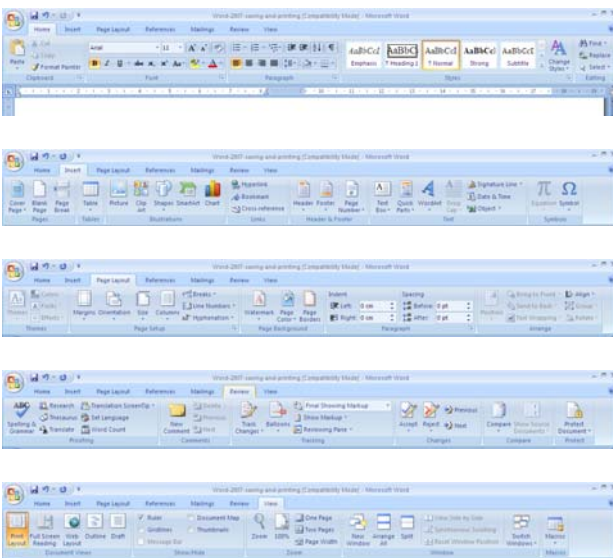


### Word 2007: Printing work

Word has changed, in Word 2007 there are ribbons instead of menus:

Familiarise yourself with these ribbons by clicking on each in turn. Here are a few examples:



Place your paper in the printer and return to your computer and choose one of the following options:

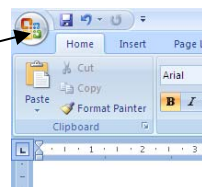
*Print:* this will allow you to print more than one copy of your file  
*Quick Print:* this will print one copy of your file to the printer assigned to your computer.  
*Print Preview:* this will let you look at your file to check its layout before you print.



The computers in our Learning Centres will print to the black and white printer that has been assigned to them. This printer is usually the one closest to the computer you are using. If in doubt, please ask at the Issue Desk or Help Desk. You will need to buy your paper from the Issue Desk, the cost is 20p for 10 sheets of A4 paper.

To **print** your work:

- Click on the Office button



This will reveal a drop down menu:

- Click **print** and you will have the following options

