Microsoft Word Basics for ESL
CLICK ON SEARCH ICON AND TYPE IN “WORD”
CLICK ON BLANK DOCUMENT
TYPE YOUR DOCUMENT

ESL LEARNING CENTER
How to Change Text Style & Size
Select text you want to change:
1. Press the right button on the mouse and hold the button down.
2. Move over the text with the mouse.

Click "Home" to see these options

You can change the font (text) size and style here
How to Align Text

Proper alignment in a design means that every element in it is visually connected to another element. Alignment allows for cohesiveness; nothing feels out of place or disconnected when alignment has been handled well.
Select your text and click the “Align Left” icon in the “Paragraph” group.

Notice the text alignment (text position).
Select your text and click the “Center” icon in the “Paragraph” group.

Notice the text alignment (text position).
Select your text and click the “Align Right” icon in the “Paragraph” group.

Notice the text alignment (text position)
Select your text and click the "Justify" icon in the "Paragraph" group.

Notice the text alignment (text position).
How to Double Space Text
Select the text with the mouse. (We showed you how to select text on page 8).

Click "Home"

Click this icon to double space text

Click this icon to double space text
Select 2.0 to double space text

THE ESL LEARNING CENTER

The English as a second language department at the Long Beach City College prepares students to develop the skills of reading, writing, speaking, and listening in order to reach their academic and vocational goals.

Our services include placement testing, counseling, registration assistance, and academic instruction. The ESL program seeks to reflect and serve the needs of growing and changing student population. It provides access to all campus programs and services and prepares to meet academic, vocational, and personal goals.
How to Indent Text
You can change your indentation here.
Or you can also click in the right corner of the paragraph group.
How to Insert Page Numbers in Your Document
Click on Insert

Click on Plain Number 3

Click on Page Number

Click on Top of Page
How to Save Your Document
Click on File
Click on Save As

You can save to your desktop or to your USB flash drive here

Click on Browse

You can change the name of your document here

Click on Browse

Click on Save