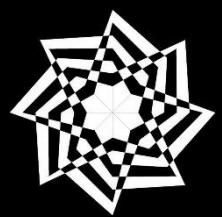


# Unit - 2

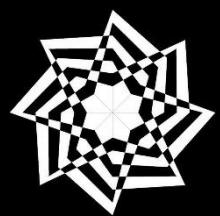
# Word Processing

Telegram User - @sdbhosale  
Whatsapp - 9503103805  
{Sachin Laxmi Dinesh Bhosale}



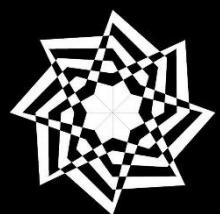
# Word

- noun
  - a sound or letter or group of sounds or letters that expresses a particular meaning.
  - विशिष्ट अर्थ व्यक्त करणारा ध्वनी, ध्वनिसमूह किंवा अक्षर, अक्षरसमूह; शब्द.



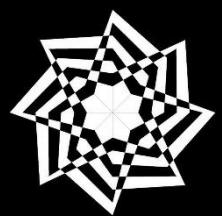
# Processing

- gerund or present participle: **processing**
  - to treat something, for example with chemicals, in order to keep it, change it, etc.
  - एखादी गोष्ट राखण्यासाठी, बदलण्यासाठी वगैरे तिच्यावर रासायनिक प्रक्रिया करणे; संस्करण करणे.
- OR
  - to deal with information, for example on a computer.
  - माहिती हाताळणे, उदाहरणार्थ संगणकावर; छाननी करणे, विश्लेषण करणे.
- Gerund ('जेरन्ड):
  - a noun, ending in -ing, that has been made from a verb.
  - इंग्रजीत क्रियापदाला -ing हा उत्तरप्रत्यय लावून तयार केलेले नाम, (धातुसाधित) कृदन्त.



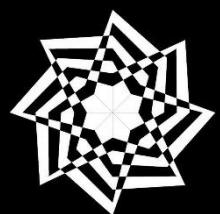
# Word Processing

- Word processing means using a computer program to create, edit, format, and print text-based documents like letters, reports, resumes, and notes.
- Key Features of Word Processing:
  - Typing and editing text – Write and modify content easily.
  - Formatting options – Change font, size, color, alignment, spacing, etc.
  - Spell check and grammar correction – Helps improve writing quality.
  - Insert images, tables, and charts – Make documents more informative.
  - Save and print documents – Store files or take hard copies.
- Examples of Word Processing Software: Microsoft Word, Google Docs, LibreOffice Writer, WPS Writer, WordPad (basic editor)

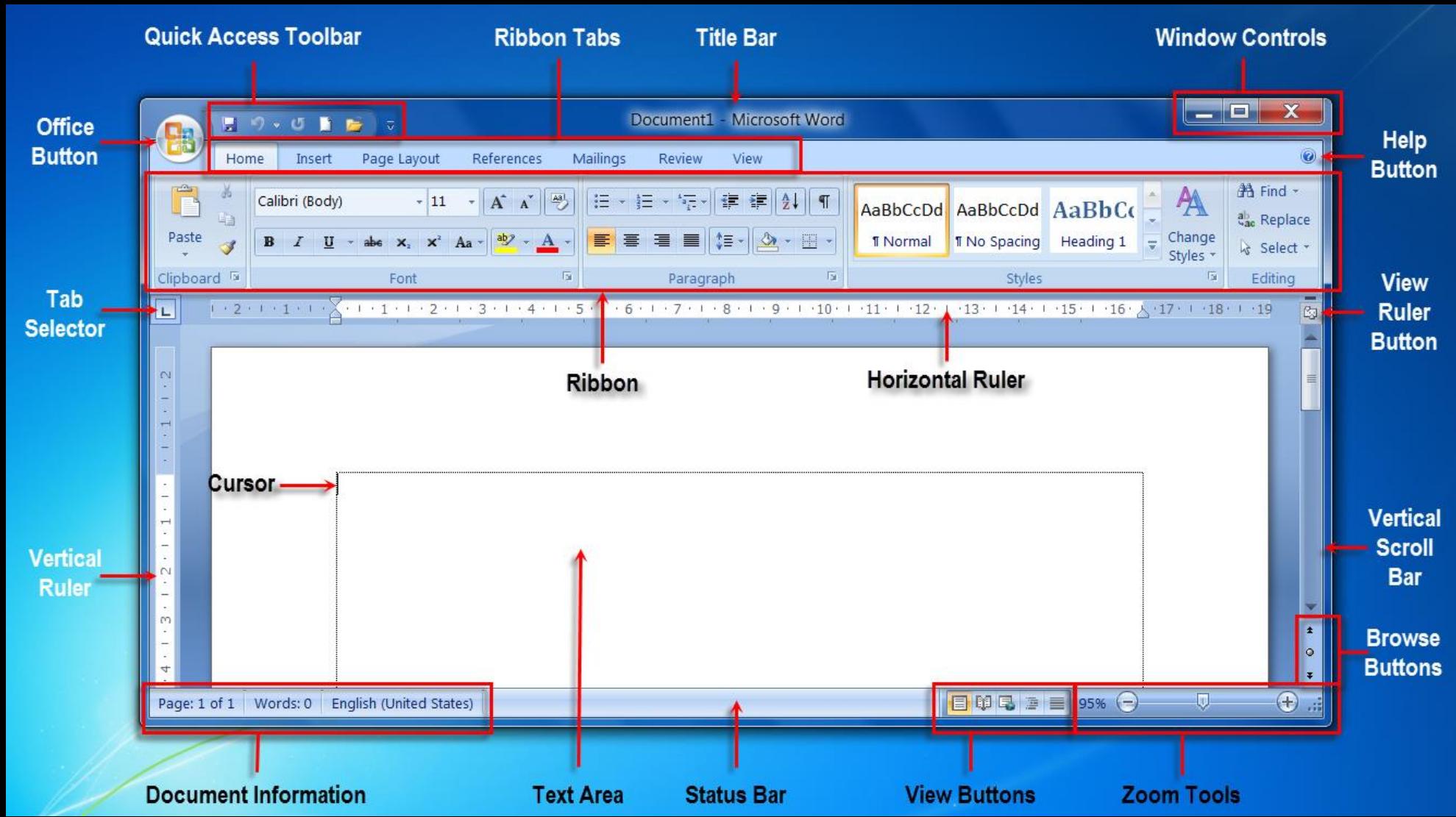


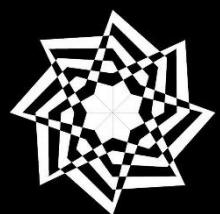
# Overview of Word Processing

- Word processing refers to the use of software to create, edit, format, and manage text documents on a computer.
- Key Highlights:
  - Helps users to type and edit text easily.
  - Offers various formatting tools – font style, size, color, alignment, and spacing.
  - Allows adding images, tables, charts, and hyperlinks to documents.
  - Provides spell check, grammar correction, and thesaurus features.
  - Supports saving, printing, and sharing documents in different file formats (e.g., .docx, .pdf).
- Common Uses:
  - Writing letters, reports, resumes, assignments, and notices.
  - Creating project documentation, circulars, and newsletters.



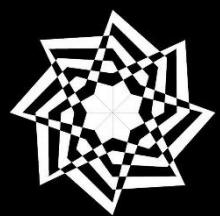
# Microsoft Word 2007





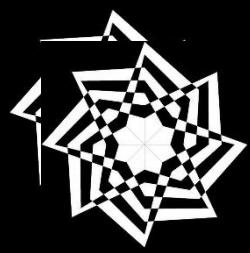
# Microsoft Word 2007

- Microsoft Word 2007 is a word processing software developed by Microsoft, used to create, edit, format, and print documents such as letters, reports, and resumes.
- Key Features of MS Word 2007:
  - Ribbon Interface – Introduced the new "Ribbon" toolbar with tabs like Home, Insert, Page Layout, etc.
  - Office Button – Used instead of File menu to open, save, print, and manage documents.
  - Live Preview – See how formatting (fonts, styles) looks before applying it.
  - SmartArt & Chart Tools – For inserting visual elements like diagrams and graphs.
  - File Format – Saves files in .docx format (more secure and compact than older .doc).

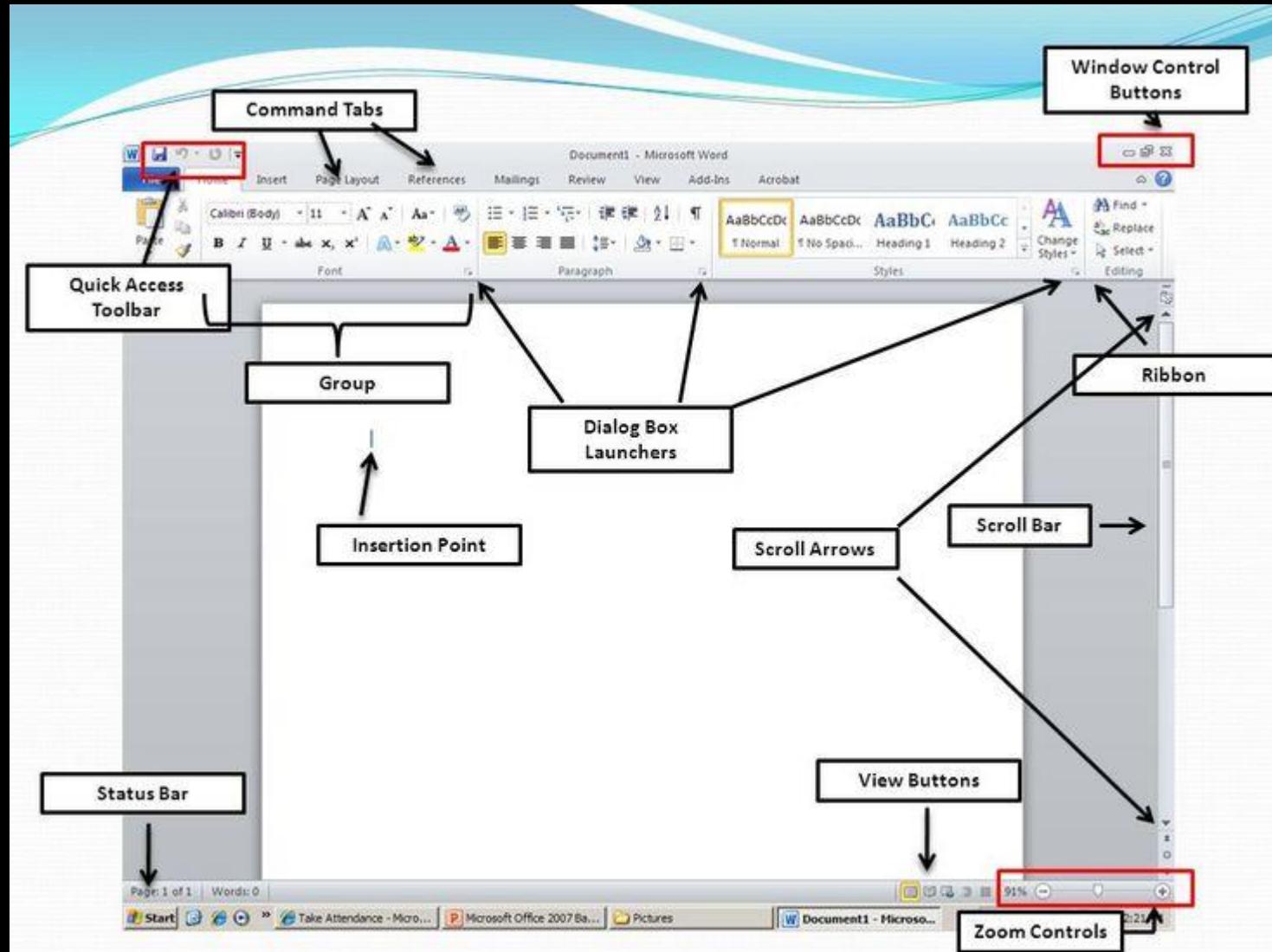


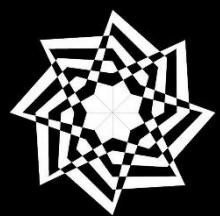
# Microsoft Word 2007

- Basic Tabs in Ribbon:
  - Home – Font, paragraph, styles
  - Insert – Pictures, tables, header/footer
  - Page Layout – Margins, orientation, size
  - References – Table of contents, footnotes
  - Review – Spell check, comments
  - View – Zoom, print layout, ruler
- In Simple Words:
- MS Word 2007 is a powerful tool that helps you write and format professional documents easily with many modern features.



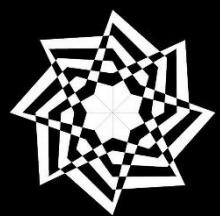
# Microsoft Word 2010





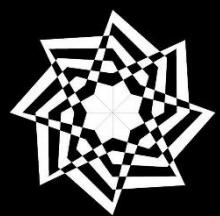
# Microsoft Word 2010

- Microsoft Word 2010 is an advanced version of Microsoft's word processing software used to create, edit, format, and share professional documents like letters, reports, and resumes.
- Key Features of MS Word 2010:
  - Improved Ribbon Interface : Easier navigation with more options under each tab.
  - File Menu (Backstage View) : Replaced the Office button with a File tab to manage saving, printing, sharing, and document info.
  - PDF Saving Option : Allows saving documents directly as PDF files.
  - Enhanced Picture and Text Effects : Add shadows, reflections, 3D effects, and artistic styles.
  - Collaboration Features : Track changes, comments, and support for co-authoring in shared environments.



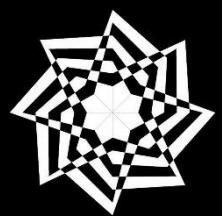
# Microsoft Word 2010

- Common Tabs in Ribbon:
  - Home – Fonts, styles, alignment
  - Insert – Tables, pictures, charts
  - Page Layout – Margins, orientation
  - References – Citations, table of contents
  - Review – Spell check, comments, track changes
  - View – Page layout, zoom, navigation pane
- In Simple Words:
  - MS Word 2010 is a more modern version of Word that offers better design tools, easier file management, and PDF support, helping users create polished documents.



