MICROSOFT WORD [2016]

» Definition:

Microsoft Word is a **word processor software** developed by Microsoft company in **1983**. It is the most commonly used word processor software. It is used to create professional quality **documents**, **letters**, **reports**, **resumes**, etc and also allows user edit or modify new document.

» What is Documentation:

Documentation is a form of information , put into a electronic form and stored in a computer

» Software Extension:

winword

» File Extension:

.docx

» Working Area:

Page

» Default Name:

Document

» Alignment:

There are four type of alignment

Left alignment [Ctrl + L]	Right alignment [Ctrl + R]
Center alignment [Ctrl + C]	Justify alignment [Ctrl + J]

» Smart Art:

- Smart art define the data with the help of diagram
- It is present in Insert menu bar

» Links:

Connection between two or more content is called link

There are 2 type of links

- Internal Link (Page to Page link)
- External Link (File to File Link)

» Internal Link:

Page to Page link is called internal link. We use internal link for table of content

» External Link:

File to File link is called External link. We use external link for hyperlink

» Table of Content:

- It is used to create for linking between chapter with heading / Content Name
- It is always on the top of the page
- Sequence of table of content is numeric

» Hyper Link:

- Hyper link present in insert menu bar
- Its applies on object and text

» Mail And Merge:

Mail and merge command is used to create duplicate of content in different user data

Mail and merge command is present in mailing menu

Example:

Like same design of certificate but different student name

» Index:

- It is used as a meaning of difficult word
- It applies end of the document
- Its present in reference menu
- Sequence of index is alphabetic

» Layout:

It is use to present your document. Layout present in view menu bar

There are five type of layout

- Normal Mode
- Print Layout
- Web Layout
- Outline
- Draft

» Macros:

- Macros command is used to record our data
- Shortcut key of macros is **[Alt + F8]**
- Its present in **View** menu

» Protection:

There are 3 type of protection

- Restrict Editing (read only)
- Track Change
- Encrypt with password

» Markup

- Simple Markup
- All Markup
- No Markup
- Original