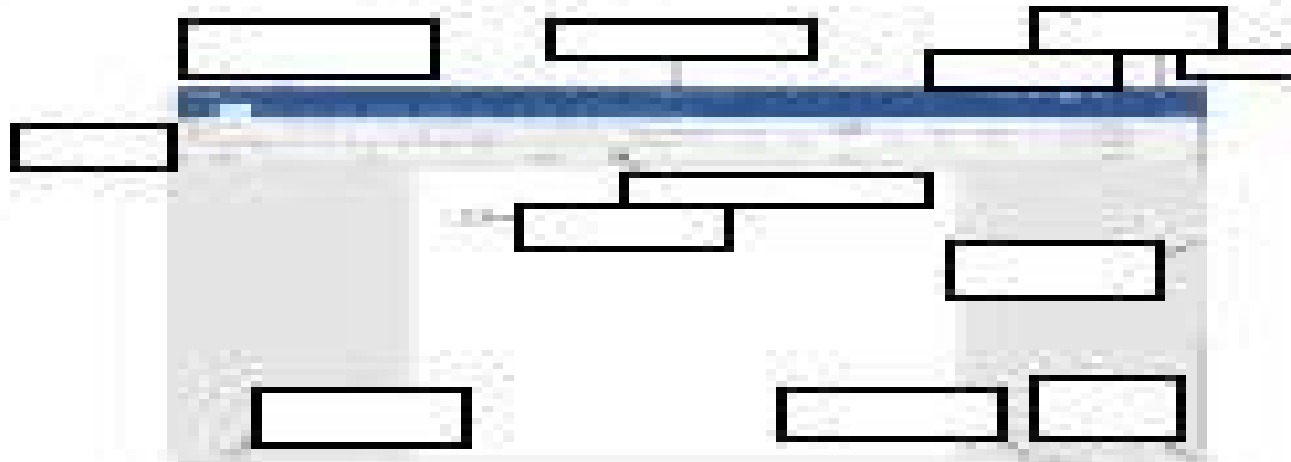


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(Review)

Review [PowerPoint®]	
Essential Questions	
1. What are the major components of Microsoft® Word? 2. What are Microsoft® Word's features related to a table document? 3. What features does Word have for working with Microsoft® Word documents?	
Key Concepts	
Program Interface Layout	 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 (Tables, Layout, References, Mailings, Review, and Help).
Features	Word is a word processing application for creating, editing, and formatting documents. It is a part of the Microsoft Office suite. Word's features include: - Creating, editing, and formatting documents. - Working with tables, images, and other objects. - Collaborating with others using the Word Online app. - Protecting documents with password security and permissions. - Working with the Word document's metadata, such as the document's title, author, and subject. - Working with the Word document's content, such as the text, tables, and images. - Working with the Word document's layout, such as the margins, orientation, and paper size. - Working with the Word document's style, such as the font, color, and bullet points.

Microsoft Powerpoint Concepts Review Unit

Ashok Arora



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