



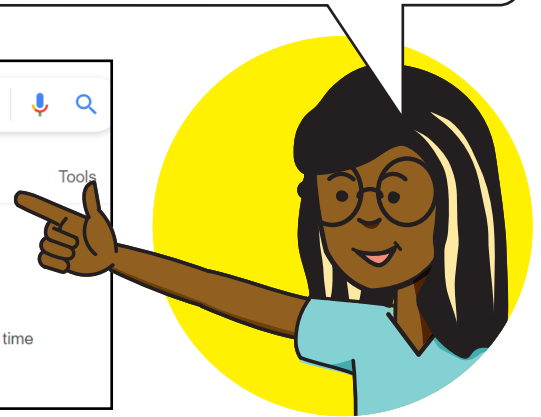
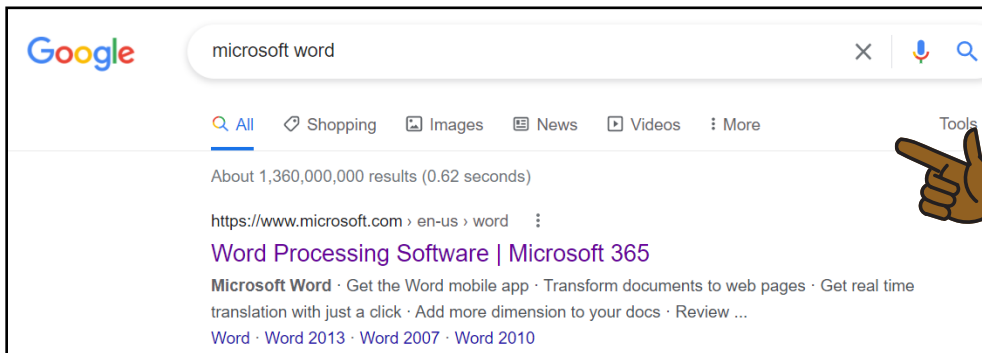
Microsoft Word

Let's download Microsoft Word

Microsoft Word is a program that lets you create documents, and write and edit texts like letters, articles, or assignments.

If you don't already have Microsoft Word on your computer, you can visit the Microsoft Office website to buy a subscription and download it on your computer.

To download it, either click this [link](#) or open up your internet browser and search for **Microsoft Word**. Then click on the first result, **Word Processing Software | Microsoft 365**.



Click on the **Try 1 month free** button. You'll need to type in your credit card information. Microsoft will charge your credit card yearly for the subscription. Then, you'll be able to install Microsoft Word on your computer.

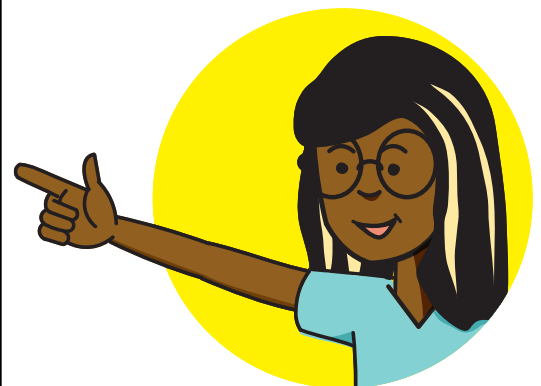
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[Ready to buy Microsoft 365?](#)



After your 1-month free trial, Microsoft 365 Family is CAD \$109.00 per year. Credit card required. Cancel anytime to stop future charges.¹

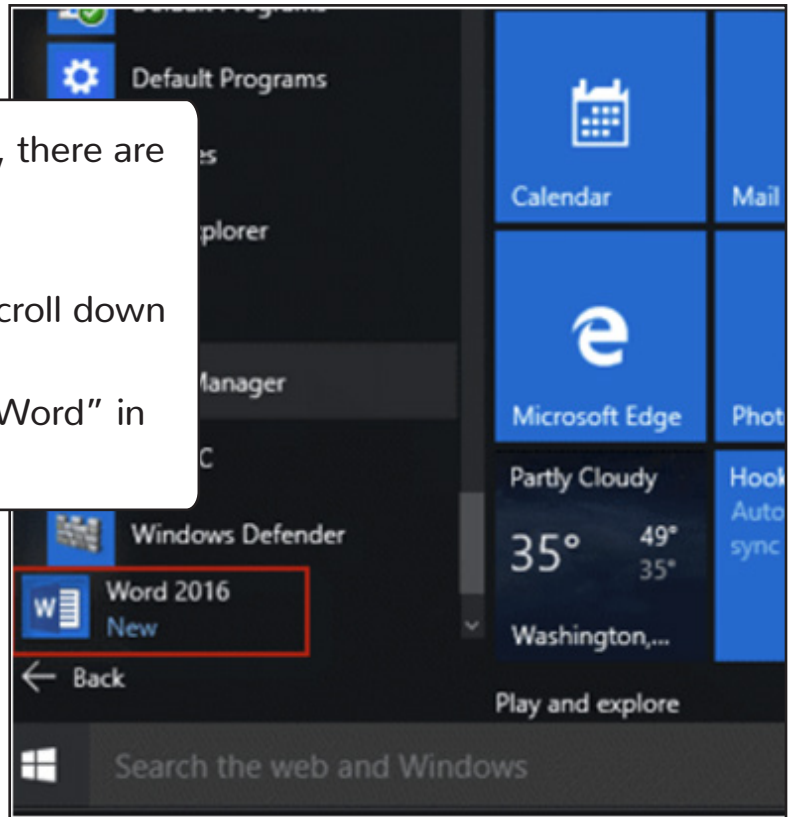
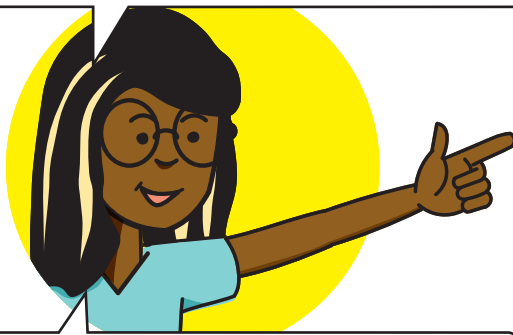


Open Word

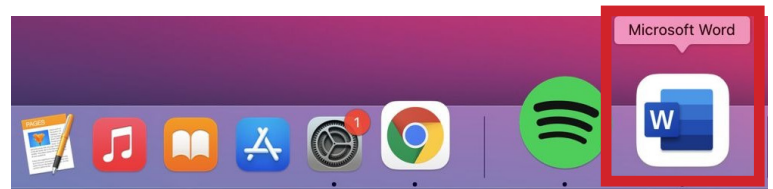
If you're using a Windows computer, there are two ways to open Word.

