

# MICROSOFT WORD BASIC INSTRUCTIONS for CREATING A DOCUMENT

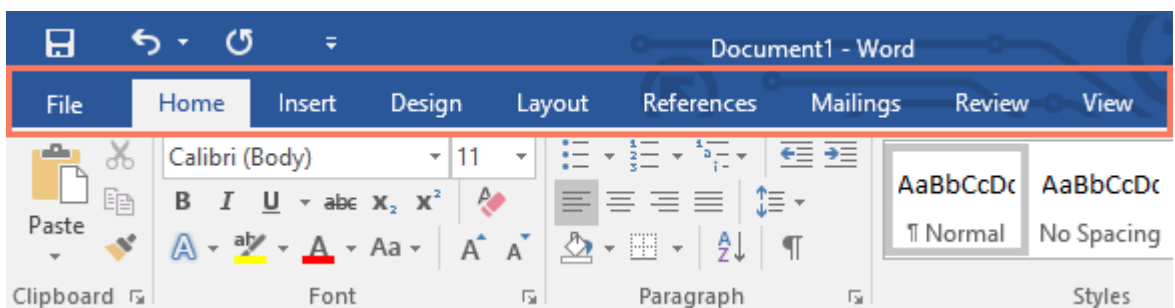
## THE WORD INTERFACE

- Click on the “window” icon at the bottom left corner of your screen.
- Open the **Word box** located in the top row. A new screen will appear.
- From here, you will be able to create a **new document**, choose a **template**, or access your **saved documents**.
- The **Open Other Documents** folder at the bottom of the list lets you select documents that were saved on a flash drive or another drive.
- Locate **Blank document** and click on that to access the Word interface. The blank document is automatically named **Document1 - Word**. You will know how to rename it after you have read through this handout.

## THE RIBBON

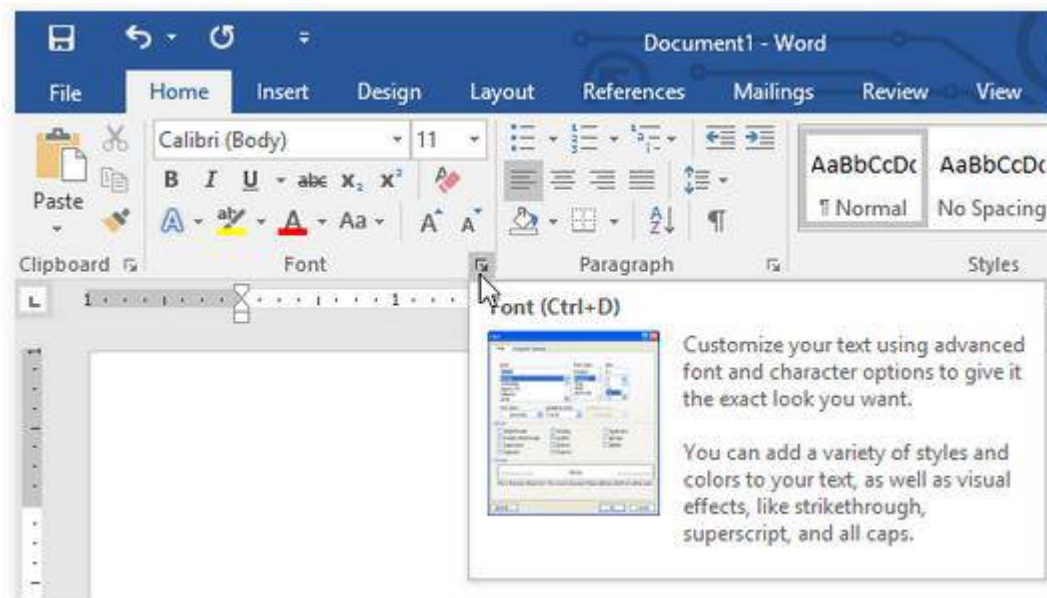
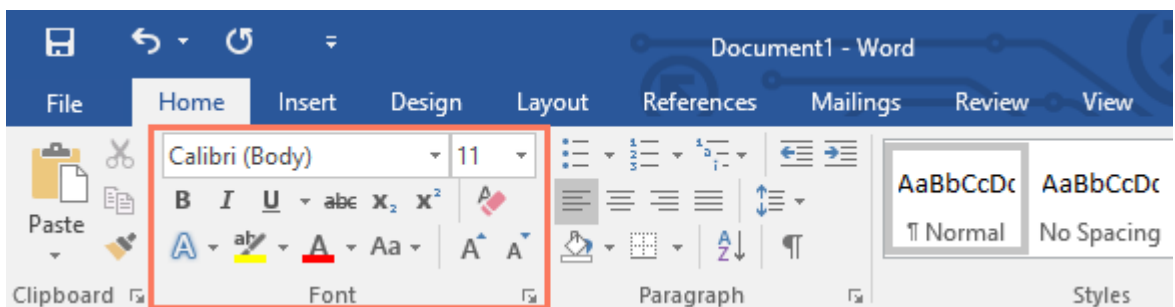
Word uses a **tabbed Ribbon system** instead of traditional menus.

