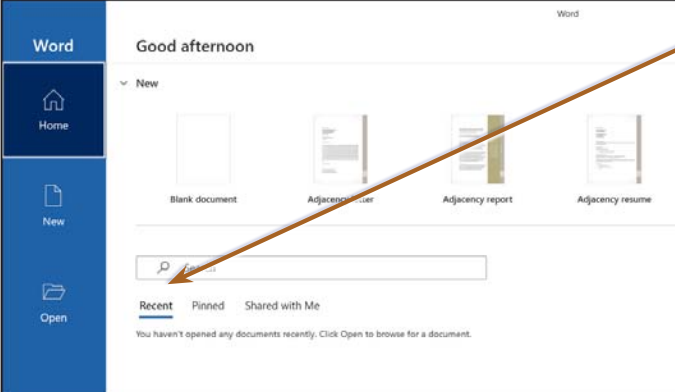


# Introduction to Microsoft Word

Microsoft Word is a powerful word processing program that allows you to enter text, make changes to it, format it, record it and print it. You can use Word to produce professional business letters, reports, job applications, personal resumes, curriculum vitae, essays, class projects, etc.

## Loading Microsoft Word

- 1 Load Microsoft Word and you should receive the following WELCOME window.



The screenshot shows the Microsoft Word 'New' window. On the left is a blue sidebar with 'Home', 'New', and 'Open' options. The main area is titled 'Good afternoon' and shows a 'New' section with a search bar and several template thumbnails: 'Blank document', 'Adjacency letter', 'Adjacency report', 'Adjacency resume', 'Apothecary letter', 'Apothecary newsletter', and 'Apothecary resume'. Below the templates are tabs for 'Recent', 'Pinned', and 'Shared with Me'. A callout box with an arrow pointing to the 'Blank document' icon contains text.

2 Recently used documents are displayed at the left of the window or you can click on the OPEN icon to open a saved document.

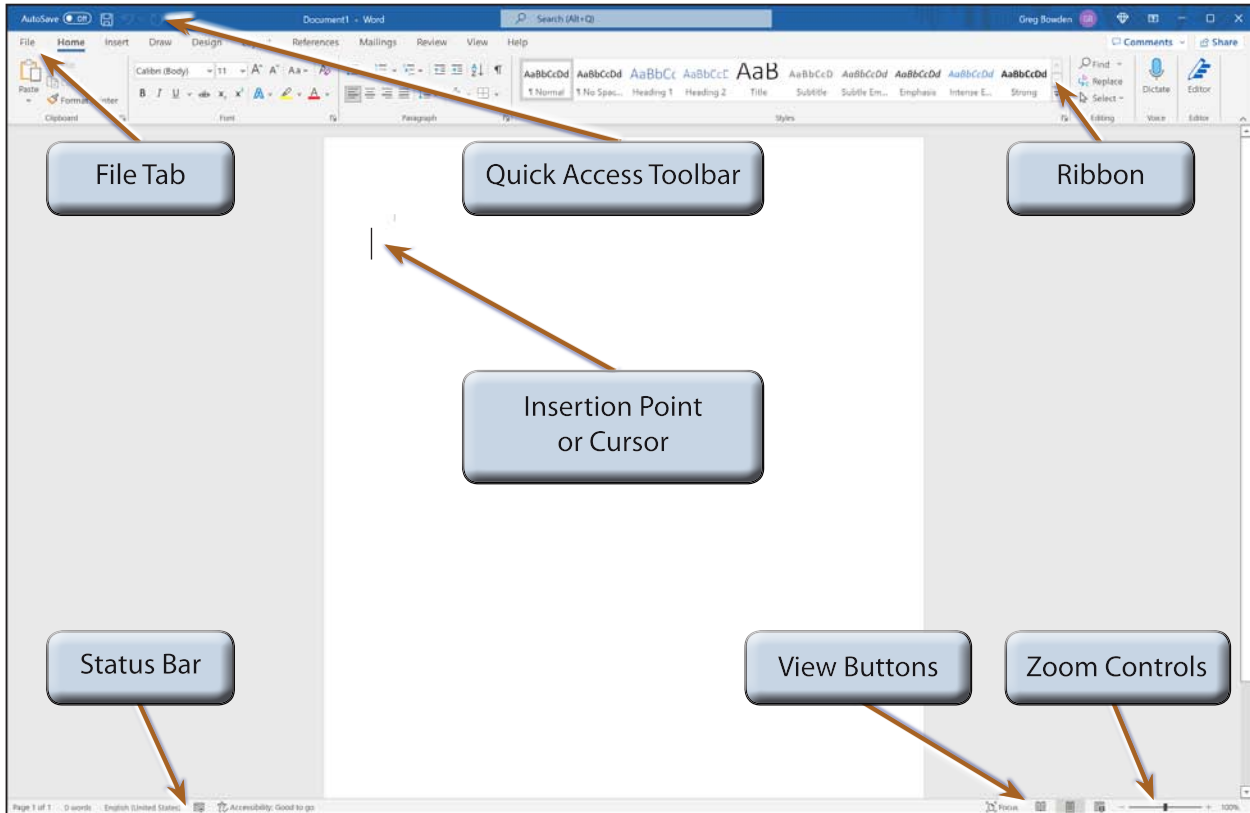
3 Templates (prepared document layouts) can be selected from the main section of the window or more templates are available online.



