

Opening Microsoft Word

- Start menu
 - Start
 - Frequently used programs
 - Microsoft Word
- All Programs
 - Start
 - All Programs
 - Microsoft Office
 - Microsoft Word



Microsoft Word Tools

- Office Button
 - Create new document
 - Open existing document
 - Save changes to document
 - Save new document or Save document with new name
 - Print document
 - Prepare for distribution
 - Send document via email
 - Distribute via Blog or Shared document area (Sharepoint)
 - Close the document
- Quick Access Toolbar-on left side of title bar
 - Undo-Redo
 - Print
 - New document
 - Spell check
 - Email
 - Save
 - Open
 - Icons can be set by user
- Ribbons
 - Home-most common-has formatting tools
 - Insert-used to add items such as graphics and images
 - Page Layout-used for appearance of page such as margins, borders, and alignment
 - Reference-formal document tools
 - Mailings-tools to send documents to a large group of people
 - Review-tools for editing documents
 - View-appearance of the document on the screen
 - Expand menus with arrow in lower right corner

Open Microsoft Word Documents

- New
 - Click Paper icon on quick access toolbar
 - Office button>New
- Existing
 - Click Folder icon on quick access toolbar
 - Office button>Open>Recent documents

Searching for a Document

SmartRiverside Session Four Handout

[Pick the date]

Start menu>Search
Click on Documents
Enter Search criteria
Select document from files found in search

Saving a Document

Click on Office button
Click on Save As
Enter document name in file name box-remember to be descriptive
Click Save

Formatting a Document

Font

Font type
Font style
 Regular
 Bold
 Italic
Font size
Font effects
 Strikethrough
 Superscript
 Subscript
 Shadow
 Outline
 Emboss
 Engrave
 Small caps
 All caps
Font color
Font highlighting

Graphics

Clip Art

Click on Clip Art on Insert Ribbon
Enter term to search for
Click Go
Double click on the image you like

Pictures

Click on Picture on Insert Ribbon
Choose from File
 Browse to desired picture
 Click Insert
Choose from library
 Enter term to search for
 Click Go
 Double click on the image you like

Word Art

Click on Word Art on Insert Ribbon
Choose the Word Art style from dropdown menu

Enter Text in the Word Art text box

Click OK

Shapes

Click on Shape on the Insert Ribbon

Click on the type of Shape

Use the mouse to outline the shape using click and drag

Right click to format

