Literature Review: Exploration of Features Microsoft Word

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Abstract: Microsoft Word is also said to be a word processing program in the form of functional application software to facilitate writing or documents in various formats. Microsoft Word also has various types of features and artificial intelligence built into it which aim to make word processing easier and faster. Apart from that, in Microsoft Word there is also security which functions to protect the information contained in the document. Microsoft Word is equipped with various features and intelligence that aim to simplify and speed up word processing and maintain the security of information in documents. This research uses the library observation method with data from national and international scientific articles from 2011 to 2023, with databases from Google Scholar and DOAJ. Research results found that Microsoft Word features include: automatic script tracking, artificial intelligence, Track Changes, and information security. Intelligence built into Word, such as the Editor feature, provides editing suggestions and document improvements using machine learning. Track Changes records changes to documents, automated temporary reference management features such as Mendeley help and Reference Manager in quotes. Security features include new methods of using cryptography and steganography to protect document content.

Keywords: Microsoft Word, Features, Track Changes, Security

INTRODUCTION

Development such technology fast can give wind fresh for the world of education Because from development technology the clear give impact positive, p it really depends to educators and participants educated in utilise technology with along increase progress knowledge knowledge and use technology (Arnomo & Siyamto, 2021). Technology is whole means For provide necessary items for continuity nor comfort for man. Technology like a computer for example, when This Already become need Lots man at each agency, OK private nor government. Usage computer besides For make it easier in storage will also more speed up in service (Ari Waluyo et al., 2020) . Technology own a number of role important in field education start from, the emergence of mass media, especially electronic media as source science and center education, Emergence methods learning new, System learning No must through stare advance (Effendi & Wahidy, 2019) .

With exists utilization technology will make it easier man in transfer data as well make it easier work, besides That with utilization technology will make it easier for agencies too capture and understand data even knowledge in a way easy, Microsoft Word learning media is one of them (Harman et al., 2022) . Microsoft Word or Microsoft Office Word is device soft Microsoft 's flagship word processor. Microsoft Word is a word processing program on computers that was first introduced in 1983 by the giant Microsoft technology (Ahadia et al., 2021) . Microsoft Word is also said as a word processing program in the form of functional application software For make it easier write or

document with various various formats. Microsoft word too own various type feature as well as intelligence the artificiality in it is purposeful can makes it easier and faster in word processing. Besides that, inside Microsoft Word also has security that works guard information contained in the document.

Studies literature This need done Because Can give benefit for someone who hasn't know What just features important, search or tracking automatic A manuscript, processing reference even until security A documents in Microsoft Word so can help make it easier in compile A document.

METHOD

The method used is : is a literature review with type review descriptive which has objective For help study as well as interpret all related findings, as well as the data obtained obtained from A article scientific national whatever international from 2011-2023. Database used including, Google Scholar and DOAJ. In search for the data using keywords such as Microsoft Office/ Microsoft Word Features/ Microsoft Word/ Security Documents.

DISCUSSION

Intelligence Artificial in Microsoft Word

Microsoft Word is a program / tool software available on computers or laptops. Microsoft Word can also said As the most popular word processing program, Microsoft Word itself also has intelligence artificial as well as various type feature inside it inside it.

Intelligence existing fabrication in Microsoft Word, one of them namely AI (Artificial Intelligence) is technology connected machine with the internet created similar like method Work thought man (Baihaqi, 2016) . One of example intelligence artificial intelligence (AI) in Microsoft Word is Editor features, which use learning machine For recommend editing and corrections to documents. The Editor feature can identify and repair grammar and spelling errors, suggest more expressions concise, and offers suggestions for increase style and clarity of writing. For use Editor feature in Microsoft Word, you can selecting "Review" in the top menu Then click "Editor" in the " Inspection " section. The Editor feature is also available accessed with clicking right on the word or phrase and selecting "Editor" from the context menu.

Tracking Decay Manuscript Automatic

The features available in Microsoft Word, one of them is *Track Changes feature. The Track Changes feature* is features used For proofread writing that records changes made to the document That Alone. *Tracking* Section Alone there is a number of type feature such as, *Simple Markup* (choose How We want to see changes inside document), *Show Markup* (select the type of markup that will be shown inside document), *Reviewing Pane* (displays all changes to the document We in the list). Furthermore is part *Changes* which also have various type also features such as, *Accept* (click For option optional addition, like accept all change at once), *Reject* (click For option optional addition, like reject all change at once), *Previous* (move to tracked changes previous), *Next* (move to tracked changes next) (Ngibad, 2018) .

For activation *Track Changes feature* Alone This is done by selecting "References Tab" then shift "Track Changes" option so changed become colored green. For remove appearance select "Review Tab" then change the "All Markup" setting in the middle on with "No Markup". For turn off function here, slide "Track Changes" option so changed become No colored (Aribowo, 2019) .

