

Microsoft Word – Getting Started with Microsoft Word

Before you start, this activity sheet can be done on your own, but we encourage you to seek out a Tech Coach at The Kansas City Public Library for more in-depth help. For more information go to: <https://www.kclibrary.org/services/techlearn>

***Note** - Using Microsoft Windows is recommended when completing this activity sheet. If you do not have Microsoft Windows on your home computer, you can visit any local Kansas City Public Library branch and access Microsoft Windows on a library computer. Alternatively, below is a list of some free and safe programs that are like Microsoft Windows that you can use at home, interfaces and experience will be different, but the principles remain the same.

Google Docs: <https://www.google.com/docs/about/> * Requires a Google account.

Microsoft Office Online: <https://products.office.com/en-us/office-online/documents-spreadsheets-presentations-office-online> * Requires a Microsoft account and some features are different from the paid version of Microsoft Word.

Open Office: <https://www.openoffice.org/>

Libre Office: <https://www.libreoffice.org/>

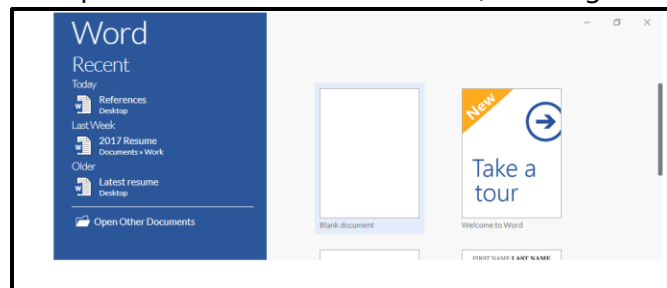
If you are using a Mac computer, Mac OS comes installed with their own productivity software called **iWork:** <https://www.apple.com/iwork/>

Let's start by opening Microsoft Word and creating a new document so that you can get familiar with the interface of Word. Please follow the steps below.

- Open Microsoft Word. (See image below for an example of the Microsoft Word icon)

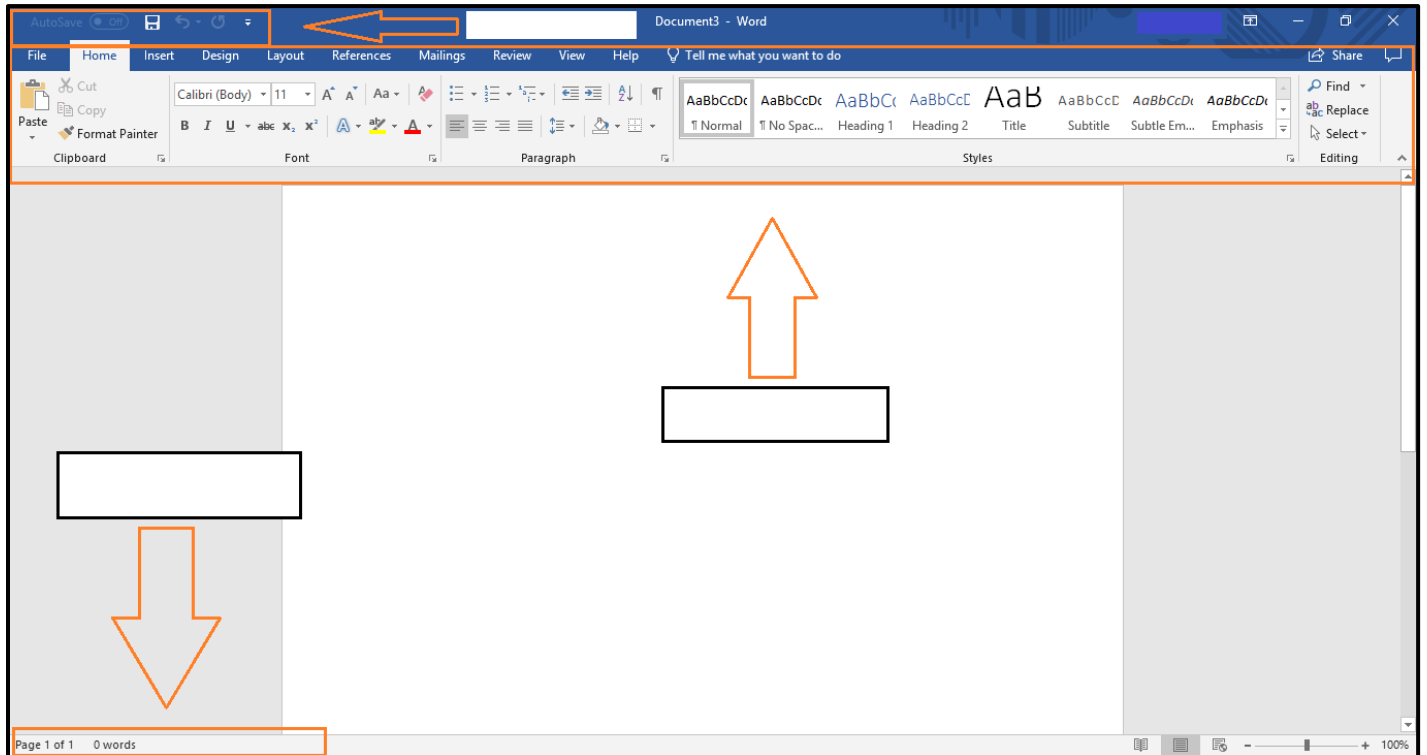


- When Microsoft Word opens, create a new document. (See image below for an example)



- Once your new document opens, you will see a blank document surrounded by the Microsoft Word user interface.

