

Microsoft Word Essentials

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1. Introduction

- Microsoft Word is a word processor for creating and editing text documents.
- It is used for letters, reports, essays, and professional documents.

2. Creating and Editing Text

- Type, select, delete, and move text using the keyboard and mouse.
- **Cut, Copy, Paste:** rearrange and reuse content efficiently.
- Undo and Redo correct mistakes quickly.

3. Formatting

- **Character formatting:** font type, size, bold, italics, and colour.
- **Paragraph formatting:** alignment, line spacing, indents, and lists.
- Styles apply consistent formatting across a document.

4. Page Layout and Structure

- Set margins, orientation, and page size for the document.
- Add headers, footers, and page numbers for organisation.

5. Tools and Proofing

- **Spelling and grammar check:** improves accuracy.
- Find and Replace locates and edits text quickly.
- Insert tables, images, and hyperlinks to enrich documents.

6. Summary

- Word essentials cover creating, editing, formatting, and laying out documents, supported by proofing and insertion tools for professional results.