

POINTERS TO REVIEW IN COMPUTER 3 4TH QUARTER, S.Y. 2019-2020

LESSON 15: The Microsoft Word 2013 Environment

- Title Bar

Lesson 16: Set Documents in Microsoft Word 2013

- Template
- Orientation
- Margin
- Setting Page Size
- Applying Different Views to a Document

Lesson 17: Text Formats

- Different Font Styles
- Undo and Redo commands
- Font Effects
- Text Alignment

Lesson 18: Create a Drawing in Microsoft Word 2013

- Print Preview
- Printing Your Document
- Inserting a Drawing in a Document