EXERCISE

1. Write the steps to open MS word document.

2. Write the steps to create MS word document.

3. Write the difference between save & save as option.

4. Write the steps to save the MS word document.

5. Define status bar & Title bar.

SOLUTION

Answer-1

1. Click the start button which is located on the left-hand bottom corner on your Desktop or Laptop

2. Click the All Programs button just above the Start button.

3. Find the group Microsoft Office. If you point at the Microsoft Office group icon, the sub-group will open. If it does not, just click once with your left mouse button.

4. In the sub-group, one of the icon will be Microsoft Office Word.

Answer-2

1. Open Word. Or, if Word is already open, select File > New.

2. In the Search for online templates box, enter a search word like letter, resume, or invoice. Or, select a category under the search box like Business, Personal, or Education.

3. Click a template to see a preview. ...

4. Select Create.

Answer-3

The key difference among Save and Save As would be that Save aims to update the current content of the last stored file, whereas Save As aims to save a new folder or to save an existing file to a new place with the identical name or another title.

Answer-4

Method 1

1. Make sure your document is open.

2. Find the "File" tab and click on it. "File" is located in the upper left-hand corner of Microsoft Word's interface

3. Click "Save" or "Save As". If you click "Save" on an unsaved document, you will be redirected to the "Save As" menu.

   Note: If the document has been previously saved, you won't have to select a save destination (e.g., desktop) or a file name--the existing file will simply be updated.

4. Under "Save As", decide on your save location. Typical locations include "This PC" and OneDrive, but you can also */lick "Browse" to select a specific location.

5. Double-click your save location. This will take you to the file name screen.

6. In the "File Name" field, type in your preferred file name.

7. Click "Save" to save your file.

8. Verify that your file was saved before closing your document. If your file is in your chosen save location, your file was successfully saved!

Method 2

1. Make sure your document is open.

2. Click "Save As". If you've never saved this specific document before, choosing "Save" will still direct you to "Save As".

3. Under "Save As", decide on your save location. Typical locations include "This PC" and OneDrive, but you can also click "Browse" to select a specific location.

4. Double-click your save location. This will take you to the file name screen.

5. In the "File Name" field, type in your preferred file name.

6. Find the "Save as Type" field and click on it. From here, you can choose which file type to save your document as.

7. Click "Save" to save your file.

8. Verify that your file was saved before closing your document. If your file is in your chosen save location and your specified format, your file was correctly saved!

Answer-5

STATUS BAR: A status bar is a horizontal window at the bottom of a parent window in which an application can display various kinds of status information. ... The status bar is the area at the bottom of the window that contains Help text and coordinate information.

TITLE BAR: A title bar's major purpose is to allow identifying a window by giving it a useful name.