

# **MICROSOFT WORD 2023**

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**The Most Updated Guide for Beginners and Advanced to Learn and Master all Microsoft Word Features, Functions + Tips, and Tricks to Become an Expert in Less Than 7 days.**

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**SAMMIE SMITH**

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**SAMMIE SMITH**

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## **INTRODUCTION**

The Microsoft Office Suite includes the word processor Microsoft Word as a key component. The Microsoft Office Suite is a collection of programs designed to offer high-quality tools that make it simple to complete a variety of business tasks for both small and large-scale enterprises. The Microsoft Office Suite contains Microsoft Word in addition to other programs including Microsoft Excel, Microsoft PowerPoint, Microsoft OneNote, Microsoft Outlook, Microsoft Access, and Microsoft Publisher. However, we're only going to concentrate on Word.

It's safe to assume that Microsoft Word is used by the majority of people. This is due to the prevalence of word-processing tasks in modern life. You can use a word processor to create the daily documents we use, such as emails, memos, reports, and more. Word processors can swiftly and simply edit, amend, and rearrange text.

An important writing tool is Microsoft Word. It must be obtained before it can be used. There are three ways to do this:

1. Buy a license, download it, and set it up on your laptop or desktop.
2. As an alternative, you can pay for an annual membership that enables you to install the software on multiple computers at once.
3. Any web browser can be used to access an online version of Microsoft Word. You must have a Microsoft account to use this.

# **CHAPTER ONE**

## **GETTING STARTED WITH MICROSOFT WORD**

You will discover the fundamentals of Microsoft Word 2023 and how to use its most crucial features, as well as features that make it simple for you to compose documents, in this book's chapter.

Microsoft Word is a word processing program that was developed by the company in 1983 to aid writers. Your computer, desktop, laptop, or mobile device can all use it. It is a component of the Microsoft Office suite, which is used by a variety of people from all walks of life, including professionals, students, teachers, and company owners. It is used to create polished documents, letters, reports, resumes, and other writing materials. A word processor also has the advantage of making adjustments like spelling correction, text addition, deletion, formatting, and text movement simple. Once completed, the document can be quickly and accurately printed and then saved for future changes.

## **FEATURES OF MICROSOFT WORD 2023**

Since its beginning, Microsoft Word has had numerous iterations. The features of Microsoft Word 2023, however, are what set it apart.

- Simplified Word Processing: Create, organize, and even edit documents with little effort at all. Microsoft Word is used by users worldwide to create and distribute all of their papers, and the most recent edition makes it simpler to do so.
- Rapid Document Editing: Edit documents quickly and with unparalleled ease. With tools designed to improve the document, you can adjust the grammar, test the readability, and correct the spelling.
- It enables you to save any original file in a wide range of file types, including document-specific file types like .doc, .pdf, .txt, .rts, .docx, and .wps.
- You won't have any trouble creating documents that are attractive and well-designed. Because of this fantastic user interface! Even the most inexperienced computer users can create excellent documents using the user-friendly interface of Microsoft Word.

# **HOW TO GET MICROSOFT WORD**

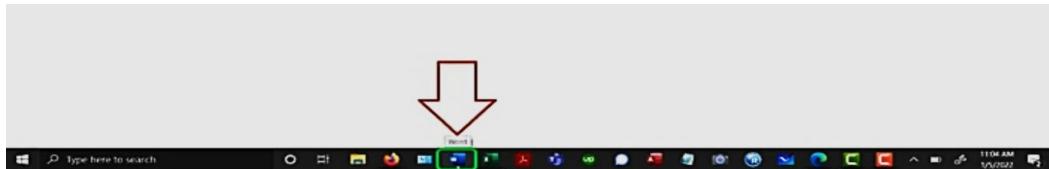
There are several ways to obtain Microsoft Word 2023 applications:

- The first choice, a favorite among students, is to purchase a license before downloading and installing Word on your computer. Due to Microsoft's generous student discount, this option is frequently selected by students.
- The second choice is to pay for an entire year of service (Office 365).
- Using Word online is an additional choice. The online version of Word is accessible without charge, but you must open your browser to access it. However, to access documents saved on your One Drive using the online version, you will need a Microsoft Word 365 account.

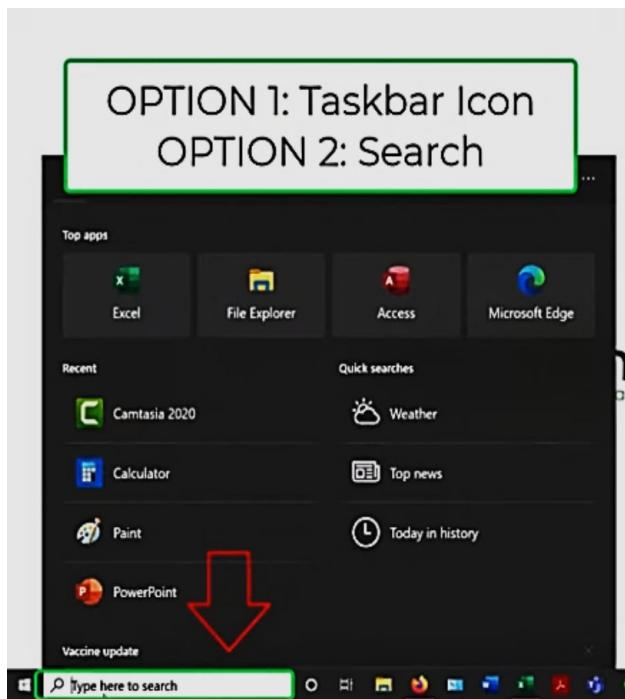
# **HOW TO LAUNCH MICROSOFT WORD**

To start word on your computer, there are several options.

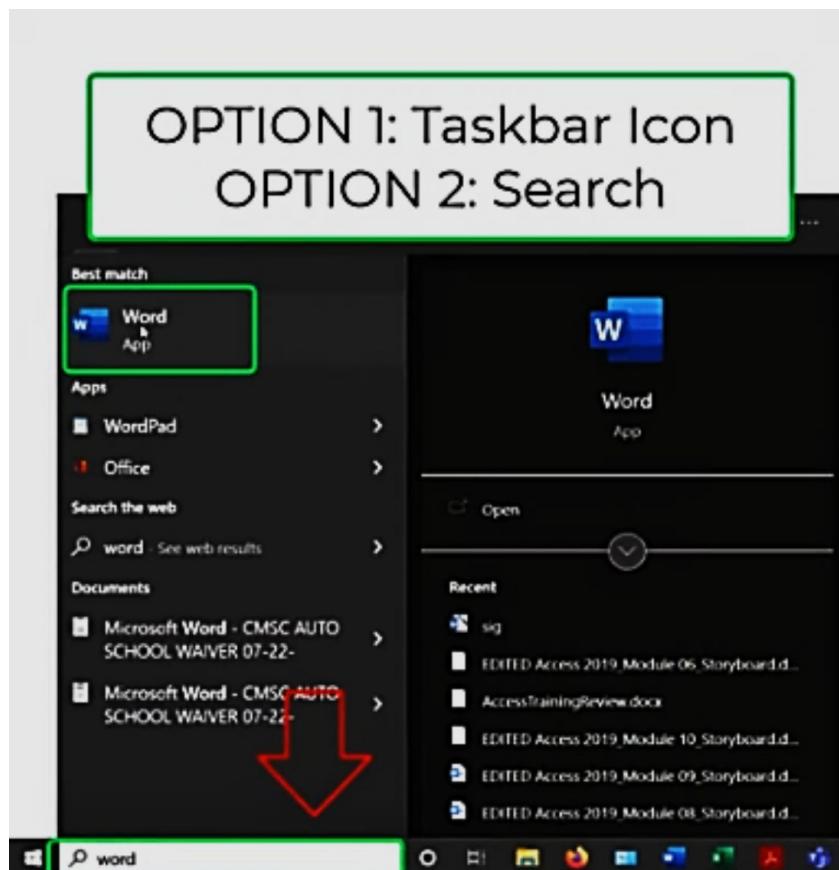
- The Microsoft icon that is pinned to your taskbar can be clicked.



- To start a search, use the search box in the lower-left corner of your screen.

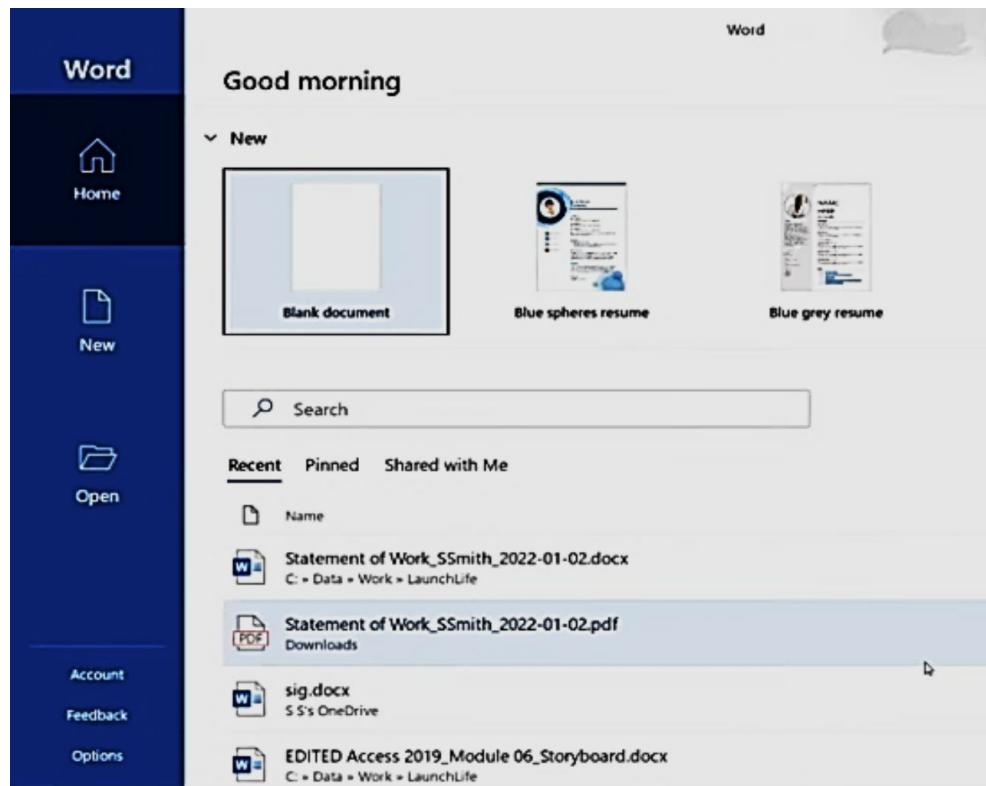


- Simply type **Word**.



- The icon will show up, and clicking it will start the program.

- A window allowing you to select the kind of document you wish to create will appear, as seen in the screenshot below.



- You have access to several alternatives here, but by selecting blank documents, you can finish opening Microsoft Word.



# FEATURES OF MICROSOFT WORD HOME WINDOW

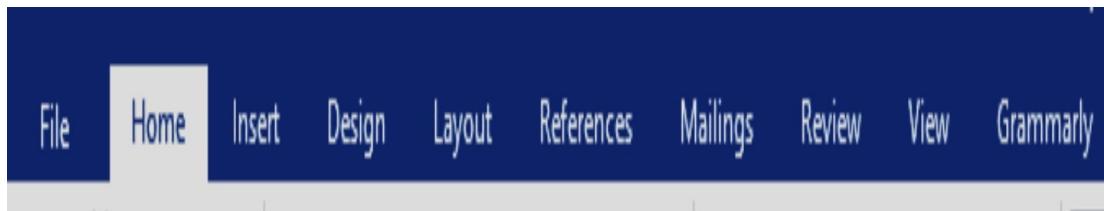
Let's now discuss MS Word's components or elements. With the help of these capabilities, you may save, delete, style, edit, and view the content of your documents, among many other things.

## Understanding Microsoft Word 2023 Tabs

- **The File:** It offers the options New (used to create a new document), Open (used to open an existing document), and Store (used to save documents); A document can be renamed and saved using the Save As command.
- **Home Tab:** The first tab you see when you launch MS Word is the "Home" tab. The Clipboard, Font, Style and Editing are the typical divisions. You can choose the font, color, emphasis, bullets, and placement of your text. In addition, there are choices for cutting, copying, and pasting it. You will have additional alternatives to work with after choosing the home tab.
- **The Insert Tab:** You can enter anything into your document using this section. Tables, words, shapes, hyperlinks, charts, signature lines, time, shapes, headers, footers, text boxes, links, boxes, equations, and more are a few examples of the kind of elements you can put.
- **The Design tab:** From here, you can select documents with left-justified text, off-centered headings, and more. The design tab also offers a selection of page borders, watermarks, and colors.
- **The Layout Tab:** You can use it to customize the appearance of your Microsoft Word documents. It provides options to alter page orientation and size, line breaks, paragraph indentation, show line numbers, set margins, and more.
- **The References Tab:** You can add references to a document using this tab, and you can then create a bibliography at the end of the text to review it afterward. The references are frequently kept in a master list that is used to include references to other publications. Table of contents, footnotes, citations, bibliography, captions, index, table of authorities, smart look, etc. is just a few of the possibilities available.

- **The Mailings Tab:** One of the nicest features of Microsoft Word is the ability to write a letter, report, or other document and send it simultaneously to a large number of recipients, including each recipient's name and address.
- **The Review Tab:** This tab provides you with tools for comments, language, translation, spell-checking, word counts, and other things. It has the advantage of being easy to search and edit comments. When you select the review tab, these options will appear.
- **The View Tab:** You can choose between a single page and a double page in the View tab. The functionality of the layout tools is also modifiable. It allows you to create a print layout, an outline, a website, a task pane, a toolbar, rulers, a full-screen view, zoom in and out, and other things.
- **The Draw Tab:** This feature in Microsoft Word allows for freehand drawing. On this tab, for example, many kinds of pens for drawing are displayed.

**(NB: The tabs bar may also consist of the Add-Ins tab, such as Grammarly, and more tabs may appear when you are working with Images of Charts, such as the Format tab).**



## Understanding the Quick Access Toolbar

The icons for the tools you use the most are on the Quick Access Toolbar. You can enlarge them and add frequently used buttons to this bar. The quick access toolbar is shown in the illustration below.

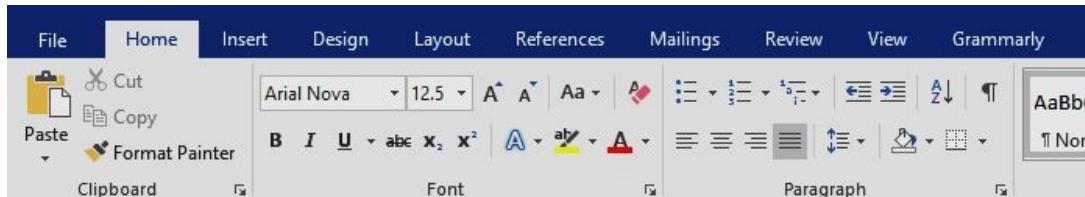


## Understanding the Ribbon

A key component of the Word interface is the Word Ribbon. It could take the

form of an incorrect button, input box, or menu.

The Ribbon is broken up into tabs, and each tab has a unique group with a commanding button in it. The ribbon can be used in a wide variety of ways. To find what you need, click on a tab and then scroll through the group names. To complete the command, click the button. See the ribbon in the picture below.



## The Status Bar

This bar appears at the bottom of the Word window. On the left and right sides, there are icons and information. The number of pages and words in the text are indicated in the information on the left. By selecting the grammar icon, you can work with tools for grammar and spelling. We'll discuss them later.

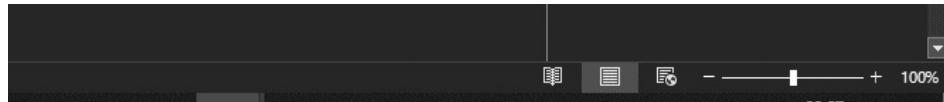
You can alter how the document is shown to you by using some of the icons located on the status bar's right side. Typically, there are three views: HTML view, which is how the text appears when viewed in a browser; read mode, which is similar to a magazine style. The print view is used for editing and viewing how the pages would look if they were printed. A zoom slider is another tool you might utilize while looking at a document on the right side. This enables you to adjust the document's size as you view it.



This bar can provide you with important information such as the number of words you have written, the page number, the language of the document, and more.

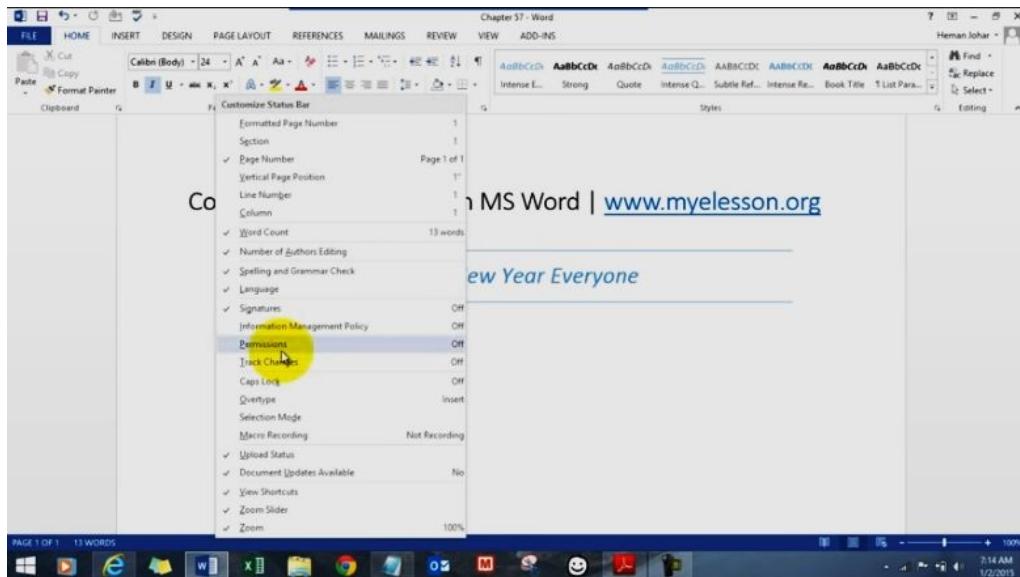
## How to Customize the Status Bar

- The zoom-in and out buttons, zoom box settings, and other quick edits are all located on the status bar.

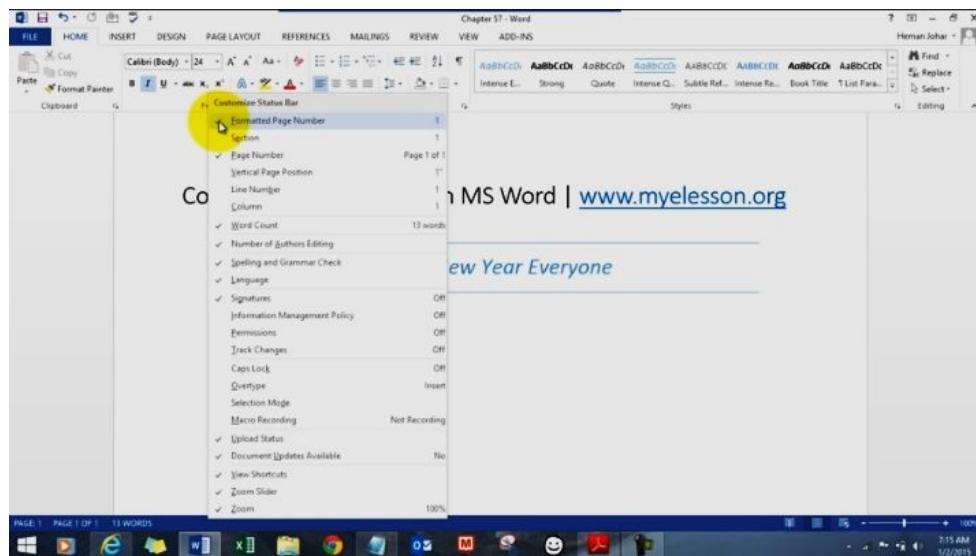


We can modify this status bar to fit our preferences. To do this;

- Right-click the status bar.



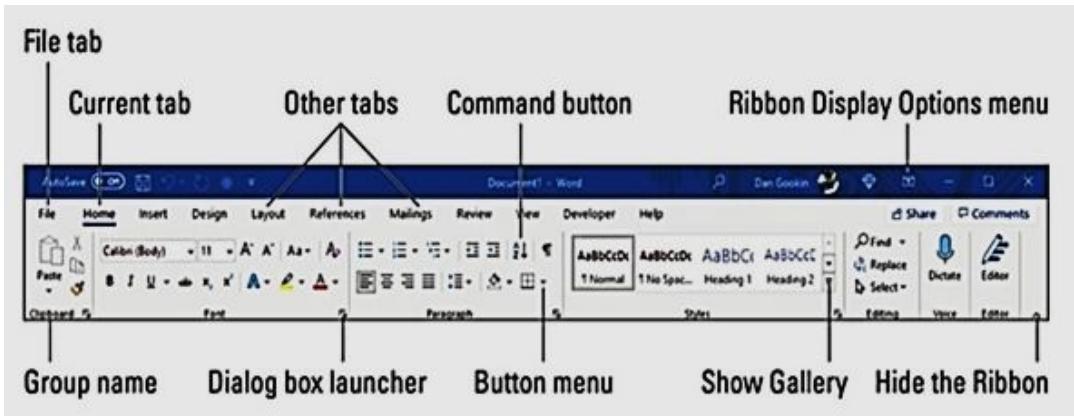
- The status bar can be customized by choosing any option from this menu. For instance, the status bar number will be removed if I disable the page number option.



Simply toggle any feature on or off to add or remove it from the status bar. You

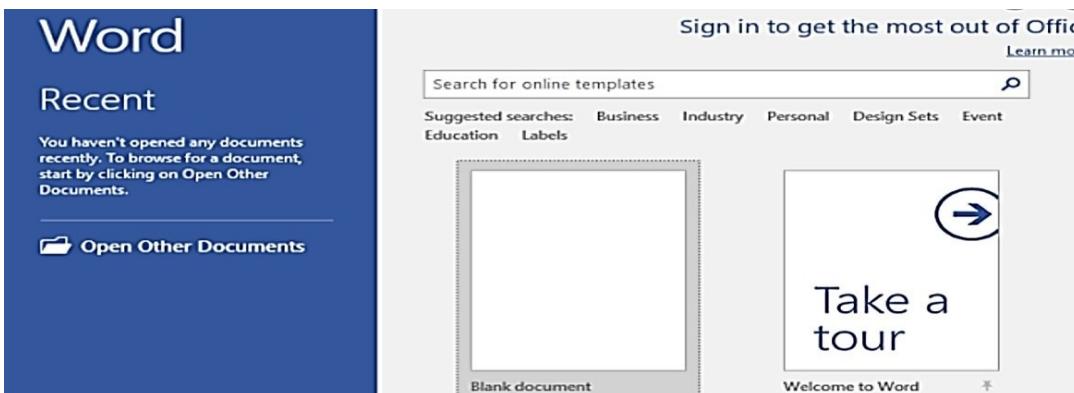
can configure several features in the status bar, including grammar and spelling checks, modifications to the caps lock, viewing shortcuts, and more.

The comprehensive features of the ribbon are displayed in the image below.



## WORKING ON THE WORD START SCREEN

You can use it to open a document that has already been opened, create a new document from a template, or begin with a blank document. Selecting a new document to start and opening it. Then begin your writing.



## HOW TO CREATE A NEW DOCUMENT

Follow the procedures below to create a new document:

- When the screen opens, you can click the blank document to begin a new document by selecting the New option under the File tab on the ribbon.
- The document is displayed on the screen after being opened. It is equipped for anything.
- The document can be saved, and the first time you save a document, you

must give it a name.

## **HOW TO CLOSE MICROSOFT WORD**

When you are finished using a word processor and don't anticipate using it again soon, it is preferable to shut it down. You can accomplish this by selecting the "X" icon in the screen's upper right corner.

The first thing to keep in mind is that you must close all open Word document windows before declaring that the work is finished. Additionally, it's a good idea to save your work before closing the word processor.



## **HOW TO MINIMIZE/MAXIMIZE YOUR DOCUMENT**

The minimize button is located in the top-right corner of the screen, so you can minimize your Word document to work on other things on your computer.

Click the Minimize button to make the word window a button on the taskbar so you may use your computer for other purposes. You can then click the maximize button to bring the Word document back to the full screen. Below is a screenshot of the minimize and maximize icons.

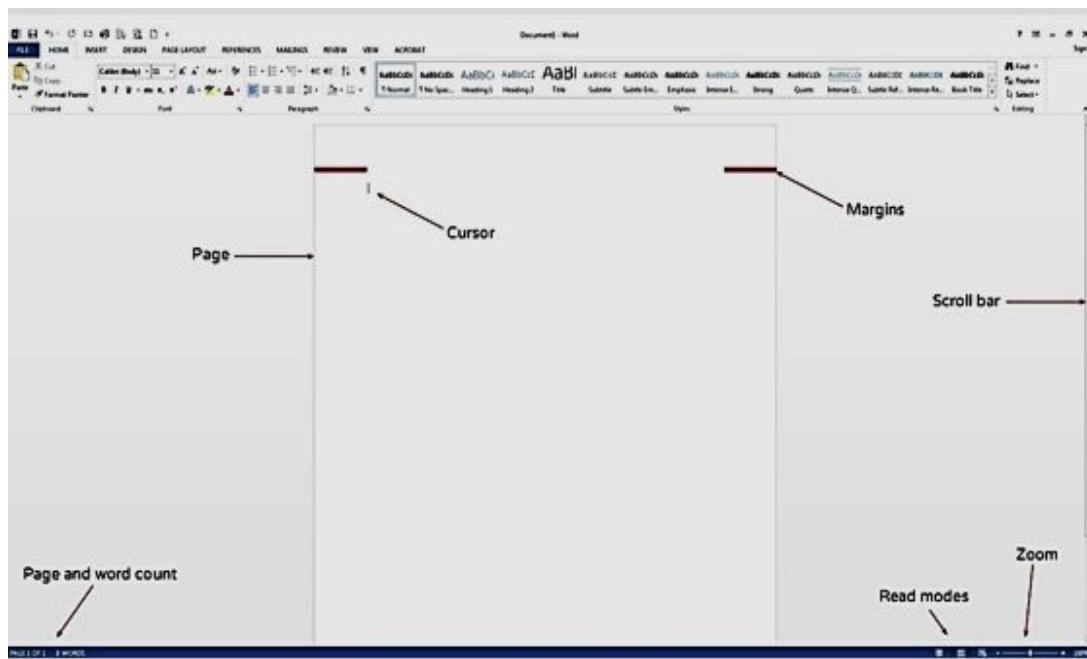




# CHAPTER TWO

## TYPING AND INPUT DEVICES IN MICROSOFT WORD

To interface with the computer and carry out many significant duties, various gadgets can be employed. The two primary typing input devices and all aspects of typing in Microsoft Word are covered in this chapter. Long documents can be written in MS Word and customized with your desired photographs, videos, drawings, shapes, and other text-related activities. The picture below shows how the typing screen appears.

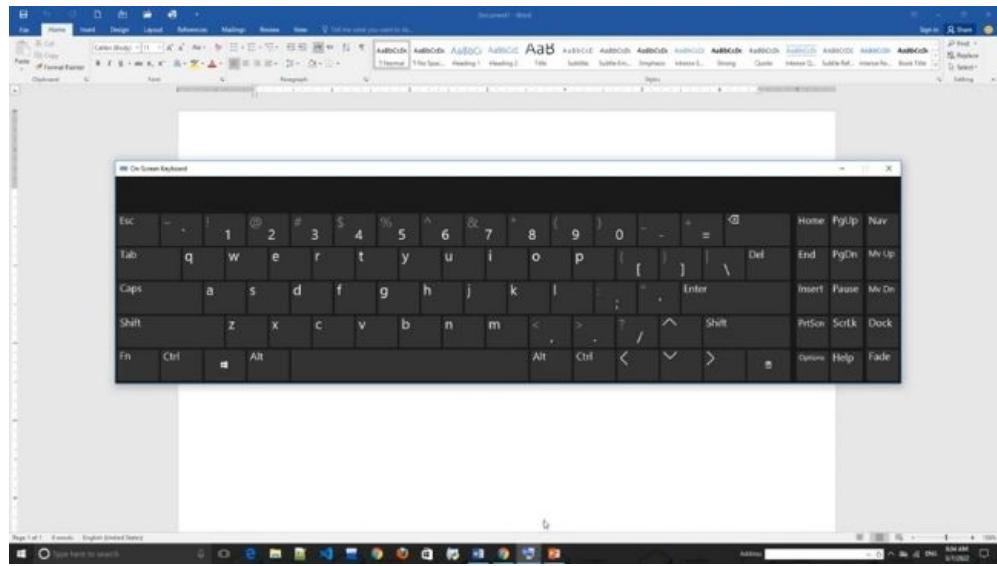


With the aid of an input device, you can enter data into a computer. The keyboard and mouse are the two most crucial input devices. You must have these two input devices to interact with your computer.

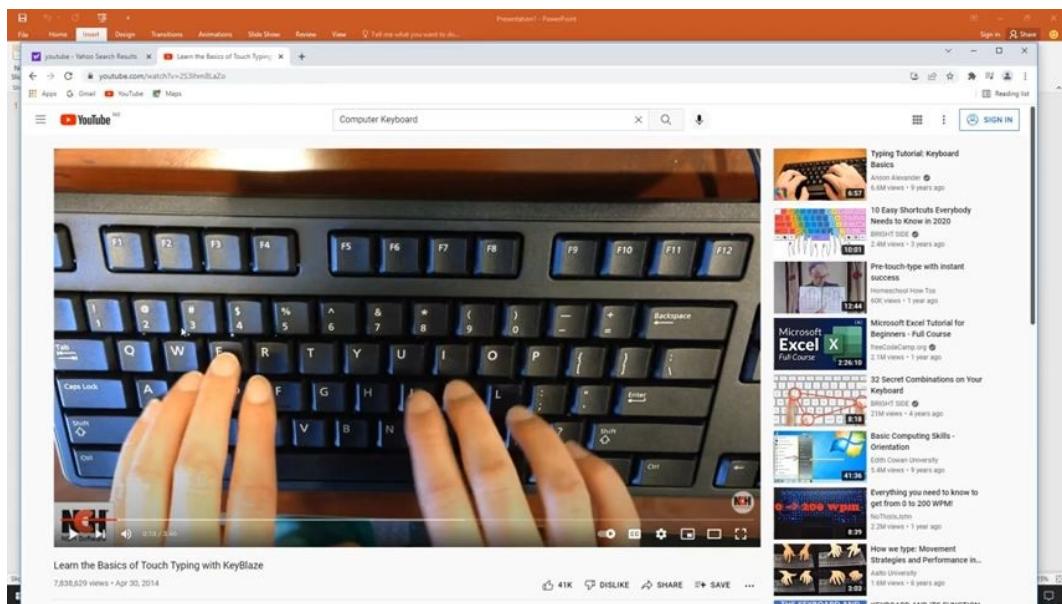
### USING THE KEYBOARD ON MS-WORD

Text that will be displayed on the monitor can be easily typed using the keyboard's keys as an input device. You need to be fully aware of how a keyboard works if you intend to use Microsoft Word. Let's now look at the

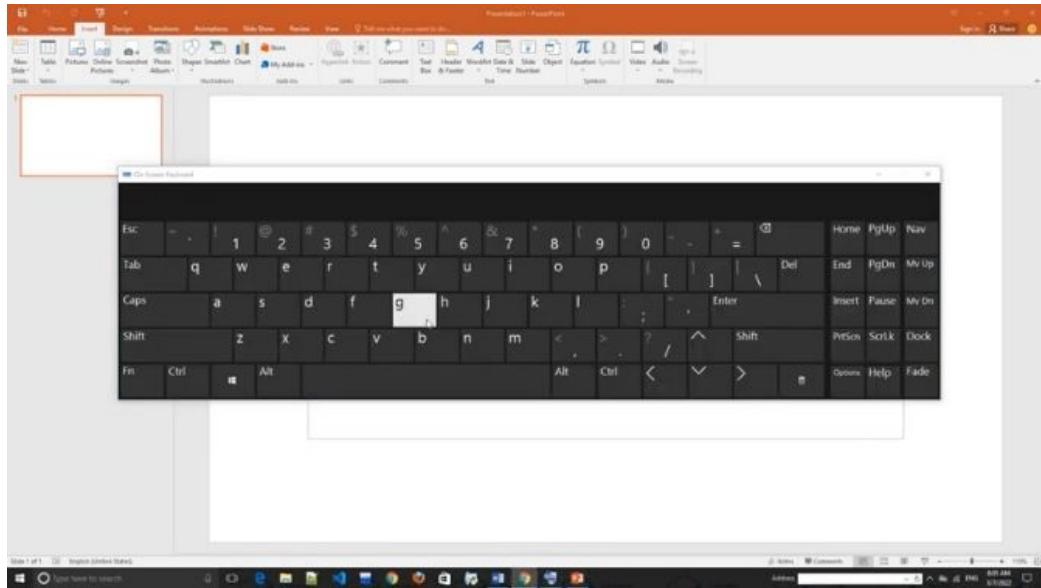
keyboard and how it functions.



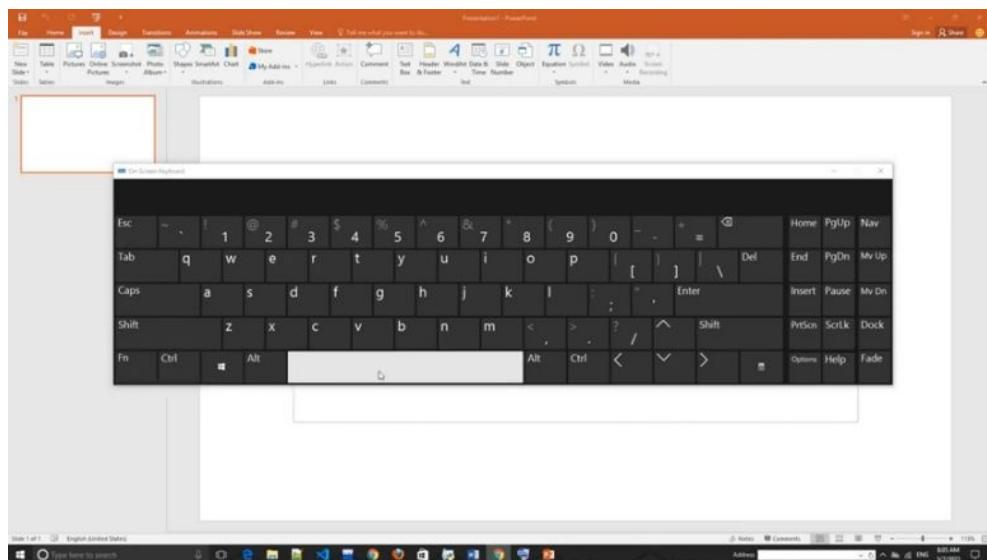
F1 through F12 are the function keys, which are the keys at the top; Although it appears that the screen keyboard lacks these function keys, they perform functions in Microsoft Word that are remarkably similar to choral drawing. The number keys (1-0), together with tiny signs like &, (,), \$, and %), are located just beneath the function keys.



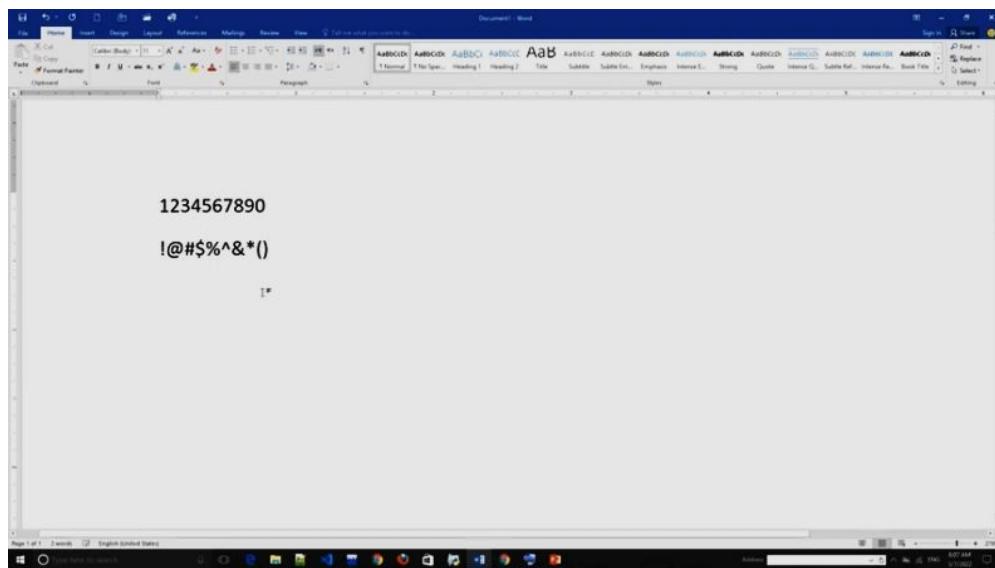
The alphanumeric keys are the next thing we have.



The control keys are located right next to the alphabetic keys. Control keys include the tab, caps lock, shift, ctrl, fn, and a few others. Not to be overlooked, there is a lengthy spacebar key located between the alphabetic keys.



It is impossible to use Microsoft Word without a keyboard to type texts, adjust, change, and perform other tasks. I need a keyboard to type numbers, signs, and symbols.



To put it simply, Microsoft Word cannot create a full document on its own. A keyboard is a quick and simple input device that works like magic.

## HOW TO OPEN AN ON-SCREEN KEYBOARD

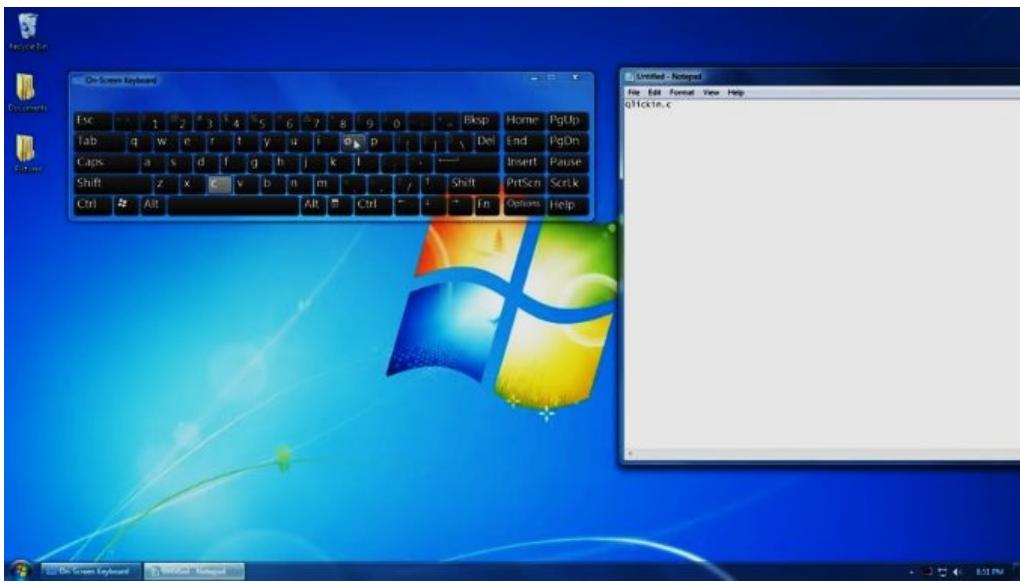
As the name implies, an onscreen keyboard is an alternative keyboard that can be used on the screen of your monitor in place of a regular keyboard. All of the functions of a typical keyboard are available, as well as Microsoft Word.

### To launch an on-screen keyboard;

- From the start menu at the bottom of your screen, choose All Programs.
- Next, choose the accessories.
- When you choose Ease of Access, the on-screen keyboard will show up.
- There will be a virtual keyboard.



The on-screen keyboard allows you to type any text, signs, or symbols on Microsoft Word and other programs by simply clicking on the keys with your mouse.

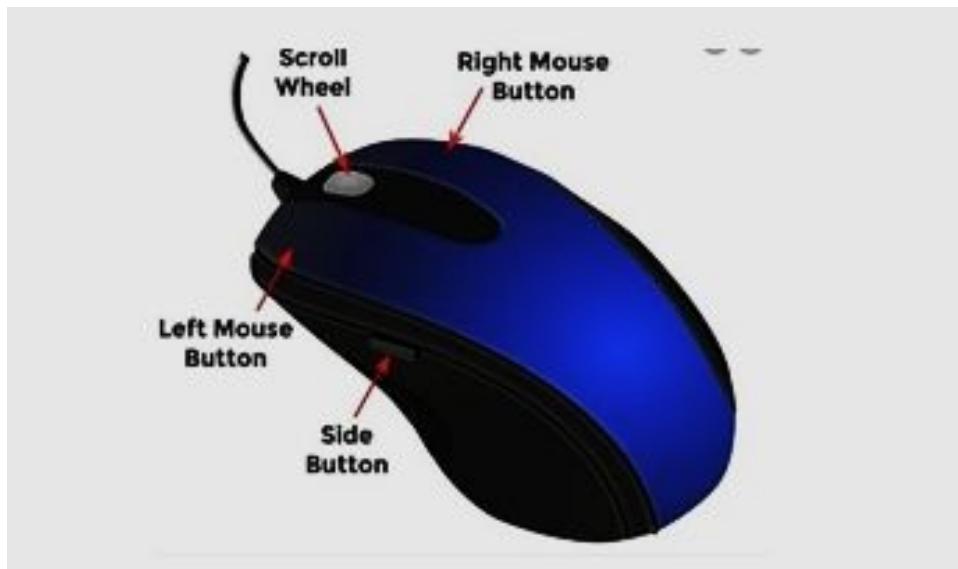


Simply go to the search menu at the bottom of your screen, type "on-screen keyboard," and then click "open" to rapidly start the keyboard.

## **UNDERSTANDING THE MOUSE AND ITS FUNCTIONS**

Another input method for typing or entering various commands into Microsoft Word is the mouse. When using a mouse, you may simply drag the pointer or

cursor across a flat surface, like the top of your desk or table, to move it on a computer screen. The word "mouse" became known as "mouse" because it resembles a small, corded, and oval-shaped device. Some mice have built-in functions, such as additional buttons that can be programmed and used for various purposes. Below is a picture of what a mouse looks like.



Early mice featured a roller ball built in as a movement sensor on the bottom and were connected to computers by a cable or connection. The fact that today's mice use optical technology means that the cursor is moved by a visible or invisible light beam. Numerous models provide wireless connectivity using various technologies, including Bluetooth and radio frequency (RF).

The three primary varieties of mice are:

- **Mechanical:** The mouse is easy to operate in all directions thanks to mechanical sensors and a trackball underneath.
- **Optomechanical:** Similar to mechanical in that the trackball movement is detected by optical sensors rather than mechanical ones.
- **Optical:** The most costly is optical. It has no moving parts, detects mouse movement with a laser, and responds more swiftly than other models.

## UNDERSTANDING THE MOUSE POINTER

When using Microsoft Word, the task is made easier by the mouse pointer, an arrow-like icon that is used to point to an object on the screen of your monitor. A mouse pointer appears in the illustration below;

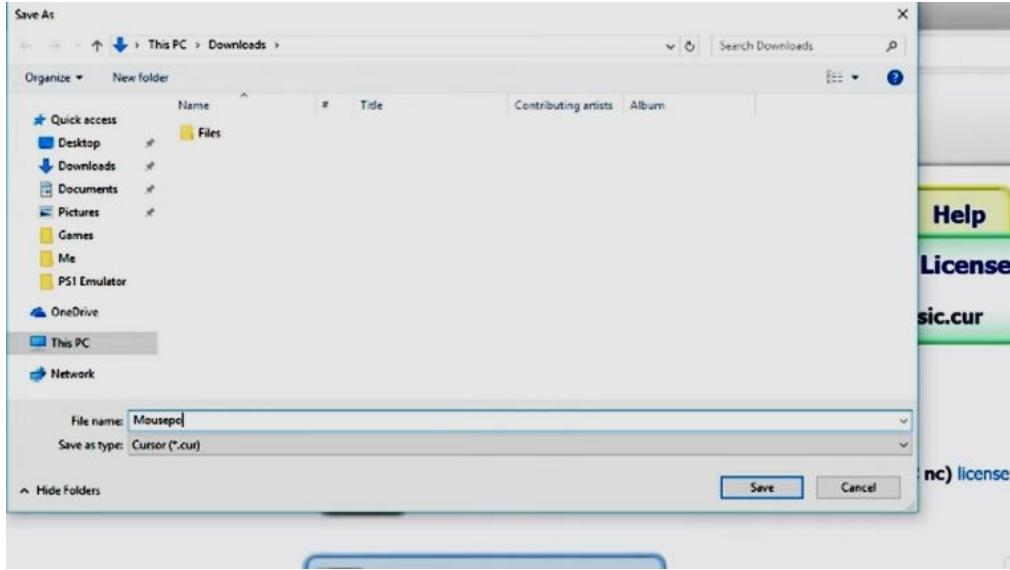


Mouse pointer is used to point to an item on the screen thus making

We can control the mouse pointer to choose any word or option in the Microsoft Word tabs or ribbons by performing a single click or a double click. It is linked with the role of the hands, a touch-sensitive bodily part. A mouse is an input device that can be used to control the mouse cursor. In Windows, interactions with objects are established using a mouse. To control the mouse pointer, it has trackballs, touchpads, and pointing sticks.

Thanks to the new features added to the new Microsoft Word 2023, the Mouse pointer can be modified, altered, or adjusted to the user's preference. To do this;

- Enter the Mouse pointer in your web browser after opening it; The first website you will find if you scroll down is [www.rw-designer.com/cursor-library](http://www.rw-designer.com/cursor-library). On this webpage, click.
- By doing this, a list of numerous mouse pointers and cursor objects will appear.
- Click on the one you like the most once you locate it. I'll pick the Stellaris Cursors as an example.
- Scroll down to pick an option from the many Stellaris Cursors to see which one you prefer.
- Then select download.
- Now save the item to your favorite file folder to start the download. It can now be called a mouse pointer.



Download as many different mouse pointer types as you'd like.

## AFTER DOWNLOADING MOUSE POINTER STYLES, WHAT IS NEXT?

- Type "settings" into the search box at the bottom of your screen.
- Click devices under Window settings.
- Use the mouse to click.
- Click on Additional mouse choices on the right side.
- This will display the options for the mouse properties.
- Click on the arrows.
- Select Browse after clicking on Normal Select.
- We will choose the folder where the mouse points that we previously downloaded were stored. Press open after you click on it.
- Now that the mouse pointer has been changed to the one that was downloaded, you will notice it in the standard choose.
- To use the new mouse pointer, click apply.
- The old cursor will be replaced by the new one on your screen.



# **CHAPTER THREE**

## **UNDERSTANDING SIMPLE NAVIGATION IN MICROSOFT WORD 2023**

Here, we'll go through the fundamentals of Word with an emphasis on the scroll bars, moving the insertion pointer, and using keyboard keys to navigate. Additionally, it covered how to delete textual elements like characters, lines, phrases, paragraphs, and pages. Additionally, you'll learn how to use the Undo command, which can assist with document saving.

### **HOW TO MOVE TO AND FRO IN A DOCUMENT**

Word processing is frequently done with Microsoft Word. A Word document can include images and graphics that can be used to create posters, birthday cards, and other things in addition to being used to write letters and simple papers. The majority of the time, a larger screen is required to carry out these tasks. Your Word document may be far larger than the computer screen, necessitating multiple displays to view it all at once. Since this is not possible in reality, some words allow you to navigate your work back and forth. What we will talk about is this.

### **DOCUMENT SCROLLING AND SCANNING THROUGH A FILE**

A scrollbar allows you to continually move text or other material in a certain direction on a computer screen so that all of the content is visible even when a document is lengthy and difficult to navigate with just the keyboard. A scroll bar can be navigated through most quickly by clicking and dragging. When you view a small portion of a large document in a small window on a computer, you are scrolling.

As a result, the window has two scroll bars, one on the right and one on the bottom. They can be used to navigate the document quickly. Additionally, you can scroll one line at a time by pressing the arrow buttons on the scroll bar's top,

bottom, and sides. Let's talk about each of them individually.

### i. Making Use of a Vertical Scroll Bar

There is a vertical scroll bar on the right side of the computer screen that is used to move up and down the page. Follow these steps to enable the vertical scrollbar:

- Access File, then select the Options tab.
- A dialogue window with Word alternatives will now appear on the screen.
- Choosing the Advanced tab.
- After that, click the Display button after scrolling down.
- Select the option to display vertical scroll bars now.
- To finish, click the OK button. There is now a vertical scroll bar.

**(NB: Similar to how the scroll bar functions in other Windows programs).**

The button that moves you up is one of the scroll bar's most crucial components. To reposition the document on the screen, drag this button up or down with the mouse. You can see where the text is by looking at where it is on the scroll bar. Additionally, a page number appears on the screen when you slide the button up or down. When a document is formatted with heading styles, this works.

The vertical scroll bar returns to the top of your text when you move the mouse pointer over it. The size of the button is determined by how much of it is visible in the window; as a result, it gets smaller as your document grows longer.



### ii. Making Use of Horizontal Scroll Bar

There is a horizontal scroll bar that appears to allow you to move your document when it is larger than the window can display. Just above the status bar at the bottom of the window, it is visible. You can use it to reposition the page in any manner.

