

Simple Instructions for using Microsoft Word

1. How to start a document	Page 1
2. How to move around a document	Page 1
3. How to select text	Page 2
4. How to format text	Page 2
5. How to copy and paste	Page 3
6. How to center, left align, right align, and justify text	Page 3
7. How to create a numbered or bulleted list	Page 4
8. How to print a document	Page 5
9. How to save a document	Page 5
10. How to open a saved document	Page 6
11. How to email a document	Page 6

You'll need:

A computer with Microsoft Word installed.

Follow these step-by-step instructions to start a document in Microsoft Word

Step 1: From the desktop or from your 'Start' menu, open Microsoft Word.

If the Word 2013 icon does not appear you can search for it, using the 'Search programs and files' box in the picture above.

Step 2: Microsoft Word will open up and present you with an option to select a document template, or a blank document.

Step 3: If you don't want to use any of the templates on display, click on the blank document.

Step 4: A new blank document will open up ready for you to start typing.

Follow these step-by-step instructions to move around a document

Step 1: From the desktop or from your 'Start' menu, open **Microsoft Word**.

Step 2: Click either **File** or the **Office** button at the top left. Select **Open** and browse to the document you wish to open. Double-click on it with your left-hand mouse button to open it.

Step 3: The flashing cursor (mouse pointer) in the document tells you where you're typing. Wherever the flashing cursor is placed, the letters that you type will be inserted at that point. When you start a blank document, the flashing cursor will be at the start of your document ready for you to start typing.

Step 4: As you type, the cursor will also move with each letter. This guides you so that you know where the focus is for typing.

Step 5: The mouse can be used for moving around a document. When the mouse pointer is moved over a text area, the pointer will change from an arrow to a 'text select' or 'I-beam' icon.

Continued on Page 2

Microsoft Word Instructions Manual

Chao Zhang



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Microsoft Word Instructions Manual: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the engaging narratives that have captivated audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Microsoft Word Instructions Manual : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Microsoft Word Instructions Manual : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and suspenseful novel that will keep you wondering until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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Table of Contents Microsoft Word Instructions Manual

1. Understanding the eBook Microsoft Word Instructions Manual
 - The Rise of Digital Reading Microsoft Word Instructions Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word Instructions Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word Instructions Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word Instructions Manual
 - Personalized Recommendations
 - Microsoft Word Instructions Manual User Reviews and Ratings
 - Microsoft Word Instructions Manual and Bestseller Lists
5. Accessing Microsoft Word Instructions Manual Free and Paid eBooks
 - Microsoft Word Instructions Manual Public Domain eBooks
 - Microsoft Word Instructions Manual eBook Subscription Services
 - Microsoft Word Instructions Manual Budget-Friendly Options
6. Navigating Microsoft Word Instructions Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word Instructions Manual Compatibility with Devices
 - Microsoft Word Instructions Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word Instructions Manual
 - Highlighting and Note-Taking Microsoft Word Instructions Manual
 - Interactive Elements Microsoft Word Instructions Manual
8. Staying Engaged with Microsoft Word Instructions Manual

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Word Instructions Manual
- 9. Balancing eBooks and Physical Books Microsoft Word Instructions Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word Instructions Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Word Instructions Manual
 - Setting Reading Goals Microsoft Word Instructions Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Word Instructions Manual
 - Fact-Checking eBook Content of Microsoft Word Instructions Manual
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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