Digital
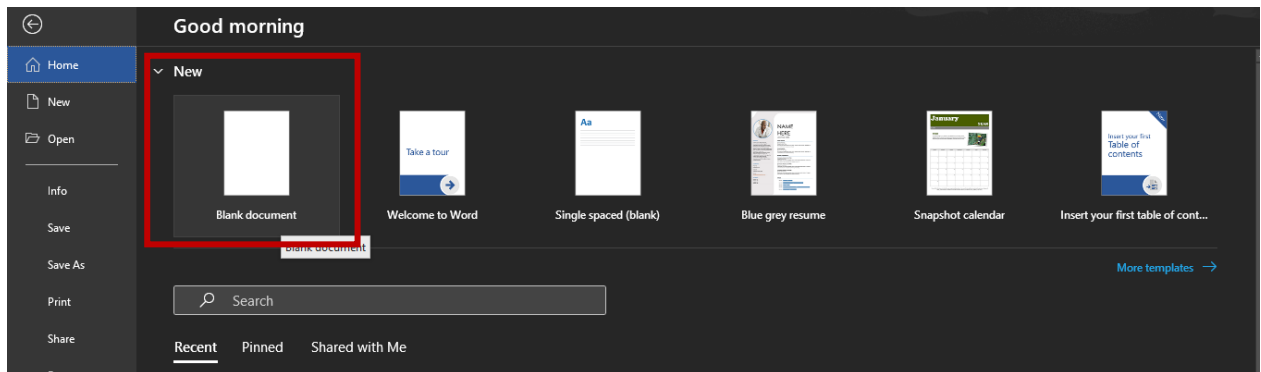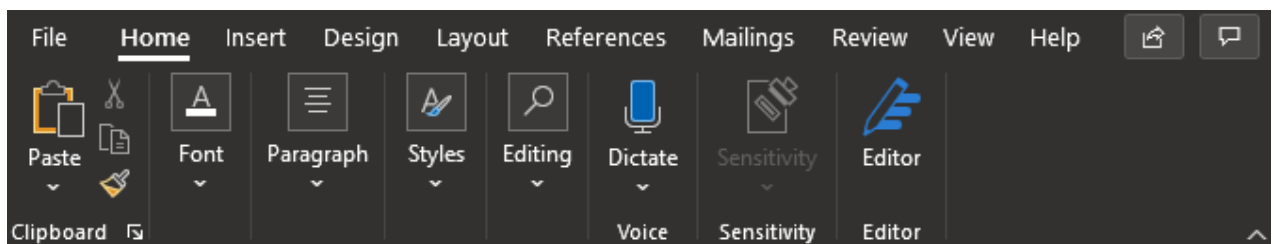## Ambassador

