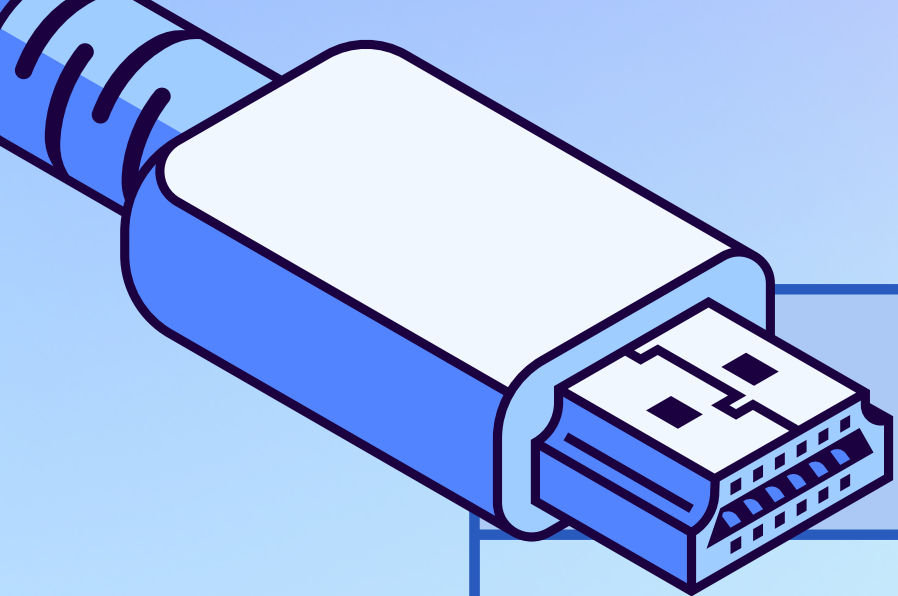




HARRISON TOWNSHIP
PUBLIC LIBRARY



Tech Time at HTPL

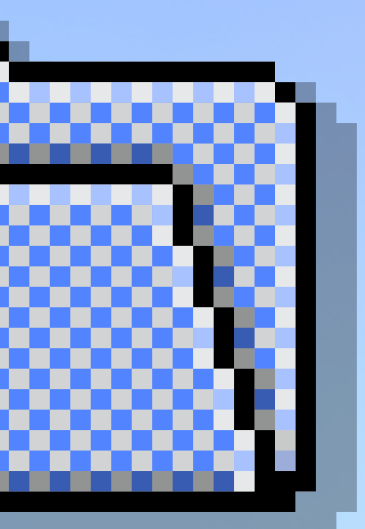
Intro to Microsoft Word



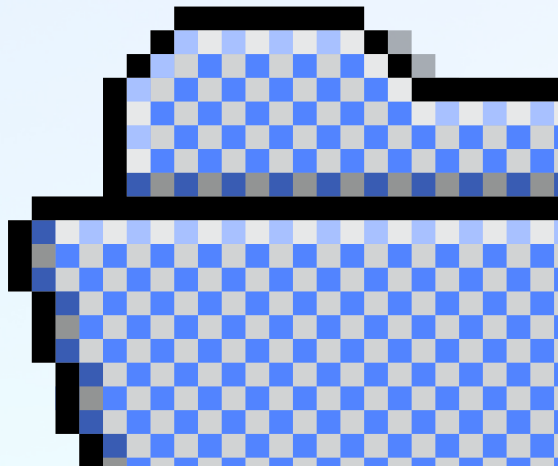
What is Microsoft Word?

Microsoft Word is a word processing program developed by Microsoft that allows users to create, edit, and format documents like letters, reports, and resumes.





What Can I Do in Word?

- Write any kind of document, including letters, journals, personal, academic, and professional writing
 - Format a resume and cover letter
 - Complete a brochure, flyer, or newsletter
 - Craft an invitation or materials for a recreational event
 - Develop a professional report with tables and charts
 - Download your work into common file formats like .doc and .pdf, then email it, print it, or share it with others
- 

Starting Out

The screenshot shows the Microsoft Word welcome screen. The left sidebar has a blue background with the word 'Word' at the top. Below it is a 'Home' button with a house icon. Further down are two buttons: 'New' with a document icon and 'Open' with a folder icon. Both 'New' and 'Open' buttons are circled in red. At the bottom of the sidebar is an 'Account' button. The main area has a header with 'Good morning' and a user profile 'Haley R [redacted]'. Below the header is a 'New' section with a dropdown arrow. It contains a 'Blank document' button (circled in red), an 'Education brochure' template, a 'Welcome to Word' template, a template for inserting a table of contents, a 'Banner calendar' for January 2025, and a 'Horizontal calendar (Sunday...)' template. A 'More templates' link with a right arrow is also circled in red. Below the 'New' section is a 'Recent' section with a 'Favorites' tab. A red arrow points from the 'Blank document' button to the 'Recent' section. The 'Recent' section lists several documents, all named 'journal for 2025', with their locations (e.g., 'Haley [redacted]rive', 'Downloads', 'Documents') and 'Date modified' (e.g., 'September 29', 'August 17').

Word (Unlicensed Product)

Good morning

Word

Home

New

Blank document

Education brochure

Welcome to Word

Insert your first table of con...

Banner calendar

Horizontal calendar (Sunda...