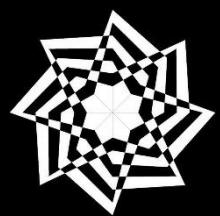
# Basic Font Type, Size, and Color in MS Word

- When working in MS Word, you can change the appearance of your text using three main formatting options: Font Type, Font Size, and Font Color.
- 1. Font Type
  - This changes the style of the text.
- Common examples:
  - Calibri (default in Word 2010)
  - Arial – clean and simple
  - Times New Roman – formal and professional
  - Comic Sans MS – informal and fun



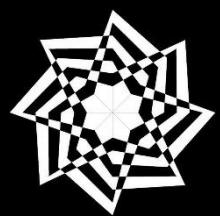
# Basic Font Type, Size, and Color in MS Word

- 2. Font Size
  - This changes how big or small the text appears.
  - Measured in points (pt).
- Common sizes:
  - 12 pt – Standard for normal text
  - 14 pt – Slightly larger for emphasis
  - 18 pt or more – For headings or titles



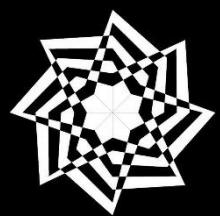
# Basic Font Type, Size, and Color in MS Word

- 3. Font Color
  - This changes the color of the text.
  - You can choose from basic colors (black, blue, red) or use the color palette for custom colors.
  - Useful for highlighting important words or sections.
- ✅ In simple words:
  - You can make your writing look better and easier to read by changing the font style, size, and color in MS Word.



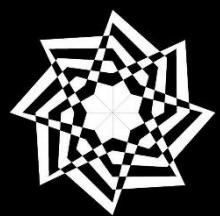
# How to Change Font Style in MS Word

The screenshot shows the Microsoft Word ribbon with the 'HOME' tab selected. The font dropdown on the far left is set to 'Calibri Light' at size 11pt. A red box highlights this dropdown and the expanded list of fonts below it. The list includes 'Theme Fonts' (Calibri Light, Calibri) and 'All Fonts' (Agency FB, ALGERIAN, Arial, Arial Black, Arial Narrow, Arial Rounded MT Bold, Arial Unicode MS, Bahnschrift, Bahnschrift Condensed, Bahnschrift Light, Bahnschrift Light Condensed, Bahnschrift Light SemiCondensed, Bahnschrift SemiBold, Bahnschrift SemiBold Condensed, Bahnschrift SemiBold SemiConden, Bahnschrift SemiCondensed, Bahnschrift SemiLight). To the right of the font dropdown is the 'Font' section of the ribbon, which includes buttons for bold, italic, underline, and strikethrough, along with font size and color options. Below the ribbon is the main document area containing the text 'Changing Font Style', which is highlighted with a red rectangle. At the bottom of the screen, the status bar shows 'PAGE 1 OF 1', '3 OF 3 WORDS', 'ENGLISH (UNITED STATES)', and a zoom level of '100%'. The bottom right corner also shows standard window control buttons.



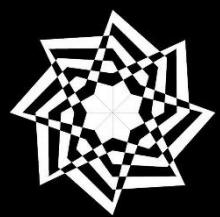
# How to Change Font Style in MS Word

- Changing the font style in MS Word helps make your text look different — more formal, decorative, or fun.
- Steps to Change Font Style:
  - Open MS Word and type or select the text you want to change.
  - Go to the Home tab on the ribbon.
  - In the Font group, click the font name drop-down menu (default is usually "Calibri").
  - Choose a new font style from the list (e.g., Arial, Times New Roman, Comic Sans MS).
  - The selected text will now appear in the new font style.
- Example: Changing from Calibri to Times New Roman gives a more formal look.
-  Tip: You can preview the font by hovering your mouse over each style before clicking.



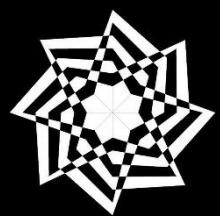
# How to Change Font Size in MS Word

The screenshot shows the Microsoft Word ribbon with the 'HOME' tab selected. On the far left, the font size dropdown is open, showing a list of sizes from 8 to 72. The number '11' is highlighted, indicating it is the current font size. The text 'Changing Font Style' is visible in the center of the document area.



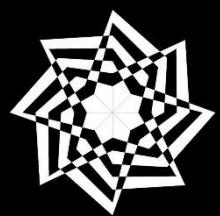
# How to Change Font Size in MS Word

- Changing the font size makes your text larger or smaller, depending on your needs (like for headings or normal text).
- Steps to Change Font Size:
  - Open MS Word and select the text you want to resize.
  - Go to the Home tab on the ribbon.
  - In the Font group, locate the Font Size box (usually next to the font name).
  - Click the drop-down arrow and choose a size (e.g., 10, 12, 14, 18, 24).
  - Or, type a number manually and press Enter.
  - Your selected text will now appear in the new size.
-  Tip:
  - 12 pt – Standard text
  - 14–18 pt – Subheadings
  - 24 pt or more – Headings or titles



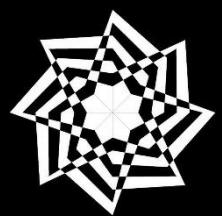
# How to Change Font Color in MS Word

Changing Font Style



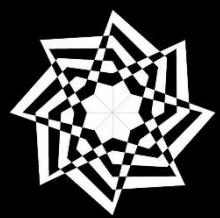
# How to Change Font Color in MS Word

- Changing the font color makes your text more attractive or highlights important words.
- Steps to Change Font Color:
  - Open MS Word and select the text you want to color.
  - Go to the Home tab on the ribbon.
  - In the Font group, click the Font Color icon (**A** with a color bar below it).
  - A color palette will appear — click on any color you like.
  - The selected text will change to the new font color.



# How to Change Font Color in MS Word

-  Tip:
  - Use dark colors for body text (e.g., black, navy).
  - Use bright colors for headings or emphasis (e.g., red, blue, green).
  - For more options, click “More Colors...”.



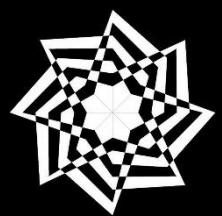
# Effects like Bold, Italic and Underline

Changing Font Style

Changing Font Style

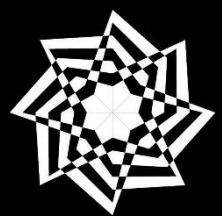
Changing Font Style

Changing Font Style



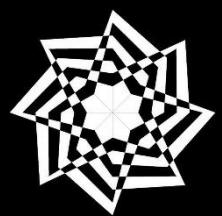
# Effects like Bold

- Text Effects: Bold, Italic, and Underline in MS Word
- These effects help you highlight or emphasize important text in your document.
- 1. Bold (B)
  - Makes text thicker and darker to stand out.
  - ⇧ Shortcut: Ctrl + B
  - ⚡ Example: Important



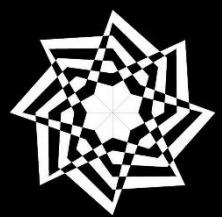
# Effects like Italic

- 2. Italic (I)
  - Slants the text to the right, often used for names, titles, or emphasis.
  - ♦ Shortcut: Ctrl + I
  - ✎ Example: Book Title



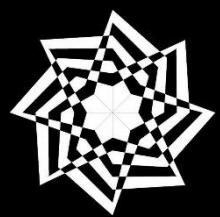
# Effect like Underline

- 3. Underline (U)
  - Adds a line under the text, used for headings or important points.
  - ♦ Shortcut: Ctrl + U
  - ✎ Example: Underline this



# Effects like Bold, Italic and Underline

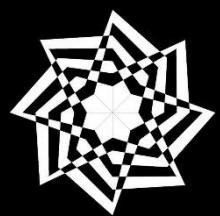
- How to Apply:
  - Select the text.
  - Go to the Home tab.
  - Click on B, I, or U in the Font group.



# Case Changing Options in MS Word

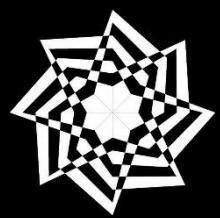
- MS Word allows you to change the case (capitalization) of selected text easily using the Change Case feature.
- How to Use:
  - Select the text you want to change.
  - Go to the Home tab.
  - In the Font group, click the "Aa" Change Case button (usually looks like Aa).
  - Choose from the available options.
- ⚡ Shortcut:
  - Select text and press Shift + F3 to cycle through Sentence case → UPPERCASE → lowercase.

The screenshot shows the Microsoft Word ribbon with the 'HOME' tab selected. In the 'Font' group, the 'Change Case' button (labeled 'Aa') is highlighted with a red box. A dropdown menu is open from this button, listing the following options: 'Sentence case.', 'Lowercase', 'UPPERCASE', 'Capitalize Each Word', and 'TOGGLE cASE'. The 'Normal' style is selected in the 'Styles' group below. The status bar at the bottom of the screen displays the text 'Changing Font Style'.



# Case Changing Options in MS Word

Option	Description	Example (original: hello world)
<b>Sentence case</b>	Capitalizes the first letter of the sentence	Hello world
<b>lowercase</b>	Changes all letters to small letters	hello world
<b>UPPERCASE</b>	Changes all letters to capital letters	HELLO WORLD
<b>Capitalize Each Word</b>	Makes the first letter of every word capital	Hello World
<b>tOGGLE cASE</b>	Reverses the case of each letter	HELLO world → hello WORLD



# Bullets

The screenshot shows the Microsoft Word ribbon with the 'Font' tab selected. A red box highlights the 'Bullet Library' icon in the ribbon's top bar. A larger red box surrounds the 'Bullet Library' dialog box, which is displayed over the ribbon. The dialog box contains a grid of bullet styles: 'None', a solid black circle (selected and highlighted with a red border), an open circle, a square, a multi-colored diamond, a diamond with an 'X', a right-pointing arrow, and a checkmark. Below the grid are buttons for 'Change List Level' and 'Define New Bullet...'. To the right of the dialog box, a portion of the main document area is visible, showing a red-bordered callout box containing 'Line 1', 'Line 2', and 'Line 3', followed by a bulleted list: '• Line 1', '• Line 2', and '• Line 3'.

Times New Ro 11 A Aa AaBbCcDc AaBl

B I U abc x<sub>2</sub> x<sup>2</sup> A ab A

Font

None • ○ ■ ♦ ♦ ♦

➤ ✓

Change List Level

Define New Bullet...

Line 1

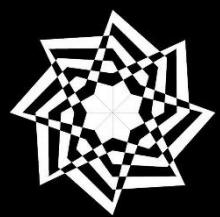
Line 2

Line 3

• Line 1

• Line 2

• Line 3



# Numbering

The screenshot shows the Microsoft Word ribbon with the Home tab selected. A context menu is open over some text, specifically the bullet points in the list below. The menu is titled "Numbering Library" and contains several numbered and lettered list styles. The "1. \_\_\_\_\_" style is highlighted with a red box. The menu also includes options for "Change List Level", "Define New Number Format...", and "Set Numbering Value...".

Numbering Library

None	1. _____	1) _____
I. _____	A. _____	a) _____
II. _____	B. _____	b) _____
III. _____	C. _____	c) _____
a. _____	i. _____	
b. _____	ii. _____	
c. _____	iii. _____	

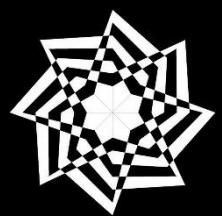
Change List Level

Define New Number Format...

Set Numbering Value...

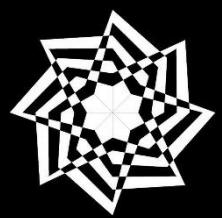
• Line 1  
• Line 2  
• Line 3

1. Line 1  
2. Line 2  
3. Line 3



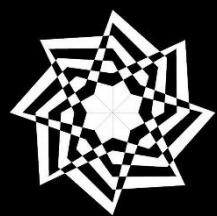
# Bullets and Numbering in MS Word

- Bullets and numbering are used to create lists in documents for better organization, clarity, and readability.
- 1. Bullets (●, °, ✓)
  - Used for unordered lists (no specific sequence).
-  Example:
  - Apple
  - Banana
  - Mango



# Bullets and Numbering in MS Word

- 2. Numbering (1, 2, 3...)
- Used for ordered lists (steps or rankings).
-  Example:
  - Switch on the computer
  - Open MS Word
  - Start typing
- How to Apply Bullets or Numbering:
  - Select the text (list items).
  - Go to the Home tab.
  - In the Paragraph group, click:
    - Bullets icon (•) for bullet list
    - Numbering icon (1. 2. 3.) for numbered list
  - Choose from different styles in the dropdown.



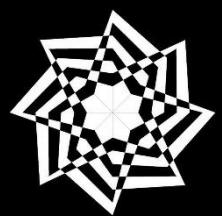
# Spelling and Grammar

The screenshot shows the Microsoft Word ribbon with the "Proofing" tab selected. The "Spelling & Grammar" icon is highlighted with a red box. The "Spelling" pane is open on the right, showing the word "Imprint" underlined in red with a tooltip "Imprint".

The screenshot shows the Microsoft Word ribbon with the "Proofing" tab selected. The "Spelling & Grammar" icon is highlighted with a red box. The "Spelling" pane is open on the right, showing the word "Ths" underlined in red with a tooltip "This is an apple.".

This is an apple.

→ This is an apple.



