Let's Get Technical
Microsoft Word Quick Overview

What is Microsoft Word?

Microsoft Word is a word processing application used to create, edit, and format professional documents like letters, reports, resumes, newsletters, and more.

Getting Started

The Interface

- **Ribbon** – Toolbar at the top with tabs (Home, Insert, Layout, etc.)
- **Quick Access Toolbar** – Customizable shortcuts at the very top
- **Document Area** – Main workspace where you type
- **Status Bar** – Bottom bar showing page count, word count, etc.

Creating a New Document

1. Open Word
2. Choose "Blank Document" or select a template
3. Start typing!

Core Features

Basic Text Editing

- **Type** directly into the document
- **Delete** text with Backspace or Delete keys
- **Select** text by clicking and dragging
- **Copy/Paste** using Ctrl+C and Ctrl+V

Formatting Text

Home Tab contains:

- Font selection and size
- Bold, Italic, Underline
- Text color and highlighting
- Alignment (left, center, right, justify)
- Bullets and numbering
- Line spacing

Document Structure

Insert Tab allows you to add:

- Pictures and images
- Tables
- Charts and SmartArt
- Headers and footers
- Page numbers
- Shapes and icons

Layout Tab controls:

- Margins
- Page orientation (portrait/landscape)
- Columns
- Page size

Helpful Tools

- **Spell Check** – Red underlines show spelling errors
- **Grammar Check** – Blue underlines show grammar suggestions
- **AutoSave** – Automatically saves your work (when enabled)
- **Find & Replace** – Quickly locate and change text
- **Styles** – Pre-formatted heading and text styles for consistency

Saving Your Work

Save Options

- **Save:** Ctrl+S (saves to current location)
- **Save As:** Choose new location or file name
- **Export as PDF:** File → Save As → PDF format

File Locations

- Save to your computer (local drive)
- Save to OneDrive (cloud storage)
- Save to SharePoint (team collaboration)

Common Document Types

- **Letters** – Professional correspondence
- **Resumes** – Job applications
- **Reports** – Business and academic documents
- **Flyers** – Promotional materials
- **Forms** – Fillable documents
- **Newsletters** – Multi-column layouts

Collaboration Features

- **Track Changes** – See edits made by others
- **Comments** – Add notes without changing text
- **Share** – Send document link to collaborators
- **Co-authoring** – Work simultaneously with others (online)

Printing

1. Click File → Print (or Ctrl+P)
2. Select printer
3. Choose number of copies
4. Adjust settings (pages, orientation, etc.)
5. Click Print