**Please keep yourself
muted
during the presentation.
~

Please write any questions you
may have in the Chat box and we
will review in Q&A.
(look for the Chat icon at the
bottom of your Zoom screen)**

ick to add text

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Word Processing
with
WORD

Only upload what you plan to use.

Jolyn Bowler
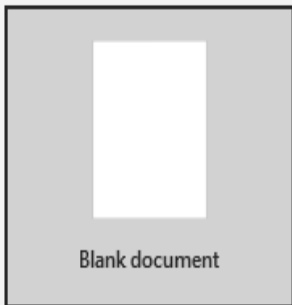*Thursday September 29th, 2020*
2:00 PM

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Word

Jolyn Bowler

Good morning

New Blank Document ~ Presets ~Templates

∨ New

| Blank document | Welcome to Word | Single spaced (blank) | Blue grey resume | Snapshot calendar | Insert your first table of con... | Banner calendar |

More templates →

🔍 Search

Recent   Pinned   Shared with Me

Recent ~ Pinned ~ Shared

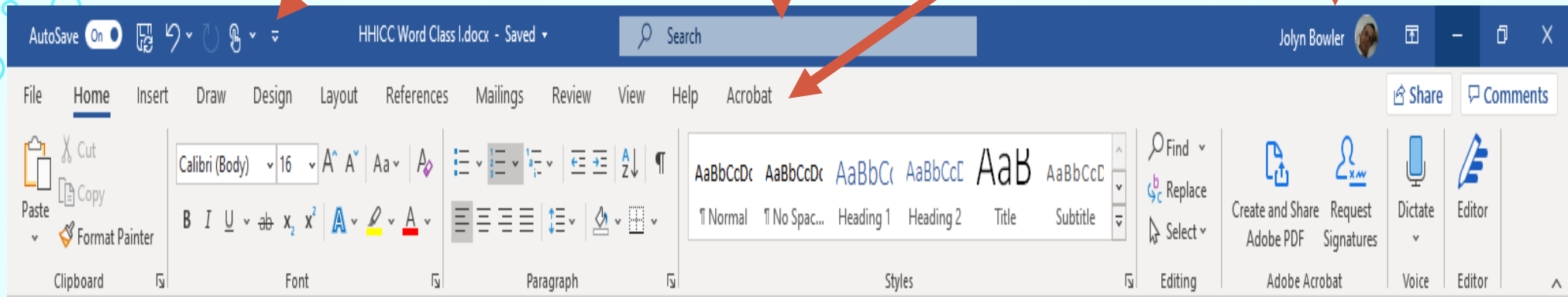|	Name	Date modified
📄	HHICC Word Class I.docx Jolyn Bowler's OneDrive (Personal) » 0-HHICC	Yesterday at 4:58 PM
📄	Welcome to Word.docx G:	Mon at 4:19 PM
📄	Opening Page for Forums.docx Downloads	Thu at 10:38 PM

Home

New

Open

Quick Access Toolbar

Tell Me ~ Search Bar

Account Access

Menu Bar

Ribbon Menu

Command Groups

Ribbon Menu Open & Shut Arrow

Quick Access Toolbar:
The **Quick Access Toolbar** lets you access common commands no matter which tab is selected.
By default, it includes the **Save**, **Undo** and **Redo** commands.

You can edit the Quick Access Toolbar by clicking on the down arrow.

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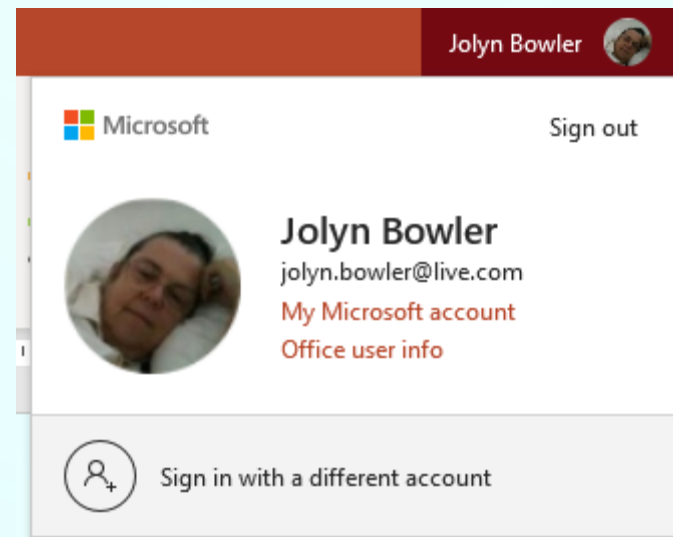Members Helping Members Learn Technology Since 1989

