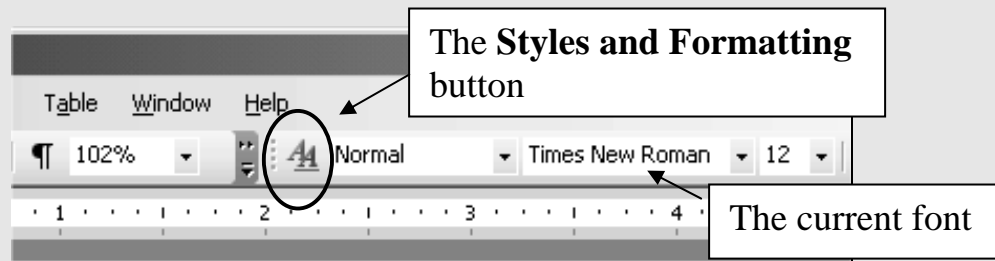


Appendix A Changing the default font

The default font in use is defined in the Normal template, so in order to change the font, it must be done with the template. Let's look at how this is achieved.

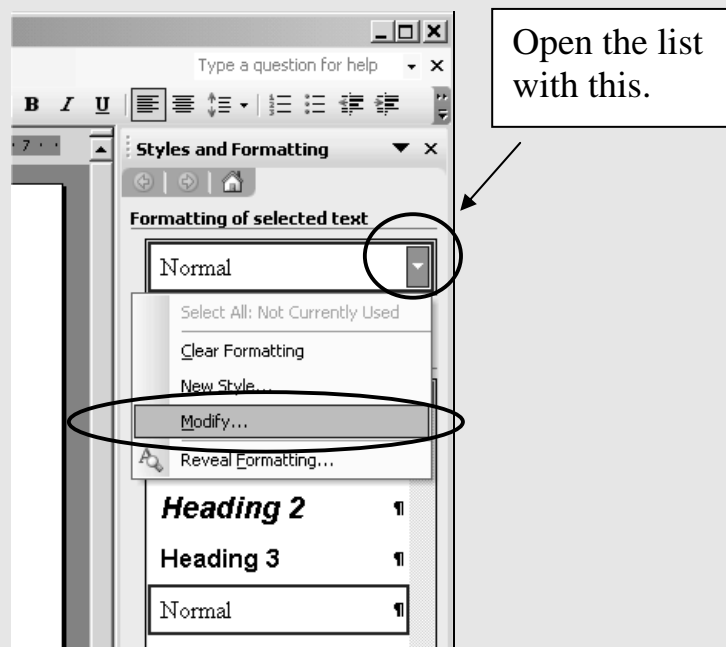
- 1 Open a new blank document.
- 2 Click the **Styles and Formatting** button on the **Formatting** toolbar, as shown in Figure A-1 below:

Figure A-1



The **Styles and Formatting** Task Pane will appear, and it also includes the Normal formatting.

