

- 1 - Office button
- 2 - Save
- 3 - Undo
- 4 - Redo
- 5 - Minimize
- 6 - Maximize
- 7 - Close
- 8 - Tab
- 9 - Section
- 10 - Scroll bar
- 11 - Page
- 12 - Help

2. Write 2 Procedures to open ms word?

- Ans → i) Go to start button → click on All Program → click Microsoft office → Choose Microsoft word 2007 → click here. and open ms word
- ii) Go to search box → type Microsoft Word → Click Microsoft Word 2007 and open.