

CHARLOTTE MECKLENBURG

LIBRARY

**word processing
intermediate**

Formatting & Modifying



Become a Master of Modification and Formatting

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

In order to manage this content, you will learn how to adjust for style on every level, from text appearance to margins, Headers & Footers.

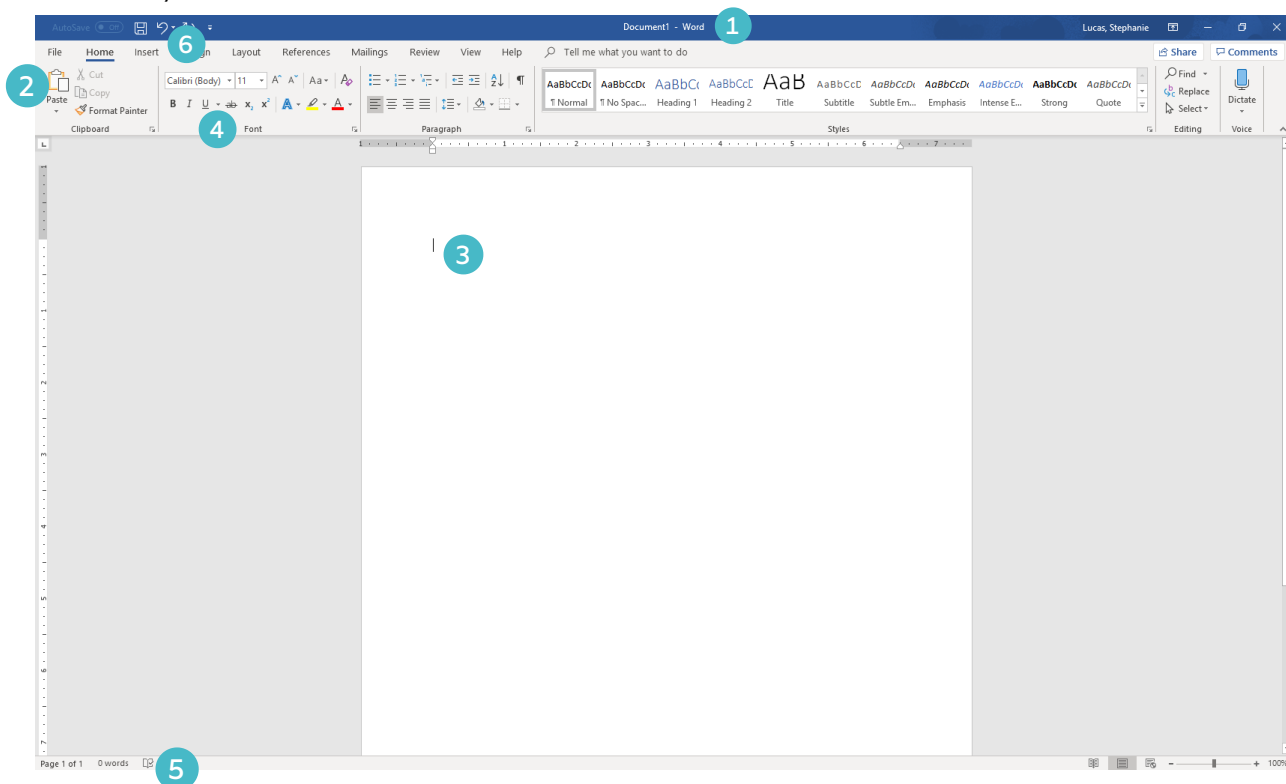


Exploring the Ribbon

- 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.

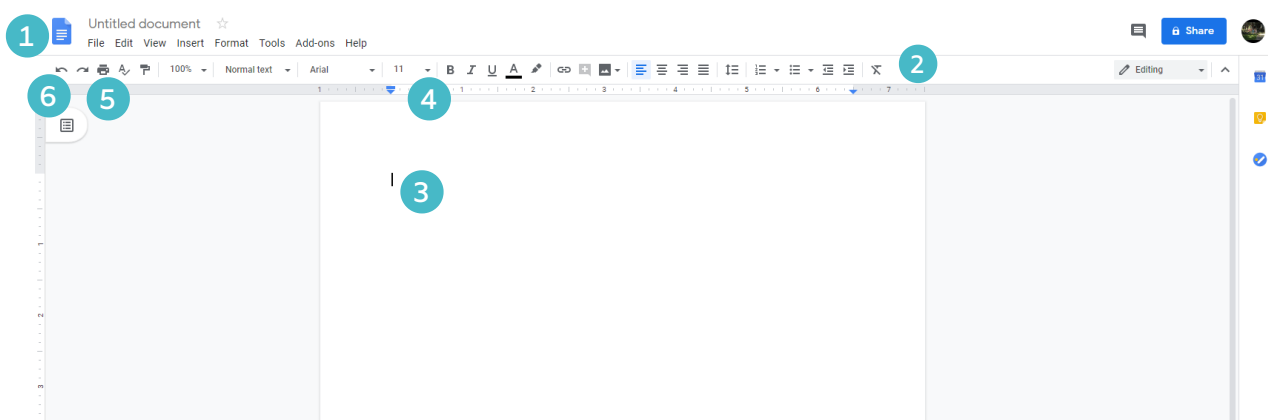
Navigating Microsoft Word

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.

Lynda.com

Charlotte Mecklenburg Library provides free access to Lynda.com through our website. Simply navigate to www.cmlibrary.org > Resources > Lynda.com. Once there, you will be asked to enter your library card number and then you can search the huge collection of online tutorials. Word tutorials as well as many other options are available to you at home and in the library. These tutorials can be very in-depth and allow you to work along with an instructor with free downloads and other resources.