



Using Basic



Microsoft Word Icons



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Make your text bold



B

Highlighting
text and
clicking this
icon will make
your text **bold**.

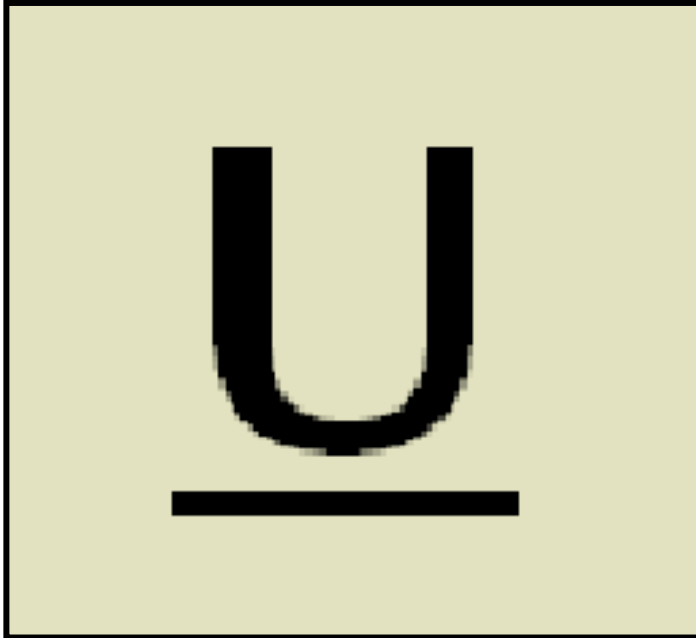
Make your text italic



I

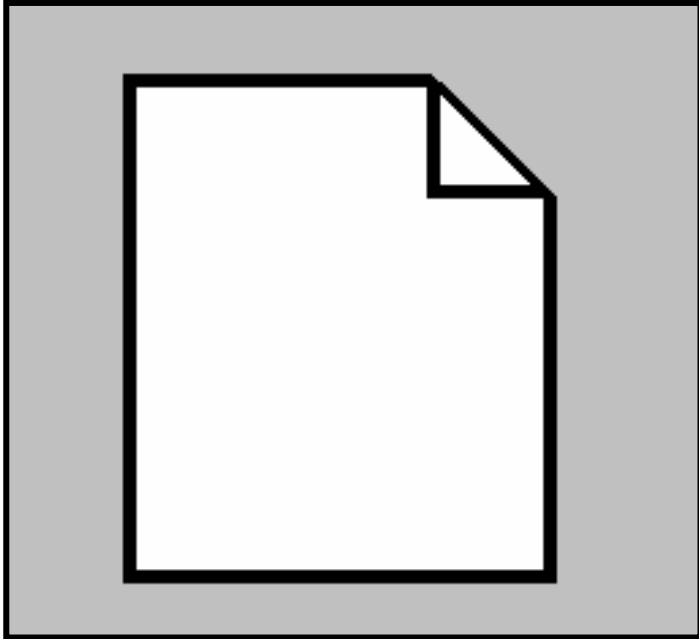
Highlighting
text and
clicking this
icon will make
your text *italic*.

Underline your text



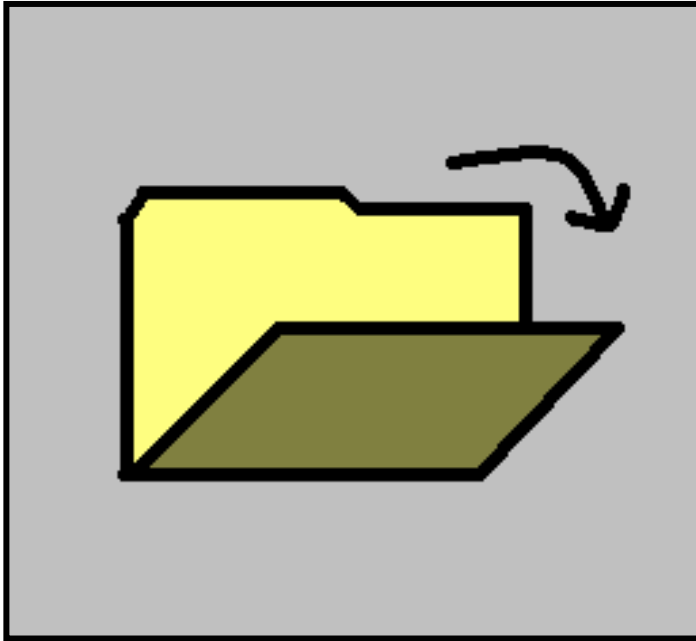
Highlighting
text and
clicking this
icon will
underline your
text.

