

Microsoft Word Study Guide



Name _____

Household
Teacher _____

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 templates to use. Please circle your answer.

True

False

Microsoft Word Study Guide

Paul McFedries

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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
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Using Mail Merge
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