Contents

4 Microsoft Office 2010

Quick Glance

After completing the chapter you will be able to

- know about Microsoft Word.
- change microsoft account picture.
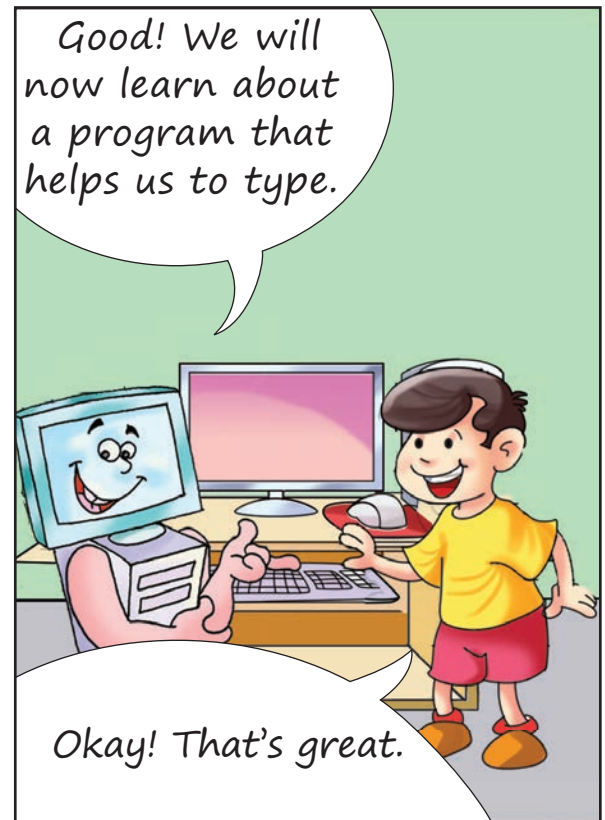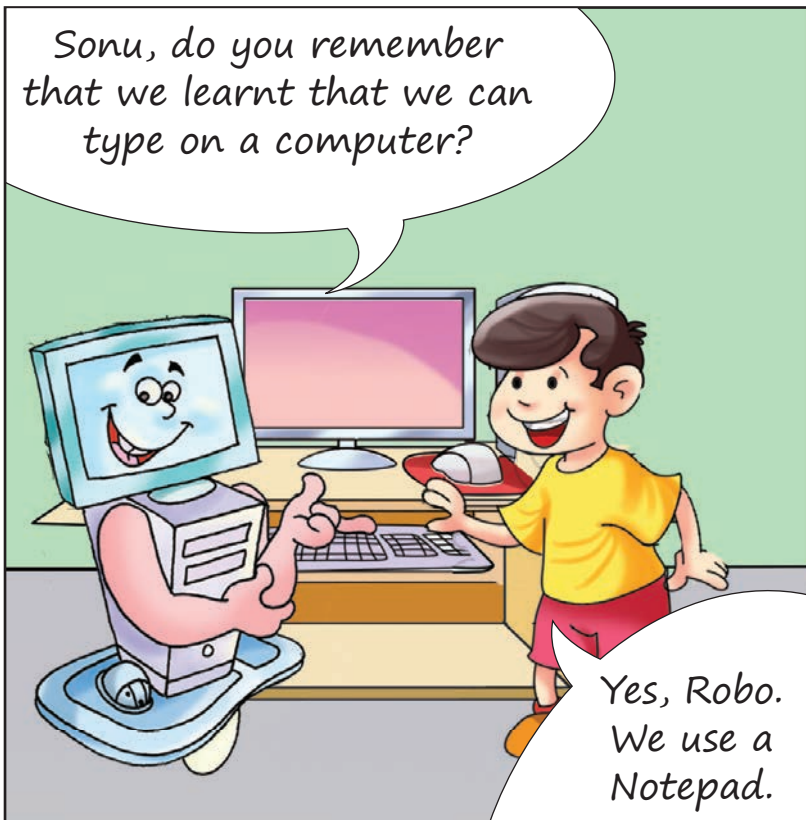- use Microsoft Window.
- close the document.

Sonu, do you remember that we learnt that we can type on a computer?

Yes, Robo. We use a Notepad.

Good! We will now learn about a program that helps us to type.
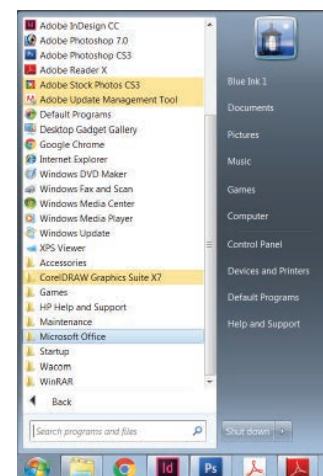
Okay! That's great.

MICROSOFT WORD

Microsoft Word is a word processor designed by Microsoft. It helps us to create documents like letters, essays and reports.
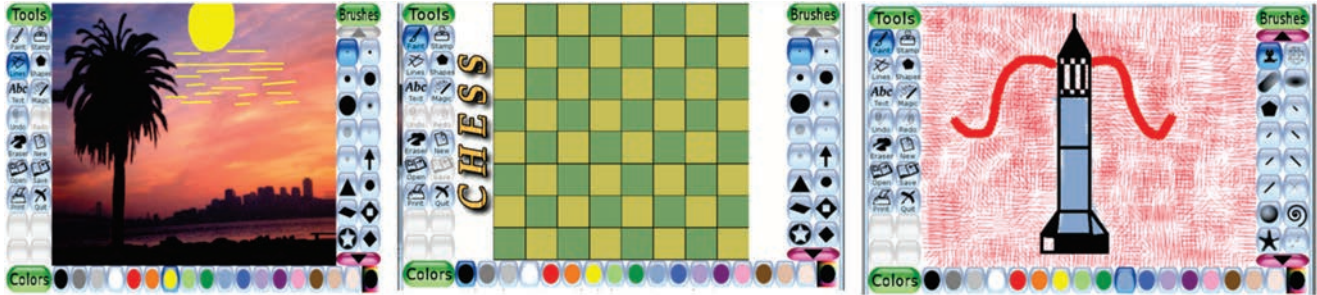
Let us learn how to start Microsoft Word.

❖ Click on Start button. Then, click and select All Programs. Next, in the All Program list, click and select Microsoft Office 2010.

A. Draw the following figures in Tux Paint.

B. Try to draw a picture in Tux Paint.