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Microsoft Word for beginners

Contents

1. Introduction into word

Microsoft Word is a word-processing application that can be part of the Microsoft Office suite or a stand-alone program installed on to your computer.

The program can be used to write letters and different types of documents that can include graphics and pictures. This guide explains how to create a document, how to select text in a document, how to change text size and font, how to print a document and how to save a document.

It will feature Word 2010 for PCs. A word processor included free with the Windows operating system is WordPad, which doesn't have all the features of Word but does have some formatting features.

2. How to create a document

It can be found in the 'Start' menu under 'Microsoft Office'. Click on 'All programs' and then scroll to 'Microsoft Office' folder

You'll need: A computer with Microsoft Word installed. Follow these step-by-step instructions to create a document in Microsoft Word   Step 1: From the desktop or from your 'Start' menu, open Microsoft Word by clicking on 'All programs' then navigating through to Microsoft word 2010 as below:
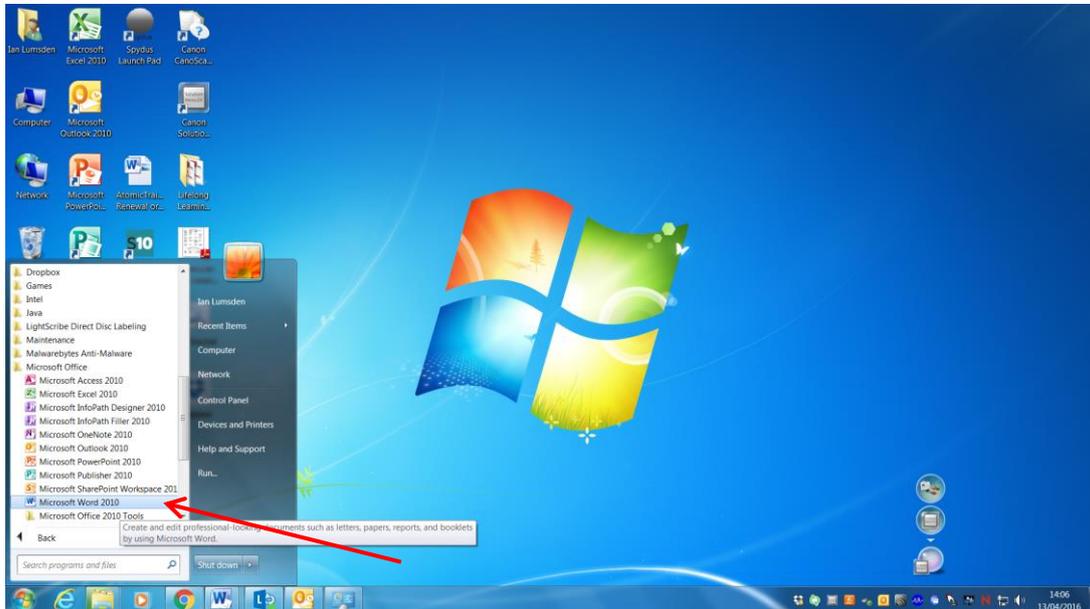

Step 2: Microsoft Word will open up and present a blank document ready for you to start typing.
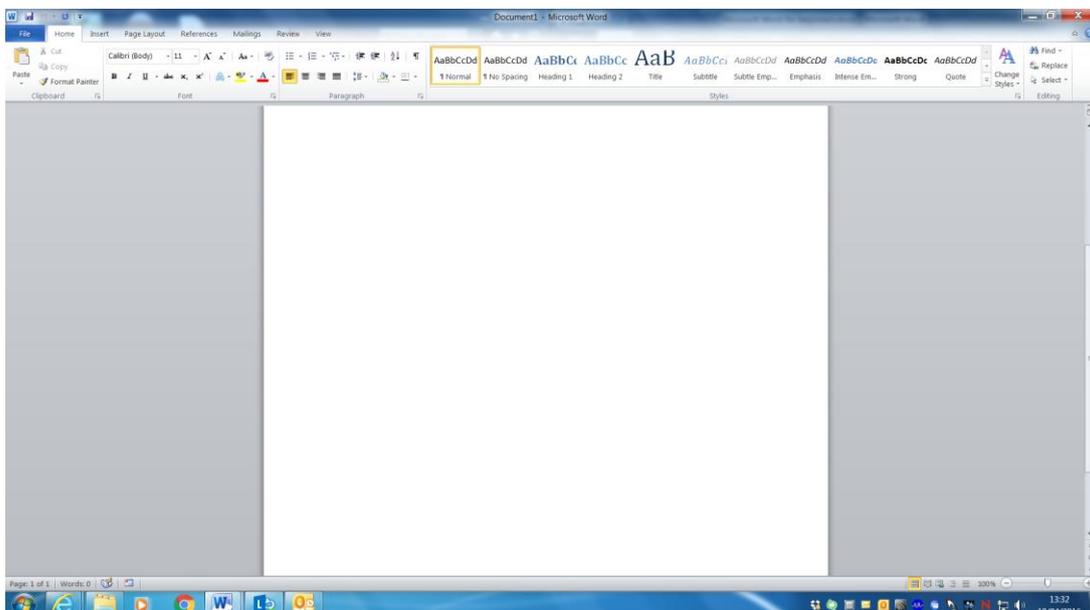

Step 3: The flashing cursor (mouse pointer) in the document tells you where you're typing. Wherever the flashing cursor is placed, the letters that you type will be

