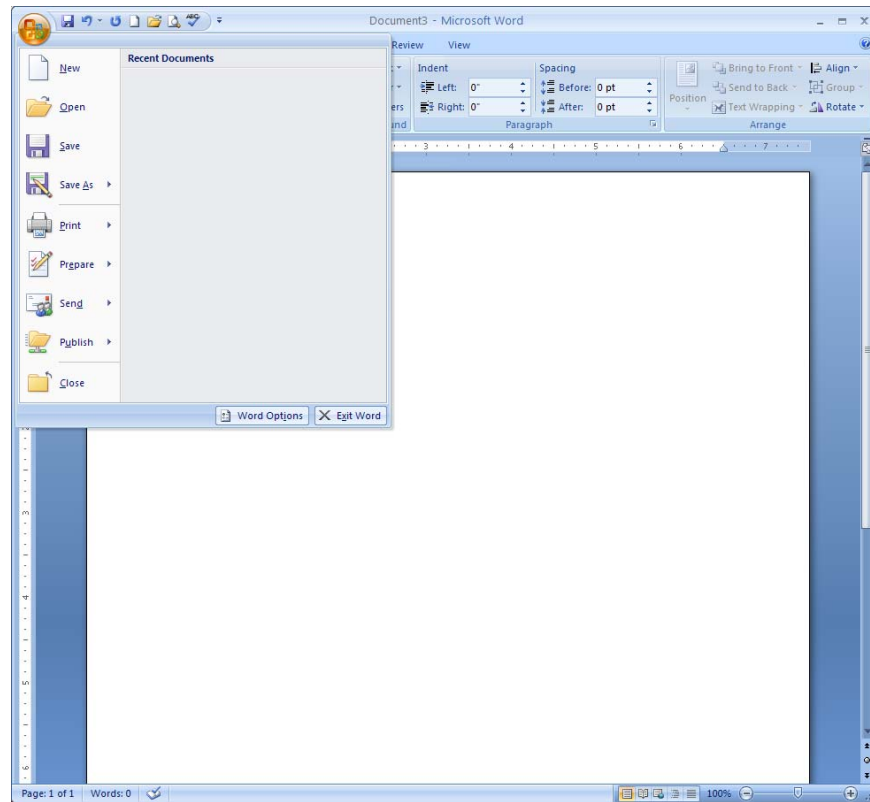


HOW TO ACCESS BASIC FILE COMMANDS & WORD OPTIONS

HOW TO ACCESS BASIC FILE COMMANDS

Click on the **Microsoft Office Button** to complete file commands including: create a new file, open an existing file, save/print a file.



WORD OPTIONS

