

Word for beginners 1

Creating a document, basic formatting, printing, saving, retrieving & folders/filing

Welcome to word!

Word is a Microsoft Office program that lets you create documents: letters, lists, reports, flyers etc.

Why use Word? You can:

1. Type your document once and save it.
2. You can change your document any time.
3. E-mail your document to other people (as attachments)

Typing your document

You can start typing your document in the white box anytime. The keyboard works like typewriter keys. Computer will automatically “word wrap,” meaning you don’t have to hit the enter key when you get to the end of the line. Typing basics:

1. **Capital letters:** hit Shift key and the letter (at the same time)
2. **Special marks** (on top of the numbers, \$, !, &): hit Shift key and the number (at the same time)
3. **Create spaces between words:** hit the Space Bar (bottom of keyboard between the Alt keys)
4. **Create spaces between lines:** hit Enter key (every time you hit enter, move down one more line)
5. **Indenting paragraphs:** hit the Tab key

Changing your font [typeface]

You can do this before your start typing, during, or after. You can change one element (size, style, font) or all three. If you make changes before you type, they will apply to your entire document. If you make changes after you type, you can select which words to change.

1. **Size** (default, normal size is 12pt.) , 14 point 16 point
2. **Style** (B=**Bold**; I=*Italics*; U=Underline)
3. **Font (typeface):** go to the Word toolbar, look for a white box with the phrase “Times New Roman” and click the down arrow to the right of the box. This opens up the box and gives you all your font choice. Each font name shows you how the text will look.

About margins

The best way to change margins is from the Word Toolbar. Place your cursor at the top of your document to change the margins for the entire page.

1. **Go to the (top) toolbar, far left side**
2. **Click: File**
3. **Click: Page Setup**
4. **Here you can make your margins larger or smaller. You can adjust one or all: top, bottom, right and left.**
5. **Click: OK to set your new margins.**

DO NOT TRY TO CHANGE MARGINS BY ADJUSTING THE RULER BAR ON THE TOP OF THE TYPING SCREEN. This does weird things to Word and generally causes problems.

Printing your document

1. Go to the (top) toolbar, far left side
2. Click: File
3. Click: Print
4. Click: OK

Saving your document

Save early and save often.

1. **Go to the top toolbar, far left side**
2. **Click: File**
3. **Click: Save**
4. **Name your document** (something short and descriptive, so you will know that the document is. Examples: Itinerary, Medications, shopping list). **You only have to name your document the first time you save it.**
5. **Click: Save**

NOTE: these instructions are for your home computer. If you are using a library computer you need to save to a disk. The librarians will show you how.

Retrieving your document

1. **Open Word**
2. **From the top toolbar, click: File**
3. **Click: open**
4. **Choose the file you want by clicking on its name**
5. **This will retrieve you saved document. Now you can add or change text. Be sure to save your changes before exiting the program.**

NOTE: These instructions work for your home computer. If you are using a library computer you need to bring the disk with your document on it. Librarians can help you access.

Creating folders & filing your documents

1. **File, Open**
2. **Click "Create New Folder" icon (looks like a folder)**
3. **Name your folder (you will automatically be switched to that folder).**
4. **Click down arrow next to folder name (in box) and select "My Documents"**
5. **Using the mouse, drag the documents you want to put into the folder. They will *disappear***
6. **To access documents in your folder, double click folder.**

HELP!!! I JUST MADE A MISTAKE

Word lets you "Undo" what you've typed.

1. **Go to the top toolbar**
2. **Click: Edit**
3. **Click: Undo Typing**

This will eliminate what you typed (moved, edited) last. Every time you click "Undo" it goes back one step.

Word class exercises

1. Type this letter:

December 2, 2008

Mrs. Valdez,

Thank you very much for taking the time to help my son John with his math homework this fall. This has been a hard subject for him to master. Your kind words of encouragement and patient teaching style has made all the difference in the world. John's math grades have improved tremendously and his confidence has grown as well. He now looks forward to going to school.

We are grateful for your efforts. You are an excellent teacher. We are also sending a copy of this letter to your principal. People like you deserve recognition!

Thank you,

(your name here)

2. Change the style of your font

1. Highlight the text you want to change
[Place your cursor to the left of the first word in your document, hold the left mouse button down, and pull your mouse towards you until the entire document is covered in a black box.]

2. Go up to the Word toolbar and click the arrow to the right of the box with the phrase “Times New Roman”

3. Select the font you want and click on it. The change happens automatically.

4. Click anywhere on your page to eliminate the black highlight box.

3. Change your font size

1. Highlight the text you want to change

2. Go up to the Word toolbar and click on the arrow next to the number box (has number 12 in it). Click on a larger number. Your highlighted text is automatically changed. The larger the number, the larger the font size.

This is 12 pt type. This is 14 pt type. This is 16 pt type. **This is 20 pt type.**

3. Click anywhere on your page to get rid of the black highlight box.

4. Change your margins

1. File
2. Page Setup
3. Adjust your margins (to .5 right and .5 left)
4. OK

5. Print your document

1. File
2. Print (you can print multiple copies, or just one page of a document)
3. OK

6. Save your document

1. File
2. Save (give your document a name you will remember)
3. OK

7. Retrieve your document

1. File
2. Open
3. Double click file name

Lynne Olver & Marianne Kranz
Morris County Library, NJ
(973) 285-6969
www.mclib.info/class.html
January 2008