



Microsoft Word - for beginner Complete Course book



Course Objective –

The core objective of this e-book is to learn about Microsoft Word. This course e-book is for students, professional or any individual who is willing to learn the concept of Word to create or format word documents with ease and via more effective way for better outcomes or productive gain. Here we learn about creating or editing a word document, formatting with text, inserting picture symbols and much more.

Preface –

This is the first edition of book in your hands. This book provides an introduction about Microsoft Word and its feature to start your professional career or can learn these concepts to create office or project document with more ease. As with rapidly changing and updating world we were trying to describe every detail topic in this e-book. We have tries or best to make this e-book a complete product and it's gratifying to know that a lot of people agree with our approach. *Dear reader, thank you very much for your love and faith. Your association makes us feel proud.*

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Before You Start –

In this course of Microsoft Office Word, we cover basic concept of Microsoft Word. This course is to learn concept of Microsoft word and creating professional document with the help of MS-Word Tools and features. We designed this course for student and learner or any individual who willing to learn Microsoft Word for career enhancement.

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Introduction

In earlier day's computer are developed just to process number or to do calculation. Soon, it's become very useful in manipulating and process the text document such as – letter, notes etc.

And due to continuous improvement in processing text, today it's a widely used and also an important feature of computer application named as Word Processing. Word Processing is a software which is used to write and edit letter, article, documentation, adjusting of font and format, rearranging sequence, correcting the error.

Microsoft word processing is a program designed on "WYSIWYG" principle. WYSIWYG is stand for 'what you see is what you get' means page which is visible on your screen is in same pattern as it would be after printing. Microsoft is continuously upgrade its MS- office tool so it's good to you that always upgrade your knowledge and skills.

So it's an introduction of MS – word now after getting introduction there is some important features of MS- word on next page. Now, there is something Aghori wants to tell you and then move to next page.



MS WORD FOR BEGINNERS

Starting Word –

So now launch the MS-Word application and if you can't then follows the steps given below -

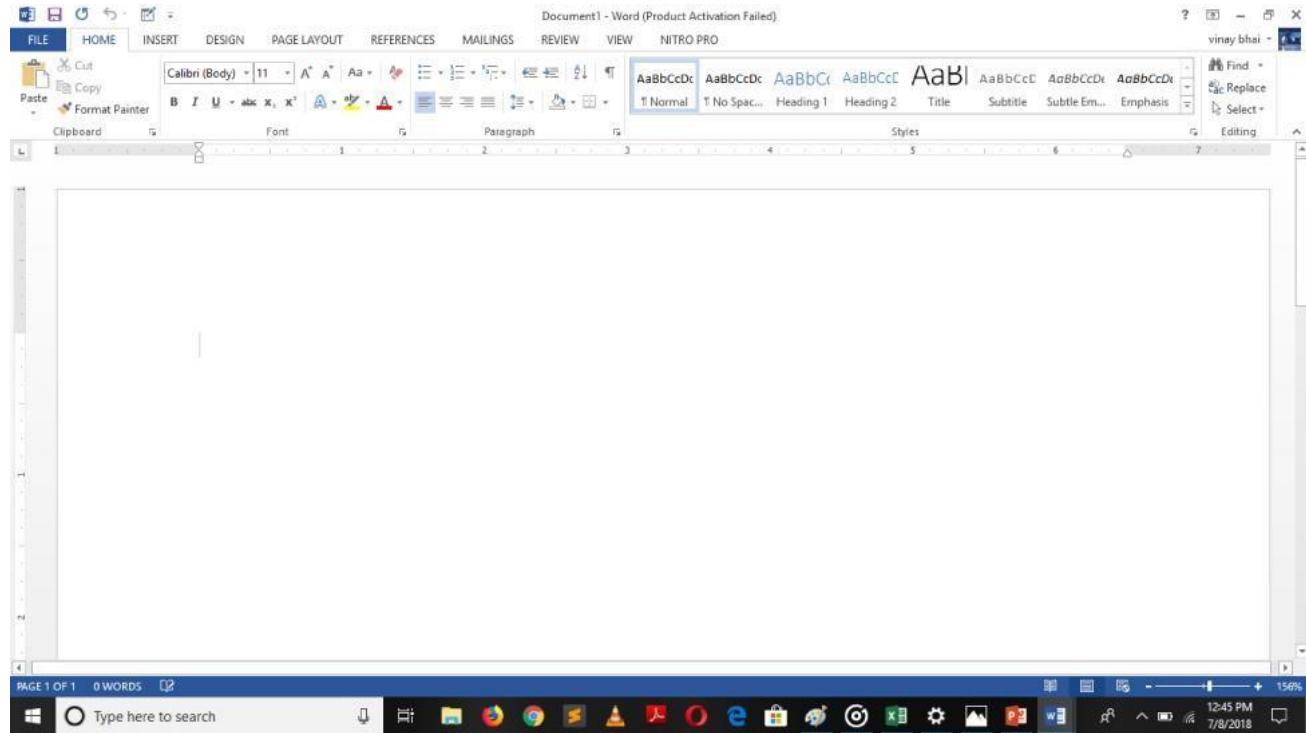
- First method –

Double click on the Microsoft word icon on the desktop to launch it. And if you can't find the icon on the desktop then follow the second step.

- Second Method –
 1. Click on Start.

2. Go to Programs and Select the Microsoft Word.
 3. Or, search Microsoft word and click 'Enter key'.

You get screen like this.



Important feature of MS-Word –

There are many features or function of MS- Word which helps us on daily basis, to process data some of them are listed here:

- ## 1. Word Wrap –

While working on MS – Word you don't have to worry about where will line end and where will next begins. When it's comes to change the paragraph then simply you just need to press Enter key.

- ## 2. Delete –

When you type something wrong or misspell some words then you need to erase it and here ‘delete key’ will helps you.

3. Insert -

It allow to insert data (text, number or images) in our document.

