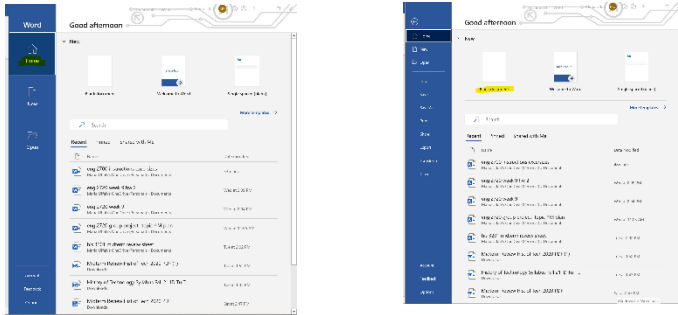


Manual for navigating “File” and “Home” on the Word application

Opening a document on Word

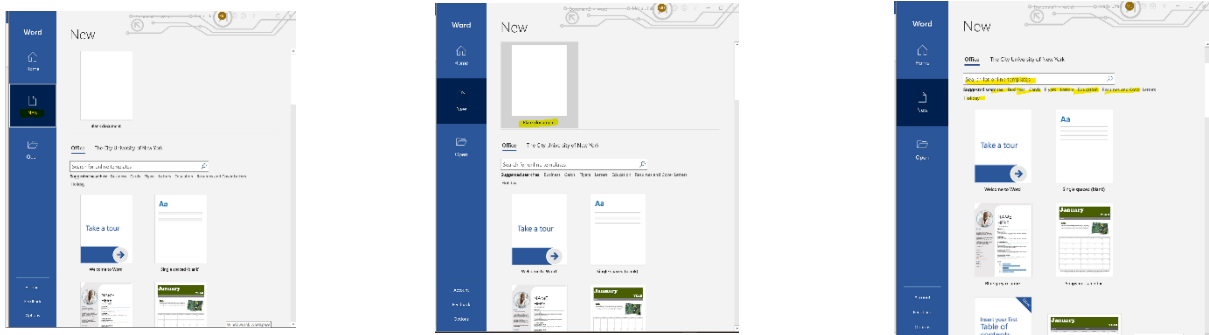
1. Open the Word application.
2. Click on the “Home” option with the house icon located on the blue left-hand side menu.
3. On the top left-hand side of the main page, click on the “Blank Document” option.

A new, blank document will open.



Another way to open a new document on Word

1. Open the Word application.
2. Select “New” from the blue left-hand panel on the side of the main page. It shows a page icon.
3. Click the “Blank Document” located on the top of the main page.
4. Scroll down for more document styles to apply to your document.

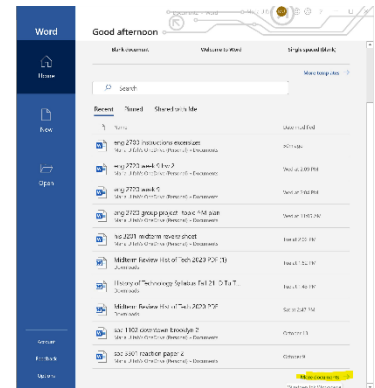
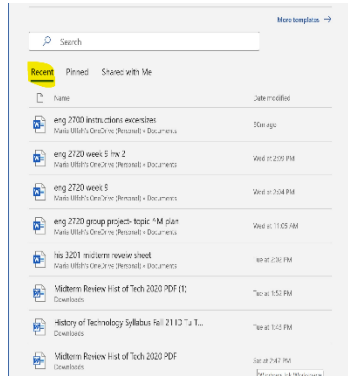
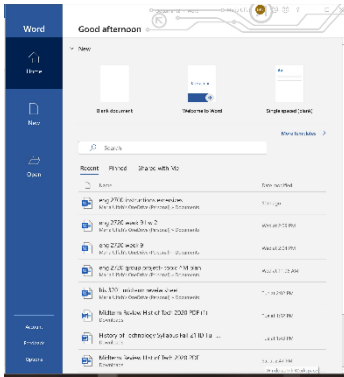


Opening recent documents on Word

The documents are listed in chronological by the date of the last modification.

1. Open the Word application.
2. Click on the “Home” option with the house icon on the blue left-hand side menu.
3. Scroll down the main page to “Recent”.
4. With your cursor, right-click on the document you want to open.
5. Select “Open” from the pop-up menu.

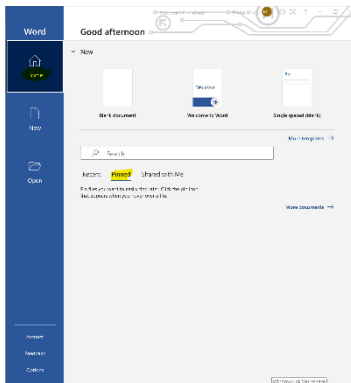
- You can also choose to double-click on the document you want to open.
- To open older documents, scroll to the bottom of the “Recent” list.
- Click on the “More Documents” option.
- Scroll down to the document you want to open.
- Right-click the document and select “Open” from the pop-up menu or double-click it.



Opening a pinned document on Word

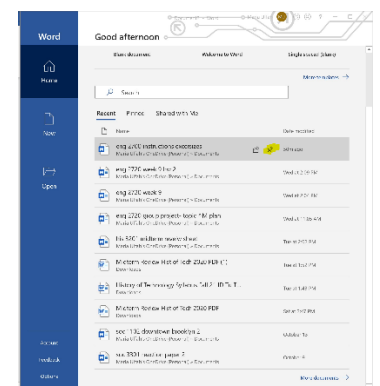
Pinned documents are documents that you always want to have on your home page document list.

- Open the Word application.
- Click on the “Home” option with the house icon from the blue left-hand side menu.
- Click on the “Pinned” option to the right of the “Recent” on the main page.
- to open pinned documents, right-click on the document and select “open” from the pop-up menu or double-click the document.



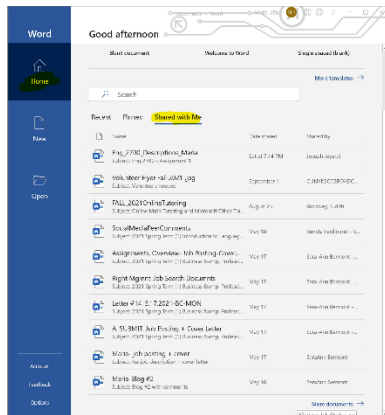
Pinning a document on Word

- Open the Word application.
- Click on the “Home” option from the blue left-hand side menu
- Scroll down to “Recent” documents.
- Hover your cursor over the document you want to pin.
- Click on the pin icon that pops up when you hover over the document.



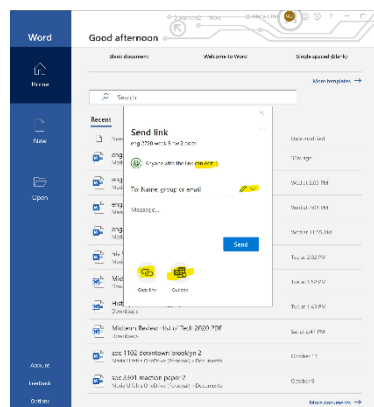
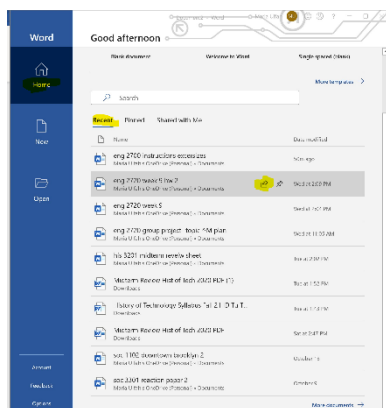
Opening documents shared with you on Word

1. Open the Word application
2. Click on the “Home” option on the blue left-hand side menu
3. Click on the “shared with me” option.
4. with your cursor, right-click on the document you want to open.
5. select the “open” option from the drop-down menu that pops up when you click on the document or double-click the document.



