

# Introduction to MS-Word

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## What is Ms-Word ??

Ms-word is a text formatting application which comes with the installation of Ms-Office package differing from Notepad application in the sense that the latter being text-editing with limited scope also referred to as text-editing application while the former Ms-Word is a full fledged application with lots of text formatting features used to create a well decorated document.

- ❖ The first version of Microsoft Word was released in 1983 as a competitor to WordStar, the most popular word processor at the time.

## Random Text Generation ??

To test with the different text decorating features of Ms-Word we can generate some random text using the following inbuilt functions of Ms-Word.

=rand() or =rand(x,y)

=rand.old() or =rand(x,y)

=lorem() or =lorem(x,y)

**=rand(x,y)**  
**=rand.old(x,y)**  
**=lorem(x,y)**

where,  
x=in number denoting  
paragraph  
y=in number denoting  
sentences in those each  
paragraph

Here, X to be given a numeric value denoting the number of paragraphs to be generated while Y to be given a numeric value denoting the number of sentences contained in each of the paragraph.

While writing the formula it has to be at the beginning of a line and it starts with a equal to (=) sign followed by the name of the function ( rand, rand.old, lorem ) ending with two braces.

### Example >>

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

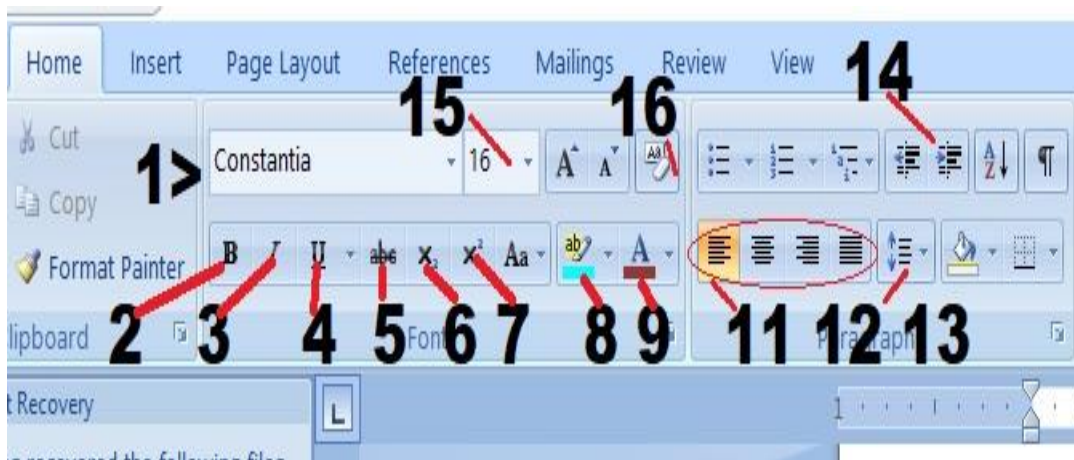
Here the formula for the random text highlighted in grey color generated is =rand(2,3) which means 2 paragraphs with 3 sentences in each of those paragraphs.

## Assignment 1: Random Text generation

Using any of the three in built function generate a 3 paragraph with 2 sentences in each of those paragraphs.

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## The Ui of the Font Group



- 1> Font Family
- 2> Bold button
- 3> Italic Button
- 4> Underline Button
- 5> Strike Through Button
- 6> Sub Script
- 7> Super Script
- 8> Text Highlight Color
- 9> Font Color
- 11> Text-Alignment Buttons
- 12> Line and Paragraph Spacing Button
- 13> Shading Button
- 14> Indentation Button Group
- 15> Font Size group
- 16> Clear Formatting Button

## How to change the Font ?

To change the text font :

- Select the text .
- Go to **Home** tab > **Font** group > and click on the dropdown button to see the list of font available> chose your desired font and click on it.

[Ms-Word comes with a live preview feature by which after selecting the text if we click on the downward button of the font family dialogue box and hover over the available fonts, the selected text changes to give a preview of how it would look only in case we select our desired font by clicking over it.  
]Example:

**Say on your Computer calibri is your default font**

**A thermal power station is a type of power station in which heat energy is converted to electrical energy. In a steam-generating cycle heat is used to boil water in a large pressure vessel to produce high-pressure steam, which drives a steam turbine connected to an electrical generator.**

**Now let us change it to Times New Roman Font:**

**A thermal power station is a type of power station in which heat energy is converted to electrical energy. In a steam-generating cycle heat is used to boil water in a large pressure vessel to produce high-pressure steam, which drives a steam turbine connected to an electrical generator.**



**Assignment : Change the font of the paragraph below to “Verdana” font.**

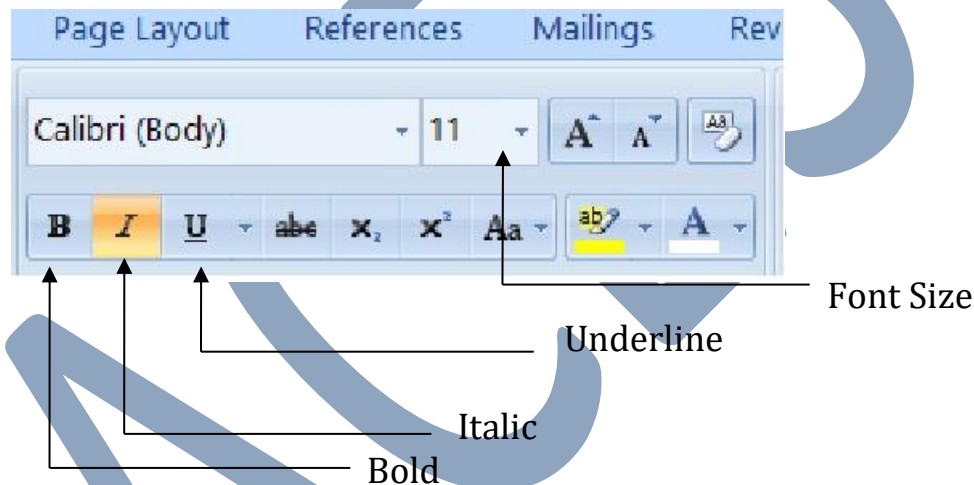
Hussain Sagar Thermal Power Station was a historic thermal power plant that was located in Hyderabad, Telangana on the banks of Hussain Sagar. It was India's first thermal power station, opened in 1920 by the erstwhile seventh Nizam of Hyderabad.

## How to change the Font style ??

There are mainly 3 types of font/text style available in MS Word

### 1. **Bold** 2. *Italic* 3. Underline

- By default the font style is called Regular.
- We can change the style by selecting a part /full text to change the style as per requirement then either click on the B or I or U button in the home tab font group or use the following shortcut.



Font Style	Short Cut Key
<b>Bold</b>	Ctrl + B
<i>Italic</i>	Ctrl + I
<u>Underline</u>	Ctrl + U
The Shortcut To open the Font dialogue box	CTRL + D

- Further the default font size can be increased or decreased by selecting the text and clicking on the font size arrow key and selecting the size according to needs.
- You can achieve the above style by selecting the text and using The following shortcut

increasing font size is	<b>ctrl + ]</b>
While decreasing the font size is	ctrl + [
And for continous increase	ctrl + shift + >
And for continous decrease	ctrl + shift + <

Let us observe the paragraph below:

### **WBSEBDCL**

The Government of West Bengal unbundled the erstwhile West Bengal State Electricity Board (WBSEB) into two companies viz., West Bengal State Electricity Distribution Company Limited (WBSEDCL) and West Bengal State Electricity Transmission Company Limited (WBSETCL).

*The main business of WBSEDCL is distribution and hydro generation of electricity.* It is also the nodal Agency of the Government of West Bengal for undertaking Rural Electrification task in the State with objective of providing access of electricity to all rural households in the state in line with the National Rural Electrification Policy.

The Company is managed by a Board of Directors comprising twelve members out of which seven are Executive Directors including Chairman & Managing Director. Besides one Woman Director and four Independent Directors constitute the Board..

- The heading has been made Bold and Underlined and the font size is set to 22 while the rest of the paragraph body is 14.
- The first line of the second para is italicized.
- In certain important parts of third para underline has been used.

### **Assignment: Do it yourself (Font style)**

- The heading has to be made Bold and Underlined , change the font size to 19 , while for the rest of the paragraph set font size to 16.
- The first line of the second paragraph is to be italicized.
- The third paragraph has to be underlined.

### WBSEBDCL

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## Font Colouring

The default color of the document which is black can be changed by selecting the portion whose color is to be changed & clicking on Font color button. The dropdown key beside the said options opens up option for more font color and select More Colors according to your needs.

### EXAMPLE:

Here some of the words in the paragraph below is given custom colors like red and dark green.

**Damodar Valley Corporation (DVC)** is a government-owned power generator which operates in the Damodar River area of **West Bengal and Jharkhand** states of India. The statutory corporation operates both thermal power stations and hydel power stations under the ownership of Ministry of Power, Government of India.

**Ram Naresh Singh** *has assumed charge of the new Chairman of Damodar Valley Corporation (DVC) on January 27.*

### **Assignment : Do it yourself (Font Coloring)**

Damodar Valley Corporation (DVC) is a government-owned power generator which operates in the Damodar River area of West Bengal and Jharkhand states of India. The statutory corporation operates both thermal power stations and hydel power stations under the ownership of Ministry of Power, Government of India.

Ram Naresh Singh has assumed charge of the new Chairman of Damodar Valley Corporation (DVC) on January 27.

- Change the color of the last sentence of the paragraph to green.
- Give a Custom format colour to DVC short form

## Clear formatting

We can rule out all the formatting of a textual content to its default font style ( Calibri(body) ) and to its default size by clicking on clear formatting button located in the home tab under Font group in the upper right corner.

## Text Highlight and Custom Text Highlight (Shading)

Important parts of a document can be highlighted with some colors to catch the eye marking it as important by using Text Highlight Color button. But the limitation of this button lies in the fact that only a handful of colors can be applied to it. To overcome it we use shading button to give highlight with any colors we wish to.

### Example:

An **electric car**, battery electric car, or all-electric car is an automobile that is propelled by one or more electric motors, using only energy stored in batteries. Compared to **internal combustion engine (ICE) vehicles**, **electric cars** are quieter, have no exhaust emissions, and lower emissions overall. Charging an **electric car** can be done at a variety of charging stations; these charging stations can be installed in both houses and public areas.

**Assignment: Do it Yourself (Text Highlight and Shading )**

Orkut was a social networking service owned and operated by Google. The service was designed to help users meet new and old friends and maintain existing relationships. Orkut was one of the most visited websites in India and Brazil in 2008.

Text highlight the word orkut in the paragraph where it appears, Give green Shading to India and Brazil and 2008 to be shaded with red.

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### **Increase indent and decrease indent**

Ms-word has 4 margins on top, bottom, right and left respectively. The blank space between these margins and the textual document can be controlled by using margin, generally used for printing purpose. Select the whole document and move the cursor over the horizontal ruler until it changes to arrow head and drag the arrow keys accordingly. For vertical ruler move the cursor until it changes to double headed arrow.



