

# Introduction to Word

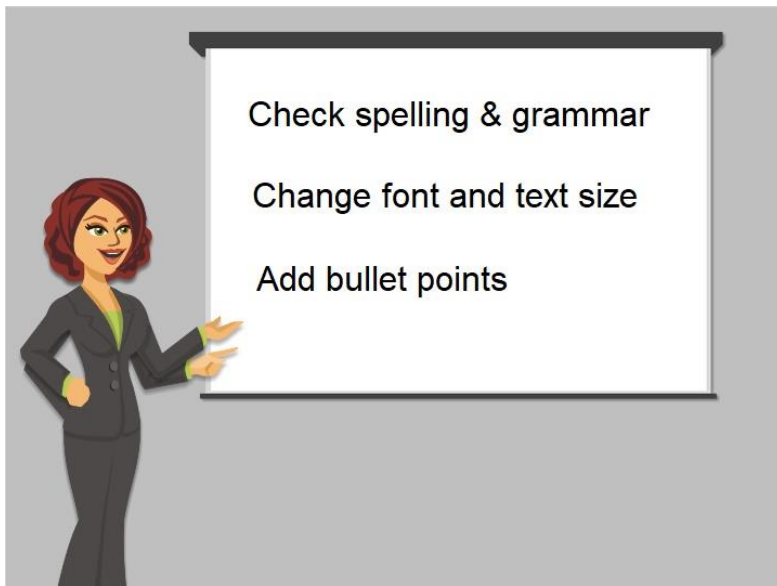
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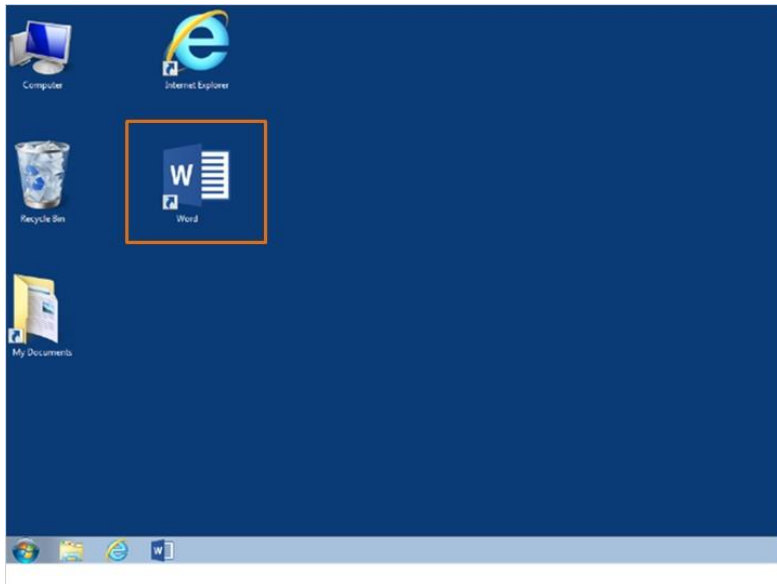
Hi, I'm Maria. I'm going to show you how to use Microsoft Word. We'll be following along with Jane, who wants to use her computer to type letters to family and friends.



