



Welcome to the Basic Microsoft Word Guide

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Before you start this Guide, you will need to complete “Basic Computer”; “Basic Windows” and know how to type and use the keyboard.

This Guide will help you to:

1. Think about what Microsoft Word can do for you.

2. Use the Word toolbars to do the following:

- Create a new document
- Save a document
- Copy and paste
- Cut and paste
- Undo and redo
- Bold, italic and underline
- Highlight
- Open an existing document
- Print a document
- Check spelling in the document
- Change font type and size
- Align left, center, align right
- Change font color

3. Use the Word pull-down menus to do the above functions.



Here is What Can Microsoft Word Do For You:


Microsoft Word (Word) gives you a lot more choices with less work than a typewriter. Word is a computer program. You can use it to write, make changes, chose the way that your writing looks like, and print what you write. You use the keyboard to type what you want to say. You use a mouse to help you move around in the Word program.

With Word, you can: (Circle Four Things You Want to Do)

- Change what you wrote without having to retype the whole thing.
- You can move what you have typed around with Word.
- You can move, take out or delete, and copy words and pages.
- You can use Word to check your spelling.
- You can choose what font type and size of letters you want to use.
- You can underline words.
- You can make letters darker or bold.
- You can print something that you typed.



Getting Started with Word:

1. On your desktop, double-click on My Documents 
2. Find and open your folder titled, "My Stuff"
3. Click and open your document titled, "My Dreams"
4. Find a toolbar at the top of your Word window that looks like this:



NOTE: If you do not have the above toolbar showing on your monitor screen, then you will need to go to the "View" pull-down menu, select "toolbars", then select "standard" and "formatting" and both toolbars will appear.



Using the Toolbar: (continued)



Open an Old Document

1. Click on the "Open" icon (it looks like an open folder), see above. A menu will open up.
2. In the menu, double-click on "My Likes" to open it up.
3. Once "My Likes" is opened, minimize it.
4. Do Steps 1 through 3 with "My Day."



Using the Toolbar: (continued)

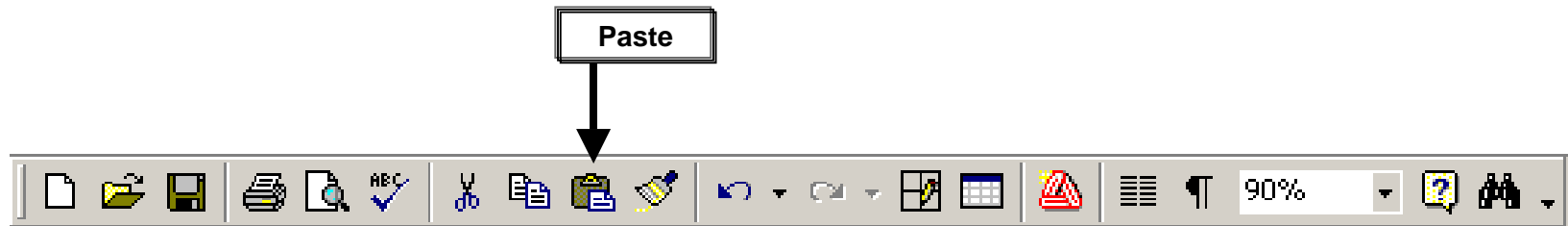


Make a Copy of a Part of What You Wrote

1. Maximize "My Likes" to open it from the bottom bar.
2. Select or highlight something that you would like to do today (click and drag your mouse over it and the background behind the words will turn a different color - usually black).
3. Click on the "Copy" icon (it looks like two pieces of paper), see above. Your computer just copied what you selected.
4. Minimize "My Likes."



Using the Toolbar: (continued)



Paste Something You Wrote Into Another Place

1. Maximize "My Day" to open it.
2. Choose where you want to paste what you copied from "My Likes." Make sure that your cursor is there.
3. Click on the "Paste" icon (it looks like a clipboard with a piece of paper on it), see above. The words that you copied from "My Likes" will now be pasted into "My Day."