You can:

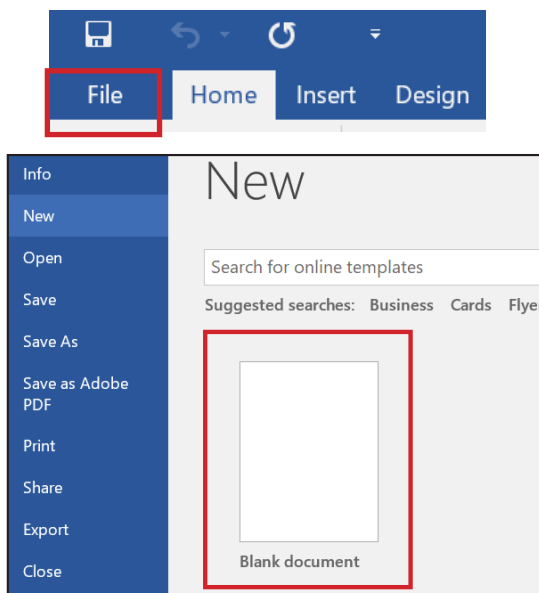
1. Click the **Start** button . Then scroll down and click **Word**.
2. Click the **Start** button . Type "Word" in the search box and press Enter.



If you're using a Mac, you can click on the **Microsoft Word** icon on the Dock, located at the bottom of your screen.



Create a new document

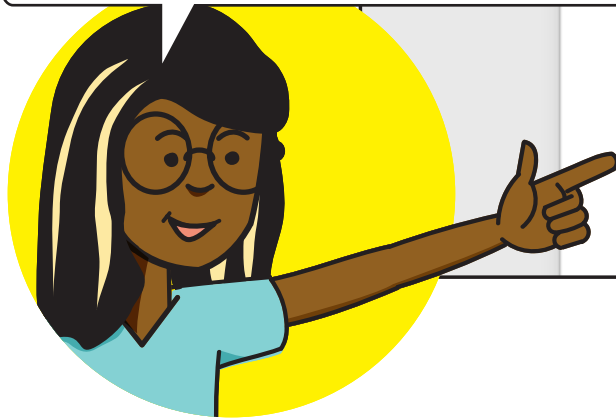


To create a new document, click **File** in the top left corner. Then double click **Blank document**.



The blinking line you'll see in the document is called the **cursor** |. The cursor shows you where you'll start typing. You can click somewhere else in the document to move your cursor there.

1. Type "The weather outside is sunny." and press **Enter**.
2. Type "Yesterday it was raining." and press **Enter**.
3. Type "Tomorrow will be cloudy."

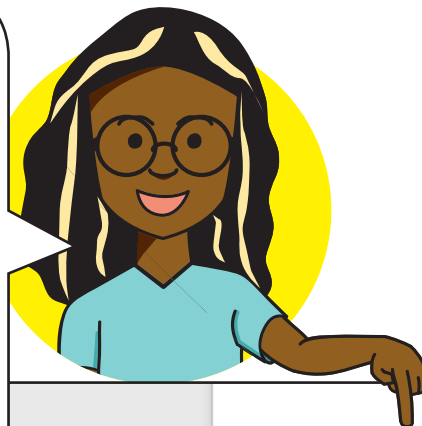


The weather outside is sunny.
Yesterday it was raining.
Tomorrow will be cloudy.

Selecting text

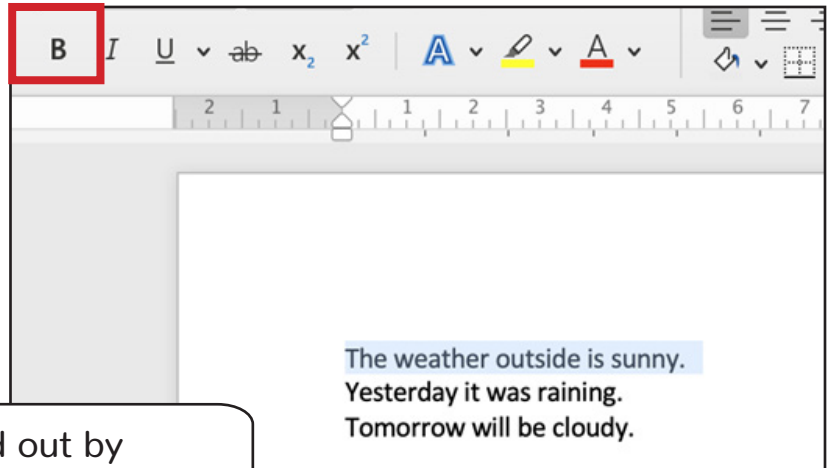
After you've typed something, you can change things like the size, colour, or style of the words. First, you'll need to select and highlight the text.

Move your cursor to the beginning of the first line. Click and hold the left button on your mouse and drag your cursor to the end of the sentence. Then let go of the mouse button. You'll see the entire line is now highlighted in blue. Now you can change the text you selected.



The weather outside is sunny.
Yesterday it was raining.
Tomorrow will be cloudy.

