



# INTRODUCTION TO MS WORD

## Lab 1



### Learning Outcomes:

- Students should be able to navigate in Microsoft word environment
- Students should be able to make simple documents using formatting features of Ms Word.

### Introduction

In this class, we shall learn about how to navigate in MS Word and how to make word Documents.

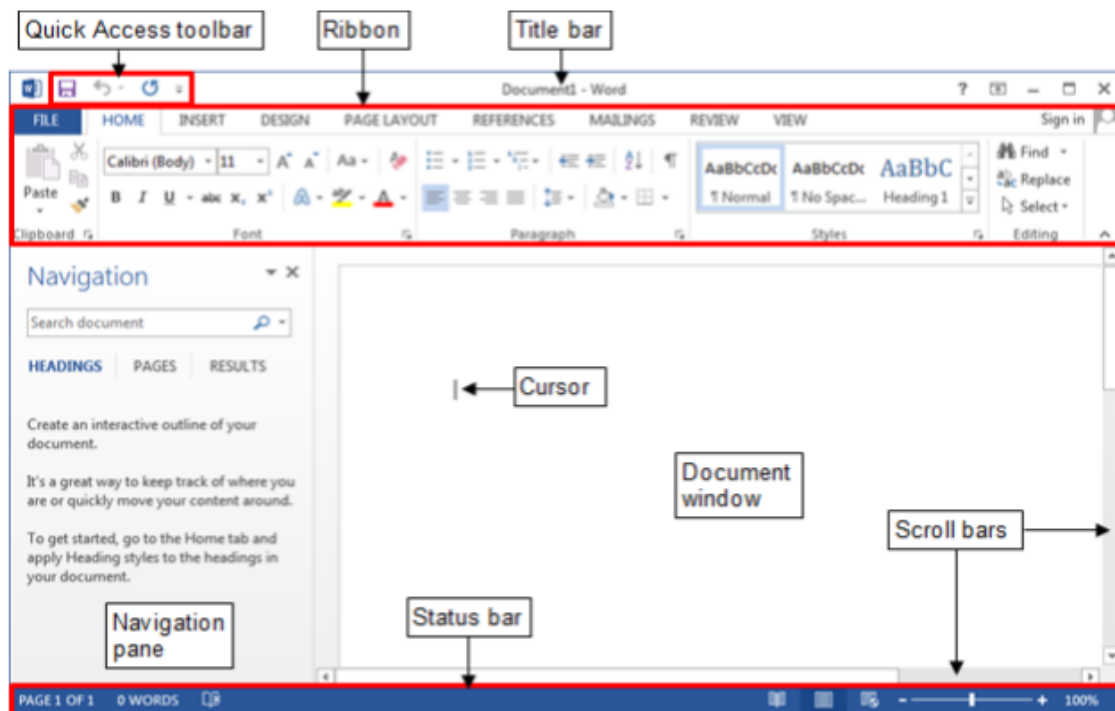


Figure 3-Ms word program window

MS word is a program used to create edit and save professional documents such as reports, applications, resumes etc. it has many powerful features that makes it easy to use and give professional look to you documents. Its important parts include menu bar, standard toolbar, title bar, formatting toolbar.

**Title bar:**

Title bar contains the name of the document. The buttons on its right side are used to minimize, restore, maximize and change the display of ribbon.

**Cursor:**

The vertical blinking line which indicates where text and objects will be inserted.

**Menu bar:**

Menu bar contains all the menus of word which has many useful features.

**Standard toolbar:**

Standard toolbar contains the shortcut of most widely used features.

**Formatting toolbar:**

It used to format the text. It can make text bold, italics and underlined. It is also used to change the colour of text.

