

Inside Microsoft Office

► Session 03

Working with Microsoft Word – Part 1

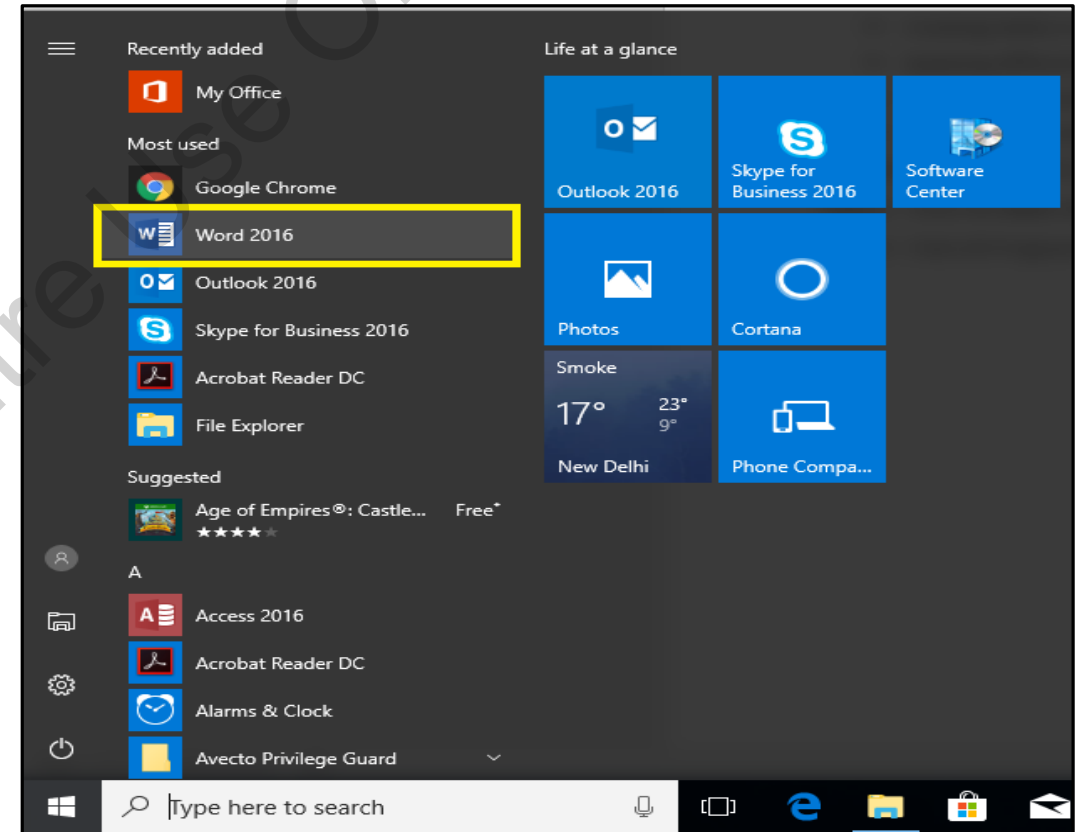


Objectives

- ▶ Explain MS Word 2019 interface
- ▶ Describe how to create professional documents in Word
- ▶ Explain how to work with lists and tables in Word

Getting Started with Word 2019 [1-2]

- ▶ Microsoft Word is a document editor and is widely used application for creating and editing documents.
- ▶ It is a component of Microsoft suite and comes along with Microsoft Office suite.

