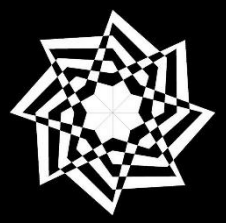


# Unit – 2

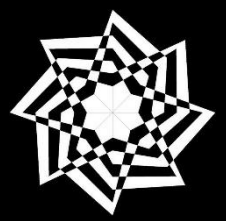
## Word Processing

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.

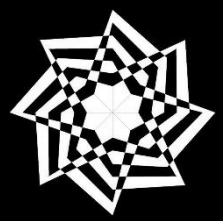


# Processing

- 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.

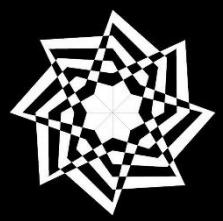
OR

- 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.



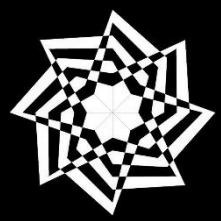
# Word Processing

- 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)

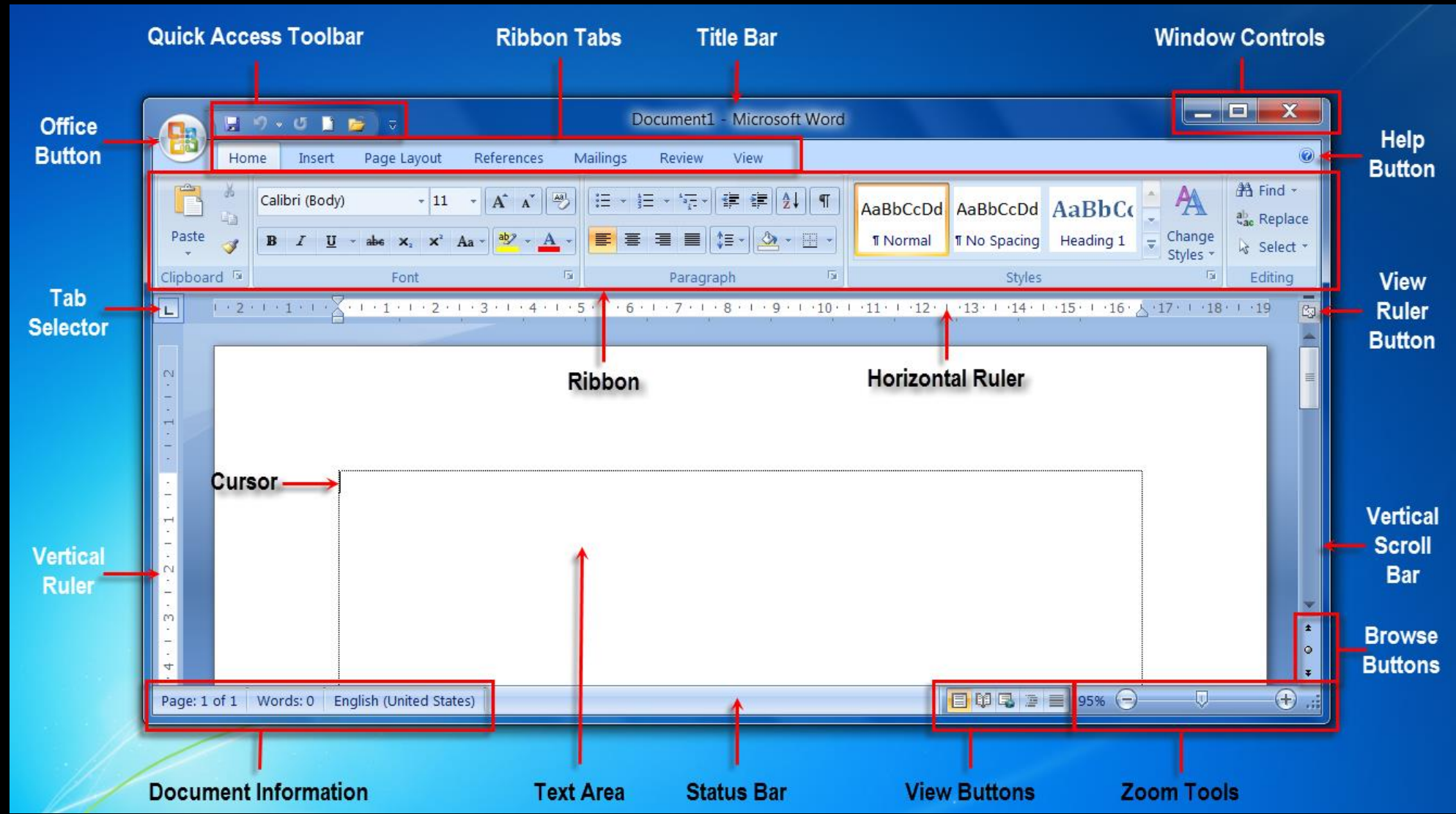


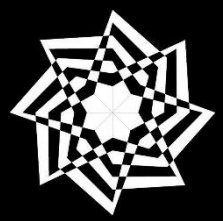
# Overview of Word Processing

- 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.



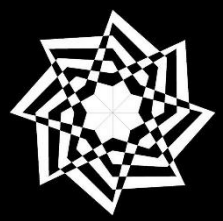
# Microsoft Word 2007





# Microsoft Word 2007

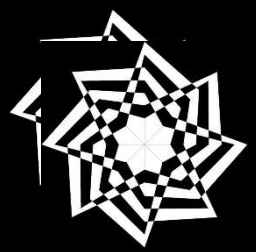
- Microsoft Word 2007 is a word processing software developed by Microsoft, used to create, edit, format, and print documents such as letters, reports, and resumes.
- Key Features of MS Word 2007:
  - Ribbon Interface – Introduced the new "Ribbon" toolbar with tabs like Home, Insert, Page Layout, etc.
  - 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).



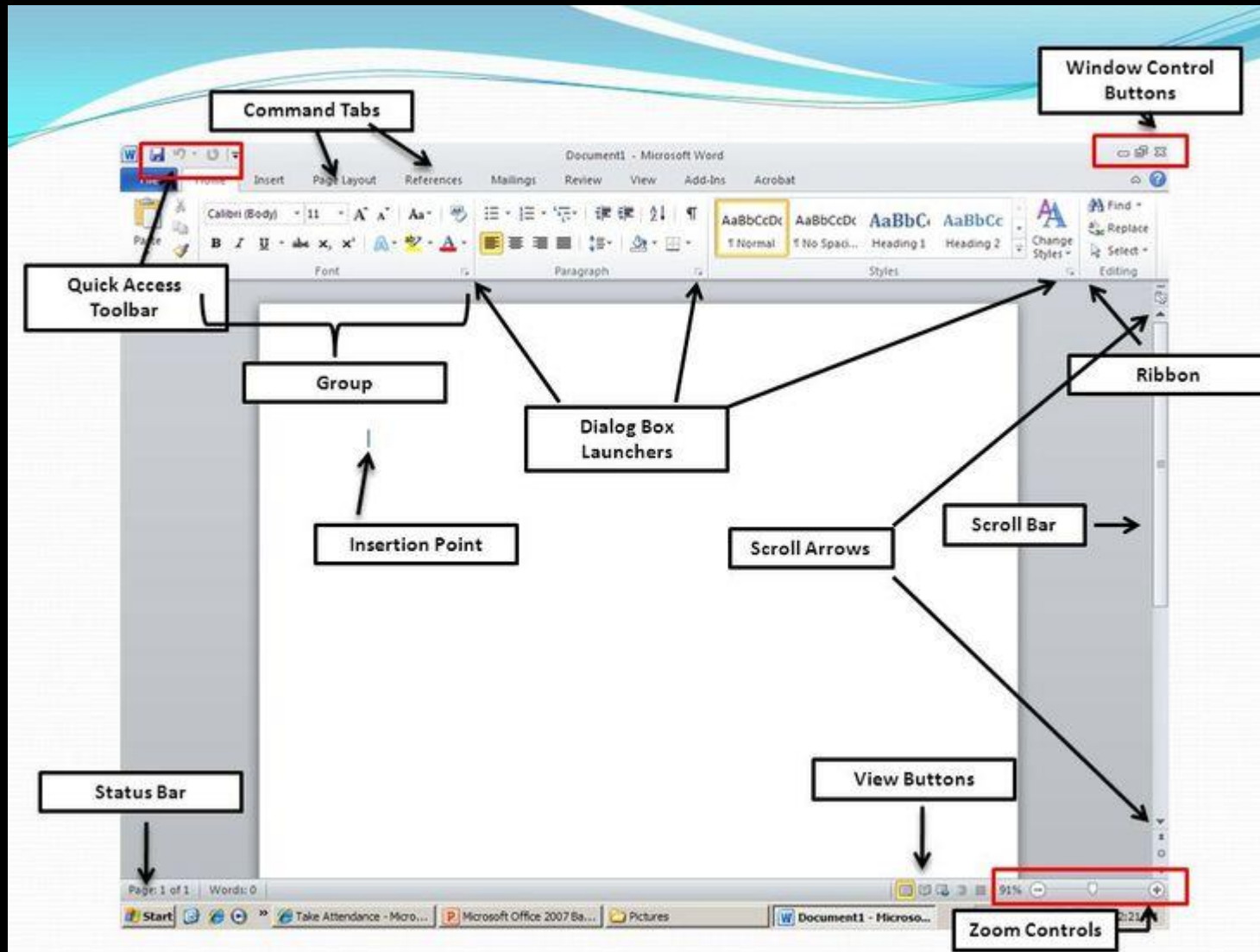
# Microsoft Word 2007

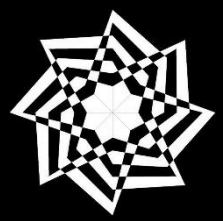
- Basic Tabs in Ribbon:
  - Home – Font, paragraph, styles
  - Insert – Pictures, tables, header/footer
  - Page Layout – Margins, orientation, size
  - References – Table of contents, footnotes
  - Review – Spell check, comments
  - View – Zoom, print layout, ruler
- ✦ In Simple Words:
- MS Word 2007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





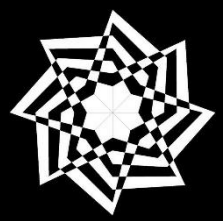
# Microsoft Word 2010





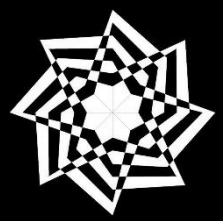
# Microsoft Word 2010

- 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.



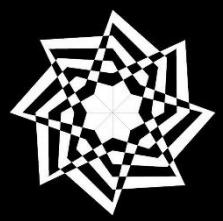
# Microsoft Word 2010

- 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

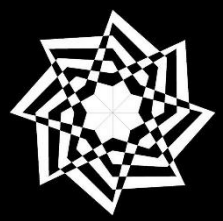
- 2. Font Size
  - This changes how big or small the text appears.
  - Measured in points (pt).
- Common sizes:
  - 12 pt – Standard for normal text
  - 14 pt – Slightly larger for emphasis
  - 18 pt or more – For headings or titles



# 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.

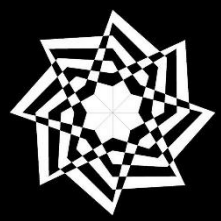




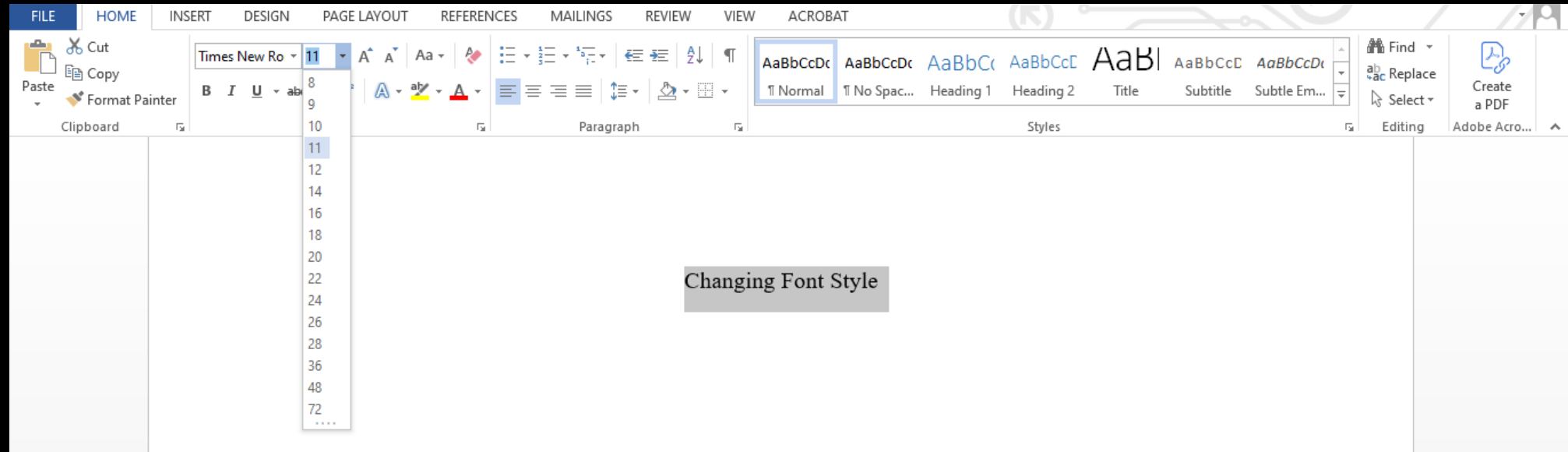
# How to Change Font Style in MS Word

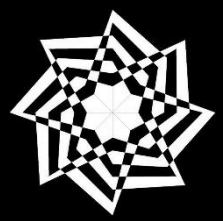
- Changing the font style in MS Word helps make your text look different — more formal, decorative, or fun.
- Steps to Change Font Style:
  - Open MS Word and type or select the text you want to change.
  - Go to the Home tab on the ribbon.
  - In the Font group, click the font name drop-down menu (default 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.





