

How to use microsoft word essay examples

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Abstract

In this essay the reader will find a set of complete instructions that he/she should follow thoroughly in order to create documents for several papers and essays with the correct formatting features for them.

These instructions are carefully planned and organized according to a detailed process analysis and will ensure that, in the end, the users will have the knowledge to easily create written documents for any paper, essay or situation.

Thesis: This essay will explain in detail how to make proper use of the computer software program Microsoft Word.

Keywords: process analysis, word, document, format, user, write.

Before starting

- Open Microsoft Word.

On your computer's Start Menu, click on the icon Microsoft Word to open the program. Alternatively, you may click in All Programs, open the Microsoft Office folder and then click on the Microsoft Word icon to open the program.

- Write your document

When Microsoft Word opens, it will automatically create a blank page of a new document.

Start writing your document without any formatting: write the titles, press enter to change to the next line, write the text with punctuation. Do not worry, at this time, with any editing.

- Center the title

Begin formatting by centering the title(s) in the document:

Place your mouse pointer in the beginning of the title; click and drag while clicking to select the text of the title (the text will appear with a blue highlight on it); release the mouse button and click the Center button on the above Home tab menu (it is a button with centered lines).

- Make the title words bolder

Place your mouse pointer in the beginning of the title; click and drag while clicking to select the text of the title (the text will appear with a blue highlight on it); release the mouse button and click the Bold button on the above Home tab menu (it is a button with a capital B).

- Make the title words bigger

Place your mouse pointer in the beginning of the title; click and drag while clicking to select the text of the title (the text will appear with a blue highlight on it); release the mouse button and click on the arrow button next to the Font Size on the above Home tab menu (it is a button with an arrow, near a number that is your font's size).

A menu of different font sizes will appear; select the font size you want.

- Create spaces between parts of the document

When you want to create more spaces between paragraphs or parts of the document, just click Enter on your keyboard.

- Create numbering on a list you wrote on the document

Place your mouse pointer in the beginning of the text; click and drag while clicking to select all the text lines you wish to number (the text will appear with a blue highlight on it); release the mouse button and click on the

Numbering button on the above Home tab menu (it is a button with a “ 1, 2, 3” list, above the text alignment).

Next to the Home tab, click on the Insert tab; click on the Picture icon; a window will open with file locations on your computer; in this window, locate the picture on the folder where you saved it and click Insert.

Next to the Home tab, click on the Insert tab; click on the Text Box icon; select the text box style you prefer on the menu that will appear.

- Use a different font

Place your mouse pointer in the beginning of the text; click and drag while clicking to select all the text you want; release the mouse button and click on the arrow button beside the Font name on the above Home tab menu; select the text font you prefer on the menu that will appear.

If you want a defined space between the text lines (e. g. double spacing):

Place your mouse pointer in the beginning of the text; click and drag while clicking to select all the text you want; release the mouse button and click on the Line Spacing button (it is next to the text alignment buttons); select the line spacing you prefer on the menu that will appear.

- Check the spelling and grammar

Click on the Review tab that you find on the above line of tabs; click the Spelling & Grammar button (it will check the whole document for spelling and grammar errors, indicating you where corrections are needed).

- Save the document

Click on the Save (it is a floppy disk) icon above the Home tab.

If you haven't saved the document before, a window will appear for you to choose the location on your computer, the file name and file type; click Save.

If you already saved the document before, clicking the Save (floppy disk) will save the changes you made since the last save.

- Print your document

At this point, you should have your printer on and connected to your computer.

If you wish to print the document (after saving it), click on the Office button (round button on the upper left corner); on the menu that appears, select Print; a window will appear with some preferences you may change (e. g. pages to print, number of copies, etc.); after setting the preferences you wish, click OK.~

- Close Microsoft Word

After saving your document, click the “ x” button on the upper right corner to close Microsoft Word.**Conclusion**

In the end, the user of this document will be able to use Microsoft Word for creation of documents of any kind of needed work: an article, a composition, a list, etc. The user will also be able to perform the correct formatting on the document, save it on the computer and print it, if wished so.

The finished document will have a professional look, which the user may change regarding the appropriate features that each project demands.

It is a practical and useful tool for the user to consult when needed, that will allow him/her to have the basic Microsoft Word skills necessary to easily create documents.