



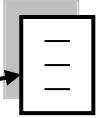



Purpose of this class: Using Word (2003) to create letters or other documents

1. Opening the Word program (2 ways)

- a.  /  → Programs → Microsoft Word (part of *Microsoft Office*)
- b. Shortcut on the Desktop

2. Formatting

- a. Page margins
- b. Page layout
 - i. Portrait 
 - ii. Landscape 
- c. Line spacing
- d. Indenting
- e. Aligning
 - i. Left
 -▶ ii. Right
 -▶ iii. Center
 - iv. Justified (choosing “Justified” spaces out the words in your document to create clean, straight margins on both the left and right edge of the document, as seen here.)

f. Font

- i. **Type** (*font name*)
- ii. **Size**
- iii. **Style**
 - 1. Regular
 - 2. **Bold**
 - 3. *Italicized*
 - 4. Underlined
- iv. **Color**
- v. **Highlighting**

Don't forget to select (or “highlight”) the portion of the text to which you want to make changes.

You can also select the entire page at once by going to the Edit menu and choosing “Select All**”★**

3. Saving

- a. Save
- b. Save As

4. Cutting and Pasting  

5. Pictures: inserting and re-sizing

6.  Spell Check

7. Printing

- a. Print Preview
- b. Printing selected pages

