## 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