



4.0.1 Introduction to Microsoft Word Student Manual

Introduction to Microsoft Word is a two (2) to four (4) hour course designed to familiarize you with the terminology, screen components and the most commonly used functions offered by Microsoft Word. Emphasis will be placed on proper document formatting techniques and file naming and file management conventions.

Learning Goals:

- Identify the various benefits of using word processing software.
- Identify the main parts of the Microsoft Word window.
- Identify the purpose of the commands on the menu bar.
- Copy, cut and paste text.
- Work with the buttons on the toolbar.
- Type, edit and format text.
- Work with pictures.
- Work with language tools (spell check).
- Open, save, save as, and print Microsoft Word files.

What is Microsoft Word?

Microsoft Word is the word processing component of the Microsoft Office Suite. It is used primarily to enter, edit, format, save, retrieve and print documents.

Student Manual And Data Word 2000 Basic 1 E

VM Jensen



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