

# Introduction to Microsoft Word

**Word Processor:** Type of computer software used to create, edit, and print documents, such as letters, resumes and reports.

**Microsoft Office:** A package of software that may include Word, Excel, Power Point and Outlook.

**Where to find MS Word:** On the Taskbar, the Desktop and in the Start Panel.

**Start a new paragraph:** Press the Enter key to move down the page. Press Backspace to move up.

**Corrections:** Use Undo button, Backspace or Delete keys.

**Highlighting text:** Place cursor next to text, left-click mouse and move over it. This should highlight it blue. Now it can be edited.

**Copy/Paste Text:** Highlight text and use right-click function or Clipboard to Copy and Paste text into your document.

**Word Ribbon:** Bar running across the top of the document containing tabs with editing features.

**File Tab:** Includes features such as Save, Save As, Open (existing document), New (new document), and Print.

**Home Tab:** Includes features such as Clipboard (for Copy/Paste), Font Style & Size, Bold/Italic/Underline, Bullet/Numbered Lists, Alignment and Line Spacing.

**Insert Tab:** Includes features such as Insert a picture from a file.

**Page Layout Tab:** Includes features such as Page Orientation, where you can change from Portrait to Landscape.

**Review Tab:** Spellcheck your work, use a thesaurus, check your word count.

**Always Remember to Save Your Work!**



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