- The **Ribbon** contains **multiple tabs** located near the top of the Word window. The tabs you will use for simple Word documents are **File, Home, Insert, Layout, and Review**. **Home** is used more than the others.
- **Review** will only be used to check **Spelling & Grammar**.
- Each tab contains several **groups of related commands**.



Groups within the Ribbon have a **small arrow** in the bottom-right corner that give more options. For example, the arrow in the **Font Group** will allow you to set up your font style and font size for the entire document. [Otherwise, if you select a font to use somewhere within your document, it will still revert back to the default font of Calibri Light, 11 pt.]

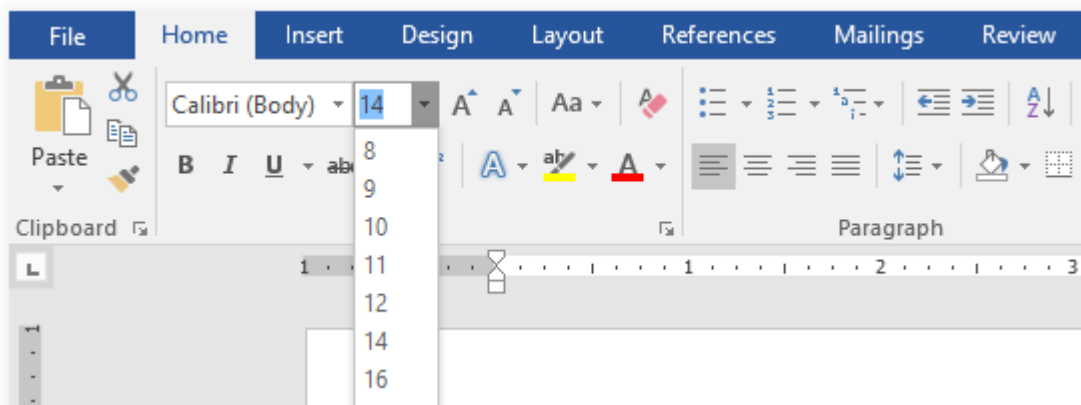
- Select your font style and size.
- **Left click** the arrow button in the lower right corner of the **Font Group** as seen in the first diagram below.
- A small window appears, as seen in the second diagram.
- Click on the **Set As Default** button in the lower left corner.
- A small window appears. Indicate apply to this document only.



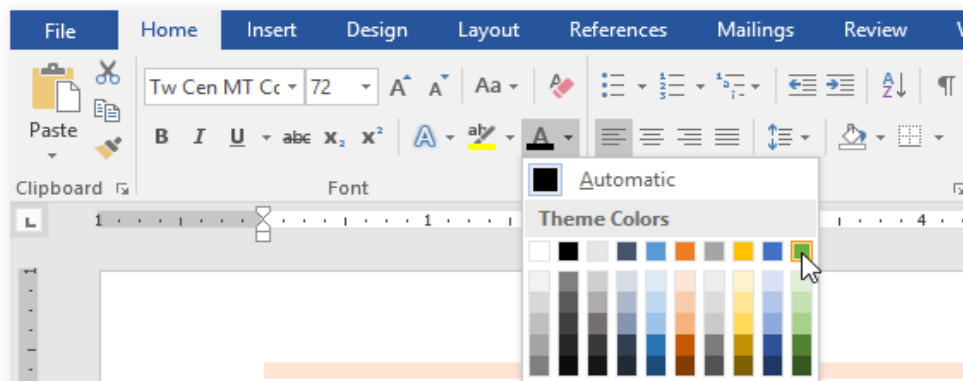
- Font size is described in points (pt.) and is based on the height of a letter or number. There are around 72 points (pt.) in 1 inch; ½ inch has around 32 points (pt.) So 12 pt. or 14 pt. is a very small measurement.

