



Introduction to Microsoft Word

Basic Skills for Academic Success

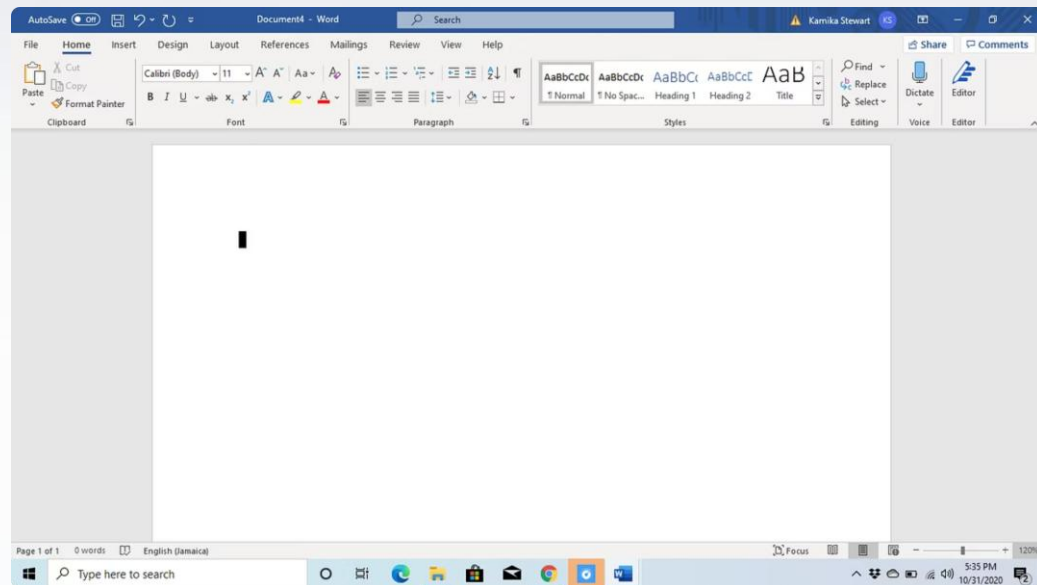
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Introduction to Computers

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What is Microsoft Word?

Microsoft Word is a word processor program used to create and edit documents for school, work, and personal projects.



