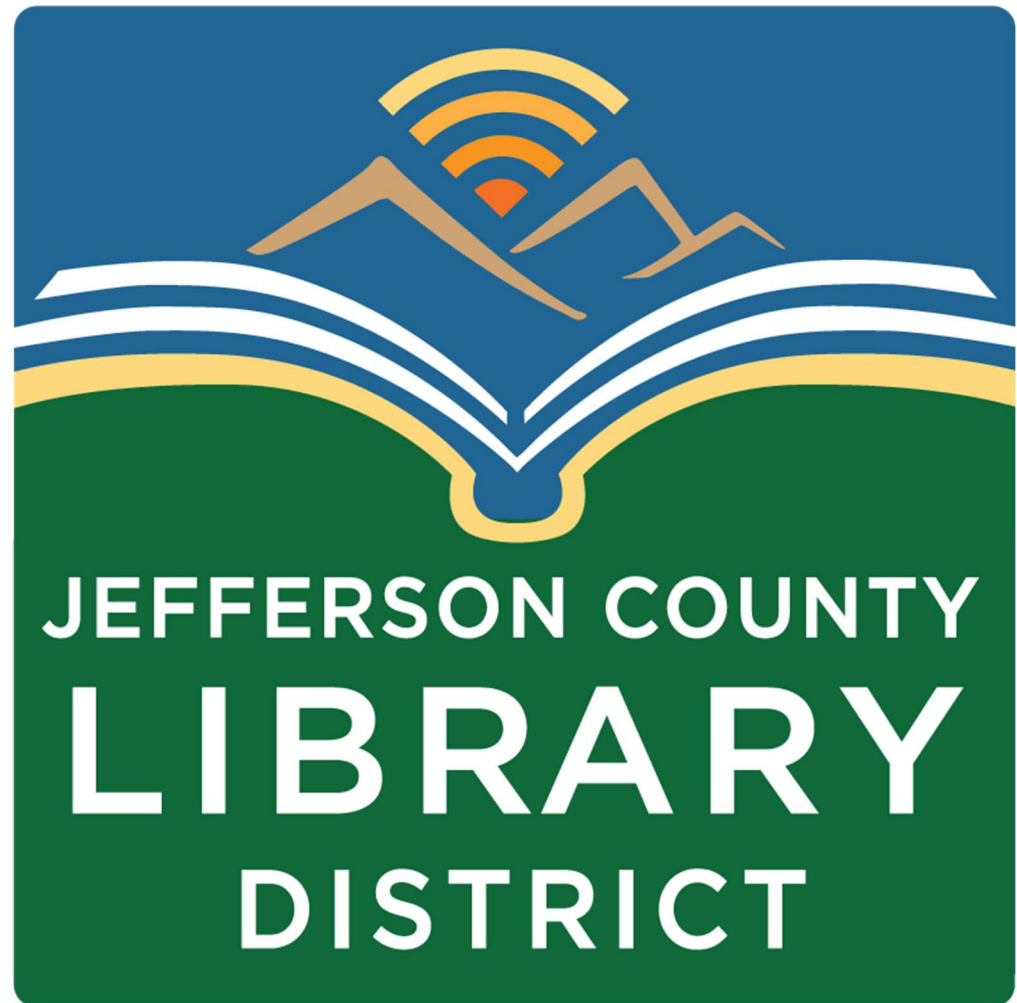


Introduction to Microsoft Word:

