

# 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.

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# Microsoft Word Instructions Manual

**Roman Wölfel**



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