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:

![Pull out slices in pie and doughnut charts](image.png)

- To pull out all 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 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

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