SENIOR TECH CONNECT

Microsoft Word Basics

Key Features of Microsoft Word

- A word-processing tool for creating and editing documents.
- Common uses: letters, resumes, reports, and notes.

Opening Microsoft Word

- From Start Menu: Click Start → Search for "Word" → Open "Microsoft Word".

Exploring the Screen

- Toolbar: Quick access to tools.
- Ribbon: Tabs with formatting and editing tools.
- Document Area: Where you type and edit content.

Basic Navigation

- Type Text: Begin typing in the document area.
- Move Around: Use arrow keys, PgUp, and PgDn.
- Create New Paragraphs: Press Enter.
- Delete Text: Use Delete (forward) or Backspace (backward).

Formatting Text

- Select text, then use the Home tab to:
  - Change font, size, or color.
  - Apply Bold (B), Italics (I), or Underline (U).

Saving Documents

- First Save: Click Save As → Choose location (e.g., Desktop).

- Future Saves: Click Save or use the Save icon.

Opening Saved Documents

- Open File Explorer → Navigate to saved location or check Recent Files.