

## **LAB NO: 3**

### **Introduction to Microsoft Word**

#### **Objectives:**

The main objective of this lab is to study the below given tasks related to MS Word 2010:

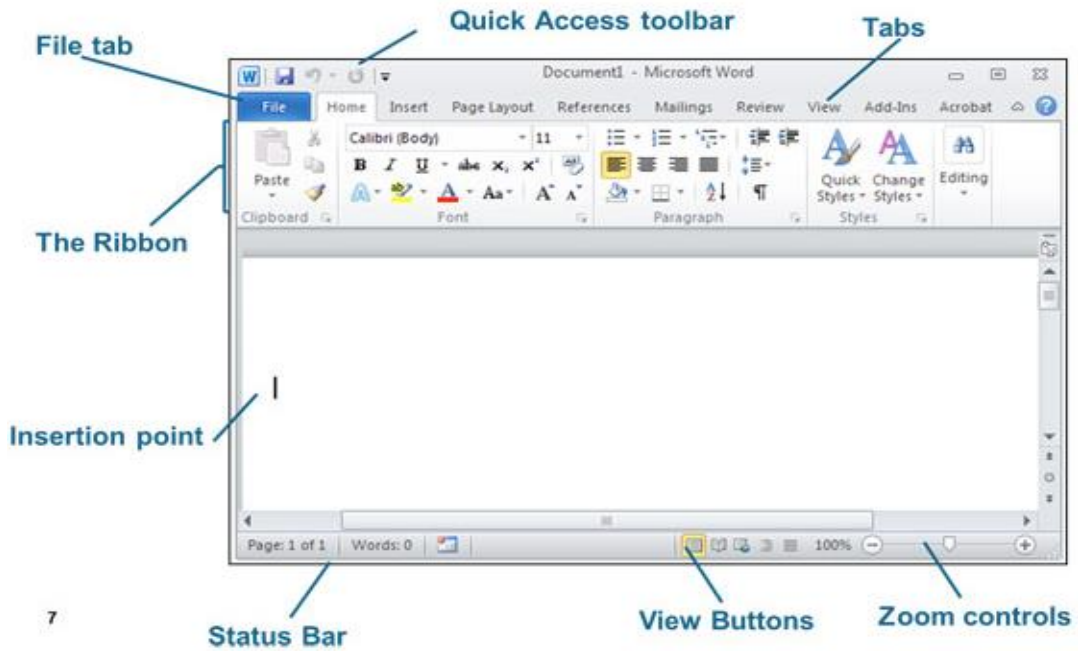
- Introduction to different tabs of MS word
- Setting Font and Font Size
- Changing Case, Subscript, Superscript
- Making text bold, italic and underline
- Bullets and Numbering
- Line Spacing Option
- Change Text Color and shading
- Undo, Redo, Save, Print, Save As commands

#### **What is Microsoft Word?**

Microsoft Word (or simply Word) is a word processor developed by Microsoft. It was first released on October 25, 1983 under the name Multi-Tool Word for Xenix systems. Its purpose is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents. MS Word is a part of Microsoft Office, but can also be bought separately.

#### **Why Microsoft Word?**

Microsoft Word allows you to create professional-quality documents, reports, letters, and resumes. Unlike a plain text editor, Microsoft Word has features including spell check, grammar check, text and font formatting, HTML support, image support, advanced page layout, and more.



**MS Word 2010 Interface**

**Lab Task:**

**Q:** Write down the keyboard shortcuts for the below given commands used in Microsoft Word:

Print	_____	Copy	_____
Save	_____	Upper Case	_____
Undo	_____	Lower Case	_____
Bold	_____	Select All	_____
Italic	_____	Underline	_____
Paste	_____	Redo	_____

**Teacher Remarks:**

**Obtained Marks:** \_\_\_\_\_ / 10