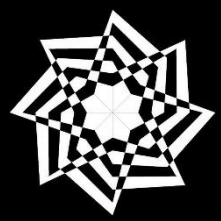
# How to Change Font Size in MS Word



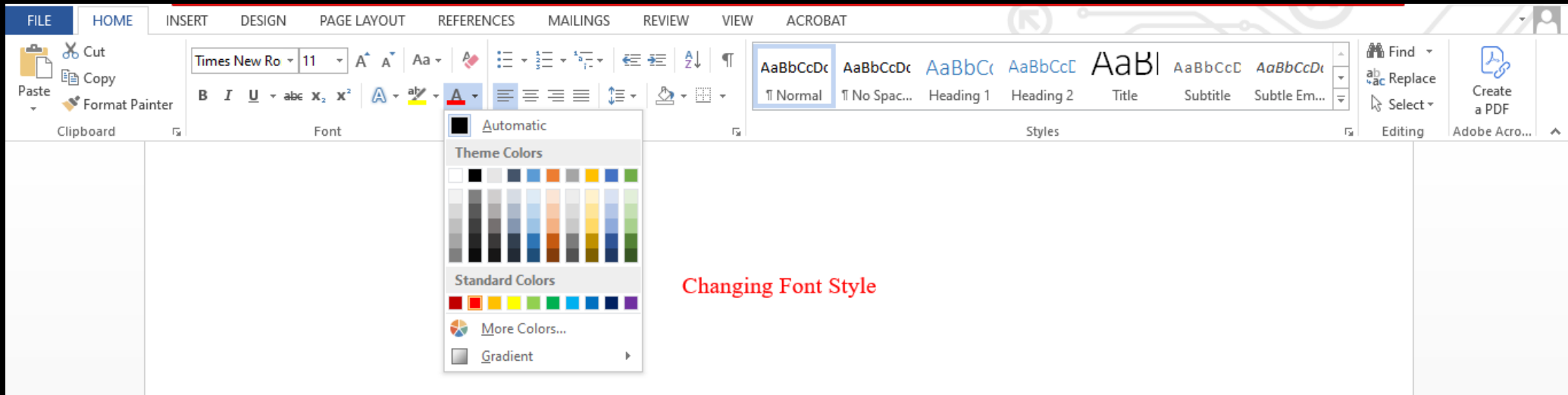


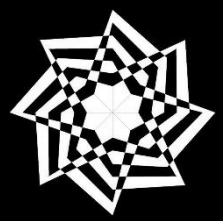
# How to Change Font Size in MS Word

- 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



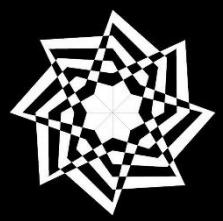
# How to Change Font Color in MS Word





# 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.

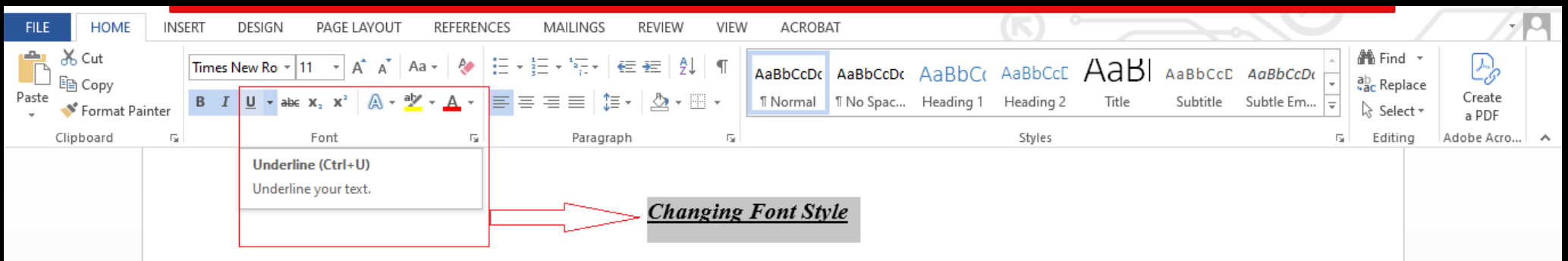
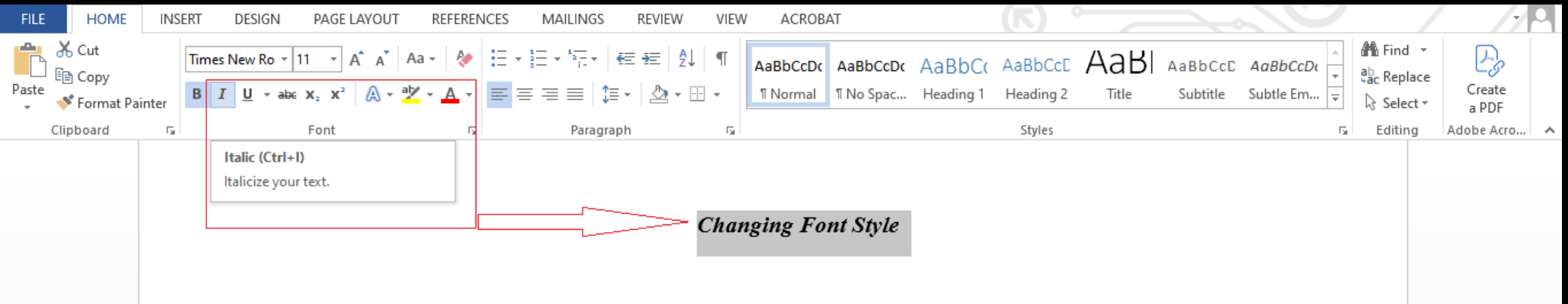
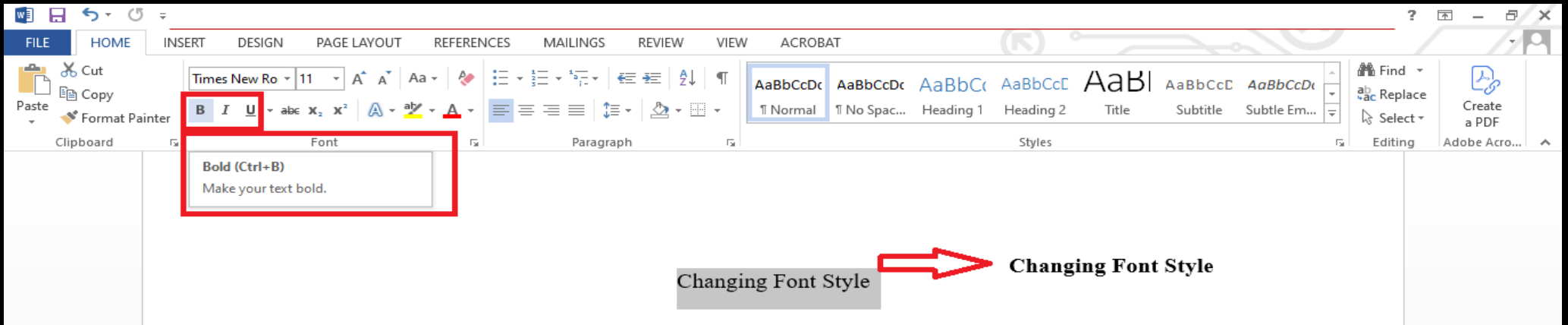


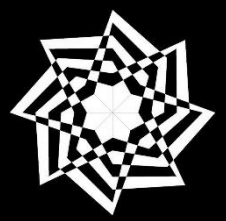
# How to Change Font Color in MS Word

- ✦ 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...”.



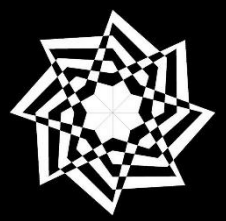
# Effects like Bold, Italic and Underline





# Effects like Bold

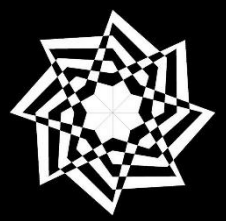
- Text Effects: Bold, Italic, and Underline in MS Word
- These effects help you highlight or emphasize important text in your document.
- 1. Bold (B)
  - Makes text thicker and darker to stand out.
  - ⚡ Shortcut: Ctrl + B
  - 📌 Example: Important



# Effects like Italic

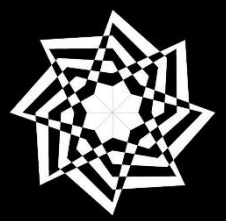
- 2. Italic (I)
  - Slants the text to the right, often used for names, titles, or emphasis.
  - ⚡ Shortcut: Ctrl + I
  - 📌 Example: Book Title





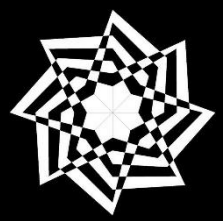
# Effect like Underline

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



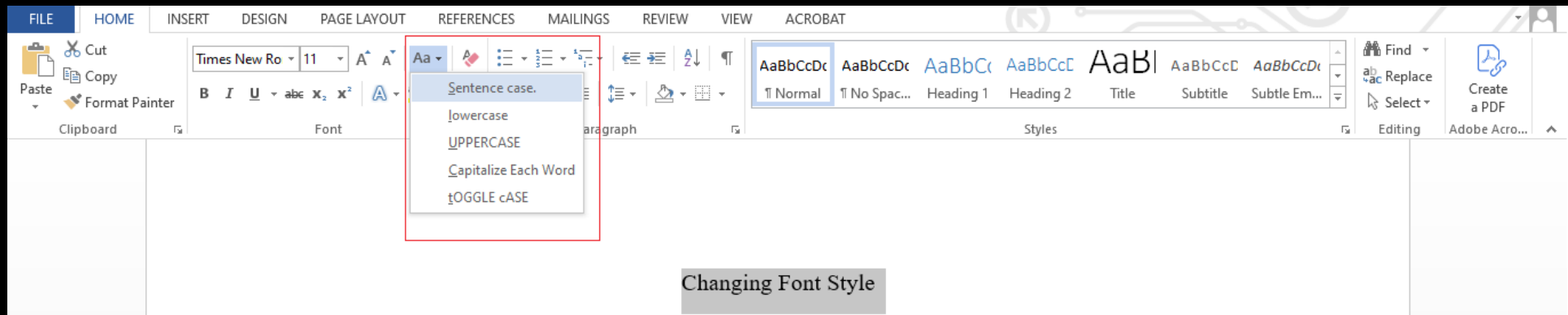
# Effects like Bold, Italic and Underline

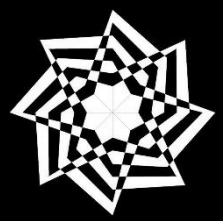
- 💡 How to Apply:
  - Select the text.
  - Go to the Home tab.
  - Click on B, I, or U in the Font group.



# Case Changing Options in MS Word

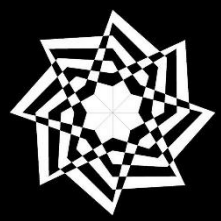
- MS Word allows you to change the case (capitalization) of selected text easily using the Change Case feature.
- How to Use:
  - Select the text you want to change.
  - Go to the Home tab.
  - In the Font group, click the "Aa" Change Case button (usually looks like Aa).
  - Choose from the available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





# 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

Times New Ro 11 A A Aa A

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

Font

Bullet Library

None • ○ ■ ■

Change List Level

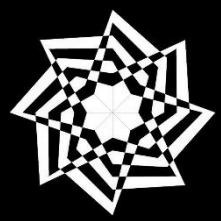
Define New Bullet...

Line 1

Line 2

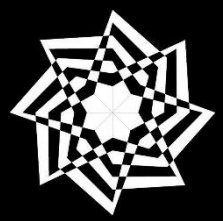
Line 3

- Line 1
- Line 2
- Line 3



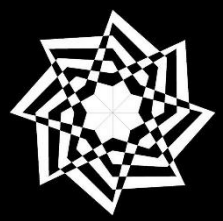
# Numbering

The screenshot shows a software interface with a 'Numbering Library' dialog box. The dialog box contains a 'None' button and several numbered list styles. A red box highlights the first three styles: '1. \_\_\_\_\_', '2. \_\_\_\_\_', and '3. \_\_\_\_\_'. Below the dialog box, a red box contains a bulleted list: '• Line 1', '• Line 2', '• Line 3'. A red arrow points from this box to a numbered list: '1. Line 1', '2. Line 2', '3. Line 3'.



# Bullets and Numbering in MS Word

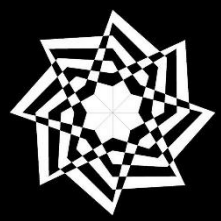
- Bullets and numbering are used to create lists in documents for better organization, clarity, and readability.
- 1. Bullets (•, °, ✓)
  - Used for unordered lists (no specific sequence).
- ✦ Example:
  - Apple
  - Banana
  - Mango



# 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.

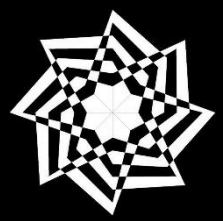




# Spelling and Grammar

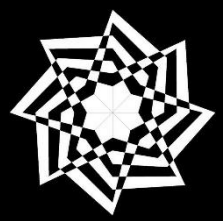
The screenshot shows the Microsoft Word interface with the Spelling & Grammar tool bar at the top. The 'Spelling & Grammar' button is highlighted with a red box. The 'Spelling' task pane is open on the right, showing the word 'Impriant' in the list. A red arrow points from the word 'Impriant' in the document to the 'Impriant' entry in the task pane.

The screenshot shows the Microsoft Word interface with the Spelling & Grammar tool bar at the top. The 'Spelling & Grammar' button is highlighted with a red box. The 'Spelling' task pane is open on the right, showing the word 'Ths' in the list. A red arrow points from the word 'Ths' in the document to the 'Ths' entry in the task pane.



