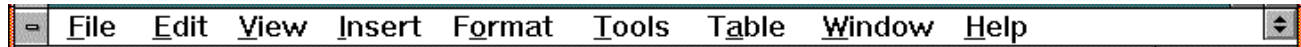


# Microsoft Word

The **Menu Bar** is used to access pull-down lists of Word document processing commands. Menus can be opened by clicking on them or by holding down the ALT key and pressing the underlined letter in a menu's name.



<b>Open a File</b>	Select the <b>File</b> menu, then <b>Open</b> . Select the file to be opened, then click <b>OK</b> .
<b>Close a File</b>	Select the <b>File</b> menu, then <b>Close</b> .
<b>Create a New File</b>	Select the <b>File</b> menu, then <b>New</b> . Select the template to be used, then click <b>OK</b> .
<b>Format a Font</b>	Highlight the text to be edited. Select the <b>Format</b> menu, then <b>Font</b> . Choose your new settings, then click <b>OK</b> .
<b>Edit Tab Stops</b>	Select the <b>Format</b> menu, then <b>Tabs</b> . Select new tab settings, then click <b>OK</b> .
<b>Cut, Copy, &amp; Paste</b>	Highlight the text to be copied or moved. Select the <b>Edit</b> menu, then <b>Cut</b> or <b>Copy</b> . Place the cursor where the text should appear. Select the <b>Edit</b> menu, then <b>Paste</b> .
<b>Undo a function</b>	Select the <b>Edit</b> menu, then <b>Undo</b> .
<b>Repeat a function</b>	Select the <b>Edit</b> menu, then <b>Repeat</b> .
<b>Search for info.</b>	Select the <b>Edit</b> menu, then <b>Find</b> . Enter the information to be found, then click <b>Find Next</b> .
<b>Search &amp; Replace</b>	Select the <b>Edit</b> menu, then <b>Replace</b> . Enter the information to be found. Enter the information to replace it. Click <b>Find Next</b> , <b>Replace</b> , or <b>Replace All</b> .
<b>Set Page Breaks</b>	Select the <b>Insert</b> menu, then <b>Break</b> .
<b>Go To...Feature</b>	Select the <b>Edit</b> menu, then <b>Go To</b> . Choose the place where you want to go, then click <b>Next</b> .
<b>Create Page #s</b>	Select the <b>Insert</b> menu, then <b>Page Numbers</b> . Choose your options, then click <b>OK</b> .
<b>Automatic Date &amp; Time</b>	Select the <b>Insert</b> menu, then <b>Date and Time</b> . Choose the appropriate format, then click <b>OK</b> .
<b>Add an Annotation</b>	Select the <b>Insert</b> menu, then <b>Annotation</b> .
<b>Hyphenation Feature</b>	Select the <b>Tools</b> menu, then <b>Hyphenation</b> . Choose your settings, then click <b>OK</b> .
<b>Format Margins</b>	Select the <b>File</b> menu, then <b>Page Setup</b> , then click the <b>Margins</b> tab. Choose your settings, then click <b>OK</b> .
<b>Format Paper Size</b>	Select the <b>File</b> menu, then <b>Page Setup</b> , then click the <b>Paper Size</b> tab. Choose your settings, then click <b>OK</b> .
<b>Format Paper Source</b>	Select the <b>File</b> menu, then <b>Page Setup</b> , then click the <b>Paper Source</b> tab. Choose your settings, then click <b>OK</b> .
<b>Format Page Layout</b>	Select the <b>File</b> menu, then <b>Page Setup</b> , then click the <b>Layout</b> tab. Choose your settings, then click <b>OK</b> .
<b>Format Paragraph Indents &amp; Spacing</b>	Select the <b>Format</b> menu, then <b>Paragraph</b> , then click the <b>Indents and Spacing</b> tab. Choose your desired settings, then click <b>OK</b> .
<b>Format Paragraph Text Flow</b>	Select the <b>Format</b> menu, then <b>Paragraph</b> , then click the <b>Text Flow</b> tab. Choose your desired settings, then click <b>OK</b> .
<b>Headers &amp; Footers</b>	Select the <b>View</b> menu, then <b>Header and Footer</b> . Begin typing.
<b>Spell Check</b>	Position the cursor where you want the Grammar checker to begin, or select a block of text. Select the <b>Tools</b> menu, then <b>Spelling</b> . Make appropriate corrections.
<b>Grammar Check</b>	Position the cursor where you want the Grammar checker to begin, or select a block of text. Select the <b>Tools</b> menu, then <b>Grammar</b> . Make appropriate corrections.
<b>Thesaurus Check</b>	Place the cursor within or immediately after the work you wish to replace. Select the <b>Tools</b> menu, then <b>Thesaurus</b> . Make appropriate corrections.
<b>Count Words</b>	Select the <b>Tools</b> menu, then <b>Word Count</b> .
<b>Preview document</b>	Select the <b>File</b> menu, then <b>Print Preview</b> .
<b>Print a document</b>	Select the <b>File</b> menu, then <b>Print</b> .

