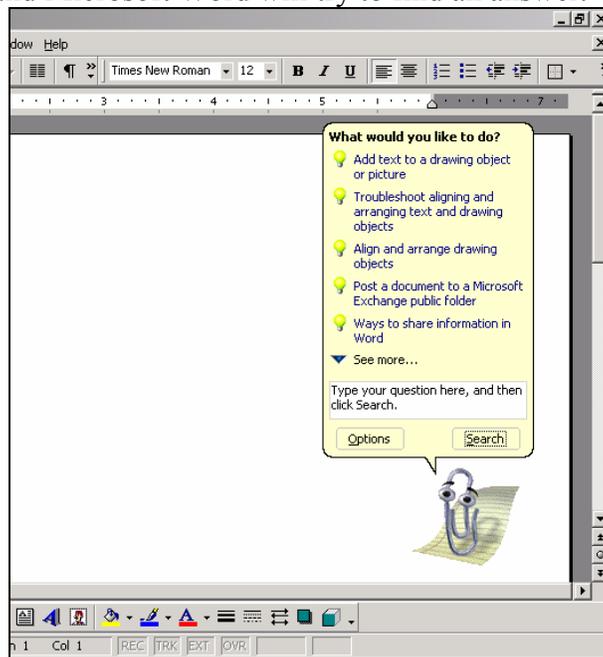


Microsoft Word: Using HELP

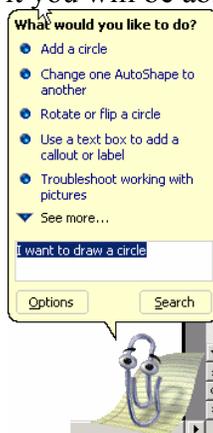
In this exercise:

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

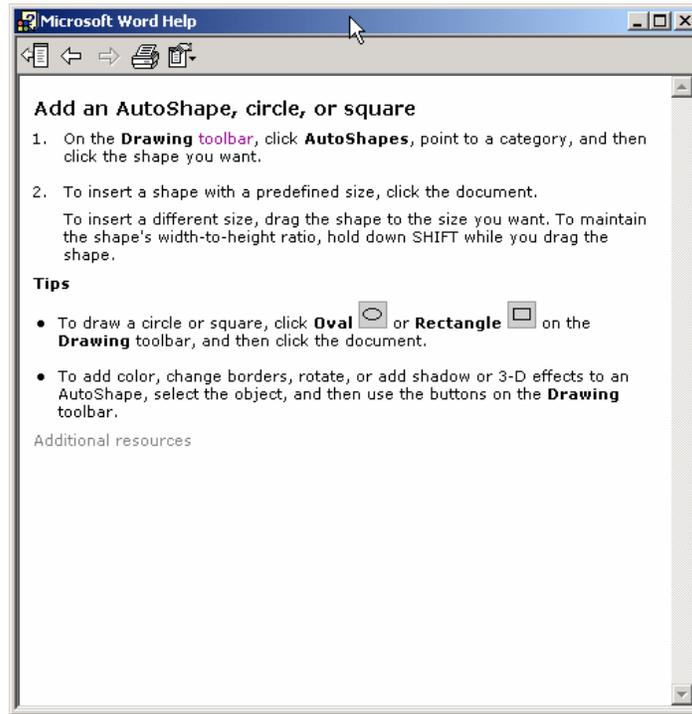
1. **Open** the program **MICROSOFT WORD**.
2. **Click** on the **HELP** menu. **Click** on **MICROSOFT WORD HELP**.
3. You will see a cartoon with a bubble like the one below. You can type a question in the white box and Microsoft Word will try to find an answer.



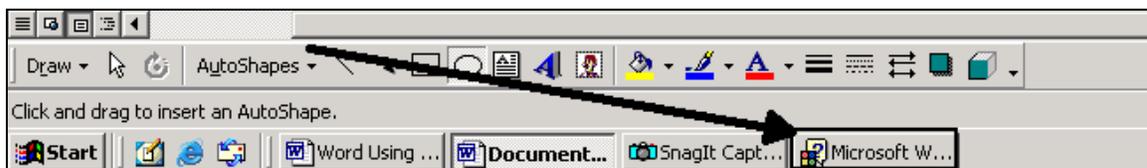
4. **Click** in the white box and **Type** the words *I want to draw a circle*. **Click** on **SEARCH**.
5. Microsoft Word will show all the topics that it thinks could help you. Each one of these is a link. If you click on it you will be able to see more information.



6. **Click** on **ADD A CIRCLE** to see the directions for adding a circle.
7. You will see directions like these:

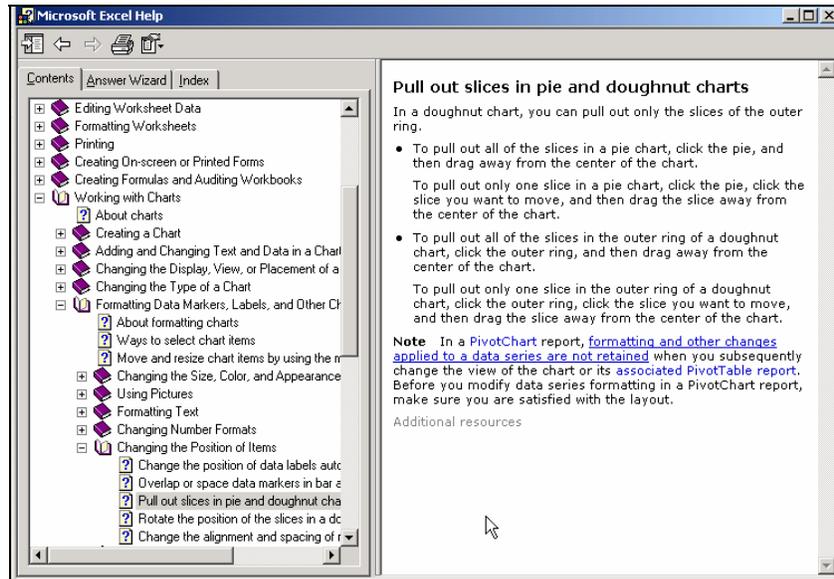


8. Some of the words in these instructions are links to more information. The links are blue. **Click** on the blue word **TOOLBAR**. You will see more information about toolbars. **Click** in a blank area to make it go away.
9. **Click** on the word **TIP** to show more information.
10. **Read** the Microsoft Word Help directions. Then **Practice** adding a circle and a square to your blank document.
11. If your directions disappear while you are working on the circle, **Click** on the **MICROSOFT WORD HELP** box at the bottom of the screen.



12. 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.
13. When you are done adding a circle and a square **Click** on the **MICROSOFT WORD HELP** box at the bottom of the screen.
14. Did you know that most programs have help menus? **Open** the program **Microsoft Excel**. Find the **HELP** menu.

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



16. The next time you have a question or want to learn something new try using the Help Menu.