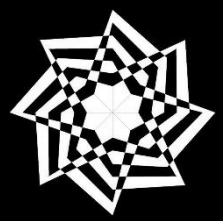
# Spelling and Grammar

- 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

**Format Painter (Ctrl+Shift+C, Ctrl+Shift+V)**

Like the look of a particular selection? You can apply that look to other content in the document.

To get started:

1. Select content with the formatting you like
2. Click Format Painter
3. Select something else to automatically apply the formatting

FYI: To apply the formatting in multiple places, double-click Format Painter.

[Tell me more](#)

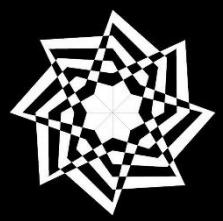
This is an apple.

**THESE ARE APPLES.**

**Format Painter**

This is an apple.

**These are apples.**



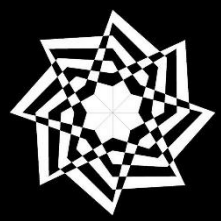
# Format Painter in MS Word

- 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

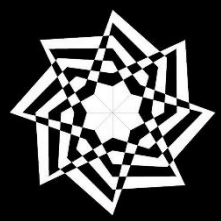
Times New Ro 11 A A Aa A

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

Font Paragraph

**Subscript (Ctrl+=)**  
Type very small letters just below the line of text.

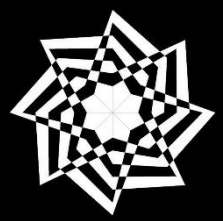
X2 → X<sub>2</sub>



# Subscript and Superscript in MS Word

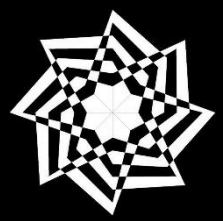
The screenshot displays the Microsoft Word ribbon, specifically the Font and Paragraph sections. In the Font section, the superscript icon (represented by  $x^2$ ) is highlighted with a red box. A tooltip for this icon is shown below the ribbon, stating: "Superscript (Ctrl+Shift++)" and "Type very small letters just above the line of text." Below the ribbon, a diagram illustrates the transformation of the text "x2" into "x²". A red arrow points from a box containing "x2" to a box containing "x²".





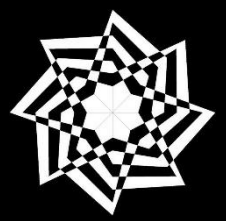
# Superscript in MS Word

- 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 + +



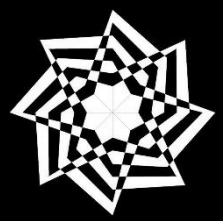
# Subscript in MS Word

- 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: 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 interface with the 'Print' dialog box open. The left sidebar contains navigation options: Info, New, Open, Save, Save As, Save as Adobe PDF, Print (selected), Share, Share as Adobe PDF link, Export, Close, Account, and Options. The 'Print' dialog box is divided into several sections:

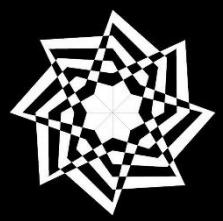
- Print**: A button with a printer icon, highlighted by a red box.
- Copies**: A dropdown menu set to '1'.
- Printer**: A section with a dropdown menu showing 'Microsoft Print to PDF' and a 'Ready' status, highlighted by a red box. Below it is a link for 'Printer Properties'.
- Settings**: A section with various print settings, each with a dropdown menu:
  - Print All Pages**: 'The whole thing'.
  - Pages**: A text input field.
  - Print One Sided**: 'Only print on one side of th...'.
  - Collated**: '1,2,3 1,2,3 1,2,3'.
  - Portrait Orientation**.
  - A4**: '21 cm x 29.7 cm'.
  - Normal Margins**: 'Left: 2.54 cm Right: 2.54 cm'.
  - 1 Page Per Sheet**.

At the bottom of the settings section is a link for 'Page Setup'.

The right side of the dialog box shows a preview of the document. The preview content includes:

- Previewing a Document in MS Word**: A heading followed by a paragraph: 'Previewing a document means seeing how your document will look when printed, before actually printing it.'
- Steps to Preview a Document:**: A list of four steps:
  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?**: A list of three bullet points:
  - To avoid mistakes before printing
  - To check page breaks, headers, footers, and alignment
  - To save paper and ink

The bottom of the window shows a page navigation bar with '1 of 1' and a zoom level of '49%'.



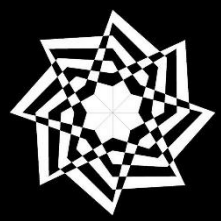
# Previewing a Document in MS Word

- Previewing a document means seeing how your document will look when printed, before actually printing it.
- Steps to Preview a Document:
  - Open your document in MS Word.
  - 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.



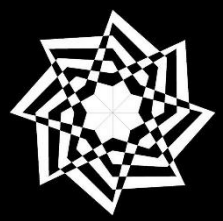
# Previewing a Document in MS Word

- 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

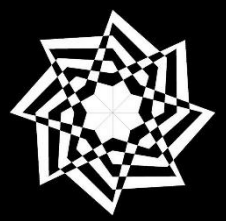
The screenshot shows the Microsoft Word application window. On the left, a blue sidebar contains a list of actions: Info, New, Open, Save, Save As, Save as Adobe PDF, Print, Share, Share as Adobe PDF link, Export, Close, Account, and Options. The 'New' option is highlighted with a red box. The main workspace has a white background with a search bar at the top that says 'Search for online templates'. Below the search bar, there are suggested search categories: Business, Cards, Flyers, Letters, Education, Resumes and Cover Letters, and Holiday. The word 'New' is also displayed in a large font at the top left of the main area, also highlighted with a red box. Below the search bar, several document templates are displayed in a grid. The first template is a 'Blank document', which is highlighted with a red box. Other templates include 'Welcome to Word 2013', 'Single spaced (blank)', 'Snapshot calendar', 'Modern chronological...', and several resume and business card templates. Each template has a small preview image and a title below it.



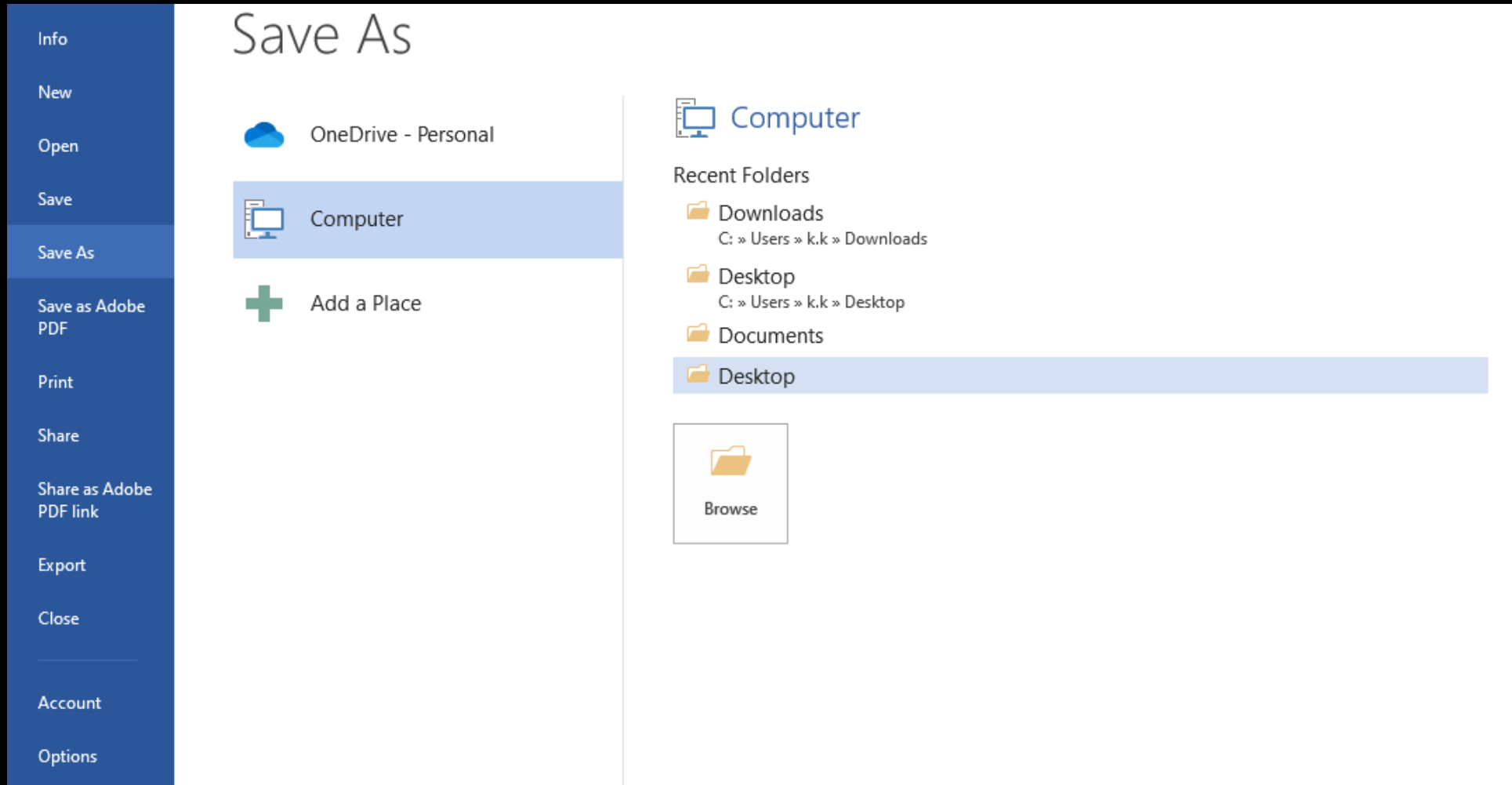
# Creating a New Document in MS Word

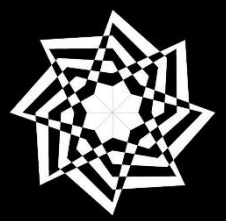
- Creating a new document allows you to start fresh and type a new file in Microsoft Word.
- Steps to Create a New Document:
  - Open MS Word.
  - Click on the File tab (top-left corner).
  - Select New from the menu.
  - Click on “Blank Document”.
  - A new, empty page will open where you can start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





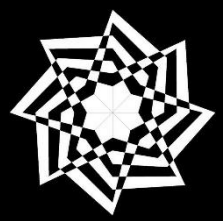
# Saving a Document in MS Word





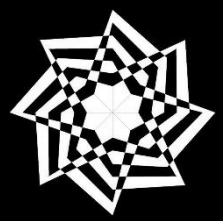
# Saving a Document in MS Word

- 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 ▾

#### Protect Document

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




Check for Issues ▾

#### 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



Manage Versions ▾

#### Versions

There are no previous versions of this file.

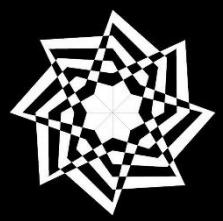
#### Properties ▾

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

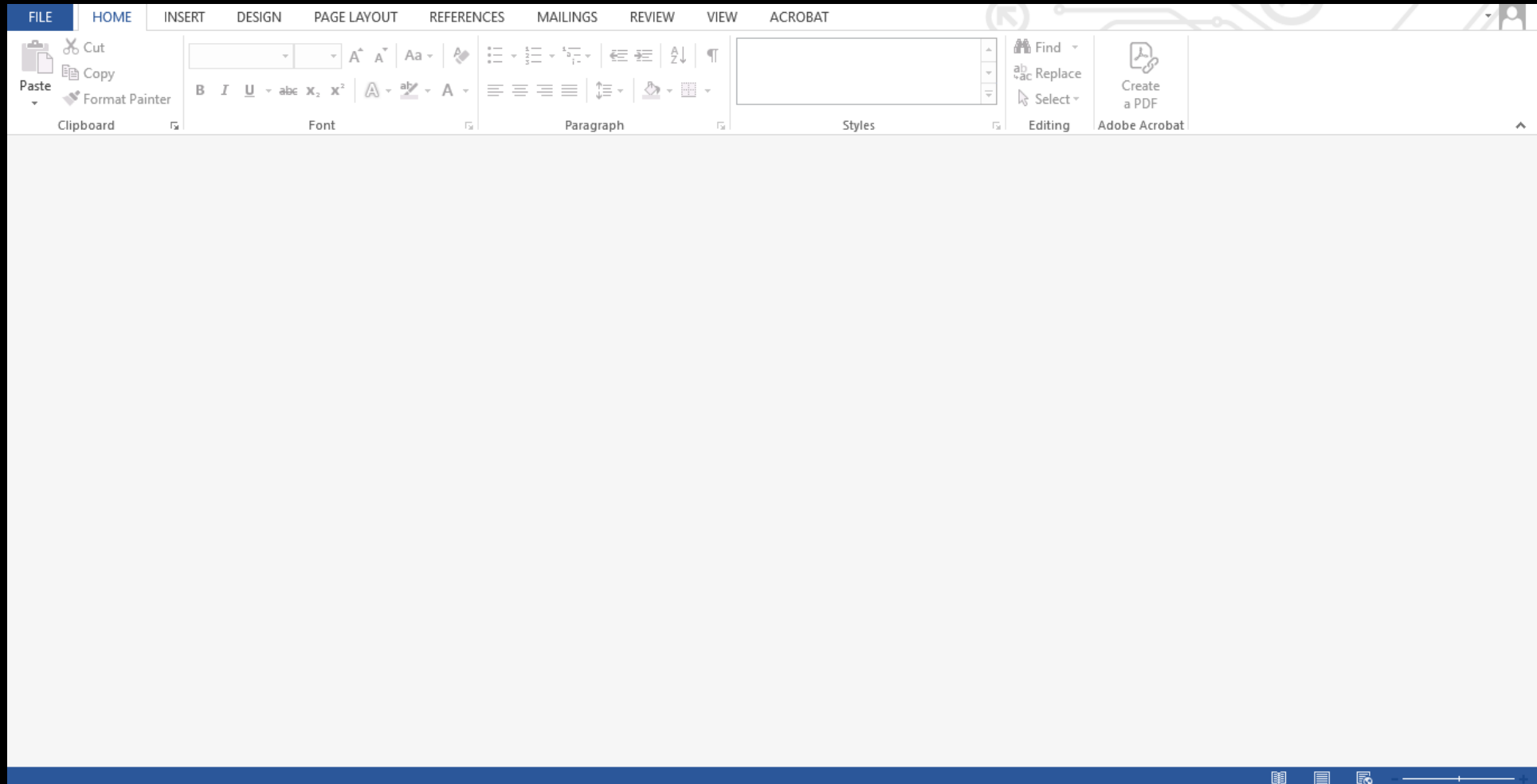
#### Related Dates

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

#### Related People



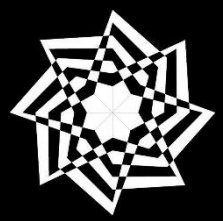
# Closing a Document in MS Word





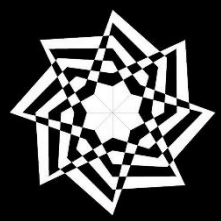
# Closing a Document in MS Word

- 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 interface with the **VIEW** tab selected on the ribbon. The **Navigation Pane** checkbox is checked and highlighted with a red box. The Navigation pane on the left is open, showing a search bar and a list of headings under the **HEADINGS** tab. The main document area on the right displays the content of the selected heading.