inserted at that point. When you start a blank document, the flashing cursor will be at the start of your document ready for you to start typing.
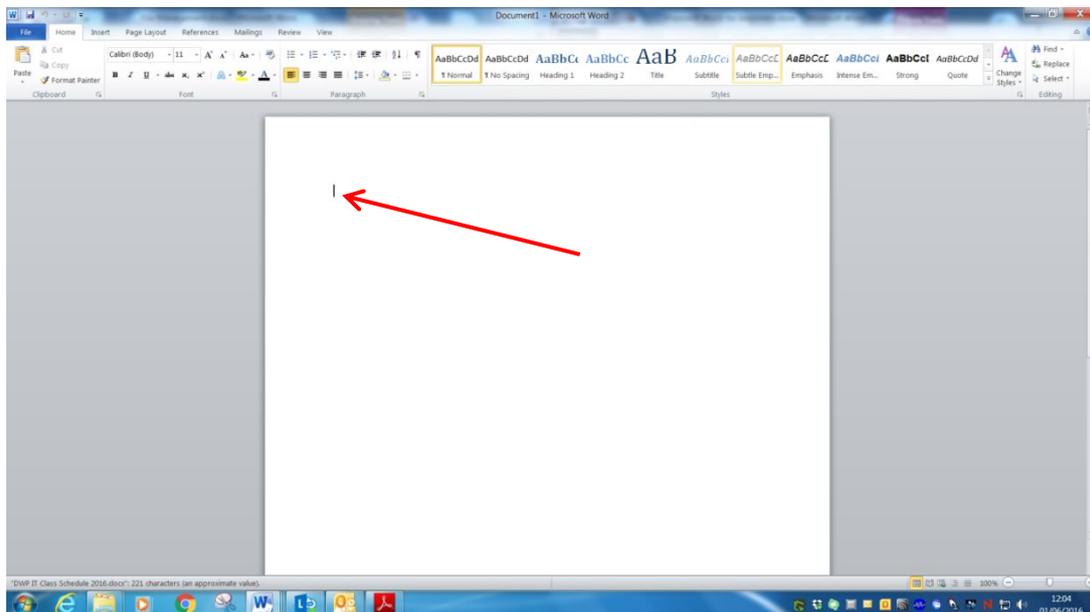
Step 4: As you type, the cursor will also move with each letter. This guides you so that you know where the focus is for typing.
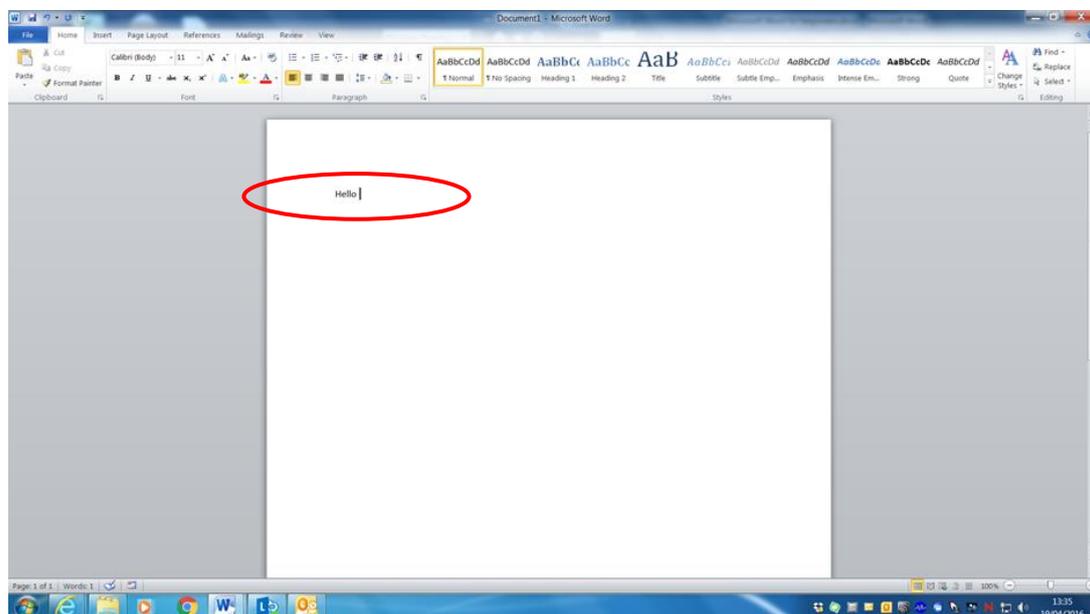
Step 5: The mouse can be used for moving around a document. When the mouse pointer is moved over a text area, the pointer will change from an arrow to a 'text select' or 'I-beam' icon.

Step 6: Move the text select/mouse pointer with your mouse to where you would like to change or add text. Click the left-hand mouse button. This will then place the flashing cursor at the point where you have clicked so that you can edit or insert text.

Step 7: You can also move around your document using the arrow keys on the keyboard.

Step 8: Pressing these arrow keys will move the flashing cursor up a line of text, down a line or left one character or right one character. Using a combination of keystrokes can also move the cursor further – e.g. holding down the Ctrl (control) key and pressing the left arrow key will move the cursor left one word. Holding down Ctrl and pressing the up arrow key will move the cursor to the start of each paragraph.

3. How to select text in a document

Step 1: If you are not already in a Word document, you will need to open it. From the desktop or from your 'Start' menu, open Microsoft Word.

Step 2: Click 'File' button in the top left. Select Open and browse to the document you wish to open. Double-click on the file name to open.

Step 3: The mouse can be used to select text. When the mouse pointer is moved over a text area, the pointer will change from an arrow to a 'text select' or 'I-beam' icon.

Step 4: Move the text select/mouse pointer with your mouse to where you'd like to start your selection. Click and hold down the left mouse button. While doing this, move the mouse across your text to where you'd like the selection to stop. As you move the mouse, the text will be selected. When you've finished your selection, release the left mouse button.
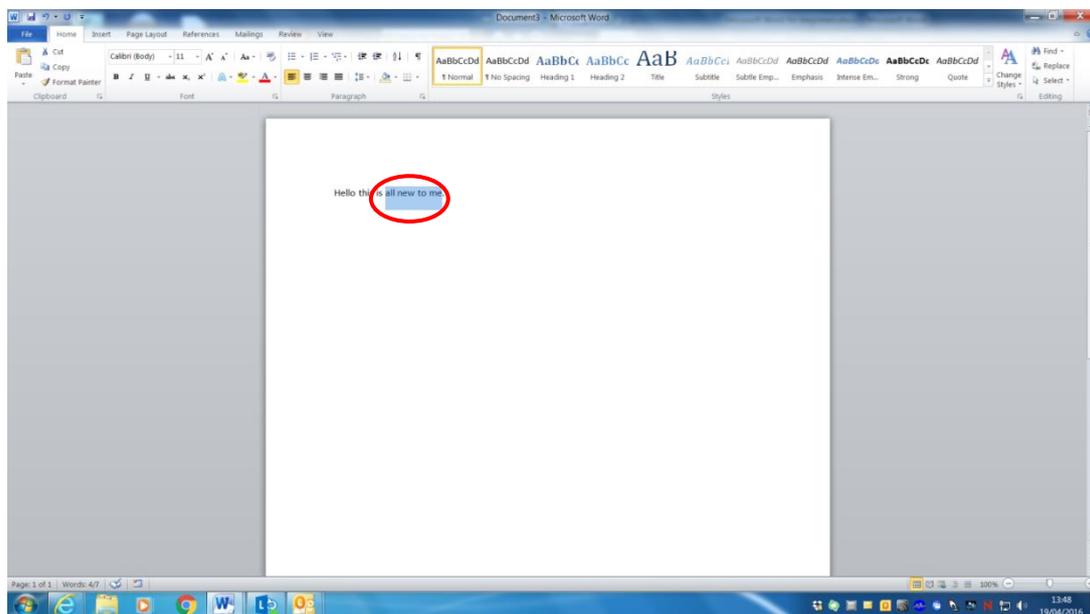
Step 5: The selected text can now be formatted or changed if required.

