

The following will briefly introduce you to Microsoft Word:

1. Recall the Windows paradigm
 - a. Select, and then do...
 - b. You must highlight the text you wish to work on
2. Use the menu and tool bars
 - a. Bubble help, point to a button and it will identify itself
 - b. Locating a button that is not currently visible
3. The Word paradigm: Create, Edit, Format
 - a. Create a new document
 - i. Page setup
 - ii. [Enter] begins a new paragraph, may double space
 - iii. [Shift]+[Enter] begins a new line, single space
 - iv. Save a file
 1. Save in
 2. Document name
 3. Document type
 - b. Edit an existing document
 - i. Undo
 - ii. Spell check (right click the red underline)
 1. Automatic
 2. On demand (with grammar check)
 - iii. select text in order to
 1. move the text
 2. cut or copy the text
 3. paste the text
 - iv. Insert tab to insert a table
 1. formula
 - v. Insert tab to insert an image
 - vi. Reference tab, insert footnotes
 - vii. Insert tab, header/footer
 - c. Format
 - i. *Font*
 1. Size
 2. Color
 3. Attributes
 - ii. Styles
 - iii. Paragraphs
 - iv. Alignment
4. Print
 - a. Office button
 - b. Print dialog box

