

FAQs regarding Microsoft Word.

- Q. How do I select or highlight a text?
1. Left click on a text that you wish to select and hold the click.
 2. Now drag the mouse over it.
- Q. How do I print a document?
1. On the top left corner, you will see a logo of new Microsoft, click on it and now will see a print button, click on it.
 2. Now, here you have all the options. If you want to print only certain pages, click on pages and type the page numbers and click OK.
- Q. How do I cut, copy and paste something?
1. To cut, select a document or sentence, right click on it, and you will see cut.
 2. To copy, select a document or sentence, right click on it, and you will see copy.
 3. To paste, select a place where you want to paste a document or sentence, right click on it, and you will see paste.
- Q. How do I center a title?
1. Select a word, sentence, or text that you want to center by dragging mouse over it.
 2. Right click on that word, sentence, or text and select paragraph.
 3. Under the general box you will see alignment and there is drop down box next to the Alignment, Click on that drop down box and select centered and then click ok.
- Q. How do I change the font and its size?
- There are two ways to do this.
1. Under the home tab, you will see a drop down box. It has all different fonts, pick the one you like. Right next to the font box, there is another drop down box, and this box has different font sizes, pick the one you like.
 2. Select a document that you wish to change font and its size. Now, right click on it. You will see a Font, click on it. Click on your desired font and size and click OK.
- Q. How do I change margin?
1. Click on the Page Layout tab at the top.
 2. You will see Margin on top right, click on it and pick the one that you like
 3. If it does not show the one you like, click on Custom Margins at the bottom and fill out your desired measurements and then click OK.
- Q. How do I send my document as an attachment?
1. Open the document that you wish attach.
 2. On the top left corner, you will see a logo of new Microsoft, click on it.
 3. Now, you will see Send button that has E-Mail, click on it, and it will open your Outlook with an attachment.

FAQs regarding Microsoft PowerPoint.

- Q. How do I print PowerPoint slides?
1. On the top left corner, you will see a logo of new Microsoft, click on it and now will see a print button, click on it.
 2. Now, here you have all the options.
 3. Under Print What, there is a drop down box. Click on Handouts, and now it will ask you for slides per page. Select number of slides per page as you desire.