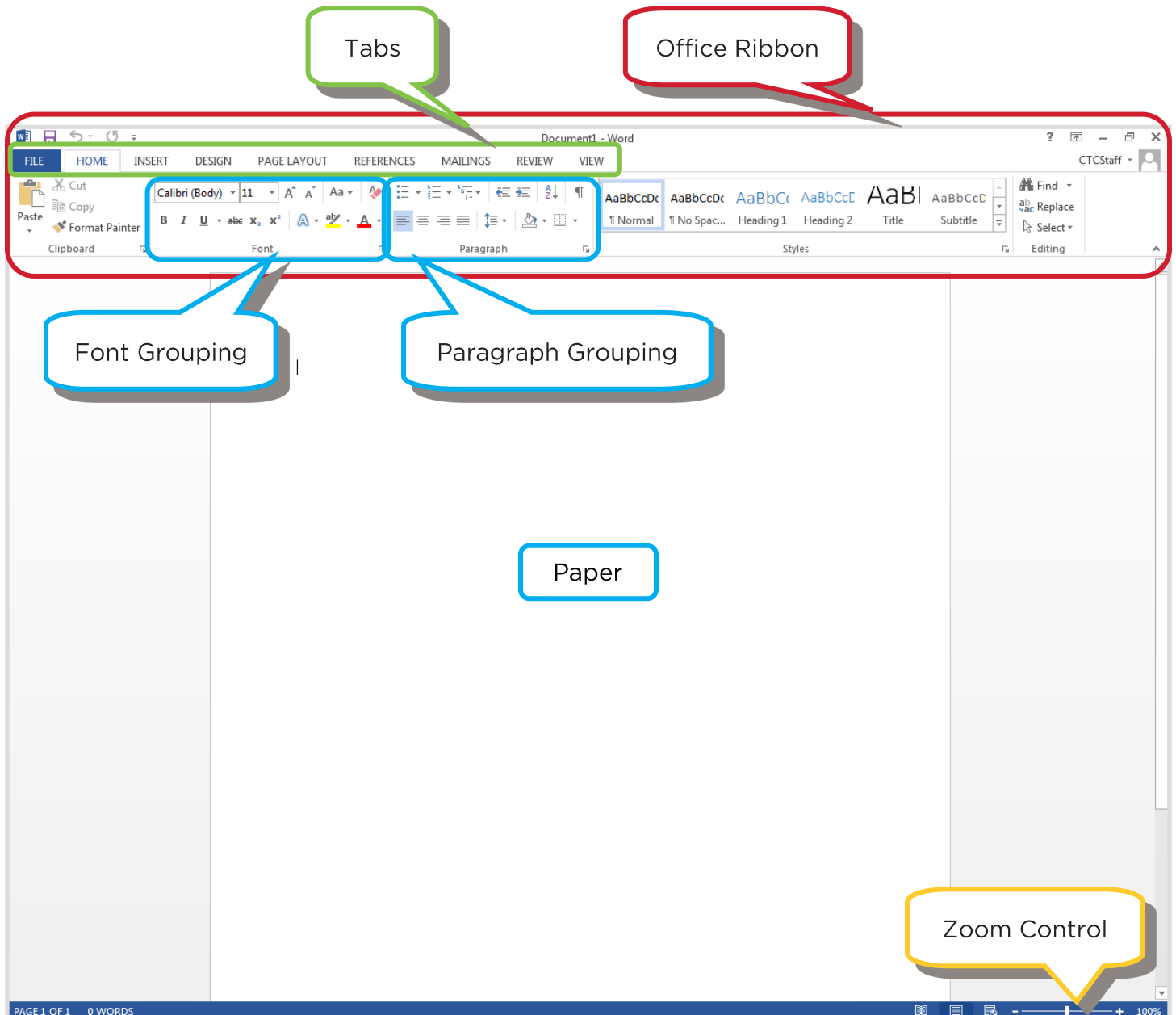
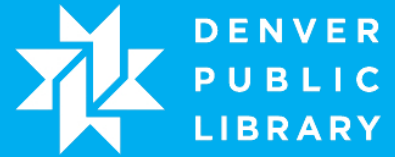


