



Introduction to Microsoft Word

Microsoft Word is a word processing software program that allows you to create impressive-looking documents. There are many tricks and tips to improve the layout and design of your document. Below is a quick starter guide to Microsoft Word.

How to create a document:

To	Do this
Start Microsoft Word	<ul style="list-style-type: none">• Click on Start → All Programs → Microsoft Office → Microsoft Word
Create a document from scratch	<ul style="list-style-type: none">• Click File → New → Blank Document
Open an existing document	<ul style="list-style-type: none">• Click File → Open• Click the publication you want to open, and then click Open
Create a table and type text in it	<ul style="list-style-type: none">• Click Table → Insert → Table• Select number of columns and rows, and then click OK• Type text
Insert a picture from Clip Art	<ul style="list-style-type: none">• Click Insert → Picture → Clip Art• Type keyword in search text box• Double-left click picture to insert
Insert a picture from your files	<ul style="list-style-type: none">• Click Insert → Picture → From File• Select file, and then click Insert
Insert a boarder	<ul style="list-style-type: none">• Click Format → Borders and Shading• Select either the Borders tab or Page Boarder tab• Select style, color and width, and then click OK
Save your document	<ul style="list-style-type: none">• Click File → Save as• Name document, and then click on Computer (located on the left side of the window), on the right side drives will appear, click on the X Drive (example: jsmith)• Click on the drive to open, then click Save
Print your document	<ul style="list-style-type: none">• Click File• Select the nearest printer icon (ex: librow) then click Print• Select number of copies, and then click OK