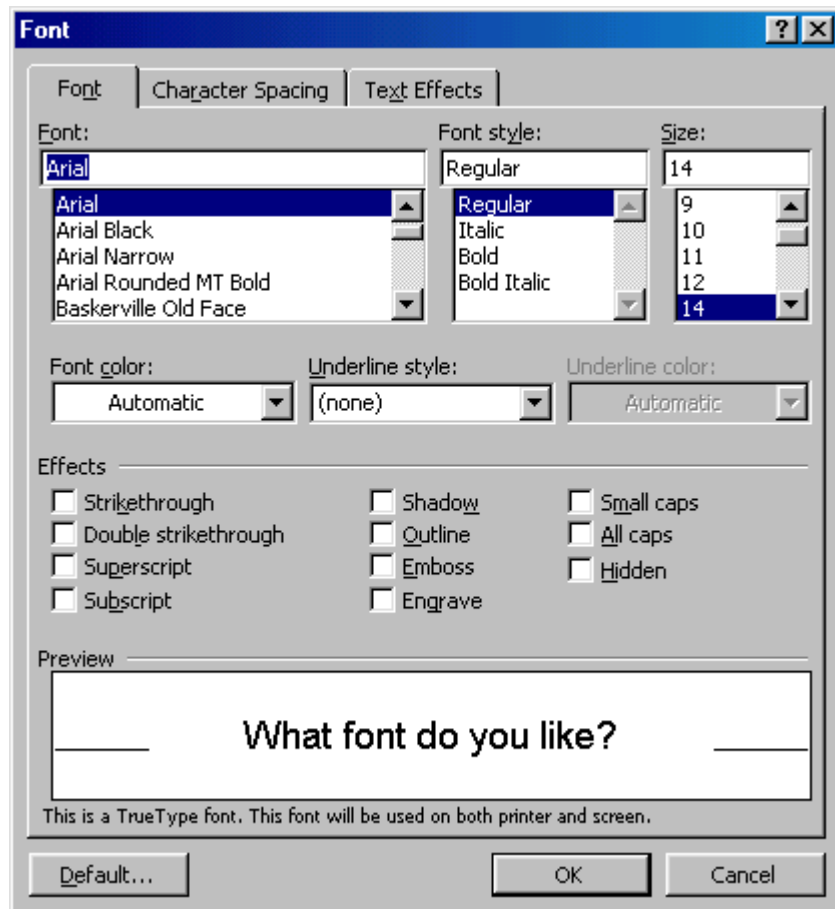


TO CREATE A NEW DOCUMENT: (Shortcut = *Ctrl + N*)

1. Choose *File*.
2. Choose *New*.
3. Choose *Blank Document*

TO SELECT OR CHANGE THE FONT:

1. Choose *Format*.
2. Choose *Font*.
3. The following box will pop up onto the screen:



4. Preview the different fonts by choosing the font name. The preview box will show you what the font looks like. You can also adjust the font style, size, color, etc. from here.
5. Choose *OK* to apply the changes to your document. If you do not wish to change the font after all, choose *Cancel* and the font will return to what it was previously set at.

Font Shortcuts:

While typing:

Ctrl + B = Bold

Ctrl + I = Italic

Ctrl + U = Underline

*Hold down the control button while pushing the following keys.

While using the mouse:

Select a style from the toolbar at the top of the screen. You can select one or all of these effects.



Font Tip:

*The font will change beginning at the point you are at in the document unless you select a specific part of the document by highlighting it with the mouse.

To select the entire document:

- Choose *Edit* ~or~ Type Ctrl + A
- Choose *Select All*

Now all of the text will be highlighted and any changes will be applied to all of the selected text.

DID YOU MAKE A MISTAKE?

Word will let you undo the very last action you did!

1. Choose *Edit*.
2. Choose *Undo . . .*

TO CHANGE WHERE THE TEXT BEGINS:

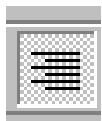
Use the following shortcuts from the top toolbar to change the alignment of your text:



Aligns text to the left
Of the screen



Centers each line of text



Aligns text to the right
Of the screen



Justifies text

TO USE BULLETS:

Bullets allow you to have a symbol before each segment of a list.

