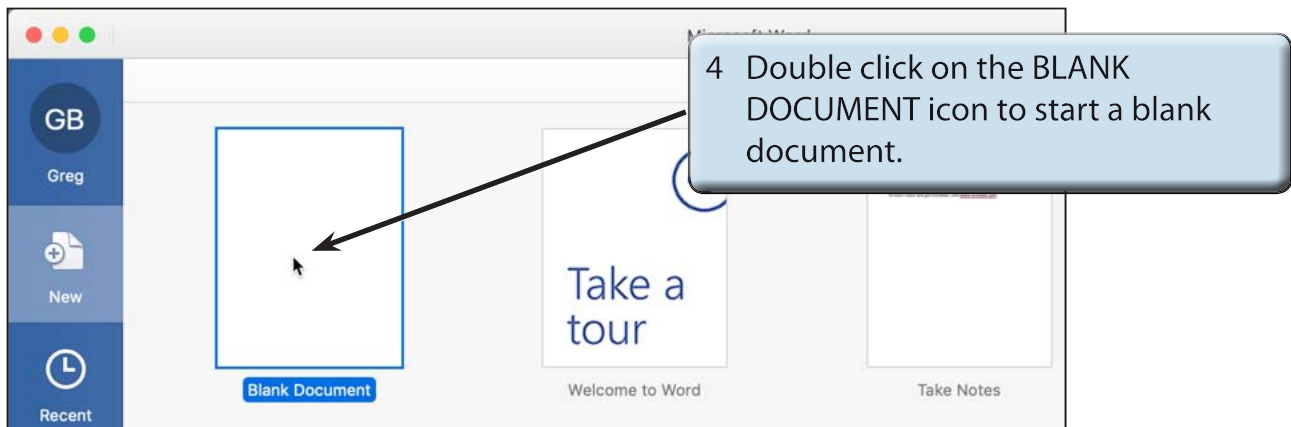
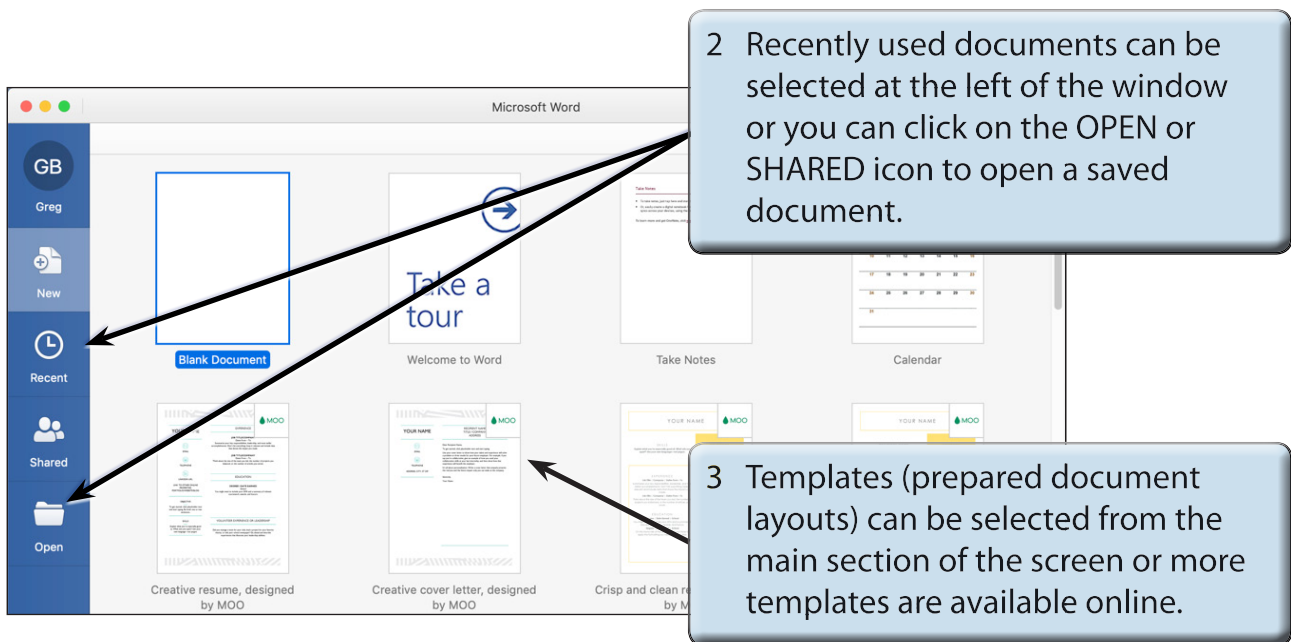


