

**LESSON**

**9**

## **Introduction to M.S. Word**

### **Objective of this Chapter**

- 9.1 Introduction
- 9.2 What is Word Processing
- 9.3 Features of Word Processing software
- 9.4 Different Word processing software
- 9.5 Note Pad
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  - 9.5.2 Parts of Notepad Window
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- 9.8 Creating New Document using Ms Word
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### **9.1 Introduction**

Word Processing is the widely used computer application which helps us to enter text from keyboard on a computer. With the help of Word Processing, we can create and save documents for future use. Main purpose of a Word Processing application is to produce documents. Its major advantage is that the documents can be easily edited before printing without retyping the entire document.



## 9.2 What is Word Processing

Earlier typewriters, either manual or electronic were used to type documents. In those typewriters, words are print directly on the paper. Text typed using a typewriter will have to be typed again if it contains errors. If we used more than one copy of the same document, we have to type complete text document again in computer. Word Processing software has changed the way we can create text documents. In Word Processors, text can be seen on the computer screen, checked for errors and corrected, before it is printed.

## 9.3 Features of Word Processing

Various Features of Word Processing are:

1. Documents can be saved for future use.
2. Documents prepared in Word processing software can be checked for errors before printing.
3. We can format documents as per user's requirement and can give them better looks.
4. In Word Processing software we can use different fonts and their sizes in the same document.
5. Documents need not to be typed again as in the case of a typewriter.

## 9.4 Different Word Processing Software

Various Windows based word processing software packages are: WordPerfect, Note Pad, Word Pad and Ms Word. WordPerfect is mostly used by publishing industry because of its more powerful features of creating print quality documents. Note Pad is used to create simple text documents without any specific formatting. This feature makes the document size small and easy to share over networks. But Word Pad is used to create text documents with some formatting tools with different font styles, font sizes and bullet styles. MS-Word is widely used for office or home documents it contains very good formatting features, which we need for creating attractive documents.



## 9.5 Notepad

Notepad is a basic text editor that we can use to create the simple text documents. It supports few basic formatting features such as font and word wrap formatting only. We can type and edit text in this application. We can also use some options like cut, copy, paste, delete, find, replace, go to, date and time etc. The extension of notepad file is .txt.

### 9.5.1 How to start the Notepad

Start  → All Programs → Accessories → Notepad 

OR

Type “Notepad” in search bar and press enter button from keyboard.

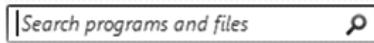


Fig. 9.1 Search bar

### 9.5.2 Parts of Notepad Window

Following are the parts of Notepad Window :

1. Title bar
2. Menu Bar
3. Text Area
4. Status Bar

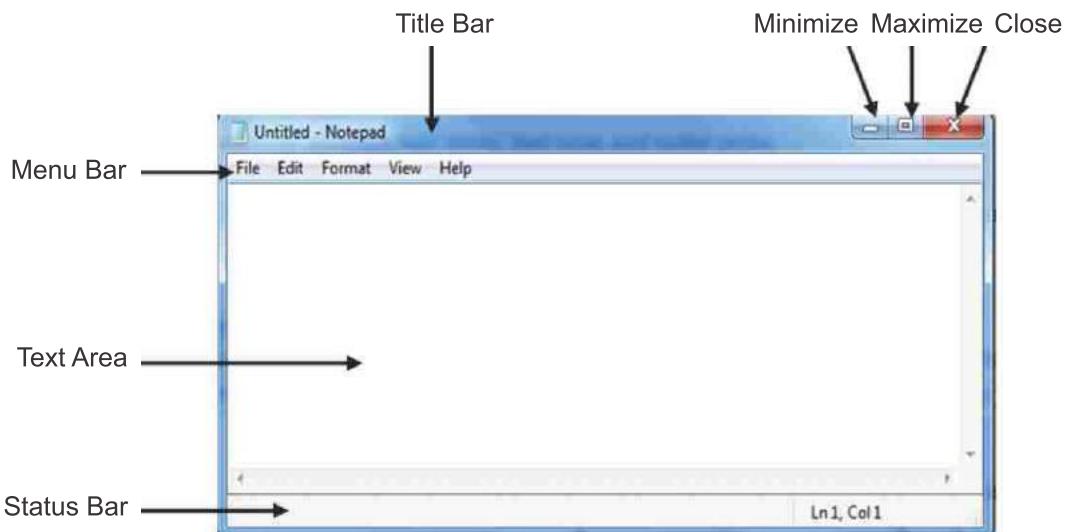


Fig. 9.2 Parts of Notepad Window



## 9.6 WordPad

Windows provides one more word processing software named WordPad. We can create and edit simple text documents in WordPad application. It also allows us to format our document with different font styles, font sizes and bullet styles. We can also print the document and do many more things by using various menus provided by WordPad like:

- ▶ Cut, copy, paste, find, replace etc.
- ▶ Formatting with fonts, size, style, etc.
- ▶ Paragraph setting, alignment, numbering and bullets etc.
- ▶ Inserting pictures, drawings, date/time and any other object also.

