

CHAPTER – 3



ELEMENT OF WORD PROCESSING

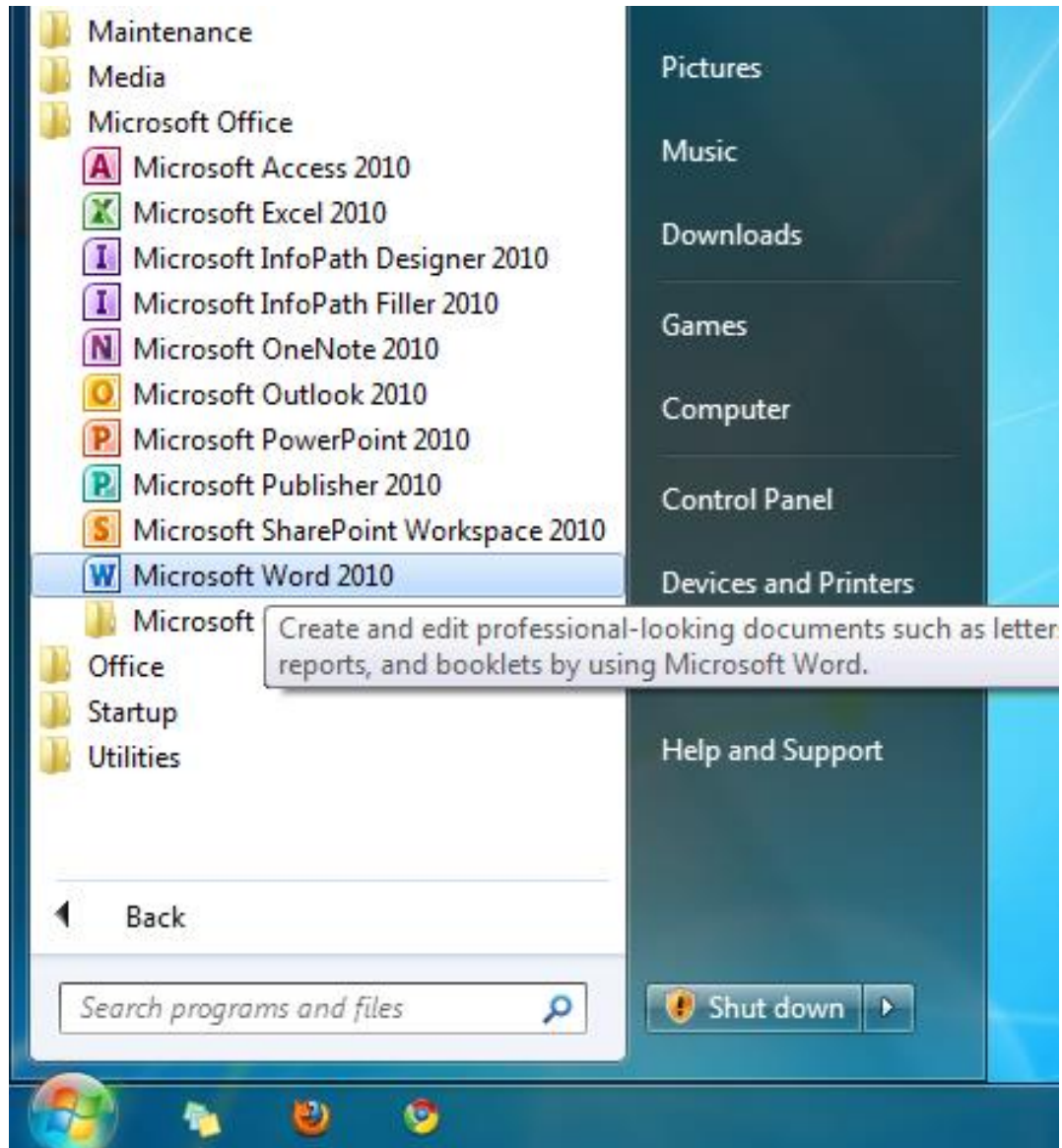
What is Microsoft Word 2010?

Microsoft Word 2010 is a word processor created by Microsoft, and is included in the Microsoft Office 2010 software suite.

Microsoft®
Word 2010



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Starting Microsoft Word

You may start Microsoft Word by locating the Microsoft Office shortcut folder, and selecting the Microsoft Word shortcut inside START MENU.

Or

Press (Win + R) → write (winword) → Enter

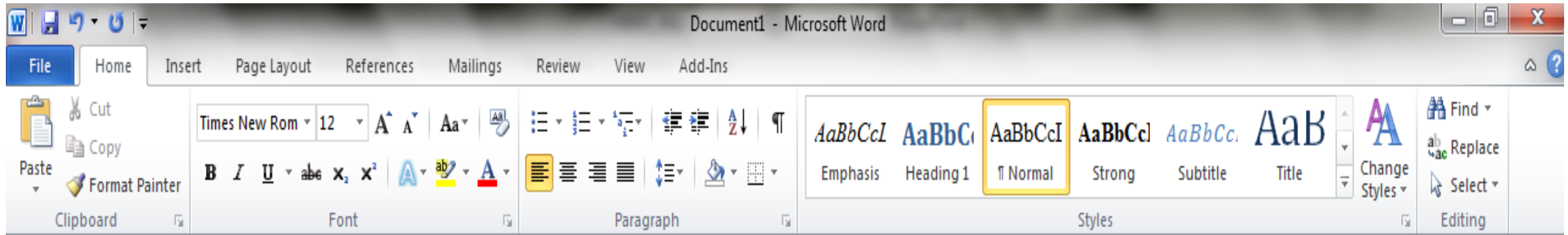
Primary Tasks



Aside from actually typing the document, there are a number of tasks that you will perform most during your usage of Word. These tasks include:

- ☐ Creating new documents
- ☐ Opening existing documents
- ☐ Saving documents
- ☐ Working with text within documents
- ☐ Formatting documents
- ☐ Inserting non-text items
- ☐ Proofing documents
- ☐ Printing documents
- ☐ Closing Documents

