



# MICROSOFT WORD BASICS

~ The ESL Learning Center Technology Series ~

# Microsoft Word Basics for ESL





BEGINNERS

ESL LEARNING CENTER

ADVANCED

Advanced Reading	Paragraphs 54-56
Short Stories	Essays 33-34
Reading Videos	Writing Prompts
Vocabulary	Writing Tools
Advanced Grammar	Plagiarism

Citizenship	Surveys	Get Started
TOEFL	ScriptoPro	DropBox

All Apps Documents Settings Photos More

Feedback

Best match

Word Desktop app

Apps

WordPad

Settings (4)

Word Desktop app

WORD

**CLICK ON  
SEARCH  
ICON AND  
TYPE IN  
"WORD"**





# BEGINNERS

# ESL LEARNING

# ADVANCED

All Apps Documents Settings Photos More Feedback

Best match

- Word Desktop app

Apps

- WordPad

Settings (4)

WORD|



**CLICK ON  
WORD  
ICON**

Advanced Reading	Paragraphs 54-56
Short Stories	Essays 33-34
Reading Videos	Writing Prompts
Vocabulary	Writing Tools
Advanced Grammar	Plagiarism

Citizenship	Surveys	Get Started
TOEFL	ScriptoPro	DropBox

# RESOURCES



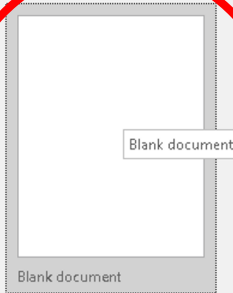
Open Other Documents

**CLICK ON  
BLANK  
DOCUMENT**

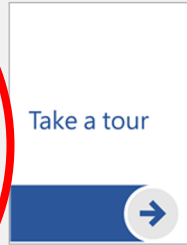
Search for online templates



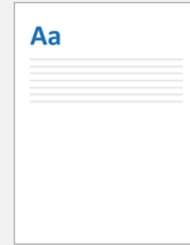
Suggested searches: Business Cards Flyers Letters Education Resumes and Cover Letters Holiday



Blank document



Welcome to Word



Single spaced (blank)



Blue grey resume



Snapshot calendar



Insert your first table of...

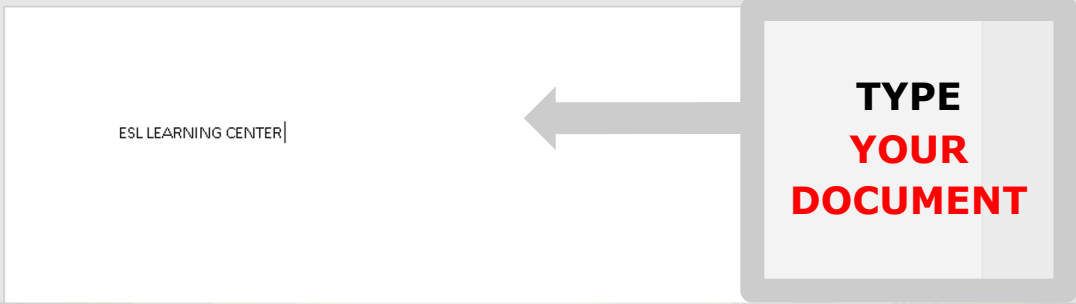
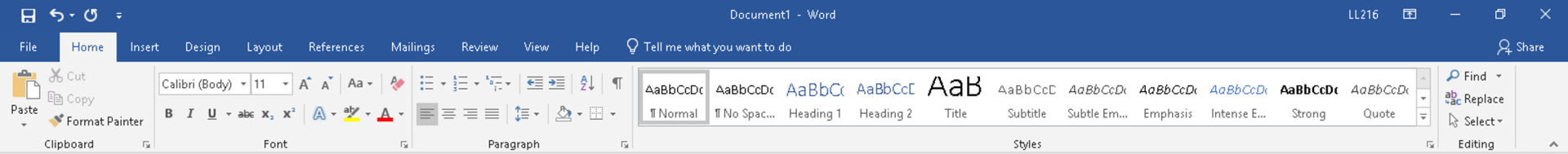


Modern chronological r...



Modern chronological...

