***“MICROSOFT OFFICE IS INTRODUCE BY BILL GATES IN YEAR 1998 AUG 1ST.”***

**MICROSOFT WORD**

**Day-01**

**Features of MS WORD:**

1.Microsoft Word is word processing software.

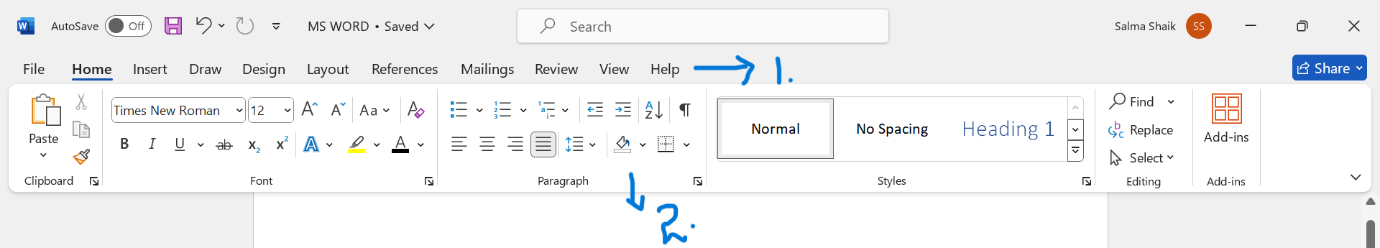
2.Create and edit text documents.

3.Text Alignment to custom table layouts

4.The program enables users to insert and format images and shapes

5.view and edit PDF files.

**ABOUT MS WORD INTRODUCTION:**



1.Tab Area

2.Ribbon Area.

* To Visit Previous Page 🡪 Short cut Key 🡪CTRL+ PAGE UP
* To Visit Next Page 🡪 Short cut Key 🡪CTRL+ PAGE DOWN



Above Image is Known as “Status Bar”.

1.Page Number🡪1 of 40.

2.Words🡪 In Your Document no of words we have typed (83 words).

3.Layouts.

4.zoom in and zoom out bar.

Day-02

**How to save your document in MS Word**.

Go To File Tab Select Save As options🡪Next Select your location and save it.

(F12 shortcut key).

Shortcut Key🡪CTRL+S 🡪To save it

Shortcut Key to Open blank sheet🡪CTRL+N

Shortcut Key to Open Your File/Document🡪CTRL+O

**How to open by Default Templates in MS Word.**

Go to File Tab🡪Choose New Options🡪below templates will displays.

Day-03

**Text Editing and Text Highlighting:**

**Example:**

*Nature*’s archive comprises all the content published since the journal’s launch in 1869 it includes some images, articles and language that by twenty-first-century standards are offensive and harmful, including sexist, racist and other discriminatory content.

**To Select Lines using keyboard Shortcut Keys**

SHIFT+🡨 (select left side letters of the cursor).

SHIFT+🡪 (select right side letters of the cursor).

SHIFT+↑ (select upper lines).

SHIFT+↓ (select lower lines).

**Undo & Redo:**

**Salma Shaik Hi Welcome to Ms Word.**

Shortcut key for Undo🡪CTRL+Z.

Shortcut key for Redo🡪CTRL+Y.

Day-04

* Navigation Key Techniques
* How to Cut, Copy, Paste, Selecting your data.

Up arrow:

Down arrow:

Left arrow:

Right arrow:

CTRL+Right arrow:

CTRL+Left arrow:

CTRL+HOME: Starting

CRTL+END: Ending

CTRL+A 🡪to select all data

TEXT EDITING:  
COPYING & MOVING:

CTRL+C🡪Copy

CTRL+V🡪Paste

CRTL+X🡪Cut

Day-05:

**TEXT FORMATTING:**

**1.Font Option (font style, size, Color, background, bold, italic, underline, Change case, subscript, superscript).**

***Nature*’s archive comprises all the content published since the journal’s launch in 1869 it includes some images, articles and language that by twenty-first-century standards are offensive and harmful, including sexist, racist and other discriminatory content.**

**Shortcut Keys:**

CTRL+B🡪bold  
CTRL+I🡪italic  
CTRL+U🡪underline  
CTRL+=🡪subscript  
CTRL+SHIFT+=🡪superscript

