

FINTEACH MOZAMBIQUE Microsoft Word LESSON 1

Welcome to FinTeach! This manual is designed to provide FinTeach Mozambique students with a comprehensive, step-by-step introduction to Microsoft Word. Authored by Gustavo Alexandre and Marcelo Louis, this guide will help you master essential Word functions, enabling you to create clear, well-organized documents for both academic and professional use. Even if you're new to Word, don't worry – we'll guide you through each feature.



Getting Started: Opening Microsoft Word



Locate the Search Bar

On your computer's taskbar (usually at the bottom of the screen), find the search bar or the Windows Start button.



Type 'Word'

In the search bar, type "Word" to quickly find the application.

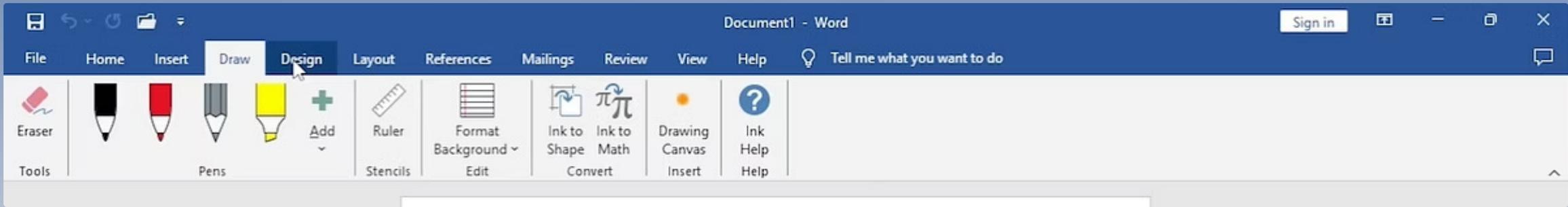


Open Microsoft Word

Click on the Microsoft Word application icon that appears in the search results to launch the program.

Microsoft Word is a powerful tool for typing and editing various text documents, such as letters, résumés, reports, and school assignments. It's an indispensable skill for academic success and professional communication.





Understanding the Microsoft Word Interface



The Home Tab

This is the most frequently used tab, offering quick access to essential text formatting options.



Formatting Tools

Here, you'll find options to change fonts, text size, colours, alignment, and apply bold, italic, or underline styles.



Blank Document Area

This is your workspace, where you type and edit your content. It appears as a white page ready for your text.

Upon opening Word, you'll see a user-friendly interface. The 'Home' tab is your primary control centre for text formatting, making it incredibly easy to customise your document's appearance.

Basic Text Entry and Formatting

Typing Your Content

Start by typing your desired text directly onto the blank page. For example, you could write a short introductory paragraph.

Selecting Text

To apply formatting, you must first select the text you wish to modify. Click and drag your mouse over the text.

These fundamental formatting tools are crucial for creating readable and visually appealing documents. Experiment with different options to see their effects.

Changing Font and Size

From the 'Home' tab, use the dropdown menus to select 'Times New Roman' for the font and '12' for the size.

Text Alignment

Use the alignment buttons to 'Justify' the main text (evenly spaced edges) and 'Centre' your title. Apply 'Bold' to the title for emphasis.

Emphasising Text: Italic and Colour

I

Applying Italics

Select the text you want to italicise, then click the 'I' button in the 'Font' group on the 'Home' tab. This is great for emphasis or distinguishing certain phrases.



Changing Text Colour

Select the text you wish to colour. Then, click the 'Font Color' button (usually an 'A' with a coloured underline) on the 'Home' tab and choose your desired shade from the palette.



Consistency is Key

While experimenting, remember that consistent formatting enhances document readability and professionalism. Use these tools to highlight important information without overwhelming the reader.

Beyond basic font changes, italics and text colour allow for subtle yet effective emphasis. These tools help draw attention to specific words or phrases, making your document more dynamic and informative.

Inserting Images into Your Document

Navigate to the 'Insert' Tab

On the Word Ribbon, locate and click the 'Insert' tab.

Select 'Pictures'

Within the 'Illustrations' group, click on the 'Pictures' option.

