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replace, select Synonyms, and select a word from the

menu. common margin setting. Find Text: Click the

Find button on the Home tab, type the text you want

to find in the Search box, and click an item to jump to

it in the document. the Replace Text: Click the

Replace button on the Home tab. Enter the word you

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this stage of instruction. The blue column on the left shows your most recent saved files. You may select one of these to resume work on a saved document.

## Microsoft Word Basics

- Identify the main parts of the Microsoft Word window.
- Identify the purpose of the commands on the menu bar.
- Copy, cut and paste text.
- Work with the buttons on the toolbar.
- Type, edit and format text.
- Work with pictures.
- Work with language tools (spell check).
- Open, save, save as, and print Microsoft Word files.

What is Microsoft Word?

## 4.0.1 Introduction to Microsoft Word Student Manual

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