

How to Guide:

Using Microsoft Word

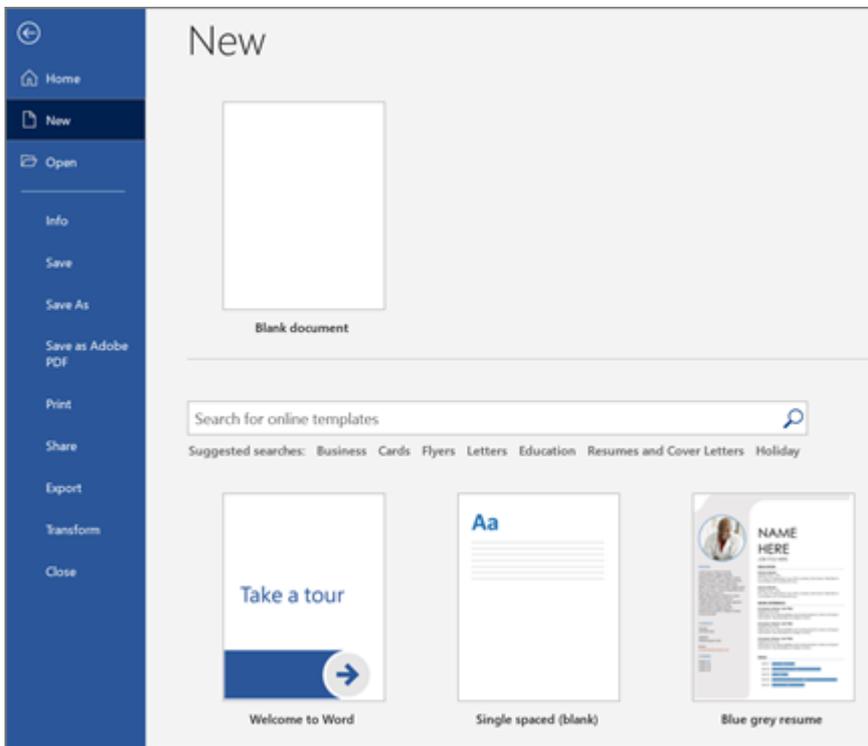
With Word on your PC, Mac, or mobile device, you can:

- Create documents from scratch, or a template.
- Add text, images, art, and videos.
- Research a topic and find credible sources.
- Access your documents from a computer, tablet, or phone with OneDrive.
- Share your documents, and work with others.
- Track and review changes.

Create a document

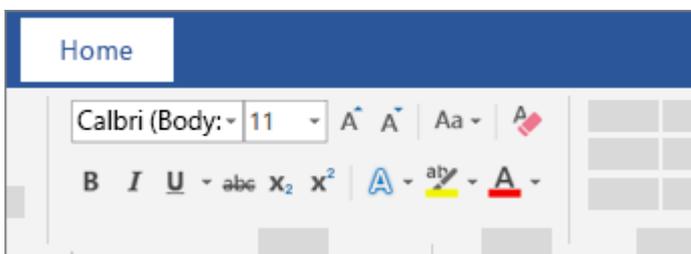
1. On the **File** tab, click **New**.
2. In the **Search online templates** box, enter the type of document you want to create and press ENTER.

Tip: To start from scratch, select **Blank document**. Or, for practice using Word features, try a learning guide like **Take a Tour**



Add and format text

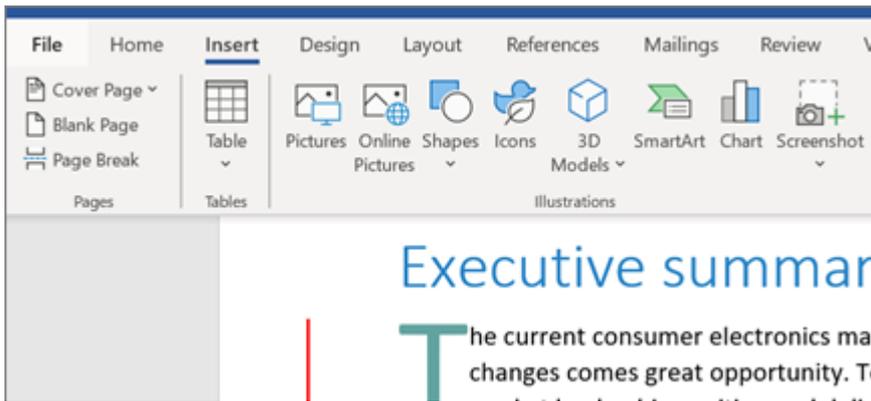
1. Place the cursor and type some text.
2. To format, select the text and then select an option: **Bold**, **Italic**, **Bullets**, **Numbering**, ...



Add Pictures, Shapes, SmartArt, or a Chart

1. Select the **Insert** tab.
2. Select what you want to add:
 - **Pictures** - select **Pictures**, browse for the picture you want, and select **Insert**.
 - **Shapes** - select **Shapes**, and then select a shape from the drop-down.
 - **SmartArt** - select **SmartArt**, choose a **SmartArt Graphic**, and select **OK**.

