**8th June 2020 Jesus And Mary School Module- 3**

**Class- 3**

**Computer**

**Introduction To MS- Word 2010**

**Learning objectives-** In this chapter we will study about M.S. Word. It is one of the most popular products of Microsoft Company. M.S. word is a word processing application. It allows you to type text on a computer. The files created in M.S. Word are called documents.

**Description-**The term word processing means, using a computer to create, edit and print documents.

**Starting M.S. Word-**

To open M.S. Word, follow the steps-

**1-** Click on start button

**2-** Now click Microsoft office 2010

**3-** In the new menu, click on Microsoft word 2010

**Parts of M.S. Word Window-** File tab, title bar, control buttons like minimize, maximize, and close button, workspace, ribbon bar, status bar, quick access toolbar, cursor/Insertion point are the parts of M.S. Word window.

**In order to create a new document follow the steps-**

**1-** Click on the file tab, the backstage view appear

**2-** Click on new option

**3-** Click on blank document

**4-** Click on create button

Now a new blank document will appear in the Microsoft word 2010 window.

M.S. Word gives a temporary name to the new document which is document1. To prevent the document from getting lost, one needs to save it.

**To save a document follows these steps-**

**1-** Click on the file tab

**2-** Click on the save as option the save as dialog box appears

**3-** Select the location where you want your document to be saved in the computer

**4-** Type the name of the document in file name box

**5-** Click on save

**WORKSHEET – 3**

**NOTE- DO THE FOLLOWING EXERCISE IN YOUR COPY.**

**Exercise – 1 Fill in the blanks-**

**1-** Wordpad is a word processor.

**2-** Docx is the extension used with M.S. Word documents.

**3-** Document is the text we type in a computer.

**4-** Ctrl + S is the shortcut to save a M.S. Word document.

**5-** Quick access toolbar is present on the title bar.

**EXERCISE – 2 True/False-**

**1-** Title bar is the bar that is present at the bottom of the M.S. Word window.(False)

**2-** Each time you press the enter key, a new line is inserted. (True)

**3-** We cannot save a new document in M.S. Word.(False)

**4-** We cannot insert a picture in M.S. Word. (False)

**5-** M.S. Word program is used to help in typing. (True)

**EXERCISE – 3 Question/Answer.**

**Question1.What is word processing?**

**Answer1.**Word processing means, using a computer to create, edit and print documents.

**Question2.Write the steps to start M.S.Word.**

**Answer2.**1-Click on start button

2-Now click Microsoft office 2010

3-In the new menu, click on Microsoft Word 2010.

**Question3.What is a quick access toolbar?**

**Answer3.**Quick access toolbar has commands that are used frequently. It can be placed or below the ribbon.

**Question4.Write the step followed to create a new document in M.S.Word.**

**Answer4.**1-Click on the file tab. The backstage view will appear.

2-Click on new option.

3-Click on blank document under available templates.

4-Click on create button.

**Question5.Write the step for saving a document in M.S.Word.**

**Answer5.**1-Click on file tab

2-Click on save as option. The save as dialog box appears.

3-Select the location where you want your document to be saved in the computer.

4-Type the name of the document in file name box.

5-Click on save.

**Solution of module 2**

**Chapter-2**

**Unscramble word.**

**1-** Screen saver **2-** Desktop **3-** Start button **4-** Icon

**Fill in the blanks.**

**1-** Desktop **2-** Left **3-** Operating system **4-** Icons