

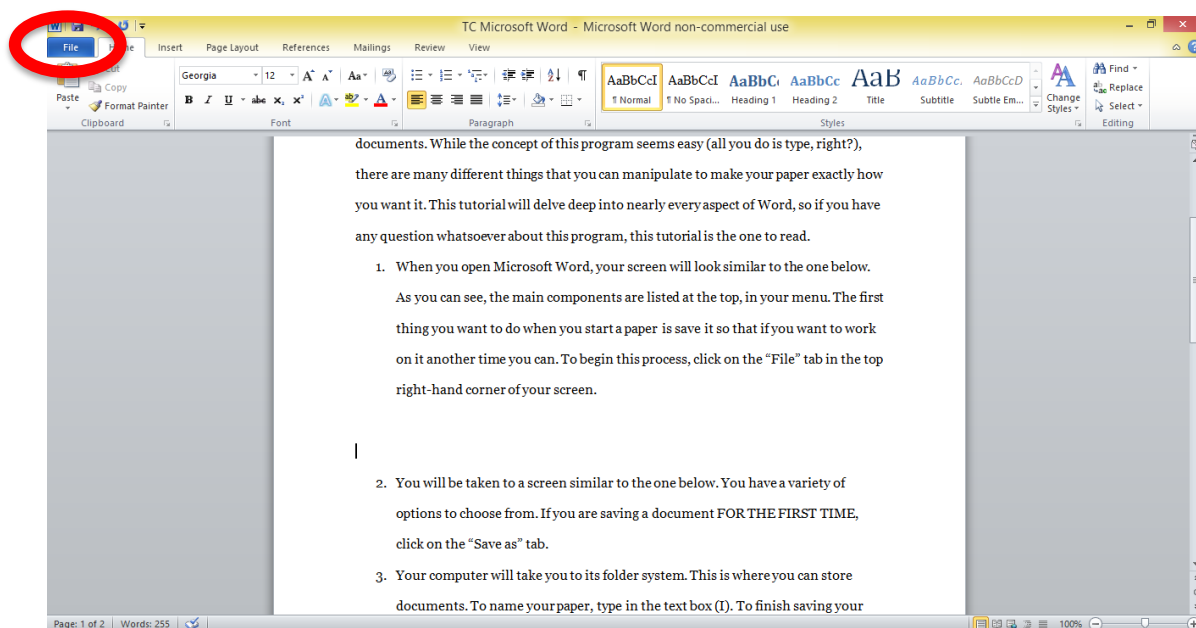


## Microsoft Word

Microsoft Word is likely the most commonly used program used by people today. It allows you to type formal and informal papers with ease and creates all sorts of documents. While the concept of this program seems easy (all you do is type, right?), there are many different things that you can manipulate to make your paper exactly how you want it. This tutorial will delve deep into nearly every aspect of Word, so if you have any question whatsoever about this program, this tutorial is the one to read.

