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:
Pull out slices in pie and doughnut charts

In a doughnut chart, you can pull out only the slices of the outer ring.

- To pull out all of the slices in a pie chart, click the pie, and then drag away from the center of the chart.

- To pull out only one slice in a pie chart, click the pie, click the slice you want to move, and then drag the slice away from the center of the chart.

- To pull out all of the slices in the outer ring of a doughnut chart, click the outer ring, and then drag away from the center of the chart.

- To pull out only one slice in the outer ring of a doughnut chart, click the outer ring, click the slice you want to move, and then drag the slice away from the center of the chart.

Note: In a PivotChart report, formatting and other changes applied to a data series are not retained when you subsequently change the view of the chart or its associated PivotTable report. Before you modify data series formatting in a PivotChart report, make sure you are satisfied with the layout.

Additional resources: