

Microsoft Word

By

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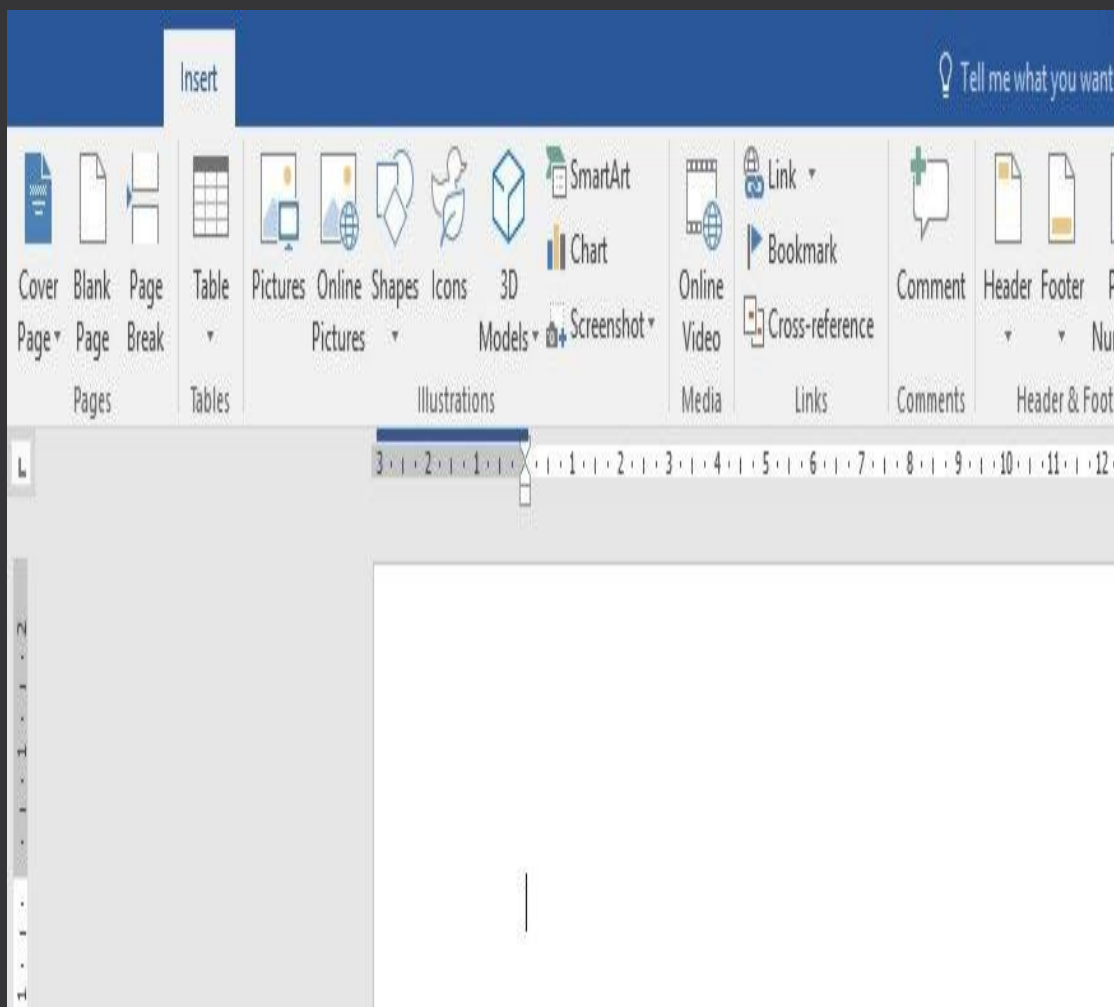
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Microsoft Word is a versatile word-processing program that allows you to create various documents. Here's a breakdown of how to use it, covering essential functions:

1. Getting Started:

- **Opening Word:**
 - Locate the Microsoft Word icon on your computer and double-click it.
 - You can also search for "Word" in your computer's search bar.