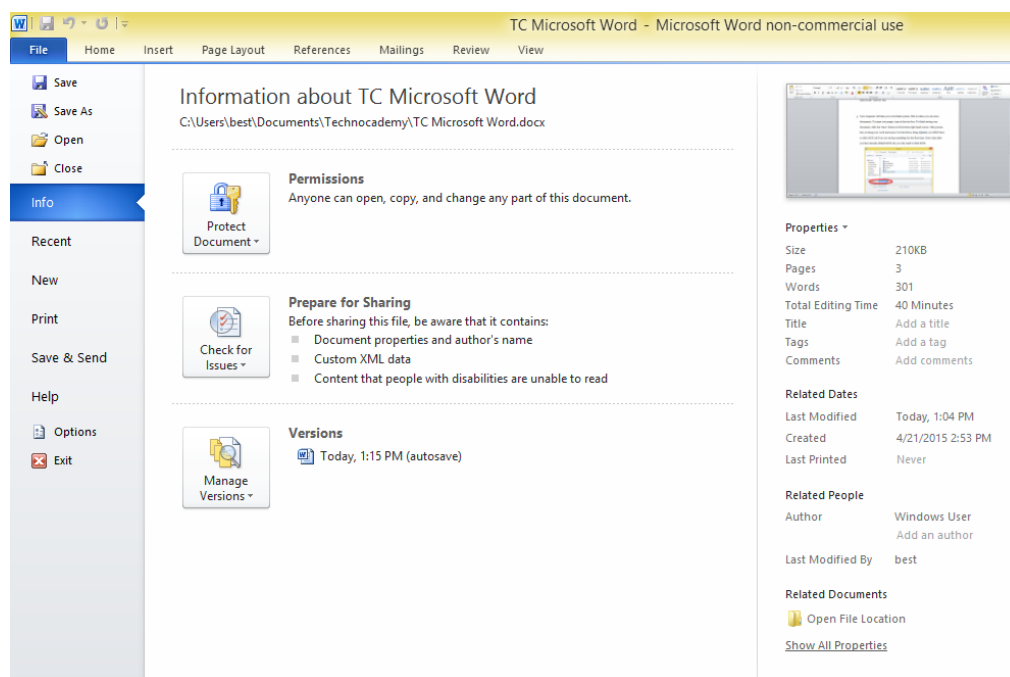
### File Tab

1. When you open Microsoft Word, your screen will look similar to the one below. As you can see, the main components are listed at the top, in your menu. The first thing you want to do when you start a paper is save it so that if you want

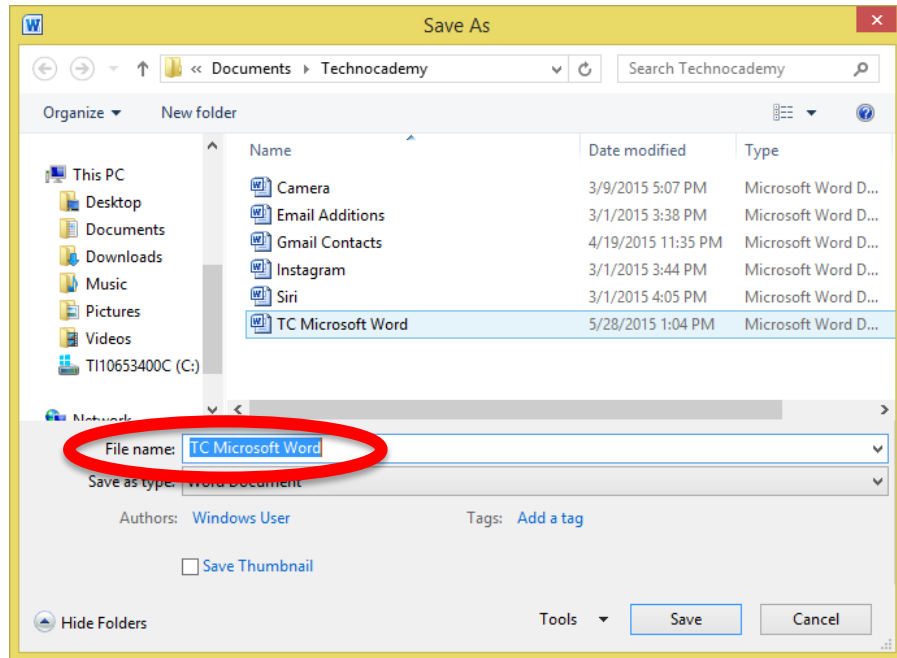


to work on it another time you can. To begin this process, click on the “File” tab in the top right-hand corner of your screen.

2. You will be taken to a screen similar to the one below. You have a variety of options to choose from. If you are saving a document FOR THE FIRST TIME, click on the “Save as” tab on the left-hand side of the page. If you need to access an old document, click the OPEN tab. If you want to print your current document, click PRINT.