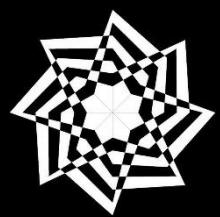
# Spelling and Grammar

- Spelling and Grammar Check is a built-in tool in MS Word that helps you find and correct mistakes in your document.
- Key Features:
  - Spelling Errors
  - Underlined with red squiggly lines
  - Right-click to see correct suggestions



# Spelling and Grammar

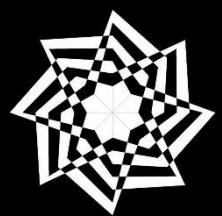
- Helps fix typing mistakes
  - Grammar Errors
  - Underlined with blue or green lines
  - Suggests corrections for punctuation, sentence structure, etc.
- How to Use:
  - Go to the Review tab → Click "Spelling & Grammar"
  - Or press F7 on the keyboard
- Example:
  - Typing “Ths is a apple.” will be corrected to “This is an apple.”



# Format Painter

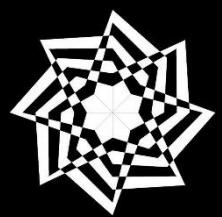
The screenshot shows the Microsoft Word ribbon with the 'HOME' tab selected. In the ribbon, the 'Clipboard' group is expanded, showing 'Cut', 'Copy', and 'Format Painter'. The 'Format Painter' icon is highlighted with a red box. The 'Font' and 'Paragraph' toolbars are visible below the ribbon. A context menu for 'Format Painter' is open on the left, containing instructions and a 'Tell me more' link. On the right, the text 'This is an apple.' is in blue font, and 'THESE ARE APPLES.' is in bold black font.

This screenshot shows the same Microsoft Word interface as above, but with a red arrow pointing from the 'Format Painter' icon in the ribbon to the text 'These are apples.' located at the bottom right. This indicates that the format from the first text block has been copied using the Format Painter.



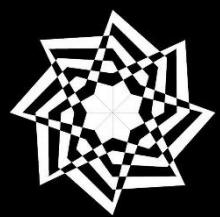
# Format Painter in MS Word

- Format Painter is a tool in MS Word that lets you copy the formatting (like font style, size, color, bold, etc.) from one part of the text and apply it to another.
- Steps to Use Format Painter:
  - Select the text that has the formatting you want to copy.
  - Click on Format Painter (paintbrush icon) in the Home tab.
  - Your mouse pointer changes to a paintbrush.
  - Select or highlight the text where you want to apply the formatting.

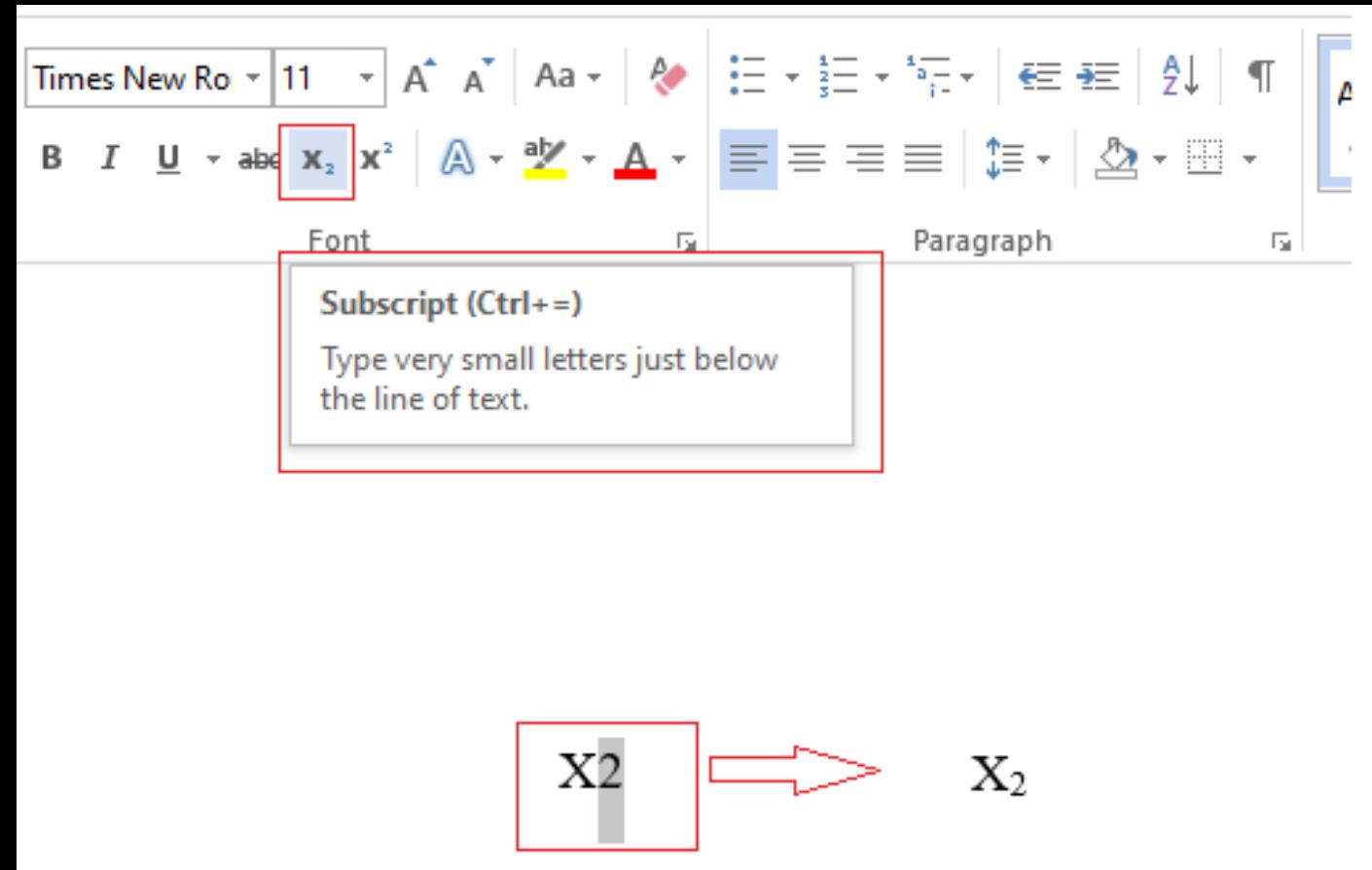


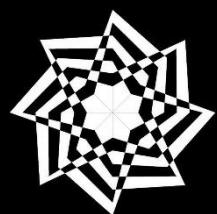
# Format Painter in MS Word

- Tip:
  - Double-click the Format Painter button to apply formatting to multiple places.
- Example:
  - If you have a title in blue, bold, and 16pt, you can use Format Painter to make other text look exactly the same.



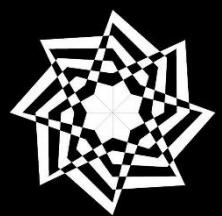
# Subscript and Superscript in MS Word





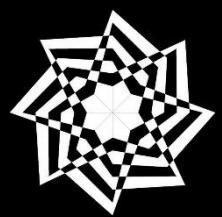
# Subscript and Superscript in MS Word

Superscript (Ctrl+Shift++)  
Type very small letters just above  
the line of text.



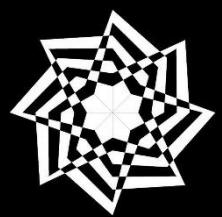
# Superscript in MS Word

- These are special text formatting features used to position text slightly above or below the normal line.
- 1. Superscript
  - Makes text appear slightly above the normal text line.
  - ✎ Used in: Math (e.g.,  $x^2$ ), footnotes, scientific formulas.
  - Example:  $H^2O$ ,  $10^5$
  - Shortcut: Ctrl + Shift + +



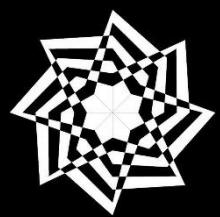
# Subscript in MS Word

- 2. Subscript
  - Makes text appear slightly below the normal text line.
  - Used in: Chemical formulas, math (e.g.,  $\log_2$ ), notations.
  - Example:  $\text{CO}_2$ ,  $\text{A}_1\text{B}_2$
  - Shortcut:  $\text{Ctrl} + =$



# Subscript and Superscript in MS Word

- How to Apply:
  - Select the text.
  - Go to Home tab → Font group.
  - Click on Superscript ( $x^2$ ) or Subscript ( $x_2$ ) icons.

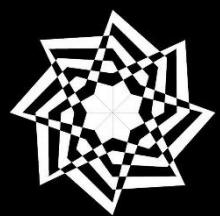


# Previewing a Document in MS Word

The screenshot shows the Microsoft Word 'Print' dialog box. On the left, a vertical blue sidebar lists options: Info, New, Open, Save, Save As, Save as Adobe PDF, Print, Share, Share as Adobe PDF link, Export, Close, Account, and Options. The 'Print' option is selected. The main area is titled 'Print' and contains a 'Copies:' dropdown set to 1. Below it is a 'Printer' section with a dropdown menu showing 'Microsoft Print to PDF' (selected) and 'Ready'. A red box highlights this section. The 'Settings' section on the right includes dropdowns for 'Print All Pages' (set to 'The whole thing'), 'Pages:' (empty), 'Print One Sided' (set to 'Only print on one side of the paper'), 'Collated' (set to '1,2,3 1,2,3 1,2,3'), 'Portrait Orientation', 'A4' (set to '21 cm x 29.7 cm'), 'Normal Margins' (set to 'Left: 2.54 cm Right: 2.54 cm'), and '1 Page Per Sheet'. A red box highlights the 'Printer' and 'Settings' sections. To the right of the dialog box is a large preview window with a red border. The preview content includes:

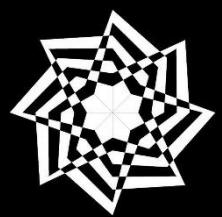
- Previewing a Document in MS Word**
- Previewing a document** means seeing how your document will look **when printed**, before actually printing it.
- Steps to Preview a Document:**
  1. Open your document in **MS Word**.
  2. Go to the **File** tab (top-left corner).
  3. Click on **'Print'**! — you will see a **print preview** on the right side.
  4. You can scroll through the pages to check layout, margins, font size, spacing, etc.
- Why Use Preview?**
  - To avoid **mistakes** before printing
  - To check **page breaks**, headers, footers, and alignment
  - To save **paper and ink**

At the bottom of the preview window, there is a page number '1 of 1' and a zoom control '49% - + [square]'. The bottom right corner of the slide has a standard presentation navigation icon.



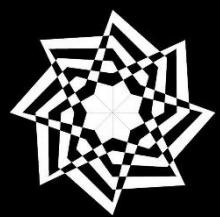
# Previewing a Document in MS Word

- Previewing a document means seeing how your document will look when printed, before actually printing it.
- Steps to Preview a Document:
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  - Go to the File tab (top-left corner).
  - Click on "Print" — you will see a print preview on the right side.
  - You can scroll through the pages to check layout, margins, font size, spacing, etc.



# Previewing a Document in MS Word

- Why Use Preview?
  - To avoid mistakes before printing
  - To check page breaks, headers, footers, and alignment
  - To save paper and ink

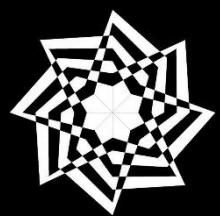


# Creating a New Document

The screenshot shows the Microsoft Word ribbon with the 'File' tab selected. A red box highlights the 'New' button in the ribbon's 'Get Started' section. The main area displays a grid of document templates:

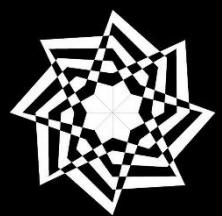
- Blank document**: A simple blank page template.
- Welcome to Word 2013**: A template featuring introductory tips and a 'Welcome to Word' message.
- Single spaced (blank)**: A template showing a single-spaced blank page.
- Snapshot calendar**: A template for a monthly calendar.
- Modern chronological...**: A template for a modern resume or curriculum vitae.
- ZURAIDE ELORRIAGA**: A template for a professional profile or bio.
- NAME HERE**: A template for a name placeholder.
- First Name**: A template for a first name placeholder.
- Who We Are**: A template for a company introduction.
- What We Do**: A template for a company's products or services.

A search bar at the top of the template grid allows for online template searches. Suggested search categories include Business, Cards, Flyers, Letters, Education, Resumes and Cover Letters, and Holiday.



# Creating a New Document in MS Word

- Creating a new document allows you to start fresh and type a new file in Microsoft Word.
- Steps to Create a New Document:
  - Open MS Word.
  - Click on the File tab (top-left corner).
  - Select New from the menu.
  - Click on “Blank Document”.
  - A new, empty page will open where you can start typing your content.
-  Shortcut: Press Ctrl + N on your keyboard to quickly open a new document.



# Saving a Document in MS Word

Save As

OneDrive - Personal

Computer

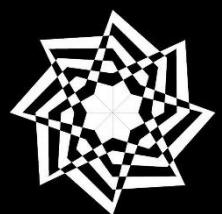
Add a Place

Recent Folders

- Downloads  
C: » Users » k.k » Downloads
- Desktop  
C: » Users » k.k » Desktop
- Documents
- Desktop

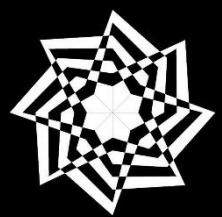
Browse

The screenshot shows the 'Save As' dialog box in Microsoft Word. On the left, a vertical menu lists options like Info, New, Open, Save, Save As (which is highlighted), Save as Adobe PDF, Print, Share, Share as Adobe PDF link, Export, Close, Account, and Options. The main area is titled 'Save As' and shows a list of save locations. 'Computer' is selected, indicated by a blue background. Other options include 'OneDrive - Personal' (with a cloud icon) and 'Add a Place' (with a plus sign icon). To the right, a 'Recent Folders' section lists 'Downloads', 'Desktop', 'Documents', and 'Desktop' again, with the last 'Desktop' entry being the most recent and also highlighted with a blue background. At the bottom is a 'Browse' button with a folder icon.



