



# Introduction to Microsoft Word

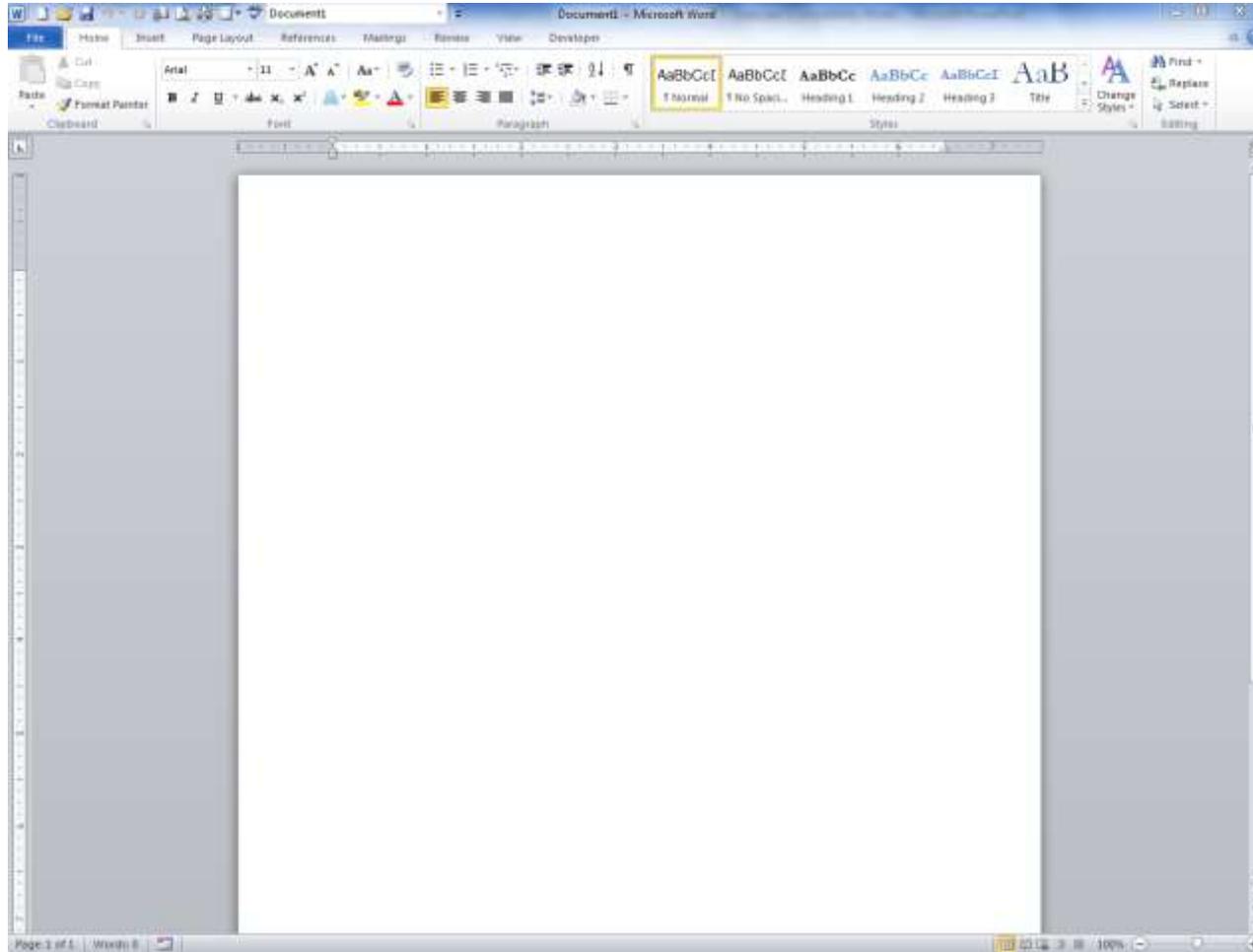
Basics for job seekers

# Caveat

You're not going to become proficient in Word after only a single class, but we'll help you start a foundation that you can build on with further learning and practice. Before the end of this class, we'll provide you with information about other free resources if you wish to learn more.

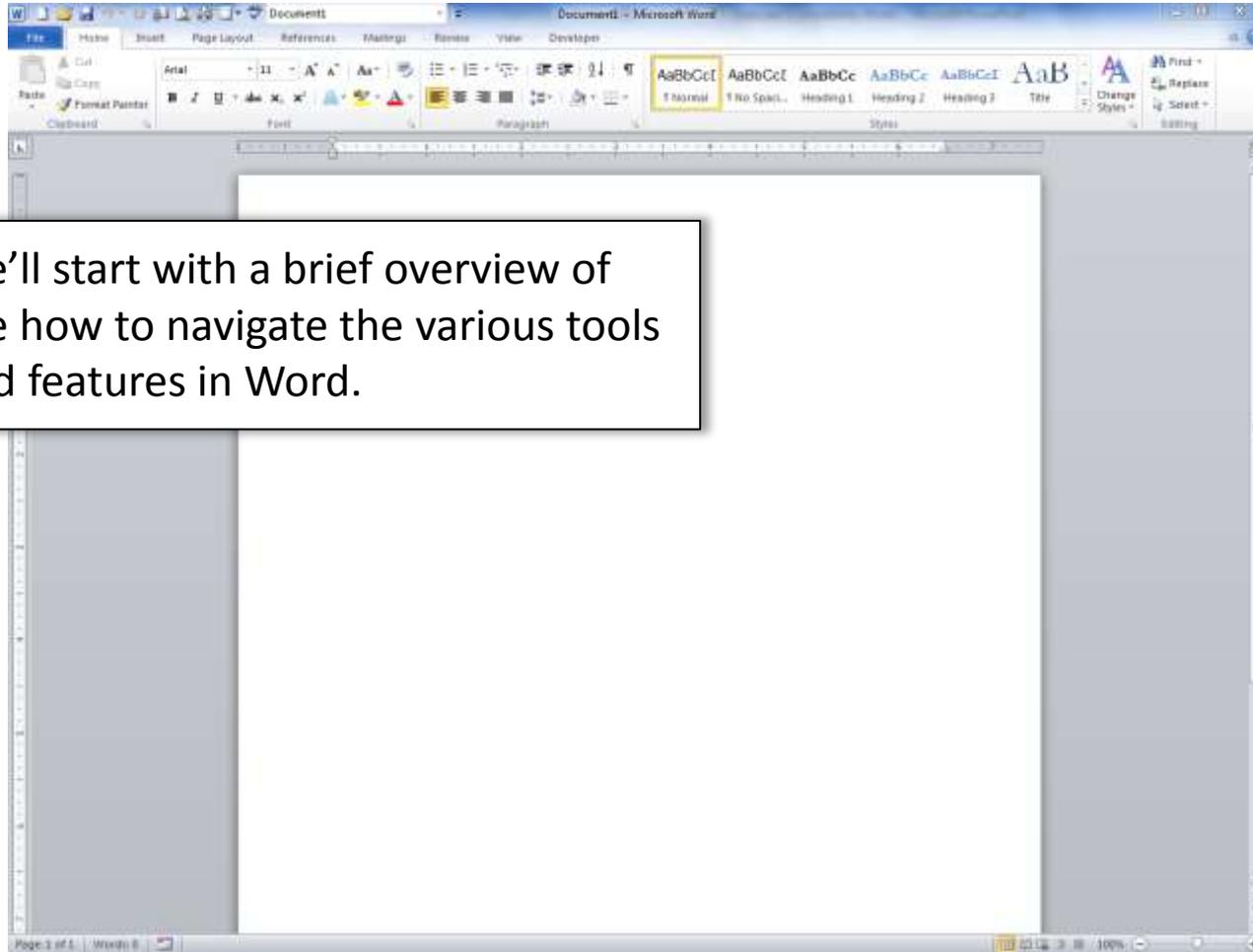
# Finding Your Way Around

# Finding Your Way Around

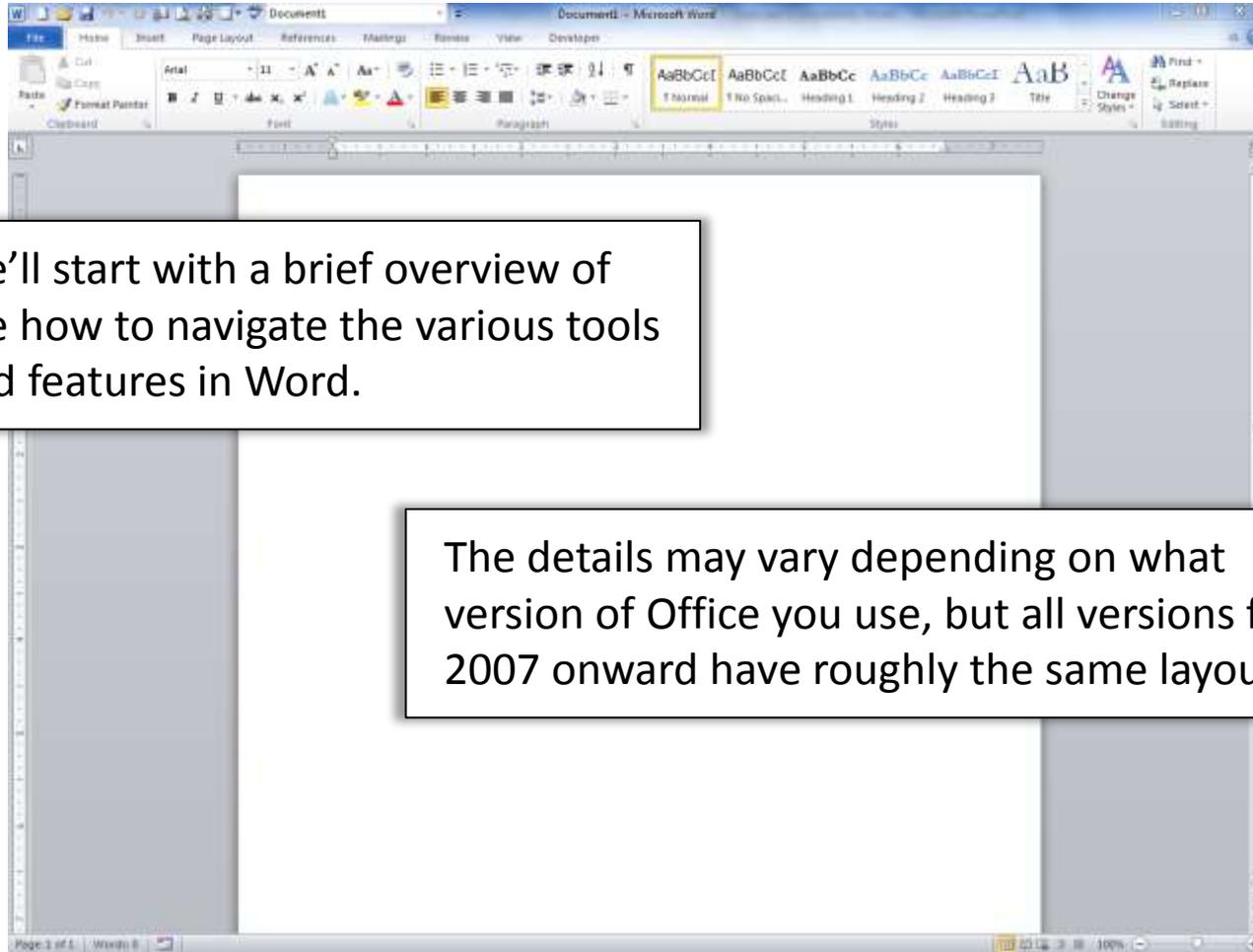


# Finding Your Way Around

We'll start with a brief overview of the how to navigate the various tools and features in Word.



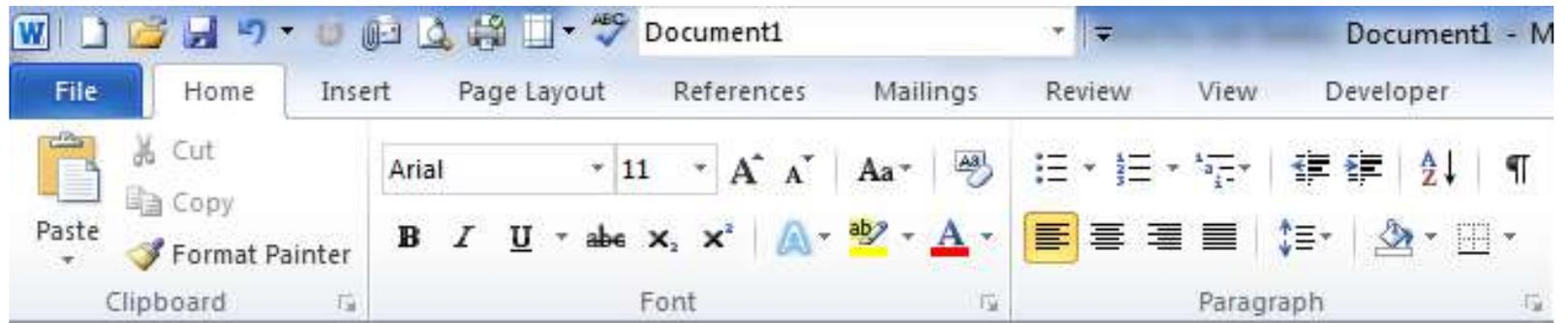
# Finding Your Way Around



We'll start with a brief overview of the how to navigate the various tools and features in Word.

The details may vary depending on what version of Office you use, but all versions from 2007 onward have roughly the same layout.

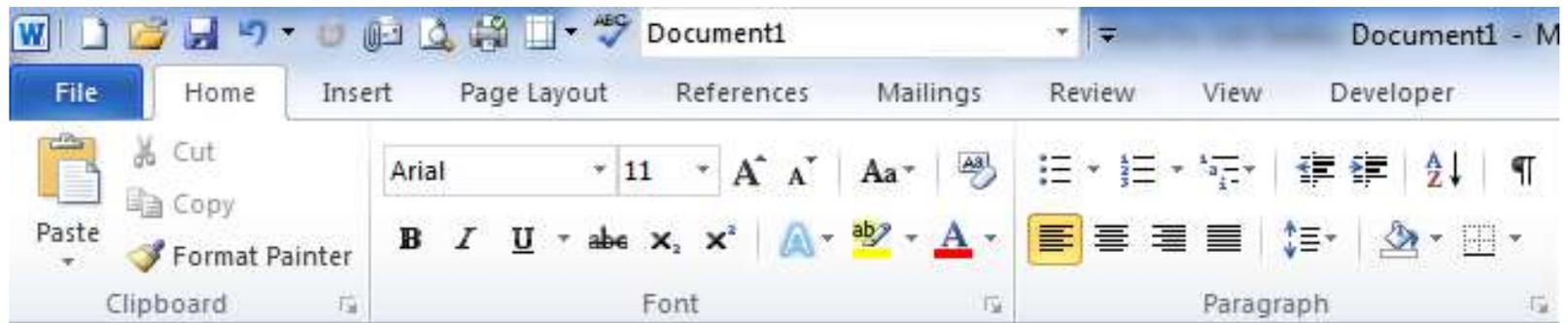
# Finding Your Way Around



# Finding Your Way Around



This area at the very top is called the ***quick access toolbar***.

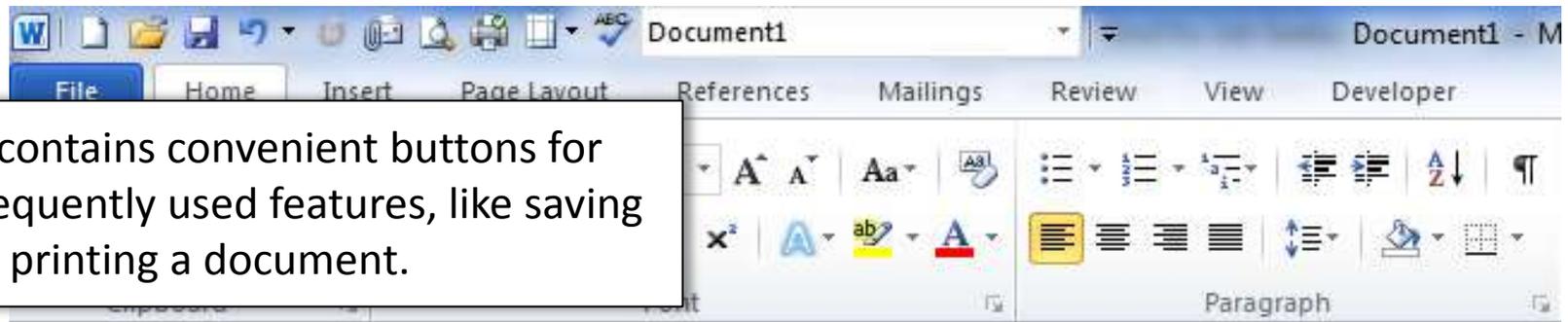


# Finding Your Way Around

This area at the very top is called the **quick access toolbar**.



It contains convenient buttons for frequently used features, like saving or printing a document.

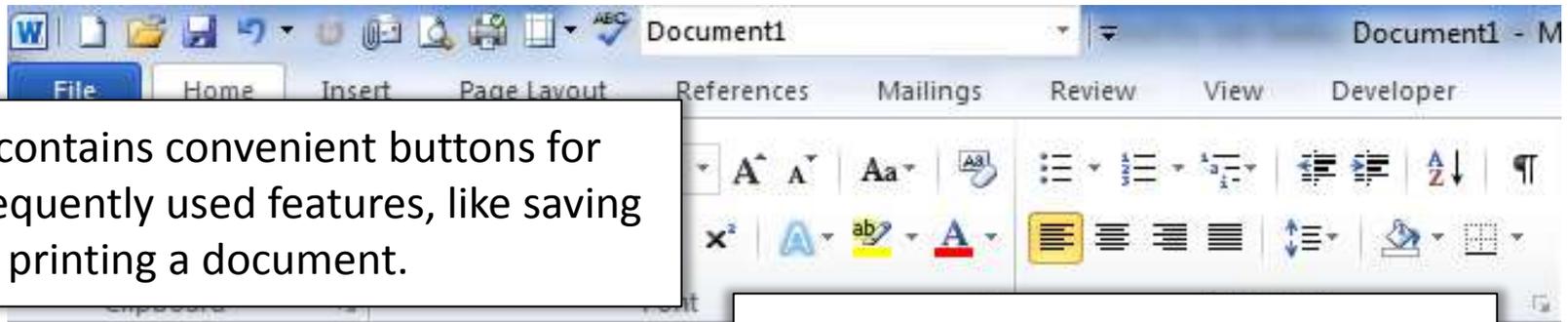


# Finding Your Way Around

This area at the very top is called the **quick access toolbar**.



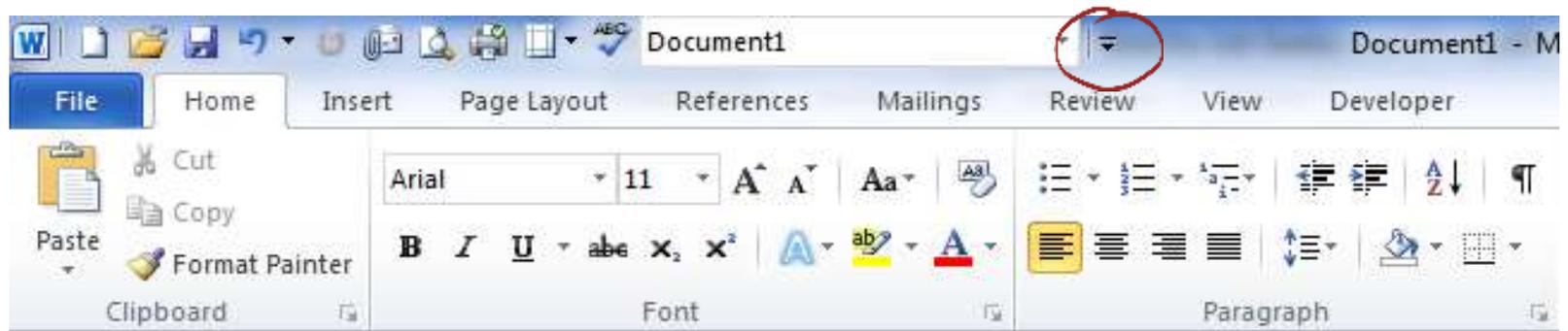
It contains convenient buttons for frequently used features, like saving or printing a document.



