The Wonderful World Of Microsoft Word
To Open MSWord:

1.) Go To Start

2.) Go To All Programs

3.) Go To Microsoft Office

4.) Go To Microsoft Word
Toolbars

We will learn more about toolbars as we go along, but for now, let's see what the standard toolbar does.

Open a new document
Open an old document
Save your document
Print your document
Preview your document (Print Preview)
Spell Check

Now, on your computer, open a new document using the toolbar.

This is the toolbar that appears at the top of the page.
Select the text you want to format by left clicking on it. Then, right click, and you will get this menu.

You can also format text using the these buttons found in the toolbar. Now you should see this box. Here you can change the font, size, color, and effects of the text. You can also find cool effects, like blinking text, under the text effects tab.
**Word Art**

You can change boring text into exciting word art!

Artemis coordinators are COOL!

Select the text that you want to change.
Go to Insert in the menu bar
Go to Picture
Select WordArt
Pictures!

You can insert images into your document!

Once you have inserted a picture, if you click on it, a toolbar will appear on your screen. Go to Picture.

You can pick if you want to insert clipart, or an image from a file.

Using this, you can change the brightness and contrast of the picture, as well as crop it, rotate it, and change the way text wraps around it.
Find and Replace

If you realize you spelled a word wrong throughout a whole document, instead of retyping the word a bunch of times, you can use find and replace.

To replace a word, go to Edit on the menu bar.

Go to Find.

You will get this window.

To replace the word, click Replace or Replace All.

Some states are not worth visiting. Indiana is one such state. Sara’s hometown is in Indiana, and all they have there are cows and corn.
There are 3 types of screen views you can choose from:

1.) Normal Layout
2.) Web Layout
3.) Print Layout
4.) Reading Layout
5.) Outline Layout

It is up to you which one to pick. You might want to play around with all of them and see which you like better.

How To Change The Layout:
-Go to View on the menu bar
Commenting/Highlighting

To highlight text:
~ Select the text you want to comment on.
~ Go to Insert on the menu bar, and select Comment.
~ Go to the down arrow, you can change the color of the highlight.

Depending upon the display view that you are in, the comments will show up differently on your screen.
Sometimes, it is helpful to be able to look up a word in the dictionary, thesaurus, or translate it to another language. Using the research tool, you can do all this…and more!

Select a word, press the ALT button and then right click on the word with the mouse. This will bring up a window on the right hand side of the screen.

You can also use this button found in the toolbar to get to the research window.

You can use this to look up the word you clicked on in the thesaurus, dictionary and encyclopedia.
Now for the fun stuff!

• Your job now is to write something about yourself in Word without using your name.

• Format it using font, colors, Word art and images

• On at least one word, highlight it, and look up the definition using the research tool. Put the definition you find in a comment bubble.

• We will then present your piece to the class and see if they can guess who it is.