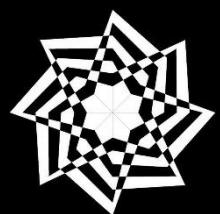
# Saving a Document in MS Word

- Saving a document means storing your work so you can open and edit it later.
- Steps to Save a Document:
  - Click on the File tab in the top-left corner.
  - Select Save or Save As.
  - Choose the location (e.g., Desktop, Documents, or a folder).
  - Enter a file name.
  - Click Save.



# Saving a Document in MS Word

- Shortcut Keys:
  - Ctrl + S → Save
  - Use "Save As" to save a copy with a new name or in a different format (like .pdf, .docx).
- Tip:
  - Save your document frequently to avoid losing work due to power failure or system crash.



# Closing a Document in MS Word

Info

New

Open

Save

Save As

Save as Adobe PDF

Print

Share

Share as Adobe PDF link

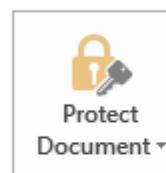
Export

**Close**

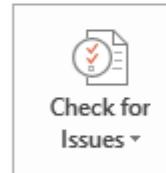
## Info

### Previewing a Document in MS Word

Desktop

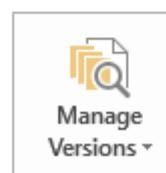
 Protect Document

Control what types of changes people can make to this document.

 Inspect Document

Before publishing this file, be aware that it contains:

- Document properties and author's name
- Content that people with disabilities find difficult to read

 Versions

There are no previous versions of this file.

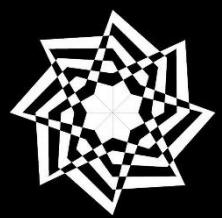
Properties

Size	13.9KB
Pages	1
Words	92
Total Editing Time	222 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comment

Related Dates

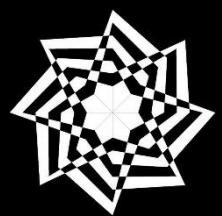
Last Modified	Today, 11:43
Created	Today, 07:53
Last Printed	

Related People



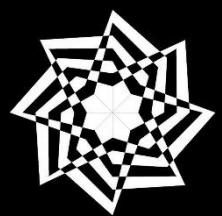
# Closing a Document in MS Word

The screenshot shows the Microsoft Word ribbon interface. The tabs visible are FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, and VIEW. The HOME tab is currently selected. The ribbon includes various toolbars for text and paragraph formatting, as well as a Styles section and an Editing section. On the right side of the ribbon, there is an Adobe Acrobat integration panel with options like Find, Replace, Select, and Create a PDF. The main document area is blank.



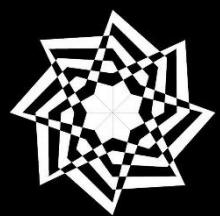
# Closing a Document in MS Word

- Closing a document means shutting the current file without exiting the entire MS Word application.
- Steps to Close a Document:
  - Click on the File tab (top-left corner).
  - Select Close from the menu.
  - If changes are not saved, Word will ask if you want to Save, Don't Save, or Cancel.

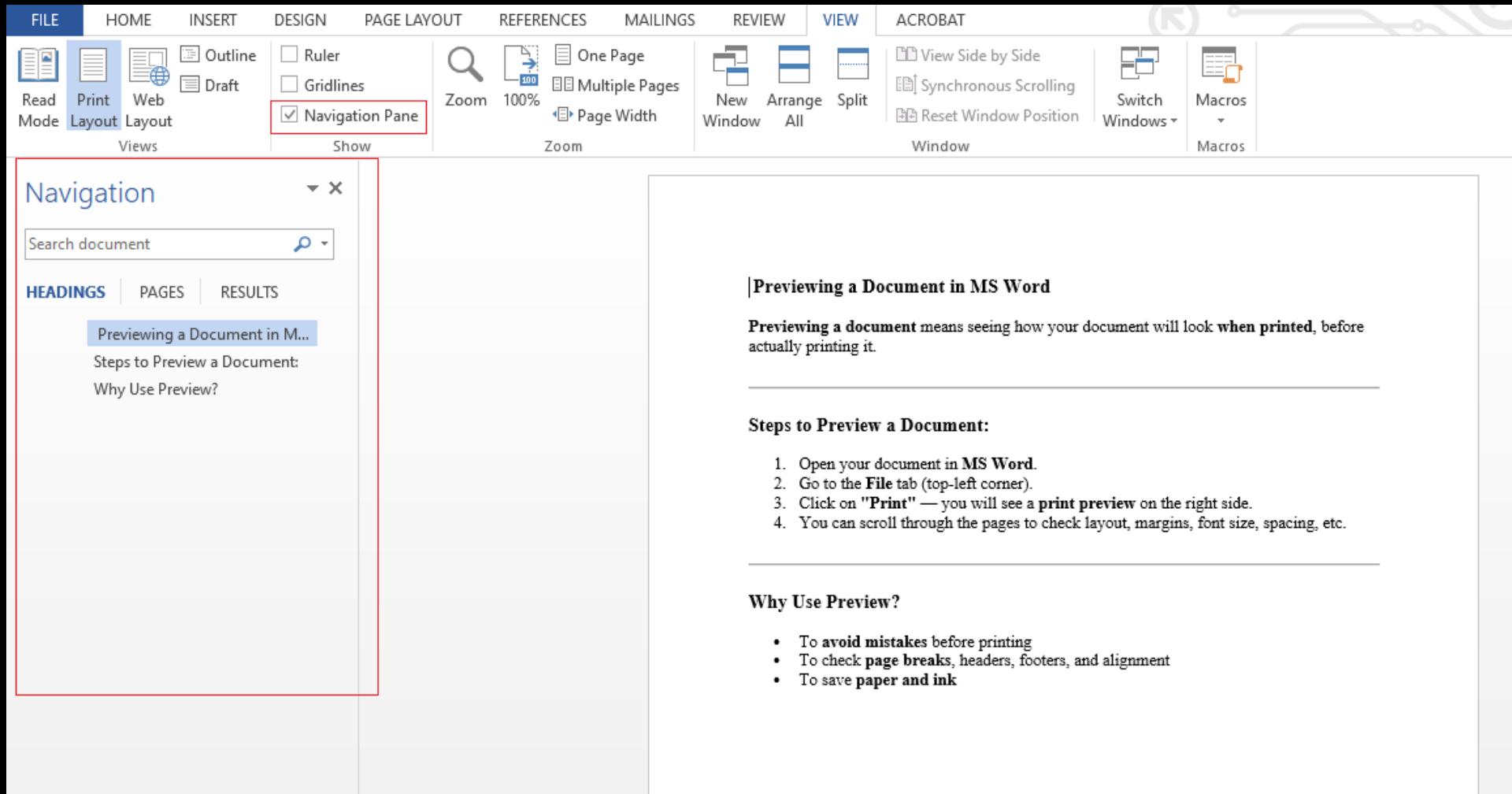


# Closing a Document in MS Word

- Shortcut Key:
  - Press Ctrl + W or Ctrl + F4 to quickly close the current document.
  
- Note:
  - Closing a document is not the same as closing Word. You can still open or create another file after closing one.



# Navigating Through a Document in MS Word



The screenshot shows the Microsoft Word ribbon with the 'VIEW' tab selected. In the 'Show' section of the ribbon, the 'Navigation Pane' checkbox is checked and highlighted with a red box. On the left side of the interface, a 'Navigation' pane is open, containing a search bar and tabs for 'HEADINGS', 'PAGES', and 'RESULTS'. The 'PAGES' tab is currently selected, showing a preview of the document's pages. The main document area displays the following content:

**| Previewing a Document in MS Word**

Previewing a document means seeing how your document will look when printed, before actually printing it.

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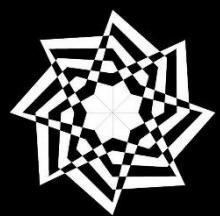
**Steps to Preview a Document:**

1. Open your document in MS Word.
2. Go to the File tab (top-left corner).
3. Click on "Print" — you will see a print preview on the right side.
4. You can scroll through the pages to check layout, margins, font size, spacing, etc.

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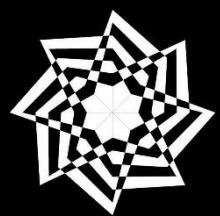
**Why Use Preview?**

- To avoid mistakes before printing
- To check page breaks, headers, footers, and alignment
- To save paper and ink



# Navigating Through a Document in MS Word

- Navigation means moving around your document to quickly find and view different parts like headings, pages, or specific words.
- Ways to Navigate in MS Word:
  - Using Scroll Bar: Use the vertical scroll bar on the right to move up or down.
  - Keyboard Keys: Use Arrow keys, Page Up/Page Down, or Ctrl + Home (start) / Ctrl + End (end).
  - Navigation Pane: Go to the View tab → Check Navigation Pane. It shows headings, pages, and search results — click to jump directly.
  - Find Tool (Ctrl + F): Press Ctrl + F to search any word or phrase in the document.
- In Simple Words:
- Navigation helps you move easily through long documents without scrolling too much.



# Scroll Through Text in MS Word

The screenshot shows the Microsoft Word ribbon with the 'VIEW' tab selected. The 'Views' group is open, showing 'Read Mode', 'Print Layout' (which is selected), 'Web Layout', and 'Outline'. The 'Show' section has 'Navigation Pane' checked. The 'Zoom' section shows '100%', 'One Page', 'Multiple Pages', and 'Page Width'. The 'Window' section includes 'New Window', 'Arrange All', 'Split', 'Switch Windows', and 'Macros'. A red box labeled 'Scroll Down' highlights the scroll bar on the right side of the window. A red box labeled 'Horizontal Bar' points to the horizontal scroll bar at the bottom of the document area. A red box labeled 'Scroll Up' points to the scroll bar on the right side of the document area.

**Navigation**

Search document

HEADINGS | PAGES | RESULTS

Previewing a Document in M...  
Steps to Preview a Document:  
Why Use Preview?

## Previewing a Document in MS Word

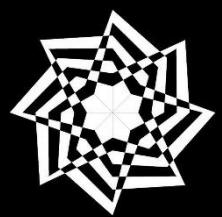
**Previewing a document** means seeing how your document will look **when printed**, before actually printing it.

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### Steps to Preview a Document:

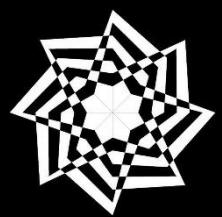
1. Open your document in **MS Word**.
2. Go to the **File** tab (top-left corner).
3. Click on "**Print**" — you will see a **print preview** on the right side.
4. You can scroll through the pages to check layout, margins, font size, spacing, etc.

PAGE 1 OF 1 92 WORDS ENGLISH (INDIA)



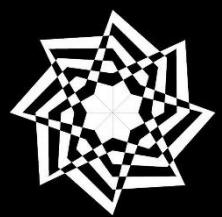
# Scroll Through Text in MS Word

- Scrolling through text means moving up or down in a document to read or view different parts.
- Ways to Scroll Through Text:
  - Mouse Scroll Wheel:
    - Roll the wheel on your mouse to move up or down.
  - Scroll Bar:
    - Use the vertical scroll bar on the right side of the window.
    - Click and drag the bar or use the arrows.



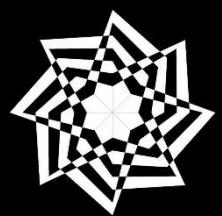
# Scroll Through Text in MS Word

- Keyboard Keys:
  - Press Arrow keys ( $\uparrow \downarrow$ ), Page Up / Page Down, or
  - Ctrl + Home (go to top), Ctrl + End (go to bottom)
- Touchpad or Touchscreen:
  - Swipe up/down with fingers to scroll.
-  In Simple Words: Scrolling helps you move through long documents to read or find text easily.



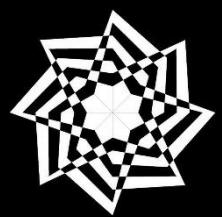
# Insert Text in MS Word

- 1. Inserting Text:
  - Place your cursor where you want to type.
  - Start typing — the new text will appear at the cursor's position.
  - You can also paste copied text using Ctrl + V.
- ✅ Example:
  - Typing Hello before "World" makes it "Hello World".



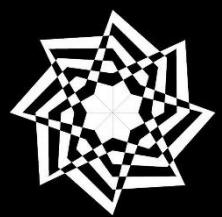
# Delete Text in MS Word

- 2. Deleting Text:
  - Use Backspace to delete text to the left of the cursor.
  - Use Delete key to remove text to the right of the cursor.
  - You can also select text and press Delete or Backspace to remove it.
- Example: Deleting blue from “blue sky” leaves just “sky”.
- Tip: You can undo a delete by pressing Ctrl + Z.



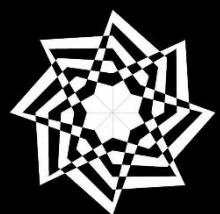
# Different Ways to Select Text

- Using Mouse (Click and Drag):
  - Click at the beginning of the text → Hold the mouse button → Drag over the text → Release.
- Using Keyboard:
  - Shift + Arrow Keys → Select character by character or line by line.
  - Ctrl + Shift + → / ← → Select word by word.
  - Ctrl + A → Select the entire document.
- Double-click and Triple-click:
  - Double-click a word → selects the whole word.
  - Triple-click a paragraph → selects the whole paragraph.
- Click in the Left Margin:
  - Click once to select a line.
  - Click and drag to select multiple lines or paragraphs.