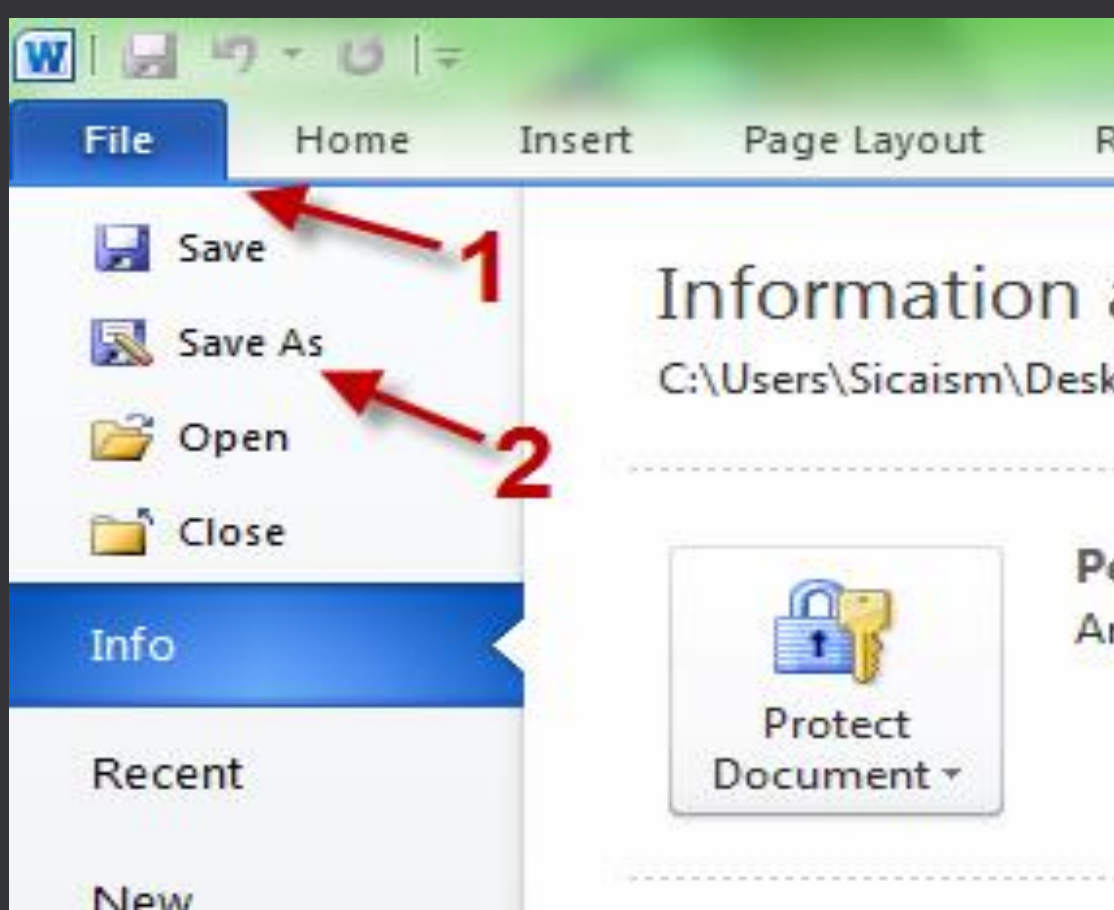


- **Creating a New Document:**
 - When Word opens, you'll see a start screen.
 - You can choose a "Blank document" to start from scratch or select a template for pre-designed layouts (resumes, letters, etc.).

•The Word Interface:

•**Ribbon:** The ribbon at the top of the screen contains tabs (Home, Insert, Design, etc.) with various tools and commands.

- **Document Area:** The large white space where you type and edit your document



Saving Documents:

- Click "File" > "Save" or "Save As."
- Choose a location to save your document and give it a name.
- Select the file format (usually .docx).

•**Pictures:** Go to "Insert" > "Pictures" to add images from your computer or online.

•**Tables:** Go to "Insert" > "Table" to create tables.

•**Shapes:** Go to "Insert" > "Shapes" to add various shapes.

•**Headers and Footers:** Go to "Insert" > "Header" or "Footer" to add information that appears at the top or bottom of each page.

•**Page Numbers:** Go to "Insert" > "Page Numbers" to add page numbers.