

Word for beginners 4

Review & refresh everything covered in lessons 1-3

Order of operations:

1. **Type the document**
2. **Correct & edit**
3. **Make it look good!**

Type the document

Step 1: Type a brief paragraph describing your experience taking our computer classes

Step 2: Create a list of classes you would like us to offer (use Word's list tool—list at least 3 classes)

Step 3: Type your name (first name okay)

Correct & edit

Step 1: Run spell check (Tools, spelling & grammar)

Step 2: Put your name at the top of the document (Edit: cut & paste)

Make it look good! (begin by highlighting the text you want to change)

Step 1: Change your font (& font size)

Step 2: Center your name (alignment icon)

Step 3: Make your list red (Format, font)

Step 4. Put a border around your document (Format, borders & shading, page border)

Step 5. Insert a picture from the Internet (Internet Explorer, Google Images, copy & paste)

Save : File, save (remember to give the file a name you will remember)

Print: File, print

Close Word: File, close

Exit Word: X out (top right icon)

Open Word & find your document: File, open, double click file name

E-Mailing your document

Step 1. Sign on to your e-mail

Step 2: Compose

Step 3: Attach the document (click attach, browse for file...C drive, my documents, click file name)

Step 4: Mail document to yourself & me: Lynne.Olver@mainlib.org

NOTE: separate addresses with semicolon. Example: foodtimeline@aol.com; Lynne.Olver@mainlib.org

Step 5: Send

Step 6: Check your inbox for new mail. Click on the message you just sent to yourself

Step 7. Double click attachment icon (looks like a paper clip)...your document will appear!

★ **Congratulations!** ★

You've successfully completed MCL's Word for Beginners series.

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www.mclib.info/class.html
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