Word Processing - How to... Guide

How to Open a Document

Click File.

Click Open.

Click Browse.

Type the name of the document you want to open.

Click Open.

How to Save a Document

Click File.

Click Save As.

Type in the name of your document.

Click Save.

You can click this icon at any point to save your work after you have given your document a name.

How to Change the Font

The font is the name given to the style of text you are using.

To change your font, highlight your writing.

Highlight by left-clicking your mouse and dragging it along the writing you want to highlight.

Use this toolbar and click the drop down arrow. Choose which type of font you would like.

Changing Colour of Font

Highlight your writing.

Click on the A at the top of the page with the coloured tab underneath it. Choose which colour you would like your font to be.

Changing Size of Font

Highlight your writing.

Click on the number toolbar that is shown below.

Choose which size you would like your writing to be.

The higher the number, the larger your font will be.

Insert an Image

Click Insert.

Click pictures - browse for the picture you would like.

Or

Click online pictures - type in the search bar what you would like a picture of.

Click on the image.

Click Insert.

Changing the Size of an Image

Click on the image.

Click on the corner of the image and drag it in or out the way.

Dragging the image in, will make it smaller.

Dragging the image out the way will make it larger.

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Word Processing Buyers Guide:

The Enigmatic Realm of **Word Processing Buyers Guide**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing lacking extraordinary. Within the captivating pages of **Word Processing Buyers Guide** a literary masterpiece penned by way of a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book is core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of people who partake in its reading experience.

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