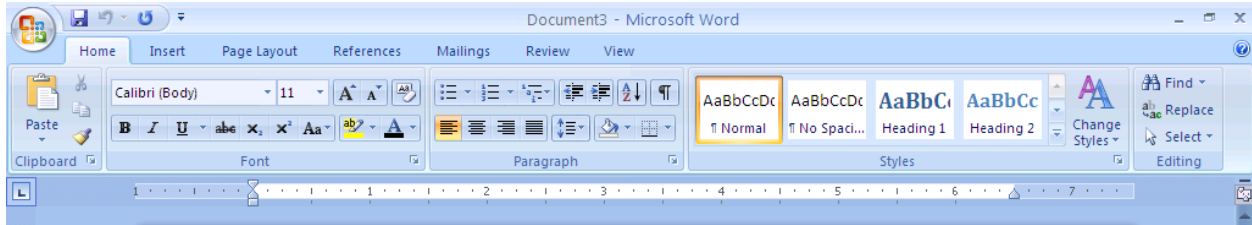


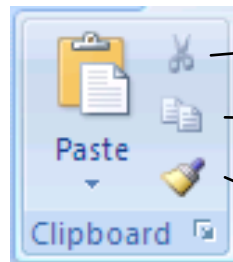
# TIPS for the HOME Toolbar



SAVE



UNDO



CUT

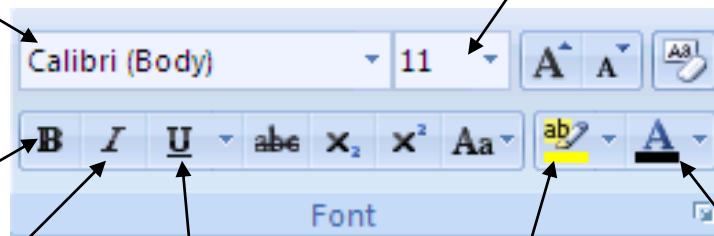
COPY

FORMAT PAINTER

FONT – how the letters look on the page.

FONT NAME

FONT SIZE



BOLD

ITALIC

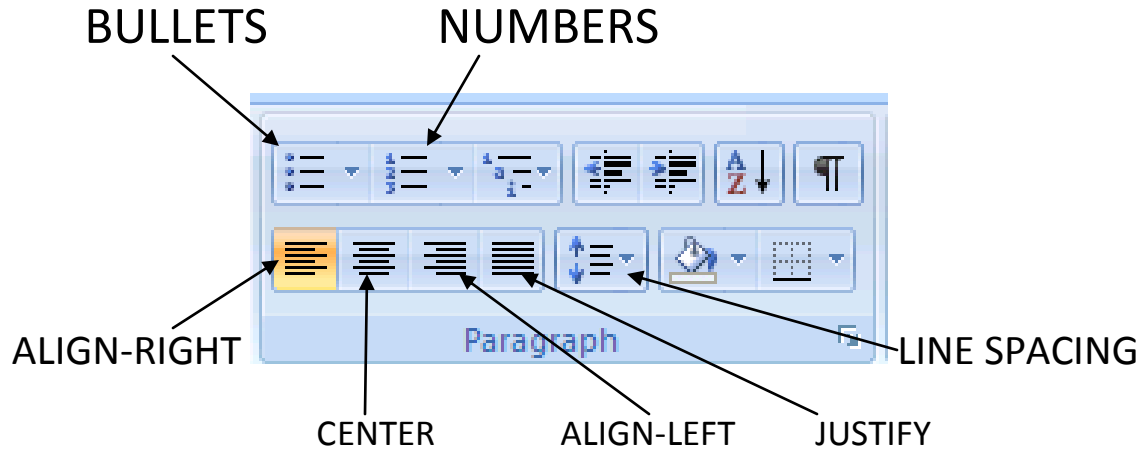
UNDERLINE

Highlight

Font Color

## Formatting – How the text looks on the page.

Use Bullet and Numbers for lists.



## TIPS for the INSERT Toolbar

The image shows a screenshot of the Microsoft Word ribbon, specifically the Insert tab. The ribbon is divided into several groups: Pages, Tables, Illustrations, Links, Header & Footer, and Text. Arrows point from callout boxes to specific icons in the Insert tab: 'PICTURE' points to the Picture icon, 'CLIP ART' points to the Clip Art icon, 'HEADER' points to the Header icon, 'FOOTER' points to the Footer icon, and 'PAGE NUMBER' points to the Page Number icon. Each callout box contains a title and a brief description of the function.

Icon	Description
Picture	<b>PICTURE</b> Insert pictures stored in your file folder.
Clip Art	<b>CLIP ART</b> Insert pictures and images stored in the computer or on the Internet.
Header	<b>HEADER</b> Insert information inside the top margin.
Footer	<b>FOOTER</b> Insert information inside the bottom margin.
Page Number	<b>PAGE NUMBER</b> Insert page numbers into the header or the footer.