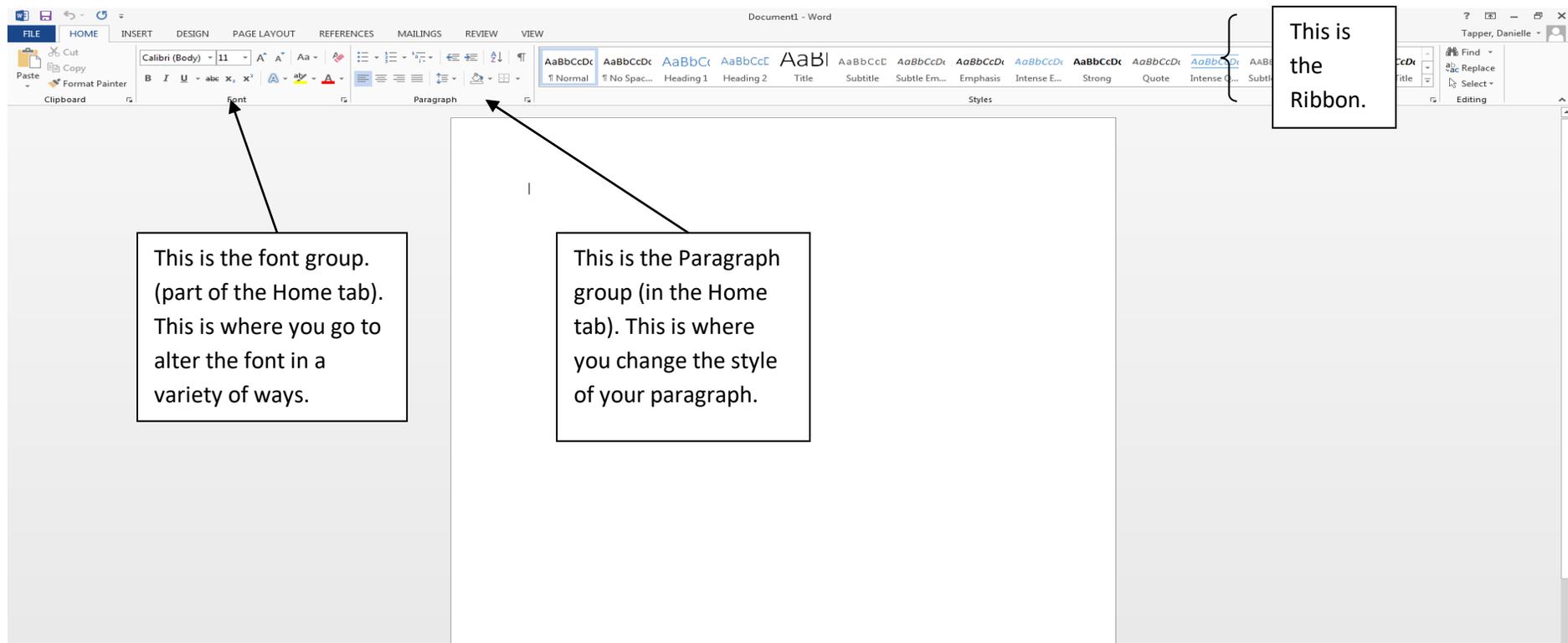# Intro to Word

Word is a Microsoft word processing program, which can be used to create school reports, resumes, letters, and other documents.
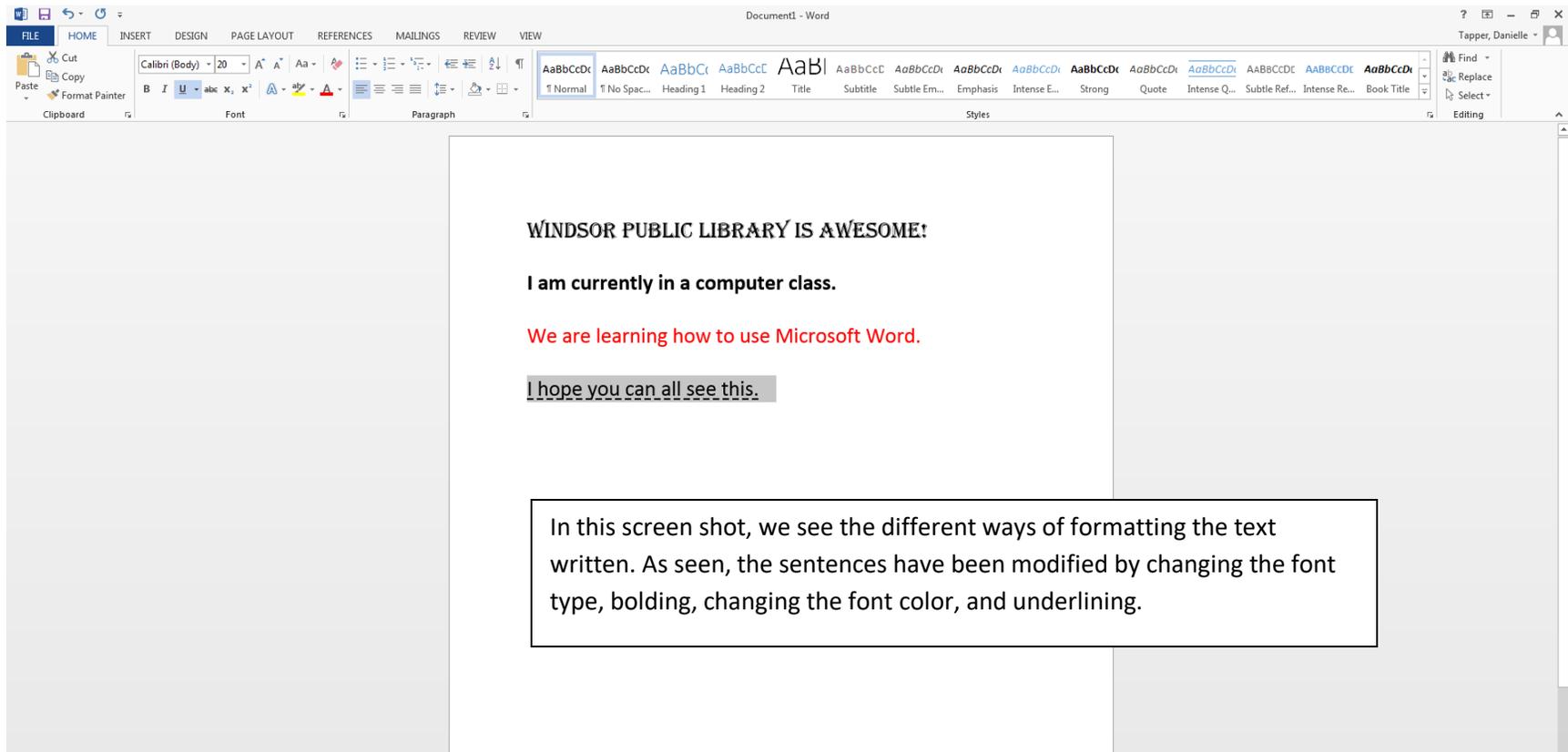
There are no more drop down menus or toolbar icons in Word. Now there is the Ribbon with its tabs and groups. Here is a look at the new Word 2013:
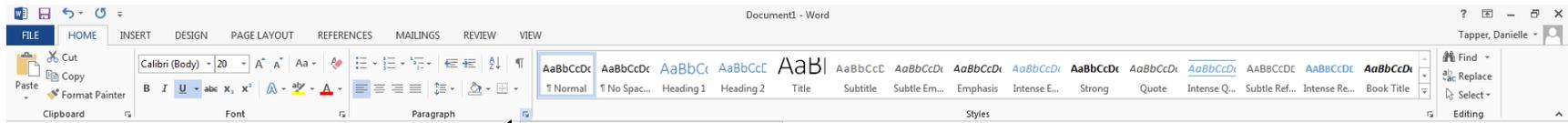
This is the Ribbon.

This is the font group. (part of the Home tab). This is where you go to alter the font in a variety of ways.

This is the Paragraph group (in the Home tab). This is where you change the style of your paragraph.

Quick Terms for Word:

Font-similar to typeface, font is a set of letters, numbers, and punctuation marks. Different fonts have different visual styles and characteristics.

Formatting-Changing the appearance of a document, for example, making text bold or changing its placement on the page.

WINDSOR PUBLIC LIBRARY IS AWESOME!

I am currently in a computer class.

We are learning how to use Microsoft Word.

I hope you can all see this.

