

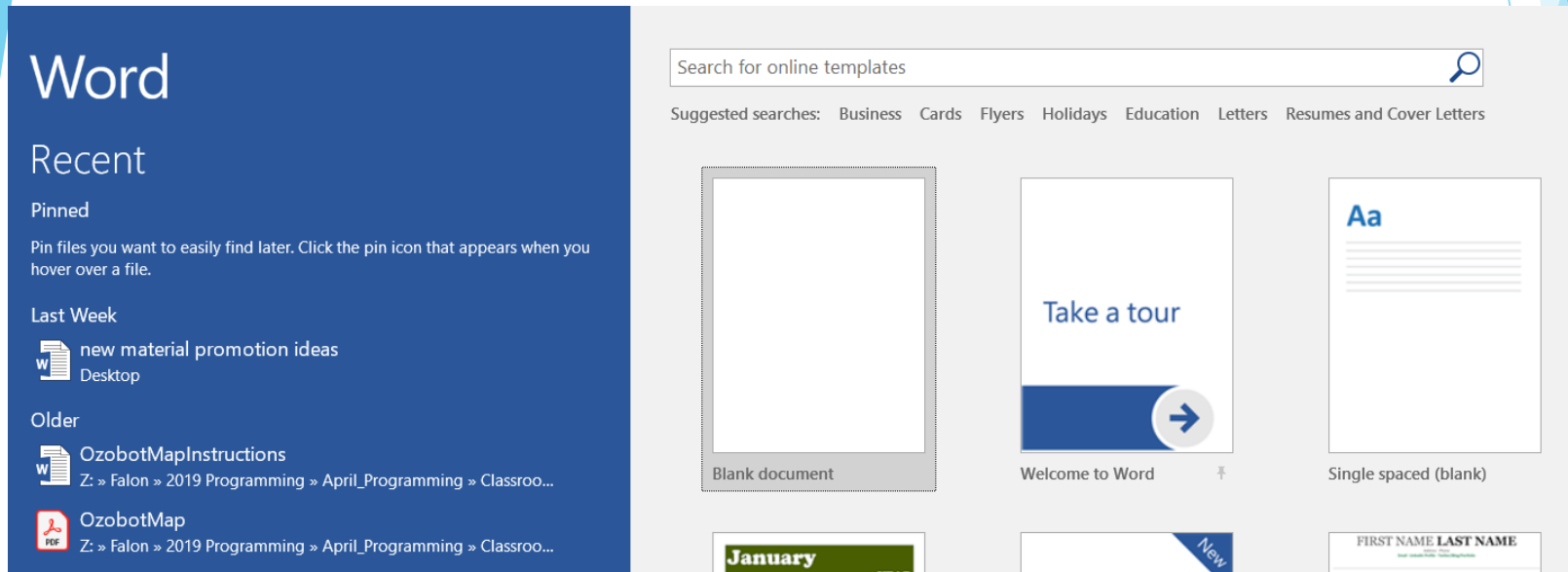
Welcome To Microsoft Word



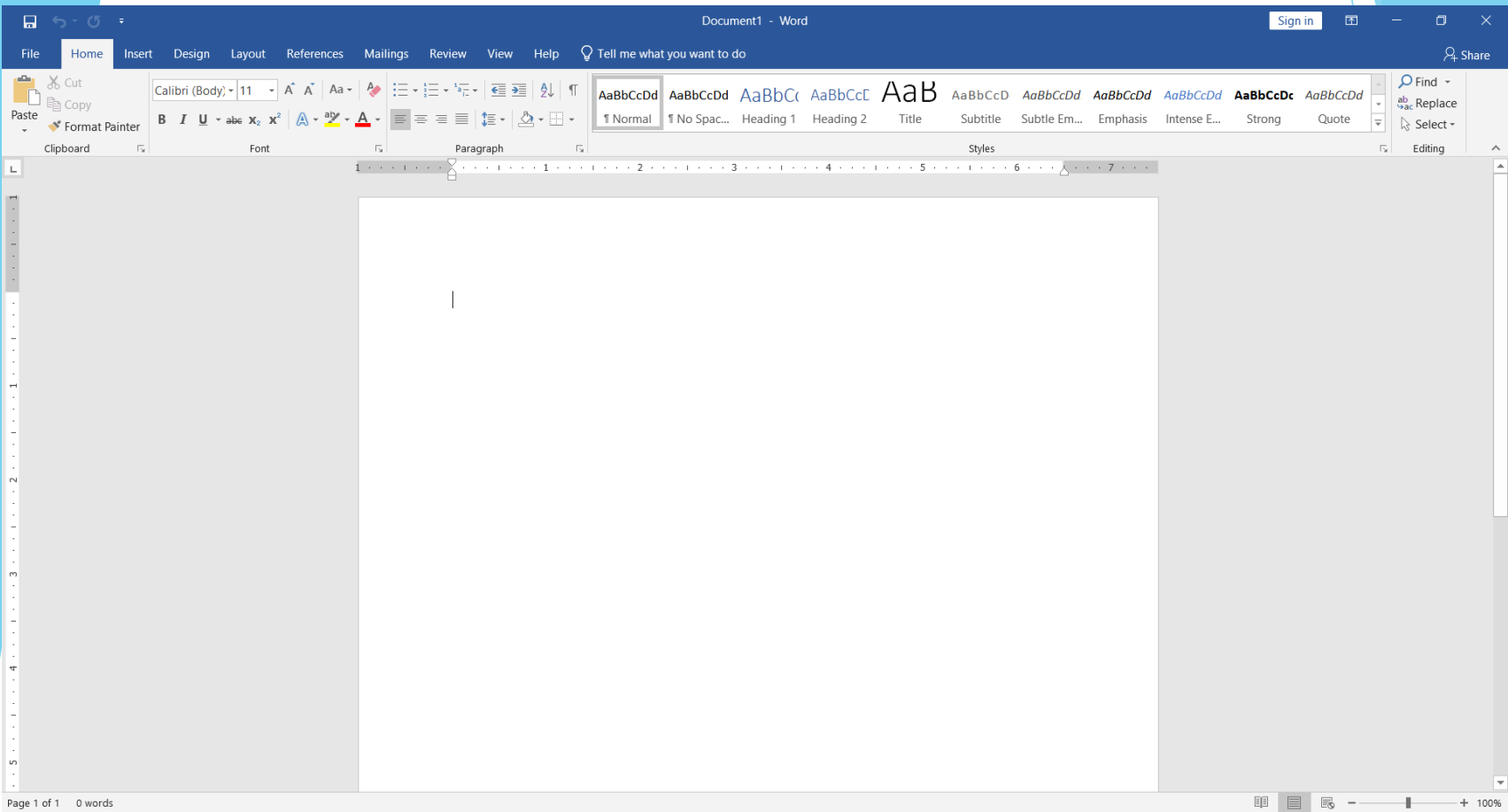
Word Interface

When Word is opened the Word Start Screen will appear

The start screen allows you to create a new document by choosing from the list of pre-made templates



Blank Page Overview



The Ribbon

The Ribbon contains multiple tabs, each with several groups of tools. The tools provided in the ribbon will help you complete common tasks in Word.

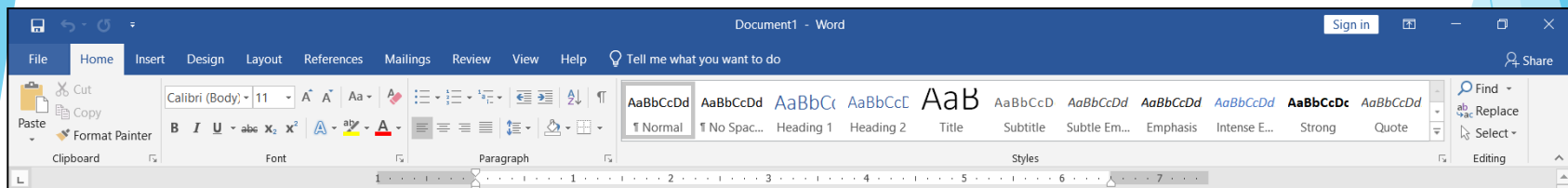
The Ribbon has nine tabs:

1. File
2. Home
3. Insert
4. Design
5. Layout

Home tab

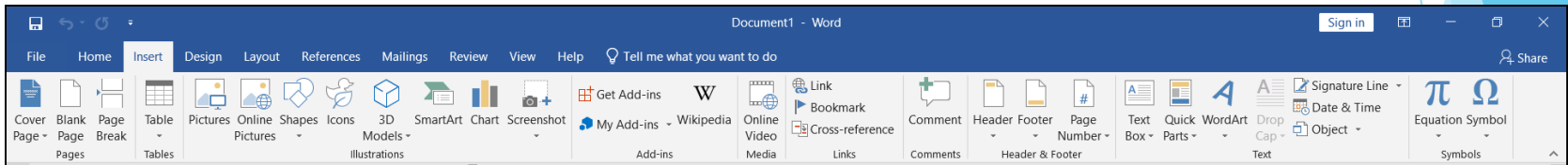
The **Home tab** gives you access to some of the most used commands for working with Word, including copying and pasting, formatting, aligning paragraphs, and choosing document styles.

The Home tab is selected by default whenever you open Word.



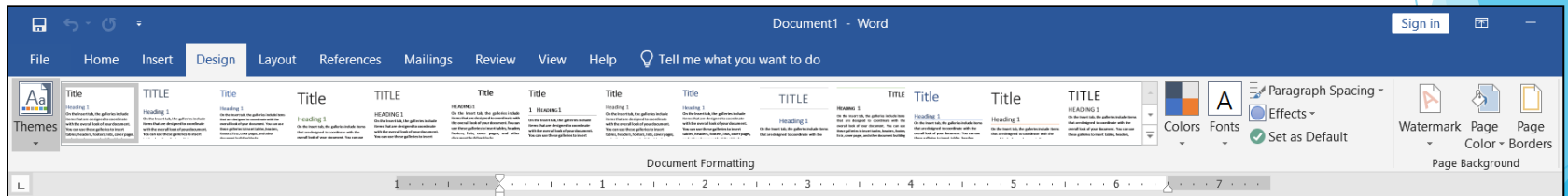
Insert tab

The Insert tab allows you to insert pictures, charts, tables, shapes, cover pages, and more to your document, which can help you communicate information visually and add style to your document.



