



National University of Sciences & Technology (NUST)
Baluchistan Campus (NBC), Quetta

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Department: Computer Sciences

Instructor: Ma'am Syeda Hafsa

Name of Assignment: Microsoft Word.

Full Name: Muhammad

Subject: Fundamental of ICT (Lab)

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Section: 2021

CMS ID: 391855

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Submitted to Ma'am Syeda Hafsa.

Student sign

Instructor sign

INTRODUCTION:

It is an application word processor software used to interact and process with textual data based document. For example, format, manipulate, save, print, edit, add, remove, design and many more. It is provided and designed by Microsoft Company. It was first released on October 25, 1983, under the name Multi-Tool Word for Xenix systems. Now a days, can be called as the most commonly used word processor application also known as full-feathered word processor.

INTERFACE:

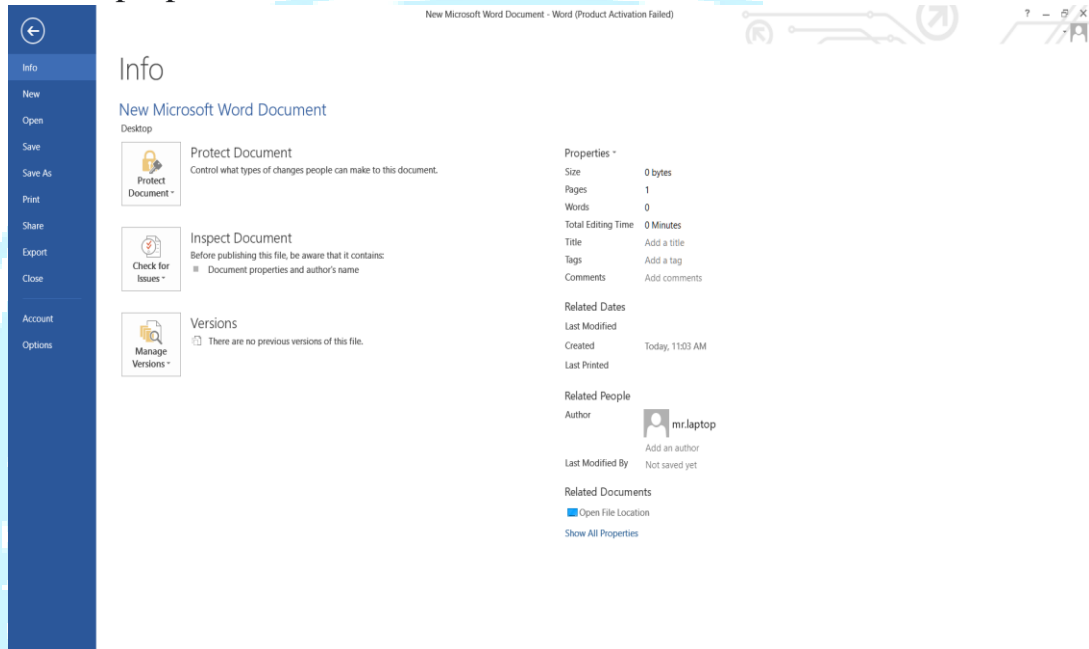
MS word's interface is shown by a screenshot given below and defined by the labels mentioned on it.



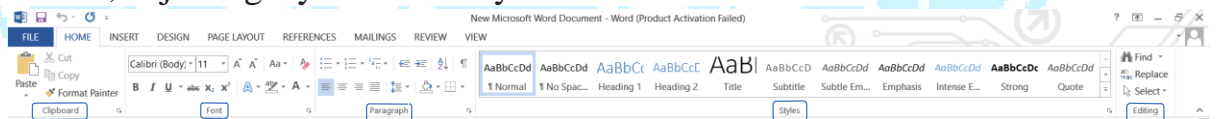
MAIN MENU's tabs: The Menu bar is directly below the Title bar and it displays the menu. The menu begins with the word File and continues with Home, Insert, Design, Page layout, References, Mailing, Review and View. You use the menu to give instructions to the software.

The following mentioned above tabs are defined below with figures.

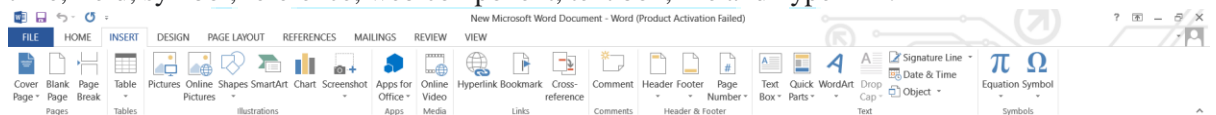
1. **The File Menu:** The file menu is one you will find yourself using extensively. It is used to create new documents, open existing documents and saving your new/updated documents. It also includes the page setup, print preview, and other important functions relating to your document and its properties.



