

WHAT DO
LEARN
MICRO
WORD?



MY FAVORITE DOUBLE-CLICK

My favorite feature

- Double-click anywhere on a Word document and start typing
- A textbox does not have to be created first.
- This feature can be used to insert graphics, brainstorming or creating a mind map (Beck, 2016).

Bullet list

- Create a numbered bullet list by typing the number 1, then a period, then a space.
- After typing text, press Enter, and Microsoft Word will continue numbering.
- Word will stop when you hit Enter multiple times.