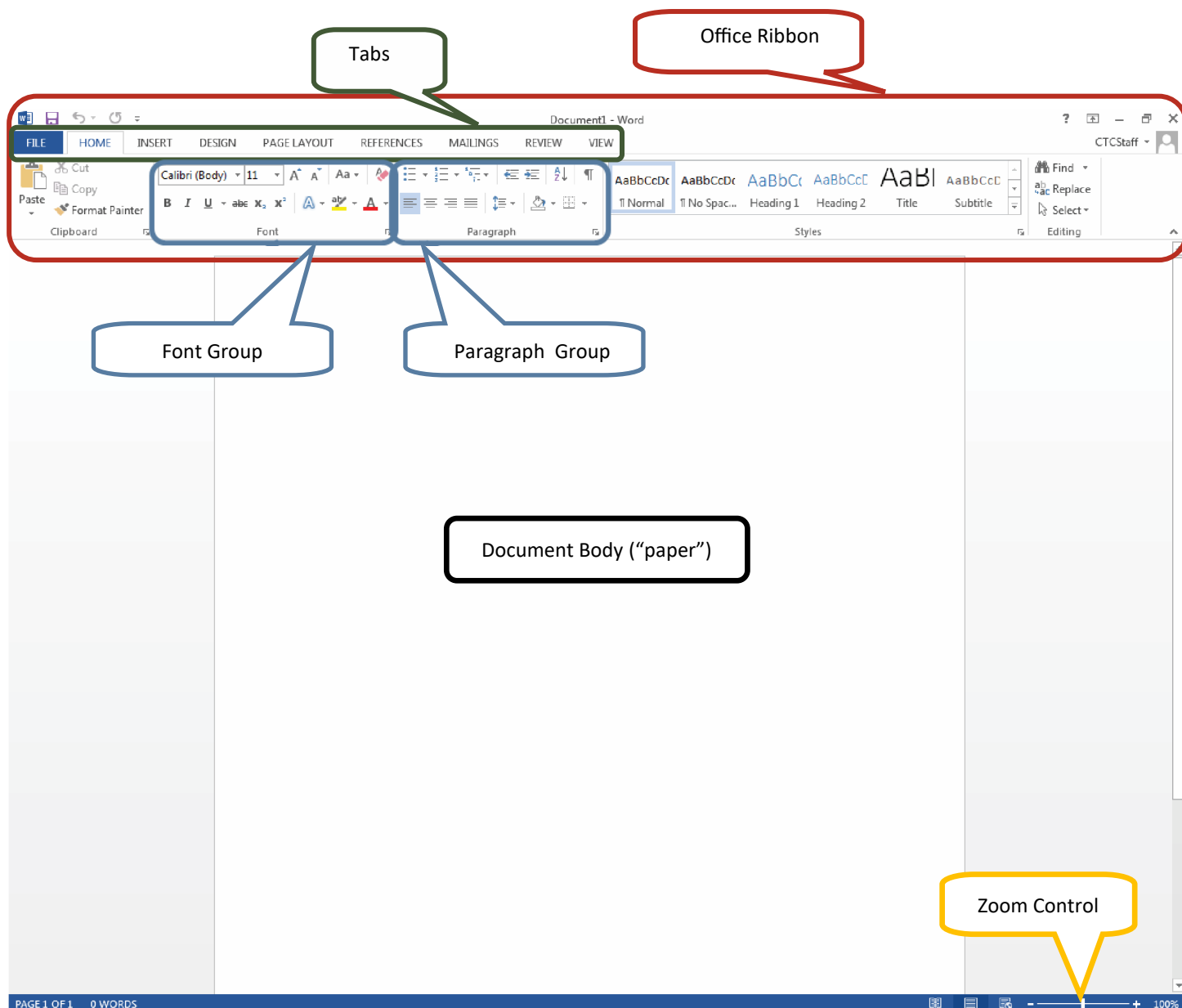


Microsoft Word: Basics

Handouts available at glensidepld.org/pc-classes

PC Class

MS Word is used to create **documents**. 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.



