

LAB REPORT NO# 05

MS WORD FEATURES

1. Microsoft Word Templates Features

Templates: – In MS Word are pre-defined professional designs for users. In which all the page layout, fonts, colors, graphics, outline, text boxes, etc. word processor user get by default.

2. Microsoft Word Home Menu Features and its Uses

Microsoft word home menu contains all the basic standard formatting options such as font settings, paragraphs, styles, and editing. The home menu is very important to practice for MS Word processor students.

Clipboard: – In Microsoft Word Home Menu Clipboard is the first category menu that is used to store copied material temporarily. Such as text and picture or any object in Microsoft Word. The uses of the clipboard function are that users can copy, replace, place the text from one section to another section of the page. Also, the uses can be extended to this function such as copied texts remain saved temporarily until not deleted. You can see your copied text and image in Clipboard when you click on the bottom right corner (little arrow sign-in box). And if you want to Copy then use CTRL+C and for paste use CTRL+V'

Font: -- In MS word home menu users can set and change font sizes easily. They can fill color background behind the text, users can set text transformation to uppercase, lowercase and in Title case, etc. any line can be underlined and italic based on the document style. If you want to use all font options from one place then press Ctrl+Shift+F on the keyboard. This is a shortcut key to open Font options.

Paragraph: – Paragraph sub-menu is another great feature in MS-word that can be used to align paragraphs, highlight features and important points by using bullets and numbers. MS Word users can also set the line spacing to improve the readability of the document.

Style: – If users don't know anything about the font, paragraph formatting then they can use the style category menu under the home menu. In styles category, there are 6 types of heading such as Heading1, Heading 2, Heading 3, Heading 4, Heading 5 and Heading 6.

3. Insert Menu Features in Microsoft Word and Uses.

illustrations: – Illustrations menu is used to insert the picture, clip art, shapes, smart art, chart, and screenshots. The uses of illustrations menu in Microsoft word that it will help users to visualize the documents view to readers.

Header & Footer: – Microsoft Word users can use the header and footer option to insert text, image, and symbol that is important to appear at the top and bottom of each printed page.

Text: – Text category in Microsoft word under the home menu is used to insert TextBoxes, Quick Parts, Word Art, Drop Cap, Date & Time and any kind of object.

Symbols: – In this option, you can insert mathematical equations and can do plus, minus by using a table.

4. Features and uses of Page Layout Menu in Microsoft Word

Page layout menu in Microsoft word gives various uses for the user to set themes, page setup, page background, paragraph and arrangement in the document.

Themes: – In Microsoft Word, a theme is a set of pre-designed document designs fonts, headings, effects.

Page Background: – The use of page background in Microsoft Word is to give extra effects or protection effects to the document such as the watermark, page color, page borders

SHORTCUT KEYS

Shortcut	Description
Ctrl+O	Toggles 6pts of spacing above the paragraph.
Ctrl+A	Select all contents of the page.
Ctrl+B	Bold highlighted selection.
Ctrl+C	Copy selected text.
Ctrl+D	Open the font preferences window.
Ctrl+E	Aligns the line or selected text to the center of the screen.
Ctrl+F	Open find box.
Ctrl+I	Italic highlighted selection.
Ctrl+J	Aligns the selected text or line to justify the screen.
Ctrl+K	Insert a hyperlink.

Ctrl+L	Aligns the line or selected text to the left of the screen.
Ctrl+M	Indent the paragraph.
Ctrl+N	Opens new, blank document window.
Ctrl+O	Opens the dialog box or page for selecting a file to open.
Ctrl+P	Open the print window.
Ctrl+R	Aligns the line or selected text to the right of the screen.
Ctrl+S	Save the open document. Like Shift+F12.
Alt+F, A	Save the document under a different file name.
Alt+X	Show the Unicode code of a highlighted character.
Ctrl+T	Create a hanging indent .
Ctrl+U	Underline the selected text.
Ctrl+V	Paste.
Ctrl+W	Close the currently open document.
Ctrl+X	Cut selected text.
Ctrl+Y	Redo the last action performed.
Ctrl+Z	Undo last action.
Ctrl+Shift+L	Quickly create a bullet point .
Ctrl+Shift+F	Change the font.
Ctrl+Shift+>	Increase selected font +1pts up to 12pt and then increase font +2pts.
Ctrl+]	Increase selected font +1pts.
Ctrl+Shift+<	Decrease selected font -1pts if 12pt or lower; if above 12, decreases font by +2pt.

