# **Microsoft Office Word Basics and Fundamentals**

* **Create a New File (Ctrl + N)**
* **Open a File (Ctrl + O)**
* **Save a File (Ctrl + S)**
* **Close File (Alt+F4)**
* **Navigation in a File (F6)**
* **Word Interface**

**Word Interface**

Graphical user interface, application, Word

Description automatically generated

# **Text Formatting**

* **Font**
* **Font-Style**

**Ctrl + Shift + F**

* **Font-Color**
* **Font-Size**
* **Text Highlight Color**
* **Clear The Format**
* **Change The Case**

**Sample Text (Exercise)**

1. The Font family of Text is Changed Now. (Font-Family)
2. The Text Style is Bold Now (Bold)
3. The Text Style is Italic Now (Italic)
4. The Text Style is Underlined Now (Underline)
5. The Color of Font is Changed Now (Color)
6. The Size of Font is Changed Now (Size)
7. The Text is Highlighted Now (Text Highlight Color)
8. The Text Case is Changed Now (Change Case)

# **Editing The Text**

* **Cut (Ctrl + X)**
* **Copy (Ctrl + C)**
* **Paste (Ctrl + V)**
* **Undo (Ctrl + Z)**
* **Redo (Ctrl + Y)**
* **Find (Ctrl + F)**
* **Replace (Ctrl + H)**

**Sample Text (Exercise)**

My Video provides a powerful way to help you prove your point. When you click Online My Video, you can paste in the embed code for my Video you want to add. You can also type a keyword to search online for my Video that best fits your document.

# **Paragraph formatting**

* **Paragraph formatting**
  + **Align Left (Ctrl + L)**
  + **Align center (Ctrl + E)**
  + **Align Right (Ctrl + R)**
  + **Justify (Ctrl + J)**
* **Line Spacing**
* **Indents**
* **Sorting**
* **Paragraph shading**
* **Borders**

**Sample Text (Exercise)**

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. Here is the text managing for you all.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

**Sorting (Exercise-1)**

* Female
* Apple
* Elephant
* Camel
* Ball
* Dog

**Sorting (Exercise-2)**

* 8
* 3
* 7
* 2
* 6
* 4
* 0
* 1
* 5

**Sorting (Exercise-3)**

* **9/27/2020**
* **4/5/2018**
* **8/21/2020**
* **3/5/1999**
* **8/1/2019**
* **7/8/2021**

# **Spelling & Grammar (Proofing)**

* **Spelling and Grammar (F7)**
* **Thesaurus (Shift+F7)**
* **Word Count**

**Practice Exercise**

**(Editor)**

* **Thsi si nqt corretc statemnet**

**(Thesaurus)**

* **I am weak in Programming languages**
* **Today is an amazing day.**
* **How can you transform yourself?**

**(Word Count)**

**Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.**

# **Table**

* **Insert Table**
* **Table Style**
* **Table Style Option**
* **Insert Rows and Columns**
* **Cut, Copy, and Paste Rows and Columns**
* **Delete Rows, Columns and Table**
* **Split and Merge Cells**
* **Resize Rows, Columns**
* **Alignment**
* **formulas**

**Practice Exercise: (Table Part 2) Rows and Column**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Emp-ID | Emp-Name | Emp-Age | Emp-Day | Emp-Salary |
| 101 | Taha | 21 | Mon | 1,000 |
| 102 | Bashir | 32 | Sat | 1,000 |
| 103 | Mahi | 34 | Tue | 1,000 |
| 104 | Malik | 22 | Sat | 1,000 |

**Practice Exercise: (Table Part 3) Cell-Size**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Employ Database System |  |  |  |
| Emp-ID | Emp-Name | Emp-Age | Emp-Day | Emp-Salary |
| 101 | Taha | 21 | Mon | 1,000 |
| 102 | Bashir | 32 | Sat | 1,000 |
| 103 | Mahi | 34 | Tue | 1,000 |
| 104 | Malik | 22 | Sat | 1,000 |
|  |  |  |  |  |

**Practice Exercise: (Table Part 4) Alignments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Emp-ID** | **Emp-Name** | **Emp-Age** | **Emp-Day** | **Emp-Salary** |
| **101** | **Taha** | **21** | **Mon** | **1,000** |
| **102** | **Bashir** | **32** | **Sat** | **1,000** |
| **103** | **Mahi** | **34** | **Tue** | **1,000** |
| **104** | **Malik** | **22** | **Sat** | **1,000** |

**Practice Exercise: (Table Part 4) Formulas**

1. **Ctrl+ F9 (for Input)**
2. **F9 (for Result)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Emp-ID | Emp-Name | Emp-Age | Emp-Day | Emp-Salary |
| 101 | Taha | 21 | Mon | 1,000 |
| 102 | Bashir | 32 | Sat | 1,000 |
| 103 | Mahi | 34 | Tue | 1,000 |
| 104 | Malik | 22 | Sat | 2,000 |
| 105 | Mahi | 34 | Tue | 1,000 |
| 106 | Mahi | 34 | Tue | 500 |
| 107 | Mahi | 34 | Tue | 1,000 |
| Total Value | | | | 7,500 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Emp-ID | Emp-Name | Emp-Age | Emp-Day | Emp-Salary |
| 101 | Taha | 21 | Mon | 1,000 |
| 102 | Bashir | 32 | Sat | 16,000 |
| 103 | Mahi | 34 | Tue | 1,000 |
| 104 | Malik | 22 | Sat | 2,000 |
| 105 | Mahi | 34 | Tue | 1,000 |
| 106 | Mahi | 34 | Tue | 500 |
| 107 | Mahi | 34 | Tue | 1,000 |
| Max Value | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Emp-ID | Emp-Name | Emp-Age | Emp-Day | Emp-Salary |
| 101 | Taha | 21 | Mon | 1,000 |
| 102 | Bashir | 32 | Sat | 1,000 |
| 103 | Mahi | 34 | Tue | 1,000 |
| 104 | Malik | 22 | Sat | 2,000 |
| 105 | Mahi | 34 | Tue | 1,000 |
| 106 | Mahi | 34 | Tue | 500 |
| 107 | Mahi | 34 | Tue | 1,000 |
| Min Value | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Emp-ID | Emp-Name | Emp-Age | Emp-Day | Emp-Salary |
| 101 | Taha | 21 | Mon | 1,000 |
| 102 | Bashir | 32 | Sat | 1,000 |
| 103 | Mahi | 34 | Tue | 1,000 |
| 104 | Malik | 22 | Sat | 2,000 |
| 105 | Mahi | 34 | Tue | 1,000 |
| 106 | Mahi | 34 | Tue | 500 |
| 107 | Mahi | 34 | Tue | 1,000 |
| Total Count | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Emp-ID | Emp-Name | Emp-Age | Emp-Day | Emp-Salary |
| 101 | Taha | 21 | Mon | 1,000 |
| 102 | Bashir | 32 | Sat | 1,000 |
| 103 | Mahi | 34 | Tue | 1,000 |
| 104 | Malik | 22 | Sat | 2,000 |
| 105 | Mahi | 34 | Tue | 1,000 |
| 106 | Mahi | 34 | Tue | 500 |
| 107 | Mahi | 34 | Tue | 1,000 |
| Average Value | | | |  |

**For specific Column:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Amount 1 (Sum)** | **Amount 2 (Avg)** | **Amount 3** | **Total value (F9)** |
| Mahi | 34 | 34 | 34 |  |
| Mahi | 34 | 34 | 34 |  |
| Mahi | 34 | 34 | 34 |  |
| Mahi | 34 | 34 | 34 |  |
| Bashir | 32 | 32 | 32 |  |
| Malik | 22 | 22 | 22 |  |
| Taha | 21 | 21 | 21 |  |
| **Total** |  |  |  |  |

**Exercise 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO (a)** | **Name (b)** | **Qty (c)** | **Rate (d)** | **Amount (e) (1)** |
| **1 (2)** |  | **10** | **400** | 1000 |
| **2 (3)** |  | **2** | **600** | 5000 |
| **3 (4)** |  | **3** | **800** | 7000 |
| **4 (5)** |  | **90** | **600** | 8500 |
| **5 (6)** |  | **67** | **400** | 4900 |
| **(a)Total** | | | | **21500** |
| **Tax 5%** | | | | **1075** |
| **Net Amount** | | | | **22575** |

**SESSION 6**

# **INSERT (SHAPES)**

* **Shapes styles**
  + **Style**
  + **Shape fill**
  + **Shape outline (Border)**
  + **Shape effects**
* **Edit Shape**
* **Add Text to Shape**
  + **Word Art Style**
  + **Text**
* **Position the Shape**
* **Wrap The Text Between Paragraph**

**Practice Exercise (Wrap Text):**

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

**I AM ABDUL WAHAB AMIR**

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

# **INSERT (PICTURES)**

* **Insert Pictures**
* **Pictures Styles**
  + **Quick styles**
  + **Picture border**
  + **Picture Effects**
* **Change & Reset Pictures**
* **Set the Size of Picture**
  + **Width**
  + **Height**
  + **Crop the Picture**
* **Adjust The Pictures**
  + **Remove Background**
  + **Corrections**
  + **Color**
  + **Artistic effects**

**Practice Exercise (Insert Pictures):**

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# **FORMATING PICTURES**

* **Adjust Picture**

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