## word Processor ( Microsoft Word 2)

## Main topics:

* Home
* (Paragraph)
* Numbering
* Bullets
* Multilevel List
* Page Layout
* Page Setup
* Margins
* Orientation
* Break
* Line Number
* Columns
* Insert
* Pages
* Cover Page
* Blank Page
* Page Break
* Tables
* Table tools
  + Design
  + Layout
* Rows & Columns
* Merge
* Cell Size
* Alignment
* Illustrations
* Picture
* Clip Art
* Shapes
* Smart Art
* Charts

Drawing tools

Format

* Text
* Word Art
* Text box

Text box tools

Format

* + - Header & Footer
* References
* Table of Contents
* Add Text
* Update Table
* Insert Footnote
* Captions
* Insert Caption
* Insert Tables of Figures
* Review
* Comment
* Insert Comment
* Delete Comment
* Print & print preview