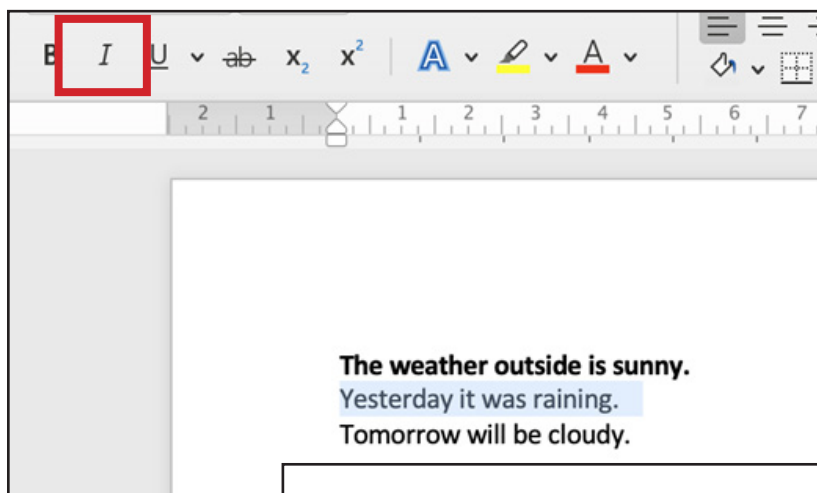
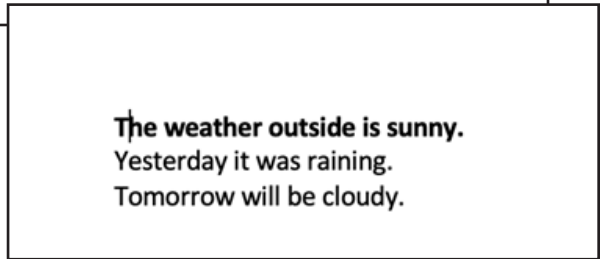
Bold, italicize, and underline



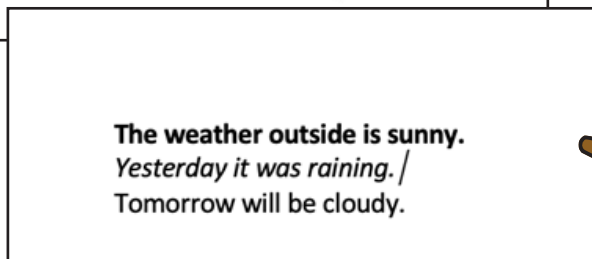
You can make some text stand out by changing its style:


- Bold makes the letters thicker and darker
- Italics means the letters lean to the right
- Underline puts a line under the words

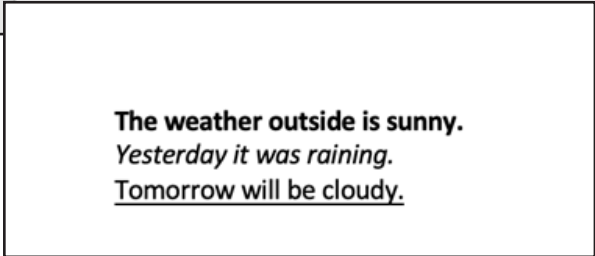
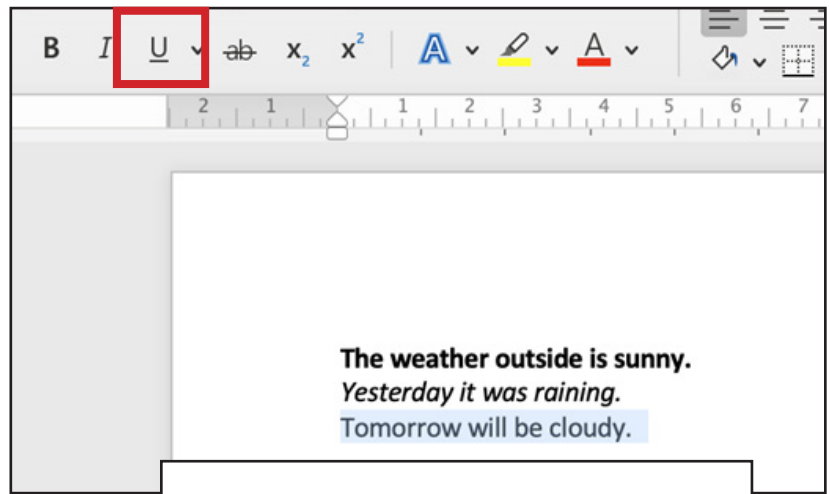
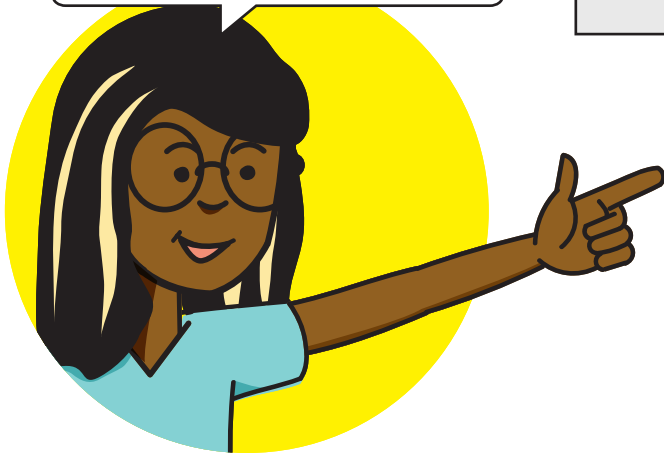
To bold the line you selected, click the **B** icon **B**.



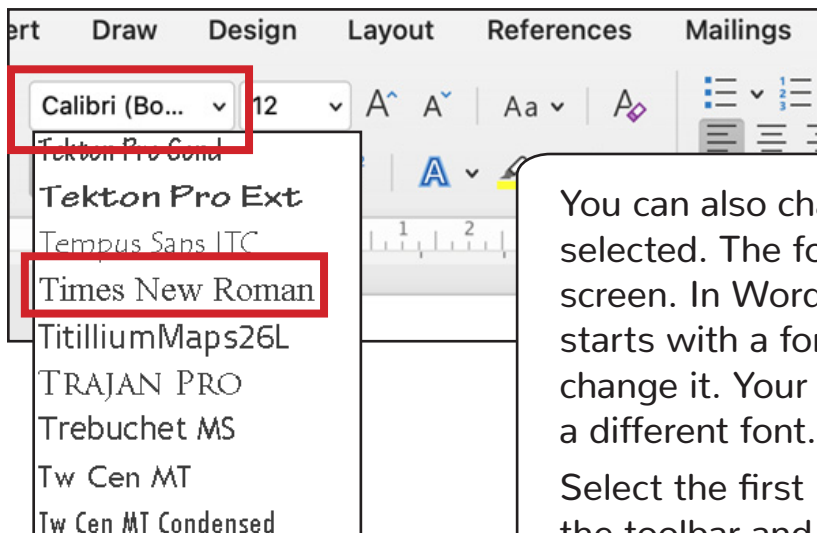
Select the second line.
To italicize it, click the **I** icon **I**.



