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Exercise 4 - Practice creating text documents using WordPad 1. Open and use WordPad to do the following: A. Click the Start button on the left side of the taskbar to open the Start window. B. Click More information WORD PROCESSING In this session, we will explain some of the basics of word processing. Here's the outline: 1. Microsoft Word 11. Edit the document to cut and move 2. Describe Word Screen More Word 2010: Basics Table Content WORD 2010 WINDOW... 2 SETTING UP THE DOCUMENT... 3 INTRODUCTION BEHIND THE SCENES... 3 TO CREATE A NEW DOCUMENT... 4 Open a blank document... 4 Run the document out of the template... For more information Introduction to Word 2007 you will notice some obvious changes immediately after the start of Word 2007. For a start, the top bar has a whole new look consisting of new features, buttons and naming More information MS Word 2007 practical notes Content Opening Microsoft Word 2007 in the practical room ... 4 Screen layout... 4 Microsoft Office button... 4 Tape... 5 Fast access toolbar... 5 Move into more information Word Processing programs and use them an app that provides extensive tools to create all kinds of text programs. They are not limited to text work and allow you to add images More HIT THE GROUND RUNNING MS WORD INTRODUCTION MS Word is a text processing program. MS Word has many features, and with it, a person can create reports, letters, faxes, memos, web pages, newsletters, and more details of Microsoft Word 2010 Fast Handbook Union Institute and University Content using word Help (F1)... 4 Window contents:... 4 File tab... 4 Fast access toolbar... 5 View behind the scenes... 5 Tape... More information MICROSOFT WORD TUTORIAL G E T T T G T A R T E D Microsoft Word is one of the most popular word processing programs supported by Mac and PC platforms. Microsoft Word can be used to create documents, More information Microsoft PowerPoint Educational Content, starting MS PowerPoint ... 1 MS PowerPoint Window... 2 Name bar ... 2 Office button... 3 Saving your work... 3 For the first time... 3 While you're working... 3 Backup More information from the University of North Carolina at Chapel Hill Library Carrboro Cybrary Chapel Hill Public Library Durham County Public Library MAKES MORE WORD: MICROSOFT OFFICE 2010 GETTING PAGE STARTED 02 Prerequisites More information Microsoft Works Works Windows 95 The intention of this section is to instruct basic word processing skills such as designing, designing, editing, editing, and closing the new document. Microsoft More Information and Styles Word 2010 Produced by Flinders University Center educational ICT CONTENTS Layout Layout ... 1 Using a ribbon bar... 2 Minimizing the ribbon bar... 2 File tab... 3 What

