

# How to use a word processor

Typing Documents on a computer is not much more difficult than typing on a typewriter.

## Programs to use:

There are a variety of programs you can use for writing.

The most common are **Microsoft Word, Wordpad, OpenOffice, Libreoffice, and Pages** for Macs.

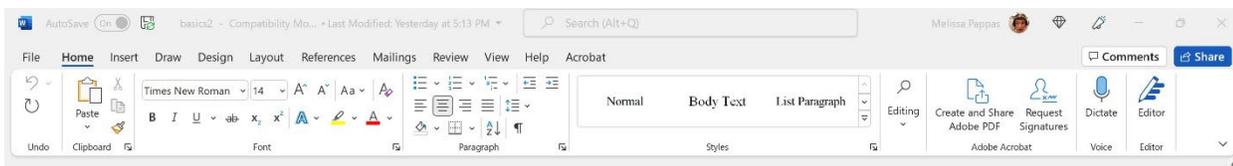
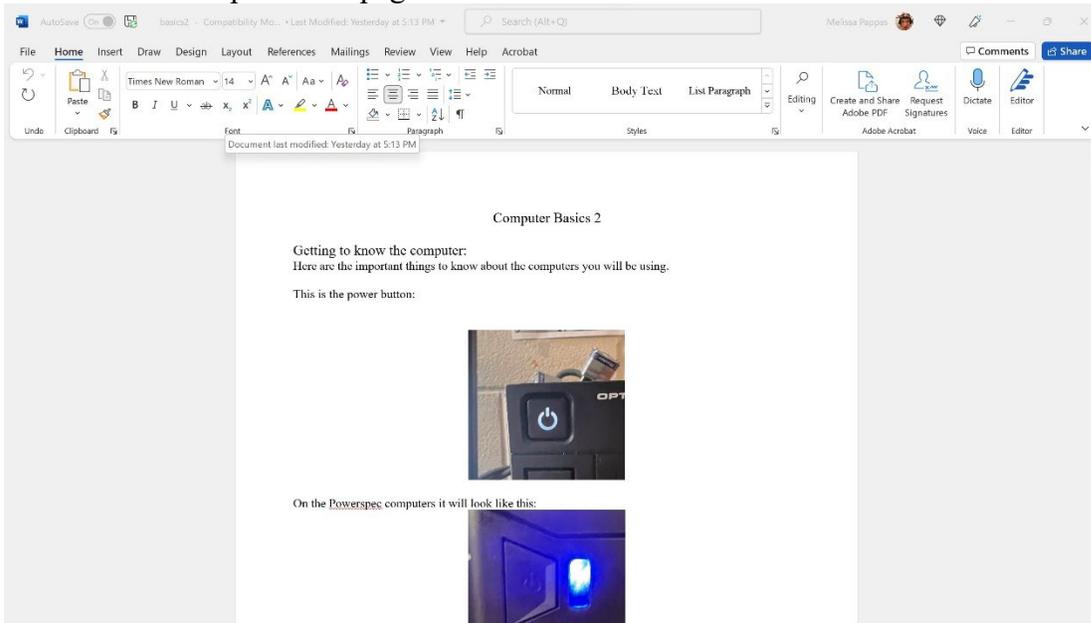
OpenOffice and Libreoffice are free downloads. Wordpad comes installed on every Windows computer.

Your community room computers should have most or all of these programs. You can use whichever one you feel most comfortable with.

## Word processing basics:

This section will show you how to use a word processor. The programs mentioned above operate pretty much the same way. (Word 2007 and later look a bit different than the others. The functions are the same though.)

This is what a word processor page looks like:

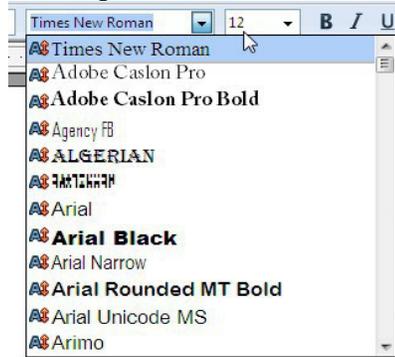


The top bar has all the main functions you will need to format your document. Here is a brief overview of the most common ones.

We'll start with the left side of the top bar.



