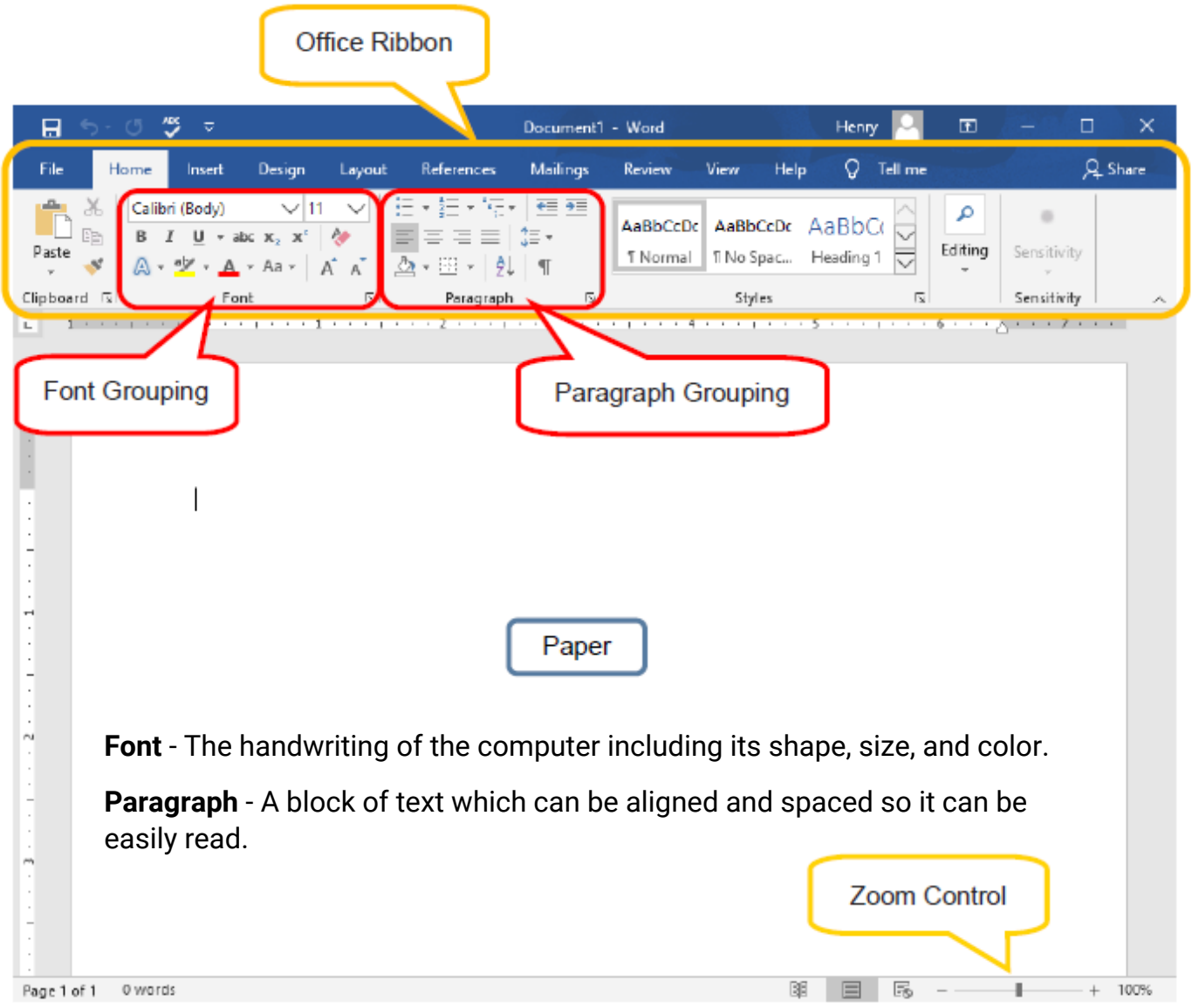
AURORA PUBLIC LIBRARY

BACK TO THE TECH BASICS

WORD BASICS

WORD HOME



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.

