

**TRIBHUVAN UNIVERSITY**

Faculty of Management

**National College of Computer Studies**

Paknajol, Kathmandu

**Lab Report on MS Word**

**Submitted By:** **Submitted To:**

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# **Introduction**

Microsoft word is a word processor software developed by Microsoft in 1983. It is the most commonly used word processor software. It is used to create professional quality documents, letters, reports, resumes, etc. and also allows you to edit or modify your new or existing document. The file saved in MS Word has .docx extension.

# **Features of MS Word**

Now let us discuss the features or components of the MS Word. Using these features, you can perform different types of operations on your documents, like you can create, delete, style, modify, or view the content of your document.

## **1. File**

It contains options related to the file, like New (used to create a new document), Open (used to open an existing document), Save (used to save document), Save As (used to save documents), History, Print, Share, Export, Info, etc.

## **2. Home**

It is the default tab of MS Word and it is generally divided into five groups, i.e., Clipboard, Font, Paragraph, Style and Editing. It allows you to select the color, font, emphasis, bullets, position of your text. It also contains options like cut, copy, and paste.

## **3. Insert**

It is the second tab present on the menu bar or ribbon. It contains various items that you may want to insert into a Microsoft word. It includes options like tables, word art, hyperlinks, symbols, charts, signature line, date and time, shapes, header, footer, text boxes, links, boxes, equations, etc.

## **4. Draw**

It is the third tab present in the menu bar or ribbon. It is used for freehand drawing in Ms Word. It provides different types of pens for drawing.

## **5. Design**

It is the fourth tab present in the menu bar or ribbon. The design tab contains document designs that you can select, such as documents with centered titles, offset headings, left-justified text, page borders, watermarks, page color, etc.

## **6. Layout**

It is the fifth tab present on the menu bar or ribbon. It holds all the options that allow you to arrange your Microsoft Word document pages just the way you want them. It includes options like set margins, display line numbers, set paragraph indentation, and lines apply themes, control page orientation and size, line breaks, etc.

## **7. References**

It is the sixth tab present in the menu bar or ribbon. The references tab lets you add references to a document, then create a bibliography at the end of the text. The references are generally stored in a master list, which is used to add references to further documents. It includes options like, Table of Contents, Footnotes, Citations & Bibliography, Captions, Index, Table of Authorities, smart look, etc.

## **8. Mailings**

It is the seventh tab present in the menu bar or ribbon. It is a least used tab in the menu bar. This tab is where you would create labels, print them on envelopes, do mail merge, etc.

## **9. Review**

It is the eighth tab present in the menu bar or ribbon. The review tab contains, commenting, language, translation, spell check, word count tools. It is good for quickly locating and editing comments.

## **10. View**

It is the ninth tab present in the menu bar or ribbon. View tab allows you to switch between single page or double page and also allows you to control the layout tools It includes print layout, outline, web layout, task pane, toolbars, ruler, header and footer, footnotes, full-screen view, zoom, etc.

Certificate No: 5476/078

**NCCS SECONDARY SCHOOL**

Paknajol-16, Kathmandu

Nepal

**CHARACTER CERTIFICATE**

This is to certify that Mr. Nabin Upreti son of Mr. Nabaraj Upreti was a regular student of this school from 2076 BS to 2078 BS. He has successfully passed the +2 Level Examination in Management held in 2078 BS conducted by National Examinations Board (NEB), Government of Nepal. He has secured A grade with 3.57 GPA. According to the record of school, his date of birth is 2060-07-27 BS / 2003-11-13 AD.

His Behavior during the study period was satisfactory. I know nothing against his moral character. I wish him success in every step of her life.

NEB Regd. No.: NCCSHSS6600

Symbol No.: 22714629

Date of Issue: 2078-10-03

# **Flowchart**

Enter two numbers

Read Num1, Num2

If Num1>Num2

Print Num2 is Largest

Print Num1 is Largest.

Start

Stop

Yes No

# **Identity Card**

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**Paknajol-16, Kathmandu**

**Name: Nabin Upreti**

**Address: Futung, Kathmandu**

**Date of birth: 13/11/2003**

**Phone no: 9842407242**

**Program: BIM**

**Batch: 1st**

………………………….

Principal

**STUDENT ID CARD**

**Valid Till: 2023/02/06**

**NCCSBIM1146**

**NN**

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