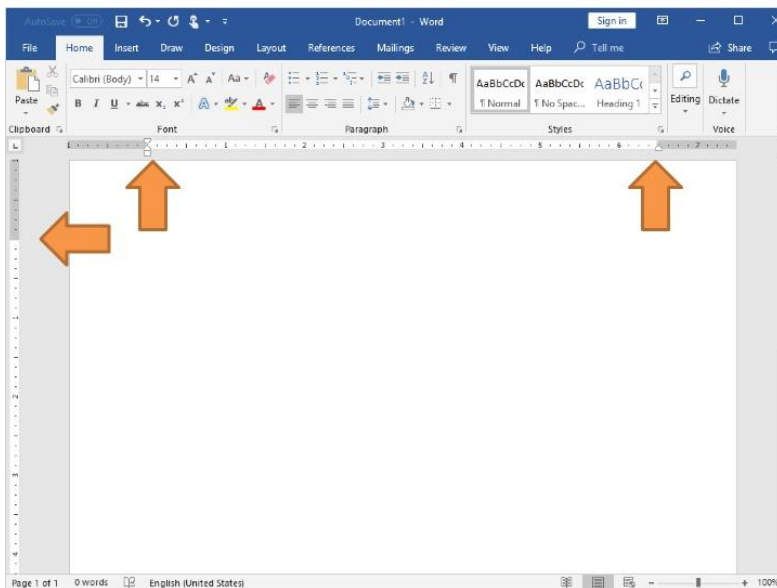
Microsoft Word is usually referred to as simply “Word”. It’s a word processing program. A word processing program allows you to type and create documents, such as resumes, letters, reports, and more. You can use Word to create any text-based document on your computer that you can print out or send electronically in an email.



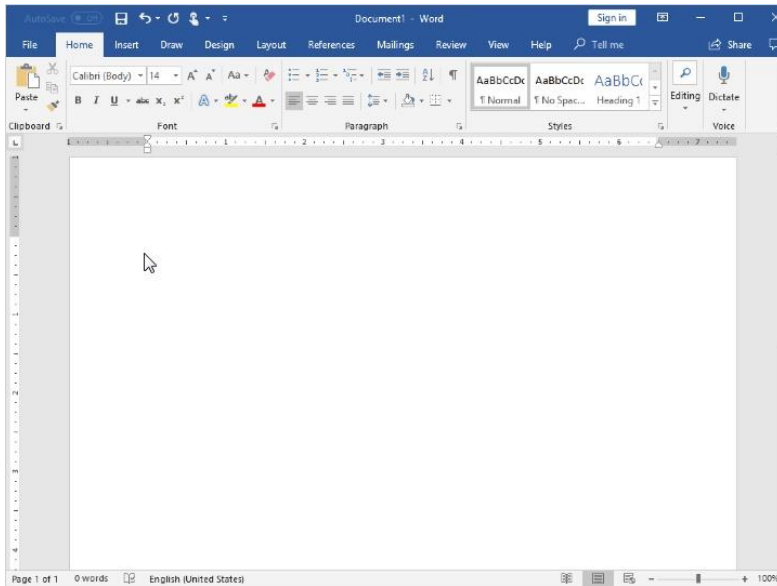
Word has features that allow you to check spelling and grammar, change the font and sizes of your text, and to add bullet points. Word is installed on many computers, but if you don’t have it on your own computer, you can purchase it and install it.



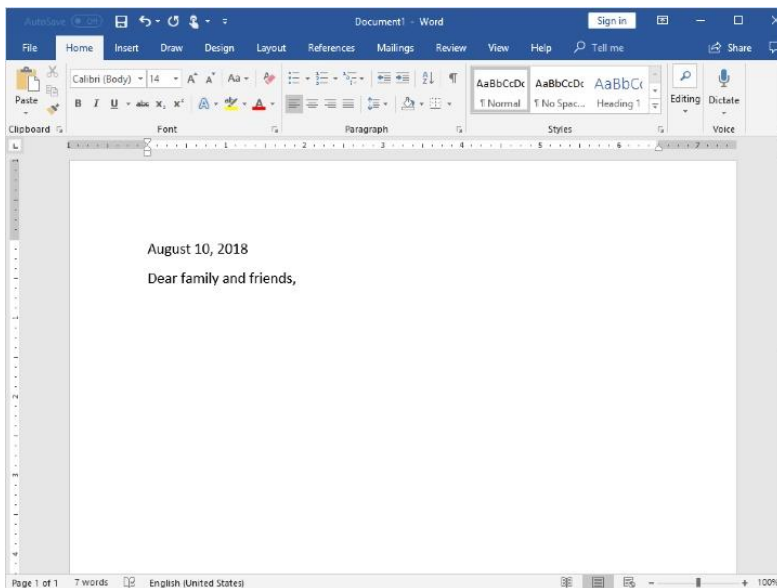
To open Word, Jane must first locate it. When Jane looks at her computer desktop, she can see several icons. Often, a computer will have an icon for Word right on the desktop. Once Jane locates the icon, she can double click on it, and the Word program will open.



