

Tender Heart High School, Sec-33B, Chd.

Class- III

Subject- Computers

Date- 22.7.24

Ch- 3

Topic- "Word Processor - An Introduction"

Teacher- Rupinder Kaur

Good Morning Students,

Students, This lesson is for class-3 for the subject of computers. Topic - 'features of MS-Word 2010' which is covered in chapter-3

• I hope all the students are ready for today's lesson. So let us start with the topic.

* Students, like you use MS-paint software for creating pictures with different shapes and then fill colour inside these pictures. In the same way, MS-word is also a software for typing, editing and formatting the text. In this chapter we are going to study so many things about MS-word.

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→ Features of MS- Word 2010 :- Students, By using this application software; you can do different things. These are :-

1. You can type text and add pictures also in a document.
2. You can insert, delete, copy and move the text.
3. You can apply different colours, styles and effects to the text and change its appearance.
4. You can remove errors by using spelling & grammar feature.
5. You can find and replace any particular word.
6. You can also set page margins, paper size, page borders.
7. You can save your text also for future use.
8. You can also take the print out of your typed text on a paper.
9. You can also make number of copies also of your document by printing.

* Children, All of you may now take 3 minutes break. During break time; you will read all 3 side boxes present in your book on page no-33.

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now; let

us continue with the next topic-

→ Starting MS-Word:- Students, for this, all of you will follow figure-3.1 present on page no- 32 in the book; and the given steps:-

1. Click on Start button.
2. Click on All programs.
3. Click on Microsoft office
4. Select MS word 2010.
5. The MS-word window will open.

* children, Now I am ending the lesson here; Please read the lesson carefully and try to learn all the features of MS-word 2010 mentioned in today's lesson.

Thank you...