Step 6: You can also move and select text using the arrow keys on the keyboard, which some people may find easier than the mouse.

If you use a combination of keyboard keys – e.g. holding down Ctrl and Shift and pressing the left or right arrow key – you can move the cursor and select the text in different directions.

Step 7: Once text is selected (highlighted), it can be changed or edited as required.

4. How to change text size and font

Step 1: Open an existing Word document or start a new document and type your text.

Step 2: If you'd like to change a portion of the text to a different font, it will need to be selected or highlighted first. When the mouse pointer is moved over a text area, it will change from an arrow to a 'text select' or 'I-beam' icon.

Step 3: Select your text so that it's highlighted.

Step 4**:** To change the font style, click the arrow next to the font style in the ribbon at the top of your document.
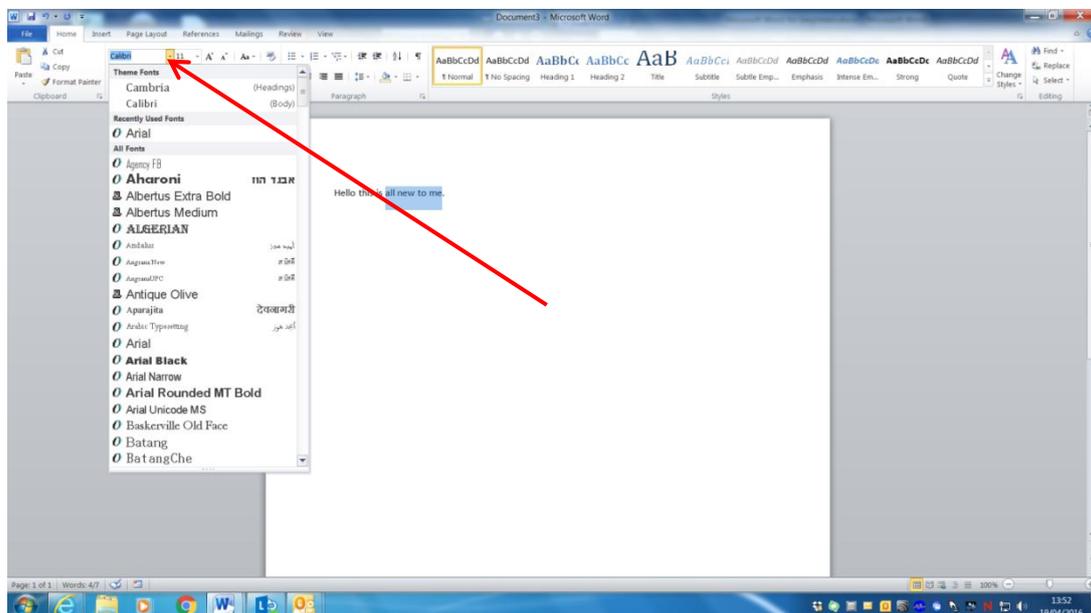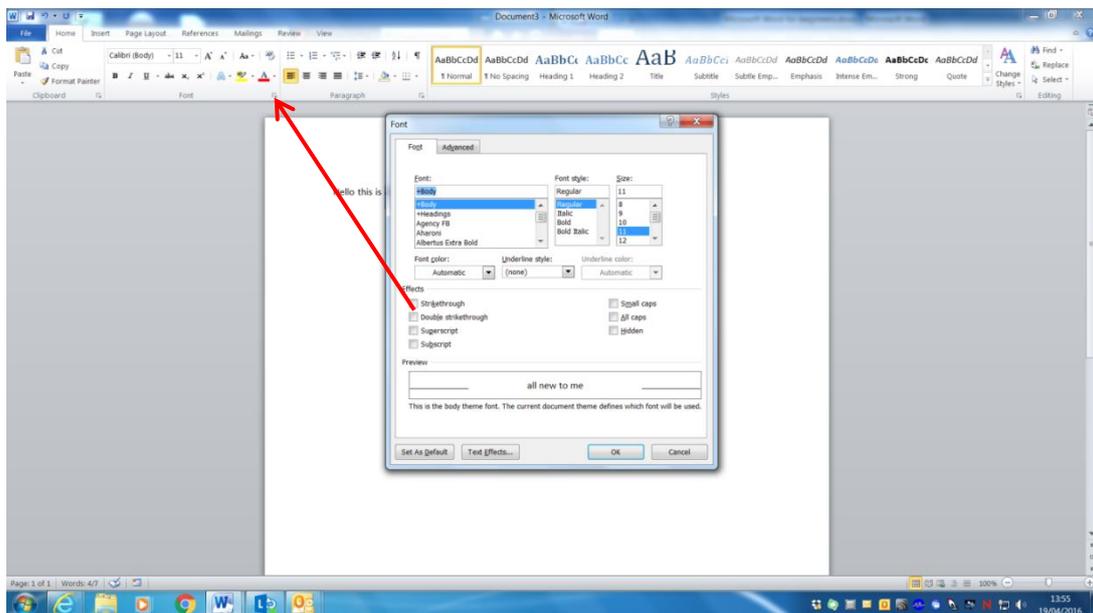

Step 5: Choose your font style from the drop-down list given

Step 6: Next to the font style box is a box containing a number and an arrow. This changes the size of the font. Click on the arrow