Using the Toolbar: (continued)

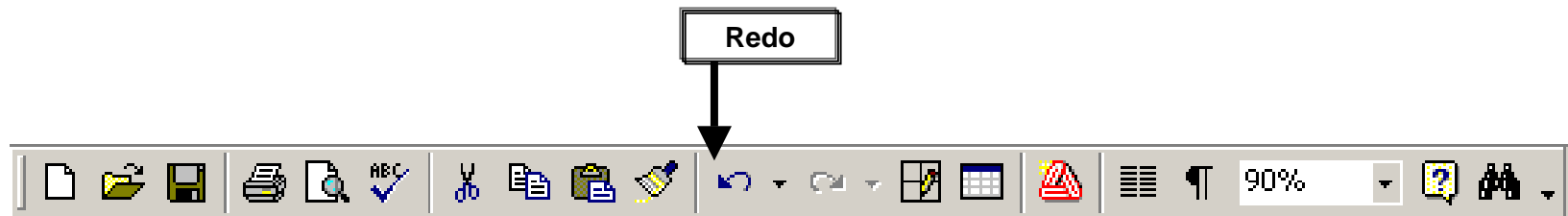


Cut Out Something You Wrote and Paste it Somewhere Else

1. Look at what you will be doing today in "My Day."
2. Think about what you want to do first, then second, etc.
3. Highlight the words that say what you will be doing first.
4. Click on the "Cut" icon (it looks like a pair of scissors), see above. The selected words will disappear.
5. Move your cursor to the top of the page.
6. Click on "Paste" (it looks like a clipboard with a piece of paper on it) and the words will be pasted there. Repeat this until you have everything listed in the order that you will be doing today.



Using the Toolbar: (continued)



Redo (Put Something You Wrote Back In)

1. Click on the "Redo" icon (it looks like a curved arrow pointing to the right), see above. "Things to Do List" will show up again.
2. The "Redo" button allows you to move back to the last thing you did.



Using the Toolbar: (continued)



Check Your Spelling

1. Click on the "Spell Check" icon (it looks like an ABC above a checkmark), see above. The "Spell Check" window will open.
2. If all the words are spelled correctly, the window will say, "The Spelling and Grammar Check is Completed." Click "OK."
3. If there are misspelled words, your computer will go through your document and find the spelling errors. When your computer finds an error, it will give you suggestions.
4. Select the suggestion you want and click on "Change." If you it is something that you do not want to change, click on "Ignore."



Using the Toolbar: (continued)



Save What You Wrote

1. Click on the "Save" icon (it looks like a 3 ½" floppy disk), see above.
2. All the changes that you have made to "My Day" will be saved.



Using the Toolbar: (continued)



Print What You Wrote

1. If you have a printer hooked up to your computer, then make sure that it is turned on.
2. Click on the "Print" icon, (it looks like a printer), see above.
3. "My Day" will print on your printer.
4. Look at what printed and keep it for later use.



Using the Toolbar: (continued)



Choose the Style of Letters (Font) You Want to Use

1. Highlight the "Things to Do List."
2. Point your mouse arrow to the symbol that looks like this: ▼
See above. Click once on that symbol. If the menu does not stay open, then click and hold your left mouse button.
3. Examples of different fonts are listed when you scroll down. Find and click once on the font type that you want to try. All your letters will change to that font. The font type menu will disappear.
4. Click anywhere on your document to remove the highlight.



Using the Toolbar: (continued)

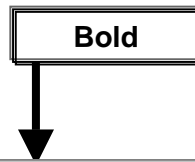


Choose How Big You Want the Letters To Be

1. Highlight the "Things to Do List."
2. Point your mouse arrow to the symbol that looks like this:
▼ See above. Click once on that symbol. If the menu does not stay open, then click and hold your left mouse button.
3. Scroll down, find and click once on the 16 font size. The font size menu will disappear.
4. Click anywhere on your document to remove the highlight.



Using the Toolbar: (continued)



Make the Letters Darker (Bold)

1. Highlight the "Things to Do List."
2. Click on the "Bold" icon, (it looks like the letter B), see above.
3. Click anywhere on your document to remove the highlight.



