



# What is Microsoft Word?

## Microsoft Word

Microsoft Word is the most popular word processing software in the world. A word processor is essentially a computerized version of the older typewriter. However, the Word adds features that a typewriter never dreamed of having like spell check, the ability to save and store documents, copy and paste functions and the ability of adding images and shapes to the documents. This software is use to create, edit or format the documents for offices, school or any other departments. Documents can be any business letters, Notices, resumes, coversheet's, magazines, cards, tables, charts or other artwork etc. Intermediate and advanced level knowledge of this software could lead the job opportunities to any person. This product is developed by Microsoft Corporation and its extension name is \*.docx.

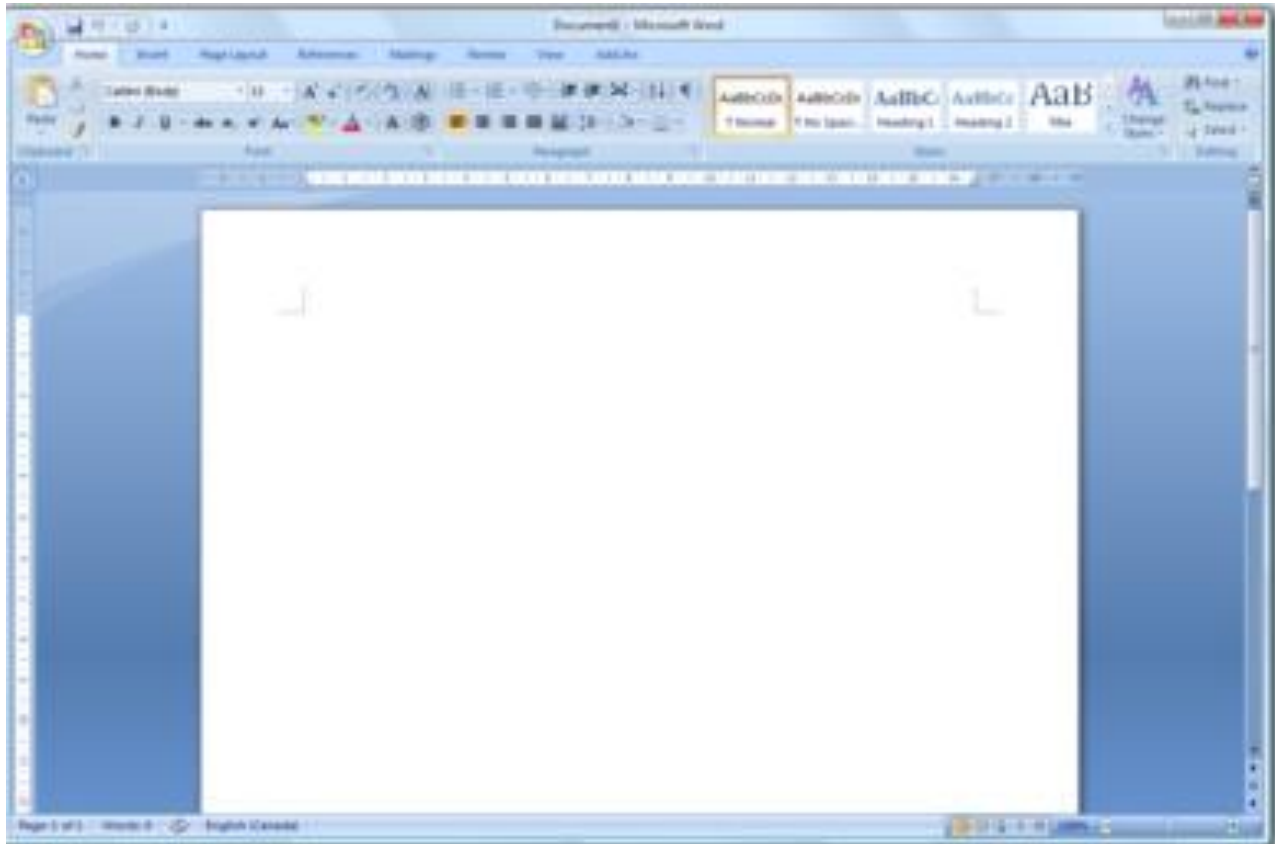
## How to Open Microsoft Word on Personal Computer

Many methods to open word, but main two methods defined below.

