

# **MICROSOFT WORD**

Microsoft word is an application package under the class word processor or text editors. It is a windows run program, ideal for production of documents such as newsletters, curriculum vitae, letters, research papers, mail merging etc.

## **Examples of word processor**

Word pad, word star, open office .org writer

## **Versions of ms word**

Ms word 2003,2007,2010,2013

## **FEATURES OF MS WORD**

### **❖ The Quick Access Toolbar**

In the top left hand corner of the window is the Quick Access toolbar. The Quick Access toolbar provides you with access to commands you frequently use. By default Save, Undo, and Redo appear on the Quick Access toolbar. You can use Save to save your file, Undo to rollback an action you have taken, and Redo to reapply an action you have rolled back. The Quick Access Toolbar can be customized to contain buttons of your choice for easy access.

### **❖ The Title Bar**

Next to the Quick Access toolbar is the Title bar. The Title bar displays the title of the document on which you are currently working. Word names the first new document you open Document1. As you open additional new documents, Word names them sequentially. When you save your document, you assign the document a new name.

### **❖ The Ribbon**

You use commands to tell Microsoft Word what to do. In Microsoft Word 2007, you use the Ribbon to issue commands. The Ribbon is located near the top of the screen, below the Quick Access toolbar. At the top of the Ribbon are several tabs; clicking a tab displays several related command groups. Within each group are related command buttons. You **click buttons** to issue commands or to access menus and **dialog boxes**. You may also find a dialog box launcher in the bottom right corner of a group. Clicking the dialog box launcher gives you access to additional commands via a dialog box.

- ✓ Tabs
- ✓ Buttons
- ✓ Groups

✓ Dialogue Launcher

❖ The Ruler

The ruler is found below the Ribbon.

You can use the ruler to change the format of your document quickly. If your ruler is not visible, follow the steps listed here:

1. Click the View tab to choose it.

2. Click the check box next to Ruler in the Show/Hide group. The ruler appears below the Ribbon.

❖ The Text Area

Just below the ruler is a large area called the text area. You type your document in the text area. 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. The horizontal line next to the cursor marks the end of the document.

❖ The Vertical and Horizontal and Vertical Scroll Bars

The vertical and horizontal scroll bars enable you to move up, down, and across your window simply by dragging the icon located on the scroll bar. The vertical scroll bar is located along the right side of the screen. The horizontal scroll bar is located just above the status bar. To move up and down your document, click and drag the vertical scroll bar up and down.

❖ The Status Bar

The Status bar appears at the very bottom of your window and provides such information as the current page and the number of words in your document. You can change what displays on the Status bar by right-clicking on the Status bar and selecting the options you want from the Customize Status Bar menu. You click a menu item to select it. You click it again to deselect it. A check mark next to an item means it is selected.

**LOAD/OPEN MICROSOFT WORD**

There are various ways in which we can load/ open Microsoft word.

Method 1

Click start button

Click all programs

Click Ms Office

Click Microsoft office word

Click

Method 2

- Click start button
- Type word on the search box
- Click word on the programs group

Method 3

- Identify an MS word file
- Open it

**CREATE A NEW DOCUMENT**

Method 1

- Click office button
- Click new
- Click blank document
- Click create

Method 2

- Press ctrl+ N

Method 3

- Click the new icon on the quick access tool bar

## **SAVE A DOCUMENT**

Saving is transferring of data from the elusive RAM to a permanent memory location. The saving can take place within the computer or even outside the computer. After clearing a document, it is indivisible to save it in order to avoid losing the data. Saving also enable the future retrieval of information.