**Scroll bar:**

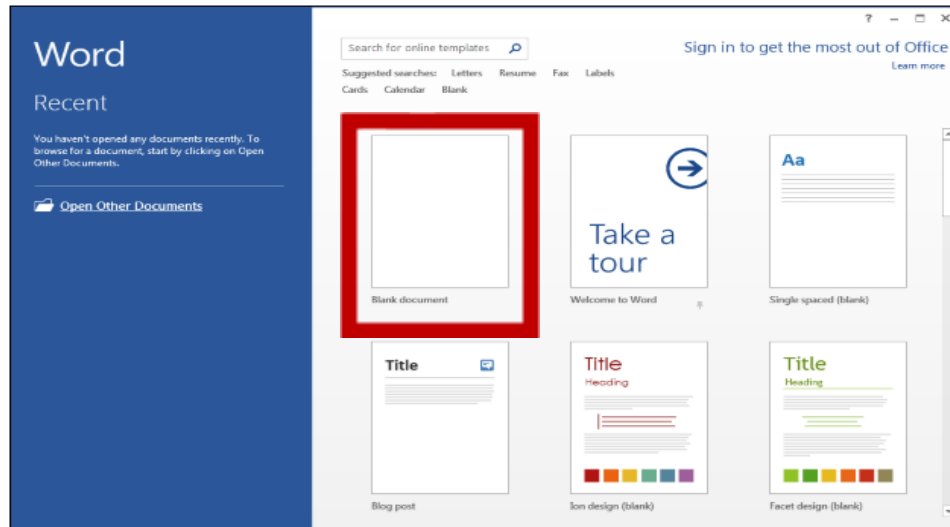
It is used to scroll the document.

**Status bar:**

It shows the status of different toggle keys and actions being performed in the document.

**STARTING MS Word**

Ms Word can be started by clicking start button and then all programs and select Ms Word from Ms Office or you can type **WinWord** on search windows search bar to start Ms Word. Select the blank document, a new document will be opened.



*Figure 4-blank document*

## **Some Important features of Ms Word**

**File tab:** File menu has many important features which includes save which is used to save documents, open used to open saved documents, new used to open new blank document and print used to print documents.

**Insert tab:** It has many options like inserting table, pictures, smart art, charts, header and footer.

**Home tab:** It is used to change the appearance of text. It can make text bold, italics and underlined. It is also used to change the colour spacing and alignment of text.









Name	Description
 Bold	Makes the selected text bold ( <b>example</b> ).
 Italic	Italicizes the selected text ( <i>example</i> ).
 Underline	Draws a line under the selected text ( <u>example</u> ). Click the arrow on the button to select the type of underline.
 Strikethrough	Draws a line through the middle of the selected text ( <del>example</del> ).
 Subscript	Creates small letters below the text baseline ( <sub>example</sub> ).
 Superscript	Creates small letters above the line of text ( <sup>example</sup> ).
 Text Effects and Typography	Applies a visual effect (such as a shadow, glow, or reflection) to the selected text.
 Change Case	Changes the selected text to uppercase, lowercase, or other common capitalizations.

Figure 5-font group and text effects





Name	Description
 Align Left	Aligns the text at the left margin, producing a ragged right edge. This is the default alignment.
 Center	Centers the text between the left and right margins, producing ragged left and right edges.
 Align Right	Aligns the text at the right margin, producing a ragged left edge.
 Justify	Aligns the text at both the left and right margins, producing even left and right edges. To accomplish this, Word adjusts the spacing between words, expanding or shrinking the spaces as needed.

Figure 6-alignment buttons

**Design tab:** It contains command related to changing the overall appearance of a document such as page borders, page colours and watermark etc.

## Exiting Ms Word

You can exit word by clicking the close button in the upper right corner of title bar. Or by selecting file menu and click on close option

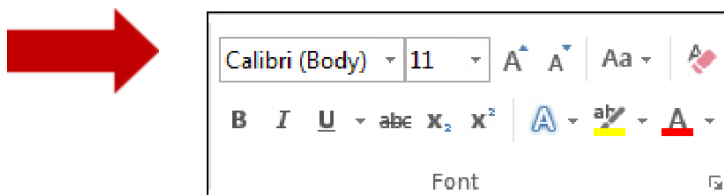
## Some most widely used short-cut keys

Ctrl+P	Printing a document
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Ctrl+V	Paste
Ctrl+X	CUT
Ctrl+C	Copy
Ctrl+Z	Undo an action
Ctrl+Y	Redo an action
Ctrl+O	Open a new document
Ctrl+S	Saving a document

## Formatting text

1- Appearance of document can be changed. You can make the heading bold, italics and underlined. Select the text you want to format. On the **Home tab** from the font group, font size and style can be changed.



