

Word Processing with MS-Word

Word processors allow us to enter text, edit and format it, and produce printed or electronic documents. MS-Word is currently the most widely used word processor, and versions are available for Windows and Macs, as well as for Android and iOS. It provides templates for starting a new document, extensive formatting options, and language tools such as spelling and grammar checking.

Test your knowledge

Before going further, check your current knowledge of MS-Word features by taking a short quiz: <https://edu.gcfglobal.org/en/word2016/quiz/>

If you don't have MS-Word installed on your local machine, you can access it through your Vanier Office365 account (<http://edu.vaniercollege.qc.ca>).

Practice with the various features of MS-Word

GCFLearnFree is a program of the Goodwill Community Foundation. Their tutorials on office productivity software offer self-paced, online learning. In addition to the guided tasks, there are videos, challenges, and practice documents.

1. Check the topics covered in the GCF tutorial: <https://edu.gcfglobal.org/en/word2016/>
2. Go through some sections of the tutorial, especially those on topics that are new to you, and practice by producing a Word document of your own and export it to a pdf.
3. Make sure you explore the following features: lists, links, columns, footers, pictures, tables, charts, and SmartArt graphics. You will use those features in later assignments.