**Navigation Pane:**

- Search document
- HEADINGS** | PAGES | RESULTS
- Previewing a Document in M...
- Steps to Preview a Document:
- Why Use Preview?

**Main Document Content:**

## 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:

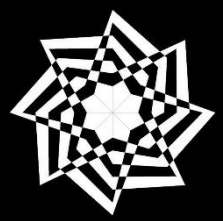
1. Open your document in **MS Word**.
2. Go to the **File** tab (top-left corner).
3. Click on **"Print"** — you will see a **print preview** on the right side.
4. You can scroll through the pages to check layout, margins, font size, spacing, etc.

---

### Why Use Preview?

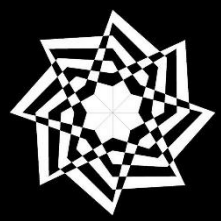
- To **avoid mistakes** before printing
- To check **page breaks**, headers, footers, and alignment
- To save **paper and ink**





# 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 application window. The 'VIEW' tab is selected in the ribbon, displaying options like 'Zoom', 'One Page', 'Multiple Pages', 'Page Width', 'New Window', 'Arrange All', 'Split', 'View Side by Side', 'Synchronous Scrolling', 'Reset Window Position', 'Switch Windows', and 'Macros'. The 'Navigation' pane on the left shows the document structure. 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.

---

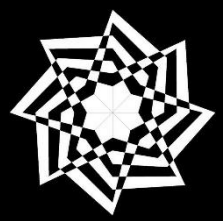
### Steps to Preview a Document:

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.

Annotations in the image include:

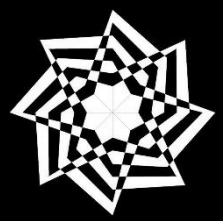
- A red box labeled "Horizontal Bar" pointing to the horizontal line separating the title from the paragraph.
- A red box labeled "Scroll Up" pointing to the upward arrow on the right side of the document area.
- A red box labeled "Scroll Down" pointing to the downward arrow on the right side of the document area.

The status bar at the bottom indicates "PAGE 1 OF 1", "92 WORDS", and "ENGLISH (INDIA)". The zoom level is set to 170%.



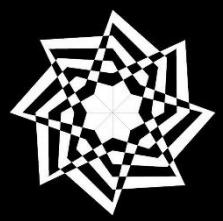
# Scroll Through Text in MS Word

- 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 (↑ ↓), 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.



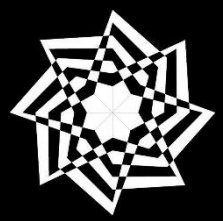
# Insert Text in MS Word

- 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".



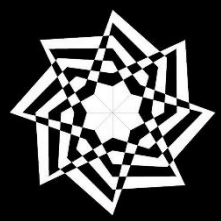
# Delete Text in MS Word

- 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

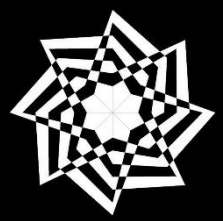
- Using Mouse (Click and Drag):
  - Click at the beginning of the text → Hold the mouse button → Drag over the text → Release.
- Using Keyboard:
  - Shift + Arrow Keys → Select character by character or line by line.
  - Ctrl + Shift + → / ← → Select word by word.
  - Ctrl + A → Select the entire document.
- 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

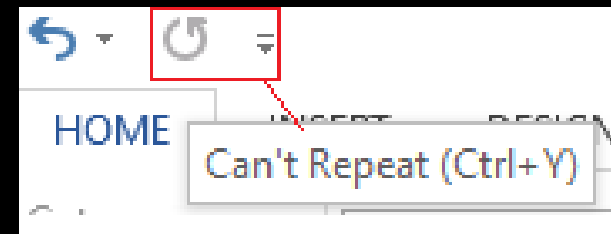
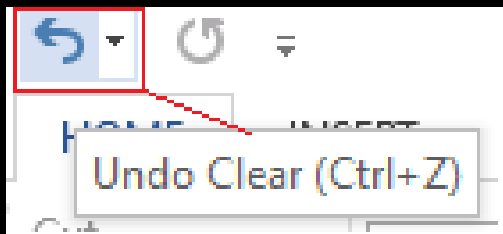
 <b>Shortcut Key</b>	 <b>What It Does</b>	 <b>Example Use</b>
<b>Ctrl + A</b>	Selects the <b>entire document</b>	Quickly format or copy all content
<b>Shift + → / ←</b>	Selects <b>one character</b> at a time (right/left)	Adjust text selection slowly
<b>Ctrl + Shift + → / ←</b>	Selects <b>one word</b> 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

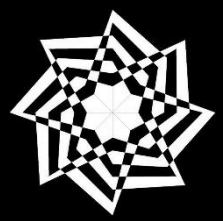




# Undo and Redo Commands

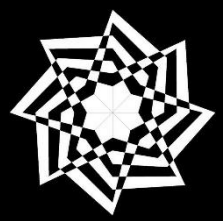
- Undo (Ctrl + Z)
  - Reverses the last action (like typing, deleting, or formatting).
  - You can press it multiple times to undo several steps.
  - ✦ Example: Accidentally deleted a paragraph? Press Ctrl + Z to bring it back.
- Redo (Ctrl + Y)
  - Re-applies the last undone action.
  - Use it after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





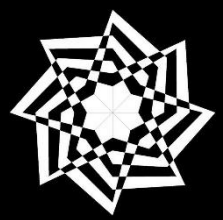
# Drag and Drop to Move Text in MS Word

- 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.



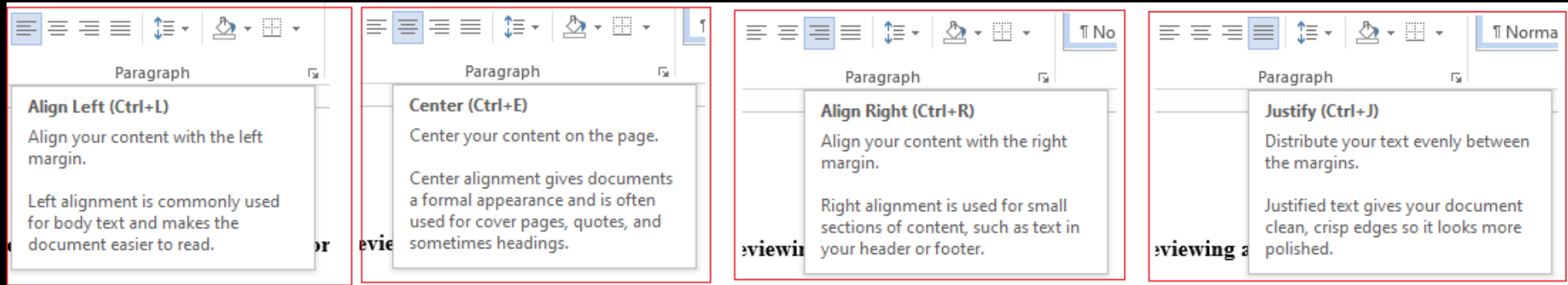
# Copy, Cut, and Paste in MS Word






- 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.

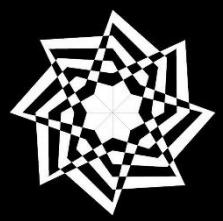


# Paragraph Formatting and Alignment in MS Word

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

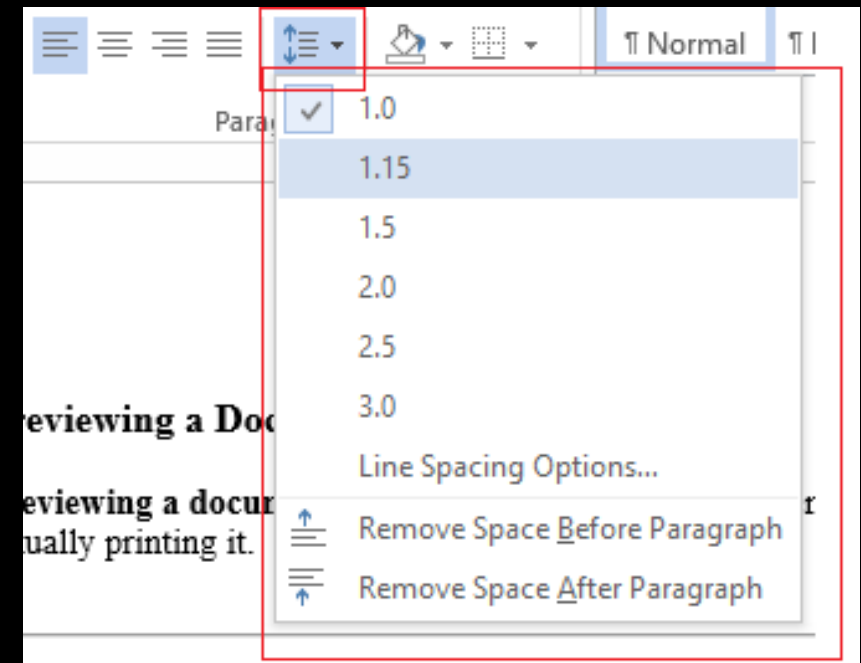
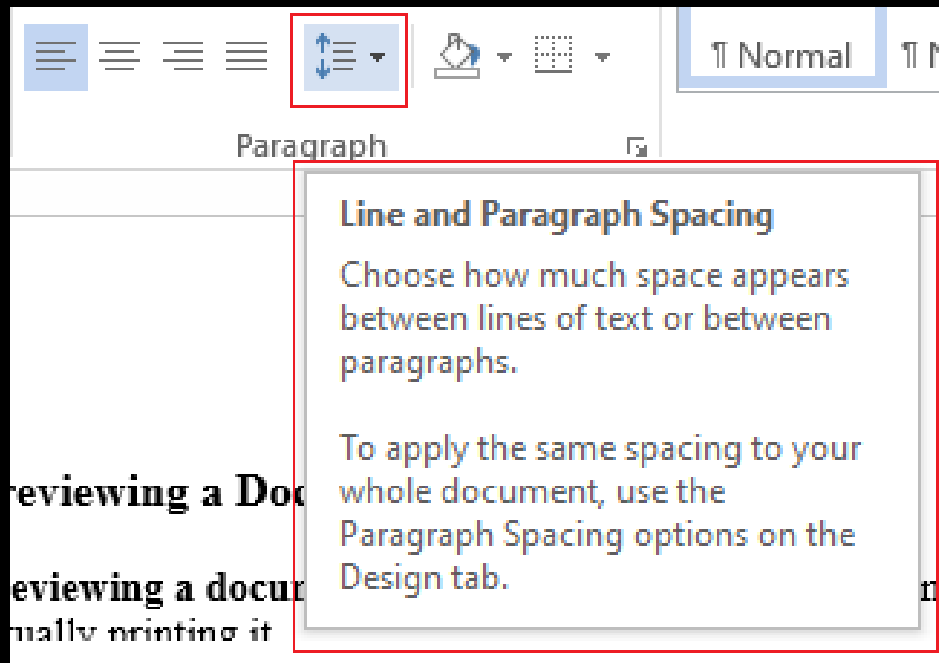


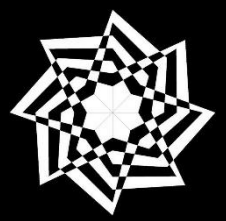
	Alignment Type	Shortcut	Description
	Left Align	Ctrl + L	Aligns text to the <b>left margin</b> (default).
	Center Align	Ctrl + E	Aligns text to the <b>center</b> .
	Right Align	Ctrl + R	Aligns text to the <b>right margin</b> .
	Justify Align	Ctrl + J	Aligns text <b>evenly on both sides</b> .