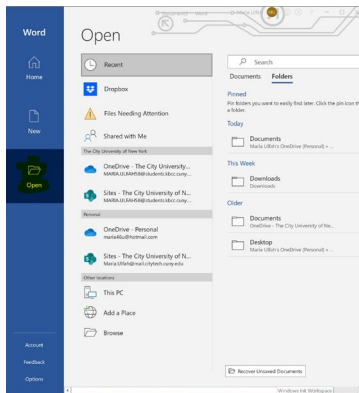
Sharing a document on Word

1. Open the Word application.
2. Click on the “Home” option from the blue left-hand side menu.
3. Scroll down to “Recent” documents.
4. Hover your cursor over the document that you want to share.
5. Click on the “Share” icon with the arrow that pops up when you hover over the document.
6. Type in your recipient’s email.
7. Select whether you want your recipient to “Edit” the document or to “View” the document.
8. Select how you want to share the document with your recipient.
9. Click the “Copy Link” to send as a link.
10. Click the “Outlook” option to send as an email attachment link.



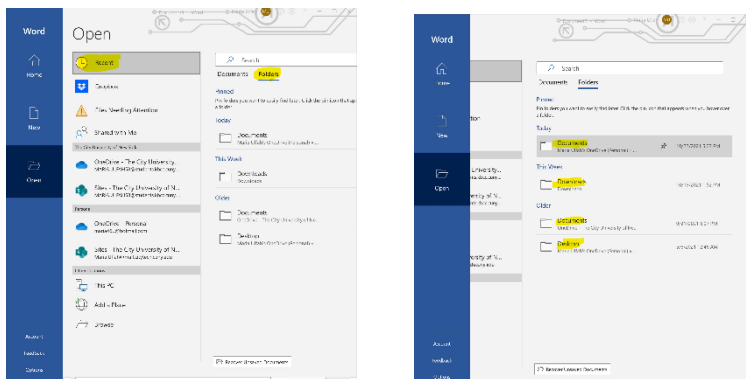
Opening files and folders on Word

1. Open the Word application
2. Click on the “Open” option with the folder icon on the blue left-hand side menu.
3. Select the document or folder you want to open from the right side of the main page located under the titles “Documents” and “Folders”
4. Right-click with your cursor on the document or folder of your choice.
5. Select “Open” from the pop-up menu that opened when you right-clicked.



Opening recent folders on Word

1. Click on “Files” located on the top left-hand corner of the document that is open.
2. Click on the “Open” option from the blue left-hand side menu.
3. Click on “Recent”, located on the top of the main page.
4. To open folders, click on the “Folders” option located to the right of “Documents”.
5. Select the folder you want to open.
6. Right-click over the folder you want to open with your cursor.
7. Select the “Open” option from the dropdown list.



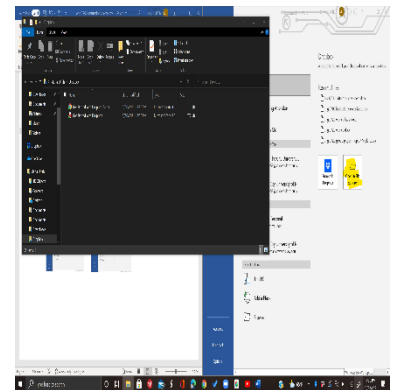
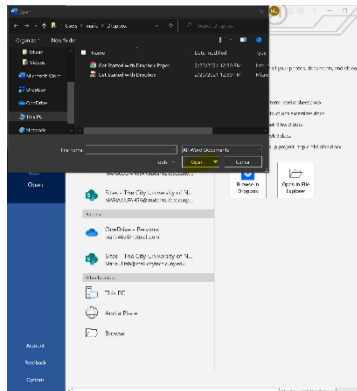
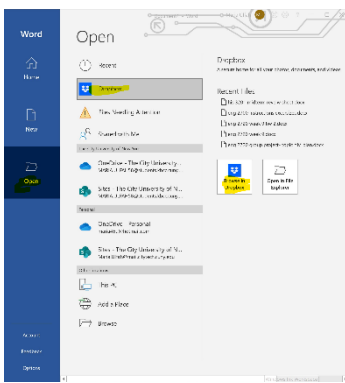
Browsing and opening documents in Dropbox in Word

Dropbox is a location where you can save your documents in. To open a saved document in Dropbox,

1. Click on “Files” on the top left-hand corner of the document you have opened.
2. Click on the “Open” on the left-sidebar menu.
3. Select the second option, “Dropbox” on the main page.
4. Click on “Browse in Dropbox”.
5. Select the file you want to open from the pop-up tab.
6. Select the “Open” option at the bottom of the pop-up tab.

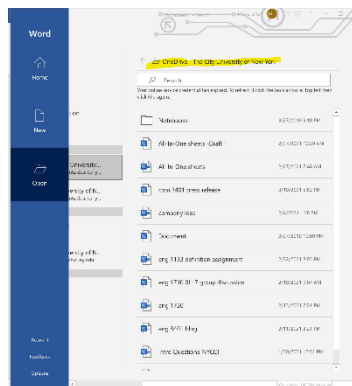
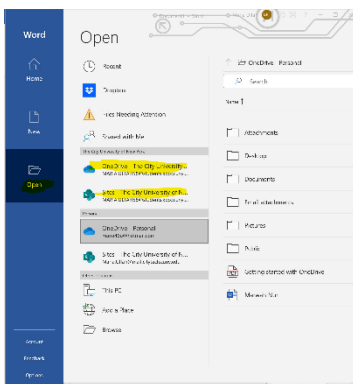
Another way to open files in Dropbox

1. Click on “Files” on the top left-hand corner of the page.
2. Click the “Open in File” option
3. Select the file you want to open in the pop-up tab.
4. Select “Open” at the bottom of the pop-up tab.



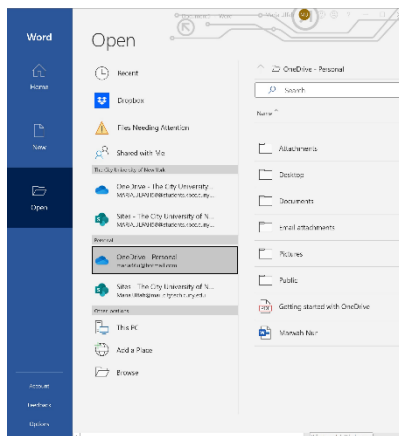
Opening documents from The City University of New York email

1. Click on “Files” located on the top left-hand corner of the document you have opened.
2. Select “Open” on the blue left side menu bar.
3. Select the email from the left side of the main page under the “the City University of New York” list.
4. Select the document or folder you want to open.
5. With your cursor, right-click the document you want to open.
6. Select “open” from the pop-up menu.



Opening a document from your personal email

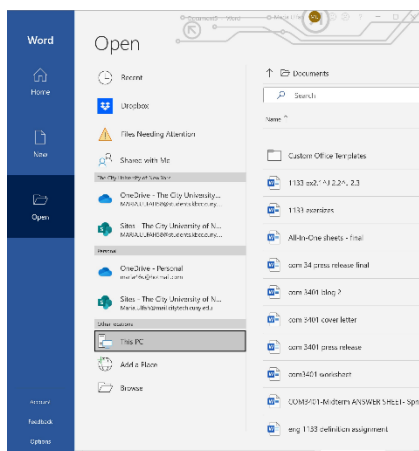
1. Click on “Files” located on the top left-hand corner of the document you have opened.
2. Select “Open” on the blue left side menu bar.
3. Select the email from the left side of the main page under the “Personal” list.
4. Select the document or folder you want to open.
5. With your cursor, right-click the document you want to open.
6. Select “Open” from the pop-up menu.



Opening documents in other locations

If you want to open a document from another location besides The City University of New York email and your personal email,

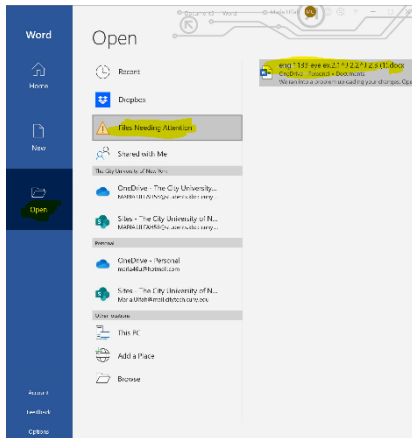
1. Click on “Files” located on the top left-hand corner of the document you have opened.
2. Click on “Open” from the blue left-hand side menu.
3. Scroll down to the “Other Locations” section.
4. Select the location you want to open your document from.
5. Select “This PC” if you want to open your document from your PC.
6. Select “Add a Place” to add a place you want to open your document from.
7. Select “Browse” to search for places you want to open your document from.



