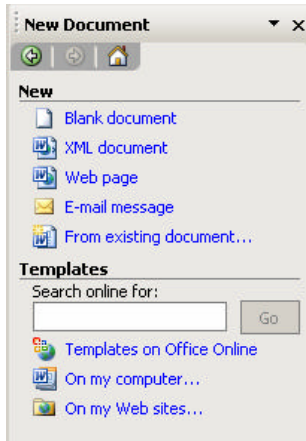


Starting Word

Opening a New Document

1. Select **File > New**. The following screen will appear to the right.



2. Select **Blank Document**.
3. To automatically select a blank document click the **New Blank Document** button or press **Ctrl + N**.

Opening an Existing File

1. Click the **Open** button or select **File > Open** or press **Ctrl + O**.
2. Enter the file name of the document you are opening, or browse through the files to locate the document.
3. Click the **Open** button, or double click on the document.

Saving a Document

1. Click the **Save** button, select **File > Save** or press **Ctrl + S**.
2. Select the desired location and name for file.
3. Click the **Save** button.

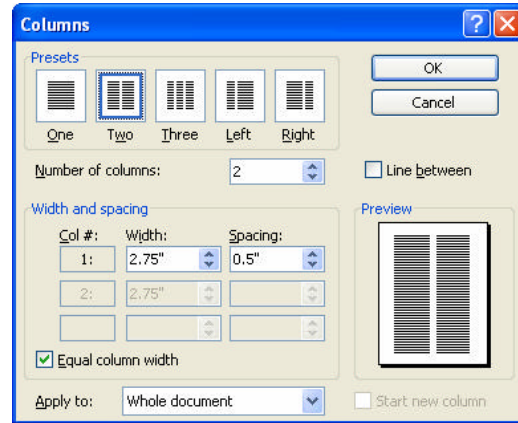
Inserting Page Breaks

1. Click **Insert > Break**.
2. Select the page break radio button.
3. Click **OK**.

Creating Columns

1. Click **Format > Columns**.

2. From the popup window, select how many columns of text you want, as well as column width, whether there's a line between them, and any column alignment options.



3. Click the **OK** button.

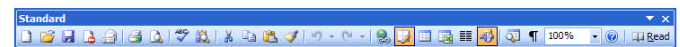
Working with Toolbars

Toolbars provide one-click access to many features and are referenced throughout this guide. If you can not see a toolbar, make sure you have it selected for viewing by following these steps.

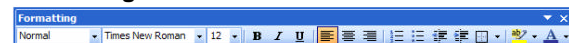
Viewing the Various Toolbars

1. Select **View > Toolbars > (select a toolbar)**.

Standard Toolbar



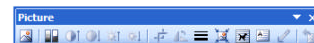
Formatting Toolbar



Tables and Borders Toolbar

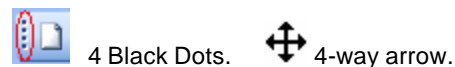


Picture Toolbar



Repositioning a Toolbar

1. Place the mouse cursor over the 4 black dots (see below) on the left-hand side of the toolbar that you want to reposition. The cursor will turn into the 4-way arrow (see below).





2. Drag the toolbar to the location of your choice.


Viewing Documents


Changing Views

1. To switch between the following views, click the appropriate button in the bottom left corner of the window, or select **View > (see below)**.

 **Normal View** – shows simple formatting and layout without images.

 **Web Layout View** – shows how the document would look as a webpage.

 **Print Layout View** – shows where objects on the page will appear when printed.

 **Outline View** – shows the structure of the document, such as indentations of each heading.

Viewing Multiple Documents

Viewing multiple documents can be helpful when you are comparing documents, or working on more than one document.

1. Open the documents you want to work on by selecting **File > Open** menu.
2. Select **Window > Arrange All**.
3. Resize the windows as needed.
4. Click anywhere in the window of the document you want to work on to make it active.
5. To return to viewing only one document, double click on the title bar of the document you want to work in.