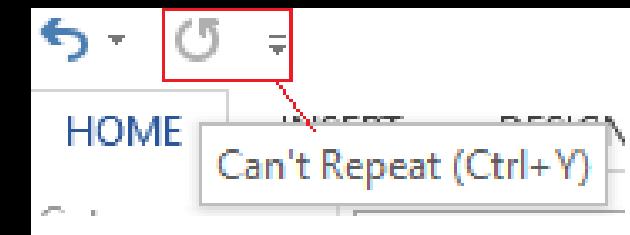
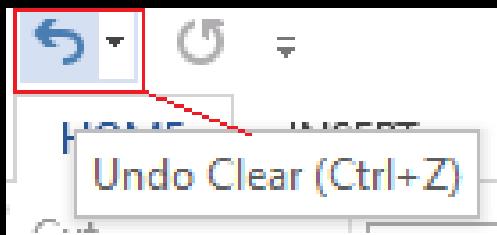
# Different Ways to Select Text

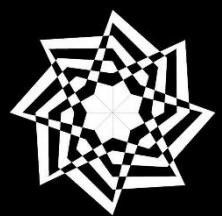
 <b>Shortcut Key</b>	 <b>What It Does</b>	 <b>Example Use</b>
<b>Ctrl + A</b>	Selects the <b>entire document</b>	Quickly format or copy all content
<b>Shift + → / ←</b>	Selects <b>one character</b> at a time (right/left)	Adjust text selection slowly
<b>Ctrl + Shift + → / ←</b>	Selects <b>one word</b> at a time	Fast selection of words
<b>Shift + ↑ / ↓</b>	Selects <b>one line up/down</b>	Select multiple lines
<b>Ctrl + Shift + ↑ / ↓</b>	Selects <b>entire paragraph(s)</b>	Great for long content
<b>Shift + End</b>	Selects from cursor to <b>end of line</b>	Edit line endings
<b>Shift + Home</b>	Selects from cursor to <b>start of line</b>	Edit line beginnings
<b>Ctrl + Shift + Home</b>	Selects from cursor to <b>start of document</b>	For deleting or copying from current to top
<b>Ctrl + Shift + End</b>	Selects from cursor to <b>end of document</b>	For copying text from middle to the end



# Undo and Redo Commands

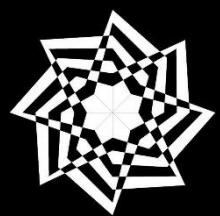
- Undo (Ctrl + Z)
  - Reverses the last action (like typing, deleting, or formatting).
  - You can press it multiple times to undo several steps.
  - ⚡ Example: Accidentally deleted a paragraph? Press Ctrl + Z to bring it back.
- Redo (Ctrl + Y)
  - Re-applies the last undone action.
  - Use it after Undo if you change your mind.
  - ⚡ Example: Pressed Undo but want the change back? Press Ctrl + Y.





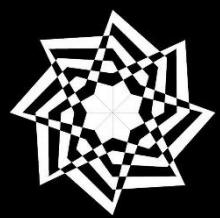
# Drag and Drop to Move Text in MS Word

- Drag and Drop is an easy way to move text from one place to another without using Cut and Paste.
- Steps to Drag and Drop Text:
  - Select the text you want to move.
  - Click and hold the selected text with the left mouse button.
  - Drag the text to the new location in your document.
  - Release the mouse button — the text will be moved.



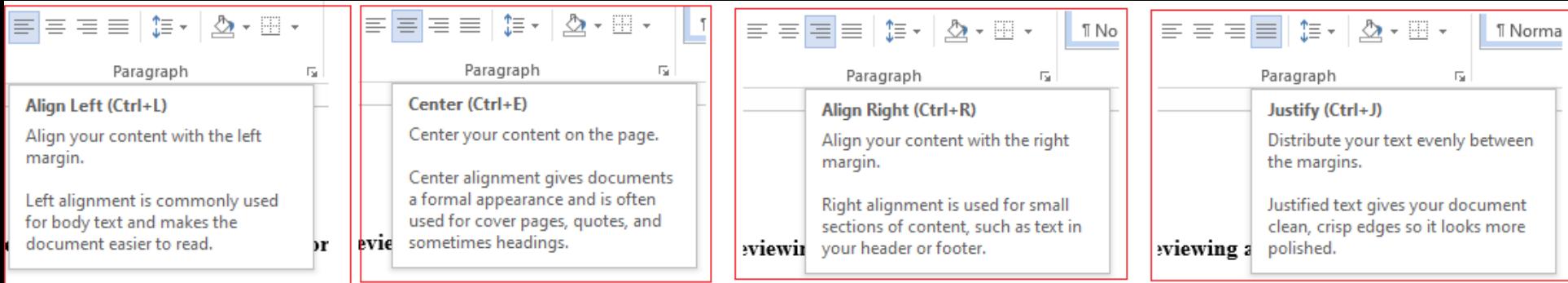
# Copy, Cut, and Paste in MS Word

- These are basic editing commands used to move or duplicate text or objects in your document.
- 1. Copy (Ctrl + C)
  - Duplicates the selected text without removing it from the original place.
  - Example: Copy a paragraph and paste it in another location.
- 2. Cut (Ctrl + X)
  - Removes the selected text from its place and keeps it ready to paste.
  - Example: Move a sentence from one paragraph to another.
- 3. Paste (Ctrl + V)
  - Inserts the copied or cut text at the new location (where the cursor is).
  - Example: Paste copied address into a letter.

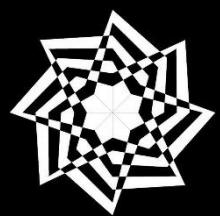


# Paragraph Formatting and Alignment in MS Word

- Paragraph formatting helps you control the look, spacing, and alignment of text paragraphs in your document.

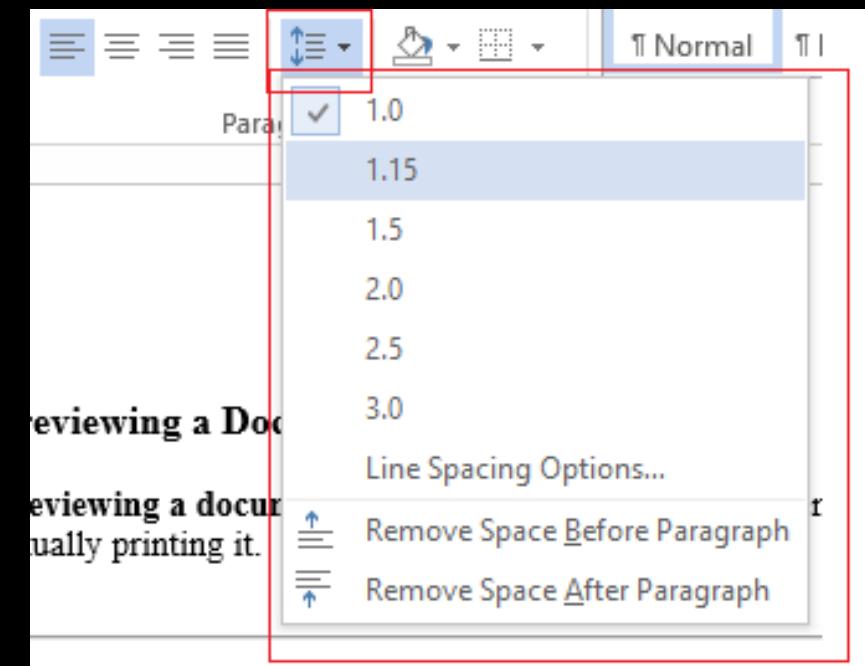
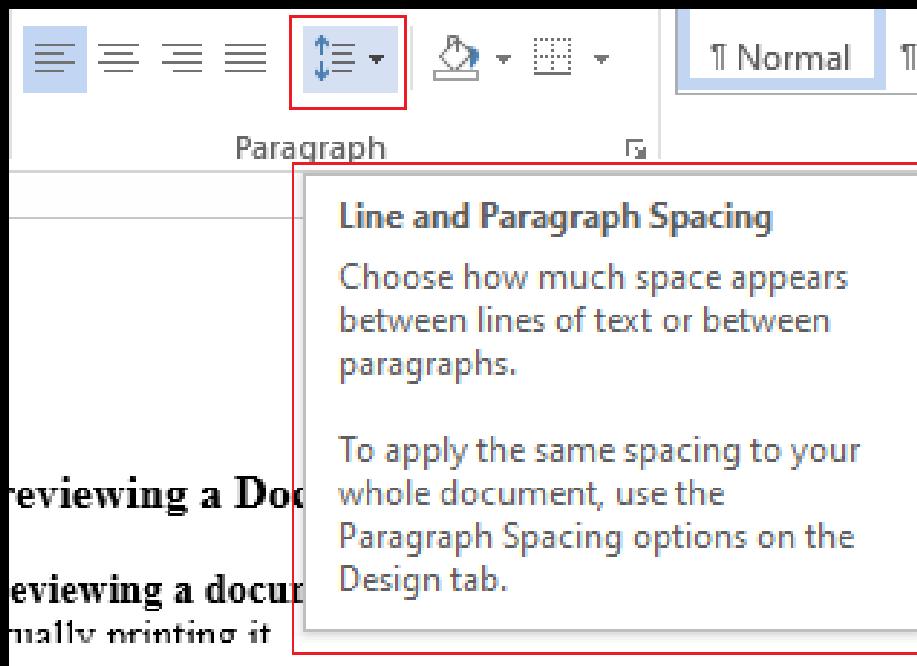


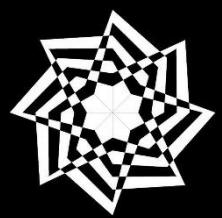
1	Alignment Type	Shortcut	Description
1	Left Align	Ctrl + L	Aligns text to the <b>left margin</b> (default).
2	Center Align	Ctrl + E	Aligns text to the <b>center</b> .
3	Right Align	Ctrl + R	Aligns text to the <b>right margin</b> .
4	Justify Align	Ctrl + J	Aligns text <b>evenly on both sides</b> .



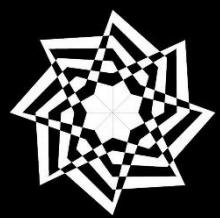
# Paragraph Spacing and Indentation

- Line Spacing:
  - Go to Home → Paragraph group → Line and Paragraph Spacing
  - Choose spacing like 1.0, 1.5, 2.0 etc.

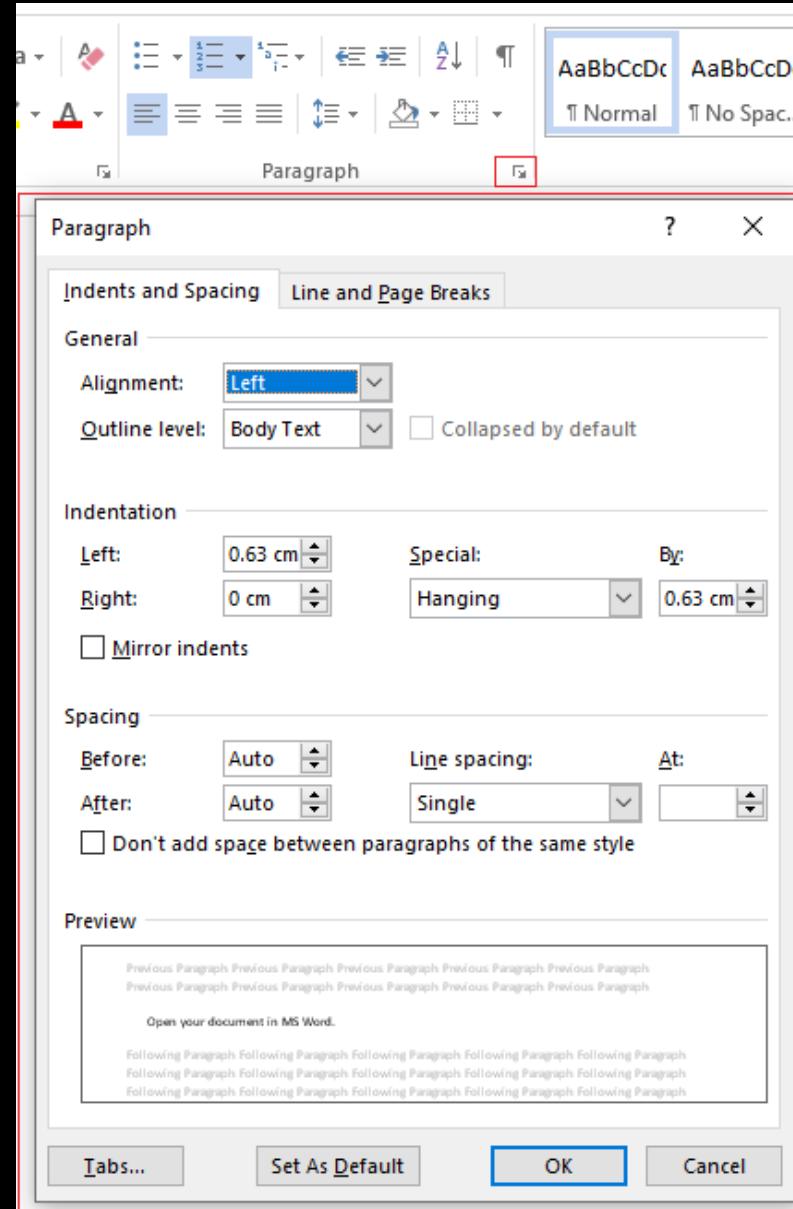


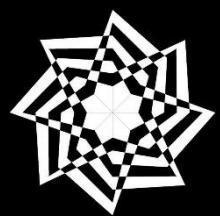


- Before/After Spacing:
  - Adds space before or after paragraphs.
- Indentation:
  - Move the paragraph inward from the margin.
  - Found in Home → Paragraph → Increase/Decrease Indent.



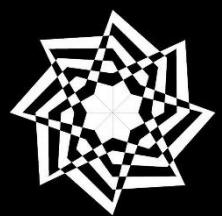
# Paragraph Spacing in MS Word





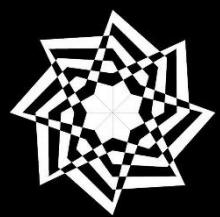
# Paragraph Spacing in MS Word

- Paragraph spacing is the space added before or after a paragraph to make the text more readable and organized.
- Types of Paragraph Spacing:
  - Spacing Before:
    - Adds space above a paragraph.
    - Useful to separate headings from the body text.
  - Spacing After:
    - Adds space below a paragraph.
    - Helps keep consistent gaps between paragraphs.



