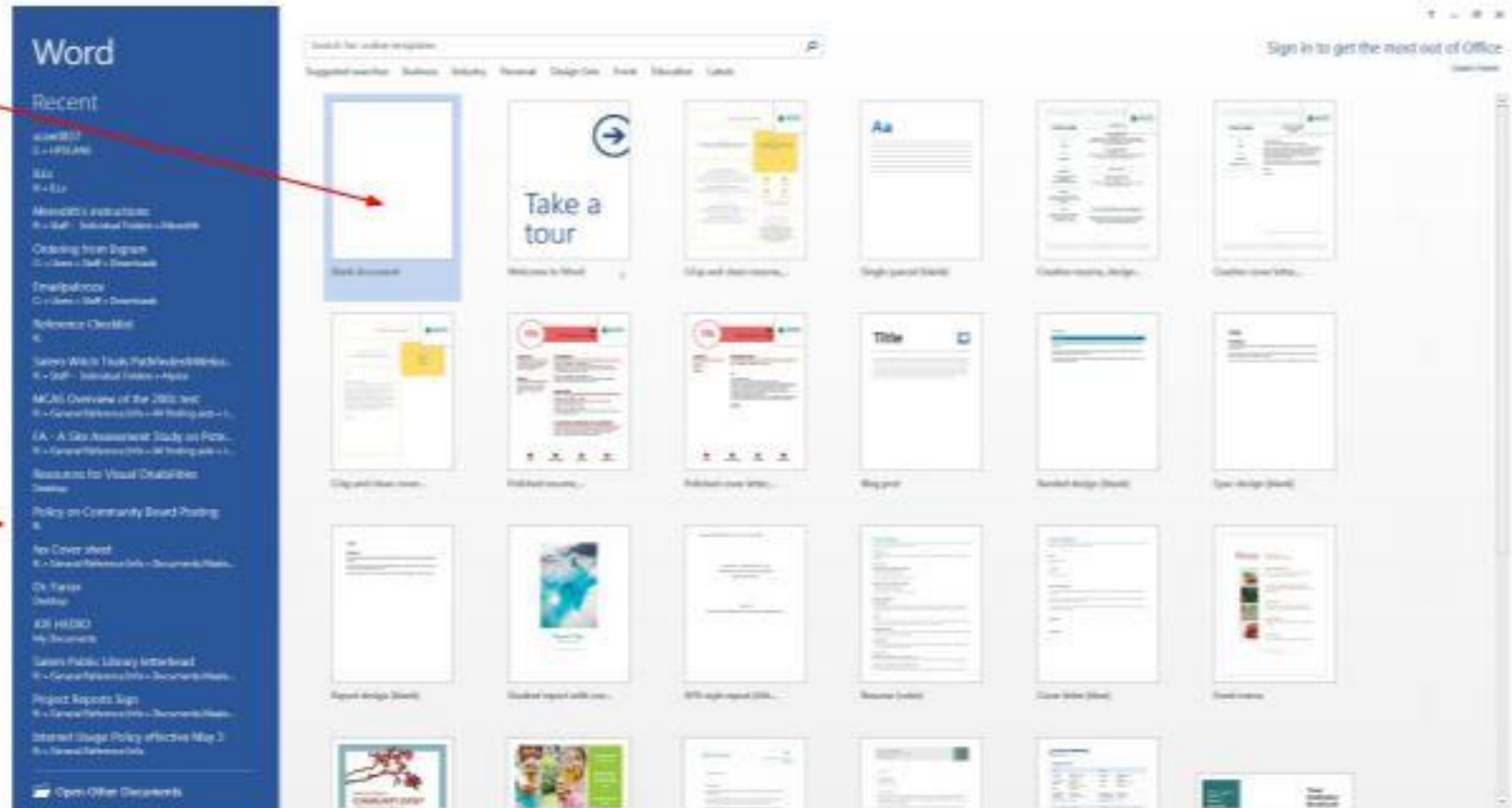


Microsoft Word for Beginner

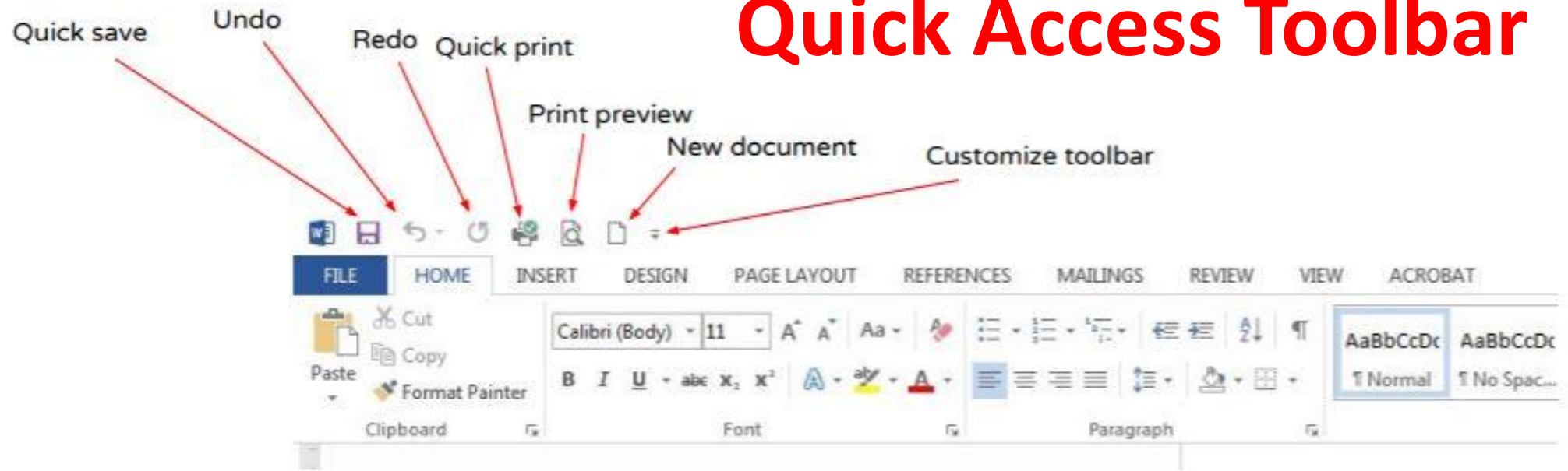
Getting Started

- Open word. You may choose a blank document, or browse a template that's right for you. Blank or unformatted documents are best to use at this stage of instruction.

- The blue column on the left shows your most recent saved files. You may select one of these to resume work on a saved document.