Steps to save a document

Method 1

- Click office button
- Click save
- Type the file name
- Choose the location to save file
- Click save button

Method 2

- Click office button
- Click save as
- Type the file name
- Choose the location to save the file
- Click save button

Method 3

- Click the save icon at the quick access tool bar
- Type the file name
- Choose the location to save the file
- Click save button

Method 4

- Press ctrl+ s
- Type the file name
- Choose the location to save the file
- Click save button

Note: the save as command. These command is in three instances

- a) To save a document for the first time
- b) To save a file in different location
- c) To save a file by different name

After a document or file has been saved additional working should be saved often to avoid losing it. This is called saving the changes and remember save as command should not be used

## **CLOSE A DOCUMENT**

Method 1

- Click office button
- Click close

Method 2

- Click the (X) at the menu bar

Method 3

- Press alt + F4

## **OPEN EXISTING DOCUMENT OR FILE**

Method 1

- Click office button
- Click open

- Indicate the location with the file
- Click the file in display
- Click open button

### Method 2

- Click open icon on the quick access tool bar
- Indicate the location with the file
- Click the file in display
- Click open button

### Method 3

- Press ctrl +O
- Indicate the location with the file
- Click the file in the display
- Click open button

## **SEARCH FOR FILES**

In case the user cannot find files within the computer immediately, the search command can be used to avoid time wasting

### Steps to search for files

- Click start button
- Click search
- Type the file name or few details
- Click the file to open

## **PAGE SETUP IN MS WORD**

This is coming up with a page that bears characteristic required for a particular document.

### Steps to page setup

- Click page layout
- Select feature to apply on the page setup group

### Features applied in a page setup

#### ❖ Page margins

These are spaces left at the edges of the document. They are usually four: left, right, top and bottom margins.

#### ❖ Gutter

It is also space allowed just before the left margin or the top margin to facilitate binding or filing of the document (paper)

#### ❖ Header

It is the space allowed just below the top margin to facilitate header. Header is constant data (text, graphic) that should appear automatically at the top of the page any moment a new page is acquired. Letterheads, logos, dates, page numbers can make header.

#### ❖ Footer

It is also a space allowed just below the bottom margin to the footer. Footer is the constant data (text, graphic, or picture) that should appear automatically at the bottom of the page any moment a new page is acquired. Mottos, dates, page number can make the office footer.

#### ❖ Orientation

This is positioning of the paper when typing I. e either portrait (upright) or landscape (oblong)

#### ❖ Page size

Depending on the document being created paper size may chose. The size include A1, A2, A3, A4, A5, B1, B2, and B3, legal, letter, envelop, etc.

#### ❖ Layout

This would among other things involve line numbering either on even or odd pages or on both.

### ❖ Zoom

This is a command that diminishes or enlarges the working area

Important of zoom

It enable creating of tiny or extremely large document. It also enables those with straining eyes view details with much ease.

### Steps to apply zoom

Method 1

- Click view menu
- Click on zoom
- Adjust to desired percentage
- Click ok

Method 2

Choose or type appropriate zoom percentage at the standard toolbar

### **HIGHLIGHT TEXTUAL DATA**

When editing or formatting a document data must be highlighted. As seen earlier highlight means selecting a particular portion of textual data for a particular aspect. These aspects may include copying, cutting, deleting, different color, size of character, styles columns etc.

### Steps to highlight text

Method 1

- Position cursor at the beginning of the text
- Press and hold down LMB
- Drag to the end of the text
- Apply the aspect required

Method 2

- Position the cursor at the start of the text
- Press and hold down shift key
- Click at the end of the text
- Apply the aspect required

Method 3

- Position the cursor at the start of the text
- Press and hold down shift key
- Press arrow keys appropriately

Method 4

- Position the cursor at the start of the text
- Press ctrl+ shift keys
- Press end key
- Apply the aspect required

Method 5

- Click the 1<sup>st</sup> line from the left margin
- Press and hold down the LMB
- Drag downwards
- Apply the aspect required

Method 6

- Triple click on the left margin

Method 7

- Click in the text

- Click edit menu
- Click select all

#### Method 8

- Click in the text
- Press ctrl+ A
- Apply the aspect required

#### **Highlight a character or a word**

- Double click the character or the word

#### **Highlight the paragraph**

- Triple click the paragraph

#### **Highlight the line**

##### Method 1

- Click on the line from the left margin

##### Method 2

- Position cursor at the start of the line
- Press and hold down shift key
- Press end key

#### **Highlight the sentence**

- Press and hold down ctrl key
- Click anywhere within the sentence

## **FORMATTING A DOCUMENT**

Formatting is enhancing a document with decorative aspect so as to give it a facelift for better presentation.

Formatting involves aspects such as the font, the paragraph, borders and shading, columns, bullets and numbering auto format case, text effect etc.

#### Attributes of font

- ❖ Font type
- ❖ Font style
- ❖ Font size
- ❖ Font color

#### **Font type/face**

This is handwriting style in document. There are several font types e. g times new roman, aria narrow etc.

#### **Font size**

This is smallness or bigness of the characters in a document.

#### **Font style**

This can be said to be the capturing appearance of the text e. g bold italic, underline etc.

#### **Font colors**

The user is given the variety of colors to choose for application on the document red, blue etc.

#### **Steps to apply font attributes**

Highlight the text

Click home tab

Choose the attribute to apply from the font group

#### **DROP CAP**

These is usually an enlarged character in a certain document at the beginning of a lines especially in newspaper, magazines and some books. Drop cap gives prominence and style to a document.

Types of drop cap

- ✓ Dropped
- ✓ In margin

Steps to drop cap

- Highlight the character to drop
- Click insert tab
- Click drop cap
- Select the style

## **BULLETS & NUMBERING**

Bullets are symbols or characters that order items in a document but not systematically. Numbers will order items systematically.

Steps to bullets

- Highlight the item to bullet
- Click home tab
- Click Bullets on the paragraph group
- Select desired bullet style
- Click ok

Steps to numbering

- Highlight the item to number
- Click home tab
- Click numbering on the paragraph group
- Click numbered
- Click desire number style
- Click ok

## **BORDERS AND SHADING**

Borders are line that surround text in a document. A border can be applied on a text line.

Paragraph or entire page.

Shading is decoration applied beneath the text. Shading can also be applied to text line or paragraph.

**Steps to borders and shading**

- Highlight the text
- Click page layout
- Click page border
- Select borders, page borders or shading
- Indicate border setting style, color etc.
- Indicate shading color or pattern
- Click ok

## **CASE**

Case in computer is naturalization of the alphabets in a document.

Types of cases

- Upper case (PETER AND NANCY ARE FRIENDS)
- Lower case (peter and nancy are friends)
- Sentence case (Peter and Nancy are friends)
- Title case/ (Peter And Nancy Are

- Capitalize Each Word Friends)
- Toggle case (pETER aND nANCY aRE fRIENDS)

### **Steps to change case**

- Highlight the text
- Click home tab
- Click change case
- Select case

### **BACKGROUND**

Background is the space where texts lies on it can be applied with color or fill effect is gradient, texture and pattern

### **Steps to background**

- Click page layout
- Click page color
- Select color to apply or
- Click fill effects
- Choose appropriate effect
- Adjust accordingly
- Click ok

### **COLUMNS**

Column are vertical subdivisions of text. Columns make a continuous long text readable without coming. The newspapers always break their stories into columns. Also note this manual has been sub divided into two columns.

### **Steps to apply columns**

- Highlight the text
- Click page layout
- Click columns
- Select columns preset, width etc.
- Click ok

### **PARAGRAPH**

Involves arranging text in document by applying different layouts of the page such as;

#### **Alignment**

Arranging text either at the left, right, center or justify

#### **Tab**

This is pushing first line or even group of text some distance away from margin in order to maintain uniform paragraphing

#### **Line spacing**

It is creating space between the lines typing for a better presentation

### **Steps to paragraph**

- Highlight the text
- Click home tab
- Click line spacing on the paragraph
- Click line spacing option
- Set alignment indent spacing tabs etc.

### **PAGE NUMBERING**

This is ordering pages within a document if the document has more than one page

### **Steps to page numbering**

- Open the document
- Click insert tab
- Click page numbers
- Indicate the position to place the number
- Indicate where to start page numbering
- Format the page number
- Click ok

## **EDITING A DOCUMENT**

This is general manipulation of data in a document whereby unnecessary materials are dropped and others added to the main text in order to come up with desired piece of document. Editing involve copying of data cutting of data, pasting of data, spelling and grammar etc.

### **COPYING OF DATA**

Copying is duplicating of data whereby the original copy remains e. g

Steps to copy data

Method 1

- Highlight the text
- Click home tab
- Click copy on the clipboard group
- Position the cursor in the desired place
- Click home tab
- Click paste the clipboard group

Method 2

- Highlight the data to carry the copy
- Right click on the highlighted data
- Click copy
- Right click on the position to copy
- Click paste

Method 3

- Press **ctrl+ A** –to highlight
- Press **ctrl+ C** –to copy the data
- Press **ctrl+ V** –to paste

### **Cutting of data**

Cutting is just like the process of copying data except that instead of copying we choose cut and on the keyboard instead of C we press X. cut will also duplicate data just like copying but the original data will not remain.

### **PASTING OF DATA**

This is gluing or sticking what has already been copied or cut. Pasting must be applied so as complete the copy or cut command.

### **UNDO COMMAND**

The reverses any recently applied command. It may limit the reversing of some commands depending on how previously they have been applied.

Steps to undo

Method 1

- Click undo icon on the quick access toolbar

Method 2

- Press **ctrl+ Z** keys

## **REDO COMMAND**

Redo reverses the undo command

Steps to redo

Method 1

- Click redo icon on the quick access tool bar

Method 2

- Press ctrl+ Y keys

## **SPELLING AND GRAMMAR**

This command involves going through the textual data to check any errors accidentally made and spelling errors shall be underline in red wavy line. Grammatical errors shall be underlined in green wavy lines.

### **Steps to spelling and grammars**

Method 1

- Click review tab when document is open
- Click spelling and grammar
- Spell check the text accordingly

Method 2

- Press F7 key
- Spell check accordingly

### **Spell checking process**

In the dialog box display the spelling errors should appear in red color while grammatical error shall appear in green color.

Thus

- Select a suggestion from the list of them or
- Position the cursor and type the word correctly
- Click change button to effect the correction
- Do the same to the next displayed error
- Click ignore if the error should remain
- Click ok

## **THESAURUS**

This is facility that gives synonyms and antonyms of the word

**Synonyms** – word having similar meaning

**Antonyms** – words opposites

### **Steps to thesaurus**

Method1

- Highlight the word
- Click review tab
- Click thesaurus
- Right click suitable synonyms /antonyms
- Click insert

Method 2

- Highlight the word
- Press shift+ F7 keys
- Press enter key
- Right click suitable synonym antonym
- Click insert

## **FIND AND REPLACE**

This command is used to locate a misplaced word then put a different one

Steps to find and replace

- Highlight the word
- Click home tab
- Click find/ replace
- Type the word to replace with
- Click replace all

## **INSERTING OBJECT IN MS WORD**

This is getting items from other sources or programs so as to incorporate them into the main document in MS word. The object include: pictures, tables, clip arts, word arts, auto shapes, graphical chats, auto text, headers and footers etc.

General steps to insert objects

- Position the cursor where to place the object
- Click insert tab
- Select appropriate category/ source
- Click ok
- Edit and format accordingly

Steps to format an inserted object

- Select the object
- Click format
- Click (name of the object)
- Apply desired aspect e. g size, line, wrapping, color, fill etc.
- Click ok

Steps to insert an object from the file

- Position cursor on the document
- Click insert tab
- Point picture
- Click from file
- Indicate the location with the object
- Select the object
- Click insert button

## **AUTO -SHAPES**

These are pre designed graphics which the user can automatically pick and draw in MS word document. They include shapes as line, rectangle, squares, callouts, stars, arrows etc.

Steps to insert auto shapes

- Click insert tab
- Point picture
- Click auto shape
- Click the category of the auto shape
- Click the desired auto shape
- On the page drag to draw the shape
- Edit and format accordingly

## **WORDART**

It is pre designed word feature to let a chosen piece of text acquire that style. Word art are important especially when advertising or giving warning messages.

#### Steps insert word art

- Click insert tab
- Point picture
- Click word art
- Select the style of word art
- Click ok
- Type the desired text
- Format the word art
- Click ok
- Again edit and format appropriately

### **TABLE**

Table is a combination of rows and columns where data can be entered into the cell. A table can be acquired through drawing or automatically inserted.

#### Steps to draw a table

- Click insert tab
- Click table
- Click draw table
- Draw a rectangular frame
- Draw rows & columns into the frame
- Enter the data into the cell
- Edit and format appropriately

#### Steps to insert a table

- Click insert tab
- Click table
- Click insert table
- Indicate the no. of rows & columns etc.
- Click ok
- Enter data into cell
- Edit and format accordingly

#### Steps to format a table

- Select the table
- Choose the column, row or cells, etc
- Click design tab/layout
- Apply desired aspects
- Click ok

### **TEXT BOX**

Text box is a text editor feature that turns texts and graphics to movable, resizable and format able object. It is very convenient to work with text boxes for they make it possible where an object would be restricted.

#### Steps to insert a text box

- Click insert tab
- Click text box
- Drag to draw a frame
- Type the text inside

- Edit and format accordingly

## **WRAPPING**

Wrapping is a feature used to enclose graphics with text. This aspect is applied during formatting of graphic or object

Steps to wrapping

- Select the graphic
- Click format tab
- Click text wrapping on the arrange group
- Click wrapping style

## **HEADERS AND FOOTERS**

Header is a constant data set to automatically appear at the top of each page while footer is the constant data auto appearing at bottom of page. The header could be a letter head, page number, time etc. while footer could be a school motto, page number, date etc.

Steps to insert header and footer

- Click insert tab
- Click header / footer
- Select a style
- Enter data for the header / footer
- Edit and format accordingly
- Click design tab
- Click close header/footer
- Work on the document

## **MAIL MERGING**

This is a process of creating one main document intended to be sent to many recipient

Two parts

- ✓ Main document-details explaining more of the document
- ✓ Data source-these are the contacts of the recipients

## **STEP FOR MAIL MERGING**

- Type the letter/document to merge
- Click mailings tab
- Click start mail merge
- Click letters
- Click select recipient
- Click type new list/use existing list
- Create list to use
- Click insert merge fields
- Insert fields to their required positions
- Click Preview results
- Click finish & merge

## **PRINT PREVIEW**

This is a window whereby a document can be viewed to check any error associated with printing. These errors arise from the margins, paragraph, layout etc.

Steps to print preview

Method 1

- Open the document to preview

- Click office button
- Point print
- Click print preview
- Observe to check any errors
- Click close when satisfied or go back for adjustment

## Method 2

- Open the document
- Click the print preview icon on quick access tool bar
- Observe to check any

## **PRINTING THE DOCUMENT**

Printing is transferring a created piece of document from the computer to the paper using printer.

I. e soft copy to hard copy

Steps to print a document

- Open the document to print
- Click office button
- Click print
- Select the name of printer to be used
- Indicate the range of pages to be printed
- Indicate the no. of copies for each page
- Indicate whether collate or non-collate
- Click ok

## **Microsoft Word shortcut keys**

Below is a listing of all the major shortcut keys in Microsoft Word.

