
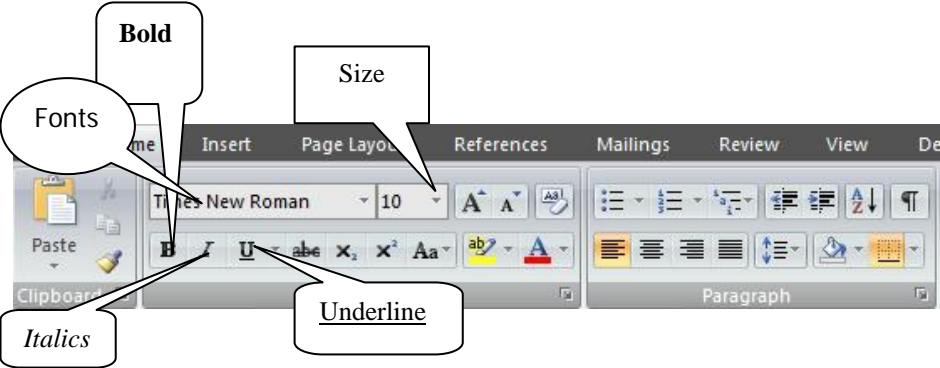



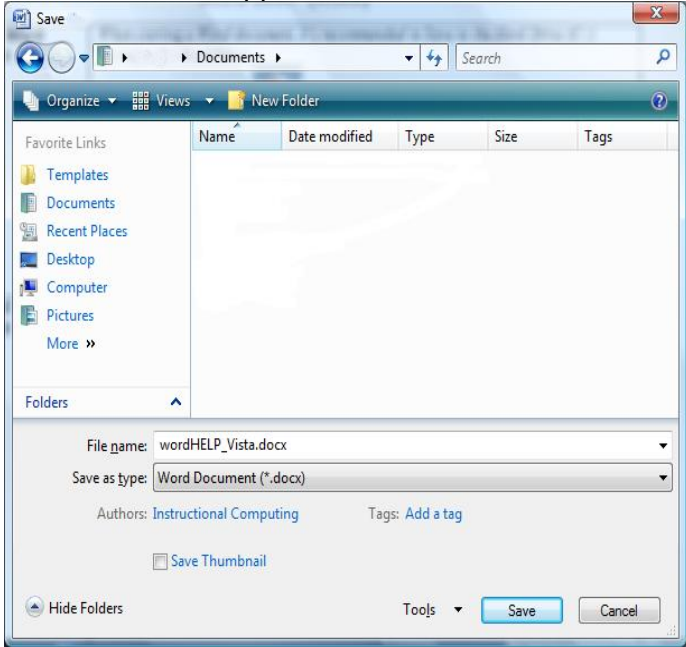
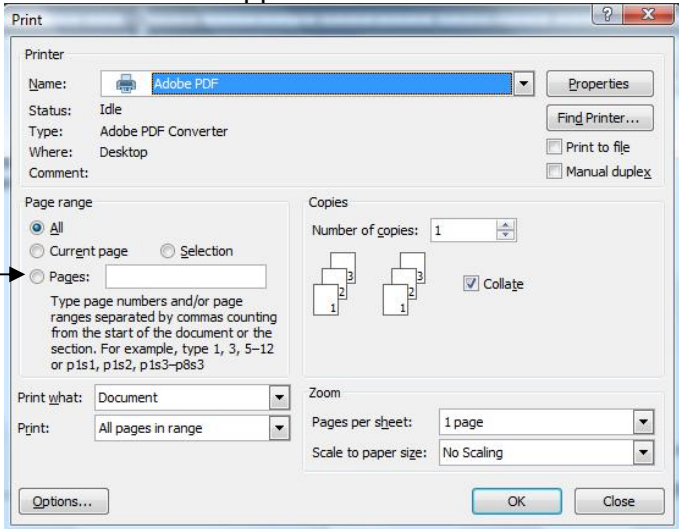




<p>Spacing</p>	<p>To Change Line Spacing:</p> <ol style="list-style-type: none"> 1. From the home tab, choose Paragraph section 2. Press the  button, choose your spacing between lines
<p>Margins</p>	<p>To Change Margins:</p> <ol style="list-style-type: none"> 1. Click Page Layout tab→ Page Setup section 2. Click Margins button
<p>Headers and Footers</p>	<p>To Use Headers and Footers:</p> <ol style="list-style-type: none"> 1. Click Insert tab → Header and Footer section 2. Press Header or Footer button, choose style you want to use, or click on edit header/footer to change their content. 3. If you scroll down, the footer will appear below. 4. Insert your text in the header or footer box
<p>Page Numbers</p>	<ol style="list-style-type: none"> 1. Click Insert tab→Header & Footer tab → Page Number button 2. Choose the style you want to use.
<p>Formatting Text</p>	<p>To make any changes to text, you must highlight the text. Highlighting Text:</p> <ol style="list-style-type: none"> 1. Move to the first letter of the text that highlighted. 2. Click, but don't release the left mouse button 3. Drag the pointer until the text or word is highlighted. 4. Release the mouse button <p>To Highlight the Whole Document:</p> <ol style="list-style-type: none"> 1. Click Edit → Select All <p>To format text, all items are located in the Formatting bar:</p> 
<p>Cut And Paste</p>	<p>To Cut Text:</p> <ol style="list-style-type: none"> 1. Highlight the text you want to cut. 2. Press the  button. <p>To Paste Text</p> <ol style="list-style-type: none"> 1. Click once wherever you want the text 2. Press the  button to paste the text.



<p>Saving A Word Document</p>	<p><i>When starting a Word document, it's recommended to Save to the Hard Drive (C:/)</i></p> <p>Saving to the Hard Drive:</p>  <ol style="list-style-type: none"> 1. Click Office Button → Save 2. A Box should appear on the screen:  <ol style="list-style-type: none"> 3. Save it in the Docs directory on C:\
<p>Printing A Word Document</p>	<p>To Print A Document:</p> <ol style="list-style-type: none"> 1. Click File → Print. 2. A Box should appear on the screen.  <ol style="list-style-type: none"> 3. If document is more than 10 pages, select “pages” on the box. 4. In the Pages: box, list 10 pages to print (1–10) at each time. (Next list 11–20)

3. / 4. →