

Word Processing Basic Skills

General Points:

- Use a clear, sensible font. Size 10-12 is about right – anything bigger than this is probably too big for anything other than a title (size 14-18).
- Use paragraphs. Don't indent paragraphs. Leave a clear line between paragraphs.
- Use the spell checker. Be very careful about using word art (don't unless it's a poster or similar piece of work)

Remember: the key is that work is “fit for purpose”. Usually Word docs will need to be easy to read. The tips above make them easy to read.

Alignment:

Make sure you use the buttons in the toolbar to align text either in the centre, to the left or to the right or to justify. Choose sensibly.

You can find toolbars which go missing by going **View > Toolbars**. Buttons you can't find are hiding at the end of the toolbar by the small downward triangle.

Margins:

DON'T play with the margins by dragging the margins stops on the page! Go: **File > Page Setup** and adjust margins from there.

Line Spacing:

Good documents make effective use of line spacing. This spaces the work out and makes it easier to read.

Highlight text and go: **Format > Paragraph**. Then use the **line spacing** drop down. 1.5 lines is good but may be a bit too wide - try **Multiple** line spacing and change the number which appears to **1.2** or **1.3**.

Bullets and Numbering:

These are perfectly suitable for lots of uses. Type the list first and then apply the bullets or numbering afterwards. You can tweak them by going **Format > Bullets and Numbering**

Headers and Footers:

Go **View > Header and Footer**. To add page numbers try **Insert > Page Numbers**

Images:

Don't forget to “Square” images by using the dog on the picture toolbar. You can also crop images to make them more suitable (or take them into Paint first).