

Lesson 21: Print the document

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See the document before printing

1. Click the Microsoft Office button.
2. Select **Print> Print Preview** . The document will open in **Print Preview** format .



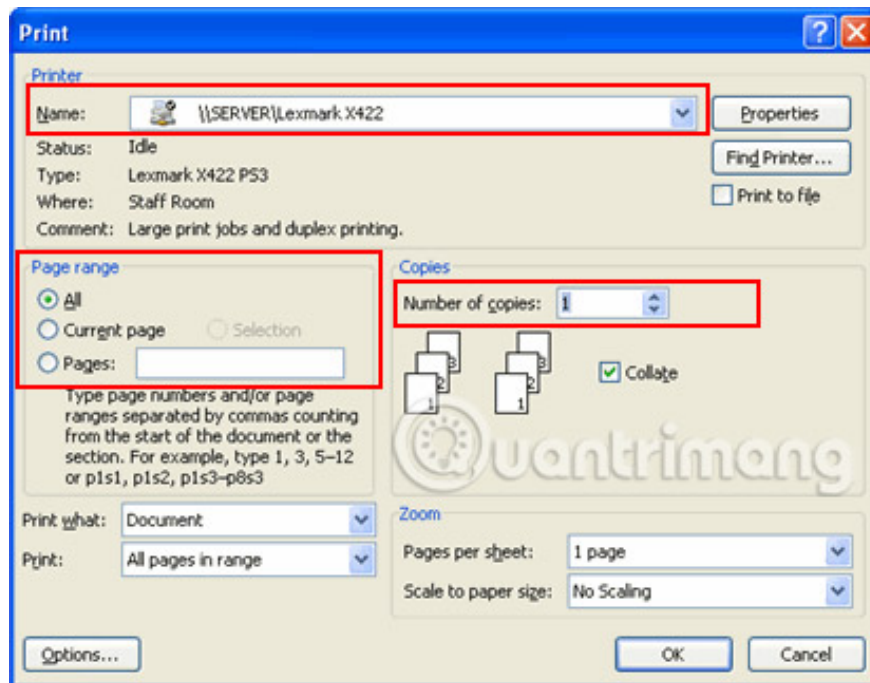
1. Click **Print** to print the document or **Close Print Preview** to exit the preview format and make changes to the document.

In Print Preview format, you can perform many tasks, including:

1. Modify the margin
2. Change the page orientation from horizontal to vertical or vice versa
3. Change the page size
4. Zoom in and out to see different parts of the document
5. View multiple pages at once
6. Access Word Options to change some Word settings

Print documents in Word 2007

1. Click the Microsoft Office button.
2. Select **Print > Print**. The Print dialog box will appear.
3. Select the pages you want to print (all pages or a few pages at will).
4. Select the number of copies.
5. Check the **Collate** box if you are printing multiple copies of a multipage document.
6. Select a printer from the drop-down list.



1. Click **OK**.

Print via Quick Print

1. Click the Microsoft Office button.

2. Select **Print > Quick Print**.
3. The document automatically prints the default printer.

Practice!

Use a cover letter or any other Word document you choose to complete this challenge.

1. Open the existing document.
2. See the document in Print Preview mode.
3. Close Print Preview format without printing.
4. Print two copies of the document.

>> Next post: [Lesson 22: Working with the Text Box](#)

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