





 **Microsoft Office Button** contains most of the choices that the File menu had like saving and printing

 Click to save the current document for later use

 Click Undo if you make a mistake

 Click to get the office assistant

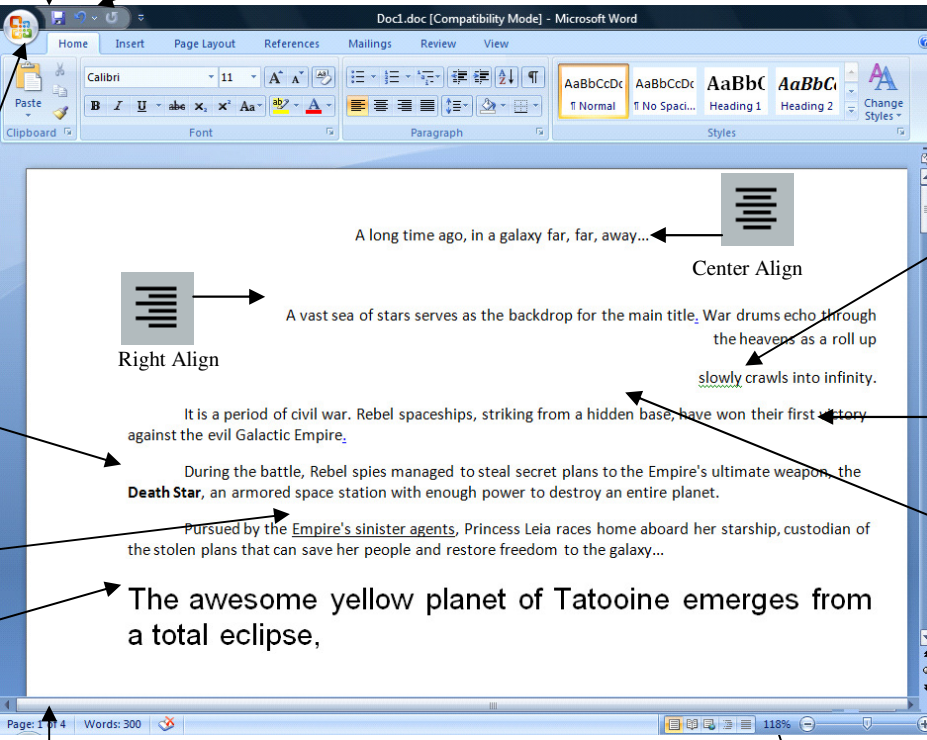
 **New**  
Click **New Blank Document** to start a new document.

 **B**  
Bold

 **U**  
Underline

Use the **Font** and **Font Size** buttons to change the appearance of text in your document.






Read the **Status bar** for information about your document.

**Wavy underlines**  
Shows spelling mistakes (RED) or grammar problems (GREEN)


 **Left Align**


 **I** **Italic**

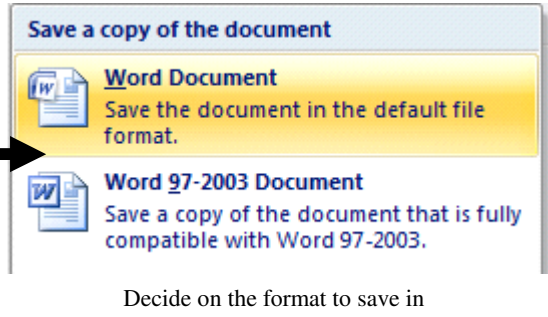


Changes the way you see what you are working on. It will **not** affect printing.

