



Centre for Differently Abled Persons Bharathidasan University

DVTD- I SEMESTER

(DIPLOMA IN VOCATIONAL TRAINING AND DEVELOPMENT)

Word Processing

(23DVTD2)

Prepared by
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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.



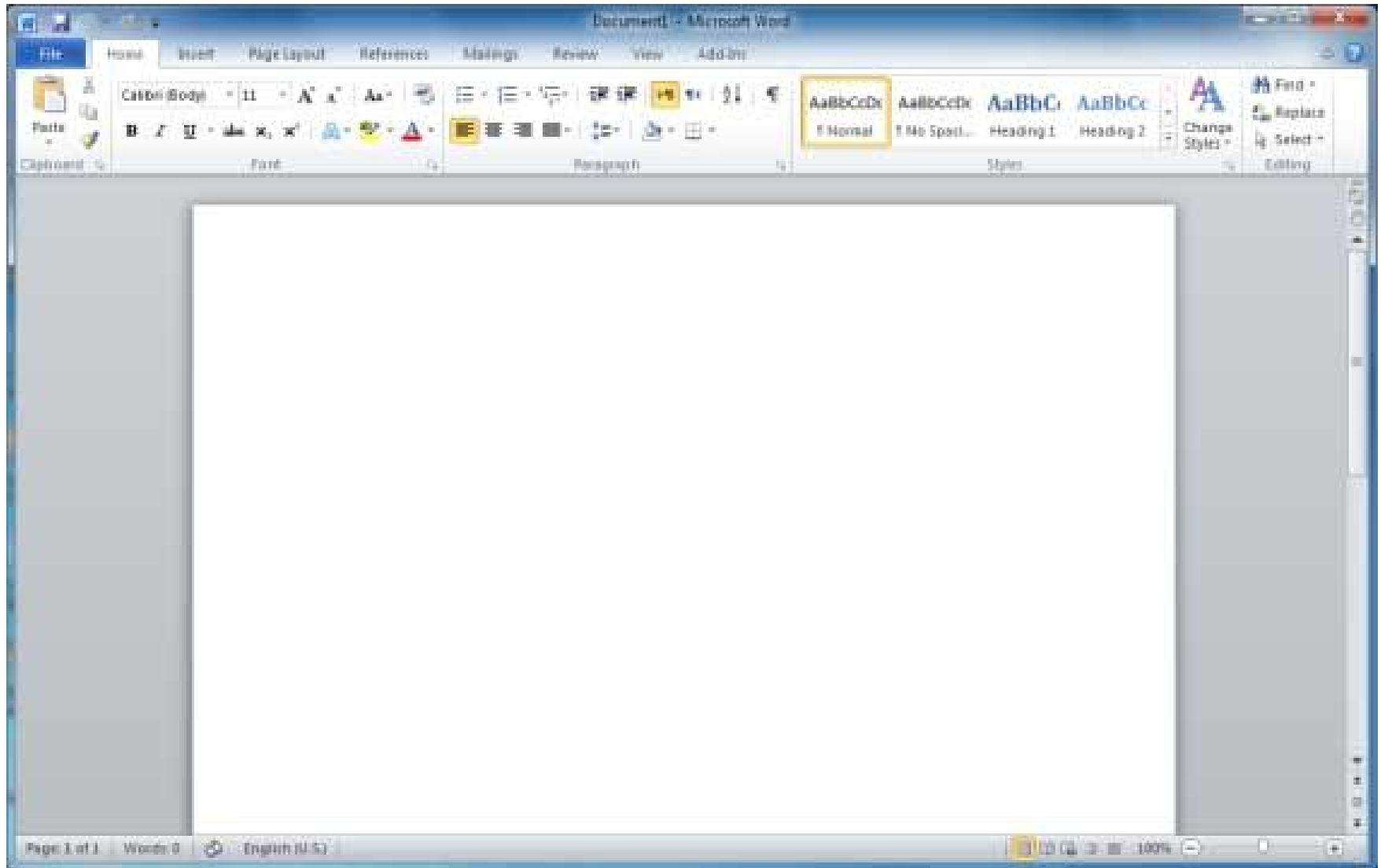
Microsoft Office

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

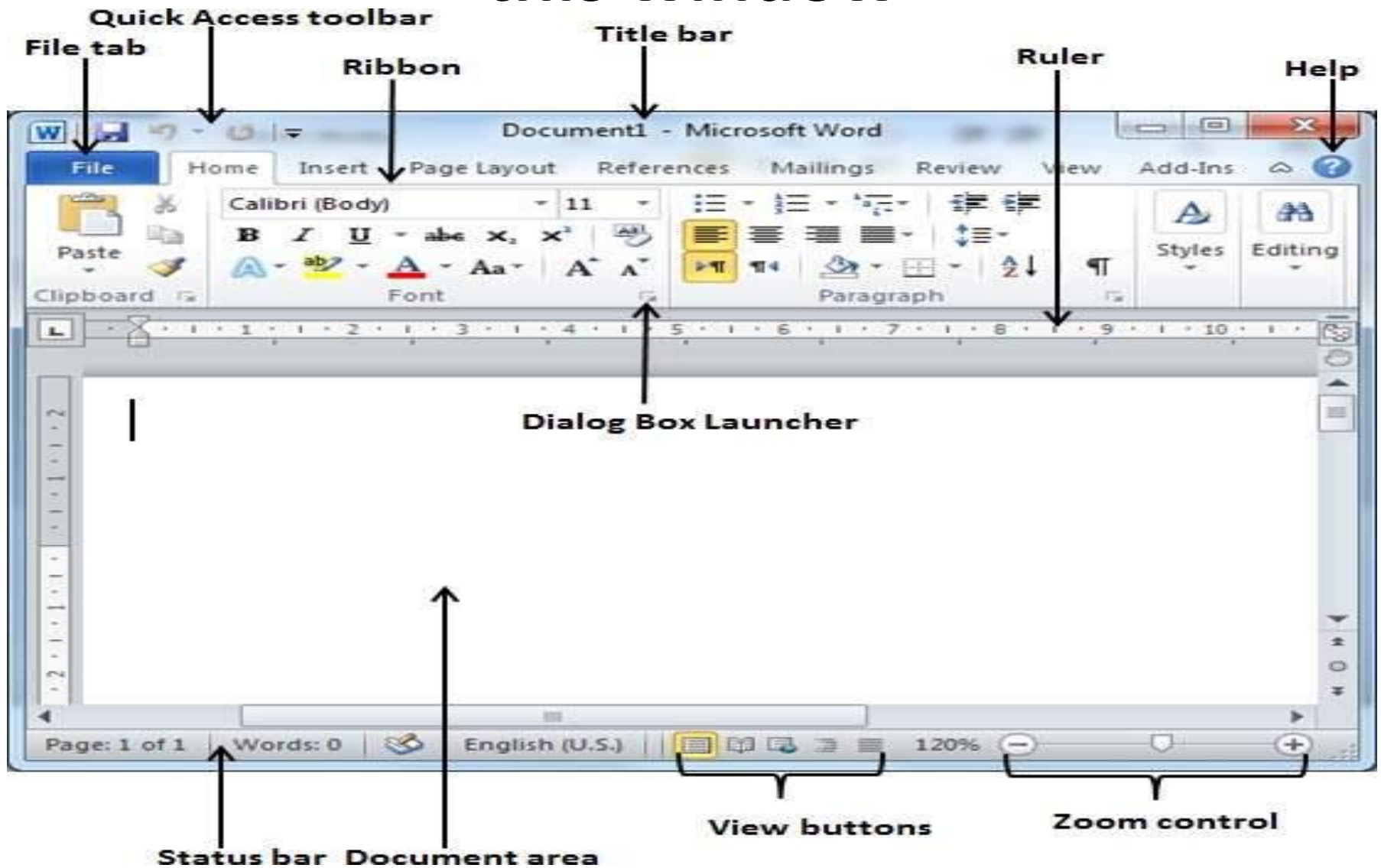


Microsoft Word 2010

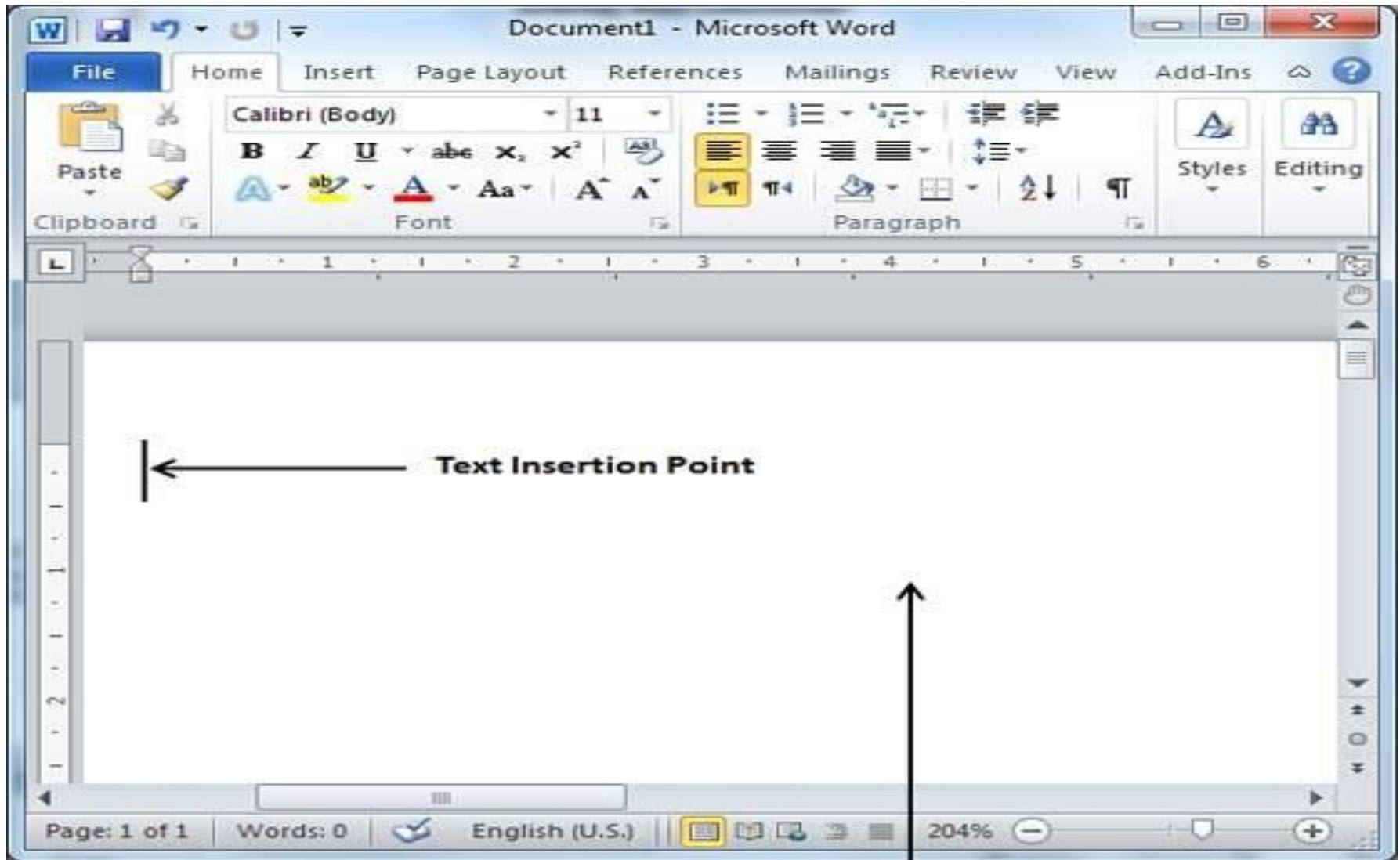
Step 5 – The New Microsoft Word 2010 application window.