4. Moving and Copying –

It's a very useful function which allows you to move a sentence or a whole paragraph from one location to another without retyping it by the help of copy-paste command.

5. Spell Check –

It's also allowed you to check the spelling of you words you typed. Its underlines those word which are not spell correctly or grammatically wrong, and help you to figure out them.

6. Alignment –

This feature helps you to format the alignment of your text in different ways. You can align your text to left, right or center of the page. Also you can create a list with bullets, romans number, letter etc.

7. Formatting –

Its allows you to format your text (word, sentences or paragraph) by setting line space, alignment, underline, italics, bold, setting font (change font- size or font- name) etc.

8. Mail merge-

This feature allows you to merge text from one file to another files.

9. Header & Footers –

It's allows you add header and footers on the top and bottom of every page.

10. Images –

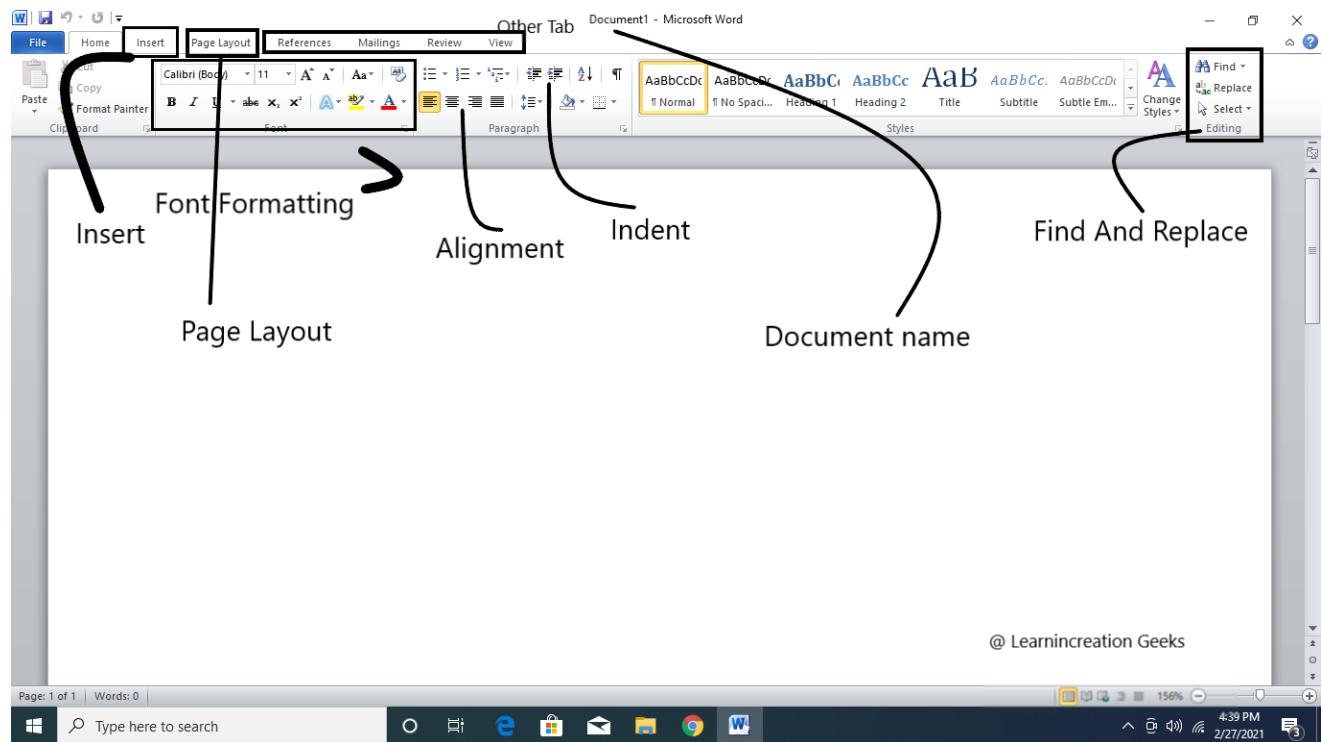
As you read earlier in ‘Insert’ its allow you add the images, charts, tables etc. in your document through **OLE (OLE stand for Object Linking and Embedding)**.

11. Tables –

It's allowed you to make and add table to your document of certain rows and columns as per user need and also you can adjust the size, border and much more.

12. File Management –

It's allowing you to save files and documents for further uses.



