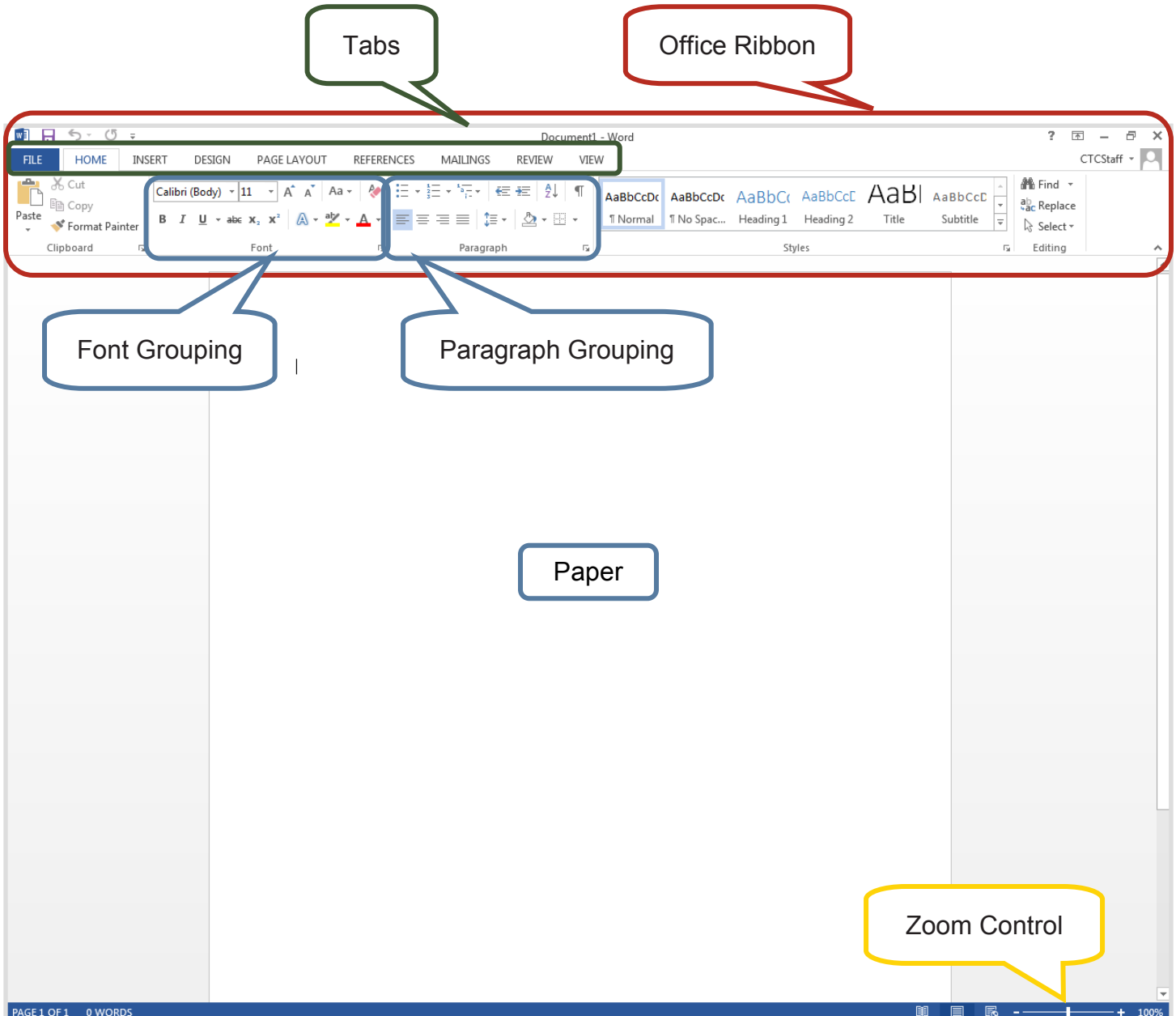


Microsoft Word: Basics



DENVER
PUBLIC
LIBRARY

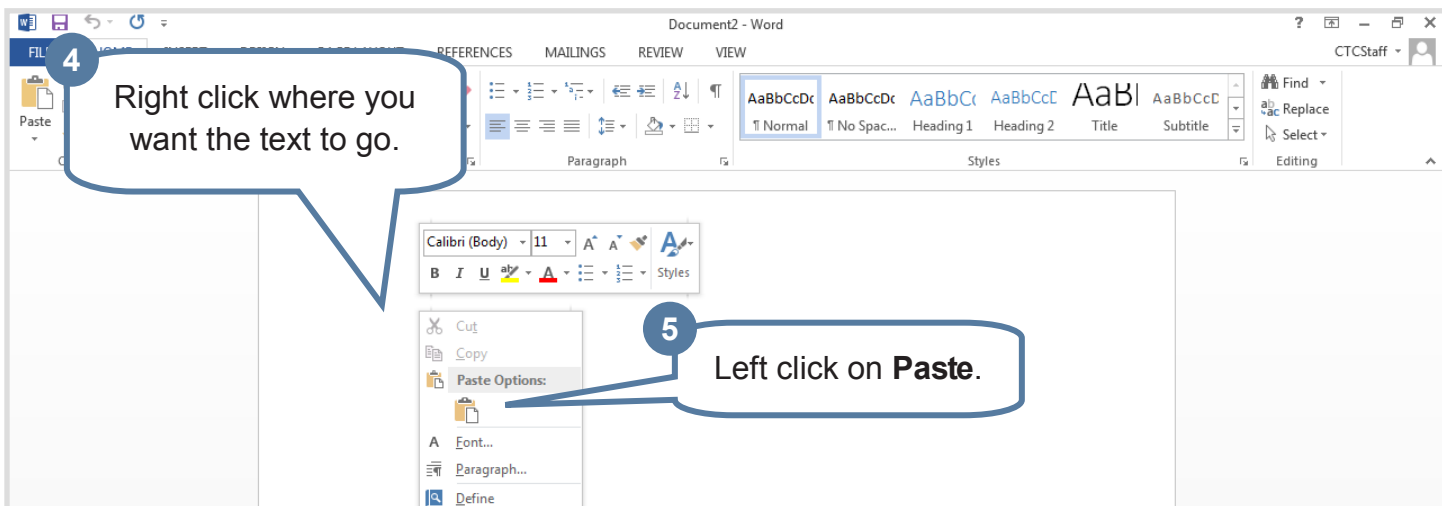
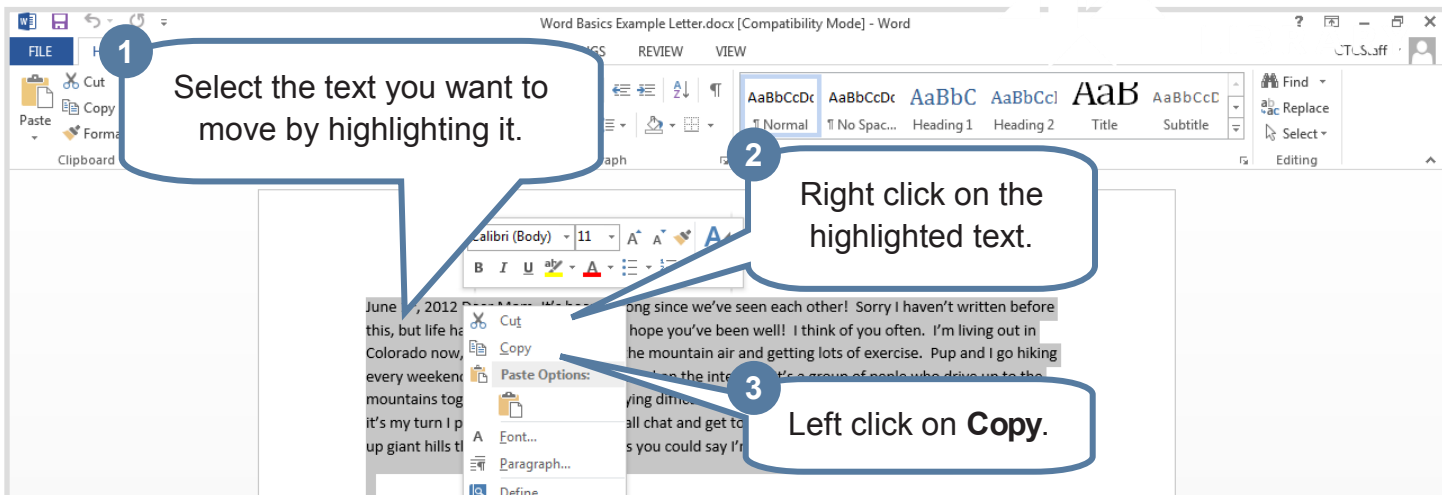


Font: the handwriting of the computer, it is the shape, size, and color of the letters on the page

Paragraph: A block of text; the paragraph grouping gives you control over the alignment of text