Basic window and important parts of this window



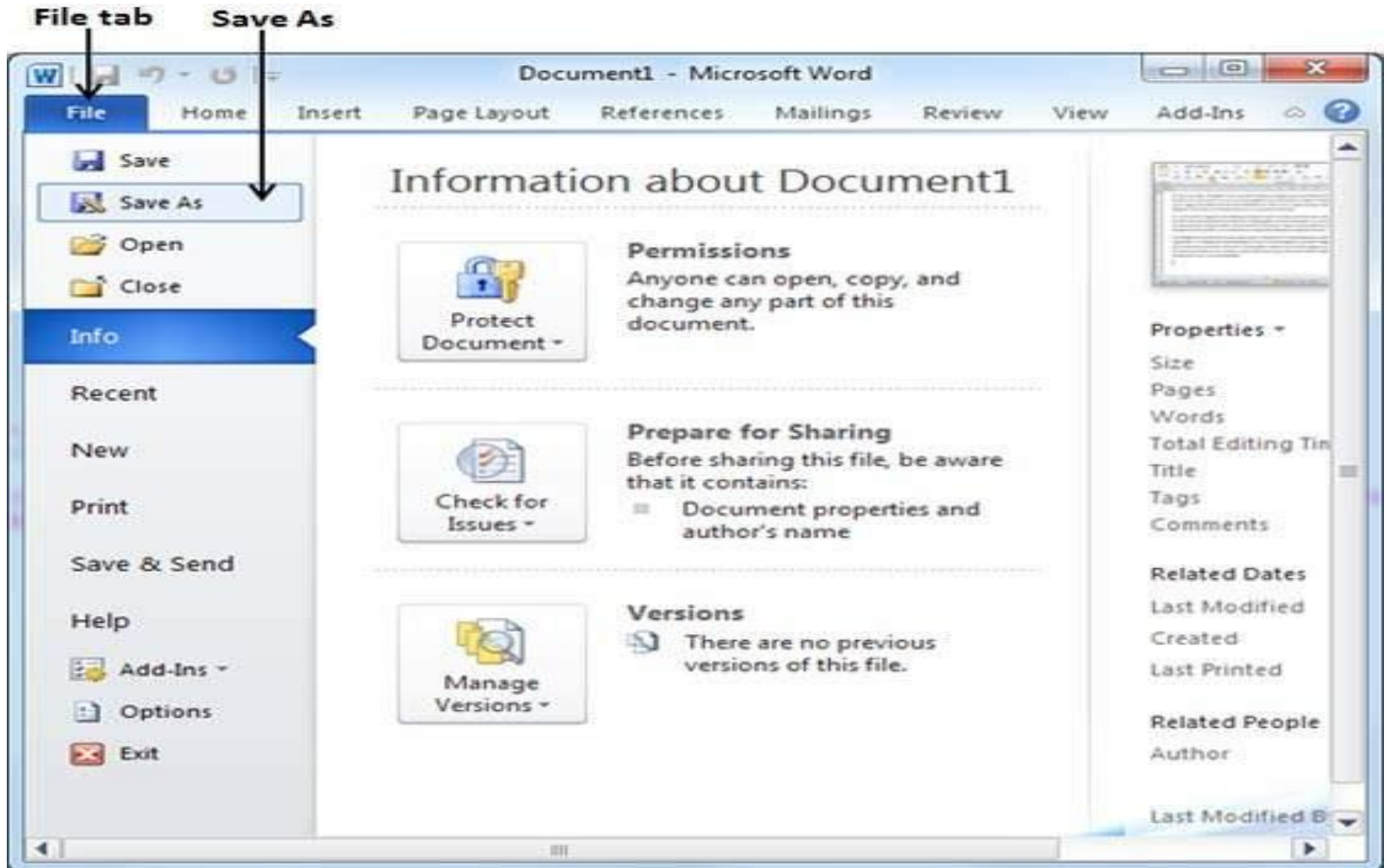
Enter text in a Word document-2010



Document Area

