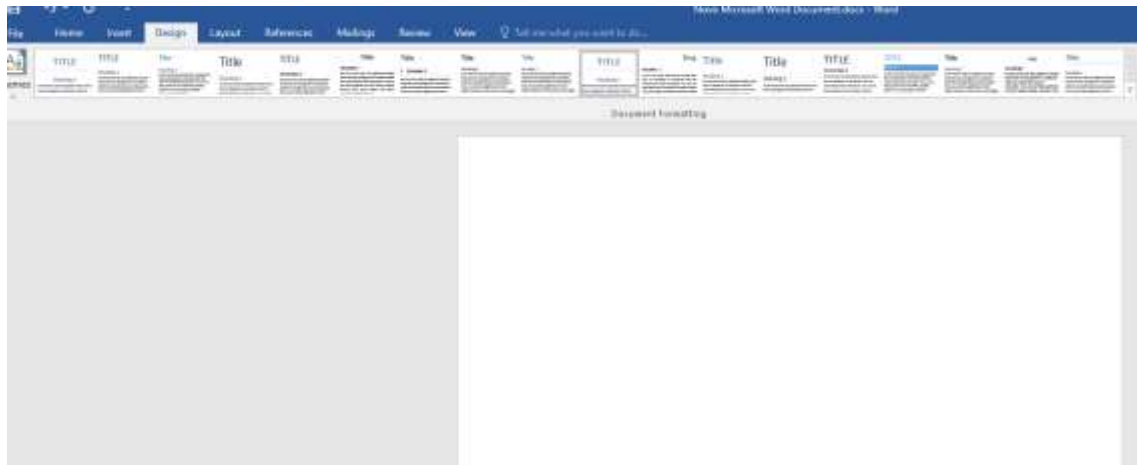# Individual Work

Carolina Duarte nº55645

Word

The objective of Word is to write documents, it's a very used feature and useful however sometimes complicate to use for a beginner and some that don't work very well.


- In the Design separator the functionality to change the layout of the title page doesn't t work very well, when you click on it is doesn't show the layout that was chosen, so I don't think was a very good feature.
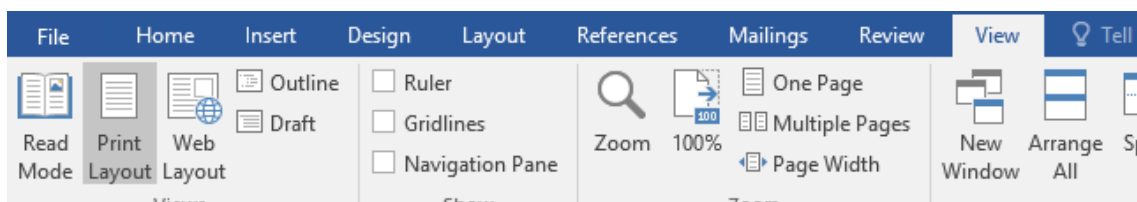

- Read Mode I don't think is a good functionality because changes the format of the page it cuts it shorter and doesn't make easier to read, I believe the objective is copy the format of a book however I don't think it works very well whit the rest of the functionalities, maybe it would work better if it keeps the original size of the page.
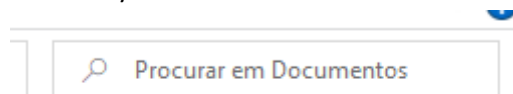
File explorer
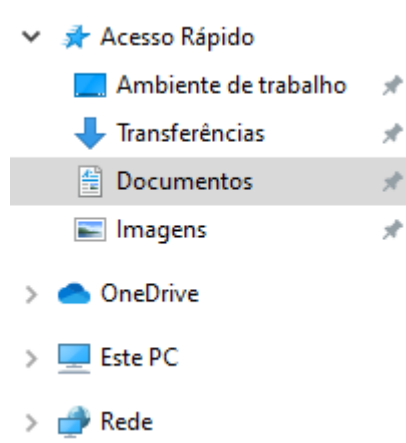
The objective is to organize the files of your computer, it is simple and easy to use.
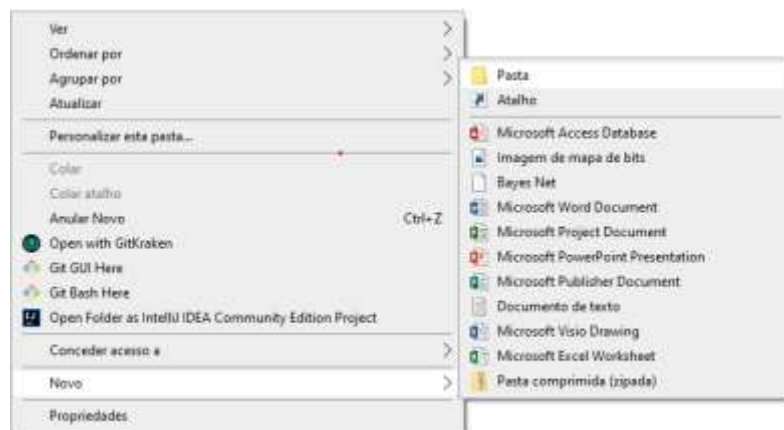
- The good aspect is that in any directory you can create a paste and keep things organize however you want.

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