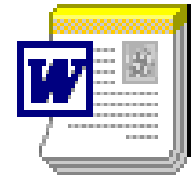






Word Processing An Introduction to MS WORD



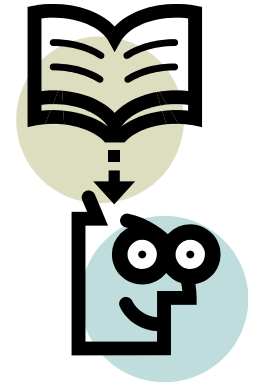
Sahid

Universitas Negeri Yogyakarta



Introduction

- Why Word Processing?
- What Kind of Documents can be Produced using MS Word?
- Learn how to Use MS Word ...
- Target for Participants: Using MS Word to produce 10 pages 'diktat' of your own subject





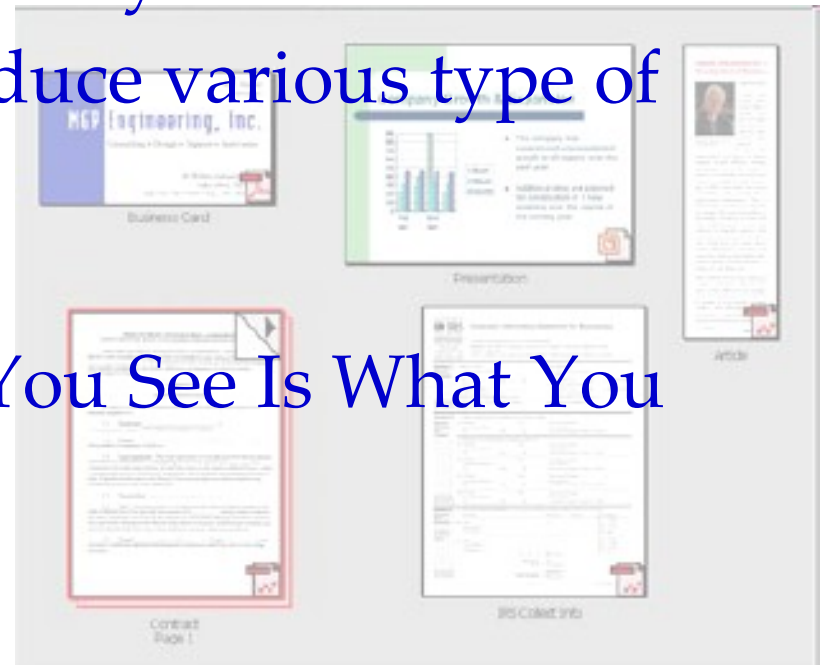
Agenda



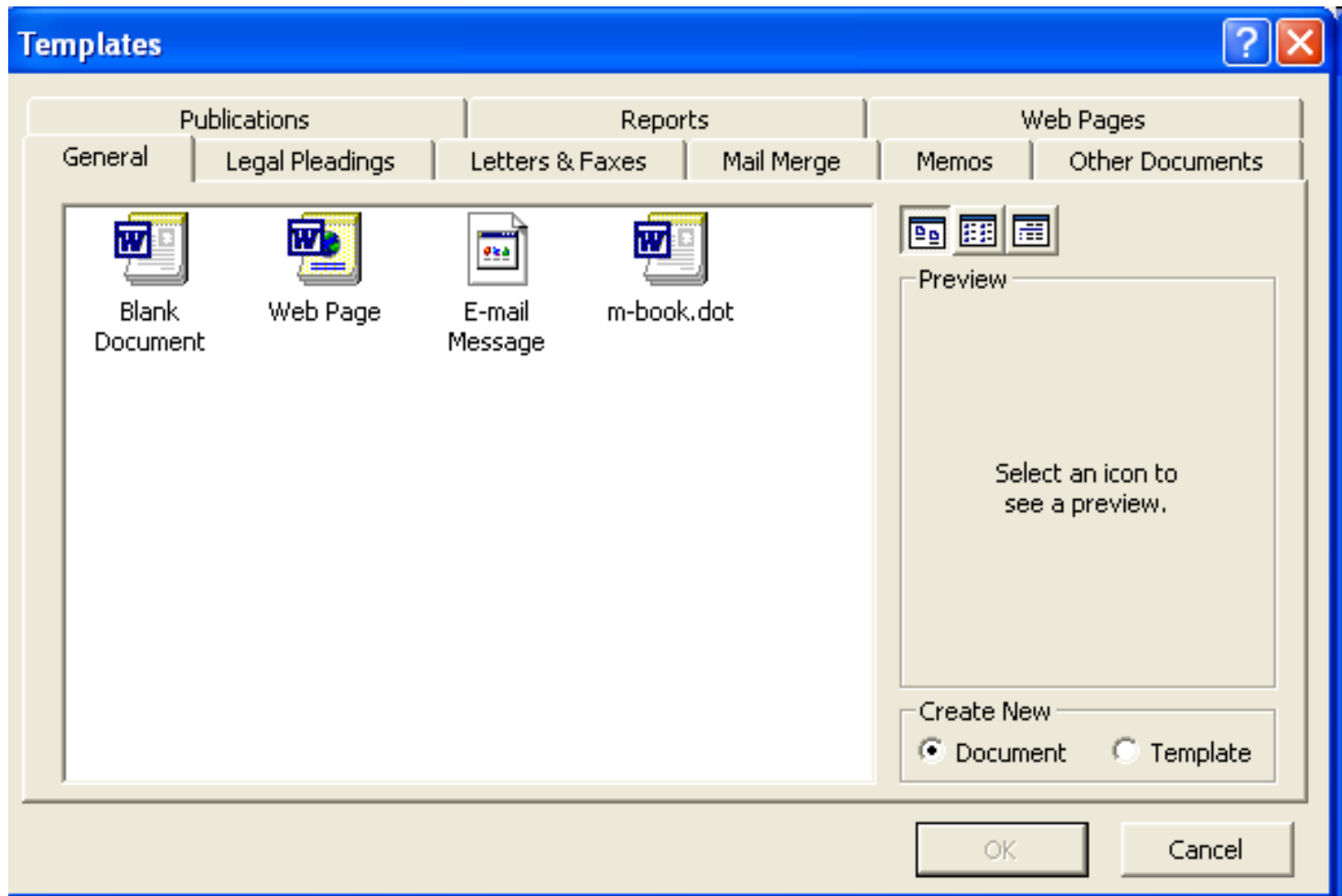
- (This) Short Presentation about MS Word
- Learn How to Use MS Word
- Practice of Editing & Developing Document
 - Session 1: Explanation & Practice
 - Session 2: Explanation & Practice

Why MS Word?

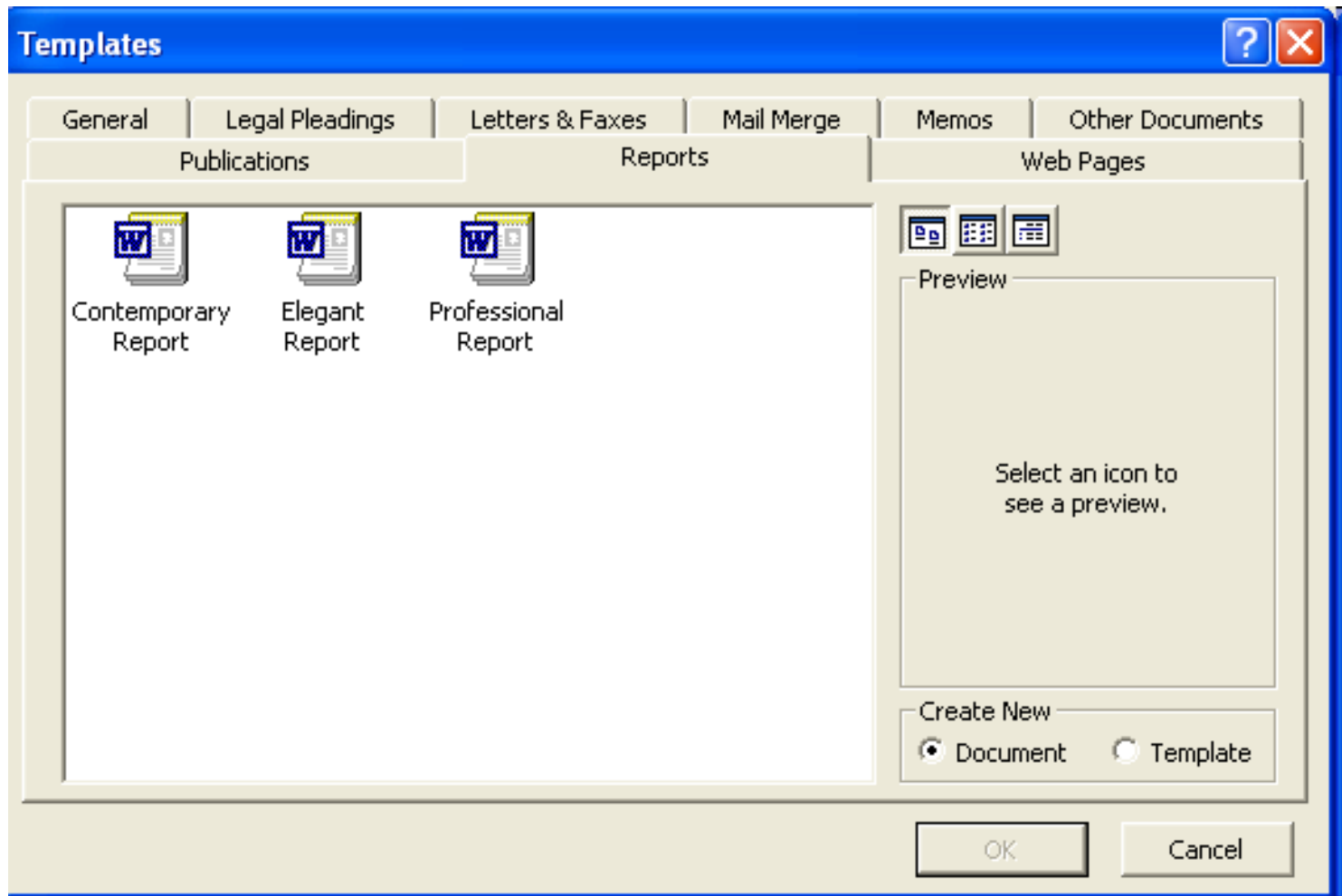
- ❑ One of most computer applications used
- ❑ Available at every computer in every office, school, university
- ❑ Can be used to produce various type of documents
- ❑ Easy to use
- ❑ WYSIWYG (What You See Is What You Get)



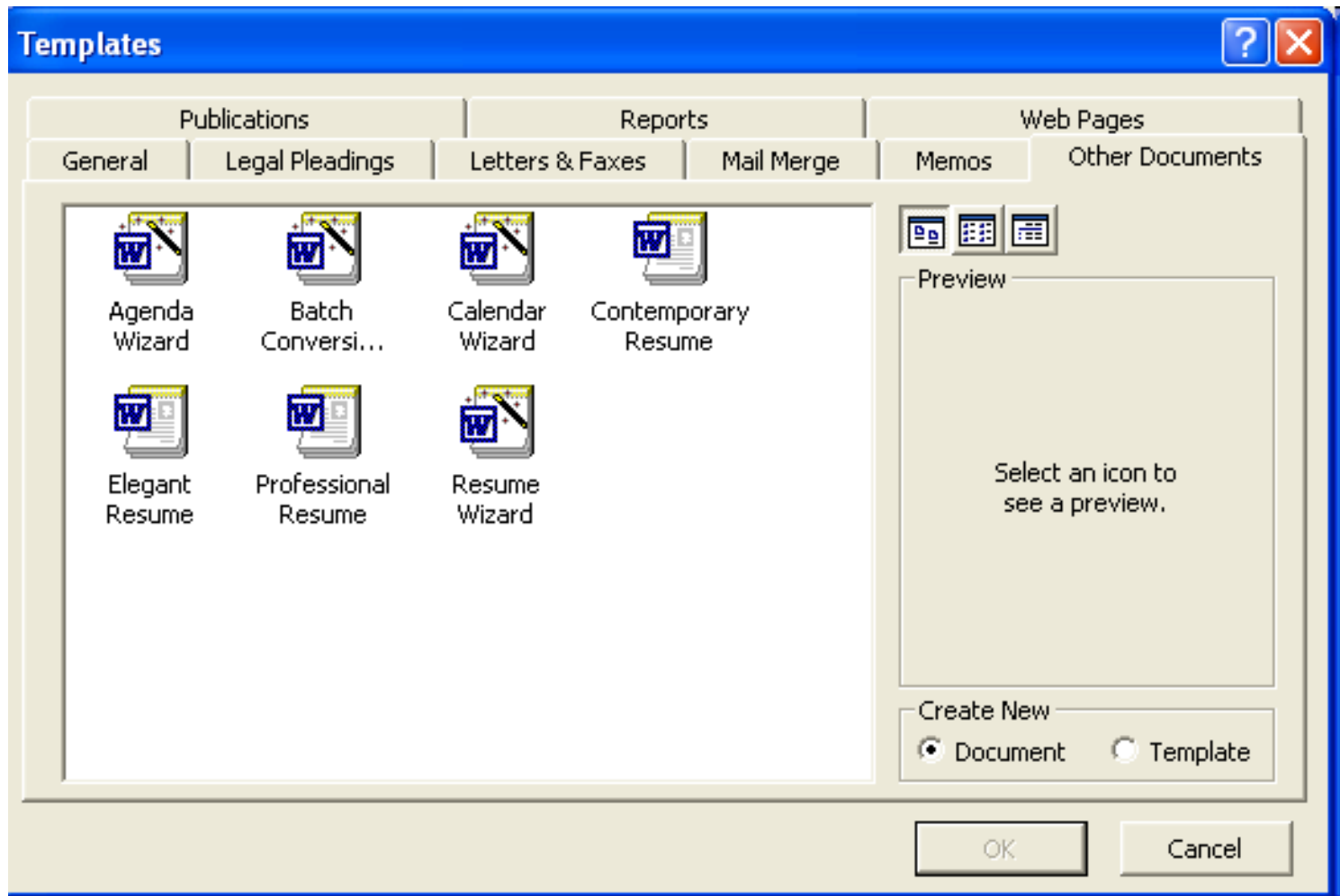
What Types of Document?



What Types of Document?



What Types of Document?





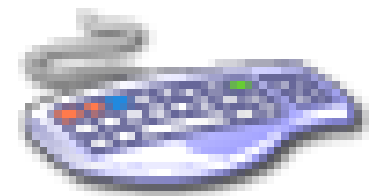
Learn to Use MS Word

- How to Start MS Word ...
- How to Make New Document ...
- How to Open a Document ...
- How to Edit Document ...
- How to Print Document ...
- How to Close Document ...
- How to Exit MS Word ...



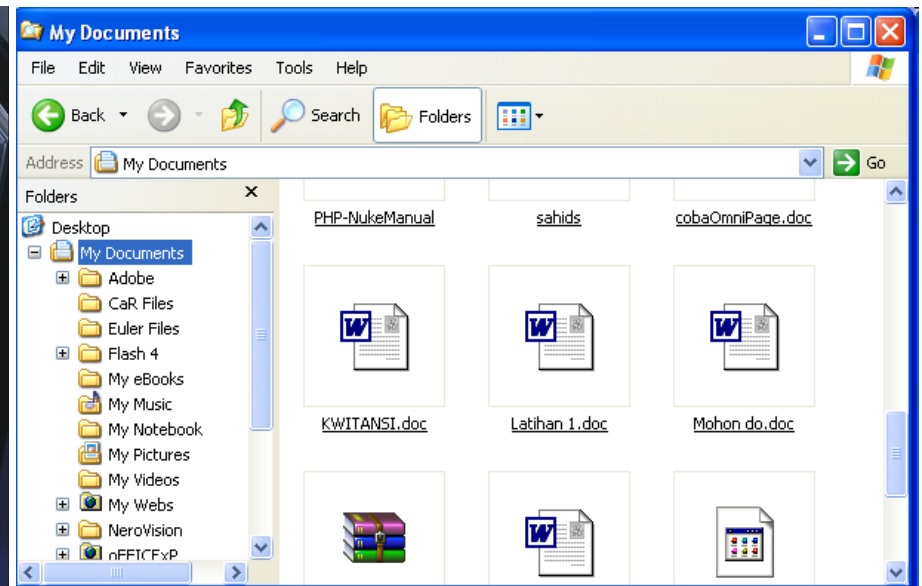
Editing Document ...

- Use Your Mouse and Keyboard!
- Type Your Text ...
- Inserting Special Characters/Symbols
- Formatting Character, Text, Paragraphs
- Formatting Document Pages
- Inserting Pictures
- Inserting Tables
- ...



Don't Forget Please!

- ❑ The name of your document
- ❑ The folder name where you save documents



Lets Start to MS Word ...

- Turn your computer ON
- Start MS Word
- Create a New Document on Your Own Topic, or
- Open the Document You Want to Edit



Have Problems?

- Look at the Printed Manual
- Read the Interactive Manual
- Ask to MS Assistant
- See the MS Word Help
- Lets Discuss Together!