Microsoft Word
Tutorial

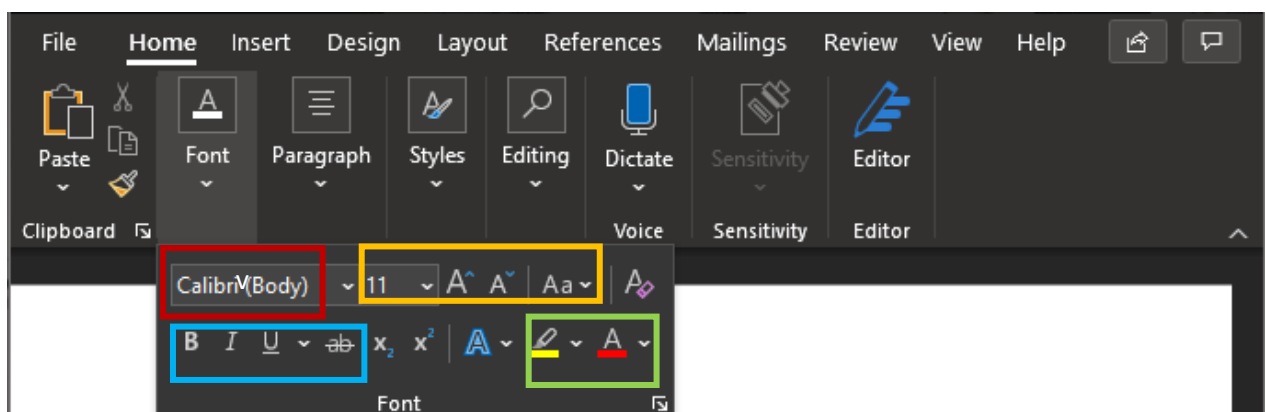# Microsoft skills

How to create a new document

To create a new document, once you click the Microsoft Word icon on your desktop you while be brought to the Microsoft Word homepage where you can click the tab 'Blank document' (red) which will bring you to a new document.
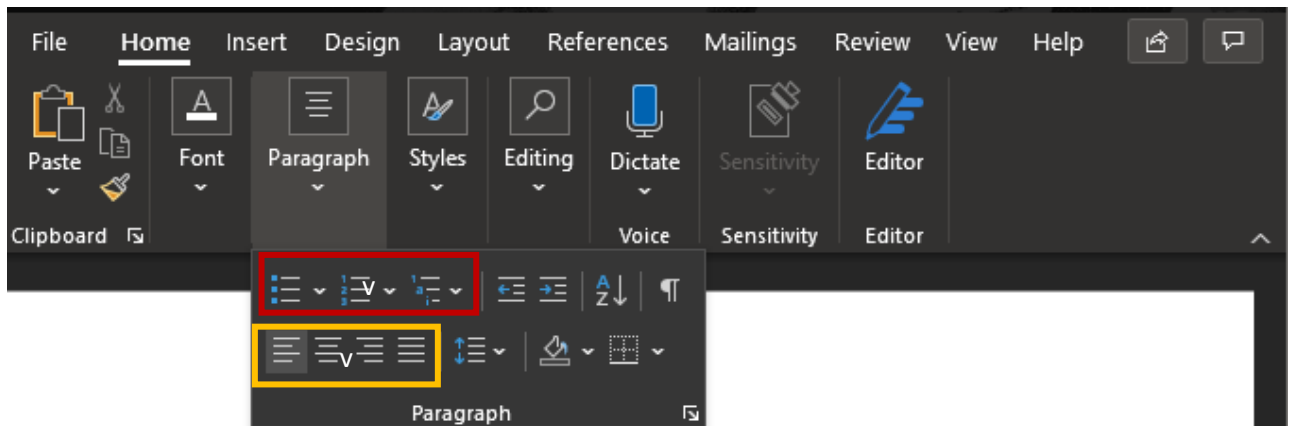
How to format text

To format text, you will be using the tabs at the very top of the word document.

When you click font, you can change the font style (red), font size (yellow), font colour (green) as well as change the font to a **bold**, *italic,* or underlined format (blue).