This screenshot is similar to the previous one but highlights the 'Blank document' icon with a grey border and a mouse cursor. A callout box with an arrow pointing to this icon contains text.

4 Click on the BLANK DOCUMENT icon to start a blank document.

- 5 Look at the following labelled Microsoft Word screen and refer to it until you are familiar with all the components.

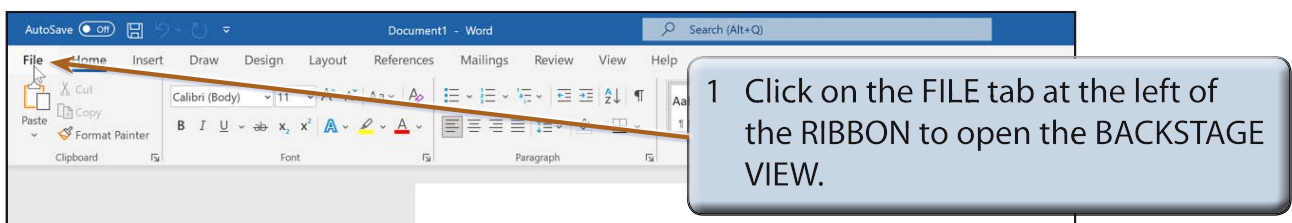


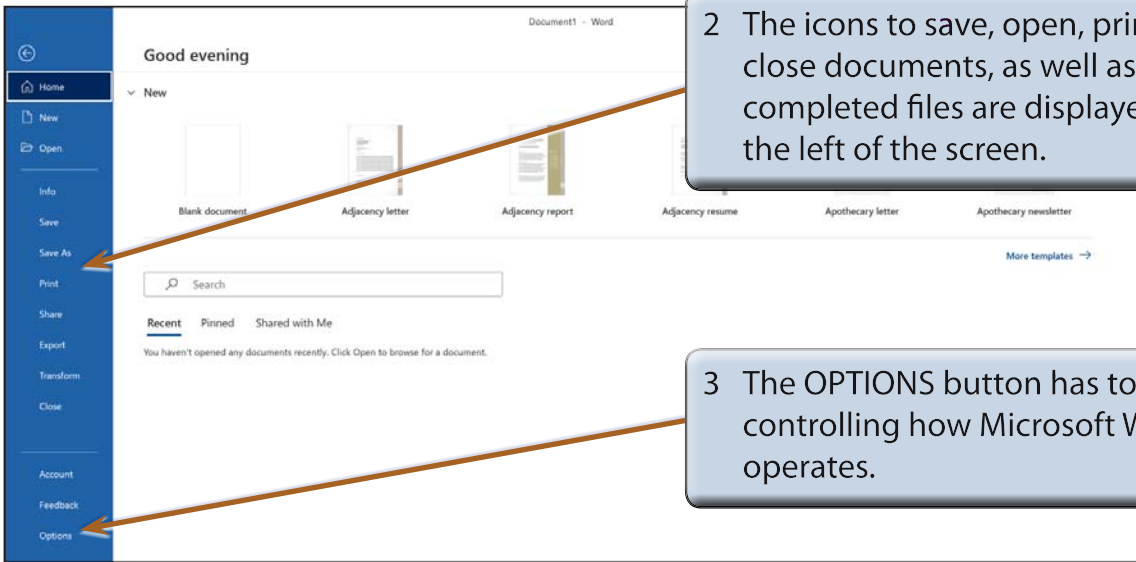
## The Microsoft Word Screen

The Microsoft Word screen has a number of different sections.

