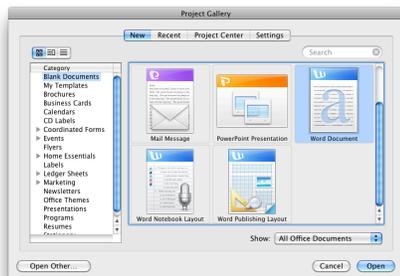


Microsoft Word 2008 Basics

Creating A New Document

- Depending on your settings, Word may automatically create a new document when you click on its icon.
- If Word opens with the **Project Gallery**, follow these steps: Click the **New** tab, then **Blank Documents**, then **Word Document**, then click the **Open** button.
- If Word is already running and you want to create another new document, simply click the **File** menu, then **New Blank Document**.

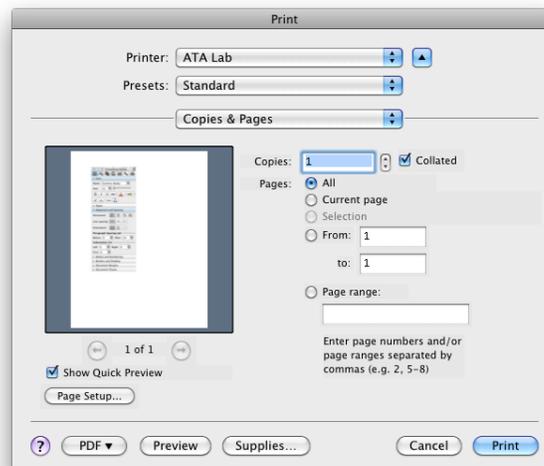


Creating a PDF

- Click on the **File** menu, then **Print**.
- In the window that appears, click the button labeled **PDF**, then select **Save as PDF...**
- Name your PDF, choose where to save it (such as the Desktop) and click the **Save** button.

Printing

- Click on the **File** menu, then **Print...**
- In the window that appears, make sure that the correct printer is selected from the **Printer** menu.
- If necessary, specify the number of copies, specific page to print, or range of pages to print.
- Click the **Print** button.

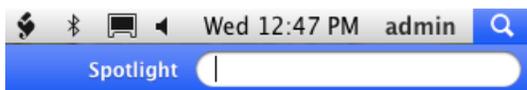


Saving Your Document

- Click on the **File** menu, then **Save**.
- Name your document and choose where to save it.
- Click the **Save** button.

Finding Your Saved Documents

- You can also get a list of recently used documents by clicking on the **File** menu, then **Open Recent**.
- By default, Word will save to your Documents folder. This is a great starting point when trying to locate documents that you previously created.
- If all else fails, click on the **Spotlight** menu in the upper right corner of your screen and type the name of your document, or a keyword that might appear in your document, to search for it.



Using Toolbars and Toolboxes

- Click on the **View** menu.
- Look under **Toolbox** and **Toolbars** for the type of tools you want to use. Note that Toolboxes and Toolbars which have a checkmark next to their names are already showing.
- When you select the desired toolbar it will appear on the screen and you may begin using it.
- You can also hide unneeded toolbars and toolboxes by de-selecting them in the **View** menu.

Galleries

Microsoft Word offers a variety of templates that make it easy to create more complicated documents. These are pre-formatted documents tailored to specific tasks. To start using galleries, simply click on the **File** menu, then **Project Gallery...**, then select a template and click the **Open** button.

Formatting and Aligning Text

- Highlight the text that you wish to change.
- If the **Formatting Palette** (right) is not already showing on your screen, click on the **View** menu, then **Formatting Palette**.
- Locate the type of formatting you wish to set (font, style, alignment, spacing, etc.) and alter it as needed.



Microsoft Word 2008 Basics

Overview of the Word 2008 Interface

1. The **Menu Bar** contains all drop-down menus for common features of Word.
2. From left to right, these three buttons will close the window, minimize it (shrink it and put it in the Dock), or zoom (make larger as necessary to fit the page size.)
3. This portion of the window shows the **title** of your document. If you have not yet saved, it will say **Document**.
4. Shows or hides the toolbar below.
5. The **Toolbar** has buttons for many commonly used functions such as Open, Save, Print and more.
6. The **Elements Gallery** toolbar assists you in adding tables, charts, graphics and more.
7. The **Ruler** indicates the dimensions of your document. This can be useful when laying out a complex page: The page on your screen is shown *to scale*, but does not necessarily appear at the same physical size as it would when printed.
8. The **Formatting Palette** changes fonts, alignment, spacing, borders, shading, and more.
9. The **Scroll Bar** indicates how far you are down the page, and how much of the entire document is shown in the current window.
10. The white space in the middle of the window is where your text and images appear.
11. The **View Buttons** switch between different styles of presenting your document, such as **Normal** or **Page Layout**.
12. Look at the bottom of the window for your page number, word count, and more.
13. Drag the bottom right corner of the page to resize it.

