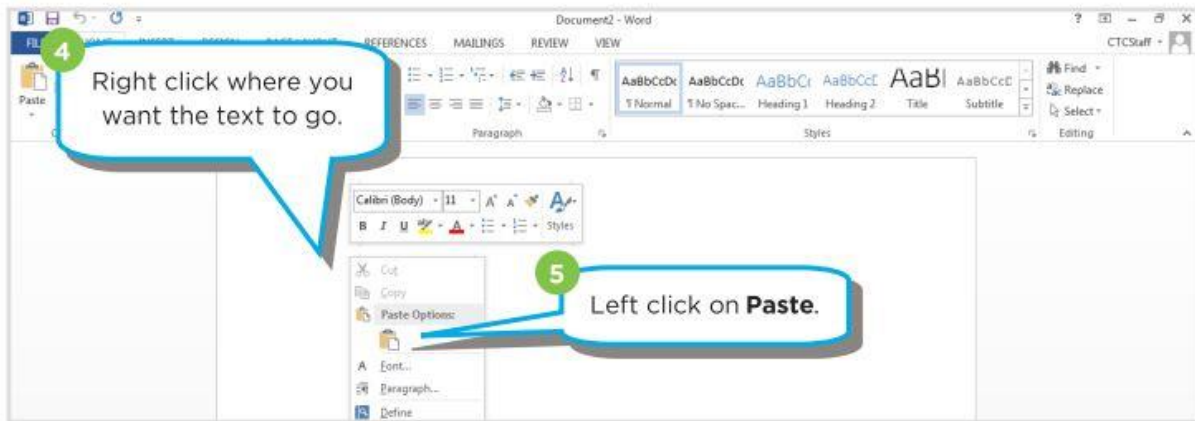
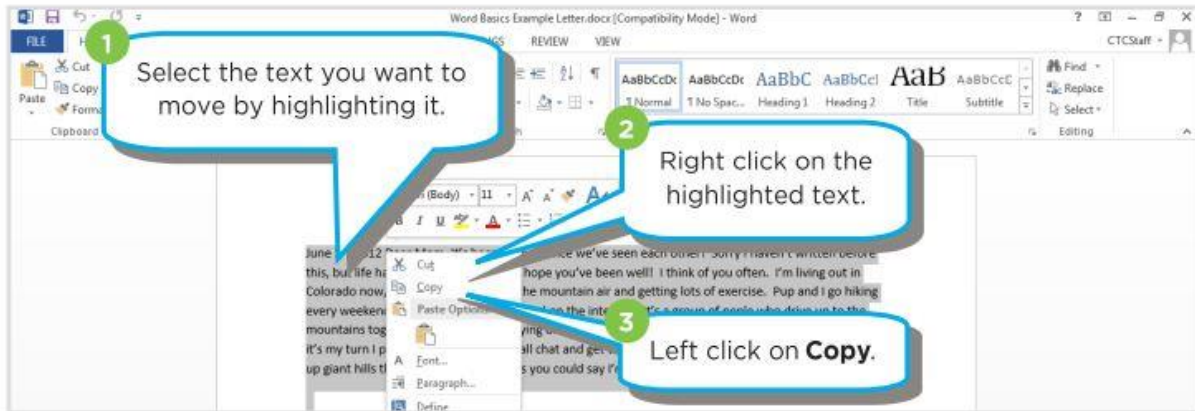


Vocabulary

- **Font:** The handwriting of the computer, it is the shape, size and color of the letters of the page.
- **Paragraph:** A block of text; the paragraph grouping gives you control over the alignment of text.

