

Word - Introduction









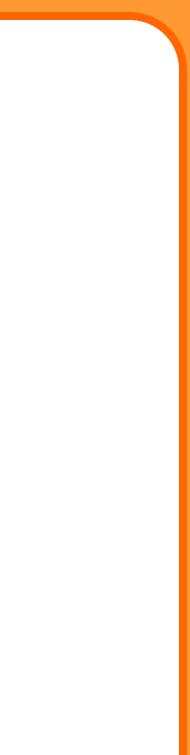
What is mirosoft word

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 ms-word

It is used primarily for creating documents such as

letters, brochures, learning activities, tests, quizzes and

students homework assignments.









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.

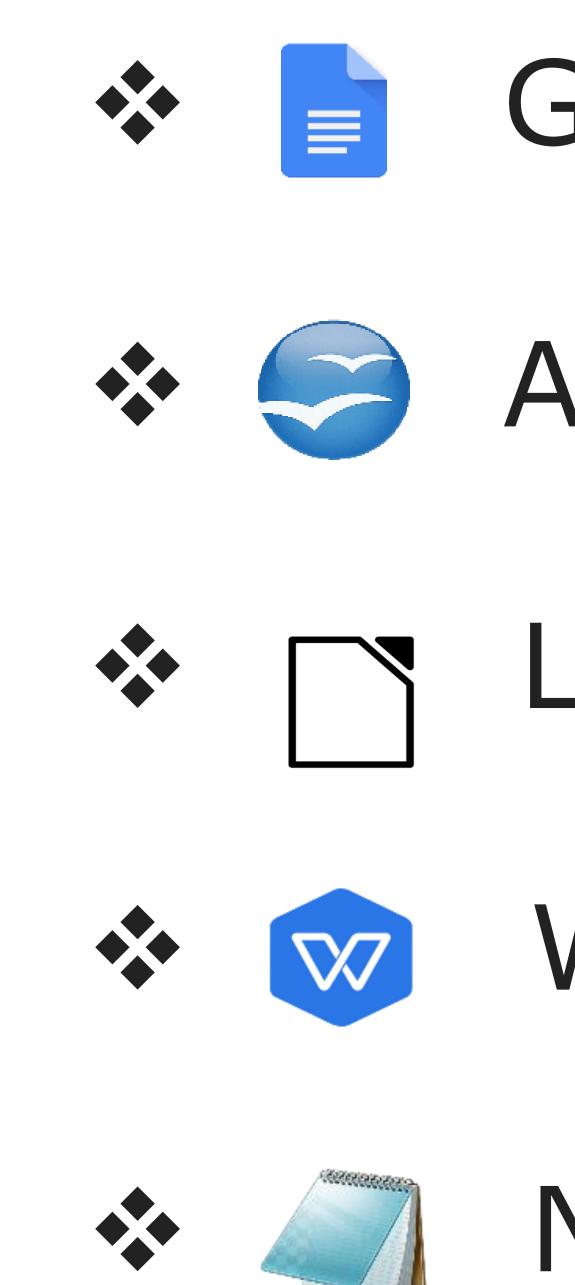
Text Editors











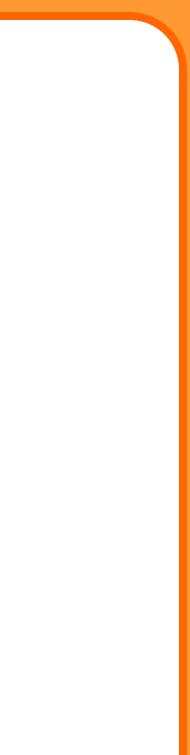
Google docs Apache open office (<u>https://www.openoffice.org/download/</u>)

Libre office

WPS Office

Notepad









From the desktop or from your 'Start' menu, open Word.

document.

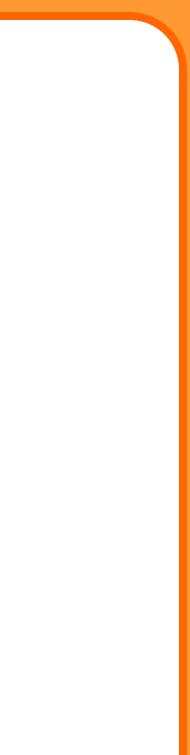
If you wish to start a new document, click the Office Button and Click New Option

Document creation

Word will open up automatically into a new









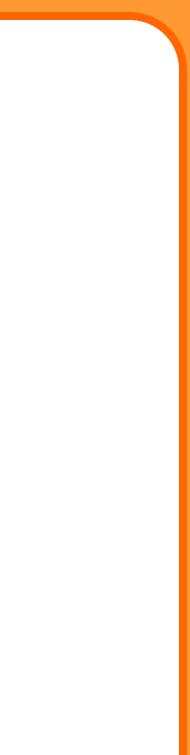
Can Choose Blank Document or any * You other Template . Now the Document is ready for you

start Typing

To Save the Document Press Ctrl + S









In





