Learning to use Microsoft Word is easy. By following directions and using help features in the software, great looking documents can be created for a variety of purposes. Microsoft Word is useful for students but is also used extensively in the workplace.

The first version of Microsoft Word, Word 1.0, was released in 1983. At that time, computers used an operating system called DOS, which stands for Disk Operating System. It was very different than the modern version of Windows we use today. One of the differences was that it did not have graphic icons. In the 1980’s, Word was not the leading word processing program. There were many different word processing programs to choose from, each with different features and commands.

Popular Early Word Processors Wordstar Microsoft Word Word Perfect Apple Writer Easy Writer

Pictures make some documents more interesting. This is one of the pictures I chose for this project:

I also liked this picture and used the correct steps to make sure it was non-copyrighted before I used it.

The third picture I chose is below, and now I feel confident in finding non-copyrighted pictures and saving them.

Microsoft Word may be for words, but that doesn’t mean it has to be boring! There are a lot of different formatting options that let the user create attractive, colorful documents such as posters, greeting cards, and other creative projects.

She eagerly hopped on the skool bus excited to get to skool. She couldnt wait to get their. Today her techolnolgy class was going too take old computers a part and put them bak together agan. Her teacher told her she could werk with her freinds too.