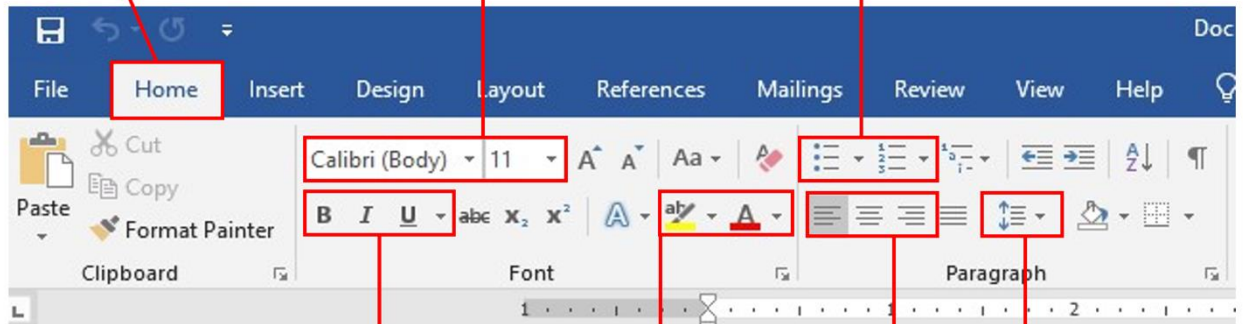


Microsoft Word: Home & File Tools

Microsoft Word will open to the HOME tab by default. This ribbon controls text formatting options.



Font and font size can be changed using these pulldown arrows.

Use these pulldown arrows to create a bulleted or numbered list.

These symbols format selected text.

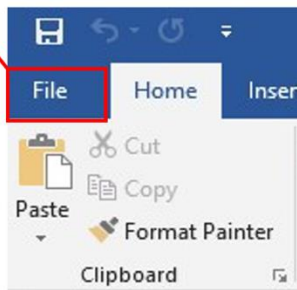
- B will make **bold** text.
- I will *italicize* text.
- U will underline text.

Use these buttons to highlight text or change the text color. Choose different colors by using the pulldown arrows.

These buttons will align text to the left, middle, or right of the page.

Use this pulldown arrow to change the vertical space between lines (single, double).

The FILE tab is used to open, save, and print files created in Microsoft Word. Clicking this tab will open the view displayed on the right.

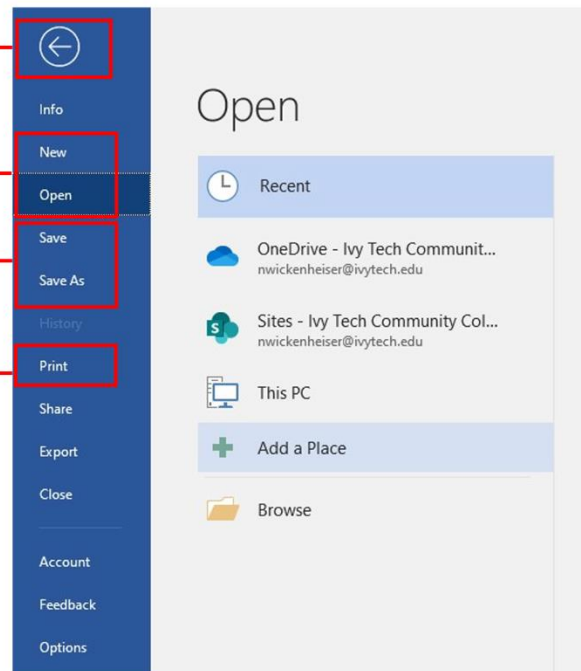


Return to the file in progress.

Open new or existing files.

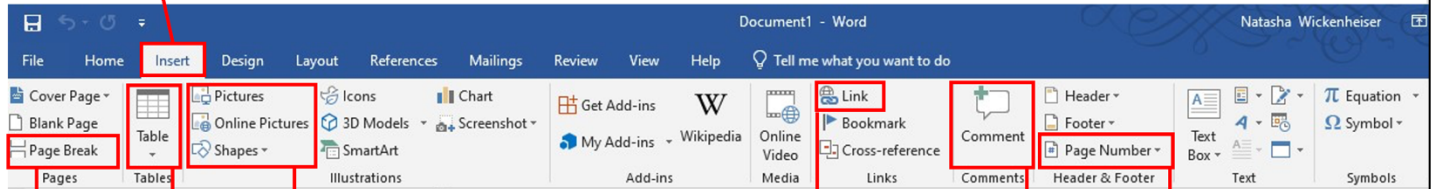
Always Save As first in order to name the file, then use Save to update new changes to the file.

Print the file in progress.



Microsoft Word: Insert & Review Tools

The **INSERT** tab allows users to add various features to a document.



Insert tables of various sizes into the document.

Insert pictures saved on the computer or the internet, plus a variety of shapes.

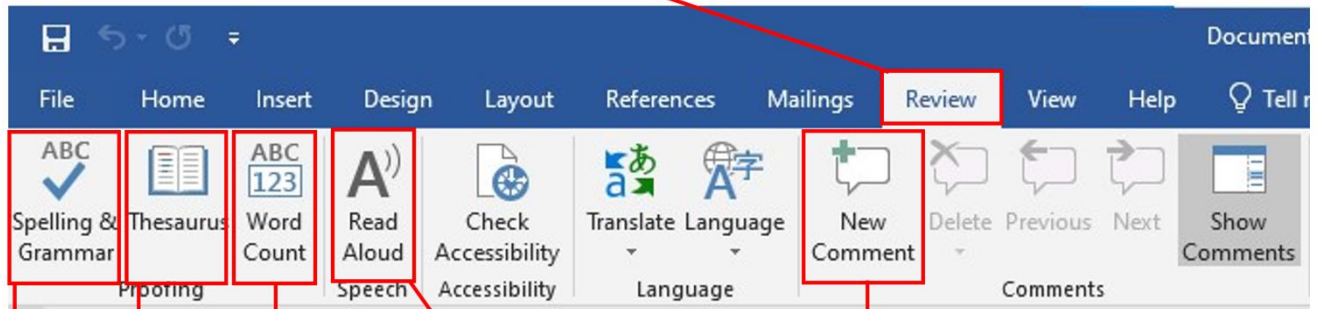
Insert hyperlinks that link text in the document to a web address / URL.

Insert page numbers in the top right corner of the header for all APA and MLA papers.

Insert comments to help remember notes or when providing feedback to others.

Insert page breaks to move to the next page. Helpful when creating Reference & Works Cited pages.

The **REVIEW** tab includes tools to check over the document.



Use the thesaurus to identify other words with the same meaning; helpful for word choice variation.

This tool will calculate the total word count in the document

Insert comments to help remember notes or when providing feedback to others.

Use to identify spelling or grammar errors and suggested corrections

This tool reads text in the document aloud; helpful for checking for idea clarity and sentence-level patterns.