- Start menu>All Programs>Microsoft Office>Microsoft Word
- Start menu>Run>Winword>Enter

After entering any of above method, Microsoft PowerPoint application window will be displayed

# Microsoft Word Application Window



## Application Window

Microsoft Word Application is different to compare the look of Previous Versions 2003. It has new style to make work so easy and fast. In previous versions Microsoft Word depends on menus, options and tools, but with 2007 version Microsoft made some changes that are given below.

## Microsoft Word Window Components Overview

**Office Button** – The Microsoft Office Button replaces the File button in previous versions. Here is where you will find commonly known features such as New, Open, Save, Print, Recent Documents and Settings.

**Quick Access Toolbar** – This is a customizable toolbar that contains frequently used options like undo, redo, save, etc.

**Title Bar** – A horizontal bar at the top of application window displays the name of the document and application. Minimize, Restore and Close buttons are appeared at the right end of the Title Bar.

**Tabs:** An area under the title bar that contains multiple tabs having multiple tools in groups.

**Ribbon** – An area under the tabs that contains option related to selected tab. The Ribbon can be reduced to a single line by pressing CTRL + F1.

**Ruler** – Ruler looks like a scale; it is located below ribbon. It helps to align the line and setting margin of the of the document page.

**Page** – It is a middle area, in this area we can work with documents.

**View Toolbar** – A toolbar that enables adjusts, and displays different views as normal, print layout, web layout, reading Layout of a document pages.

**Zoom Button** – A button that magnifies or reduces the page area in the document window.

**Status Bar** – A horizontal bar at the bottom of an active window that display the details about the active document. Such as- page number, column number, page layout info and page zooming button etc.

# What is the use of Microsoft Word Office Button?

## Microsoft Word Office Button

Microsoft Word Office Button located top-left corner of the application window, it looks like same as MS Office logo. Microsoft Word Office Button contain many options for a document management like opening and saving document, printing and publishing document etc. Additionally we can configure the settings related to display, proofing, spelling & grammar, add-in etc. The detailed explanation about Microsoft Word Office Button is given below.

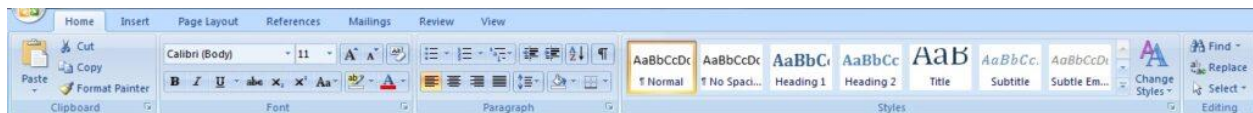
## Options of Microsoft Word Office Button

- **New (ctrl+n)** – This option is use to insert a new blank document or template.
- **Open (ctrl+o)**- This option is use to open any existing document saved in memory.
- **Save (ctrl+s)** – This option is use to save the current document.
- **Save As** – This option is use to re-save the edited document with a new name or save the document in other versions like 97, 2000, 2003 format etc.

- **Print (ctrl+p)**- This option prepares the document for printing and print preview.
- **Prepare** – This option use to enter the property of the document, make encrypt the document and apply restrict permissions etc.
- **Send** – This option use to send the document to anyone using E-mail but the outlook must be configured for using this feature.
- **Publish** – This option used to publish the document for blogs or a website.
- **Close** – This option use to close the current active document.
- **Word Option** – This option use to manage the settings about word application.
- **Exit Word (alt+f4)** – This Option is use to close the Word Application.

