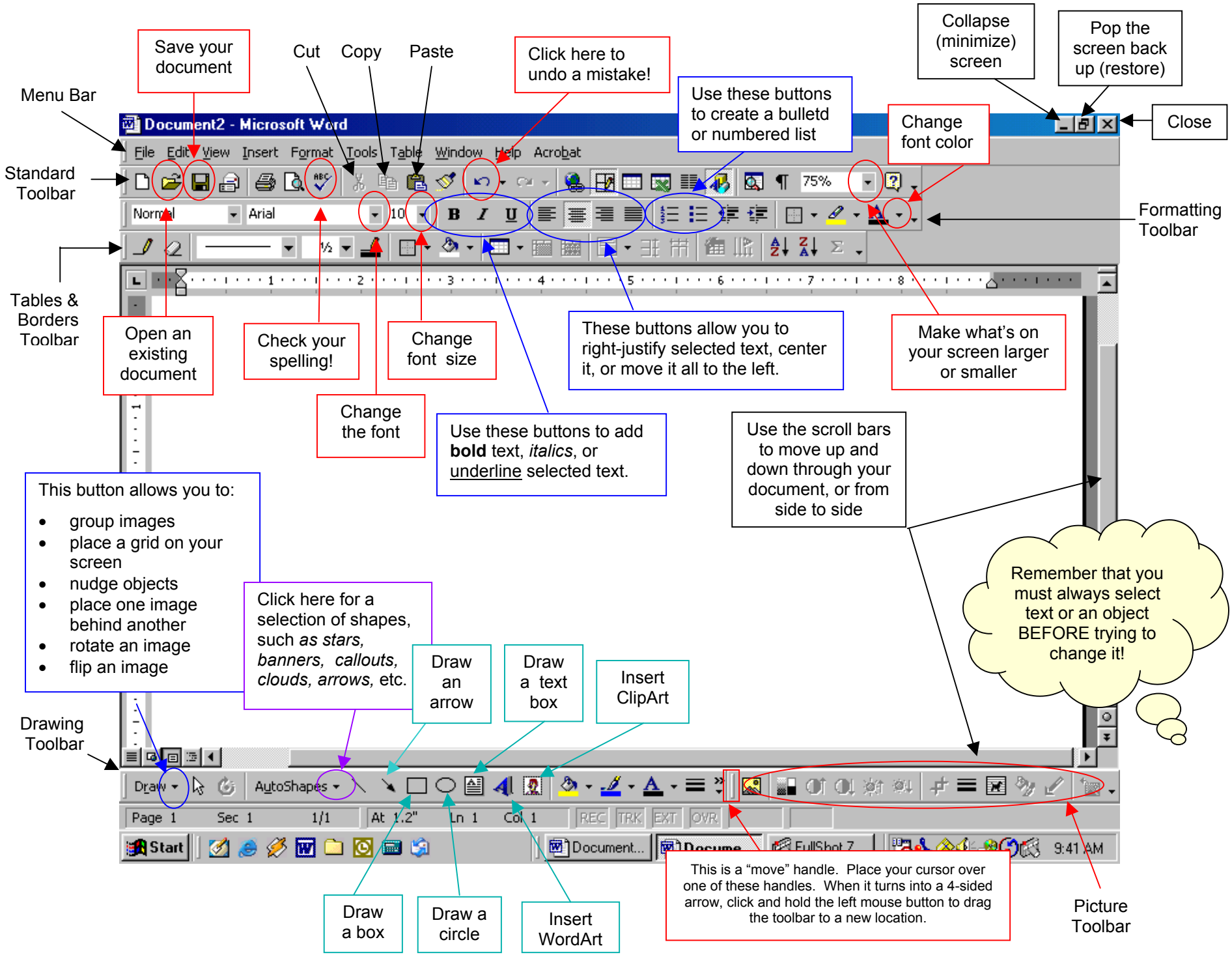
Save your document
Cut
Copy
Paste
Click here to undo a mistake!
Collapse (minimize) screen
Pop the screen back up (restore)
Close
Menu Bar
Use these buttons to create a bulletd or numbered list
Change font color
Standard Toolbar
Formatting Toolbar
Tables & Borders Toolbar
Open an existing document
Check your spelling!
Change the font
Change font size
These buttons allow you to right-justify selected text, center it, or move it all to the left.
Make what's on your screen larger or smaller
Use these buttons to add **bold** text, *italics*, or underline selected text.
Use the scroll bars to move up and down through your document, or from side to side
This button allows you to:
• group images
• place a grid on your screen
• nudge objects
• place one image behind another
• rotate an image
• flip an image
Click here for a selection of shapes, such *as stars, banners, callouts, clouds, arrows,* etc.
Draw an arrow
Draw a text box
Insert ClipArt
Remember that you must always select text or an object BEFORE trying to change it!
Drawing Toolbar
Draw a box
Draw a circle
Insert WordArt
This is a "move" handle. Place your cursor over one of these handles. When it turns into a 4-sided arrow, click and hold the left mouse button to drag the toolbar to a new location.
Picture Toolbar