<u>**Microsoft Word**</u>

<u>**The Basics of Microsoft Word**</u>

Step1: How to open Microsoft word

Step 2: Typing and Formatting on Microsoft Word
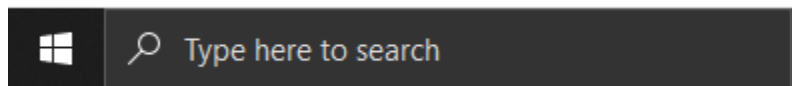
Step 3: Saving your work

Step 1: How to open Microsoft Word

    a. **Open a clean Microsoft Word document.**

        i.

    b. **If it is not on your task bar, it will be either on your desktop screen or you can search for it, using this taskbar.**


        i.

        ii. **Type in Microsoft word in the search bar and click on the symbol.**

        iii. **A fresh clean document will show up on your computer.**

Step 2: Typing and Formatting on Microsoft Word

    1.) **You can begin typing as soon as the document is open.**
        a. **Practice! Write a sentence or two about how your day is going so far.**
        b. **Ex: My name is Marcus; I'm having a great day today teaching individuals how to write on Microsoft Word.**

2.) **Changing the Font**
   a. **Take your mouse and highlight the word and/or sentence.**
      i. Take your mouse and highlight the word and/or sentence.
   b. **Then in the upper left-hand corner under the *home* tab, you will see menu:**
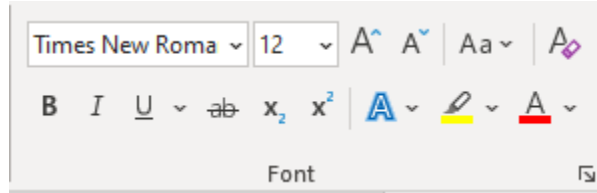
      i.
      ii. **You can choose your font size and theme fonts using this tool. See example below**
      iii. **Marcus, I'm having a great day today teaching individuals how to write on Microsoft Word.**

Step 3 Saving your work
   c. **Saving your hard work is important so let's go through the steps on how to save it!**
   d. **Click the 'save' file. It is in the upper left-hand corner. It looks like a floppy disk! Or you can click on file, then save as, then choose a place to save.**
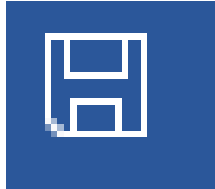
      i.
      ii. **You can save the document to the desktop to find it easily again.**