## What is the use of Home Tab in Microsoft Word?

### Home Tab in Microsoft Word



Home Tab in Microsoft Word is the default tab for editing and formatting the document in MS Word. The ribbon of Home Tab in Microsoft Word is divided into multiple sections with the name Clipboard, Font, Paragraph, Styles & Editing. The detailed explanation about Home Tab in Microsoft Word is given below.

#### Clipboard

- **Undo (ctrl+z)** – This option is use to go back for one step.
- **Redo (ctrl+y)** – This option is use to go forward for one step.
- **Cut (ctrl+x)** – This option is use to cut the selected data.
- **Copy (ctrl+c)** – This option is use to copy the selected data.
- **Paste (ctrl+v)** – This option is use to paste the cut or copied data.
- **Paste Special** – This option creates a link between copied and pasted data. By pasting data with link, if source data (copied data) change or delete then target data (pasted data) will also change.
- **Format Painter** – This option is use to copy and paste text formatting.

**Note** – To use more option about this section, click on the tiny button bottom side of the right corner.

## Font

- **Font (ctrl+shift+f)** – This font Box is use to select the different font styles for the selected paragraph or text.
- **Font Size (ctrl+shift+p)** – This option is use to change the size of the selected font.
- **Bold (ctrl+b)** – This option is use to makes the selected font bold.
- **Italic (ctrl+i)** – This option use to make the selected font italic.
- **Underline (ctrl+u)** – This option is use to draw a line under the selected text.
- **Strikethrough** – This option is use to draw a middle line for the selected text. Ex- word processor
- **Subscript (ctrl+=)** – This option is use to make the selected text subscript form. Ex-  $X_2$
- **Superscript (ctrl+shift++)** – This option is use to make the selected text superscript form. Ex-  $X^2$
- **Change Case** – This option is use to change the font cases with UPPER, lower, Capitalize, Sentence and tOGGLE.
- **Grow Font (Ctrl+Shift+>)** – This option is use to increase the size of selected font.
- **Shrink Font (Ctrl+Shift+<)** – This option is use to decrease the size of selected font.
- **Clear Formatting** – This option is use to clear all the formatting from the selected text and make the text plain.
- **Text Highlight Color** – This option is use to make the text highlighted with a color, look like as marked with a highlight pen.
- **Font Color** – This option is use to change the color of selected font.

## Paragraph

- **Bullets** – This option is use to create a list of data using bullet.
- **Numbering** – This option is use to create a list of data using roman number, decimal number, alphabetic abc etc.
- **Multilevel List** – This option use to create the multilevel list using alphabetical, numerical, roman number etc.
- **Align Left (ctrl+l)** – This option moves the text left of the page.
- **Align Center (ctrl+e)** – This option moves the text center of the page.

- **Align Right (ctrl+r)** – This option moves the text right of the page.
- **Justify (ctrl+j)** – This option is use to adjust the text equal from the right and left margin.
- **Line Spacing** – This option is use to adjust the gap between lines and paragraphs.
- **Increase Indent** – This option is use to move the paragraph or line right, far from the left margin.
- **Decrease Indent** – This option is use to move the paragraph or line left, closer to the left margin.
- **Sort** – This option is use to sort the selected alphabetical or numerical data in a table with ascending or descending order.
- **Paragraph Mark** – This option is use to show or hide the paragraph marks or other formatting symbols.
- **Shading** – This option is use to add the color in background for selected paragraph or text.
- **Border** – This option is use to create the border for selected paragraph or text.

## Styles

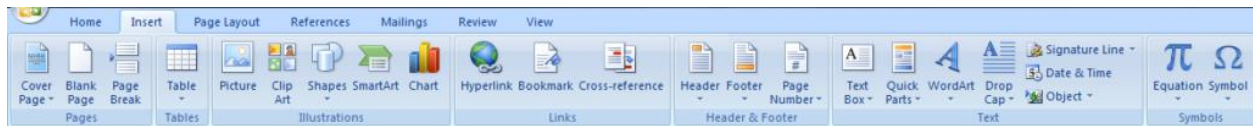
- MS Word provides different readymade sets of font styles including colors, fonts and headings. User can select anyone and apply on selected paragraph or text. User can also create new style by clicking dropdown button.

