

## MS WORD ASSIGNMENT

### Practical-01

*MS Word is a word processor developed by MS. It was first released in 1983 under the name Multi-Tool Word for Xenix systems. MS Word is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students homework assignments. There are many simple but useful features available in Microsoft Word to make it easier for study and work. That's why so many people would prefer to convert the read-only PDF to editable Word and edit PDF in Word.*

### Practical-02

*MS Word* is a word processor developed by MS.

Mul%-Tool<sub>1</sub>

Mul%-Tool<sub>2</sub>

### Practical-03

1. Page 2 orienta%on = portrait
2. Le: margin = 2 cm
3. Right margin = 1.22 cm
4. Up margin = 1.22 cm
5. Down margin = 1 cm

### Practical-04

Microso: office package includes MS word, PowerPoint, Excel, Outlook, OneNote and Access.

#### Bullet List:

MS word  
Powerpoint  
Excel  
Access

### Practical-05

Roll No	Name		Course	Language	OS
	<u>First Name</u>	<u>Last Name</u>			
<u>012</u>	<u>Kapil</u>	<u>kapil</u>	<u>B.COM</u>	<u>ASP.NET</u>	<u>Mac OS</u>
<u>013</u>	<u>Suresh</u>	<u>Suresh</u>	<u>MCA</u>	<u>PYTHON</u>	<u>Windows</u>
<u>014</u>	<u>MH Fahim</u>	<u>Hasan</u>	<u>B.COM</u>	<u>TALLY</u>	<u>Windows</u>
<u>015</u>	<u>Arjun</u>	<u>Paul</u>	<u>B.COM</u>	<u>PYTHOM</u>	<u>Mac Os</u>

### Practical-06



## Practical-07

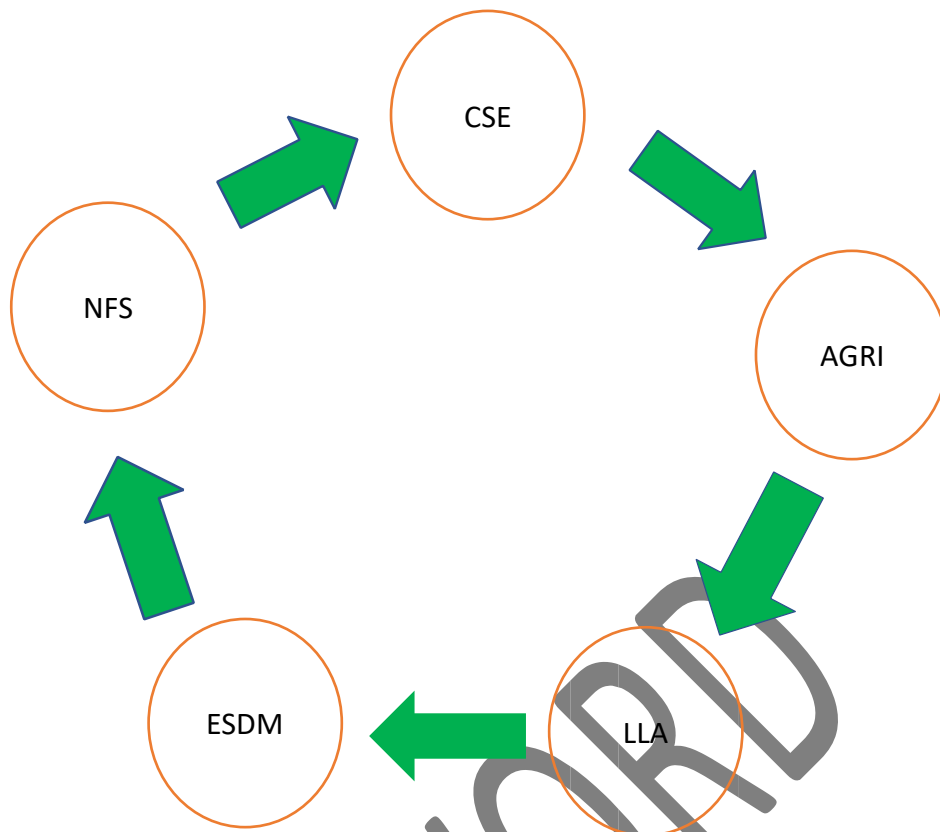
Clipart



Draw a 'star' using shapes option:



Smart Art Option:

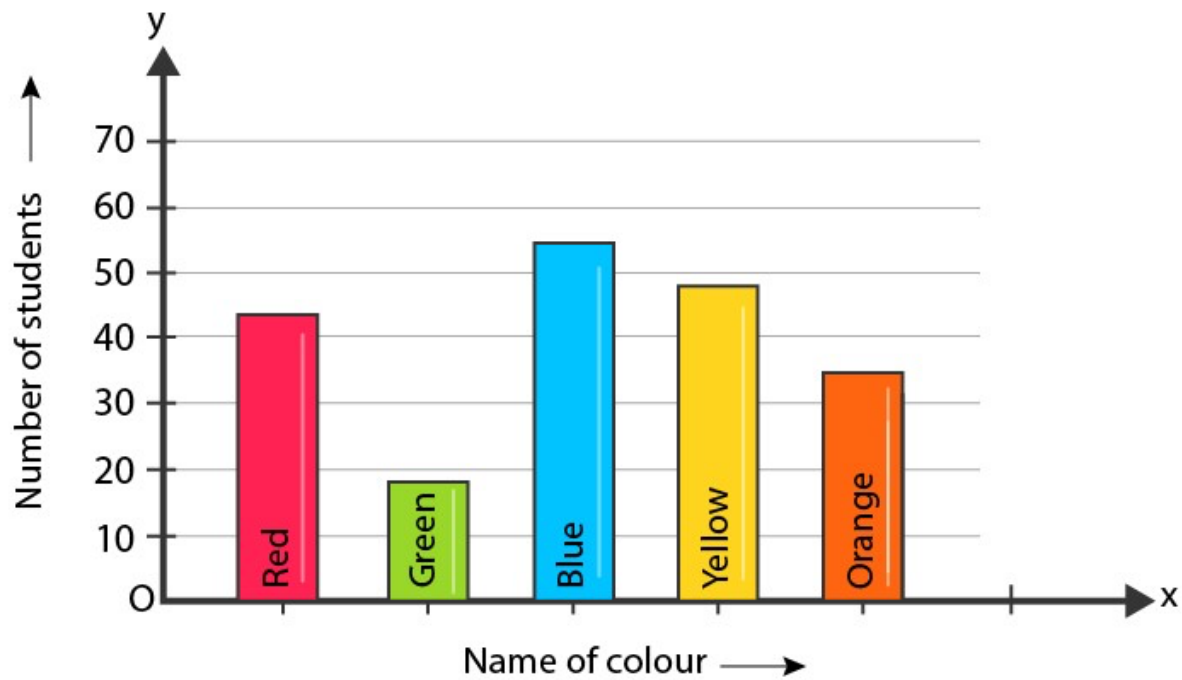


WordArt:

THANK YOU

Practical-08

Computer is an electronic device that performs complex calculations easily.



Hyperlink added:

[hXps://codeforce.com/](https://codeforce.com/)

Bookmark added:

Paractical-09

Column op%on:

Choice the paper size

For the document

Using size op%on.

Line Number Op%on:

1. Computer is a machine.
2. Computer is an electronic device.
3. Computer is very usefully

## Practical-10

### Watermark

-Page color =red

-Indents

-Spacing

## Practical-11

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## Practical-12

Microsoft Word is a word processor developed by Microsoft. It was first released in 1983 under the name Multi-Tool Word for Lennix systems. MS Word is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments. There are many simple but useful features available in Microsoft Word to make it easier for study and work. That's why so many people would prefer to convert the read-only PDF to editable Word and edit PDF in Word.

### Works Cited

This is a simple bibliography.

### Word Count:

