

BCA Notes Nepal

BCA First semester

Computer Fundamental and
application lab reports.

2020

Computer Fundamental and application

MS Word, powerpoint, Excell, Adobe photoshop, DOS are
included



BCA First Semester LAB REPORTS

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1. MS-Word

Introduction of MS-Word

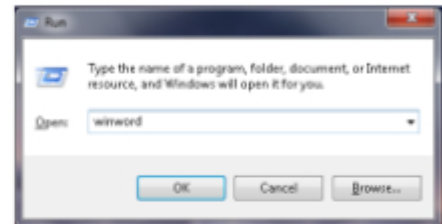
Microsoft Word is a word processor developed by Microsoft. It allows us to create, edit, format, save, print, delete and view a multidirectional text document. It allows you to create and edit personal and business documents, such as letters, reports, invoices, emails and books. By default, documents saved in Word 2010 are saved with the .docx extension.

How to open or run MS-Word

Step I: - Click the button Windows key + R. Then the run window will pop out in screen.

Step II: - Write winword in Open option in run window.

Step III: - Press OK button and now MS-Word file is open



Following is the basic window which you get when you start the Word application.

