

Application: Word – Tell Me What You Want To Do

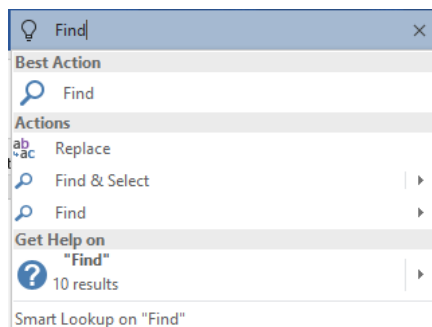
The Tell me what you want to do feature allows you to enter words or phrases to indicate what you want to do. In later version of Office and Microsoft 365, this is replaced by a Search feature. If Word can match the word or phrase choices will be displayed to allow you to go to the feature quickly. If it doesn't you can access help about the feature you are looking for.

1. Click in the **Tell me what you want to do** or **Search** field. This is found above the Ribbon or Menu Bar.



Tip: Whether it is called Tell me what you want to do or Search will depend on your version of Word. The functionality however, will be the same.

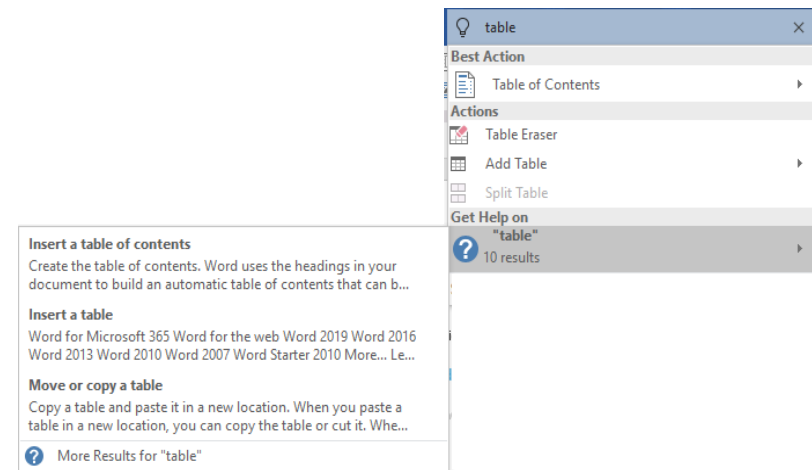
2. Type in the required word or phrase
3. The Best Action and other Actions that could match are listed.



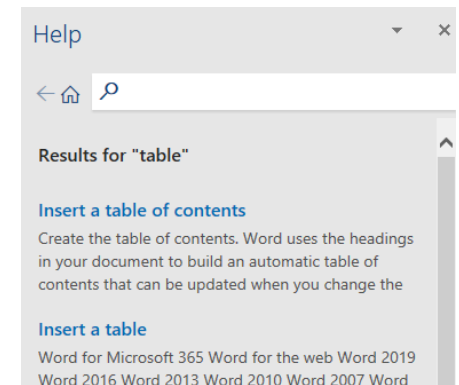
4. Press **ENTER** to accept the Best Action or select from the other Actions.

Accessing Help

1. If the feature you want is not displayed you can access Help on possible matches.



2. Click on the **arrow** in the **Get Help on** area. A list of topics will be displayed.
3. Click on **More Results**, or the **main box** of the **Get Help on** area, to display the Help Task Pane.



Tip: You can also press F1 to display the Help Task Pane

