

Microsoft Word Part 2

Formatting the Font – You can either select your font before you start typing, or go back and change it after you type. You can select the font, the size, the style, and color from the formatting toolbar or you can go to the **Format** menu and choose **Font**. If you go through the format menu, you will see a preview of what your text will look like before you make any actual changes. If you want to make changes to something you have already typed:


1. Highlight the text you would like to change.
2. Make the changes to your font.

Page Format – To change the margins, the page layout, etc.

1. Click on the **File** menu and choose **Page Setup**.
2. Set your margins under the **Margins** tab.
3. Choose the size of your paper and landscape or portrait under the **Paper Size** tab.

Saving



It is very important that you save your documents often. If the power goes out or your computer freezes, you will lose anything that is not saved.

1. When saving a document for the first time, click on the **File** menu and choose **Save As**.
2. Select where you want to save the document in the **Save In** box.
3. Type a name for the document in the **File Name** box.
4. Click on **Save**.
5. Once a document is saved, you can save any updates or changes by going to the **File** menu and clicking on **Save**, or click on the  on the toolbar.

Formatting Paragraphs

Line Spacing – To change a paragraph from single spacing to double spacing, highlight the paragraph first. Click on the **Format** menu and choose **paragraph**. Under the **Line Spacing** section at the bottom, click on the down arrow and select double.

Indentation – There are several different ways to indent.

1. Use the **Increase Indent**  and **Decrease Indent**  buttons.
2. You have more options for indenting in the **Format - Paragraph** menu. From this menu you can indent both the left and right side, and can do a hanging indent.
3. **Tabs** – Using the **Tab** key is another way to indent. Never use the space bar when you want text to line up. Using the tab key will ensure that everything lines up correctly.

Bullets & Numbering

Bullets and numbers really make a list stand out. To create a numbered or bulleted list:


1. Click on the **Numbering** or **Bullets** button.
2. Start typing. Every time you press the **Enter** key the next number or bullet will be displayed.
3. When you are done with your list, click on the **Numbering** or **Bullets** button again to turn it off.
4. **Formatting Numbered or Bulleted Lists** - Highlight the list and go to **Format – Bullets and Numbering**. You have several choices about how you want your numbers and bullets to look. Click on **Customize** and click on the **Font** button if you want to change the font, color, or size.

Headers & Footers

Headers and Footers are things that you can create that will automatically be added to the top and bottom of each page of a document. To access headers and footers:

1. Go to the **View** menu and choose **Header & Footer**.
2. Type your header and/or footer.
3. Click on the **Switch Between Header & Footer** button to move back and forth from the header to the footer.
4. The **Header & Footer Toolbar** has buttons that you can use to automatically insert page numbers, the date, and the time.

Spell Check

The spell check will check the spelling and grammar in your document. You can get to it through the **Tools** menu or by clicking on  from the toolbar. Remember that spell check is not perfect so you will want to proofread your document yourself as well.

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Reasonable accommodations will be made for access to services, programs, and activities and special communication arrangements will be made for persons with disabilities. Please call 221-6680 for assistance.