

Simple Instructions for using Microsoft Word

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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

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J Spring



Microsoft Word Instructions Manual:

Decoding **Microsoft Word Instructions Manual**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Microsoft Word Instructions Manual**," a mesmerizing literary creation penned with a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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