

Microsoft Word Study Guide



Name _____

Student ID# _____

Teacher _____

1. One example of a Word Processor is Microsoft Word. Please circle your answer.

True

False

2. You can Pin the Microsoft Word icon to the task bar. Please circle your answer.

True

False

3. Upon opening Microsoft word, located on the home page is different templets to use. Please circle your answer.

True

False

Microsoft Word Study Guide

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Systems Functions of Operating Systems Introduction to GUI GUI basis of Operating Systems Linux WindowsIII MS WORD BASIC Introduction to Microsoft Word Versions of MS Word Word Processor Starting with MS Word User Interface of MS Word Templates Working with Text Working with DocumentsIV MS WORD ADVANCED Introduction to Microsoft Word Advanced Level Editing text Inserting Graphics Working with Graphics Images Editing Graphics Images Editing Documents Document Page Settings Applying Styles Effects to text in document Make Formatting Changes in document Working with Table Insert Page number Header Footer Checking Document Display Symbols WordArt Using Mail Merge Print Preview documents Printing documents Shot cut keys in MS Word *A Guide to Distance Education* Mike Omoregie, Jean Farish-Jackson, 2003 Omoregie education and technology Jackson State U and Farish Jackson education and counseling Jackson State U provide faculty with a brief practical reference tool for designing developing and evaluating instruction delivered at a distance Coverage includes technology skills and resources presentation delivery techniques and evaluation strategies and techniques The technology is PC based and utilizes Windows 98 or 2000 The step by step instructions start at a basic level and are illustrated with corresponding computer screen images for each task Annotation c 2003 Book News Inc Portland OR booknews com

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