





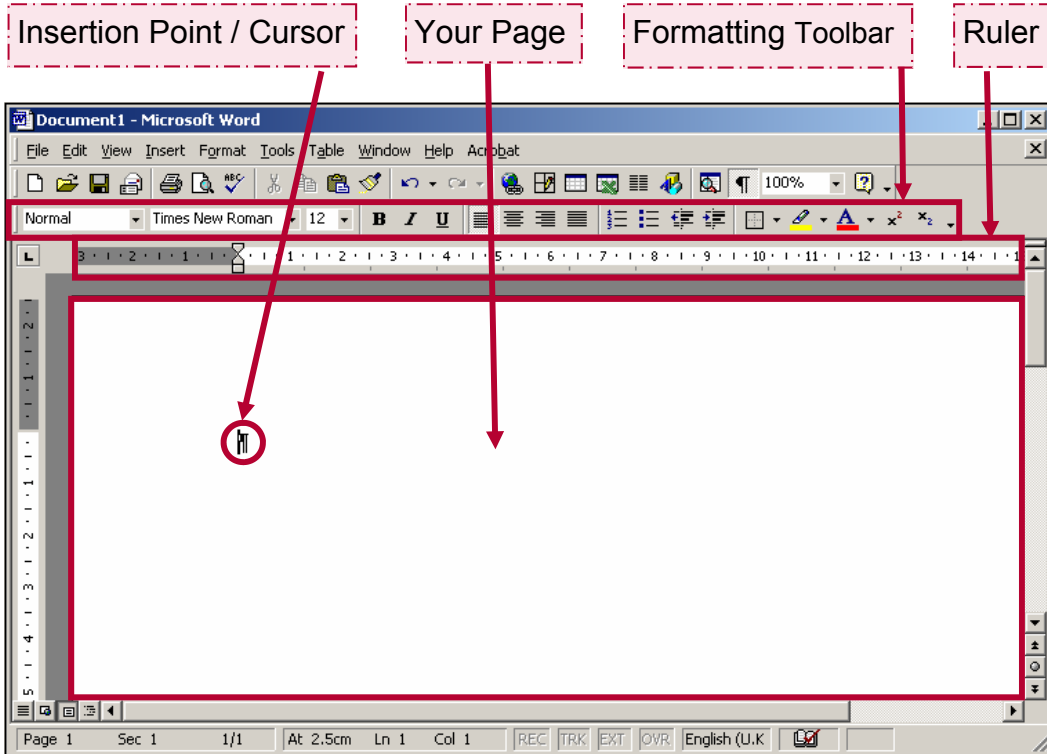
Beginners: Intro to MS Word

Starting Word from a Library PC

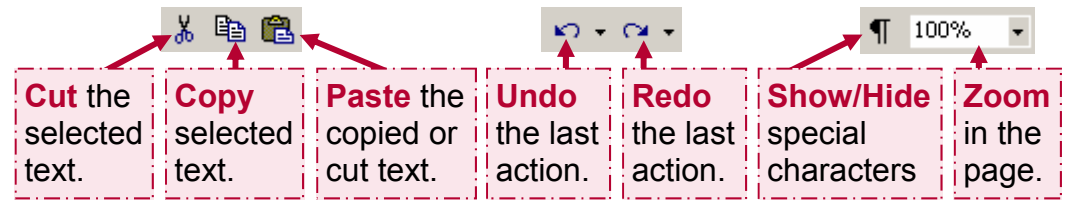
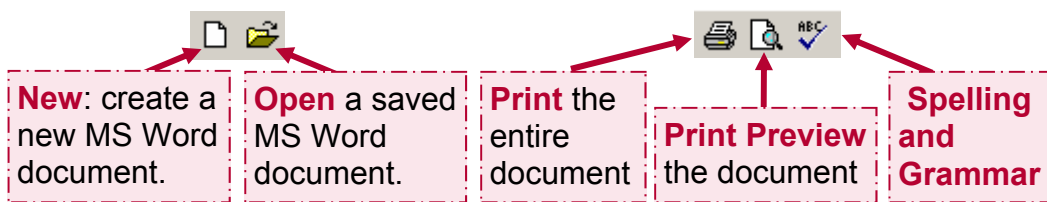
1. Click on the **Programmes** tab
2. Click on the **MS Word** icon 

Starting Word from a Home PC

1. Click on the **Start** button
2. Click on **Programs**
3. Click on the **MS Word** icon 



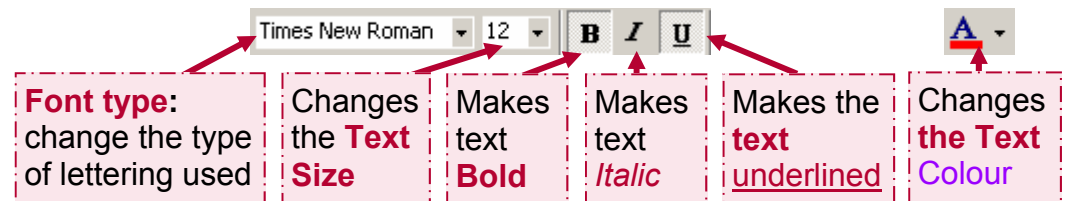
Standard Toolbar



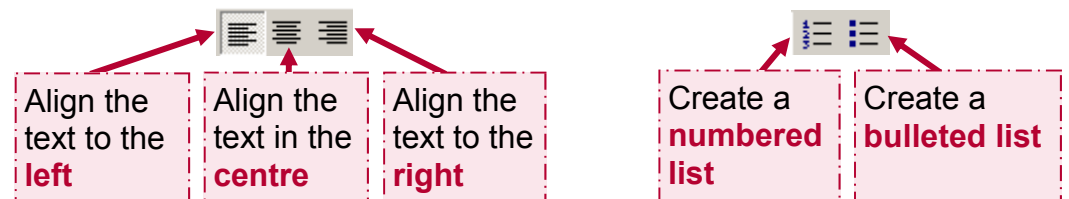
Formatting Toolbar

The buttons below are the ones most commonly used:

- Change the appearance of text (**Text Formatting**):



- Change the appearance of the paragraph (**Paragraph Formatting**):



Please note that:

- a box with an arrow next to it is a **combo box**, clicking on the arrow provides more options.
- Most of the formatting buttons above work as switches: click on it once to apply the formatting (notice that the button becomes lighter and 'sunk in'), click again to remove it.

On your home PC you might have **MS Works** instead of MS Office; the MS Works **Word Processor** is very similar to MS Word.