

MS Word

MS Word is a word processing program, which can be used to create typed documents such as letters, lists, memos, stories, instructions, etc.

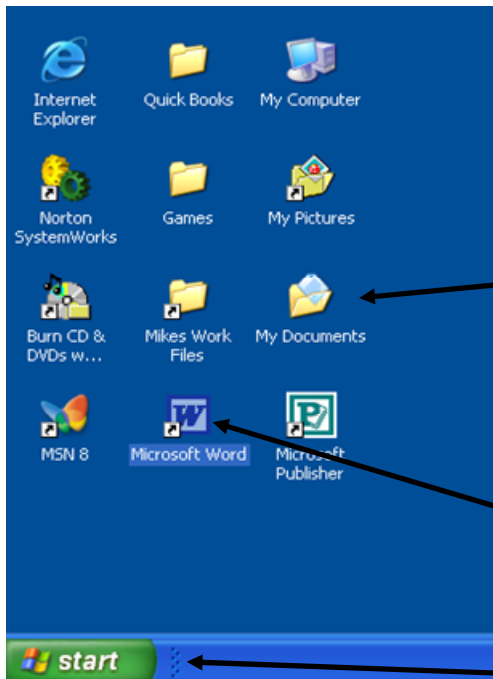
If you are trying to "re-open" a Word document that you created previously, and then saved, it will be in the "My Documents" folder. To find it, click on the "My Documents" icon. The folder will then open, and display all the files contained in it. (For instructions on selecting your file, go to instructions for "My Computer")

If you did not already create a document, then you want to create a new document.

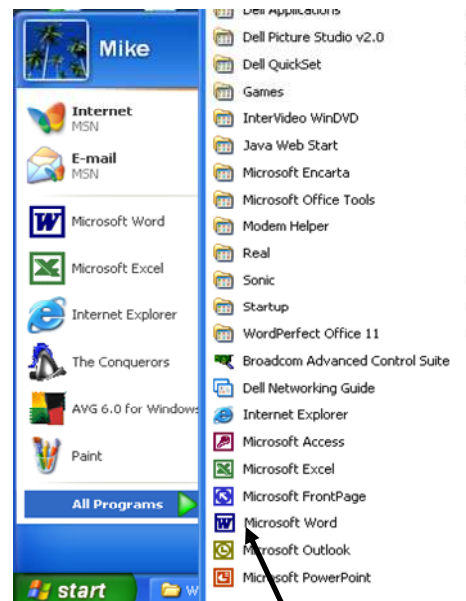
To start a **new** WORD document, double-click this icon

(OR)

If that icon is not on your Desktop screen, then click the **Start** button



When the Start Menu pops up, click on "All Programs"



Next, click on the "Microsoft Word" icon

When MS WORD opens...

The document's name appears here (MS Word always assigns it the name "Document" until you change it... you do that while "saving" it)

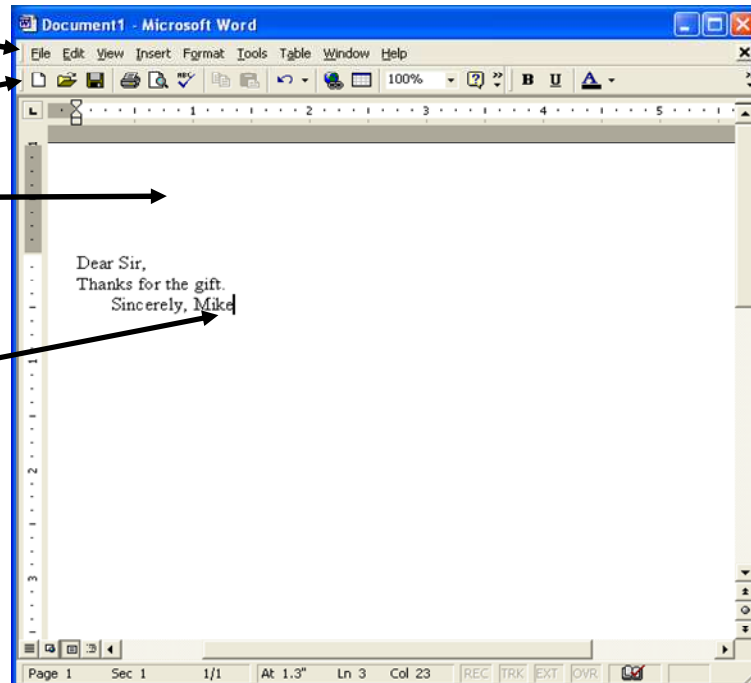
MENU Bar

TOOL Bar

TEXT BOX

(the area in which
you type)

CURSOR (dark vertical
line) indicates where
the next character will
appear, when you type



While typing your document, you may wish to edit it (make changes to it). Before making a change, you must let the computer know which part of the document you wish to change. You do that by "**highlighting**" the part you want to char To **highlight** part of the text, use the mouse to position the cursor at the beginning, or the end, of the words you wish to change "*and while holding the left mouse button down*", drag the mouse pointer across the words you wish to change. The background behind the words will change color (highlighting them). This will tell the computer which words you wish to change. Once the appropriate words are highlighted, release the mouse button, and make the desired changes.