Day-06

1. Alignments
2. Line Spacing
3. Bullets and Numbering
4. Applying Paragraph Borders
5. Shading

**1.Alignments:**

Four types of Alignments

Left Alignment🡪(CTRL+L)

Centre Alignment🡪(CTRL+E)

Right Alignment🡪(CTRL+R)

Justify Alignment🡪(CTRL+J)

**2.Line Spacing:**

*Nature*’s archive comprises all the content published since the journal’s launch in 1869 it includes some images, articles and language that by twenty-first-century standards are offensive and harmful, including sexist, racist and other discriminatory content.

*Nature*’s archive comprises all the content published since the journal’s launch in 1869 it includes some images, articles and language that by twenty-first-century standards are offensive and harmful, including sexist, racist and other discriminatory content.

**3.Bullets & Numbering:**

Bullets points, Numbering

* Hii
* Hello
* Welcome

1. Bye
2. Good

**4.Paragraph Bordering & Shading:**

*Nature*’s archive comprises all the content published since the journal’s launch in 1869 it includes some images, articles and language that by twenty-first-century standards are offensive and harmful, including sexist, racist and other discriminatory content.

Day-07

* Find
* Replace
* Goto
* Styles

**1.Find:(CTRL+F)**

*Nature*’s archive comprises all the content published since the journal’s launch in 1869 it includes some images, articles and language that by twenty-first-century standards are offensive and harmful, including sexist, racist and other discriminatory content.

**2.Replace:(CTRL+H)**

*Nature*’s archive comprises all the content published since the journal’s launch in 1869 it includes some picture, articles and language that by twenty-first-century standards are offensive and harmful, including sexist, racist and other discriminatory content.

**3.Goto:(CTRL+G)**

*Nature*’s archive comprises all the content published since the journal’s launch in 1869 it includes some images, articles and language that by twenty-first-century standards are offensive and harmful, including sexist, racist and other discriminatory content.

**4.Styles:**

Nature’s archive comprises all the content published since the journal’s launch in 1869 it includes some images, articles and language that by twenty-first-century standards are offensive and harmful, including sexist, racist and other discriminatory content.

Day-08

**Inserting Objects:**

1. Pictures
2. ClipArt
3. Shapes
4. SmartArt
5. Chart
6. Word Art

1.Picture (for Our PC, Insert Images Form Online Images and from Stock images)



**2.ClipArt:**



**3.Shapes:**

**4.Smart Art:**

**5.Chart:**

**6.Word Art:**

**Hi Welcome**

Day-09

1. Header & Footer
2. Page Number
3. Text Box
4. Drop Cap
5. Symbol
6. Equation
7. Signature Line
8. Date & Time
9. Object
10. Tables

**Header & Footer:**

Go to Insert Tab🡪Header & Footer

**Page Numbers:**

Hi hello welcome to text box and create your own box

Go to Insert Tab🡪Page Number Tab

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

[Cite your source here.]

**Text Box:**

Go to Insert Tab🡪Text Box Tab

**Drop Cap:**

S

alma Shaik Hi Welcome How are you

Welcome to Learn MS Word. **“Go to Insert Tab🡪Drop Cap Tab”**

**Symbol:**

Go to Insert Tab🡪Symbol Tab ℑ©β © 🡪🡨

**Equation:**

Go to Insert Tab🡪Equation Tab

**Signature Line:**



**Date and Time: Monday, 08 July 2024**

**Objects:**

**Day-10**

**Tables:**

* Creating Table
* Inserting Table
* Inserting Rows & Columns 🡪GO TO LAYOUT AND ADD YOUR ROWS AND COLUMNS.
* Changing Row Height & Column Width
* Selecting Rows, Columns & Table
* Deleting Rows, Columns & Table
* Quick Tables
* Table Properties