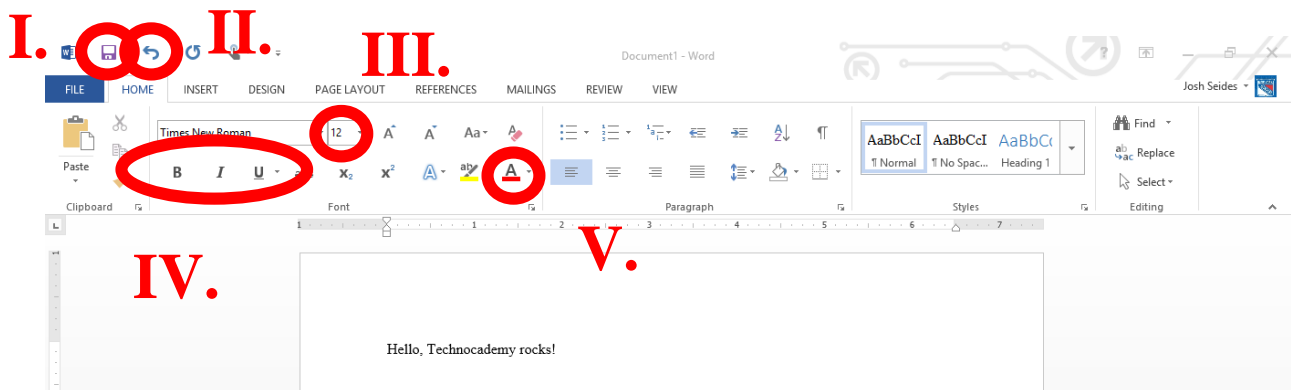
3. If you click SAVE AS, your computer will take you to its folder system. This is where you can store documents. To name your paper, type in the text box. To finish saving your document, click the “Save” button in the bottom right hand corner. This process lets you keep your work and access it in the future. Keep in mind; you ONLY have to click SAVE AS if you are saving something for the first time. Every time after you have already clicked SAVE AS, you only need to click SAVE.



4. Your computer will also take you to this pop-up if you click OPEN. This allows you to look through your files to access whichever one you want to edit or view.

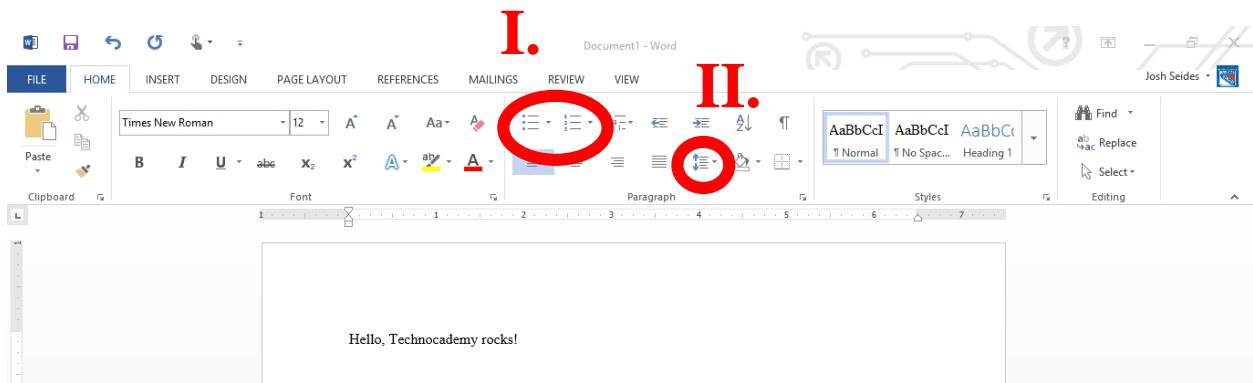
## Basic Buttons

1. Now, let's examine the basic buttons on Microsoft Word:



- I. Save: Click this button to save the document you are working on to your computer. Remember: you must save before you exit the program or your document will be lost when you try to access it again.
  - II. Undo: Made a mistake? You can click this button to erase the action that you just did. For example, if you typed in a word incorrectly, you can click the undo button and then that word will go away.
  - III. Text Size: Change the number in this box to change the size of the text you type.
  - IV. Font Style: You can change the look of your text. There are three styles: (1) **bold**, (2) *italic*, and (3) underline. Click the appropriate button and then the text you type after will be in that style.
  - V. Text Color: By clicking this button, you are brought up to a screen of different colors. Pick one of these and then the text you type will be that color.
2. These five basic options above will allow you to create effective documents that look professional and neat. Once you finish a document, hit the “Save” button (see Part I above). You will be prompted to save the document to some place on your computer. Pick a place you remember and click “Save.” If you want to print the document you are making onto an actual piece of paper, click “Ctrl” and then “P” (hold the Ctrl while you are pressing P).
  3. If you want to send an email with a Microsoft Word document “attached,” see our tutorial series on email to find out.

