MS-Word (Theory)

- One of the most widely used programs of Microsoft Office suite, MS Word is a word processor developed by Microsoft.

- MS Word is one of the most used programs of the Office Suite, some basic information regarding its creation and development has been given below:

  - Charles Simonyi, a developer and Richard Brodie, a software engineer, were the two creators of MS Word
  - This program was initially named "Multi-Tool Word" but later, was renamed as MS Word
  - It was introduced in 1983
  - Word for Windows is available standalone or as a part of MS Office suite
  - MS Word for Mac was introduced by Microsoft as Word 1.0 in 1985
  - The extension for any word file is ".doc"

- **What is MS Word?**
  Used to make professional-quality documents, letters, reports, etc., MS Word is a word processor developed by Microsoft. It has advanced features which allow you to format and edit your files and documents in the best possible way.

- **Where to find MS Word on your personal computer?**
  Follow these simple steps to open MS Word on your personal computer:
  Start → All Programs → MS Office → MS Word.

- **What are the uses of MS Word?**
  MS Word enables users to do write-ups, create documents, resumes, contracts, etc. This is one of the most commonly used programs under the Office suite.

- **How to create an MS Word document?**
  To create an MS Word doc, follow the steps mentioned above to open Microsoft Word. Then once the program is open, click on "File" followed by "New". This opens a new doc where something new can be created.

Since it is used by people of all age groups, in schools, in colleges and for official purposes, having proper knowledge of Microsoft Word is a must. The preview of the MS Doc file once it is opened is given below:

Features of MS Word:

The image given below shows the different elements and categories which are available in MS Word doc:
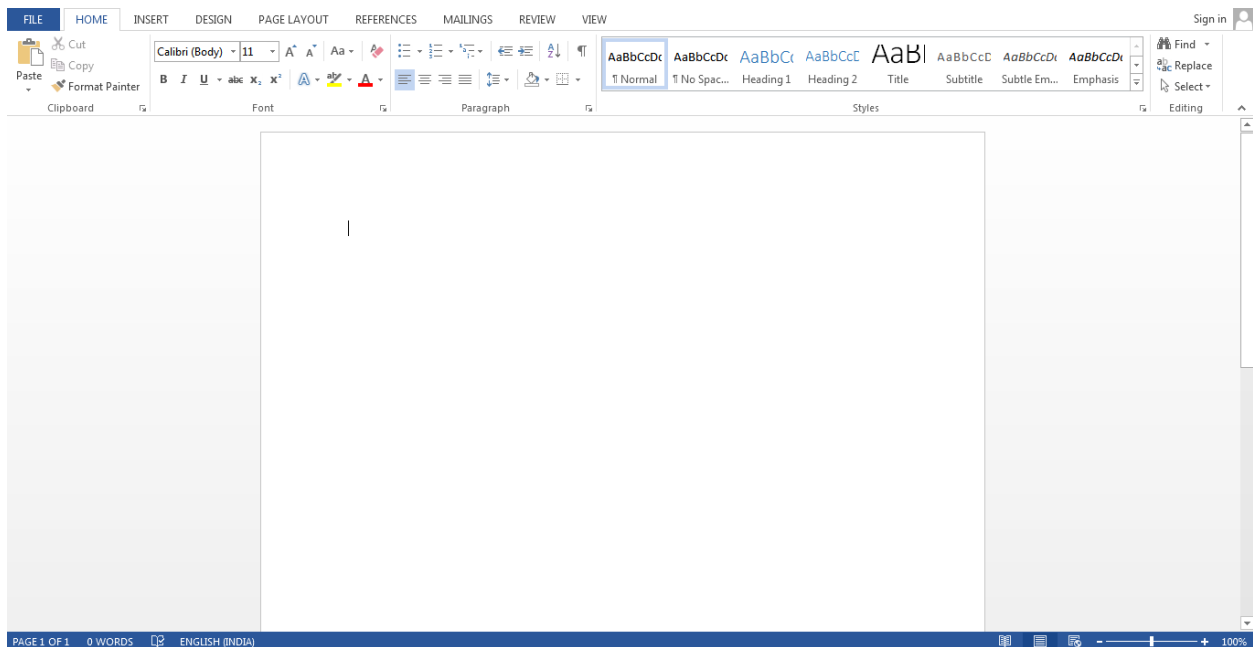
- **Home**
  This has options like font color, font size, font style, alignment, bullets, line spacing, etc. All the basic elements which one may need to edit their document is available under the Home option.

