

Welcome to  
Microsoft Word!





Recycle Bin



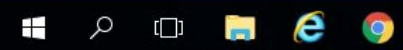
Console 8



Google Chrome

Computer Info

Helpdesk Info	To call the HELP DESK dial x4357
Helpdesk Hours	Hours of operation: 7:15am to 4:00pm
Host Name	HMYML4S22
User	dsaunders2
Boot Time	10/9/2019 2:23:42 PM
Physical Ram	1598MB / 4001MB (39% used)
IP Address	10.239.133.6
Fixed Disk 0	C: (WINDOWS) 53/57GB (93%) 
Email	Use mail.isd622.org to check email.





Recycle Bin




Console 8



Google Chrome

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# Start Menu





Recycle Bin



Recently added

HMH Player

Most used

Snipping Tool

Paint

File Explorer

A

Access 2016

Adobe Reader XI

C

Certiport

Chrome Apps  
New

D

DTS Audio Control

E

Excel 2016

G

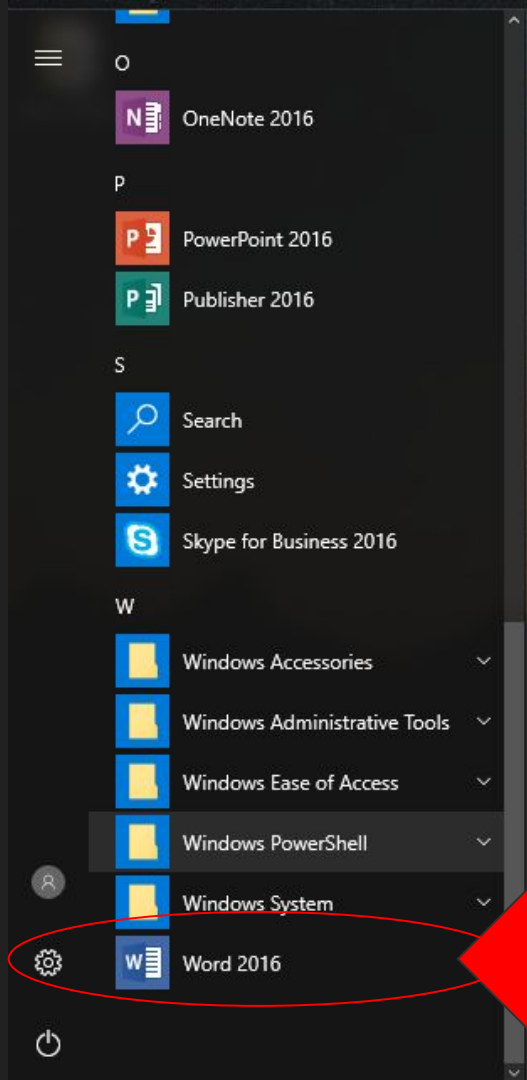
Computer Info

Helpdesk Info  
Helpdesk Hours  
Host Name  
User  
Boot Time  
Physical Ram  
IP Address  
Fixed Disk 0  
Email

To call the HELP DESK dial x4357  
Hours of operation: 7:15am to 4:00pm  
Host Name  
dsaunder2  
10/9/2019 2:23:39 PM  
2896MB / 4001MB (72% used)  
10.239.133.6  
C: (WINDOWS) 56/57GB (97%)   
Use mail.isd622.org to check email.









Scroll down the  
start menu, and  
click on Word  
2016.



# Word

## Recent

### Last Week

-  Checking your email  
C: » Users » dsaunders2 » Downloads
-  Getting to Know Google G S...  
Desktop
- Older**
-  internet\_safety\_I3\_computer\_...  
C: » Users » dsaunders2 » Downloads
-  internet\_safety\_I3\_internet\_br...  
C: » Users » dsaunders2 » Downloads
-  Internet\_Scavenger\_Hunt (1)  
C: » Users » dsaunders2 » Downloads
-  Introduction to Computers Sc...  
C: » Users » dsaunders2 » Downloads
-  scavhunt  
C: » Users » dsaunders2 » Downloads
-  20160212022252welcome\_to...  
C: » Users » dsaunders2 » Downloads
-  keyboard\_shortcuts  
C: » Users » dsaunders2 » Downloads
-  sample\_resume  
C: » Users » dsaunders2 » Downloads
-  spell\_check\_practice  
C: » Users » dsaunders2 » Downloads

 Open Other Documents

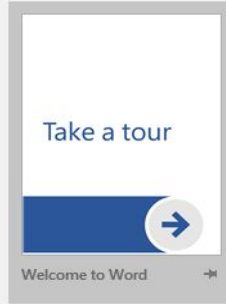
Search for online templates



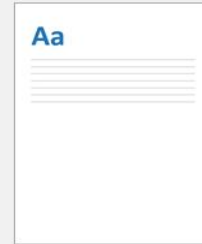
Suggested searches: Business Cards Flyers Letters Education Resumes and Cover Letters Holiday



Blank document



Welcome to Word



Single spaced (blank)



Blue grey resume



Snapshot calendar



Insert your first table of...



Modern chronological r...



Modern chronological c...



Sign in to get the most out of Office



[Learn more](#)












# Word

## Recent

### Last Week

-  Checking your email  
C: » Users » dsaunders2 » Downloads
-  Getting to Know Google G S...  
Desktop

### Older

-  internet\_safety\_I3\_computer...  
C: » Users » dsaunders2 » Downloads
-  internet\_safety\_I3\_internet\_br...  
C: » Users » dsaunders2 » Downloads
-  Internet\_Scavenger\_Hunt (1)  
C: » Users » dsaunders2 » Downloads
-  Introduction to Computers Sc...  
C: » Users » dsaunders2 » Downloads
-  scavhunt  
C: » Users » dsaunders2 » Downloads
-  20160212022252welcome\_to...  
C: » Users » dsaunders2 » Downloads
-  keyboard\_shortcuts  
C: » Users » dsaunders2 » Downloads
-  sample\_resume  
C: » Users » dsaunders2 » Downloads
-  spell\_check\_practice  
C: » Users » dsaunders2 » Downloads

 Open Other Documents

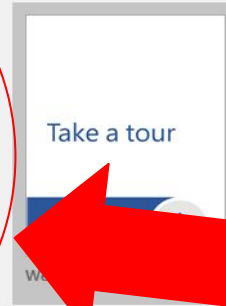
Search for online templates



Suggested searches: Business Cards Flyers Letters Education Resumes and Cover Letters Holiday



Blank document



Take a tour



Aa



NAME  
HERE



Snapshot calendar



Insert your first  
Table of  
contents

Insert your first table of...



Modern chronological r...

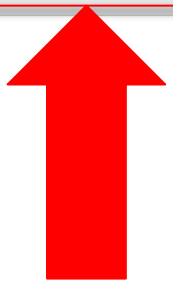
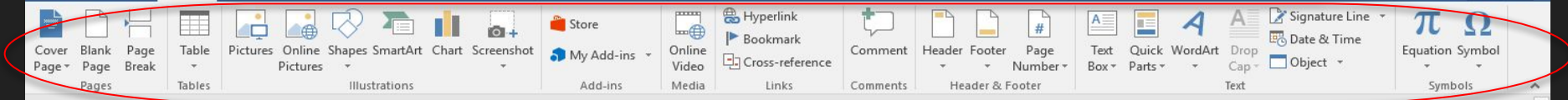


Click on  
the blank  
document.

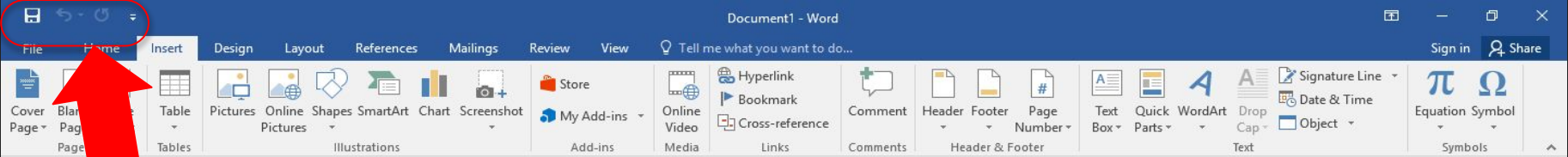
Cover Page | Blank Page | Page Break | Table | Pictures | Online Pictures | Shapes | SmartArt | Chart | Screenshot | Store | My Add-ins | Online Video | Hyperlink | Bookmark | Cross-reference | Comment | Header | Footer | Page Number | Text Box | Quick Parts | WordArt | Drop Cap | Signature Line | Date & Time | Object | Equation | Symbol | Symbols

|



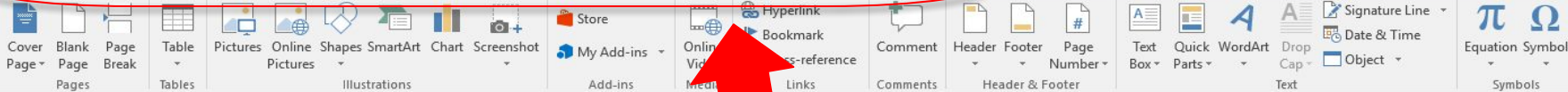


Ribbon



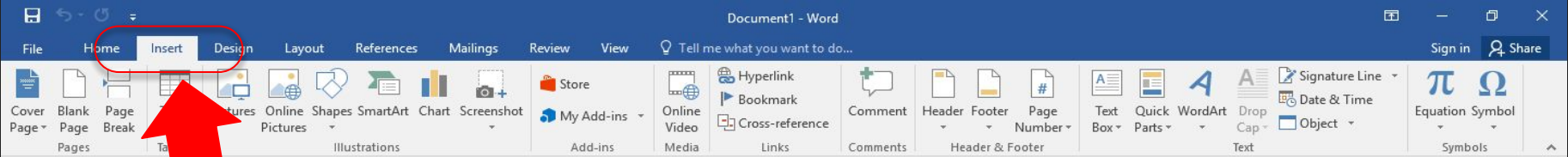
# Quick access toolbar





# Tabs

Each tab shows a different ribbon.



The active tab



Paste Font Paragraph Styles Editing

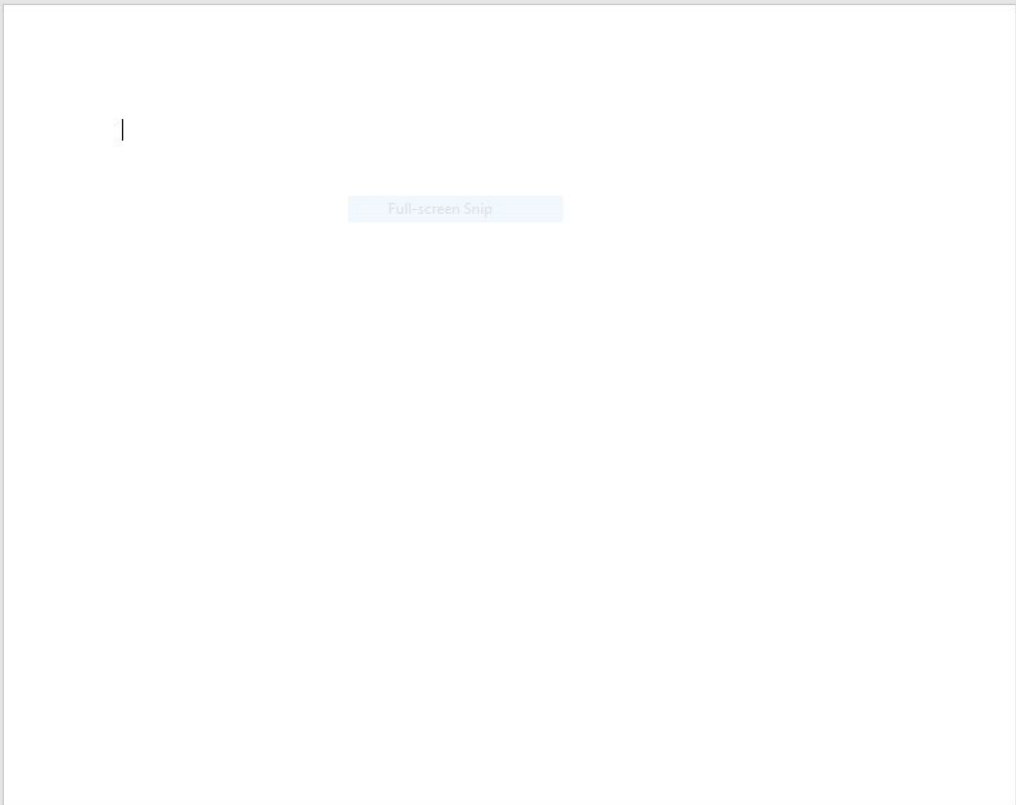
Calibri (Body) 11 A^ Aa Font

B I U abc x<sub>2</sub> x<sup>2</sup> Paragraph

AaBbCcDc AaBbCcDc AaBbCc AaBbCc AaBb Styles

1 Normal 1 No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis Intense E... Editing

Find Replace Select

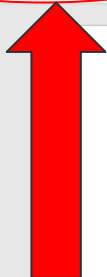


Clipboard Paste Cut Copy Format Painter

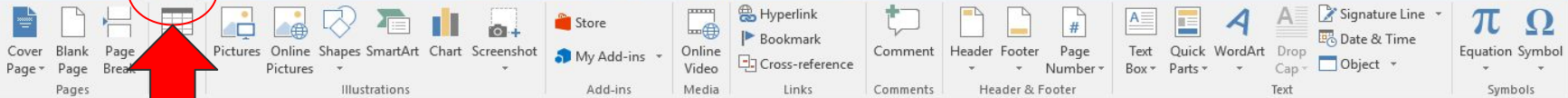
Font: Calibri (Body) 11, Bold, Italic, Underline, Text Color, Background Color, Paragraph icons

Styles: Normal, No Spacing, Heading 1, Heading 2, Title, Subtitle, Subtle Emphasis, Emphasis, Intense Emphasis

Find, Replace, Select







Themes

Title	TITLE	Title	TITLE	Title	TITLE	Title	TITLE	Title	TITLE	Title	TITLE	Title	TITLE	Title	TITLE
-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------

Document Formatting

Colors Fonts Paragraph Spacing Effects Set as Default

Watermark Page Color Page Borders Page Background



Margins Orientation Size Columns Breaks Line and Paragraph Spacing

Indent Spacing

Left: 0" Before: 0 pt

Right: 0" After: 8 pt

Paragraph

Position Wrap Text Bring Forward Send Backward Selection Pane Align Group Rotate



Table of Contents

Table of Contents

Footnotes

Citations & Bibliography

Insert

Insert Endnote

Next Footnote

Show Notes

Manage Sources

Style: APA

Bibliography

Insert Table of Figures

Update Table

Cross-reference

Insert Caption

Insert Index

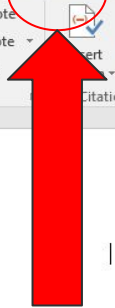
Update Index

Mark Entry

Insert Table of Authorities

Update Table

Table of Authorities



Envelopes Labels Start Mail Merge Recipients Edit Highlight Merge Fields Add Merge Fields Match Fields Update Labels Preview Results Find Recipient Check for Errors Finish & Merge



ABC Spelling & Thesaurus Grammar Proofing

ABC 123 Word Count

Smart Lookup Insights

Translate Language Language

New Comment Comment

Delete Previous Comment

Show Comments

Track Changes Tracking

Simple Markup Show Markup Reviewing Pane

Accept Changes

Reject

Previous Next

Compare Compare

Block Authors Protect

Restrict Editing



Full-screen Snip



ABC ✓ Spelling & Thesaurus Grammar

ABC 123 Word Count

Smart Lookup

Translate Language

New Comment

Delete Previous Next

Show Comments

Track Changes

Simple Markup

Show Markup

Reviewing Pane

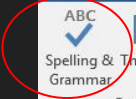
Accept Reject

Previous Next

Compare

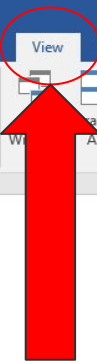
Block Authors Restrict Editing

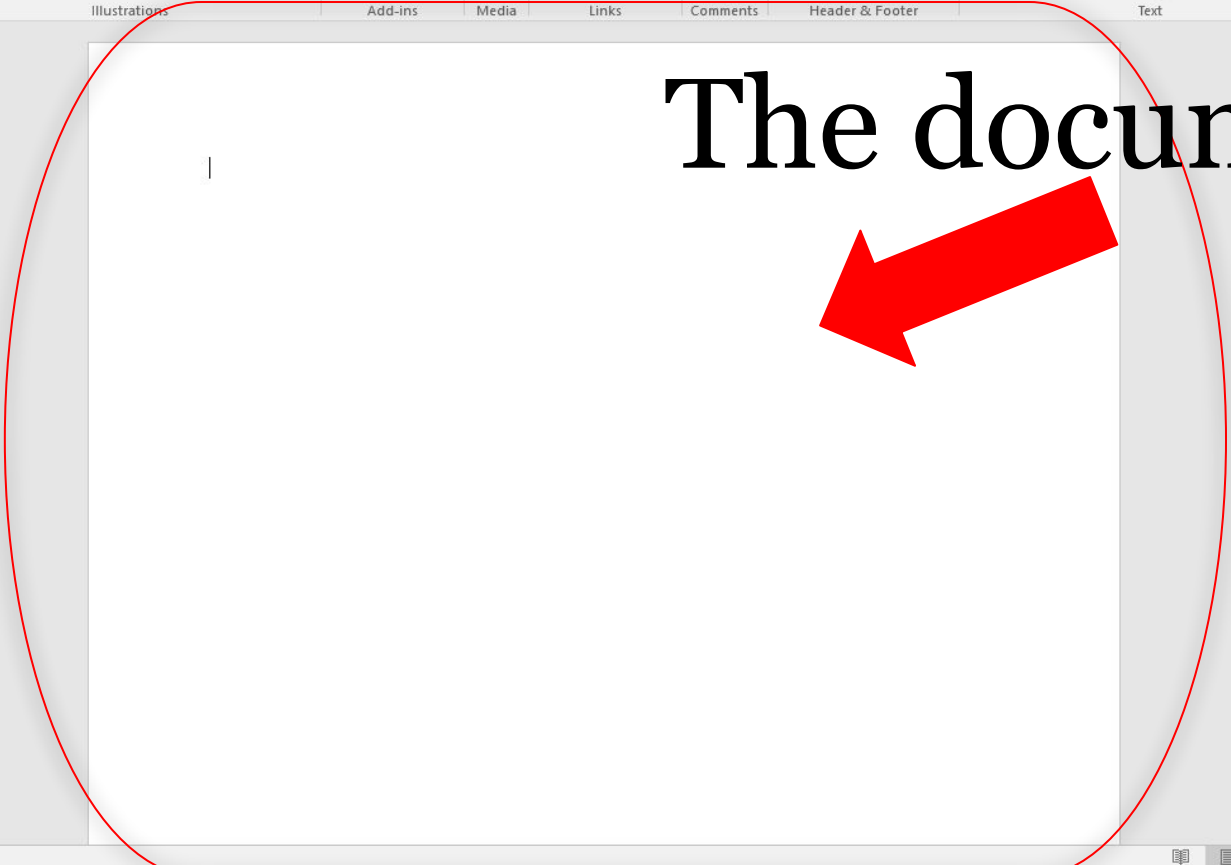
Protect



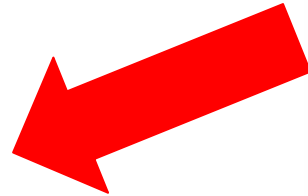
Full-screen Snip

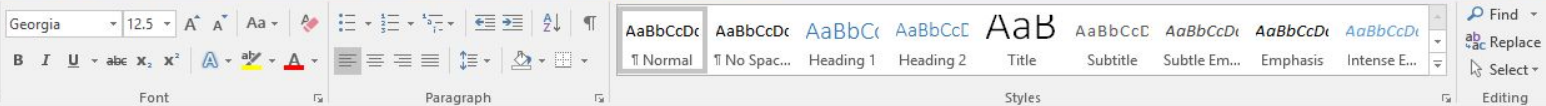
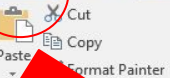
Read Mode Print Layout Web Layout Draft Outline Ruler Gridlines Navigation Pane Zoom 100% One Page Multiple Pages Page Width Window View Side by Side Synchronous Scrolling Reset Window Position Switch Windows Macros Properties





The document





To be, or not to be, that is the question;  
Whether 'tis Nobler in the mind to suffer  
The Slings and Arrows of outrageous Fortune,  
Or to take Arms against a Sea of troubles,  
And by opposing end them: to die, to sleep  
No more; and by a sleep, to say we end  
The Heart-ache, and the thousand Natural shocks  
That Flesh is heir to? 'Tis a consummation  
Devoutly to be wished. To die, to sleep,  
To sleep, perchance to Dream; aye, there's the rub,  
For in that sleep of death, **what dreams may come,**  
When we have shuffled off this mortal coil,  
Must give us pause. There's the respect  
That makes Calamity of so long life:  
For who would bear the Whips and Scorns of time,  
The Oppressor's wrong, the proud man's Contumely,  
The pangs of disprized Love, the Law's delay,  
The insolence of Office, and the Spurns  
That patient merit of the unworthy takes,  
When he himself might his Quietus make  
With a bare Bodkin? Who would Fardels bear,  
To grunt and sweat under a weary life,  
But that the dread of something after death,  
The undiscovered Country, from whose bourn  
No Traveller returns, Puzzles the will,  
And makes us rather bear those ills we have,  
Than fly to others that we know not of.  
Thus Conscience does make Cowards of us all,



Info

New

Open

Save

Save As

Print

Share

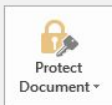
Export

Close

Account

Options

# Info



## Protect Document

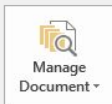
Control what types of changes people can make to this document.



## Inspect Document

Before publishing this file, be aware that it contains:

- Document properties and author's name



## Manage Document

Check in, check out, and recover unsaved changes.

- There are no unsaved changes.

## Properties ▾

Size Not saved yet

Pages 1

Words 276

Total Editing Time 79 Minutes

Title Add a title

Tags Add a tag

Comments Add comments

## Related Dates

Last Modified

Created Today, 9:43 AM

Last Printed

## Related People

Author



Saunders, Danielle

Add an author

Last Modified By Not saved yet

Show All Properties





Info

New

Open

Save

Save As

Print

Share


Export

Close

Account


Options

# Save As


 OneDrive

 This PC


 Add a Place

 Browse

## Last Week

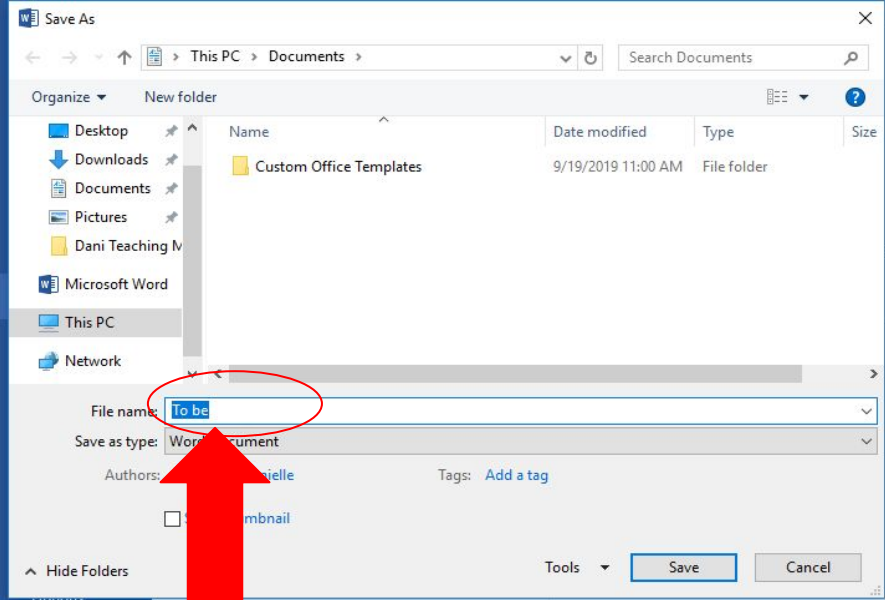
 Downloads  
C: » Users » dsaunders2 » Downloads

 Desktop

 Documents







Save As

This PC > Documents > Search Documents

Organize New folder

Name	Date modified	Type	Size
Custom Office Templates	9/19/2019 11:00 AM	File folder	

File name: To be

Save as type: Word Document

Authors: Saunders, Danielle Tags: Add a tag

Save Thumbnail

Tools Save Cancel





Recycle Bin




Console 8

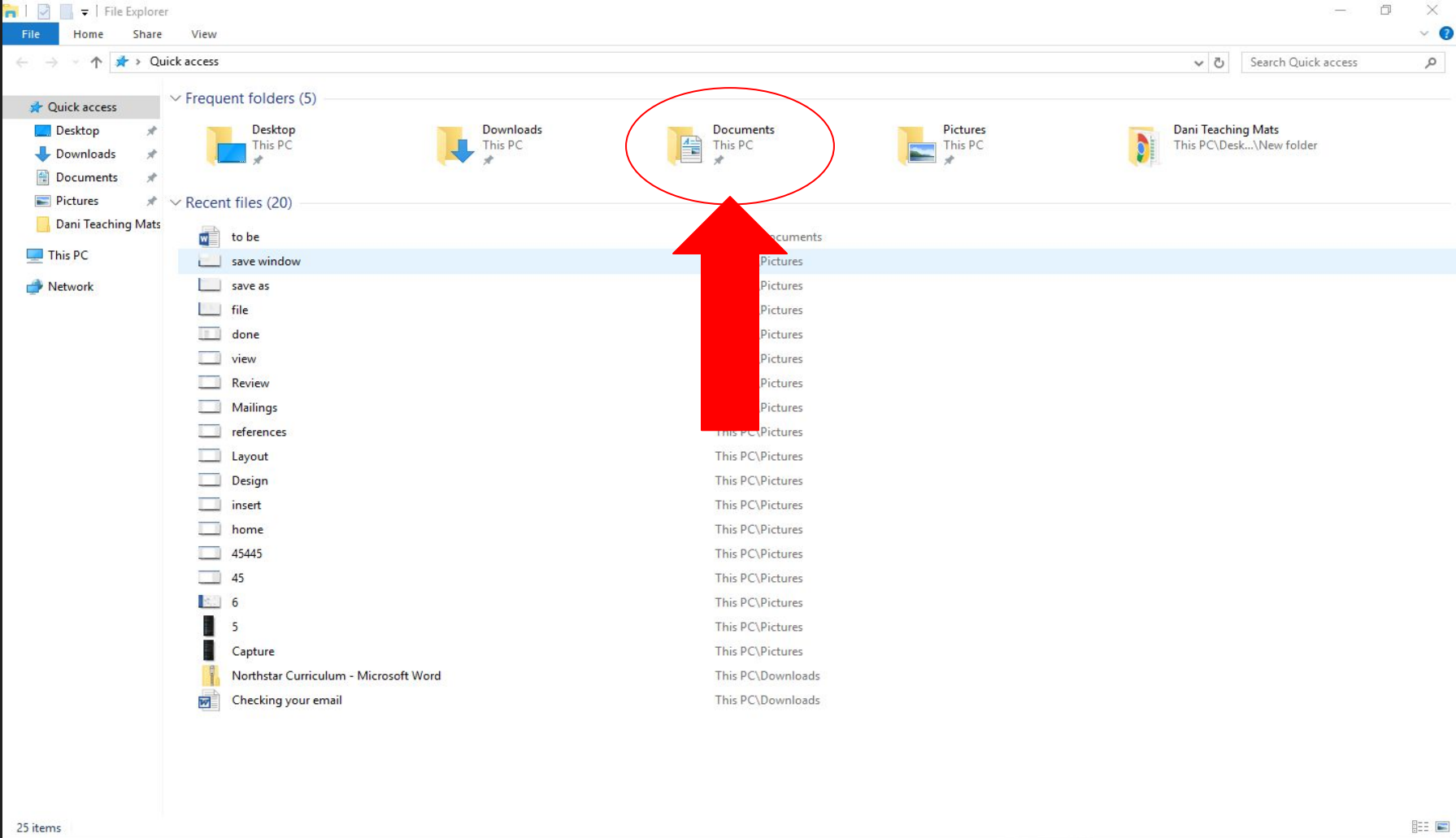


Google Chrome

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Fixed Disk 0	C: (WINDOWS) 53/57GB (93%) 
Email	Use mail.isd622.org to check email.





Documents

File Home Share View

This PC > Documents

Search Documents

Name	Date modified	Type	Size
Custom Office Templates	9/19/2019 11:00 AM	File folder	
to be	10/25/2019 11:04 ...	Microsoft Word D...	15 KB

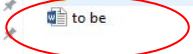
2 items

Quick access

- Desktop
- Downloads
- Documents
- Pictures
- Dani Teaching Mats

This PC

Network



*Let's talk about...* Microsoft  
Word's many  
symbols!



# Change Font Color



Clipboard

Cut Copy

Paste

Format Painter

Calibri (Body) 11

Font

**B** *I* U abc x<sub>2</sub> x<sup>2</sup>

Paragraph

Styles

AaBbCcDc AaBbCcDc AaBbCc AaBbCc AaBbCc

1 Normal 1 No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis Intense E...

Editing

Find Replace Select

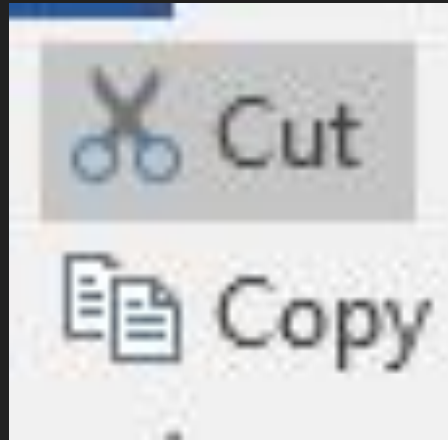
|

Full-screen Snip





# Cut, Copy, and Paste



Clipboard

Cut Copy

Paste

Format Painter

Font

Calibri (Body) 11

A<sup>^</sup> A<sub>a</sub>

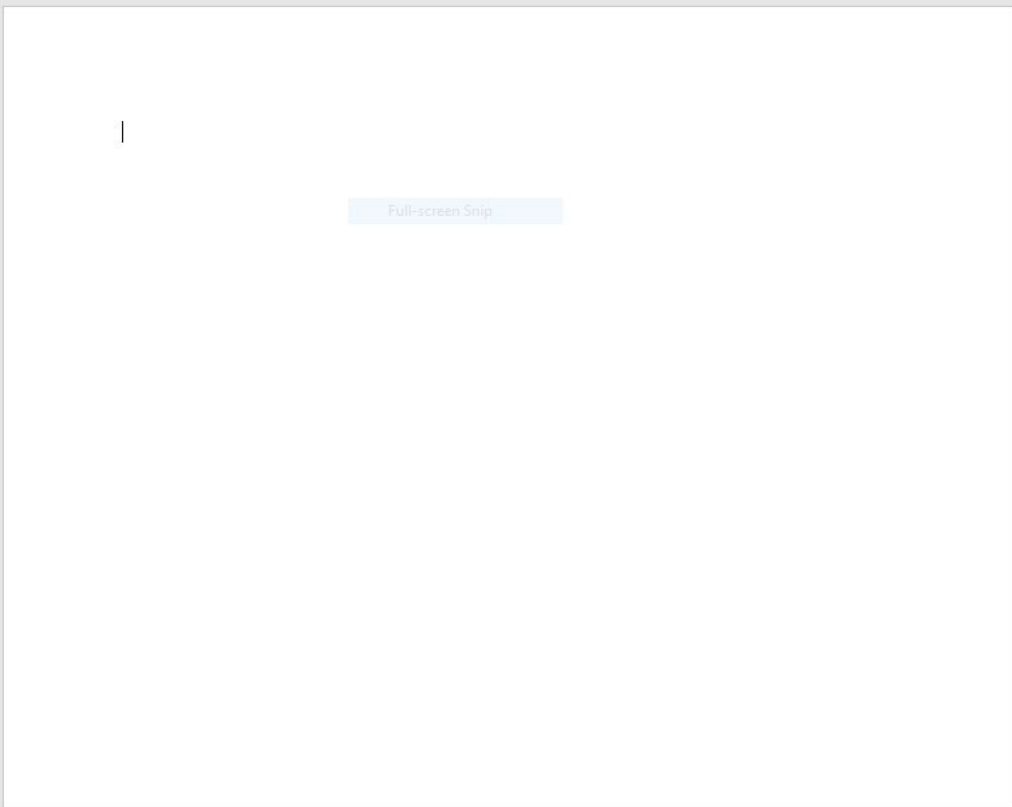
**B** *I* U abc x<sub>s</sub> x<sup>2</sup>

Paragraph

Normal No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis Intense E...

Styles

Find Replace Select



Save





# Bold, Italic, Underline

**B**   *I*   U

Clipboard

Cut Copy

Paste

Format Painter

Calibri (Body) 11

Font

**B** *I* U abc x<sub>2</sub> x<sup>2</sup>

Paragraph

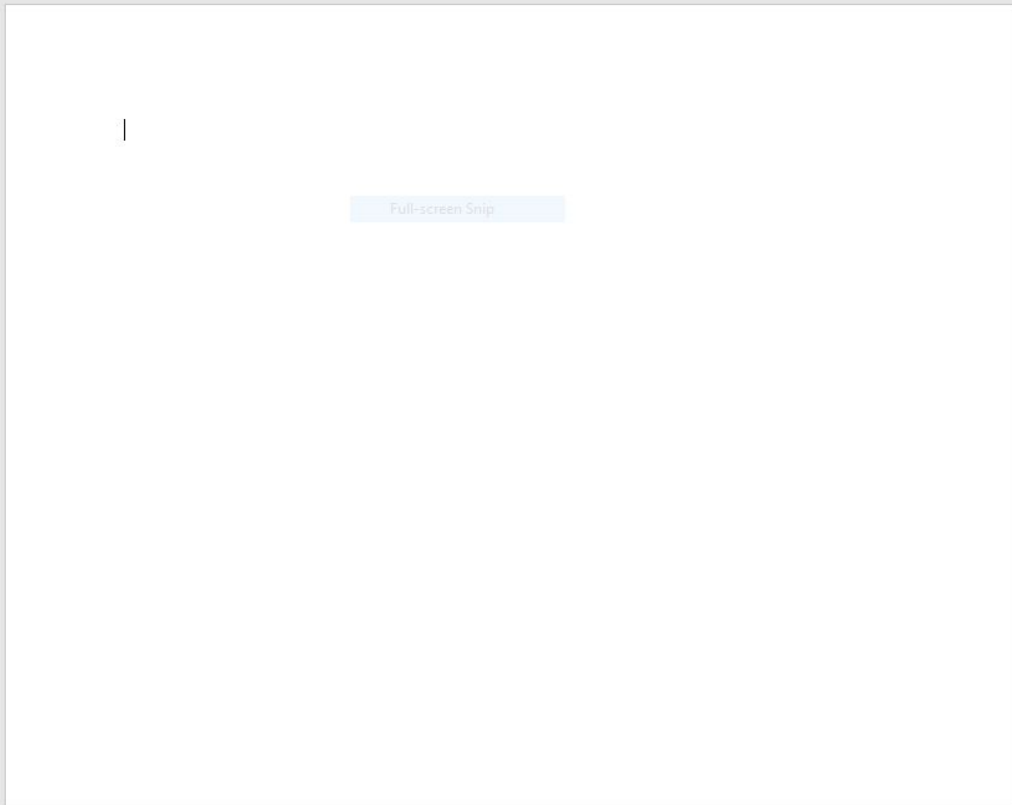
Text alignment and spacing icons

Styles

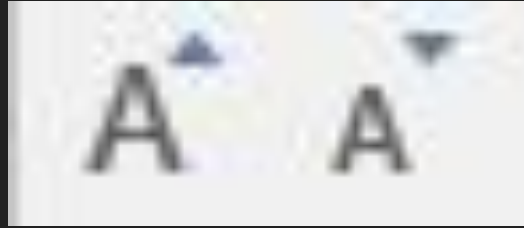
Normal No Spacing Heading 1 Heading 2 Title Subtitle Subtle Emphasis Intense Emphasis

Editing

Find Replace Select



# Increase and Decrease Font Size



Clipboard

Cut Copy

Paste

Format Painter

Font

Calibri (Body) 11

A<sup>^</sup> A<sub>a</sub>

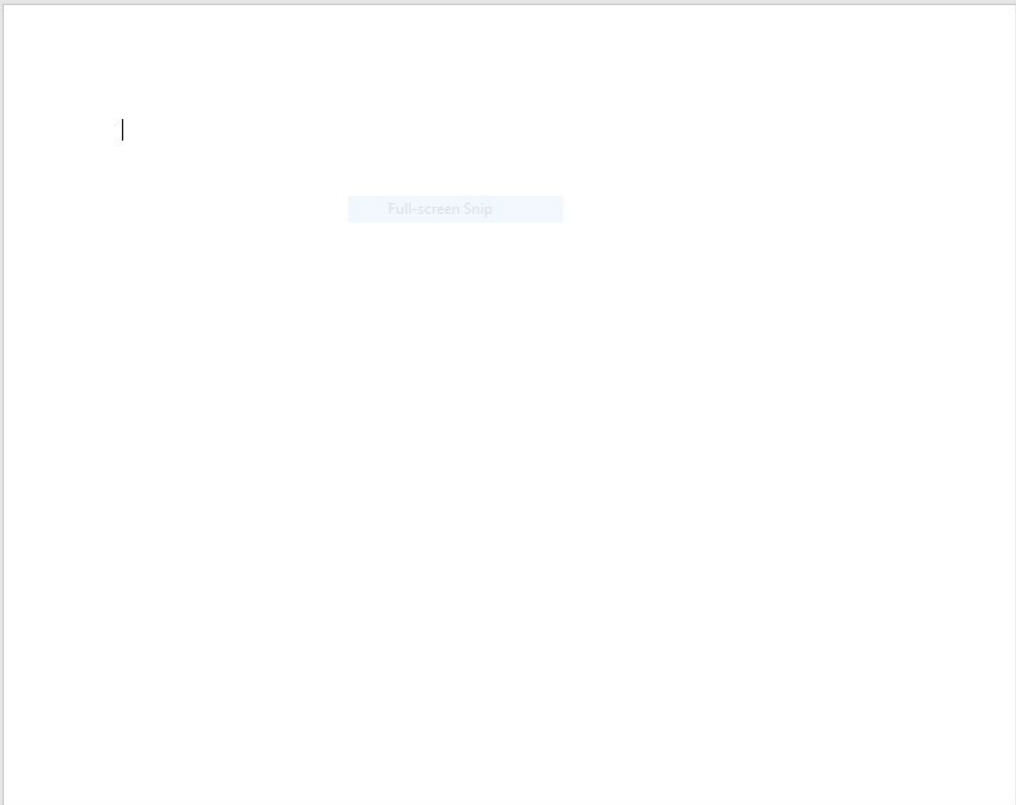
**B** *I* U abc x<sub>s</sub> x<sup>2</sup>

Paragraph

Normal No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis Intense E...

Styles

Find Replace Select





# Font Alignment



Clipboard

Cut Copy

Paste

Format Painter

Font

Calibri (Body) 11

A<sup>^</sup> A<sub>a</sub>

**B** *I* U abc x<sub>s</sub> x<sup>2</sup>

Paragraph

Styles

AaBbCcDc AaBbCcDc AaBbCc AaBbCc AaB

1 Normal 1 No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis Intense E...

Editing

Find

Replace

Select


|






Full-screen Snip











# Spell Check










File Home Insert Design Layout References Mailings **Review** View  Tell me what you want to do...

 Spelling & Thesaurus Grammar  
 Word Count  
 Smart Lookup Insights  
 Translate  
 Language

 New Comment  
 Delete  
 Previous  
 Next  
 Show Comments

 Track Changes  
 Simple Markup  
 Show Markup  
 Reviewing Pane

 Accept  
 Reject  
 Previous  
 Next

 Compare  
 Block Authors  
 Restrict Editing

Full-screen Snip



# Undo



Clipboard

Cut Copy

Paste

Format Painter

Calibri (Body) 11

Font

**B** *I* U abc x<sub>2</sub> x<sup>2</sup>

Paragraph

Text alignment and spacing icons

Styles

Normal No Spacing Heading 1 Heading 2 Title Subtitle Subtle Emphasis Intense Emphasis

Editing

Find Replace Select

|

Full-screen Snip

