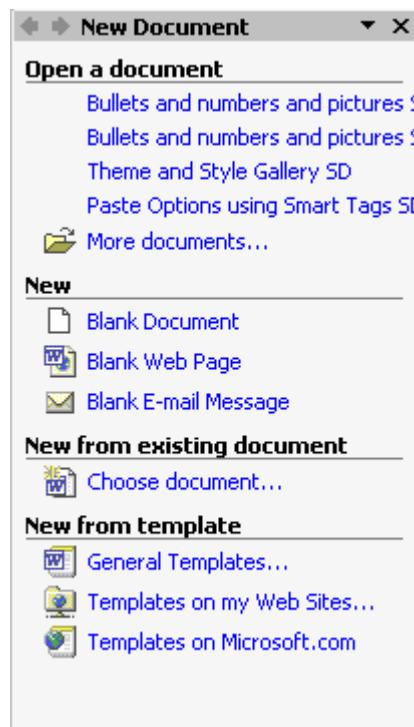
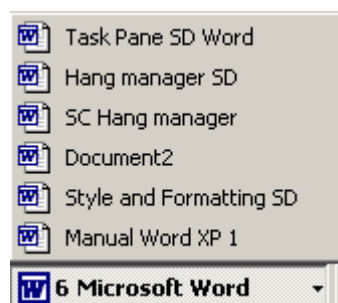


Task Pane

On the right hand side of the open Word screen is the new Task Pane. The Task Pane automatically appears in Microsoft XP applications to help you navigate e.g.: New Blank Document, Templates etc...



When you have 6 documents or more open in an application they will condense under one tab with a downward pointing arrow.



Track changes

When you have completed your documents, proof read it and decide to make



changes, a useful feature is to highlight the changes you make. Double click the TRK and your changes should underline. With a scored line through the text that you chose to change and look like this. Notice a vertical line on the left margin, this denotes that changes have been made.

Double click to turn off this feature.

In Word XP we now have a new tool bar, which will control the operation of tracking changes

When you are satisfied with the document go to the tool bar and accept changes or reject changes.



Theme

Theme gives you the option of giving your document a themed appearance. To activate, go to **Format > Theme**. From here you can view the range of themes by clicking on the names in the Choose a Theme list on the left-hand side. When you have chosen the theme you want click OK



Styles and Formatting

