PRINTING A DOCUMENT FROM MICROSOFT WORD

Once you have finished typing your document, it is always a good idea to save it before you print it out. This is not essential, just a precaution in case anything happens and you need to make some changes to your document and print it out a second time.

1. Move the mouse over the word 'File' in the top left hand corner of the screen. Click once with the left mouse button. (see figure q.)
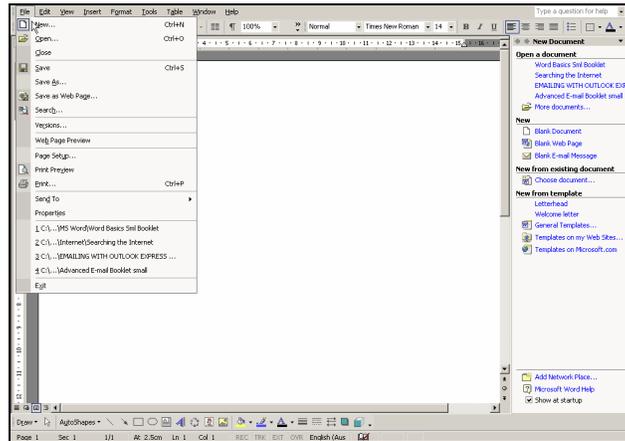
(figure q.)

2. Move the mouse over 'print' and click once. A 'Print' window will appear on the screen (see figure r.)
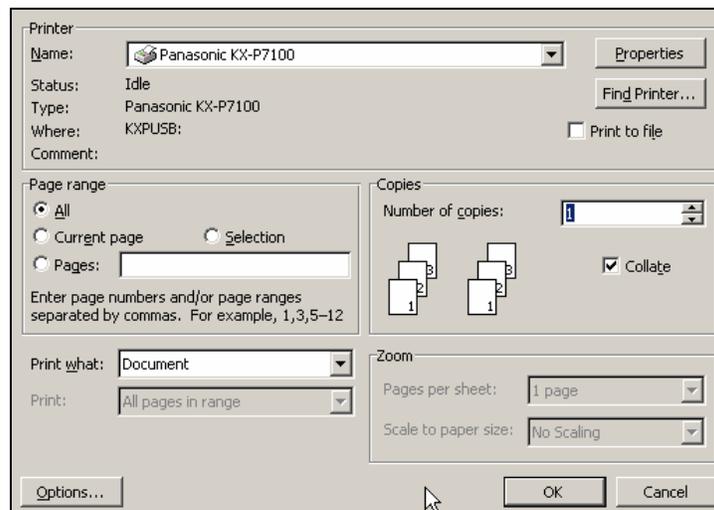
(figure r.)

NOTE: *It is within this 'Print' window that you can tell the computer how many copies to print, specify any one or couple of pages of the document you would like to print, what size paper to print on and which printer to use. All of these features are covered in a later lesson.*

3. To print the document, simply move the mouse over 'OK' and click once with the left mouse button. The computer will now send the information to the printer and the document will print.