Getting Started

Presenter: Jamie Pena



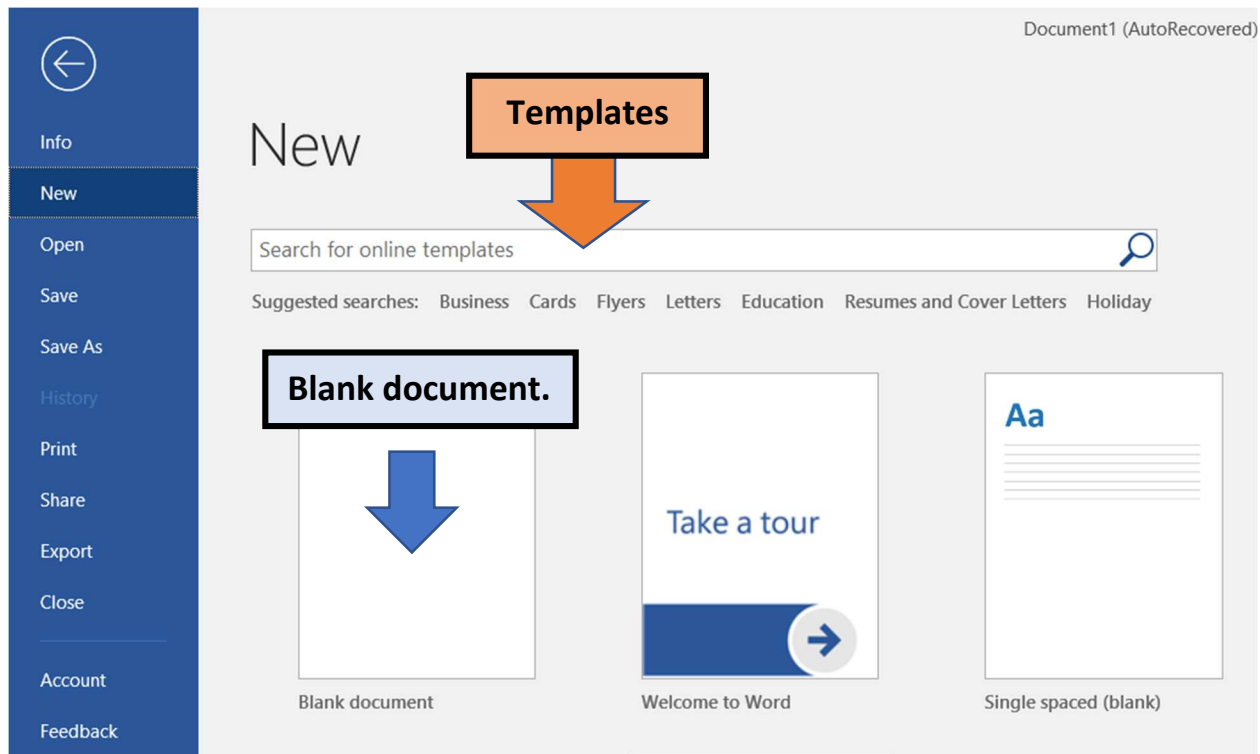
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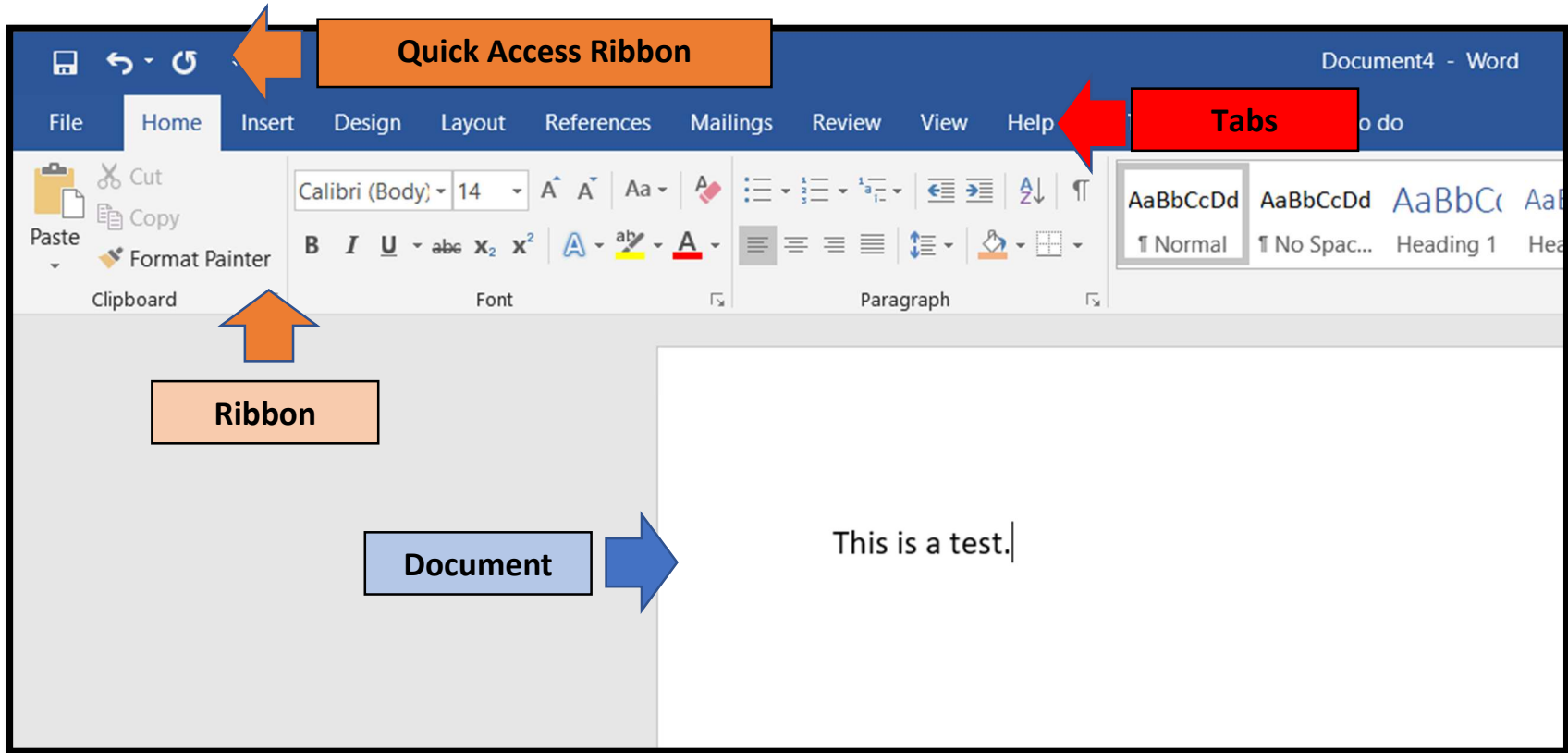
Starting a New Document

Open **Word**.

Click **Blank Document**.



Layout



Document - where text is entered.

Ribbon – where options for modifying document text is found.

Tabs – changes the options available on the ribbon.

Quick Access Menu – for common functions including Save, Undo, and Redo.

Highlighting Skills



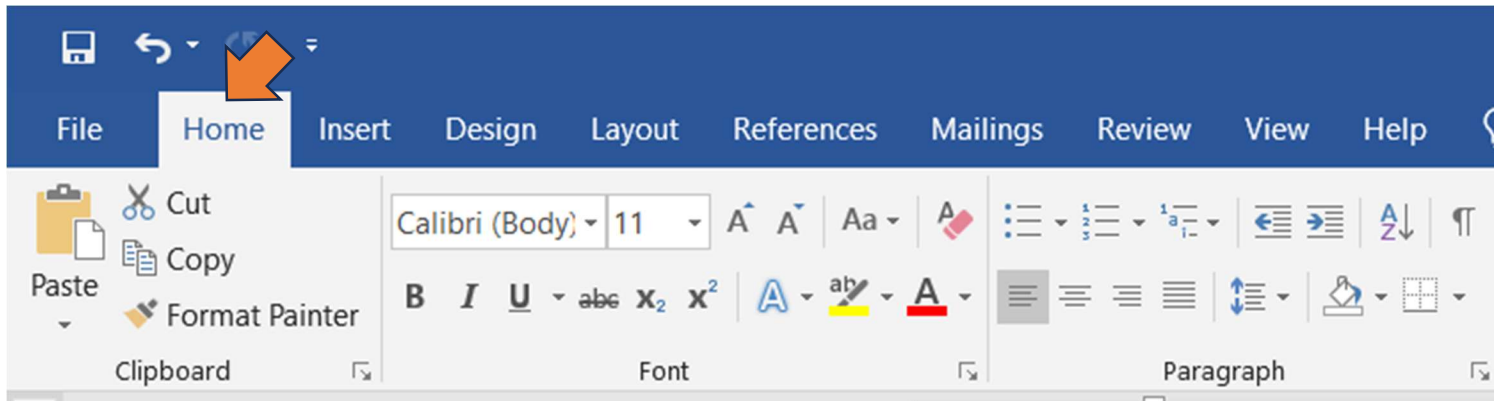
To highlight text, click (left) and drag across the text you want to change.

Note:

When text is highlighted, it can easily be deleted by accidentally pressing a key. Make your changes then click on a blank portion of the document. The text will no longer be highlighted.

Home Tab

A majority of the features you will use can be found on the **Home** tab.