In this screen shot, we see the different ways of formatting the text written. As seen, the sentences have been modified by changing the font type, bolding, changing the font color, and underlining.

Note: The default font type in 2013 is Calibri. The default font size is 11.
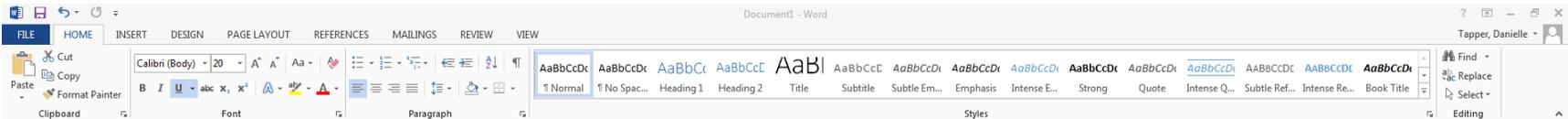
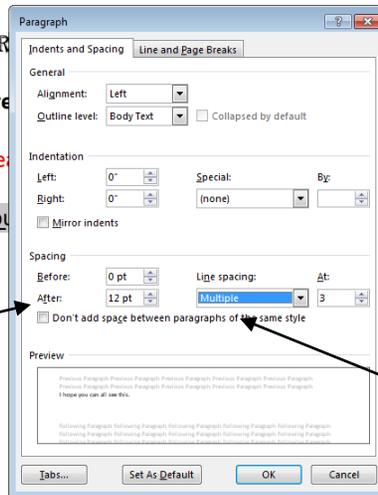Y IS AWESOME!

I am currently in a computer class.

We are learning how to use Microsoft Word.

I hope you can all see this.

If you want to change the default setting of double spacing the lines, you will need to use the Paragraph dialog box.

You will need to change this to "0 pt."

You will need to change this to "single."

Paragraph

Indents and Spacing   Line and Page Breaks

General
Alignment: Left
Outline level: Body Text   Collapsed by default

Indentation
Left: 0"   Special: (none)   By:
Right: 0"
Mirror indents

Spacing
Before: 0 pt   Line spacing: Multiple   At: 3
After: 12 pt
Don't add space between paragraphs of the same style

Preview

Tabs...   Set As Default   OK   Cancel

WINDSOR

I am curre

We are lea

I hope you

The advantage of using Word rather than a typewriter is that it will tell you if you spell something wrong. To do this you need to use the Spelling and Grammar Check, which can be found in the Review tab.

