Patuakhali Science and Technology University

Course code: CCE-112

Submitted to:

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Assignment number: 4,  
Assignment title: Lab problem 4

MS WORD ASSIGNMENT

## Practical-1

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 MS 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-2

~~MS Word~~ is a word processor developed by Microsoft.

Multi-Tool1

Multi-Tool2

## Practical-3

* Page 2 orientation = portrait
* Left margin = 2 cm
* Right margin = 1.2 cm
* Up margin = 1.22 cm
* Down margin = 1 cm

## Practical-4

A red colored text.

Bullet list:

* MS word
* Powerpoint
* Excel
* Access

## Practical-5

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Roll no.** | **Name** | | **Course** | **Language** | **OS** |
| **First**  **Name** | **Last**  **Name** |
| 012 | Kapil | Kapil | BCA | HTML | Arch Linux |
| 013 | Suresh | Suresh | MCA | ASP.NET | Fedora |
| 015 | Shurpita | Jahan | B.COM. | PYTHON | Mac OS |
| 016 | Nabil | Islam | B.COM. | TALLY | Windows |

## Practical-6



*Image: avatar or profile picture*

## Practical-7

Clip art

Shape

Date and time

* Thursday, March 16, 2023

WordArt

**Thank YOU**

## Practical-8

Computer is an electrical device that platforms complex calculations only.

- [A hyperlink to a file](2102024%20sharafat%20lab%20problem%204%20-%20based%20ms%20word.docx)

- A bookmark added

## Pratical-9

Computer is a device.

Computer is very useful.

Computer is a machine.

Computer is an electronic device.

## 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 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.

# Works Cited

This is a sample bibiliography

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