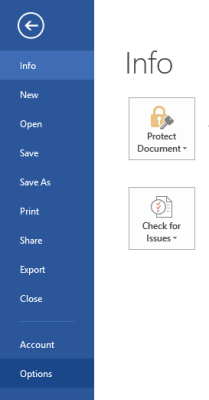
Chapter 1 Understanding Word

|  |  |
| --- | --- |
| 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)**