Ribbon Menu System



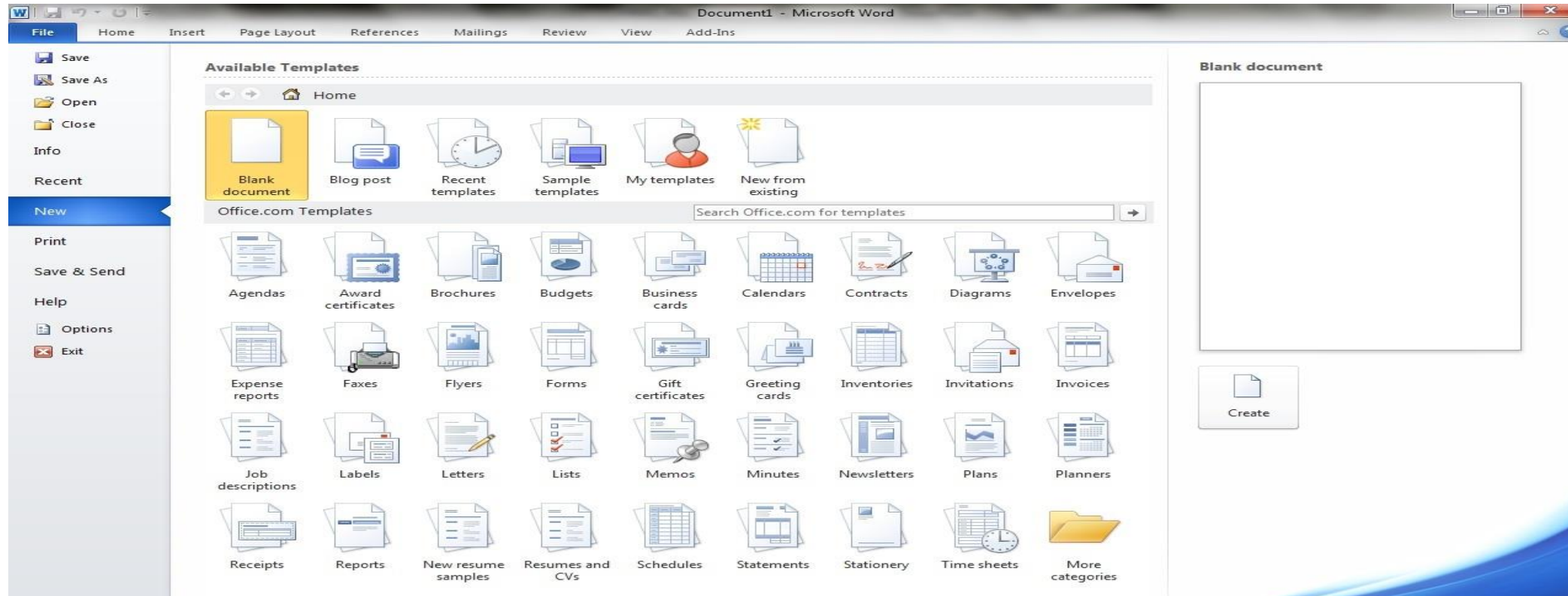
The “ribbon menu” system are selectable menus that do not disappear once you move your mouse to another part of the screen.

The “File” menu is the only remaining dropdown menu among the primary menus.

The menu tabs will allow you to navigate Microsoft Word features, and perform various functions.

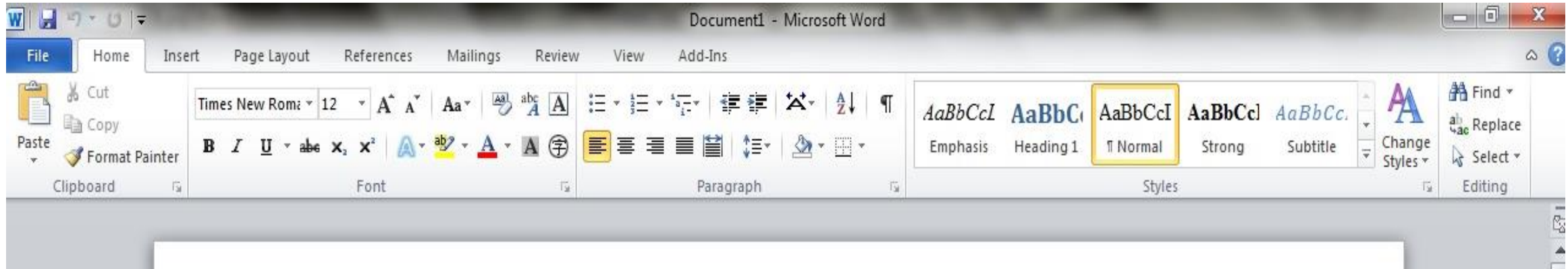
The different menu tabs typically contain similar sets of features.

“File” Menu

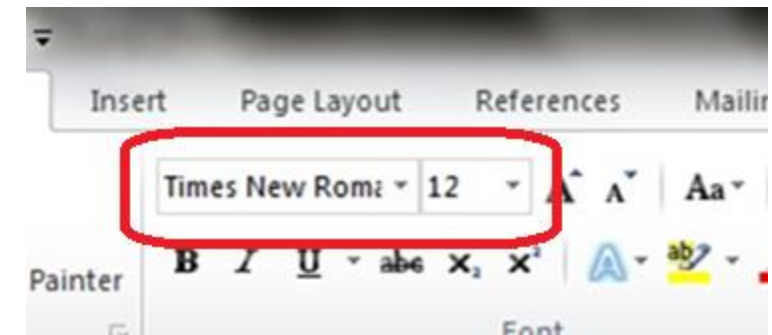


This menu will give you access to general options related to the Word file itself.

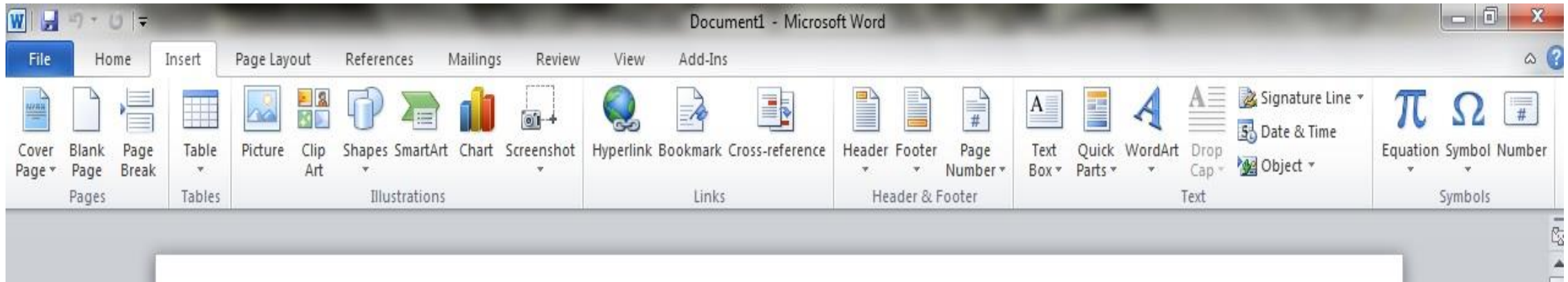
“Home” Ribbon Menu



The “Home” menu contains general options such as font sizes, alignment, copy/paste.

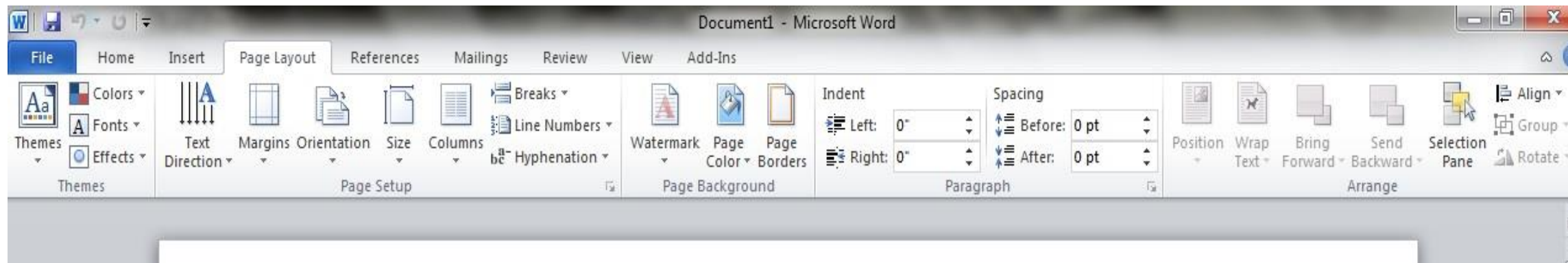


“Insert” Ribbon Menu



This menu allows you to insert a variety of non-text objects into your document. You can use it to add tables, pictures, links, headers and footers, among other things.

“Page Layout” Ribbon Menu



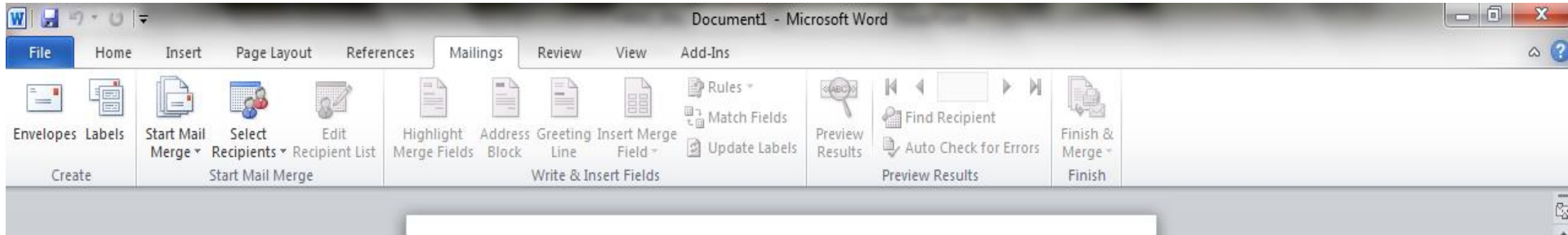
The “Page Layout” menu is where you will do the majority of your document formatting. You can use it to set margins, page orientation, size, the number of text columns, borders, indentation and spacing.

“References” Ribbon Menu



The “References” menu allows you to easily visit and reference sources that you may use while creating a document.

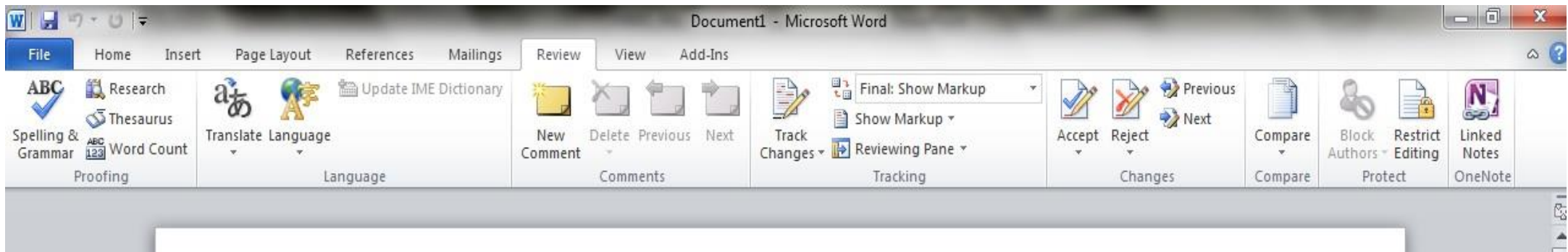
“Mailings” Ribbon Menu



The “Mailings” ribbon menu contains a number of features related to documents that will be created for the purpose of being sent in the mail.

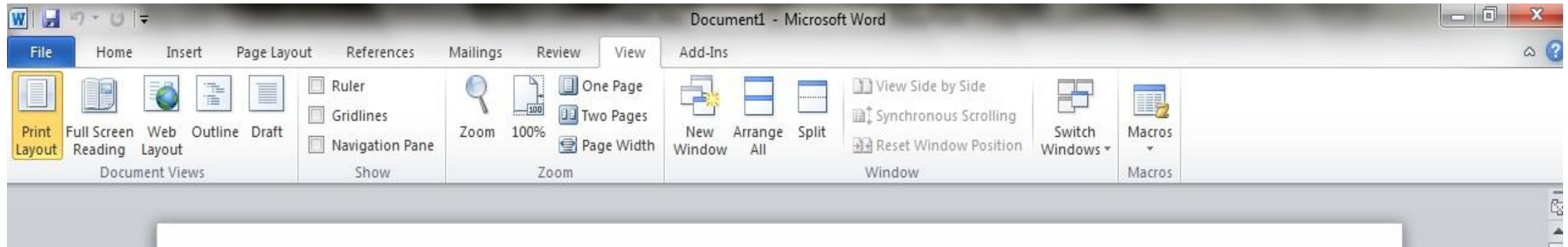
You can use these tools to print envelopes and labels, as well as personalizing individual letters in a large mailing to the specific recipient using address and contact information.

“Review” Ribbon Menu



The “Review” menu allows you to review your document for spelling and grammatical errors, insert comments, track (and accept) changes made to your document during reviewing, and compare or combine two documents.

“View” Ribbon Menu



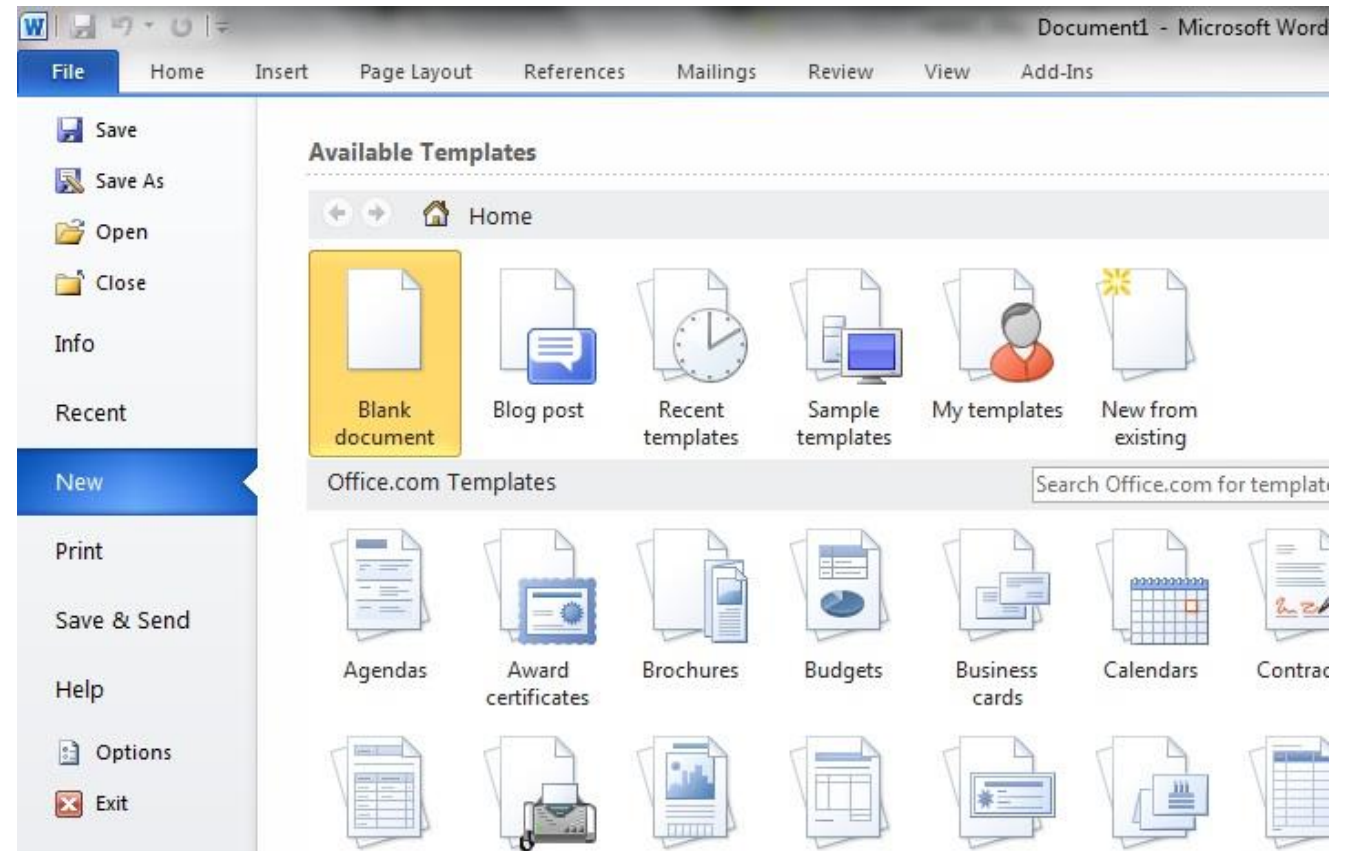
The “View” menu allows you to change how the document is viewed within Word.

Creating a New Document



Upon starting Microsoft Word, a new blank document will be created.

Alternatively, the keyboard shortcut CTRL + “N” may be used.

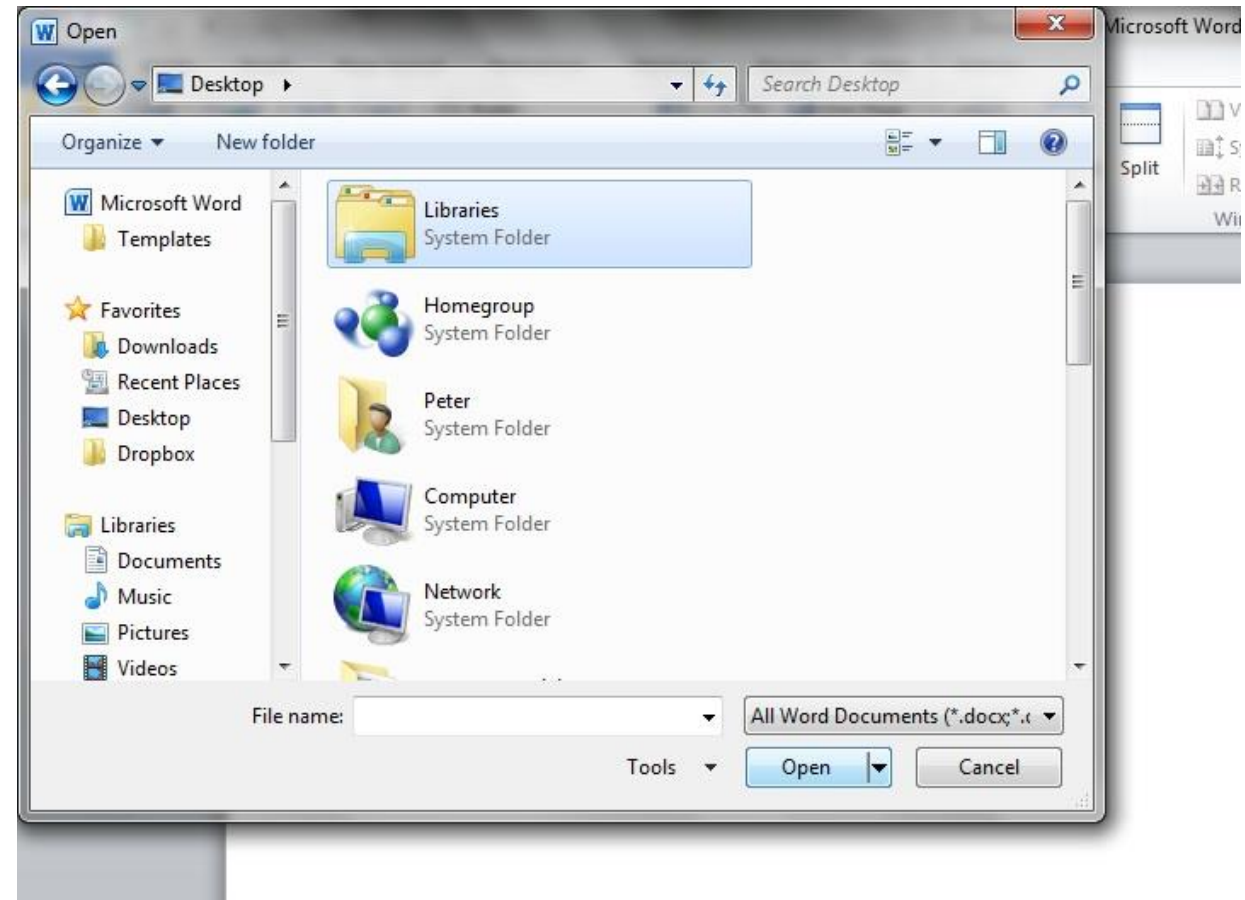


Opening an Existing Document

To open an existing document, first locate and select the “File” menu and select “Open”.

In the dialog box that appears, browse to your file and press the button labeled “Open” located at the lower right corner of this box.

Alternatively, the keyboard shortcut CTRL + “O” may be used.



Opening Multiple Documents

Saving a Document for the First Time



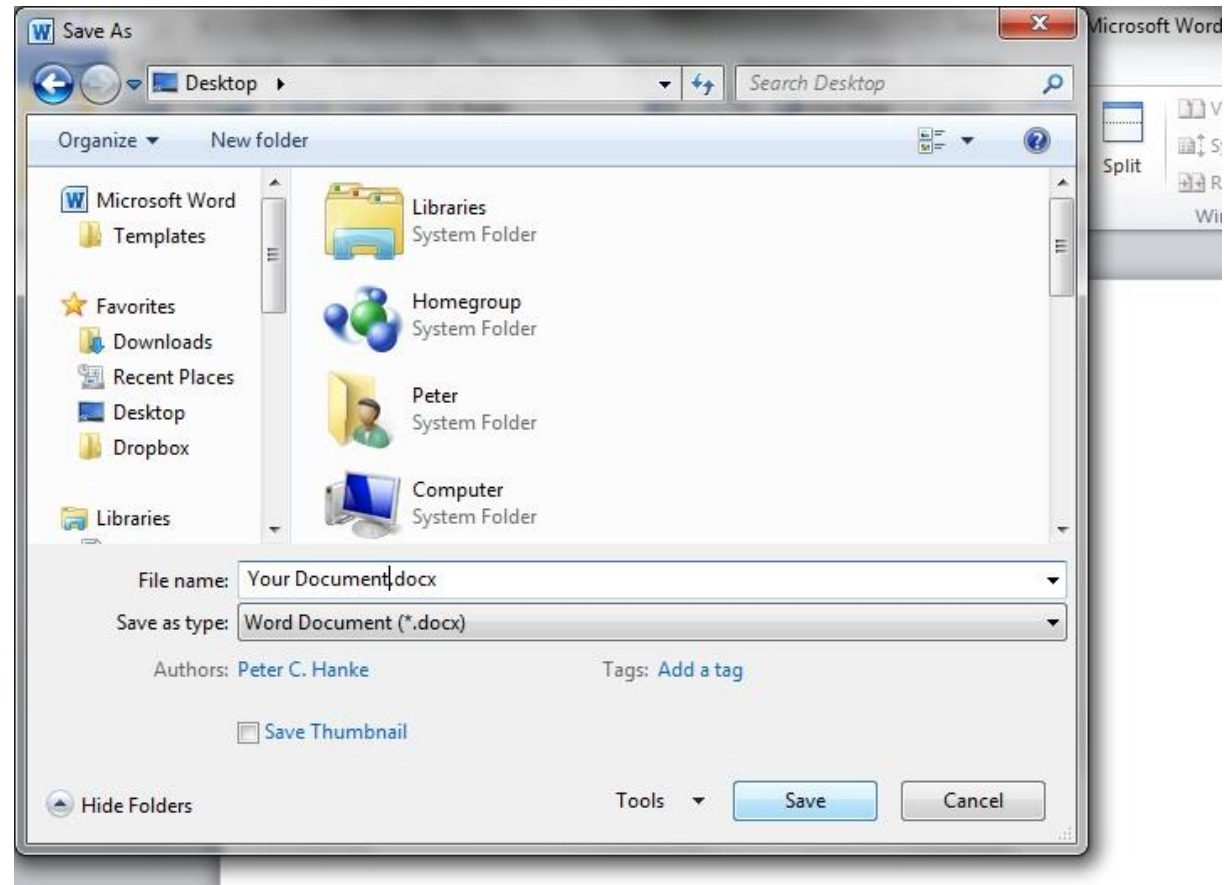
If you are saving a document for the first time, you should specify a **file name** and the **location** to which the file will be saved.

To save a document for the first time, select the “File” dropdown menu, and select “Save as”.

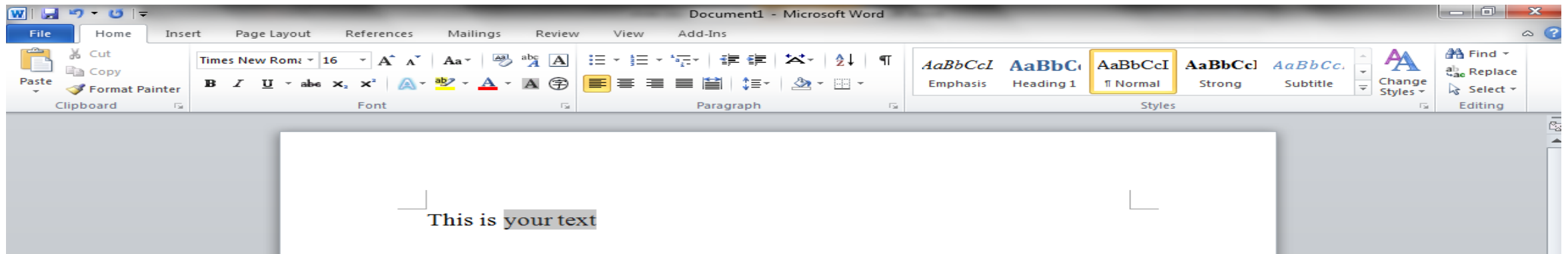
The “Save as” window will appear, at which point you should locate and select the location that you want the file to be saved to, as well as naming the file what you would like it to be called.

Saving a Document

shortcut CTRL + S may be used.



Working With Text



To select a block of text, click and hold the left mouse button at the beginning portion of the block you wish to select, and then drag the mouse over the desired text. You will notice that the text will be highlighted as you do this.

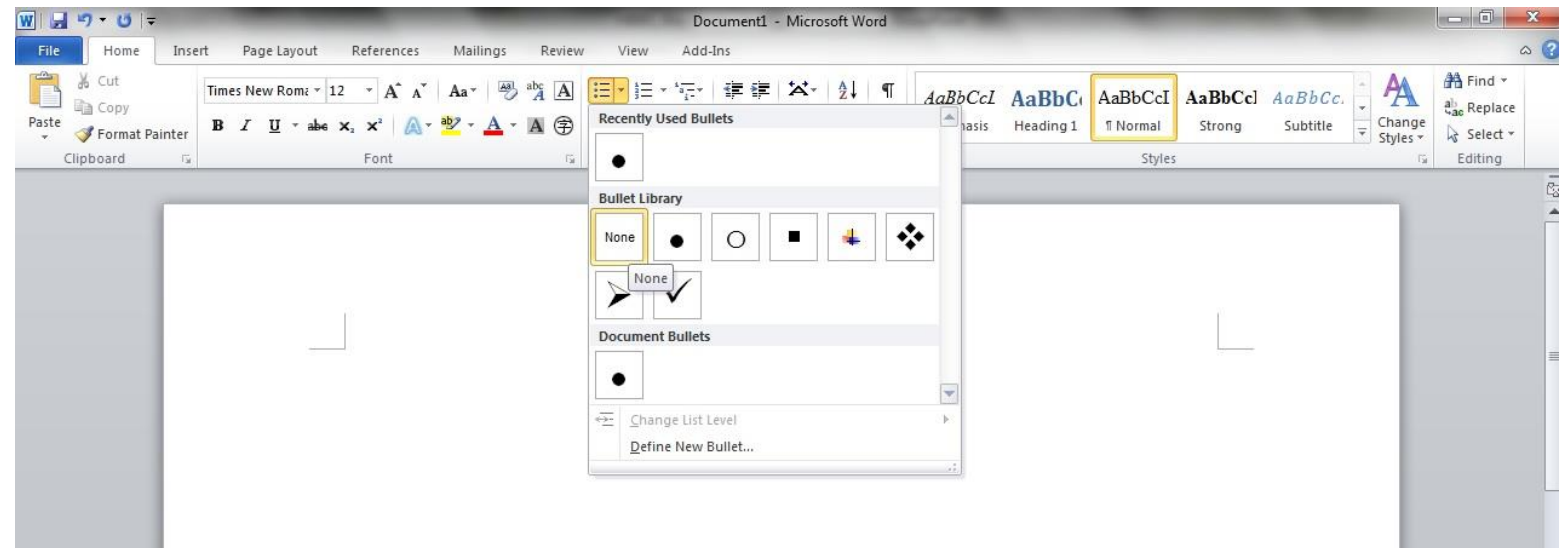
Once you have the desired text selected, release the mouse button.

Note that while clicking on another part of the document while you have text selected will deselect it.

Non-Text Items

Things:-

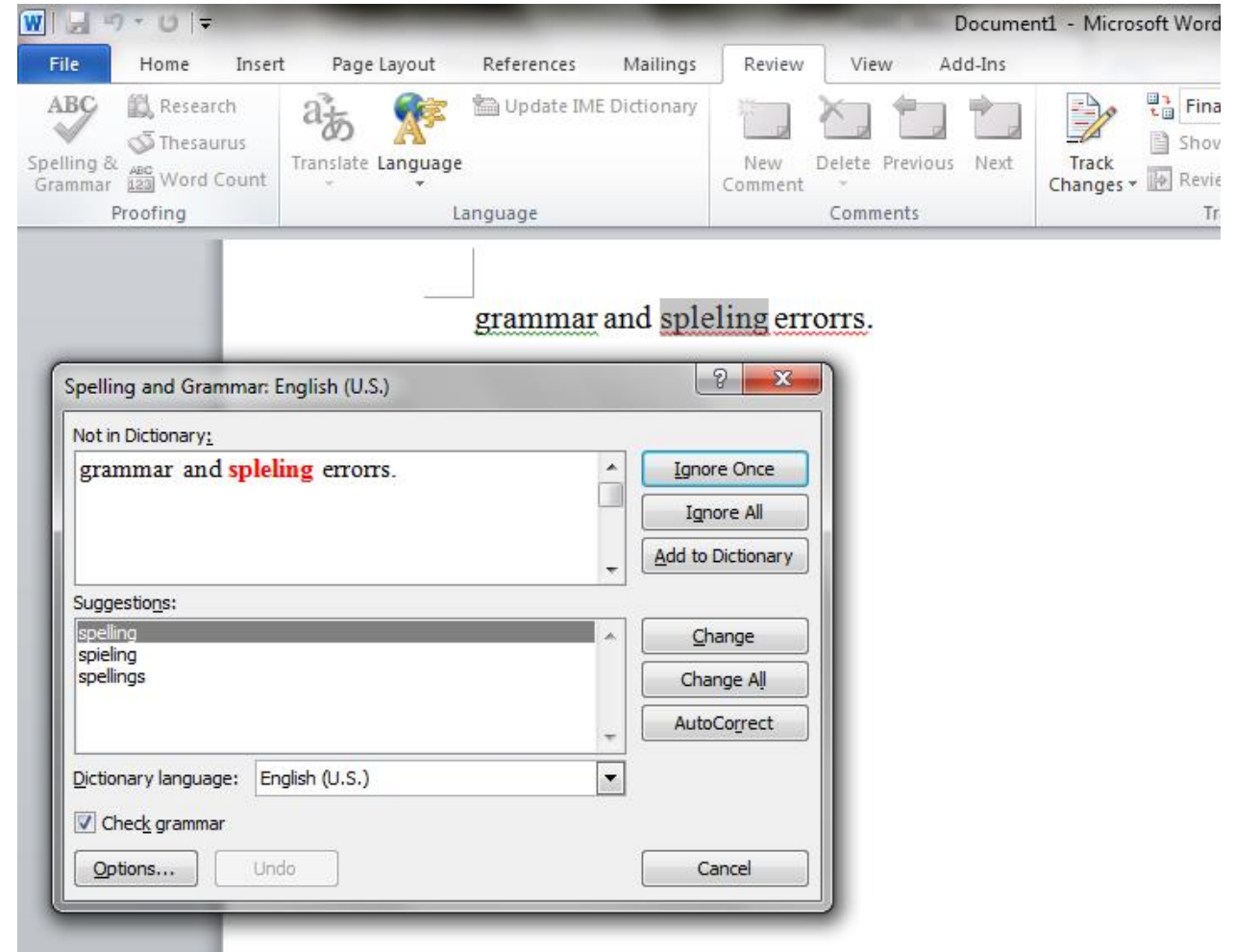
1. Bullets
2. Pictures
3. Tables
4. Hyperlinks



Proofing Tools - Spellcheck

To check your document for spelling errors, use the spell and grammar check feature.

Alternatively, press F7 to initiate the check.



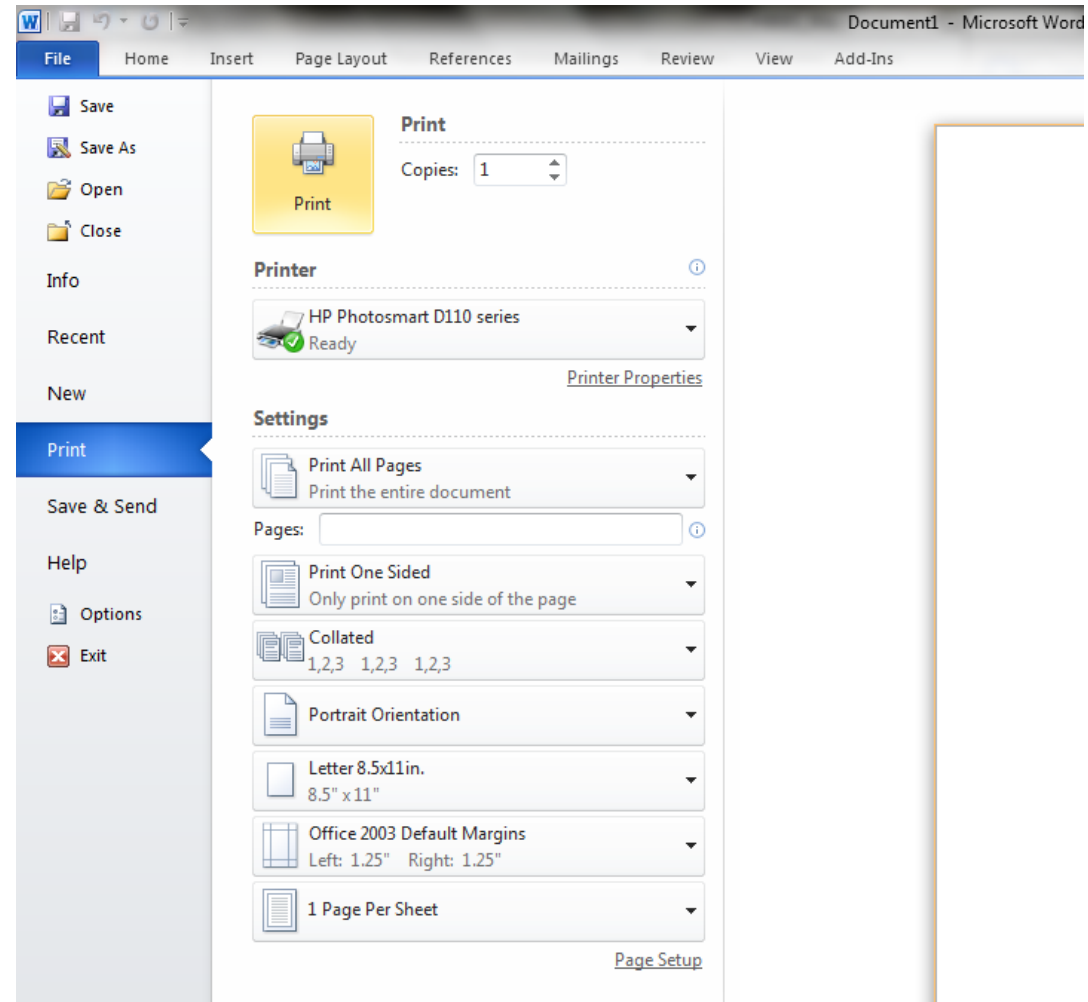
Print Options

File → Print

Config your print setup first

Make sure that you have the desired printer, and the desired number of copies to print selected.

When you are ready to print, press the “Print” button



Closing Documents

To close a document without exiting Word,

File → Close → click

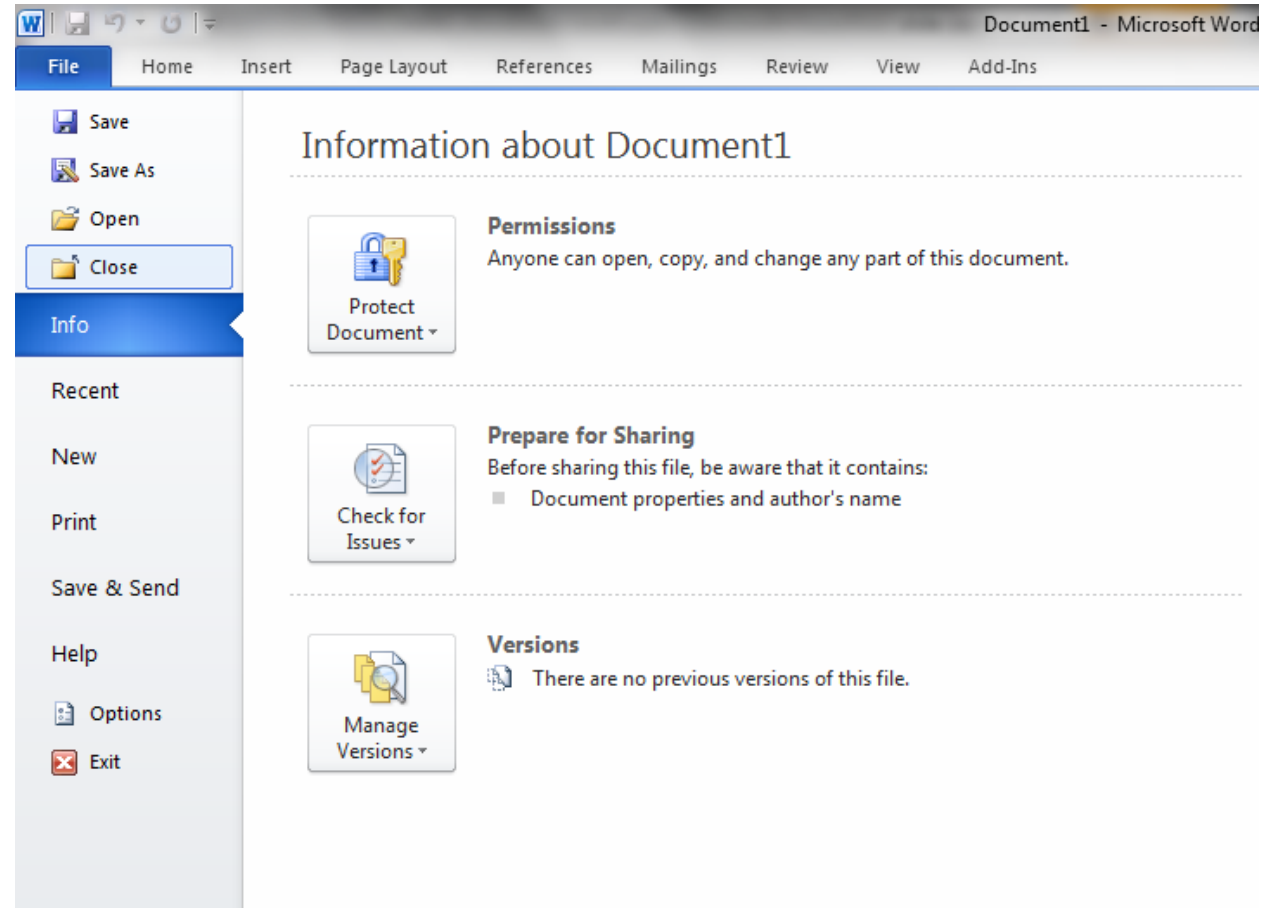
This will close the document without closing that instance of Microsoft Word

Ways to close the document:-

1. File → Exit → click

2. Click on “X” button on application.

(keyboard shortcut: “ALT” + “F4”)



SUMMARY



In this Chapter you learned

- ☐ What is MS Word?
- ☐ What can we do in MS Word
- ☐ Formatting
- ☐ Styling
- ☐ Themes
- ☐ Document printing



Q 1.What is MS Word?

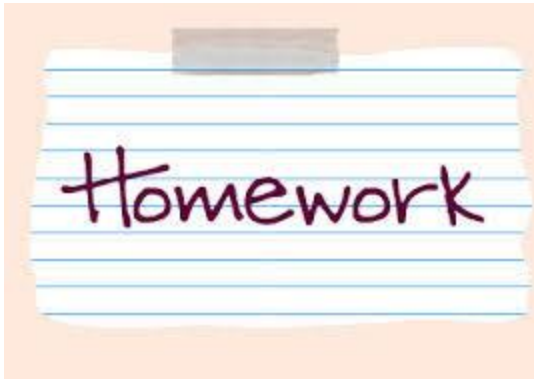
Q 2. What is the printing command?

Q 3. How we can apply styling?

Q 4. What is the standered size of the text?

Q 5. Can we use MS Excel worksheet in MS Word?





Q 1. Write the groups name inside home tab?

Q 2. Write the steps to save word document?

Q 3. Write the steps to take print?

Q 4. Explain use of MS Word?

Q 5. What is help option in MS Word?

Q 6. Write 10 short cut keys for MS Word ?

Q 7. How to set margin write steps?