1. Choose *Format*.
2. Choose *Bullets and Numbering*.
3. Choose the *Bulleted* tab.
4. Select a bullet style.
5. Choose *OK* to insert the bullet.

SHORTCUT:

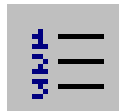


TO USE NUMBERING:

Create a numbered/lettered list.

1. Choose *Format*.
2. Choose *Bullets and Numbering*.
3. Choose the *Numbered* tab.
4. Select the numbering/lettering style.
5. Choose *OK* to begin the numbered list.

SHORTCUT:



BULLETS & NUMBERING TIPS

To add another item to the list:

1. Place the cursor at the end of the previous item in the list.
2. Press the *Enter* key.
3. The bullet/number will appear.

To stop adding bullets:

1. Follow the three steps listed above.
2. Press the *Backspace* key twice to return to the left margin.

TO CHECK SPELLING: (Shortcut = F7 key)

1. Choose *Tools*.
2. Choose *Spelling and Grammar*.
3. Uncheck the box before "Check grammar" to only check spelling.

*The computer doesn't always recognize all errors and sometimes makes suggestions that are incorrect. Be careful-the computer isn't always right!

TO SAVE A DOCUMENT: (Shortcut = Ctrl + S)

*Save often to make sure you don't lose any of your work.

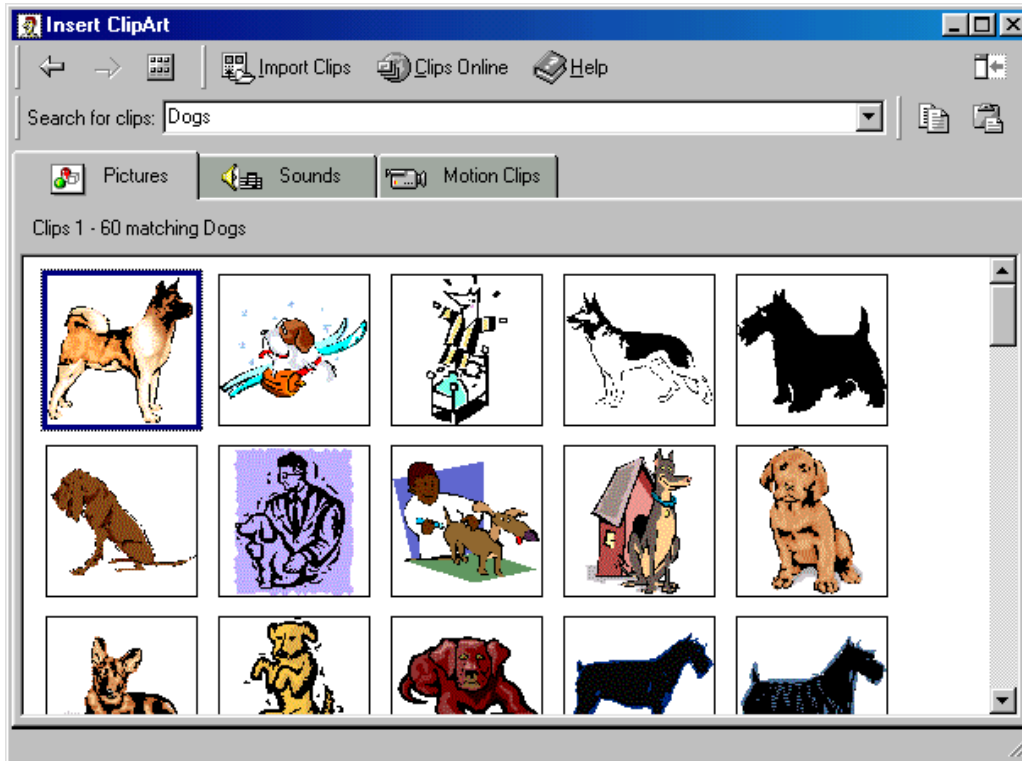
1. Choose *File*.
2. Choose *Save*.
3. Select the location where you want to save your file.
4. Enter a filename that will help to identify the document.
5. Choose *Save*.

TO OPEN A DOCUMENT: (Shortcut = Ctrl + O)

1. Choose *File*.
2. Choose *Open*.
3. Choose the file that you want to open.
4. Choose *Open*.


TO INSERT A PICTURE INTO YOUR DOCUMENT:

1. Choose *Insert*.
2. Choose *Picture*.
3. Choose *Clip Art*.
4. The following box will pop up onto the screen:



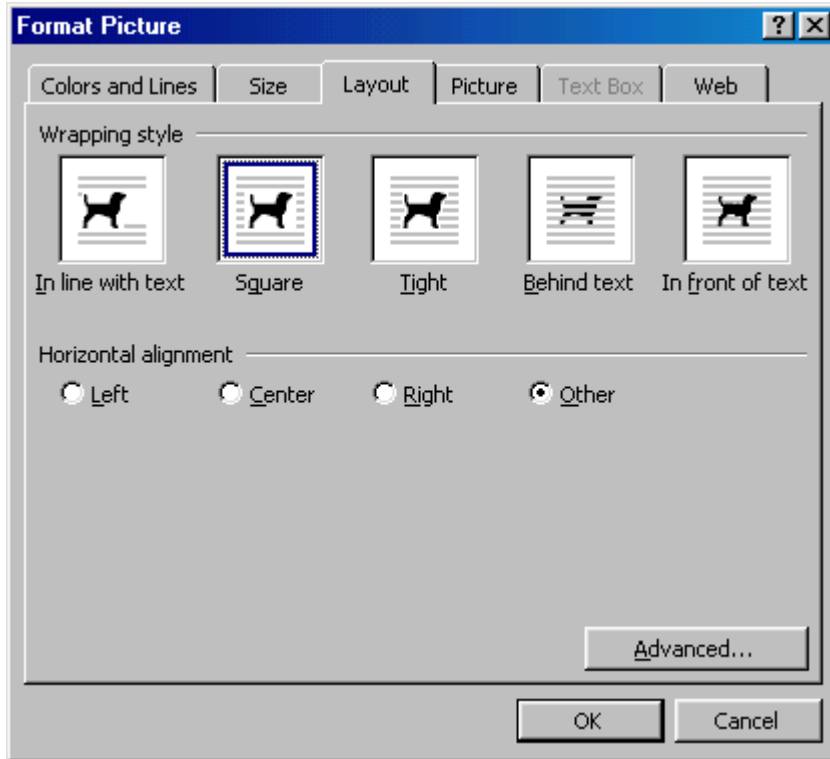
5. In the *Search for clips* box, enter a word that describes the type of picture you would like to add to your document.
6. When you find a picture that you want to insert into you document, select it with the mouse. When you do so, four icons will appear next to the picture. Select the top icon (with the arrow) to insert the picture into your document. The second icon (with the magnifying glass) will allow you to preview the picture and take a closer look at it.

TO CHANGE THE SIZE OF THE PICTURE:

1. Select your picture (point and click on it with the left mouse button)
2. A box with 8 squares(■) will appear around the picture.
3. Move the arrow to a ■.
*Choosing a box in the corner will allow you to change the size of the picture without changing its proportions.
*When you have found a ■ the arrow will change to look like this: 
4. Hold down on the left mouse button while moving the mouse.
*Moving the mouse arrow away from the picture will make it larger.
*Moving the mouse towards the picture will make it smaller.

TO MOVE THE PICTURE:

1. Choose *Format*.
2. Choose *Picture*.
3. The following box will appear on the screen:

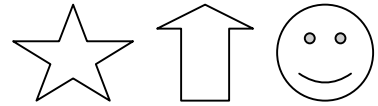


Don't like the mouse?

You can also change the picture size from here.

- Choose *Format*.
- Choose *Picture*
- Choose the *Size* tab.
- Enter the new size or use the up and down arrows.

4. Choose the *Layout* tab.
5. Choose *Square*.
 - *Other styles can be useful for particular purposes, however this one allows for the most flexibility in moving a picture.
6. A four directional arrow will appear when you point at the picture with the mouse.
7. Hold down the left mouse button while you move the mouse.
 - *The picture will stop wherever it is when you stop pushing the mouse button.



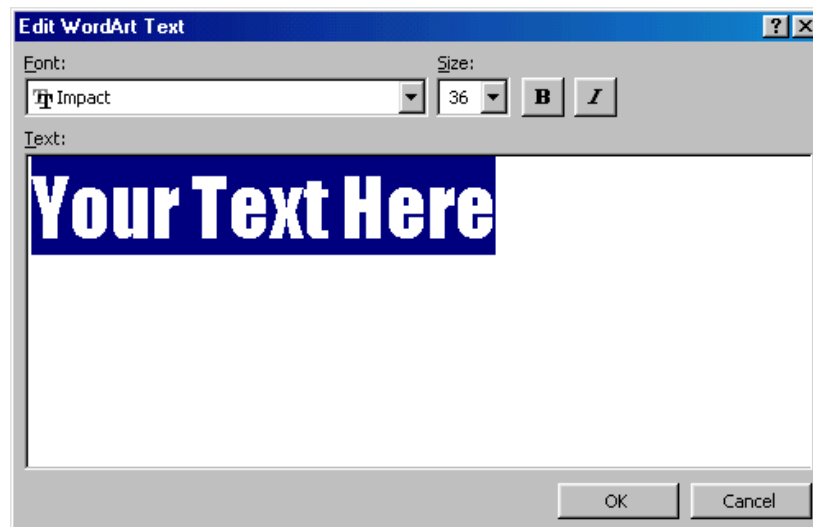
TO INSERT AUTOSHAPES INTO YOUR DOCUMENT:

1. Choose *Insert*.
2. Choose *Picture*.
3. Choose *AutoShapes*.
4. Select a shape to insert.
5. Push and hold down the left mouse button while moving the mouse.
(The shape will appear and will change size based on where the mouse is moved.)



TO INSERT WORD ART INTO YOUR DOCUMENT:

1. Choose *Insert*.
2. Choose *Picture*.
3. Choose *WordArt*.
4. The *WordArt Gallery* box will appear.
5. Select a WordArt style.
6. Choose *Ok*.
7. The *Edit WordArt Text* box will appear:



8. Type the text you want to appear in WordArt.
9. Change the font or size, if you wish.
10. Choose *OK* to create the WordArt.

*Move WordArt by following the steps under “TO MOVE A PICTURE” (p.5).

TO INSERT A TEXT BOX INTO YOUR DOCUMENT:

A text box allows you to position small amounts of text anywhere on the page.

1. Choose *Insert*.
2. Choose *Text Box*.
3. Push and hold down the left mouse button while moving the mouse.
(The size of the text box will be determined by where you move the mouse.)

*The size and shape of the text box can be changed using the same steps as changing the size of a picture.

TEXT BOX TIPS:

To add text:

1. Select the text box.
2. When the cursor appears, enter your text.

To change the size/shape of the text box:

1. Follow the steps "TO CHANGE THE SIZE OF THE PICTURE" (p. 4).

TO CHANGE THE APPEARANCE OF THE TEXT BOX:

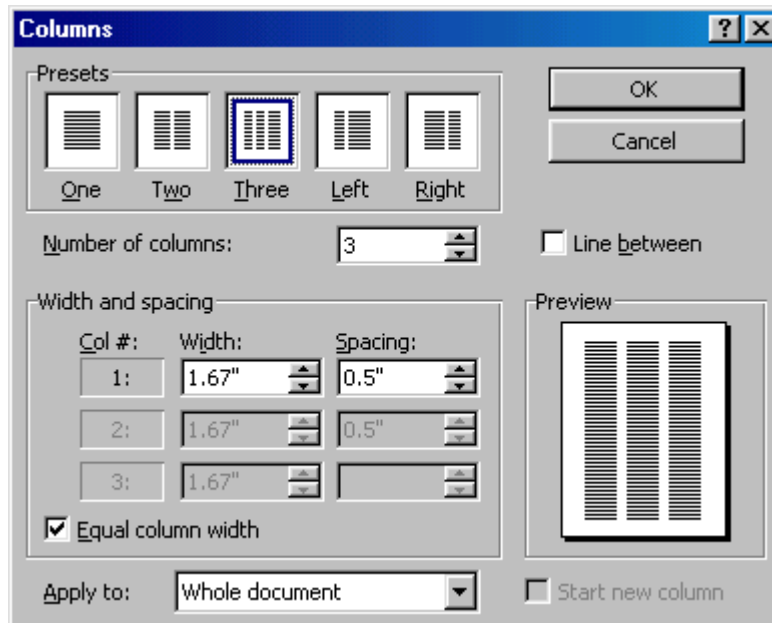
1. Select the text box.
2. Choose *Format*.
3. Choose *Text Box*.
4. Choose the *Colors and Lines* tab.

