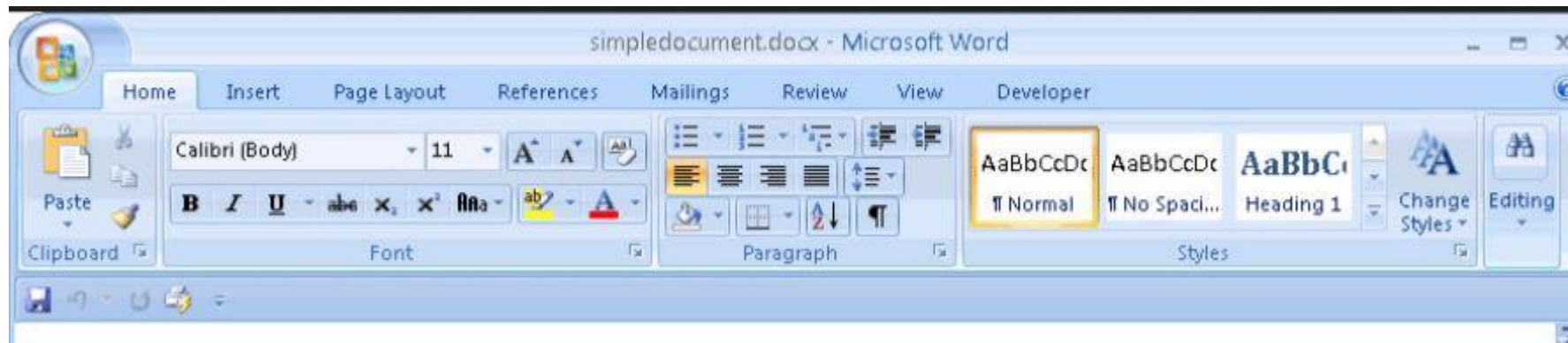
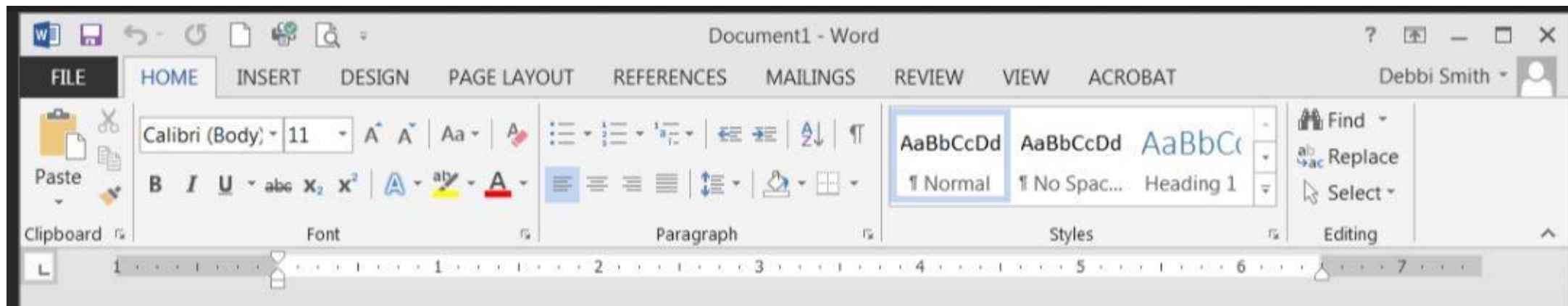




Using Microsoft Word



2007 Word



2013 Word



365 Word



**Working with
text size,
appearance,
color,
highlighting**

Rather than use the Paste feature, highlight the text, image, etc. you want to copy, click on Control (hold down) then C. To paste, click Control (hold down) V.

