



# **INTRODUCTION TO MS-WORD**

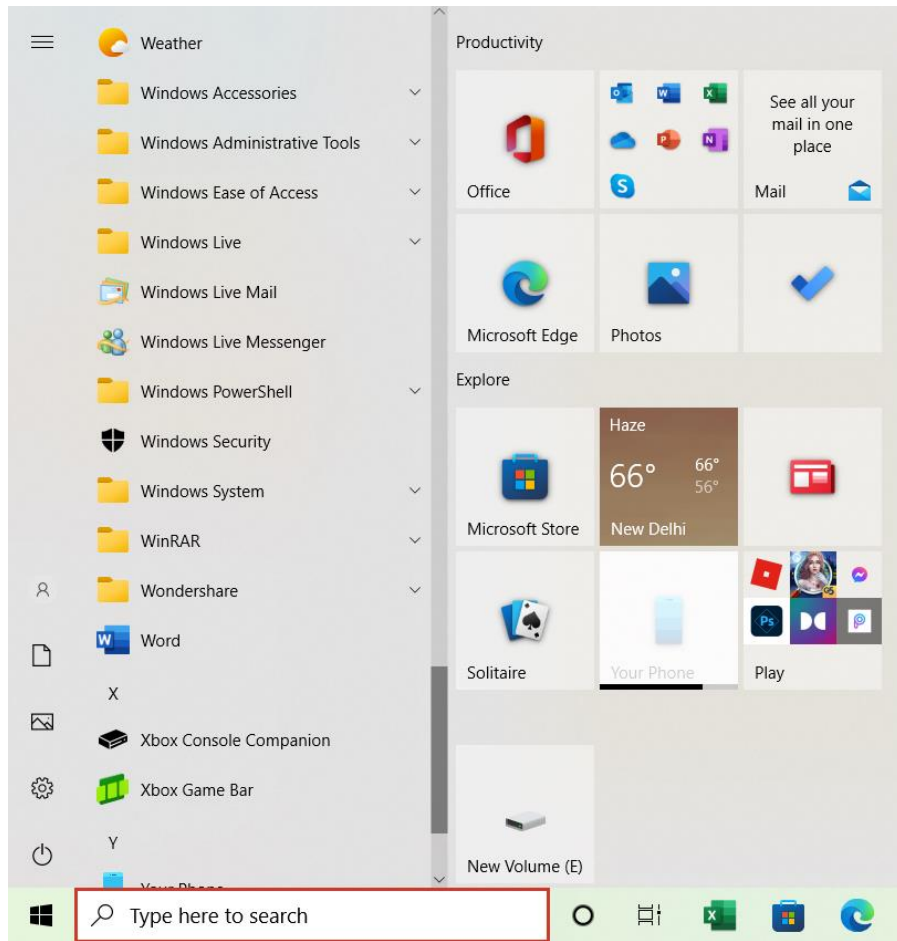
# INTRODUCTION

**MS-Word or Microsoft Word** is a **Word Processing Software** developed by **Microsoft in 1983**.

It is used to create documents, letters, reports, worksheets, resumes, etc and also allows you to edit or modify your new or existing documents.

You can beautify the text by making it colourful. You can even insert pictures, tables, apply borders and page colour to your documents.

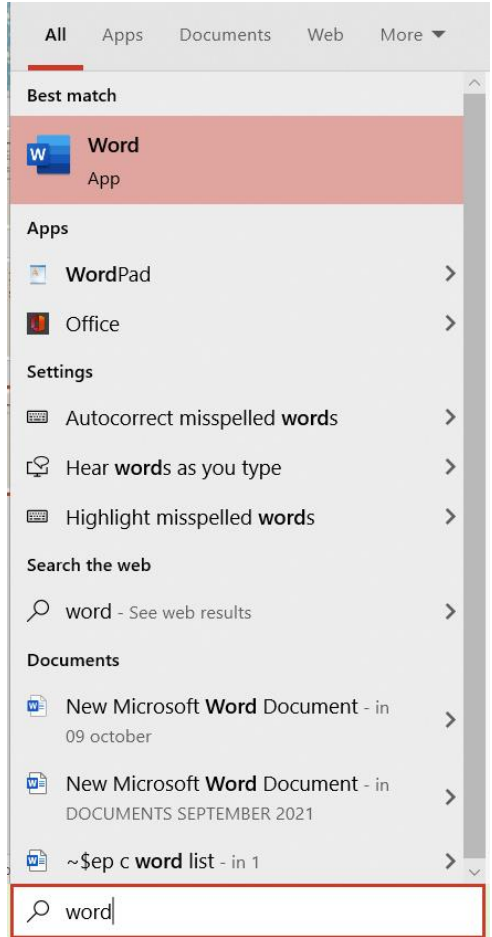
It's a tool which you can use to make worksheets for your students.



## HOW TO OPEN MS-WORD

To open MS-Word, follow these steps:

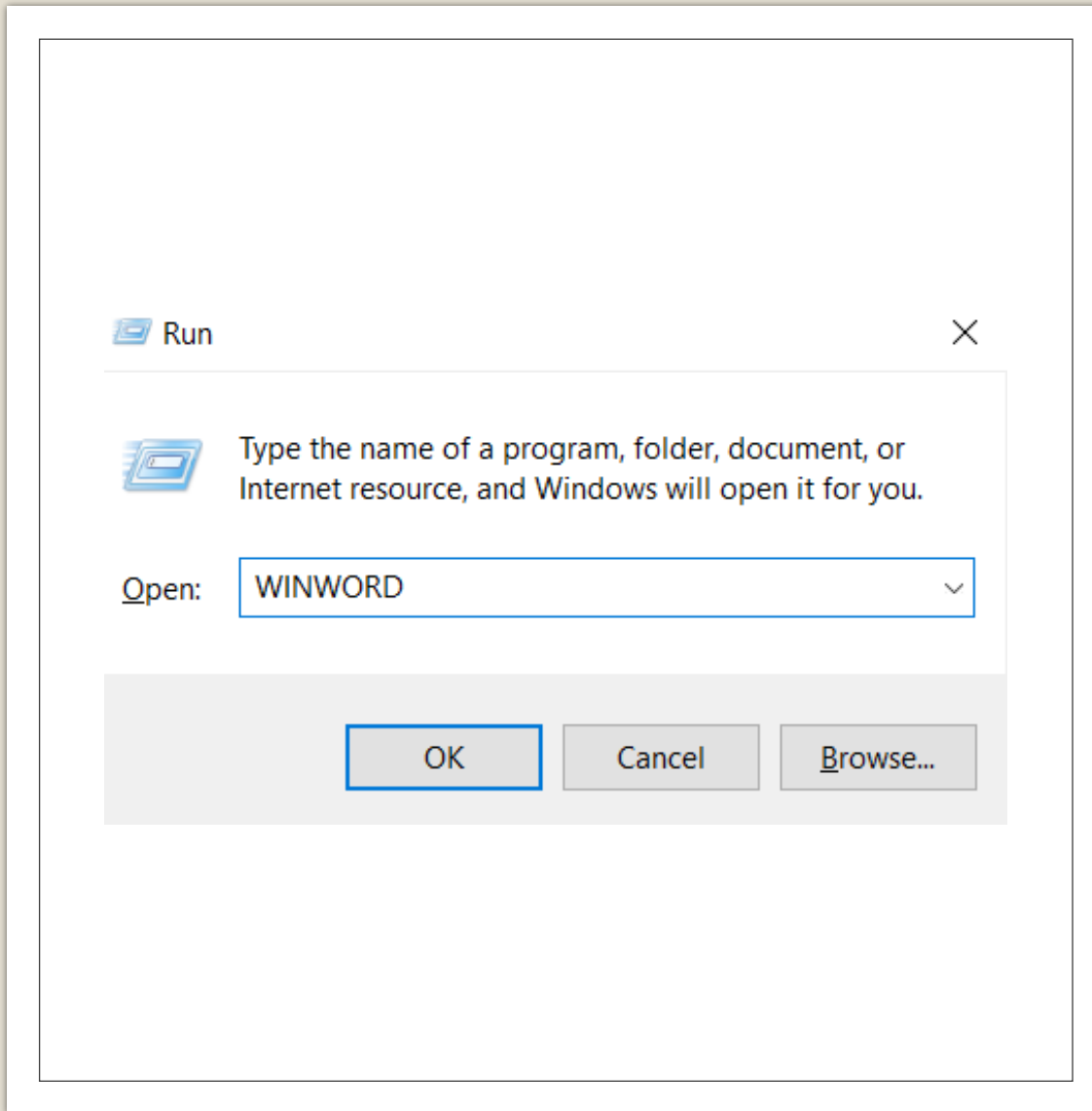
1. Click on the **Start Button** and then search for word.
  2. Click on **Word**.
- The Word Window will open.