Figure A-2

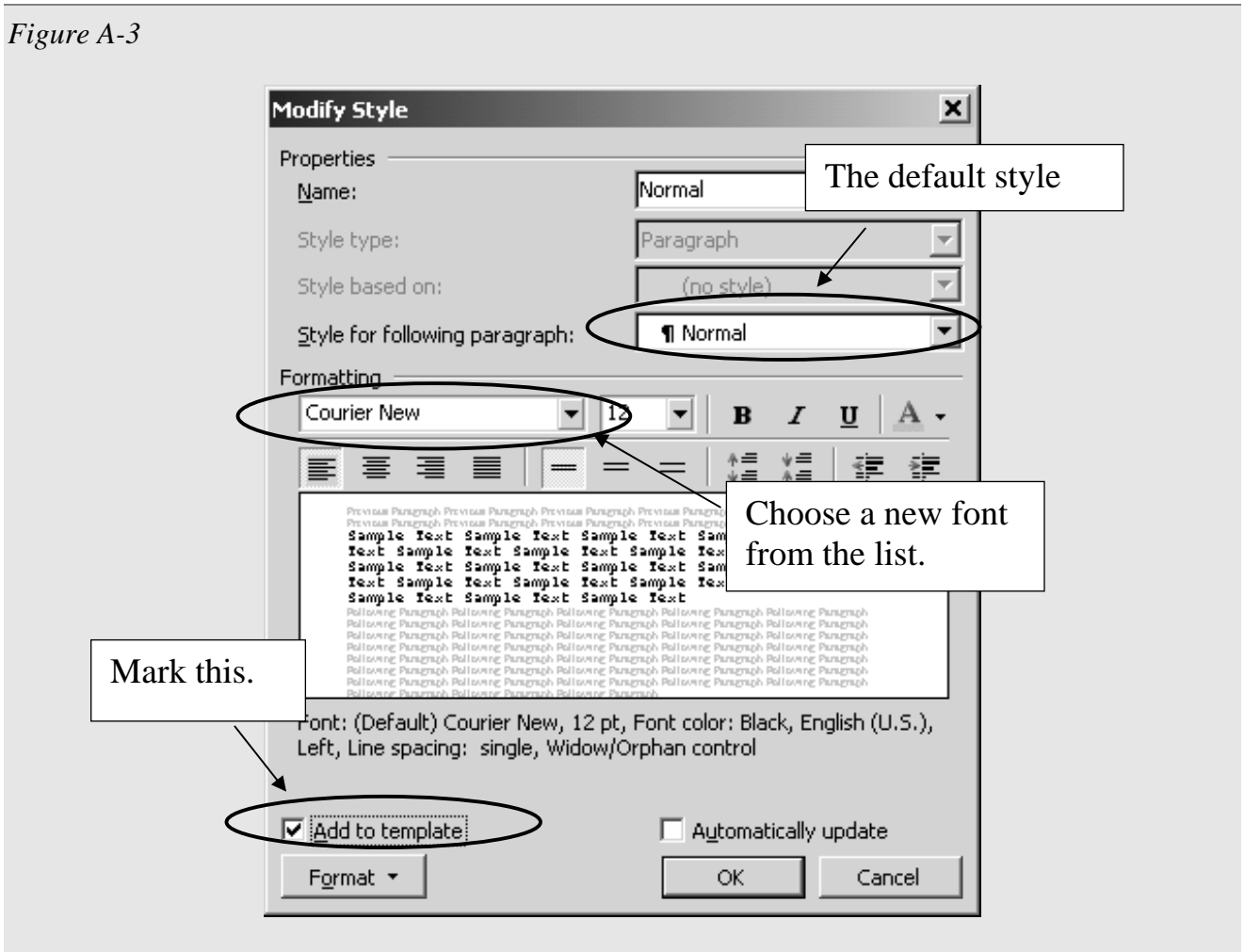


When you move the mouse over the right end of the style field, an arrow appears, as shown in Figure A-2 above. By clicking that arrow, a drop-down list will appear.

- 3 Choose **Modify...** on the list, as shown in Figure A-2 above.

The **Modify Style** dialog opens:

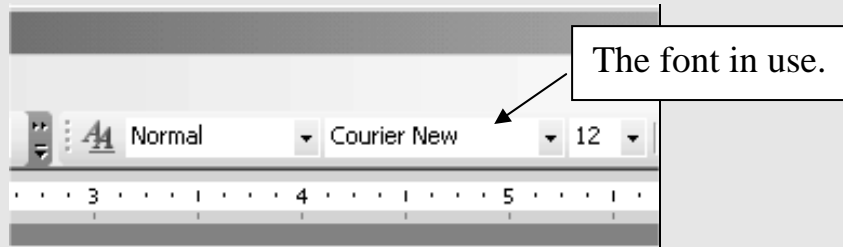
Figure A-3



- 4 Make the choices, as shown in Figure A-3 above.

- 5 Click **OK**.

Figure A-4



We see on the **Formatting** toolbar that the default font has been changed.

- 6 Close the document without saving.

When you open a new blank document, you'll see that the new default font is in use.

