2. an introduction to word

A blinking line in the document window is called the insertion point or the cursor. It appears when we click on the place where we wish to type. To type a text, such as, dear sir click on the working area and start typing the next will be displayed on the screen press the spacebar after typing dear to put a space between the two words. Note pressing the enter key will move the insertion point down to the next line. A file created by word is called document click on the file menu. Select the new option from the list.