

MS Word : “What / Why / How”

What:

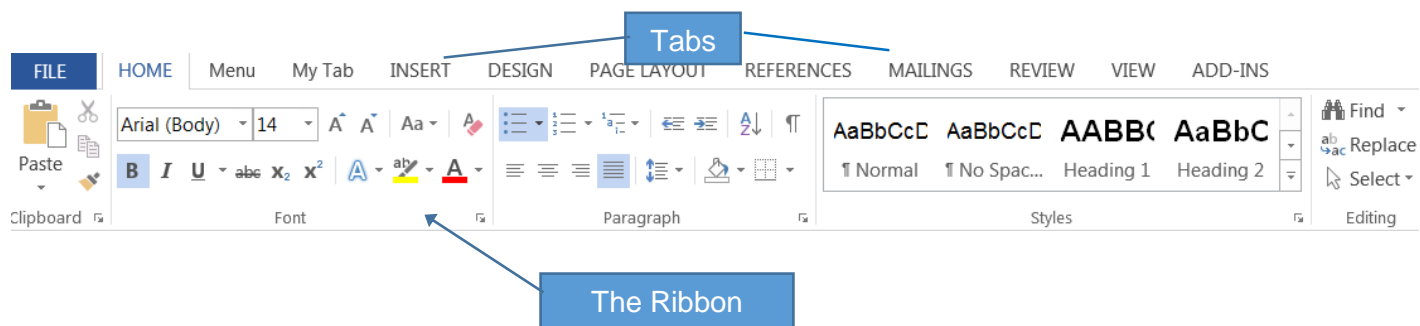
- Software that enables “word processing”: *The composition, editing, formatting, and printing of any sort of written material.*
- Part of Microsoft “Office” Suite; not free
- Available in several versions for 32 years; the de-facto corporate standard

Why:

- Replaces a typewriter and much more
- Diagrams, Brochures, Flyers / Posters, Newsletters
- Instruction Manuals / Technical Publications
- Prepare Text to Later Paste in to other Software / Facebook / eBay / etc

How:

- Start the program, move the cursor to the work area, start typing
- Change the font appearance by selecting the desired text (Tip: Ctrl + A will select all of the text entered so far).
- Use the “Ribbon” to select features (different Tabs display different features / Options)



Resources to Learn More:

- (Interactive online): <http://www.qcflearnfree.org/word2013>
- (Videos): <https://support.office.com/en-au/article/Word-2013-training-courses-videos-and-tutorials-14807f76-d2b5-44d6-af11-9c880c44e551>
- <http://www.fgcu.edu/Support/word2013.html>
- Search You Tube “MS Word Tutorial”
- PPCUG Lending Library