New Document



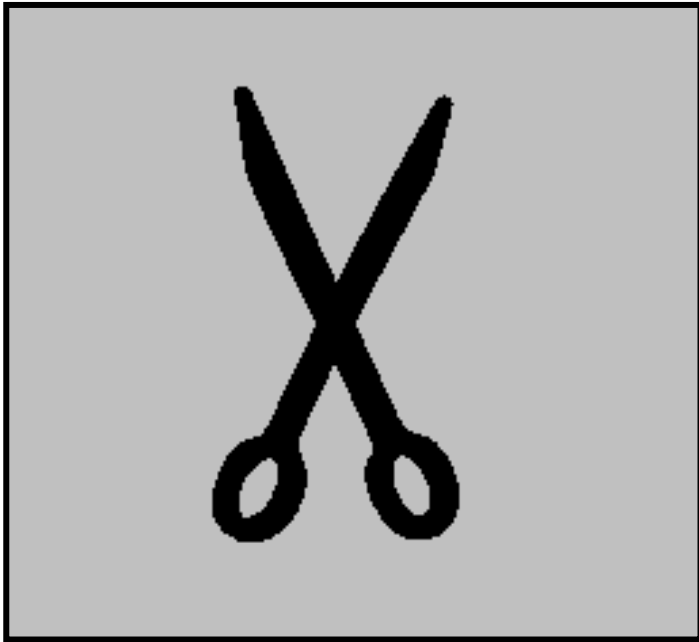
Click this icon
when you want
to start a new
document.

Open Folder



Click this icon to search inside a folder on your computer for the document you want to open.

Cut



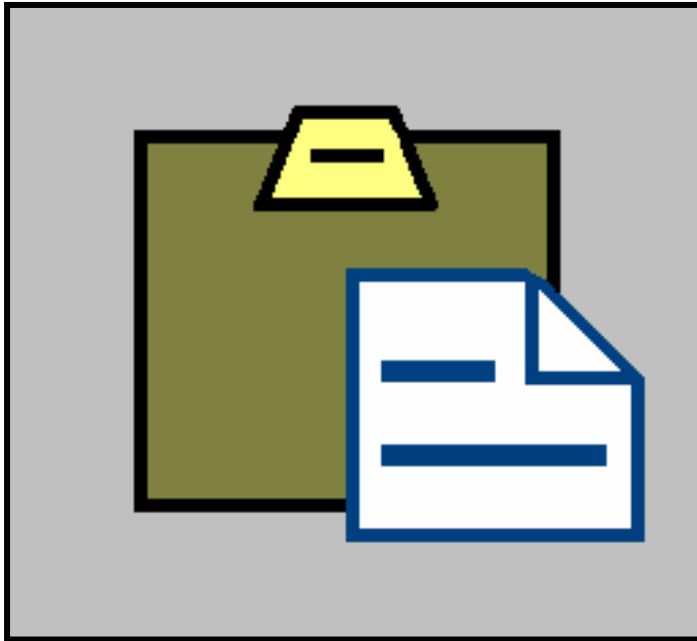
Use this icon to
remove pictures
or text you
need to move
to a new place
or new
document.

Copy



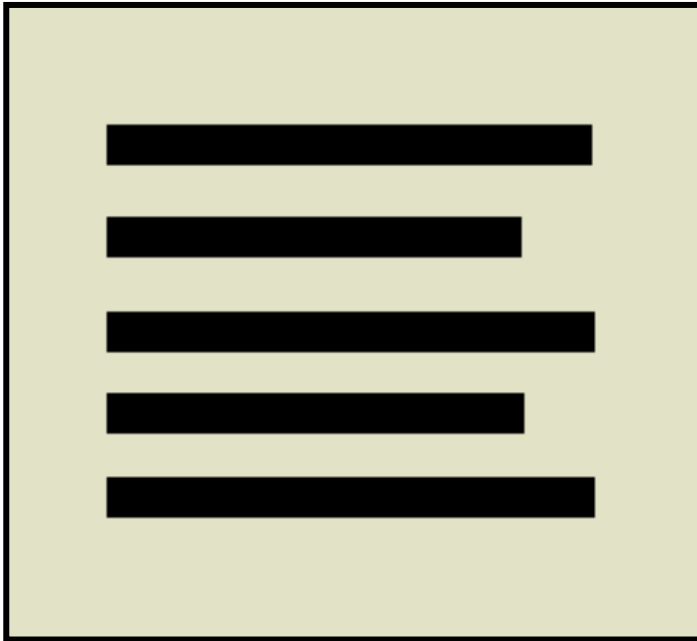
Use this icon to copy pictures or text you might need more than once in your document.

