University of Barishal  is a [public university](https://en.wikipedia.org/wiki/Public_university) located in [Barishal](https://en.wikipedia.org/wiki/Barishal" \o "Barishal), a divisional city in southern [Bangladesh](https://en.wikipedia.org/wiki/Bangladesh).[[2]](https://en.wikipedia.org/wiki/University_of_Barishal#cite_note-ittefaq-2) It is the country's 33rd public university.

The university was established in 2011 and began academic activities at undergraduate level in six departments under four faculties on 24 January 2012. The university offers degrees at undergraduate and postgraduate levels. The university houses 25 academic departments under six faculties, where 24 departments are currently providing postgraduate degrees. Every year almost 1,500 students are admitted to undergraduate programs in the university. The university started its academic activities at the temporary campus at [Barishal Zilla School](https://en.wikipedia.org/wiki/Barishal_Zilla_School" \o "Barishal Zilla School) and then shifted to its permanent campus. The permanent suburban campus of 50 acres of the university is located in [Barisal Sadar Upazila](https://en.wikipedia.org/wiki/Barisal_Sadar_Upazila) beside [Dhaka-Patuakhali Highway](https://en.wikipedia.org/wiki/N8_(Bangladesh)) on the bank of [Kirtankhola](https://en.wikipedia.org/wiki/Kirtankhola" \o "Kirtankhola) river.

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# University

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***Assignment of MS-WORD***

**What is word processing?**

Word processing refers to the creation, editing, formatting, and manipulation of text-based documents using a computer program. These programs allow users to write, modify, store, and print text documents efficiently.

Some of the core features of word processing software include:

* Text Creation: Writing and typing text.
* Text Editing: Modifying text, such as correcting spelling, grammar, and punctuation errors.
* Formatting: Changing the appearance of the text (e.g., font style, size, color, alignment).
* Inserting Elements: Adding images, tables, graphs, and other multimedia elements.
* Document Organization: Creating sections, headings, paragraphs, and bullet points to structure a document.
* Spell Check and Grammar Check: Automated tools that help detect and suggest corrections for spelling and grammatical mistakes.
* File Management: Saving, opening, and printing documents in various formats (e.g., .docx, .pdf).

**Write down two ways of starting Ms Word?**

Here are two ways to start Microsoft Word:

**Method 1** : Using the Start Menu (Windows):

* Click on the Start button (Windows icon) located at the bottom-left corner of your screen.
* Type "Word" in the search bar.
* Click on Microsoft Word from the search results to open the application.

**Method 2 :** Using the Desktop Shortcut:

* If you have a shortcut for Microsoft Word on your desktop, simply double-click the Word icon to open the program.
* These are two common ways to launch MS Word on a Windows computer.