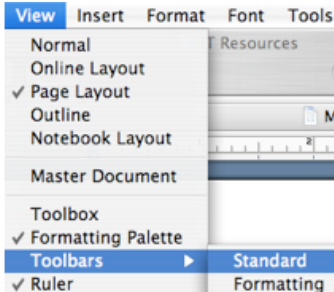


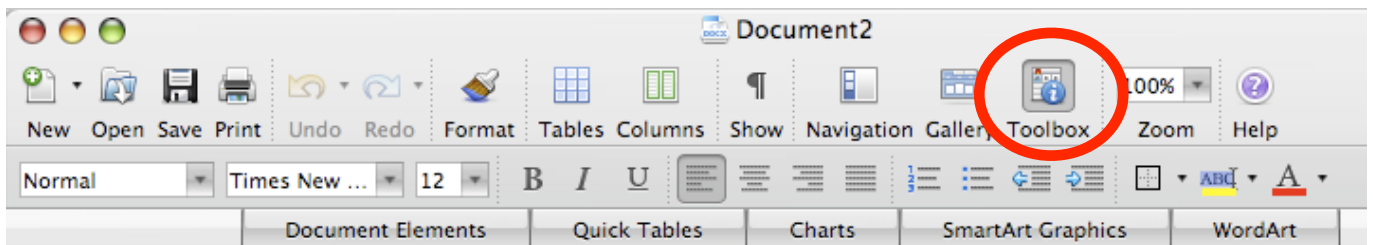
Microsoft Word Tips

Q. How do I view toolbars and get the Formatting Palette?



To view toolbars, go to **View > Toolbars** and select both *Standard* and *Formatting*.

Both toolbars will now appear. Click the highlighted button to view your **Formatting Palette**.



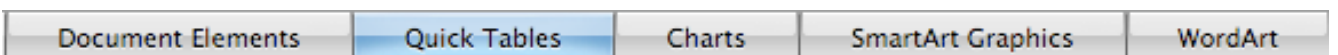
Q. Why does my page look strange? I can't see the margins, etc.

You can change the view of your page by clicking these buttons. The fourth one is the most common.

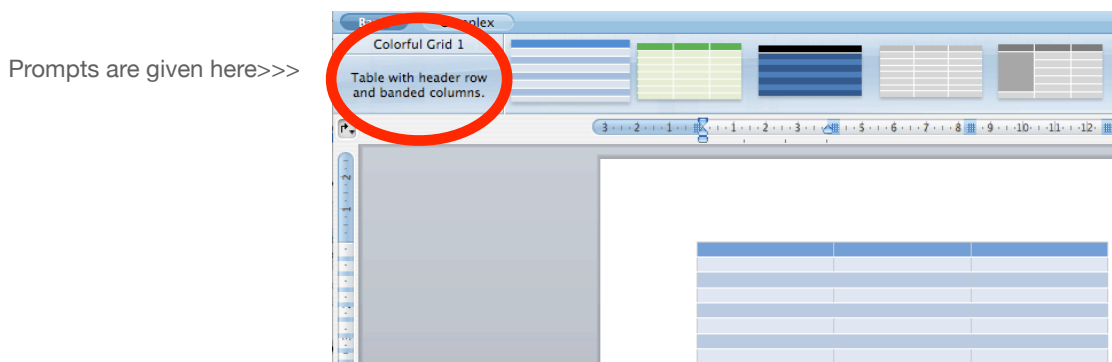


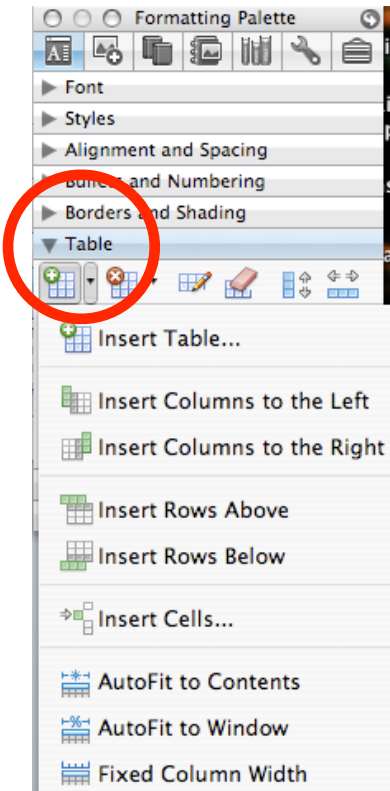
Q. How do I create a table?

Click the "Quick Table" button



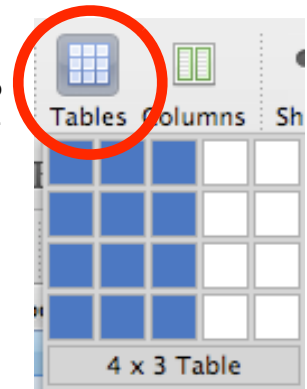
The table will appear on your document wherever your cursor was left flashing as in the below picture.





To adjust your table, go into **Formatting Palette > Table**.

You may also use this tool to create a simple table.

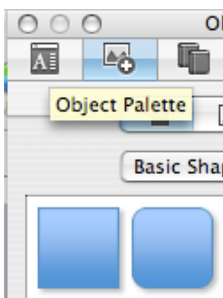


Q. How do I insert pictures?

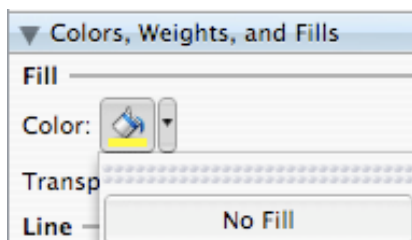
There are 2 ways to insert photos.

Option 1: Simply drag a photo onto the document. The photo will appear wherever the cursor is flashing. Use the space bar or the return key to move the photo around slightly. Clicking and adjusting the corners may resize photos.

Option 2: Offers more creativity and flexibility. Drag an auto shape from the **Formatting Palette** anywhere onto the document (pictured below).



Click on the shape. Press and hold the Control (ctrl) key and click the mouse (this equals right clicking) and select **Add Text**. Your shape will now be highlighted. A photo may now be dragged into this box. This box may be moved around freely on your document by clicking on the line, holding and dragging. The photo may be resized by adjusting the corners on the photo.

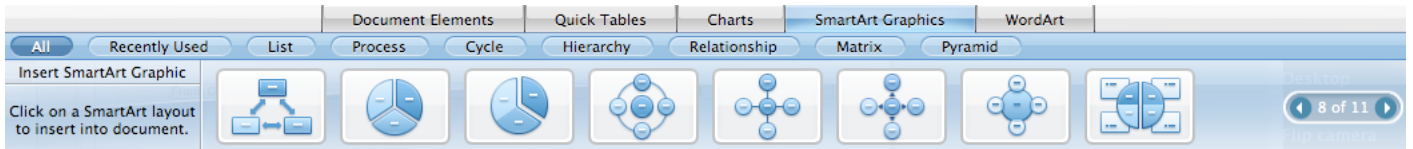


You may also wish to hide the line and fill color of the auto-shape by double clicking it. This window will open in your Formatting Palette. Select the **Fill>Fill Color>No Fill** (and do the same with the Line area).

Q. How do I create accents?

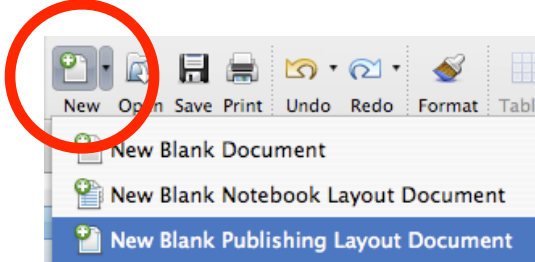
- é - option e then e
- ê - option i then e
- ü - option u then u
- è - option ~ then e
- ç - option c

NEW: SMART ART GRAPHICS



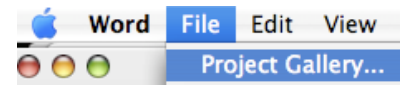
A great new feature available are Smart Art Graphics. Here you can find flow charts, organisers, etc. Simply click and the template will open in your document.

Publishing Documents

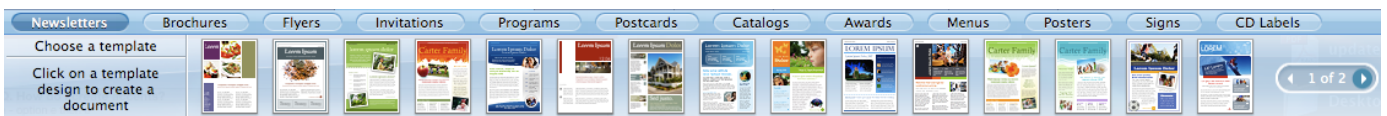
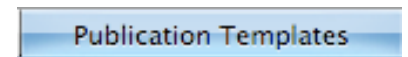


There are new publishing templates available. To access, select **New > New Blank Publishing Layout Document**.

(You may also use the traditional method by going to **File > Project Gallery**.)



A new window will open. Select **Publication Templates** to view the various options.



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- + Notes and References
- + Mass Mailings
- + Automating Tasks
- + Printing
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- + Troubleshooting

There are also excellent instructions given at the following website:

<http://www.microsoft.com/mac/help.mspx?app=4>