How to use Microsoft Word

1. How to find Word on your Computer
   Look for this icon.

2. Double click the icon to open Microsoft Word
   Click and choose the blank document.

3. How to choose fonts
   Click on the Font Choice box and choose your font. Make sure to choose one that is legible.

4. Insert Media
   The insert tab allows you to insert a photo, audio file, a movie, clip art, and more.

5. Page Layout
   Under the Layout tab you can fix the margins, add columns, and add borders.

6. Saving a Document