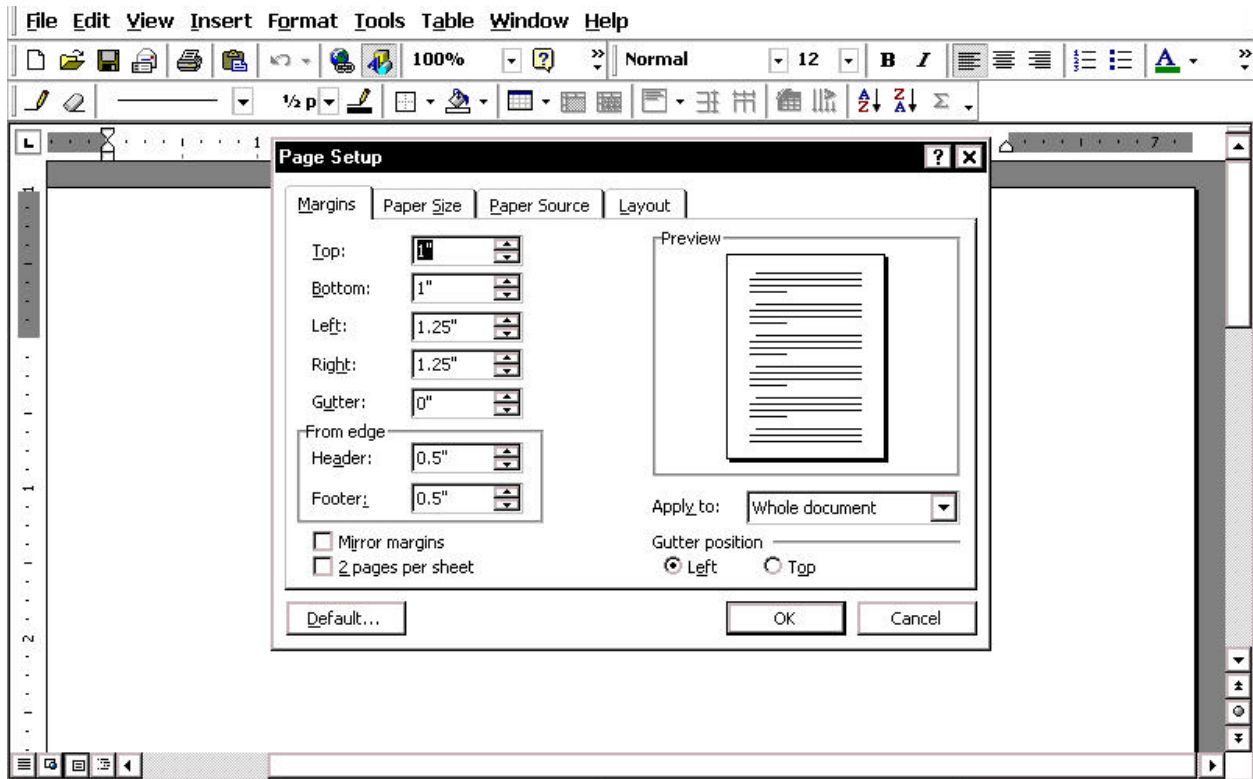
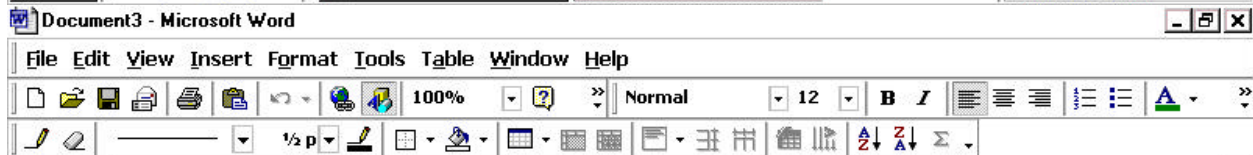


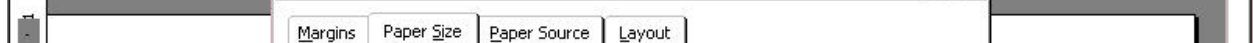
Click “Format” Click “Paragraph” This window is particularly useful in setting single or double spacing for text. Click “Format” Click “Font” This window is useful for choosing a font, style and size of type. You can also add color and special effects. You can make your choices first and then type, or you can type first. Then go back, highlight what text you want to change, and make your changes.



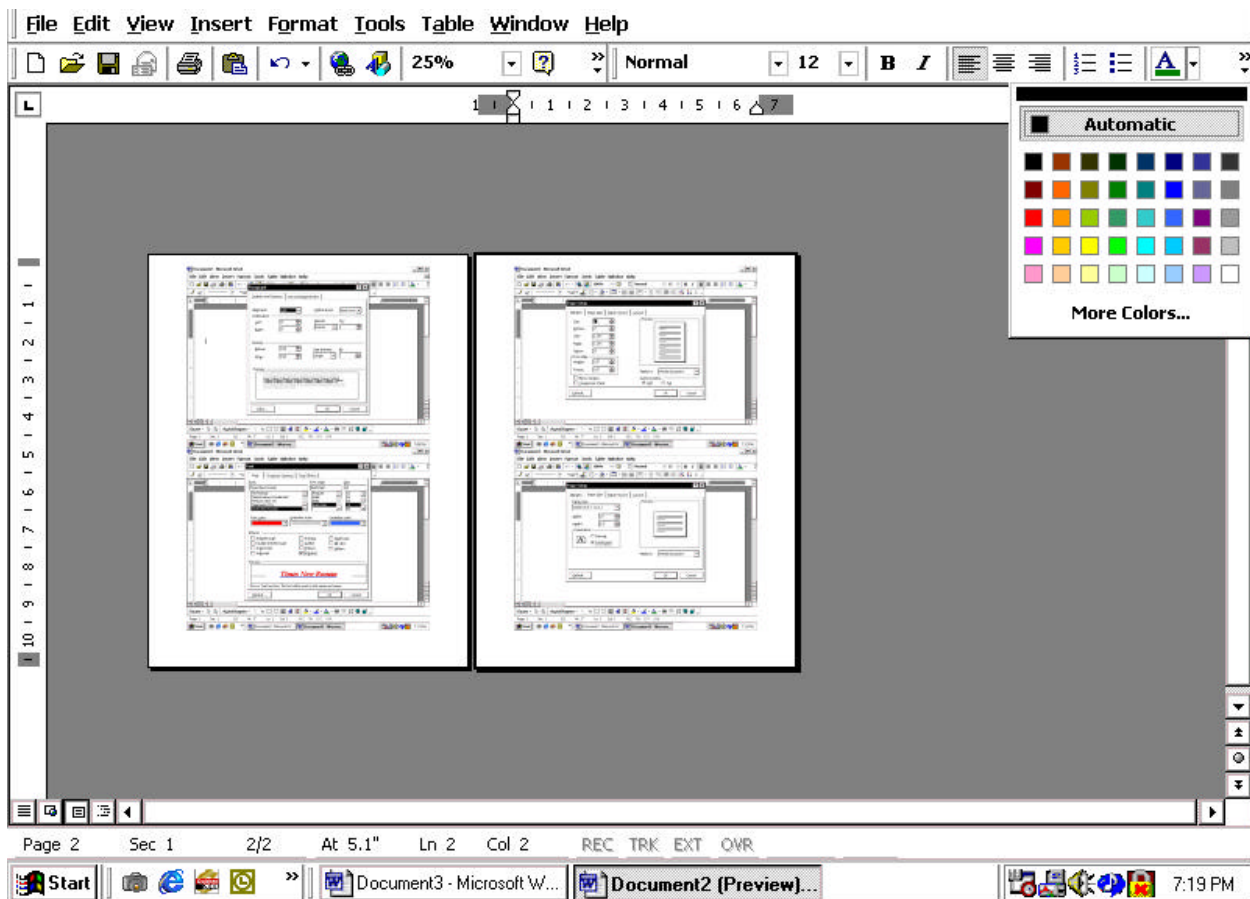
Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 REC TRK EXT OVR



Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 REC TRK EXT OVR



Click "File" Click "Page Setup" On the Margins tab, you set the margins. The second tab is Paper Size. It is where you select Portrait or Landscape printing. Portrait is the normal way. Landscape has the printing going across the page horizontally.

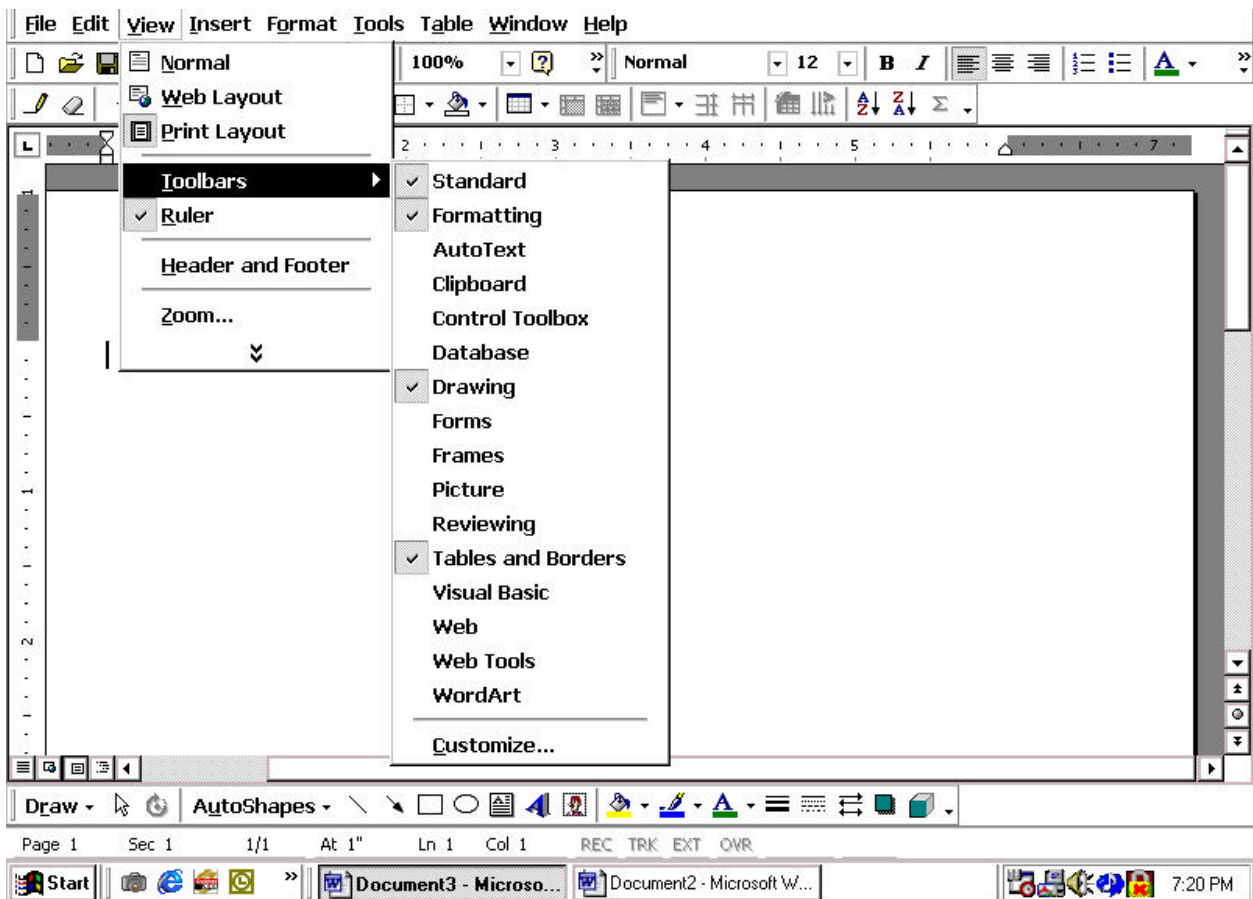


There are several things to notice on this page.

1. In the center of the toolbar, look at the box that says 25%. This reduces the size of what you see on the screen so you can look at the whole page or several pages. This does not affect the file size!
2. Notice that I've clicked on the little arrow mark next to the A. This gives you a selection of colors for your text.
3. There are toolbars open both top and bottom. Toolbars can be opened and closed. They can also be moved over. *You'll see a picture of the Toolbars menu on the next page.*
4. I am using bullets here. Click "Format". Then Click "Bullets and Numbering" to see your choices.
5. Click "Format". Then Click "Border and Shading" to do some other really cool things!

# Have a blast with Microsoft Word!

That's Word Art. You'll find it under "Insert". Then click on Picture and select Word Art. You can also select Clip Art. Click to highlight the selection you want. Click OK. Follow the prompt to enter your text for Word Art. You can choose the type size to fit your space. It's all fun. Give it a try! ☺



### **A couple more things....**

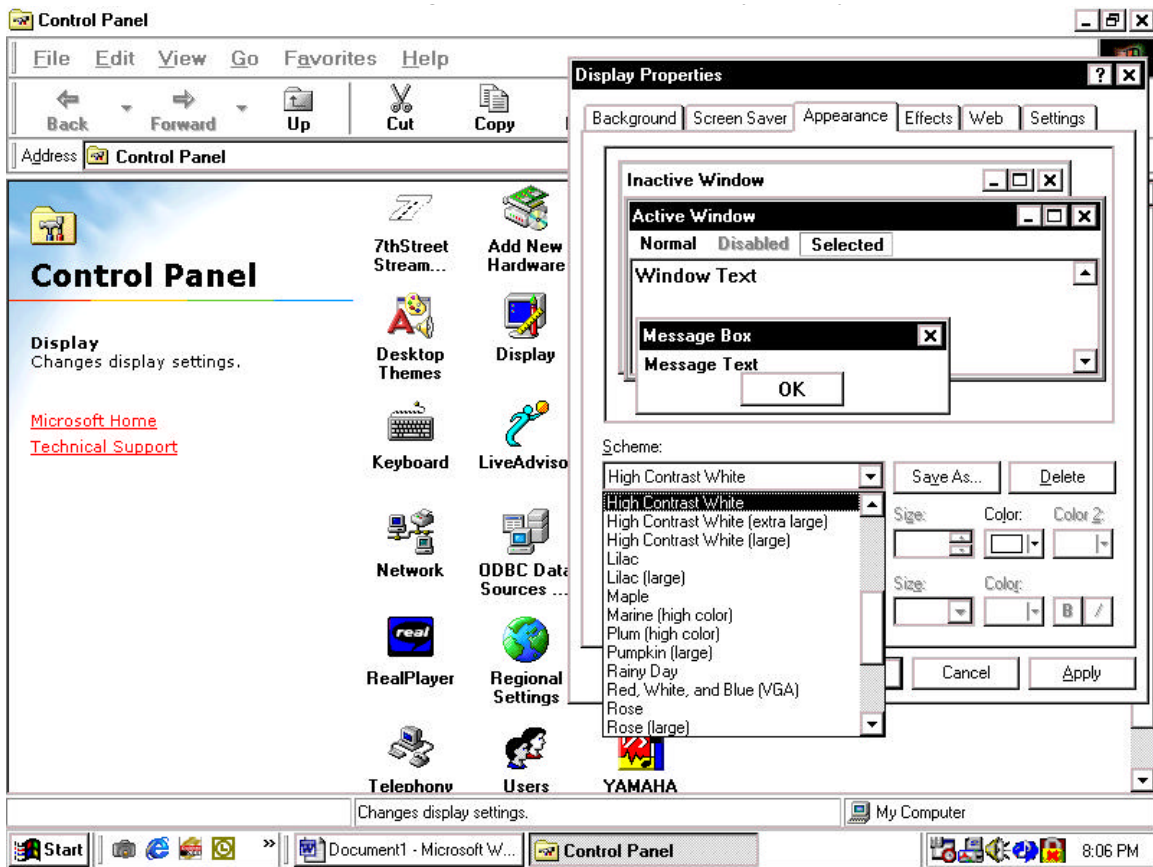
**If you want to** find out about keyboard shortcuts, go to the help menu. Click on “Microsoft Word Help”. Click the Index tab. In box #1 type the keyword “keyboard”. In box #3 choose the topic “keyboard shortcuts”. You get help with all the keyboard shortcuts, and the files can be printed.

**If you want to** insert page numbers, Click “Insert” Click “Page Numbers” You’ll get a box. Select the format. Click “OK”.

This “**Instructions for Word**” document has been prepared for the *fhf computer group* by

**Linda S. Bryson**

3/5/01 ←Click “Insert” Click “Date and Time” Select. Click “OK”.



In order to make this document readable when copied, I had to do the whole thing again in “High Contrast White”. Go to “Control Panel”. Double click “Display”. Click on the “Appearance” tab. Look at your choices for “Scheme”. You can choose a different color for your *windows* every day! ☺ Well, I learned something. I hope you have, too.

LSBryson