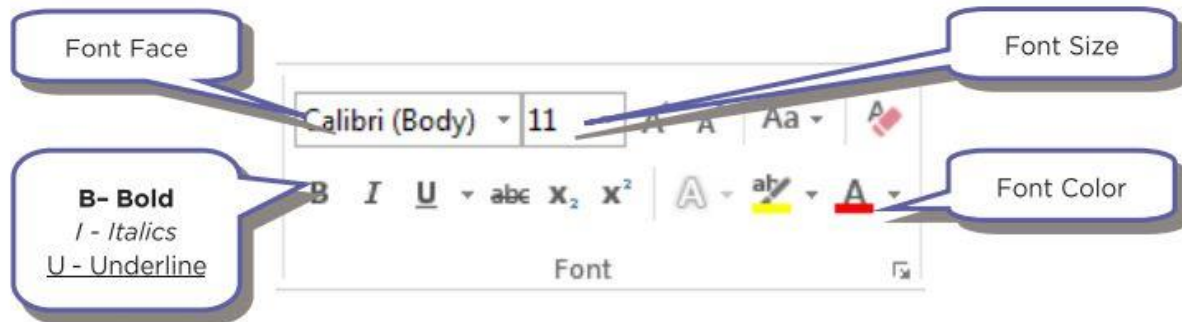
Copy and Paste

Move text around between documents or even between software!

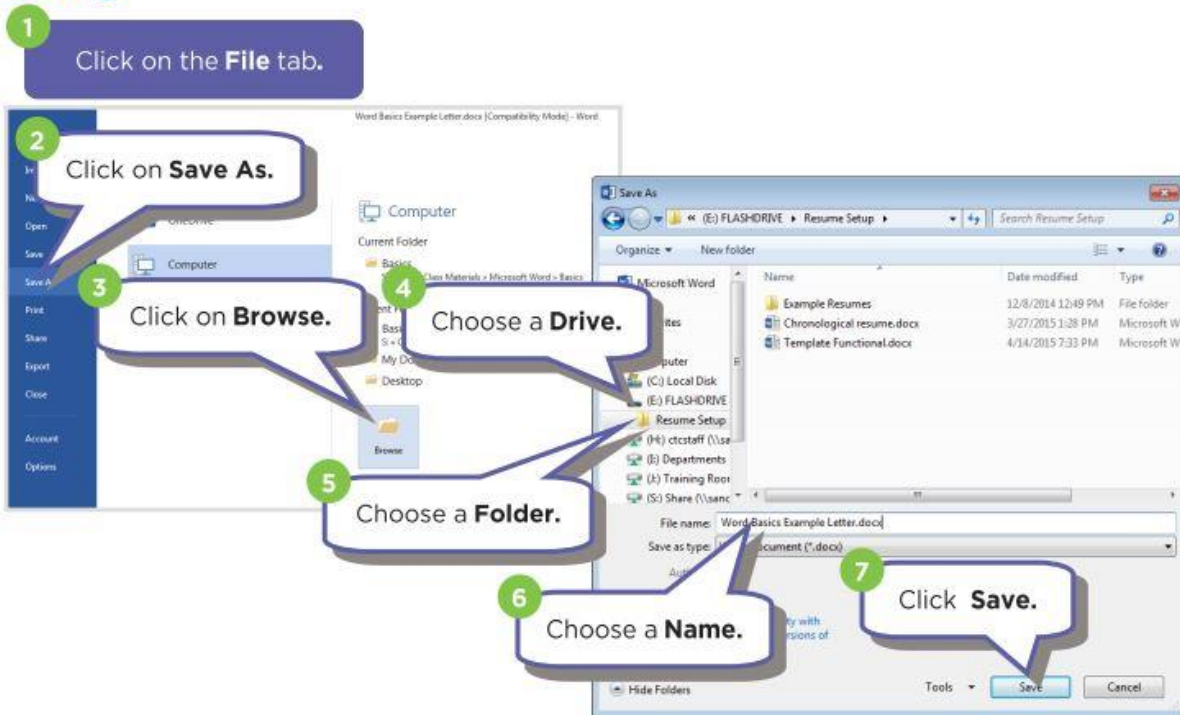


Font

Font is the way the text looks. The letters stay the same, but the shape, size or color may change. To change the font, always start by highlighting the text.



Saving



Need more help?

- Be sure to sign up for another class at the Baldwin Borough Public Library.
- Check out a book from the library to learn more.
- Come to the library and practice on a library computer.
- Visit: <http://www.gcflearnfree.org/popular/word2013>. This page contains some review on Microsoft Word.
- Call Pam at the Baldwin Borough Public Library and schedule a one-on-one appointment: 412-885-2255.