

Create Personal Stationery Using Word 2003

1. Open your word processor.
2. Click the Word icon on the desktop or click Start, All Programs, Microsoft Word in the Start Menu to load the program and open a blank Word processing document.
3. Click on Tool Bar -Center Text by clicking on Ctrl E or selecting the Center Alignment Icon.

SETTING UP STATIONERY WITH YOUR NAME & ADDRESS, ETC.

1. Type your name - press ENTER.
2. Type your street Address - press ENTER.
3. Type your city, state & zip - press ENTER.
4. Type your phone number (if you want it to appear) - press ENTER.
5. Type your e-mail address (If you want it to appear) - press ENTER.
6. Highlight Your name to change the Font and/or Font size.
7. Change Font Type, Size or Color.
 - a. Click at the beginning of the Text you want to edit and drag the cursor over the text or press Ctrl+A to select all the text.
 - b. Click the desired icon on the Formatting Toolbar: **Font Type, Font Size, Bold Font, Italic Font, Underline Font or Font Color.**
8. Press Ctrl+L to move the Cursor to the left side of Document.
9. Save Document by going to the FILE menu and click on "SAVE AS".
10. Give Document a name: ie, My Personal Stationery.
11. Click on Save.
12. The computer will save your document in the "My Documents" folder.

(Over)

Some Windows program key combinations

- CTRL+C: Copy
- CTRL+X: Cut
- CTRL+V: Paste
- CTRL+Z: Undo
- CTRL+B: Bold
- CTRL+U: Underline
- CTRL+I: Italic
- CTRL+P: Print
- CTRL+A: Highlight Text
- CTRL+E: Center Text