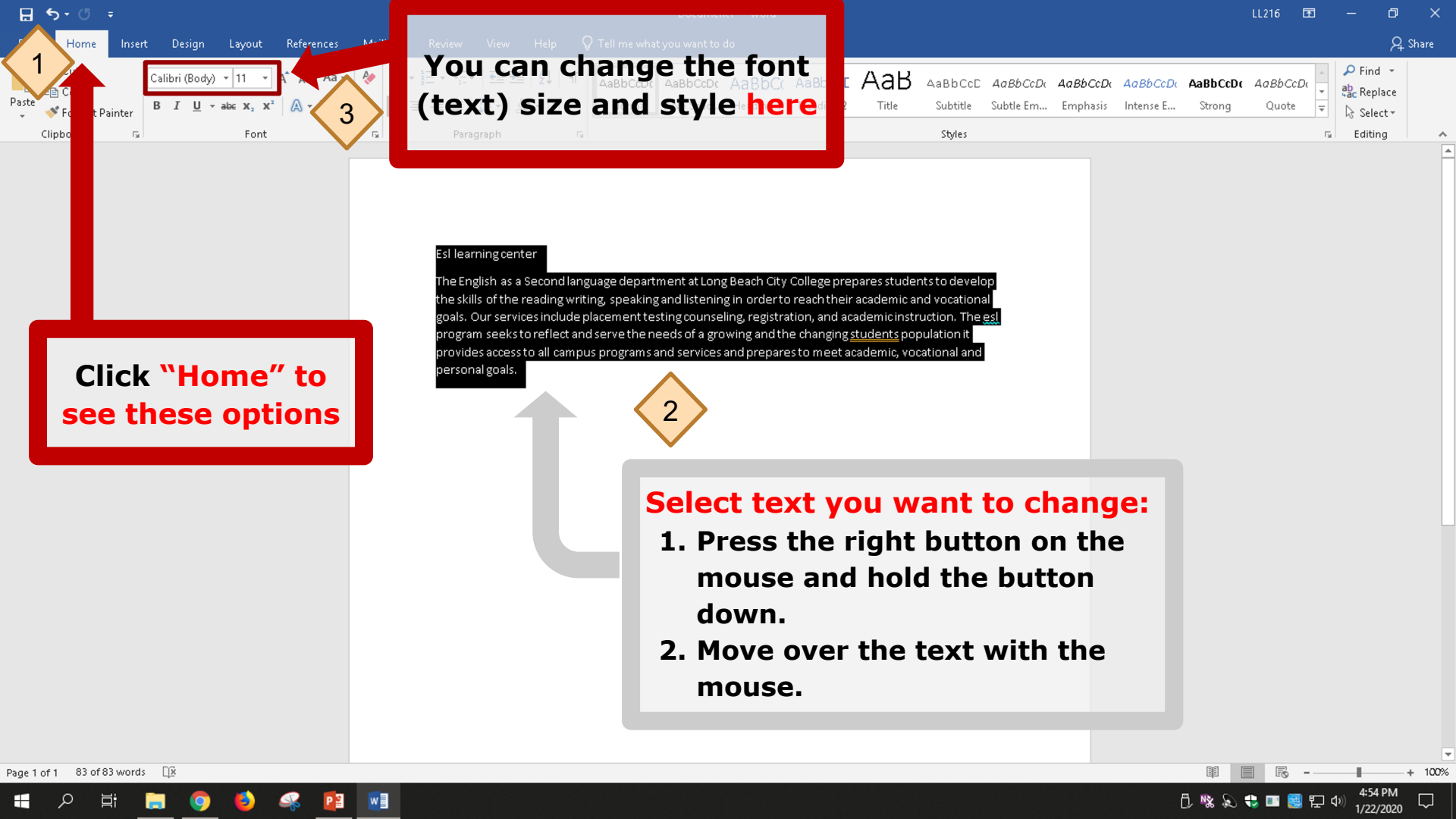




# How to Change Text Style & Size

Sample Text 10  
SAMPLE TEXT  
SAMPLE TEXT 10  
Sample Text 11  
Sample Text 12  
Sample Text 13  
Sample Text 14  
Sample Text 15





