



















Function of commonly used buttons

	Creates a new blank document based on the default template		Opens or finds a file
	Saves the active file with its current file name, location and file format		Prints the active file - for more print options go to the File menu and select Print
	Print preview - Shows how the document will look when you print it.		Spelling, grammar and writing style checker
	Cut - Removes the selection from the document and places it on the clipboard		Copy - Copies the selected item(s) to the clipboard
	Paste - Places the content of the clipboard at the insertion point		Format painter - Copies the format from a selected object or text and applies to other objects or text
	Undo - Reverses the last command, use pull-down menu to undo several steps		Redo - Reverses the action of the Undo button, use the pull-down menu to redo several steps
	Displays the Tables and Borders toolbar		Insert a table into the document, or make a table of selected text
	Select Color, Grayscale or Pure Black and White		Shows, or hides, character formatting
	Displays or hides a grid on a slide		Zoom - Enlarge or reduce the display of the active document