Formatting Content

Applying Styles

1. Highlight the Text
2. From the ribbon, navigate to the Styles section and click the more styles arrow dropdown.
3. Click the desired style to apply the style to the selected text.

Clear Formatting

1. Select the text to clear.
2. From the ribbon, navigate to the Styles section and click the more styles arrow dropdown.
3. Select Clear Formatting at the bottom.

Increasing and Decreasing the Indent

1. Place your cursor where you want to change the indentation.
2. Click on the Increase/Decrease indent from the ribbon under Paragraph.

Working with Lists

Creating a Bulleted List

1. Highlight the desired items.
2. From the ribbon, click on the Bulleted List icon from under the Paragraph section.
3. Select your desired bullet list style to apply it to the highlighted text.

Creating a Numbered List

1. Highlight the desired items.
2. From the ribbon, click on the Numbered List icon from under the Paragraph section.
3. Click the desired numbering style to apply it to the highlighted text.

Working with Views

Switching to Reading View

1. To view your document without the ribbon, click on the View tab from the ribbon.
2. Click on Reading View.

Returning to Editing View

1. In Reading View, click the Editing View button from the ribbon.

Word Web App

Inserting a Picture

1. Click and place the cursor where you want to insert your picture.
2. Click the Insert tab from the ribbon.
3. From the ribbon, click the Picture button.
4. From the new window that pops up, navigate to the location where the picture is.
5. Select the desired picture and click Open

Inserting Clip Art

1. Click and place the cursor where you want to insert your picture.
2. Click the Insert tab from the ribbon.
3. From the ribbon, click the Clip Art button.
4. Type for the picture type you are searching for in the search box.
5. Click the Insert button.

Other Commands/Options

Checking the Spelling

1. Click the Spelling button from the Ribbon.
2. When Word highlights a misspelled word, you can:
   a. Choose to replace the word with the correct spelling
   b. Manually correct the word
   c. Ignore the misspelled word
3. When no more errors are found, Word will notify you of no more changes to be done.

Opening a Document in Word

1. Click the Open in Word button in the Office group from the ribbon.
2. Click the OK button.