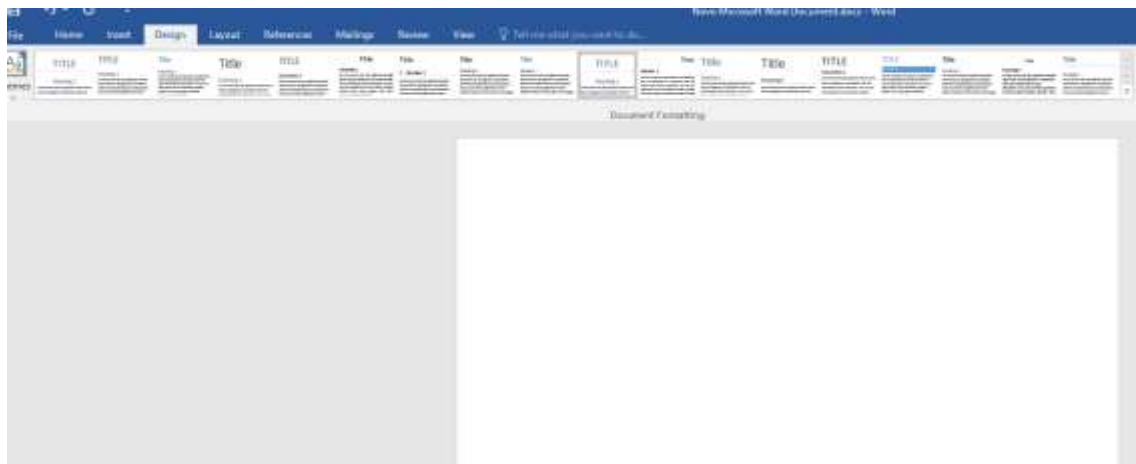


Individual Work

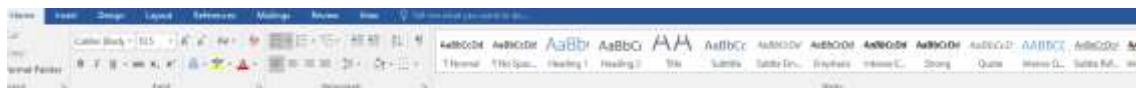
Carolina Duarte nº55645

Word

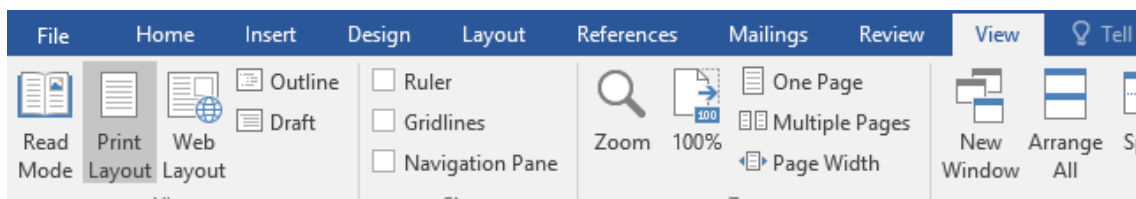
The objective of Word is to write documents, it's a very useful tool, however, sometimes it can be hard to use for a beginner.



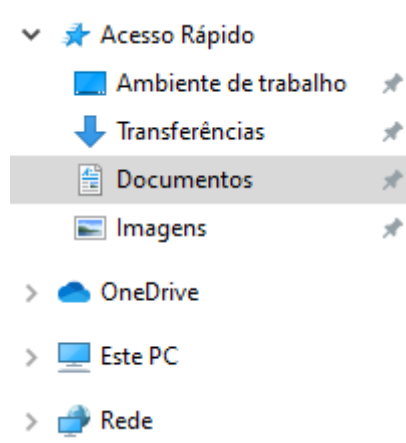
- In the Design tab the functionality to change the layout of the title page doesn't work very well. It's not clear that you first have to select which type of text is being written (for example title or heading). I think that when clicking on the title template a message should appear telling you to select a text type.



