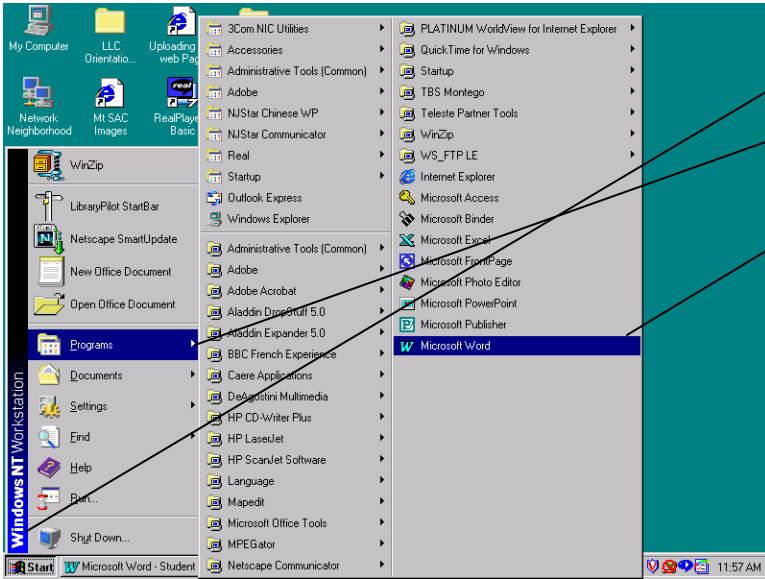


MS WORD Screen Layout



1. Click on the *Start Bar*
2. Click on *Programs*
3. Click on *Microsoft Office*
4. Click on *MS Word*
5. MS Word is now open and starts you on a "New Page"

***To find out what any ICON will do,
just place the mouse pointer over it without clicking!***

A screenshot of the Microsoft Word application window titled 'Microsoft Word - Document1'. The window is annotated with several callout boxes:

- Ms Word Menu For Word Commands:** Points to the 'File' menu.
- Save - Print - Spell Check - Size of print:** Points to icons in the menu bar.
- Bullet Points Drawing tools:** Points to icons in the menu bar.
- Minimize Maximize Close WP:** Points to window control buttons in the top right.
- Close Word Document:** Points to the 'X' button in the top right.
- Tool Bar Common Commands:** Points to the standard toolbar.
- Bold Italics Underline:** Points to text formatting icons.
- Left Center Right Full:** Points to justification icons.
- JUSTIFY:** Points to the 'JUSTIFY' icon.
- Insert Table:** Points to the 'Insert Table' icon.
- Text Box:** Points to the 'Text Box' icon.
- Vertical Scroll Bar:** Points to the vertical scrollbar on the right.
- Horizontal Scroll Bar:** Points to the horizontal scrollbar at the bottom.
- Status Bar:** Points to the status bar at the bottom.