Select the third line.
To underline it, click the **underline** icon .



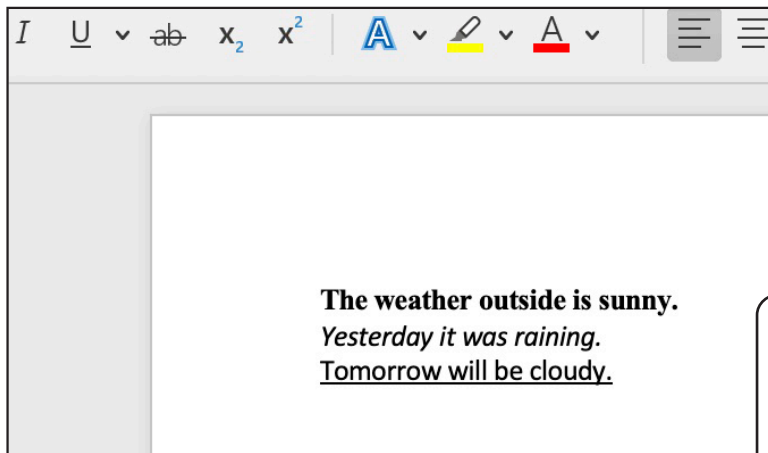
Changing the font



You can also change the **font** of the text you selected. The font is the look of the words on the screen. In Word 2016, a new document always starts with a font called "Calibri," but you can change it. Your version of Word might start with a different font.

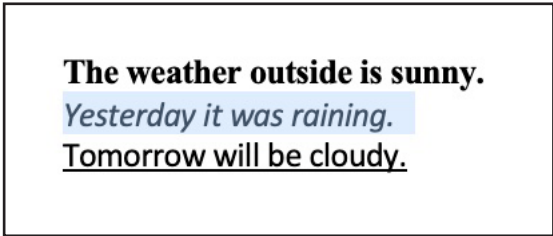
Select the first line. Then move your mouse up to the toolbar and click on the arrow next to **Calibri (Body)** or your version's starting font.

A list with many font options will appear. Click on **Times New Roman**.

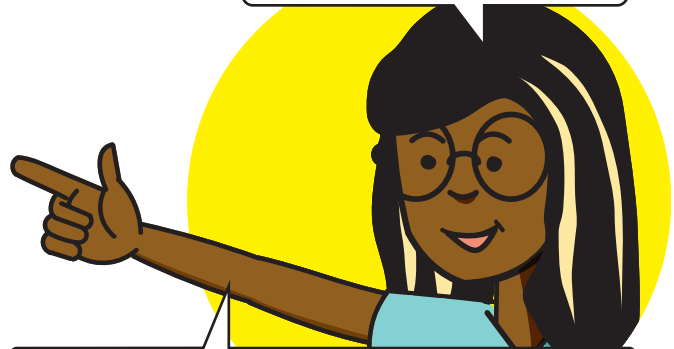
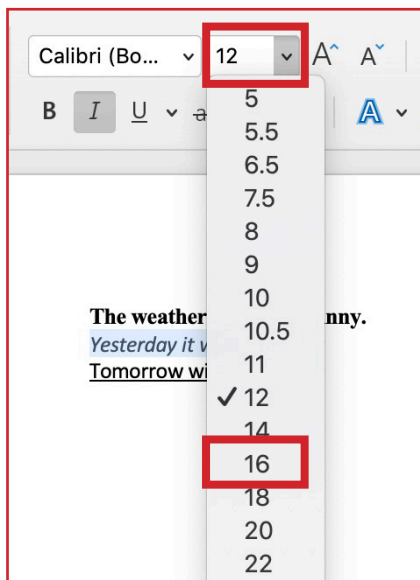


The font of the first line will change. If you type more words on this line after this sentence, they will also appear in the new font.

Changing the font size



You can change the size of the font, too. Select the second line you typed.



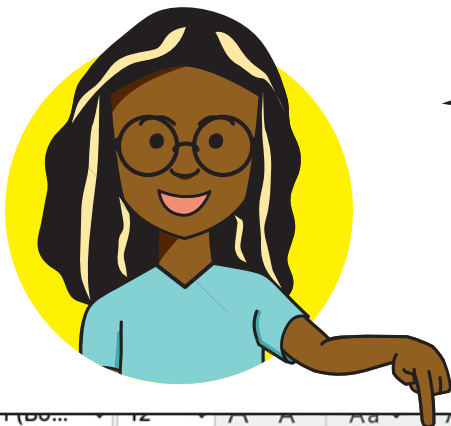
A new document usually starts with the font size set to 11 or 12. Move your mouse to the toolbar and click on the arrow next to the font size. Then choose a new number. Try changing the font size to 16.




The bigger the number, the bigger your font will be.

The weather outside is sunny.
Yesterday it was raining.
Tomorrow will be cloudy.

Changing the font colour



A new document always starts with the font colour set to black. To change the colour of the font, click on the arrow next to the font colour  and choose a new colour.


Select the third line. Try changing the font colour to orange.

Then, change the first line to green.

The weather outside is sunny.
Yesterday it was raining.
Tomorrow will be cloudy.

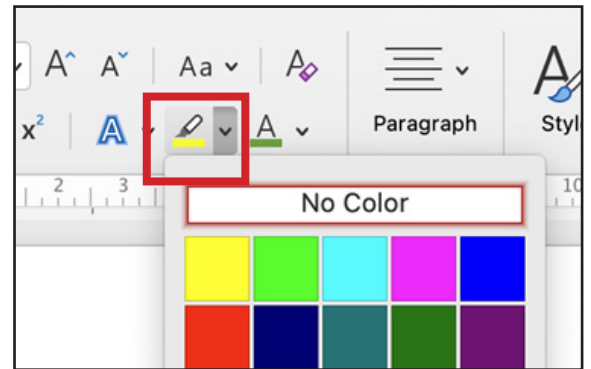
The weather outside is sunny.
Yesterday it was raining.
Tomorrow will be cloudy.