When you click paragraph you can add bullet points or numbers to your text (red). You can also arrange the alignment of the text to be centered, to the left or to the right (yellow).
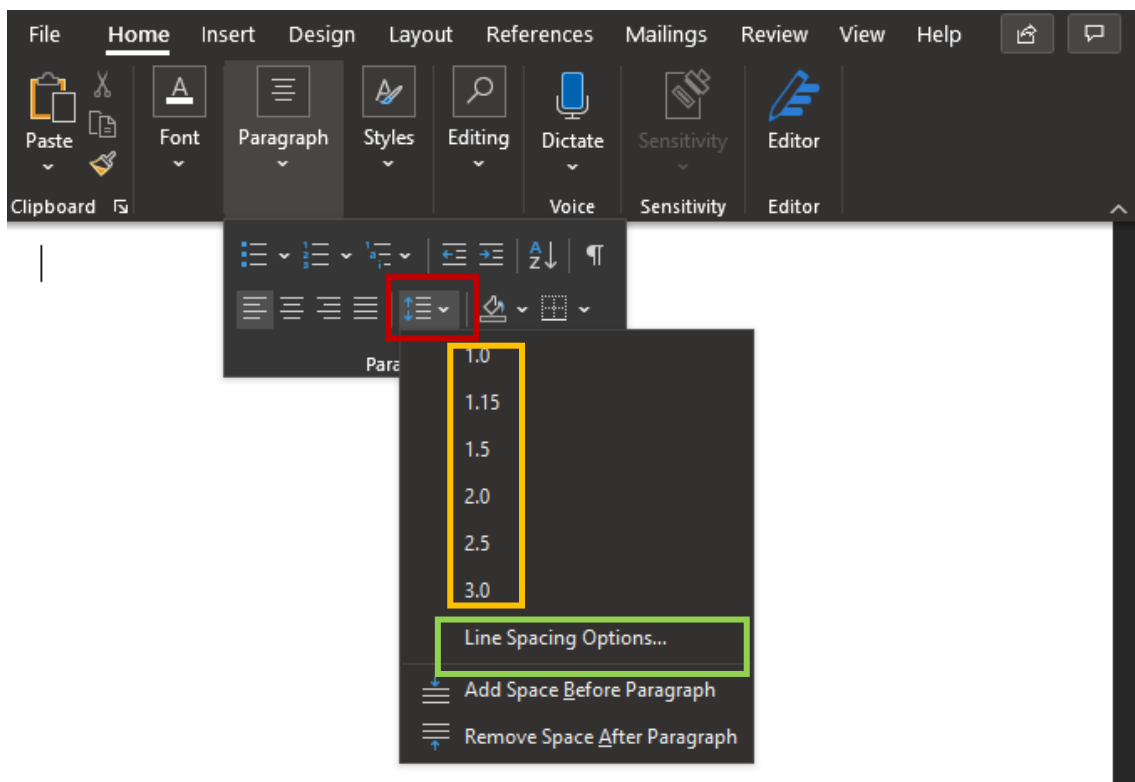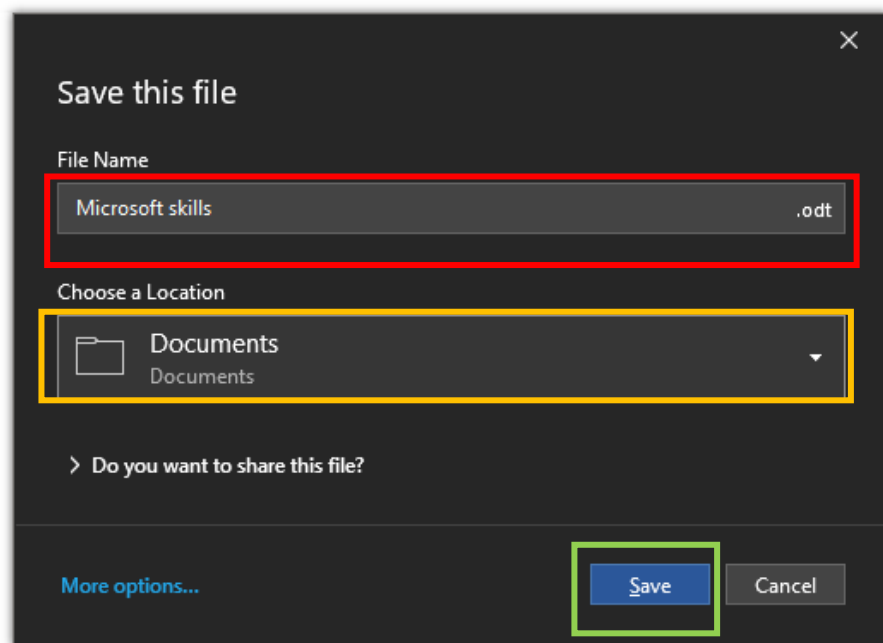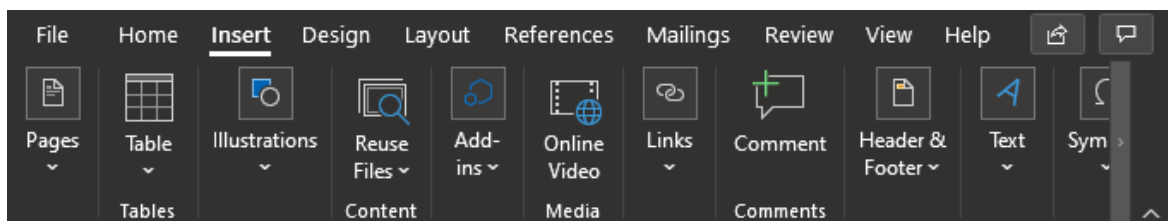

