

## MS WORD ASSIGNMENT

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.

### PRACTICAL-1

Type the paragraph above as it is using “Calibri font” , font size 12.

Change the font type to “*Lucida Calligraphy*” and size to 14

Alignment to your paragraph to right margin.

Save this file as ms-word.doc in “my documents” folder using save as option.

Edit some part of your document and save again using save option.

Close the file.

Open this file again using open option from office button.

View the file you have created using print preview option.

Take a print out of this document through print option.

Create a new file using new option.

Select some part of your document of PRACTICAL -1 and copy it to new file created in bullet 1. Use shortcut keys for copy and paste.

Highlight “**Microsoft Word** is a word processor developed by Microsoft.”

Search for word “document” using find option.

Replace the word “Microsoft” with “MS”.

### PRACTICAL-2

Select your document by using select all option and change the font size of your document.

Underline the “Microsoft –word” using underline option.

Draw a line through the middle of the selected text using strikethrough option.

Create small number below the text baseline of the word “Multi-Tool” using subscript ( ctrl+=) as shown below

#### **Multi-Tool1**

Create small number above the text baseline using superscript ( ctrl+shift++) as shown below.

#### **Multi-Tool2**

### PRACTICAL-3

Format the Page set up as  
Paper Size A4  
Left margin 2 CM

Right margin 1.2 CM  
Up margin 1.22 CM  
Down margin 1 CM

Orientation Page 2 Landscape and other page portrait

#### **PRACTICAL-4**

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

View your document in portrait and landscape view using orientation option in page layout menu.

Change the color of the text using font color option.

Create a bulleted list  
like :

- MS word
- Powerpoint
- Excel
- Access

#### **PRACTICAL-5**

Using the insert > break option insert a page break in your document.

Insert page number at the bottom of the page using page number option.

Insert a table like this:

<b><u>Rollno.</u></b>	<b><u>Name</u></b>		<b><u>Course</u></b>	<b><u>Language</u></b>
	<b><u>First Name</u></b>	<b><u>Last Name</u></b>		
012	Kapil	Kapil	BCA	HTML
013	Suresh	Suresh	MCA	ASP.NET
014	Shushma	Shushma	B.COM.	TALLY

Draw the borders of the table using draw table option.

Select the last row of the table and delete the entire row.

Insert some more columns to the right in the table.

#### **PRACTICAL-6**

Insert a picture in the file like this:



Place the picture into the center of the page.

Add a thick red border around the picture.

Crop the picture 0.5 inches from the left.

Change the size of the picture by pressing right click of the mouse on the picture .

Insert caption to the picture.

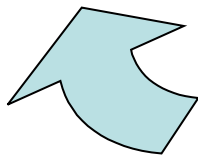
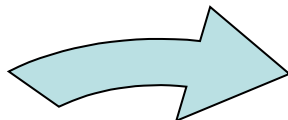
### **PRACTICAL-7**

Insert a clip art of computer in the file using clip art option .

Draw a star using shapes option .

Draw a figure like this using SmartArt option and add some text in the figure.

:



Insert date & time and symbol date option & symbol option.

Using WordArt ,write the following “THANK YOU” .Use any style you wish and give it a font size of 20 points.

### **PRACTICAL-8**

Insert header & footer using the header and footer option.

Draw a text box and insert the following text in the textbox:

“Computer is an electronic device that performs complex calculations easily.”

Insert Excel worksheet using object option in insert menu.

Create a hyperlink & attach a file to the hyperlink.  
Insert Bookmark using bookmark option in insert menu.

### **PRACTICAL-9**

Choose the paper size for the document using size option.  
Split the text in three columns by using columns option.  
Type the following lines and give numbers to that lines using line numbers option: Computer is a device.  
Computer is a machine  
Computer is an electronic device  
Computer is very useful.

### **PRACTICAL-10**

Make the word “MS-WORD” as the watermark of the document.  
Set the background color of the document as RED using page color option.  
Change the border of the page using page border option.  
Choose the indents tab.  
Change the spacing between paragraphs by adding space above the paragraph.

### **PRACTICAL-11**

Add a table of contents to the document.  
Update the table of contents.  
Insert footnote to the document.  
Insert an endnote to the document.  
Insert an index into the document.  
Create labels to the document.

### **PRACTICAL-12**

Type this paragraph & checks the spelling & grammar using spelling & grammar tool.

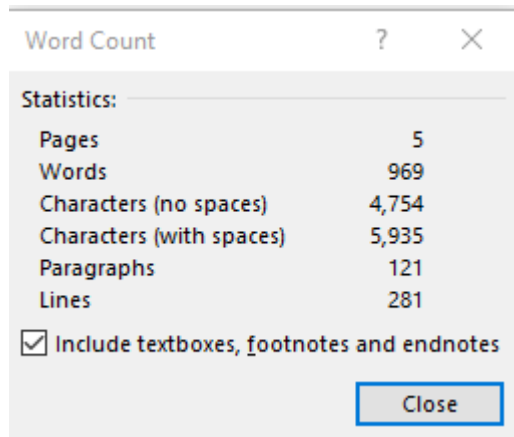
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View the document in full screen using full screen reading option.

View the document as draft using draft tool.

View the screen in full mode and zoom mode.

Add a bibliography of the document.  
Count the word as below



Finally Save the document as your ID like 2102001.Docx and convert this file to PDF like 2102001word.pdf and upload the file in the google class room assignment