## Editing

- **Find (ctrl+f)**– This option is use to find any information in document.
- **Go To (ctrl+g)** – This option is use to go any page or line directly by given page or line number. User can also jump to the sections, bookmarks, footnotes, comments etc.
- **Replace (ctrl+h)** – This option is use to replace the any text with another text. Replace all function is use to replace multiple similar text at a time.
- **Select** – This option is use to select all (ctrl+a) the data in the document, also select any object etc.

# What is the use of Insert Tab in Microsoft Word?

# Insert Tab in Microsoft Word



Insert Tab in Microsoft Word is used for inserting the objects in the documents, such as – pages, charts, pictures, symbols, tables, shapes, hyperlinks etc. The ribbon of Insert Tab in Microsoft Word is divided into multiple sections with the name Pages, Tables, Illustrations, Links, Header & Footer, Text and Symbols. The detailed explanation about Insert Tab in Microsoft Word is given below.

## Pages

- **Cover page** – This option is used to insert the fully formatted cover page template for document, or any book, magazines, notes, or record file. User can specify the title, author, date and other information on the cover page.
- **Blank Page** – This option is used to insert the blank page in the document.
- **Page Break** – Using this option user can break the page where mouse cursor is present and move the remaining matter to the next page.

## Table

- **Table** – This option is used to insert a table by selection of blocks, user can also specify rows and column number according to the need. There are many preformatted table options available in this option.

## Illustrations

- **Picture** – This option is used to insert the picture in the current document from the computer memory or internet.
- **Clip art** – With this option user can insert the clip arts in the document, including drawings, movies, sounds or stock photography to illustrate a specific concept.
- **Shapes** – This option is used to insert the ready-made shapes, such as rectangular and circle, lines and arrows, flow charts, symbols and callout etc.
- **Smart Art** – With this option user can insert the graphical ready-made charts to present data in graphical mode. There are many different types of charts available related to tree type charts, organizations charts, hierarchy charts, cycle charts, pyramid charts etc.

- **Chart** – With this option user can insert charts for illustrating and comparing data. User can add many types of charts related to Pie, Bar, Line, Area and Surface etc.

## Links

- **Hyperlink (ctrl+k)** – This option is use to create links for selected information with web pages, files, folders, Pictures or programs.
- **Bookmark** – This option is use to create bookmarks by assigning a name of selected information. Later we can access them by using bookmarks option.
- **Cross-reference** – This option is use to create cross-references to any information using table, headings, figures or bookmarks. We can quickly jump on that location by pressing control and mouse click.

## Header & Footer

- **Header** – This option is use to edit the header of the document, it is appear top of the each page. User can specify the header with any short information as page number, date and time and any other text or graphical information.
- **Footer** – This option behaves same as header but footer located bottom of the page.
- **Page Number** – This option is use to insert the pages numbers in the document. We can customize area and select different types of page numbering styles.

## Text

- **Text Box** – This option is use to insert a text box to put some text. Text box can be rotate and place anywhere in the document.
- **Quick Parts** – This option is use to insert any preformatted snippets such as title, author or date & time for the document property.
- **Word Art** – This option is use to insert the decorative text as a object in the document.
- **Drop cap** – This option is use to make the first letter large at the beginning of the paragraph.
- **Signature Line** – This option is use to insert the signature line that specifies the individual person who must sign.
- **Date and Time** – This option is use to inserting the current date and time.
- **Object** – This option use to insert the embedded object of any program or application.