Common features

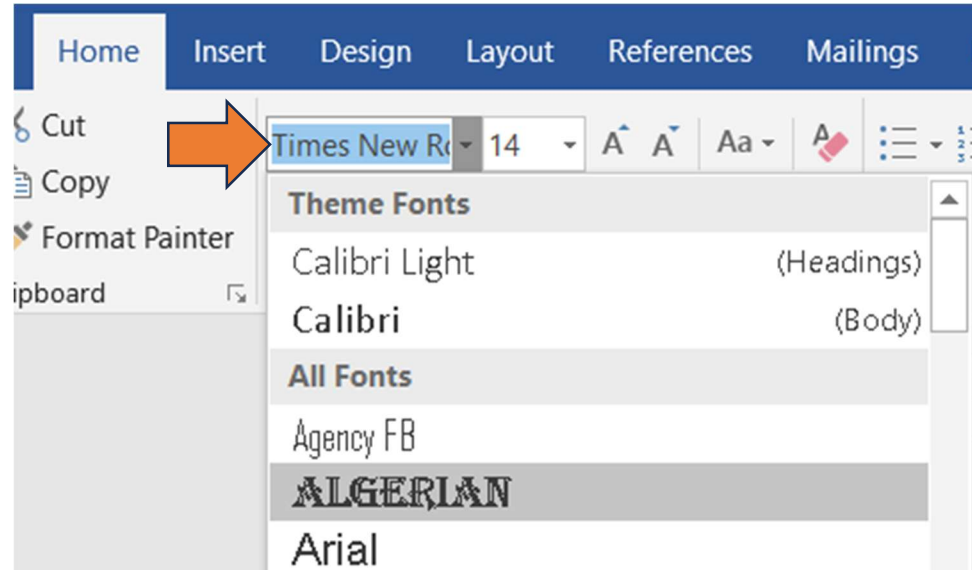
Clipboard	Font	Paragraph
Cut	Font	Left align
Copy	Font size	Center
Paste	Bold	Right align
	Italicize	Justify
	Underline	
	Font Color	

Fonts

1. Highlight the text.

I opened Word and oh, dear me,
A blinking cursor stared at me.
I poked it once, I poked it twice,
It did not offer sage advice.

2. Select the Font (Home tab – Font section)

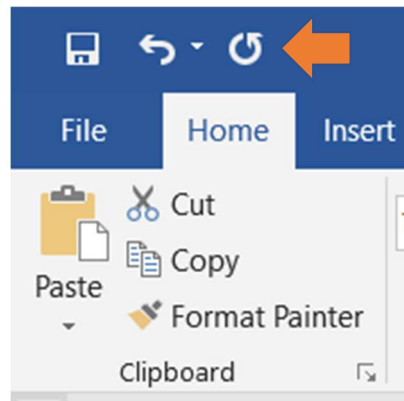


**I OPENED WORD AND OH, DEAR ME,
A BLINKING CURSOR STARED AT ME.
I POKED IT ONCE, I POKED IT TWICE,
IT DID NOT OFFER SAGE ADVICE.**

Reminder: once you've made your change, click a blank area to deselect the text.

Undo

A helpful tool to know is **Undo**. Undo undoes the last action.
Undo is found on the **Quick Access Menu**.



Click **Undo** to change the font to its original font type. The text has reverted to its original font type.

I opened Word and oh, dear me,
A blinking cursor stared at me.
I poked it once, I poked it twice,
It did not offer sage advice.|

Tip: Keyboard shortcuts allow you to perform common functions by pressing a combination of keys.
The keyboard shortcut for Undo is CTRL + Z.