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.NO | NAME | TELUGU | HINDI | ENGLISH | MATHS | SOCIAL | SCIENCE |
| 1 | Rajesh | 86 | 45 | 80 | 89 | 87 | 87 |
| 2 | Suresh | 55 | 78 | 76 | 99 | 87 | 87 |
| 3 | Mahesh | 67 | 79 | 56 | 88 | 78 | 78 |
| 4 | Lokesh | 34 | 99 | 76 | 76 | 90 | 90 |
| 5 | Mukesh | 65 | 98 | 66 | 75 | 98 | 98 |
| 6 | Ramesh | 76 | 96 | 77 | 65 | 97 | 97 |
| 7 | Harish | 96 | 95 | 45 | 76 | 96 | 96 |
| 8 | Hema | 76 | 96 | 77 | 65 | 97 | 97 |
| 9 | Uma | 96 | 95 | 45 | 76 | 96 | 96 |

**Quick Tables:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Telugu | Hindi | English |
| Salma  Vasu |  |  |  |

**Day-11**

* Merge Tools
* Autofit🡪Layouts tab🡪Auto fit.
* Distribute Rows & Columns
* Alignments-🡪layout🡪alignments
* Change Text Direction
* Convert (Table – Text & Text-Table)
* Formula-🡪Layout🡪formulas🡪enter sum 🡪shortcut key after applying formula “F9”.
* Sorting

**Merge Tools:🡪Layouts🡪Merge tools**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| STUDENTS MARKS | | | | | | | |  |
| **S.NO** | **NAME** | **TELUGU** | **HINDI** | **ENGLISH** | **MATHS** | **SOCIAL** | **SCIENCE** | **Total** |
| 1 | Rajesh | 86 | 45 | 80 | 89 | 87 | 87 | 474 |
| 2 | Suresh | 55 | 78 | 76 | 99 | 87 | 87 | 482 |
| 3 | Mahesh | 67 | 79 | 56 | 88 | 78 | 78 | 446 |
| 4 | Lokesh | 34 | 99 | 76 | 76 | 90 | 90 | 465 |
| 5 | Mukesh | 65 | 98 | 66 | 75 | 98 | 98 | 500 |
| 6 | Ramesh | 76 | 96 | 77 | 65 | 97 | 97 | 508 |
| 7 | Harish | 96 | 95 | 45 | 76 | 96 | 96 | 504 |
| 8 | Hema | 76 | 96 | 77 | 65 | 97 | 97 | 508 |
| 9 | Uma | 96 | 95 | 45 | 76 | 96 | 96 | 504 |

* Distribute Rows & Column🡪 Layout🡪 Distribute Rows & Columns.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **TELUGU** | **HINDI** | **ENGLISH** | **TOTAL** |
| Rajesh | 86 | 45 | 80 | 211 |
| Suresh | 55 | 78 | 76 | 209 |
| Mahesh | 67 | 79 | 56 | 202 |
| Lokesh | 34 | 99 | 76 | 209 |

**Day-12**

***Page Setup:***

* Margins🡪Goto layout tab🡪choose MARGINS (To Set Space in margin).
* Orientation🡪 Goto layout tab🡪choose ORIENATION (portrait, landspace)
* Page size🡪 Goto layout tab🡪choose Size
* Page Columns🡪 Goto layout tab🡪choose Columns
* Line Numbers🡪Goto Layout tab🡪choose Line numbers
* Water Mark🡪Goto Design Tab🡪Page Background tab🡪watermark.
* Page Color🡪 Goto Design Tab🡪Page Background tab🡪Page Color
* Page Border🡪 Goto Design Tab🡪Page Background tab🡪Page Border

**Page Columns🡪 Goto layout tab🡪choose Columns**

For effectively utilizing the time we must consider some points which will help us in our whole life. This utilization includes setting goals, prepare work lists, prioritize task, and take adequate sleep and various others.

For effectively utilizing time set long and short-term goals these goals will help you in remaining productive. Moreover, they will prove as a driving force that will keep you motivated. Also, this will give the willingness to achieve something in life.

In the beginning, it will feel like a boring task but when you do it regularly then you will realize that that it only helps you to increase your productivity. Ultimately, this will force you to achieve more in life.

Prioritizing task is a very effective way of managing time. Also, because of it, you will know the importance of various task and jobs. Apart from that, if your club and perform a similar activity in a go then it also increases your productivity. Hence, it will help you to achieve more in life.