The quick access toolbar is completely customizable, so you can have the tools at hand that are most important to your workflow.

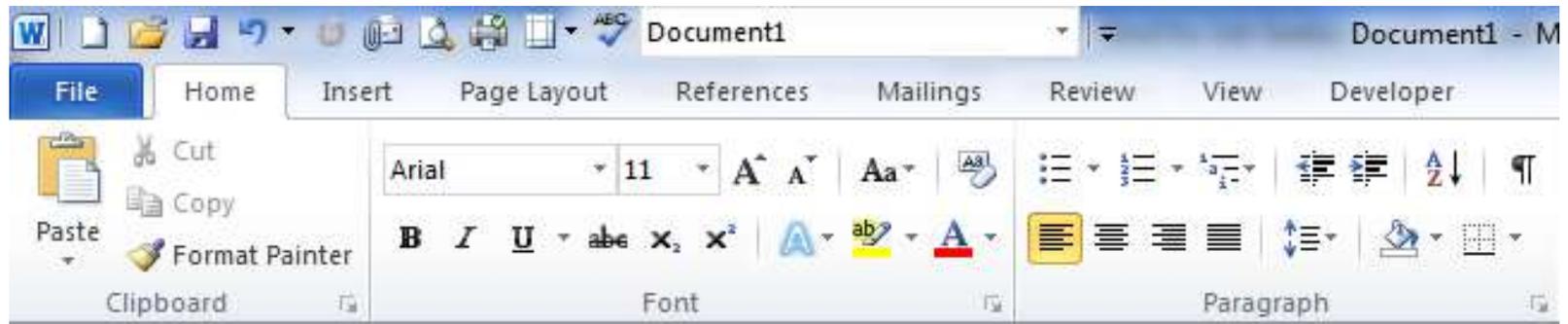
# Finding Your Way Around

You can customize the quick access toolbar using the drop-down menu.



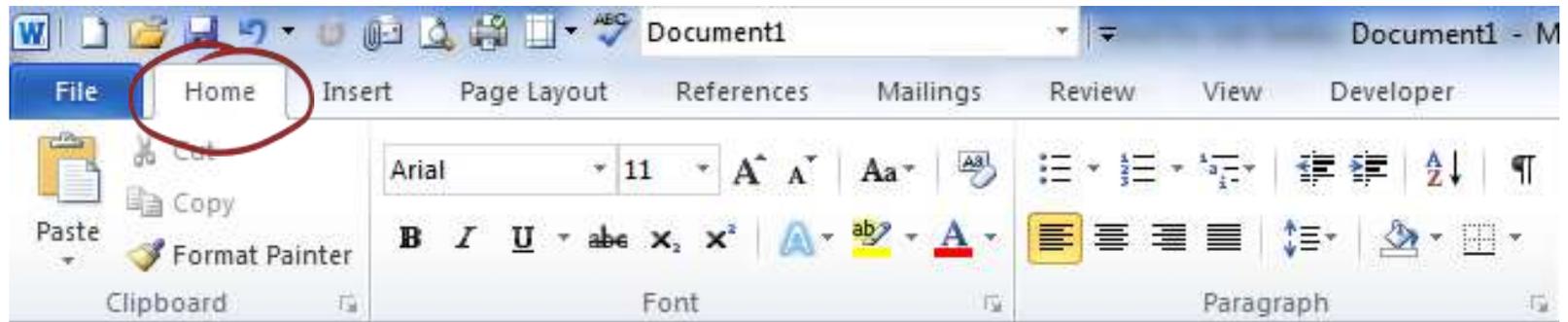
# Finding Your Way Around

The area below the quick access toolbar is referred to as *the ribbon*.

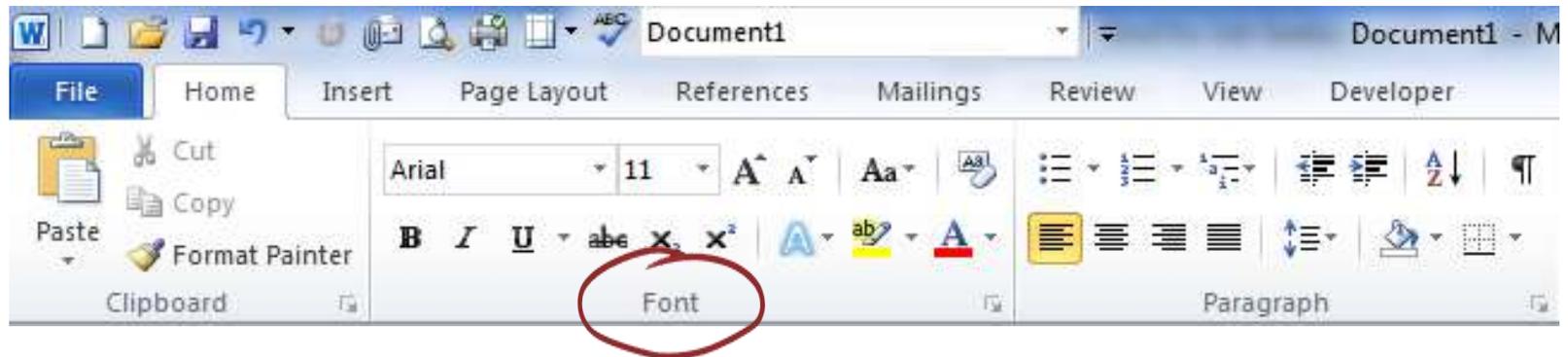


# Finding Your Way Around

The ribbon is composed of **tabs** like *File*, *Home*, *Insert*, and so on.

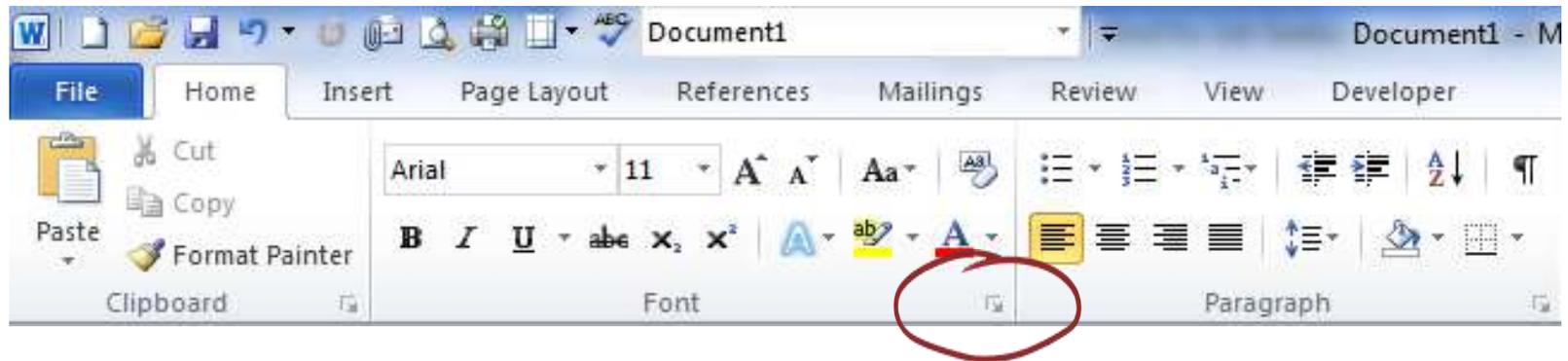


# Finding Your Way Around



And each tab is composed of **groups**. Here, for example, you can see the *font group* on the *home tab*.

# Finding Your Way Around



Several groups on the ribbon also have a button that opens a window with more advanced options, referred to as a ***dialog box***.

# Finding Your Way Around

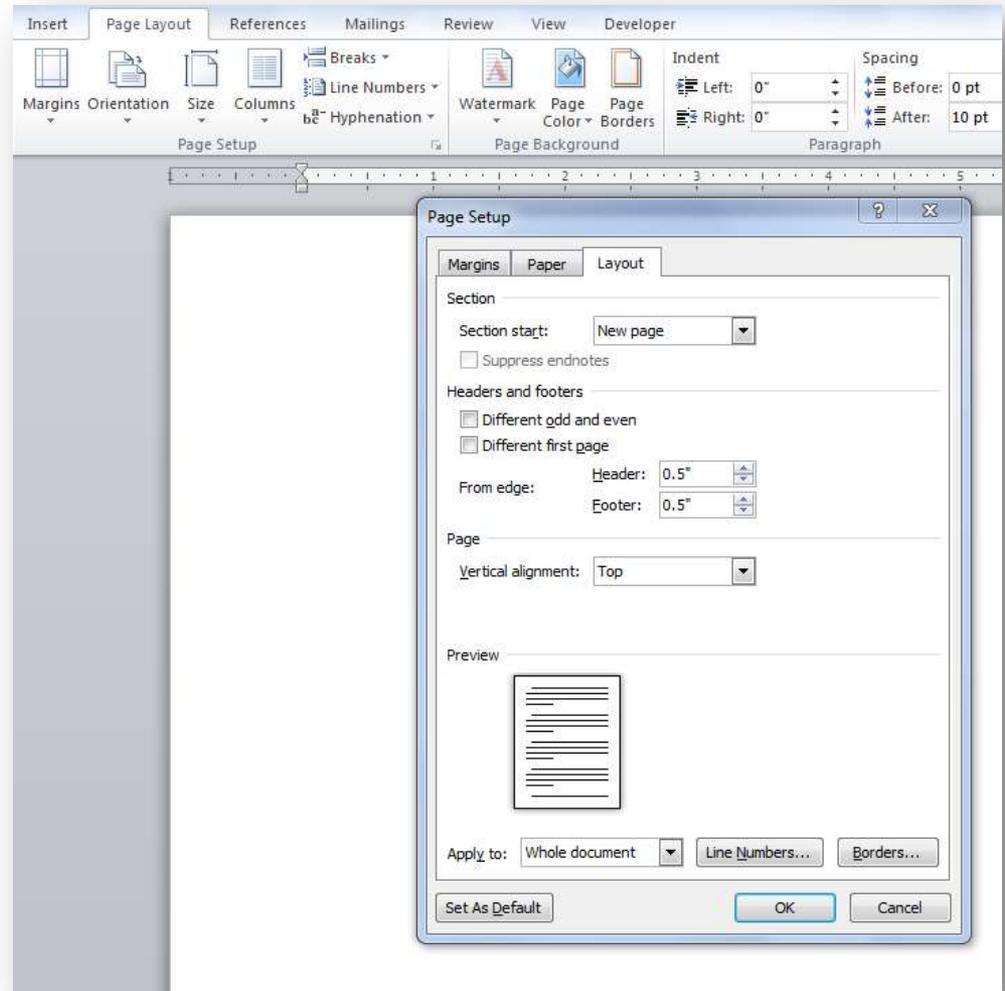
## Your turn!

On the *ribbon*, find the *Page Setup group* on the *Page Layout tab*, and open the *Page Setup dialog box*.

# Finding Your Way Around

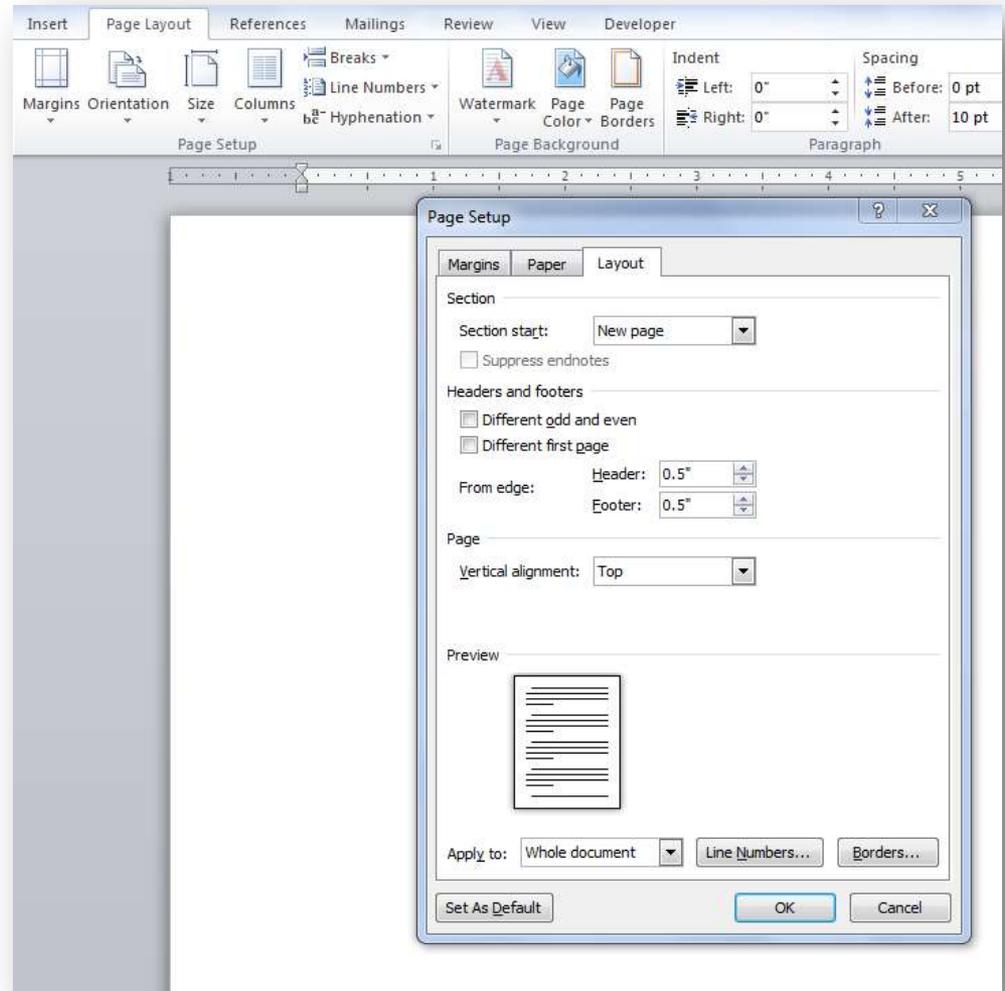
## YOUR TURN!

Is this what you have? If so, congratulations!



# Finding Your Way Around

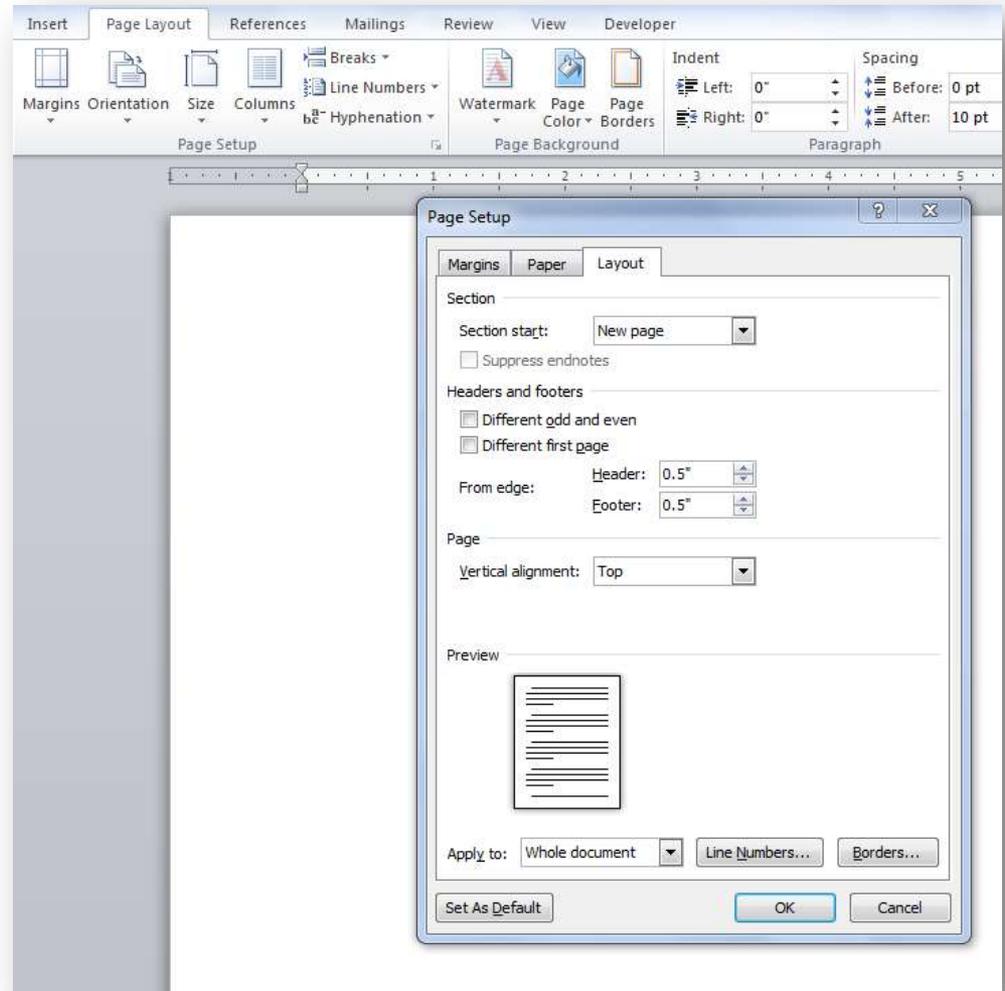
Word tutorials will often use phrases like “the Font dialog box” or “the Proofing group on the Review tab.”



# Finding Your Way Around

Word tutorials will often use phrases like “the Font dialog box” or “the Proofing group on the Review tab.”

Understanding what that means will enable you to follow most instructions you might encounter online or in a book.

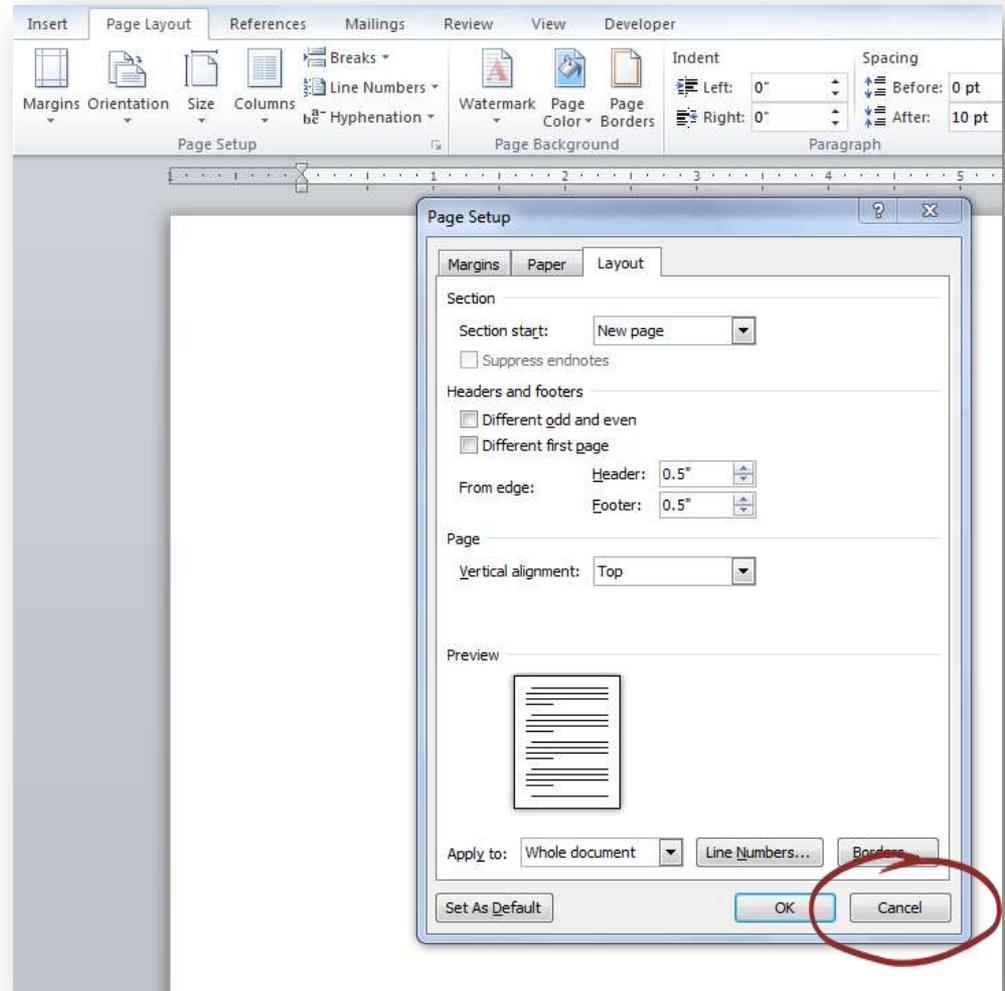


# Finding Your Way Around

Word tutorials will often use phrases like “the Font dialog box” or “the Proofing group on the Review tab.”

