

Using Microsoft Word 2011 for Mac

## **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"





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

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

## **B** = bold I = Italic and <u>U</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.





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## 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.

<u>Shortcuts</u>- The same keyboard shortcuts will work in Word just as they do in Pages. Extra Source:

• <u>Microsoft Office:mac Word Help</u>



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