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| **Item** | **Description** |
| Ribbon | On top of the document with functions to be used in Word (Contains, tabs, groups and buttons) |
| Groups | Special section in a tab  Example: Home tab, font group |
| Tabs | On top of the ribbon  Ex. Home, insert, page layout etc. |
| Buttons | Individual buttons for special functions on the ribbon |
| Font size and type | Home tab then choose font size and for type Select type by scrolling or typing in title of type |
| Open in X or Y drive and save in H drive | Open document in X drive and then SAVE AS in H drive  WHY? So you do not have to retype info in a document |
| Save in H drive | Personal folder – you can access using your id and pw |
| Login to Wesleyan Network | You must use your ID and Password |
| What is the H drive? | The drive for your personal document are stored on the Wesleyan Network  You can open it at home and on Wesleyan campus |
| What is the X drive? | A drive where teachers can put documents for students to open and read but cannot make changes to the document. (read only documents) |
| What is the Y drive? | Y drive teachers and students save |
| Bullets | Home tab, Paragraph group, bullet button  How to add and delete |
| Insert shape with fill and lines  (How to move and size) | Go to Insert, shape button and choose a shape.  Click on shape to access format button to change fill and line color/size. |
| Insert text box  (How to move and size) | Go to Insert, Text box |
| Remove spaces between lines  **(automatically put there by Word)** | Select the lines where you have the extra space (with white arrow)  Home tab, paragraph group, line spacing button-go to bottom and click on remove space after paragraph. |
| Add a line to a list | Go to end of previous line and hit enter  OR Go to beginning of the line and hit enter to move information down |
| Delete a line in a list | Use white arrow to select line that you want to delete and hit delete key on your keyboard |