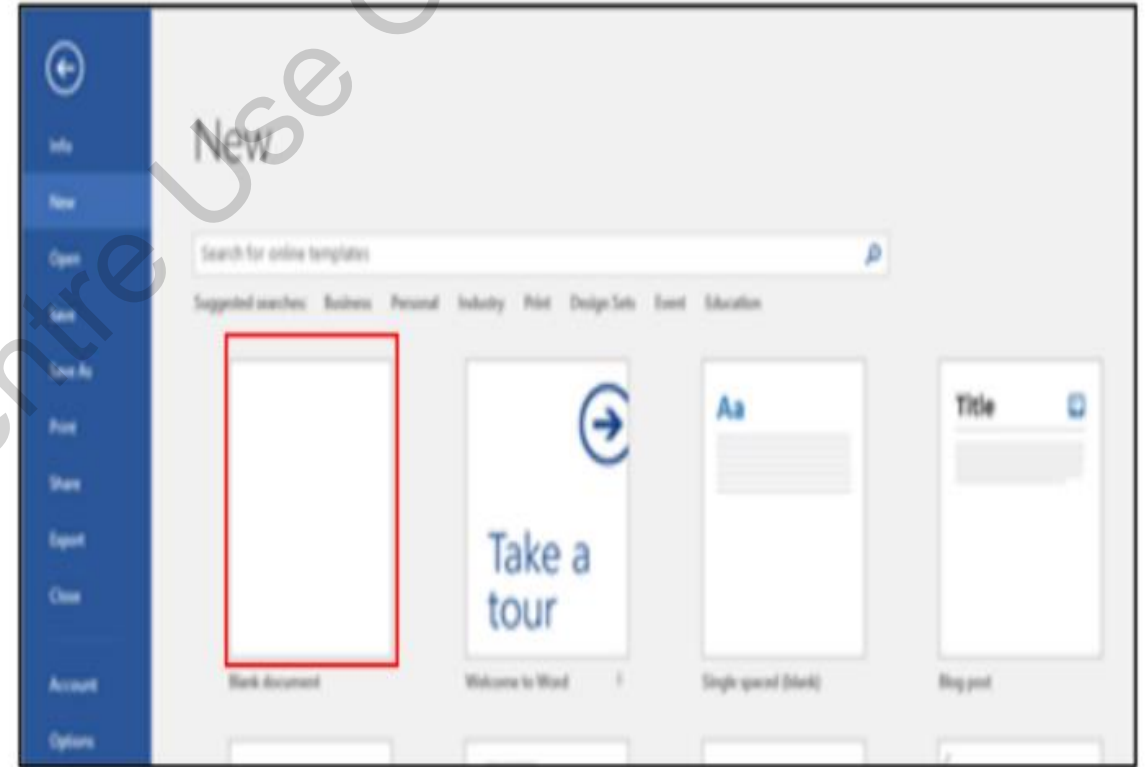


Microsoft Word

Getting Started with Word 2019 [2-2]

► Word 2019 helps you:

- To create and format documents using themes
- Review work with Track changes
- Polish your words with proofing tools similar to Editor
- Save to OneDrive, so that you can access documents from Desktop/Tab
- Share your work to chat, comment, and collaborate with others.



MS Word 2019 Interface

Understanding the Word 2019 Interface [1-2]

- It is important to understand the basic features of MS Word 2019 in order to create and work with the document.