## Customization Options



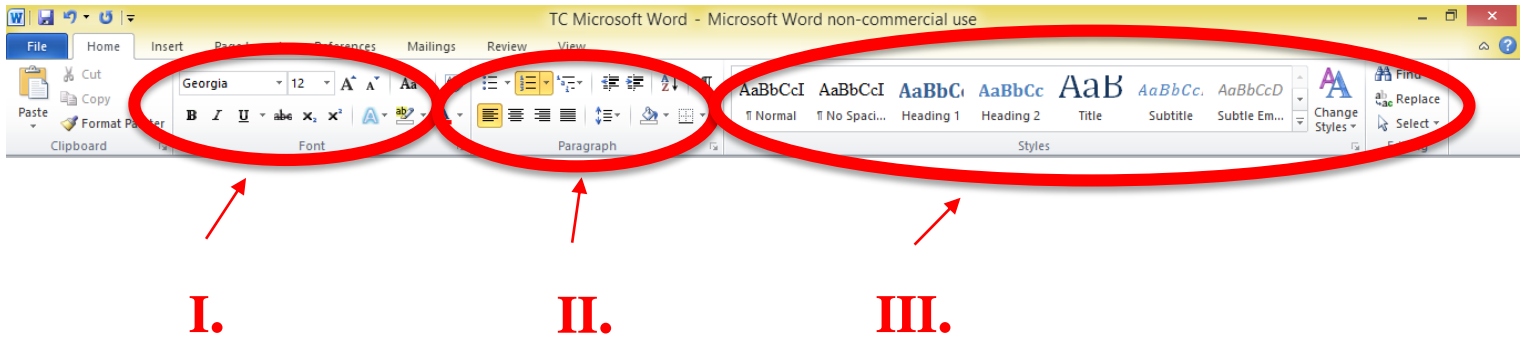
- I. Bullets and Numbering: If you want you can make a list of items instead of a simple paragraph. By clicking on the button on the left (the one with blue circles), a circle (“bullet”) pops up on your screen. You can begin typing and when you click the “Enter” button on your keyboard, a new “bullet” will pop up below the original one. This same mechanism works for “numbered” lists. Clicking the button on the right (with blue numbers) begins a list (with 1, 2, 3, etc.). When you click enter, the next number will automatically come up on the next line.
- II. Line Spacing: You can change the space in between lines of text by pressing this button and selecting the corresponding number (1.0 is the smallest spacing between lines and space increases as the number goes up).

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## Home Tab

1. The next important Tab to be aware of is the “Home” tab. This is located on your main menu at the top directly to the right of the “File” tab. Here there are many different utilities that are used very commonly when creating a document. First is the font box (I). With this, you can change the style of font you use (basically how your words and letters look), the size of your font, the color, whether or not it’s underlined, bolded, highlighted, or italicized, etc. Each of these can be accessed in the same general area as what is circled.
2. The next section relates to the spacing and indentation of the document (II). The top area relates to bullets and numbers. The bottom correlates to how you want your words to be aligned on the page. For example, this tutorial has all the words aligned on the left side of the page. To change such, all one would have to do would be to highlight the document and click on one of the other options, which allow for centering the words or moving them to the right side of the page. Finally, the little bucket allows you to change the background of a text. For example, you could make the background blue but still have black text.
3. The third and fourth boxes (III) are less commonly used, but are still an important aspect of Word. They deal with the spacing and different styles of text, as well, except they are some presets that you can use if you’re not as familiar with the other boxes. For example, you can click “Heading 2” and it will automatically space your document a certain way and make the text a certain color. Also, when you click CHANGE STYLES, you can personalize such even more, this time with more control over the color, fonts, etc. The “Editing” box is

for finding specific words and highlighting them in your document. For example, if you wanted to highlight every time you used the word “pepper” in your document, you could click FIND and then type “pepper” in the corresponding text box.



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### Insert Tab

1. The next major tab is the “Insert” tab. This is mainly used when you need to insert a picture, symbol, or something else into your document. The first section of this tab is labeled “Pages” (I). Within such, there are three different utilities which deal with the format of pages. The first is COVER PAGE, which allows you to create and customize your own cover page for your document (click on it and choose from numerous selections). BLANK PAGE is used to clear the page of all words and pictures (be careful, you may lose your work). Finally, page break is used if you want to make such within your document. For example, you may want to cut off your text before the beginning of another page. This is a very intricate method of editing your document, but you may need it at some point.
2. The next two sections are “Tables” and “Illustrations” (II). The only tool within the “table” box is for creating a table for math or statistics oriented documents. The “Illustrations” box is more towards inserting images into the document. The PICTURE button allows for you to take your saved images on your computer and enter them into the document. You simply click on it and scroll through your assorted files, which will pop up on the screen. CLIP ART is a tool that allows you to choose from many images that are stored on Microsoft Word. Simply click on CLIP ART and type your desired image (plant, car, square, etc.) in the text box that appears. The SHAPES button is for entering simple images (squares, circles, triangles, arrows, etc.), while SMARTART and CHART are for creating different graphs and assorted matrixes and entering them into the document. Screen clipping is the last aspect of these illustrations. This is for



taking a screenshot of your computer screen and entering it into the document. The images you see in this document are created using this tool.