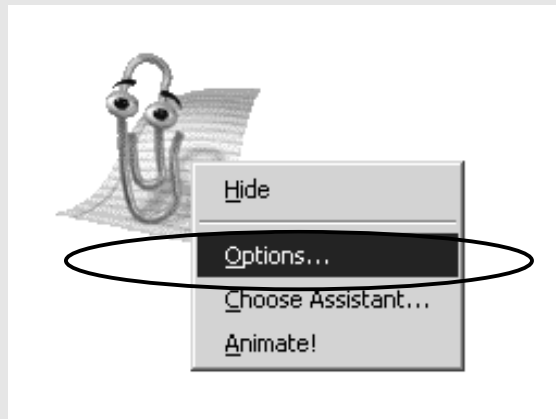
Appendix B Setting the Office Assistant

It's often good to turn off the Office Assistant when working with documents. Let's look at how this is achieved.

- 1 If the Office Assistant is visible, edit the following settings.
- 2 Right-click on the Office Assistant. (Note that the Assistant character in use may be different in your computer.)

A context menu will appear:

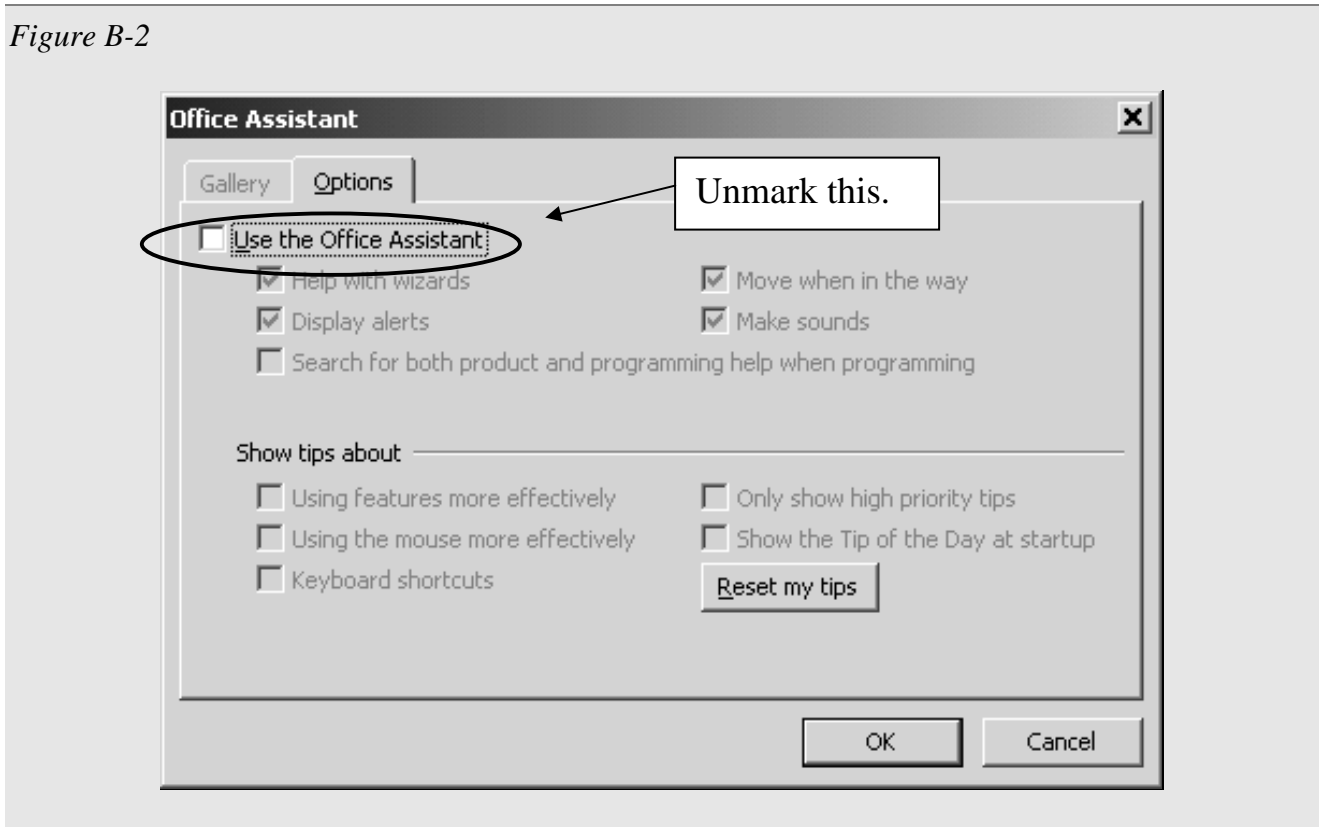
Figure B-1



- 3 Choose **Options...** on the context menu.

