



AURORA
PUBLIC
LIBRARY

BACK TO THE TECH BASICS

WORD BASICS



WORD HOME

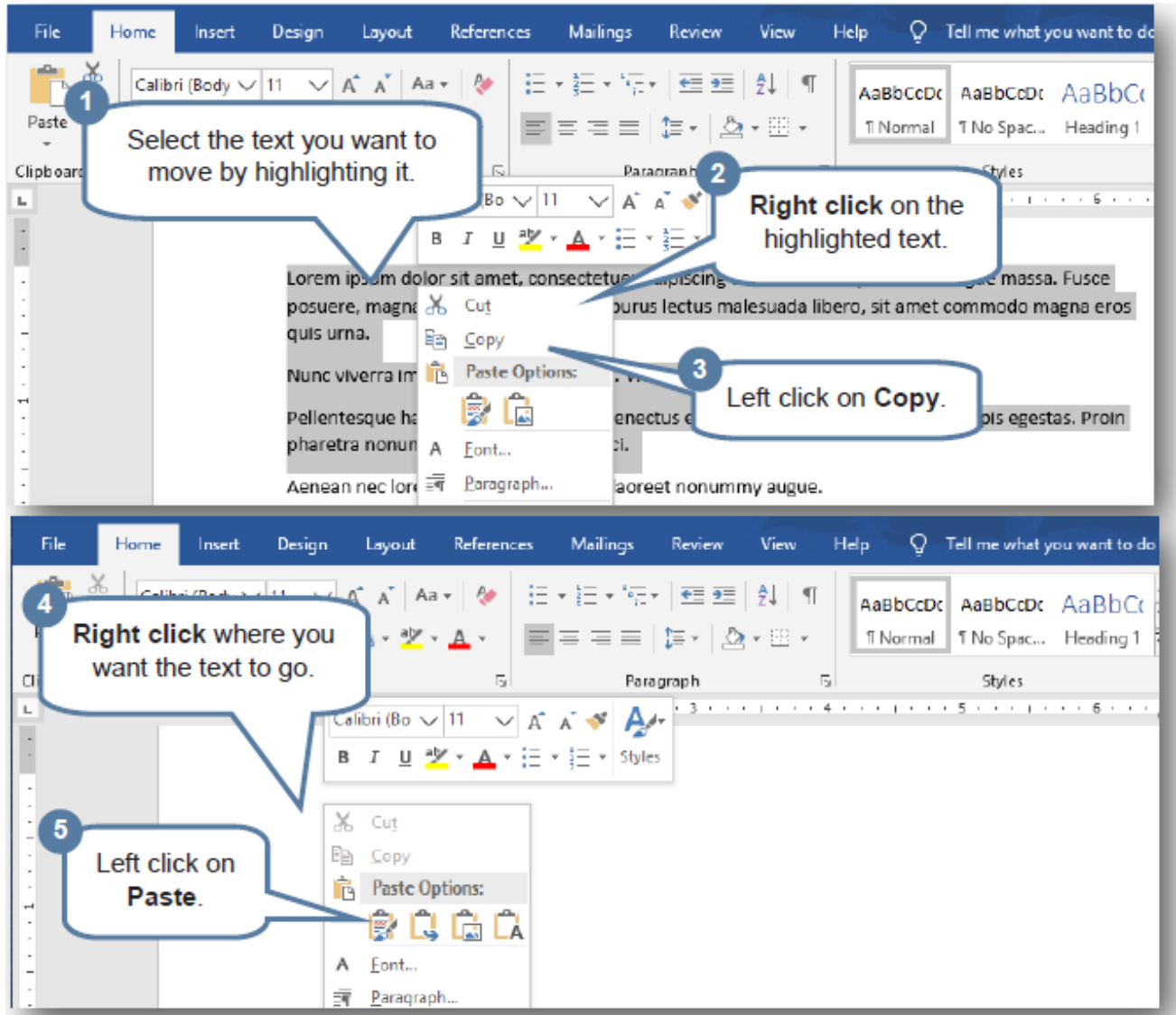
The screenshot shows the Microsoft Word interface with the Home ribbon selected. A yellow callout labeled 'Office Ribbon' points to the top ribbon area. Two red callouts labeled 'Font Grouping' and 'Paragraph Grouping' point to the Font and Paragraph sections of the ribbon, respectively. A blue callout labeled 'Paper' points to the Paper section in the lower right. A yellow callout labeled 'Zoom Control' points to the zoom slider at the bottom right. The status bar at the bottom left shows 'Page 1 of 1' and '0 words'.

Font - The handwriting of the computer including its shape, size, and color.

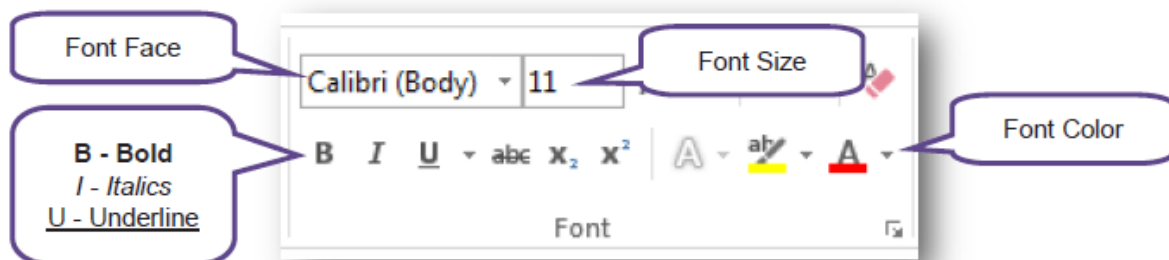
Paragraph - A block of text which can be aligned and spaced so it can be easily read.



COPY AND PASTE

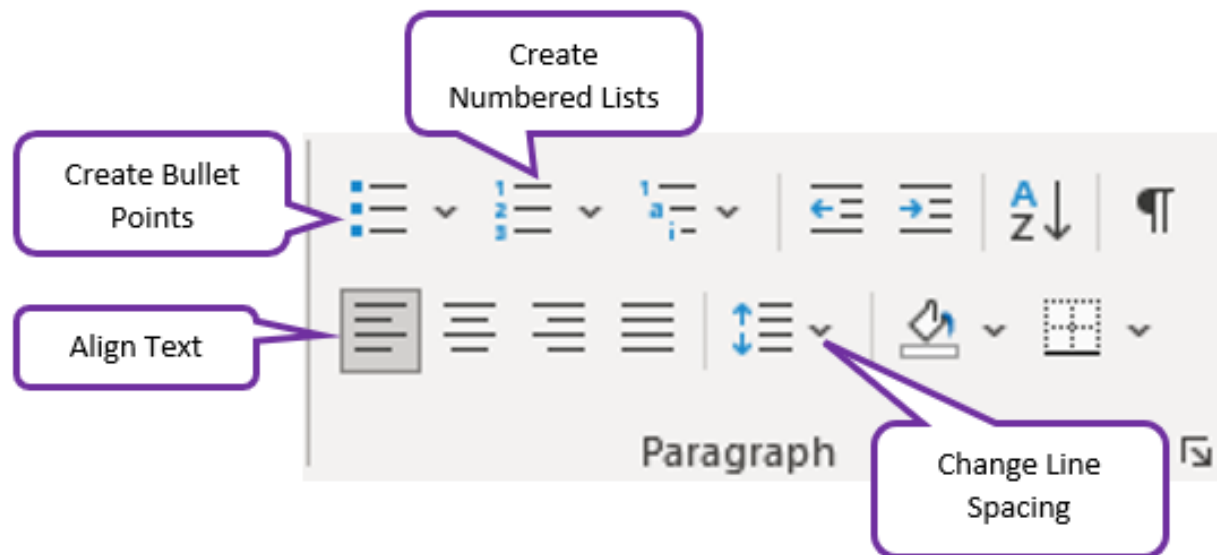


FORMATTING FONT



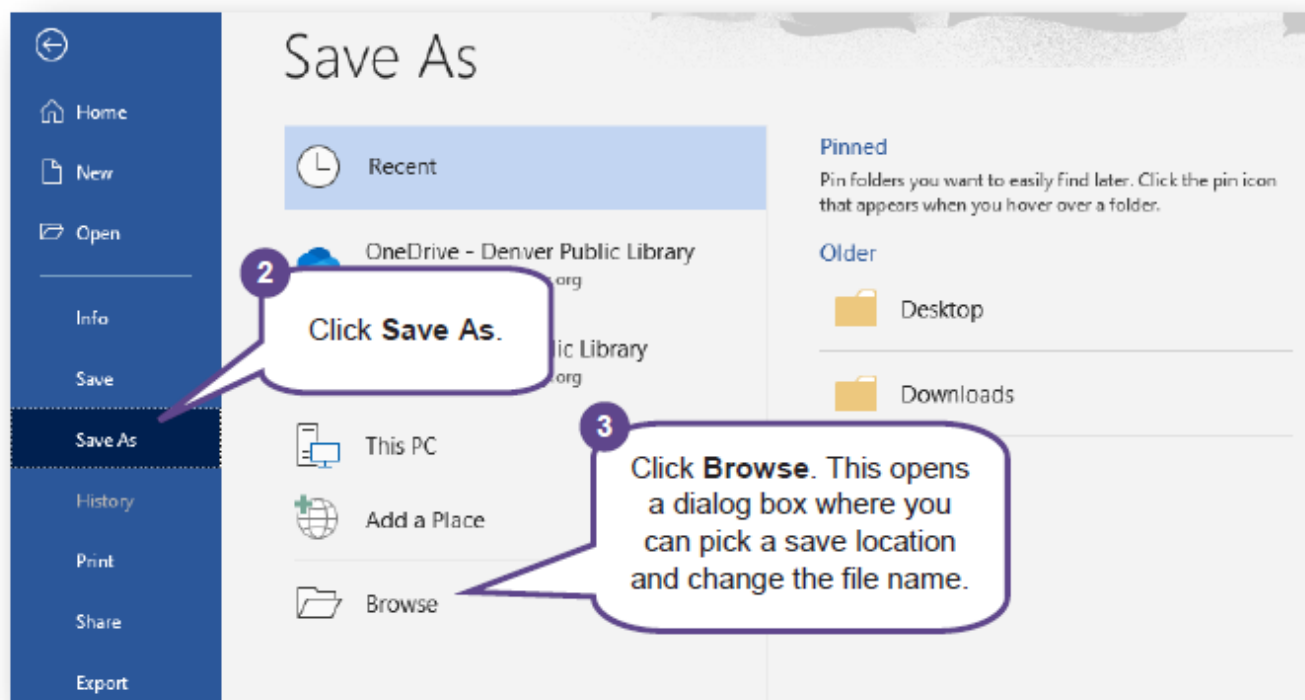


FORMATTING PARAGRAPHS



SAVING

- 1 Click on the **File** tab.





PRINTING

1 Click on the **File** tab.

2 Click on **Print**.

3 Click **Print**.

NOTICE:
You can see a Print Preview here.

The screenshot shows the Microsoft Word interface with the 'File' tab selected. The 'Print' option is highlighted in the left sidebar. The 'Print' dialog box is open, showing a printer selection (EPSON2 Offline), a 'Copies' dropdown set to 1, and a 'Settings' section with options for 'Print All Pages', 'Pages', 'Print One Sided', 'Collated', 'Portrait Orientation', 'Letter', 'Normal Margins', and '1 Page Per Sheet'. A preview of the document is shown on the right.

WORD BASICS RESOURCES

Computer Tutoring at the Aurora Public Library - From computer basics to learning about MS Word, Excel, or PowerPoint, we can provide one-on-one instruction. Call select locations for availability.

Hoffman Heights Library - by appointment only - call 303.739.1572

Martin Luther King Jr. Library - Thursdays 2-4 p.m. - call 303.739.1940

Tallyn's Reach Library - by appointment only - call 303.627.3050

gcflearnfree.org - Continue learning skills in Word, Excel, PowerPoint, or many other software with tutorials and quizzes. Available at: <https://edu.gcfglobal.org/en/word/>

Internet Browser Searches - Type what topic you want to look up in the search bar of your internet browser to find examples and tutorials.

Example: "How to create a new Word document"