

Getting Started With: Word

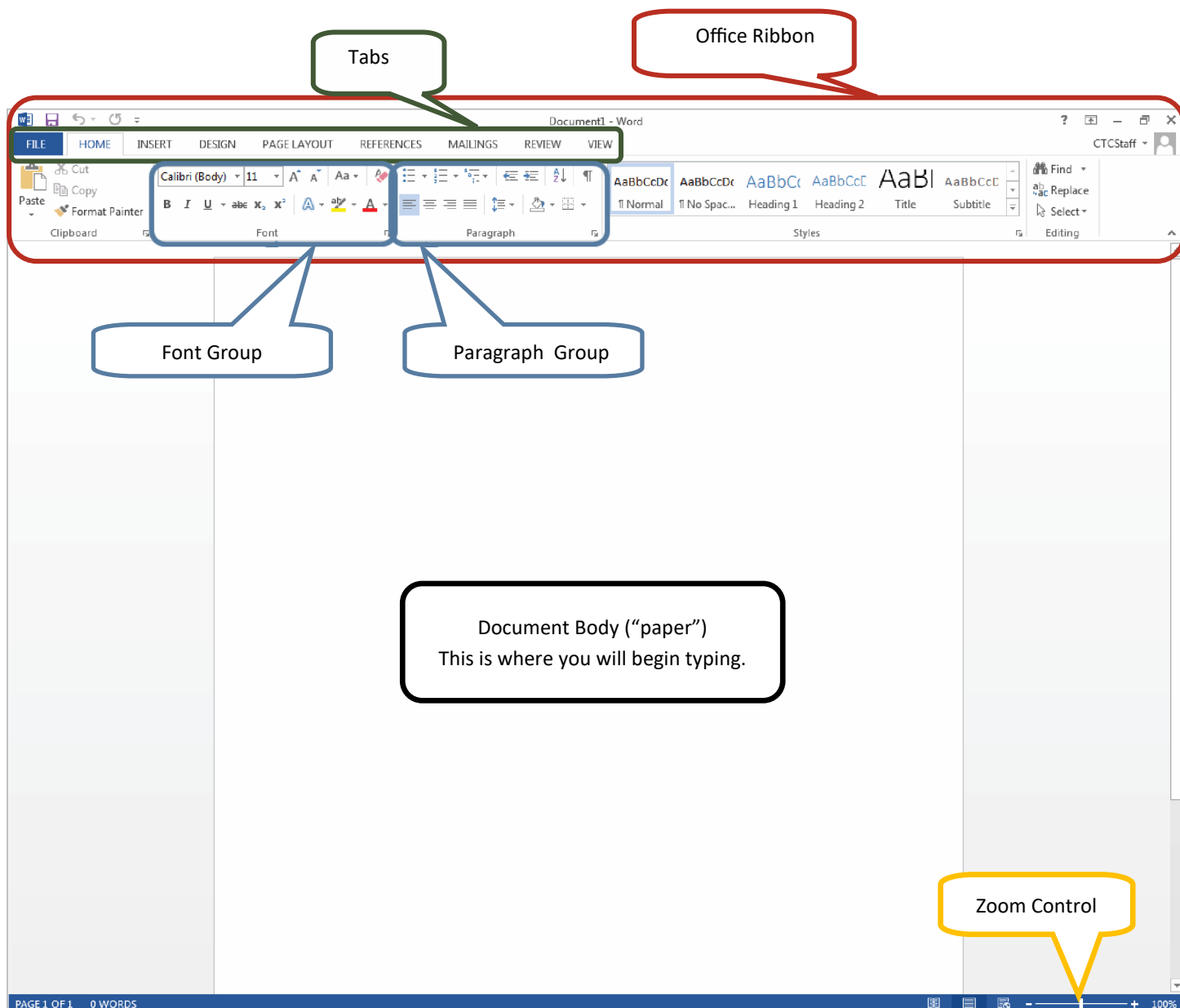
Handouts available at glensidepld.org/technology

MS Word is used to create **documents**. When you first open the program, you will typically see the **Start Screen**, shown below. On the left is a list of recently opened documents. You may click once to open one. On the right are a sample of the **templates**, or pre-made documents, you may select and modify for your use. There is also a template search box and, in the upper right corner, your account information is displayed. To start a new document from scratch, just click on **Blank document**.

The screenshot shows the Microsoft Word Start Screen. On the left is a blue sidebar with the 'Word' logo and a 'Recent' list of documents. A red callout box labeled 'Recently opened documents' points to this list. At the bottom of the sidebar is an 'Open Other Documents' button, with a red callout box labeled 'Open other documents from your computer, a network drive, etc.' pointing to it. The main area displays a search bar for templates, a 'Suggested' list of categories, and a grid of various document templates. A blue callout box labeled 'Open a new document' points to the 'Blank document' template. A green callout box labeled 'Template search box' points to the search bar. A black callout box labeled 'Your account' points to the user profile 'Jim Barton' in the top right corner. A green callout box at the bottom of the template grid contains the text: 'These templates and more are available for you to customize'.