## TEXT FORMATTING

- The **Home Tab** provides text formatting.
- Always **Highlight** the text that you want to change.
- **Font Group** provides the **Font Style** as seen here too:
- To change the font size, click on the **Font Size** drop-down arrow as shown.



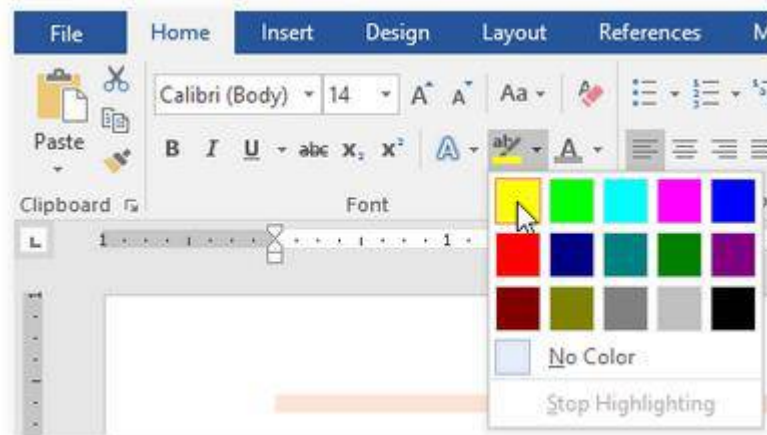
- To change the font color, click on the **Font Color** drop-down arrow.



- **Bold, Italic, and UnderScore** commands are seen in the diagram below.



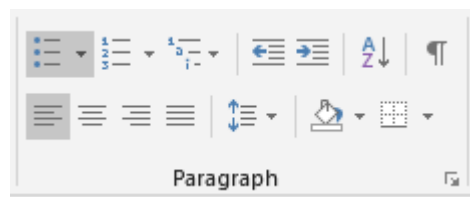
- Refer to the diagram shown below.
- If you want **Color Background to Text** (like you see here in yellow), click on the drop-down menu and select a color.
- Then **Highlight** your text.
- **To remove** the colored background, **Highlight** the text.
- Click on the drop-down menu, and click on the **No Color** box.



## TEXT ALIGNMENT

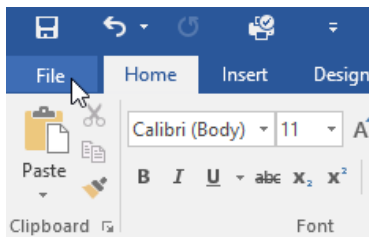
By default, Word aligns text to the **left margin** in new documents.

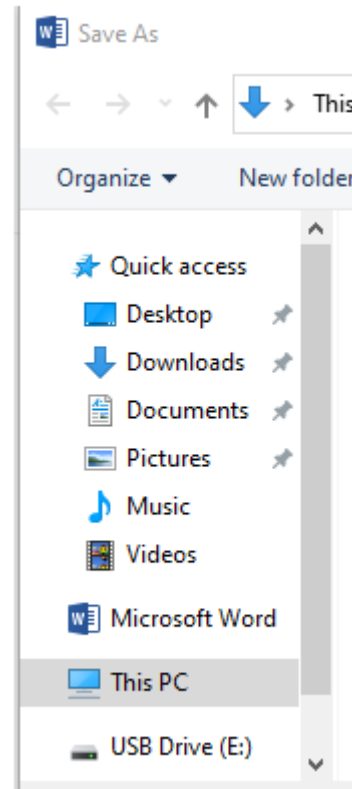
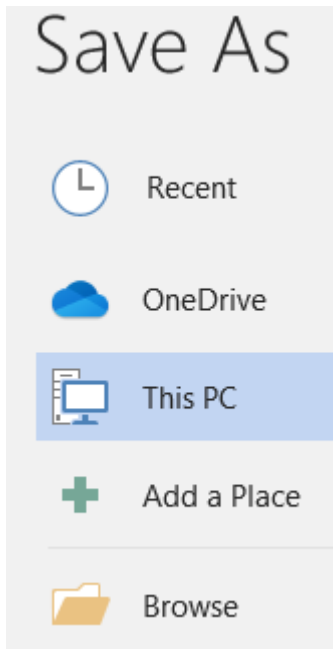
- From the **Home** tab, select one of the four alignment options from the **Paragraph Group**.
- **Align Left**, **Align Center**, **Align Right**, and **Justify** are on the second row.
- The diagram below also shows the **Bullets Command** highlighted in gray above the row of alignment options. This was clicked on at the beginning of this handout, and the “black dot” was selected from available symbols. This must be done at the beginning of each paragraph and continues each time you hit **Enter**. Backspace to clear the next Bullet if you do not want it there.



