

Microsoft Word 2019 – Steps Notes

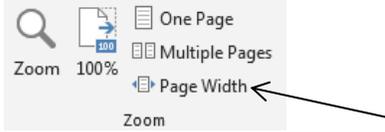
Name: _____ Hour: _____

A. Steps to do every time you go into Microsoft Word – Can be done in any order.

1. **Maximize the program:** Use the Icon in your *Title Bar*



2. **Set Page Width:** Go to View – Zoom group – Page Width (between 120% and 160%)



3. **Turn on your Ruler:** Go to View – Show group – Ruler (put a checkmark in the box)



4. **Turn on the Paragraph Symbol:** Go to Home – Paragraph group – Click the Show\Hide icon

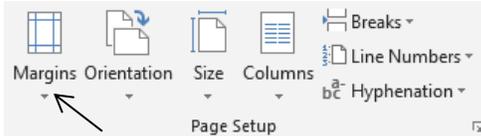


B. Steps to do every time you start a new assignment – Do in this order

1. **Set your Style:** Home – Styles group – “No Spacing”



2. **Set your margins:** Layout – Page Setup group – Margins – Normal (1” all sides)



3. **Choose your Font and Size:** Home – Font group



4. **Save your work:** On the Ribbon, click on “File” – Save (save your work often!)

