

Cry for Help

Computer Tips & Tricks for
the novice to the advanced.

Microsoft Word

Let us today look at how to prepare a new document in Word ready to start typing a letter. Open up Word by selecting it from the Programs menu under the Start button. Ensure you have a blank white page on the screen – if not, click on the File menu then New document and if prompted click on Blank Document. Next we need to set up the page size to be what we will be printing on. Select the File menu and then Page Setup. This will display a pop-up screen where we firstly select the Margins tab and enter the measurements for the top, bottom, left and right margins (use the tab key to jump to the next entry field). Then you select the orientation of the page either Portrait or Landscape. Next you select the Paper tab on this pop-up and select in the Paper Size field the size of paper you are using. This will normally be A4, and because this is a standard size of page you will not need to enter the length and width of the paper. Then click the ok button to save these settings, and you will notice the blank page on the screen adjust to the options you have selected.

Before you start typing, make sure the Zoom is set appropriately, you can check this on the View menu, select Zoom, and select Page width then click ok.

You are now ready to start typing. Remember, what you see is what you get and use the Enter key to start a new line.



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