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Date:

Chapter-4

A screenshot of the Microsoft Word 2010 application window. The window title is "Document1 - Microsoft Word". The ribbon is set to the "Page Layout" tab, which is divided into three groups: "Page Setup" (containing icons for margins, orientation, and breaks), "Paragraph" (containing icons for indentation, alignment, and bullet points), and "Styles" (containing icons for styles and a "Change Styles" button). The "Styles" group shows a list of styles: "Normal", "No Spacing", "Heading 1", "Heading 2", and "Title". The "Normal" style is currently selected. The main document area is empty, showing a horizontal ruler at the top and a vertical ruler on the right. The status bar at the bottom indicates "Page: 1 of 1" and "Words: 0". There are several blue callout boxes with arrows pointing to various parts of the interface: one points to the "File" tab, another to the "Page Layout" tab, a third to the "Paragraph" group, a fourth to the "Styles" group, a fifth to the "Normal" style, a sixth to the "Change Styles" button, a seventh to the "Find and Replace" button, an eighth to the "Page Setup" group, a ninth to the "Paragraph" group, a tenth to the "Styles" group, an eleventh to the "Page Layout" tab, a twelfth to the "Page Layout" tab, a thirteenth to the "Page Layout" tab, a fourteenth to the "Page Layout" tab, a fifteenth to the "Page Layout" tab, a sixteenth to the "Page Layout" tab, a seventeenth to the "Page Layout" tab, an eighteenth to the "Page Layout" tab, a nineteenth to the "Page Layout" tab, and a twentieth to the "Page Layout" tab.

1. To save a document
2. To open a saved document
3. To print a document
4. To close MS Word
5. To create a new file

1. Horizontal ruler appears at the top of the document area.
2. We can hide the ribbon by clicking on the bottom left corner.
3. Status bar shows the detailed information of a Document.
4. We can save a file by clicking on the Save button from the Quick Access Toolbar.