Step 7: Choose the size of font from the drop-down list of options
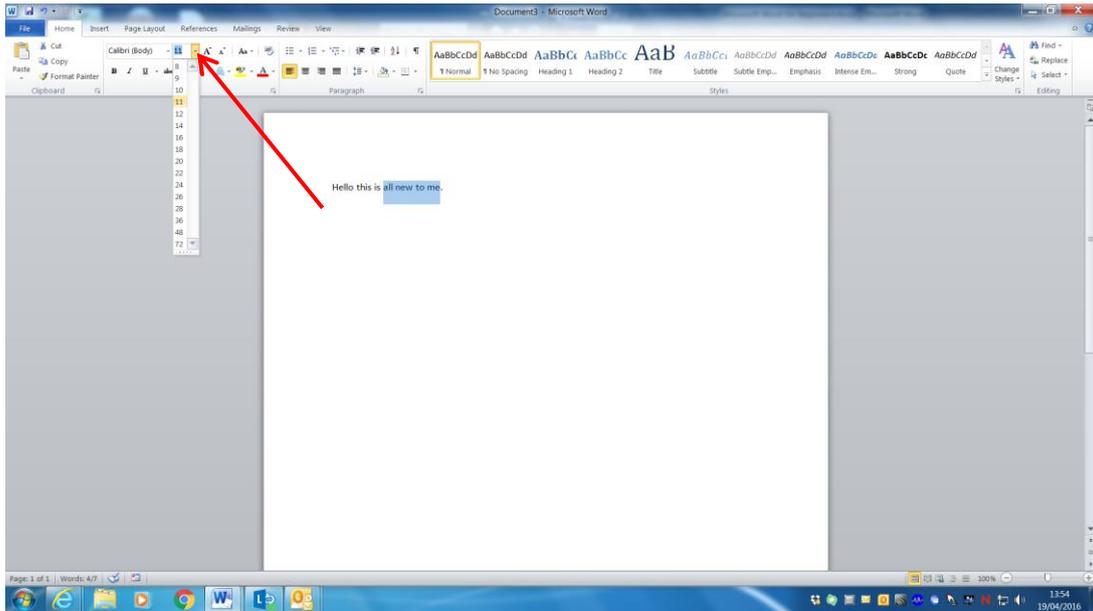
Step 8: If you'd like the same size and style of font set up every time you start a new document, you can set a 'default font'. Click on the 'Font' arrow just above the main screen.

Step 9: A dialogue box will pop up. In this, choose your font size and style from the options

Step 10: Click *Set as Default* in the bottom left-hand corner of the dialogue box.

Step 11: Another dialogue box will pop up asking if you're sure you want to change the font for all Word documents. Click Yes. Now, whenever you open a new document in Word, the default font will be used.

5. How to print a document

To print a document, your computer needs to be connected to a printer.

Step 1: Open an existing Word document or start a new document and type your text.

Step 2: Once you've completed your document and are ready to print, click 'File' in the top left-hand corner.
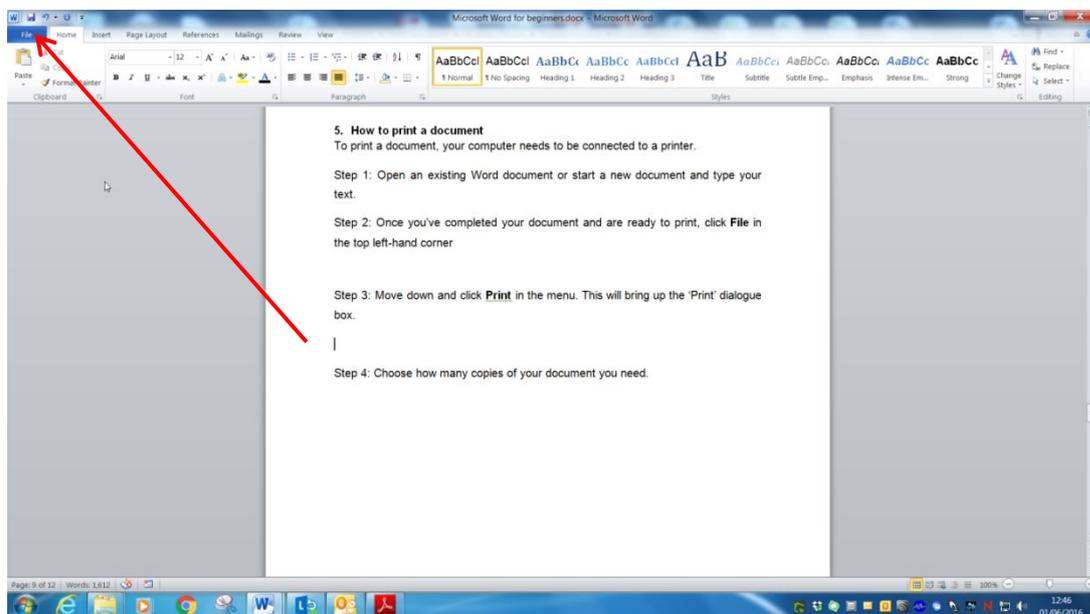

Step 3: Move down and click 'print' in the menu. This will bring up the 'Print' dialogue box.