Font Size

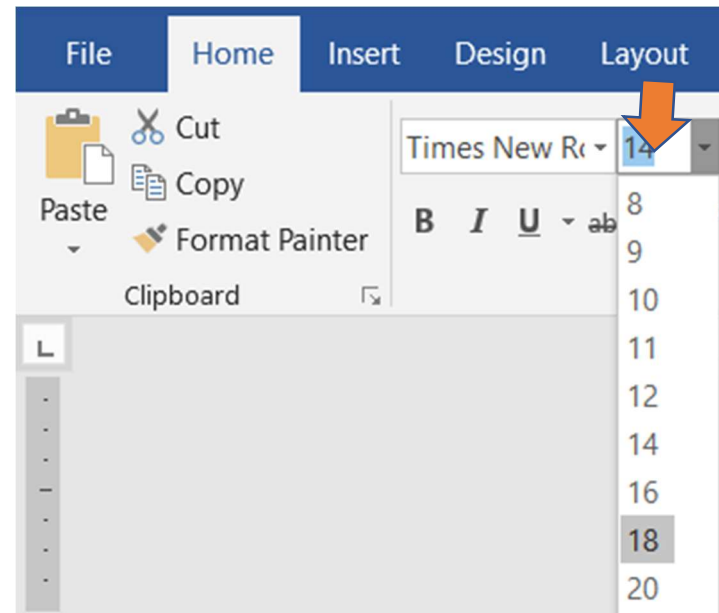
By now you are probably noticing a pattern. Before I make a change to text in my document, I need to select it first.

1. To change the size of text, select the text.

I opened Word and oh, dear me,
A blinking cursor stared at me.
I poked it once, I poked it twice,
It did not offer sage advice.

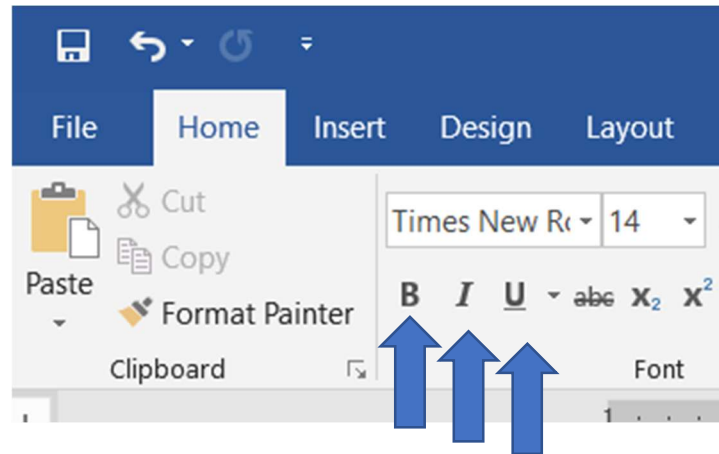
I opened Word and oh, dear me,
A blinking cursor stared at me.
I poked it once, I poked it twice,
It did not offer sage advice.

2. Choose the Font Size you would like.



Bold, Underline, Italicize

You may want your text to stand out. Bold, underline, and italicize are common ways of doing that.



1. Select the text.

I opened Word and oh, dear me,
A blinking cursor stared at me.
I poked it once, I poked it twice,
It did not offer sage advice.

2. Click **Bold**, **Italicize**, or **Underline**

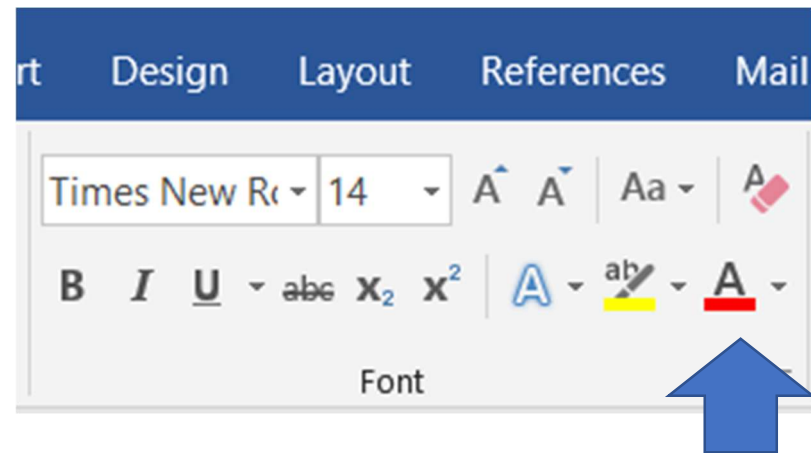
I opened Word and oh, dear me,
A blinking cursor stared at me.
I poked it once, I poked it twice,
It did not offer sage advice.

Font Color

1. To change the color of text, highlight the text.

I opened Word and oh, dear me,
A blinking cursor stared at me.
I poked it once, I poked it twice,
It did not offer sage advice.

