



CHARLOTTE MECKLENBURG

LIBRARY

Beyond the Basics: Microsoft Word



Getting Started Guide

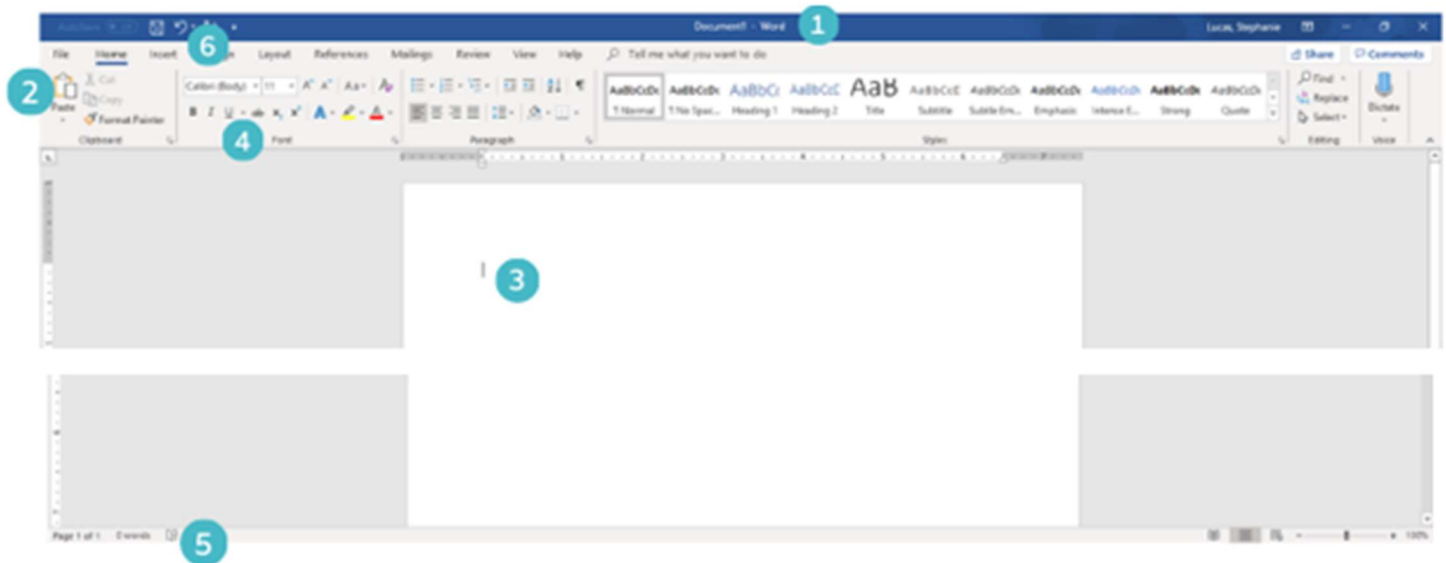


What is a word processing document?

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

Navigating the MS Word Interface

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.

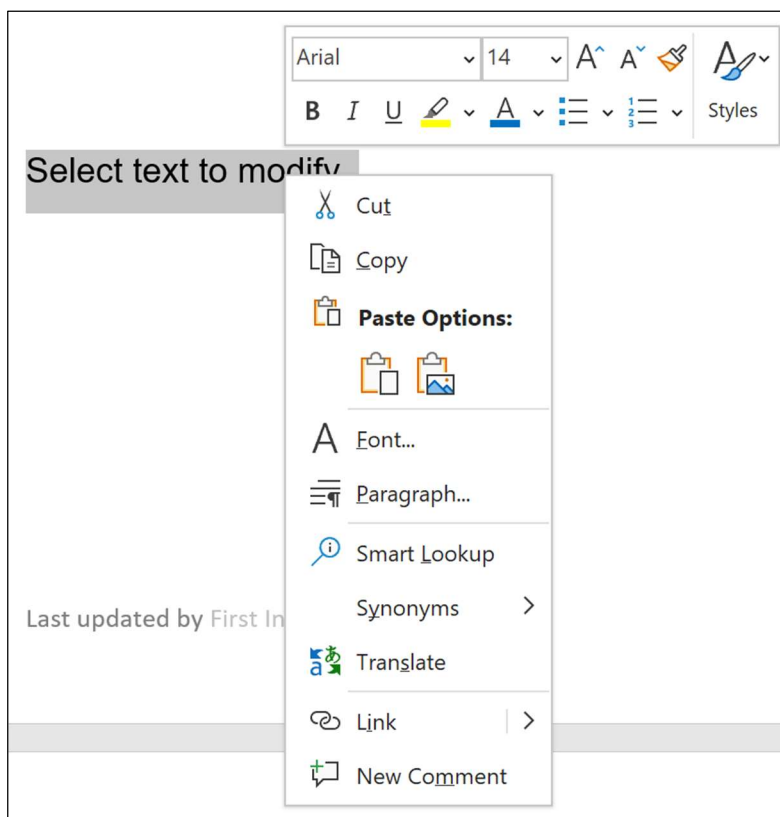
5. **Status Bar** Each document has a status bar that tells you how many pages and words are in your document, notifies you of misspelled words, allows you to select your page view and includes a zoom option.

