



Basics of the use of computer and ICT

Microsoft Word



Introduction

The booklet you are reading is part of a series of booklets.



The series of booklets teaches you how to use the computer and internet.



The booklets are written using the easy to read and to understand language.



Each booklet is about a different topic.

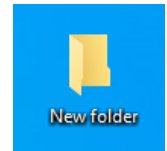
All the topics of the series of booklets:

1. Turn on/off computers

- Mouse and keyboard



2. Desktop: move files, create and delete folders



3. Accessibility features - Keyboard shortcuts



4. USB memory



5. Microsoft Word



6. Video Editor



7. Digital safety



8. Google Chrome



9. Google Maps



10. YouTube



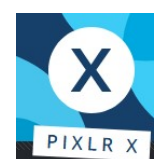
11. Gmail



12. Facebook and Messenger



13. Pixlr X



14. Curriculum Vitae Europass



europass

**The series of booklets has been written by experts
from 7 organizations.**

The 7 organizations are:

Associazione Uniamoci Onlus from Italy



Asociacija "Aktyvus Jaunimas"

from Lithuania



Centro Social e Paroquial Santos Martires

from Portugal



Tallinna Tugikeskus JUKS from Estonia



IES El Greco from Spain



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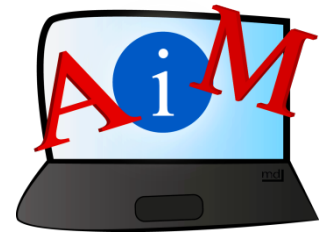
You can find more easy to read and to understand information about the project on its website:

<https://accessibleinformationmaterial.blogspot.com/>

The series of books has been created as a result of an **Erasmus+** project.



This Erasmus+ project is called Accessible Information Material.



VOCABULARY

Erasmus+ is a programme of the European Union that funds different kinds of projects.



Microsoft Word

Introduction

The word processor is a computer program.

It is used to create and edit different texts.

You can use it for anything you need to write.

The word processor in this guide is Word.

This is its symbol.



To Enter in Word

- Click the Home button **Start**.



- Select **All Programs**.

- Click the **Word** icon.



The Word icon can be a bit different if you have an older program.

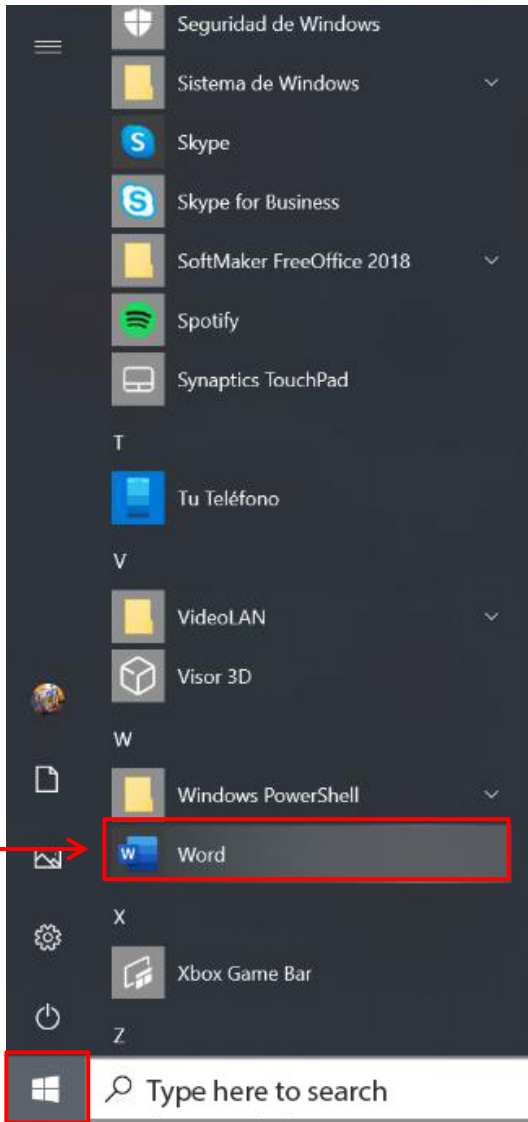
Roll the mouse over
this window



Click the Word icon



Start



If you can't find the Word icon search the folder Microsoft Office.
Click on Microsoft Office and then click the Word icon.

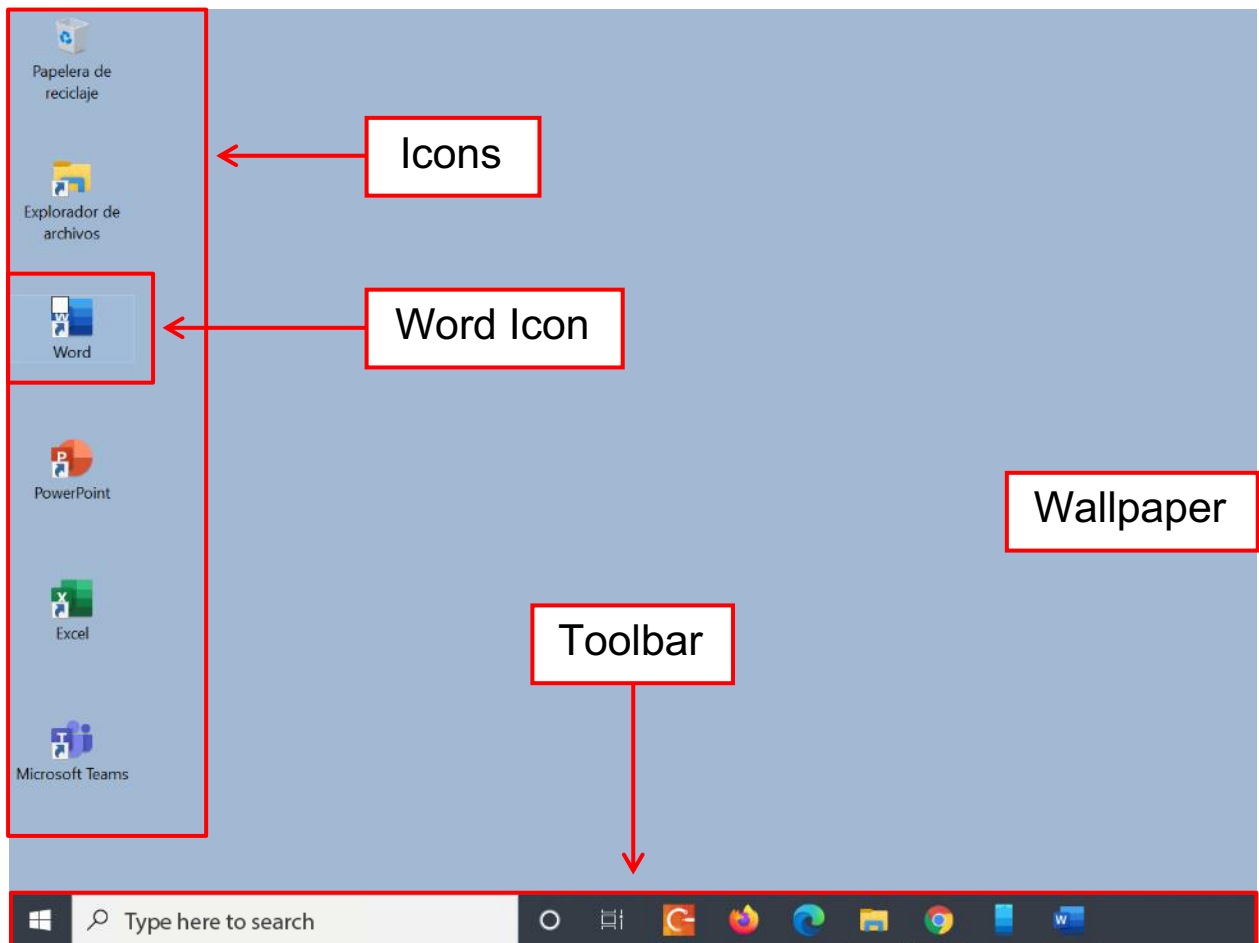
Another way to enter in Word

- Turn on the computer.
- Look at the **desktop**.