## **Spaces between line and paragraph**

The default spacing between line and paragraph can be adjusted by selecting the line spacing option.

### **Example:**

Once the oil is pumped out of the underground oilfield, it must be transported. This is done in many different ways. Sometimes it is put in barrels and shipped across the oceans in ships that can leak or spill. Other times it is pumped in gigantic pipelines across entire nations. Pipelines leak and poison groundwater, and sometimes encroach upon sovereign native land. Large companies that need plastic don't care about any of this, as long as the supply doesn't stop and demand stays level or increases.

Plastic bottles are one of the ways plastic is used in packaging that is the most dangerous. There are nearly 500,000,000,000 plastic water bottles made every year, with nearly one million sold every single minute of every single day. This leads to an incredible amount of plastic waste, with a tiny percentage of bottles ever being recycled.

In the above example for the first paragraph the line spacing is set to 1.0, by selecting the first para and selecting 1.0 by clicking on the line spacing button while in the second paragraph after selecting it the line spacing is set to 2.5.

### Assignment: Do it Yourself (Line spacing)

Once the oil is pumped out of the underground oilfield, it must be transported. This is done in many different ways. Sometimes it is put in barrels and shipped across the oceans in ships that can leak or spill. Other times it is pumped in gigantic pipelines across entire nations. Pipelines leak and poison groundwater, and sometimes encroach upon sovereign native land. Large companies that need plastic don't care about any of this, as long as the supply doesn't stop and demand stays level or increases.

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Set the line spacing of the first paragraph to 2.5 and the second paragraph to 2.0.

## Learning Lesson ( Super-Script and Sub-Script )

A subscript or superscript is a character (such as a number or letter) that is set slightly below or above the normal line of type, respectively.

Take formula for example,  $A_2+B_2$  here 2 is a subscript while in WBS<sup>EDCL</sup>™ the TM is a superscript.

The short cut for commonly used superscript are as follows:

<b>Trade Mark symbol <sup>TM</sup></b>	<b>ctrl + alt + t</b>
<b>Copy Right symbol ©</b>	<b>ctrl + alt + t</b>
<b>Registered trademark symbol <sup>®</sup></b>	<b>ctrl + alt + r</b>
<b>Subscript Short Cut</b>	<b>Ctrl + =</b>
<b>Super Short Cut</b>	<b>Ctrl + shift + +</b>

### Assignment: Super Script and SubScript

D3LL™ is a registered trademark of computers manufactured originally at USA. The Copyright © of the logo is protected and maintained by Dell pvt. Ltd. 4th April 1984 was the publication date for its official documentation.

Make the trademark symbol and th of 4 (that is 4<sup>th</sup>) Superscript and Copyright symbol Subscript.

## Learning Lesson (Format Painter)

It becomes tedious to apply the same formatting technique to a particular part of the document again and again by selecting the text portion and changing for example the font family, size, color one by one for example. In this scenario Format painter comes in handy. Simply select the text and click on format painter to copy its formatting styles and then placing the cursor in the document, it changes to brush symbol. Simple drag the brush across the text where this format is to be copied.

For example:

Lorem ipsum dolor sit *amet, consectetur* adipiscing elit.

Maecenas *porttitor congue* massa.

The line number one formatting style is copied to the second line using format painter.

### Assignment: Format Painter

The Bermuda Triangle, also known as the Devil's Triangle, is an urban legend focused on a loosely defined region in the western part of the North Atlantic Ocean where a number of aircraft and ships are said to have disappeared under mysterious circumstances. The idea of the area as uniquely prone to disappearances arose in the mid-20th century, but most reputable sources dismiss the idea that there is any mystery.

- Copy the style of the first line of the above paragraph and apply the same style to the second line of the paragraph to make it look even all through the document.

### Learning Lessons (Borders)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

ACES

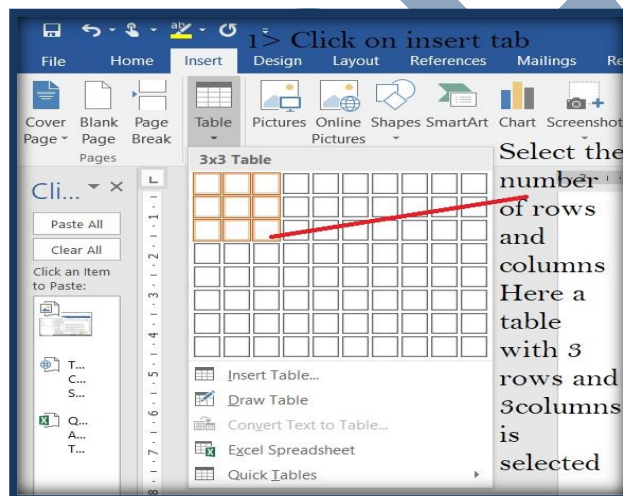
# Learning Lessons Working with Tables

- 1> [Inserting tables](#)
- 2> [Text to table](#)
- 3> [Formatting tables](#)
- 4> [Sorting data in tables](#)
- 5> [Inserting excel table into word](#)
- 6> [Working With Formulas](#)
- 7> [Shortcut for adding rows and columns](#)

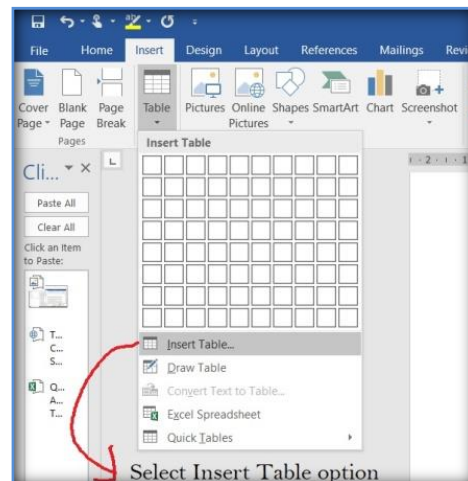
## 1> **Inserting Table**

There are **five ways** to insert a table into MS-Word document.

**Option 1:** Place the cursor where you want to insert the table> Insert tab > in the ribbon click the dropdown button on the table group > Select the number of rows and columns > table is inserted

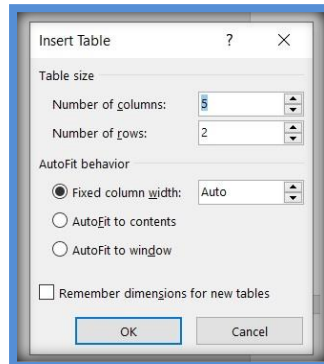


**Option 2:** you can insert table using insert table box which opens up once you click the dropdown button of the Table button





Once insert table dialog box opens up, select the number of rows and columns of the table you want to insert.



Here according to the above picture a table with 5 columns having 2 rows will be inserted in the word document.

**Option 3:** On the insert tab > Table group dropdown arrow > Draw table option, > using the said option you can draw horizontal and vertical lines to draw a table.

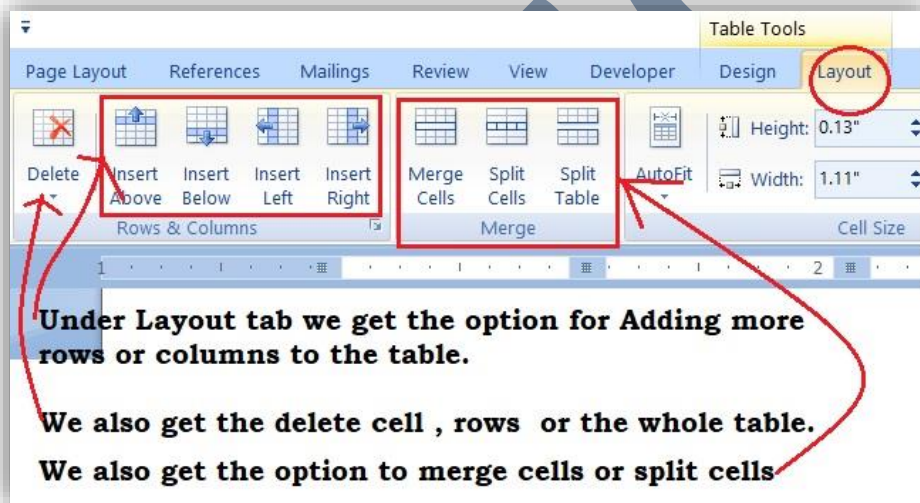
**Option 4:** On the insert tab > Table group down arrow key > **Excel spread sheet** > Selecting this option inserts an excel spreadsheet into the document, with menus of excel to be used if calculation is the primary aim for table insertion in word

**Option 5:** The last option Quick table helps you to insert some preformatted tables into the ms word document.

## Adding More Rows To the Table

After inserting a table with say 4 rows and 3 columns more rows can be added by selecting the last column cell of the table and hit tab key to get a 5 th row and 3 columns are drawn automatically.

**Manually** it can be done using button also. Click on the cell inside the table where you want to add cells or rows > then under Layout tab you get the option to add rows or cells.



## Deleting a Table and Moving a table

- Move the cursor towards the upper left corner of the beginning of the table so that the table move handle appears outside the upper left corner, then simple press backspace from the keyboard to delete the table

Name	Sales Zone
Ramesh Yadav	North-East
Paresh Agarwal	South-West

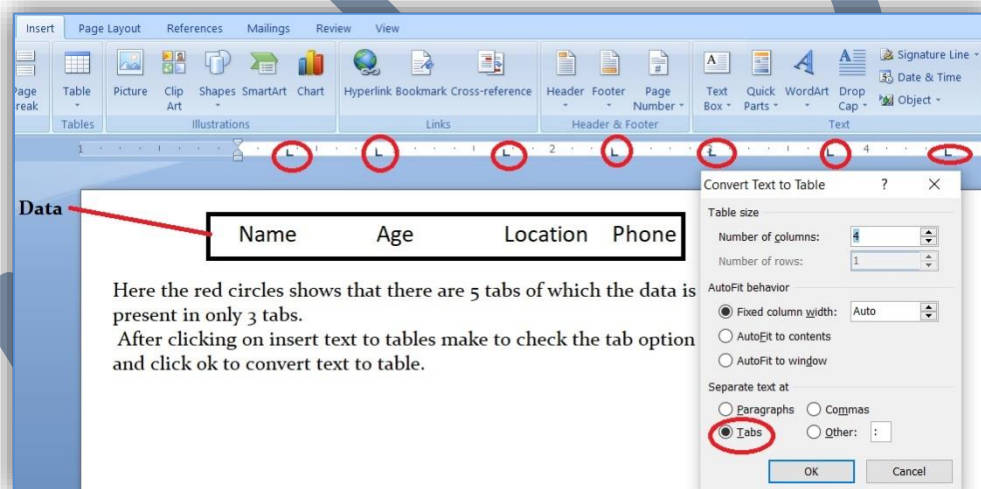
Move the cursor here to change it 4 headed arrow.

