

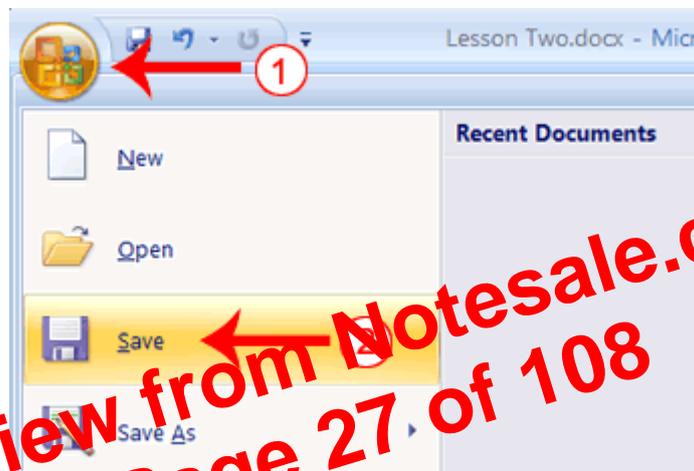
## Save a File and Close Word

You must save your documents if you wish to recall them later. You can use the Save option on the Microsoft Office menu, to save a document. You can also save a document by typing Ctrl+s. The first time you save a document, the Save As dialog box appears. Use the Save As dialog box to locate the folder in which you want to save your document and to give your document a name. After you have saved your document at least once, you can save any changes you make to your document simply by clicking the Save after you click the Microsoft Office button.

The following exercise shows you how to save the file you just created and close Word. You will name your file Lesson Two.

### EXERCISE 4

#### Save a File—Windows Vista:



1. Click the Microsoft Office button. A menu appears.
2. Click Save. The Save As dialog box appears, if you are saving your document for the first time.

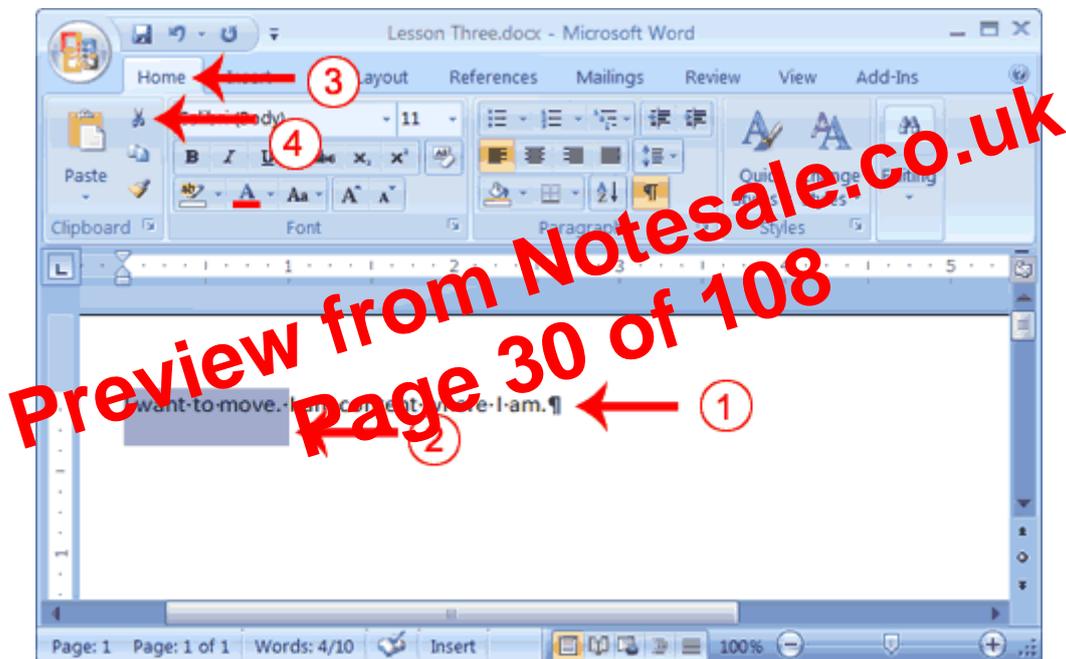
1. Open Word 2007.
2. Press Ctrl+o.
3. Locate the folder in which you saved your file. The file is named Lesson Two.docx
4. Click Lesson Two.docx.
5. Click Open. The file you created during the previous lesson appears.

## Cut and Paste

You can use Word's Cut feature to remove information from a document. The you can use the Paste feature to place the information you cut anywhere in the same or another document. In other words, you can move information from one place in a document to another place in the same or different document by using the Cut and Paste features. The Office Clipboard is a storage area. When you cut, Word stores the data you cut on the Clipboard. You can paste the information that is stored on the Clipboard as often as you like.

