

Good Morning Students,

Students, This lesson is for class-4 for the subject of Computers, Topic - 'A Quick Review' which is covered in chapter-3.

your text book, titled - 'Kips-logic 4' and is being submitted to you on

3.7.24

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

→ Introduction:- Students, In the previous class, all of you have read about MS-Word - Its features, components and different tasks like opening, closing, creating a document, saving, printing etc. Now, In this chapter - you will learn about more features of MS-word, shortcut keys associated with different functions and tools of word processor.

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Class- IV

Subject- Computers

Ch- 3 "Tools of word Processor"

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→ A Quick Review:- Students, All of you know that MS-word is an application software and was introduced by Microsoft corporation. With MS-word software, you can do the following things:-

1. you can make letters, notices, books etc. in a presentable manner.
2. you can make changes in the text while typing or after typing.
3. you can make your typed text beautiful by applying colour, style, font size, shading etc.
4. you can insert pictures and also draw pictures using drawing tools.
5. you can copy the text and move the text from one location to another.
6. you can preview your document before taking printouts.
7. you can make copies of printouts.

→ Starting MS-word:- Students, In Class-3, you read about, how to start MS-word. Here, we will follow some steps to open MS-word. And the steps are:-

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1. Click on start button.
2. Select all programs.
3. Select Microsoft office.
4. Click on Microsoft word 2010.
5. The Microsoft word window will open.

* Students, All of you May now take 3 minutes break. During break time you will read all the 3 side boxes present on page no. - 27 present in the book. These are - Quick view, Know the fact.

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→ Entering the text - Students, In MS-word you can type anything. While typing, you will see that 'word' wraps the text automatically.

* Wrapping:- It means, If the text that you are typing does not fit in the current line then it gets shifted to the next line automatically.

Tender Heart High School, Sec-33, Chd.

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→ Creating a New document :- Students, for creating a new document, we use shortcut key that is $ctrl+N$ and two methods that are given here:-

Method 1 :- (i) Click on the File tab > New option.
(ii) Select the blank document option -

Method 2 :- Click on New button on the Quick Access tool bar.

→ Children, Now, I am ending the lesson here. Please read and listen to the lesson carefully. Learn all the topics discussed in today's assignment.

Thank you...