**BACKSTAGE VIEW** Refer to the four diagrams located at the end of this section.

- To access **Backstage view**, click the **File** tab on the **Ribbon**.
- The **Backstage view** lists various options on the next screen.
- The **Back Arrow** located at the top of the menu takes you back to your document.
- Click on the **New** button to create a new document.
- Click on the **Save As** button to name your new document for the first time, or after you edit it or if you want to rename it. The following screen (seen on the third display) shows places where you can save a document. **This PC** lets you save to **Documents** on your computer. However, if you want to save it on your flash drive, click on the **Browse** option. Insert the flash drive in one of the computer's ports. The fourth display shows the drop-down menu where you can click on **USB Drive (E:)** Then name your document.
- Click on the **Open** button to open a document that you have already saved.
- Later, after you have opened and edited your document, click on the **Save** button.
- The **Print** button provides options for printing.





## DOCUMENT VIEWS AND ZOOMING

You can view your document in **Read Mode**, **Print Layout**, or **Web Layout**. These icons are located in the lower right corner of your screen. See the diagram below.

- **Print Layout** is the default document view in Word. Its icon is the middle one seen in the diagram. It shows what the document will look like on the printed page. This is the most commonly used view.
- To **zoom in or out**, click and drag the **zoom control slider**. You can also select the + or - **commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.

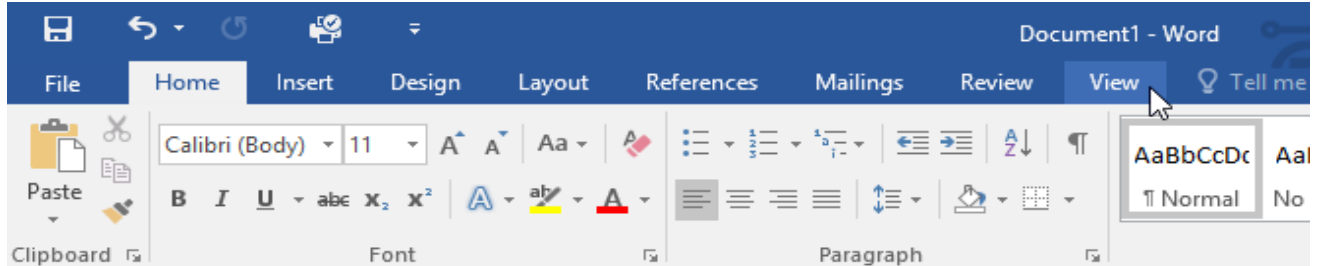


## THE RULER

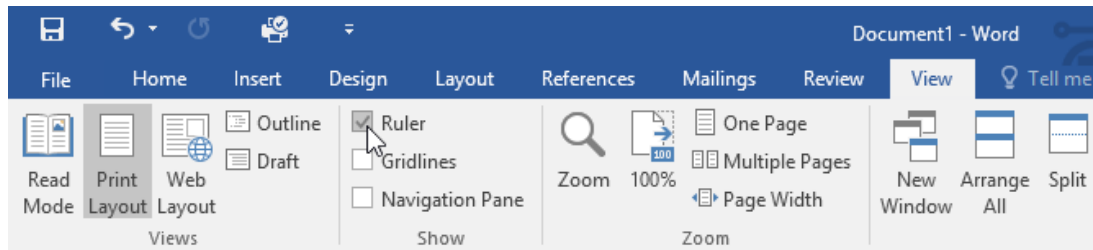
The **Ruler** is located at the top, and to the left of your document. It makes it easier to **adjust** your document with precision. You can **Hide the Ruler** to create more space.

### To Show or Hide the Ruler:

- Click the **View** tab.



