



Microsoft Word I: Basics

Double-click to start



Click to save the current document for later use



Click to print the entire document



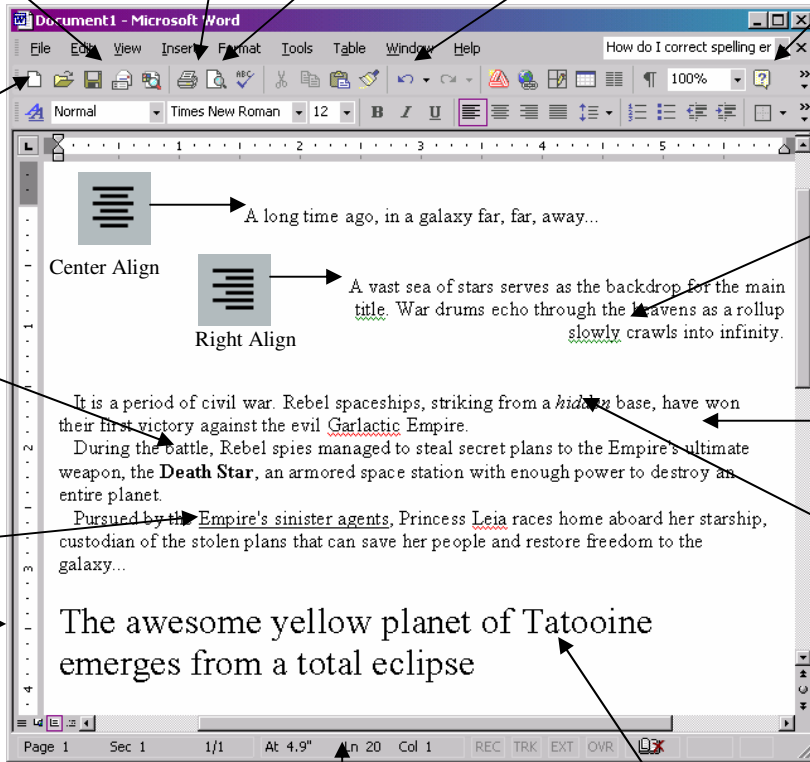
Click Print Preview to see what your page will look like when you print it



Click Undo if you make a mistake



Click to get the office assistant



Click **New Blank Document** to start a new document.

B
Bold

U
Underline

Ruler

Read the **Status bar** for information about your document.



To separate toolbars, Click on double arrows and choose *Show buttons on two rows*

Wavy underlines
Shows spelling mistakes (RED) or grammar problems (GREEN)

Left Align

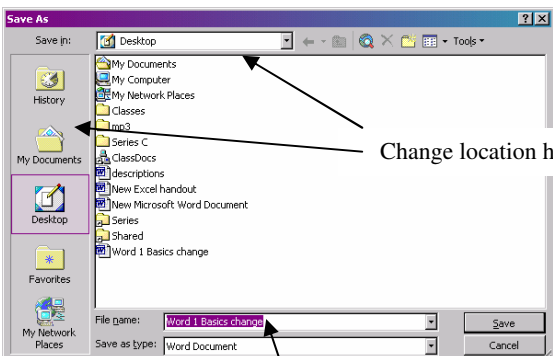
Italic



Use the **Font** and **Font Size** buttons to change the appearance of text in your document.

Saving

Always **save as first**,
Choose a location and a name



Change location here

Change file name here

Once it has a name and location, click the save button to save changes

Editing Tools

Cut

Select the text and click the **cut button**. Then click where you would want the text. Click the paste button

Paste


Click the paste button as many times as you want the item



Copy

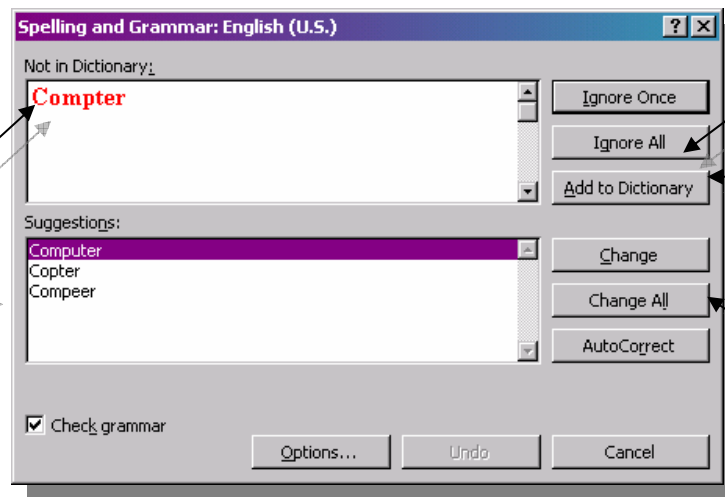
Select the text and click on the **copy button**. Then click where you would want the text. Click the paste button.

Spell Check

Press to check spelling 

Misspelled word

Click on a word that will replace the misspelled word



If you do not want to correct an item press this button

If the word is spelled correctly and you will use it again

After choosing a suggested word press change to change the word

To Change the style of writing

1. **Select** the text you want to change.
2. Click the **arrows** next to the Font or Font Size boxes.
3. Choose the **font** or **font size** you want.



Undoing a mistake

Click the left arrow to undo one step at a time



Click the right arrow to redo one step at a time

Use the small arrow to see the list of actions to undo or redo

To Select Text

Before you can change text, you must select it.

(Do one of the following.)

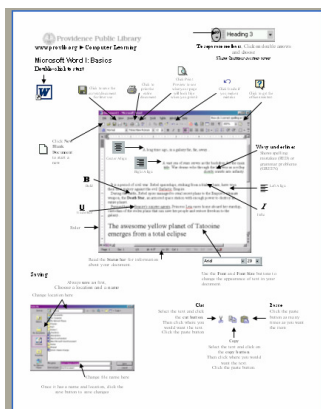
- Double-click a word to select it.
- Triple-click to select a sentence or paragraph
- Click and hold to select one or more words.
- Click the edit menu and choose select all

Print Preview

Used to save money, ink, and paper

1. Choose the **file menu**
2. Choose **Print Preview**
3. Remember, what you see is what will print out

It is tiny so you can look at the entire layout




Your arrow changes to a magnifying glass. Use it to get a closer look

When Finished click the close button



Printing

Instead of using the print button 

- Click the file menu and then print.
- Choose pages and amount to be printed

