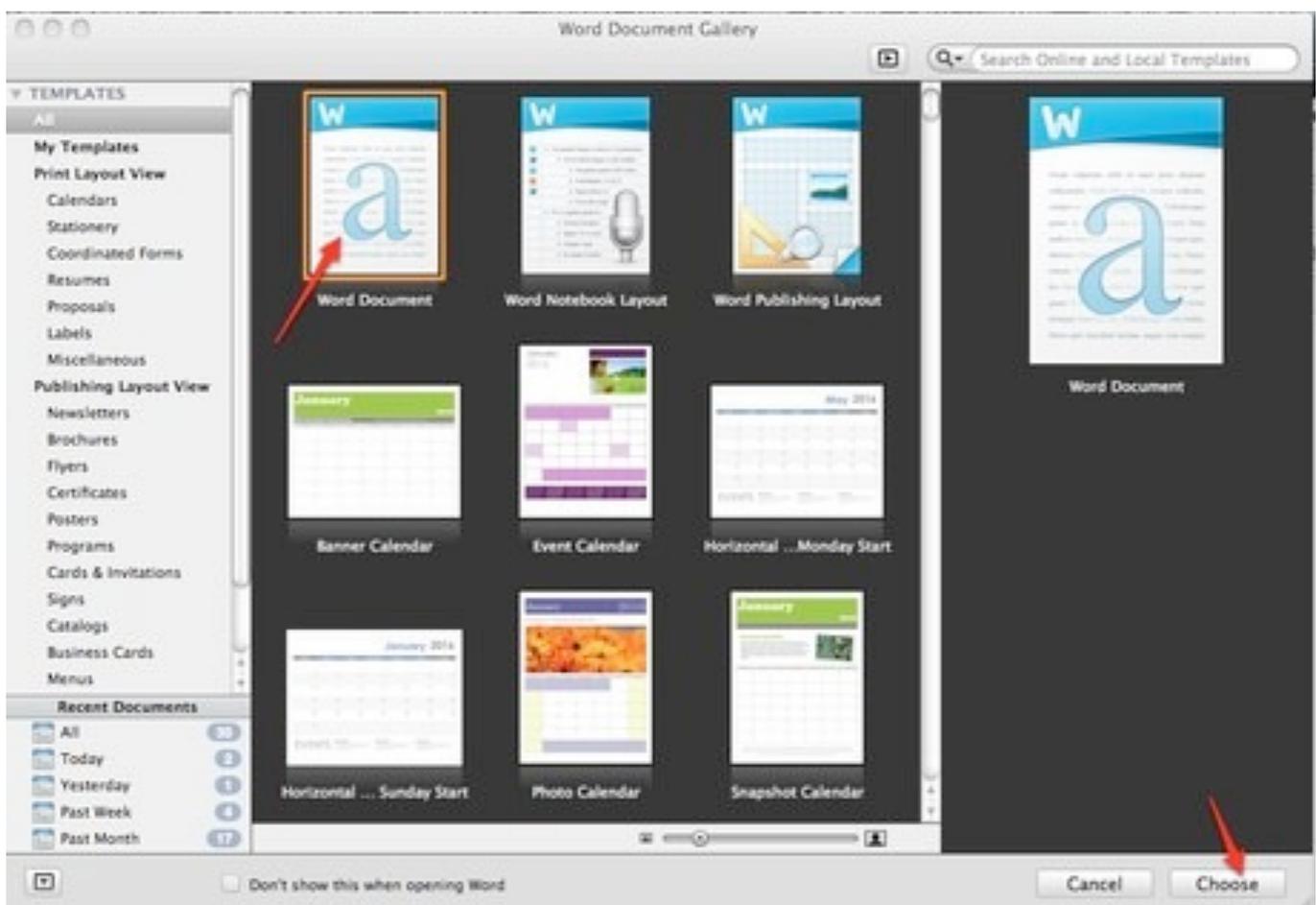




Microsoft Word 2011 Basics

Microsoft Word is word processing software designed by Microsoft. It is a component of the Microsoft Office system. The current version is Microsoft Word 2011.

To create a new document in Word, open the application and select "Word Document" and "Choose"





Tools are found along the top of the screen. Hover over tools to find out what they will do.

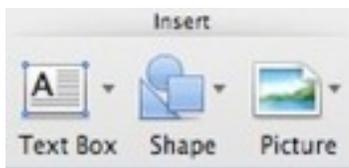


Text tools include font, style, size, text color and background color

B = bold I = Italic and U = underline

The next four buttons are your alignment buttons

Items can be added to your document by clicking on the tools on the right of the tool bar.



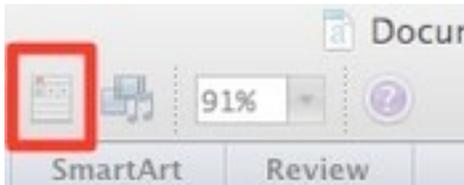
The **Media button** will open the media browser and give you access to all audio, photos and movies found in iTunes, iPhoto, and iMovie.



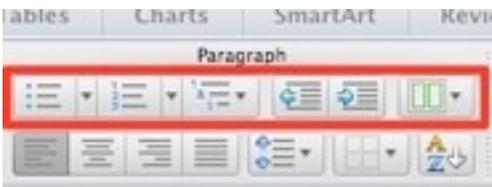


Formatting items:

Clicking on the **Tool Box** will give you a formatting palette or window to select more detailed formatting



Use the **Paragraph tools** to create numbered lists, bullets, and columns.



From the menu bar at the top of Word choose "File", "Page Setup" to choose either **landscape or portrait**.



Landscape is a wide, but shorter document (like a certificate).



Portrait is the standard 8.5X11 orientation page.

[Shortcuts](#)- The same keyboard shortcuts will work in Word just as they do in Pages.

Extra Source:

- [Microsoft Office:mac Word Help](#)



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