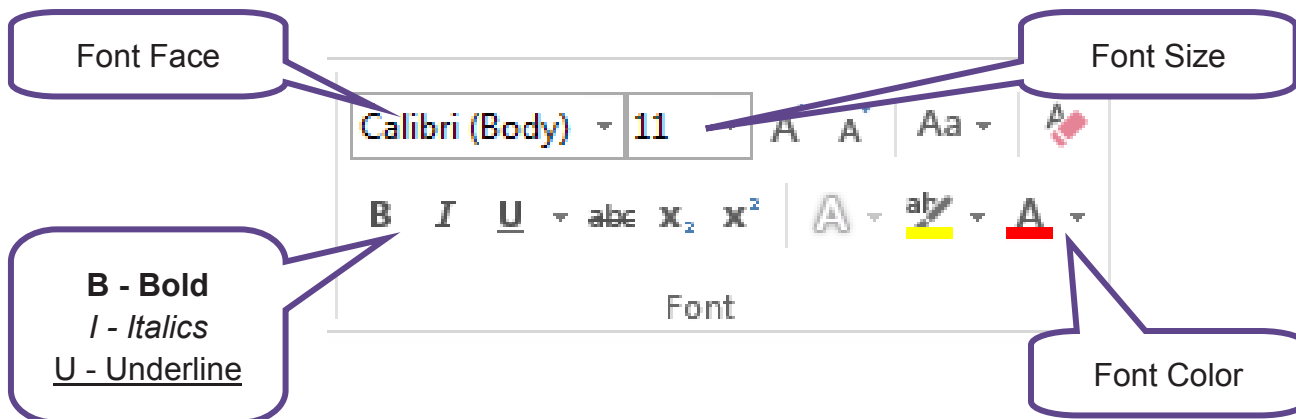
Copy and Paste

Move text around between documents or even between software!



Font

Font is the way the text looks. The letters stay the same, but the shape, size or color may change. To change the font, always start by highlighting the text.



Bullets

Make organized lists.

1 Click the **Bullets** button on the Home tab.

2 Type in your first line of text, then press **Enter**.

3 The next bullet comes up automatically, type the next line.

NOTICE: You can use the Increase Indent and Decrease Indent button to create sub-bullet lists.

Bullet Indent Keyboard Shortcuts:
Tab: Increase Indent
Enter 2 Times: Decrease Indent

- Getting Started
- Internet
 - Part I
 - Part II
- Email
 - Part I
 - Part II
- Saving and Finding Files
- Google Drive
- Microsoft Office
 - Word
 - Basics
 - Tables and Columns

Saving

1 Click on the File tab.

2 Click on **Save As**.

3 Click **Browse**.

4 Choose a Drive.

5 Choose a Folder.

6 Type a Name.

7 Click **Save**.

Printing

1

Click on the **File** tab.

2

Click on **Print**.

Word Basics Example Letter.docx [Compatibility Mode] - Word

CTCStaff

Print

Copies: 1

Printer: CENPRT03 Ready

Settings

- Print All Pages: The whole thing
- Pages: 1
- Print One Sided: Only print on one side of th...
- Collated: 1,2,3 1,2,3 1,2,3
- Portrait Orientation
- Letter: 8.5" x 11"
- Normal Margins: Left: 1" Right: 1"
- 1 Page Per Sheet

Page Setup

NOTICE:
You can see a Print Preview here.

June 1st, 2012 Dear Mom, It's been so long since we've seen each other... this, but life has been crazy, as usual. I hope you've been well... Colorado now, enjoying the sunshine, the mountain air and getting... Pup and I go hiking every weekend with a hiking club we found on the internet... people who drive up to the mountains together, doing trails of varying difficulties... who picks the trail each week- when it's my turn I pick easy ones so we can all chat and know each other without huffing and puffing up giant hills the entire time. So I guess you could say I'm making friends in Colorado.

Finding work has been hard, but I got a temporary position helping out as a file clerk for the City and County of Denver. It's a great gig but unfortunately it ends in December, so on my days off I go to the library to look for a permanent position. They have classes there on how to write a resume, apply for jobs online and about a million other things. And the people are so helpful! Who knew libraries were so great?? Well, I hope you're doing well. I really miss you. Please write soon! Love Your Daughter

WHERE TO GET MORE HELP:

The CTC: come to the desk and ask for help, schedule a 1-on-1 tutoring lesson, attend more classes, or come to Drop In Tech Help to answer your questions.

Google Search:

- Go to www.google.com
- Type in the relevant information:
 - Program Name: Microsoft Word
 - Program Version: 2013
 - Query: e.g. Copy and Paste
- If you want video instruction, try video search

Gcflearnfree.org: continue your education in Word, Excel, PowerPoint or many other software. Find tutorials, videos, and a quiz to see how far you've come!