

Lab Report Of Introduction to Information Technology

TITLE:MS WORD



**Submitted To
VEDAS COLLEGE
Jawalakhel, Lalitpur
Submitted By
Ujjwal Puri**

**University Registration Number:
College Roll Number: VC79IT19
Program: Bachelor of Science in Computer Science and
Information Technology (B.Sc.CSIT)
Semester: First (1st)**

MS WORD

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

An introduction to MS Word, its features and its uses, have all been discussed in detail, in this article. Also, a few sample questions based on this MS Office program have been given further below for the reference of candidates preparing for competitive exams.

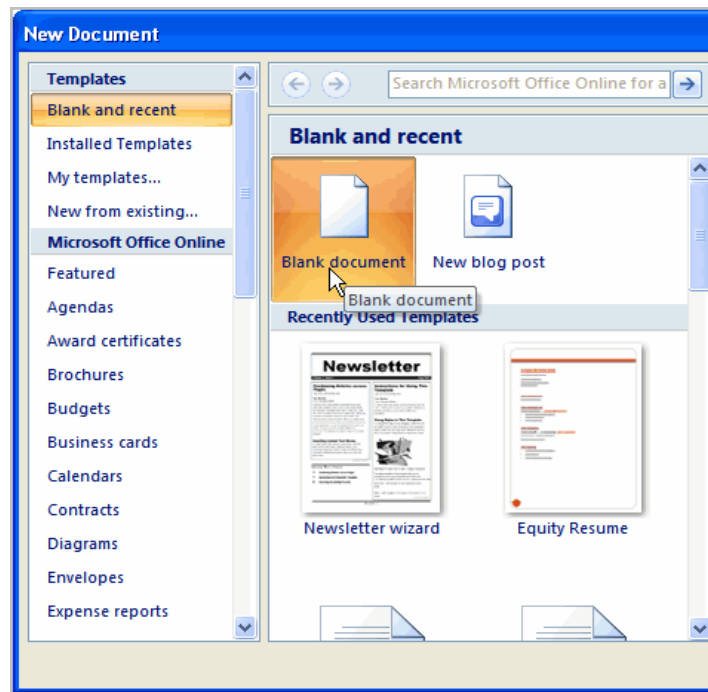
To know further about the Ms Office suite and the various programs included in it, visit the linked article.



How to Create a Document in MS Word?

0.Open MS Word

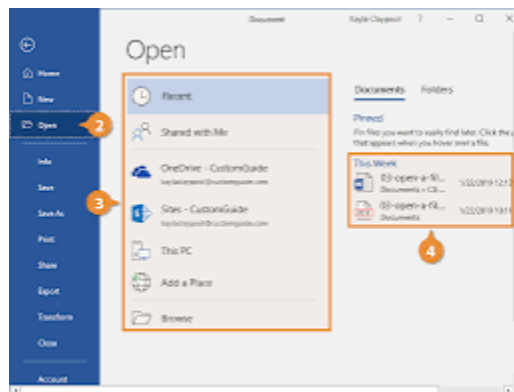
- 1.Go to the Office button in the top left corner and click it.
- 2.Choose Blank document if you want to create a document from scratch, or select a template.
- 3.Click Create and the new MS Word Document will be created.



How to Open a Word Document?

If you are already in Microsoft Word:

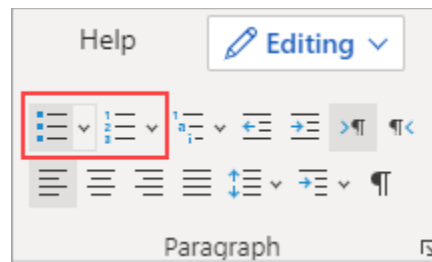
- Click the Office Button.
- Select Open from the drop-down menu.
- In the box that opens, choose the location where the document is saved.
- Search for the document name (files are usually in alphabetical order).
- Click the file to highlight it and then press Enter.



PARAGRAPH FORMATTING Alignment: The alignment of a paragraph may be left, center, right or justify. **Indentation:** Indents are the left and right boundaries of selected paragraph within a document .