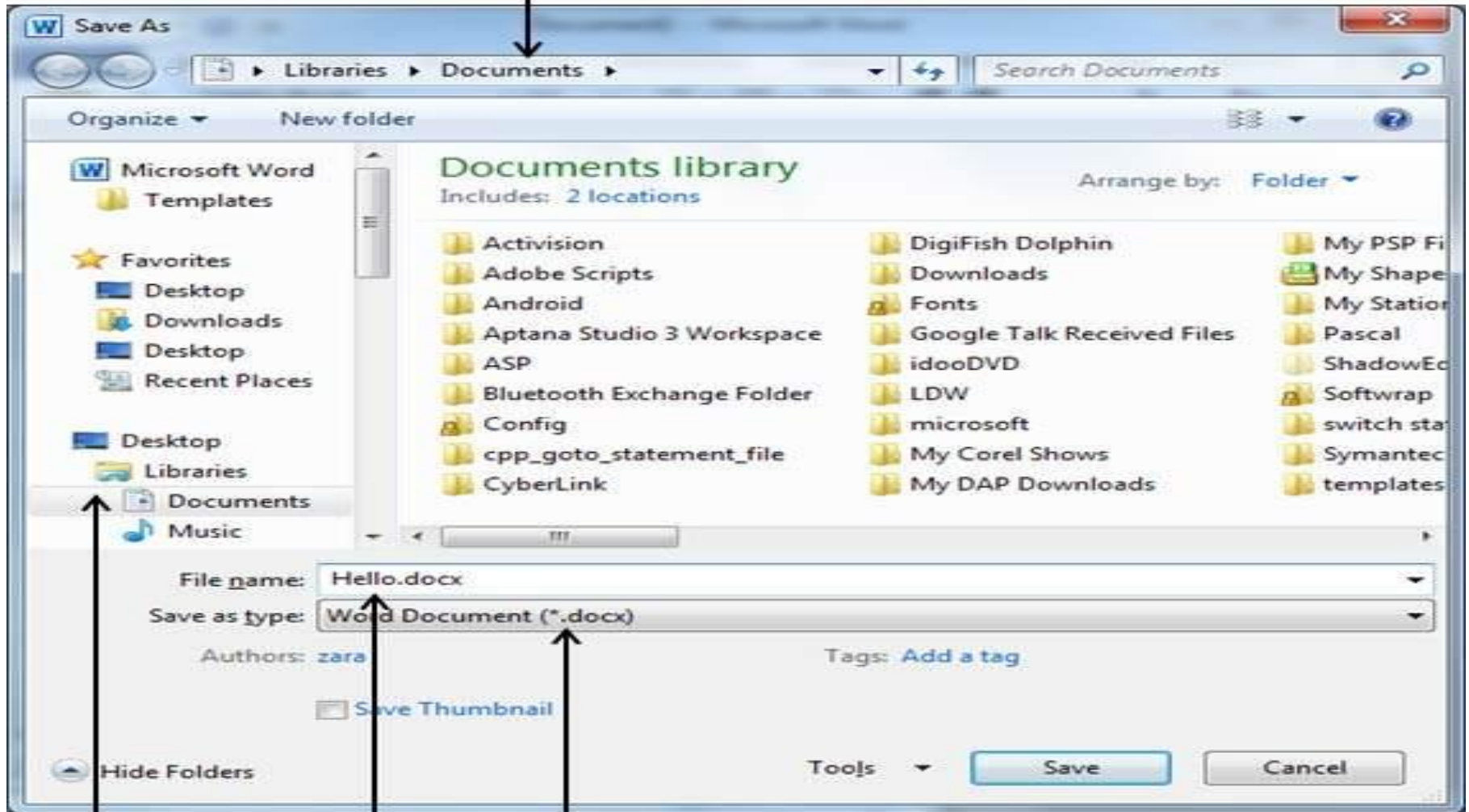
Saving New Document

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



Step 3 – click on the Save button

Folder to save the document

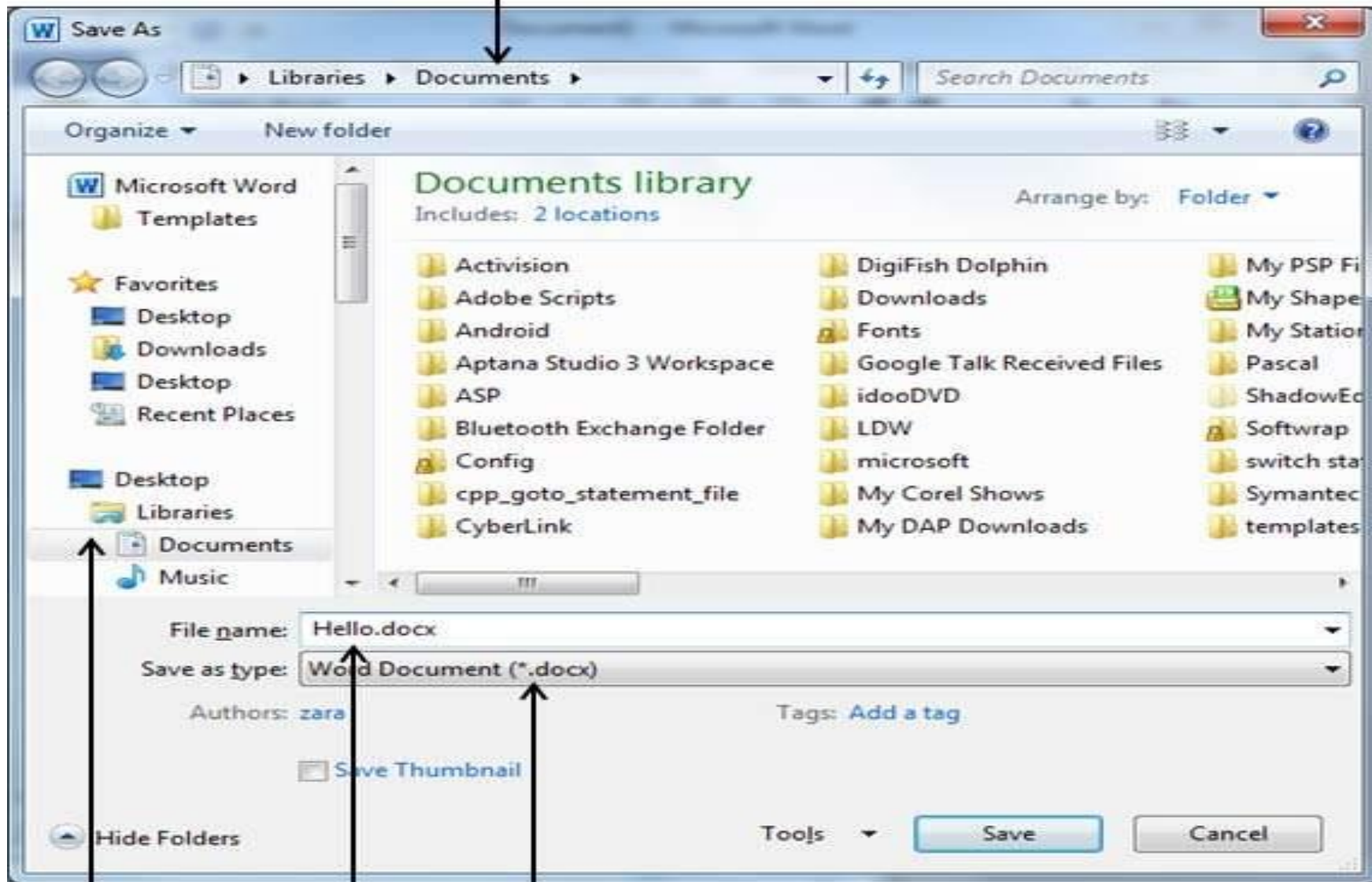


Folder Names

File Name

Document Type

Folder to save the document



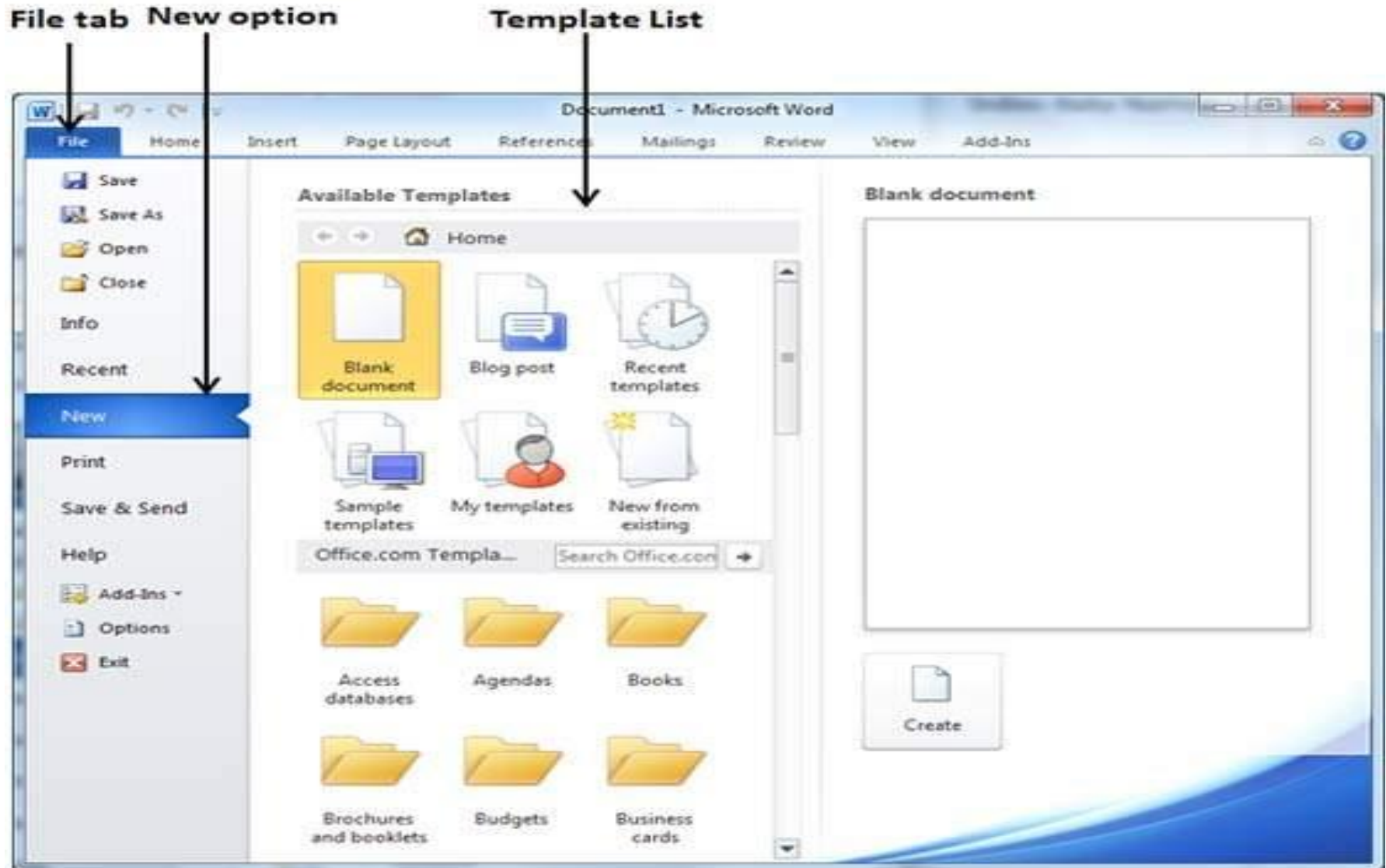
Folder Names

File Name

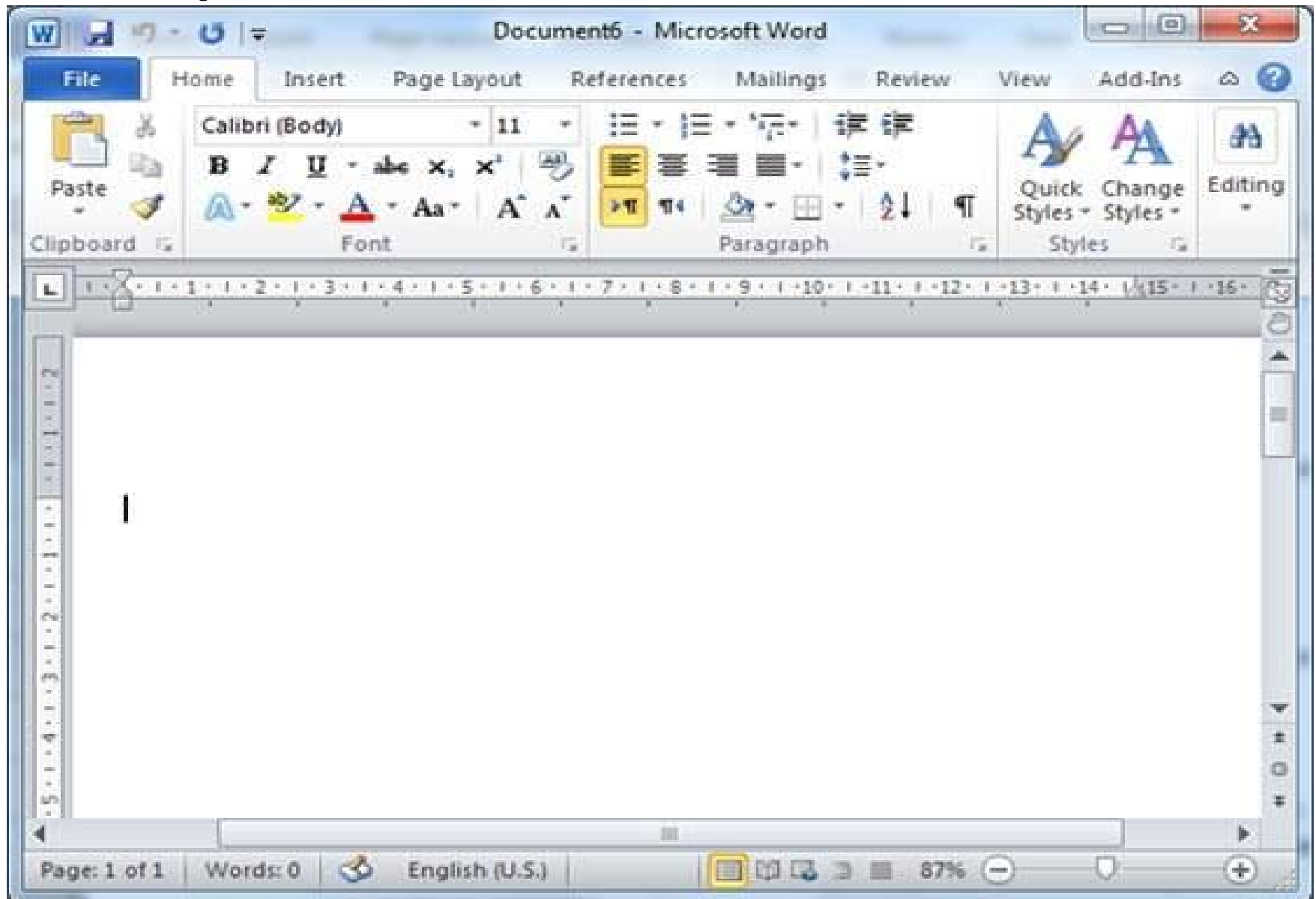
Document Type

Opening New Document

