

**Class Description:** Learn how to type, change the font of text, add bullet points, and more in this introductory class to Microsoft Word.

**Skills needed:** Basic use of mouse and a keyboard.

**Learning Objectives:**

- How to type in a word document
- How to change the font, size, and color of the text
- How to add bullet points
- Add columns

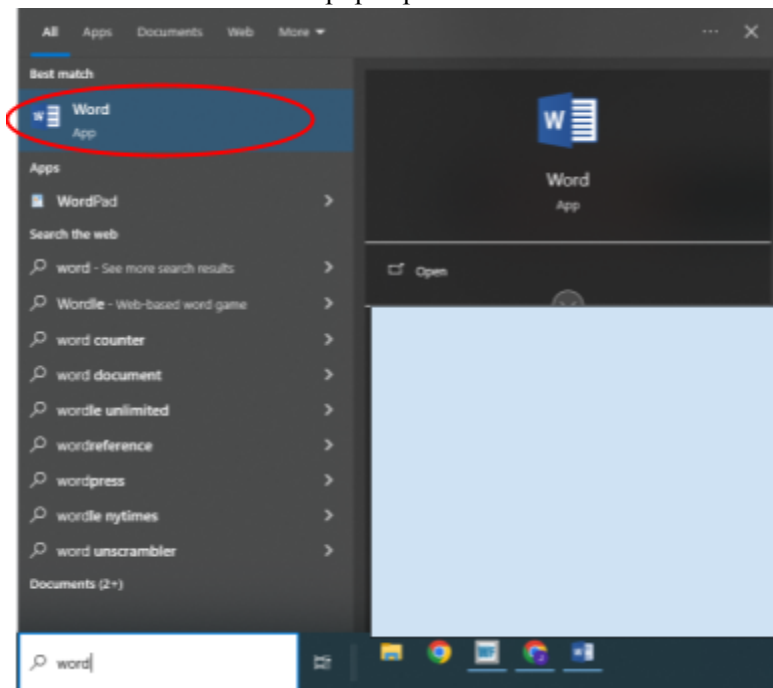
**Step 1:**

**Accessing Microsoft Word**

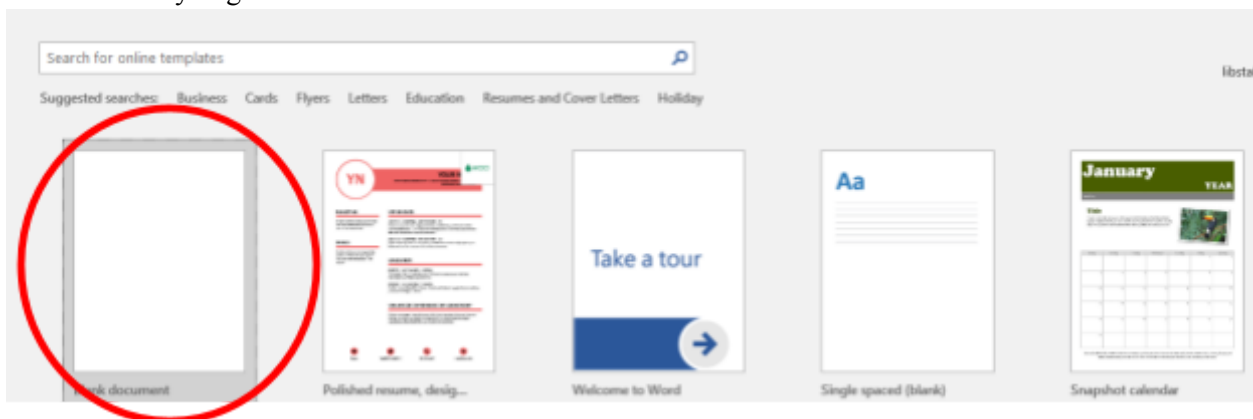
- Go to the search bar at the bottom of your screen



- Type in Word
- In the window that pops up click on Word



- When you get to Word click on blank document



## Step 2:

### Typing in Microsoft Word

- When you start typing in Word your text will appear wherever the cursor is
- There are two different ways to move the cursor the easiest being to double click where you want the cursor to go in the document
  - You can also move the cursor by clicking tab or enter on the keyboard
    - Tab will indent your cursor
    - Enter will move the cursor to the next line