Poonam message –

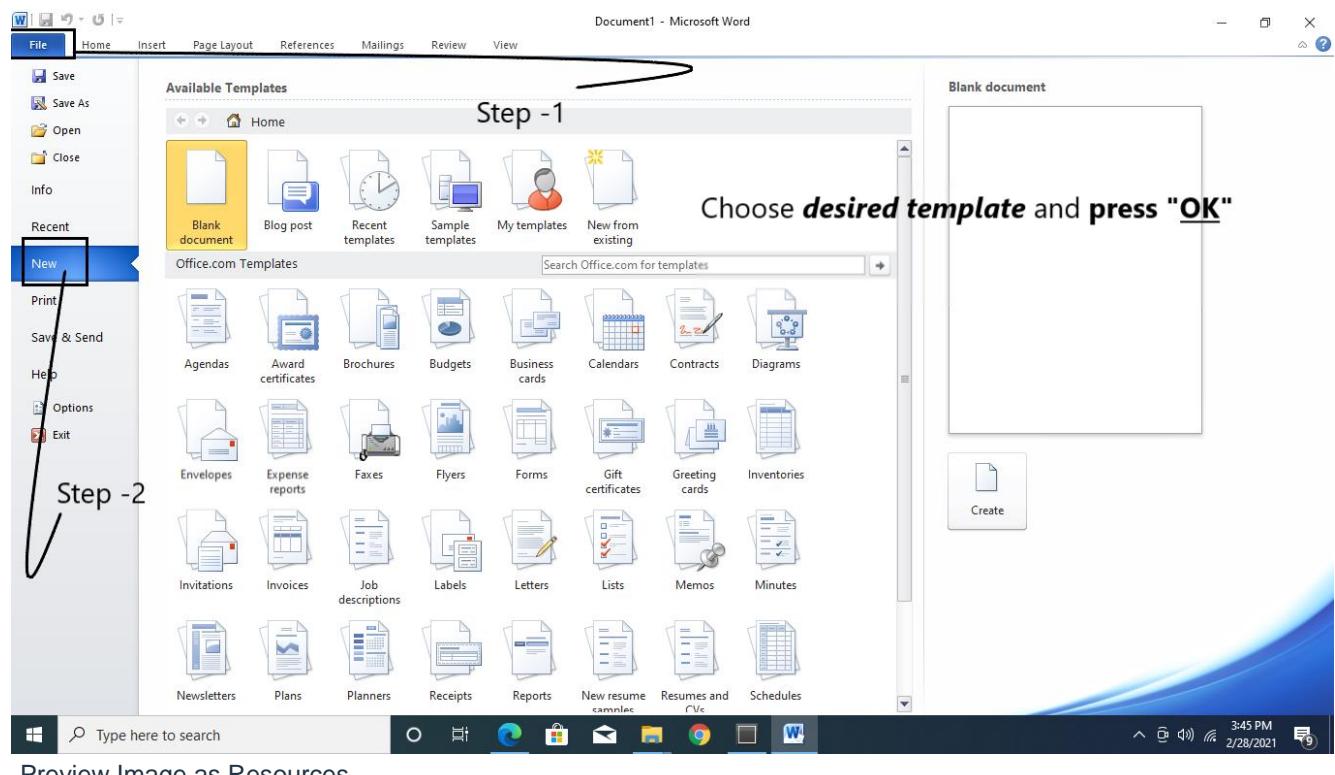
So you read them all, it's a list of some important function of word processing. Now start working on MS- word and for that first you need to open it and to know more about it. So move to next chapter.

Creating a New Documents –

Now, after learning about ribbons bar, ruler bar and text area it's a time to create new documents. To create new documents you first need know about what kind of documents you are going to create.

These are some steps to create a document –

1. Click on File at Menu bar.
2. Select the New option.
3. Here you get many template choose any one based on your document format.
(images of types of formats)
4. Select the desired one and click OK.



Message For You -

Are you thinking about writing letter, resumes or reports you will get lot of format here. Choose anyone and create your first documents.

Customize Keyboard Shortcut

You can also customize the keyboard shortcut for many commands just follow these step to customize your keyboard shortcut. Step to add Customize keyboard shortcut –

First click on the customize button in front of Keyboard shortcut on same screen, then follow these steps:

1. Select desired command in the ribbons for which you want to create keyboard shortcut.
2. A new dialog box will appear.
3. Press any desired key combination under Press new shortcut key section.
4. Now after enter desired shortcut, click on Assign.
5. Now your new shortcut key can be seen under Current keys text box on left side.
6. Close the dialog box.

So, after learning how to customizing Ribbon, next we are going to learn how to customize **Quick Access Toolbar**.

First Open a dialog box to customize the Quick access toolbar by click on file and then click on Option and you will see Quick Access Toolbar just next to Customize Ribbon. Click on it and follow these customization steps.

Knowing Your Word Screen

Look the below picture to get know about different tabs, buttons and region on your Word Screen.

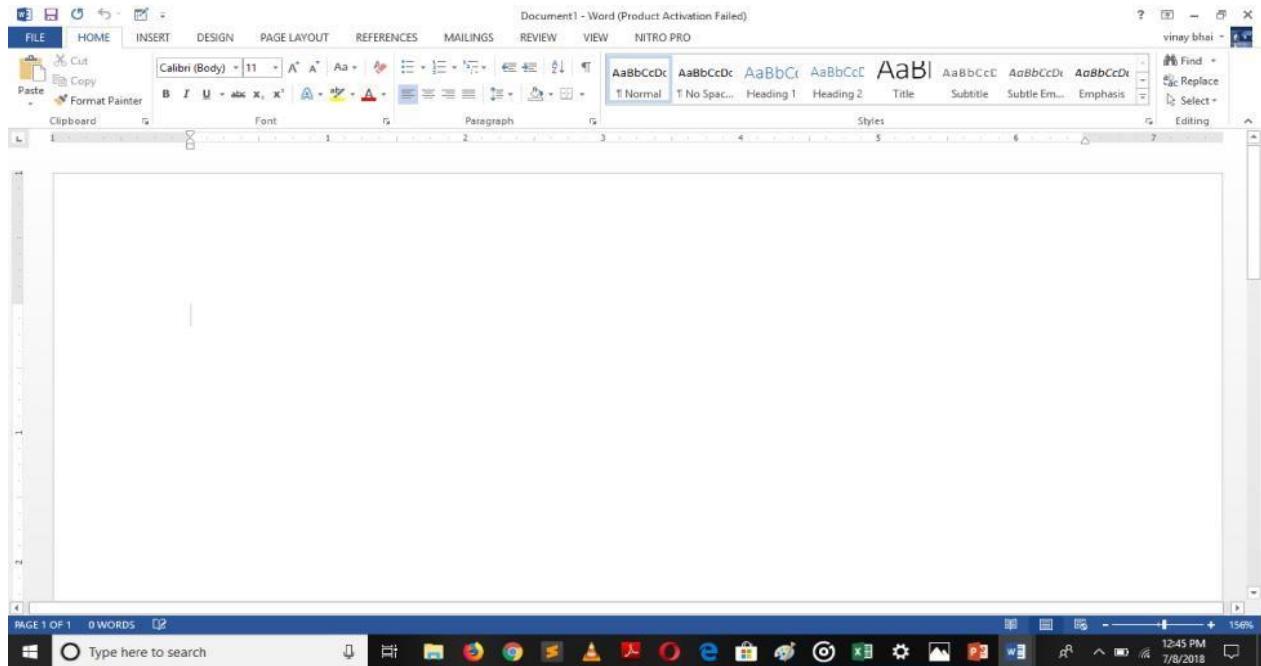


Image Shows MS-Word Screen Display After You Open it.