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



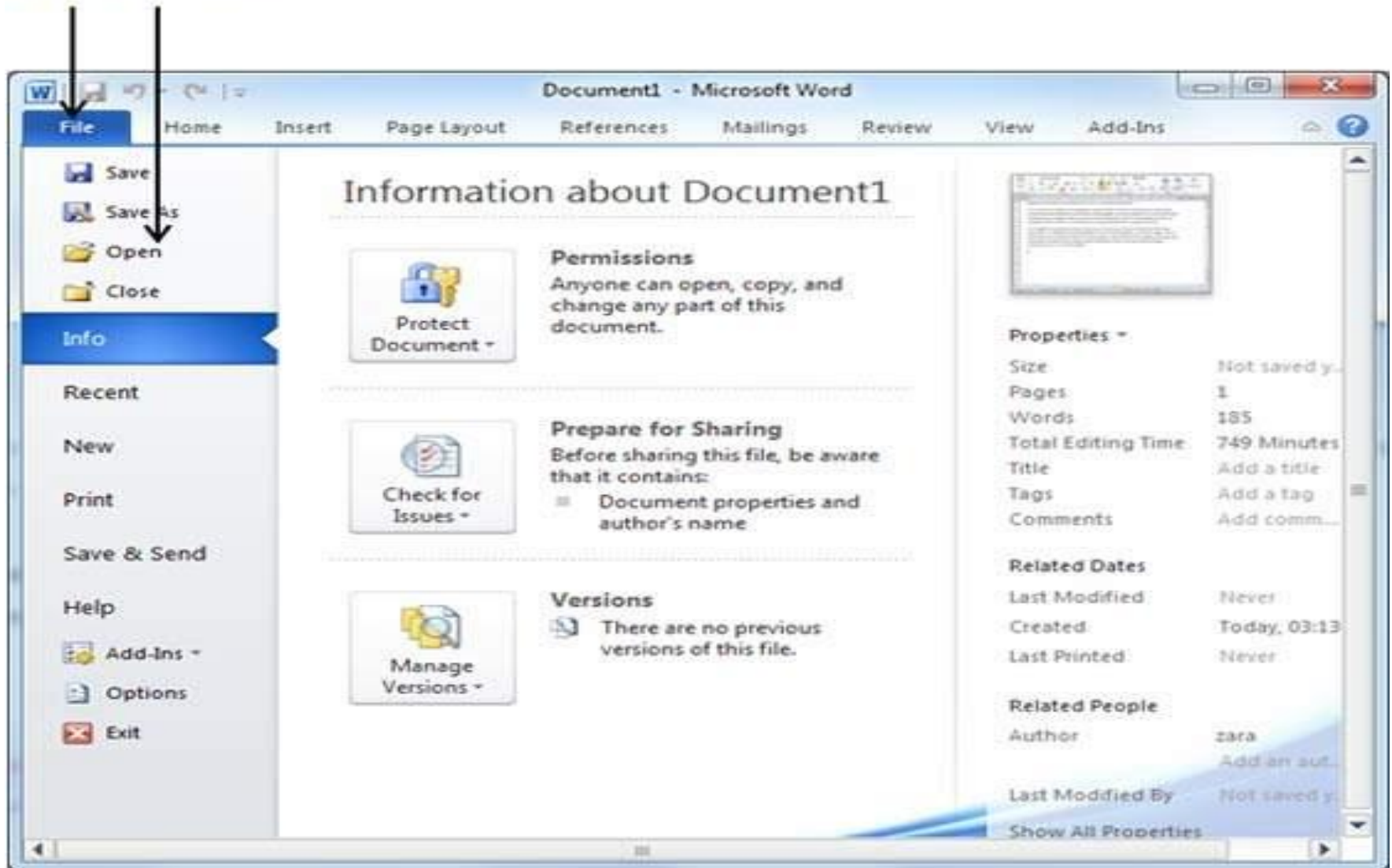
Step 2 – New → click the **Blank document**