Write Documents

Create essays, reports, letters, and more

Edit Text

Change words, fix mistakes, format text

Save Files

Store your work safely on your computer

Used for assignments, reports, projects, and professional documents

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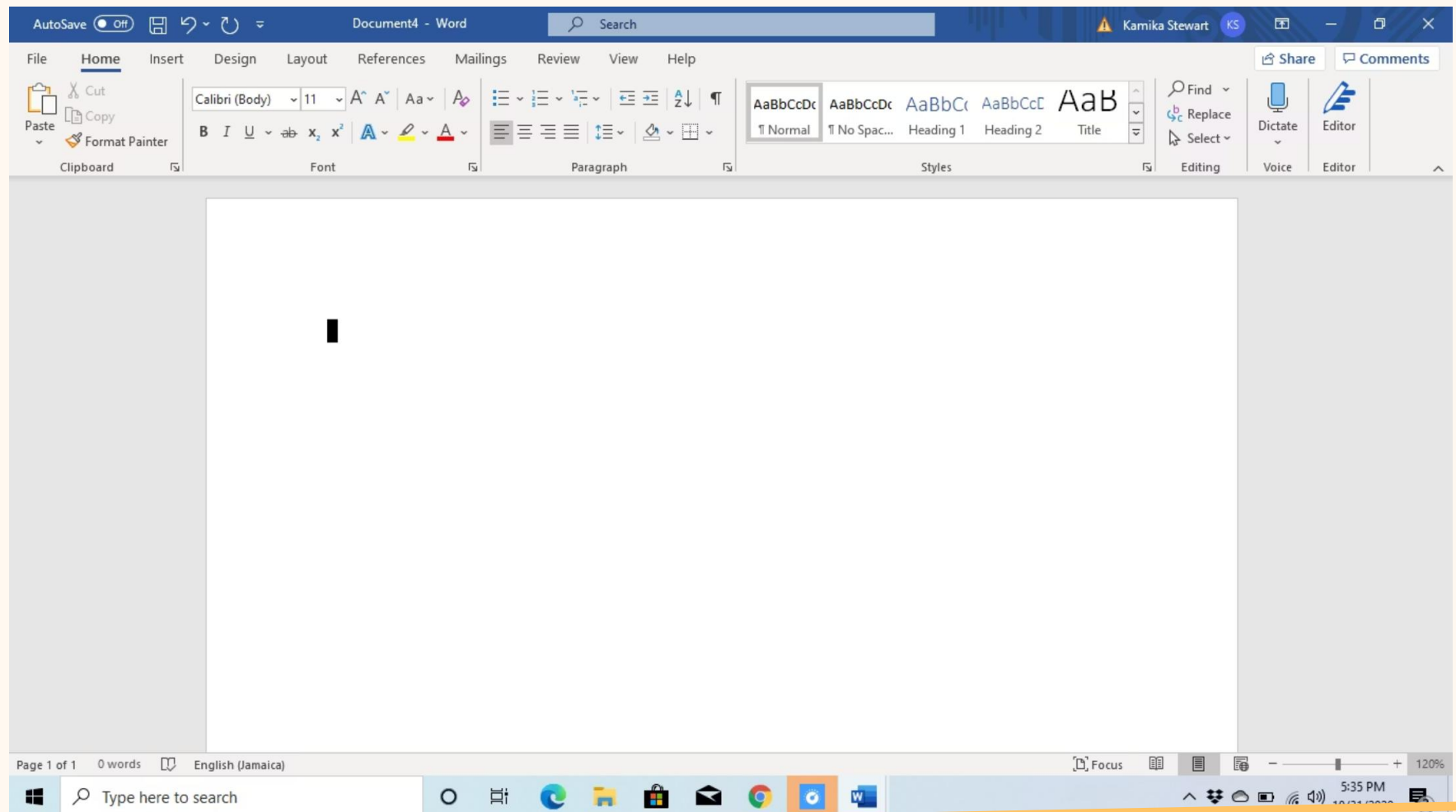
Word Interface Overview

When you open Microsoft Word, you'll see these main parts:

1 Ribbon
Contains all the tools and formatting options

2 Document Area
White space where you type your text

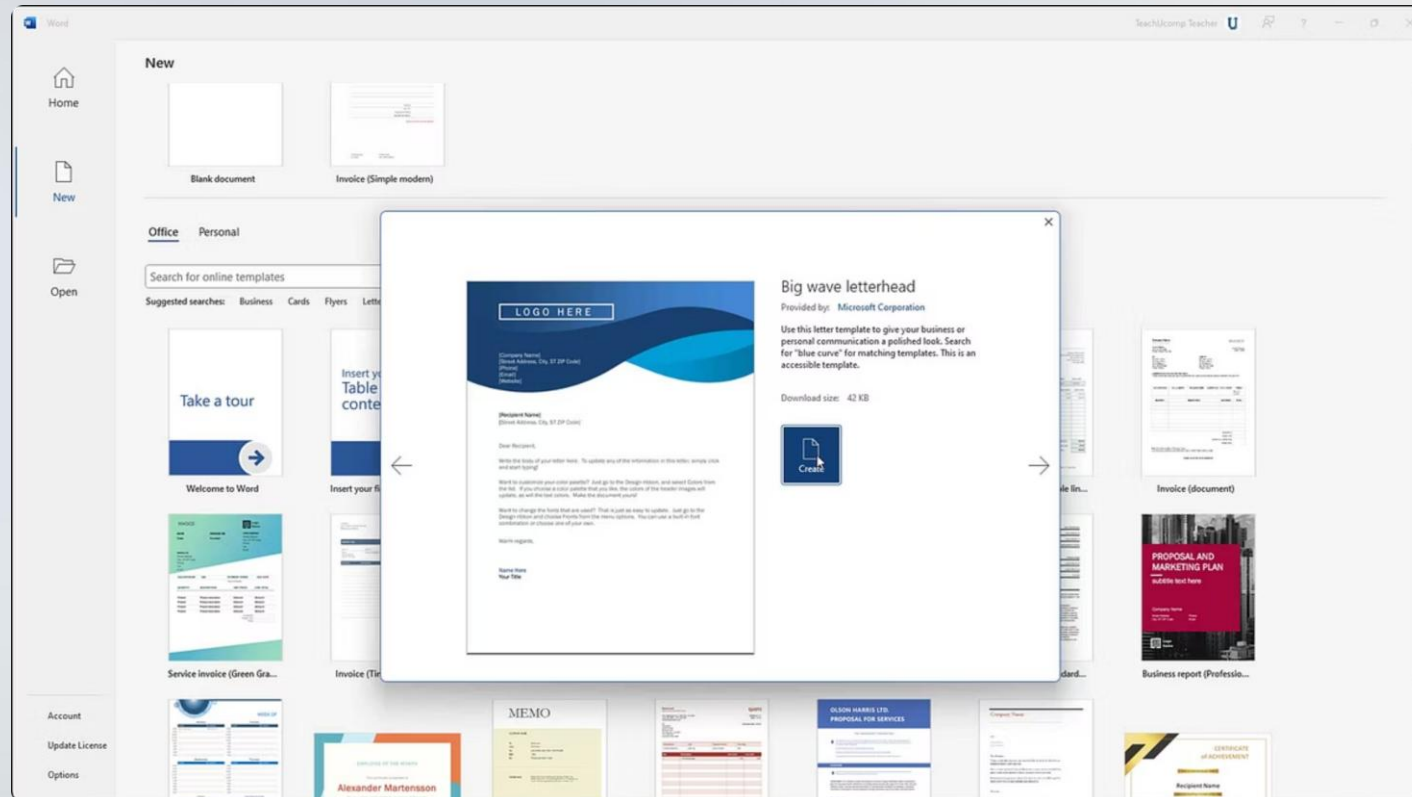
3 Toolbar
Quick access to common commands