1

3

2

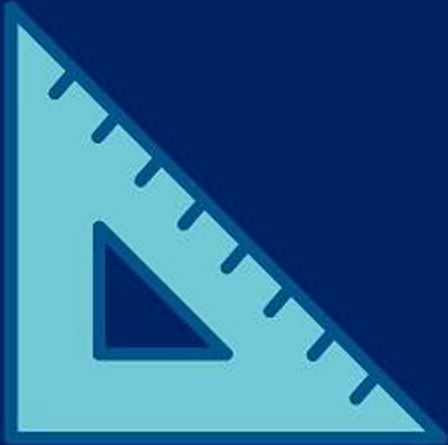
**You can change the font (text) size and style here**

**Click "Home" to see these options**

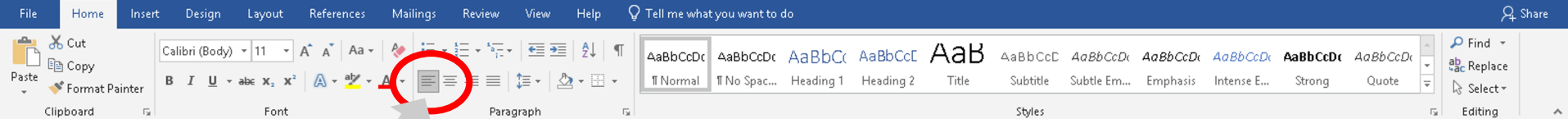
**Select text you want to change:**

- 1. Press the right button on the mouse and hold the button down.**
- 2. Move over the text with the mouse.**

# How to Align Text



Proper alignment in a design means that every element in it is visually connected to another element. Alignment allows for cohesiveness; nothing feels out of place or disconnected when alignment has been handled well.



Select your text  
and click the "Align  
Left" icon in the  
"Paragraph" group

**Align Left (Ctrl+L)**

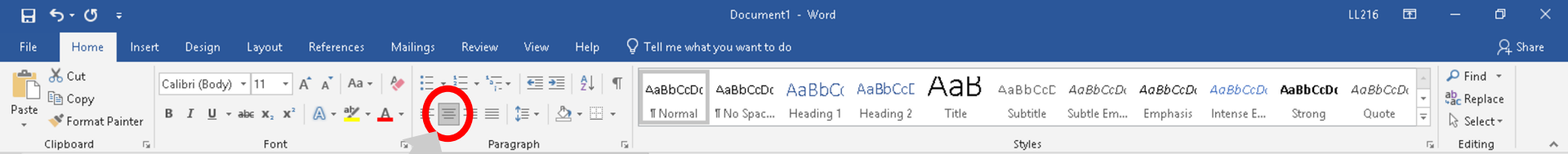
Align your content with the left margin.

Left alignment is commonly used for body text and makes the document easier to read.

**THE ESL LEARNING CENTER**

The English as a second language department at the long beach city college prepares students to develop the skills of reading, writing, speaking and listening in order to reach their academic and vocational goals. Our services include placement testing counseling, registration assistance, and academic instruction. The ESL program seeks to reflect and serve the needs of growing and changing student population. It provides access to all campus programs and services and prepares to meet academic vocational and personal goals.

Notice the text alignment  
(text position)



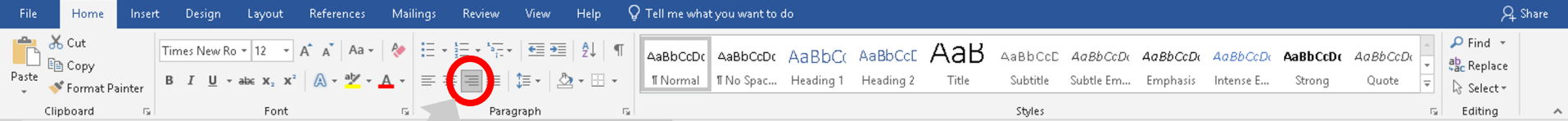
**Center (Ctrl+E)**  
Center your content on the page.  
Center alignment gives documents a formal appearance and is often used for cover pages, quotes, and sometimes headings.

**Select your text and click the "Center" icon in the "Paragraph" group**

THE ESL LEARNING CENTER  
The English as a second language department at the long beach city college prepares students to develop the skills of reading, writing, speaking and listening | order to reach their academic and vocational goals. Our services include placement testing counseling, registration assistance, and academic instruction. The ESL program seeks to reflect and serve the needs of growing and changing student population. It provides access to all campus programs and services and prepares to meet academic vocational and personal goals.

