

# Microsoft Word Basics

## Lesson 1: Tabs, Text, & WordArt

### Part A: Word Tabs



- 1 - Double-click the “Microsoft Word 2007” button on the desktop or go to the START menu and find it in the list of programs.
- 2 – Choose BLANK DOCUMENT and click CREATE.
- 3 - Notice the TABS at the top of the screen. We will be using those during our lessons.



### Part B: Adding Text

**TECHIE TIP:** Double-click to select one word or triple-click to select an entire line.

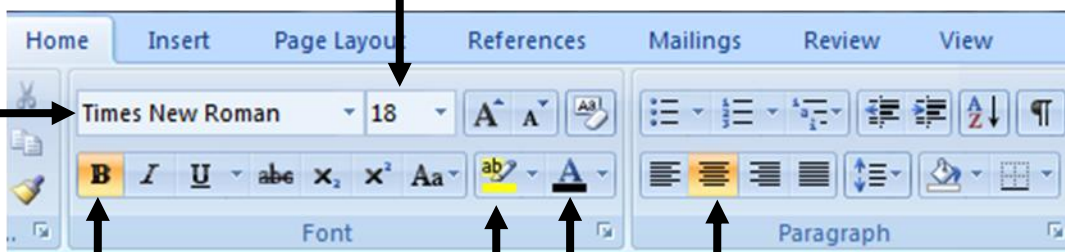
- 1 - Type your first and last name.
- 2 – Click the left mouse button, hold it down, and drag over your name to select the text.
- 3 – Try each of the changes in the red box below. You must be in the HOME TAB to see the menu.

Tracy Trimpe

**YOU MUST SELECT THE TEXT BEFORE YOU CAN MAKE CHANGES!**

3-1: Click on the ▼ in the FONT menu to change the font.

3-2: Choose a different SIZE.



3-3: Make the font **BOLD**, *ITALICS*, or UNDERLINED.

3-4: HIGHLIGHT the text.


3-5: Change the COLOR.

Click the ▼ to see more colors!

3-6: ALIGN the text.

### Part C: Saving Your Document



**QUICK TIP:** Save your work often! Click the  button to save your work.

- 1 - Click on the OFFICE BUTTON and choose “Save”.
- 2 – Click on the ▼ next to the “Save in:” window at the top and choose the one with your user name.  
**You must choose YOUR FOLDER on the JHSTUDENT drive to save it in the right place!**
- 3 –Change the FILE NAME to *Practice* and then click SAVE. Click the X to close Word.

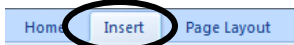
### Part D: Opening Your Document



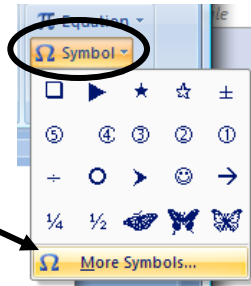
- 1 - Click on the OFFICE BUTTON and choose “Open”.
- 2 – Click on the ▼ next to the “Look in:” window at the top and choose the one with your user name.  
**You must choose your folder on the JHStudent drive!**
- 3 –Click on *Practice* and then click OPEN.

## Part E: Inserting Symbols

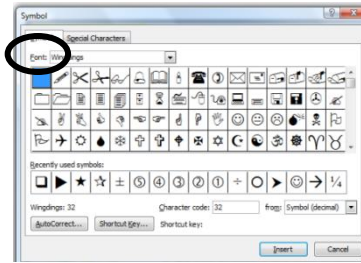
1 - Click the INSERT tab and then click SYMBOLS.



2 - Click on a symbol or choose MORE SYMBOLS.



3 - Pull down the FONT menu to change the font and see different symbols.

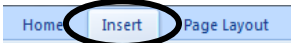


Try these fonts:  
 Webdings  
 Wingdings  
 Wingdings 2  
 Wingdings 3

4 - Click on a symbol and then click INSERT. Go to the HOME tab and to change the color or size.

## Part F: Word Art

1 - Click on the INSERT tab at the top of the screen and then click WORD ART.



2 - Click on a style that you like.



3 - Type in your first & last name.



4 - Pull down the FONT or SIZE menus to change the font or size.

5 - Click OK when you are done.



6 - Click on WORD ART TOOLS at the top of the screen.

*NOTE: If you don't see WORD ART TOOLS, click on your name to select it and it should appear at the top of your screen.*

7 - Try each of the options shown in the red box below starting with 7-1.

7-3: Change the text

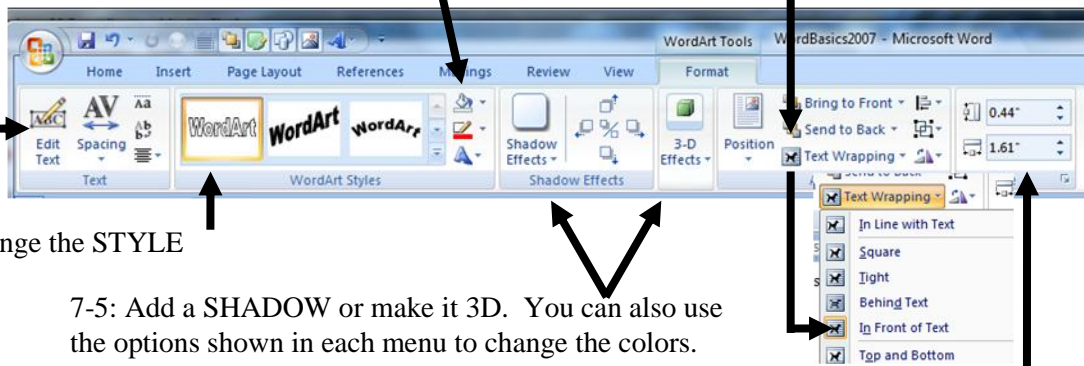
7-2: Change the COLOR of the letters and border or the SHAPE.

7-1: Change the TEXT WRAPPING to IN FRONT OF TEXT if you want to be able to move it around on the page.

7-4: Change the STYLE

7-5: Add a SHADOW or make it 3D. You can also use the options shown in each menu to change the colors.

7-6: Change the SIZE by adjusting the numbers or click and drag on the squares around your name.



**It's time to SAVE YOUR WORK!**  
 Click the OFFICE BUTTON or DISK ICON.