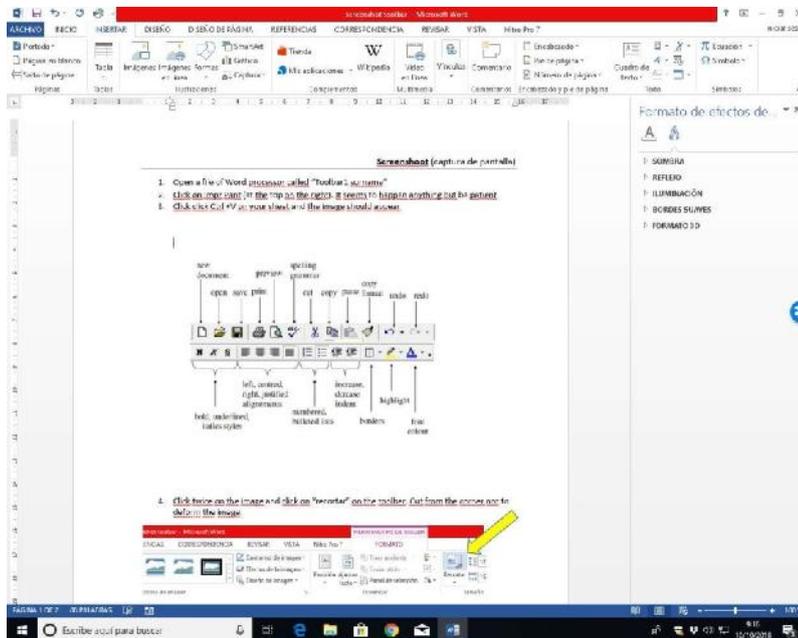


The toolbar of Word processor and how to make a Screenshot

We are going to work with Word processor and learn how to make a screenshot, insert shapes and some of the functions of the toolbar.

Follow the steps:

1. Open a file of Word processor called **“Toolbar1surname”**
2. Click on Impr Pant (at the top on the right). It seems to happen anything but... be patient.
3. Click click Ctrl +V on your sheet and the image should appear.



4. Click twice on the image and click on “recortar” on the toolbar. Cut from the corner not to deform the image



5. Leave the image as this one:

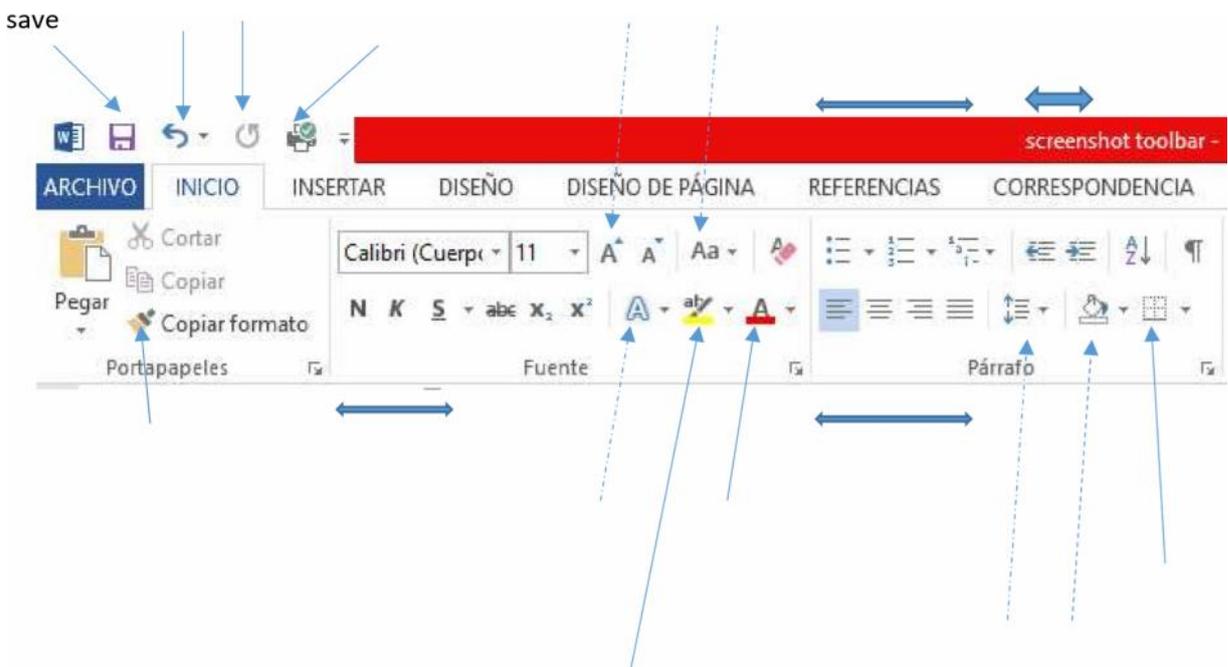


Here you have some of the **names of the tools** you are going to write. But first you should learn a couple of things: how to place shapes and “cuadros de texto”. So, keep on reading...

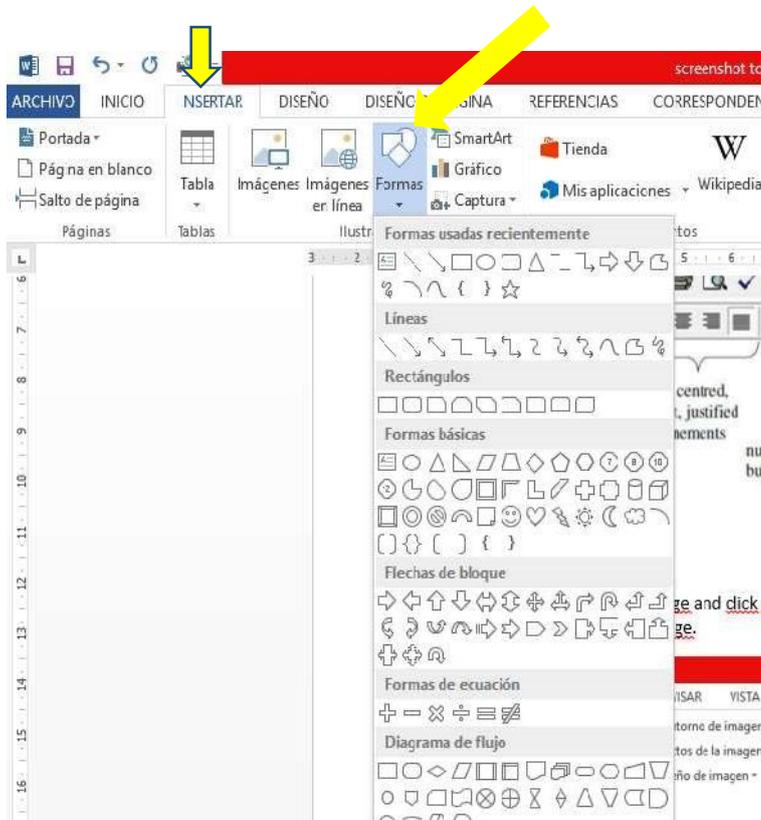
Save, print, preview, cut, copy, paste, copy format, undo, redo, bold, underlined and italics styles, left, centred, right and justified alignments, numbered bulleted lists, increase and decrease indent, borders, highlight, font colour.

The tools with **dashed lines** are not here, place your cursor on the symbol and the function will appear.

This is the **appearance** of your activity. The “save” is made for you to have an example. Here you have the solution, almost.... You have to insert the names of the rest of the tools.



How to place shapes (arrows, squares, ...)



How to insert "cuadros de texto" (text boxes)