### 9.6.1 How to start WordPad

Start  → All Programs → Accessories → WordPad 

OR

Type “WordPad” in search bar and press enter button from keyboard.



Fig. 9.3 Search bar

### 9.6.2 Parts of WordPad Window

Following are the parts of WordPad Window :

1. WordPad Button
2. Quick Access Toolbar
3. Tabs
4. Title bar
5. Home Tab Ribbon
6. Ruler
7. Text Area
8. Status Bar



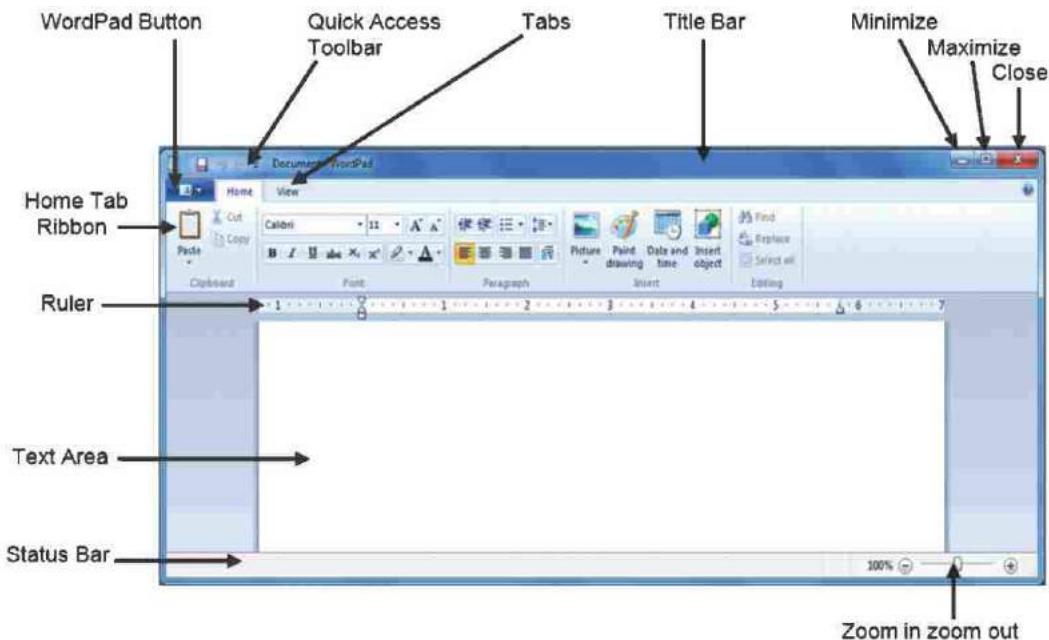


Fig. 9.4 Parts of WordPad Window

## 9.6 Ms Word

Microsoft Word is a word processing software package. It can be used for preparing letters, reports, and other documents. These documents can be saved and edited whenever required in future.

### 9.7.1 Special Features of Ms Word

Following are the special features of MS Word:

1. Allows us to insert text anywhere in the document.
2. We can erase characters, words, lines, or pages as easily as we can cross them out on paper.
3. We can cut and copy a section of text from one place in a document to somewhere else. We can also paste a section of text.
4. We can define various page sizes and margins, and the word processor will automatically read just the text so that it fits to page.
5. It allows us to direct the word processor to search for a particular word or phrase. We can also replace one character/word with another.



6. We can change fonts within a document such as bold, italics, and underlining and can change the font size.
7. It allows us to embed graphs into a document.
8. Ms Word allows us to specify customized headers and footers that the word processor will put at the top and bottom of every page. The word processor automatically keeps track of page numbers so that the correct number appears on each page.
9. It specifies different margins within a single document and to specify various methods for indenting paragraphs.
10. It provides the facility of macro which is a list of commands that save a lot of time.
11. It helps us in merging text from one file into another file by using feature Mail-merge. Generating mailing labels is one of the examples of using merges.
12. Ms Word provides a facility to check the spelling of words. It puts a colorful line under the words that are incorrect.
13. It helps us to automatically create a table of contents and index based on special codes that you insert in the document.
14. A built-in thesaurus allows us to search for synonyms without leaving the word processor.