Understanding what that means will enable you to follow most instructions you might encounter online or in a book.

Go ahead and **click cancel** to exit the dialog box.

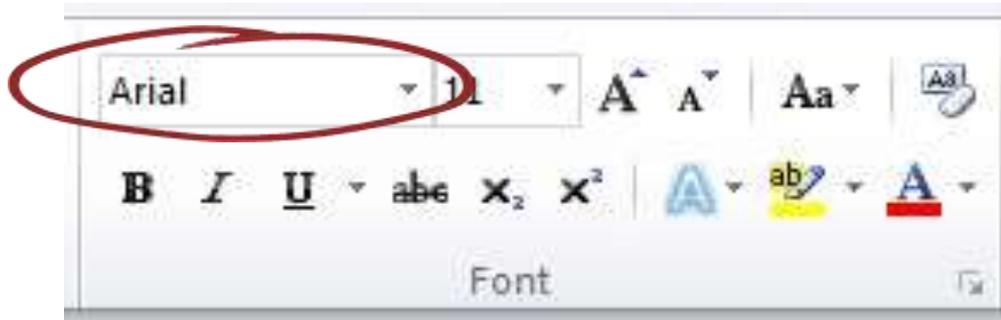


# Finding Your Way Around

One of the more frequently used groups is the *Font group* on the *Home tab*...

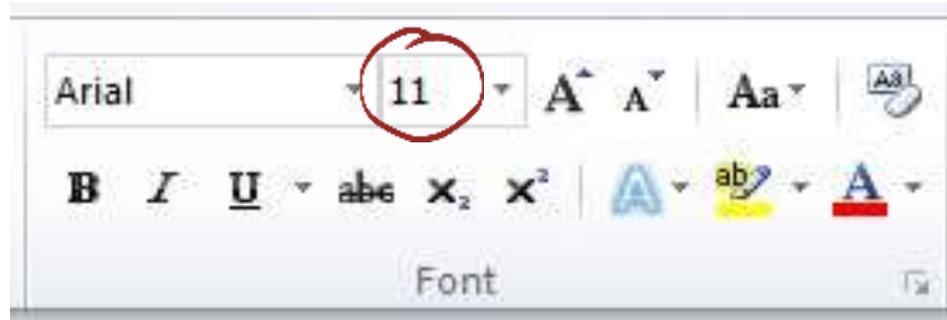


# Finding Your Way Around



...where you can customize the typeface...

# Finding Your Way Around



...the size...

# Finding Your Way Around



... and the color of the text...

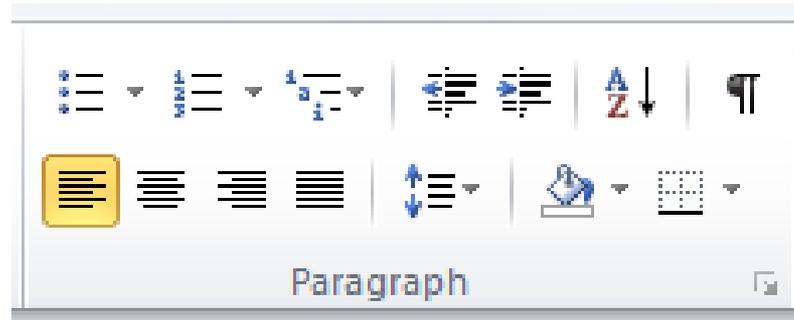
# Finding Your Way Around



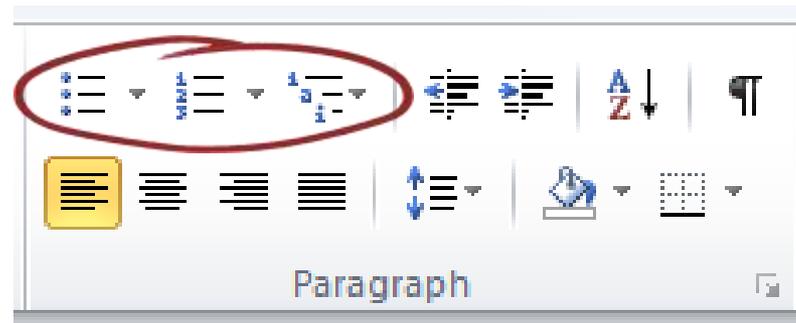
...or make text **bold**, *italicized*, or underlined

# Finding Your Way Around

The *Paragraph* group on the *Home* tab is where...

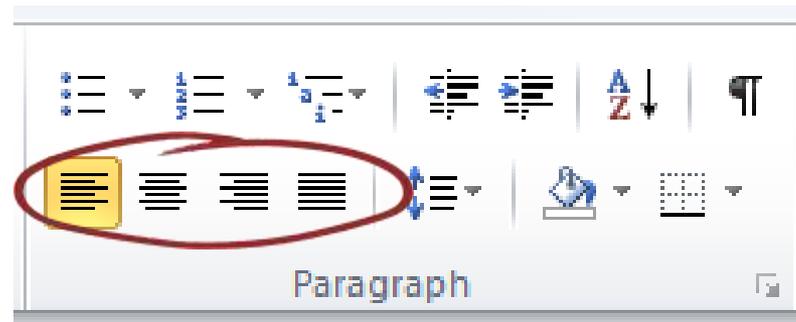


# Finding Your Way Around



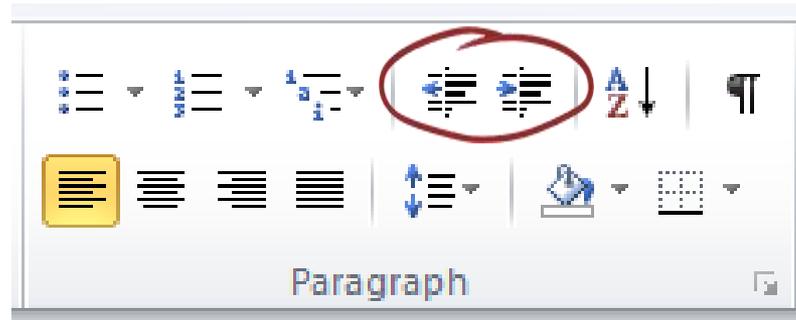
...you can create bulleted or numbered lists and outlines...

# Finding Your Way Around



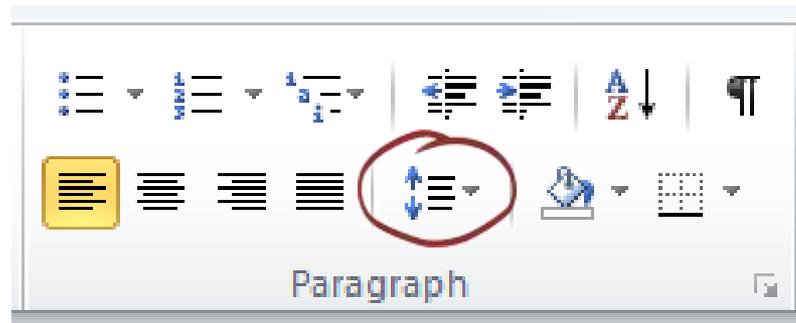
...or change the alignment of text...

# Finding Your Way Around



...the indentation of paragraphs...

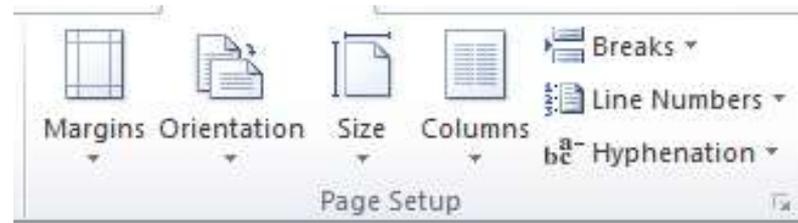
# Finding Your Way Around



...and the spacing between lines and paragraphs

# Finding Your Way Around

The *Page Setup* group on the *Page Layout* tab is where...

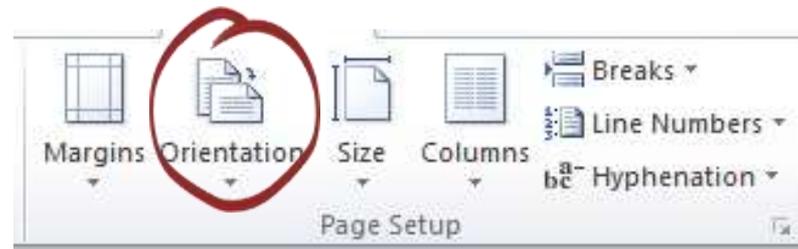


# Finding Your Way Around



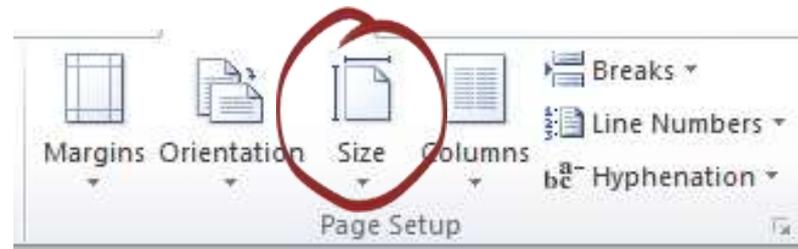
...you can alter the margins of your document...

# Finding Your Way Around



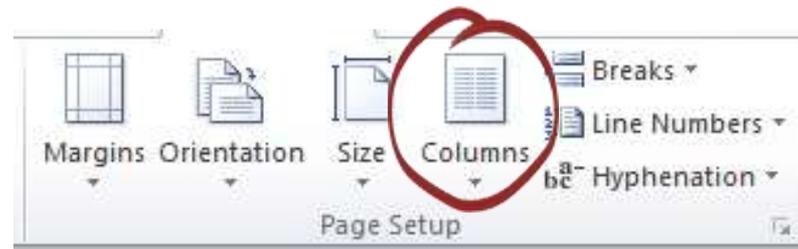
...toggle the orientation of your document between portrait and landscape...

# Finding Your Way Around



...set up a document for different size paper...

# Finding Your Way Around



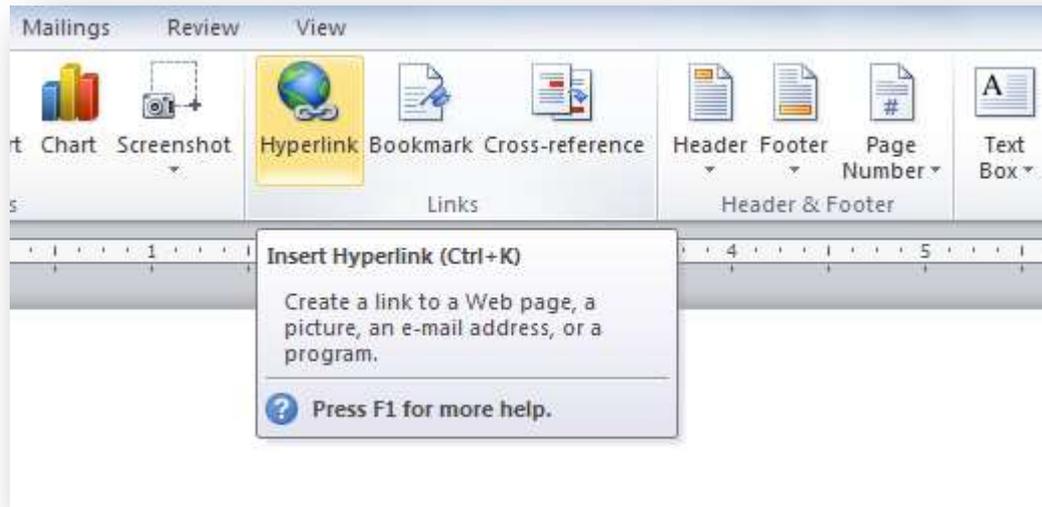
...or set up a document with multiple columns of text.

# Finding Your Way Around

And the *File tab* is where you go to print, save, and create new documents.



# Finding Your Way Around



There's a lot more, obviously, but you can always hold your mouse over an item and an informational window, called a *tooltip*, will appear.

# Finding Your Way Around

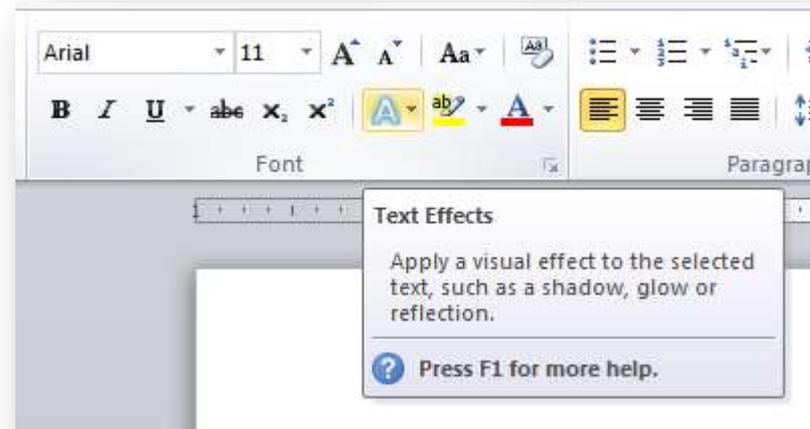
## Your turn!

Go to the **Font group** of the **Home tab**, and hover your mouse over the blue letter “A” circled below. What is that tool called?



# Finding Your Way Around

## Your turn!

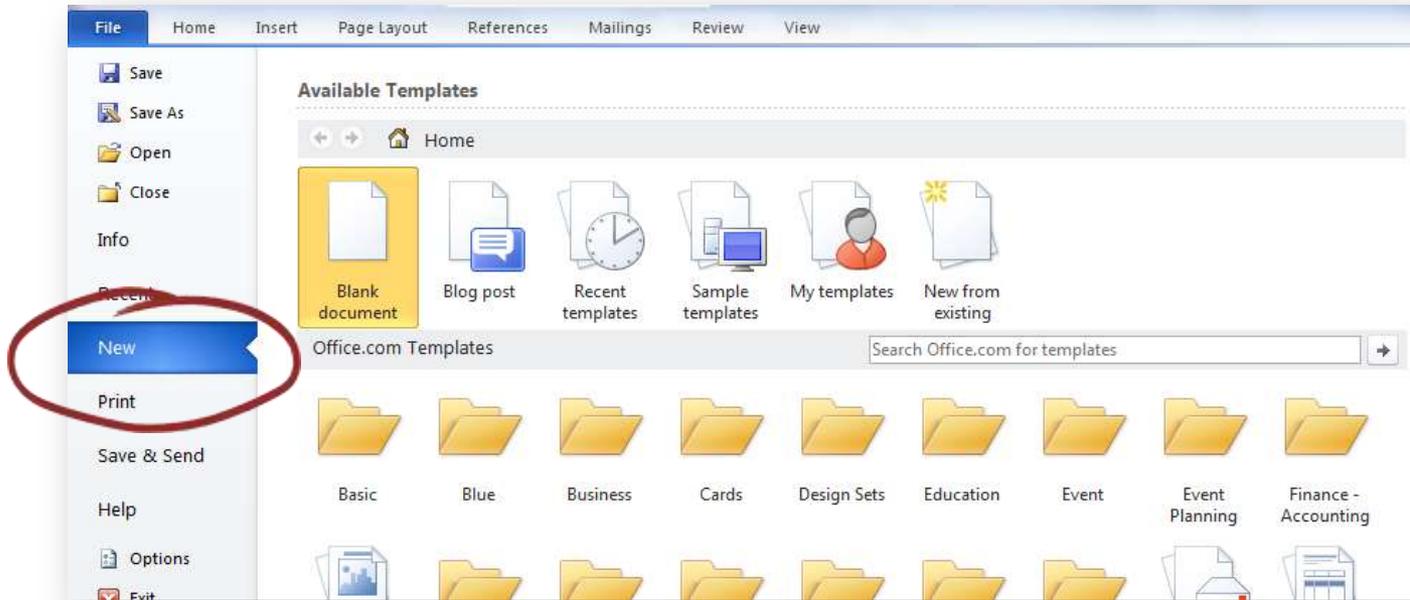


If you said “Text Effects,” you’re right!

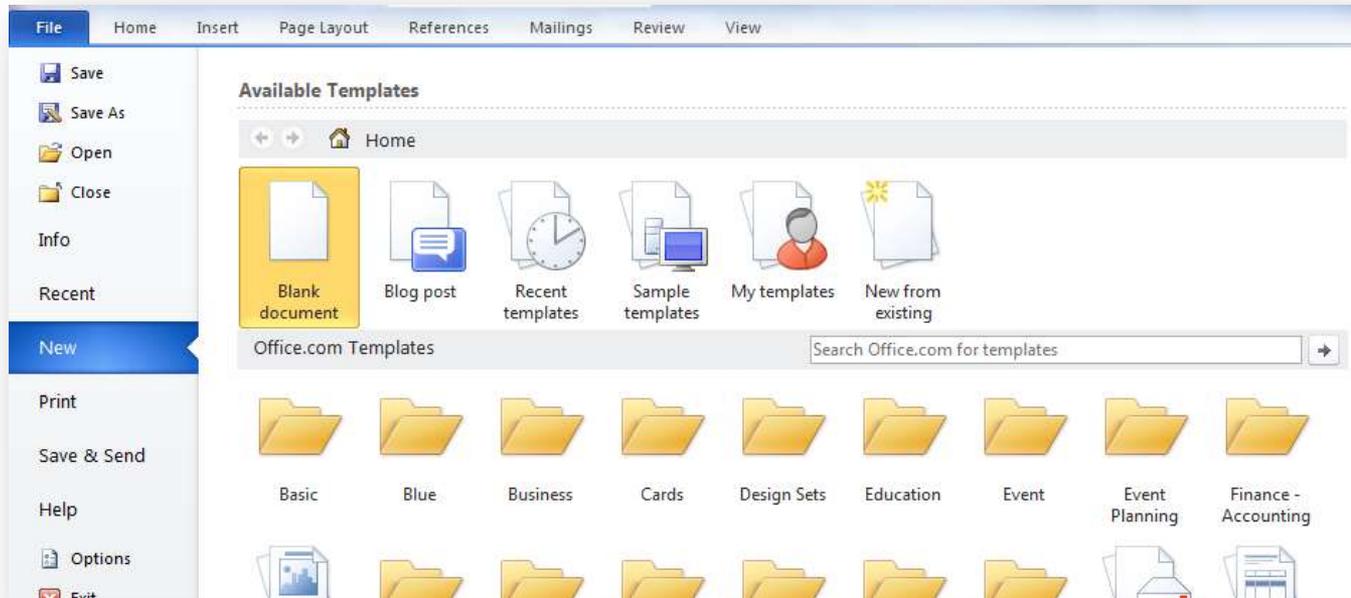
# Creating Documents

# Creating Documents

Click on the *File* tab and then on *New*.



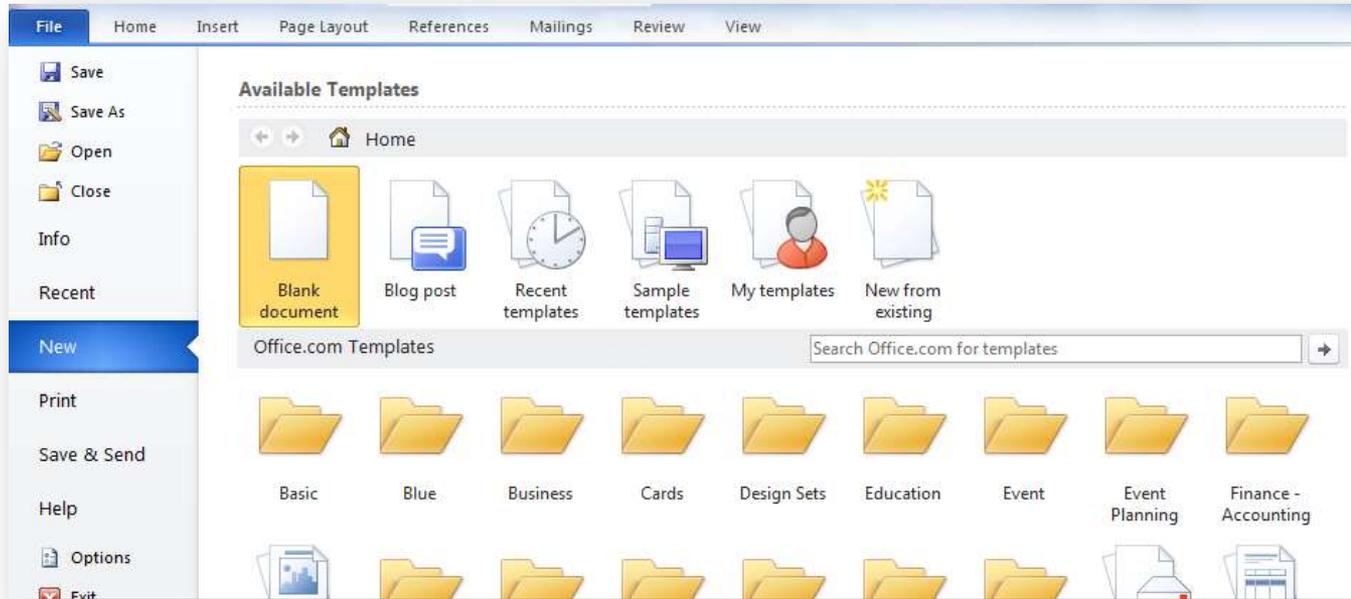
# Creating Documents



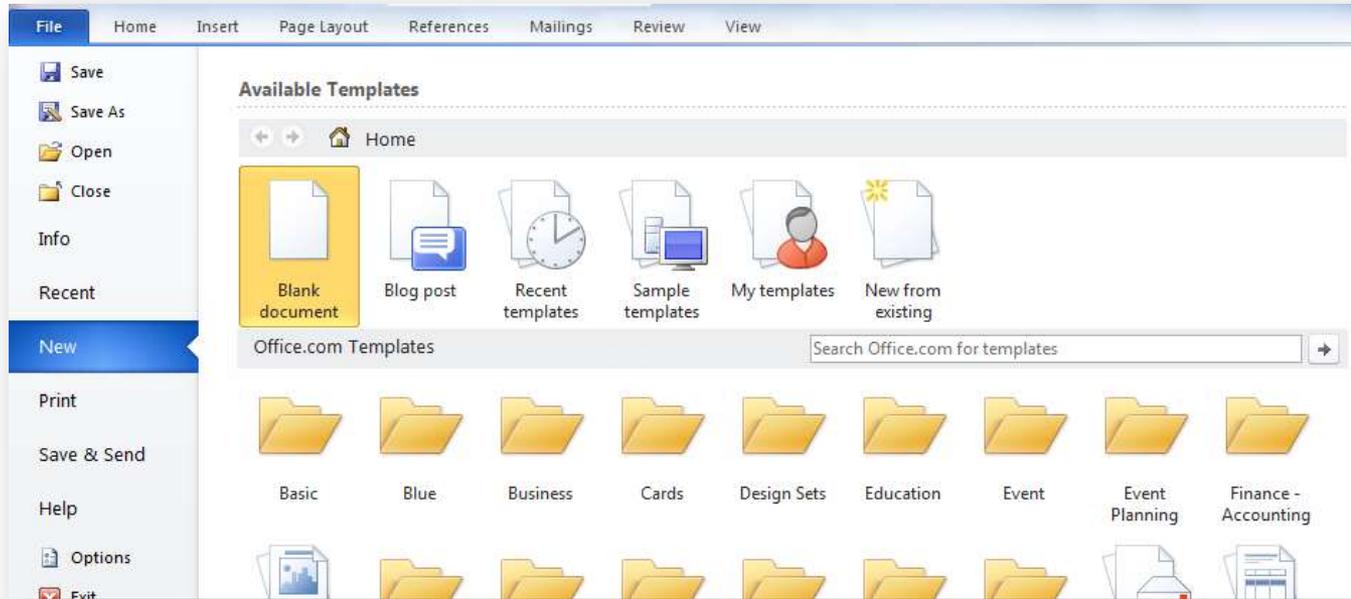
The New menu will give you the options of creating a new blank document or creating a document from an existing template.

# Creating Documents

Templates are pre-formatted documents for a variety of purposes.



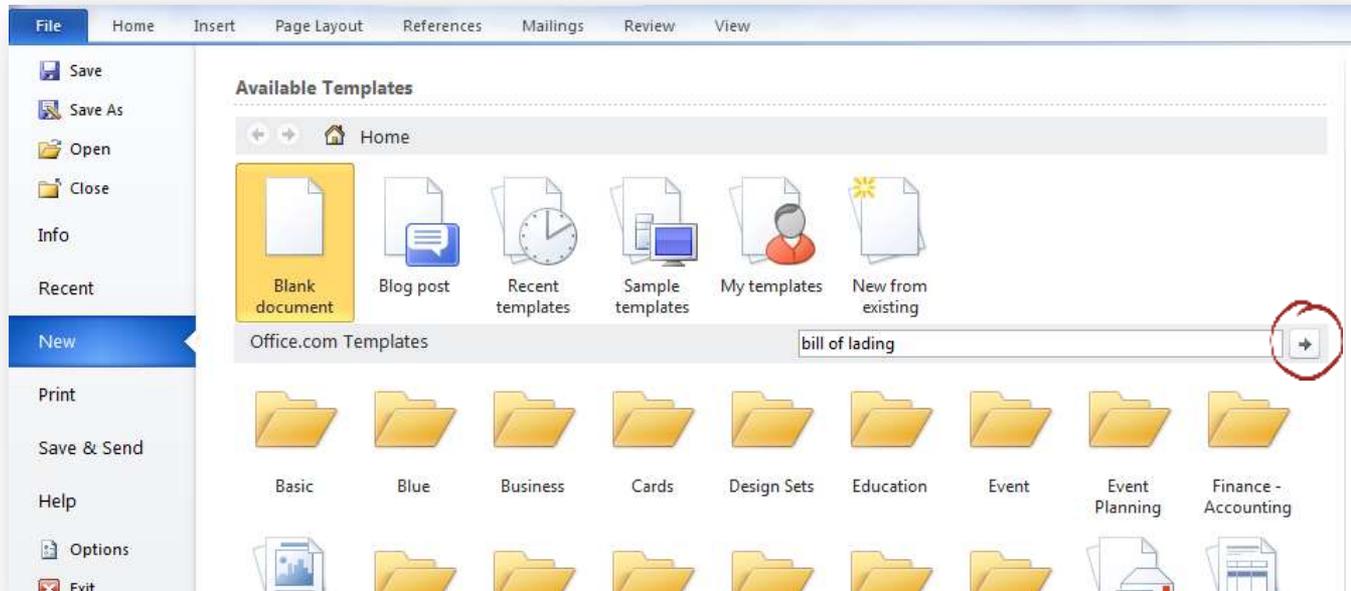
# Creating Documents



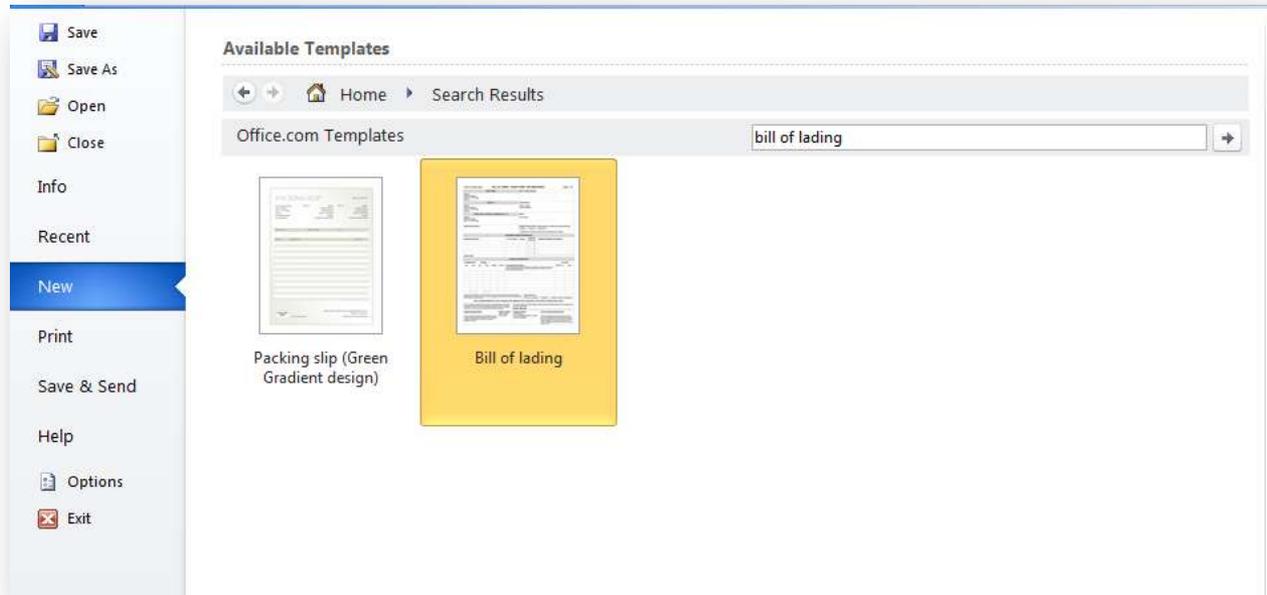
Click in the search box and type *bill of lading*.

# Creating Documents

Press the button with the arrow icon or click enter to search.



# Creating Documents



Double click on “Bill of lading” in your results to create a new document.

# Creating Documents

Many templates contain fields for easily inputting relevant information.

 [Click to select date]      **BILL OF LADING – SHORT FORM – NOT NEGOTIABLE**      Page 1 of 1

<b>SHIP FROM</b>	<b>Bill of Lading Number:</b>
[Name] [Street Address] [City, ST ZIP Code] SID No.:	BAR CODE SPACE
<b>SHIP TO</b>	<b>Carrier Name:</b>
[Name] [Street Address] [City, ST ZIP Code] CID No.:	Trailer number: Serial number(s):
<b>THIRD PARTY FREIGHT CHARGES BILL TO</b>	<b>SCAC:</b>
[Name] [Street Address] [City, ST ZIP Code]	Pro Number:  BAR CODE SPACE
<b>Special Instructions:</b>	<b>Freight Charge Terms (Freight charges are prepaid unless marked otherwise):</b> Prepaid <input type="checkbox"/> Collect <input type="checkbox"/> 3rd Party <input type="checkbox"/>
	<input type="checkbox"/> Master bill of lading with attached underlying bills of lading.
<b>CUSTOMER ORDER INFORMATION</b>	

# Creating Documents

[Click to select date] **BILL OF LADING – SHORT FORM – NOT NEGOTIABLE** Page 1 of 1

<b>SHIP FROM</b>	<b>Bill of Lading Number:</b>
[Name] [Street Address] [City, ST ZIP Code] SID No.:	BAR CODE SPACE
<b>SHIP TO</b>	<b>Carrier Name:</b>
[Name] [Street Address] [City, ST ZIP Code] CID No.:	Trailer number: Serial number(s):
<b>THIRD PARTY FREIGHT CHARGES BILL TO</b>	<b>SCAC:</b>
[Name] [Street Address] [City, ST ZIP Code]	Pro Number:  BAR CODE SPACE
<b>Special Instructions:</b>	<b>Freight Charge Terms (Freight charges are prepaid unless marked otherwise):</b> Prepaid <input type="checkbox"/> Collect <input type="checkbox"/> 3rd Party <input type="checkbox"/> <input type="checkbox"/> Master bill of lading with attached underlying bills of lading.
<b>CUSTOMER ORDER INFORMATION</b>	

Click on the *[Name]* field, for example, and type in a name.

# Creating Documents

That's all there is to it! Businesses will frequently have their own templates for common forms, and many of these will be as simple as clicking in the relevant area and typing.



# Creating Documents

 **Warning!** 

Microsoft Word has templates for everything from business cards to party invitations, but **many career experts suggest that you don't use the résumé templates.**

# Creating Documents

## **Warning!**

Microsoft Word has templates for everything from business cards to party invitations, but **many career experts suggest that you don't use the résumé templates.**

- ✦ Most Word résumé templates are based on something called *tables*, which can be difficult and frustrating for novice users to work with.

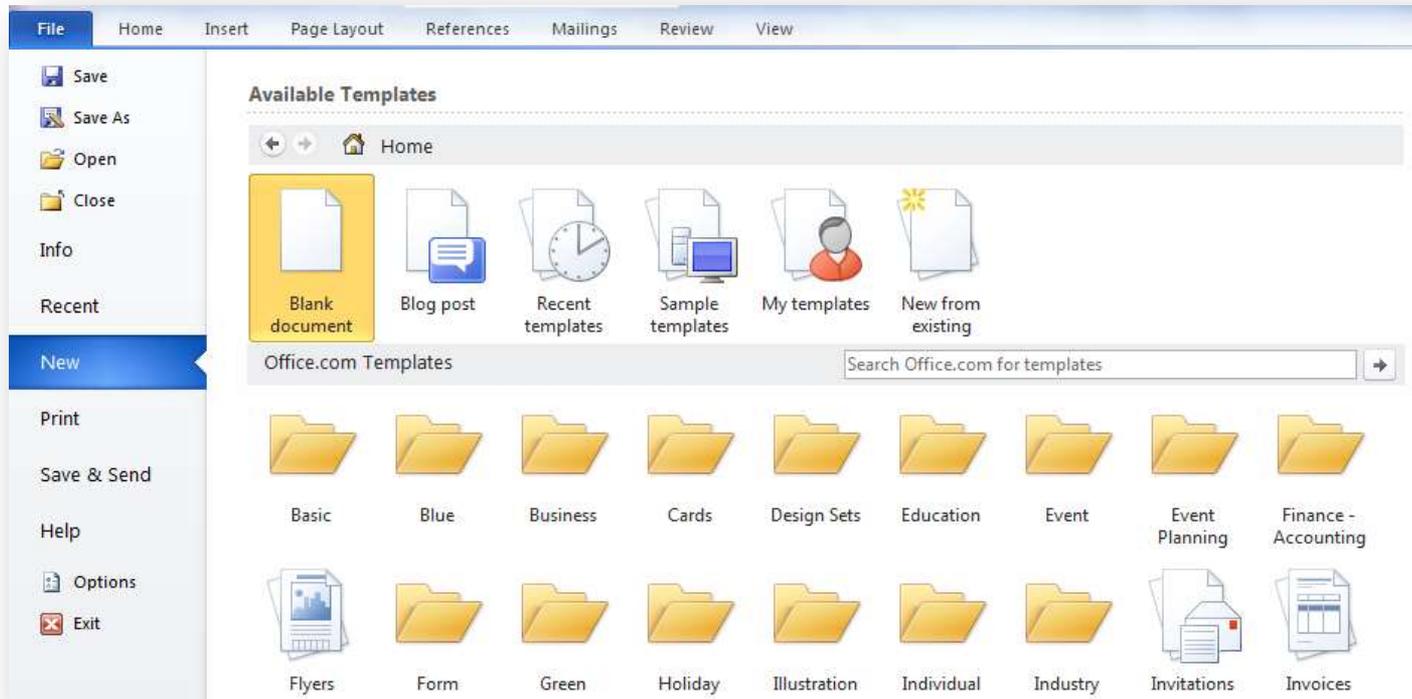
# Creating Documents

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Microsoft Word has templates for everything from business cards to party invitations, but **many career experts suggest that you don't use the résumé templates.**

- ✦ Most Word résumé templates are based on something called *tables*, which can be difficult and frustrating for novice users to work with.
- ✦ Larger employers may use specialized software to process résumés submitted online, and those software applications frequently fail to process tables correctly.

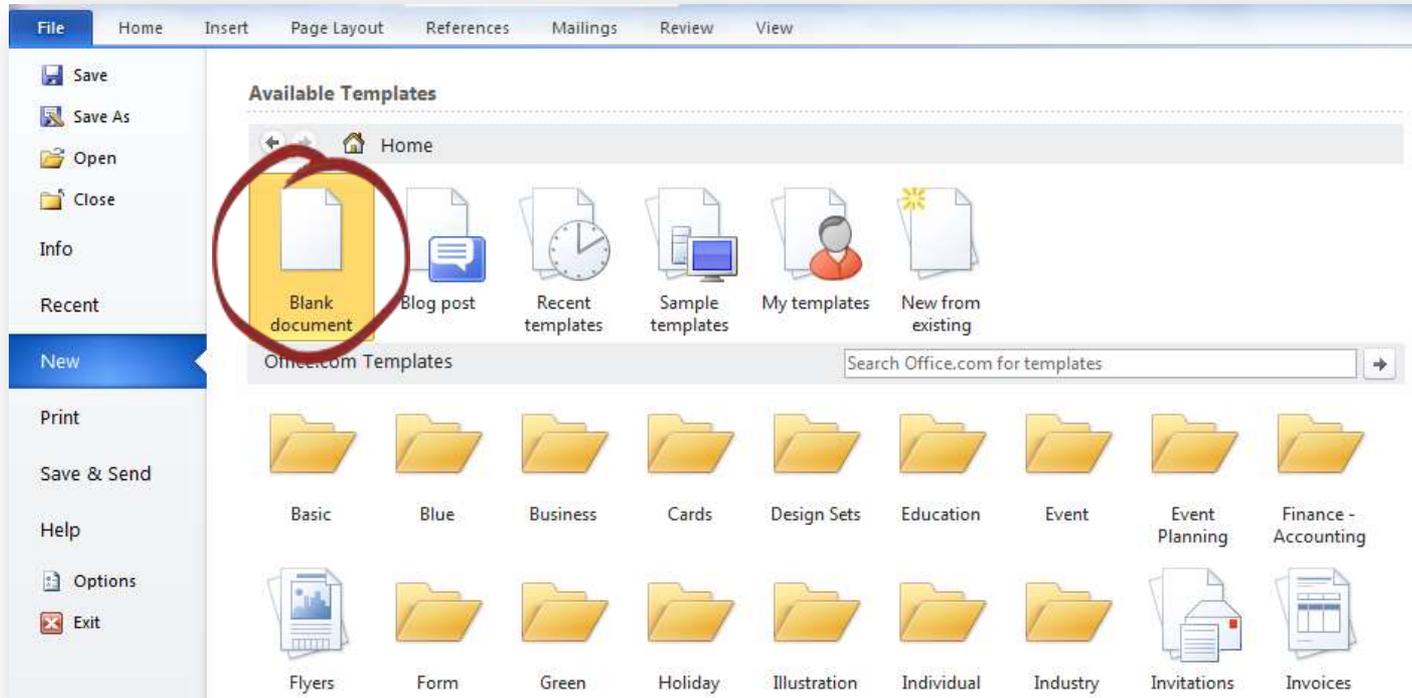
# Creating Documents



Let's try creating a document from scratch instead. We're going to create a simple business letter, in this case, a cover letter for a résumé submission.

# Creating Documents

Click on the *File tab*, and double click on the *Blank document icon*.



# Creating Documents

This is the general format we're going to try to emulate, but feel free to substitute your own information or just make something up.

