

# ACTIVITY NUMBER 1

*Empowerment Technology*

Group Number 1:

- 1. Alexandra Marie F. Jalon
- 2. Mariel J. Nocete
- 3. Yasmine A. Alejabo
- 4. Shameera A. Asadil

Learning 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. Its functions include:

- Creating text documents
- Editing and Formatting the existing documents
- Making a text document interactive with different features and tools
- Graphical documents, comprising images
- Used by Authors and Researchers
- Detect grammatical errors in a text document

We can also include tables to display our necessary data in a tabular format. A table has rows (horizontally arranged cells) and columns (vertically arranged cells). It also has a header row to provide labels to the data underneath it. For example:

Name	Birthdate	Hobby/Favorite things to do/Introduction
Alexandra Marie F. Jalon	07/15/05	Sleeping, Reading, and Eating
Mariel J. Nocete	09/05/05	Reading, Listening to Radio, and Coffee Drinking
Yasmine A. Alejabo	07/05/05	Playing Musical Instruments
Shameera A. Asadil	12/08/06	Playing Games and Sleeping

We can also insert images and shapes to showcase our creativity and make our work much more attractive. For the purpose of this activity we are going to insert a few images of flowers.



We can also insert textboxes when necessary and equations.

$$x = x + 1$$
$$x = 1$$

Hello world!

Created using Microsoft word shapes