Management References and Citations Automatic

Besides that, there's that too feature management references and quotations automatically connected with Microsoft word such as Mendeley, Reference Manager / manager reference / maintainer reference works as tool help search, save, and write in make work write scientific (Fenner, 2010 in Dede, 2020). Function manager reference This possible writer For look for relevant literature, save references and information bibliography on the database as well help writing citations and references (bibliography) with follow a certain format. Such as APA, IEEE and others (Goma et al., 2022) . Function others owned by the manager references and citations is like, importing citation from bibliographic databases and websites, extracting metadata from PDF files, managing citations in local databases add annotations on references possible share information reference with writer else, it's possible data exchange via standard metadata formats, resulting in citation following a certain format, can used from device word processing software (Dede, 2020).

Security and Control Access

Besides that, there's that too security and control access to Microsoft Word. The leaked information is things that can said *sensitive* even harm. The security features in Microsoft Word can said very many, but that will discussed this time about method new For protect Microsoft Word Document content use Cryptography and Steganography. A coding process information available form text, file or email message becomes text password so as not to can be read without key decomposition For prevent anyone except intended recipient read the data (Mohamed et al., 2015) .

Component Security in Cryptography consists from a number of component such as, Encryption, Description, Key, Ciphertext, and Plaintext. Encryption is very important thing in cryptography, is method security of transmitted data so that awake its confidentiality. Message original called plaintext (ordinary text), which is changed become codes that don't understandable. Encryption Can interpreted with a cipher or code. As well as with No understand a word then We will see it inside dictionary or glossary of terms. It 's different with encryption, for change plain-text to form text code We use algorithm that can encode our data want to. Decryption is the opposite from encryption. The message has been encrypted returned to form origin Algorithm used For decryption Of course different with what is used For encrypt. Key is the key used For do encryption and decryption Key divided become two part, ie key secret (private key) and key public (public key). Ciphertext is something message that has been through an encryption process The message contained in the code-text This No Can be read Because form character characters who don't have meaning (meaning). Plaintext often called with cleartext. Ten all sau ex-regular This is written message or typed who has The meaning of the line text is what is processed use algorithm cryptography For into ciphertext (text code) (Ariyus, 2008).

Steganography (*steganography*) is science and art hide message such a secret (hiding message). so that existence (existence) of the message No detected by the senses man (Pabokory et al., 2016) . Steganography need two property that is means container and confidential data For kept secret. Digital steganography usually using digital media as receptacle container. Like such as, image, sound, text and video. Likewise the same with confidential data. By general, there are two main processes in the steganography. Namely the process of inserting (Embedding/encoding) for hide messages and extraction (extraction/decoding) for extracting hidden message. Message can in the form of plaintext,

ciphertext, image or whatever you can affixed to in bit- stream. Embedding is the process of inserting message to in a file yet modified, which is called media cover (cover object). Then the media cover and message are attached create stego media (stego object). Extraction is the process of breaking down hidden message in stego media. Something key special (stego key) can also be done used in a way hidden, at the moment decomposition furthermore from message (Pabokory et al., 2016) .

Table 1. Literature Review

Title	Context	Findings
Introduction and Application of Microsoft Word and Microsoft PowerPoint at SMA Negeri 1 Praya Tengah	Application of Microsoft Word and Microsoft Power Point	Activity dedication that has been done in form training the give positive impact. all over participant educate after get training, abilities and skills in use features on the device Microsoft Word and PowerPoint software improved. This matter strengthened results evaluation that as much as 85 percent participant can finish assignments and questions exam with Good.
Microsoft Word 2013 Menu Functions	icons and functions on ms. word	The program provided by Microsoft Word 2013 Alone own various kind of start menu from clipboard group up to group *illustration.*
Microsoft Office Word Tips & Tricks For Writing Scientific	writing scientific Ms. word	Microsoft Word 2019 own various type method in start / way fast in determine or make page, list bibliography, table of contents automatic until quote automatic
A Novel Method to Protect Content of Microsoft Word Document Using Cryptography and Steganography	New Method to Protect Microsoft Word Document Content	Method cryptography and steganography two the most common method used For hide information inside Document is with pin information inside documents that can be We use
Deep Reference Mendeley Training Manage Reference Work Write	Reference work write through Mendeley	Training provided discuss about How apply Mendeley web and desktop based *reference.*

CONCLUSION

With exists utilization technology will make it easier man in transfer data as well make it easier work, and With Thus, utilization technology, incl features advanced in Microsoft Word such as AI Editor and Track Changes, no only makes it easier to transfer data and work, but also provides protection as well as guard security information in document. This matter show that technology, esp when applied with method new like cryptography and steganography, can give significant benefits in data processing and protection.

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