Here is the Spelling and Grammar check.
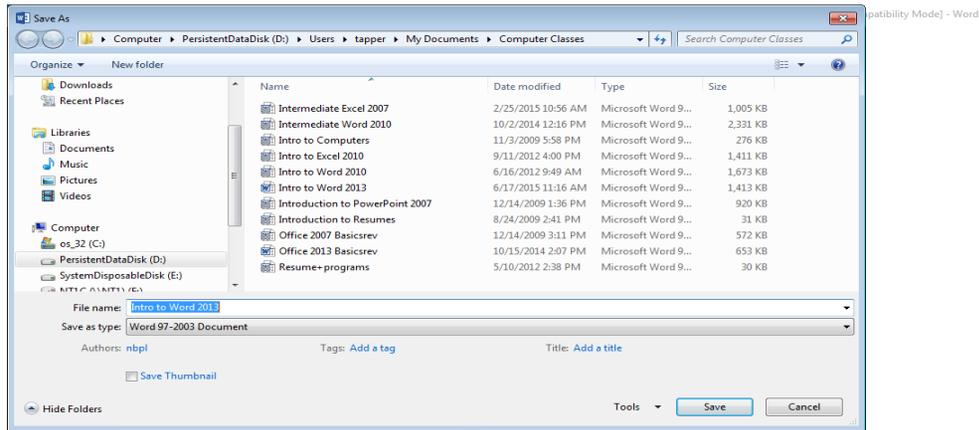
Here is the Review tab.
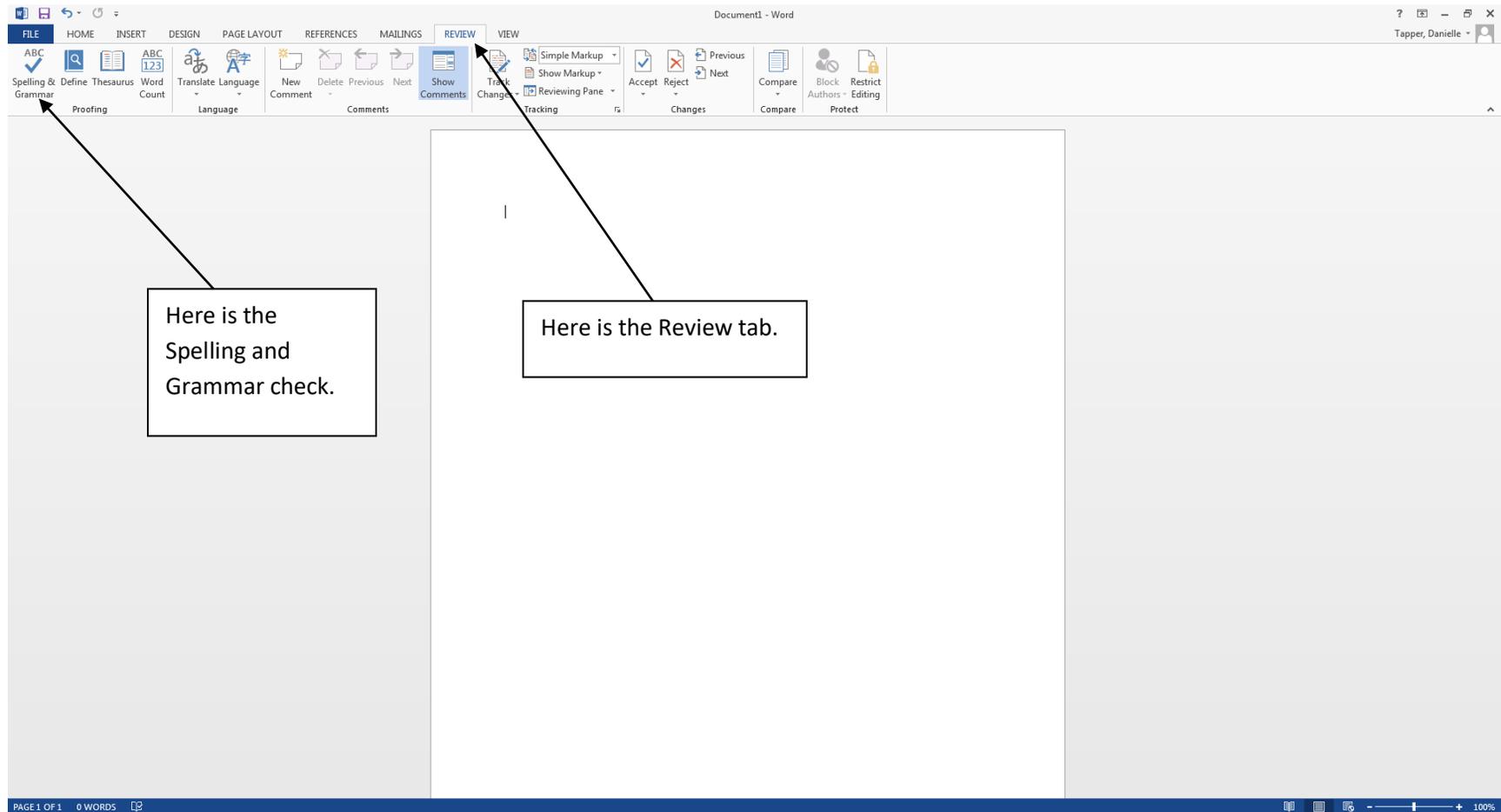
A red underline indicates that you have an incorrect spelling. A green underline means it is a grammatical mistake. And a blue underline indicates that you have used a homonyn.

In all of the Microsoft programs you will now see a File tab at the far left of the ribbon. It has been color coded to match the program so for Word it is blue. Here is what the File tab includes:


This is where you would go to Save, Open, Close, Print, etc.

Important: When saving in Word 2013, if you do not know what version of Word the person you are sending your document to has, you will want to save in compatibility mode. To do this, you will go to the File Tab and go to Save As. From there you will pick the Word 97-2003 Document option for the Type.

You want to make sure the Save As Type is 97-2003 Document.

Another nice change to Word 2013 is that there is no Print Preview anymore. When you choose to print, you are directed to a screen that has Print Setup, Print Preview, and Print all in one.

