



Create your first Word document I

By Microsoft

<http://office.microsoft.com/en-us/word-help/create-your-first-word-document-i-RZ101790574.aspx>

“Learn how to create your first document in Word: type where you want to on a page, fix spelling errors, make a list, change page margins, add emphasis to some words, quickly add some style, and save your work.”

This 35-minute lesson uses audio and annotated screen shots from Word 2010 (11 pages in all). Each page contains the text of the accompanying audio. The user must move from page to page manually in the lesson. At the end, there is a practice session with nine exercises, which requires that a document, with instructions, be downloaded to the person’s computer. The site assumes that the person is using Internet Explorer and will not download the practice session if the person is not. There is a quiz that will test what the person has learned. The quiz can be done before or after the practice session.

Please note that lesson requires the Microsoft Media Player plug-in.

Create your first Word document II

By Microsoft

<http://office.microsoft.com/en-us/word-help/create-your-first-word-document-ii-RZ101806168.aspx>

“Learn to move around in the document, use formatting marks, move text by using Cut and Paste, and change line spacing and alignment in Word 2010.”

This 35-minute lesson uses audio and annotated screen shots from Word 2010 (11 pages in all). Each page contains the text of the accompanying audio. The user must move from page to page manually in the lesson. At the end, there is a practice session with five exercises, which requires that a document, with instructions, be downloaded to the person’s computer. The site assumes that the person is using Internet Explorer and will not download the practice session if the person is not. There is a quiz that will test what the person has learned. The quiz can be done before or after the practice session.

Please note that lesson requires the Microsoft Media Player plug-in.

Word 2010

By Goodwill Community Foundation International

<http://www.gcflearnfree.org/word2010>

Includes lessons, interactive content and videos on basic and more advanced features, as well as common tasks (e.g., line spacing, columns, etc.). Useful for new and advanced workshop participants.

Microsoft Word 2007

By Halifax Public Library

<http://www.halifaxpubliclibraries.ca/assets/files/handouts/Word2007.pdf>

Five-page handout that explains the basic commands in MS Word.

Word 2007 and Word 2010: Ribbon tutorial

By Shauna Kelly

<http://www.shaunakelly.com/word/management/word-2007-and-word-2010-ribbon-tutorial.html>

Understanding how to use the “ribbon” at the top of the Microsoft Word page can allow someone to use the software more effectively. This tutorial, recommended by Microsoft, will help someone understand what the ribbon contains in Word 2007 and 2010.

Customize the ribbon

By Microsoft

<http://office.microsoft.com/en-us/word-help/customize-the-ribbon-HA010355697.aspx>

Customizing the ribbon is something that can be done in any Microsoft program. This page provides instructions for someone to customize the ribbon in Word 2010.

Video: Customize the ribbon

By Microsoft

<http://office.microsoft.com/en-us/word-help/video-customize-the-ribbon-HA101850352.aspx>

This web page includes five 2-minute videos on how to customize the ribbon in Word 2010.

Minimize the ribbon

By Microsoft

<http://office.microsoft.com/en-us/sharepoint-workspace-help/minimize-the-ribbon-HA010361700.aspx>

Someone who is beginning to use Word will not want to minimize the ribbon, but may do it accidentally. This web page contains information on how to restore the ribbon. The page also contains a link to a 1-minute video on minimizing and expanding the ribbon.

Word 2010 Help and How-to

By Microsoft

<http://office.microsoft.com/en-us/word-help/CL010256357.aspx>

This page links to a long list of both help and how-to pages about MS Word. These pages would be appropriate to both a beginner and someone with more advanced skills.

Intro to Microsoft Word 2010

By Moore Memorial Library

http://www.nysl.nysed.gov/libdev/nybbexpress/curriculum/mm_word2010.pps

The PowerPoint slide deck for this lesson was based on this original PPT by Moore Memorial Library.