Intro to Microsoft Office

JEFFERSON COUNTY
LIBRARY
DISTRICT

Tech Tuesdays

- **April 2** - Your Google Account
- **April 9** – Your Microsoft Account
- **Time:** 3:00 – 4:30 pm
- **Description:** Learn how to sign-up for Microsoft and Google accounts and the services included. Sign up for an account.

Course Schedule

Dates and Titles	Times
April 5 – Email Basics	Fridays,
April 12 – File Management	2:00 – 3:30 pm
April 19 – Staying Safe Online	
April 26 - Settings	

Objectives

- Open and save a document.
- Basic formatting
- Create bulleted and numbered lists.
- Layout and margins
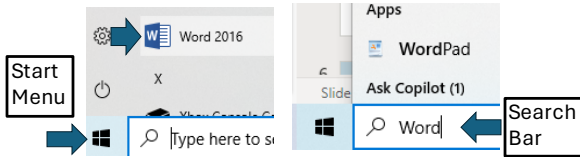- Spell check and grammar review

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Microsoft Office

Word – create documents such as letters, resumes, and essays.

Excel – create spreadsheets to organize numbers for a home or business.

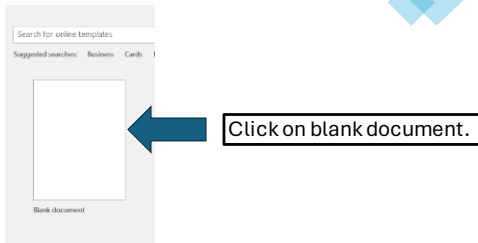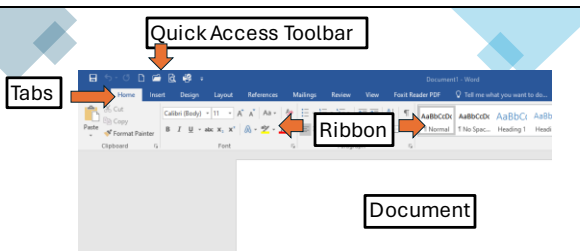**PowerPoint** – create slideshows using text and images.

Create a Word Document

Open Word

You can open Word from the **Start Menu** or **Search Bar**.

Start Menu

Search Bar

Open a Blank Document

Click on blank document.
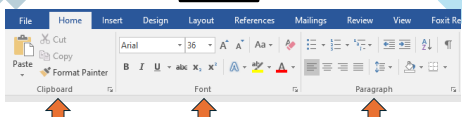
Quick Access Toolbar

Tabs

Ribbon

Document

Layout

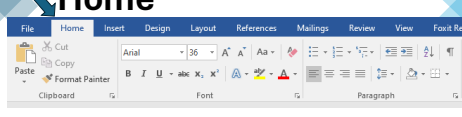**Note:** Layouts for Microsoft Excel and PowerPoint are the same.

Layout

Ribbon

The ribbon is separated into blocks.

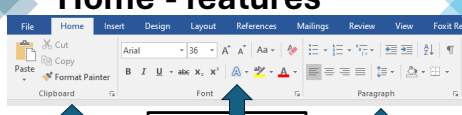Here we have the **Clipboard**, **Font**, and **Paragraph**.

Home

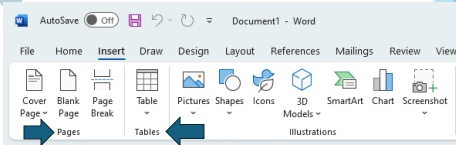The **Home** tab is where you will find the most used features.

From **Home** you can: **copy** and **paste**, change the **size** and look of **fonts**, and create **lists**.

Home - features

Clipboard
- Cut
- Copy
- Paste

Font
- Font
- Font size
- Bold
- Italicize
- Underline
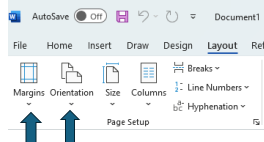
Paragraph
- Bullets
- Numbering
- Alignment

Insert

Use **Insert** when you want to insert items into your document.

Examples include **pictures, tables, blank pages, headers, and footers.**
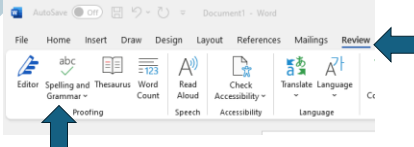
Layout

In layout, you can change the orientation of your document between **portrait** and **landscape**.

You can also choose different **margins**.

Review

Review is where you can check your spelling and grammar.

Sample Paragraph

Please type the sample text handout into a Word document.

Do not correct any mistakes.

Changing Text

To make change to your text you need to select it.

Hold down your left mouse button and drag across the text to select it. It should appear in grey like this:

March 28, 2024

Finding Information Online

To find information online you will use a web browser. A web browser is a tool or application that helps you explore the internet. Common web browsers include:


Changing Text

While on the Home tab click **B** to make the text bold.

Aptos (Body)

B *I* U ab

March 28, 2024

Finding Information Online

Font Size

I'd like to make the title, Finding Information Online, bigger.

Let's increase the font size to 28.

I'd also like to make it stand out.

Let's italicize it.

Finding Information Online

Alignment

Let's center Finding Information Online.

March 28, 2024

Finding Information Online

To find information online you will use a web browser. A web browser is a tool or application that helps you explore the internet. Common web browsers include:

Bulleted Lists

I'd like to make my list of browsers a bulleted list. First, highlight all the items you want in the list.

Google Chrome

Microsoft Edge

Firefox

Safari

Bulleted Lists

On the **Ribbon,** find the icon below for bulleted lists:

Click the icon to make a list bulleted.

Bullets (Ctrl+.)
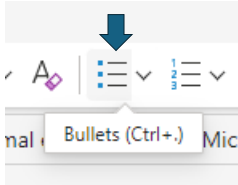
Bulleted Lists

Your bulleted list should look like this:

- Google Chrome
- Microsoft Edge
- Firefox
- Safari

Insert a Picture

I'd like to add a picture to my document. Put your cursor at the end of "Finding Information Online".
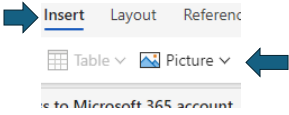
March 28, 2024

Finding Information Online
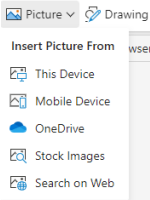
This is where the picture will go.

Insert a Picture

Click on the **Insert** tab. Then click **Picture**.

Insert   Layout   Referenc

Table ∨   Picture ∨

s to Microsoft 365 account

Insert a Picture

Choose **Search on the Web**.
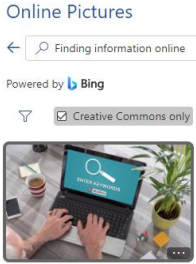
Picture ∨   Drawing

Insert Picture From

This Device

Mobile Device

OneDrive

Stock Images

Search on Web

Insert a Picture

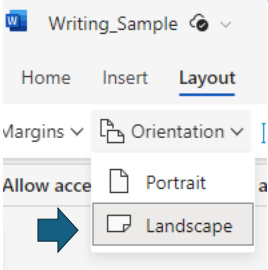Search for "Finding Information Online."

Choose the first picture.

Click **Insert**.

Online Pictures

Finding information online

Powered by **b Bing**

☑ Creative Commons only

Layout

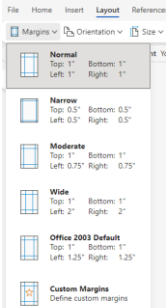Maybe you want to change the orientation of your document.

To change it from Portrait to Landscape click on the **Layout** tab.
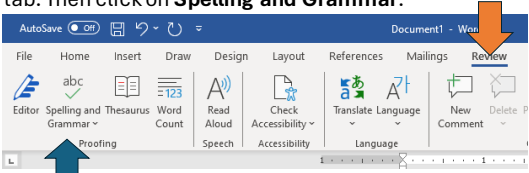
Choose **Layout**.