2. Click the **Font Color** button.



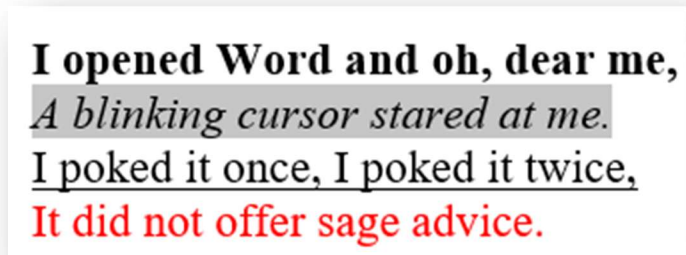
I opened Word and oh, dear me,
A blinking cursor stared at me.
I poked it once, I poked it twice,
It did not offer sage advice.

Cut, Copy, and Paste

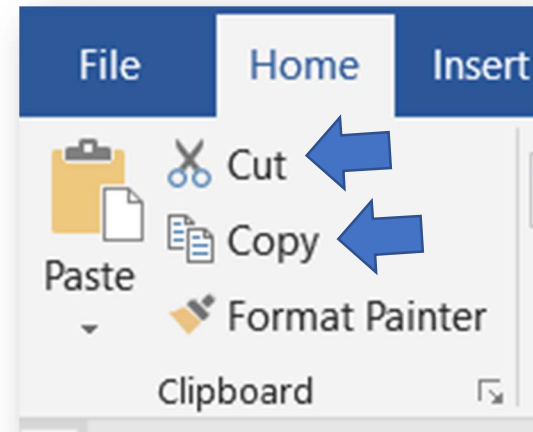
Cut, copy, and paste are commonly used features, not only in Word, but other programs as well.

- Cut removes the text from its original location.
- Copy leaves the text in its original location but makes a copy.

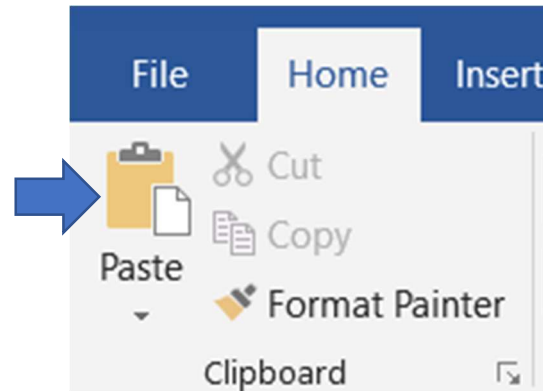
1. Highlight the text you want to cut or copy.



2. Click Cut or Copy.



3. Click Paste (clipboard icon)



Copy

A blinking cursor stared at me./

I opened Word and oh, dear me,
A blinking cursor stared at me.
I poked it once, I poked it twice,
It did not offer sage advice.

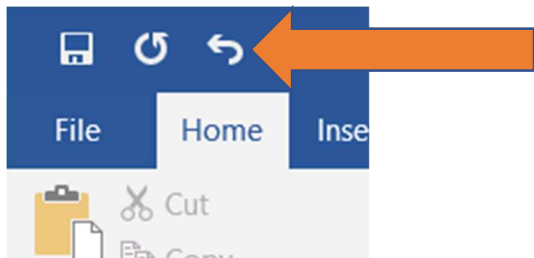


Cut

A blinking cursor stared at me.
I opened Word and oh, dear me,
I poked it once, I poked it twice,
It did not offer sage advice.

Undo & Redo

If you make a mistake you can use the **Undo** button.

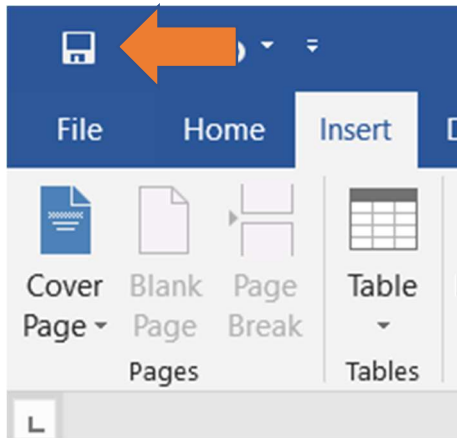


And to repeat an action, use **Redo**.

