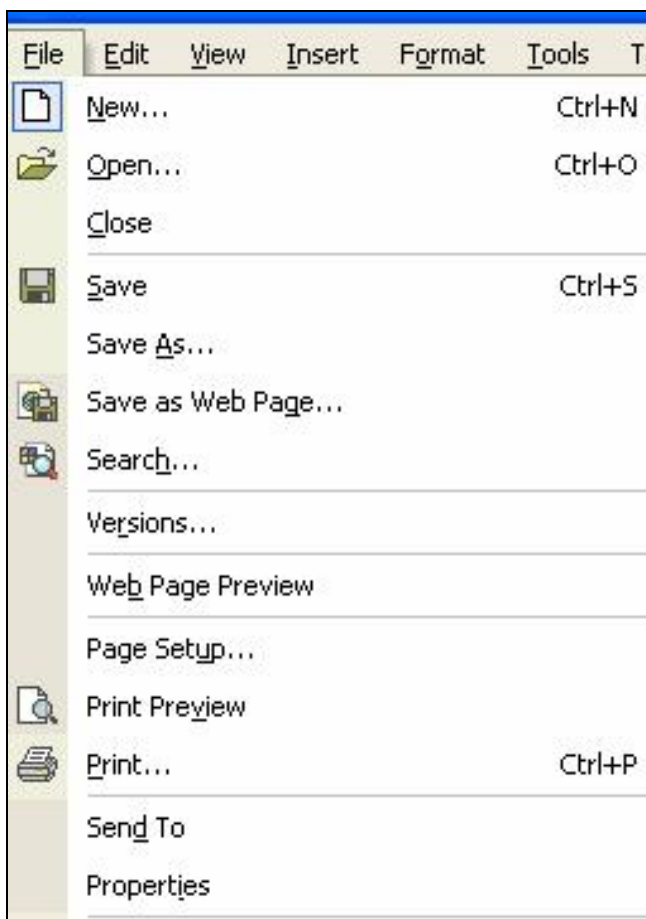


File Menu



New – Creates a new document.

Open – Opens up a previously saved document.

Close – Closes current document giving you the option of saving

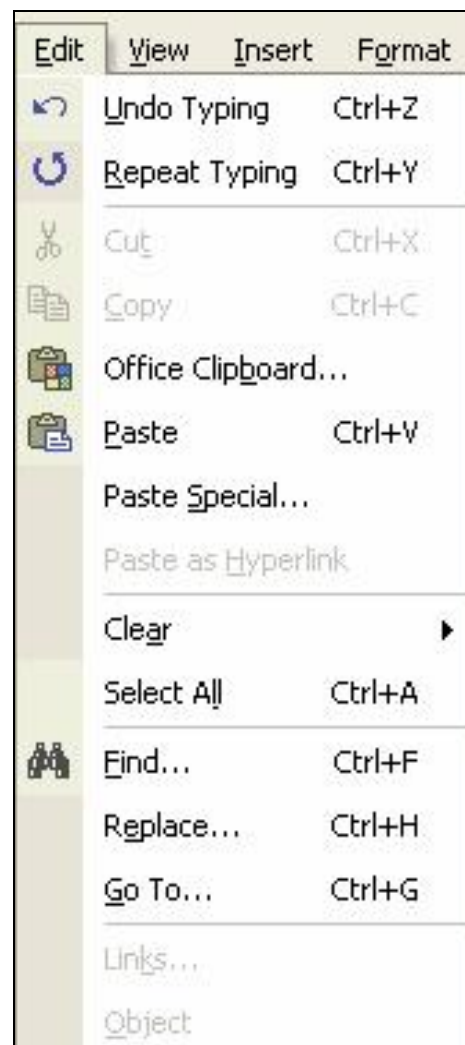
Save – Saves the document you are typing.

Page Setup – Allows you to change the size, margins, and orientation of the page.

Print Preview – Shows you how your document will print out.

Print – Prints the document.

Edit Menu



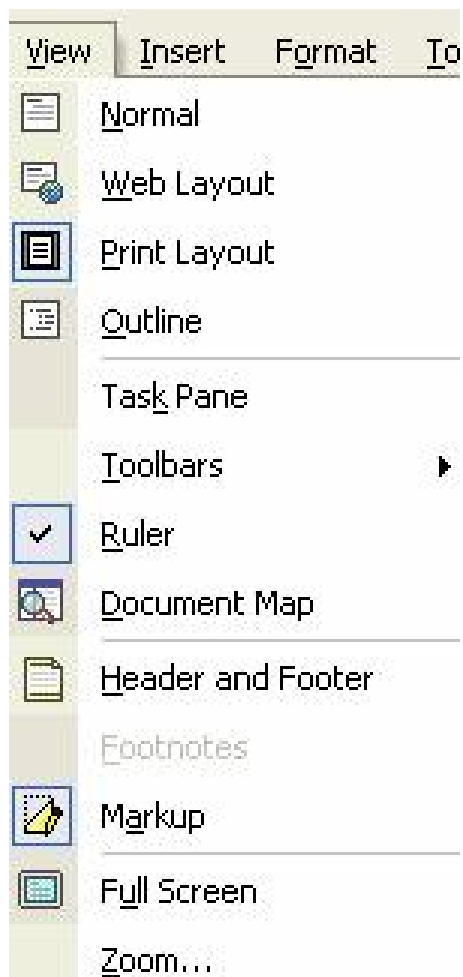
Cut – Removes a selection and places it on the clipboard.

Copy – Copies a selection and places it on the clipboard

Paste – Takes an item from the clipboard and places it into your document.

Select All – Selects everything on the entire document.

