

Introduction to Microsoft Word



Setting up

- project gallery
- toolbars
- formatting palette
- opening
- saving

Writing and formatting

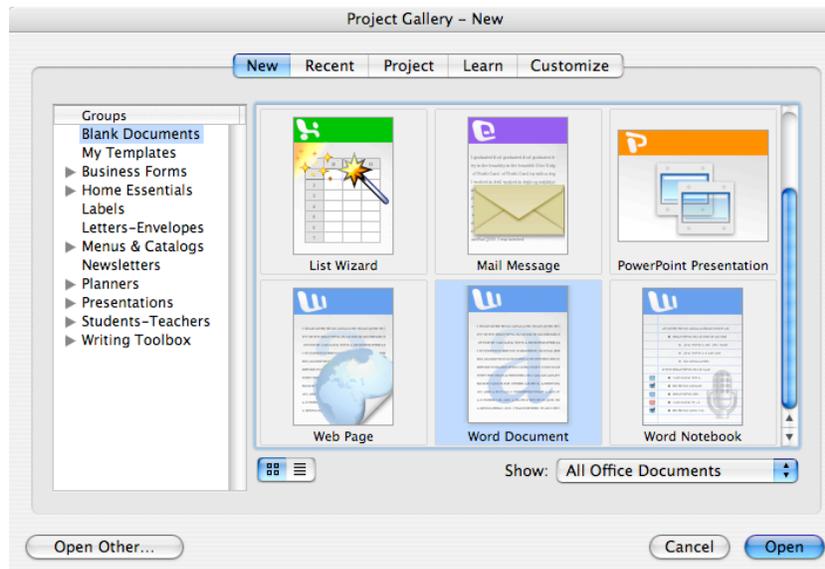
- margins
- layout
- headers and footers
- text color
- basic formatting
- special characters

Fun stuff

- word art
- clip art

Setting up

Project Gallery



When we start word, we often see the Project Gallery. The Project Gallery is a way to conveniently organize all the different parts of Microsoft Office (of which word is a part).

Most of the time, we can simply click on Word Document



and then click on Open



Setting up

Toolbars



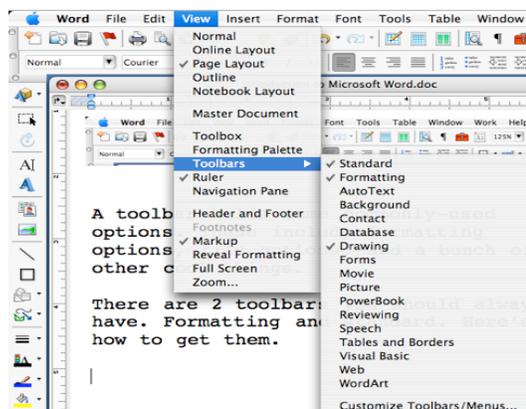
A toolbar holds some commonly-used options. These include formatting options, file options, and a bunch of other cool things.

There are 2 toolbars you should always have. Formatting and standard. Here's how to see your toolbars.

Simply click on the View menu at the top of your screen.

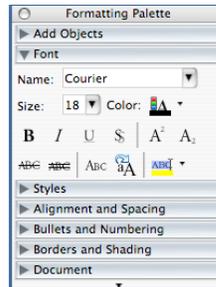


Scroll down to toolbars, and simply click on the toolbar you'd like. To remove a toolbar, simply repeat the process.



Setting up

Formatting palette



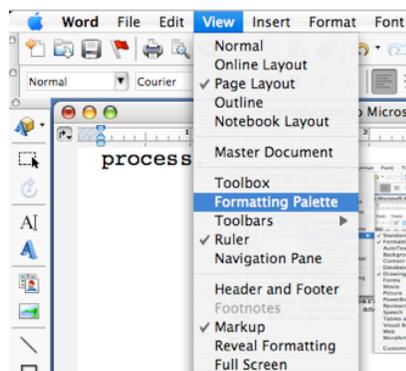
The formatting palette is like a “super toolbar”. You can format, change, and control almost everything about your document from the formatting palette.

The cool thing about the formatting palette is that it changes depending on what you are doing.

The easiest way to view the formatting palette is to go to the view menu...