More templates →

Recent Favorites

journal for 2025
Haley [redacted]rive
September 29

journal for 2025
Downloads
September 29

journal for 2025
Documents
September 29

gift planning 2025
Documents
August 17

phon [redacted]
Documents
August 17

msng
Documents
August 4

Account

When you open Microsoft Word, you'll see a welcome screen like this one. Here, you can access recently opened documents, start a new document by choosing "blank document" or a given template, or open a file from your computer.

Word

Recent

Pinned

Pin files you want to easily find later. Click the pin icon that appears when you hover over a file.

Older

 November 2025 Adult... Documents » Collection Dev...

 things to purchase befo... Documents

 Blind Date with a Movie... Documents » Displays

 December 2025 Adult F... Documents » Collection Dev...

 October 2025 Adult Fic... Documents » Collection Dev...

 September 2025 Adult... Documents » Collection Dev...

 items that are cancelled... Documents » Collection Dev...

 November 2025 adult ti... Documents » Collection Dev...

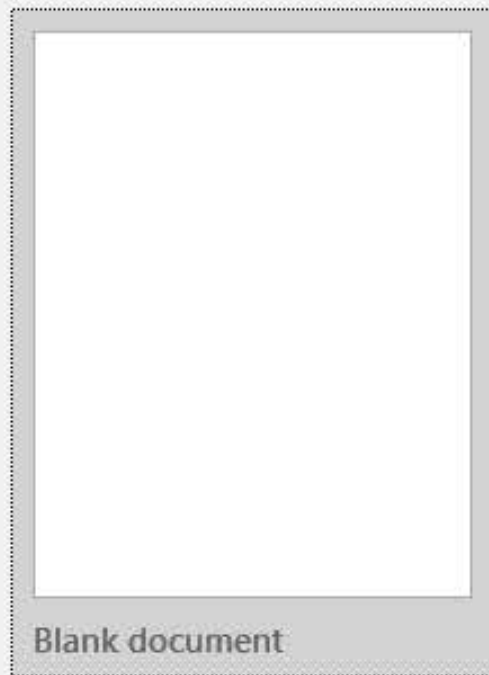
 Protecting Yourself Whil... Documents » Tech Time

 [Open Other Documents](#)

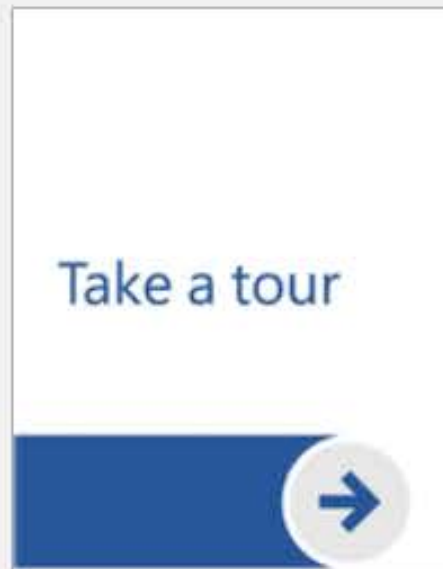
Search for online templates



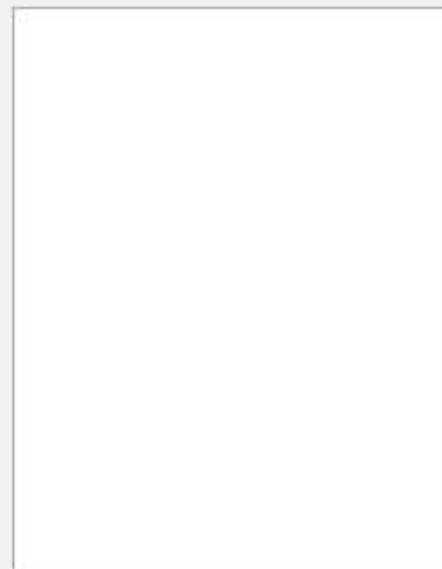
Suggested searches: Business Cards Flyers Letters Education Resumes and Cover Letters Holiday



Blank document



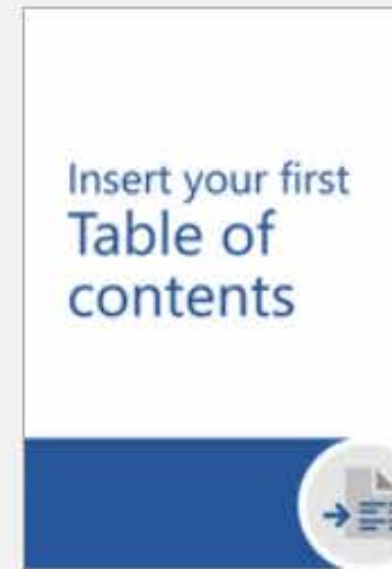
Welcome to Word



Single spaced (blank)



Snapshot calendar



Insert your first table o...



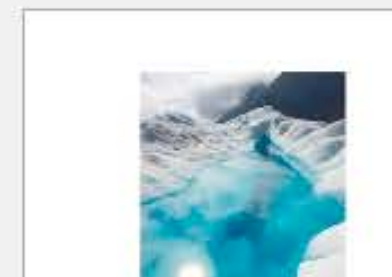
Your updated Word program may look like this. You can select 'open other documents' at the bottom left to open existing work.



