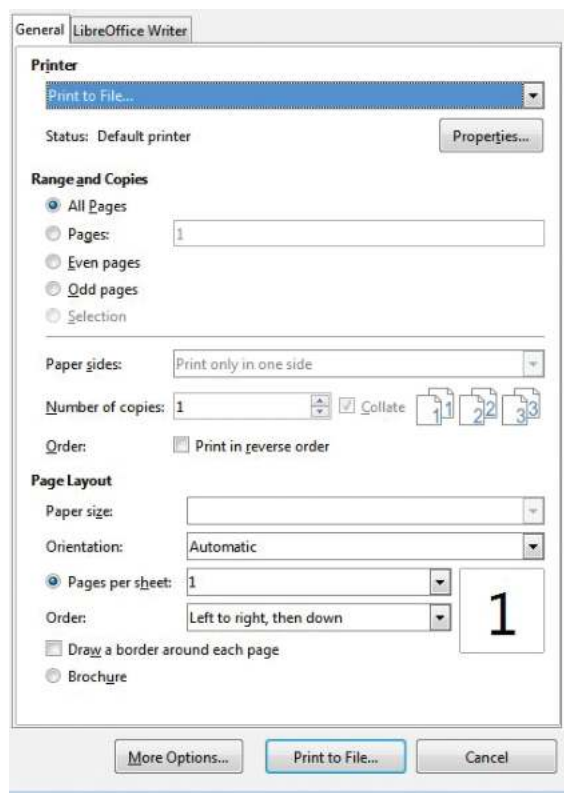


The Print dialog box will open. Select the Options like print range, Number of copies, Printer name etc. See that printer is switched on and the paper is available in the printer tray.

3. Click OK.



Print Preview

Print preview provides a way to see how your document will look when printed. You can see several pages at once. It is similar to Print Layout View. An advantage of Print preview is that it has its own toolbar. The toolbar allows you to easily view multiple pages and change the magnification of the screen. You can also edit your document in print preview mode. To switch to print preview, use one of these methods:

1. Click on the Print preview in the file menu.

Or Press CTRL+Shift+ O keys.

EXIT TEXT DOCUMENT

When finished you can close all the files and quite the Word program by selecting File→Exit command on the File menu bar.

Selecting Text

Even though the document is built up by typing one character at a time, while editing and formatting one always work with words, lines, paragraphs and sometimes with the whole document. For this purpose one should learn how to select the text. Once the text is selected, change can be made to that text. The text can be moved, copied and made as bold. The font and colour of the text can also be changed. For selecting text, the mouse or the keyboard can be used.