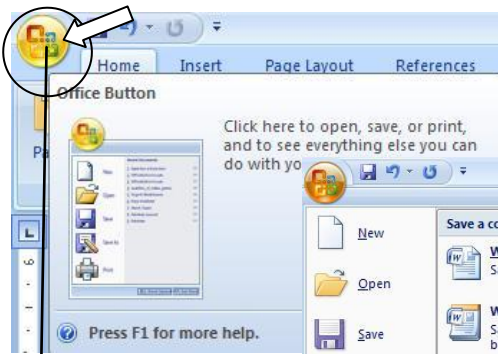
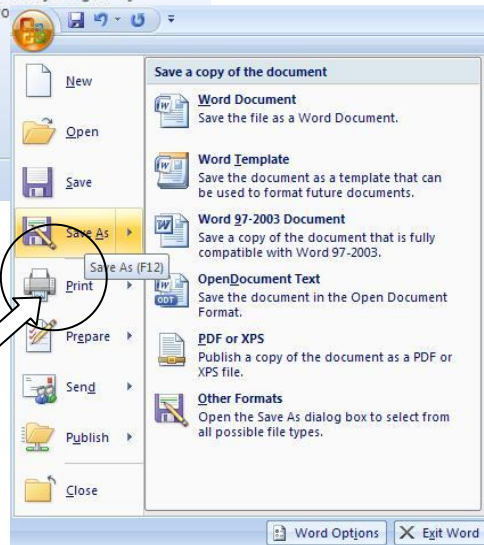


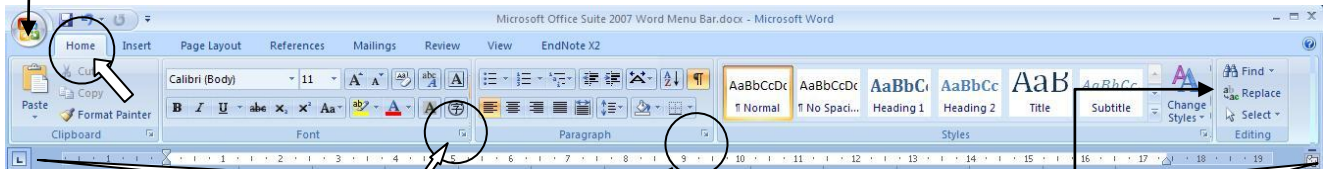
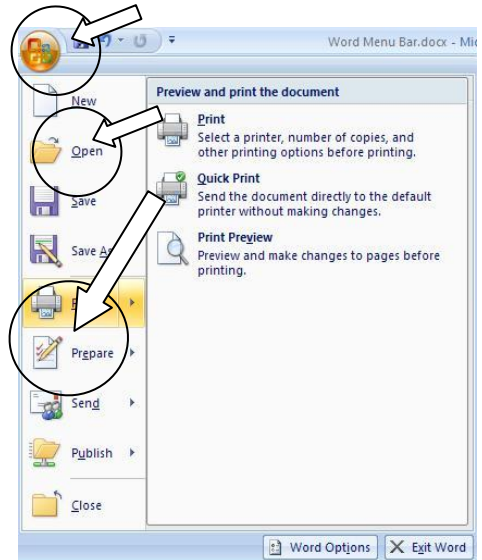
**MICROSOFT OFFICE SUITE 2007
HINTS AND TIPS: MICROSOFT WORD MENU BAR.**



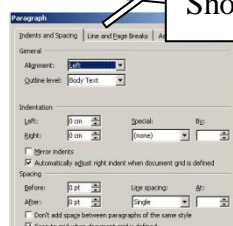
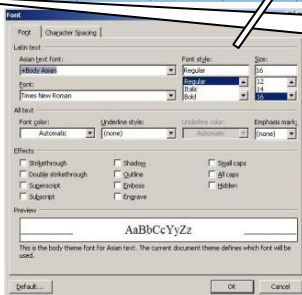
The “Office Button” hides the “New, Open, Save, and Print functions, to access these, press the left mouse button on the Office Button Icon



