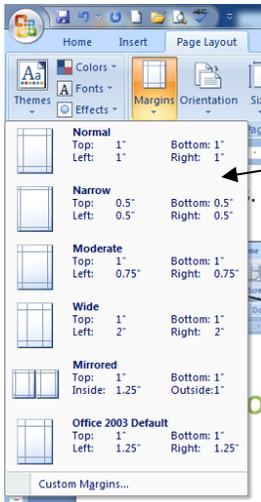
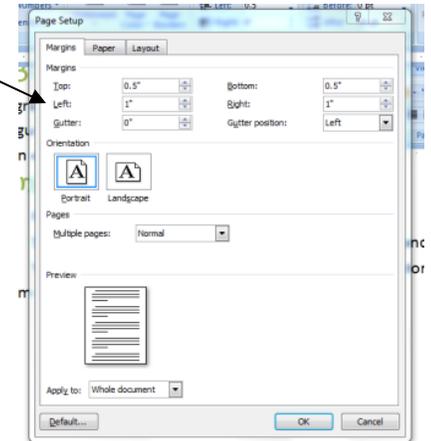


# MARGINS



1. Found on the Page Layout ribbon
2. Standard (Normal) margins for Word are 1" top, bottom, left and right
3. You can choose from preset margins or go to custom margins at the bottom of the options and create your own in the Page Setup box.



# MOVE OR COPY TEXT

## USING DRAG AND DROP

1. Select the text you want to move.
  2. Position the mouse on the selected text.
  3. To move the text, press and hold left mouse button, drag the mouse to where you want to place the text. The text moves to the new location.
- To copy text, perform steps 1 to 3, except hold down the CTRL key as you perform step 3.

## USING THE TOOLBAR BUTTONS

1. Select the text you want to move or copy.
2. Click one of the following buttons.

Move Text



Copy Text

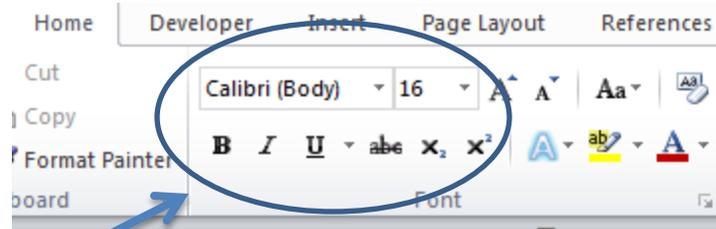


3. Click the location you want to place the text.
4. Click  to place the text in the new location.

## FORMATTING TEXT

Found in the home ribbon  
the font box

1. Font style
2. Font size
3. Bold
4. Italics

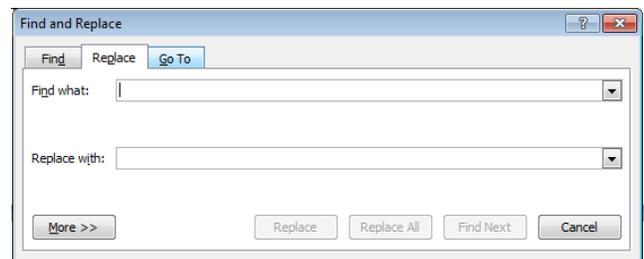


under

## FIND AND REPLACE

To use the Find and Replace buttons you select the replace button.

1. type in what you are looking for  
the Find what box
2. Type in what you want to  
replace it with in the replace box
3. Choose replace or replace all



in

depending on whether or not you want to see the word in the document  
before it is replaced or you know for sure you want the word replaced  
everywhere.

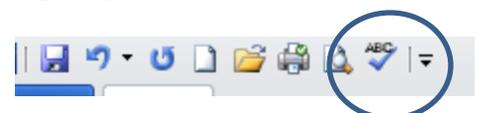
## THESAURUS

A thesaurus is a list words in groups of synonyms and related concepts. We use it  
to find an alternate word to the one we have typed or written down when we  
want to say the same thing in a different way.

The thesaurus is found on the Review ribbon

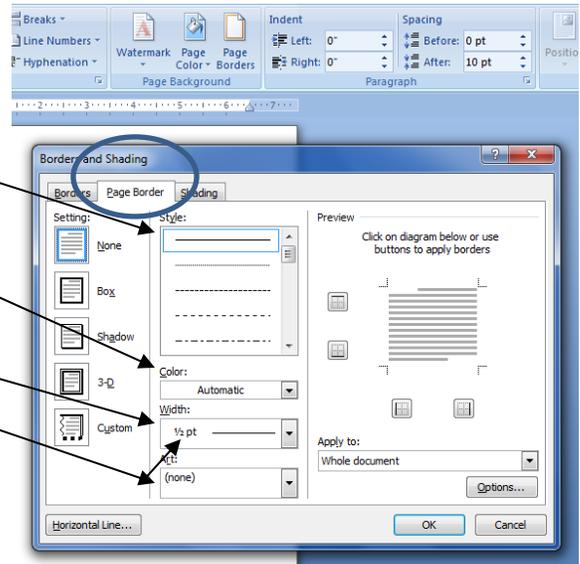
## SPELL CHECK

Spell check is also found on the review ribbon. If  
you use it often and you should, you can add the spelling & grammar icon to the  
quick access toolbar at the top of your document.



# PAGE BORDERS

1. Go to the Page Layout ribbon and you will find Page Borders (by default you are on this tab)
2. You can choose a Line style
  - a. You can change the color
  - b. You can also change the width of some of the Line Styles
3. You can also choose an Art Border
  - a. When picking an Art Border make sure to change the width to 12pt or 14pt so that your header/footer is not cut off.



# TEXT BORDERS

1. Go to the Page Layout ribbon and you will find Page Borders (by default you are on the page borders tab)
2. You need to select the borderse tab
3. Once there you can choose the line style and color and width you want
4. After you have chosen the style you want make sure to choose apply to: text in order to place it just around the text