There are some other methods which you can use to open MS-Word

**Method I:**

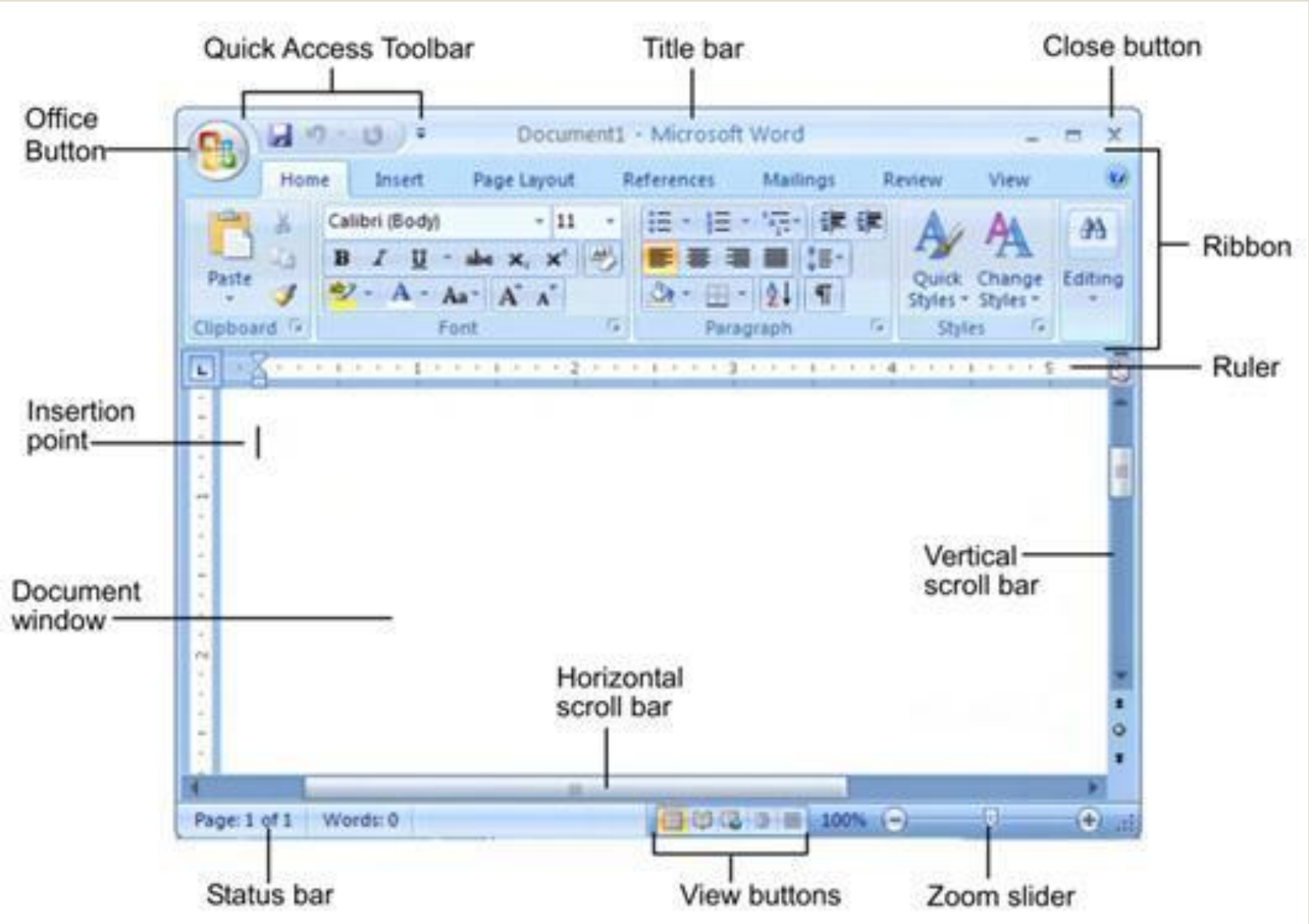
**On the taskbar, you will see a search box. Type Word to open MS-Word.**



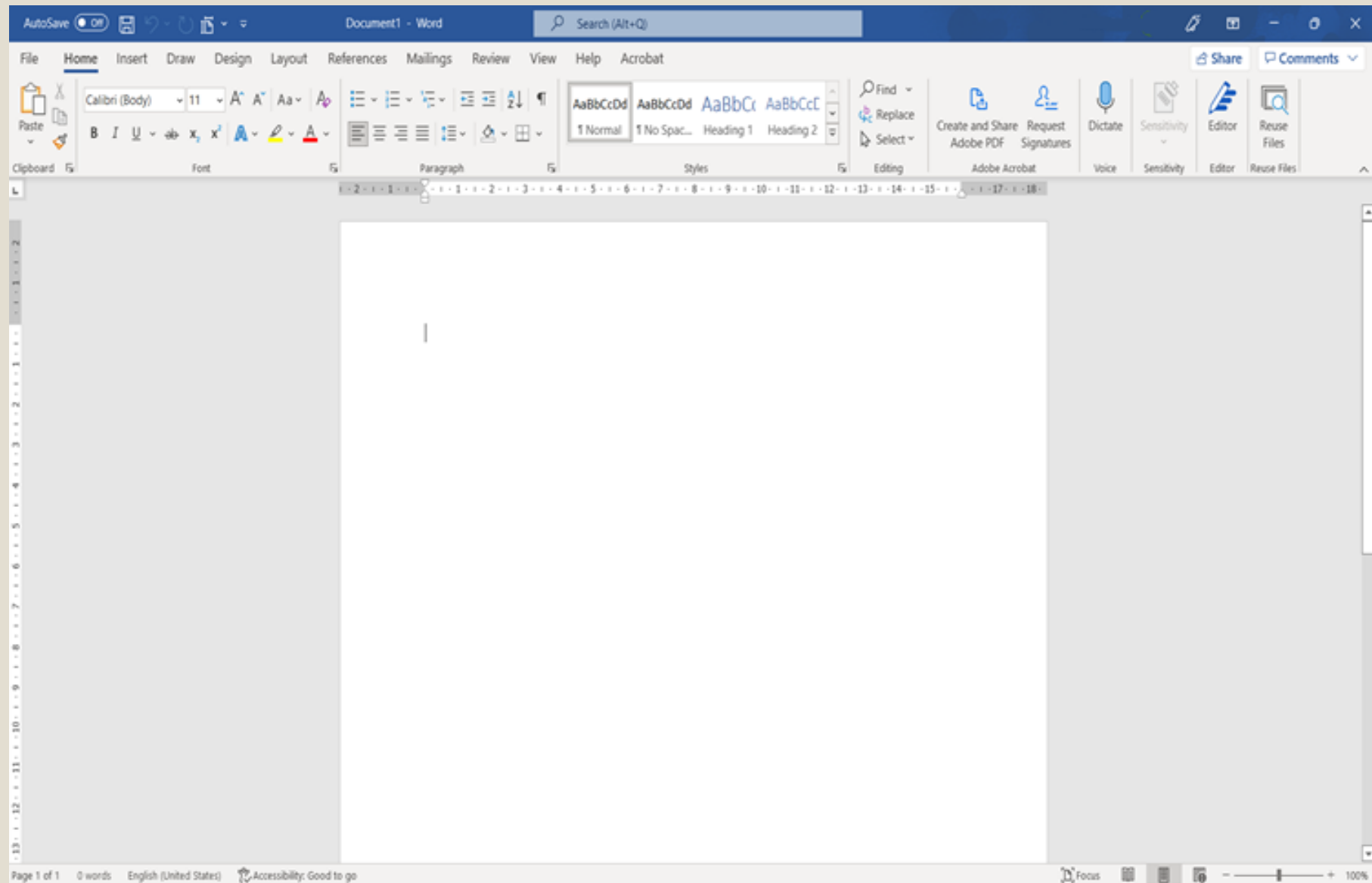
## Method 2:

Press **Window Key** and **R Key** together on the keyboard. A **Run Dialog Box** will appear. In the **Run Dialog Box**, type **Winword** and word will open.

