

QUICK GUIDE TO MICROSOFT WORD

Start a New Blank Document

- **New Document.** To begin a new document, choose File Menu > New Blank Document. Shortcut: Ctrl-N (Windows)/⌘-N (Macintosh).

Enter Text


Before you begin, make sure the Caps Lock key is in the "off" or "up" position so that you can type lower case letters. To enter text, just begin typing. To type an upper case character, hold the Shift key down while typing the character.

Press the Return key only when you want to leave the rest of the line blank as, for example, at the end of a paragraph.

As you type, word will underline questionable spelling in red and questionable grammar usage in green.

Insert or Delete Text

- **Insert.** To insert additional text into a part of the document that you have already written, use the mouse to move the I-beam pointer to the location and click.
- **Delete.** The Backspace (Windows) key/Delete key (Macintosh) removes text character by character from right to left.

 Spaces and Returns are characters and can be inserted or deleted like any others. To insert a blank line, place the insertion point at the place where you want the line to appear and press Enter (Windows)/Return (Macintosh).

Select Text

To make changes to a block of text, you must select it.

- **Select text.** by dragging across it with the I-beam pointer or use one of the shortcuts in the chart.

To select	Do this
a word	Double click
a paragraph	Triple click
a large block of text	Click at one end of the area you want to select, scroll to the other end and Shift-click.
the entire document	Choose select all from the Edit menu

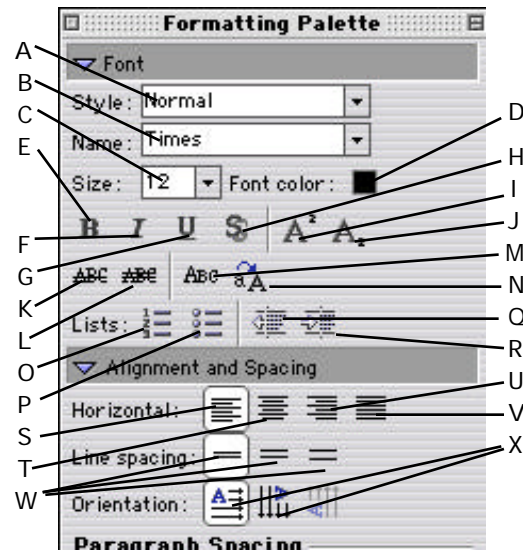
Change Text Formatting

You can use tools on the Formatting Palette to change the format of paragraphs. If the

palette is not showing, click the Formatting Palette tool on the Standard toolbar.


To change the text format:

1. Select the text you want to change.
2. On the Formatting Palette, click the tool that will apply the formatting you want.



To do this	Click
Change the style	A
Change the font	B
Change the font size	C
Change the font color	D
Boldface	E
Italicize	F
Underline	G
Apply a shadow to the font	H
Superscript	I
Subscript	J
Strikethrough	K
Double strikethrough	L
Apply small caps formatting	M
Change to all capitals	N
Add/remove numbers to paragraphs	O
Add/remove bullets to paragraphs	P
Decrease indent of the paragraph	Q
Increase indent of the paragraph	R
Align text left	S
Center text	T
Align text right	U
Align to both left and right margins	V
Single, 1.5, or double spacing	W
Orient text horizontally or vertically	X



 Other Font options can be changed by selecting Font from the format menu.

Delete or Replace a Block of Text




- Delete a block of text. Select the text and then press the Backspace/Delete key.
- Replace (type over) a block of text: Select the text and then type in the new text.

Undo a Change

- Undo. To Undo you most recent change, choose Undo from the Edit menu (Ctrl/⌘-Z).

Move or Copy Text

You can move text from one place to another with Cut and Paste, or duplicate a text selection in another place with Copy and Past. Cut and Copy place the text in a holding area called the Clipboard. The Clipboard can hold the text of only one Cut or Copy at a time.

1. Select the text that you want to move or copy.
2. To move the text: Click the Cut tool or choose Edit menu > Cut. (Ctrl/⌘-X) 
To copy the text: Click the Copy tool or choose Edit menu > Copy. (Ctrl/⌘-C) 
3. Click with the I-beam pointer where you want the text to appear.
4. Click the Paste tool or choose Edit menu > Paste. (Ctrl/⌘-P) 

Find and Change Text

1. Choose Edit menu > Find. (Ctrl/⌘-F)
2. Type the text that you want replaced into the Find What box.
3. If you want to change the found text: Click on the Replace tab and type the replacement text into the Replace With box.
4. Click the Find Next button to start the search.

Check Spelling and Grammar

1. Choose Tools menu > Spelling and Grammar.
2. When Word finds a possible spelling or grammar error, make your change in the dialog box. You can also do one of the following:
 - Click Ignore if you do not want to make a change.
 - Click Change to accept the suggested correction.
 - Click Add to add the word to the spelling dictionary. This will prevent the word from

being indicated as possibly misspelled in the future.

- Scroll through the Suggestions list and double-click on a word to substitute it for an unknown word.
- Click Close to end spell or grammar checking.


3. Repeat step 2 for each possible error.

Find Synonyms

1. Select the word.
2. Choose Tools menu > Thesaurus.
3. Do one or more of the following:
 - To replace the word with one of the listed words, select the word by clicking on it, then click the Replace button.
 - To look up more synonyms for one of the listed words, select the word by clicking on it, the click the Look Up button.
 - To redisplay synonyms for a word from the current Thesaurus session , choose from the pop-up menu.

Insert Clip Art

1. Choose Insert menu > Picture > Clip Art.
2. Click on the Category you want in the scrolling window on the left, then scroll to the clip you want to use.
3. Double-click on the clip you have chosen.

 You can also copy and paste clip art objects from another application.



- Cause text to float around your clip art. Click on the object, choose Format menu > Format Picture > Layout tab, then click an option.

Change Margins

- Specify margins for the entire document: Click the Document bar on the Formatting Palette and enter your changes.

Set Tabs

- Set a left tab stop: Click on the horizontal ruler where you want to set the tab.

 You can also click on  at the left of the horizontal ruler to change the type of tab (right, center, or decimal).