Microsoft Word: Basics

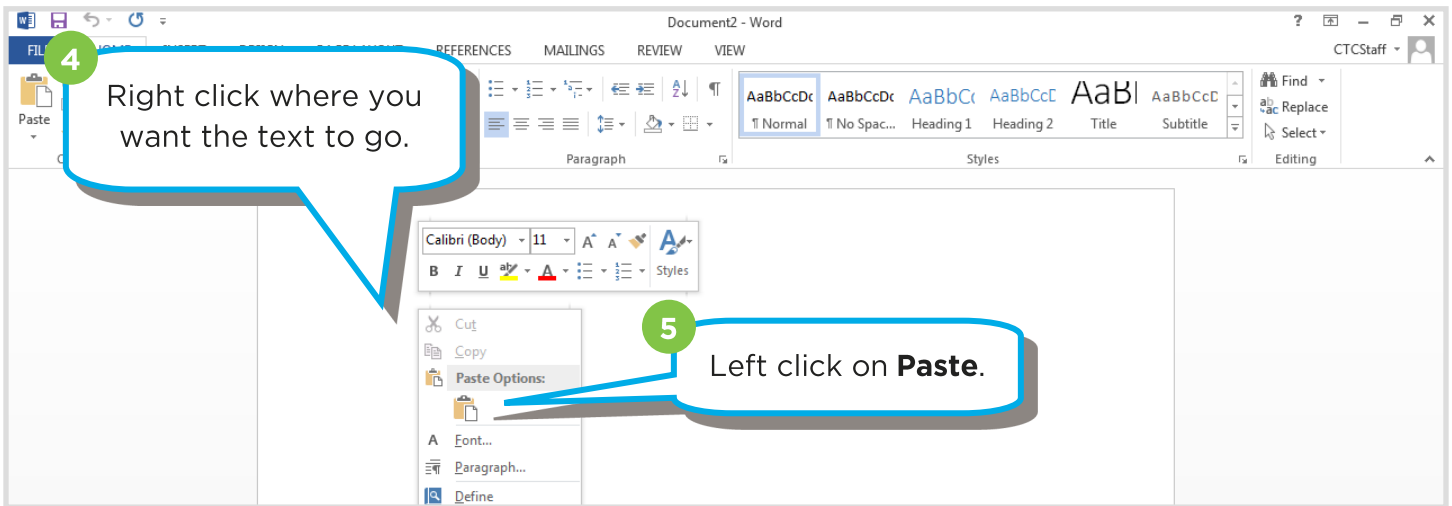
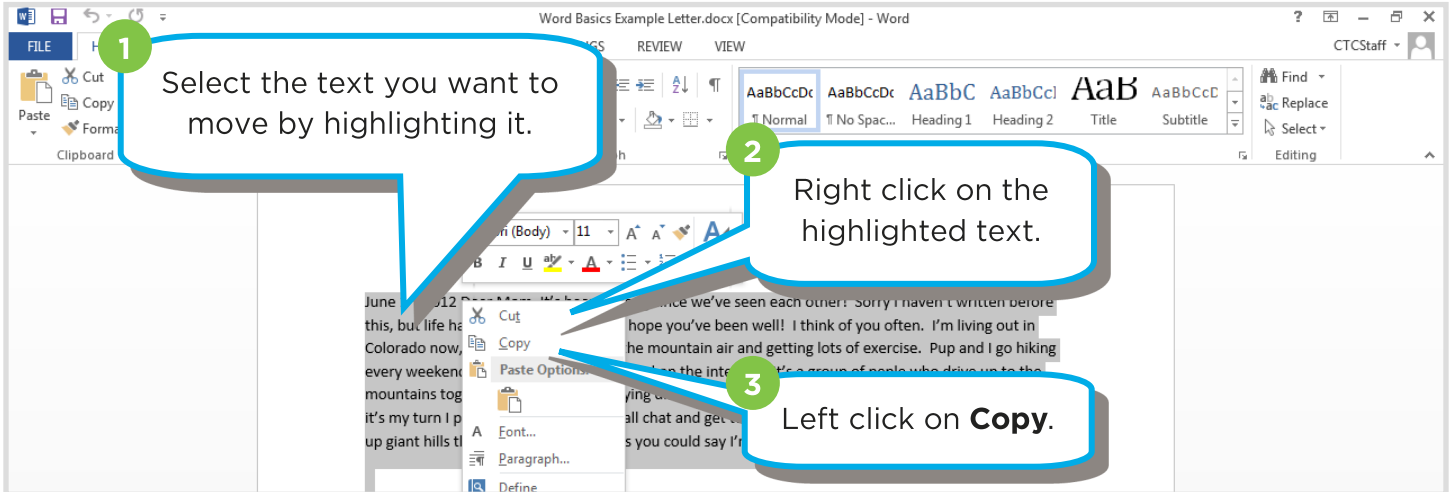


