 14, 16, 24.
5. To return to normal sized text, click on arrow next to 12 again and click on 12.

To change typeface /font (This is Arial size 12)

1. Select text. Move arrow to toolbar. Click on the downward arrow to the right of Arial. This will bring up a list of typefaces/fonts.
2. To see more fonts, scroll down the list by clicking on the downward arrow at the bottom of the box. Left click to select a new font.
3. To change back to the normal text, (or a different font) click on arrow next to the name of text and then click on it.

To Delete Text

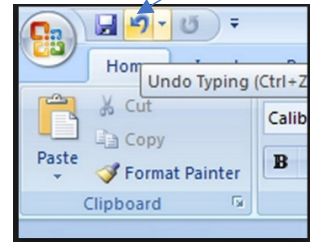
1. Select text. Press delete key.
2. Or place the cursor in front of the word or letter by taking arrow to the front or the word or letter and clicking. Then press delete key to delete letter by letter.
3. Or highlight a block of text and press delete key.

A very valuable tip

Remember that you can use the 'UNDO' button to UNDO your changes/mistakes.

Undo

NB Depending on your version of Word, your UNDO button may not be in this location. Look for it amongst the icons on your toolbar. Tap as many times as you need to. You can also use a keyboard 'shortcut' to UNDO. Press and hold the CTRL button and tap on Z, as many times as needed to undo.



To Print

Click on File/Then print

- First - Before you make your printing choices, you can see how the print will look on the page.
- Click on Print Preview. Then when you have looked at the text, click on Close. This will return you to the document so you can make alterations if necessary.
- You can also make changes to the size of margins or ask the printer to print across the page rather than down the page. (choose 'landscape' or 'portrait').
- To change margins.
- Click on File.
- Click on Page Setup. Here you can then alter the margins or page orientation (portrait or landscape).
- When you have made adjustments, click on OK.
- Now choose the pages you wish to print, (eg All or Current Page, or Selected pages eg. 2-4).
- Choose the number of copies, then click OK.
- When everything is as you want it to print, click on Print.

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