



Microsoft Word

Microsoft Word is a word processing program and is a member of the Microsoft Office suite of applications.

It allows you to create professional-quality documents, reports, letters, and publications.

Content includes:

- Overview and Navigation
- Entering and editing text
- Formatting text
- Working with paragraphs and pages
- Formatting content
- Tabs and tables
- Working with images and shapes
- Mail merge
- Working with columns
- Indents and pagination controls
- Styles, themes and templates
- Table of contents and index
- Master documents
- Footnotes and endnotes
- Bookmarks and cross-references
- Building blocks
- Working collaboratively
- Comparing documents
- Protecting documents
- Electronic Forms
- Fields
- Macros

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