# Paragraph Spacing in MS Word

-  How to Set Paragraph Spacing:
  - Select the paragraph(s).
  - Go to the Home tab → Paragraph group.
  - Click on the Line and Paragraph Spacing icon (↑↓).
  - Choose "Add Space Before Paragraph" or "Add Space After Paragraph", or
  - Click “Line Spacing Options...” for custom spacing settings.



# Changing the Layout of a Document in MS Word

The screenshot shows the Microsoft Word ribbon with the "PAGE LAYOUT" tab selected. In the "Margins" section of the ribbon, a dropdown menu is open, displaying various margin options:

Margin Type	Top	Bottom	Left	Right
Normal	2.54 cm	2.54 cm	2.54 cm	2.54 cm
Narrow	1.27 cm	1.27 cm	1.27 cm	1.27 cm
Moderate	2.54 cm	2.54 cm	1.91 cm	1.91 cm
Wide	2.54 cm	2.54 cm	5.08 cm	5.08 cm
Mirrored	2.54 cm	2.54 cm	3.18 cm	2.54 cm
Office 2003 Default	2.54 cm	2.54 cm	3.18 cm	3.18 cm

Below the dropdown menu, there is a link to "Custom Margins...".

The main content area of the Word document is titled "Previewing a Document in MS Word". It contains the following text:

**Previewing a document** means seeing how your document will look **when printed**, before actually printing it.

---

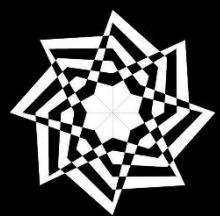
**Steps to Preview a Document:**

1. Open your document in MS Word.
2. Go to the File tab (top-left corner).
3. Click on "Print" — you will see a **print preview** on the right side.
4. You can scroll through the pages to check layout, margins, font size, spacing, etc.

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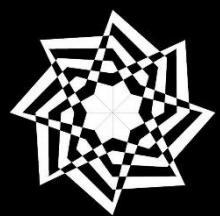
**Why Use Preview?**

- To avoid mistakes before printing
- To check page breaks, headers, footers, and alignment
- To save paper and ink



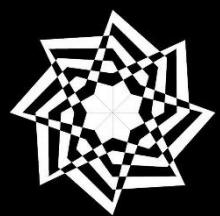
# Changing the Layout of a Document in MS Word

- Changing the layout means adjusting how your document looks on the page — like its orientation, margins, and size.
- Steps to Change Document Layout:
  - Open your document in MS Word.
  - Go to the Page Layout tab (or Layout tab in newer versions).

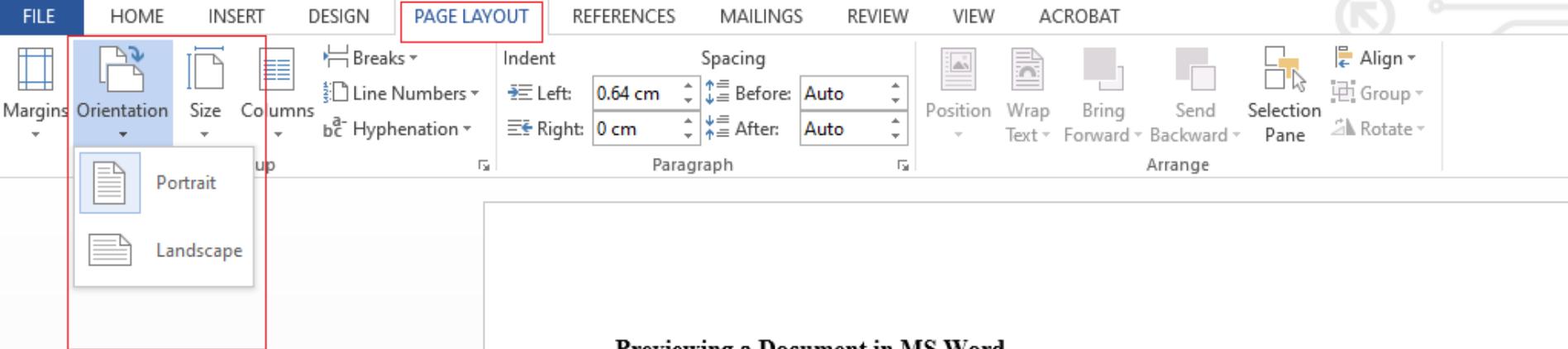


# Changing the Layout of a Document in MS Word

Option	Description	Example Use
<b>Margins</b>	Set the blank space around the page content	Narrow margins for more text space
<b>Orientation</b>	Choose <b>Portrait (vertical)</b> or <b>Landscape</b>	Landscape for wide tables/charts
<b>Size</b>	Change the <b>paper size</b> (e.g., A4, Letter)	Choose A4 for standard printing
<b>Columns</b>	Split text into 2 or 3 columns	For newsletters or brochures
<b>Breaks</b>	Add page or section breaks	Start content on a new page



# Change Page Orientation in MS Word



The screenshot shows the Microsoft Word ribbon with the PAGE LAYOUT tab selected. In the Margins group, the Orientation button is highlighted with a red box. A dropdown menu shows 'Portrait' as the current orientation and 'Landscape' as an option.

## Previewing a Document in MS Word

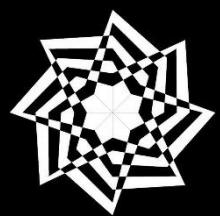
Previewing a document means seeing how your document will look **when printed**, before actually printing it.

### Steps to Preview a Document:

1. Open your document in MS Word.
2. Go to the File tab (top-left corner).
3. Click on "Print" — you will see a **print preview** on the right side.
4. You can scroll through the pages to check layout, margins, font size, spacing, etc.

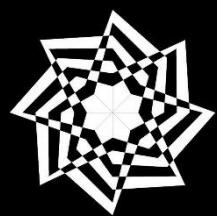
### Why Use Preview?

- To avoid mistakes before printing
- To check page breaks, headers, footers, and alignment
- To save paper and ink



# Change Page Orientation in MS Word

- Page orientation controls whether your page is vertical or horizontal.
- Two Types of Page Orientation:
  - Portrait (default) – Tall and vertical
  - Landscape – Wide and horizontal
- Steps to Change Page Orientation:
  - Open your document in MS Word.
  - Click on the Layout tab (or Page Layout in older versions).
  - In the Page Setup group, click on Orientation.
  - Choose either Portrait or Landscape.
- Example:
  - Use Portrait for letters or essays.
  - Use Landscape for charts, tables, or certificates.



# Create Headers and Footers in MS Word

The screenshot shows the Microsoft Word ribbon with the 'INSERT' tab selected. In the 'Header & Footer' group, the 'Header' button is highlighted with a red box. A dropdown menu is open, displaying various header styles: 'Blank', 'Blank (Three Columns)', 'Austin', and 'Banded'. At the bottom of the dropdown, there are four options: 'More Headers from Office.com', 'Edit Header', 'Remove Header', and 'Save Selection to Header Gallery...'. The main content area of the document preview shows a section titled 'Previewing a Document in MS Word' with the text: 'Previewing a document means seeing how your document will look before actually printing it.' Below this is a section titled 'Steps to Preview a Document:' with a numbered list of four steps. Another section titled 'Why Use Preview?' contains a bulleted list of three reasons.

**Previewing a Document in MS Word**

Previewing a document means seeing how your document will look before actually printing it.

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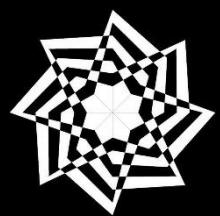
**Steps to Preview a Document:**

1. Open your document in MS Word.
2. Go to the File tab (top-left corner).
3. Click on "Print" — you will see a print preview on the right.
4. You can scroll through the pages to check layout, margins, font, and more.

---

**Why Use Preview?**

- To avoid mistakes before printing
- To check page breaks, headers, footers, and alignment
- To save paper and ink



# Create Headers and Footers in MS Word

Header

**Header** Previewing a Document in MS Word

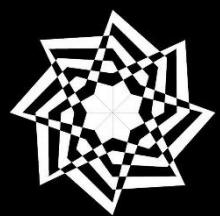
Previewing a document means seeing how your document will look when printed, before actually printing it.

**Steps to Preview a Document:**

1. Open your document in MS Word.
2. Go to the File tab (top-left corner).
3. Click on "Print" — you will see a print preview on the right side.
4. You can scroll through the pages to check layout, margins, font size, spacing, etc.

**Why Use Preview?**

- To avoid mistakes before printing
- To check page breaks, headers, footers, and alignment
- To save paper and ink



# Create Headers and Footers in MS Word

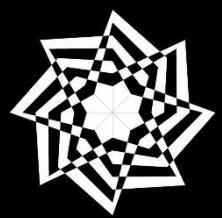
The screenshot shows the Microsoft Word ribbon with the **INSERT** tab selected. In the **Header & Footer** group, the **Footer** button is highlighted with a red box. A callout box titled "Add a Footer" provides information about footers:

**Add a Footer**

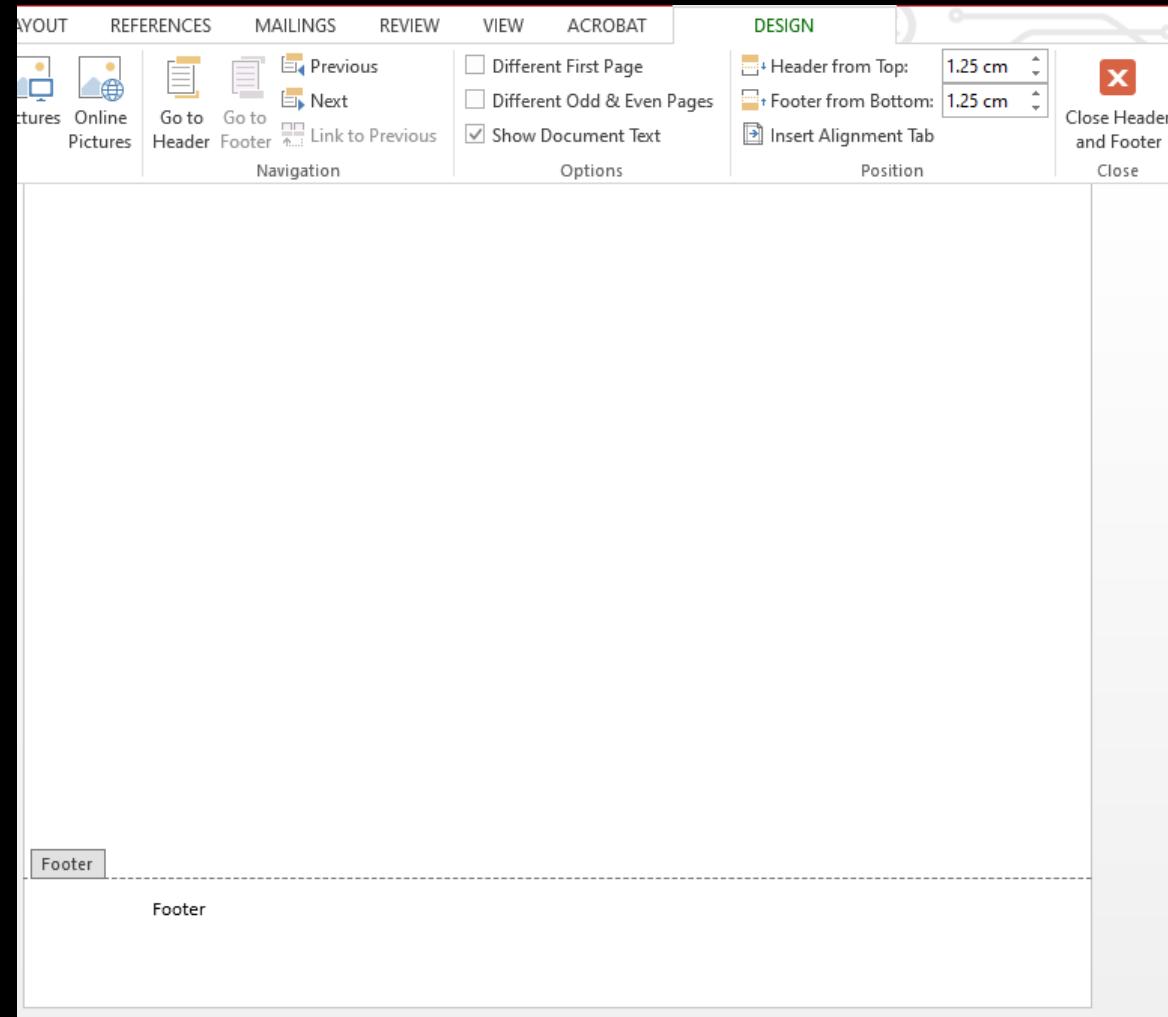
Footers help you repeat content at the bottom of every page.

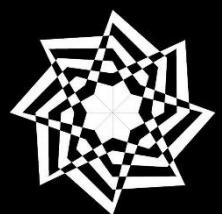
They're useful for showcasing information, like title, author, and page number.

[Tell me more](#)



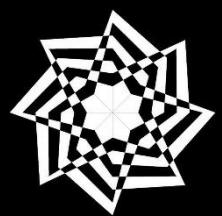
# Create Headers and Footers in MS Word





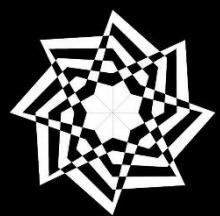
# Create Headers and Footers in MS Word

- Headers and Footers are sections at the top and bottom of each page where you can add information like titles, page numbers, dates, or your name.
- Steps to Add a Header or Footer:
  - Open your document in MS Word.
  - Go to the Insert tab on the ribbon.
  - Click on Header or Footer.
  - Choose a built-in design or select Edit Header/Footer to create your own.
  - Type your text (e.g., document title, author, page number).
  - Click Close Header and Footer or press Esc to return to your document.



