MS Word

Updated Study Material

Course Overview

Microsoft Word is a word processing application used to create, edit, format, and print documents.

Chapter 1: Introduction to MS Word

MS Word is widely used for letters, reports, resumes, and documents.

Example: Creating a simple letter.

Chapter 2: Basic Formatting

Formatting includes font styles, font size, alignment, bullets, and spacing.

Example: Applying bold and alignment to text.

Chapter 3: Saving and Printing

Documents can be saved in different formats and printed using printers.

Practice Questions

1. What is MS Word used for?
2. Name any two formatting options in MS Word.