## William A. Grogard

456 West Main Avenue | Spokane, WA 99201 | 509-555-0123 | [william.grogard@gmail.com](mailto:william.grogard@gmail.com)

20 August 2014

Mr. John Noakes, Creative Director  
Dread Gazebo Games  
1974 Park Avenue North, Suite D20  
Renton, WA 98057

Dear Mr. Noakes,

It was a pleasure to chat with you after your presentation on game design at SpoCon last weekend, and as requested, I am forwarding a copy of my résumé and a few samples of my work. After our conversation, I believe that my artistic style would strongly complement your own design philosophy and your aesthetic vision for Dread Gazebo Games. My résumé provides a comprehensive history of my experience and accomplishments, but here are a few highlights:

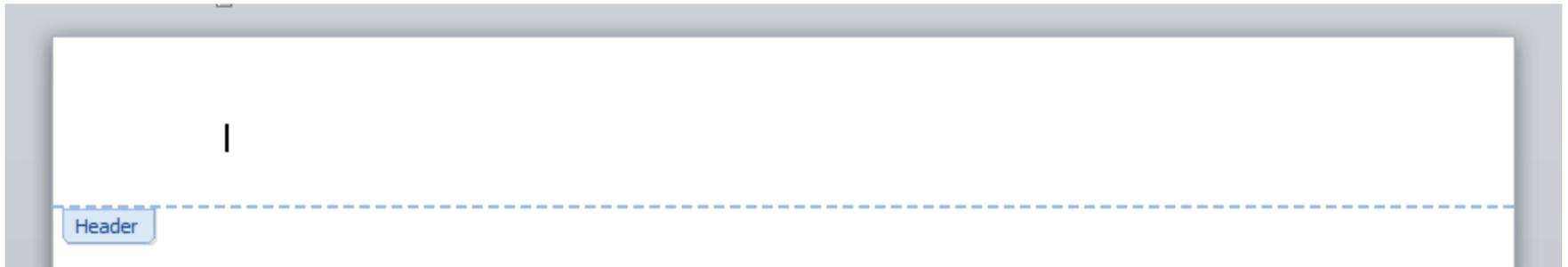
- My freelance work has appeared in more than a dozen tabletop games produced by Sorcerers of the Sea, Rio Bravo, G-MAN Games, and other major publishers.
- I have twice been awarded the gold medal in the Concept Art category of the Franzetta Memorial Fantasy Art Awards and received nomination in three other categories.
- Last year, I successfully raised more than \$60,000 on Kickstarter toward the publication of my latest collection of fantasy artwork, some 200% of my original funding goal.

If my artwork and experience seem a good fit for Dread Gazebo Games, I am available to do work on commission, but I would also be willing to relocate if a full-time position were to become available in your department. If you would like to talk further about the possibilities of working together, you can



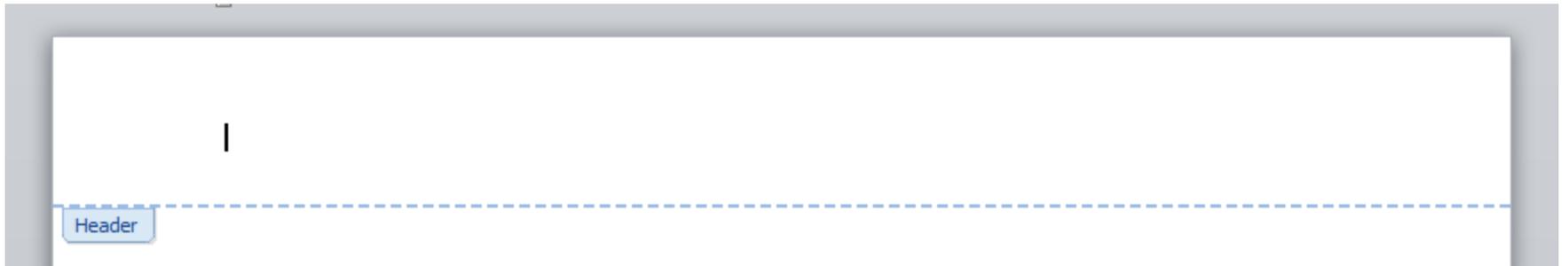
# Creating Documents

First, let's create the header. Word documents have two invisible areas separate from the main body of the document: the header above the body, and the footer below.



# Creating Documents

To edit the header or the footer, you can double click at the very top or very bottom of a page respectively. Go ahead and double click in the header area.



# Creating Documents

Go ahead and type your name and contact details in the header.

William Grogard  
456 West Main Avenue | Spokane, WA 99201 | 509-555-0123 | william.grogard@gmail.com

Header

# Creating Documents

Let's customize the appearance of the text. Click and drag to select the text you wish to change. Then use the **Font group** on the **Home tab** to customize the size and typeface.



You'll generally want to choose a simple, unornamented typeface for professional correspondence, rather than a script or decorative typeface.

# Creating Documents

You can center the text by highlighting it, and then clicking the ***center*** tool in the ***Paragraph group*** on the ***Home tab***.

William A. Grogard

456 West Main Avenue | Spokane, WA 99201 | 509-555-0123 | [william.grogard@gmail.com](mailto:william.grogard@gmail.com)

Header

# Creating Documents

When you're done, exit the header by double clicking anywhere in the main body of the document.

William A. Grogard

456 West Main Avenue | Spokane, WA 99201 | 509-555-0123 | [william.grogard@gmail.com](mailto:william.grogard@gmail.com)

The header will appear “grayed out” on your screen to help you distinguish the header from the body, but it will not appear this way in print.

# Creating Documents

Select a font (preferably one that matches your header) and start typing the date, the inside address, and the salutation.

456 West Main Avenue | Spokane, WA 99201 | 509-555-0123 | [william.grognard@gmail.com](mailto:william.grognard@gmail.com)

20 August 2014

Mr. John Noakes, Creative Director

Dread Gazebo Games

1974 Park Avenue North, Suite D20

Renton, WA 98057

Dear Mr. Noakes,

# Creating Documents

You'll notice that, by default, Word adds space between paragraphs. This usually aids readability, but in some cases, like the inside address here, it looks a bit odd.

456 West Main Avenue | Spokane, WA 99201 | 509-555-0123 | [william.grognard@gmail.com](mailto:william.grognard@gmail.com)

20 August 2014

Mr. John Noakes, Creative Director

Dread Gazebo Games

1974 Park Avenue North, Suite D20

Renton, WA 98057

Dear Mr. Noakes,

# Creating Documents

Click and drag to highlight the whole inside address portion of your letter.

456 West  
20 August 2014

Mr. John Noakes  
Dread Gazebo Gardens  
1974 Park Avenue  
Renton, WA 98055

Dear Mr. Noakes,

Paragraph

Indents and Spacing | Line and Page Breaks

General

Alignment: Left

Outline level: Body Text

Indentation

Left: 0" Special: (none) By: 0"

Right: 0"  Mirror indents

Spacing

Before: 0 pt Line spacing: Multiple At: 1.15

After: 10 pt  Don't add space between paragraphs of the same style

Preview

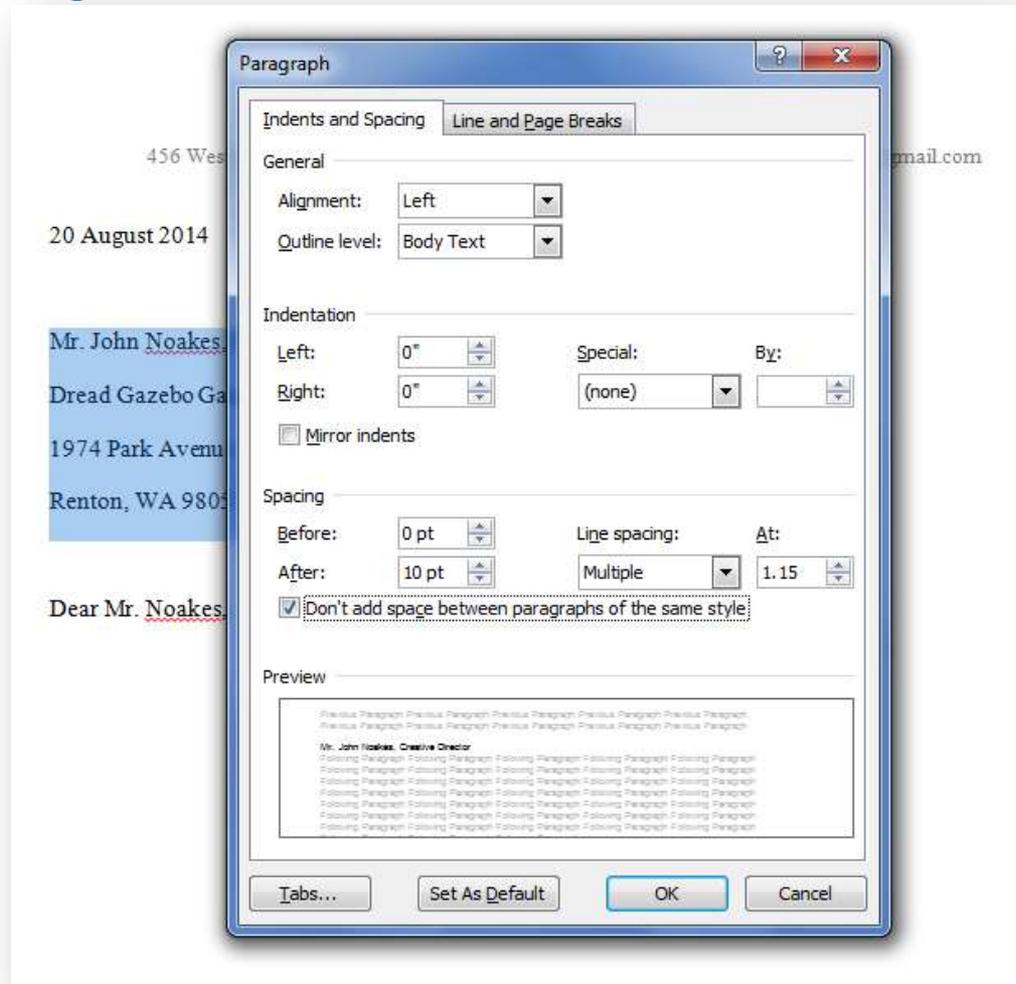
Mr. John Noakes, Creative Director

Buttons: Tabs... Set As Default OK Cancel

# Creating Documents

Click and drag to highlight the whole inside address portion of your letter.

Now, open the *Paragraph group dialog box*.

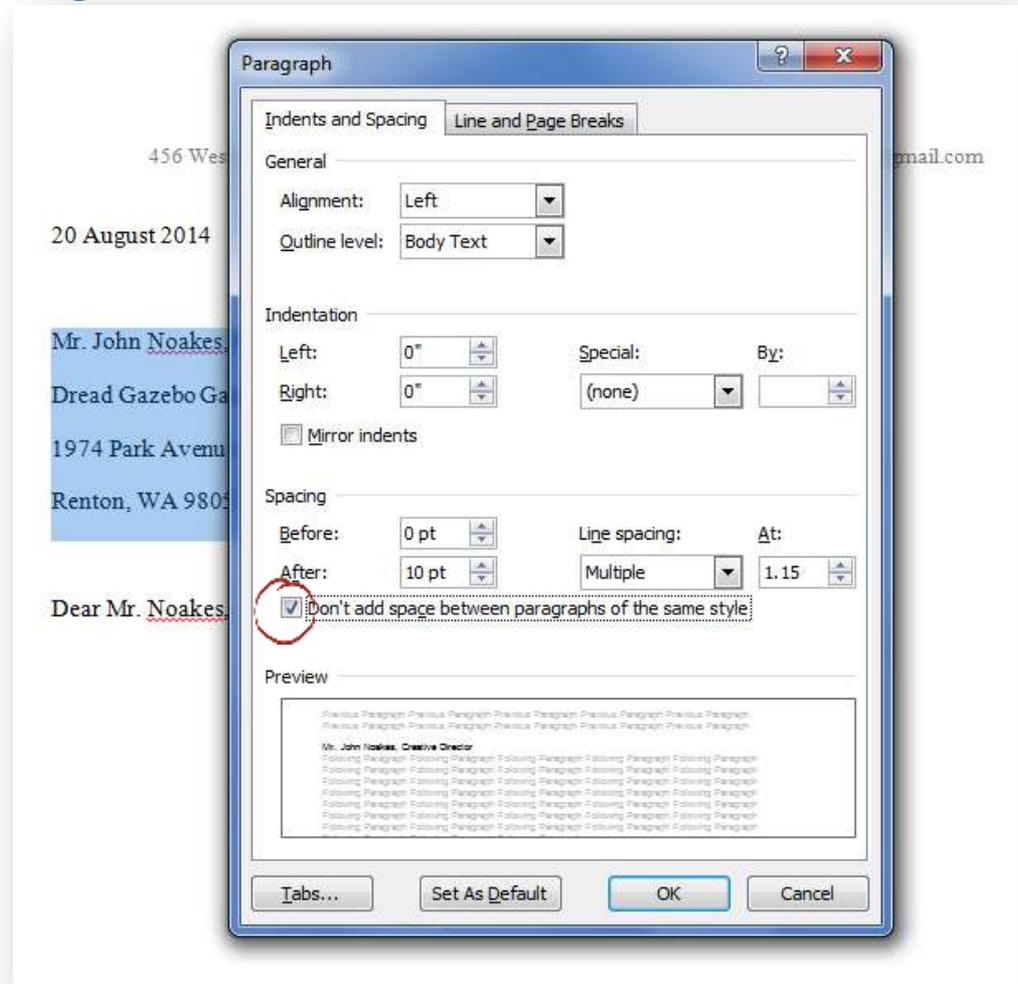


# Creating Documents

Click and drag to highlight the whole inside address portion of your letter.

Now, open the **Paragraph group dialog box**.

Check the box that reads “Don’t add space between paragraphs of the same style,” and then click OK.



# Creating Documents

Your inside address should now appear without any additional space between lines.

William A. Grogard

456 West Main Avenue | Spokane, WA 99201 | 509-555-0123 | [william.grogard@gmail.com](mailto:william.grogard@gmail.com)

20 August 2014

Mr. John Noakes, Creative Director  
Dread Gazebo Games  
1974 Park Avenue North, Suite D20  
Renton, WA 98057

Dear Mr. Noakes,

# Creating Documents

Now, go ahead and type something in the body of your document. Don't worry too much about the length or content, just get some text down for practice.

Mr. John Noakes, Creative Director  
Dread Gazebo Games  
1974 Park Avenue North, Suite D20  
Renton, WA 98057

Dear Mr. Noakes,

It was a pleasure to chat with you after your presentation on game design at SpoCon last weekend, and as requested, I am forwarding a copy of my résumé and a few samples of my work. After our conversation, I believe that my artistic style would strongly complement your own design philosophy and your aesthetic vision for Dread Gazebo Games. My résumé provides a comprehensive history of my experience and accomplishments, but here are a few highlights:

# Creating Documents

Next, we're going to add a bulleted list. Bulleted lists are often used on résumés and cover letters to highlight the most important points.

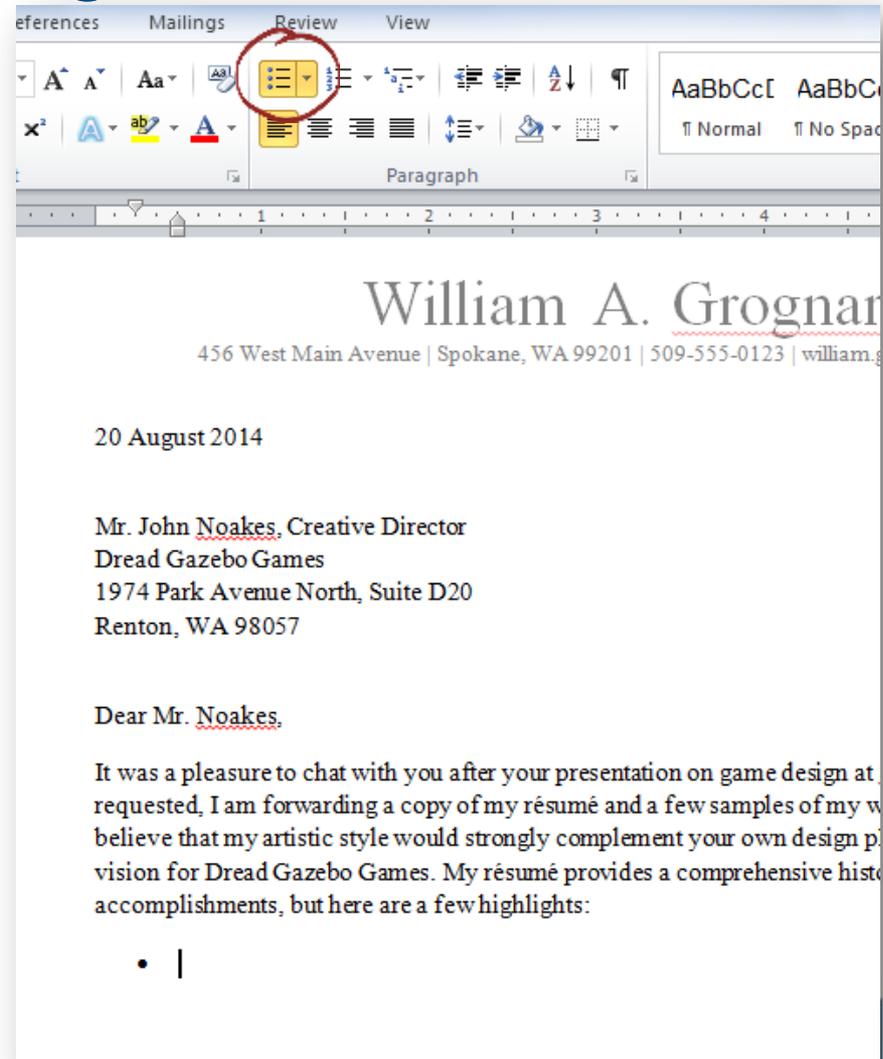
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Dread Gazebo Games  
1974 Park Avenue North, Suite D20  
Renton, WA 98057

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# Creating Documents

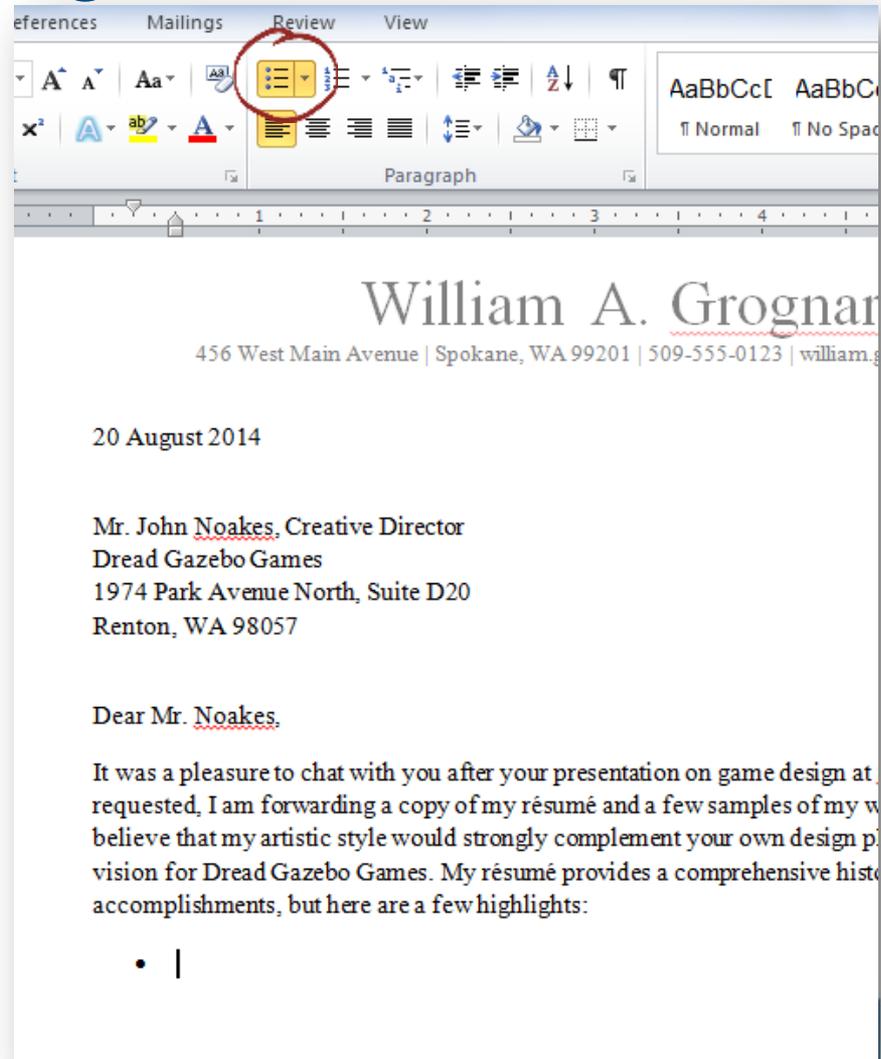
Hit enter after your body paragraph so that your cursor is on a new line. Then click the **bullets** tool in the **Paragraph** group on the **Home** tab.



# Creating Documents

Hit enter after your body paragraph so that your cursor is on a new line. Then click the **bullets** tool in the **Paragraph group** on the **Home tab**.

Type a sentence and hit enter. You'll notice that Word automatically adds a new bullet.