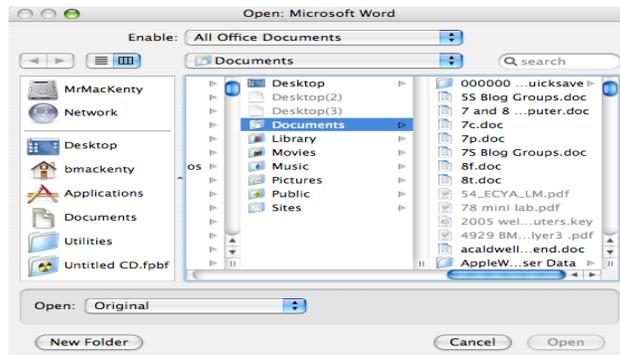


...and click on formatting palette!



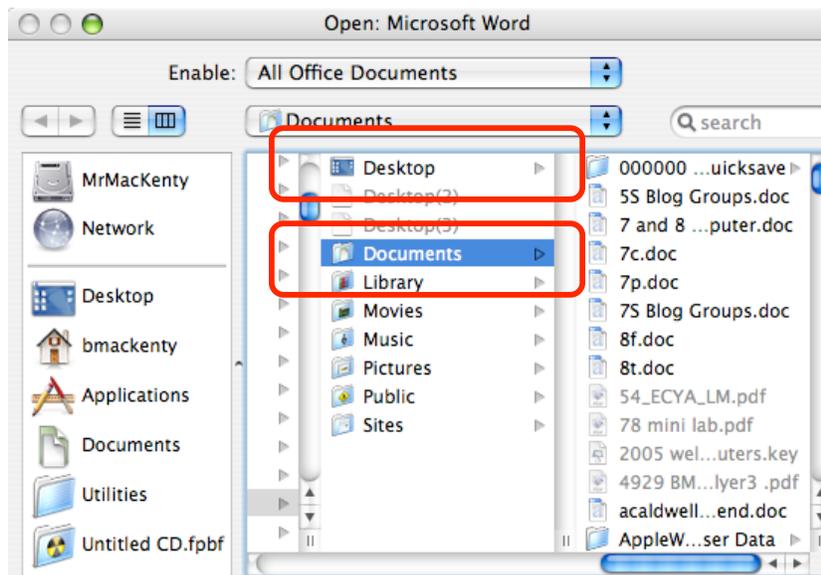
Setting up

Opening



There are two things you need to understand when you are opening a file.

The **name** of the file, and **where** it is saved. go to the File menu, and choose open.

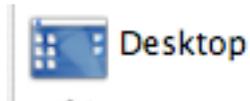


Setting up

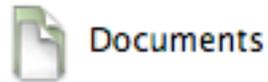
Opening - page 2

Most of you save your files in two places.

The dekstop -



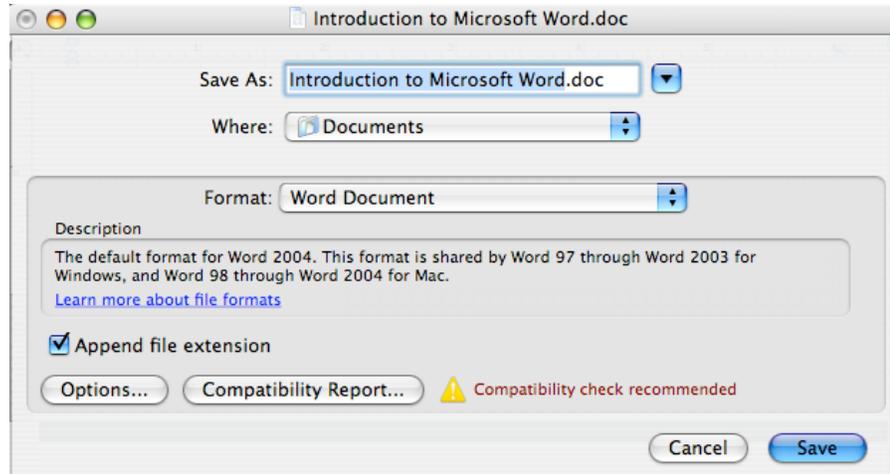
Your documents folder -



Simply click on the appropriate folder, and then double click the file you want to open!