Highlight text

You can highlight parts of the text using the highlight tool .

Select the second line.


Click the arrow beside the highlight button, and choose a colour from the drop-down menu. Let's pick yellow. Now your text is highlighted in yellow.



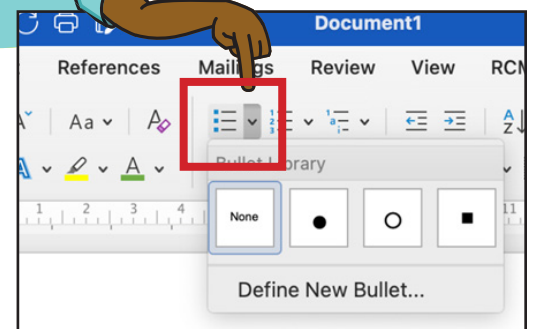
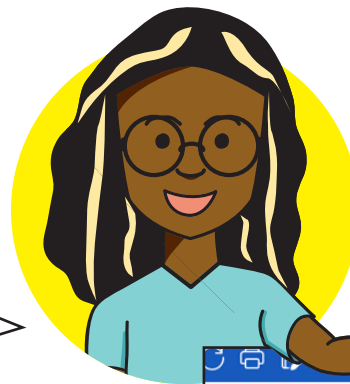
The weather outside is sunny.
Yesterday it was raining.
Tomorrow will be cloudy.

Create a bulleted list

You can organize things into a list using bullets.

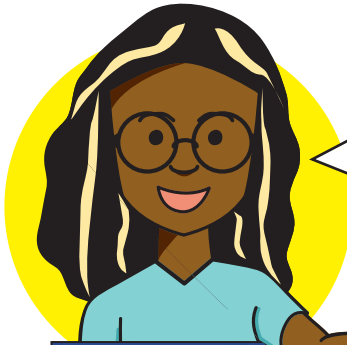
Select all three lines of text. Then, click on the arrow next to the **Bullets** icon .


Different bullet options will appear. Choose the style of bullets you'd like to use.

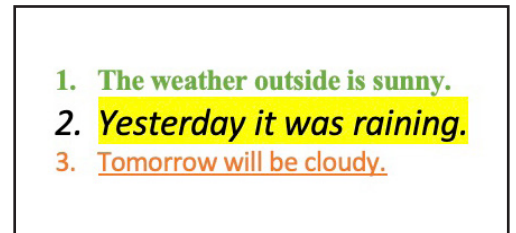
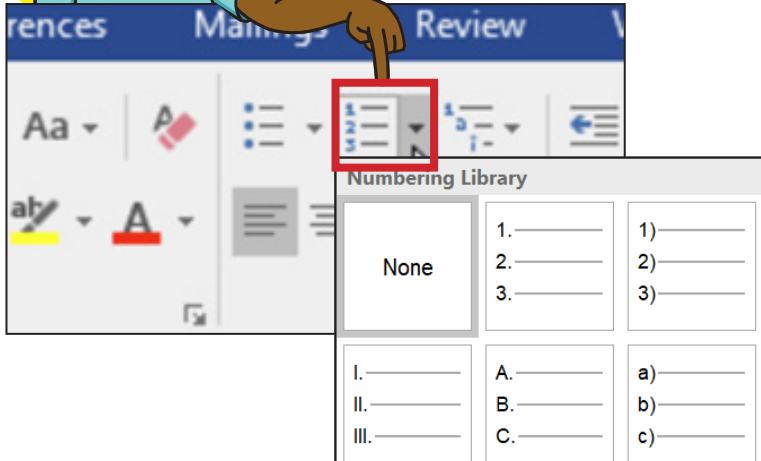


- **The weather outside is sunny.**
- ***Yesterday it was raining.***
- Tomorrow will be cloudy.

Create a numbered list





You can also create lists using numbers or letters. Select all three lines of text. Then, click on the arrow next to the **Numbered Bullets** icon . Choose which style of numbers or letters to use for your list.

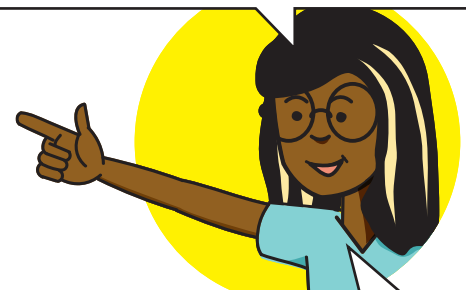
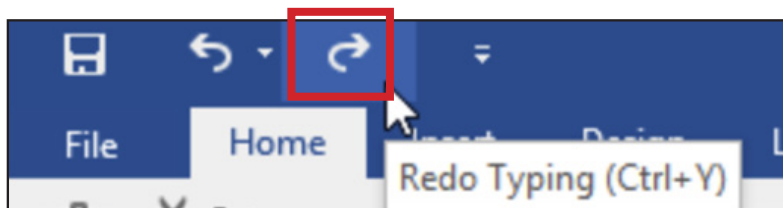
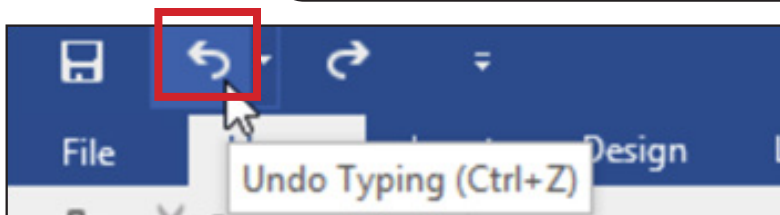


Undo and redo text

If you make a mistake when you type, or if you accidentally delete something, you can fix it by using the undo and redo buttons.

You can undo a mistake by clicking the **undo** button  at the top left of Microsoft Word. It'll reverse what you just did.

You can also redo the change by clicking on the **redo** button . It repeats something that you undid.



Try undoing everything until you have a blank page and there is no text on the screen.

Add a hyperlink



A hyperlink is special text you can click on to open a website. Hyperlinks usually [look like this](#).