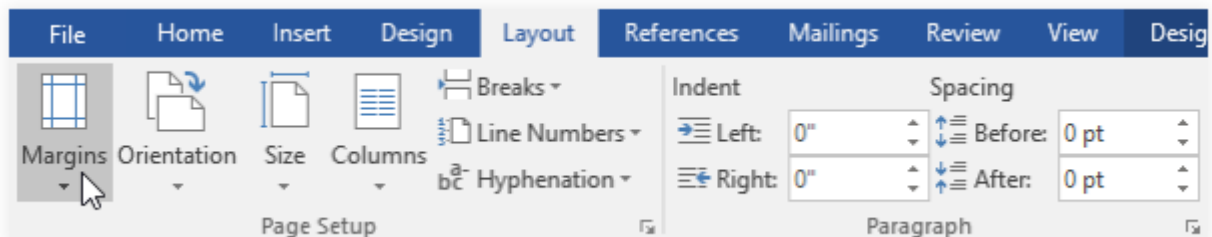
- Click the checkbox next to **Ruler** to **show** or **hide** the Ruler.



## The Layout Tab

The **Page Setup Group** provides the icons for changing **margins**, **page orientation**, **size** **document** selection, selecting **columns**, and more.

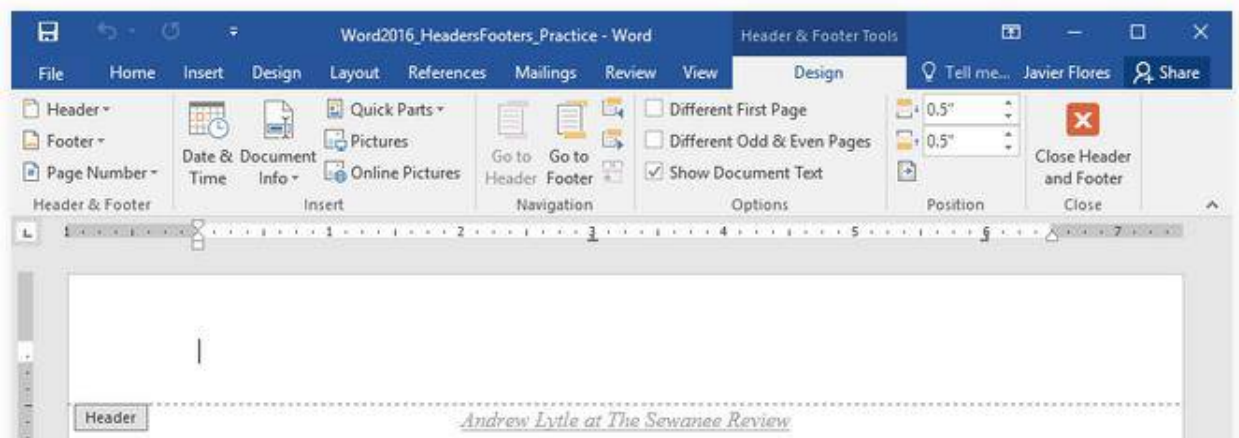
- The **Orientation** drop-down arrow provides **Portrait** (vertical) and **Landscape** (horizontal) options.



- The **Margins** icon provides a drop-down menu showing options.
- The **Custom Margins** option at the bottom of the menu give more flexibility.

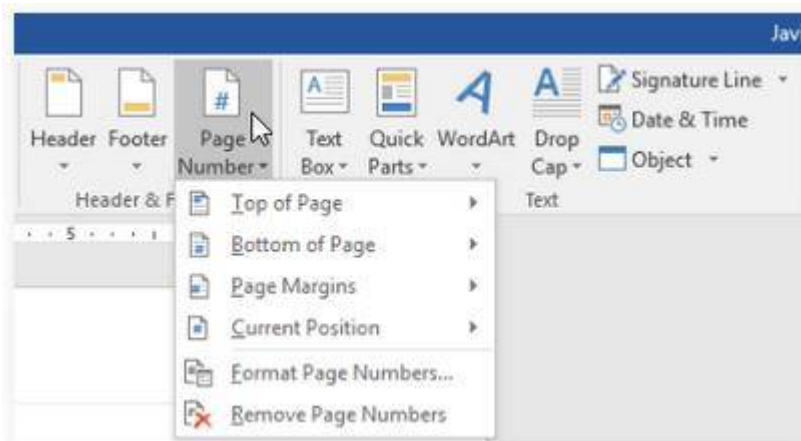
## The Header and Footer

- Double click anywhere in the top or bottom margin of your document, depending on whether you need a header or a footer.
- The **Design Tab** on the ribbon appears. The header or footer on the document will open, where you can type in your data.
- When finished, click **Close Header and Footer** or the **Esc Key**.



