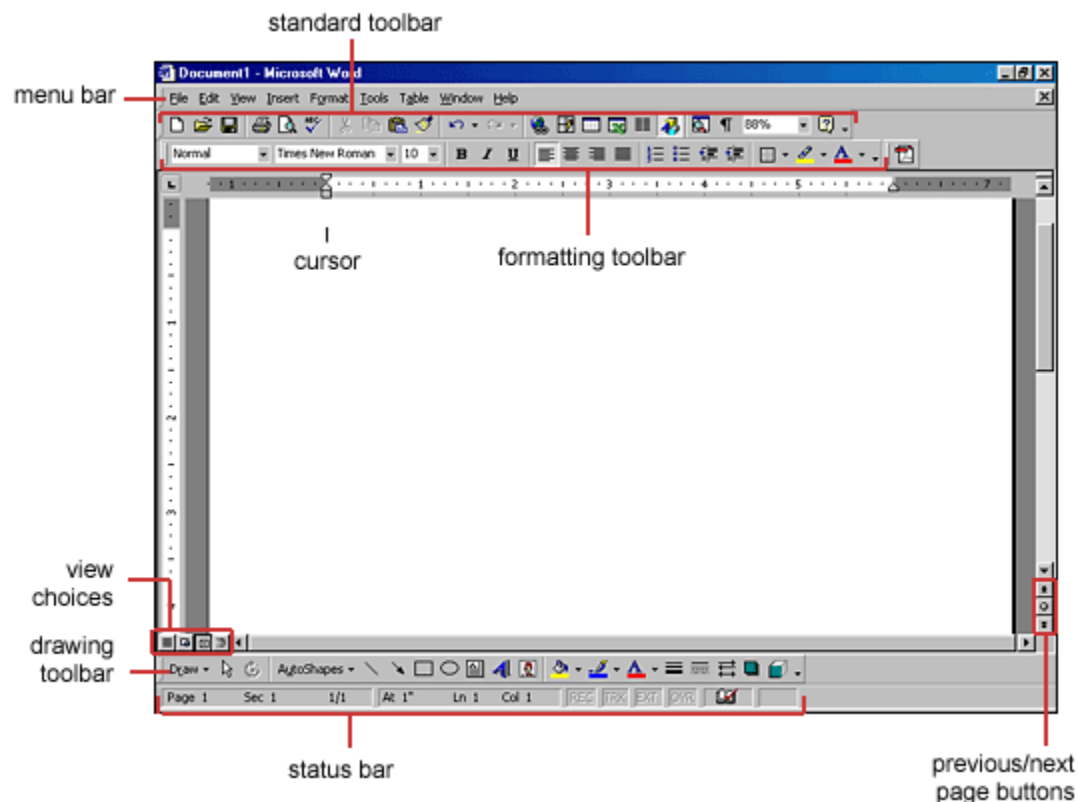




MICROSOFT WORD



Adding Toolbars (Tools menu >> **Customize** >> **Toolbars** tab >> select the checkbox next to the type of toolbar you want displayed)

Maneuvering

1. Single-click (changes the position of the cursor to the location where you clicked)
2. Scroll bar (the shaded bar along the right side and bottom of a document window. To scroll click and drag the box or click the arrows in at the bottom and top of the scroll bar)
3. **Home** key (places the cursor at the beginning of a line of text)
4. **End** key (places the cursor at the end of a line of text)
5. **Page Up** key (place cursor one screen up)
6. **Page Down** key (place cursor one screen down)
7. Directional keys

Selection

1. Double-click (selects the word or object that you double-clicked on)
2. Triple-click (Selects an entire area)
3. Selection Bar (the area directly outside of the margin running the length of the page on the left side)
4. Hotkey to Select the Entire Document (**Ctrl + A**)

Font

1. Font Size
2. Font Face – determines what your font will look like.
3. Font Color
4. Highlighting or Changing the Background color
5. Bold (**Ctrl + B**), Italic (**Ctrl + I**), and Underline (**Ctrl + U**)
6. Drop Cap (**Format** menu >> **Drop Cap**)
7. Inserting Symbols (**Insert** menu >> **Symbols**)

Undo (**Ctrl + Z**) and Redo (**Ctrl + Y**)

Manipulating Content

1. Copy (**Ctrl + C**), Cut (**Ctrl + X**), and Paste (**Ctrl + V**)
2. Grammar (Green) and Spell Check (Red) (**Tools** menu >> **Spelling and Grammar** or **F7**)
3. Thesaurus (**Tools** menu >> **Language** >> **Thesaurus** or **Shift + F7**)
4. Text Alignment (center, right, left, and justified)
5. Numbered Lists and Bulleted Lists (strike the **Tab** key for next layer)
6. Replace and Replace All (**Edit** menu >> **Replace**)



Spicing Things Up

1. Adding Columns (**Format** menu >> **Columns**)
2. Pictures: Clip Art and From File (**Insert** menu >> **Picture** >> **Clip Art** or **From File**)
3. Word Art (**Insert** menu >> **Picture** >> **WordArt**)
4. Page Setup: Landscape vs. Portrait (**File** menu >> **Page Setup** >> **Paper Size** tab >> select the radio button for **Landscape** or **Portrait** >> click **OK**)
5. Border and Shading (**Format** menu >> **Border and Shading**)
 - a. Borders tab
 - b. Page Border tab
6. Saving a Word Document: Save vs. Save As (**File** menu >> **Save** or **Save As**)
 - a. Save (standard method of recording the changes you have made to your document)
 - b. Save As (choose this option when you want to change the name of the file or the location)
7. File Types (doc, txt, html, etc.)