- **Insert**
  Tables, shapes, images, charts, graphs, header, footer, page number, etc. can all be entered in the document. They are included in the "Insert" category.

- **Design**
  The template or the design in which you want your document to be created can be selected under the Design tab. Choosing an appropriate tab will enhance the appearance of your document.

- **Page Layout**
  Under the Page Layout tab comes options like margins, orientation, columns, lines, indentation, spacing, etc.

- **References**
  This tab is the most useful for those who are creating a thesis or writing books or lengthy documents. Options like citation, footnote, table of contents, caption, bibliography, etc. can be found under this tab.

- **Review**
  Spell check, grammar, Thesaurus, word count, language, translation, comments, etc. can all be tracked under the review tab. This acts as an advantage for those who get their documents reviewed on MS Word.

Uses of MS Word

Given below are the different fields in which MS Word is used and simplifies the work of an individual:

- **In Education:** It is considered as one of the simplest tools which can be used by both teachers and students. Creating notes is easier using MS Word as they can be made more interactive by adding shapes and images. It is also convenient to make assignments on MS Word and submitting them online

- **In Workplace:** Submitting letters, bills, creating reports, letterheads, sample documents, can all easily be done using MS Word

- **Creating & Updating Resume:** One of the best tools to create your resumes and is easy to edit and make changes in it as per your experience

- **For Authors:** Since separate options are available for bibliography, table of contents, etc., it is the best tool which can be used by authors for writing books and adjusting it as per the layout and alignment of your choice.

  Also, creating a Doc file and converting it into PDF is a more suitable option, so it is highly recommended.

Major functions available in Home tab:

Font group:
1. Click the Bold button to bold the text, click the Italic button to italicize the text and click the Underscore button to underscore the text.
2. Clicking on the down arrow of the Font Size drop down menu to change the font size.
3. Hover over each of the buttons for more information.
4. Click the Dialog Box Launcher for to open the Font dialog box.

Paragraph group:
1. Click the Show/Hide button to show paragraph mark and other hidden formatting symbols.
2. Click the Bullets button or down arrow to select your list style to insert a bulleted list.
3. Click the Numbering button or down arrow to select your list style to insert a numbered list.
4. To modify existing text, select the text, and then click the appropriate formatting button.
5. Hover over each of the buttons for more information.
6. Click the Dialog Box Launcher for to open the Paragraph dialog box.

Clipboard group:
1. To copy or move text or other items:
   a. Select text or items you wish to copy or move.
   b. Click the Copy button to copy the text or the Cut button to copy and delete (cut) the text.
   c. In your document, place the cursor in the area you wish to insert (paste) your text or items.
   d. Click the Paste button.

2. To copy text formatting from one place and apply it to another place:
    a. Select the paragraph whose formatting is to be copied.
    b. Click the Format Painter button. (Double-click the Format Painter button if you want to change the format of multiple selections in your document.)
    c. Select the text or graphic you want to format.

Editing group:
1. Click the Find button to find text.
2. Click the Replace button to replace text.
3. Click the Select button to select all text in your documents, select objects, or select text with similar formatting.

Paragraph group:
1. Click the Dialog Box Launcher button.
2. Set the various fields to desired values.
3. Click the Default button at the bottom.

Major functions available in Insert tab:

Pictures, Clip Art, Symbols, Text Boxes, Special Characters, Page Numbers, Headers and Footers can be inserted from the Insert tab. Place your cursor in the location you wish to insert your symbol or special character.

Insert a Picture:
To insert a Picture, in the Illustrations group:
1. Click on the Picture button.
2. Navigate to the location where your picture is located.
3. Double-click the picture you want to insert.
4. Select the picture you inserted, and the Picture Tools tab appears.
5. On the Picture Tools tab, click the Format button, in the Arrange group, click the Position button and hover over the text wrapping options for a Live Preview.

To Insert Clip Art:

To insert Clip Art, in the Illustrations group:

1. Click on the Clip Art button.
2. Type a word or phrase that describes the clip art you are searching for in the Clip Art task pane.

To Insert a Text Box:

To insert a Text Box, in the Text group:

1. Click on the Text Box button.
2. Select the desired Text Box.
3. Click in the Text Box to display the Text Box Tools tab.
4. Hover over the various galleries for a Live Preview of formatting options.
5. Press the Delete key to delete the Text Box.

To Insert a Table:

To insert a Table, in the Tables group:

1. Click on the Table button.
2. From the expanded menu, you can do one of the following to determine the table size:

    a. Select Insert Table… and specify your table size, or
    b. Using your mouse, select the appropriate table size by dragging it across the squares on the grid.

To Insert Symbols or Special Characters:

To insert Symbols or Special Characters, in the Symbols group:

1. Click the Symbols button.
2. If your symbol or special character is not visible, click More Symbols from the resulting menu and do one of the following:

    a. Click on the Symbols tab and select a symbol to insert, or
    b. Click on the Special Characters tab and select a special character to insert.
    c. Click the Insert button to insert your symbol or special character.
    d. Click the Close button to return to your document.

<u>To Insert Page Numbers:</u>
To insert Page Numbers, in the Header & Footer group:
1. Click the Page Number button.
2. Select the appropriate location for your page numbers (Top, Bottom, Margins).
3. Select a page numbering design from the design gallery.
4. To remove Page Numbers, in the Header & Footer group:
      a. Click the Page Number button to format or remove page numbers.

<u>To Insert Headers and Footers:</u>
To insert Headers and Footers, in the Header & Footer group:
1. Click the Header or Footer button.
2. Click the desired header or footer.

<u>To Modify Headers and Footers:</u>
To modify Headers and Footers, click on the header or footer, or in the Header & Footer group:
1. Click the Header or Footer button.
2. Click the Edit Header or Edit Footer.
3. Click the Close Header & Footer button

Major functions available in Page Layout tab:

Commands for changing the page margins, orientation and inserting page/section breaks are located in the Page Layout tab.
Click the Page Layout tab.

<u>Page Margins: To Set Page Margins</u>
1. In the Page Setup group, click the Margins button.
2. Select one of the pre-defined margin settings, or specify you own by selecting the Custom Margins and entering the new values into the appropriate fields.

<u>Page Orientation: To Select Portrait or Landscape Orientation</u>
1. In the Page Setup group, click the Orientation button.
2. Select Portrait or Landscape.

Page or Section Breaks: To Change Page or Section Breaks
1. In the Page Setup group, click the Breaks drop down button.
2. Select type of break you wish to insert into your document.

Major functions available in Review tab:

Editing and Proofing Tools
Spell checking and other proofing tools are available on the Review tab.

In the Proofing group:
1. Click the Spelling & Grammar button to show check spelling and grammar.
2. Click the Thesaurus button to use the Thesaurus.
3. Click the Word Count button to obtain a word count.

To Track Changes:
In the Tracking group:
1. Click the top section of the Track Changes button
2. Click the Track Changes again to turn it off.
3. Click the Reviewing Pane to show revisions in a separate window.

To Accept or Reject Changes:
To Accept or Reject Changes, in the Changes group:
1. Click the arrow below the Accept or the Reject button.