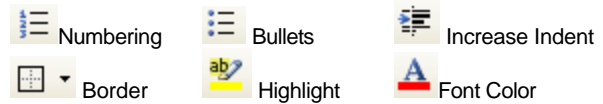
Formatting Documents

Use the formatting toolbar (shown below) for one-click access to these features.



1. Select the text you want to change.
2. Change the formatting properties by clicking the buttons on the **Formatting** toolbar.


Some examples of different formats you can use with the format toolbar are:



Changing Font Properties

1. Select the text you want to change.
2. Select **Format > Font**.
3. Select the **Font**, **Font Style**, **Font Color**, **Underline Style**, and **Effects** from the Font window.
4. Click the **OK** button.

Inserting Hyperlinks

1. Highlight the word or phrase to be made into a link.
2. Click the **Insert Hyperlink** button , select **Insert > Hyperlink** or press **Ctrl + K**.
3. Type the file or web page address (URL) you want to link to or select a link from the list.
4. Click the **OK** button.

Formatting Margins

1. Select **File > Page Setup**.
2. Select the **Margins** tab.
3. Adjust the top, bottom, left, and right margins.
4. Select the part of the document to apply the settings to from the **Apply to** pull-down menu.
5. Click the **OK** button.

Inserting Page Numbers

1. Select **Insert > Page Numbers...**
2. In the **Position** pull-down box, select whether you want the page number to appear at the **Top of page** (header) or **Bottom of page** (footer).
3. In the **Alignment** pull down box, select where in the header or footer you would like the page number to be displayed. Click **OK**.

Select All Text in Your Document

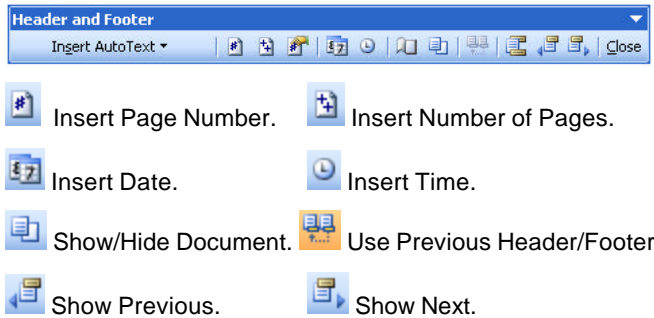
1. Click **Ctrl + A** to select all words in your document.

Editing Headers and Footers

1. Select **View > Header and Footer**.
2. Click in either the header (top of the document) or footer (bottom of the document) to add to the respective piece.

*Note: There is a left, center, and right aligned portion of both Headers and Footers. Hitting **Tab** will move the cursor between them.*

3. The Header and Footer toolbar is displayed.



Setting Tab Stops

1. Place the cursor anywhere in the paragraph you want to set a tab stop for.
2. Select the type of tab stop you want to set by clicking on the **Tab Style Indicator** button to the left of the ruler.



3. Click the location of the ruler the tab stop is to be placed.

Creating Numbered and Bulleted Lists

1. Type **1.** (for a numbered list) or ***** (for a bulleted list), press the **Spacebar** or **Tab** key, and then type the first element of your list.
2. Press the **Enter** key. (Word will automatically add a number or bullet.)
3. To end a list, press the **Backspace** key or press the **Enter** key twice.

Formatting Numbered and Bulleted Lists

1. Select **Format > Bullets and Numbering**.
2. Select one of the three tabs: **Bulleted**, **Numbered**, or **Outline Numbered**.

3. Select a style of bulleted or numbered list from those shown, or customize your own by clicking the **Customize** button.
4. Click the **OK** button.

Inserting Tables

1. Click the **Insert Table** button.
2. Highlight the number of rows and columns desired.
3. Click the mouse button when size of table has been selected and table will be inserted into document at the cursor position.
4. Type the text you want to appear in the cells of the table.
5. Press the **Tab** key and the **Arrow** keys to move through the table. Type text in the remaining cells.

