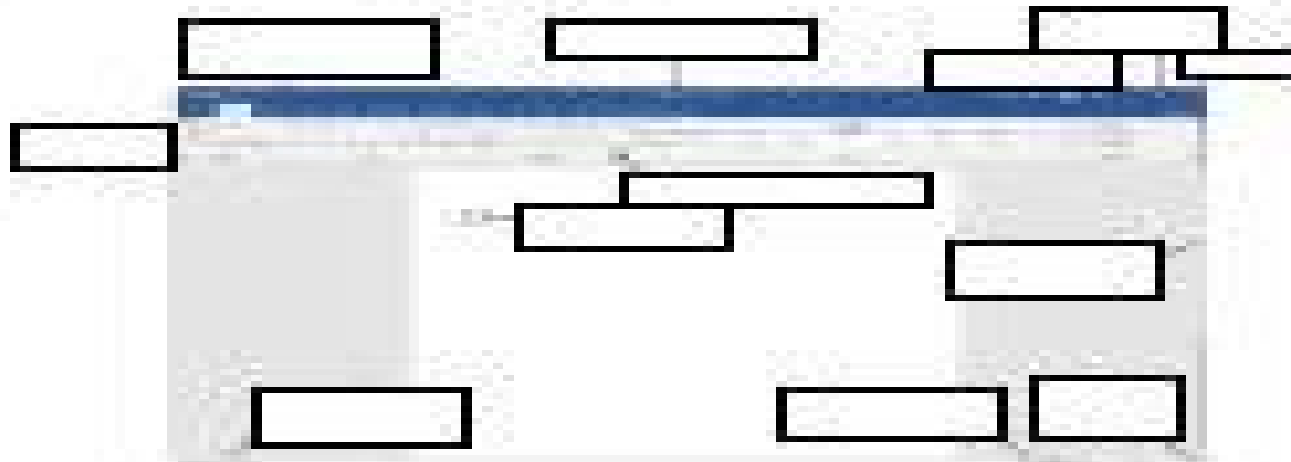


Microsoft® Word 2019 Basics – Unit 14

(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	 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, Mailings, Review, and Send to Mobile).
Features	Word is a word processing application for creating, editing, and formatting documents. It is a part of the Microsoft Office suite. Word's document editor includes the following features: • Editing: Undo, Redo, Cut, Copy, Paste, Find, Replace, and other editing tools. • Formatting: Bold, Italic, Underline, Font Color, Background Color, Paragraph Indent, Bullets, Numbering, and other formatting tools.

Microsoft Powerpoint Concepts Review Unit

Jin-Ying Zhang



Microsoft Powerpoint Concepts Review Unit:

Embracing the Song of Phrase: An Emotional Symphony within **Microsoft Powerpoint Concepts Review Unit**

In some sort of taken by monitors and the ceaseless chatter of immediate communication, the melodic elegance and emotional symphony developed by the published term often fade in to the background, eclipsed by the relentless noise and interruptions that permeate our lives. However, located within the pages of **Microsoft Powerpoint Concepts Review Unit** a wonderful literary prize overflowing with organic feelings, lies an immersive symphony waiting to be embraced. Constructed by an outstanding composer of language, this captivating masterpiece conducts viewers on a mental journey, skillfully unraveling the concealed songs and profound affect resonating within each carefully crafted phrase. Within the depths with this poignant assessment, we will discover the book is key harmonies, analyze its enthralling publishing style, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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