Margins

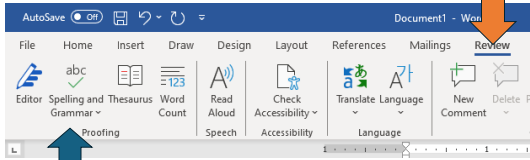You can also change the **Margins** from **Layout**.

Review

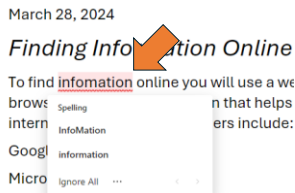To review your spelling and grammar, click on the **Review** tab. Then click on **Spelling and Grammar**.

Review

To review your spelling and grammar, click on the **Review** tab. Then click on **Spelling and Grammar**.

Spelling

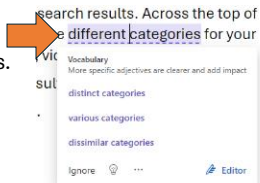Incorrect spelling will appear with a red line underneath.

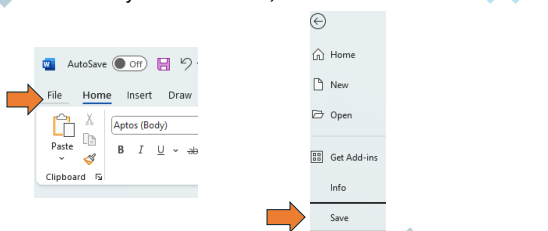Clicking the misspelled word provides a list of suggestions.

Grammar

Grammar suggestions will appear with a blue underline.

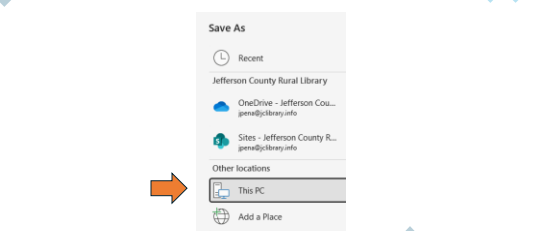Click the underlined word(s) for suggestions.

Saving

To Save your document, click on **File – Save.**
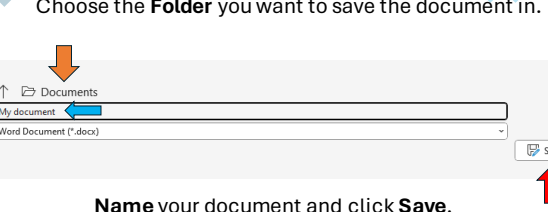
Location

Choose **This PC** under other locations.

Naming

Choose the **Folder** you want to save the document in.

Name your document and click **Save**.

Northstar Digital Literacy

ESSENTIAL COMPUTER SKILLS

Basic Computer Skills

Internet Basics

Email

Windows

Mac OS
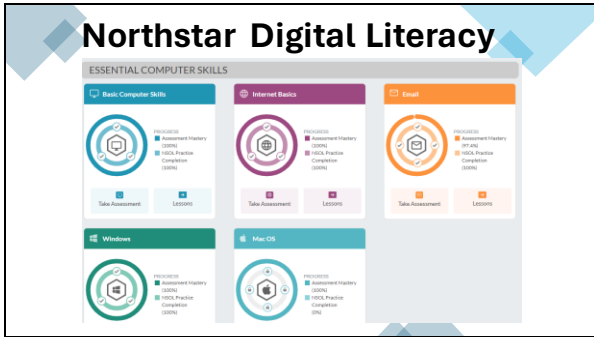
Next Class

Email Basics
Date: Thursday, April 5
Time: 2:00 – 3:00 pm

- Web browsers
- Searching
- Tab
- Bookmarks

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Questions?

If you have questions about the topics covered in this presentation contact the Jefferson County Library District to schedule a One-on-One tech help appointment.

360-385-6544
information@jclibrary.info

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