

Microsoft Word®

Getting Started With The Basics





What we'll cover..

- › What is Microsoft Word®
- › Documents, Files & Folders
- › Starting a New Document
- › Saving a Document
- › Adding Text and Images
- › Styles & Fonts
- › Printing a Document



What is Microsoft Word®

- › Desktop publishing application.
- › Comes with Microsoft Office®
- › Used for creating letters, your resume', etc.
- › Can also be used for mail merge documents.
- › Other similar applications are Google Docs, Open Office.



Documents, Files & Folders

These are all '*files*'



This is a *document*



This is an image



This is a music file



This is a video

They are all stored in *folders* on your PC.





Starting a New Document

- › Click FILE
- › Click New
- › Choose the type of document you wish to create.
- › You are presented with a blank document in a 8.5 X 11 portrait style.
- › Click in the document field, your cursor will be placed in the top left hand corner of the page.
- › Add your text.



Saving a Document

- › Click FILE
- › Click Save.
- › You are presented with options for where to save the document.

Save As

 OneDrive - Personal

 Other Web Locations

 Computer


 Add a Place

 Computer

Recent Folders

 Downloads
C: » Users » Mark » Downloads

 Desktop

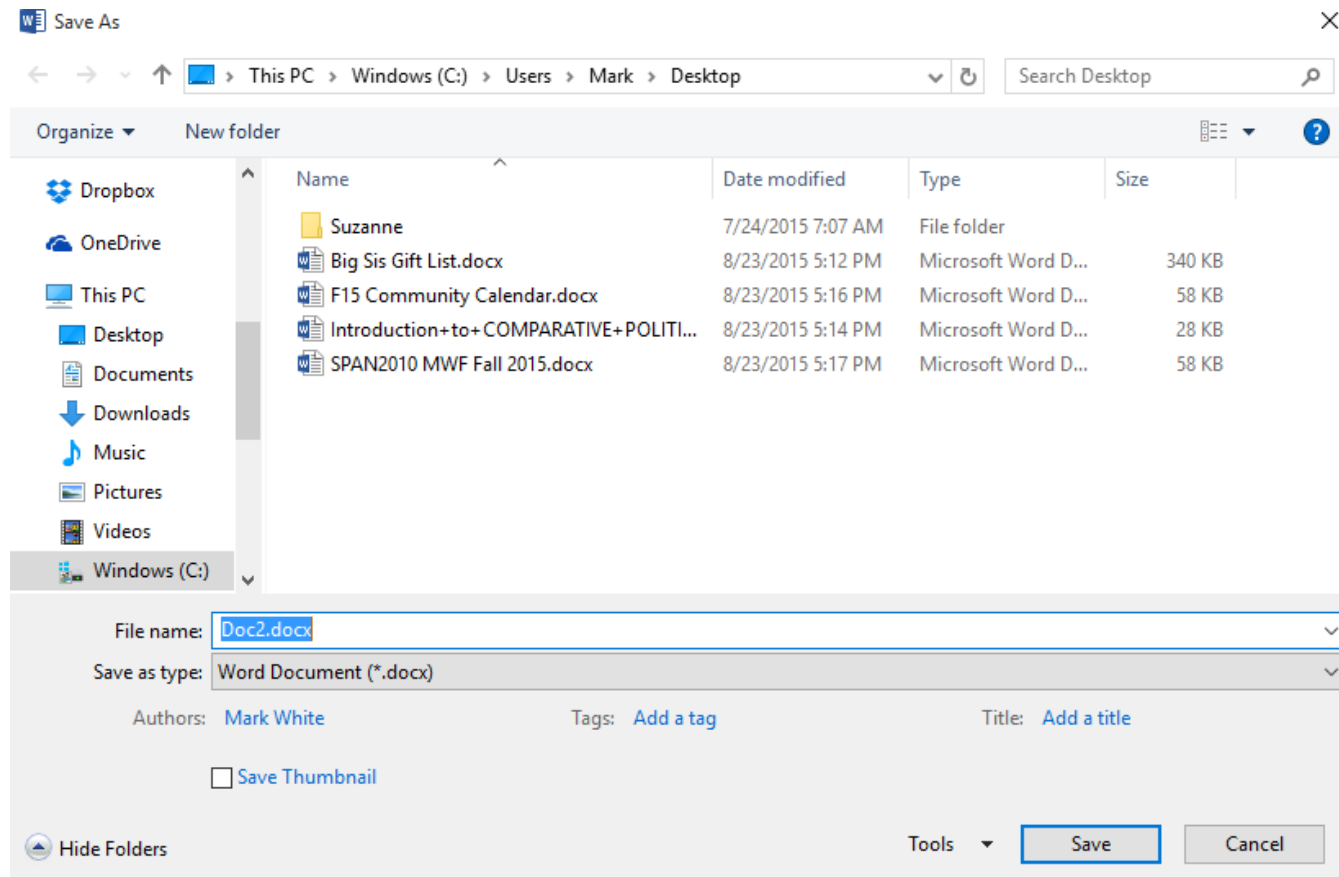
 Suzanne
Desktop » Suzanne

 breed stuff
Documents » Design » GCHS2015 » breed stuff



Saving a Document

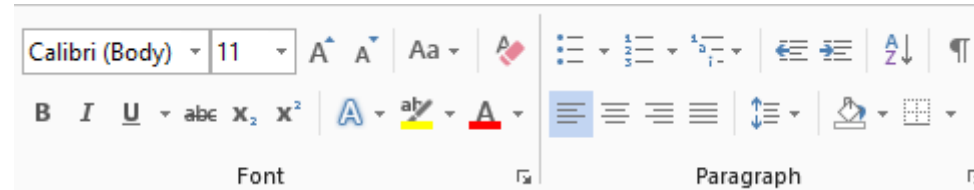
- › Choose Computer
- › Choose Desktop





Adding Text

- › Begin typing to add text to the document.
