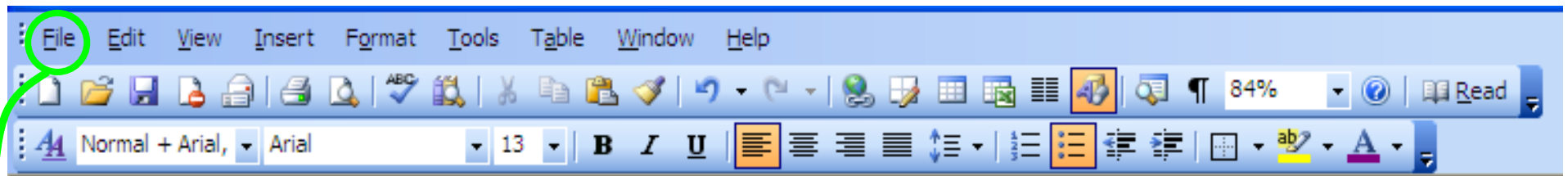


Microsoft Word Menus (the numbers above each menu list correspond to the class outline)



File (2a-b, 3, 7)

- New...
- Open...
- Close
- Save **3a**
- Save As... **3b**
- Save as Web Page...
- File Search...
- Permission
- Versions...
- Web Page Preview
- Page Setup... **2a, 2b**
- Print Preview **7**
- Print...
- Send To
- Properties
- 1 P:\Reference\...\Word_
- 2 P:\...\Word_Instructor--
- 3 P:\Reference\...\Word_
- 4 P:\...\Basics_Instructor-
- Exit

Edit (4)

- Undo Typing Ctrl+Z
- Repeat Typing Ctrl+Y
- Cut **4** Ctrl+X
- Copy **4** Ctrl+C
- Office Clipboard...
- Paste **4** Ctrl+V
- Paste Special...
- Paste as Hyperlink
- Clear
- Select All Ctrl+A
- Find... Ctrl+F
- Replace... Ctrl+H
- Go To... Ctrl+G
- Links...
- Edit Picture

Insert (5)

- Break...
- Page Numbers...
- Date and Time...
- AutoText
- Field...
- Symbol...
- Comment
- Reference
- Web Component...
- Picture **5**
- Diagram...
- Text Box
- File...
- Object...
- Bookmark...
- Hyperlink... Ctrl+K

Format (2c-f)

- Font... **2f**
- Paragraph... **2c-2e**
- Bullets and Numbering...
- Borders and Shading...
- Columns...
- Tabs...
- Drop Cap...
- Text Direction...
- Change Case...
- Background
- Theme...
- Frames
- AutoFormat...
- Styles and Formatting...
- Reveal Formatting... Shi
- Object...

Tools (6)

- Spelling and Grammar... **6** F7
- Research... Alt+Click
- Language
- Word Count...
- AutoSummarize...
- Speech
- Shared Workspace...
- Track Changes Ctrl+Shift+E
- Compare and Merge Documents...
- Protect Document...
- Online Collaboration
- Letters and Mailings
- Macro
- Templates and Add-Ins...
- AutoCorrect Options...
- Customize...
- Options...