



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.”

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.”

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.).

Word 2007 and Word 2010: Ribbon tutorial

By Shauna Kelly

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

This tutorial, recommended by Microsoft, will help someone understand what the ribbon contains in Word 2007 and 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>

If you accidentally minimize the ribbon, this short video shows you how to get it back!

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.