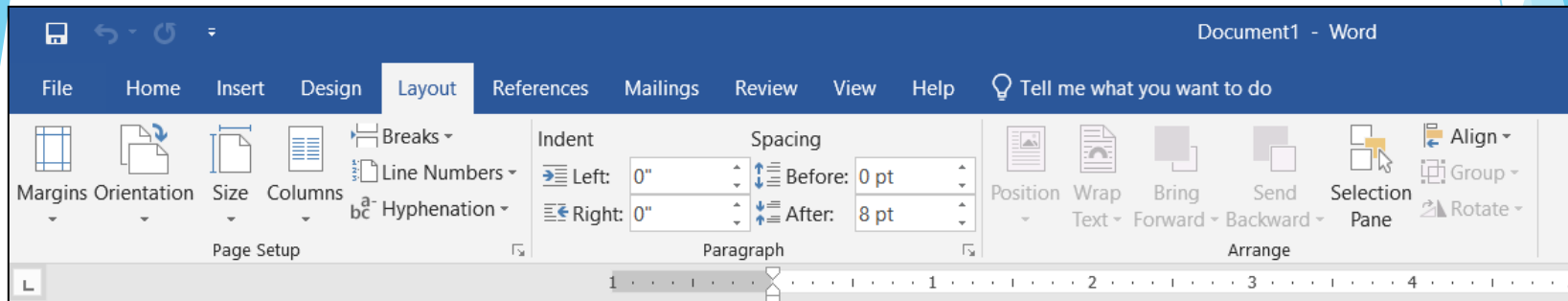
Design tab

The **Design tab** gives you access to a variety of design tools, including document formatting, effects and **page borders**, which can give you document a polished look.



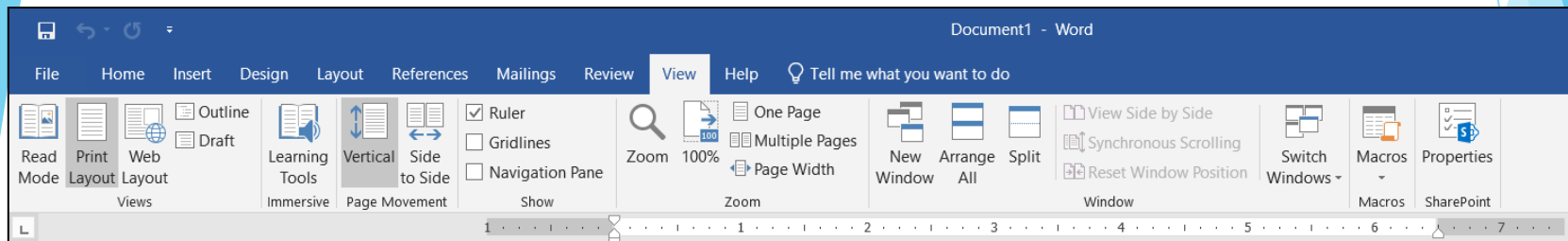
Layout tab

The **Layout tab** allows you to change the print formatting of your document, including margin width, page orientation, page breaks, and more. These tools will be helpful when preparing to print a document.



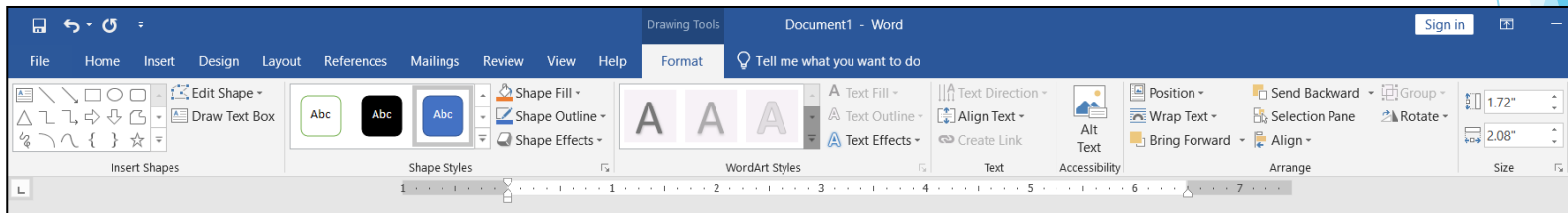
View tab

The **View tab** allows you to switch between different views for your document and split the screen to view two parts of your document at once. These tools will also be helpful when preparing to print a document.



Format

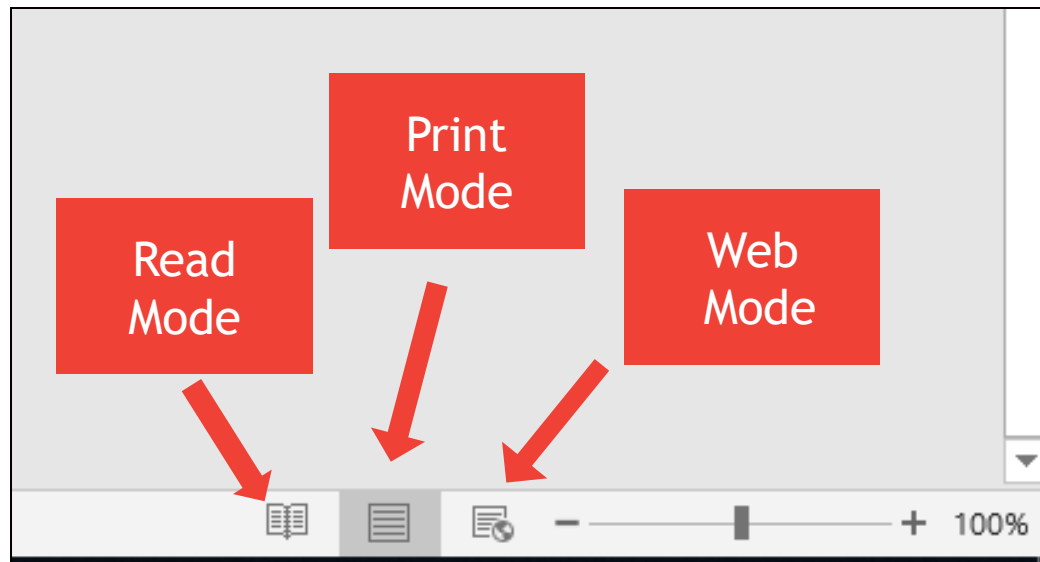
Contextual tabs under **Format** will appear on the Ribbon when working with certain items, such as tables and pictures. These tabs contain special tools that can help you format items as needed.



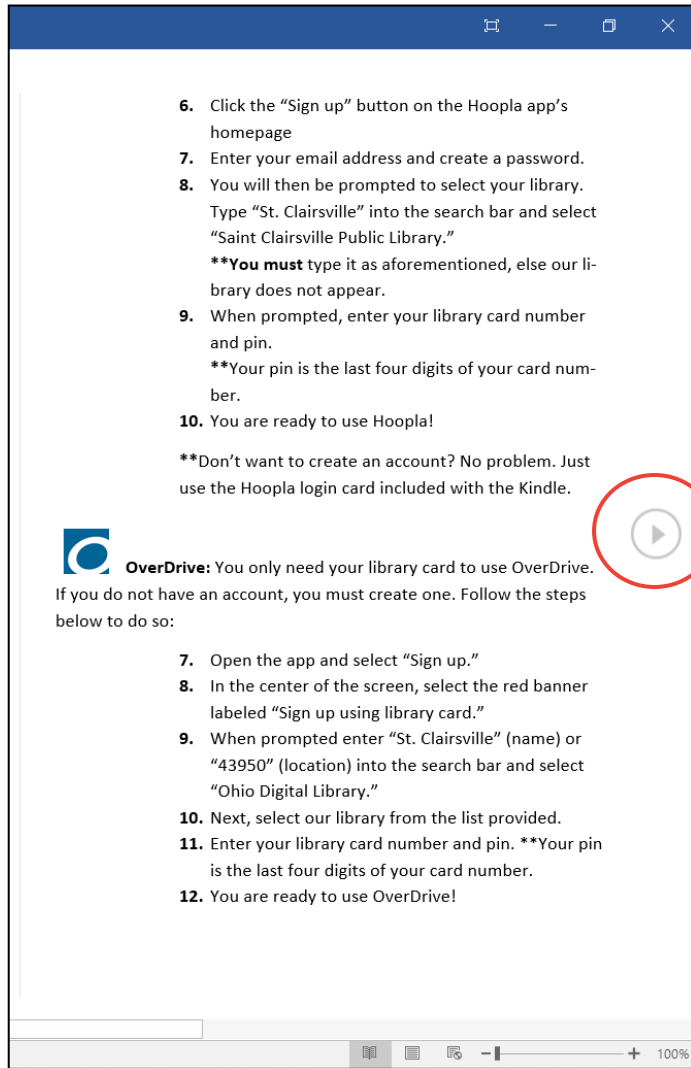
Document Views

Can choose to view your document in Read Mode, Print Layout, or Web Layout. These views can be useful for various tasks.

To change document views, locate and select the desired document view tool in the bottom-right corner of the Word window.

