

تج لكث تجت آءج ءكء

UvDb Kwj Kvcj ,cUqvLvj x,ewi kvj ,evsj v`k |

thvMvthvMt

B-BtgBj t [hmbashar@gmail.com](mailto:hmbashar@gmail.com)

Facebook: <http://www.facebook.com/h.m.abul>

GLvfb AvqvK me mgq cvl qv hvte | Ges Avcbv PvbTj Avqv GB Mj  
 thvM`vb Kitz cvtib Ges Avcbvi KuvDUvti i bvbvb mgmvi K\_v GLvfb tj LtZ  
 cvtib, GLvfb mevB AvcbvK tnj c Kivi tPón Kite, Avcb hv` Kviv mgvavb  
 w`Z cvtib Zvtj vb

Avqv`i Df`k nj webv LiR mKj mgmvi mgvavb t`qv |

Facebook Groups:

“PC HELP CENTER”

<http://www.facebook.com/groups/pchelpcenter/>

we: `ª Avqvij Lv hv` tkvb aibv fj \_vtK Zvtj vgvv `wóZ t` Lteb |

আল্লাহ হাফেR

## Yeasin Stors & Computer Training Center MS Word

1. How to Open Ms Word? (ৱকfvte Gg.Gm, l qvWqLvj v hvq?)

Press: Start  
Select Programs  
Select Microsoft Office  
Select Microsoft Office Word

2. How to Exit From Ms Word? (ৱকfvte Gg.Gm, l qvWqeÜ Kiv hvq?)

Press: File  
Select Close  
Press: File  
Select Exit

3. How to save a File/Document? (ৱকfvte dvBj msi ¶lb Kiv hvq?)

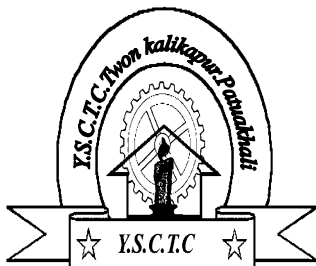
Type your Text / Document  
Press: File  
Select Save (Ctrl + S)  
Type Your File Name  
Press: Save, or Press Enter

4. How to open a Saved File? (ৱকfvte msi ¶Z dvBj ¶buj v hvq?)

Press: File  
Select Open  
Type your File Name  
Press: Open, or Press Enter

5. How to save password a file? (ৱকfvte cml qvWq¶q dvBj msi ¶lb Kiv hvq?)

Press: File  
Select Save as  
Press Tools  
Select Security Options  
Select Password to open  
Type Your Password  
Press OK  
Retype Your Password  
Press OK & Press Save, or Press Enter



BqvwQb tóvi ,hpe msm` evRvi ,UvDb Kwj Kvcj ,cUygvLvj x|

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6. How to See Print Preview? (ৱক ফিটে ৱচৌUi চফে@j Lv f` Lv hvq?)

Press: File

Select Print Preview.

7. How to Return From Print Preview? (ৱক ফিটে ৱচৌৱচৌFD f`\_tK ৱdti Avmv hvq?)

Select: Close

Or Press: File

Select Print Preview, Or Esc

8. How to Print a File? (ৱক ফিটে dlvBj ৱচৌ Kiv hvq?)

Press: File

Select Print

Select All/Current page/pages

Press: OK

9. How to Define Block? (কিভাবে লেখাকে ব্লক করা যায়?)

(a) Keep the Courser at the starting point of the expected text

Press: Shift + Arrow Key (For Blocking)

(b) For block all Document- Press: Ctrl + A

(c) Press: Shift + End (For block one line)

(d) Press: Shift + Up/Down Arrow Key (for block line by line)

10. How to write Bold /italic/Underline to Text?

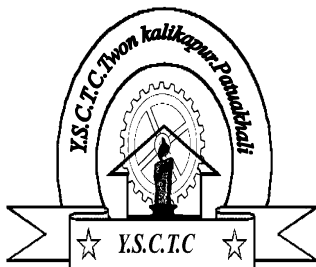
(ৱক ফিটে tj Lv fK fgvUv Kiv/Wvfb fnj xtbv/wbtp `vm f` qv hvq?)

Block your expected text

Press: Ctrl +B (Bold)

Press: Ctrl + I (Italic)

Press: Ctrl +U (Underline)



BqmvQb f6vi ,hje msm` evRvi ,UvDb Kwj Kvcj ,cUyvLv x |

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11. How to stay your text center/left/right & justified position?

(ᄡKfvᄡe tj LvᄡK Wvᄡb/erᄡg/gᄡa" Ae ᄡvb Kivᄡbv hvq?)

