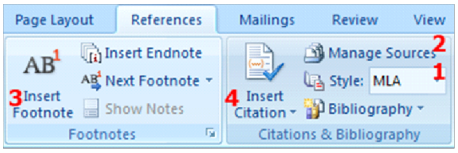
The following will briefly introduce you to Microsoft Word:

1. Recall the Windows paradigm
    a. Select, and then do…
    b. You must highlight the text you wish to work on
2. Use the menu and tool bars
    a. Bubble help, point to a button and it will identify itself
    b. Locating a button that is not currently visible
3. The Word paradigm: Create, Edit, Format
    a. Create a new document
        i. Page setup
        ii. [Enter] begins a new paragraph, may double space
        iii. [Shift]+[Enter] begins a new line, single space
        iv. Save a file
            1. Save in
            2. Document name
            3. Document type

    b. Edit an existing document
        i. Undo
        ii. Spell check (right click the red underline)
            1. Automatic
            2. On demand (with grammar check)
        iii. select text in order to
            1. move the text
            2. cut or copy the text
            3. paste the text
        iv. Insert tab to insert a table
            1. formula
        v. Insert tab to insert an image
        vi. Reference tab, insert footnotes
        vii. Insert tab, header/footer



    c. Format
        i. Font
            1. Size
            2. Color
            3. Attributes
        ii. Styles
        iii. Paragraphs
        iv. Alignment
4. Print
    a. Office button
    b. Print dialog box