Hi, my name is Microsoft Word. I would like to teach you a few tricks when using me. You usually open me to type reports, letters, and many other things. All of my features are located at the ribbon on the top the screen. You can open documents, save, and print from my office button, which is the circle button at the top. Remember when I use the word cursor it is the blinking line that shows you where you are clicking or about to type.

First, I want to teach you some font tricks:

Highlight this paragraph. To highlight, hold the mouse down and drag it over the words. Next I want you to look at the ribbon where it says font and click the B. This makes my font BOLD.

Highlight these words and click the *I.* This italicizes the words. You can use this feature when typing the title of a poem or you want to emphasize a word.

High these words and click the U. This will underline the word. You can use this when typing a title of a story or something that you have written.

Another feature is the many types of font I have. Highlight me and click the arrow next to the word Calibri and choose your favorite font. Then click on the arrow next to the 11 and change the size of the font to 16.

One of my favorite things I can do is change the words to different colors. Highlight this paragraph and click the arrow next to the A in the font section of my ribbon. Click More Colors. Click Standard. And choose your favorite color for this paragraph.

Next I want to show you how to center words. Highlight this paragraph and click the second button that has lines in the paragraph section on the ribbon. After you click this button you will see the words centered with the page.

Make sure that you always save your work before you leave the computer. If you are at school make sure that the document is in your P-drive so you can work on it from any computer. Click the Office Button (the circle button in the top left) and click Save As. Make sure that it is going into your P-drive (it will say it at the top). Click Save. It will ask you if you want to replace the document, click Yes. Now this document will be in your p-drive if you need to look back to remember some of the cool tricks I can do!