What is MS Word

Word 2010 is a word processor that allows you to create various types of documents such as letters, papers, flyers, faxes and more. In this lesson, you will be introduced to the Ribbon and the new Backstage view, and you'll learn how to create new documents and open existing ones.

Learn how to format text to make your Word 2010 documents more appealing:

Take your program or agenda from bland to brilliant using placement and formatting to make content more accessible and simple graphics that convey information more effectively than text.

You can make your document look professional and polished by utilizing the header and footer sections. The header is a section of the document that appears in the top margin, while the footer is a section of the document that appears in the bottom margin. Headers and footers generally contain information such as page number, date, document name, etc.

This brief “how to” workshop provides guidance and step-by-step instructions describing how to set up double spacing, 1/2” first line indents for paragraphs, proper spacing between paragraphs, APA-style Running Heads, and proper technique for numbering pages in Microsoft Word.

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