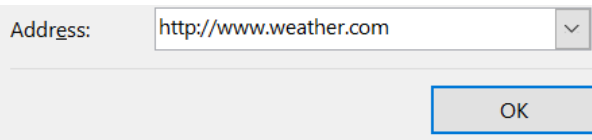
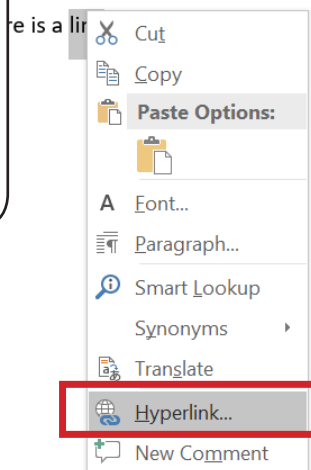
Let's add a hyperlink.

Type this sentence: "Here is a link you can use to find today's weather." Then, select the word "link".

Here is a [link](#) you can use to find today's weather.

Right click on the word "link" and select **Hyperlink**.

If you're using a Mac and don't have a right click button on your mouse or touchpad, you can open the right click menu by holding **Control** control on your keyboard and clicking on the word "link".



In the pop-up box, type www.weather.com in the **Address** bar. Then click **OK**.

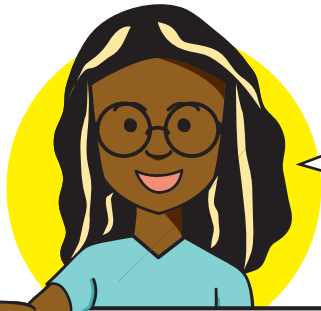
In your document, the word "link" will turn blue and become a hyperlink. Hold **Control** Ctrl on a Windows keyboard, or **Command** ⌘ on a Mac keyboard, and click on the hyperlink. Your internet browser will open and go to www.weather.com.

Here is a [link](#) you can use to find today's weather.

To remove a hyperlink, right click on the word "link" and click **Remove Hyperlink**.



Check spelling and grammar

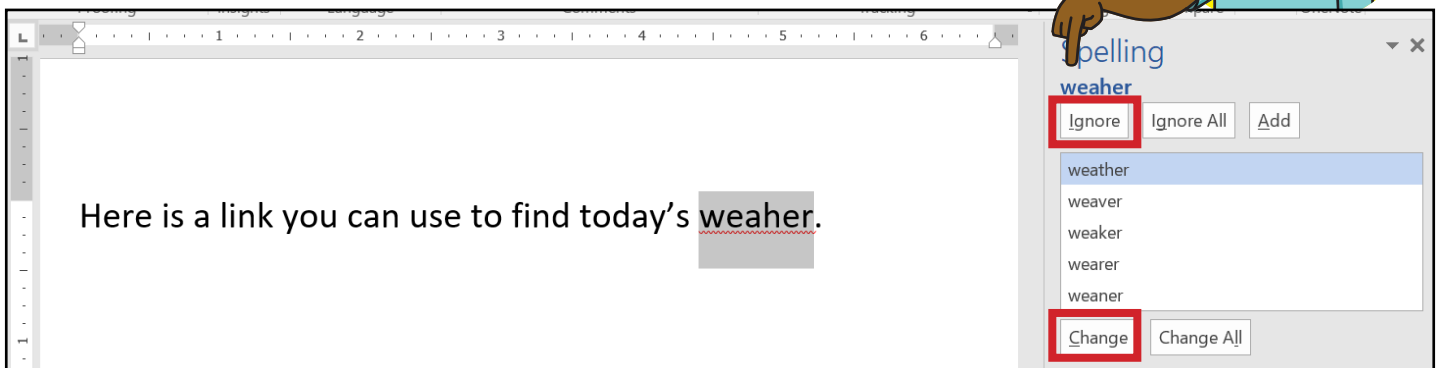


When you're done writing your text, it's a good idea to check the spelling and grammar.

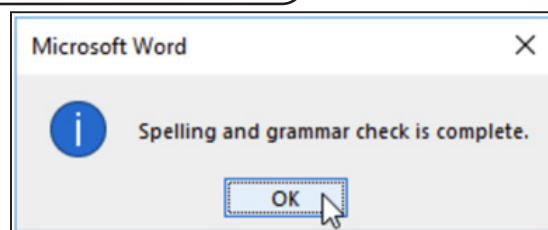
Click on the **Review** tab, and then click on **Spelling & Grammar**.



Microsoft Word will mark places you should check with a red wavy line. In a box on the right, Word will suggest changes that you can choose to ignore by clicking the **Ignore** button, or accept by clicking the **Change** button.



If there are no suggested changes, you'll see a pop-up box that says "Spelling and grammar check is complete."

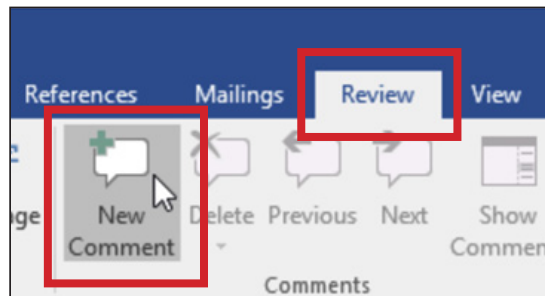


Add comments

Anyone can add comments to a Word document. This is helpful if you or someone else wants to add feedback or notes.

On a new line, type in "Today I'm learning Microsoft Word." Then, select the word "Today."

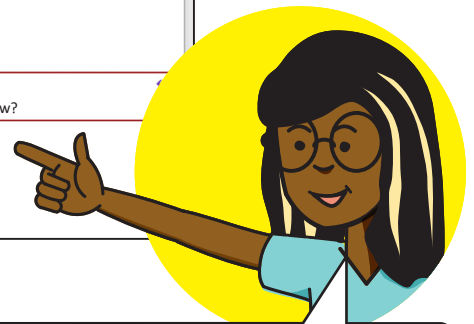
Click on the **Review** tab, and then click **New Comment**.



Here is a link you can use to find today's weather.

Today I'm learning Microsoft Word.

Stevens, Jeff
What will I learn tomorrow?



A space will appear on the right for you to add your comment or suggestion.

In the comment box, type "What will I learn tomorrow?"

To save your comment, click anywhere else in the document.

To delete a comment, right click on the comment and click **Delete Comment**.

