

Microsoft Word – Essentials

These are the key topics to get you started with MS Word. They include setting up a basic document, saving work, applying basic formats (for example underlining words or changing their colour) and then printing.

For more advanced formatting look at the topics under the section Document Formatting.

- An introduction to Word and what it can do.
- The Word screen.
- Document basics – New, Open, Close, Save, Save As
- Enter text.
- Use the 'Check spelling as you type' feature and other proof-reading options.
- Edit and delete text.
- Options for navigation in a document.
- Select text – click-and-drag – use the selection bar.
- Move and copy text within and between documents.
- Applying basic font formats.
 - ✓ Choose a different font and/or size.
 - ✓ Use bold, underline, italic or font colour.
- Using paragraph alignments to control the position and flow of text across the page.
- Use different line spacing settings – single, double and many others.
- Use indents to manage where a paragraph starts on the page and whether the first line is at the same position as the other lines by using left, hanging and first line indents.
- Set tabs – left, right, centre, decimal and bar – to arrange content in columns that line up correctly.
- Removing font and paragraph formatting.
- Work with different views of documents.
- Printing – print a complete document, part of a document or just a selected block of text from a document.
- If you have good typing skills use keyboard shortcuts to work more efficiently.