



# Word Processing Basics

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
using Microsoft Word 98®

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**Microsoft Word** is part of the Office suite of programs. This guide only covers the basics of Word, but with just Word, you will have an idea of its sophistication and capabilities. This guide covers Word 98 for the Macintosh and is similar to Office 97 for the PC. You can create a document in Word that could be a simple one page letter or a multiple page newsletter or book. All documents can either start as a template or a blank template. The templates provide place holders for text and are formatted either as a report, memo, letter, fax, résumé, or Web page. The blank document template is just that: blank. This guide provides a step-by-step tutorial on how to create a document from scratch using the blank document template.



### Tip!

A quick way to open a new blank document is to select the **New File**  on the Standard Toolbar. Clicking on this automatically opens a document.



### Reference!

Toolbars in Word make your job easier. Point your cursor over one of the buttons to have a balloon appear that describes the button. Clicking once on the button to makes it work.

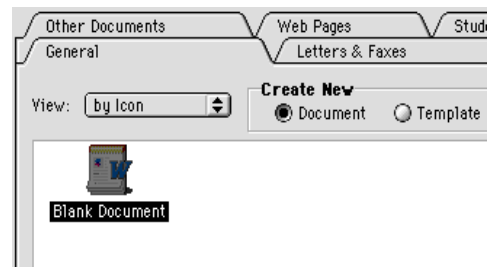


### Check it out!

If you need a refresher on working with windows and menus, refer to the Macintosh or Windows Basics Techniques guides.

## Open a Word Document

1. Go to the **File** menu to New.
2. Documents and Templates are waiting for you under the tabs. Go to **General** to Blank.
3. Select the Blank Document and click **OK**.



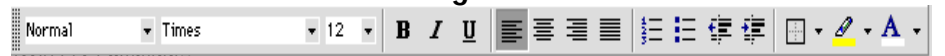
## Use Different Toolbars

1. If none of the toolbars show up at the top, go to the **View** menu and select the submenu toolbars. You will see a list of toolbars with some having a check by them.
2. Make sure Standard and Formatting have a check by them. This means that these toolbars are open.

### Standard Toolbar



### Formatting Toolbar



3. Roll your cursor over one of the buttons. A balloon descriptor appears. Now click on the pull-down menus to see the submenus.
4. The toolbar is like a separate window. Grab the left horizontal lines of the Formatting toolbar and drag and place it on top of the document.
5. It now looks like a window with a close box. Close the window.
6. Open the toolbar again by going back to the **View** menu and putting a check back by its name.
7. You can fit the toolbar back above the document by dropping it just in that area.