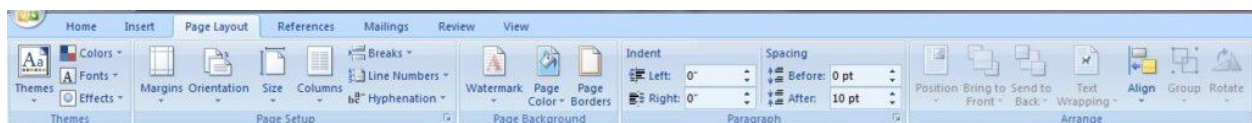


## Symbols

- **Equation** – This option is use to insert the common mathematical equations or build up your own equation using a library of mathematical symbols.
- **Symbols** – This option is use to insert the special symbols that are not present in keyboard.

## What is the use of Page Layout Tab in Microsoft Word?

### Page Layout Tab in Microsoft Word



Page Layout Tab in Microsoft Word is use for document page settings like appearance of page, page orientation, page size, page margins, page effect, border etc. The ribbon of Page Layout Tab in Microsoft Word is divided into multiple sections with the name Themes, Page Setup, Page Background, Paragraph and Arrange. The detailed explanation about Page Layout Tab in Microsoft Word is given below.

### Themes

- **Themes** – With this option user can change overall design of the entire document including colors, fonts and effects.

### Page Setup

- **Margins** – This option is use to select and change the preset margins size for the entire document. User can also customize the margin as per need.
- **Orientation** – With this option user can switch the page between landscape and portrait mode.
- **Size**-This option is use to choose the paper size to the current document for printing or give custom size.

- **Columns** – This option is use to divide the document information in to two or more columns.
- **Breaks** – This option is use to add pages breaks, section or column breaks, wrap the text matter to the document.
- **Line Numbers** – With this option user can insert the line numbers to the each line.
- **Hyphenation** – This option is use to break the word with a – to the next line if no more room to fit word end of line. In books or magazines, it creates much uniform text in order to have more spacing between words.

## Page Background

- **Watermark** – User can add a ghosted text behind the content of the text on the page. User can add the custom water mark of any text or picture.
- **Page Color** – This option is use to choose and apply the color for background of the document page.
- **Page Border** – This option is use to add a border around the page. There are many different borders available in this feature.

## Paragraph

- **Indent Left** – This option is use to move the line or paragraph right side from the left margin by given a value.
- **Indent Right**- This option is use to move the line or paragraph left side from the right margin by giving a value.
- **Spacing Before** – Using this option we can add a space above the selected paragraph.
- **Spacing After** – Using this option we can add a space below the selected paragraph.

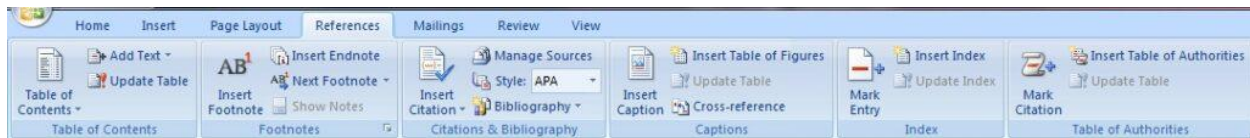
## Arrange

- **Position** – This option is use to set the object or image with text. There are multiple wrapping options as left, right, center and middle position etc. It automatically wrap the text around the object.
- **Bring to Front** –Using this option we can bring the selected object forward one level to the other object or all objects.
- **Send to Back** – Using this option we can send the selected object behind one level to the other object or all objects.

- **Text wrapping** – This option is use to set the object with text by multiple text wrapping options.
- **Align** – This option is use to align the multiple selected object to the page or margin with top, bottom, right, left, center or middle.
- **Group** – This option is use to group the multiple objects together so that they can be treated like a single object.
- **Rotate** – This option is use to rotate or flip the selected object.

## What is the use of Reference Tab in Microsoft Word?

### Reference Tab in Microsoft Word



Reference Tab in Microsoft Word is use to create the table of contents, images caption, cross –references, footnotes, citation & bibliography etc. The ribbon of Reference Tab in Microsoft Word is divided into multiple sections with the name Table of Contents, Footnotes, Citations & Bibliography, Captions, Index and Table of Authorities. The detailed explanation about Reference Tab in Microsoft Word is given below.