- As you type your text will continue to appear wherever the cursor is

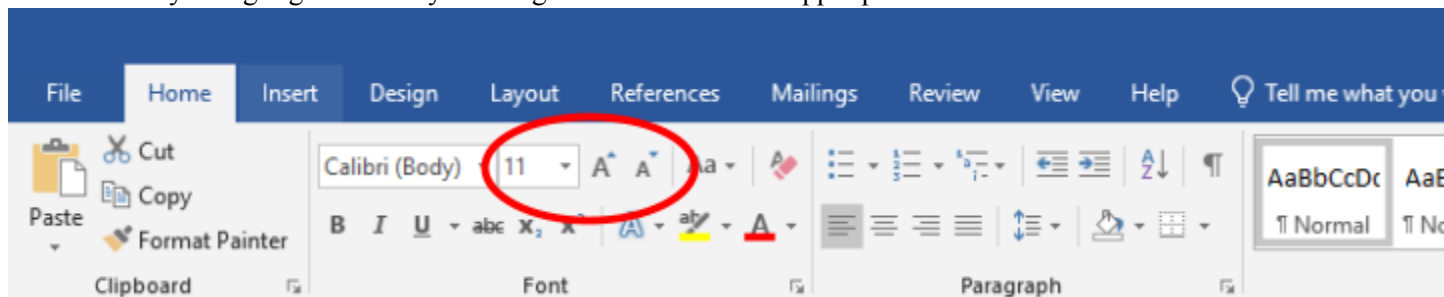
## Step 3:

### Resizing the Text

- There are a few different ways to change the style of the text in Word
- First you can change the size
- To do this you will highlight the text

Hello my name is Jacklyn.

- After you highlight the text you will go to the menu in the upper part of the screen

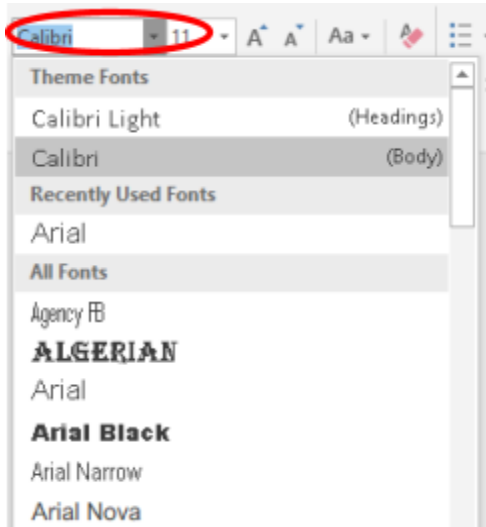


- In the font section you will see two different places where you can resize the text
- There is a drop down arrow next to the 11 where you can choose the size you would like the text to be and you can also highlight the 11 and type in the font size you would like
- Next to that there is a large and small A, clicking on the large A will enlarge your text and clicking on the small A will reduce the size of your text

## Step 4:

### Changing the Font

- Again you will want to highlight your text
- Then go to the menu in the upper part of the screen

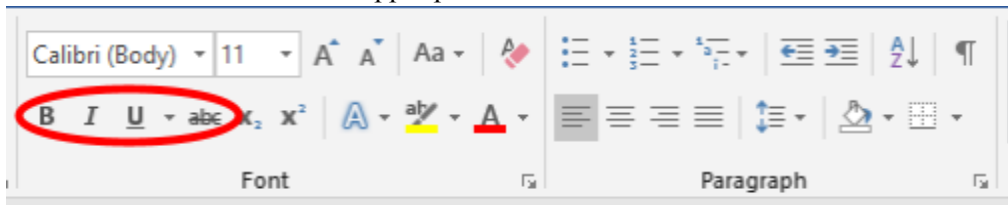


- Click on the drop down arrow next to the font name and the different fonts you can choose from will appear
- If you know the name of the font you would like you can also highlight the font name and then type in the name of the font you know you want

#### Step 5:

#### Bold, Italicize, Underline, Strikethrough

- Highlight your text
- Go to the menu in the upper part of the screen

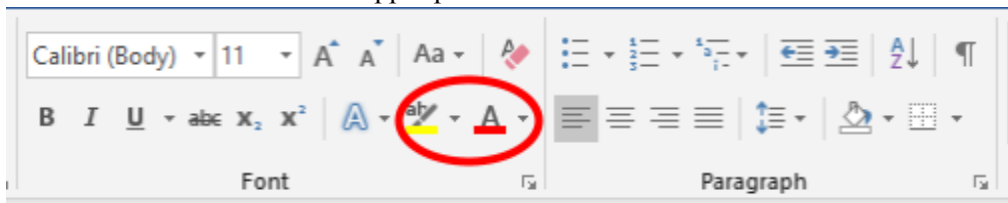


- The B will bold the text
- The I will italicize it
- The U will underline it
- The abc will cause a line to strike through your text

