

Word #



Microsoft Word is a word processing program that allows for the creation of both simple and complex documents. Start and quit word.

on the window key on your keyboard to display the start menu on the list of application find word and click it the start up screen appears and word starts.

Power point (PPT) is a powerful easy to use presentation graphic software program that allows you to create professional-looking multimedia slide show.

Start and End Show. click the slide show tab on the ribbon select from beginning or from current slide show. you can also press F5 on your keyboard or click the slide show button in the status bar to start presentation to exit the presentation and return to normal view click the options button.