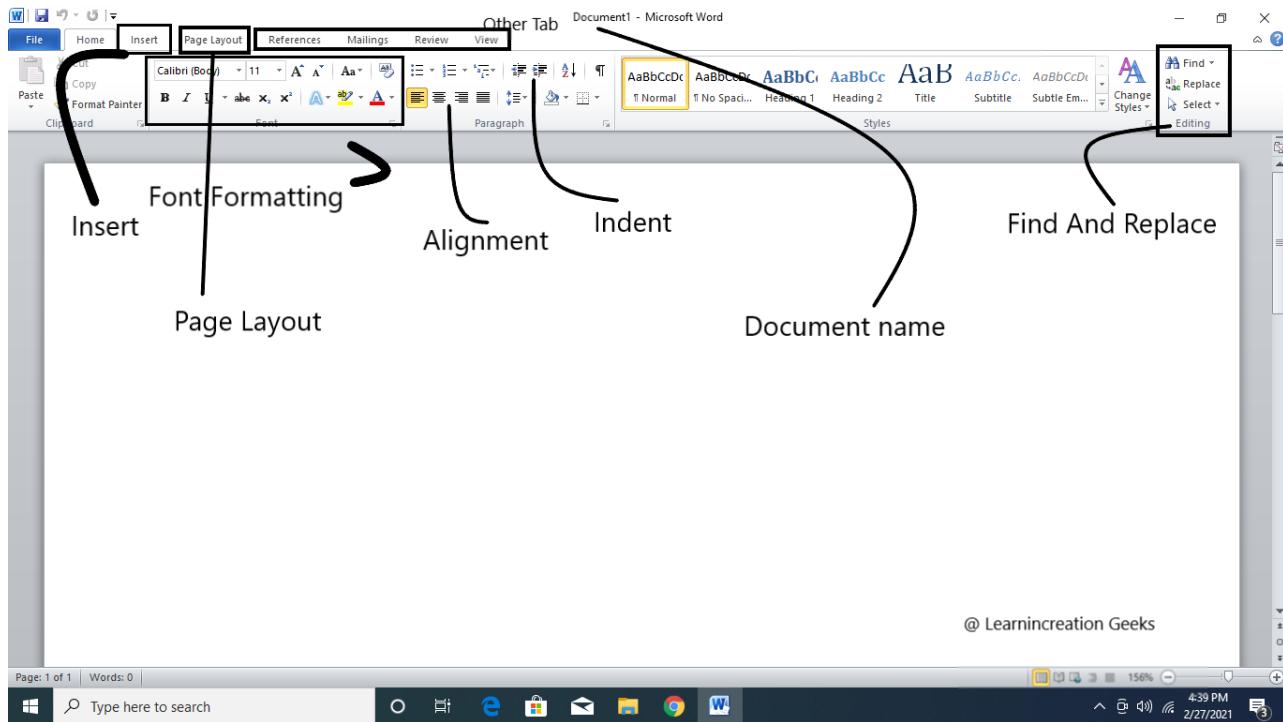


Image Shows Various Tab and related features

Ribbon & Quick Access Toolbar –

Ribbon and Quick access toolbar are very beneficial for the user, however most of the users didn't know about them and also that they can customizing it as per their uses and requirement.

Here are some step which helps you to customize your ribbon and Quick access toolbar. Step to Customize Ribbons –

1. Start Word.
2. Open any document.
3. Click on File button.
4. Click on Option (A Option dialog box will open).
5. Click on Customize Ribbon.
6. Here you find two columns list will appears –

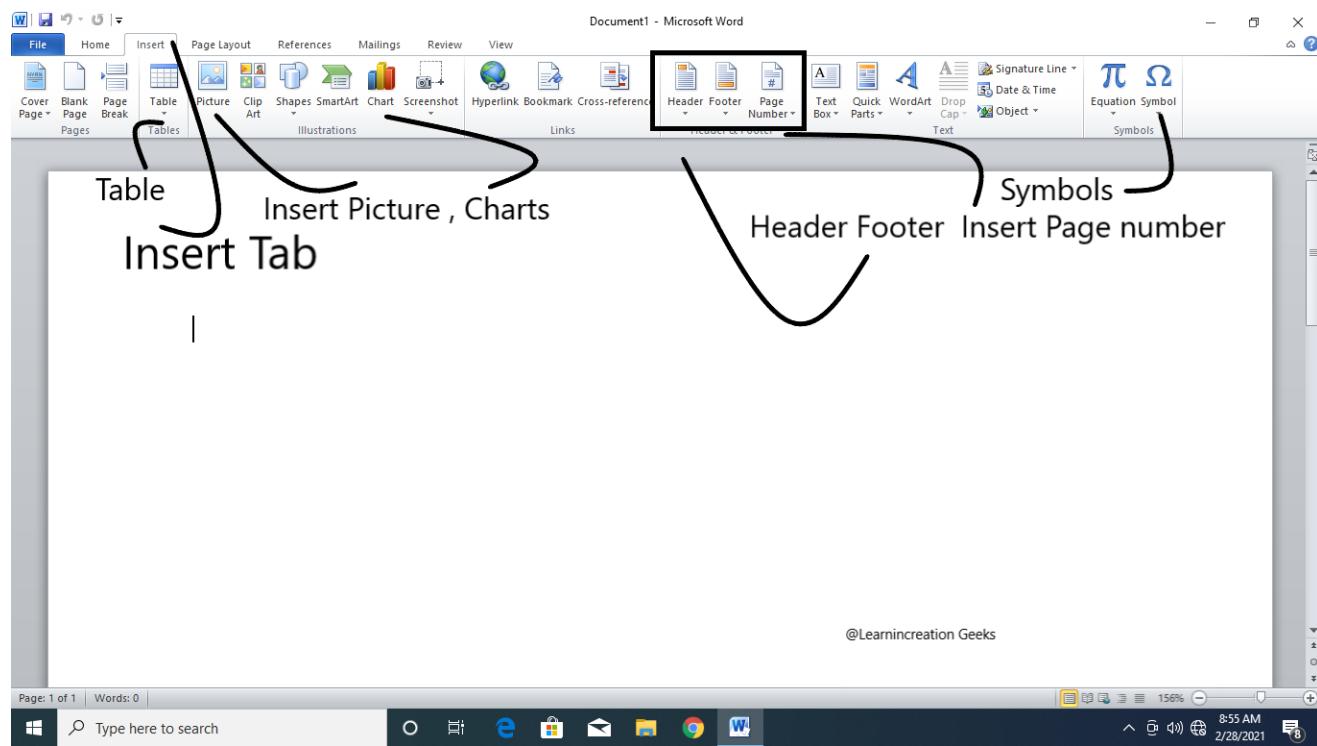


Image Shows Various Tab and related features

First one is –

- Choose command from –

Here, command are available and these can be added to Ribbon for better user experience.

- Customize the Ribbons –

Its display the menu of option for Ribbon to add command and command which are added to Ribbons can be seen here. Here you have much option to customize your Ribbon.

Step to add Command to Ribbons –

Here are some steps to add commands to your Ribbon:

1. Select your chosen command from list. (Add button will activated)
2. Click on Add. (See your new command to ribbon)

Now, if you want to remove command from the Ribbon you can do it by same method, select the command you wish to remove and click on Remove button.

Customizing Quick Access Toolbar

In this section, we learn about How to Customize Quick Access Toolbar –

1. Here again you will see two column Choose Command from and Customize Quick Access Toolbar.
2. Select your desired command from the list and click on ADD button.
3. You can see the new command added to the Quick access toolbar.
4. Now simply close the dialog box just press on OK and then on Close.

The Ruler –

The ruler allows us to change the format of document quickly by changing its alignment and so on. It's located below the main toolbar. If you doesn't see the ruler and want to display it then follow these steps-

1. Click on View
2. Checked the Option of Ruler.
3. Ruler will display.

You can change the tab setting of ruler bar, following symbol represent the each types of tabs setting. You learn more about tabs setting in Tab section.

- o Left tabs –

To set the left aligned tab. Right tabs – To set the right aligned tabs.

- o Center tabs –

To set the centered tabs.

- o Decimal tabs –

To set the decimal aligned tabs.

- o Bar tabs –

To insert the verticals line in the paragraph.