The desktop is the first thing you see when you open the computer.

On the desktop, there are wallpaper, icons and toolbar.

- Double click on the **Word** icon in the Desktop.



Then it opens the Word working screen.

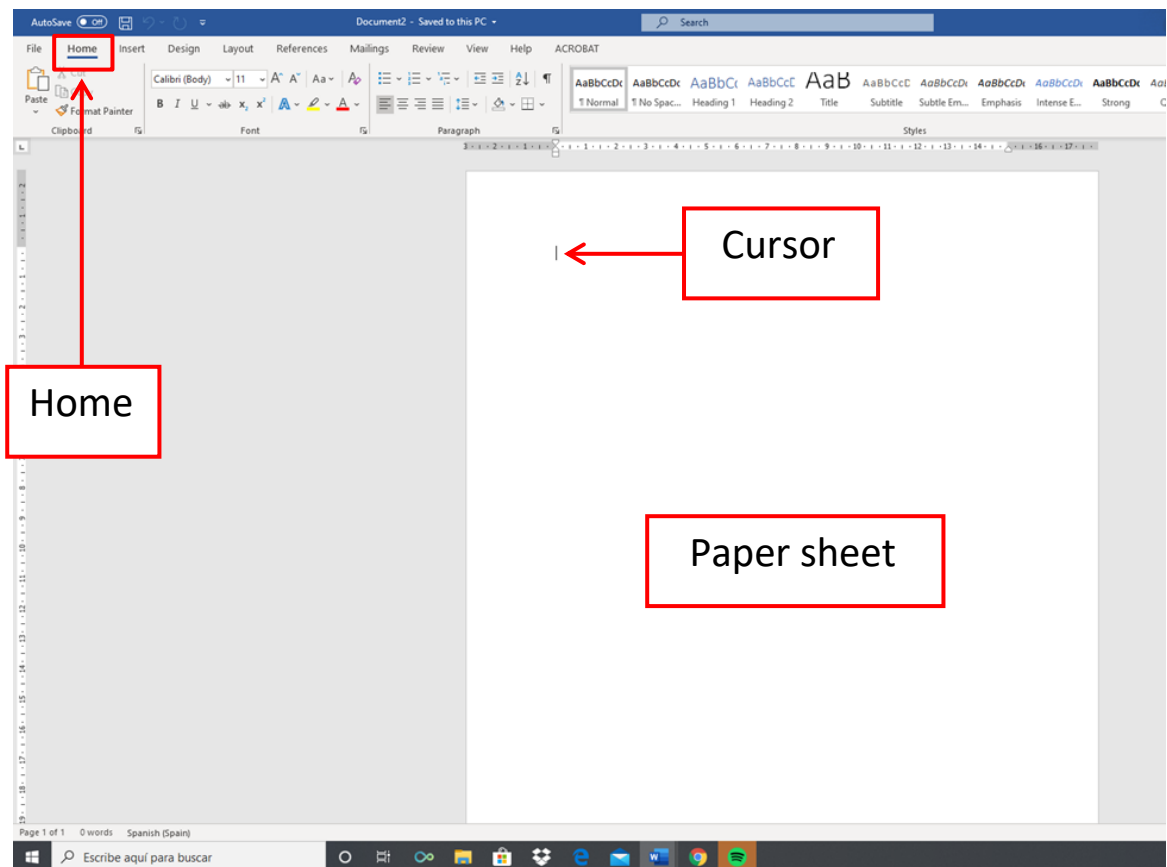
The Word working screen

The working screen opens on the **Home tab**.

On the working screen, there is an empty document to start writing.

The document has a streak that tells you where to start writing.

That streak is the **cursor**.





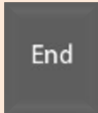


The Home tab allows you to do a lot of things when you write a text.

For example you can put the text in bold, change the size and color of the letters.

Or, place the paragraph in the center, the left or the right of the document and choose different text styles.

To start writing a text, first you have to know the **keys of the computer** and the basic **functions of the word processor**.

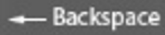
Remember the following keys on your computer:

	Cursors	These keys serve to move the cursor between the letters and the lines of the text, according to the direction they indicate: up, down, right and left.
	Home	This key puts the cursor at the beginning of the line you are typing.
	End	This key takes the cursor to the end of the line you're typing.
	Page up	This key takes you to the previous page.
	Page down	This key takes you to the next page.




Delete

This key erases the letters on the right of the cursor.



Backspace

This key erases the letters on the left of the cursor.



Enter


This key creates a new line of text. If you are in the middle of a sentence and you touch this key, what is in front of the cursor moves to the next line of text.



Uppercase

There are keys with various symbols.


Or Shift

For example, on the key 

If you directly press the key you type 5.

But if you press  and 

at the same time you type %.

Also with  and a letter you type the CAPITAL letter.

Caps Lock

Caps Lock

This key allows you to type with CAPITAL letters.

Ctrl

Control

This key has to be used with other keys at the same time.

It helps you to improve your work with the computer.

For example, if you press **Ctrl** and **B** at the same **time**, you can **bold** the letters.

Alt

Alt

This key has to be used with other keys at the same time.

For example, if you press **Alt** and **F4** at the same **time**, you can close the screen you have opened.

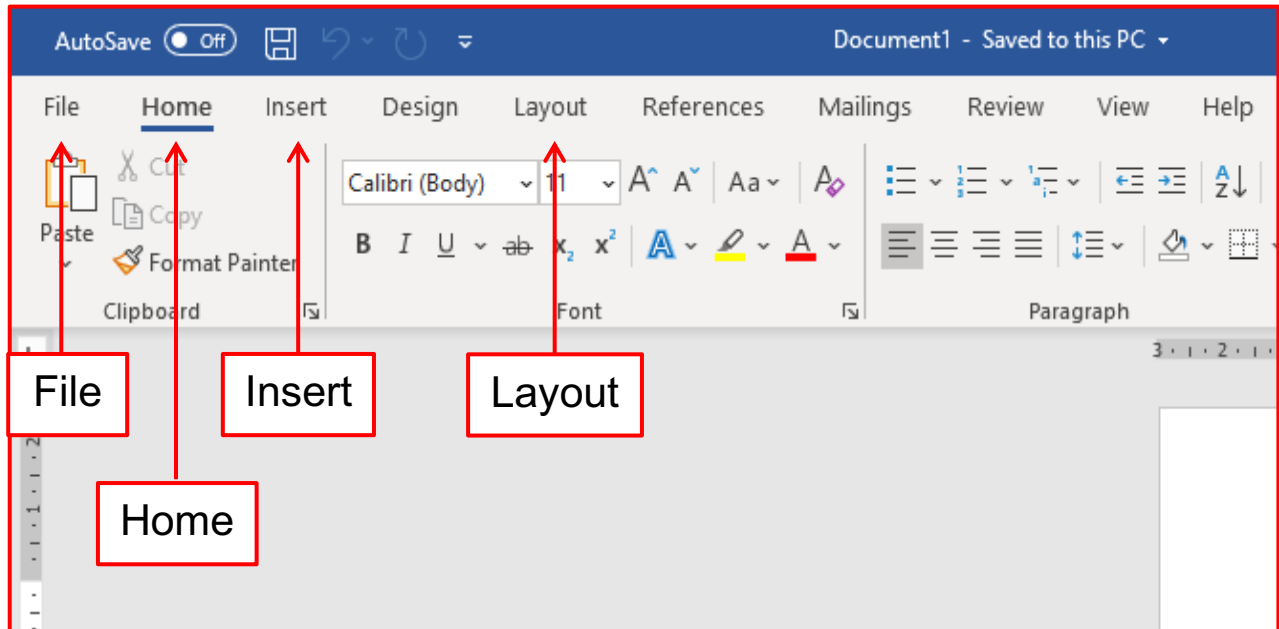
Esc

Escape

This key allows you to go out or undo the last thing you have done.

You find a lot of functions in the menu bar.

The most important menus are in these tabs:



In the **File** tab, you can:

- Open new document.
- Open saved document.
- Save the document.
- Print a document.
- Close and exit Word.

In the **Home** tab, you can:

- Write.
- Select the text.
- Change the color of the letter.
- Change the type of the letter.
- Resize the letters.
- Bold the letters.
- Underline the letters.
- Copy and paste.

In the **Insert** tab, you can:

- Insert a shape or an Icon.
- Insert an image.

In the **Layout** tab, you can:

- Change the orientation of the document.

Now, review the functions of the word processor.

They are basic to perform good jobs.

To open a new document

To open a new document,

the easiest thing is to click on the Word icon on the desktop.

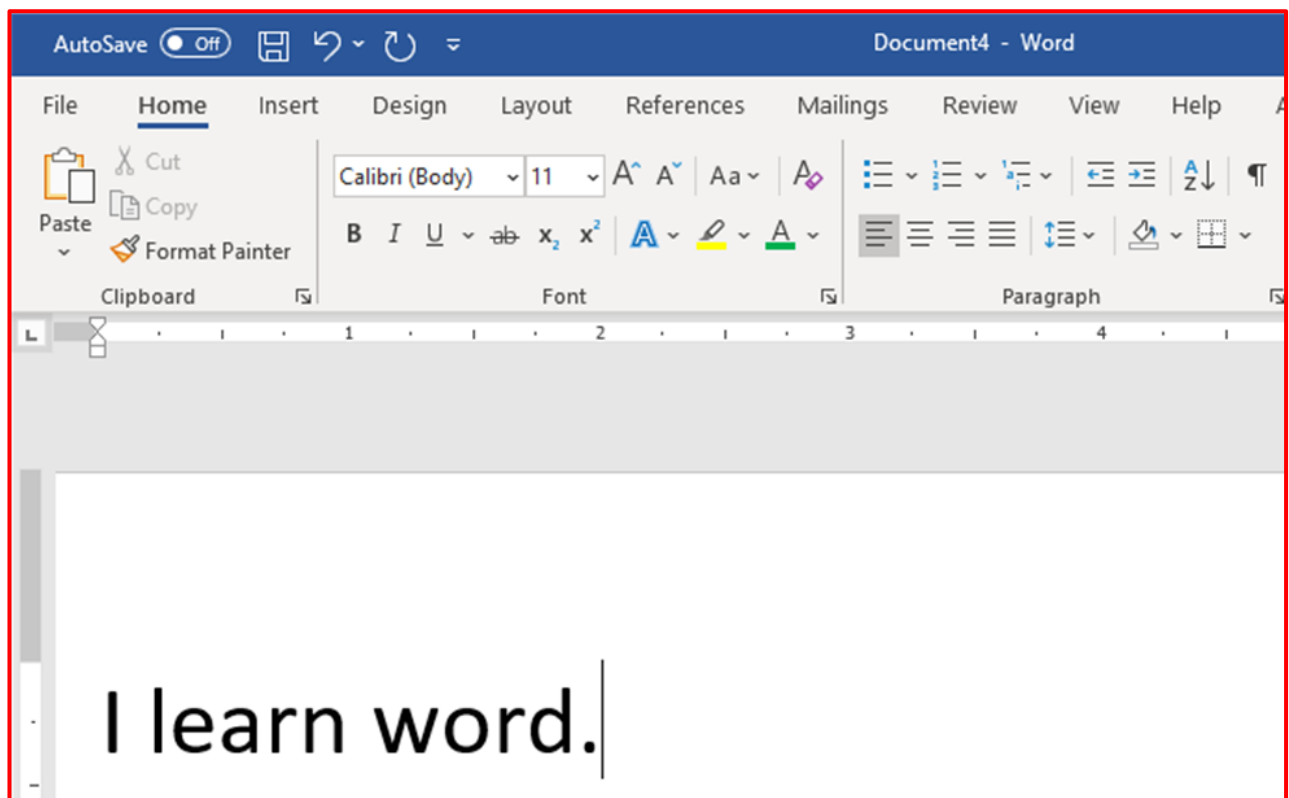


To write a text

- Place the cursor at the start of the empty sheet.

Or place the cursor where you want to type.

- **Start typing the text.**



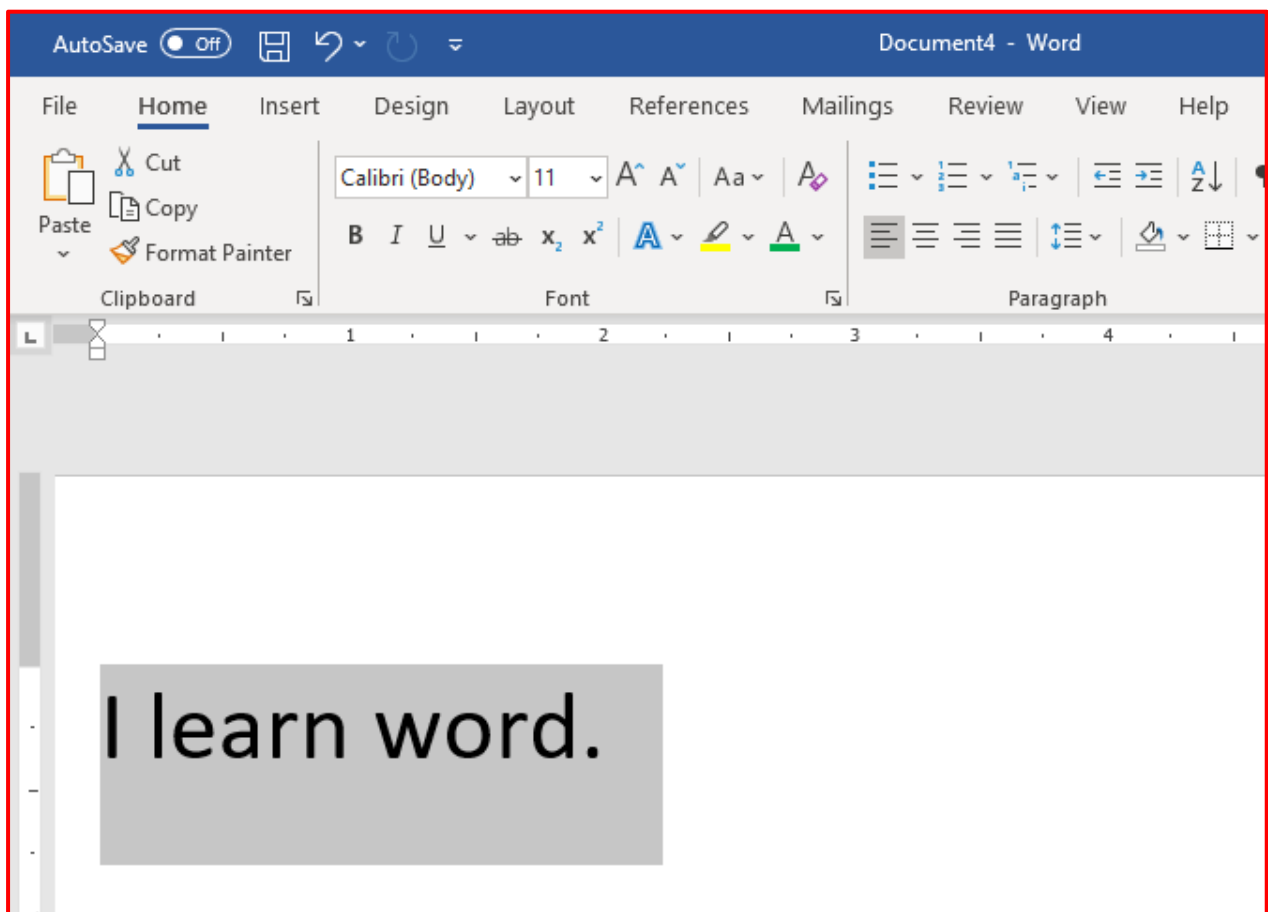
To select a text:

- Place the cursor at the beginning of the text you want to select.

- Make 1 click and without releasing your finger, drag to the end of the text.

You will see the selected text.

The text appears with a grey shadow.



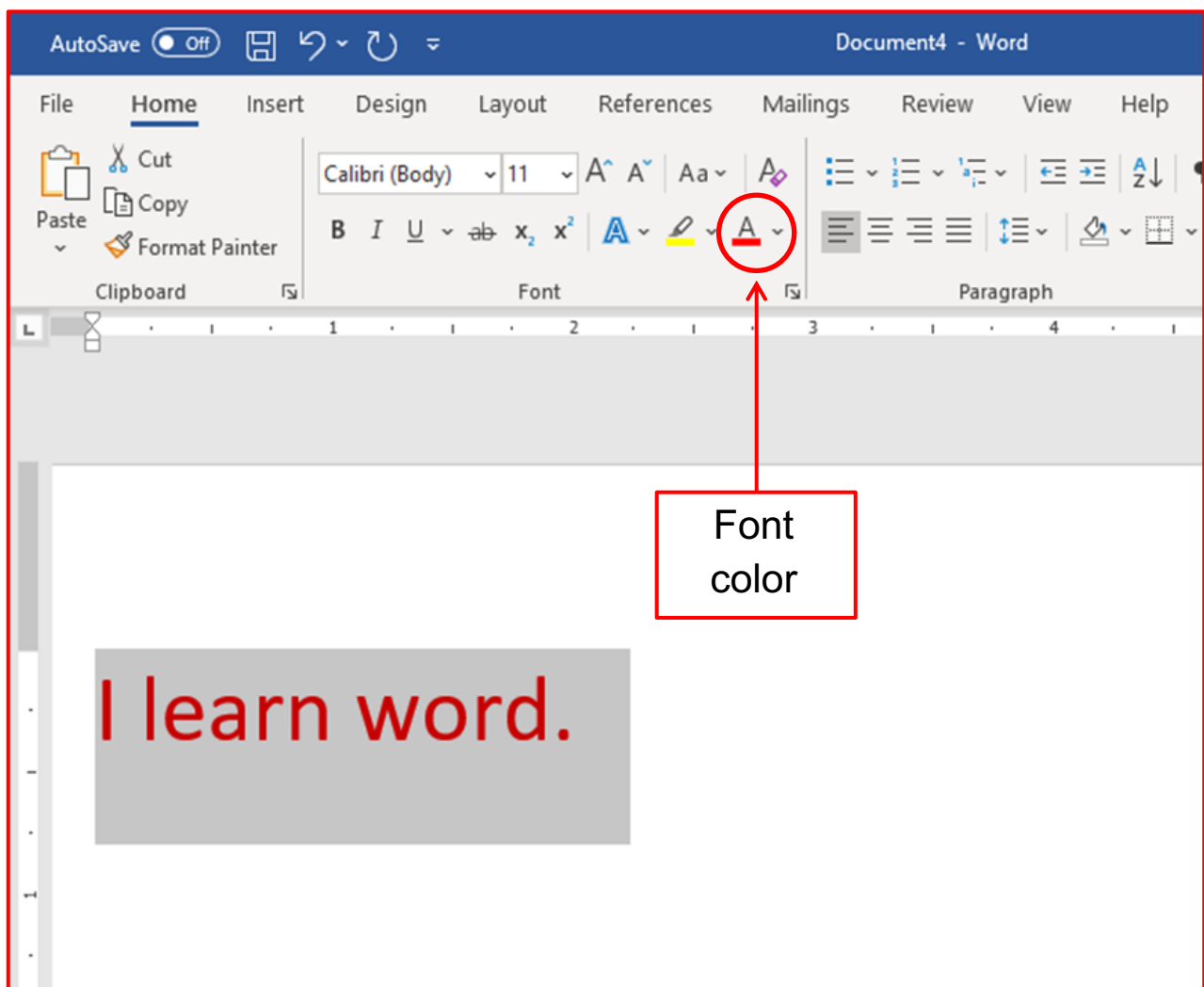
To change color

The Program Word uses the black color to write.

You can change the color of the letters.

To change the color of the letters:

- Select the text you want to change.
- Click the small arrow next to the change color symbol.
- Choose the color you want.



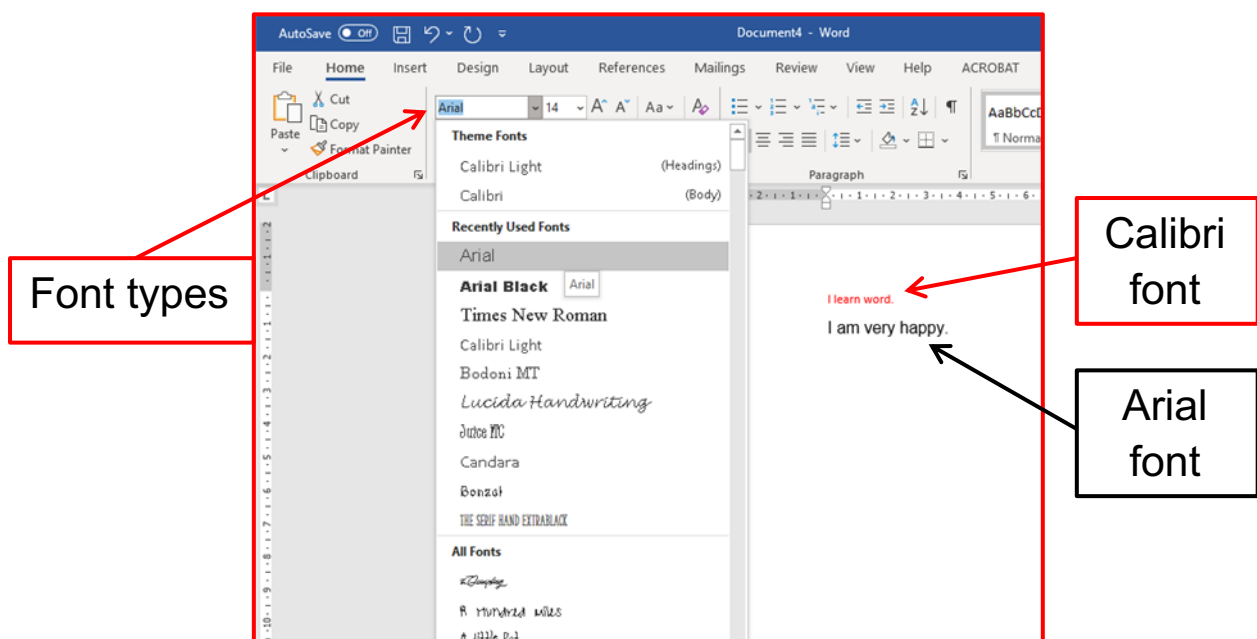
To change font

The Program Word uses a font called Calibri.

You can change the font.

To change font:

- Select the text that you want to change.
- Click on the symbol to change the font type.
- Choose the font that you want.



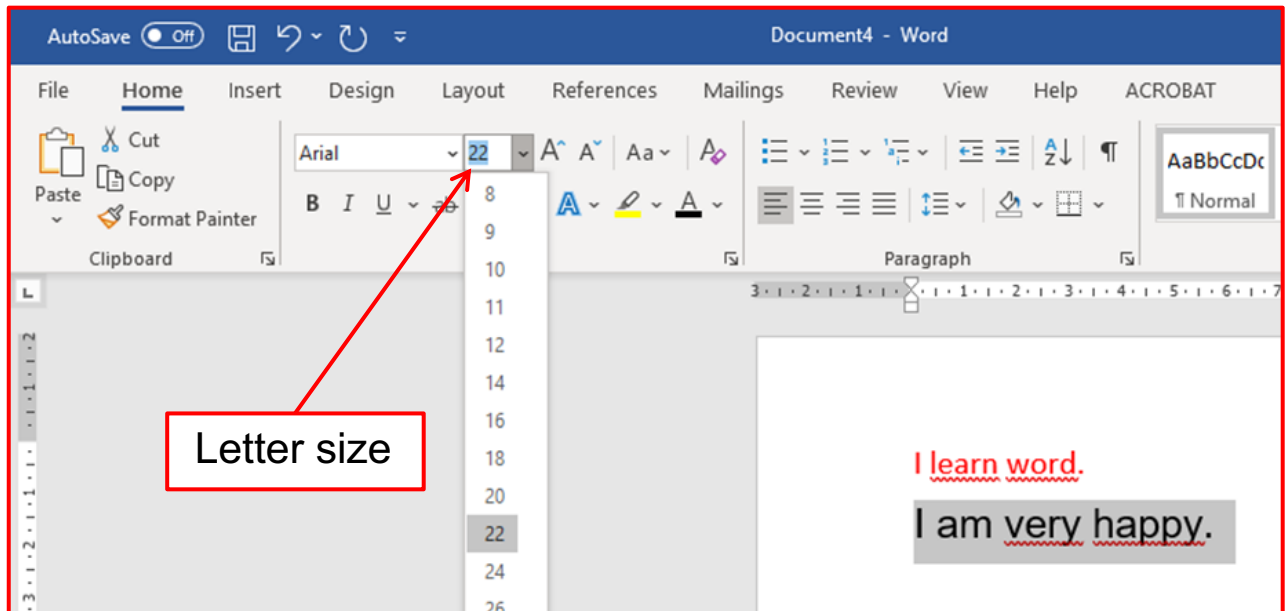
To change the size of the letters

Word uses a letter size number 11.

You can change the letter size.

To change the letter size:

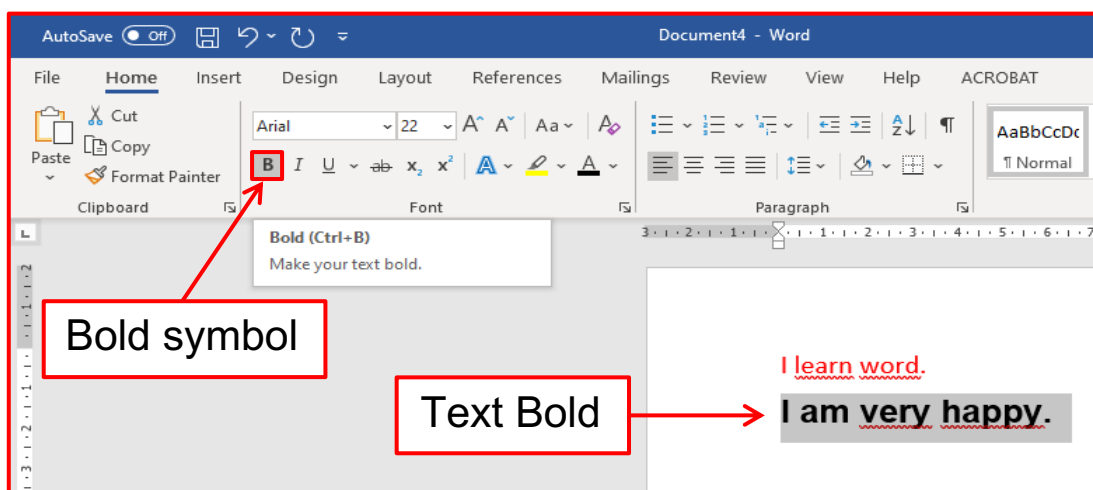
- Select the text that you want to resize.
- Click on the symbol to change the font size.
- Choose the size number that you want.



To make the text bold

You can mark the letters using the symbol Bold.

- Select the text that you want to bold.
- Click the Bold symbol.



You can also use a **shortcut**:

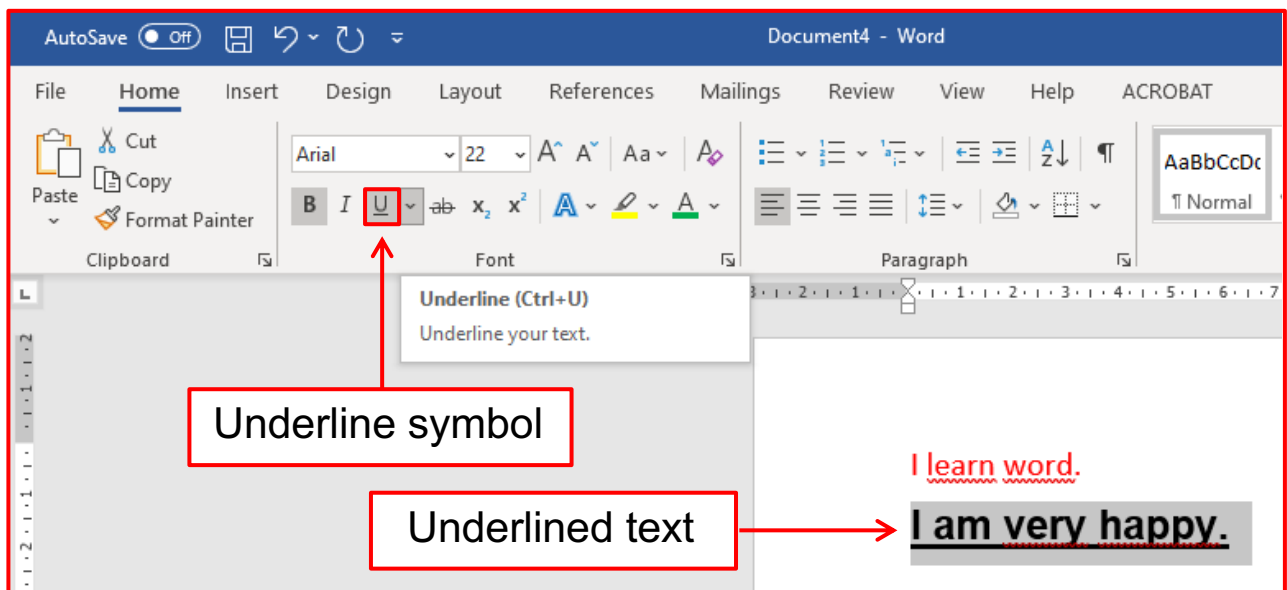
- Select the text.
- Press **Ctrl** and **B** at the same time.

To underline a text

You can underline letters.

To underline a text:

- Select the text you want to underline.
- Click the underline symbol.



You can also use a **shortcut**:

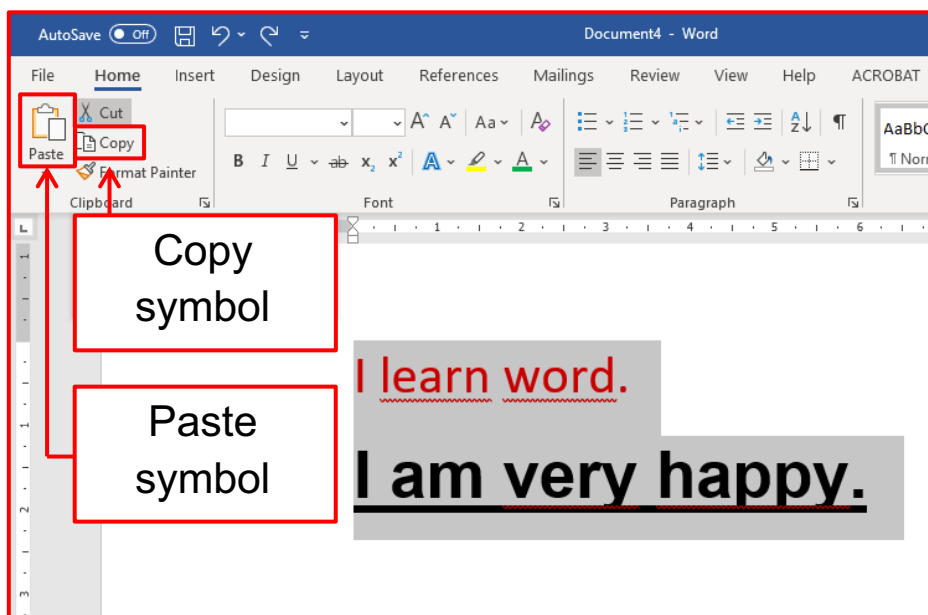
- Select the text you want to underline.
- Press **Ctrl** and **U** keys at the same time.

To copy and paste

You can copy a text and paste it in another place you want.

To copy and paste a text:

- Select the text that you want to copy.
- Click the right mouse button and choose the copy option.
- Place the cursor where you want to paste the text.
- Click the right mouse button and choose the paste option.



You can also use a **shortcut**:

- Select the text that you want to copy and press the **Ctrl** and **C** keys at the same time.
- Place the cursor wherever you want to paste the text and press at the same time the **Ctrl** and **V** keys.

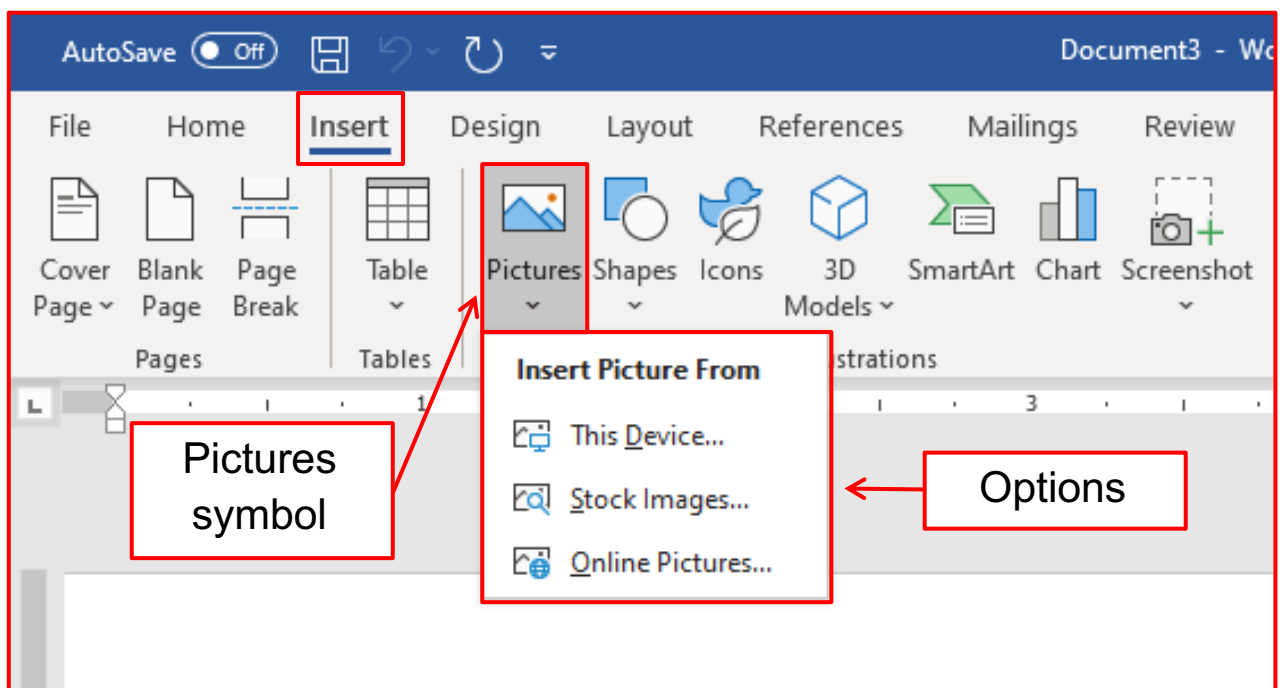
To insert an image

You can put an image in your text.

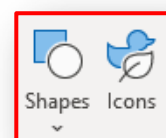
You can search for images saved on your computer or you can search for images on the internet.