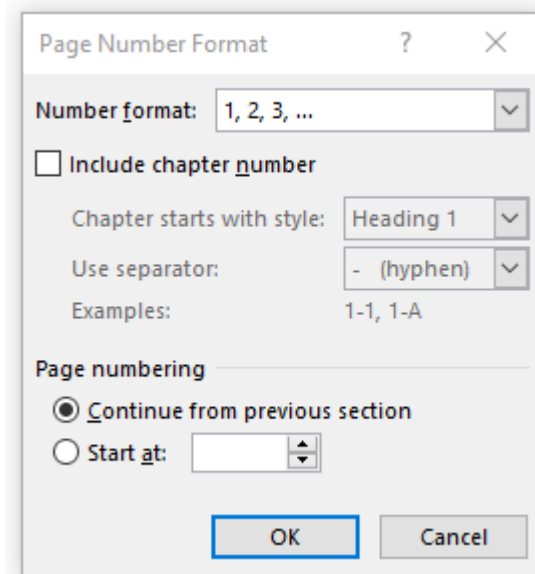
## To Insert Page Numbers

- Click on the **Insert Tab**.
- Click on the **Page Number** icon in the **Header & Footer Group**.
- The drop-down menu lists options for page number placement.





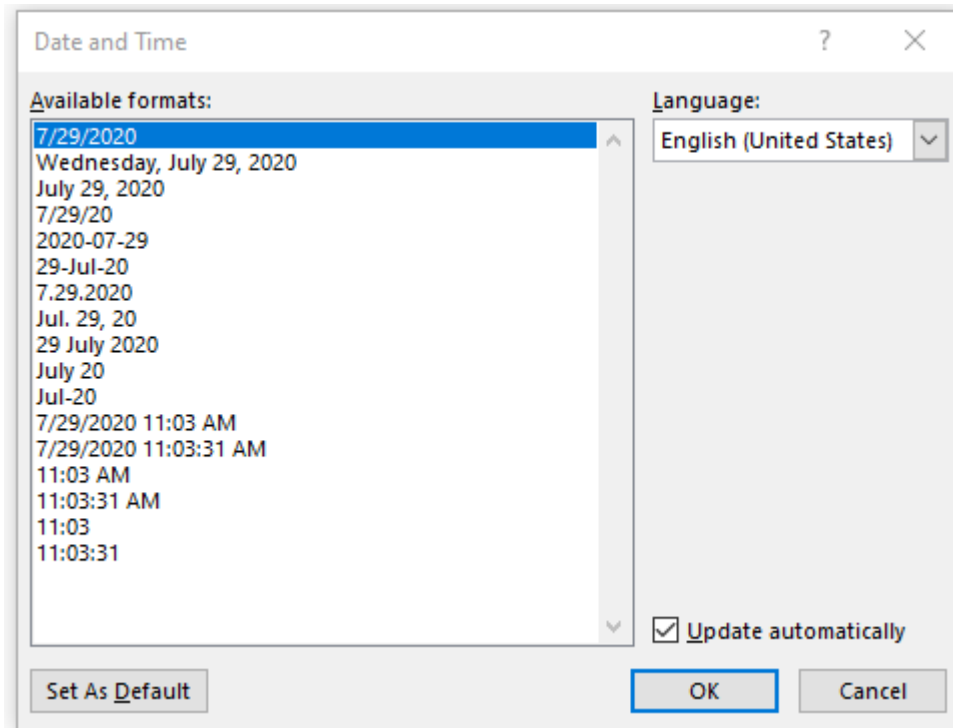
- The **Format Page Numbers** is the fifth option on the previous drop-down menu. It provides more commands.



- The last option on the previous drop-down menu is the **Remove Page Numbers** option. It comes in handy when you want to see what the placement options look like.

## To Insert Date and Time in the Header or Footer

The **Insert Tab** provides the icon that lets you select the **Date & Time** format of your choice. It is located to the far right within the **Text Group box**. The following screen shows the different formats available. You can check a box to update it automatically.



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Information for this handout has been borrowed from the following website.  
<https://edu.gcfglobal.org/en/> This link is available at <https://www.haynerlibrary.org/>  
and clicking on the tab to **Online Resources**.

The Hayner Public Library District Reference Services

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