Menu Bar:

The **Menu Bar** is the traditional list of Command Headers. This is the same location as earlier versions of Word before the addition of the **Ribbon Bar**. Each "tab" across the **Menu Bar** expands to give us access to all the commands/functions available in that section.

| File | Home | Insert | Draw | Design | Transitions | Animations | Slide Show | Review | View | Add-ins | Help |

Some may have additional menu items depending on what you may have added to Word. In my case, I have Adobe Acrobat and it has become an additional menu item. Also, as you are editing in Word, various new, task sensitive menus and command may appear as needed.

Account Access:

If you are a subscriber to Microsoft/Office 365, you will see your Account Name and Avatar so that you access your Microsoft Account or, if needed, switch accounts.

Tell Me:

The **Tell Me** bar allows you to search for commands, which is especially helpful if you don't remember where to find a specific command.
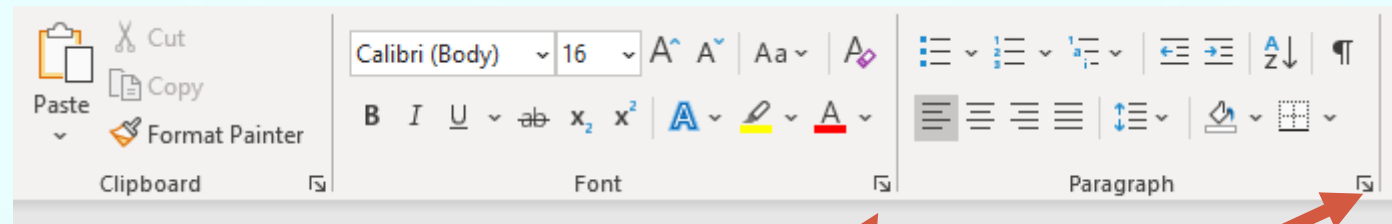
🔍 Search

Command Groups:

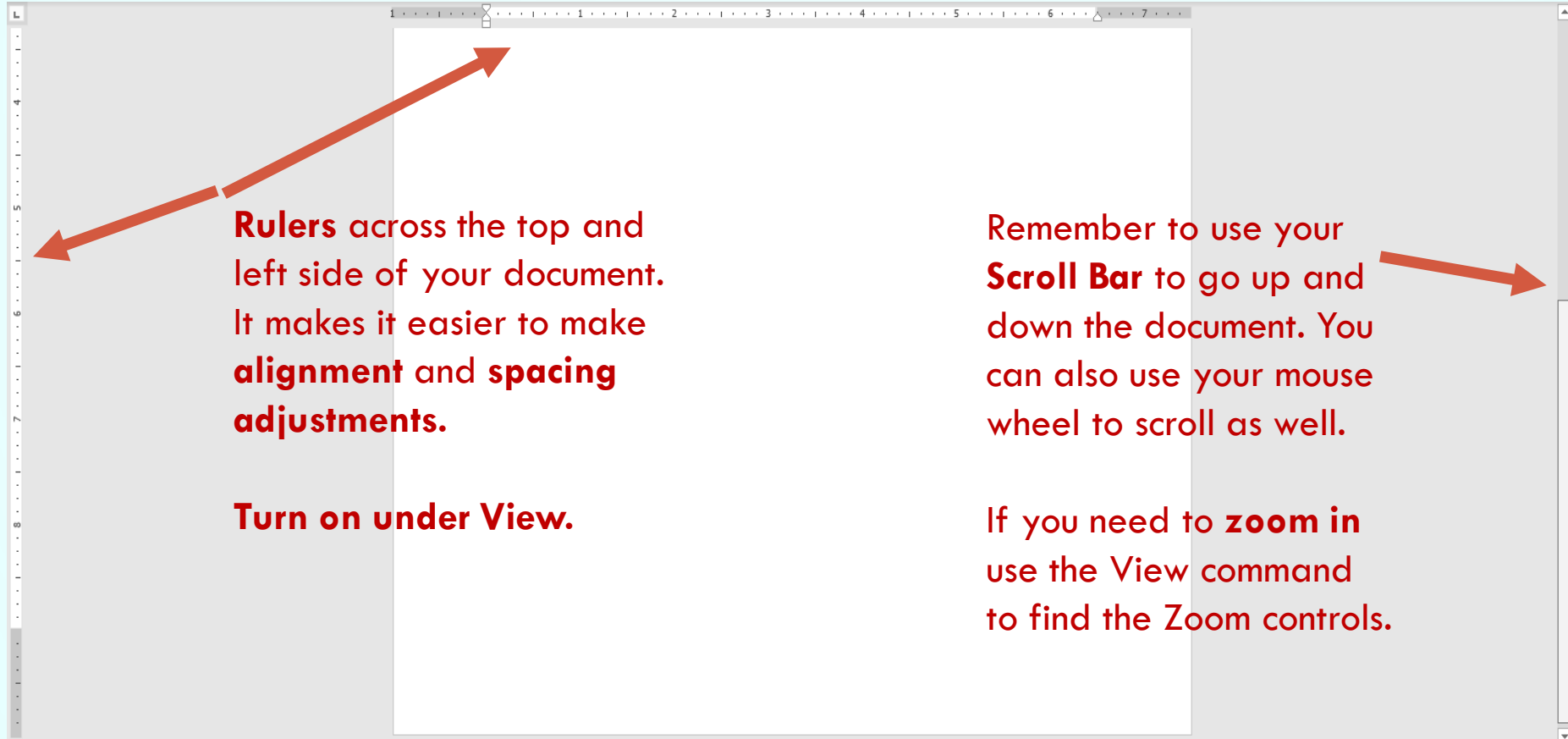Each group contains a series of different **commands.** Simply click any command to apply it. Some groups also have an **arrow** in the bottom-right corner which you can click to see even more commands.

arrows

Rulers across the top and left side of your document. It makes it easier to make **alignment** and **spacing adjustments.**

Turn on under View.

Remember to use your **Scroll Bar** to go up and down the document. You can also use your mouse wheel to scroll as well.

If you need to **zoom in** use the View command to find the Zoom controls.

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Status Bar:

Along the bottom of your screen is the **Status Bar.** On the lower left you will see which page you are on, how many words the document contains and if there are any spelling errors.
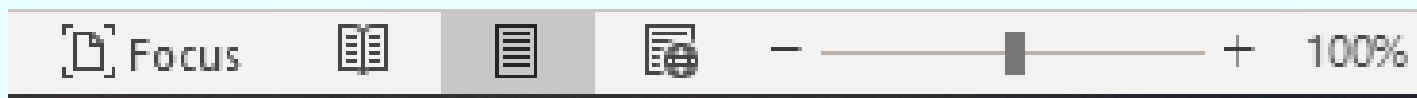
Page 1 of 4   705 words
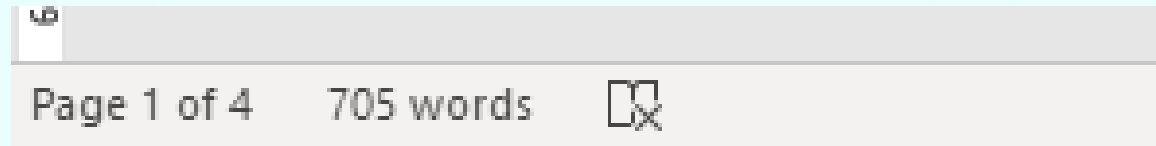
Page   # of Words   Spelling

Status Bar: *continued*

In the lower right side of your page is the continuation of the **Status Bar** where you will find **Focus, Read Mode, Print Layout, Web Layout & the Zoom** bar (to zoom in and out of your document view)

Focus   **Read Print Web**   **Zoom**
                            Mode Layout Layout

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Q & A