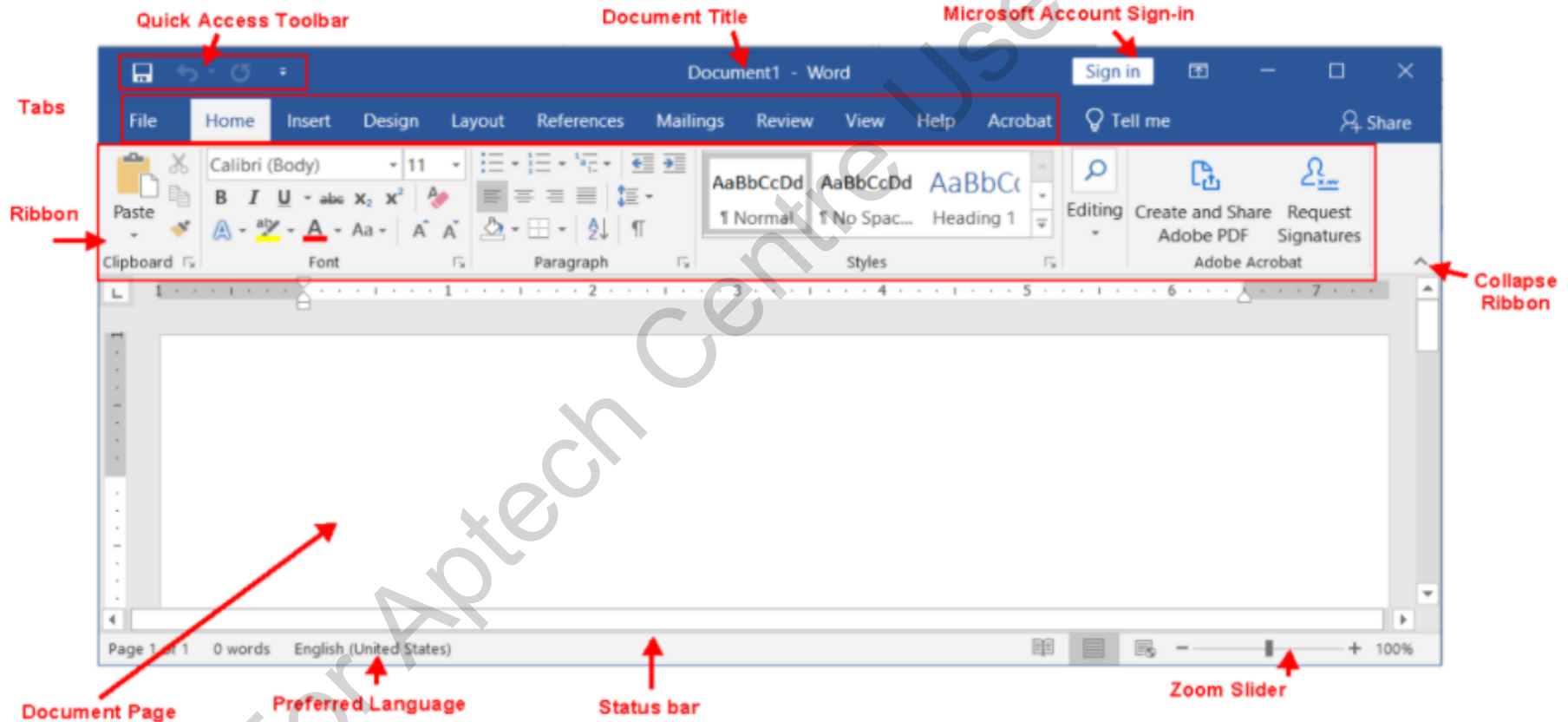


Figure 3.3: Adding Text

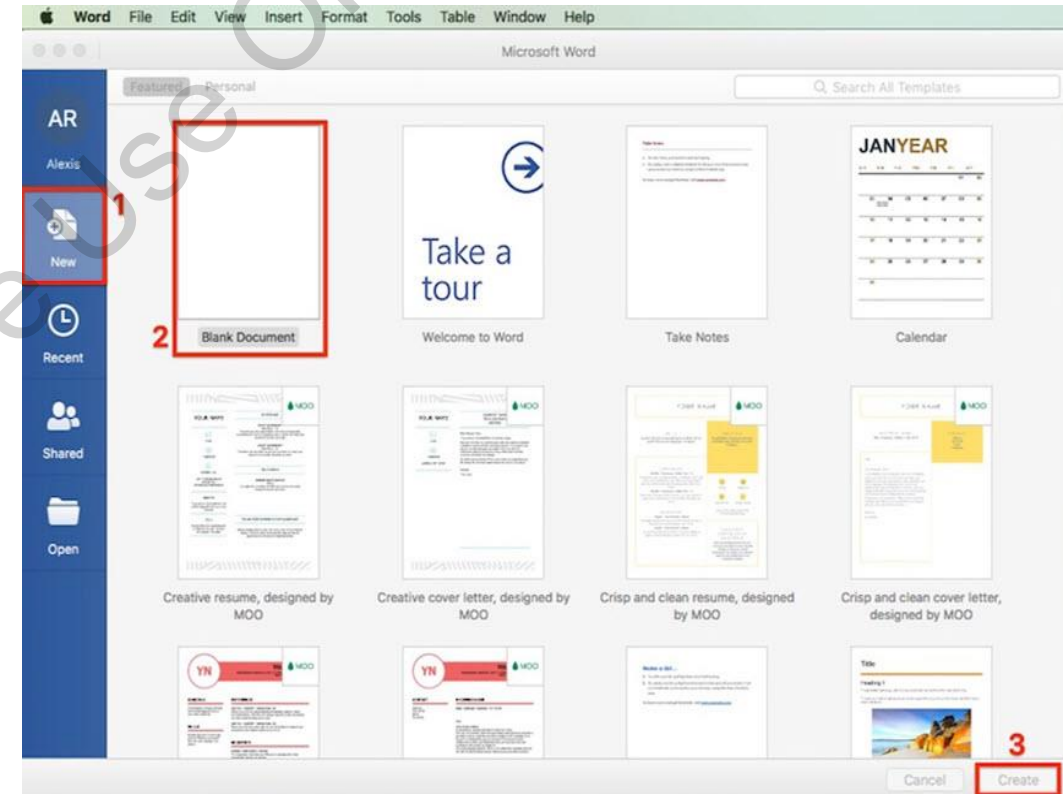
Understanding the Word 2019 Interface [2-2]

