

Centre for Differently Abled Persons Bharathidasan University

DVTD- I SEMESTER

(DIPLOMA IN VOCATIONAL TRAINING AND DEVELOPMENT)

Word Processing (23DVTD2)

Prepared by Dr.M.Prabavathy

MS Word- UNIT I

Step 1 – Click the **Start** button.



Start Button

Step 2 – Click the **All Programs** option from the menu.



All Programs

Step 3 – Search for **Microsoft Office** from the submenu and click it.



Microsoft Office

Step 4 – Search for Microsoft Word 2010 from the submenu and click it.



Microsoft Word 2010

Step 5 – The New Microsoft Word 2010 application window.

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Basic window and important parts of this window



Enter text in a Word document-2010



Saving New Document

• Step 1 – Click the File tab and select the Save As option.

File tab Save As 00 × 17 - 0 W Document1 - Microsoft Word File Home Insert a (?) Page Layout References Mailings Review View Add-Ins Save The second states of Information about Document1 Save As Copen Permissions Anyone can open, copy, and Close change any part of this Protect document. Properties * Info Document -Size Pages Recent Words Prepare for Sharing **Total Editing Tin** New Before sharing this file, be aware Title that it contains: Tags Check for Print 12 Document properties and Issues -Comments author's name Save & Send Related Dates Last Modified Versions Help Created There are no previous versions of this file. Add-Ins * Last Printed Manage Versions * Options Related People Exit Author Last Modified B INT.

Step 3 – click on the Save button

Folder to save the document



Folder Names File Name Document Type

Folder to save the document



Folder Names File Name Document Type

Opening New Document

• Step 1 – Click the File tab and select the New option.



Step 2 – New→ click the Blank document

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Opening Existing Document

• Step 1 – Click the File tab and select the Open option.

File tab Open option



Folders

Folders & Files



Close a document in Word 2010

• Step 1 – Click the File tab and select the Close option.