Block your Text

Select Right (Ctrl + R)

Select Left (Ctrl + Q)

Select center (Ctrl + E)

Select Justified (Ctrl + J)

12. How to change paper margin? (ᄡKfvᄡe cvZvi gvᄡRᄡ cwi eZᄡ Kiv hvq?)

Press: File

Select page setup

Select Margin

Select Top/Bottom/Left/Right

Select OK

13. How to Change paper size? (ᄡKfvᄡe cᄡvi AvKvi cwi eZᄡ Kiv hvq?)

Press: File

Select page setup

Select paper size

Select Width

Select Height

Select OK

14. How to Create Page Portrait/Landscape? (ᄡKfvᄡe cᄡv j ᄡᄡ ev Pl ov ᄡᄡᄡ Kiv hvq?)

Press: File

Select Page setup

Select Margins

Select Orientation

Select Portrait/Landscape.

Select OK.

15. How to move of Text? (ᄡKfvᄡe tj LvᄡK ᄡvbᄡᄡi Z Kiv hvq?)

Block your expected Text

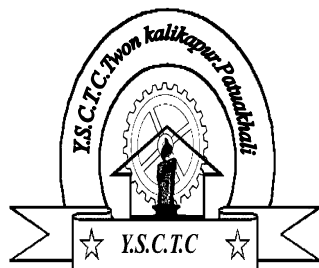
Press: Edit

Select Cut (Ctrl +X)

Now take the Courser where you want to paste (Use up/down/arrow key)

Press: Edit

Select Paste (Ctrl +V)



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16. How to Copy of Text? (ৱক ফৱ্টে ত্জ ল্ভক চৌজি় ৱে কিব হব্?)

Block your expected Text

Press: Edit

Select Paste (Ctrl +V)

17. How to Delete the Text? (ৱক ফৱ্টে ত্জ ল্ভ ত্গৱৱ হব্?)

Block your expected Text

Press: Delete

18. How to undo deleted Text? (ৱক ফৱ্টে ত্গৱৱ ত্জ ল্ভ ৱল্ভি ত্গ আব্ব হব্?)

Select Edit

Select undo (Ctrl + Z)

19. How to go particular page? (ৱক ফৱ্টে ৱৱ ৱে চৌব্ হব্?)

Press: Edit

Select go to

Type your expected page number

Press: Go to & Close

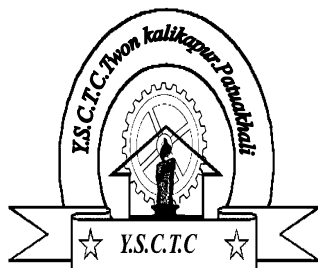
20. How to Find a Particular Word? (ৱক ফৱ্টে ৱৱ ৱে গক্ ৱে কা ত্লৱ হব্?)

Press: Edit

Select Find

Type your expected word

Press: Find Next & Close



BqviQb tóvi ,hje msm` evRvi ,UvDb Kwij Kvcj ,cUgvLvj x |

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21. How to replace a word? (ৱKfৱte GKৱU k†āi cwi e†ZAb GKৱU kã emৱtৱv hvq?)

Press: Edit

Select replace

Type your wrong word at the find what

Type your correct word what to replace at the replace with

Press: replace all

22. How to create full screen? (ৱKfৱte c†v†K m†cY†AvKv†i † Lv hvq?)

Press: View

Select Full screen

23. How to View Zoom? (ৱKfৱte c†v†K †QvU ev eo K†i † Lv hvq?)

Press: View

Select: Zoom

Select: Percent%

Press: Ok

24. How to create Header and footer every page?

(ৱKfৱte c†Z c†vi Dc†i Ges b††P †j Lv †cb K†v hvq?)

Press: View

Select Header and Footer

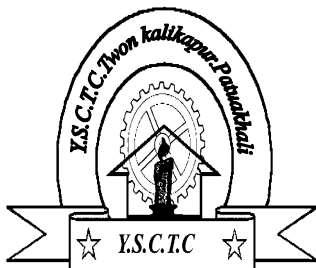
25. How to use Page break? (ৱKfৱte †cR †eK e†envi K†v hvq?)

Press: Insert

Select: Break

Select: Page Break

Press: Ok



BqwiQb †óvi ,h†e msm` evRvi ,UvDb Kwj Kvcj ,cU††vLv† x|

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26. How to create Page Number in every Page? (ৱকফব্ৰে চাঁড় চপ্ৰি বৰ্ফ ৰ' ৱ hvq?)

