



Name _____

Date _____

Microsoft Word Intro Student Guide

Pre-Work

1. Work on a writing assignment in class. It can be any length and topic. Bring a final written copy with you to the computer lab.

Computer Lab

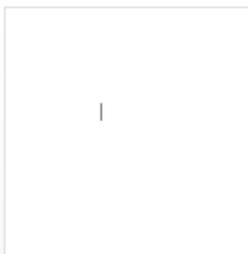
1. Double click on the Microsoft Word icon located on the desktop.



2. Click on the "blank document" to start.



3. A white blank sheet will come up on the screen. You will notice a blinking line. You may start typing with the keyboard.

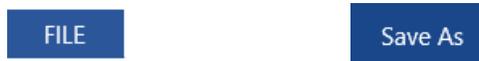


- Once you have completed typing your work, go back and read through it. At this time you will make corrections.
- Words that have a red or green line below it are words or phrases that need to be corrected. On each one you can **right click** to correct the word or select the option that you would like to replace it with. A drop down will appear giving a list of options. Choose the best one (left click).



(Note, some words like names, places, etc. may be detected as incorrect. If you are positive that they are not, you do not have to fix them and can select to ignore).

- If you have re-read and everything is now correct, you may save. In the upper left corner click "file". In the left column that comes up click "save as".



- Next click "browse". In the left column, scroll up or down until you find the "student" drive. Click on "student".



- A list of folders and files will come up on the main screen. Double click on "writing 16-17". Find your folder and double click on it (if you do not have one ask for help creating one).



- Once you have found the location that you want to save you must name your document. Begin typing in the box a title that your work is about.



- When you are done naming your work, click "save". You now will be able to access your document in the "student drive" later on.

