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Eng. 2700

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10/3/17

How to Navigate Microsoft Word

Introduction

Microsoft Word is one of the most popular software applications in the 21st century. The software application is a word processor that writes, edit, and print documents. Microsoft word can help you produce many type of documents. From essays in school to resumes s in the workplace. This instructional document will help you use the Microsoft Word tabs and get comfortable with the application and help you create the best document possible for any task you must complete. Microsoft word can be installed on many devices such as a tablet, computer, and an iPad.

Starting up Microsoft Word

1. Locate the Microsoft Word icon and double click on the logo

The opening page with multiple online templates should appear

2. Click on blank document and let it pop up

You should see a blank page with a flashing black line you can now type

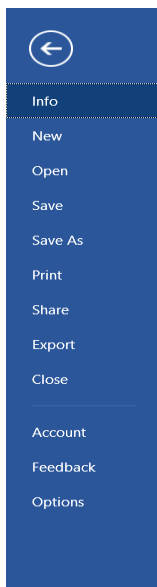
File Tab

Starting a New Document

1. Write your name and date
2. Write a paragraph about anything you can think of (try to make it 50 to 150 words)

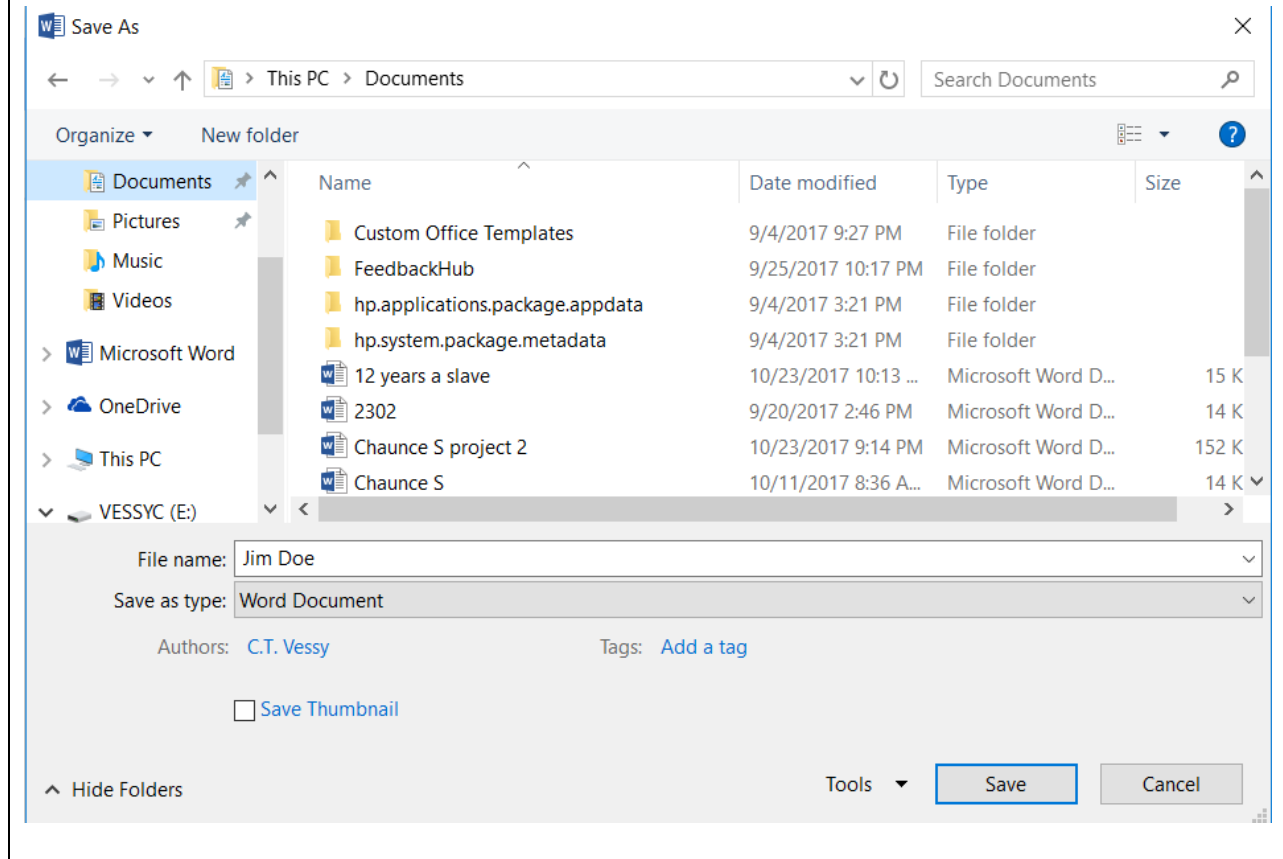
Saving documents

1. Move your mouse up and select the file tab
2. Go down to the save as option and click on it



3. Select browse

Note: A small screen with multiple icons will pop up



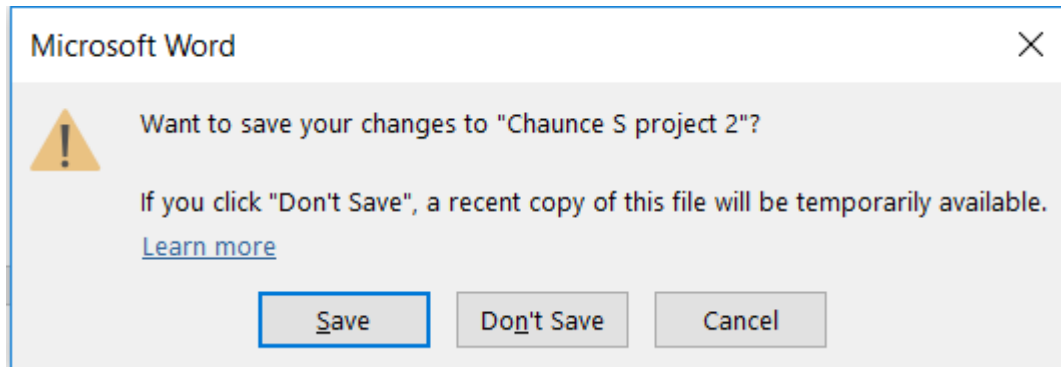
4. Select the documents icon to the left.
5. Name your document in the file name row.

The document folder is the place you will find your document after you save it and exit out of Microsoft word.

6. Save the document as a word document

Exiting out of Microsoft word