Step 4: Choose how many copies of your document you need.
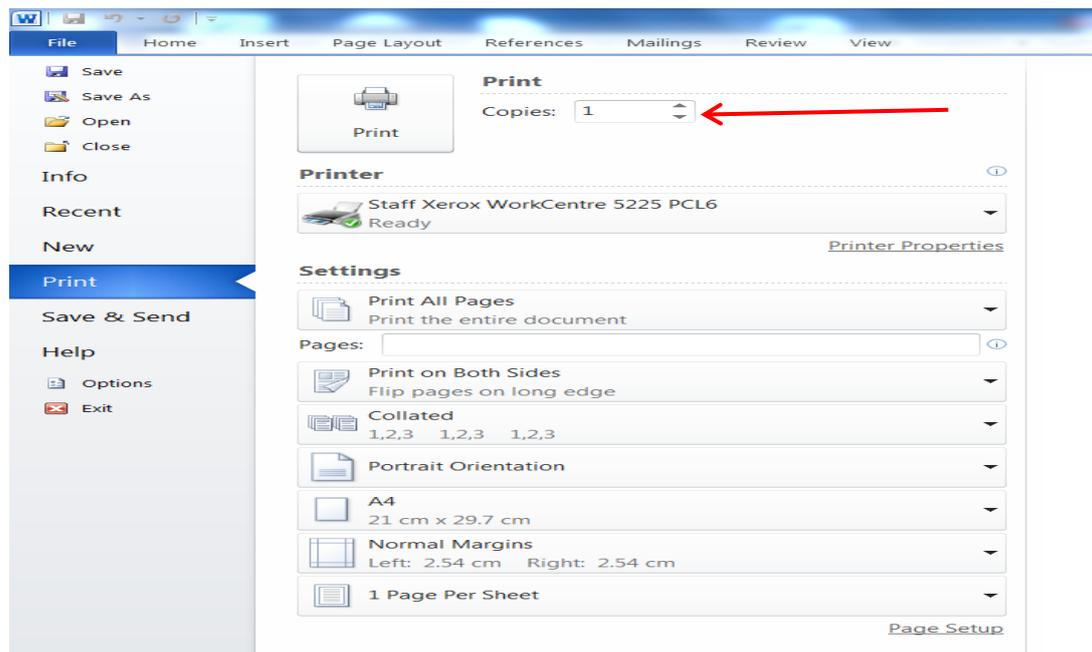
Step 5: Depending on your printer options, you can choose other printing features such as whether you want to print all pages or only certain pages. You can also change the orientation of the print from portrait to landscape and tell your computer and printer whether you're printing on a certain size of paper. You'll also see, on the right, a preview of your printed document will look like.
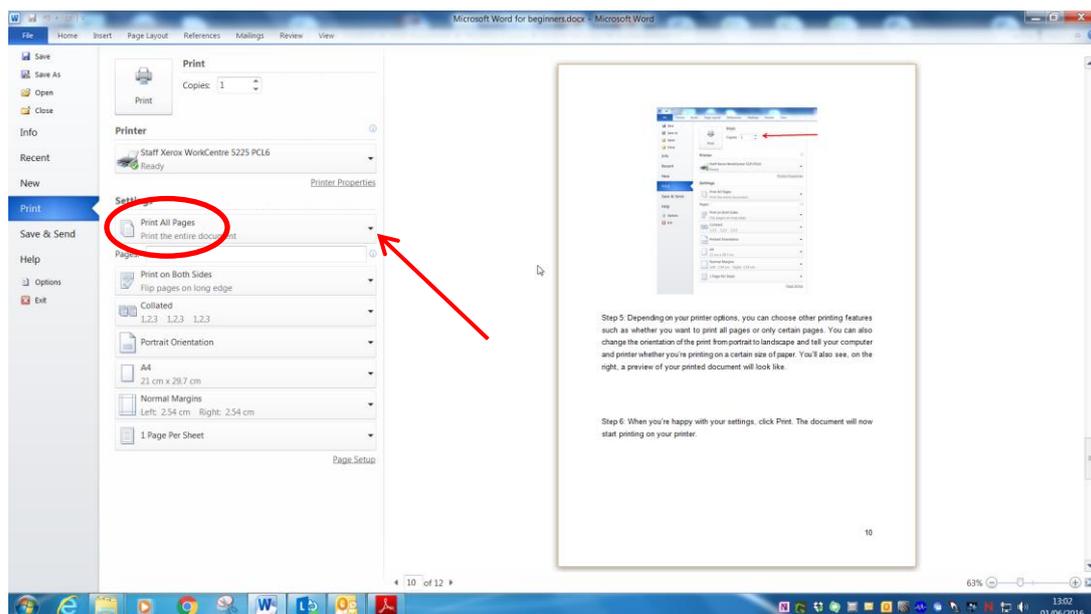
Step 6: When you're happy with your settings, click 'Print'. The document will now start printing on your printer.
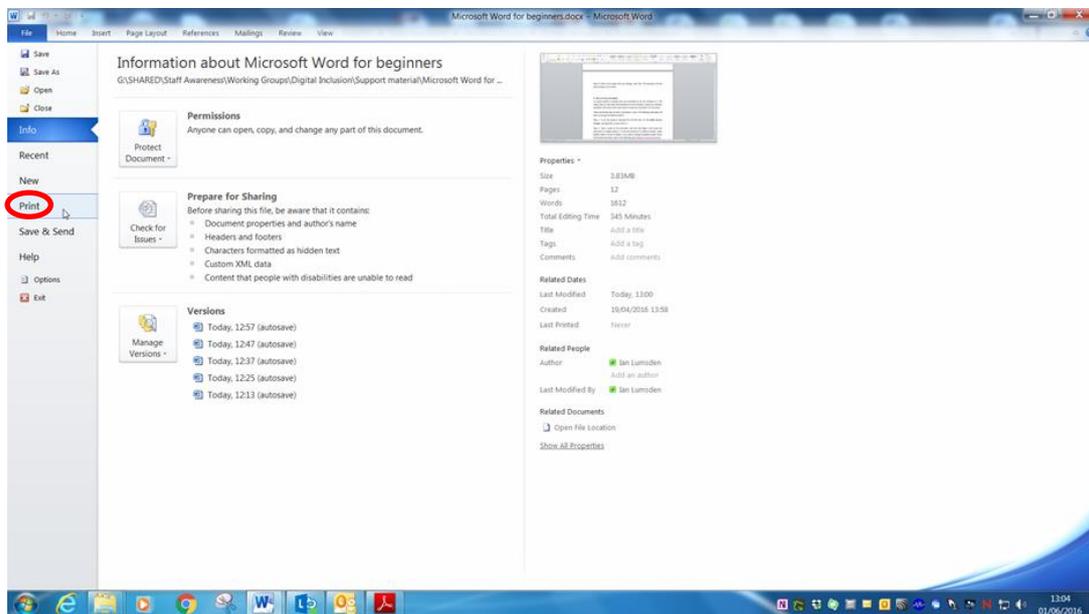

6. How to save a document

It is good practice to regular save your document as you are working on it. This means that your document will be backed up on the computer in case your computer inexplicitly shuts down which would result in losing your document if it is not saved.

There are several ways to save a document in word. The following instructions will take you through the different options.

