



Word - Introduction

What is word

- ❖ Microsoft Word or MS-WORD is a Word Processor.
- ❖ This Software launched in 1983 by the Microsoft Corporation.
- ❖ Charles Simonyi known as the father of Microsoft Word.
- ❖ Microsoft Word is available for Microsoft Windows, Apple macOS, Android, Apple OS.

Uses of word



- ❖ It is used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students homework assignments.








Text Editors

- ❖ Using this lesson the user can format the text in the following Text editors. The shortcut keys used in MS Word are same in these text editors too, such as Ctrl + B, Ctrl + S etc.

- ❖  Google docs
- ❖  Apache open office

<https://www.openoffice.org/download/>

- ❖  Libre office
- ❖  WPS Office
- ❖  Notepad





Document creation

- ❖ From the desktop or from your 'Start' menu, open Word
- ❖ Word will open up automatically into a new document
- ❖ If you wish to start a new document, click the Office Button and Click New Option
- ❖ You Can Choose Blank Document or any other Template .
Now the Document is ready for you start Typing
- ❖ To Save the Document Press **Ctrl + S**

In Mac-OS Use Command Key Instead of Control Key for shortcuts

