

Microsoft Word FAQ

What is Microsoft Word?

1. Microsoft Word is a widely used computer program that allows you to make a written document, such as a letter, informational flyer, article, etc.

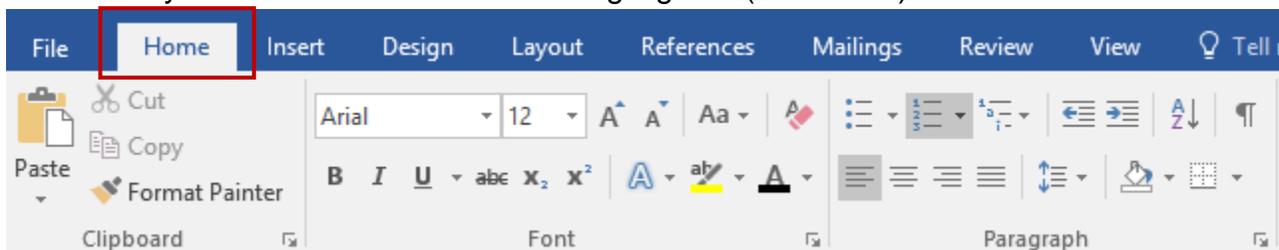
How do I open Microsoft Word?

1. Login to any Fitchburg Library computer.
2. Once the desktop loads, **double click** on this icon to open a blank document:
3. Once it is open, you can begin typing onto the blank page.



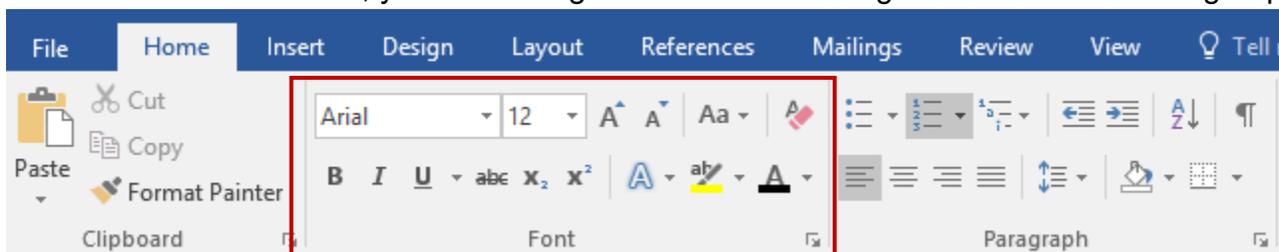
How do I change the way my text looks?

1. Make sure you see that the **Home** tab is highlighted (see below):

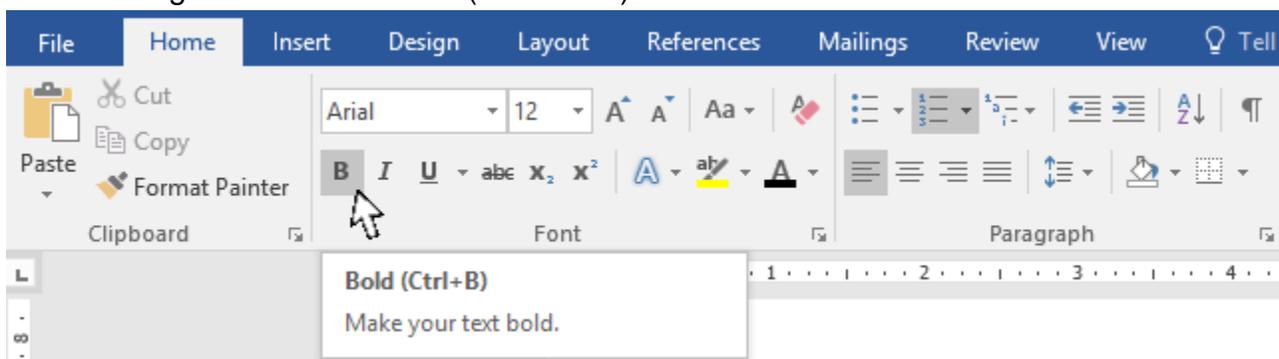


2. Select the text that you want to change (make bold, underline, recolor, enlarge, etc.)
 - a. To select text:
 - i. Click and hold at the front of the word or phrase you want to change.
 - ii. While holding that click, drag your mouse icon over the text you want to change.
 - iii. This will select text and highlight it dark grey: **this text is selected to be changed**

3. When the text is selected, you can change the text's look using the icons in the **Font** group:

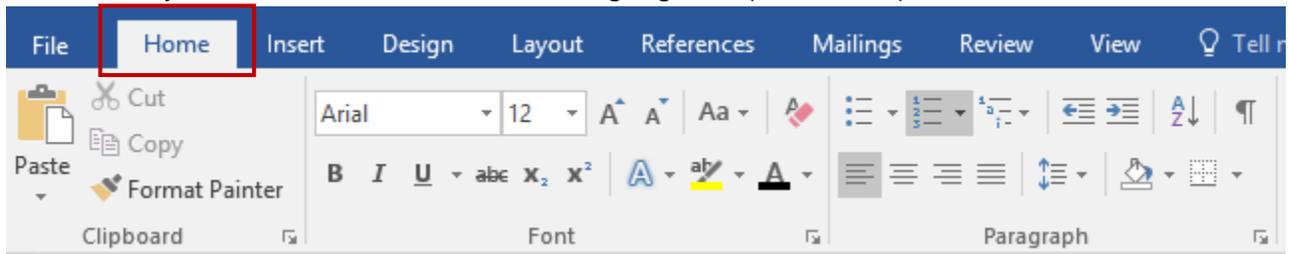


4. **Pro Tip:** You can move your mouse icon over any of the icons in the task bar and it will tell you what clicking on that icon will do (see below):

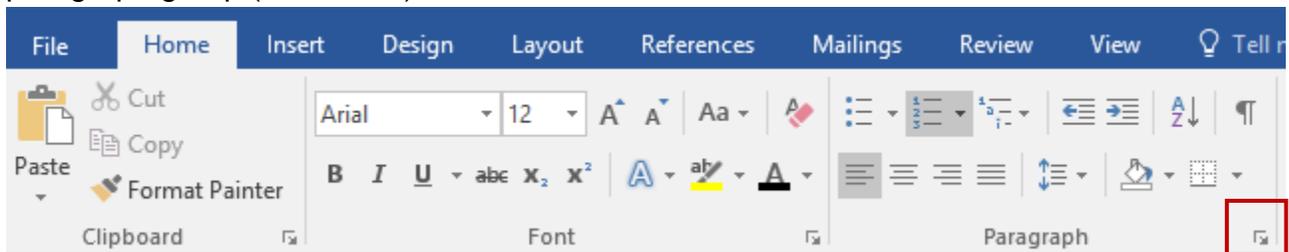


How do I change the space between lines of text?

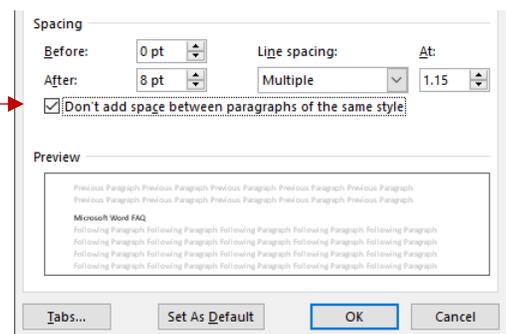
1. Microsoft Word will automatically add extra white spacing between lines of text. You can change this by doing the following.
2. Make sure you see that the **Home** tab is highlighted (see below):



3. To get rid of this extra spacing for your whole document, select everything by using the keyboard shortcut **Ctrl+A** (hold down the Ctrl key and the A key at the same time).
4. When the everything in the document is selected, click on the  icon at the bottom of the paragraph group (see below):

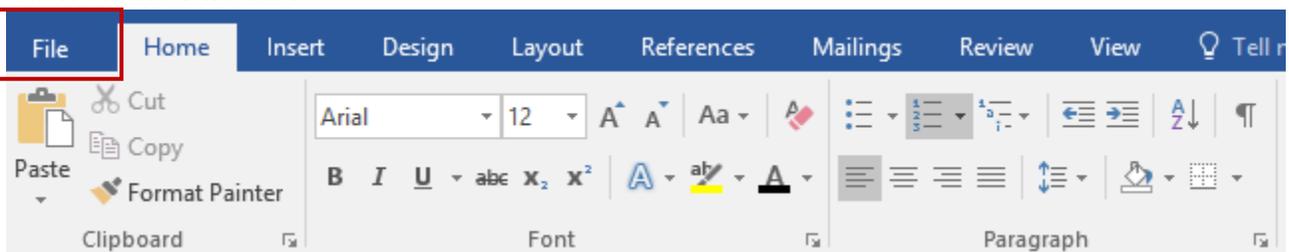


5. In the pop up window, under **Spacing**, make sure that the box is **checked** that says “Don’t add space between paragraphs of the same style.”
6. Click **OK**.
7. The extra spacing between text lines will now be removed.
8. **Pro Tip:** You can move your mouse icon over any of the icons in the task bar and it will tell you what clicking on that icon will do.



How do I save my work?

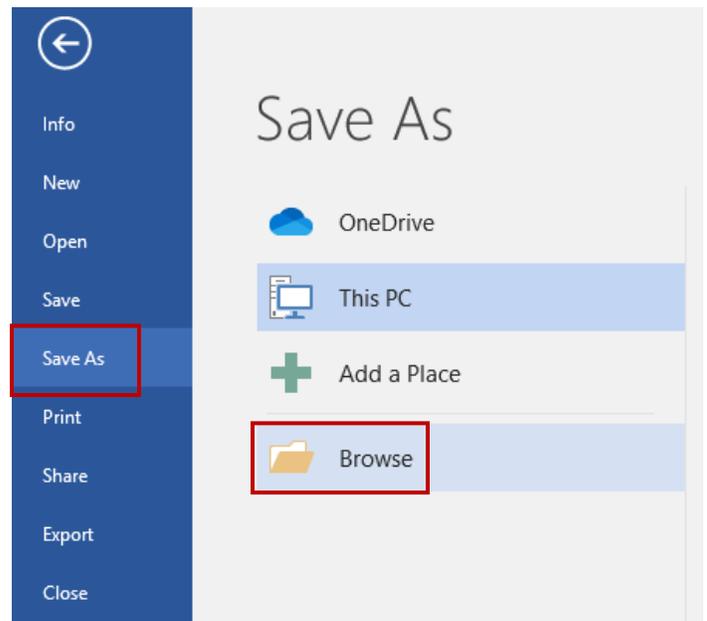
1. Click on the **File** tab.



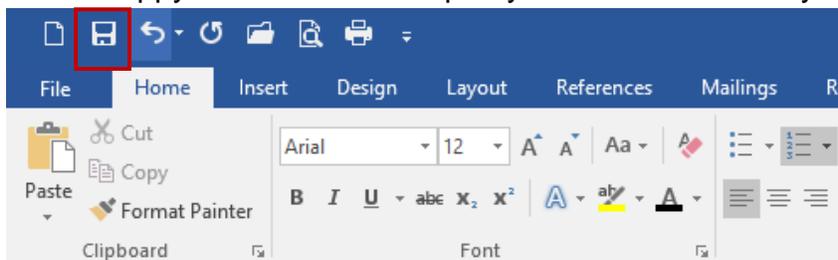
2. This will bring you to a different looking page with a dark blue bar along the left hand side of the screen where you can save your document.

3. The first time you save a document, click on **Save As** from the side bar.

- a. From here, Click on **Browse**.
- b. NOTE: Our computers will automatically have your file save to the folder **My Documents**. (If you log out of this computer, this document will disappear).
- c. If you would like to save a copy to take with you, plug in a USB/Flash drive into the computer.
- d. After clicking **Browse**, in the pop up window, scroll down on the left hand side to find your drive.
- e. When you find your drive, click on it to save to the drive.
- f. Change the file name and click **Save**.



4. Once you have saved your file for the first time, any future changes can be saved by clicking on the floppy disc icon at the top of your document OR by using the keyboard shortcut **Ctrl+S**.



Additional Resources:

- **Microsoft Office Website** – has tutorial videos, practice exercises, and information on several versions of Word:
 - <https://support.office.com/en-us/article/word-for-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73>
- Goodwill Community Foundation Learn Free – videos and lessons on several versions of Microsoft Office:
 - <https://edu.gcfglobal.org/en/subjects/microsoft-office/>
- Books in the Library's Adult Non-Fiction section in the **005.5** area.