Opening Existing Document

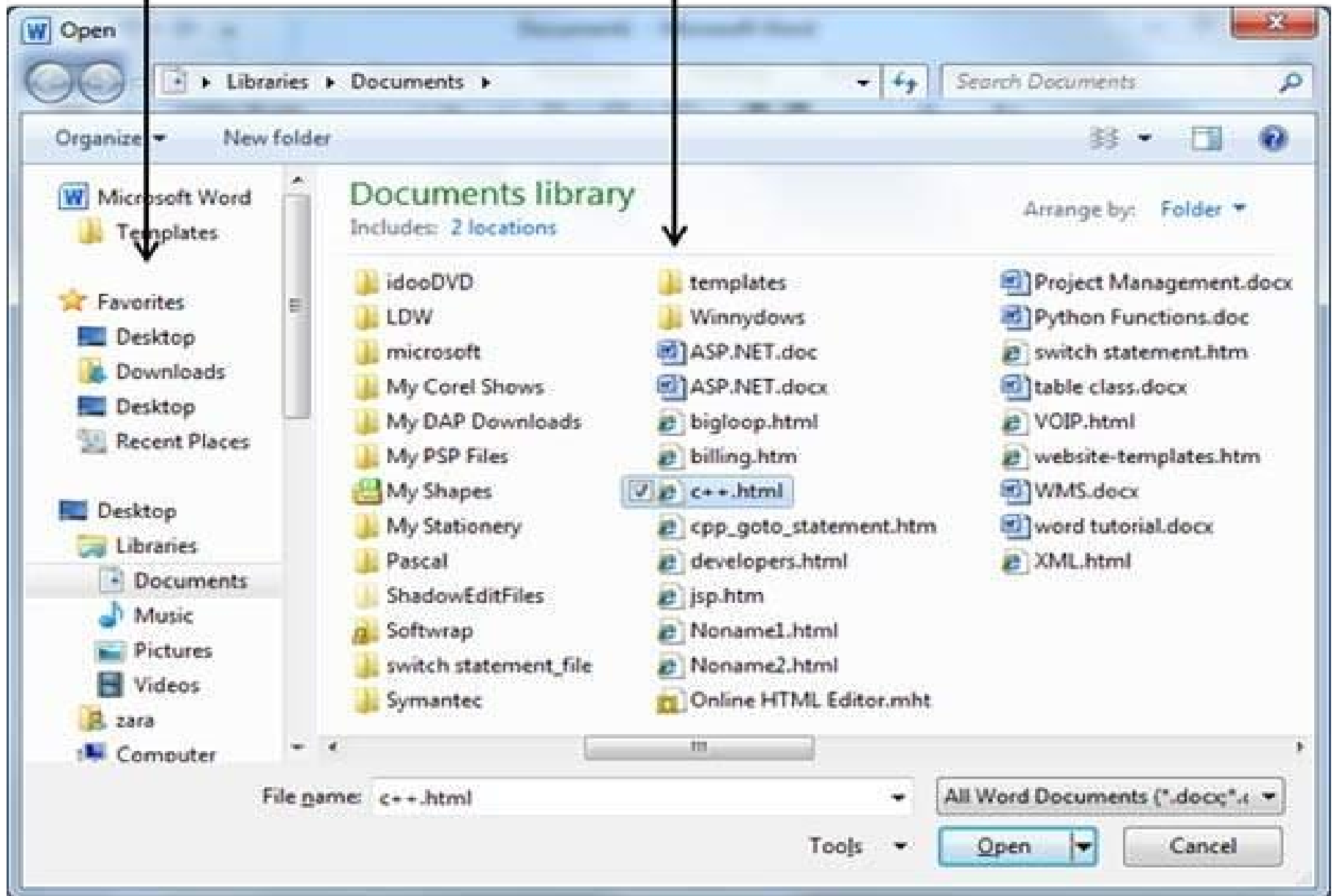
- **Step 1** – Click the **File** tab and select the **Open** option.

File tab Open option



Folders

Folders & Files



Close a document in Word 2010

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