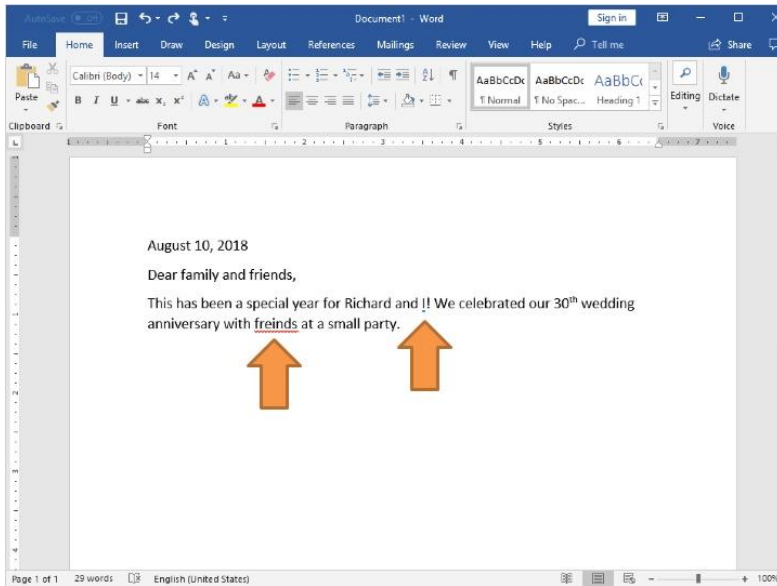
The blank white page that comes up when you open Word is where you can type. It is the same as starting with a blank piece of paper on your desk, except that the paper is now electronic and on your computer. Word automatically sets up margins on the top, bottom and sides of the page, so when you type, everything will fit correctly.



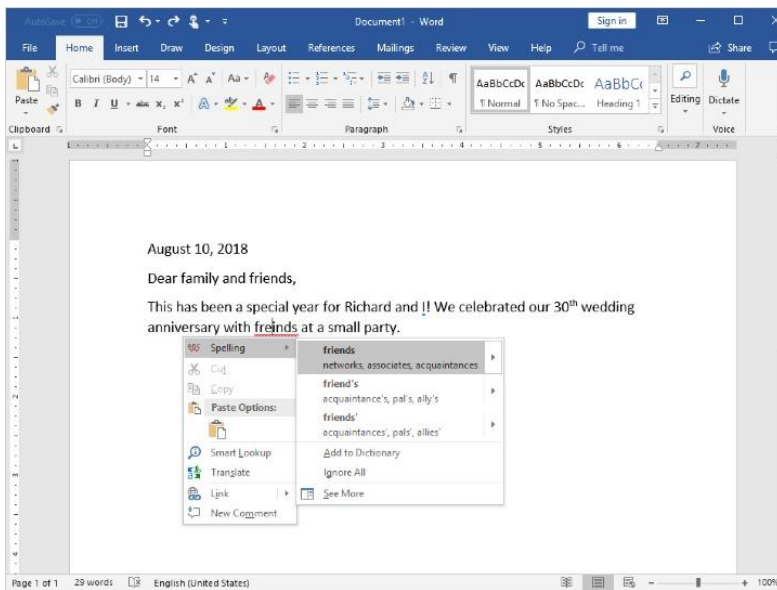
To start typing, Jane moves the mouse arrow to the white page and clicks.