#### Step 6:

#### Changing the color of text and highlighting the text

- Highlight your text
- Go to the menu in the upper part of the screen

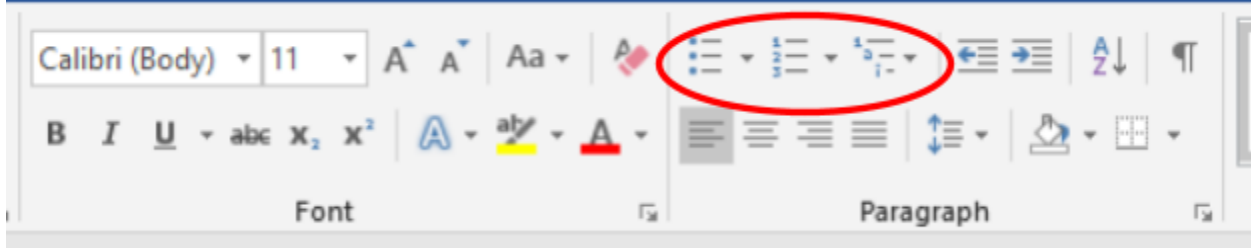


- The abc with the paint brush will highlight your text, if you hit the drop down arrow you will be able to change the color of the highlight
- The A with the red box underneath of it will change the color of your text, if you hit the drop down arrow you will be able to change the color your text will be changed to

#### Step 7:

#### Adding Bullet Points

- Highlight the text you want bulleted or place the cursor on a fresh line
- Go to the menu in the upper part of the screen

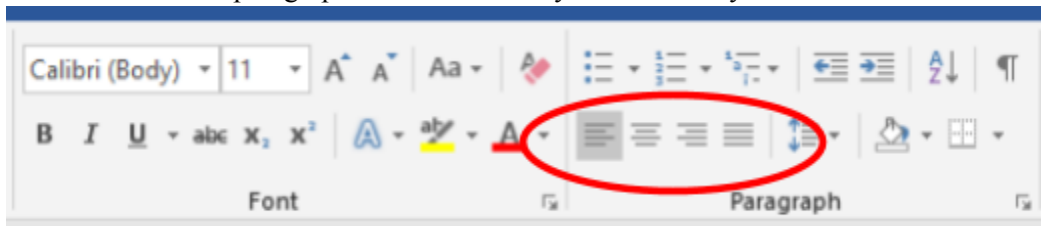


- There are three different options for bullet points
- The first option is traditional bullet points, if you click on the downward facing arrow you will get more options that you can use for bullet points
- The second option is numerical and alphabetical and can be changed by clicking on the downward facing arrow
- The last option allows you to change your list type to a multilevel list type with more options being available if you click on the downward facing arrow

### Step 8:

#### Orientation of Your Text

- Also in the paragraph section is where you can orient your text

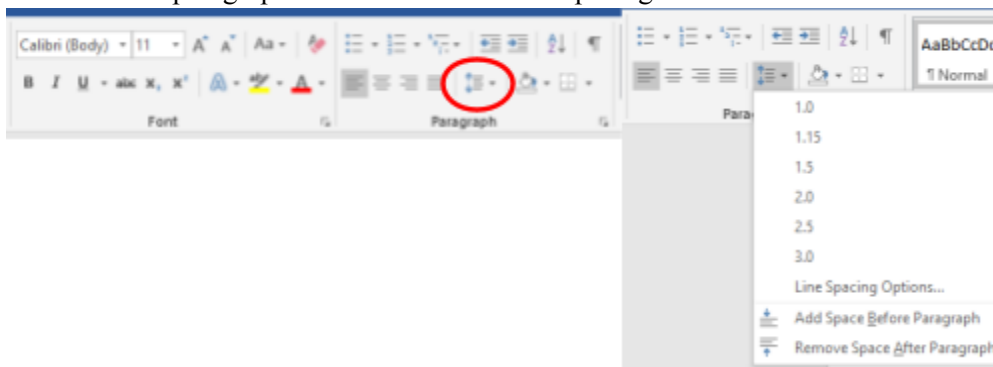


- The button on the right orients your text to the right of the page
- The next button orients the text to the middle of the page
- The third button orients the text to the left of the page
- The last button justifies the text meaning that all the lines are the same length

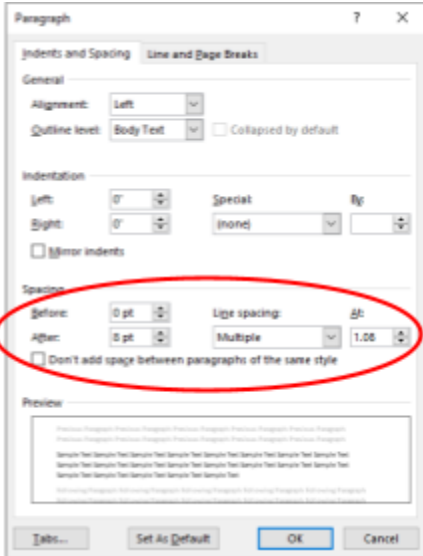
### Step 9:

#### Paragraph Spacing

- In the paragraph section is also the line spacing



- The line spacing button is the one with the two arrows, one facing up and one facing down
- To change the line spacing you will click on the downward facing arrow and this will produce a drop down menu
- In the menu you will have the ability to change the line spacing from one to three, you can also click on line spacing options to customize the amount of spacing between each line

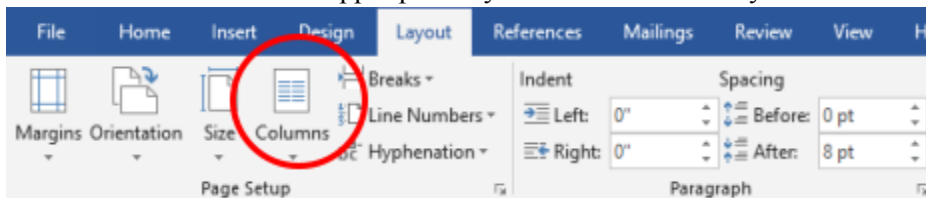


- You can see in the image above that you are able to change the spacing before or after a line and that there are various spacing options under line spacing
- To change anything you would use the arrows or drop down menu make your selection and then click on OK
  - If you are highlighting text then this will only change the text you are highlighting if you are doing this before starting anything in your document then it will be applied to the whole document

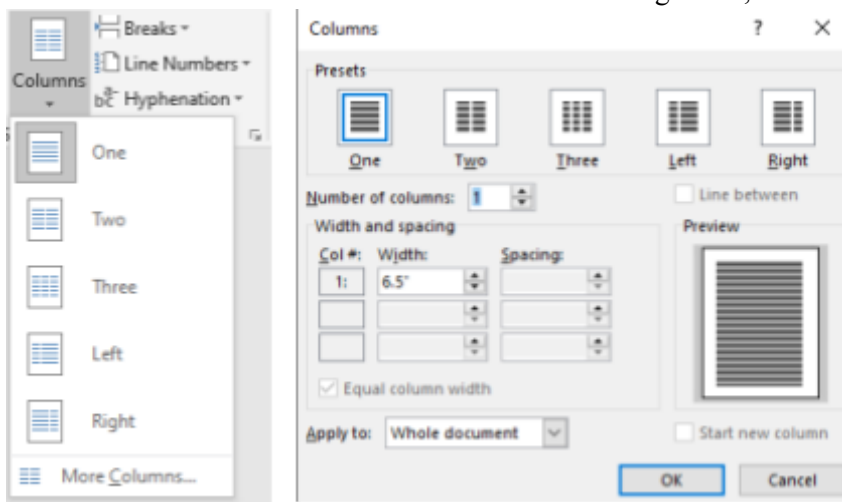
### Step 10:

#### Creating Columns

- In the menu on the upper part of your screen click on layout



- Here you will see that you can create columns
- You will then want to click the downward facing arrow, which will produce a drop down menu

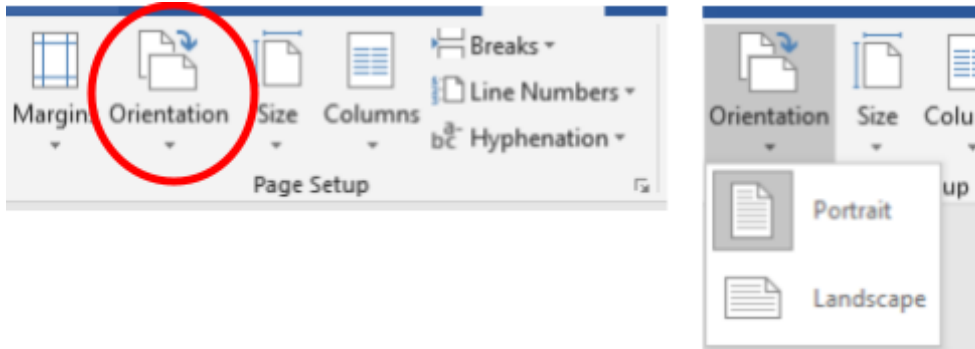


- In the drop down menu you will see that you have the option to create one, two, or three columns or columns that are bigger on the right or left side of the page
- There is also the option for more columns which will bring up the pop up menu you see on the right
- Here you can decide how many columns you want as well as the width and spacing of the columns
- Lastly you can choose to apply this to the whole document or this point going forward. If you have highlighted text before entering this screen you will also see the option to choose “this selected text”

### Step 11:

#### Page Orientation

- Under layout you are also able to decide what orientation you want your document to be in

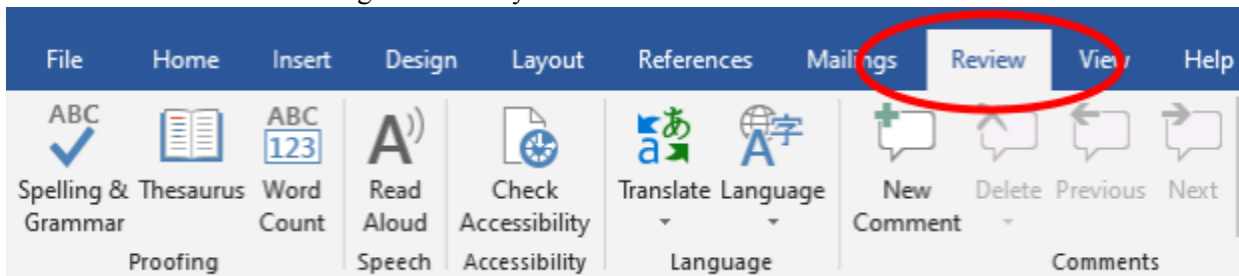


- When you click on the arrow underneath of it you will see the option to choose either portrait or landscape
- Note that you can not change each individual page in a document to have a different orientation, so the orientation you choose will be for every page of that document

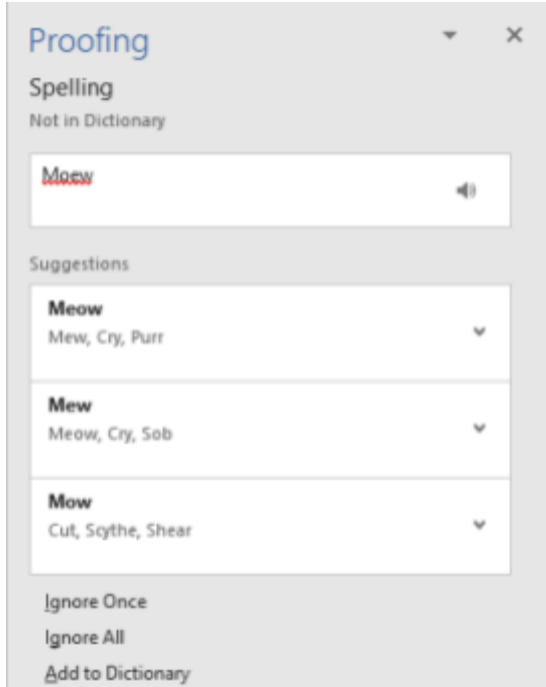
### Step 12:

#### Spelling and Grammar

- Word will be able to tell you if you spell a word wrong or are missing something to make a sentence or statement grammatically correct



- To get to Spelling & Grammar you would go to the review section on the menu in the upper part of the screen
- Then you would click on spelling and grammar



- When you click on it if there is anything spelled wrong or any incorrect grammar the menu will show up on the right side of your screen or as a pop up window depending on which version of word you have
- There it will give you suggestions of what it thinks the proper spelling is for the word and you can choose which word you were trying to spell from the list if it is there
- Sometimes if there is a proper noun it might say that you spelled it wrong and you can see that you have the option to ignore once, ignore all, or add to dictionary
  - If this is a word that you will be using a lot like your name I would suggest adding it to the dictionary
  - If this is a word that you are using a lot, but only in this one document you can choose ignore all
  - If this is a word that you are only using once then you can choose ignore once
- This will be the same concept for any grammar issues that you have
- For common words often times Microsoft Word will automatically correct any spelling mistakes

### Step 13:

#### The Undo Button

- If you make a mistake it is okay Word is equipped with an undo button



- You are able to use the undo button up until you last saved the document
- For example, if you highlight your text and then hit a letter on the keyboard only that letter will appear. You are able to go up to the undo button and click and your text will reappear and you can finish doing what you started.