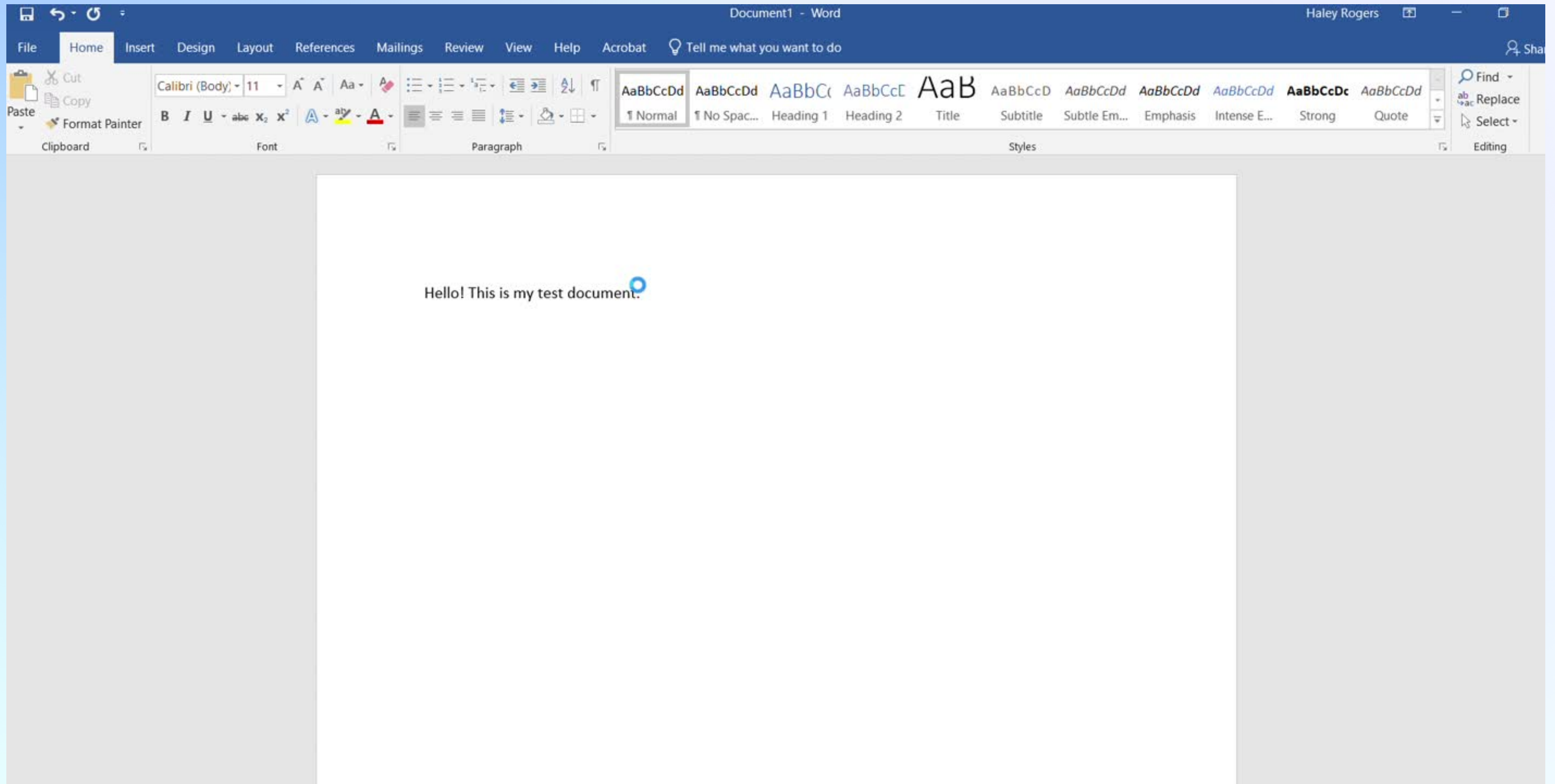
Brochure with headings



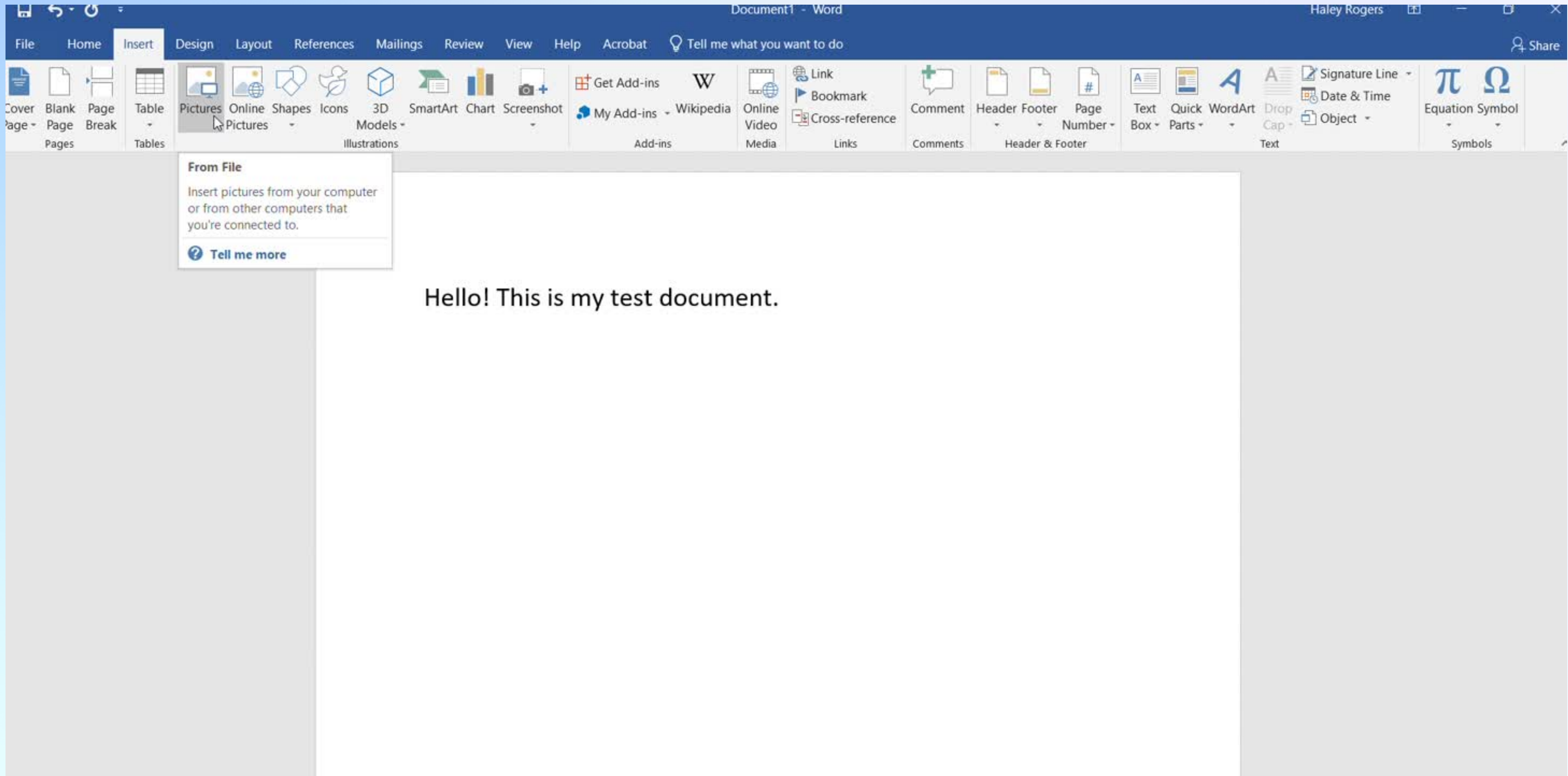
Science & tech brochure



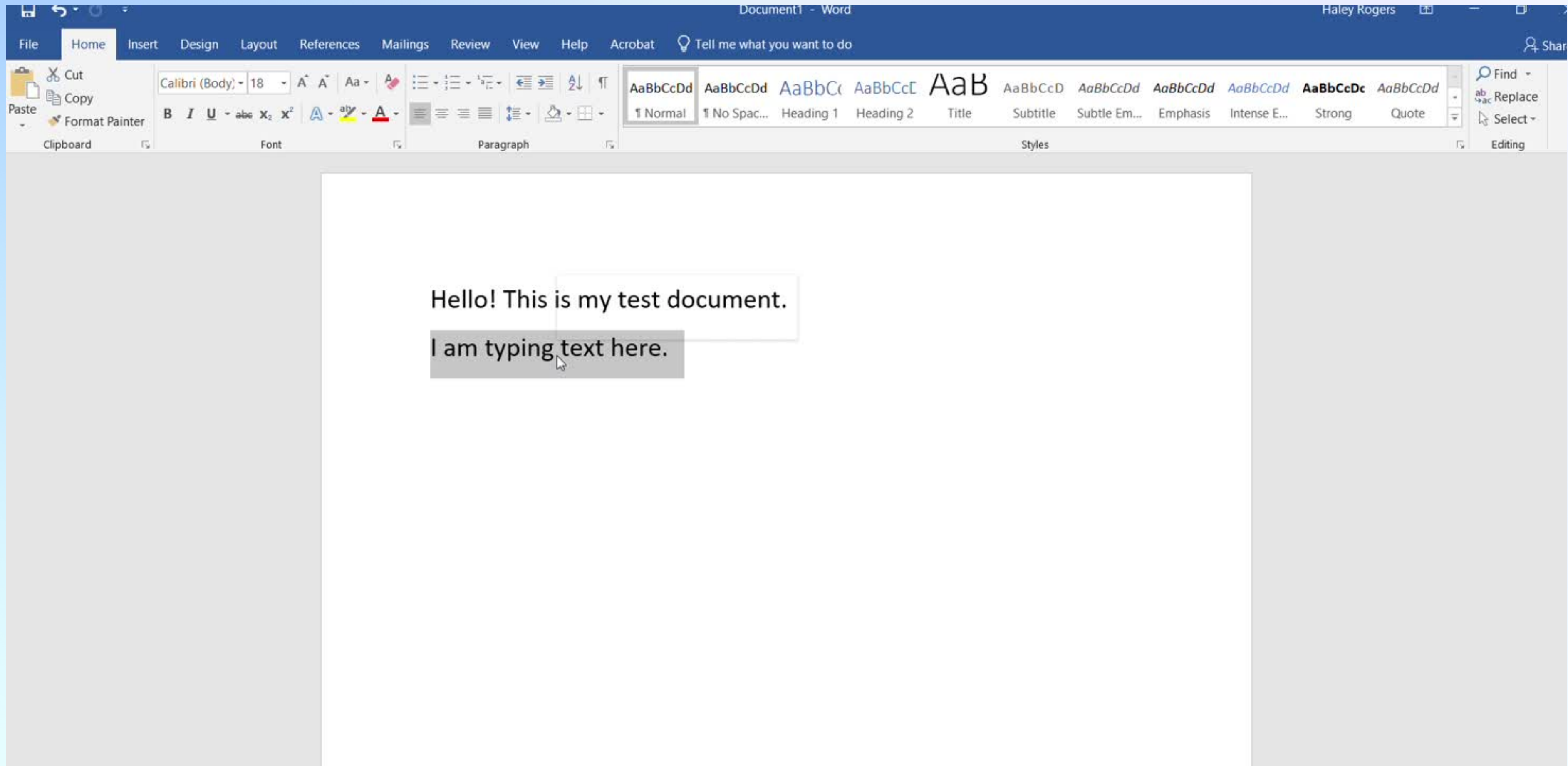
Basic Document Creation



Inserting a Photo



