

Simple Instructions for using Microsoft Word

1. How to start a document	Page 1
2. How to move around a document	Page 1
3. How to select text	Page 2
4. How to format text	Page 2
5. How to copy and paste	Page 3
6. How to center, left align, right align, and justify text	Page 3
7. How to create a numbered or bulleted list	Page 4
8. How to print a document	Page 5
9. How to save a document	Page 5
10. How to open a saved document	Page 6
11. How to email a document	Page 6

You'll need:

A computer with Microsoft Word installed.

Follow these step-by-step instructions to start a document in Microsoft Word

Step 1: From the desktop or from your 'Start' menu, open Microsoft Word.

If the Word 2013 icon does not appear you can search for it, using the 'Search programs and files' box in the picture above.

Step 2: Microsoft Word will open up and present you with an option to select a document template, or a blank document.

Step 3: If you don't want to use any of the templates on display, click on the blank document.

Step 4: A new blank document will open up ready for you to start typing.

Follow these step-by-step instructions to move around a document

Step 1: From the desktop or from your 'Start' menu, open **Microsoft Word**.

Step 2: Click either **File** or the **Office** button at the top left. Select **Open** and browse to the document you wish to open. Double-click on it with your left-hand mouse button to open it.

Step 3: The flashing cursor (mouse pointer) in the document tells you where you're typing. Wherever the flashing cursor is placed, the letters that you type will be inserted at that point. When you start a blank document, the flashing cursor will be at the start of your document ready for you to start typing.

Step 4: As you type, the cursor will also move with each letter. This guides you so that you know where the focus is for typing.

Step 5: The mouse can be used for moving around a document. When the mouse pointer is moved over a text area, the pointer will change from an arrow to a 'text select' or 'I-beam' icon.

Continued on Page 2

Microsoft Word Instructions Manual

Ying-Ying Zheng



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Table of Contents Microsoft Word Instructions Manual

1. Understanding the eBook Microsoft Word Instructions Manual
 - The Rise of Digital Reading Microsoft Word Instructions Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word Instructions Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word Instructions Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word Instructions Manual
 - Personalized Recommendations
 - Microsoft Word Instructions Manual User Reviews and Ratings
 - Microsoft Word Instructions Manual and Bestseller Lists
5. Accessing Microsoft Word Instructions Manual Free and Paid eBooks
 - Microsoft Word Instructions Manual Public Domain eBooks
 - Microsoft Word Instructions Manual eBook Subscription Services
 - Microsoft Word Instructions Manual Budget-Friendly Options

6. Navigating Microsoft Word Instructions Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word Instructions Manual Compatibility with Devices
 - Microsoft Word Instructions Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word Instructions Manual
 - Highlighting and Note-Taking Microsoft Word Instructions Manual
 - Interactive Elements Microsoft Word Instructions Manual
8. Staying Engaged with Microsoft Word Instructions Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word Instructions Manual
9. Balancing eBooks and Physical Books Microsoft Word Instructions Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word Instructions Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Word Instructions Manual
 - Setting Reading Goals Microsoft Word Instructions Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Word Instructions Manual
 - Fact-Checking eBook Content of Microsoft Word Instructions Manual
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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