FROM HERE YOU CAN:

- Change the color of the text box (*Fill Color*)
- Change the color of the line around the text box (*Line*)
- Change the line pattern (*Dashed*)
- Change the size of the line around the text box (*Weight or Style*)

•
TO CREATE COLUMNS:

2. Choose *Format*.
3. Choose *Columns*.
4. The columns box will appear on the screen:

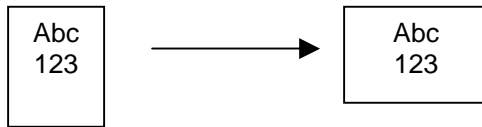


5. Select the number of columns for your document.
6. Choose *OK* to apply the changes to your document.

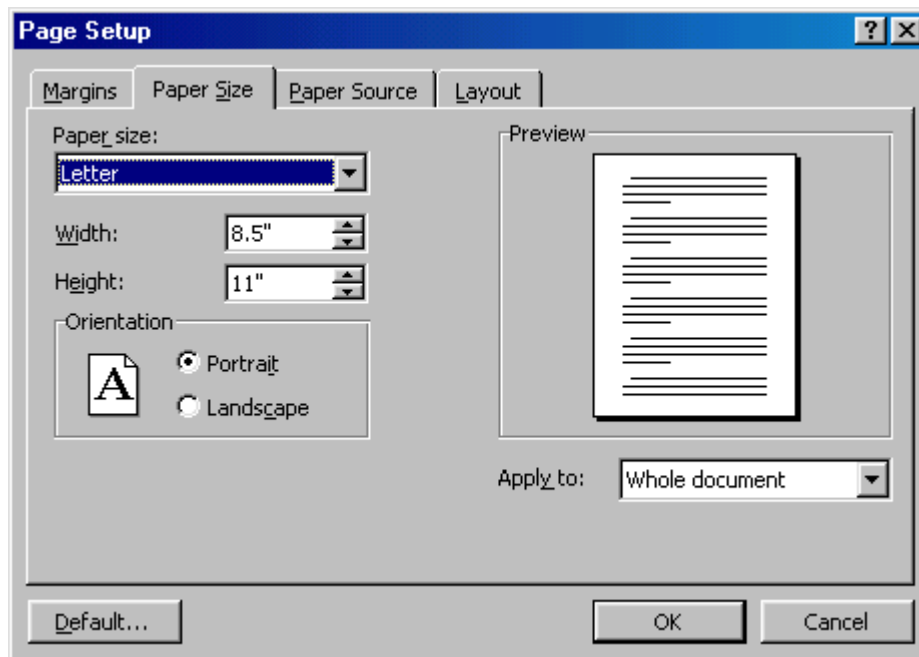
FROM HERE YOU CAN ALSO:

- Change the width of each column
- Change the blank space between columns
- Add a line between the column

TO CHANGE THE ORIENTATION OF YOUR DOCUMENT: (from tall to wide)



1. Choose *File*.
2. Choose *Page Setup*.
3. This box will pop up onto the screen:



4. Choose the *Paper Size* tab.
5. Choose *Landscape* to make your document wide.
Choose *Portrait* to make your document tall.
6. Choose *Ok* to apply the new settings.

FROM HERE YOU CAN ALSO:

- Change the paper size
- Change the margins (Choose the *Margins* tab)

ADD A HEADER/FOOTER:

A header will allow you to enter text that will appear at the top of every page.

A footer will allow you to enter text that will appear at the bottom of each page.

Graphics and text boxes can also be used in headers and footers.

1. Choose *View*.
2. Select *Header and Footer*.
3. Type any text you want to enter.

FROM HERE YOU CAN ALSO:

- Insert the date into the header/footer
- Insert the time into the header/footer
- Insert the page number or number of pages in the document
- Insert AutoText about the document including:
 - Filename
 - Date created
 - Date printed
 - Author

This is just the beginning!

There are many other things that you can do with Microsoft Word!

- Create a table
- Make a chart
- Insert a picture from a file saved on the hard drive, the web, a floppy disk CD or scanner.
- Develop an outline.
- Print an address onto an envelope.