



Microsoft Word



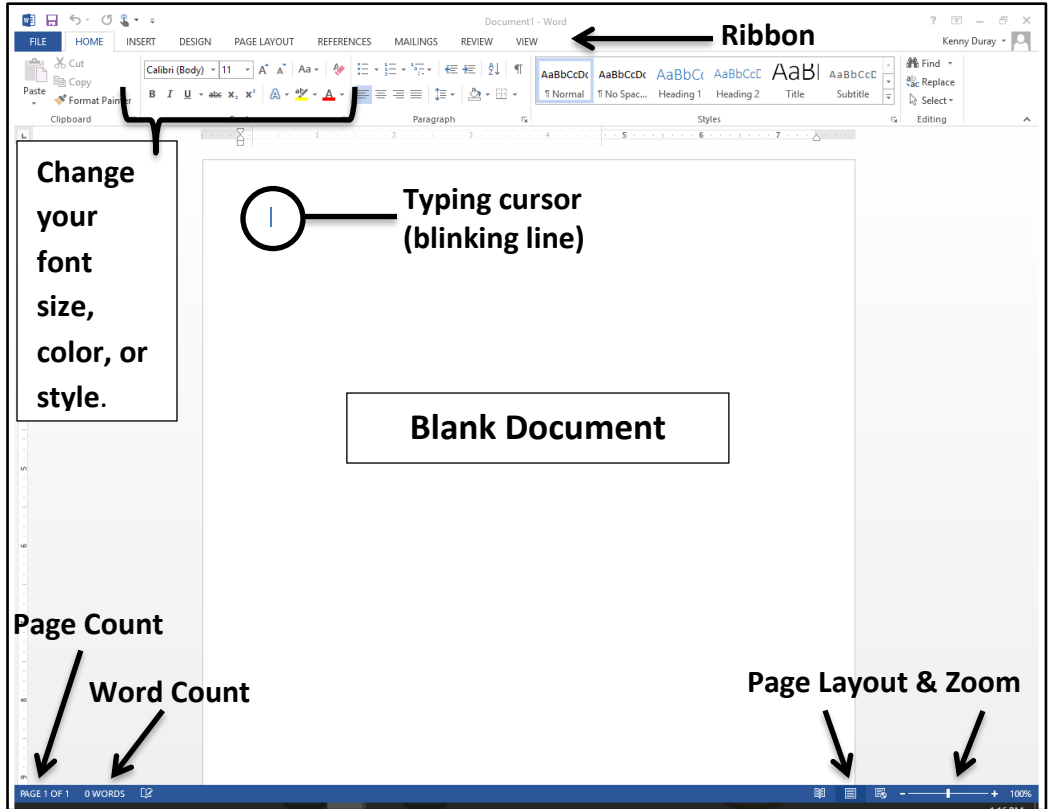
Instructor: Kenny Duray

Course Agenda

- INTRODUCTION TO WORD
- TOUR
- TEMPLATES
- FORMATTING
 - Spacing
 - Fonts
 - Alignment
 - Margins
- INDENTS & TABS
 - Ruler
- INSERT A PICTURE
 - Resize
 - Wrap Text
 - move
- SAVING & PRINTING
- ADDITIONAL LEARNING RESOURCES

2600 Harnish Drive
 Algonquin, IL 60102
 847-458-6060
 www.aapld.org

Mon-Thur: 9am - 9pm
 Fri & Sat: 9am - 5pm
 Sun: 12pm - 5pm



Ribbon: Consists of the tabs located at the top of the window.

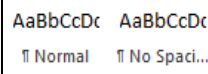
1. **File:** Save, open a previous document, start a new document, open a template, and print.
2. **Home:** Change font size, color, and effects. Change alignment for paragraphs, centering text, or use bullet points. Use styles for different parts of your document to keep those parts consistent.
3. **Insert:** Insert a cover page, tables, pictures, charts and graphs, a screenshot, hyperlinks, headers, footers, text boxes and more.
4. **Page Layout:** Format the layout of the page by changing the theme, margins, orientation of page, and arrangement.
5. **Reference:** Add a table of contents, footnotes, bibliography or insert a caption under a picture.
6. **Mailings:** Create a mailing list and use mail merge to address letters, envelopes, labels, and greeting lines.
7. **Review:** Spell check, research, thesaurus, translate, add comments, and track changes.
8. **View:** Show different views of document as a print or webpage and create an outline. Can also add ruler and gridlines to Word window and use zoom feature.

Formatting:

HOME TAB

Choose a Style:

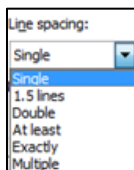
- Normal spacing = 1.15
- No spacing = Single Spacing



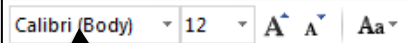
Line Spacing:

Paragraph

- Find the Paragraph section and click on the bottom corner.
- Find Line Spacing, click on the drop-down menu button and choose spacing and press OK.

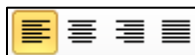


Choose a Font:

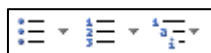


- Font Style.
- Size.
- Change letter case.

Alignment:



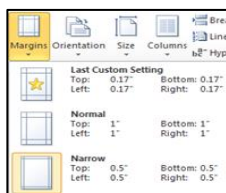
Bullet Points:



PAGE LAYOUT TAB

Margins:

- Choose between normal, narrow, wide, and more.



Types of tabs include

Left Tab : Left-aligns the text at the tab stop

Center Tab : Centers the text around the tab stop

Right Tab : Right-aligns the text at the tab stop

Decimal Tab : Aligns decimal numbers using the decimal point

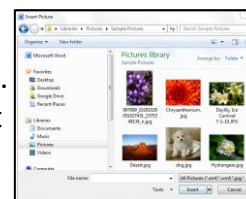
Bar Tab : Draws a vertical line on the document

First Line Indent : Inserts the indent marker on the ruler & indents first line in a paragraph

Hanging Indent : Inserts the hanging indent marker and indents all lines other than the first line

Inserting Pictures:

1. Click the **INSERT** tab.
2. Click on the **Pictures** button.
3. A new menu window will open displaying Picture files and Pictures.
4. Double Click on a file to open it.
5. Select a picture by clicking on it then click the **Insert** button on the bottom.
6. Left click on image to find the resizing pegs.
7. Left click on image and drag to move image.
8. Right click on image and choose **Wrap Text** to change the way the Image is displayed within the text.
 - a. Most wrap text names explain how they work except for **Square** and **Tight** which wrap the text around the image.



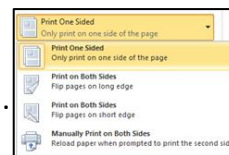
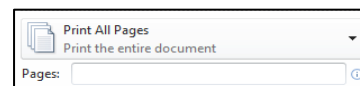
Save & Print

SAVE AS

- **Word document:** Opens in Word 2007 - 2019.
- **Rich Text:** To open a document on most other applications and still retain the formatting.
- **PDF (Portable Document Format):** Safest way to save and be viewed by anyone.

PRINT

- Print All Pages.
- Print selected pages by typing those page numbers into the box labeled "Pages:".
- One side or Two sided.
Flip on long edge for Portrait, flip on short edge for landscape



Online Learning Resources

Algonquin Area Public Library Webpage

<http://www.aapld.org/>

From the home page click through:

- Virtual Library
- Learning Resources
- **LinkedIn Learning** (sign in: library card number & account password)
- **brainFuse JobNow** or **HelpNow** :
Skillsurfer : Computer & Technology



Practice! Practice!! Practice!!!