

HOW TO MAKE UP SIMPLE LETTER

TO INSERT A **PICTURE** FROM OUR FILE ON THE COMPUTER, GO TO THE TOOLBAR AT THE TOP OF THE SCREEN, CLICK ON **INSERT**, GO TO **PICTURE** AND CLICK ON **FILE**, IF YOU WANT TO USE CLIPART GO CLICK ON **CLIPART** (AS PER BELOW).



TO START ON A NEW PAGE, GO TO THE TOOLBAR AT THE TOP OF THE SCREEN, CLICK ON **INSERT**, CLICK ON **BREAK**, THEN SELECT **NEXT PAGE**.



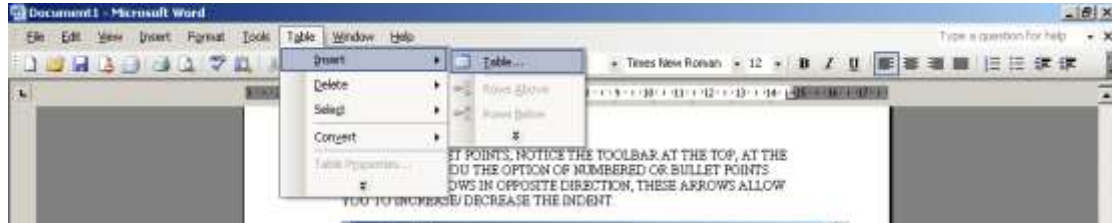
TO INSERT BULLET POINTS, NOTICE THE TOOLBAR AT THE TOP, AT THE RIGHT IT GIVES YOU THE OPTION OF **NUMBERED OR BULLET POINTS** AND ALSO **2 ARROWS IN OPPOSITE DIRECTION**, THESE ARROWS ALLOW YOU TO **INCREASE/ DECREASE THE INDENT**.



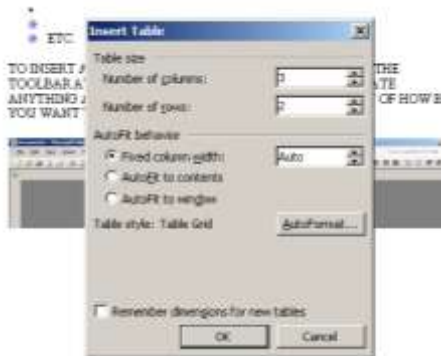
IF YOU WANT TO **CHANGE THE FORMAT** OF THESE NUMBERED OR BULLET POINTS, GO TO **FORMAT** ON THE TOOLBAR AND SELECT **BULLETS AND NUMBERING**. FOR EXAMPLE:

- 1.
- 2.
-
-
- © ETC.

TO INSERT A SPREADSHEET, YOU CAN USE THE **TABLE** ON THE TOOLBAR AT THE TOP OF THE SCREEN, IT **WON'T CALCULATE** ANYTHING AUTOMATICALLY BUT GIVES YOU THE OPTION OF HOW BIG YOU WANT THE TABLE, 2 ROWS, 3 COLUMNS ETC.



FOR EXAMPLE, THIS IS A TABLE OF 2 ROWS AND 3 COLUMNS.



ALSO SOMETIMES WHEN OPENING UP WORD DOCUMENTS ON THE EMAIL SYSTEM, THEY COME OUT IN A **READING FORMAT**, YOU NEED TO GO TO THE TOOLBAR AT THE TOP OF THE SCREEN, CLICK ON **VIEW** AND THEN CLICK ON **PRINT LAYOUT**.