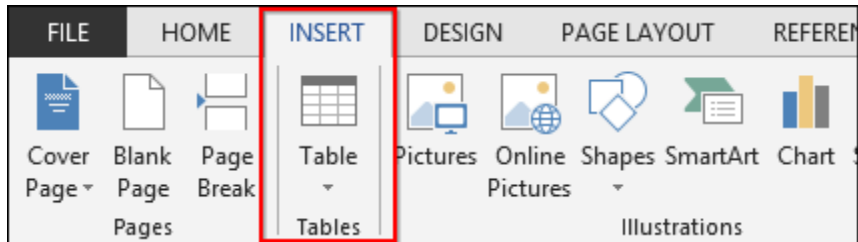
Ctrl+[Decrease selected font -1pts.
Ctrl+/+c	Insert a cent sign (¢).
Ctrl+'+<char>	Insert a character with an accent (acute) mark, where <char> is the character you want. For accented é you would use Ctrl+'+e as your shortcut key. To reverse the accent mark, use the found on the tilde key .
Ctrl+Shift+*	View or hide non printing characters.
Ctrl+<left arrow>	Moves one word to the left.
Ctrl+<right arrow>	Moves one word to the right.
Ctrl+<up arrow>	Moves to the beginning of the line or paragraph.
Ctrl+<down arrow>	Moves to the end of the paragraph.
Ctrl+Del	Deletes word to right of cursor.
Ctrl+Backspace	Deletes word to left of cursor.
Ctrl+End	Moves the cursor to the end of the document.
Ctrl+Home	Moves the cursor to the beginning of the document.
Ctrl+Spacebar	Reset highlighted text to the default font.
Ctrl+1	Single-space lines.
Ctrl+2	Double-space lines.
Ctrl+5	1.5-line spacing.
Ctrl+Alt+1	Changes text to heading 1.
Ctrl+Alt+2	Changes text to heading 2.
Ctrl+Alt+3	Changes text to heading 3.
Alt+Ctrl+F2	Open new document.

Ctrl+F1	Open the Task Pane .
Ctrl+F2	Display the print preview .
Ctrl+Shift+>	Increases the selected text size by one font size.
Ctrl+Shift+<	Decreases the selected text size by one font size.
Ctrl+Shift+F6	Switches to another open Microsoft Word document.
Ctrl+Shift+F12	Prints the document.
F1	Open help.
F4	Repeat the last action performed (Word 2000+).
F5	Open the Find, Replace, and Go To window in Microsoft Word.
F7	Spellcheck and grammar check selected text or document.
F12	Save As.
Shift+F3	Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of a sentence.
Shift+F7	Runs a Thesaurus check on the selected word.
Shift+F12	Save the open document. Like Ctrl+S.
Shift+Enter	Create a soft break instead of a new paragraph.
Shift+Insert	Paste.
Shift+Alt+D	Insert the current date.
Shift+Alt+T	Insert the current time.

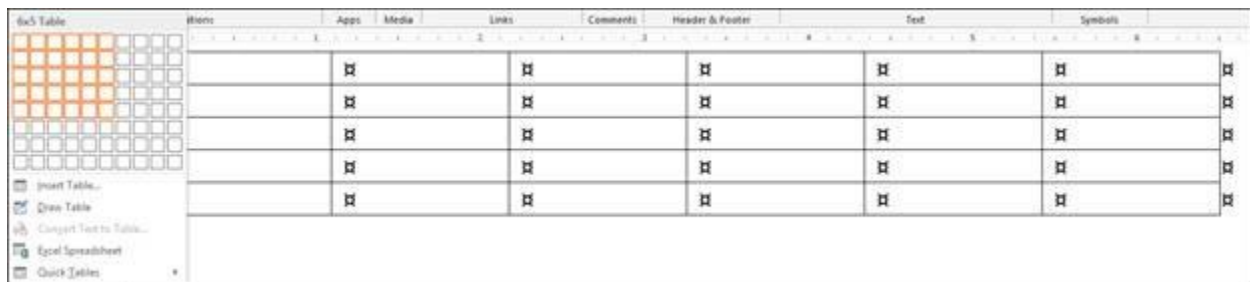
Tables

One of the most common formatting elements you will use in Microsoft Word are tables, so much so that it's probably a surprise we aren't covering them until now!