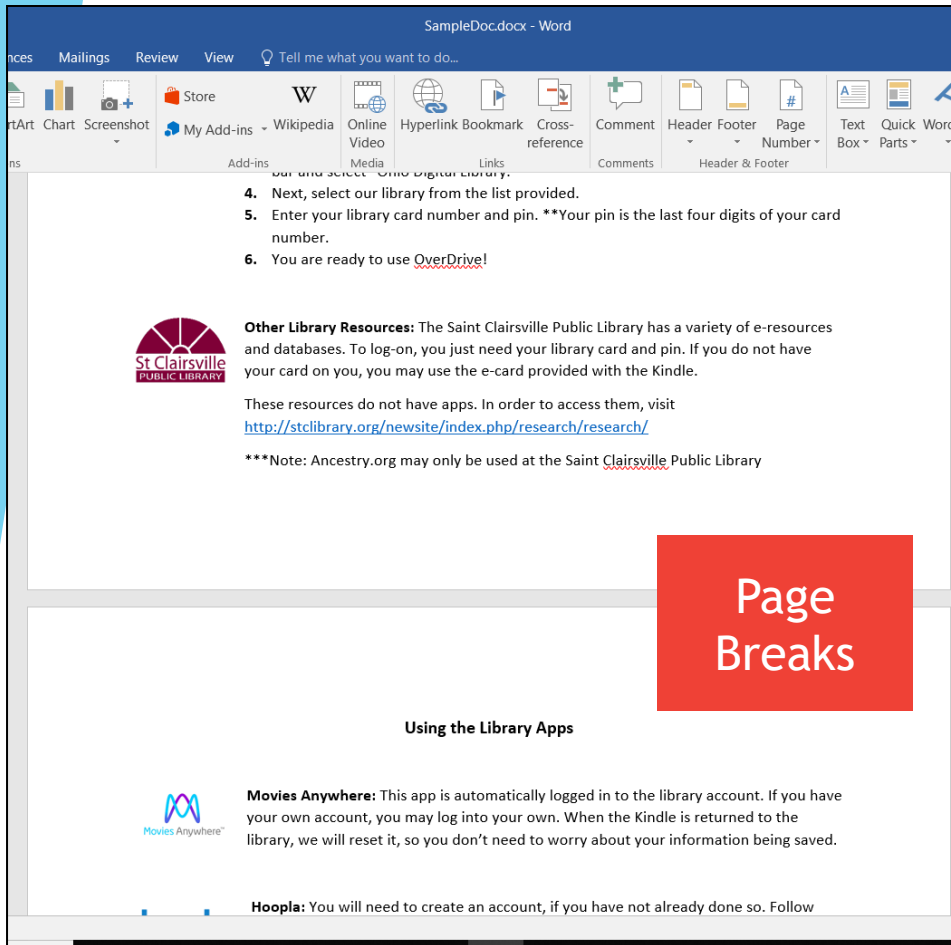


Read Mode



In this view, all of the editing tools are hidden so your document fills the screen. Arrows appear on the left and right side of the screen to toggle through the pages of your document.

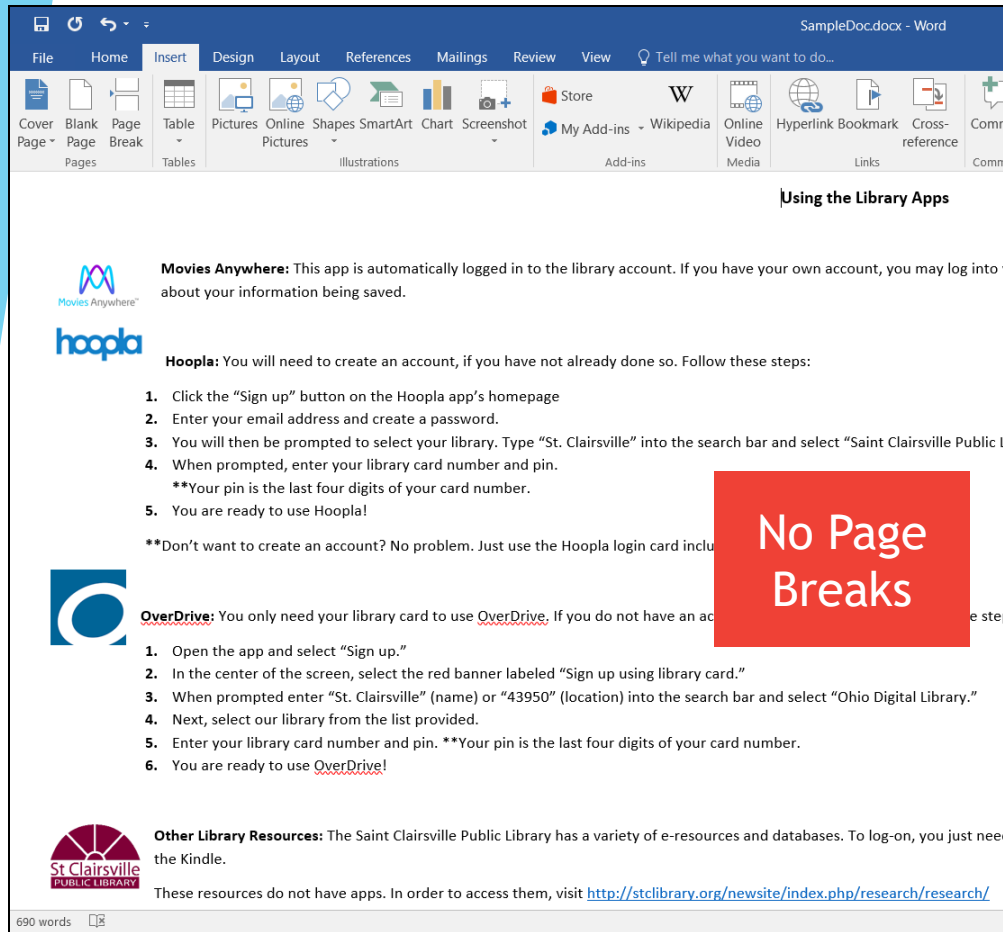
Print Mode



This is the default view where you create and edit your document.

There are page breaks in between each page, indicating how your document will look when printed.

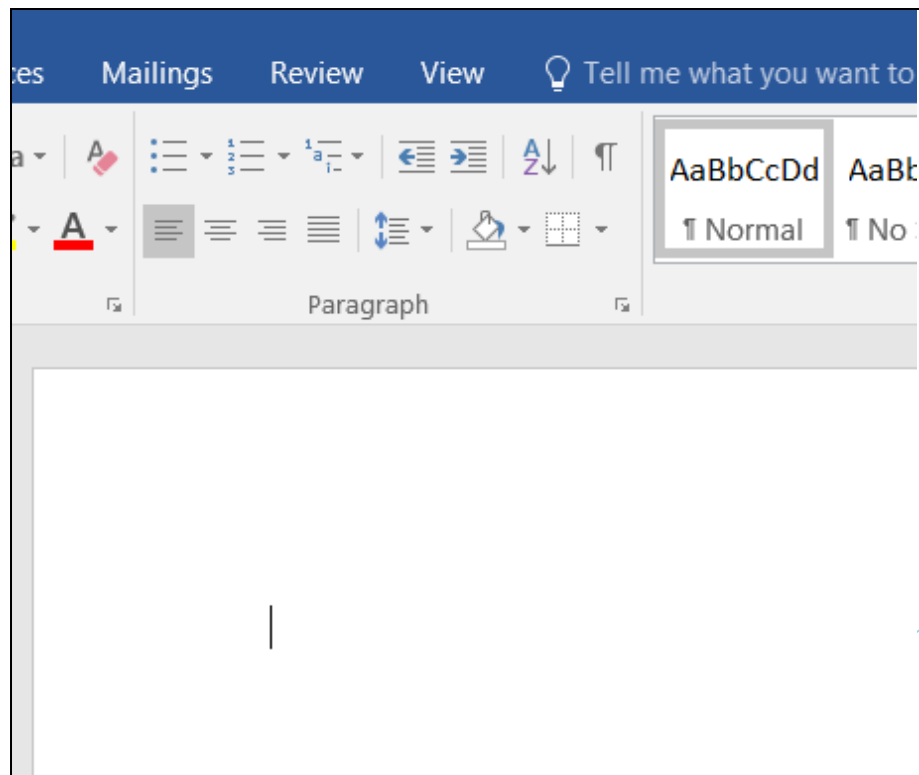
Web Layout



This view removes page breaks. It can help you visualize how your document will display as a webpage.

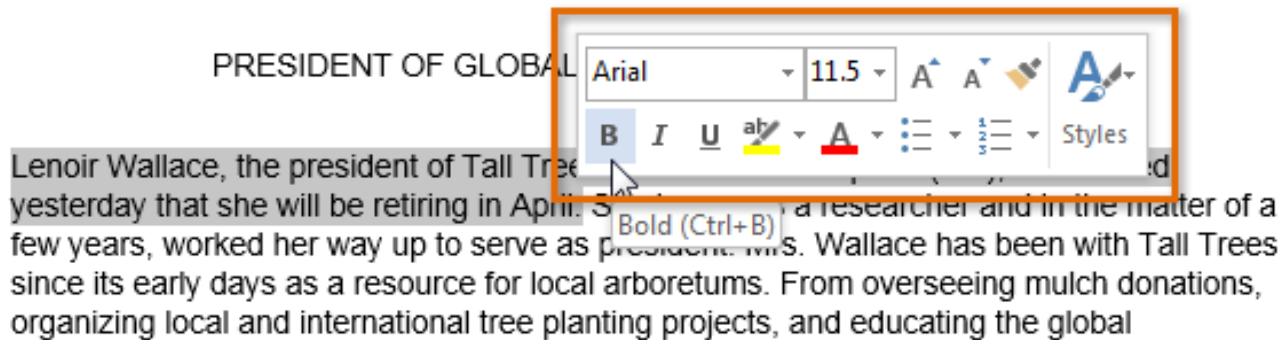
Blank document

Blank document: When a new, document opens, the insertion point is located in the top left corner of the page.



Selecting Text

When select text or images in Word, a toolbar will appear



How to delete text:

Highlight the text the you wish to delete then hit the “Delete” key on the keyboard.

Copy and Paste Text

To copy and paste text:

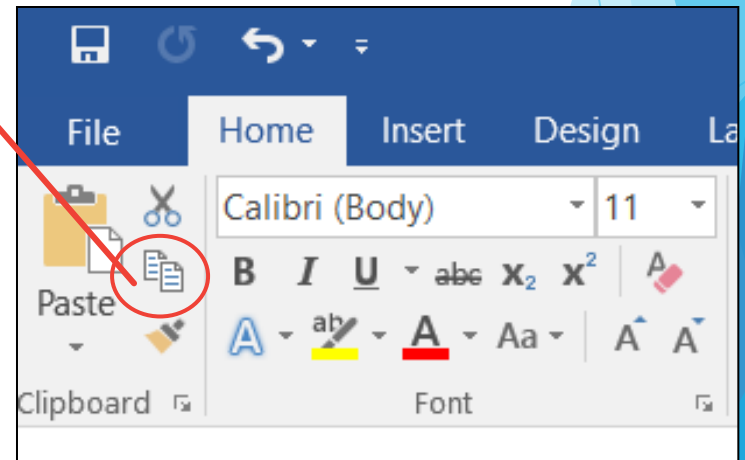
Copying text creates a duplicate of the text.

1. Select the text you wish to copy

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Lenoir Wallace, the president of Tall Trees International Nonprofit (TTI), announced yesterday that she will be retiring in April. She began as a researcher and in the matter of a

2. Click the Copy command on the Home tab **or** right click the selected text and click Copy.



Copy and Paste Text (Cont.)

