



Starting Word, Creating a Simple Document and Saving It

Introduction

You must have a fairly recent version of **Microsoft Word** installed on your computer. Notice that the figures shown in the instructions may differ slightly for different versions of **Word**.

Starting the Word Program

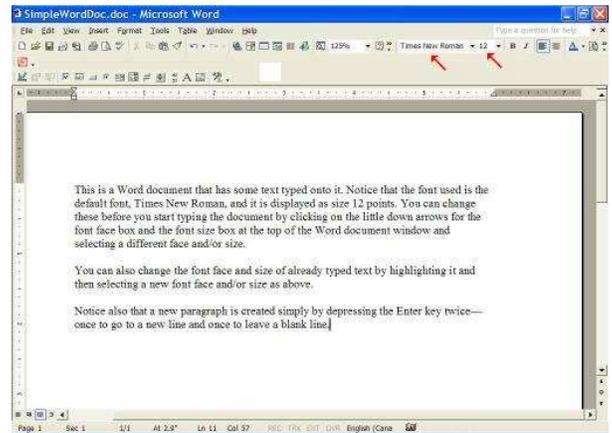
The icon for **Word** is a blue letter W, . To start the program do one of the following:

1. If the icon is on your desktop just double click on it.
2. If the icon shows at the bottom of your screen to the right of the **Start** button, single click on it.
3. Click on the **Start** button, if the icon appears in the list at the left of the screen click on it.
4. Click on the **Start** button, then click on **All Programs**, then click on **Microsoft Word**.

Creating a Simple Document

Once **Word** has started you will be presented with a blank document. To put text into it do the following:

1. If the text cursor, a vertical line, |, does not appear in the document, click anywhere in the document.
2. You can use the default **font face** or change it by clicking on the little down arrow in the **font face box** at the top of the **Word** window (the left red arrow in the figure) then moving the cursor to highlight the face you wish to use and clicking to select it. Similarly you can use the default **font size** or change it by clicking on the down arrow in the **font size box** (the right red arrow in the figure) then moving the cursor to be over the desired size and clicking to select it.
3. Type a paragraph. It should be several lines long. As you type just let the computer start new lines as necessary by doing automatic word wrap. That is, do **NOT** depress the **Enter** key.
4. Type a second and then perhaps a third paragraph. To start each new paragraph depress the **Enter** key twice. This leaves a blank line between paragraphs. The document should look similar to that shown above.
5. You can insert text anywhere in the document by moving the mouse cursor to be at the point in the text where you wish to do the insertion and click. This puts the document cursor there so that when you type, the new text is at that location.
6. You can delete any text within the document by highlighting it and then depressing the **Delete** key on the keyboard. To highlight text move the mouse cursor to be just before it, hold the left mouse button down and move the cursor to the right (and down to the next line if necessary). You can also start at the end of the text you wish to delete and move to the left.



Saving the Document

Once you have created a document you will usually wish to save it so that you can access it at some other time to change and/or print it. Save the document as follows.

1. Click on the ***File*** item at the left, top of the **Word** window and scroll down the drop down menu to ***Save As...***. A **Save As** window will appear.
2. In the text box at the top labelled **Save In** will be a location on some disk. If that is not the location you wish to save your document in click on the down arrow at the right end of the box and from the list select the disk you wish to use to store your document. Then from the list of folders on that disk select the folder you wish to use.
3. Once the disk and folder have been selected, make sure that the name you wish to use to save the document is correct in the text box at the bottom of the window labelled **File name**. Although it is not necessary you will likely want to use the extension **.doc** for the document. Click on the **Save** button. Remember where you saved the document and its name.