Word 2013: Basics

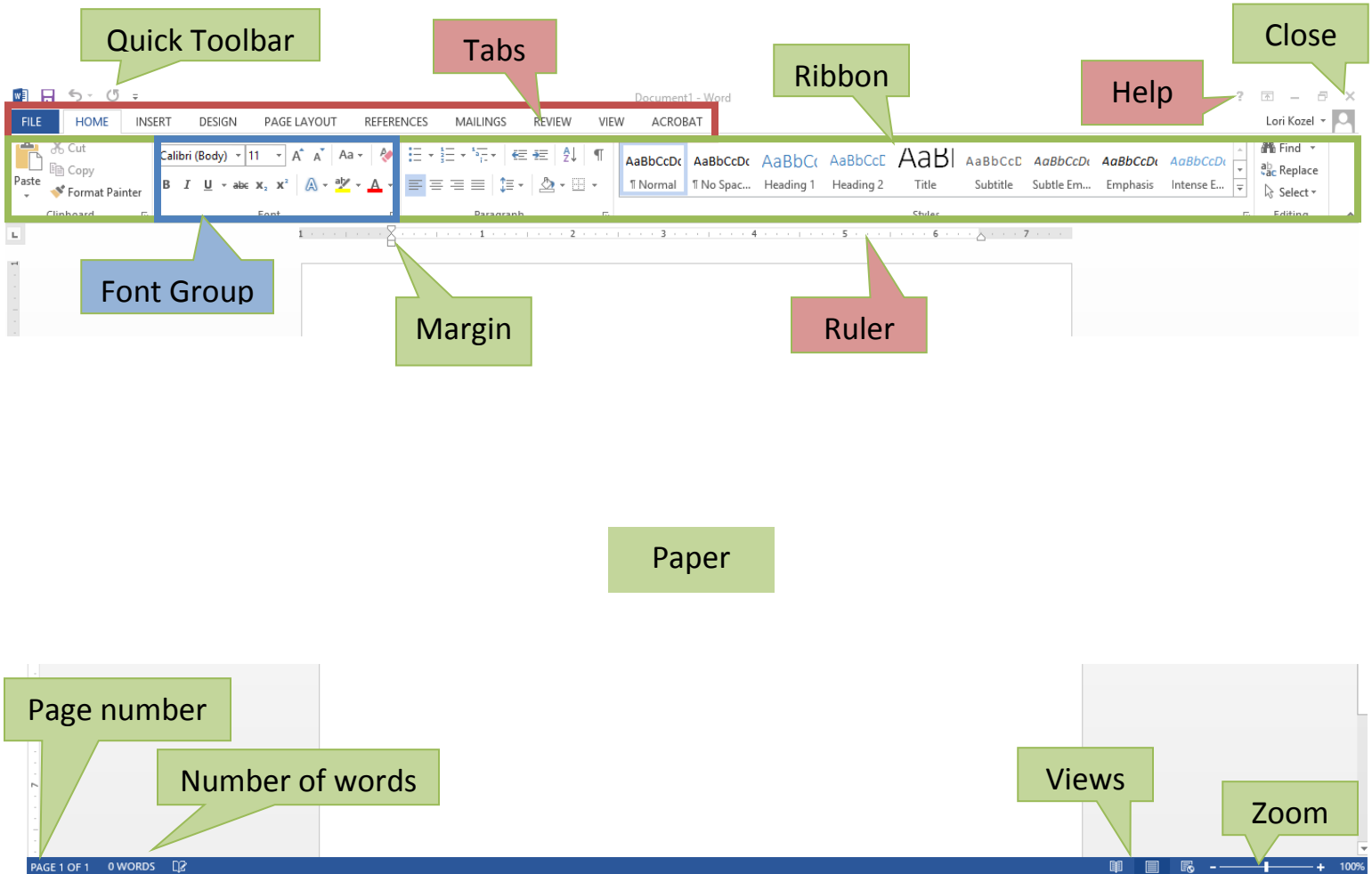**PUEBLO CITY-COUNTY LIBRARY**
Ideas · Imagination · Information

Microsoft Word is a Microsoft Office word processing program. Word allows you to type letters, resumes, and other documents. This class will provide a basic introduction to the program and its features.
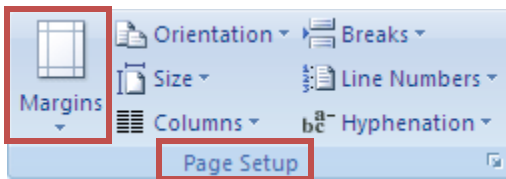