Now, let's learn how to identify and find some of the three most important aspects of the Microsoft Word user interface. Look at the Microsoft Word image below, using the words in the box below the image, correctly label each section.



Quick Access Toolbar
Ribbon
Status Bar

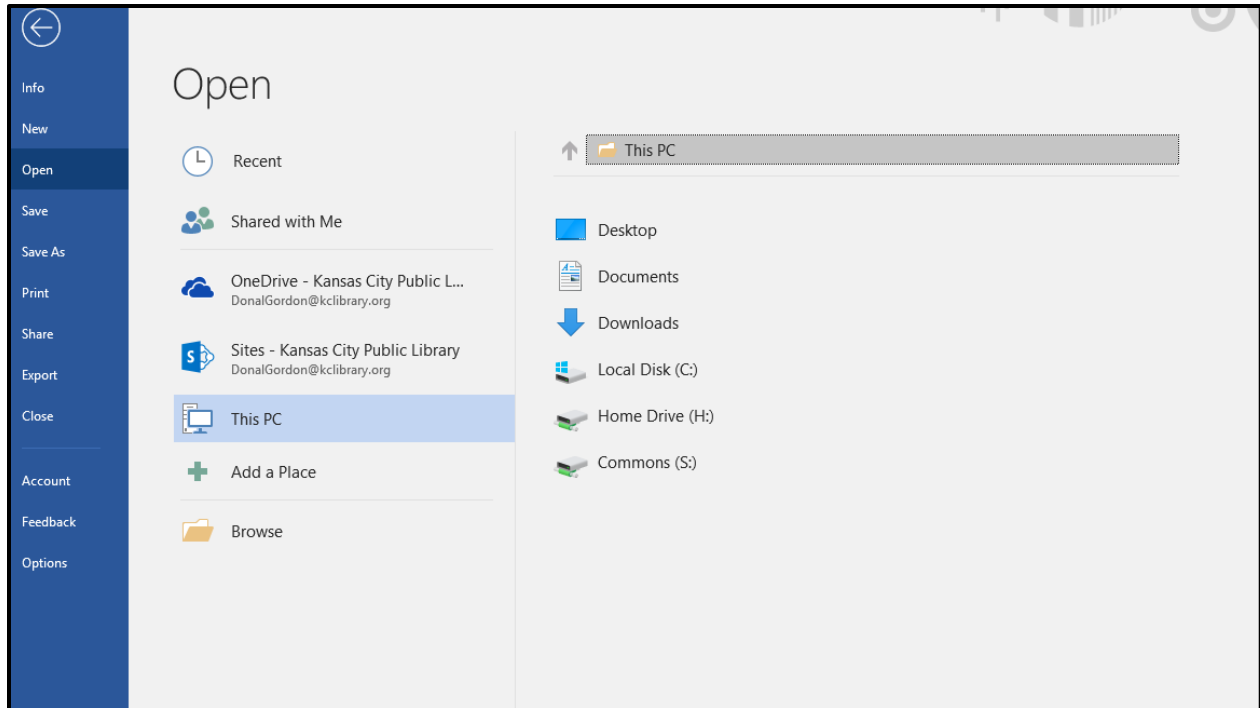
Now that you are starting to understand how to find your way around the Microsoft Word interface, let's type some text into the document to see how spell check works. Spell check is a valuable and powerful tool that will help you make sure you aren't making spelling and grammar mistakes while you work. Please follow the steps below.

- Left-click on your blank Word document to begin typing text.
- Type the text: **applo**
- Notice how a **red line** appears underneath the text you just typed? This is how Microsoft Word tells you that your text is misspelled.
- Let's fix your text. Hover your mouse pointer over the misspelled text and right-click.
- When you right-click you'll see a small window open with alternative spelling suggestions. Select **apple** from the list.
- Your spelling will be changed from applo to apple.
- Spell check will have different visual ways of showing you mistakes in your text. For grammar mistakes, you'll see your text underlined with **double blue lines**. Other times you might see green or yellow lines. Be aware of these visual notifications as you work.

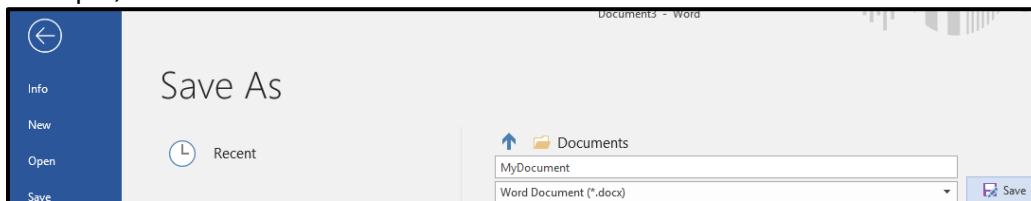
You are almost done getting setup with the basic functions of Microsoft Word. Before you go, let's save your document. Please follow the steps below.

- Locate the Ribbon.
- Find the File tab on the Ribbon.
- Left-click on File.
- You'll see a list of options appear.
- Since this is the first time you are saving, select Save As.
- You'll see a list of places you can save to on your computer appear.
- Select This PC.

- Select Desktop. (See image below for an example)



- When you select Desktop, you'll see two empty text bars appear. (See image below for an example)



- Name your document, **MyDocument**.
- Click on the Save button to save your document to the desktop.
- You can save your documents to any folder or area on your computer you choose, or you can save it to the cloud, the choice is yours. For the purposes of this activity sheet we are keeping it simple and saving to the desktop