

Follow-Up Exercise Using Help

In this exercise you will work with Help within a program.

Warning: Help changes how it works slightly between different versions of Microsoft Office: Newer versions try to integrate getting help from the Internet. This can be confusing. If you have your thinking cap on, you'll be able to figure it out. ;)

There are 2 different approaches a user can take to using Help in Word.

- The first approach is to use the Office Assistant and type in a natural language search.
 - The second approach is to browse by Contents. (Like using the Table of Contents in a book except the organization is by folder instead of chapter).
1. **To search in Help:** click on the **Help** menu and choose, **Microsoft Word Help**.
 - If the office assistant is “on” type either *accessibility* or *file format* in the office assistant search box and see what you can learn.
 - If the office assistant isn't on, use the **Answer Wizard** tab in the Help pane that normally shows up on the right-side of the Word window, and type either *accessibility* or *file format* and see what you can learn.
 2. **To browse in Help:** Click on the **Contents** tab in the Microsoft Word Help window, browse through folders until you find something you want to learn.



TIP: Help changes slightly in each version of Word, but the idea that you can search or browse is available in all.

If you don't see the **Contents** tab in your Help window, click on the “Show” icon just above the help text in the Help pane.



OR, click on the words **Table of Contents** below the search box in version 2003.

BONUS

- In Word, explore your options for customizing the way the program works by clicking on the **Tools** menu and choosing **Options**. Explore the tabs by clicking on the Question Mark   and then on something in the dialog box.