**Aligning text,
adding bullets,
moving margins,
using theme colors**

**Selecting a
document theme
and style**

**Finding and
correcting errors
and text; in 365
dictation of text**



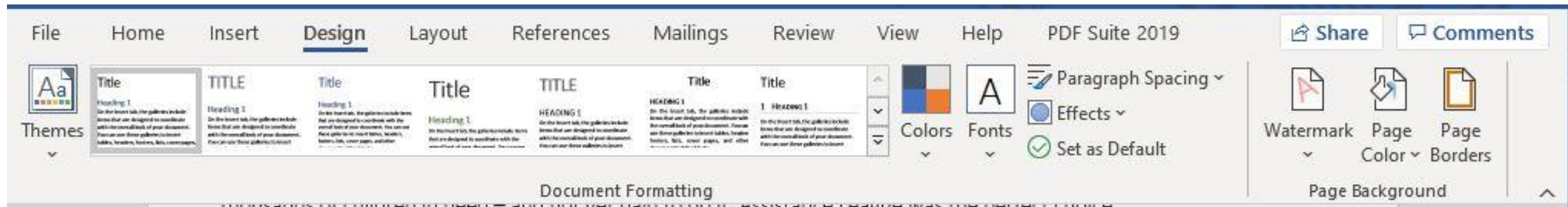
**Redo and Undo
arrows**



Refresh arrow



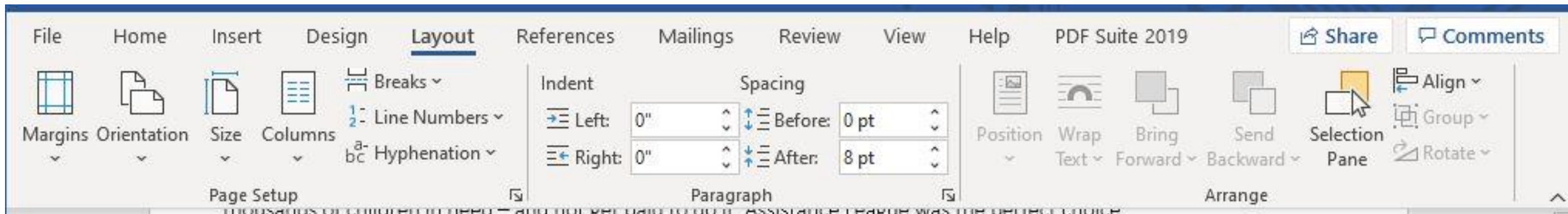
1. After inserting a photo, right click on your mouse and select “Wrap text, then “In front of text.” This will allow you to resize and move the image.
2. The other options allow you to arrange text and photo.



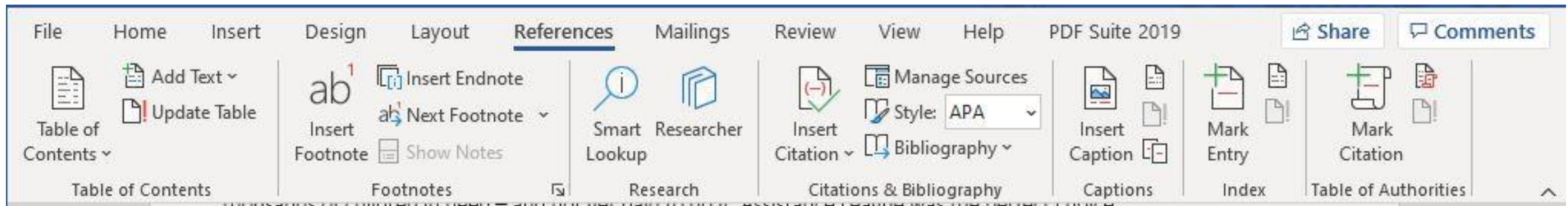
The Design Tool Bar selects your style, colors and other formatting to create professional looking documents using “Themes” “Page Color” and “Page Borders.”

It allows you to protect documents by adding an appropriate watermark.

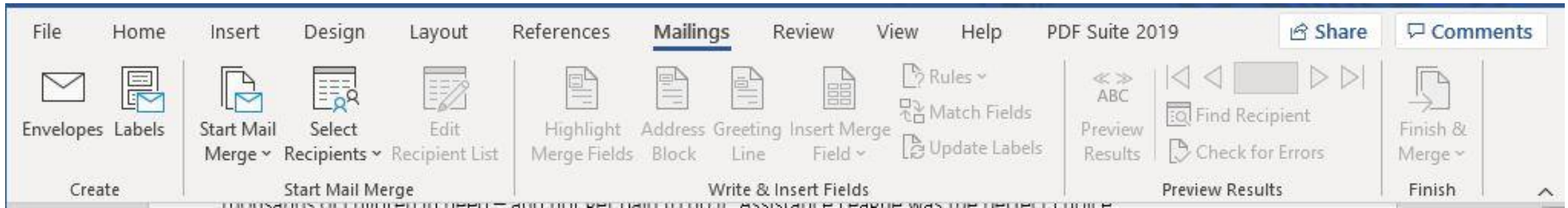
To change the style of a title or header, highlight the text, right click, select “styles” and choose the style you want. Want to change color theme, go to “Themes.”



The Layout tool bar functions set margins, orientation (portrait or landscape) and other ways to lay out your document.



References functions mainly are used for professional documents.