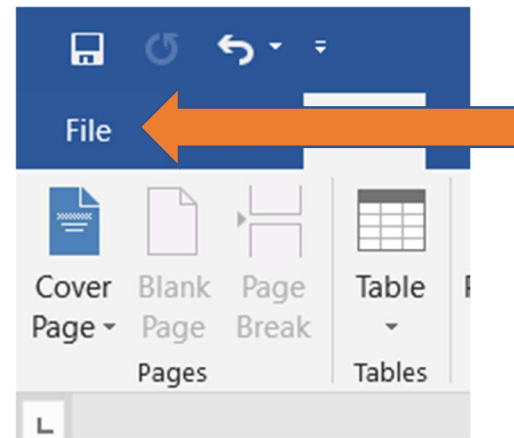


Save

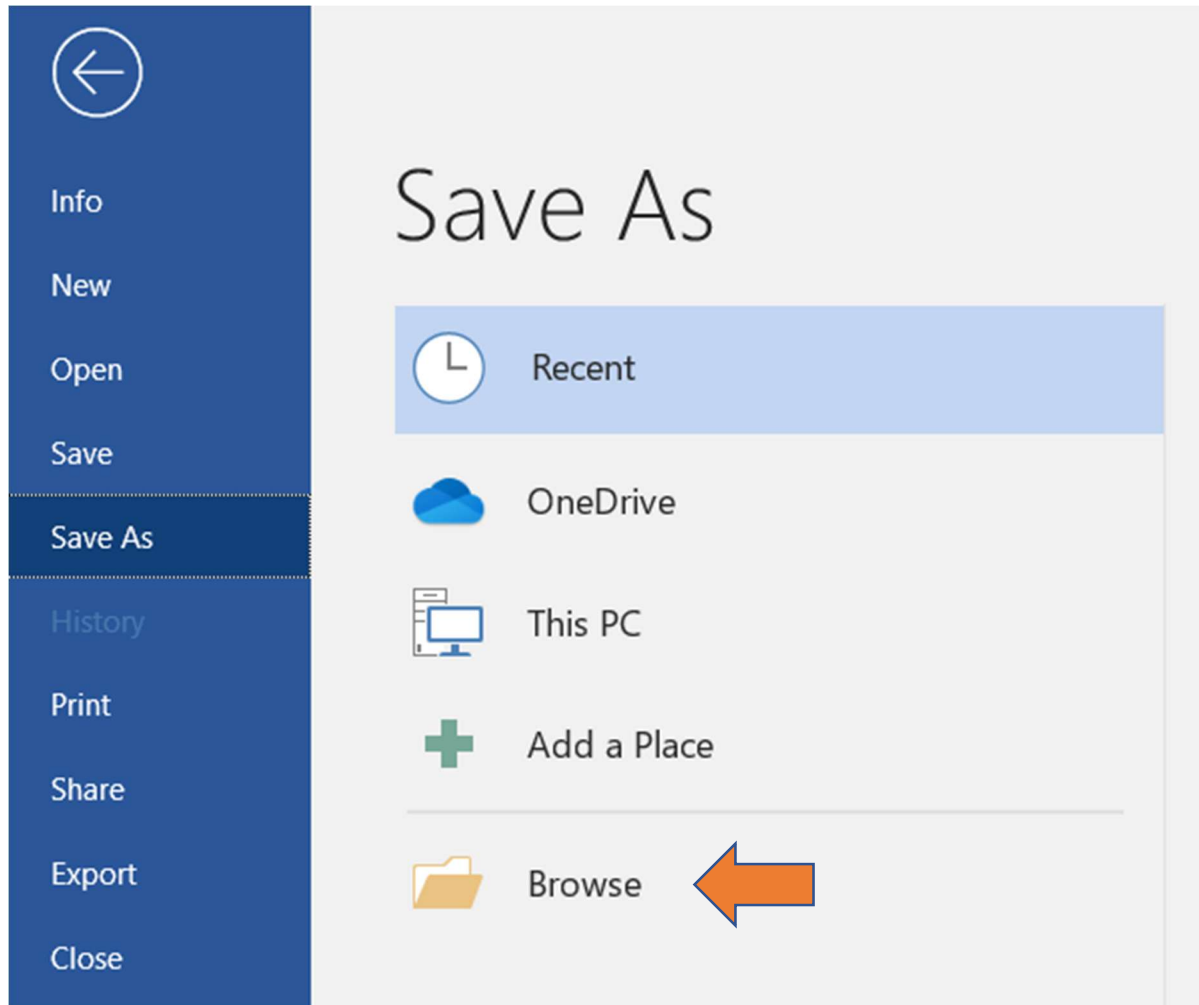
1. To save your document click on the floppy disk icon.



