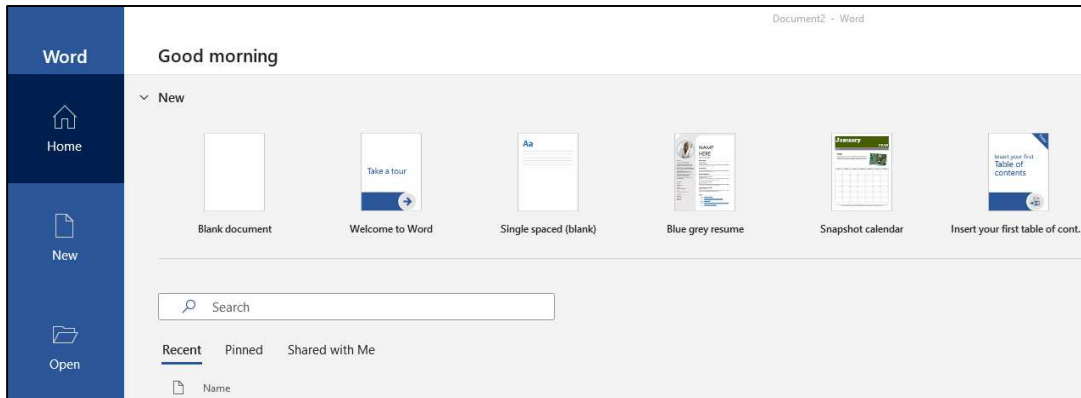
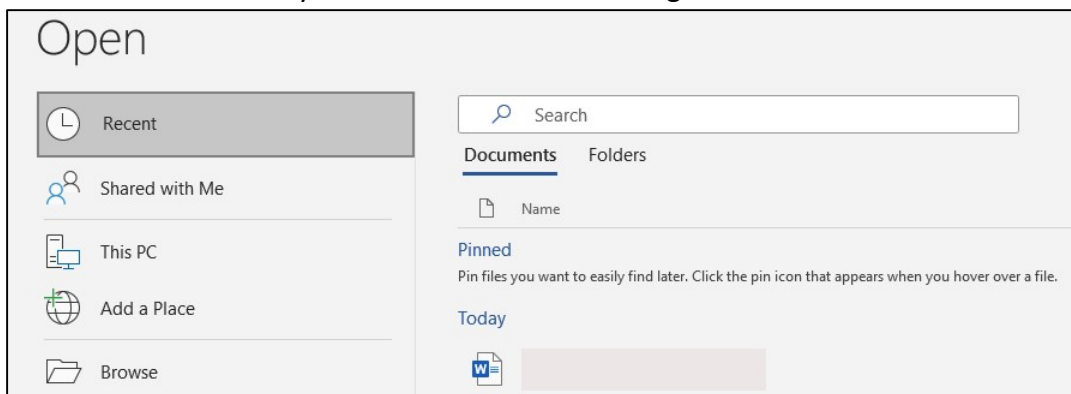


## Finding or Creating a Document

1. Open Word to the Word Homepage
  - a. To create a new document, select either blank document or one of the templates available.
  - b. Select more templates to search through all available Word templates.

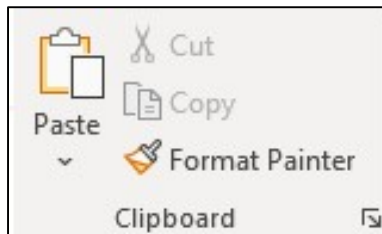


- c. To open a document, select open, then you can search for a document.
      - i. Your recent files will appear on this screen.
      - ii. Or you can search for a file using the browse feature.

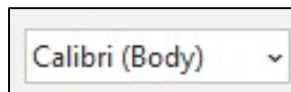


## The Home Tab

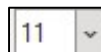
1. Clipboard tools control selected text or objects.
  - a. To cut: Select the text you want to cut and select cut (ctrl + x). This will delete it and add that text or object to the clipboard to paste.
  - b. To copy: Select the text you want to copy and select copy (ctrl + c) to add it to the clipboard.
  - c. To paste: Select where you would like the text or object to be, and select paste (ctrl + v)
  - d. Format painter allows you to replicate the created format of any section of text onto other text. To use the format painter, select the text you would like to copy the format of, then select the format painter button. This will change your pointer into a paint brush when hovering over text. Select the text you would like to change, and release.



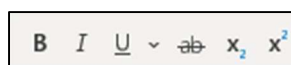
2. Font can help change the look of any document. Any text that is selected when you select any font changes, will change along with your new selections. If no text is selected it will apply to text you type after changing the selection.
  - a. To select a new font, select the down arrow, then the font you would like to use.



- b. To select a new font size, select the down arrow, then the size you would like to use.