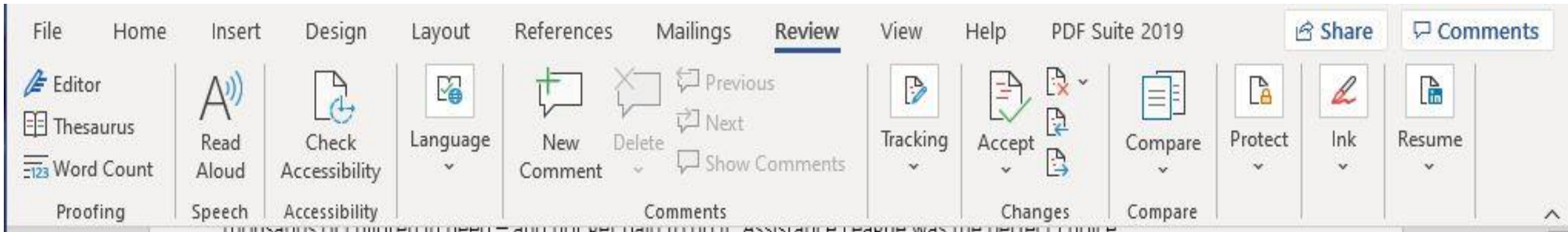


Your mailing list should be in an Excel format with a specific field name for each column.

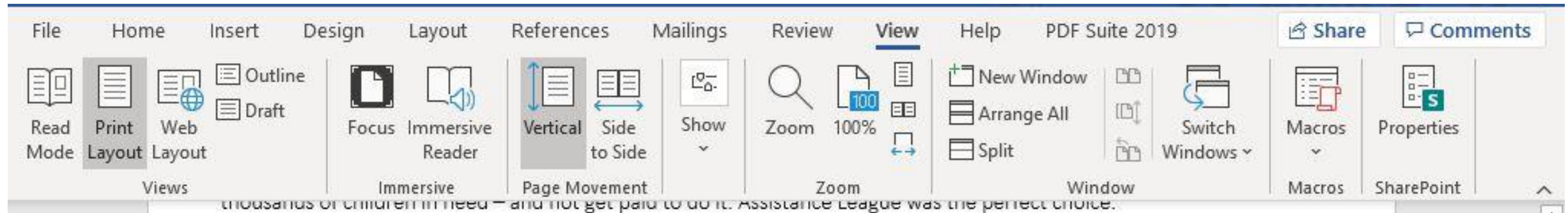
To perform a mail merge for labels, letters and envelopes, go to “Start Mail Merge.”

Select appropriate type, size and product name of mailing piece. (Label, envelope, etc.)

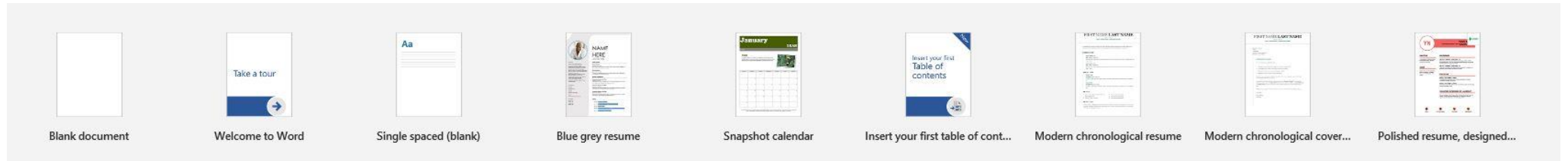
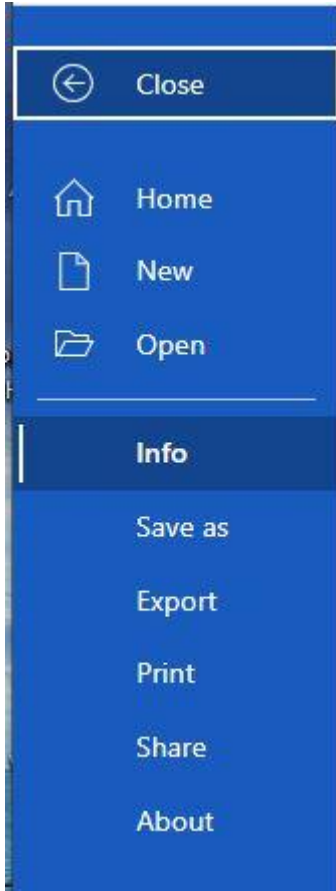
I suggest you use the Mail Merge Wizard that takes you through the process step by step.



The Review tab functions allow you to review your document for errors, accessibility for people with disabilities and editing comments.



The View tab functions allow you to view your document in a variety of ways. Office 365 has the “Immersive Reader” function which helps people of all ages who are learning to read or may have problems reading.



When working in online 365, documents are automatically saved. “File” is where you save as, print, download to your hard drive, create a new document, etc. If you want to see previous versions of your document, click on “Info,” then “Version History.”