*Figure 8-font group*

2-Font size can be changed by clicking the **font size** arrow and selecting the desired font.

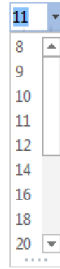


Figure 9-font size

3-Font style can be changed by clicking the font arrow and selecting the desired one.



Figure 10-font style

4-change Indentation and alignment of the text if needed. The text in the application can be left, right, centre and justify. **Indentation** of the paragraph can be increased or decreased. All this can be done from Home tab in the paragraph group.



Figure 11-paragraph group

## Saving document

5-After all the formatting, document can be saved. To save a document click on **File** tab and then select “**Save As**”. Click on the browse button.

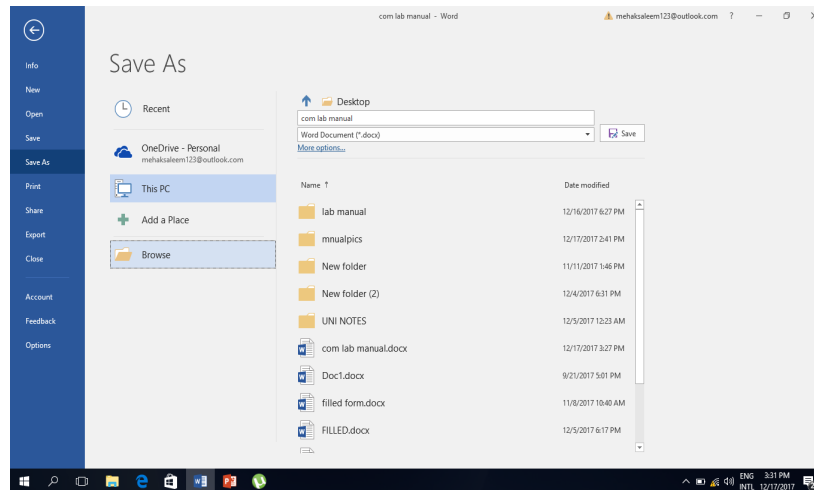


Figure 12-saving a document

6- The save as dialog appears. Enter the name of the file in the bar next to **File Name**. And in the “**Save As Type**” box enter the format in which you want to save the file. Then press OK, file will be saved.

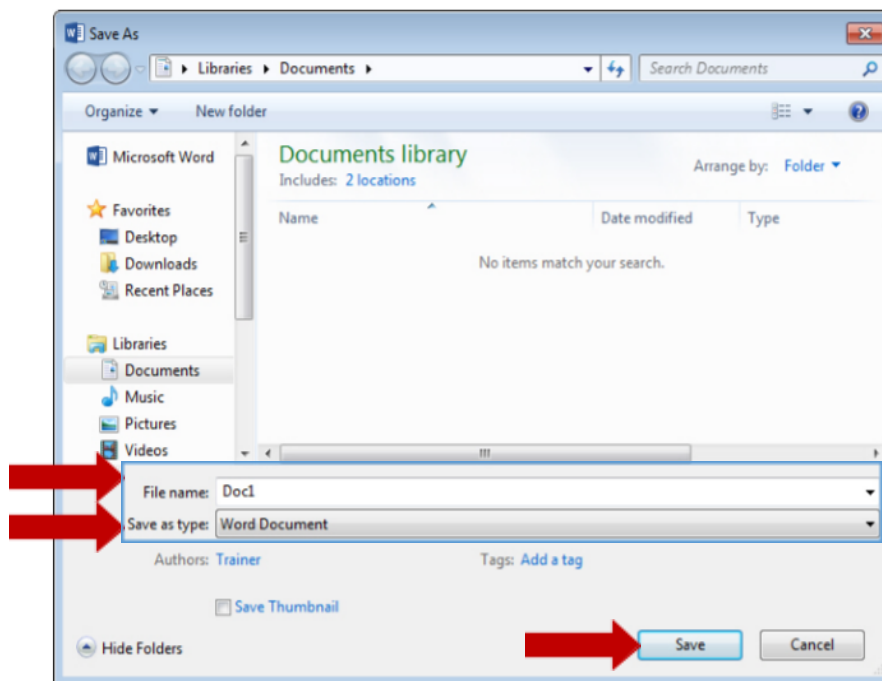
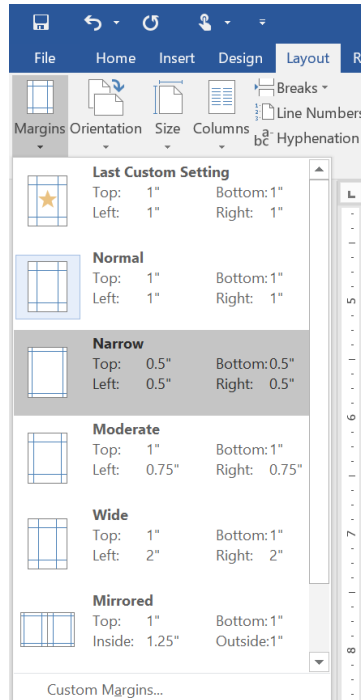


Figure 13-save as dialog box

## Setting Margins

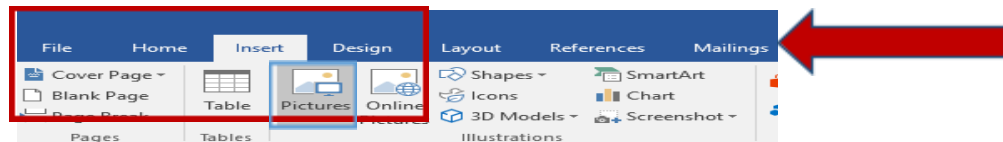
- Set the paper margins to Narrow. For this click on the layout tab and select Margins. From **drop-down** list select Narrow.



*Figure 15-paper size*

## Inserting pictures

First of all, insert the picture related to the given topic. Click **Insert tab** and select **pictures** options.



*Figure 17-insert pictures*

Insert pictures dialog box appears. Select the desired picture you want to insert and then click **insert**.



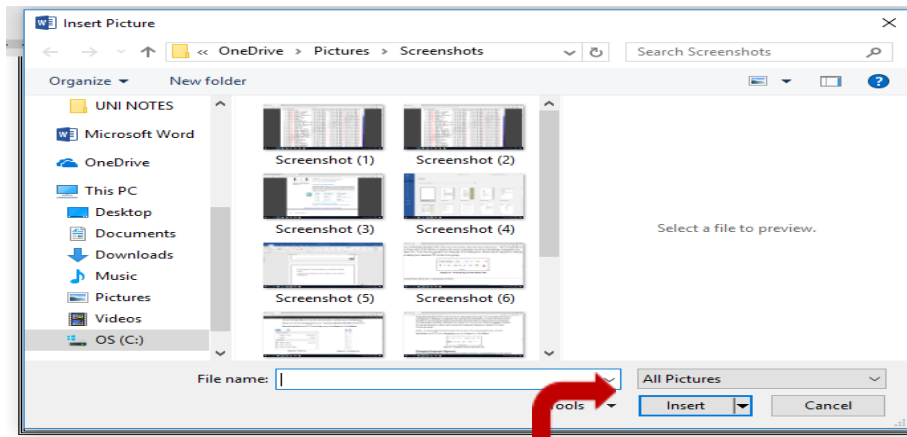


Figure 18-insert picture dialog box

## Formatting picture

To format the picture, select the picture and then select **Format Picture** from drop-down list.

