










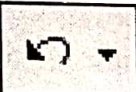
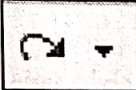

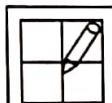






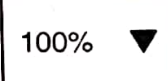
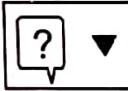
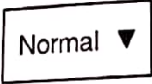
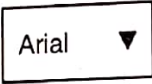
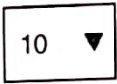
















Button	Name (Shortcut)	Function
	New Ctrl+N	Creates a new file.
	Open Ctrl+O	Opens an existing file.
	Save Ctrl+S	Saves the current file.
	E-mail	It sends the contents of the document of the body of e-mail message.
	Print Ctrl+P	Prints the current file.
	Print Preview	Previews the current file, before printing.
	Spelling and Grammar F7	Checks the spelling and grammar of the current document.
	Cut Ctrl+X	Cuts the selection to the clipboard.
	Copy Ctrl+C	Copies the selection to the clipboard.
	Paste Ctrl+V	Pastes the contents of the clipboard at the selected place.
	Format Painter	Copies the formatting of the selected text.

	<b>Undo Ctrl+Z</b>	Undoes or reverse the last command or action.
	<b>Redo Ctrl+Y</b>	Repeats the last command or action.
	<b>Insert hyperlink Ctrl_K</b>	Inserts a hyperlink in the document.
	<b>Table and Border</b>	Brings up Table and border toolbar.
	<b>Insert table</b>	Inserts a table in the document.
	<b>Insert Excel Spreadsheet</b>	Inserts an Excel sheet in the document.
	<b>Columns</b>	Formats a documents in multiple columns.
	<b>Drawing</b>	Brings up the drawing toolbar.
	<b>Document map</b>	Splits the document window into 2 windows. The left one shows the document outline.
	<b>Show/Hide off Ctrl+.)</b>	Controls the display of paragraph marker.
	<b>Zoom</b>	Controls the document magnification.
	<b>Office Assistant F1</b>	Brings up the office assistant.

Button	Name (Shortcut)	Function
	Style Ctrl+Shift+S	The dropdown list shows different format style. Select the style you want to apply.
	Font Ctrl+Shift+F	The dropdown list show the list of available fonts. Select the desired font or enter the name of the font.
	Font size Ctrl+Shift+P	Enter the font size for the selected text or select the font size from the dropdown list.
	Bold Ctrl+B	Sets bold on.
	Italic Ctrl+I	Sets italic on.
	Underline Ctrl+U	Sets underline text.
	Align left Ctrl+L	Left aligns the text.
	Centre Ctrl+E	Centre aligns the text.
	Align with Ctrl+R	Right aligns the text.
	Justify Ctrl+J	Justifies the text in right and left margin.
	Numbering	Numbers the paragraphs.
	Bullets	Bullets the paragraphs.
	Decrease Indent	Decreases the left indent.
	Increase Indent	Increases the left indent.
	Outside border	Draws an outline around the paragraph.
	Highlight	Highlight the selected text in the chosen colour.
	Font colour	Sets the selected text in the chosen font colour.