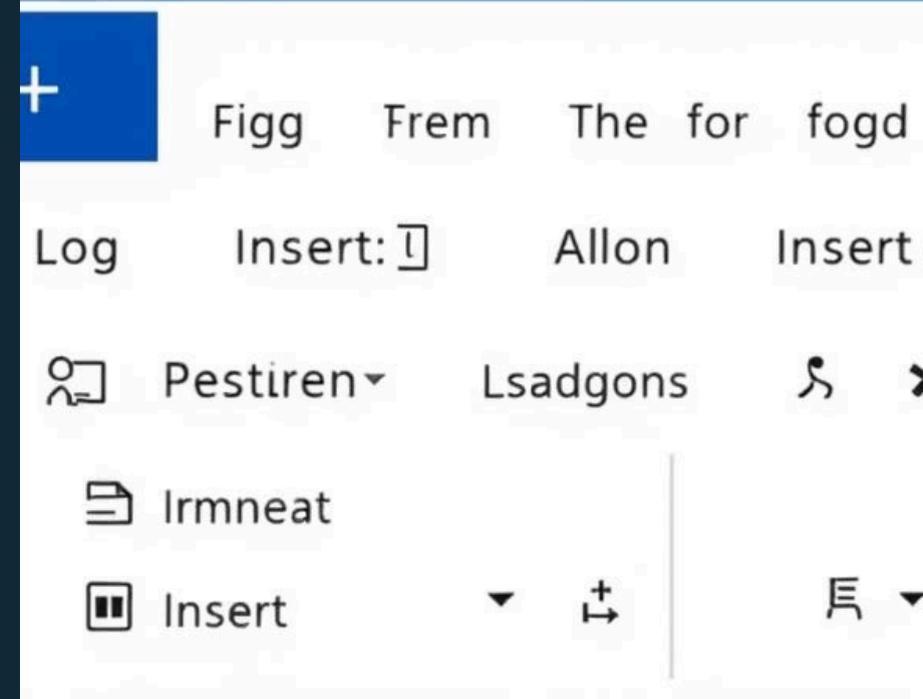
Choose Image Source

You'll be given two options: 'This Device' (for images saved on your computer) or 'Online Pictures' (to search for images online).

Select and Insert

Browse to your desired image, click on it, and then press 'Insert' or 'Enter'. The image will appear in your document.

Adding images can significantly enhance your document's visual appeal and clarify your message. Ensure the images you choose are relevant to your content and complement the text.





Saving Your Document

1 Click the 'File' Tab

Located in the top-left corner of your Word window.

2 Select 'Save As'

This option allows you to choose the location and name for your document. If it's a new document, 'Save' will also direct you here.

3 Choose a Location

Browse to a folder on your computer where you want to store your document (e.g., 'Documents' or a specific project folder).

4 Name Your Document

Type a descriptive name in the 'File name' box, then click 'Save'.

Saving your work regularly is crucial to prevent data loss. The 'Save As' function provides control over where your documents are stored, making them easy to find later.

Exercises: Put Your Skills to the Test

Exercise 1: Document Creation

Create a new Word document. Type a short paragraph about FinTech Mozambique, ensuring it has at least three sentences. Apply bold formatting to the phrase "FinTech Mozambique".

Exercise 2: Formatting Practice

Select your entire paragraph from Exercise 1. Change the font to Arial, the size to 11, and the text colour to blue. Justify the text. Make the first sentence italic.

Exercise 3: Image Insertion & Saving

Insert any image from your computer into the document you created. Save the document as "FinTech_Word_Practice" in your 'Documents' folder.

Practice is key to mastering new skills. Complete these exercises to solidify your understanding of basic Microsoft Word functions. Don't hesitate to refer back to the manual as needed.

Homework: Applying Your Knowledge

Task: Create a Personal Bio

Write a one-page document titled "My FinTech Journey". In this document:

- Introduce yourself (your name, what you hope to achieve with FinTech).
- Write a paragraph about why you joined FinTech and what you expect to learn.
- Include at least three sentences in Times New Roman, size 12, justified.
- Add a professional-looking photo of yourself (or a relevant placeholder image if you prefer not to use your own photo).
- Ensure your title is bold and centred, and your name is in italics.
- Save the document as "YourName_FinTechBio.docx".

Submission and Support

Submit your completed homework document via the chat feature within the FinTech platform. If you encounter any difficulties or have questions, please use the platform's chat to reach out to Gustavo Alexandre or Marcelo Louis. We are here to support your learning journey every step of the way!

We look forward to seeing your creativity and newfound Word skills!

Conclusion and Next Steps

Congratulations! You have successfully completed your first basic Microsoft Word lesson with FinTech Mozambique. You now possess the foundational skills to type, format, insert images, and save documents in Word. This is a significant step towards enhancing your academic and professional productivity.

Keep practicing what you've learned today. Consistency is key to mastery. In our next class, we will delve into creating professional résumés and utilising ready-made templates to streamline your document creation process, making your work even more efficient.

Remember, your learning journey is our priority. Feel free to ask any questions and submit your homework through the chat within the FinTech platform. We are always ready to assist you.

See you in the next class!