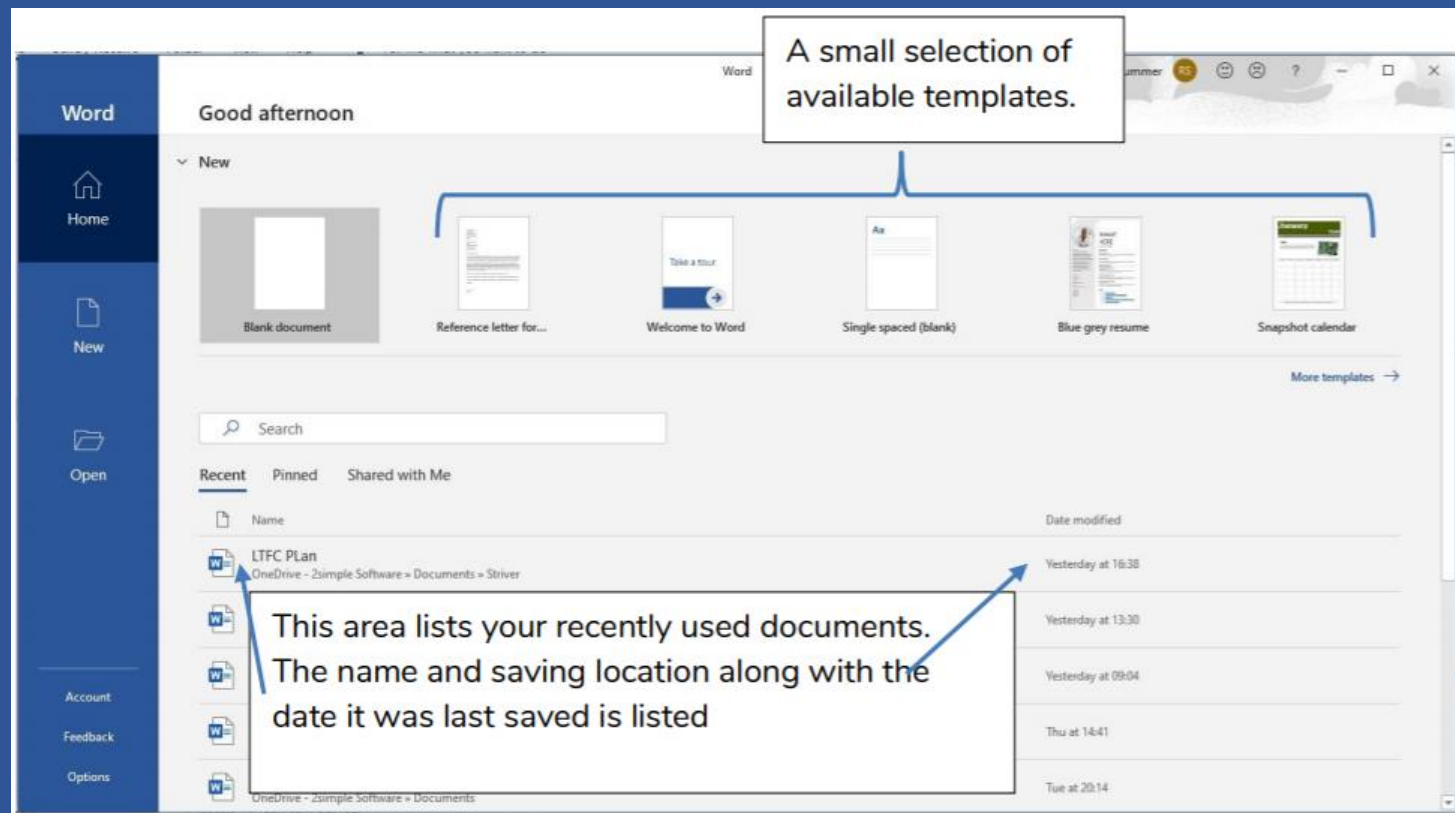# 12/1/2021
T: Can I make a document from a blank page?

