

MS OFFICE WORD

DEFINITION: It is an application software which is mainly used for designing document like letter, challan, report, etc.

METHODS TO START MS WORD:

Method 1 : Click on start button > All Program > Microsoft Office > Microsoft word

Method 2 : Click on start button > Type Winword in search box.

Method 3 : Type Winword in run command then press enter button.

Method 4 : Double click on the MS word icon on the desktop.

TITLE BAR: The top bar of the window is called title bar. It contains the file name and the software name. By default, the file name will be document-1.

MICROSOFT OFFICE BUTTON: It is found at the upper left corner of the MS word 2007 window. This Menu can be used to create a new file, open an existing file, save a file and perform many other tasks.

QUICK ACCESS TOOLBAR: It is a collection of shortcuts to the features, options, commands, or option groups that you use frequently.

MENU BAR: The menu bar is directly below the title bar and it displays the menu. The menu begins with the File menu and continues with Edit, View , Insert , Format , Tools , Table , Window and Help.

RULER: It is used as a measuring tool through which you signify the position of the cursors where you are going to write. There are two rulers in your window one is vertical ruler and another one is horizontal ruler.

RIBBON: It is a set of toolbars at the top of the window in office programs designed to help you quickly find the commands that you need to complete a task.

GROUPS: Each ribbon contains multiple commands divided into various groups. Like home ribbon contains the font group, paragraph group, style group etc.

SCROLL BAR: There are two scroll bars in MS word one is vertical through which you can scroll up & down and another one is horizontal through which you can scroll left & right.

STATUS BAR: This bar at the bottom of your screen has commands for word count, spelling check and view controls.

TEXT AREA: The large area below the horizontal ruler is called text area.

CURSOR: The blinking vertical line in the upper left corner of the text area is the cursor. It marks the insertion point. As you type, your text displays at the cursor location.

PRACTICAL NOTES

TO CREATE NEW DOCUMENT:

- ☞ Click on Office button
- ☞ Click on New
- ☞ Click on Blank Document
- ☞ Click on Create

TO SAVE A DOCUMENT:

- ☞ Click on Office button
- ☞ Click on Save option
- ☞ Choose your location where you want to save

TO OPEN SAVED DOCUMENT:

- ☞ Click on Office button > Click on open option > Open Document which you want

TO PRINT A DOCUMENT:

- ☞ Click on Office button
- ☞ Click on Print
- ☞ Type page number
- ☞ Click on Ok

TO PROTECT DOCUMENT:

- ☞ Click on Office button
- ☞ Click on prepare option
- ☞ Click on encrypt document
- ☞ Type password
- ☞ Click on Ok
- ☞ Again, type password
- ☞ Click on Ok

TO CLOSE DOCUMENT:

- ☞ Click on Office button
- ☞ Click on close button

HOME MENU

TO CHANGE FONT FACE:

- ☞ Select text
- ☞ Click on font face option
- ☞ Select any font style

TO CHANGE FONT SIZE:

- ☞ Select text
- ☞ Click on font size option
- ☞ Select font size

TO APPLY BOLD, ITALIC & UNDERLINE:

- ☞ Select text
- ☞ Click on bold, italic & underline option in a font group.

TO APPLY STRIKETHROUGH, SUBSCRIPT & SUPERSCRIPIT:

- ☞ Select text
- ☞ Click on strikethrough, subscript & superscript option in a font group.

TO CHANGE TEXT HIGHLIGHT COLOR:

- ☞ Select text
- ☞ Click on text highlight color option.

TO CHANGE FONT COLOR:

- ☞ Select text
- ☞ Click on font color option
- ☞ Select color

TO CHANGE CASE:

- ☞ Select text

- ☞ Click on change case option
- ☞ Select change case

TO APPLY CLEAR FORMATTING:

- ☞ Select text
- ☞ Click on clear formatting option

TO SET BULLET:

- ☞ Click on the bullet option
- ☞ Type your text
- ☞ Press enter button

TO SET NUMBERING:

- ☞ Type your text
- ☞ Press enter button

TO SET MULTILEVEL LIST:

- ☞ Click on multilevel list option
- ☞ Type your list

TO ALIGN TEXT:

- ❖ LEFT ALIGNMENT: This option is used to align text to the left.
- ❖ CENTER ALIGNMENT: This option is used to align text to the center.
- ❖ RIGHT ALIGNMENT: This option is used to align text to the right.
- ❖ JUSTIFY: This option is used to align text to both the left and right margins. Adding extra space between words as necessary.

TO SET LINE SPACING:

- ☞ Select paragraph
- ☞ Click on line spacing option
- ☞ Select point

TO APPLY SHADING:

- ☞ Select text or paragraph
- ☞ Click on Shading option
- ☞ Select color

TO SET BORDER:

- ☞ Click on border
- ☞ Select border option

INCREASE INDENT: This option is used to increase the indent level of the paragraph.

DECREASE INDENT: This option is used to decrease the indent level of the paragraph.

SORT: This option is used to alphabetize the selected text or sort numerical data.

FIND: This option is used to find text in the document.

- ☞ Place your cursor before paragraph
- ☞ Click on find option
- ☞ Type text which you find

REPLACE: This option is used to replace text in the document.

- ☞ Place your cursor before paragraph
- ☞ Click on replace option

- ☞ Type text which you find & type text which you replace.

SELECT: This option is used to select text in the document.

INSERT MENU

TO APPLY COVER PAGE:

- ☞ Click on insert tab > Click on cover page > Select cover page

PAGE BREAK: This option is used to start the next page at the current position.

- ☞ Place your cursor where page break
- ☞ Click on insert tab
- ☞ Click on page break

BLANK PAGE: This option is used to create upper blank page

- ☞ Place your cursor before paragraph
- ☞ Click on blank page

TO CREATE TABLE:

- ☞ Click on insert tab
- ☞ Click on table

TO INSERT PICTURE:

- ☞ Click on insert tab
- ☞ Click on picture.

TO INSERT CLIPART:

- ☞ Click on insert tab
- ☞ Click on clipart.

TO CREATE SHAPES:

- ☞ Click on insert tab
- ☞ Click on shapes.
- ☞ Create a shape.

TO CREATE SMART ART:

- ☞ Click on insert tab
- ☞ Click on smart art.

TO INSERT CHART:

- ☞ Click on insert tab
- ☞ Click on chart
- ☞ Select chart style
- ☞ Click on ok

HYPERLINK: This option is used to create a link.

TO CREATE HYPERLINK:

- ☞ Click on insert tab
- ☞ Select text
- ☞ Click on hyperlink
- ☞ Select file
- ☞ Click on Ok

BOOKMARK: This option is used to create a bookmark to assign a name to specific point in a document.

TO CREATE BOOKMARK:

- ☞ Select text
- ☞ Click on insert tab
- ☞ Click on bookmark option
- ☞ Type selected text
- ☞ Click on add

CROSS REFERENCE: This option is used to refer to item such as heading figure and table.

TO CREATE CROSS REFERENCE:

- ☞ Create heading
- ☞ Click on insert tab
- ☞ Click on cross reference
- ☞ Select heading from reference type.
- ☞ Insert heading link on first page.

HEADER: This option is used to edit header of the document.

TO EDIT HEADER:

- ☞ Click on insert tab
- ☞ Click on header
- ☞ Select header style.

FOOTER: This option is used to edit footer of the document.

TO EDIT FOOTER:

- ☞ Click on insert tab.
- ☞ Click on footer.
- ☞ Select footer style.

TO INSERT PAGE NUMBER:

- ☞ Click on insert tab.
- ☞ Click on page number.
- ☞ Select page number format.

TEXT BOX: This option is used to insert preformatted text boxes.

TO USE TEXT BOX:

- ☞ Click on insert tab.
- ☞ Click on text box.
- ☞ Select text box.

QUICK PARTS: This option is used to insert reusable pieces of content including field document properties like title, author, address, phone etc.

WORD ART: This option is used to insert decorative text in your document.

TO INSERT WORD ART:

- ☞ Click on insert tab.
- ☞ Click on word art
- ☞ Select word art style.

- ☞ Type text
- ☞ Click on ok.

DROP CAP: This option is used to create a large capital letter at the beginning of a paragraph.

SIGNATURE LINE: This option is used to insert signature line.

TO USE SIGNATURE LINE:

- ☞ Click on insert tab.
- ☞ Click on signature line.
- ☞ Click on ok.
- ☞ Type your detail.
- ☞ Click on ok.
- ☞ Right click on signature box.
- ☞ Click on sign.
- ☞ Select signature.

TO INSERT DATE & TIME:

- ☞ Click on insert tab.
- ☞ Click on date & time.
- ☞ Select date & time format.

OBJECT: This option is used to insert another file.

TO INSERT OBJECT:

- ☞ Click on insert tab.
- ☞ Click on object.
- ☞ Select object type.
- ☞ Click on ok.

TO ADD TWO DIFFERENT FILES IN DOCUMENT:

- ☞ Click on insert tab.
- ☞ Click on object.
- ☞ Click on text from file
- ☞ Select document.
- ☞ Click on ok

TO INSERT EQUATION:

- ☞ Click on insert tab.
- ☞ Click on equation.
- ☞ Select equation.

TO INSERT SYMBOL:

- ☞ Click on insert tab.
- ☞ Click on symbol.
- ☞ Select symbol.

PAGE LAYOUT MENU

TO SET MARGIN:

- ☞ Click on page layout tab.
- ☞ Click on margins.
- Or
- ☞ Select custom margins.

TO SET ORIENTATION:

- ☞ Click on page layout tab.
- ☞ Click on orientation.
- ☞ Select page orientation.

TO SET PAGE SIZE:

- ☞ Click on page layout tab.
- ☞ Click on size.
- ☞ Select size.

TO SET COLUMNS:

- ☞ Click on page layout tab.
- ☞ Click on columns.
- ☞ Select columns.

TO SET WATERMARKS:

- ☞ Click on page layout tab.
 - ☞ Click on watermark.
 - ☞ Select watermark.
- Or
- ☞ Click on custom watermark.
 - ☞ Click on text watermark.
 - ☞ Type text.
 - ☞ Click on apply
 - ☞ Click on ok

TO SET PAGE COLOR:

- ☞ Click on page layout tab.
- ☞ Click on page color.
- ☞ Select color.

TO SET PAGE BORDER:

- ☞ Click on page layout tab.
- ☞ Click on page border
- ☞ Select border style.
- ☞ Click on ok.

REFERENCES MENU

TO CREATE TABLE OF CONTENTS:

- ☞ Click on reference tab.
- ☞ Click on table of contents
- ☞ Select content style

REVIEW MENU

TO CHECK SPELLING & GRAMMAR:

- ☞ Click on spelling & grammar
- ☞ Check spelling & grammar mistake.

THESAURUS: This Option is used to suggest other word with a similar meaning to the word you have selected.

COMMENT: This option is used to add comment about the selection.