Introduction to Microsoft Word

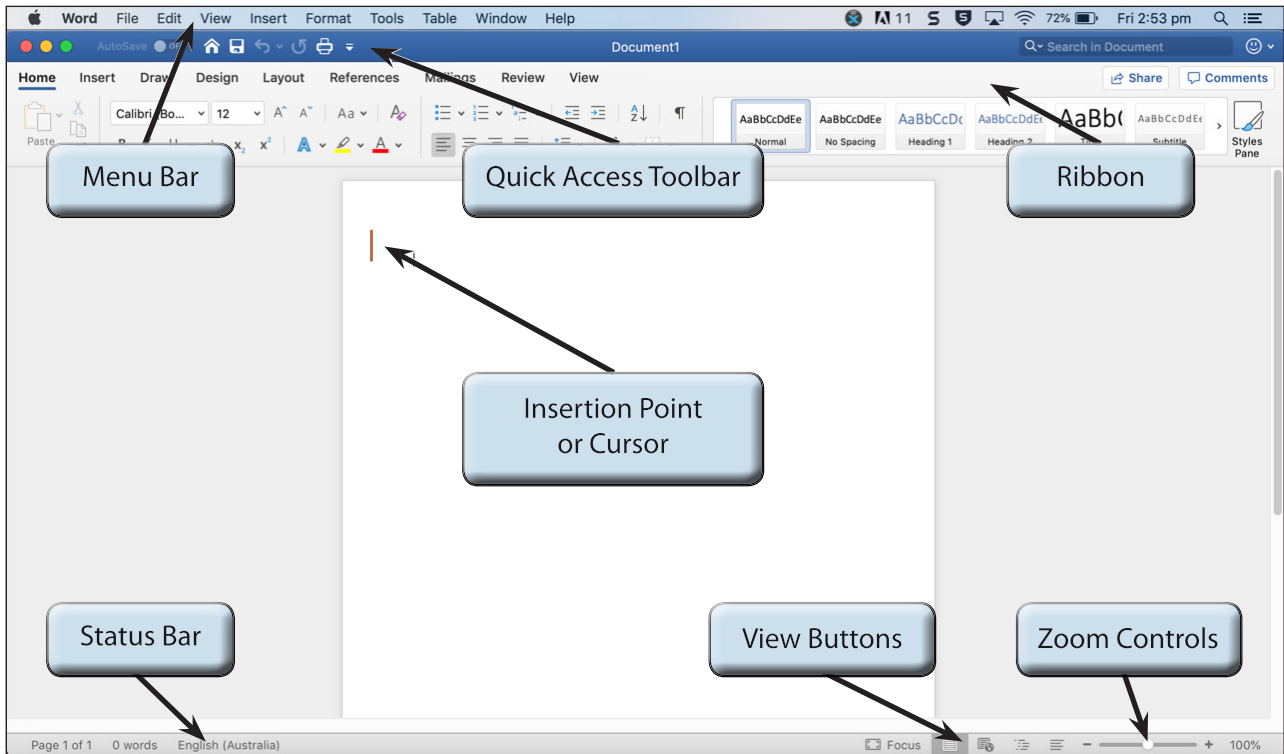
Microsoft Word is a powerful word processing program that allows you to enter text, make changes to it, format it, record it and print it. You can use Word to produce professional business letters, reports, job applications, personal resumes, curriculum vitae, essays, class projects, etc.

Loading Microsoft Word

- 1 Load Microsoft Word and you should receive the following START screen.



