

## Lab No. 02 : Microsoft Word (Basic and Advance Features)

### **Key Points:**

1. Formatting
2. Report Writing
3. Shortcut Keys

### **Objective:**

- Getting used to Graphical User Interface in Windows Operating Systems.
- Understanding what word processors are and learning how to prepare a broad range of documents by using Microsoft Word.

### **CLO's**

- CLO: 01

### **Word Processors:**

Microsoft word is a sophisticated word processing package that provides a range of features for document creation and formatting, including many desktop publishing type features, graphics and drawing utilities.

You can use Word 2016 to create many different types of documents, for many different purposes. Word is widely used in schools, businesses, and organizations of many kinds to create letters, newsletters, reports, resumes, and other documents that contain text. Word provides a lot of flexibility in document design, so you can also create documents that contain images and content that doesn't fit a standard sheet of paper, such as trifold brochures, greeting cards, business cards, certificates, and signs.

### **MS Word Usage:**

Word can be used to produce many document types including:

- Letters
- Labels
- Memos
- Reports
- Curriculum Vitae
- Advertisements

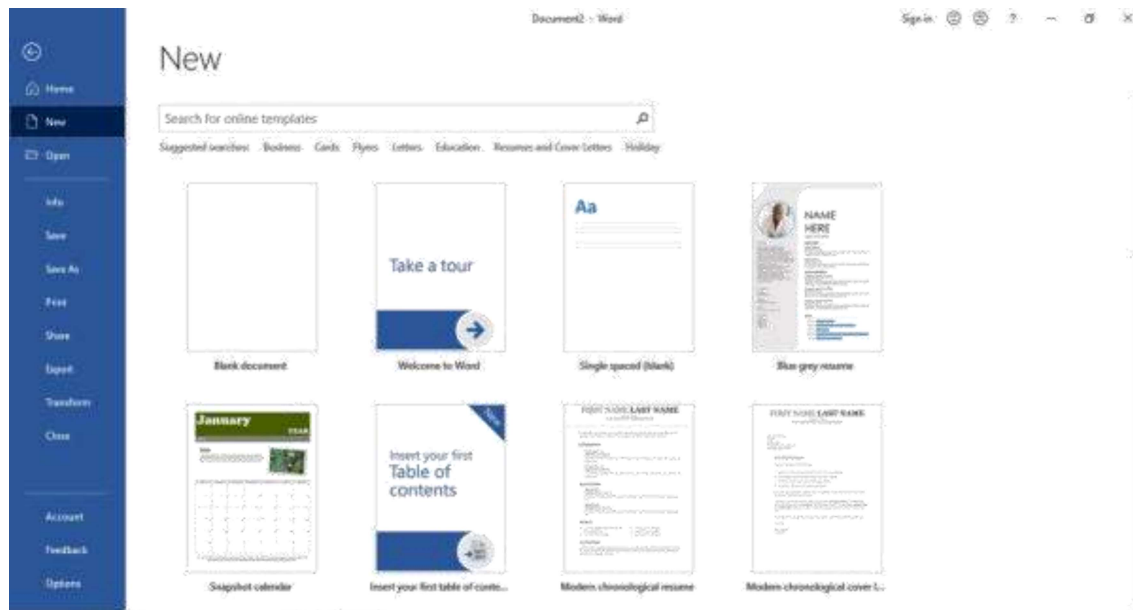
### **How to Start with MS Word:**

- Search for Microsoft word in search bar, its icon appears, then Click the icon button.
- Double click on MY COMPUTER→Open SYSTEM DRIVE→Open PROGRAM FILES→Open MICROSOFT OFFICE Executable files are present.

### **Create documents:**

When creating a document in Word, you can create a blank document of the default file type or create a document based on one of the templates provided with Word. Each template incorporates specific design elements such as fonts and colours. Many templates also include typical information that you can modify or build on to create a useful document.