### 9.7.2 How to start Ms Word

Start  → All Programs → Microsoft Office → Microsoft Office Word  
OR

Type “Word” in search bar and press enter button from keyboard.

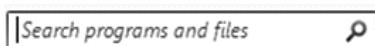


Fig. 9.5 Search bar



### 9.7.3 Parts of Ms Word Window:

Figure shows the main parts of Ms Word Window :

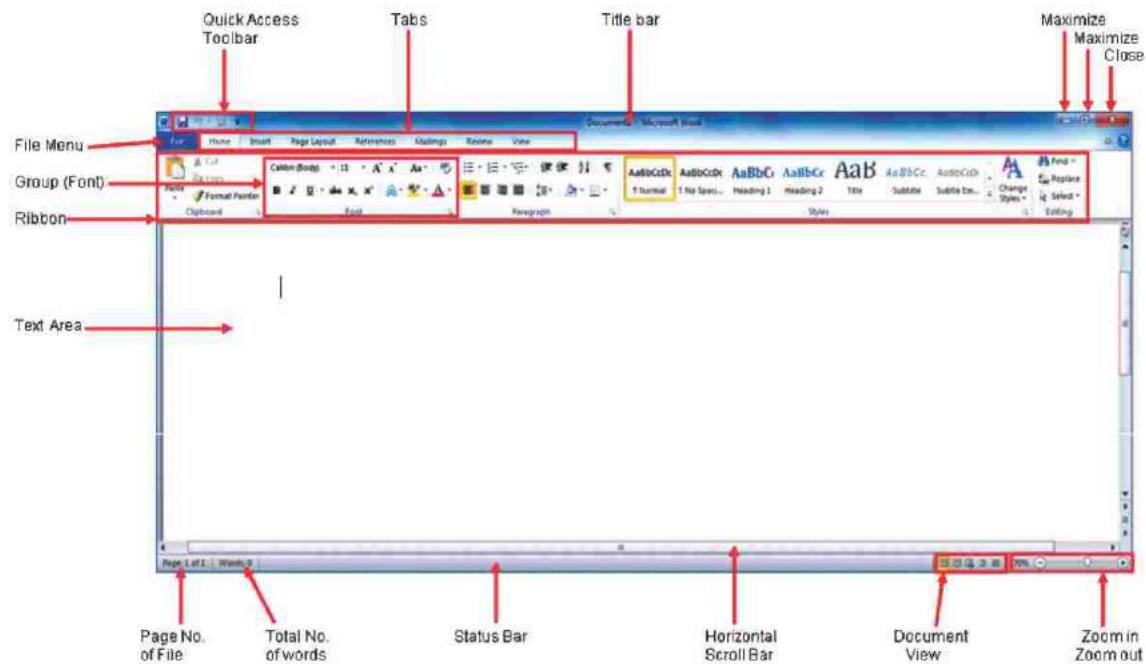


Fig. 9.6 Parts of Ms Word Window

#### 9.7.3.1 File Menu

In the upper-left corner of the Word window is File Menu. When we click File Menu, a dropdown, a file menu appears. We can use this menu to create a new file, open an existing file, save a file, and perform many other tasks.



Fig. 9.7 File menu

#### 9.7.3.2 The Quick Access Toolbar

Above File Menu is the Quick Access toolbar. The Quick Access toolbar provides us with access to commands we frequently use. By default Save, Undo, and Redo appear on the Quick Access toolbar.



Fig. 9.8 Quick Access Toolbar



### 9.7.3.3 The Title Bar

The Title bar displays the title of the document on which we are currently working. Word names the first new document as Document1. As we open additional new documents, Word names them sequentially. When we save our document, we can assign the document a different name.



Fig. 9.9 Title Bar

### 9.7.3.4 Tabs

Tabs are similar to the menu system of MS Word 2003, instead of having dropdown menus, New Version of MS Office created the Tab and Ribbon system. When we select a tab it will display the Ribbon associated with that tab. Here everything has been changed into button form. Tabs are task oriented such as Home, Insert, Page Layout, References, Mailings, Review, View and within each tab, the related sub-tasks are grouped together.