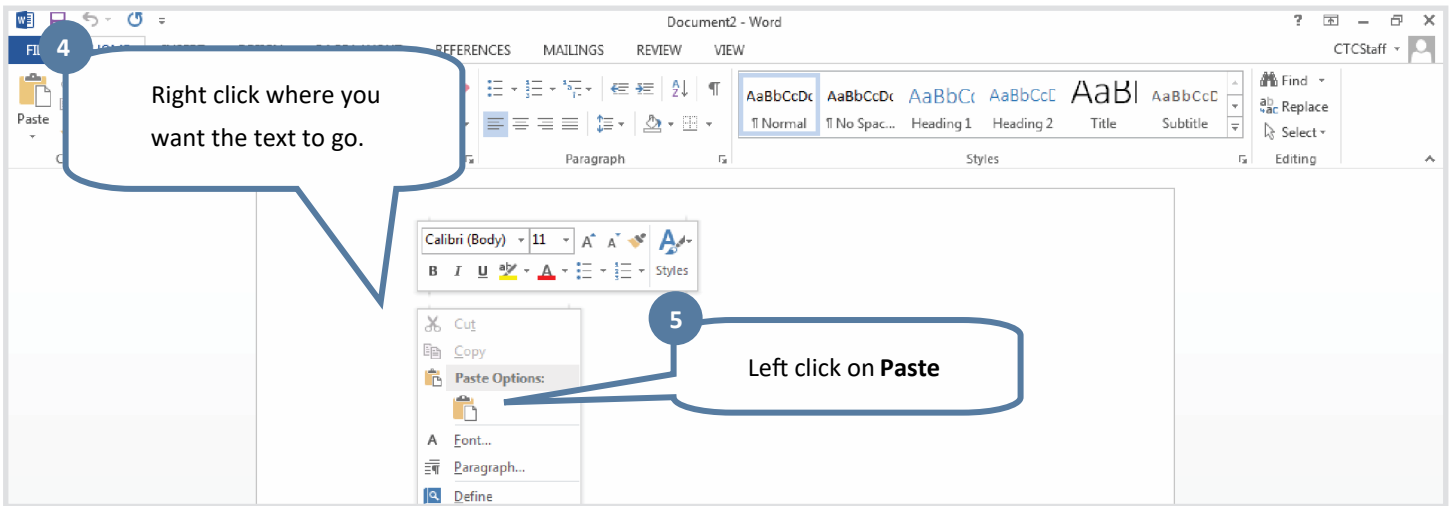
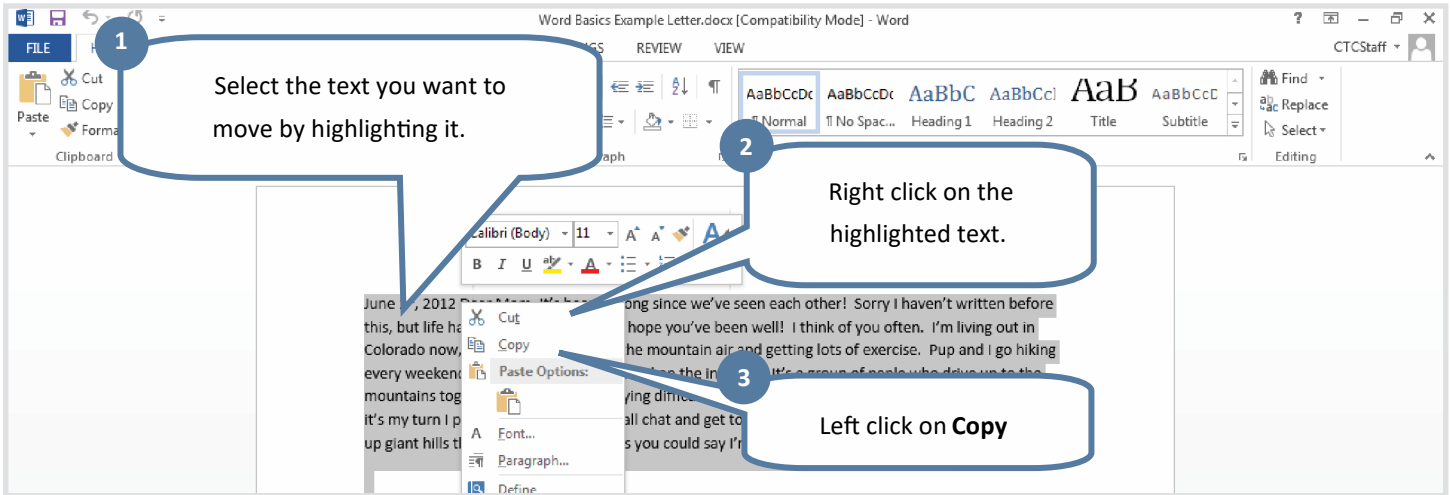
Font: the “handwriting” of the computer, it is the shape, size, and color of the letters on the page, you can choose from any of the installed fonts on your computer, change size, color, bold/italics/underline, highlight, and more