Copying and Pasting Content

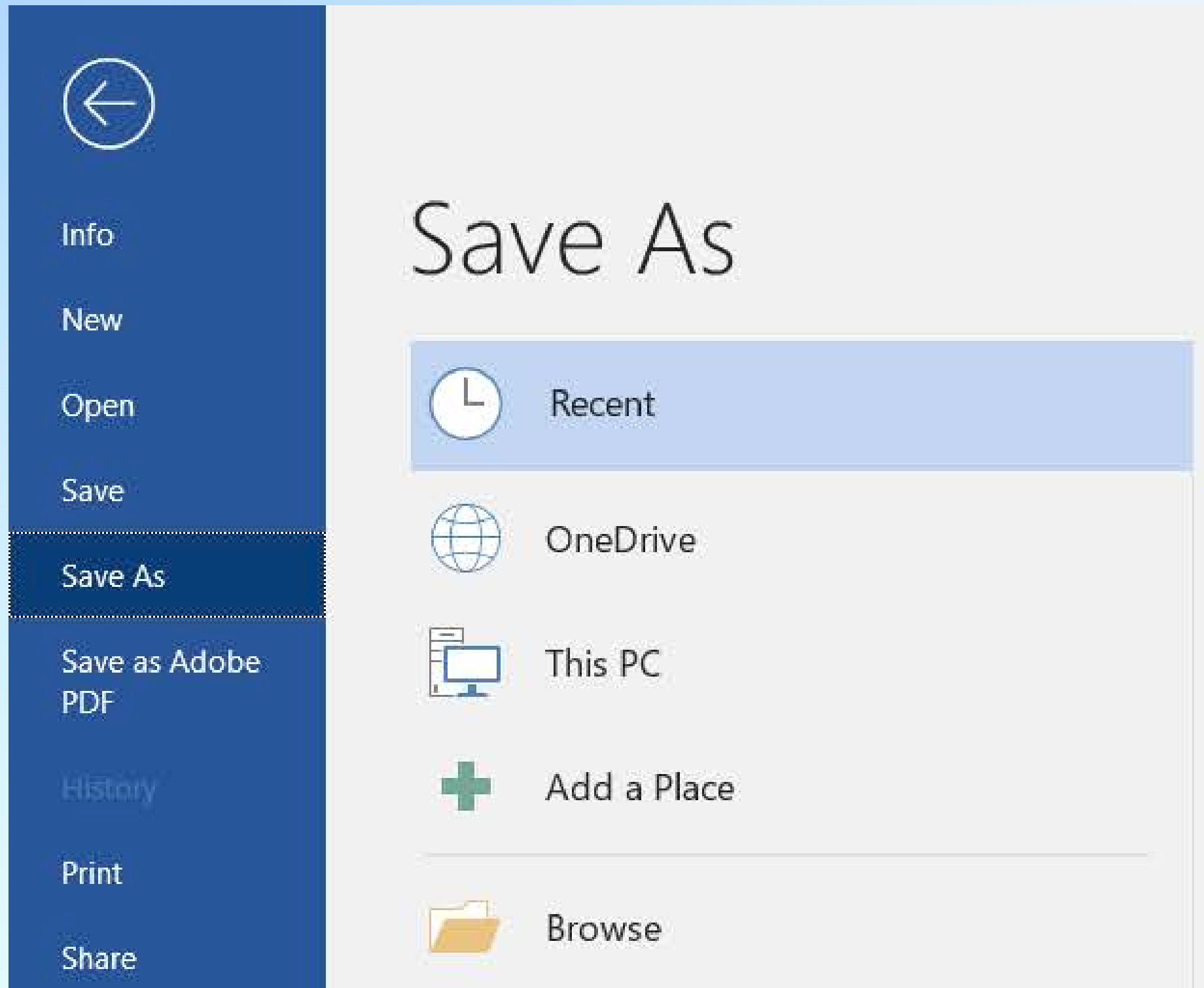


Saving Your Document



There are two main ways you can save your document. You can select the “save” button at the top left, or you can select “file,” then “save” or “save as” to find a place in your device to save your work.

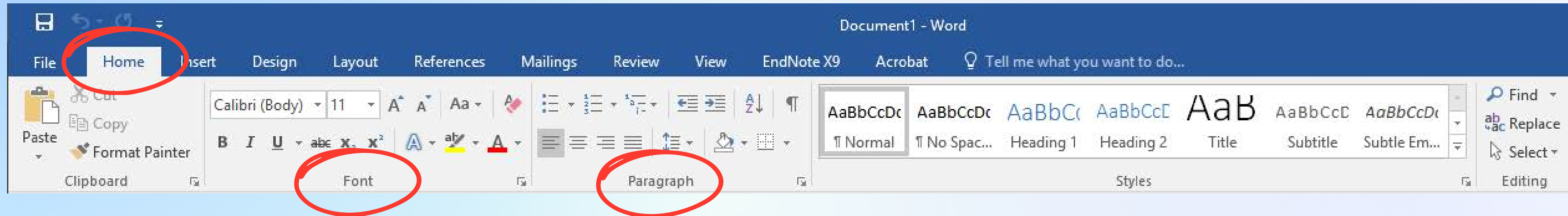
Saving Your Document



When you hit “file,” you can select “save” or “save as.” From here, you should see these options.