- ▶ Key elements of MS Word Interface:



Creating Professional Documents

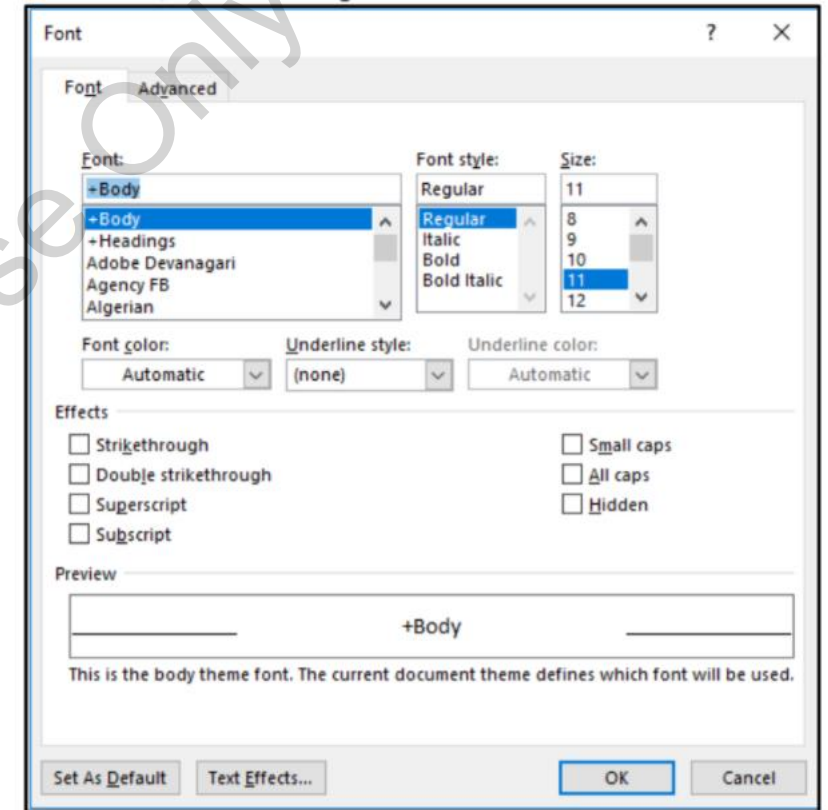
- ▶ A user can easily learn to create professional looking documents that may be required for school work or any other important tasks.
- ▶ After launching MS Office, user is presented with in-built templates to choose from along with an option to create a blank document.