The **Office Assistant** dialog will open:

Figure B-2



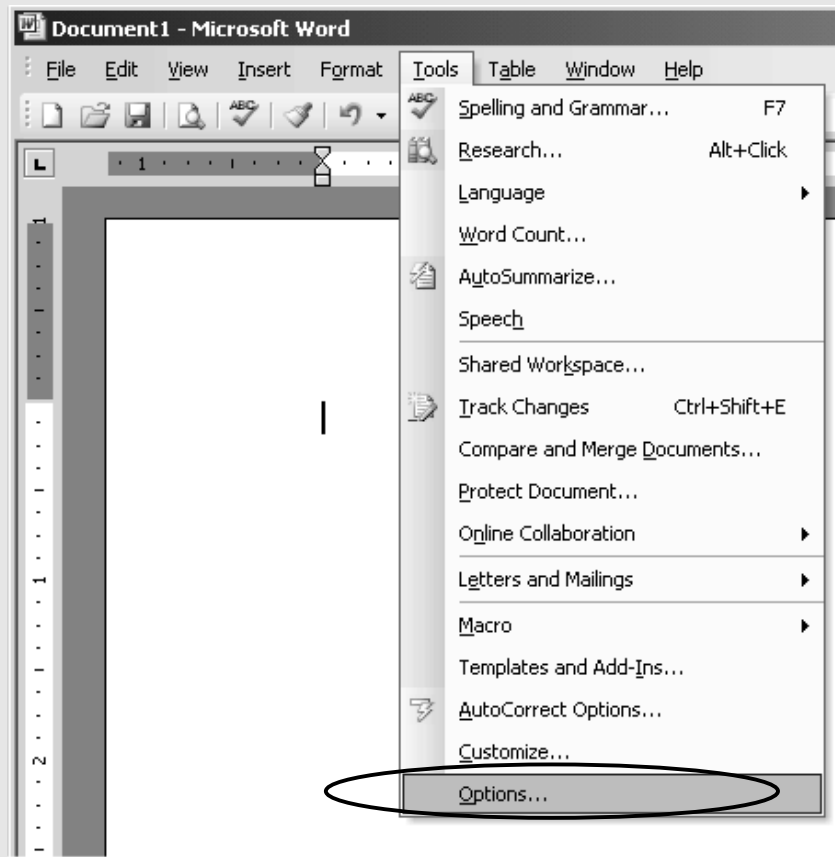
- 4 Unmark the option **Use the Office Assistant**.
- 5 Click **OK**.

Appendix C Set the Task Pane window visible/non-visible

The Task Pane window can be set to open or hide when the Word program is launched. Let's look at how this is achieved.

- 1 Open a new blank document.
- 2 Choose **Tools > Options...**, as shown in Figure C-1 below:

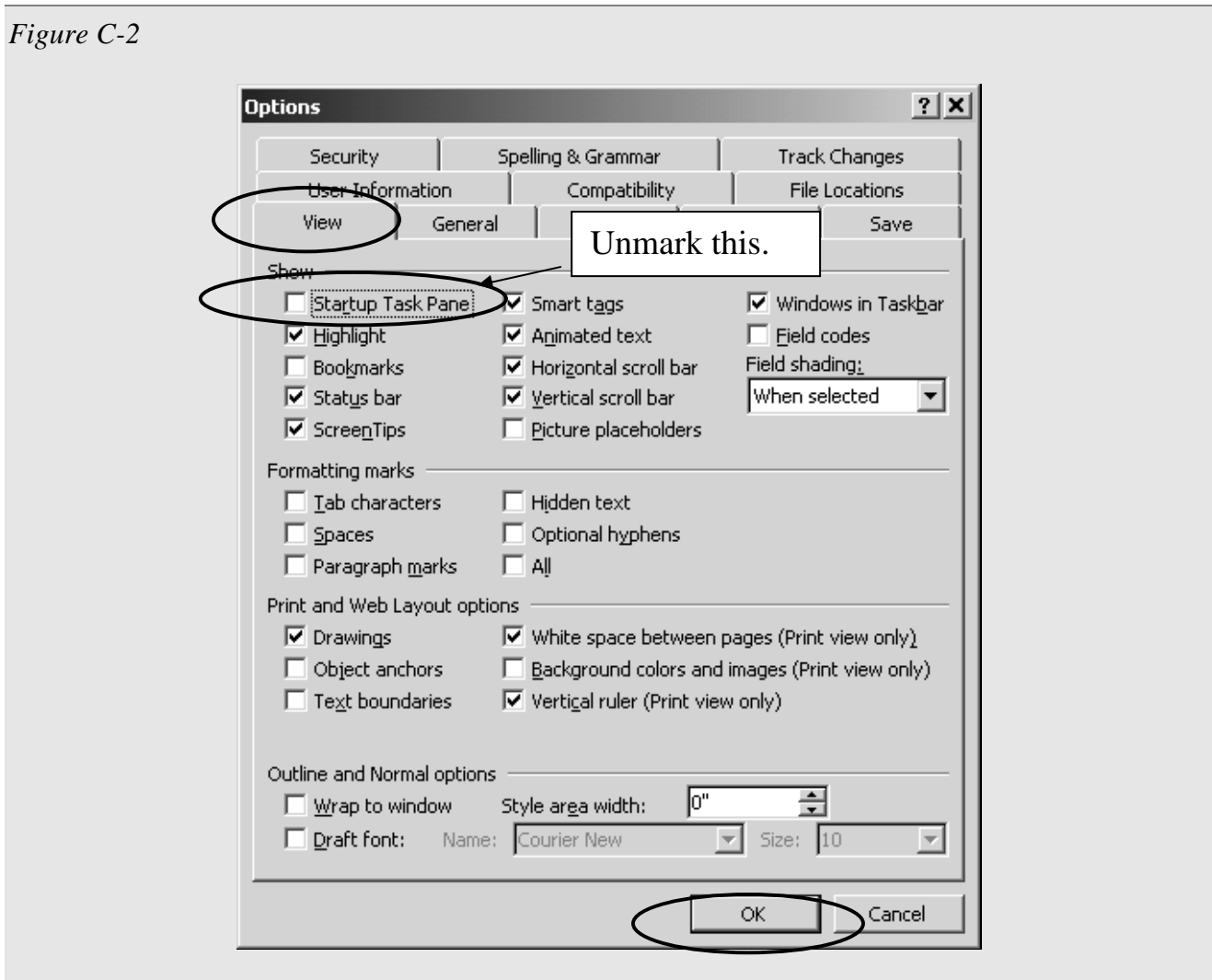
Figure C-1



The **Options** dialog will appear.

- 3 Select the **View** tab, as shown in Figure C-2 below:

Figure C-2



4 Unmark the option **Startup Task Pane**.

5 Click **OK**.

6 Close the Word program.

7 Launch the Word program again.

Now the Task Pane window won't be visible when the program starts.

Note:

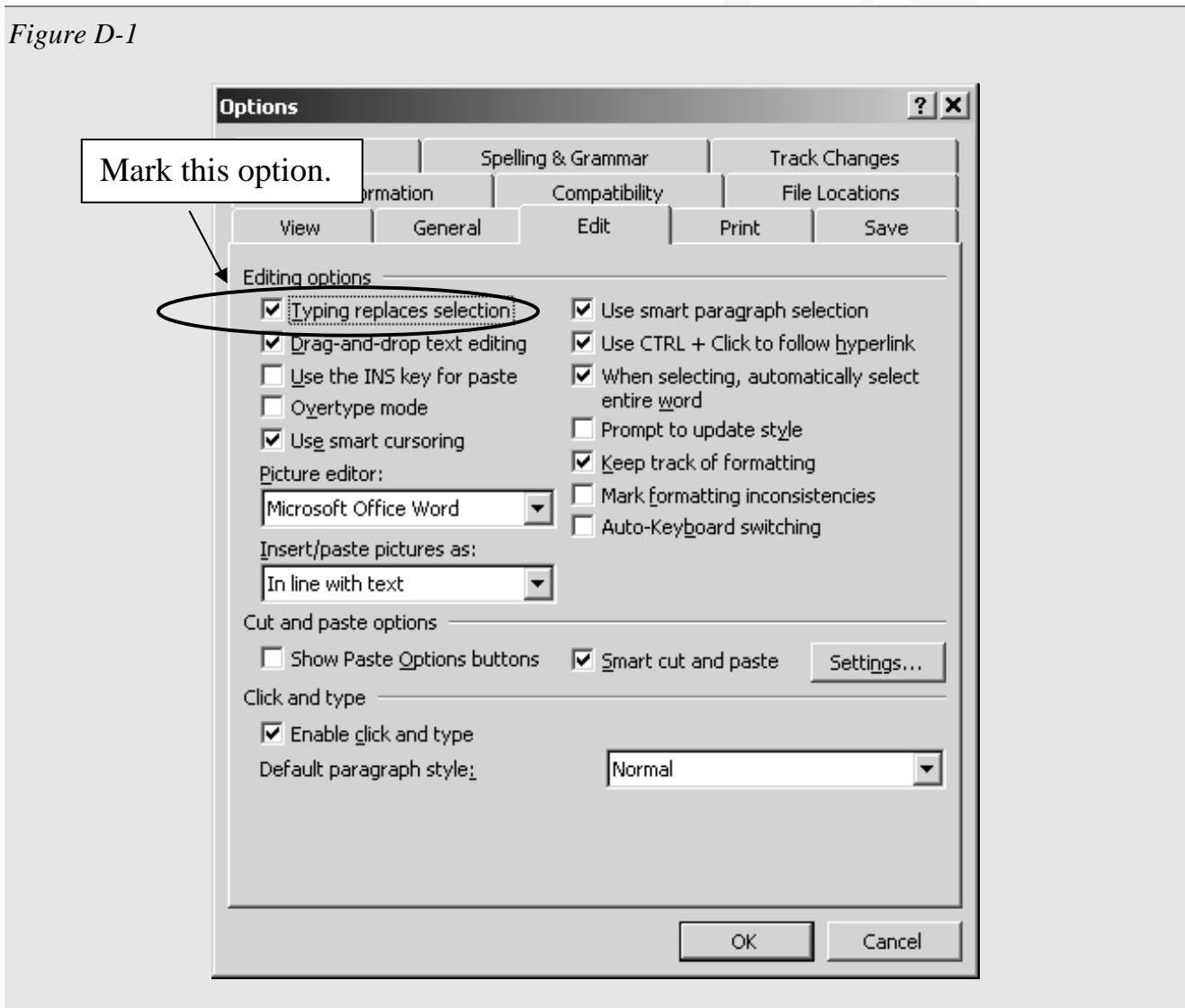
You can open and close the Task Pane window by pressing CTRL+F1.

8 Close the document.

Appendix D Typing replaces selection option

- 1 Open a new blank document.
- 2 Choose **Tools > Options...**, as shown in Figure C-1 above. The **Options** dialog will appear.
- 3 Select the **Edit** tab, as shown in Figure D-1 below:

Figure D-1



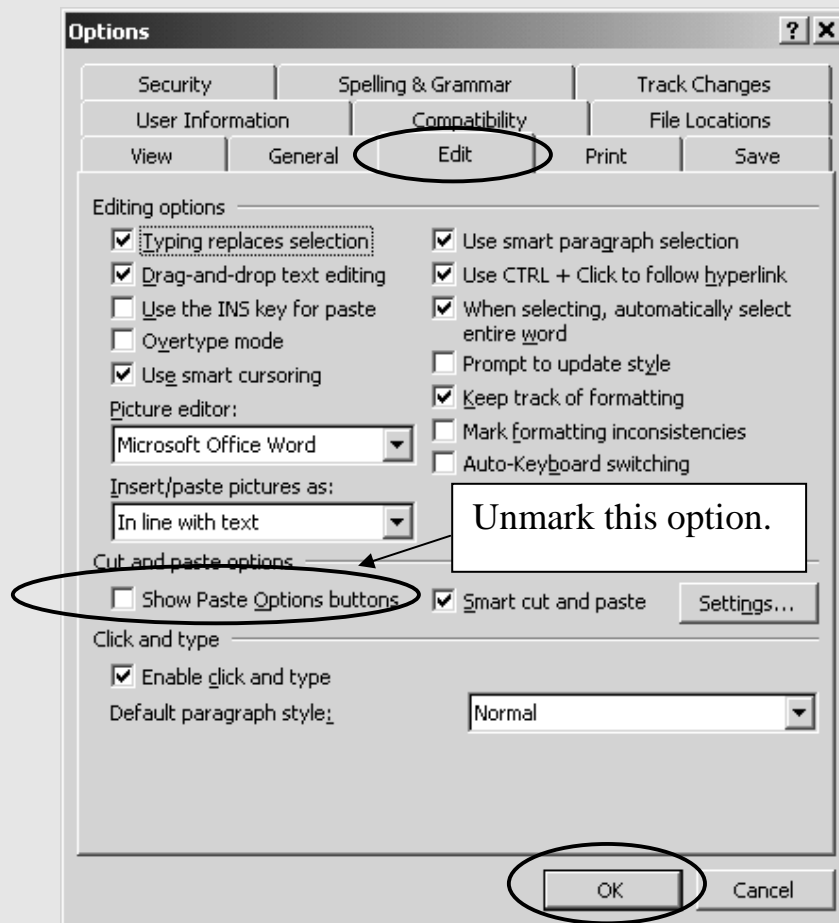
- 4 Mark the option **Typing replaces selection**.
- 5 Click **OK**.

Appendix E Paste Options button

The **Paste Options** button can be set to “off”. Let’s look at how this is achieved.

- 1 Open a new blank document.
- 2 Choose **Tools > Options...**, as shown in Figure C-1 above.
The **Options** dialog will appear.
- 3 Select the **Edit** tab, as shown in Figure E-1 below:

Figure E-1



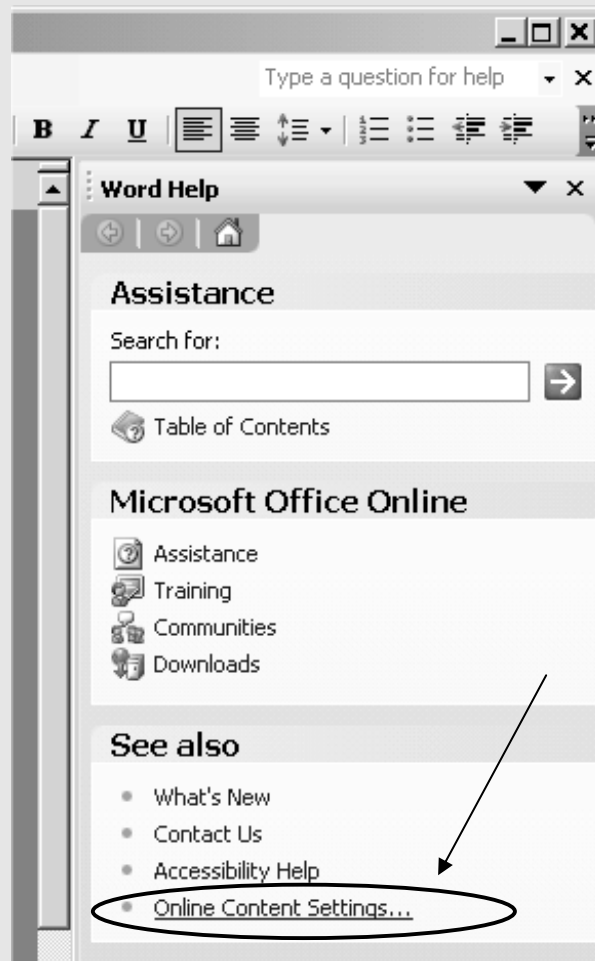
- 4 Unmark the option **Show Paste Options buttons**.
- 5 Click **OK**.

Appendix F **Setting Online features off**

The Online features can also be set to “off”. Let’s look at how this is achieved.