### Step 14:

#### The Redo Button

- Say for example you go to far back with the undo button you can then use the redo button to bring back what you want

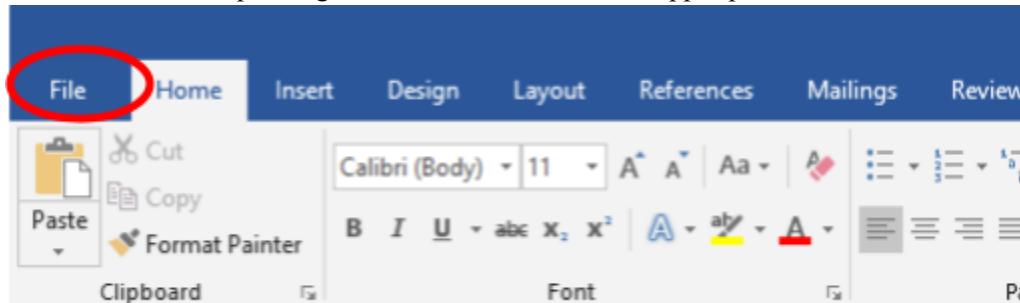


- Again this button only works until the last save of the document

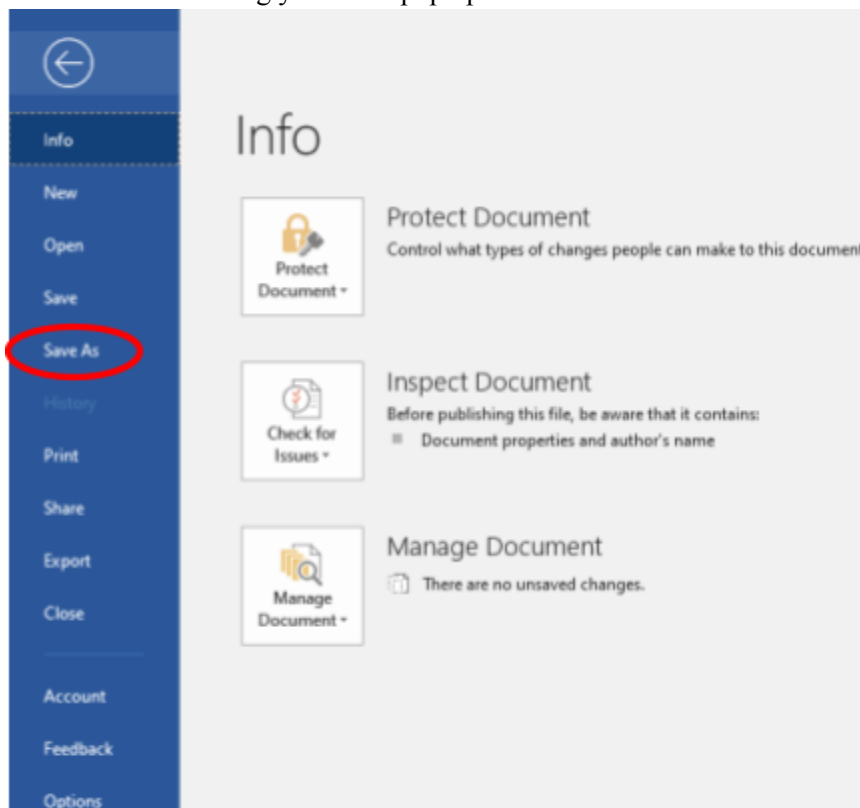
Step 15:

Saving a Document

- The first step is to go to File in the menu in the upper part of the screen

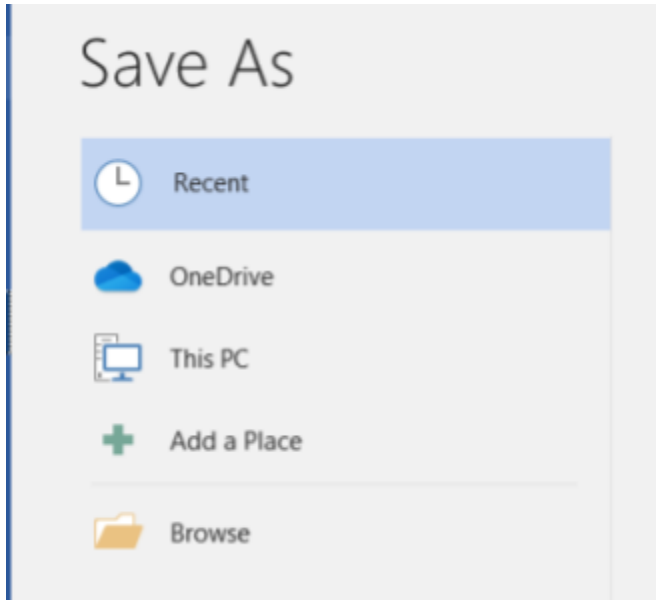


- This will bring you to a pop up window in the document where you will want to click on save as