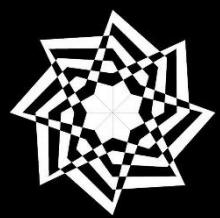
# Create Headers and Footers in MS Word

- Common Uses:
  - Header: Document title, author name, logo
  - Footer: Page numbers, date, file name
- Tip:
  - Anything in the header/footer will appear on every page unless you set different ones.



# Set and Change Indentation

The screenshot shows the Microsoft Word ribbon with the 'PAGE LAYOUT' tab selected. Under the 'Page Setup' group, the 'Margins' button is highlighted with a red box. A 'Page Setup' dialog box is displayed in the foreground, also with a red border, with the 'Margins' tab selected. The 'Top' and 'Bottom' margin values are both set to 2.54 cm. The 'Orientation' section shows 'Portrait' selected. The 'Pages' section shows 'Normal' under 'Multiple pages'. The 'Preview' section shows a small document preview. The 'Apply to:' dropdown is set to 'Whole document'. The 'OK' button is visible at the bottom right of the dialog.



# Setting indentation with Ruler

The screenshot shows the Microsoft Word ribbon with the 'VIEW' tab selected. Under the 'Show' section, the 'Ruler' checkbox is checked, indicated by a red box. Below the ribbon, a vertical ruler is visible on the left side of the document window, also highlighted with a red box. The main document area contains a header and the text "Previewing a Document in MS Word".

**Header**

**Previewing a Document in MS Word**

Previewing a document means seeing how your document will look **when printed**, before actually printing it.

---

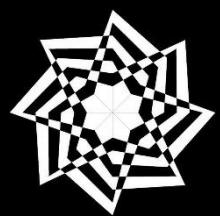
**Steps to Preview a Document:**

1. Open your document in MS Word.
2. Go to the **File** tab (top-left corner).
3. Click on "Print" — you will see a **print preview** on the right side.
4. You can scroll through the pages to check layout, margins, font size, spacing, etc.

---

**Why Use Preview?**

- To avoid mistakes before printing



# Insert and Delete Page Break

Screenshot of the Microsoft Word ribbon showing the "PAGE LAYOUT" tab selected. The "Breaks" button in the "Page Setup" group is highlighted with a red box.

**Page Breaks**

- Page**: Mark the point at which one page ends and the next page begins.
- Column**: Indicate that the text following the column break will begin in the next column.
- Text Wrapping**: Separate text around objects on web pages, such as caption text from body text.

**Section Breaks**

- Next Page**: Insert a section break and start the new section on the next page.
- Continuous**: Insert a section break and start the new section on the same page.
- Even Page**: Insert a section break and start the new section on the next even-numbered page.
- Odd Page**: Insert a section break and start the new section on the next odd-numbered page.

The ribbon tabs shown are FILE, HOME, INSERT, DESIGN, PAGE LAYOUT (selected), REFERENCES, MAILINGS, REVIEW, VIEW, and ACROBAT. The "ARRANGE" tab under the REVIEW tab is also visible.

**Document in MS Word**

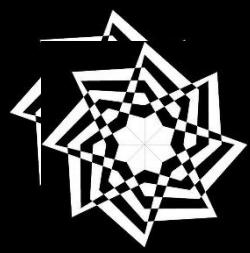
document means seeing how your document will look when printed, before it.

---

**View a Document:**

document in MS Word.  
File tab (top-left corner).  
"Print" — you will see a print preview on the right side.  
scroll through the pages to check layout, margins, font size, spacing, etc.

view?

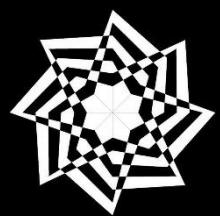


# Insert and Delete Page Break

Header

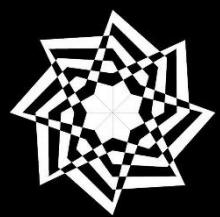
Previous page

Page Break



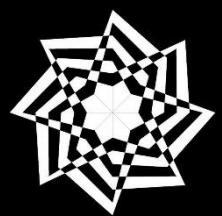
# Insert and Delete Page Break in MS Word

- A Page Break lets you move content to the next page, even if the current page isn't full — useful for starting new chapters, headings, or sections.
- How to Insert a Page Break:
  - Place the cursor where you want the new page to start.
  - Go to the Insert tab.
  - Click Page Break in the Pages group.
  - ⌘ Or simply press Ctrl + Enter.



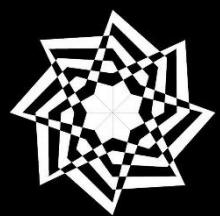
# Insert and Delete Page Break in MS Word

- ✖ How to Delete a Page Break:
  - Click the Show/Hide ¶ icon from the Home tab to view page breaks.
  - Place your cursor just before the “Page Break” line.
  - Press the Delete key on your keyboard.
- ✨ Tip:
  - Use Page Breaks instead of pressing Enter multiple times — it keeps your document neat and structured.



# How to Insert Page Numbers in MS Word

- Adding page numbers helps you organize and navigate long documents easily.
- Steps to Insert Page Numbers:
  - Open your document in MS Word.
  - Go to the Insert tab on the ribbon.
  - Click on Page Number in the Header & Footer group.
  - Choose where you want the number to appear:
    - Top of Page (Header)
    - Bottom of Page (Footer)
    - Page Margins
    - Current Position
  - Select a style from the list.
  - Click Close Header and Footer or press Esc.

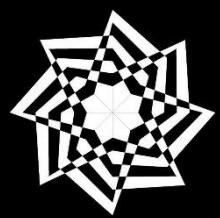


# How to Insert Page Numbers in MS Word

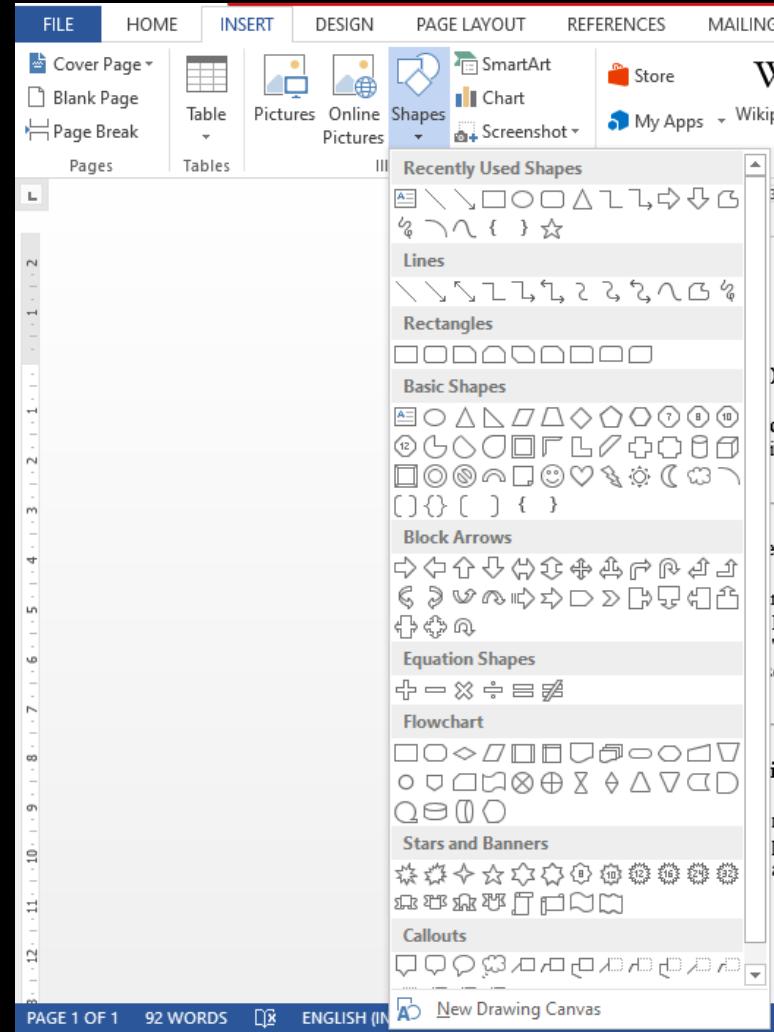
The screenshot shows the Microsoft Word ribbon with the 'INSERT' tab selected. In the 'Text' section of the ribbon, the 'Page Number' dropdown is open, displaying a list of options: 'Top of Page', 'Bottom of Page', 'Page Margins', 'Current Position', 'Format Page Numbers...', and 'Remove Page Numbers'. The 'Page Number' option itself is highlighted with a red box.

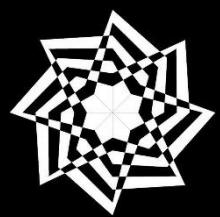
**Why Use Preview?**

- To avoid mistakes before printing
- To check page breaks, headers, footers, and alignment
- To save paper and ink



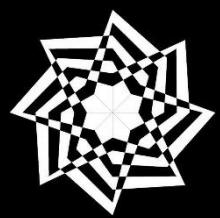
# How to Insert Shapes in MS Word



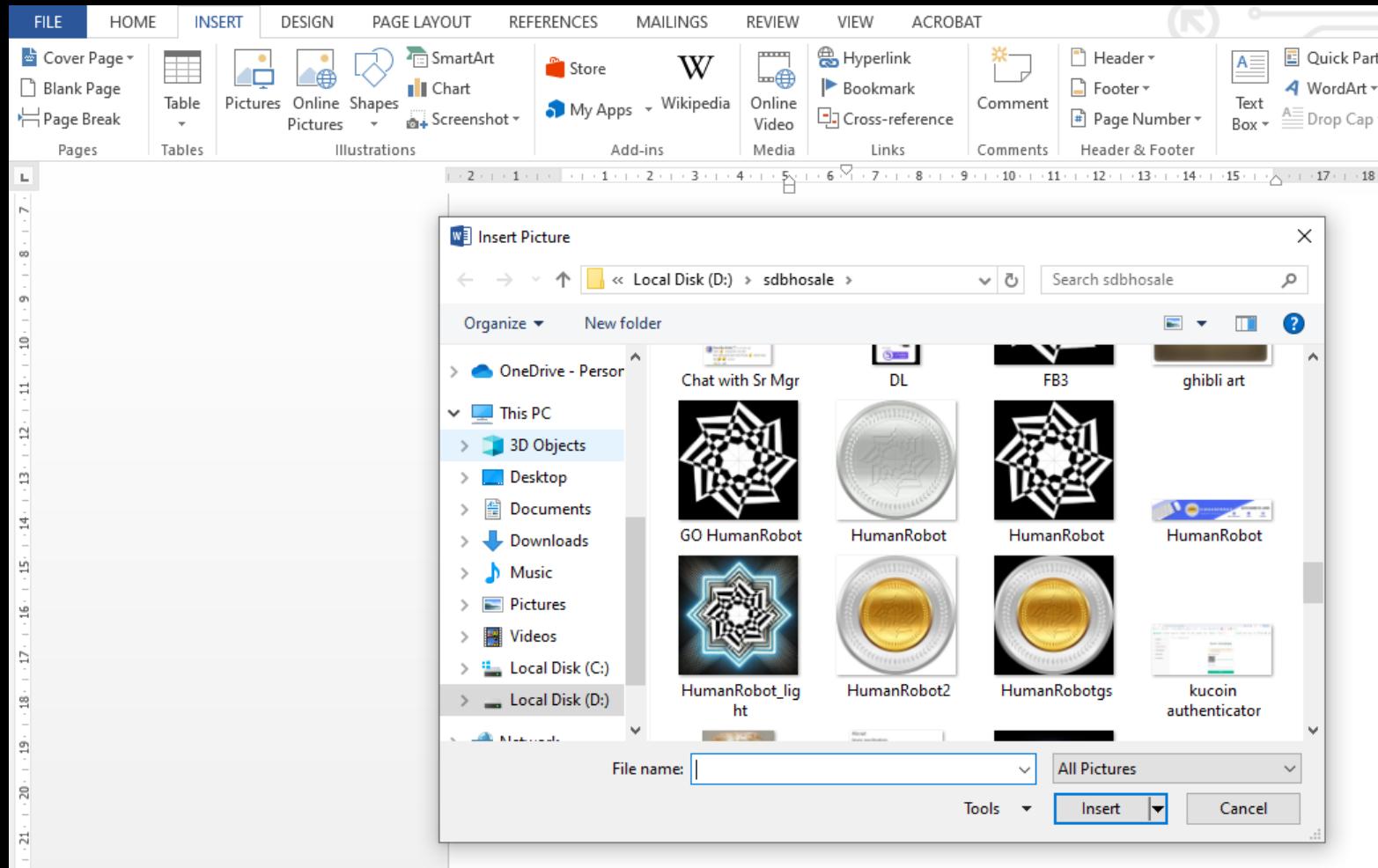


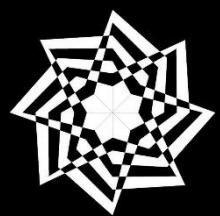
# How to Insert Shapes in MS Word

- You can insert shapes (like circles, arrows, boxes, etc.) in MS Word to make your document more visual and engaging.
- Steps to Insert Shapes:
  - Open your document in MS Word.
  - Go to the Insert tab on the ribbon.
  - Click on Shapes in the Illustrations group.
  - A menu will appear with different shape categories:
    - Lines
    - Rectangles
    - Basic Shapes (circle, triangle, etc.)
    - Arrows, Callouts, Flowchart symbols, etc.
  - Click on the shape you want.
  - Draw the shape by clicking and dragging on the document.
- After Inserting:
  - Use the Shape Format tab to change color, border, size, and effects.