- c. You can also change the capitalization, bold, italicize, underline, strikethrough, or add subscript or superscript by making the corresponding selection.

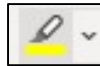


# Microsoft Word User Guide

- d. To add WordArt, select the outlined A, and select the desired style.
- e. You can also change the settings of the WordArt to change the selection to better fit your document.



- f. To highlight text, select the highlight button, then the desired color.

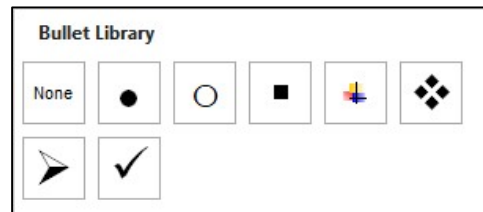


- g. To change font color, select the font color arrow, then the desired color.

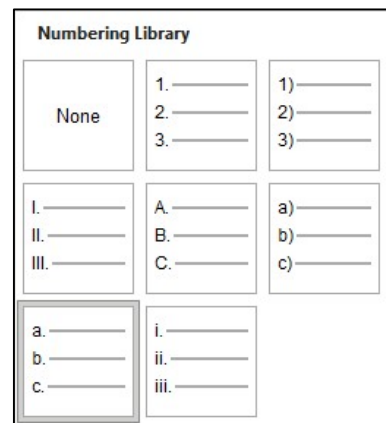
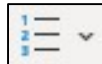


### 3. Paragraph Tools:

- a. Bullet Points allow organization of information, you can also select different bullet looks.



- b. Another way to organize information is by numbered or lettered lists. These lists also can be changed depending on preference of style.



- c. The indent tools allow you to add or remove indents easily. The left tool removes the indent, while the right tool will add an indent.



- d. The alignment tools allow you to align your paragraphs and objects either left, center, right, or justify. Justify will spread your text evenly across the pages.



- e. Spacing can be changed using the spacing tool. The line spacing will change the space between lines of paragraphs, while paragraph spacing will change the spacing between whole paragraphs.

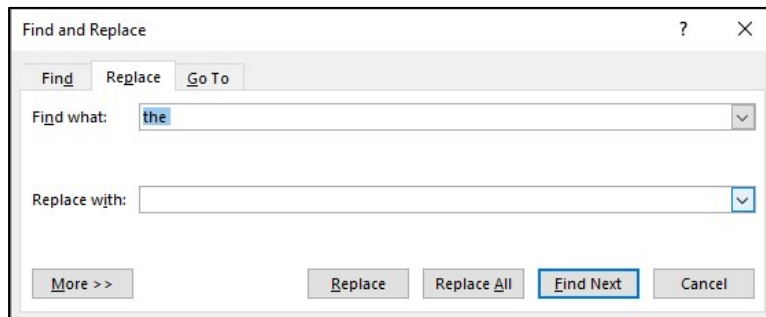


#### 4. Editing:

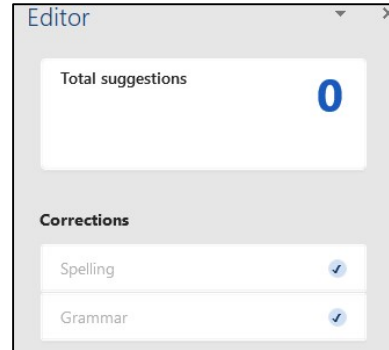
- a. The find tool allows you to search for any word or phrase, it will then show the results in a list, as well as highlighting every appearance in the document.



- b. The replace tool allows you to search for a word or phrase and replace it with something else.



5. The editor button will run a spelling and grammar check on your document and give you suggestions on what to change.

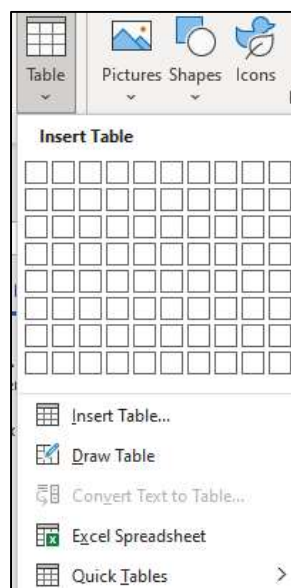


## The Insert Tab

1. Adding Pages:
  - a. You can add a page break which marks where the information on a page ends and moves any information under it onto the next page.

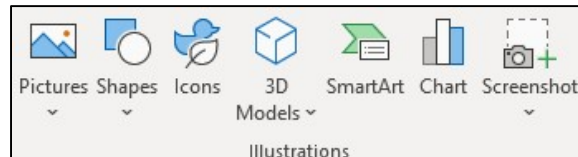


2. Tables
  - a. You can insert a table by selecting the size, drawing a table, importing a excel spreadsheet, or inserting a quick table.



