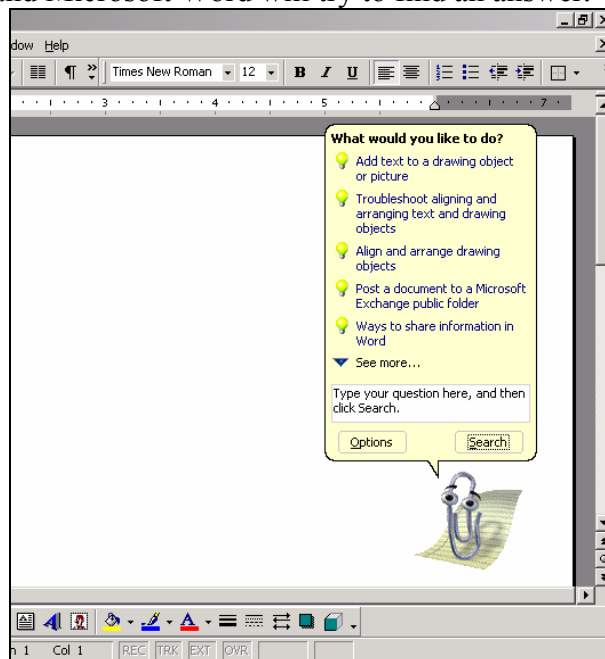


Microsoft Word: Using HELP

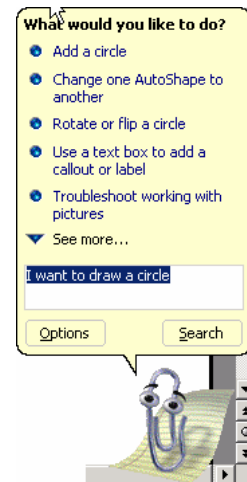
In this exercise:

- Accessing the Help Menu
- Searching for a help topic
- Browsing Help Contents

1. **Open** the program **MICROSOFT WORD**.
2. **Click** on the **HELP** menu. **Click** on **MICROSOFT WORD HELP**.
3. You will see a cartoon with a bubble like the one below. You can type a question in the white box and Microsoft Word will try to find an answer.

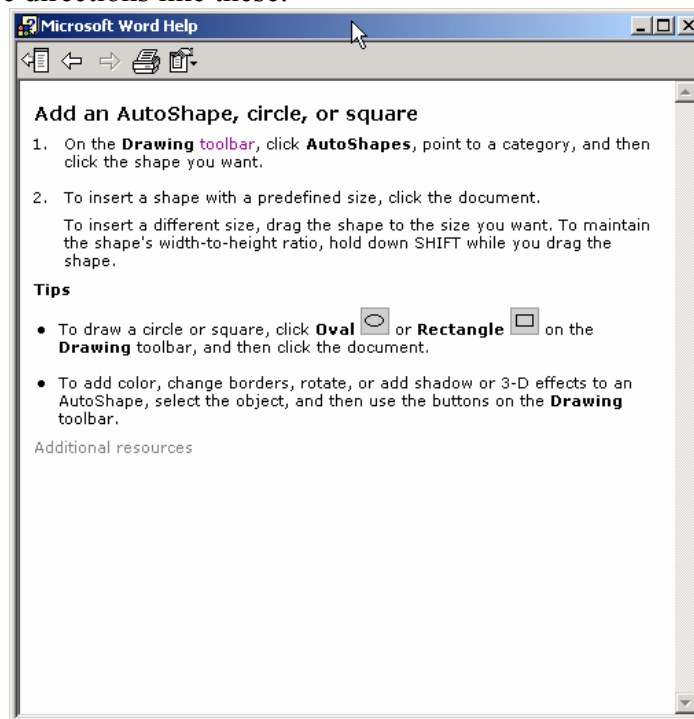


4. **Click** in the white box and **Type** the words *I want to draw a circle*. **Click** on **SEARCH**.
5. Microsoft Word will show all the topics that it thinks could help you. Each one of these is a link. If you click on it you will be able to see more information.