6. **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.

Selecting & Modifying Text

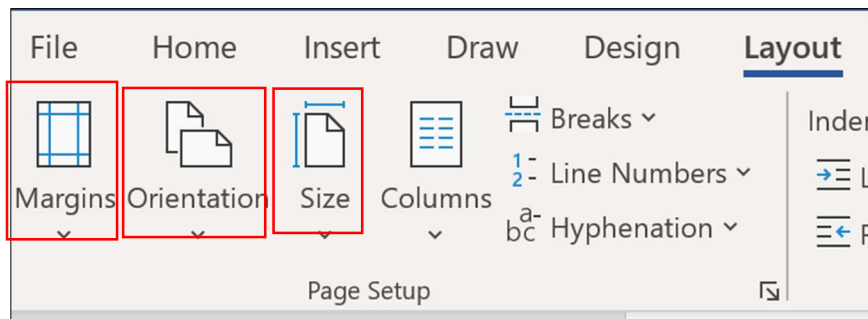
Word has many options for formatting text. In the ribbon and mini toolbar (pictured to the right) there are tools to change the font, size, and color of the text. You can also use the mini toolbar to copy, cut, and paste text as well as adjust the alignment and spacing using the 'paragraph' tool

To see the mini toolbar, select the text you would like to modify and right-click with your mouse. To select text, click with your mouse next to the text you would like to select then drag to the left or right to highlight the text. You can also select one word at a time by double-clicking on the word and by clicking three times you can select an entire paragraph of text.

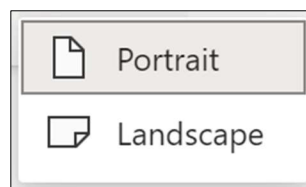


Formatting your Document

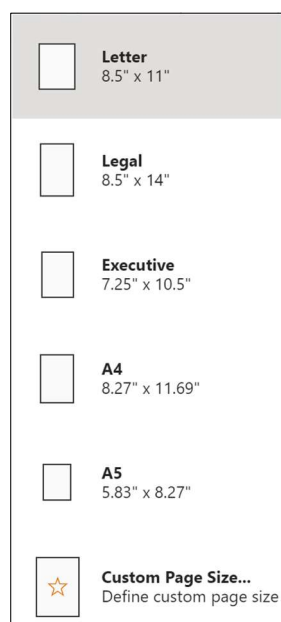
The **'layout'** tab on the Ribbon menu allows you to change the page orientation, document size, and page margins.



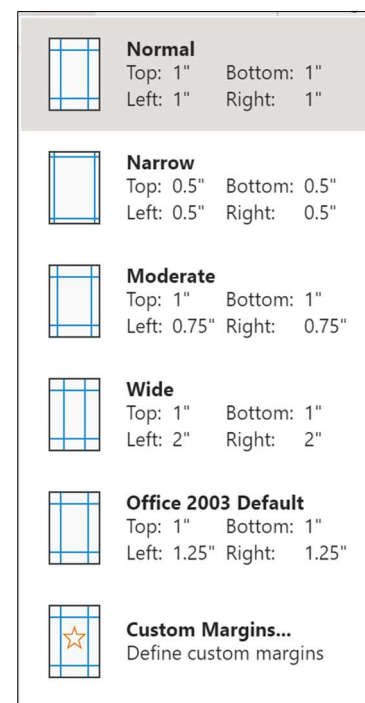
You can adjust the blank space on the top, bottom, and sides of your document by clicking **'margins'**. The standard (1 inch on each side) can be changed to another preset option or create your own custom margins



To change the **orientation** of your document simply click **'orientation'** and choose portrait (vertical) or landscape (horizontal)

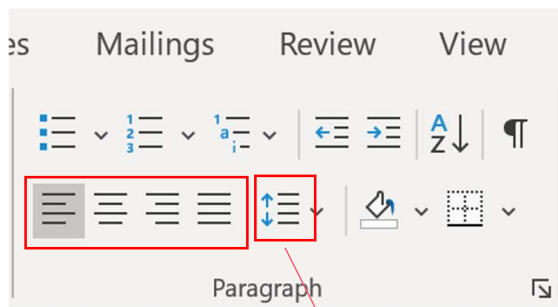


To change the **size** of your document, click the **'size'** button. The default size for word documents is, **'Letter 8.5 X 11'** but you can choose from several other sizes or create a custom size.

