

# Microsoft Word

## Week 1

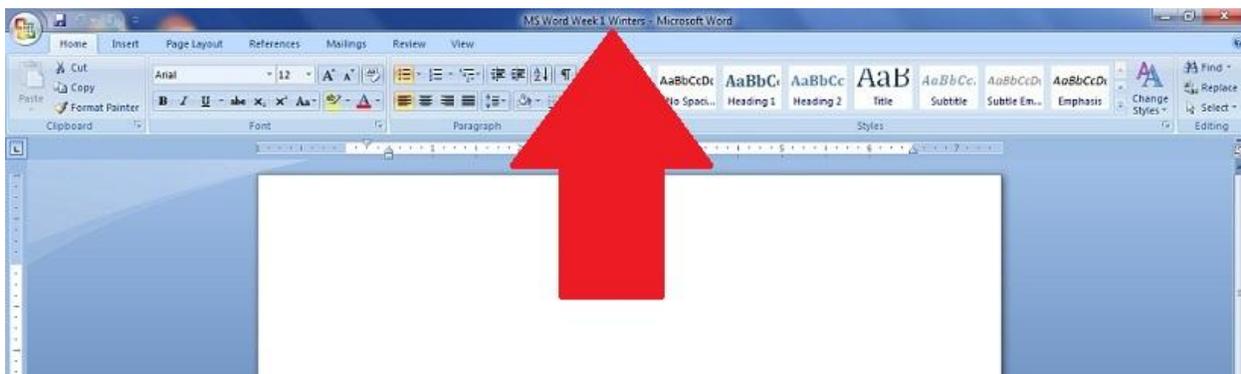
In hopes of getting familiar with MS Word, we will start with getting familiar with the toolbars. The main toolbars are:

- Title Bar
- Menu Bar
- Standard Toolbar
- Formatting Toolbar
- Status Bar

Let me start by saying – DO NOT BE AFRAID! – you cannot mess anything up in Microsoft Word! So, read, play and learn but HAVE FUN doing it!!!

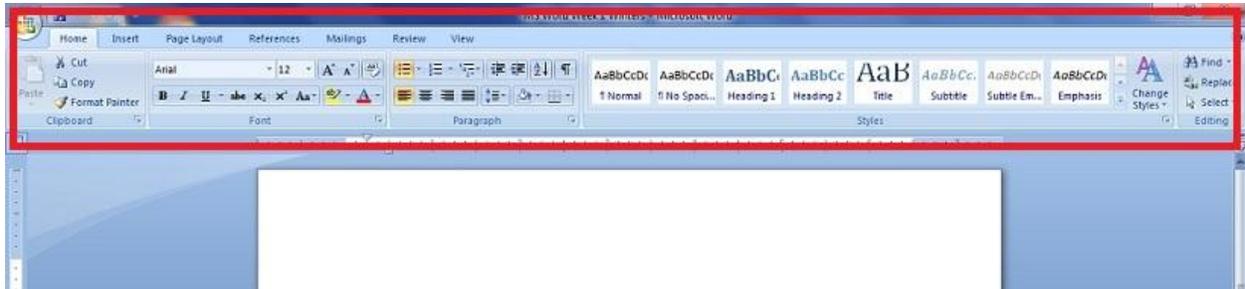
### Title Bar

So, let's start with the title bar. It is the strip at the VERY TOP of your screen (as shown below) when MS Word is open. It tells you the title of your open document and the program you are using. It also offers three small clickable things in the upper right corner. The single line allows you to remove your document from being viewable. It is still open and can be found in your lower screen bar for your computer. The two boxes allows you to reshape the screen you are using and the red area with the "x" is close (make sure to save first!). The top left corner is where you will find the "Office Button" where you can choose things like save and print. To easily save you can click the little disk. Two very wonderful buttons are next to that – "undo" and "redo" – you will probably use these a lot!



