

# Microsoft Word 102

## Single and Double Spacing

Single spacing means there is only one space between your sentences. Double spacing means there are two spaces. Word automatically creates a space of 1.15 between your sentences (*Normal* heading).

### Single Space Example:

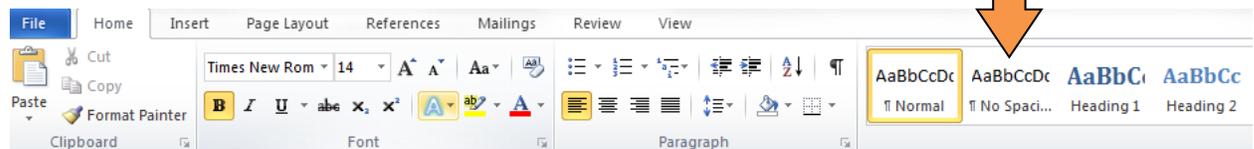
Shall I compare thee to a summer's day?  
Thou art more lovely and more temperate:  
Rough winds do shake the darling buds of May,  
And summer's lease hath all too short a date:

### Double Space Example:

Shall I compare thee to a summer's day?  
Thou art more lovely and more temperate:  
Rough winds do shake the darling buds of May,  
And summer's lease hath all too short a date:

### Activity: Single Spacing a document

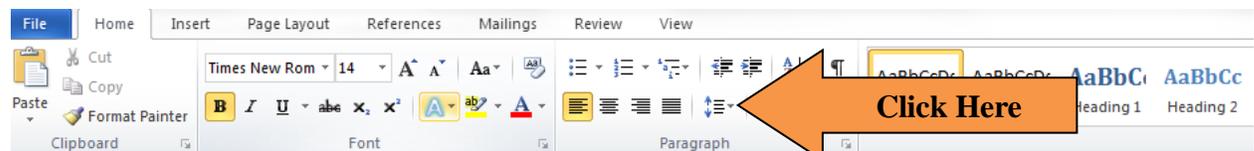
1. Click on the *No Spacing* box in the Styles menu



2. Type your name and hit enter
3. Type your address and hit enter

### Activity: Double Spacing

1. Highlight your name and address
2. Click on the down arrow next to the *Line and Sentence Spacing* button



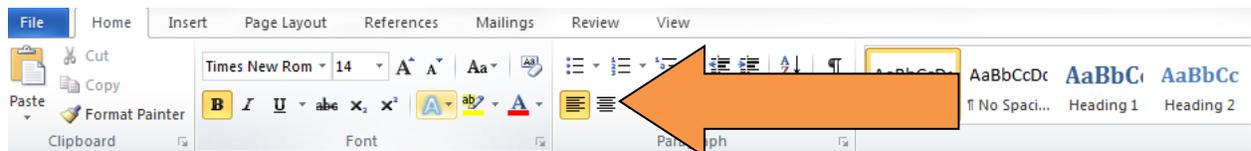
3. Select the 2.0 option

## Aligning Your Text

Using the *Align Text* buttons you can position the words, sentences and paragraphs you type in either the center, left or right side of the page

*Activity: Moving Text to the Center and Left*

1. Highlight your name and address
2. Click on the *Center Align* button



3. Once you click on this button your name and address will move to the center of the page
4. Click on the *Left Align* button
5. Once you click on this button your name and address will move to the left side of the page.

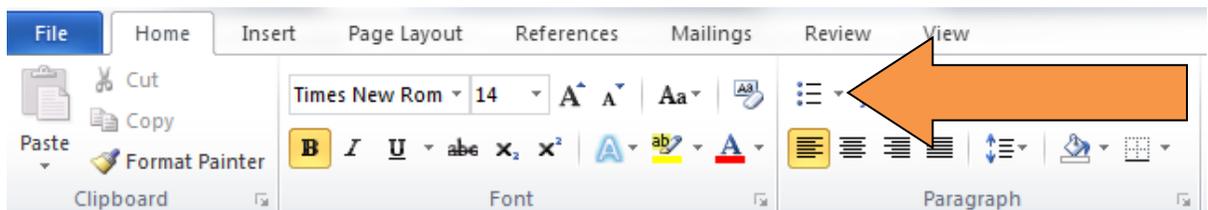
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## Creating Bulleted or Numbered Lists

Use this feature to summarize key points, list ingredients in a recipe, create instructions, etc.