# MICROSOFT WORD WINDOW



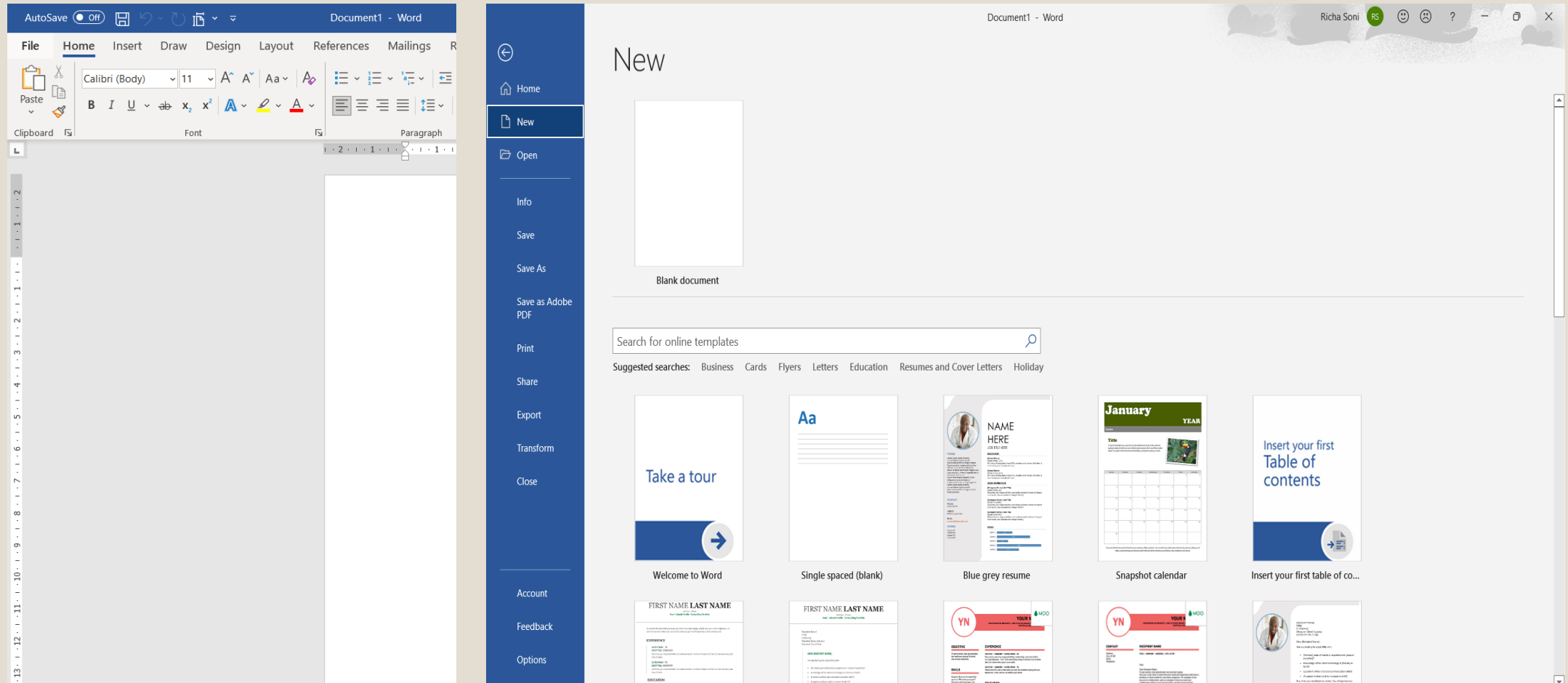
When you will open MS-Word, you will see a blinking line. It is called as a **Cursor**. It tells us from where we can start typing.



# HOW TO OPEN A NEW DOCUMENT

Follow these steps:

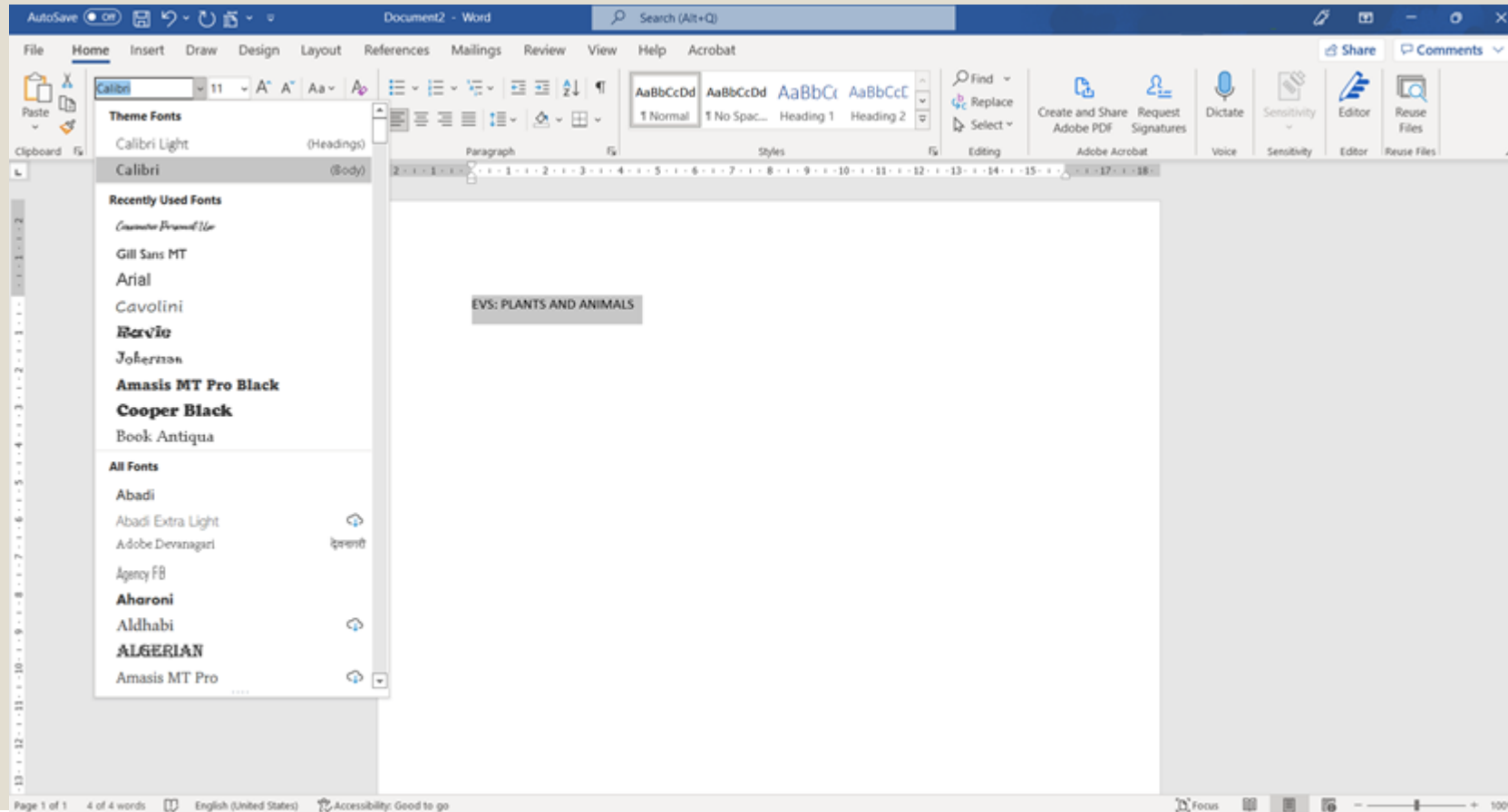
1. Click on **File Tab**.
2. Click on **New Option** and select **Blank Document**.
3. A New Document will open on the screen.