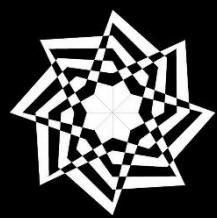
# How to Insert an Image from File in MS Word





# How to Insert an Image from File in MS Word

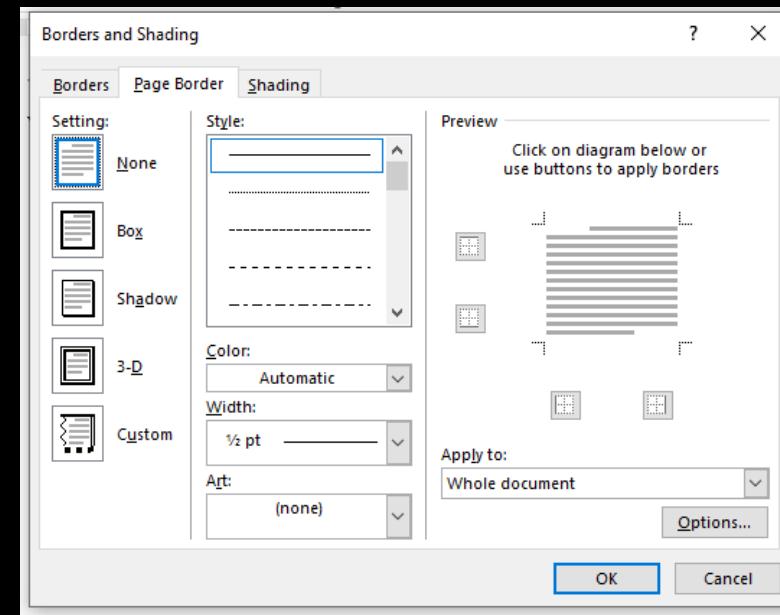
- Inserting an image from your computer makes your document more visual and informative.
- Steps to Insert an Image:
  - Open your document in MS Word.
  - Go to the Insert tab on the ribbon.
  - Click on Pictures in the Illustrations group.
  - Choose “This Device...”
  - A file dialog box will open — browse and select the image from your computer.
  - Click Insert — the image will appear in your document.
- ✎ After Inserting:
  - You can resize, move, rotate, or format the image using the Picture Format tab.
- ⚡ Tip:
  - Use "Wrap Text" (Right-click → Wrap Text) to place the image beside text or freely move it.

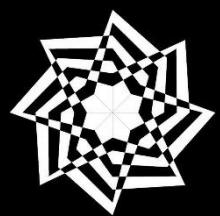


# Page Border in MS Word

The screenshot shows the Microsoft Word ribbon with the 'DESIGN' tab selected. In the 'Page Background' group of the ribbon, the 'Page Borders' icon is highlighted with a red box. A tooltip window titled 'Borders and Shading' is displayed, containing the text: 'Add or change the border around the page.' Below this, it says: 'A border draws focus and adds a stylish touch to your document. You can create a border using a variety of line styles, widths and colors, or choose an art border with a fun theme.' The main content area of the screen displays a section titled 'Why Use Preview?' with a bulleted list:

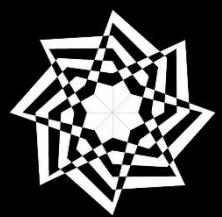
- To avoid mistakes before printing
- To check page breaks, headers, footers, and alignment
- To save paper and ink





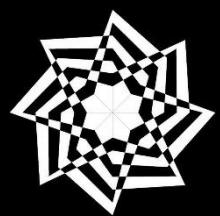
# How to Insert an Image from File in MS Word

- A Page Border adds a decorative or professional outline around the entire page of your document.
- Steps to Add a Page Border:
  - Open your document in MS Word.
  - Go to the Design tab (or Page Layout tab in older versions).
  - Click on Page Borders in the Page Background group.
  - In the Borders and Shading window:
    - Click the "Page Border" tab.
    - Choose a style, color, and width.
    - You can also choose Art borders (like stars, leaves, etc.).
- Click OK — the border will appear on the page.



# How to Insert an Image from File in MS Word

- ✎ Optional Settings:
  - Apply to whole document, first page only, or excluding first page.
- ✅ Use Case:
  - Great for project reports, certificates, or invitation letters.

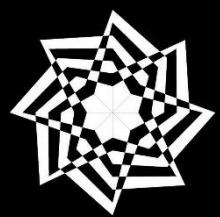


# How to Insert a Table in MS Word

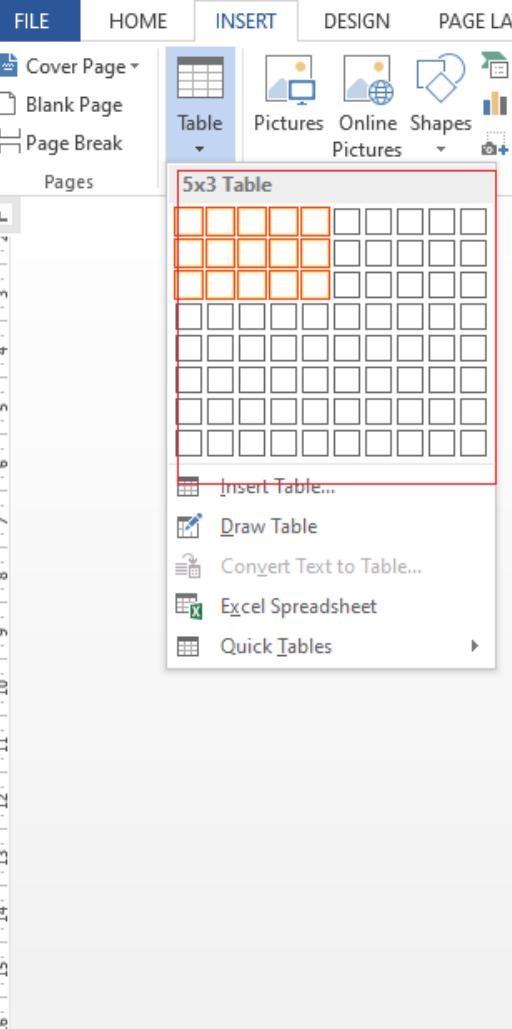
The screenshot shows the Microsoft Word ribbon with the 'INSERT' tab selected. In the 'Tables' group, the 'Table' icon is highlighted with a red box. A callout bubble from this icon contains the text: 'Add a Table' and 'A table is a great way to organize information within your document.' with a 'Tell me more' link.

**Steps to Preview a Document:**

1. Open your document in MS Word.



# How to Insert a Table in MS Word



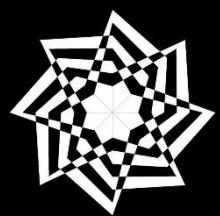
The screenshot shows the Microsoft Word ribbon with the 'INSERT' tab selected. Below the ribbon, there's a toolbar with icons for 'Cover Page', 'Blank Page', 'Page Break', 'Pages', 'Table' (which is currently selected), 'Pictures', 'Online Pictures', 'Shapes', 'Chart', 'Screenshot', 'Store', 'My Apps', 'Wikipedia', 'Add-ins', 'Hyperlink', 'Bookmark', 'Cross-reference', 'Comment', 'Header & Footer', 'Text Box', 'WordArt', 'Quick Parts', and 'Drop Cap'. The main area of the screen displays a 5x3 grid of cells, with the first three columns and top two rows highlighted in red, representing a selected table structure. To the right of the table, there's a horizontal scroll bar with page numbers from 1 to 18. Below the table, there are two sections of text with bullet points.

**Steps to Preview a Document:**

1. Open your document in MS Word.
2. Go to the File tab (top-left corner).
3. Click on "Print" — you will see a **print preview** on the right side.
4. You can scroll through the pages to check layout, margins, font size, spacing, etc.

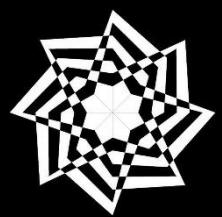
**Why Use Preview?**

- To avoid mistakes before printing
- To check page breaks, headers, footers, and alignment
- To save paper and ink

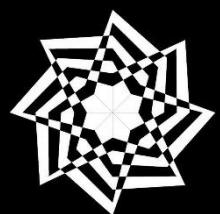
# How to Insert a Table in MS Word

- A table helps you organize data neatly in rows and columns for better clarity and presentation.
- Steps to Insert a Table:
  - Open your document in MS Word.
  - Go to the Insert tab on the ribbon.
  - Click on Table in the Tables group.
  - Choose one of the following:
    - Hover and select the number of rows and columns using the grid.
    - Click Insert Table... and enter the number of columns and rows manually.
    - Or select Draw Table to manually draw custom-sized cells.
- Click — the table will appear in your document.



# How to Insert a Table in MS Word

- ✎ After Inserting:
  - Use the Table Design and Layout tabs to:
  - Add borders, colors, and styles
  - Merge/split cells
  - Adjust row height and column width
  - Align text inside cells
- ✨ Tip: Use tables for data, schedules, comparison charts, forms, and more!



# Table Operations

Steps to Preview a Document:

1. Open your document.
2. Go to the **File** tab.
3. Click on "Print" ->
4. You can scroll through the preview.

Why Use Preview?

- To avoid mistakes
- To check page breaks
- To save paper and ink

Table Styles

Cut Copy Paste Options: Define Synonyms Translate Search with Bing Insert Border Styles Text Direction... Table Properties... Hyperlink... New Comment

Shading Border Styles Pen Color

1/2 pt

Borders

10 11 12 13 14 15 16

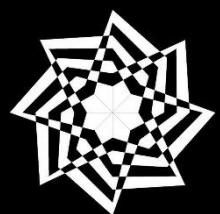
Times New Roman 12 A A A A A A A A Insert Delete

Why Use Preview?

- To avoid mistakes before printing
- To check page breaks
- To save paper and ink

OK Cancel

Shift cells left Shift cells up Delete entire row Delete entire column



# Table Operations

**Steps to Preview a Document**

1. Open your document in Microsoft Word.
2. Go to the **File** tab (top-left).
3. Click on "Print" — you will see a preview on the right side.
4. You can scroll through the preview.

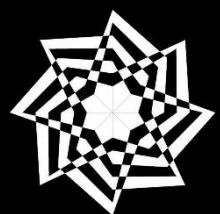
**Why Use Preview?**

- To avoid mistakes before printing.
- To check page breaks, header and footer placement.
- To save paper and ink.

The screenshot shows the Microsoft Word ribbon with the 'Table Tools' tab selected. A context menu is open over a table, listing options like Cut, Copy, Paste Options, Insert, Delete Cells, Merge Cells, Border Styles, Text Direction, Table Properties, and New Comment. The 'Merge Cells' option is highlighted with a red box. The 'Table Tools' tab itself is also outlined with a red border.

Times New Roman 12 A A

B I Insert Delete



# Table Operations

4. You can split cells into multiple columns or rows to change layout, margins, font size, spacing, etc.

Why Use Previous Versions?

- To avoid losing work
- To check previous versions
- To save paper

Split Cells

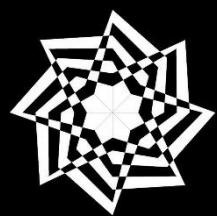
Number of columns: 2

Number of rows: 1

Merge cells before split

OK Cancel

The table has 3 rows and 3 columns. The first row contains three cells, the second row contains three cells, and the third row contains three cells. The first cell of the first row is highlighted with a red border.



# Table Borders and Shading in MS Word

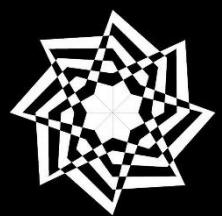
Steps to Preview a Document:

1. Open your document in MS Word.
2. Go to the File tab (top-left corner).
3. Click on "Print" — you will see a print preview on the right.
4. You can scroll through the pages to check layout, margins, for

Why Use Preview?

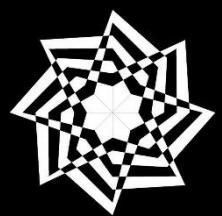
- To avoid mistakes before printing
- To check page breaks, headers, footers, and alignment
- To save paper and ink

The image shows two overlapping dialog boxes from Microsoft Word. The background dialog is titled 'Table Properties' and has tabs for Table, Row, Column, Cell, and Alt Text. It includes sections for Size (Preferred width: 0 cm, Measure in: Centimeters), Alignment (Left, Center, Right), and Text wrapping (None, Around). A 'Borders and Shading...' button is highlighted with a red box. The foreground dialog is titled 'Borders and Shading' and has tabs for Borders, Page Border, and Shading. It shows a preview area with a 2x3 grid of cells. On the left, there's a 'Setting:' dropdown with options: None, Box, All, Grid, and Custom. The 'Style:' dropdown shows various border styles. Below it are 'Color:' (Automatic) and 'Width:' (1/2 pt) settings. The 'Apply to:' dropdown is set to 'Table'. Both dialogs have 'OK' and 'Cancel' buttons at the bottom.



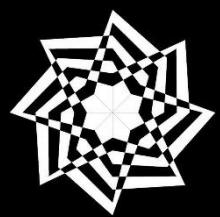
# Table Borders and Shading in MS Word

- Borders and Shading help you make tables look clearer, more organized, and visually appealing by adding lines and background colors to cells.
- Steps to Add or Change Table Borders:
  - Click inside the table or select specific cells.
  - Go to the Table Design tab (appears when a table is selected).
  - In the Borders group, you can:
    - Click Borders to choose: All Borders, Outside, Inside, etc.
    - Click Border Styles to pick line type, thickness, and color.



# Table Borders and Shading in MS Word

- Steps to Add Shading (Background Color):
  - Select the cell(s) or entire table.
  - In the Table Design tab, click Shading.
  - Choose a color to fill the background of the selected area.
- ✅ Example Use:
  - Use borders to separate data clearly.
  - Use shading to highlight headers or important values.



# Page Layout -> Columns

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ACROBAT

Margins Orientation Size Columns Breaks Line Numbers Hyphenation

Indent Spacing

Left: Before: Right: After:

Position Wrap Bring Send Selection Align Group Rotate

Paragraph Arrange

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

1

**Previewing a Document in MS Word**

Previewing a document means seeing how your document will look when printed, before actually printing it.

**Steps to Preview a Document:**

1. Open your document in MS Word.
2. Go to the File tab (top-left corner).

**Why Use Preview?**

- To avoid mistakes before printing
- To check page breaks, headers, footers, and alignment
- To save paper and ink

--- The End ---

