

INTRODUCTION TO MICROSOFT WORD

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Microsoft Word is a program called a **WORD PROCESSOR**

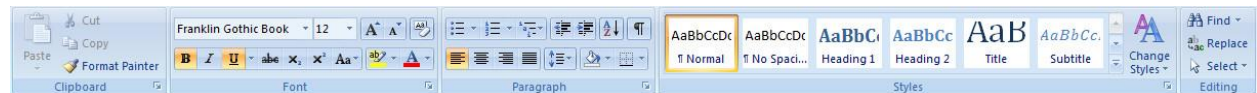
WORD PROCESSOR refers to a program in which the user inputs text which is formatted to create a readable document. Other word processors include Notepad, Corel Word Perfect, and Apple Pages. Microsoft Word is the most common word processor at present.

In this course we will go over the basic functions of Microsoft Word, more advanced functions are omitted from this class and walkthrough.

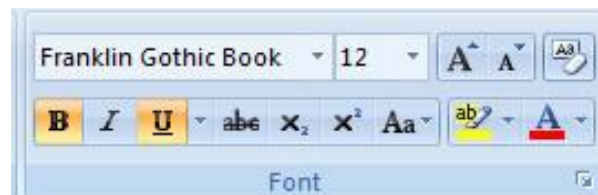
THE TABS

The tools of Microsoft Word are organized under the tabs **HOME**, **INSERT**, **PAGE LAYOUT**, **REFERENCES**, **MAILINGS**, **REVIEW**, and **VIEW**.

HOME



The **Home** tab includes the most common tools used for creating a document. Often you will find yourself using nothing but this tab.



FONT is the most frequently used tool in Microsoft Word. You can use this function to select how you would like to present the text in your document.

The **STYLE** of font you would like to use is controlled via a drop down menu. Styles include **Broadway**, **Impact**, *Mistral*, **STENCIL**, and *Comic Sans*. The default style is Calibri, and the consensus on professional or academic style is Times New Roman.

The **SIZE** of font you would like to use is controlled via an adjacent drop down menu. The default size for text is 12, which is the academic and professional standard, but you can set it to be very small like size 9 or very large like...

...**Size 26**. Keep this in mind for things like titles.

The **B** button is used to put text in **BOLD**. Use this to have particular words and phrases **really stand out**. In order to bold, highlight a word and click the **B** button. This will toggle (set a function on or off, like a light switch) bold, so if you wish to undo bold on text that is already bold, simply do the same. You can also click the button to bold the text as you type.


The **I** button is used for **ITALICS**. Use italics to emphasize a word or phrase. *Toggle italics the same way you did for bold.*


The **U** button is used for **UNDERLINE**. Underlining comes in handy for pointing out a title or breaking up the segments of a document. Let me take a moment to thank you for taking out Microsoft Word Basics class here at the Margaret E. Heggan Free Public Library.


You can toggle more than one function on a word at a time. Wow!



The **PARAGRAPH** field is used to adjust the position of the text on the document. This is done with the buttons on the lower left corner, the **ALIGN** buttons. These buttons are also toggled.

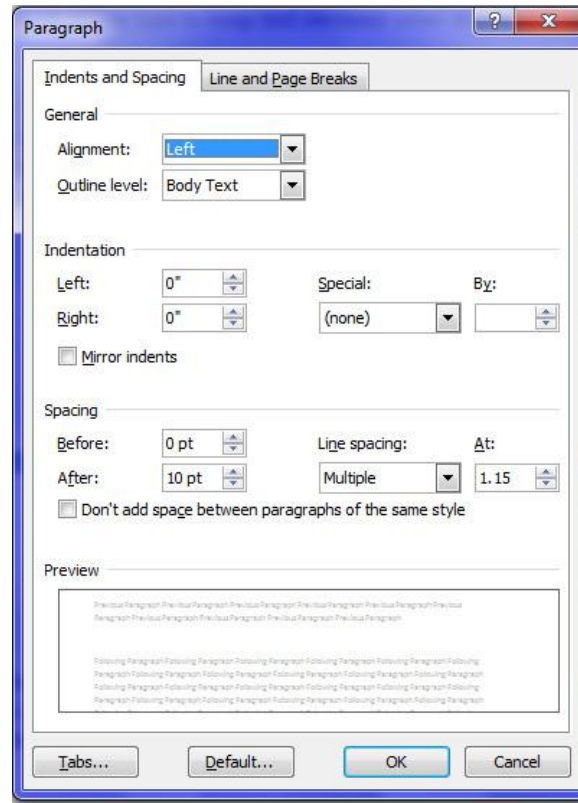
The  button aligns text to the left side of the page. This is the default setting.

The  button aligns text to the center of the page. Microsoft Word is able to adjust as you type to keep text centered when this is activated.

The  button aligns text to the right side of the page.

If you click on the small icon at the bottom right corner of the **PARAGRAPH** field you will be brought to the **Advanced Paragraph Settings**. Despite the name, this is required to use Microsoft Word at a basic level.





