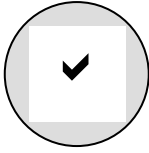


1

WORD PROCESSING (MSWORD)

UNIT 1: INTRODUCTION TO WORD PROCESSING



- Understand what a word processor is.
- Open existing documents, save documents in sub-directories (folders), rename documents and create new documents.
- Become familiar with several functions of Word.

1.1 WHAT IS A WORD PROCESSOR PACKAGE?

An applications package to key in documents such as letters, reports, books, etc. The files created in Word are called documents and are saved with the file extension **.doc**.

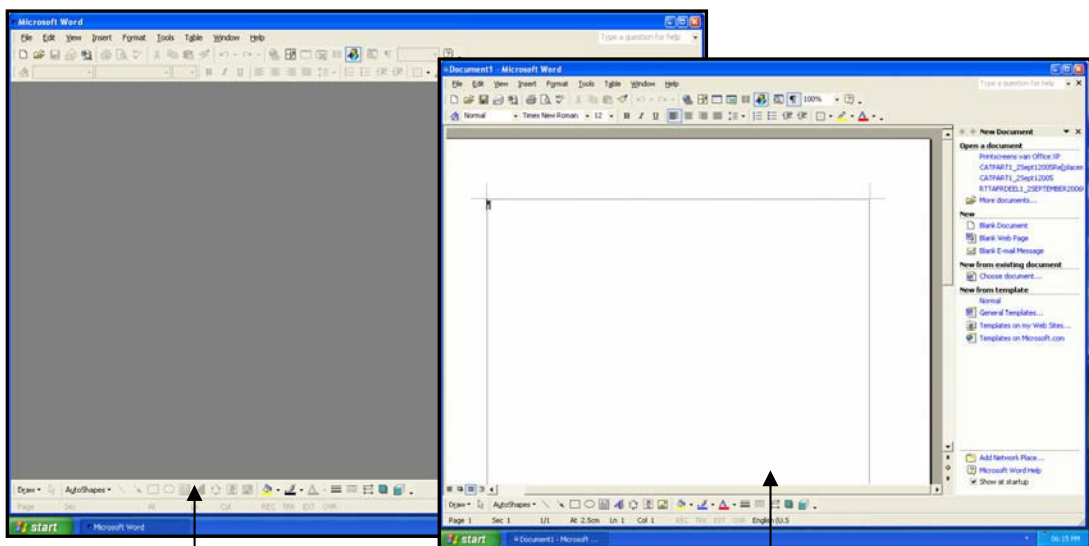
1.2 HOW TO BEGIN MS WORD

- Click *Start > Programs > Microsoft Word* **or**
- Double-click on the Microsoft Word-icon



1.3 HOW TO WORK IN MS WORD

There are two types of Windows in Word: the **Program** window and the **Document** window.



Program window

Document window