How to Start
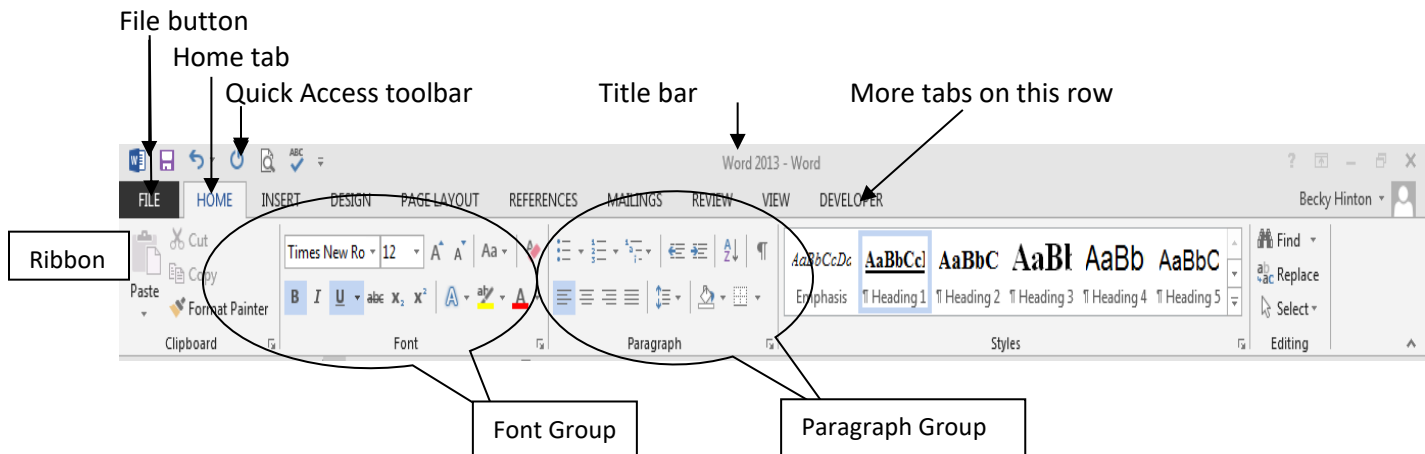
Word is a full-featured word processing program. Not all Windows computers come with Word. Check to see if you have Word installed on your computer.

Windows 7 (or older)	Windows 8
Click **Start** Click **All Programs** Click **Microsoft Office** Click **Microsoft Office Word**	From **Start Screen** type **Word** If it appears in a list, you have it. Click on **Word**.

A blank Word document will appear. The blinking cursor, also called the flashing insertion point, indicates where text you type will appear.
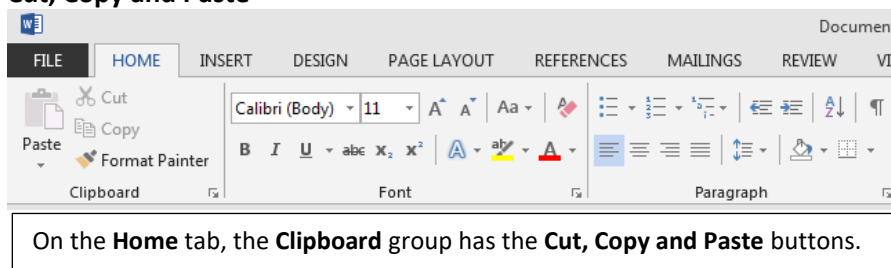
New Document

When you open Word, it opens to a new blank document.

File button
Home tab
Quick Access toolbar   Title bar   More tabs on this row

Ribbon

Font Group   Paragraph Group

Each Tab in the tab row has its own Ribbon. This is the ribbon for the Home tab.

Cut, Copy and Paste

On the **Home** tab, the **Clipboard** group has the **Cut, Copy and Paste** buttons.

Edit Text: Add or delete text. Cut, copy or paste text. Change the font, font size, font color. You can change just about anything if you select the text! **Selecting text is the key to successful editing. Selecting text is so important, we put the instructions in a box!**

Ways to Select (Highlight) Text

Mouse
Hold the left button down as you drag the mouse across the words you want to select.
Click in the left margin to select the current line.
Double-click in the left margin to select the current paragraph.
Triple-click in the left margin to select the entire document.

[Shift] + arrow keys -- Position cursor at start or end of text. Hold down the [Shift] key while you use the arrow keys to select the text.

Note: To deselect text, click outside the highlighted text or press an arrow key.

Copy and Paste After you select the text that you wish to copy by using one of the methods listed above, click on **Copy.** Click where you want the copy to go—the blinking cursor will be in the spot. You can copy to the same document or another document or program. Click on **Paste**.

Cut Text - For any text you want to move to another place in a document. Select the text. Click **Cut** ✂ and click where you want to reposition the text. Click **Paste**. This works the same as copy except the text is removed from the first position.

Some Keyboard Shortcuts in Word–Use the Control (**Ctrl**) key plus another key

Ctrl + N	New file
Ctrl + O	Open file
Ctrl + S	Save file
Ctrl + P	Print file
Ctrl + A	Select all
Ctrl + X	Cut selection to the clipboard
Ctrl + C	Copy selection to the clipboard
Ctrl + V	Paste selection from the clipboard
Ctrl + Z	Undo
Ctrl + Y	Redo

Try this:
Leave your Word document open. Connect to the Internet by clicking on the **Start** button. Click **Internet Explorer** (or your browser program). Or, just click on the short cut button by the Start button. Type the web address **www.poets.org** in the address bar. Press **Enter**.

Click in the Poets box. Type **Silverstein**. Click on the **Go** button to the right of the box.
In the middle of the next screen, find *Silverstein, Shel* and click on it.

Copy a picture: Right click in the center of Shel Silverstein's picture.
- Left click on **Copy** in the short cut menu.
- Go back to your Word document (find it in the Task Bar).
- Position the cursor where you want to place the picture.
- Choose one of the 6 ways to **Paste.** The picture will appear on your document page.

The two main things you need to know when working with Graphics in Word are

- The graphic MUST be selected before you can get any of the graphic tool ribbons.
  Click on your graphic. Notice the dots on each corner and center of each side once you have the graphic selected. Then, look in the title bar at the top of your screen and click on " ----tools" to see the appropriate graphic ribbon.

- Once the graphic is inserted in the page, you <u>cannot</u> move the graphic around in the page until you change 'Wrap Text' to something other than 'In line with Text.'

Almost all graphic options are on the Insert ribbon. Into a page of text, practice inserting photographs from the Pictures Library on your computer, or search for an image to insert from the Online Pictures.

Remember to set text wrap to anything *EXCEPT* 'in line with text' if you want to move your image around the page.

Resize
When an object is selected, it has circles or squares around it. They are called resizing handles. Put the mouse on one of the resizing handles and the mouse pointer will change to a two-headed arrow like this   ↔ . It could be black or white. Hold down the left mouse button and drag to make the object larger or smaller.

Move
When the object is selected, put the mouse in the center of the object. Notice the mouse pointer looks like a four-headed arrow . If the object does not move, make sure the object is selected. Click on the **Drawing Tools** tab. Click on **Text Wrapping**. Generally, choose **In Front of Text** but any choice except 'In line with Text' can be moved.
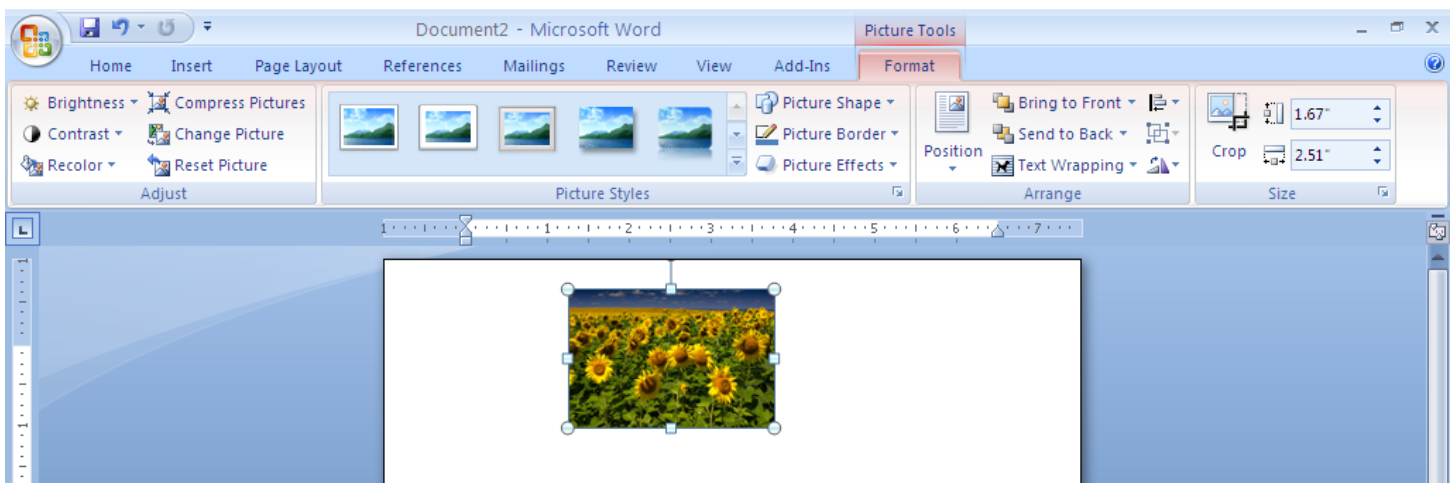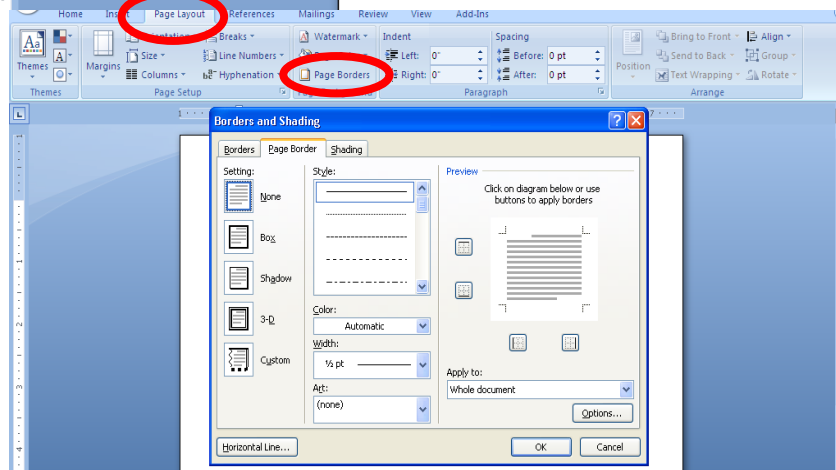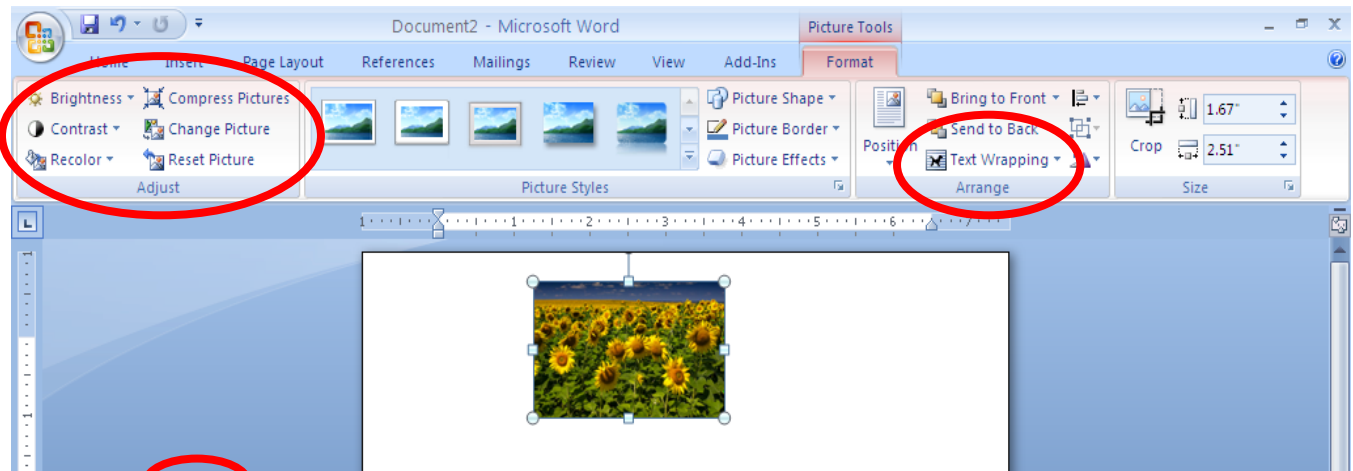

Draw objects
From the **Insert** Tab, Click on **Shapes**.
Click on the shape wanted for layout.

Move the mouse to the document. Notice that the mouse pointer looks like a plus sign **+**. Hold down the left mouse button and drag to draw the shape.
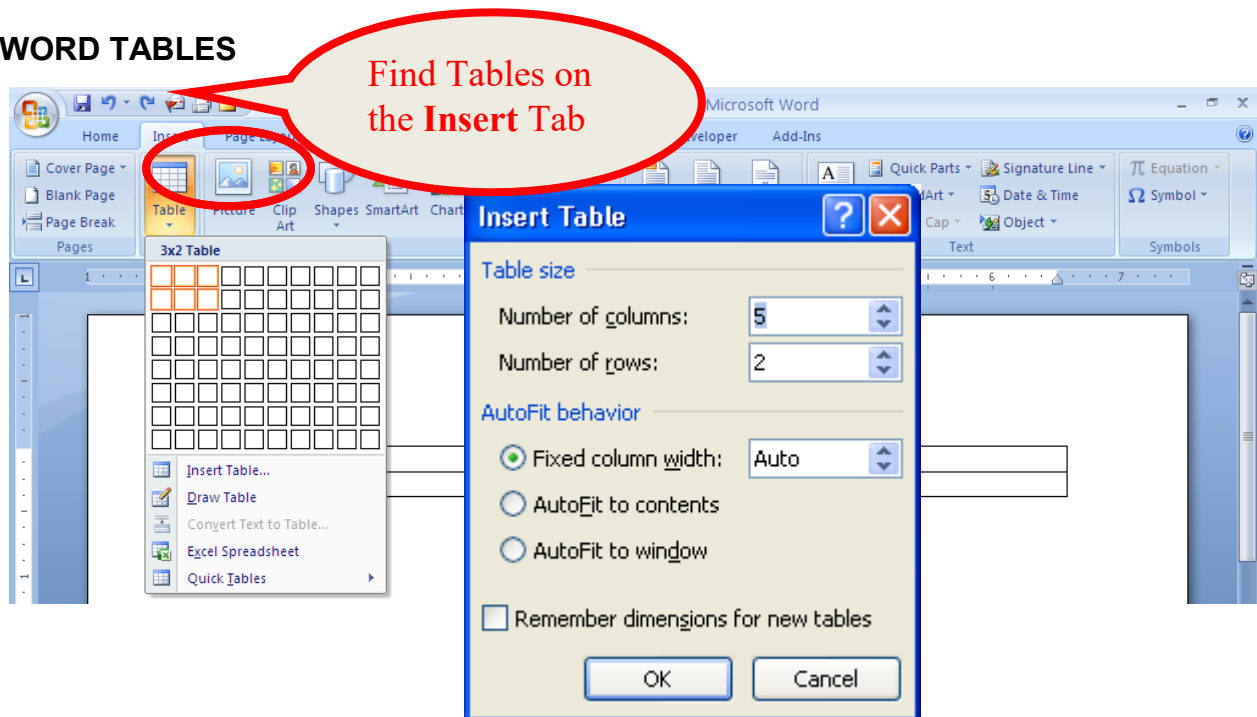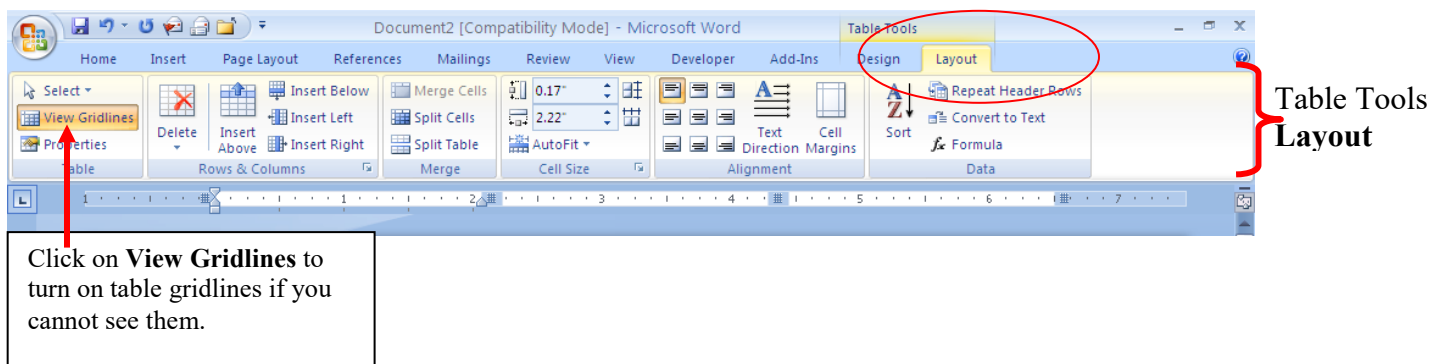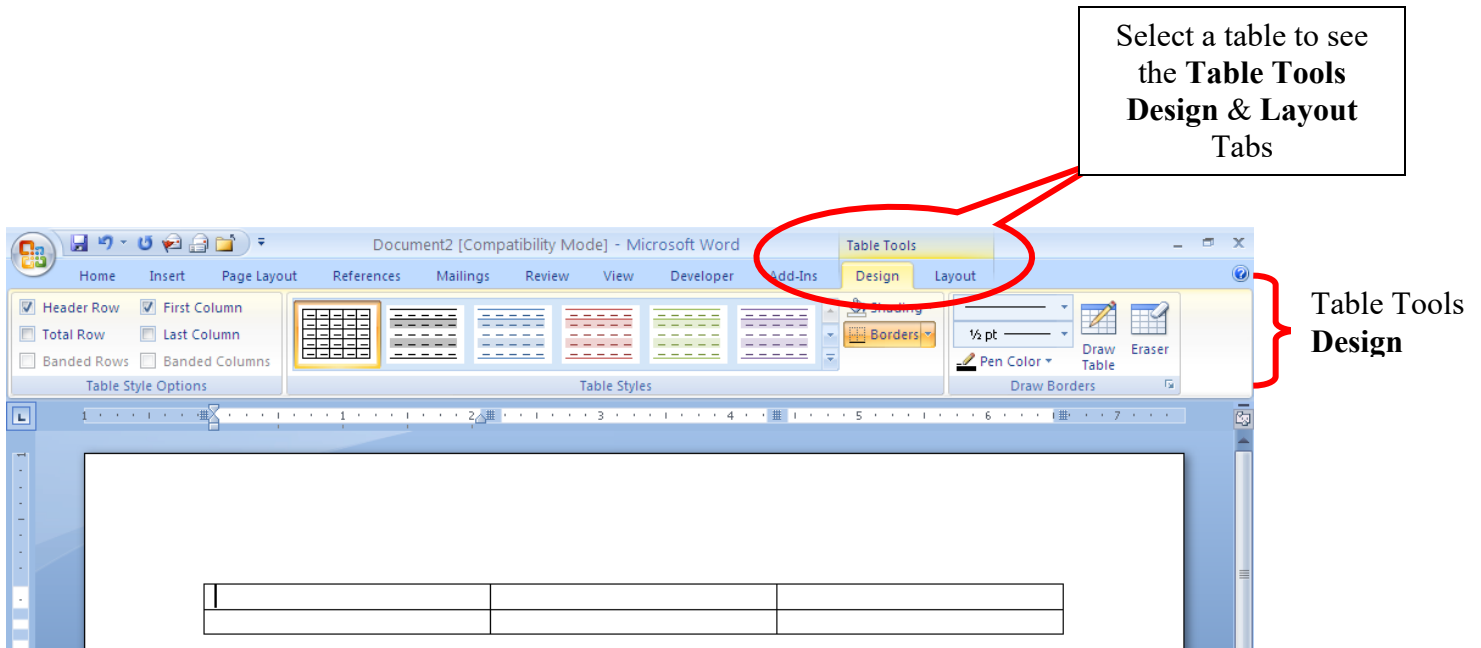**Tip:** Hold down the Shift key while dragging to draw a perfect shape.

Page Borders

Click on Page Layout
Click on Page Borders

Click in the Art box.
Scroll to find a border.
You cannot change
the color of a border
that is in color. You

WORD TABLES

Find Tables on the **Insert** Tab

Select a table to see the **Table Tools Design** & **Layout** Tabs

Table Tools **Design**

Table Tools **Layout**

Click on **View Gridlines** to turn on table gridlines if you cannot see them.

Columns are under the **Page Layout** Tab. In a Word column, text goes down the first column and wraps up to the second column. If you want side-by-side text, use Tables.