Fig. 9.10 Tabs

### 9.7.3.5 The Ribbon

The tabs display Ribbons. In Ribbon there are many buttons that are grouped into categories such as Clipboard, Font, and Paragraph. In Microsoft Word, we use the Ribbon to issue commands to tell Microsoft Word what to do. The Ribbon is located near the top of the screen, below the Quick Access toolbar. At the top of the Ribbon there are several tabs; clicking a tab displays several related command (groups). Within each group there are related command buttons. We click buttons to issue commands or to access menus and dialog boxes.

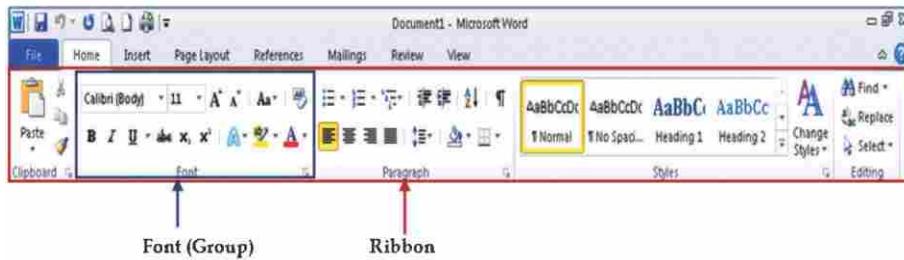


Fig. 9.11 The Ribbon



### 9.7.3.6 Dialog Box Launcher

We may find a dialog box launcher in the bottom-right corner of every group. Clicking the dialog box launcher gives us access to additional commands via a dialog box.



Fig. 9.12 Dialog Box Launcher

### 9.7.3.7 The Ruler

The ruler is found below the Ribbon. We can use the ruler to change the format of our document quickly.



Fig. 9.13 Ruler

### 9.7.3.8 The Text Area

Below the ruler the large area is called the **text area**. We can type our document in the text area. The blinking vertical line in the upper-left corner of the text area is the cursor. It marks the insertion point.(when you type text)

### 9.7.3.9 The Vertical and Horizontal Scroll Bars

The vertical and horizontal scroll bars enable us to move up- down, and across our document simply by dragging the icon located on the scroll bar. The vertical scroll bar is located along the right side of the screen. The horizontal scroll bar is located above the status bar.

### 9.7.3.10 The Status Bar

The Status bar appears at the bottom of our window and provides information such as the current page and the number of words in our document.



Fig. 9.14 Status Bar



### 9.7.3.11 Document Views

In Word, we can display our document in one of the following five views :

- ➡ **Print Layout** : The Print Layout view shows the document as it will look when it is printed.
- ➡ **Full Screen Layout** : Reading Layout view formats our screen to make reading our document more comfortable.
- ➡ **Web Layout** : Web Layout view enables us to see our document as it would appear in a browser such as Internet Explorer.
- ➡ **Outline View** : Outline view displays the document in outline form
- ➡ **Draft View** : Draft view is the most frequently used view. We can use Draft view to quickly edit our document.



Fig. 9.15 Document Views

### 9.7.3.12 Zoom Slider

The Zoom Slider is convenient if we are working in a zoomed-in view and want to zoom out. However, we cannot zoom in on a particular spot using zoom slider, as we can do with the Magnifier.



Fig. 9.16 Zoom Slider

### 9.7.3.13 Work Area

Free space is called work area. It is used for typing our text.

## 9.8 Creating a New Document

To create a new document, follow one of the following methods :

