The Help Menu

In this lesson you will learn how to use the Help menu.

The Help Menu is a feature that exists in almost all software programs. It’s often the last item on the menu bar. This lesson is about Help in Microsoft Word, but you can apply this to other programs as well.

You can use the Help Menu if you have questions or don’t know what a certain command is, etc. There are different ways to activate the Help Menu.

Double-click on the word Help on the menu bar to see the different features. The menu expands to items. The first two are the most commonly used and the most useful.

The first one activates Help. It also shows you that you can simply press the F1 key on top of your keyboard to activate Help. So let’s do that. Press F1.

Now you see a panel on the right side of your screen called Word Help. It also says Assistance and has a box called Search for:. After typing a word or question in that box, click the green arrow and a list of matches will be displayed.

When you click Help now, you will see the second item, Show the Office Assistant. Once you click it, the assistant appears (in the form of a paperclip). You can click the office assistant to also ask questions. Click Help again to hide the assistant.

The third item takes you to the Internet. The page is called MS Office Online Worldwide. Here you can find more Help using the Internet.

Practice:
We will focus on the first item, Microsoft Word Help.

Press F1 and type in this question: How do I set tabs? Then click the green arrow for a list of matches. Also, notice that on the bottom of your screen in the right corner, your question is displayed now in a drop-down menu. This will stay there, so you can always go back to your questions.

Click on Set tab stops and follow the instructions on setting tab stops.

“Set tab stops”
“Tab stops enable you to line up text to the left, right, center, or to a decimal character or bar character. You can also automatically insert specific characters, such as periods or dashes, before the tabs.” Also, by clicking on the blue words Tab stops, a definition of the term appears in green (tab stop: A location on the horizontal ruler that indicates how far to indent text or where to begin a column of text.).

Go to 2. Do one of the following and click on To set tabs. This will give you specific instructions about the different tabs available. Also notice the word Tip on the bottom. It gives you helpful information (here about how to set precise tabs).

Questions:
How can you get help in MS Word?
Who is the Office Assistant?
Can the Office assistant be turned off? If so, how?
How can you go online to get help?