

Computer Task

Std – 5 to 8

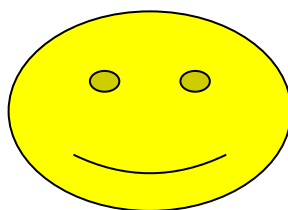
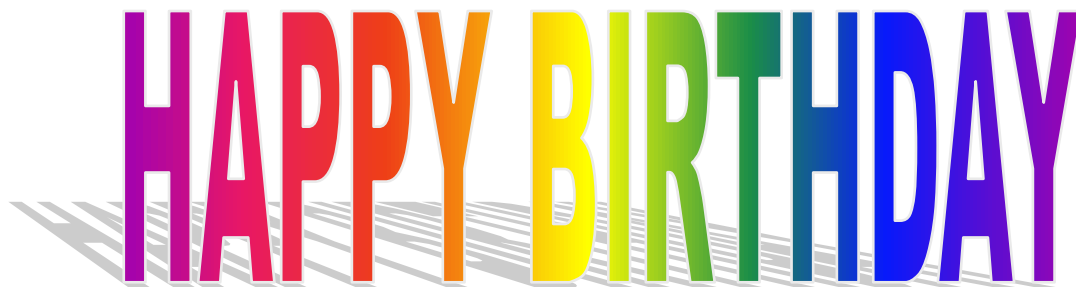
# MS WORD

## Practical Task

1.Insert image into the shape



2. Design Happy Birthday message by using word art.



3. Get the Newspaper and see the text based advertisement and design that advertisement in Ms word.

**create a power point presentation regarding to covid -19 information including dos and don'ts**

- ❖ Make your presentation attractive by appropriate design and animation.
- ❖ You can also insert pictures according to your need.

Theory Task



**Do you know your icons?**

An icon is a small symbol or picture that represents a series of instructions or programs.

ICON	Name / Function / Short Cut Command	ICON	Name / Function / Short Cut Command
	Save (Ctrl + S)		
		<b>B</b>	
		<i>I</i>	
		<u>U</u>	
		<b>Aa</b>	

COLUMN A	COLUMN B
(a) Crop	i. Stylised text
(b) Color	ii. An organized arrangement of text in rows and columns
(c) Clipart	iii. cut unwanted part of an image
(d) Word Art	iv. A placeholder where text can be entered
(e) Table	v. Grayscale
(f) Text box	vi. A gallery of predesigned pictures.

❖ Label the following parts of the MS Word Window.