- Recent → saves to your recently opened files on Word
- OneDrive → saves to your online Microsoft OneDrive account
- This PC → allows you to select a location on your device
- Browse → allows you to browse your folders (documents, photos, downloads, etc.) and select a location to save. We recommend saving to your documents!

Navigation: Home

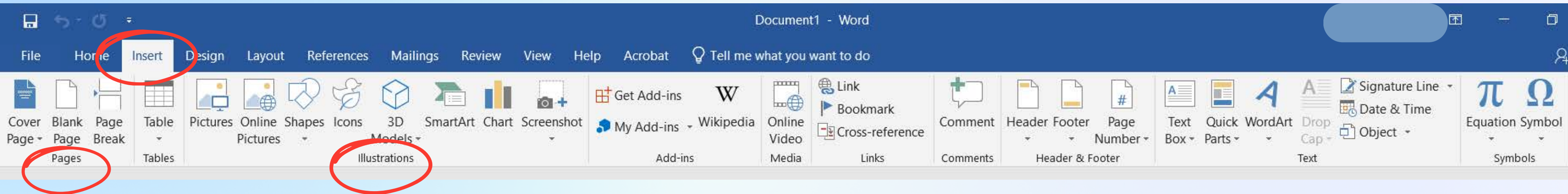


Clicking “**File**” will take you back to a similar page like the previous slide. You can save your document from there, or you can click the “save” icon in the top left corner (more on this later).

The above image is what you’ll see at the top of your screen when you open a document. The “home” tab is the default tab. Here, you can adjust many things, such as...

- **Font**, including its size, color, effects, and style (bold, italic, underlined, etc.)
- **Paragraph style** (left, center, or right aligned, list format, indentation, etc.)
- **Heading and spacing**
- **Editing tools** such as the “find” tool (to search for key words)

Navigation: Insert



The “**Insert**” tab includes options to insert photos, tables, and other additional features. Some common uses include:

- **Pages**, which means adding or adjusting various page features like cover pages or page breaks
- **Illustrations** is where you will insert pictures or create a graphic/chart/model
- **Header & Footer** is where you can add a header or footer (shocking) as well as add page numbers to your document

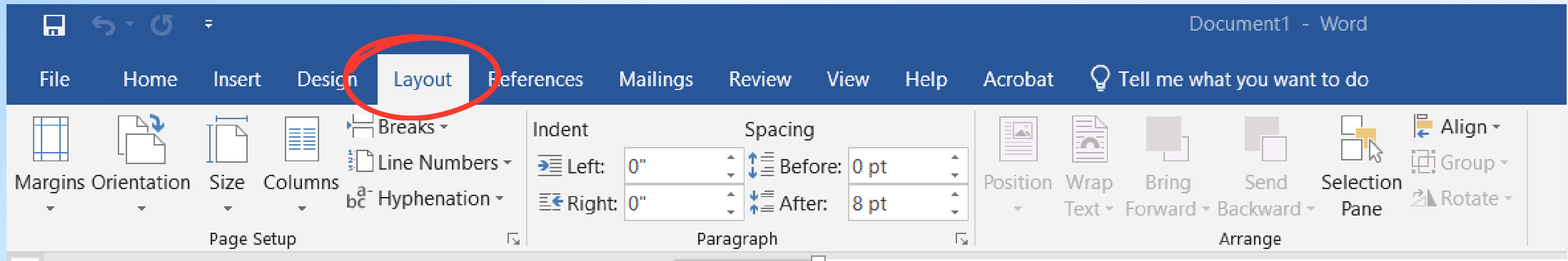
Navigation: Design



The “**Design**” tab is, you guessed it, where you can add various designs to your document. Some common uses include:

- **Themes**, which typically means assigning given colors or fonts to the document
- **Watermark**, which will put an image or text over each page (you can create your own or you can choose from premade options)
- **Page color or page borders**, which allows you to customize the overall color and create custom borders

Navigation: Layout

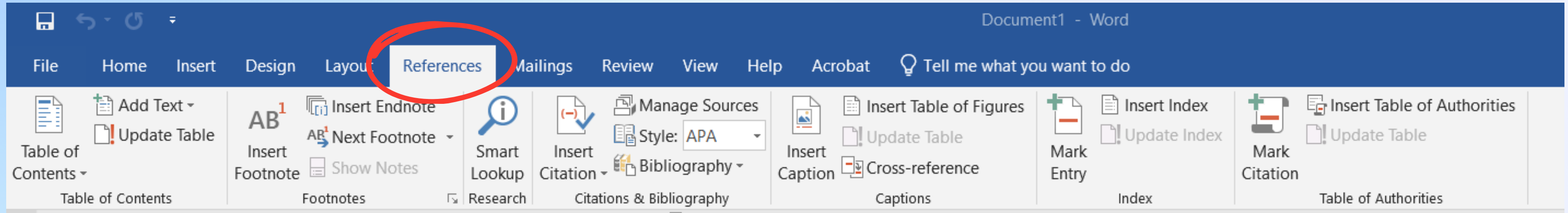


The “**Layout**” tab holds all the options that allow you to arrange your Microsoft Word document pages just the way you want them.