Step 1: If you are saving a document for the first time, on the 'Quick Access Toolbar', click 'Save' , or press 'CTRL+S.'
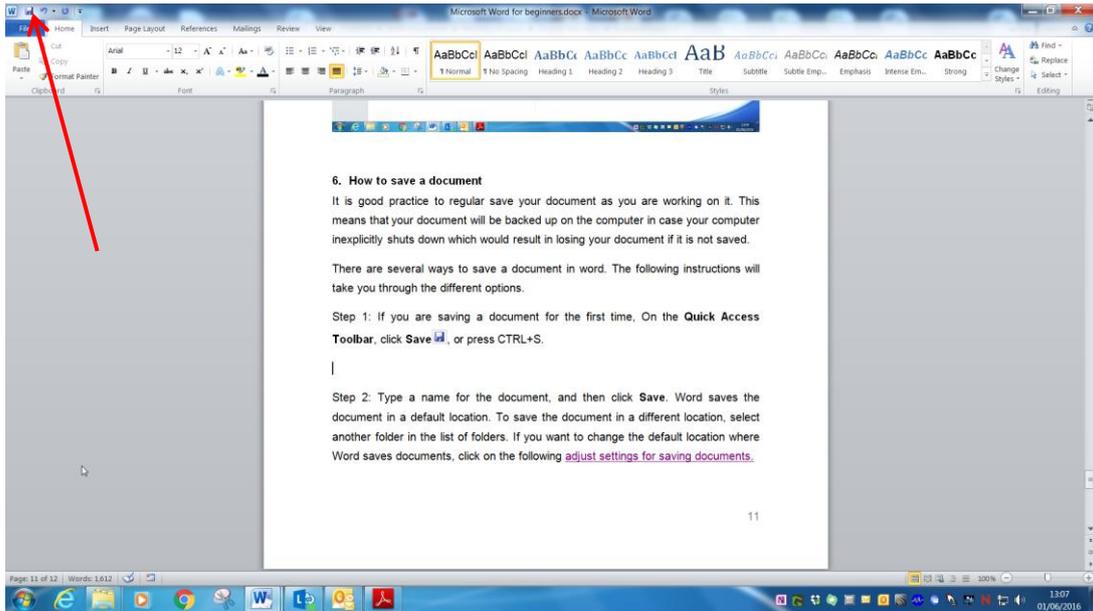
Step 2: Type a name for the document, and then click 'Save'. Word saves the document in a default location. To save the document in a different location, select another folder in the list of folders.
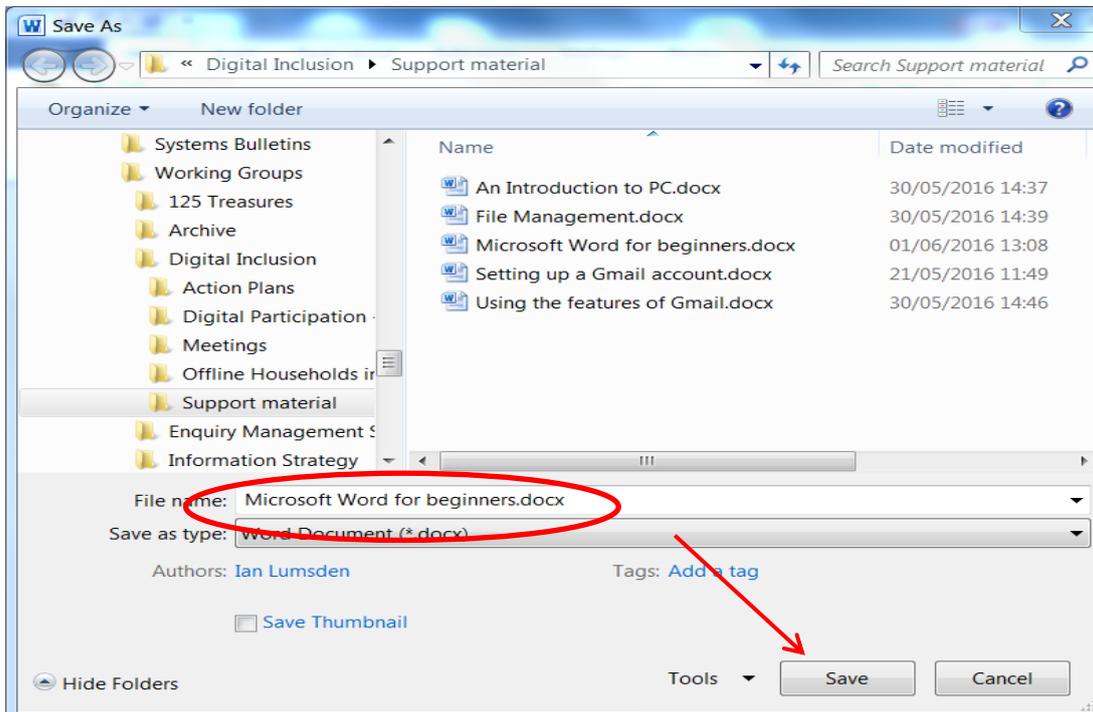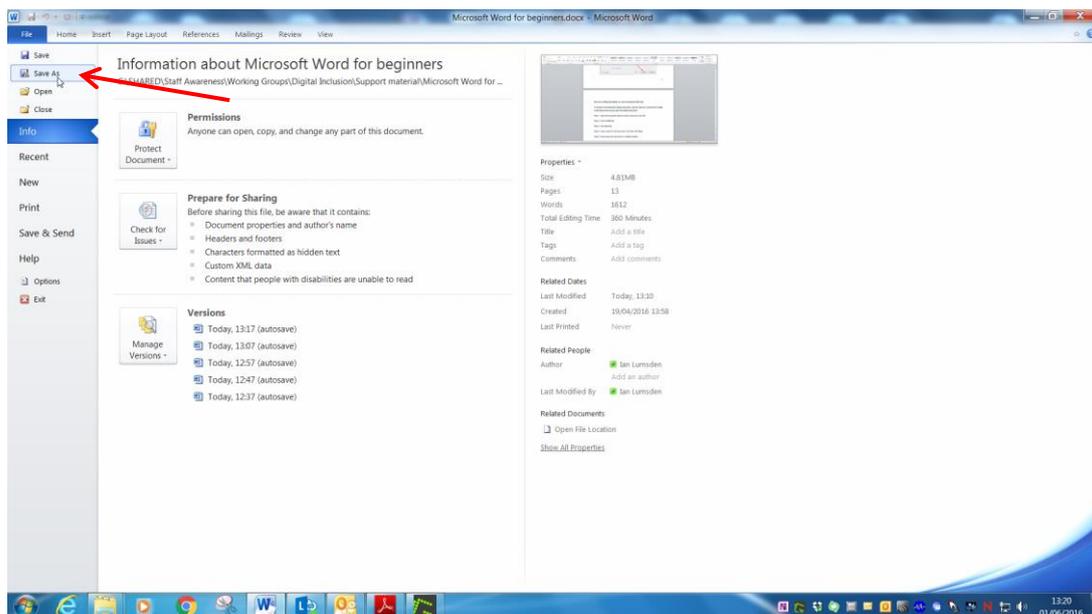
Save an existing document as a new document (Save As)

To prevent overwriting the original document, use the 'Save As' command to create a new file as soon as you open the original document.
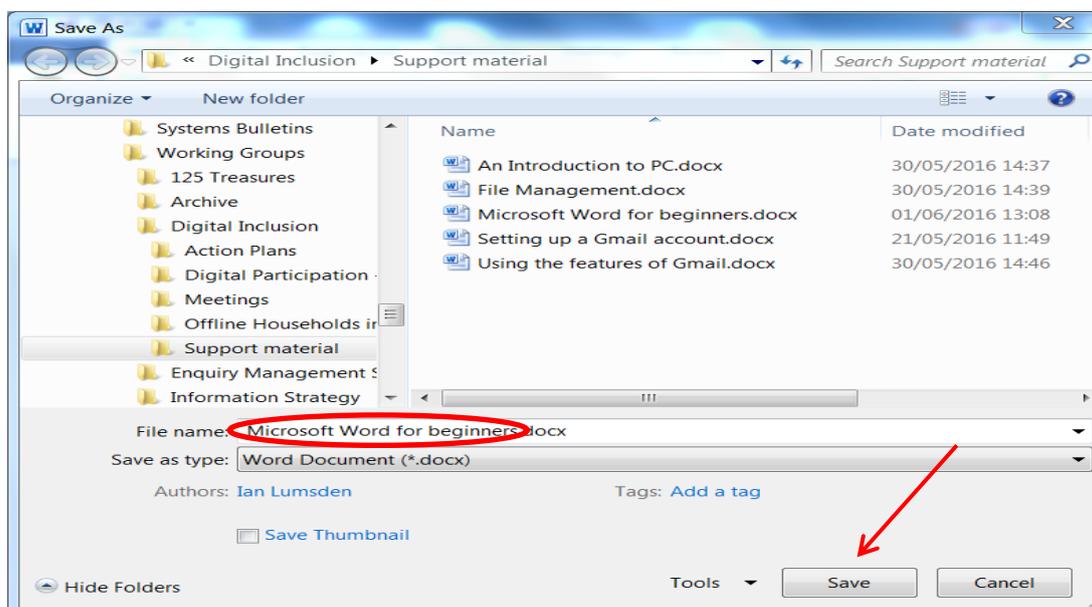
Step 1: Open the document that you want to save as a new file.

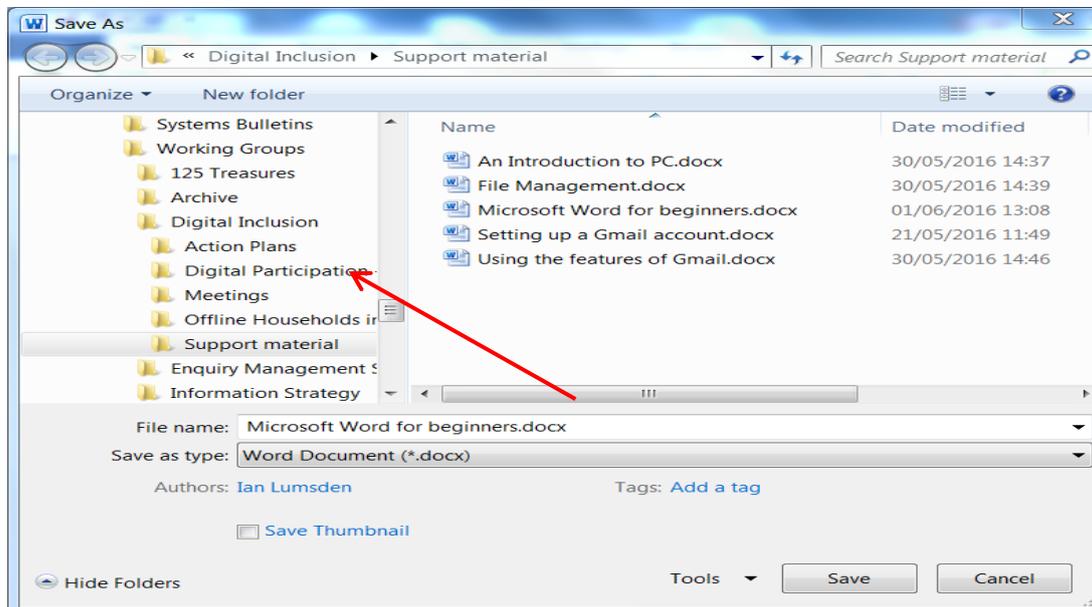Step 2: Click the 'File' tab.

Step 3: Click 'Save As'.

Step 4: Type a name for the document, and then click 'Save'.

Step 5: Word saves the document in a default location. To save the document in a different location, click another folder in the 'Save in' list (down the left hand side) in the 'Save As' dialog box. If you want to change the default location where Word saves documents, adjust settings for saving documents.
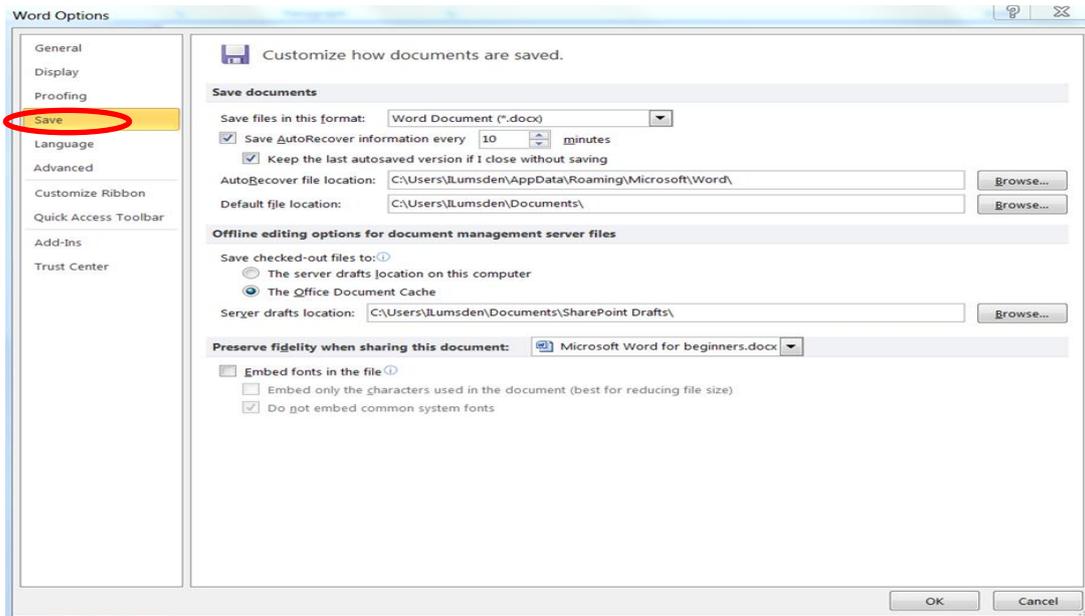

