# NOC

## www.anilpandit.com.np

# Word Processing (MS-WORD)

## 4.1 Opening, Creating, and Saving Documents in Different Formats (MS Word)

Microsoft Word provides essential features for creating, opening, and saving documents in various formats.

---

## 1. Opening Documents in MS Word

To work on an existing document, you need to open it in Microsoft Word. Word supports multiple file formats like .docx, .doc, .txt, .pdf, and more.

**Steps to Open a Document:**

1. **Open Microsoft Word**.
2. Click on **File** in the top-left corner.
3. Select **Open** from the menu.
4. Choose from:
   - **Recent**: Select recently opened documents.
   - **Browse**: Navigate to the folder where your file is stored.
5. Locate the document you want to open, select it, and click **Open**.

**Shortcut Key:**

- **Open Document**: Ctrl + O

**Supported File Formats:**

- **.docx**: Word's default format for documents.
- **.doc**: Legacy format used by older versions of Word.
- **.txt**: Plain text format, without any formatting.
- **.pdf**: Portable Document Format for read-only documents.
- **.rtf**: Rich Text Format, supports basic formatting.
- **.odt**: OpenDocument Text, used by other word processors like OpenOffice.

---

## 2. Creating a New Document in MS Word

Creating a new document is the starting point for any text-based work in Word.

**Steps to Create a New Document:**

1. **Open Microsoft Word**.
2. Click on **File** and select **New**.

3. You have two options:
    o **Blank Document**: This starts with a clean page.
    o **Templates**: Word offers built-in templates for reports, resumes, letters, etc. You can select a template based on your needs.
4. Once the document is created, you can start typing and formatting content.

**Shortcut Key:**

- **New Document**: Ctrl + N

---

## 3. Saving Documents in MS Word

Once you create or edit a document, it's crucial to save your work regularly to prevent data loss. Word allows you to save documents in various formats, making them compatible with other applications or ready for sharing.

**Steps to Save a Document:**

1. **Click File** in the ribbon.
2. Select **Save** or **Save As**.
    o **Save**: This option saves your document in the current format and location.
    o **Save As**: Allows you to change the document's name, format, or location.
3. In the **Save As** dialog box:
    o Choose the location where you want to save the document (e.g., your computer, OneDrive, or a USB drive).
    o Enter a name for the document in the **File name** box.
    o Select the desired format from the **Save as type** dropdown menu.
4. Click **Save**.

**Shortcut Keys:**

- **Save Document**: Ctrl + S
- **Save As**: F12 or Ctrl + Shift + S

**Common File Formats for Saving:**

- **Word Document (.docx)**: The standard file format for Word documents, which preserves formatting, text, images, and styles.
- **Word 97-2003 Document (.doc)**: For compatibility with older versions of Microsoft Word.
- **PDF (.pdf)**: For sharing or printing documents without allowing edits.
- **Plain Text (.txt)**: Saves the document without formatting, useful for simple text-based content.

---

- **Rich Text Format (.rtf)**: Preserves basic formatting and can be opened by most word processors.
- **OpenDocument Text (.odt)**: Used by applications like OpenOffice or LibreOffice.

---

## 4. Saving Documents in Different Formats

Word provides the flexibility to save your document in different formats, depending on your needs. You may want to save it as a .pdf for easy sharing or as a .txt for simplified text.

**Steps to Save in a Different Format:**

1. **Click on File**.
2. Choose **Save As**.
3. In the **Save As** dialog box, choose the format from the **Save as type** dropdown:
   - **Word Document (.docx)**
   - **PDF (.pdf)**
   - **Rich Text Format (.rtf)**
   - **Plain Text (.txt)**
   - **OpenDocument Text (.odt)**
4. Enter a file name and select the destination.
5. Click **Save**.

---

## 5. Exporting to PDF

The PDF format is commonly used for distributing documents that need to maintain their formatting across different platforms.

**Steps to Export as PDF:**

1. **Click File**.
2. Select **Export**.
3. Click **Create PDF/XPS Document**.
4. Choose a location, enter a file name, and click **Publish**.

## Conclusion:

Opening, creating, and saving documents in Microsoft Word is essential for efficient document management. Word's ability to work with various formats ensures compatibility with other platforms and software. By saving documents in formats like `.docx`, `.pdf`, or `.txt`, you can share your work easily or maintain its original formatting.