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Creating a New File

Follow these steps to start a fresh document:



Open Word

Launch Microsoft Word from your Start menu or desktop

Click New

Go to the File menu and select New

Choose Document

Select Blank Document to start fresh

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Opening an Existing File

To work on a file you've already created:

01

Click File

Open the File menu at the top

02

Click Open

Select Open from the menu

03

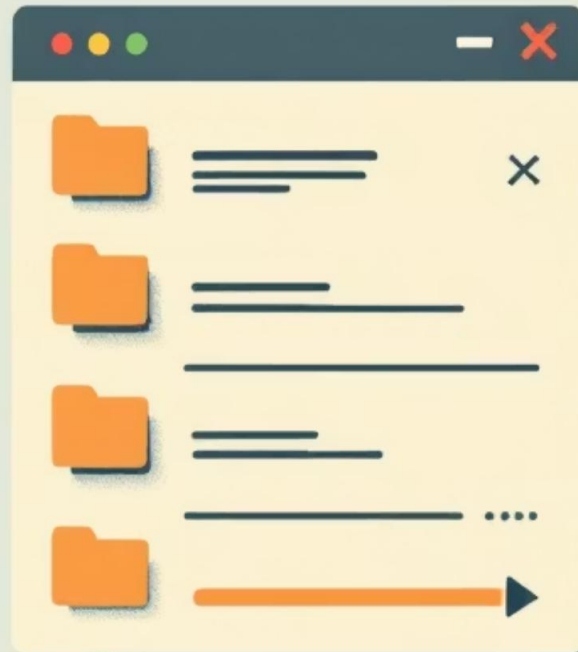
Browse Files

Navigate to your file location

04

Select File

Click on your document and open it



Editing Text

Word makes it easy to modify your document:

Write Text

Click anywhere and start typing

Delete Text

Use Backspace or Delete key

Change Words

Click and replace any text

Use your keyboard to type and edit all content



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Saving Your File

Always save your work to avoid losing progress:

1

Click File

Open the File menu

2

Click Save

Select Save from the menu

3

Choose Location

Select where to save your file

 **Important:** Save your work frequently using Ctrl + S



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Save As: Different Name or Location

Use Save As when you want to:

Save with New Name

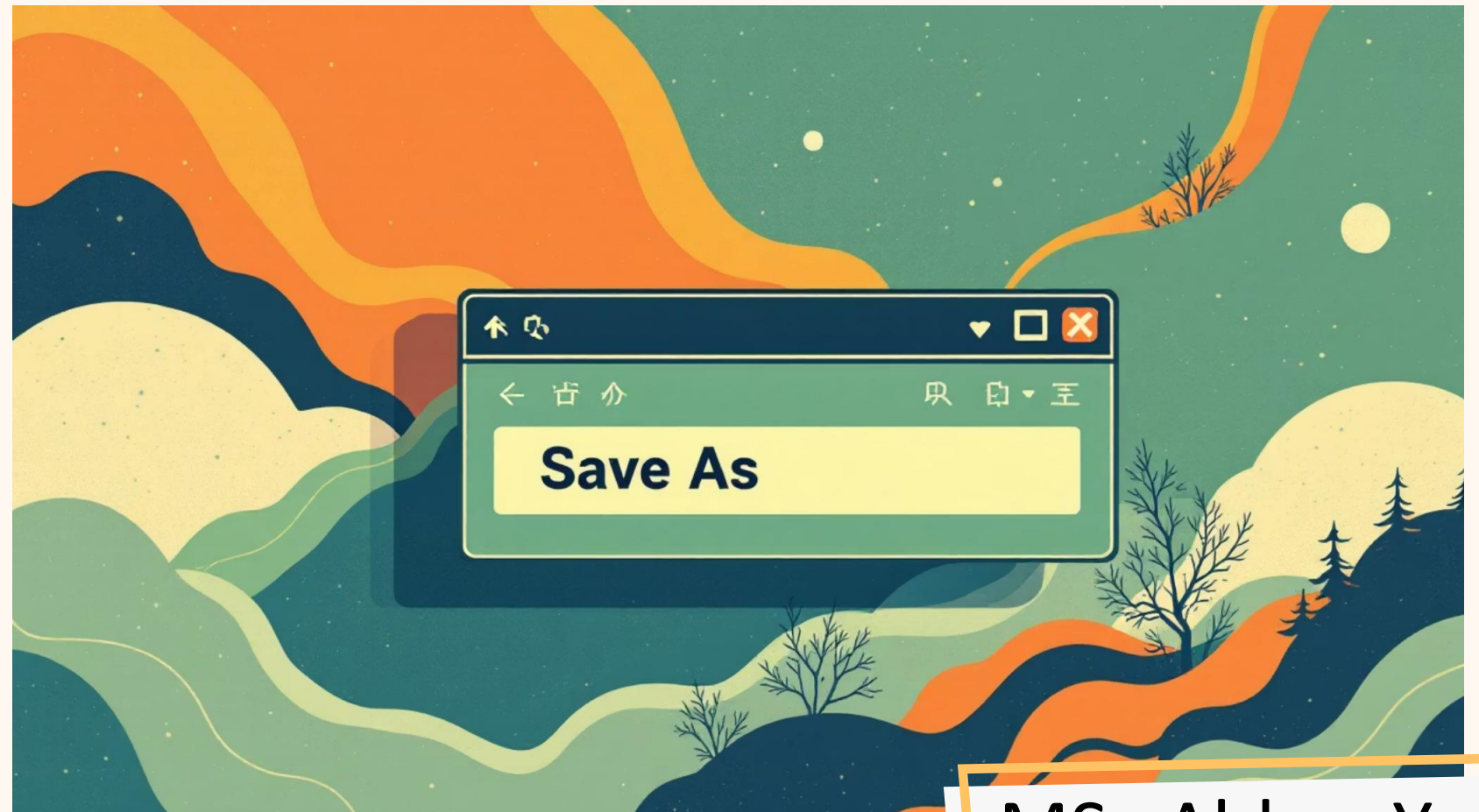
Create a copy with a different file name

Save in Different Location

Move your file to another folder or drive

Example:

Assignment1.docx → Assignment2.docx



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Essential Keyboard Shortcuts

Speed up your work with these keyboard shortcuts:

Ctrl + N

New file

Ctrl + O

Open file

Ctrl + S

Save file

Ctrl + C

Copy text

Ctrl + V

Paste text

These shortcuts help you work faster without reaching for the mouse

Summary and Practice

Today we learned the basics of Microsoft Word:

01

Create New File

Start a fresh document

03

Edit Text

Type, delete, and change words

02


Open Existing File

Work on saved documents

04

Save Your Work

Use Save or Save As

 **Practice:** Create a new document, type a few sentences, and save it to your computer

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