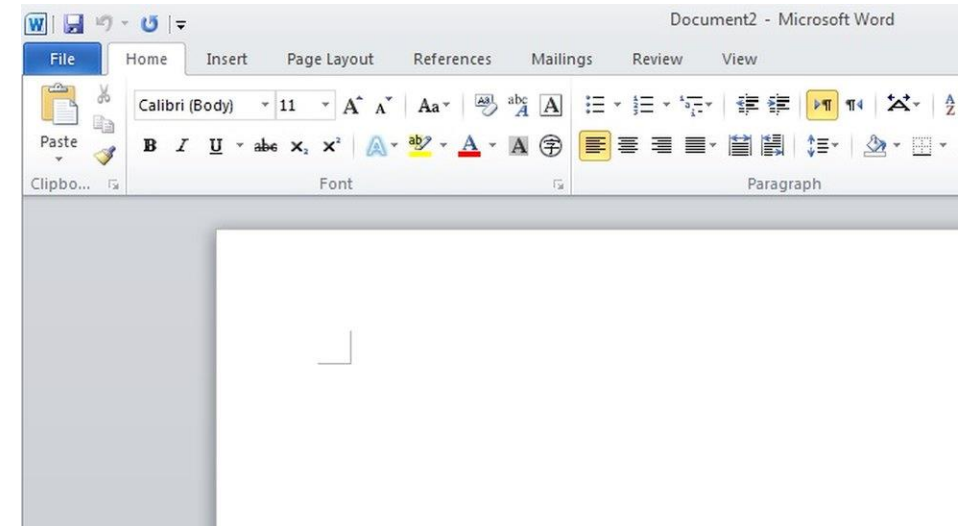# Microsoft Word Document

PREPARED BY:

MIRAN BABAN
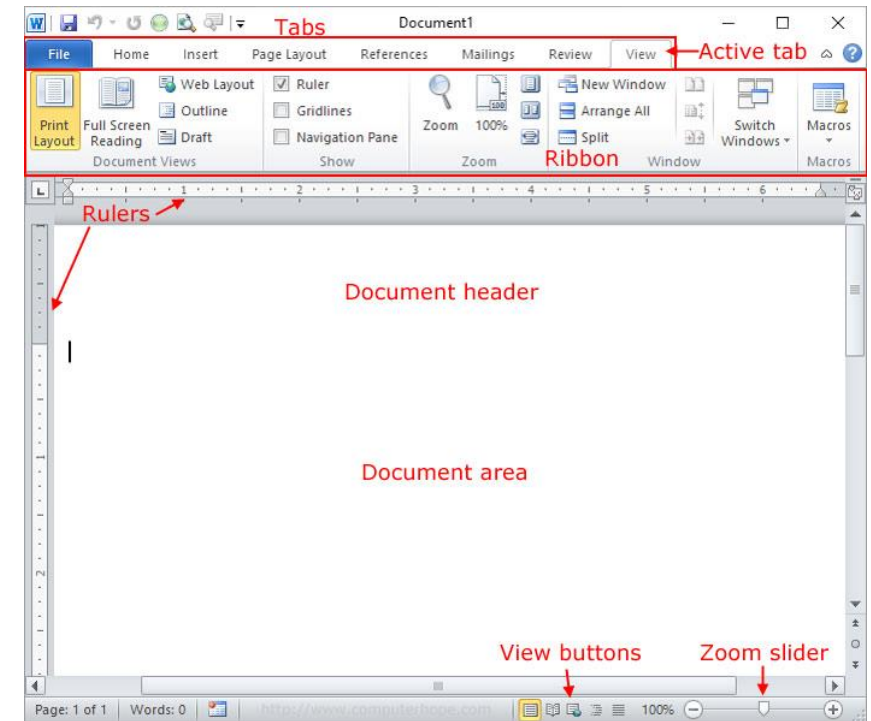
What is Microsoft Word

- Microsoft Word is a word processing program. It is one of the Microsoft Office suite's office management programs.

- It was first published in 1983, and it was created by Charles Simonyi and Richard Brodie.

Microsoft Word used for

- You may use Microsoft Word to build professional-looking papers, records, emails, and resumes.

- Microsoft Word has more functionality than a plain text editor.

- such as spell check, grammar check, text and font editing, HTML support, graphic support, sophisticated page layout, and more.

Where do you find or start Microsoft Word

- Microsoft Word can be found in the Start menu whether you have Microsoft Word or the whole Microsoft Office kit built on your computer.

- Keep in mind that Microsoft Word is not used on modern machines. Before you can use it on your machine, you must first buy it and update it.

- If you don't want to (or can't afford) to buy Microsoft Word, you can download a free sample edition from the Microsoft Office website.

What is Table of Content

▶ The table of contents is a snapshot of your document's headers and page numbers, and it does not update itself as you make changes. You can update it at any moment by right-clicking it and selecting Update field.
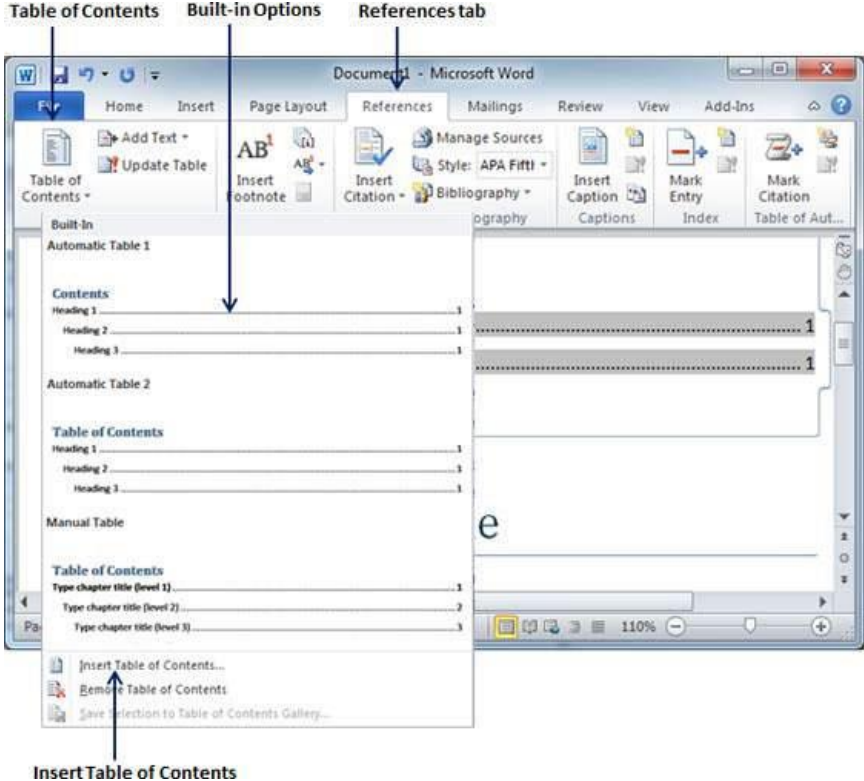
Insert Caption

▶ When you wish to add a caption to an image, Word's Insert Caption tool does most of the heavy job for you.

▶ It's a little difficult in other Office products, as it entails adding a text box and then grouping the text box and picture.

▶ You'll also have to manually track and increase the numbers if you have numerous photographs in a series.
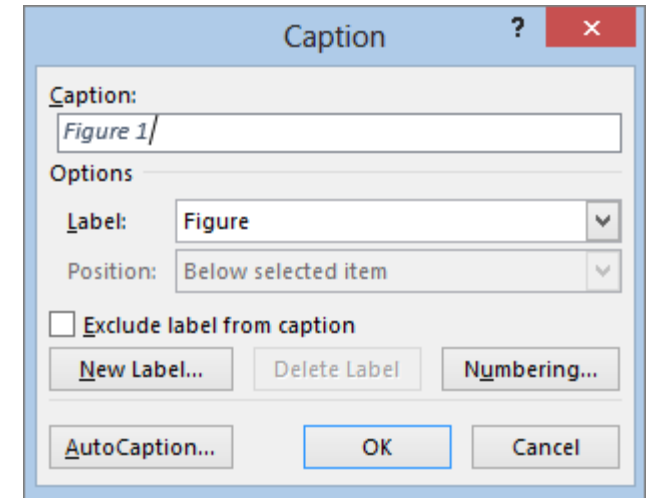
What is Page Break

▶ A page break is a specific marker that marks the end of one page and the beginning of another.

