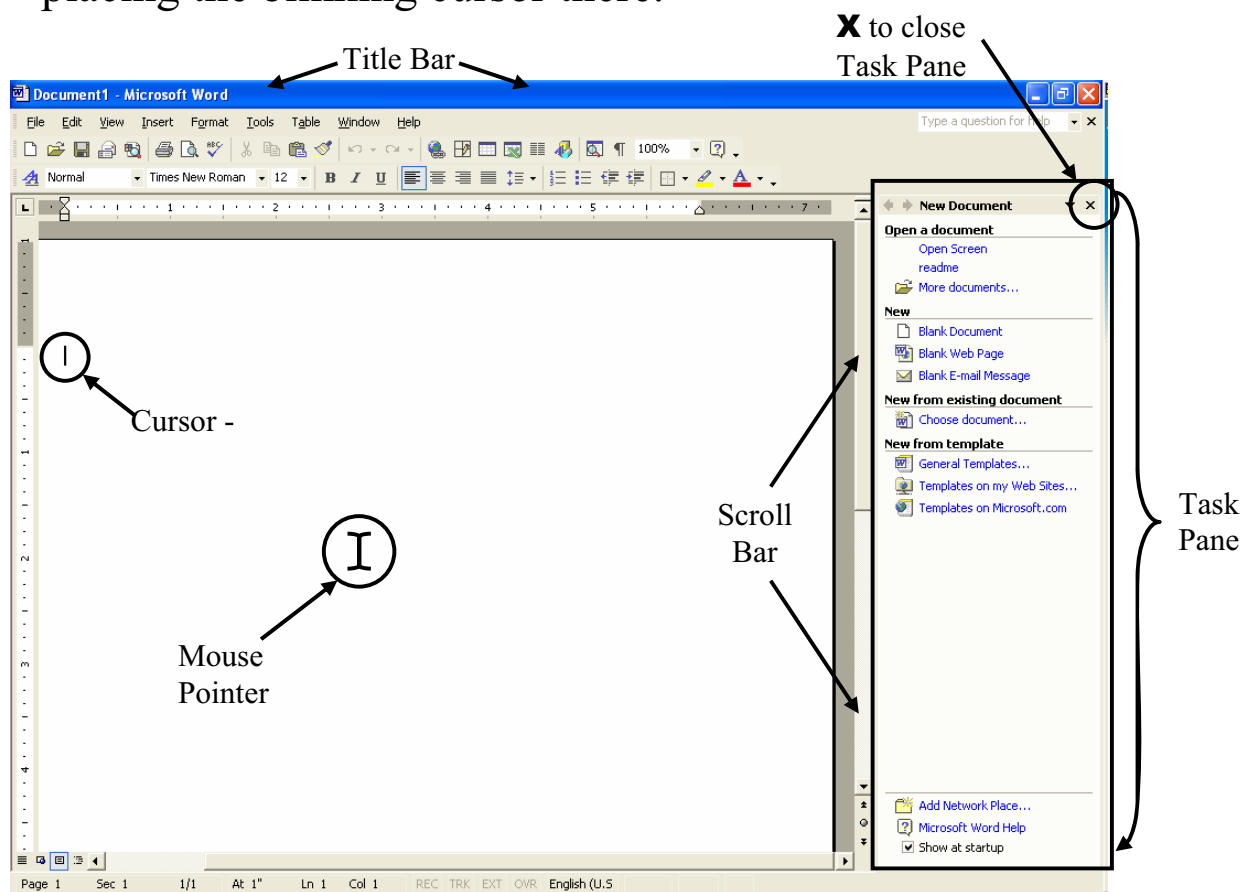


# Microsoft® Word

The Microsoft® Word program window opens on your screen! Click anywhere in the Microsoft® Word document window and you will notice a couple of important things.

- You'll see a blinking line. That line is called your cursor. It indicates the insertion point for any text that you type.
- Your mouse pointer will be an I-Beam. You can position the I-Beam in a specific place in your text and **Click** once, placing the blinking cursor there.



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- The **Task Pane** you see here may or may not open on your screen, depending on the version of your program. If your Task Pane is open, you can close it by clicking the “**X**” at the top of the pane.