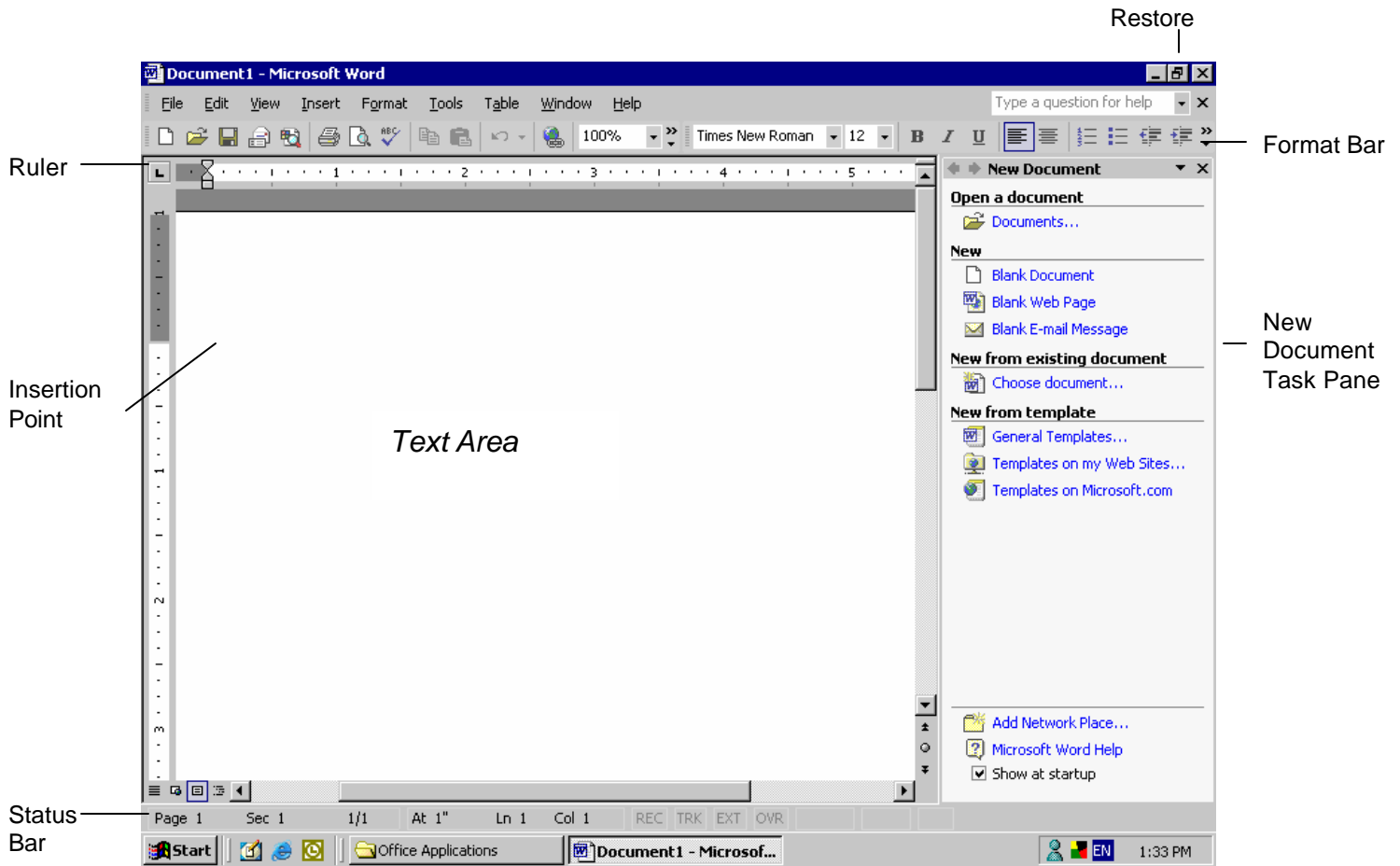


2.2 Using Microsoft Word

Double-Click on the Microsoft Word Icon

Your screen should now look like this (note the common elements from prior windows)



Word processing is much more efficient and effective than a typewriter since it allows you to edit, add, modify, and delete text as needed. Unfortunately it also requires you to think differently about the nature of text and documents.