Welcome to Microsoft Word
Creating a Document

Microsoft's Word program is one of the most popular choices for typing up documents on a computer, from resumes, letters and essays, to more complex documents like calendars and tutorials.

Creating a Document
- When you first open Microsoft Word, you are presented with a blank document with a blinking cursor in the top-left corner, indicating where you should begin typing
- You can create a new document at any time using the **File – New** command

Typing
- Use the keyboard like a typewriter to put words on the page, but note that you do not have to use a "Return" or "Enter" key to move to the next line, as the program automatically "wraps" the lines as you type
- Some keys provide special functions on the keyboard

Enter or **Return**	Used to move your pointer down to the next line First line Second line
Shift	Pressed at the **SAME TIME** as another key, will capitalize a letter or enter the symbol listed above the number on a number key Ff or 3#
Caps Lock	A "toggle" key (when pressed, stays "on" until pressed again to turn "off"). When on, enters all letters as capitals. Useful for entering section headings. Note: typing in "all caps" is like YELLING on paper, so use them sparingly, and when you want to draw attention to something
Tab	Will move the pointer over a few spaces. Often used for indentations at the beginning of a paragraph, or between items in a list. First item Second item
Space Bar	The long, unmarked horizontal bar along the bottom of the keyboard. Places a space between characters (1 space for each time it is pressed).
Number Pad	A special set of keys to use when you are entering a lot of numbers. These duplicate the numbers found on the top of your keyboard. Note: if numbers don't appear, ensure the Num Lock key is pressed to toggle it "on".

Formatting is used to change how the text and layout of your document appears.
Tip: Most of these changes should be made **AFTER** you type in all of your text

Bold, *Italics*, and Underline

Use the **Format** tools to apply these effects

- Highlight the text you wish to change, by clicking on it, and dragging your mouse across until all of the text appears against a black background
  Tip: if you want to change the whole document at once, try **Edit – Select All**

- With the text highlighted, click on the **B**, *I* or U button to add the effect.
  Note: these buttons are "toggle" buttons like the Caps Lock button

Alignment

Use the alignment buttons to position the text on the page

Left Aligned
This text is aligned with the left margin of the page. Note that the right side of the text is uneven. Most documents, including this one, use left alignment.

Centered
This text is automatically centered on the page between the margins. "Center Aligned" text is useful for titles.

Right Aligned
This text is aligned with the right margin and the left side of the text is uneven. It can be used to create a dramatic effect in a document, but is more often used to align numbers in tables.

Justified
The text in this paragraph is "justified". This is the method used in books, newspapers and magazines. Note that the spacing between words is uneven – it has been adjusted to line up properly at both the left and right margins.

Font

Use these tools to change the style, size and colour of the font

- Each font, like each person's handwriting, has its own characteristics, so times new roman looks different from **arial black**
- Size changes how large the text is on the page, and colour lets you highlight important words or sentences
- Remember to highlight the text (select it with your mouse) **BEFORE** you apply any format changes
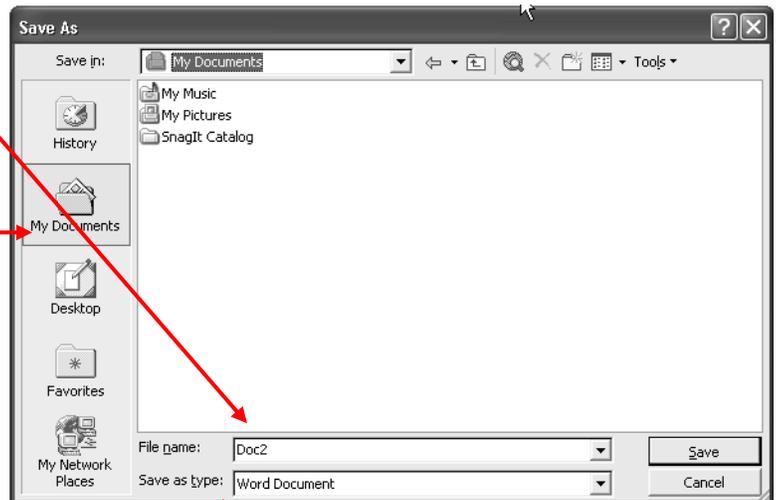
Strathcona County Library

Saving

The first time you save a document, you must give it a name.

- Use the **File – Save** command. A "Save As" window will open.

Type the name of your document here – do NOT use any periods or slashes

Click the SAVE button. The document will be saved in the My Documents folder

- After the first time you save, you will not need to re-type the name. Each time you **Save** the file will be updated automatically.