3. Place the insertion point where you wish the text to appear.

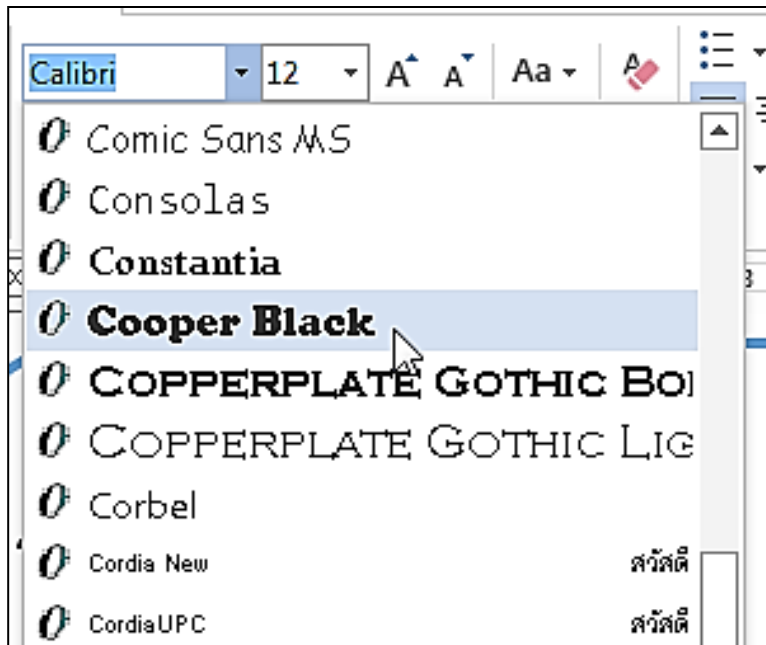
PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Lenoir Wallace, the president of Tall Trees International Nonprofit (TTI), announced yesterday that she will be retiring in April. She began as a researcher and in the matter of a few years, worked her way up to serve as president. Mrs. Wallace has been with since its early days as a resource for local arboretums. From overseeing mulch donations, organizing local and international tree planting projects, and educating the global community, Mrs. Wallace has been pivotal in the growth and success of TTI and the worldwide health of trees. After 19 years of service, her contributions to dendrology have been immeasurable. Her family and staff wish to recognize her many years of dedicated service by hosting a farewell dinner at the San Francisco Radix Gardens.

4. Click the Paste command on the Home tab or right click and click paste.
5. Then the copied text will appear.

How to Change Font

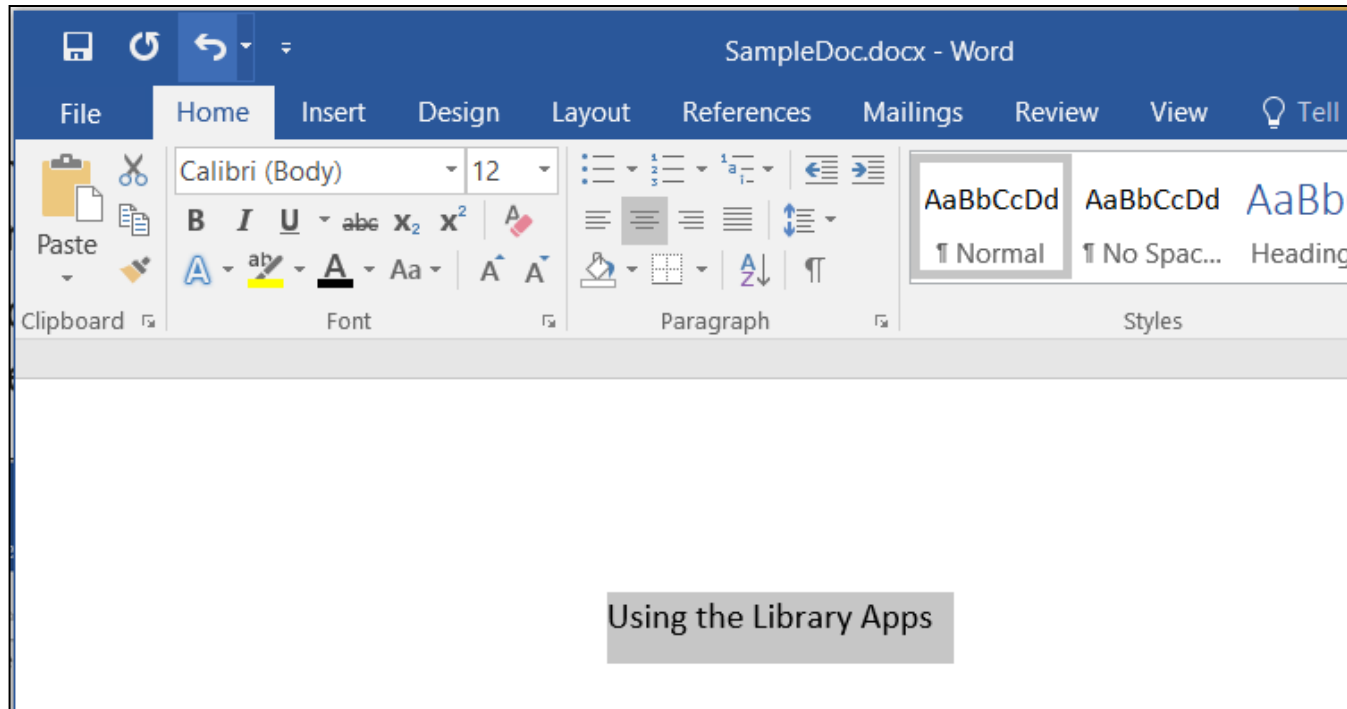
2. On the Home tab click the drop-down arrow next to the Font box. A menu of font styles will appear.
3. Move the mouse over the list of font styles, then select the font you would like to use



4. The font will change in the document.

Changing Font Size

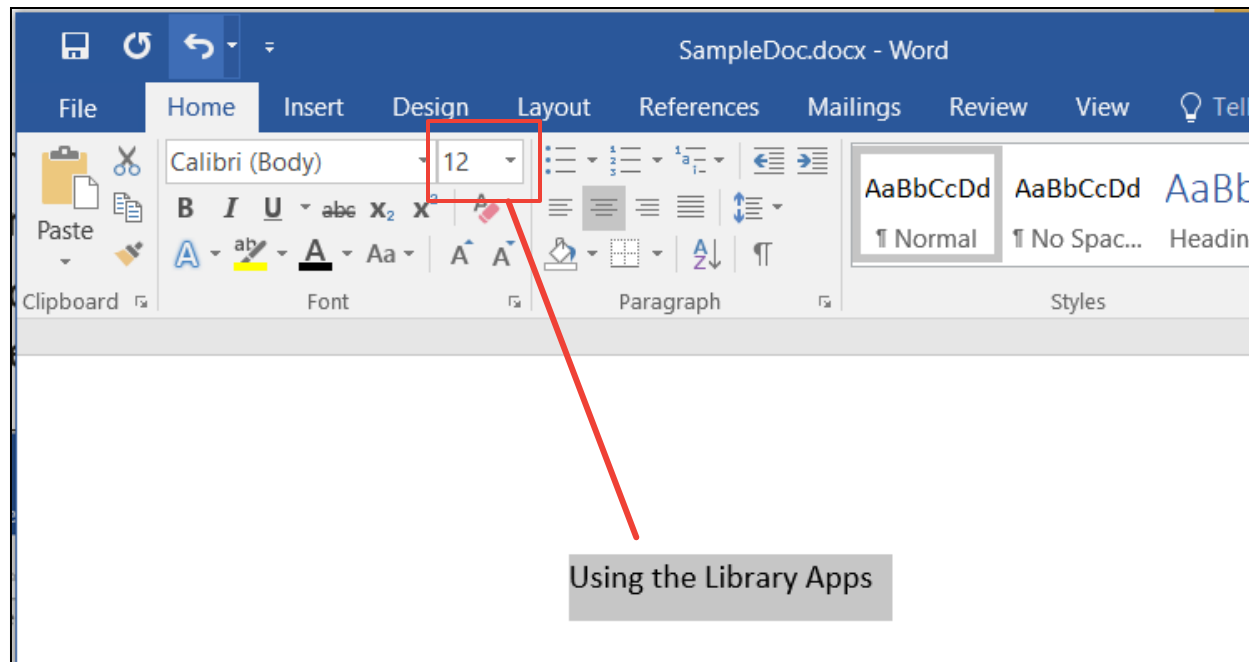
1. Select the text you wish to change.



Changing Font Size (Cont.)

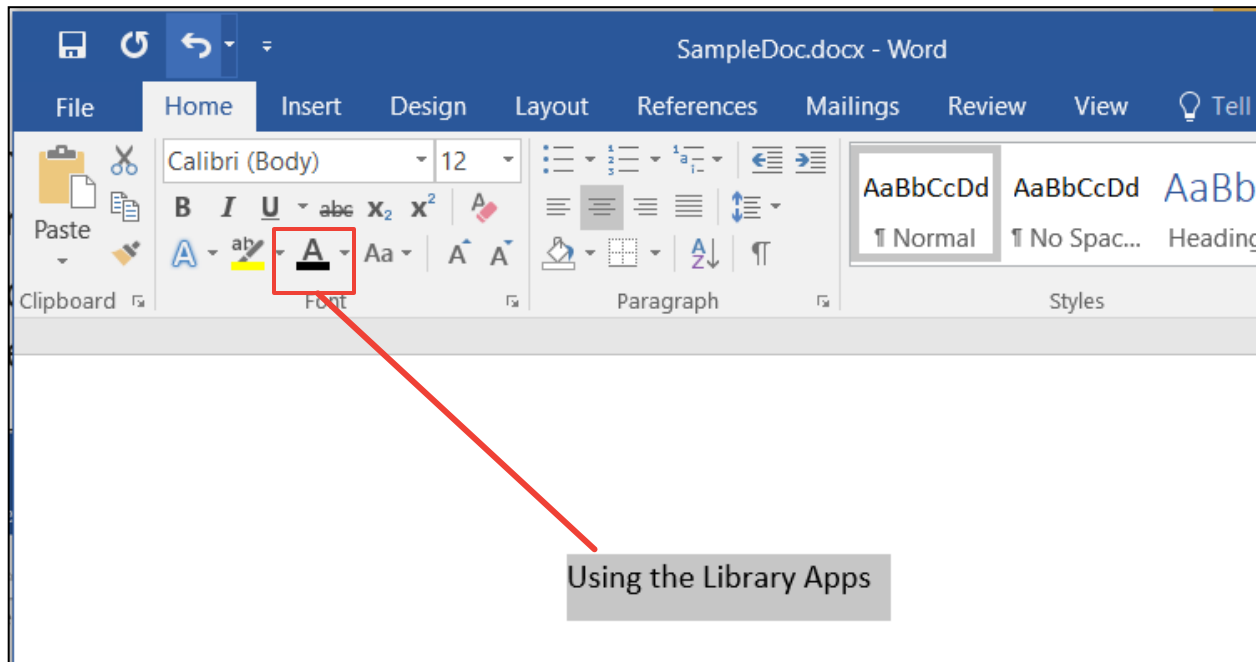
2. Select the desired font size formatting option

Font size drop-down arrow: On the Home tab, click the Font size drop-down arrow. A menu of font sizes will appear. When you move the mouse over the various font sizes, a live preview of the font size will appear in the document.



