

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

Class- III

Subject- Computers

Date- 29.7.24

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 - 'Components 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.

→ Components of MS-Word 2010:- Students, After following the steps of starting MS-Word; MS-Word screen will appear.

This screen is divided into two windows - Application and Document window.

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Students, Now, we are going to study about different components one by one.

1. Title bar :- Students this is the top most bar of the screen where document 1 is written. It displays the name of the current document in which you are working. On the right side; it has 3 buttons: Minimize(-), Maximize(□) and Close(X).
2. Quick Access tool bar :- Students this bar is present on the title bar. It contains different commands like - Save, Undo, Redo, etc. we can add more commands also.
3. Back stage view :- Students, This will help you to manage word documents. With this view, you can create New documents, save, print, open etc.
4. Ribbon :- Students, Ribbon is located below the title bar. It is divided into 2 parts - Tabs and groups. Different tabs are - File, Home, Insert, Page layout etc. Each tab is divided into different

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groups which contains a set of related commands.

* Students, All of you may now take 3 minutes break. During break time read the side boxes

'Now, Pause this lesson for 3 minutes.

* children, three minutes break is over now; let us continue with the topic.

5. File tab :- Students, this tab will help you to perform various tasks like - creating a new file, opening an existing file, saving a file etc.

6. Working area :- Students, this area is used for typing, editing and formatting the text.

7. Rules :- Students, there are two rules present in MS-Word window screen - Horizontal and Vertical. Horizontal Rules measures the width of the document and also displays margin settings; tab settings etc.

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Vertical ruler measures the height of the work area.

8. Status bar:- Students, It displays the status of the current work - like page number, No. of words, Zoom option etc.

9. Scroll bars:- Students, there are two scroll bars present in MS-Word window - Horizontal & Vertical. Horizontal bar will move the screen - Right or left and vertical bar will move the screen - up and down.

* Children, Now, I am ending the lesson here; Please read the lesson carefully and learn all the components of MS-Word 2010.

Thank you...