Follow these steps to enable the horizontal scrollbar:

- Access File, then select the Options tab.
- Onscreen, the Word choices dialogue box will now appear.
- Choosing the Advanced tab.
- After that, click the button on the Display menu by scrolling down.
- Select the option to display horizontal scroll bars now. Identical location to the vertical scroll bar.
- To finish, click the OK button. You'll see the horizontal bar then.

You can try to shift the horizontal scroll bar so that as much of the text as possible is visible, but you can't stop Word from sliding the content to the left and right as you type.



**(NB: If the horizontal scroll bar bothers you, use the Zoom tool to change the size of your document on the screen).**

### **iii. Making Use of the Mouse Wheel to Scroll.**

You may navigate a Word file more easily by using the mouse wheel. Scroll with the mouse wheel and carry out the following:

- Roll the mouse wheel upward to scroll up.
- Roll it the opposite way to scroll downward.

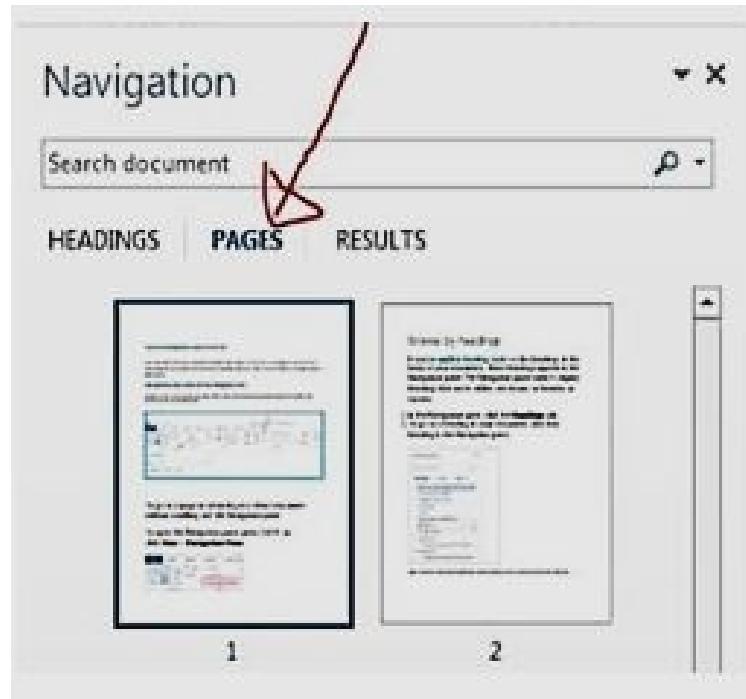
Also, keep in mind that the insertion pointer moves along with your view as you scroll the document using the mouse wheel.



#### iv. Using the Navigation Pane

When you have a lengthy document with multiple pages or have used headings to divide your text into sections, you can quickly browse between sections and pages in your document by utilizing the Navigation Pane. How to do it:

- On the ribbon, click the View tab.
- Select "Navigation Pane" under the Show group.
- The headers used in the document are displayed in the Navigation Pane, which is on the left side of the screen.
- Click on the pages as displayed below.



- A thumbnail of each page in the document will be shown in the Navigation Pane.
- You can view a page on your screen by clicking on it in the Navigation

Pane.

## MOVING THE INSERTION POINTER

The vertical bar that blinks as you type is the insertion point. As you enter, it indicates where the text will be inserted. You can edit any section of your manuscript in Word. It's not always necessary to finish your document's work. It's vital to move the pointer! Wherever the insertion pointer is, new text only appears there. At the location where the insertion pointer is, the text is erased. Wherever the insertion pointer is, the text is displayed. Knowing how to relocate the insertion marker exactly where you want it to be is the most important thing you can do to make this work.

**(NB: The insertion point can also be moved using your keyboard).**

## TAKING CONTROL OF THE INSERTION POINTER

To position, the insertion pointer, click the mouse on the desired location. You can tap the screen with your finger to move the pointer if your computer or laptop has a touchscreen.

### i. Moving in Small Step

To swiftly move the insertion pointer in a document, use the cursor keys on your keyboard. The four arrow keys are used to move the pointer up, down, right, and left.

- ↑ : You can move the Insertion Pointer up to the preceding line of text.
- ↓ : The subsequent line of text download.
- → : You can also proceed directly to the following character.
- ← : To the character before them.

**(NB: The text does not change when the cursor is moved).**

Additionally, the insertion pointer moves in larger steps if you press an arrow key while holding down the Ctrl (Control) key. This is what you do to move the Insertion Pointer.

- Ctrl + ↑ : Up until the beginning of the preceding paragraph.
- Ctrl + ↓ : To the beginning of the following paragraph.

- **Ctrl + →** : To the beginning of the following word.
- **Ctrl + ←** : Left at the beginning of the word before.

**(NB: The computer keyboard has two sets of arrow keys. When using the numeric keypad, make sure the Num Lock light is off. Press the Num Lock key once more to turn it off if it's on).**

## ii. Moving From Beginning to End

Some cursor keys don't have arrows that, when pressed, move the insertion pointer. You can move the pointer to the beginning or end of something depending on how you utilize the End and Home buttons.

- **Home:** The first character in a line of text.
- **End:** The conclusion of a sentence.
- **Ctrl + End:** Brings up the document's conclusion.
- **Ctrl + Home:** Goes to the document's very top.

The final two cursor keys are there. Page Up and Page Down are the corresponding keys. These keys do not navigate up or down a page in the text, as you would have imagined. Depending on how much text is visible in the window, they move through the document.

- **Page Up:** Up to one window's worth of content or, if you're close enough, the document's top.
- **Page Down:** Down to one text window or, if you're almost there, the end of the document.
- **Ctrl + Alt + Page Up** Moves the current window's text to the top.
- To scroll to the bottom of the text in the active window, press **Ctrl + Alt + Page Down**.

## RETURNING TO YOUR LAST EDIT

It's incredibly simple to make a mistake and lose track of where you are in a text file because there are so many distinct instructions available for shifting the insertion pointer. The insertion pointer has undoubtedly gone where no insertion pointer has gone before.

Press Shift+F5 on your keyboard to return to the last place you modified in Word. You have three opportunities to utilize this keyboard shortcut before the cycle repeats. You ought to reach your original location after your first attempt.

# **UNDERSTANDING AUTO-SCROLLING IN MICROSOFT WORD**

You can use auto-scrolling to relieve some of your stress. Here is a short tutorial on how to use it.

- Click File in the upper left corner and Options in the lower left.
- When you open it, the Word Options dialogue box will appear.
- Click "Commands" under the Ribbon under Customize Ribbon.
- Next, select "New Group."
- Select Auto-scroll from the drop-down list, then click Add. It can be found in the Main Tabs.
- The Auto-Scroll button has been added to the Home tab after you click OK.

# **UNDERSTANDING THE GO-TO COMMAND**

The Go-To command in Word can be used to shift the pointer to a specific page or line. Additionally, you can direct the pointer to several intriguing items that Word might insert on your page. Your word processor's Go-To command allows you to navigate anywhere.

When using the Go To command, take the following actions:

- On the Home tab, click.
- Select the Go To command from the Editing group.
- The Go-To tab is shifted to the top of the dialogue box when the Find and Replace dialog box appears.

But in terms of quick cuts: The Find and Replace dialogue box opens very rapidly when you use Ctrl + G.

Choose the location you wish to move the pointer to from a list under the "Go to What" button. For instance, you can select Page to navigate to a certain page. Enter the page number in the Enter Page Number box. Then, to get to that page in your text, click the Go To button.

It's vital to remember that the Enter Page Number box also allows for the entry of relative pages. Let's say you wish to advance five pages. To do so, enter +5. Type -10 to go back ten pages. As a final thought, this chapter has covered the

fundamentals of moving between pages of your document, making it simple and enjoyable to type more quickly.

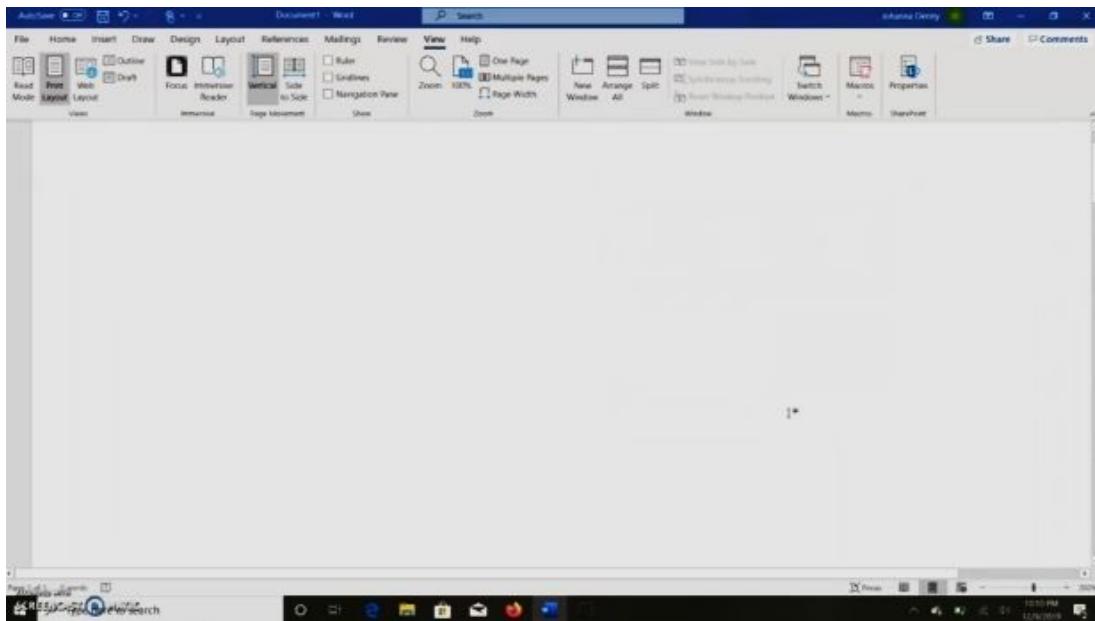
# CHAPTER FOUR

## EDITING IN MICROSOFT WORD

Word changes alone are only one aspect of editing. Editing refers to all activities that require modifying, changing, and navigating written texts until they are complete documents.

Our mouse and keyboard may be used to edit any document. Here, we'll examine how to edit in Microsoft Word by using the mouse scroll bars. When you zoom your texts in too far and are unable to see the entire page at once, the scrollbars come in handy. To view the entire document in this situation, just use the scroll bars to move the document both vertically and horizontally.

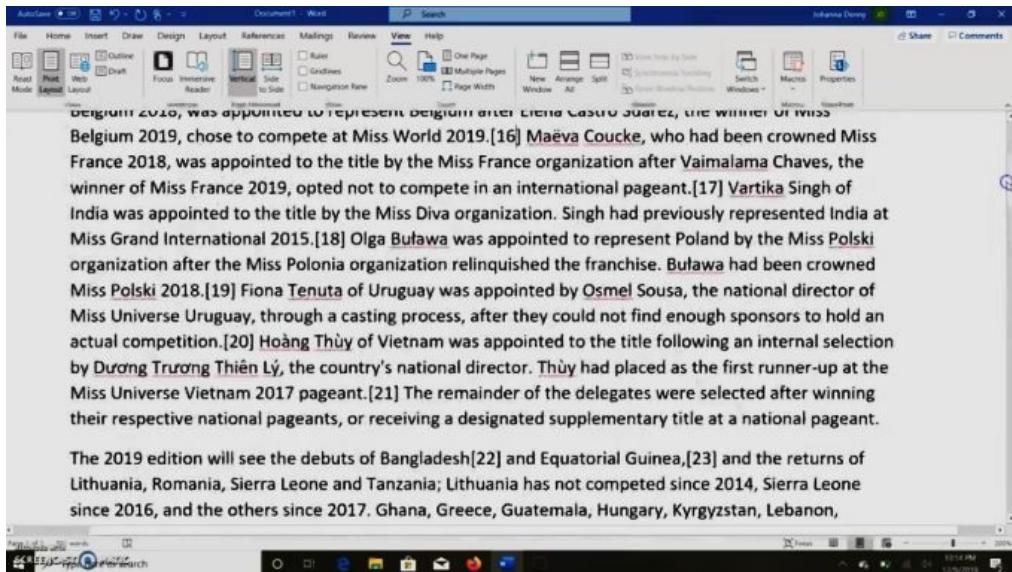
- I will initially select the view by clicking on the ribbon at the top of your screen.
- Click on **zoom in**; We can increase the size to **200%**.
- The document will expand in size and hit **Ok**.



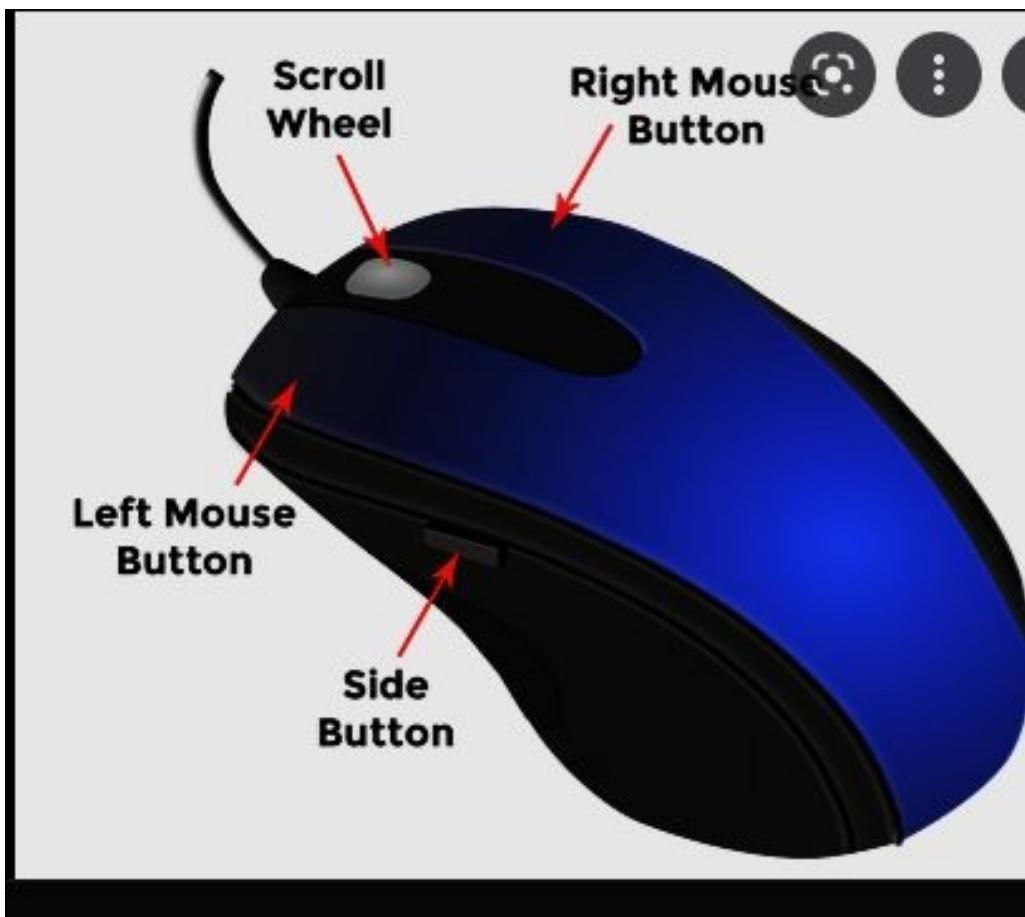
The document will become so big that the horizontal scrollbar will pop up.

- Using your mouse, you now scroll from one page to another by placing your cursor on the scrollbar to do.
- If written texts are in your view, you can quickly scroll through them with

the scroll bar icon.

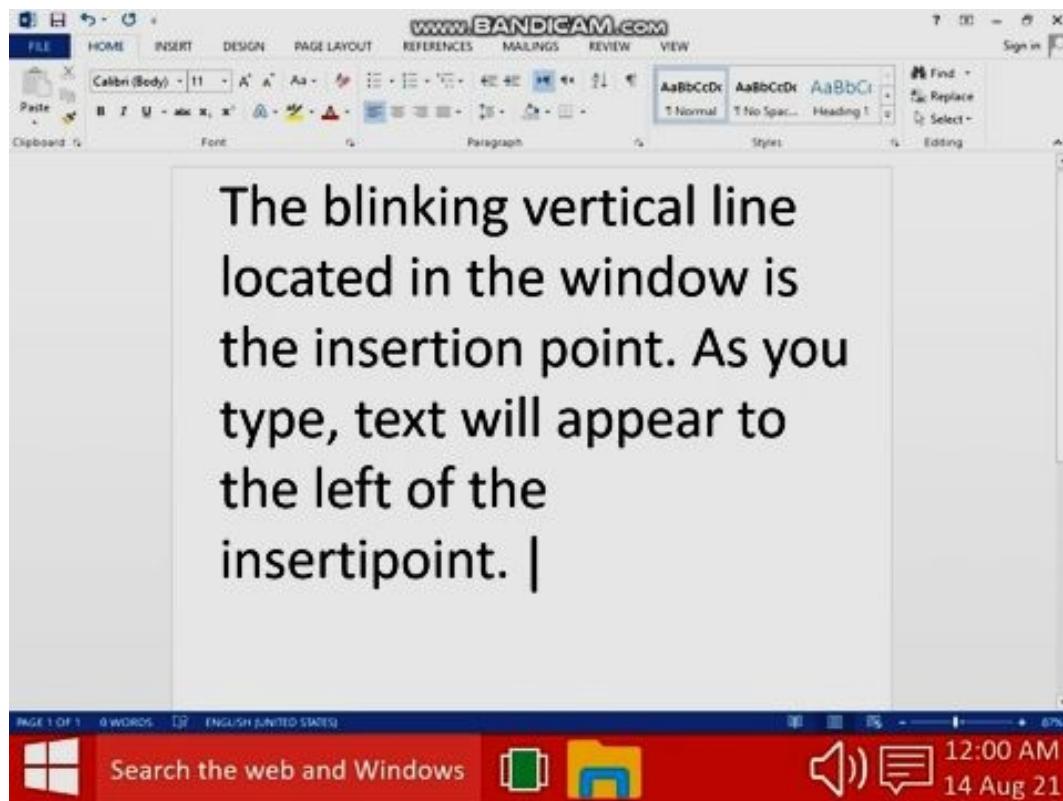


You can also use your fingers to quickly move the little ball between your mouse and the scroll wheel to move vertically or horizontally.



# UNDERSTANDING THE INSERTION POINTER

This is the vertical line in your window that is blinking. The text will appear to the left of the insertion pointer as you enter.



The insertion pointer is that line for continuation that flashes after each character is typed.

## COMMANDING THE INSERTION POINTER

We now know that the insertion pointer is the blinking cursor that shows the location of your upcoming text entry. We can instruct this pointer to operate entirely differently from how it does by default. In this section, we'll be examining this. The paragraph marker in Word is another important insertion pointer. You can enable this option when editing your documents to aid in structuring paragraphs more effectively. When on, this insertion cursor will blink each time you hit the spacebar and each time a new paragraph is started.

### To turn it on;

- On your ribbon, click the paragraph option under the main tab.

- Click show from the options that let you show or hide the paragraph markers. The marker's icon will appear in your text automatically.

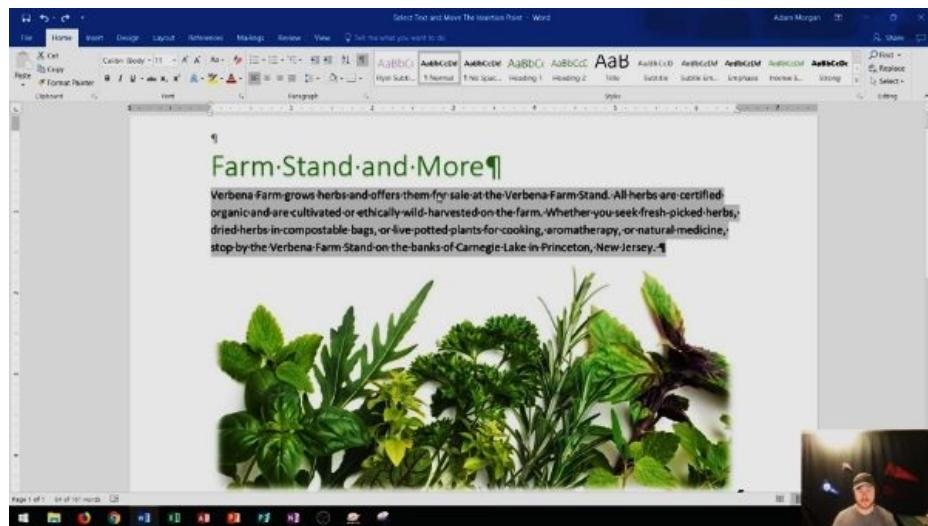


You can continuously press the spacebar to advance to the next insertion pointer as you type your content. You can use the keyboard shortcut Ctrl + Home keys to navigate more quickly or from the document's top to bottom.

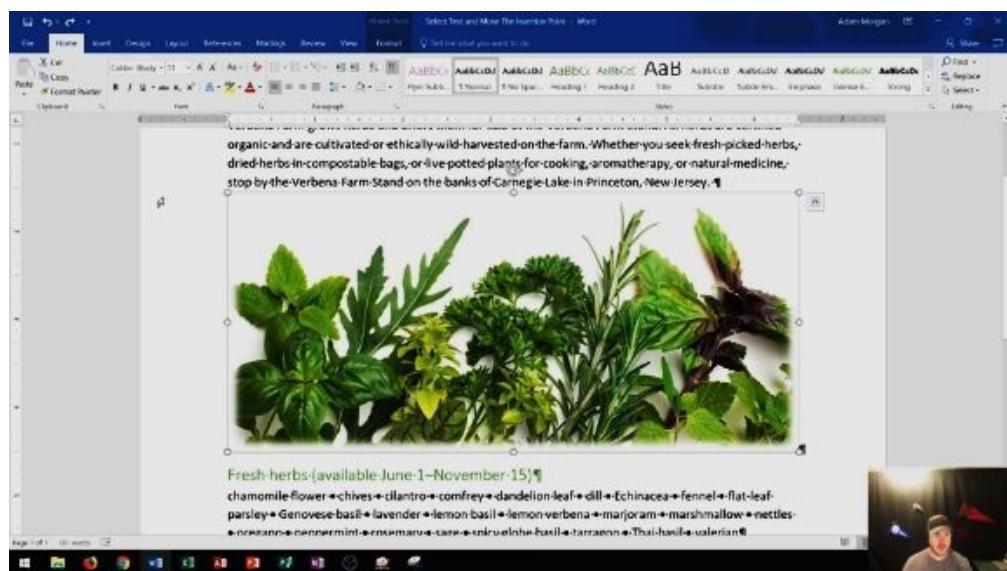
You don't have to repeatedly press the spacebar to make the insertion pointer blink unceasingly to correct any errors in your texts. Use the Ctrl+Z keyboard shortcut. You can also use the mouse shortcut as an alternative. To highlight and delete text, use the backspace key while double-clicking the mouse.



Selecting an entire paragraph requires three clicks of the mouse.



Images can be altered in the same way. When you click the image with your mouse, six to eight tiny icons that resemble handles will appear in their place, taking the place of the insertion pointer. Once you've finished, simply press the backspace or delete keys to remove the image.



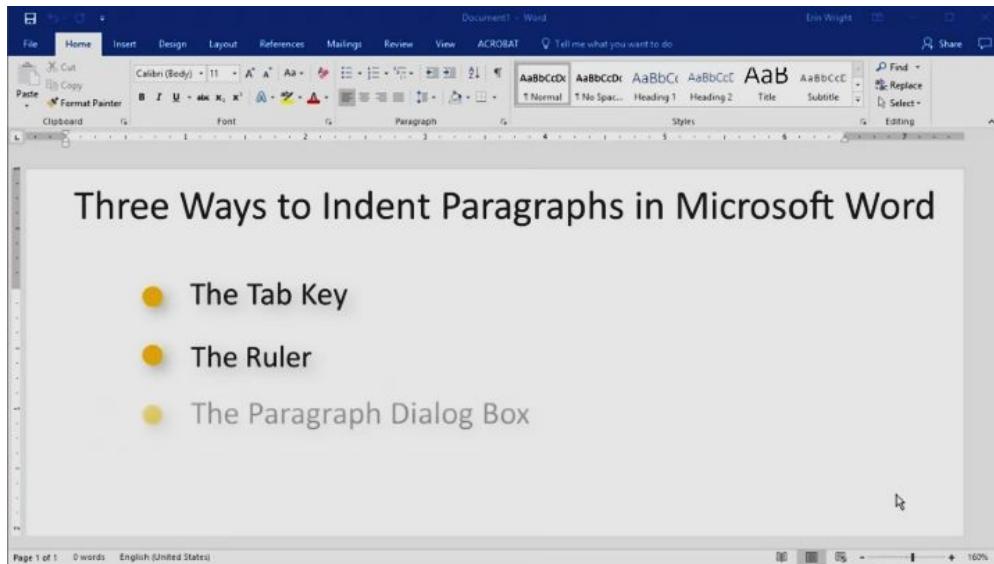
Therefore, using a mouse or keyboard to navigate the insertion site is extremely simple. With lightning-fast typing speed, this completes the task.

## PARAGRAPHS; SPLITTING, JOINING & INDENTING

A paragraph is made up of multiple sentences and is often composed of 6–8 sentences, depending on how short or long the paragraph is.

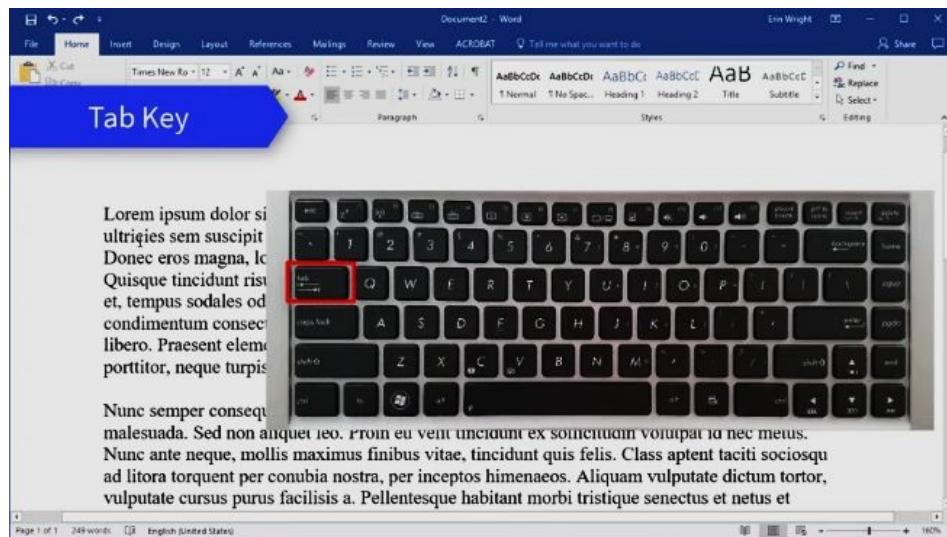
While editing, paragraphs in Microsoft Word can be split, connected, indented, or altered. The tab key is used to indent individual paragraphs, whereas the ruler

and paragraph dialog box is used to indent all paragraphs.



### For single indentation;

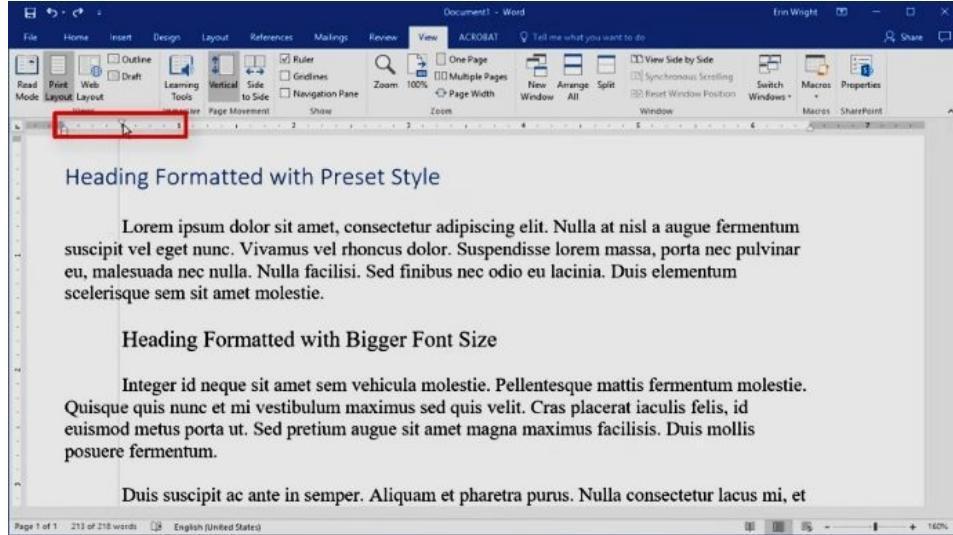
- Position your cursor at the start of the paragraph that you want to indent; The tab key should be clicked on your keyboard.



## HOW TO INDENT ALL PARAGRAPHS

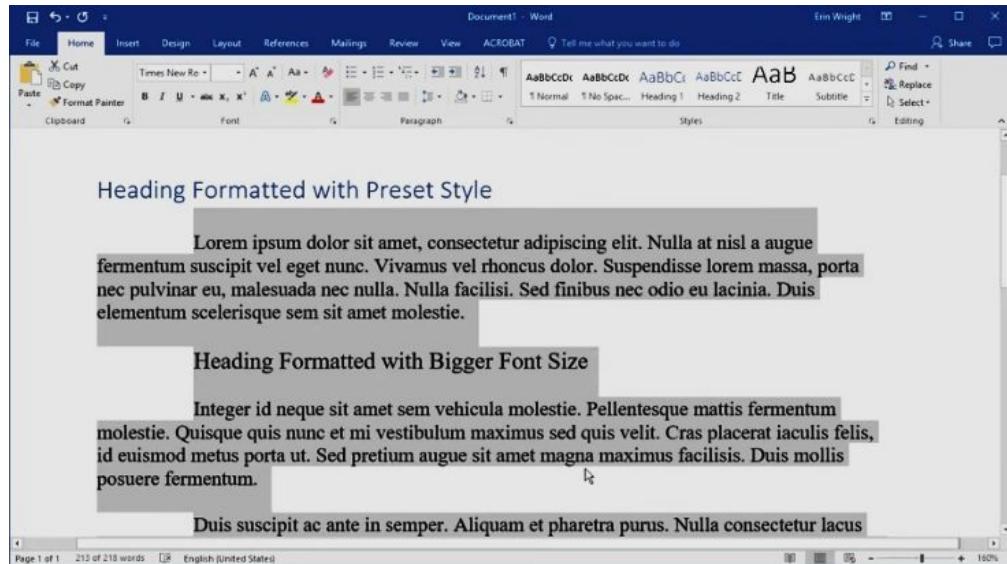
- In Microsoft Word, select the home tab while using the ruler.
- Put the cursor where the paragraph begins.
- Select should be clicked in the editing group.
- Click on pick all texts with comparable formatting in the drop-down menu.

- The entire document's paragraphs will be chosen.
- Click the view tab if the ruler is not currently visible.
- Select the ruler.
- To get the desired indent length, move the top ruler marker to the right.



## Using the Paragraph Dialog Box;

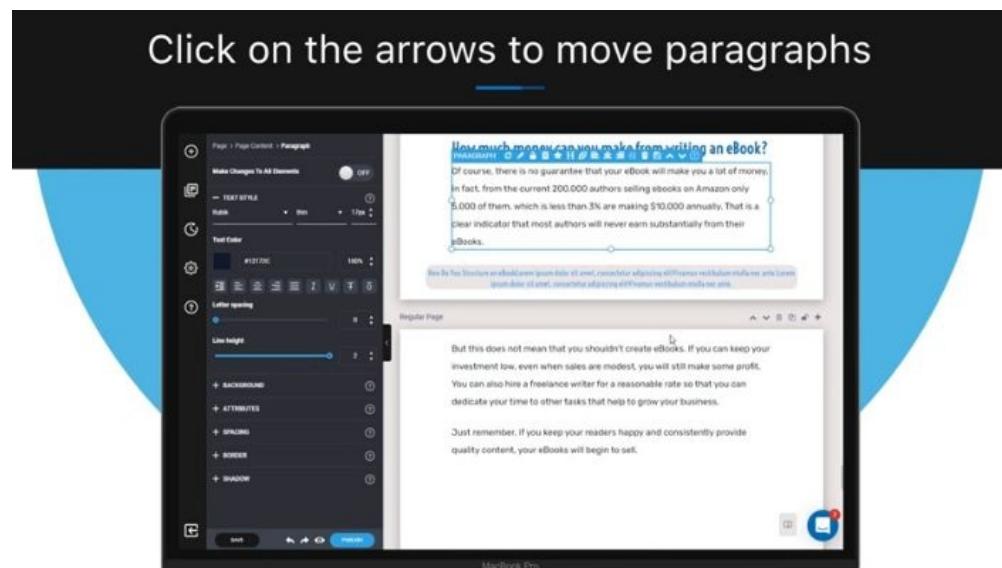
- Select the "Home" tab.
- Place the cursor within a paragraph.
- Next, select from the editing group by clicking it.
- Select all texts with comparable formatting by clicking.
- Every paragraph will be chosen.
- The paragraph groups dialog box can be selected.
- From the special drop-down menu in the paragraph dialog box, choose the first line.
- To change the indent's length, use the increment arrows.
- Further fine-tune the line spacing or alignment.
- Select OK to close the dialog box for the paragraph.
- It would have indentations.



## HOW TO SPLIT AND MERGE TWO OR MORE PARAGRAPHS AS ONE

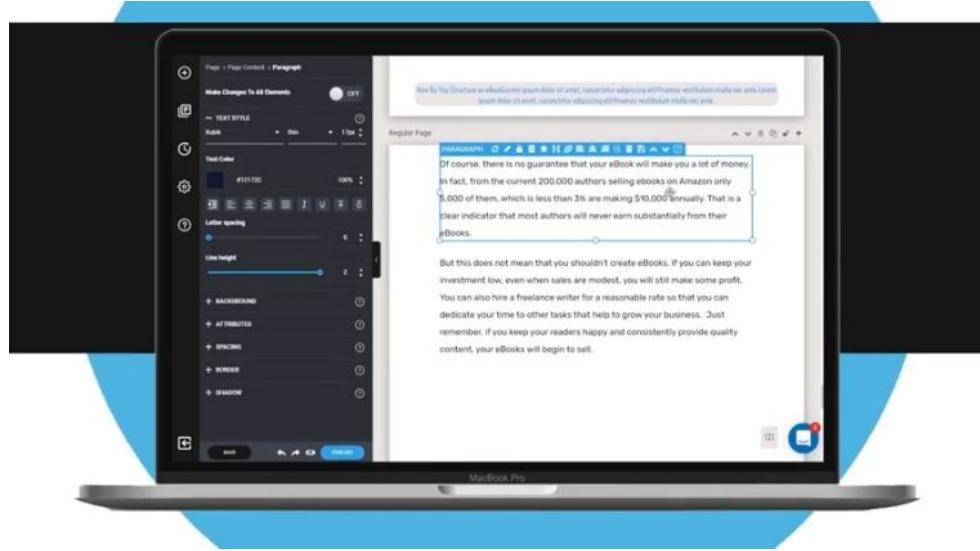
Smaller paragraphs can be combined to produce longer paragraphs, while larger paragraphs can be broken into smaller ones. To carry out:

- Click the pencil icon in the top menu bar after selecting the paragraph you wish to separate.
- Last but not least, click the split icon to separate the paragraph.
- Additionally, you can scroll across paragraphs by clicking on the tiny arrow symbols in the top bar.



# HOW TO MERGE TWO PARAGRAPHS

- Choose the paragraph that you want to combine.
- Select the pencil symbol.
- Select the merge with the next icon from the top bar.
- Your sentence will be combined with another sentence.

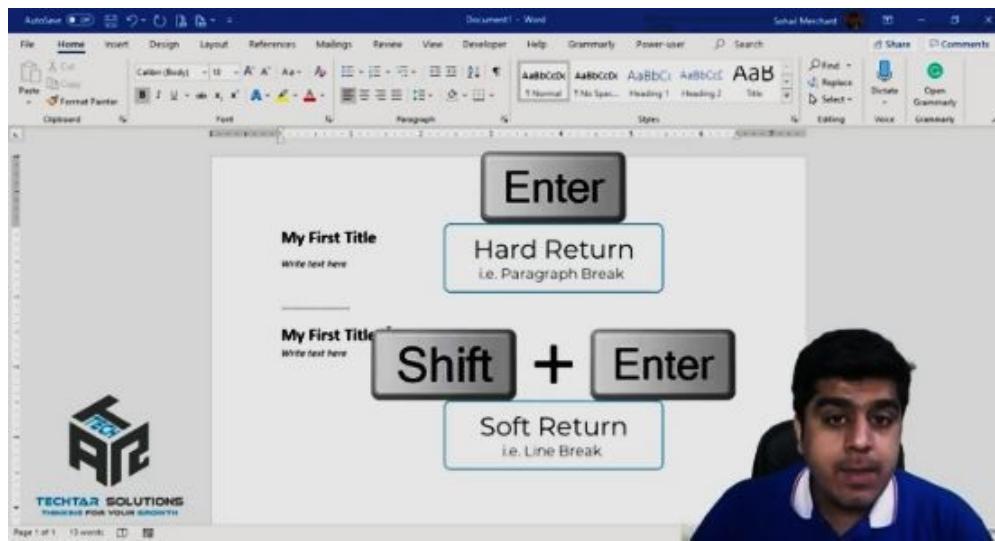


## UNDERSTANDING HARD AND SOFT RETURN

Hard returns in Microsoft Word indicate a paragraph break. A paragraph marker is typically used to create this break at the start or conclusion of a paragraph. To start a new paragraph, use this.

On the other hand, line-breaking is accomplished with Soft Return. To add a new line to a paragraph, use the same action.

- I'll start by creating two texts that are comparable in my Word document.
- Next, select the paragraph marker option from the top menu by clicking it and then pressing the enter key.
- Your paragraph's conclusion will be marked by the paragraph marker. The paragraph will continue and the marker will become a part of a new line if you hit the Shift+Enter keys.
- Click enter to make any more modifications to the paragraph, such as a hard return.
- Click on the shortcut keys Shift+Enter to do a gentle return.

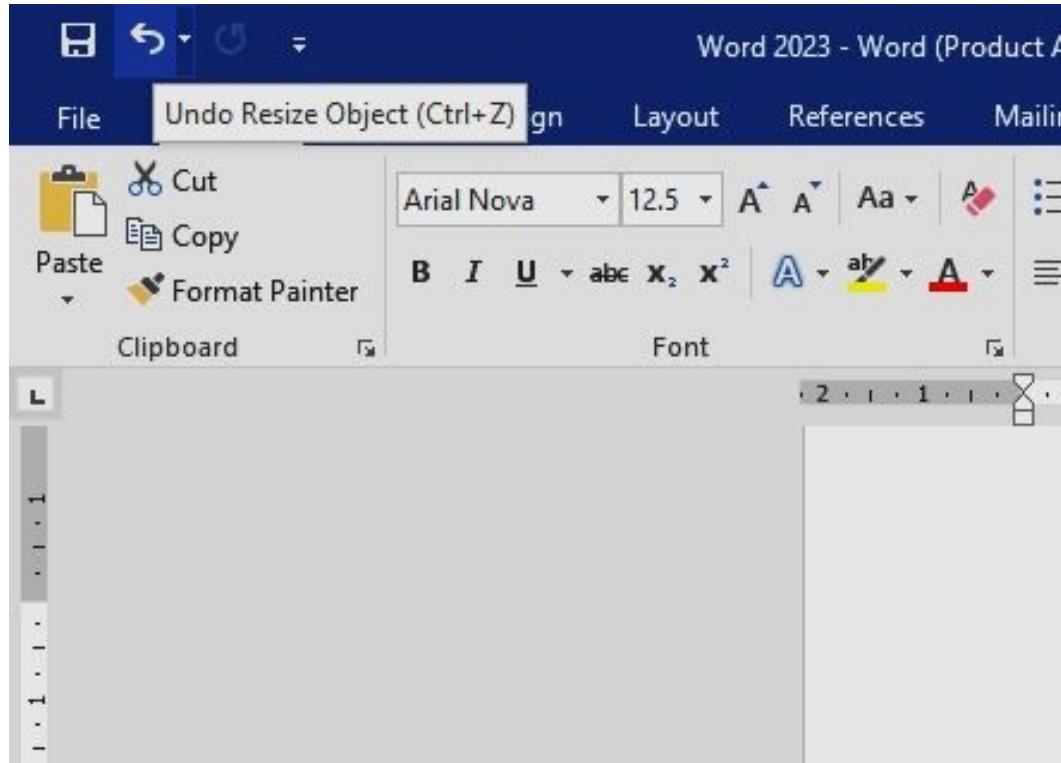


## UNDERSTANDING THE UNDO AND REDO COMMAND

The genius of Microsoft Word is that it was designed to comprehend and accommodate the fallibility of human nature. It, therefore, provides capabilities that enable it simply to undo or redo commands as needed. In the MS-Word environment, these tasks are fairly simple to complete.

To begin;

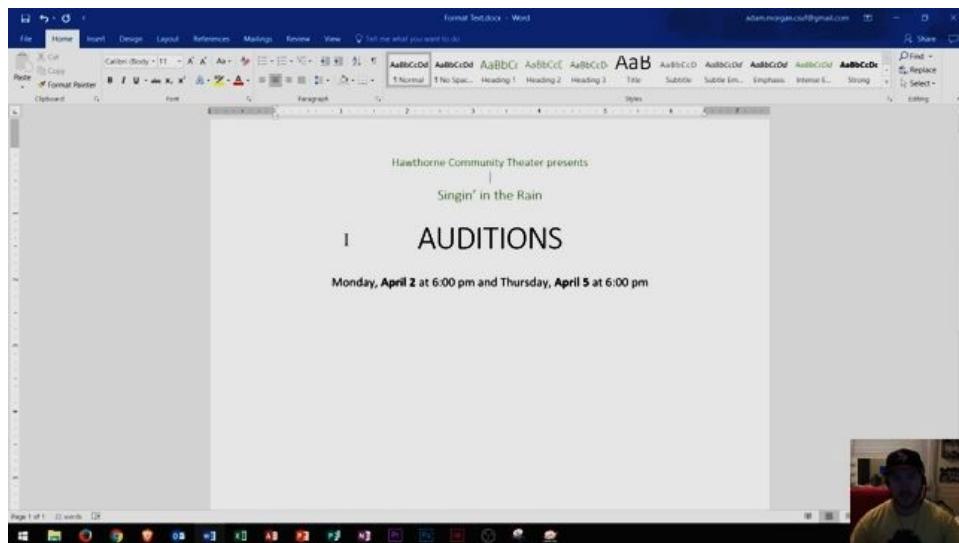
- Launch the Microsoft Word document. I need to fix my mistake of incorrectly inserting the image in the illustration below in the wrong location within my document.
- You can click and drag the image to the proper location to reverse the command by clicking on it with your mouse.
- The option to Undo Typing (Ctrl+Z) is also available by just hovering your mouse over the small icon in the top left corner of your top menu, immediately above the Home tab.
- The image will not return to its proper location unless you repeatedly click on this icon.



Let's say you accidentally remove the image. You can easily undo that mistake by pressing the shortcut keys Ctrl+Z on your keyboard. You can press these shortcut keys as many times as necessary.

## UNDERSTANDING RE-DO COMMAND

- I can employ the undo option if I accidentally removed a picture from a document and then added it back in.
- The undo button is located next to the redo button. Re-do (Ctrl + Y), it says.
- I can press Y while holding the Ctrl key on my keyboard.



# **CHAPTER FIVE**

## **SEARCHING FOR WORDS ON MICROSOFT**

We'll cover how to find text in your document, how to use advanced text-finding features, how to look for whole words, how to find text that can't be entered using the keyboard, and how to replace found text with new text in this chapter. The Find and Replace feature in Microsoft Word enables us to quickly change any number of words.

### **HOW TO SEARCH FOR WORD ON MICROSOFT WORD**

Use the well-known keyboard shortcut Ctrl+F, which stands for Find, to quickly find a text in your document. A word, a set of words, or a single character can all be searched for with the Find command. An entire collection of words can also be searched for. Word allows you to search for headers or pages in addition to words, which makes it simpler to discover certain items within a document.

These are the procedures for searching for a word in Word 2023.

- Select the Home key.
- Use the Find icon to look for tasks in the Editing group.
- The Navigation pane can be seen on the left side of the screen. It is visible.
- Enter the text you want to search for after typing it in the Navigation window.
- You can pick between the options of Find and Go To by clicking the arrow to the right of the Find icon.
- All the text that is comparable to what you wrote is displayed.

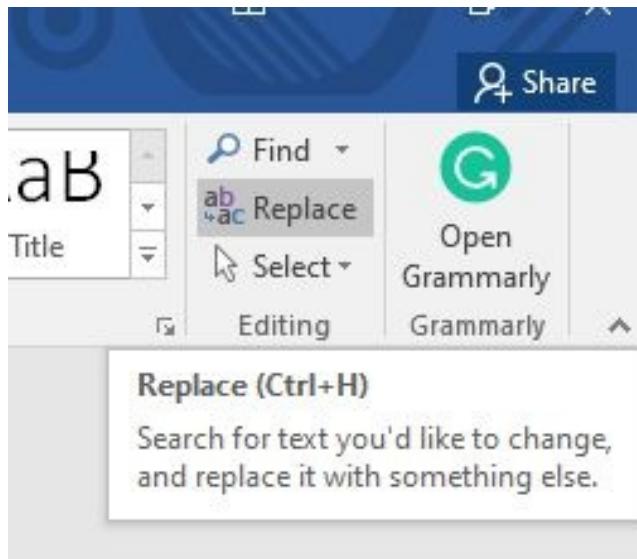
**(NB: When a word in the text cannot be located, the navigation pane notifies you of this. Click the X button at the right end of the search box to delete any text that is currently there).**

### **HOW TO FIND AND REPLACE TEXT IN**

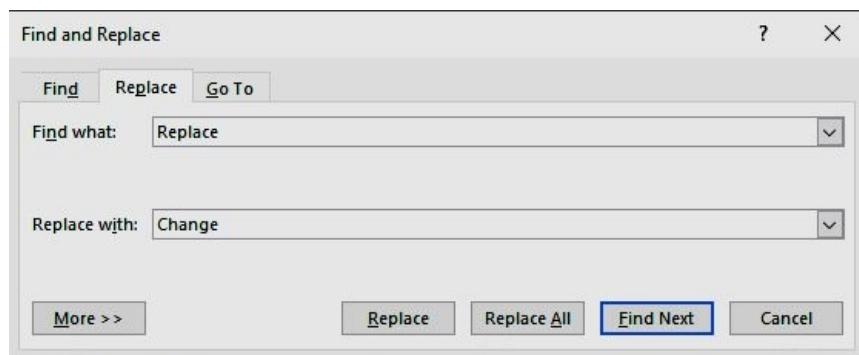
# MICROSOFT WORD

If terms in your file need to be changed, you can use the "find and replace tool" to locate them. There are occasions when you make typing errors or need to rapidly modify some information. This device may be helpful. Here is a simple tutorial on using this feature in Microsoft Word:

- On the top menu bar, select the Home tab.



- In the top-right corner of your screen, click Replace.



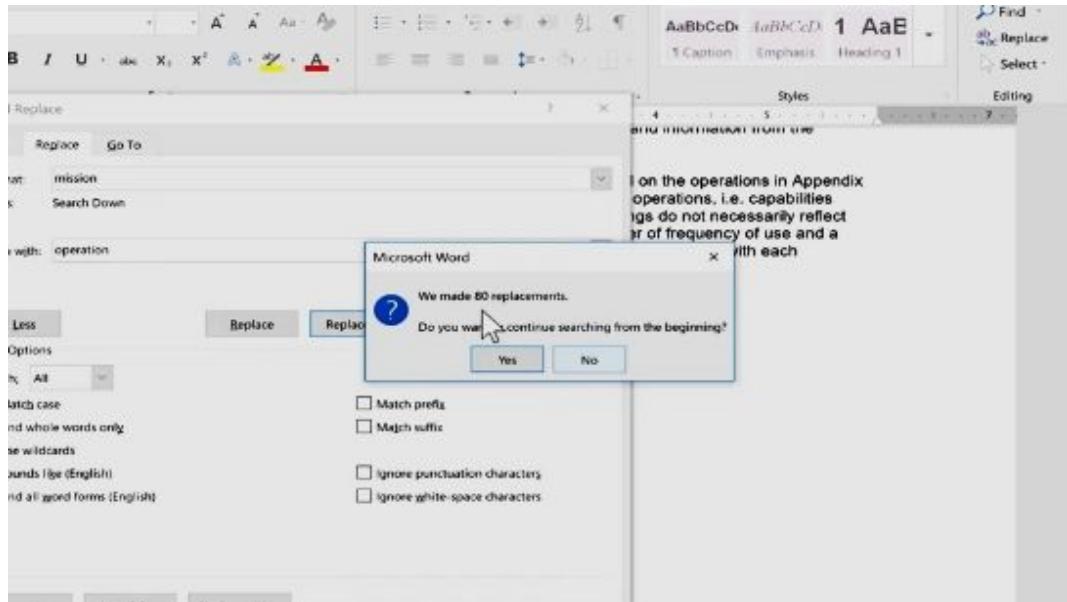
To complete this process more quickly, you can alternatively hit **Ctrl + H**. The pop-up box for Find and Replace will appear.