# HOW TO CHANGE THE FONT IN MS-WORD

Follow these steps:

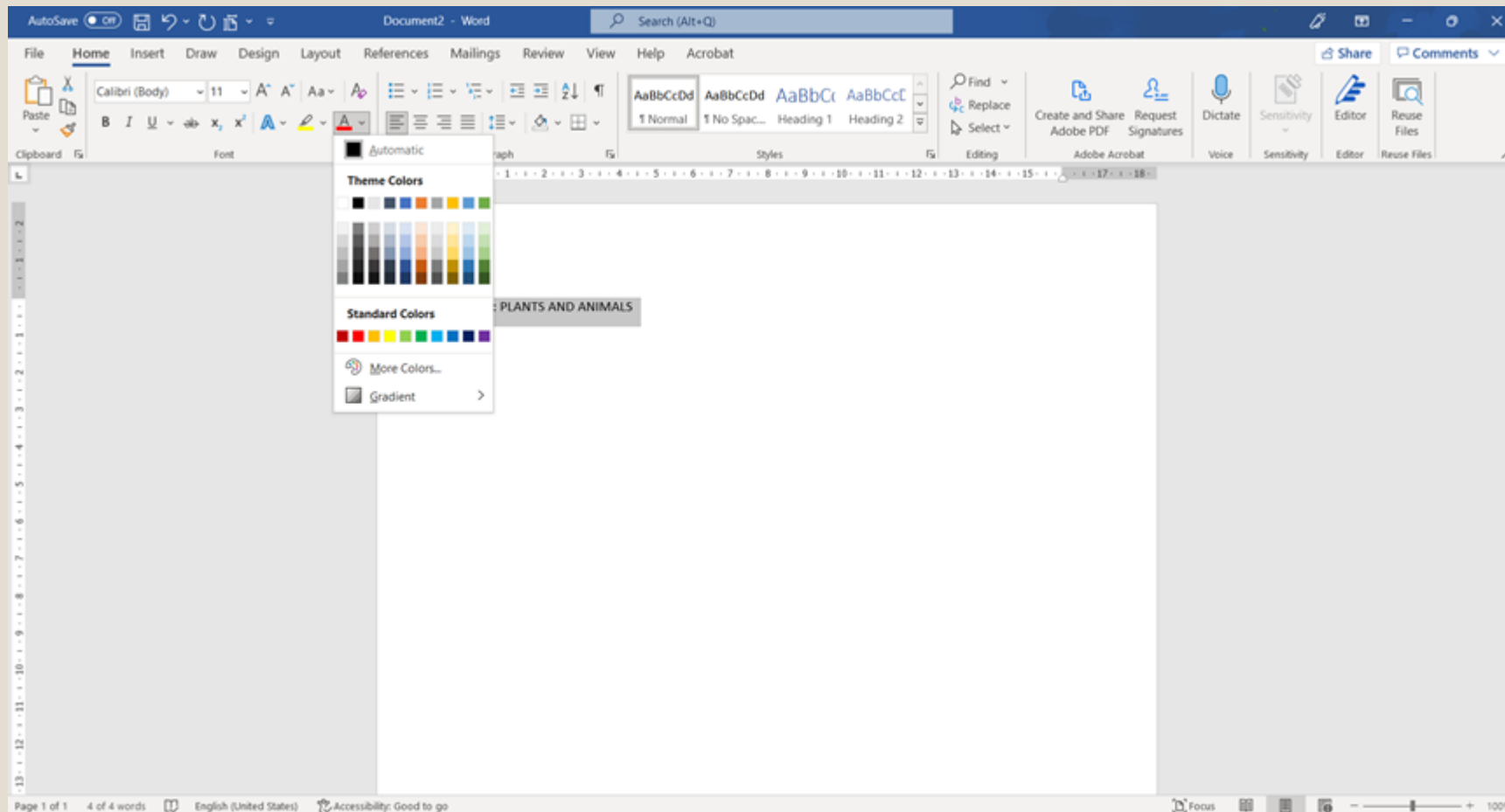
1. With the help of mouse, select the text written in the word document.
2. After selection, the text will be highlighted in grey colour.
3. Now click on the drop-down option present under the **Home tab** in the **Font Group** and choose the **Font Type**.



# HOW TO CHANGE THE FONT COLOUR IN MS-WORD

Follow these steps:

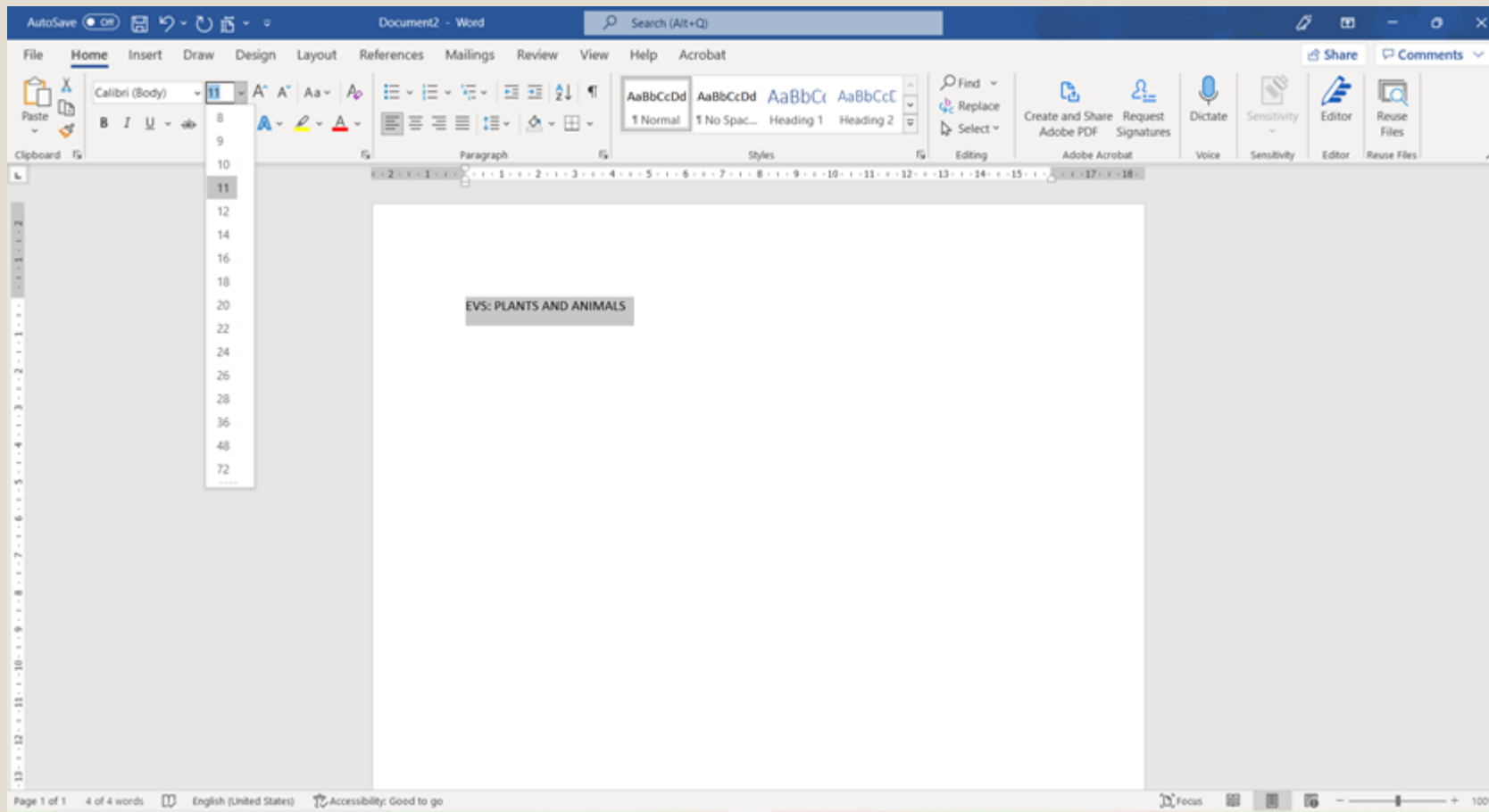
1. With the help of mouse, select the text written in the word document.
2. After selection, the text will be highlighted in grey colour.
3. Now click on the **Font Color** option present under the **Home Tab** in the **Font Group** and choose the **Font Color**.