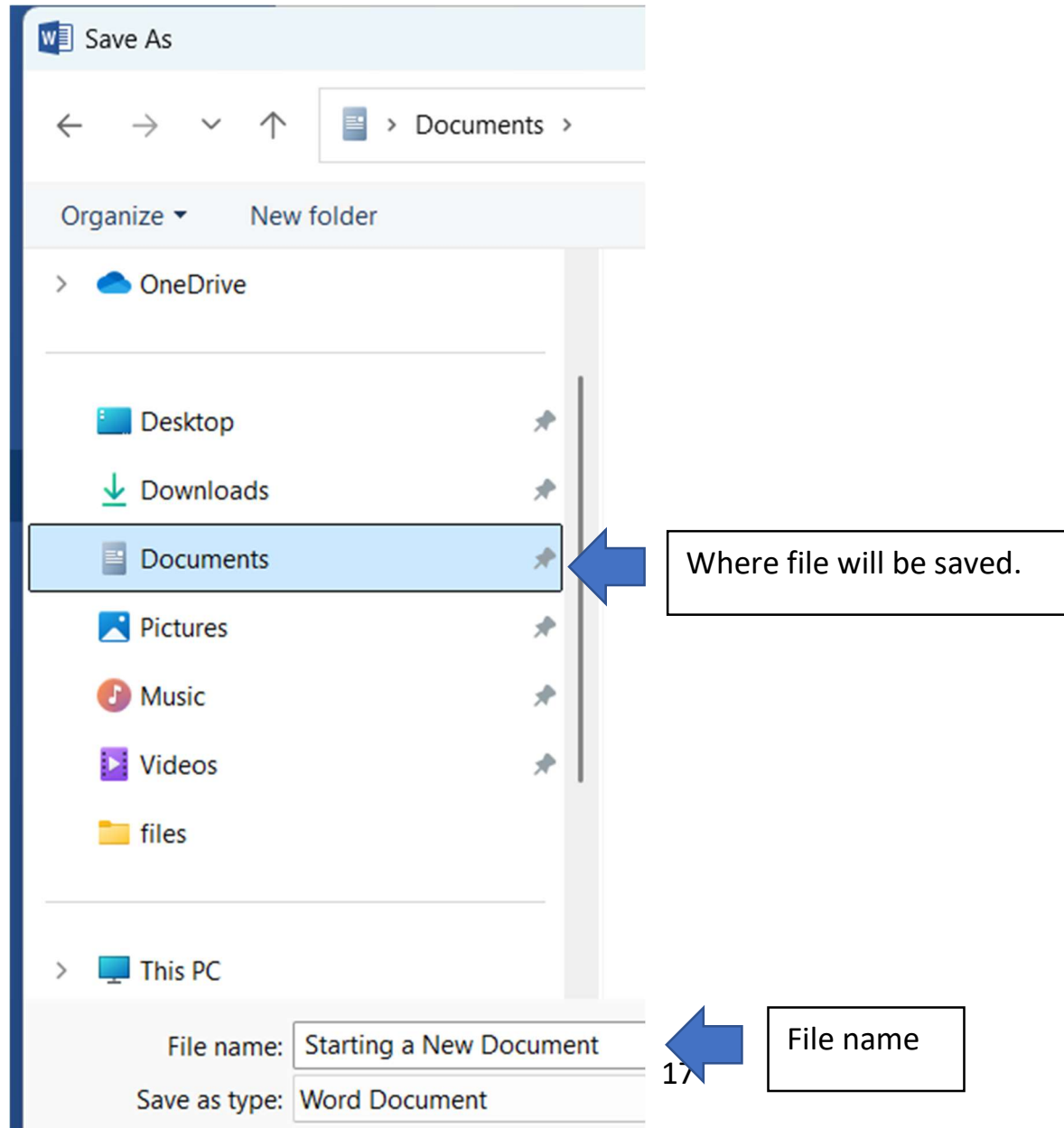
2. You can also click on **File**.



3. Click **Save As - Browse**



4. Select Documents and give the file a name.



5. Click **Save**.