Moving the cursor to upper left corner of the table the cursor changes to 4-headed arrow know as table move handle> On appearance of it click it to select the whole table > Then press backspace key

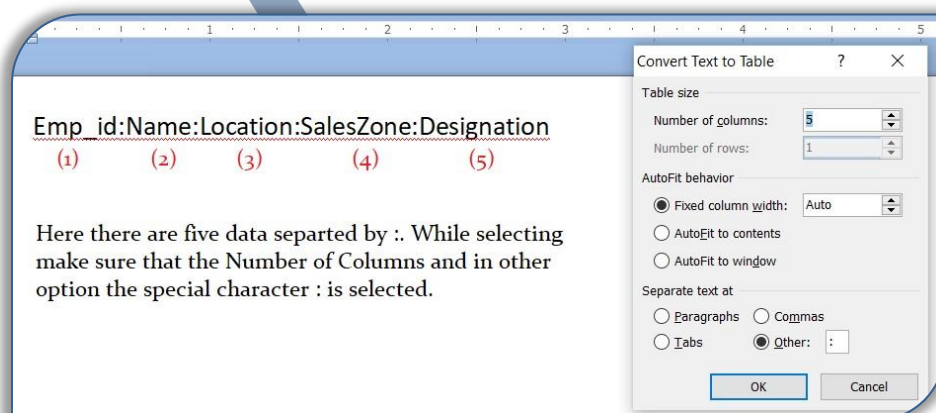
- When the cursor changes to 4 headed arrow that is table move handle, then click it to select the table and while pressing the mouse click drag it across the document to reposition the table.

## Text to tables

- a> Table created using tabs: On the horizontal ruler if tab is being selected and in the document the data is inserted using tab, that is tab separated data then that data can be converted to tables by clicking on the table dropdown button and selecting the option > Convert text to tables.
- >>>If there are tabs where data is not present and tab selected on the horizontal ruler by mistake, then while selecting the above option make sure to select the number of columns as the number which contains text leaving behind the number of blank tabs.
- >>>>By default paragraphs radio button is selected as the separator for data.



- B> Apart from tabs text data which are separated evenly throughout the document using other special character can also be converted to table.



Here in the picture shown above the data are separated using special character semicolon :  
Convert Text to Column dialogue box comes with the default option of paragraph radio button checked.  
Here in the above example we select other and then type : in the box.

### Assignment: Converting Text to Column.

Convert the data present below to table format using Convert text to column option.

Emp\_id \$ F\_Name \$ L\_Name \$ Joining\_dt \$ Location \$ Salary

AC03\$Sayani\$Saha\$2003\$Behala\$18,000

AC18\$Anubhav\$Sanyal\$2008\$Kasba\$23,000

PRG01N\$Soumalya\$Khan\$2023\$Konnagar\$12,000

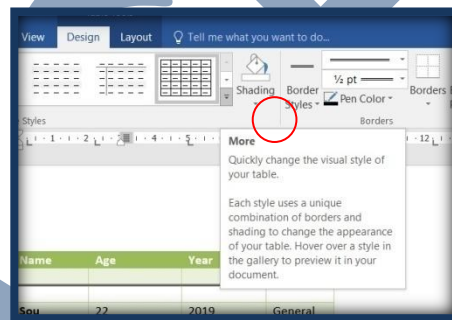
Manager \$ Shibasish \$ Nag \$ 2001 \$ Hazra \$ 18,000

Admin \$ Anita \$ Biswas \$ 1993 \$ Chetla \$ 32,000

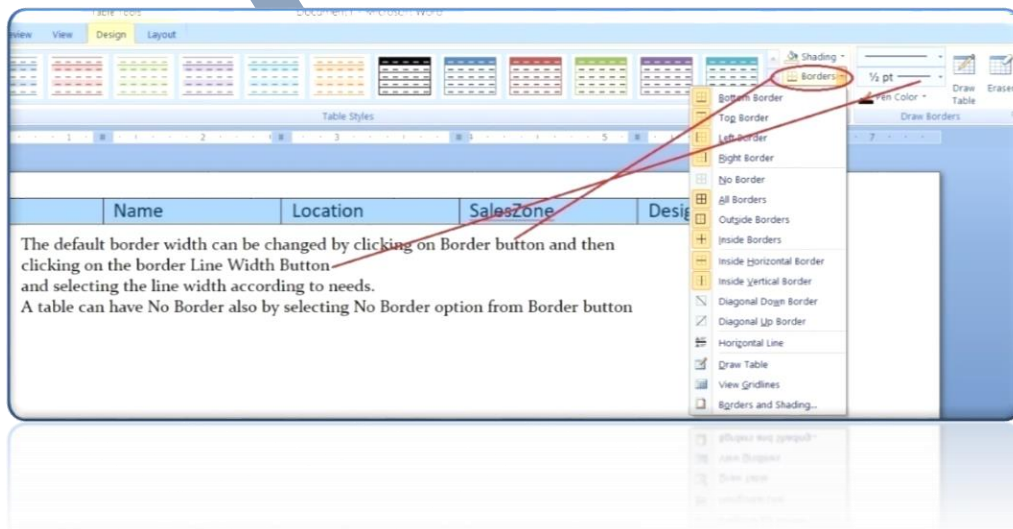
## Formatting tables

Selecting the table opens up two more tabs Design and Layout.

On clicking the dropdown arrow in the design style group in the design tab, some pre-formatted table design option opens up. Hover over a style to see the changes in the table, clicking on one of it will give effect to the table.



You can change the border width of the table to be more bolder or you can select it to have no border at all or only with either left or right border. Refer the image below. The Border option is present in the Design tab.



## 4>Sorting data in table

Sorting of data in the table can be done after selecting the table and then using sort feature located under **layout** tab. Here sorting can be done based on a maximum of 3 fields.

The **layout** tab contains various options to work on with table like insert row above or below. Select the cell and click on this option.

Here in the above table the first 4 cells are selected and then clicked on **merge** cells.

You can sort the data by selecting the table portion on which sorting is to be done and the clicking on sort button, here the sort is done based on salary at first followed by name. After selecting the cells click from the Sort dialogue window select the cell names accordingly.

Sort by  
Column 1  
Column 2  
Column 3  
Column 4  
Column 5

From the dropdown select column 5  
Then to sort on name select column 1

Type: Text  
Using: Paragraphs  
Ascending  
Descending

Type: Text  
Using: Paragraphs  
Ascending  
Descending

Type: Text  
Using: Paragraphs  
Ascending  
Descending

My list has  
☐ Header row ☒ No header row

Options... OK Cancel

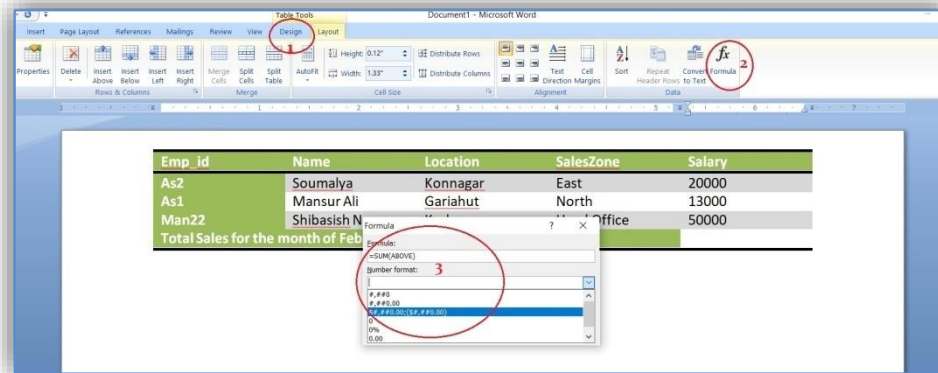
### Assignment: Sorting data in table

First_Name	Last_Name	Marks
<u>Simran</u>	<u>Saha</u>	<u>21</u>
<u>Promit</u>	<u>Bardhan</u>	<u>76</u>
<u>Nirmal</u>	<u>Bittu</u>	<u>43</u>
<u>Nibedita</u>	<u>Das</u>	<u>76</u>
<u>Kisore</u>	<u>Sanyal</u>	<u>55</u>
<u>Anuradha</u>	<u>Pandit</u>	<u>88</u>
<u>Akash</u>	<u>Mitra</u>	<u>65</u>

In the above table sort first by First\_Name followed by marks. Sorting is to be done in ascending order for the field First\_Name then on Descending order for the marks.

## 5>Working With Formulas

Select the cell where you want insert the formula. After selecting the cell of the table > go to Layout tab > select formula, the name of the formula, the Number Format and hit ok.



Some Commonly Used formula are as follows:

<b>Sum</b>	<b>=SUM(Above) Returns the sum of The cells located above the selected cell</b>
<b>MAX</b>	<b>=MAX(LEFT) Returns the maximum number of the cells located left to the selected cell</b>
<b>MIN</b>	<b>=MIN(RIGHT) Returns the minimum number of the cells located right to the selected cell</b>
<b>AVERAGE</b>	<b>=AVERAGE(BELOW) Returns the average number of the cells located below to the selected cell</b>
<b>PRODUCT</b>	<b>=PRODUCT(LEFT) Returns the product of the number of the cells located Left to the selected cell</b>
<b>COUNT</b>	<b>=COUNT(ABOVE) Count the number of cells located above the selected cell. If any of the above cell is left blank it will also be counted</b>
<b>Update a Cell having formula</b>	After any changes has been made to the data in the table post insertion of formula, select the formulated result of the cell and press function key F9 or right click and select update field.

Here in the table below shows the necessary formula used in the cells to calculate some figures as example.

Product	Quantity	Rate	Sales	
Air-Conditioner	5	23,000	115,000	=Product(Left)
Fridge	3	12,000	36,000	=Product(Left)
Room-Heater	9	15,000	135,000	=Product(Left)
Total sales amount for this month			286,000	=SUM(ABOVE)
Max-Sales Figure			135,000	=MAX(D2:D4)
Count of the Number of Product			3	(=COUNT(B2:B4))
Count of the total number of products sold			17	(=SUM(B2:B4))



### Assignment: Working with formulas in tables

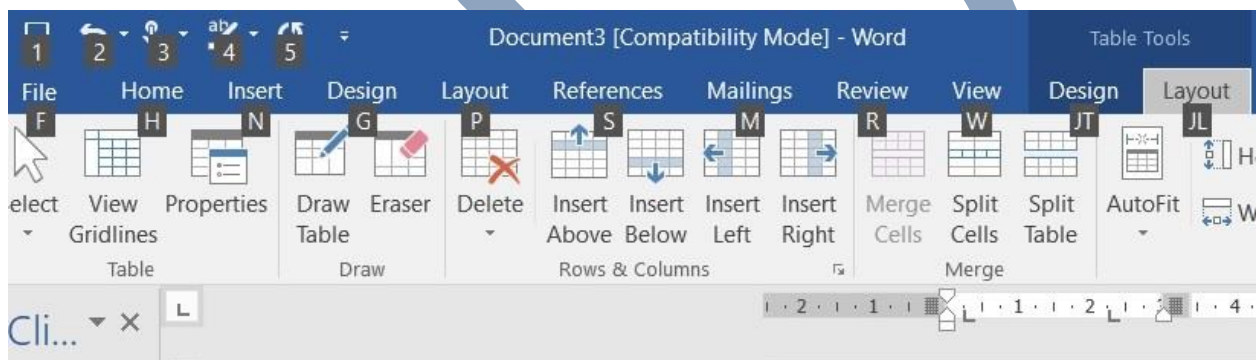
Taking it as example find out the missing figures in the table below

Product	Quantity	Rate	Sales
Mobile	25	23,000	
Charger	38	500	
Sim Card	150	448	
Total sales amount for this month			
Max-Sales Figure			
Count of the Number of Product			
Count of the total number of products sold			

- Sales will contain the product of Quantity \* Rate
- Total Sales amount for this month will contain the sum of the Sales for all the product.
- Count of the Number of Product will contain the total types of items available under product category.
- Count of the total number of products sold will contain the total units of items sold in total irrespective of the product type.

