

Case Study on Microsoft Word

Microsoft word is a word processor software developed by Microsoft in 1983. It is the most commonly used processor software. It is used to create professional quality documents, letters, reports, resumes etc. and also allows us to edit or modify the new or existing document. The file saved in MS Word has '.docx' extension. It is a component of the Microsoft Office suite, but is available for both Windows and MacOS. The following steps shows how to open MS Words:

Step 1: Type MS Word in the search bar.

Step 2: Select MS Word Application

Step 3: Select a blank document and press create button.

Step 4:

~~Then get a window like in the~~

Features of MS Word

The features of MS Word is to create, delete, style, modify or view the content of your document.

① File - It contains options related to the file like New (used to create a new document), open (used to save document), Save As (used to save documents) History, Print, Share, Export, Info, etc.

② Home - It is the default tab of MS Word and it is generally divided into five groups i.e. Clipboard, Font, Paragraph, Style and Editing. It allows to select the color, font, emphasis, bullets, position of text. It also contains options like cut, copy and paste.

③ Insert - It is the second tab present on the menu bar or ribbon. It contains various items that want to insert into a Microsoft Word. It includes options like tables, word art, hyperlinks, symbols, charts, word art etc.

④ Draw - It is the third tab present in the menu bar or ribbon. It is used for freehand drawing in MS-Word. It provides different types of pens for drawings.

⑤ Design - It is the fourth tab in the menu bar. The design tab contains document designs that can select, such as documents with centered titles, offset, headings, left-justified text, page borders, watermark watermarks etc.

⑥ Layout - It is the fifth tab in the menu bar. It holds all the options that allow to arrange documents pages. It includes options like set margins, display line numbers, set paragraph indentation and lines apply themes, control page orientation and size, line break etc.

⑦ References - It is the sixth tab in the menu bar. The References tab is to add references to a document then create a bibliography at the end of text. The references are generally stored in master list, which is used to add references to further documents. It includes options like, Table of Contents, Footnote Citations and Bibliography, Captions, Index, Table of Authorities etc.

⑧ Mailings - It is the seventh tab in the menu bar. It's ~~the~~ a least used tab in the menu bar. This tab is where you would create labels, prints them on env. envelopes, do mail merge etc.

⑨ Review - It is the eighth tab in the menu bar. The review tab contains commenting, language, translation, spell check, word count tools. It is good for quickly locating and editing comments.

⑩ View - It is the ninth tab in the menu bar.

View tab allows you to switch between single page or double page and also allows you to control the layout tools. It include printout layout, outline, web layout, task pane, toolbars, ruler, header & footer, footnotes, fullscreen view, zoom etc..