3. The next two boxes are “Links” and “Header & Footer” (III). The “Links” box corresponds to hyperlinks and things related to such. These are used most often with books as they are often used as references and citations for quotes and ideas. Headers, Footers, and Page Numbers are also common with books and are fairly straightforward: to use, simply click on each and you will be given a number of options on types of each to use. For example, many high school students must know how to use Page Numbers because they are required to use MLA format in their assignments.
4. Finally, you have the “Text” and “Symbols” boxes (IV). These are very commonly used in Word as they incorporate aspects such as word art and symbols. TEXT BOX is used when creating a separate text box from the ones automatically given to you in Word. To use such, you must click on the TEXT BOX icon, choose which type you want, and then it will pop up on your screen.

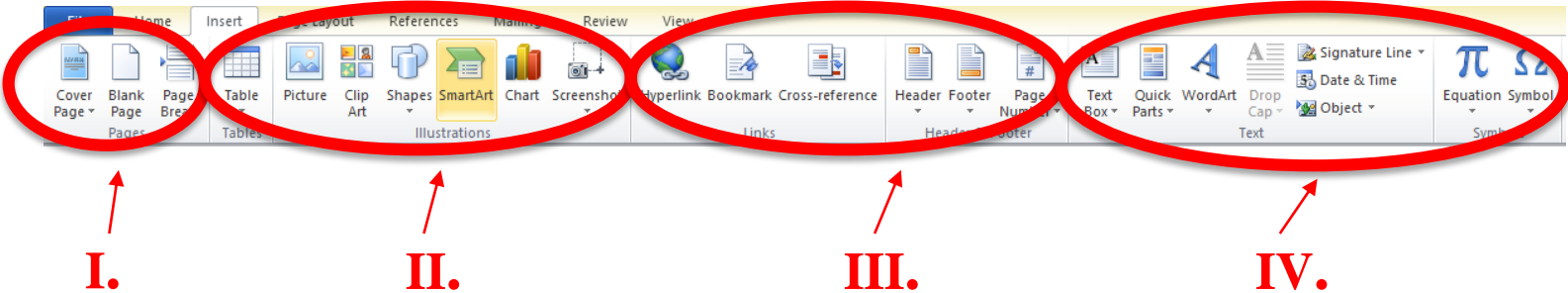
## **Text Box**

An empty one is shown below. Word Art is a very commonly used design aspect of word. It is mainly used as a title to a document because it looks aesthetically appealing. To use,