Being productive does not mean that you engage yourself in different tasks every time. Taking proper sleep and exercising is also part of being productive. Besides, proper exercise and sleep maintain a balance between body and mind which is very important for being productive and efficient.

Day-13

1. Indents
2. Tab Spacing
3. Paragraph Spacing
4. Word Themes

**Indents**:🡪 Goto Layout Tab🡪Indent tab.

Aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa

**Tab Spacing:** Goto Layout Tab🡪Spacing

Aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa

**Paragraph Spacing:** Goto Layout Tab🡪Spacing

Aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa

**Word Themes:**

Goto Desings tab🡪Choose Themes and change your themes.

Day-14

* Spelling & Grammar
* Comments
* Word Count
* Document views
* Show/Hide
* Zoom

1.Review tab🡪spelling and Grammar (shortcut key F7).

2.Review tab🡪 Comments

3.Review Tab🡪Word Count

4.View tab🡪 Document View

5.View Tab🡪Show/Hide

6.View Tab🡪Zoom

Day-15

**Mail Merge:🡪 Mailing Tab🡪Start Mail Merge Tab.**

«First\_Name»

«Address\_Line\_1»

«State»

«ZIP\_Code»

«Email\_Address»

Dear,

I have arranged for a party at my place on the 15th of this month. It would be really nice if you

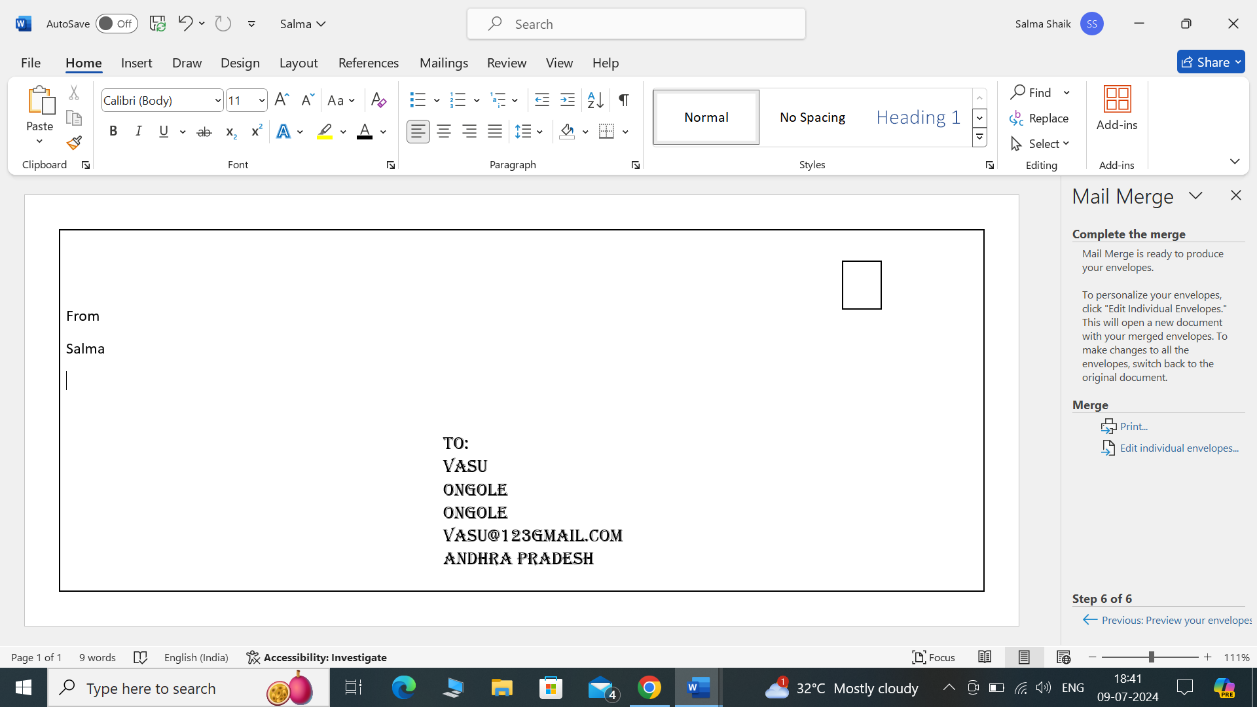
Could come to the party. The party starts at 4.00PM. Hope you can make it successfully.