When you base a new document on a template, that template is said to be attached to the document. The styles defined in the attached template appear in the Styles pane so that you can easily apply them to any content you add to the document. You can change the document template by attaching a different one.



### **Word user interface:**

**Formatting:** Most templates contain formatting information, which in addition to styles can include page layout settings, backgrounds, themes, and other types of formatting. A template that contains only formatting defines the look of the document; you add your own content.

**Building blocks:** Some templates make custom building blocks, such as headers and footers or a cover page, available for use with a document. They might also include AutoText, such as contact information or standard copyright or privacy paragraphs.

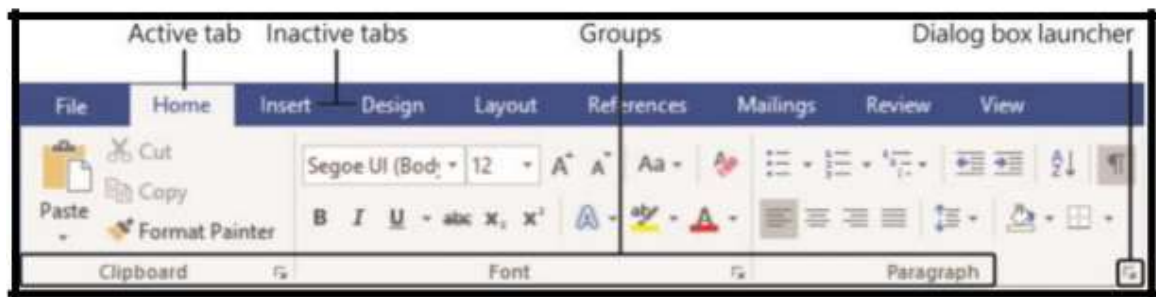
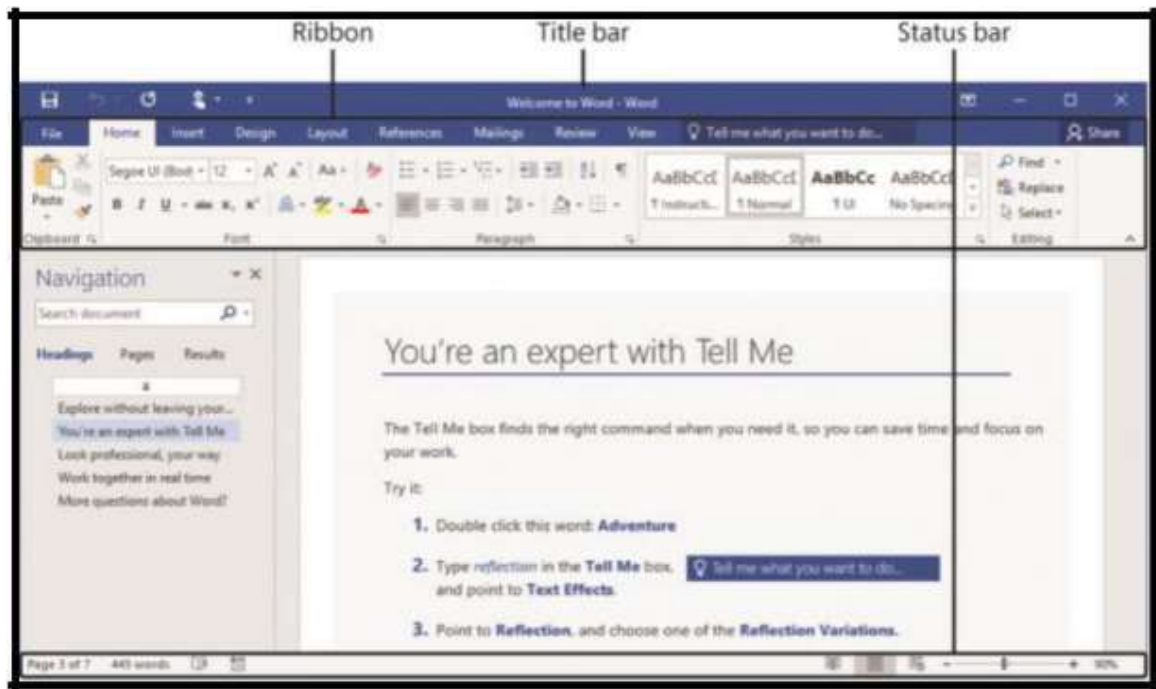
**Custom tabs, commands, and macros:** Sophisticated templates might include custom ribbon tabs or toolbars with commands and macros that are specific to the purposes of the template. A **macro** is a recorded series of commands that permits a user to perform a process with the click of a button. The topic of macros is beyond the scope of this lab; for information, refer to Word Help.

**File tab:** File menu has many important features which includes save which is used to save documents, open used to open saved documents, new used to open new blank document and print used to print documents.

**Insert tab:** It has many options like inserting table, pictures, smart art, charts, header and footer.

**Home tab:** It is used to change the appearance of text. It can make text bold, italics and underlined. It is also used to change the color spacing and alignment of text.

**Design tab:** It contains command related to changing the overall appearance of a document such as page borders, page colors and watermark etc.



### **The Insertion Point:**

It is a flashing screen element that indicates the position in the document where text will be entered when we are typing.

### **The Mouse Cursor:**

It is the on-screen graphic representation of the position of the mouse.

### **Bars:**

#### **Title Bars**

Displays the name- the type of document.

#### **Tab Bar:**

**Task: Click all tabs on this row to see tab options in the category.**



The **Ribbon** is the panel at the top portion of the document. It has 13 tabs: *Home, Insert, Page Layout, References, Mailings, Review, and View etc.* that contain many new and existing features of Word. Each tab is divided into **groups**. Each of the tabs contains the following tools:

**Home:** Clipboard, Fonts, Paragraph, Styles, and Editing.

**Insert:** Pages, Tables, Illustrations, Add-ins, Media, Links, Header & Footer, Text, and Symbols

**Draw:** Tools, pens, convert, insert, replay

**Design:** Document formatting, Page Background

**Page Layout:** Themes, Page Setup, Page Background, Paragraph, Arrange

**References:** Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities

**Mailings:** Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish

**Review:** Proofing, Comments, Tracking, Changes, Compare, Protect

**View:** Document Views, Show/Hide, Zoom, Window, Macros

## **Using the Tabs**

### **Create a new Document:**

- Select NEW or press CNTRL+N
- **New** creates a new, empty document

### **Open an existing Document:**

- Select OPEN or press CNTRL+O
- Opens a document which was created and saved before

### **Closing a Document:**

- Select CLOSE or click close icon
- Closes the currently open, active document

### **Saving a document:**

- Select SAVE or press CNTRL+S
- Saves the document to a disk (permanent storage device)

### **Save as:**

- Select SAVE AS or press CNTRL+S
- Used to save another (one more) copy of a file, with a different name.
- Print a Document:
- Used to take a print-out of the document.

## **Home tab**

### **Cut:**

- Select CUT or press CNTRL+X
- Removes the information from an application and places it on the clipboard.

### **Copy:**

- Select COPY or press CNTRL+C
- Copy leaves the information in an application and places a copy of it on the clipboard.

### **Paste:**

- Select PASTE or press CNTRL+V
- Copies the information from the clipboard and places it into an application.

**Select All:**

- Press CNTRL+A
- Used to select the whole document.

**Font:**

- Select FONT
- Used to change the style of the written text.

**Bullets and Numbering:**

- Select BULLETS AND NUMBERING
- Used to insert numbers or any sign before each line

**Changing Case:**

- Open Font menu, select CHANGE CASE
- Used to change the case of the letters by applying small capital or all capital formatting.