*Activity: Ingredients list for a recipe*

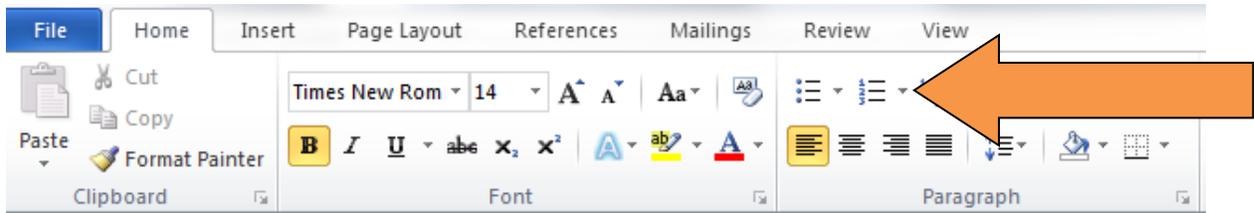
1. Click on the *Bullets* icon
2. Once you click on the icon a black dot called a *bullet* will appear



3. Type the phrase "1 egg" and hit the Enter key
4. Once you hit enter Word will create another bullet below the first one and your cursor will automatically move down
5. Type the following phrases (be sure to hit the Enter key after each one): "1 cup sugar", "1 tsp. vanilla", "1 cup peanut butter"
6. When you get to the last ingredient hit the enter key twice, this tells Word to stop creating a bulleted list.

## 7. Activity: Creating a list of instructions

1. Click on the *Numbering* icon

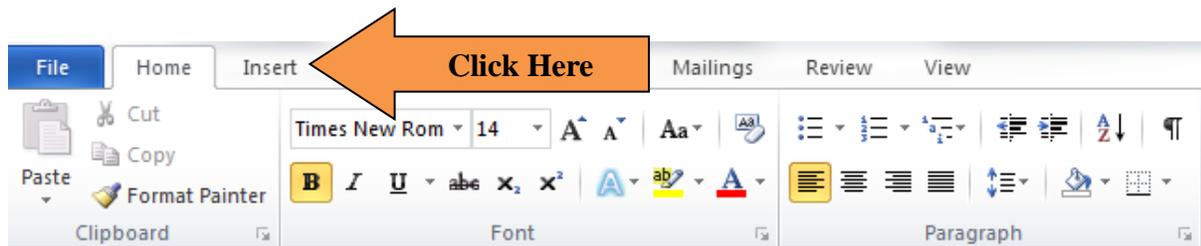


2. Once you click on the icon the number 1 will appear
3. Type the phrase “Preheat oven to 350” and hit the Enter key
8. Once you hit enter Word will automatically start numbering for you and your cursor will move down
4. Type the following (be sure to hit the Enter key after each one): “Mix ingredients in a bowl”, “Spoon dough on to cookie sheet”, “Bake for 30 min”
5. When you get to the last step hit the enter key twice, this will alert Word to stop creating a numbered list.

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## Inserting Page Numbers

1. Click on the *Insert* tab at the top of the navigation bar



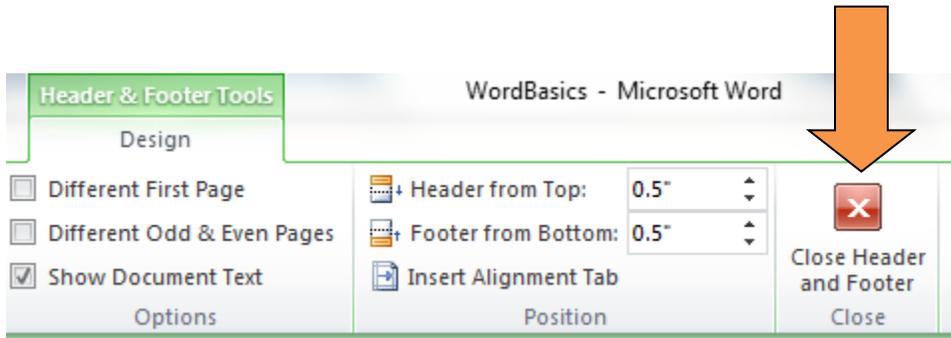
2. Click on the *Page Number* button in the box marked *Header& Footer*



3. Select where you would like the numbers to appear on each page (top or bottom)
4. This will open up the *Header&Footer Tools* menu  
You will see the page numbers at the bottom of the document



