

Word Basics

LTC Technology Quick Tips



Getting Started

UPDATED 6/2016

This issue will get you started with Microsoft Word. You will learn how to create a Word document, insert text, and run a spelling check.

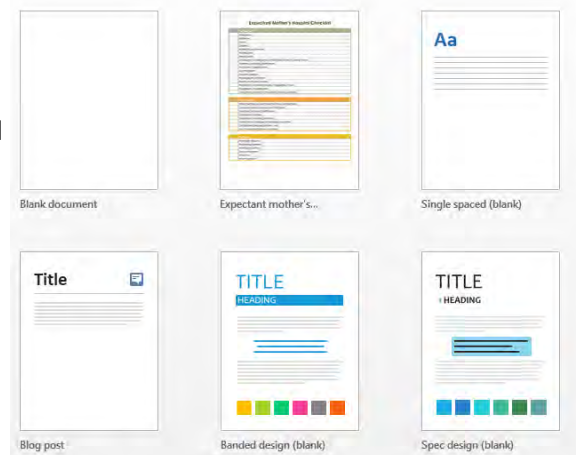
Create a New Document

Open Microsoft Word Click Start in the lower-left corner of the screen and All Programs. To open Word, click Microsoft Office 2013 and Word 2013 to launch the application.

- Press the icon named “Blank Document” or select a template that you would like to use.

If you already have a word document open and you would like to create a new document

- Select File in the left hand corner
- Select New and select blank document or select a template that you would like to use



Open, Save, & Close a Document

Opening an Existing Document

After opening Word 2013, select Open Other Documents in the lower left hand corner of the initial screen.

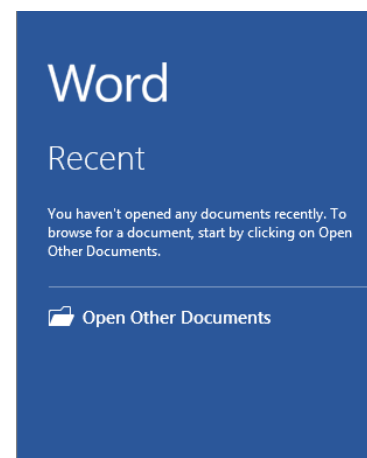
If you currently have a document open and would like to open another document select File -> Open -> Computer then search for where the file is currently saved. Or press CTRL+O on the keyboard.

Saving a Document

Click on File and select Save or Save As or press CTRL+S.

Close a Document

To close a document click File and select Close. Keep in mind that any changes that have not been saved will be deleted. It may ask you if you would like to save your changes, here you can select Save, Don't Save, or Cancel to go back to editing the document.



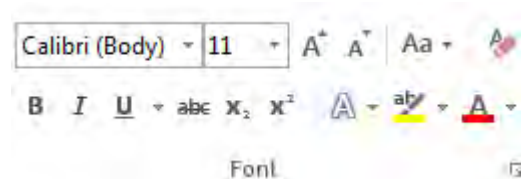
Inserting Text

To enter text, just start typing. The text will appear where the blinking cursor is located. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button. To change any attributes of text it must be highlighted first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the SHIFT key on the keyboard while using the arrow buttons to highlight the text. Deselect the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard.

Formatting Text

To change the font typeface start by highlighting the text you would like to change click the arrow next to the font name and choose a font.

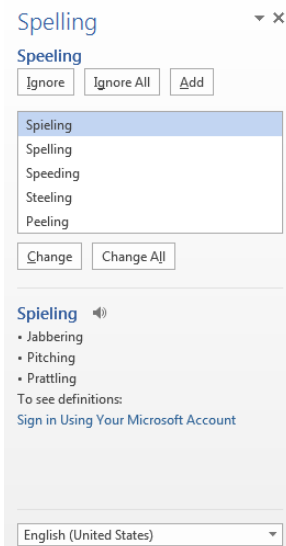
To change the font size click the arrow next to the font size and choose the appropriate size, or click the increase or decrease font size buttons.



Spelling & Grammar

To check the spelling and grammar of a document

- Place the cursor at the beginning of the document or the beginning of the section that you want to check.
- Click the Review Tab.
- Click Spelling & Grammar.



- Any errors will display a dialog box that allows you to choose a more appropriate spelling.
- If you wish to check the spelling of an individual word, you can right click any word that has been underlined by Word and choose a substitution