

Word Processing

Open aliases Folder on Desktop

- Click on Microsoft Word Alias
- Document window immediately opens
- Begin typing

To save document (do this frequently)

- **Goto file menu**
- **Click on 'Save As'**
- **Select correct folder**
- **Name file – Press OK**

After your initial 'save as' command you can simply use the 'save' command for future document saving.

When you have finished typing begin to format.

Words underlined in red are spelling errors. Words underlined in green are grammatical errors.

To Run Spelling and Grammar Check

- Goto 'Tools' Menu
- Click on 'Spelling and Grammar' - Dialogue window appears
- Options are to 'ignore' or 'change', select one.
- You can also click on the error in the top window and change text.

To Select text

- **Move the 'I beam' to the front of the text you wish to select**
- **Hold down the mouse and wipe it over the text you wish to highlight.**

To Adjust Size

- *Highlight words you wish to change*
- *Click on Tool bar numbers - use the arrow key.*
- *Select the size you want*

Type is usually 12 point.

To Change the font

- Select the text you wish to change
- Goto font menu or font list on toolbar
- Select the font you want.

It is best to work with only a few fonts, select one or two you like and use those, a document with a lot of fonts tends to look pretty terrible like this.

Bold Italic Underline

- Select text you wish to change
- Click **B**=bold **I**=Italic **U**=underline on the toolbar

To colour text.

- *Select the text you wish to colour*
- *Click on the arrow near the A icon on the toolbar and select a colour*

To align text

- Use text alignment icon on toolbar
Text can be aligned right, left, centred, or justified.

To Print Document

- Goto 'file' menu
- Goto 'Print Preview' to check document placement on page - this is a good idea - you can add space to the top and bottom of the page.
- Goto 'file' menu
- Goto 'Print'
- Press OK.

Additional Printing options - Page Orientation, Colour/Black and 'Draft Quality' printing

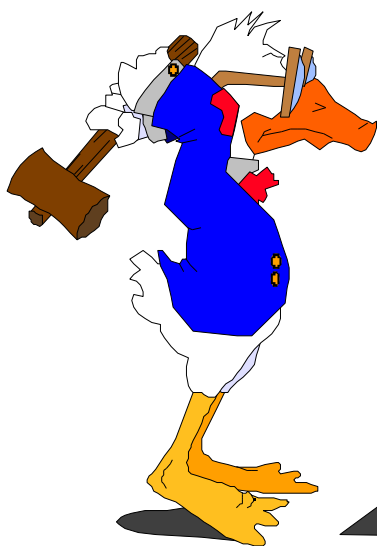
- Goto 'Print Setup'
- Select correct page orientation 'landscape' or 'portrait'
- Select 'colour' or 'black' printing option.
- Goto 'options'
- Select 'custom'
- Select 'economy' - this will give you draft quality

These instructions are for an Epson Inkjet printer, other printers may be slightly different.



To Close Program

- Goto 'file' menu
- Goto 'quit'



No Ducky,
This is not the
way to fix
a slow response