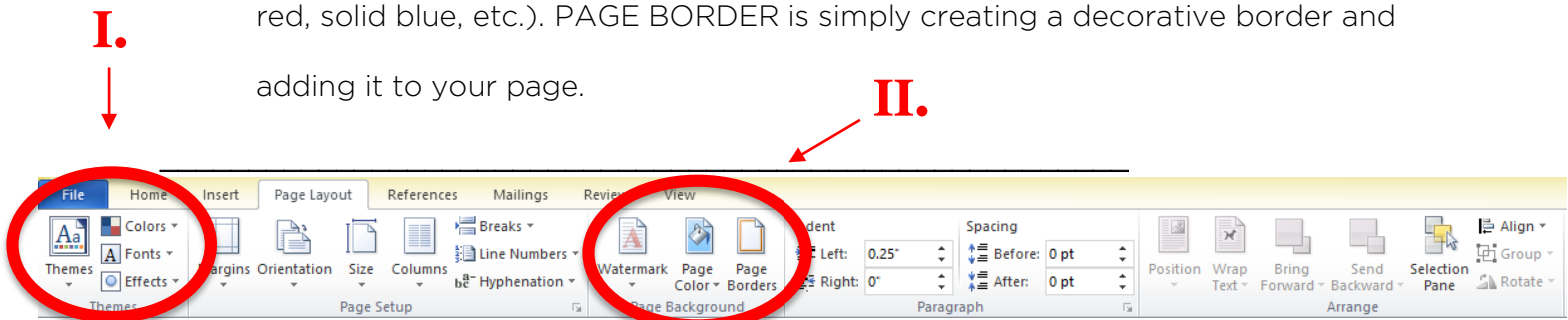
## **Word Art**

click on WORD ART, choose your style, and then type the text you want to appear in such a design. The “Symbols” box contains EQUATION and SYMBOL, which are exactly what they sound like. If you need to insert an  $\Sigma$  or © or something similar, click on SYMBOL find such. Equation is exclusively used for math and has a list of many different equations if you click on the arrow underneath the button.

## Page Layout Tab

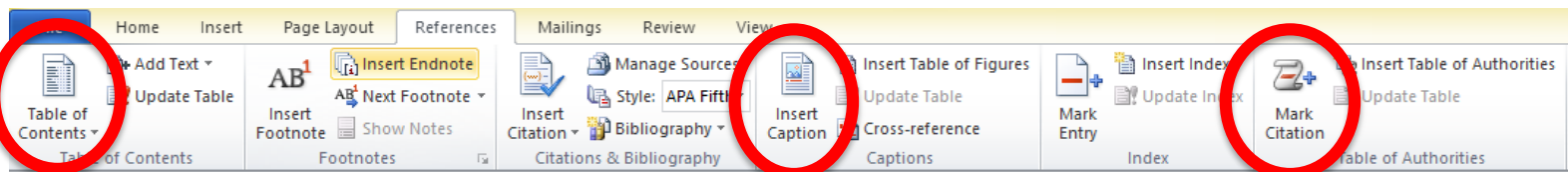


1. “Page Layout” is the third tab within Word. This deals exclusively with how your pages look within the document. While there are many aspects of this tab that can create some extreme detail to the layout of your pages, only the most-used ones will be discussed in this document. The first is the THEMES tab, seen on the left-hand side of the tab (I). This allows for you to make your Word document like a PowerPoint: it gives your page a preset color and design. Once you choose your initial design, you can use the COLORS, FONTS, and EFFECTS buttons to edit individual aspects of the initial design you chose.
2. A second method of editing the page layout is in the “Page Background” box (II). This is for a less detailed background for your page. You can use WATERMARK to create a “Do not copy” background or such behind the text itself. PAGE COLOR changes the color of a page to another solid color (solid red, solid blue, etc.). PAGE BORDER is simply creating a decorative border and adding it to your page.



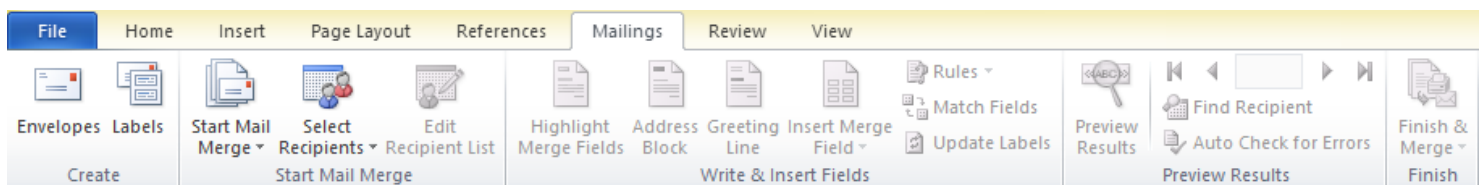
## References, Mailings, Review, View Tabs

1. The final four tabs in Microsoft Word are “References”, “Mailings”, “Review”, and “View”. These are all components that are only used for very detailed documents, and most of the tools within you won’t need to use in the future. However, in each tab there are useful functions that you may need to use at some point. The “References” tab is mostly used for Table of Contents, Works Cited pages, and Captions for pictures. Each of these has its own personal button on the tab which represents the ideal way to make each in Microsoft



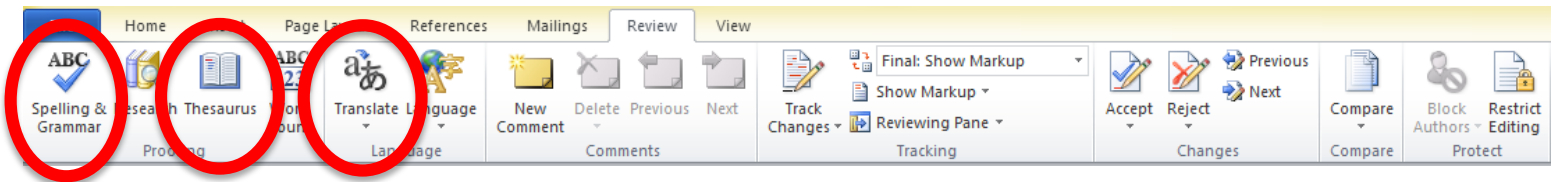
Word.

