

# CSE 1112: Computer System Lab

**Week-2**

**Topic: Basic of Microsoft Word**

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# What is Microsoft Word?


- A word processing software developed by Microsoft.
- Used for creating, editing, formatting, and printing documents.



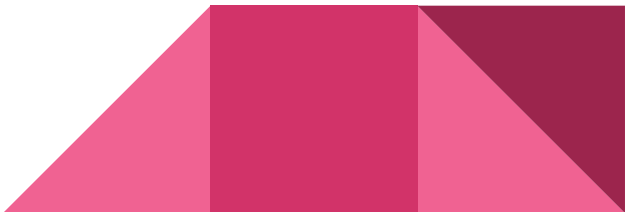
# Uses of Microsoft Word

- Writing and editing documents (e.g., reports, resumes, letters).
  - Formatting text with various styles (e.g., fonts, bold, italic).
  - Creating tables, lists, and charts.
  - Collaboration: Track changes and comments for team editing.
  - Inserting images, hyperlinks, and multimedia.
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# Key Components of Microsoft Word Interface

- **Title Bar:** Displays the document name.
  - **Ribbon:** Contains tabs (Home, Insert, Layout) with tools for editing and formatting.
  - **Document Area:** Where you type and edit text.
  - **Status Bar:** Shows page number, word count, and other document details.
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# Basic Features of Microsoft Word

- **Text Formatting:** Change font size, style, and color.
  - **Paragraph Alignment:** Align text to the left, right, center, or justify.
  - **Bullet Points & Numbering:** Organize lists easily.
  - **Cut, Copy, Paste:** Move or duplicate content within the document.
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# Saving and Exporting Documents

- Save files in formats like .docx, PDF, or plain text.
- Use **Save** to update the current document or **Save As** to create a new file.



# Printing and Sharing Documents

- Print documents using the print menu.
- Share via email or cloud services like OneDrive for collaboration.



