

# Ms office

Ms office is a application softwere which was developed and published by Microsoft in the year 1990.

It is widely used “in business and educational” sectors through which we can creat,view,edit documents, spreadsheet,presentation and data entry on data base.

1. Documents :- Word
2. Spreadsheet :- Excel
3. Presentation :- Power point

## **Ms word**

Ms word is an application software that is classified under the heading of word processor software developed by Microsoft.Ms word allows us to write,edit and format taxtual data providing a user friendly environment,Number of

fonts and formatting styles are available, one can add picture and various shapes to give an attractive look to the document.

So that is extension file name .DOCX

### ❖ How to start Ms word?

1. Click on search button
2. Then type 'word' from key board.
3. Then click or enter

### 2nd process

1. Click on start or windows button
2. Click on all program
3. Click on ms office 2013
4. Now click word

### 3rd process

1. Press key board button (window+R)
2. Then type in box "winword"
3. Now click ok or enter.