2. Next is the “Mailings” tab. This deals with sending your document to other people through Microsoft Word itself. This feature is only accessible if you are involved and comfortable with Microsoft Outlook. There are many aspects to explore here, such as mail merging and selecting recipients, but usually most people decide to print their letter and mail it the old fashioned way due to a lack of knowledge about Outlook.

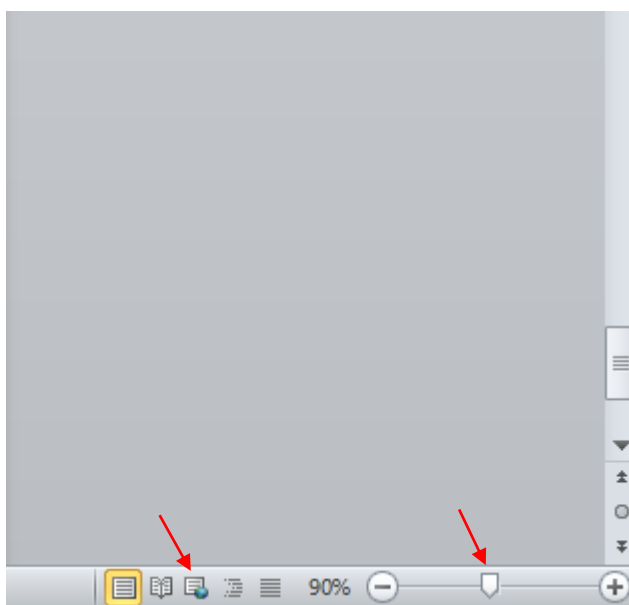


3. The “Review” tab is all about grammar. If you have any uncertainties about spelling or punctuation, go to this tab. The most used components in this tab

are the Spelling/Grammar Check, the Thesaurus, and Translate. Each can be seen in the visual below. They are all fairly straightforward: click on SPELLING & GRAMMAR underneath the check mark to make sure your document contains proper diction and punctuation, THESAURUS to find synonyms so you don't repeat words, and TRANSLATE to add another language or comprehend such within a paper.

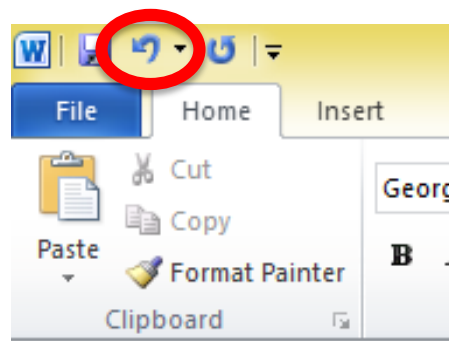


4. Finally, there is the "View" tab. This is for when you are finished with your document and want to see how it will look once you print it. What you need to know about this tab is that it is, essentially, unnecessary BECAUSE it is all available in a much simpler form in the bottom right-hand corner of Microsoft Word. The primary components of this tab are zooming in/out of your document so you can see more or see less as well as viewing your document in



book form or in another manner. As you can see below, all of such is included in the bottom corner of your screen. The Bar with the + and - signs indicate the zooming of your document, and the little paper icons to the left of such represent how you want to view your document.

The final aspect of Word that you must know is the Undo button. This is by far the most powerful button in all of Word because it allows you to fix your mistakes quite easily. When you make a mistake using one of the tabs and don't like what you've done, click undo. When you accidentally delete your entire paper and think the world is about to end, click undo. This button is your saving grace. It is the crux of Microsoft Word, and you MUST know how to use it and where it is if you are serious about using this program to the peak of your abilities.



Microsoft Word is a very complicated program to use. You just learned a lot of new information, and it is likely somewhat overwhelming. When in doubt, do not worry. Simply scroll your mouse over a button and a description will pop up below, telling you exactly what to do.

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