Font: the handwriting of the computer, it is the shape, size, and color of the letters on the page

Paragraph: A block of text; the paragraph grouping gives you control over the alignment of text

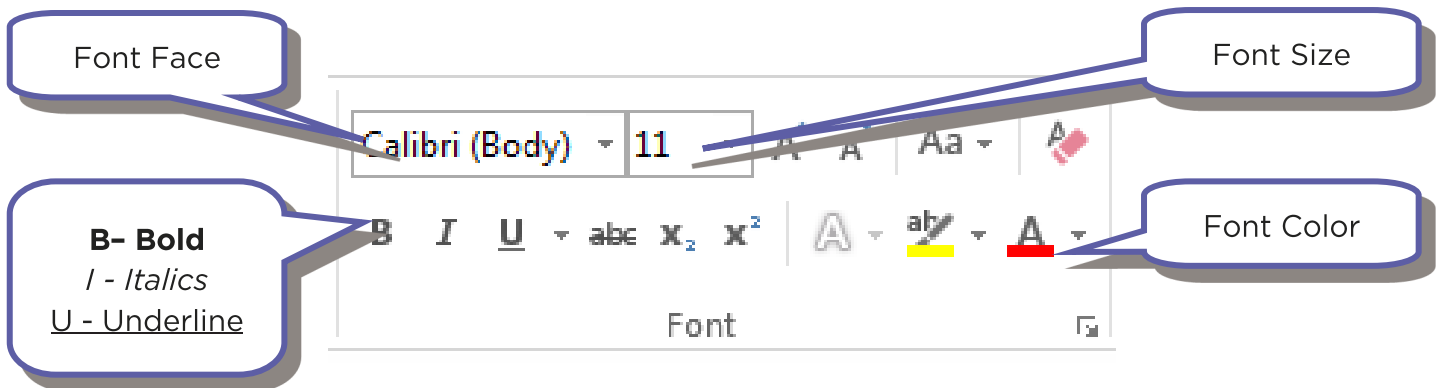
Copy and Paste

Move text around between documents or even between software!



Font

Font is the way the text looks. The letters stay the same, but the shape, size or color may change. To change the font, always start by highlighting the text.



Bullets

Make organized lists.

1 Click the **Bullets** button on the **Home** tab.

2 Type in your first line of text, then press **Enter**.

3 Your next bullet comes up automatically, type in your next line.

NOTICE: You can use the Increase Indent and Decrease Indent button to create sub-bullet lists.

Bullet Indent Keyboard Shortcuts:
Tab: Increase Indent
Enter 2 Times: Decrease Indent

- Getting Started
- Internet
 - o Part I
 - o Part II
- Email
 - o Part I
 - o Part II
- Saving and Finding Files
- Google Drive
- Microsoft Office
 - Word
 - o Basics
 - o Tables and Columns

Saving

1 Click on the **File** tab.

2 Click on **Save As**.

3 Click on **Browse**.

4 Choose a **Drive**.

5 Choose a **Folder**.

6 Choose a **Name**.

7 Click **Save**.

Name	Date modified	Type
Example Resumes	12/8/2014 12:49 PM	File folder
Chronological resume.docx	3/27/2015 1:28 PM	Microsoft Word document
Template Functional.docx	4/14/2015 7:33 PM	Microsoft Word document

Printing

1

Click on the File tab.

