

## MS-WORD

Microsoft Word is a word processor developed by Microsoft. It was first released in 1983 under the name Multi-Tool Word for Xenix systems. MSWord is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes, and students' homework assignments. There are many simple but useful features available in Microsoft Word to make it easier for study and work. That's why so many people would prefer to convert the read-only PDF to editable Word and edit PDF in Word.

### Task A

1. Type the paragraph above as it is using “Calibri font”, font size 12. /2
2. Change the font type to “Lucida Calligraphy” and size to 14 /2
3. Align paragraph to the right margin. /2
4. Change the Font colour to Blue,Bold the text and underline the Heading “MS Word”. /3
5. Save this file as MS Word.doc in the "my document" folder and save it as your class-your name- your ID in" my document" folder d, for example, 4A-Ali Ahmed-1234. /1

Rubric for Scratch Program			
	1	2	3
Change the font			
Align the paragraph			
Save the document			
<b>Key:</b> <ol style="list-style-type: none"><li>1. Needs more opportunity to develop this skill.</li><li>2. Beginning to demonstrate this skill.</li><li>3. Has achieved this skill.</li></ol>			

## Task B

- 1.Highlight “Microsoft Word is a word processor developed by Microsoft. /1
2. Type the following lines and give numbers to those lines using line numbers /1  
option:  
Computer is a device.  
Computer is a machine  
Computer is an electronic device  
Computer is very useful.
3. Copy paste the above lines and use bullet list. /2
- 4.Save the document. /1

Rubric for Scratch Program			
	1	2	3
Use lists			
Able to highlight			
<b>Key:</b> <ol style="list-style-type: none"><li>1. Needs more opportunity to develop this skill.</li><li>2. Beginning to demonstrate this skill.</li><li>3. Has achieved this skill.</li></ol>			

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## Extension Task

Search on internet Qatar Events and make a document which will consist of the following

- 1.Heading aligned at center and use font size 16.
- 2.Use Font size 14 for the information and font style Calligraphy.
- 3.Highlight the important events names.
- 4.Make a bullet list for the events.
- 5.Save the document as task1.