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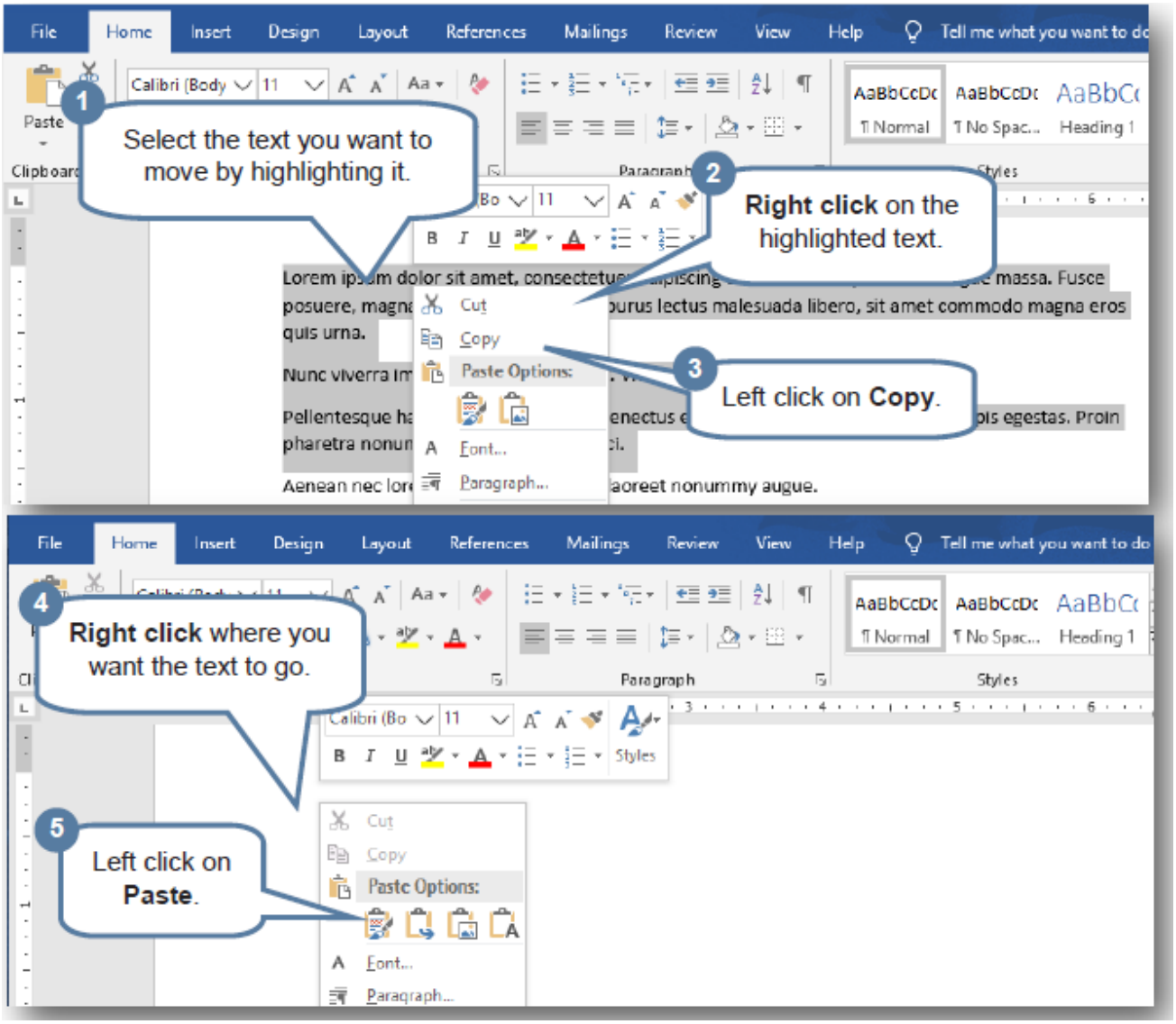
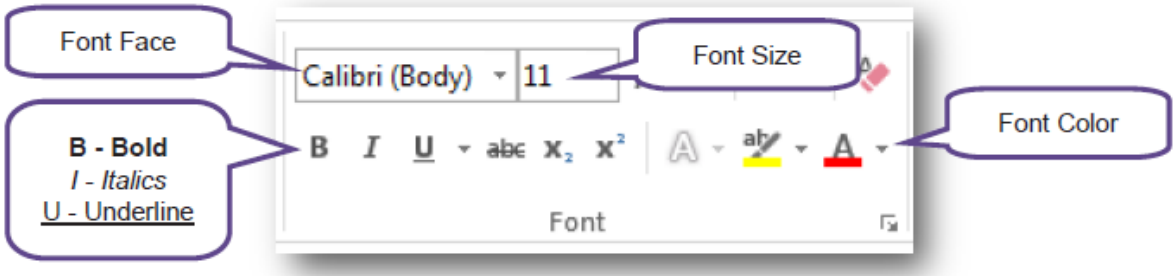
WORD BASICS

COPY AND PASTE



FORMATTING FONT



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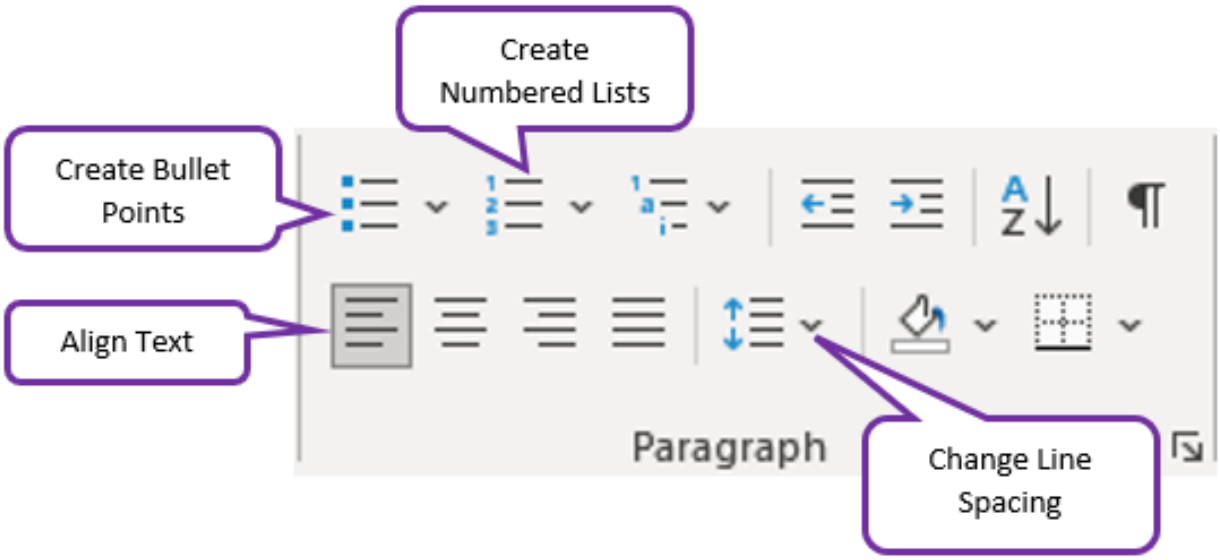
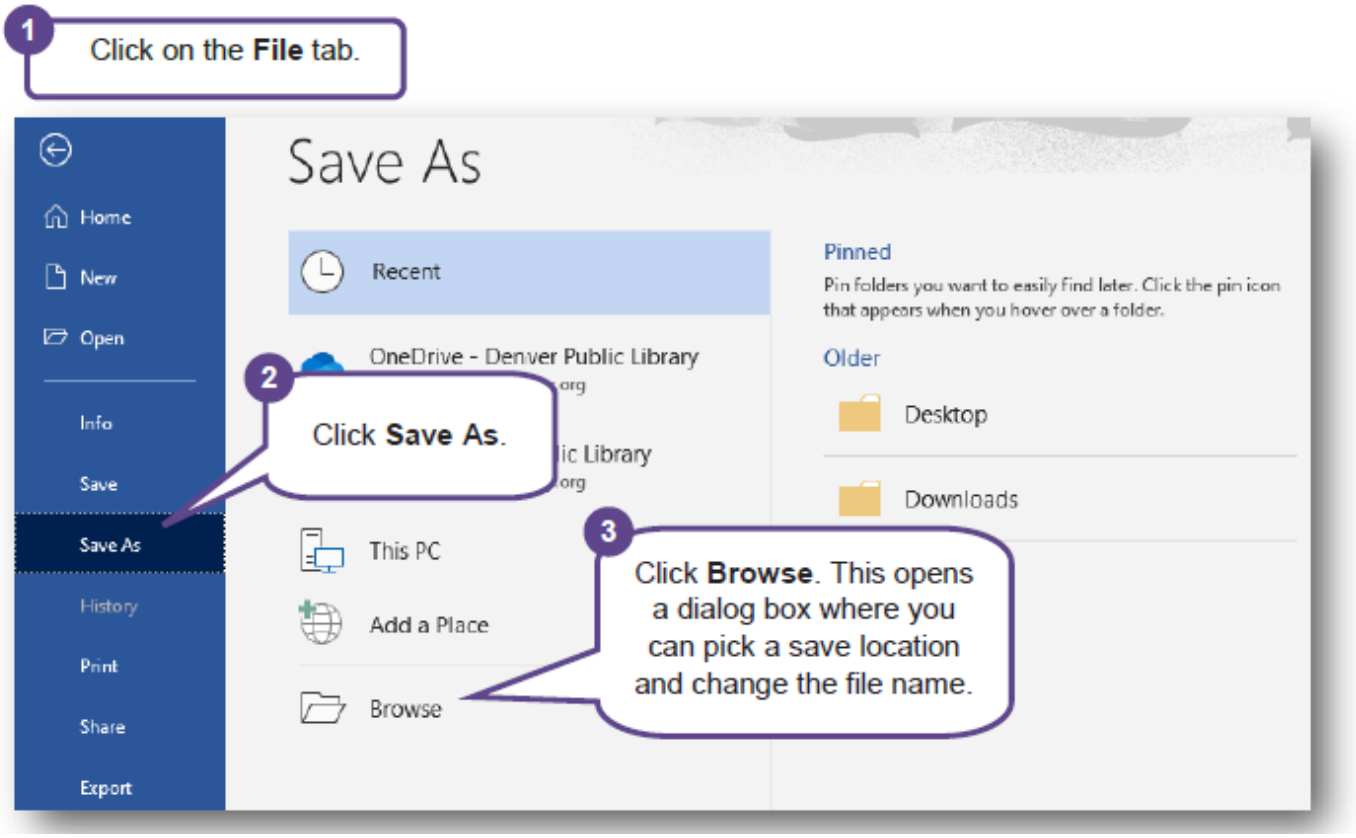
WORD BASICS

FORMATTING PARAGRAPHS



SAVING



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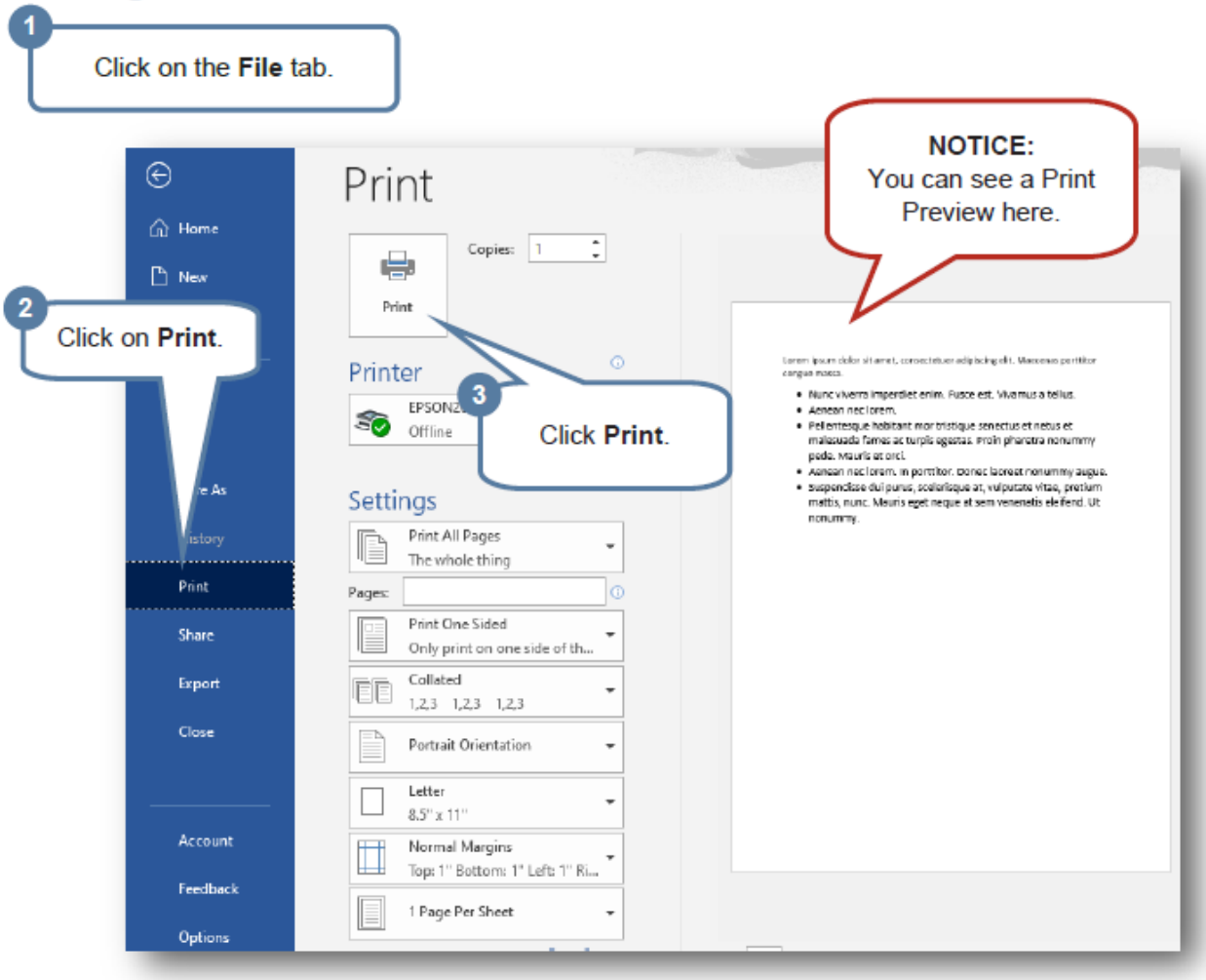
WORD BASICS

PRINTING



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"