

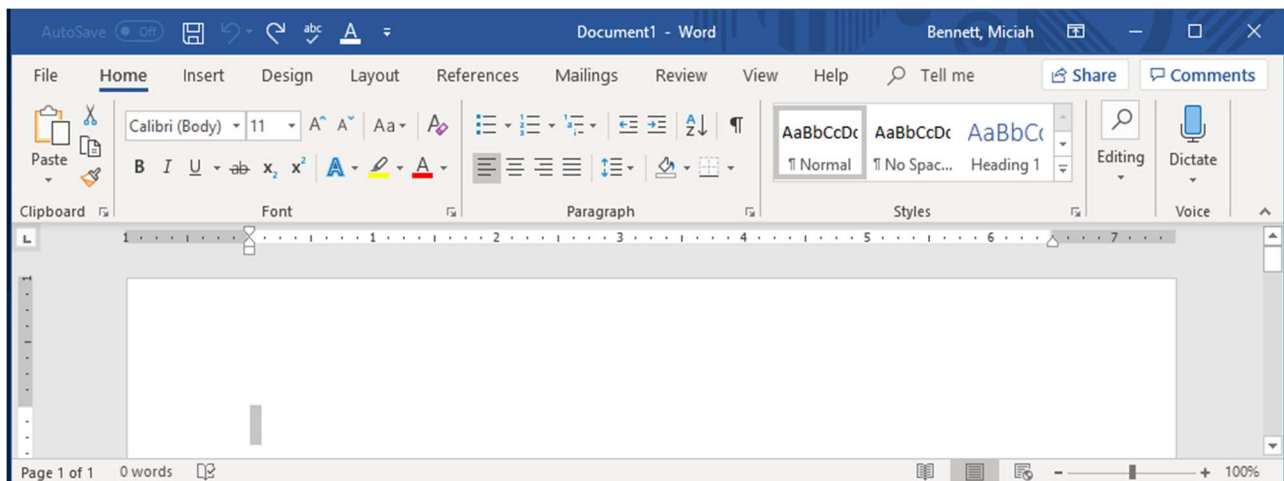
# Word Processing Basics *Tip Sheet* for Word



**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. Other examples include Google Docs and Pages (by Apple).

## Navigating Word

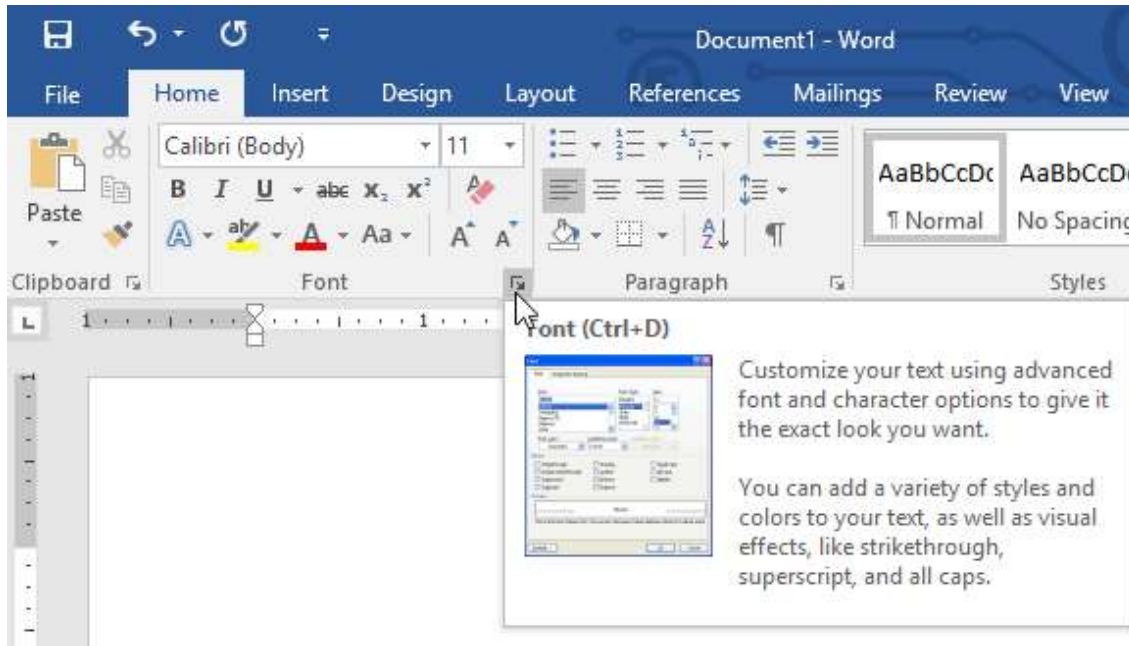
Word is the word processing software offered by Microsoft Office. The Word layout is like other Microsoft Office products. There is a horizontal menu across the top of the page--the 'ribbon menu'--where you can find most of the options for editing and formatting.



1. **Title Bar** Displays title of your document and other quick access information.
2. **Ribbon Menu** The ribbon has various command options to help you format your document in each tab.
3. **Document Pane** This is where you'll type and edit text in the document.
4. **Command Group** Each document as a group of commands that are used to edit and enhance your document. Click a command to apply it. Click the arrow in the bottom right of the command group to see more command options.
5. **Status Bar** Each document has a status bar that tells you how many pages and words are in your document, notifies you of misspelled words, allows you to select your page view and includes a zoom option.

- Quick Access Tool Bar** Let's you access common commands like save, undo and spell check, no matter what tab you have open in the toolbar.

## Using Your Word Processing Document



Use the ribbon to select various tabs and commands to customize and format text in your document. You can also format your document so that you can align text, pictures and graphics.

## Quick Access Tool Bar and Keyboard Shortcuts

No matter what kind of document you create, features like “Spellcheck,” “Save” and “Undo” are important. You can access these features using the Quick Access Tool Bar at the top left of Word (it is customizable!); under the File, Home and Review tabs; or by using the following computer keyboard shortcuts. There are even many shortcuts that can format text without moving your fingers from the keyboard.

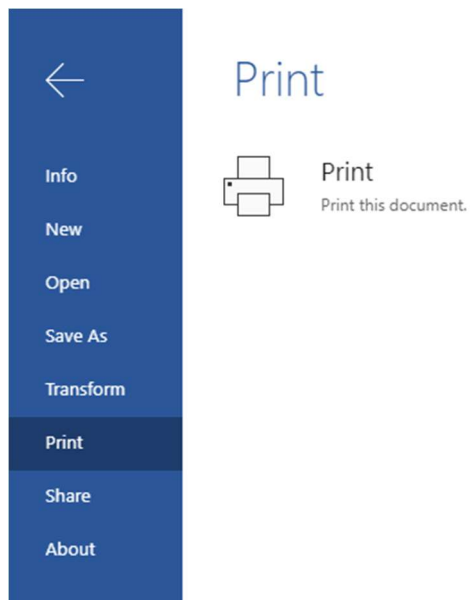
<b>Ctrl+Z=Undo</b>	<b>Ctrl+C=Copy</b>	<b>Ctrl+X=Cut</b>	<b>Ctrl+V=Paste</b>
<b>Ctrl+S=Save</b>	<b>Ctrl+Y=Redo</b>	<b>Ctrl+N=New Document</b>	<b>Ctrl+P=Print</b>
<b>Ctrl+O=Open an old document</b>	<b>Ctrl+W=Close the document</b>	<b>Ctrl+A=Select all content</b>	<b>Ctrl+B=Bold</b> <b>Ctrl+I=Italics</b>

## Backstage View: Saving, Printing and Sharing your Document

Backstage view allows you to create new documents, open old documents, and save the document you are working on. Select File and Save to keep a copy of your document. If you are using a cloud-based word processor, your document will automatically save. If you are using a desktop word processor, you will need to name your file and select a location on your computer to save your file. Whenever you make major changes or whenever you think about it, tap Ctrl+S to save your work.

### Printing

To print your document, click the File tab. Select Print; choose your printer; and then select various color and layout options, number of copies to print and/or which pages you want to print.



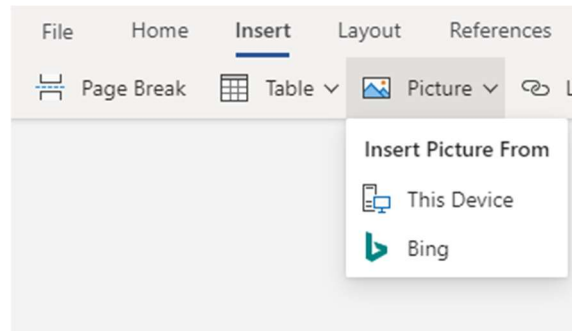
### Sharing

Share your document via e-mail or share on a website or blog via an embed code by clicking the Share option underneath Print.

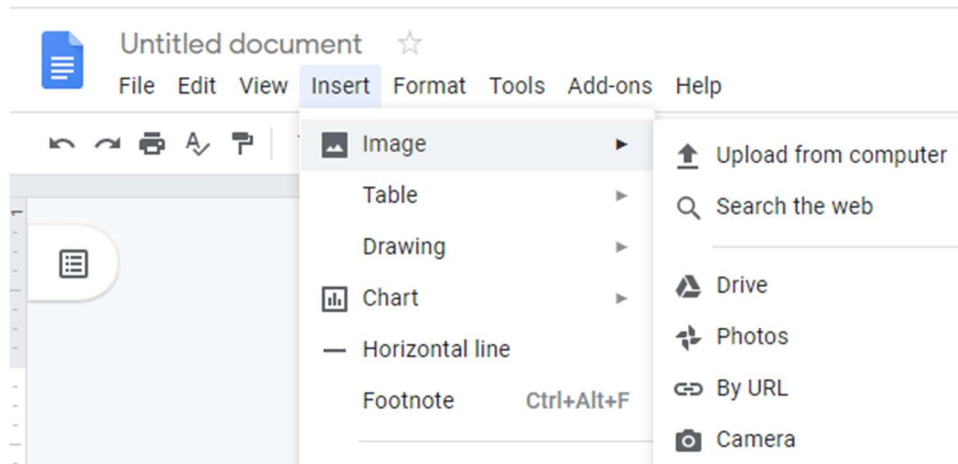
## Inserting Visual Elements

Most text documents allow you to insert pictures, graphics, symbols, emojis, tables and charts to add visual elements to your text. These options are located under the Insert tab.

To add a photo or graphic located in any version of Microsoft Word, click Insert, Picture, and This Device (if you are uploading a photo or graphic that is already located on your computer) or Bing/Online Picture (if you want to select a photo or graphic from Word's online database).



If you are using Google Docs, click Insert, Image and Upload from Computer or Search the Web. You can also select photos from your Google Drive or Google Photos account, take a photo using your device's camera, or via a link.



The Insert tab is also home to any symbols, videos, charts or tables you need to present information in your word document.