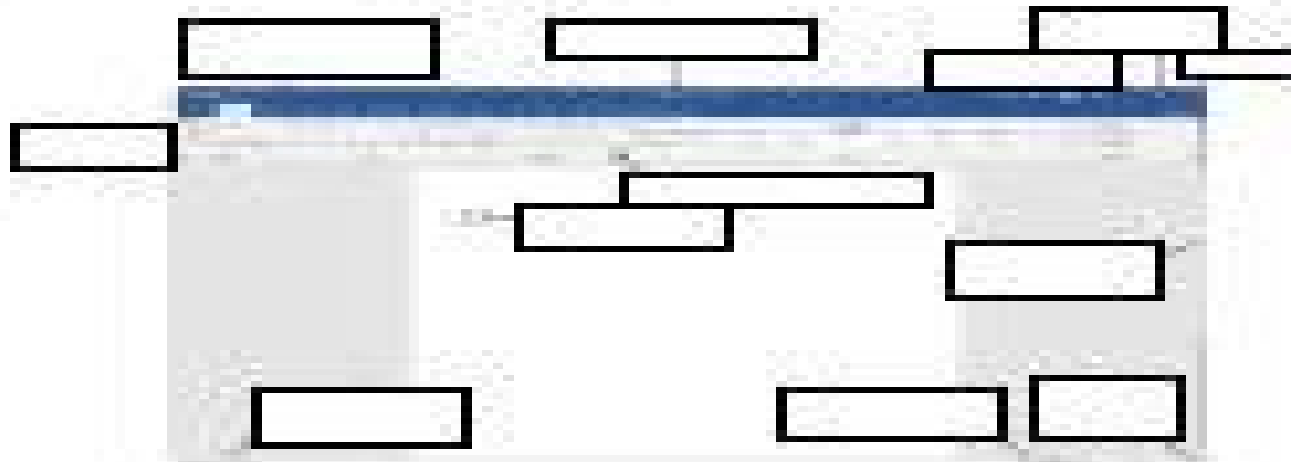


Microsoft® Word 2019 Basics – Unit 14

(Review)

Review [PowerPoint®]	
Essential Questions	
1. What are the major components of Microsoft® Word? 2. What are Microsoft® Word's default settings for a new document? 3. What document tasks are accomplished in Microsoft® Word documents?	
Key Concepts	
Program Interface Layout	 <p>The screenshot shows the Microsoft Word 2019 interface. Labeled components include: the title bar at the top; the Ribbon (with tabs like File, Home, Insert, Layout, References, Send to Mobile, View, Developer, and Help); the Quick Start section on the left; the Document area in the center; the Navigation pane on the left; the Task Pane on the right; the Status bar at the bottom; and the Ribbon contextual tabs (References, Layout, and Developer) that appear when a specific ribbon is selected.</p>
Features	<p>Word is a word processing program that allows you to create and edit documents. It is a part of the Microsoft Office suite. Word documents are saved with the .docx extension.</p> <p>Word features include:</p> <ul style="list-style-type: none"> Creating and editing documents, including text, images, tables, and other content. Formatting text, paragraphs, and tables, including font style, size, color, and alignment. Collaborating with others, including sharing documents and using the Review tab for comments and tracking changes. Printing and saving documents in various formats, including PDF.

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Reding, Swanson, Steve Johnson



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