Microsoft Word
The Basics

The ribbon:

Replaces toolbars and menus to help you find functions faster

Font & Style:

- Select font using drop down menu
- Select size using drop down menu

Align text left, align text to center, align text right and justify

- Highlight text then select Bold, Italic, underline, etc. to change
- Highlight text and select new font or size to change

Spelling and grammar:

Spelling mistakes will be underlined in red. Grammar will be underlined in green. Right clicking on the word will give you options to fix or ignore the mistake. You can also check your document using spell check

Margins:

Invisible borders on a page. Can be adjusted under the page layout tab