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



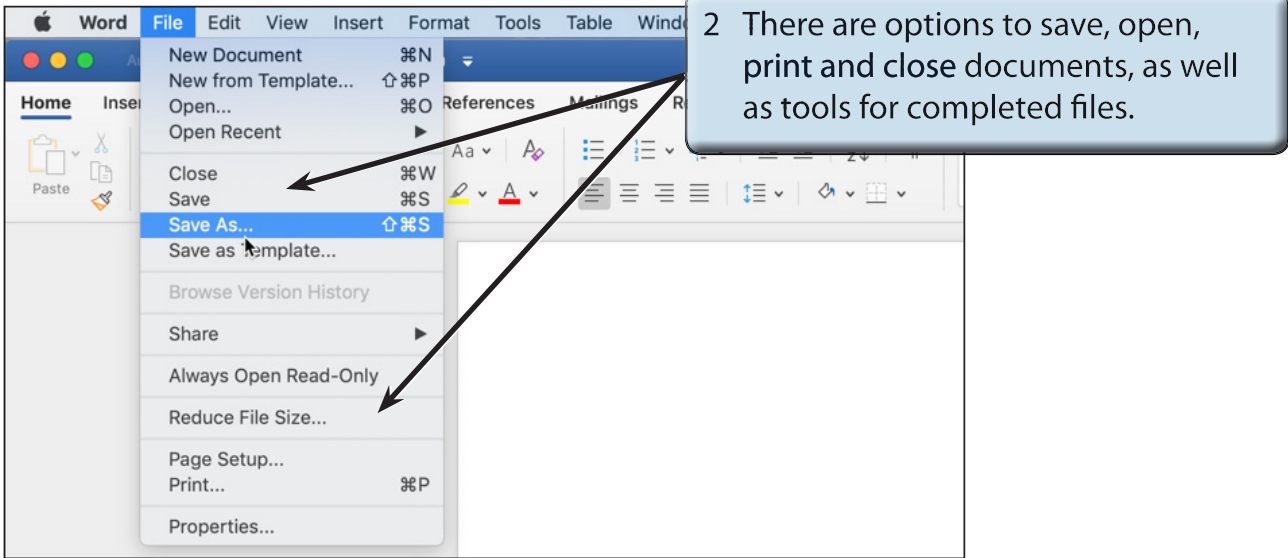
The Microsoft Word Screen

The Microsoft Word screen has a number of different sections.

A The Menu Bar

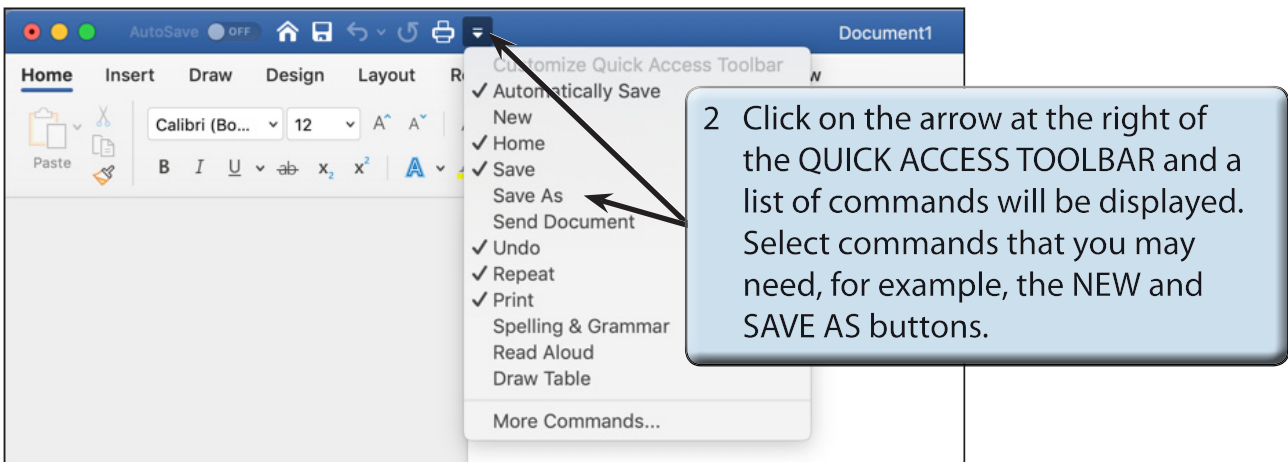
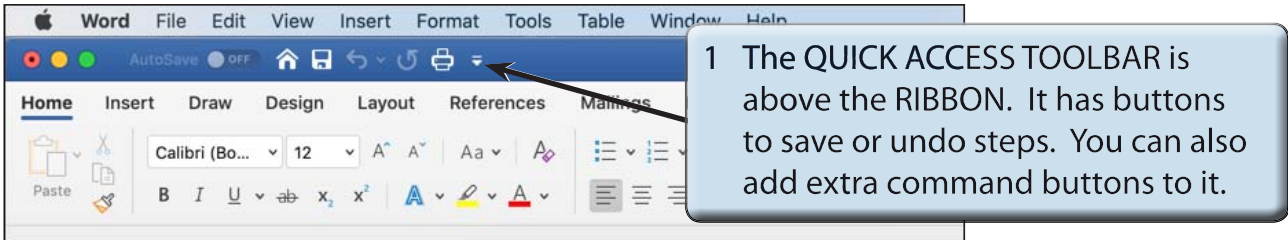
The MENU BAR provides tools to save, open, print and close documents, as well as tools to adjust completed files.

- 1 Click on the FILE heading in the MENU BAR.



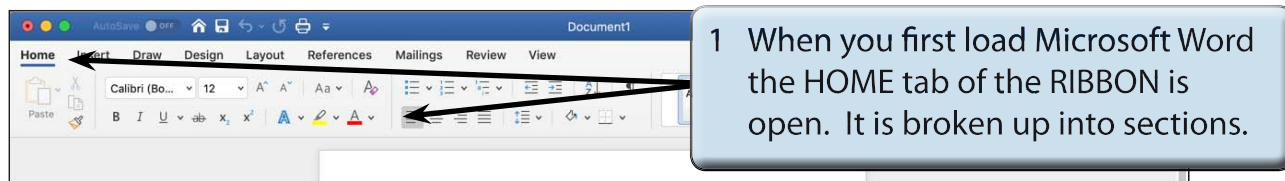
3 Try some of the other MENU BAR headings to view the options available in those.

B The Quick Access Toolbar



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 and thesaurus.

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