Lesson 19 Printing a Document

Printing a Document

If your computer is connected to a printer, you will be able to print your document to share a hard copy with others.

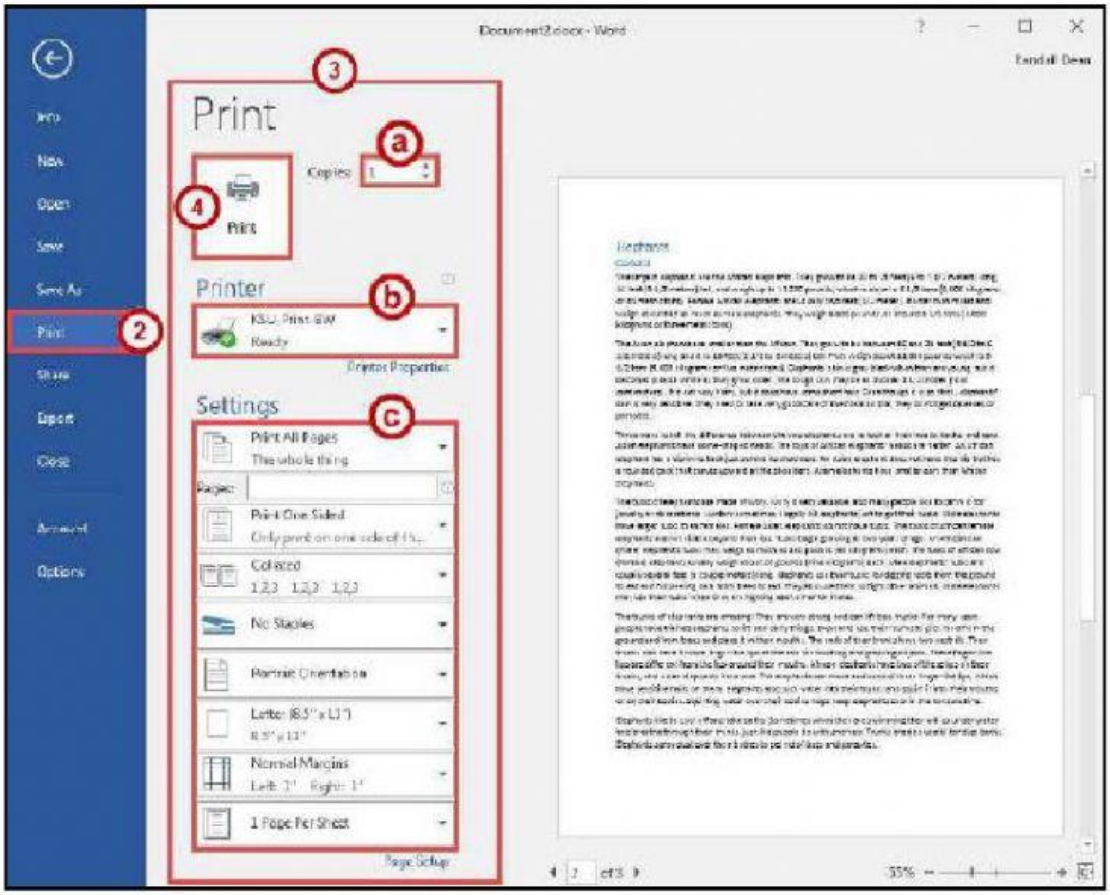
1. Click the **File** tab.



2. In the *Backstage view* click **Print**.
3. From **Print** you can choose the following options:
   a. **Copies** – Set the number of copies you want to print.
   b. **Printer –** Select a printer.
      Note: Your list of available printers will be determined by the printers you have installed on your computer.
   c. **Settings** – Configure how and what you want to print.

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4. Click the **Print** button.



Questions

1. **What are the steps you take to Print a document.?**

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2. As this is the last lesson, type a document saying how you enjoyed the course or not.

3. Once you are done submit to the blog or email to you supervisor.

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