
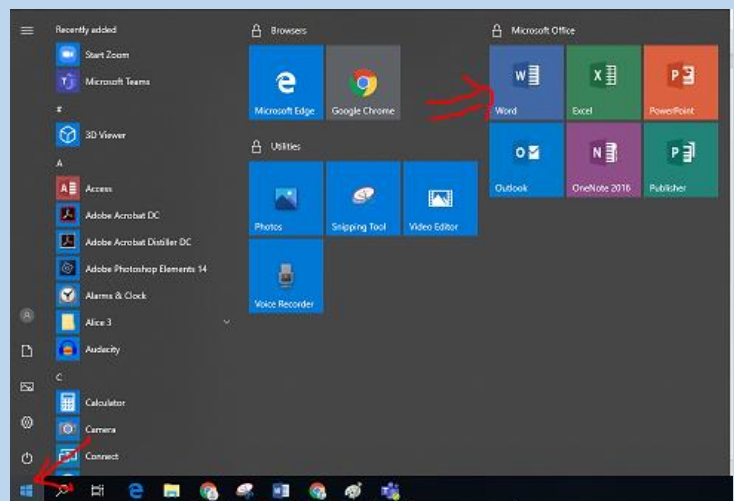


Microsoft Word Tip Sheet

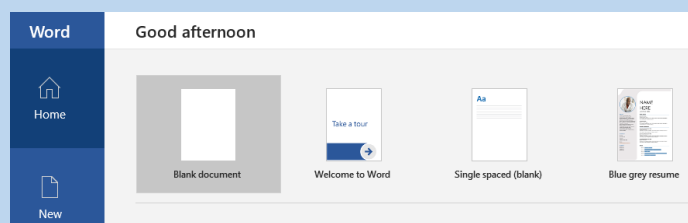
1. Log on to the computer using your school account
First box: your student number
Second box: your school computer password



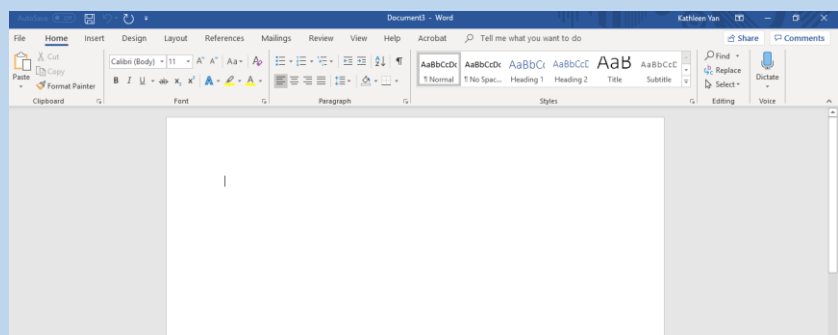
2. Click on the  icon on the bottom left corner to open up all the programs and click on **Word**.



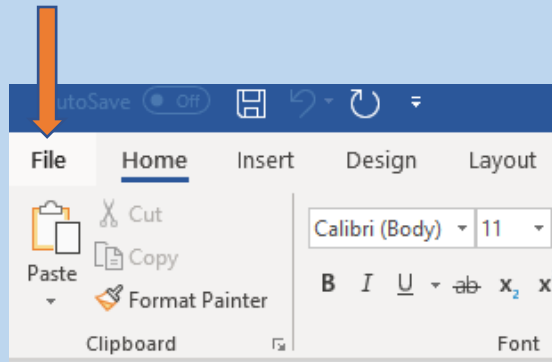
3. Next, click on "Blank document" to start a new file.



4. You will see a page like this.



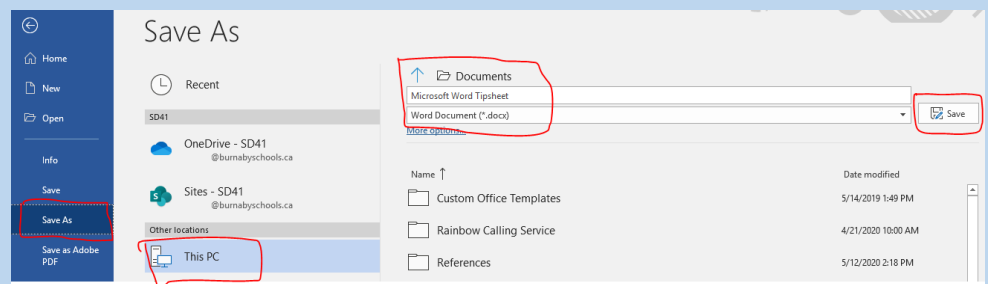
5. Give the document a file name by clicking on **File**



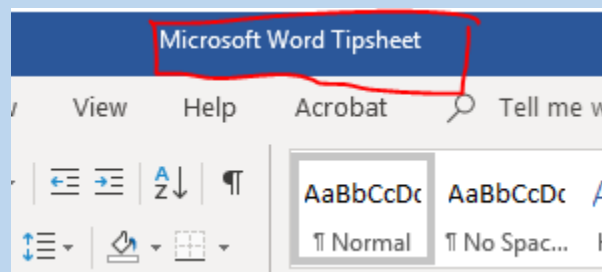
6. Choose **Save As**



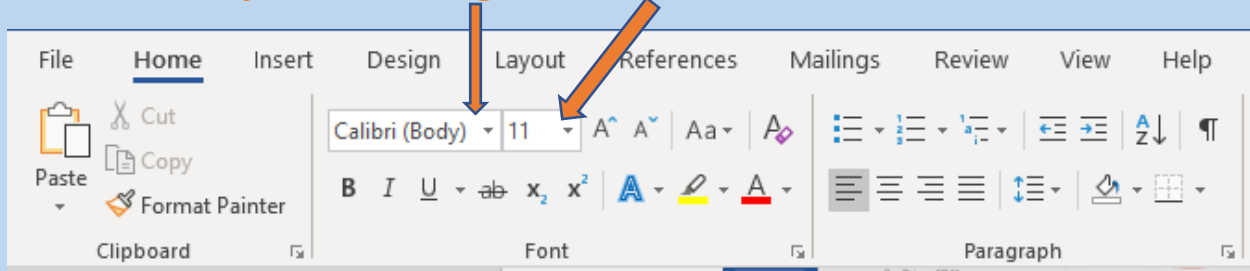
7. Choose the folder where you want to save the document to and name the file.