1. Go to the X icon located in the top right corner
2. Click on the icon and press save



Home Tab

Using the clipboard

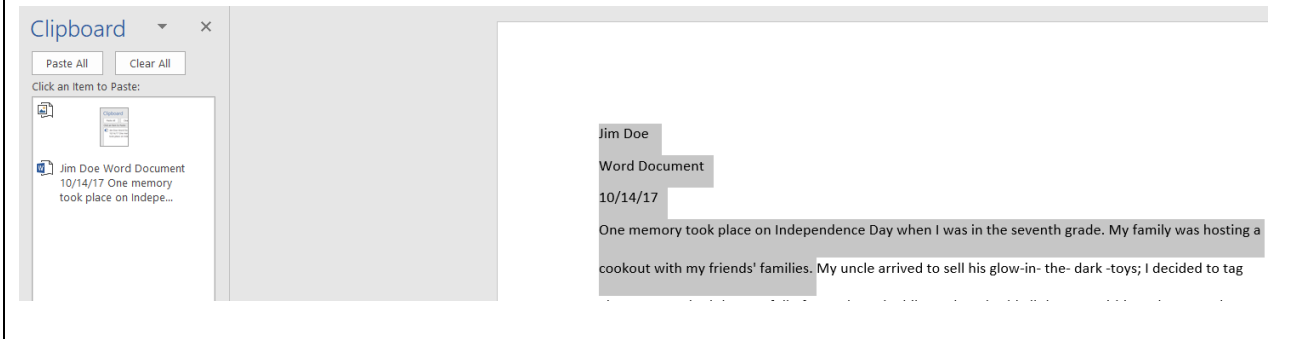
The clipboard allows you to store text and pictures after you copied it and you could paste it into your document any time you want.

1. Press down on the mousepad and drag the line towards the words.

Note: A gray area should pop up around the text

2. Hold down the ctrl key then press the letter C to copy sentences.
3. Locate the gray symbol in the corner of the clipboard box and click it.

Your screen should now look like this.



Click on the arrow near the copied text in the clipboard to paste it into the document.

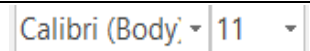
Using the Font Settings

The font settings allow you to choose various fonts. You can change the theme and size of words

Changing the font theme and size

1. Press down on the mousepad and drag the line towards the words.
2. Move the point towards the two white boxes in the font box.

These are the two boxes. First box is font theme; second box is font size.



3. Click the arrow in the first box to change the font style and click the arrow in the second box to change the size of the font.

Under the two boxes you could see three letters (**B**, *I*, and a U) these are the Bolding, Italics, and Underlining options. You can add a graphic and creative element or establish importance with the bold text, use italics on titles of literature and foreign words, or underline words to make them distinct

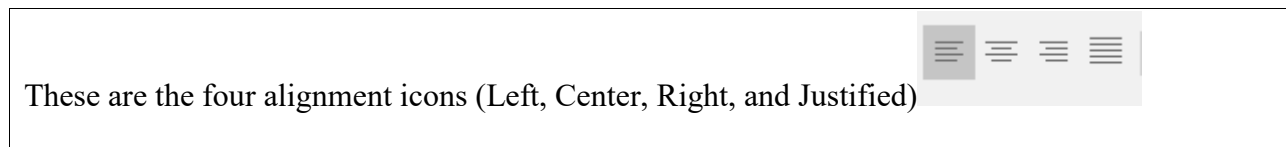
Bolding, Italicizing, and underlining words

1. Follow the first step in Changing the font theme and size.
2. Move towards the Bold, Italics, Underline icons (**B**, *I*, U).

