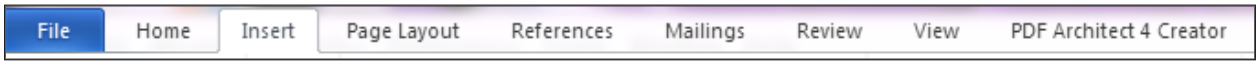
Microsoft Word Documents

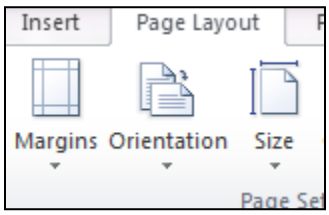
Open up a new document. The tool bar or ribbon is at the top of the document and it looks like this:



Each tab when clicked on leads to a menu of subtabs.

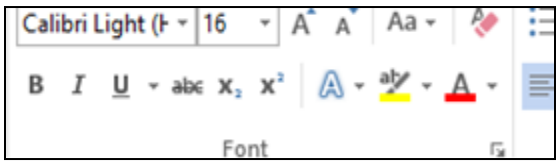
Open a new document by clicking on file and select, "New." If you are editing an already existing document, click "Open" and select file. It is recommended that you save your files often.

To Set the margins by going to Page Layout. Choose, "Normal" for the 1 inch margins on all sides.



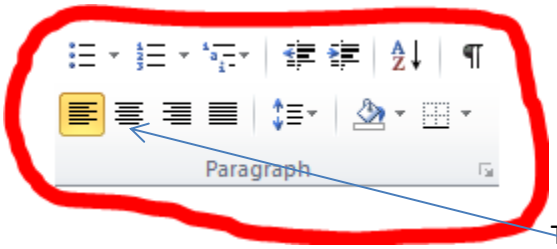
Start typing and when you come to the end of a line keep typing as it will automatically go to the next line (word wrap). To create space between paragraphs, hit ENTER.

Go back to the Home tab, and choose the style and size of the font. 12 is a good size. You can bold (B) letters, italicize (I) and underline U. See diagram below:



To set double space between lines, go to Paragraph under the Home tab. Click on the arrow to the right of Paragraph. You can choose indents here too.

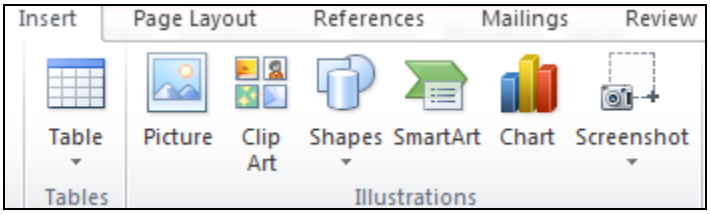
Now you are ready to type. If you want a title that is centered, see the diagram below. The arrow points to the



The arrow points to the icon to center a title.

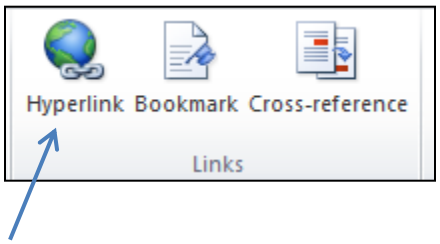
Note bullets and numbers for lists. The opposite arrows will set the spacing between lines.

The insert tab has numerous tabs under it:



You can insert tables, pictures from files, clip art, charts, and screenshots. You can insert a picture from one of your files or use clip art.

In order to connect to a website, choose insert tab, then Hyperlink. See below:

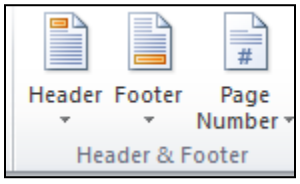


New York Times

More specifically how to hyperlink to a website:

This is done under Insert, select Hyperlink. Open a new tab to go to the *New York Times website*, copy and paste the address in the hyperlink box that you opened. Type the text to display, in this case, the *New York Times*. Once the box closes, check to make sure the text is linked by hovering over the link and pressing Ctrl at the same time as Click with the mouse.

To insert a page number: **Under Insert tab, click Page Number** and choose where you want the number on the page.



Under Review you can check the spelling and grammar of a word. If misspelled, the word will automatically be corrected. If there is a problem with spacing or spelling between words, you will see a red squiggly line. There is also a thesaurus.

Now it is time to save our file. Click on File, "Save as" and give the file a name.

Now it is your turn. Make sure you have inserted a thumb drive to save your work and take it with you. Complete the following exercises:

1. Open a new file and set the margins to 1" all around.
2. Center a title for the page and boldface the title. Choose 14 for the font and Times New Roman.
3. For the body of the text, go back to font size and choose 12. Now you are ready to write a paragraph introducing yourself.
4. Add a clip art from the Insert tab. See window to the right that opens up and choose the clip.
5. Now, choose a website to connect to with the hyperlink tab.
6. Insert page numbers. Choose where you want the page numbers.
7. When finished, go to the File tab and name your file to save it. Give it a name that indicates what the file is about.

Congratulations! You have just created and saved your first Word document.

Vestal Public Library Handout

March 12, 2019