## Menu Bar / The Ribbon

The menu bar, standard bar and formatting bar are now called “The Ribbon” and are this area at the top of your screen:

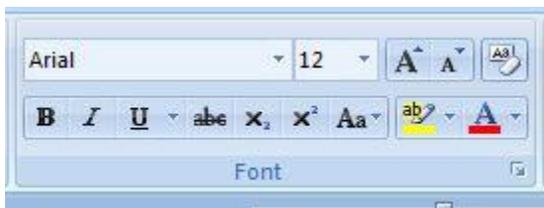


This is where you will do all kinds of amazing things with your work in MS Word! First, let's look across the very top. There you find:

- Home – main bar; will use all the time
- Insert – page breaks, pictures, links, headers / footers, etc.
- Page Layout – portrait / landscape, indenting
- References – if doing a large paper like a term paper (not used a lot)
- Mailings – if you want to make a lot of labels or mail out a large number of things
- Review – if more than one person is working on something it will track changes
- View – what you see when you are working in Word

Several of these you may never use in your life but the others you will not be able to live without. For this class we will cover: Home, Insert and Page Layout. You can click the name at the top to change from one to another and back.

Home is where you will spend most of your time. This is where you can change the font type, size and color.



Note at the very bottom of this area it says “**Font**”. These titles are helpful to know where you might need to look for something you need to do.

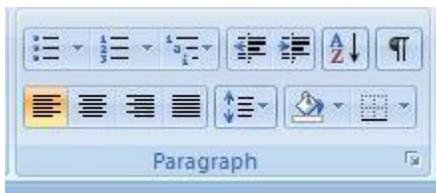
The items shown are the items you will use the most. Click the down arrow next to any of them and additional choices will be presented. “Arial” as shown above is your font.

“12” is the font size. “B” means **bold**. “I” means *italics* and “U” with the underline means underline. The yellow item is **highlight** and the “A” with the red under it is **text color**.

To change one word, simply double click on that word. To change an area, click in the beginning of the area and drag your mouse to the end of the area OR click at the beginning of the area, go to the end and hold the “Shift” key on your keyboard and then click at the end of where you want the change. When an area is chosen it will be shown with a “blue highlight” as shown below.

To change one word, simply double click on that word. To change an area, click in the beginning of the area and drag your mouse to the end of the area OR click at the beginning of the area, go to the end and hold the “Shift” key on your keyboard and then click at the end of where you want the change. When an area is chosen it will be shown with a “blue highlight”.

The “**paragraph**” area is where you will choose if your information is set to the left, middle or right. How much spacing is between lines and paragraphs. This is also where you can add bullet points or item numbering.



The four boxes with all the lines are your alignment boxes. The first one on the left is the one you will probably use the most. It is left aligned, which is what I am using for this document you are reading. The next to the right is centered. So, if you want to center text, click on it (like explained above; either word or section) and then click the appropriate button.

Here I have centered this sentence.

Keep in mind that everything after that will also be centered. To go back to left aligned simply click the left box again.

If you want to use the bullet points or item numbers simply type your text – *making sure to hit enter between each item* – then highlight your text and click the appropriate button as such:

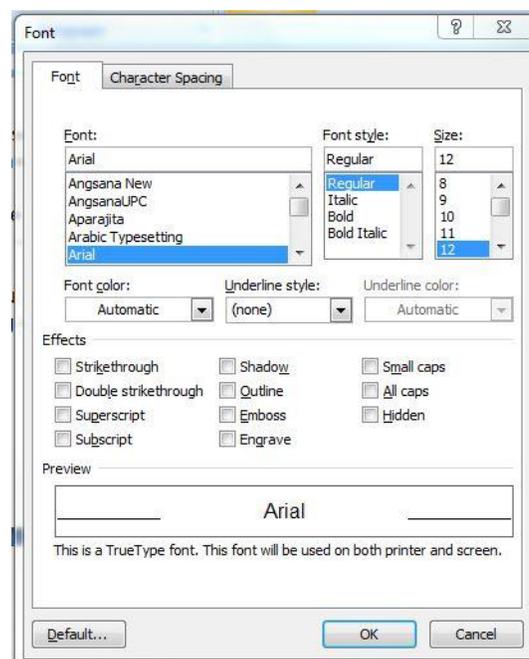
- This
- Is
- The
- Day
- The
- Lord
- Has
- Made

To stop the bullet points, click enter **twice** and it will stop.