1. **Ctrl + A** Select all contents of the page.
2. **Ctrl + B** Bold highlighted selection.
3. **Ctrl + C** Copy selected text.
4. **Ctrl + X** Cut selected text.
5. **Ctrl + P** Open the print window.
6. **Ctrl + F** Open find box.
7. **Ctrl + I** Italic highlighted selection.
8. **Ctrl + K** Insert link.
9. **Ctrl + S** Save document
10. **Ctrl + V** Paste.
11. **Ctrl + Y** Redo the last action performed.
12. **Ctrl + Z** Undo last action.
13. **Ctrl + L** Aligns the line or selected text to the left of the screen.
14. **Ctrl + E** Aligns the line or selected text to the center of the screen.
15. **Ctrl + R** Aligns the line or selected text to the right of the screen.
16. **Ctrl + M** indent the paragraph.
17. **Ctrl + Shift + F** Change the font.
18. **Ctrl + Shift + >** Increase selected font +1pts up to 12pt and then increases font +2pts.
19. **Ctrl + ]** Increase selected font +1pts.
20. **Ctrl + Shift + < Decrease** selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.
21. **Ctrl + [Decrease** selected font -1pts.
22. **Ctrl + Shift + \*** View or hide non printing characters.
23. **Ctrl + <left arrow>** Moves one word to the left.
24. **Ctrl + <right arrow>** Moves one word to the right.
25. **Ctrl + <up arrow>** Moves to the beginning of the line or paragraph.

26. **Ctrl + <down arrow>** Moves to the end of the paragraph.
27. **Ctrl + U** Underline highlighted selection
28. **Ctrl + Del** Deletes word to right of cursor.
29. **Ctrl + Backspace** Deletes word to left of cursor.
30. **Ctrl + End** Moves the cursor to the end of the document.
31. **Ctrl + Home** Moves the cursor to the beginning of the document.
32. **Ctrl + Spacebar** Reset highlighted text to the default font.
33. **Ctrl + 1** Single-space lines.
34. **Ctrl + 2** Double-space lines.
35. **Ctrl + 5** 1.5-line spacing.
36. **Ctrl + Alt + 1** Changes text to heading 1.
37. **Ctrl + Alt + 2** Changes text to heading 2.
38. **Ctrl + Alt + 3** Changes text to heading 3.
39. **Ctrl + F1** Open the Task Pane.
40. **F1** Open Help.
41. **Alt + Ctrl + F2** Open new document.
42. **Ctrl + F2** Display the print preview.
43. **Shift + F3** Change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.
44. **Shift + Insert** Paste.
45. **F5** Open the find, replace, and go to window in Microsoft Word.
46. **Ctrl + Shift + F6** Opens to another open Microsoft Word document.
47. **F7** Spell and grammar check selected text and/or document.
48. **Shift + F7** Runs a Thesaurus check on the word highlighted.
49. **F12** Save as.
50. **Shift + F12** Save.
51. **Ctrl + Shift + F12** Prints the document.
52. **Alt + Shift + D** Insert the current date.
53. **Alt + Shift + T** insert the current time.

# MICROSOFT EXCEL

These are ledgers meant to manipulate and analyses numerical data. These are two types of spreadsheet: **manual spreadsheet** and **electronic spreadsheet**.

Manual involves use of book, a pencil, and a ruler and eraser etc. while electrical involve the computerized program that would handle the numerical data these programs include:

- Microsoft excel
- Lotus 1-2-3
- Visi calc
- VP planner etc.

## ADVANTAGES OF ELECTRONIC OVER MANUAL SPREADSHEETS

- Large virtual storage of information within a limited space unlike in manual physical storage where is cumbersome.
- High chance of accuracy in calculation. It is very easy for humans to make errors when manually doing calculation
- Fast retrieval of stored information
- Neat production and presentation of information unlike in manual where erased work may look UN clean
- Electronic spreadsheet bears or allows formulas and functions while manual lets the user work out mentally

## MICROSOFT EXCEL

Microsoft excel is an electronic spreadsheet; an application package that can be used to enter, manage and presenting numerical data in Microsoft windows environment.

### Application of spreadsheet

- Entry analysis and keeping of data figures
- Manipulation of accounts records
- Statistical analysis and research
- Processing student performance data

## **LOAD MS EXCEL**

### Method 1

- Click start button
- Point programs
- Click Microsoft Office