6. Click on **ADD A CIRCLE** to see the directions for adding a circle.

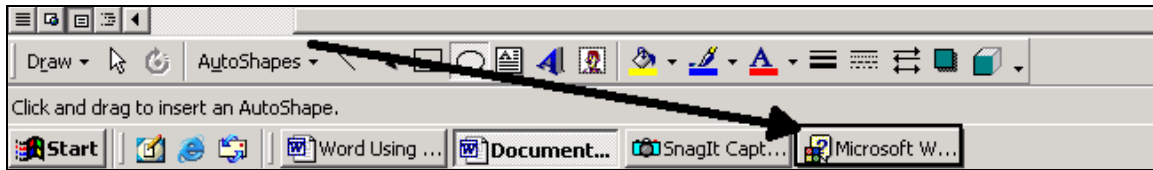
7. You will see directions like these:



8. Some of the words in these instructions are links to more information. Click on the word **TOOLBAR**. You will see more information about toolbars. Click in a blank area to make it go away.

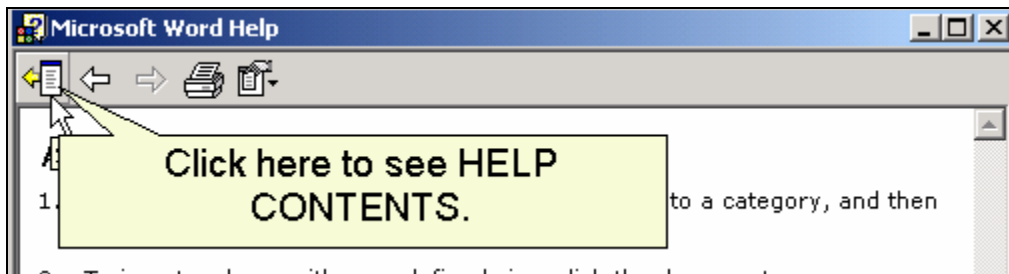
9. Read the Microsoft Word Help directions. Then Practice adding a circle and a square to your blank document.

10. If your directions disappear while you are working on the circle, Click on the **MICROSOFT WORD HELP** box at the bottom of the screen.

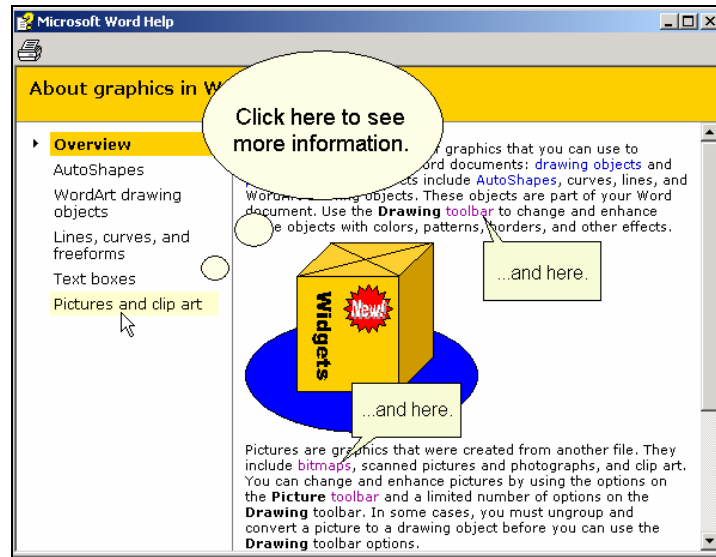


11. Microsoft Word Help directions are not easy. If you are having problems try reading all the directions 2 or 3 times before you try to draw the circle.
12. When you are done adding a circle and a square **Click** on the **MICROSOFT WORD HELP** box at the bottom of the screen.

13. In the top left corner of the Help Screen **Click** on the Show button.



14. You will see all of the subjects that the Help program can tell you about. **Double click** on **WORKING WITH GRAPHICS AND DRAWING OBJECTS**.
15. **Click** on **ABOUT GRAPHICS IN WORD**. **Click** on the picture on the right.
16. You will see a new window with a lot of information about using graphics in Microsoft Word. There are many links that you can click on. **Practice** clicking on the links for more information. **Read** some of the directions.



17. There is a lot to read in this window. It may seem overwhelming but it is a good way to learn new things about a program when you don't have a teacher around!

18. Did you know that most programs have help menus? **Open** the program **Microsoft Excel**. Find the **HELP** menu.

19. **Search** for **PIE CHART**. Find the directions for pulling out a piece of the pie chart. The directions should look like this:

