

Key Points and Tips

Almost all functions are accessible at the top of the screen using the **tabs** and the corresponding **ribbons**

Hover over any icon to learn more about what it does

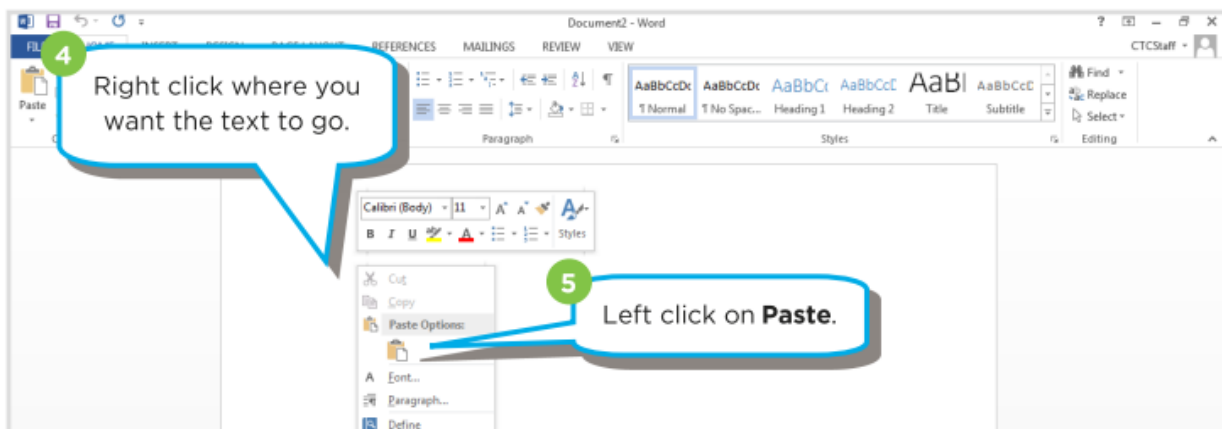
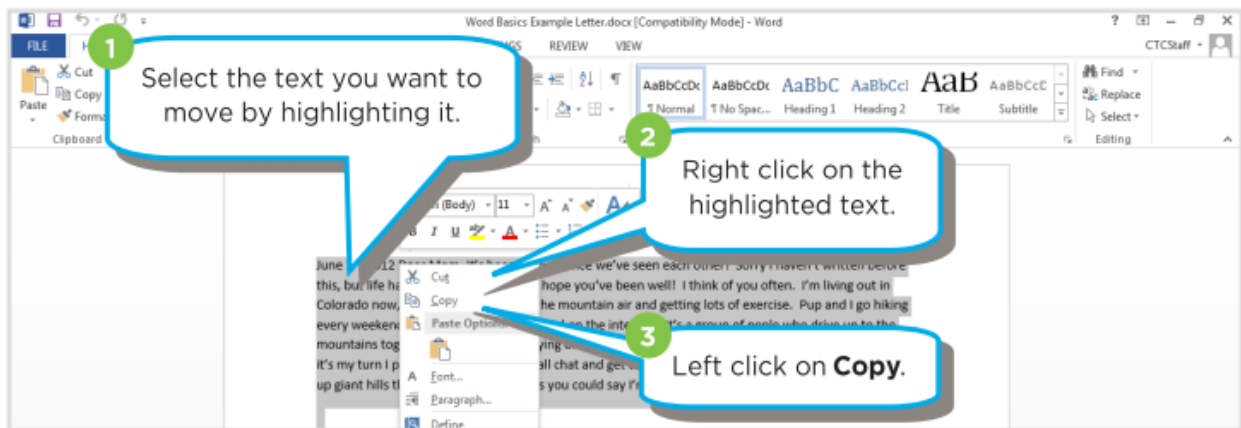
For commonly used functions, right click on the icon and **add to quick access toolbar**

To save a new or revised file, make sure to **Save As and name the file**

Use the **Tell Me search** at the top of the screen to quickly find functions

Copy and Paste

Move text around between documents or even between software!



*Thanks to Denver Public Library for their images

Page Layout and Zoom

Zoom control located in the bottom right corner →

Layout options located on the **Layout** tab

Remember to **Preview** your work before printing



For more help, watch training videos on Lynda, which can be accessed from our website.

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