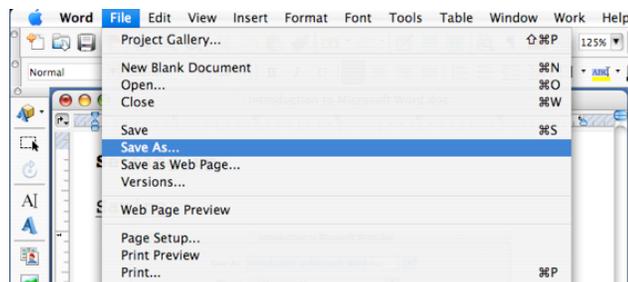
Setting up

Saving



There are two important things to remember when you save.

- 1) The name of the thing you are saving
- 2) Where you are saving it.



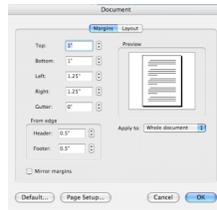
To save, click on the file menu, and then Save As...

Note the **name** and **where** you are saving, simply click save.

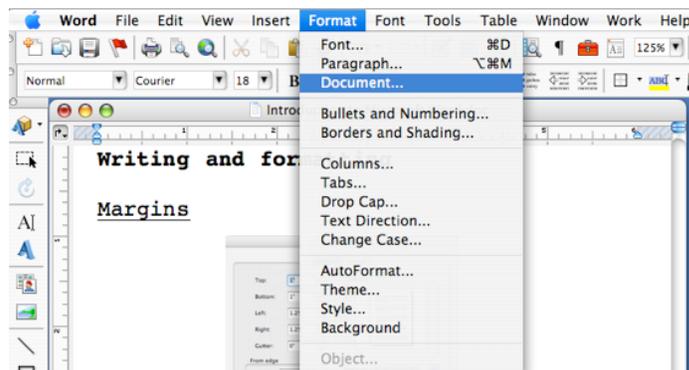


Writing and formatting

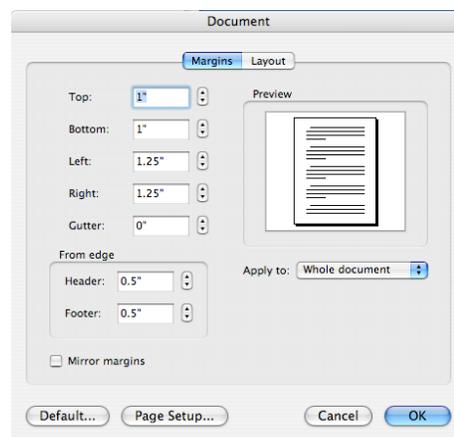
Margins



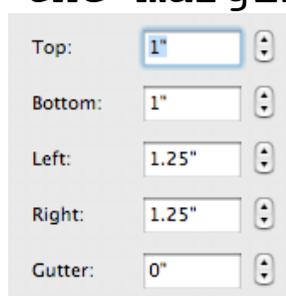
Changing margins is really easy.



Simply click on the Format menu and click the Document menu.



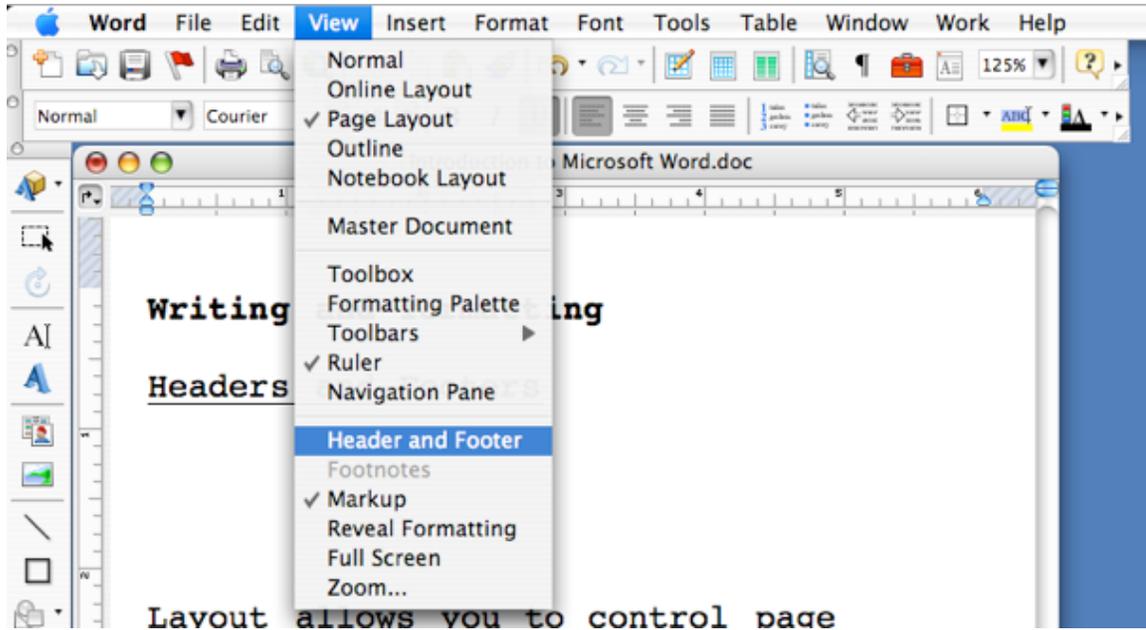
Note the margin controls! Simply click the in a you



