11/11/22

Ch-8 Introducing MS-Word 2010

Keywords :—

* **Word Processing** :— Using a computer to type text, edit and print documents, add pictures, change the text style, size, color and much more is called Word processing.

* **MS Word** :— Microsoft Word is a Word processing software.

* **Font** :— Font is a style and design for letters, numbers & other Characters.

* **Quick Access toolbar** :— It contains buttons and icons for common Commands.

* **Ribbon** :— It has commands for working with the document. These are organized in tabs like File, Home, Insert, etc.

★ All Word 2010 documents are saved with the extension .docx .

★ Zoom Slider :— It allows you to increase or decrease the size of the document.

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F// Answer these questions :—

Q 1/ What is word processing ?

Ans:— Using a computer to type text, edit and print documents is called word processing.

2// How will you open MS Word ?

Ans:— To start/open MS Word, select Microsoft Office from the programs list of the Start menu.

3/ Write the steps for creating a new file?

Ans:— The following steps for creating a new file are :—

a) Click on the File tab

b) Select New option.

Then clicks on the Blank document under Available Templates.

Then click on Create.

How can you change the font size of the text?

Ans:- (a) To change the font size of the text, ~~se~~ you can select the text first which you want to change the font.

b) Click on the Home tab.

c) On the Font group click on the (▼) arrow to see the list or menu of font size.

d) Then move the mouse down the menu and click on the font size that you want to see your text.

Explain the procedure for opening a saved file.

Ans:- To open the saved file, you must follow these steps :—

(a) Open Microsoft Word

(b) click on the File tab

(c) click on Open.

(d) Find file to be opened & double click on the