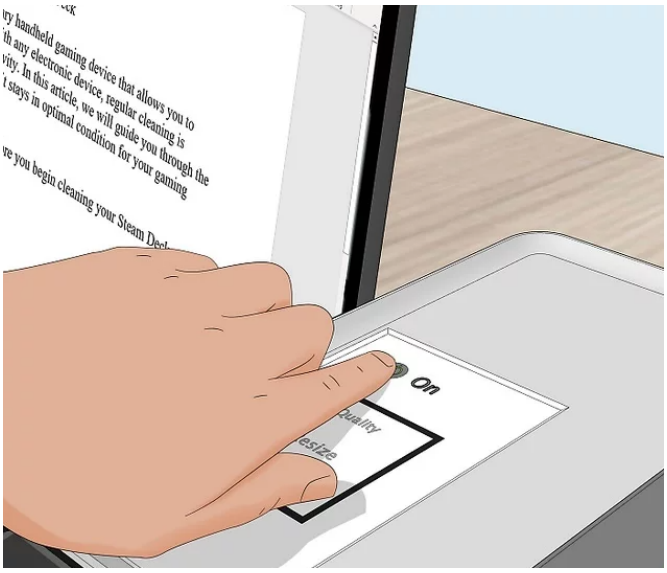
Microsoft Word

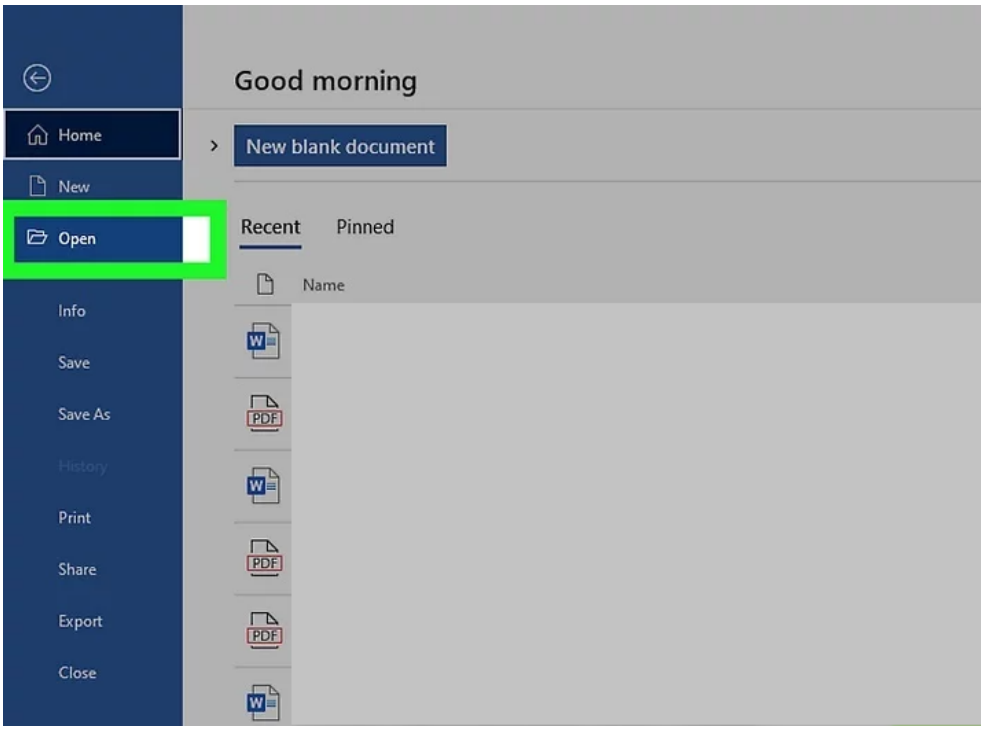
Microsoft Word is a widely used word processing program developed by Microsoft.

Here's a general guide:

Make sure that your printer is connected and turned on. If your printer connects over WI-FI, this will mean making sure that you're on the same Internet network as your printer; otherwise, you'll need to plug your printer's USB cable into your computer or Laptop.

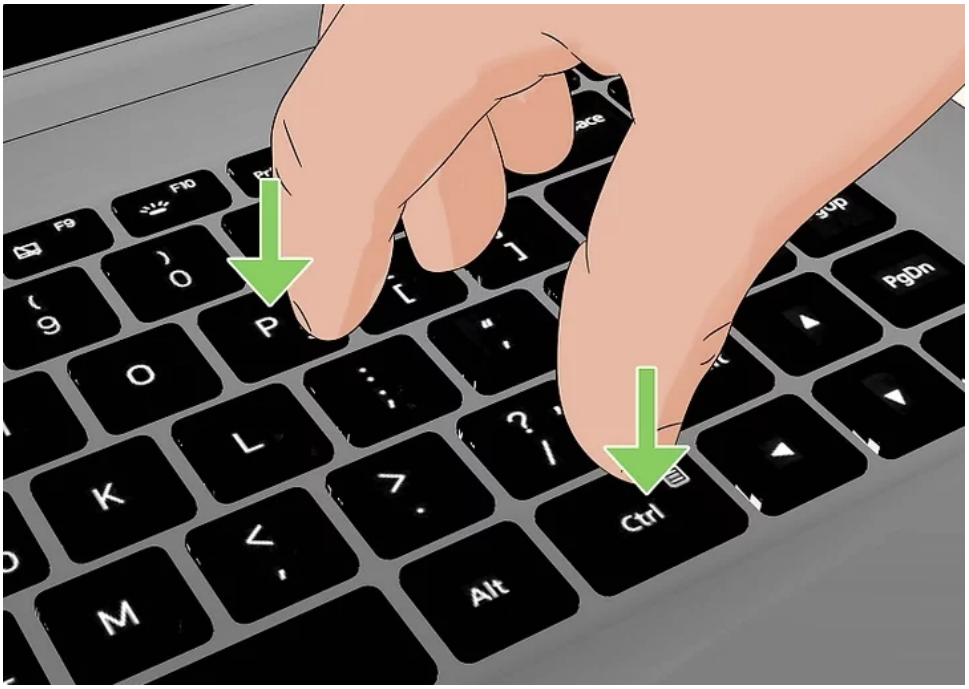


Open the document you want to print. This could be a PDF, Word document, Excel spreadsheet, or even photos.
Note: Use the File Explorer to find the file if needed.

