📘 **MS Word Notes**

1. Introduction to MS Word

- **Definition**:

  MS Word ek **Word Processing Software** hai jo Microsoft Office suite ka हिस्सा hai. Iska use text documents (letters, resume, reports, assignments, forms) create, edit, format aur print karne ke liye hota hai.

- **Features**:

  - Text formatting (font, size, color, style)

  - Page setup and layout

  - Insert images, tables, shapes

  - Spelling & Grammar check

  - Mail Merge (for letters & envelopes)

  - Save in multiple formats (DOCX, PDF etc.)

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2. Starting MS Word

- **How to Open**:
  Start Menu → Search "Word" → Click on MS Word.

- **Interface Elements**:

  - **Title Bar** – Document ka naam show karta hai.

  - **Ribbon** – Tabs aur groups (Home, Insert, Design etc.) hote hain.

  - **Quick Access Toolbar** – Save, Undo, Redo jaise commands ke shortcut.

  - **Document Area** – Jahan actual content likhte hain.

  - **Status Bar** – Page number, word count, language show karta hai.

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3. Creating, Saving and Opening Documents

- **New Document**: File → New → Blank Document.

- **Save**: File → Save As → Location + File Name + Format.

  o   Default format: .docx

  o   Other formats: .pdf, .rtf, .txt

- **Open Document**: File → Open → Select document.

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4. Basic Editing Tools

- **Cut (Ctrl+X)**: Select text and remove it temporarily.

- **Copy (Ctrl+C)**: Copy selected text to clipboard.

- **Paste (Ctrl+V)**: Insert copied or cut content.

- **Undo (Ctrl+Z)**: Reverse the last action.

- **Redo (Ctrl+Y)**: Repeat the last undone action.

- **Find & Replace**:

  o   Find (Ctrl+F) → Search a word in document.

  o   Replace (Ctrl+H) → Replace one word with another.

5. Text Formatting

- **Font Formatting**:

  o   Change Font style (Arial, Calibri, Times New Roman)

  o   Font size

  o   Bold (Ctrl+B), Italic (Ctrl+I), Underline (Ctrl+U)

  o   Text Color & Highlighting

- **Paragraph Formatting**:

  o   Alignment: Left (Ctrl+L), Right (Ctrl+R), Center (Ctrl+E), Justify (Ctrl+J)

  o   Line Spacing (Single, 1.5, Double)

- o Bullets and Numbering

- o Indentation (Left, Right, Hanging)

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6. Page Layout

- **Margins**: Space between text and paper edge.

- **Orientation**:

    - o Portrait (Vertical)

    - o Landscape (Horizontal)

- **Page Size**: A4, Letter, Legal etc.

- **Columns**: Single, Double, Triple columns for newspaper style.

- **Header & Footer**: Add text/images on top or bottom of each page (like page number, date, company name).

- **Page Numbering**: Insert page numbers automatically.

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7. Working with Tables

- **Insert Table**: Insert → Table → Select rows & columns.

- **Table Tools**:

    - o Merge & Split Cells

    - o Insert/Delete Rows & Columns

    - o Borders & Shading

    - o Table Style (colors, design, layout)

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8. Insert Menu

- **Pictures**: Insert → Picture from file.

- **Shapes**: Arrows, circles, boxes.

- **SmartArt**: Organizational charts, process diagrams.

- **WordArt**: Decorative text.

- **Symbols & Equations**: Special characters, math equations.

- **Hyperlink (Ctrl+K)**: Add link to website or email.

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9. Proofing Tools

- **Spelling & Grammar Check (F7)**

- **Thesaurus**: Find synonyms.

- **Translate**: Convert text to another language.

- **Word Count**: Check total words, characters, pages.

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10. Styles and Themes

- **Styles**: Predefined formatting sets for headings, titles, normal text.

- **Themes**: Collection of colors, fonts, and effects to maintain uniform design.

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11. Mail Merge (Moderate Level Feature)

- **Definition**: Mail Merge allows you to create personalized documents (like letters, certificates, ID cards) by combining a template with a data source (like Excel).

- **Steps**:

    1. Start Mail Merge → Select Document Type.

    2. Select Recipients → Use Excel/Access file.

    3. Insert Merge Fields (Name, Address, etc.).

    4. Preview → Finish & Merge.

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12. Printing Documents

- **Print Preview**: File → Print → Preview.

- **Settings**:

- Number of Copies

- Selected Pages (All, Current, Custom range)

- Print on Both Sides (Duplex Printing).

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13. Moderate-Level Features

- **Track Changes**: Useful in teamwork; shows who made what changes.

- **Comments**: Add review notes without affecting document text.

- **Protect Document**: Add password or restrict editing.

- **Templates**: Ready-made designs (resume, letter, invoice).

- **Convert to PDF**: File → Save As → PDF.

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14. Shortcut Keys (Most Useful)

- Ctrl+N → New Document

- Ctrl+O → Open Document

- Ctrl+S → Save

- Ctrl+P → Print

- Ctrl+X / C / V → Cut / Copy / Paste

- Ctrl+Z / Y → Undo / Redo

- Ctrl+F → Find

- Ctrl+H → Replace

- Ctrl+K → Insert Hyperlink

- Ctrl+A → Select All