Using the Toolbar: (continued)

Italics



Put Words in *Italics*

1. Highlight the "Things to Do List."
2. Click on the "Italics" icon, (it looks like the letter I slanted to the right), see above.
3. Click anywhere on your document to remove the highlight.



Using the Toolbar: (continued)

Underline



Underline Words

1. Highlight the "Things to Do List."
2. Click on the "Underline" icon, (it looks like the letter U with a line under it), see above.
3. Click anywhere on your document to remove the highlight.



Using the Toolbar: (continued)

Center



Put Words in the Center of the Page

1. Highlight all the words including "Things to Do List."
2. Click on the "Center" icon, (it looks like lines centered), see above.
3. Click anywhere on your document to remove the highlight.



Using the Toolbar: (continued)

Align Left

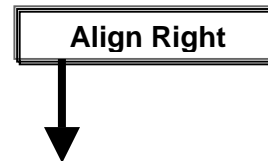


Make the Words Line Up (Align) on the Left

1. Highlight all the words, EXCEPT: "Things to Do List."
2. Click on the "Align Left" icon, (it looks like lines aligned to the left side), see above.
3. Click anywhere on your document to remove the highlight. "Things to Do List" should still be centered while the rest of the words are on the left side.



Using the Toolbar: (continued)

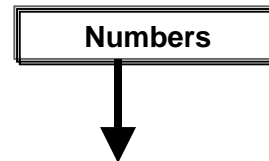


Make the Words Line Up (Align) on the Right

1. Highlight all the words, EXCEPT: "Things to Do List."
2. Click on the "Align Right" icon, (it looks like lines aligned on the right side), see above.
3. While the words are still highlighted, click on the "Align Left" icon.
4. Click anywhere on your document to remove the highlight.



Using the Toolbar: (continued)

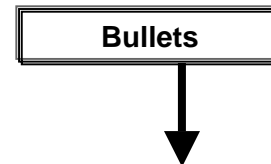


Put Numbers on Your List

1. While the words are still highlighted, click on the "Numbers" icon (it look like 1, 2, 3 on left and lines behind them), see above.
2. The numbers "1", "2", "3", etc. will appear in front of your words or sentences. This will help you to remember the order you want to do things for the day.
3. Click anywhere on the document to remove the highlight.



Using the Toolbar: (continued)



Put Marks (Bullets) Before Each Line of Your List

1. Put your cursor behind the sentence of your #1 and hit "Enter."
2. Click on the "Bullets" icon (it looks like a 3 little squares with lines behind them), see above.
3. A bullet will appear. Behind the bullet, type details of how you will do #1 and hit "Enter."
4. Another bullet will appear. Type more details there.



Using the Toolbar: (continued)



1. Highlight the words or a sentence in your "My Day" document that reflects something you really want to do (you are excited about and looking forward to doing).
2. Click on the "Highlight" icon (it looks like a marker with yellow line under it), see above.
3. Click anywhere on your document and the words or sentence that you highlighted will have a yellow background behind them.
4. Repeat steps 1-3 and Pull-Down the menu and select a different color.



Using the Toolbar: (continued)



Choose a Color for Your Letters (Fonts)

1. Highlight the words, "Things to Do List."
2. Click on the "Font Color" icon, (it looks like a capital A with a red line under it), see above.
3. Click anywhere on your document to remove the highlight and the letters of "Things to Do List" will be in red.
4. Repeat steps 1-3 and Pull-Down the menu and select different colors to try.

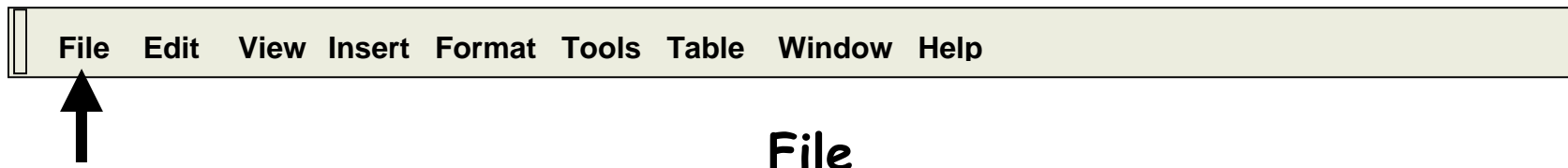


Print and Save

1. Click on the "Print" icon and print your revised "My Day" document.
2. Compare it with the one that you printed off before and notice the differences.
3. Save and Close "My Day."
4. Save and Close "My Dreams."
5. Maximize and Close "My Likes."
6. Close "My Stuff" window.
7. Shut down your computer.
8. Next time, start on the next page to learn how to use the Pull-Down menus in Microsoft Word.



