Using Word 2011®
at
Kennesaw State University

Getting Started

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Introduction

Office 2011® has been designed specifically for the Mac® computer. Each Mac at Kennesaw State University includes the following *Office 2011* products: *Word®, Excel®,* and *PowerPoint®.* These packages will help you to develop useful documents, manage data, and create powerful presentations. This booklet, recommended for intermediate-level Macintosh® users, has been developed to help you get started with *Word 2011*.

Learning Objectives

The learning objectives in this document include:

- Having the ability to access *Word 2011* on the computer
- Being able to create documents using the ribbon
- Knowing how to insert a table
- Understanding how to insert clipart
- Having the ability to place headers and footers
- Knowing how to insert page numbers
- Being aware of the *Standard* and *Formatting* toolbars
- Knowing the location and function of the *Undo* button
- Understanding how to use the *Spell Checker*
- Having the ability to print
- Being able to convert a document to PDF
- Knowing how to save

Opening *Word 2011*

The following instructions explain how to open *Word 2011* on your *Mac*.

1. Double-click the *Finder* icon on the dock.
2. In the *Macintosh* window that appears, double-click the *Applications* folder.
3. In the *Applications* folder that appears, double-click the *Microsoft Office 2011* folder.
4. In the *Microsoft Office 2011* window, double-click the icon for *Microsoft Word 2011* and the software package will open.

Creating a New Document

To create a new document in *Word 2011*, follow the steps below.

1. Open *Microsoft Word 2011* and make certain that it is the active program on your desktop.
2. From the menu options in the upper-left corner of the screen, select *File*.
3. Then, select *New Blank Document*.

Formatting Options on the Home Tab

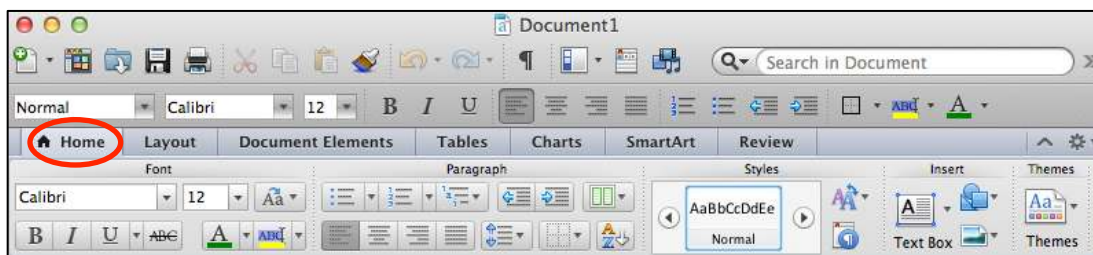*Word 2011* has a variety of formatting options on the *Home* tab (see *Figure 1*).

Figure 1 – Home Tab

Some of the commonly used categories include the following:

Font Options – This area of the ribbon allows you to change the font; increase the size of the text; apply colors to the text; and make the text bold, italicized, and underlined (see *Figure 2*).
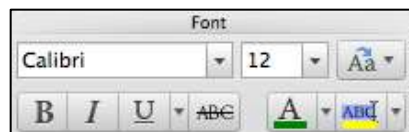

Figure 2 – Font