Here you will find dropdown menus to select text type, font, and text size. Click on the arrow at the right of any of them to see the options.



Next to those are buttons for bold, italicized, or underlined text and to center, left, or right justify it.



The final commonly used options are cut, copy, and paste.



You can also use keyboard shortcuts for many of these functions.

- Ctrl + C:** Copy
- Ctrl + V:** Paste
- Ctrl + X:** Cut
- Ctrl + S:** Save
- Ctrl + P:** Print

### **Saving a file:**

When you are done working on your document you will want to save it. If you are signed into a Microsoft account Word will save to Onedrive by default. On Hi-Rise computers you will likely be saving to a flash drive.

To save a document, first click on the “File” menu at the top of the screen. Alternatively, you can

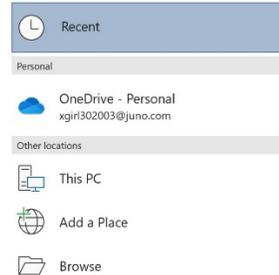
click on the icon that looks like a floppy disk.



Either of these will bring up the “Save” menu.

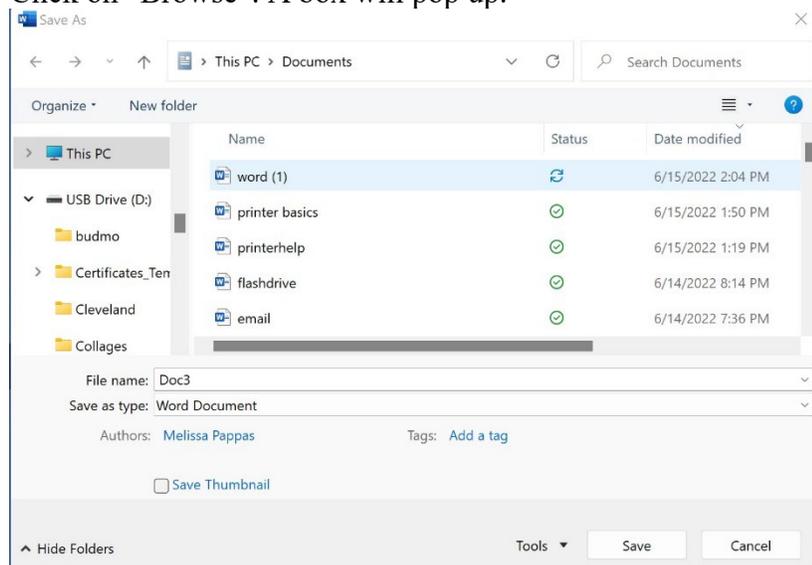


You should see these options:  
Click on either of them.

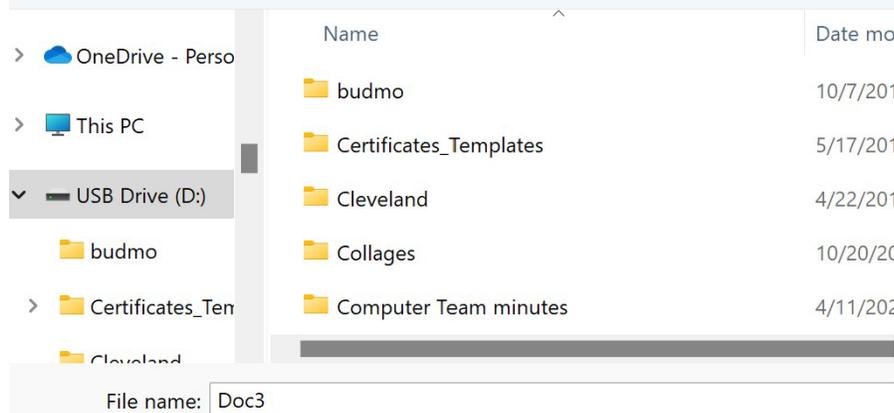


You will see several options for where to save the document:  
the Onedrive option if you aren't signed in to an account.  
Click on “Browse”. A box will pop up.

You won't see



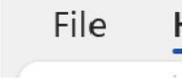
Scroll down the list on the left side until you see your flashdrive name.



Click on the drive name. The page for that drive will open.  
Type in a name for your document. Click “Save” to save it.

