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Microsoft Office Word Tutorials Documents Find training, tutorials, templates, quick starts, and cheat sheets for Microsoft 365, including Excel, Outlook, Word, SharePoint, Teams, OneDrive, OneNote and more! Microsoft 365 Training This tutorial has been designed for computer users who are willing to learn Microsoft Word in simple steps and they do not have much knowledge about computer usage and Microsoft applications. This tutorial will give you enough understanding on MS Word from where you can take yourself to higher levels of expertise. Prerequisites. Before you begin with this tutorial, we assume you have a basic understanding of Computer

peripherals like mouse, keyboard, monitor, screen, etc. and their basic

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Place the cursor and type some text. To format, select the text and then select an option: Bold, Italic, Bullets, Numbering, and

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Word can be used for the following purposes:

- To create business documents having various graphics including pictures, charts, and diagrams.
- To store and reuse readymade content and formatted elements such as cover pages and sidebars.
- To create letters and letterheads for personal and business purpose.
- To design different documents such as resumes or invitation cards etc.
- To create a range of correspondence from a simple office memo to legal copies and reference documents.

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