

MS Word

WHAT | WHY | HOW

What is Word?

- Software from Microsoft
- Part of Each Version / Bundle of Microsoft "Office"
- Not Free
- A "Word Processor" ??

"Word Processor" ??

"is an electric or electronic device, or computer software application, that, as directed by the user, performs word processing: the composition, editing, formatting, and sometimes printing of any sort of written material."

What is Word?

- A "Word Processor"
- Been around for 32 Years in several versions
- The Latest version is "2013"
- File format changed to XML in version 2003

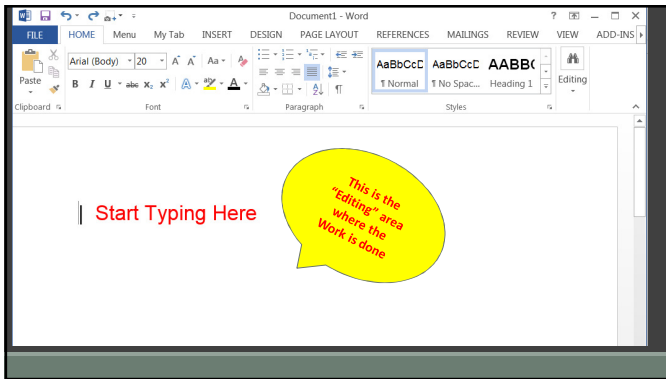
Why Would One Use It?

- Replaces a Typewriter and More
- Text Documents, but more ...
 - Diagrams (i.e., organization charts, technical illustrations)
 - Brochures
 - Flyers / Posters
 - Newsletters
 - Instruction Manuals / Technical Publications
 - Prepare Text to Later Paste in to other Software / Facebook / eBay / etc

How to Use It



- Start the Software
- Opening Screen
- Start Typing in the Main Area of the Screen



More Than Typing → Text

- Choice of **Fonts**
- Font **S**ize
- Font **C**olor
- **T**ext **B**old / *I*talic / Underline / ~~S~~trike Through
- Subscript / Superscript
- Symbols £ © ™

More Than Typing → Formatting

- Text Alignment
- Margins
- Tabs
- Tables
- Columns
- Line Spacing
- Page Orientation (Portrait vs Landscape)
- Headers and Footers
- and more...

More Than Typing → Graphics

- Insert Graphic Image Files
- Control How Text Relates to the Image
- Create a Chart within Word
- "Smart Art Graphics"
- Insert pre-defined shapes (Lines, Arrows, Stars, Call Outs, Flow Chart, etc)

This is a "call out"

Substitutes ...

- **Software - Free**
 - MS Word Pad (Comes with Windows – see "Accessories")
 - Open Office "writer"
 - Libre Office "Writer"
 - AbiWord
- **Online - Free**
 - Google Docs
 - Zoho "Writer"

Now Some Examples ...