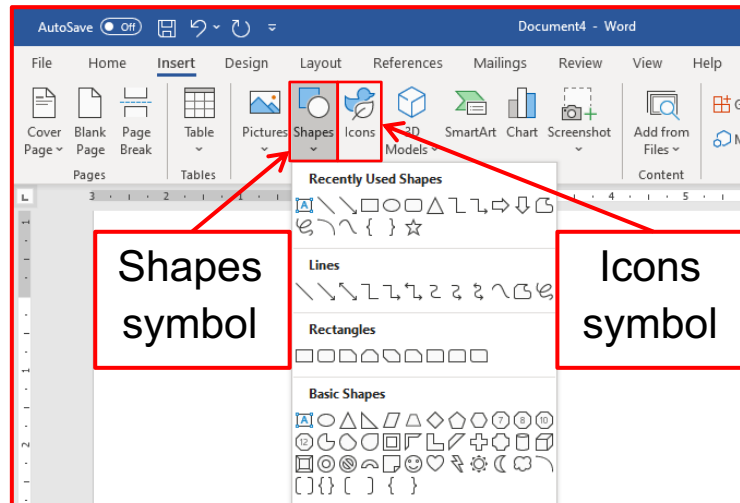
To put an image in your text:

- Click the **Insert** tab.
- Select the **Pictures** symbol.
- Select the option that you want.



You can also put **Shapes** and **Icons**.



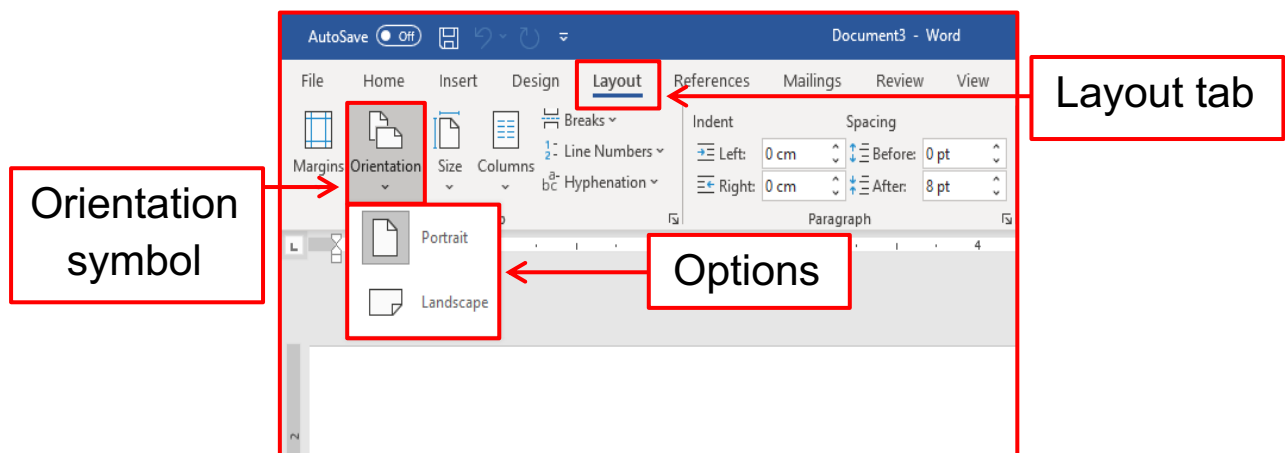


Orientation of the document:

You can put the sheet where you write horizontally (landscape) or vertically (portrait).

To choose the orientation of the document:

- Click the **Layout** tab.
- Select the **Orientation** symbol.
- Choose the option that you want.



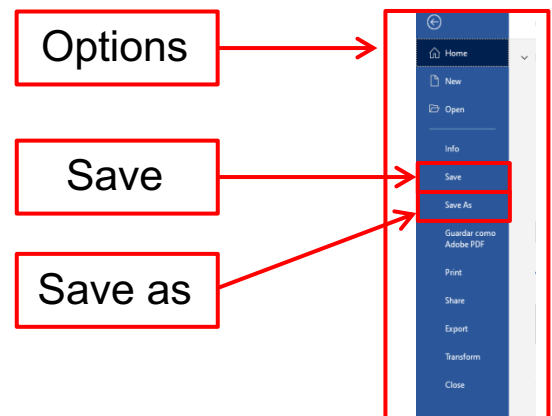
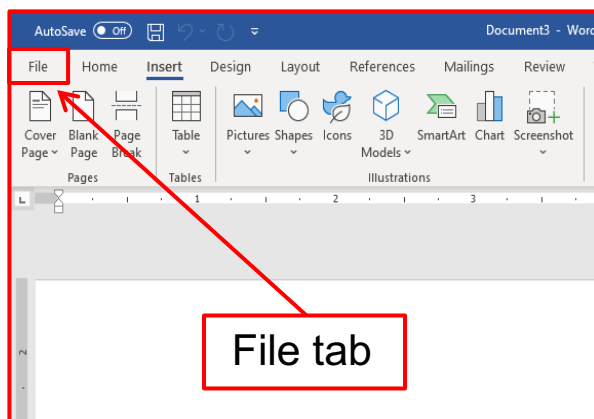
To archive documents

To save a document

When you finish the document, you have to save it.

You can save your new document on your computer in 2 ways:

1. Click the **Save** icon of the quick access bar.
2. Go to the **File** tab, and click on the **save** option, or in the **save as** option.



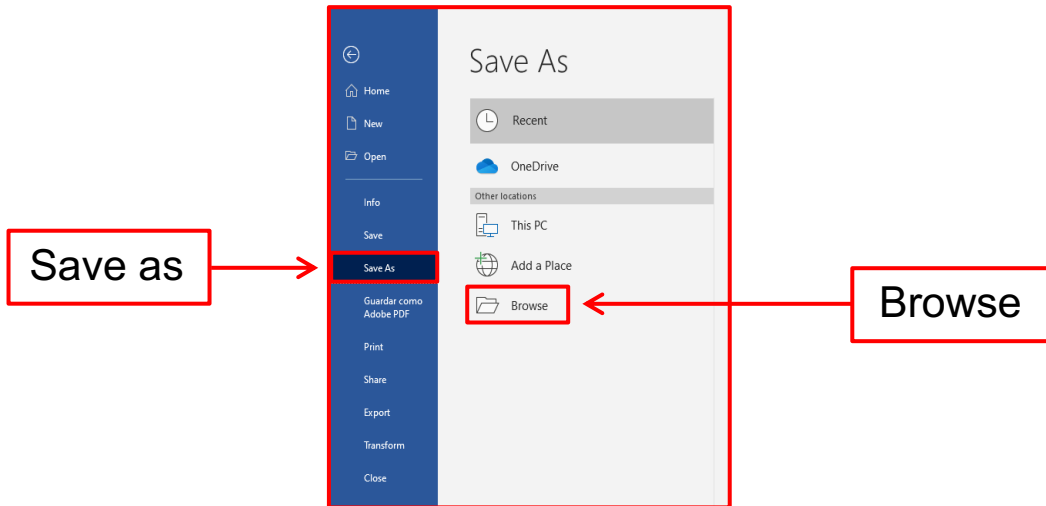
If you choose the **save as** option:

Click **Browse**, to look for the folder where you want to save the document.

- **Name the document.** For example: "I learn Word".

- Select the folder where you want to save the document.

- Click the **save** button.

