

INTRODUCTION TO MICROSOFT WORD



Interested?

Seating is Limited
Call 285-1116

- 1. We will create a word document in this workshop and go over the following applications:**
- 2. Top Tool bar:** minimize, maximize, close, name of file, program name
- 3. Middle Tool Bar**

File: Open, close, save, save as, print preview, page set-up, send to, print

Edit: Undo, cut, copy, paste

View: Orange highlighted options, outline view, reading layout, full screen, Header

Insert: Picture: Clip Art

Format: Font, paragraph, bullets and numbering, background

Tools: Spelling and grammar check, language, research

Help: online and on the hard drive
- 4. Comparing tool icons** with tool bar top and bottom of page
- 5. Copy and pasting** documents from the internet to word
- 6. Changing font size,** style, color, line spacing
- 7. Inserting a piece of clip art**
- 8. Saving to a disk, hard drive**
- 9. Erasing** information from the disk
- 10. Logging off**