

3.1: Why It Matters- Microsoft Word Basic Skills



Why learn to complete basic skills in Microsoft Word?

Communication in the workplace is very important. Whether you run a one-person freelance business or work for a company with thousands of employees, reading and writing documents on a computer is a vital skill.

Microsoft Word is the most popular word processing program and is considered the standard word processor for most businesses. Word can help you create documents, save them, print them, and share them with others.

Reports, brochures, flyers, and memos are all examples of documents you can create in Microsoft Word.

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