It includes options like:

- **Set margins**
- **Set paragraph indentation**
- **Control page orientation (Landscape or Portrait)**
- **Size, Columns, and Line breaks**

Navigation: References



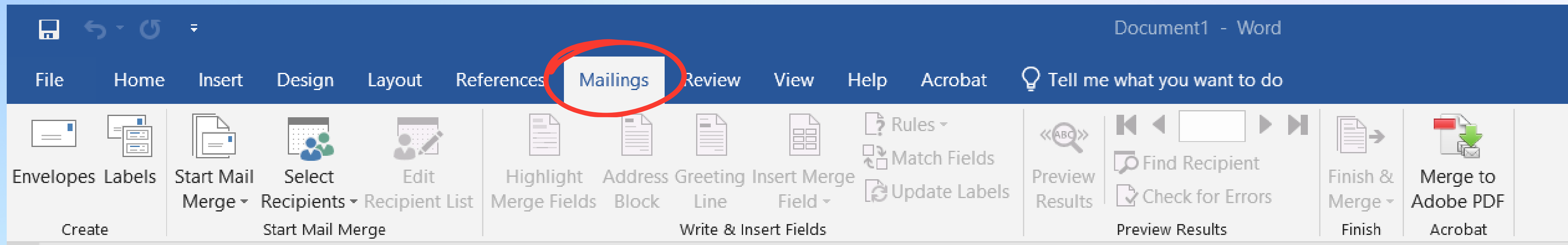
The “**References**” tab lets you add references to a document, then create a bibliography at the end of the text.

The references are generally stored in a master list, which is used to add references to further documents.

The “references” tab includes options like:

- **Table of Contents**
- **Footnotes**
- **Citations & Bibliography**
- **Captions**
- **Index**
- **Table of Authorities**
- **Smart Look**

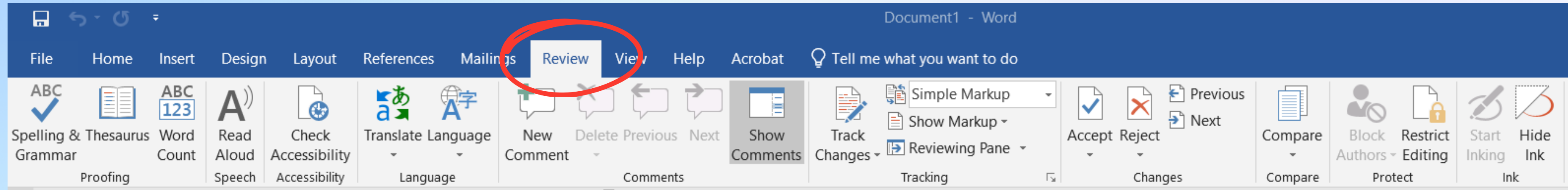
Navigation: Mailings



The “**Mailings**” tab is the location for all tools related to a “mail merge”, which is used to create personalized, mass-produced documents like letters, envelopes, and labels from a single template.

This is also the tab to create sticker labels and print addresses on envelopes.

Navigation: Review

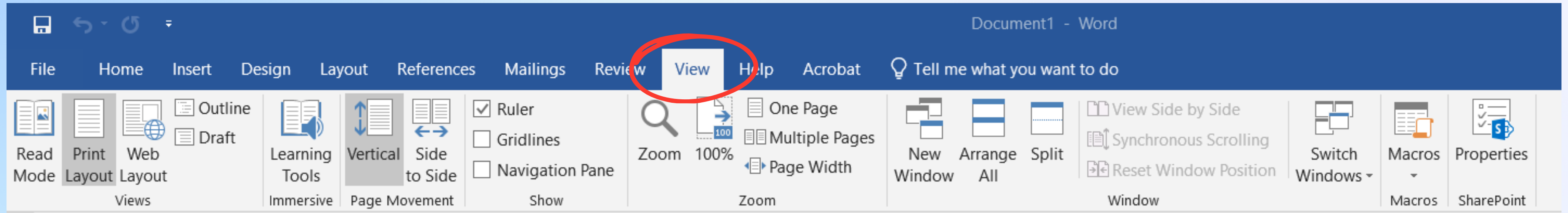


The “**Review**” tab contains tools for proofreading documents, adding and managing comments, tracking changes, comparing document versions, and protecting documents from editing.

Common uses are:

- **Spelling & Grammar**
- **Thesaurus**
- **Read Aloud**
- **Language Translation**
- **Spell Check**
- **Word Count Tools**

