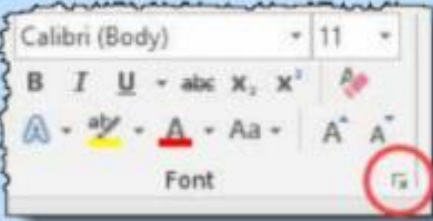




Exercise: Getting around Word

Do This	How & Why
<ol style="list-style-type: none">1. Click the Start button.2. Scroll down and click Word.3. In the startup screen, click Blank document.4. Observe the commands on the Home tab.5. Open the Font window.<ol style="list-style-type: none">a) In the Font group, in the lower-right, click the Font button.b) Observe the font options.c) Click the Advanced tab.d) Close the Font window.	<p>To start Microsoft Word 2019. You will see the startup screen.</p> <p>The Word window opens to a blank document with the Home tab active.</p> <p>Mostly, there are commands for formatting text and paragraphs. The Clipboard group helps you to move text around.</p>  <p>To open the Font window.</p> <p>There are many options for formatting text.</p> <p>These options allow fine control over formatting, such as character spacing.</p> <p>Click the Close button or click Cancel.</p>
<ol style="list-style-type: none">6. On the Ribbon's View tab, in the Show group, check Ruler.	<p>Click its box to check it.</p>  <p>To show the ruler, which shows you where margins and tab stops are located for the current paragraph.</p> 
<ol style="list-style-type: none">7. Click the File tab.8. Open About Us from the current chapter's data folder.	<p>To display Backstage view.</p>