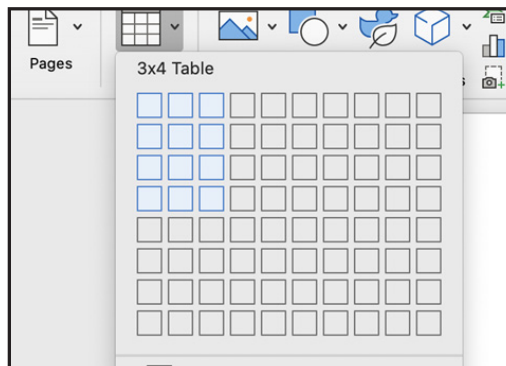
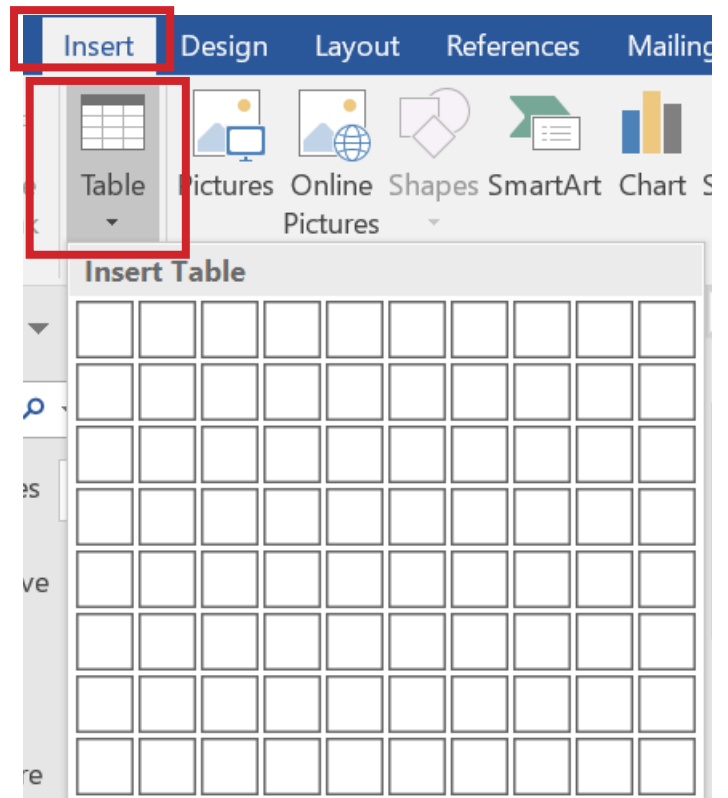
If you're using a Mac, you can open the right click menu by holding **Control** control on your keyboard and clicking on the comment.

Add a table



A table is a grid of boxes organized in columns and rows where you can enter data. Tables help you show information in a simple way.

To add a table, go to the **Insert** tab and click on the **Table** icon .

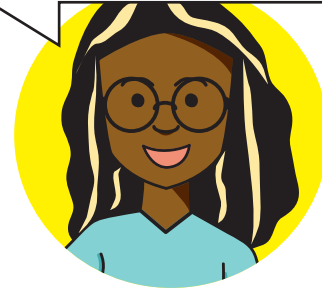
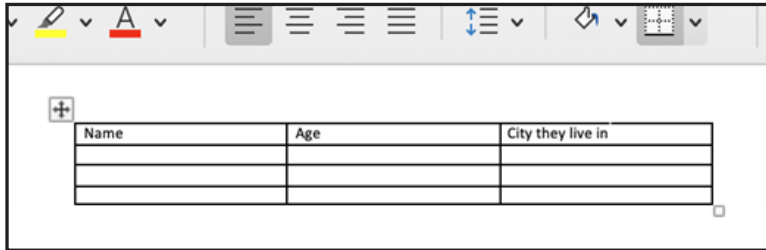


You can choose the number of columns and rows for your table. Columns run up and down and rows run left and right.

Let's create a table with 3 columns and 4 rows. Move your mouse cursor across the first 3 squares and below the first four rows and left click. A table with 3 columns and 4 rows will appear in your document.

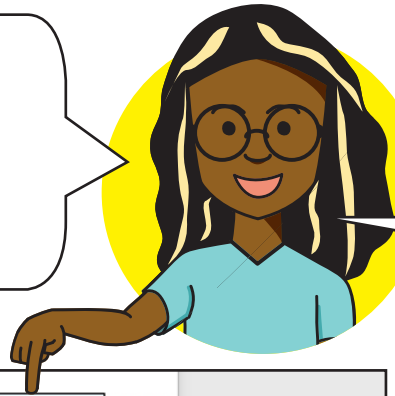
The boxes in a table are called cells. You can add text in any cell of your table by clicking the cell.

Try adding text to the cells of the first row. Type "Name" in the first column, "Age" in the second column, and "City they live in" in the third column.

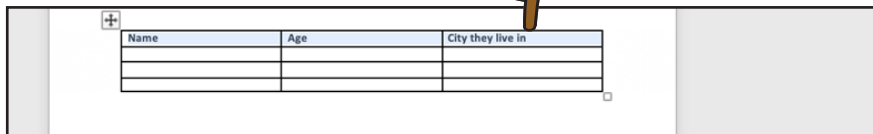



Now try to select and bold the top row.



Use the same steps you did to select and bold lines of text earlier.

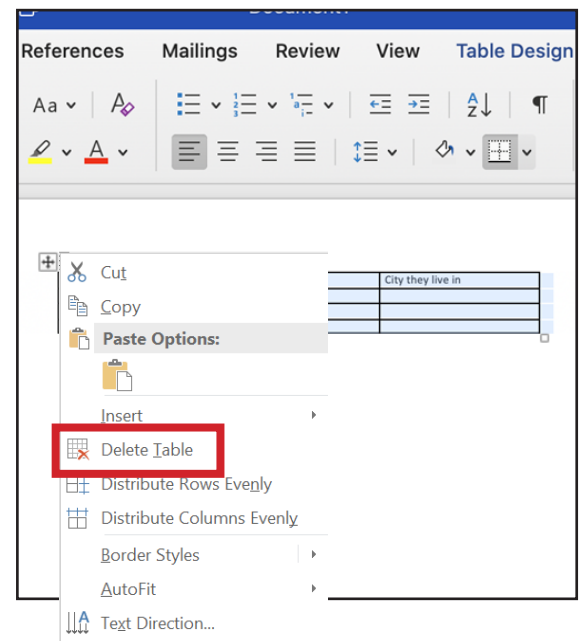
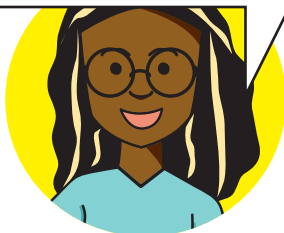


Try filling in the rest of the table with the names, ages, and cities of some of your family members.