What is in the Pull-Down Menus:



You can click on any of these in the "File" Pull-Down Menu:

- New
- Open
- Close
- Save
- Save as
- Print



What is in the Pull-Down Menus: (continued)



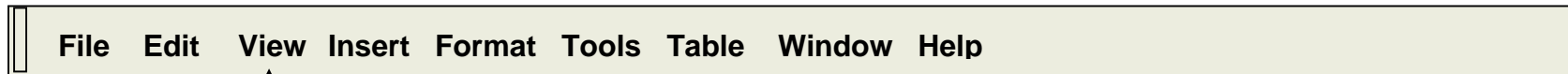
Edit

You can click on any of these in the "Edit" Pull-Down Menu:

- Undo
- Redo
- Cut
- Copy
- Paste
- Clear
- Select All
- Replace
- Go To



What is in the Pull-Down Menus: (continued)



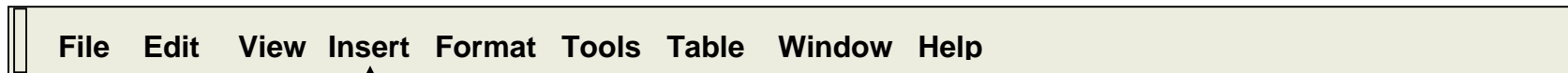
View

You can click on any of these in the "View" Pull-Down Menu:

- Normal
- Print
- Outline
- Toolbars
- Ruler
- Header and Footer
- Footnotes
- Full Screen
- Zoom



What is in the Pull-Down Menus: (continued)



Insert

You can click on any of these in the "Insert" Pull-Down Menu:

- Break
- Page Numbers
- Date and Time
- Symbol
- Footnote
- Caption
- Picture
- Text Box
- Hyperlink



What is in the Pull-Down Menus: (continued)



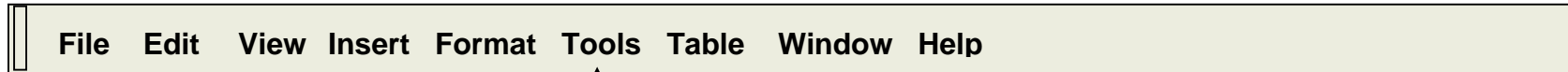
Format

You can click on any of these in the "Format" Pull-Down Menu:

- Font
- Paragraph
- Bullets and Numbering
- Borders and Shading
- Columns
- Tabs
- Change Case
- Background
- Theme
- Style



What is in the Pull-Down Menus: (continued)



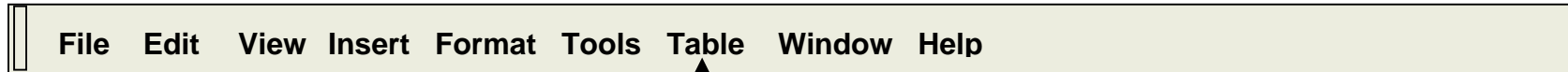
Tools

You can click on any of these in the "Tools" Pull-Down Menu:

- Spelling and Grammar
- Language
- Word Count
- Customize
- Options



What is in the Pull-Down Menus: (continued)



Table

You can click on any of these in the "Table" Pull-Down Menu:

- Insert
- Delete



What is next?



Continue to practice using Microsoft Word toolbars and pull-down menus to add more information to your documents, "My Likes", "My Day" and "My Dreams."

If you are interested in how to use the Internet, then ask your friend or family member, to go to the below web site and print you off the Guide titled, "Basic Internet."

<http://cdd.unm.edu/iu/nowalls/courses.html>