### Table of Contents

- **Table of Contents** – This option is use to create the table of contents for any book or magazine.
- **Add Text** – This option is use to add the current paragraph or heading as an entry in the table of contents.
- **Update Table** – This option is use to update the table of contents, if document modified of update.

### Footnotes

- **Insert Footnote (alt + ctrl + f)** – This option is use to add footnote to the current page of the document to write current page details.

- **Insert Endnote (alt + ctrl + d)** – This option is use to add endnote to the last page of the document to write document details.
- **Next Footnote** – This option is use to navigate the next footnote in the document, if two or more footnote inserted.
- **Show Notes** – By this option user can show all the notes inserted in the document.

## Citation & Bibliography

- **Insert Citation** – This option is use to cite the document or a book by adding journal article, or a piece of information from other source and provide credit to main source.
- **Manage Source** – This option is use to view the list of all cited source in the document.
- **Style** – Use to choose the style of citation.
- **Bibliography** – This option is use to add a bibliography, which lists all the cited source in the document.

## Captions

- **Insert Caption** – This option is use to add a caption for any object or image. A caption is a line that appear bellow of an object to describe it.
- **Insert table of Figure** – This option is use to insert table of figure for the images or objects. A table of figure look like a list with caption names.
- **Update Table** – This option is use to update the table of figure to include all of the new entries in the document.
- **Cross-reference** – It is the hyperlinked based option that refers to an items created with headings, figures, bookmarks etc. By creating a cross-reference user can jump that location where information is present.

## Index

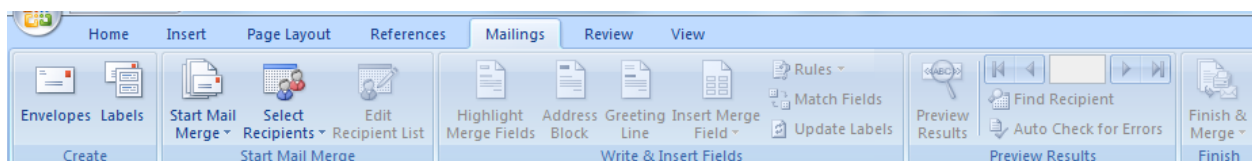
- **Mark Entry (alt + shift + x)** – This option is use to mark the selected text to include marked entry in the index of the document.
- **Insert index** – An index is a list of keywords found in the document along with the page numbers. This option inserts the index of marked entry in the document.
- **Update Index** – This option is use to update the index, so that all the entries of index refers to the correct pages.

## Table of Authorities

- **Mark Citation (alt + shift + i)** – This option is use to add the selected text as an entry in the table of authorities.
- **Insert Table of Authorities** – A table of authorities is lists of the cases, statutes and other authorities cited in the document. This option is use to insert the table of authorities in the document.
- **Update Table** – This option is use to update the table of authorities to include all the citations in the document.

## What is the use of Mailing Tab in Microsoft Word?

### Mailing Tab in Microsoft Word



Mailing Tab in Microsoft Word is use for creating envelopes, labels and Mail Merge. Mail Merge is a feature for sending a letter to the multiple recipient at a time with separate details like address and greetings lines. It is a most useful feature in offices or companies for sending any information to multiple employees at a time. Alternatively we can use this feature to create multiple payslips or id cards at a time with separate details.

Mailing Tab in Microsoft Word is divided into multiple sections with the name Create, Start Mail Merge, Write & Insert Fields, Preview Results and Finish. The detailed explanation about Mailing Tab in Microsoft Word is given below.

### Create

- **Envelopes** – This option is use to create and print the envelopes for sending message and letters.
- **Labels** – This option is use to create and print the labels.

