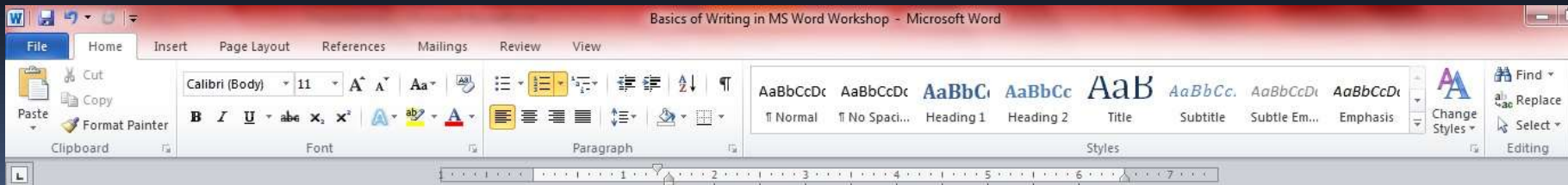


BASICS OF MS WORD WORKSHOP



Features of MS Word

- Tabs
- Ribbons
- Tools/Buttons



The Keyboard



- Ctrl Keys
- Tab Key
- Home/End Keys
- Page Up/Down Keys

Helpful Keyboard Shortcuts

- Ctrl + A = highlight all (entire document)
- Ctrl + Enter = new page (break)
- Ctrl + X = Cut
- Ctrl + C = Copy
- Ctrl + V = Paste
- Ctrl + B = Bold/Unbold
- Ctrl + U = Underline/Remove Underline
- Ctrl + I = Italics/Remove Italics
- Ctrl + S = Save
- Ctrl + P = Print



Now...Let's Edit!

- Open Up Document titled "Man's Best Friend."
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