Font Color

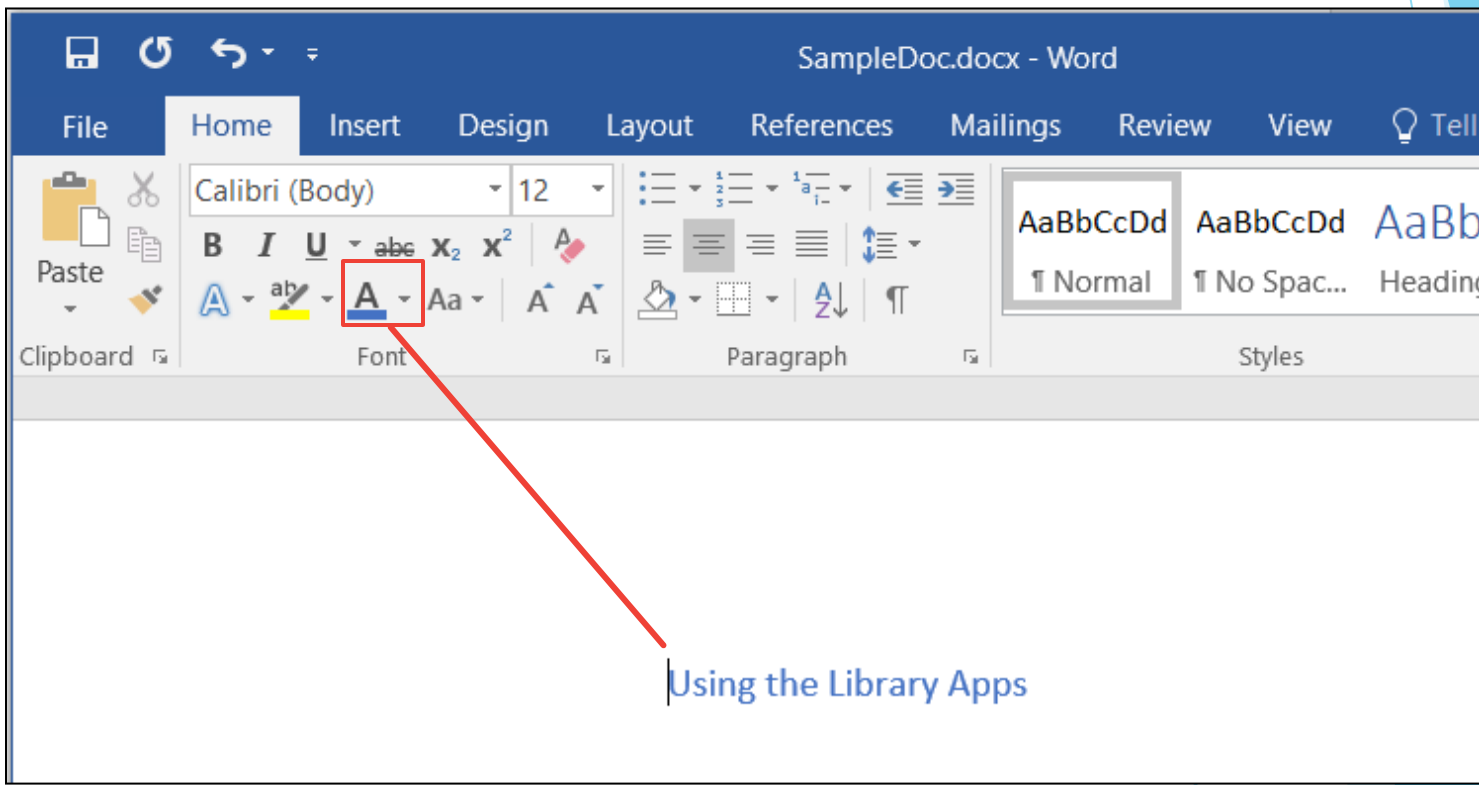
1. Select the text you wish to change.
2. On the Home tab, click the Font Color drop-down arrow. The Font Color menu appears
3. Move the mouse over the various font colors. A live preview of the color will appear in the document.



Font Color (Cont.)

4. Select the font color you wish to use.

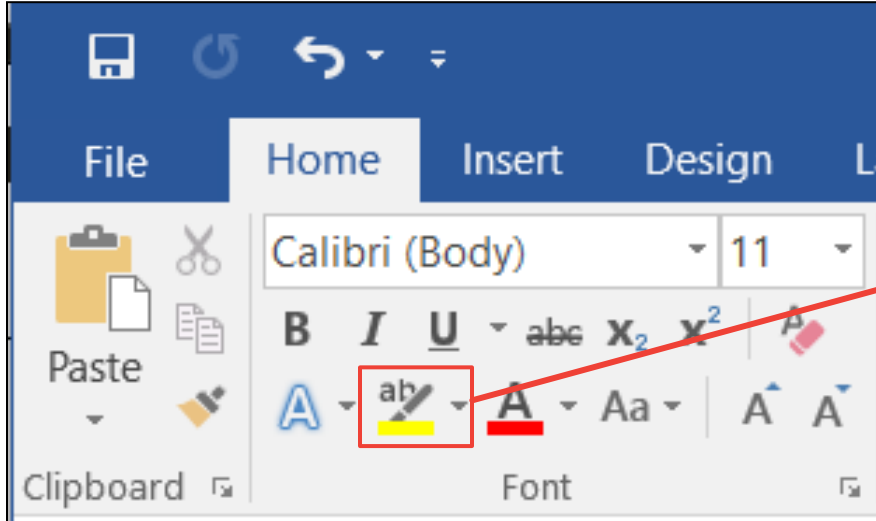
The font color will change in the document.



Highlight Text

Highlighting text can be useful when marking important text in your document.

1. Select the text you wish to highlight.
2. From the Home tab, click the Text Highlighter Color drop-down arrow.



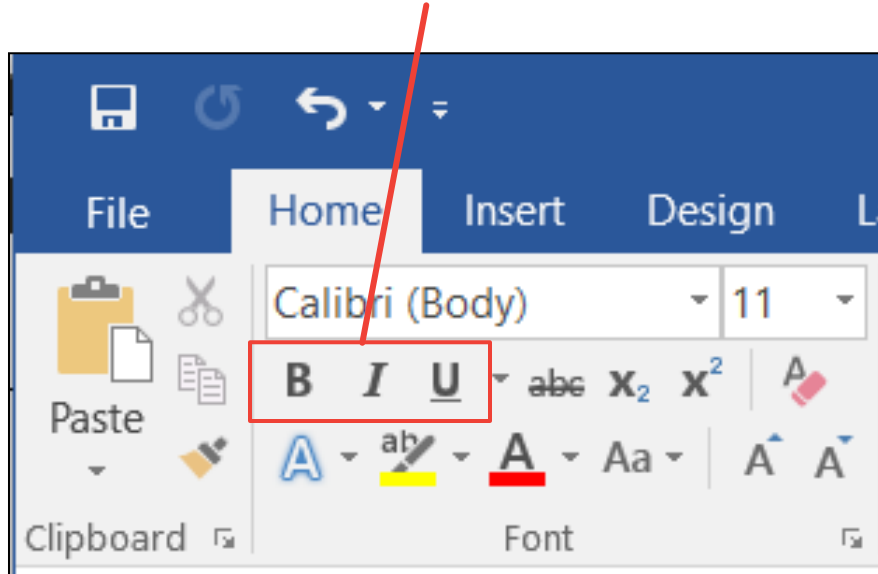
Dawson Park
Need to get park's address
Friday, April 5, 8AM – 3PM
Canoes, door prizes, free lunch,
scavenger hunt, volleyball, trust walk,

3. Select the desired highlight

Dawson Park
Need to get park's address
Friday, April 5, 8AM – 3PM
Canoes, door prizes, free lunch,
scavenger hunt, volleyball, trust walk,

Bold, Italic, and Underline

1. Select the text you wish to change.
2. On the Home tab click the Bold (**B**), Italic (*I*), or Underline (U) command in the Font group.



