

Using Object Help

The quickest and easiest way of obtaining information about an object is by using the Object Help feature. You access Object Help by pressing **SHIFT+F1**. The pointer becomes a question mark with a pointer. When you click an object with the question mark pointer, a Help dialog box or a description appears.

METHOD

To access Object Help:

1. Press **SHIFT+F1**
2. Click the object.
3. When finished, close the Help dialog box or the description box.

EXERCISE

In the following exercise, you will access Object Help for the Chart tool.

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| 1. Press SHIFT+F1 | <i>The pointer becomes a question mark with a pointer.</i> |
| 2. On the Toolbar, click the Chart tool | <i>The Help dialog box for creating a chart appears.</i> |
| 3. Close the Help window | |
| 4. Press SHIFT+F1 | <i>The pointer becomes a question mark with a pointer.</i> |
| 5. Click a sheet tab at the bottom of the window | <i>A box describing sheet tabs appears.</i> |
| 6. Click anywhere outside the description box | <i>The description box is closed.</i> |

END