

# Word Overview

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Tech & Tea Seminar  
By CommuniTech



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£ 20

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One-off  Monthly  Quarterly  Yearly

**Why use  
Microsoft  
Word?**



# BENEFITS

- ❖ Designed to be easy to use
- ❖ Widely available on many devices
- ❖ Offers the basics but can add complexity
- ❖ Many different page and size formats
- ❖ Works well with other Microsoft programmes (e.g. Excel)



# DISADVANTAGES

- ❖ Usually has to be purchased
- ❖ Often multiple ways of doing to same thing
- ❖ Not always intuitive (needs practice)
- ❖ Old documents (e.g. 2007) not always compatible



**What can you  
do on Word?**



# WHAT CAN YOU DO?

- ❖ Letters, posters, booklets, and many more sizes
- ❖ Start from a blank sheet or use existing templates
- ❖ Text, tables, lists
- ❖ Shapes, images, colours and designs
- ❖ Save as word, pdf, image or other formats
- ❖ Print one, many or shrink for multiple-per-page printing

**How to change  
Page Layouts?**

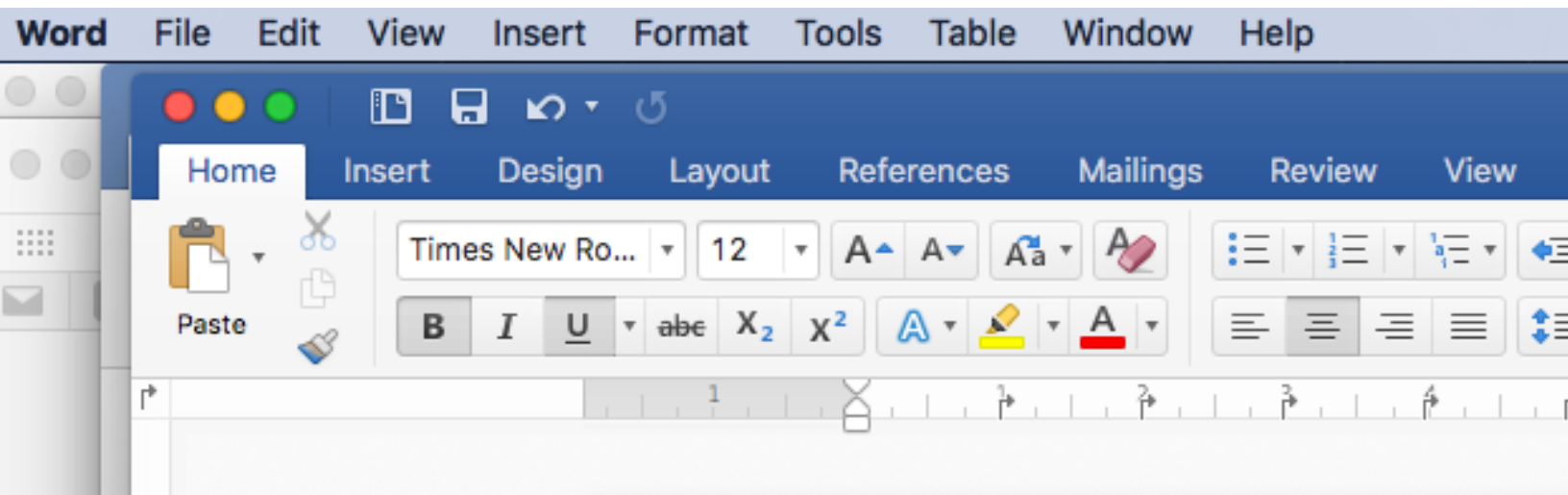




# Page Layouts

Change the way your document looks and how big it is:

- ❖ When starting NEW document, you can select existing templates
- ❖ Page Layout tab: Orientation and Page Size
- ❖ Design tab: Document formatting - change theme



**How to change  
Fonts?**



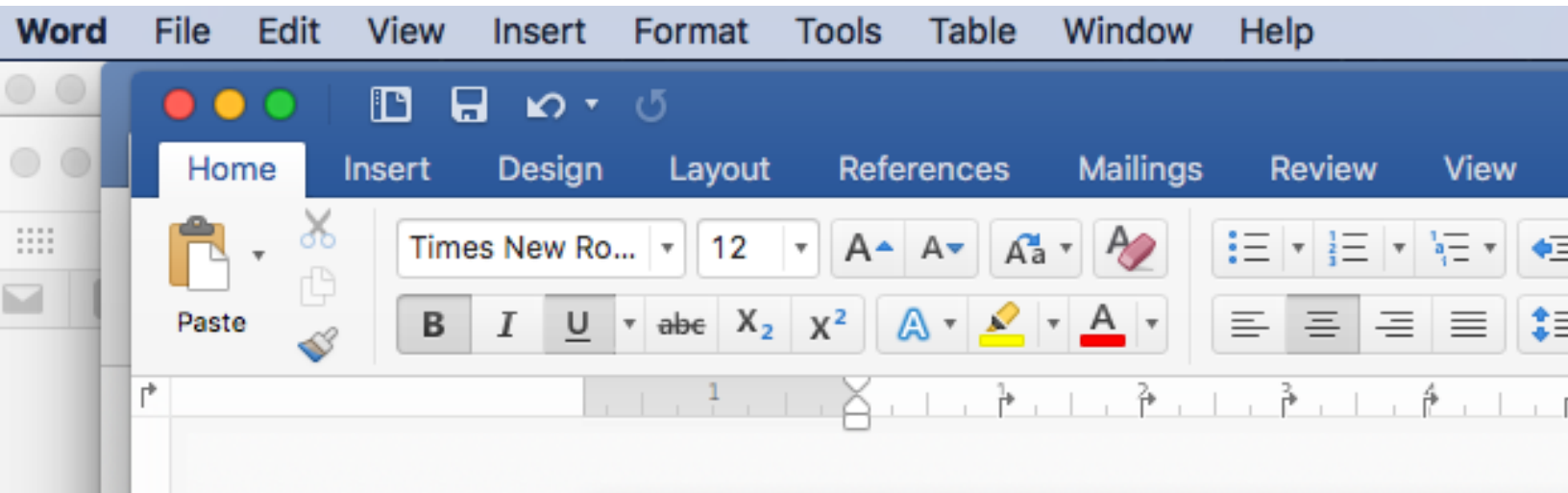
# Changing the Font

Changing the font is done through the 'Home' tab. You can change:

- ❖ Font style and size
- ❖ Bold, italic, underlined
- ❖ Colours and highlighting

### *Top tip:*

*Use predefined heading fonts for titles, sub-titles and normal text. It can be quicker but only has a few options*



**Translate and  
Spell Check?**



# Translate and Spell Check

My speling is nut so good

*Red squiggle = spelling mistake*

*Blue bars = Grammar or other errors*

- ❖ Word does some checking automatically
- ❖ Or run a full check using 'Spelling and Grammar'
- ❖ Translate text to multiple languages using 'Translate'

*Note: You can find these features in different places with different versions of Microsoft Word*

# SUMMARY

- ❖ Microsoft Word is one of the most popular word processing softwares
- ❖ It is quick and easy to create documents and change how they look
- ❖ There are lots of different ways to access different features
- ❖ It isn't free when you buy a new device

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