**Notice the text alignment (text position)**





Select your text  
and click the "Align  
Right" icon in the  
"Paragraph" group

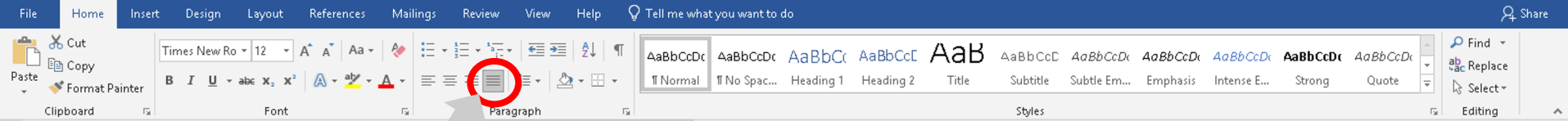
**Align Right (Ctrl+R)**  
Align content with the right margin.  
  
Right alignment is used for small sections of content, such as text in a header or footer.

#### THE ESL LEARNING CENTER

The English as a second language department at the long beach city college prepares students to develop the skills of reading, writing, speaking and listening I order to reach their academic and vocational goals. Our services include placement testing counseling, registration assistance, and academic instruction. The ESL program seeks to reflect and serve the needs of growing and changing student population. It provides access to all campus programs and services and prepares to meet academic vocational and personal goals.

Notice the text alignment  
(text position)





Select your text and click the "Justify" icon in the "Paragraph" group

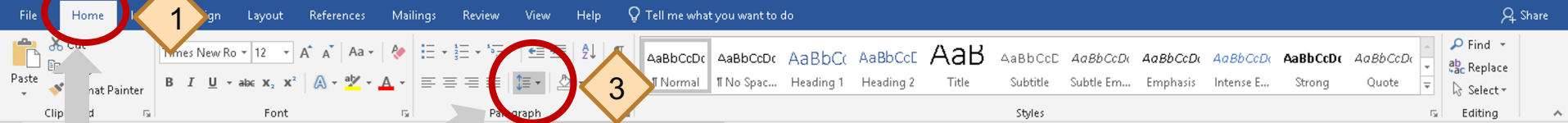
#### THE ESL LEARNING CENTER

The English as a second language department at the long beach city college prepares students to develop the skills of reading, writing, speaking and listening I order to reach their academic and vocational goals. Our services include placement testing counseling, registration assistance, and academic instruction. The ESL program seeks to reflect and serve the needs of growing and changing student population. It provides access to all campus programs and services and prepares to meet academic vocational and personal goals.

Notice the text alignment (text position)

# How to Double Space Text



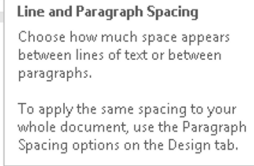


**Click this  
icon to  
double  
space text**

**Click  
"Home"**

2

**Select the text  
with the mouse.  
(We showed you  
how to select text  
on page 8).**



#### THE ESL LEARNING CENTER

The English as a second language department at the long beach city college prepares students to develop the skills of reading, writing, speaking and listening in order to reach their academic and vocational goals. Our services include placement testing counseling, registration assistance, and academic instruction. The ESL program seeks to reflect and serve the needs of growing and changing student population. It provides access to all campus programs and services and prepares to meet academic vocational and personal goals.

Select 2.0 to  
double space text

4

#### THE ESL LEARNING CENTER

The English as a second language department at the long beach city college prepares students to develop the skills of reading, writing, speaking and listening in order to reach their academic and vocational goals.

Our services include placement testing counseling, registration assistance, and academic instruction. The ESL program seeks to reflect and serve the needs of growing and changing student population. It provides access to all campus programs and services and prepares to meet academic vocational and personal goals.

# How to Indent Text



File Home Design Layout References Mailings Review View Help Tell me what you want to do



Click "Home"

You can change  
your indentation  
here

Esl learning center

The English as a Second language department at Long Beach City College prepares students to develop the skills of the reading writing, speaking and listening in order to reach their academic and vocational goals. Our services include placement testing counseling, registration, and academic instruction. The esl program seeks to reflect and serve the needs of a growing and the changing students population it provides access to all campus programs and services and prepares to meet academic, vocational and personal goals.