In the paragraph tab you are also able to format the spacing between sentences in your text by clicking the spacing tab (red). You can use prelisted spacing options (yellow) or if you need a different option you can go to 'Line Spacing Options' and enter it manually (green).
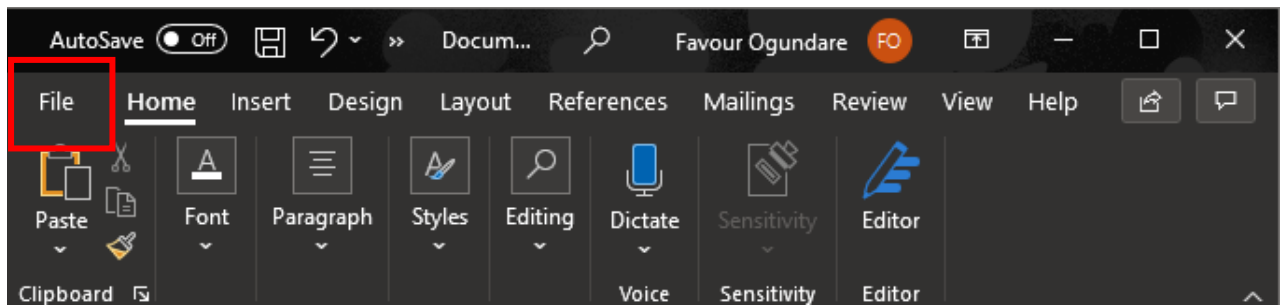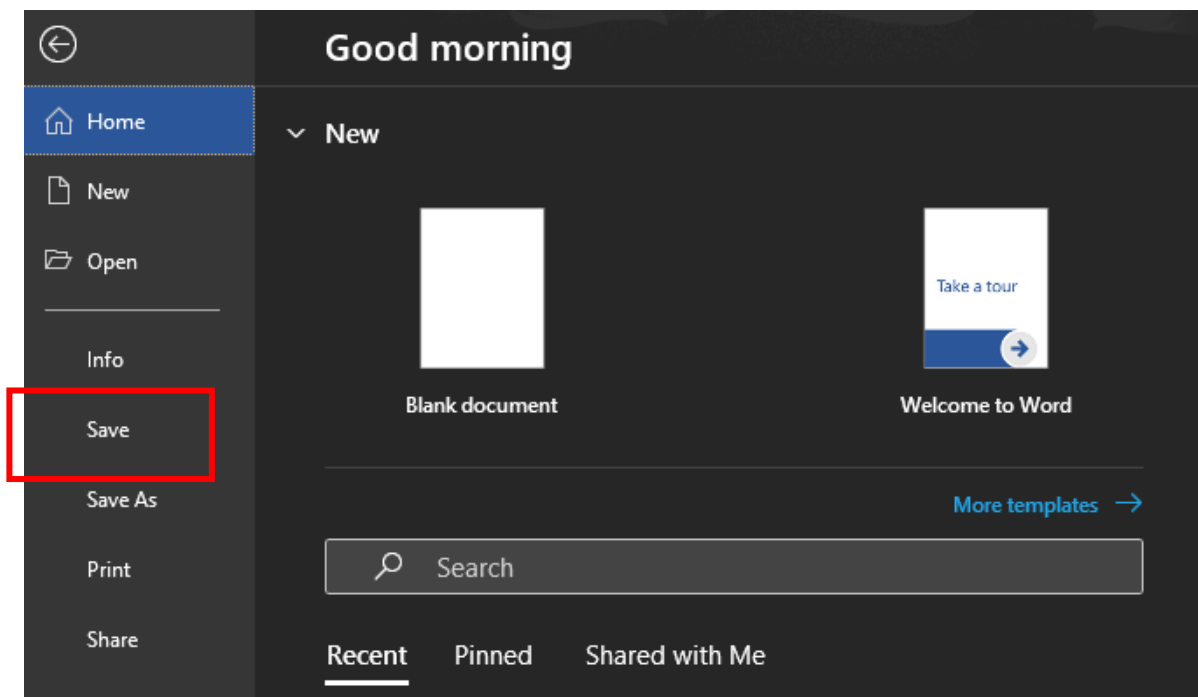
How to save document
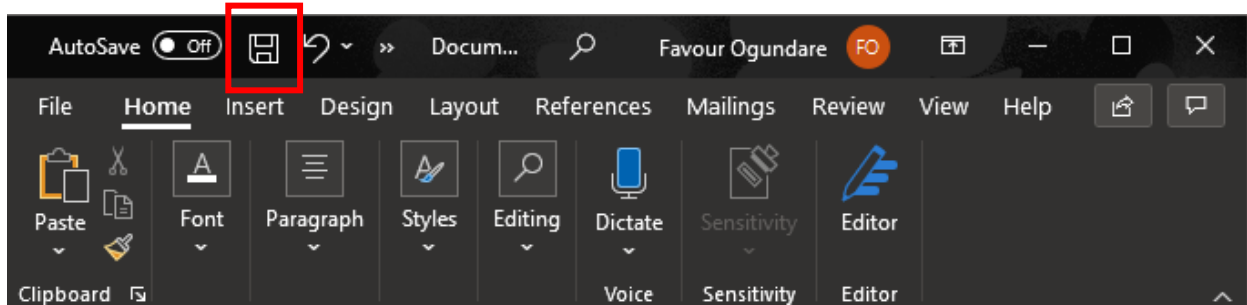
To save a document you can click the memory disk icon at the top of the screen (red).
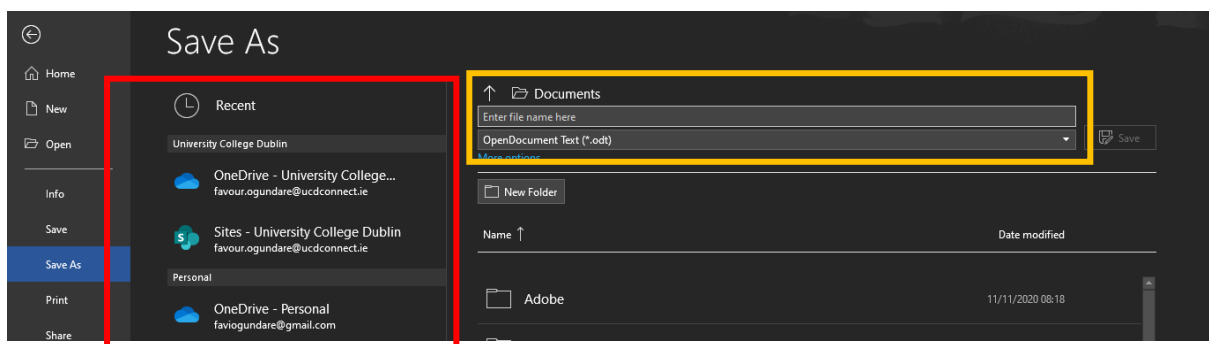

