Start ms -word

- Click start menu
- You will get a list
- Select ms-office from that list
- Again you find another list of ms-office programs
- Click on ms –word option in the list.

- Now you will find a window with a blank document
- Here you can prepare your document what ever you want.
- You can choose new document from file menu

(left most corner of your screen)

Parts of word window

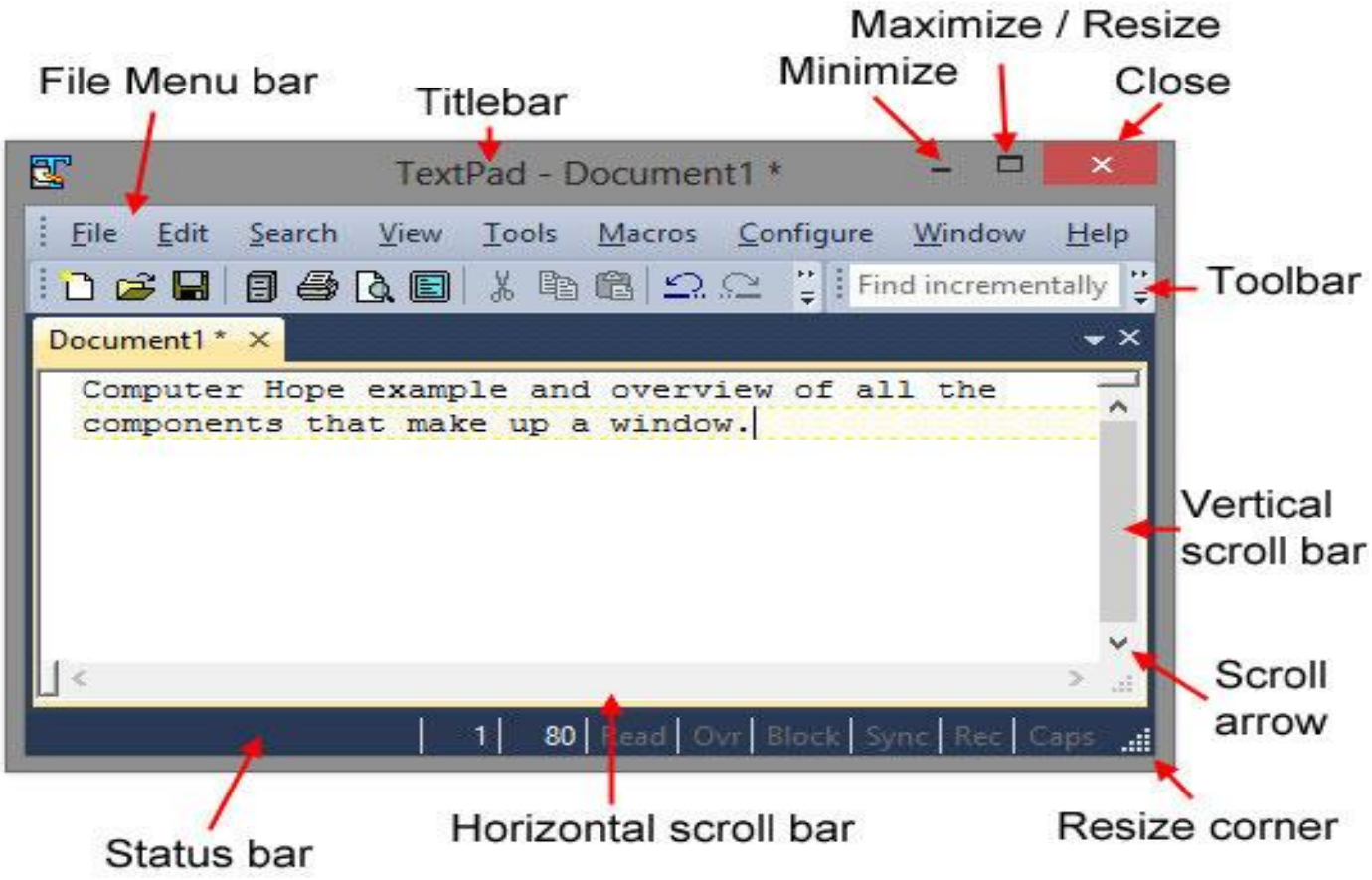
- MS- Word Window Elements:
- Various window elements of MS- Word
- Title bar
- Menu Bar
- Toolbars
- Workspace
- Status Bar
- Scroll Bars
- Scroll Box
- Task Pane

Title bar

- The **title bar** is a horizontal bar located at the top of a window in a GUI.
- It displays the title of the software, name of the current document, or other text identifying the contents of that window.

- For example, in the picture below, the title bar displays the program name "Text Pad" and the document name "Document1" that is currently being edited.

Example of a Microsoft Windows window



- Besides giving a description of the open program or window,
- the title bar may also contain other useful features that depend on the operating system and program showing the title bar.

- If you are using Microsoft Windows 8 and the title bar is missing, move the mouse pointer to the top of the screen to reveal it.

Basic features of the title bar

- As illustrated in the picture above, the standard title bar has a minimize, maximize, and close button, usually located on the right side.
- Also, in the top-left corner of a Microsoft Windows program window, there is an icon of the program that shows these options when clicked.

- In Microsoft Windows, pressing **Alt+Spacebar** shows you the window menu options, as shown in the picture. Using this keyboard shortcut, you can perform any of the title bar options without using a mouse.

Window Menu

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Extra features and functions of a title bar

- Below is a list of some of the functions of the title bar. Keep in mind that not all of these are available in all operating systems and programs.
- Click and hold down the mouse button on the title bar to move the window.
- .

- Double-click the title bar to maximize the window or set the window into window mode.
- Windows 7 introduced side-by-side windows, a feature that "snaps" windows to the side of the screen. To use side-by-side windows, click and drag the title bar to any edge of the screen