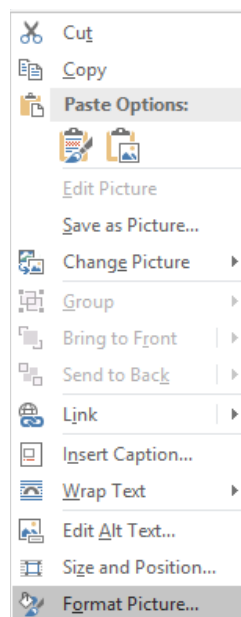


Figure 19-selecting picture for formatting

Format picture pane appears, which helps to crop the picture, changing picture colours, applying **3-D rotation** and many more.

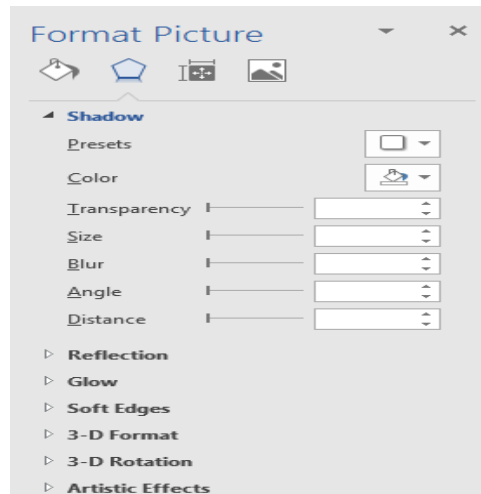


Figure 20-formatting picture

## Inserting and formatting text in pictures

Text can be inserted by selecting the picture and then select wrap text option from the drop-down list or from the layout options.

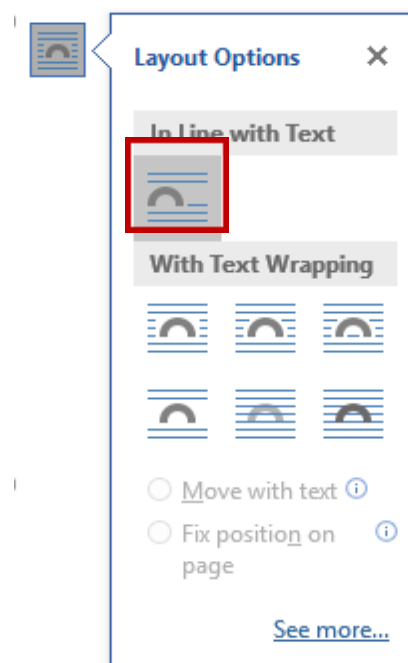


Figure 21-wrap text option

Text colours can be changed from the theme colours available in **Font** group from **Home** tab.

