

Microsoft Words

By

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Opening Microsoft Word

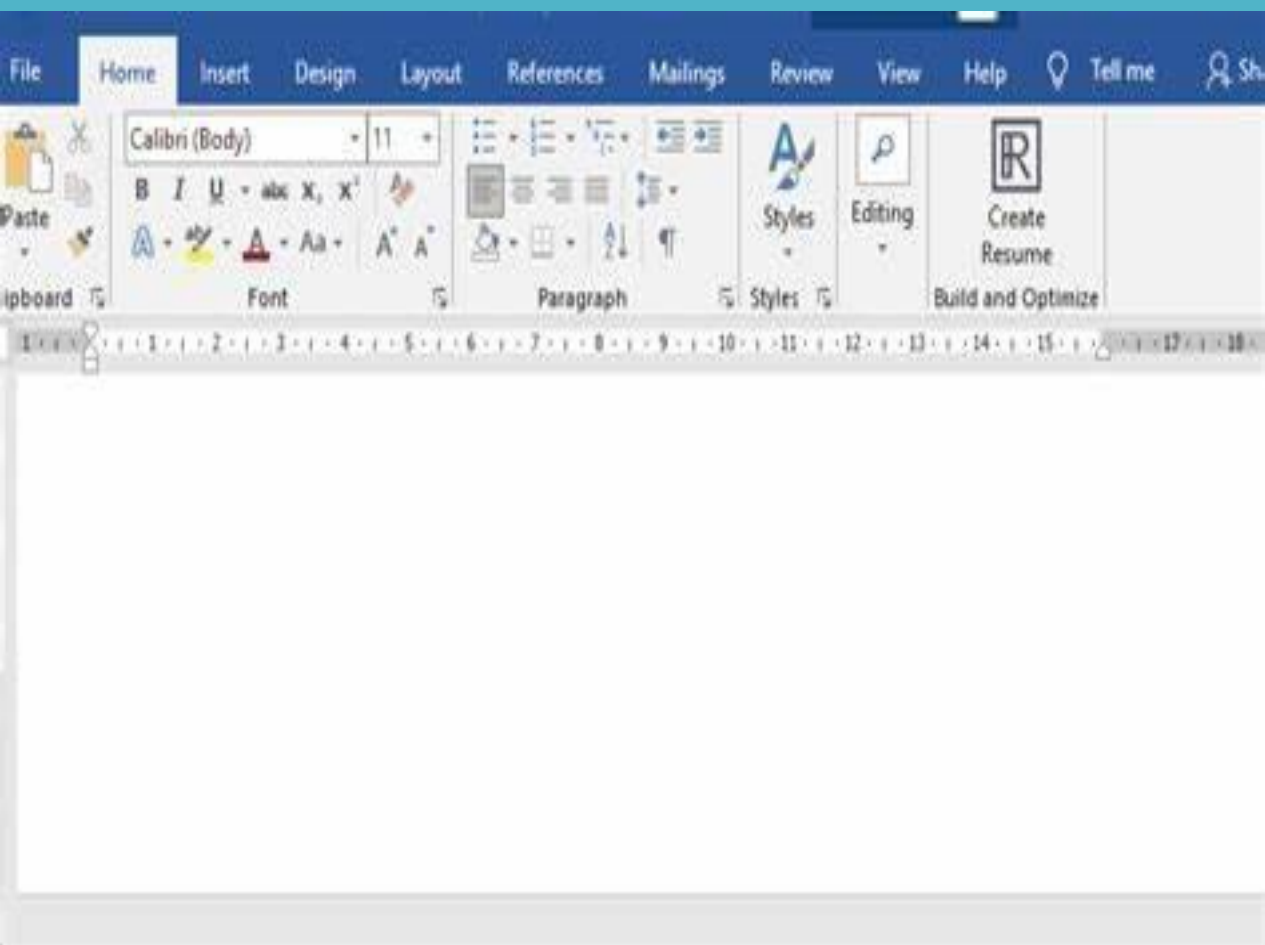
Click on the Start Menu (Windows logo at the bottom left of your screen).

Type "Microsoft Word" and click on it to open.

Creating a New Document

When you open Word, choose "Blank Document" to start a new document.

You may also select a template if you wish to use a pre-designed format (resumes, reports, etc.).



•How to Use the Ribbon

Understanding the Ribbon Structure

Tabs: Collections of tools (e.g., Home, Insert, Layout).