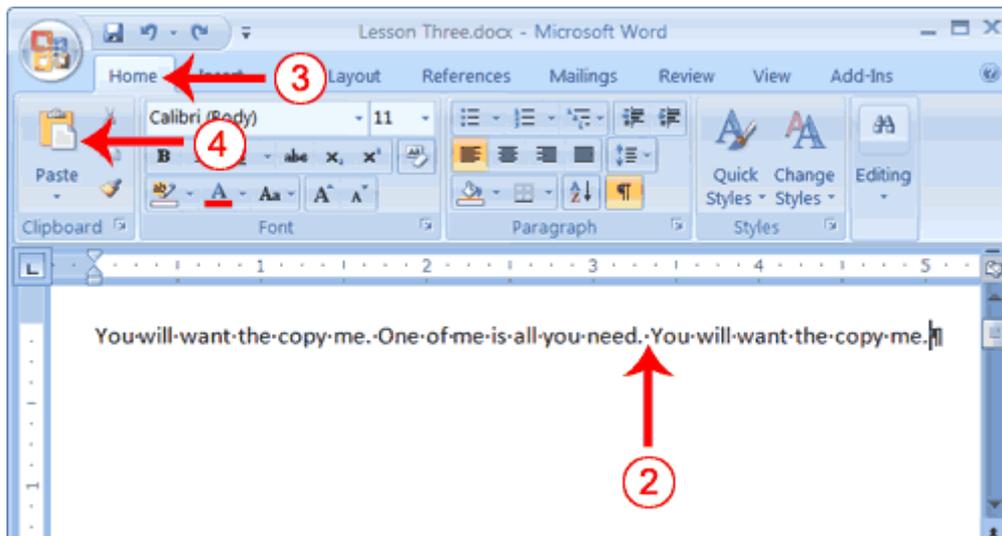
## EXERCISE 2

### Cut with the Ribbon



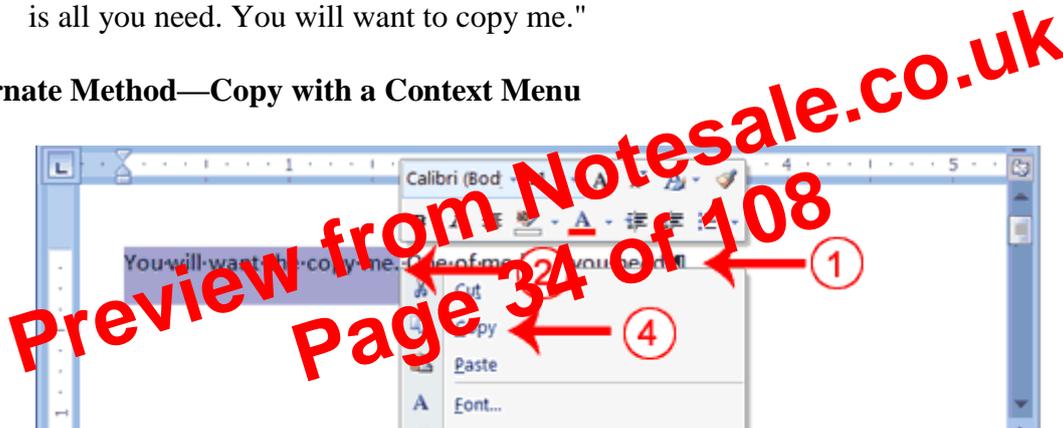
1. Type the following:  
**I want to move. I am content where I am.**
2. Select "I want to move. "
3. Choose the Home tab.
4. Click the Cut button  in the Clipboard group. Word cuts the text you selected and places it on the Clipboard. Your text should now read:  
"I am content where I am."

### Paste with the Ribbon



1. Place the cursor after the period in the sentence: "One of me is all you need."
2. Press the spacebar to leave a space.
3. Choose the Home tab.
4. Click the Paste  button in the Clipboard group. Word places the data you copied at the insertion point. Your text should now read: "You will want to copy me. One of me is all you need. You will want to copy me."

#### Alternate Method—Copy with a Context Menu



1. Type the following:  
**You will want to copy me. One of me is all you need.**
2. Select "You will want to copy me."
3. Right-click. A Mini toolbar and a context menu appear.
4. Click Copy. Word places the data you copied at the insertion point. Your text should now read: "You will want to copy me. One of me is all you need. You will want to copy me."

#### Alternate Method—Paste with a Context Menu

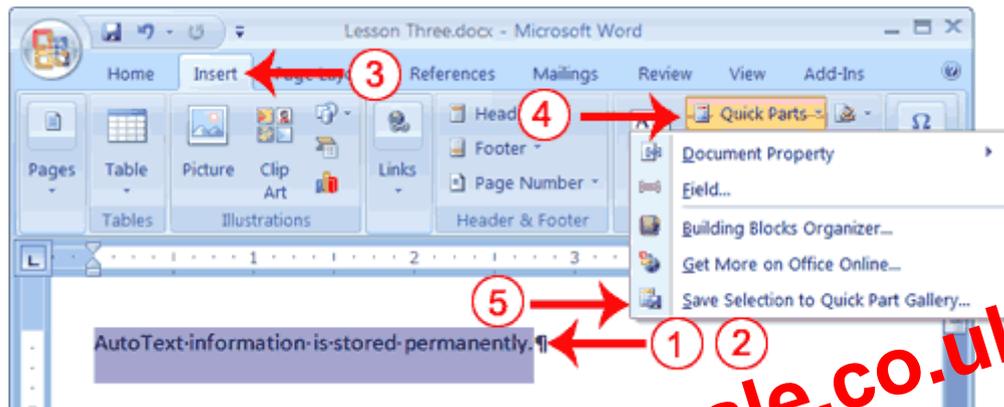
- Click the item on the clipboard you want to insert into your document. Word pastes the Clipboard item into your document at the insertion point.

### Create AutoText

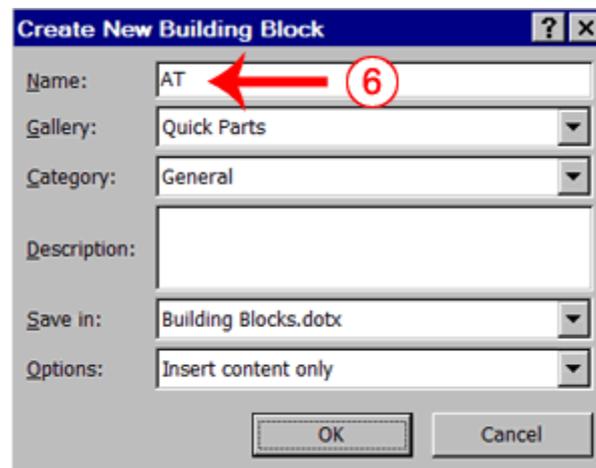
Cut and Copy both store information on the Clipboard. Information you store on the Clipboard is eventually lost. If you want to store information permanently for reuse, use AutoText. AutoText permanently stores information for future use.