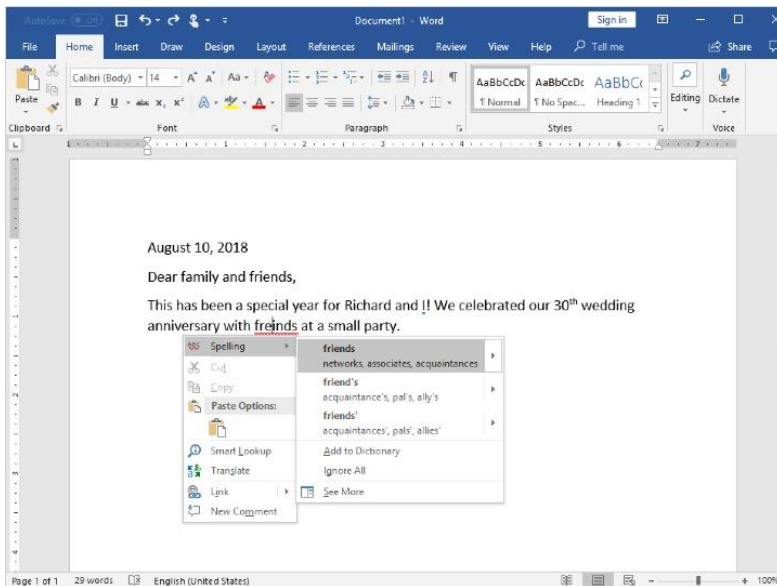
Jane starts typing her letter. When she wants to move to a new paragraph, she hits the **Enter** key.



When Jane is typing, she sometimes sees a red or blue line under a word or sentence. When the line is red, it means that Word noticed a misspelling. When the line is blue, it means that there is a grammar error. There are two ways that you can see suggestions to fix these problems.

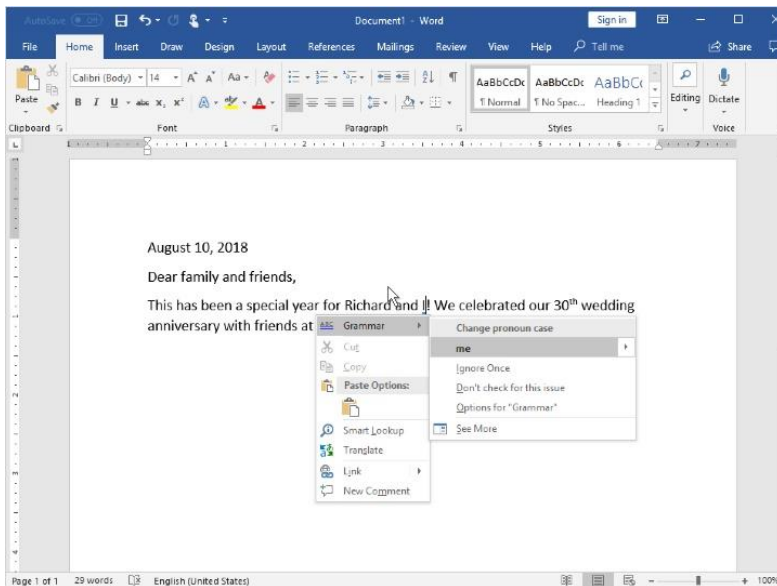


First, you can right click on the underlined word.

