Oral Speech

1. **Hello dear student and my respectable teacher and sir Asslam.O.Alaikum.**
2. **My name is Hanzla Khalid s/o Muhammad Yahya Khalid**
3. **I live in village**
4. **I go to study at MS-Word, Excel, PowerPoint in Vnum I.T Center**
5. **My work is CAOP**
6. **My hobby is Computer**
7. **Computer is my Pasion**
8. **I interest in computer all software**
9. **And then my topic is MS Office**
10. **The first is Word, Excel, PowerPoint in MS Office**
11. **The first is click the button Excel in MS Office**
12. **And we see a new window**
13. **The first is title bar**
14. **Second is menu bar**
15. **Third Ribbon bar**
16. **Four Scroll bar**
17. **Five Roller**
18. **Six States bar**