### EXERCISE 5

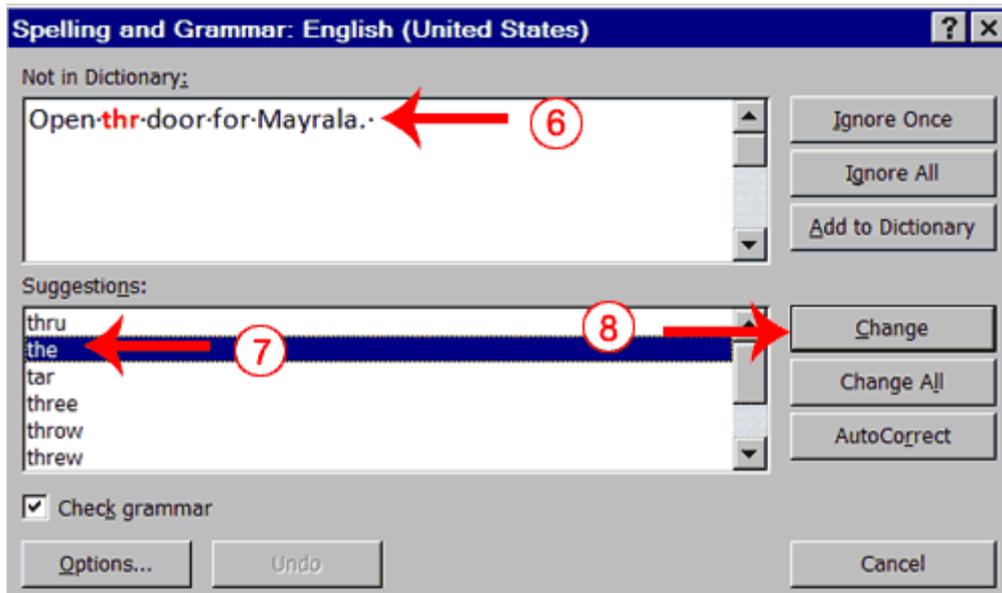
#### Create AutoText



- Type the following:  
**AutoText information is stored permanently.**
- Select "AutoText information is stored permanently."
- Choose the Insert tab.
- Click Quick Parts in the Text group. A menu appears.
- Click Save Selection to Quick Part Gallery. The Create New Building Block dialog box appears.



- Microsoft Word suggests a name. Change the name by typing **AT** in the Name field.
- Click OK. The dialog box closes.
- Click anywhere in the text area to remove the highlighting.



6. "The" is misspelled, so it is highlighted on the screen and noted in the Not in Dictionary box. Word suggests correct spellings. These suggestions are found in the Suggestions box.

7. Click "the" in the Suggestions box.

8. Click Change.

**Note:** If the word is misspelled in several places, click Change All to correct all misspellings.

9. The name "Mayrala" is not in the dictionary, but it is correct. Click Ignore Once to leave "Mayrala" in the document with its current spelling.

**Note:** If a word appears in several places in the document, click Ignore All so you are not prompted to correct the spelling for each occurrence.

10. "Ridgmont" is not found in the dictionary. If you frequently use a word not found in the dictionary, you might want to add that word to the dictionary by clicking the Add to Dictionary button. Word will then recognize the word the next time it appears.

Click Add to Dictionary.

11. The following should appear on your screen: "Word finished checking the selection. Do you want to continue checking the remainder of the document?"

12. Click No. If you wanted Word to spell-check the entire document, you would have clicked Yes.

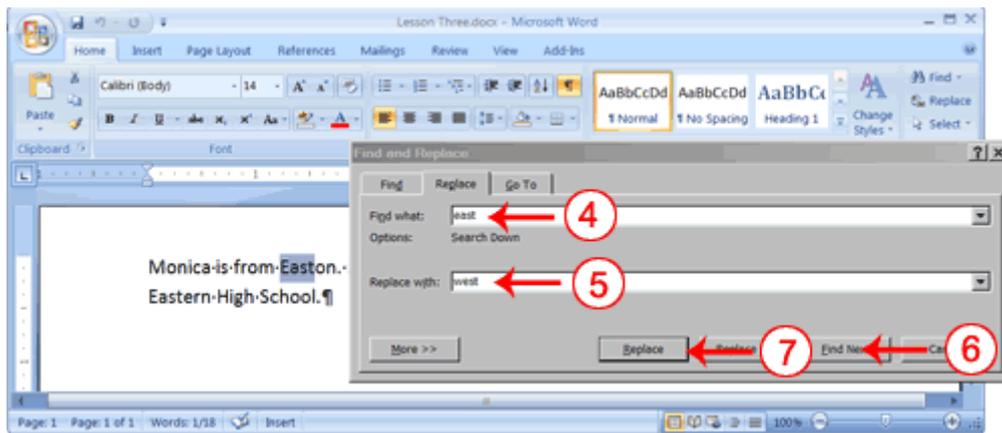
**Note:** You can also press F7 to initiate a spelling and grammar check. If you don't have anything selected, Word checks the entire document.

## Find and Replace

If you need to find a particular word or phrase in your document, you can use the Find command. This command is especially useful when you are working with large files. If you want to search the entire document, simply execute the Find command. If you want to limit your search to a selected area, select that area and then execute the Find command.

After you find the word or phrase you are searching for, you can replace it with new text by executing the Replace command.

2. Choose the Home tab.
3. Click Replace in the Editing group. The Find and Replace dialog box appears.



4. Type **east** in the Find What box.
5. Type **west** in the Replace With box.
6. Click Find Next. The East in Easton is highlighted.
7. Click Replace. Word replaces the "East" in "Easton" with "West" and then highlights the word "east."
8. Click Replace. Word replaces the word "east" with "west" and then highlights the word "Eastern."
9. Click Close. Do not replace the "East" in "Eastern" with "West."
10. Your text should now read,  
"Monica is from Weston. She lives on the west side of town. Her daughter attends Eastern High School."