Checking files that need attention

To find files that need to be reviewed for saving or sharing activity,

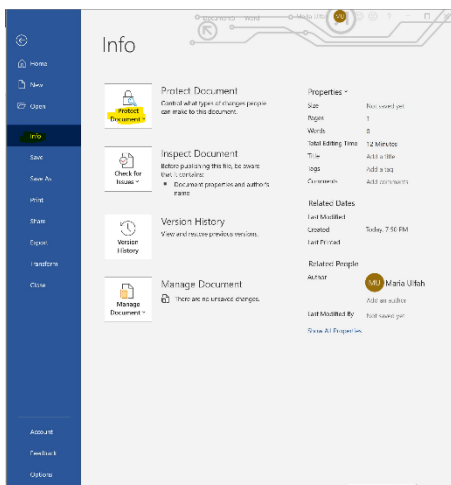
1. Click on “Files” in the top left-hand corner of the document that you have opened.
2. Select “Open” on the blue left sidebar menu.
3. On the main page, under “Recent” select “Files Needing Attention”.
4. Select the document that pops up on the main page.



Protecting your document on Word

To secure your document,

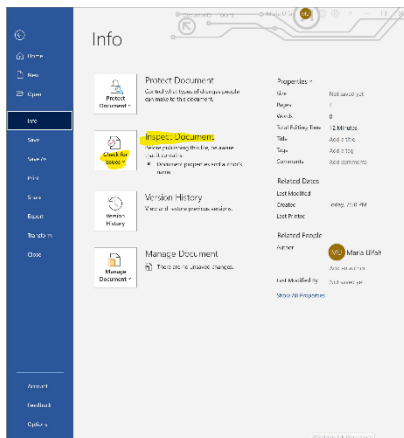
1. Click on “Files” on the top left-hand corner of the page.
2. Select “Info” on the blue left-hand side menu.
3. Select the link titled “Protect Document”.
4. Click “Protect Document” for further options.
5. Select an option from the drop-down menu to “always open, encrypt with password, restrict editing, restrict access, add a digital signature, mark as final”



Inspecting documents on Word

To see the history and accessibility of your document,

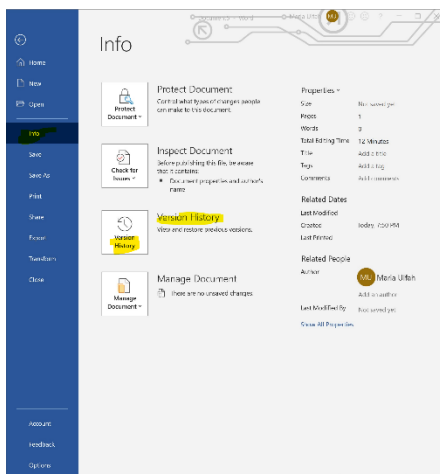
1. Click on “Files” in the top left-hand corner of the document you have opened.
2. Select “Info” on the blue left-hand side menu.
3. Select the link titled “Inspect Document”.
4. Click “Inspect Document” for further options.
5. Select an option from the drop-down menu to inspect the document, check accessibility, check compatibility version history: view and restore previous versions



Viewing and restoring documents on Word

To go back on the history of your document and restore an older version,

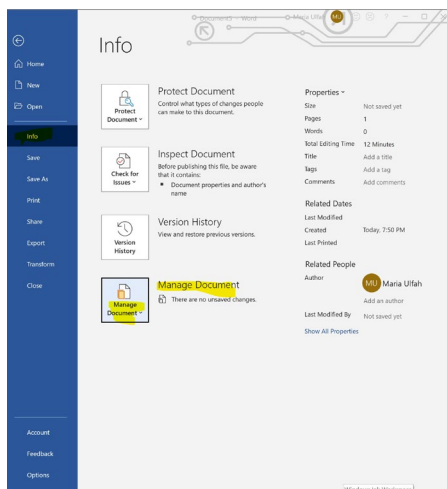
1. Click on “Files” on the top left-hand corner of the document you have opened.
2. Select info on the blue left-hand side menu.
3. Select the link titled “Version History”.
4. Click “Version History” for further options.
5. Select an option from the drop-down menu to view and restore previous versions.



Managing Documents on Word

To recover old and unsaved documents or to delete them,

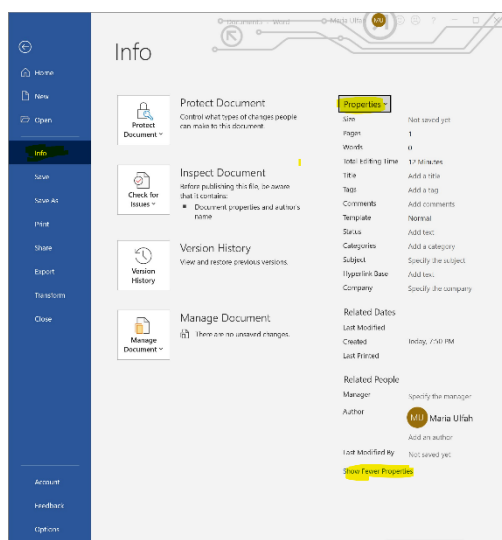
1. Click on “Files” on the top left-hand corner of the document you have opened.
2. Select “Info” on the blue left-hand side menu.
3. Select the link titled “Manage Document”.
4. Click “Manage Document” for further options.
5. Select an option from the drop-down menu to recover unsaved documents or to delete all unsaved documents.



Inspecting properties on Word

To see an overview of the properties of your document,

1. Click on “Files” in the top left-hand corner of the document you have opened.
2. Click on “Info” on the blue left-hand side menu.
3. Select “Properties” on the main page.
4. Scroll down and select “Show all Properties”

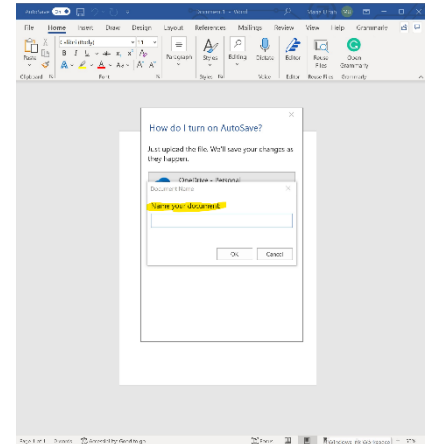
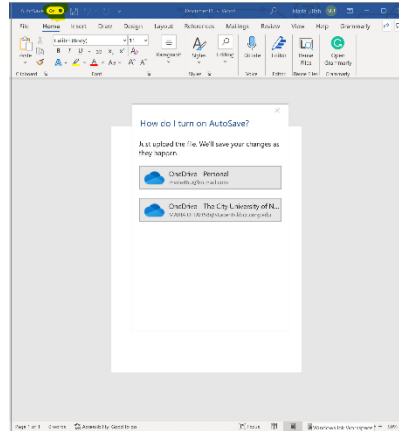
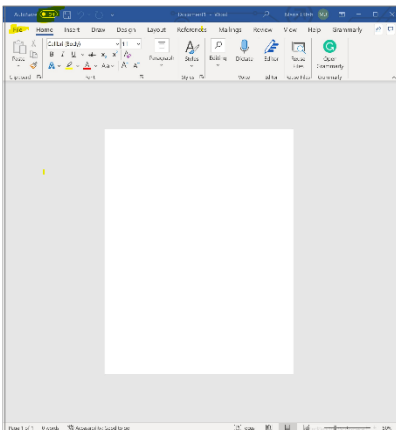


Saving documents on Word

To save your work on your document,

1. Click on “Files” on the top left-hand corner of the page.
2. Locate “AutoSave” in the top left-hand corner of the page.
3. Click on “Off” next to “Autosave”, it will change color to white and say “On”.
4. Select the email you want to save the document with from the pop-up tab.
5. Enter a name for your document from the pop-up tab.
6. Click “Ok” enter.

