



# Word for Beginners:

## Microsoft's document processor

### Word

- Word is a document processor made by Microsoft.
- It is best used for typing letters and creating documents with text and some pictures.
- Open Word by clicking on the blue W.
- Open an existing document as follows.
  - Click on the File tab at the top left of the screen.
  - Click on Open.
  - Navigate to the location of the existing document.
  - Click on the existing document.
  - Click on Open.
- Open a new document as follows.
  - Click on the File tab at the top left of the screen.
  - Click on New.
  - Click on Create on the right side of the screen near the bottom.

### Typing Review

- Use the keyboard to add text to a Word document.
- Hold the Shift key and press a letter to type a single capital letter or symbol.
- Press the Caps Lock once to make all subsequent letters capital.
  - Note: This does not produce symbols.
  - The Shift key must be used for symbols.
- Text automatically advances to the next line when it reaches the end.
- Press Enter to advance to the next line before the end of the line (for example, to start a new paragraph).
- Use the Tab key to indent.

### Menus

- The menus in Word are divided into tabs, groups, and tools.
- If a tool is highlighted in yellow, it is currently being used.
- Click on a tool to turn it on or off.
- Click on a tool to switch between similar tools (such as changing the alignment to left, center, or right).

### Making Changes

- Changes can be made in two ways:
  - Change the tool and then type.
  - Type, select the text to be changed, and then change the tool.
- To select text, click before the text and drag across it while holding down the left mouse button.
- Selected text is highlighted in blue.

## Font Group

- The Font group in the Home tab contains tools used to change the following.
  - font (typeface)
  - specific font size
  - font size (increase or decrease)
  - case (for example, sentence case or uppercase)
  - emphasis (i.e., bold, italic, underline)
  - subscript
  - superscript
- Colors can also be changed using the Font group in the Home tab, including the following.
  - text color
  - highlight color
- Text effects can be added or changed including the following attributes.
  - outline
  - shadow
  - reflection
  - glow

## Mistakes

- Word's autocorrect feature checks spelling, grammar, and usage as text is entered.
- Errors are noted with colored lines under the text. These lines do not print.
- A red line under a word indicates a spelling error.
  - Right click on the word for spelling suggestions.
  - Remember that the autocorrect feature is not always correct.
  - Note that correctly spelled names and foreign words may be marked as misspelled.
- A green line under a word, phrase, or sentence indicates a grammar or punctuation mistake.
  - Right click on any underlined word for an explanation and/or suggestion.
  - Personally decide how to properly correct the error.
  - Remember that the autocorrect feature is not always correct.
- A blue line under a word indicates a usage error.
  - Right click on the word for usage suggestions.
  - Personally decide how to properly correct the error.
  - Remember that the autocorrect feature is not always correct.
- The undo and redo buttons can also be used to fix mistakes.
  - Remember to use the undo button if something goes wrong.
  - This must be done before saving the document or closing Word.
  - After undoing an action, that action can be redone using the redo button.

## Finishing

- Click on "Save as" on the File tab to save the document for the first time.
  - This should only be used the first time a document is saved.
  - Choose a location and name the document using the window that appears, and then click on Save.

- After making changes to a document, click on “Save” on the File tab to save it.
- To print a document, click on “Print” on the File tab.
  - A preview of the document is automatically displayed in a panel on the right.
  - To print the document, click on the “Print” button near the top of the screen.

### **Tips**

- Save often.
- Use the undo button.
- Point at a tool to see a label and description of the tool.
- Do not be afraid to ask for help.