View Menu

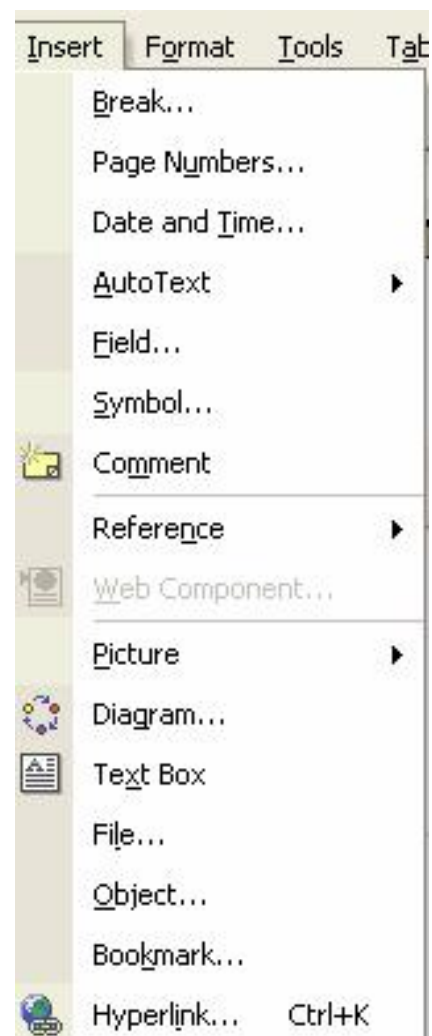


Header and Footer – Shows at the top and bottom of every page. Often contains page numbers, titles, dates, author names, etc.

Full Screen – Shows your page filling the entire computer screen.

Zoom – Allows you to view the page either zoomed in or zoomed out.

Insert Menu

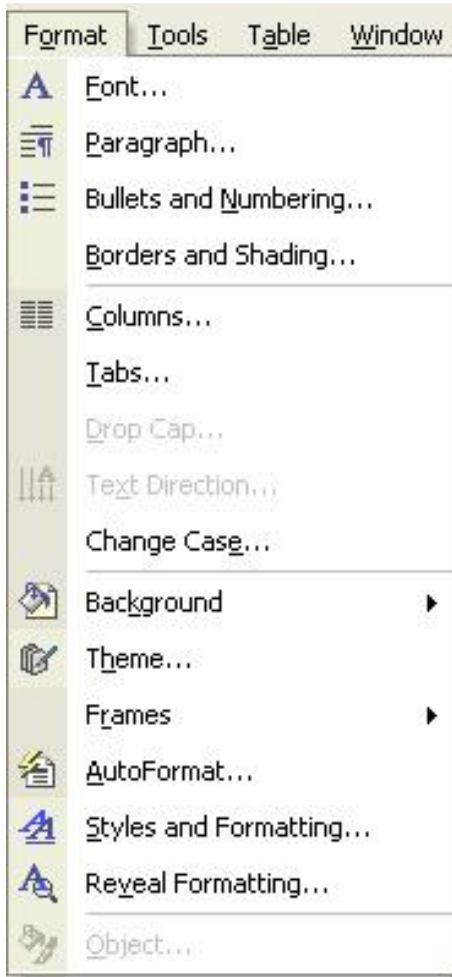


Page Numbers – Will automatically number your pages for you.

Date and Time – Inserts the date and time in your document.

Picture – Inserts clip art or photos

Format Menu



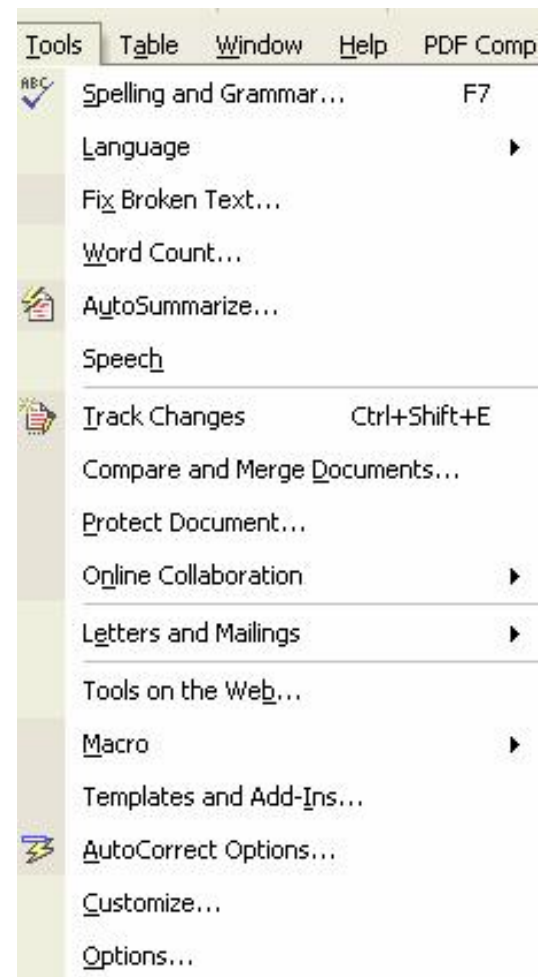
Font – Allows you to change the size, color, and style of the printing in your document or selection.

Paragraph – Allows you to change the indents and line spacing of your document.

Bullets and Numbering – Lets you make bulleted or numbered lists.

Columns – Divides the page into columns

Tools Menu



Spelling and Grammar – Checks your document for spelling and grammar errors. Red wavy lines indicate a misspelled word.

Word Count – Counts the number of paragraphs, lines, words, characters and more in your document.