# HOW TO CHANGE THE FONT SIZE IN MS-WORD

Follow these steps:

1. With the help of mouse, select the text written in the word document.
2. After selection, the text will be highlighted in grey colour.
3. Now click on the **Font Size** option present under the **Home tab** in the **Font Group** and choose the size as per your requirement. You can manually type the size also.

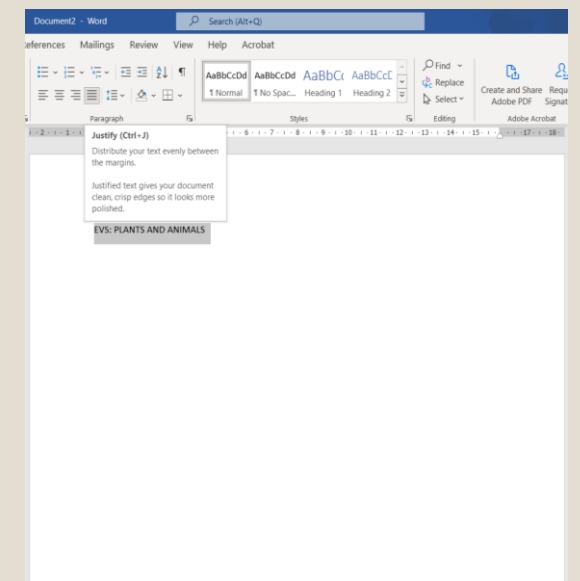
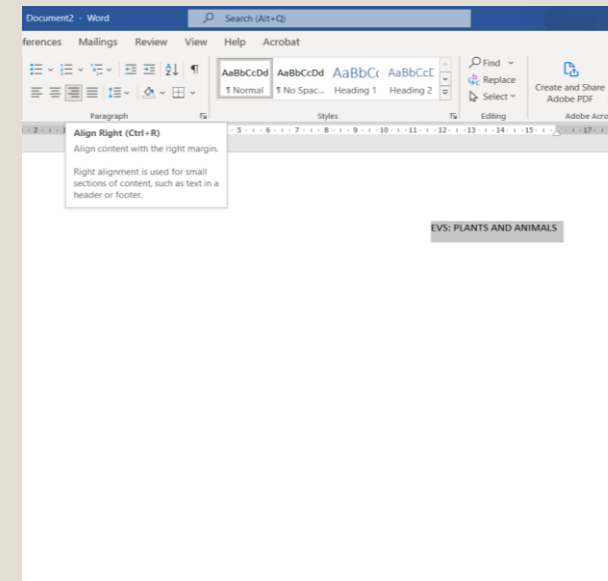
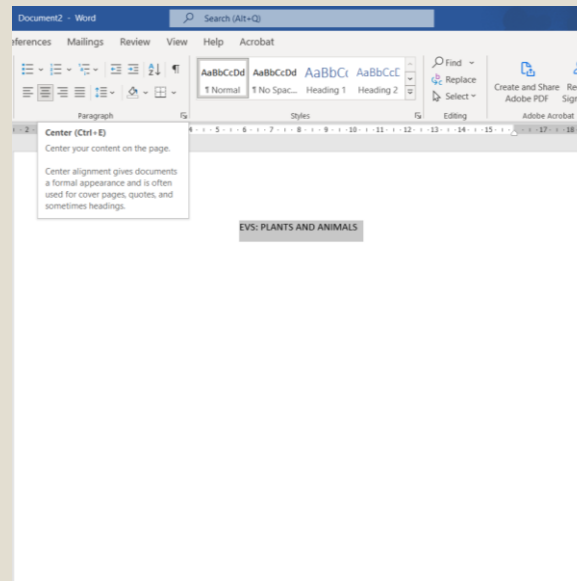
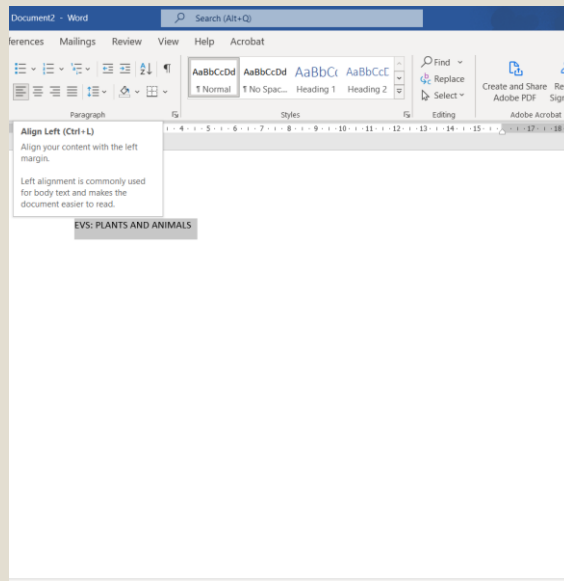




# HOW TO ALIGN TEXT IN MS-WORD

Follow these steps:

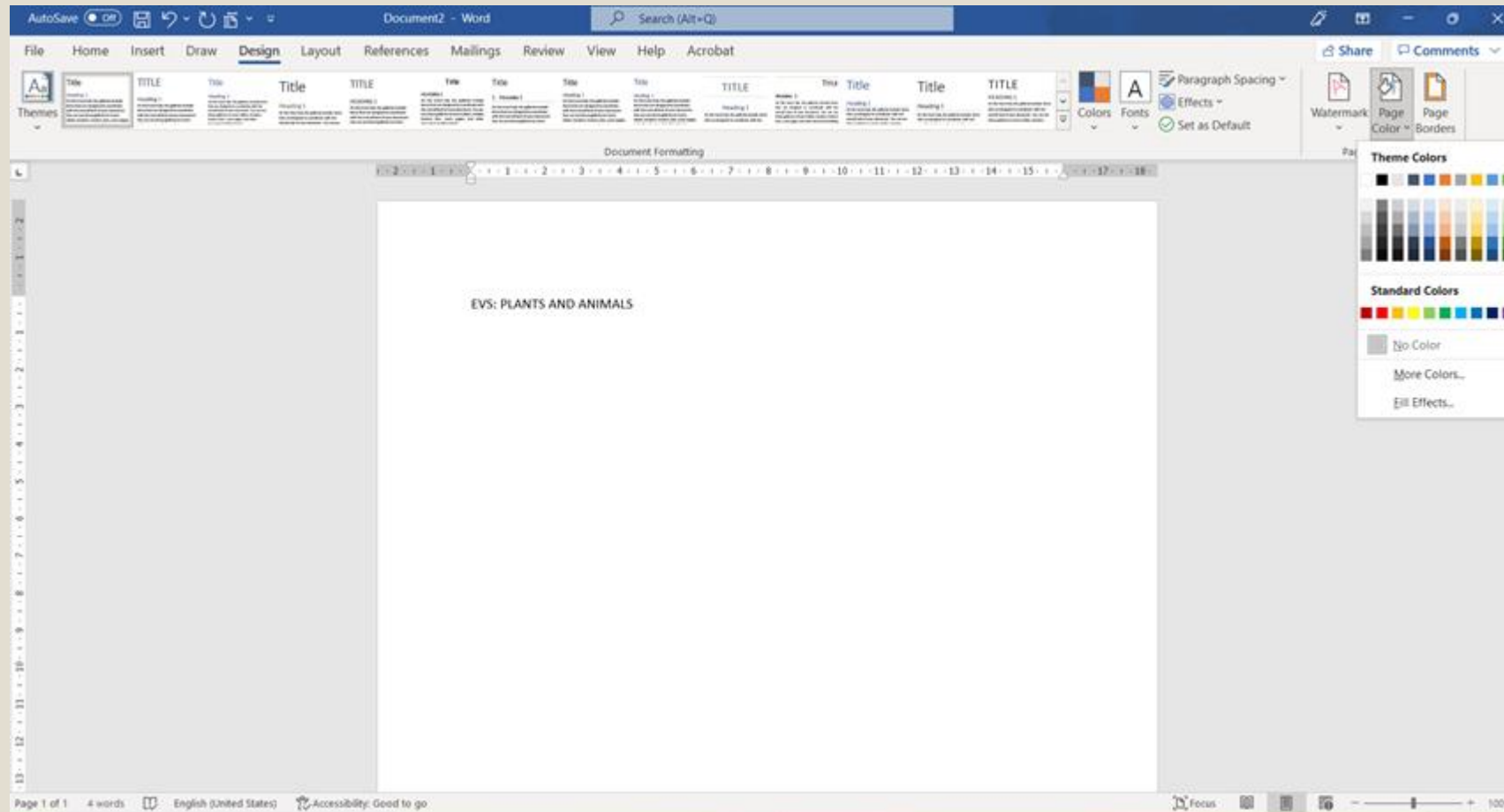
1. With the help of mouse, select the text written in the word document.
2. After selection, the text will be highlighted in grey colour.
3. Now click on the **Align** option present under the **Home Tab** in the **Paragraph Group**.



