

TECHNOLOGY

RESOURCE CENTER

presents

Get the Most out of Microsoft Word

By: David Merritt

TECHNOLOGY

RESOURCE CENTER

The Leisure World Technology Resource Center

- **Welcome**
- **Who am I?**
- **Who is the Technology Resource Center?**
- **Why we are here?**
- **What we do?**
- **What are our future plans?**

What we will cover during this presentation

- About the Technology Resource Center
- What Microsoft Word is and why it is useful
- Versions of Microsoft Word
- Creating and editing a document (Using Templates)
- Formatting text and paragraphs
- Pages and Layouts
- Adding Pictures
- Saving, printing, and spell check
- Helpful learning resources and Q&A Saving files
- Q&A and fun time!

What is a Microsoft Word?

Microsoft Word is designed to help you create professional-quality documents. Word can also help you organize and write documents more efficiently.

When you create a document in Word, you can choose to start from a blank document or let a template do much of the work for you. From then on, the basic steps in creating and sharing documents are the same. And Word's powerful editing and reviewing tools can help you work with others to make your document great.

Benefits of Microsoft Word

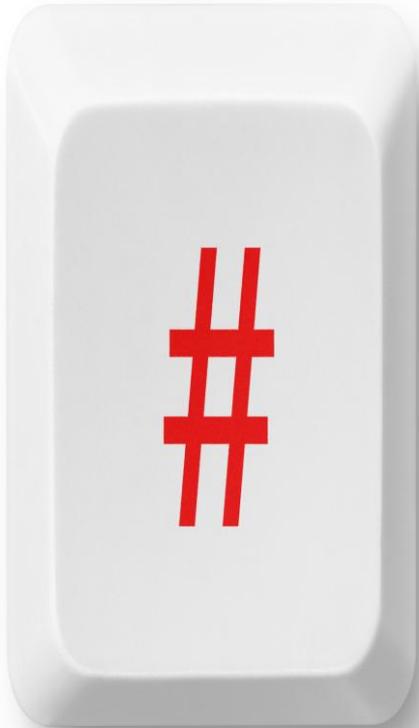


Think of Microsoft Word as a friendly, patient typewriter that never runs out of ink and doesn't mind if you change your mind. It lets you write letters, stories, grocery lists, or even your memoirs, and then politely fixes crooked margins, spelling slip-ups, and words that sneak in when your fingers hit the wrong keys.

If you want the words bigger, Word makes them bigger. If you want to move a sentence, Word lifts it up and sets it down wherever you like—no scissors or tape required.

Best of all, it saves your work so you can come back later, just like bookmarking a good book, making Microsoft Word a gentle helper that turns typing into something easy, tidy, and even a little fun.

Key Features with Microsoft Word



Text Editing and Formatting

Document creation tools offer a wide range of options for formatting text to suit various needs. Users can select different font styles, adjust font sizes, and apply diverse colors to enhance the appearance and readability of their documents. In addition, built-in spell and grammar checking features help ensure that written content is accurate and polished.

Templates and Layout Options

A variety of templates are available for different types of documents, making it easy to get started with a professional look. These templates can be customized, and users also have access to flexible layout options to organize information in a way that best fits their requirements.

Inserting Media

Users can enrich their documents by including a range of media elements such as images, tables, charts, and more. These features allow for the presentation of data and information in visually engaging formats.