1. Click New Option in File Menu.
2. Choose Blank Document Option.
3. Click on Create Button.



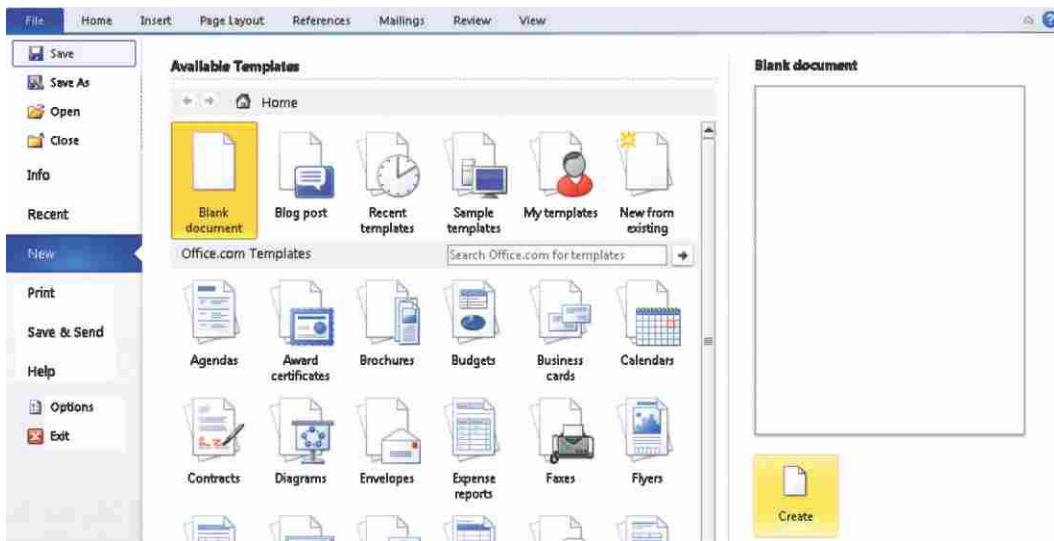


Fig. 9.17 Creating a New Document

OR

Press **CTRL+N** keys on the keyboard.

→ **Open an Existing Document** : To open an existing documents use one of the following methods :

Click on Open button from File Menu at the top left corner of our screen to open an existing document.

OR

Press **CTRL+O** keys on the keyboard.

Each of the above method will show the Open dialog box. Choose the file and click the Open button.

## 9.8 Saving a New/Existing Document

To save a new or existing document that is opened, follow one of the following methods :

Click the Save Option available on File Menu.

OR

Press **CTRL+S** keys on the keyboard.

If the file is a new document then it will prompt us by opening Save As dialog box.



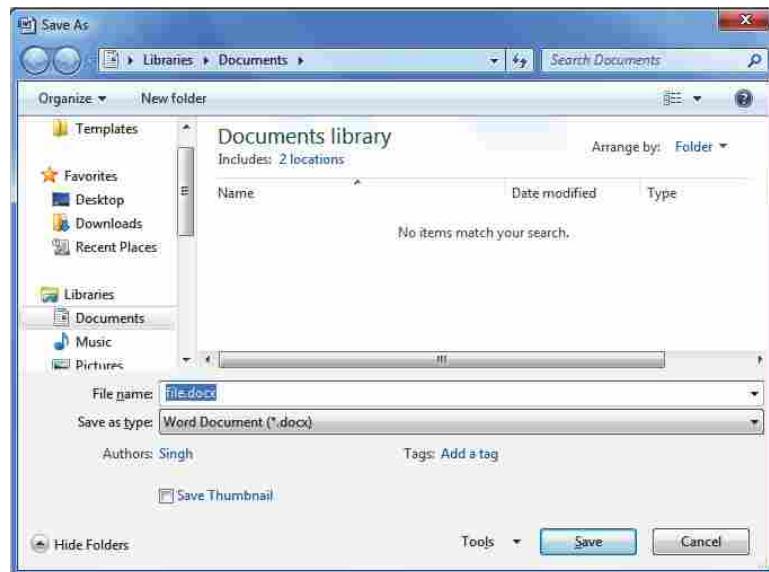


Fig. 9.18 Save As dialog box

Select the folder where we want to place our document, type the name of the document in File Name: box and then click SAVE. On the other hand if the document is already saved with a name earlier, it will simply save the document.

### Points to Remember

1. Documents need not to be typed again as in the case of a typewriter.
2. Notepad is a basic text editor that we can use to create the simple text documents.
3. WordPad allows us to format our document with different font styles, font sizes and bullet styles.
4. Tabs are similar to the menu system of Ms Word 2003, instead of having dropdown menus new version of Ms Word created the Tab and Ribbon system.
5. A dialog box launcher in the bottom-right corner of every group
6. Below the ruler the large area is called the **text area**. We can type our document in the text area.
7. The Print Layout view shows the document as it will look when it is printed.



8. Draft view is the most frequently used view. We use Draft view to quickly edit our document

## Exercise

## 1. Fill in the Blanks using the right option:



## **2. Write down True or False :**

1. A dialog box launcher in the bottom-right corner of every group
  2. Notepad is a basic text editor that we can use to create the simple text documents.
  3. Title bar is the bottommost bar of the Word window
  4. Outline view displays the document in outline form



**3. Short Answer type Questions :**

1. How to start the Notepad ?
2. List the Parts of WordPad Window.
3. What is the Office Button ?
4. Define Dialog Box Launcher
5. Define the Text Area.
6. What is the Status Bar ?

**4. Long Answer type Questions :**

1. Explain any 6 Special Features of Ms Word
2. Explain Document Views in Ms Word
3. How to creating and Saving New Document in Ms Word ?