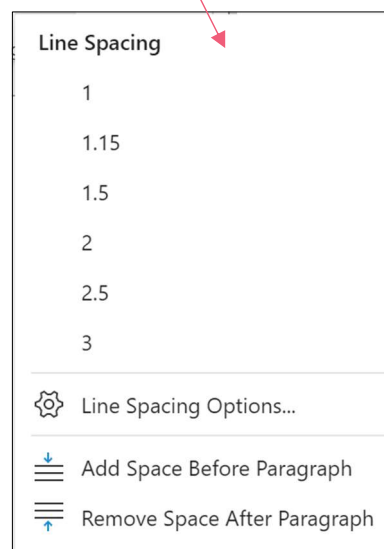


Paragraph and Line Adjustments

Under the 'Home' tab on the ribbon menu, you can adjust the paragraph spacing and line spacing using the tools in the 'Paragraph' toolbar. You can align the text in your document to the left side, right side, or center of the document.

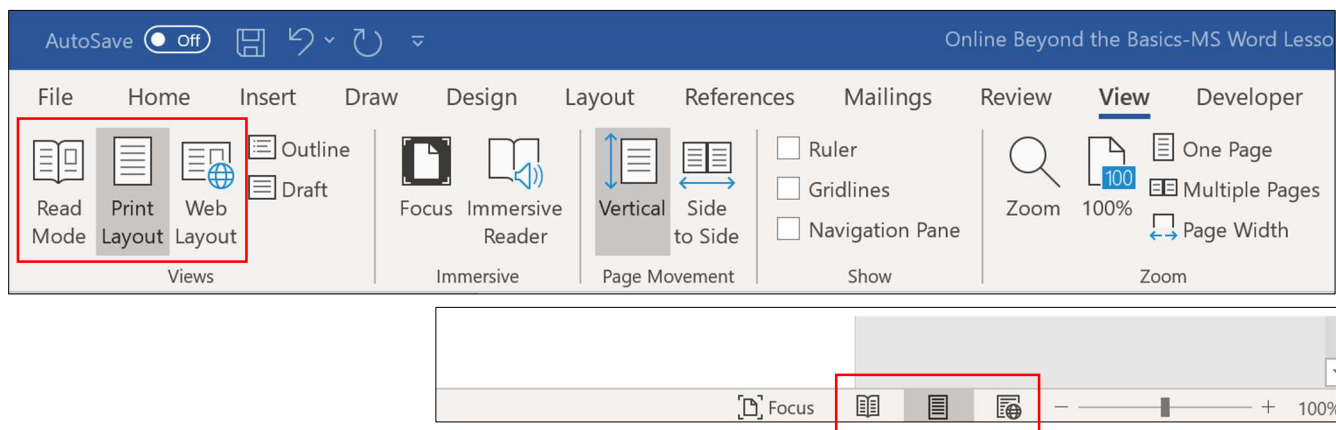


Line and paragraph spacing is the amount of space between lines and paragraphs. You can adjust the line spacing by selecting the amount of space from the drop-down menu. To increase or decrease the amount of space before or after a paragraph select 'add space before paragraph' or 'remove space after paragraph'.



Changing Document View

To change the view of your document, you can select the 'view' tab on the ribbon menu or use the options at the bottom of your document. There are a few different options for viewing your Word document including: print layout, read mode, and web layout. Print layout is the default view for Word and is best when you are editing and adding content to your document. Read Mode allows you to see your document in full screen, and web layout shows your content as it would appear on a webpage and is best if your content will be used on a webpage.



Resources

The following resources can be accessed from the library's resource page:
<https://www.cmlibrary.org/resources>

GCF Learn Free

Find many Microsoft Office, Google Suite, and basic-to-advanced digital literacy lessons for free on www.gcflearnfree.org. They have both text-based and video tutorials on a wide variety of topics.

LinkedIn Learning

Access a library of video tutorials from beginner to advanced level on a variety of technology topics on LinkedIn Learning (formerly Lynda.com). LinkedIn Learning allows you to track your progress and download resources from tutorials. You can view lessons at home or in the library using your library card.

Northstar Digital Literacy

This resource provides interactive online assessments and practice exercises to help individuals master computer and software skills such as using email, navigating the internet, and using Microsoft Word, Excel, and PowerPoint. Learn to navigate technology in your daily life with assessments on topics such as Social Media, Google Documents, Supporting K-12 Distance Learning, and Career Search Skills. Receive certification in one or more topics by completing an assessment (score 85% or higher) during a virtual Library proctored session.

1-on-1 Technology Tutoring

Charlotte Mecklenburg Library offers 1-on-1 tutoring with a library staff member or volunteer. You can call your library branch to check availability or check out our online calendar at www.cmlibrary.org/calendar.



DigiLit

DigiLit is a digital literacy program provided by Charlotte Mecklenburg Library. To find out more information about this program, download class handouts, and access additional resources, visit:
www.cmlibrary.org/digilit