Microsoft office -

It is the group of applications, it is used to edit, cut format and print the part of the file and text based document as well as making lazers and presentation using spread sheet and presentation programs and data base handling and manipulating of records is done through ms access like relational data base management system and other group of applications are also used according to the users choice.
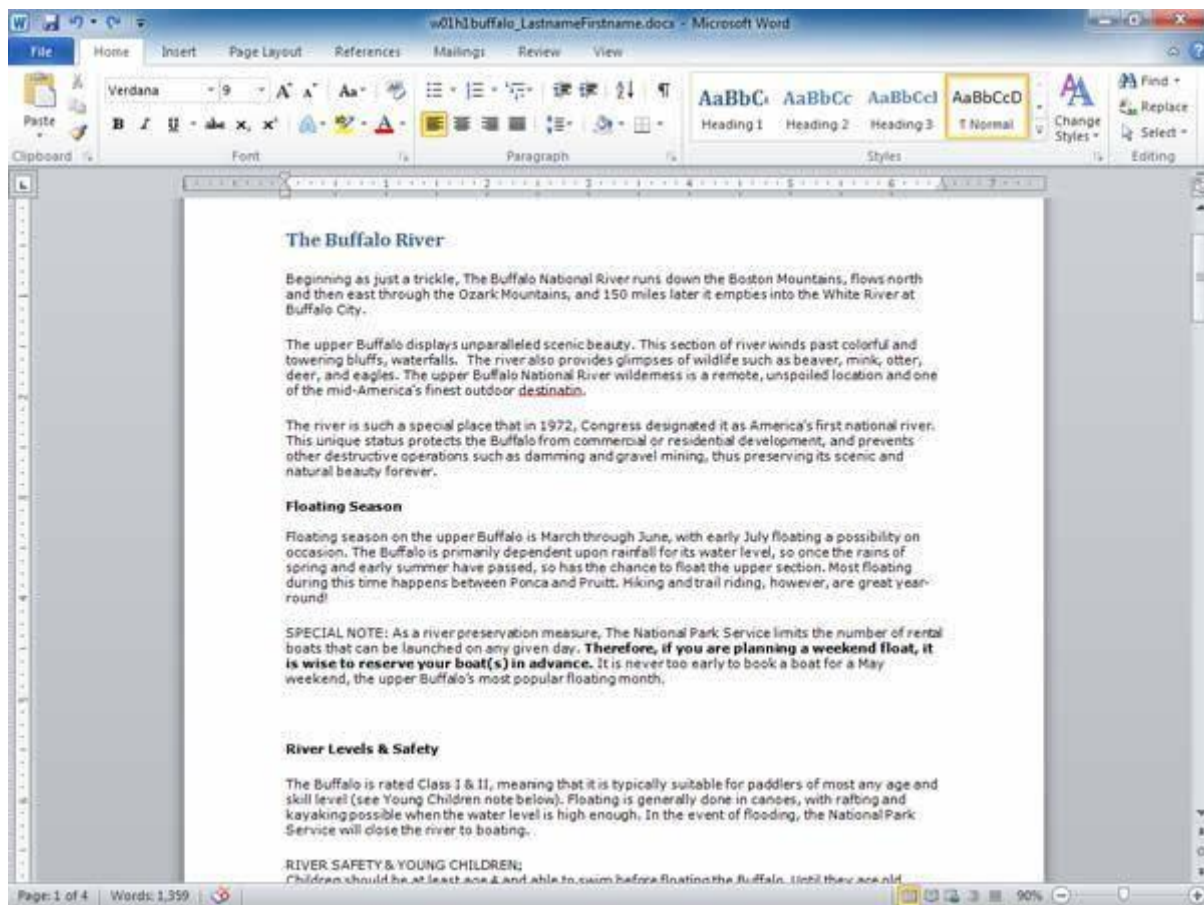
Ms Word

word processing is recognized as text based formatting, editing and printing, ms word provide the feature of creating the letter, application, invoice and publication related materials like book- composing designing, page layout making table and off-course the use of mail merge make it powerful by creating one letter and generate it's copy to different people in different places by the help of table like other application of ms word. It has common menu and tools are available. It is opened by the program file name windows .Exe; the extension of ms word file is .doc.

How to start ms word:-

➤ Click on start menu (Task bar)
➤ Select all programs option
➤ Click on Microsoft office
➤ And select ms word or
➤ Click on start menu
➤ Select run option
➤ Type winword into the dialog box and
➤ Click on ok button

THE MS-WORD WINDOW

ELEMENT OF MS – WORD WINDOW

· **Title bar:** The title bar displays the name if the currently active word document. It also holds same control buttons- minimize, restore/maximize and close.

· **Quick Access toolbar:** This tool bar is located at the top of window. By default, this toolbar display the save, undo and Repeat buttons. We can also add other option in this toolbar.

· **Ribbon:** Ribbon is displayed just below the title bar. In ribbon commands are organized in logical groups, which are collected together under tabs. You can hide/show ribbon by double clicking the active tab .

ELEMENT OF MS – WORD WINDOW(CONT.)

- **Tab**: Tab is just like which menu that contains the set of tools (option)
  the main difference is tab contains all tools in icon format that make easy to access the tool.
- Ms-Word 2010 by default contains 8 tabs namely:
- File, Home, Insert, Page Layout, Reference, mailing, review and View.
- **Scroll bar:** The scroll bar helps you scroll the content or body of document.
- **Workspace**: The workspace is the area in the document window where you type the text of your document.
- **Ruler**: Showing page width and position of tab, indents columns and margins.
  Status bar: The status bar displays information about the currently active document. This includes the page number that you are working, the column and line of the cursor position and so on.

CREATING NEW BLANK DOCUMENT

- When you run ms-word, it opens a new blank document and default name is Document1.
Steps:
- Click the File tab and then click New or Press (Ctrl+N) or Choose New option from quick access toolbar.
- Under Available Templates, click Blank Document. Click
- Create.

CREATING NEW DOCUMENT USING TEMPLATES

- Word 2010 allows you to apply built-in templates from a wide selection of popular Word templates, including resumes, agendas, business cards, and faxes.
Steps :
- On the File tab, click New or press (**Ctrl+N**)
- Under Available Templates, do one of the following: To
- use one of the built-in templates, click Sample
Templates, click the template that you want, and then click Create.

OPENING AN EXISTING DOCUMENT

- Open Option allows you to open an existing word document from either the hard disk or other media attached to the computer.
- Steps:
- Click the File tab, and then click Open or Press (**Ctrl+O).**
- In the left pane of the Open dialog box, click the drive or folder that contains the document.
- In the right pane of the Open dialog box, open the folder that contains the document that you want.
- Click the document and then click Open.

SAVING A DOCUMENT

- The first time you save a Word document, you have to assign a name and choose the folder in which to save it.
Steps:
- Click on File tab and choose save option or Press **(Ctrl+S)** or Click save button on Quick Access toolbar
- Then Save As dialog box will appear (if you are saving file first time) Specify the file name & location
- Click on save button

SAVE A DOCUMENT WITH NEW FILE (DOC.)

- Save as allows you to save the current document under a new file it also allow to save the document with different format and version of MS-word like ms-word old version and html format etc.
Steps:
- Click on file Tab and choose Save As option or Press (**F12**) Then
- Save As dialog box will appear
- Specify the New file name and chose format from save as drop down list Click on save button.
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CLOSING A DOCUMENT

· When you want to close the current document without closing the application you can choose close option.
Steps:
· Click on file tab and choose Option or Press **(Ctrl+W)**
· If the file is not saved before the close operation, ms-word display a dialog box confirming the saving of file.

EXIT FROM MS-WORD

· **Exit (Alt+F4)**: Exit option allows you to quit MS-Word Application.
Steps:
· Click on file tab and choose Exit ms-word option or Press Alt+F4 or Click on close button on title bar .
· If the file is not saved before the close operation, ms-word display a dialog box confirming the saving of file.

UNDO AND REPEAT ACTION

· **Undo** option allows to cancel or remove the last changes taken place in the document such as editing, formatting etc.
Steps:
· Click on undo button from quick access toolbar or pres (Ctrl+Z) from keyboard.
· **Repeat** option allows to repeat the last changes that canceled by undo operation.
Steps:
· Click on repeat Button from Quick access toolbar or Press (Ctrl+Y) from keyboard.

MOVING TEXT OR GRAPHIC OBJECTS

· Ms-word Allows to move text or any graphics object from one location to another location in same document or another document also.
Steps:
· Select the text or graphic object which you want to move.

- Click on Cut button from clipboard group on home tab or Press (Ctrl+X) or Select cut option from popup menu by clicking right mouse button.

- Place the cursor where you want to place the text or graphic object.

- Click on paste button from clipboard group on home tab . Or press (Ctrl+V) or Choose paste option from popup menu by clicking the right mouse button.

COPYING TEXT OR GRAPHIC OBJECTS

- Ms-word allows to copy selected text and graphics from your document and keep it available for pasting it later. This command is available only when you select text and graphics.

- Steps:

- Select the text or graphic object which you want to copy.

- Click on Copy button from clipboard group on home tab or Press (Ctrl+C) or Select copy option from popup menu by clicking right mouse button.

- Place the cursor where you want to place the text or graphic object.

- Click on paste button from clipboard group on home tab . Or press (Ctrl+V) or Choose paste option from popup menu by clicking the right mouse button.

FORMATTING TEXT

- The Font Group allows you to change your text font style, size, color and many other elements.

Steps:

- Select the text which you want to format

- Choose the font name, font-size or color which required Font

- Family

- Increase/Decrease Font Size

- Text Color

- Bold/Italic/Underline/Strikethrough/Superscript/Subscript Change

- Textcase

Remove formatting

- Highlight Text

CHANGE TEXT CASE

- You can change the case of selected text in a document by clicking a single button called Change Case on the ribbon.
Following cases are available in ms word

- Sentence case

- UPPERCASE

- lowercase

- Capitalize Each Word

- tOGGLE cASE

(Shift+f3) Key used to switch from lowercase to upper and capitalize each word its work wise versa .

FORMATTING PARAGRAPH

- Paragraph Group allows you to change your paragraph alignment, line spacing, paragraph spacing, text indent and many other elements.
Steps:

- Select or place the cursor on paragraph in which you want to perform the formatting

- Choose required option from paragraph group on home tab.

TEXT ALIGNMENT

- The attribute alignment of a paragraph refers to the position of the document text on the page.
Step:

- Select the line of text which alignment you want to change

- Select the required alignment button from paragraph group on home tab.

Left Alignment Ctrl + L Right
Alignment Ctrl + R Centre
Alignment Ctrl + E Justified
Alignment Ctrl + J

BULLETS AND NUMBERING:

- Bullets and numbering basically used for making a list or arranging
the contents in order. You have many choices in number and bullets as well.
Steps:
- Select the line of text which u want to convert in list or place the curser before type your list.
- Select the bullet or number style which required , from paragraph group on home tab.
- We can also create nested list means list inside the list by using increase and decrease list level button.

LINE AND PARAGRAPH SPACING

- In ms-word document we can increase decrease the space between two lines.
  Step:
- Select the paragraph you want to format.
- Click on line spacing drop down arrow on paragraph group from home tab.
- Select the line spacing from the list.
  Set line-spacing to single-space Ctrl + 1 Set line-spacing to double-space Ctrl + 2 Set line-spacing to 1.5 Ctrl + 5
  Add or remove one line space preceding a paragraph
  Ctrl + 0

PARAGRAPH INDENT

Left indent ctrl + M
Remove left indent ctrl + shift + M
Hanging indent ctrl + T
Remove hanging indent ctrl + shift + T
Indents : sometime you want to start a particular line a little away from the left margin. You may also want the line to end a little before the right margin. This process of pressing the text in, away from the left and right margin is called indenting.
Steps:

• Click on paragraph launcher icon ,then paragraph dialog box will display.

• From the indentation group specify the value and click on ok button.

TAB SETTING

· Tab stops are used to write text in a tabular form. In ms word a tab stop is by default set at 0.5 inch. Once it is set you can go one tabstop to another by pressing the tab key.

Step:

· Click on paragraph dialog box launcher icon on paragraph group from home tab.

· Click on **Tabs** button .., Tabs dialog box will display.

· In the tab stop position box, type the position for a new tab.

· To align tabstop, select Left, Center, Right, Decimal, Bar as required from the **Alignment** section.

· Click on set button.

·

FIND TEXT

· This feature of ms-word helps you to locate a specific text or phrase of a maximum size of 255 characters. You can also search for special characters such as tabs, page breaks, extra spaces, line break etc. within a document.

· Steps:

· Click on find button from editing group of home tab or press Ctrl+F The find

· and replace dialog box will display

· Type the text on find what dialog box and press Find Next button. Some

· other option also available in search:

Match Case matches the text exactly as you have typed it Find whole words

only Finds complete words only.

Will cards Use special search operations. W?? , Win* Sound
like Matches words that sound alike such as Seize & Sees
Format Which include font, paragraph, tab style.

REPLACE TEXT

- Ms-Word also allows you to replace a text by another text throughout in the document, for example, to replace an incorrect spelling by a correct spelling.

Steps:

- Enter the text to be found in the find what: box. Enter
- the new text in the replace with box.
- Click on the replace button or replace button.

WORKING WITH TABLE

- A table contains information arranged in rows and columns. Arranging text in tabular form makes the text look neat and organized. A table is made up of rows and columns that you can fill with text and graphics. The first row contains headings for each of the columns. Each heading is referred to as a field name.
- There are three way to create table By
- draw table option
- By insert option By
- design wizard
- Basic operations in table
- Insert rows/column/cell
- Delete cells
- Merge cell
- Split cell
- Table formatting

WORKING WITH IMAGE, SHAPE AND GRAPH

- Ms word enable to insert or create different drawing objects and image in document
- Following option available to work with drawing objects Insert
- picture form system
- Insert picture from Clip Art
- Create Shapes

Insert Smart Art Object

- Insert Chart

HYPERLINK

- This option allows you to link a text or image from website, file, email

or any bookmark by which you can quickly jump to a specific file or
location.

Steps:

- Select the text or graphic object which you want to link

- Click on hyperlink button on links group from insert tab or press **Ctrl +K**

then hyperlink dialog box will display.

- Select one option under link to:

- Existing file or Webpage

- Place in this document

- Create a new Document

- Email address

- Specify the path or link under link in:

- Click on ok button

- **Remove hyperlink**

- Right-click the hyperlink you want to remove, and then click **Remove**

Hyperlink.

WORKING WITH HEADER AND FOOTER

- A header is a text or graphic that is automatically printed at the top of every page

and footer is a text or graphic that is automatically printed
at the bottom of every page. The advantage of using header and footer is that
you have to create them only once and they automatically appear on each page.
Step:

- Click on header or footer button from header footer on Insert Tab Chose Header

- Edit /Footer Edit option

- Type your text or insert image /logo etc,

- You can also insert auto text like Date & Time , Page Number. Click on

- Close Header and Footer button from Current Tab.

DROP CAPS

- A drop cap is a large letter that begins a paragraph and drops

through several lines of text .There are two option for setting Drop Caps as following:

- Dropped

- In Margin

Step:

- Place the cursor within the paragraph whose first letter will be dropped. Choose the Drop caps option from Insert Tab, the Drop Caps dialog box will

display.

- Select the drop Style and set the number of line to drop and distance

from text.

- Click on ok Button.

WATERMARKS

- Watermarks refer to very light text or graphics behind the text of a document.

It is often used by companies to add the logo to

documents. Sometimes the status of a document, such as for review only, confidential, or draft is used as watermark text

- Steps

- Click Watermark button from the Page Background group on the Page

Layout tab.

- Select text from list or click on Custom Watermark option.

- Specify your watermark picture or text and click on apply button the click

on Ok button.

COLUMNS

- Multiple columns make a document more appaling and it is

requirement of the document as the case of newspapers and magazines where texts appear in multiple columns.

- Step:

- Select the list of paragraph text which you want to convert in multiple

paragraph.

- Click on column option from page setup group on Page Layout Tab.

Specify the Number of column and width of each column.

- If you want line between each column the select line between checkbox. Click on ok Button.

-

PAGE SETUP

- This command allows you to sets the margins, paper source, paper size, page orientation and layout options for the active file.

- **Margin**

- This option allow to set the space on top, bottom, left and right of document .

  Orientation

- This option help to change the page orientation from portrait to landscape and vice versa.

- **Paper size**

- This option allows to change the page size of current document .

The default page setting is letter and the common page size are ,

A4,A5 , Legal and Letter.

Step:

- Click on Page setup launcher icon from page setup group on page layout tab, the page setup dialog box will display.

- Specify the paper margin, page orientation and page size. Click on

- ok button.

MAIL MERGE

- Mail Merge is a useful tool that allows you to produce multiple letters,

labels, envelopes, name tags, and more using information stored in a list, database, or spreadsheet. When performing a **Mail Merge**, you will need a **Word document** (you can start with an existing one or create a new one) and a **recipient list**, which is typically an **Access Database.**

- **Steps: Creating Main Document**

- Open an **existing** Word document, or create a **new** one.

- From the **Mailings** tab, click the **Start Mail Merge** command

and select **Step by Step Mail Merge Wizard** from the drop-down menu.

- Select **Letter** radio button in the **"Select document type"**

section.

- Click on **"Next: Starting document"** to display the next wizard. Select
- **"use the current document"** radio button.
- Click on **"Next: Select recipients"** to display the next wizard.

MAIL MERGE (CONT.)

- Step : **Creating a data source:**
- Select **"Type a new list"** radio button under "select recipients" section.
  Click on **"create…"** under "type new list" section. new
- A address list dialog box appears on the screen.
- Click on custom button for customize the fields. The
- customize address dialog box appears.
- Select the field from the field names list box, which you want to remove and click on delete button.
- If you want to add new field click on Add button. Type the field name and click on ok button.
- Finally click on ok button to close the customize address list dialog box. Type the
- field values and click on new entry button to add new record. Click on close
- button.
- Type the file name in the file name text box and click on save button. The
- "Mail merge recipients" data source dialog box will be displayed. Click on ok
- button

MAIL MERGE (CONT.)

- **Step : insert merge field in the main document**
- Place the cursor where you want to insert field.
- To insert a merge field, click the insert merge field button on the mail merge toolbar.
- The insert merge field dialog box will be displayed. Select
- the field name and click on insert button.
- Click on close button.
- **Creating the merge document:**

- Select merge to new document button from the mail merge tool bar. Select

- **All** button in the "merge to new document" dialog box.

- Click on ok button.

SPELLING AND GRAMMAR

- Word has a spelling and grammar checker that can help you draft

your documents error free. It also provide suggestion list by which we can
select the suggestion to correct the spelling and grammar mistake. All
spelling mistake display with red color under line and grammar mistake with
green color underline.

Step:

- Click on spelling & grammar option from proofing tab on Review Tab or Press

F7 Key.

- Then spelling & Grammar dialog box will display.

- Choose the correct spelling from suggestion list and click on change button or

click on ignore if you don't want to change.