- **Find what:** In the Find what field located under the Find tab, enter the phrase or word you wish to locate in your Word document.
- **To replace:** Click the Replace tab on the top menu bar, then click the Replace button. Enter the word you want to replace in the Replace with a field, then click Replace with.

**(NB: When you click Replace in Word, the desired changes will be made one at a time. However, you can select Replace All if you want to replace all the fittings at once).**

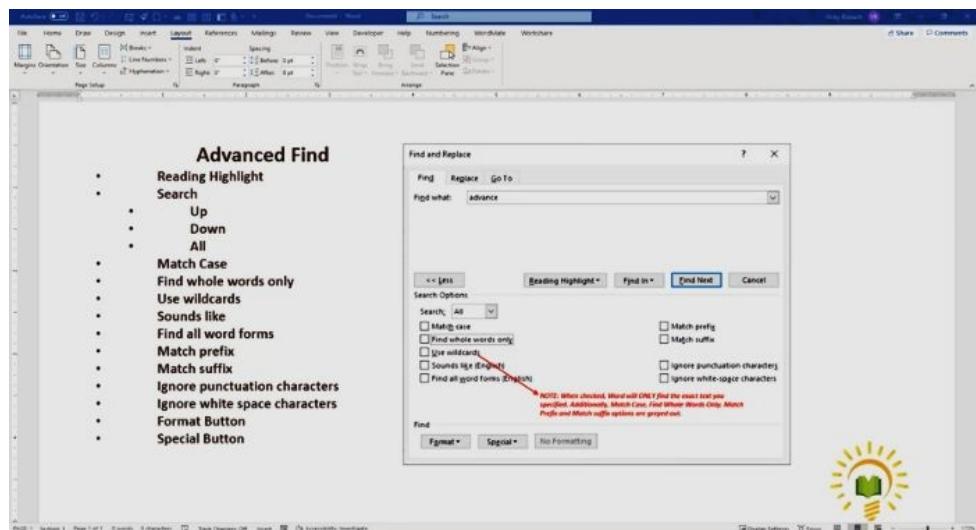
**There are so many advanced options to make a selection from.**

- Even after finding the term and selecting replace, a pop-up will still ask you if you're certain you want to make the change. Simply select "Yes" if you want to and "No" if you don't.



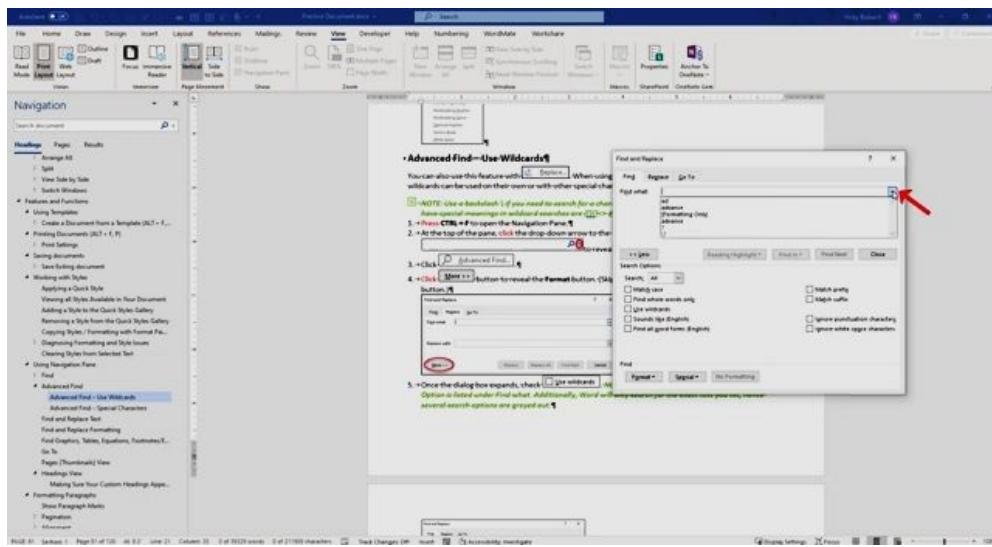
## **USING THE ADVANCED FIND OPTION**

This option is a feature of MS-Word that makes it simple to complete several finds and replace tasks. All of the tasks listed in the illustration below can be carried out using this option, for example:



## HOW TO USE THE ADVANCED FIND OPTION;

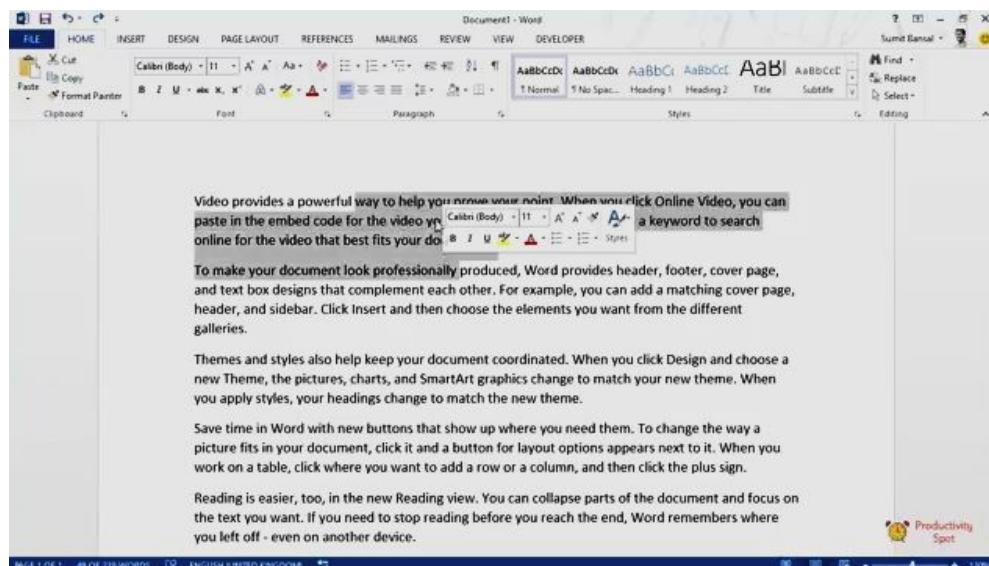
- Select the "Home" tab.
- Select editing.
- Select advanced find by clicking the downward pointing arrow next to find.
- Choose the "more" button.
- All the features are visible here.
- Select the view tab now.
- A list of all features will appear.
- I'll select the navigation pane in the display group.
- It will open the navigation pane.
- Click the drop after selecting the small arrow that says "Search Document."
- Select "advanced find."
- The tab will be opened.
- Click on the arrow at the bottom of the box to reveal a drop-down menu where you can select the features you want to use.



Searching is easier with the advanced find than with the normal find. We may find the option from the navigation pane and use it as necessary.

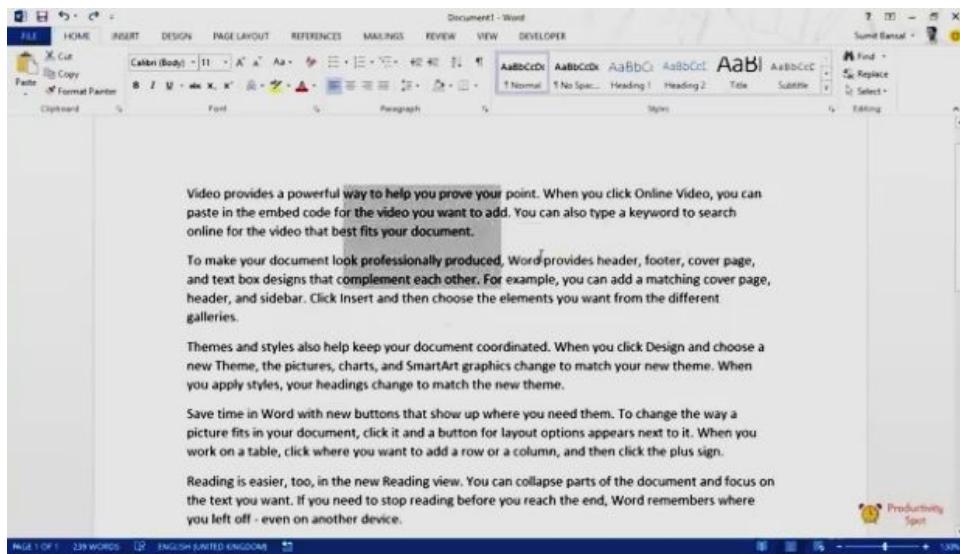
## HOW TO SELECT A BLOCK OF TEXT

Multiple texts are combined into a block of text. When a block of text is selected, it is highlighted, which is typically indicated by a blue border around the text. Use your mouse to left-click on a block of text, then drag the cursor around the selected area to highlight it.

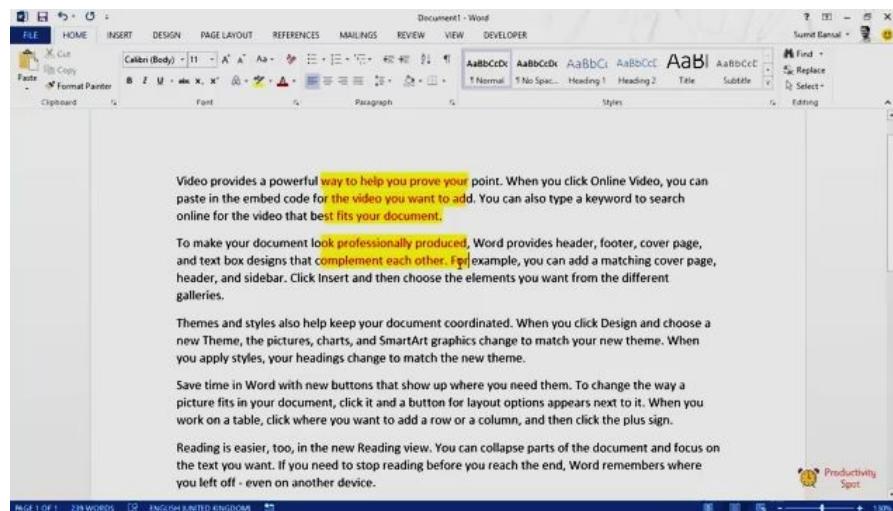


### With the Keyboard;

- While dragging, continue to press down on the mouse's left side while holding the Alt key on your keyboard.

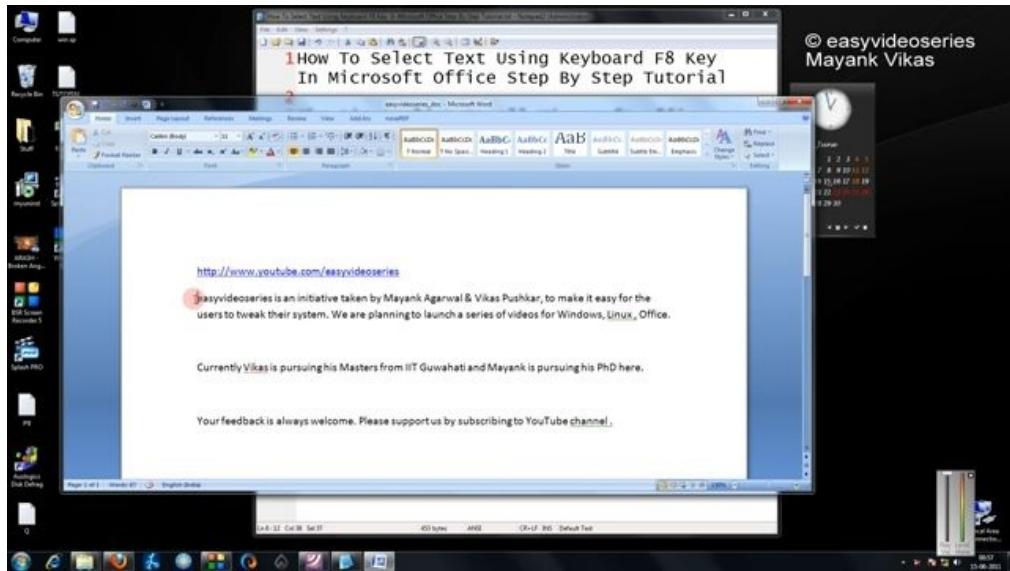


- After highlighting the block of text, you can change its font, and color, or perform any other adjustment you desire to do.



## MARKING A BLOCK OF TEXT WITH SHORTCUT KEY F8

- The arrow keys can be used to select an option. When you get to the document, press and release the f8 key repeatedly.

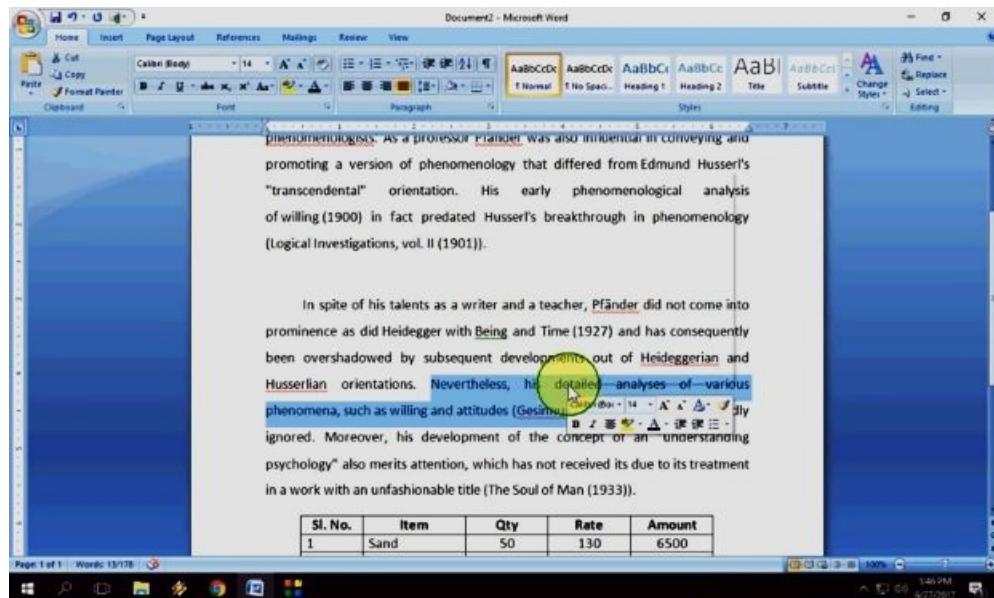


- Press the f8 key twice to choose a word. Press the ESC key after releasing the selection.
- Press F8 three times to select a sentence.
- Press the f8 key four times to select a paragraph.
- Press the F8 key five times to select the entire document.

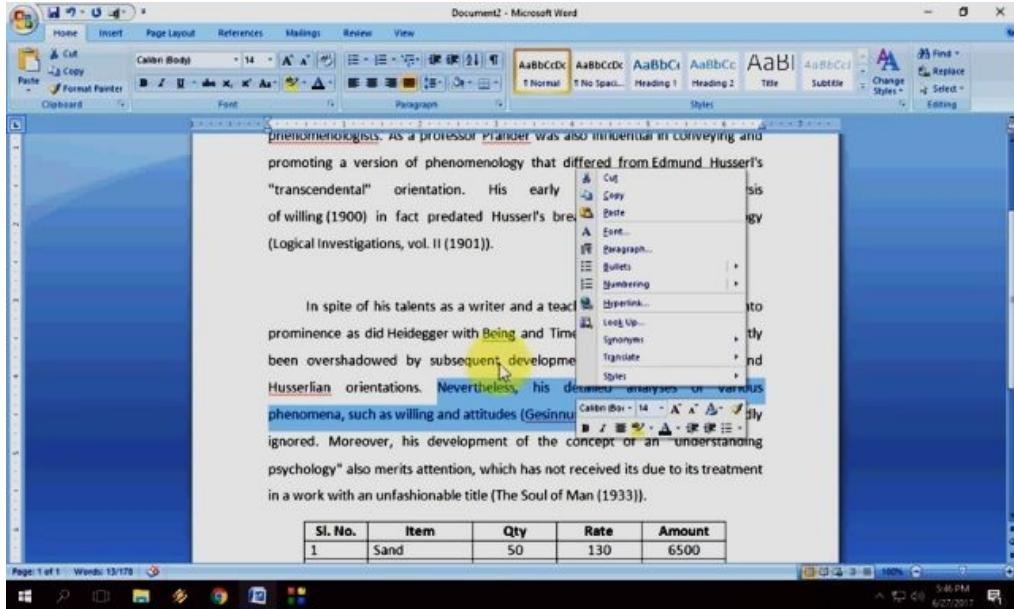
## COPYING AND MOVING A BLOCK OF TEXT

Here, we'll assess how to copy and move texts, including figures and geometric shapes.

- Selecting the text is the first step.

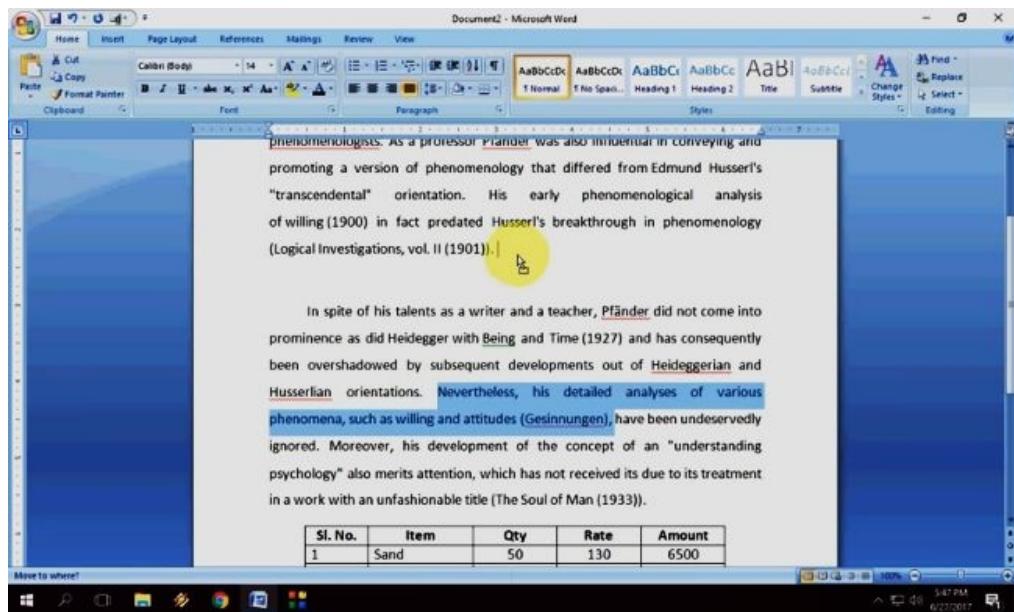


- If you right-click on the text, a drop-down menu will appear. Choose the copy or paste option from the available options.

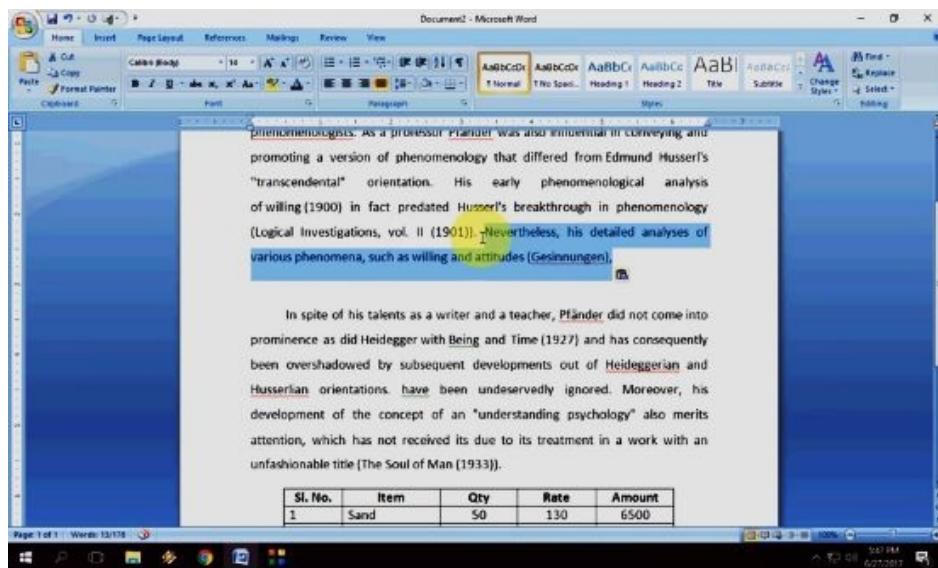


# HOW TO MOVE THE TEXT FROM ONE POINT TO ANOTHER

- Select the text.



- Click and hold it while dragging the text to the desired location.

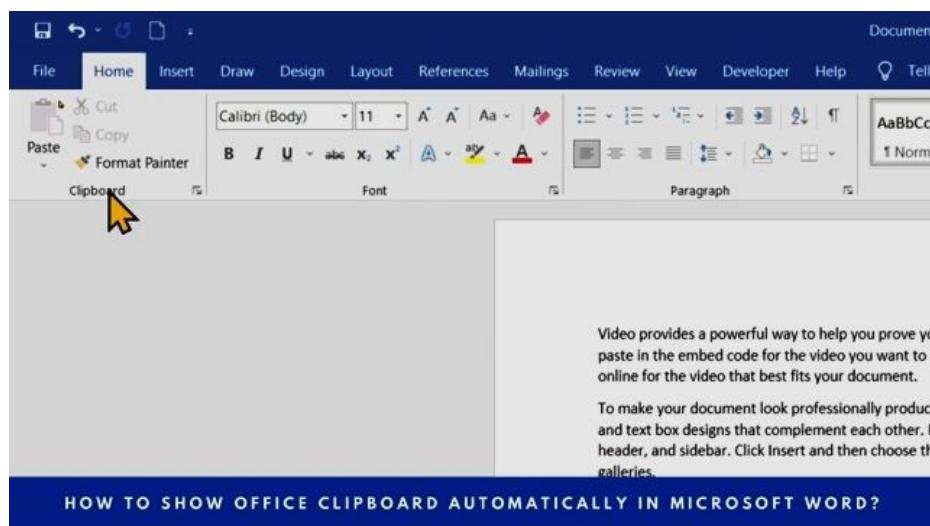


## UNDERSTANDING CLIPBOARD IN MICROSOFT WORD

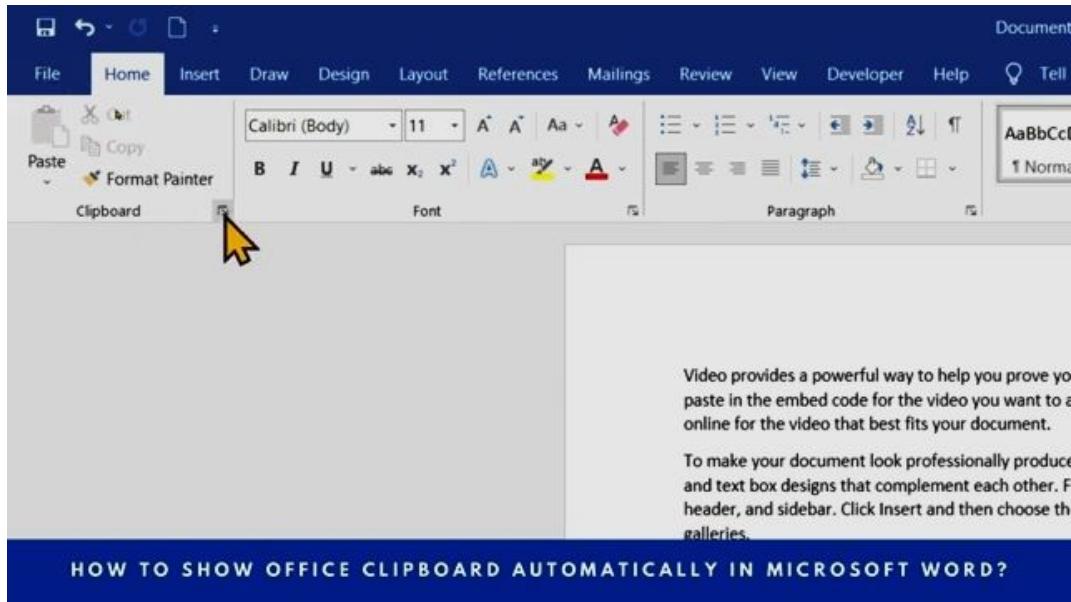
The text and images that have been copied or cut from other sources are kept in Microsoft Word on the clipboard. You can also paste these texts and images into brand-new Microsoft Word documents.

### HOW TO VIEW THE CLIPBOARD;

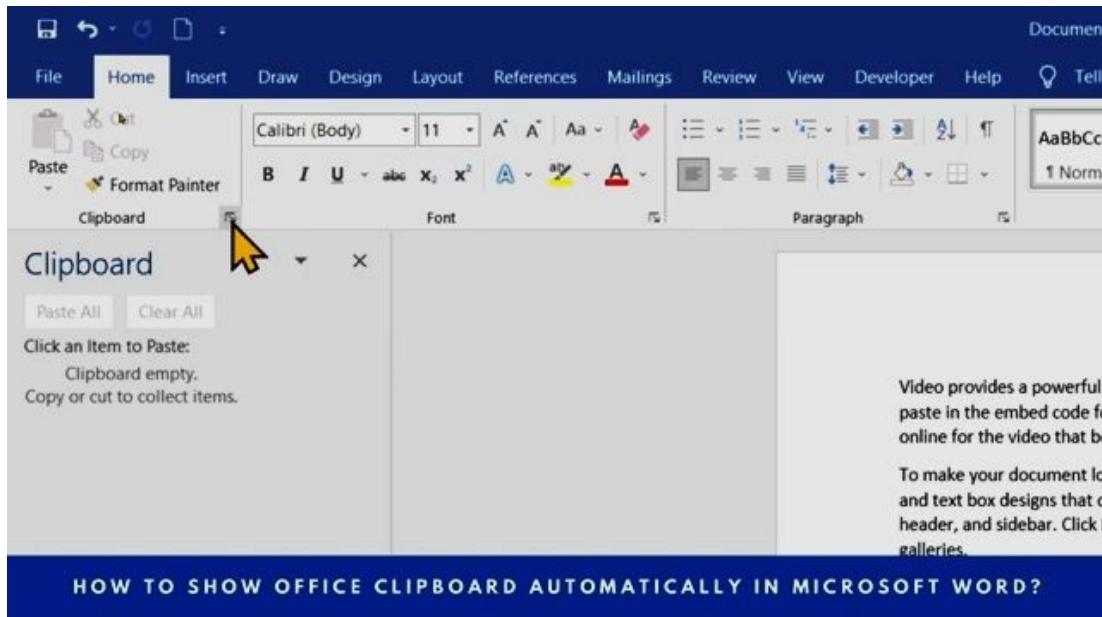
- Click on the Home tab.



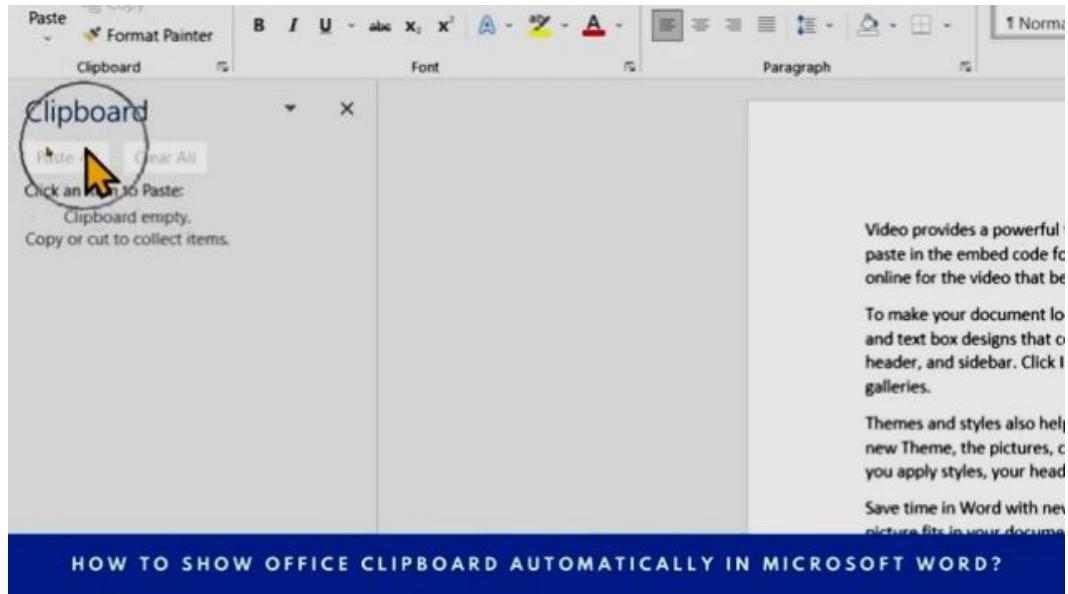
- The arrow adjacent to the clipboard should be clicked.



- You can paste cleartext or text using the drop-down menu.



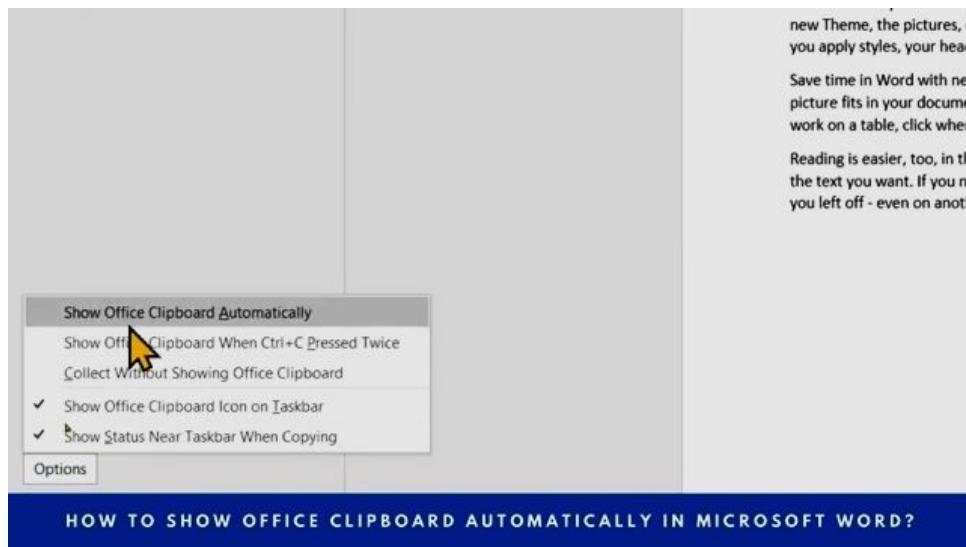
- Click on paste text.



- At the bottom of the screen, click on **options**.



- A drop-down menu will appear, with choices such as automatically displaying the office clipboard.

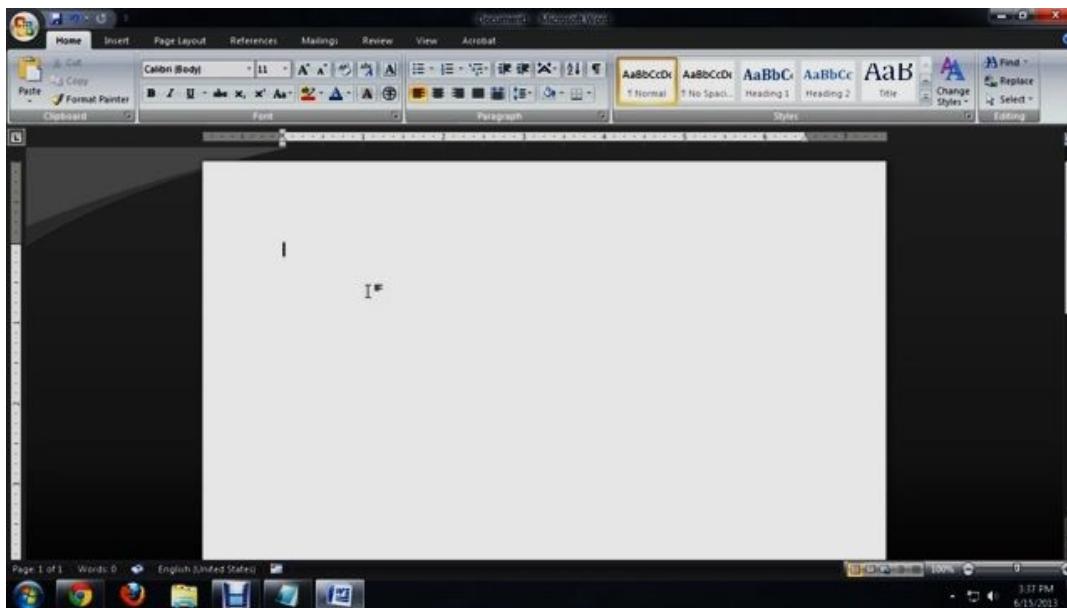


To view and use the clipboard at will, choose any of these choices.

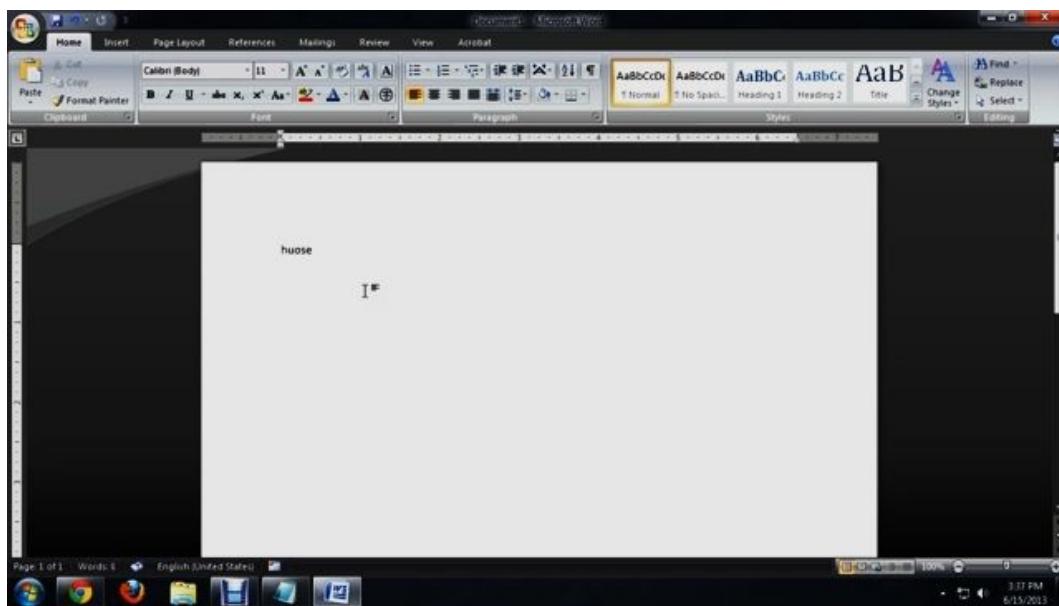
## HOW TO FIX SPELLING ERRORS

Writing inevitably contains errors. Some mistakes are the result of oversight or a straightforward omission. While writing, these errors can be corrected in Microsoft Word.

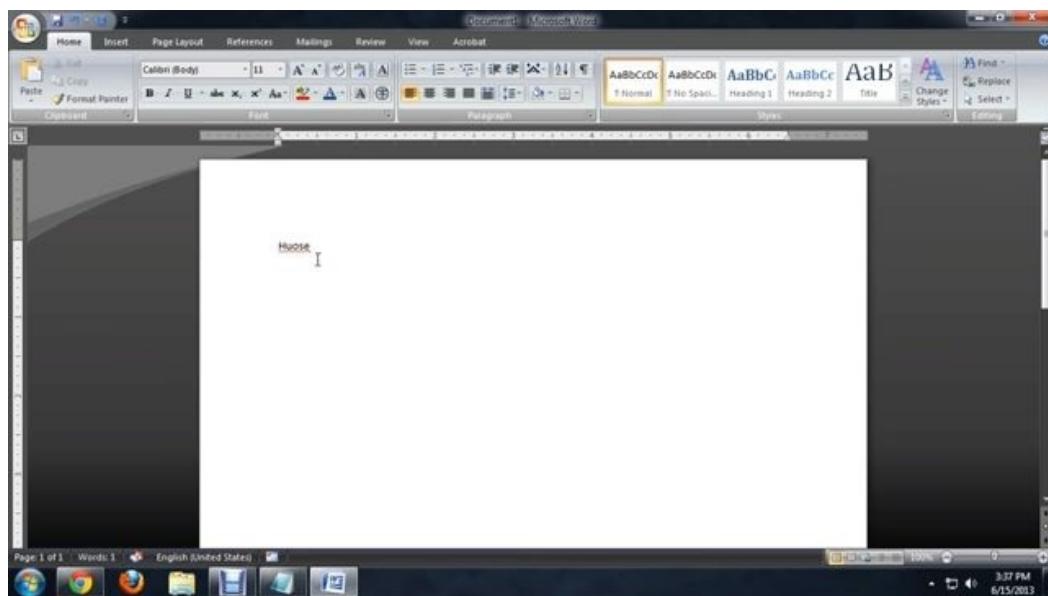
- Open a document in Microsoft Word to correct problems.



- Right now, I accidentally spell the term "house" as "a house."

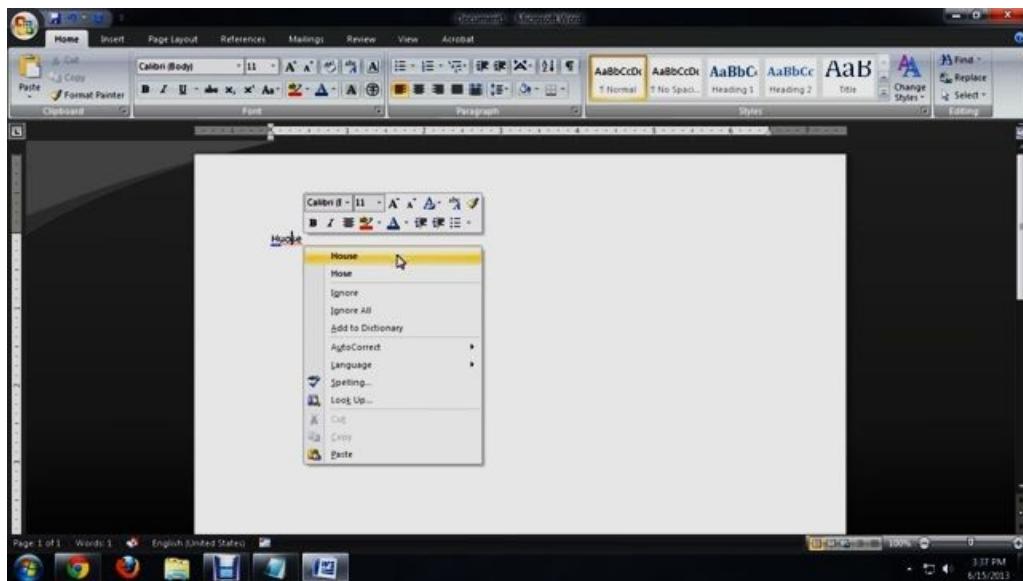


- The word will be highlighted in red ink to indicate that there is an error.

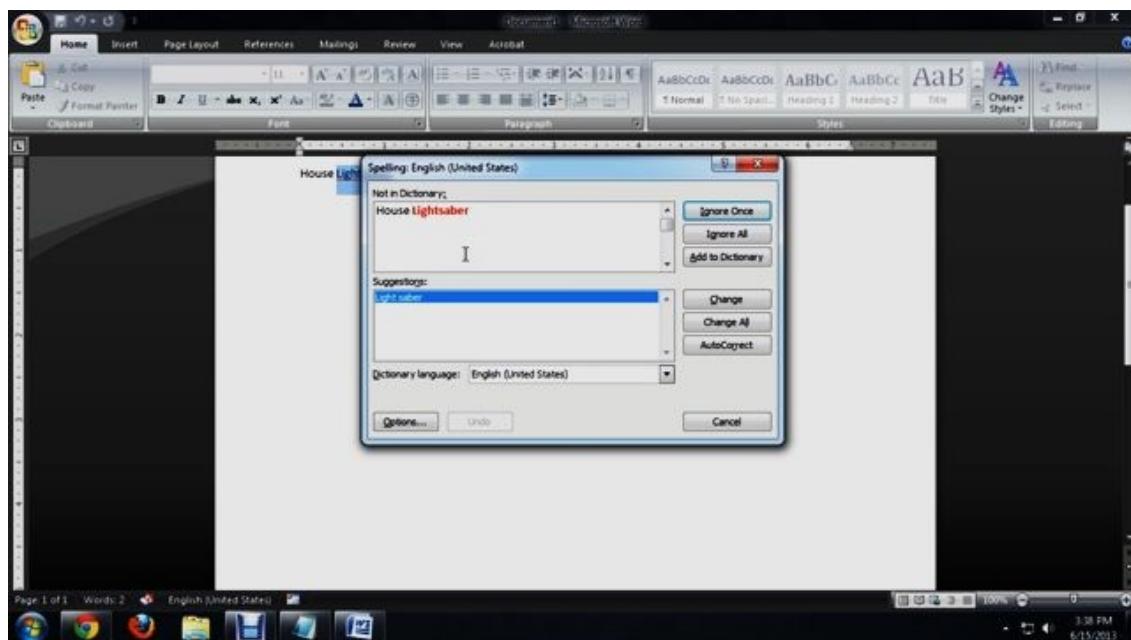


**(NB: While typing, the error may occasionally be automatically corrected if the auto-correction feature is turned on).**

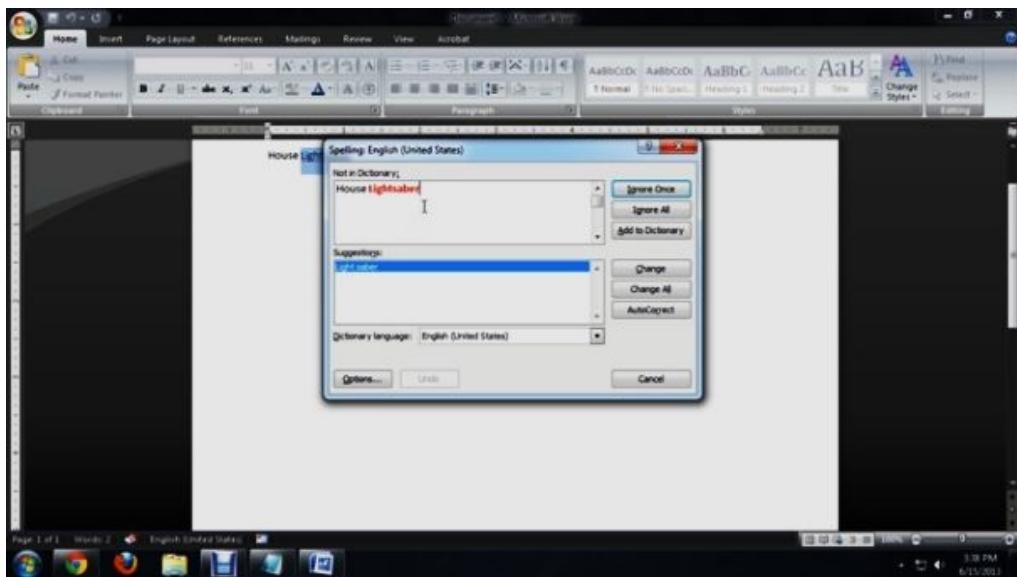
- If it doesn't correct itself immediately, right-clicking on the word will reveal a drop-down menu of words. Choose the term you want to use by clicking it. If we want to overlook the typo, we can also select that option.



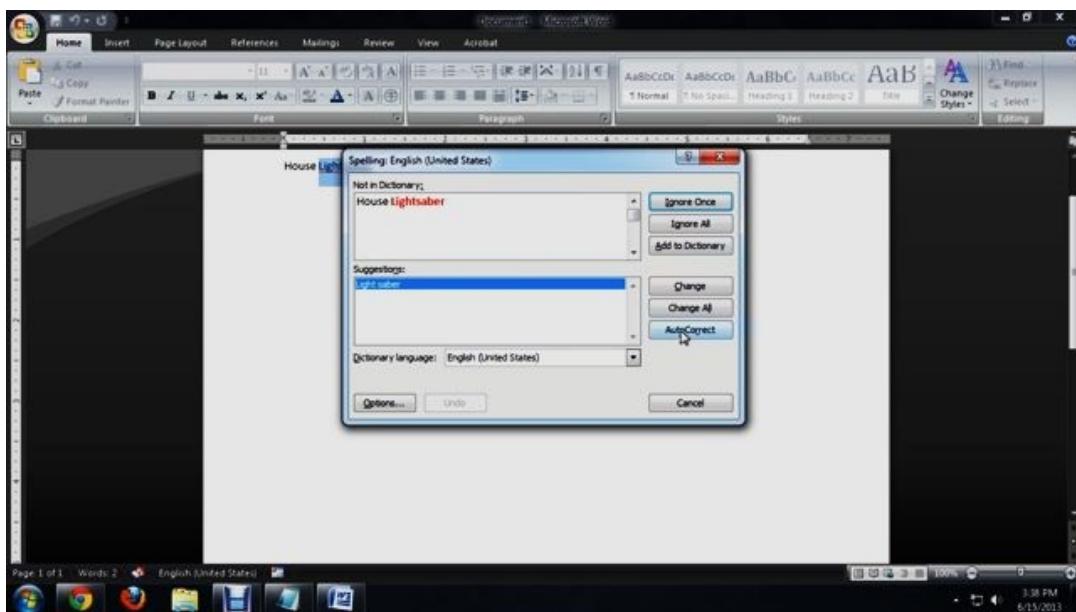
- In other circumstances, you can click on the spelling section.



- Here it will highlight your misspelled word.



- Next, select either the add to dictionary or autocorrect option.



## **CHAPTER SIX**

# **UNDERSTANDING SPELLING AND GRAMMAR IN MICROSOFT WORD 2023**

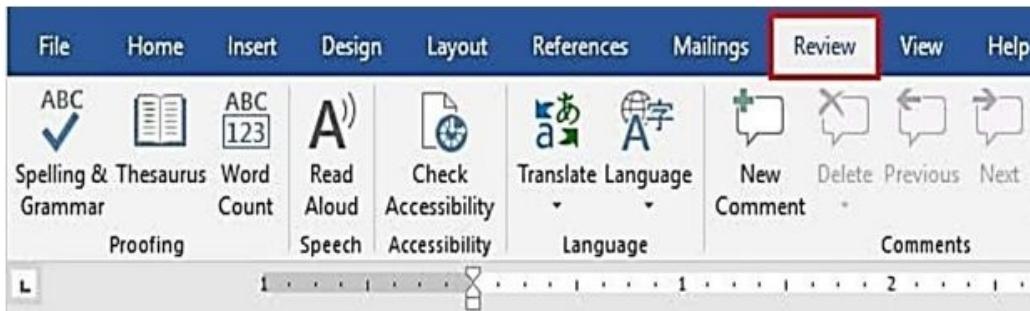
This chapter will cover how to proofread your work for errors in spelling and grammar. We will explore AutoCorrect settings in more detail, as well as how to add and remove AutoCorrect correction. Additionally, we'll discuss how to eliminate grammatical errors to ensure that everything is accurate before moving on to document proofreading.

Spelling, or the art of correctly putting words together from their letters, is said to be one of the most crucial components of writing well. Spelling also improves readers' comprehension. As a result, it is crucial in Microsoft Word.

## **CHECKING YOUR SPELLING**

Use the keyboard shortcut F7 or the instructions below to begin a spelling and grammar check for your document:

- Select the tab labeled "Review" from the ribbon.
- Afterward, select Spelling or Spelling and Grammar.
- The software detects spelling errors, and a dialogue box lists all the words that are misspelled.
- Word's spell check is available right away. A red zigzag line is displayed on each word with an incorrect spelling, such as the term "Content," which was spelled incorrectly as "contrent." When you use the same words repeatedly, the spell-check feature will highlight them with a red zigzag to let you know. The repeated word can be removed, or you can decide not to pay attention to it.



(NB: If the dictionary doesn't recognize the word, you have the option of adding it to the dictionary, correcting it, deleting it, or leaving it alone if it's correct).

## HOW TO TURN ON OR OFF SPELL CHECK ON MICROSOFT WORD

- Select File.
- Select Options.
- Then select Proofing.
- Deactivate the box labeled "Check to spell as you type," then click OK.

Simply follow the same steps and choose the Check spelling as you type box to enable spell check once more.

## HOW TO FIX WORDS THAT AREN'T SPELLED RIGHT

- Verify your spelling by selecting Check Spelling from the Edit menu.
- Click the Enter key after selecting the misspelled words you want to find.
- A submenu for spelling is visible.
- Type the appropriate value into the submenu, then click OK.

## HOW TO ADDRESS WORDS THAT HAVE BEEN MISTAKENLY FLAGGED

It's possible that you entered a name that Word doesn't recognize. Any of the following actions can be taken to clear up a word that has been incorrectly accused:

- Use the right-click menu to select the appropriate word from the list.
- To add a word to the dictionary, select add to add the term to the dictionary. The word is now correctly spelled, so it won't be flagged as incorrectly spelled in this document or any other.
- Ignore this command instructs Word to accept the word's spelling throughout the entire document without correcting it.

