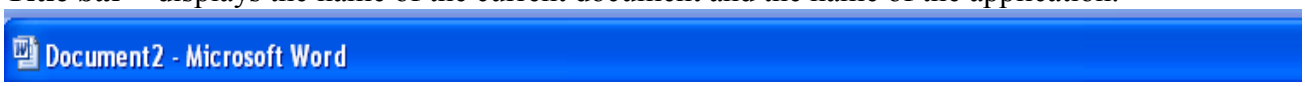
Introduction to Word
Toolbars and Basic Commands

Toolbars

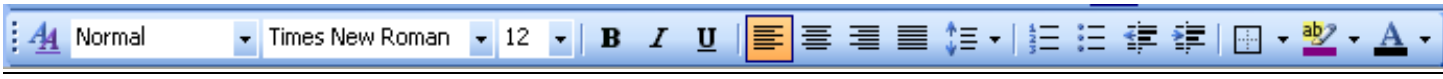
Title bar – displays the name of the current document and the name of the application.



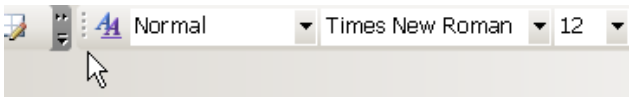
Standard toolbar – contains buttons you can use to select common tasks such as "Save" and "Print"

- New blank document
- Hold mouse over each icon and read description

Formatting toolbar – contains buttons you can use to select common formatting commands such as "Bold" and "Italic"

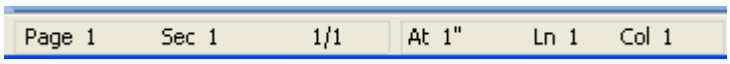


Move handle – Point your mouse to the move handle and when it changes to a double-arrow, drag the toolbar down**.**



Document views - provides access to five different views of your document

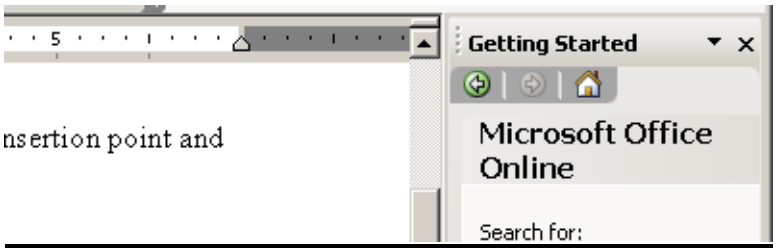
Status bar - provides information such as the current location of the insertion point and the number of pages in a document



Scroll bar - scroll bars allow you to move around in the window.

Tip: To make the text larger on the display, hold down the Ctrl key on the keyboard while moving your mouse WHEEL forward (away from you). Please note that this is the opposite direction in which you move the mouse WHEEL when in Internet Explorer.

Task pane – contains options you can select to perform common tasks.



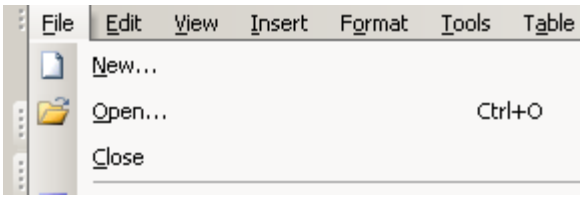
Menu bar Commands

Menu bar – provides access to lists of commands available in Word and displays an area where you can type a question for help

File

Save and Save As
Page Setup
Print

- Collate

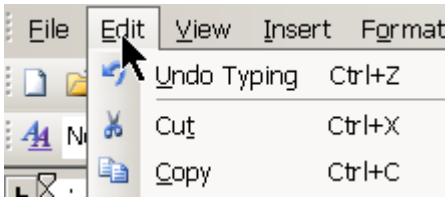


Edit

Edit – modify a document
Undo – backwards in time

Redo – forward in time
Paste

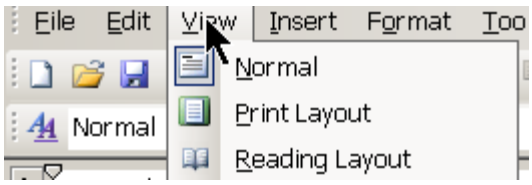
- Grayed out command cannot function



View

Print layout
Toolbars ⟶ arrow to it⟶ other features are available

- Standard layout – standard toolbar is available on desktop.
- Formatting is available on desktop
- How to close view window
  - Click in white area



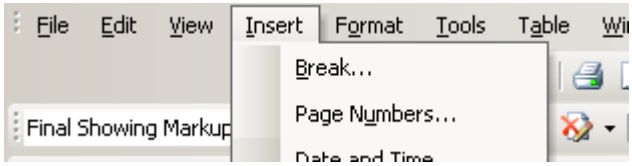
Insert

Insert a picture

- Picture⟶ clipart
- Type balloons in Microsoft search
- Double-click on picture and that will insert picture into document

Insert Page Numbers

- Click ok
- Page number is shown in selected location
- Insert date/time



Insertion point – the flashing line on the screen that indicates where the text you type will appear, or where something you insert will appear.

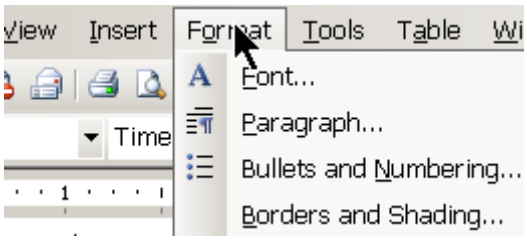
Format

Font – change style and size of text
Bullets and Numbering
Background
Borders & Shading

- Borders around text on page
- Color – click color of border wanted

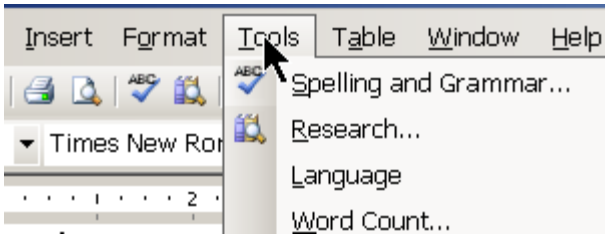
Paragraph

- Allows you to set up the spacing you want 1 – 1 ½

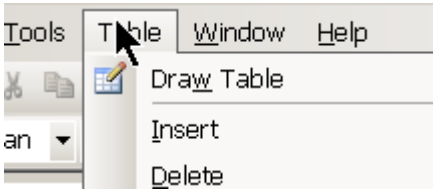


Tools

Spelling and Grammar
Word count
Letters and Mailings



Table



Window

Compare side by side.

Help

Microsoft Office Word Help
Show office assistant – click yes
See paper clip in bottom right (office assistant)

- Put mouse pointer on office assistant
- Right click – choose assistant
- Left click –
- Next
- All office assistants are shown
- Help
- Hide offline assistant
- Left click (hold button down) and move to left