# HOW TO APPLY PAGE COLOUR IN MS-WORD

Follow these steps:

1. Click on **Design Tab**.
2. In design tab, click on **Page Background Group**.
3. Under the **Page Background Group**, click on **Page Color** option.
4. Choose the color and it will be applied on the word document.



# HOW TO APPLY PAGE BORDER IN MS-WORD

Follow these steps:

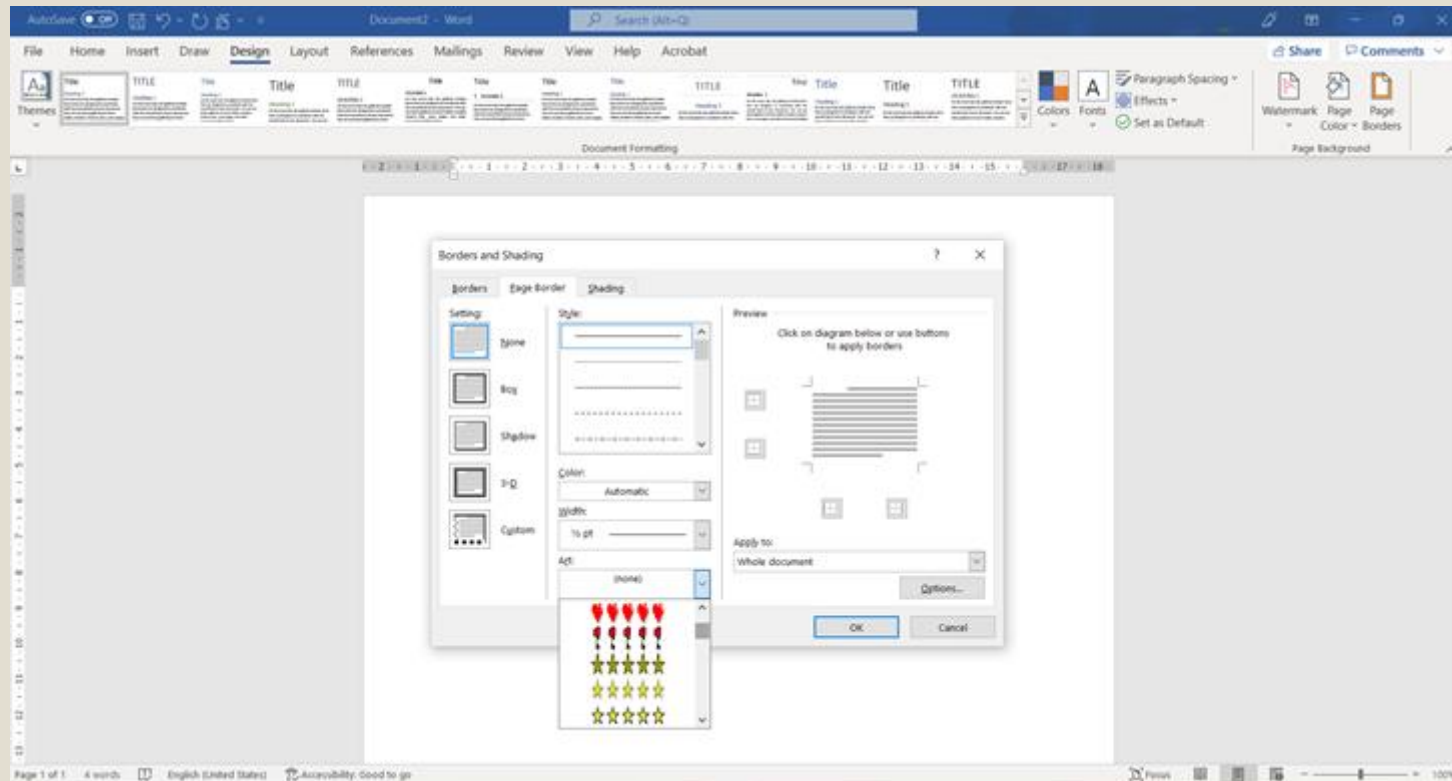
1. Click on **Design Tab**.

2. In design tab, click on **Page Background Group**.

3. Under the **Page Background Group**, click on **Page Border** option.

4. Choose the **style, color, width of the border** and click on **OK**. Page Border will be applied be applied on the word document.

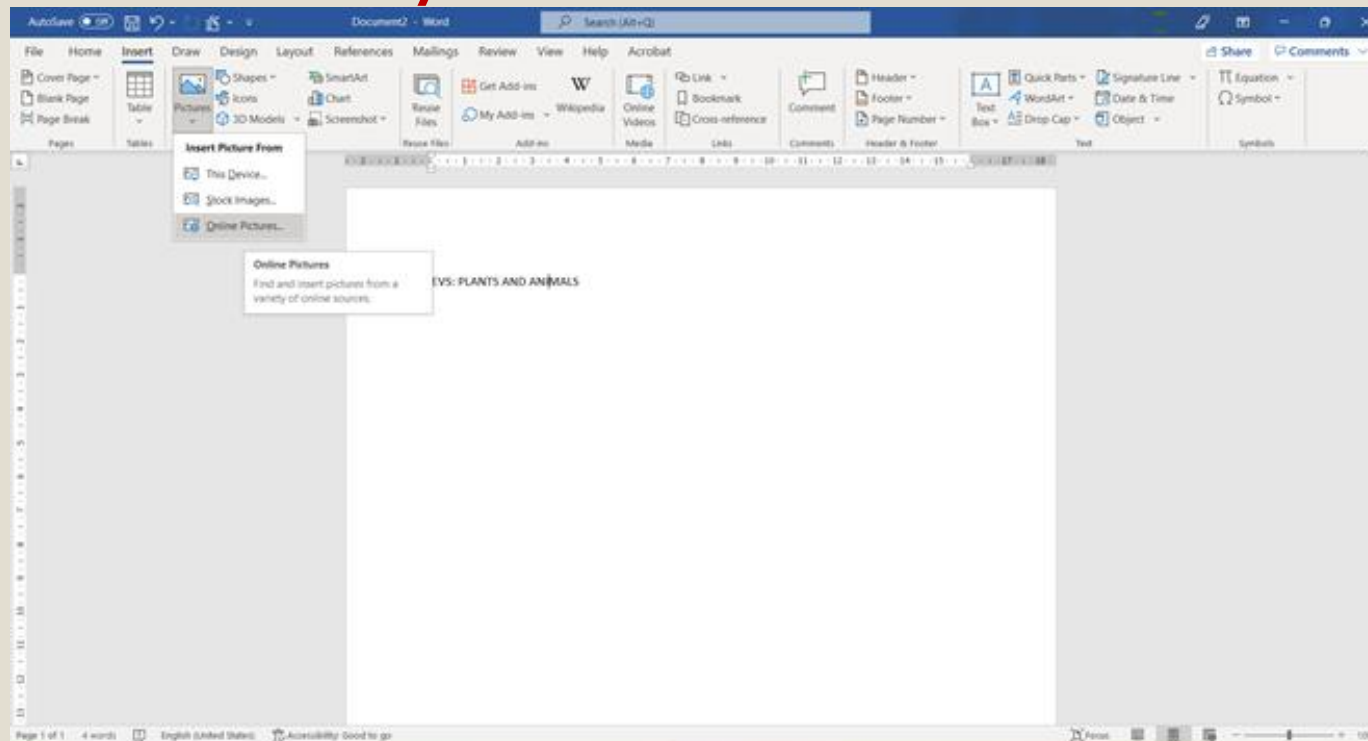
You can also choose **Art** to apply as a page border.

