

Short Note on Microsoft Word

Microsoft Word is popular word processing software developed by Microsoft. It allows users to create, edit, format, and share text documents easily.

Package Name

- **Microsoft Word** is part of the **Microsoft Office** suite (now often called **Microsoft 365**).

File Extension

- Word documents are saved with the extension: `.docx`
- Older versions used: `.doc`

Common Shortcut Keys

Action Shortcut Key

Copy Ctrl + C

Cut Ctrl + X

Paste Ctrl + V

Undo Ctrl + Z

Redo Ctrl + Y

Save Ctrl + S

Open File Ctrl + O

New File Ctrl + N

How to Open a New File

1. Open Microsoft Word.
2. Click **File** → **New**.
3. Choose **Blank Document** or a template.
4. Or simply press Ctrl + N.

Quick Word Questions

1. What is the Extension of all word files?
 - a. DOCS
 - b. DOCX
 - c. TXT
 - d. DOS
2. What is the shortcut key for CUT/COPY?
 - a. CTRLX/C
 - b. CTRL P/V
 - c. CTRL I/B
 - d. CTRLZ/Y
3. What is the shortcut key for opening New Blank page in Word?
 - a. CTRL + N
 - b. CTRL + P
 - c. CTRL + C
 - d. CTRL + R
4. What is the name of the package which contains word?
 - a. MS ONFIRE
 - b. MS MINUS
 - c. MS OFFICE
 - d. MS WORLD