

# **Microsoft Word**

# Contents

<b>Chapter 1. About Microsoft Word.....</b>	<b>1</b>
What is Micosoft Word.....	1
<b>Chapter 2. Text options.....</b>	<b>2</b>
How to change the text color in a Microsoft Word document.....	2
How to center your text in a Microsoft Word document.....	2
How to bold your text in a Microsoft Word document.....	3
How to italicize your text in a Microsoft Word document.....	4
<b>Chapter 3. Functions in Microsoft Word.....</b>	<b>5</b>
How to insert picture in a Microsoft Word document.....	5
How to create bullets in a Microsoft Word document.....	5

# Chapter 1. About Microsoft Word

## What is Microsoft Word.

Microsoft Word is a word processor developed by Microsoft. It was first released on October 25, 1983, under the name Multi-Tool Word for Xenix systems. Subsequent versions were later written for several other platforms including IBM PCs running DOS (1983), Apple Macintosh running the Classic Mac OS (1985), AT&T UNIX PC (1985), Atari ST (1988), OS/2 (1989), Microsoft Windows (1989), SCO Unix (1990), and macOS (2001). You can complete different types of functions such as: changing the text color, centering, bolding and italicizing your text, inserting pictures and creating bullets in your document.



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### Related information

<https://business.tutsplus.com/tutorials/what-is-microsoft-word-definition--cms-34990>

## Chapter 2. Text options

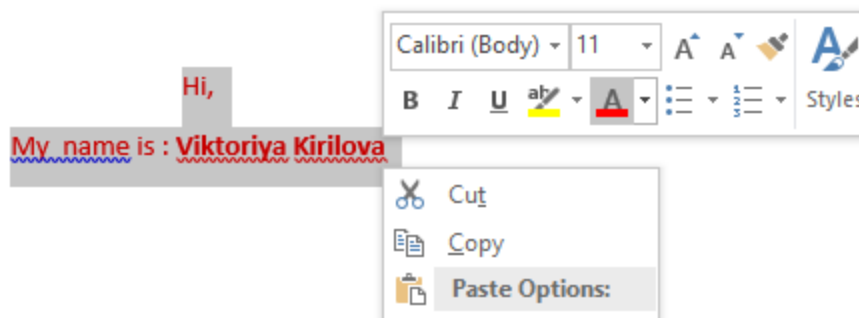
### How to change the text color in a Microsoft Word document.

Here you will learn how to change text color in Microsoft Word document.

Your Word Application have to be installed on your device and you have to have a Microsoft Word document on which you can work on.

This task can change the color of your text when you need to mark an important part of your text.

1. Open the Microsoft Word document.
2. Select the text for which you want the color to be changed.
3. Right click on the text and press the color button.



The selected color of the text appears successfully in the color that you have chosen!

You can change the color of the text when you want the attention of the reader to be captured!

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#### Related information

<https://support.microsoft.com/en-us/office/change-the-font-color-37484b84-1605-48fc-8771-366913e5700c>

### How to center your text in a Microsoft Word document.

Here you will learn how to center your text in a Microsoft Word document.

Your Word Application have to be installed on your device and you have to have a Microsoft Word document on which you can work on.

This task can help you make your text more readable.

This task can also help you make the text to look better structured.

1. Open the Microsoft Word document.
2. Select the text which you want to center on the page.
3. Press CTRL+E.

The selected text is centered on the page successfully!

You can center your text when you want to make it more readable for the reader.

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### Related information

<https://www.wikihow.com/Center-Text-in-Microsoft-Word>

## How to bold your text in a Microsoft Word document.

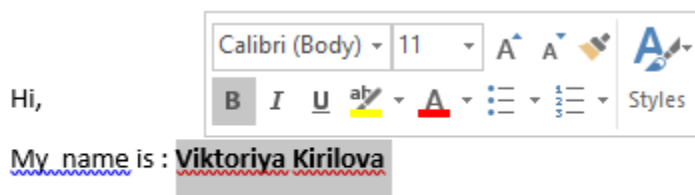
Here you will learn how to bold your selected text in a Microsoft Word document.

Your Word Application have to be installed on your device and you have to have a Microsoft Word document on which you can work on.

This task can help you when you want to grab the reader's attention.