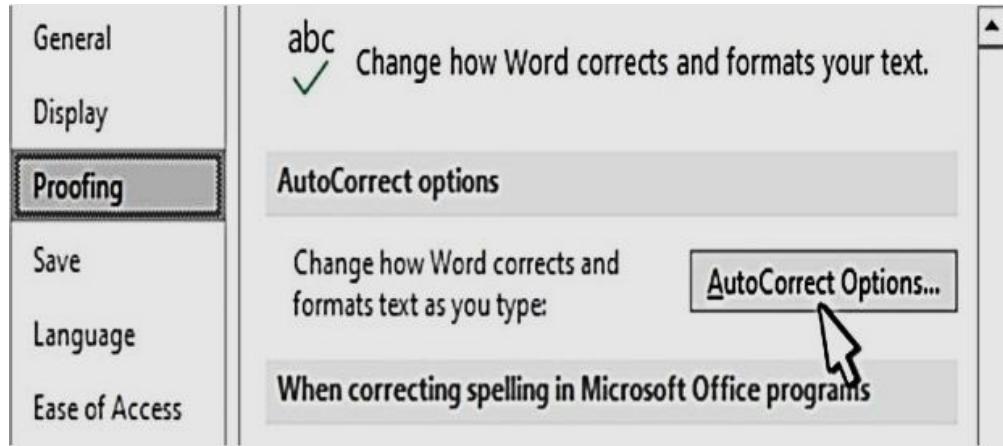
## **AUTOCORRECT IN MICROSOFT WORD 2023**

Microsoft Word's AutoCorrect tool is helpful since it examines your spelling and makes corrections for you. When using the AutoCorrect tool, Word often corrects many common typos and spelling errors right away, so you might not even notice the red zigzag. As soon as you press the spacebar or the punctuation marks at the end of a word, AutoCorrect corrects the error. Additionally, it converts frequent text shortcuts into single characters as they ought to be. It fixes common punctuation errors and capitalizes the first letter of each new sentence. AutoCorrect eliminates typos like the inverted caps lock issue, misspelled words, and many other typing errors, including when you fail to capitalize your name.

## **HOW TO TURN ON AND OFF AUTOCORRECT ON MICROSOFT WORD**

- Open File and select Options.
- Select AutoCorrect Options from the drop-down option on the right after clicking Proofing.
- Select AutoCorrect from the menu. Figure 3 illustrates this.
- You can decide whether or not to replace text as you type on the AutoCorrect tab.

Make sure the Replace text as you type box is checked or unchecked for AutoCorrect to function.



## HOW TO UNDO A CORRECTION MADE BY AUTOCORRECT

An AutoCorrect adjustment can be readily reversed. To accomplish this, press Ctrl+Z. (the Undo command).

**(NB: You must immediately press it following AutoCorrect's correction).**

## HOW TO ADD A NEW AUTOCORRECT ENTRY

Follow these instructions to do this:

- To add a word to your AutoCorrect list, right-click it.
- Enter a commonly misspelled word or phrase in the Replace column, then click Replace.
- Fill out that column with the appropriate word.
- Next, select Add.

**(NB: Visit the AutoCorrect options page for more details about the AutoCorrect tab, where you can add as many entries as you like. For each new action you take, create a new entry and click add).**

## HOW TO ADJUST AUTOCORRECT SETTINGS

The steps below can be used to modify AutoCorrect's operation and the words it corrects:

- Select the "File" tab.

- After that, select Options to bring up the Word Options dialogue box.
- On the left side of the window, select the Proofing category.
- The AutoCorrect Options button is then clicked on the right. You can view all of the functions of AutoCorrect when you open the AutoCorrect tab, including the ability to capitalize the first letter of sentences, modify words that don't conform to the rules, select exceptions, and more.
- Simply scroll down until you find the entry you want to delete, click it, and then press the Delete button to the right to remove it from the AutoCorrect list.

## **UNDERSTANDING GRAMMAR CHECK**

The grammar checker in Microsoft Word functions similarly to the spell checker. The primary distinction is that offenses are indicated by a chilly blue zigzag. To find out what's wrong, right-click the blue-underlined text and a pop-up menu will appear. If you choose, you can choose to disregard it.

The grammar checker scans the text and considers the relationships between the activities and the individuals or things doing them. The most frequent reason for grammatical errors in the English language is when the subject and verb are mismatched. When there should only be one space between words, the grammar checker is quite adept at identifying those instances.

## **HOW TO TURN ON GRAMMAR CHECK**

- Open Microsoft Word first
- Select Options from the menu under Tools.
- Change the Writing style box to Grammar and Style while you're on the Spelling and Grammar menu.
- Then press OK.

## **UNDERSTANDING ALL-IN-ONE DOCUMENT PROOFING**

If you don't want to see the red zigzag underline or if you don't have that option turned on, there is an all-in-one method for spelling and grammar checker. You can just follow these steps to complete a final document proof:

- Select "Review" from the menu.
- The "Proofing group" has the "Spelling & Grammar button." Click it to access it.
- The Editor pane appears. As mistakes occur in your text, they are displayed one at a time. Each one must be checked individually, followed by each one's correction.
- Next, press the OK button.

Depending on what was done, either the Grammar or Spelling window appears. You can choose to ignore it, but if you make the same spelling error or another comparable grammatical error, you will be reminded of it. Repeated terms can be removed, new words added to the dictionary, etc. You have the option to select the right response from the provided list before changing the text by clicking the Change button. To correct all of the instances where you made that spelling error, click the correct word, then select Change All.

Using the spelling and grammar check button on the status bar is another option for going through spelling and grammar errors one at a time. That button allows you to jump from one grammatical or spelling error to the next.

## **HOW TO CHECK A DOCUMENT AGAIN**

The buttons Ignore and Ignore All have effects. If you've used the ignore all options too frequently, you can ask Word to recheck your document. This will bring up any missed typos and grammatical errors so you can correct them once more. Take these actions:

- Select File from the menu.
- To access the Word Options window, select Options.
- Next, pick the Proofing selection from the list.
- Click the Recheck Document button on the toolbar to go back and review the document. It mentions "when" under the heading "When Correcting Spelling and Grammar."
- To un-ignore anything that you've previously opted to ignore, click the Yes button.
- To close the Word Options window, click the OK button.
- The document then reappears, this time with all the words and information that you previously choose not to read highlighted.

**(NB: Any changes you made to Word's dictionary are retained when you recheck a document. When you recheck a document for spelling and grammar mistakes, they may not appear because the "Hiding all proofing errors in a document" option has been turned on).**

## **UNDERSTANDING SETTINGS FOR DOCUMENT PROOFING**

The document-proofing tools in Word can be managed using a variety of settings and options.

1. **Modifying the Custom Dictionary:** To create the custom dictionary, add words that have been marked as misspelled but are correctly spelled to the list of words. You can also manually add or remove words if you like, or you can simply check the dictionary to see if you're making any mistakes. Do the following:

- Select File from the menu.
- To access the Word Options window, select Options.
- Next, pick proofing.
- To create your own, click the "Custom Dictionaries" option.
- You can add terms to it using the Custom Dictionaries dialogue box that is provided.
- Make sure the text box labeled "Word" has the words you wish to include in a custom dictionary (s). When finished, press "Add."

Click the word in the scrolling list, then select Remove from the custom dictionary, to remove it from the custom dictionary. Click the Delete button to delete.

When you're finished with your dictionary, click OK. After closing any open dialogue boxes with the OK button, return to your text.

2. **Eliminating automated proofreading:** While typing, use these instructions to remove the blue and red underlines from your document:

- Select Options by clicking the File tab. It opens the Word Options dialogue box.
- Select Proofing from the list of options on the dialogue box's left, and then click the button.
- The "Check Spelling as You Type" checkbox can be unchecked.

- While you're at it, remove the checkmark from the item. As you type, make grammatical corrections, then review your work.
  - Select "OK."
3. Reducing the number of grammar checks: Make the following changes to the grammar settings.
- Select File from the menu.
  - To access the Word Options window, select Options.
  - Next, pick proofing.

To correct their spelling and grammar in Word, users should look for the Writing Style box under the title. Here, you can select the grammar style and visual style you want to employ. There is a "Setting" button to the right of the screen.

To proceed to the following stage, click the Settings option. It opens the Grammar Settings dialog box. If you no longer want something to be flagged as offensive in Word, simply uncheck the appropriate boxes.

4. A document's errors can all be concealed: You can tell Word to hide the red zigzag and the spooky blue underlining, or you can tell it to keep checking your spelling. Even though the words are not present in the text, they are nonetheless listed as misspelled. Make sure to take the following actions:
- Keep an eye out for the Proofing section when you open the Word Options dialogue box.
  - You can hide spelling and grammar errors solely in the text you're working on using Word's "Options" feature.
  - Check and uncheck the boxes next to them to turn them off.
  - The proofreading flags vanish from your document as a whole.

## **HOW TO HIDE A WORD DOCUMENT THAT HAS NO SPELLING OR GRAMMAR ERRORS**

These instructions should be followed if you simply want to hide spelling and grammar errors in one Word document and not all of your other documents:

- Select "File" from the tabs.
- Click "Options" when you reach the bottom of the left-hand pane.
- To make changes, the "Word Options" window will appear.
- Select "Proofing" from the tabs. To make sure everything is correct, go to the proofreading tab.

- Ensure that the boxes at the bottom of the window labeled "Hide spelling errors in this document only" and "Hide grammar errors in this document only" are checked. Select "Yes."

# CHAPTER SIX

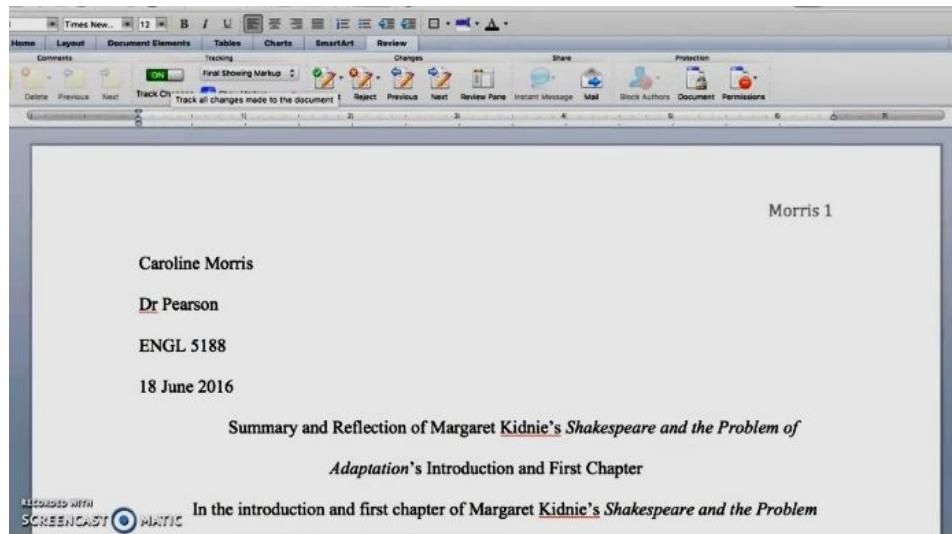
## DEALING WITH DOCUMENTS IN MICROSOFT WORD

After writing, the task isn't finished until it's been carefully edited, proofread, and examined for errors before being saved in its final form. A document is proofread by carefully reading it and highlighting any errors that need to be fixed. Microsoft Word editing and grading reduce printing costs. Email can be used to distribute these documents among people.

## PROOFREADING DOCUMENTS IN MICROSOFT WORD

There are two ways to proofread;

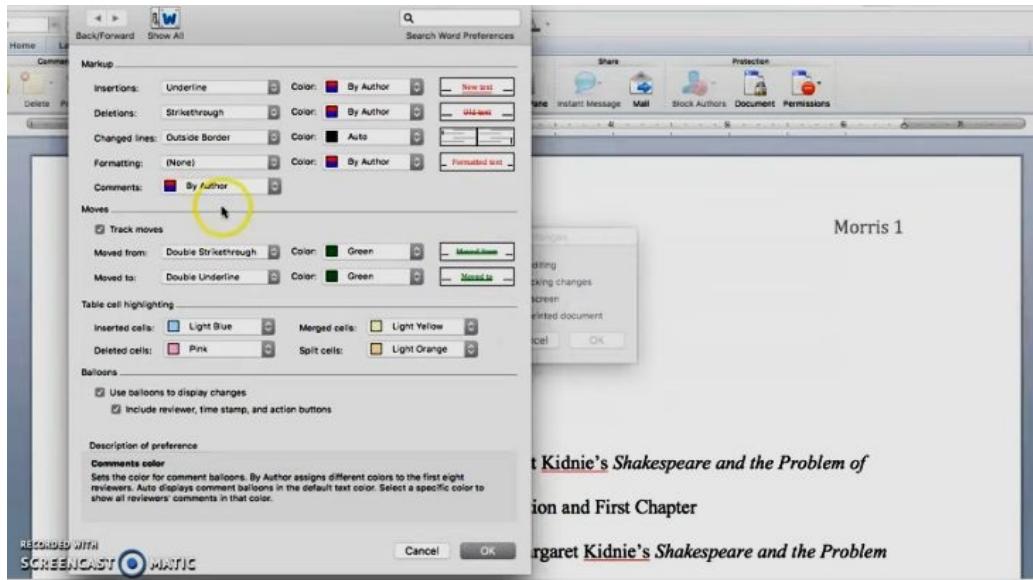
- first, utilize the toolbar that says "home and layout," then "review."
- Select the track changes menu item.
- Power it on.



The second method is;

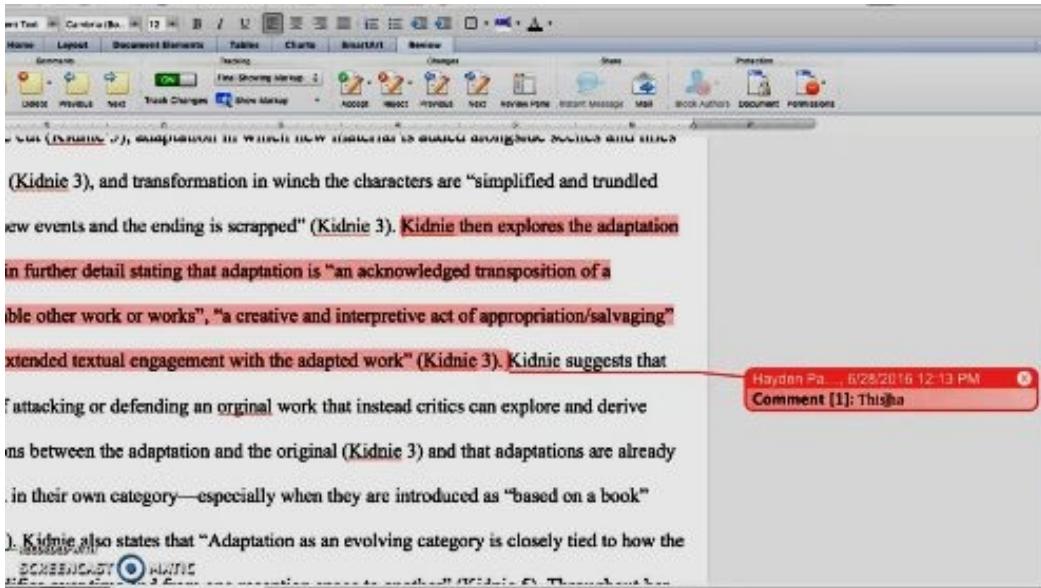
- Click on Track Changes under Tools.
- Choose the option to emphasize changes.
- Doing so will open a tab with additional specific option choices.

- You can make the necessary adjustments here. You can add tables, delete text, change the color of the text, and make several other adjustments here.



## HOW TO CHANGE IN GRADING OR PEER EDITING.

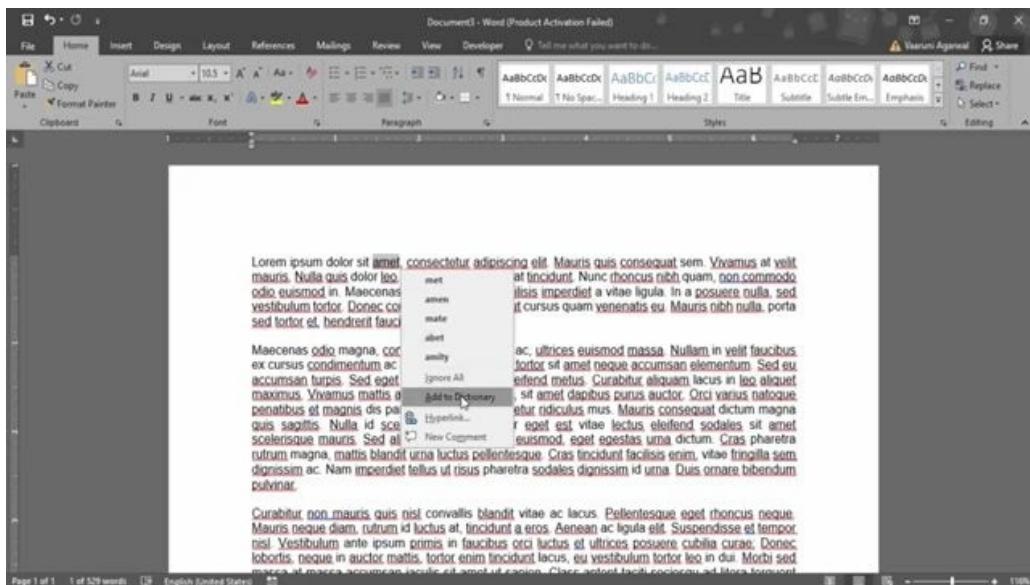
- Decide your preferences.
- It will open the tab for all editing for proofreading.
- Click the review tab to see the changes made.
- Highlight the text block you want to remark on, then click "new" and enter your comment.



## HOW TO CUSTOMIZE THE DICTIONARY IN MICROSOFT WORD 2023

The dictionary tool in Microsoft Word aids in improving the writer's vocabulary. The dictionary can be expanded with new words.

- In the example below, I've highlighted a few terms in red since Microsoft Word doesn't identify them.
- When you right-click on an unknown term in Microsoft Word, word suggestions are displayed.
- To change the word you just typed, select any of the options. Click on add to the dictionary if you are certain about the word and would rather add it to the dictionary.

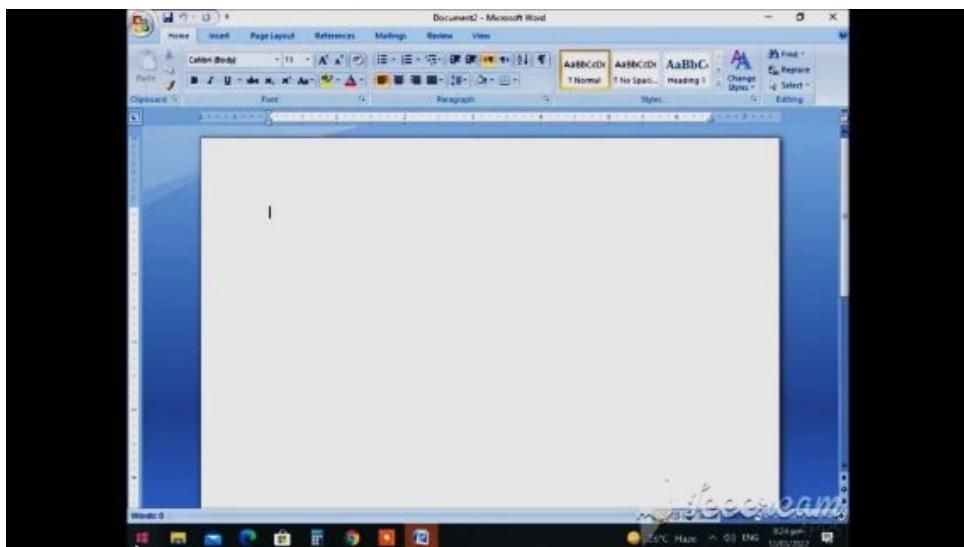


The term will be added to the dictionary automatically after the red line is removed from underneath it.

## CREATING AND SAVING A NEW DOCUMENT

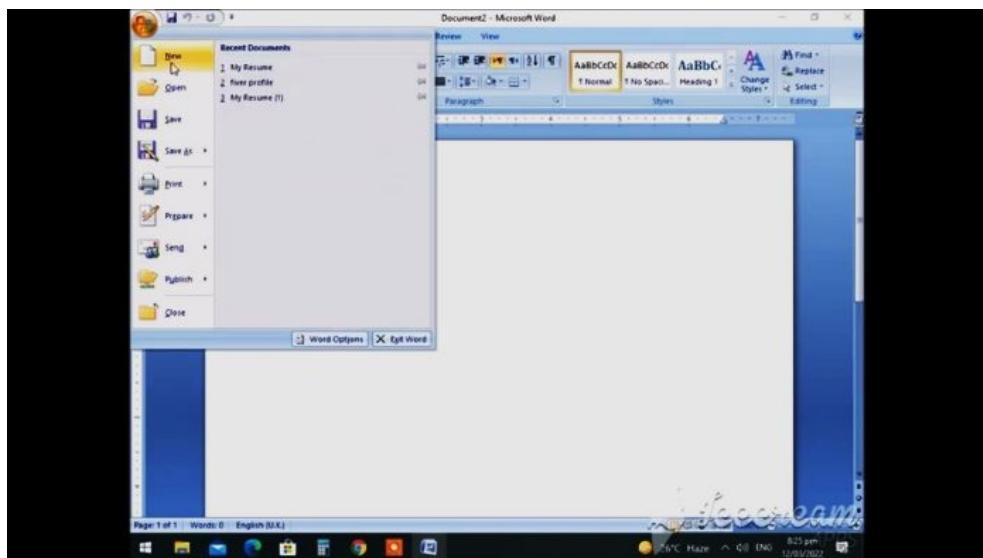
A document is finished once texts have been entered into Microsoft Word. A document must first be produced before it can be saved.

- Open the start menu at the bottom of your screen to start a new document.
- Then select Microsoft Office.
- Choose Word for Microsoft Office.
- You can also press R and type Winword after clicking the window button.
- Your brand-new Word document will now be shown.



## HOW TO SAVE THE DOCUMENT

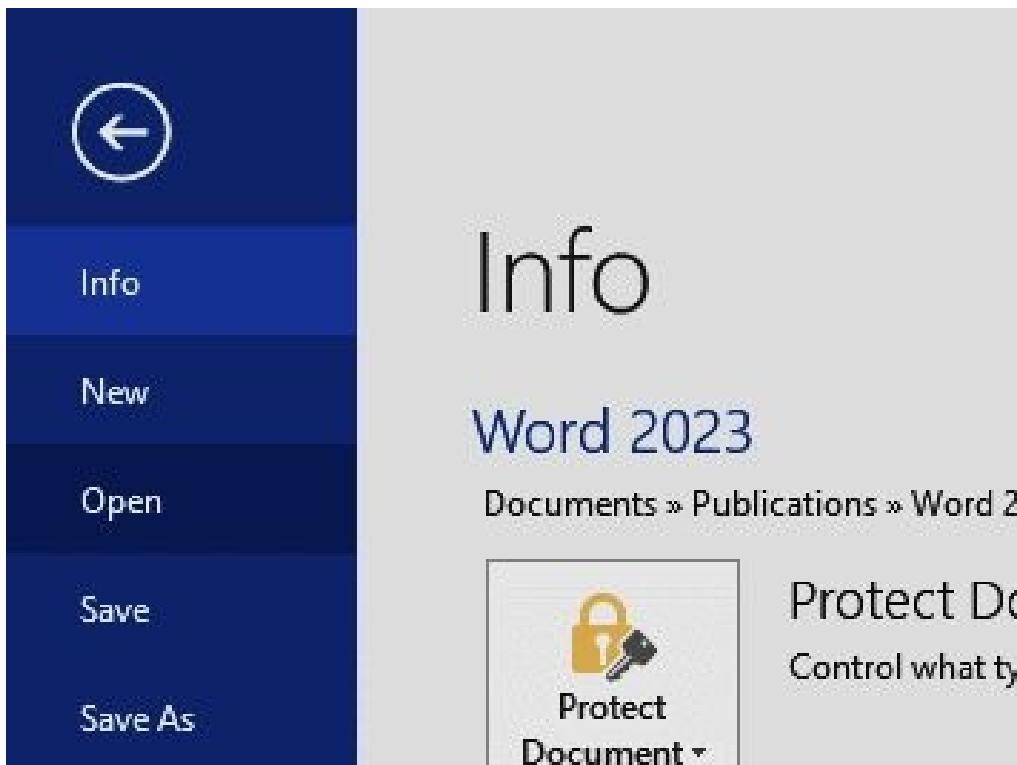
- In the top menu bar of Microsoft Word, select File.
- Next, choose Save As.



As an alternative, press Ctrl+S on your keyboard.

## HOW TO OPEN A DOCUMENT

- Just click the file icon in the top menu bar.
- Next, select Open.



## HOW TO MERGE TWO OR MORE DOCUMENTS AS A SINGLE FILE

When you want to combine five files into one and have them in the same folder.

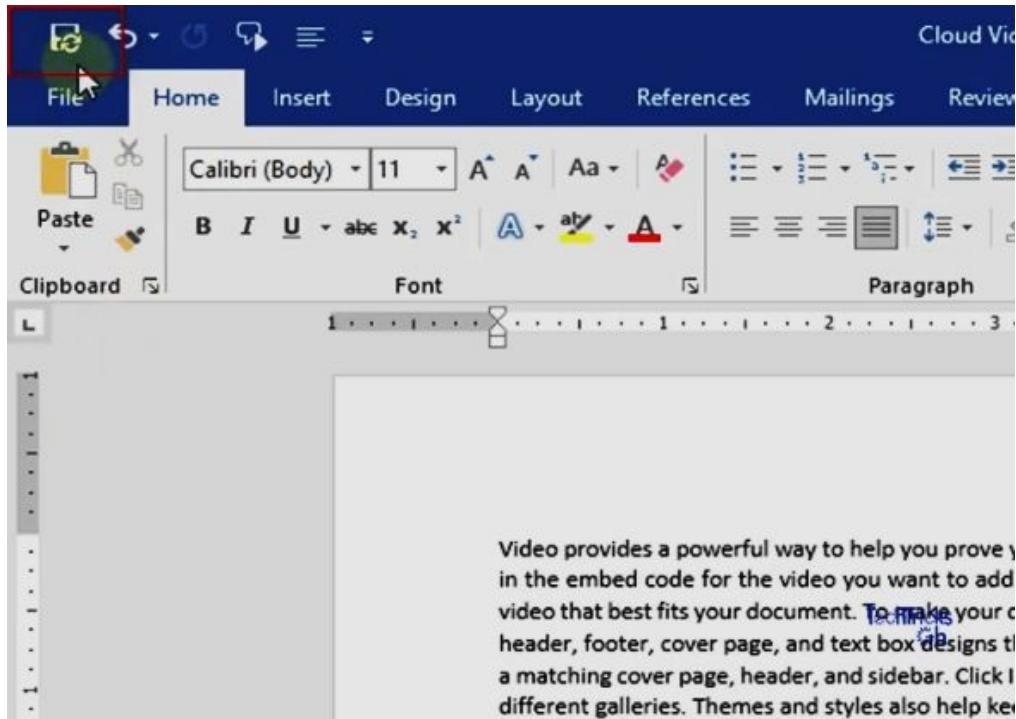
- Start by opening the existing document you wish to integrate.
- Select insert.
- After that, click on the thing.
- Choose the text option from the file menu.
- Pick a fresh folder.
- Select desktop.
- Pick a fresh folder.
- Select the document's first page.
- Holding down the Ctrl key will allow you to carefully choose each page one at a time by clicking on it with the mouse button.
- Click on insert now.
- The files will be combined into one.



## HOW TO SAVE A WORD DOCUMENT IN ONE DRIVE

It can be incredibly upsetting to lose a document as a result of a hardware failure. You should keep this on one drive to avoid such a bad experience. You need to create text and save it before you can start.

- Select file.
- A view from behind the scenes will be shown. Click on "Save As" here.
- From the list of document places, choose One-Drive.
- Sign in with your email address, then sign in after creating a One-Drive account at onedrive.live.com if you don't already have one.
- Any of the folders can be selected by clicking.
- One-Drive can also be double-clicked to bring up a save as a dialog box.
- Change the file's name, then select "Save."
- The saving process will be indicated by a green box that appears.
- The icon for the sale button will change slightly once this is finished.



Saving information and files in Microsoft Word using this approach is trustworthy and secure.

## HOW TO FIX DOCUMENT-SAVE ERRORS

To save a document, Word and Windows must cooperate. Now that there is a greater chance that anything may go wrong, an error message is necessary.

### Some Error Messages you can get include:

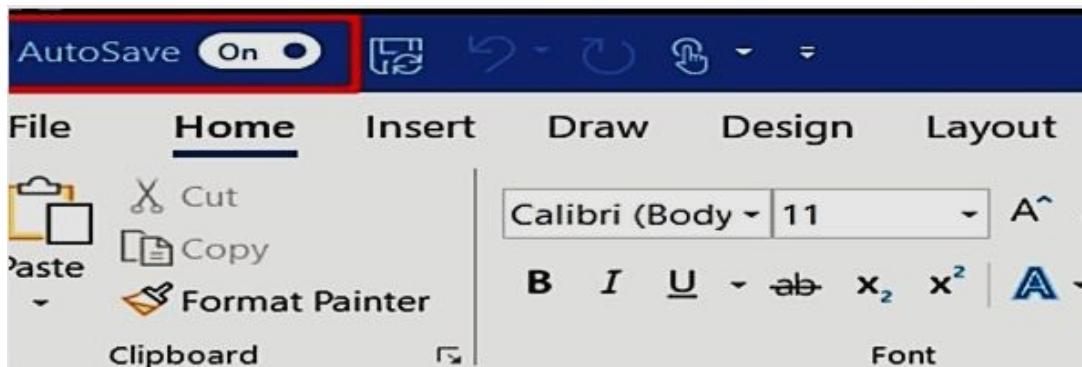
- If the file already exists, do not replace it since you risk losing the document that was saved with that name. Changing the name is the best solution for this. In the Save As dialogue box, you can change the file name that will be saved.
- When you attempt to save a document, it may indicate that the file's name is invalid. Word will notify you that the filename contains an illegal character in this manner.

Keep in mind to name your files succinctly and descriptively. A file name may contain letters, numbers, and spaces. Periods, commas, hyphens, and even underlines are permitted in file names.

Also, remember to save your work as you go: The frequent re-save captures

changes you've made since the previous save. Your work stays current as a result. It's never a bad idea to keep saving a document.

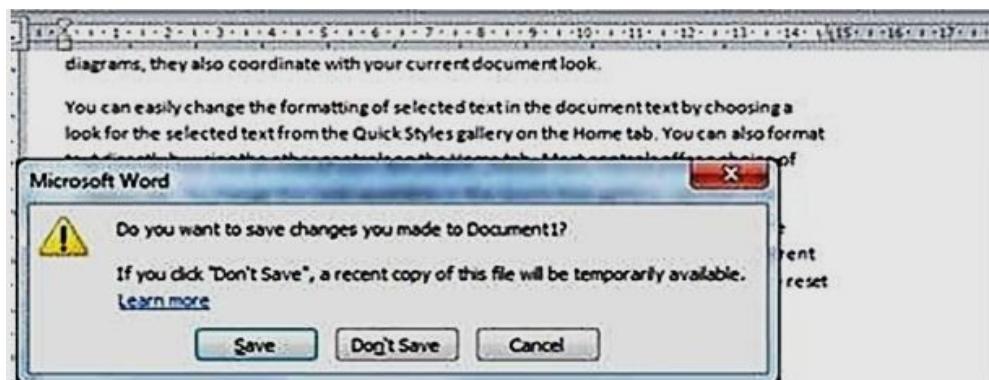
Look for the AutoSave item on the Quick Access toolbar to confirm that it is turned on. Click the switch if it isn't operating. When the word "On" appears in a green box, as seen in figure 6, AutoSave is activated. The document has been saved somewhere other than One Drive when the Autosave item is disabled.



## MAKING A MISTAKE AND NOT SAVING YOUR WORK BEFORE YOU QUIT

Word must be shut off or quit to stop writing. When you're through with a document, a window, or Word itself, you do this. You are prompted to save your document one final time before leaving if it hasn't already been saved or if it has changed since the last time.

There are three choices available in the warning box that pops up when you attempt to exit without saving, as shown below:



- **Save:** Use this button to save the document, close it afterward, and then proceed.
- **Don't save:** When you click this button, nothing is saved. You might be

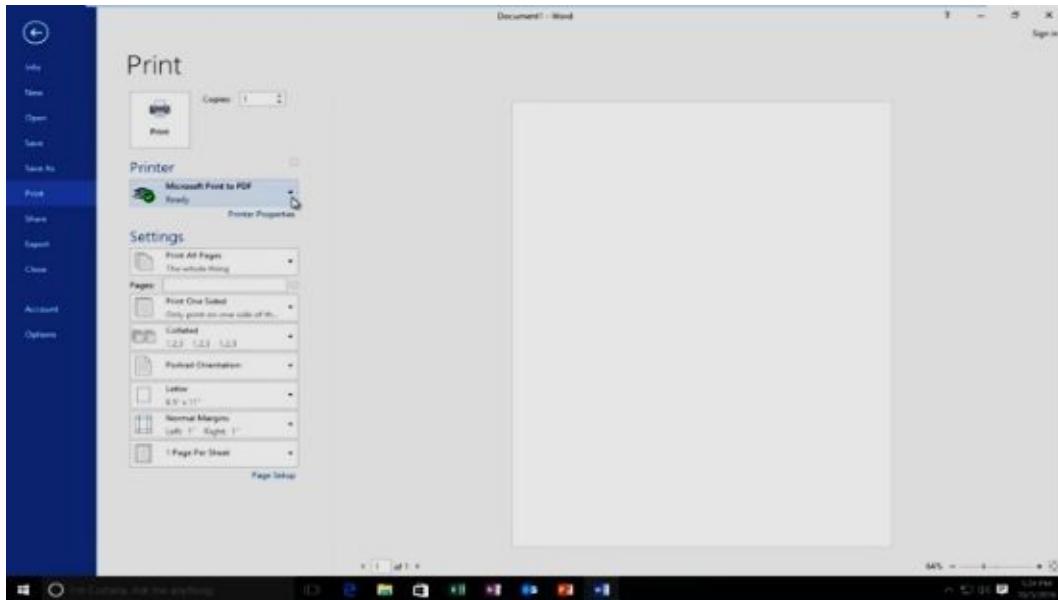
able to get it back later.

- **Cancel:** This button allows you to cancel the saving process and return to the document for additional editing or other purposes.

## PRINTING YOUR WORD DOCUMENT

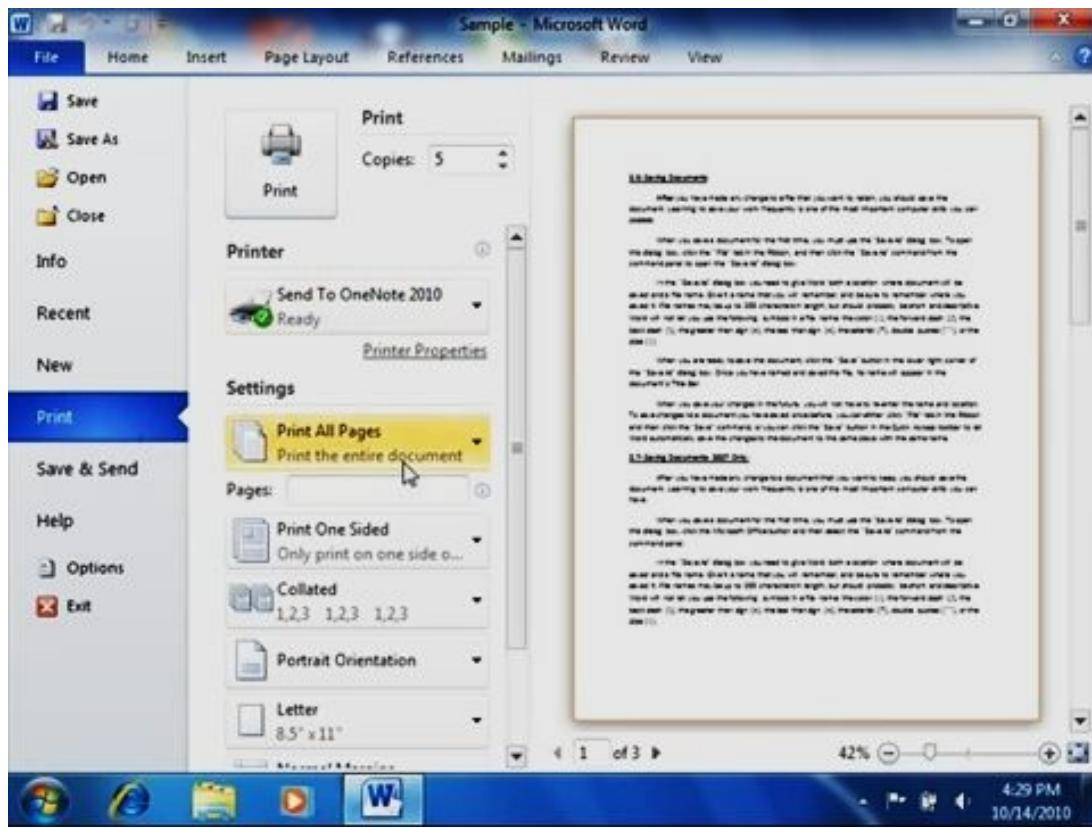
Microsoft Word allows for the typing of documents that may then be saved, shared online, or printed out in hard copy. To do this,

- To do this, enter Microsoft Word in the search bar at the bottom of your screen to launch the Word document.
- Launch a new blank document.
- Select the "File" tab.
- Choose print.
- Choose a printer and configure the printing settings.

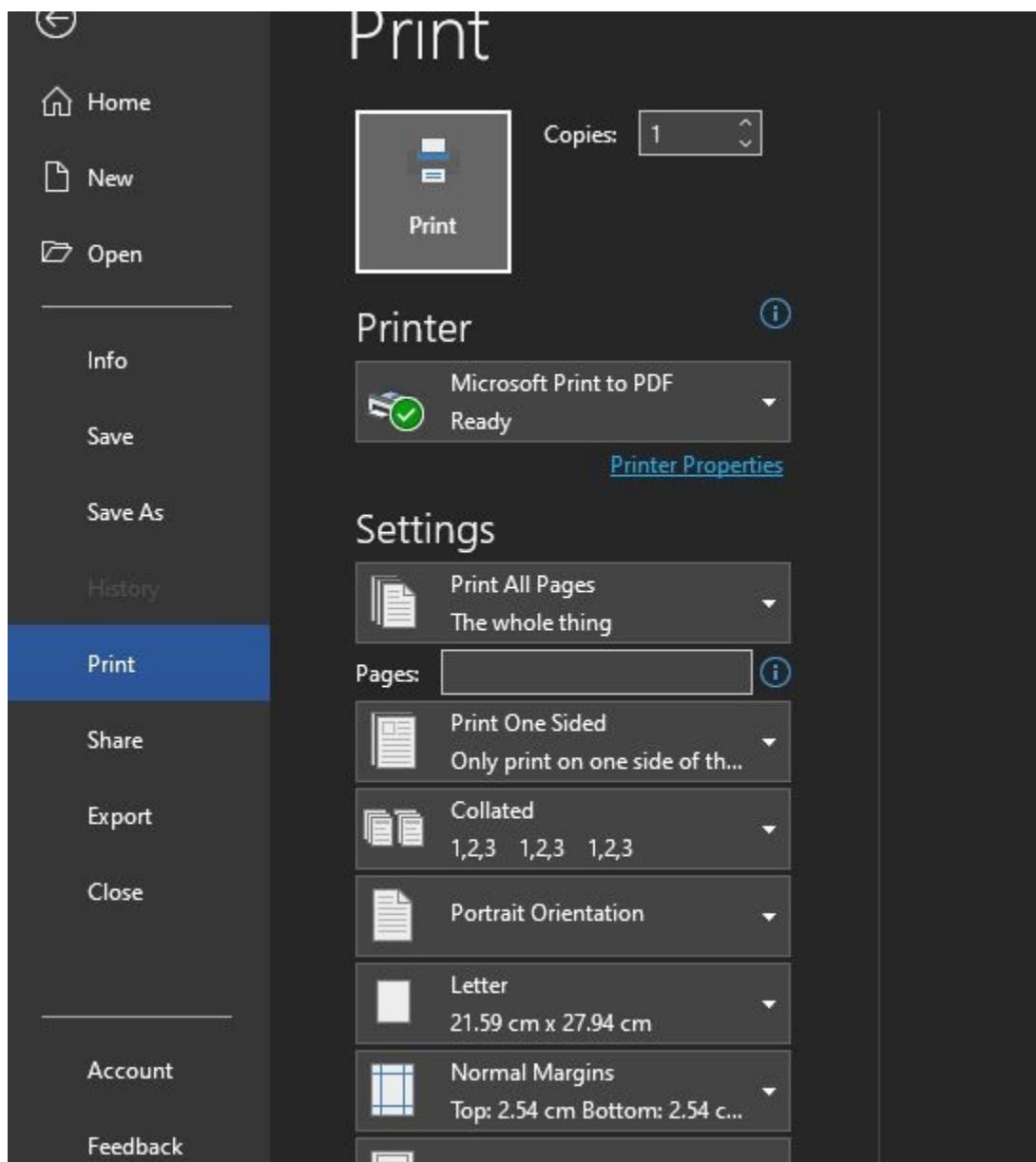


As an alternative, you can access the print tab by pressing **CTRL+P** on your keyboard. You can set your favorite options as desired in the printing properties. Print a certain range.

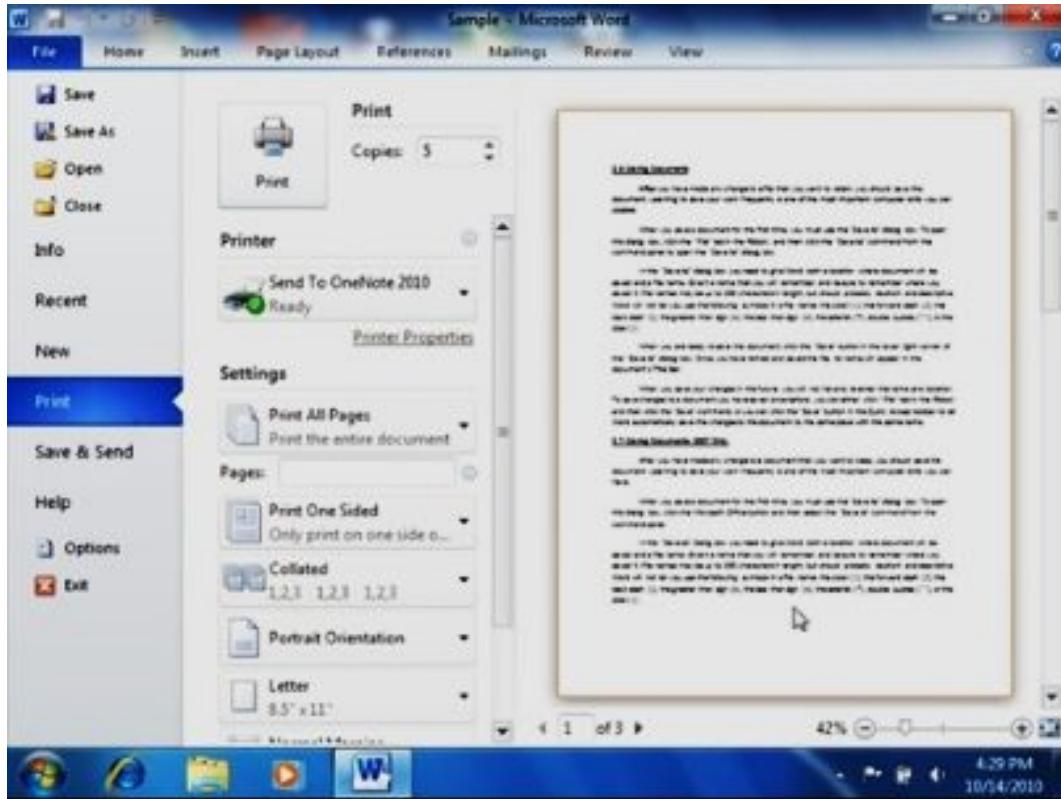
- Select "Print All Pages" and manually enter the page range you want to print, such as "Page 1-5" or "Page 2."



- Click the print on one side option and then choose the manually print on both sides option to print on both sides of the paper.



By manually entering the desired number of copies or by using the up- and down-arrows next to the copies option, you can print multiple copies of a document.



You can choose to send to any printer on the list of printers' options, and you can even decide whether to print odd or even numbers of pages. When printing a document in MS Word, there are no restrictions on what may be done with a printer.

## HOW TO PRINT A CERTAIN PAGE

To print a specific page that you desire. Do the following:

- To print, you must position the insertion cursor so that it is on the desired page.
- Check the page number in the status bar to ensure you are on the correct page.
- Press the Ctrl+P keys. The button labeled Print All Pages is located next to the Settings button on the right. You can select the "Print This Page" option from the menu if you want to print something.
- You can also verify the page number using the Page Range box at the bottom of the Print screen.
- Next, print.
- The formatting you entered prints on that single page.

## **PRINTING A RANGE OF PAGES**

With Microsoft Word, you can print a variety of pages, including a mix of different pages from your document or pages that are odd or even in number. Go to the Print screen or press Ctrl+P to print many pages at once.

- Type 5-9 to print pages 5 through 9.
- Type 3-9 to print pages 3 through 9.
- Type 4,8 to print pages 4 and 8.
- Type 3, 5, 9, 15, 17, and 19 to print pages 3, 5, 9, 15, and 19.
- If you enter any value in the field, Print All Pages now behaves like Custom Print.
- Print once you are prepared. The printer only prints the pages you instruct it to print.

## **MAKING COPIES OF A PAGE THAT ARE PRINTED ON BOTH SIDES**

You can print your work on both sides of a piece of paper using Microsoft Word. Do the following:

- Press Ctrl+P as soon as you've saved the document.
- To print two identical copies of the same document, select Duplex Printing from the Print screen.
- Click "OK" after selecting "Print on Both Sides, Flip Pages on Long Sides." If you don't intend to bind your document in that way, Short Sides is not worthwhile.

## **ODD AND EVEN PAGES ARE PRINTED ON BOTH SIDES OF THE PAPER**

What would happen if your printer didn't print on both sides of the paper? You can print all the odd pages in your paper if that is the case. Put the paper back into the printer after flipping it over. Print all of the even pages in the following step. On both sides of the page, the text will therefore be printed.

**(NB: Printing just the first odd-and-even page will ensure that the paperback is oriented correctly when you insert it).**

# **HOW TO PRINT A BLOCK ON MICROSOFT WORD**

You can choose from a wide range of layout options when printing a document in Word. Make sure a section of text is marked on the screen. Ask the Print command to only print that particular block of text as follows:

## **HOW MARK THE TEXT YOU WANT TO PRINT**

- To see the Print screen, press Ctrl+P.
- On the right, close to the Settings button, is the Print Range button.
- Select the Print Selection option from the menu.
- You must pick at least one block in your document to view the Print Selection option.

As if you had printed the entire page, the block you choose prints in the same location and with the same formatting (headers and footers).

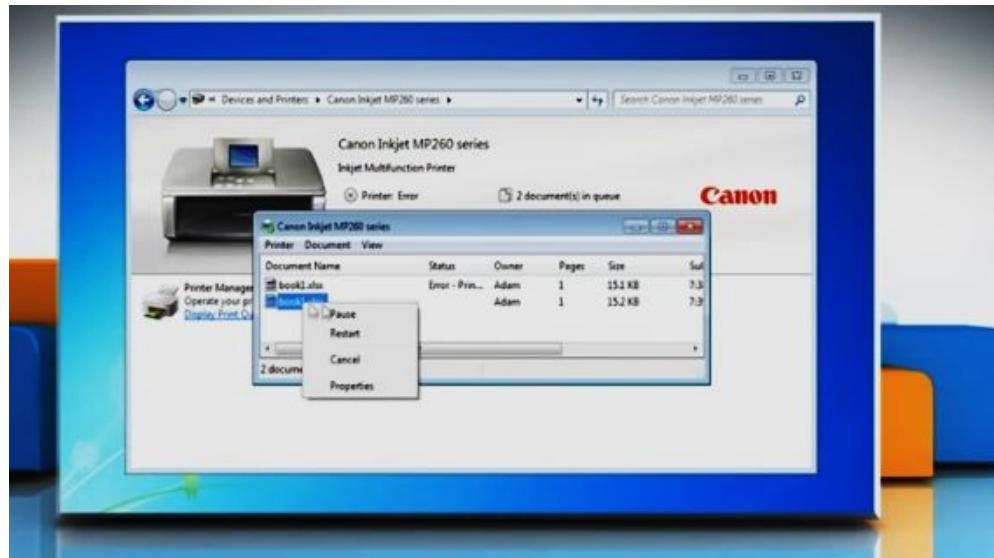
## **PRINTING MORE THAN ONE COPY**

Simply put, this means producing several copies. With Word, you can customize the appearance of the printed page. You have the option of printing several copies of your document. To print several copies, follow these steps:

- Press the Ctrl+P keys. The Print dialogue box is displayed in Word.
- Decide how many copies you want to print in the Copies box.
- Select the check box for "Collate." If the checkbox is checked, collating the copies will take place.
- Click OK after selecting the Print button.