## 6>Shortcut to add rows and columns to a pre-existing table

- a> Select either the table first or any cell within the table, then pressing down **alt** key, press **j** first then **i** to open up the layout tab or **T** to open the design tab, then press the key as being highlighted to achieve according to needs,



Some other commonly used formula are as follows.

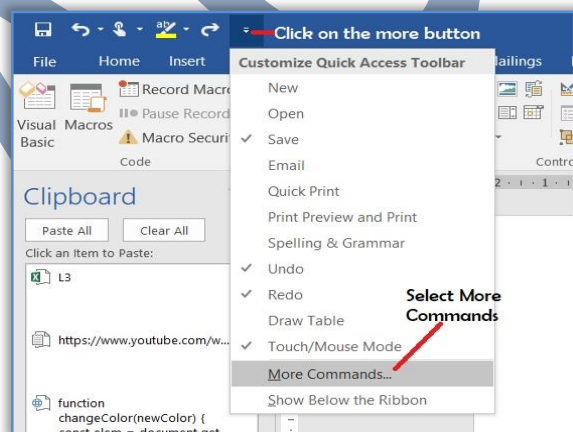
Pressing <b>alt</b> key first press <b>n</b> , followed by <b>t</b> and finally <b>i</b>	Opens up insert table dialogue box
Pressing down <b>alt</b> key, press <b>a</b> first then followed by <b>o</b>	Opens up insert formula dialogue box
Select a range of cells, the pressing down <b>alt</b> key first press <b>A</b> followed by <b>m</b>	To merge the selected cells of the table
Pressing down <b>alt</b> key, first press <b>A</b> followed by <b>P</b>	The split cell dialogue box appears.

## Macro in MS-Word

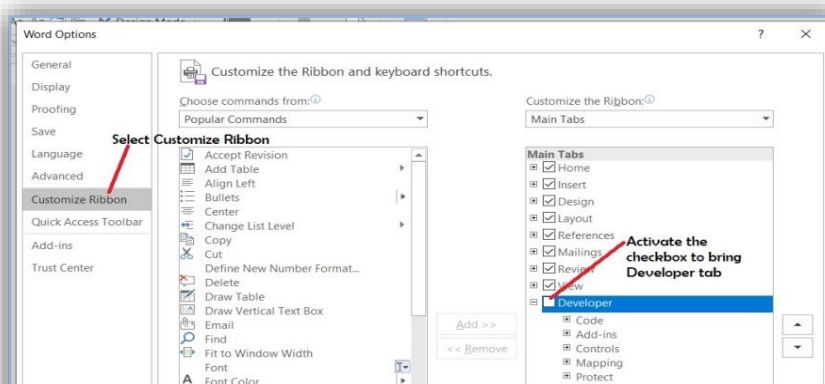
- Macro is a series of commands and instructions that you record or combine together as a single command to complete a task automatically, that is execute those instructions with a single click of the macro set either as a button or using some keyboard shortcut.
- Take letter heading for example.

To,  
The Chairman,  
Ordnance Factory Board,  
Ministry of defence,  
Ayudh Bhavan,  
Kolkata- 700-001

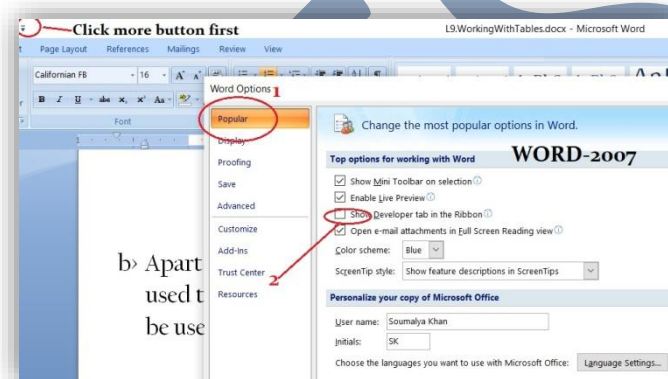
- Here suppose this header is being used for every time a new word document is created for a series of document sharing with a particular organization , then we record these steps of text formatting and with a single click of a button or keyboard shortcut we use it all across the future documents made.
- Here are the steps to create macro.
- Click on the more button in the Quick Access toolbar and select more command.



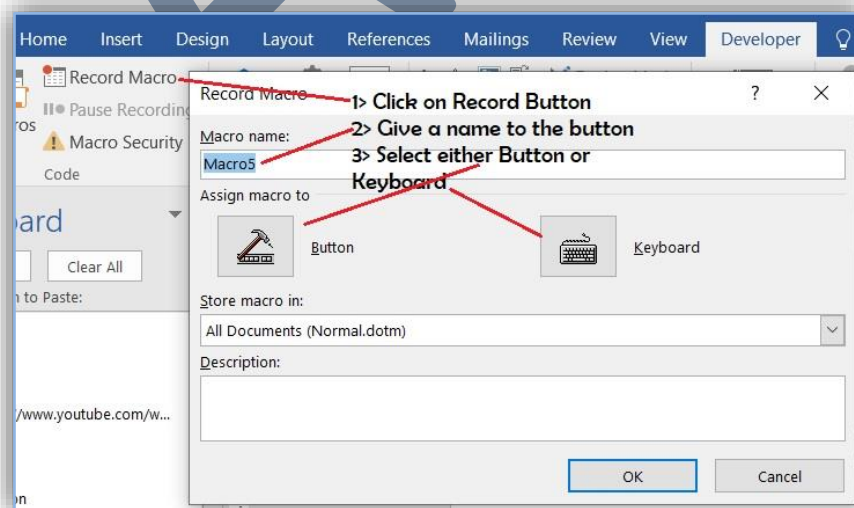
- Next click on Customize Ribbon from the backstage view and check the Developer box and hit ok.



- In older version of word (word 2007) the above steps differs slightly in the way that we have to select more commands from Quick Access Toolbar, then under Popular option check mark the Show developer tab in the Ribbon option.



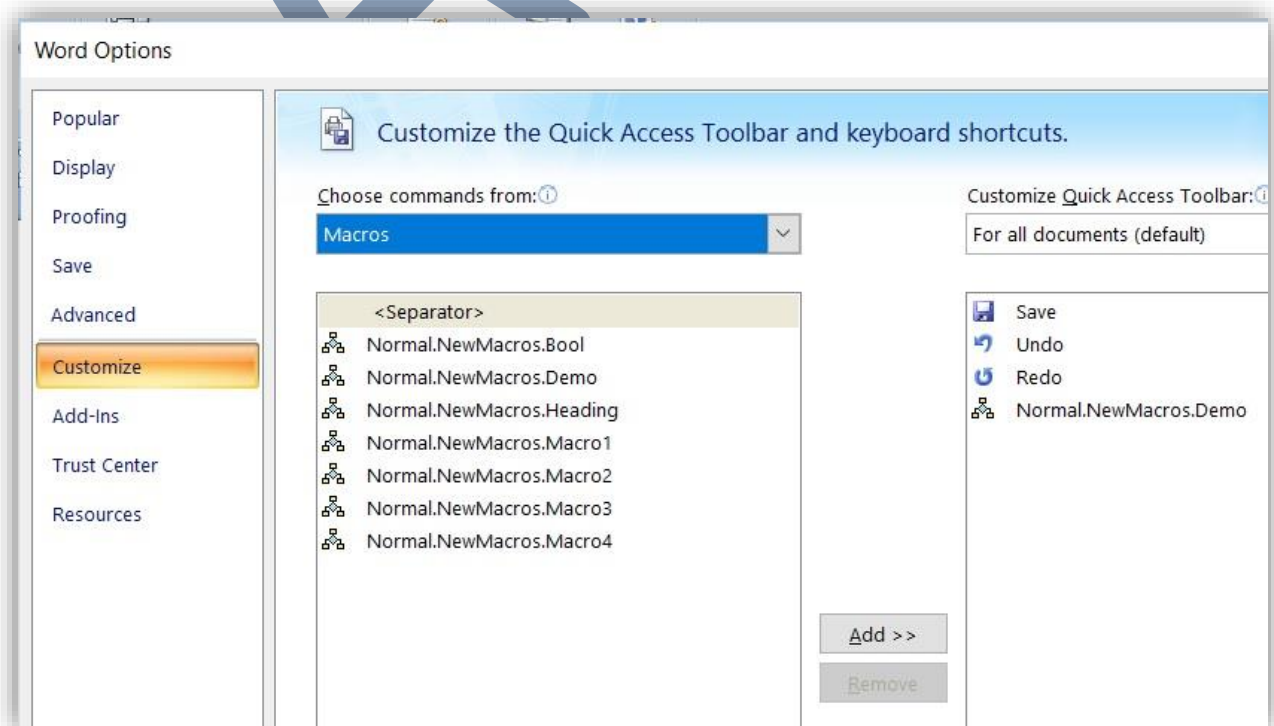
- By default the developer tab is not present as a tab in MS-word. Follow the above process to add the developer tab in Ms-Word user interface screen.
- Follow the steps denoted by numeric value in ascending order as depicted in the image below to start the macro, which when starts the cursor changes to a cassette button and the Record Macro button text changes to Stop recording.



Execute some actions while the cassette button is still on, then to stop the recording in the Developer tab click on stop recording.

You can add macro button to quick access Toolbar also.

- Click on the dropdown arrow key in the Quick Access Toolbar
- select more commands >
- then click on customize option >
- next from the Choose Commands from option select Macros >
- the macros recorded are populated in the box below >
- click on add to add it to the Quick Access Toolbar



## Assignment of Macro.

The Bank Manager,  
Britannia Biscuit Factory,  
Ring Road,  
New Delhi.

Sir,  
A group of forty student of Modern School, Barakhamba Road, wants to have a visit to your factory. Our two teachers will accompany the group. This visit will help the students in knowing how a bread is baked in your factory. They will get the first – hand knowledge of various eatables to be added in the bread. The conditions of workers will also give them an idea about their work. The working of your automatic plant will guide them an idea about their scientific outlook.  
We want to visit your factory in the 2nd week of August. Please send your written permission well in time.

With Thanks.  
Yours Faithfully,  
Arun Sehgal

- Write the text as written above with formatting of shading option and border in the left and click Stop recording.
- Create two macros with names as Header and Footer. For Header use Button while for Footer Create the shortcut key alt+shift+f.
- Next in the two document below paste the Header and Footer in the appropriate position.
-

<header>

Sir,

A group of forty student of Modern School, Barakhamba Road, wants to have a visit to your factory. Our two teachers will accompany the group. This visit will help the students in knowing how a bread is baked in your factory. They will get the first – hand knowledge of various eatables to be added in the bread. The conditions of workers will also give them an idea about their work. The working of your automatic plant will guide them an idea about their scientific outlook.