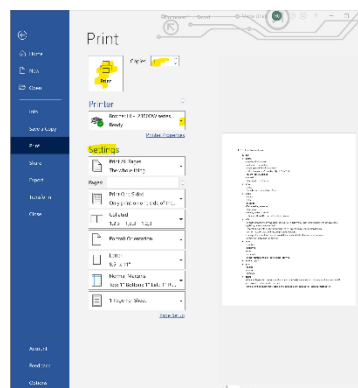
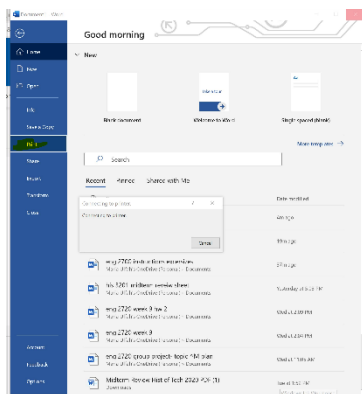
Your document will be saved.



Printing documents on Word

To print out your document,

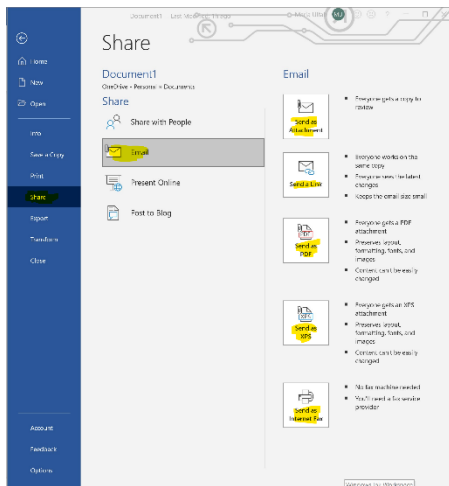
1. Click on “Files” in the top left-hand corner of the document you have opened.
2. select “Print” from the blue drop-down menu on the left-hand sidebar.
3. Click the “Print” box with the printer icon.
4. To change the printer, click the arrow in the printer box and select the printer of your choice.
5. To print certain pages, click the arrow under “Settings”. Select the pages you want to print.
6. To customize how many copies you want to print, click “Copies” located to the right of the print box.
7. Enter the number of copies you want by typing them in with the numbers on the keyboard.



Emailing your document on Word

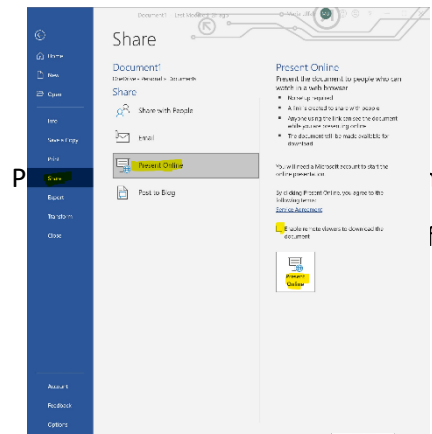
To share your document with others,

1. Click on “File” on the top left-hand corner of the document you have opened.
2. Select “Share” on the left blue side menu.
3. Select “Email” with the letter icon located under “share with people”.
4. Select how you would like to send the document.
5. To send as an attachment, select “Send as Attachment”.
6. To send as a link, select “Send a Link”.
7. To send as a PDF, select “Send as PDF”.
8. To send as an XPS select “Send as XPS”.
9. To send through internet faxing, select “Send as Internet Fax”.



Presenting your document in Word

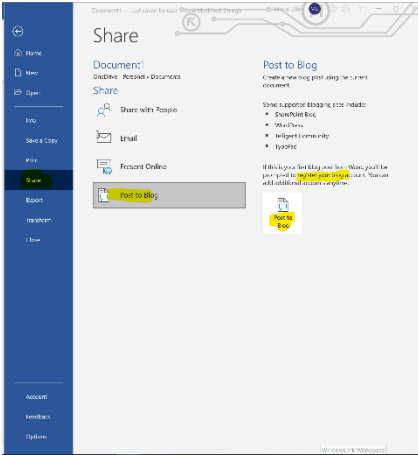
1. Click on “File” at the top of the left-hand corner of the document you have opened.
2. Select “Share” on the left blue side menu.
3. Select “Present Online” with a globe icon.
4. Agree to the “Service Agreement” located on the bottom right of the main page.
5. Click on the “Present Online” box with the globe icon.
6. Wait for your document to open on the Microsoft service.
7. Select “Cancel” if you wish to stop the Presentation.



in Word

Click on the “File” icon at the top left-hand corner of the document you have opened. Select “Share” on the left-hand side menu.

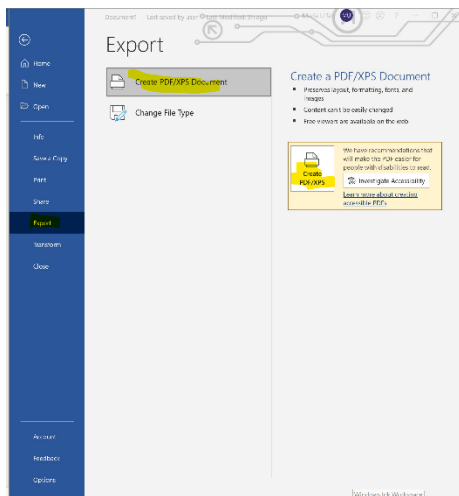
3. Select “Post to Blog”
4. You will need to register for a blog account if you do not have one.
5. If you have an account, click on the “Post to Blog” box located on the bottom right of the page with a comment box icon.



Changing your document type on Word

1. Click on “File” on the top of the left-hand corner of the document you have opened.
2. Select “Export” on the left blue side menu.
3. Select “Create PDF/XPS Document”.
4. Click on the yellow box that says, “Create PDF/XPS”.

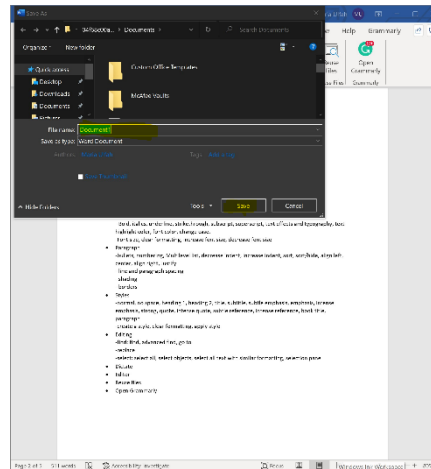
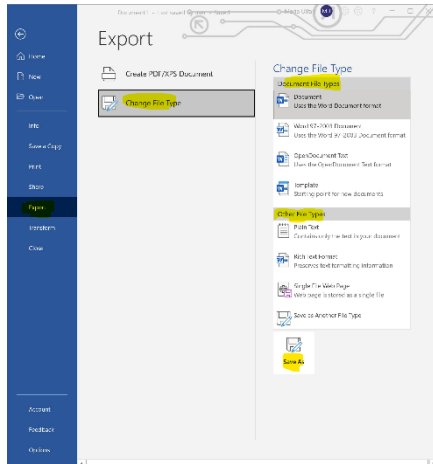
This will change your document type to a PDF file or XPS file when you will export it.



Changing your document file type on Word

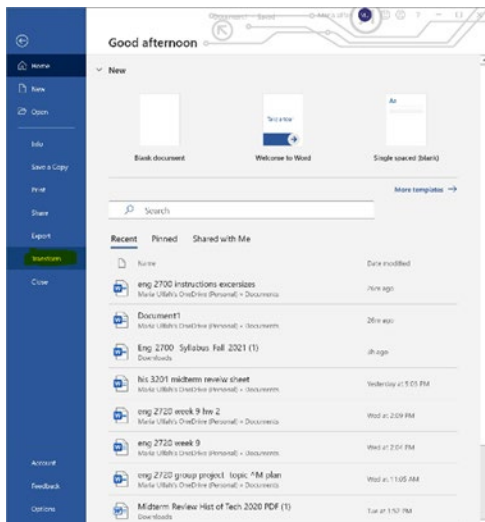
1. Click on “File” at the top of the left-hand corner of the document you have opened.
2. Select “Export” on the left blue side menu.
3. Select “Change File Type” on the left bottom of the main page.

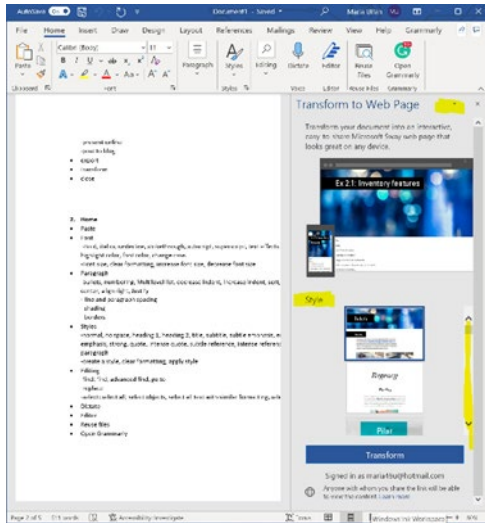
4. Select the type of document file you want to change your document to from the right-side menu on the main page.
5. Click “Save As” when you finish choosing the type of file you want to change your document to.
6. Enter a file name for the document on the pop-up tab.
7. Select “Save” at the bottom of the pop-up document.



Changing your document to a Web page layout format on Word

1. Click on “File” at the top of the left-hand corner of the document you have opened.
2. Select “Transform” from the blue left-side menu.
3. Scroll down to select the style of layout you want to apply to your document.
4. Click “Transform” to apply the changes.



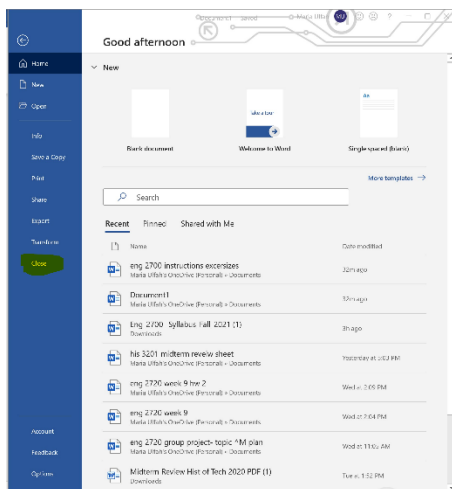


Closing your document on Word

1. Click on “File” at the top of the left-hand corner of the document you have opened.
2. Select “Close” from the blue left-side menu.
3. Click “Close” to close your document.

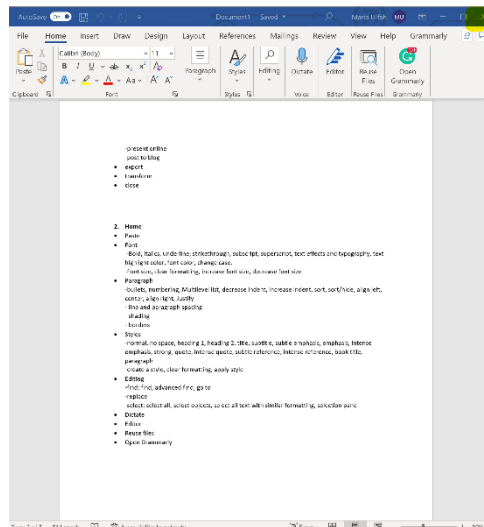
Another way of closing your document

1. Locate the “X” on the top right-hand corner of the page.
2. Click the “X” to close the document.



Copy-pasting on your Word document

1. Copy the content you want to paste by pressing “ctrl” and “C” from your keyboard.
2. Click on the place you want to paste your content on your document with your cursor.
3. Right-click with your cursor.
4. Click on the “Home” option located next to “File” on the top left of the document.
5. Scroll down to the third option from the pop-up menu that says “Paste Options”



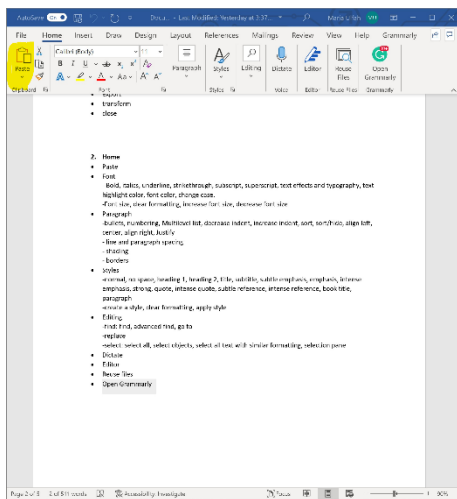
- To keep the formatting of the pasted content, select the “Keep Source Formatting(K)” option that has the paintbrush on a clipboard icon.
- To merge pasted content with the formatting of the rest of the document, select the “Merge Formatting(M)” option that has the arrow on a clipboard icon.
- To paste an image on your document, select the “Picture(U)” option that has the photographed image on a clipboard image.
- To only paste the text of your content, select the “Keep Text Only(T)” option with the letter “A” on a clipboard icon.

These pasting options are also available on the top left-hand corner of your document, located under “File”. To access it from there,

- Click on the “Home” option located next to “File” on the top left of the document.
- Locate the “Paste” under “File”
- Click “Paste” for more options

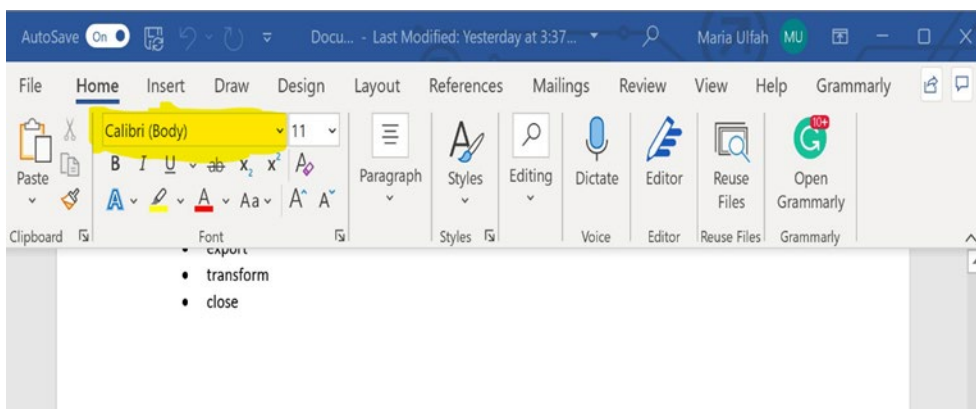
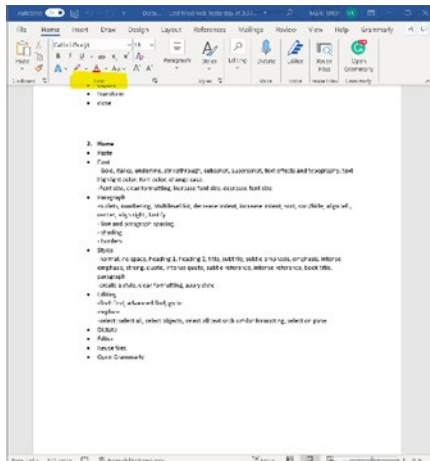
Another way to paste on your Word document

- Copy the content you want to paste by pressing “ctrl” and “C” from your keyboard.
- Click on the place you want to paste your content on your document with your cursor.
- With your keyboard, press the “ctrl” button and the “V” button at the same time.



To change the text font on Word

- Click on the “Home” option located next to “File” on the top left of the document.
- Locate the “Font” box to the right of the “Clipboard” box.
- Click on the first long rectangle box in the font section. (Or press ctrl+shift+F).
- Select the font you want to apply to your document from the drop-down list that opened when you clicked on the box.

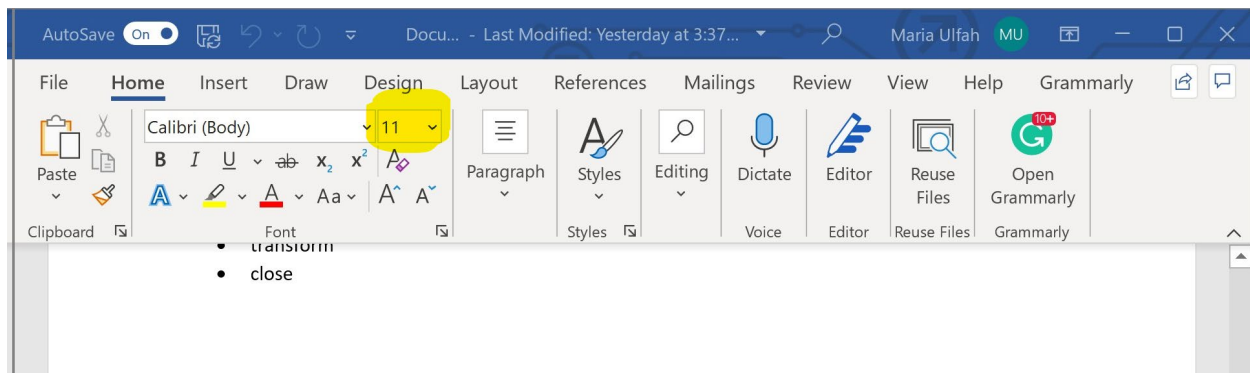


To change the size of your text on your Word document

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Font” box to the right of the “Clipboard” box.
3. Click on the small rectangle box on the top of the “Font” section, located to the right of the long rectangle font box.
4. Select the size you want to apply to your text.

