

Basics of Word Processing

INTRODUCTION

Word processing is an application program that allows you to create letters, reports, newsletters, tables, form letters, brochures, and Web pages. Using this application program you can add pictures, tables, and charts to your documents. You can also check spelling and grammar. In this lesson, we will learn Word 2007 and use its features, tools and techniques. All Professional Documents will be discussed using this package only.

OBJECTIVES

After going through this lesson you would be able to:

- define features of Word 2007
- explain basic menu details of Word 2007
- create, save and print new Word document
- protect a word document quickly and efficiently
- manage word files and their printing.

MAIN FEATURES OF WORD PROCESSING

- You can create professional documents fast, using builtin and custom templates.
- You can easily manage large documents using various features like the ability to create table of contents, index, and cross-references.
- You can work on multiple documents simultaneously
- With the help of mail merge, you can quickly create merge documents like mass mailings or mailing labels.

Word Processing Study Guide

O. Ray Whittington



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