Basic Word Concepts

1. The mouse pointer changes shape depending on the tool being used, the object being pointed to, and the action you are going to perform.

2. Pointing to and resting your mouse pointer on a button on a toolbar displays a ToolTip, which names the button and provides an explanation.

3. The escape key (esc) is used to cancel some actions, commands, menus, or an entry.

4. The insertion point can be moved using the directional arrow keys.

5. Clicking the maximize button on the top right side of your screen enlarges the window to a full screen.

6. Top open a recently saved file, you can click on one of the documents that appears at the bottom of the File drop-down menu.

7. The undo feature lets you undo the last change you made while the redo feature allows you to reverse it.

8. Use SAVE AS to save any document under a different filename or in a different location.

9. You can change text from uppercase to lowercase by selecting FORMAT | CHANGE CASE.

10. Toolbars are a collection of buttons that enable you to accomplish tasks easily.