

Introduction to MS Word - Typing

Chapter 2: Introduction to MS Word - Typing · Topic 1

Key Concept

In MS Word, we can type words using the keyboard, and the words appear on the screen as we type them.

We can change how our text looks, like making it bold, italic, or underlined, to make certain words stand out.

We can also change the font size and colour of our text to make our documents more attractive.

MS Word lets us save our documents so we can open and edit them again later, or print them on paper.

Quick Revision Notes

- MS Word is used for typing documents.
- We type using the keyboard.
- We can make text bold, italic or underlined.
- This makes certain words stand out.
- We can change font size and colour.
- This makes documents more attractive.
- We can save documents in MS Word.
- Saved documents can be edited later or printed.

Practice Questions

- 1 Type your name using a keyboard.
- 2 Practice making a word bold or underlined.
- 3 Discuss how to change font size.
- 4 Write a simple sentence and format one word.
- 5 Discuss why we save documents.
- 6 Practice typing a short sentence about yourself.