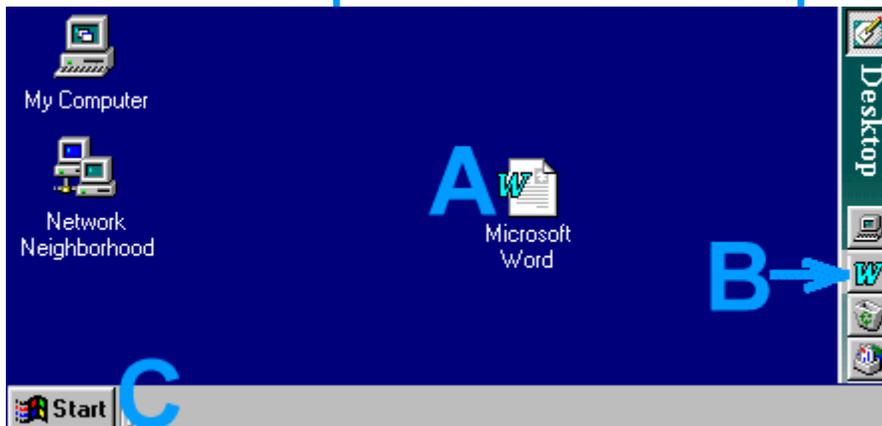


Step 1: Turn Your Computer On



In an office, you start work at your **Desktop**. When you turn your computer on, the first screen you SEE is your **Desktop**

On your **Desktop**, can you SEE **A** in picture ABOVE
This is your **Microsoft Word** PROGRAM icon (picture). Note the big W for Word

On your **Desktop**, can you SEE **B** in picture ABOVE
This is your **shortcut bar**. If so, does it display the big W for Word?

On your **Desktop**, can you SEE **C** in picture ABOVE
This is your **Start** button

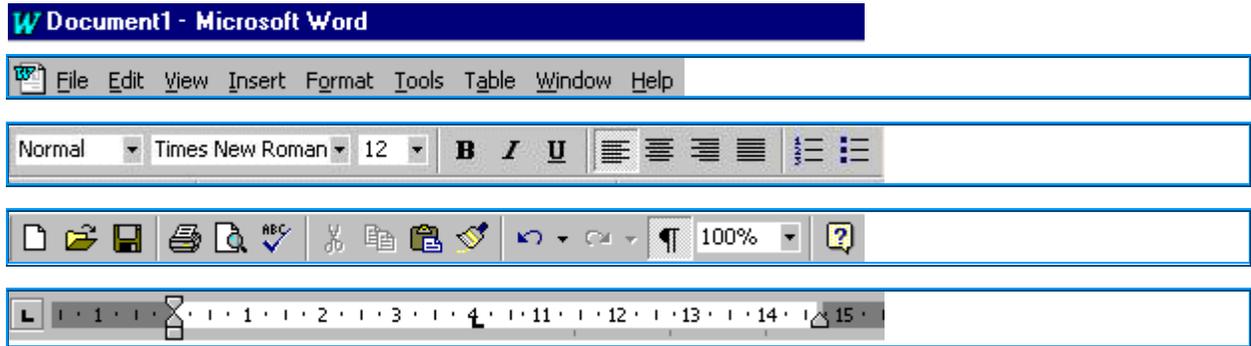
The next step TELLS you HOW to start your Microsoft Word PROGRAM using these three **Desktop** items

Step 2: Start Microsoft Word

You are going to start your **Microsoft Word** PROGRAM using one of the three **Desktop** items in Step 1

-  Can you SEE your **Microsoft Word** PROGRAM icon?
If YES, DOUBLE click it (Step 11)
-  If NO, can you SEE the **shortcut bar**? Does it display the big **W** for **Word**?
If YES, click it ONCE
-  If NO, can you SEE the **Start** Button?
If YES, click it ONCE and its menu appears
- 4 Move your mouse UP to **Programs**. It becomes SELECTED (highlighted) and its menu appears
- 5 Making sure you stay on the SELECTED area, move your mouse ACROSS **Programs** to its menu
- 6 The **Programs** menu is in alphabetical order, so move towards M for Microsoft Word
- 7 If you can't SEE M, look for a tiny DOWN pointing arrow at the BOTTOM of the menu. Hold your mouse OVER it to move further DOWN the menu to M
- 8 Move your mouse OVER **Microsoft Word** and, when it becomes SELECTED, click it ONCE

Step 3: Your Screen



At the TOP of your computer screen, can you SEE five horizontal bars (SEE pictures ABOVE)?

The first bar is your **Title Bar**.

The second bar is your **Menu Bar**.

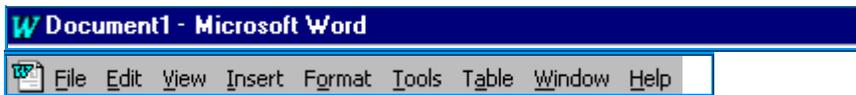
The third bar is your **Formatting Toolbar**.

