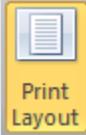


This sheet is designed to be an aid to you as you are using Microsoft Word for Office 2011 for Mac.

OFFICE MENU/TOOLBAR SHORTCUTS

At the top of the screen is the File button. This button is a central menu for many actions in Word. These icons are described on the left. The toolbar icons can simplify the creation of your word document, and are described on the right.

Menu Icon	Description	Toolbar Icon	Description
	Opens a new document		Copies the selection to the Clipboard
	Opens an existing document		Places Clipboard contents at the insertion point
	Saves the current document		Reverses the last change
	Shows print menu for printing and previewing		Turns on bold , <i>italic</i> , or <u>underline</u> font
	Shows the document in preview format		Begins a list with current bullets or numbers style

JUSTIFICATION

Justification determines the appearance of the text in relation to the margins. Center justification centers the line between margins. Full justification aligns the text on the left and right margins. Left justification produces a “ragged right” margin while Right justification produces a “ragged left” margin. To change the justification of the entire document, click Edit and choose **Select All**. Or, if you want to change the justification of just a section of the document, highlight that section by clicking and dragging the mouse over the area. In order to change justification, choose **Paragraph** from the **Format** drop-down. Select the alignment you want from the box in the upper left corner of the menu. When finished, click **OK**.

OPENING A DOCUMENT

If you have already created a file and want to make changes to it, you must open the document. To do this, click on **File**, then **Open**. Select the drive from which you wish to retrieve a file. Once you select the correct drive, a list of all available files on that drive will appear in the left side of the window. Click on the file you wish to edit and then choose **Open**.

SAVING A FILE

You should save your document periodically to avoid losing any changes. When saving your document for the first time, click on **File**, then **Save**. Give the document a name in the **Save As:** window. Choose where to save the file from the **Where:** drop down menu. Click Save. After you have given the file a name, you can save the document by clicking the **Save** icon on the toolbar.

ADJUSTING PAGE MARGINS

Make sure the cursor is at the top of your document. Click on **Layout**, and then click **Margins**, and then the **Custom Margins** menu item. Specify the desired top, bottom, left, and right settings. When the margins are correct, click **OK**.

USING PAGE NUMBERS

Make sure the cursor is at the top of your document. To add page numbering to your document, click the **Document Elements** tab, then the **Header** button. Next, select the header layout you want. This will bring up the Header and Footer editor. Select the **Page Number** button and select the position you prefer. The page number will appear. You may also suppress page numbers on the first page of the document. To do this, check on the **Different First Page** option in the Options section of the Header and Footer tab.

ADJUSTING SPACING

To double-space a section of your document, highlight the area you wish to double space. If you want to double space the entire document, choose **Select All** from the **Edit** menu (or hit **Command +A**). Click **Format** and then choose **Paragraph** from the drop-down menu, and then select the **Indents and Spacing** tab. Click on the down arrow next to the line **Spacing** box. Choose the desired spacing and click **OK**.

MOVING/COPYING TEXT

To move or copy text, use the mouse to highlight your selection by holding down the left mouse button and moving the mouse over the text you wish to select. To move the text, hold down the left mouse button and use the **Cut** icon on the toolbar. To copy the text, choose the **Copy** icon on the toolbar. Place the cursor where you want the text to appear and click the **Paste** icon.

CREATING HEADERS AND FOOTERS

Click on the **Document Elements** tab. Click either the **Header** or **Footer** button, and then click within the header or footer to edit. While in the editing mode, a dotted box should appear at the top of the document for headers and at the bottom of the document for footers. The toolbar will also change to the edit dialogue and give you header/footer options. Type the desired text into the header or footer. When you are finished editing, click on **Close** in the Header and Footer toolbar. Headers and footers will appear on all pages.

CHANGING THE FONT

If you wish to change a section of your document, you must highlight the area you wish to change. If you wish to change the font of the entire document, choose **Select All** from the **Edit** menu. Select the font and size in the **Font** section of the **Home** tab. For more options, click the small arrow under that section. Popular fonts are CG Times and Times New Roman. For example, a term paper would have a point size of 12. When you are finished, click **OK**. If you want to change the text style, highlight the text you wish to change and then click the small arrow under the **Font** section. A dialog box should appear. Make your desired changes and click **OK**. For example, you can underline, **bold**, or *italicize* text.

COLUMNS AND TABLES

Select the **Tables** tab, and click the **New** button. A box with a grid inside it will come up that allows you to “draw” the size of the table you wish to make. If you need to make a larger table, you can click the “Insert table” option from the menu. Type the text you want in each table cell.

BULLETS AND NUMBERING

To create a standard-sized bullet, position the cursor at the desired location and click the **Bullets** or **Numbering** button in the **Paragraph** section on the **Home** tab. Click the down arrow next to it to select from multiple bullet options. Bullets remain from that point on until you go under the **Bullets** button menu and remove them by clicking on the **None** option under “Bullet Library.” If you have already selected a format your bullets or numbers, you can simply click on the appropriate icon on the toolbar to begin or end the list. You can also end the list by pressing enter twice on the last bulleted item.

SPELLING & GRAMMAR

Microsoft Word for Office 2010 has features that will automatically check your spelling and grammar. As you type, misspelled words will be underlined in red and incorrect grammar will be underlined in green. To change the spelling or grammar, click the right mouse button on the underlined section and choose an alternative. To spell and grammar check the entire document, go to **Tools** and click **Spelling and Grammar**. Find replacement words or phrases and click **Change** or **Change All** to change all occurrences in the document. If there is no suitable replacement, **Ignore** or **Add** the word.

PRINTING A FILE

When you have finished working and wish to print your document, select **Print** in the **File** menu. When all settings are correct, select the **Print** option.