**Word 2010 Introduction**

**Directions:** Go to the website: <http://www.gcflearnfree.org/word2010>. This site will give you a tutorial on Word 2010. Answer the questions as you go through the site.

**Lesson 2**

1. What are three things you will learn from this lesson?
2. What appears when you select text or Images in Word?
3. When you use the mouse to right click and paste, what are the three options you have to choose form on how the text will appear?
4. What should you do if text does not appear exactly where you wish when you click and Drag the text?
5. What is the feature Word has to automatically search your document?
6. How will text appear if you do a search and it is found in the document?
7. What feature is used along with the Find feature to change text?