Clipboard

Calibri (Body)

11



Paste

Format Painter

Font

Paragraph

¶

Styles

Editing

**Or you can also click  
in the right corner of  
the paragraph group**

EsL learning center

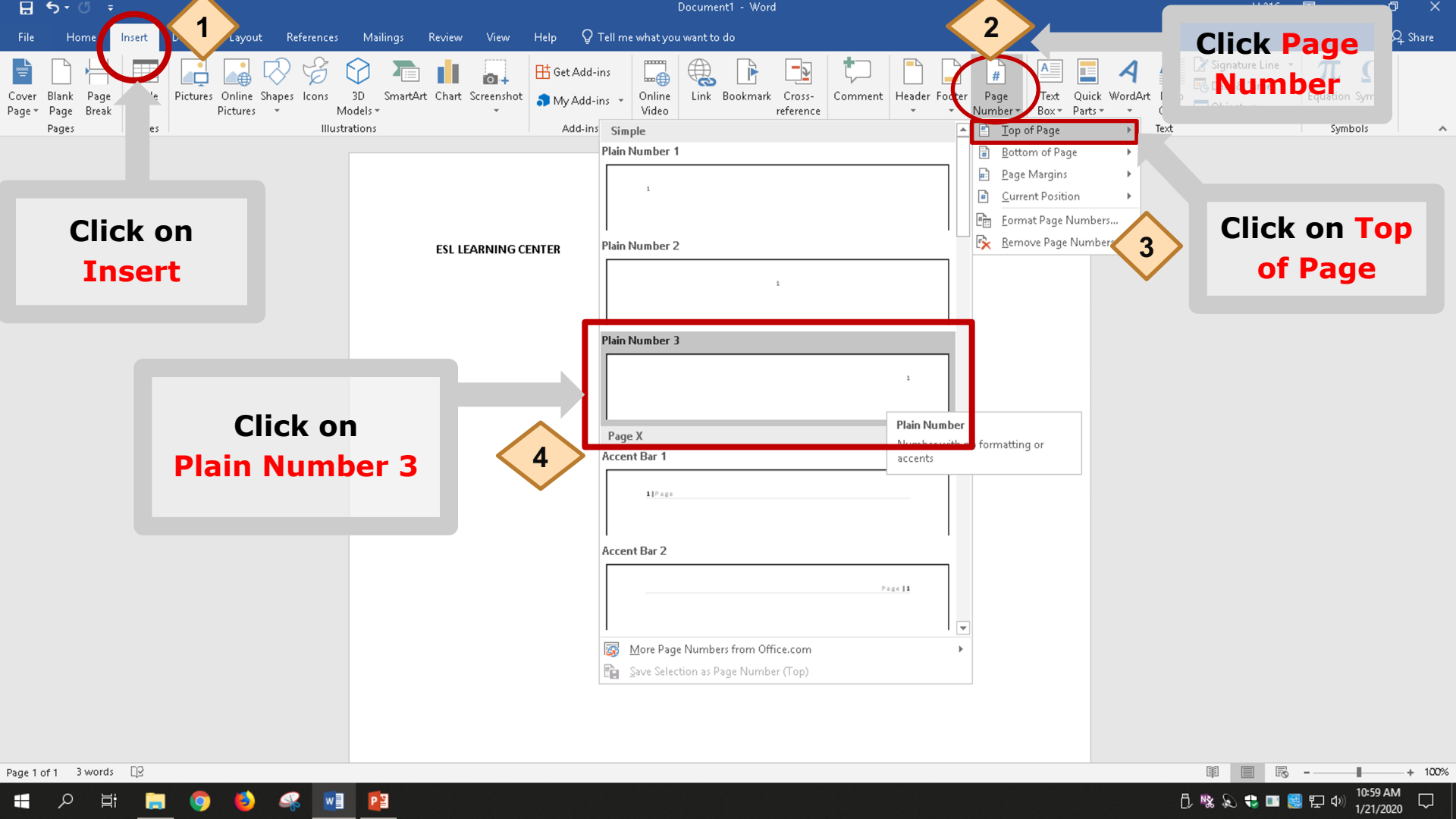
The English as a Second language department at Long Beach City College prepares students to develop the skills of the reading writing, speaking and listening in order to reach their academic and vocational goals. Our services include placement testing counseling, registration, and academic instruction. The esl program seeks to reflect and serve the needs of a growing and the changing students population it provides access to all campus programs and services and prepares to meet academic, vocational and personal goals.