## Saving

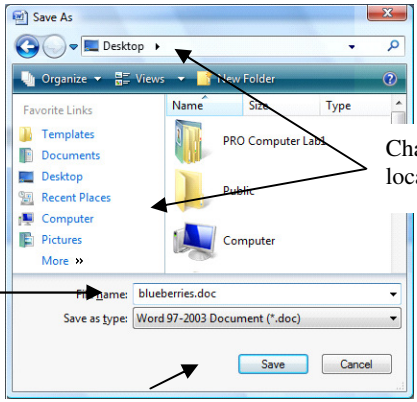
 **Save**  
Click

 **Save As**  
Choose



Decide on the format to save in

To keep a document for later you must **Save as** first. Give it a name and location



Change name here

Change location here

Once it has a name and location, click the save button to save changes

## Editing Tools

**Paste**  
Click the paste button as many times as you want the item

**Cut**  
Select the text and click the **cut button**. Then click where you would want the text. Click the paste button

**Copy**  
Select the text and click on the **copy button**. Then click where you would want the text. Click the paste button.

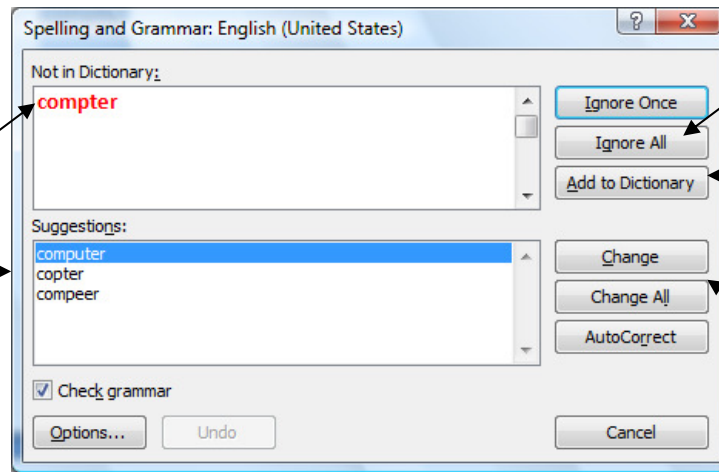
## Spell Check

Press to check spelling



Misspelled word

Click on a word that will replace the misspelled word



If you do not want to correct an item press this button

If the word is spelled correctly and you will use it again

After choosing a suggested word press change to change the word

## To Change the style of writing

1. **Select** the text you want to change.
2. Click the **arrows** next to the Font or Font Size boxes.
3. Choose the **font** or **font size** you want.



## Undoing a mistake

Click the left arrow to undo one step at a time



Click the right arrow to redo one step at a time

Use the small arrow to see the list of actions to undo or redo

## To Select Text

Before you can change text, you must select it.

(Do one of the following.)

- Double-click a word to select it.
- Triple-click to select a sentence or paragraph
- Click and hold to select one or more words.
- Click the edit menu and choose select all

Click the Microsoft Office Button to get all the printing choices



**Preview and print the document**



**Print**

Select a printer, number of copies, and other printing options before printing.



**Quick Print**

Send the document directly to the default printer without making changes.



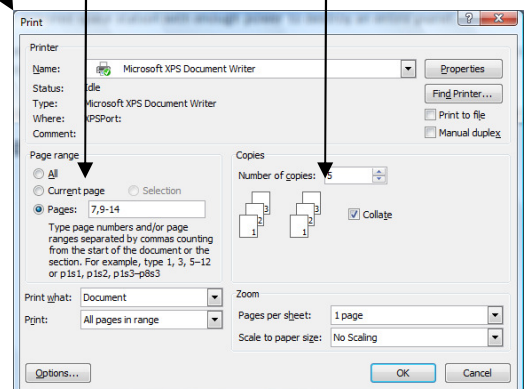
**Print Preview**

Preview and make changes to pages before printing.

## Printing Window

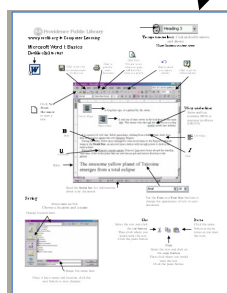
Change what pages or text is printed

How many copies would you like?



## Print Preview

It is tiny so you can look at the entire layout  
Used to save money, ink, and paper



Your arrow changes to a magnifying glass.  
Use it to get a closer look