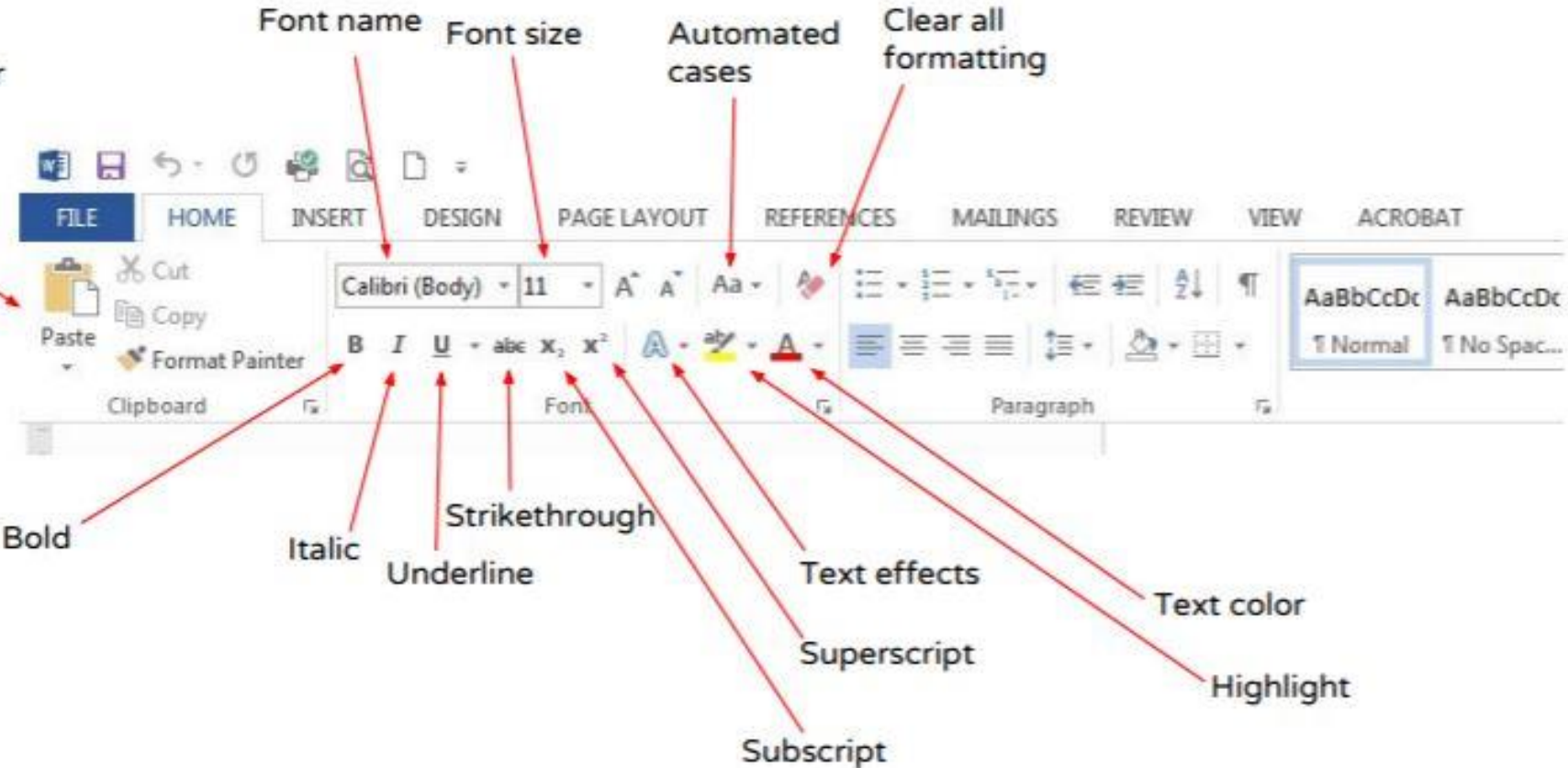
Quick Access Toolbar



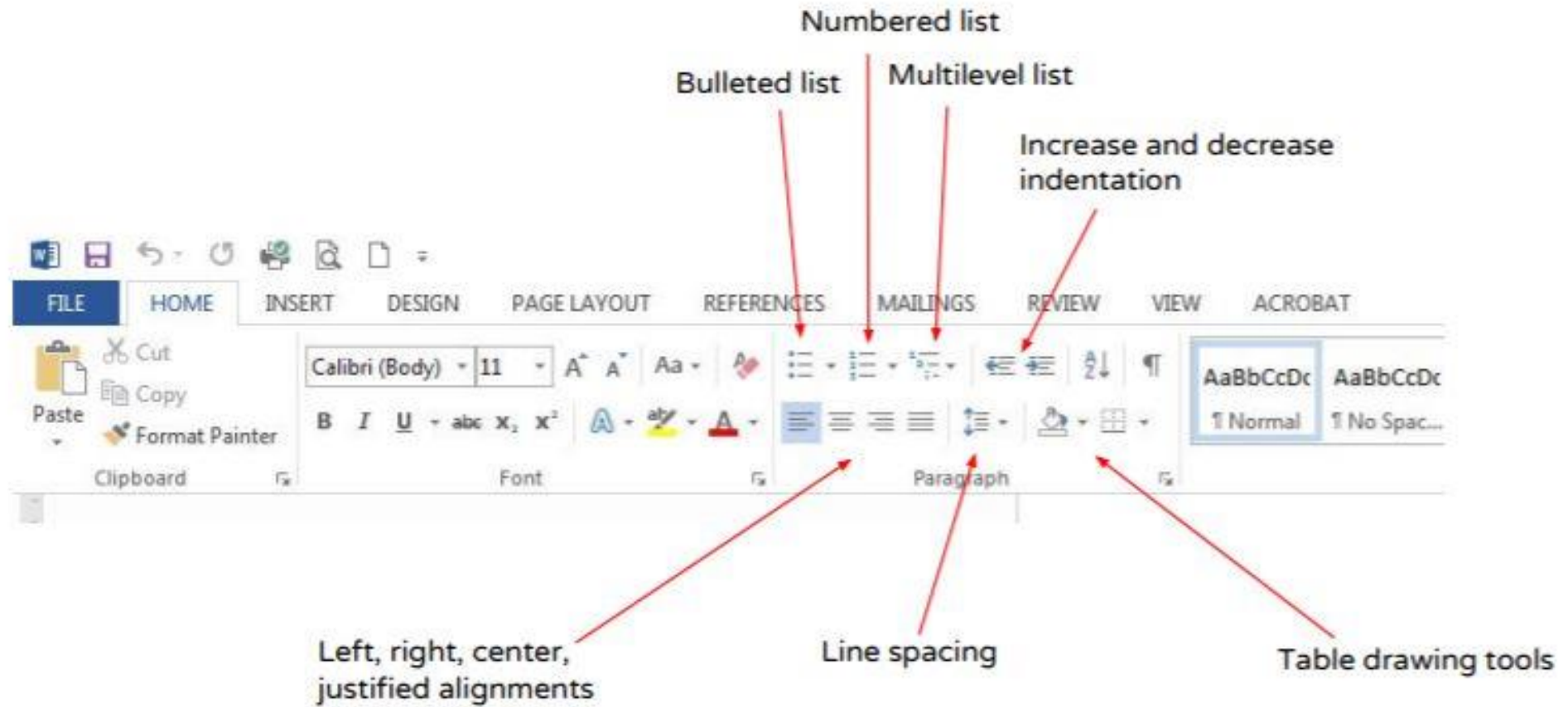
You may add frequently used tools to your quick access bar by right clicking the tool button and selecting “add to Quick Access toolbar”

Font Style & Clipboard

Clipboard: use to copy and paste, or ctrl+c and ctrl+v



Format Paragraph