▶ Place your pointer where you want to start a new page by clicking. Navigate to the Insert tab. Expand the Pages group if necessary by clicking it. Press the Page Break key.
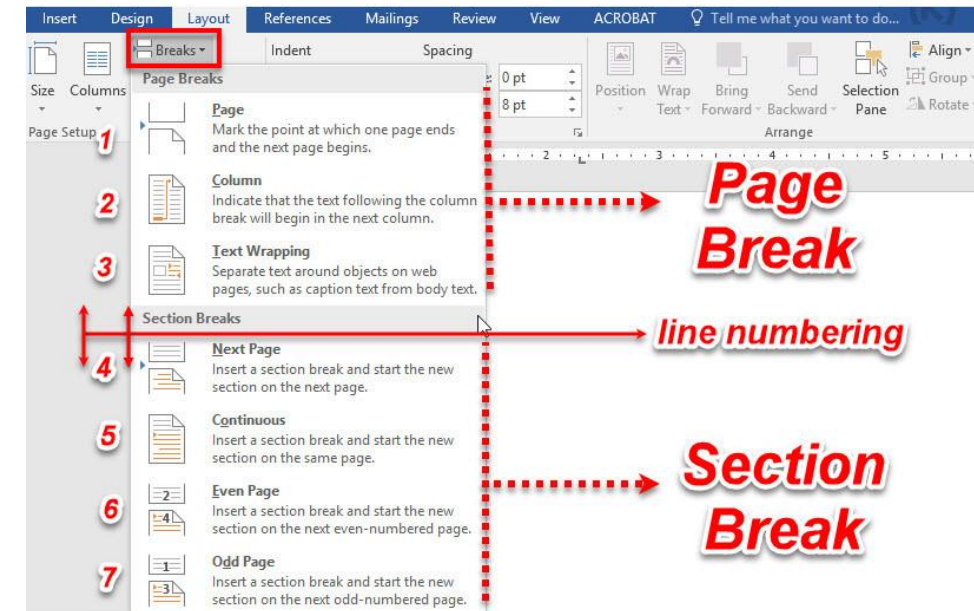
Header and Footer

▶ A header is text that appears at the top of a page, whereas a footer appears at the bottom of the page. These spaces are typically used to insert document information such as the document's name, chapter headings, page numbers, and creation date.
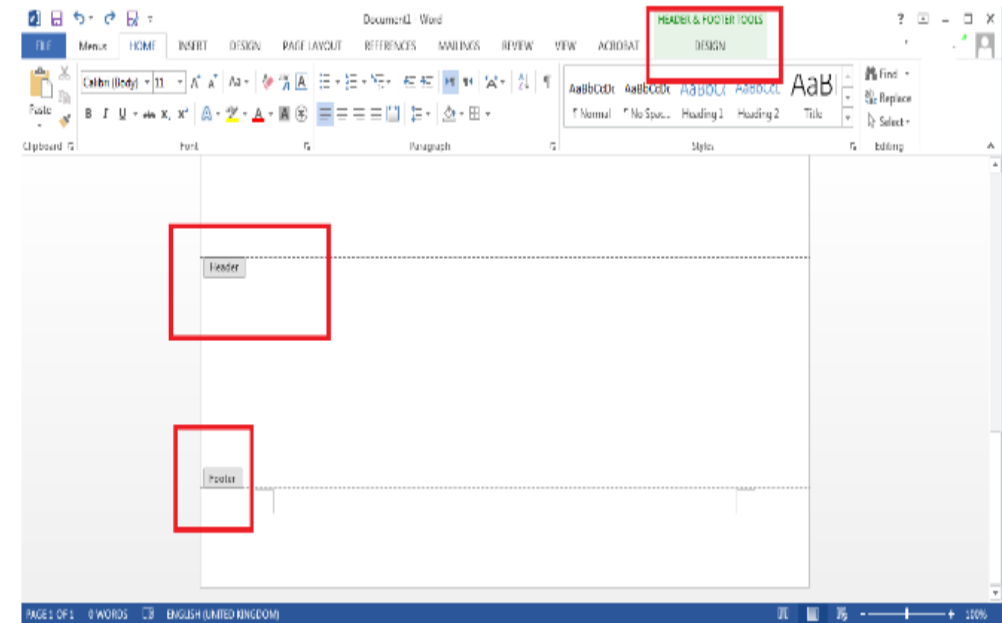
Page Number

▶ Page numbers can be used to number each page in your document automatically. They are available in a variety of numerical forms and can be adjusted to meet your specific requirements. In most cases, page numbers are placed in the header, footer, or side margin.