



Ann Arbor District Library Computer Classes

AADL offers hands-on computer classes on a variety of topics at all Library locations. AADL also provides access to a variety of online learning and research resources. For more information, check out the following links:

Schedule of computer classes: aadl.org/classes

Review online skills-building resources: aadl.org/services

Review online research resources: aadl.org/research

Word Basics

Learn the basics and practice copy and paste, formatting text, and saving.

Learning Goals

Go to aadl.org/handouts, choose a class, and click on a learning goal for step-by-step instructions:

[The Main Parts](#)

[The Quick Access Toolbar](#)

[Backstage](#)

[The Ribbon](#)

[Ribbon Access Keys](#)

[Show and Hide Rulers](#)

[Zoom](#)

[Start Typing](#)

[Mini Toolbar](#)

[Move the Cursor](#)

[Scrolling](#)

[Spelling and Grammar Mistakes](#)

[Select Text](#)

[Format Text](#)

[Line Spacing](#)

[Add or Remove Line Numbers](#)

[Text Alignment](#)

[Open a Document](#)

[Page Margins](#)

[More About Page Margins](#)

[Cut and Paste](#)

[Undo](#)

[Save, Print, and Close](#)

[Keyboard Shortcuts](#)

Books

[Easy Microsoft Word 2010](#), by Sherry Kinkoph Gunter, Call number: 005.36 Wo

[Word 2010](#), by Elaine J. Marmel, Call number: 005.36 Wo

[Microsoft Word 2010 Bible](#), by Herbert L. Tyson, Call number: 005.36 Wo