Format Painter

1. Place the blinking cursor in the text that you want to be the source format to be applied to another bit of text.
2. Click the Format Painter button ().
3. Highlight the text that you want to receive this source formatting.

Note: If you double click the Format Painter button, then you are able to select multiple pieces of text to receive the new formatting. To turn the Painter off in this case, you must press the button once you are done.

Using Pictures in Documents

Inserting Images/Objects

1. Select **Picture** from the **Insert** Menu
2. Select the desired object from the resulting pop-up menu. (ex. Clip art, Chart)
3. Select **OK**, and click the image to resize if needed.

Wrapping Text Around Images

1. Right Click on the image
2. Select **Format Picture** from the resulting pop-up menu.
3. Click on the **Layout** tab in the **Format Picture** window that appears.
4. Select a wrapping style by clicking on the icon corresponding to the style.
5. Click **OK**.

Resizing Images/Objects

1. Click once on the object to select it.
2. Move the mouse cursor over one of the squares outlining the object.
3. When the cursor turns into a double-ended arrow, click and hold the mouse button.
4. Drag the mouse to resize the object.
5. Release the mouse button when the image is the desired size.

Proofreading Features

Using AutoCorrect

1. To set AutoCorrect options, select **Tools > AutoCorrect** and click the AutoCorrect tab.
2. Select the options you would like to AutoCorrect.
3. To add a new correction, type in the misspelled word or abbreviation in the Replace box. Type in the correct spelling in the With box. Click the **Add** button.

Enabling AutoComplete

1. Select **Tools > AutoCorrect**.
2. Click on the Autotext tab.
3. Select Show AutoComplete tips for Autotext and dates.
4. Click OK.


Using the Thesaurus

1. Highlight a word to find a synonym for.
2. Select **Tools > Language > Thesaurus...** or press **Shift + F7**.
3. Navigate through the Thesaurus window to find a synonym for.
4. Click the replace button to replace the highlighted word with the new synonym.



Correcting Spelling Mistake As You Type

1. Right click on a misspelled word.
2. Select a correct spelling suggestion from the resulting pop-up menu.

Correcting Spelling and Grammar of the Entire Document

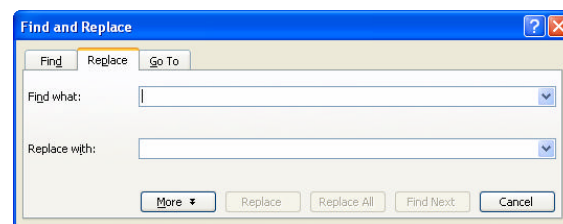
1. Click the Spelling and Grammar  button or select **Tools > Spelling and Grammar** or press **F7**.
2. Word will display each error along with suggested solutions.
3. Select a suggestion and click the **Change** button, or click the **Ignore** button to bypass the error. Click the **Ignore All** button to ignore every instance of the problem.
4. The Spelling and Grammar Check will automatically close when it has gone through the entire document.

Previewing Printed Documents

1. Click the **Print Preview**  button or select **Print Preview** from the **File** menu.
2. Select the **Magnifier**, **One Page**, **Multiple Pages**, and **Zoom** buttons to control how the document is displayed on the screen.
3. Click the **Close** button to return to document editing or click the **Print**  button to print the document.

Using the Find and Replace Feature

1. Click **Edit > Replace**, or **Ctrl + H**.
2. In the Find What box, enter in the word(s) you are looking to replace.



3. In the Replace With box, enter in the word(s) you want to replace the other words with.
4. Click the **Find Next** button. This will highlight the first instance (if any) found within the document.
5. Click the **Replace** button to replace the highlighted text with the text in the Replace With box.

*Note: If you click the **Replace All** button, Word will search your entire document and replace each instance of the text in the Find What box without highlighting it first and allowing you to decide. This is to be used at your own caution.*

6. Click the **Cancel** button when done.