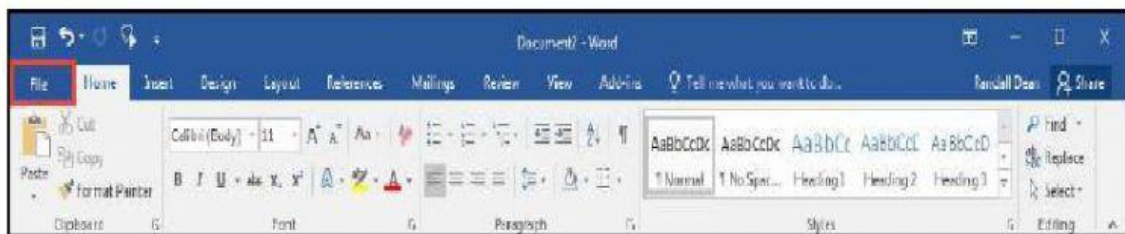


Lesson 19 Printing a Document

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:

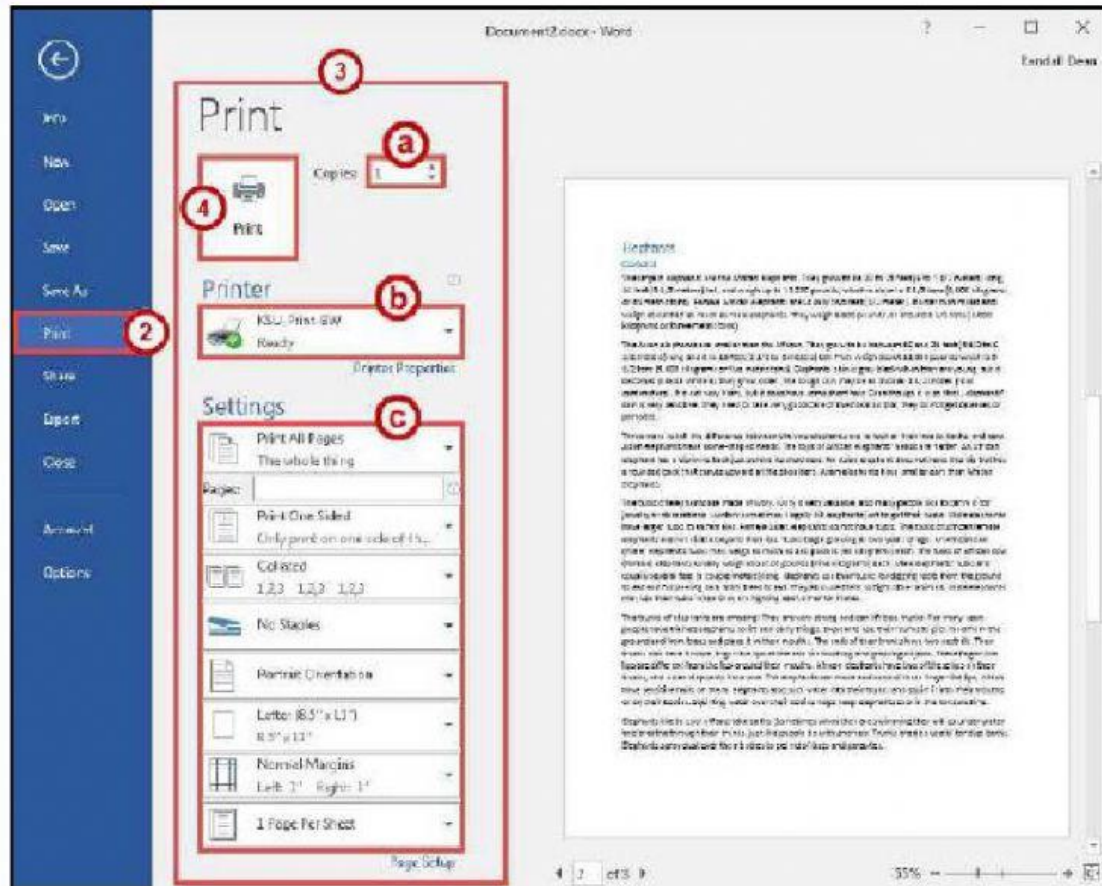
a. Copies – Set the number of copies you want to print.

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.

4. Click the **Print** button.



Questions

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

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 your supervisor.