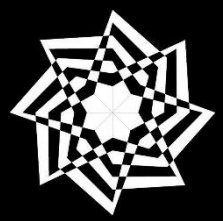
# Paragraph Spacing and Indentation

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

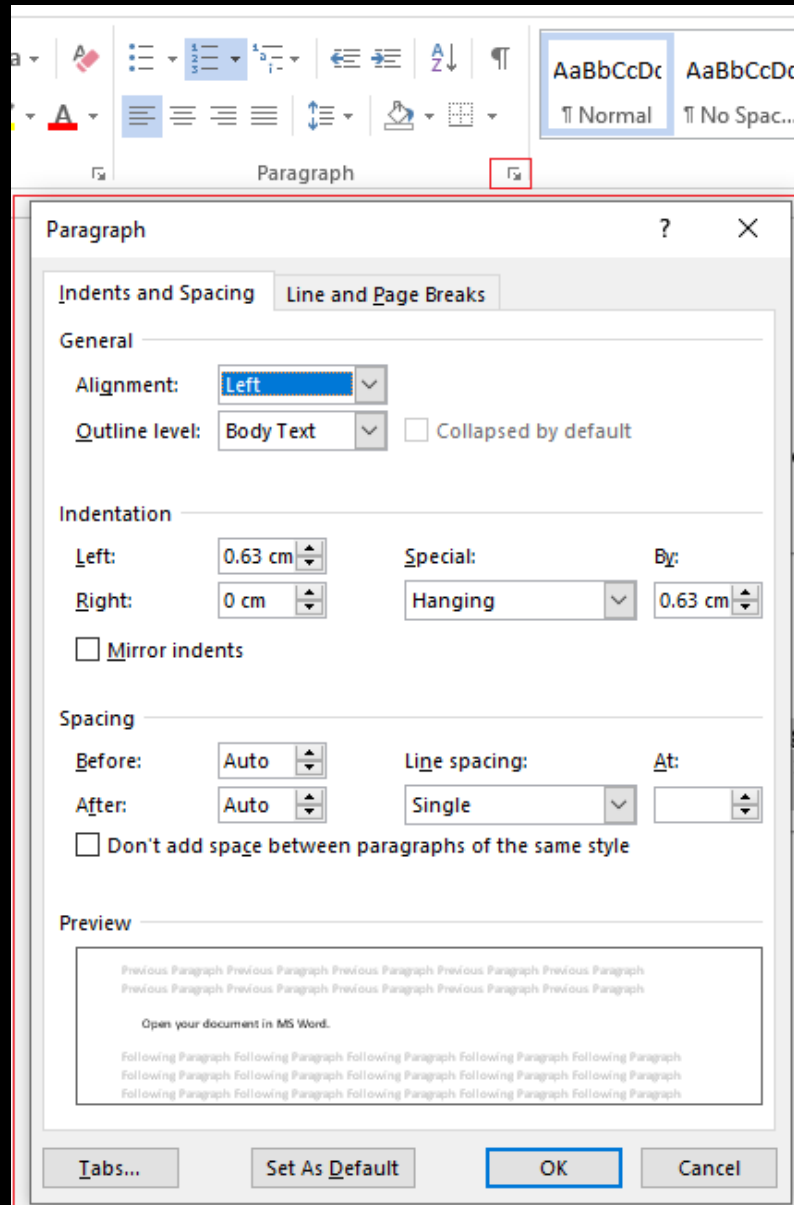


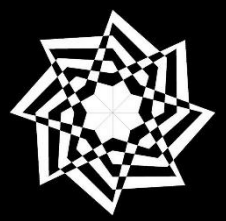


- Before/After Spacing:
  - Adds space before or after paragraphs.
- Indentation:
  - Move the paragraph inward from the margin.
  - Found in Home → Paragraph → Increase/Decrease Indent.



# Paragraph Spacing in MS Word

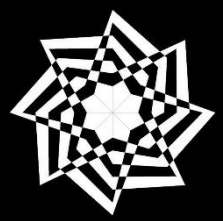




# Paragraph Spacing in MS Word

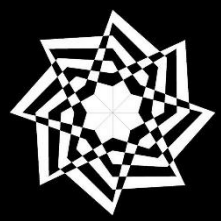
- Paragraph spacing is the space added before or after a paragraph to make the text more readable and organized.
- Types of Paragraph Spacing:
  - Spacing Before:
    - Adds space above a paragraph.
    - Useful to separate headings from the body text.
  - Spacing After:
    - Adds space below a paragraph.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



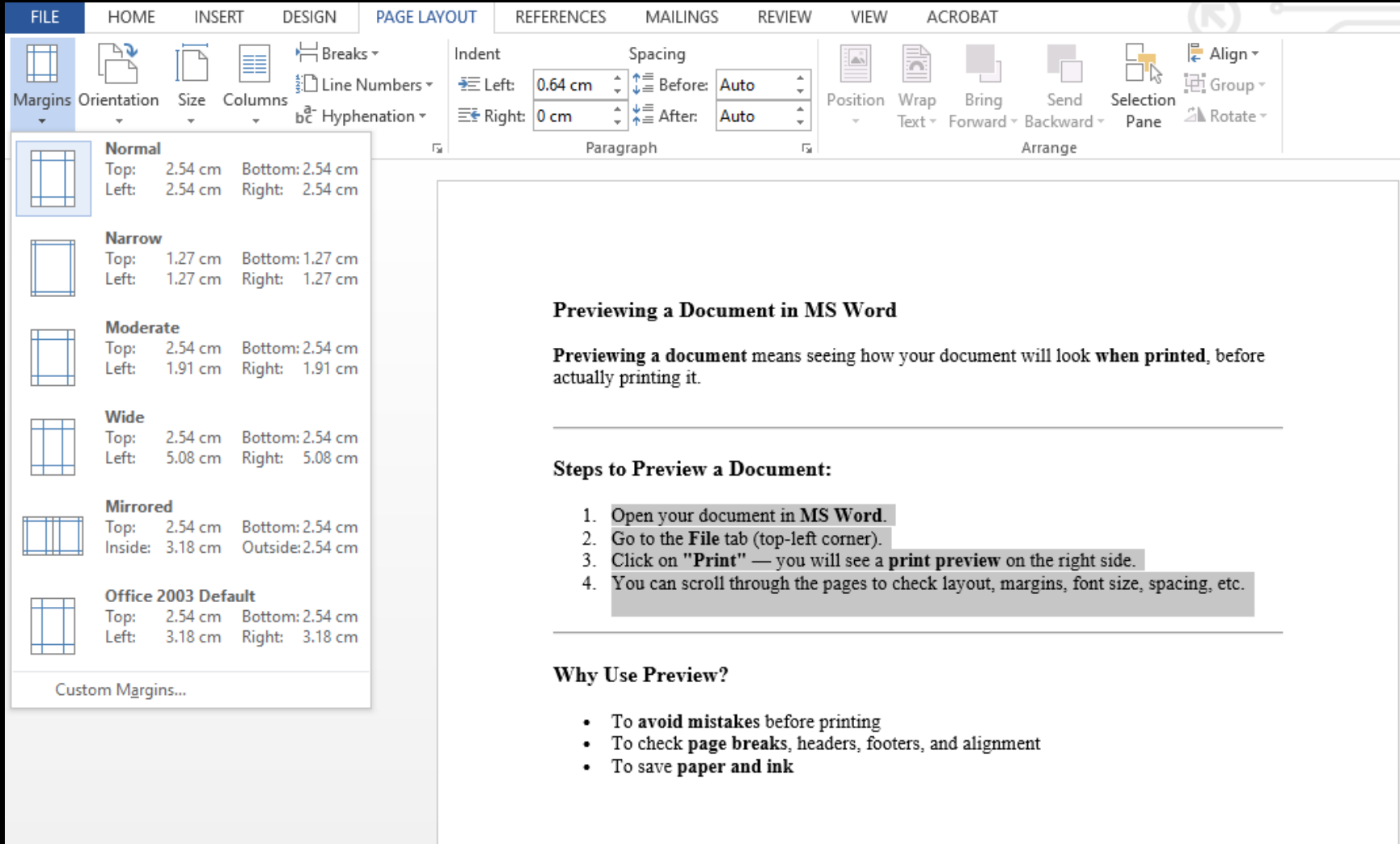


# Paragraph Spacing in MS Word

- ✂ 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



**Normal**  
Top: 2.54 cm Bottom: 2.54 cm  
Left: 2.54 cm Right: 2.54 cm

**Narrow**  
Top: 1.27 cm Bottom: 1.27 cm  
Left: 1.27 cm Right: 1.27 cm

**Moderate**  
Top: 2.54 cm Bottom: 2.54 cm  
Left: 1.91 cm Right: 1.91 cm

**Wide**  
Top: 2.54 cm Bottom: 2.54 cm  
Left: 5.08 cm Right: 5.08 cm

**Mirrored**  
Top: 2.54 cm Bottom: 2.54 cm  
Inside: 3.18 cm Outside: 2.54 cm

**Office 2003 Default**  
Top: 2.54 cm Bottom: 2.54 cm  
Left: 3.18 cm Right: 3.18 cm

Custom Margins...

## Previewing a Document in MS Word

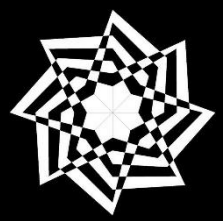
Previewing a document means seeing how your document will look **when printed**, before actually printing it.

### 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.

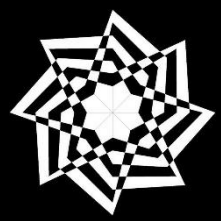
### Why Use Preview?

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



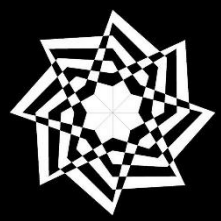
# Changing the Layout of a Document in MS Word

- 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).

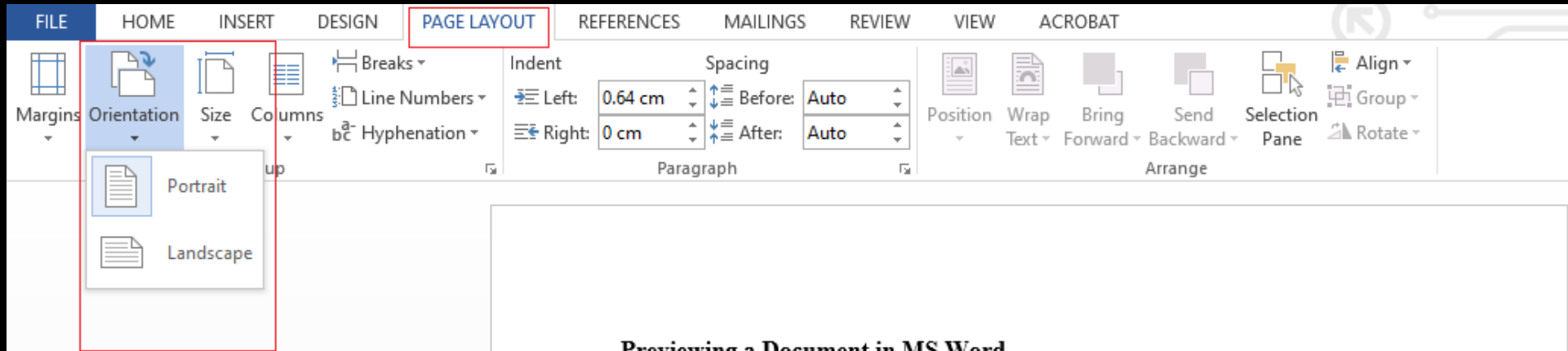


# Changing the Layout of a Document in MS Word

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



## 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.

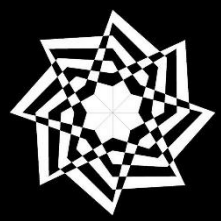
### Why Use Preview?

- 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 displays the Microsoft Word interface with the **INSERT** tab selected in the ribbon. The ribbon includes groups for Pages, Tables, Illustrations, Add-ins, Media, Links, and Comments. The **Header** dropdown menu is open, showing options like **Built-in**, **Blank**, **Blank (Three Columns)**, **Austin**, and **Banded**. Below these, there are links to **More Headers from Office.com**, **Edit Header**, **Remove Header**, and **Save Selection to Header Gallery...**.

**Previewing a Document in MS Word**

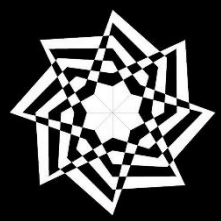
Previewing a document means seeing how your document will look actually printing it.

**Steps to Preview a Document:**

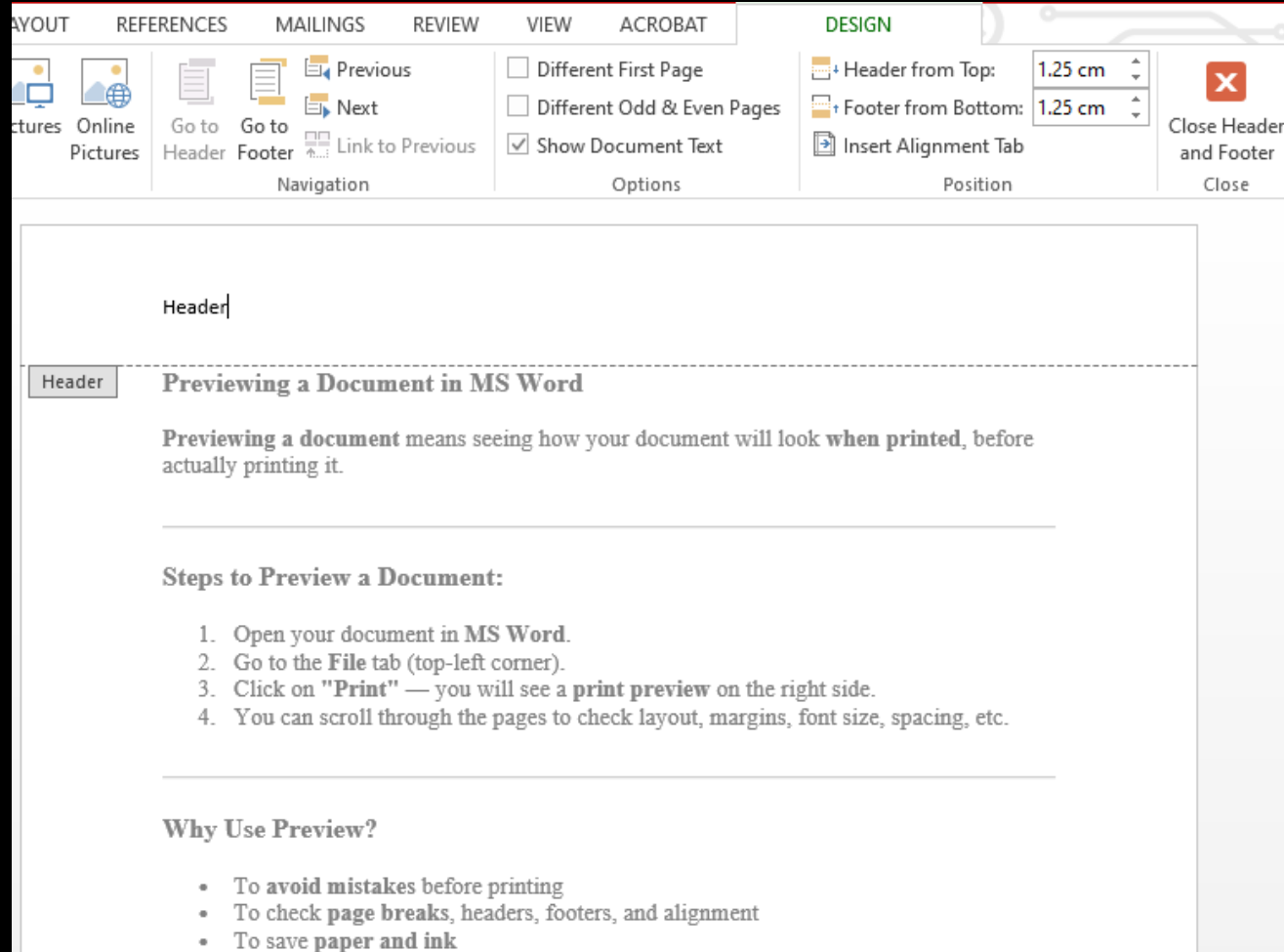
1. Open your document in MS Word.
2. Go to the **File** tab (top-left corner).
3. Click on **"Print"** — you will see a **print preview** on the right.
4. You can scroll through the pages to check layout, margins, etc.