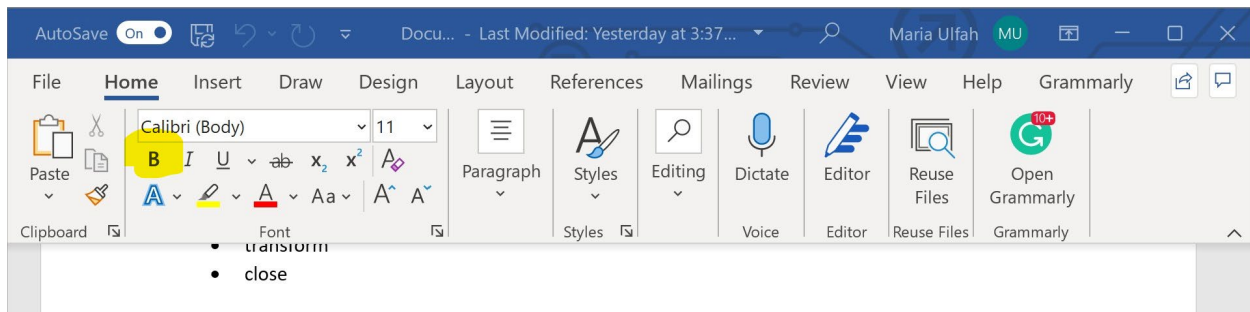
Another way to change your text font size on your Word document

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Font” box to the right of the “Clipboard” box. (Or press ctrl+shift+P)
3. Locate the two “A” under the small rectangle box on the top row of the “Font” section.
4. Click the larger “A” to increase font size. (Or press ctrl+Shift+>)
5. Click the smaller “A” to decrease the font size. (Or press ctrl+shift+<)



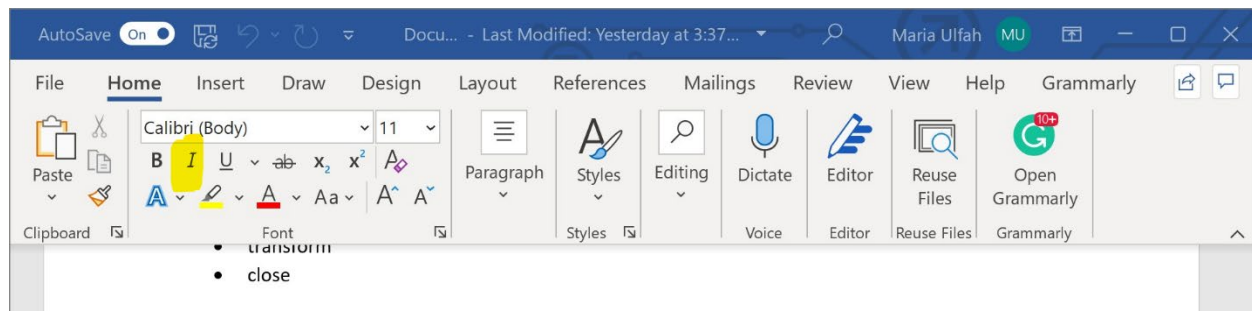
To make your text bold on your Word document

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Font” box to the right of the “Clipboard” box.
3. Click on the “B” located on the second row under the font box. (Or press ctrl+B)



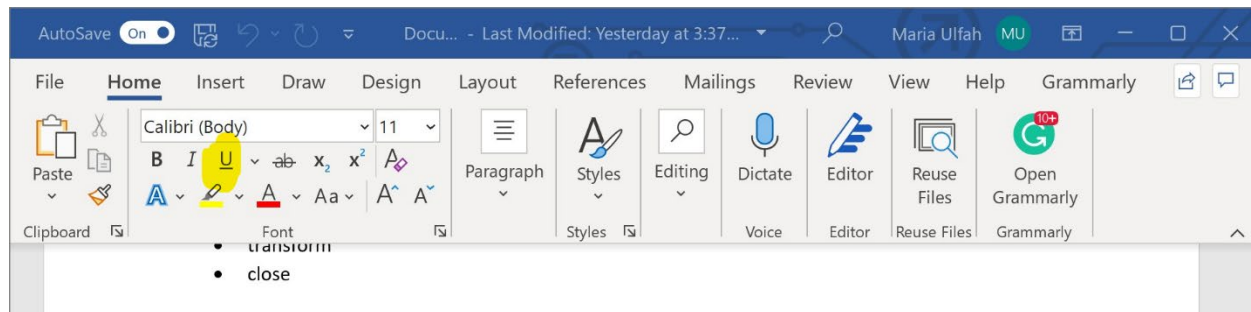
To italicize your text on your Word Document

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Font” box to the right of the “Clipboard” box.
3. Click on the “I”, the italicized I. This is located on the second row of the “Font” box to the right of the “B”. (Or press ctrl+I)



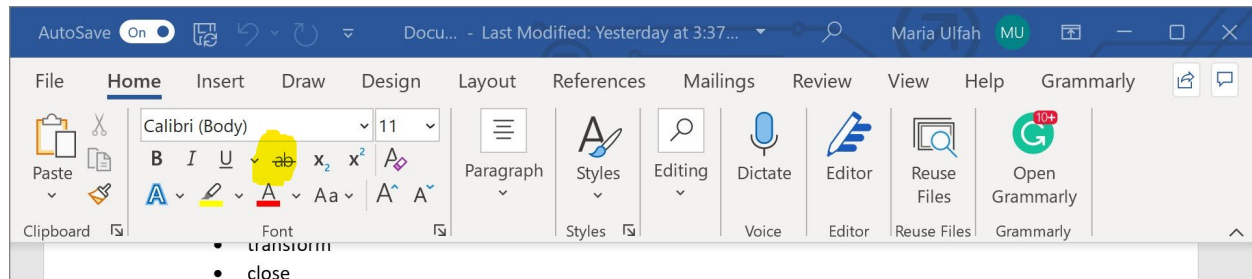
To underline your text in Word

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Font” box to the right of the “Clipboard” box.
3. Click on the “U”, the underlined uppercase “U”. This is located on the second row of the “Font” box to the right of the “I”. (Or press ctrl+U)



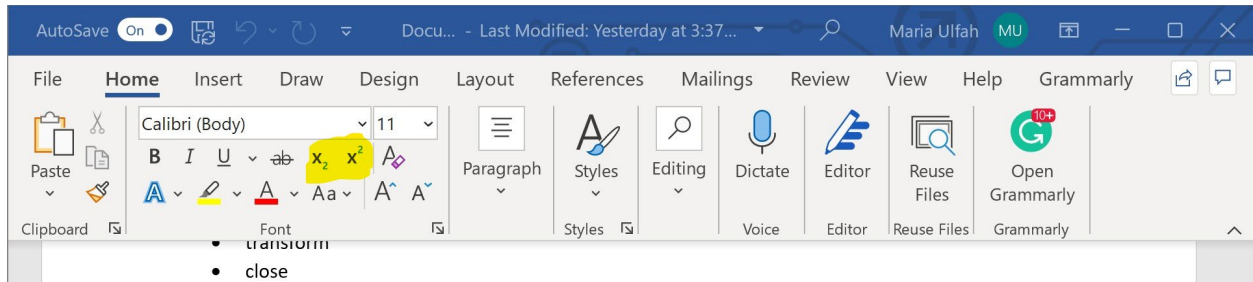
To cross out your text on Word

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Font” box to the right of the “Clipboard” box.
3. Click on the “~~ab~~”, and the crossed-out lowercase “ab” letters. This is located on the second row of the “Font” box to the right of the “U”. It is titled “Strikethrough”.



