
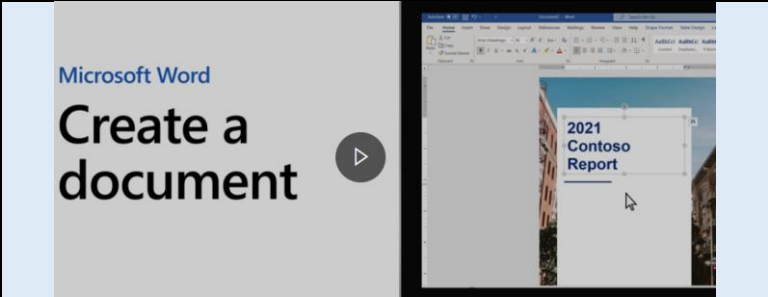


FAMILIARISE YOURSELF WITH ... Microsoft Word

learningevents@suffolk.gov.uk | 


 <p>What is Word?</p>	<p>What is Word video – Click here</p> <p>Watch this brief 1:09 video to find out what Word can do.</p>
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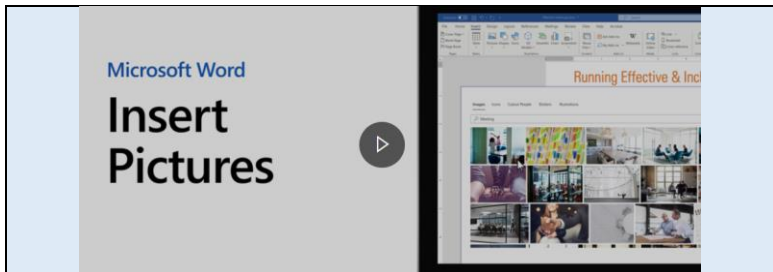
Explore the videos linked below – if you'd prefer on some of the resources, scroll down the page for written instructions for the actions in the clips.

 <p>Microsoft Word Create a document</p>	<p>Create a document – Click here</p> <p>Watch this brief 1:36 video to model how to create a document in Word.</p>
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<p>Open files from the File menu</p>	<p>Open files from the File Menu – Click here</p> <p>Follow the written instructions of how to open files from the File Menu once you've opened Word.</p>
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<p>Find your documents in Windows</p>	<p>Find your documents in Windows – click here</p> <p>Follow the written instructions of how to open files on your machine if you've previously made them.</p>
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 <p>Microsoft Word Add and edit text</p>	<p>Add and edit text – Click here</p> <p>Watch this brief 1:00 video to model how to insert text into your document and alter the formatting you might want to use.</p>
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Insert Pictures – Click [here](#)

Watch this 1:12 video to model how to insert images/pictures into your document, resize and move images.

Tables	choose Table, hover over the size you want, and select it.
Pictures	select Pictures, browse for an image on your computer, a online stock image, or with an image search on Bing.
Shapes	select Shapes, and choose a shape from the drop-down.
Icons	choose Icons, pick the one you want, and select Insert.
3D Models	select 3D Models, choose from a file or online source, pick the image you want, and select Insert.
SmartArt	choose SmartArt, pick a SmartArt Graphic, and select OK.
Chart	select Chart, choose the chart you want, and select OK.
Screenshot	select Screenshot and select one from the drop-down.

Add Pictures, Shapes, SmartArt, Chart, and more

Select the Insert tab. Select what you want to add:

Save a Document – Click [here](#)

Watch this 29 second video to model how to save a document you’ve created.

Adding password protection to your document – click [here](#) or follow the instructions below:

1. Go to **File > Info > Protect Document > Encrypt with Password.**
2. Type a password, press **OK**, type it again and press **OK** to confirm it.
3. Save the file to make sure the password takes effect.

Save or Convert a Word doc to PDF – Click [here](#)

Follow the written instructions of how to save a document into a PDF.

Use the item in the article to find specific instructions for Word.

If you want to learn more about Word – You can access all of the Microsoft resources [here](#).