We want to visit your factory in the 2nd week of August. Please send your written permission well in time.)

<Footer>

## Document 2:

<header>

Sir,

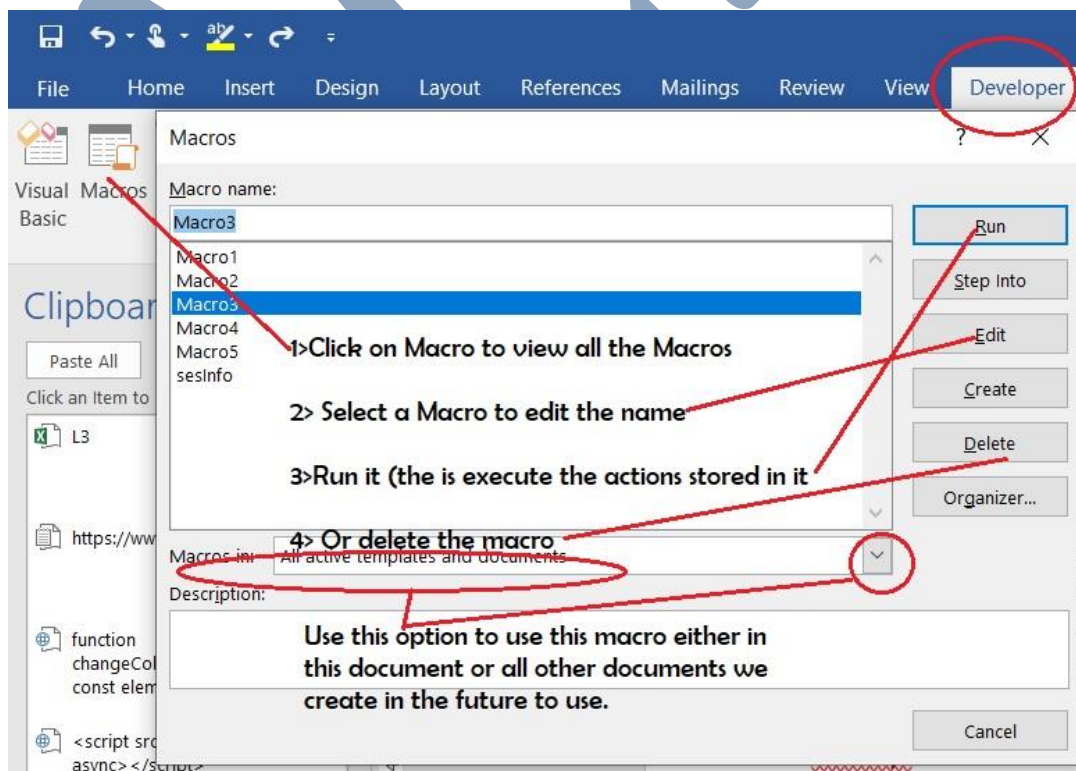
A group of forty student of Modern School, Barakhamba Road, wants to have a visit to your factory. Our two teachers will accompany the group. This visit will help the students in knowing how a bread is baked in your factory. They will get the first – hand knowledge of various eatables to be added in the bread. The conditions of workers will also give them an idea about their work. The working of your automatic plant will guide them an idea about their scientific outlook.

We want to visit your factory in the 2nd week of August. Please send your written permission well in time.)

<Footer>

## Learning : (Deleting a Macro)

We can delete the macro by selecting the macro button , selecting the name of the macro no longer needed and clicking on delete. We can rename it also.





## Learning Lessons: Mail\_Merge

The Data file or the data source can be from an excel file or can be from an Ms Access Data Source.

### Mail Merge

Is a useful tool that allows you to produce multiple letters, envelopes , labels and more using information stored in a list, database or spreadsheet.  
The linking of the data source to the document through the merged fields.  
The reason why mail merging considered productive is because of the ability to send a letter and /or envelope to multiple persons at once.



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### Components of Mail Merge

#### Form Document

- It is generally the documents that contains main body of the message we want to convey or sent

#### Data File

This is where the individual information or data that's need to be plugged in (merge) to the form document is placed and maintained

## Steps To Create Mail Merge

### STEP 1:

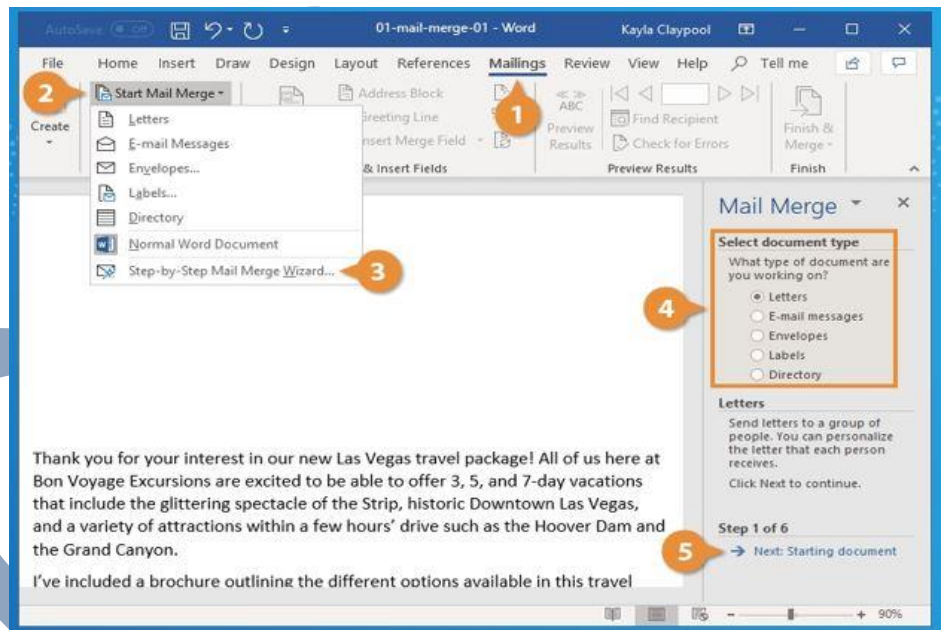
To begin mail merge process you first need to choose what kind of document you want to create.

- 1>Click the **Mailings** tab
- 2>Click the **start mail merge** Button
- 3>Select **Step-by-Step Mail Merge wizard**.

The mail merge pane AppearsOn the right, ready to walk you through the Mail Merge.

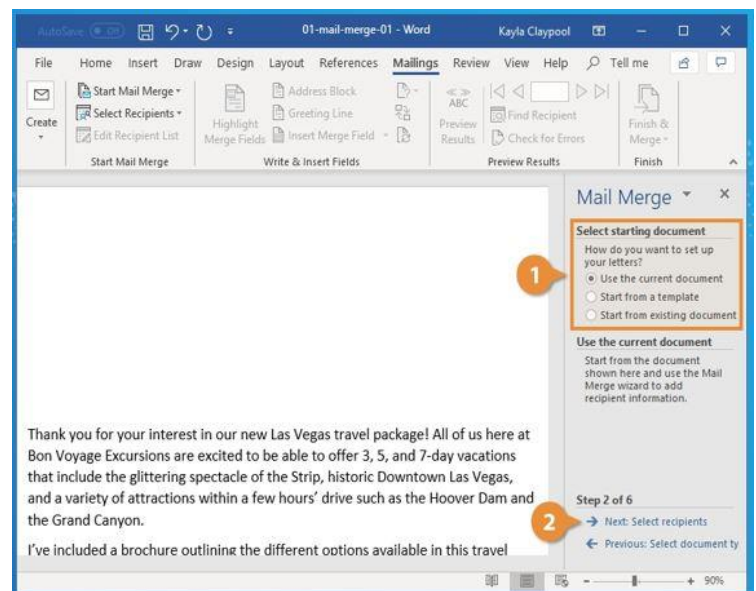
- 4> Select a type of document to create.
- 5>Click **Next: Starting document**.

To proceed to the next step of the mail merge wizard.



### STEP 2

In the 2nd step select where to use the mail merge feature. Choose the existing document for mail merge. Click next: Select recipients to move to the next step.



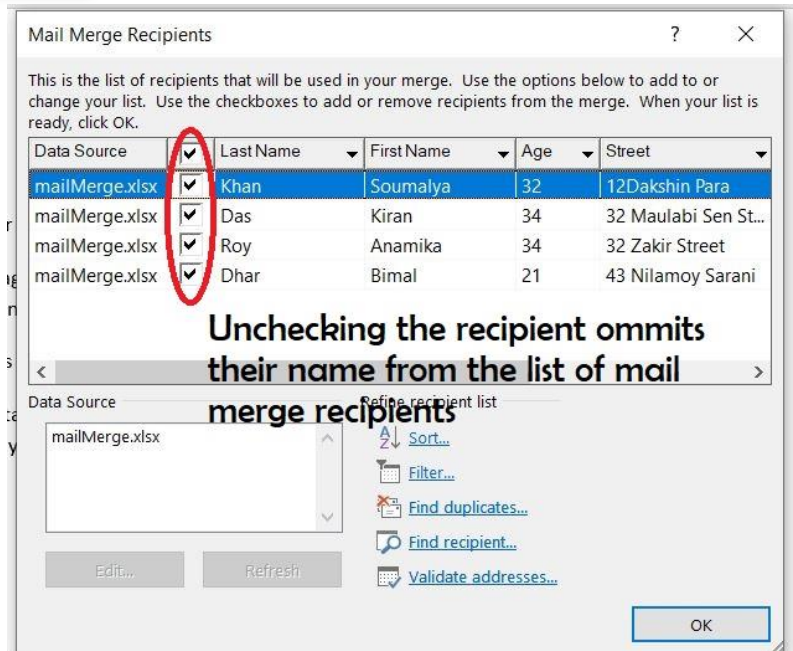
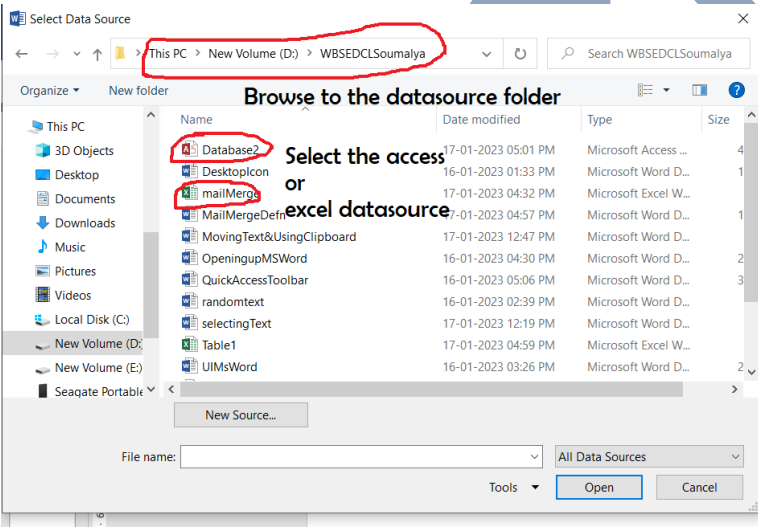
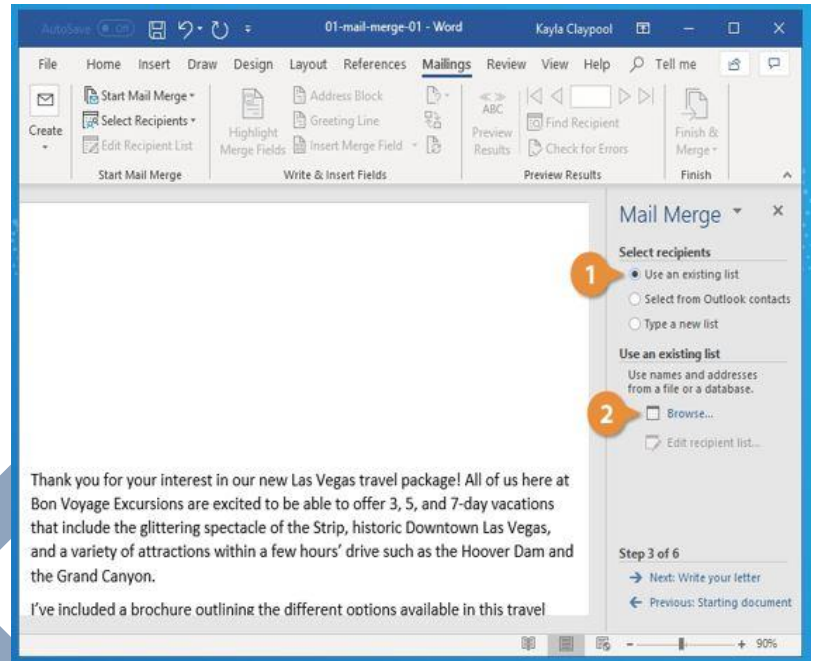
### STEP 3

