

# MICROSOFT WORD (MS WORD)

Microsoft word (Ms Word) is a word processor programme that is used to type, edit and format a text the way one would like it to appear. It is a software package (program) for producing documents such as formal letter, memos, reports and format table document.

Type of word processing packages in the market

1. Word perfect
2. Ms Word
3. Word Star
4. MultiMate
5. Wang writer

## COMMANDS USED IN MS WORD

How to start Ms Word in a computer

### *Procedure*

- a) Click the start button
- b) Move to programs
- c) Move to Microsoft word and click

What's on the word screen?

When Microsoft word is started a new blank document appears on the word screen Basic features

- i) **Cursor positions:** A blinking insertion point which shows where the text you type appear.
- (ii) **Menu bar:** When selected it opens to display the word commands
- (iii) **Document title:** Shows the title of the current document
- (v) **Ruler:** Used to set tab stops and indents
- (vi) **Toolbars:** These are buttons used to choose word commands quickly.
- (vii) **Status bar:** This display information about the current active document or highlighted commands.
  - It also shows the page number and the total number of pages
  - Position of the cursor
  - Section
  - Line and column
- (viii) **Scroll bars:** Used to see parts of the documents not currently visible.

### **Using the toolbar**

One can use the tool bar to quickly call up a word command instead of raising the menu bar. There are two types of toolbars automatically displayed when word is started or a new document is started just below the menu bar. They are the standard and the formatting toolbars.

### **Displaying and hiding the toolbars**

One can choose the type and number of the toolbars to be displayed on the screen by checking or un-checking them, depending on the required text formatting style

**NB:** When a toolbar is checked it is displayed on the screen.

### *Procedure:*

- a) Click the view menu from the menu bar
- b) Click toolbars
- c) Click on any of the listed toolbars to either check it or uncheck it.

### ***Checking spelling and Grammar***

#### ***Procedure***

- a) Type the text
- b) Click tools
- c) Click spelling and grammar
- d) Click ignore or change as required.

To save a new file for the first time

#### ***Procedure***

- a) Click file
- b) Click save as
- c) In the filename box type the name of the file
- d) In the save in box select the drive or directory where the file is to be saved.
- e) Click save

**NB:** Once the file has been saved once to save the same document again:

- a) Click file
- b) Click save

Keyboard strokes/shortcut

Press ctrl + S

Exiting a Document

#### ***Procedure***

- a) Click file
- b) Click close

**NB:** Just as in case when one is closing/exiting word program, when closing a door word gives you a chance to save the changes done to it. At this point you have also chance to abort the closing of the document or not to save any changes.

### **Opening a document**

#### ***Procedure***

- a) Click file
- b) Click open
- c) In the filename box type the name of the file
- d) In the look in box select the drive or directory where the file is
- e) Double click the file name or click open.

Keyboard strokes/shortcut

Press ctrl + O

### **BASIC FORMATTING**

Selecting text

To select more than one word

- Point at the starting point
- Click the left button
- While holding the button down drag across the document to the end point

**NB:** To cancel the selection

Using the mouse click anywhere in the document window

Using the keyboard press any arrow key

## **Underline in Ms Word**

### ***Procedure 1***

- a) Type the text
- b) Block the text
- c) Click U from the menu bar

### ***Procedure 2***

- a) Select the text
- b) Click format
- c) Click font
- d) Move to underline box
- e) Select the type of underline
- f) Click o.k.

Key board shortcut

- Select the text
- press ctrl + U

## **Changing text into italics**

### ***Procedure 1***

- a) Type the text
- b) Block the text
- c) Click I from the menu

### ***Procedure 2***

- a) Select the text
- b) Click the format menu
- c) Click font
- d) Under font style select italic
- e) Click o.k.

## **How to bold the text**

### ***Procedure 1***

- a) Type the text
- b) Block the text
- c) Click B from the menu

### ***Procedure 2***

- a) Select the text
- b) Click format
- c) Click font
- d) Select bold under font style
- e) Click o.k.

Keyboard shortcut

- Select the text
- Press ctrl + B

## **How to change the font/size**

### ***Procedure 1***

- a) Type the text

- b) Block the text
- c) Click the down arrow of the size button and select the desired size.

### ***Procedure 2***

- a) Type the text
- b) Block the text
- c) Click format
- d) Move to font and click
- e) Choose and click the font size required
- f) Click o.k.

### **Inserting different colours**

#### ***Procedure***

- a) Type the text
- b) Block the text
- c) Click format
- d) Click font
- e) Under colour area, choose and click the colour desired
- f) Click o.k.

### **Inserting a date into a text**

#### ***Procedure***

- a) Move the cursor to where the date is to be inserted
- b) Click insert from the menu
- c) Move to date and time and click
- d) Click o.k.

### **Setting margins or indenting text**

#### ***Procedure***

- a) Type the text
- b) Block the text
- c) Click format
- d) Click paragraph
- e) Type the right margin as required
- f) Click o.k.

### **Changing line spacing**

#### ***Procedure***

- a) Type the text
- b) Block the text
- c) Click format
- d) Click paragraph
- e) Under line spacing area, choose and click the required one
- f) Click o.k.

### **Alignment or justification**

This one is used to move a text to the left, right or centre

It is used mainly in the headings or headlines of a text

#### ***Procedure***

- a) Type the text

- b) Block the text
- c) Click paragraph
- d) Click alignment area, then choose and click the alignment desired i.e. left, right and center.
- e) Click o.k.

### **Inserting numbers and bullets**

Bullet are used to highlight a point

#### ***Procedure***

- a) Type the text
- b) Block the text
- c) Click format
- d) Move to bullets and numbers and click
- e) Choose and click bullets and numbers required
- f) Click o.k.

### **Inserting frame or text box**

A textbox is used to enclose a text

#### ***Procedure***

- a) Type the text
- b) Block the text
- c) Click insert
- d) Move to frame and click or move to text box and click

### **Converting case**

Cases or letters can be converted into upper (capital letters) or lower (small letter)

#### ***Procedure***

- a) Type the text
- b) block the text
- c) Click format
- d) Move to change case and click
- e) Choose and click upper or lower case as required
- f) Click o.k.

### **Drop Caps**

This is enlarging the first character of the paragraph relative to the text for the current paragraph.

#### ***Procedure***

- a) Type the text
- b) Block the text
- c) Click format
- d) Click drop cap
- e) Specify the type of drop cap and the number of lines
- f) Click o.k.

### **Graphics**

Graphics are pictures or photos inserted into a text

#### ***Procedure***

- a) Move the cursor to where the picture is to appear
- b) Click insert

- c) Move to picture and click/move to clip art and click
- d) Choose and click the picture required
- e) Click o.k. (click insert)

### **The Move Command**

The move command is used to transfer a document or text from one place to another but it's original place remains blank.

#### ***Procedure 1***

- a) Type the text
- b) Block the text
- c) Click edit
- d) Click cut
- e) Place the cursor to where the text is to be moved
- f) Click edit
- g) Click paste

#### ***Procedure***

- a) Select the text
- b) Click the cut button
- c) Move the cursor to where you want to copy
- d) Click the paste button

### **The copy command**

This one is used to transfer a text from one place to another but the text still remains in it's original position. It is like a duplicate.

#### ***Procedure 1***

- a) Type the text
- b) Block the text
- c) Click edit
- d) Click copy
- e) Place the cursor where the text is to be copied to
- f) Click edit
- g) Click paste

#### ***Procedure 2***

- a) Select the text
- b) Click the copy button
- c) Move to where you want to copy to
- d) Click the copy button

### **Inserting special characters (symbols)**

This allows you to insert characters which you cannot get from the keyboard.

#### ***Procedure 1***

- a) Place the cursor where the symbols is to be inserted
- b) Click insert
- c) Move to symbol and click
- d) Choose symbol required and click
- e) Click insert
- f) Click close

### **Changing the text to superscript or subscript**

#### ***Procedure***

- a) Select the text
- b) Click format
- c) Click font
- d) Click either superscript or subscript button
- e) Click o.k.

### **Adding page numbers to the document**

#### ***Procedure***

- a) Click insert
- b) Click page numbers
- c) Specify the position of the page number
- d) Specify the alignment of the page number
- e) Specify whether to have a page number at the first page of the document
- f) In the format box select page number format.

### **Inserting headers and footers**

A header is any text or graphic that appears at top of a document while footer appear at the bottom.

#### ***Procedure***

- a) Click view
- b) Click headers or footers
- c) Type the header at the selected area
- d) Type the footer at the selected area.

### **Inserting WordArt**

Word Art are different styles that are applied into a text e.g. letterhead.

#### ***Procedure***

- a) Select the position to insert WordArt
- b) Click insert
- c) Move to picture and click
- d) Select Word Art
- e) Select the Word Art style
- f) Type the text and format it.
- g) Click o.k.

### **Printing**

#### ***Procedure***

- a) Type the text
- b) Click file
- c) Click print
- d) Click the properties
- e) Select the paper quality
- f) Go to orientation to choose the style i.e. Portrait of Landscape
- g) Click o.k.

### **Tables**

#### ***Procedure***

- a) Click table

- b) Click insert table
- c) Type the number of columns required
- d) Type the number of rows required
- e) Click o.k.

### **Table Editing**

i) Increasing and decreasing the number of rows and columns

- Select the row(s) or column(s)
- Open the table menu
- Select delete

If it is for columns

- Select delete column(s) or increase column(s)

### **(ii) Adding borders and shadings**

- Select the portion to be added
- Open the format menu
- Select borders and shadings
- Select the desired borders and shadings
- Click o.k.

### **Join cells**

This allows you to join cells in the same row(s)

- Select the cells to join
- Open the table menu
- Select merge cells

### **iv) Dividing cells**

This allows you to split cells in the same row

- Select the cells to split
- Open the table menu
- Select split cells
- Specify the number of columns
- Click o.k.

### **v) Formula**

Used to perform calculations in tables with numbers

- Open the table menu
- Select formula
- Specify the calculation to be performed
- Click o.k.

3037	-	-
909	-	-
897	-	-
676	-	-
555		-

### **vi) Sorting**

This is to arrange the data in table in order

- Open the table menu
- Select sort
- Specify the column to be used
- Select either ascending or descending
- Click o.k.



**Setting multiple columns**

Newsletters and flyers often feature multicolumn layouts like those of magazines and newspapers. These layouts give us more flexibility when it comes to the placement of elements on the page, and they are visually more interesting than single column layouts.

***Procedure***

- a) Click format
- b) Click columns
- c) Select the required number of columns
- d) Click o.k.

**MAIL MERGE**

This allows you to generate many letters while you have typed only one letter. There are three steps to follow:-

- a) The main document: It contains the body of the letter and the held names.
- b) The data source: It contains the addresses for the people you are sending the letter to.
- c) Merge: for combining the data source and the main document.

***Procedure***

- a) Type the letter
- b) Click tools
- c) Click mail merge
- d) Click create
- e) Select form letters
- f) Select whether to use active windows or new main document.