**How to create folder**

Click my document or my computer -> click on file menu -> new -> folder -> write folder name

**MS word**

To make Application, Resume, Bio-data, Letter etc.

File extension: - .docx

**Save:-**

Click on office button -> select save -> open folder -> write file name -> click on save button

**Open :-**

Click on office button -> select open -> open folder open -> file select -> click on open button

**New** :- we can open new blank document

Click on office button -> select new -> click blank document -> create

**Print :-**

Click on office button -> select print -> click on page range -> click on print

**Save as:-** we can save the file with the different name with same location and vice-e-versa

Click on office button -> select save -> open folder -> write file name -> click on save button

**Home menu**

**Cut :-**

Select text or paragraph -> go to home menu -> click cut -> set cursor -> click on paste

**Copy :-**

Select text or paragraphs -> go to home menu -> click copy -> set cursor -> click on paste

**Clipboard:-** it is store copy items

Click on copy -> select clip board -> set cursor -> select to item paste

**Change case:-**

We have 5 types of change case

Upper case

Lower case

Sentence case

Capitalize each word

Toggle case

Select text or paragraph -> click on change case -> select case

**Font :-**

Select text or paragraph -> click on font -> select font size , style , underline & effect -> select character spacing

**Number, bullet & multilevel list :-**

Set cursor -> go to home menu -> click on number -> define new number -> select bullet character -> ok

**Alignment:-**

We have four types of alignment

Right , left, center , justify

**Find:-**

Select text or paragraph -> go to home menu ->click editing -> select find -> write find what -> click find next

**Replace**

Select text or paragraph -> go to home menu -> click editing -> select replace -> write replace with -> click replace all

**Insert menu**

**Cover page :-** we can insert our cover page

Go to insert menu -> click on cover page -> select page

**Blank page :-** we can insert blank page

Set cursor -> go to insert menu -> select blank page

**Page break:-**

Set cursor -> go to insert menu -> click on page break

**Table:-**

Go to insert menu -> click on table -> select insert table -> write number of column and number of row -> ok

**Table tool: -** we can change table style, table border or shading

**Insert row & column:-**

Set cursor -> right click or click layout menu -> select insert column - left - right , row insert above – below

**Delete Row, Column & Table:-**

Set cursor -> right click or click layout menu -> select detect -> select delete table, Row, column

**Merge cell:-**

Select more than one cell -> right click or click layout menu -> select merge cell

**Split cell or Split table:-**

Set cursor -> right click or click layout menu ->select split cell or split table -> write number of column -> ok

**Auto fit:-**

Set cursor -> select layout menu -> select auto fit -> click auto fit to content, auto fit to window or fixed column width.

**Insert clipart, picture, chart, shapes, and smart art:-**

Set cursor -> go to insert menu -> click object

**Picture tool:-**

Set cursor -> click picture tool -> select picture style , position , text wapping , recolor

**Links:-**

**Hyper links: -** create link to a web page , a picture , an e-mail address, or a program.

Select text or paregrph -> go to insert menu -> click links -> select hyperlink -> select file -> ok

**Bookmark:-**

Set cursor -> go to inser menu -> click links -> select bookmark -> write book make name -> add

**How to use bookmark**

Go to insert menu -> click links -> select bookmak option -> select bookmark name -> go to

**Header & footer:-**

Go to insert menu -> select header or footer -> select header or footer types -> writer page no. date & time , title ect -> close heaer or footer

**Page number:-**

Go to insert menu -> click page no. -> select page no. style

**Text box:-**

Set cursor -> go insert menu -> click text box -> select text box style

**Word art :-** Insert decorative text in your document .

Go to insert menu -> click wordart -> write your text -> ok

**Drop cap: -** create large capital letter at the bengging of pragraph.

Select pragraph -> go to insert menu -> click drop cap -> select drop cap types

**Insert Object:-**

**Object: -** We can set in other application in our present document, which are available in our system

Go to insert menu -> click insert object -> select object -> select object type -> ok

**Text from file:** - we can insert text in our document

Set cursor -> Go to insert menu -> click insert object -> select object -> select text from file -> select file -> insert

**Symbol:-** we can insert different type of symbol like 🕿, ✂ , ± , β , etc.

Go to insert menu -> click symbol -> select symbol -> insert

**Page layout**

**Themes :-** we can set different types of themes in our document.

Go to page layout -> click on themes -> select themes

**Margin :-** we can set margin in entire document.

Go to page layout -> click on margins -> select margin types

**Orientation:-**

We have two types of orientation

Portrait or landscape

Go to page layout -> click orientation -> select orientation

**Size: -** we can choose paper size in current document.

Go to page layout -> click size -> select paper size

**Columns: -** split our text in two or more columns.

Select paragraph -> go to page layout -> click columns -> select column

**Page break:** - we can add page, section, column breaks in to the document.

Set cursor -> go to page layout -> select page break -> click section break

**Watermark :-**

Go to page layout -> click watermark -> custom water mark -> text watermark -> write text -> apply -> ok

**Page color: -** we can insert page background.

Go to page layout -> click page color -> select color

**Page border: -** we can insert page border around the page.

Go to page layout -> click page borders -> select style, color, ok

**Indent: -** move in the left or right side of the paragraph in certain amount.

Select paragraph -> go to page layout -> click indent left or right

**Spacing: -** change the spacing between paragraphs.

Select paragraph -> go to page layout -> click spacing before or after

**References**

**Table of contents:-**

Go to references -> click add text -> select level -> write sentence -> select level two -> write sentence -> open other page -> set cursor -> click table of contents -> select automatic table of contents -> click update table -> select update entire table -> ok

**Footnote: -** add footnote to the document

Go to references -> click footnote -> select symbol -> ok -> write footnote

**Citations & bibliography :-**

Go to references -> click bibliography style -> select style -> click insert citation -> select add placeholder -> write placeholder name -> click on placeholder text -> select citations option -> click edit source -> fill data -> ok -> click on bibliography -> click insert bibliography .

**Captions :-**

Go to references -> click on insert caption -> add new label -> write sentence -> set cursor -> select cross reference

**Mailings**

Envelopes: - to create and print envelope

Go to mailings -> click envelopes -> write delivery & return address -> click on option -> select envelope size -> ok -> click add to document

**Labels :-** to create and print labels

Go to mailings -> click labels -> write address -> click option -> select label size -> ok -> click new document

**Mail merge** :- start a mail merge to create a form letter which you intend to print or e – mail multiple times , sending each copy to different recipient.

Write letter -> set cursor -> click mailings -> click start mail merge -> select step by step mail merge wizard

Step 1 :- select document type

Click on letters -> next

Step 2 :- select starting document

Click use the current document -> next

Step 3 :- select recipients

Click type a new list -> click create -> click customize columns -> delete unused field name -> ok -> type information -> click on new entry ( write 5 to 6 address information ) -> ok -> save address list -> save -> ok -> next

Step 4 :- write your letter

More items -> insert field -> next

Step 5:- Preview your letters

Next

Step 6 :- complete the merge

Click edit individual letters -> ok

Labels :-

Go to mailings -> click start mail merge -> select step by step mail merge wizard ->

Step 1 :- select document type

Click on labels -> next

Step 2 :- select starting document

Click label options -> select label size -> ok

Step 3 :- select recipients

Click use an existing list or type a new list-> next

Step 4 :- arrange your labels

Click on more items -> insert field -> click update all labels -> next

**Review**

Spelling & grammar :- check spelling & grammar of text in the document.

Select paragraph -> go to review -> click spelling & grammar

**Thesaurus :-** suggests other word with a similar meaning to the word you have selected.

Select word -> go to review -> click thesaurus

**Comments :-** add comment about the selection.

Select word -> go to review -> click new comment -> write comment

How to hide comments

Click on comments -> go to show markup -> select comments

**Track changes :-** track changes made to the document, including insertions, deletions, and formatting change.

Go to review -> click track changes -> select track changes

**How to remove**

Click on track change -> select reject and move to text -> select reject all changes to document

**Compare**

Go to review -> click compare -> select combine -> open original document -> open revised document -> ok

**Protect document**

Go to review -> click protect document -> select restrict formatting & editing -> click on formatting restrict -> click editing restrictions -> select yes start enforcing protection -> write password -> ok

**How to remove**

Go to review -> click protect document -> select stop protection -> write password -> ok

**View menu**

**Print layout :-** view the document as it will appear on the printed page.

It is by default layout

**Web layout:** - view the document as it would look as a web page.

Go to view -> click web layout

**Outline :-** view the document as an outline and show the outlining tools.

Go to view menu -> click outline -> click on heading & select promote -> remove heading, click on demote

**Document map :-** we can create index

Go to view menu -> click document map

**Macros :-** to record our text or paragraph

Go to view -> click macros -> record macro -> write macro name -> select keyboard -> press new short cut keys ( ctrl + any key ) -> assign -> close -> write your record -> stop recording

**How to run record**

Click short cut key or

Go to view -> click macros -> select view macros -> select macro name

-> run

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