In the next step You will need to choose where You will get your list of names And addresses from. The existing list can be from MS-Access or Ms-Excel. But you can also select outlook Contact or manually create Your own list.

Select **Use an existing list**.

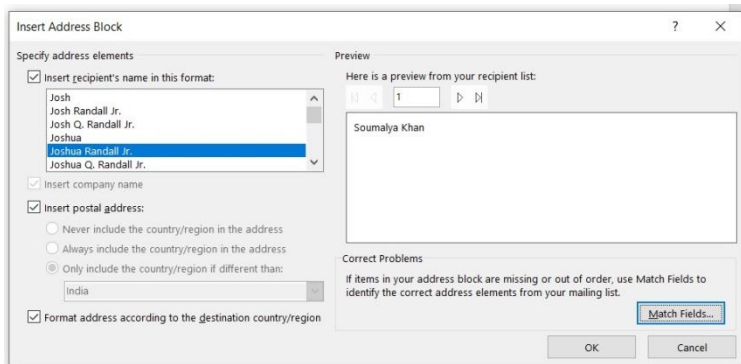
Then click on **browse**.

After that check or uncheck the name of the Recipients to whom the document is to be sent. Click next to write your letter.



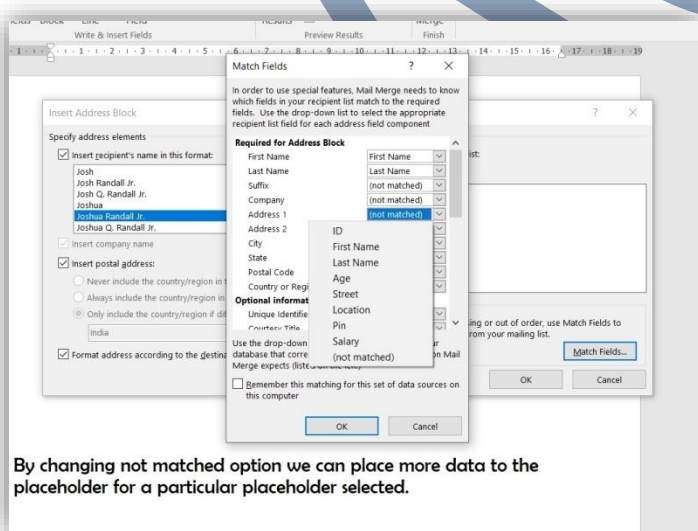
## STEP 4

Next we have to insert placeholder at different parts of the document. Placeholder is also called as dummy text or filler text. It is a character, word, or string of characters that temporarily holds the place to the final data. It is a container which fetches data from the database or the list of recipients. And according to the match fields option of it, it retrieves data from the Column of the table.

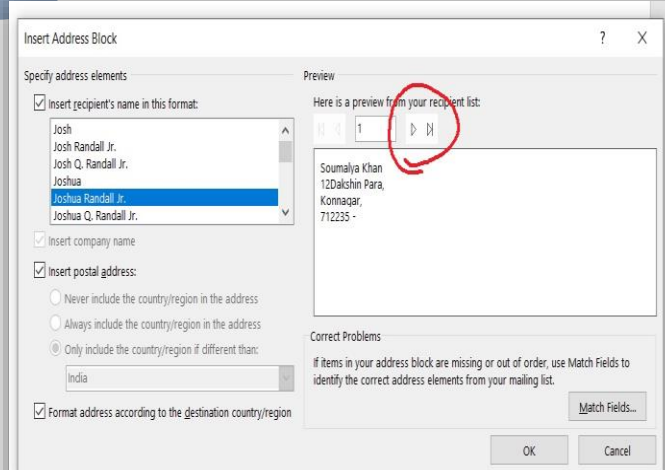


Customize the placeholder. By clicking in Match Fields in the address block option we can add more data to the address block placeholder.

The above picture shows the placeholder for Address Block. You can click on match field to add more column data to the address block. Refer the pic below.



By changing not matched option we can place more data to the placeholder for a particular placeholder selected.

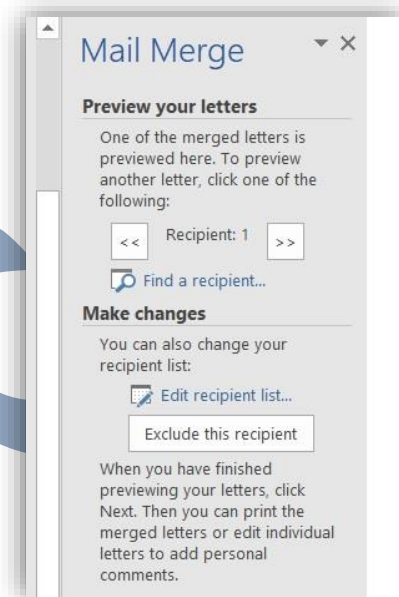


Clicking on the arrows lets you preview to the changes made to the placeholder.



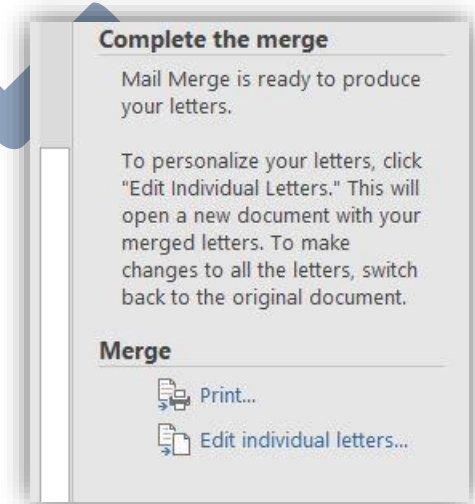
## STEP 5

Click on **Next: Preview your letter** option to view the document created by mail merge. Click on the arrow to preview the document for the recipients from the list selected.



## STEP 6

Click on **Next: Complete the mail merge** to move to the next step. In the final step of Step 6 of 6 click on the print option to either print the document or save it as pdf in the computer.

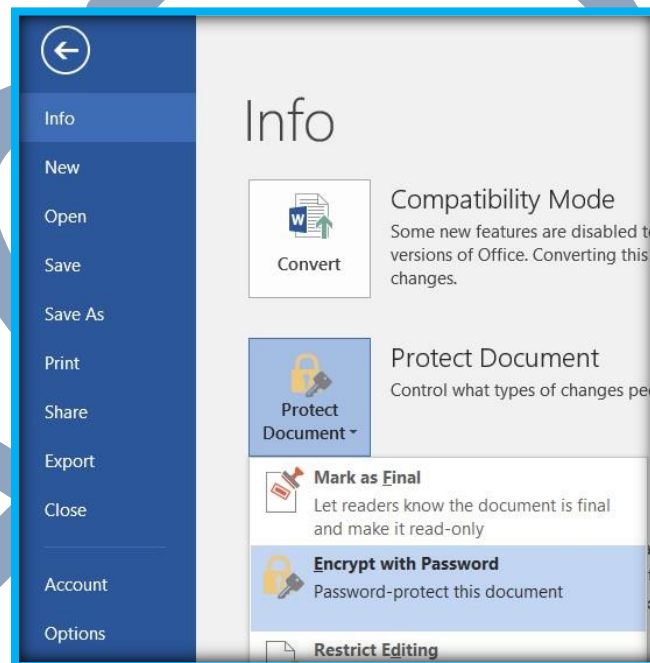


## Learning Lessons: Password protecting a Document

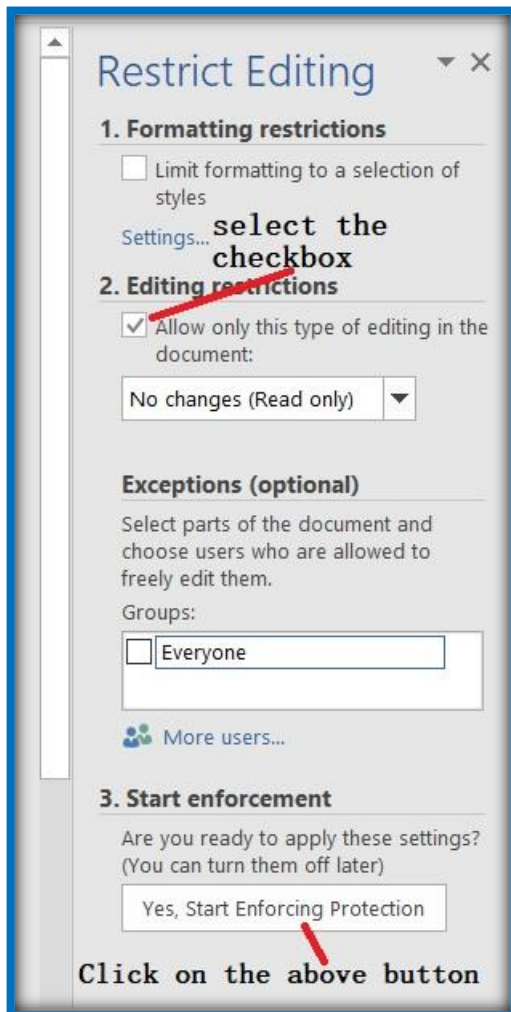
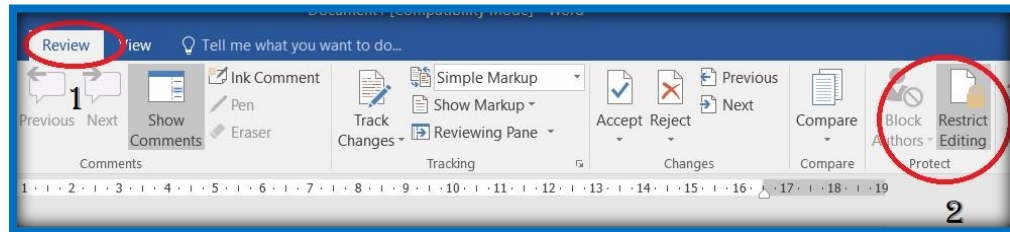
A document might have sensitive information that the user may need to password protect to restrict un-wanted access to others or the author might want to restrict the document only to viewing and not allowing to edit any part of it. There's two ways to achieve password protect a document.

### Process 1:

Click on File tab > to open the backstage view> then click on info > select Encrypt with password > Give password to encrypt the document.

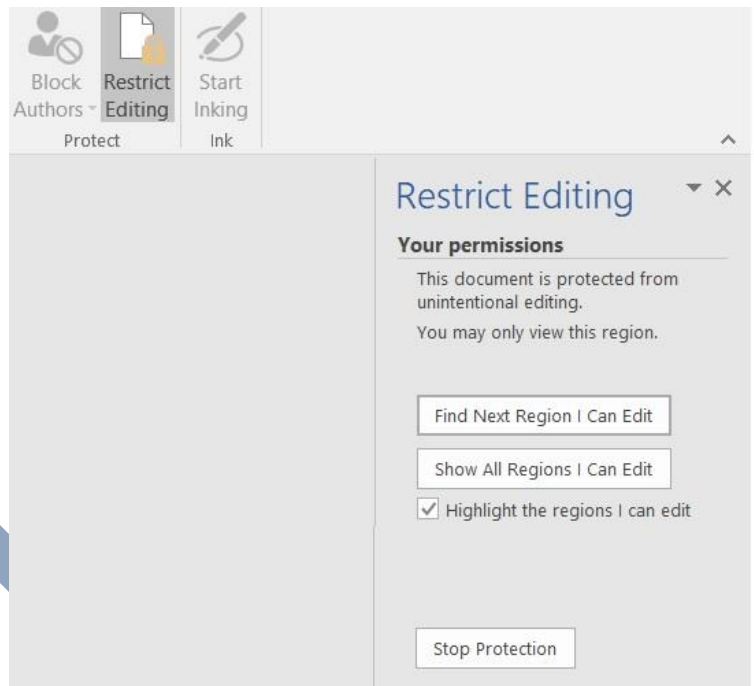


## Process 2:



- Click on review tab
- Under protect group click on restrict editing
  - Next click on the checkbox as shown in the figure
  - Next Click on Yes, Start enforcing Protection button
  - Give password and the document is password protected.
  - No user including the author would be able to edit the document other than viewing it only.

- To Unlock the document for editing
- under Review Tab
- Click on Restrict Editing under protect group
- Then click on Stop Protecting document
- Give password and your document is ready to be edited again.

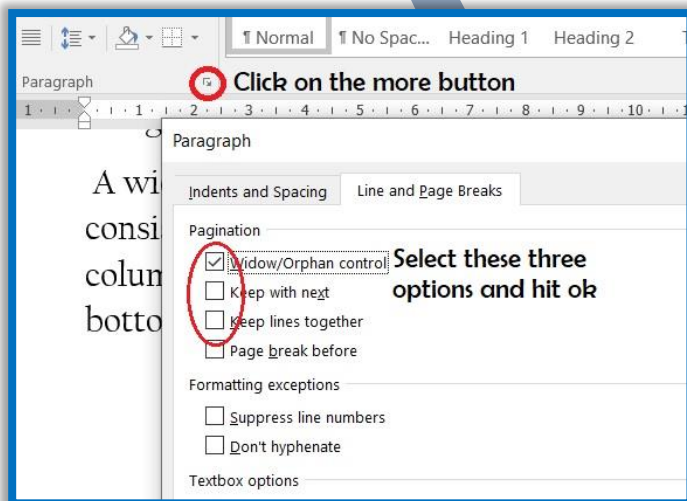
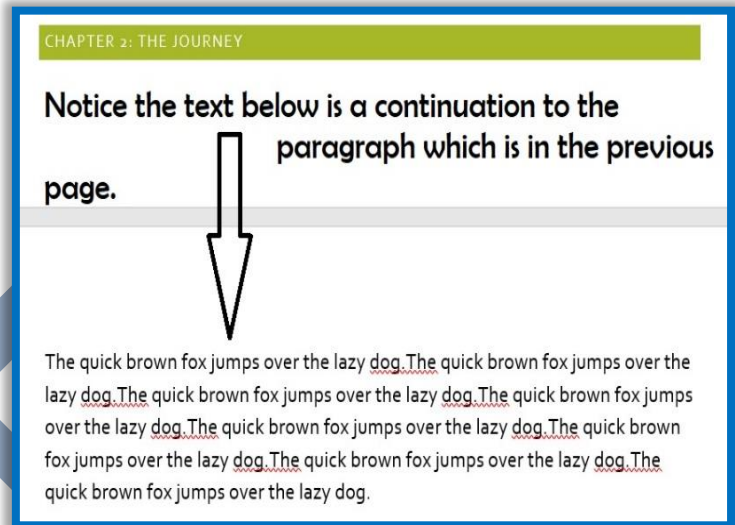




## Widow/Orphan Control

A paragraph whose heading is in the other page or a paragraph whose last few lines resides in a new page , can be formatted using Widow/Orphan Control.

A widow is the end of a paragraph (a single line of text consisting of one or more words) that appears at the top of a column on another page. An orphan is a single word (or syllable) that sits at the bottom of a paragraph of text.



In situations like these select the whole of the paragraph with heading of it and click on the more button of the paragraph group in the Home tab.

Next check the marked items as shown in the picture above from the Line and Page Breaks tab and hit ok.

## **Assignment: Widow orphan**

Here the heading for this assignment is on the previous page and thus user needs to scroll back and forth to know of the heading to the text. Your assignment is to keep the heading and the content of the heading on the same page using widow orphan.

ACES

## Learning Lesson: Moving Text

### By Drag and Drop

One way to move text is by selecting the text you want to move and dragging and dropping it to the desired destination. This method is effective if the original location and the destination are both visible on the screen and the distance between the two is relatively small.

### Cut and Paste

When you cut something it is removed from its current location and placed on the clipboard. The clipboard is a temporary storage area that can be accessed by any program on your computer.

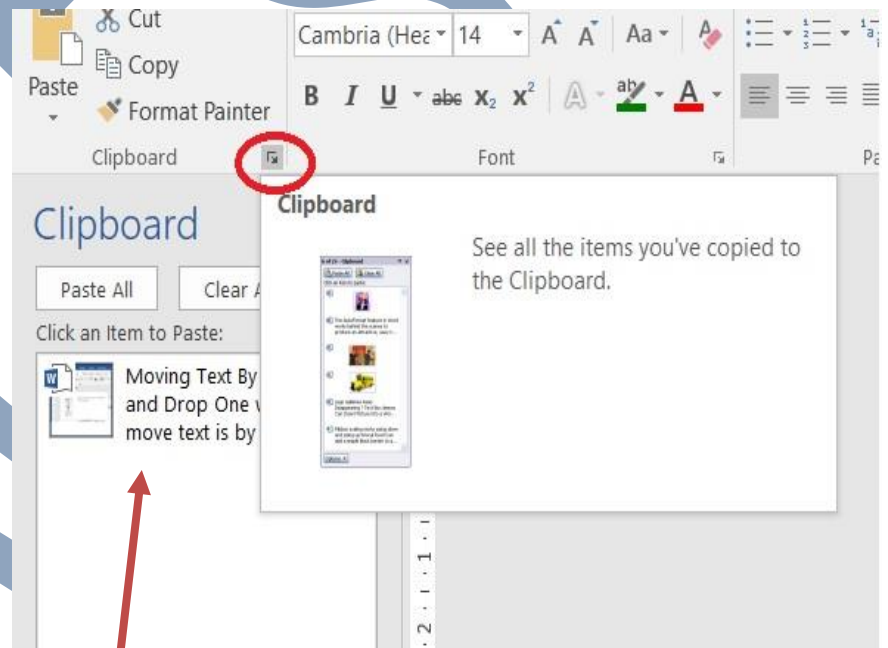
To cut/copy/paste the word/line in a paragraph select the portion of the text and

- 1) Use either under home tab in the ribbon area, under the clipboard group use the cut, copy or paste button to execute the action.
- 2) Or use key shortcut as follows
  - a) CUT ( ctrl + x )
  - b) COPY ( ctrl + c )
  - c) PASTE ( ctrl + v )

## Learning Lesson: Working with Clipboard

By default when we use clipboard then in the memory of computer only one of the selected text gets saved. Now on selecting another portion of text the earlier one gets erased by the newly selected text. But we can use clipboard to store up to 24 copied elements (paragraph, words or some parts of text) to be used later in the document.

- Click on the more button in the
- Clipboard group as encircled with red in the image below.
- It opens up a vertical column with heading of clipboard where you can store multiple words/line/paragraph as clipboard items.
- To use them point the cursor to the place where it is to be inserted and single click on the desired items.



## Storing Text from multiple locations in the word document using Clipboard.

In the above case opening upon the clipboard group allows you to select text from multiple locations. Simple open up the application from where you want to extract the text and select the portion of the text from there and copy/cut from that location places them in the clipboard group in the word.

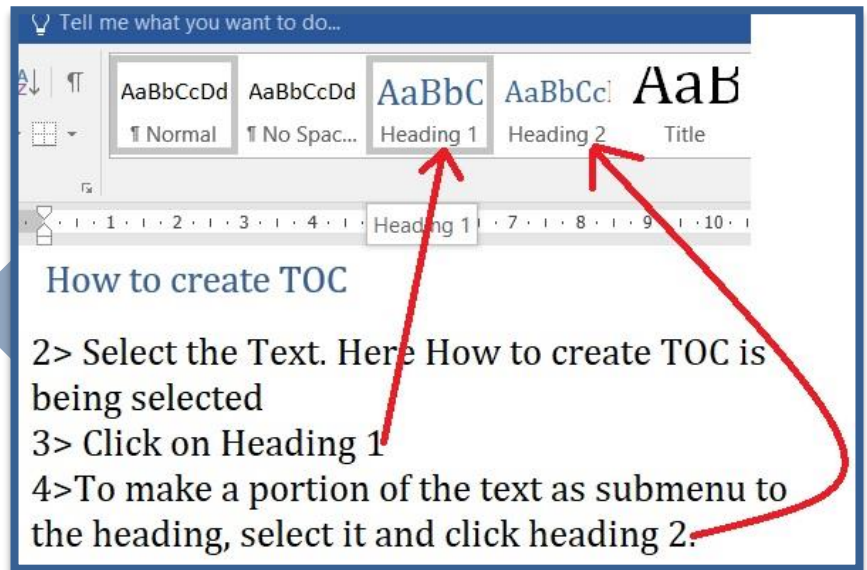
ACES

## Learning Lesson: Table of Content

The table of contents is where you list the chapters and major sections of your thesis, dissertation, or research paper, alongside their page numbers. A clear and well-formatted table of contents is essential, as it is a index which gives a brief of the content of the article at the beginning of the document.

