

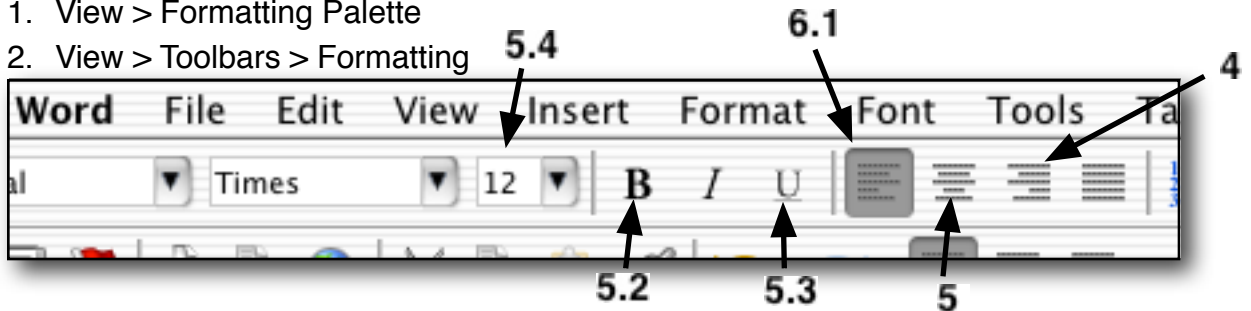
Word Help

Here are some steps to get you started creating a Word document.

1. Open Word: Macintosh HD > Applications > Microsoft Office 2008 > Microsoft Word
2. Set the View: View > Print Layout
3. Get the toolbars you'll need:

1. View > Formatting Palette

2. View > Toolbars > Formatting



4. Heading: Click here and type your name (this puts your name in the upper right corner).
 1. Press return and type the date > press return > type your period

5. Title: Click here to center the cursor > type your title.

1. Select or highlight your title

2. To make the title bold click the B

3. To underline the title, click the U

4. Make the text size 18



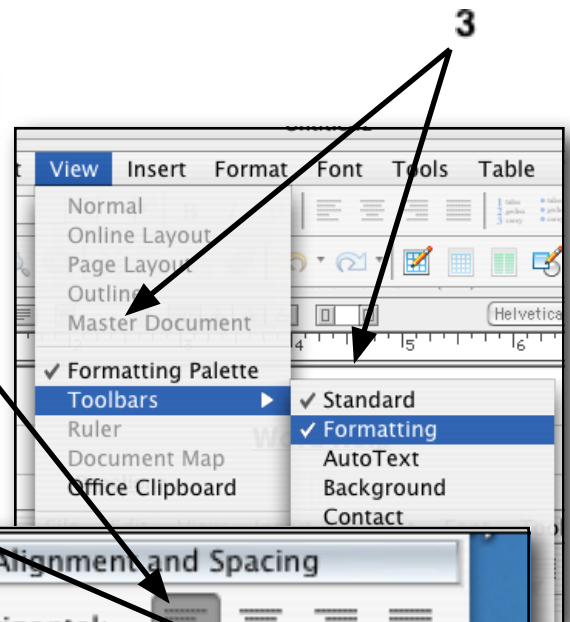
6. Text:

1. Click here to line up the text on the left side of the paper

2. Press the "Tab" key to indent you paragraph

3. Click here to double space

4. Start typing your paragraph



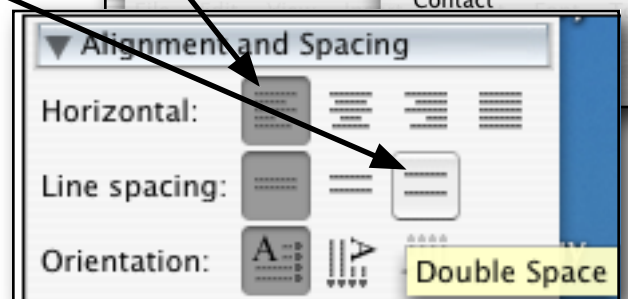
7. Add a picture: Insert > Picture > clipart

1. To be able to move the picture around:
Click on the picture twice > layout > tight

8. Spell check: Tools > Spelling and Grammar ..

9. Copy: Edit > Copy (command C)

10. Paste: Edit > Copy (command V)



Checklist for word documents

- ___ Heading - name, date, period, on the right side of your paper, single space, size 12
- ___ Title - centered, bold, underlined, and large font (size 18)
- ___ Text - font size 12, (use Times or Cambria), indent paragraphs, not bold
- ___ Picture - place it "in" text so the words go around it
- ___ Double-spaced
- ___ Spell check
- ___ No more than one page