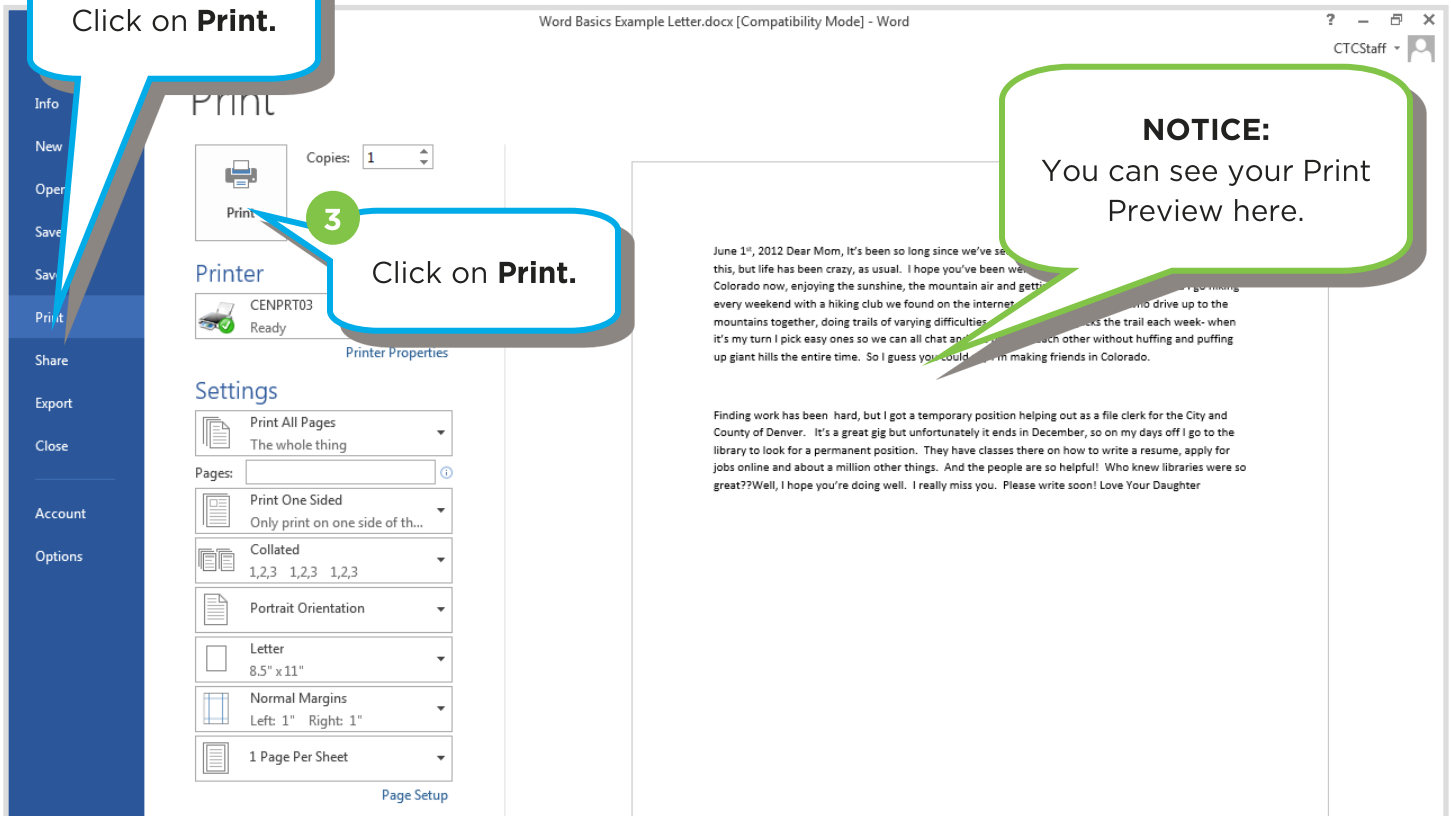
2

Click on **Print**.

3

Click on **Print**.

NOTICE:
You can see your Print Preview here.



WHERE TO GET MORE HELP:

The CTC: come to the desk and ask for help, schedule a 1-on-1 tutoring lesson, come to more classes, or attend one of our open labs to answer your questions.

Google Search:

- Go to www.google.com
- Type in the relevant information:
 - Program Name: Microsoft Word
 - Program Version: 2007
 - Query: e.g. Copy and Paste
- If you want video instruction, try video search

Gcflearnfree.org: continue your education in Word, Excel, PowerPoint or many other software. Find tutorials, videos, and a quiz to see how far you've come!