### How to create TOC

- The document where the table is to be inserted must contain heading.
- Under Home tab > in the styles group > Select the text which is subject of the text which resides below it, and make it as heading.
- Next under reference tab > Table of content group > Select the button table of content.



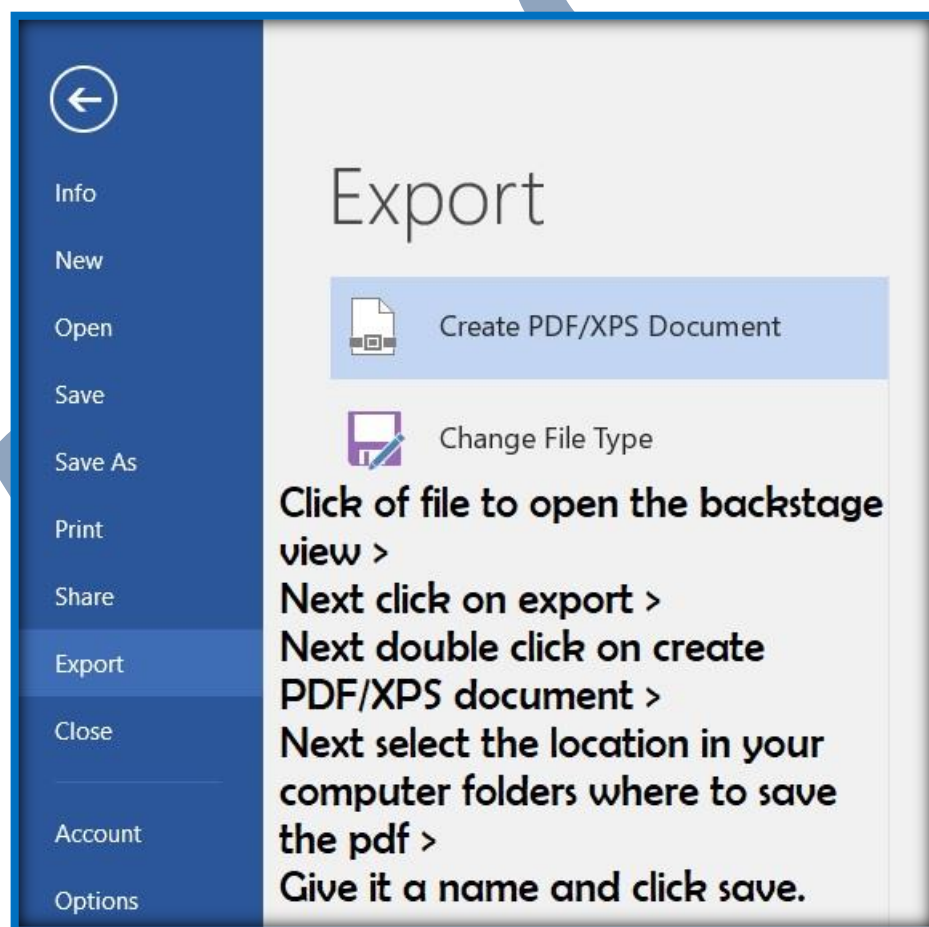
- After inserting table of content ( in general placed at the beginning of the dissertation ) adding new content to the document, doesn't auto update the table of content with the changes just being made.
- Click on the TOC and click the button update to reflect the changes.

Update Table...	
CONTENTS	Update Table
Section 1: Introduction .....	
Section 2: About The Book .....	
Section 3: About the Author .....	
Chapter 1: Prologue .....	
Chapter 2: The Journey .....	

## Learning Lesson: Creating a PDF file document having hyperlinks to the contents like the way it is as in TOC

The steps to publish a pdf book with hyperlinks to other locations in the same document are as follows.

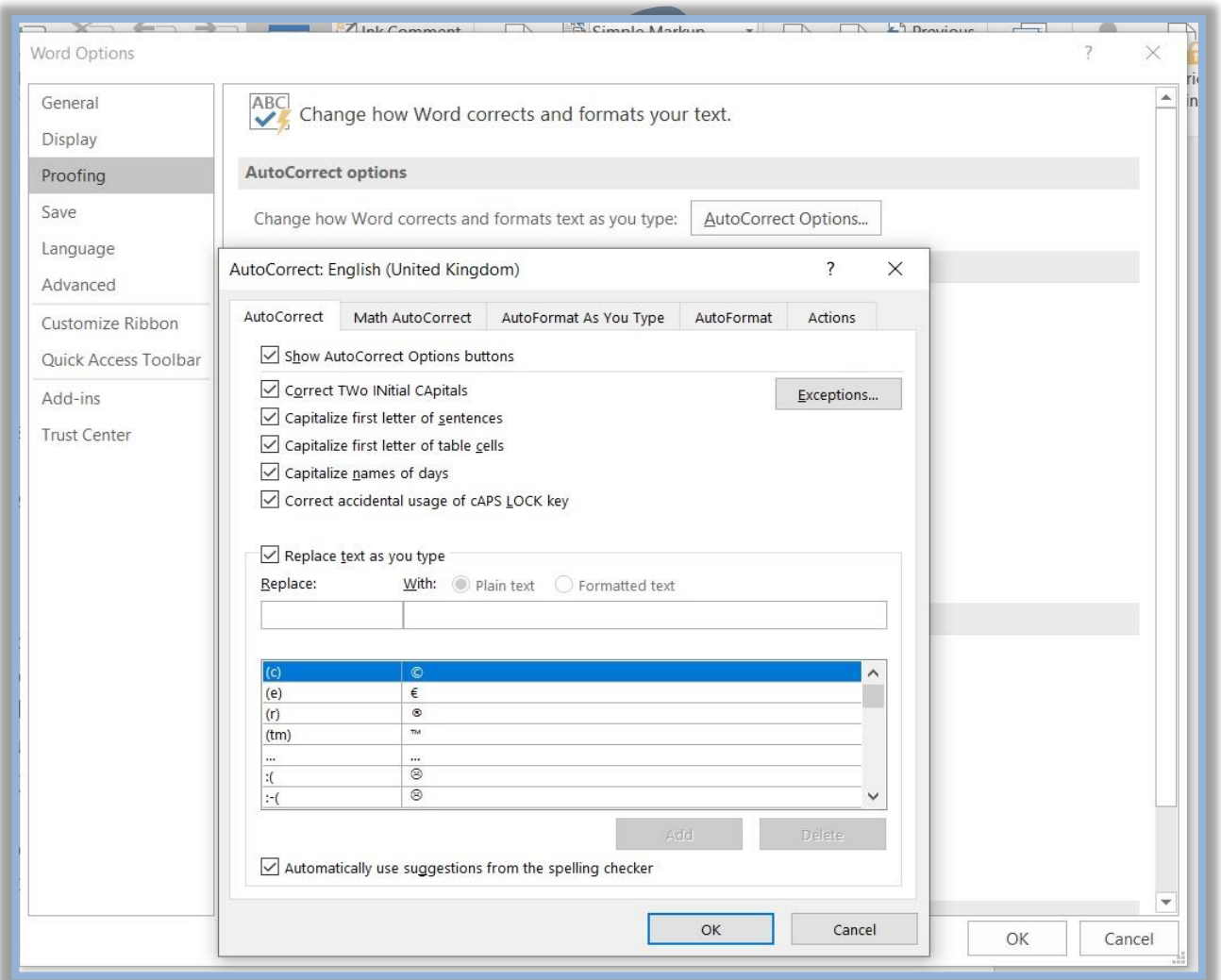
- ✓ Select the file tab in the TOC document
- ✓ Click on export
- ✓ Double click on Create PDF/XPS document
- ✓ Choose the folder where to save and save to finish the process.



## Learning Lessons: Auto Correct:

The AutoCorrect feature automatically corrects common typographical errors when you make them.

### Steps to turn on Auto Correct





## Learning Lesson: Some Common Word Keyboard Shortcuts

<b>Open Up a New Document</b>	<b>ctrl + n</b>
<b>Open Up a Existing Document</b>	<b>ctrl + o</b>
<b>Close a opened document</b>	<b>Ctrl + W</b>
<b>Save a Document</b>	<b>ctrl + s</b>
<b>Save as Dialogue Box</b>	<b>Function key F12</b>
<b>Copy</b>	<b>ctrl + c</b>
<b>Cut</b>	<b>ctrl + x</b>
<b>Paste</b>	<b>ctrl + v</b>
<b>Undo Operation</b>	<b>Ctrl + z</b>
<b>Redo Operation</b>	<b>Ctrl + y</b>
<b>Minimize/Maximize ribbon</b>	<b>Ctrl + function key F1</b>
<b>Make Text Bold</b>	<b>ctrl + b</b>
<b>Make Text italic</b>	<b>ctrl + i</b>
<b>Give underline to a Text</b>	<b>ctrl + u</b>
<b>Align the Text Left</b>	<b>ctrl + L</b>
<b>Align the Text Right</b>	<b>ctrl + R</b>
<b>Center align a Text</b>	<b>ctrl + E</b>
<b>Justify a selected Text</b>	<b>ctrl + j</b>

<b>Make the selected text larger by 1 pt</b>	ctrl + ]
<b>Decrease the font size of selected text by 1 pt</b>	ctrl + [
<b>Make the selected text larger</b>	ctrl + shift + >
<b>Make the selected text smaller</b>	ctrl + shift + <
<b>Insert A Blank Page</b>	Ctrl + enter
<b>Jump to a certain page</b>	Ctrl + g
<b>Find Dialogue Box</b>	Ctrl + F
<b>Find and Replace dialogue Box</b>	Ctrl + h
<b>Font format dialogue box to decorate a selected Text</b>	Ctrl + D
<b>Print a document</b>	Ctrl + P
<b>Superscript ( A<sup>2</sup> )</b>	Ctrl + shift + (+) sign
<b>Subscript ( A<sub>2</sub> )</b>	Ctrl + =
<b>Insert Copy right symbol</b>	Ctrl + alt + c
<b>Insert a registered trademark symbol</b>	Ctrl + alt + r
<b>Insert a Trademark symbol</b>	Ctrl + alt + T

<b>Insert a Comment</b>	<b>Ctrl + alt + M</b>
<b>Insert Current date and Time</b>	<b>Alt + shift + D</b>
<b>Move a selected paragraph Up</b>	<b>Alt + shift + up arrow key</b>
<b>Move a selected paragraph down</b>	<b>Alt + shift + down arrow key</b>
<b>Update a formula in Ms Word Table. Select the formula populated value or the whole document ( ctrl + a ) and then press</b>	<b>Function F9 key</b>
	38