5. Click the red *Close Header and Footer* button to get out of this menu

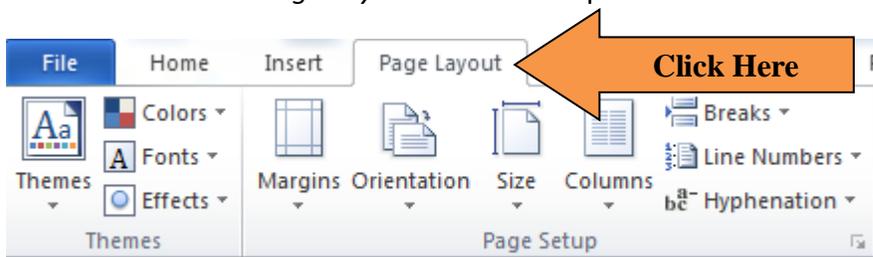


## Changing Page Margins

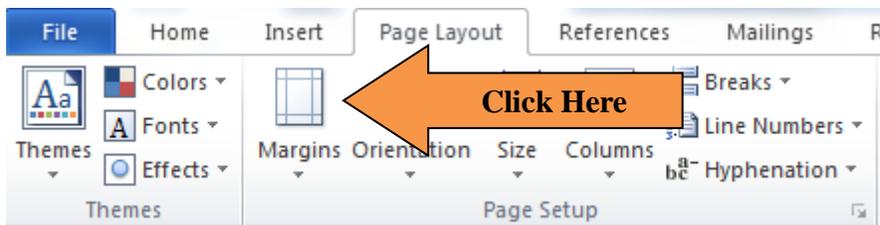
Word allows you to easily select the size of your page margins (the size of the white space at the top, bottom and edges of your document). When you open Word, the document is automatically set at the “normal” setting which is 1 inch on all sides. If you wish to change this, you can choose from any number of setting or customize it yourself.

To adjust the margins:

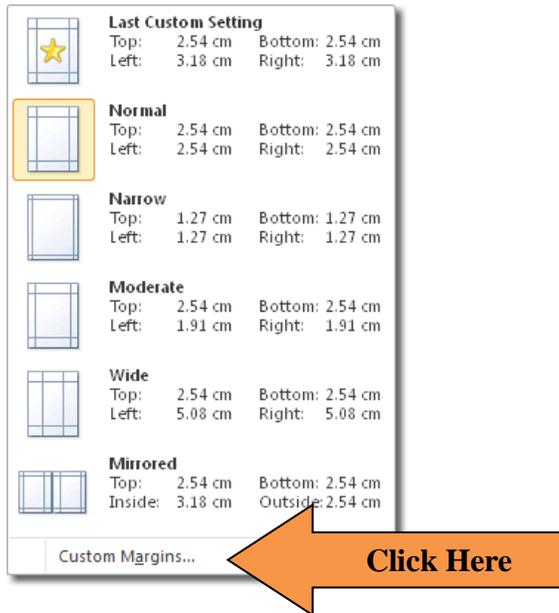
1. Click on the *Page Layout* tab at the top



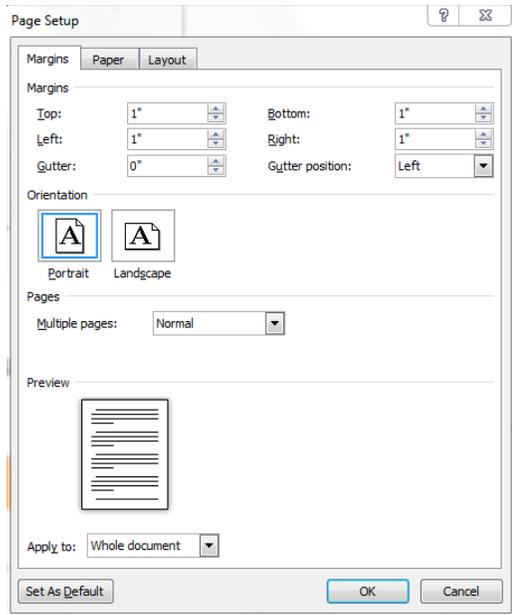
2. Click on the *Margins* icon, this will open up a menu of options.



3. You can choose one of the settings by clicking on it or create your own custom setting by clicking on the *Custom Margins* option at the bottom.



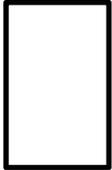
4. Use the arrows to adjust the sizes, or simply type in the desired size in each box. When you are done, click on the *OK* button to save your settings.