Navigation: View



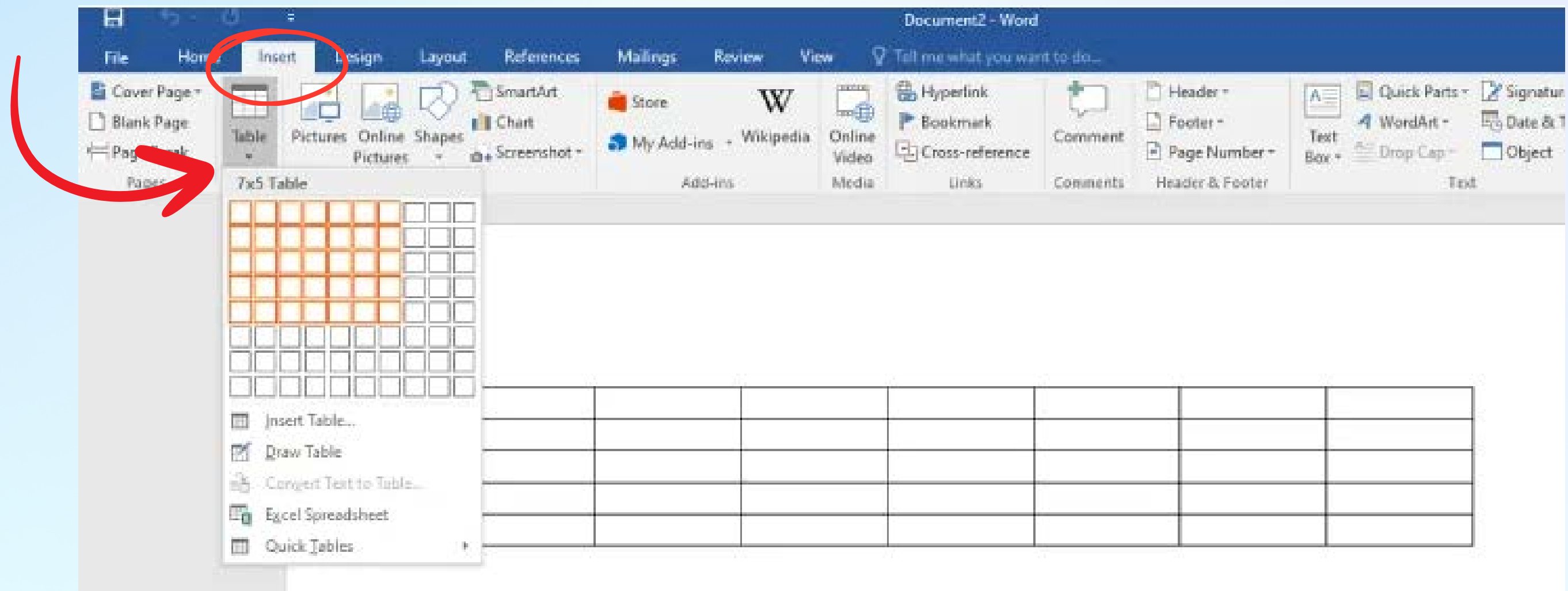
The **“View”** tab allows you to switch between single-page or double-page and also allows you to control the layout tools.

The layout tools includes:

- **Print layout**
- **Outline**
- **Web Layout**
- **Task Pane**
- **Toolbars**
- **Ruler**
- **Header and Footer**
- **Footnotes**
- **Full-screen View**
- **Zoom**

Tables and Charts

Under the **“Insert”** tab, click on the **“Table”** option, and a drop-down will appear. Hover your mouse over the number of columns and rows you want your table to have and then click.



Word Online

If your device does not have Microsoft Word and you do not wish to pay for it, you can use a free version of Word on Microsoft Online.

<https://word.cloud.microsoft/en-us/>

The layout is relatively the same as the downloadable version of Word. However, this version is accessible as a website and therefore **requires internet to use**. You can still download files and share them. You can also upload existing files (for example: if you were sent a Word document but don't have Word downloaded to view it, you can open it in the online version and edit it).

You can also access Microsoft Word (along with Excel and Powerpoint) for free from the library computers! 😊

Word Online

Welcome to Word for free on the web

Sign in or sign up for free to start using Word for the web right away, no installation or purchase required.

+

Create blank document

↑

Upload a file



Create with templates

- Recommended
- Resumes
- Invoices
- Papers and Reports
- Flyers
- Meeting Notes
- Letters

Search templates

Andree Rocher

PROFESSIONAL TITLE

Rama Gokhale

Professor, Lalour

Lidia Peetre

Class M

Tips and Tricks

- **Utilize the keyboard shortcuts for copying and pasting text**
 - Copy = highlight text using your mouse, then click Ctrl and “C” on your keyboard
 - Paste = move cursor to where you want the text to be, then click “Ctrl” and “V” on your keyboard
- **Use the search tool**
 - If you’re trying to jump to a specific part of your document, search for a key word

Tips and Tricks

Hold down the “ctrl” or “shift” button, then hit the following letter to initiate the action.

ctrl C	Copy selected text. You can also use this to copy selected files or folders	ctrl Y	Reverse the last undo. Depending on the program, this command can be used multiple times to revert multiple undo commands
ctrl X	Copy and remove selected text (known as “cutting”)	ctrl F	Search for text
ctrl V	Paste copied text at the cursor. This also works with files and folders	ctrl B	Bold selected text
ctrl shift V	Paste as plain text	ctrl U	Undeline the selected text
ctrl Z	Undo the last action. Depending on the program, this command can be used multiple times to undo multiple mistakes	ctrl I	Italicize the selected text
ctrl shift Z	Redo the last action		

Resources

Intro to Word: <https://guides.lib.utc.edu/word-basics>

<https://www.geeksforgeeks.org/websites-apps/ms-word-tutorial>

Official Microsoft Word help page:

<https://support.microsoft.com/en-us/word>

digitallearn.org has an Intro to Microsoft Word course available, among other tech resources, all free!

Books at our library:

- 005.5 H → Microsoft Office 2019 Inside Out
- 005.52 G → Word 2016 for Dummies
- 005.52 L → Microsoft Word Step by Step 2021