

# HELP ME! PLEASE!

Name:

Date:

*Nobody knows how to do everything. Most people need to learn something new every time they use a computer. You will learn how to use **Help** to help you answer the question, "How do I...?"*

- ⇒ In nearly every application/program there is a **Help** menu.
- ⇒ **Help** is searchable, much like using a web browser on the Internet.
- ⇒ To use the **Help** tool:
  1. Click the **Help** menu & Choose (**Application**) **Help** from the menu
  2. **Search** the Help database for the **topic** with which you need help.
  3. **Choose from the list of topics.**
  4. **Read and learn**

Example: In Microsoft Word, how do I underline?


**1** Help Word Help

**2** Type your search. → underline

**3** Choose from the list. → Add a basic underline

**4** Read and try it out. →

**Add a basic underline**

1. Select the text you want to change.
2. On the **Formatting Palette**, click **Underline**  
 under **Font**.

**See also**

- [Add a decorative underline](#)
- [Change the look of text by applying character formatting](#)

# **ACTIVITY** – Look up each topic in Help and **describe** the process under each underlined item.

Topic

Application to use

Tip

1. **Show toolbars** (Microsoft Word): Make sure that your Standard, Formatting and Drawing toolbars are showing.
2. **Center text** (Microsoft Word): It is not a good idea to use the space bar or tab key to center.
3. **Make a duplicate slide** (Microsoft PowerPoint)
4. **Create and search the Internet with a new tab** (Firefox): Look up “tabbed browsing.”
5. **Rename a file** (Finder): Only rename your files and folders.
6. **Quit an application** (Finder): Quitting unused applications will help your computer operate better.