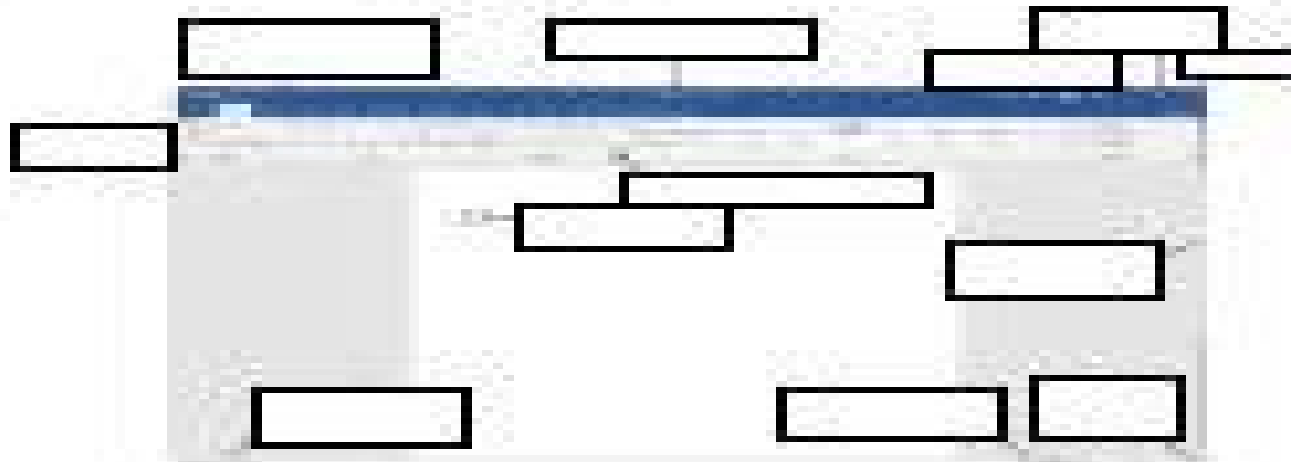


Microsoft® Word 2019 Basics – Unit 14

(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	 <p>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, and Developer) that appear when a specific ribbon is selected.</p>
Features	<p>Word is a word processing application for creating, editing, and formatting documents. It is a part of the Microsoft Office suite.</p> <p>Word's document editor includes the following features:</p> <ul style="list-style-type: none"> • 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.

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**Lisa Friedrichsen,David W.
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1. Understanding the eBook Microsoft Powerpoint Concepts Review Unit
 - The Rise of Digital Reading Microsoft Powerpoint Concepts Review Unit
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint Concepts Review Unit
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Powerpoint Concepts Review Unit
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint Concepts Review Unit
 - Personalized Recommendations
 - Microsoft Powerpoint Concepts Review Unit User Reviews and Ratings
 - Microsoft Powerpoint Concepts Review Unit and Bestseller Lists
5. Accessing Microsoft Powerpoint Concepts Review Unit Free and Paid eBooks

- Microsoft Powerpoint Concepts Review Unit Public Domain eBooks
- Microsoft Powerpoint Concepts Review Unit eBook Subscription Services
- Microsoft Powerpoint Concepts Review Unit Budget-Friendly Options
- 6. Navigating Microsoft Powerpoint Concepts Review Unit eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Powerpoint Concepts Review Unit Compatibility with Devices
 - Microsoft Powerpoint Concepts Review Unit Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Powerpoint Concepts Review Unit
 - Highlighting and Note-Taking Microsoft Powerpoint Concepts Review Unit
 - Interactive Elements Microsoft Powerpoint Concepts Review Unit
- 8. Staying Engaged with Microsoft Powerpoint Concepts Review Unit
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Powerpoint Concepts Review Unit
- 9. Balancing eBooks and Physical Books Microsoft Powerpoint Concepts Review Unit
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Powerpoint Concepts Review Unit
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Powerpoint Concepts Review Unit
 - Setting Reading Goals Microsoft Powerpoint Concepts Review Unit
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Powerpoint Concepts Review Unit
 - Fact-Checking eBook Content of Microsoft Powerpoint Concepts Review Unit
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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