## Start Mail Merge

- **Start Mail Merge** – This option contains many options to start mail merge. We can start with a Letter, Email, Envelope or Step by Step mail merge wizard.
- **Select Recipient** – This option is use to choose the list of peoples (Recipient) whom you want to send the letter. User can also type a new list of recipients including details and email addresses.
- **Edit Recipient list** – This option is use to change or modify the list of recipients.

## Write & Insert Fields

- **Highlight Merge Field** – This option is use to highlight the fields that you have inserted in to the document.
- **Address Block** – This option is use to insert the address block for the recipient in the letter.
- **Greeting Line** – This option is use to insert the greeting line for the recipient such as – Dear Sir/Madam.
- **Insert Merge Field** – This option is use to insert any field from the recipient list in the letter, such as- Home Phone, Company Name etc.
- **Rules** – This option use to specify rules to add decision-making ability to the mail merge.
- **Match Fields** – Using this option we can match the recipient list fields, such as – First Name to Last Name.
- **Update Labels** – This option is use to update all the labels created in letters.

## Preview Result

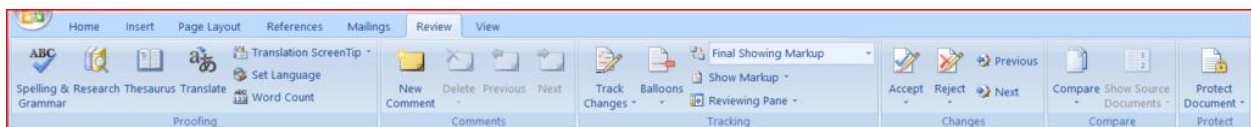
- **Preview Result** – This option is use to preview the letter and replaces the merge fields with actual data form the recipient list.
- **Previous/First record** – This option is use to preview the first or previous record in the recipient list.
- **Next/Last Record** – This option is use to preview the Next or Last record in the recipient list.
- **Find Recipient** – This option is use to find and preview the specific record in the recipient list.
- **Auto Check Errors** – This option is use to auto handle the errors that occurs when completing the mail merge.

**Finish & Merge** – This option is use to prints or send the letters using email to all the selected recipients.

**Note :** Before using Mail Merge, It is compulsory to have an active internet connection and MS Outlook configured in the system.

# What is the use of Review Tab in Microsoft Word?

## Review Tab in Microsoft Word



Review Tab in Microsoft Word is used for checking spelling & grammatical mistakes in the document, writing comments, tracking changes if the document is modified, comparing documents with another and document protection etc. The ribbon of Review Tab in Microsoft Word is divided into multiple sections with the names Proofing, Comments, Tracking, Changes, Compare, and Protect. The detailed explanation about Review Tab in Microsoft Word is given below.

### Proofing

- **Spelling & Grammar** – This option is used to check the spelling & grammatical mistakes of the text written in the document.
- **Research** – This option is used to open the research pane for searching reference materials such as dictionaries, encyclopedias, and translation services etc.
- **Thesaurus** – This option searches for suggested words with multiple similar meanings.
- **Translate** – This option translates the selected text into a different language. To use this feature, the language feature must be installed on the computer.
- **Set Language** – This option is used to set the different language to check the spelling & grammar of the selected text.
- **Word Count** – This option is used to check the number of words, lines, paragraphs of the selected text or document.

## Comments

- **New Comment** – This option is use to add a comment (info about the text) for section or selected text.
- **Delete** – This option is use to delete the selected comment or delete all the comments in the documents.
- **Previous** – This option is use to navigate the previous comment.
- **Next** – This option is use to navigate the next comment.

## Tracking

- **Track Changes** – This option tracks all the changes made in the document, including insertion, deletion, and formatting changes.
- **Balloons** – By this option we can choose how to show revisions in the document.
- **Final Showing Markup** – Final show markup allows the document with all proposed changes included, and show the original document before any changes were made.
- **Show Markup** – This option allows to choosing what kind of markup to show in the document, and also using to show or hide comments.
- **Reviewing Pane** – This option is use to open a separate pane window to show the reviewing.