2. **Home:** The Home tab is the default tab in Microsoft Word. It has five groups of related commands; Clipboard, Font, Paragraph, Styles and Editing. It helps you change document settings like font size, adding bullets, adjusting styles and many other common features.



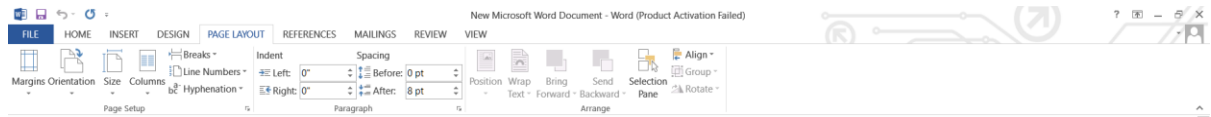
3. **Insert:** The insert menu is used to place various objects into your document, such as page numbers, pictures, symbols, comments and other objects. Commands include break, date and time, field, symbol, reference, web component, text box, file and hyperlink.



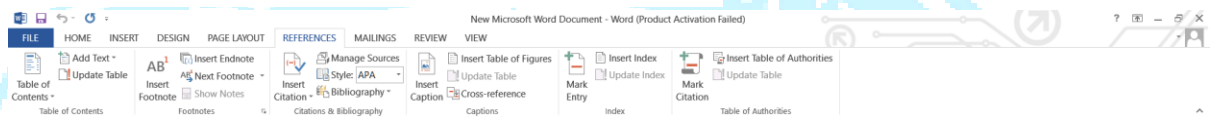
4. **Design:** The Design tab includes table formatting, cell and table borders, arranging the table on the page, and the size of the table.



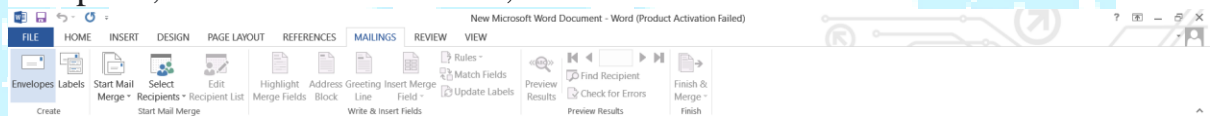
- 5. Page layout:** The Page Layout Tab holds all the options that allow you to arrange your document pages just the way you want them. You can set margins, apply themes, control of page orientation and size, add sections and line breaks, display line numbers, and set paragraph indentation and lines.



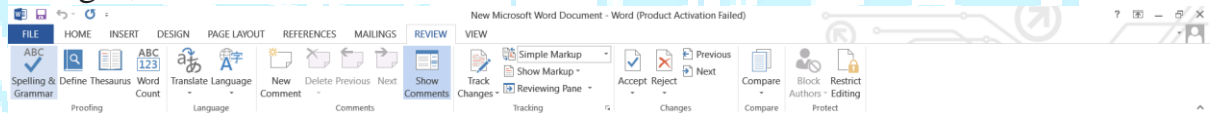
- 6. References:** The References Tab allows you to now create a table of contents, footnotes, citations, cross-references, select MLA or APA or ISO formats and so on. You can also turn your Works Cited into a collection of records and use them in the future.



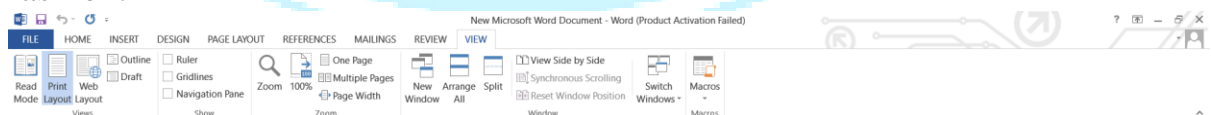
- 7. Mailings:** The Mailings Menu will help us to get wiring & insert fields by the items of Highlight Merge Fields, Address Block..., Greeting Line..., Insert Merge Field, Rules, and Update Labels. It enables us to preview our mailing merge results by the items of Preview Results, Find Recipient, Auto Check for Errors, and more.



- 8. Review:** The Review tab provides icons for document review-related commands, such as spelling check, translation, track changes, apply changes, comments and so on.



- 9. View:** The View menu is a drop-down menu at the top of the screen, and contains the following commands: To the far left in all toolbars and also in the menu bar, a symbol of vertical dots is displayed. Clicking and dragging here un-docks or docks the bar in the standard Windows fashion.



THE END



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