**Undo Typing:**

- Press CNTRL+Z
- Used to cancel the last action (operation) you have made

**Repeat Typing:**

- Press CNTRL+Y
- Used to do a cancelled action once again

**Find:**

- Press CNTRL+F
- Used to search for some word or sentence in your document.

**Widely Used Short-keys**

Ctrl+P	Printing a document
Ctrl+V	Paste
Ctrl+X	CUT
Ctrl+C	Copy
Ctrl+Z	Undo an action
Ctrl+Y	Redo an action
Ctrl+S	Saving a document

**View tab****Web layout:**

- Used to create a web page document.

**Print layout:**

- Used to see how text, graphics and other elements will be positioned on the page.

**Read mode:**

- Displays the reading mode only.

**Insert tab:****Header and Footer:**

- Select HEADER AND FOOTER
- Used to add header, footer or page number to the file.

**Break:**

- Open insert menu, see Pages group

- Used to insert cover page, blank page and page break.

### Symbol:

- Open insert menu select SYMBOL
- Used to insert any symbol which is not present on the keyboard.

### Insert Table:

- select INSERT TABLE
- Used to insert table consisting of any number of rows and columns

### Picture:

- Open insert menu select PICTURE
- Used to draw or insert any picture.

## Layout:

### Breaks:

- Select BREAKS
- Used to insert page break, column break and Text Wrapping.

### Columns:

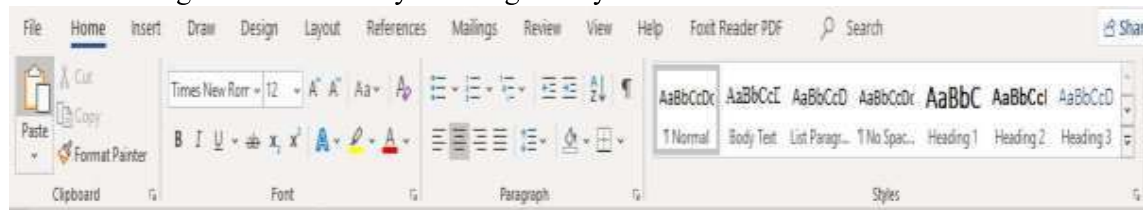
- Select COLUMNS
- Used to divide the written text in any numbers of columns.

### Indent and Spacing:

- Use Indent to position your text by giving value in left and right section
- Use Spacing to add space before or after a text.

## Text Formatting

The formatting is the easiest way to change many attributes of text.



### Styles menu:

This allows a quick formatting with a consistent and professional look.

### Font menu:

This allows you to change the style of the formatting from the shown list.

This sentence is written using “Times New Roman” type.

This sentence is written using “Courier New” type.

This sentence is written using “Arial” type.

### Font Size:

We can change the font size by entering value in this box.









- This sentence is written with size 8.
- This sentence is written with size 20.

### Font Style:

It can be **bold**, *italicize*, and underline the text





- *This is an italic sentence.* (Ctrl+I)
- **This is a bold sentence.** (Ctrl+B)
- This is an underlined sentence. (Ctrl+U)

- *This is both italic and underlined.*
- **This is underlined and bold.**
- ***This is italic & underlined & bold.***

Name	Description
 Bold	Makes the selected text bold ( <i>example</i> ).
 Italic	Italicizes the selected text ( <i>example</i> ).
 Underline	Draws a line under the selected text ( <i>example</i> ). Click the arrow on the button to select the type of underline.
 Strikethrough	Draws a line through the middle of the selected text ( <i>example</i> ).
 Subscript	Creates small letters below the text baseline ( <i>example</i> ).
 Superscript	Creates small letters above the line of text ( <i>example</i> ).
 Text Effects and Typography	Applies a visual effect (such as a shadow, glow, or reflection) to the selected text.
 Change Case	Changes the selected text to uppercase, lowercase, or other common capitalizations.