Once you click it a window will open where you can input the name of the file (red) and the location you wish to save it (yellow). Once you are happy you can click save (green) and you are happy to go!

Alternatively, you can also save by clicking 'File' (Red).

This takes you to the Microsoft Word homepage again, where you can click the save tab on the left (red).

Here you can choose the location you would like the file on the side (Red). On the right you can put your file name and under the box to input your name you are able to save the file in a file format other than a Word document like PDF for example (yellow).

How to print
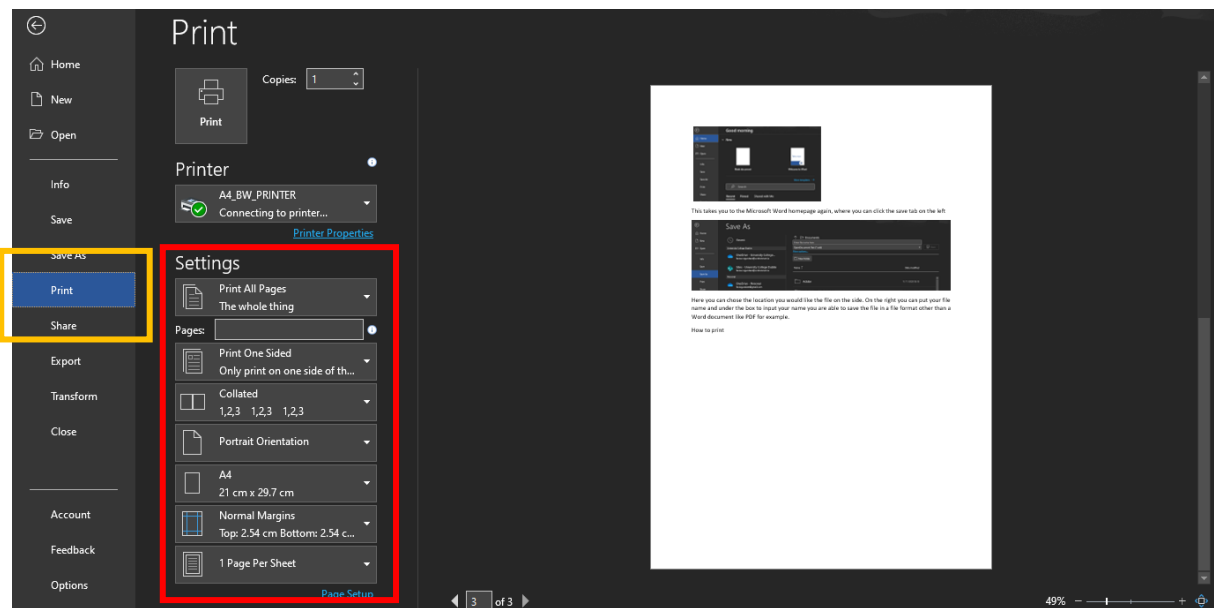
To print you can click the print tab in the homepage <mark>(yellow).</mark> You can choose the printer you would like to use, choose the pages you would like to print, print one or double sided, choose a vertical or horizontal orientation, page size and adjust the margin <mark>(red).</mark>
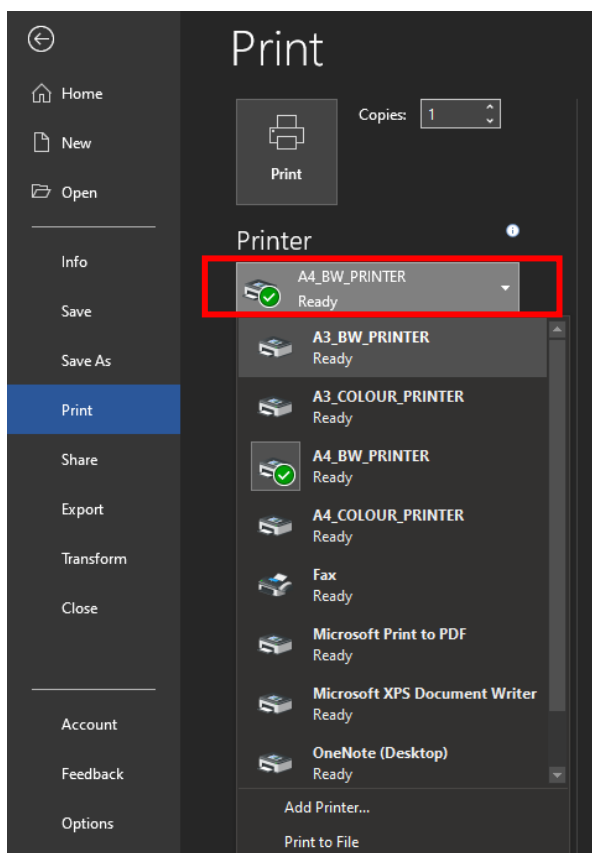
If you are not finding the printer that you are looking for you can click the printer name tab and scroll down to click 'Add Printer' <mark>(red).</mark>
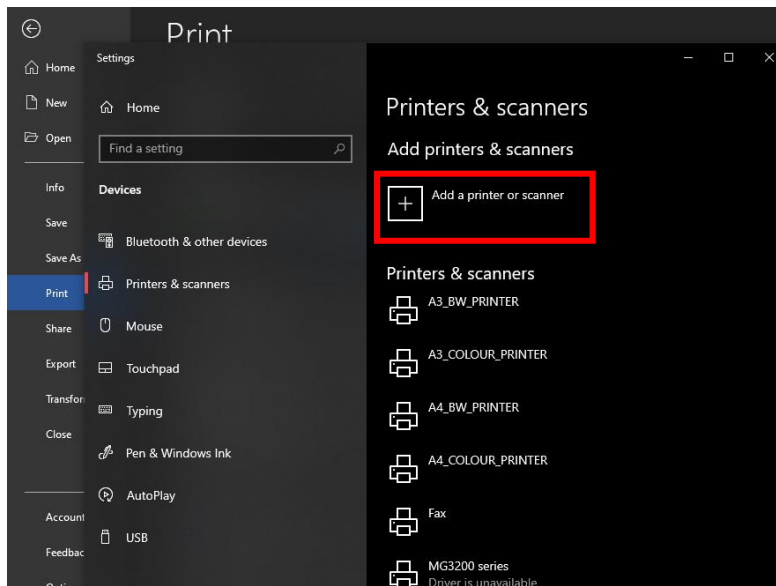
A window from your computer should open that will allow you to search and add a new printer (red).