## Changes

- **Accept** – This option is use for accept the changes one by one or all at once in the document.
- **Reject** – This option is use for reject the changes one by one or all at once in the documents.
- **Previous** – This option is use to navigate the previous revision in the document so that we can accept or reject changes.
- **Next** – This option is use to navigate the next revision in the document so that we can accept or reject changes.

## Compare

- **Compare** – This option is use to compare or combine the multiple versions of a document.
- **Show Source Document** – This option is use to choose which source document to show. We can show the original document, revised document or both.

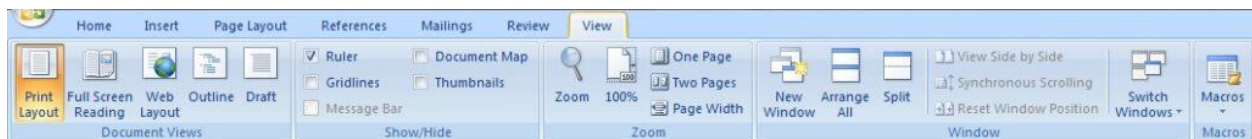


## Protect

- **Protect Document** – This option is use to set the restrict permissions to the document, that how people can access the document. Such as- password.

# What is the use of View Tab in Microsoft Word?

## View Tab in Microsoft Word



View Tab in Microsoft Word is use for changing the layouts of the pages, show/hide elements such as – ruler or grid-lines, adjusting pages with zoom option, working with multiple windows and recording a macro etc. The ribbon of View Tab in Microsoft Word is divided into multiple sections with the name Document Views, Show/Hide, Zoom, Window and Macros. The detailed explanation about View Tab in Microsoft Word is given below.

### Document Views

- **Print Layout** – This option is use to show the document as it will appear on the printed page. This view specially used for printing mode.
- **Full Screening Reading** – This layout hides the contents of application and adjust pages with full screen to read.
- **Web Layout** – This Layout looks like as a web page. It has a single page for many much matter. Certain elements such as header & footer, pages number will not be visible in this mode.
- **Outline** – This Layout looks as an outline mode and show the outlining tools for generating heading levels.
- **Draft** – In this view the document looks as a draft to quickly edit the text. Certain elements such as header & footer will not be visible in this mode.

## Show/Hide

- **Ruler** – This option is use to show or hide the ruler.
- **Gridlines** – This option is use to show or hide the gridlines. Gridlines are use to align the object in document.
- **Message Bar** – This option is use to show or hide the message bar.
- **Document Map** – This option is use to show or hide the document map, which allows the document navigation through structural view.
- **Thumbnails** – This option is use to show or hide thumbnails in the document. This allows the document navigation through small picture of pages.

## Zoom

- **Zoom** – This option is use to set the zoom level according to the preset size or custom size.
- **100% Zoom** – This option return 100% zoom level.
- **One Page** – This option fits the current page in window.
- **Two Pages** – This option fits the two pages in window.
- **Page With** – This option fits the page according to the matching width of the window.

## Window

- **New Window** – This option is use to open a new window containing a view of the current document.
- **Arrange all** – This option is use to arrange all the opened window side by side on the screen.
- **Split** – This option is use to split the current window into two parts, so that user can view different section of the document at the same time.
- **View Side by Side** – This option is use to view the two document side by side, so that user can compare their contents.
- **Synchronous Scrolling** – This option synchronizes the scrolling of two documents, so that they scroll together.
- **Reset Window Position** – This option reset the window position of the document being compared side by side, so that they share the screen equally.
- **Switch Window** – This option switches the currently opened window.

## Macros

- **Macros** – This option is use to record a macro, view the list of recorded macros, run the recorded macro, create or delete a macro. Macro is a program in MS Word that is use to record a work including mouse actions and keystrokes. For example recorded work can be any template with formatting. Macro feature is most useful for repeatable work, if any work we repeat time to time so we can record it using macro and run when it require.