

Microsoft® Word 2019 Advanced – Unit 1

(Review of Basic Concepts)

Program Basics (PowerPoint®) Basic Taskbar Review (Video)

Essential Questions

1. What are some basic skills related to opening Microsoft® Word?
2. What are some basic commands related to creating a Word document?

Microsoft® Word	<ul style="list-style-type: none"> • Microsoft® Word is a word processing application. • Microsoft® Word allows users to create documents. • Microsoft® Word is used for editing and formatting documents.
Microsoft® Word (Layout)	<ul style="list-style-type: none"> • Microsoft® Word has a ribbon interface. • Microsoft® Word has a File tab. • Microsoft® Word has a Home tab. • Microsoft® Word has a Insert tab. • Microsoft® Word has a Layout tab. • Microsoft® Word has a References tab. • Microsoft® Word has a Sending tab. • Microsoft® Word has a Tools tab. • Microsoft® Word has a Help tab.
Microsoft® Word (Tools)	<ul style="list-style-type: none"> • Microsoft® Word has a File tab. • Microsoft® Word has a Home tab. • Microsoft® Word has a Insert tab. • Microsoft® Word has a Layout tab. • Microsoft® Word has a References tab. • Microsoft® Word has a Sending tab. • Microsoft® Word has a Tools tab. • Microsoft® Word has a Help tab.

Answers Microsoft Word Concepts Review Unit

David W. Beskeen



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