Spacing: This option allows to us to choose how much sapce apperars between lines of text or between lines of text or between paragraphs.

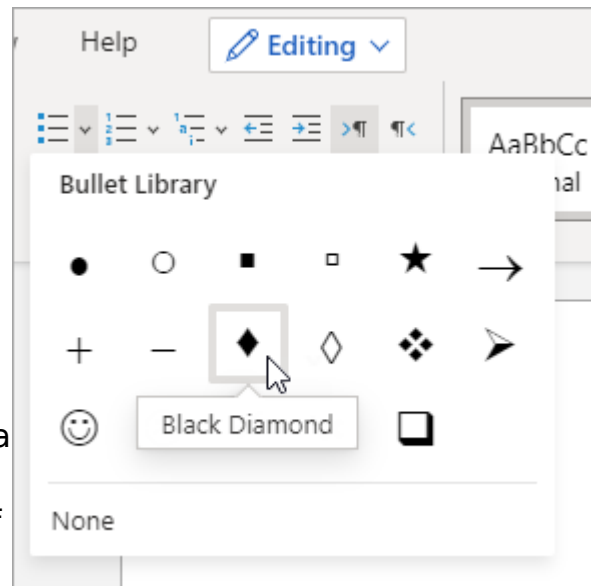


WORKING WITH BULLETS AND NUMBERS Bullets: Bullets are small dots, squares, dashes or garphics that are often seen before the text.

To add bullets and numbering

- Select the object.
- Click on bullets and numbering from Format menu.
- Choose to add either bullets or numbering appropriate for your data.

WORKING WITH TABLES. Tables provides a neat way to present complex information in vertical columns and horizontal rows of cells. Each cell can contain text. To insert table.

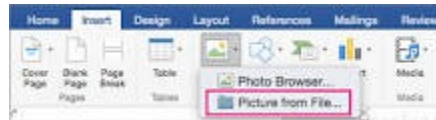


- Click on insert .click on table menu and add a table.
- Select the dimension of the table as required .
- You can customize ownself.

INSERTING PICTURES

To insert picture.

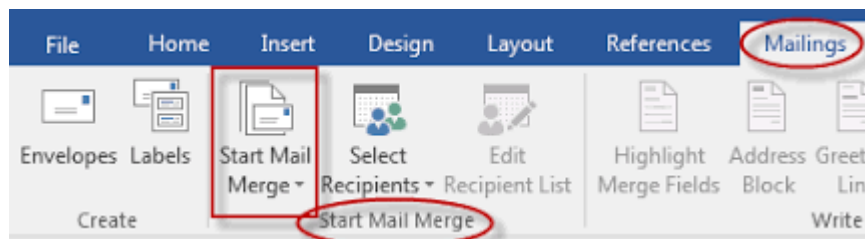
- Go to insert.
- Select picture and click on that option.
- Insert picture from your device or from online.



MAIL MERGE

We use mail merge when we want to create a set of documents that are essentially the same except that each contains some unique elements. For example, in a letter to invite friends to a birthday party, the date of invitation and the text thereof will be same everywhere, but the address and greeting line will be different in each letter. Using mail merge, we can create:

- A set of labels for envelopes : The return address is the same on all the labels or envelopes, but the destination address is unique on each one.
- A set of form letters, e-mail message or faxes : The basic content is the same in all the letters, messages or faxes, but each contains information that is specific to the individual recipient, such as name, address or some other piece of personal data. Creating each letter, message, fax, label, envelope, etc. individually would take hours. That's where mail merge comes in.



CHECKING SPELLING, THESAURUS AND GRAMMAR:

Checking spelling and grammar in a document after we finish typing and editing the text is very useful. We can check for possible mistakes and then confirm each correction.

In Microsoft Word, we can start the spell checker by clicking on Spelling and Grammar option under Tools menu. Thesaurus provides synonyms and suggest another way to say what we mean.

PRINTING DOCUMENTS: After completing making document , you want a hardcopy of the document for that you need to print the document.

- Go to file .
- Select the print option .
- Select the page setup as you want your document to be printed .
- After setting up the page print the document.