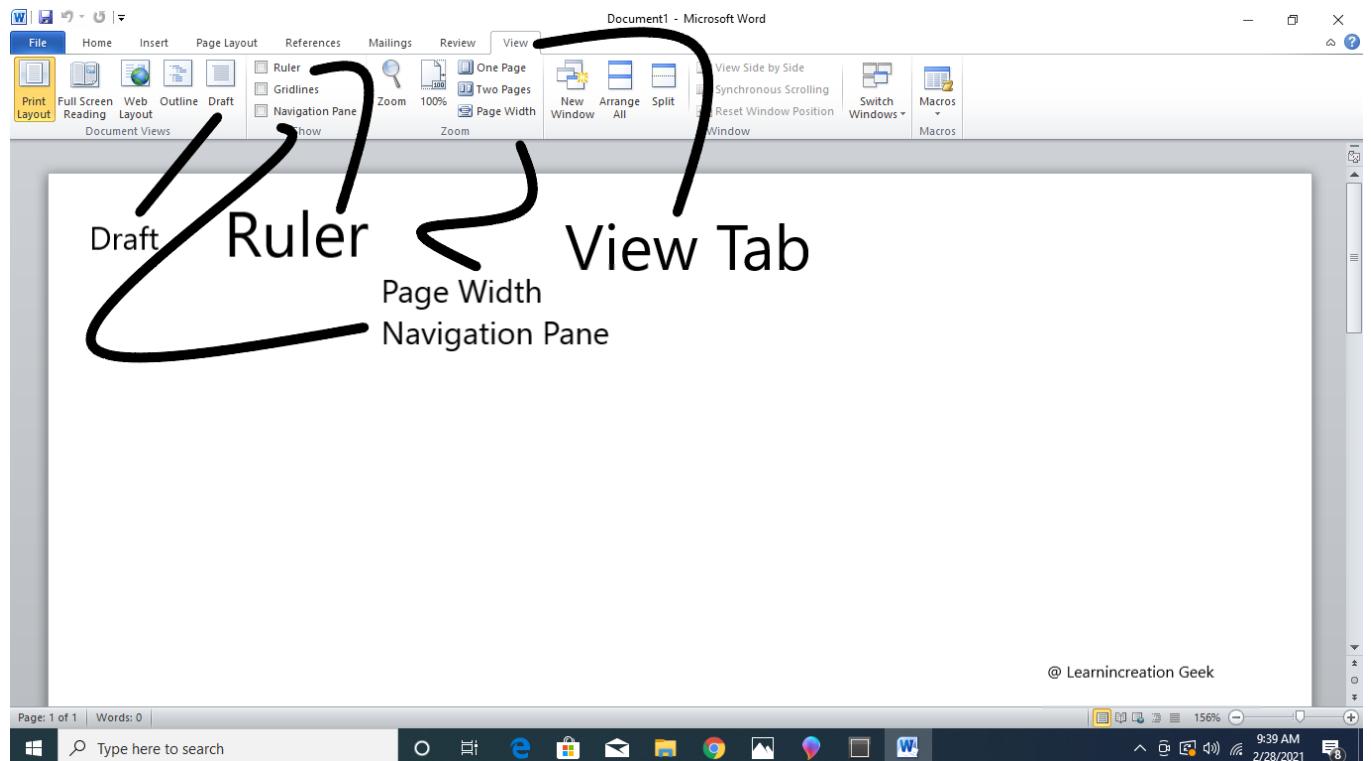


Image Showing Ruler and Other Tab and Features

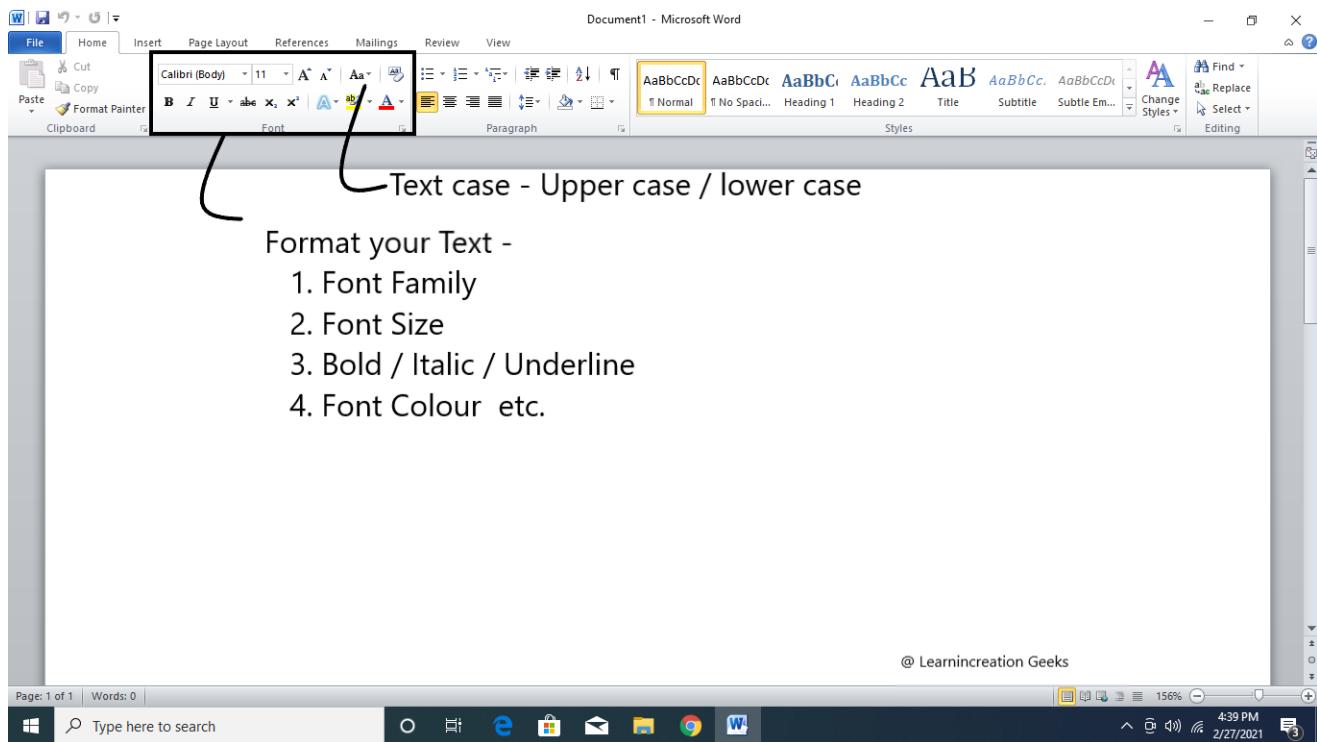
Text Area

Text Area is an area assigned to write document text which located below the ruler bar and it's white in color. The blinking cursor (vertical lines) is present in text area to type the documents.

Formatting Text

Now after adding and formatting page number and symbol it's a time to format your text in document to make it's easy to read and understand. For this Word allow you to change the case of letters in text.

Here is five ways to change the case of text –



1. Sentences case
2. Lowercase
3. Uppercase
4. Capitalize Each word
5. Toggle case

Now read one by one about these case –

- 1. Sentences case –

When you writing any text in your notebook, every first word of a sentence is capital. Right? It's works as same. First letter of first word in every sentence is capital. (Example – Ram is good boy. He love to play cricket.)

- 2. Lowercase –

Its convert all letter as smalls letters (Example - ram is a good boy.) All are in lowercase.

- 3. Uppercase –

It change all letter in capitals or in Uppercase (Example – RAM IS A GOOD BOY.)

- 4. Capitalize Each Word –

Also known as Title case. It change the first letter of each word to capital in selected text. (Example – Ram Is Good Boy.)

- 5. Toggle case –

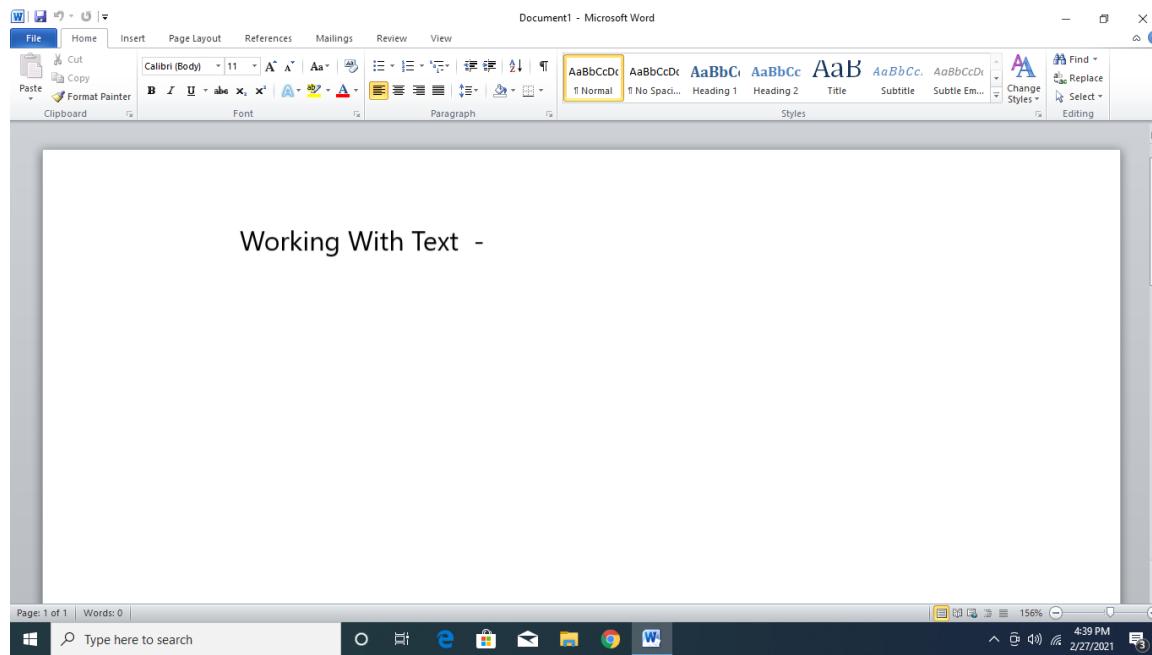
Its allow you to toggle between lower and uppercase, means selected text can be change to uppercase if it is in lower or vice versa.

