

MS Word – Tips

- **Save/Save As**

Use “Save” when saving a file under the same name. Use “Save As” when saving a file under a different name.

- **Printing**

Print Preview: will show document as it will look when printed.

Print: allows the user to choose a print area (a selection or the entire document) or the number of copies.

To cancel a print job, press “Cancel” if the background is not visible. If the background is visible, click on the printer icon in the status bar (bottom of screen). Press “Cancel.”

- **Page Setup**

Page setup will allows the user to change margins, transfer from “portrait” to “landscape,” and setup the layout for headers and footers.

- **Help**

MS Word Help: Allows the user to “ask” Mr. Clippit specific “how to” questions.

Index: Allows the user to look up specific topics.

“What’s This?”: Click on this icon and follow by a click on the document to find out more information.