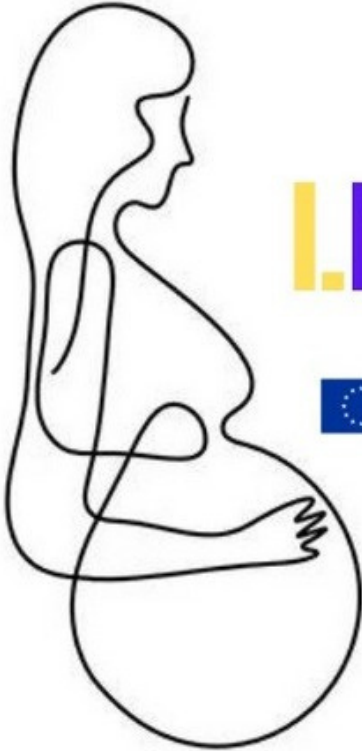




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# LESSON 2 HOW TO USE WORD

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VIRT-EXCH- Virtual Exchanges



## What is Word?

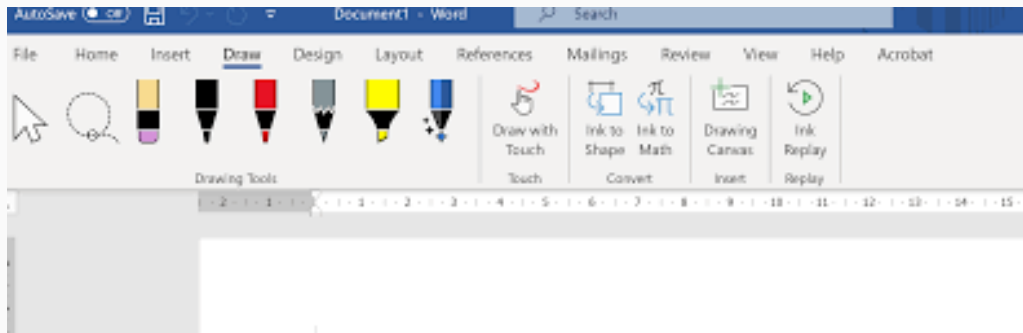
- Microsoft Word is a widely used word processing software.
- Ideal for creating various types of documents like reports, letters, and resumes.
- We will cover the basics: creating a document, formatting text, and utilizing essential features.





## GETTING STARTED WITH WORD

- Open Microsoft Word from your start menu or applications folder.
- Choose to open a blank document or a pre-made template.
- Familiarize yourself with the interface: Ribbon, Document Area, and Status Bar.





## CREATING A NEW DOCUMENT

- Click on "File" and select "New" to start a new document.
- Select a blank document or choose from available templates.
- Save your document frequently by clicking "Save" or pressing Ctrl+S.



## ADDING AND FORMATTING TEXT

- Click anywhere in the document to start typing.
- Use the Home tab to change font, size, color, and style (bold, italic, underline).
- Align text left, center, right, or justify for proper formatting.



## USING STYLES

- Apply styles from the Home tab to maintain consistent formatting.
- Use headings (Heading 1, Heading 2, etc.) for section titles.
- Modify styles to fit your document's needs.

## INSERTING ELEMENTS

- Use the Insert tab to add tables, pictures, shapes, and hyperlinks.
- Insert a table for organizing data in rows and columns.
- Insert images and format them using the Picture Tools.

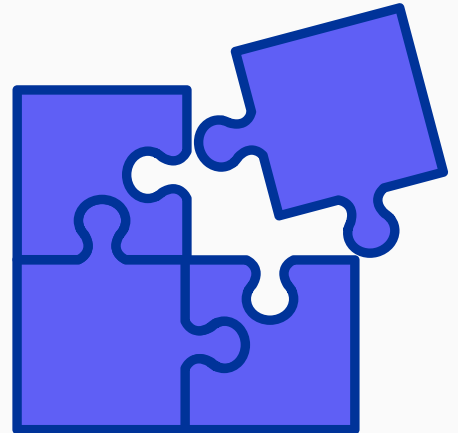


## WORKING WITH LAYOUT

- Use the Layout tab to adjust margins, orientation, and size.
- Set page breaks to control where content starts on a new page.
- Use columns to split text into multiple sections.

## REVIEWING AND EDITING

- Use the Review tab for spelling and grammar checks.
- Track changes made to the document for collaboration.
- Add comments for feedback or notes.





## USING REFERENCES

- Insert citations and a bibliography using the References tab.
- Create a table of contents that updates automatically.
- Add footnotes and endnotes for additional information.

## SAVING AND EXPORTING

- Save documents in different formats (DOCX, PDF, etc.).
- Use "Save As" to rename or change the file type.
- Share documents via email or cloud services.





## TIPS FOR EFFECTIVE DOCUMENT CREATION

- Keep formatting simple and consistent.
- Use headings and bullet points for better readability.
- Regularly save and back up your work.







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# THANK YOU!



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