Microsoft®

ui k ess ool r s

ontextu l
t

inimize
i on elp

roup

llery

: ⌐@9˙H

¡ bZc: Set permissions to control who can open or change the document;
prepare the file for sharing Q M : Publish the document to a service or blog.

- **To Insert a Screenshot:** Click the **Insert** tab on the Ribbon and click the **Screenshot** button in the Illustrations group (Word/Excel/Outlook) or the Images group (PowerPoint), then click an available window.
- **To Insert a Screen Clipping:** Click the **Insert** tab on the Ribbon and click the **Screenshot** button in the Illustrations group (Word/Excel/Outlook) or the Images group (PowerPoint), then click **Screen Clipping**. Click and drag your mouse across the area of the program window that you want to clip.

PICTURE TOOLS

- **To Remove a Background:** Click the **Format** tab on the Ribbon and click the **Remove Background** button in the Adjust group. Refine the image and click **Keep Changes**.
- **To Correct Brightness, Contrast, or to Sharpen or Soften an Appearance:** Click the **Format** tab on the Ribbon, click the **Corrections** button in the Adjust group, and select an option from the gallery.
- **To Change the Color of a Picture:** Click the **Format** tab on the Ribbon, click the **Color** button in the Adjust group, and select an option from the gallery.
- **To Apply an Artistic Effect:** Click the **Format** tab on the Ribbon, click the **Artistic Effects** button in the Adjust group, and select an option from the gallery.

PASTE WITH LIVE PREVIEW
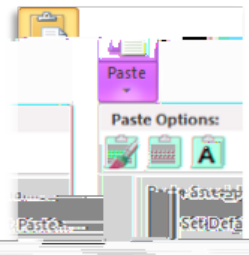
Live Preview now lets you preview and choose from different formatting options that you can apply to the content when it is pasted.

- **To Paste with Live Preview:** Cut or copy content. Click the **Paste** button list arrow. Or, press **Ctrl** + **V** and click the

WORD ART

- **To Add Word Art:** Click the **Insert** tab on the Ribbon and click the **Word Art** button in the Text group. Select a WordArt style and type the text in the text box.
- **To Move Word Art:** Click the WordArt object, drag it to the desired location, and release the mouse button.
- **To Format Word Art:** Click the WordArt object, then click the **Format** tab on the Ribbon under drawing tools. Select a formatting option in the WordArt Styles group or select a new Word Art style from the gallery.

FILE MANAGEMENT TOOLS