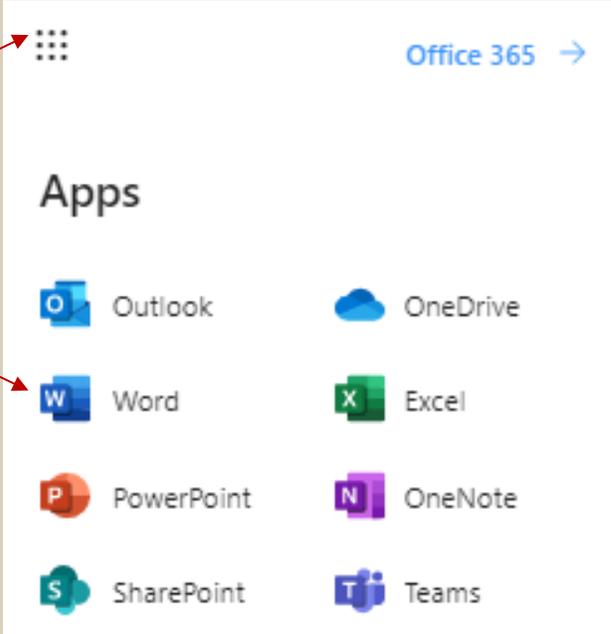# Microsoft Word

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.

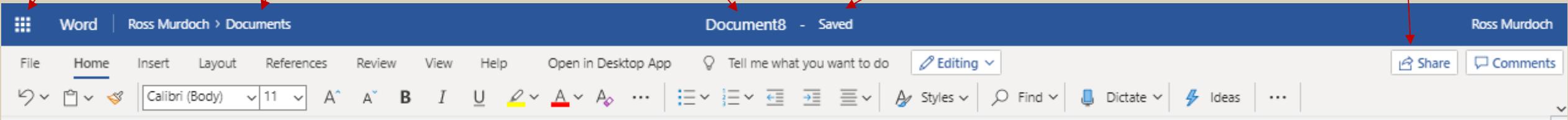Click Share to instantly share your work via email.

Switch between Office Apps

Folder name your file will be saved into

Document title. Double click to change the name.

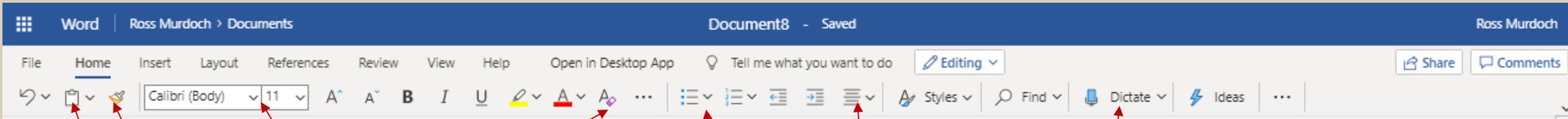As you make changes, this will say 'Saving…'

# 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.
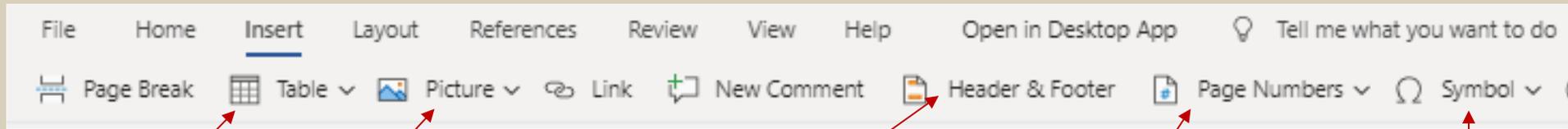
Insert a table

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.

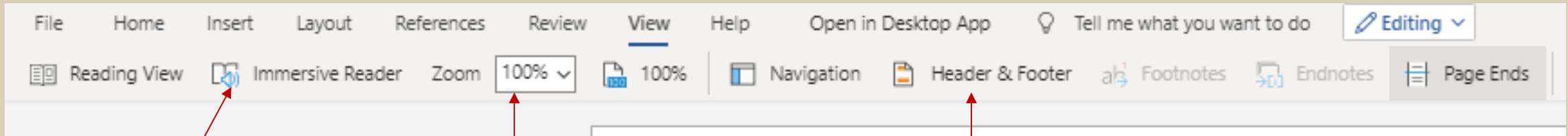Add page numbers to your document

Add symbols

Word – The Basics – The Layout & View Menus

File   Home   Insert   **Layout**   References   Review   View   Help   Open in Desktop App   Tell me what you want to do   Editing ∨

Margins ∨   Orientation ∨   Size ∨   Indent Left 0"   Indent Right 0"   Spacing Before 0 pt   Spacing After 8 pt   ...

Change the Margins around your document

Change your document to Portrait or Landscape

Change the line spacing in your document

File   Home   Insert   Layout   References   Review   **View**   Help   Open in Desktop App   Tell me what you want to do   Editing ∨

Reading View   Immersive Reader   Zoom 100% ∨   100%   Navigation   Header & Footer   Footnotes   Endnotes   Page Ends

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

DEO CUSTODE

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.

Info

New

Open

Save As

Transform

Print

Share

About

Save As

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.

Where's the Save Button?
There's no Save button because we're automatically saving your document.