Session Handout: Introduction to Microsoft Word



Downloading Microsoft Office applications

1. Go to https://www.office.com

2. Log in using your Arden email address (stu @ardenuniversity.ac.uk) and password.

3. Next, look for the Install apps \checkmark icon in the top right of the screen.

4. If you want to all install all of the MS Office apps, select

5. A file named 'OfficeSetup' will download. Open the file and select 'yes' to install Office,

then follow the on-screen instructions.

6. Open any of the apps, then sign in using your Arden Credentials if asked.

It is recommended that you download the Microsoft Word application to your desktop or device for improved functionality and a wider range of tools.

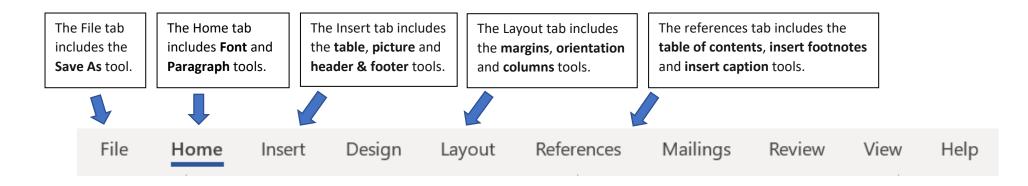
Microsoft 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.



Double-click on the Microsoft Word icon in order to open the program.



Double-click on the Blank document icon in order to open a new Word document.



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Copy and paste tools	Change the style, size, colour, or boldness of font.	Change alignment of text and line spacing and add bullet points.	Insert headings and subtitles.	Click on dictate in our to rec your speech as text within W				

Spelling and grammar corrections

Microsoft Word will flag spelling or grammar errors within a text. Corrections will appear if you click on underlined words or phrases.

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A word underlined in red denotes a spelling mistake.

footnotes

A word underlined in blue denotes a grammar mistake.