- 1 Open a new blank document.
- 2 If the Task pane is not visible, press F1:

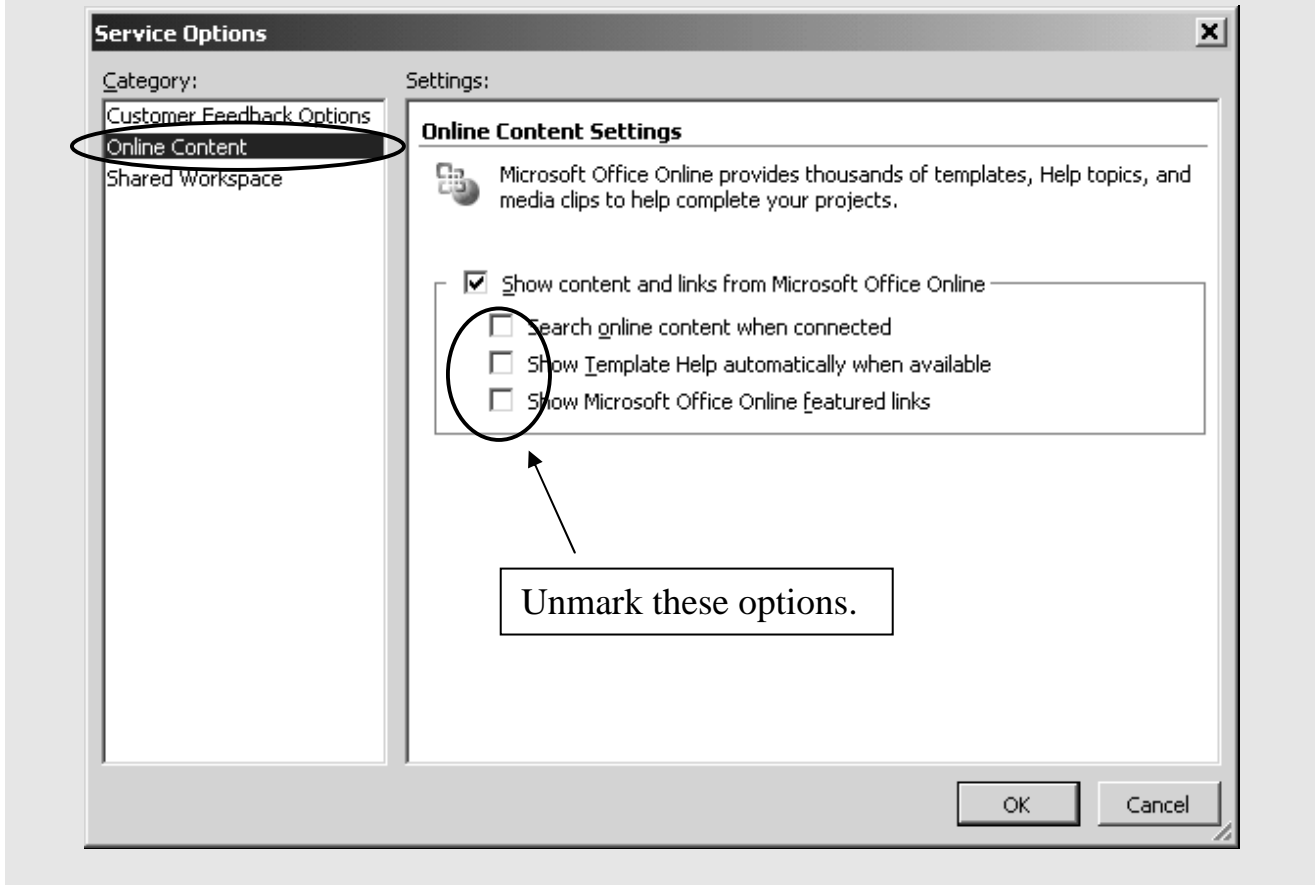
Figure F-1



- 3 Click on the link **Online Content Settings...**

The **Service Options** dialog will open:

Figure F-2



- 4 Select the **Online Content** category, as shown in Figure F-2 above.
- 5 Make the choices shown in Figure F-2 above.
- 6 Click **OK**.