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Word Processing

Getting Started



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Learning Guide



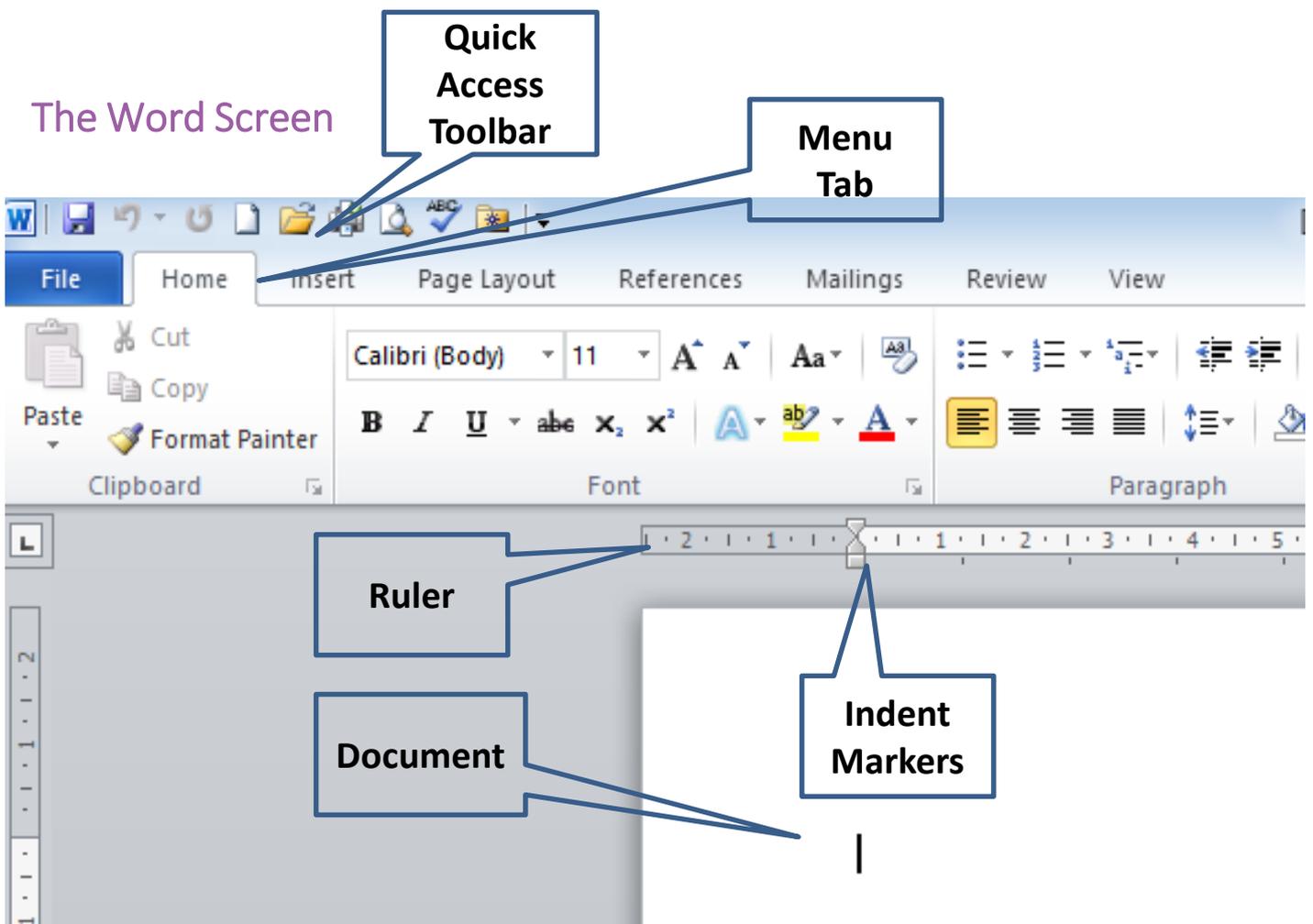
Microsoft Word is one of the key programs you should get to know. Many people rely on it to do a range of tasks, from typing letters, CV's to writing reports. Please note there are many versions of Word (with the latest version being 2013). This guide uses 2010 as an example, but the menus and buttons are all very similar in the different versions.

To Launch Word

Use the large icon on the desktop, or select the Start button at the bottom left of your screen and select the Word icon. If a Word icon is not displayed on your Start menu, you will need to Select All programs from the bottom of the menu, then double click the Microsoft Office folder, then select Word



The Word Screen



At the Bottom of the Screen



Learning Guide



Create a New Document



When you first open Word, Click the **BLANK DOCUMENT**, option to start a new document. This same screen will also show you a list of documents you have recently opened, and you can click the name of the document to open it. When you have a document open in Word, you can open a new blank document by clicking the New Document icon on the Quick Access Toolbar at the top of the screen

