

1. MICROSOFT WORD

Create, Format and Organise Your Work

Use Word to write, edit and present your ideas clearly and professionally.



WHAT IS WORD?

Word is a word processing program that allows you to create, edit, format and share documents.

You can use it to:

- ✓ Write essays, reports and stories
- ✓ Format text and pages
- ✓ Insert pictures, tables and more
- ✓ Check spelling and grammar
- ✓ Collaborate and share your work



1. GETTING STARTED

File Home Insert Design Layout References Mailings Review View Help

Paste Calibri (Body) 11 A⁺ A⁻ Aa B I U Normal No Spacing Heading 1

Clipboard Font Paragraph Styles

File: Create, open, save, print and share documents. **Home:** Basic text formatting and editing. **Insert:** Add tables, pictures, shapes, charts and more. **Design:** Change themes, colours, fonts and page background. **Layout:** Adjust page setup, margins, indent and spacing.

2. TEXT BASICS

Change Font
Select your text → choose a font from the Font list. Calibri

Font Size
Select your text → choose a size. 11

Bold, Italic, Underline
Make text bold (B), italic (I) or underlined (U). B I U

Text Colour
Change the colour of your text. A

Highlight Text
Highlight important text. A

Clear Formatting
Remove all formatting and return to normal.

3. PARAGRAPH AND PAGE SETUP

Paragraph Formatting

Bullets
• Create a bulleted list.

Numbering
1. Create a numbered list.

Align Text
Align left, centre, right or justify.

Line Spacing
Adjust the space between lines.

Indent
Increase or decrease indent.

Page Setup

Margins
Set the space around the edges of the page.

Orientation
Portrait (vertical) or Landscape (horizontal).

Size
Choose the page size (A4, Letter, etc.).

Columns
Split your text into two or more columns.

Page Break
Start content on a new page.

4. INSERTING ELEMENTS

Pictures	Tables	Shapes	SmartArt	Charts	Headers & Footers
Insert → Pictures Add images from your device or online.	Insert → Table Create tables to organise information.	Insert → Shapes Add shapes, arrows and callouts.	Insert → SmartArt Create diagrams and charts easily.	Insert → Chart Insert bar, line, pie and other charts.	Insert → Header/Footer Add page numbers, date and titles.

5. REVIEWING YOUR DOCUMENT

abc **Spelling & Grammar**
Review → Spelling & Grammar
Check for errors and suggestions.

Open book icon **Thesaurus**
Right-click a word → Thesaurus
Find synonyms and improve your writing.

123 **Word Count**
Review → Word Count
See how many words, pages, characters you have.

Comments icon **Comments**
Review → New Comment
Add comments for yourself or others.

Pencil icon **Track Changes (Collaborate)**
Review → Track Changes
See edits made by others and accept or reject them.

6. SAVING AND SHARING

Save icon **Save**
File → Save
Save your work regularly.

Save As icon **Save As**
File → Save As
Save a copy with a new name or location.

Share icon **Share**
File → Share
Share with others to view or edit.

PDF icon **Export as PDF**
File → Export → Create PDF/XPS
Save as a PDF to share or print.

Print icon **Print**
File → Print
Print your document.

7. USEFUL TIPS

- ★ Use Headings (Heading 1, Heading 2, etc.) to organise your document.
- ★ Use styles for consistent formatting.
- ★ Save your work often (Ctrl + S).
- ★ Use keyboard shortcuts to save time:

Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select All

**SHORTCUTS
MAKE YOU
SUPER
PRODUCTIVE!**

EXAMPLE: WRITING A REPORT

Plan
Plan your ideas and outline your headings.

→ **Write**
Write your content using clear paragraphs.

→ **Format**
Format headings, lists, and text for clarity.

→ **Insert**
Insert images, tables or charts to support.

→ **Review**
Check spelling, grammar and make improvements.

→ **Share**
Share your report with classmates or teachers.

“Well-presented work shows great thinking! Take the time to make it the best it can be.”

