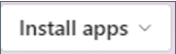



## Session Handout: Introduction to Microsoft Word



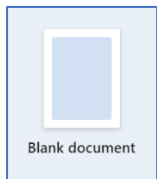
### Downloading Microsoft Office applications

1. Go to <https://www.office.com>
2. Log in using your Arden email address (stu\_\_\_\_\_@ardenuniversity.ac.uk) and password.
3. Next, look for the  icon in the top right of the screen.
4. If you want to all install all of the MS Office apps, select .
5. A file named 'OfficeSetup' will download. **Open** the file and **select 'yes'** to install Office, then follow the on-screen instructions.
6. Open any of the apps, then sign in using your Arden Credentials if asked.

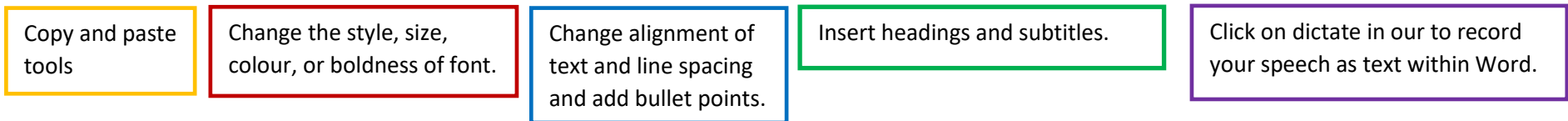
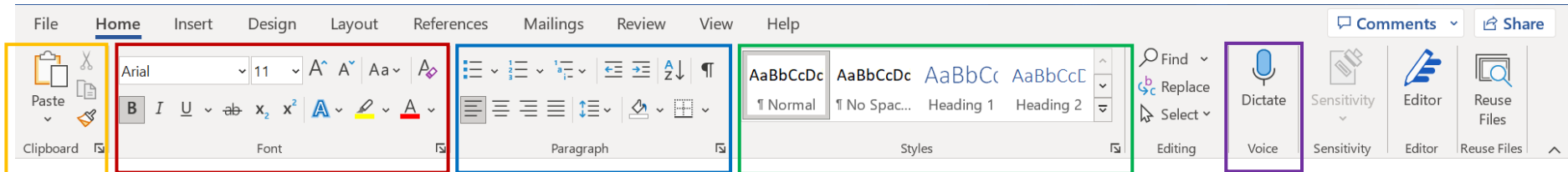
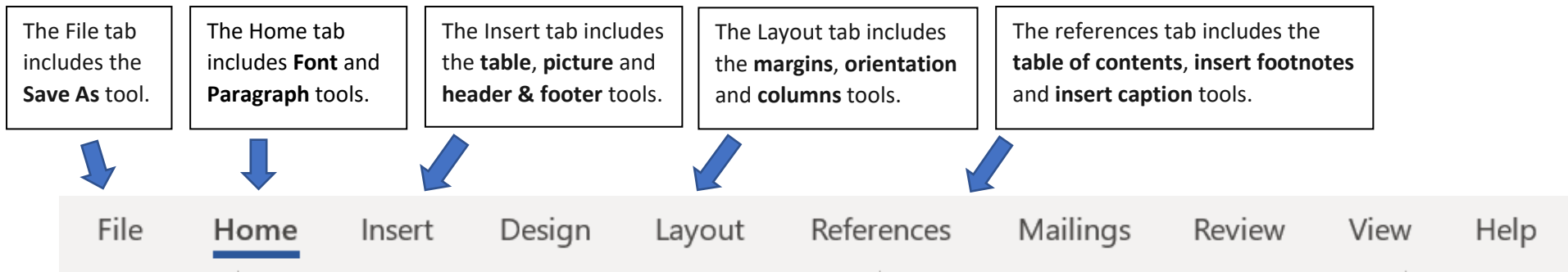
**It is recommended that you download the Microsoft Word application to your desktop or device for improved functionality and a wider range of tools.**



Double-click on the Microsoft Word icon in order to open the program.



Double-click on the Blank document icon in order to open a new Word document.



### Spelling and grammar corrections

Microsoft Word will flag spelling or grammar errors within a text. Corrections will appear if you click on underlined words or phrases.

document

A word underlined in **red** denotes a spelling mistake.

footnotes

A word underlined in **blue** denotes a grammar mistake.