**Word Document**

**What is the word?**

*a single distinct meaningful element of speech or writing, used with others to form a sentence and typically shown with a space on either side when written or printed.*

**What is the home tap?**

*The Ribbon is located close to the top of the Word window.*

**What do the home tap?**

*The Home Tab contains the most frequently used commands in Word. To get to another tab on the Ribbon click that particular tab. These items include sure things as clipboard, fount, paragraph, styles and editing so on.*

**What is the insert tap?**

*The Insert tab contains various items that you may want to insert into a document.*

**What do the insert tap?**

*The Insert tab contains various items that you may want to insert into a document. These items include such things as tables, word art, hyperlinks, symbols, charts, signature line, date & time, shapes, header, footer, text boxes, links, boxes, equations and so on.*

**What is the draw?**

*produce by making lines and marks on paper with a pencil, pen, etc.*

**What do the draw?**

*Practice drawing basic lines and curves. If you're just learning to draw, start by dragging the pencilove. These*

*Items include such things as tools, pens, convert and insert so on.*

**What is the design?**

*a plan or drawing produced to show the look and function or workings of a building, garment, or other object before it is made.*

**What do the design?**

A design is a plan or specification for the construction of an object or system or for the implementation of an activity or process or the result of that plan or specification in the form of a prototype, product, or process. *These items include such*

things as document for matting and page background so on.

**What is the layout?**

*the way in which the parts of something are arranged or laid out.*

**What do the layout?**

*Layout design is the process of arranging visual and textual elements on-screen or on-paper in order to grab a reader’s attention and communicate information in a visually appealing way. These Items include such things as*

*Page setup, paragraph and arrange so on.*

**What is the reference?**

*the action of mentioning or alluding to something. the use of a source of information in order to ascertain something.*

**What do the** **reference?**

*provide with citations of sources of information. mention or refer to. These Items include such things as*

*table of contents, footnotes, research, citations & bibliography,*

*captions, index, table of authorities so on.*

**What is the mailings?**

*mail sent at one time to multiple addressees by a sender.*

**What do the mailings?**

*Mail Merge is most often used to print or email form letters to multiple recipients. Using Mail Merge, you can easily customize form letters for individual recipients. Mail merge is also used to create envelopes or labels in bulk.* *These Items include such things as create, start mail merge, write & insert fields,*

*Preview and finish so on.*

**What is the review?**

*a formal assessment of something with the intention of instituting change if necessary. a critical appraisal of a book, play, film, etc. published in a newspaper or magazine.*

**What do the review?**

*A review is judgement or discussion of the quality of something. Review also means to go over a subject again as part of study or to look at something another. These Items include such things as proofing, speech, accessibility, language, comments,*

*tracking, change, protect and ink so on.*

**What is the view?**

*the ability to see something or to be seen from a particular place. a sight or prospect, typically of attractive natural scenery, that can be taken in by the eye from a particular place.*

***what do the view?***

*These Items include such things as view,*

*Immersive, page movement, show, zoom, window, macros and*

*Share point so on.*