The fourth bar is your **Standard Toolbar**.

The fifth bar is your **Ruler**

If you can't SEE ALL five horizontal bars, the next step TELLS you HOW to display them on your screen

Step 4: How To Display Toolbars & Ruler



The **Title Bar** and **Menu Bar** automatically appear



If the **Formatting Toolbar** does NOT appear:

- 1 On the **Menu Bar**, click **View** and its menu appears
- 2 Move your mouse DOWN to **Toolbars**. It becomes SELECTED and its menu appears

If you can't SEE **Toolbars**, you are looking at the SHORT menu. Hold your mouse over **View** (at the TOP of the menu) for a few seconds and the LONG menu appears

- 3 Making sure you stay on the SELECTED area, move your mouse ACROSS **Toolbars** to its menu
- 4 Move your mouse OVER **Formatting** and, when it becomes SELECTED, click ONCE



If the **Standard Toolbar** does NOT appear:

- 5 On the **Menu Bar**, click **View**
- 6 Move DOWN to **Toolbars**
- 7 Move ACROSS **Toolbars** to its menu and click **Standard**



If the **Ruler** does NOT appear:

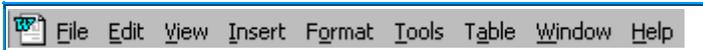
- 8 On the **Menu Bar**, click **View**
- 9 Move DOWN to **Ruler** and, when it becomes SELECTED, click ONCE

Step 5: Which Bar Is Which?

To help you remember **which bar is which**:



The **Title Bar** displays the **Document Title** (or **Number**)



The **Menu Bar** contains **words** (like a restaurant menu)



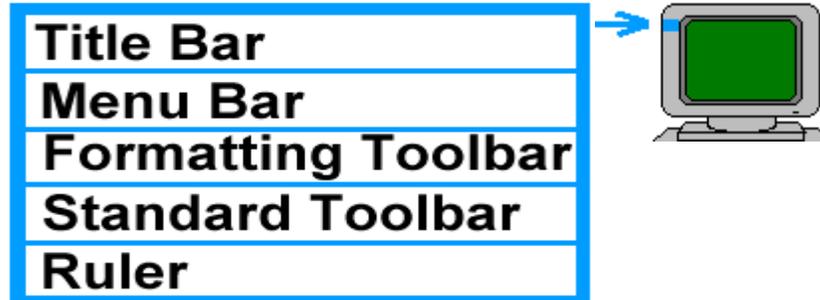
The **Formatting Toolbar** contains white **boxes** and **icons** (pictures)



The **Standard Toolbar** contains mostly **icons**



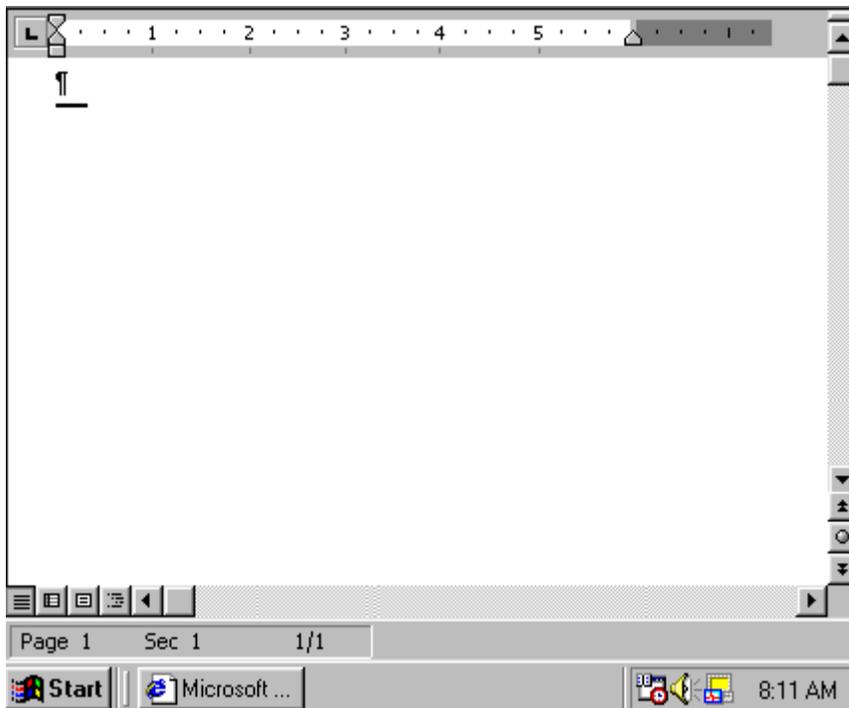
The **Ruler**



Cut out the ABOVE picture (along the BLUE BORDER) and stick it on the LEFT side of your computer monitor in line with the five horizontal bars on your computer screen

