

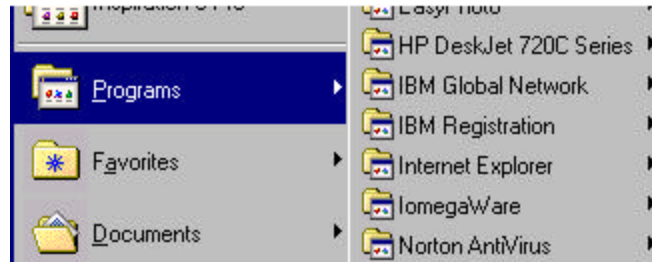
How to Write in Word

Sometimes you will find shortcuts to start different programs on your computer on what's called the desktop. The desktop is the opening screen on your computer. Look at the desktop of the computer you're using and see if you can locate a symbol (called an 'icon') for Microsoft Word. It will look like this:

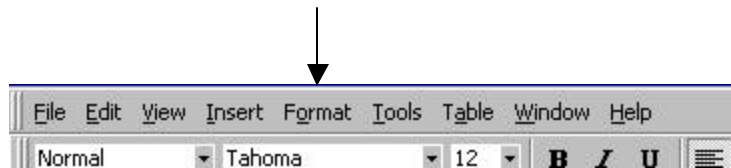


If you see it, click on it to launch (start) the Microsoft Word program, then proceed to step 2 below. If you don't see it, start with step 1:

1. Click on the **Start** button in the lower left-hand corner of your screen. A menu will pop up. Find **Programs** and Click on it. Another menu will pop out to the side. Find **Microsoft Word** on the menu and click to select it. This will launch (start) the program.

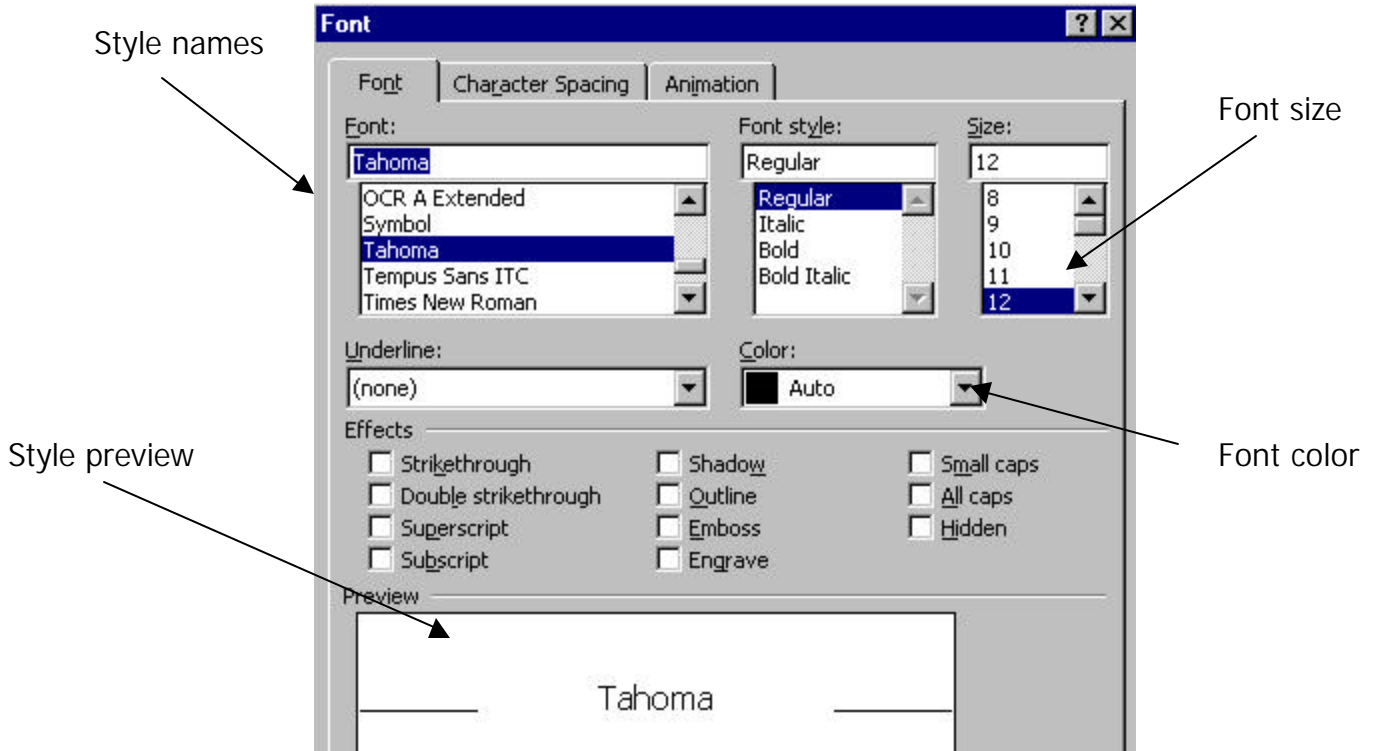


2. Now that word is open, you have a blank page ready to write on. Before you start, you can decide what you want your fonts (letters) to look like, including the style of text, color of text, and size of text. To make your font choices, click on **Format** on the menu bar (the menu bar is the row of words and symbols that appears at the top of your screen).



3. Next, slide your cursor down to select **Font**. Click. A window will appear that gives you a number of options to choose from. First, under where it says **Font**, choose the style of text you'd like to use. A preview of what the style looks like will appear in the Preview box. Click on several style names

until you find one that appeals to you. By clicking on the arrows to the right of the font styles, you can see more choices.

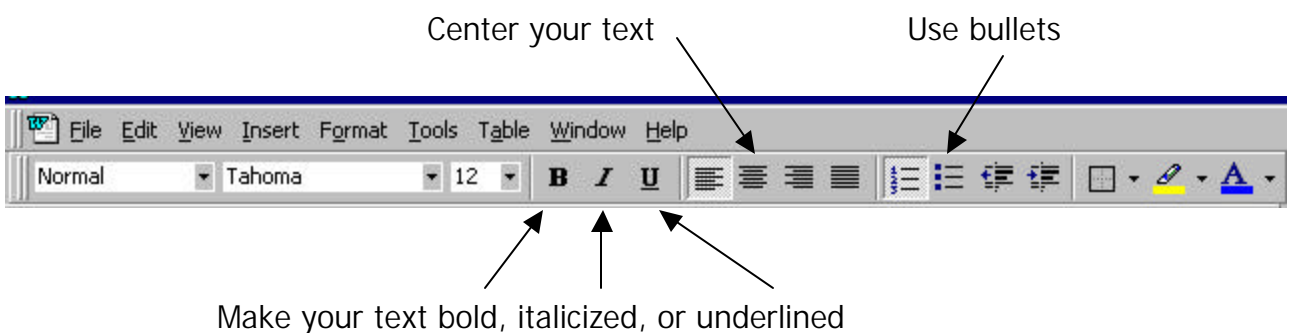


4. Under **Size**, choose the size font you'd like to use. Again, the preview box will display your choice. The font on this How-To sheet is size 12.

5. Do the same for font **Color**.

6. Once you've made all of your font selections, click **OK** at the bottom of your screen.

7. That's it! You're ready to start typing! You might want to experiment with some of the other features of word (a few are listed below).



8. Go ahead and start your document!
9. Once you're finished, you might want to save your work. To save, click on **File** and **Save As...**, then choose the location you want to save to by using the arrow next to **Save in**. Click on **Save**.

10. To print your document, just click on the little print icon (symbol) on the menu bar!



11. To close Word, click on **File** and **Exit**.