Work templates

Working with Text

- ▶ **Text box command** - Inserts a text box and adds text into it.
- ▶ It includes the following:
 - Replace text
 - Format text
 - Copy formatting
 - Applying fonts



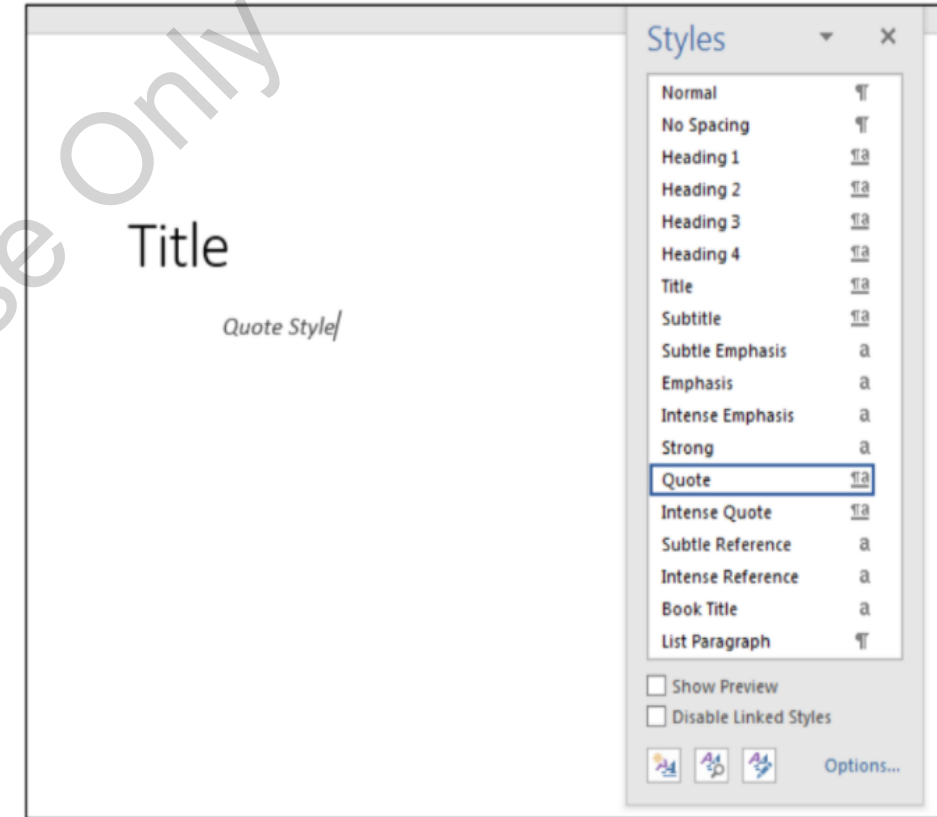
Working with text

Working with Styles

Changing appearance of the entire document

Providing a structural flow and ensures consistency

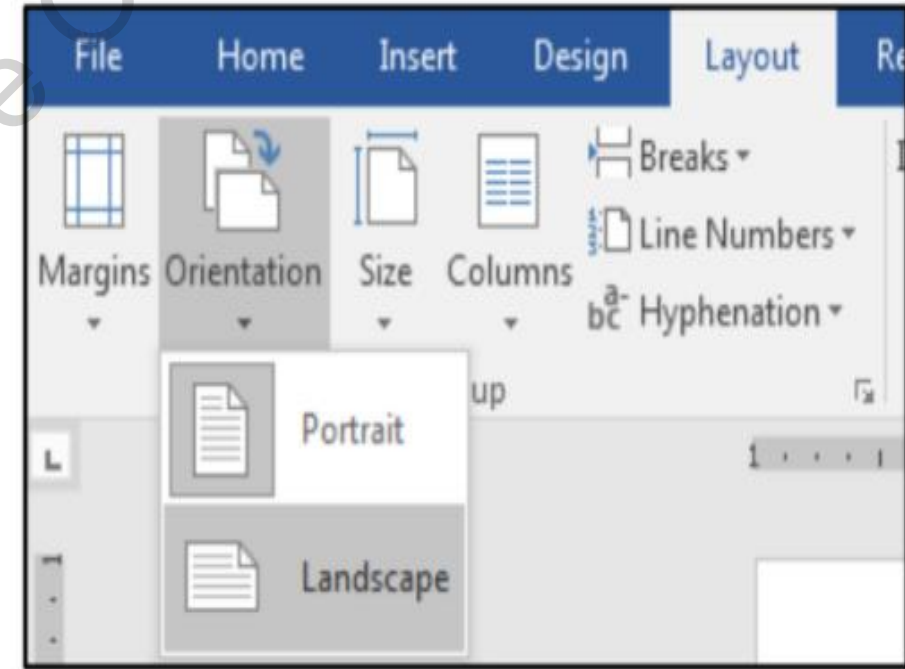
Containing built-in styles and themes



Styles and formatting example

Applying Page Layouts

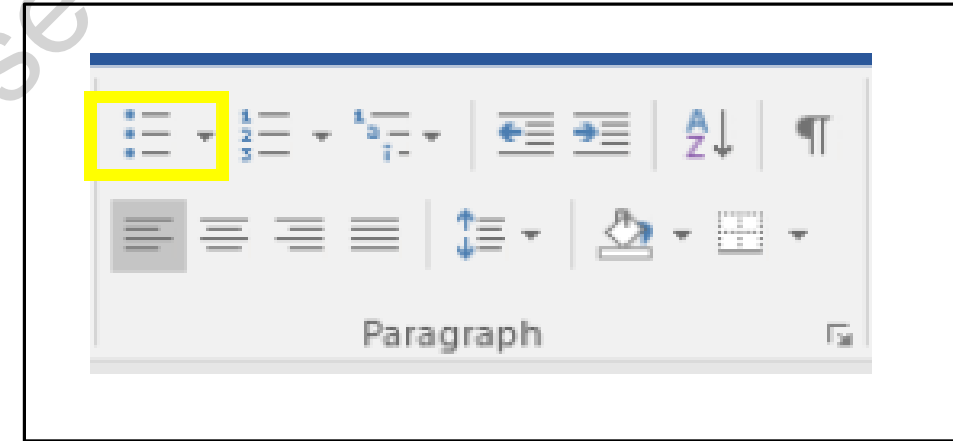
- ▶ Page Layout helps in defining orientation with respect to the following:
 - Document Themes
 - Line Numbers
 - Document Margins
 - Indenting Paragraphs
- ▶ Page layout also helps in adjusting line spacing, watermarks.



Orientation command

Creating Lists

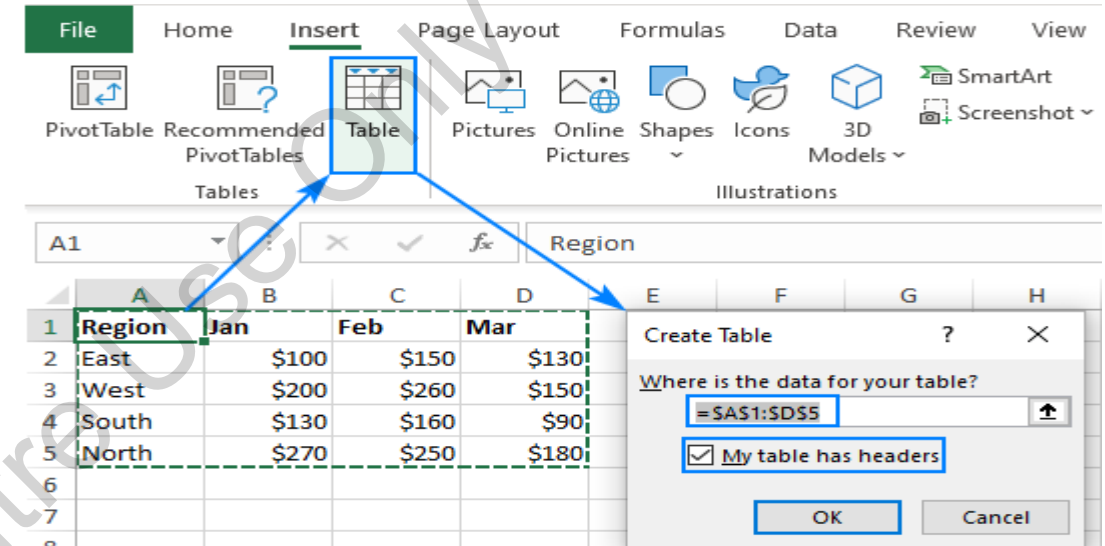
- ▶ Microsoft allows users to understand the meaning of how to create lists and its various forms in which the lists can be created and used.
- ▶ **Bulleted list** and **Numbered list** are the two important types of list.
 - The symbol used for Bulleted list is a small dot and that for the Numbered is in sequential numeric format.