small arrows, or type number. Click OK when are done.

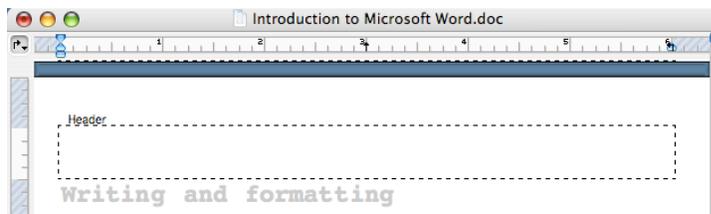
Writing and formatting

Headers and Footers



Headers and footers will appear on every page of your document (you can change this, but that's later).

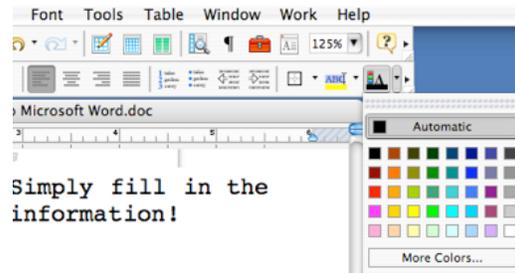
To use headers and footers, simply click on the View Menu, and click on headers and footers. At the top and bottom of your document, you will see a



little dotted box. Simply fill in the header (or footer) information!

Writing and formatting

Text Color



Changing the **color** of **text** is **easy**.
Note you need the **formatting toolbar** if you want this to be easy.

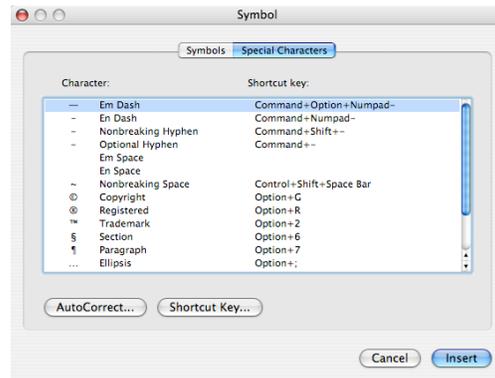
Step 1: highlight the text you'd like to change.

Step 2: click on the font color icon on your formatting toolbar 

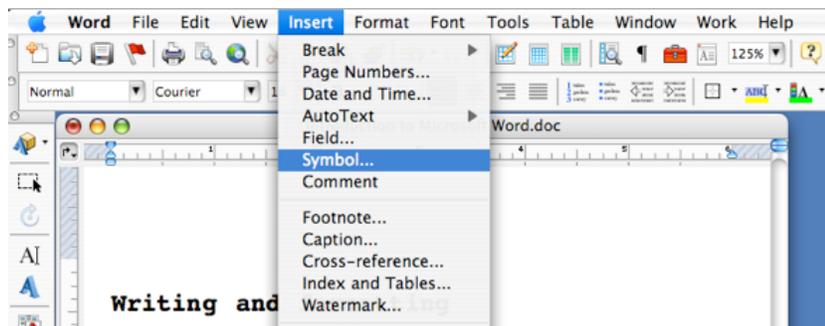
Step 3: select a color.