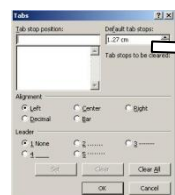
Save your document in required format to the Hard Drive or removable media (I.E. USB Drive)



Shows or Hides the page ruler and quick tab icon



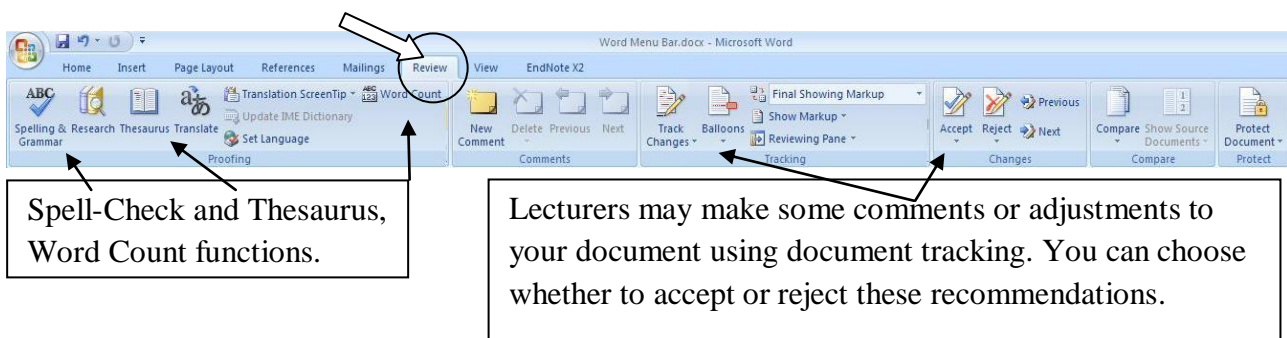
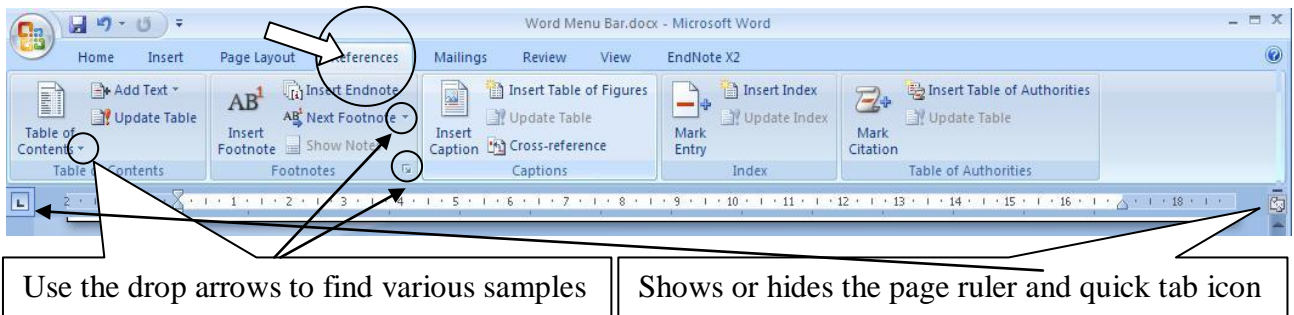
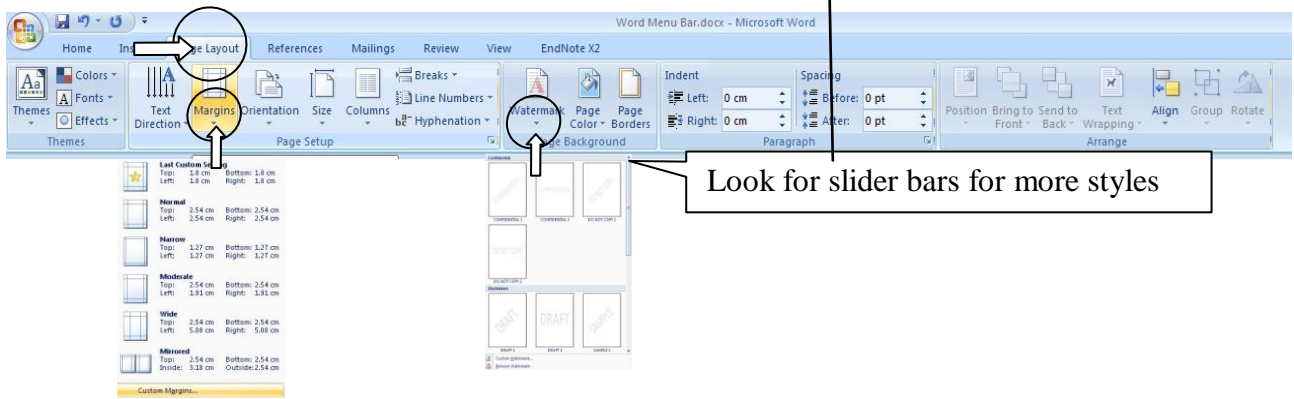
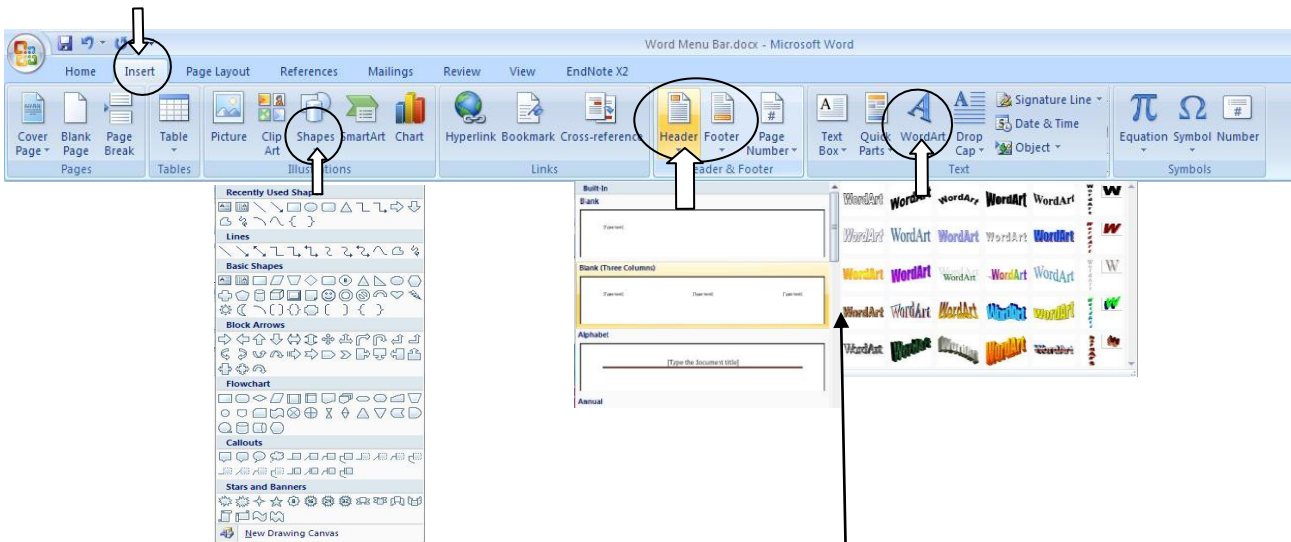
Allows you to find a selected word within the text, and / or replace a piece of selected text with new text



Most of the headings are self-explanatory (i.e.: Insert = insert something into the document) (Page layout= formatting the way the document will appear)

Look for the little drop down arrows & read the description written, use the ‘slide’ bars to see varied styles available.

Many functions are available by right clicking the mouse on the document and left clicking to choose the function.



Resources

- More Online Tutorials available at <http://office.microsoft.com/en-us/word/HA011189521033.aspx>
- Other QUICK TIPS FOR STUDENTS <http://www.usq.edu.au/learningcentre/tips.htm>
- Online resources on ALSONline <http://www.usq.edu.au/learningcentre/alsonline/lecttuts/tuts.htm>
- Talk with a tutor at The Learning Centre (tlc@usq.edu.au)