

Microsoft Word Basics

When you first open Microsoft Word in Computer Class, check the following setup under the **View** menu and **Toolbars** sub-menu:

1. You will use **Page Layout** view in most cases

2. I do not recommend using the Formatting Palette; uncheck Formatting Palette.

3. Make sure you can see all the toolbars that we use:

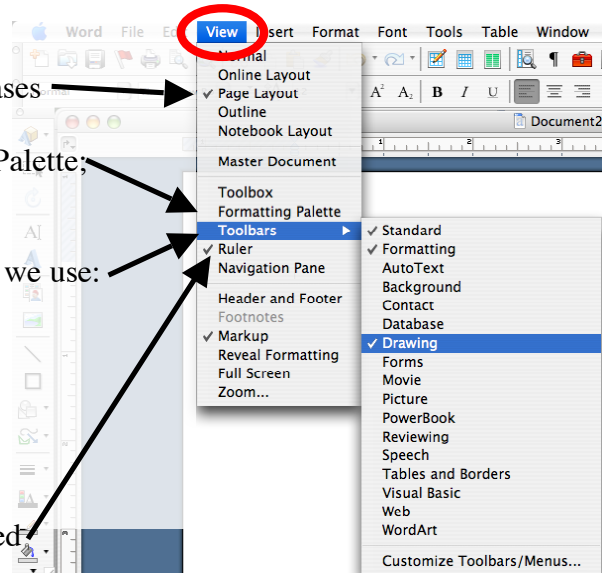
View → Toolbars →

✓ Standard

✓ Formatting

✓ Drawing

4. You should make sure that **Ruler** is checked



Hold your cursor over a button on one of the toolbars and a “tool tip” will appear with a brief description of each button.