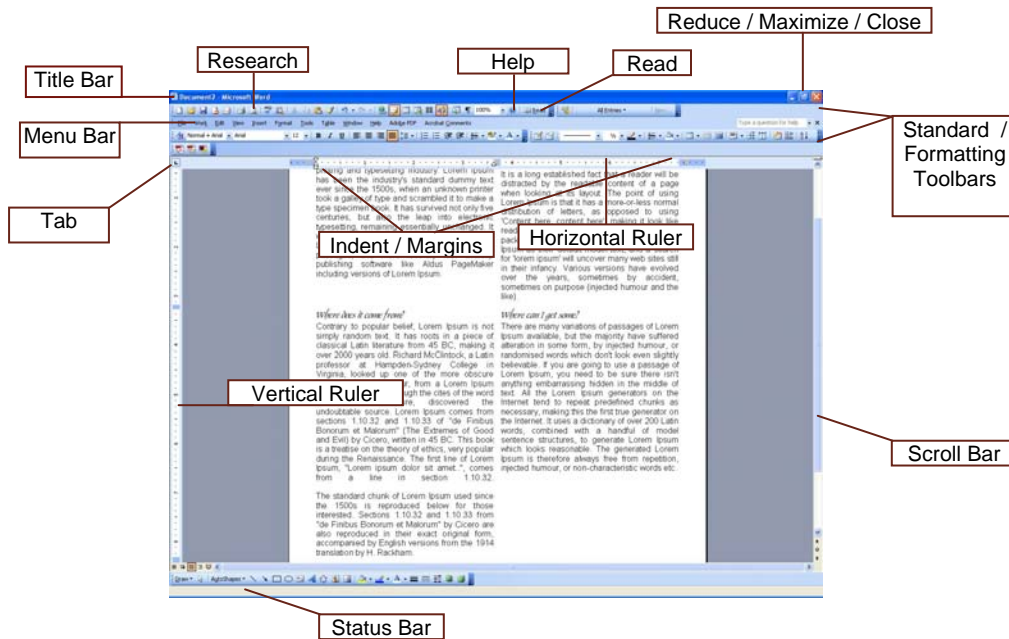



Though primarily used as a word processing program, becoming familiar with the many formatting and drawing tools available in Microsoft® Word, will quickly start you on the road to creating professional-looking documents, forms, and templates.

### Introducing the Microsoft® Word Window



## Word Basics

### Creating a New Document


1. From the **File** menu, select **New**.
2. From the New Document section, select Blank Document, or
3. On the Standard toolbar, click the New Blank Document button. 

### Saving a Document for the First Time


1. From the **File** menu, select **Save As**.
2. The Save As dialog box will open.
3. From the Save in drop-down list, select the appropriate location for your document.
4. In the File name text box, type a descriptive file name.
5. Click **Save**.

### Resaving a Document


Follow the above instructions for a new document. To resave an existing document,

1. From the **File** menu, select **Save** or **Ctrl+S**, or
2. On the Standard toolbar, click the Save button. 
3. The document will be saved under the existing file name.
4. To resave the document using a different name, follow the instructions for saving a document for the first time.

## Opening an Existing Document

1. From the **File** menu, select **Open** or **Ctrl+O**, or
2. On the Standard toolbar, click the Open button. 
3. Locate the file to be opened, click **Open**.


## Printing a Document

1. Previewing your document prior to printing gives you a better visual sense of how the document will look on paper. To preview your document, from the **File** menu, select **Print Preview**. If you're happy with how it looks, you can print directly from the Print Preview screen by clicking on the **Print** button.
2. You can also print your document by clicking on the Print button located on the toolbar. If you use the Print button, the entire document will print. To have more control over your printing options: 
  - a. In the Standard document window, from the **File** menu, select **Print**.
  - b. The Print dialog box will open.
  - c. Select the desired printer as well as the printing options for your document, i.e., number of pages, number of copies etc.
  - d. When you are finished setting your print options, click **OK**.


## Selecting Text / Deleting Text

In order to edit existing text, you must first select the text. Once selected, you have the option to cut, copy, or paste your text to another location.

### Selecting a Line(s)

1. Place the insertion point to the left of the text until the cursor becomes an arrow. 
2. To select a single line of text, click the mouse button once next to the line you want to be selected.
3. For multiple lines, follow step two, click and drag down as many lines as desired.

### Selecting Specific Text

1. Place the I-beam to the left of the text to be selected. 
2. Click, hold, and drag your mouse over the text to be selected.
3. Release the mouse button when you're finished.

### Selecting Single Words

1. Place the I-beam over the word and double click the mouse button.

### Selecting a Paragraph(s)

1. Place the I-beam over the paragraph and triple click the mouse button.
2. For multiple paragraphs, place the I-beam at the beginning of the paragraph.
3. Press and hold the mouse and the **Shift** key. With the Shift key pressed, click on any additional paragraphs to be selected.

### Select the Entire Document

1. From the **Edit** menu, choose **Select All**, or press **Ctrl+A**.

To **Deselect highlighted text**, click the mouse anywhere outside of the selected text area.

### Moving Selected Text – Option 1

1. Highlight the text to be moved.
2. Click on the text, hold down the mouse button and drag the text to the new location.
3. Release the mouse button.


## Moving Selected Text – Option 2

1. Highlight the text to be moved.
2. Press **Ctrl+X** to cut the text.
3. Place your cursor where you want the text to be moved and press **Ctrl+V** to paste.
4. If you prefer to use the menu, these items can be found under **Edit** on the menu bar.

## To Undo or Retrieve Deleted Text

If you've accidentally deleted a word or a block of text, from the **Edit** menu, select **Undo Typing** or **Ctrl+Z**. This command can be repeated as many times as needed.

## Using the Spell Checker

1. From the **Tools** menu, select **Spelling and Grammar**, or click the Spelling and Grammar button on the toolbar. 
2. To use a shortcut key, press **F7**.
3. The Spelling and Grammar dialog box will open.
4. You have the option to ignore the word not found in the dictionary, or change the word using any of the suggestions provided.
5. You also have the ability to add the word to the Dictionary for words that Microsoft® Word doesn't recognize. Once the word has been added, Word will no longer bring it up as a questionable word.
6. When the spell check is complete, in the next dialog box that appears, click **OK**.

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## Keyboard Shortcuts

Ctrl+O	Open
Ctrl+Z	Undo
Ctrl+S	Save
Ctrl+P	Print
Ctrl+B	Bold
Ctrl+I	Italic
Ctrl+U	Underline
Ctrl+C	Copy
Ctrl+X	Cut
Ctrl+V	Paste
F7	Spell Checker
Shift+F7	Thesaurus