Message –

If you are reading this line means you are still focused and not get bored yet. So before you getting bored just take a break and revised what you learned. Make your own document in lowercase and do the change in it.

1. Change the case of third paragraph into uppercase.
2. Use Title case in you in documents in all heading and sub-heading.
3. Add some symbols if it's required.
4. Insert a page number to your documents.
5. Align you second paragraph to right and third one to center.

It's a small exercise, to remind you whatever you learn. Also you can submit your document to me if it really nice then we show it to our all student to encourage them, inspire them to practice. It's good to Learn, but it's important to Share.



Inserting and Removing Text –

So you are ready to create your first document. You can enter your desired text in document by simply typing it on keyboard.

To capitalize first letter in each line or after full stop press (ON) the Caps Lock or simply press the character with Shift key. (Shift key + C = to capitalizes C in Computer). Press backspace or delete key to remove or delete the character. At the end of the line you don't need to press enter to change the line, MS-Word itself wrap the sentences at the end you just need to press ENTER key to change the paragraph.

To delete text from middle of the sentence you don't need to delete whole sentence, simply place the cursor at the end of the word or letter you wish to delete and press backspace.

Select & Delete text –

Like backspace key Delete key is also helps to delete the wrong or unwanted letter or sentences from the document. To delete you can simply put cursor at the beginning of the word or letter and press delete key, but when it comes to a sentences or a paragraph you delete it by selecting the whole paragraph or sentence and then simply hit the delete button.

To select the paragraph or sentence put your cursor at the end of the line and move mouse over the paragraph or sentence. Or you can use second method, put the cursor at the end of the paragraph or sentence you wish to delete and the press shift key and arrow key to select the paragraph.

Or there is also a third method to selecting paragraph just by clicking thrice anywhere in between paragraph.

Message –

So you create your first document. Good!! How much page is there in your document?

Don't remember, don't worry next you are going to learn how to insert the page number in your documents.

Pictures or Images (Inserting, Caption and Formatting) –

Picture always helps to register your message, and to speak loud without words. It also improve overall appearance of your documents. So it's a good idea to add picture to your document if it's needed to enhance important information.

To insert picture in your documents follow these step –

There are some simple steps to insert a picture in your document which is already saved in your computer as a file.

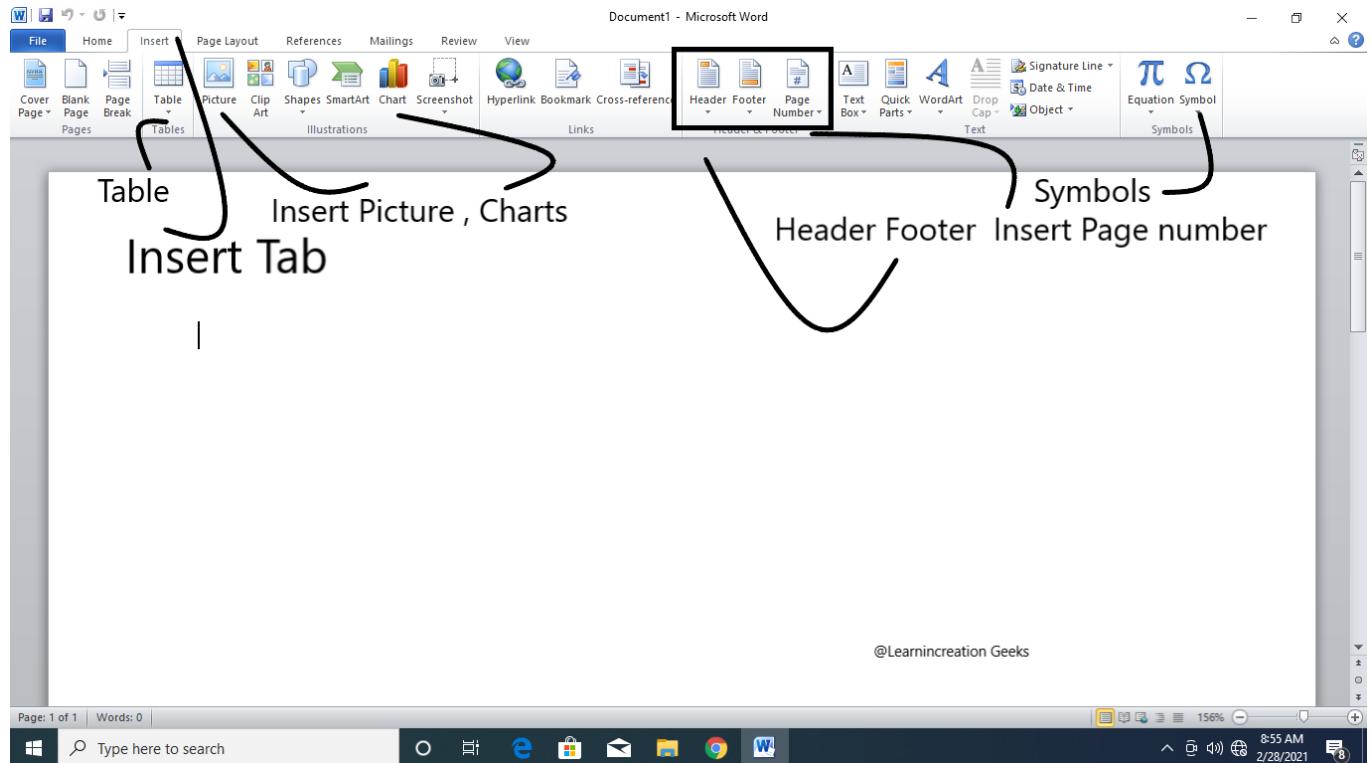
1. Place your cursor (blinking bar) to the point where you want to insert the image.
2. Select the 'Insert' tab on Ribbon bar and click on 'Pictures' icon.
3. A new dialog box is open to insert pictures. Select your desired pictured and click on "Insert" button.
4. Images will be appear on your document.
5. If your desired images is not in Pictures folders then search for your folder. In side bar navigation you will get many folder to search your image.