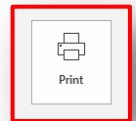


To print a document

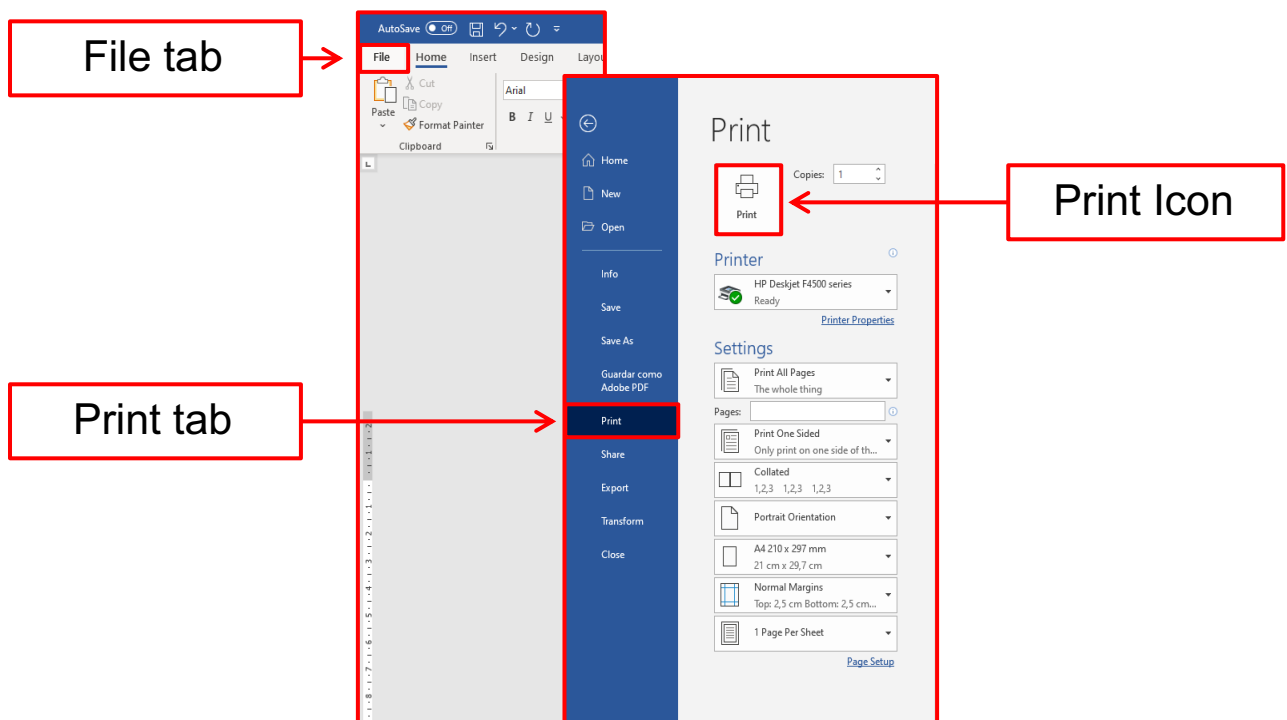
You can print your document to have the document on paper.

To print your document:

- Choose the **File** tab.
- Click the **Print** tab, and again click in the **Print** Icon.



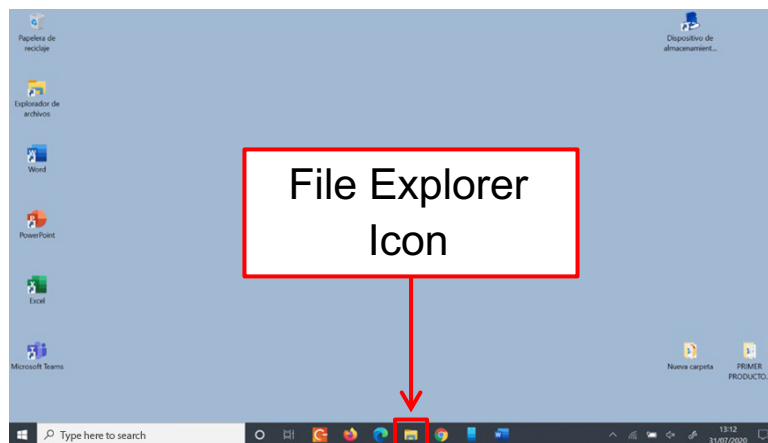
Pick up your paper from the printer.



To open a saved document

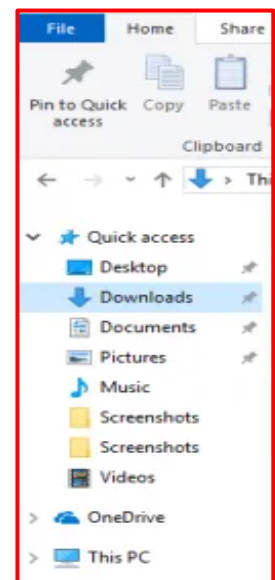
To open a document you have saved:

- Click the **File Explorer** Icon on the Toolbar.



A window will open where the folders appear.

Choose the folder



- Select the folder where you have the file saved.
- Click the file you want to open and get to work.

To close Word and exit

You can exit Word after saving a file,
and you can still use the computer to do other things,
like to search for information on the internet.

Or, you can just close the computer.

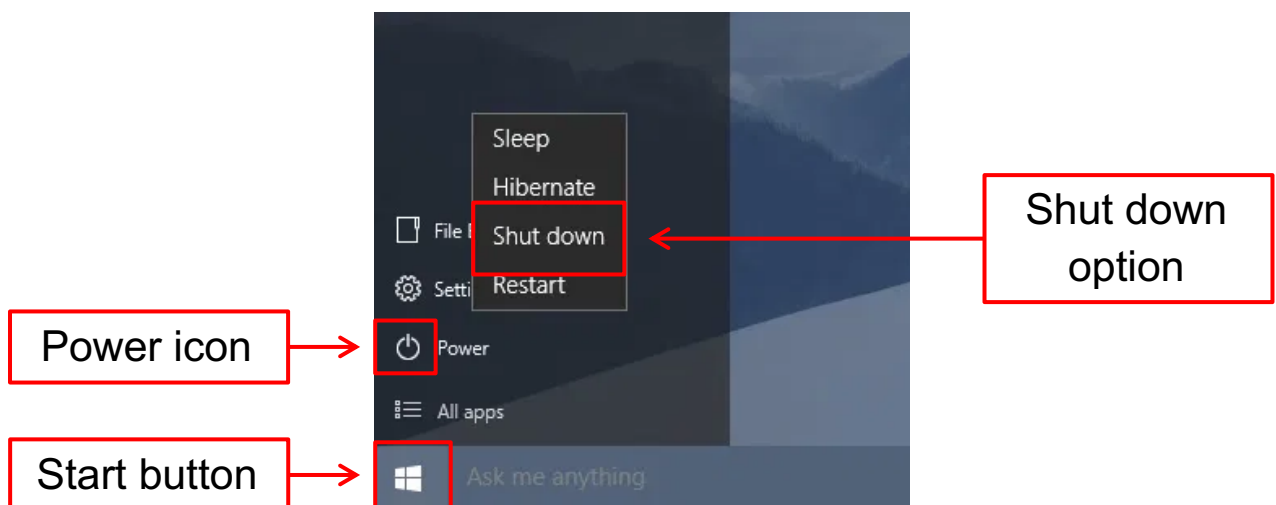
To close Word after saving a file:

- Click on the symbol **Close** in the upper right corner.



To close your computer:

- Click the **Start** button.
- Select the **Power** icon.
- Select the **Shut Down** option.



Basics of the use of computer and ICT

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The proofreading of this easy to read text has been done by F. Ortiz Martinez.

Illustrations in the introduction from <https://pixabay.com>



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Co-funded by the
Erasmus+ Programme
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