**Word documents save as the file type .doc**

Closing

You can close a document without closing the Word program. This allows you to work on multiple documents at once, and close the ones you don't wish to see.

- Use the **File – Close** command to close the document. It will disappear from your screen, and wait in its folder for you to re-open later.

Opening

To re-open or edit a document you have saved

- Use **My Computer** to browse through your folders until you find the file, and **double-click** its icon or use the **Open** button OR
- With Microsoft Word open, use the **File -- Open** command, browse for the file and **double-click** its icon or use the **Open** button
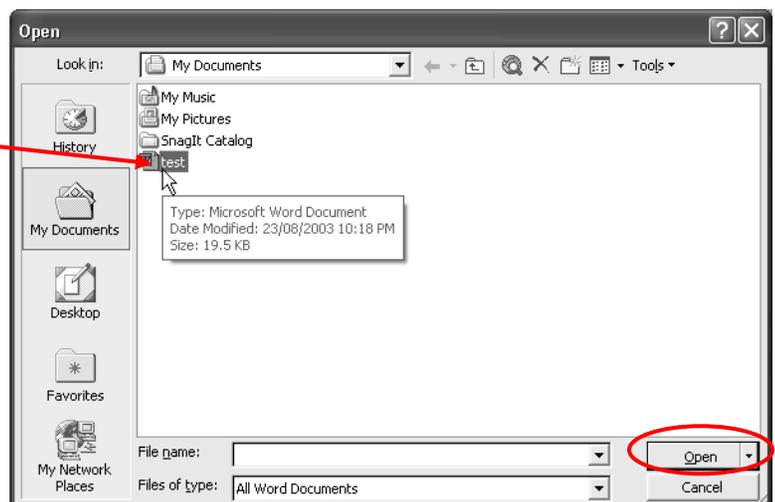
Undo

If you have made a change you do not want to keep, press **Undo** to restore your document to the way it was

- Word remembers your last 100 actions, and **Undo** will take your document back through these, one action at a time
  Tip: if something strange happens to your document, try pressing **Undo** button several times until it reverts to a state you recognize
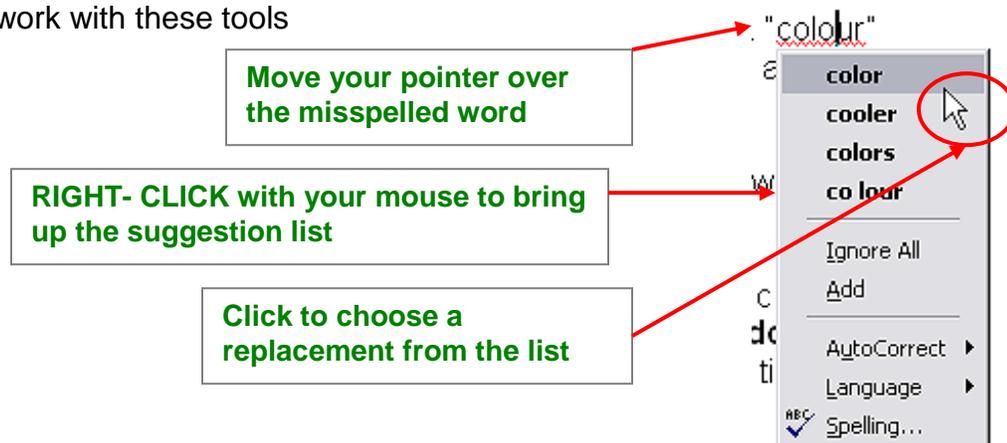
Print

- In order to print a paper copy of your document, your computer must be set up to work with a printer that is either attached physically, or via a network
  Tip: For help see the printer manufacturer or call a local technical store
- Use the command **File – Print** to bring up the print window
- The print window will open with settings already in place for your document. You can adjust these as necessary (select a different printer, ask for more copies, select certain pages to print), or just use the **OK** button to print.

Spelling, Grammar and Language Tools

Word comes with some pre-set tools to "help" you proofread your documents. These can be turned off, but most public computers leave them on.

- Red squiggly underlines indicate spelling mistakes. Word uses an American dictionary by default, so Canadian variants will show as errors e.g. "colour"
- Green lines indicate a potential grammatical error. Use your own judgment with this feature, as it is quite sensitive.
- To work with these tools

Move your pointer over the misspelled word

RIGHT- CLICK with your mouse to bring up the suggestion list

Click to choose a replacement from the list

- If the "mistake" is a name or word you wish to keep,
  click **Add** and the word will be added to a dictionary and remembered
- If you don't like any of the choices, simply click somewhere outside of the menu and it will disappear.