



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?

Templates	? 🔀	
Publications Reports General Legal Pleadings Letters & Faxes	Web Pages Memos Other Documents	
Blank Web Page E-mail m-book.dot Document Message	Preview Select an icon to see a preview. Create New Create New Document Template	
	OK Cancel	



What Types of Document?

Templates				? 🛛		
General Legal Pleadings Publications	Letters & Faxes Repor	Letters & Faxes Mail Merge Reports				
Contemporary Elegant Report Report	Professional Report			ect an icon to e a preview.		
			OK	Cancel		



What Types of Document?

? × Templates Publications Reports Web Pages Other Documents Legal Pleadings Letters & Faxes General Mail Merge Memos 🖭 🎫 📰 W 17 Preview Batch Calendar Agenda Contemporary Wizard Wizard Conversi.... Resume W W Select an icon to Professional Elegant Resume see a preview. Wizard Resume Resume Create New Document C Template OK Cancel

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 ... \square How to Close Document ... □ How to Exit MS Word ...





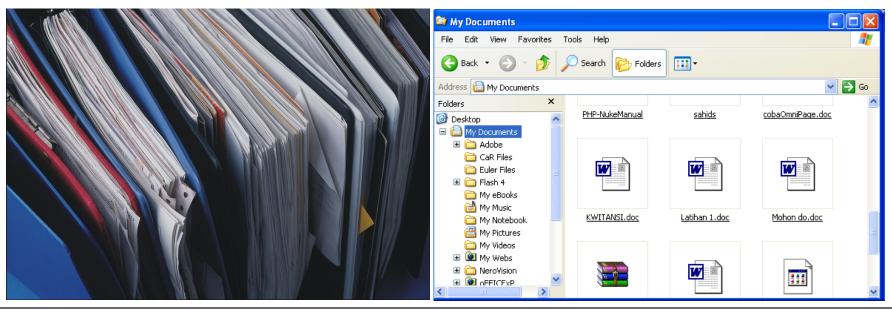
Editing Document ...

□ 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!