### A The Backstage View

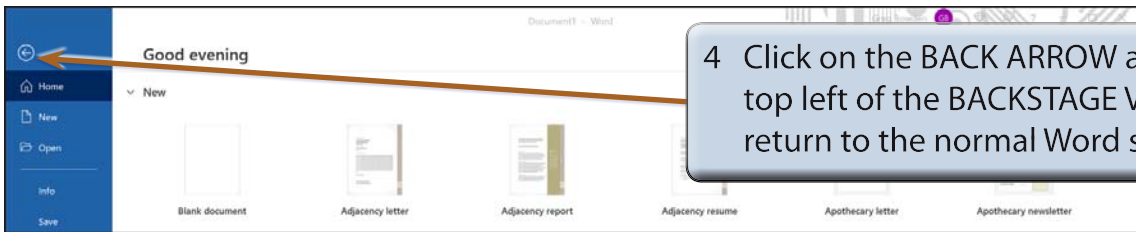
The BACKSTAGE VIEW provides tools to save, open, print and close documents, as well as tools for completed files.





2 The icons to save, open, print and close documents, as well as tools for completed files are displayed down the left of the screen.

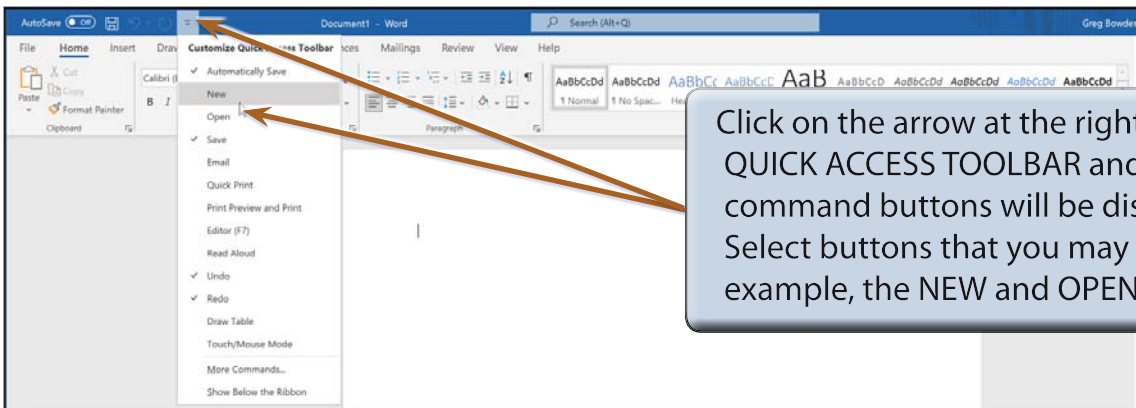
3 The OPTIONS button has tools for controlling how Microsoft Word operates.



4 Click on the BACK ARROW at the top left of the BACKSTAGE VIEW to return to the normal Word screen.

## B The Quick Access Toolbar

The QUICK ACCESS TOOLBAR is above the RIBBON. It has buttons to save or undo steps. You can also add common command buttons to it.



Click on the arrow at the right of the QUICK ACCESS TOOLBAR and a list of command buttons will be displayed. Select buttons that you may need, for example, the NEW and OPEN buttons.

## C The Ribbon

The RIBBON across the top of the screen contains most of the Word commands in a variety of command TABS.



- 2 Click on each command TAB in turn to see what groups of commands they contain.

**Home Tab:** Contains the most common commands for formatting and editing text.

**Insert Tab:** Contains commands for adding items to documents, for example, pages, breaks, graphics, headers and footers, etc.

**Draw Tab:** Contains drawing tools primarily for touch screens.

**Design Tab:** Contains commands for page design, for example, page themes, page colours, page borders, etc.

**Layout Tab:** Contains tools that control how pages look on the screen or when printed. These include margins, columns, paper size, etc.

**References Tab:** Contains tools for highlighting or referring to sections of a document. These include footnotes, table of contents, bibliographies, etc,

**Mailings Tab:** Contains tools to carry out mail-merging of data into letters, envelopes or labels.

**Review Tab:** Contains tools for checking documents. These include spell checking tools and a thesaurus.

**View Tab:** Contains tools to view documents on screen. These include zoom and document view commands.

**Help Tab:** Contains help, support and training tools.