Starting/Closing Word

How do I start Word using program icons?

Method 1: Desktop Icons
1. If a Word icon is visible on the desktop double click the it.
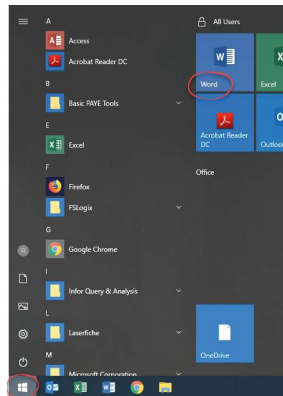

Method 2: Taskbar Icons
1. If a Word icon is visible in the taskbar click once on it to start Word.

How do I start Word using the start menu?

If an icon is not visible you will need to use the start menu. If you use the program frequently an icon will be available in the left hand side column of the start menu.
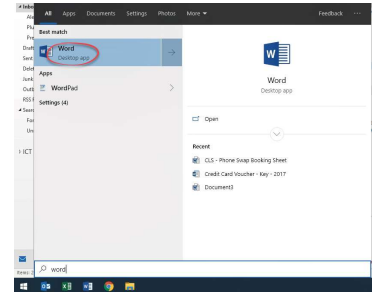
1. Click the 'Windows/Start' Button.
2. Click 'Word'.
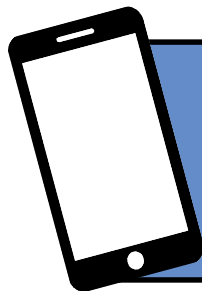

How do I search for Word in the start menu?

If you cannot see an icon for Word you can search to find it:
1. Click the 'Windows/Start' button.
2. Begin typing 'Word'.
3. Click the 'Word' icon when it shows in the search results.

How do I close Microsoft Word?
1. Click the 'Close' button in the top right hand corner of the window.

For help and assistance, call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.