- › The toolbar consists of areas that control the look of the document. One area is the Font/Paragraph section.

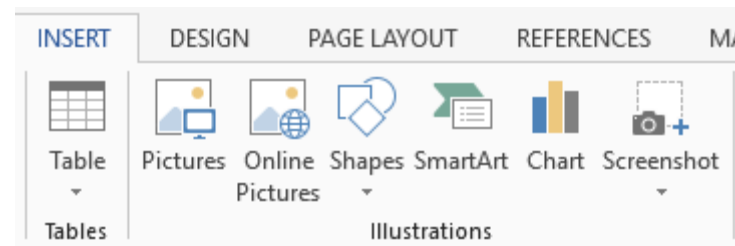


- › The Font section determines the size, type and color of the font.
- › The Paragraph section determines the alignment and controls the design of any lists.



Adding Images

- › To add an image you will choose the appropriate item from the INSERT>Illustrations menu.

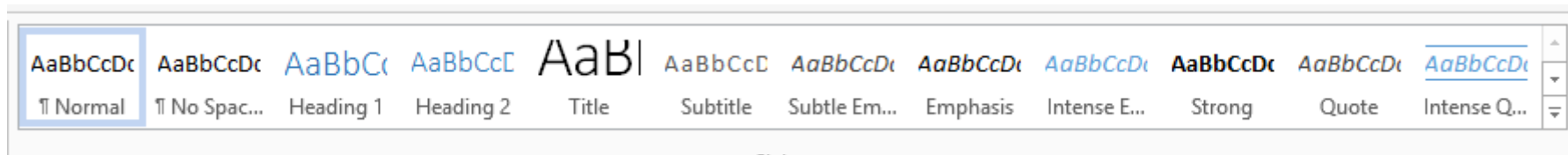


- › Place your cursor where you wish the image to be placed.
- › Choose which type of item you wish to include.
- › Each choice has different options.



Styles & Fonts

- › Changing the look and design of the document can be done by using different fonts.
- › Highlight the text you wish to change and choose the font, size and even color.
- › Some fonts are grouped together into Styles.



- › To use a preset Style, highlight the text you wish to change and choose the appropriate Style from the HOME menu.



Printing a Document

- › From the FILE menu, choose Print.
- › Choose the Printer from the list presented.
- › Change the settings to control the number of copies, orientation, paper size, margins and more.

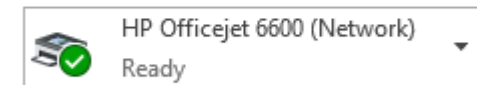
Print



Print

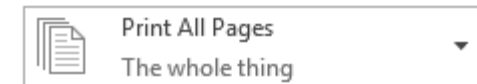
Copies: 1

Printer

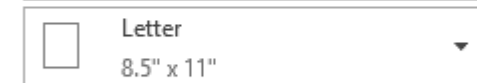
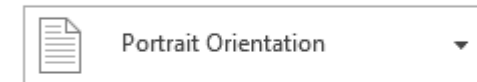
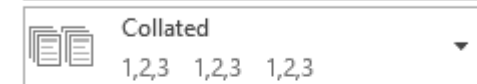
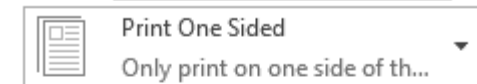


[Printer Properties](#)

Settings



Pages:



[Page Setup](#)

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