## **HOW TO CANCEL A PRINTING JOB**

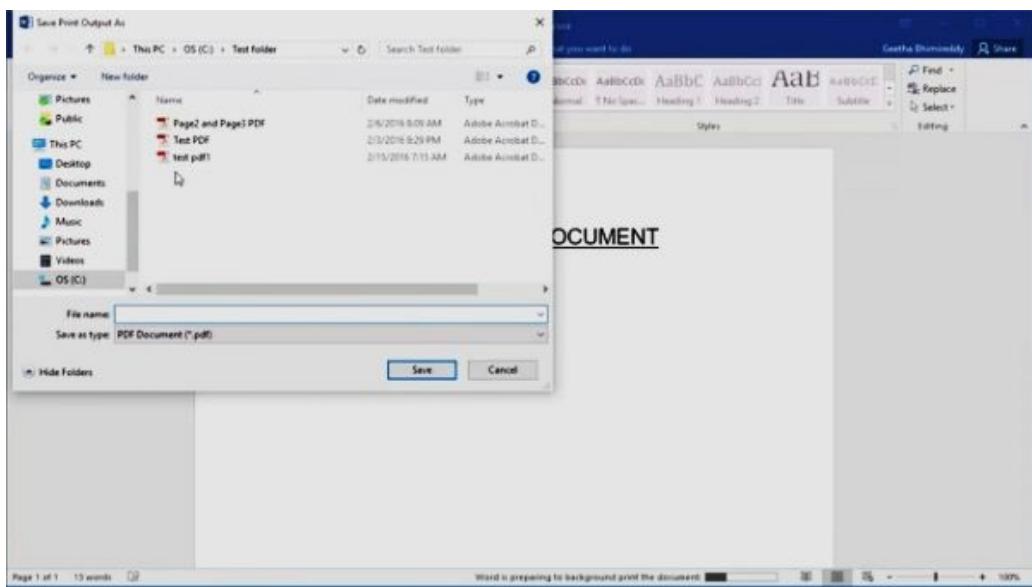
- Select the start button and go to the control panel. Select devices and printers under Hardware and Sound.
- Double-click the currently active printer.
- Select Cancel from the context menu when you want to stop printing an item.



## HOW TO PRINT TO PDF

There are occasions when printing can be done using portable devices (PDF). This indicates that it is a soft-copy compilation rather than a hard-copy print run. To do this:

- Choose Microsoft Print to PDF after pressing CTRL+P to get the print menu.
- Select Print.
- Choose a chosen folder location, give the file a name, and then click "Save."



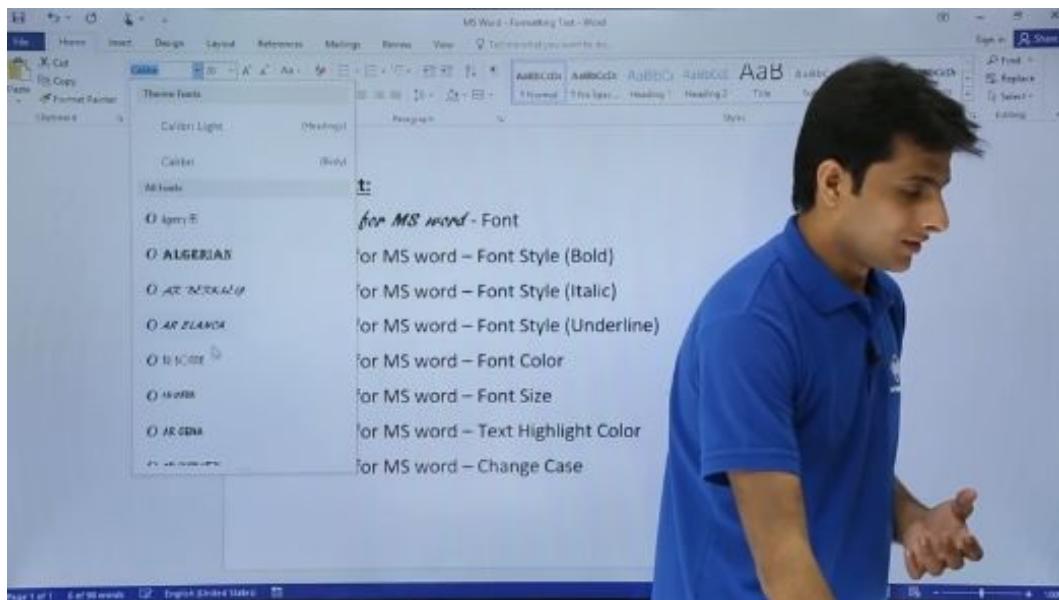
# CHAPTER SEVEN

## FORMATTING IN MICROSOFT WORD

In Microsoft Word, text formatting refers to the process of changing the font size, color, style, text highlight color, clear format, and the case of a text or block of text. The shortcut keys **CTRL+SHIFT+F** can be used to access this formatting scheme.

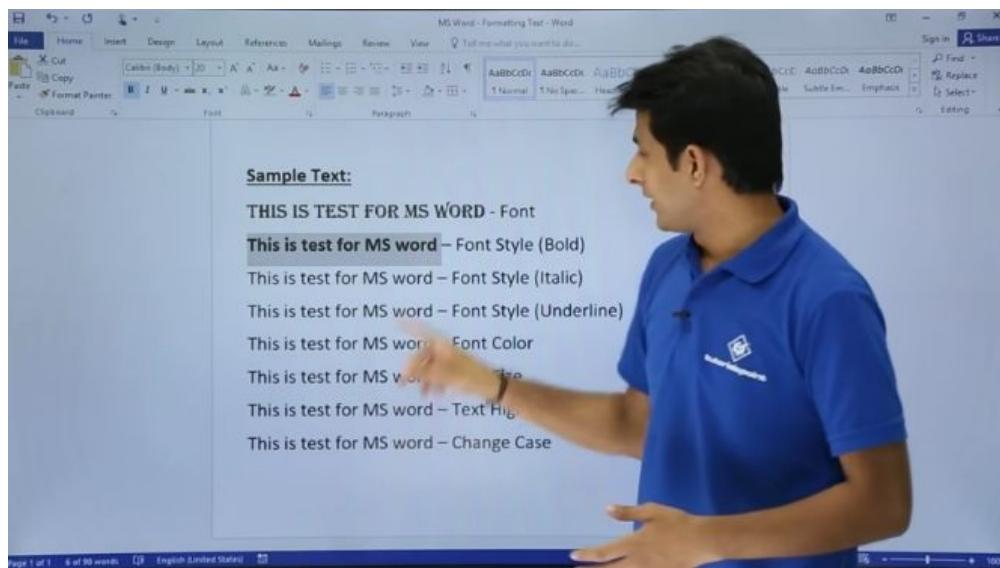
Let's start by altering a text's typeface. A text's font is its particular size, weight, or style. To alter the text's font;

- Choose the text.
- In the top menu bar of your screen, click on the tiny arrow icon next to the typeface.
- There are a ton of fonts to choose from. The selected text in the background changes as you click on the typeface.

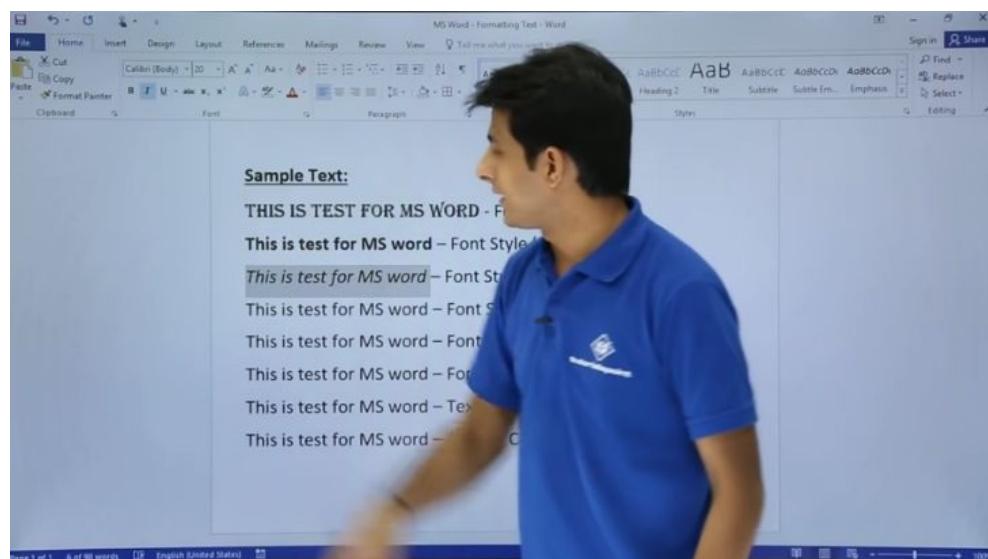


If you want to change the font style to bold;

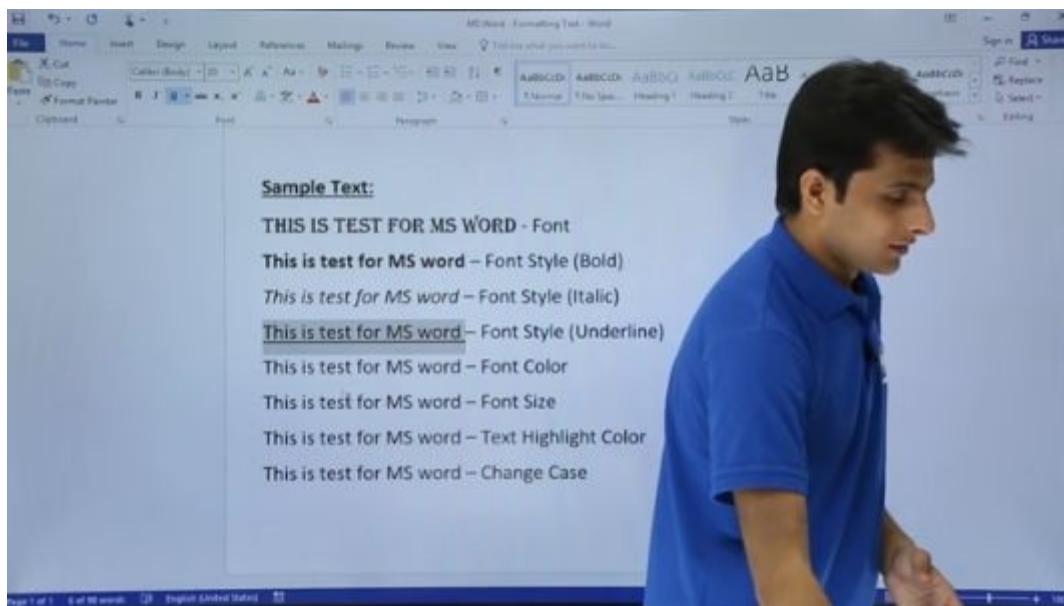
- Highlight your text as normal.
- In Microsoft Word, press the **B** key or **CTRL+B** on your keyboard. This denotes bold.
- The text will be written boldly in a deeper ink.



- You can easily change a text's formatting to italics by clicking I or pressing CTRL+I.



- Similarly, to underline text, just click the U in the home tab or press CTRL+U on your keyboard.
- The text you enter will be underlined.

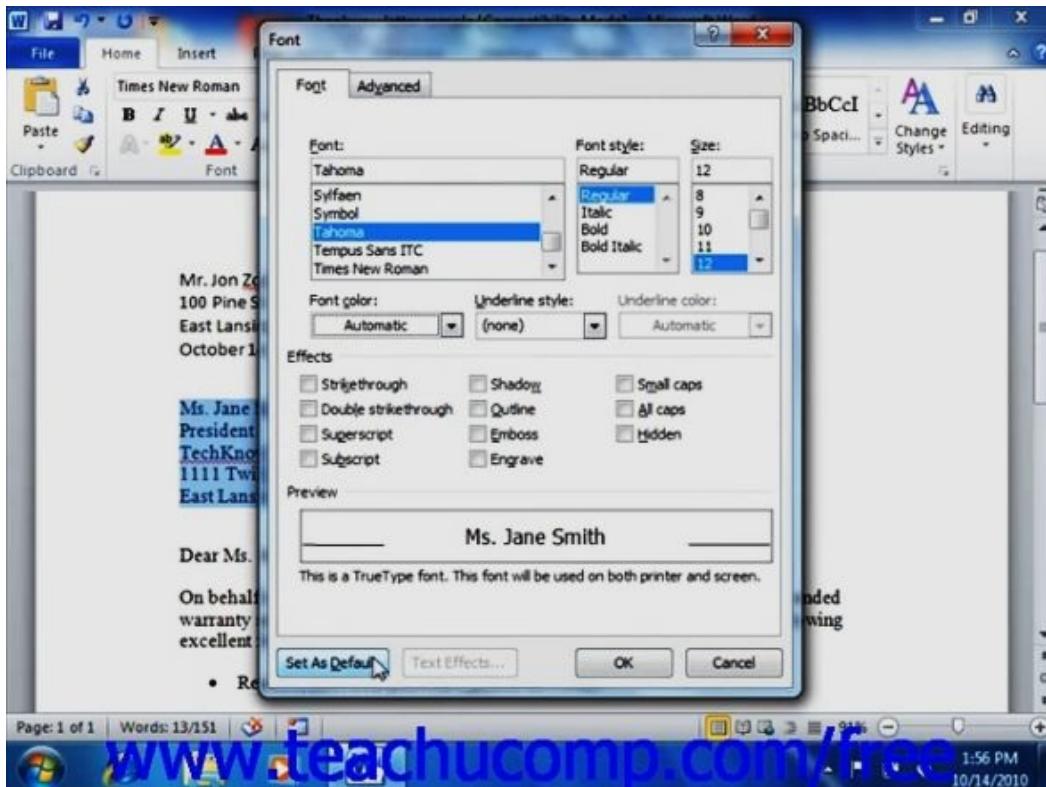


You'll see that a few home menu items will appear right above the highlighted text when you pick them. To add color, underline, italicize, or make other modifications to your image, click on any of the available options.

## GOING BACK TO THE PREVIOUS SETTING IN MICROSOFT WORD 2023

- Highlight the text and select the Aa symbol from the Home tab to change the case of your text from upper case to lower case, a mixture, or any other preference. You may perform complex font formatting using the Font dialog box. The dialog box is reachable by:
- Using the shortcut keys CTRL+D or the downward-pointing arrow next to the font selection in the Home tab.
- A drop-down menu of choices will appear.
- The advanced tab and the typeface tab are both present in the dialog box.
- You may access considerably less common text effects like a shadow or emboss on the font tab in addition to other font settings.
- You can apply different formatting styles using different dropdowns and pick options, and you can check the preview option at the bottom of the dropdown.
- Even better, you may choose "set as default" to apply any setting to all documents.
- You can copy and paste formatting by pressing CTRL+SHIFT+C or by

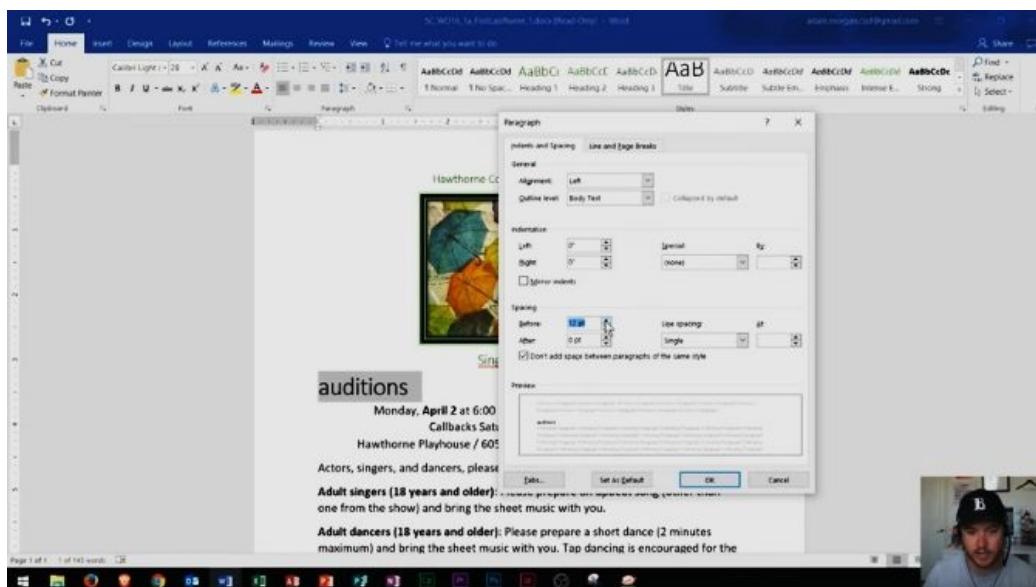
selecting the Format Painter brush icon in several texts.



## UNDERSTANDING PARAGRAPH FORMATTING

One can change the entire paragraph to suit their preferences. To highlight a paragraph, click the mouse button three times.

- There is a section titled "a paragraph" under the "home" tab. Select the paragraph option by clicking the downward-pointing arrow.
- If you click on it, the Paragraph dialog box will open with a variety of paragraph setting options.
- Indents, spacing, hanging indents, and other parameters are all changeable here.



## WAYS TO INDENT PARAGRAPHS IN MS WORD

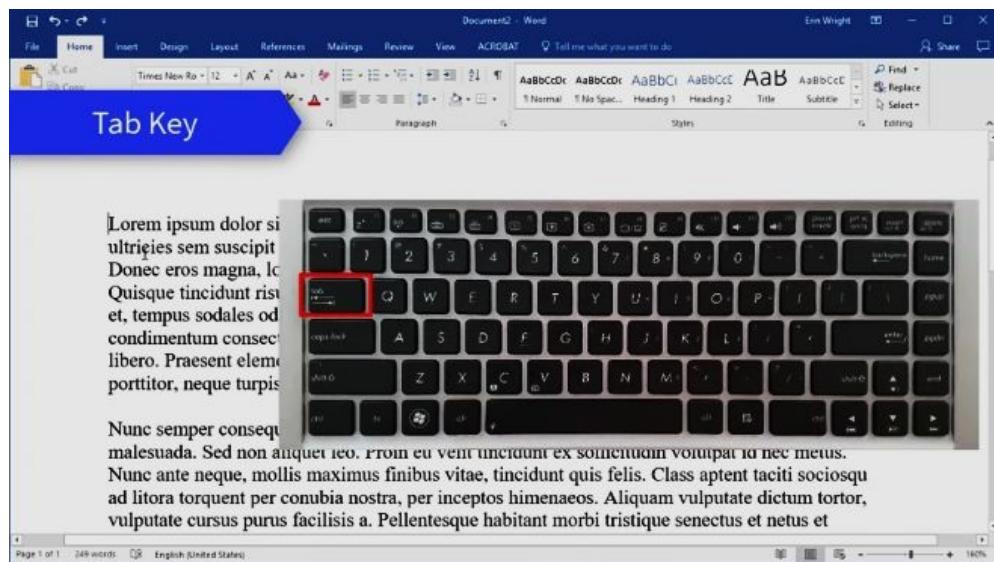
The tab key can be used to indent single paragraphs. A ruler can be used to indent multiple paragraphs, and the paragraph dialog box can be used to indent all paragraphs.

The screenshot shows a Microsoft Word slide with the title "Three Ways to Indent Paragraphs in Microsoft Word". Below the title, there are three bullet points, each preceded by a yellow circle:

- The Tab Key
- The Ruler
- The Paragraph Dialog Box

### Using the Tab;

- Place the cursor at the beginning of the paragraph, then press the tab key on the keyboard.



## Using the ruler:

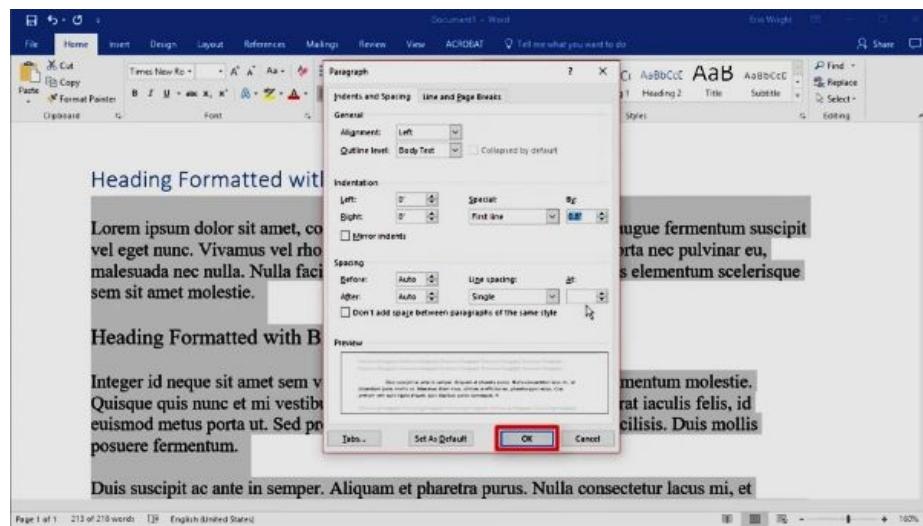
- Place your pointer at the start of the paragraph by clicking the home tab.
- Select should be clicked in the editing group.
- Select all texts with comparable formatting.
- The sentence will be underlined.
- If your ruler isn't already displayed, select the view tab.
- Pick ruler from the show group.
- To indent the paragraph however much is desired, move the top ruler marker to the right or left.
- The alignment of your paragraph will be correct.

A screenshot of a Microsoft Word document titled "Document1 - Word". The ribbon tabs are visible at the top, and the "View" tab is selected. The "Ruler" checkbox is checked in the "Show" group. The document contains several sections of text demonstrating different styles and formats:

- Heading Formatted with Preset Style:** "Heading Formatted with Preset Style"
- Text Formatted with Preset Style:** "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla at nisl a augue fermentum suscipit vel eget nunc. Vivamus vel rhoncus dolor. Suspendisse lorem massa, porta nec pulvinar eu, malesuada nec nulla. Nulla facilisi. Sed finibus nec odio eu lacinia. Duis elementum scelerisque sem sit amet molestie."
- Text Formatted with Bigger Font Size:** "Heading Formatted with Bigger Font Size"
- Text Formatted with Bigger Font Size:** "Integer id neque sit amet sem vehicula molestie. Pellentesque mattis fermentum molestie. Quisque quis nunc et mi vestibulum maximus sed quis velit. Cras placerat iaculis felis, id euismod metus porta ut. Sed pretium augue sit amet magna maximus facilisis. Duis mollis posuere fermentum."
- Text Formatted with Bigger Font Size:** "Duis suscipit ac ante in semper. Aliquam et pharetra purus. Nulla consectetur lacus mi, et"

# HOW TO USE THE PARAGRAPH DIALOG BOX;

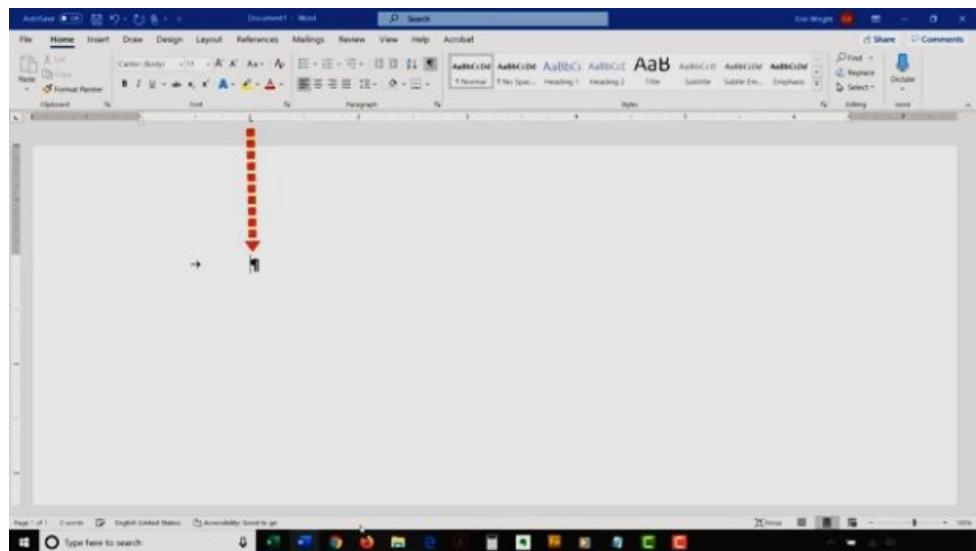
- Select the "Home" tab.
- Place the cursor within a paragraph.
- Select should be clicked in the editing group.
- Select all texts that have comparable formatting choices.
- Every paragraph will be chosen.
- Other texts, such as the paragraph's headings or subheadings, will also be highlighted.
- Choose the dialog box for the paragraph group.
- From the special drop-down option in the paragraph dialog box, choose the first line.
- To change the indent size, press the increment arrow.
- Further, reposition the alignment and line spacing.
- Click "ok" when you are finished making the adjustments.



## UNDERSTANDING TAB FORMATTING

Tabs in MS Word can be added, modified, deleted, or edited. Follow the procedures below to do this.

- When you use your keyboard's tab key, your cursor will be positioned at a unique spot known as the tab stop.
- It can be used to make extra adjustments and indent paragraphs.

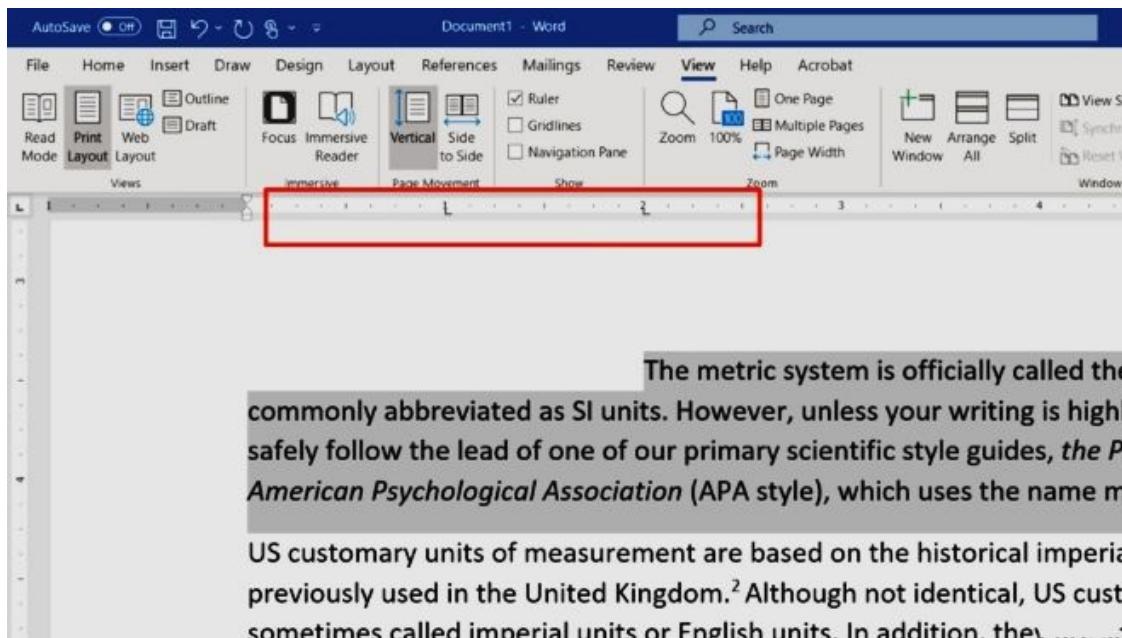


## THE LEFT-TAB STOP, THE CENTER TAB STOP, AND THE RIGHT TAB STOP

- Continue clicking the tab selector until the tab you want appears.
- I'm going to select the left tab and then the ruler's location.
- Additionally, you have the option of using multiple tabs stops on the ruler. The tab key on your keyboard will advance your cursor to the following tab each time you press it.

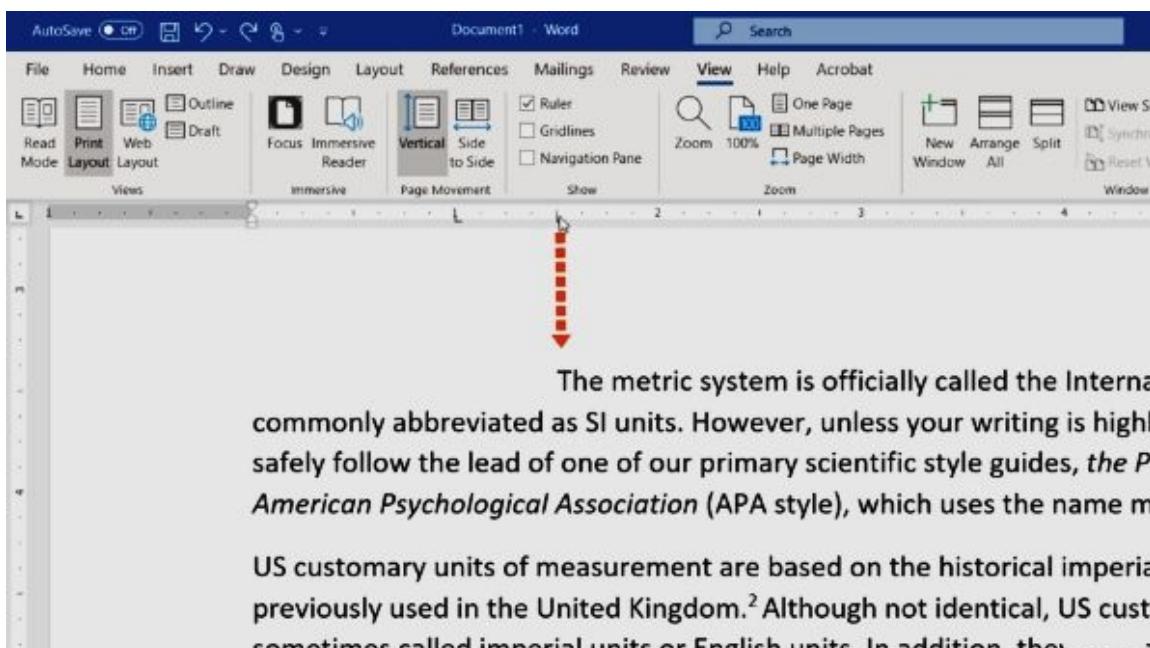
## HOW TO CHANGE TABS ON A RULER

- When the text is selected, move the tab icon along the ruler.



## HOW TO DELETE TABS

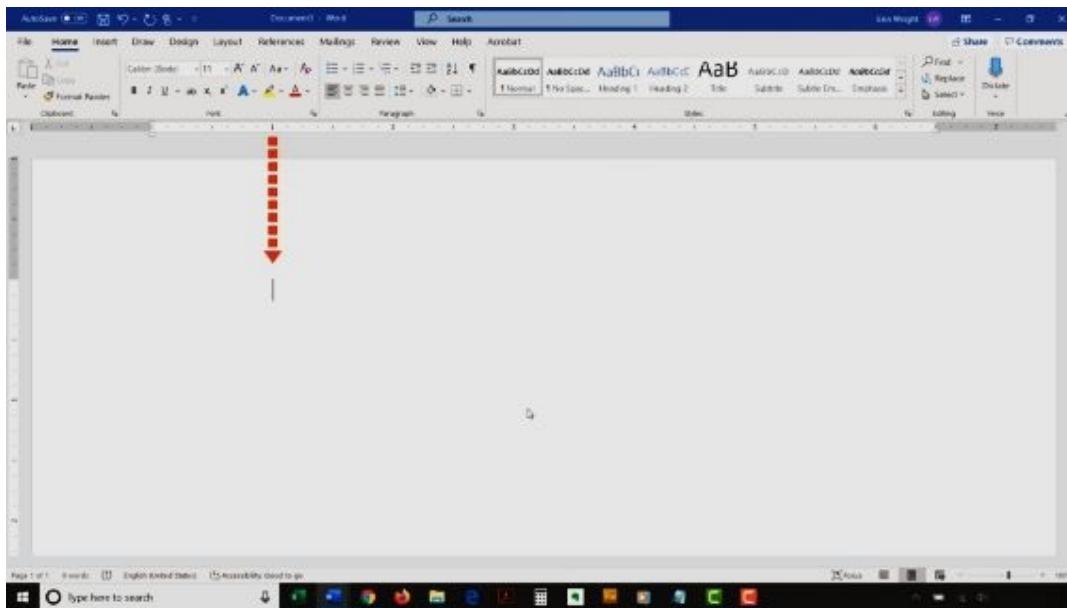
- Check to make sure no text is chosen, then pull and release the tab icon.



It will be taken out right away. Simply hit CTRL+Z if you accidentally eliminate a tab.

## HOW TO CHANGE WORD'S DEFAULT TAB

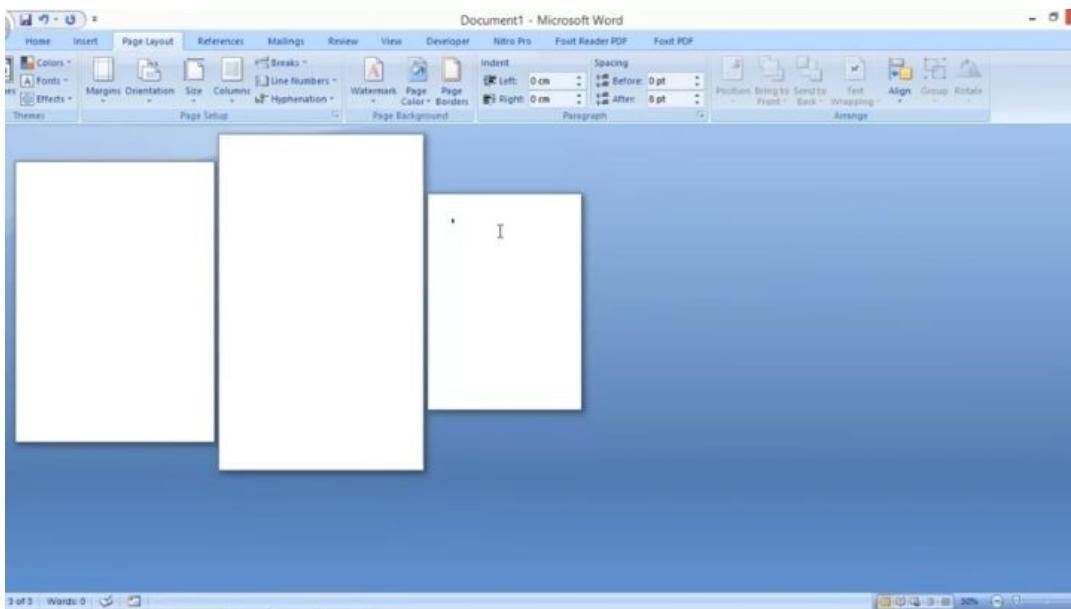
- In Word, you can modify the default left tab's length without adding a new tab. Pick the home tab from the ribbon.
- Choose the dialog box launcher from the group labeled "Paragraph."
- choosing the tab button
- To change the default tab stop, click the increment arrow.
- A new number can be manually entered into the text area.
- To close the dialog tab, select OK.
- I can see that the pointer advances by one inch when I press the tab key.



## UNDERSTANDING PAGE FORMATTING

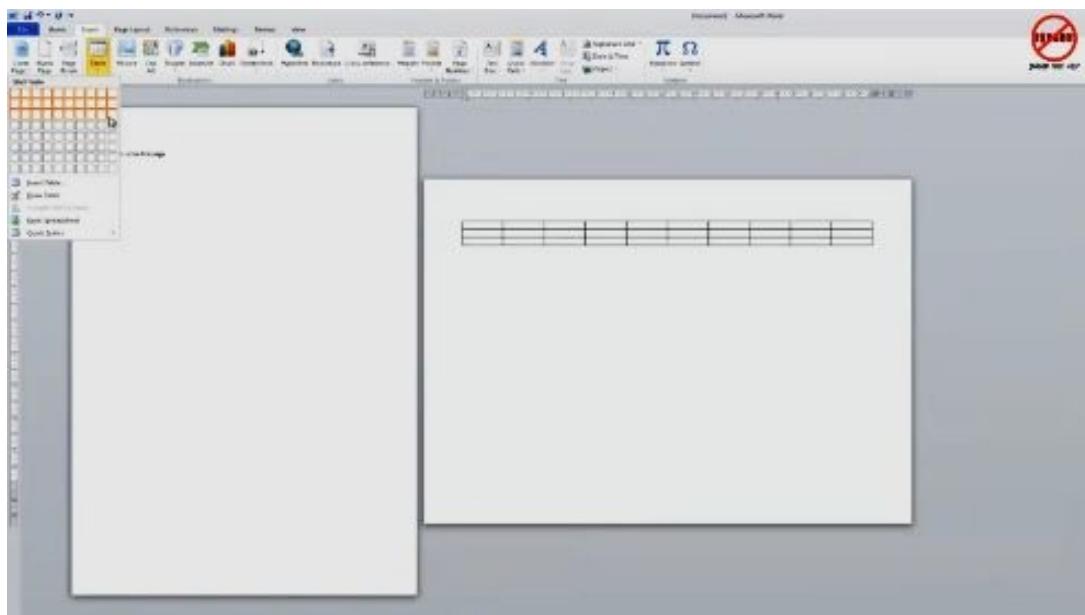
The pages of a word document can be formatted in shape, size, and any other elements thought required, just like anything else. To change the page size, first, select the page layout from the ribbon.

- Select breaks.
- Choose the next page.
- The pages will be split up into various sizes.
- Next, select size.
- From the list of available sizes, choose the one you desire.
- Your pages' sizes will be changed as needed.



## HOW TO CREATE LANDSCAPE AND PORTRAIT PAGES

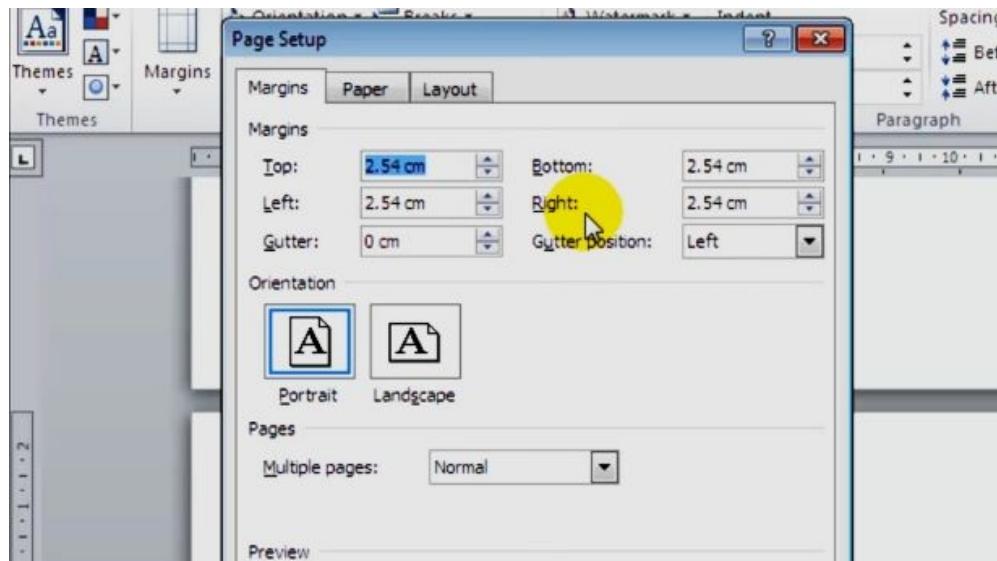
- Both orientations are available in your Word document (portrait and landscape simultaneously). So, to start;
- Click the file, then choose new.
- The launch of a blank document will occur.
- Fill up the document's blank with a few texts. Click on the page layout, then click on the tiny arrow-like cursor next to it, to insert the text into a table.
- This will open a page setup dialog box.
- You can select either a portrait or a landscape orientation here.
- You can choose whether the changes should be made to all documents by clicking the apply to option at the bottom of the dialog box. Select what you want, then click "ok."
- When you click on insert and choose table, you may now insert a table.



## SETTING PAGE MARGIN IN YOUR DOCUMENT

The edge or border of any document in Microsoft Word is called a margin. The margin can be set manually for ease when creating a document in Word. To set the page margin;

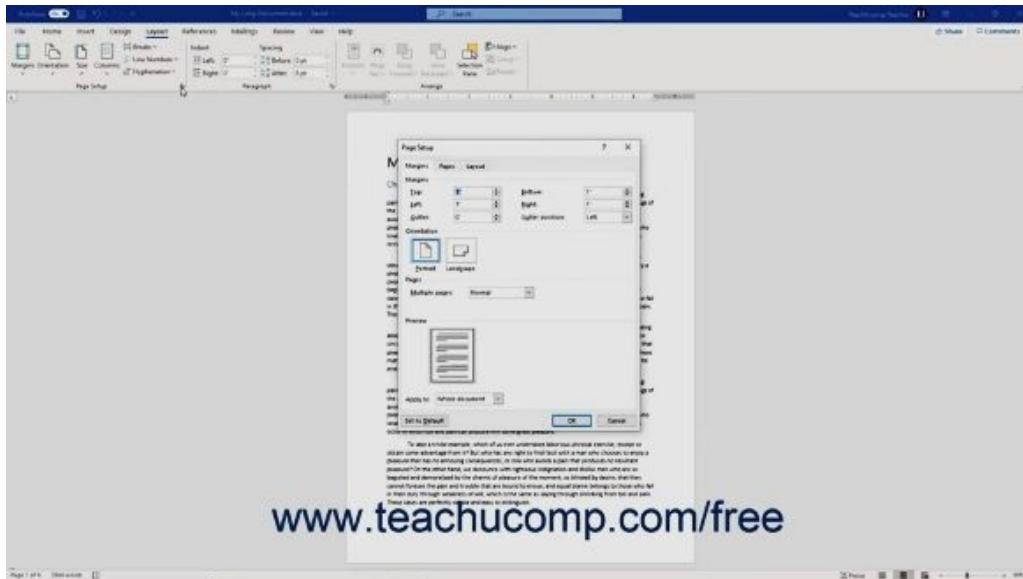
- Click on page layout.
- Navigate to the margin section.
- Click on margins and select your preferred option from the drop-down.
- For more options, click on custom margins.
- Here, you can manually select any of the margins below.



# OPENING THE PAGE SET-UP DIALOG BOX

This is used to change the print layout options for your document. Click the layout tab in the ribbon to get started.

- After that, click on the page setup dialog box launcher icon located in the page setup button group's lower right corner.
- The dialog for page setup will open.



This has a layout, three tabs, margins, and paper. Before printing, you can change the document's attributes by clicking on any of the tabs. To apply your changes, once finished, click the ok button in the dialog box.

## UNDERSTANDING PAGE NUMBERING

For a more coordinated ordering of the text pages in the document, Word pages might be given numbers. Pages may be numbered, colored, or have the numbers entirely erased.

**To insert numbers;**

- Click on **insert**.
- Click on the **page number**.
- Choose the location and style you want, if you want the number to be at the bottom, top, or otherwise, simply select your preferred option.
- If you do not want a page number on the first page or title page, select

and tick the different first-page option.

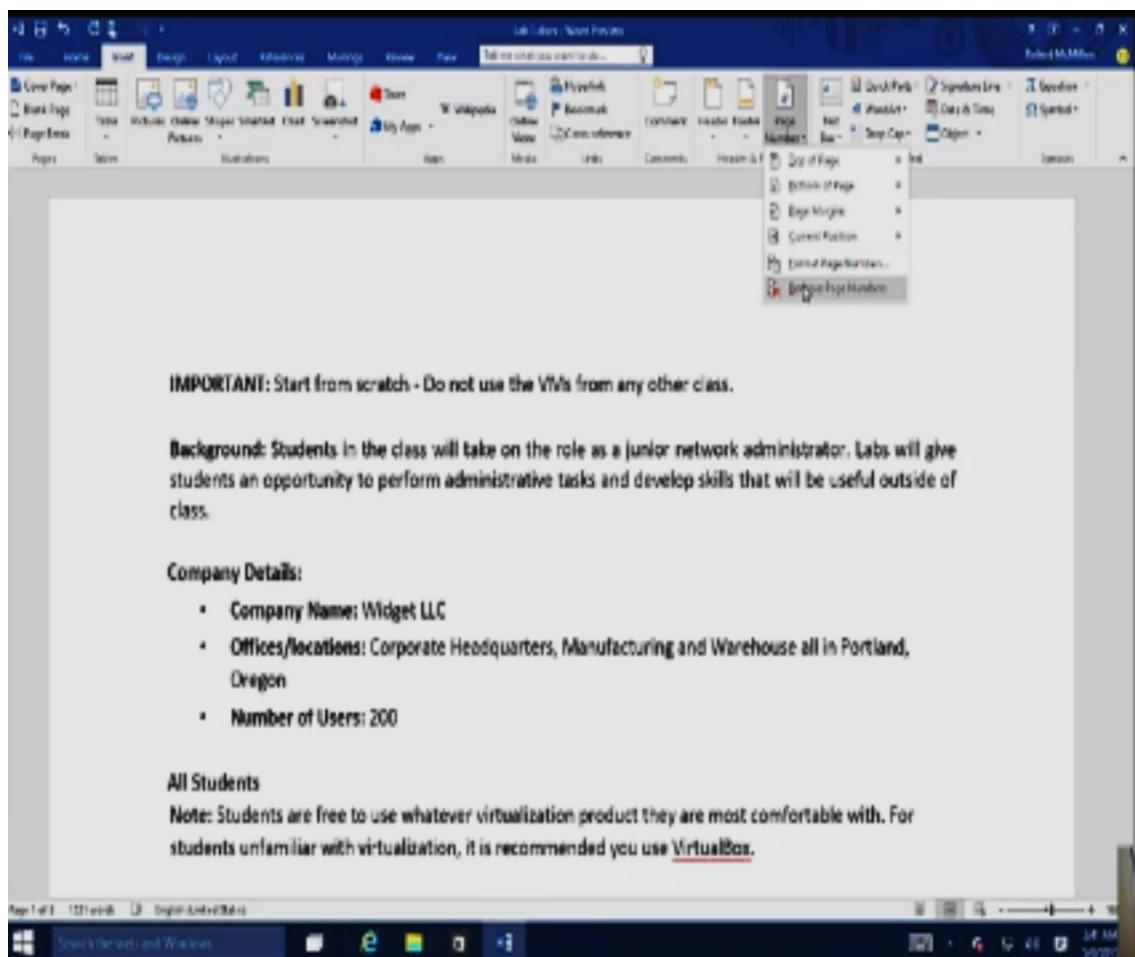
- To begin numbering from number 1 on the second page, click on the page number.
- Click on the format page numbers.
- Set the start at 0, and click on ok.
- When you are done, select close header and footer.
- The numbers will now be displayed on your pages.

The screenshot shows a Microsoft Word document with a table titled "MILESTONES AND COMPLETION DATES". The table has columns for COMPLETED, MILESTONE, TARGET START DATE, and TARGET COMPLETION DATE. The rows list milestones such as Budget planning, Research phase 1, Content/design concept development, Research phase 2, Content/design creation, and Market testing, along with their respective dates. The table is styled with alternating row colors. The Word ribbon is visible at the top, showing various tabs like Home, Insert, Page Layout, etc. A status bar at the bottom right indicates "Page 1 PROJECT".

COMPLETED	MILESTONE	TARGET START DATE	TARGET COMPLETION DATE
<input type="checkbox"/>	Budget planning	11/7	12/5
<input type="checkbox"/>	Research phase 1	11/14	12/9
<input type="checkbox"/>	Content/design concept development	12/15	2/8
<input type="checkbox"/>	Research phase 2	1/3	1/18
<input type="checkbox"/>	Content/design creation	1/25	FINAL 3/2
<input type="checkbox"/>	Market testing	3/12	3/21

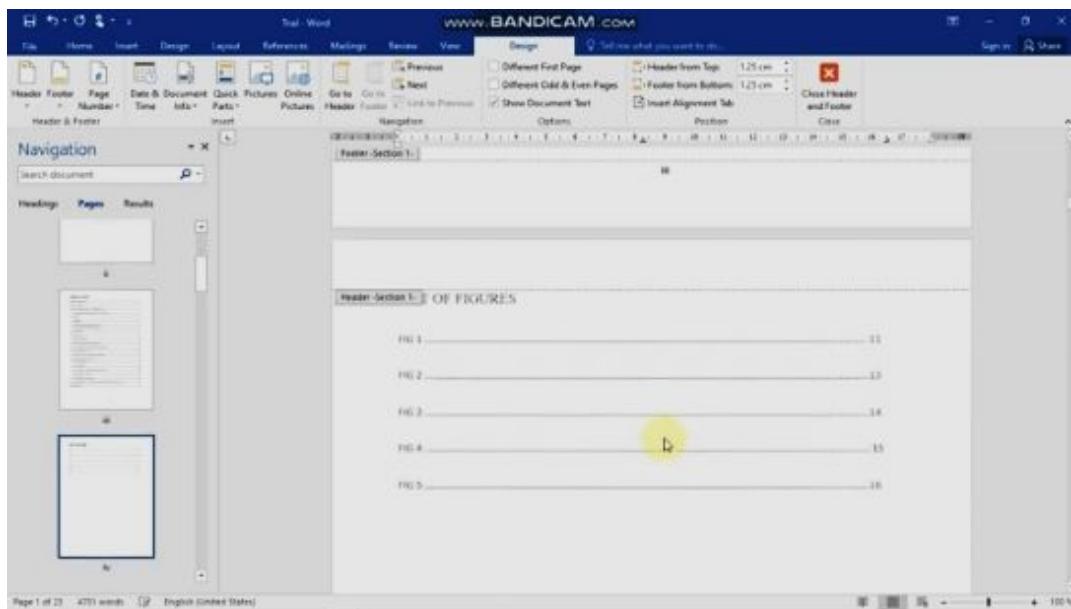
## HOW TO REMOVE THE PAGE NUMBERS

- Select insert.
- On the page number, click.
- Remove page number should be chosen.



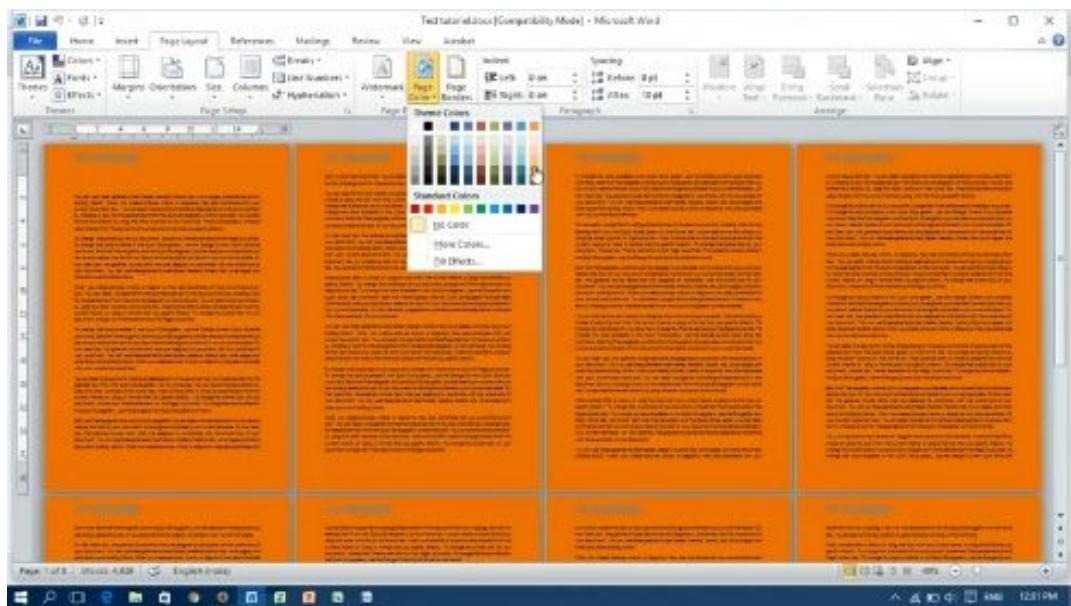
## HOW TO ADD ROMAN NUMERAL PAGE NUMBERS

- Click on the link of the page in your navigation box.
- Select the layout.
- Select breaks.
- Select the following page.
- Click the page number on the page.
- Return to the insert ribbon's page number menu and select the format page number.
- Choose your chosen numbering styles, Roman numerals, negative numbers, etc. by clicking on number format. Select "OK."
- You will change the way you number things.



## HOW TO ADD COLORS TO YOUR PAGES

- Select the page color by clicking on the page layout.
- From the available color options, choose your favorite.
- Your pages will display the color



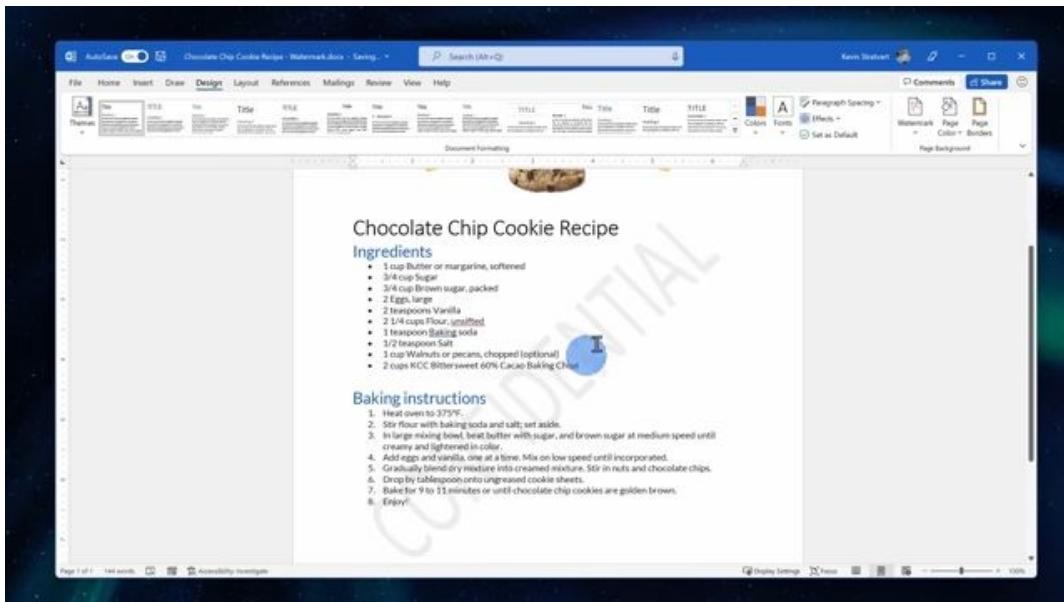
As an alternative, you can choose color pages by clicking on the design in the top ribbon.

## HOW TO ADD WATERMARKS TO YOUR

# DOCUMENT

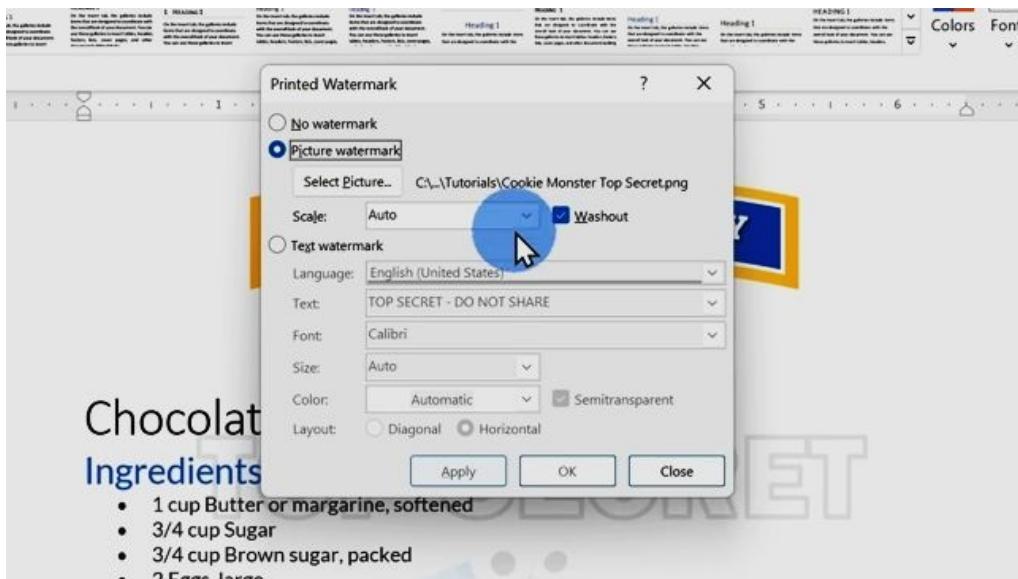
Adding a watermark to a text makes it difficult for such texts to be shared, edited, or adjusted by a third party. To do this;

- From the top ribbon click on design.
- Click on the watermark.
- All the preset categories or watermarks will be displayed. There are confidential, disclaimers and urgent watermarks.
- I select one from the confidential options and the watermark will be displayed on my text page.



## HOW TO CREATE A CUSTOMIZED WATERMARK

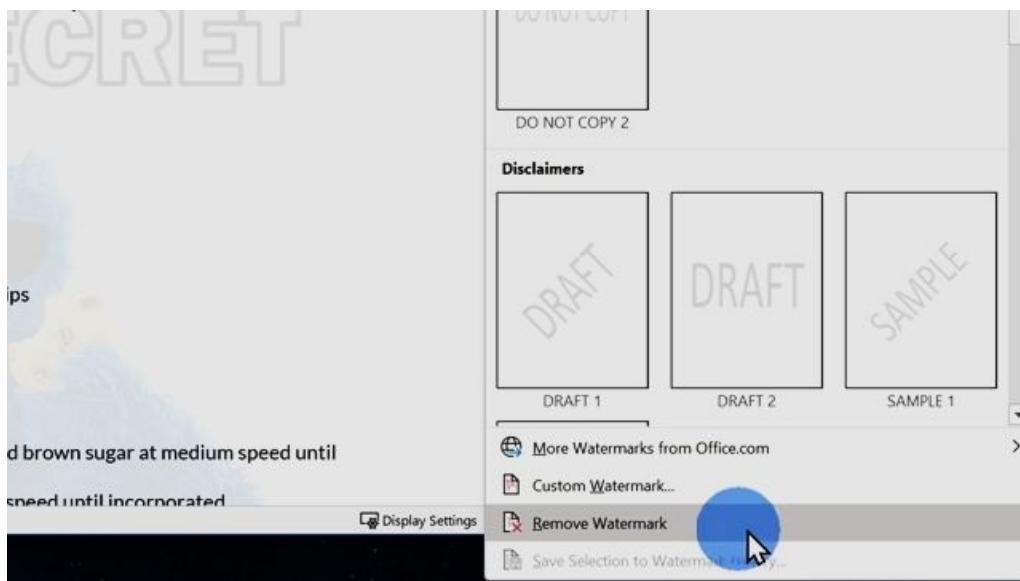
- Selecting the option to customize the watermark.
- To create a text watermark, enter the text in your desired language, size, font, color, and style, then click apply.
- Select the option to add a watermark on the image. To calm your favorite choice, you can change the scale, color, and other elements.



You can also select an image from your device or online to insert into your text page.

## HOW TO REMOVE THE WATERMARK

- Click on the **design**.
- Select the **watermark**, and choose the **remove watermark** option.



## **CHAPTER SEVEN**

## **SECTION FORMATTING**

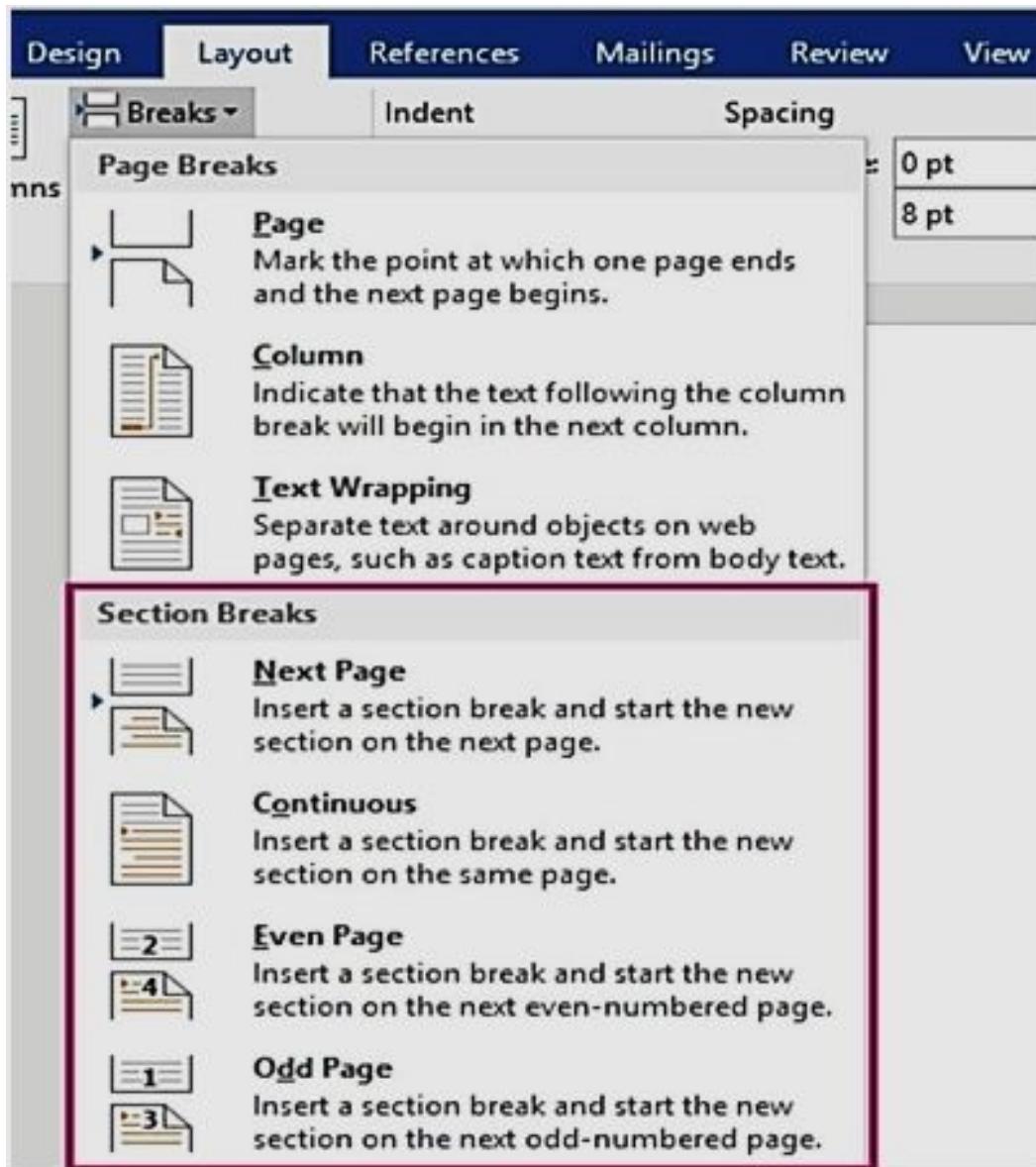
Pages, headers, footers, orientation, margins, and columns are all governed by sections in Microsoft Word. You can space out your work into separate sections by using section breaks. It displays the sections of a document that have various page orientations, columns, headers, and footers.

## **USES OF SECTION BREAKS**

- Section breaks can be used to create distinct headers and footers on different pages of your document.
- You can create a table of contents, index, and appendices with various sorts of numerals by using section breaks.
- A section break is required between the two pages of a manuscript with two pages.
- Section breaks can be used to separate pages that are landscape- and portrait-oriented.
- You can use Word's newspaper column feature in the center of a page by adding section breaks before and after it.
- By inserting a section break in the middle of a document, you can restart page numbers at any time.

# HOW TO CREATE A SECTION BREAKS

- Click on Layout, then Breaks, and Section Breaks will appear.
- The alternatives are numerous (Next page, continuous, even pages, odd pages). The section break is applied to the point where your cursor is placed after you click the one that best suits you.



Select Continuous rather than Next if you want to begin a new section on the same page as opposed to beginning a section break on a new page. Selecting Even causes the section to break on the next even page, and selecting Odd

causes it to do the same. Click on the Show/Hide button on the Home Tab to see where the section breaks are used.

## **HOW TO REMOVE SECTION BREAK**

To see all of the formattings on the word document, including the section break, click the Home tab and then the Show/Hide button. Put your cursor before the section break and select the delete option to remove it.

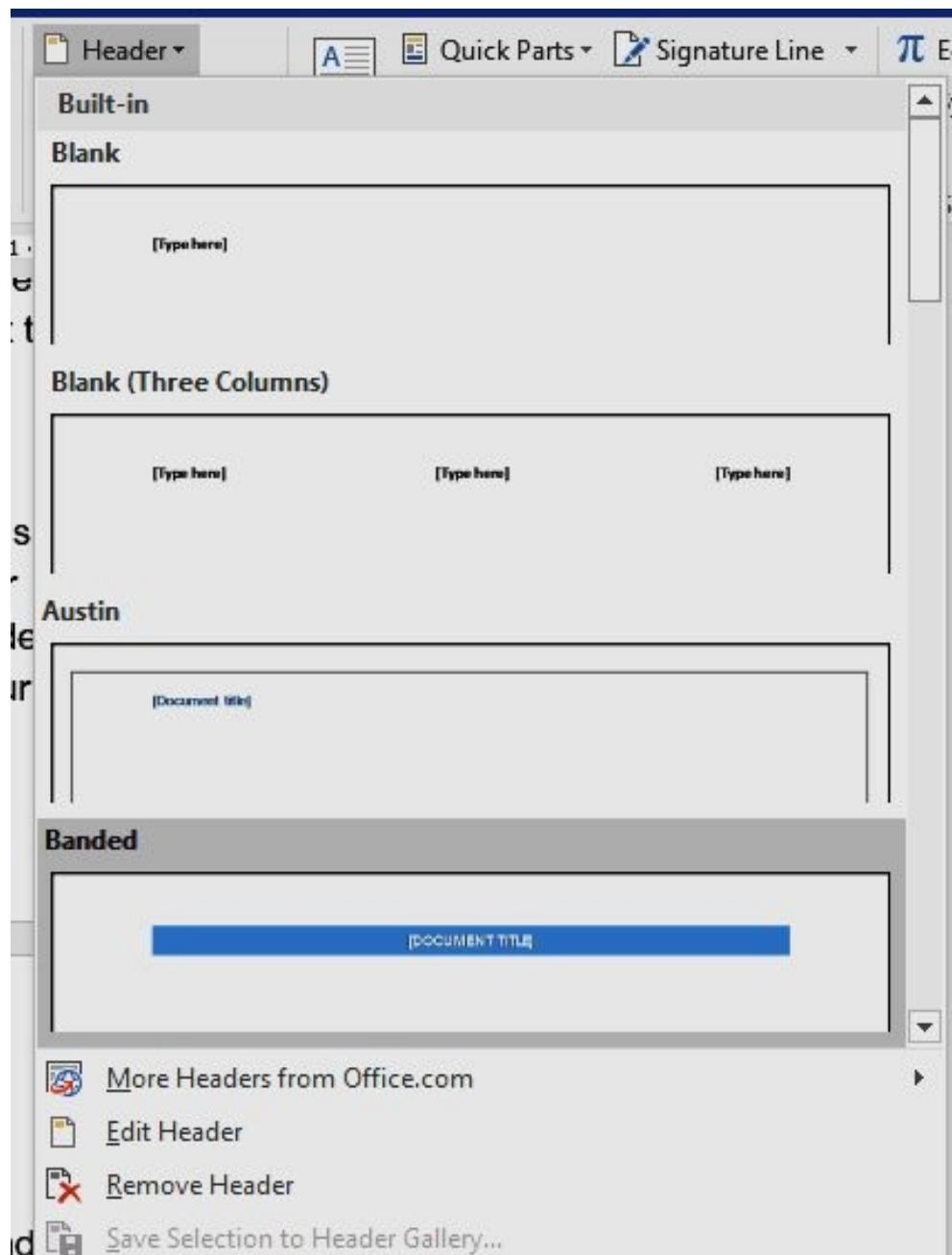
Alternatively, you can open the Replace option by clicking on the home tab. Then choose section break from the list by clicking on special, after which click on Replace all, and finally click OK.

## **UNDERSTANDING HEADERS AND FOOTERS**

Each page of a document has a header at the top with information. As long as the material is brief enough to fit in the allotted area, you are free to insert whatever you wish in the header. It might have the date, the page number, the name of the author, etc. A document's footer is a section of text that appears at the bottom of each page.

### **How to Add Headers to Word Document 2023**

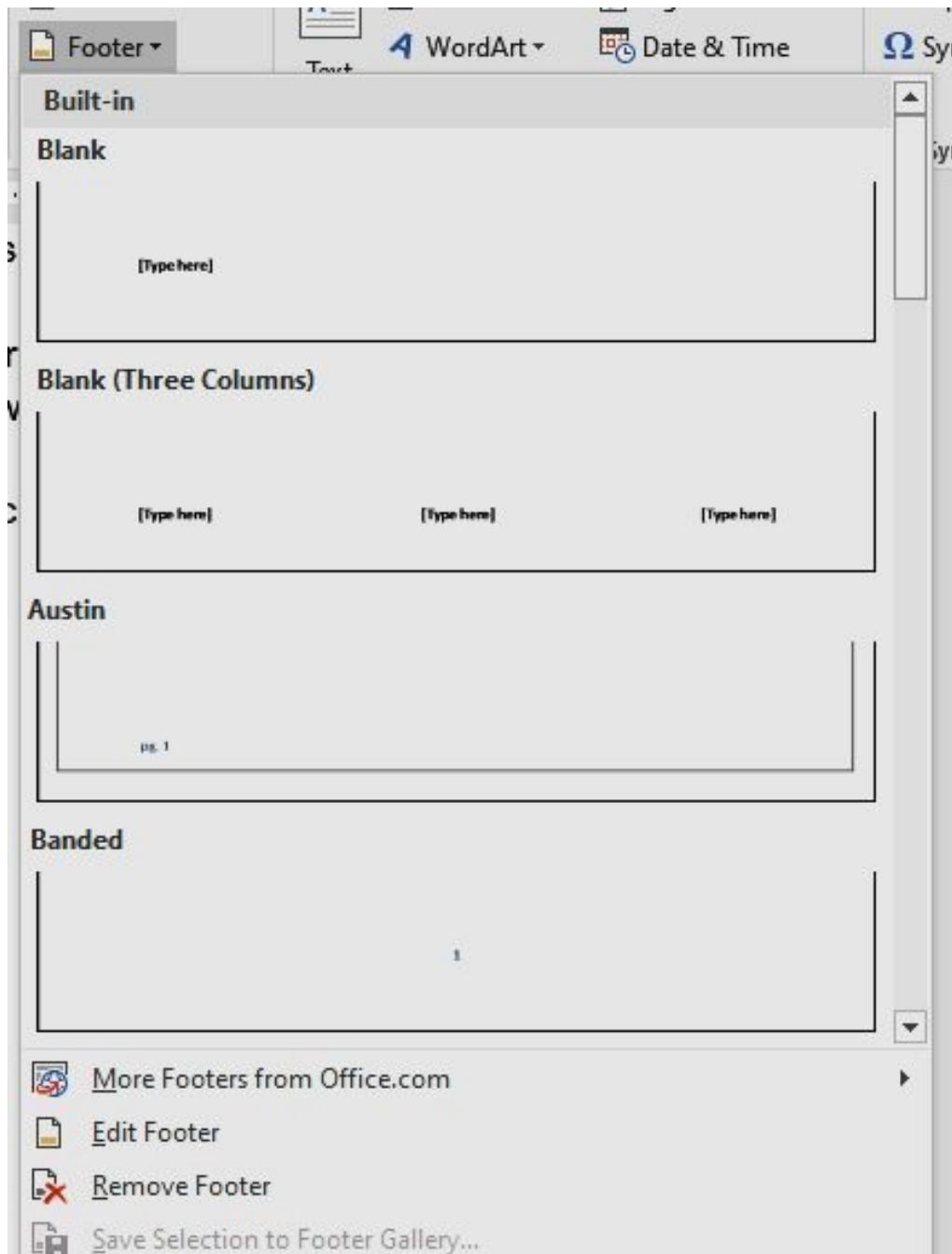
- On the Insert button, click. When the Insert tab appears.
- Select the header by clicking on the right side of the ribbon.
- Select the type of header you want to use from the drop-down menu.
- Where it says "Type here," the header document template will display on your document. begin to type.
- After finishing typing, select Close Header and Footer.



## How to Add Footer to Word Document 2023

- On the Insert button, click. When the Insert tab appears.
- Select the footer by clicking on the right side of the ribbon.
- Pick the sort of footer you wish to use from the drop-down option.
- You can start typing anything you want in the footer after the footer box has opened.

- Click on the close header and footer once you've finished entering your information.

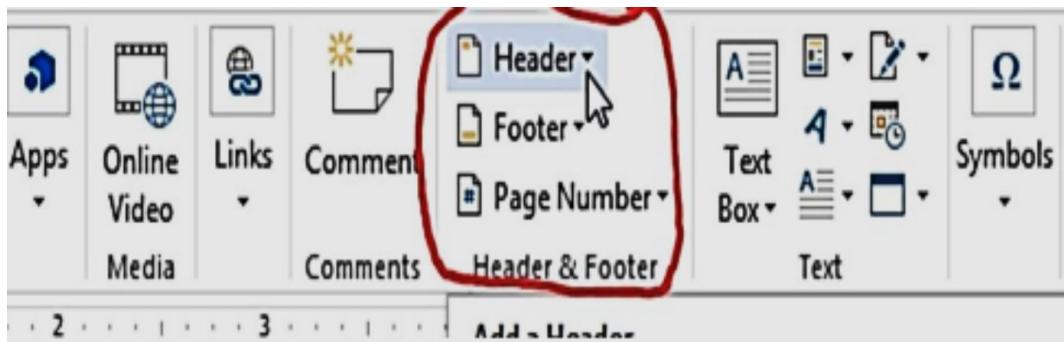


Click on the Edit header at the bottom of the drop-down menu if any of the header selections on the menu don't appeal to you. The header box will then open, allowing you to begin entering in any manner you like. This also holds for the footer.

Also, take note that a new tab titled "headers and footers tools design tab" is

accessible when the cursor is over the header or footer region of your document. You can play with all the various choices in this Ribbon to get your header and footer to appear precisely how you want them to. Your headers and footers' font, size, style, and text color can all be changed using the font features found on the Home tab.

Additionally, you can double-click on the document's main area to switch between the header and footer sections. To close the header area and restore the pointer to the main content, for instance, double-click anywhere in the main area of your page after finishing working in the header area. To accomplish the same task, return to the header and footer sections. The footer and header button image is highlighted and displayed below.



## HOW TO DELETE HEADERS AND FOOTERS

Select the header or footer by clicking the Insert button. When the dialog box appears, scroll down until you see "delete headers." When you click it, the header will vanish. The footer can be removed in the same way by clicking the Remove footer.

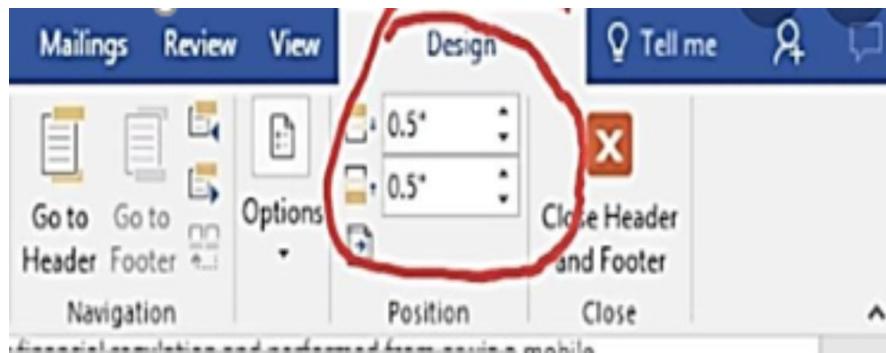


## HOW TO INSERT ANY WORD ON THE HEADER AND FOOTER

Double-clicking on the header area at the top of the page causes the header to appear. You are free to insert anything you wish in this space. You could, for instance, insert a table. Simply select the table with the desired number of rows and columns by clicking on Insert. After that, you can type whatever you want. You can specifically insert the following:

- Double-click on the document's upper portion, then select the Design tab to insert the date and time. When you click on the Date and Time, a dialogue window with various date and time formats appear. When you select the desired one and click OK, the date appears in your document's header. Always remember to save your document.  
On that same tab's right side, use the Insert Alignment dialogue box to adjust the position. It then presents options (left, right and center). Click OK after selecting the desired position.
- To add pictures, double-click the header area. The Design tab will then display an icon labeled Pictures. Click on Insert after choosing a photo from any folder on your computer. Reduce the image to the desired size. Each page's header features the images. To modify the position, utilize the alignment tab.
- In a similar manner, double-click the header area to add document information. Press the document info button under the Design tab. Once you click "add," the file's name or the author is shown in the header box. Additionally, the file name appears in the header area of each page if you click on the file name. Additions like document name and address are possible.
- Options: You may have a title page but choose not to display the header and footer on the first page. Click on a new first page after that. The header and footer sections won't be visible on the first page, but they will be on subsequent pages. For odd and even pages, it also offers a varied set of headers and footers.

**(NB: If you wish to widen the opening or space that the header occupies. To increase the quantity and the space, keep clicking the header from the top. The footer works similarly; by clicking on it from the bottom, it is expanded).**

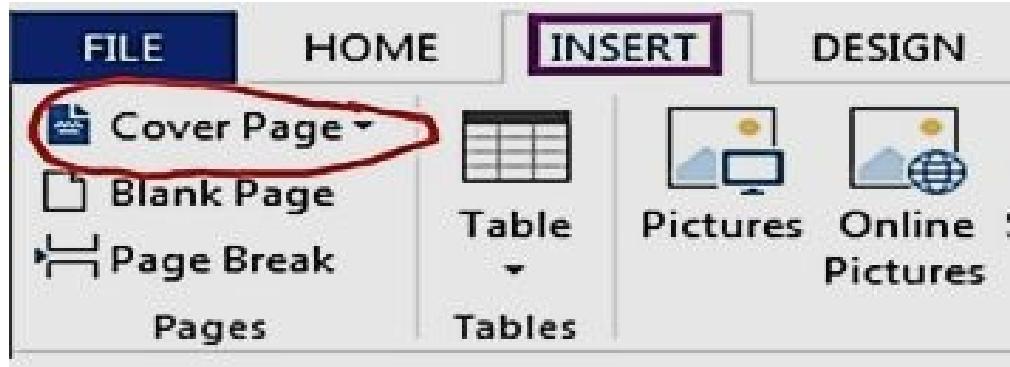


## HOW TO ADD BORDER TO HEADERS OR FOOTERS IN WORD

- Select Headers from the Insert tab.
- Scroll down to Edit Header, select it, click the Design tab, select Page Border, and you'll get a dialogue box with a variety of borders, styles, colors, and other options that you may use to customize the border to your liking.
- After making your selection, click Ok to exit the header and footer tab.

## HOW TO CREATE A COVER PAGE IN MICROSOFT WORD TO CREATE A BUILT-IN COVER PAGE

- Select the Ribbon's Insert tab.
- Next, choose the cover page from the set of pages.
- From the drop-down menu, select a built-in design here. Click on additional cover pages for more choices.
- Right-click your favorite built-in design and select a location from the shortcut menu to insert your cover page. Insert at the start of the section, at the end of the section, at the start of the document, etc.
- After the cover page shows up, position your cursor in the example text and enter your information there.
- To remove a portion of the sample text, simply right-click on the text and select the "Remove content control" option from the shortcut menu.
- Once you've completed entering all of your information, save it so that it becomes a part of your document.



## HOW TO CREATE A CUSTOM COVER PAGE

- Open a blank document to get started.
- Select the Pages group's cover page under the Insert tab in the Ribbon.
- Select Save Selection to Cover Page Gallery after that.
- The new building block will start to materialize. Now enter your distinct name in the name text box, and if necessary, add any further details in the description text box.

**(NB: It is preferable to leave the other option in the style box's default settings).**

- Click the OK button after you're finished, and it should be added to the cover page Gallery. The custom cover page's source document should be saved and then closed.
- Open the document you want to utilize as the cover page at this time. From the cover page Gallery at the bottom of the drop-down box, select the Insert tab and then your custom cover page. Your manuscript should now include the cover page.



## HOW TO DELETE A CUSTOM COVER PAGE

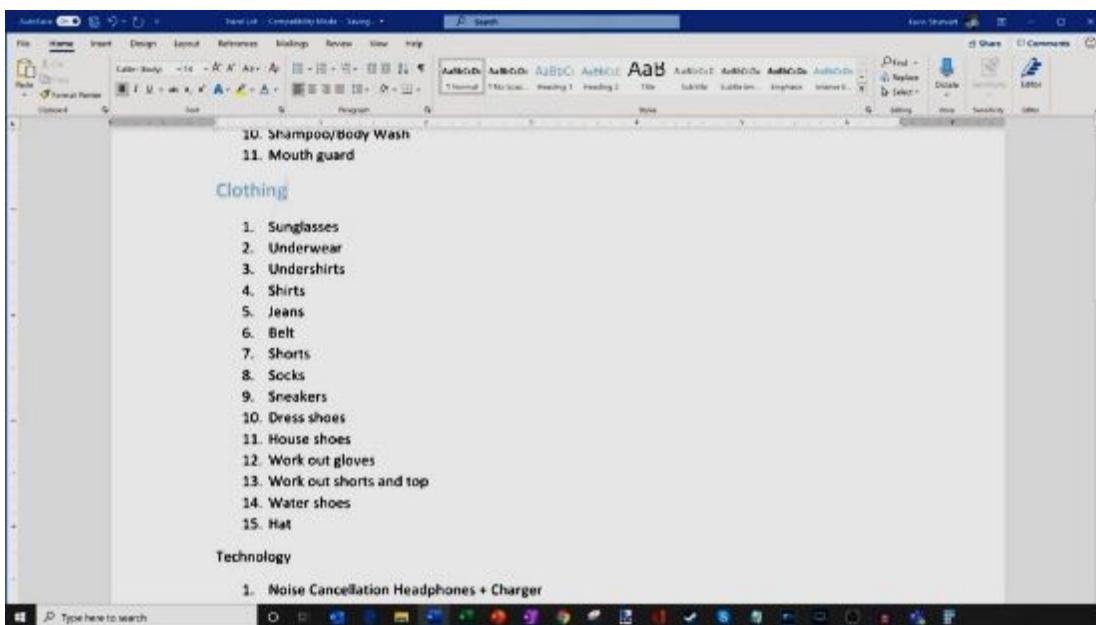
Select "organize" from the cover page drop-down menu when you right-click the cover page drop-down menu to remove a custom cover page from the cover page gallery. Select the delete option after that, then click "Yes" to remove. You may finally save your document.

# CHAPTER EIGHT

## STYLE FORMATTING IN MICROSOFT WORD

The styles feature in Microsoft Word is a very great method to format your documents as you type. You may change the way you use Microsoft Word by using these styles.

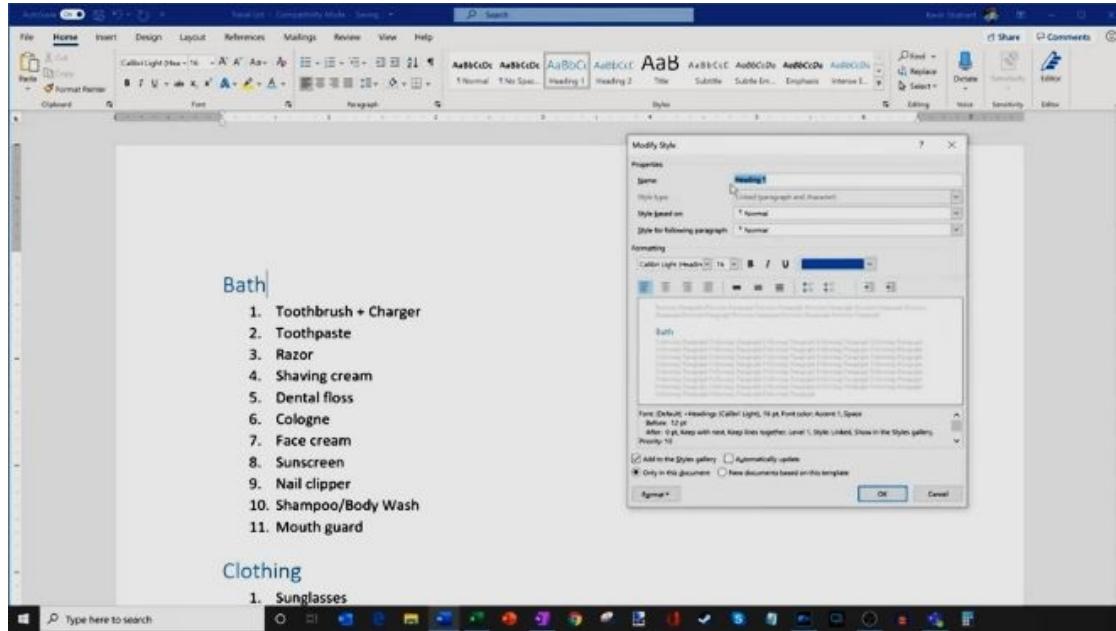
- It'll display a document with headers, texts, and sub-texts in Microsoft Word.
- Assuming I want to add color effects to the text, I can simply press CTRL+B and click on the capital letter A, which is typically underlined by a color on the top ribbon, to make my header or title bolder.
- You can use the format painter to completely redo the formatting by clicking on it.
- You can just copy the format and paste it on the desired pages for numerous effects.



However, style makes it simpler to add effect to numerous texts with various forms and structures without breaking a sweat.

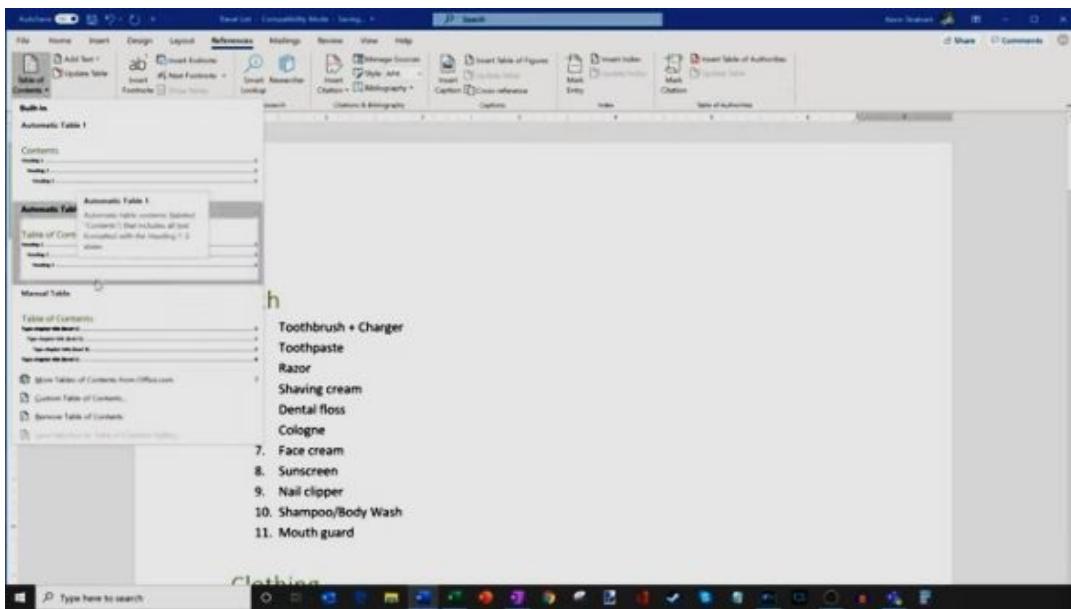
- The styles section of the home ribbon is present.
- You may quickly view all of the possibilities from which you can choose for your texts by clicking on the tiny arrows next to the styles.

- Select the style you want to use and then right-click on it. Your smartphone will show a drop-down menu. Select "modify" from the drop-down menu.

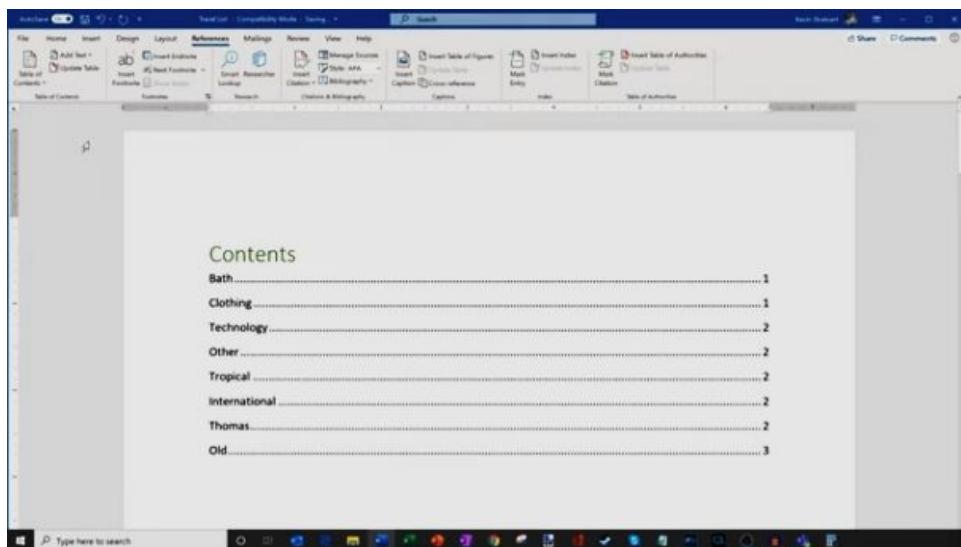


You can experiment with several different style options here. You have the option to change your text's font, size, color, shape, and other features. The styles allow you to change things like paragraph spacing, borders, and other elements. With styles, any locations inside your Microsoft Word document can quickly alter to your preferences.

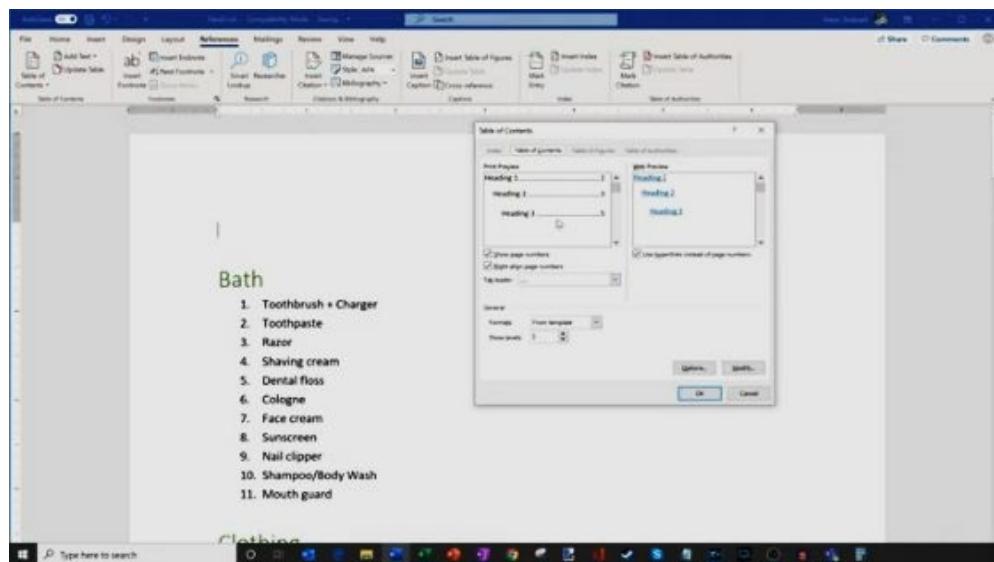
- The design pivot is one of the fashion trends. The design pivot's numerous themes will be shown when you click on this.
- Other themes can be chosen from the far right side of the design tab in the design pivot.
- The references tab is another distinctive design. You can click on references to generate a table of contents without taking too much time to do it manually.
- A table insert option is available here.



Here, you have the option of creating a pre-made table of contents or a customized table of contents. You may now automatically add this table of contents to your text page.



- To do a customized table, click on a **custom table of content**.



With this, you can design the table of content to suit your preference.

- Another style is to click on the **view tab** in the top menu.
- Click on the **navigation pane show**.
- It will display a quick view of my document headings.



Here, I can easily view the texts in the document without wasting much time.

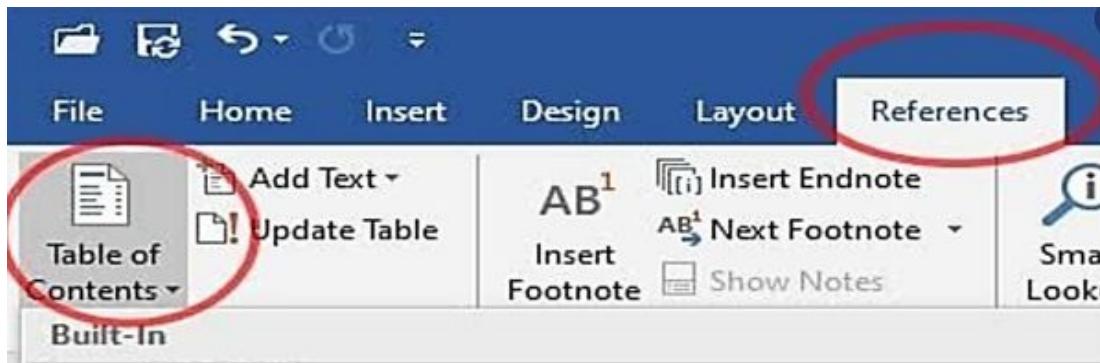
## UNDERSTANDING THE USES OF STYLES

Using a style for headings in Microsoft All of your document's headings should be highlighted. On the main tab, there is a section titled styles; simply choose the

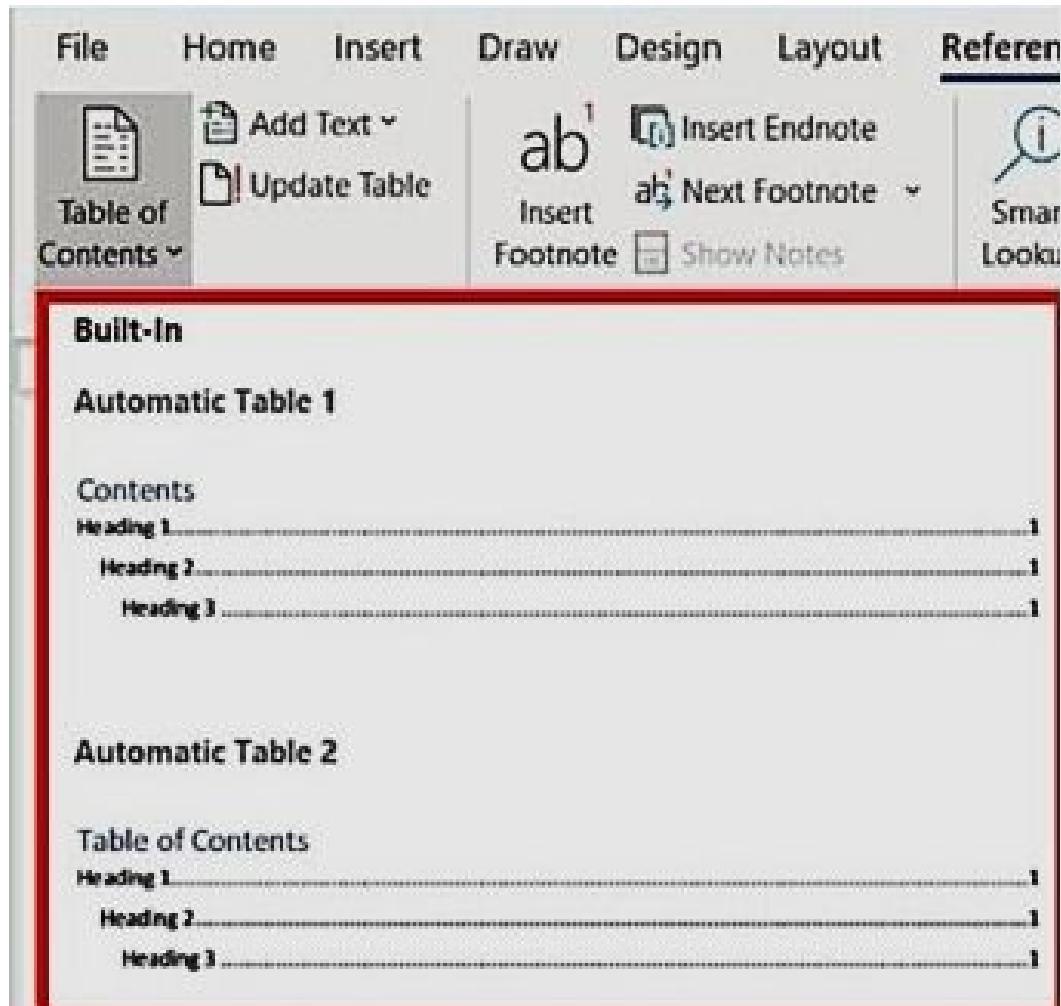
desired style to apply to the headers you have chosen. One major advantage of styles is that when you modify one, all of the selected headings are automatically updated.

Using styles in Microsoft Word, add a table of contents.

- The simplest method to do this is to type out all of your headings before adding each one as a section to your table of contents.
- On the Reference tab, click. A table of contents can be added using the references tab.
- A table with automated content is simple to insert.
- Right away, a table of contents with page numbers that match the headings' pages are added to your manuscript.



The table of contents makes use of the fact that you list all of the document's headings first.



## CREATING A CUSTOMIZED TABLE OF CONTENT

When you select the custom table of content instead of the automatic table of contents, a dialogue box displaying various options (headings 1, headings 2, and headings 3) will appear. You can use these options to define additional styles for your document, and the table of contents will make use of those definitions.

Table of Contents Insert Footnote Smart Lookup

**Built-In**

**Automatic Table 1**

Contents

Heading 1.....	1
Heading 2.....	1
Heading 3.....	1

**Automatic Table 2**

Table of Contents

Heading 1.....	1
Heading 2.....	1
Heading 3.....	1

**Manual Table**

Table of Contents

Type chapter title (Level 1).....	1
Type chapter title (Level 2).....	2
Type chapter title (Level 3).....	3
Type chapter title (Level 1).....	4
Type chapter title (Level 2).....	5

More Tables of Contents from Office.com >

Custom Table of Contents... ↓

Remove Table of Contents

Save Selection to Table of Contents Gallery...

## WHY USES STYLES IN WORDS

- All of the headings, paragraphs, subheadings, etc. will be formatted correctly and consistently, so you can be confident of that.
- Applying style is quicker than doing it by hand.
- Makes it easier to read your document quickly.

# **TYPES OF STYLES IN MICROSOFT WORD 2023**

- **Paragraph styles:** With paragraph styles, you can format an entire paragraph (indentation, justification, line spacing). Additionally, it may contain font choices that apply to the entire paragraph.
- **Character Styles:** Just format the text that has been chosen. You can format words individually using the font name, font size, italics, bold, and other formatting options.
- **Linked Style:** This refers to the fact that they can be applied to either characters or paragraphs. Note: You must activate the Linked style.
- **List Style:** This style chooses how the list will look, including the bullet style, numbering, indentation, etc.
- **Table Style:** This option controls how the table will look, including how the header rows' text will be formatted, as well as the guidelines and color schemes for the rows and columns.

## **HOW TO APPLY STYLES ON MICROSOFT WORD 2023**

Start by positioning your cursor next to a line of text, then select any style from the Styles group. Click the drop-down arrow and select any item from the drop-down list to receive the most. To alter the appearance, you can modify it for each line (title, heading, and subheadings).



## HOW TO MODIFY A STYLE

Right-click on the style group with the mouse and select Modify. A drop-down menu with several modifications to your document displays (font, size, paragraph options, spacing, and others). Complete the phrase "Modify it" here. Once you click "Ok," the style of the highlighted text is updated.

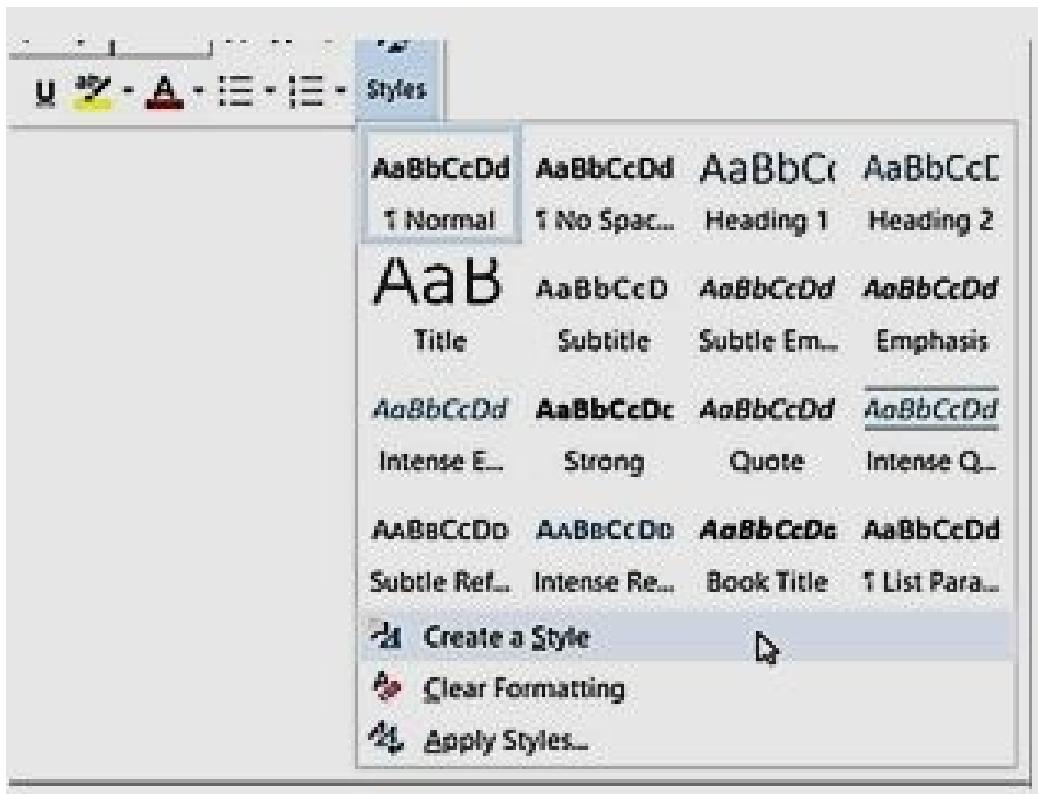
Be aware that when you change a style, the entire document is changed to reflect your changes. In other words, if a document has a lot of text, you can use styles to update several things simultaneously without choosing each page.

## HOW TO CREATE A NEW STYLE

- On the Home tab, select Create Style from the drop-down arrow next to

the style groups or gallery to open the style task pane.

- To open the formatting menu to create a new style, click the new style icon in the lower-left corner of the style task window.
- Type a name for your style in the dialogue box that appears, after which you can select any formatting you desire (style type, paragraph options, size, font, color, bold, underline, etc.).
- Another choice is "base on the option," which enables you to select an existing style as the foundation for your new style and use it as a model.
- Next, click OK. Your style has been applied if you're happy with it and close the list.



## HOW TO DELETE STYLES

On the style groups' home tab, click the arrow. To delete a certain style, click the drop-down arrow after selecting it. When prompted, "Are you certain you want to delete it?" select yes. When finished, the style will disappear from the style menu.

Alternatively, click on the managed file at the bottom of the style window on the home tab. Choose the style's name, then click the delete button. On the

Confirmation window that displays, click the yes option.

You must take an additional step, though, to permanently remove the style from the template. You will notice a template of a document name list in the styles available in the drop-down when you click the import and export button at the bottom of the dialogue box. From the drop-down menu of styles, select the name of the template where the style you want to delete has been saved. Select the customized style to delete from the list of template document names. Click "Yes" to answer the question in the Confirmation window that pops up, then click "Close."

## **HOW TO RESTRICT STYLES CHANGES ON MICROSOFT WORD 2023**

To turn on style restrictions, do the following.

- Select Protect a Document from the Back Icon by clicking the File Tab.
- Choose the Restrict Editing option from the drop-down menu.
- Next, choose formatting limitations from the restrict editing pane, and then click on settings.
- Select "limit formatting to a selection of styles" in the formatting constraints dialogue box.
- Now pick the specific styles you want to allow in the document by checking or unchecking them or click "All" to enable all of the currently supported styles. Selecting "Recommended Minimum" will check the comment styles that are currently permitted in the document while unchecking some styles, including table comments. The style option "None" cleared every box.
- Next, select or deselect one of the three optional formatting options (e.g., enable other formats to override formatting limitations). This first option suggests that you should permit other formats to outperform the choice made in the formatting limits style or box. Secondly, other users cannot switch the document's theme or scheme to a different one in the design tab or a different scheme, such as the color scheme. The final choice is to disable Quick Style set switching, which, when selected, helps stop other users from accessing the style settings on the home tab. When finished, choose Ok.
- A dialogue box will appear and inquire "There may be prohibited

formatting or styling in the Document. Do you wish to get rid of them? "? If you wish to maintain all of your current styles and prohibit other users from using them, choose No.

- After choosing OK, enter a password in the start enforcing protection dialogue box and then choose Yes on the start enforcement button.

## **HOW TO TURN OFF THESE STYLE RESTRICTIONS**

Go back to the task pane for limit editing and click the cease protection option. In the Unprotected Document dialogue box, enter your password before clicking OK. Once completed, the password-protected copy of the file that you shared with other users no longer has style limitations.

# Restrict Editing



## Your permissions

This document is protected from unintentional editing.

You may only view this region.

[Find Next Region I Can Edit](#)

[Show All Regions I Can Edit](#)

[Highlight the regions I can edit](#)

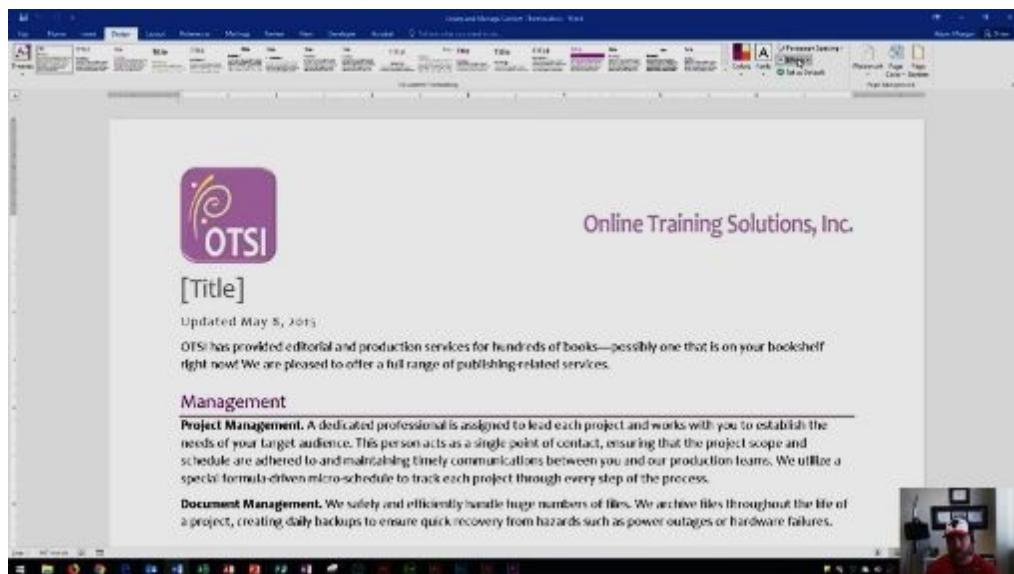
[Stop Protection](#)

If you want them to disable the protection as well, you will need to provide them with your password.

# CREATING CUSTOM THEMES AND TEMPLATES

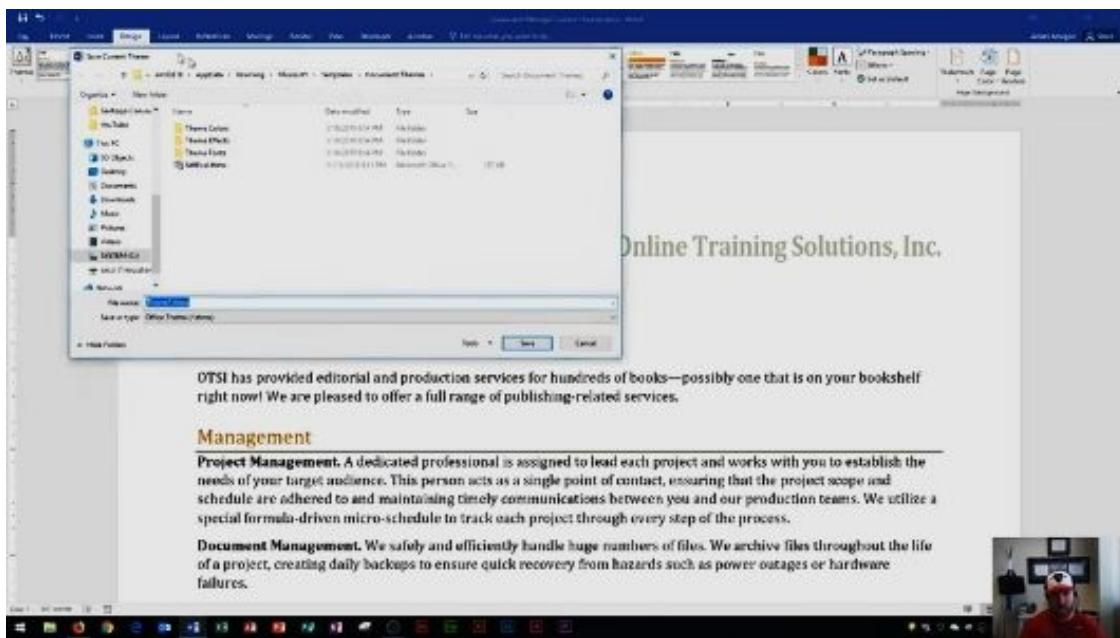
The section titled themes can be found if you click on the Design tab, which is located on the far left-hand side. Themes are unique color schemes, fonts, and visual effects that look nice when used in combination. In other words, you can develop your theme using Microsoft Word.

- Select the Themes menu item.
- You can change the color of your text using the colors option on the side that is farthest to the right.



You can then store the customized theme and utilize it at a later time.

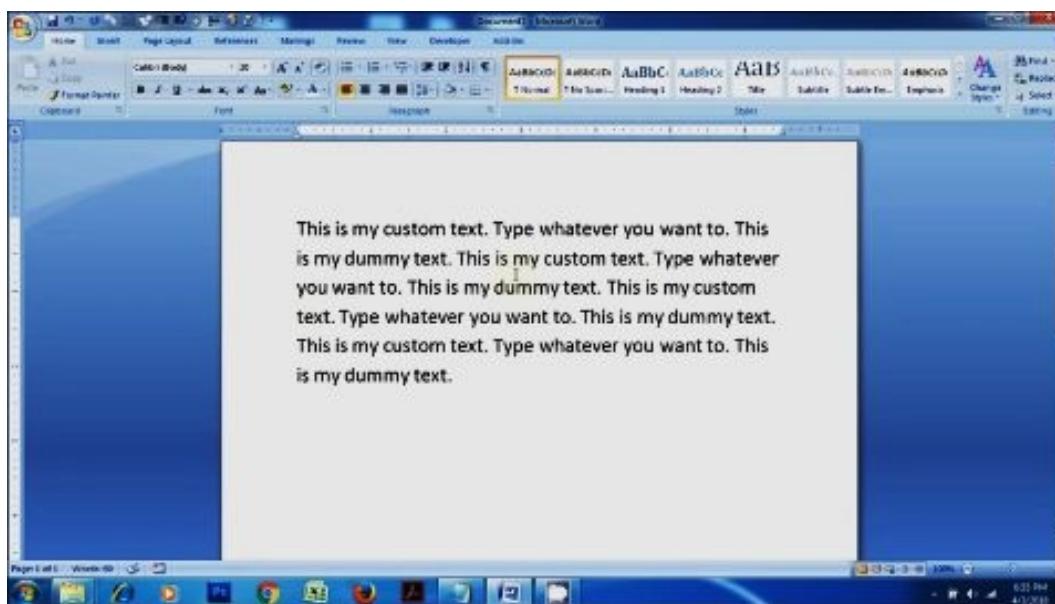
- Then select the typefaces option. You will see a variety of alternatives from which to choose for your text.
- Use any of the themes from your texts by choosing one from the themes menu.
- A save current theme dialog box appears when I click on any theme.



- Click save after naming the document.

## CREATING CUSTOM RANDOM TEXT

- Enter some text and then right-click it.
- Select file.
- Decide on proofing.
- Enter your customized text and select add. Choose ok.
- Whenever you enter the custom text seen in the image below into your word document.
- The entire text will be typed out.



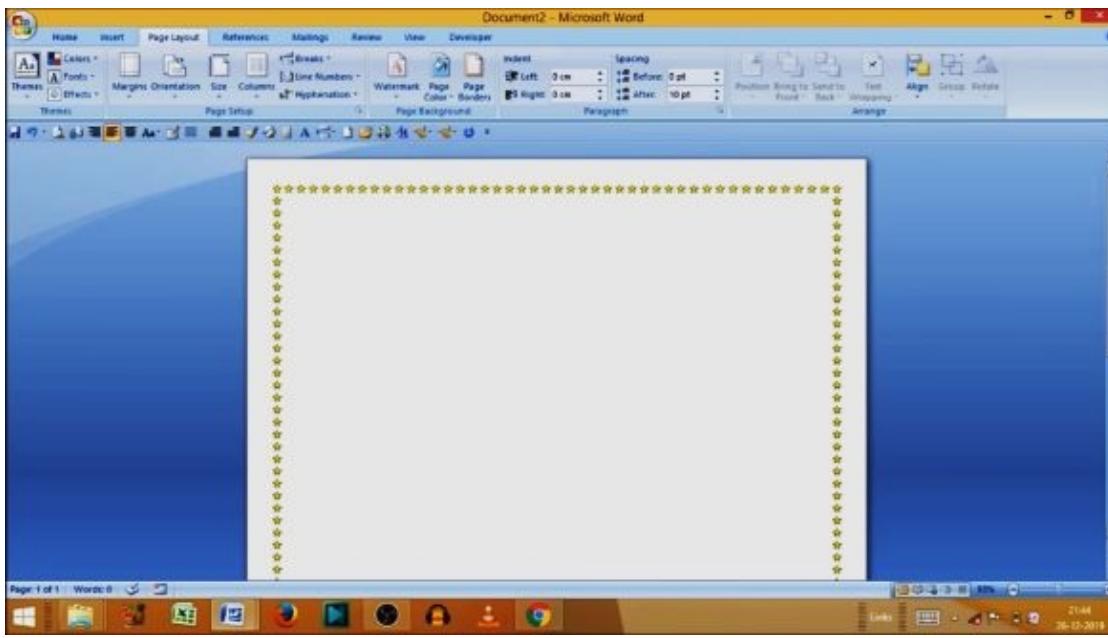


# **CHAPTER NINE**

## **BORDERS IN MICROSOFT WORD**

To improve the document's presentation, organization, and aesthetics when producing a book or other project in MS Word, borders are required around the pages. Follow the procedures below to do this.

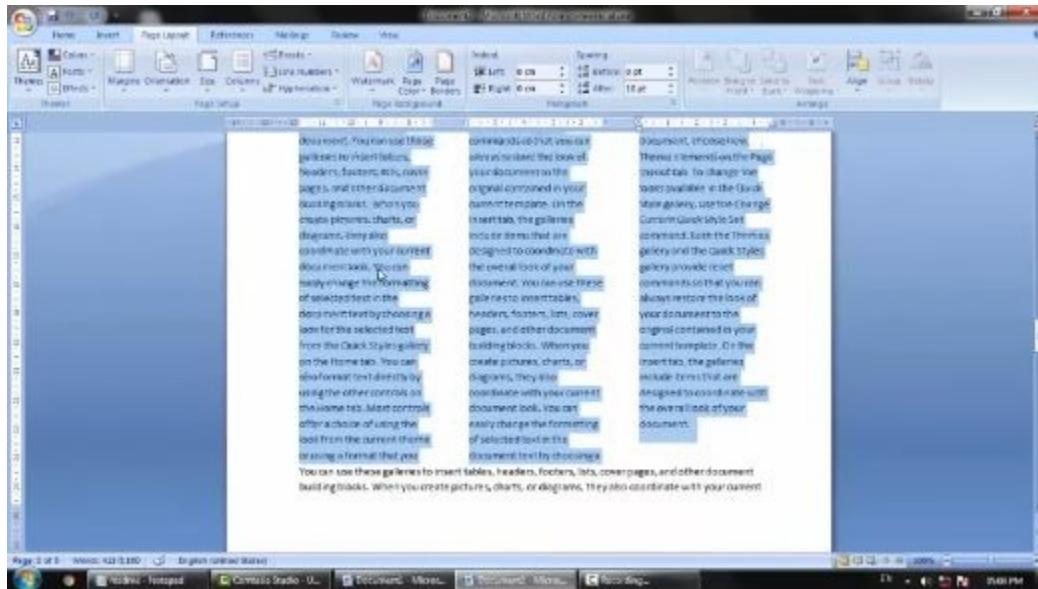
- Select a layout or page layout.
- You'll find a page borders option right next to the page color option.
- Click the page borders to bring up a dialog box on your screen.
- You may see several types of styles, lines, zigzag lines, shading lines, colors, and other border dialog box features in this box.
- Choose a box, or a line, and then click "ok."
- The text page's borders will be visible.
- At this point, we can raise the border's thickness. To do this, choose the triple line from the lines option and then click OK.
- Now the lines around the page will be thicker.
- The borderline is black, as seen in the figure above. By clicking on the page layout and choosing the borders tab, you can modify this color. To select your favorite color, click the color button in the dialog window. After that, click "ok."
- The borderline will now be altered to my desired choice of red because I went with that color.
- If I want to create artwork for the border, I would click on the art, choose an option from the menu, and then click OK.
- The artwork will be displayed around your page border.



## SETTING MULTIPLE PARAGRAPH BORDERS ON A SINGLE PAGE

- Enter the formula using your keyboard's enter key once you've typed it in the example below.
- Your completed document will be shown.
- Pick the opening paragraph.
- Press the insert button on the top menu bar.
- Select drop-cap. Change the Alphabet in the dropped choice using your mouse.
- By dragging the indent button with your mouse, you can change the paragraph's length.
- The sentence will be changed.
- Choose the subsequent sentence.
- Select "drop cap" from the insert menu by clicking.
- Select Drop Cap choices.
- Here, there are more choices from which to choose.
- Select "in margin," change the lines and other elements, and then select "ok."
- Within the page, we can insert paragraphs with three columns. Mark the section of the paragraph you want to change.
- Select page layout.

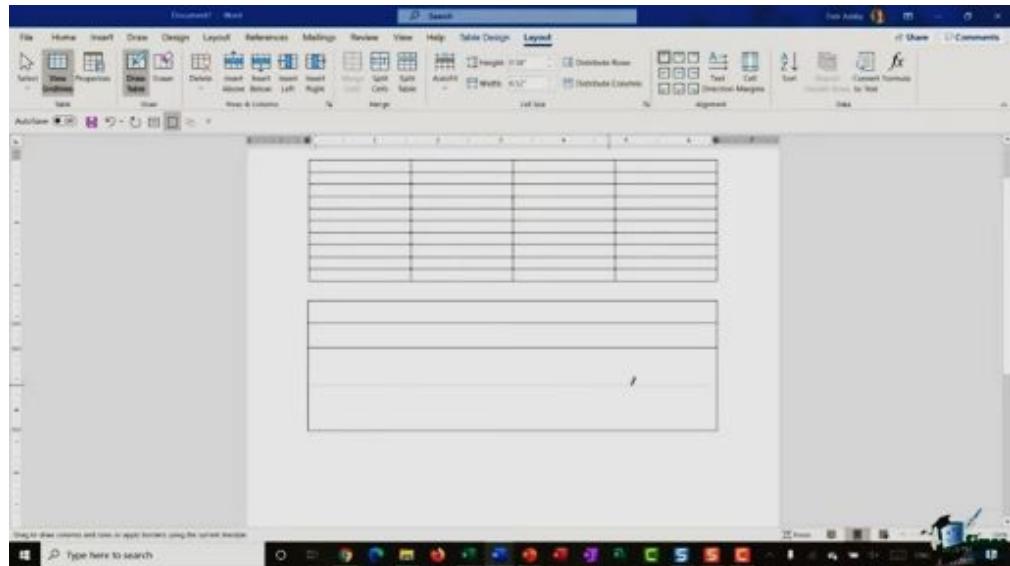
- Select Columns.
- Choose three.
- On the same page, your column will be separated into three sections.



## USING TABLES IN MICROSOFT WORD

Use the steps listed below to insert a table in Microsoft Word.

- Select Insert.
- Select tables.
- Tables with various rows and columns will have a drop-down tab.
- Drag the pointer with your mouse to select the desired number of rows and columns. It will be drawn out on the table.
- Just click the insert table button if you want to personalize your table.
- The number of rows and columns you want to use can be manually entered.
- The option to draw a table is also available. Simply select the "Draw Your Table" option.
- Your screen will show a pen that will draw the table as if it were invisible.



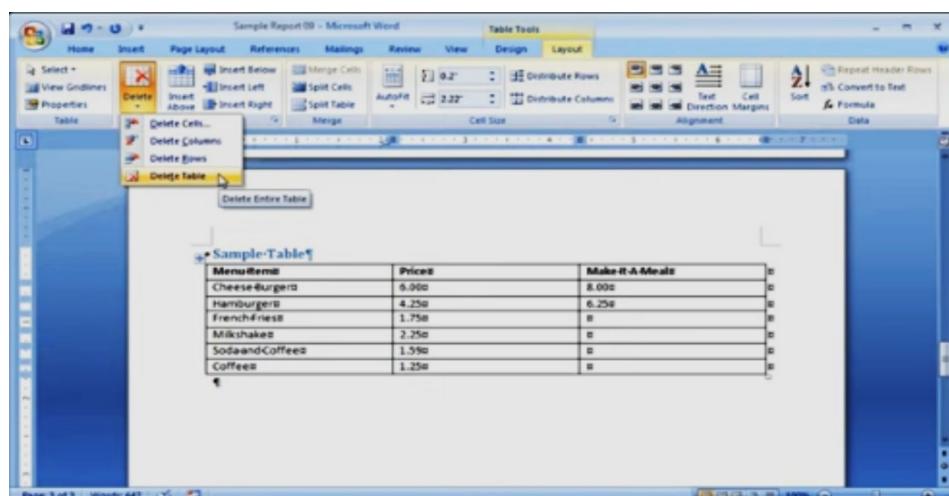
## HOW TO CONVERT A TABLE TO TEXT

- Use the steps listed below to insert a table in Microsoft Word.
- Select Insert.
- Select tables.
- Tables with various rows and columns will have a drop-down tab.
- Drag the pointer with your mouse to select the desired number of rows and columns. It will be drawn out on the table.
- Just click the insert table button if you want to personalize your table.
- The number of rows and columns you want to use can be manually entered.
- The option to draw a table is also available. Simply select the "Draw Your Table" option.
- Your screen will show a pen that will draw the table as if it were invisible.

SL.No.	Title	Page No.
1.	Introduction	1
2.	Literature review	6
3.	Theoretical background	10
4.	Working principal	18
5.	Application	19
6.	Advantages	25
7.	Disadvantages	30
8.	Application	32
9.	References	25

## ADDING OR REMOVING ROWS AND COLUMNS IN A TABLE

- Highlight the row or column you wish to delete, click on **layout**, and under the **rows and columns tab**, click on **delete**.
- A drop-down will be displayed prompting you to select either to delete rows, delete columns, or otherwise.
- For example, you can click on **delete the entire table**.

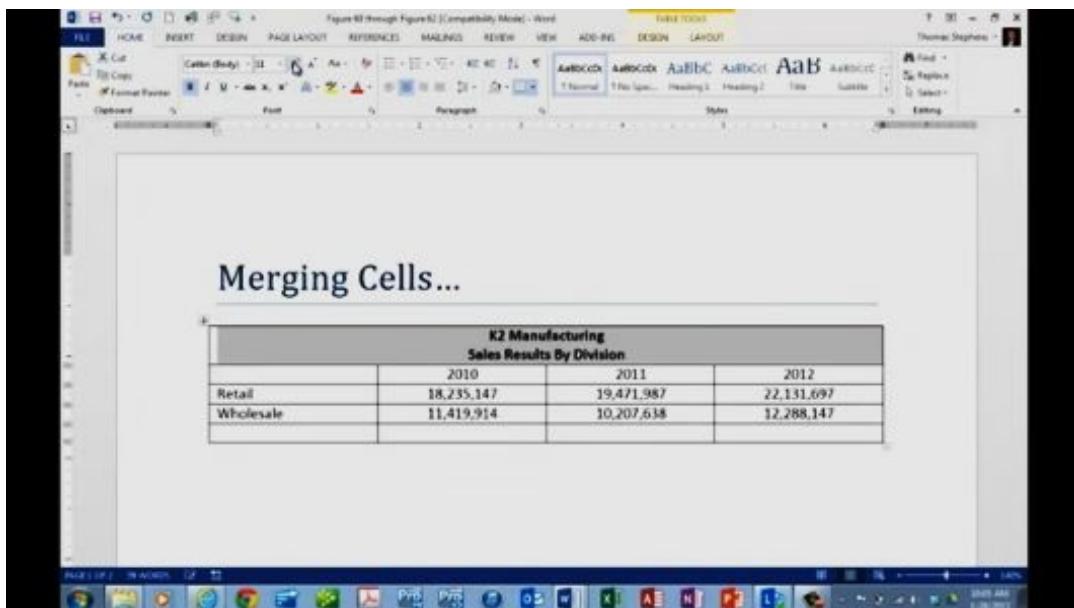


## MERGING AND SPLITTING CELLS IN A TABLE

It will occasionally be necessary to merge or split cells if you frequently work

with tables in Microsoft Word. Follow the procedures below to do this.

- Select the rows and columns you want to combine by highlighting them, then click the layout option in the top menu bar.
- Select Cells Merge.
- The cells you have highlighted will all be combined into one.
- By pressing CTRL + B to make the text in the cell bold, you can now play with it or opt to center the text.



## HOW TO SPLIT TABLE CELLS

- Choose the cells you want to divide, then click layout.
- Select Split Cells.
- Enter the number of rows and columns you want to split into the split cells dialog box that will appear, then click OK.
- Your cells will be divided in the proper order.

The screenshot shows a Microsoft Word document with a table titled "K2 Manufacturing Sales Results By Division". The table has three columns labeled "2010", "2011", and "2012". It contains four rows of data: "Retail" with value "18,235,147", "Wholesale" with value "11,419,914", and two empty rows below. The "TABLE TOOLS" ribbon tab is active.

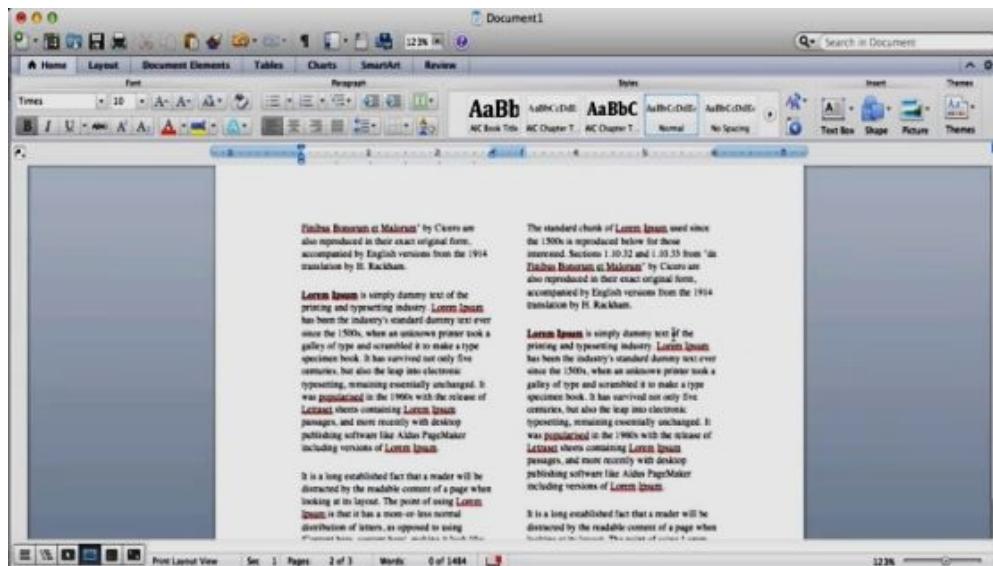
## ADDING CAPTIONS TO A TABLE

- Highlight the **table** and right-click on it.
- Click on **insert caption**.
- The **caption dialog box** will be displayed on your screen.
- Type in your preferred caption and click on **ok**.

The screenshot shows a Microsoft Word document with the text "Page 3" at the top. Below it is a table with the title "Table 1: Project Report". The table has three columns and four rows. The first row is a header row, and the subsequent rows are data rows. The "Home" ribbon tab is selected.

## CREATING COLUMNS IN MS WORD

- Select the paragraph tab from the main tab.
- You will find a little arrow for columns under the page layout. Just click it.
- Choose how many columns you want to create now. It could have two columns, three, four, etc.
- To be more exact, select the "columns" option and enter the desired number of columns. Select "OK."
- Click on two if you want 2-column texts. Your column will be divided as you choose.

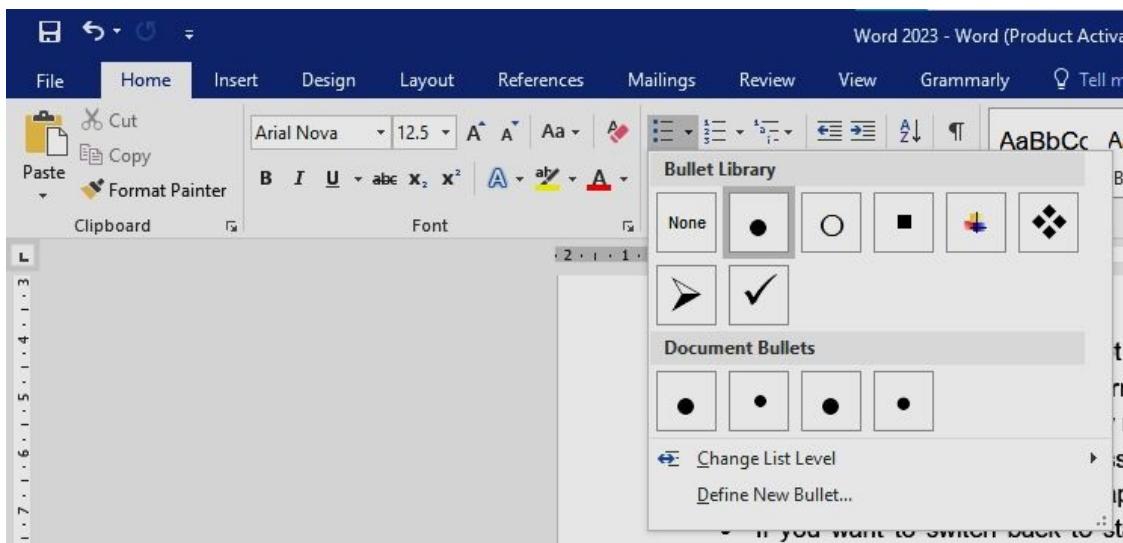


# CHAPTER TEN

## LISTING IN MS WORD

You can use bulleted points or a numbering list system to format a Word document that has a list of elements. For this;

- You must select the text first.
- In the Home tab, select the bullet command icon.
- You may also choose your preferred sort of bullet-point style by clicking on the drop-down arrow next to the bullets.
- Select your option and then press enter. As you press the enter key, the bulleted point icon will appear on subsequent lines.
- If you want to switch back to standard text after utilizing the bulleted points, double-click the enter key.

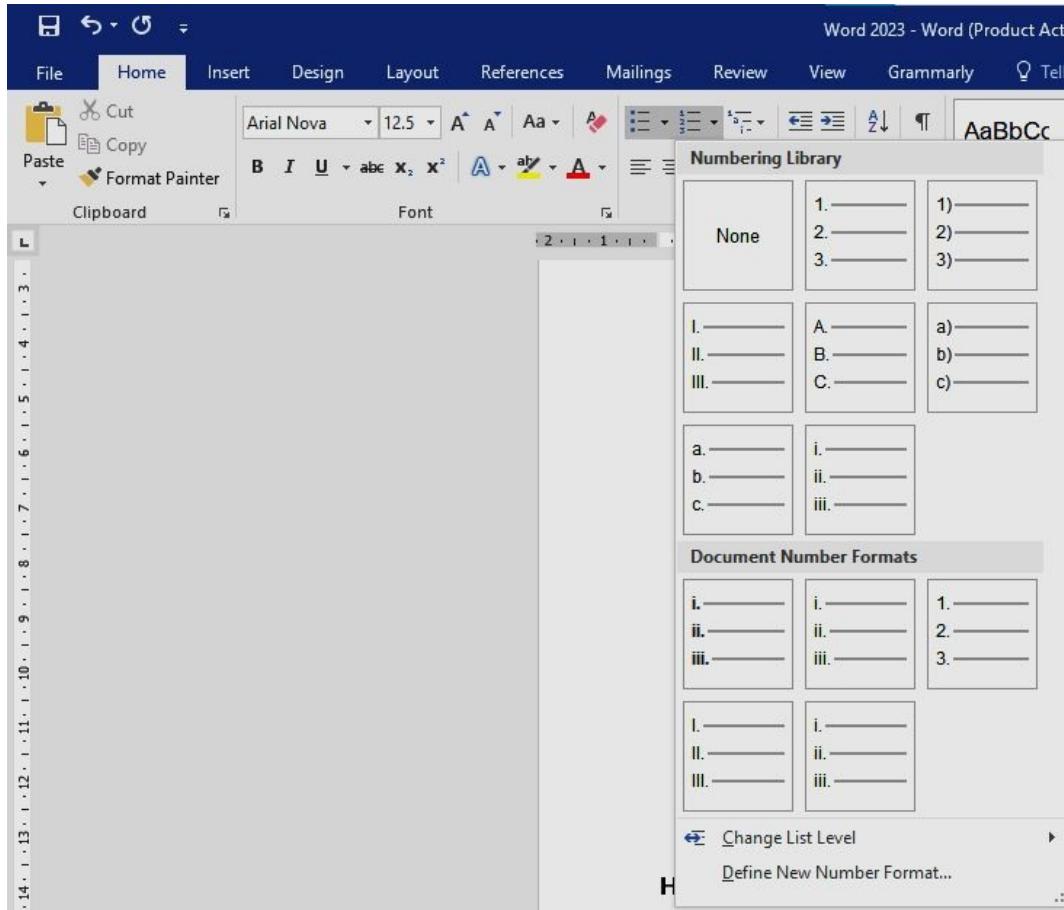


## HOW TO BUILD A NUMBERED LIST

- Choose your chosen numbering style by selecting the body of the text, going to the home tab, and clicking the numbering list icon or the tiny selection arrow next to it.
- Your word document will display the numbers.
- You can place your cursor between the texts and press the enter key twice to divide the list with a subheading in the middle. Now enter the chosen

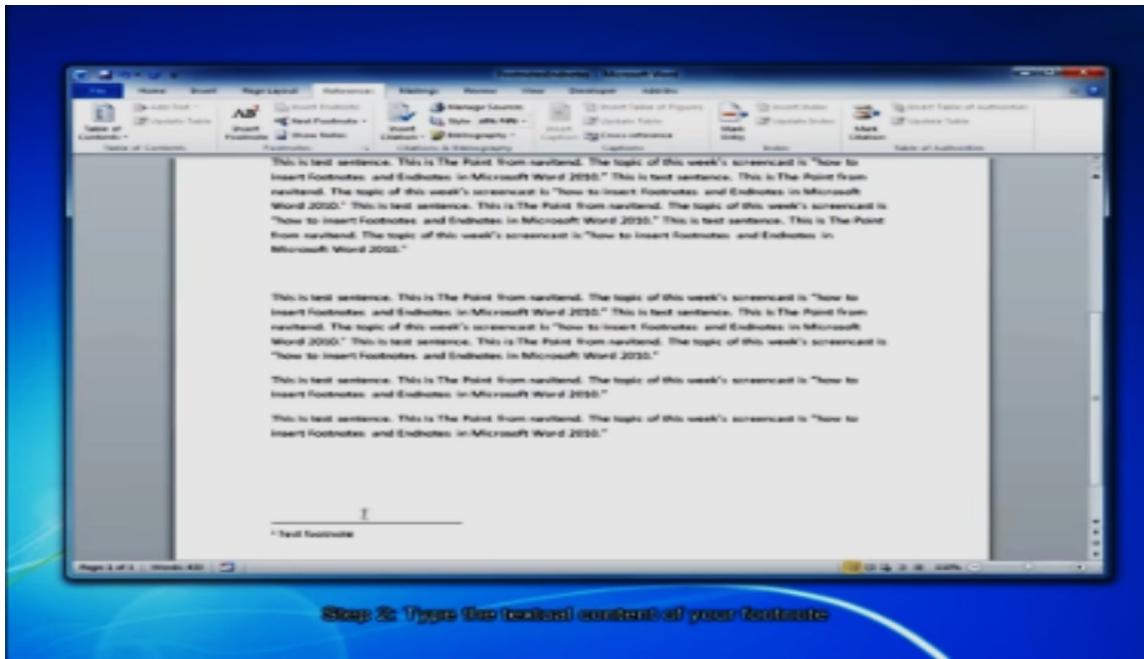
sub-heading in the text box.

- Right-click the numbers and choose "Restart at 1" to rearrange them.
- If you wish to modify it once again, use the Continue Numbering option when you right-click on the item.
- You can click and drag the hanging indent marker on the ruler to add an indent between the bullets and the text.



## HOW TO CREATE ENDNOTES AND FOOTNOTES

- Wherever you want the footnotes to appear, position the cursor there.
- When you select to insert a footnote from the references toolbar, your cursor will be relocated automatically to the bottom of the text page.
- Type in the information that will appear in the footnote.



The same steps will be taken to include the endnote. You will click on the insert footnote button instead of choosing the insert footnote option.

## INSERTING WORDART IN MICROSOFT WORD

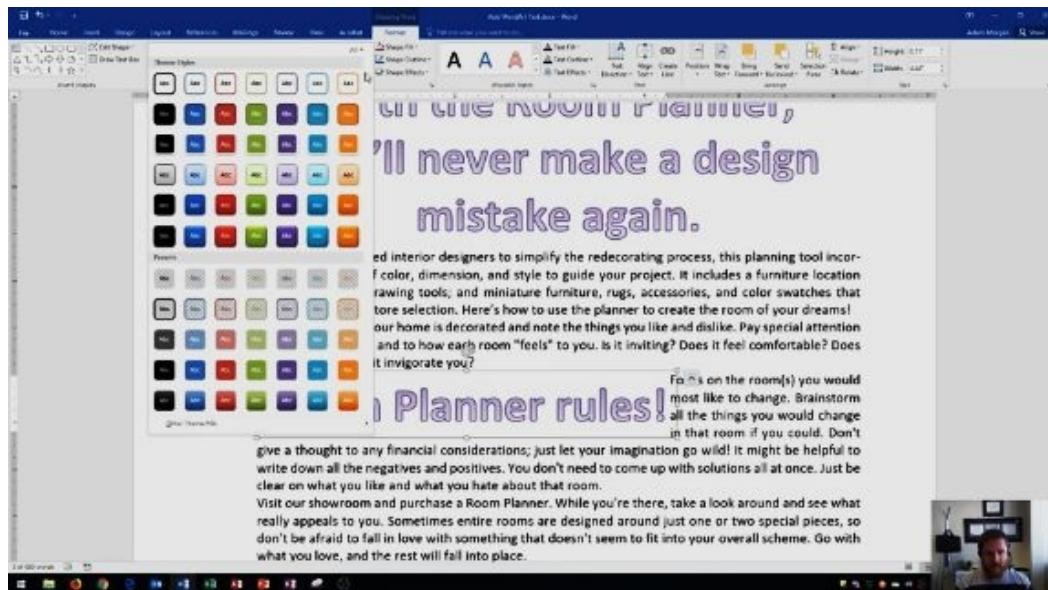
WordArt is a text formatted in an artistic manner that includes various colors, outlines, and glow effects that may help turn your Microsoft Word document into a one-of-a-kind piece of artwork. WordArt may be added to your document in two different methods.

- Selecting the text is the first step.
- Select the tab for inserting.
- Select the Word Art text area.
- Pick a choice. The text in your Word document will change as a result.



## The second method you can adopt to use WordArt is to;

- Pick the Word Art that you want to use, then paste it into a new Word document. There will be a text-insert symbol visible.
- Your document will contain a display of the WordArt text.
- You can select from a range of shapes by clicking on the WordArt shapes option.



## HOW TO INSERT TEXTS IN AN IMAGE IN MICROSOFT WORD

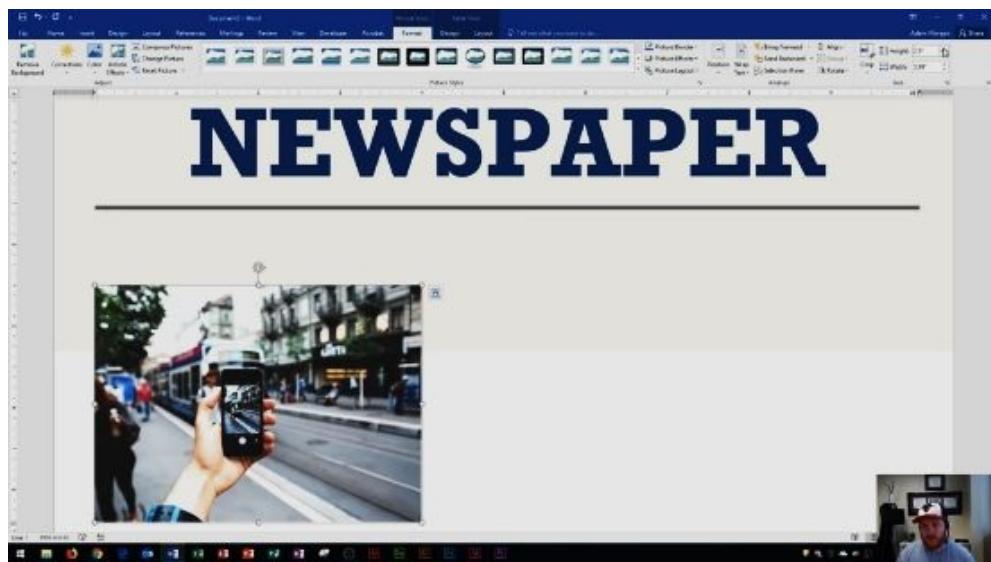
- Select the shape by clicking on the Insert tab.

- There will be a variety of shapes on the show.
- The text will be surrounded by a text box.
- Select a color from the drop-down menu. Select the color you want to use for the text.
- Additionally, you may click on Format Shape and select the Select Fill option, the Gradient Fill option, and other options to customize it to your liking.
- Your chosen color will be applied to the text box.



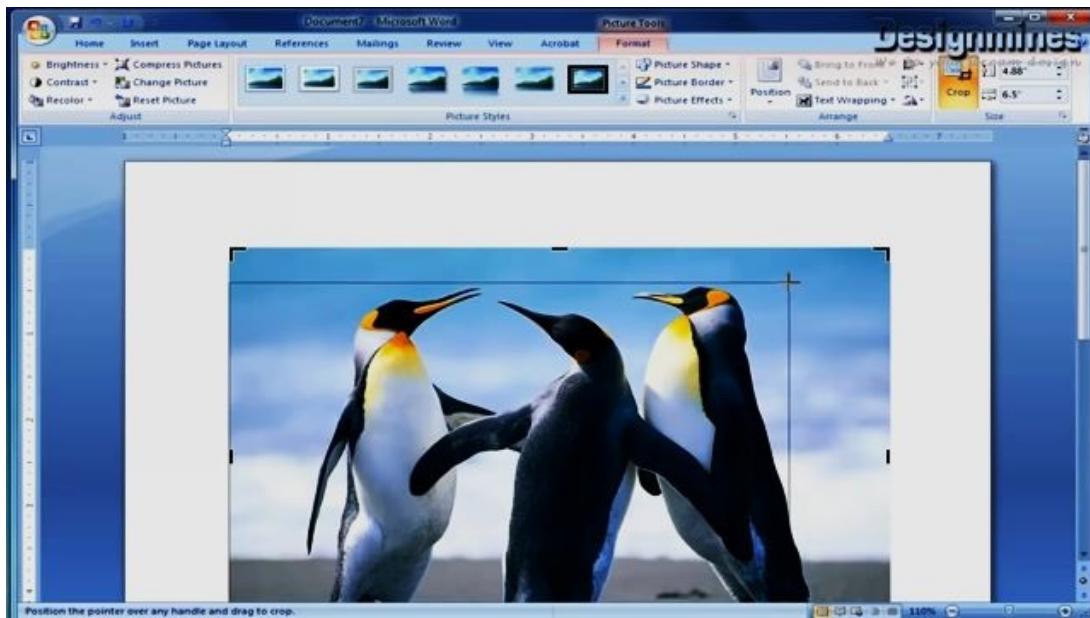
## RESIZING AND CROPPING IMAGES

- Sizing handles will appear in the image's corners when you click anywhere within the image. You can resize the image by dragging the cursor with your mouse.
- As an alternative, there is a section for scaling images on the picture tool format tab. Simply click it to make the necessary adjustments to the image.



## HOW TO CROP AN IMAGE

- The term "crop" refers to a section under format. Just click it.
- To crop an image to the size that matches the space best, move your mouse cursor about the crop borders.

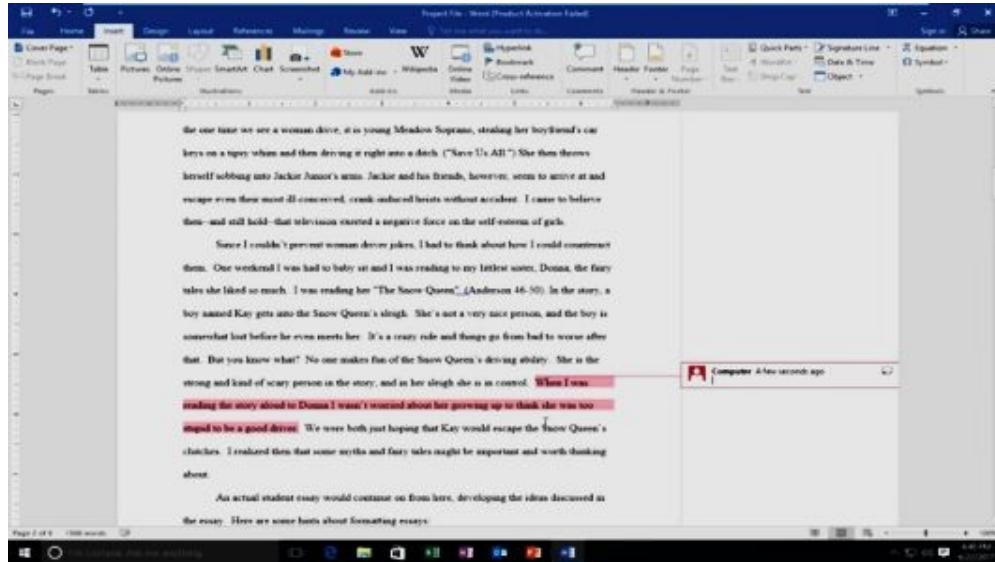


Alternatively, you can crop the image by using the right-click menu.

