**Name: Madan Mohan Mishra**

**Subject: OSS**

**Standard: IT-1**

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**Preference: Easy to use**

**Tools: Bold, font, font color, Adjust Margins.**

**Practical No: 4**

**Aim:** Create and Edit documents using Google Docs.

**Pre lab**

**Questions:**

1. **What do you mean by MS Word?**

**Ans)** MS Word is a word processor program that allows users to create, edit, and format documents. It's part of the Microsoft Office suite of productivity applications.

Here are some features of MS Word:

Create professional documents: MS Word can be used to make letters, reports, newsletters, and more.

Edit and format: MS Word has advanced features that allow users to format and edit documents.

Review and track changes: MS Word has a "Review" tab that allows users to make changes, leave comments, and check for mistakes.

Page layout: Users can adjust the page layout, set margins and orientation, and add headers or footers.

Save and share: Users can save their work often, and share documents with others in real-time.

Print documents: Users can print their documents by clicking "File" then "Print".

MS Word was first released in 1983 as Multi-Tool Word for Xenix systems. It was later written for other platforms, including IBM PCs and Apple Macintosh.

1. **What is role of open-source software?**

**Ans)** Open-source software (OSS) is computer software that is released under a license in which the copyright holder grants users the rights to use, study, change, and distribute the software and its source code to anyone and for any purpose. Open-source software may be developed in a collaborative, public manner.

Open-source programs are also widely used in network, enterprise and cloud computing. The categories of open-source software cited by IT professionals as the most common within their organizations' deployments include: Programming languages and frameworks. Databases and data technologies.

**Reference: Google add YouTube**

**Conclusion: By doing this pre lab question I know about OSS and MS word**