## word Processor ( Microsoft Word 1)

Main topics:

* Open (And Close) A Word Processing Application
* Open, Save And Close A Document, Create A New Document.
* Office Button
* Word Options
* The Ribbon & Tabs
* Home
  + - Clipboard
    - Font
    - Paragraph
    - Styles
    - Editing
* Insert
  + - Symbol
* Page Layout
  + - Themes
    - Page Setup
    - Page Background
    - Paragraph
* Review
  + - Proofing
      * + Spelling & Grammar
        + Translate
        + Thesaurus
* View
  + - Document Views
    - Zoom