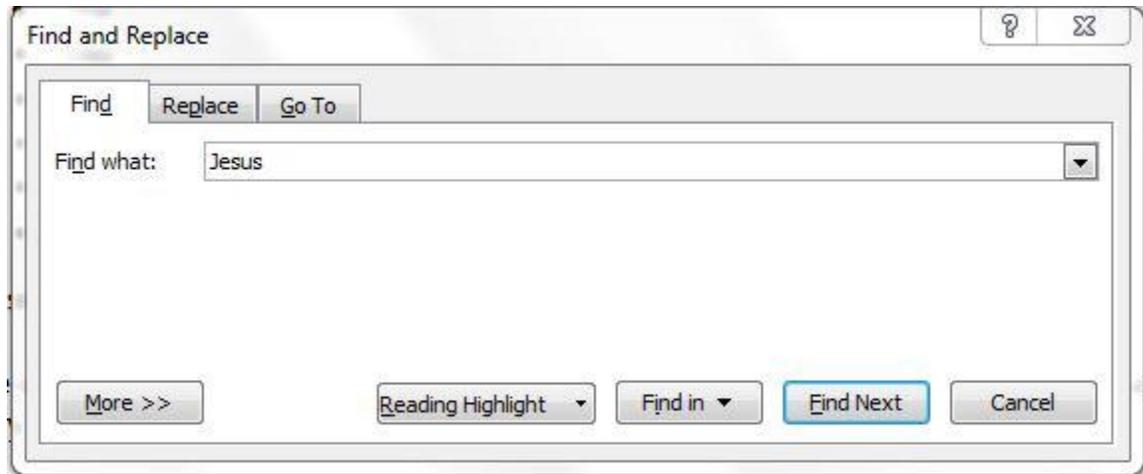
Side note: To undo it you can click the “undo button” at the very top of your screen next to the save button or you can highlight it and click the bullet button again.

We are not going to discuss the “**styles**” area right now as it is something that isn’t used very often.

If you click the arrow in the lower right corner of each of these areas, a larger screen will appear with the same – but more – choices. We won’t cover these right now but I did want you to be aware of them. This is showing you the larger “font” area as you can see in the upper left corner.



The “**Edit**” area you may or may not use very much. I suppose it depends on what you will use MS Word for. The “Find” and “Replace” options are WONDERFUL if you want to find or replace anything. So, if you open a large document and want to find “Jesus” in that document, you would simply click “Find” and then type “Jesus” in the available spot and then click “Find Next” it will go from the first to the next and the next each time it is in the document. Should you want to REPLACE the word “Jesus” with “Jesus Christ,” you would click the “replace” tab and type that in.



Now we will move to the “**Insert**” tab at the top of the Ribbon. Here is where you will find things like:

- Page Break
- Inserting a picture
- Headers & Footers
- Page Numbers
- Text Boxes
- Date & Time

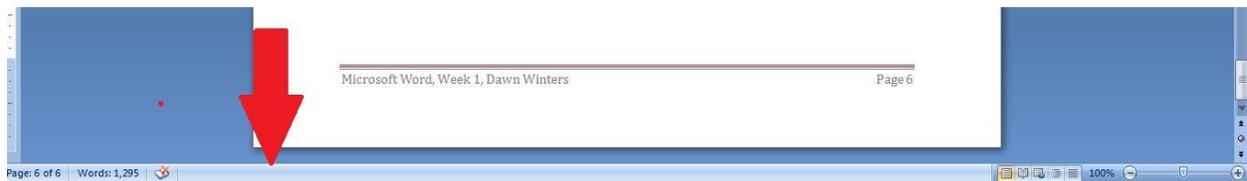
There are several others but these are probably the ones you will use the most. As with the other areas, simply click the button you want to use and make the appropriate choice. We will get in to more detail about this area as we progress.

Lastly, we will look at the “Page Layout” tab. It is where you will work with:

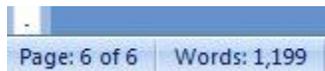
- Margins
- Page Orientation
- Columns

Again, there are other things but these are the ones you will most likely use the most. And again we will cover these more in depth as the class continues.

In closing for this lesson, we will look at the “**status bar**” which can be found at the **BOTTOM** of your screen.



On the left it shows you fun things like what page of how many you are currently on and how many words you have in your entire document.



Starting with the next lesson we will end with “things to try” so GET READY! Today was just getting you familiar with your work area – the real work starts next week!

I am excited you are here and pray you will learn how much fun Microsoft Word is and what wonderfully amazing (and easy!) things you can do in this program!

Have a wonderfully blessed week!

*Dawn*