Tables are a tried-and-true method of presenting data in rows and columns. They are very simple to insert and manipulate in Word. When you click on the “Tables” button on the “Insert” tab, you’re given several options.

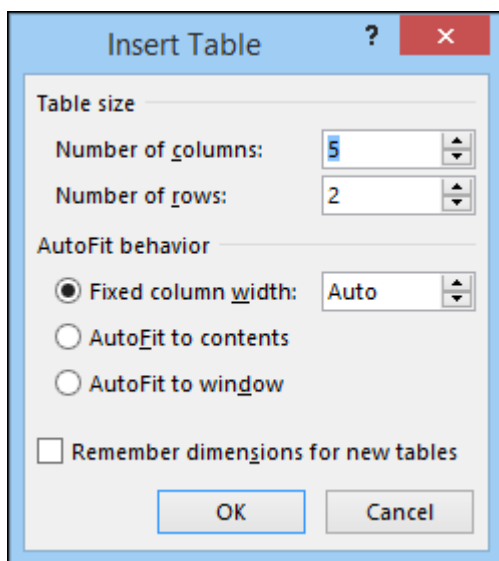


Here you see a grid that allows you to quickly spec out a table but you can also insert, draw, or pick from some predefined “Quick Tables”. The fast way is to simply trace out the table you want using the provided grid.



Insert Table

Secondly, you can “Insert Table,” which means you just input the number of columns and rows and how you want the column to “AutoFit.” If you choose fixed column width, you can select “auto” or you can assign a size. Alternatively, you can AutoFit columns to fit the contents, or you can have the content AutoFit to the window.



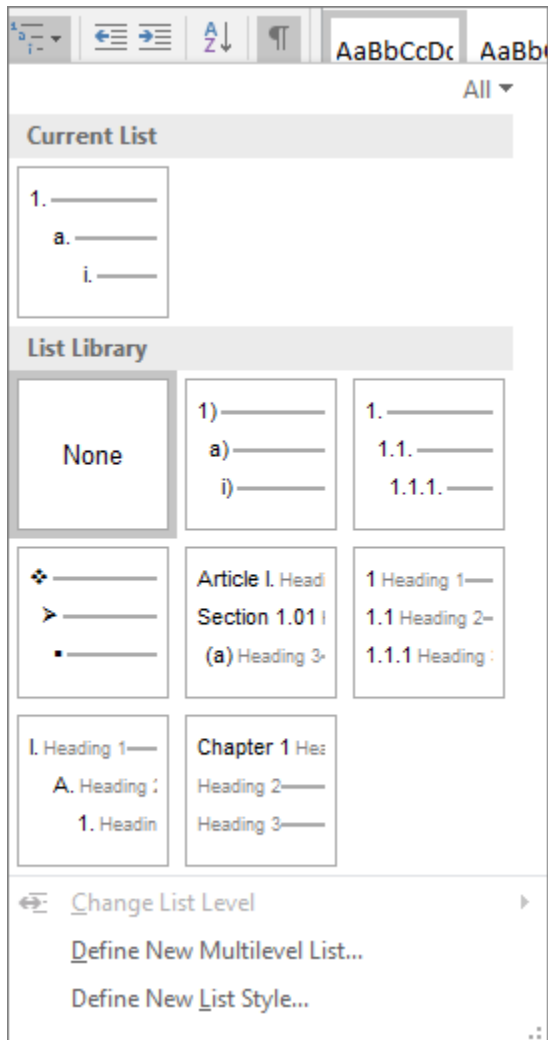
NUMBRING OF SECTION

You can apply a numbering scheme to the headings in your document by using multilevel-list templates and built-in heading styles in Word (Heading 1, Heading 2, and so on).

You can number headings so that top-level headings (Heading 1) are numbered 1, 2, 3, for example, and second-level headings (Heading 2) are numbered 1.1, 1.2, 1.3.

Open your document that uses built-in heading styles, and select the first Heading 1.