Step 6: Your Text Area

The white space on your computer screen is your **text area**



Step 7: Your Mouse



- 1 Look at your mouse. At the TOP, it has a **LEFT side** and a **RIGHT side**

You use the **LEFT side** to click your mouse and the **RIGHT side** to display a shortcut menu (more on this in a future tutorial)

If you impulsively clicked the **RIGHT side** and the shortcut menu appeared, to remove it from your screen, click the **LEFT side** of your mouse anywhere in your white text area

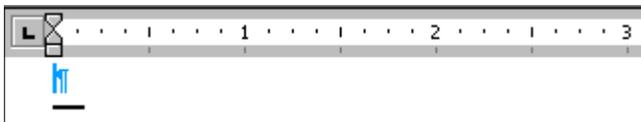
Most people use their index (pointer) finger to click the **LEFT side**. BUT feel free to use whichever finger feels more comfortable to you (I actually use my MIDDLE finger)

Step 8: How To Hold & Move Your Mouse

- 1 Place your wrist flat on the table, push the BOTTOM of the mouse firmly into the palm of your hand and rest your fingers on TOP of the mouse
- 2 Now, place your thumb along the LEFT side of the mouse (if you are right-handed) and the RIGHT side (if you are left-handed) and let your little finger fall off the mouse to support the other side
- 3 Using mostly your wrist and thumb to guide it, move your mouse slowly UP, DOWN, LEFT and RIGHT on your mouse pad and, as you DO this, look at the white text area on your computer screen

When you move your mouse around your mouse pad, your mouse movements appear in the white text area as an **I-beam** (I)

Step 9: Your Flashing Cursor



In the TOP LEFT corner of your white text area is your end of paragraph mark (¶)

To the LEFT of your end of paragraph mark is a small vertical line and it is **flashing**. This is your **cursor**

- 1 Move your mouse to the MIDDLE of your white text area and your I-beam (I) appears

If you TYPE now, WHERE will your TYPING appear? Beside the **flashing cursor** or your I-beam?

On your keyboard:

- 2 TYPE Microsoft Word and, then, put your hand back on your mouse to SEE your I-beam

WHERE did your TYPING appear? It appeared WHERE your **cursor** was **flashing**. Your I-beam didn't move. Your I-beam simply TELLS you WHERE your mouse is in the white text area

Step 10: Click To Get Flashing Cursor

"Microsoft Word" is on your screen and your **cursor** is **flashing** AFTER this text

- 1 Move your mouse to the LEFT of the letter s in Microsoft

Microsoft Word

Your mouse should appear as an I-beam (I) to the LEFT of the letter s (SEE picture above)

- 2 **Click** your mouse and, then, move your mouse away. WHERE is your **cursor flashing** now? It is **flashing** to the LEFT of the letter s

On your keyboard:

- 3 TYPE Denver Public Library

Your TYPING appears in the MIDDLE of Microsoft because that's WHERE your **cursor** was **flashing**

Oops, it should appear AFTER Microsoft Word. That's OK. There's a wonderful tool you can use to undo your TYPING



- 4 On the Standard Toolbar, move your mouse OVER the eleventh tool. DON'T click on it, hover OVER it. This is your **Undo** tool and an Undo Typing text box appears
- 5 Click the **Undo** tool
- 6 Now, move your mouse to the RIGHT of the letter d in Word and **click** to get your **flashing cursor**

On your keyboard:

- 7 Hit the space bar ONCE to create a space (the space bar is the long bar on the BOTTOM row)
- 8 TYPE Denver Public Library

Step 11: Double Click to Select A Word

"Denver Public Library" is on your screen. You are going to **bold** Denver

BUT, how do you TELL Microsoft Word WHAT word to **bold**?

- 1 Move your mouse anywhere WITHIN Denver and **click TWICE** fast

DOUBLE clicking isn't easy the first time. If you have problems, say "duh duh" fast as you **click** and, somehow, this makes you **click** faster

Denver is **SELECTED** (highlighted). This TELLS Microsoft Word WHAT word to **bold**. Now, you take action



2 On the Formatting Toolbar, move your mouse OVER the **fourth** tool. DON'T click on it, hover OVER it. A text box TELLS you this is the **Bold** tool

3 Click the **Bold** tool

4 Click anywhere in your white text area to de-**SELECT** FREE and SEE your **Bolding**

If a plumber comes to your home to fix a tap, you TELL him WHAT tap to fix BEFORE he takes action

You **SELECT** to TELL Microsoft Word WHAT text to action BEFORE you take action.