Open word and look at the front screen, this will vary depending upon the version and device that you are using. The following features might be in different places, but they should all be identifiable.

Word

Recent

Pinned

Pin files you want to easily find later. Click the pin icon that appears when you hover over a file.

Today

📄 Downloads

📄 Downloads

📄 D: » Year 5 2020_21 » Spring One » Marking Folders...

📄 D: » Year 5 2020_21 » Spring One » Marking Folders...

📄 D: » Year 5 2020_21 » Spring One » Marking Folders...

📄 D: » Year 5 2020_21 » Spring One » Marking Folders...

📄 D: » Year 5 2020_21 » Spring One » Marking Folders...

📁 **Open Other Documents**

Search for online templates

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

Blank document

Take a tour →

Welcome to Word

Aa

Single spaced (blank)

YOUR NAME 🌢MOO

Crisp and clean cover l...

YOUR NAME 🌢MOO

Crisp and clean resume...

January YEAR

Title

Snapshot calendar

A small selection of available templates.

This area lists your recently used documents. The name and saving location along with the date it was last saved is listed

Your screen may look like this when you open word depending which office app you have on your computer.

But you can see that it still has the same things.

Click on the blank document button to open a blank page.

Word

Recent

Pinned

Pin files you want to easily find later. Click the pin icon that appears when you hover over a file.

Today

Downloads

Downloads

D: » Year 5 2020_21 » Spring One » Marking Folders...

D: » Year 5 2020_21 » Spring One » Marking Folders...

D: » Year 5 2020_21 » Spring One » Marking Folders...
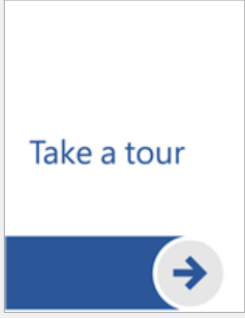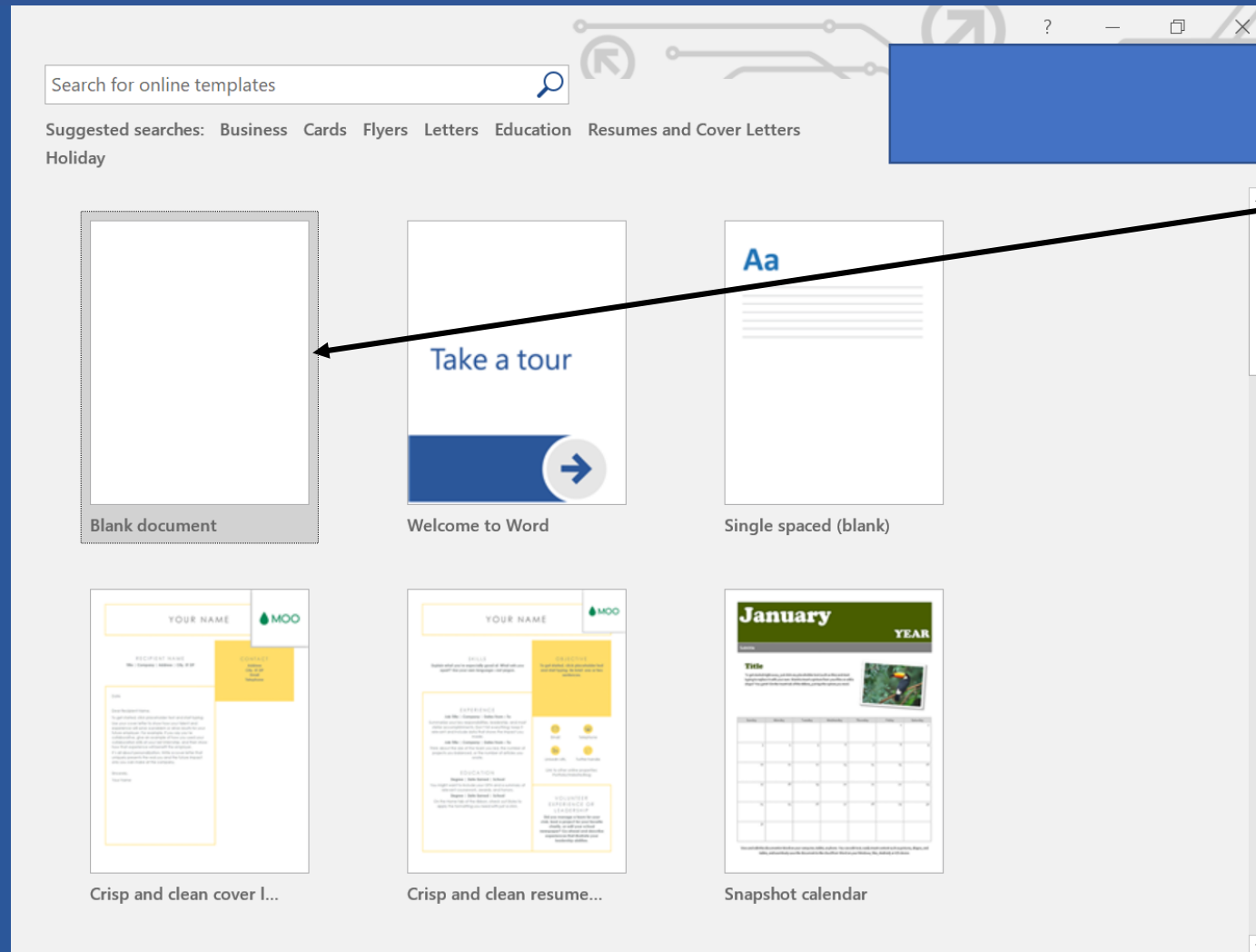
D: » Year 5 2020_21 » Spring One » Marking Folders...

D: » Year 5 2020_21 » Spring One » Marking Folders...

Open Other Documents

Search for online templates

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

Take a tour

Aa

Blank document

Welcome to Word

Single spaced (blank)

YOUR NAME   MOO

YOUR NAME   MOO

January   YEAR

Crisp and clean cover l...

Crisp and clean resume...

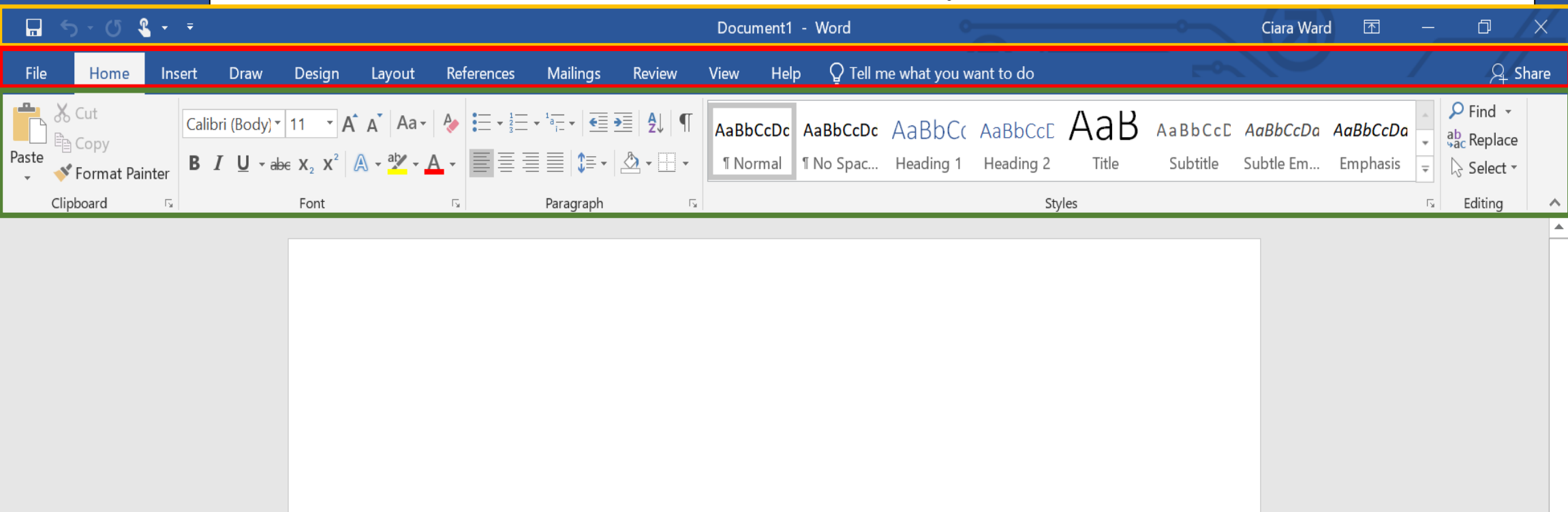Snapshot calendar

Click on the blank document.

This will open a new blank document.

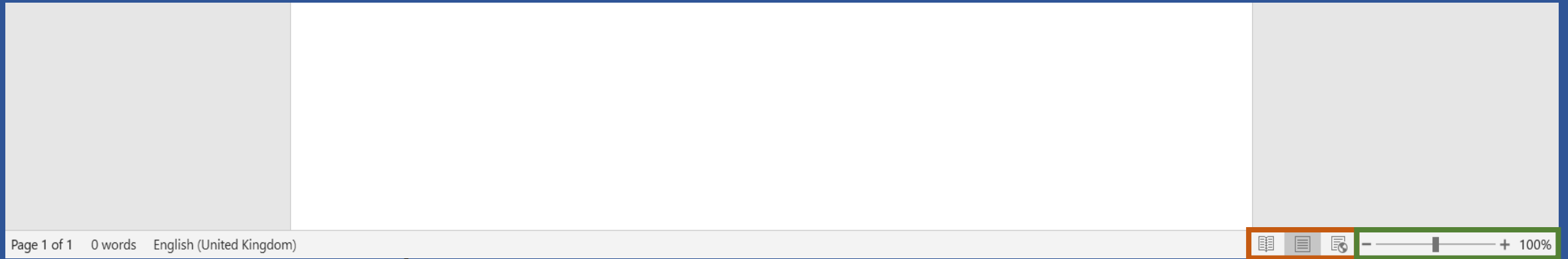# Let's start with the page layout at the top…

The yellow rectangle is the top menu bar.

The red rectangle is the tabs menu bar.

The green rectangle is the categories ribbon.

Remember your word may look slightly different depending what office app you are using.

Let's move to the bottom of the page…

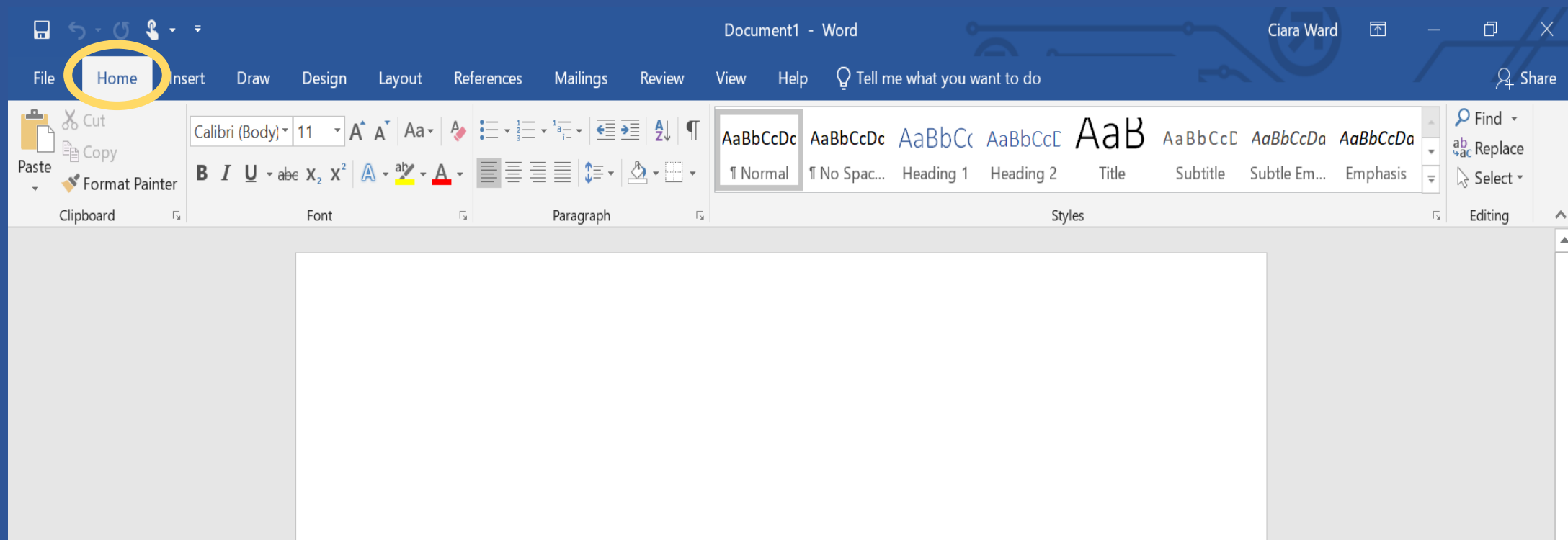Page 1 of 1   0 words   English (United Kingdom)   100%

This grey bar is called the status bar.

The orange rectangle is showing the view controls.

The green rectangle shows the zoom.

You should currently be on the home tab…

This is where many of the text editing tools are.
They are arranged in categories.

Can you identify what these categories are?

You should currently be on the home tab…

The Categories are:

Clipboard

Font

Paragraph

Styles

Editing

The main buttons are easily available, but some of the categories can also be expanded further by clicking on the launch symbol on the bottom right corner of each category
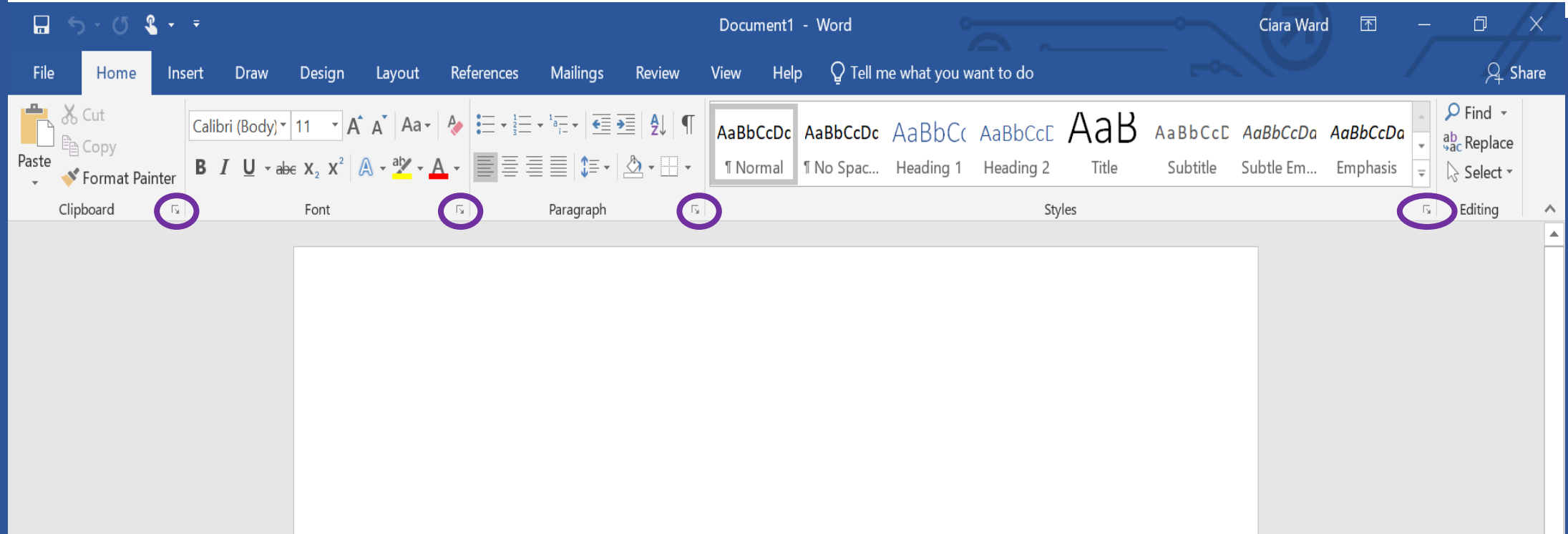
This is what it looks like.
Try doing this with some of the categories and click on some of the other tab menu items to see their categories. We will be learning about many of these categories in future lessons.
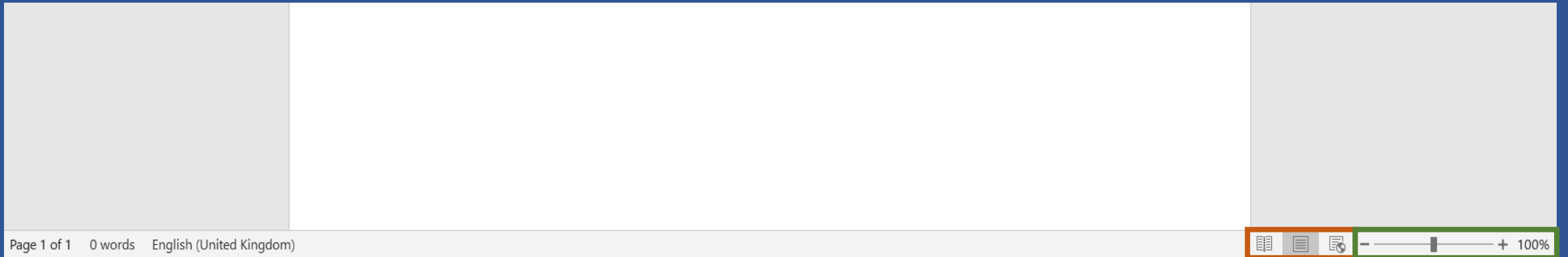
To zoom in or out of a document you press the + to zoom in and the – to zoom out...

Page 1 of 1   0 words   English (United Kingdom)   100%

Zoom out

Zoom in

Follow the link below to see how you edit a piece of work.

This first video will show you how to highlight a piece of text.

https://www.loom.com/share/e9eb4a9564bd4647a55c09bb56d35174

This video shows you how to edit your work in different ways. It also tells you your task for this lesson.
After you have completed the work, go onto the next slide for an extra challenge.

https://www.loom.com/share/1e37b01c801c4ef7aa4dc84576d27f3d

Challenge...

On the website there is a challenge sheet called formatting overload. You will need to follow the rules below to try and turn this document into something more readable. The rules are:

- One font or font family used throughout a single document – switching between lots of different fonts is hard to read.
- Use underlining sparingly; look at the lines underlined and blue in the text, what do they look like? Answer: hyperlinks to a website. The danger with underlining is that it all ends up looking like web links.
- Use bold for titles and key words.
- DON'T USE ALL CAPITALS, IT LOOKS LIKE YOU ARE SHOUTING AT THE READER