

# Help and How-to

## Hot tip



You can also launch the Help and How-to dialog box by pressing F1 on your keyboard.

1

Click on the Help button on the Ribbon (its the ?) near the top right-hand corner of the screen

2

Click on any entry to see additional topics



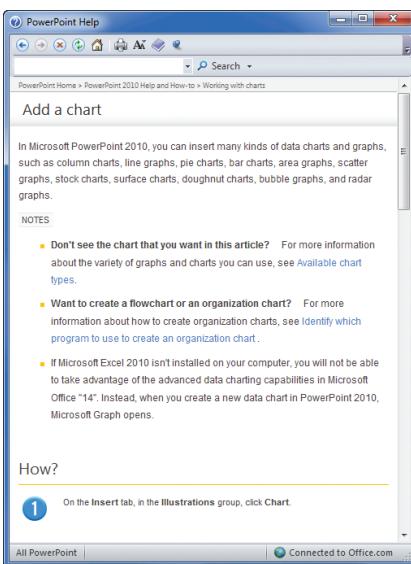
## Hot tip



Ensure your computer is connected to the Internet, in order to search online for more up-to-date content.

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- 3 Click on one of the newly displayed topics to see the help or how-to information for that particular topic

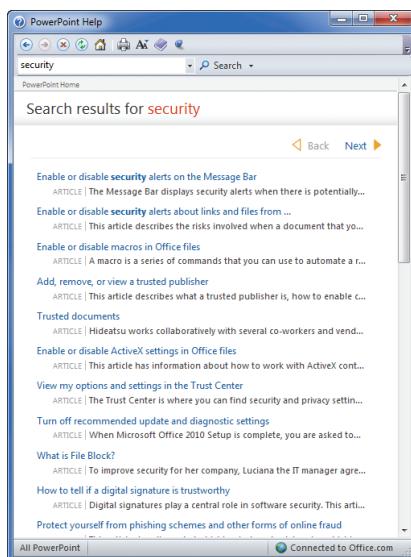


- 4 Click the Print icon if you want to print it
- 5 Click the Back icon to return to the list, or click the Home icon to return to the start

## Manual Searching

You can also enter text into the search box to look for something specific, instead of trying to find it from the various lists.

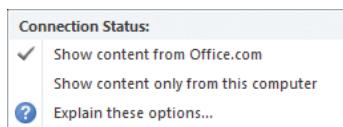
- 1 Enter a word, phrase or text entry into the search box
- 2 Click the Search button to begin the search



## Search Locations

You can choose to search for content from Office Online, or only from the local computer.

- 1 Click the Connection Status box and select the location



### Hot tip

You can refine the search type by clicking on the arrow on the Search button and choosing a type that suits your search criteria, such as only searching PowerPoint Training.

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### Beware

If you are searching Office Online, you will also see results for other Office applications and different versions of PowerPoint (unless you consider refining your search).