This task can also show which information is important to be known from the reader.

1. Open the Microsoft Word document.
2. Select the text which you want to be made bold.
3. Right click on the text and select the bold option.



The selected text is bolded successfully in your document!

You can bold your text when you want to say something important!

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### Related information

<https://support.microsoft.com/en-us/office/make-the-text-bold-7d24f3e1-74c1-47f2-88b0-2601779f7cb2>

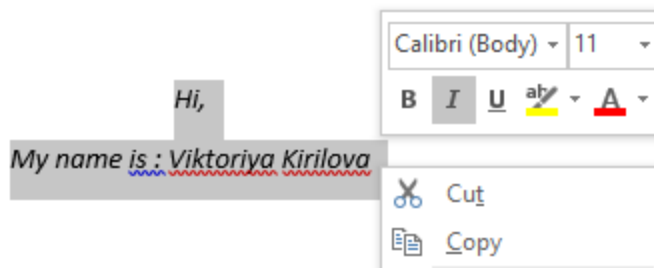
## How to italicize your text in a Microsoft Word document.

Here you will learn how to Italicize your text in a Microsoft Word document.

Your Word Application have to be installed on your device and you have to have a Microsoft Word document on which you can work on.

This task can help you when you want to quote someone's words.

1. Open the Microsoft Word document.
2. Select the text which you want to be italicized.
3. Right click on the text and select the italicize option.



The selected text is italicized successfully on your document!

You can use this when you want to quote someone!

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### Related information

<https://softwarekeep.com/help-center/how-to-make-text-bold-italic-or-underlined-in-word>

# Chapter 3. Functions in Microsoft Word

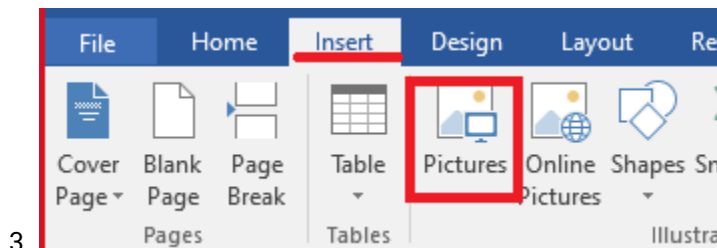
## How to insert picture in a Microsoft Word document.

Here you will learn how to insert picture in Microsoft Word document.

Your Word Application have to be installed on your device and you have to have a Microsoft Word document on which you can work on.

This task can insert a picture in a Word document and this will help you to visualise your ideas and thoughts easily.

1. Open Microsoft Word.
2. Select "Insert" button, and press "Pictures" icon.



3. Select the picture you want to insert and press "Insert" button.

The selected picture is inserted and visualised successfully in the Microsoft Word document!

You can insert pictures in your Word document when you need to visualise your ideas easily!

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### Related information

<https://www.customguide.com/word/how-to-insert-a-picture-in-word>

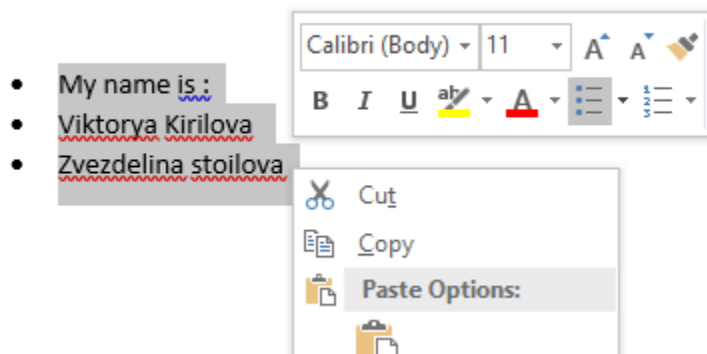
## How to create bullets in a Microsoft Word document.

Here you will learn how to create bullets in Microsoft Word.

Your Word Application have to be installed on your device and you have to have a Microsoft Word document on which you can work on.

This task can insert bullets for listing different types of things.

1. Open Microsoft document.
2. Select the text you want to make bullets for it.
3. Right click on the text and press the bullets option.



The selected text is bulleted successfully!

This can help you when you want to list different types of things in the text!

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#### Related information

<https://www.customguide.com/word/how-to-insert-bullets-in-word>