- **Chart** - select **Chart**, select the chart you want, and select **OK**.



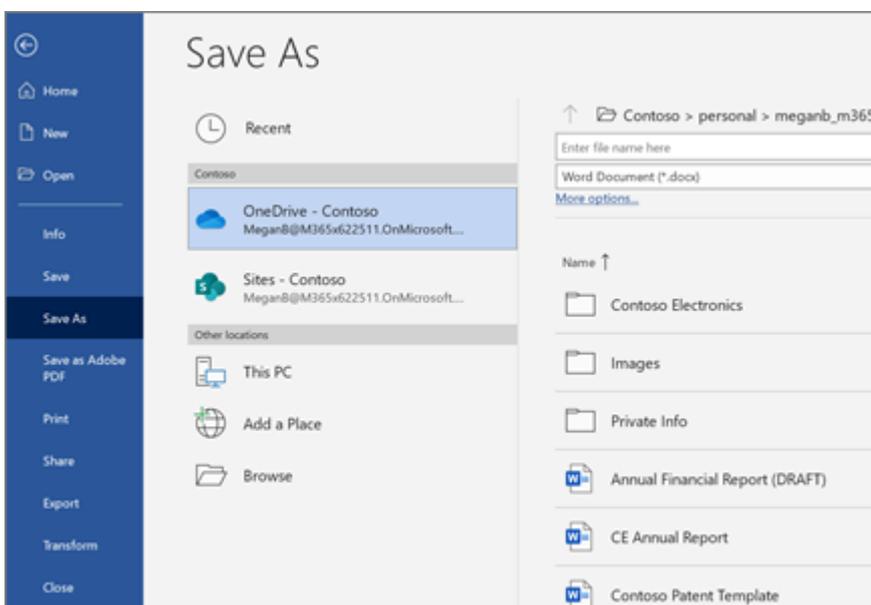
Save your document to OneDrive

When you save your files to the cloud, you can share and collaborate with others, and get to your files from anywhere - on your computer, tablet, or phone.

1. Select **File > Save As**.
2. Select **OneDrive**.

Save personal files to **OneDrive - Personal**, and work files to your company OneDrive. You can also save to another location in the list, or **Add a Place**.

3. Enter a descriptive name for the file, and select **Save**.

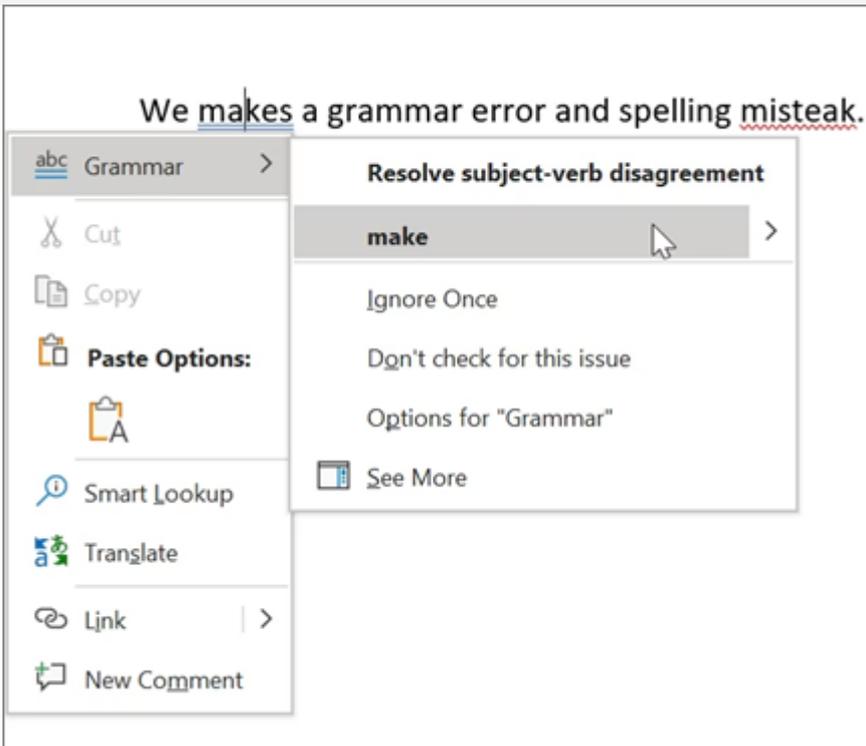


Check spelling and grammar

Word marks misspelled words with a red squiggly underline and grammar mistakes with a blue double underline.

1. Right-click the word.
2. Select a correction, or select **Ignore**.

Note: Spelling and grammar check work a little differently in newer versions of Word and Microsoft 365. For more, see [Editor - your writing assistant](#).



Share your document

To share a file from within Word:

1. Select **Share**  on the ribbon.

Or, select **File > Share**.

Note: If your file is not already saved to OneDrive, you'll be prompted to upload your file to OneDrive to share it.

2. Select who you want to share with from the drop-down, or enter a name or email address.
3. Add a message (optional) and select **Send**.



Send Link



Anyone with the link can edit >

Enter a name or email address

Add a message (optional)

Send



Copy Link



Outlook



Send a Copy ▾