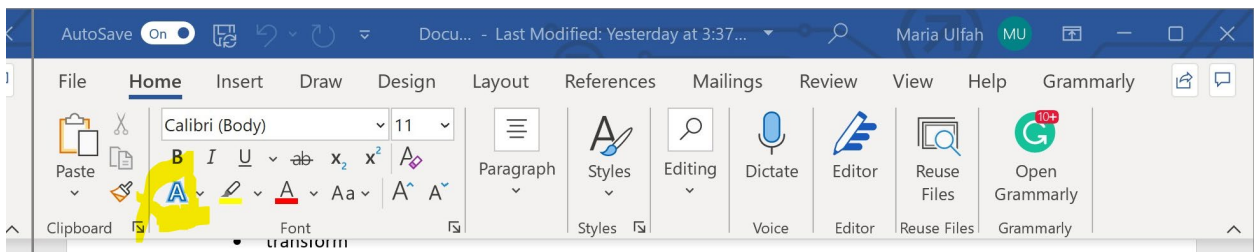
To create a subscript or superscript for your text on Word

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Font” box to the right of the “Clipboard” box.
3. Click on the “ x_2 ”, the uppercase X letter with a small 2 under it. This is located on the second row of the “Font” box to the right of the “~~ab~~”. This will create a “Subscript”. (Or press ctrl+=)
4. Click on the “ x^2 ”, the uppercase X letter with a small 2 over it. This is located on the second row of the “Font” box to the right of the “~~ab~~”. This will create a “Superscript”. (Or press ctrl+Shift++)



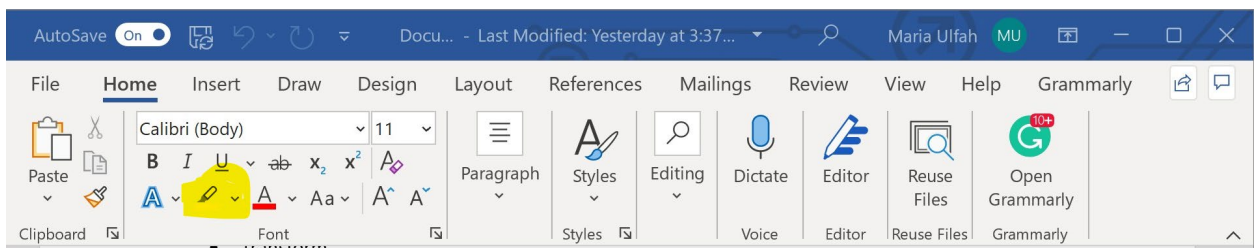
To add effects and typography to your text on Word

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Font” box to the right of the “Clipboard” box.
3. Click on the “A”, the uppercase A letter with a blue outline around it. This is located on the third row of the “Font”.



To highlight your text on Word

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Font” box to the right of the “Clipboard” box.
3. Click on the pen highlighting icon, the pen is drawing a yellow line. This is located on the third row of the “Font” to the right of “A”.

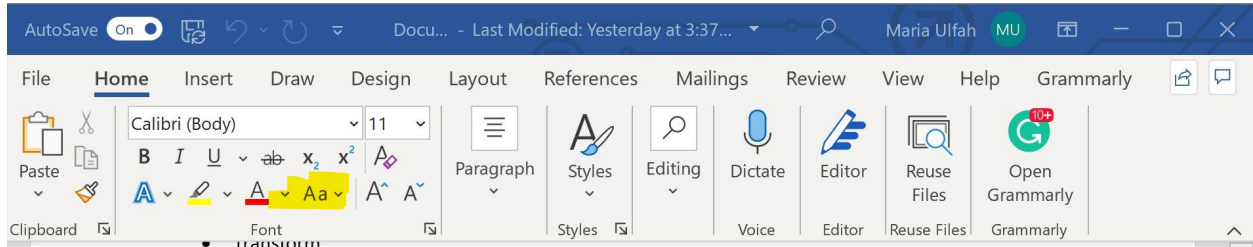


To change the color of your text on Word

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Font” box to the right of the “Clipboard” box.
3. Click on the capital “A” with the red line under it. This is located on the third row of the “Font” to the right of “Highlight”.
4. Select the color you want to apply to your text from the pop-up box.

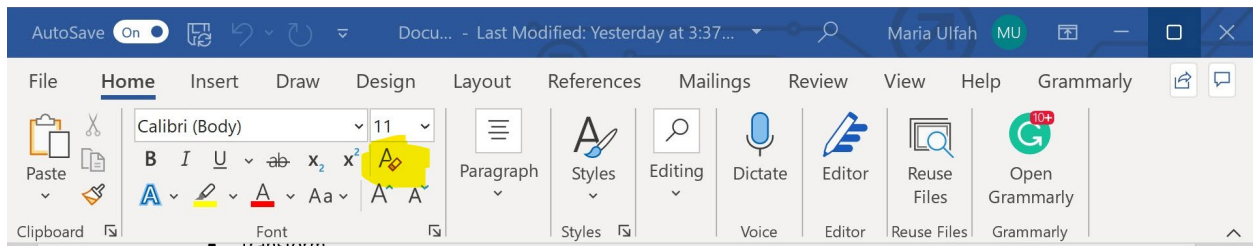
To change the case of your text on Word

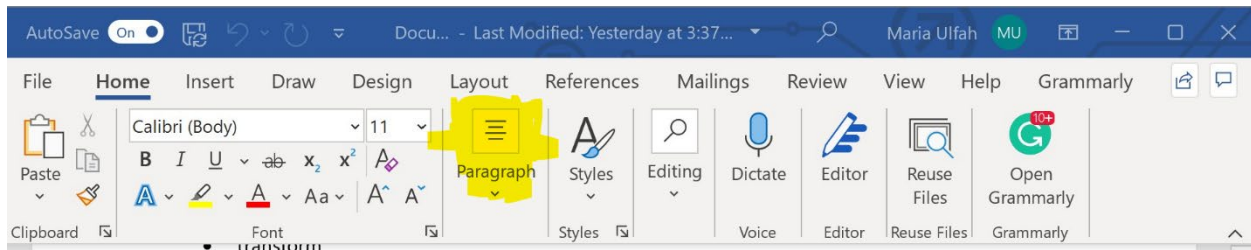
1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Font” box to the right of the “Clipboard” box.
3. Click on the capital “Aa”. This is located on the third row of the “Font” to the right of the Uppercase “A” with the red line under it.
4. Select the case style you want to apply to your text from the pop-up box.



To clear all font formatting on Word

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Font” box to the right of the “Clipboard” box.
3. Click on the “A” with the eraser icon. This is located on the second row of the “Font” box to the right of the “X²”.





To add formatting your paragraphs on Word

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Paragraph” box to the right of the “Font” box. It shows a page layout with lines.
3. Click on the box and select the first option on the first line that shows a bulleted lines icon. It is titled “Bullets”, this will bullet your paragraph.
4. Click on the second option on the first line titled “Numbering” to number your paragraph. It shows a numbered 1,2, and 3 lined icon.
5. Click on the third option on the first line to create a multilevel style list. it is titled “Multilevel list”.

To change the distance of your paragraph from the margin on Word

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Paragraph” box to the right of the “Font” box. It shows a page layout with lines.
3. Click on the fourth option of the first row titled “Decrease Indent” to move your paragraph closer to the margin. It shows an icon with an arrow pointing to the left.
4. Click on the fifth option of the first row titled “Increase Indent” to move your paragraph away from the margin. It shows an icon with an arrow pointing to the right.

To organize your text alphabetically or numerically on Word

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Paragraph” box to the right of the “Font” box. It shows a page layout with lines.
3. Click the sixth option on the first row titled “Sort”. It shows an uppercase “A” “Z” with an arrow pointing down the icon.

To show or hide your paragraph formatting on Word

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Paragraph” box to the right of the “Font” box. It shows a page layout with lines.
3. Click on the last option on the first row. It is titled “Show/Hide”. (Or press ctrl+*)

To change your paragraph alignment on Word

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Paragraph” box to the right of the “Font” box. It shows a page layout with lines.
3. Click on the first option on the second row titled “Align Left” to align your paragraph with the left side margin of the document. (Or press ctrl+L)
4. Click on the second option on the second row titled “Center” to align your paragraph to the center of the document. (Or press ctrl+E).

5. Click on the third option on the third row titled “Align Right” to align your paragraph to the right-side margin of the document. (Or press ctrl+R).
6. Click on the fourth option on the third row titled “Justify” to align your paragraph evenly throughout the document. (Or press ctrl+J)

To change the paragraph spacing on Word

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Paragraph” box to the right of the “Font” box. It shows a page layout with lines.
3. Click the fifth option on the third row titled “Line and Paragraph Spacing” to change the amount of spacing and lines between your paragraphs.