On the Home tab, in the Paragraph group, choose Multilevel List.



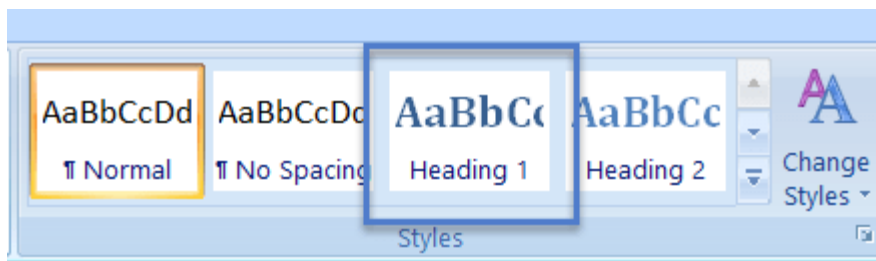
Under List Library, choose the numbering style.

TABLE OF CONTENTS

Table of Contents	
Chapter 1.....	2
Chapter 2.....	19
Chapter 3.....	41
Chapter 4.....	52

A

style is a predefined combination of font attributes, including color and size, that can be applied to any text in your document. To apply a heading style, highlight the text you want to be your heading. Then choose the desired heading option in the Styles group on the Home tab. Heading 1 is usually for your main title, and Heading 2 and Heading 3 are for your subheadings.



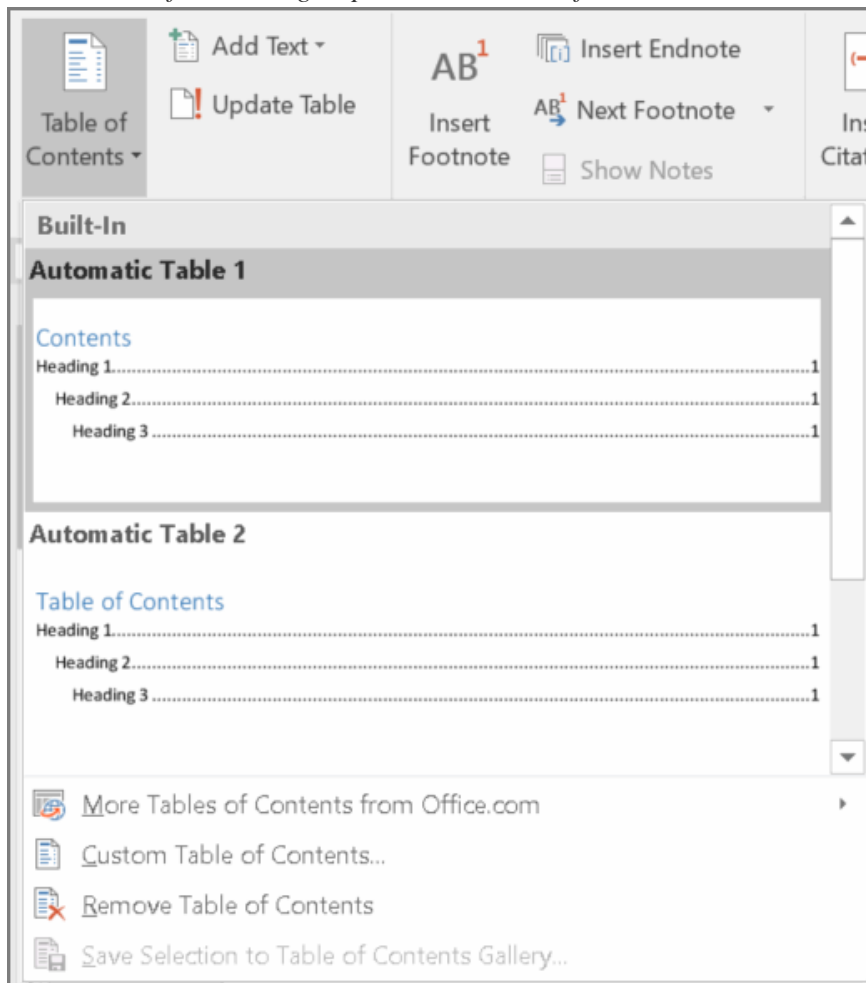
Inserting a Table of Contents Based on Headings

To insert a table of contents:

Insert a blank page at the top of your document. To do this, place your cursor at the beginning of your text and select Ctrl + Enter.