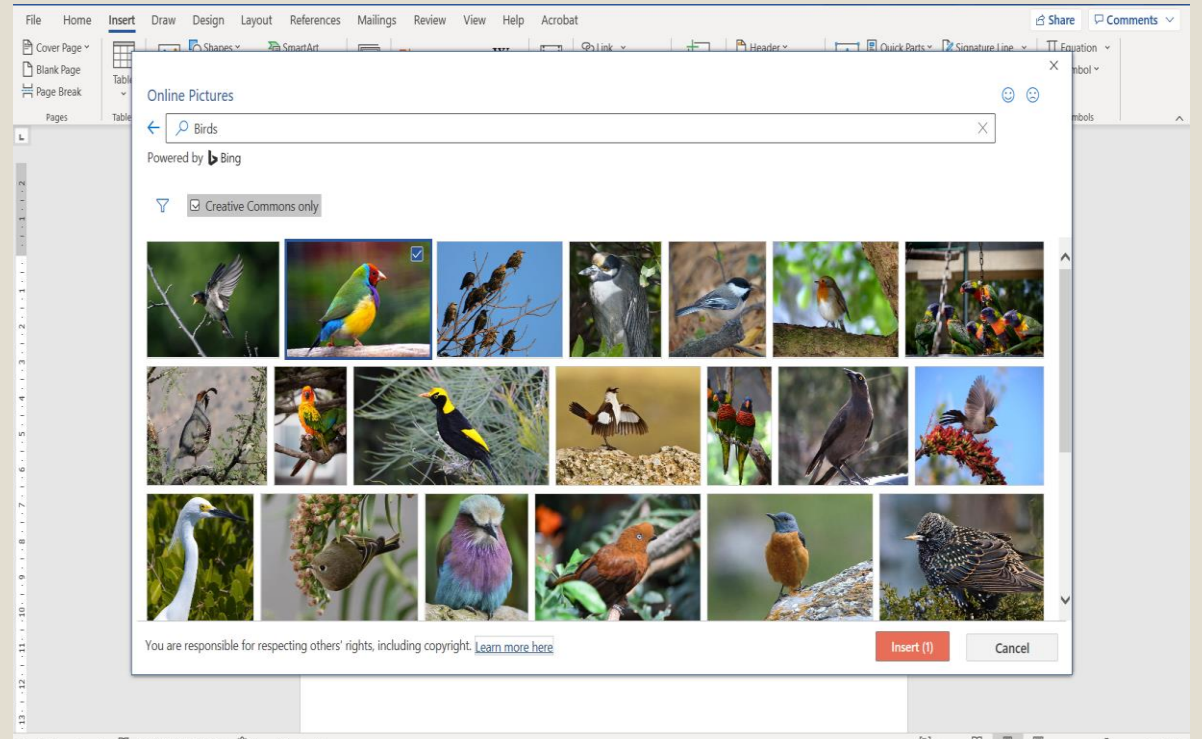
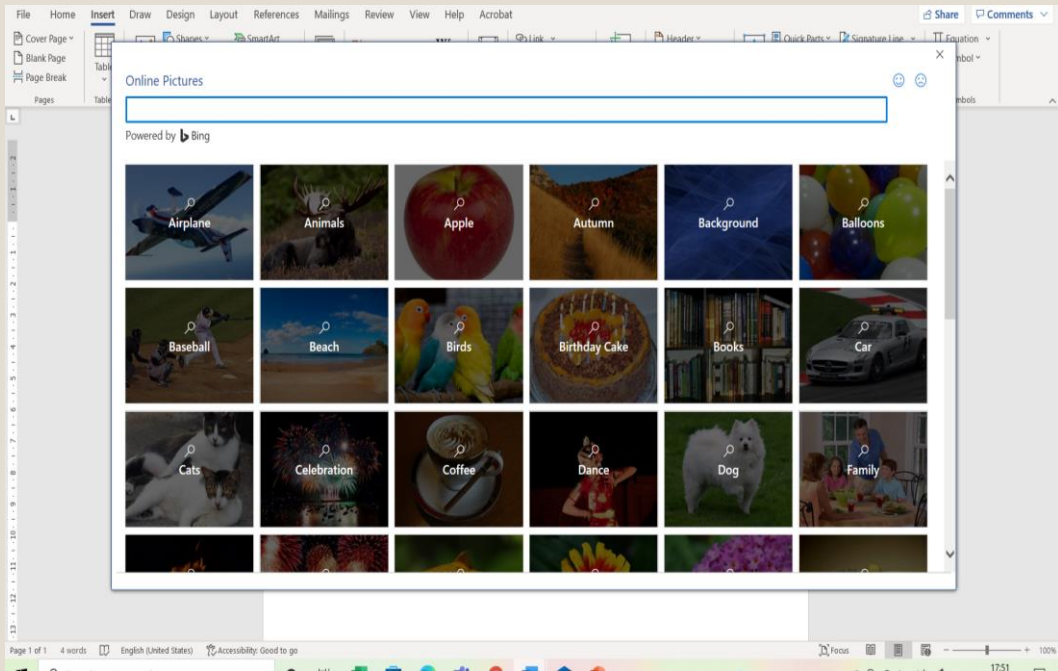


# HOW TO ADD PICTURES IN WORD DOCUMENT

Follow these steps:

1. Click on **Insert Tab**.
2. In the **Illustrations Group**, click on the **Pictures** option.
3. Choose the option from where you want to insert a picture.
4. If a picture is saved on your system, choose **This Device** or you can insert a picture from the internet using the **Online Pictures** option.
5. For **Online Pictures**, choose the topic and select the picture, click on **Insert** option.
6. The picture will be inserted in your word document.

