

## WORKING WITH TEXTS. MICROSOFT WORD TEXT EDITOR

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### Annotation:

This article provides information about microsoft word. Word launch and its types are covered.

**Keywords:** computer, word, program, creating, review, edit, print, text, information. A computer user often needs to prepare and print a document in the Cyrillic or Latin alphabet quickly and efficiently. In such a situation, he should know how to work with the WORD program created by Microsoft.

MS WORD is a modern text editor that is part of the Microsoft Office program group and is used for creating, reviewing, editing and printing text documents.

MS WORD is one of the most advanced applications in the class of word processors, performing more than a hundred operations on text and graphic data.

With the help of MS WORD, it is possible to prepare a document of any kind very quickly and in high quality. Another convenience of the program is that it can work with several documents, that is, add them, move them from one to another, place an image in front of the text, organize a table, work with different fonts, make the letters large enough in any shape format can be printed. But MS WORD is not without some "flaws". For example: there are great difficulties in entering mathematical expressions and chemical formulas. In addition, there is an inconvenience in the preparation of polygraphic materials with a very complex structure (atlases, albums and magazine covers). Thus, with the help of the WORD text editor, it is possible to immediately prepare and print a series of text information such as various documents, letters, reports, articles, commercial messages in Russian and English. Using this text editor, you can easily prepare various information in the Uzbek language based on the Uzbek font and the Latin alphabet.

Word text editor options.

- Entering, editing and reviewing the text;
- Set line spacing paragraph;
- Automatically dividing the text into pages;



- Separate the text part and copy it to the desired place;
- Compilation of document contents;
- Writing mathematical and chemical formulas;
- Writing in different fonts - simple, bold, underline;
- Preparation of documents in several windows at the same time;
- Using different forms, graphics and pictures in the text;
- Compilation of various informative tables;
- Can draw auto-figures, equip title-pages, and other similar works;

Start and exit Word.

The Word program is usually located in the Microsoft Office section of the program manager. To start the Word program, you can move the "mouse" pointer over the Word icon, press its left button twice, and start it in the standard way. Or use the "Push" key to enter the "Programmy" item and find Microsoft Word from the list of programs using the pointer and press the left "mouse" button. As a result, the Word program window and then the Word desktop will appear on the screen.

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