Saving Documents

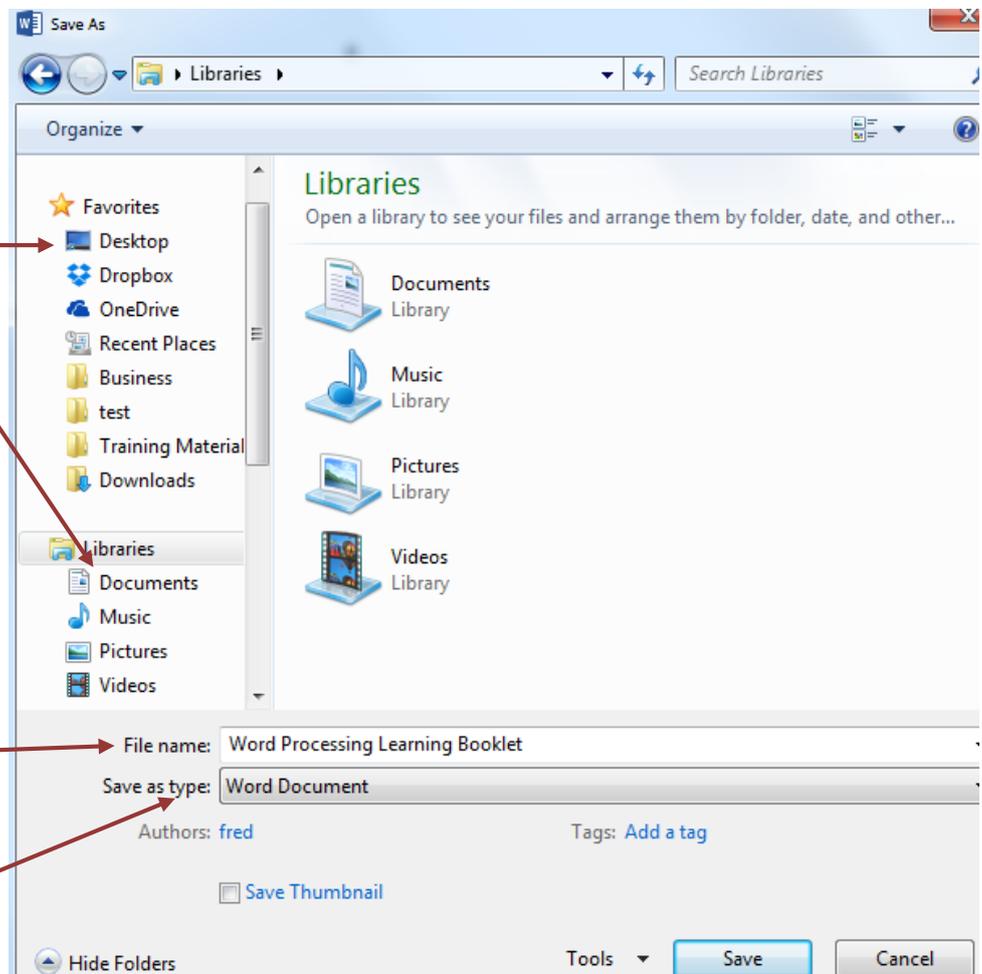


To save a new document, click the **SAVE ICON** at the top left of the screen. You will then be presented with the following screen. This shows the locations on your computer, asking you **WHERE** you want to save the document, and **WHAT** you want to call it

LOCATION – Use the left-hand side to choose a LOCATION to save the document, eg **Documents**, or **Desktop**. Once chosen, then use the right-hand side to pick the **EXACT FOLDER** you want it saved in (Remember you have to **DOUBLE CLICK** the folder on this screen to open it.

FILE NAME - Click into the box and type the name you want for your file

SAVE AS TYPE – this is used to save the document as a certain TYPE, eg older versions of Word



SAVE BUTTON – when you are finished, hit the SAVE button and it will be saved to the location you chose above

Save As – Once you have saved a document, if you want to save another version of it, for example with a different name, or in a different location, you will need to select **FILE, SAVE AS**. This will open the Save dialog box and you can then choose a new location or name as required.

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Open an Existing Document



To **OPEN** a document that is already saved, Use **FILE, OPEN** or click the Open button on the Quick Access Toolbar. Then find the document where it is stored, (remember you need to double click a folder to open it) then double click on the document in the folder to open it.

Printing Documents

When you need to print your document, select **FILE, PRINT**. You will see a preview of how your document will look when it is printed. In the **COPIES** box, select how many copies of your document you want to print and in the **PAGES** box select which pages of your document you want to print, then click **PRINT**



You can also use the **PRINT** icon on the Quick Access Toolbar if you have it displayed.

Entering and Editing Text



Typing Text

When you start a new Word document, the cursor will be at the top of the document, simply start typing the text you need. To move to a new line, use the **ENTER** key (sometimes called return key). Each time you press the enter key it will insert a new blank line in your document. You can delete these blank lines by pressing the **BACKSPACE** key.

Selecting Text

Once you have typed text into your document, you need to be able to select text before applying formatting. You can click, hold and drag the left mouse button to select as much text as you require.

Deleting Text

To delete back one character at a time, position your cursor where you want to start and use the backspace key on the keyboard (usually above the return key). To delete a chunk of text, select the text first using your mouse, then press the delete key on the keyboard.

If you make a mistake in Word and want to reverse it, you can use the **UNDO** button on the quick access toolbar.



The **REDO** button will redo an action that you have performed.