#### Alternate Method—Replace with Keys

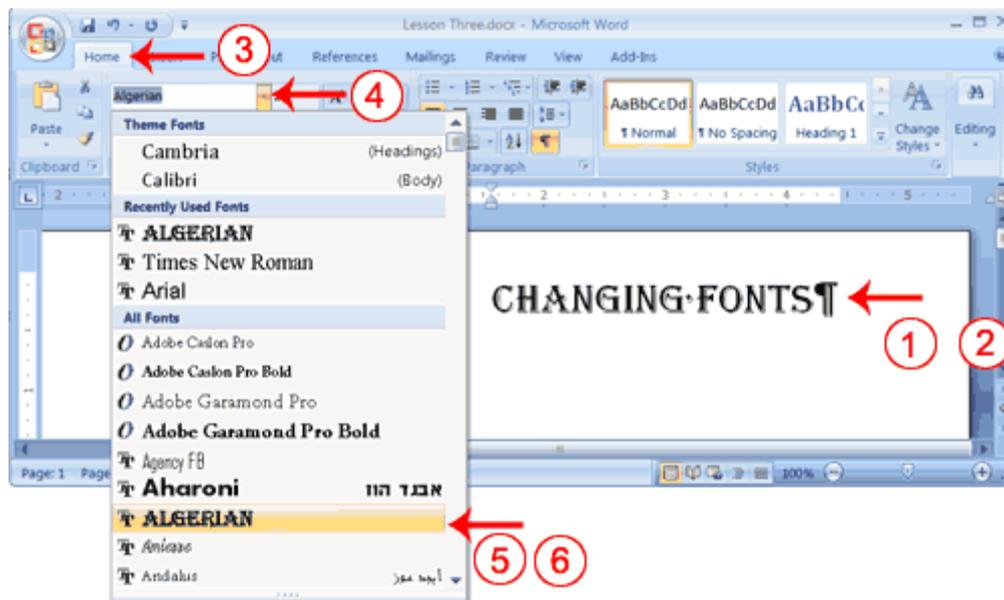
1. Select "Monica is from Easton. She lives on the west side of town. Her daughter attends Western High School."
2. Press Ctrl+h.
3. Follow steps 4 through 11 in the preceding section.

#### Change the Font Size

A font is a set of characters (text) represented in a single typeface. Each character within a font is created by using the same basic style. In Microsoft Word, you can change the size of your font. The following exercise illustrates changing the font size.

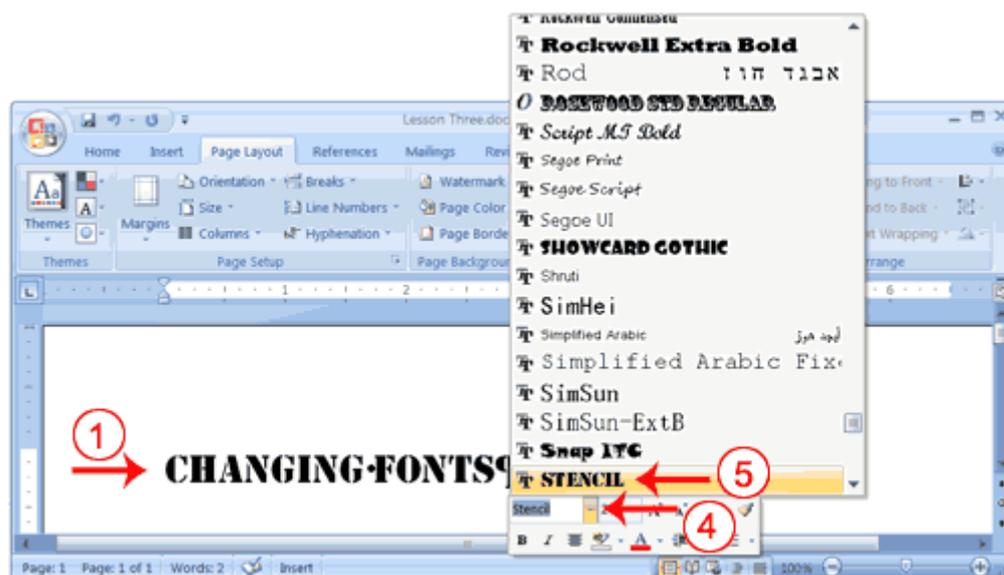
## EXERCISE 9

### Change the Font with the Ribbon



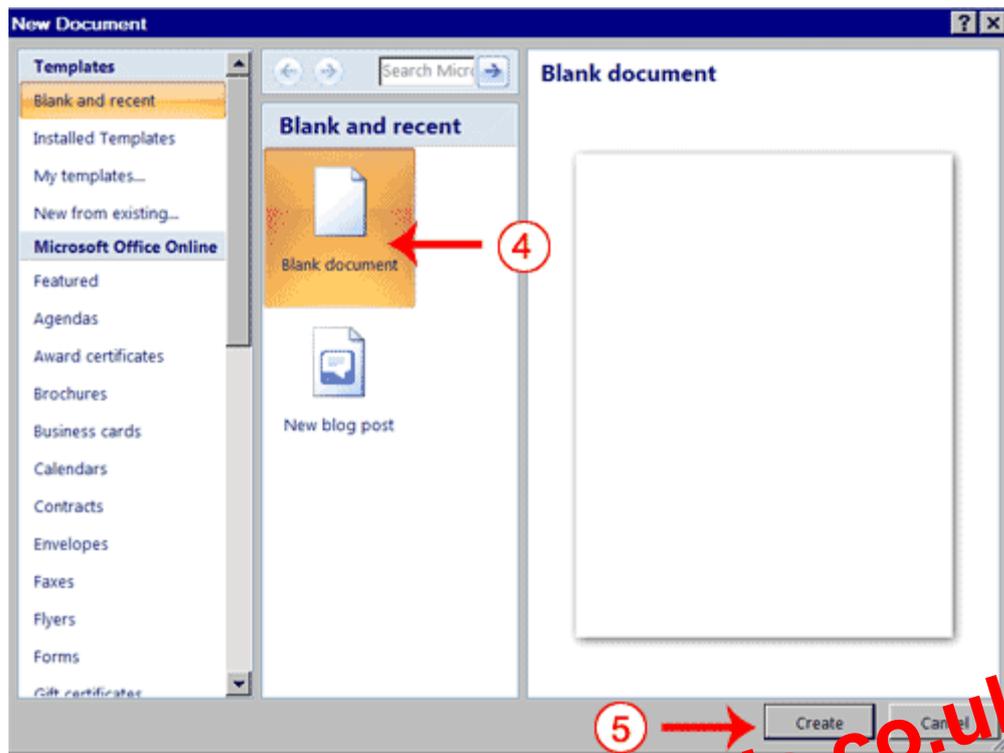
1. Type the following:  
**Changing fonts**
2. Select "Changing fonts."
3. Choose the Home tab.
4. Click the down arrow next to the Font name. A menu of fonts appears.
5. Move the cursor over the list of fonts. Word 2007 provides a live preview of what the font will look like if you select it.
6. Click the font name to select the font you want.