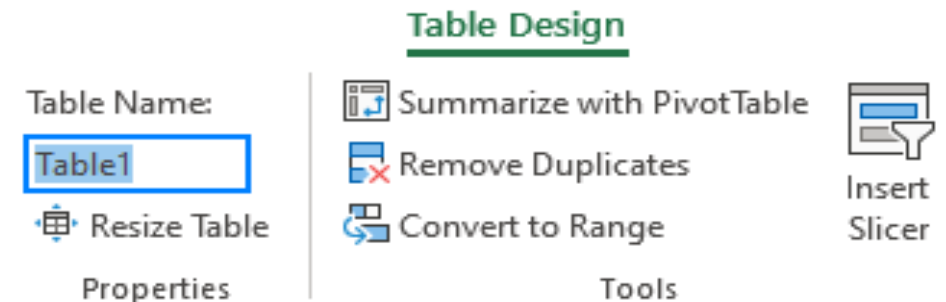
Bullet and Numbered lists

Creating Tables [1-2]

- ▶ Creation of table includes the following operations such as Insert, Delete, or change a table.
- ▶ A **table** is made up of rows and columns. The intersection of a row and column is called a cell.
- ▶ **Tables** are often used to organize and present information, but they have a variety of other uses as well.
- ▶ You can use **tables** to align numbers in columns and then sort and perform calculations on them.



Creating Tables



Designing a table

Creating Tables [2-2]

