

Assignment Topic

How to use Microsoft word for educational purpose

Submitted to

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How we use Microsoft word for
Educationoal purpose:

Word processing is the composition, editing and formatting of text. Word processing programs, such as, Microsoft

Word, in addition to working with text also provide tools to insert pictures, edit photos, draw objects, and produce graphic organizers. The range of options available within word processing programs make them versatile to user.

Why we use Microsoft word: Perhaps no other computer software has a great impact on education as Microsoft Word. Not only does Microsoft Word offer high versatility and flexibility, It also a “model-free” instructional software; that is, it reflects no particular instructional approach. A teacher can use it to support any kind of directed instruction or constructivist activity. Since it's value as an aid to teaching and learning

is universally acknowledged, Microsoft Word has become the most commonly used software in education. It offers many general relative advantages(unique benefits over and above other methods)to teachers and students.

Use of microsoft word for educational purpose:

- Spelling
- Security
- Publishing
- Mobility
- Availability

Uses of Microsoft word for learning:

- Saves time

- Enhances document appearance
- Allows sharing of documents
- Office work made easy
- Quality of documents
- Availability
- With integration office programs
- Instant help
- Navigation Pane
- Document Flexibility

Uses of Microsoft Word for teaching purpose:

- Lesson planning
- Reflective Diary
- Certificates
- Tests

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- Students Worksheets
- Diagram and charts
- Article for the newspaper
- Directions for activities
- Envelopes
- Reports
- Newsletters
- Brochures
- Quizzes
- Timelines

Conclusion: We can say that Microsoft Word is very helpful word processing software which can easily be used as a learning medium for student. Students of one hand utilize MS Word for the

assignment preparation while teachers can use it for report writings, paper setting and result compilation.