Paste



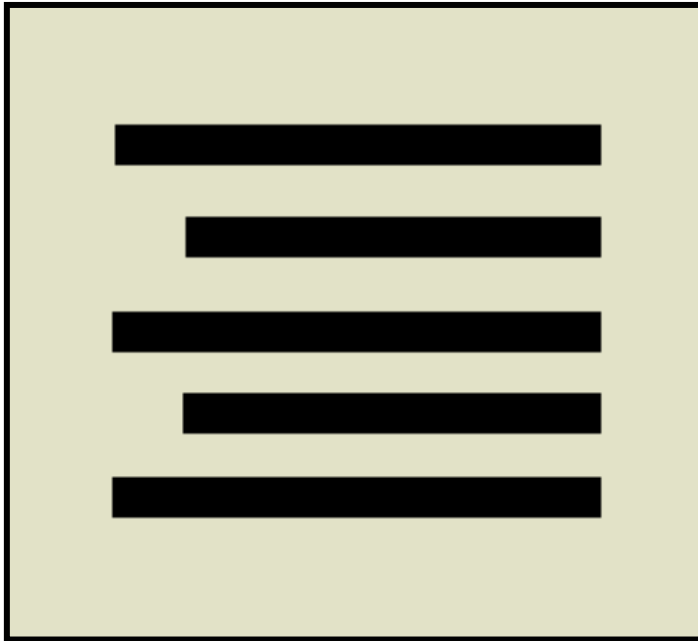
Use this icon to reposition or repeat work that you have 'cut' or 'copied'.

Left Align



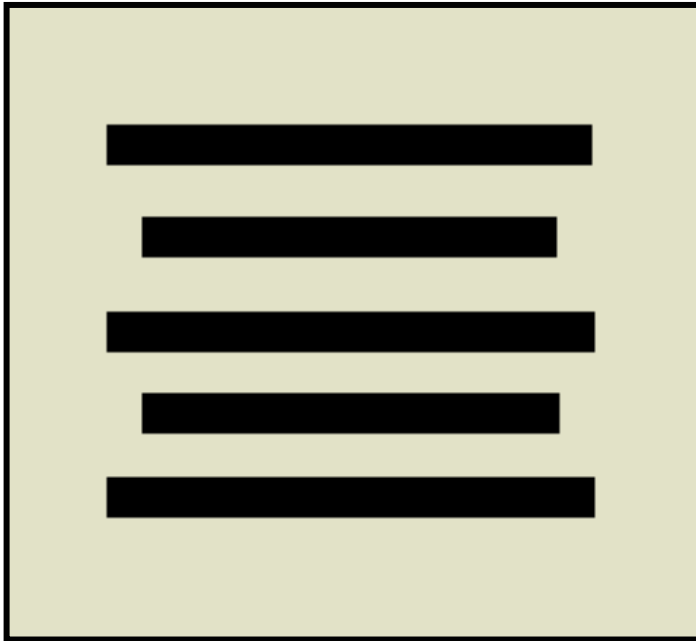
Choose this icon if you want your text to line up against the left side of your document.

Right Align



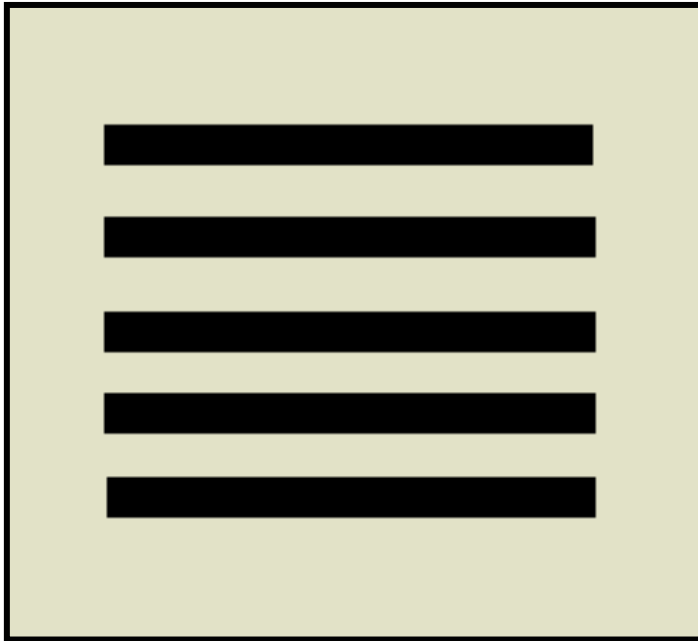
Choose this icon if you want your text to line up against the right side of your document.