### Alignment:

Text can be aligned to left, right, or center of the page or it can be justified across the page.

Name	Description
 Align Left	Aligns the text at the left margin, producing a ragged right edge. This is the default alignment.
 Center	Centers the text between the left and right margins, producing ragged left and right edges.
 Align Right	Aligns the text at the right margin, producing a ragged left edge.
 Justify	Aligns the text at both the left and right margins, producing even left and right edges. To accomplish this, Word adjusts the spacing between words, expanding or shrinking the spaces as needed.

### Increase/Decrease Indent:

Using this we can change the indents of a paragraph in relation to the side of the page.

### Bullets and Numbers:

Use to put numbers or sign before a line.

### Working on text:

#### Selecting Text

- **With Mouse**

1. Move your mouse pointer to the beginning of the text you want to select
2. Click and hold the left mouse button
3. Move the mouse to the end of the text you want to select.
4. Release the mouse button.

- **With Keyboard**

1. Move the blinking cursor, by using the arrow keys, to the beginning of the text you want to select
2. Press and hold the shift button
3. Move the cursor to the end of the text that you want to select
4. Release the shift button



When a text is selected, you see it highlighted. Now, you can do many operations on the selected text. ex: move (cut-paste), copy (copy-paste), underline, change size, type, color, etc) Copying or moving a selected text:

To copy or move a text the first thing you have to do is to select it. Then click the **Copy** or **Cut** item depending on what you want to do. (Cut is used to move). Move the cursor to the position that you want to insert the selected text. Click **Paste** in the Edit menu.

### Insert A Table:

To insert a table into your document, click the Insert table item, enter the number of rows and columns and click OK. Here is a table with 6 rows and 5 columns.

ID	Name	Surname	City	Country
860815	Katarina	Kovalčíková	Dolný Kubín	Slovakia
882345	Gino Yman	Aguilar	Cercado de Lima	Peru
898123	Blanca Faci	Jiménez	Zaragoza	Spain
901573	Tapac	Гордієнко	Kiev	Ukraine

### Inserting Equations in your document:

To insert an equation into a document, click the Insert tab and using that you can insert equations.

### Some other necessary Commands

By using Line spacing commands, the distance between sentences can be arranged. (Single space, Double Space...etc.) For this command, from Home tab, Paragraph should be selected and from there “line spacing” can be arranged.

- By using *Effect* commands, Superscripts and Subscripts can be written. For this command, from **Home** tab, **Font** should be selected and from there “Effects” can be arranged.
- By using *Footnote* command, some necessary footnotes can be written. For this command, from **References** tab, **Footnote** should be selected.
- By using *Header and Footer* commands, Some texts can be written to the top or bottom of your sheet.(such as date, name...etc.) . For this command, from **Insert** tab, **Header and Footer** should be selected.

### Inserting a picture:

- Open a new blank Word document.
- Set the paper width and height to 22” by 22”. For this click on the layout tab and select size. From drop-down list select **more paper sizes**.
- Page Setup dialog box appears. Change the width and height to 22” and click OK.
- First, insert the picture related to the given topic. Click Insert tab and select pictures options.
- Insert pictures dialog box appears. Select the desired picture you want to insert and then click insert.
- To format the picture, select the picture and then select Format Picture from drop-down list.
- Format picture pane appears, which helps to change picture colors and applying 3-D rotation and many more.
- Text can be inserted by selecting the picture and then select wrap text option from the drop-down list or from the layout options.
- Text colors can be changed from the theme colors available in Font group from Home tab.
- Text highlight color and text effects can also be applied from the font group.

### Create references in IEEE format



Write a paragraph in Word of 1000 words on any topic you like and read information from at least 5 websites, book, research paper or any document available on internet. Add these 5 references using references tab in word and make sure it appears in the end.

