

IN BRIEFS

Word - Section 1

Open Document

1. Click File tab.
2. Click Open button.
3. Double-click document name.

Save Document

1. Click Save button on Quick Access toolbar.
2. Type document name.
3. Click Save or press Enter.

Display Find and Replace Dialog Box with Go To Tab Selected

1. Click Select Browse Object button.
2. Click *Go To* option.

Check Spelling and Grammar

1. Click Review tab.
2. Click Spelling & Grammar button in Proofing group.
3. Ignore or change as needed.
4. Click OK.

Add AutoCorrect Entry

1. Click File tab, then click Options button.
2. Click *Proofing*.
3. Click AutoCorrect Options button.
4. Type text in *Replace* text box.
5. Type text in *With* text box.
6. Click Add button.
7. Click OK.
8. Click OK.

Use Thesaurus

1. Click in desired word.
2. Click Review tab.
3. Click Thesaurus button.
4. Click down-pointing arrow at right of desired word.
5. Click *Insert*.

Display Draft View

1. Click View tab.
2. Click Draft button in Document Views group.

OR

Click Draft button in View area on Status bar.

Display Full Screen Reading View

1. Click View tab.
2. Click Full Screen Reading button in Document Views group.

OR

Click Full Screen Reading button in View area on Status bar.

Display Navigation Pane

1. Click View tab.
2. Click *Navigation Pane* check box.

Find and Replace Text

1. Click Replace button.
2. Type find text.
3. Press Tab key.
4. Type replace text.
5. Click Replace All button.

Use Help

1. Click Microsoft Office Word Help button.
2. Click desired option in Word Help window.

Print a Document

1. Click File tab.
2. Click Print tab.
3. Click Print button.

Print a Specific Page

1. Click File tab.
2. Click Print tab.
3. Click in *Pages* text box.
4. Type desired page number.
5. Click Print button.

Print Current Page

1. Position insertion point in desired page.
2. Click File tab.
3. Click top gallery in Settings category.
5. Click *Print Current Page* at drop-down list.

Create Document Using Template

1. Click File tab.
2. Click New tab.
3. Click desired template.
4. Click Create button.

Create Folder

1. Click File tab, then click Open button.
2. Click New Folder button.
3. Type folder name.
4. Press Enter.

Save Document in Different Format

1. Open document.
2. Click file tab, then click Save As button.
3. Type document name.
4. Change *Save as type* option to desired format.
5. Click Save button.