Press: Insert  
Select: Page Number  
Select Position (Top/Bottom)  
Select: Alignment (left/center/right)  
Press: Ok

27. How to create Date & Time? (ৱকফব্ৰে চপ্ৰৱ জুৰি L I mgq emvfbv hvq?)

Press: Insert  
Select: Date and Time  
Press: Ok

28. How to create Divide Number? (ৱকফব্ৰে মসL'v wef<sup>3</sup> Kiv hvq?)

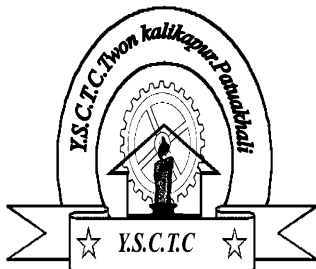
Press: Insert  
Select Field  
Select Field Names (Eq)  
Select Field Codes  
Select Options  
Select / F (,)  
Press: Add to Filed  
Type your Field Code (Example 1,2)  
Press: Ok & Press Ok

29. How to Insert Symbol? (ৱকফব্ৰে চপ্ৰৱ চ'ক emvfbv hvq?)

Press: Insert  
Select Symbol  
Select you expected symbol  
Press Insert & press Close

30. How to Insert Picture? (ৱকফব্ৰে চপ্ৰৱ ৱে 'vcb Kiv hvq?)

Press Insert  
Select: Picture  
Select: Clip art or From File  
Choice your picture & Press Insert



ৱকফব্ৰে চপ্ৰৱ, ৱে msm' evRvi, UvDb Kwij Kvcj, cUppvLv x |

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31. How to create Word art? (ৱৰ্দ্ধিত্ব লিখিত্ব আৰু এন্বি কিব হব্ব?)

- Block your text
- Press: Insert
- Select: Picture
- Select Word Art
- Select a word art style
- Press: Ok

32. How to create Text Box? (ৱৰ্দ্ধিত্ব তুলি এ কিব হব্ব?)

- Press: Insert
- Select Text Box
- Press: Left Button you Mouse & Move you Mouse

33. How to Use Text Direction? (ৱৰ্দ্ধিত্ব তুলি ৱৰ্দ্ধিত্ব কৰি এন্বি কিব হব্ব?)

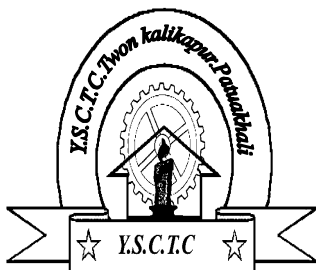
- Press: Insert
- Select: Text Box
- Draw Text Box and Type you Text
- Press: Format
- Select Text direction
- Press: Orientation Text
- Press: Ok

34. How to Change Font? (ৱৰ্দ্ধিত্ব আৰু তুলি ৱৰ্দ্ধিত্ব কৰি এন্বি কিব হব্ব?)

- Block your Text
- Press: Format
- Press: Font
- Press: (Up/Down Arrow Key)
- Select: Your Expected Font & Press: Ok

35. How to Change Font Size? (ৱৰ্দ্ধিত্ব কৰি এন্বি কিব হব্ব?)

- Block your Text
- Press: Format
- Select: Font
- Select: Size
- Press: Ok
- Or,
- Block your Text
- Press: Ctrl + ] (For Large Font Size)
- Press: Ctrl + [ (For Small Font Size)



ৱৰ্দ্ধিত্ব কৰি এন্বি কিব হব্ব? , ৱৰ্দ্ধিত্ব কৰি এন্বি কিব হব্ব? , ৱৰ্দ্ধিত্ব কৰি এন্বি কিব হব্ব?

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36. How to create Superscript? (ৱকfvte mpcvi - ৳P mjo Kiv hvq?)

Block your expected text

Press: Format

Select: Font

Select: Superscript

Press: Ok

Or,

(Ctrl + Shift=)

37. How to create Subscript? (ৱকfvte mve - ৳P mjo Kiv hvq?)

Block your expected text

Press: Format

Select: Font

Select: Subscript

Press: Ok

Or,

(Ctrl=)

38. How to create color of your text? (ৱকfvte tj Lvq is Kiv hvq?)

Block your expected text

Press: Format

Select: Font

Select: Font color

Press: Ok

39. How to create Line Spacing? (ৱকfvte jvBtbi gta` duKv evovtbv hvq?)

Block your text

Press: Format

Select: Paragraph

Select: Line Spacing

Select Single, 1.5 Lines, Double

Press: Ok

40. How to create Paragraph? (ৱকfvte tj Lvq c'vi v mjo Kiv hvq?)

Block your text

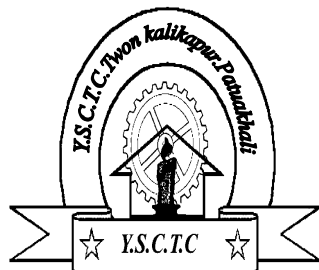
Press: Format

Select: Paragraph

Select: Indentation

Select: Left/Right

Press: Ok



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41. How to create Bullets & Numbering? (ৱক ফব্ৰে এজ Um&Ges bvræfi t` qv hvq?)

