



MICROSOFT WORD

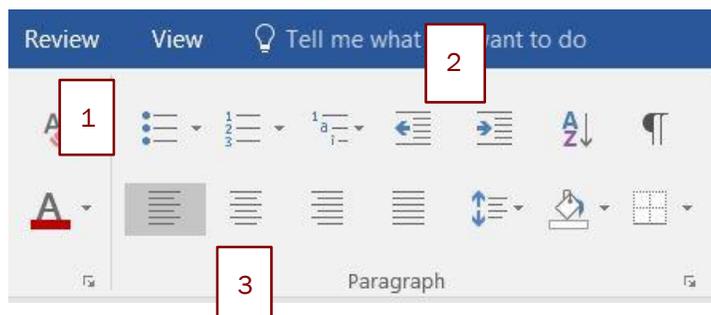
FORMATTING IN MICROSOFT WORD, 2017

FORMATTING THE TEXT



1. File: where you can print, save, or save as the document
2. Changing the font style and size
3. Bold, underline, italics – highlight the words you want to modify first, then click
4. Change the color of the text, again, highlight the text you want to change

FORMATTING THE PAGE



1. Creating a bulleted (or numbered) list
2. Changes the indent of the bullets or paragraph
3. Changing how the text aligns on the page. From left to right: left side alignment, center alignment, right side alignment, justified (fits to the width of the page or column, like a newspaper)

SAVING

- Save: to save your file left click on File > Save OR hold down the CTRL + s buttons
- Save As is the same idea as Save, but allows you to save the document under a different name. Just like with my essay example, if you Save As you can save the new edits under a different name a preserve the original document.

THINGS TO TRY: [create a new document in Google Drive](#) | [share your document](#) | [fool around with Google Forms—it's a really cool app!](#) | [create a folder and add files to it](#)

HELPFUL HINTS

Left Clicking: You will use the left click 90% of the time

Right clicking: You only right click when you want to see a menu of options (like right clicking to copy or paste text)

Hyperlinks: Hyperlinks are text that connect to places in the internet. Hyperlinks are usually signified by being underlined. Microsoft Word automatically underlines URLs for you and makes them hyperlinks.

Quick Trick! One way to tell if something is a hyperlink or not is to hover your mouse over the underlined word. If you see a small information bubble pop up with a URL, then the words are hyperlinked.

Creating a hyperlink: Go to the website that you want to link to. Highlight the URL (at the top of the screen) and copy it. Go back to your email or word document (by using the icon bar at the bottom of your computer screen). Highlight the words you want to make into a hyperlink. After highlighting, right click on the words and choose the option "Hyperlink". Finally, past the URL (that you have already copied) into the white bar then click Done.

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