Create and Format Documents

Microsoft Word

A word processing program from Microsoft

Menus and Toolbars

Menus: A list of commands or options from which you can choose

Toolbars: A series of buttons that give you an easy way to select commonly-used functions

Drop-down Menu

Menu Bar

Toolbar

- Minimize

- Restore

- Close
Setting up Your Word Environment

- Quick Access Toolbar
- Ribbon
- Word Count
- Zoom
# How to Type and Highlight Text

## Typing and Highlighting Text

1. Left click the mouse anywhere on the white part of the screen/document
2. Type some words or a sentence (e.g. “I love learning at the library”)
3. Highlight the text by
   a. Insert cursor at the beginning or end of the text you want to highlight
   b. Press and hold the left mouse button (do not let go!)
   c. While still holding the left mouse button, drag the mouse to the other end of the text you want to highlight and then let go of the mouse button
   d. Once completed, all text from the beginning to the end should be highlighted
4. Alternative way to highlight for those who struggle with the mouse.
   a. Left click the mouse at the beginning of the text you want to highlight
   b. Scroll down and Shift+Left Click at the end of the text you want to highlight

## Cut, Copy and Paste

### CUT, COPY AND PASTE

**Cut:** Removes the highlighted text from its original position

**Copy:** Creates a duplicate of the highlighted text

**Paste:** Places the current contents into the document where the flashing cursor is currently located

## How to Cut, Copy and/or Paste Text

1. **Drag and Drop (after highlighting the text)**
   a. Press and hold the left mouse button over the highlighted text (do not let go!)
   b. While still holding the left mouse button, drag the highlighted text to the new location in the document where you would like the text to go and let go

2. **Using the Toolbar (after highlighting the text)**
   a. Left-click on the “Home” tab in the menu toolbar
   b. Left-click on the cut or copy icon
c. Left-click the mouse on the white part of the screen/document (where you would like the cut or copied text to go)
d. Left-click the paste icon

3. **Using the Right-Click Menu (after highlighting the text)**
   a. Right-click the mouse to bring up the menu
   b. Left-click on the cut or copy icon
   c. Left-click the mouse on the white part of the screen/document (where you would like the cut or copied text to go)
   d. Right-click the mouse to bring up the menu
   e. Left-click the paste icon

4. **Using the Keyboard Shortcuts (after highlighting the text)**
   a. To **cut**, press and hold the control key (Ctrl) on the left side of your keyboard with your left pinky and press the letter X at the same time
   b. To **copy**, press and hold the control key (Ctrl) on the left side of your keyboard with your left pinky and press the letter C at the same time
   c. Left-click the mouse on the white part of the screen/document (where you would like the cut or copied text to go)
   d. To **paste**, press and hold the control key (Ctrl) on the left side of your keyboard with your left pinky and press the letter V at the same time

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**Font and Text Alignment**

- **FontStyle**
- **FontSize**
- **Bold, Italic, Underline**
- **Font Colour**
- **TextAlignment**

Select menu
How to Insert Pictures

1. Insert cursor in location you want image inserted
2. Left click the “Insert” tab
3. Left click “Picture” and “Insert Picture” box will open
4. Find and select your picture from your drive
5. Left click “Insert”
As you type in Word, spelling and grammar errors are automatically highlighted with a coloured underline.

Right click on the misspelled word and a box appears with suggested spelling or word.

Left click correct word and it will automatically replace it.
How to Save a Document

1. Left click on the File menu on the top left hand side of the screen

   ![File Menu](image)

   - File Menu

2. Left click “Save”

   ![Info](image)

   - Save
     - Saves your changes and overwrites the original file
   - Save As
     - Creates a new file under a new name and avoids overwriting the original file
3. **Left click “Desktop”**

4. **Change the “File name” to whatever you would like the document to be called**
5. Left click “Save”

![Save dialog box](image)

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- **Computer Essentials Research Guide** ([guides.vpl.ca/ComputerEssentials](http://guides.vpl.ca/ComputerEssentials))
  Outline of the Computer Essentials Series including handouts and practice activities

- **GCFLearnFree.org tutorials** ([gcflearnfree.org](http://gcflearnfree.org))
  Free tutorials for learning the essential skills you need to live and work in the 21st century

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