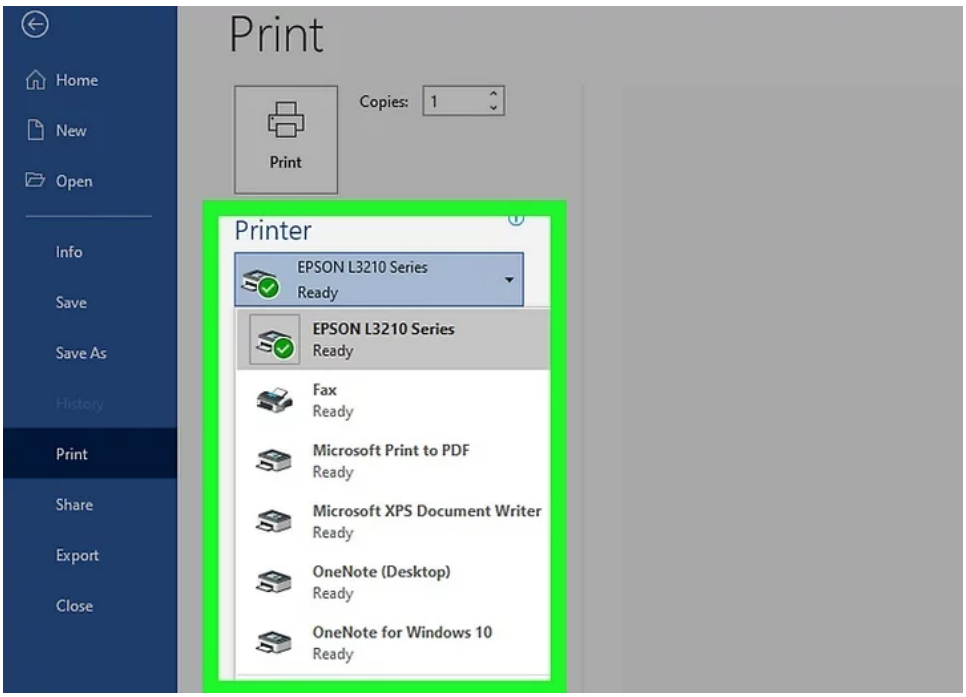


On your keyboard, press `Ctrl+P`. This is the keyboard shortcut to open the print menu.

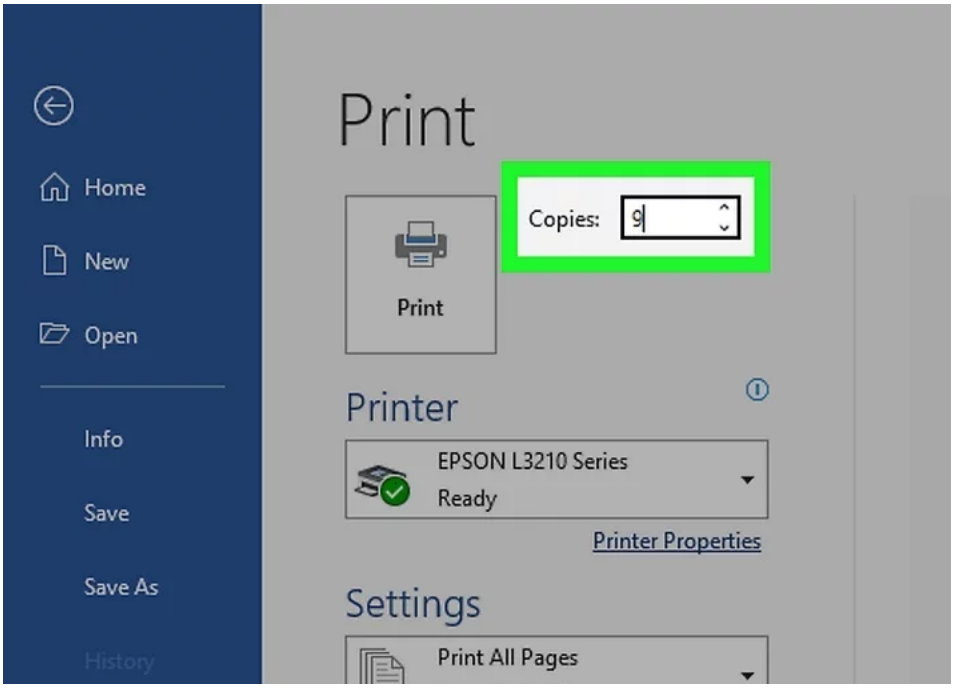
- You can also manually open the print menu by clicking the printer icon.
- In some apps, you'll need to click **File** and then **Print**.
- The print menu may look different depending on the application used to open your file.



Select your printer. Click the "Printer" drop-down box, then click your printer's name.



Select a number of copies. In the "Copies" box, type in the number of copies of the document that you'd like to print.
Note: This is different than the number of pages.



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