## 4.2 Elements of MS Word (Menu Bar, Tool Bars, Status Bars, Rulers)

### 1. Menu Bar

The Menu Bar is located at the top of the MS Word window and contains various menus that provide access to different features and commands. Common menus include:

- **File**: For file operations like creating, opening, saving, and printing documents.
- **Edit**: For editing options such as undo, redo, cut, copy, and paste.
- **View**: For changing the document's view mode (e.g., print layout, web layout).
- **Insert**: For inserting objects like images, tables, charts, and page numbers.
- **Format**: For formatting options for text and paragraphs, though many formatting options are now found in the Home tab.
- **Tools**: For additional utilities like spelling and grammar checking.
- **Help**: For accessing help resources.

### 2. Tool Bars

Toolbars are collections of icons or buttons that provide quick access to frequently used commands. Common toolbars include:

- **Standard Toolbar**: Contains buttons for standard operations such as opening, saving, printing, and undoing actions.
- **Formatting Toolbar**: Contains buttons for formatting text, such as font type, size, bold, italic, underline, text color, and alignment options.
- **Drawing Toolbar**: (available in older versions) for drawing shapes and adding graphic elements to the document.

### 3. Status Bar

The Status Bar is located at the bottom of the MS Word window and provides information about the current document and Word environment. Key features include:

- **Page Number**: Indicates the current page number and total page count.
- **Word Count**: Displays the total number of words in the document.

- **Language**: Shows the language currently in use for the document.
- **Zoom Control**: Allows you to adjust the zoom level of the document view.

## 4. Rulers

Rulers are horizontal and vertical measuring tools that help in aligning text and objects in the document. Features of rulers include:

- **Horizontal Ruler**: Located at the top of the document, it shows measurement in inches or centimeters. It helps in setting margins, tab stops, and indents.
- **Vertical Ruler**: Located on the left side of the document, it provides a vertical measurement that is particularly useful for vertical alignment of text or objects.

## Conclusion

These elements enhance user experience and productivity in MS Word by providing organized access to tools, commands, and document information. Familiarizing yourself with these elements can significantly improve your efficiency while working on documents.

## 4.3 Copying, Moving, Deleting and Formatting Text (Font, Color, Size, Alignment)

## 1. Copying Text

- **Method**:
  - Select the text you want to copy by clicking and dragging over it.
  - Right-click on the selected text and choose **Copy** or use the keyboard shortcut **Ctrl + C**.
- **Purpose**: This duplicates the selected text and saves it to the clipboard, allowing you to paste it elsewhere.

## 2. Moving Text

- **Method**:
  - Select the text you want to move.
  - Right-click on the selected text and choose **Cut** or use the keyboard shortcut **Ctrl + X**.
  - Move the cursor to the desired location and right-click, then select **Paste** or use the keyboard shortcut **Ctrl + V**.

- **Purpose**: This removes the selected text from its original location and places it in a new location.

## 3. Deleting Text

- **Method**:
    - Select the text you want to delete.
    - Press the **Delete** key on your keyboard to remove it. Alternatively, you can right-click the selected text and choose **Cut**.
- **Purpose**: This permanently removes the selected text from the document.

## 4. Formatting Text

Formatting allows you to change the appearance of the text. This includes:

### a. Font

- **Method**:
    - Select the text you want to format.
    - Go to the **Home** tab and find the **Font** group.
    - You can change the font type, style (bold, italic, underline), and effects (e.g., strikethrough).
- **Purpose**: To improve readability and visual appeal.

### b. Color

- **Method**:
    - Select the text you want to color.
    - In the **Font** group on the **Home** tab, click the **Font Color** button (often represented by an "A" with a color bar beneath it).
    - Choose your desired color from the color palette.
- **Purpose**: To highlight or emphasize important text.

### c. Size

- **Method**:
    - Select the text.
    - In the **Font** group on the **Home** tab, find the font size drop-down menu.
    - Choose a new size or type a specific size in the box.
- **Purpose**: To adjust the size of the text for better visibility or emphasis.

### d. Alignment

- **Method**:
    - Select the text or paragraph you want to align.

- o In the **Paragraph** group on the **Home** tab, you will see alignment options: **Left Align**, **Center Align**, **Right Align**, and **Justify**.
- **Purpose**: To arrange text in relation to the margins, improving the overall layout of the document.

## Conclusion:

By effectively copying, moving, deleting, and formatting text, you can create professional and visually appealing documents in MS Word.

## 4.4 Printing and Password Protection of Word Documents

## 1. Printing Word Documents

### a. Basic Printing Steps

1. **Open the Document**: Ensure that the document you want to print is open in MS Word.
2. **Access the Print Menu**:
   - o Click on the **File** tab in the menu bar.
   - o Select **Print** from the sidebar, which opens the Print settings.
3. **Select Printer**:
   - o Choose the printer you want to use from the dropdown menu. Ensure it is connected and set as the default printer if necessary.
4. **Adjust Print Settings**:
   - o **Copies**: Specify how many copies you want to print.
   - o **Pages**: Choose whether to print all pages, a range of pages, or specific pages.
   - o **Settings**: Options like double-sided printing, collated printing, and selecting the paper size can be adjusted here.
5. **Print Preview**: Review how your document will look when printed. This helps ensure everything appears correctly.
6. **Print the Document**: Click the **Print** button to send the document to the selected printer.

### b. Shortcut for Printing

- Use the keyboard shortcut **Ctrl + P** to quickly open the Print menu.

## 2. Password Protection of Word Documents

### a. Adding Password Protection

1. **Open the Document**: Ensure the document you want to protect is open.
2. **Access the File Menu**:
   o Click on the **File** tab in the menu bar.
   o Select **Info** from the sidebar.
3. **Protect Document**:
   o Click on the **Protect Document** button (or **Protect Workbook** if applicable).
   o Select **Encrypt with Password** from the dropdown.
4. **Set a Password**:
   o Enter your desired password in the dialog box and click **OK**.
   o Re-enter the password to confirm and click **OK** again.
5. **Save the Document**: Don't forget to save your document after setting the password.

### b. Removing Password Protection

1. Open the protected document and enter the password to access it.
2. Follow the same steps to reach the **Protect Document** option.
3. Select **Encrypt with Password** and delete the password in the dialog box.
4. Click **OK** and save the document.

### c. Considerations for Password Protection

- **Remember the Password**: If you forget the password, you may not be able to access the document again. Keep a record of it in a secure place.
- **Limitations**: Password protection provides a basic level of security, but it is not foolproof against determined attempts to access the document.

## 4.5 Working with Tables

Working with tables in MS Word allows you to organize and present data clearly and efficiently.

## 1. Inserting a Table

### a. Using the Ribbon

1. **Go to the Insert Tab**:
   o Click on the **Insert** tab in the menu bar.
2. **Select Table**:
   o Click on the **Table** button.

- o A grid will appear; you can hover over the grid to select the number of rows and columns you want (e.g., 3x4 for 3 columns and 4 rows).
- o Click to insert the table.

### b. Using the Dialog Box

1. **Insert Tab**: Click on the **Insert** tab.
2. **Table Button**: Click on the **Table** button and select **Insert Table** from the dropdown menu.
3. **Specify Rows and Columns**: Enter the number of rows and columns in the dialog box and click **OK**.

## 2. Formatting a Table

### a. Table Design and Layout Tabs

- Once you click on the table, two new tabs will appear in the Ribbon: **Table Design** and **Layout**.

### b. Table Design Options

1. **Table Styles**: Select from predefined table styles to change the overall appearance quickly.
2. **Shading and Borders**:
   - o Use the **Shading** button to change the background color of selected cells.
   - o Use the **Borders** button to customize cell borders (e.g., add or remove borders).

### c. Layout Options

1. **Adjusting Size**:
   - o Drag the borders of rows or columns to resize them manually.
   - o Use the **Height** and **Width** options in the Layout tab to set precise measurements.
2. **Merging Cells**:
   - o Select the cells you want to merge, right-click, and choose **Merge Cells**.
3. **Splitting Cells**:
   - o Select a merged cell, right-click, and choose **Split Cells** to divide it into smaller cells.

## 3. Entering and Editing Data in Tables

- Click inside a cell to start typing. You can use the **Tab** key to move to the next cell, and **Shift** + **Tab** to move to the previous cell.
- To delete data, simply select the cell and press the **Delete** key.

## 4. Sorting Data in Tables

1. **Select the Table**: Click anywhere in the table.
2. **Layout Tab**: Go to the **Layout** tab.
3. **Sort Button**: Click the **Sort** button in the Data group.
4. **Sort Options**: Choose which column to sort by, and specify ascending or descending order.

## 5. Deleting a Table

1. **Select the Table**: Click the table to select it.
2. **Right-Click**: Right-click anywhere in the table and choose **Delete Table** from the context menu.

## 4.6 Customizing documents (Bullet and Numbering, Header and Footer, Footnotes and Endnotes, Page Number, Page Break, Section Break, Word Art, Organization Chart, Inserting Picture and Symbols, Creating Columns, Printing Area)

## 1. Bullet and Numbering

- **Bulleted Lists**:
    o Select the text you want to format as a bulleted list.
    o Go to the **Home** tab and click on the **Bullets** button in the Paragraph group. You can choose different bullet styles from the dropdown.
- **Numbered Lists**:
    o Select the text you want to format as a numbered list.
    o Click on the **Numbering** button in the Paragraph group on the Home tab. Similar to bullets, you can choose from various numbering styles.

## 2. Header and Footer

- **Inserting Headers/Footers**:
    o Go to the **Insert** tab.
    o Click on **Header** or **Footer** and choose a style from the dropdown. You can also select **Edit Header** or **Edit Footer** to customize.
- **Adding Content**: Type your desired text (like page titles, dates, etc.) in the header or footer area.
- **Closing Header/Footer**: Click on **Close Header and Footer** or double-click outside the header/footer area to return to the main document.

## 3. Footnotes and Endnotes

- **Inserting Footnotes**:
  - o Place the cursor where you want the footnote to appear.
  - o Go to the **References** tab and click on **Insert Footnote**. Type your footnote text.
- **Inserting Endnotes**:
  - o Follow the same steps as for footnotes, but choose **Insert Endnote** from the References tab.

## 4. Page Number

- **Inserting Page Numbers**:
  - o Go to the **Insert** tab.
  - o Click on **Page Number** and choose where to place the page numbers (top, bottom, etc.) and a specific style.
- **Customizing Page Numbers**: After inserting, you can format them by selecting **Format Page Numbers** from the dropdown.

## 5. Page Break

- **Inserting Page Break**:
  - o Place the cursor where you want to end the current page.
  - o Go to the **Insert** tab and click on **Page Break** or use the keyboard shortcut **Ctrl + Enter**.
- **Purpose**: This creates a new page in your document, allowing for better organization.

## 6. Section Break

- **Inserting Section Break**:
  - o Place the cursor where you want to start a new section.
  - o Go to the **Layout** tab, click on **Breaks**, and select the desired type of section break (Next Page, Continuous, Even Page, Odd Page).
- **Purpose**: This allows different formatting (headers/footers, page numbering) in different sections of the document.

## 7. Word Art

- **Inserting Word Art**:
  - o Go to the **Insert** tab.
  - o Click on **WordArt** in the Text group and select a style.
- **Customizing Word Art**: Type your text, then use the Format tab that appears to change colors, effects, and styles.

## 8. Organization Chart

- **Inserting an Organization Chart**:
  - o Go to the **Insert** tab.
  - o Click on **SmartArt** in the Illustrations group and choose **Hierarchy**.

    o   Select the **Organization Chart** style, and then add text to each box as needed.

## 9. Inserting Pictures and Symbols

- **Inserting Pictures**:
  - o  Go to the **Insert** tab and click on **Pictures** to insert images from your device or online sources.
- **Inserting Symbols**:
  - o  Click on **Symbol** in the Insert tab, select **More Symbols,** and choose the desired symbol from the dialog box.

## 10. Creating Columns

- **Creating Columns**:
  - o  Select the text you want to format into columns or place the cursor where you want to start.
  - o  Go to the **Layout** tab, click on **Columns**, and choose the number of columns or select **More Columns** for custom options.

## 11. Printing Area

- **Setting a Print Area**:
  - o  While Word does not have a dedicated print area feature like Excel, you can manage what prints by adjusting your page layout and using the Print Preview.
  - o  In the Print settings, you can specify which pages to print.

# Visit for more:
# www.anilpandit.com.np