Select the References tab on the ribbon.

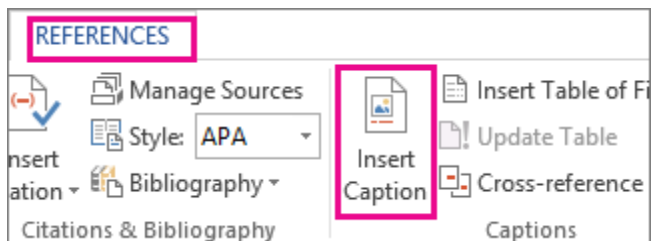
In the Table of Contents group, click the Table of Contents button:



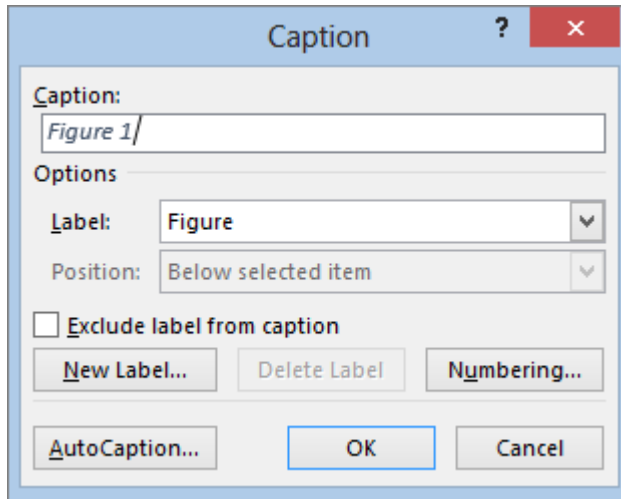
The Insert Caption feature in Word does most of the heavy lifting for you, when you want to add a caption to a picture. For other Office apps, it's a little trickier and involves adding a text box and then grouping the text box and picture. And if you have multiple pictures in a series, you'll have to manually track and increase the numbers.

Click the picture you want to add a caption to.

Click References > Insert Caption.

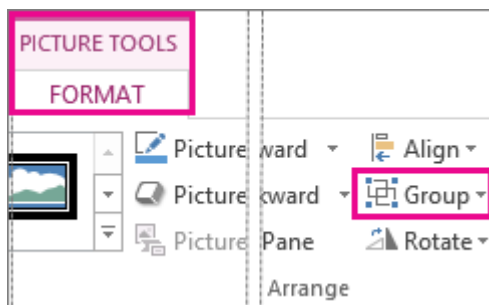


To use the default label (Figure), type your caption in the Caption box.



Click inside the text box and type the text you want to use for a caption.

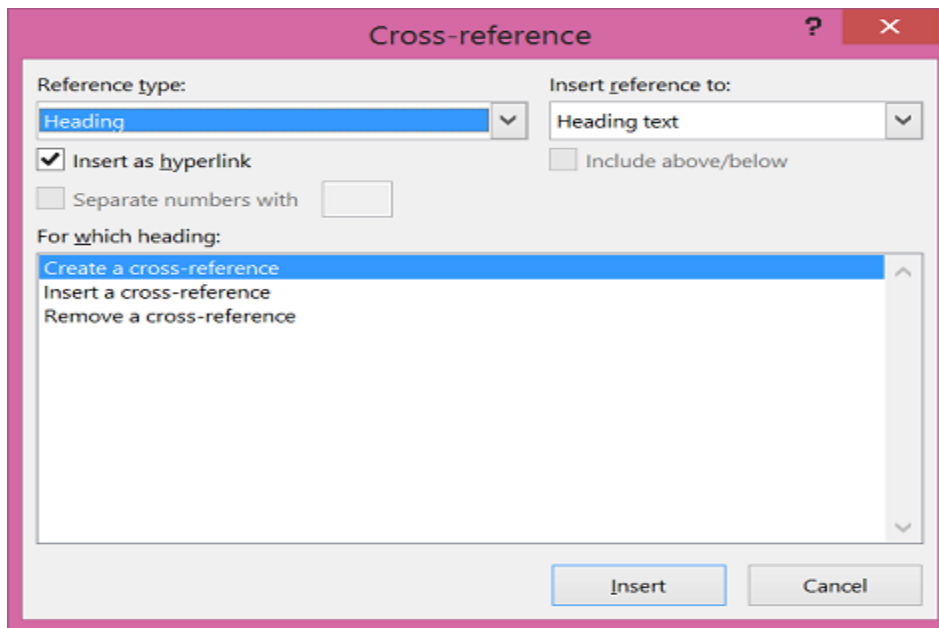
Select the picture and text box, and then on the Picture Tools Format tab, click Group.