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



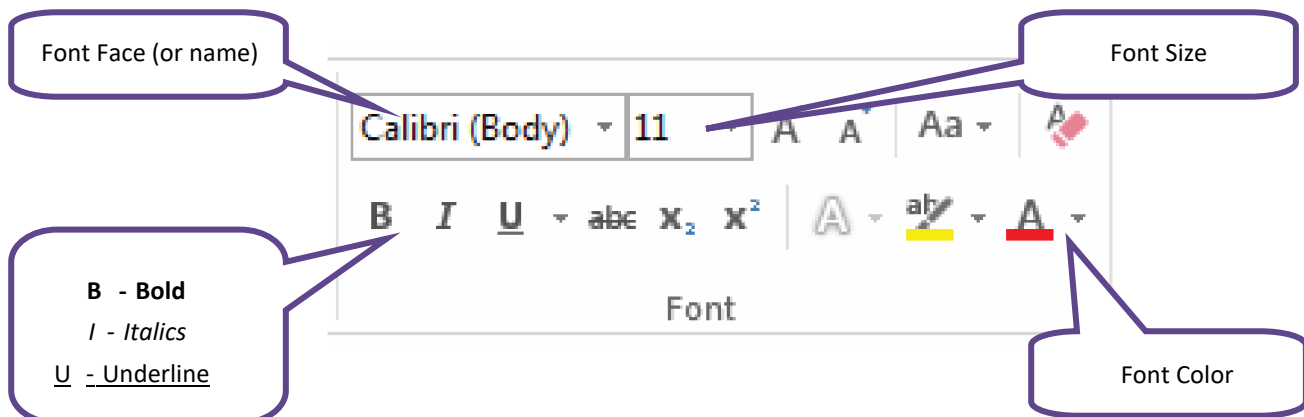
Copy and Paste

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

- Getting Started
 - Part I
 - Part II
- Internet
 - Part I
 - Part II
- Email
 - Part I
 - Part II
- Saving and Finding Files
- Google Drive
- Microsoft Office
 - Word
 - Basics
 - Tables and Columns

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**

Save As dialog box details:
 Location: (E:) FLASHDRIVE > Resume Setup
 File name: Word Basics Example Letter.docx
 Save as type: Word Document (*.docx)
 Buttons: Save, Cancel

Printing

1

Click on the **File** tab

2

Click on **Print**

Click on **Print**

Word Basics Example Letter.docx (Compatibility Mode) - Word

CTCStaff

Print

Copies: 1

3

Click **Print**

Printer

CENPRT03
Ready

Printer Properties

Settings

Print All Pages
The whole thing

Pages: 1

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 this, but life has been crazy, as usual. I hope you've been well. Colorado now, enjoying the sunshine, the mountain air and getting every weekend with a hiking club we found on the internet. I drive up to the mountains together, doing trails of varying difficulties. I pick the trail each week- when it's my turn I pick easy ones so we can all chat and 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

3

Click **Print**

NOTICE:

You can see a **Print Preview** [here](#).

Notes: