



*'I've swapped my pen for a keyboard, and I'm surprised by how much I like it.'*

From cave painting to pen and ink, from typewriters to computers: the latest phase in the history of humanity's desire to express itself through writing and creating images.

## Microsoft Word

Microsoft Word is the most popular word processing program. It is easy to use and allows you to create all different types of documents

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## Microsoft Excel

Excel is a Microsoft spreadsheet application that can help with budgeting and accounts. It can also be used to do mathematical formulae, input and...

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## Microsoft PowerPoint

Microsoft PowerPoint is a package that allows you to create a series of slides that you can use to present information.

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## Office 365

Microsoft Office 365 is the online subscription service for Office packages.

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## Microsoft Teams and SharePoint

SharePoint and Microsoft Teams are two of the collaboration and file storage tools available from Microsoft.

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## Using WordPad

WordPad comes free with the Microsoft Windows operating system and is a great way for beginners to start exploring the world of document creation....

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## Other Microsoft programs

Expert, step-by-step guides and advice in using a range of Microsoft programs including Paint.

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