To delete a table, move your mouse over the table until you see the table selection icon  in the top left corner of the table. Right click on it, then click on **Delete Table**.

If you're using a Mac, you can open the right click menu by holding **Control**  on your keyboard and clicking on the table selection icon .

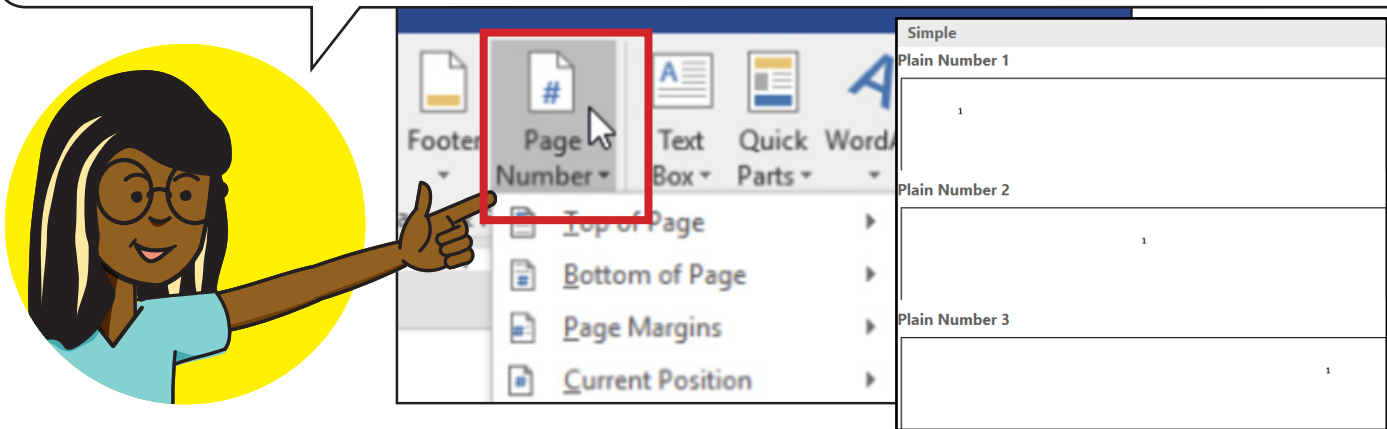


Add page numbers

In the **Insert** tab, click on **Page Number**.

You can choose where to put the page number. You can choose to have it at the top or bottom of the page. You can also choose whether the number is on the left, right, or middle of the page.

Try adding page numbers to the bottom right of the page.

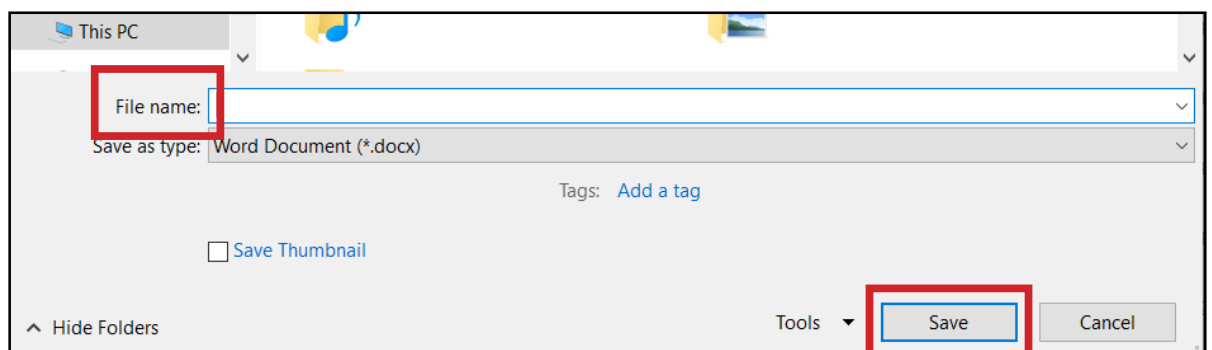
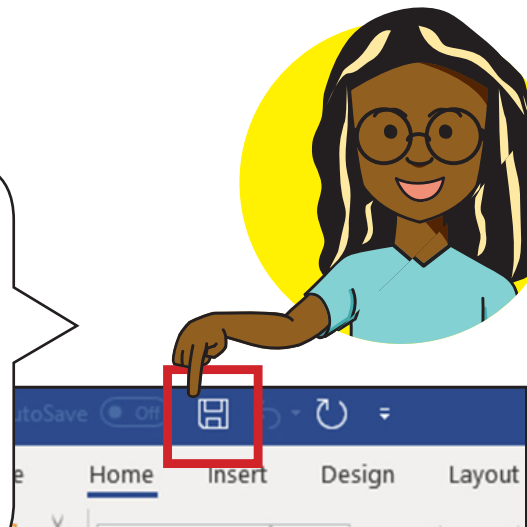


Save your document

To save your work, click on the **Save** icon .

A box will pop up. Type the name of your document in the text box next to **File Name**.

Then select the folder where you'd like to save the document. When you're done, click on **Save**.



Review



Did everything make sense?
Is there anything you want to try again?

Now let's see what you've learned



Do you think you can do these things by yourself?

Can you...	Yes	Not Yet
Bold, italicize, and underline text?	<input type="checkbox"/>	<input type="checkbox"/>
Change the font, size, and colour of text?	<input type="checkbox"/>	<input type="checkbox"/>
Add bullets?	<input type="checkbox"/>	<input type="checkbox"/>
Add hyperlinks, comments, and tables?	<input type="checkbox"/>	<input type="checkbox"/>
Save a document?	<input type="checkbox"/>	<input type="checkbox"/>

What do you want to do next?



Refresh,
let's go over this lesson again



I understand it all,
let's go to the next lesson