Adjust settings for saving documents
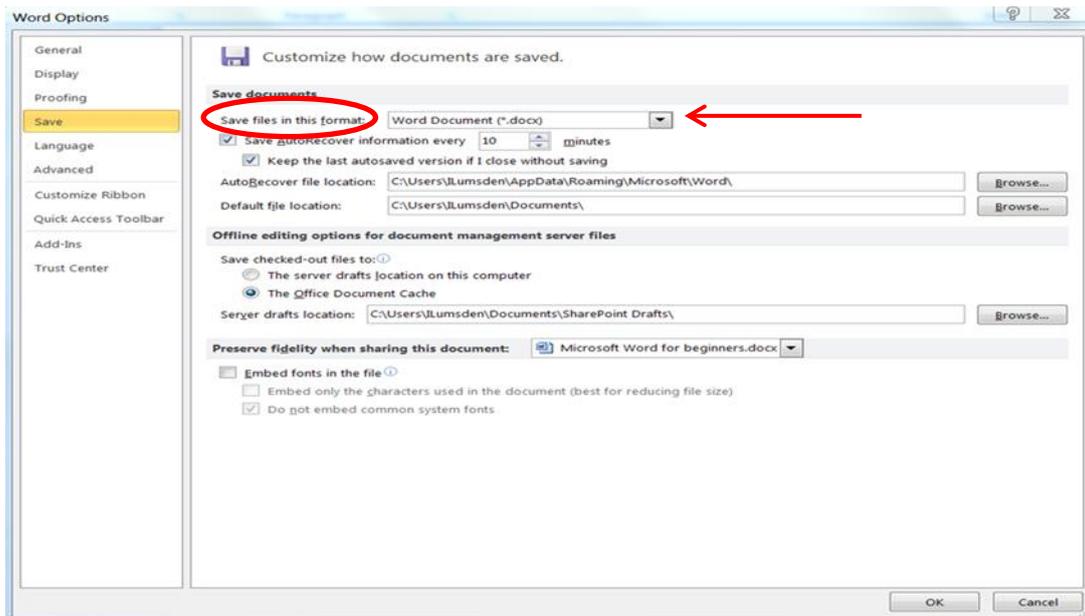
Step 1: Click the 'File' tab.

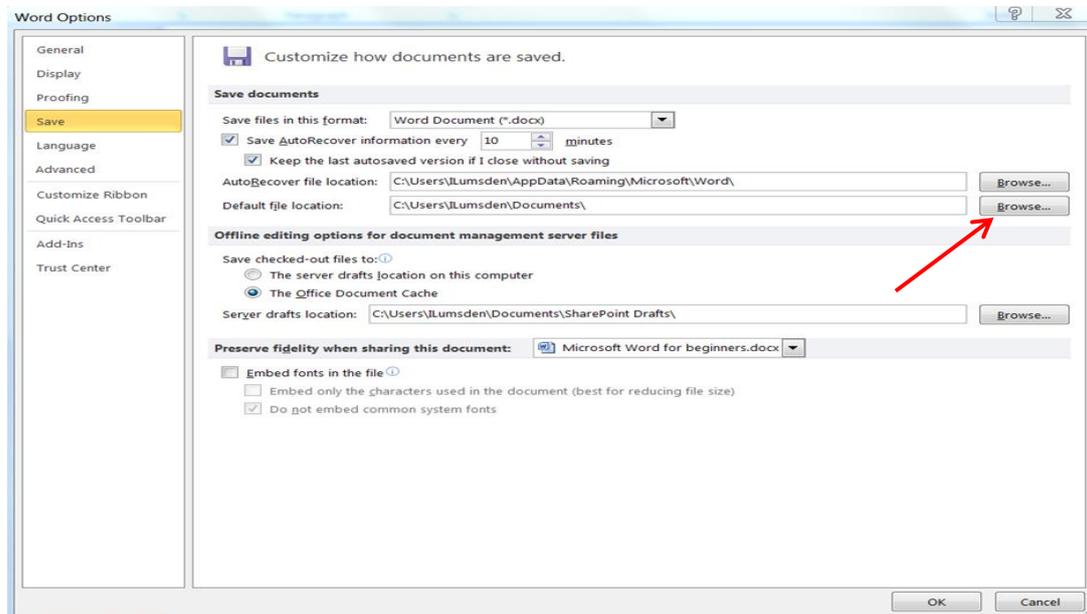Step: 2 Under 'Help' click 'Options'.
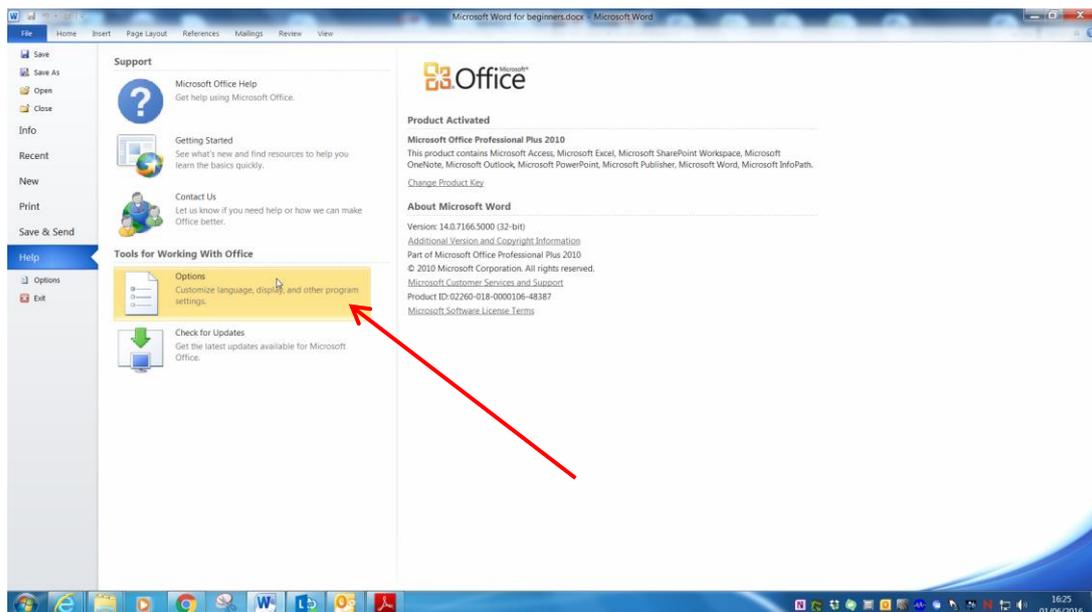
Step 3: Click 'Save'.

Step 4: In the 'Save files in this format box', click the file format that you want to use.

Step 5: Next to the 'Default file location' box, click 'Browse', and then click the folder where you want to save your files.

These options control the default behavior the first time that you use the 'Open', 'Save', or 'Save As' command when you start Word. Whenever you save a document, you can override these settings by specifying a different location or format in the 'Open', 'Save', or 'Save As' dialog box.