Creating/Editing your Document

The user interface of the program is shown below. Circled in red is the **Ribbon**, which is made up of **Tabs**, that contain related **commands**. Within the tabs are **Command Groups**, which group the commands even more specifically. Note that the **Home tab**, displayed below, has all the basics for creating a simple letter.

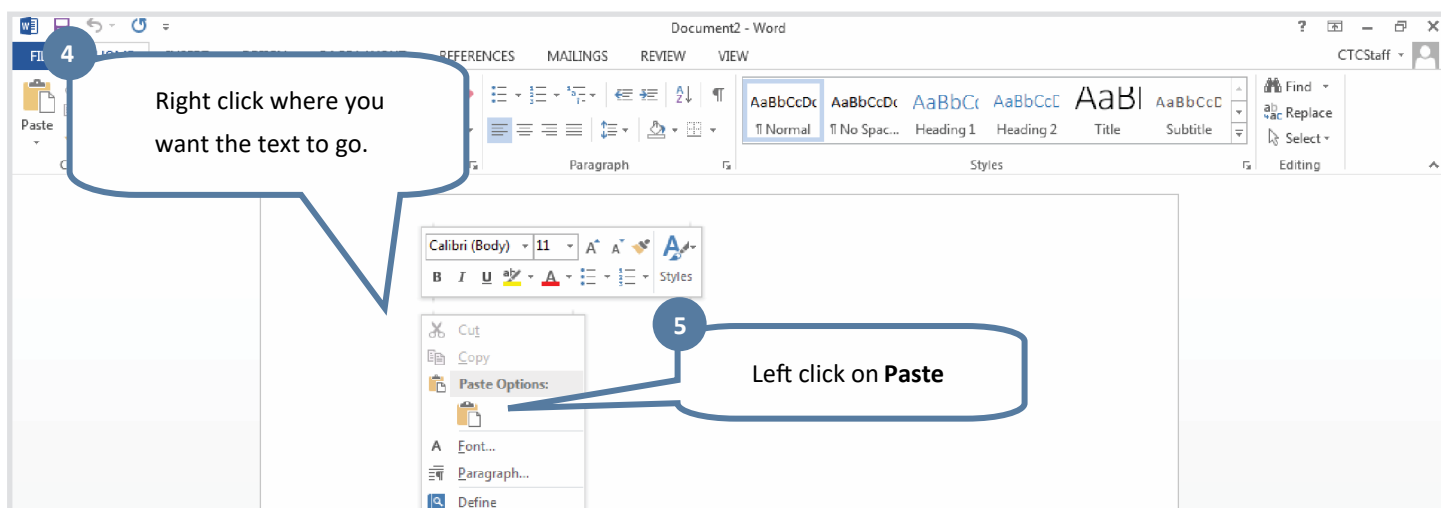
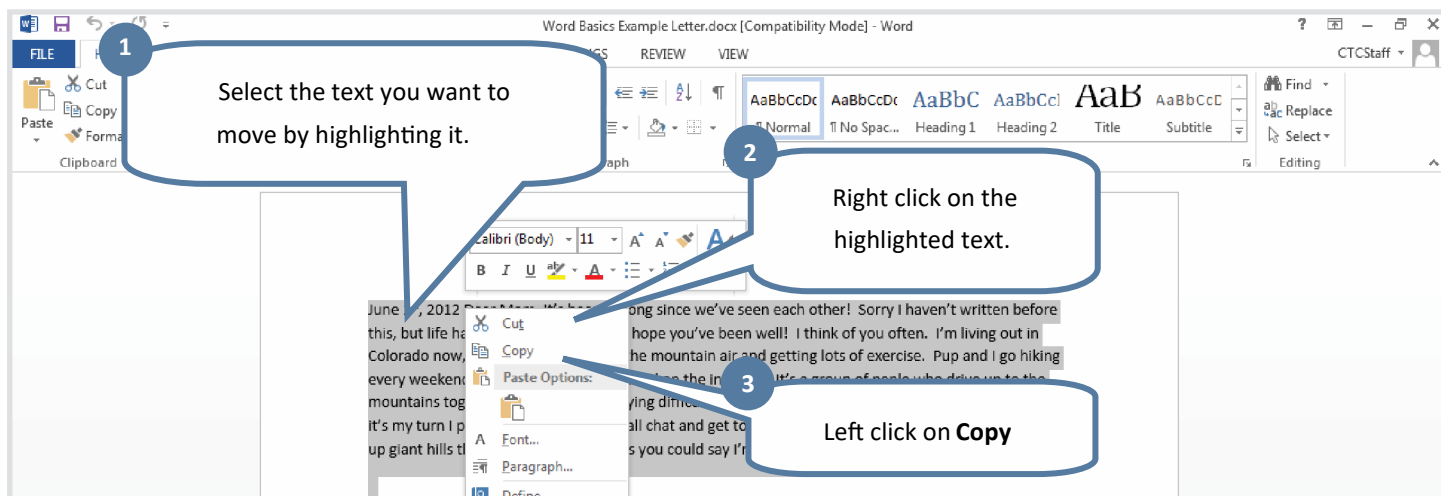


Font: the “handwriting” of the computer, it is the shape, size, and color of the letters on the page, you can choose from any of the installed fonts on your computer, change size, color, bold/italics/underline, highlight, and more

Paragraph: A block of text; the **Paragraph Group** gives you control over the alignment of text, indenting, background color, and borders, also create numbered or bulleted lists in this group

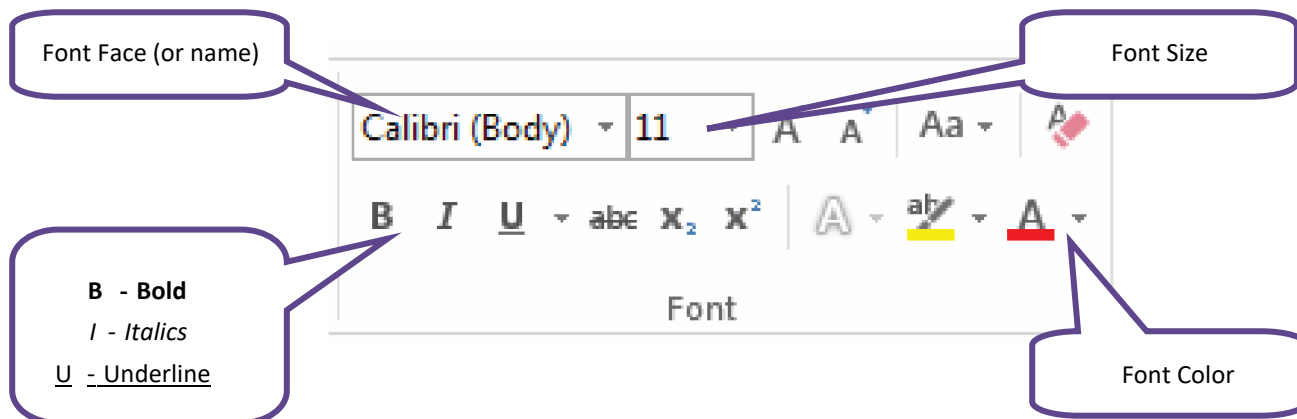
Copy and Paste

Move text around in your document, between documents, or even between software!



Font

Fonts control the way the text looks. The letters stay the same, but the shape, size or color may change. To change the font, always start by highlighting the text.



Bullets and Numbering

Use to create and organize lists.

1 Click the **Bullets** button on the Home tab.

2 Type in your first line of text, then press **Enter**

3 The next bullet comes up automatically, type the next line.

NOTICE: You can use the Increase Indent and Decrease Indent button to create sub-bullet lists

Bullet Indent Keyboard Shortcuts:
Tab: Increase Indent
Enter 2 Times: Decrease Indent

Saving Your Document

1 Click on the File tab

2 Click on **Save As**

3 Click **Browse**

4 Choose a Drive

5 Choose a Folder

6 Type a Name

7 Click **Save**

Printing

1

Click on the **File** tab

2

Click on **Print**

Word Basics Example Letter.docx [Compatibility Mode] - Word

CTCStaff

Print

Copies: 1

Printer

CENPRT03 Ready

Printer Properties

Settings

Print All Pages
The whole thing

Pages:

Print One Sided
Only print on one side of th...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter
8.5" x 11"

Normal Margins
Left: 1" Right: 1"

1 Page Per Sheet

Page Setup

NOTICE:
You can see a **Print Preview** here.

June 1st, 2012 Dear Mom, It's been so long since we've seen each other, but life has been crazy, as usual. I hope you've been well. I'm in Colorado now, enjoying the sunshine, the mountain air and getting out every weekend with a hiking club we found on the internet. We drive up to the mountains together, doing trails of varying difficulties. I don't know who picks the trail each week- when it's my turn I pick easy ones so we can all chat and relax. I want to know each other without huffing and puffing up giant hills the entire time. So I guess you could say I'm making friends in Colorado.

Finding work has been hard, but I got a temporary position helping out as a file clerk for the City and County of Denver. It's a great gig but unfortunately it ends in December, so on my days off I go to the library to look for a permanent position. They have classes there on how to write a resume, apply for jobs online and about a million other things. And the people are so helpful! Who knew libraries were so great?? Well, I hope you're doing well. I really miss you. Please write soon! Love Your Daughter

Resources:

For free online learning, consider GCF Global, an excellent self-study platform. Either go to <edu.gcfglobal.org/en/word/> to begin guided Word lessons, or just search for [gcflearnfree](#) in your web browser. Make sure the logo of the website looks like this:



Notes: