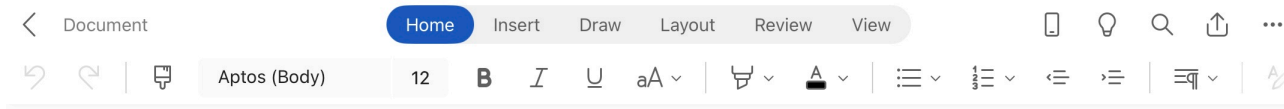




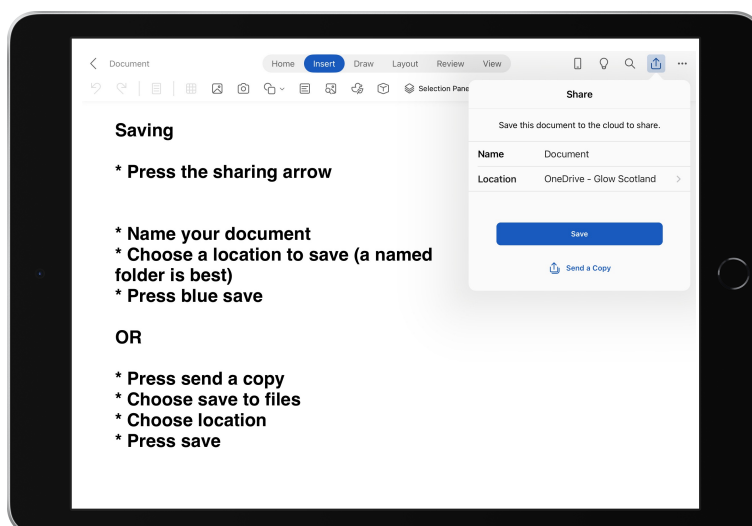
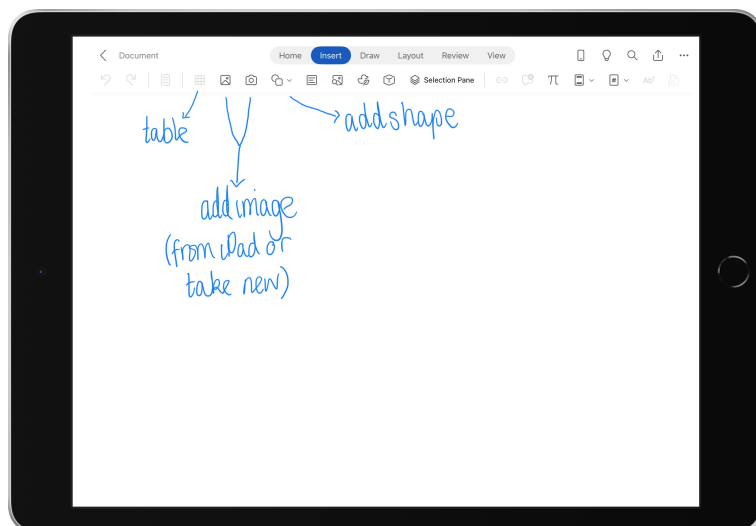
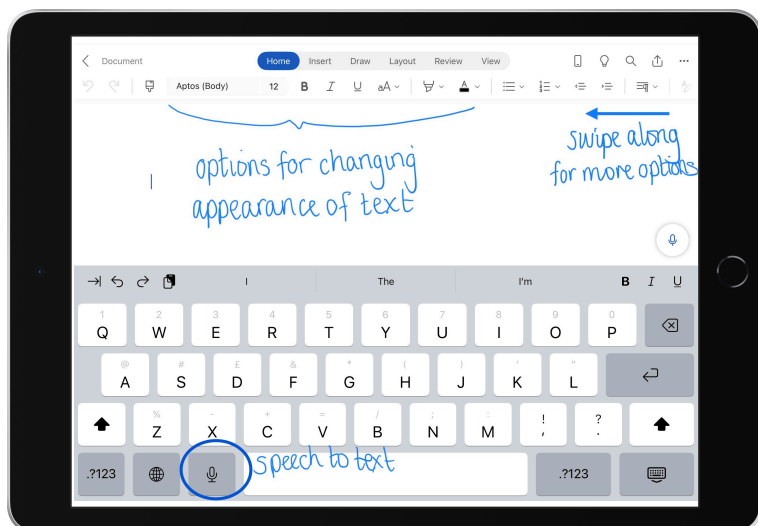
# A Quick Guide to: Word on iPad



The area along the top of the screen is called the ribbon. This is a set of toolbars to help you quickly find the commands that you need.

On the upper ribbon are the menu options, selecting one of these words (turns blue) changes the ribbon toolbar.

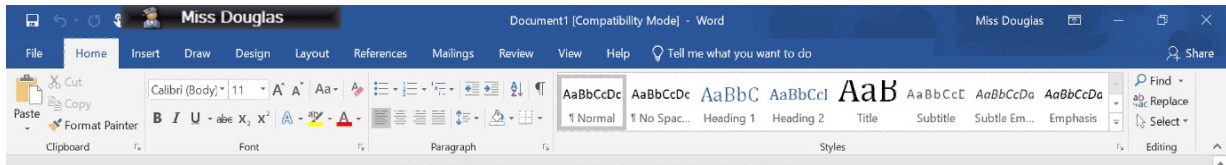
The toolbar is organised into groups which are sets of closely related commands.



Learn more on this [Microsoft Learns course](#)



# A Quick Guide to: Word on desktop

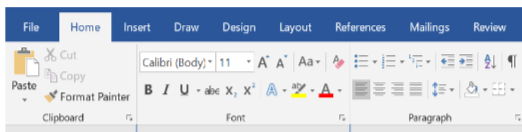


The area along the top of the screen is called the ribbon. This is a set of toolbars to help you quickly find the commands that you need.

On the blue upper ribbon are the menu options, selecting one of these words changes the lower ribbon toolbar.

The toolbar is organised into groups which are sets of closely related commands.

## Closer look at HOME - grouping



In this group, you can move text around

- Cut
- Copy
- Paste

Also some extra paste options in the drop down

In this group, you can change the appearance of the text

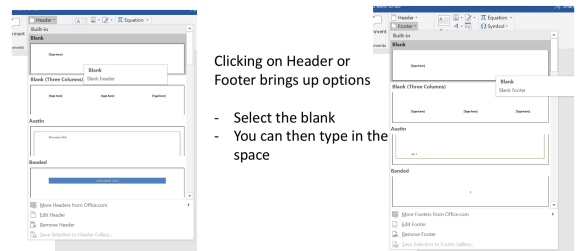
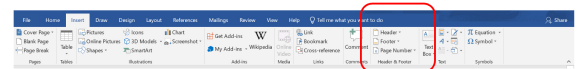
- Font
- Size
- Bold / italic / underline
- Colour

Most have drop down options

In this group, you can change the layout

- Justification (left, centre, right, justified)
- Line Spacing
- Bullet points
- Align text to left or right of the page

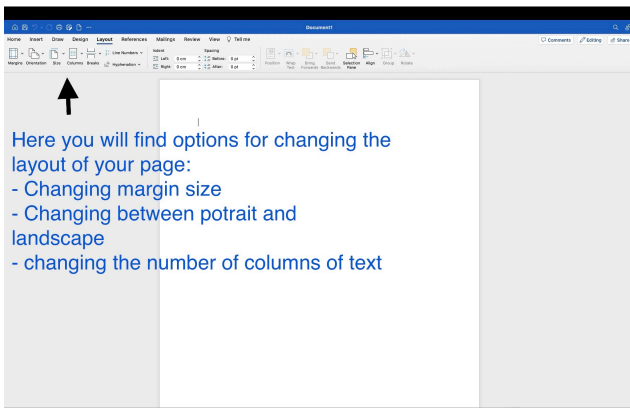
## Headers and Footers



Clicking on Header or Footer brings up options

- Select the blank
- You can then type in the space

## Layout



Here you will find options for changing the layout of your page:

- Changing margin size
- Changing between portrait and landscape
- changing the number of columns of text

## Saving

- To save, select 'File' from the top left



- This opens up a new window, select save as
- you can then 'browse' to find a location (a clearly labelled folder is best) and name your file

