

Using Microsoft Word

Here are basic instructions on how to use Microsoft Word.

1. Open Microsoft Word:

Begin by sitting at a computer and looking at the “desktop”. The desktop is the first screen that you will see on a computer that has just been started up. In the bottom left corner of the screen is the “Start” button. Left click the start button. A small window will appear. There will be a button on this window called “All Programs”. Move the mouse pointer over this button and stop. A new window will appear to the right. This is a list of all of the programs on your computer. Move the mouse pointer over the program called “Microsoft Office” and stop. A new window will appear to the right. Move the mouse pointer over the program called Microsoft Office Word and left click once. A new screen will appear.

2. Basic Functions of Microsoft Word

Make a capital letter: Hold the “Shift” key while pressing a letter key. The shift key will also allow you to use the secondary symbols on some keys. (\$, @, ?, ! “, +)

Make an indentation: Press the “Tab” key. This is usually used at the beginning of a new paragraph.

Skip a line: Press the “Enter” key.

Highlight text: Press and hold the left mouse button. Then drag the mouse pointer over the text you wish to highlight. You can also double-click on a word to highlight it. You can triple click on a paragraph to highlight it.

Use the toolbar: At the top of the screen there is the toolbar. The toolbar has many buttons. You can left click a button to make it perform a function. Move the mouse pointer over a button and leave it there to make a “tool tip” appear. A tool tip is a small window that tells you what a button does. The most popular buttons on the toolbar are: **Bold**, *Italicize*, and underline.

Make text start at the left, center, or right of the page: On the right of the toolbar there will be three buttons that look like lines on a page. To make text start at the left, left click the button that has lines to the left. To center text, left click the button that has lines to the center. To make text start at the right, left click the button that has lines to the right.

Correct text that has a green or red underline: When Microsoft Word finds a grammar problem, it will underline text in green. When Microsoft Word detects a spelling problem, it will underline text in red. To correct these problems (and make the underlines disappear, you can do 2 things:

- 1) Correct the problem yourself using your own knowledge.
- 2) Right click on the underlined text. This will open a new window. In the new window, there will be suggestions of how to correct the problem. Left click on the suggestion you like best. The underlines will then disappear.

Open a new word document: To open a new word document, left click on the file button at the top left of the screen. A new window will appear below. Click on the button that says “New”. A new window will appear on the right side of the screen. Use the mouse pointer to left click on “New Document”. A new document screen will appear.

Open a pre-existing word document: To open a word document that you have saved in the past (and want to continue working on it), click on the file button at the top left of the screen. A new window will appear. In this window, there will be a small rectangular box at the top. To the right of this box is an arrow pointing down. Left click on the arrow to open the folder that your document is saved in. When you find your document, double click on it to open. You may now continue working on it.

Save your word document: You may choose to “Save” your document when you are finished. If you save your document, you will be able to open it later, and it will be the same as when you last saved it.

To save your document, left click on the file button at the top left of the screen. A new window will appear below. Click on the button that says “save as”. A new window will appear. In this window, there will be a small rectangular box at the top. To the right of this box is an arrow pointing down. Left click on the arrow. A new window will appear with a list of locations where you can save your document. Left click on the location of your choice. You can save your document in 2 main locations:

- 1) Save to the hard drive of the computer. This may be called the “desktop” or the “C:” drive. If you save here you will only be able to open your document from the computer you saved it on next time.
- 2) Save to a disk. This may be called the “A:” (floppy disk) “D:” (CD-Rom disk) or “E:” (Flash Disk) drive. (See **“Basic Computer Parts”** on this website for more information)

Print your word document: To print your word document, left click on the file button at the top left of the screen. A new window will appear below. Click on the button that says “Print”. A new window will appear with print options. Select the options you want. When you are ready, left click on the “OK” button.