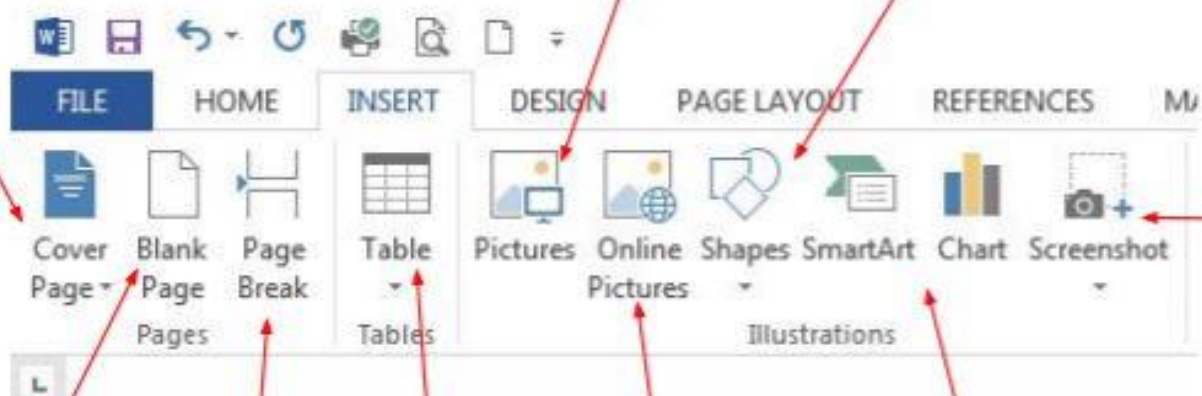


Insert/add media

Add a preset cover page

Insert image files saved to your computer

Add shapes such as arrows



Grab a screenshot (for PCs press the Prtscn key, then paste your clipboard contents. For Macs press Command + shift + 4 to copy, and then paste your clipboard contents)