**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 **DESIGN** tab selected. The ribbon includes tabs for **LAYOUT**, **REFERENCES**, **MAILINGS**, **REVIEW**, **VIEW**, **ACROBAT**, and **DESIGN**. The **DESIGN** tab has sections for **Navigation**, **Options**, **Position**, and a **Close** button. The **Navigation** section includes icons for **Pictures**, **Online Pictures**, **Go to Header**, **Go to Footer**, **Previous**, **Next**, and **Link to Previous**. The **Options** section includes checkboxes for **Different First Page**, **Different Odd & Even Pages**, and **Show Document Text**. The **Position** section includes dropdowns for **Header from Top** (1.25 cm) and **Footer from Bottom** (1.25 cm), and a button for **Insert Alignment Tab**. The **Close** button is labeled **Close Header and Footer**.

The main document area shows a header with the text "Header" and a footer with the text "Header". The footer area contains the following text:

**Header**

**Previewing a Document in MS Word**

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

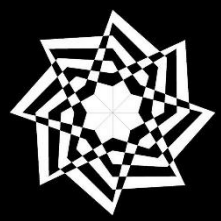
**Steps to Preview a Document:**

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.

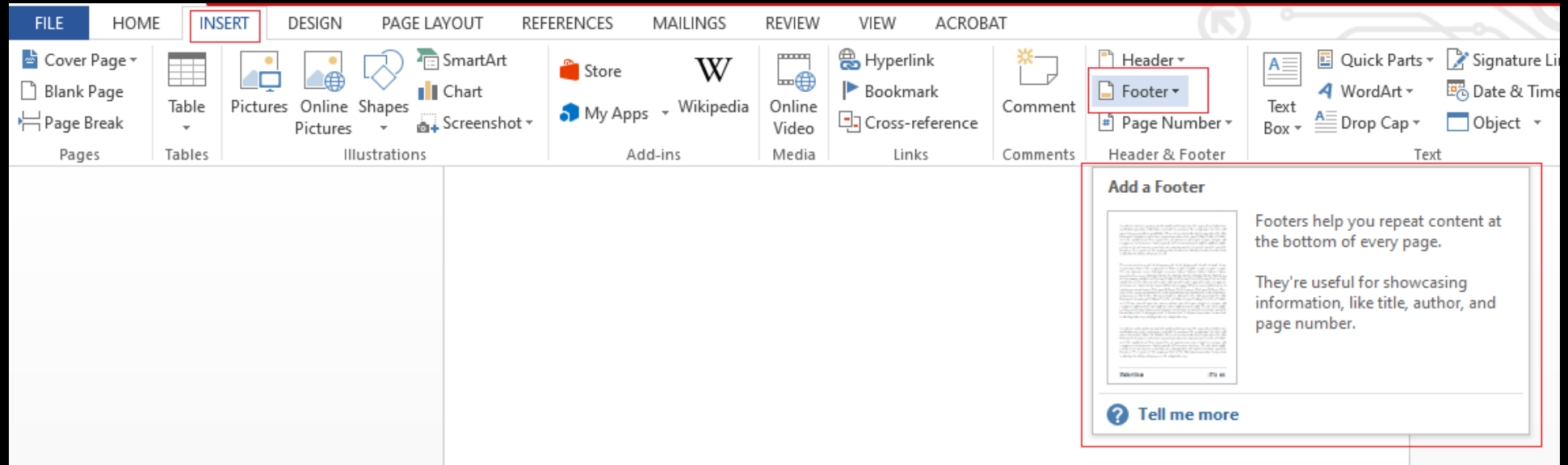
**Why Use Preview?**

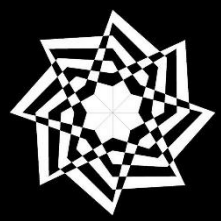
- To **avoid mistakes** before printing
- To check **page breaks**, headers, footers, and alignment
- To save **paper and ink**



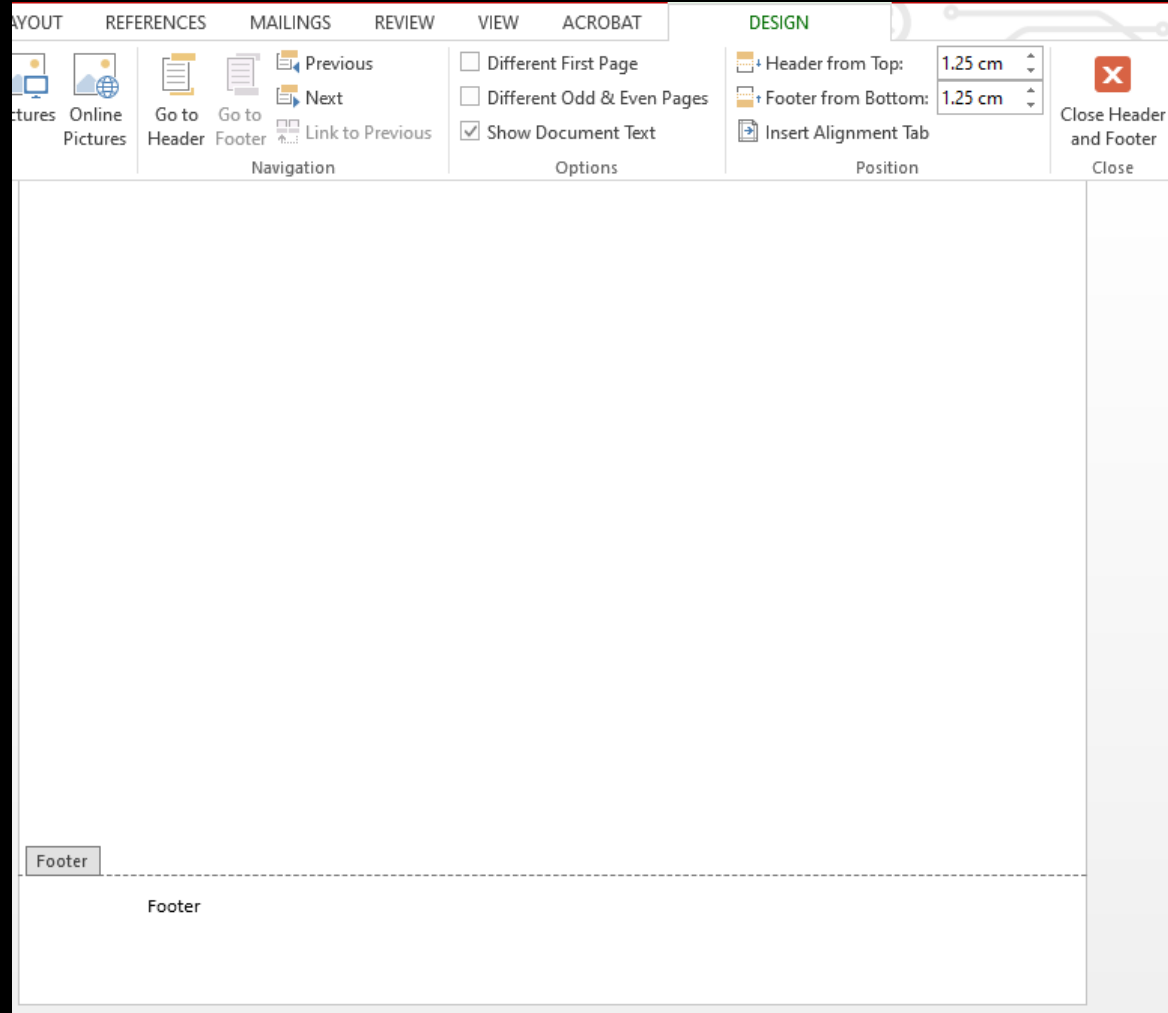


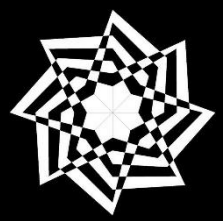
# Create Headers and Footers in MS Word





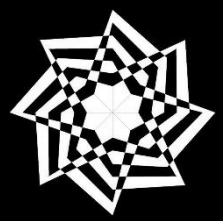
# Create Headers and Footers in MS Word





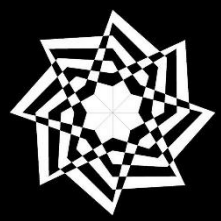
# Create Headers and Footers in MS Word

- 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.

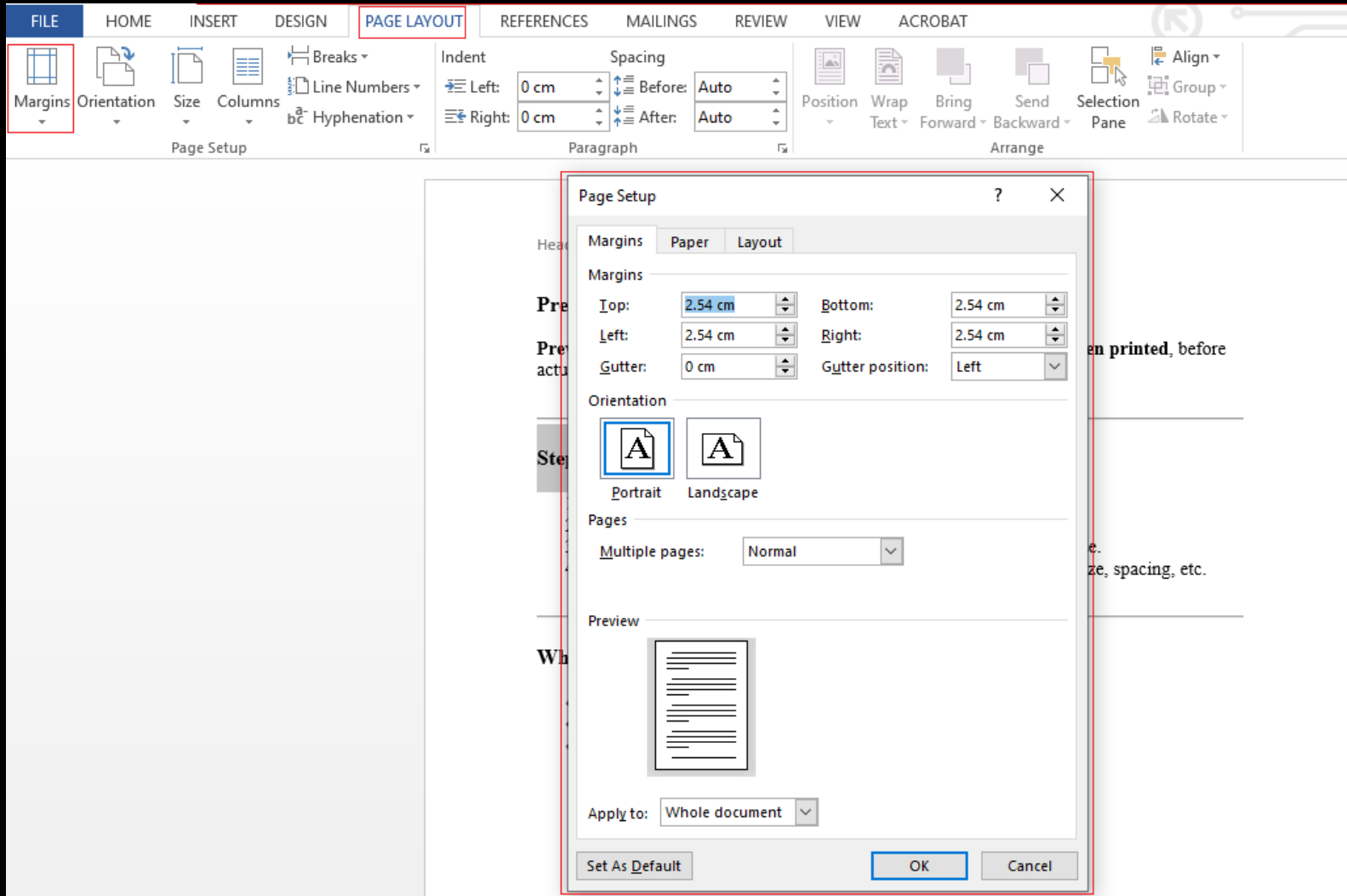


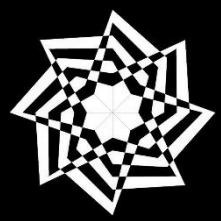
# Create Headers and Footers in MS Word

- ✦ 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





# Setting indention with Ruler

The screenshot shows the Microsoft Word interface with the 'VIEW' tab selected on the ribbon. The 'Ruler' checkbox is checked and highlighted with a red box. Below the ribbon, a horizontal ruler is visible, also highlighted with a red box. The document content shows a header, a title 'Previewing a Document in MS Word', a paragraph, and a list of steps.