Centre Align



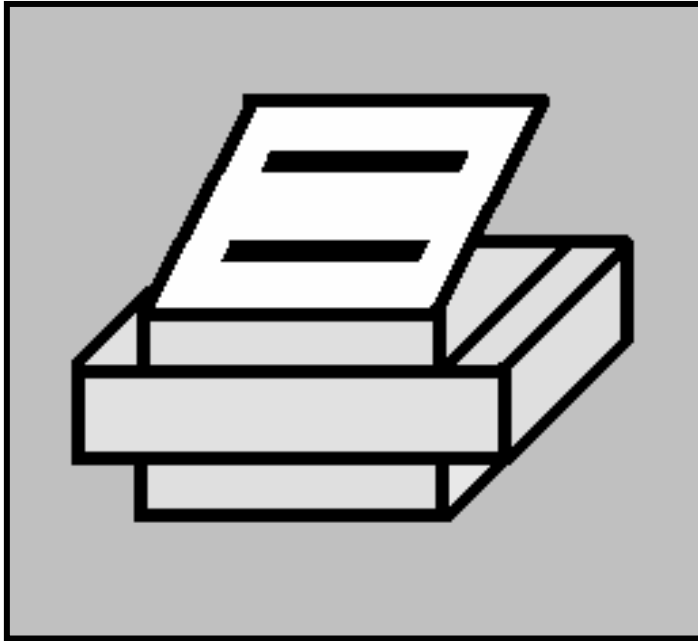
Choose this icon if you want your text be central in your document.

Justify



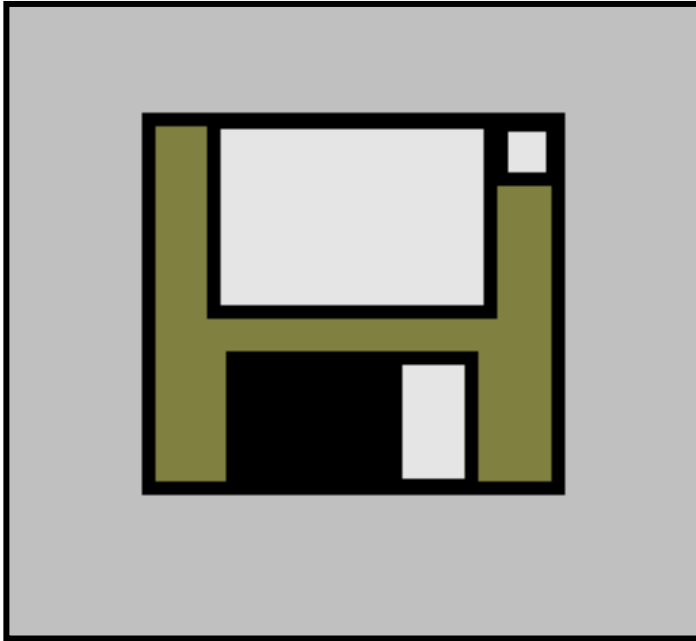
Choosing this icon makes your text line up along both sides of your document.

Print



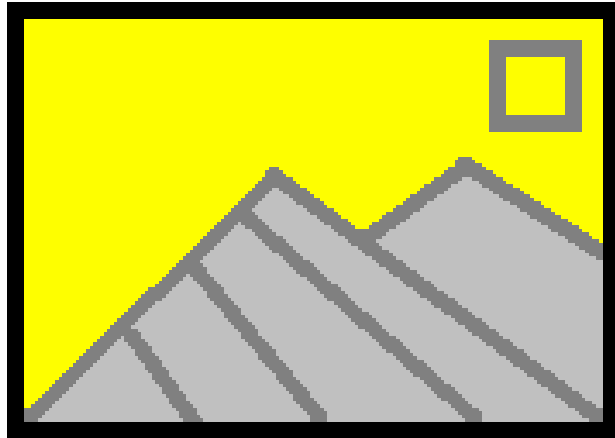
Click this icon to
print your
document.

Save



Click this icon to
save your
document.

Insert Picture



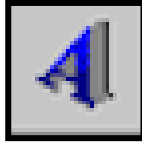
Click this icon
to insert a
picture from
'My Pictures' or
another file on
your computer.

Insert Clip Art



Click this icon
to insert a
picture from
your Clip Art
files.

Insert Word Art



Click this icon reach to Word Art menu.