Three sections down you will find the **LINE SPACING** field. Here you can adjust how far apart the lines of your document are, and you should set this first before doing anything else. It is advisable that you highlight the entire document in order to set the line spacing rule.

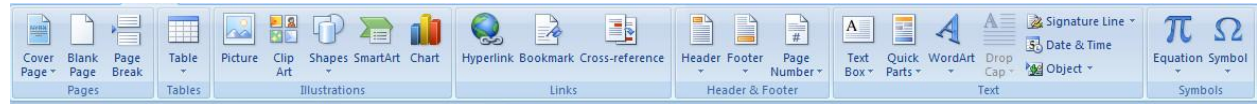
By default **LINE SPACING** is set to **MULTIPLE**, which is about half a line's worth of space. This document is written in **MULTIPLE**.

You can use the drop down menu to select other spacing options, for instance, this paragraph is written in **DOUBLE**.

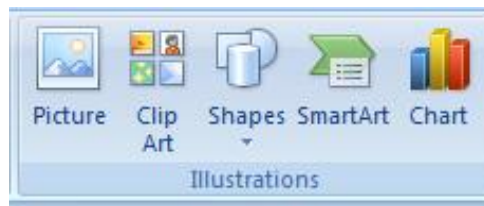
Be aware of the **BEFORE** and **AFTER** fields on the right.

By default **AFTER** is set to 10, which can be a problem if you want **SINGLE** spacing, do you see the difference?

INSERT



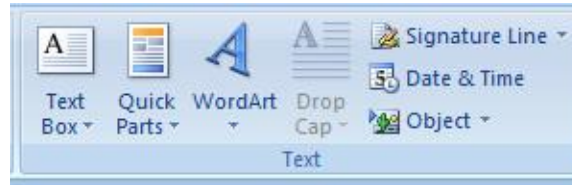
The **INSERT** tab is used for plugging tables, pictures, and other goodies into your document.



ILLUSTRATIONS is the field where you can find tools to help you find or create a graphic to plug into your document. **CLIP ART** will allow you to browse from a set of images included in Microsoft Word and **PICTURE** will let you explore your computer for personal photos.



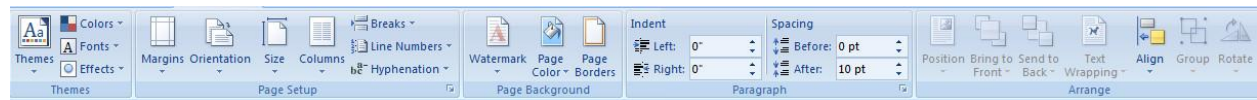
HEADER & FOOTER are very important for professional and academic documents as they allow you to add text to the very top and bottom of the document with **HEADER** and **FOOTER** respectively, and the text is applied to every page. When you click **HEADER** or **FOOTER**, Microsoft Word will select a specific region of the document. To resume typing elsewhere, either click **EXIT** on the **HEADER & FOOTER** menu, or double click the body of the document. **PAGE NUMBER** will allow Microsoft Word to label each page automatically, and is a great addition to **HEADER** or **FOOTER**.



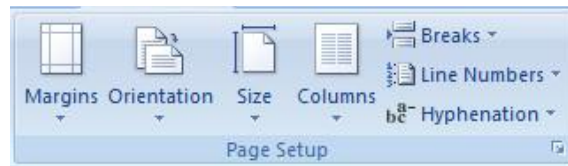
The **TEXT** field allows you to add fancy text, even fancier than with **STYLE**, like with

Word Art

PAGE LAYOUT



The **PAGE LAYOUT** tab allows you to configure how the pages of your document are presented.



PAGE SETUP establishes the dimensions for your document, such as **MARGINS** which controls the empty borders of the document. **SIZE** will allow you to specify how large a sheet of paper you are working with. By default this is set to 8.5 x 11. **ORIENTATION** will allow you to toggle between an upright **PORTRAIT** style or a sideways **LANDSCAPE** style.



REVIEW

The most useful function of Microsoft Word is **SPELL CHECK**. Microsoft Word can detect when you misspell a word, and when it does it will underline the misspelled word in red.



If you click SPELL CHECK Microsoft Word will review the entire document and suggest correct spellings for words it finds incorrect. You can opt to ignore the correction if the word in question is indeed spelled correctly.

FILE/ THAT GLOWY CIRCLE THING IN THE UPPER LEFT CORNER



This thing. I don't know if it has a name.

These two things lead to the same tab, let's call it the **FILE** tab. The FILE tab is the tab in which you can do things like save and print.

SAVE is used to save your document to the computer or a portable storage device. By default a document will save to the MY DOCUMENTS folder as a .DOCX file. Microsoft Word is capable of saving files in many formats including PDF. You can specify any preference on the SAVE menu.

PRINT is used to print your document. PRINT PREVIEW will allow you to see how your document will appear when printed.

OPEN will allow you to recall of saved document for further editing or printing.

NEW will create a new, blank document.

CLOSE will allow you to exit the program.