
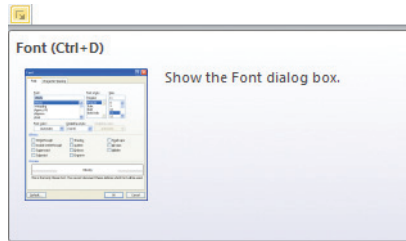



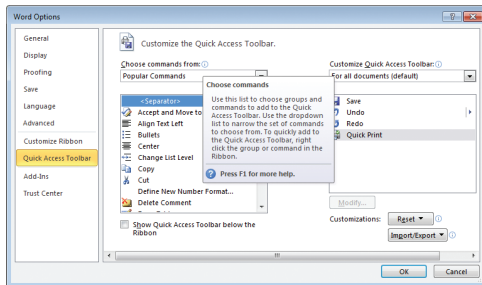
Getting Help

1 Move your mouse over a command in the Ribbon. After a few moments, a Super Tooltip appears, showing you the name of the command (useful if it's displayed only as an icon in the Ribbon). You'll also see an explanation of its function

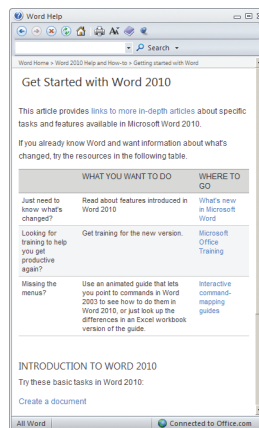
2 The  icon indicates that a dialog box will open if you click on it. If you just hover over it with the mouse, however, the Super Tooltip will include a preview image of the dialog – as in this example



3 For more online information about any of Word's features, press the F1 key, or click on the  icon in the top right corner of the screen



4 You'll see an explanation of the control in question. If your mouse was not pointing at any controls when you pressed F1, then a general searchable Help window appears



Hot tip



If you have an active Internet connection you can also access Microsoft's online help content. If the indicator in the lower right corner of the Help window is set to Offline, then click directly on it and select "Show content from Office.com".