To shade important information in your paragraph on Word

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Paragraph” box to the right of the “Font” box. It shows a page layout with lines.
3. Click on the sixth option on the third row titled “Shading” to change the color behind your text or paragraph. This shows a paint bucket icon spilling paint.

To add borders to your paragraph on Word

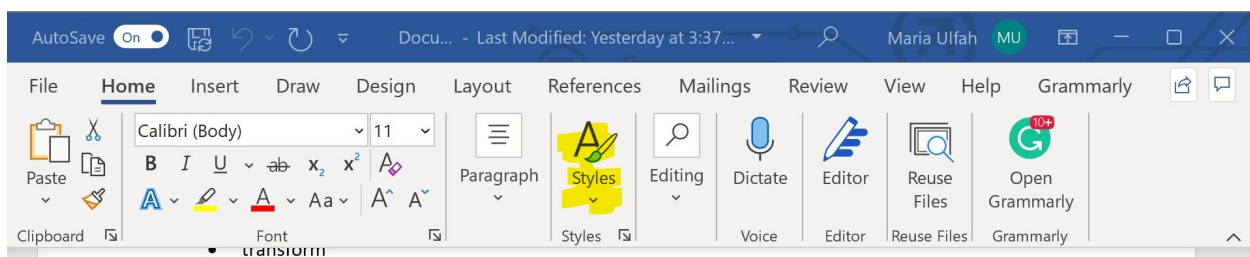
1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Paragraph” box to the right of the “Font” box. It shows a page layout with lines.
3. Click on the seventh option on the third row titled “Borders” to add borders around or in between your text or paragraph.

To add different styles to your document

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Style” box to the right of the “Paragraph” box. It shows the letter A with a paintbrush.
3. Click on the “Styles” box and select the style you want to apply to your document.

You can apply normal, no space, heading 1, heading 2, title, subtitle, subtle emphasis, emphasis, intense emphasis, strong, quote, intense quote, subtle reference, intense reference, book title, and paragraph to your document.

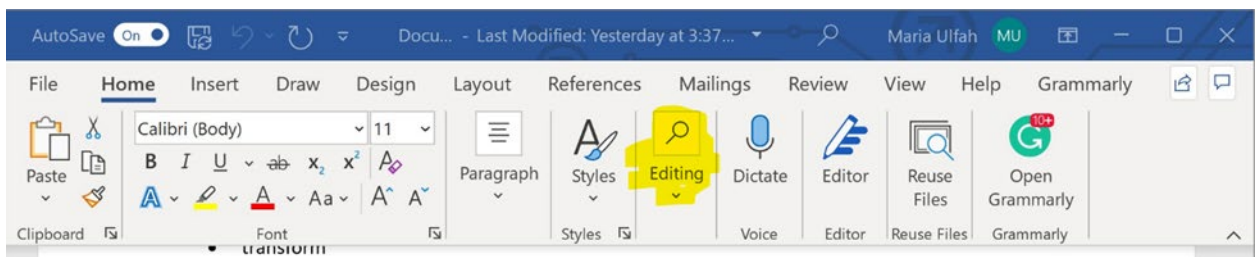
You can also create a style, clear formatting, and apply the style to your document. (Or you can press ctrl+shift+S to “Apply Styles” to your document).



To edit your document on Word

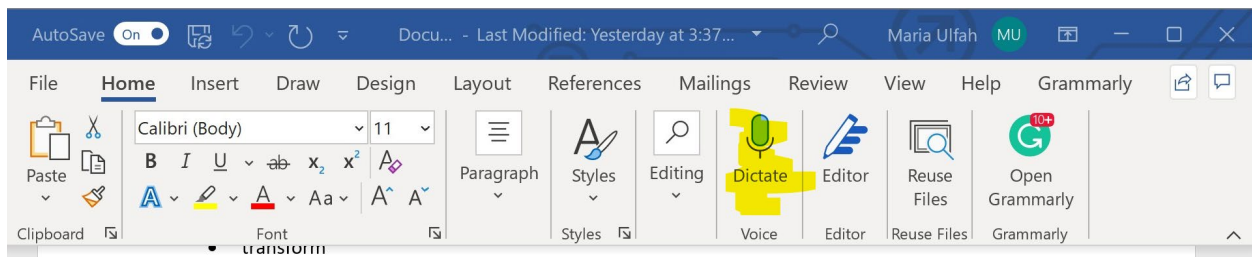
1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Editing” box to the right of the “Styles” box. It shows a page with a magnifying glass icon. Click on it.
3. Click on “Find” from the pop-up menu to find headings, pages, terms, comments, or pictures on your document. (Or press ctrl+F)
4. Click on “Replace” to replace headings, pages, terms, comments, or pictures on your document with what you want. You can also “Advanced Find” and “Go-To” to change what you want on your document. (Or press ctrl+H)
5. Click on “Select” to select texts, images, and objects in your document.

Use “Select all” to select everything on your document. Use “select objects” to select objects on your document. Use “select all text with similar formatting” to select texts and paragraphs with similar formatting. Use “Selection pane” to identify all your objects in your document.



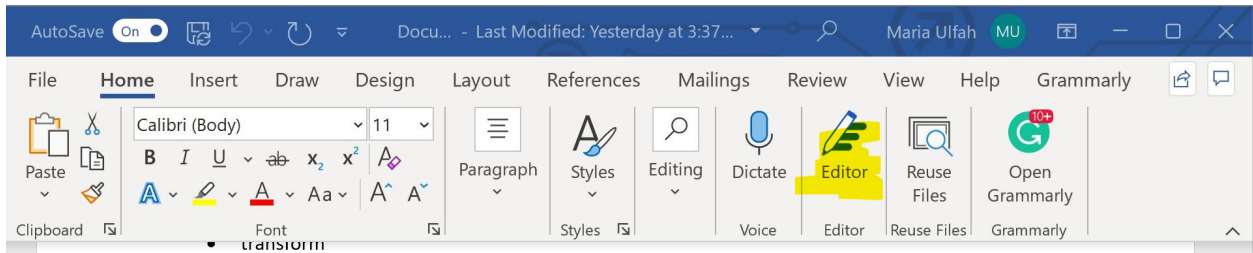
To use your voice to type your document on Word

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Dictate” box to the right of the “Editing” box. It shows a microphone image icon. This section is titled “Voice”.
3. Click on the “Dictate” box and speak when the voice box pops up. (Or press Alt+V)



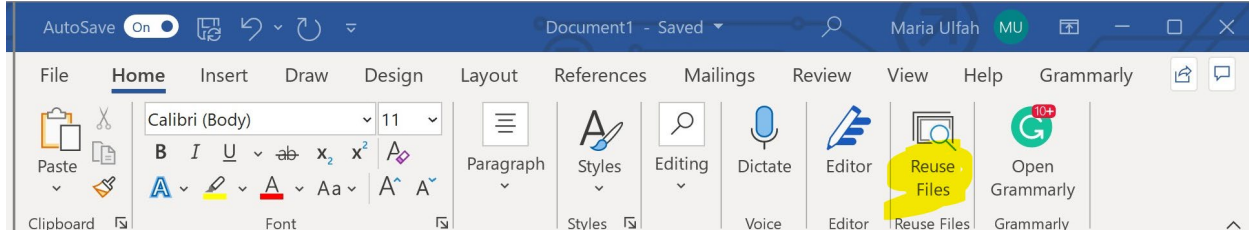
To revise your document on Word

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Editor” box to the right of the “Dictate” box. It shows a pen with three dashes icon. This section is titled “Editor”.
3. Click on the “Editor” option to have your document revised for spelling, grammar, and writing suggestions. (Or press F7)



To add parts of other files and documents in your email to your document on Word

1. Click on the “Home” option located next to “File” on the top left of the document.
2. Locate the “Reuse Files” to the right of the “Editor” box. It shows a double page with a magnifying glass icon.
3. Click on the “Reuse Files” option to select other documents you have in your machine, to reuse what parts of it you want to apply to your document. You can also search for content to reuse when the menu opens when you click on “Reuse Files”.



This is how to navigate and use the “File” and “Home” features on the Word application.