8. Once it has been saved, you will see the file name at the top of the page.



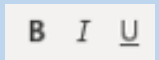
9. Home option: Change the Font and Font size here.



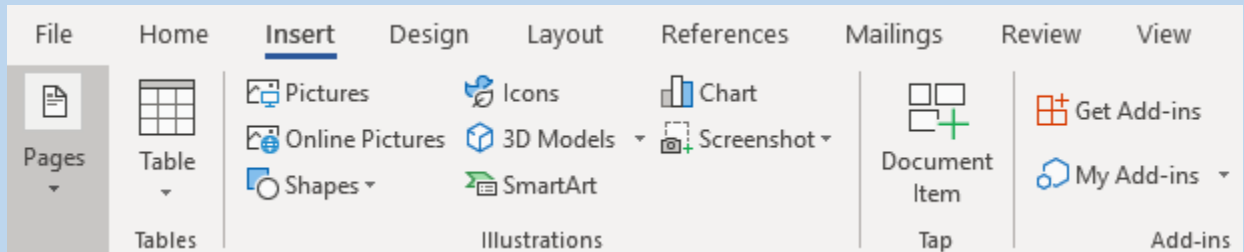
10. **B** = to bold the text

I = italicize

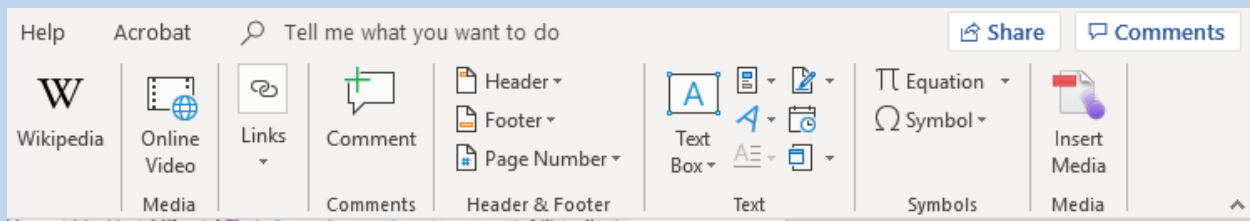
U = Underline



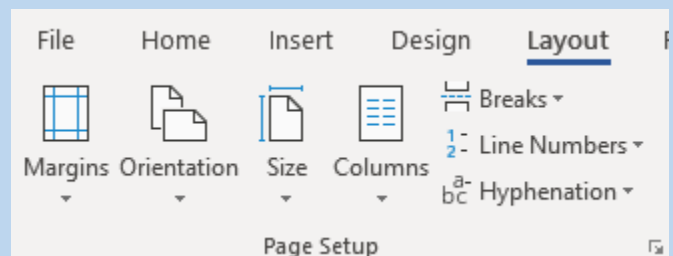
11. Insert tables, pictures, shapes, charts



12. Insert videos, links, page numbers, text boxes

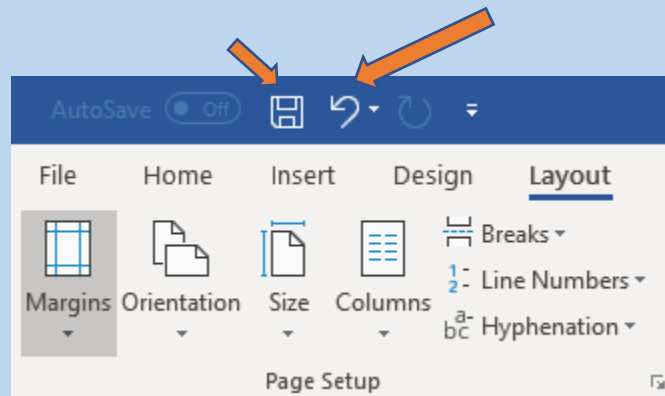


13. Layout: To change the margins, paper orientation

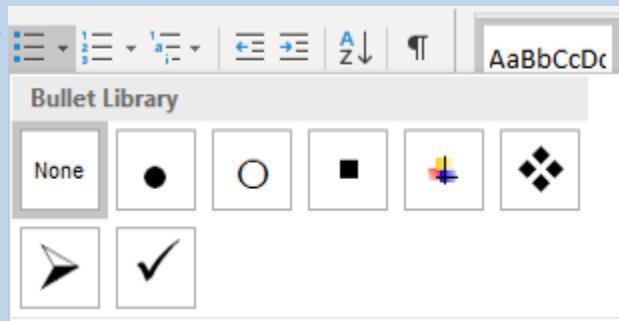


14. Save your file regularly by clicking on this icon. This is the Undo button.

Change the margin, paper orientation (portrait/landscape)



15. You can add Bullet points.



16. Change the colour of your text.

Adjust the alignment of your text. Centre the text.