### Alternate Method—Change the Font with the Mini Toolbar



1. Select "Changing fonts."

2. Click the Microsoft Office button. A menu appears.
3. Click New. The New Document dialog box appears.



4. Click Blank Document.
5. Click Create. A new blank document opens.

### Add Sample Text

This lesson uses sample text provided by Microsoft for training and demonstration purposes. You can type the text; however, there is a quicker way. You can use the rand function.

Functions are used to obtain information. You tell the function what you want and the function returns that information to you. By default, in Word, when you type the rand function, Word returns three paragraphs. When working with functions, you use arguments to be specific about what you want the function to return. There are two arguments you can use with the rand function. The first one tells Word how many paragraphs you want, and the second one tells Word how many sentences you want in a paragraph. You place arguments between the parentheses and you separate them with a comma. For example, if you type =rand() and then press Enter, word returns three paragraphs. To tell Word you want two paragraphs with three sentences in each paragraph, you type =rand(2,3).

## EXERCISE 2

### Add Sample Text

1. Type =rand().
2. Press the Enter key. The following text appears:

2. Press Ctrl+I. The paragraph is now left-aligned.

### Alternate Method—Center with Keys

1. Select the paragraphs you created.
2. Press Ctrl+E. The paragraph is now centered.

### Alternate Method—Justify with Keys

1. Select the paragraphs you created.
2. Press Ctrl+J. The paragraph is now justified.

### Create a Hanging Indent

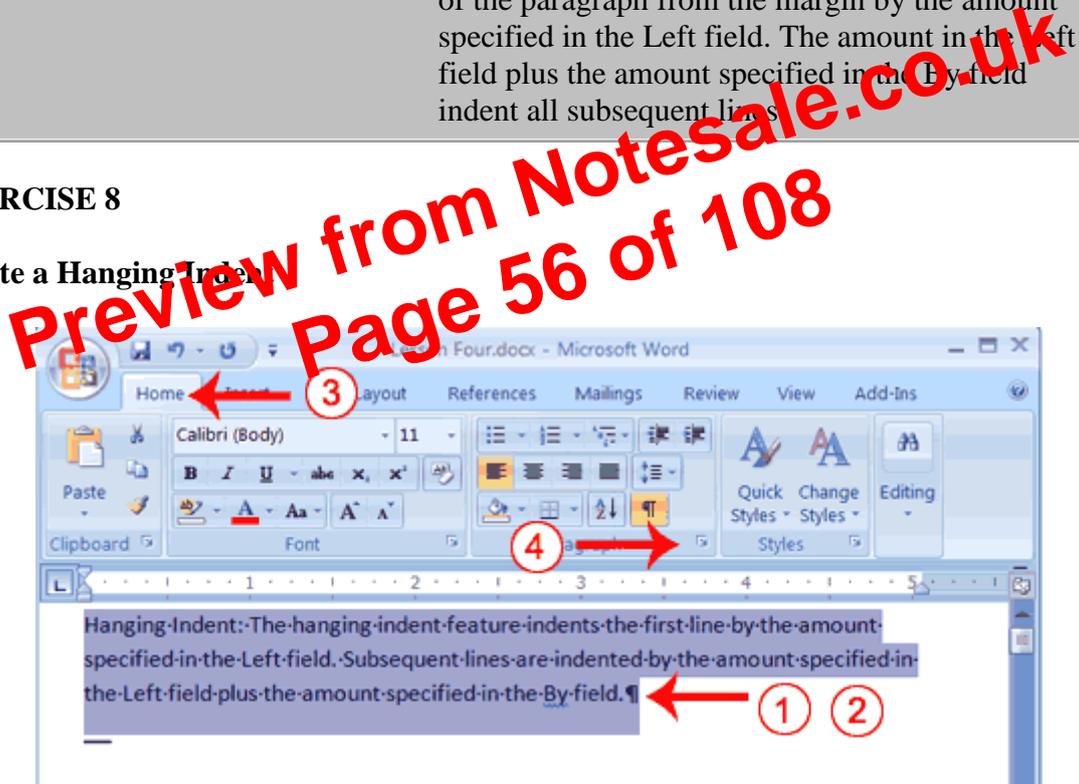
The hanging indent feature indents each line except the first line by the amount specified in the By field, as shown in the example.

**EXAMPLE: Hanging Indent**

Hanging Indent:                      The hanging indent feature indents the first line of the paragraph from the margin by the amount specified in the Left field. The amount in the Left field plus the amount specified in the By field indent all subsequent lines.

### EXERCISE 8

#### Create a Hanging Indent



1. Type the following:  
Hanging Indent: The hanging indent feature indents the first line by the amount specified in the Left field. Subsequent lines are indented by the amount specified in the Left field plus the amount specified in the By field.
2. Select the paragraph you just typed.
3. Choose the Home tab.
4. Click the launcher in the Paragraph group. The Paragraph dialog box appears.

review each page, view multiple pages at the same time, zoom in on a page, and access the Size, Orientation, and Margin options.

If you press the Zoom button while you are in Preview mode, the Zoom dialog box appears. In the Zoom dialog box you can set the sizes of the pages that display as well as the number of pages that display.

When you are ready to print, you use the Print dialog box. In the Print Range area, choose All to print every page of your document, choose Current Page to print the page you are currently on, or choose Pages to enter the specific pages you want to print. Type the pages you want to print in the Pages field. Separate individual pages with commas (1,3, 13); specify a range by using a dash (4-9).

## **EXERCISE 8**

### **Print Preview**

1. Click the Microsoft Office button. A menu appears.
2. Highlight the Print option. The Preview and Print the Document menu appears.
3. Click Print Preview. The Preview window appears, with your document in the window.
4. Click One Page to view one page at a time. Click Two Pages to view two pages at a time.
5. To view your document in normal size, click 100%.
6. Click the Zoom Button. The Zoom dialog box appears.
7. Select an option and then click OK. Perform this task for each option and note the results.

**Note:** As you review your document, if you see changes you would like to make to the layout, such as Margin, Orientation, or Page Size options to make the changes. If you want to make other types of changes to your document, click the Close Print Preview button, to return to your document. Once you are satisfied with your document, you are ready to print.