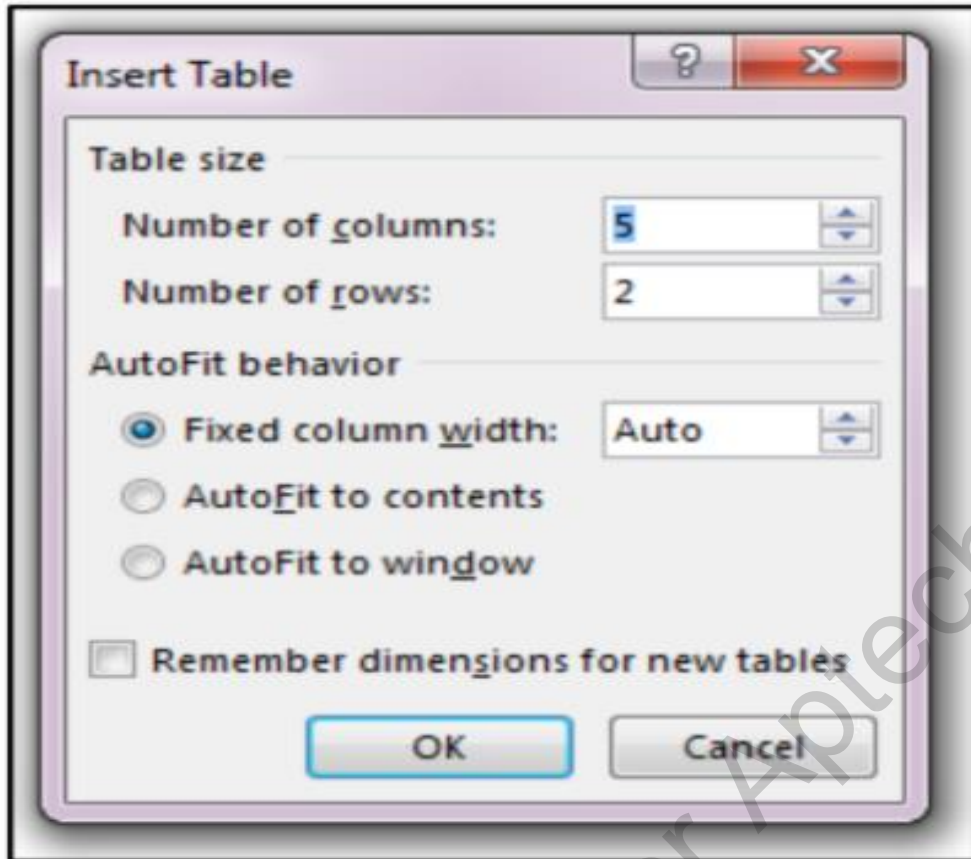


Table Dialog box

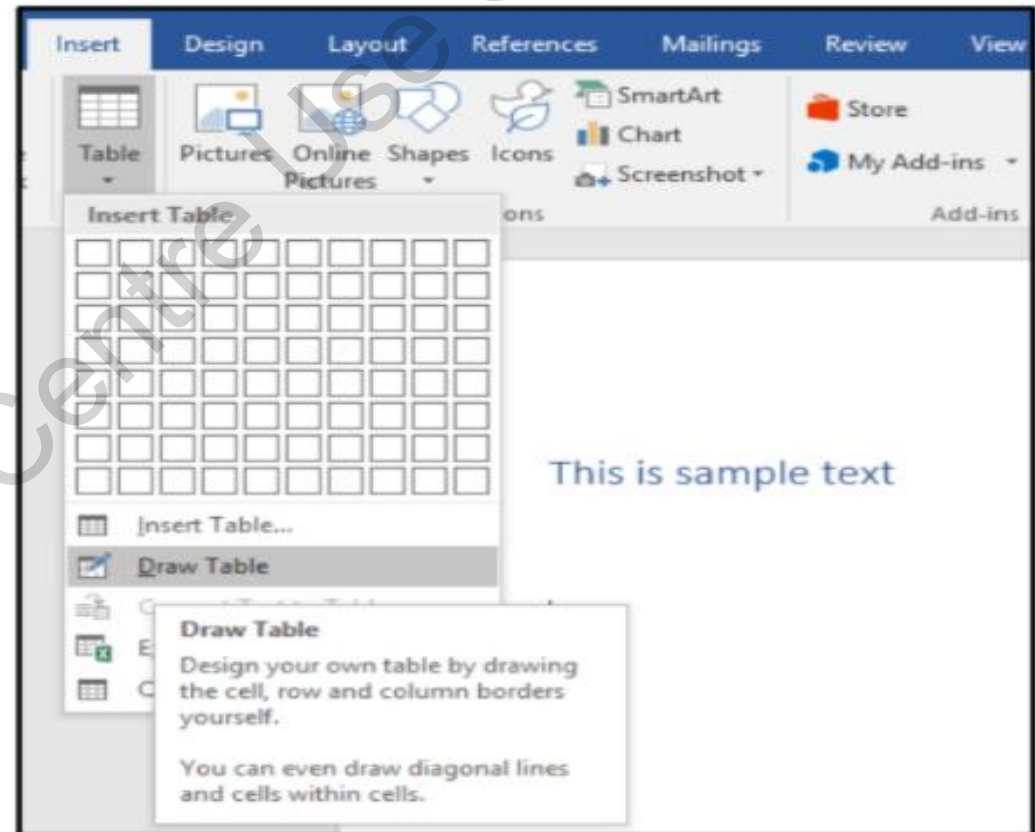


Table Command

Summary

- Microsoft Word is a document editor and is widely used application for creating and editing documents.
- Microsoft Word is designed in such a way that user can easily start creating a document either through a template or by simply typing in a blank document.
- Various commands available in Microsoft Word are categorized into groups and each group consists of a set of specific commands. The groups are displayed in the Ribbon, which appears at the top of the document area in the new Word document window.
- Styles are typically used to provide a structural flow of a document and ensure consistency across the document for heading, sub-headings, and text.
- Page layout defines the orientation of a page, the layouts are of two types: Portrait or Landscape.
- Microsoft Word allows users to include lists, both numbered and non-numbered or bullet lists in a document.
- A table contains horizontal rows and columns and the details are stored in the cells. Cells are the units that are formed when rows and columns intersect.
- Tables are an extremely useful and easy way to organize and display information in a document.