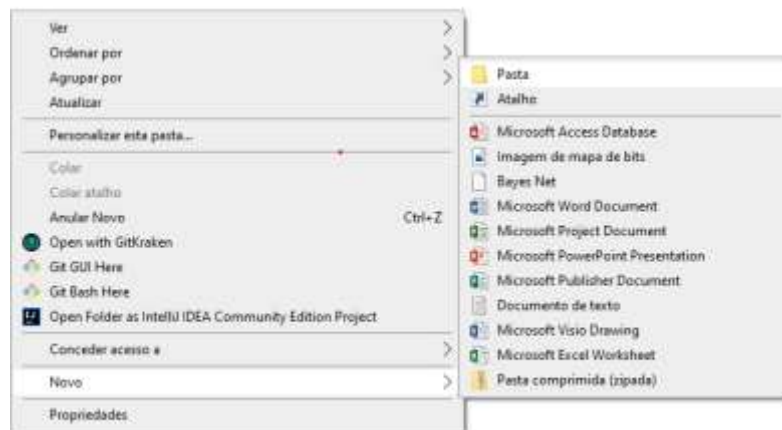
- Read Mode - I don't think that it's a good functionality because it changes the view of the page. It cuts it shorter and doesn't make it any easier to read, I believe the objective is to copy the view of a book however I don't think it works very well with the rest of the functionalities, maybe it would work better if it kept the original size of the page.



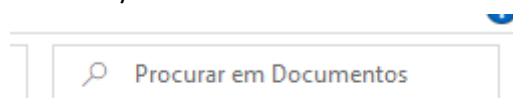
File explorer



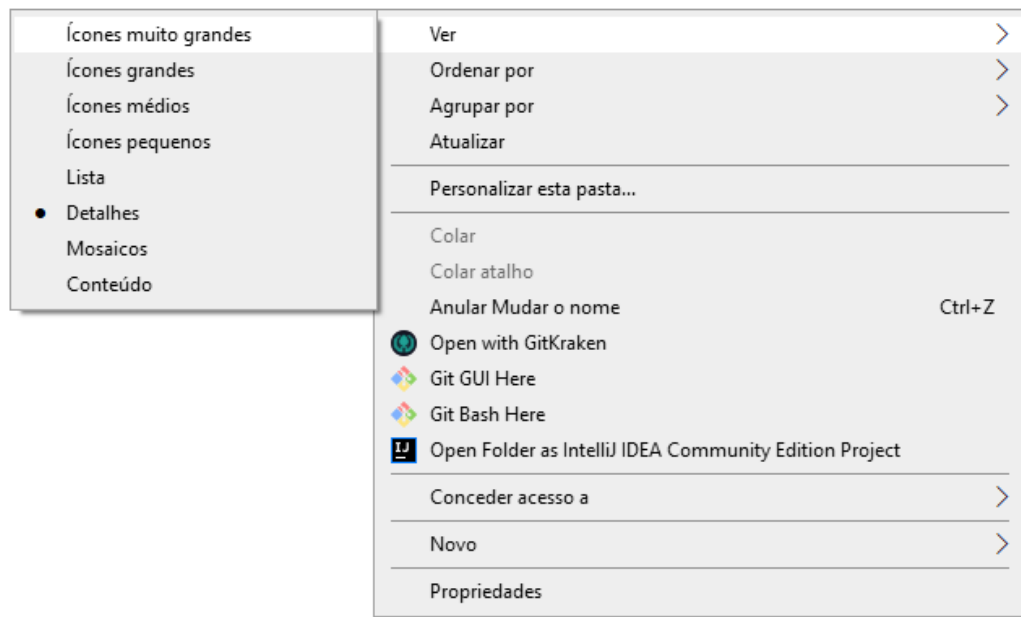
The objective of the file explorer is to show the files on your computer, it is simple and easy to use.



- The good aspect is that in any directory you can create a folder and keep things organized however you want.



- There is a search button where you can search in that directory, that makes it easy to see if any document you are looking is there or not. You can easily change the name of documents with a simple action, right click and then you just choose change name. This makes it very easy to keep files organized and when there is a need to give a specific name to a file you don't need to create a new one.



- You can change the viewing mode to various options making the file explorer customizable which is always a great feature.