

Microsoft Word for Macintosh

Basics

Introduction


Microsoft Word for Mac is Microsoft’s Macintosh Word Processing application. In this self help document, you will learn how to create a new Word document, save the document, open an existing document and close and existing document.

Launching Word

1. From the **Dock**, choose **Word** from the **Applications** folder (Fig 1, 1)

Figure 1




 The Word application icon can be dragged onto the **Dock** for easier access.

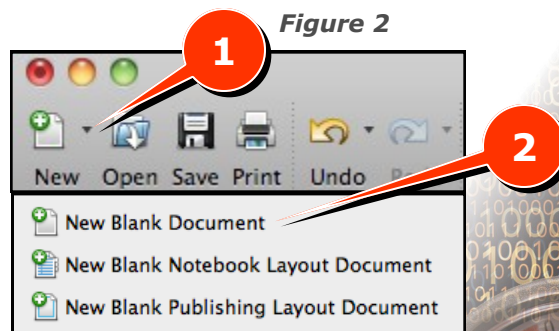
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2. **Microsoft Word for Macintosh** will open. By default, a blank document will be loaded. This document will be titled **Document 1**.

Starting a New Document

1. To start a new document, click the arrow to the right of the **New** button (Fig 2, 1)
2. Select **Blank Document** (Fig 2, 2). A new blank document will appear.

 Word offers two additional document styles—Notebook and Publishing. Each style offers a simplistic way to take notes and perform desktop publishing. Neither views are covered in this document.

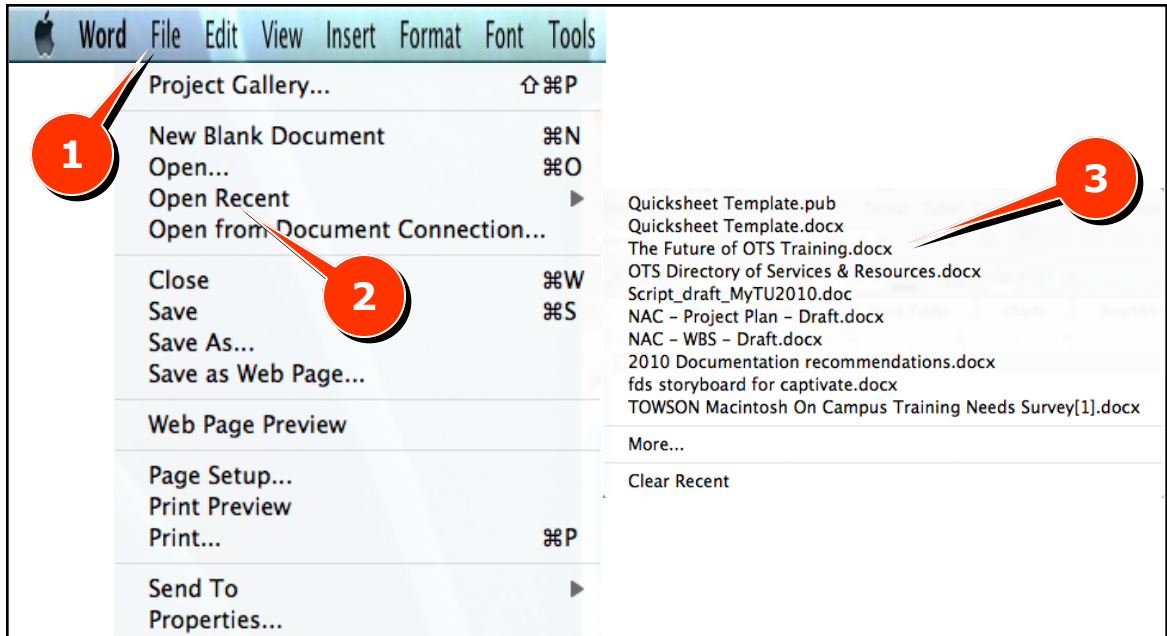


Open a Document

Recent Document

1. To open a recent document choose **File** from the **Menu Bar** (Fig 3, 1)
2. Select **Open Recent** from the menu (Fig 3, 2).

Figure 3

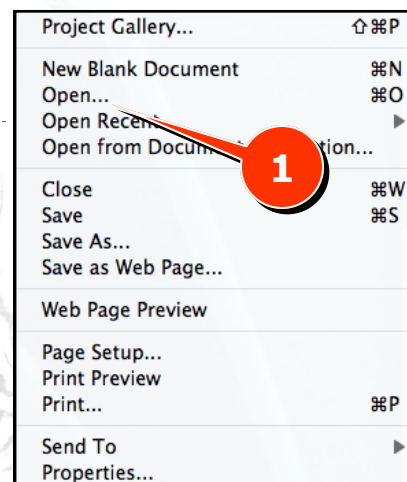


3. Select the **Document** from the list (Fig 3, 3). The **Document** will now open.

From the Documents folder

1. To open a document not listed in **Open Recent**, choose **Open...** from the File menu (Fig 4, 1).
2. Search for and select your **Document**
3. Click **Open**
4. The **Document** will now open.

Figure 4



Create or Edit a Document

Once the document is open you can create or edit it.

- The **Format** menu (Fig 5, 1) contains all your formatting features.
- Your cursor will be blinking at the **Insertion Point** (Fig 6, 1). You can move the cursor by typing, using the space bar, tab or enter buttons.

Figure 5

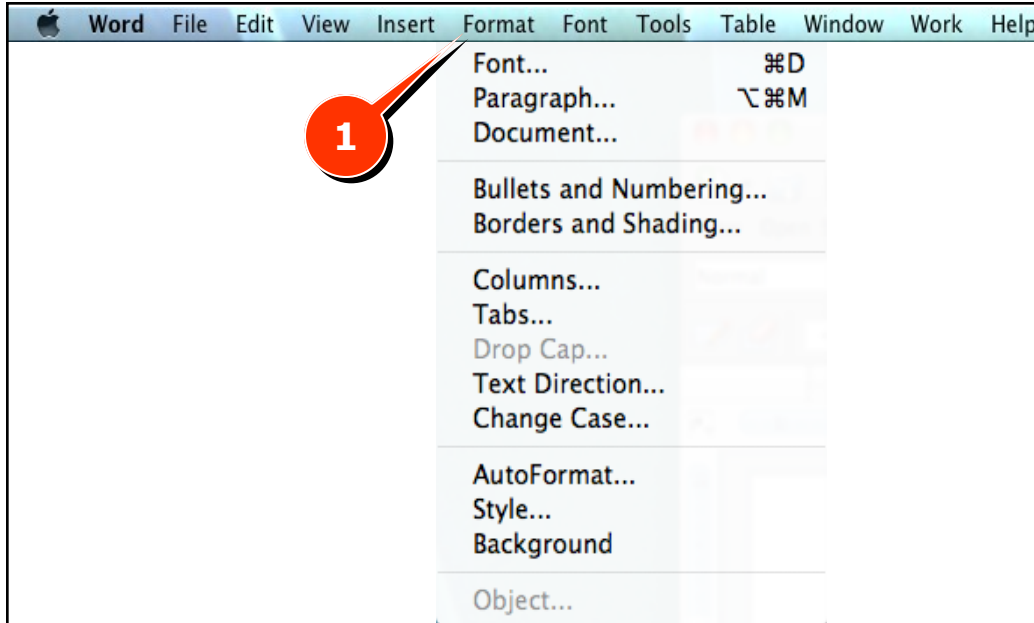
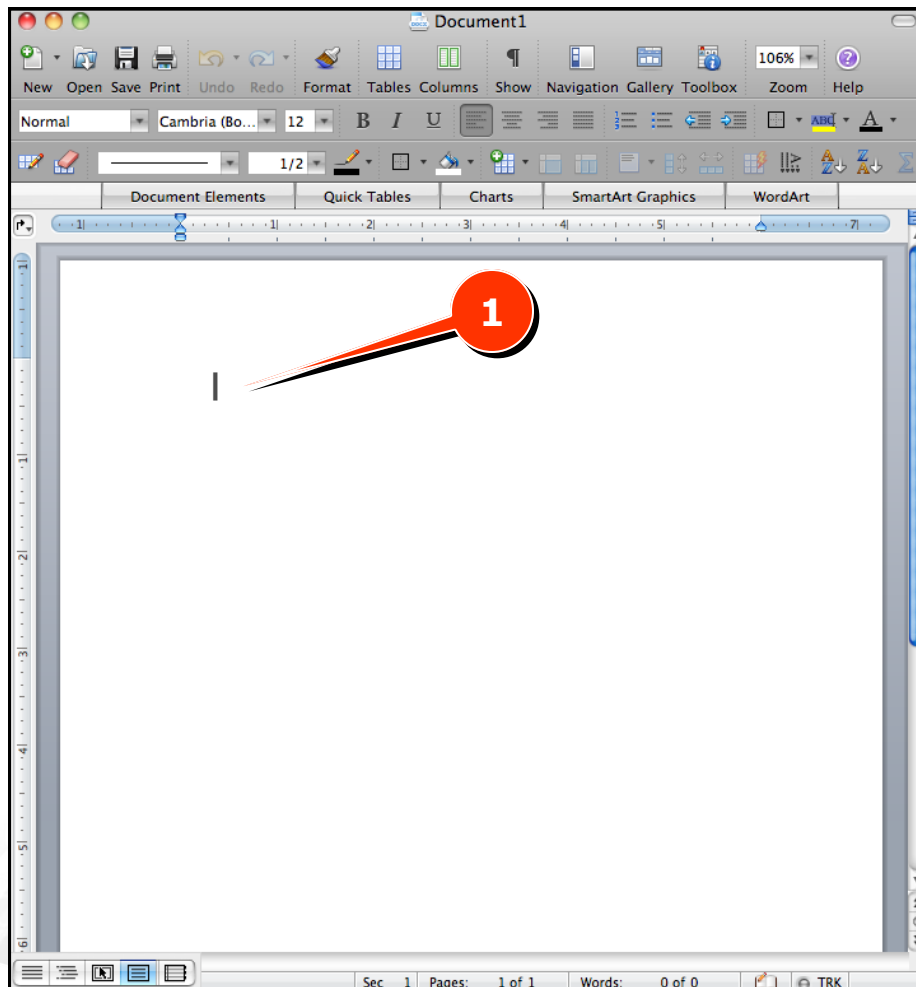


Figure 6



Saving a Document

1. From the **Standard Toolbar** select **Save** (Fig 7, 1).
2. The **Save As** window will appear (Fig 8).
3. Give your document a **Name** (Fig 8, 1).
4. Choose a location for the file (Fig 8, 2).
5. Select **Save** (Fig 8, 3).

Figure 7

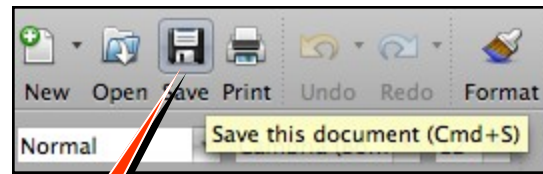
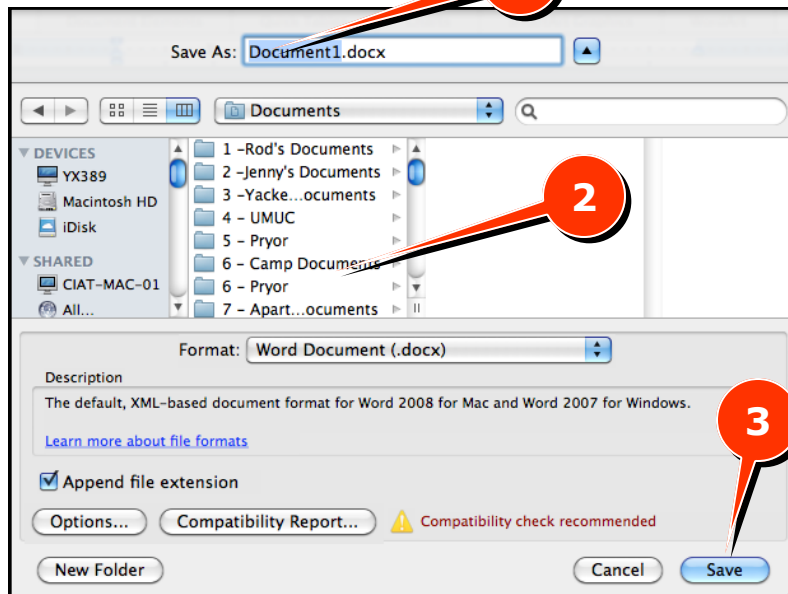


Figure 8

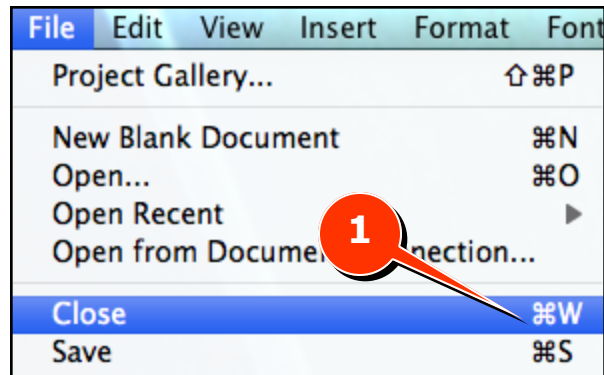


- ★ Once a document has been saved in the system, you can save the document again with a different name or to a different location. This allows you to make changes to a document without changing the original. To save a file as a different name or to a different location, choose **File>Save As** from the menu bar.

Closing a document

1. From the **File** menu, select **Close** (Fig 9, 1).
2. The document window will disappear.

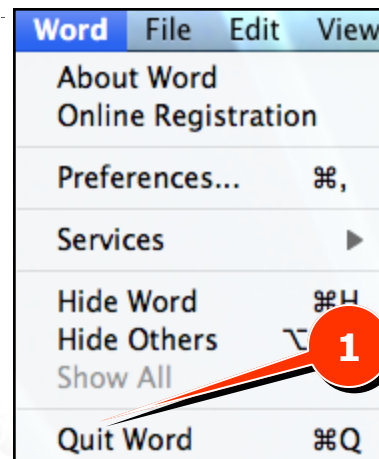
Figure 9



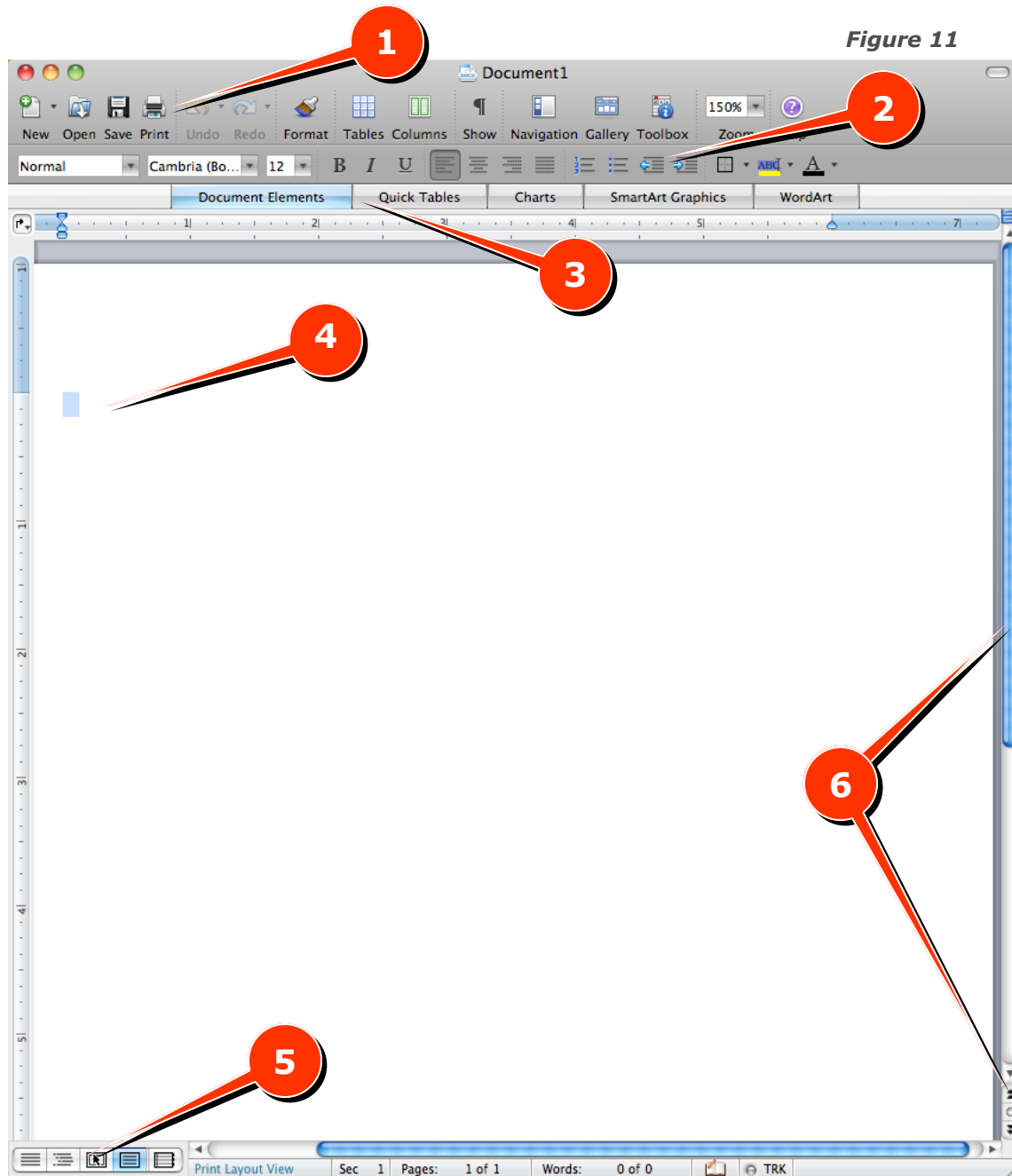
Exiting Word

1. From the **Word** menu, select **Quit** (Fig 10, 1).
2. The Application will close.
3. Alternately, you can select **CMD-Q** from the keyboard.

Figure 10



The User Interface



1. **Standard Toolbar** - most file commands and document structure commands are found here.
2. **Formatting Toolbar** - common formatting features such as font, alignment, styles and bullets.
3. **Gallery** - features pre-formatted easy to use elements for your document
4. **Body** - the main body of the document. All typing goes here.
5. **Views** - ability to change the way the document is viewed such as draft, page layout etc.
6. **Scrollbars and navigation bars** - allows quick navigation through the document