## Page Orientation

You have two choices when it comes to page orientation:

*Portrait*

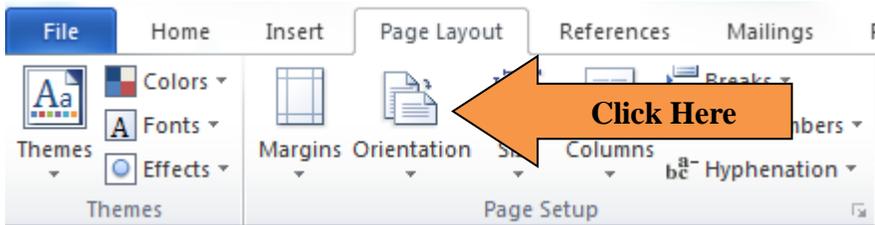


*Landscape*

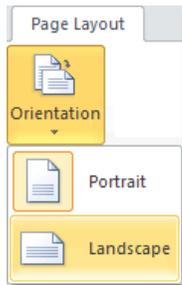


When you start up Word, the page will automatically have the portrait orientation. To change it to landscape, follow these steps:

1. Click on the *Page Layout* tab at the top of the page
2. Click on the *Orientation* button

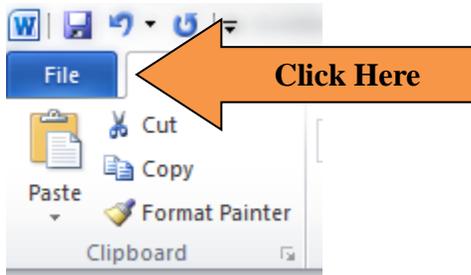


3. Select *Landscape* from the menu. You may not notice it right away, but this changes the way the document appears on the screen.

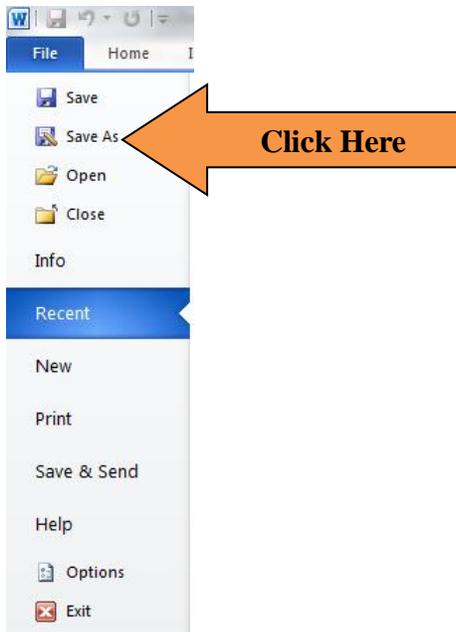


## Saving Your Document

1. Click on the *File* tab in the top left corner of the screen. This will open up a menu.



2. Click on *Save As*, this will open another menu



3. Choose which format you would like to save the document in.

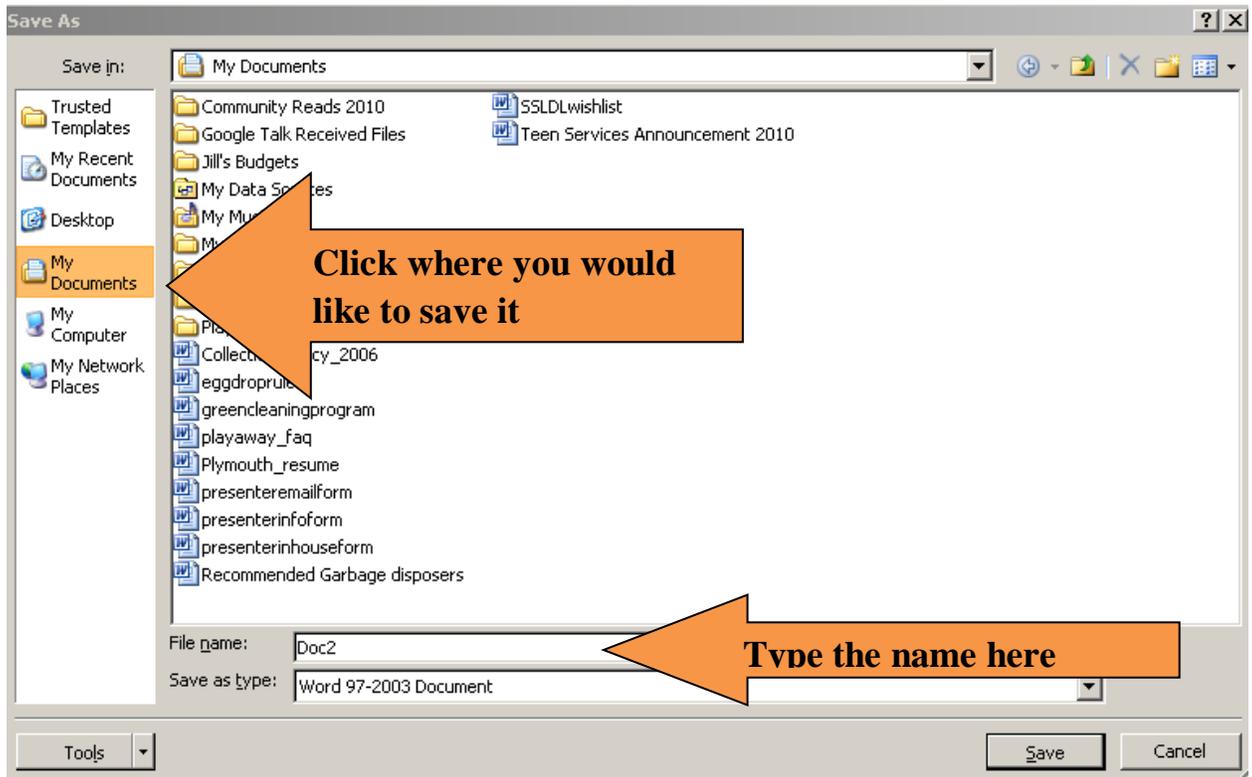
Saving the document as a **Word 97-2003 Document** will allow those with older versions of Word (as well as those with the 2010 version, like the one we are using) to open up the document. You will know it is compatible, because the file type will be a **.doc**