Yours friendly,

Salma Shaik

Day-16

* Envelops
* Labels



Day-17

* Macros-🡪 Go to View Tab🡪Macros.
* Window (Spilt, Arrange, Switch) Go to View tab 🡪Window

**MACROS:**

**Hi Hello Welcome To MS Word**

**Hi Hello Welcome To MS Word**

**Hi Hello Welcome To MS Word**

**Hi Hello Welcome to MS Word**

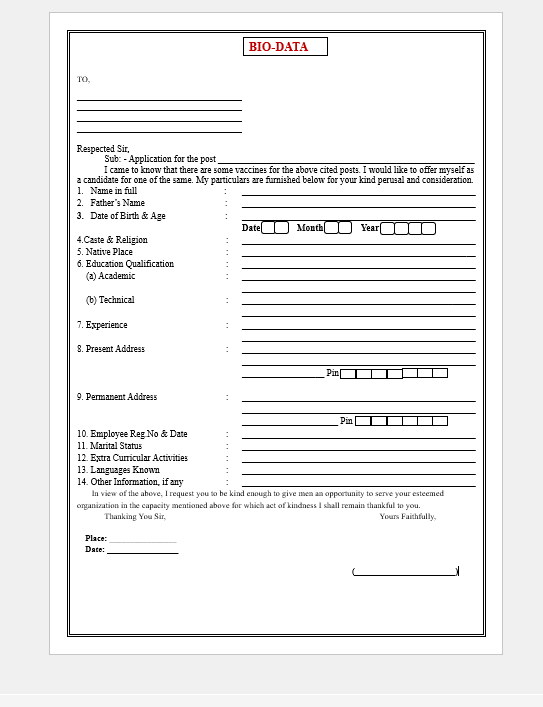
Day-18

* Printing 🡪 Shortcut Key (CTRL+P)

Day-19

**How To Create Bio Data Form in MS Word.**

**Lines🡪 SHIFT+ underscore (or) insert tab and draw your shape.**

****

**Day-20**

**Practice on Tables:**

**PAYMENT VOUCHER**

**LOGO**

|  |  |
| --- | --- |
| **Date:** |  |
| **Voucher No:** |  |
| **Ledge:** |  |
| **Accounts:** |  |
| **Pat to:** |  |
| **Ringli:** |  |

Company Address:

City:

Tel:

Email:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Serial No | Payment Method | Reference No | Description | | Amount |
|  |  |  |  |  | |
|  |  |  |  |  | |
|  |  |  |  |  | |
|  |  |  |  |  | |
|  |  |  |  |  | |
|  |  |  |  |  | |
| TOTAL | | | |  | |

Authorized Received by

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**10 QUICK TIPS IN MS WORD:**

1. =rand () 🡪Shortcut key to get default paragraph.
2. Triple tap to select a paragraph
3. Hold ctrl button to click a line
4. To get line click hyphen button three times and enter
5. Ctrl+= sub ctrl + shift + = sup
6. Ctrl + delete to delete a word
7. Format painter 🡪to copy the format
8. Ctrl + shift + > 🡪increase (or) ctrl+ ]
9. + to get a table

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

1. CTRL + ENTER to go to new page.

\*\*\* enter

=== enter

Hyphen --- enter

Shift+### and enter

Shift+~~~ and enter

© 🡪 ( c ) enter then copy right symbol will display

™ 🡪(tm ) enter then trade mark symbol will display

® 🡪( r ) and enter

☹ 🡪 : ( sad

😊 🡪 : ) smile

😐 🡪 : \ simple smile

🡪 -- > enter

🡨 < -- enter

🡸 < == enter

🡺 == > enter

⬄ < = > enter

2nd 3rd

1. One
2. Two
3. Three

* > and space and enter

1. English
2. Tab
3. Class 🡪backspace and tab to get sub bullets

1 ½ 3 ¼ 🡪 1 1/2 enter

Ctrl+f9 🡪 7 4

🡪to sum the table data