Word Processing
An Introduction to MS WORD

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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?
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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
- Let's Discuss Together!