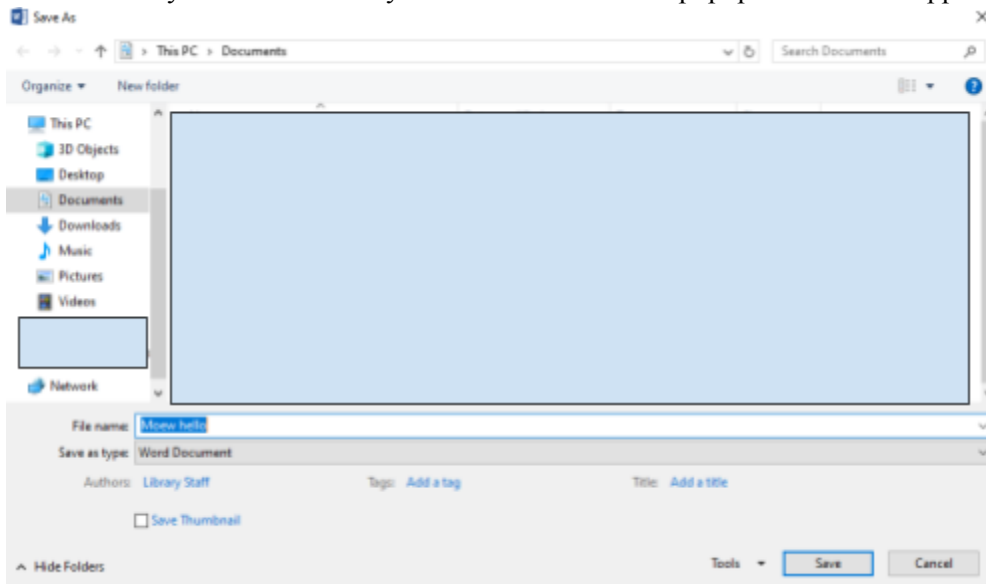


- Once you click on save as another pop up window will appear





- In this window you will want to pick where you are going to save your document
- Recent will be wherever you last saved a file
- Onedrive is if you have a Microsoft account it is there cloud based system where you can save
- This PC is saving onto the computer
- Add a Place allows you to add somewhere you would like to pop up on the on screen menu
- Browse allows you to look at all the areas on your computer (including flashdrives) and allows you to pick where you want to save
- Once you choose where you would like to save a popup window will appear when you click on it



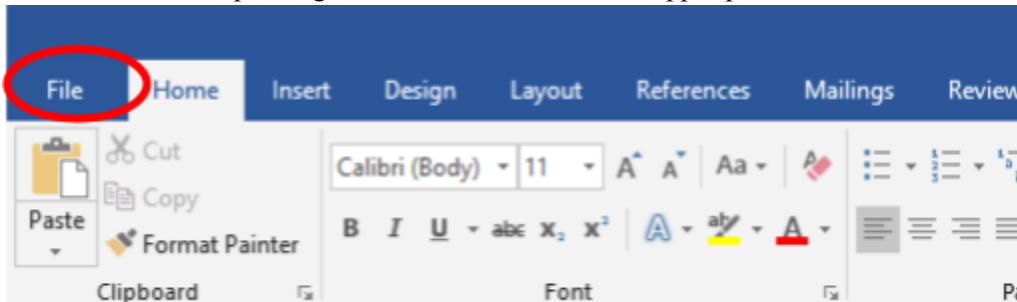
- When you get to this point of saving you will see that Word just picks the first few words of the document to be the file name for saving
- When you save you want to make sure you are calling it something that you will remember, so you want to try and stay away from generic names like Document 1
- A good name would be something that is descriptive of what the document is for example if you were creating your resume it could be something like “John Smith Resume 2-6-24”

- Also on this screen you can choose where you would like to save it if you choose browse from the other screen
- On the left hand side of the pop up window you will see options of where you can save the document like desktop, documents, or downloads
  - If this is something you are going to be working on a lot desktop is a good place to save it while you are actively working on it because it makes it easily accessible
  - If you are using a library computer you will want to save it to the desktop and then email it to yourself or save it to a flash drive
    - Note that once a library computer session ends everything that was being worked on will be erased from the computer