If you save your work as a **Word Document**, only those with the 2010 version of Word (the one we are using) will be able to open the document

If you save your work as a **PDF** file, people may view your work, but will be unable to edit it. The receiver does not need to have Word on their computer to open up this type

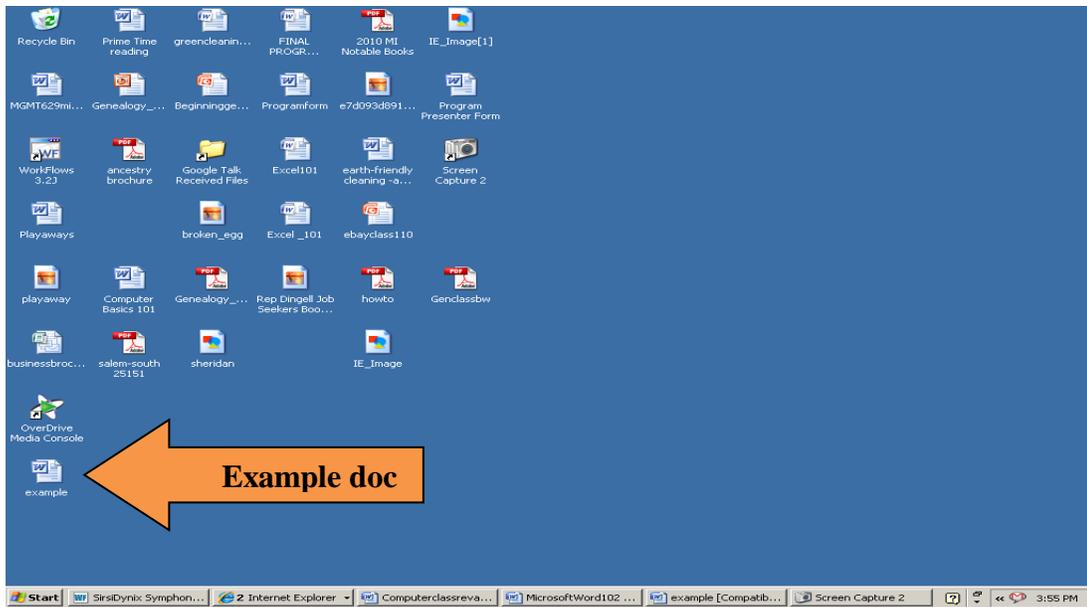
of file. They will need to have a program called Adobe to open it (most people have this).

4. Create a name for your document. You do not need to type in .doc, .docx or .pdf.
5. Choose where you would like to save the document.
6. Click Save



**If you save the document to *My Documents*, then you will have to go to this folder on your computer to retrieve it later.**

**If you save the document to the *Desktop*, then you will see it on the desktop. For example, I named a file *example* and saved it to the desktop.**



If you would like to save it to your USB/Flash drive, select *My Computer* and the flash drive. This will usually be the last one listed. It will usually include the name brand of your flash drive. In this example, my flash drive is made by HP.