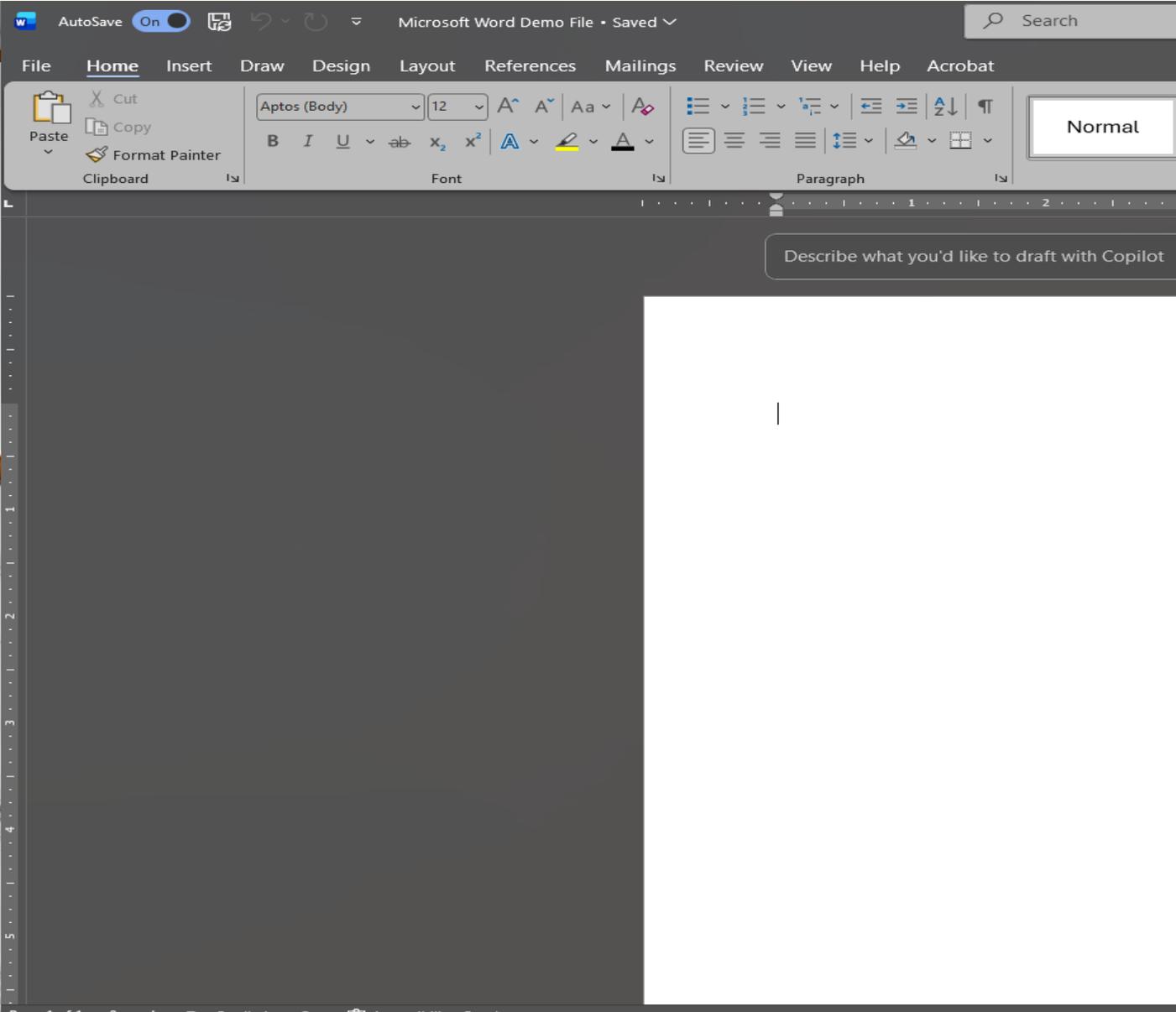
Collaboration Features

Modern tools support cloud storage and real-time collaboration, enabling multiple users to work together on the same document simultaneously. These capabilities make it easier to share ideas and edit documents collectively.

Advanced Tools

To further boost productivity, advanced features are available such as format painting, which helps quickly apply formatting across different sections, dictation for hands-free document creation, and version comparison to track changes and maintain document integrity.

Word Home Screen



Resources for Microsoft Word

Ways to get help with Word:

<https://www.geeksforgeeks.org/websites-apps/ms-word-tutorial>

<https://support.microsoft.com/en-us/word>

<https://www.learningcomputer.com/microsoft-word-basics-essential-tips-for-new-users/>

Other Options:

LibreOffice Writer (best desktop, open-source),

Google Docs (best cloud-based/collaboration)

Apple Pages (macOS, iPadOS, and iOS operating systems)

YouTube – Lots of Videos on using Word

High Level Why for Microsoft Word

Leisure World Technology Resource Center

WHY WOULD YOU WANT TO USE MICROSOFT WORD?

A beginner-friendly, no-pressure explanation



Microsoft Word Is a Smart Piece of Paper

Microsoft Word lets you type on a computer instead of writing by hand.

It helps you:



Write things



Fix mistakes



Save your work



Share or print it later

No erasers. No white-out. No starting over.

Even a grocery list can look impressive.

High Level Why for Microsoft Word



REASON #1: YOU CAN FIX MISTAKES EASILY

Made a typo? Delete it.

Changed your mind? Undo it.

Don't like how it looks? Change it again.



Word is very forgiving.



REASON #2: YOUR WRITING IS ALWAYS NEAT

Letters are easy to read

Lines are straight

Pages look organized

Even a grocery list can look impressive.



REASON #3: WORD SAVES YOUR WORK

Your document won't disappear

You can open it again later

You don't have to remember everything

Word remembers for you.

High Level Why for Microsoft Word



REASON #4: YOU CAN USE IT FOR EVERYDAY THINGS

People use Microsoft Word to:

Write letters

Make lists

Take notes

Create flyers

Write stories or memories

If you can think of it, you can type it.



REASON #5: YOU CAN PRINT OR SHARE WHAT YOU WRITE

Print it

Email it

Save it

Share it with family or friends

Your words can go places.

Fix mistakes easily

Keep things neat

Save your work

High Level Why for Microsoft Word

REASON #6: YOU DO NOT NEED COMPUTER EXPERIENCE

You don't need to be "good with computers"

You don't need perfect typing

You don't need to know every button

If you can type, you can use Word.

IN PLAIN ENGLISH

Microsoft Word helps you:

Write things down

Fix mistakes easily

Keep things neat

Save your work

Share it when you're ready

ONE LAST THING

You cannot break Microsoft Word.

And if something looks strange...  **There is an UNDO button.**

You've got this!

Recap and Questions

Please limit your questions to the topic of Word for Beginners.

After we finish with the presentation we will take any other general questions.



Review of the main topics covered.



Check out the suggested resources.



Open the floor for questions and further assistance on Chromebooks for Beginners.

Thank You for Attending!



TECHNOLOGY
RESOURCE CENTER



We welcome your feedback and suggestions.



Encourage continued exploration of the Word. View links provided.



Contact LW-TRC for information on further assistance.



Let us know what other courses you would like to see.