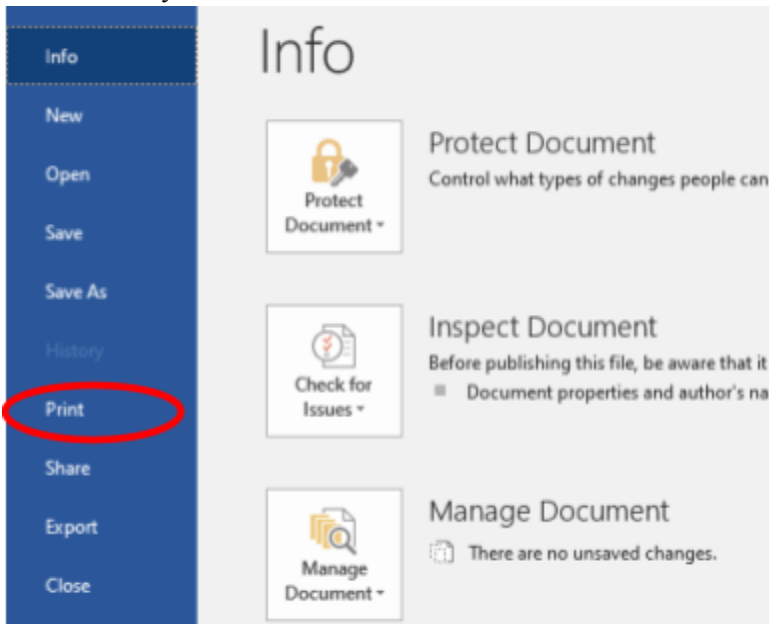
#### Step 16:

#### Printing a Document

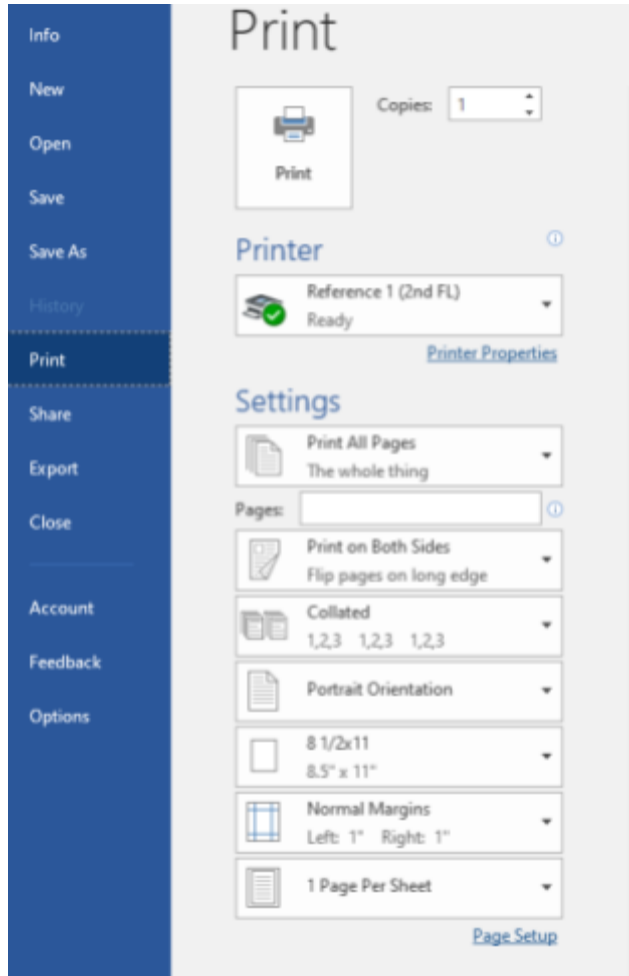
- The first step is to go to File in the menu in the upper part of the screen



- Then you will want to click on Print



- After you click on Print you will be brought to another menu



- Here you can decide how you would like your print job to come out
- The first thing under settings allows you to decide what pages of the document you want to print, for example you can print pages 1-4, or you could print 2,4,7
- Then you can decide if you want your print job to be single or double sided (if you are doing double sided you want to choose long side for portrait facing documents and short side for landscape facing documents)
- You can decide if you want the pages collated (if you are printing multiple copies it would for example print pages 1-6 then pages 1-6 again), if you choose uncollated it will print all the copies of page 1 first and then all the copies of page 2, etc. so you will have to build your packet on your own