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Basic Word

There are many things that Microsoft Word can assist the user to do better. But by mastering only a few select skills, it is possible for most users to perform most functions they will ever need to perform.

Open a document.

- Simply by double clicking on the Microsoft Word program selection, a document is opened.
- It is advisable to go to **File**, and then to **Save As**, as soon as any significant portion of your document has been created. Thus your new file will have a name, and in future you will only need to click on the floppy disk icon located at the top left hand corner of the tool bar to save changes or additions.

Aligning.

- There are three main possibilities. These are accessed under the **Home** tab in the **Paragraph** section.
- The left hand icon is the **Left Align** icon. This is the default when a document opens, and is the most commonly used.
- The center icon is **Center Align** and is most commonly used for headings.
- The next icon to the right is **Right Align.**
- These settings may be changed at any point in the document.

Font.

- Default size is 11. You can make it bigger or smaller by going to the down arrow next to the 11. If you can't find the size you want, just highlight the number in the box and type in the size you *do* want.
- A whole array of font faces is accessed using the down arrow to the left of the 11.
- If you wish to emphasize a word by printing it in bold type, you can *either* click on the **B** At the extreme left hand end of the **Font** section, or, simultaneously, **Ctrl** &**B.** Either method will result in the **B**icon being highlighted. Reverse the process when you wish to return toresume normal print. Just remember, *click on, click off.*
- Next to the **B**are an *I* (italics) and a **U** (underline). These work the same way. (Shortcuts are **Ctrl** &**I** and **Ctrl** &**U** respectively).
- Color may be changed by selecting the drop down menu next to the A underlined in red and selecting the color desired.

Page Layout.

- Select the **Page Layout** tab.
- **Margins** allows you to set the size of the blank space on all four sides of the document.
- **Orientation** allows you to use the length of the page (Portrait) or the width of the page (Landscape).
- **Line** and **Paragraph**spacing may be adjusted using the icon on the toolbar which resembles lines on paper with blue arrows to the left pointing up and down. From the drop down menu select the spacing you require for your document.
- There are many other features, but these are the basics.

Printing

- Prior to printing you may wish to run "**Spell Check**", even though Word will generally underline any misspellings or grammatical errors. Select the **Review** tab, then click on **Spelling & Grammar** at the top left of the screen.
- Under the **File** tab, select **Print**. This will allow you to review the document you are about to print. (This used to be called Print Preview).
- From the left hand portion of the same screen you may also select options such as which portion of a document to print and how many copies you wish to print.

Adding a Table.

Tables may be used for a number of reasons. Perhaps a college paper requires a statistical or other table which does not require the complex computations available in Excel. Perhaps all you are trying to do is to compile a printable list of phone numbers or construct a form.Begin the process by selecting the **Insert Tab** at the top left of the screen.

- Directly under Insert is **Table.** Select that.
- From the drop down menu, select **Insert Table.**
- At this point you need to decide how many **Rows** (horizontal) and how many **Columns** (vertical) you will need. *Don't forget to leave rows for headings, breaks and totals as necessary.*
- However, if you do need more **Rows** or **Columns** you only have to go to the **Table Tools – Layout** tab at the top right of the screen. There you have the chance to choose from the **Rows and Columns** section the function you need.
- Should the columns be of equal or differing widths? For equal widths use the **Fixed column width** feature. Otherwise you can drag columns to suitable widths.
- At this point you will need to make some decisions as to how you want your chart or table to look. Perhaps the top row (column headings) needs to be in a different size, style or bold so that the contents of that column will attract attention.
- To do this, highlight the row(s) or column(s) in question and make selections from the **Home** Tab as you would for any document. **Hint:** you may wish to select **Center Align** for column headings, whereas **Left** or **Right Align** may be more suitable for the remainder of the document.
- Changes to original selections may be made in just the same way.

Miscellaneous.

- Once in a while, you will make a key stroke and realize that it has made changes you didn't want to make. To revert to the point you were at prior to that stroke, select the curly arrow icon next to the floppy disk icon. This will take you back step by step.
- Such symbols as**é, £**or **±** are sometimes essential. These may be found under **Insert** and **Symbol.**
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