EDIT → SELECT ALL is a fast way to change font, font size, color, text direction of **the entire doc** all at once

TABLE→SELECT→CELL is a fast way to change font, font size, color, text direction of **an entire cell** all at once
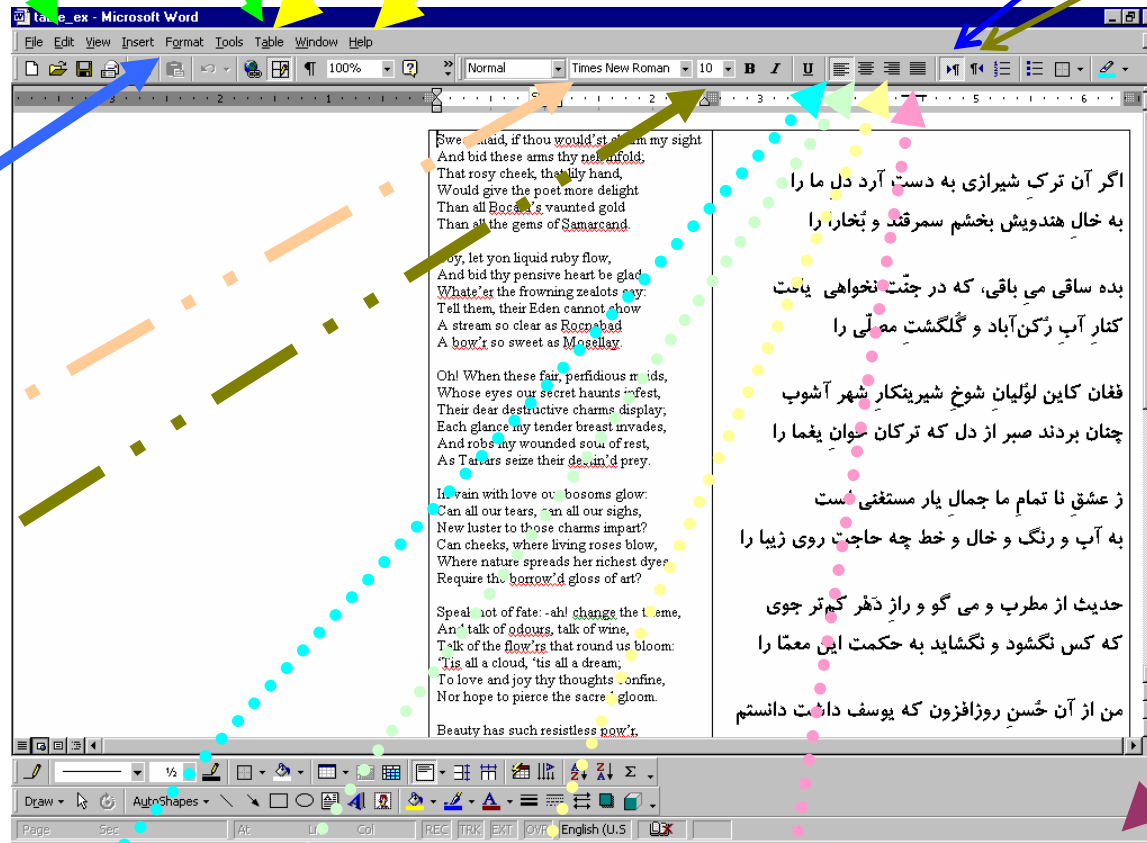
TABLE and HELP: use often in multilingual docs

Earlier versions of Word lack this
Cursor Direction: Left-to-Right *but it's not essential*
Right-to-Left

If you're only typing one language in your document, it may be easier to just change **font** in FORMAT → FONT and to change **text direction** in FORMAT → PARAGRAPH.

(The Persian fonts are found under "COMPLEX SCRIPTS)

FONT

FONT SIZE

Language Input Indicator: (Sorry the little box didn't come out in this picture. It's to the left of the clock. If you don't see it on your task bar, you may have to enable it. See HELP.) Press on this to switch between languages you're typing. For example FArsi , ENglish. (Keep an eye on this—sometimes it toggles to the other language by itself.) Note: this box is concerned with language INPUT, not VIEWING of internet pages, etc.

Left-margin Alignment

Centers text

Right-margin Alignment

Justifies Text (Looks pretty but can render text difficult to read!)