Quick Toolbar

Tabs

Ribbon

Close

Help

Font Group

Margin

Ruler

Paper

Page number

Number of words

Views

Zoom

Open a blank document

1. Click **FILE** and then click **New**.
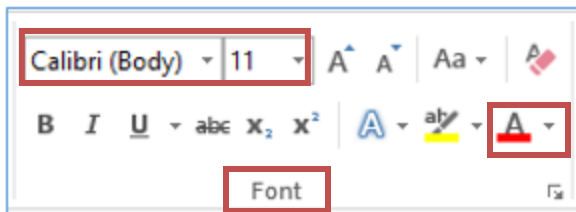
2. Double-click **Blank document**.

Change page margins

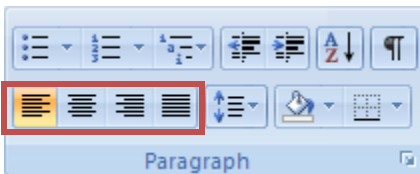On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.

Change the text

Select the text you want to change and choose **font style**, **size** and **color**

Change alignment

1. Select the paragraph for which you want to change the alignment.

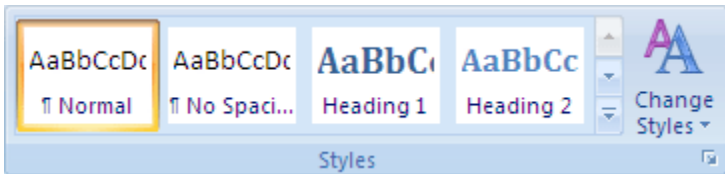2. On the **Home** tab, in the **Paragraph** group, click **Align Left, Center, Right, Justify**.

Undo & Redo mistakes

1. On the Quick Access Toolbar, click **Undo**.

2. If you decide you didn't want to undo an action, click **Redo** on the Quick Access Toolbar.
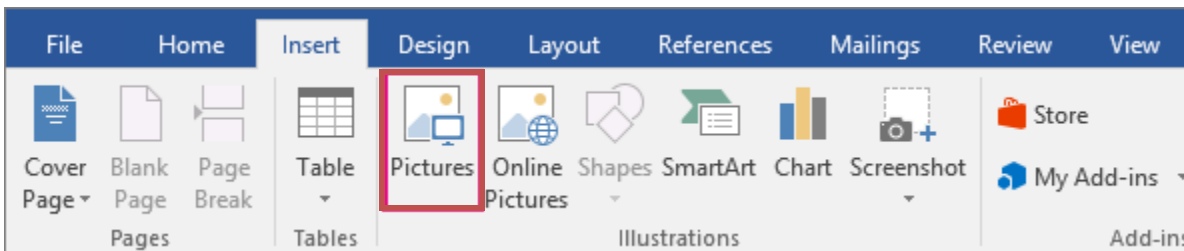
Apply a color theme

1. On the **Home** tab, in the **Styles** group, click **Change Styles**.

2. Point to **Colors**, and then click the color theme that you want to use.

Insert an image

1. Click the location in your document where you want to insert a picture.

2. On the **Insert** tab, click **Pictures** or **Online Pictures**

Save a document

1. Select **File** → **Save** or Ctrl + S. This will go to **Save As** if this is the first time saving the document.

2. Select the location where you want to save the file

3. Enter a descriptive name for the file, and select **Save**.

Print your document
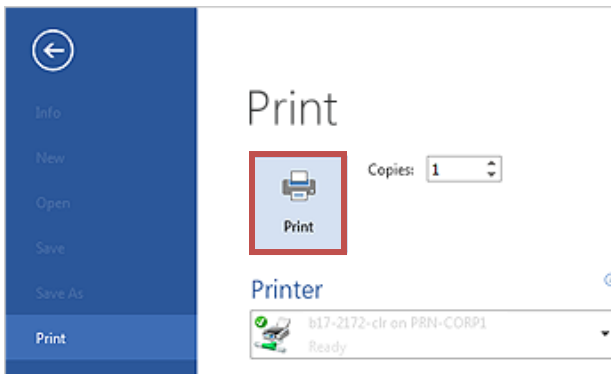
1. Click the **File** tab and then click **Print**.

2. Do the following:

    o   Under **Print**, enter the number of **Copies** you want.

    o   Under **Printer**, select the printer.

    o   Under **Settings**, the default print settings for your printer are selected. You have the option to change the settings.

3. When satisfied with the settings, click **Print**.

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