What is Microsoft Word for Windows

It is a **WORD PROCESSING** Application

It allows a user to design the layout for different types of documents

Enter Text

- Text could be:
- Alpha characters,
- Numerals
- Symbols

Other things which can be entered

- **Tables**
- **Charts**
- **Objects**
- **Images**
- **Videos**

WORD DOCUMENTS
which can be produced

- **Lists and other simple documents.**
- **Letters**
- **Resumes**
- **Brochures**
- **Newsletters**
- **Reports, tables, charts, diagrams, webpages, blog posts, and even eBooks.**

What Document Format does Microsoft Word create?

- DOC is a document format used by Microsoft Word, while DOCX is its successor.

- Both are relatively open, but **DOCX is more efficient and creates smaller, less corruptable files** .

- If given the choice, use DOCX. DOC is only necessary if the file will be used by pre-2007 versions of Word.

Other useful features which WORD offers:

- **Spelling**
- **Gramner**
- **Typo's**
- **Word Count**
- **Find and Replace words**
- **Thesaurus (alternative words)**
- **Word Document Templates**

Todays demonstration will cover :

- **Margins**

- **Formatting Text**

- **Creating a simple letter – Tabs and bullets, Text alignment**

- **Saving documents**

- **Cut and Paste, useful short cuts - a MUST KNOW process.**

- **Adding Tables and Sorting**

- **Inserting Pictures**

- **Inserting Objects**

- **https://www.youtube.com/watch?v=2MCmnr2L50o**

- **https://edu.gcfglobal.org/en/word/**

Useful ShortCuts

- Ctrl C   Copy   Copy selected text
- Ctrl V   Paste   Paste selected text
- Ctrl S   Save   Save document with changes
- Ctrl X   Cut   Remove selected text BUT keep in memory temp
- Ctrl Z   Undo   Undo last action made