Header

## Previewing a Document in MS Word

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

---

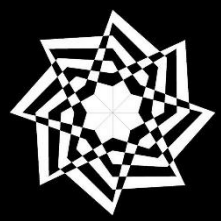
### Steps to Preview a Document:

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

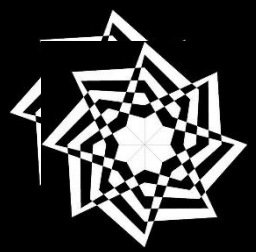


# Insert and Delete Page Break

The screenshot shows the Microsoft Word interface with the 'PAGE LAYOUT' tab selected. The 'Breaks' button in the 'Page Setup' group is highlighted with a red box. A dropdown menu is open, showing the following options:

- 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.

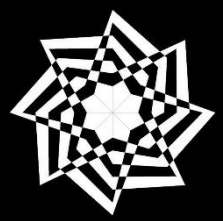
The 'Next Page' option is highlighted with a blue arrow. The background of the document shows a preview of a document with the text 'Document in MS Word' and 'Print'.



# Insert and Delete Page Break

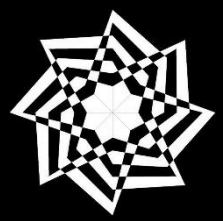
The screenshot displays the Microsoft Word interface. The 'HOME' tab is selected on the ribbon. Within the 'Paragraph' group, the 'Insert Page Break' icon (represented by a double line and a right-pointing arrow) is highlighted with a red rectangular box. Below the ribbon, a document preview is shown. The preview includes a header section, a paragraph of text that reads 'Previous page', and a page break symbol (a double line with a right-pointing arrow) at the bottom of the page, which is also highlighted with a red rectangular box.





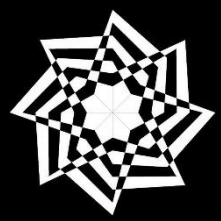
# Insert and Delete Page Break in MS Word

- 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.



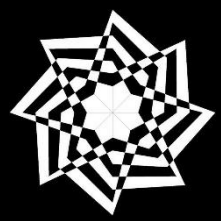
# Insert and Delete Page Break in MS Word

- ✕ 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.

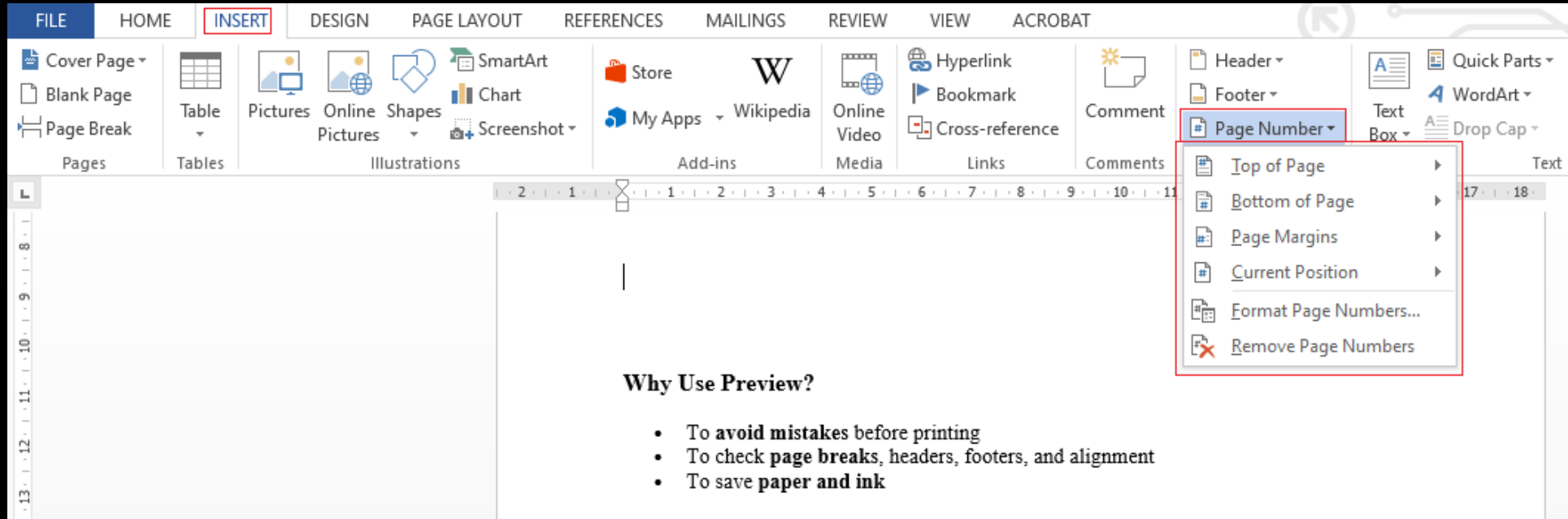


# How to Insert Page Numbers in MS Word

- 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



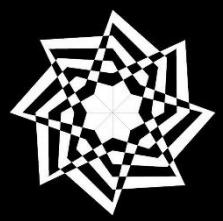
The screenshot shows the Microsoft Word interface with the 'INSERT' tab selected. The 'Page Number' button in the 'Page Number' group is highlighted, and its dropdown menu is open. The menu options are:

- Top of Page
- Bottom of Page
- Page Margins
- Current Position
- Format Page Numbers...
- Remove Page Numbers

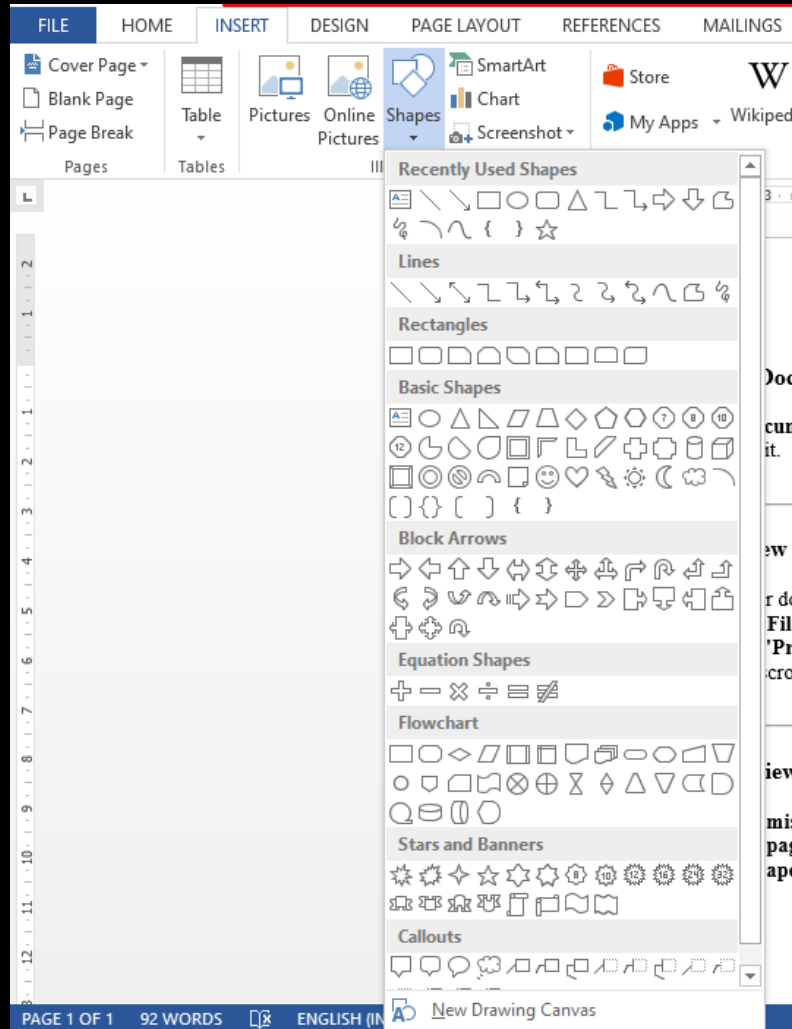
The main document area contains the following text:

**Why Use Preview?**

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



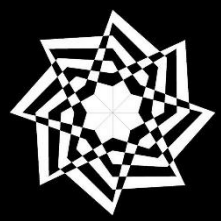
# How to Insert Shapes in MS Word



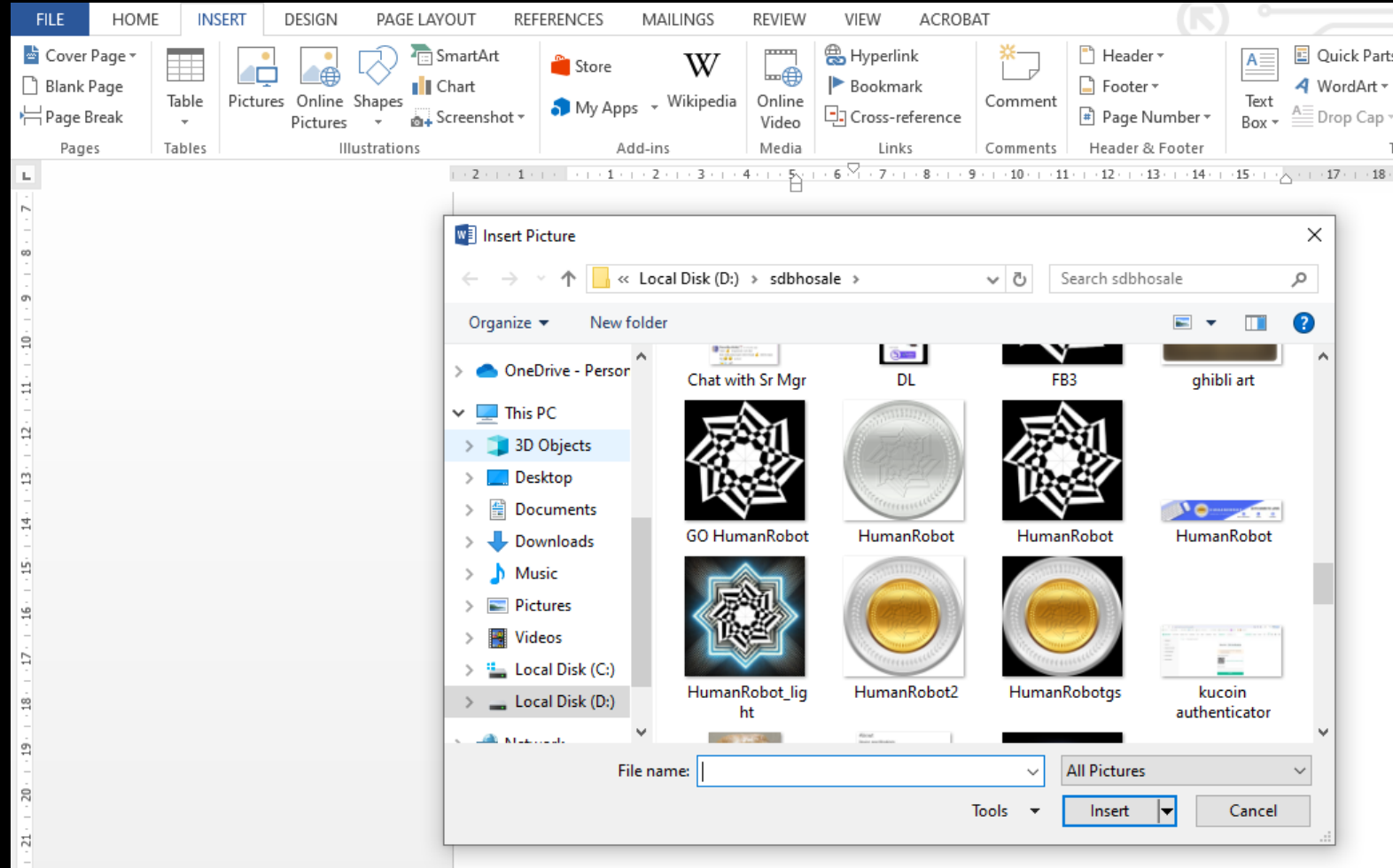


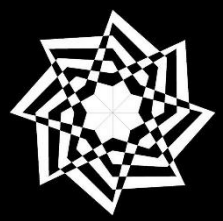
# How to Insert Shapes in MS Word

- 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

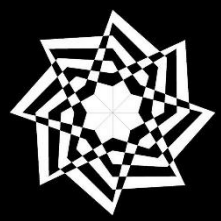




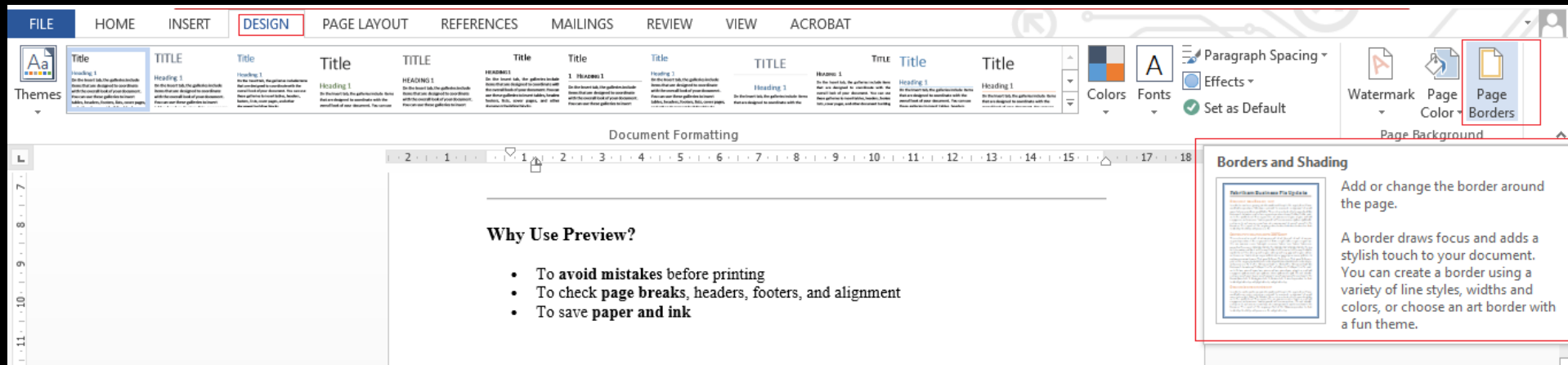
# How to Insert an Image from File in MS Word

- 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.



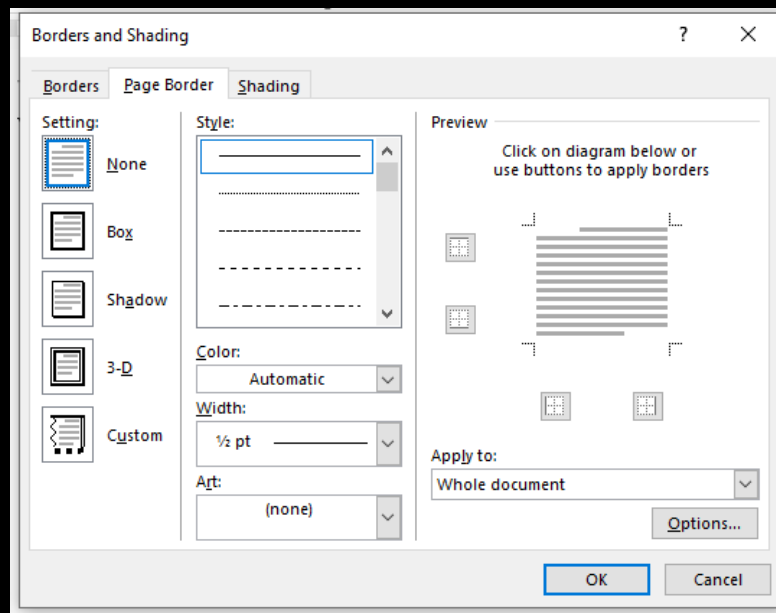


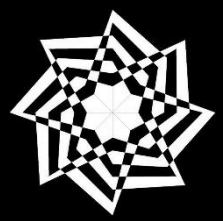
# Page Border in MS Word



## Why Use Preview?

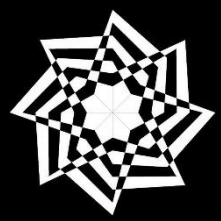
- To avoid mistakes before printing
- To check page breaks, headers, footers, and alignment
- To save paper and ink





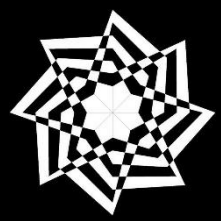
# How to Insert an Image from File in MS Word

- 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

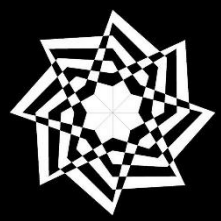
The screenshot displays the Microsoft Word interface with the **INSERT** tab selected. The **Table** button in the **Tables** group is highlighted with a red box. A dropdown menu is open, showing the option **Add a Table**. Below this option, a text box states: "A table is a great way to organize information within your document." At the bottom of the dropdown, there is a link that says **Tell me more** with a question mark icon.

The background document shows a table with the following structure:

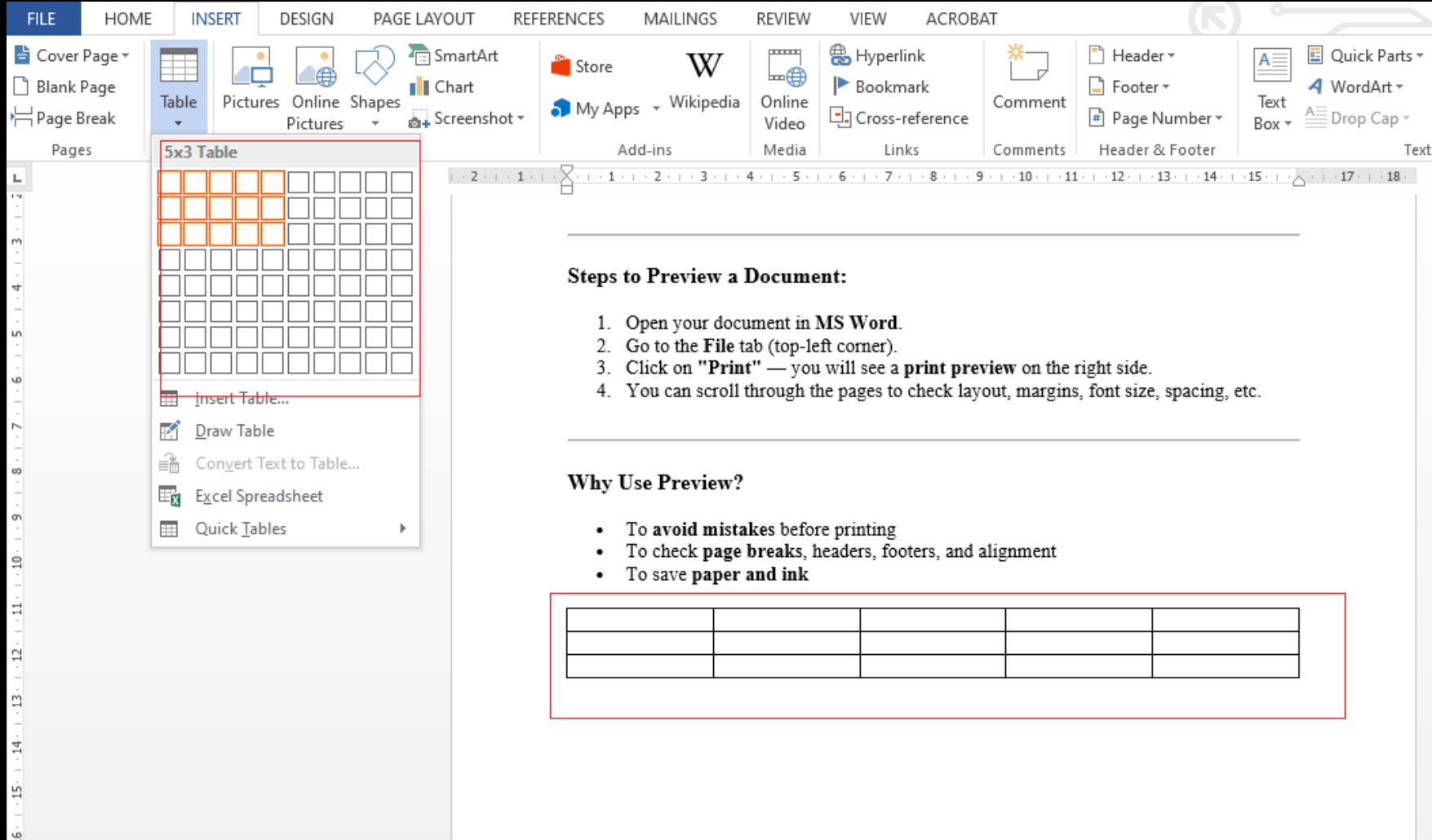
2	1	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---	---

Below the table, there is a section titled **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 interface with the 'INSERT' tab selected. The 'Table' button in the 'Tables' group is highlighted, and its dropdown menu is open. The menu displays a 5x3 table grid and several options: 'Insert Table...', 'Draw Table', 'Convert Text to Table...', 'Excel Spreadsheet', and 'Quick Tables'. The 'Quick Tables' option is expanded, showing a list of pre-defined table sizes.

**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.

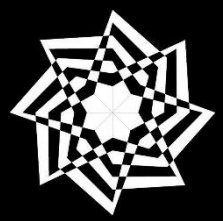
**Why Use Preview?**

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



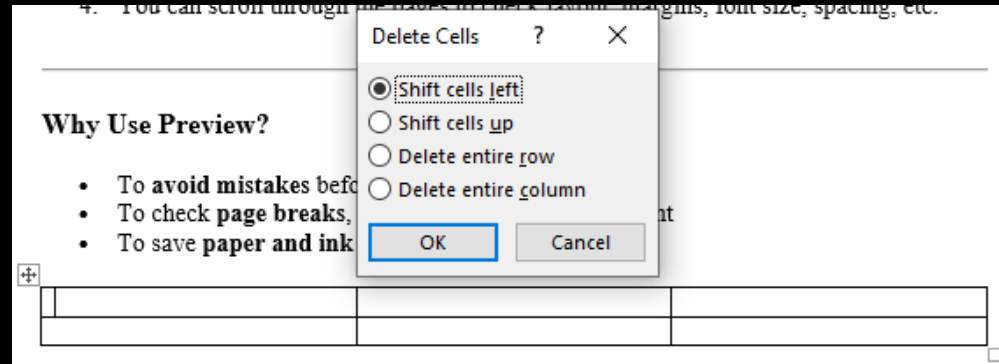

# How to Insert a Table in MS Word

- 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.

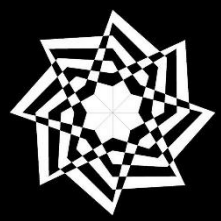


# How to Insert a Table in MS Word

- ✂ 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 in M
2. Go to the **File** tab (top-left
3. Click on "**Print**" — you w
4. You can scroll through the

**Why Use Preview?**

- To **avoid mistakes** before
- To check **page breaks**, hea
- To save **paper and ink**

**Table Operations Context Menu:**

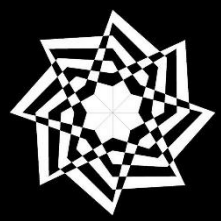
- Cut
- Copy
- Paste Options:
  - Insert
  - Delete Cells...
  - Merge Cells**
  - Border Styles
  - Text Direction...
  - Table Properties...
  - New Comment

**Table:**


**Table Properties:**

Times New Roman 12

**B I** [Bullet List] [Text Color] [Background Color] [Table Border] [Table Grid] [Insert] [Delete]



# Table Operations

4. You can split a cell into multiple rows and columns, adjusting layout, margins, font size, spacing, etc.

## Why Use Previous

- To avoid
- To check
- To save

Split Cells

?

×

Number of columns:

2

▲

▼

Number of rows:

1

▲

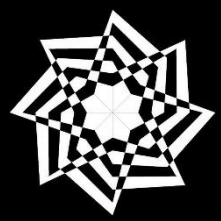
▼

☐ Merge cells before split

OK

Cancel

d alignment

# Table Borders and Shading in MS Word

The screenshot displays the MS Word interface with two dialog boxes open. The 'Table Properties' dialog box is on the left, and the 'Borders and Shading' dialog box is on the right. The 'Table Properties' dialog box has tabs for 'Table', 'Row', 'Column', 'Cell', and 'Alt Text'. The 'Table' tab is selected, showing options for 'Size' (Preferred width: 0 cm, Measure in: Centimeters), 'Alignment' (Left, Center, Right), and 'Text wrapping' (None, Around). The 'Borders and Shading' dialog box has tabs for 'Borders', 'Page Border', and 'Shading'. The 'Borders' tab is selected, showing options for 'Setting' (None, Box, All, Grid, Custom), 'Style' (a list of border styles), 'Color' (Automatic), and 'Width' (1/2 pt). The 'Preview' section shows a diagram of a table with borders. The 'Apply to' dropdown is set to 'Table'. The 'Table Properties' dialog box also has a 'Borders and Shading...' button at the bottom, which is highlighted with a red box. The 'Borders and Shading' dialog box has 'OK' and 'Cancel' buttons at the bottom.

**Table Properties**

Table | Row | Column | Cell | Alt Text

Size

☐ Preferred width: 0 cm Measure in: Centimeters

Alignment

☒ Left ☐ Center ☐ Right Indent from left: 0 cm

Text wrapping

☒ None ☐ Around

**Borders and Shading**

Borders | Page Border | Shading

Setting: ☐ None ☐ Box ☒ All ☐ Grid ☐ Custom

Style: [Border Style List]

Color: Automatic

Width: 1/2 pt

Preview: Click on diagram below or use buttons to apply borders

Apply to: Table

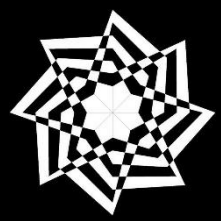
OK Cancel

**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

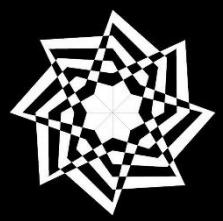
**Why Use Preview?**

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



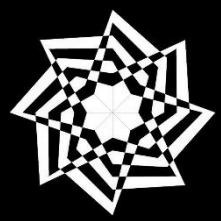
# Table Borders and Shading in MS Word

- 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

The screenshot shows the Microsoft Word application window. The 'PAGE LAYOUT' tab is active on the ribbon. The 'Columns' button is highlighted, and its dropdown menu is open, showing options: 'One', 'Two', 'Three', 'Left', 'Right', and 'More Columns...'. The 'Two' option is selected. The document content is displayed in two columns. The left column contains the text 'Previewing a Document in MS Word' and 'Previewing a document means seeing how your document will look when printed, before actually printing it.' The right column contains a numbered list with steps 3 and 4, and a section titled 'Why Use Preview?' with a bulleted list.

**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

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.

--- The End ---