# Creating Documents

- I have twice been awarded the gold medal in the Concept Art category of the Pranzetta Memorial Fantasy Art Awards and received nomination sin three other categories.
- Last year, I successfully raised more than \$60,000 on Kickstarter toward the publication of my latest collection of fantasy artwork, some 200% of my original funding goal.
- |



When you're finished with your list, hit the enter key one more time and then click the **bullets** tool once more to exit the list.

- I have twice been awarded the gold medal in the Concept Art category of the Pranzetta Memorial Fantasy Art Awards and received nomination sin three other categories.
- Last year, I successfully raised more than \$60,000 on Kickstarter toward the publication of my latest collection of fantasy artwork, some 200% of my original funding goal.

|

# Creating Documents

Now, go ahead and type another paragraph and your closing. You can leave room for a signature by hitting the enter key a couple times before your name.

If my artwork and experience seem a good fit for Dread Gazebo Games, I am available to do work on commission, but I would also be willing to relocate if a full-time position were to become available in your department. If you would like to talk further about the possibilities of working together, you can contact me at 509-555-0123 or by email at [william.grognard@gmail.com](mailto:william.grognard@gmail.com).

Sincerely,

William A. Grognard

# Creating Documents

That's it! Now, we're going to give our document a quick onceover and save it.

## William A. Grogard

456 West Main Avenue | Spokane, WA 99201 | 509-555-0123 | [william.grogard@gmail.com](mailto:william.grogard@gmail.com)

20 August 2014

Mr. John Noakes, Creative Director  
Dread Gazebo Games  
1974 Park Avenue North, Suite D20  
Renton, WA 98057

Dear Mr. Noakes,

It was a pleasure to chat with you after your presentation on game design at SpoCon last weekend, and as requested, I am forwarding a copy of my résumé and a few samples of my work. After our conversation, I believe that my artistic style would strongly complement your own design philosophy and your aesthetic vision for Dread Gazebo Games. My résumé provides a comprehensive history of my experience and accomplishments, but here are a few highlights:

- My freelance work has appeared in more than a dozen tabletop games produced by Sorcerers of the Sea, Rio Bravo, G-MAN Games, and other major publishers.
- I have twice been awarded the gold medal in the Concept Art category of the Franzetta Memorial Fantasy Art Awards and received nomination in three other categories.
- Last year, I successfully raised more than \$60,000 on Kickstarter toward the publication of my latest collection of fantasy artwork, some 200% of my original funding goal.

If my artwork and experience seem a good fit for Dread Gazebo Games, I am available to do work on commission, but I would also be willing to relocate if a full-time position were to become available in your department. If you would like to talk further about the possibilities of working together, you can

# Reviewing and Saving Documents

# Reviewing and Saving Documents

You probably have some words in your document underlined with a wavy red line.

1974 Park Avenue North, Suite D20  
Renton, WA 98057

Dear Mr. Noake,

It was a pleasure to chat with you after your presentation on game design at SpoCon last weekend, and as requested, I am attaching my résumé and a few samples of my work. After our conversation, I believe that my design philosophy and your aesthetic vision for Dread Gazebo Games well complement your own design philosophy and your aesthetic. My résumé provides a comprehensive history of my experience and accomplishments in the tabletop gaming industry:

- My free game, *The Sea, the Sea*, has been published by Sorcerer Games, and other major publishers.
- I have two published board games, *Fantasy* and *War of Wits*.
- Last year, I raised more than \$60,000 on Kickstarter toward the publication of *War of Wits*, some 200% of my original funding goal.

If my artwork and design services are a fit for Dread Gazebo Games, I am available to do work on a part-time basis. I am also available to relocate if a full-time position were to become available. If you are interested in further about the possibilities of working together, you can contact me at [william.grognard@gmail.com](mailto:william.grognard@gmail.com).

Sincerely,

The screenshot shows a spelling correction menu for the word "pleasure". The menu options are: Ignore, Ignore All, Add to Dictionary, AutoCorrect, Language, Spelling..., Look Up, Cut, Copy, Paste Options, and Additional Actions. The "Spelling..." option is highlighted.



# Reviewing and Saving Documents

Find a word in your document that's underlined and right-click on the word.

1974 Park Avenue North, Suite D20  
Renton, WA 98057

Dear Mr. Noake

It was a pleasure to chat with you after your presentation on game design at SpCoCon last weekend, and as requested, I am attaching a résumé and a few samples of my work. After our conversation, I believe that my design philosophy and your aesthetic sensibilities may complement your own design philosophy and your aesthetic sensibilities. My résumé provides a comprehensive history of my experience and accomplishments.

- My free game, The Sea, is available on Steam.
- I have two books, Fantasy and Adventure.
- Last year, I published my latest collection, The Sea.

If my artwork is a good fit for Dread Gazebo Games, I am available to do work on a part-time basis. I am also available to relocate if a full-time position were to become available. If you are interested in further about the possibilities of working together, you can contact me at [william.grognard@gmail.com](mailto:william.grognard@gmail.com).

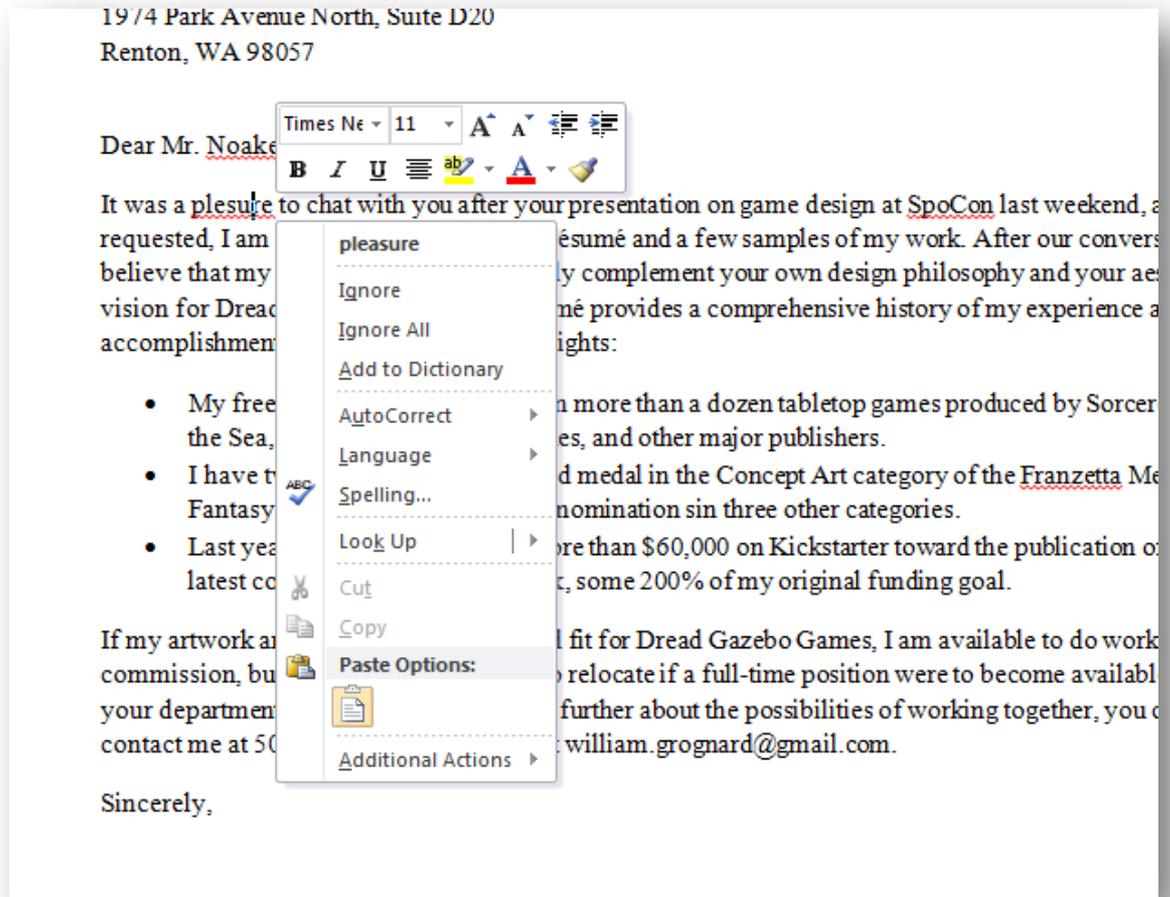
Sincerely,

The context menu is open over the word "pleasure" and includes the following options: Ignore, Ignore All, Add to Dictionary, AutoCorrect, Language, Spelling..., Look Up, Cut, Copy, Paste Options, and Additional Actions.

# Reviewing and Saving Documents

Find a word in your document that's underlined and right click on the word.

Word will provide you some spelling suggestions which you can click to replace the existing word with the suggested correction.



# Reviewing and Saving Documents

Note that Word's dictionary isn't comprehensive, and some words, especially things like proper names, may be wrongly flagged as misspelled.

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Dear Mr. Noake

It was a pleasure to chat with you after your presentation on game design at SpoCon last weekend, and as requested, I am attaching a résumé and a few samples of my work. After our conversation, I believe that my skills can help complement your own design philosophy and your aesthetic. My résumé provides a comprehensive history of my experience and achievements:

- My free game, *The Sea*, was published by Sorcerer Games, and other major publishers.
- I have two other games, *Fantasy* and *...*, which were nominated in three other categories.
- Last year, I raised more than \$60,000 on Kickstarter toward the publication of *...*, some 200% of my original funding goal.

If my artwork and design services are of interest to your department, I am available to do work on a contract basis. I am also available to relocate if a full-time position were to become available. For further information about the possibilities of working together, you can contact me at 509-888-1234 or [william.grognard@gmail.com](mailto:william.grognard@gmail.com).

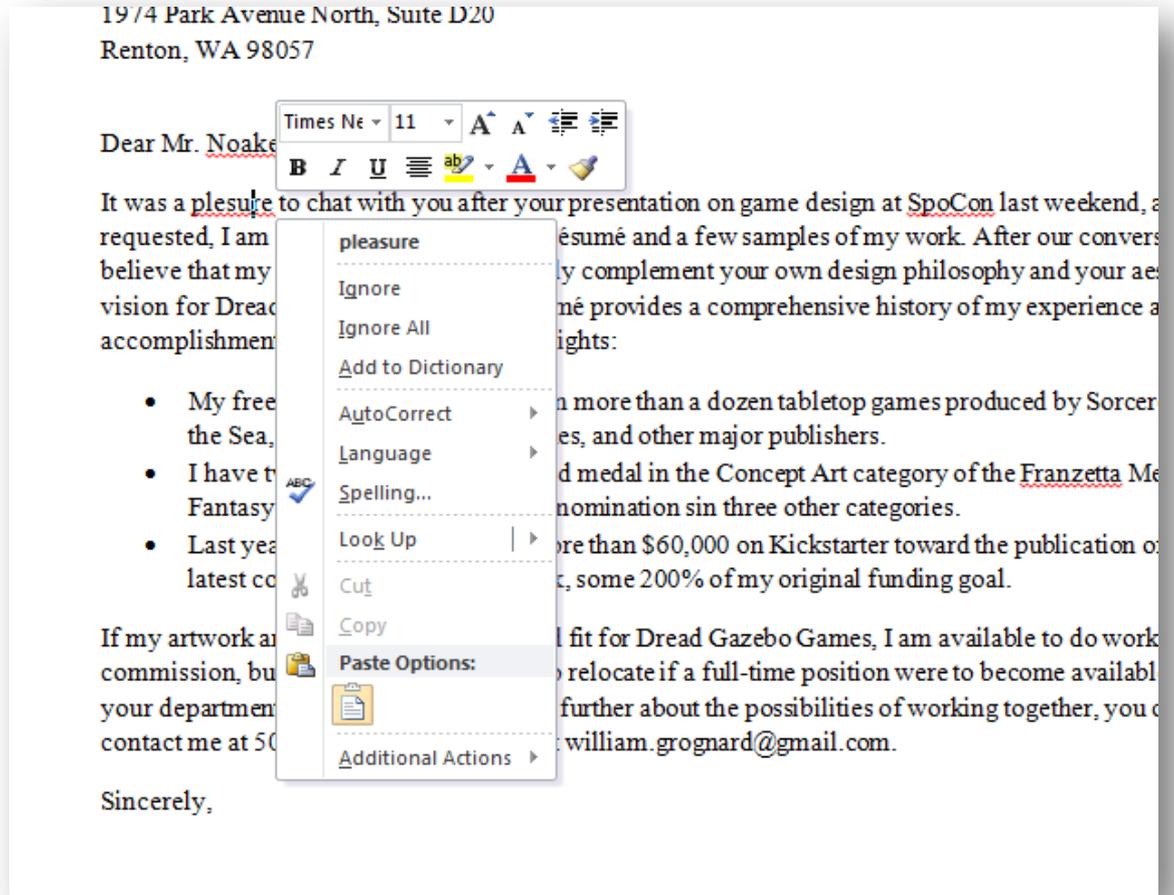
Sincerely,

The screenshot shows a spelling correction menu for the word "pleasure". The menu options are: Ignore, Ignore All, Add to Dictionary, AutoCorrect, Language, Spelling..., Look Up, Cut, Copy, Paste Options, and Additional Actions. The "Spelling..." option is highlighted.

# Reviewing and Saving Documents

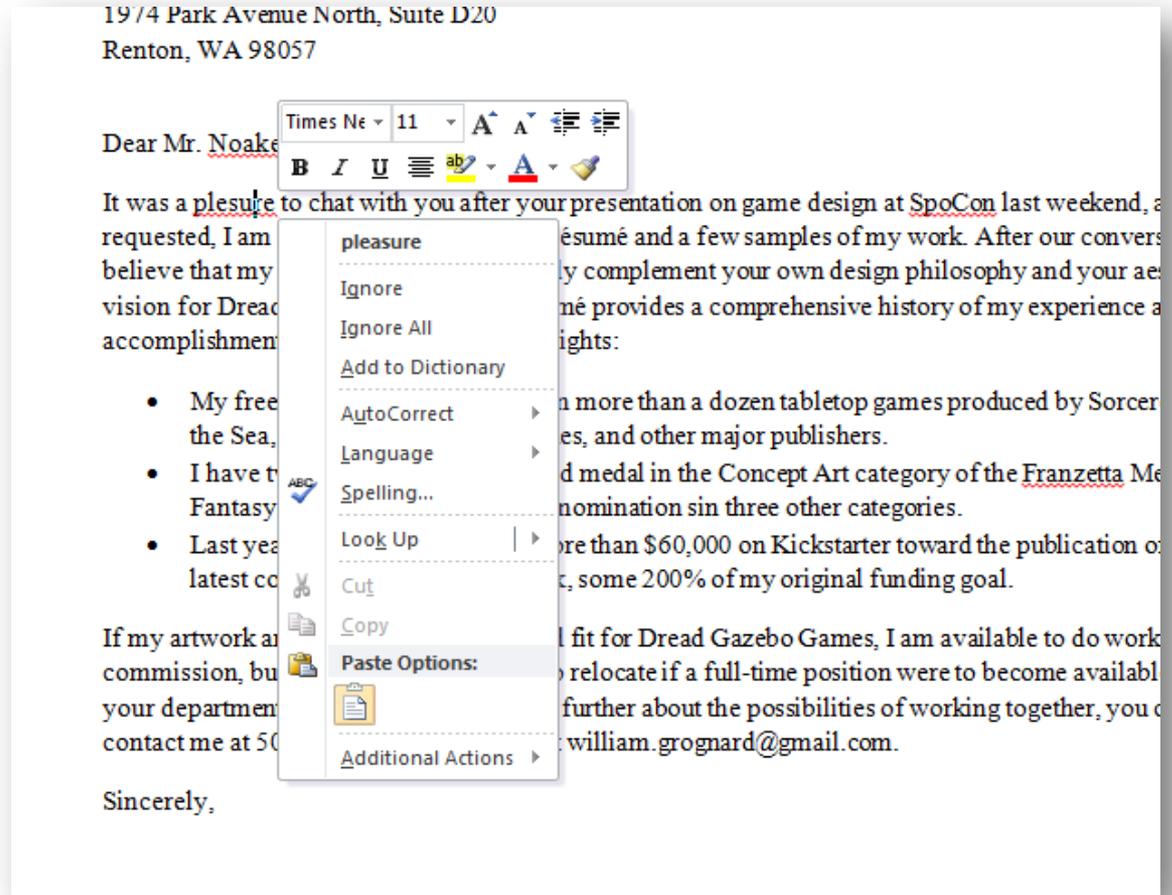
Note that Word's dictionary isn't comprehensive, and some words, especially things like proper names, may be wrongly flagged as misspelled.

If you're sure a word is correct, you can click **Ignore** to ignore a single instance or **Ignore All** to ignore the same word throughout a document.



# Reviewing and Saving Documents

In any case, the red underlining only appears on the screen version; it will not appear on printed copies.



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- My free game, the Sea, has been published by Sorcerer Games, and other major publishers.
- I have two other games, Fantasy and the Sea, which have won a gold medal in the Concept Art category of the Franzetta Memorial game design competition. I have also been nominated in three other categories.
- Last year, I raised more than \$60,000 on Kickstarter toward the publication of the Sea, some 200% of my original funding goal.

If my artwork is a good fit for Dread Gazebo Games, I am available to do work on a part-time basis. I can also relocate if a full-time position were to become available. If you would like to discuss further about the possibilities of working together, you can contact me at [william.grognard@gmail.com](mailto:william.grognard@gmail.com).

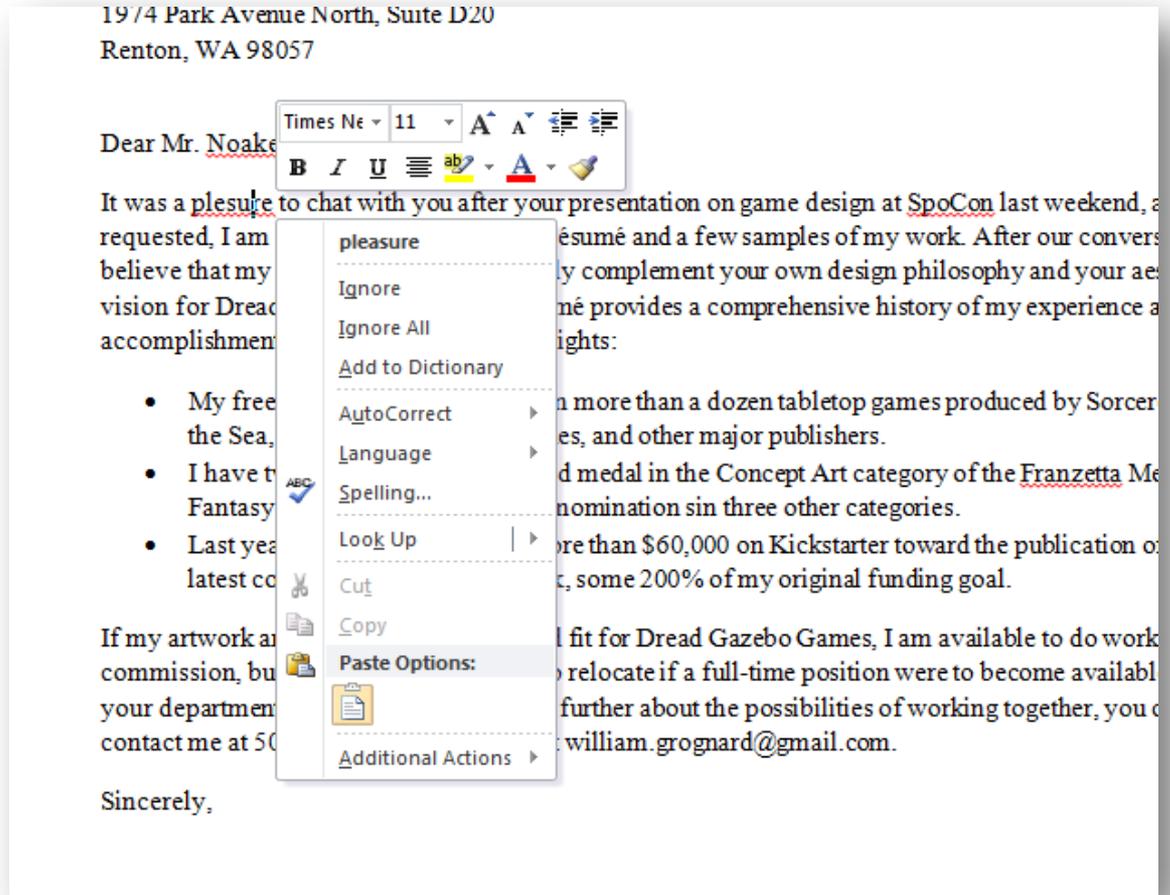
Sincerely,

The screenshot shows a Microsoft Word interface with a spelling correction menu open over the word "Noake". The menu includes options like "Ignore", "Add to Dictionary", "AutoCorrect", "Language", "Spelling...", "Look Up", "Cut", "Copy", "Paste Options", and "Additional Actions". The background text is an email draft with red underlines under "Noake", "SpCoCon", "the Sea", "Fantasy", "the Sea", "Franzetta Memorial", and "the Sea".