### 3. Illustrations

- a. To add any illustrations, first select the type of illustration, then select which you would like to add. This will place the illustration where your cursor is located.
  - i. Although many illustrations can be found directly in Word, you can also add pictures or 3D models from your own files.
  - ii. The screenshot tool allows you to add a screenshot of any currently open tab on your computer.



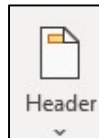
4. Comments allow you to leave notes on a document without changing the actual



content of the document.

### 5. Header/Footer

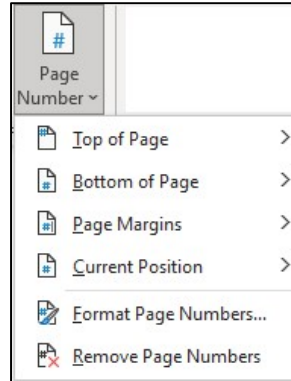
- a. Headers can be added by either selecting header and a built-in header or by double-clicking the top of the page.



- b. Footers can be added by either selecting footer and a built-in footer or by double-clicking the bottom of the page.

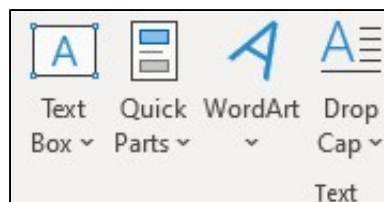


- c. Page Numbers can be added to any document.
  - i. Adding a page number at the top of the page, adds it to the header.
  - ii. Adding a page number at the bottom of the page, adds it to the footer.

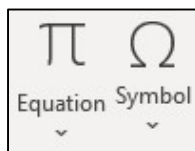


## 6. Text

- a. Text Boxes can be added to organize information by selecting the type of text box you want. It will be placed wherever your cursor is in the document.
- b. Quick Parts can be used to save different formatting or text boxes used previously to easily re-add.
- c. To add WordArt, select the outlined A, and select the desired style. You can also change the settings of the WordArt to change the selection to better fit your document.
- d. Drop Cap creates the first letter of a paragraph to be larger for style.



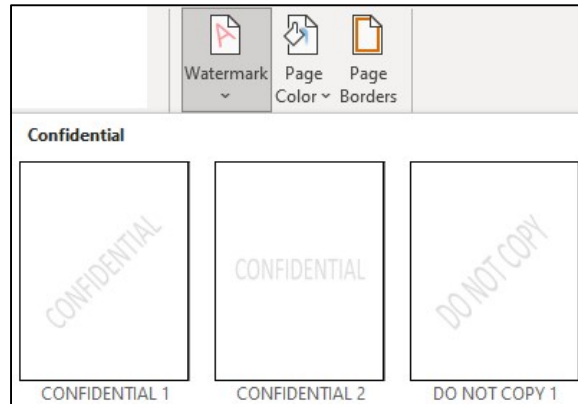
- 7. Symbols and Equations can be added into a document by selecting the corresponding symbol or equation from the library and selecting insert. It will be added where your cursor is in the text.



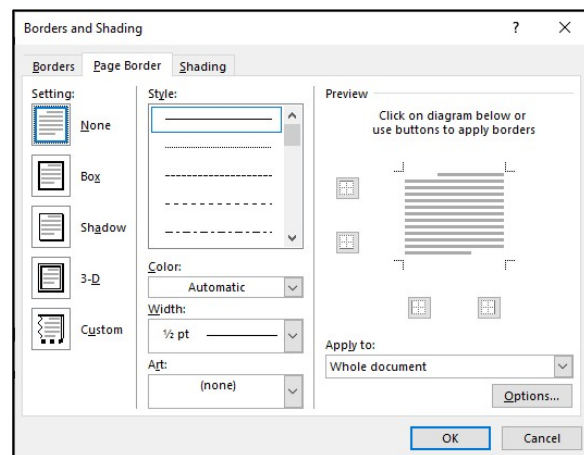
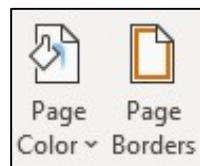
## The Design Tab

### 8. Page Background

- a. Watermarks can be added to any document depending on the need of the creator. Some available watermarks include “Confidential”, “Sample” or “Do Not Copy”



- b. Page Color and page borders can be added to further customize a document. Page color can be added by selecting page color, then the desired color. Page Borders can be added by selecting page borders and selecting the desired border settings in the pop-up.





## The View Tab

1. You can view the document in print layout (default), read mode, web layout, outline, or draft view.
2. Show tools can be used to show or hide the ruler, gridlines, or navigation pane.
3. You can change the zoom of the document using any of the zoom group tools.
  - a. Selecting zoom will pull up the zoom pop-up, where you can change more specific details of the zoom.
  - b. Selecting 100% automatically moves to the default 100% zoom setting.

