“ ***Windows versions of Microsoft office ”***

Ms # version

18 Microsoft office 2021

17 Microsoft office 2019

16 Microsoft office 2016

15 Microsoft office 2013

14 Microsoft office 2010

13 skiopped

12 Microsoft office 2007

11 Microsoft office 2003

10 Microsoft office xp

09 Microsoft office 2000

08 Microsoft office 97

1. Microsoft office 95

* How to stat ms word

Windows -> search -> Word

Windows + R -> Run -> winword

Windows -> micrsoft office 2013 -> word

Default name document

Software name word

Control buttons minimize

Restir down

Maxi mize

Close

Extension name .DOCX

No of menus nine {9}

File Alt + F

Home Alt + H

Insert Alt + N

Design Alt + G

Page layout Alt + P

Refernces Alt + S

Mailings Alt + M

Rerveiw Alt + R

Veiw Alt + W

Ruler bar

Scroll bar

Min zoom 10%

Max zoom 500%

Status bar

Default layout print lay out

Cut ctrl + x

Copy ctrl + c

Past ctrl + v

Format painter copy ctrl +shift + c

Format painter past ctrl + shift + v

B Bold ctrl + B

I Italic ctrl + l

U Underline ctrl + U

Fornt ctrl + shift + F

Subscript co2 ctrl + =

Sipenscript 102 ctrl + shift + +

Align left ctrl + l

Align center Ctrl + E

Aling right ctrl + R

Justify ctrl + j