3. The selected text will be modified in the document.

Changing Text Alignment

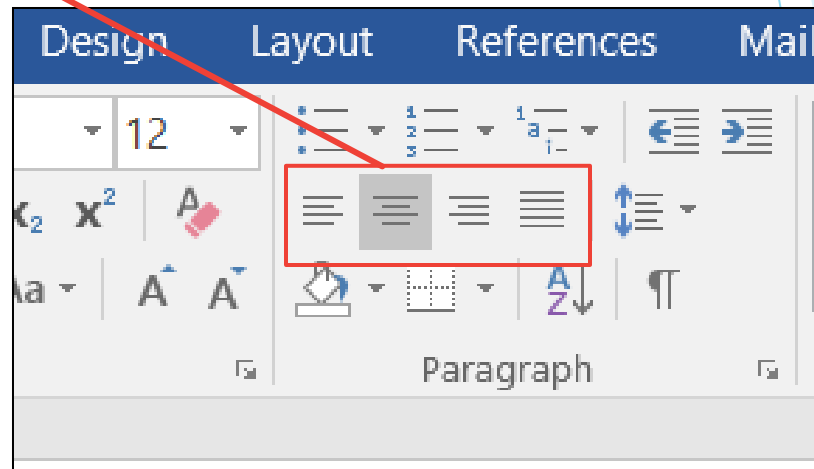
1. Select the text you wish to modify.
2. On the Home tab, select one of the four alignment options from the paragraph section

Align Text left

Center

Align Text Right

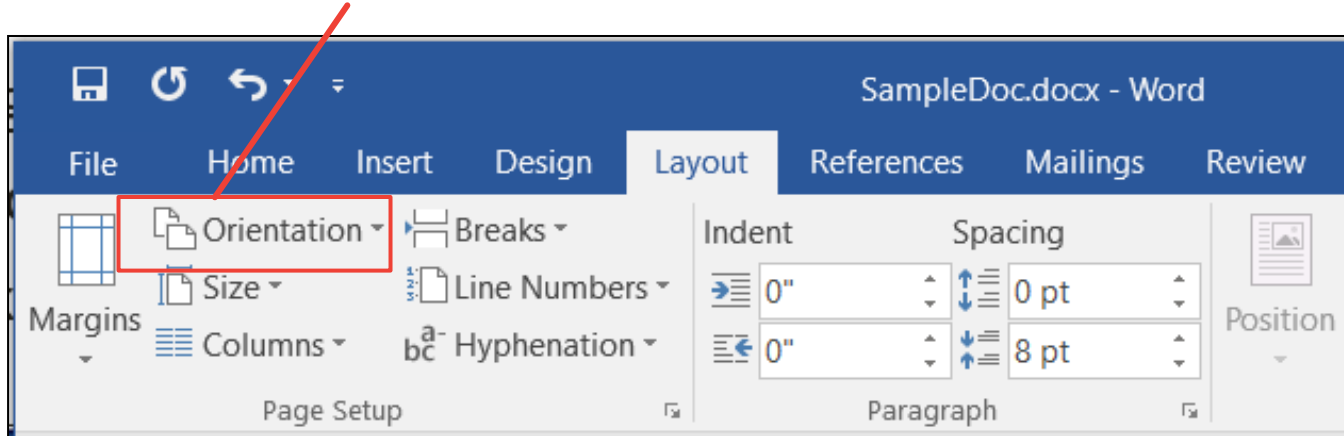
Justify



Page Orientation

To change page orientation:

1. Select the Page Layout tab.
2. Click the “Orientation” command in the Page Setup Section.



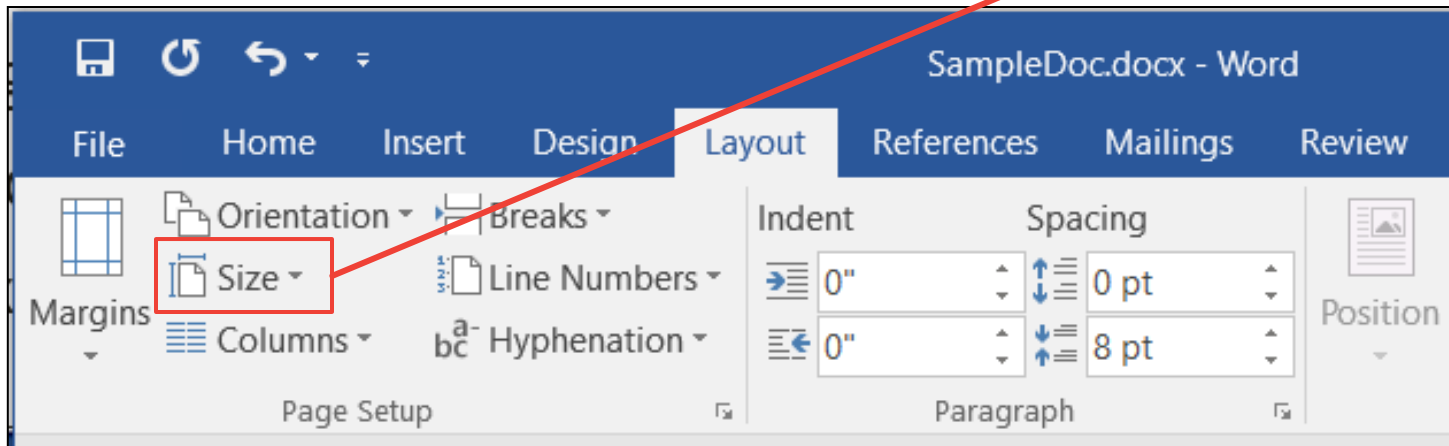
3. A drop-down menu will appear. Click either “Portrait” or “Landscape” to change the page orientation.
4. Once one is selected the page will change.

Changing Page Size

To change the page size:

Word has a variety of predefined page sizes to choose from.

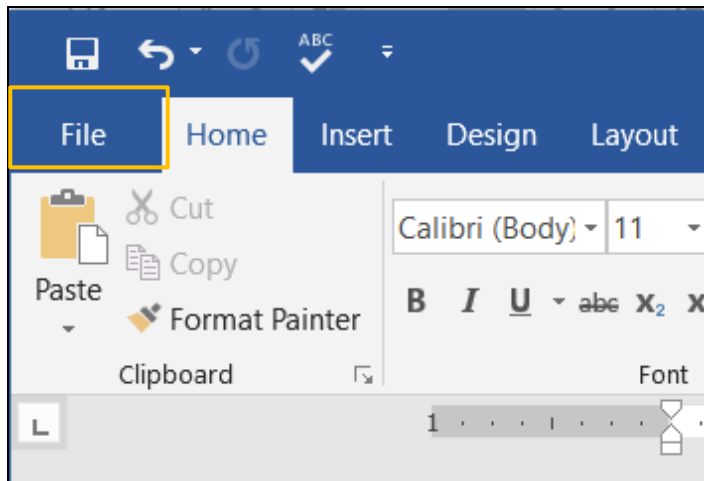
1. Select the “Layout” tab, then click the “Size” command.



2. A drop-down menu will appear. The current page size is highlighted

File Tab

File Tab gives you various options for saving, opening a file, printing, and sharing your document.



To access Backstage view:
1. Click **the file tab**

File Tab(Cont.)



Info

New

Open

Save

Save As

History

Print

Share

Export

Close

Account

Feedback

Options

Document1 - Word

Info



Protect Document ▾

Protect Document
Control what types of changes people can make to this document.



Check for Issues ▾

Inspect Document
Before publishing this file, be aware that it contains:

- Document properties and author's name
- Custom XML data



Manage Document ▾

Manage Document
 There are no unsaved changes.

Properties ▾

Size	Not saved yet
Pages	1
Words	0
Total Editing Time	35 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	
Created	Today, 11:14 AM
Last Printed	

Related People

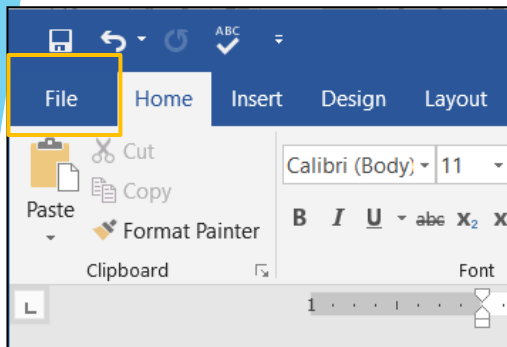
Author	 Staff
	Add an author
Last Modified By	Not saved yet

[Show All Properties](#)

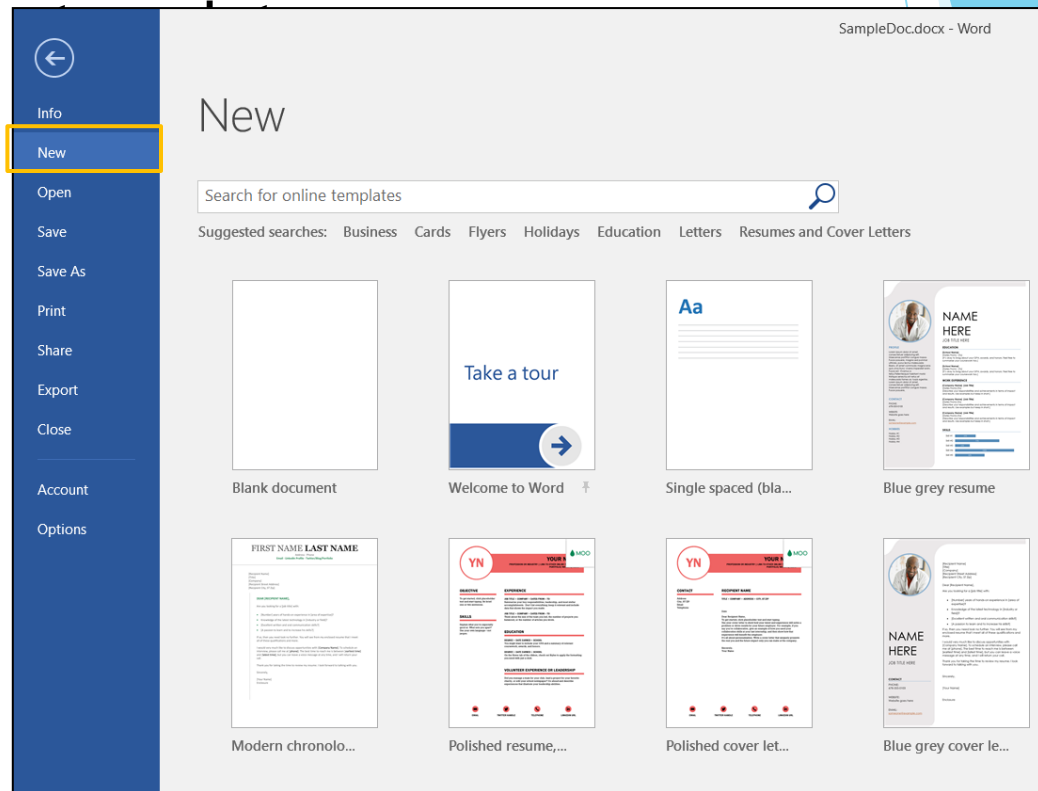
New Document

To begin a new project in Word

1. Select the file tab. Backstage view will appear.



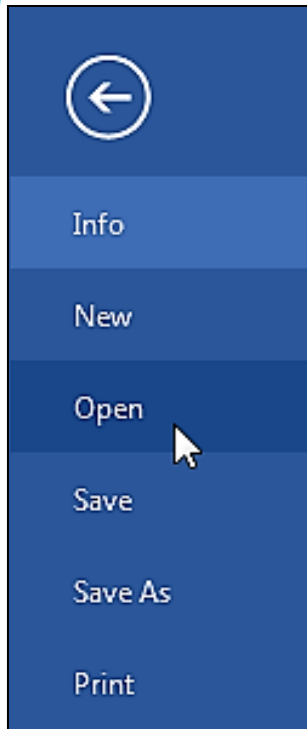
2. Select New, then click a



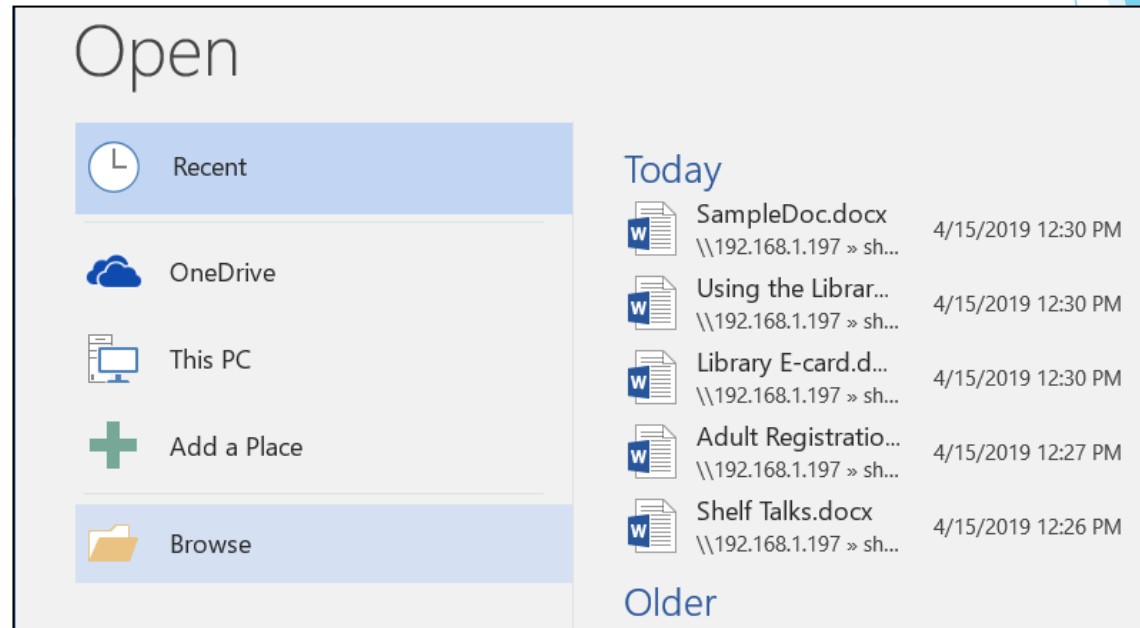
3. A new, document will appear.

How to: Open an Existing Document

1. Navigate to Backstage view, then click Open.

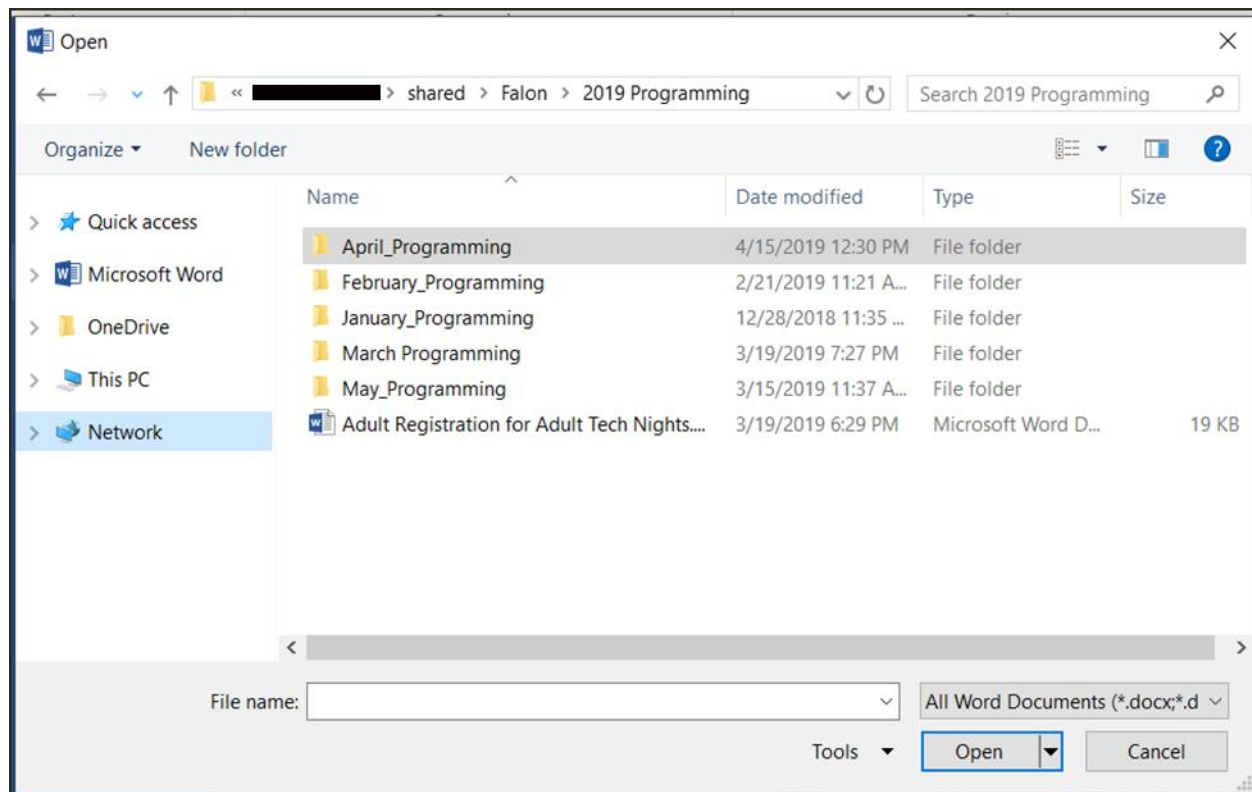


2. Choose “Browse”



How to: Open an Existing Document (Cont.)

3. The Open dialog box appears. Locate and select your document, then click Open.



Save and Save As

In Word there are two ways to save a file, SAVE and SAVE AS.

SAVE is used when a document is open or edited to save what you are working on.

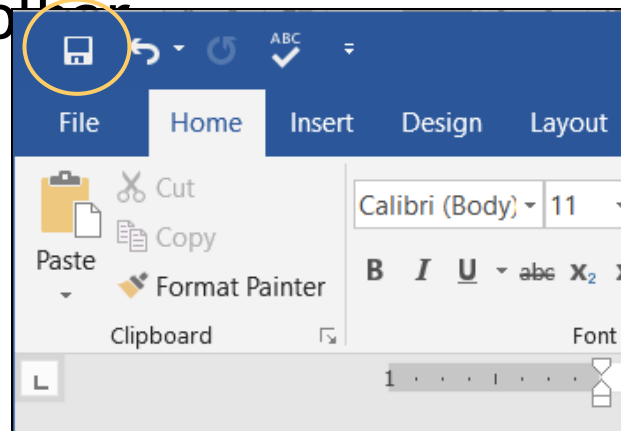
SAVE AS is used to save the document to a location and change the name of the document.

It is important to save your document whenever you start a new project or make changes to an existing one.

Saving early and often can prevent your work from being lost.

To Save a Document

1. Locate and select the Save command on the Quick Access toolbar



2. If you are saving the document for the first time Save As will appear in Backstage view.
3. You will then need to choose where to save the file and give it a file name.



Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Save As



OneDrive



This PC



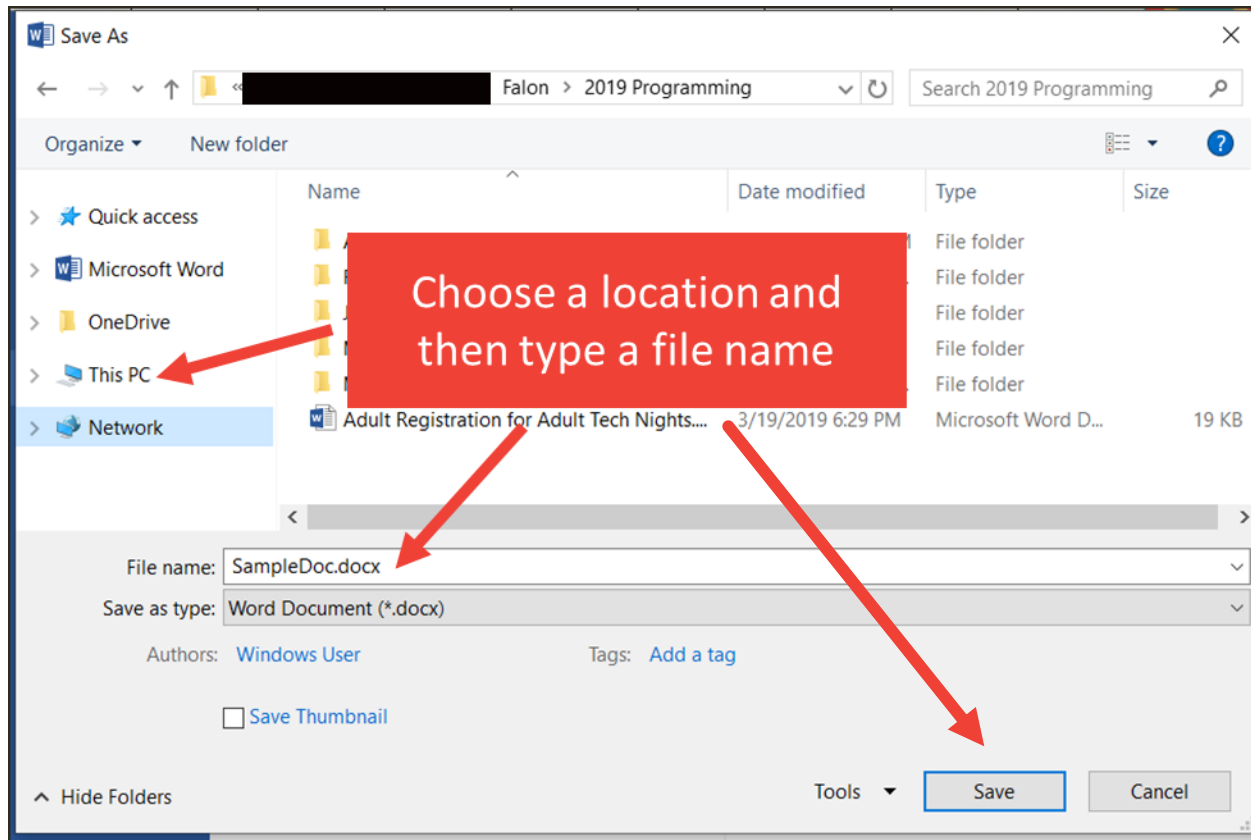
Add a Place



Browse

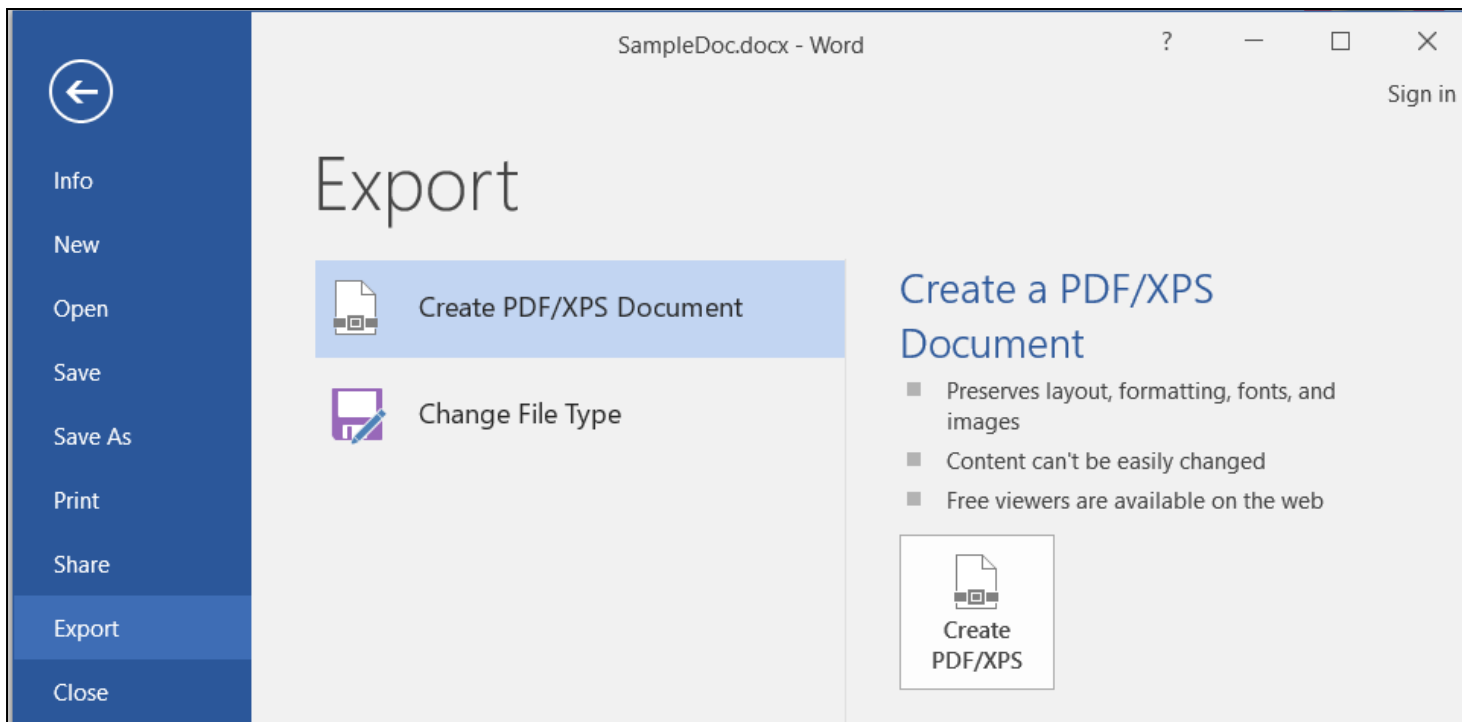
To Save a Document (Cont.)

4. The Save As dialog box will appear. Select the location where you wish to save the document.
5. Enter a file name for the document, then click Save.



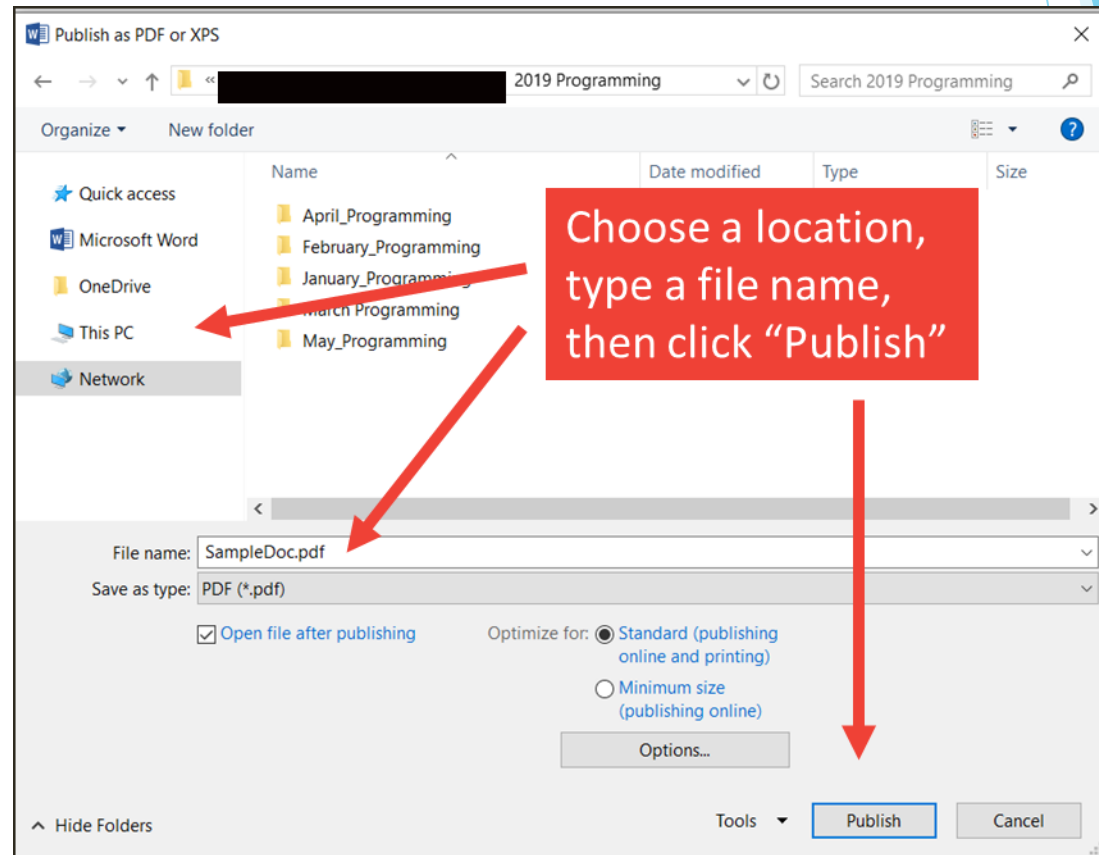
How To: Export Word to PDF

1. Click the File tab.
2. Click Export, then select Create PDF/XPS.



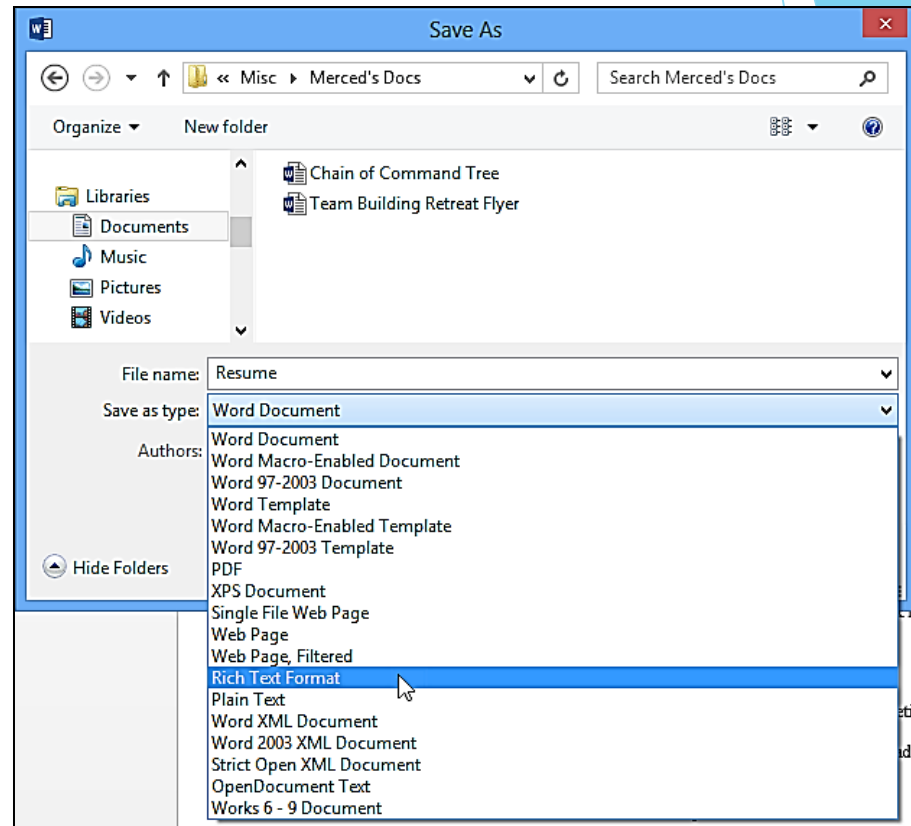
How To: Export Word to PDF (Cont.)

3. The Save As dialog box will appear. Select the location where you wish to export the documents, enter a file name, then click Publish.



Exporting to Other File Types (Cont.)

You can also use the Save As type: drop-down menu in the Save As dialog box to save documents in a variety of file types.



Thank You 😊