### **Print**

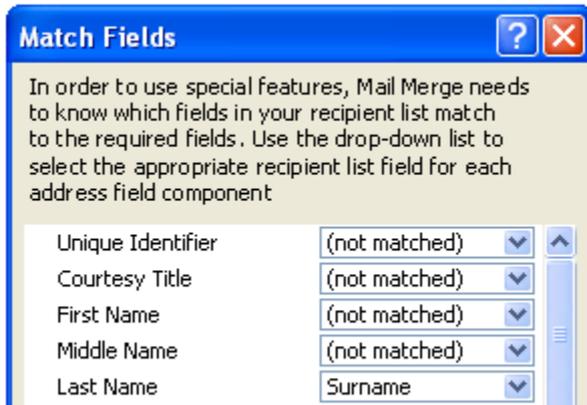
1. Click the Print button. The Print dialog box appears.
2. Click the down arrow next to the Name field and select the printer to which you want to print.
3. Choose All as the page range.
4. Click OK. Word prints your document.

You have completed Lesson 5. You can save your document and close Word.

## **Lesson 6: mail merging.**

The mail merge process entails the following overall steps:

1. Set up the e-mail message . The main document contains the text and graphics that are the same for each e-mail message. For example, your company logo or the body of the message.



The elements of an address and greeting are listed on the left. Column headings from your data file are listed on the right.

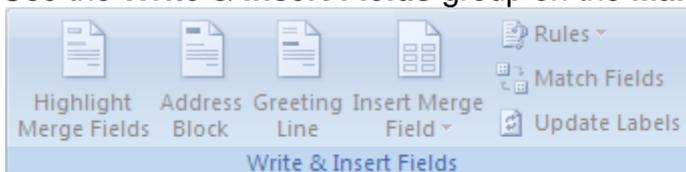
Word searches for the column that matches each element. In the illustration, Word automatically matched the data file's **Surname** column to **Last Name**. But Word was unable to match other elements. From this data file, for example, Word can't match **First Name**.

In the list on the right, you can select the column from your data file that matches the element on the left. In the illustration, the **Name** column now matches **First Name**. It's okay that **Courtesy Title**, **Unique Identifier**, and **Middle Name** are not matched. Your e-mail merge message doesn't need to use every field. If you add a field that does not contain data from your data file, it will appear in the merged document as an empty placeholder — usually a blank line or a hidden field.



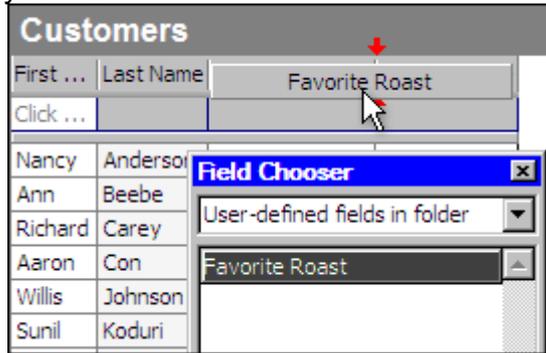
### Type content and add fields

1. In the e-mail message main document, click where you want to insert the field.
2. Use the **Write & Insert Fields** group on the **Mailings** tab.



3. Add any of the following:
  - Greeting line
    1. Click **Greeting line**.
    2. Select the greeting line format, which includes the salutation, name format, and following punctuation.

you want.



**NOTE** You can add a new field in the **Field Chooser** dialog box by clicking **New** at the bottom.

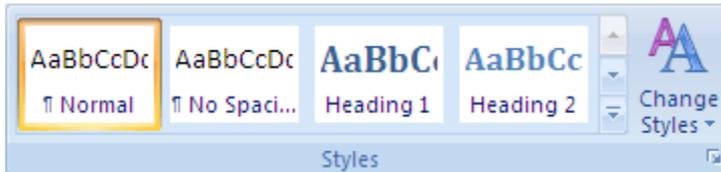
15. After you add all of your custom fields to the view, close the **Field Chooser** dialog box.
16. To remove a field that you do not want included in the mail merge, click the field name in the column heading in Phone List view, and drag it off of the column heading.

### Run mail merge from Outlook

17. In Outlook Contacts, select individual contacts by pressing SHIFT and clicking to select a range, or by pressing CTRL and clicking to select individuals. If you want to include all the contacts currently visible in the view, do not click on any contacts.
18. On the **Tools** menu, click **Mail Merge**.
19. If you have selected individual contacts to include in the merge, click **Only selected contacts**. If you want to include all the contacts currently visible in the view, click **All contacts in current view**.
20. If you have configured the Phone List view so that it displays exactly the fields you want to use in the merge, click **Contact fields in current view**. Otherwise, click **All contact fields** to make all of the contact fields available in the merge.
21. If you want to generate a new main document for the merge, click **New document**. Otherwise, click **Existing document**, and click **Browse** to locate the document to use as the main document.
22. If you want to save the contacts and fields that you have selected, so that they can be reused, select the **Permanent file** check box, and then click **Browse** to save the file. The data is saved in a Word document as comma-delimited data.
23. Select E-mail.
24. Click **OK**. When the document opens in Word, on the **Mailings** tab in the **Write & Insert Fields** group, click the arrow next to **Insert Merge Field**, and then click the fields that you want to the e-mail message main document.
25. When you are ready to complete the merge, on the **Mailings** tab in the **Finish** group, click **Finish & Merge**, and then click **Send E-mail Messages**. The Subject line is filled with the text you typed in the **Mail Merge Contacts** dialog box in Outlook.

### NOTES

- ↓ You can't type merge field characters («« »») manually or use the **Symbol** command on the **Insert** menu. You must mail merge.



For example, if you selected text that you want to style as a main heading, click the style called **Heading 1** in the Quick Style gallery.

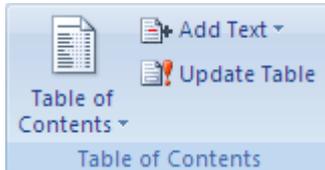
#### NOTES

- ↓ If you don't see the style that you want, click the arrow to expand the Quick Style gallery.
- ↓ If the style that you want does not appear in the Quick Style gallery, press CTRL+SHIFT+S to open the **Apply Styles** task pane. Under **Style Name**, click the style that you want.

#### Mark individual text entries

If you want the table of contents to include text that is not formatted as a heading, you can use this procedure to mark individual text entries.

