

# Microsoft Word

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## File Tab or

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**Save** – Used to save the existing document that you have edited; this will replace the original document you opened up to edit.

**Save As** – Saves a new document or an existing document that you have changed and want to keep the original. Be sure to change the file name.

**Open** – Opens an existing document

**Close** – Closes an existing document that you have open. If you have changed this document you will be prompted to save it, unless you have already done so

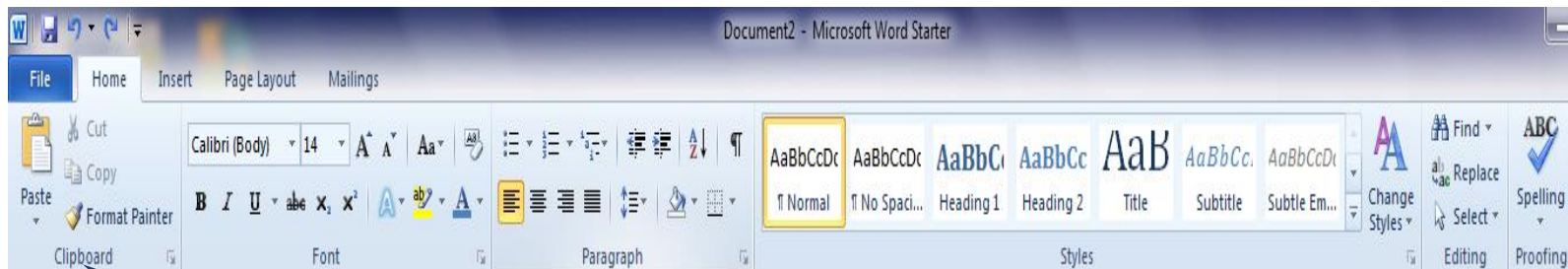
**New** – Creates a new document allowing you to use one of the pre-loaded templates for various word projects. You may also select the blank document at the far right.

**Print** – Allows you to print your document

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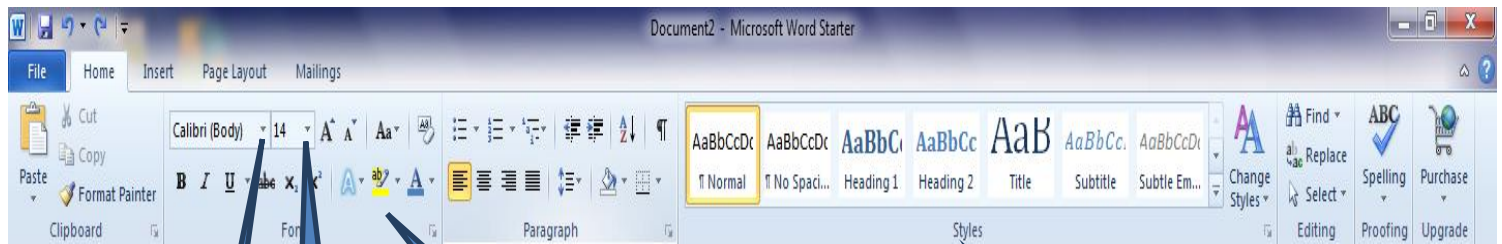
## Home Tab –

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This section of your home tab is used to cut and paste text. You must first highlight the text using your left mouse click and hold, drag the cursor over the text you want to work with. Then click on cut or copy; position the cursor where you want to insert the text and click on the paste.

# Home Tab - Continued

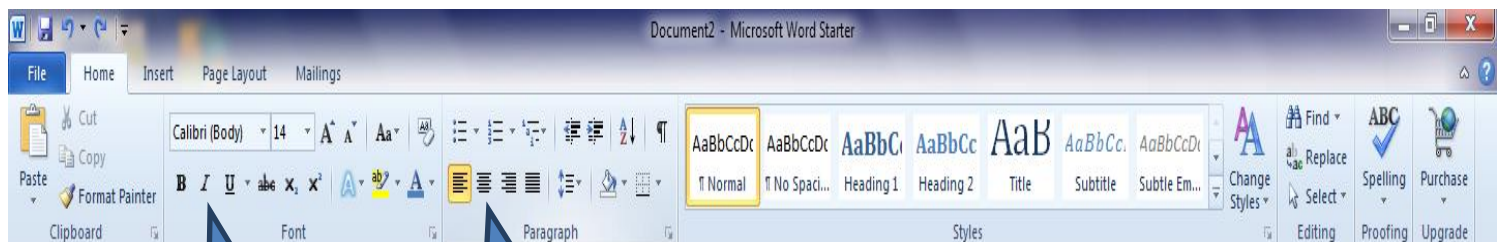


By clicking on this drop down arrow you can choose the style of text.

By clicking on this drop down arrow you can choose the size of text.

These three icons allow you to choose a font style, highlight or choose a font color

Inserts a header in the style of text shown



These three icons allow you to:

**B** – Bold

*I* – Italics

U – Underline

These are your alignment icons. By clicking on these you can left align, center align and right align

This is your Spell Check; this will correct your spelling and find sentence fragments and offer corrections

# Insert Tab

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This section of the Insert Tab allows you to insert a cover page, a blank page or a page break

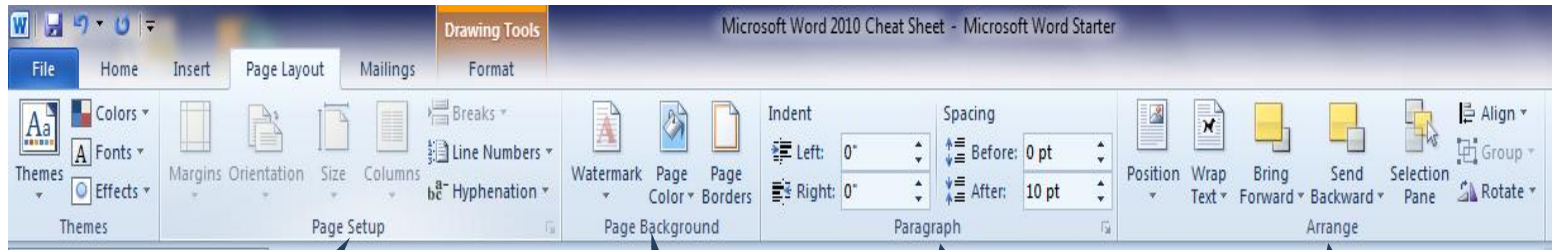
This section allows you to insert pictures from your picture library on your computer, insert clip art from Microsoft Word, or shapes like the ones you see in this hand out

This section allows you to insert headers/ footers or page numbers

This section is for text boxes and word art.

This section is for special symbols

# Page Layout Tab



This section is to set margins, to change page orientation from Portrait to Landscape or to set up columns

This section allows you to add color to your page or borders

This section is for setting up indentions and changing your line spacing. For single spacing you should set the After box to 0 in the Spacing category

This section allows you to position pictures and layer text over pictures using the bring forward or send backward selections

**Remember if you get stuck or need more assistance pressing the F1 key on the keyboard will bring up the HELP window.**