

ACTIVITY

1. Start Microsoft Word.
2. Write the title “Menu Editor” at the beginning of the line.
3. Apply the following formats to “Menu Editor”: -
Font size=20 →**Bold** → **Italics** →Underline→ **All Caps** → *Aligned to center* →
Underline color =Red → **Font color =Blue** → **Highlight color= yellow**.
At last the text should look like this:-

MENU EDITOR

Save the file with the name “Exercise 2” under the sub folder *MS Word* and close it.

4. Open a new blank document, write the following text and make it look exactly as it is.
Save the file with the name *Exercise 3* under the same location as above.

To move or copy an item to a long distance or to another document

- Select the item you want to move or copy
 - To move the item: -
 - Click **Cut** on the **Standard** toolbar. Or
 - CTRL + X. or
 - Edit menu => Cut.
 - To copy the item: -
 - Click Copy on the **Standard** toolbar. Or
 - Edit menu => copy. Or
 - CTRL + C. or
 - If you want to move or copy the item to another document, switch to the document: -
 - Click where you want the item to appear. And
 - **Click Paste on the Standard toolbar :or: edit menu => click paste. Or**
 - CTRL + V.
- ❖ Note to do the above you have to use the Indentation buttons (increase/decrease).
5. Save the file and close it.
 6. Create a new document and write the following text:-
Save the file with the name *Exercise 4* under the same location as above.

Water (H₂O) is life.
 $X^3 + Y^2 + 2XY + 4 = 0$

7. Save the document and close it.
8. Finally exit from Microsoft Word.

***Congratulations!!!!
You have finished!!***

