

## County Training

### Using MS Word For Beginners

**Starting MS Word** Desktop shortcut  
START button

**Document window: identifying the main elements**

- Title Bar (Drop-down menu)/Menu Bar
- Toolbars (Standard and Formatting)
- Rulers and scroll bars/View icons
- Status Bar

**Creating a new document** (create a letter)/ Opening existing documents  
**Saving a document** (using “Save” and “Save As” option)

**File management:**

- Folders/file structure
- Renaming/Deleting/copying/moving files

**Print a document (using a menu/button on a toolbar):**

- Printing selected pages/current page, printing multiple copies of a document.

**Enter text, numbers and symbols** (= \_ -./?!£%+\*)

- The use of Shift key and Caps Lock

**Deleting text, numbers and symbols:** The use of Backspace and Delete keys

**Formatting**

- Using different Font Types
- Using different Font Sizes
- Means of emphasising text (Bold, Italic and Underline)
- Applying font colour
- Using bullets and numbering
- Text alignment (left, centre, right and fully justified)

**Inserting/copying and moving text**

**Changing page orientation and setting margins for the whole document**  
**Using Help function**

**Images:**            **Inserting images: ClipArt/File/Internet**  
                              Modifying images: resize/reposition

**E-Mail basic features:**            **Send/Receive/Receive and Send Attachments**

**Internet Basic features:**        **Using Search Engines (Google/Yahoo)**  
    Saving a web page/saving an image of a web  
    page/printing of a web page