## HOW TO INSERT COMMENTS IN WORD

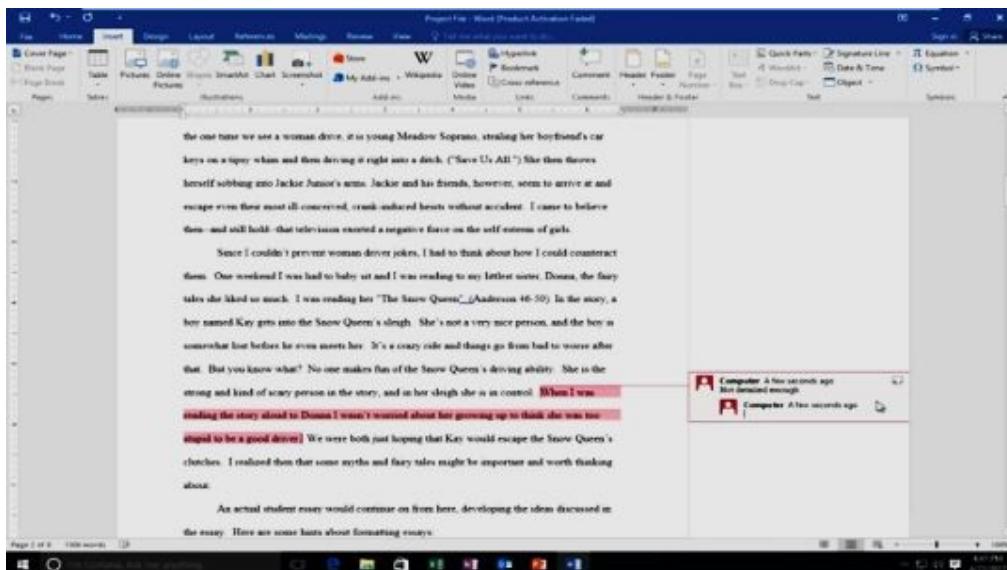
- Select the Insert tab.

- Draw attention to the area of the document where your comment should be placed.
- Use the left mouse button to remark.
- The paper will display the comment box.

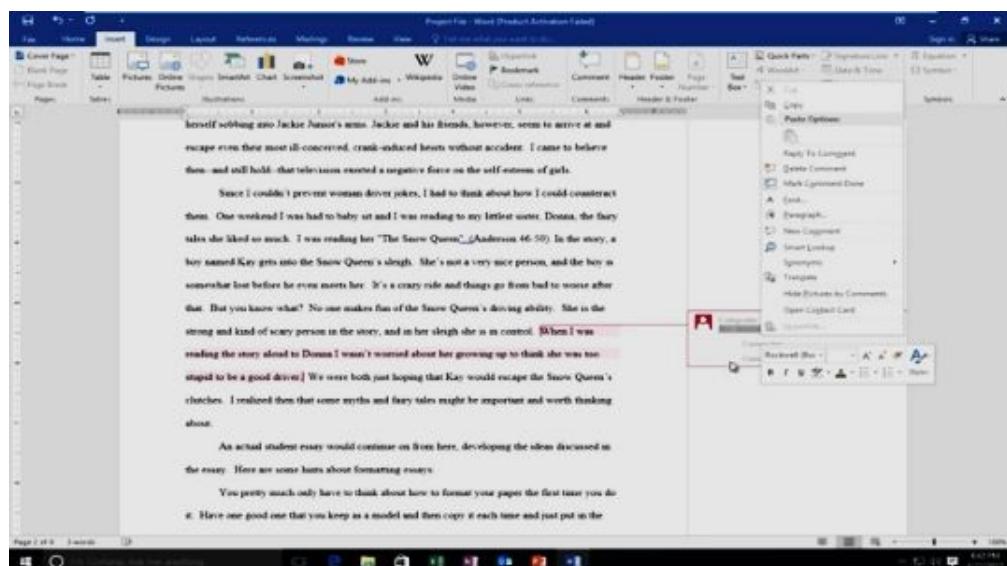


You can put your comment here and then click to save it.

- Double-click inside the comment box, then input your comment to update it.



- To delete the comment, right-click inside the comment box, and left-click on delete the comment.



# **CHAPTER ELEVEN**

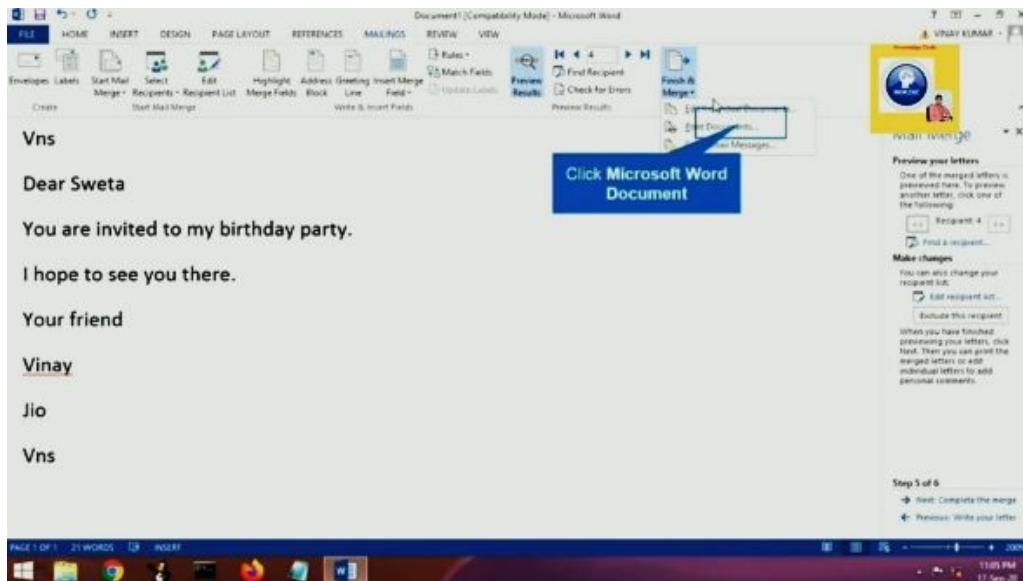
## **UNDERSTANDING THE MAIL MERGER**

If you need to create many papers that are identical but different in certain ways, such as name tags and addresses, mail merge is a fantastic time-saving tool. You can use mail merge to send emails, print documents, and modify any type of document.

**Using Mail Merge in the email** To send emails to many recipients, you first need source data, which can be a list of recipients' names and email addresses in an excel or Outlook contacts database, as well as a generic letter database.

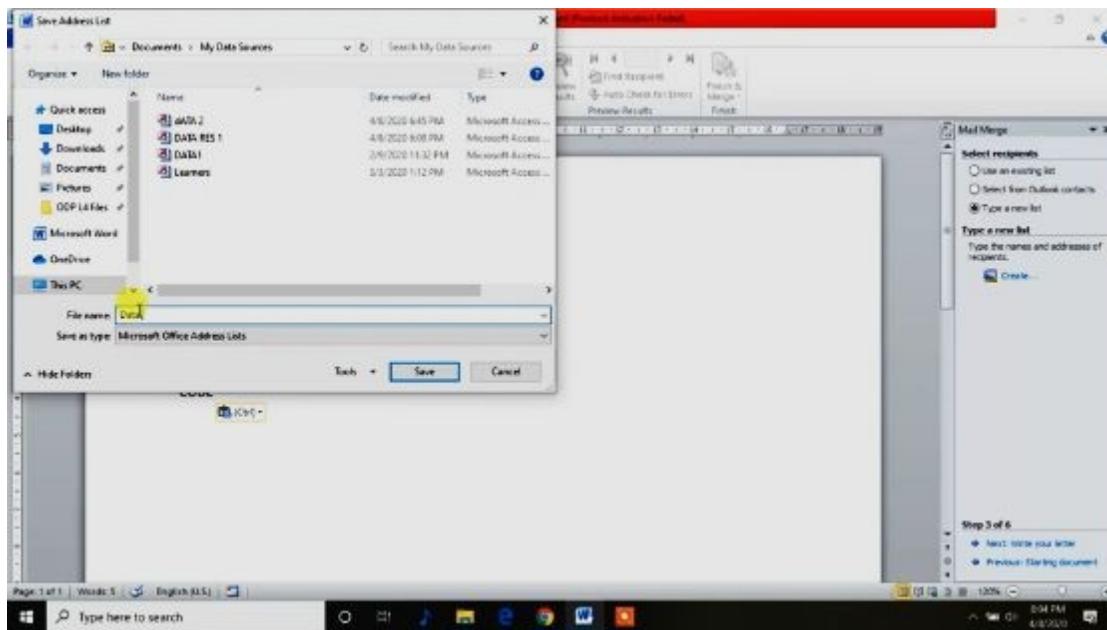
The instructions below explain how to use Mail Merge to send emails with distinct names and addresses to several recipients:

- Double-click on the empty document in Word once it is open.
- In your top menu bar, select the tab for the mailings page.
- Select Start Mail Merge from the drop-down menu.
- Select the Microsoft Word file.
- Click next to go to the link for the chosen recipient.
- Click on the property page for mail merge.
- Next, select the box labeled "Items View List."
- Press the position indicator's button. Choose your desired option, then click "OK."
- In your word document, right-click a blank area. Select the link for more things.
- Select the Address line-1 item twice.
- Enter the text you want to use by pressing the enter key.
- Select the Mail Merge Page link.
- Double-click Microsoft Word and then click the mail merge property page to continue typing.
- Select the first name item, hit enter once more, and then type more.
- Repeat the procedure as necessary.
- Select the Next option.
- When finished, press the "finish and combine" button.
- Select Word from the menu.



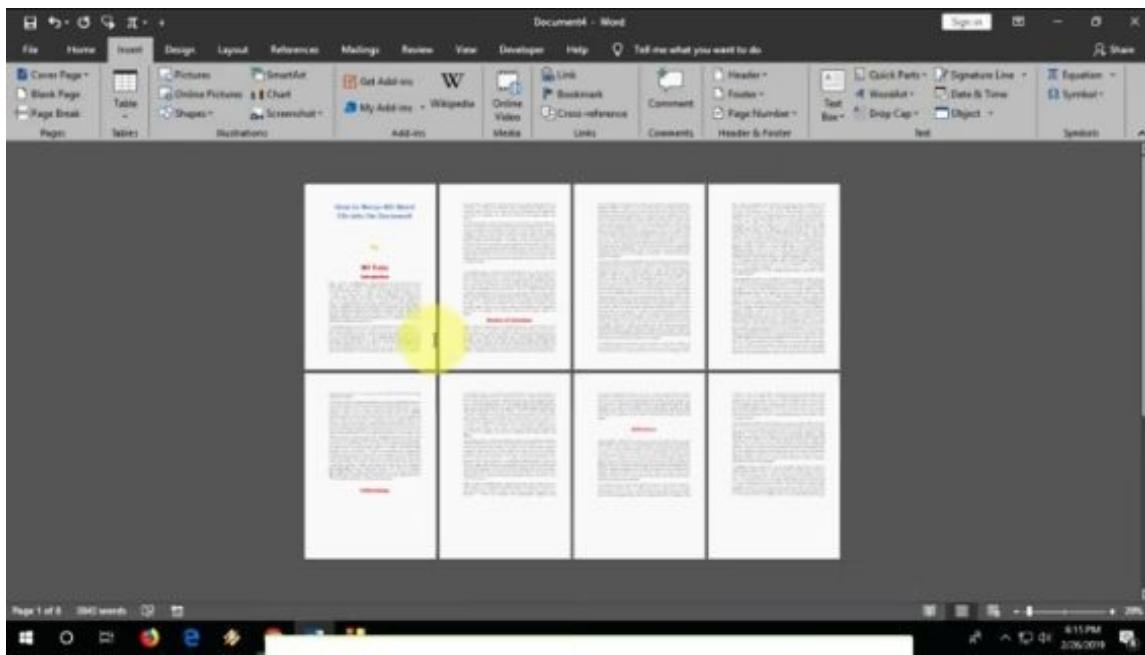
## HOW TO CREATE YOUR MAIL RECIPIENT LIST

- After entering your text, select Mail Merge from the menu.
- Decide whether you want to generate a letter, an email, or an envelope as the document type.
- Go to the following recipient list.
- After that, choose the recipient.
- Click on type a new list or create a new list to start your list.
- Microsoft Word will now provide a new address list.
- Add your favorite choices and remove the unnecessary items from your recipient list to personalize it.
- The chosen selections can be renamed, and the undesirable elements can be deleted.
- To add recipients, select add, enter the names you want and then select okay.
- Begin entering personal data, including your name, initials, and other information, in the address book.
- To go between each section of the text, press the tab key.
- Save the address book to your file, give it a new name, and then hit "Save."



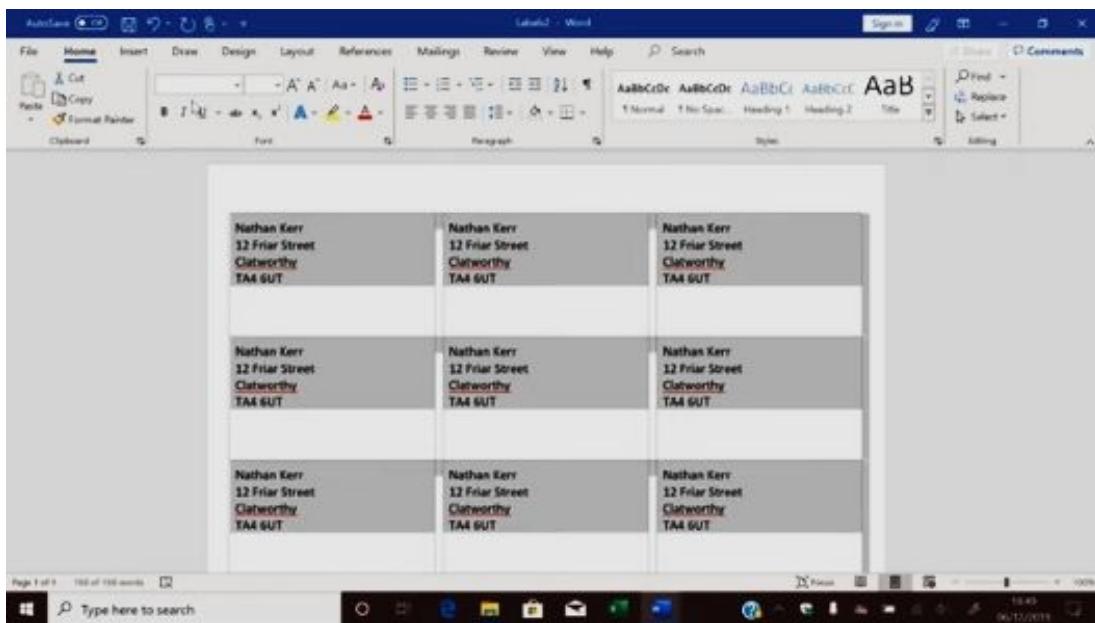
## HOW TO MERGE MULTIPLE DOCUMENTS AS ONE

- Here, we have different word documents saved in our documents.
- Open the word document, and click on the insert tab in the top menu bar.
- Click on the object.
- Click on a text file.
- Click on desktop, and select new folder.
- Highlight all the word documents.
- Click on insert.
- The documents will be merged as one.



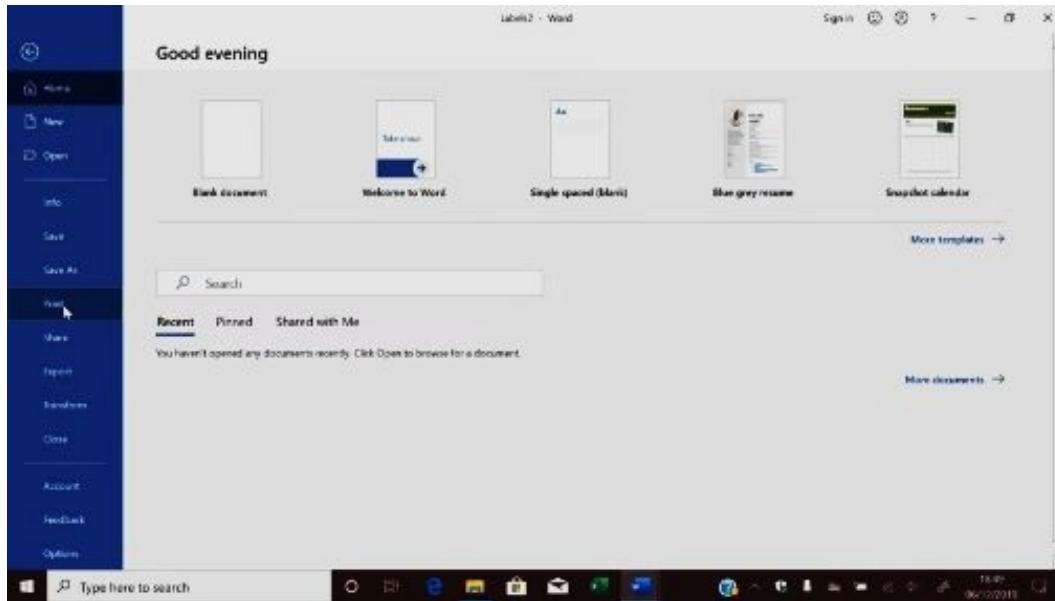
## PRINTING ADDRESS LABELS

- Type the texts you wish to appear on your label in Word.
- Search for mailings in the ribbon menu after opening the Word document. Just click it.
- Select an option to see a range of available options.
- You will see several label options for you to select from. Any of the brands can be bought.
- I'll now start entering the names, addresses, and other contact details I wish to include in my box in the address field. These words will be transformed into unique labels. The new labels will appear like the one below once you've finished typing. I have the option of printing it now or saving it for later.
- Before using the texts, you can even choose to change their style, font, size, or totality.



## HOW TO PRINT THE ADDRESS LIST

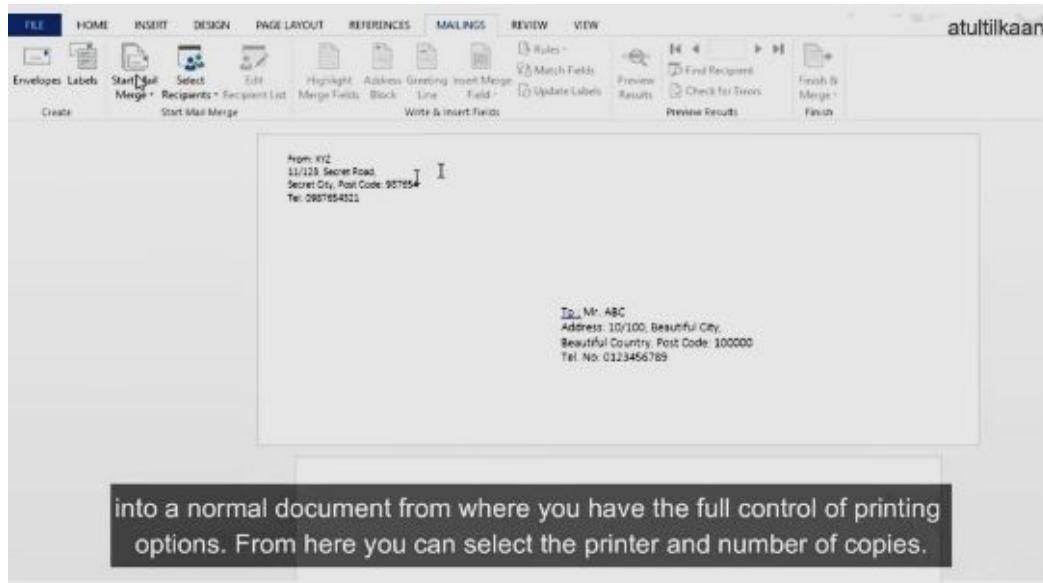
- Select print by clicking on the file in the top menu ribbon. Alternatively, you can use CTRL+P on your keyboard.



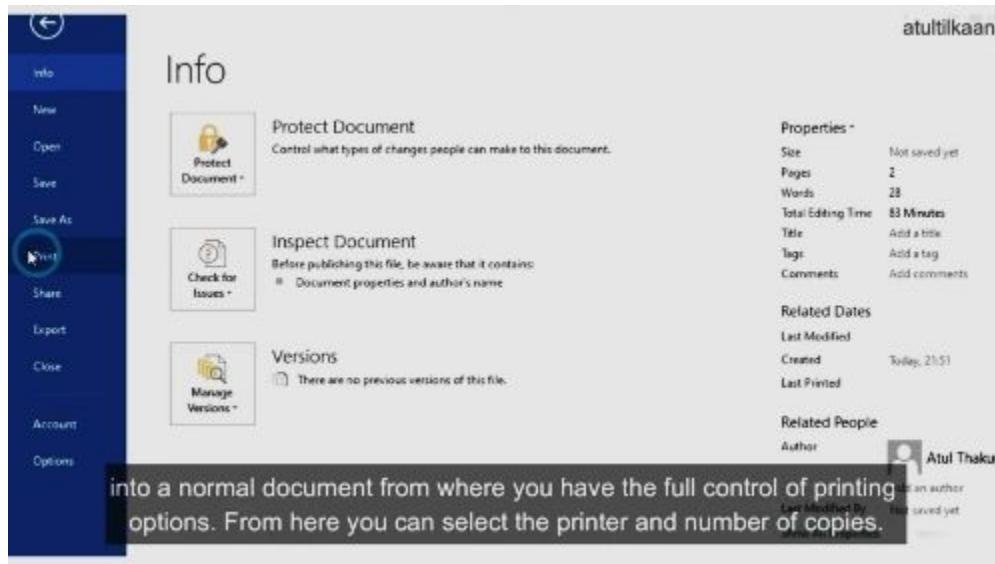
## UNDERSTANDING INSTANT ENVELOPES

- It's simple to make envelopes with Microsoft Word. Open a new Word document and then select Mailings from the top menu ribbon.

- In addition to labels, you'll find an option for envelopes; select it.
- A tab on the envelope will be opened.
- There is a section for a delivery address in this tab. The recipient's name and address should be entered here.
- You should provide the sender's name and address beneath the return address.
- You have the option to make more changes before selecting "ok."
- After that, select the printing options.
- Depending on where you want the envelope to go in the printer, you will choose an option. It could be on the up, down, right, left, center, or any other axis.
- Click add to document to print multiple copies of the page.
- The envelope will be changed into a standard document.

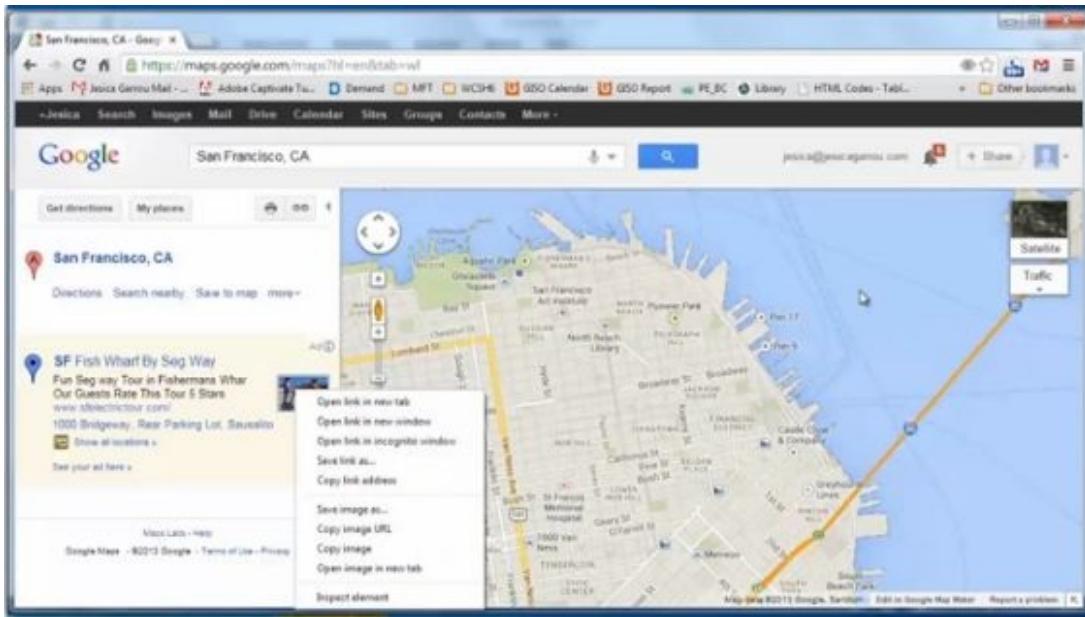


- Here, you can easily click on the file, and select print. This gives you the freedom to select a printer, manually type in the number of copies you want, and readjust the envelope appropriately.



## ADDING A GOOGLE MAP TO YOUR WORD DOCUMENT

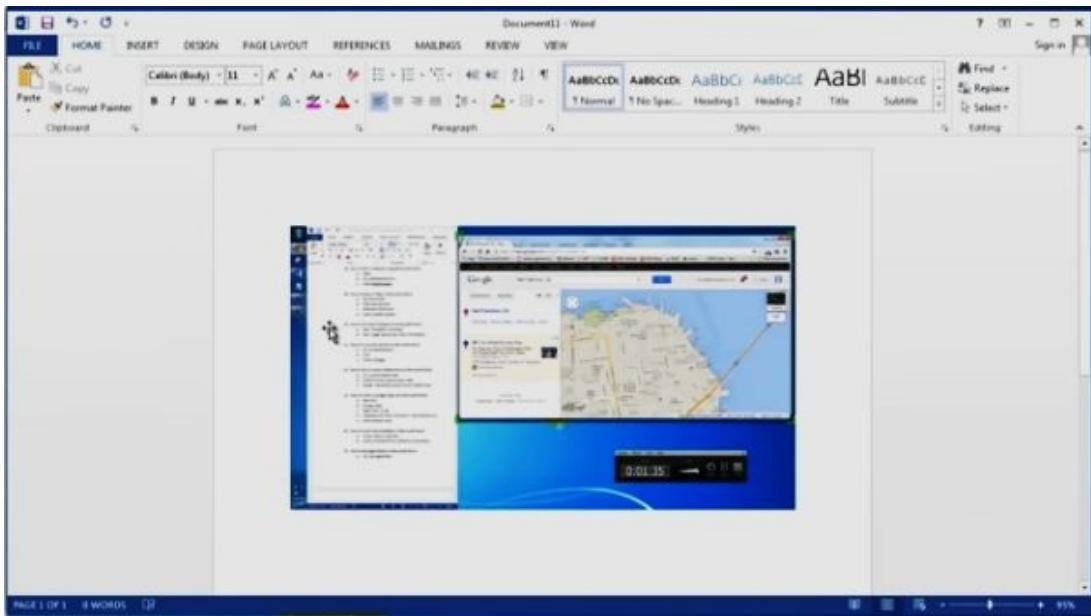
- Right-click on the map and select save. This helps you save the map on your device.



However, this method doesn't work. You can either click on the Print Screen key on your keyboard to copy your entire screen. This key can be found in the same row as the function keys.

- Open your Word document and paste the image into the document using

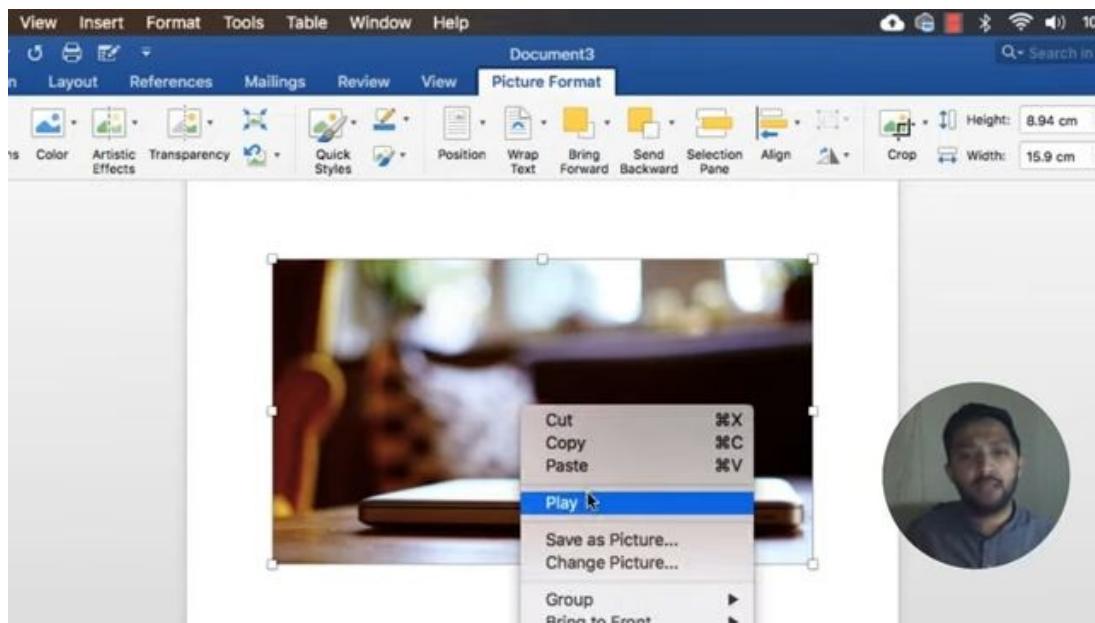
**CTRL + P.**



In your Word document, you can crop the map to suit the purpose you want to achieve with it.

## **HOW TO INSERT VIDEOS INTO YOUR WORD DOCUMENT**

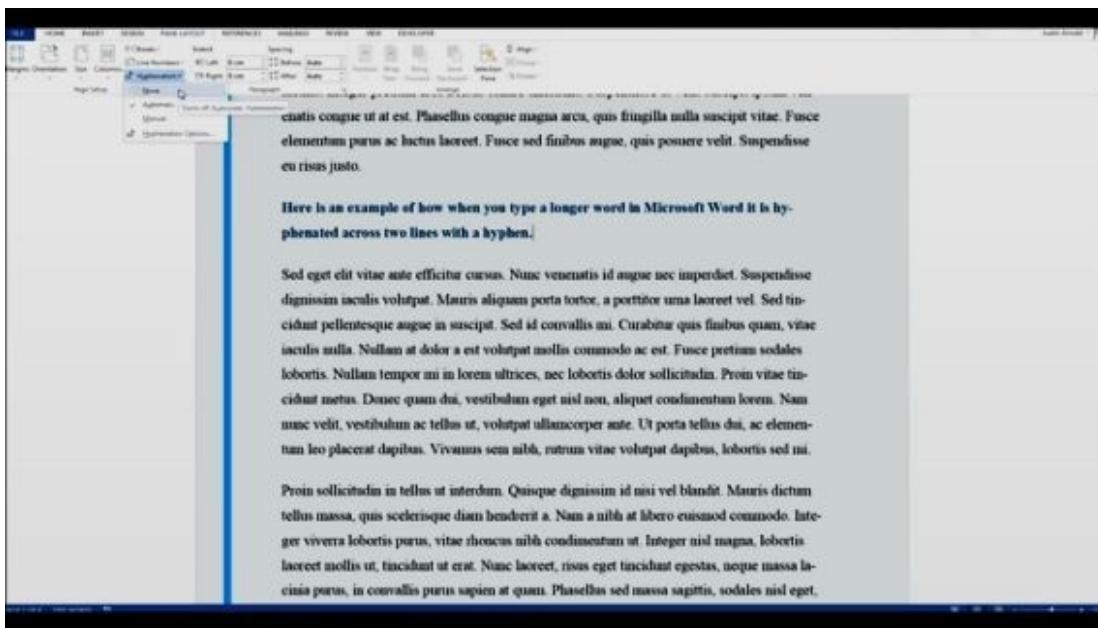
- Click on the insert tab.
- Select what you intend to insert in your document. In this case, I am selecting the movie option.
- I will select a movie from the file.
- I will select the video I want to use.
- Select the video and scroll to the bottom of your screen and click on insert.
- The image of the video will be displayed within your Word document.
- Right-click on the image and select play.



## HYPHENATION: TURN IT OFF OR ON

This is when words are divided or broken into two by the Word software due to inadequate space. This can be of utmost benefit sometimes and at other times, it is of no relevance. This feature can be turned on and off while using your Word document.

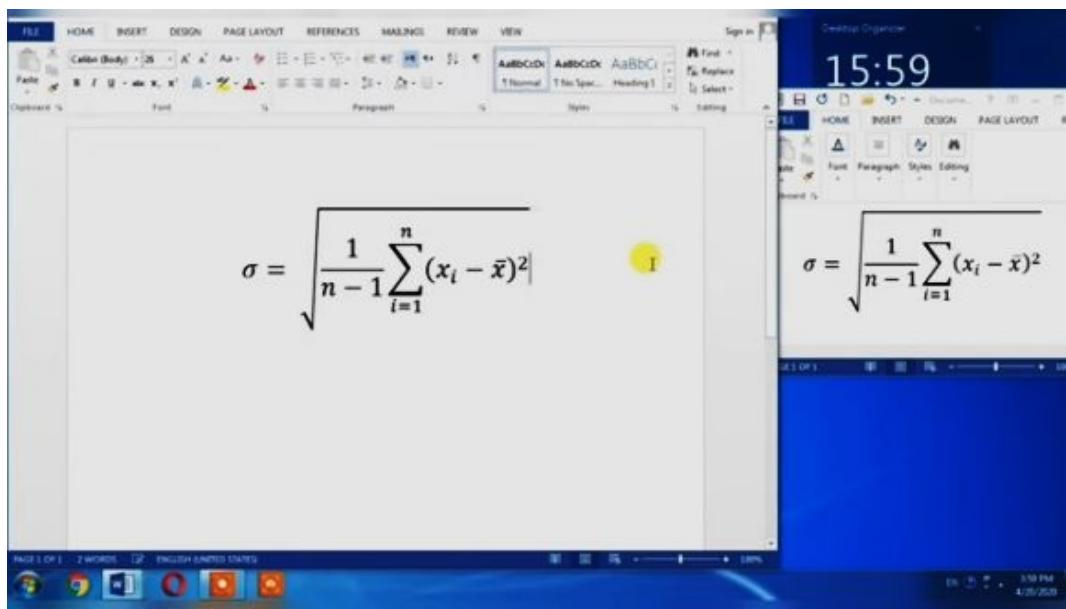
- Go to the page layout ribbon.
- Click on the hyphenation in the layout tab.
- Switch it from automatic to none. This will turn off the feature.



If you want to turn it on, simply switch it back to the automatic feature.

## HOW TO TYPE EQUATIONS IN MICROSOFT WORD

- For example, I want to type the equation below in Microsoft Word.
- To do this, click on insert.
- Click on the equation.
- Navigate to the symbols tab by clicking on the small arrows and then choose the symbol you intend to use from the options.
- Next, press the spacebar. Increase the size of the equation from the font tab in the Home tab.
- Next, press the = and hit the spacebar key.
- You can insert the square root symbol by going to the Insert tab, clicking on the equation, select the symbol.
- The symbol will be displayed in your Word document.
- You can proceed to insert all other symbols using this method.
- This process will be repeated until the entire symbol is well written in your Word document.



## SHORTCUT KEYS TO BE USED IN MICROSOFT WORD

- CTRL + A is used to highlight texts in Microsoft Word.
- CTRL + B is used to make texts bold.
- CTRL + C is used to copy the text in Word.
- CTRL + V is used to paste text within the Word document.
- CTRL + E was used to set your text in the center of the Word document.
- CTRL + F is used to find text in between a body of texts in a Microsoft Word document.
- CTRL + G makes it easy to find specific texts in the Word document.

After pressing CTRL + G, a dialog box will open up. Here, you can type in the specific page number.

- CTRL + H, when clicked on, a dialog box will open. The dialog box has two sections, i.e., find the word and replace the word.
- CTRL + I is used to write texts in italics form.
- On a blank page, press CTRL + K, and a blank page will be displayed. Here, you can write and select a file you want to link to the document and click ok.
- CTRL + L is used to set text to the left side of your Word document.
- CTRL + N is used to open a blank Word document.
- CTRL + O is used to open another document while working with one.

- CTRL + P is used to print your Word document quickly.
- CTRL + R is used to move texts to the right in your Word document.
- CTRL + S is used to save Word documents.
- CTRL + U is used to underline texts in a Word document.
- CTRL + W is used to close the Word document.
- CTRL + X is used to cut data in your Word document.
- CTRL + Y is used to repeat words.
- CTRL + Z is used to undo any changes made to a body of text. in the Word document.
- Shift + F1: Check the formatting of the text.
- Shift + F2 copies the currently selected text.
- Shift + F3: Modify the text's case (uppercase to lowercase).
- Shift + F4: Repeat a Go-To or Find action.
- Shift + F5: Go back to an earlier version.
- Shift + F6 will take you to the previous pane.
- Press Shift and F7 to open the thesaurus.
- Shift + F8: Reduce the size of the active selection.
- Shift + F9 toggles between the field code and its outcomes.
- Shift + F10: Shows a menu of shortcuts.
- Shift + F11: Go back to the field before.
- Save a document by pressing Shift + F12.
- Alt + F: Open the file page to get the backstage view.
- Alt + H will take you to the Home tab.
- Alt + M: Accesses the Mailing tab to control Mail Merge operations.
- Alt + N will bring up the Insert tab.
- Alt + P will bring up the page layout tab.
- Alt + R will bring up the Review tab.
- Alt + S will bring up the Reference tab.
- Close the document using Alt + F4.
- Restore the document window size by pressing Alt + F5.
- Alt + F6 will open a different document.
- Alt + F7: Look for typographical or grammatical errors.
- Open the Macro dialogue window by pressing Alt + F8.
- Display the selected task pane by pressing Alt + F10.
- Display Microsoft Visual Basic code by pressing Alt + F11.
- Alt + Backspace will reverse the previous action.



# **CHAPTER TWELVE**

## **TOP TIPS AND TRICKS IN MICROSOFT WORD 2023**

The following are some of the Tips and Tricks you can use in Microsoft Word 2023 for effectiveness.

### **TURN ON DARK MODE**

Do you know that Microsoft Word 2023 has a dark mode you may enable, specifically at night to rest your eyes? Go to the top left corner and select the File Menu to activate the dark mode. Scroll down to the bottom left of the file menu and select Account there. By pressing this, the account screen will appear, with a section labeled "Office Theme" directly in the center. It is always set to the bright, colorful screen by default. To view additional colors, click the drop-down arrow (dark grey, white, black). To make your screen dark, choose black or dark grey. Note that when you change the Office theme, all Office programs are affected, not just Word (excel and PowerPoint).

All the ribbon tabs are dark when you return to Word, yet the document still appears to be well-lit. Go to the Design tab and click on the page color on the right to alter this. Select the dark color by clicking the theme color. Your document's color turns to black, and Word automatically changes the color of your typeface to white. When you want to print, it has no impact on your document. It debuts in its usual color (white).

### **TURN YOUR WORD DOCUMENT INTO AN INTERACTIVE WEB PAGE**

Your document can be converted into an engaging interactive web page that looks fantastic on all screens. Click the File tab to start. then select the Transform menu item. When you click it, a pane on the right side of the screen pops up where you may turn your document into an interactive web page. There are many different styles available; simply pick one and click on transform. Your word document will then appear as a preview of an interactive web page. By selecting Edit from the menu up top, you may modify your website's appearance, check the navigation, and share any changes you make (share this sway).

## **CONVERT PHOTO OR DOCUMENT PDF TO AN EDITABLE WORD DOCUMENT**

With ease, you can convert from PDF and modify your files without limitations. To do this, select Open from the File Menu. Open the PDF file by selecting where it is located on your computer. You see a notice informing you that your PDF file is going to be converted to a word document. Select OK. After that, you can review and adjust it.

## **USING EQUATIONS/FORMULAS IN MICROSOFT WORD**

Equations and formulas are not exclusive to Microsoft Excel. Formulas are available in Microsoft Word.

You only need to select the Layout tab. There is an option for Equation in the Layout ribbon, over on the far right-hand side. When you click on it, a dialogue window for formulas appears. You must choose the formulas you wish to apply, enter the numbers into each box, and then click on "Ok" to obtain the value. Be aware that there are other computations you can perform by clicking the paste functions button.

## **SORT LIST IN WORD**

So that Microsoft Word can sort the list. First, choose every list and then click the Home tab. In the middle, select the option to sort. When you click on it, the sort text box appears. There are various alternatives, including the text option (Ascending or Descending order), the number option, and the date option. You can also sort by field, header, or paragraph. Once you click OK, it will update itself.

## **COLLABORATE WITH OTHERS**

You may simply work on a document concurrently with others in Microsoft Word. In the past, if you wanted to collaborate on a document with someone else, you had to email them an attachment, have them modify it, and then you had to gather up all the edits and work on them. Fortunately, it is much simpler now. How to do it: There is a Share option in the top right-hand corner. When you click on it, a dialogue box to share it with others emerges.

It states by default that anyone who has the URL can modify it. You may choose which people you want to share it with when you click on it. Go to Settings and make the necessary changes there. Enter an email address after which copy the link to send to anyone.

Whenever you wish to call someone out, inquire about them, or request that they revise a sentence. Simply highlighting the sentence is all that is required. Additionally, a button labeled "Comment" is located in the top right corner. Click it, then select "New Comment." You can put your remarks in the Comment box that appears on the document's right side after it opens. To address a particular person with a query or sentence, use the @ symbol. They will then receive a notification on that particular section of the document. After that, you can share your paper with that person by clicking on their name.

## **PIN DOCUMENT**

You pin your paper so that you may quickly and easily refer to it later. How to do it: Backstage is accessible by selecting the File tab, which gets us there. You may see all of your most recent documents on the home view. A pinned icon appears when you choose the document and hover your cursor over it. Click it, then select "Pinned."

## **HOW TO REWRITE A TEXT**

You can rewrite a sentence or a phrase in Microsoft Word. To do so, right-click on the word after highlighting it. Rewrite Suggestions is an available choice. When you click on it, many ways to type the selected or highlighted text will be shown. Choose your favorite option, and your document will be modified.

## **RESUME ASSISTANT POWERED BY LINKEDIN**

This tool on Microsoft Word was developed by LinkedIn to aid in the writing of your resume or cover letter. To use this function, select Review. The Resume Assistant option is located on the right-hand side. When you click on it, a pane for the resume assistant opens. You can then complete the required field. Additionally, there are some bullet points to assist you with the skills; you can take inspiration from these to assemble your own. Click OK when finished, and your resume will be ready.

## **TRANSLATOR**

A translator is already included with Microsoft Word. Go to the Review tab and select the Language option. From there, select Translate to use the built-in translator. You can translate a part of the document or the whole thing from the submenu. The right-hand pane of the translator opens when you select Translate Selection. Then click Insert after selecting some text and the desired language.

## **CITATION**

Citation work is simple to do in Microsoft Word. Any quote can have a citation added by selecting the Reference tab and then Insert citation. You must first add a new source. Then select Add New Source. By doing this, the create source dialogue box appears, allowing you to enter details about the source such as whether it is a book, journal article, report, conference proceedings, etc. The Author, Title, Year, City, and Publisher fields can then be filled in. When you have done entering all the data, click on Ok, and your document will be modified.

## **FORMAT PAINTER**

First, choose the formats you want to duplicate. Then, click the format painter on the Home Ribbon. The formatting is then copied, and a sizable brush is located near your cursor. The text you want to apply in the same format is then highlighted, and your document is automatically modified.

## **READ ALOUD VOICE**

This function reads out the text you've chosen. Select the text first, then select the Review tab. Choosing the Read Aloud option causes your Word document to automatically read the specified text. You can also choose between going forward, pausing, and going backward. Additionally, you can switch the voice to a guy or female.

## **DICTATION**

You may use Microsoft Word to transcribe your spoken words, and the program will listen to them and type them for you. After selecting the Home tab, press the Dictate button. Microsoft Word enters your words as you dictate them. You can activate auto Punctuation through the settings options. The Dictation button also offers language selections.

## **CONVERT WORD TO POWERPOINT**

Open your document, then select export from the File menu. There is a power presentation export option available (preview). When you clicked on it, a ton of presentation themes were retrieved. Select any design you like, then select Export. Click on "open presentation" when it opens a few seconds later. PowerPoint is prepared.

## **TEXT PREDICTION**

This features built-in words that you can activate or deactivate. As you enter

your word document, text prediction proposes the next word. Go to the Review tab and select Editor to activate it. Select the text Prediction option from the drop-down menu to enable it. The word you want to enter is then predicted as you type, so you don't have to finish.

## **AUTOSAVE OPTION**

Navigate to File and select Options. When you click Store, a menu will appear with the option to "save auto-recover information every time." Set the time, check the box, and then click Save.

## **DROP CAP**

A drop cap is a capital letter that typically appears at the beginning of a paragraph in newspapers and spans two or more lines in your document, as illustrated in figure 15 below. Put your cursor where you want the drop cap to appear in the paragraph you wish to format. Select the Insert tab from the ribbon after that. Next, choose a selection from the drop-down menu by clicking the drop cap button in the text group. The Dropped option moves the first letter to about lines, the In Margin option positions the drop cap in the margin next to the paragraph, and the drop cap choices open a dialogue box with customization options. None will remove an existing drop cap. Select any alternative you desire. You can go even further and select further settings like the font, the number of lines to drop, the separation between the text, etc. You can change it as you please. Once you've made your selections, click "Ok," and the drop cap will start to show up in your text right away.

## **LOCK YOUR DOCUMENT ON MICROSOFT WORD**

Open a blank document, type your essay inside of it, and then select Save from the File Tab. Enter the name of your document and select a location to save it. Go to the Tool option next to the Save option to lock that document. If you wish to lock it, select the General option by clicking the drop-down arrow, enter a password, and then click OK. Your password will be requested again; enter it and select OK. That document has been locked automatically. Your password is required to reopen it.

Alternatively, choose Info from the File tab. Select the button for Protect Document.

There are several possibilities (Mark as final, Encrypt depth a password, Restrict Editing). Your document is locked once you select an option and respond to the

dialogue box's query.

## **BOOKMARK IN WORDS**

Documents with multiple pages often include bookmarks, which you can add in multiple places to make it easier to find in the future. To begin, choose the headings associated with the paragraph you want to bookmark. The bookmark window will then display on your screen after you select the Bookmark option from the Links section of the Insert tab. Click Add after naming the bookmark in the pop-up window.

Once finished, select File from the menu. Click the Advanced tab on the file option window, then scroll down to the Show document content section. Check the box next to Show Bookmark in that area, then click the Ok button to save your changes. The region you bookmarked will be indicated by the brackets.

When you click on the bookmark choices again after adding several bookmarks, the window will display all of your bookmarks. When you wish to visit a specific bookmark, choose it and then click the Go To button. remove a bookmarked page. To delete a bookmark, right-click it.

## **SIDE-TO-SIDE PAGE MOVEMENT**

On Microsoft Word, you can set up your document in a side-by-side view. Click the View tab to start. When you choose side-to-side in the Page Movement group, the word document is automatically changed.

Notably, the zoom command is disabled on this view tab, making the horizontal scroll bar more helpful as a means of flipping between the pages.

## **ACCELERATE THE RIBBON**

To access commands in the Ribbon, utilize the keyboard accelerator. The Alt Keys are the best way to achieve this (Press F10 to use the Ribbon accelerator as a shortcut technique). The accelerator keys are displayed as letters in boxes on the Ribbon when you click on the Alt key. Each box includes one or two letters.

To "click" a specific area of the Ribbon, click on a letter or two letters in succession. Press the Alt key once more to turn off the accelerator mode.

## **CLICK AND TYPE**

Word 2023 has this functionality as well. With the click-and-type feature, you may quickly type information by clicking anywhere on the page with the mouse.

## **INSERT VIDEO ON YOUR DOCUMENT**

Videos are simple to insert in Microsoft Word 2023. To do this, select Online Video from the Insert tab. Obtain the embed code or URL of the video's web page before that. Next, choose the location on your document where you want the video to be inserted, click the Insert tab, choose Online video, paste the copied URL, and then click Insert.

## **HIDDEN TEXT**

Some text on a document is concealed text, which cannot be seen. The only way to display this content is to select the Home Tab ribbon, go to the Paragraph group, and select the Show/Hide command that resembles the paragraph sign. When you enable it, a dotted line denotes where the hidden content is located in the document.

## **DOCUMENT PROPERTIES**

To get at a document property. Select the Info option under the File tab. The document size, pages, word count, and other settings are provided in the document properties, which are displayed on the right-hand side. To view more choices, click the Properties button and then choose Advanced Properties.

## **DOCUMENT VERSION HISTORY**

The "File" button on the Ribbon can be used to view previous versions of Word documents by selecting "Info." The Version History pane will appear on the right after you click the "Version History" button on this tab. By date, time, and author, this Version History pane provides all significant documents that have been updated.

Click "Open version" to view any document version. This will open that particular version of the file, allowing you to view it.

## **CONCLUSION**

It is useful to highlight that Microsoft Office is a complete, balanced diet with a variety of foods incorporated in it as a conclusion. This document includes, among other things that we have covered in this document, Microsoft Word, PowerPoint, Outlook, Excel, and Spreadsheet. Software like Microsoft Word makes writing simple.

We can tell from this paper that Word is much more than just a writing tool. With it, equations can be written, pictures can be drawn, videos can be added, and both soft and hard copies of an entire book may be produced. The user-friendliness of this piece of art, which makes it incredibly simple to operate even after repeated use, plus the presence of instructions like these makes it lovely.

More intriguing features are added to Microsoft Word when new versions are developed. With regular use, we will find new uses for these features because they are endless.

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