Add a blank page between pages of text

Create a table of columns and rows

Add infographics

Break your chapter or subheading of text to the next page

Search images when connected to the internet with a Bing image search

Insert/add media

The image shows a screenshot of the Microsoft Word ribbon, specifically the REVIEW tab. The ribbon is divided into several groups: 'Add-ins' (containing 'Store' and 'My Apps - Wikipedia'), 'Media' (containing 'Online Video'), 'Links' (containing 'Hyperlink', 'Bookmark', and 'Cross-reference'), 'Comments' (containing 'Comment'), and 'Header & Footer' (containing 'Header', 'Footer', and 'Page Number'). Red arrows point from text annotations to specific icons in the ribbon. The annotations describe the functions of these icons: 'Insert Wikipedia content' points to the 'Wikipedia' icon; 'Search for or embed online videos' points to the 'Online Video' icon; 'Bookmark select portions of your text for easy reference' points to the 'Bookmark' icon; 'Add headers, footers, and page numbers' points to the 'Header', 'Footer', and 'Page Number' icons; 'Add or manage apps' points to the 'My Apps - Wikipedia' icon; 'Hyperlink portions of your text for reader's reference (e.g. subsections in legal documents)' points to the 'Hyperlink' icon; 'Link your text to outside sources with a URL (for example: www.youtube.com)' points to the 'Hyperlink' icon; and 'Add comments for multireader editing (to delete comments go to the Review/editing tab)' points to the 'Comment' icon.

Document1 - Word

MAILINGS REVIEW VIEW ACROBAT

Store My Apps - Wikipedia Add-ins

Online Video Media

Hyperlink Bookmark Cross-reference Links

Comment Comments

Header Footer Page Number Header & Footer

1 2 3 4

Insert Wikipedia content

Search for or embed online videos

Bookmark select portions of your text for easy reference

Add headers, footers, and page numbers

Add or manage apps

Hyperlink portions of your text for reader's reference (e.g. subsections in legal documents)

Link your text to outside sources with a URL (for example: www.youtube.com)

Add comments for multireader editing (to delete comments go to the Review/editing tab)

Page Layout Options

The image shows the Microsoft Word ribbon with the **PAGE LAYOUT** tab selected. The ribbon is divided into several groups: **Page Setup**, **Paragraph**, and **Arrange**. Red arrows point from text annotations to specific icons and controls in the ribbon.

- Page Setup Group:**
 - Margins:** Annotated with "Margin adjustment in print inches".
 - Orientation:** Annotated with "Portrait or landscape orientation".
 - Size:** Annotated with "Paper dimensions".
 - Columns:** Annotated with "Divide text into columns".
 - Breaks:** Annotated with "Page break".
 - Line Numbers:** Annotated with "Number each line of text, and hyphenate each line item in list".
 - Hyphenation:** Annotated with "Number each line of text, and hyphenate each line item in list".
- Paragraph Group:**
 - Indent:** Shows "Left" and "Right" settings, both at 0". Annotated with "Manually adjust the dimensions of indentations".
 - Spacing:** Shows "Before" (0 pt) and "After" (8 pt) settings. Annotated with "Manually adjust the spacing before and after paragraph breaks".
- Arrange Group:**
 - Position:** Annotated with "Position images within text, select style of 'wrapping' text around images, and select the order in which multiple layers of images will appear. To test this function, upload an image to your document."
 - Wrap Text:** Annotated with "Position images within text, select style of 'wrapping' text around images, and select the order in which multiple layers of images will appear. To test this function, upload an image to your document."
 - Bring Forward / Send Backward:** Annotated with "Your menu listing names of image files that appear in the document for quick toggling".
 - Selection Pane:** Annotated with "Your menu listing names of image files that appear in the document for quick toggling".
 - Align, Group, Rotate:** Annotated with "Align, group, or rotate images".