



Microsoft Word

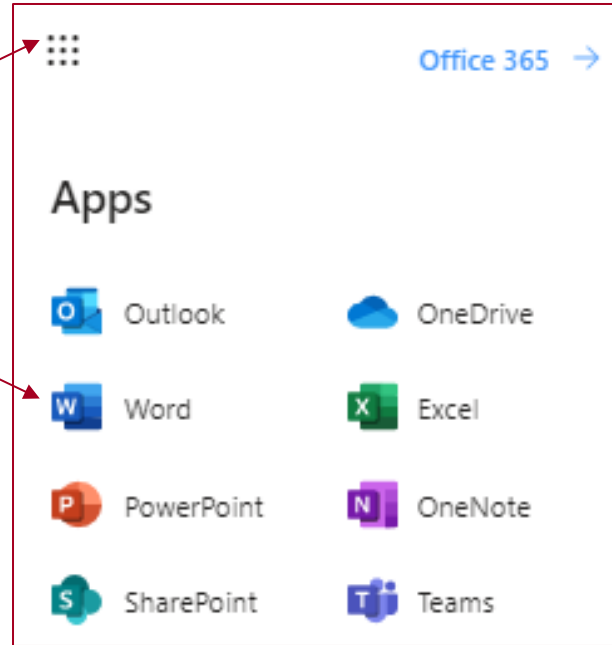
A Guide for Children and Parents



Accessing Word



Log into your Office 365 account and click on the 'Waffle'
You will see all the apps available to you. Click on Word.



Word on Office 365 looks just like Word but with fewer features.

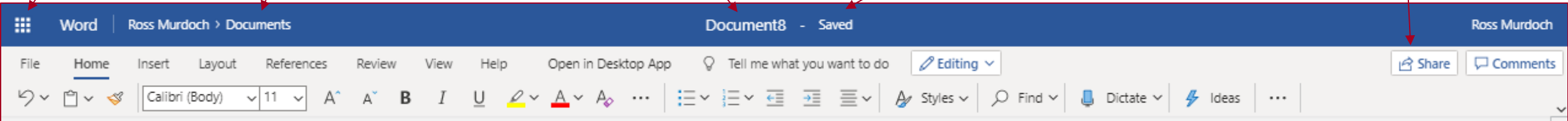
Switch between Office Apps

Folder name your file will be saved into

Document title. Double click to change the name.

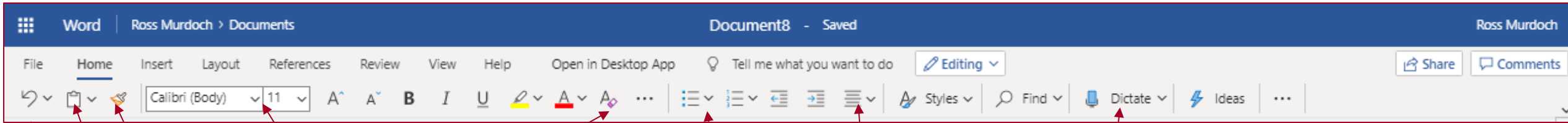
As you make changes, this will say 'Saving...'

Click Share to instantly share your work via email.





Word – The Basics – Home Menu and Insert Menu



Undo

Copy

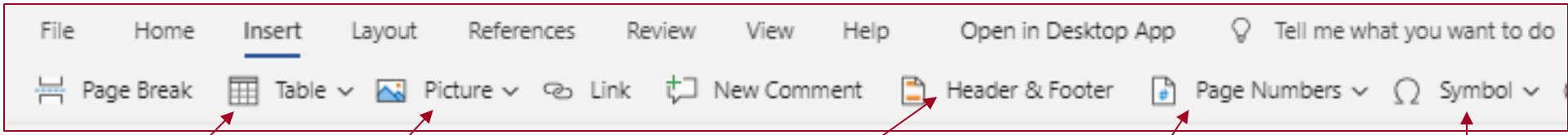
Format Painter

Change Font, Size and Style – Make text larger and smaller. Make it **Bold**, *Italic*, Underlined. Change colour or highlight.

Add Bullet Points or numbers to make lists.

Make your text go to the left or right or in the centre.

If you have a microphone, you can speak into it and will type for you! You can use some headphones which have built in microphones.



Insert a table

Insert a picture from your computer or the Internet

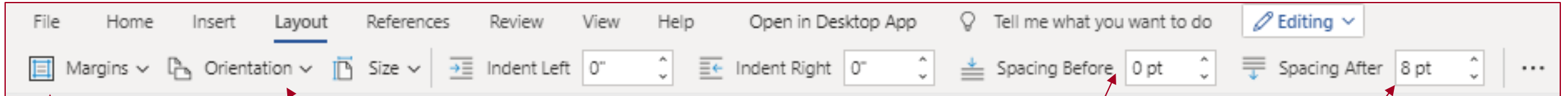
Add a Header or Footer. These are spaces at the top or bottom of the document that will appear on every page.

Add page numbers to your document

Add symbols



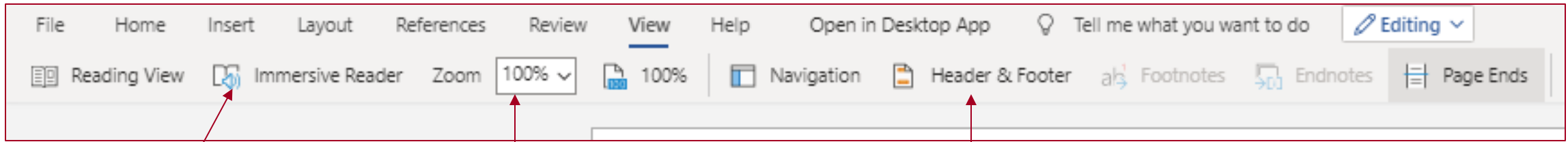
Word – The Basics – The Layout & View Menus



Change the Margins around your document

Change your document to Portrait or Landscape

Change the line spacing in your document



The Immersive Reader will read back what you have typed.

Zoom in and out of your document

Add a Header or Footer. These are spaces at the top or bottom of the document that will appear on every page.



Word – The Basics – File Menu



The screenshot shows the 'Save As' menu in Microsoft Word. The left sidebar contains the following options: Info, New, Open, Save As (highlighted), Transform, Print, Share, and About. The main area displays the 'Save As' options:

- Save As: Save a copy online.
- Rename: Rename this file.
- Download a Copy: Download a copy to your computer.
- Download as PDF: Download a copy of this document to your computer as a PDF file.
- Download as ODT: Download a copy of this document to your computer as an ODT file.

At the bottom of the menu, there is a section titled 'Where's the Save Button?' with the text: 'There's no Save button because we're automatically saving your document.'

Create a New document

Open a previously saved document

Save a copy of your document somewhere else. You can also convert it to a PDF if need be.

Share the document from here to your teacher who can review it.