To resize your picture after inserting, click and drag on the corner sizing handles or to stretch it horizontally or vertically use side sizing handle.

Add caption to Images –

Adding a caption on images is a good practice it guide the reader that what he is looking at. There is some step to add caption on your picture or images –

1. Select the picture or image.
2. Click on 'Reference' then on "Insert Caption".
3. Click "New label".
4. Change the caption from Figure 1 (default caption) to your desired one by clicking on.
5. After typing your caption click on "OK". Caption will be added to your images. Formatting Pictures -



Formatting of picture is depend upon where you placed it how it used or what are the tools you are using to modify the images. You can crop it, or give a shape to an image or you can modify its border.

Let's learn one by one.

- 1. To Crop an images –

Mainly cropping is done to remove undesired or unwanted part of an images which is not in used. Cropping is helpful when you want to focus on the required content of images not on unwanted one. There are some steps to crop the images –

1. Select the images you want to crop.
2. On selecting Format tab appears, click on it.
3. Click on Crop command and cropping knob will appear around the images.
4. Click, Hold and Drag a grip to crop the images.
5. Once you adjust it click on "Crop" command again. The image will be cropped.

- 2. To Crop an images to a shape –

If you want to crop images in a shape then Word helps you to do this. Follow these steps to crop an image in shape –

1. Select the image you want to crop.
2. Click on “Format” tabs.
3. Click on Crop drop-down button, click on “Crop to Shape”.
4. Then selected your desired shape.
5. The image will appear in a selected shape (circle in this case.)

- 3. Add a Border to the image –

You can also add border to your image in order to make it more attractive, follow are the step to add border in your picture –

1. Select the image you want to add border and click on Format tab.
2. Click on “Picture border”, a drop down menu bar will appear.
3. Select the color, weight or dashes if you wish to add.

Message -

How are you?

So you learned to inserting images and to formatting it. Well, I have an idea create a documentary on any topic of your choice and insert images on it. Formatting it correctly and then submitted it to me. May be your document can inspire or empower someone through our medium.

Inserting Symbols –

Till now you learn to create document and to insert and formatting page number in your document. There is lot many more thing you can do with word processing to make your document more efficient.

There is lot many special character and symbol you can added to your document if you needed. Word allows you to insert special character and symbol in your document. Follow these steps to insert symbol in your document –

1. Point the cursor where you want to insert the symbol or special character.
2. Click on 'Insert tab' in the ribbon bar.
3. Click on 'Symbols' you will find it at the right upper end corner.
4. On clicking its shows you the some symbols and character to insert.
5. Want more symbols, then click on "More Symbols" buttons.
6. Its open a wide range of symbols for you.
7. Find your desired one and select it.
8. Click on Insert button to insert it in your documents.
9. Need more symbols to insert, repeat this process again.
10. Close the symbol window after inserting symbols.

Inserting & Formatting Page Number –

It's a good practice to insert a page number in your documents on top or in bottom, and to insert it these are the steps –

1. Select 'Insert' tabs, and then click on 'Page number' icon.
2. Where you want to appear page number, select from the list.
 3. Top of the page.
 4. Bottom of the page.
 5. Page margin
 6. Current position (discuss later)
 7. Select the number styling as you wish.
8. Click on 'Format page number' if you wish to change the numbering style.
9. Click OK.

Now page number will insert and you don't need to worry about page numbering because it's update automatically as you add new page or remove the existing one.

Formatting Page Number –

When it's comes to formatting the page number you have an option to format it in Roman number, Arabic number or in Alphabets. But formatting of page number begins when first you insert the page numbers. There are step to formatting number –

1. Click on Insert, then on Page number and choose where you want a page number, on top or in bottom or anywhere else.
2. Once page number insert then again goes to Page number and click on Format Page numbers.
3. Now change the format of number as you like.
4. Click OK.

Saving MS-Word Document

So you are at the end of your document. And you are done with creating, formatting and styling your document. It's a time to save your first document, we already discussed about the method through which you can save your document for future and also you can edit it anytime. If you forget then follow these steps.

Saving document –

1. Go to File menu and click on it.
2. A list of option will appear on screen click on Save As.
3. Now select the location where you wish to store file and also give a file name to your document.
4. Click on Save or press Enter key.

There is one more method to save your file, once you completed your document and wish to save it then simply press the Ctrl + S, it's open a dialog box and you just need to write a file name and choose a location and click Enter key.

Want to Edit your file or document?

Well, if you need to edit your file then, goes to the file location and right click on it, and choose edit.

Like in this picture, file is stored in Desktop, so go to file and right click on it, and choose the edit option. File will open in word to edit. Or you can double click on it to directly open the document in Word.

Note –

So, we are at the end of the courses and, I hope you learnt much more about MS-Word. Don't just stop here; go with Advance Microsoft Word course e-book to dive deep with your learning.