

# HHICC ~ Basic Word Processing with WORD

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Thursday, September 24<sup>th</sup>, 2020 @ 2:00 PM

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## WORD ~ word processor

When you first open Word, you will most likely open to the Start Screen where you can either choose a recent document or create something new. Hopefully, you all are somewhat familiar with the Ribbon Menu & the Quick Access Toolbar. We will start with a quick review.

For today's class, we will be covering some of the basics. The next class will cover more advance tools. You can either work with an existing document or create your own as we go along. Remember, this is all just for practice so it can be any document you choose.

## Creating a document in Word

1. Determine the type of document you are creating.
  - a. A letter to a friend or family member
  - b. A business letter
  - c. A resume
  - d. Newsletters
  - e. A poster or announcement
  - f. Something else entirely
  
2. Determine the layout.
  - a. Margins
  - b. Font size and style
  - c. Line Spacing
  - d. Will you be inserting a photo, a table, a header or footer or something else?
  - e. Will you want to use a full page or columns?

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3. Save the file before you start. You may have AutoSave turned on. However, if you do not have AutoSave turned on, get in the habit of clicking the Save icon on a regular basis during the creation of the document.
  - a. File/SaveAs
  - b. Choose the location to save the file (Documents, a subfolder or One Drive or an external drive) It is YOUR choice where your files are stored.
  - c. NAME the file. I often use the date (2020-09-23) as the starter for the name and then include a descriptive of what that document is about.  
Something like ~ 2020-09-24-HHICC Word Class 1.docx
  - d. This way I can sort the files by date or search for the topic in the File Explorer Search Box.
  - e. Once you have saved the document, as you progress and continue to create the document, click the SAVE icon (along the top bar that looks like a floppy disk icon) and do this on a regular basis. This way you do not do a bunch of work and typing and then have it ALL lost.
  - f. If you choose to save the file in OneDrive, Word will automatically turn on AutoSave. If you save the document elsewhere on your computer, this will not occur unless you turn AutoSave on manually.
  
4. Create the document
  - a. Type the document or, if you have it in some digital form or another, copy and paste the text to get started or open a document you want to work with.
  - b. Insert Header/Footer
    - i. You can create a Letterhead
    - ii. Add the Date and/or Page Numbers
    - iii. Footers can contain information about the document or contact information.

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## 5. Selections, Cut, Copy and Paste.

- a. In order to affect various bits of text or even the whole document, you must learn to Select a character, word, line, paragraph or more.
- b. In the Home Menu, look to the Command Group called Editing to use the built in Selection tools.
- c. You can also left click & hold down the mouse button after placing your cursor at the point you want to start the selection and then dragging your mouse pointer to the end of the needed selection. The word or line or paragraph, etc., will become “highlighted” in gray or blue.
- d. Also, a double left-click will select a **word**. Triple left-click to select a **paragraph**.

We will work on creating a new and/or editing an existing document during this session and...

Next week, we will go into adding/inserting photos, tables, using columns, website links, and working more with layouts.

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Helpful links:

The support page for MS Word at Microsoft

<https://support.microsoft.com/en-us/word>

The Microsoft Community: a forum to ask questions and find answers

<https://answers.microsoft.com/en-us>

Goodwill Community Foundation's free help site: GCF Learn Free

<https://edu.gcfglobal.org/en/word/>

and of course, there are amazing videos on YouTube. I did a search for "Microsoft Word Tutorial 2020" and although the first three results are ADs and I do not click those, below them there are a number of good, recent tutorials available:

[https://www.youtube.com/results?search\\_query=microsoft+word+tutorial+2020](https://www.youtube.com/results?search_query=microsoft+word+tutorial+2020)

And in a pinch, you can always contact me for more help '-}