Click the Bold icon letter to make your words bold, Italic icon put them in italics, and Underline to give them an underline.

Choosing alignments

1. Press down on the mousepad and drag the line towards the words.
2. Go to the paragraph box
3. Go to the icons in the image below



Choose the way you want your document aligned on the page margins.


Indenting and Spacing

This feature allows you to indent your paragraphs just like you do when you are writing a paper and space the paragraphs out.

1. Press the tab button on your keyboard to indent.

Control the line spacing

1. Follow the first step in Choosing alignments.
2. Go to the paragraph box and click on the icon with 2 arrows together.

This is the icon 

3. Choose a number between 1.0- 3.0 (This controls the space between the lines).

Special Features

Review Tab

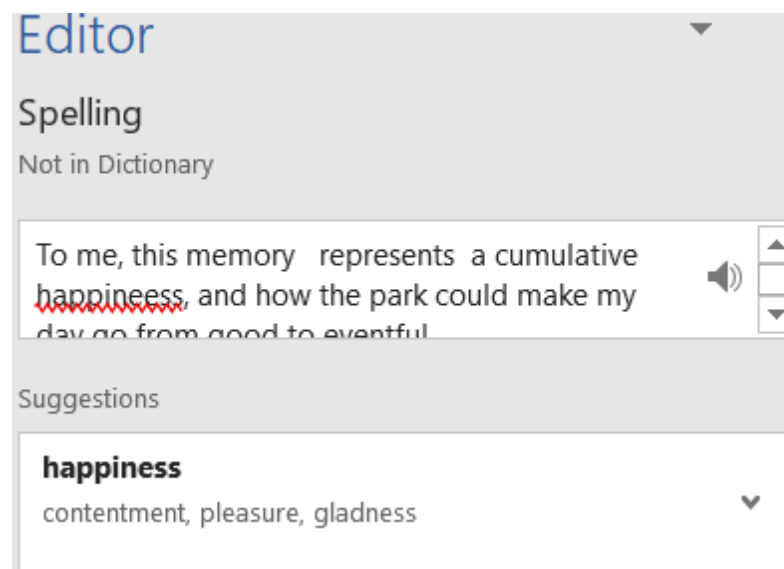
The review tab has two great features. The spelling and grammar and Thesaurus.

Spelling and Grammar

If you spell a word wrong, used the wrong word, or have too much space between words the Spelling and Grammar feature pick up on it and alert you by putting a red line under the error. You can correct the error you made through the spelling and grammar feature.

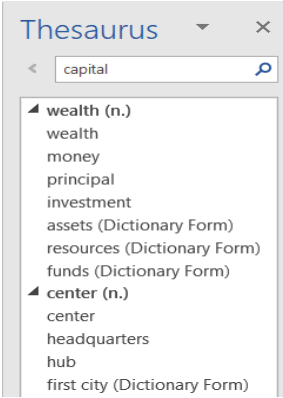
1. Go to the review tab and click on it.
2. Click on the Spelling and Grammar icon in the left corner.

Note: This is an example of the message showing the error you made



3. Click on the suggestion below to correct the error.

The Thesaurus show you synonyms for words if you feel like you used a certain word to much.



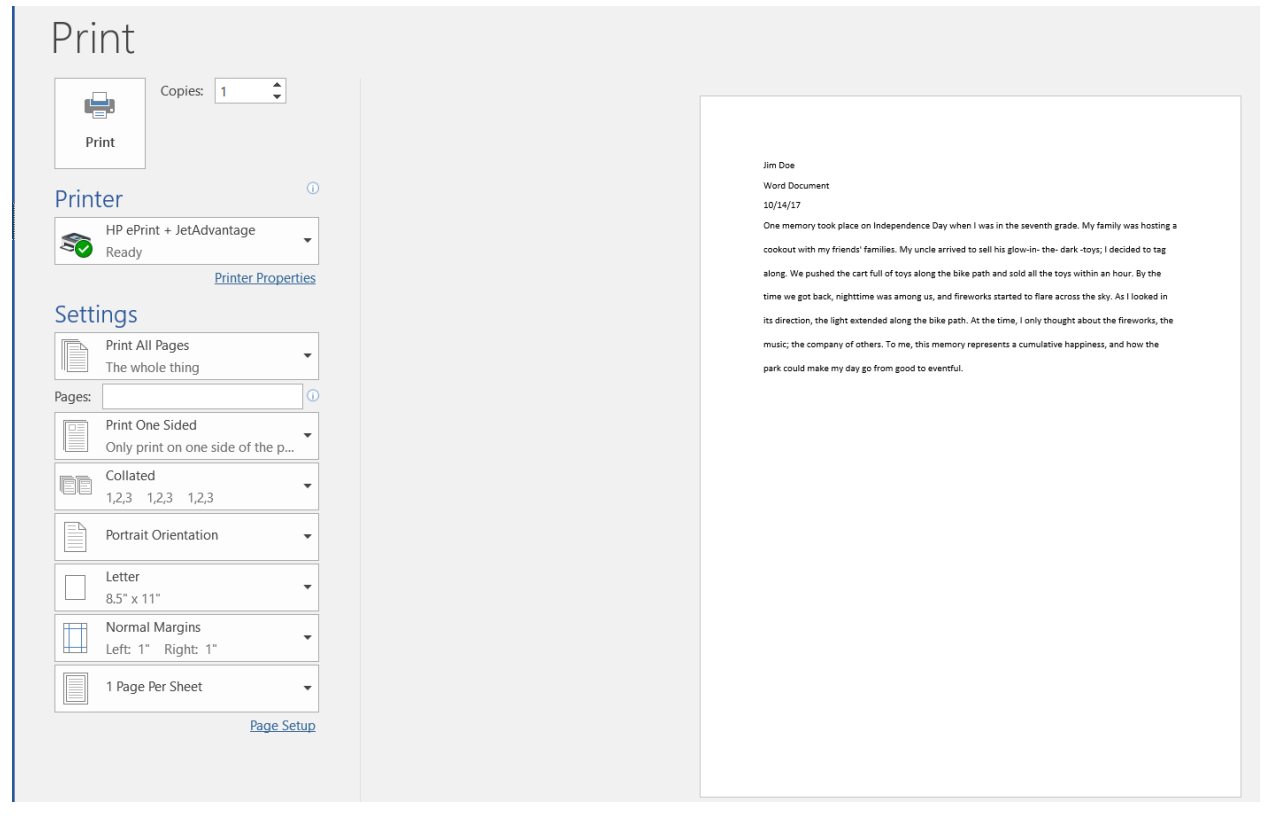
The screenshot shows a window titled "Thesaurus" with a search bar containing the word "capital". Below the search bar, there are two main categories of synonyms, each with a small triangle icon to its left. The first category is "wealth (n.)" and includes the following words: "wealth", "money", "principal", "investment", "assets (Dictionary Form)", "resources (Dictionary Form)", and "funds (Dictionary Form)". The second category is "center (n.)" and includes the following words: "center", "headquarters", "hub", and "first city (Dictionary Form)".

For example:

Printing documents

1. Go to the file tab and click it.
2. Go down to the print option and click it.

You should see this page after clicking on the print option.



The options for print settings go from selective page printing to the size of paper you want it to be printed out on.

Adding Headers and Page numbers

These to features allow you to add headers and page numbers to your document. They help organize your document.

Adding a header

1. Go to the top of your page and double click.
2. Go over to the header icon and click it.

Choose any header you want for your document.

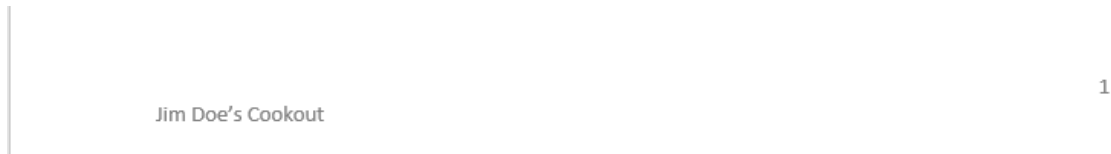
Adding page numbers

1. Follow the first step in Adding a header.

2. Go over to the page number icon and click it.


Choose where you want the page number to be located.

This is what it looks like when you have a header and a page number on top of your page.



Adding Borders around words

You could put borders around your words and pictures to keep them from taking up space in the document.

1. Hold the mouse pad down and drag the line towards the words.
2. Go to the paragraph box.
3. Click on this symbol arrow 

Choose where you want the border to be around your words.

Note: To remove the border you must select no borders.

Inserting a picture

You can incorporate any picture you want into your document.

1. Go to the insert tab.
2. Click on the picture icon.

Go in your picture files, select any picture you want, and place it in the text.

Glossary

Font- A set of displayable text characters

Headers- Headers are placed at the top the page and help showcase the author name and page number

Ctrl- Abbreviated term that stands for control. On your computer keyboard there is a control key.

Tab- Another subpage that can be open on a computer application Ex: Home Tab. Tab is also a button on your keyboard that indents your paragraphs for you.

Whitespace- The space between sentences and paragraphs in an online document.