This is the Print Setup.

This is the Print Preview.
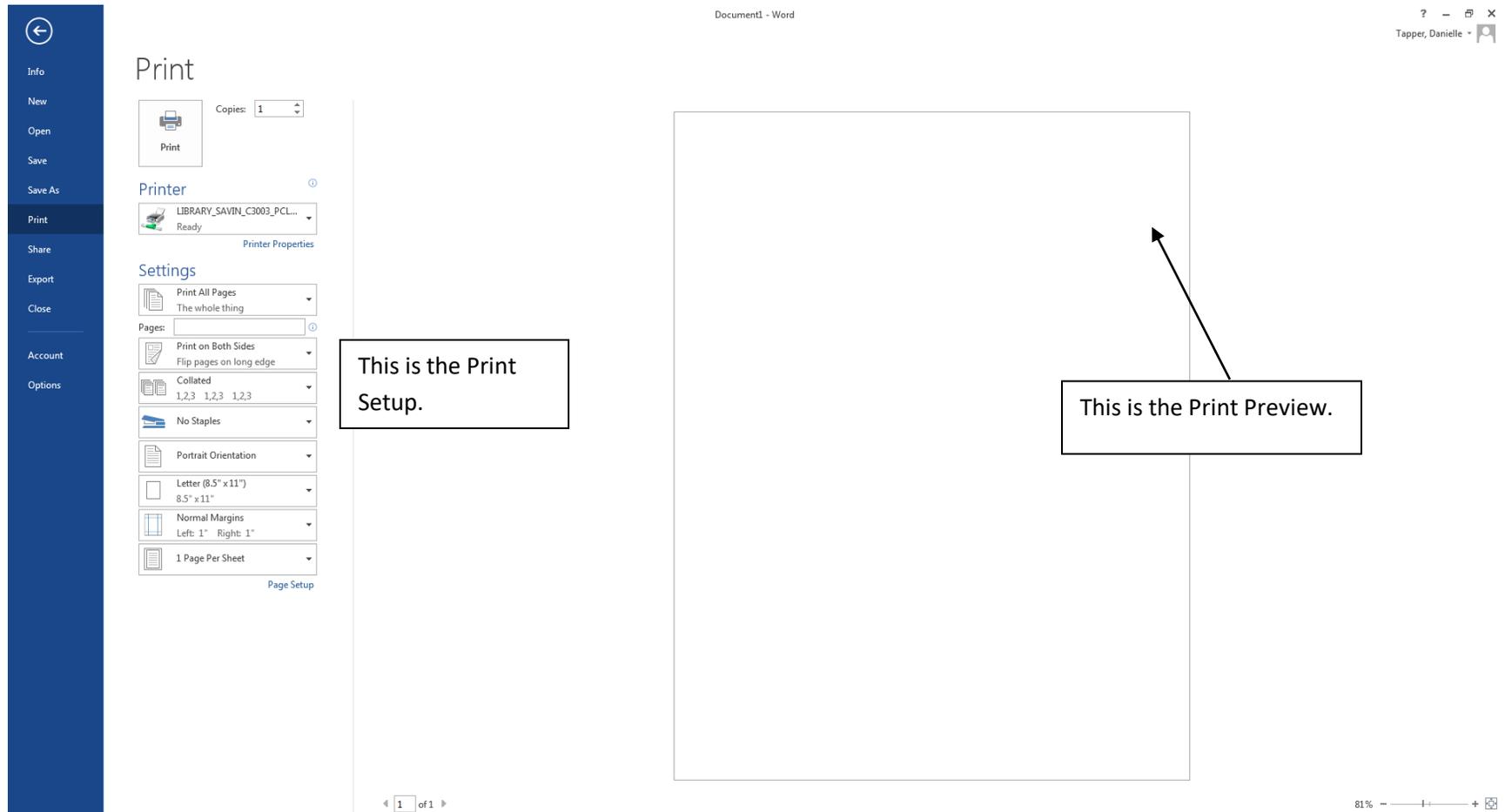
A feature that is very useful in Word, is to be able to make bulleted or numbered lists. To do this you can either type out your list and then apply this function or you can apply the function before you even start typing. These options are found in the Home Tab, in the Paragraph group.

Here are the bullet and number lists.