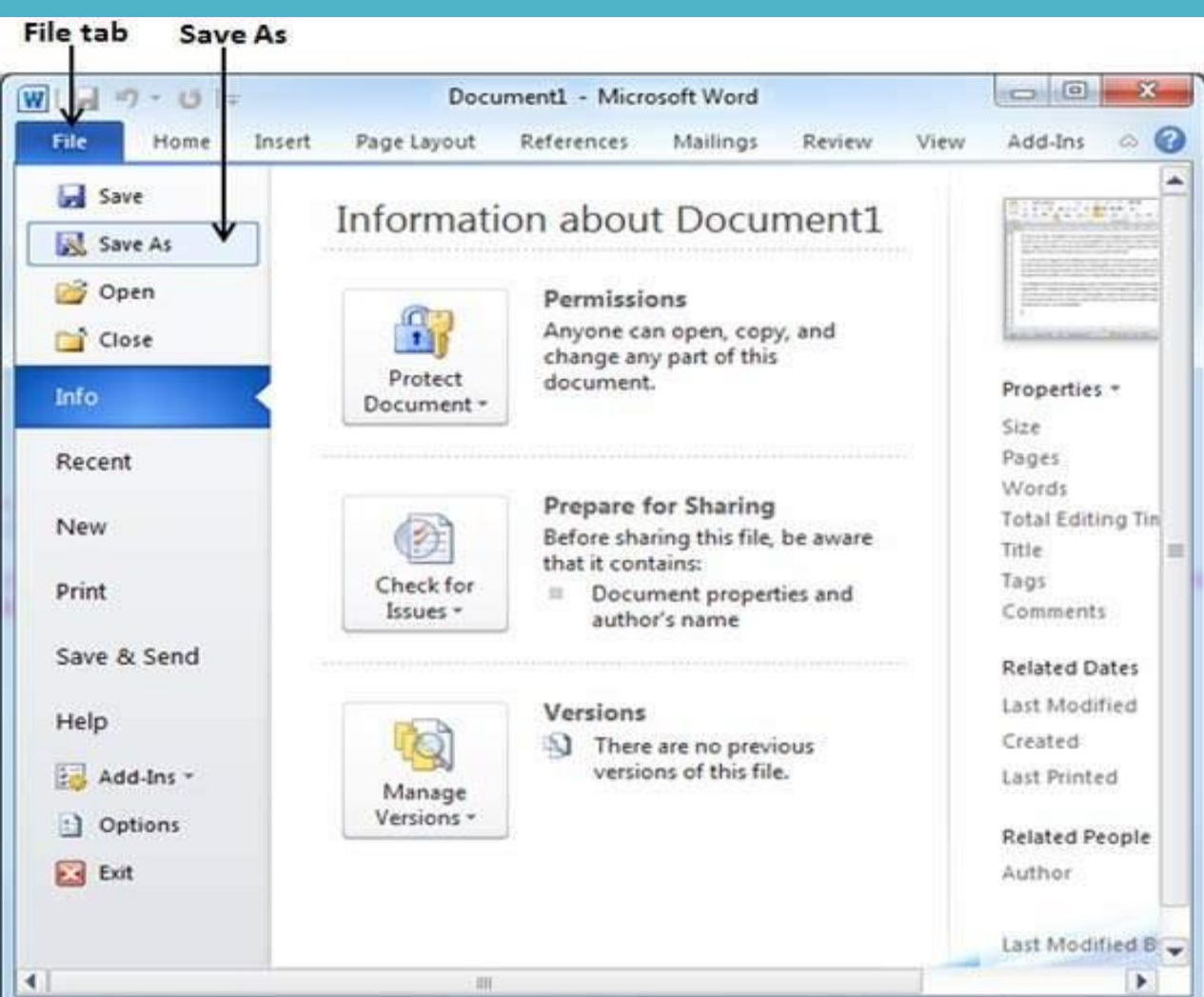
Groups: Every tab is divided into groups of similar commands (e.g., Font, Paragraph under the Home tab).

Commands: Actual buttons that you click (e.g., Bold, Italic, Save).

2. Using the Ribbon Step-by-Step

A. Selecting a Tab Home is the default tab when you open Word.

Click on any of the tabs (e.g., Insert, Design, Layout) to activate various tools.



Saving a New Document.

Select "File" at the top-left corner of the Word application.

Choose "Save As" (a new file).

Save it where you would like to:

This PC (save on your computer).

OneDrive (to save to cloud, so you can access it on any device).

Browse (to choose a specific folder).

Provide a file name in the given "File Name" field.

Choose the file type (default is ".docx" for Word documents).

Click "Save.".