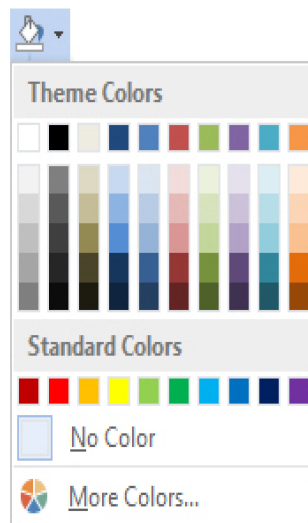


Figure 22-font colour palette

**Text highlight** colour and text effects can also be applied from the font group.

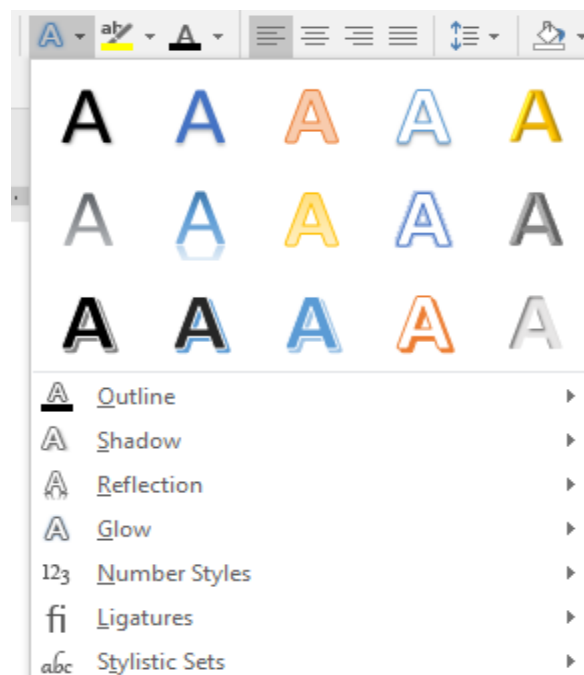


Figure 23-text effects

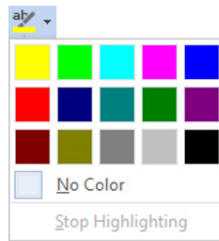



Figure 24-text highlight colour palette

On **Insert** tab, click on arrow  and select desired **Word Art**.

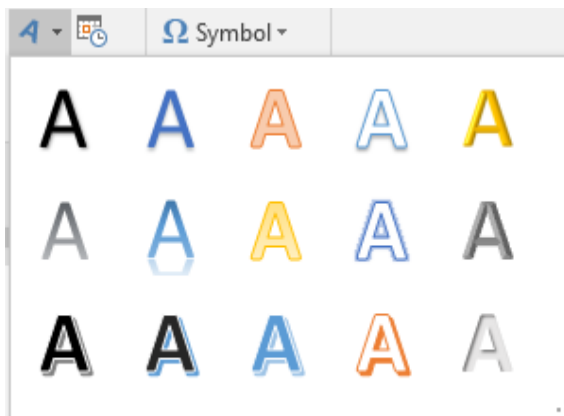
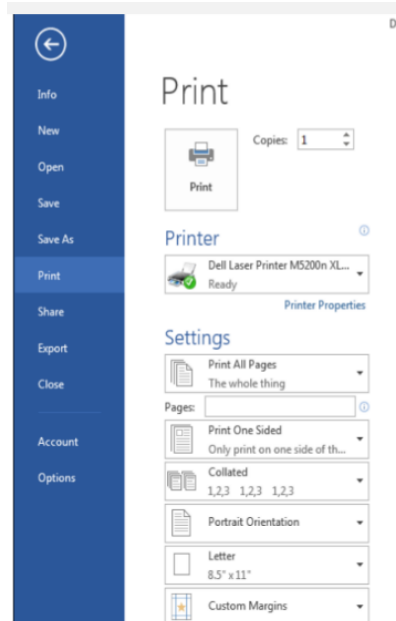


Figure 25-word art

Colour of **background** can also be changed. Go to **Design** tab and select **Page Color** and change the colour to the desired one.

## Print preview of document

Check the **print preview** of the poster. To do this, select the **File** tab and then select **Print** option.



*Figure 26-checking print preview*

## Conclusion:

After following the above steps, user would be able to create, format and save a word document. User can make Professional documents with these simple steps. These are the most basic operations; one can perform using Ms Word.

## Challenge:

1. Write an application to the chairman of department for the change in discipline.  
**Requirements:** Font size should be 12, Font Style should be Calibri, Logo of UET and CS Department should be inserted

**Sample:**



**University of Engineering and Technology, Lahore**  
**Computer Science Department**



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**Application to the Chairman of the CS Department for the Change in Discipline**

To,  
The Chairman,  
Institution name,  
Address

**Subject:** Application for the Discipline Change

Dear Sir/Ma'am,

Our session just started, and that a couple of days ago I selected Computer Science as my major in BS. I have tried studying programming but I don't feel like going further in this field. Even after trying so hard, my interest in this subject has not been developed, so I would like to change my discipline to Mechanical Engineering.

For this favor of yours, I shall ever remain grateful to you.

Yours Obediently,

**Name:** XYZ

**Roll Number:** 123

**Signature:**

**Date:** 14 November 2021