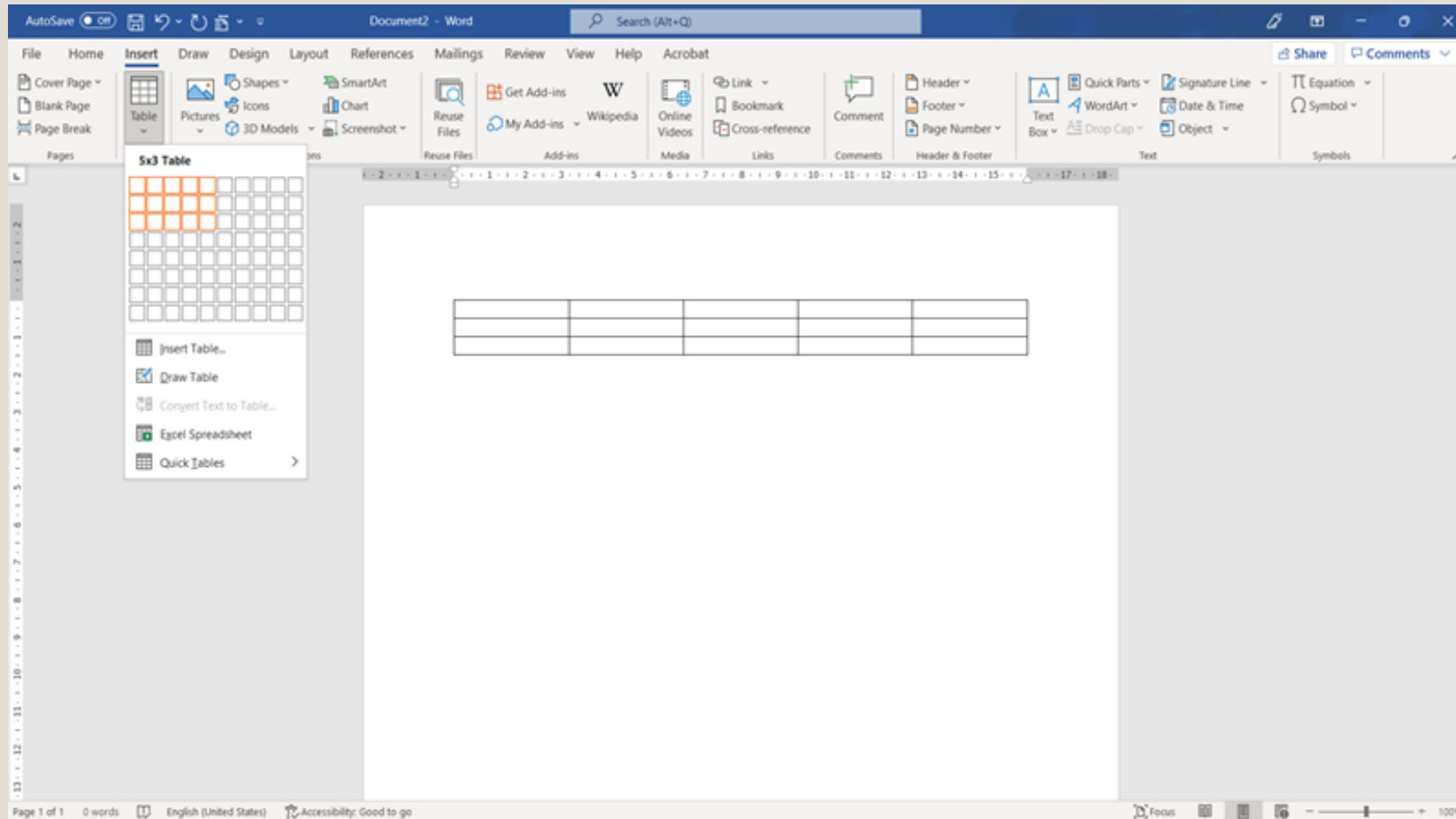




# HOW TO ADD TABLE IN WORD DOCUMENT

Follow these steps:

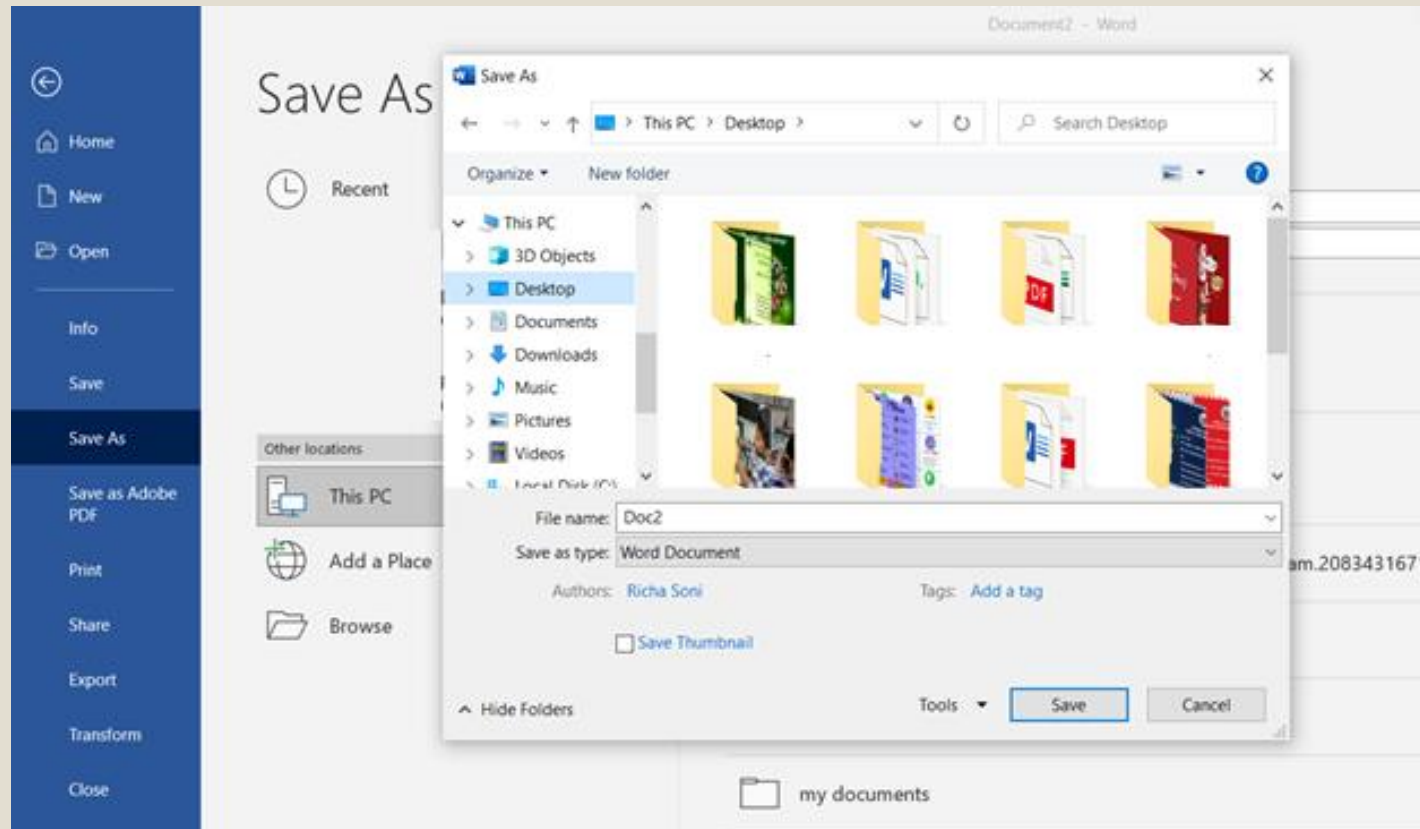
1. Click on **Insert Tab**.
2. In the **Tables Group**, click on the **Tables** option.
3. Select number of rows and columns as per your requirement and table will be added in your word document.



# HOW TO SAVE A WORD DOCUMENT

Follow these steps:

1. Click on **File Tab**.
2. Click on **Save As Option**.
3. Select the location where you want to save your document and type the name of the document.
4. Click on **Save** to save the word document.

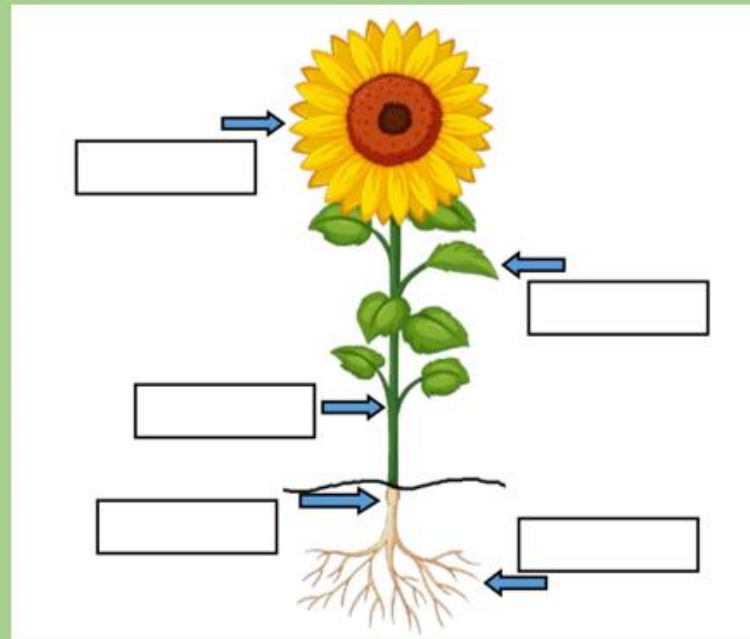


# LET'S DESIGN A WORKSHEET

## PARTS OF A PLANT

Write in the name of each part of the plant

flower    seed    leaf    stem    root



## EDIBLE PARTS OF A PLANT

Look at each picture. Name the part that is edible:



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_

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*Good Luck*



*&*

*Happy Learning*



*Thankyou!!*