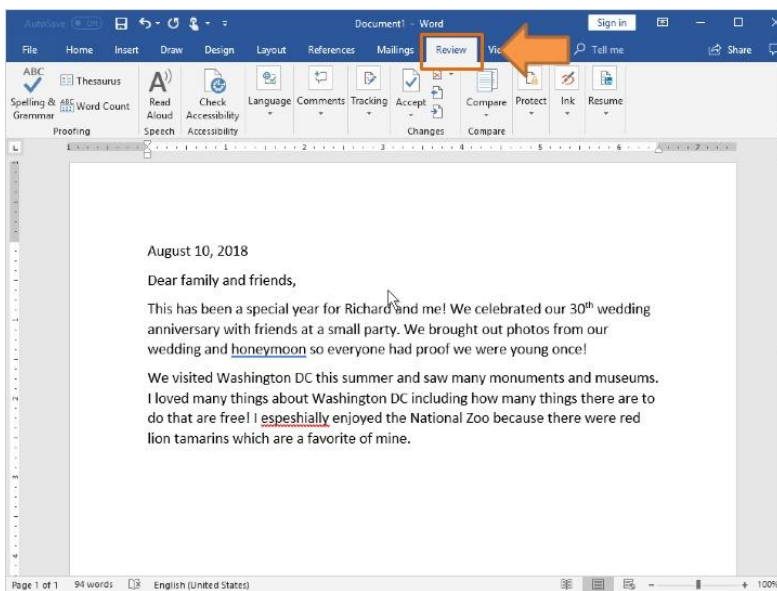


When Jane right clicks on the red underline, Word shows suggestions for correction.

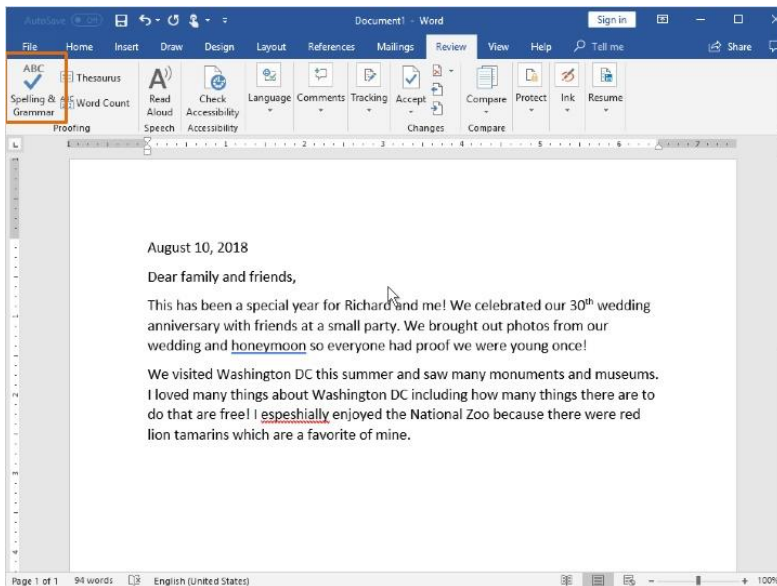
Jane can click on the correct spelling, and Word will replace the misspelled word.



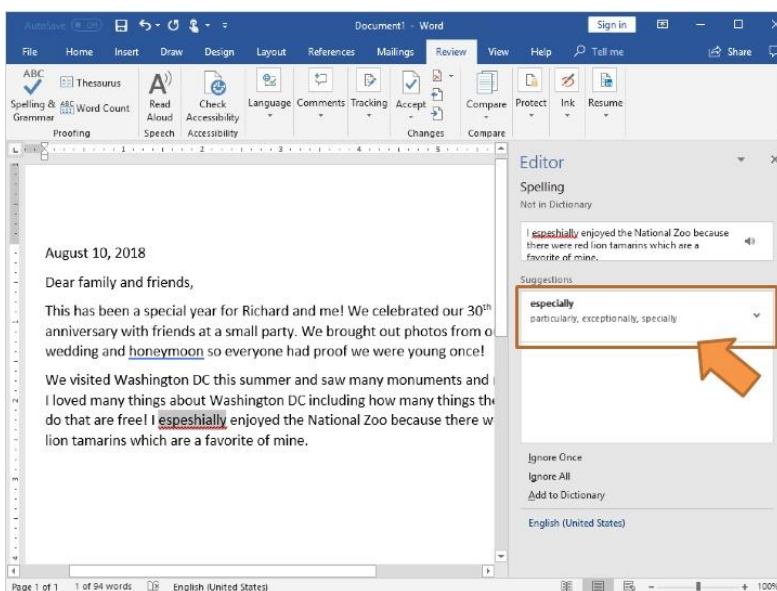
Jane can also click on the blue underline to get a suggestion for grammar correction.



Once Jane has typed more, she can check spelling on the entire document at once. To do that, she clicks on the **Review** tab at the top of the Word menu.

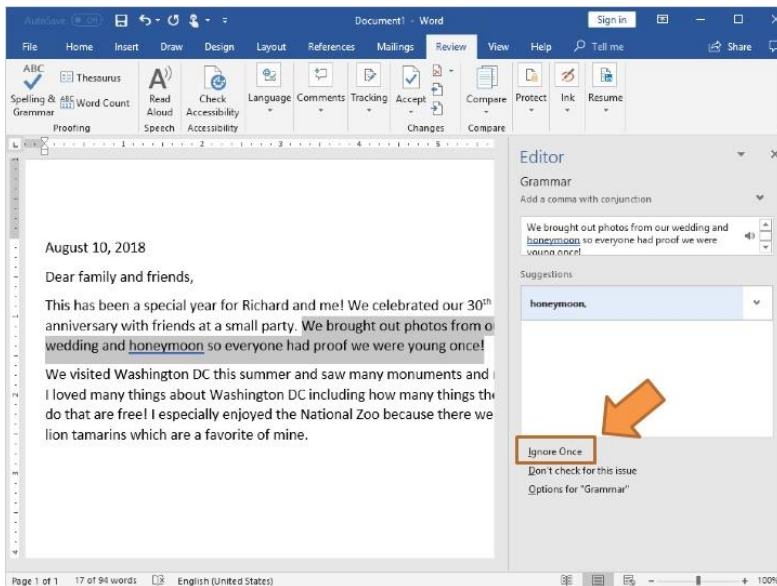


When the new menu bar opens, Jane can click on **Spelling & Grammar** on the top left. Word will start looking for any misspelled words, or improper grammar.

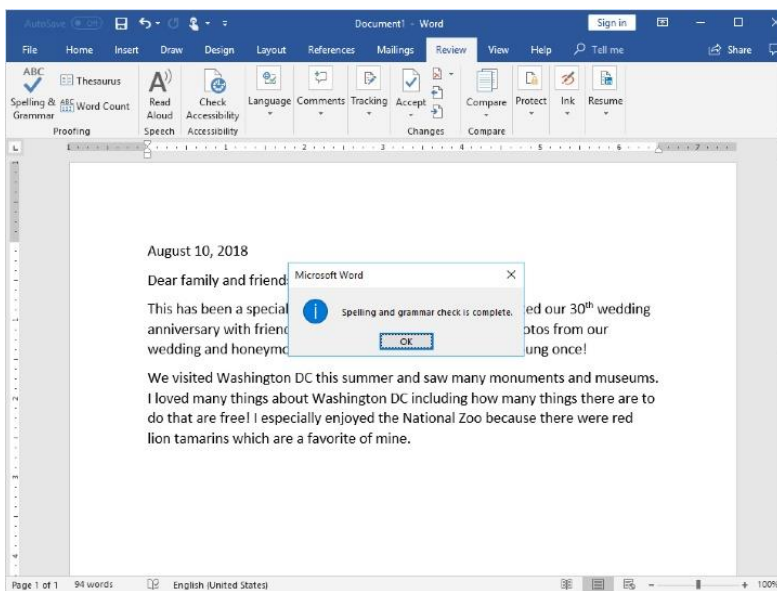


The spell check screen will display possible corrections. Jane can click on **Change** to automatically change them in her document.





Jane can also ignore the corrections if she wants to, by clicking on the **Ignore** button.



When you're done, you'll see a popup that tells you the spelling and grammar check is complete.

Click on **OK** to finish.