CROSS-REFERENCE

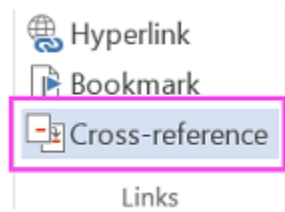
A cross-reference allows you to link to other parts of the same document.

You can't cross-reference something that doesn't exist, so be sure to create the chart, heading, page number, etc., before you try to link to it. When you insert the cross-reference, you'll see a dialog box that lists everything that's available to link to. Here's an example.

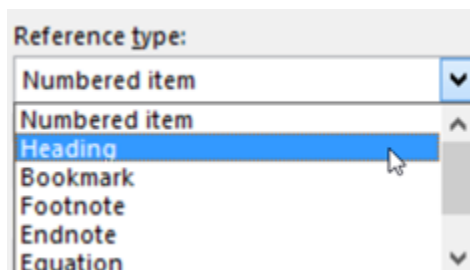


Insert the cross-reference

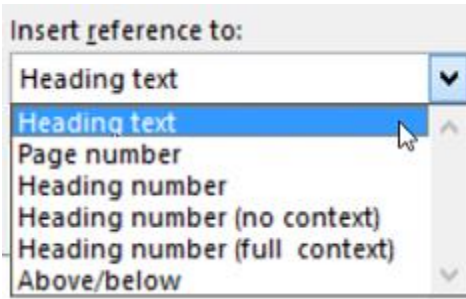
On the Insert tab, click Cross-reference.



In the Reference type box, click the drop-down list to pick what you want to link to. The list of what's available depends on the type of item (heading, page number, etc.) you're linking to.

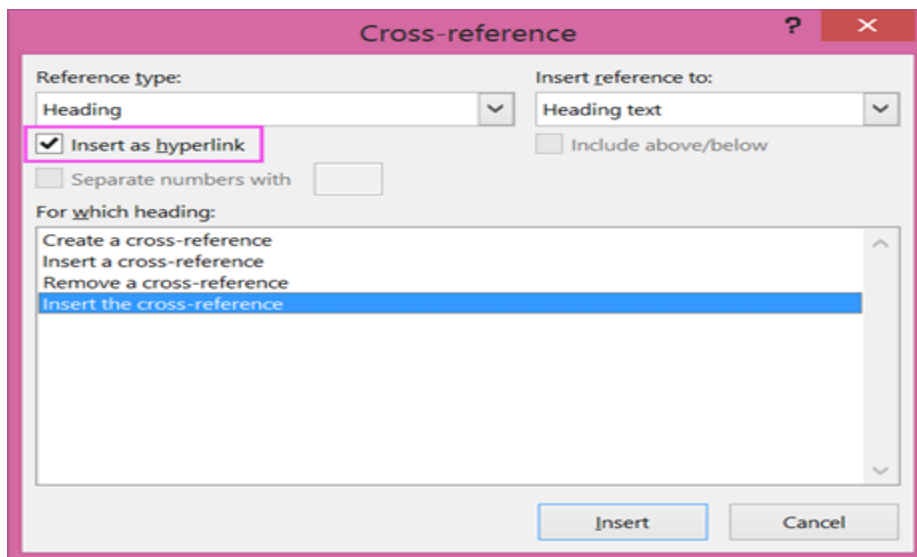


In the Insert reference to box, click the information you want inserted in the document. Choices depend on what you chose in step 3.



In the For which box, click the specific item you want to refer to, such as "Insert the cross-reference."

To allow users to jump to the referenced item, select the Insert as hyperlink check box.



If the Include above/below check box is available, check it to include specify the relative position of the referenced item.

Click Insert.