Chapter 1 Understanding Word

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| --- |
| FILE TAB (Backstage) |
| Capability Name | **Purpose** |
| 1. Info
 |  |
| 1. New
 |  |
| 1. Open
 |  |
| 1. Save
 |  |
| 1. Save As
 |  |
| 1. Print
 |  |
| 1. Close
 |  |
| 1. Options
 |  |

 **File Tab:**



Info

##  Inspect

##  Protect

##  Manage

##  Properties

Options

##  Display

 Printing options

##  Proofing

 Spelling/grammar

 Exceptions

##  Save

 AutoRecover

 Embed fonts

##  Advanced

 Show document content

 Print

Chapter 2 Basic Editing

**(HOME>CLIPBOARD)**

  **CUT COPY PASTE**

 What is IT?**:**

Icon

 Keyboard Shortcuts

 Drag and Drop

**Document Views: (VIEW>VIEWS)**

**Show/Hide: (HOME>PARAGRAPH)**

**Find/Replace: (HOME>EDITING)**