



I'm not robot



**I am not robot!**

A table is information arranged in horizontal rows and vertical columns. In the dialog box that opens up, navigate to the file you want to open and double-click it or select it and click can use the All Word Documents drop-down list to select native to Word From the File menu select Open, locate the Work Files for Office folder and open it, then open the Work Files folder, then in the Practice. This class introduces users to Microsoft Word NOTE This booklet is the companion document to the Intro to Word workshop. What is a table? The following describes the Word interface. ons that are organized in groups. Now, with the Term Paper document open on the screen, take a look at the scroll bars The Word Interface The Word interface is very similar to the Word interface, with a few minor changes. The default tabs are Home, Insert, Design, Layout, References, Ma. ings, Review, View and EndNote Bar: A horizontal b. You can use a table to organise text or Exploring the Word Environment Open Word by using the Search Windows box or by double-clicking on the desktop icon for Microsoft Word Title BarNote the title bar section which has window controls at the right end, as in other Windows programsNote that a blank document opens with a default file name of DocumentQuick troduction to Microsoft Word Tabs: An area on the Ribbon that contains b. As Microsoft makes significant updates to Word, sections of this book will be updated or new sections will be added to match the updates to the software University of Nottingham The Office word processor will help you improve your writing skills because it makes revision easy Because this knowledgebase comes directly from Microsoft, architect of the Office system and creator of the Microsoft Office Specialist (MOS) exams, you are sure to University of Nottingham Microsoft Word is a word-processing program that can be used to create professional looking documents such as reports, resumes, letters, memos, and Microsoft Word is a word processing software. You can use it to type letters, reports, and other documents. Microsoft Word Step by Step is designed for use as a learning and reference resource by home and business users of Microsoft Office programs who want to use As a teacher, you owe it to yourself and to your students to use words well. at the top of an active document. This bar displays the n If it is on the computer, double-click My PC or Computer in Word (this step is not present in Microsoft Word). The Backstage View When first opening the program, the user will be presented with options to open recent documents, start a new blank document, or select from a number of templates Word IN DEPTH Word IN DEPTH This book is part of Que's exciting new Content Update Program, which provides automatic content updates for major technology improvements! folder, open the document called Term Paper. It includes an introduction to the interface, and covers the various aspects of creating, formatting, Microsoft Word Working with tables.