Simple Instructions for using Microsoft Word

You'll need:

A computer with Microsoft Word installed.

Follow these step-by-step instructions to start a document in Microsoft Word

Step 1: From the desktop or from your 'Start' menu, open Microsoft Word.
If the Word 2013 icon does not appear you can search for it, using the 'Search programs and files' box in the picture above.

Step 2: Microsoft Word will open up and present you with an option to select a document template, or a blank document.

Step 3: If you don't want to use any of the templates on display, click on the blank document.

Step 4: A new blank document will open up ready for you to start typing.

Follow these step-by-step instructions to move around a document

Step 1: From the desktop or from your 'Start' menu, open **Microsoft Word**.

Step 2: Click either **File** or the **Office** button at the top left. Select **Open** and browse to the document you wish to open. Double-click on it with your left-hand mouse button to open it.

Step 3: The flashing cursor (mouse pointer) in the document tells you where you're typing. Wherever the flashing cursor is placed, the letters that you type will be inserted at that point. When you start a blank document, the flashing cursor will be at the start of your document ready for you to start typing.

Step 4: As you type, the cursor will also move with each letter. This guides you so that you know where the focus is for typing.

Step 5: The mouse can be used for moving around a document. When the mouse pointer is moved over a text area, the pointer will change from an arrow to a 'text select' or 'I-beam' icon.

Step 6: Move the text select/mouse pointer with your mouse to where you would like to change or add text. Click the **left-hand mouse** button. This will then place the flashing cursor at the point where you have clicked so that you can edit or insert text.

Step 7: You can also move around your document using the arrow keys on the keyboard.

Step 8: Pressing these arrow keys will move the flashing cursor up a line of text, down a line or left one character or right one character. Using a combination of keystrokes can also move the cursor further – e.g. holding down the **Ctrl** (control) key and pressing the **left arrow key** will move the cursor left one word. Holding down **Ctrl** and pressing the **up arrow key** will move the cursor to the start of each paragraph.

Follow these step-by-step instructions to select text in a document

Step 1: If you are not already in a Word document, you will need to open it. From the desktop or from your 'Start' menu, open **Microsoft Word**.

Step 2: Click either **File** or the **Office** button in the top left. Select **Open** and browse to the document you wish to open. Double-click on the file name to open.

Step 3: The mouse can be used to select text. When the mouse pointer is moved over a text area, the pointer will change from an arrow to a 'text select' or 'I-beam' icon.

Step 4: Move the text select/mouse pointer with your mouse to where you'd like to start your selection. Click and hold down the left mouse button. While doing this, move the mouse across your text to where you'd like the selection to stop. As you move the mouse, the text will be selected. When you've finished your selection, release the left mouse button.

Step 5: The selected text can now be formatted or changed if required.

Step 6: You can also move and select text using the arrow keys on the keyboard, which some people may find easier than the mouse. If you use a combination of keyboard keys – e.g. holding down **Ctrl** and **Shift** and pressing the **left** or **right** arrow key – you can move the cursor and select the text in different directions.

Step 7: Once text is selected (highlighted), it can be changed or edited as required.

Follow these step-by-step instructions to format text in Microsoft Word

Step 1: Open an existing Word document or start a new document and type your text.

Step 2: If you'd like to change some of the text that you've already typed to a different font, it will need to be selected or highlighted with the mouse first. When the mouse pointer is moved over a text area, the pointer will change from an arrow to a 'text select' or 'I-beam' icon.

Step 3: Select the text that you wish to edit or change the formatting.

Step 4: To change the selected font to bold, click **B** in the formatting ribbon at the top of the document.

Step 5: To change the selected font to italics, click *I* in the formatting ribbon at the top of the document.

Step 6: To change the selected text so that it's underlined, click **U** in the formatting ribbon at the top of the document.

Step 7: It's also possible to change selected text using a combination of keyboard shortcuts, which some people find easier than using the mouse.

- To make text bold, select and highlight the text first. Then hold down **Ctrl**(the control key) on the keyboard and press **B** on the keyboard.
- To make text italic, select and highlight the text first. Then hold down **Ctrl**(the control key) on the keyboard and then press the *I* on the keyboard.
- To underline text, select and highlight the text first. Then hold down **Ctrl**(the control key) on the keyboard and then press the **U** on the keyboard.

Follow these step-by-step instructions to copy and paste text

Step 1: Open an existing Word document or start a new document and type your text.

Step 2: To copy text, it will need to be selected or highlighted with the mouse first. When the mouse pointer is moved over a text area, the pointer will change from an arrow to a 'text select' or 'I-beam' icon.

Step 3: Select your text so that it's highlighted.

Step 4: Copy the text by clicking on the copy icon at the left-hand side of the formatting ribbon.

Step 5: Use the mouse to move the cursor to where you wish to paste the copied text.

Step 6: Click **Paste** to insert the copied text in its new place in your text.

Step 8: Your text will now be duplicated in the new position in your document.

Step 9: Once text is highlighted, it's also possible to copy and paste it using a keyboard shortcut instead of the mouse, which some people find easier. To copy, press and hold **Ctrl** (the control key) on the keyboard and then press the **C** on the keyboard. To paste, press and hold down **Ctrl** and then press **V**.

Follow these step-by-step instructions to center, left align, right align and justify text

Step 1: Open an existing Word document or start a new document and type your text. The default layout is left align, where text will be aligned to the left margin of the document.

Step 2: To change the layout of your text, select the text that you wish to change by using the mouse or keyboard shortcuts.

Step 3: To center the selected text, click on the 'center text' icon in the formatting ribbon at the top of the document.

Step 4: To right align the selected text, click on the 'right align' icon. This will move all highlighted text so that it's aligned to the right.

Step 5: To 'justify' text so that it is aligned to both right and left, click on the 'justify' icon.

Step 6: It's also possible to change selected text using a combination of keyboard shortcuts, which some people find easier than using the mouse.

To make text centered, select and highlight the text first, then hold down **Ctrl** (the control key) on the keyboard and press **E**.
To make text right aligned, select and highlight the text first, then hold down **Ctrl** (the control key) on the keyboard and then press **R**.
To make text justified, select and highlight the text first, then hold down **Ctrl** (the control key) on the keyboard and then press **J**.
To make the text left aligned again, press and hold down **Ctrl** on the keyboard and press **L**.

Step 7: It's also possible to change selected text using a combination of keyboard shortcuts, which some people find easier than using the mouse.

To make text bold, select and highlight the text first. Then hold down **Ctrl**(the control key) on the keyboard and press **B** on the keyboard.
To make text italic, select and highlight the text first. Then hold down **Ctrl**(the control key) on the keyboard and then press the *I* on the keyboard.
To underline text, select and highlight the text first. Then hold down **Ctrl**(the control key) on the keyboard and then press the **U** on the keyboard.

Follow these step-by-step instructions to create a numbered or bulleted list

Step 1: Open or start a new Microsoft Word document if you do not already have one open.

Step 2: To create a numbered list, click on the numbering icon at the top of the document.

Step 3: The first number will now be inserted into your text.

Step 4: Type the first item on your list.

Step 5: When you press the 'Enter' (or 'Return') key to go to the next line, the next number will be inserted and so on.

Step 6: To stop the numbers being inserted and go back to standard text, click on the numbering icon again at the top of the document.

Step 7: To create a bulleted list, click on the bullets icon at the top of the screen in the menu ribbon.

Step 8: A bullet point will be inserted into your text.

Step 9: Type your list. Every time you press the 'Enter' key to go to the next line, a new bullet will be inserted.

Step 10: To stop bullets being inserted, click on the bullets icon again.

Follow these step-by-step instructions to print a document from Microsoft Word

You'll need:

A printer set up and connected to your computer.

Step 1: Open an existing Word document or start a new document and type your text.

Step 2: Once you've completed your document and are ready to print, click **File** in the top left-hand corner of your document.

Step 3: Move down and click **Print** in the menu. This will bring up the 'Print' dialogue box.

Step 4: Choose how many copies of your document you need.

Step 5: Depending on your printer options, you can choose other printing features such as whether you want to print all pages or only certain pages. You can also change the orientation of the print from portrait to landscape and tell your computer and printer whether you're printing on a certain size of paper. You'll also see, on the right, a preview of your printed document will look like.

Step 6: When you're happy with your settings, click **Print**. The document will now start printing on your printer.

Follow these step-by-step instructions to save a document

Step 1: Start a new document in Word and type your text.

Step 2: Click **File** in the top left-hand corner of the screen.

Step 3: From the menu, choose **Save**.

Step 4: A 'Save' dialogue box will come up. At the top and at the left-hand side in the list of folder options, it will show the folder where you'll be saving the document. If you wish to change this folder, navigate through the folders on the left-hand side of the dialogue box to choose the one where you want to save your document.

Step 5: Word will automatically give your document a name, based on the first few words of your text. If you don't like the one given, once you have chosen the destination folder, type a name for your document in the 'File name' box. Come up with a name that is concise but will allow you to find the document easily again.

Don't worry about changing what's in the box underneath, labelled 'Save as type'. This seldom needs to be changed. It allows you to choose the type of format that all documents created with these settings will have.

Step 6: Once you have typed in the name of your document, click **Save**.

Step 7: Your document will now have a name, which will be shown at the very top of your document screen. If you make changes to your document and then save them after it has been saved originally, the dialogue box will not come up again. It will just save your changes without any visual notification being shown.

Step 8: The 'Save As' menu – the link to which is on the left-hand side of the 'File' dialogue box, beneath 'Save' – is used to save an existing document under another name. This is helpful if you've made changes to your document and then want to save the changes, but also keep the original document in its original format and under its original name.

Follow these step-by-step instructions to open a saved document

Step 1: If you already have Microsoft Word opened, click **File** in the upper left-hand corner of the screen.

Step 2: Click **Open**.

Step 3: An 'Open' dialogue box will pop up. From this, find your way to the folder in which your document is saved. Folders are shown down the left-hand side of the dialogue box.

Step 4: Once you've located your document and clicked on it to select it, its name will be shown in the 'File name' box at the bottom of the dialogue box.

Step 5: Click **Open**. The document will then be opened.

Step 6: You can also open a document by navigating through the 'Start' menu. Click **Start**. From the menu that now appears, choose **Documents**. Navigate to find the document you're looking for through your folders and files. Double-click on the name of the document you want to open.

Follow these step-by-step instructions to email a document

You'll need:
- an email account, set up and ready to send and receive email
- a document saved on your computer.

Step 1: Log in to your email account so that you are on the dashboard (front page) of your mail account.

Step 2: Click **Compose**. Alternatively, you can reply to an email that you've received by double-clicking on it in your list of received emails, then following the same steps.

Step 3: Once your new email is open, type your recipient's email address in the 'To' field. Then put a title for your email in the 'Subject' box and type your message.

Step 4: Click on the paper clip icon at the bottom of the compose window.

Step 5: Browse through your Windows folders until you reach the document you want to attach to your email. Highlight this by clicking on it and then click **Open**. This will add the document as an attachment to your email.

Step 6: You can tell that your document has been attached to you email by its file name appearing in blue text at the bottom of the compose window.

Step 7: If you want to attach another document, click the paperclip icon again and repeat steps 4 and 5.

Step 8: When you're ready to send your email, click **Send**.