# How to Insert Page Numbers in Your Document





1

Click on  
Insert

2

Click Page  
Number

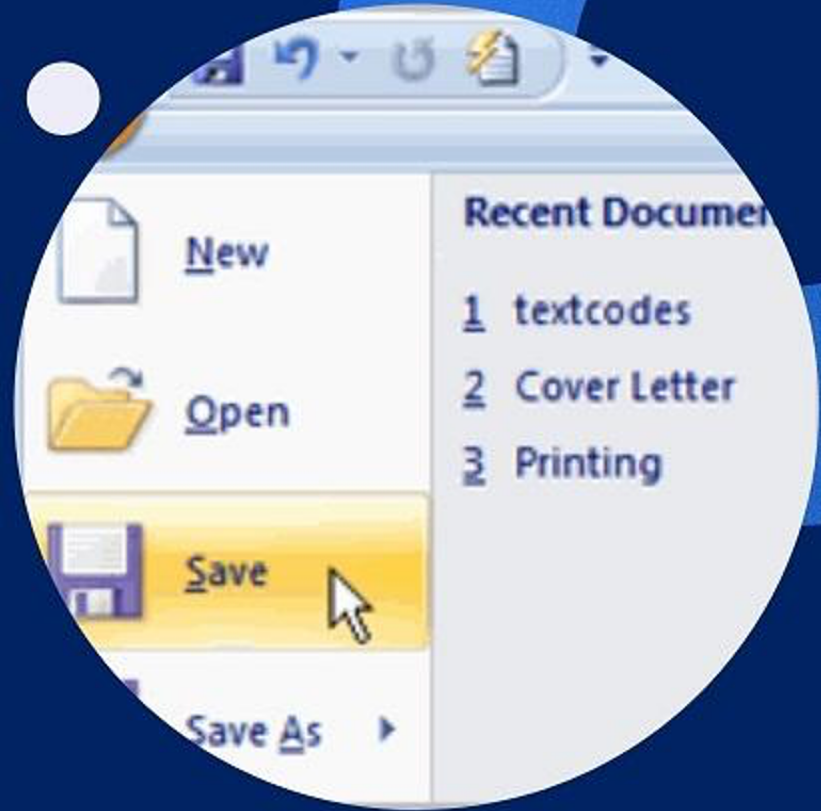
3

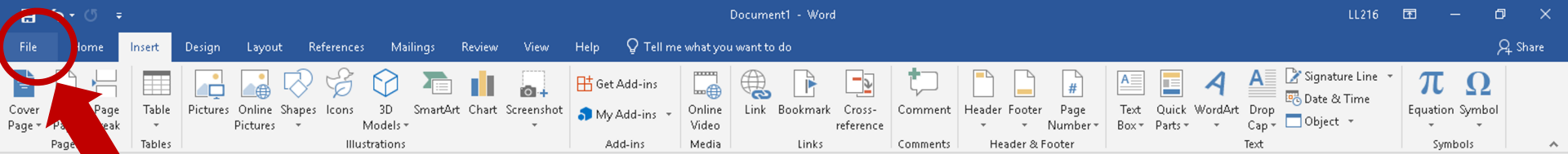
Click on Top  
of Page

Click on  
Plain Number 3

4

# How to Save Your Document





Click on **File**

ESL LEARNING CENTER |



Click on **Save As**

- Open
- Save
- Save As**
- History
- Print
- Share
- Export
- Close
- Account
- Feedback
- Options

1

You can save to your desktop or to your USB flash drive **here**

3

Browse

2

Click on **Browse**

This PC > Documents

New folder

Name	Date modified	Type	Size
Custom Office Templates	1/21/2020 12:42 PM	File folder	
Desktop Icons	7/8/2019 9:55 AM	File folder	
KESI	5/23/2019 12:45 PM	File folder	
OneNote Notebooks	5/23/2019 4:04 PM	File folder	
Study files	6/18/2019 4:12 PM	File folder	
WindowsPowerShell	5/23/2019 9:47 AM	File folder	

File name: **ESL LEARNING CENTER.docx**

Save as type: Word Document (\*.docx)

Authors: LL216      Tags: Add a tag      Title: Add a title

Save Thumbnail

Tools: **Save**    Cancel

4

You can change the name of your document **here**

5

Click on **Save**