

MOUNT EGMONT SCHOOL

CLASS – 9

ASSIGNMENT

1. What is Word Processing? Name some Word Processing software.
2. Write the steps to Open MS Word?
3. Write the steps to Save a Document?
4. Write the steps to open a Document?
5. Write the steps to close a Document?
6. What is the difference between Save and Save as Option available in MS Word?
7. Write the steps to use the Save As option?
8. What is GUI?
9. Name the Eight tabs and their groups.
10. Describe Home Tab in detail?
11. Write the steps to Bold, Italics and Underline the text?