# **Lecture 4**

**Session 3**

**Working with Microsoft word –part 1**

**Key points:**

* **Introduction MS word**
* **Understanding the word 2019 interface**
* **Ribbon**
* **Tabs**
* **Home**
* **Tables**
* **Class task**
* **Home assignments**

**Introduction of MS WORD 2019:**

MS word is a document editor and is widely used application for creating and editing documents.

It one of the most widely word processing software in the world today and was developed by Xerox fame, Charles Simonyi, Richard Brodie. Firstly it was named multi-tool word but later it named just “word” by the company.

**Understanding the word 2019 interface:**

MS word has some basics features that can be create and work with word document. It is important for users to understand the user interface of word 2019.

The basics features are following below.

1. Ribbon
2. Document page
3. Preferred language
4. Status bar
5. Zoom slider

**Home assignment:**

Create a mark sheet interface from table tools.