# Reviewing and Saving Documents

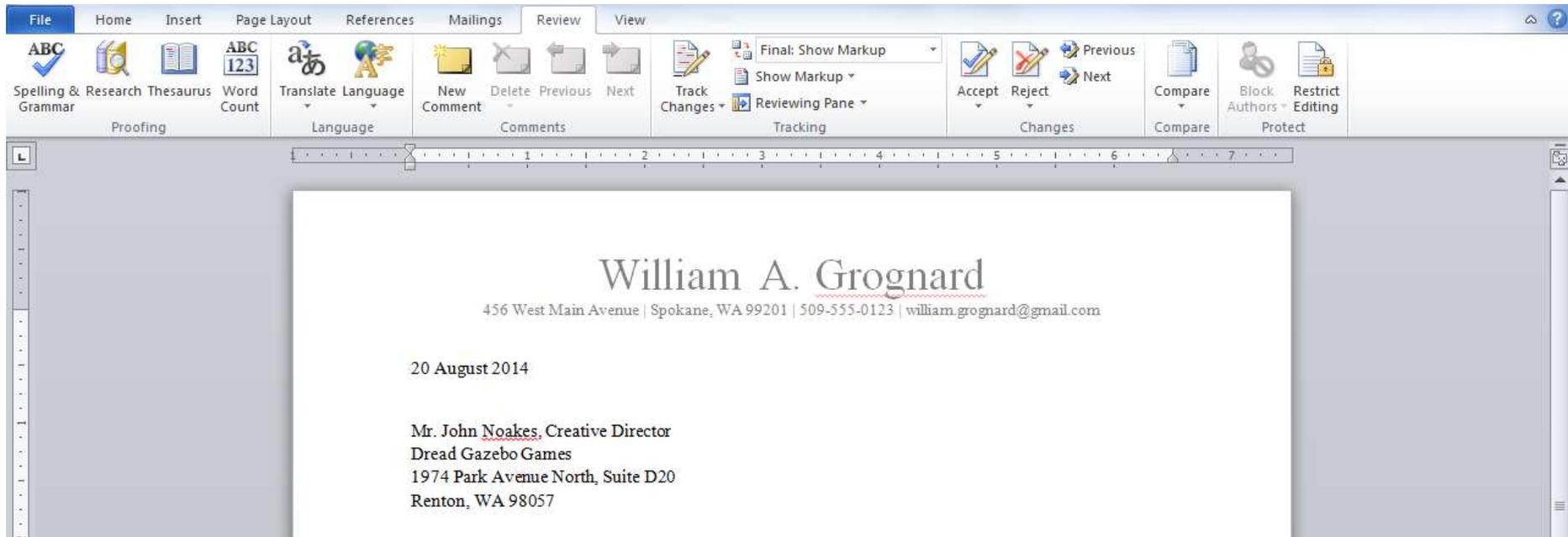
In any case, the red underlining only appears on the screen version; it will not appear on printed copies.

The underlining *will* appear, however, if the electronic version is viewed on another computer, even if you've previously "ignored" the words on your own computer.



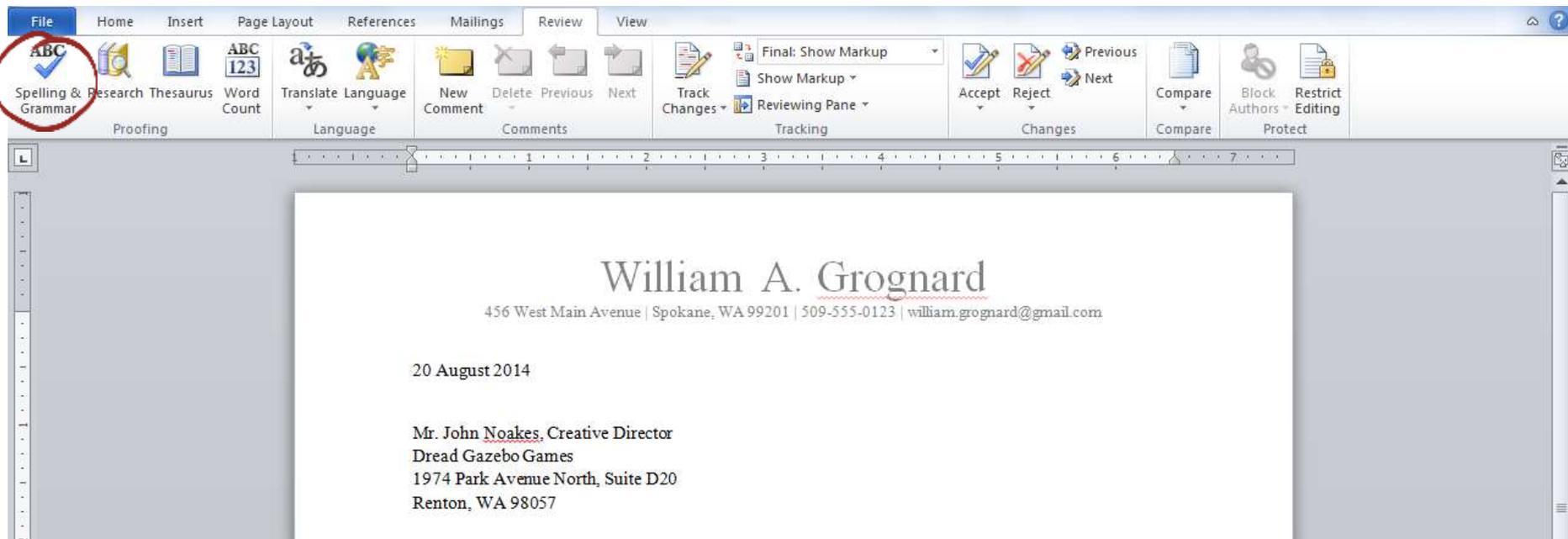
# Reviewing and Saving Documents

If we're going to submit a document electronically, say, for an online job application, we'll probably want to turn the underlining off entirely.



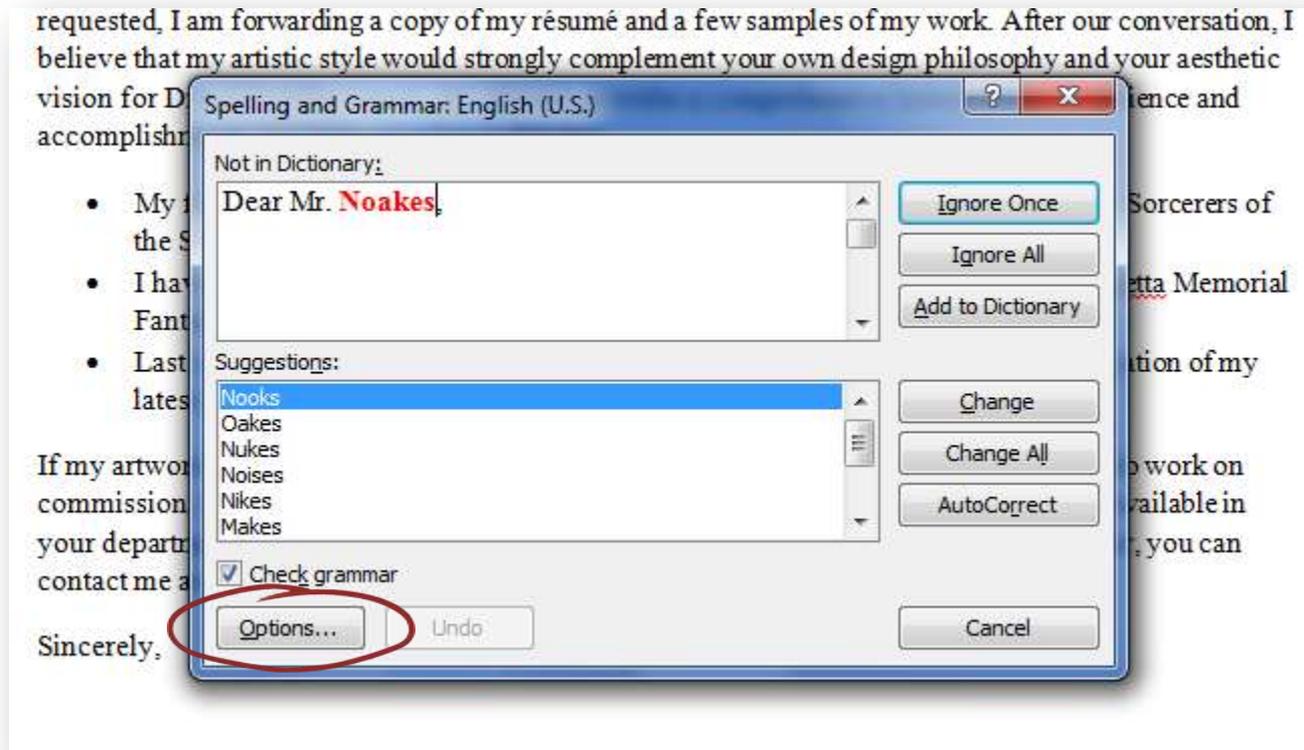
# Reviewing and Saving Documents

Go to the **Review tab**, and in the **Proofing group**, click on **Spelling & Grammar**.



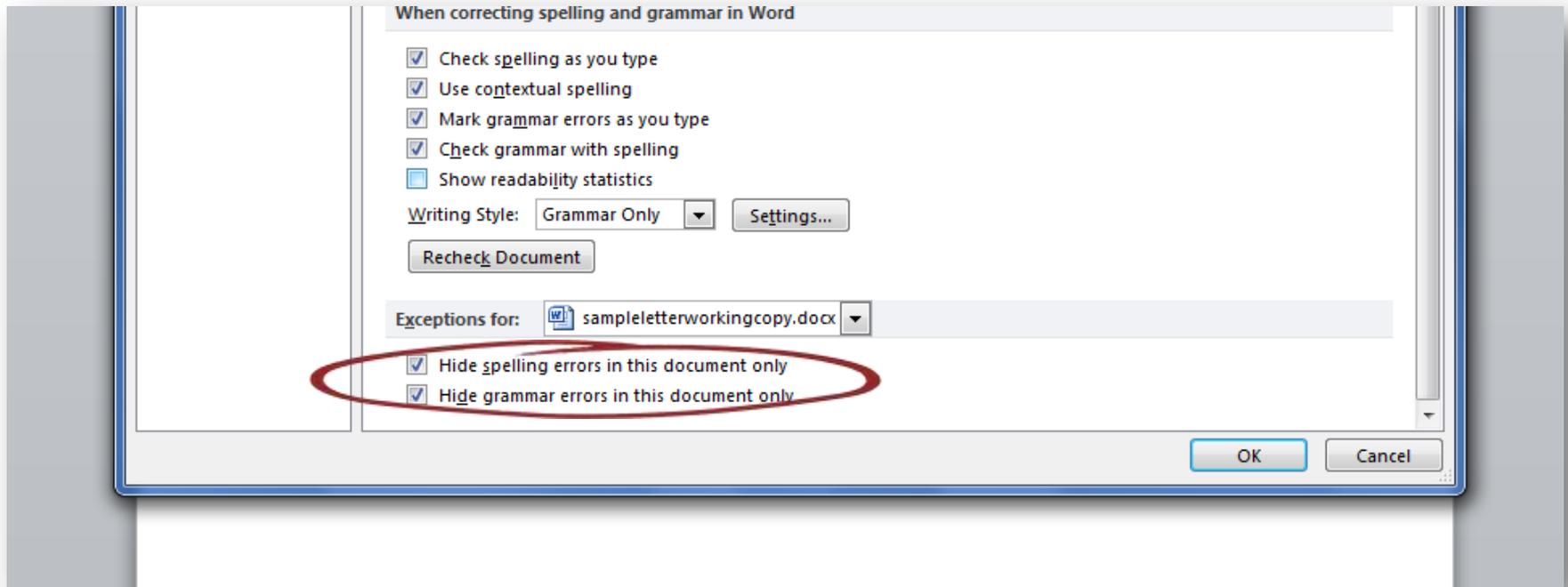
# Reviewing and Saving Documents

On the window that comes up, click on the **Options button**.



# Reviewing and Saving Documents

At the bottom of the next window, check the options to ***Hide spelling errors*** and ***Hide grammar errors in this document only*** and click the ***OK button***.



# Reviewing and Saving Documents

All the underlining should now be gone, on any computer used to view the document. Now, let's go ahead and save it.

20 August 2014

Mr. John Noakes, Creative Director  
Dread Gazebo Games  
1974 Park Avenue North, Suite D20  
Renton, WA 98057

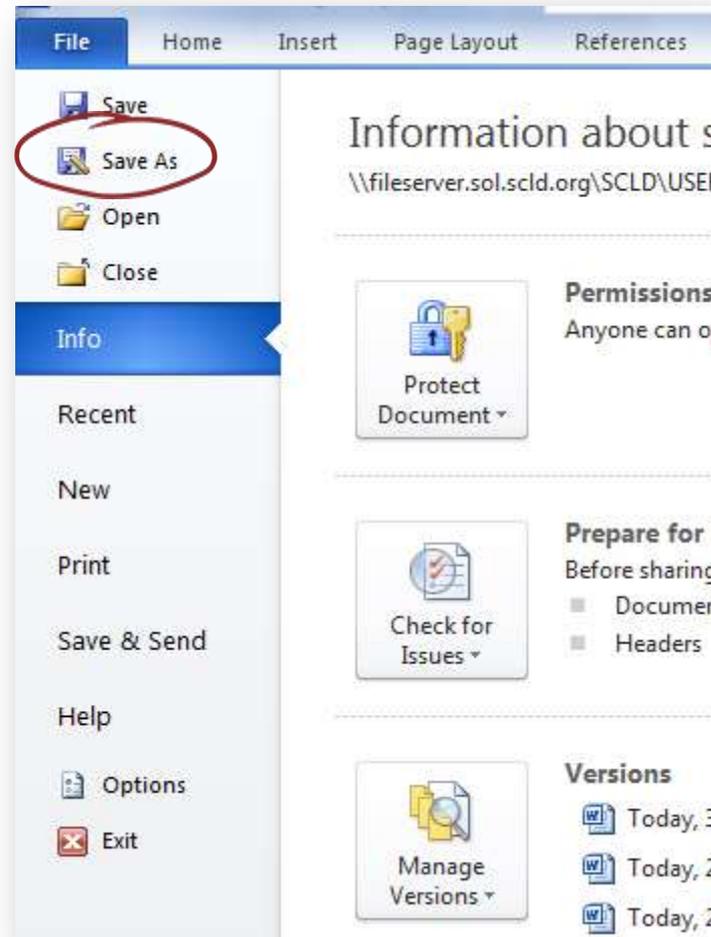
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My freelance work has spanned in more than a dozen tablet games produced by Samsung of

# Reviewing and Saving Documents

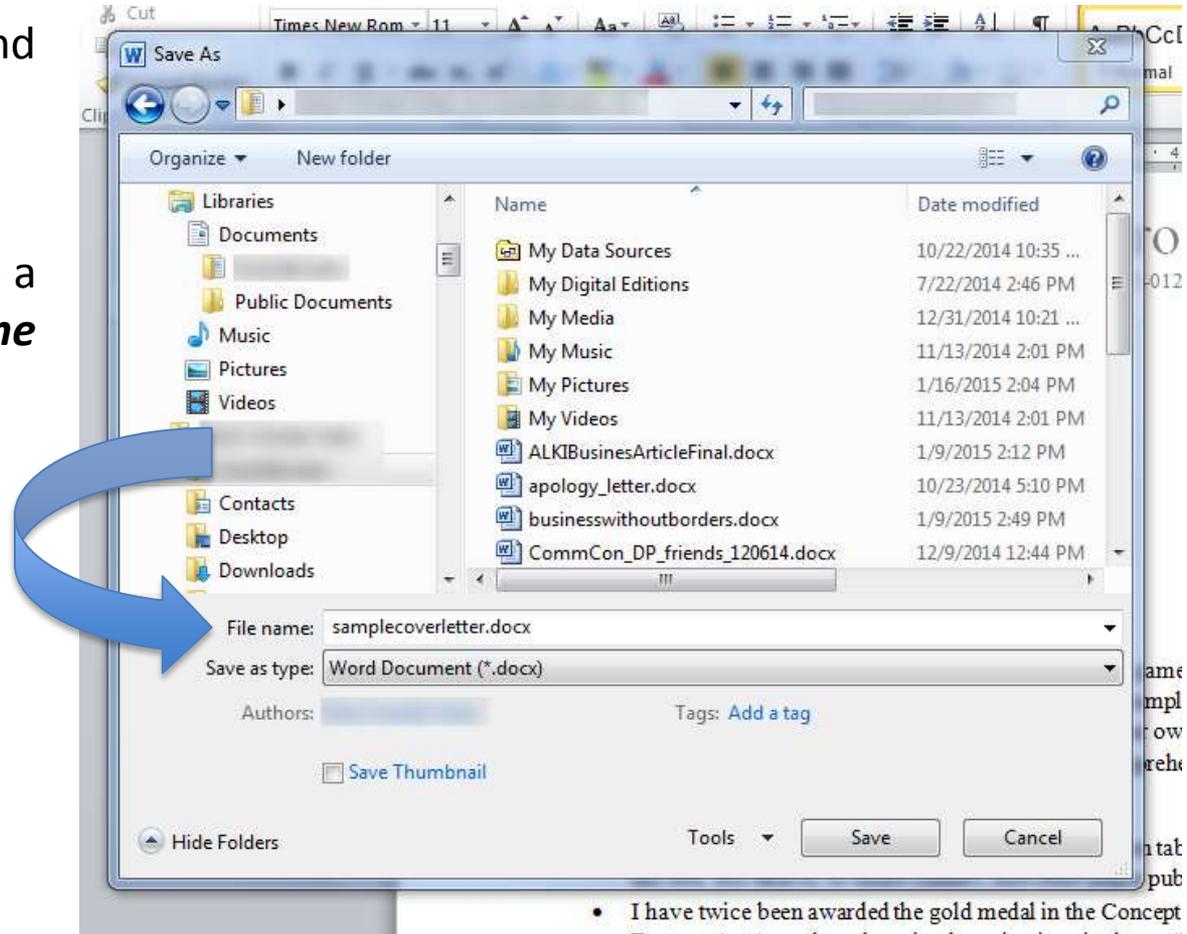
Go to the **File tab**, and click Save As.



# Reviewing and Saving Documents

Go to the **File tab**, and click Save As.

In the window that appears, give the file a name in the **File name** area.



