

Any questions call Abbey at the Lockport Public Library (716) 433-5935.

Microsoft Word - Basics

Click on the Word icon



to open the program.

Microsoft Word

Office button Save Click on each word for more options

Document27 - Microsoft Word

Home Insert Page Layout References Mailings Review View

Clipboard Font Paragraph Styles Find Replace Select

Margin Ruler

Type Here...

Page up or down

Page: 1 of 1 Words: 2 Document views Zoom

Number of pages Number of words

Home - Font

Style Size

Calibri (Body) 11

B *I* U abc x₂ x² Aa ab A

Font

Bold *Italic* Underline Text color Highlight

Home - Paragraph

Numbering Multilevel List

Bullet points

Paragraph

Text alignment Line spacing

Page Layout - Page Setup

Paper size

Adjust margin size

Margins Orientation Size Columns Breaks Line Numbers Hyphenation

Page Setup

Portrait or Landscape Choose number of columns

View - Zoom

View at 100%

Zoom 100% One Page Two Pages Page Width

Zoom Zoom in or out What do you want to see on the screen