Step 12: Insert Text

" Denver Docent Program" is on your screen. You are going to insert Word Tutorial BEFORE this text

BUT, how do you TELL Microsoft Word WHERE to take this action? You click your mouse **to get your flashing cursor**

1 Move your mouse to the LEFT of the letter M in Microsoft

Your mouse should appear as an I-beam (I) to the LEFT of the letter M

2 Click your mouse **to get your flashing cursor**

On your keyboard:

3 TYPE Word Tutorial

4 Hit the space bar ONCE to create a space

" Denver Docent Program " is on your screen. You are going to insert It is very easy and lots of fun AFTER this text

5 Move your mouse to the RIGHT of the letter I in Tutorial

6 Click your mouse **to get your flashing cursor**

On your keyboard:

7 TYPE a period (full stop) and hit the space bar ONCE to create a space

8 TYPE It is very easy and lots of fun

To insert text, move your mouse to WHERE you want to take action and click your mouse **to get your flashing cursor** BEFORE you TYPE

Step 13: Delete Text

" Docent Program. It is very easy and lots of fun" is on your screen. You are going to delete very and the space to the LEFT of it

BUT, how do you TELL Microsoft Word WHERE to take this action? You click your mouse to get your flashing cursor

- 1 Move your mouse to the RIGHT of the letter y in the word very
- 2 Click your mouse to get your flashing cursor



On your keyboard, there are TWO keys to delete text. The **Backspace** key and the **Delete** key (SEE picture ABOVE)

On your keyboard:

- 3 Hit the **Backspace** key FIVE times (the **Backspace** key is ABOVE your Enter key)

The **Backspace** key deletes text to the LEFT of your flashing cursor

Now, you are going to delete easy and. These TWO words are to the RIGHT of your flashing cursor

On your keyboard:

- 4 Hit the **Delete** key NINE times (the **Delete** key is to the RIGHT and DOWN one row from the **Backspace** key)

The **Delete** key deletes text to the RIGHT of your flashing cursor

Step 14: The Left Margin Is Special

You are going to move your mouse OUT of the white text area

- 1 Move your mouse anywhere ABOVE your white text area and your I-beam turns into a LEFT pointing arrow
- 2 Move your mouse anywhere to the RIGHT of your white text area and your I-beam turns into a LEFT pointing arrow
- 3 Move your mouse anywhere BELOW your white text area and your I-beam turns into a LEFT pointing arrow

This time, you are going to stay IN your white text area:

- 4 Move your mouse into the white area to the LEFT of your text and your I-beam turns into a **RIGHT pointing arrow**
- 5 Click your mouse. This **SELECTS** your line of text

You use the **SELECTION Bar** to **SELECT** lines, paragraphs or your whole document BEFORE you take action

Step 15: Open A New Document

W Document1 - Microsoft Word

In the TOP LEFT corner of your screen, the **Title Bar** displays *Document 1*

When you started Microsoft Word in Step 2, a **new blank document** (Document 1) automatically **opened**

You are going to **open** a SECOND **new blank document**



- 1 On the Standard Toolbar, move your mouse OVER the first tool. DON'T click on it, hover OVER it. A text box TELLS you this is the **New Blank Document*** tool
- 2 Click the **New Blank Document** tool

This **opens** a SECOND **new blank document**

W Document2 - Microsoft Word

In the TOP LEFT corner of your screen, the **Title Bar** displays *Document 2*

If you are using Microsoft Word 97:

* A text box TELLS you this is the **New** tool

Step 16: Microsoft Word Default Settings

On your keyboard:

- 1 TYPE Seeing results fast is the secret success ingredient to all Nail It Now tutorials. This gives you an immediate thrill and confidence
- 2 Hit Enter to create a new line

Your TYPING starts at the preset LEFT margin and, when it hits the preset RIGHT margin, it wraps around onto the next line

In Microsoft Word, these presettings are called **default** settings



On the Formatting Toolbar:

- 3 Move your mouse OVER the second white box. A text box TELLS you this is the **Font** tool. It displays Microsoft Word's **default** font, Times New Roman
- 4 Move your mouse OVER the third white box. A text box TELLS you this is the **Font Size** tool. It displays Microsoft Word's **default** font size, 12*

If you are using Microsoft Word 97:

- * The default font size displayed is 10

Step 17: Change Font Size Default Setting

You are going to open a THIRD new blank document



- 1 On the Standard Toolbar, click the **New Blank Document** tool (first tool)

W Document3- Microsoft Word

This opens a THIRD new blank document. In the TOP LEFT corner of your screen, the **Title Bar** displays *Document 3*



On the Formatting Toolbar:

- 2 Move your mouse OVER the third white box. A text box TELLS you this is the **Font Size** tool. It displays Microsoft Word's **default** font size, 12*

You are going to change Microsoft Word's **default** font size

- 3 Click the DOWN arrow to the RIGHT of the **Font drop-down box** and its menu appears
- 4 Click 14

If you are using Microsoft Word 97:

- * The default font size displayed is 10

Step 18: Your Scroll Bars

To the RIGHT of your white text area is a gray vertical bar with an UP arrow at the TOP and a DOWN arrow at the BOTTOM. This is your **vertical scroll bar**



BELOW your white text area is a gray horizontal bar with a LEFT arrow on the LEFT and a RIGHT arrow on the RIGHT. This is your **horizontal scroll bar**



Step 19: How To Use Scroll Bars

On your keyboard:

- 1 TYPE a and hit Enter

Microsoft Word thinks you are TYPING a sentence and capitalizes a. That's OK

- 2 TYPE a and hit Enter again
- 3 TYPE a/hit Enter FIFTEEN times

Your cursor is flashing at the BOTTOM of your screen

If you TYPE more text, will it disappear BELOW your A screen? NO, your screen automatically **scrolls** DOWN as you TYPE

- 4 TYPE b/hit Enter SEVENTEEN times and look at your screen. Can you SEE your A screen? NO, you are looking at your second screen (your B screen)
- 5 TYPE c/hit Enter SEVENTEEN times. This takes you to the BOTTOM of the next (C) screen

Ignore the dotted line in the MIDDLE of your C screen. This is Microsoft Word's automatic page break

BUT, HOW do you go back to your A and B screens?

On your **vertical scroll bar**:

- 6 Click the **UP** arrow SEVENTEEN times to **scroll** UP line by line to SEE your B screen
- 7 Click the **UP** arrow SEVENTEEN times to **scroll** UP line by line to SEE your A screen

When Microsoft Word can't display your WHOLE document on ONE screen, use the **vertical** or **horizontal scroll bars** to **scroll** around your document

Step 20: Scroll Faster With Scroll Box

On your vertical scroll bar, BELOW the UP arrow is your **Scroll Box**



You use your **Scroll Box** to **scroll** faster

- 1 Click anywhere BELOW the **Scroll Box** to scroll DOWN one screen (roughly SEVENTEEN lines) to your B screen
- 2 Click anywhere BELOW the **Scroll Box** again to scroll DOWN one screen to your C screen
- 3 Now, move your mouse OVER the **Scroll Box**
- 4 Click and HOLD DOWN your mouse and your page number appears
- 5 Keep HOLDING DOWN your mouse and drag your **Scroll Box** UP to the TOP of the vertical scroll bar
- 6 Release your mouse
- 7 Move your mouse OVER the **Scroll Box** again
- 8 Click and HOLD DOWN your mouse and your page number appears
- 9 Keep HOLDING DOWN your mouse and drag your **Scroll Box** DOWN to the BOTTOM of the vertical scroll bar
- 10 Release your mouse

You can also scroll faster using your **UP** and **DOWN** arrows

- 11 Move your mouse OVER the **UP** arrow
- 12 Click and HOLD DOWN your mouse until the Scroll Box reaches the TOP of the vertical scroll bar
- 13 Move your mouse OVER the **DOWN** arrow
- 14 Click and HOLD DOWN your mouse until the Scroll Box reaches the BOTTOM of the vertical scroll bar

Step 21: Microsoft Word Tools

Using Microsoft Word's default settings (Step 16), you can TYPE a basic document

To DO more, you use Microsoft Word's **tools**



The **Formatting Toolbar** contains **tools** that **FORMAT** (change the appearance of) your **TEXT**

- 1 On the **Formatting Toolbar**, move your mouse OVER each tool. A text box TELLS you the name of each

In this tutorial, you use the Font, Font Size, **Bold**, *Italic*, Underline, Align Left,

Center, Align Right and Numbering **tools**



The **Standard Toolbar** mostly contains **tools** that you apply to your **WHOLE** document

- 2 On the **Standard Toolbar**, move your mouse **OVER** each tool. A text box **TELLS** you the name of each

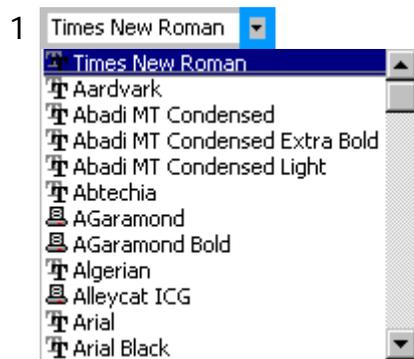
In this tutorial, you use the New, Save, Print and Undo **tools**

Step 22: Drop-Down Boxes



On the Formatting Toolbar, the white boxes with tiny **DOWN** arrows beside them are called **drop-down boxes**

The **Font drop-down box** (second tool) displays Microsoft Word's default font, Times New Roman



Click the **DOWN** arrow to the **RIGHT** of the **Font drop-down box** and its menu appears, displaying more fonts

Oops, the menu is in alphabetical order and you can only **SEE** the **A** fonts

How do you **SEE** the other fonts? **WHEN** Microsoft Word can't display the **WHOLE** menu, look for a scroll bar (Step 18)

- 2 On the **RIGHT** is a vertical scroll bar. Click its **DOWN** arrow to scroll **DOWN** until you **SEE** **Comic Sans MS**
- 3 Move your mouse **OVER** **Comic Sans MS** and, when it becomes **SELECTED**, click your mouse

The **Font drop-down box** now displays **Comic Sans MS**

On your keyboard:

- 4 **TYPE** Docent Program Tutor
- 5 Hit **Enter** to create a new line

Step 23: Formatting Toolbar



The **Formatting Toolbar** contains tools that **FORMAT** (change the appearance of) your **text**

On the **Formatting Toolbar**:

- 1 Click the **Bold** tool (fourth tool)
- 2 Move your mouse away from the **Bold** tool. Note that it is now ACTIVE (its color has changed to a lighter gray)
- 3 Move your mouse OVER the fifth and sixth tools. Text boxes TELL you these are the **Italic** and **Underline** tools
- 4 Click each of the **Italic** and **Underline** tools and, then, move your mouse away. Note that they are now ACTIVE

Microsoft Word's default setting, **Align Left** (seventh tool) is also ACTIVE. You are going to change this to Center

- 5 Move your mouse OVER the eighth tool. A text box TELLS you this is the **Center** tool
- 6 Click the **Center** tool

On your keyboard:

- 7 TYPE Tutorials

You have **FORMATTED** your **text**. It is **bolded**, *italicised*, underlined and centered

If the **Formatting Toolbar** does NOT appear on your screen, see Step 4

Step 24: The Wonderful Undo Tool

You are going to **undo** your last FIVE actions (TYPING, Center, Underline, *Italic* and **Bold**)



On the Standard Toolbar:

- 1 Move your mouse OVER **Undo** (eleventh tool) and an Undo Typing text box

- appears
- 2 Click **Undo** to **undo TYPING**
 - 3 Keep your mouse OVER **Undo** and an Undo Paragraph Alignment text box appears
 - 4 Click **Undo** to **undo Center**
 - 5 Keep your mouse OVER **Undo** and an Undo Underline text box appears
 - 6 Click **Undo** to **undo Underline**
 - 7 Keep your mouse OVER **Undo** and an Undo Italic text box appears
 - 8 Click **Undo** to **undo Italic**
 - 9 Keep your mouse OVER **Undo** and an Undo Bold text box appears
 - 10 Click **Undo** to **undo Bold**

You are going to **redo** your last FIVE actions

- 11 Move your mouse OVER the tool to the RIGHT of **Undo**. A text box TELLS you this is the **Redo** tool
- 12 Click the **Redo** tool FIVE times to **redo** your actions

If you make a mistake in Microsoft Word, that's OK. Just click the **Undo** tool to undo your last action

Step 25: Standard Toolbar



The **Standard Toolbar** mostly contains tools that you apply to your **WHOLE document**

On the **Standard Toolbar**:

- 1 Move your mouse OVER the fourth tool. A text box TELLS you this is the **Print** tool
- 2 Click the **Print** tool

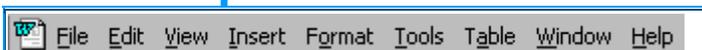
The **Print** tool prints ONE copy of your **WHOLE document**

BUT, what if you want to print TWO copies of your document?

The next step TELLS you HOW to print more than ONE copy of your document

If the **Standard Toolbar** does NOT appear on your screen, see Step 4

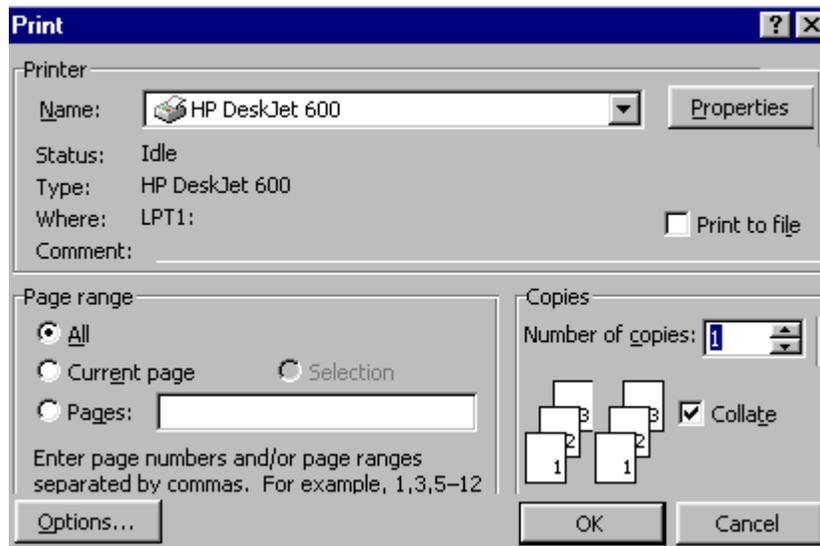
Step 26: Menu Bar



- 1 On the **Menu Bar**, click **File** and its menu appears

- 2 Move your mouse DOWN to **Print** and, when it becomes SELECTED, click your mouse

If you can't SEE **Print**, you are looking at the SHORT menu. Hold your mouse over **File** (at the TOP of the menu) for a few seconds and the LONG menu appears



The **Print** dialogue box appears

On the RIGHT (halfway down), the **Number of copies:** box has 1 in it and UP and DOWN arrows

- 3 Click the UP arrow ONCE and 2 appears
- 4 In the BOTTOM RIGHT corner, click the OK button

Step 27: Ruler



You use your **ruler** to set margins, indents and tabs

More on **Rulers** in [Tutorial 3](#)

If the **Ruler** does NOT appear on your screen, see Step 4

Step 28: Open Another New Document

You are going to open a FOURTH new blank document to TYPE your simple letter



1 On the Standard Toolbar, click the **New Blank Document** tool (first tool)

A screenshot of a Microsoft Word title bar. The title bar is dark blue with a white border. On the left side, there is a small white 'W' icon followed by the text 'Document4 - Microsoft Word' in white. The rest of the title bar is empty.

This opens a FOURTH new blank document. In the TOP LEFT corner of your screen, the **Title Bar** displays *Document 4*

Step 29: Start A Simple Letter



On the **Formatting Toolbar**:

- 1 Click **Align Right** (**ninth tool**)

On your keyboard:

- 2 TYPE August 22, 2002 and hit Enter TWICE

On the **Formatting Toolbar**:

- 3 Click **Align Left** (**seventh tool**)

On your keyboard:

- 4 TYPE Ms Georgie Farmer and hit Enter
- 5 TYPE Docent Program and hit Enter
- 6 TYPE 34 Tucker Avenue and hit Enter
- 7 TYPE Breckenridge, CO and hit Enter TWICE
- 8 TYPE Dear Georgie, and hit Enter TWICE

If the Microsoft Word Office Assistant text box, It looks like you're writing a letter. Would you like help?, appears, click Cancel

On the **Formatting Toolbar**:

- 9 Click the DOWN arrow to the RIGHT of the **Font** drop-down box (**second tool**) and its menu appears
- 10 Click **Comic Sans MS** (now at the TOP of the menu)
- 11 Click the DOWN arrow to the RIGHT of the **Font Size** drop-down box (**third tool**) and its menu appears
- 12 Click **18**
- 13 Click **Bold** (**fourth tool**) and **Center** (**eighth tool**)

On your keyboard:

- 14 TYPE Your Typing Tutor and hit Enter

Step 30: Finish A Simple Letter



On the **Formatting Toolbar**:

- 1 Click the DOWN arrow to the RIGHT of the **Font** drop-down box (**second tool**) and

- its menu appears
- 2 Click **Times New Roman** (near the TOP)
 - 3 Click the DOWN arrow to the RIGHT of the **Font Size** drop-down box (**third tool**) again and its menu appears
 - 4 Click **12**
 - 5 Click **Bold** (**fourth tool**) to de-ACTIVATE it
 - 6 Click **Align Left** (**seventh tool**)

On your keyboard:

- 7 Hit Enter to create a new line
- 8 TYPE I would very much like to try your typing tutor but, first, I have three questions:
- 9 Hit Enter TWICE

On the **Formatting Toolbar**:

- 10 Click **Numbering** **eleventh tool**

On your keyboard:

- 11 TYPE How much is it? and hit Enter
- 12 TYPE How fast is it? and hit Enter
- 13 TYPE How do I order it? and hit Enter

On the **Formatting Toolbar**:

- 14 Click **Numbering** (**eleventh tool**) to de-ACTIVATE it

On your keyboard:

- 15 Hit Enter to create a new line
- 16 TYPE Yours Sincerely, and hit Enter SEVEN times
- 17 TYPE your name

