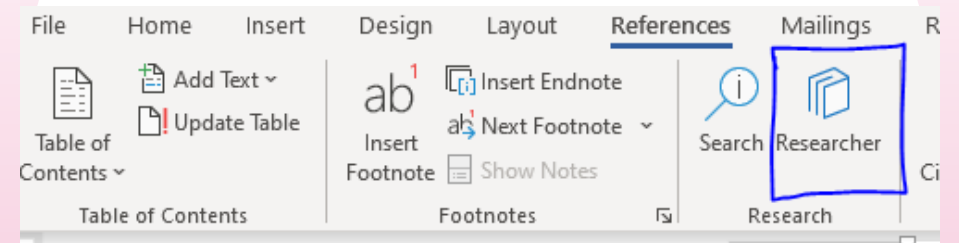


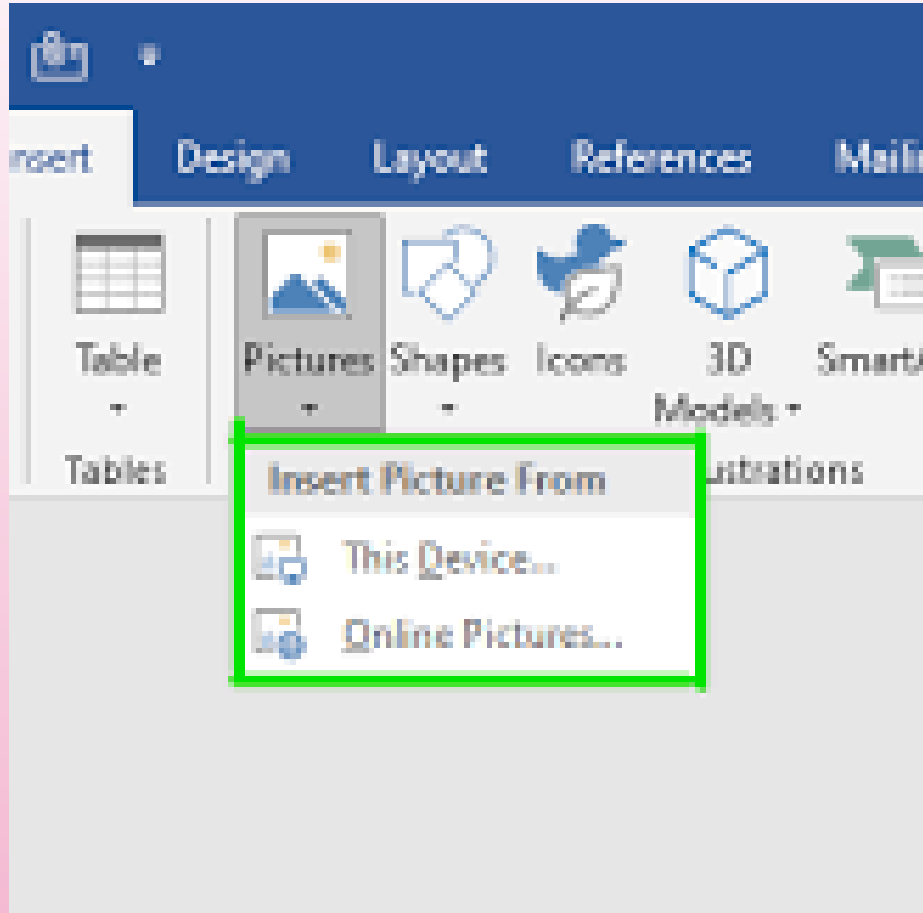
WHAT DO YOU  
THINK OF  
MICROSOFT  
WORD  
FEATURE  
S LEARNED  
DURING THIS  
WEEK?

Your Name

# RESEARCH TAB IN MICROSOFT WORD

- “The Research task pane offers dictionaries, foreign language dictionaries, a thesaurus, language translators, and encyclopedias, as well as Internet searching, all available from inside Word (and the other Office programs too)” (Weverka, 2015).



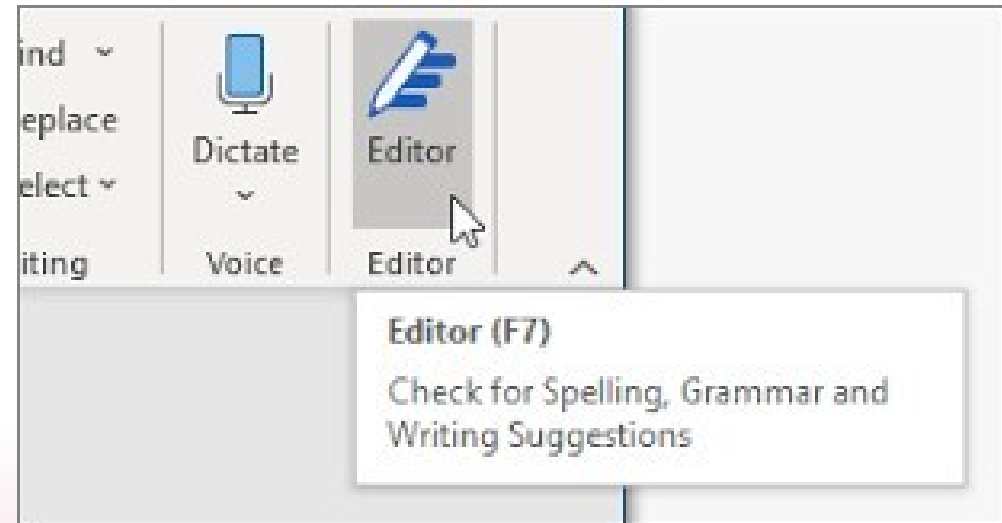


# INSERTING IMAGES

- Personally, I love the inserting images tab and adding picture to my documents/ brochures because they help visual learners understand what the document or article is stating.

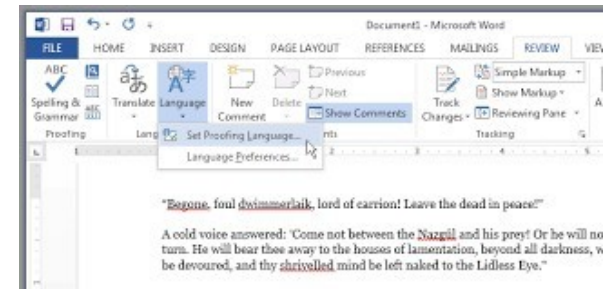
# SPELLING AND GRAMMAR

- This feature is a big feature that I utilize because when I am typing a paper, I tend to misspell words, so I always have Microsoft and another individual check my spelling due to common mistakes that I made in the past.



# LANGUAGE & TRANSLATE TOOLS

- “The translation gizmo gives you the opportunity to translate single words and phrases as well as entire documents, although it is only good for translating words and phrases. To translate an entire document, you must seek the help of a real, native speaker” (Weverka, 2015).
- This is important to know for me personally being a nurse =. I can provide my patients with information that they can read because it is in a language that



# WHAT FEATURES SURPRISED YOU THE MOST?

- Personally, I never realized that Microsoft was able to translate an entire document. I find this amazing and very beneficial to every individual.

**DO YOU THINK YOU CAN DO BETTER  
RESEARCH DOCUMENTS AFTER THIS  
WEEK?**

- Understanding what the research tab includes I believe that it will not only better my research documents but also help to save me time while writing documents.

# REFERENCE

## S

- Weverka, P. (2015). Microsoft Office 2016 all-in-one for dummies,. Hoboken, NJ: John Wiley & Sons.