Writing and formatting

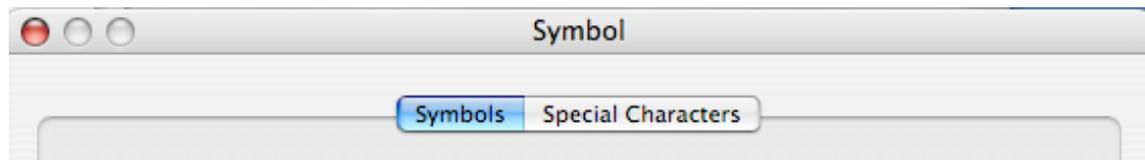
Special Characters



Special Characters™, are kind of fun©. They are **especially useful** for international language teachers!



Simply click on the Insert menu, and then on Symbol...



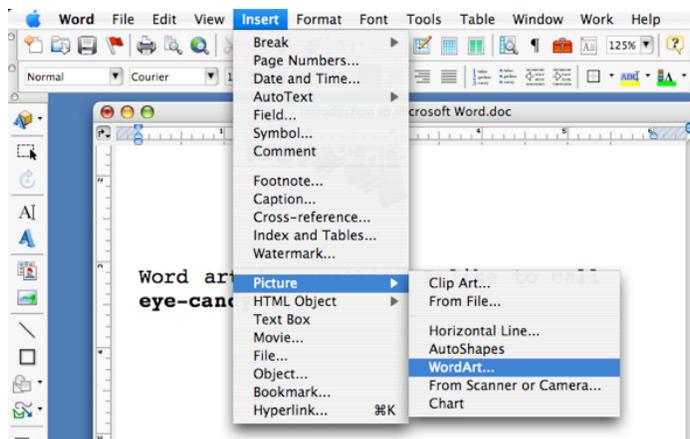
You can choose symbols or special characters!

Fun stuff

Word Art



Word art is something I like to call **eye-candy**.



Simply click on the **Insert** menu, and then click the **Pictures**, and finally on **WordArt...**

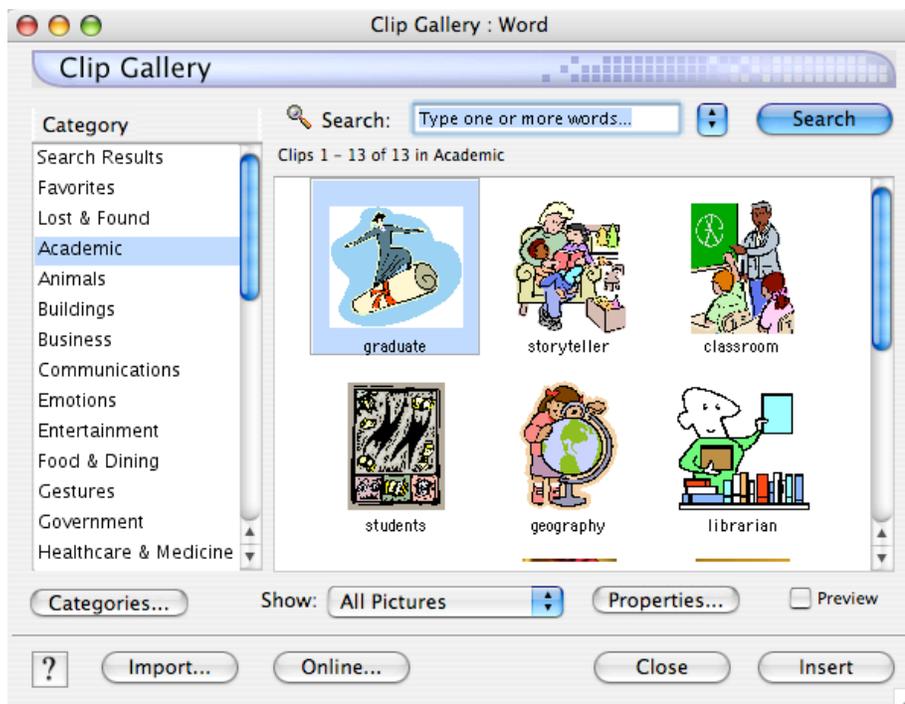
Choose the style you want, click ok, and then type in your text. One more click of the OK button, and you have your word art!

Fun stuff

Clip Art



Simply click on the **Insert** menu, and then click the **Pictures**, and finally on **Clip Art...**



Simply click on the clip art you want, and click insert