1. Select the text that you want to include in your table of contents.
2. On the **References** tab, in the **Table of Contents** group, click **Add Text**.



3. Click the level that you want to label your selection, such as **Level 1** for a main level display in the table of contents.
4. Repeat steps 1 through 3 until you have labeled all of the text that you want to appear in the table of contents.

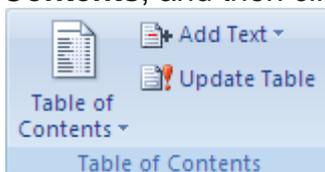
#### Create a table of contents

After you mark the entries for your table of contents, you are ready to build it.

#### Create a table of contents from built-in heading styles

Use this procedure if you want to create a document by using heading styles.

1. Click where you want to insert the table of contents, usually at the beginning of a document.
2. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click the table of contents style that you want.



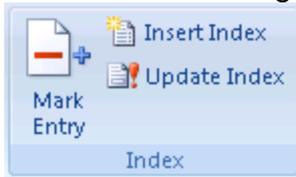
**NOTE** For more options, click **Insert Table of Contents** to open the **Table of Contents** dialog box.

#### Create a table of contents from custom styles that you applied

Use this procedure if you already applied custom styles to your headings. You can choose the style settings that you want Word to use when it builds the table of contents.

1. Click where you want to insert the table of contents.
2. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click **Insert Table of Contents**.
3. Click **Options**.

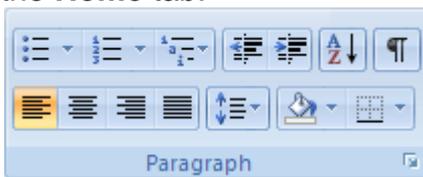
- ↓ To update the index, click the index, and then press F9. Or click **Update Index** in the **Index** group on the **References** tab.



- ↓ If you find an error in the index, locate the index entry that you want to change, make the change, and then update the index.
- ↓ If you create an index in a master document, expand the subdocuments before you insert or update the index.

### Edit or format an index entry

1. If you don't see the XE fields, click **Show/Hide**  in the **Paragraph** group on the **Home** tab.



2. Find the XE field for the entry that you want to change, for example, { XE "Callisto" \t "See Moons" }.
3. To edit or format an index entry, change the text inside the quotation marks.
4. To update the index, click the index, and then press F9. Or click **Update Index** in the **Index** group on the **References** tab.



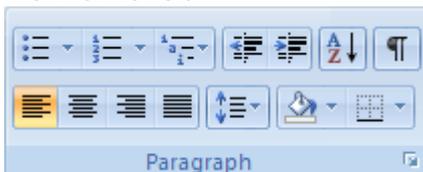
### NOTES

- ↓ If you find an error in the index, locate the index entry that you want to change, make the change, and then update the index.
- ↓ To quickly find the next XE field, press CTRL+F, click **Special**, and then click **Field**. If you don't see the **Special** button, click **More**.

### Delete an index entry

1. Select the entire index entry field, including the braces ({}), and then press DELETE.

If you don't see the XE fields, click **Show/Hide**  in the **Paragraph** group on the **Home** tab.



2. To update the index, click the index, and then press F9. Or click **Update Index** in the **Index** group on the **References** tab.

|   |               |
|---|---------------|
| Display the shortcut menu for the selected part.  | SHIFT+F10     |
| Display the menu or message for an available action or for the Autocorrect Options button or the Paste options button. If more than one action is present, switch to the next action and display its menu or message. | ALT+SHIFT+F10 |
| Move between options in a menu of available actions.  | Arrow keys    |
| Perform the action for the selected item on a menu of available actions.  | Enter         |
| Close the available actions menu or message.  | ESC           |

### Tips for Word 2010

- You can ask to be notified by a sound when an action is available (not available in Word Starter). To hear audio cues, you must have a sound card. You must also have Microsoft Office Sounds installed on your computer.
- If you have access to the Internet, you can download Microsoft Office Sounds from Office.com. After you install the sound files, do the following:
  - Press ALT+F, T to open **Word Options**.
  - Press A to select **Advanced**, and then press Tab to move to the **Advanced Options for working with Word**.
  - Press ALT+S two times to move to the **Provide feedback with sound** check box on the **General** tab, and then press SPACEBAR.
  - Press Tab repeatedly to select **OK**, and then press Enter.

**Note** When you select or clear this check box, the setting affects all Office programs that support sound.

### Navigating the Ribbon

**Access any commands by using several keystrokes**

Access keys let you quickly use a command by pressing several keystrokes, regardless of where you are in the program. Every command in Word 2010 can be accessed by using an access key. You can access most commands by using two to five keystrokes. To use an access key, follow these steps:

- Press ALT. The KeyTips are displayed over each feature that is available in the current view.
- Press the letter shown in the KeyTip over the feature that you want to use.
- Depending on which letter that you press, you may be shown additional KeyTips. For example, if the Home tab is active and you press N, the Insert tab is displayed, together with the KeyTips for the groups on that tab.
- Continue pressing letters until you press the letter of the command or control that you want to use. In some cases, you must first press the letter of the group that contains the command.

**Note** To cancel the action that you are taking and hide the KeyTips, press ALT.

### Change the keyboard focus without using the mouse

Another way to use the keyboard to work with programs that feature the Office Ribbon is to move the focus among the tabs and commands until you find the feature that you want to use. The following table lists some ways to move the keyboard focus without using the mouse.

| To do this  | Press   |
|---|---|
| Select the active tab of the Ribbon and enable the access keys. | ALT or F10. Press either of these keys again to move back to the document and |

|  |              |
|--|--------------|
| Paste formatting only                  | CTRL+SHIFT+V |
| Undo the last action.                  | CTRL+Z       |
| Redo the last action.                  | CTRL+Y       |
| Open the <b>Word Count</b> dialog box. | CTRL+Y       |

### Working with documents and webpages

#### *Create, view and save documents*

| To do this                        | Press                     |
|-----------------------------------|---------------------------|
| Create a new document.            | CTRL+N                    |
| Open a document.                  | CTRL+O                    |
| Close a document.                 | CTRL+W                    |
| Split the document window.        | ALT+CTRL+S                |
| Remove the document window split. | ALT+SHIFT+C or ALT+CTRL+S |
| Save a document.                  | CTRL+S                    |