1. On the References tab, in the Citations & Bibliography group, click the arrow next to Style and select IEEE.
2. Then, click on manage sources button. Source manager dialog box will appear. (Figure 40)
3. Click on New and the following box will appear. (Figure 41) Select the
4. type of source. Enter all the specifications and click OK.
5. Similarly, to create more references again click on new option and select the source type and fill all the specifications.
6. After completing all the references, click on close option.
7. After doing that, click on arrow next to BIBLIOGRAPHY and select REFERENCES from the dropdown menu. (Figure 42 and 43)
8. References will appear on the document.

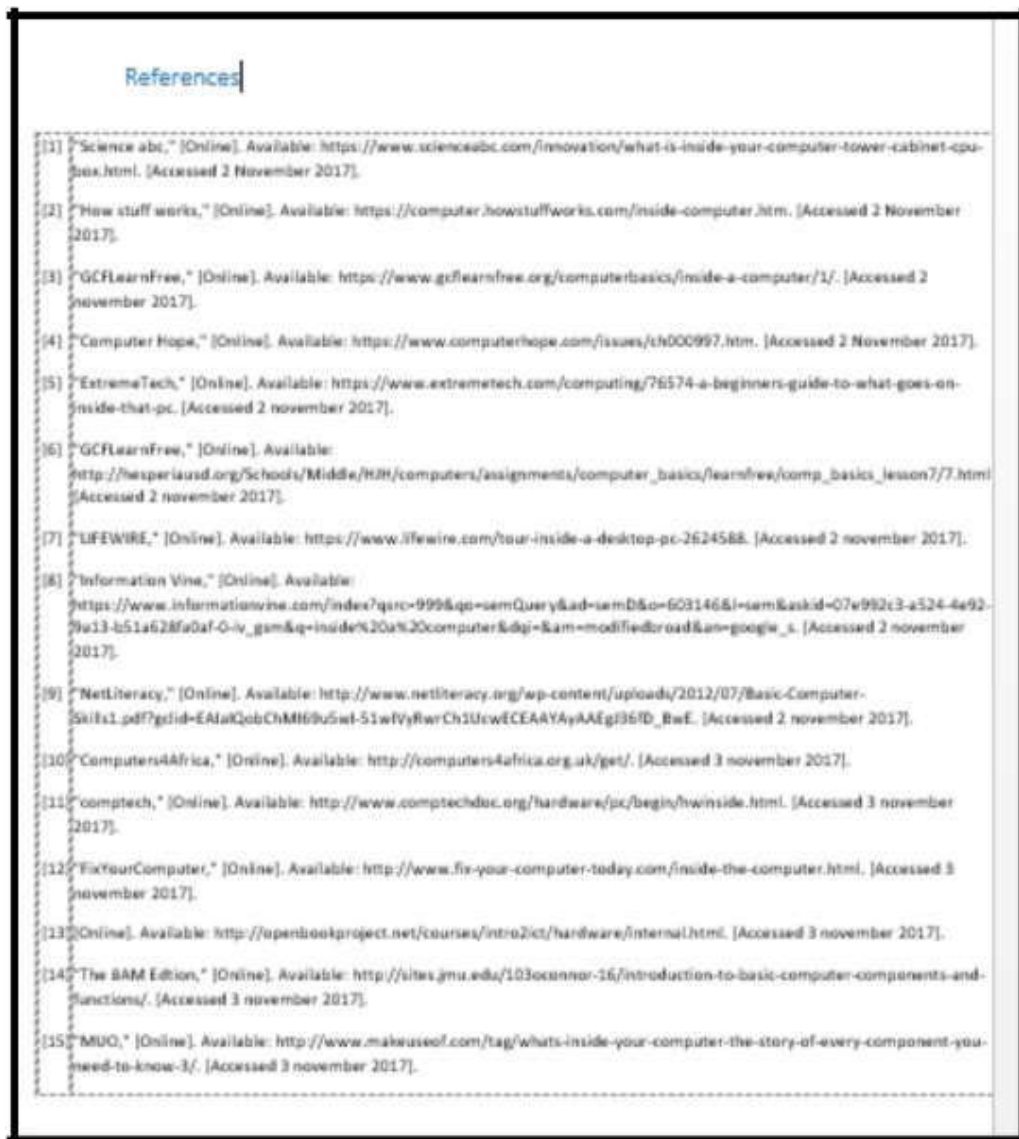




Figure: Manage resources



Figure: Create source dialog box

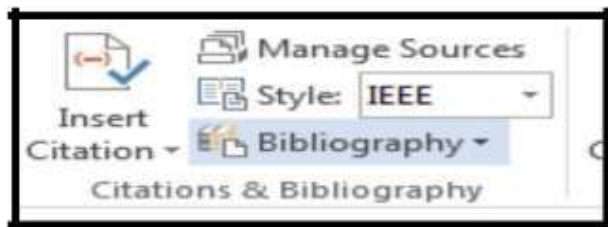


Figure: Bibliography

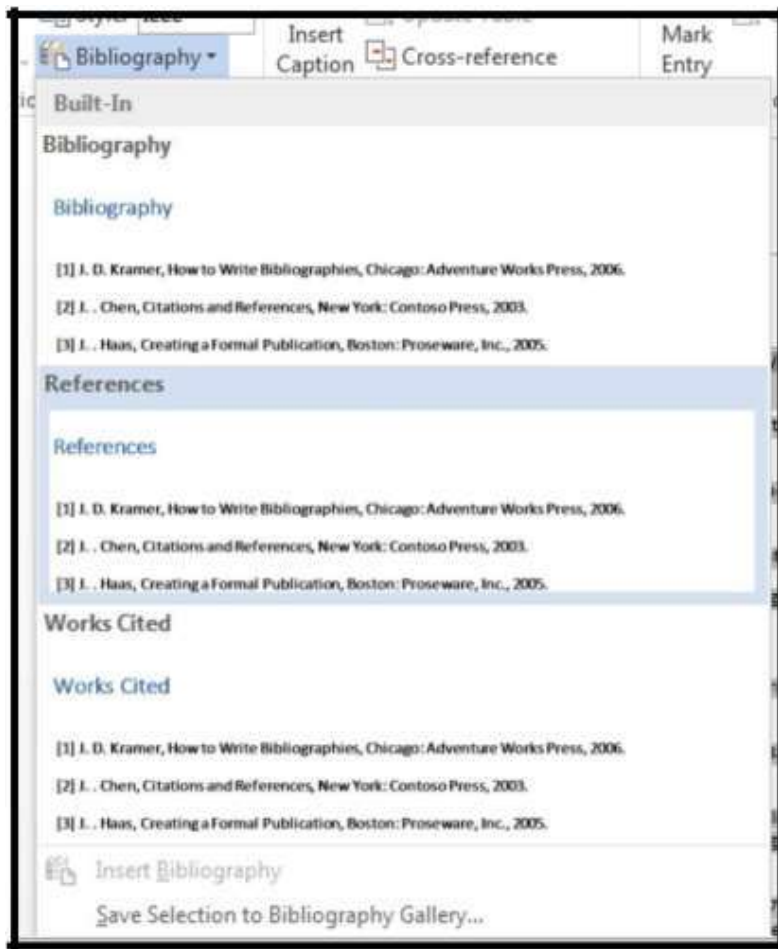


Figure: Design option for references

## **Lab Task:**

1. Type a paragraph of about 50 words, then apply formatting. Text must be justified, add page borders and change the color of page background.
2. Include your name and roll number in the header field. Insert page number at bottom center position.
3. Insert a table that has 3 rows and 4 columns. The title of columns should be ID, Name, Surname, and Age. Fill in the first row with these titles. Into the second row, write yourself, and into the third, write a friend of you.
4. Design a Bio data form just like the LMS registration form you have.