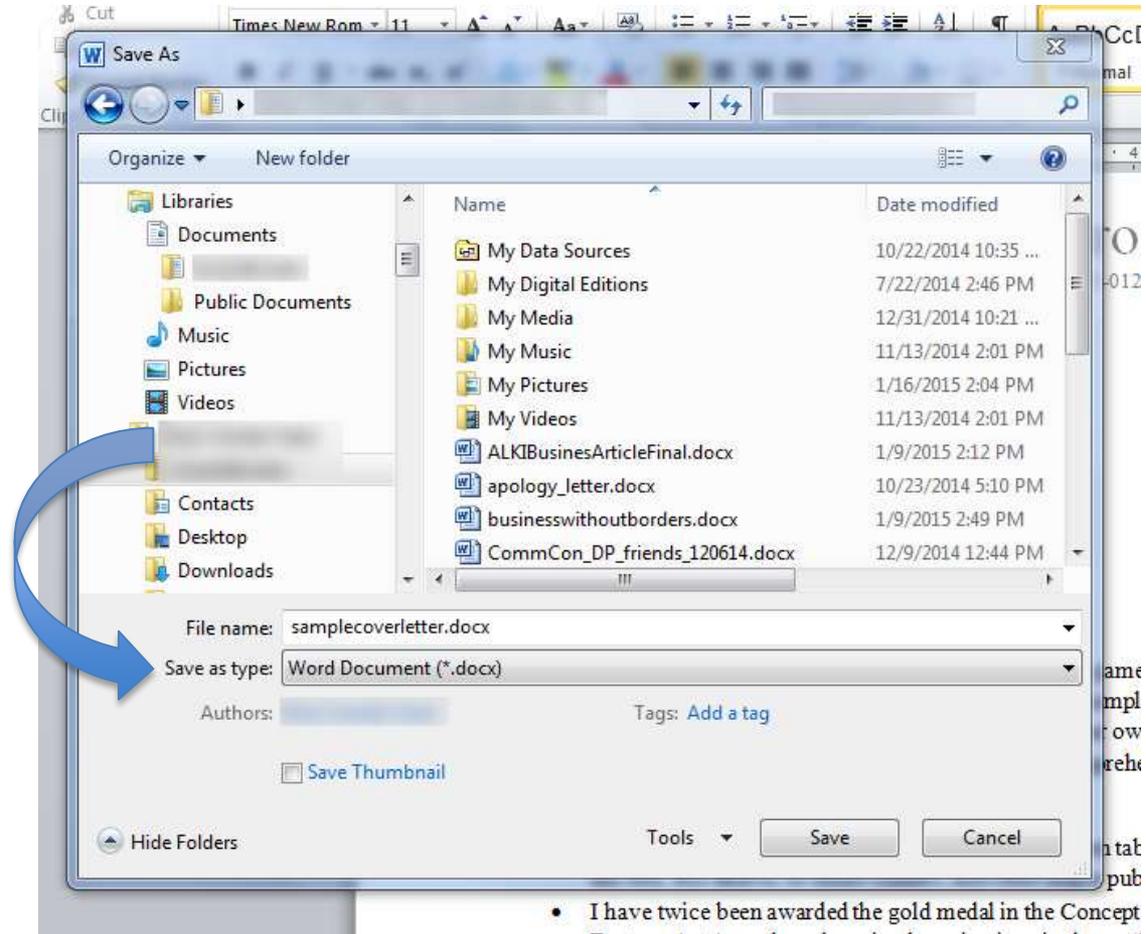
- I have twice been awarded the gold medal in the Concept

# Reviewing and Saving Documents

Go to the **File tab**, and click Save As.

In the window that appears, give the file a name in the **File name** area.

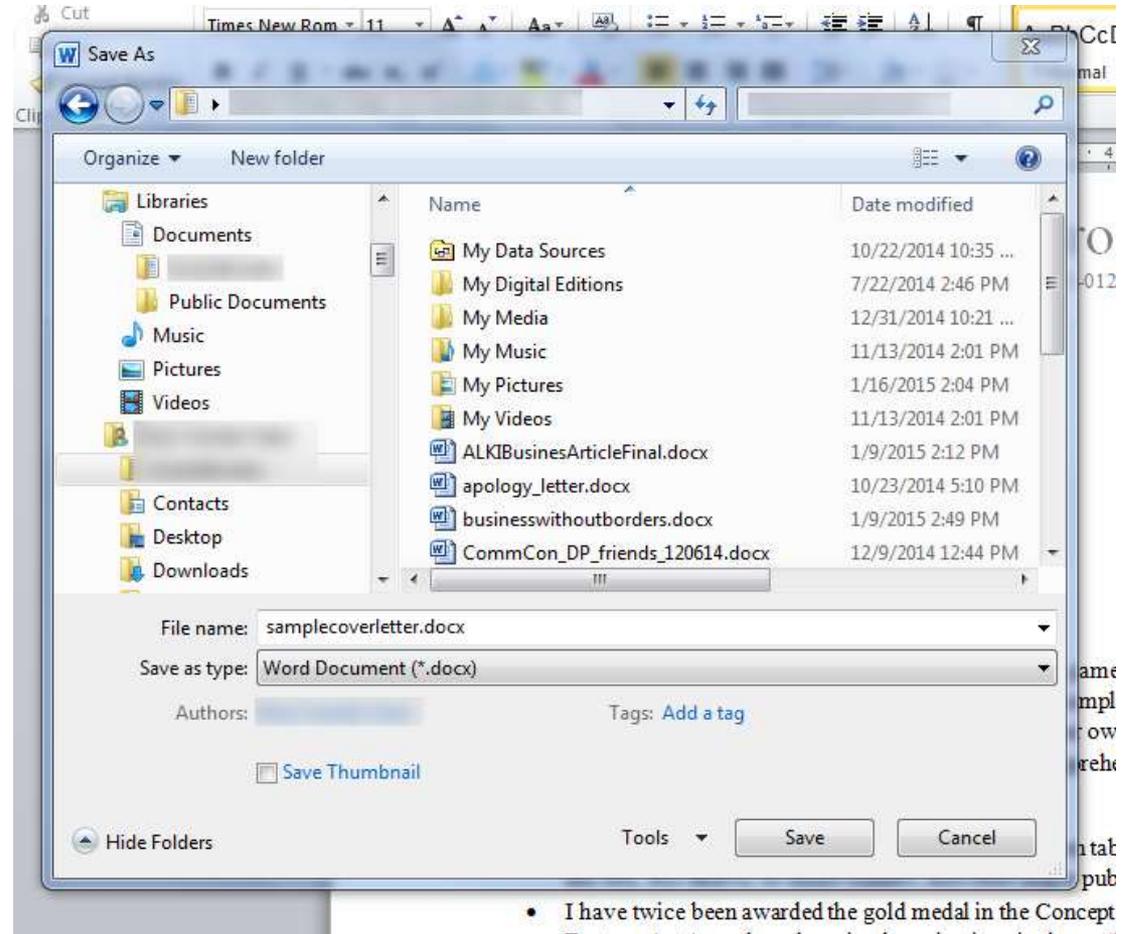
You can also use the **Save as type** menu to select a file format.



- I have twice been awarded the gold medal in the Concept

# Reviewing and Saving Documents

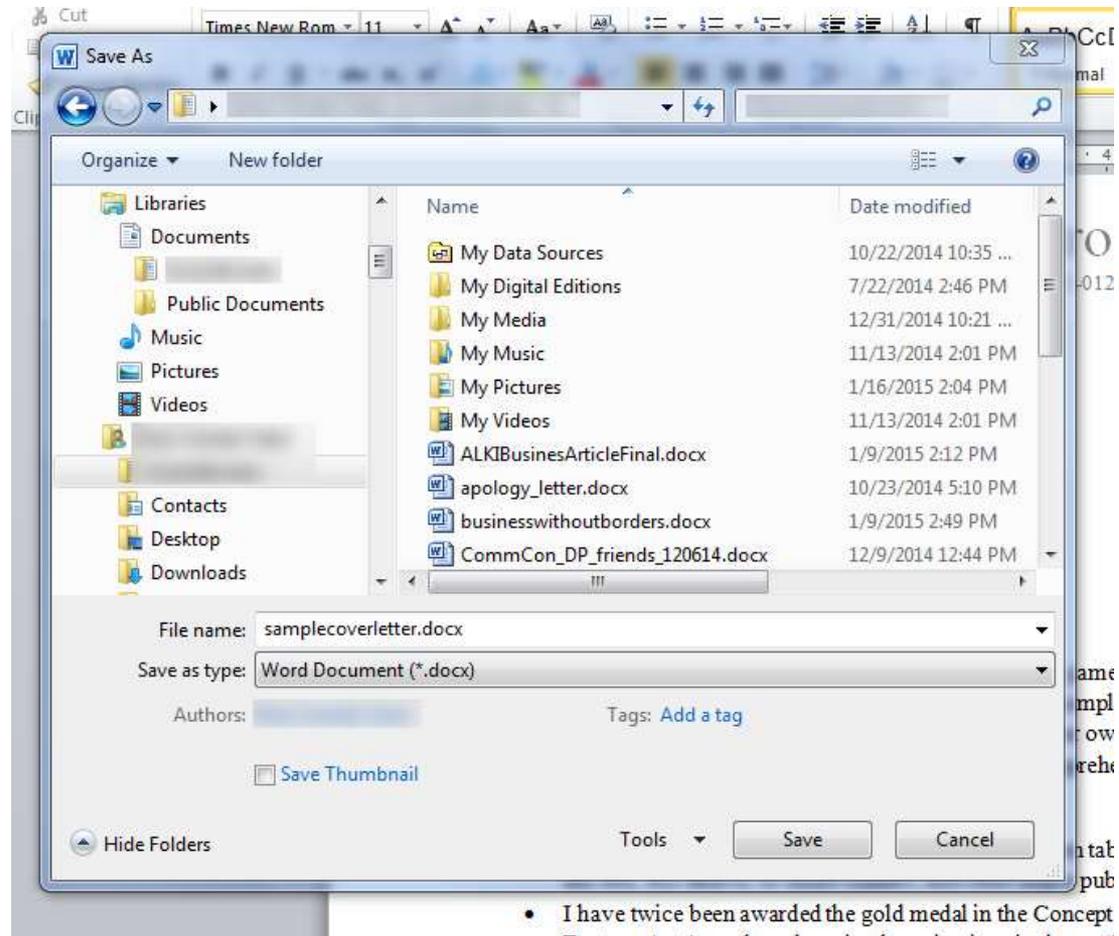
“Word Document (\*.docx)” is the default, but there are times you might want to choose something else.



# Reviewing and Saving Documents

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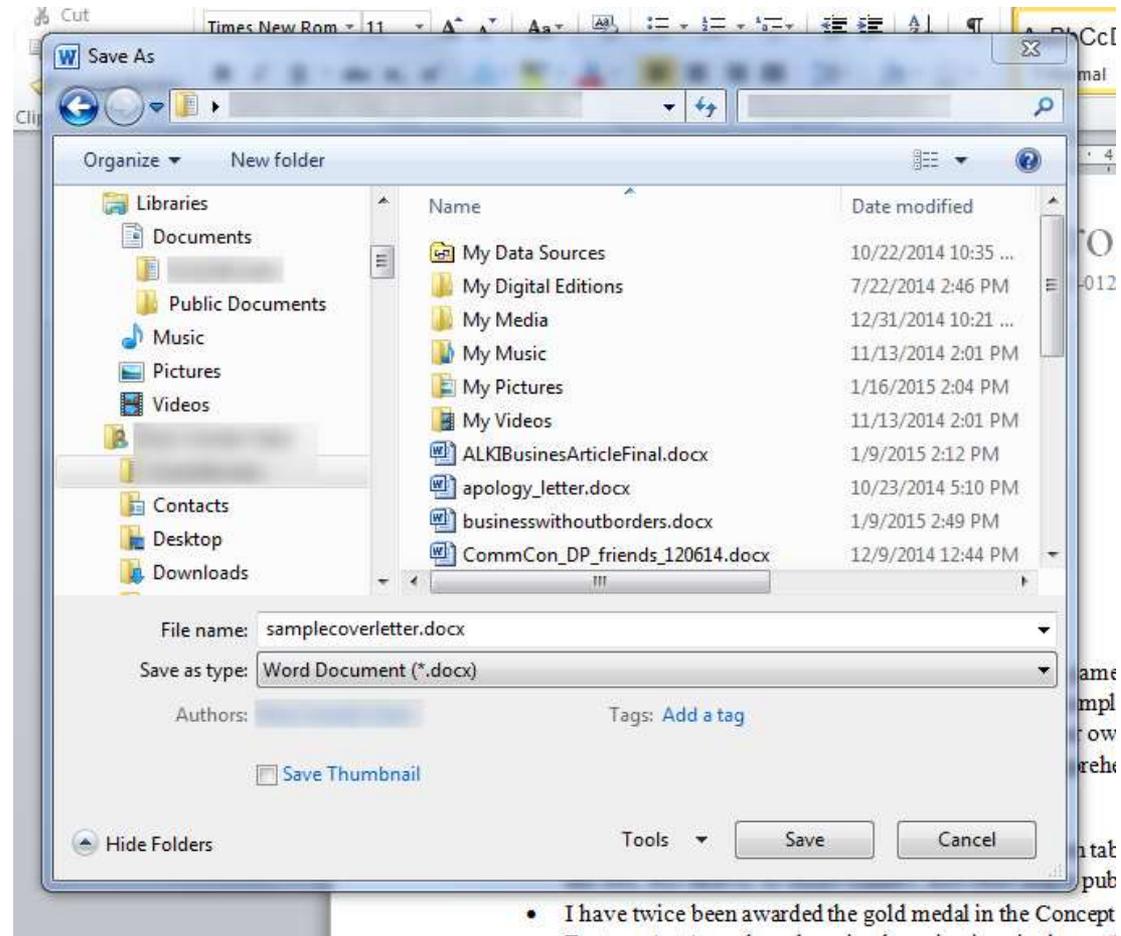
If you’re submitting a résumé electronically, for example, you may want to select “Word 97-2003 Document (\*.doc)”.



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# Reviewing and Saving Documents

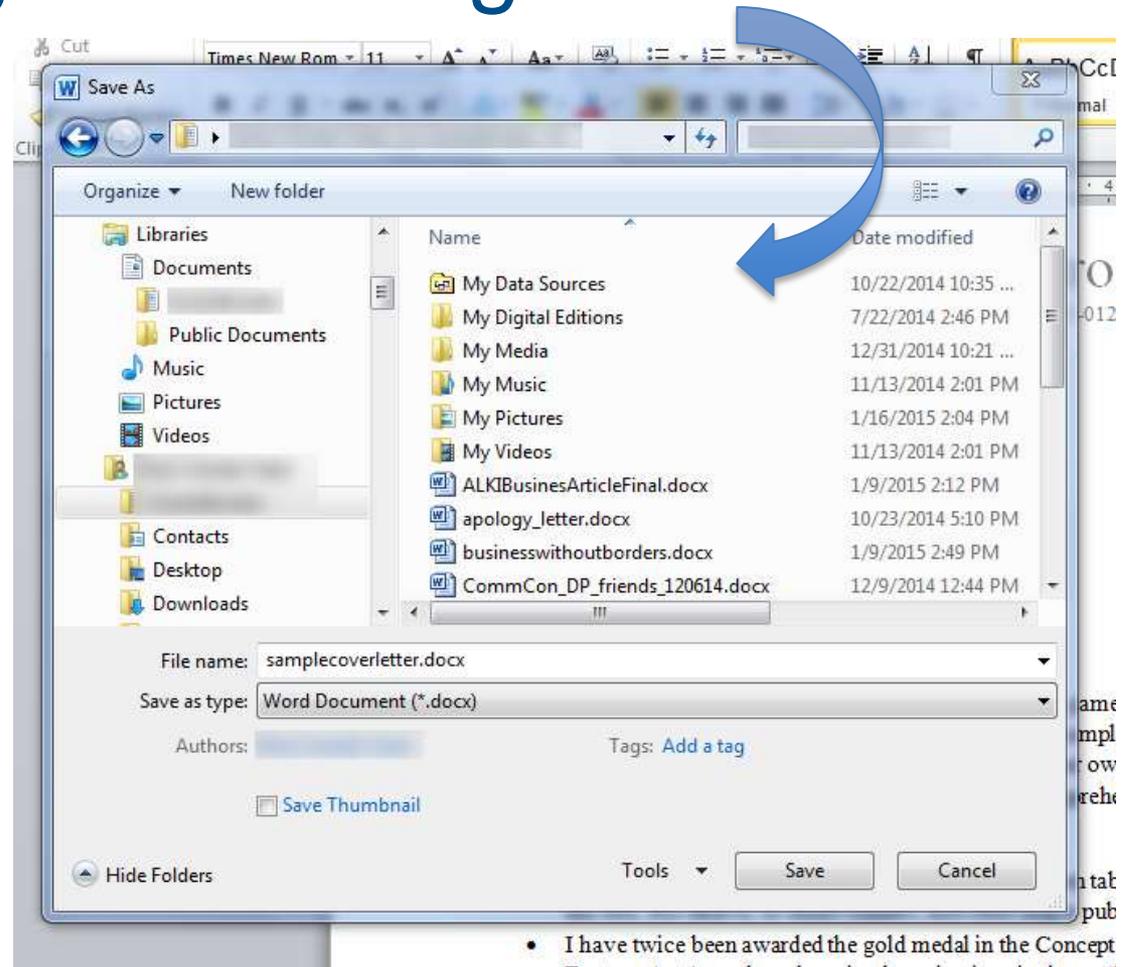
The older “doc” format is more likely to be compatible with the Applicant Tracking Systems that many large employers use.



# Reviewing and Saving Documents

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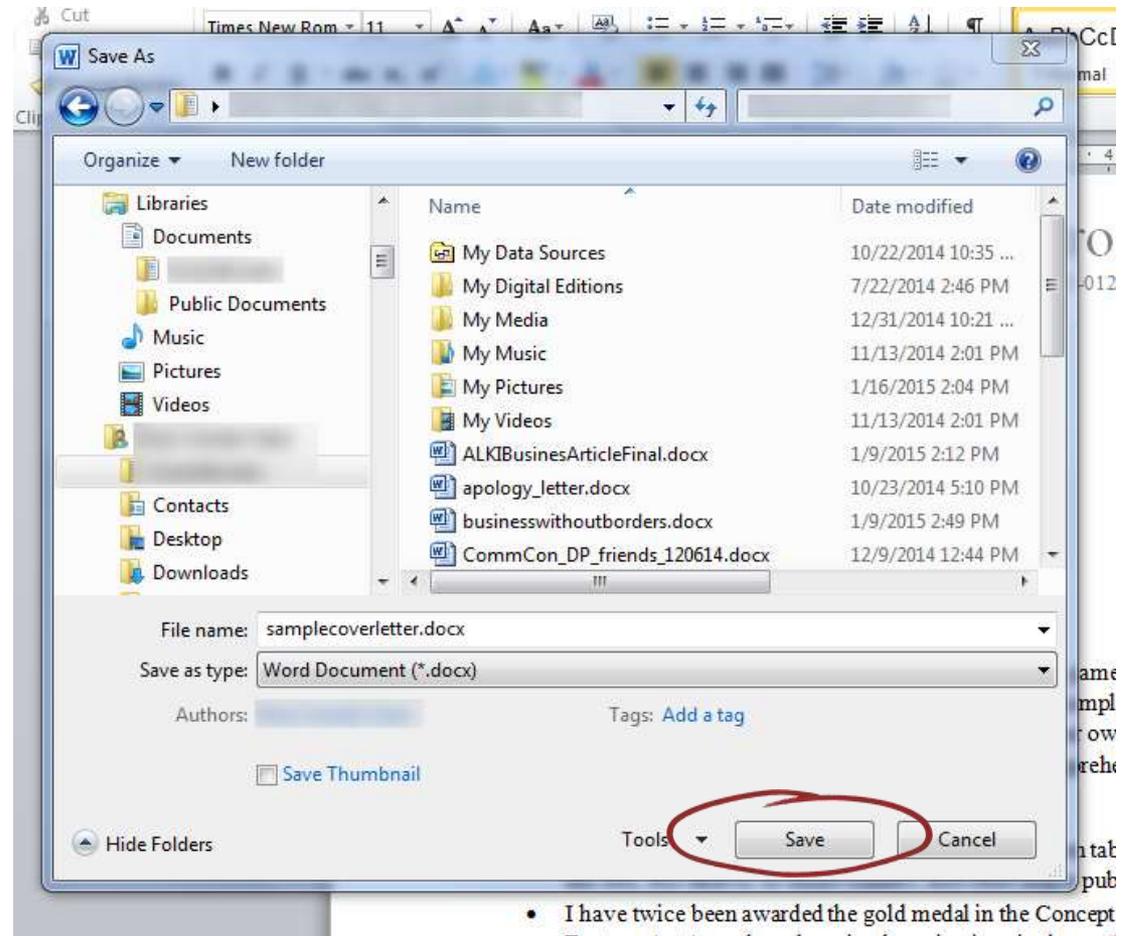
By default, the laptop you’re using will save to the documents folder, but this window is also what you’d use if you wanted to save to a different location, such as a flash drive.



# Reviewing and Saving Documents

Go ahead and click the **Save button** to save the document you've created.

That's it!



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# More Help

- The official Microsoft Office support site has video tutorials and FAQs to answer any specific questions you might have: <https://support.office.com/>

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- The library also has a selection of instructional books published by Microsoft Press and others that are available for checkout.