Step 31: Print A Simple Letter

Now, you are going to **print** your simple letter



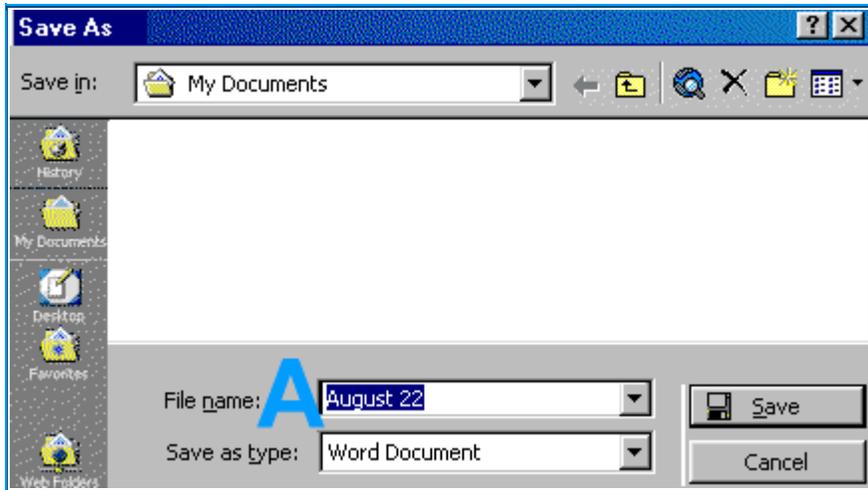
- 1 On the Standard Toolbar, click the **Print** tool (fourth tool)

Step 32: Name A Simple Letter

You are going to **name** your simple letter



- 1 On the Standard Toolbar, move your mouse OVER the **third** tool. A text box TELLS you this is the **Save** tool
- 2 Click the **Save** tool



The **Save As** dialogue box* appears

A Near the BOTTOM LEFT corner, the **File name:** box displays the first words of your document (August 22) and they are SELECTED

- 3 Stop! DON'T click your mouse. Take your hand off your mouse and, on your keyboard, TYPE Typing Tutor Letter

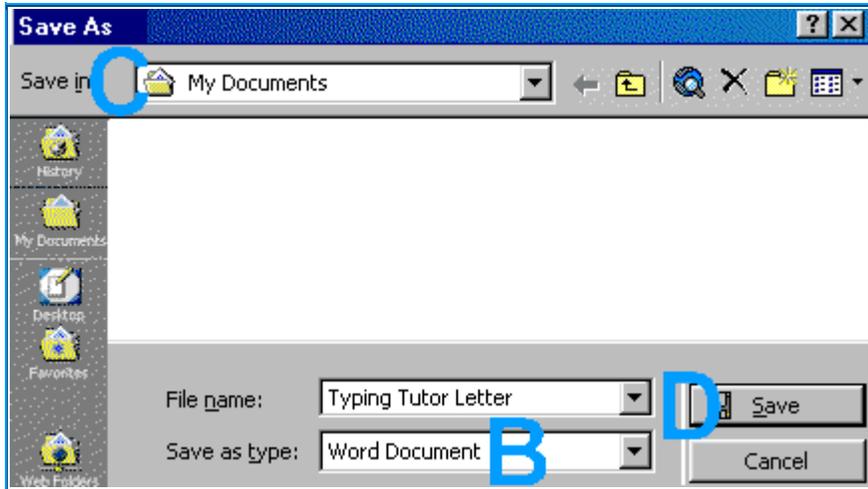
When text is SELECTED, you can TYPE OVER it

If you are using Microsoft Word 97:

* The Save As dialogue box looks a little different

Step 33: Save A Simple Letter

You are going to **save** your simple letter to your **My Documents** FOLDER



- 1 **B** In the BOTTOM LEFT corner of the **Save As** dialogue box, check that the **Save as type:** box displays **Word Document**
- 2 **C** In the TOP LEFT corner, check that the **Save in:** box displays **My Documents**
- 3 **D** In the BOTTOM RIGHT corner, click the **Save** button*

W Typing Tutor Letter - Microsoft Word

In the TOP LEFT corner of your screen, if your **Title Bar** displays **Typing Tutor Letter** instead of **Document 4**, you have successfully **saved** your simple letter

If you are using Microsoft Word 97:

* The Save button is near the TOP RIGHT corner

Step 34: Close All Open Documents

You are going to close the FOUR new documents you opened in this tutorial



In the TOP RIGHT corner of your screen is an **x** button*

- 1 In the TOP RIGHT corner of your screen, click the **x** button** to close **Typing Tutor Letter**
- 2 Click the **x** button** to close **Document 3**

- 3 Click No to the question, Do you want to save the changes you made to Document 3?
- 4 Click the **x** button** to close *Document 2*
- 5 Click No to the question Do you want to save the changes you made to Document 2?

Document 1 appears and there are now TWO **x** buttons, one on TOP of the other

- 6 Click the **BOTTOM x** button to close *Document 1*
- 7 Click No to the question Do you want to save the changes you made to Document 1?

You have closed the FOUR documents you opened in this tutorial. The white text area is now gray and the **BOTTOM x** button has disappeared

- 8 Try to TYPE in this gray area. Nothing happens. It's NOT an open document. It's your Microsoft Word PROGRAM
- 9 Click the (remaining) **TOP x** button to exit your Microsoft Word PROGRAM

If you are using Microsoft Word 97:

- * There are TWO x buttons, one on TOP of the other
- ** Click the BOTTOM x button

Congratulations! You have reached the end of
Microsoft Word Tutorial