#### *Find, replace and browse through text*

| To do this   | Press          |
|--|----------------|
| Open the <b>Navigation</b> task pane (to search document).   | CTRL+F         |
| Repeat find (after closing <b>Find and Replace</b> window).  | ALT+CTRL+Y     |
| Replace text, specific formatting, and special items.  | CTRL+H         |
| Go to a page, bookmark, footnote, table, comment, graphic, or other location.  | CTRL+G         |
| Switch between the last four locations that you have edited.   | ALT+CTRL+Z     |
| Open a list of browse options. Press the arrow keys to select an option, and then press ENTER to browse through the document by using the selected option. | ALT+CTRL+HOME  |
| Move to the previous browse object (set in browse options).  | CTRL+PAGE UP   |
| Move to the next browse object (set in browse options).  | CTRL+PAGE DOWN |

#### *Switch to another view*

| To do this                   | Press      |
|------------------------------|------------|
| Switch to Print Layout view. | ALT+CTRL+P |
| Switch to Outline view.      | ALT+CTRL+O |
| Switch to Draft view.        | ALT+CTRL+N |

#### *Outline view*

| To do this  | Press                                   |
|---|---|
| Promote a paragraph.                                | ALT+SHIFT+LEFT ARROW                    |
| Demote a paragraph.                                 | ALT+SHIFT+RIGHT ARROW                   |
| Demote to body text.                                | CTRL+SHIFT+N                            |
| Move selected paragraphs up.                        | ALT+SHIFT+UP ARROW                      |
| Move selected paragraphs down.                      | ALT+SHIFT+DOWN ARROW                    |
| Expand text under a heading.                        | ALT+SHIFT+PLUS SIGN                     |
| Collapse text under a heading.                      | ALT+SHIFT+MINUS SIGN                    |
| Expand or collapse all text or headings.            | ALT+SHIFT+A                             |
| Hide or display character formatting.               | The slash (/) key on the numeric keypad |
| Show the first line off body text or all body text. | ALT+SHIFT+L                             |

|  |  |
|--|--|
| beginning of a line.                                     |  |
| Extend a selection one line down.                        | SHIFT+DOWN ARROW   |
| Extend a selection one line up.                          | SHIFT+UP ARROW   |
| Extend a selection to the end of a paragraph.            | CTRL+SHIFT+DOWN ARROW  |
| Extend a selection to the beginning of a paragraph.      | CTRL+SHIFT+UP ARROW  |
| Extend a selection one screen down.                      | SHIFT+PAGE DOWN  |
| Extend a selection one screen up.                        | SHIFT+PAGE UP  |
| Extend a selection to the beginning of a document.       | CTRL+SHIFT+HOME  |
| Extend a selection to the end of a document.             | CTRL+SHIFT+END   |
| Extend a selection to the end of a window.               | ALT+CTRL+SHIFT+PAGE DOWN   |
| Extend a selection to include the complete document.     | CTRL+A   |
| Select a vertical block of text.                         | CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode |
| Extend a selection to a specific location in a document. | F8+arrow keys; press ESC to cancel selection mode                              |

**Select text and graphics in a table**

| To do this                            | Press   |
|---------------------------------------|---|
| Select the next cell's contents.      | TAB   |
| Select the previous cell's contents.  | SHIFT+TAB   |
| Extend a selection to adjacent cells. | Hold down SHIFT and press an arrow key repeatedly   |
| Select a column.                      | Use the arrow keys to move to the column's top or bottom cell, and then do one of the following: <ul style="list-style-type: none"> <li>• Press SHIFT+ALT+PAGE DOWN to select the column from top to bottom.</li> <li>• Press SHIFT+ALT+PAGE UP to select the column from bottom to top.</li> </ul> |
| Extend a selection (or block).        | CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel section mode  |
| Select a complete table.              | ALT+F5 on the numeric keypad (with NUM LOCK off)  |

**Move through your document**

| To move                    | Press            |
|----------------------------|------------------|
| One character to the left  | LEFT ARROW       |
| One character to the right | RIGHT ARROW      |
| One word to the left       | CTRL+LEFT ARROW  |
| One word to the right      | CTRL+RIGHT ARROW |

|   |               |
|---|---------------|
| displays the field results.   |               |
| Display a menu or message for an available action.  | ALT+SHIFT+F10 |
| Select the <b>Table of Contents</b> button in the Table of Contents container when the container is active. | ALT+SHIFT+F11 |

**CTRL+ALT+Function key**

| To do this                            | Press       |
|---------------------------------------|-------------|
| Display Microsoft System Information. | CTRL+ALT+F1 |
| Select the <b>Open</b> command.       | CTRL+ALT+F2 |

**APPENDIX II**

**Microsoft Word**

software produced by the microsoft company to produce text document such as letters, essays, resumes, reports etc.

**ribbon**

an area at the top of an office program window that contains commands for working with the open file; the commands are organized under tabs.

**blank document**

A new blank document opens each time you start word. The word document has a temporary name, such as document 1. When you finish typing in the document, you can save it with a new name

**cursor/insertion point**

point on a display screen where the next character or space is entered.

**red underline**

Means the flagged text is not in Word's dictionary

**green underline**

Indicates the text may be incorrect grammatically

**blue underline**

correctly spelled word used inappropriately

**Home Tab**

called the primary tab, contains the more frequently used commands

**groups**

vertical columns in a table

**Font Group**

Under the Home tab; contains the buttons to format appearance of font in text. (Example: Type face can be easily changed from standard to bold, italic or underlined using this group).

**Styles**

sets of formatting specifications

**Default page margins**

1" top and bottom, 1 1/4" left and Right, this refers to the amount of non-printable space on a page.

**Scroll Bar**

appears at the bottom and/or right side of a window to allow a user to view another part of the window

**Formatting Marks**

special symbols that represent spaces, tabs, and paragraphs, that do not appear on paper when a document is printed

**Microsoft Office Clipboard**

allows you to copy up to 24 multiple texts, and graphical items from Office documents or other programs and paste them into another Office document

Preview from Notesale.co.uk  
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