

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.

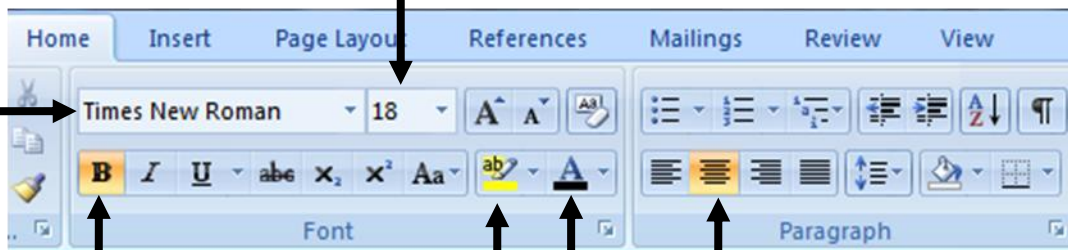
- 1 - Type your first and last name.
- 2 – Click the left mouse button, hold it down, and drag over your name to select the text.
- 3 – Try each of the changes in the red box below. You must be in the HOME TAB to see the menu.

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.

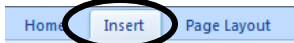
Part D: Opening Your Document



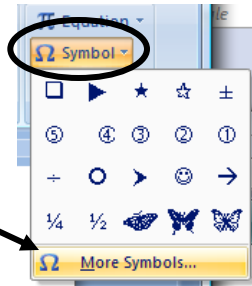
- 1 - Click on the OFFICE BUTTON and choose “Open”.
- 2 – Click on the ▼ next to the “Look in:” window at the top and choose the one with your user name.
You must choose your folder on the JHStudent drive!
- 3 –Click on *Practice* and then click OPEN.

Part E: Inserting Symbols

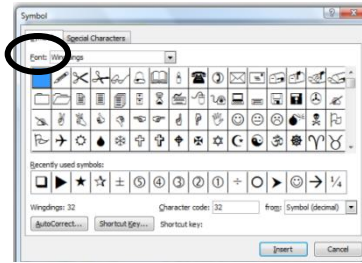
1 - Click the INSERT tab and then click SYMBOLS.



2 - Click on a symbol or choose MORE SYMBOLS.



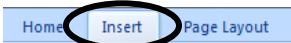
3 - Pull down the FONT menu to change the font and see different symbols.



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.



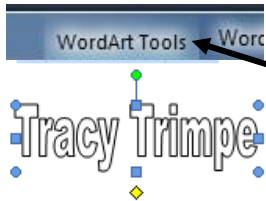
2 - Click on a style that you like.

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

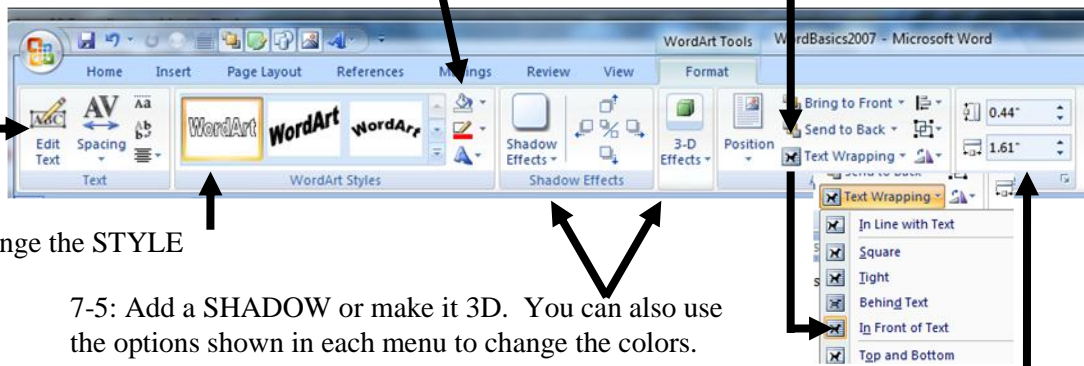
7-2: Change the COLOR of the letters and border or the SHAPE.

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.