

Lesson – 1

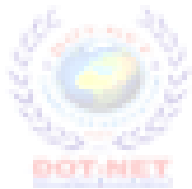
Introduction of MS Word

What is MS WORD?

Microsoft Office Word 2010-13 helps you produce professional-looking documents by providing a comprehensive set of tools for creating and formatting your document in a new interface. Rich review, commenting, and comparison capabilities help you quickly gather and manage feedback from colleagues. Advanced data integration ensures that documents stay connected to important sources of business information.

About Extensions

The meaning of extensions that identification and trade mark of application there are many type of applications in computer so if you have so many files in one folder and all the files are different types of application in that case you can identify the application by their extensions.



Identification Symbols :



Ms. Word Extensions : **.DOCX (2010)**

Ms. Word is Part of

The Ms. Word is the part of **Microsoft Office** family. Below are the parts of **Microsoft Office** family:

1. Microsoft Word
2. Microsoft Excel
3. Microsoft Access
4. Microsoft PowerPoint

How to start MS Word

We can use these steps to start Ms. Word:-



Click on Start Button



All Programs



Microsoft Office Word 2010-

Now you have screen of Microsoft Word and you can start your work in this.