Press: Format

Select: Bullets & Numbering

Select: Bullets Or Numbered

Press: Ok

42. How to create Page Border? (ৱক ফব্ৰে cðvq eWfæ mjo Kiv hvq?)

Select: Format

Select: Border & Shading

Select: Page Border

Select: Color/Width/Art

Select: Box

43. How to create Column in your Page? (ৱক ফব্ৰে cðvq Kj vg mjo Kiv hvq?)

Press: Format

Select: Columns

Select: number of columns

Press: Ok

44. How to Insert Column Break? (ৱক ফব্ৰে Kj vg fWv hvq?)

Press: Insert

Select Column break

Press Ok

45. How to use Change case? (ৱক ফব্ৰে tPÁ tKm e`envi Kiv hvq?)

Press: Format

Select: Change case

Press: Ok



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46. How to create Drop cap? (ৱৰ্ণফৰ্মেটৰে ৱৰ্ণ ক'ৰে মূৰৰ ক'ৰ হব?)

Press: format

Select: Drop cap

Select: Dropped or In Margin

Select: Lines to drop

Press: Ok

47. How to Draw a Table? (ৱৰ্ণফৰ্মেটৰে টেবুল আঁকিব হব?)

Press: Table

Select: Draw Table

Press: Left Button your Mouse & Move you Mouse

48. How to create Table? (ৱৰ্ণফৰ্মেটৰে টেবুল সৃষ্টি কৰিব হব?)

Press: Table

Select: Insert Table

Select: Number of column & Row

Press: Ok

49. How to Delete Table Columns? (ৱৰ্ণফৰ্মেটৰে টেবুলৰ স্তম্ভ বাদ কৰিব হব?)

Block the Columns

Select: Insert Table

Select: Delete

Press: Columns

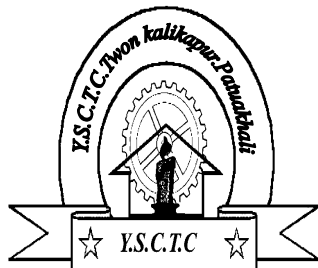
50. How to Delete Table row? (ৱৰ্ণফৰ্মেটৰে টেবুলৰ স্তম্ভ বাদ কৰিব হব?)

Block the Columns

Press: Table

Select: Delete

Press: Rows



ৱৰ্ণফৰ্মেটৰে টেবুলৰ স্তম্ভ বাদ কৰিব হব? (ৱৰ্ণফৰ্মেটৰে টেবুলৰ স্তম্ভ বাদ কৰিব হব?)

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51. How to use Marge cells? (ৱক ফিটে গুৱাৰ্ণমজ এ'এনবি কিব হবু?)

Block the Cells  
Press: Table  
Select: Marge cells

52. How to use Split Cells? (ৱক ফিটে ৱ'উএ টমজ এ'এনবি কিব হবু?)

Block the Cells  
Press: Table  
Select: Split Cells  
Select: Number of Rows  
& Press: Ok

53. How to use auto fit columns & rowan? (ৱক ফিটে অটো ফিট কলাম্ ক্ৰী ক্ৰী ৱগ্ জেস টি ৱ মগ্ৰ ক্ৰী ৱগ্?)

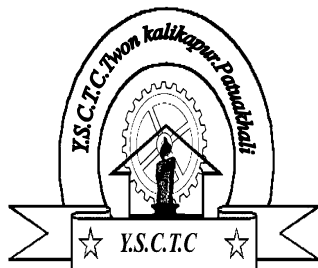
Block the cells  
Press: Table  
Select: Auto Fit  
Select: Distribute Rows Evenly  
Select: Distribute Columns Evenly

54. How to Delete Full Cells? (ৱক ফিটে ম'এ'উ'এ'মজ গ্ৰ'উ'ট'এ'নবি?)

Block the Cells  
Press: Table  
Select: Delete  
Press: Table

55. How to Write Bengla? (ৱক ফিটে এ'ব'জ' ৱ'ট'এ'ল' হবু?)

Press: Start  
Select: Programs  
Select: Bijoy  
Press: Ok  
Press: Ok  
Press: Ctrl + Alt + B  
Change Font (SutonnyMj / SutonnyEmj)



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