

Microsoft Word Study Guide



Name _____

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1. One example of a Word Processor is Microsoft Word. Please circle your answer.

True

False

2. You can Pin the Microsoft Word icon to the task bar. Please circle your answer.

True

False

3. Upon opening Microsoft word, located on the home page is different templets to use. Please circle your answer.

True

False

Microsoft Word Study Guide

Paul McFedries



Microsoft Word Study Guide:

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The versions of MS Office word Excel and PowerPoint keep changing but the fundamental principles remain the same With this book you will be trained to apply your learning in practice and make full use of Computer in modern applications Thus if you have to work on any version of MS Word or future versions which would be invented then you will easily be able to work on it because your foundation becomes strong through this book The topics covered in this book will help you build the highest quality code You will discover the timeless techniques and strategies which will change your mind set The topics are given below

I UNDERSTANDING COMPUTER SYSTEM Introduction to Computer Misconceptions about Computer System Functioning of Computer Computer System its input and output devices Abbreviations

II OPERATING SYSTEM GUI Introduction to Operating Systems Various Operating Systems Types of Operating Systems Functions of Operating Systems Introduction to GUI GUI basis of Operating Systems Linux Windows

III MS WORD BASIC Introduction to Microsoft Word Versions of MS Word Word Processor Starting with MS Word User Interface of MS Word Templates Working with Text Working with Documents

IV MS WORD ADVANCED Introduction to Microsoft Word Advanced Level Editing text Inserting Graphics Working with Graphics Images Editing Graphics Images Editing Documents Document Page Settings Applying Styles Effects to text in document Make Formatting Changes in document Working with Table Insert Page number Header Footer Checking Document Display Symbols WordArt Using Mail Merge Print Preview documents Printing documents Shot cut keys in MS Word

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Outline of the book

The dual nature of this book helps you build a strong foundation in Word and prepares you for the exam

The first chapter gets you started right away opening Word and learning about the user interface and important terminology

For those interested in taking the exam it includes how to register for the exam and find an exam center tips on using your time wisely during the exam and information on scores and retaking the exam

The next six chapters cover all of the topics you need to become proficient in Word and coincide with the objective domain categories in the Microsoft Word Certification Exam

Manage Documents Insert and Format Text Paragraphs and Sections Manage Tables and Lists Create and Manage References Insert and Format Graphic Elements and Manage Document Collaboration

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About the author Daniel John Stine AIA CSI CDT is a registered architect with over twenty years of experience in the field of architecture

Throughout these years of professional practice Stine has leveraged many of the Microsoft Office products to organize and manage complex projects

In addition to Microsoft Office certification study guides Stine has written multiple books on architectural design software all written using Microsoft Word and published by SDC Publications

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