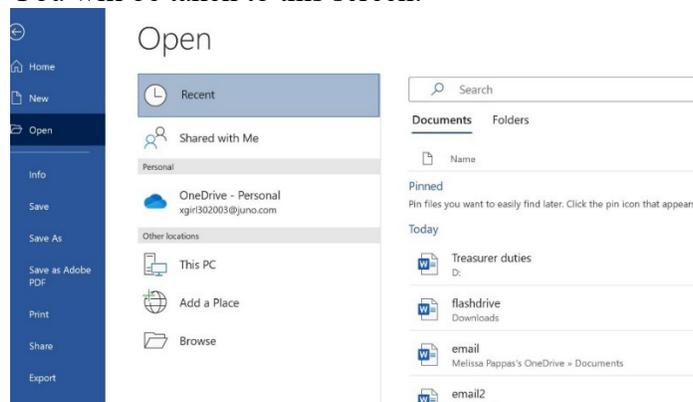
## Opening a file:

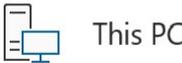
This will show you how to open a file in Word. same no matter what program you are using.

Go into the “File” menu. 

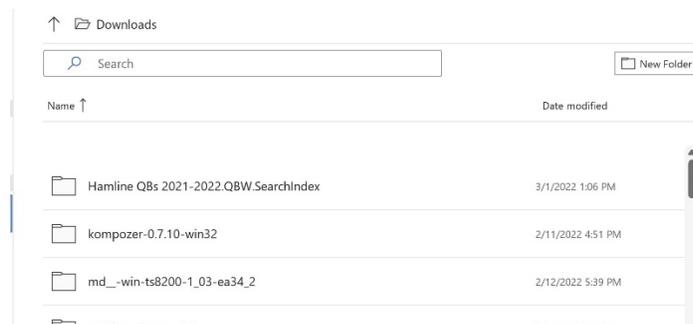
Click on “Open”. 

You will be taken to this screen:



Click on the link that says “This PC”. 

This will take you to the screen where you choose the location you want.



Click on the arrow at the top to go up one level. 

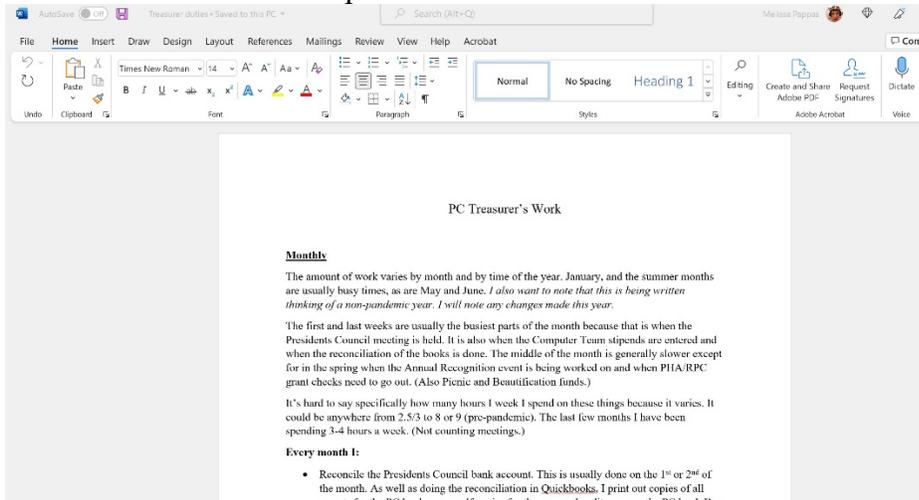
Choose your drive from the list that comes up. 

Click on the drive name to see a list of files on the drive. Choose the file you want.



Treasurer duties

Click on the file name to open the file.



You also can click on “Browse” in the “Open” menu and open a file by locating your drive in the list on the left-hand side of the window and clicking on the file you want.

Opening and saving works similarly in older versions of Word. (Office 2010 or older). You would still go to the “File” menu and choose the “Open” or “Save” option. You would then choose the location of the file from the dropdown menu and click on the file name you want. The big differences are the appearance of the interface and the fact that Onedrive isn’t integrated like it is in current versions of Office.