

CHARLOTTE MECKLENBURG

LIBRARY

word processing basics

Getting Started Guide



What is a word processing document?

A word processing document is created, edited, saved, shared, and printed using a cloud service or a software installed on your computer.

Word processing software is used to create any document that is composed mostly of text--letters, reports, resumes, newsletters, and more.

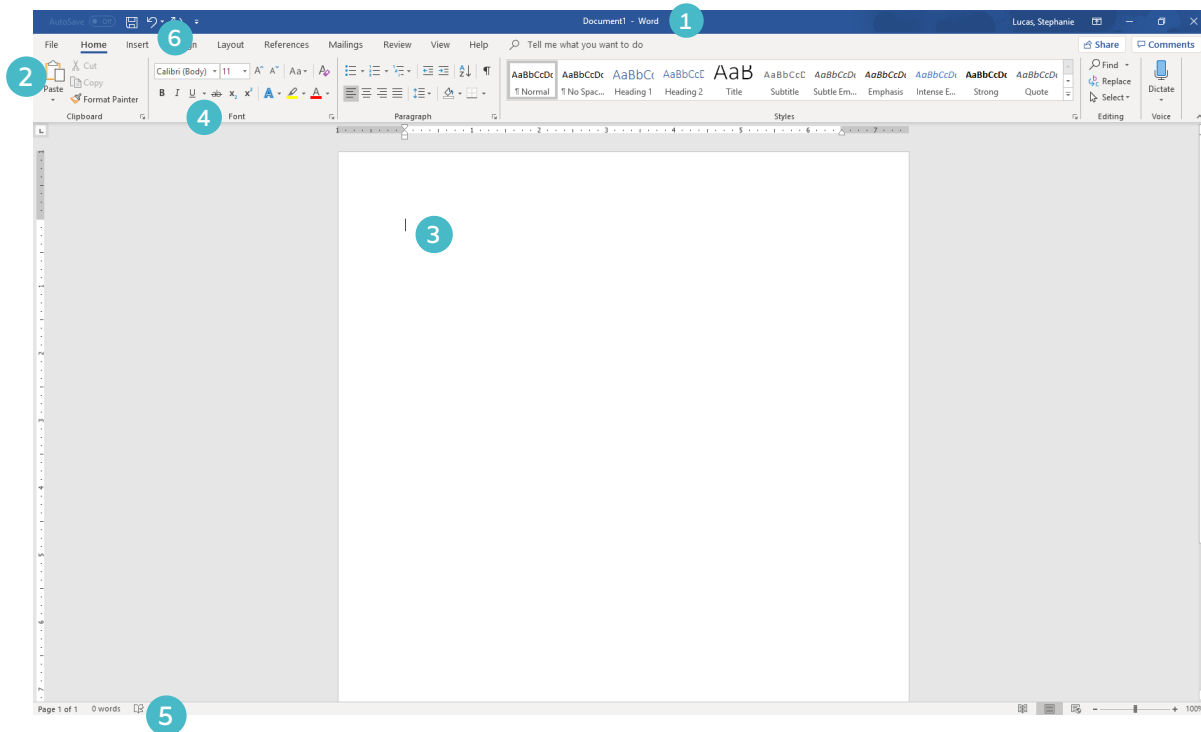


Components of Word Processing Software

- 1 Title Bar** Displays title of document and other quick access information.
- 2 Ribbon Menu** Contains all of your commonly needed options, grouped by category. The ribbon is grouped into tabs and each tab is grouped by category within that tab.
- 3 Flashing Cursor** The blinking vertical bar that indicates where text will be inserted when you type.
- 4 Formatting** Here you choose a font and text size to set the style of your document, or change text to boldface, italics, or underlined.
- 5 Spelling/Grammar Check** Click here for a spelling and grammar check of your document.
- 6 Undo** The left-pointing arrow allows you to undo the last change you made to your document. You can keep undoing changes all the way to the creation of the document.

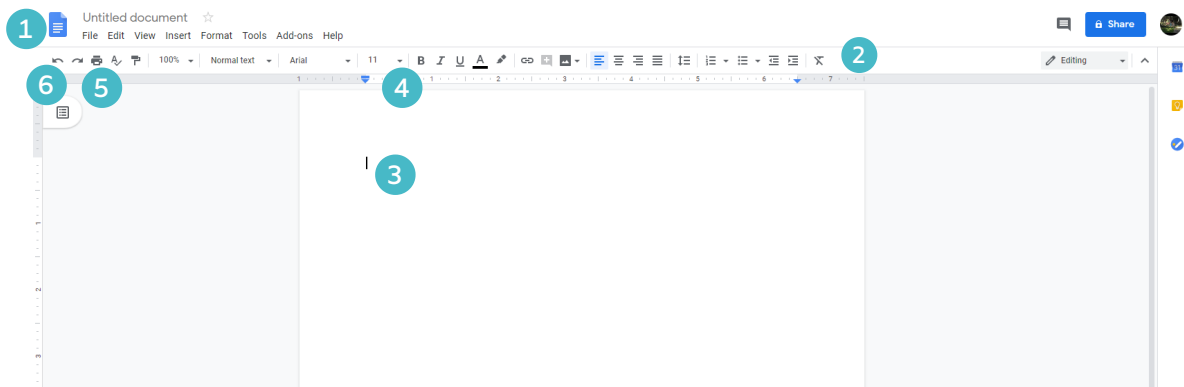
Navigating Microsoft Word

Microsoft Word is part of the Office Suite, which includes Excel, PowerPoint, and more. This program is available on library public computers, or the software can be purchased for home use. A limited, but free, online version is available with a Microsoft OneDrive account.



Navigating Google Docs

Google Docs is part of the Google Suite of offerings, which includes Sheets, Slides, and Drive. Google Docs is cloud-based, meaning it is not downloaded on your computer, but accessed by going online. It is free to use with a Gmail account.



Resources

There are a variety of available resources for further practice and additional training. Here is a selection of our recommended resources.

1-on-1 Technology Tutoring

If you would like individual help, the library offers one-on-one Tech Tutoring by appointment. Stop by the Information Desk at any location to sign up or call 704-416-0100.

GCF Learn Free

Find many Microsoft Word or Google Docs lessons for free on www.gcflearnfree.org. They have both text-based and video tutorials on a wide variety of topics.

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