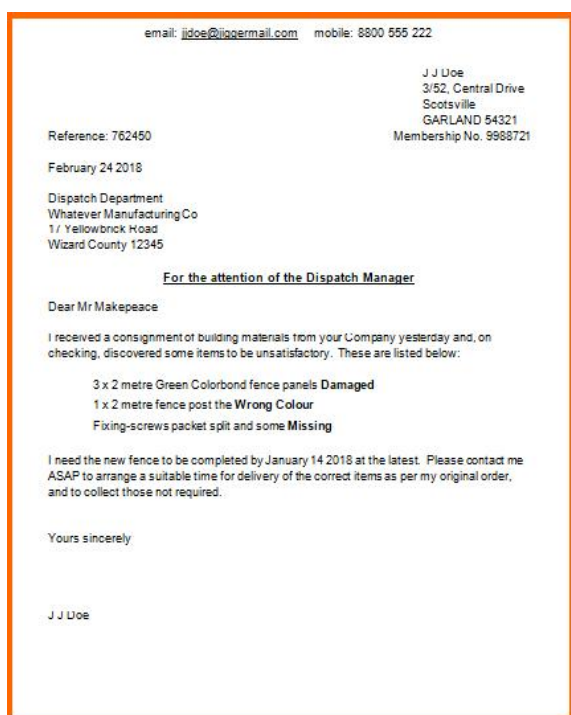## Working with Microsoft Word - Introduction

Over the coming months we will be publishing a series of tutorials as a guide to working with Microsoft Word. They will begin from the very basics which are intended to help those who are either new to this word-processing program, or have only a limited understanding of its uses. As the tutorials progress, more advanced techniques and formatting will be introduced.

This **Working with Microsoft Word** Tutorial has been created in **Microsoft Word 2007** which later versions will be able to read. However, some procedures and menus have been updated since then. I have trialled the Tutorial in **Word 365** and have included some important changes which can be found in the **Addendum at the end of each Tutorial**. It is suggested that **365 Users** read this first before starting each new Tutorial.
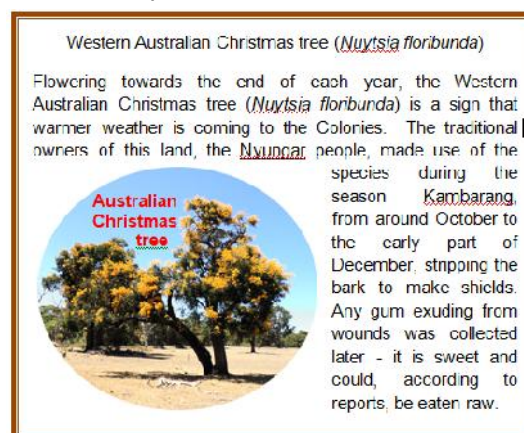
Formatting is a word that will crop up frequently, but don't be intimidated by it. You employ it yourself when you set an alarm on a clock, or the ring tones on your mobile phone. It could be said that taking a young dog to puppy school is very similar. All it means is that you are adapting what you started with to behave in a way that is better suited to you.

Aside from the first, because the tutorials are quite long, they have been divided into parts, so that someone who is unfamiliar with Microsoft Word can move forward in easy stages. Those, however, with greater knowledge may be tempted to shortcut the step-by-step instructions, using time-saving methods already known. This is inadvisable, as even missing small concepts dealt with earlier could result in misunderstandings later down the track.

The idea of **Working with Microsoft Word** is to build slowly to the point where projects from simple tasks like composing a letter, to creating an impressive glossy brochure or presentation will not only be made easy, but can become an enjoyable challenge.

Anyone who would like to produce either of these examples, and much more...

...start Tutorial 1 and see what it has to offer. It isn't just about learning to type a few words in a blank document.