Learn Everything about
MS Word

Microsoft Word Basic.

Super Success Institute

MS WORD
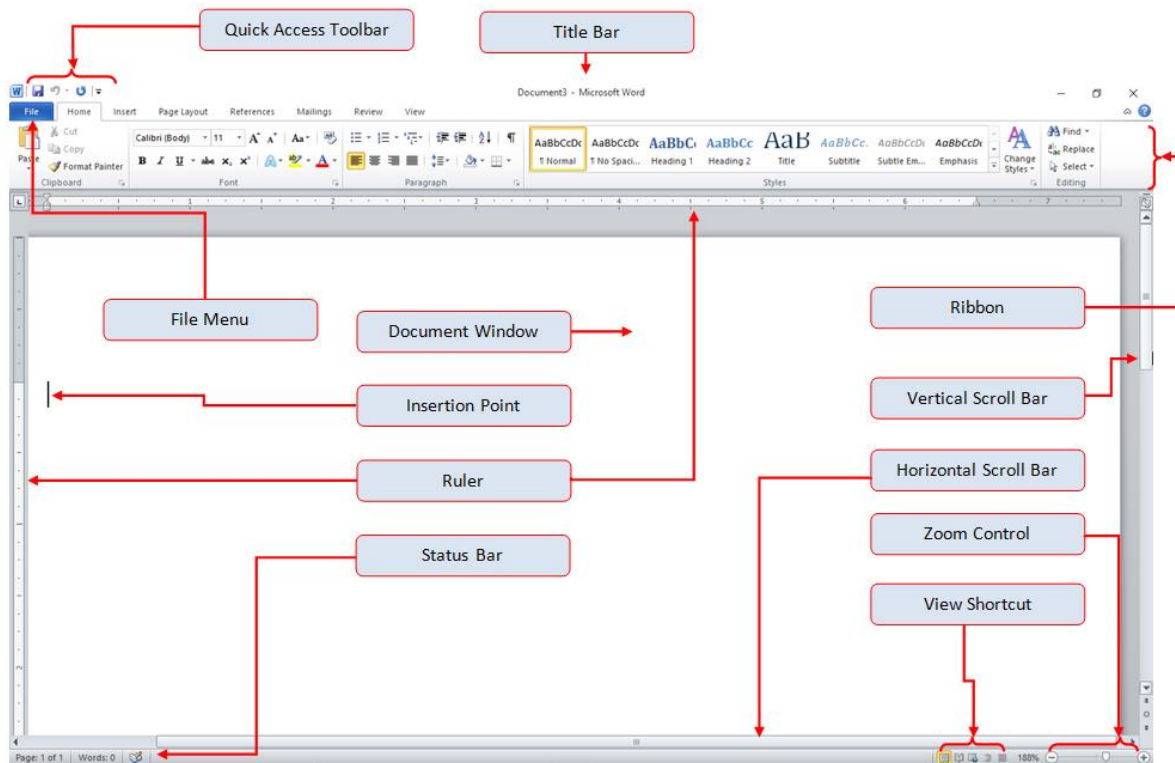
UNIT 1- HOME

DAY 1

DEFINITION OF MS WORD

Microsoft Word 2010 is a word-processing software, designed to help you create professional-quality documents. With the finest document formatting.

HOW TO OPEN MS WORD

Step1- Left click on Windows Button
Step2 - Left click on All Programs
Step3 - Left click on Microsoft Office
Step4 - Left click on Microsoft Word 2010

WINDOW INTRODUCTION OF MS WORD

FILE TAB

The File Tab (see Figure 1), located in the top left corner of the window, replaces the Office Button (see Figure).
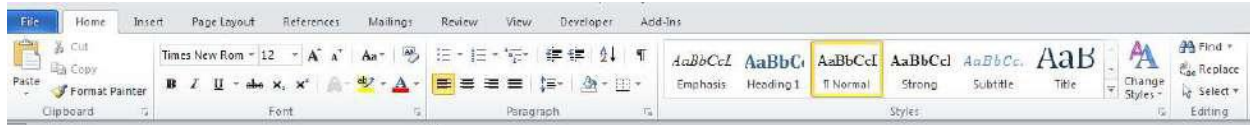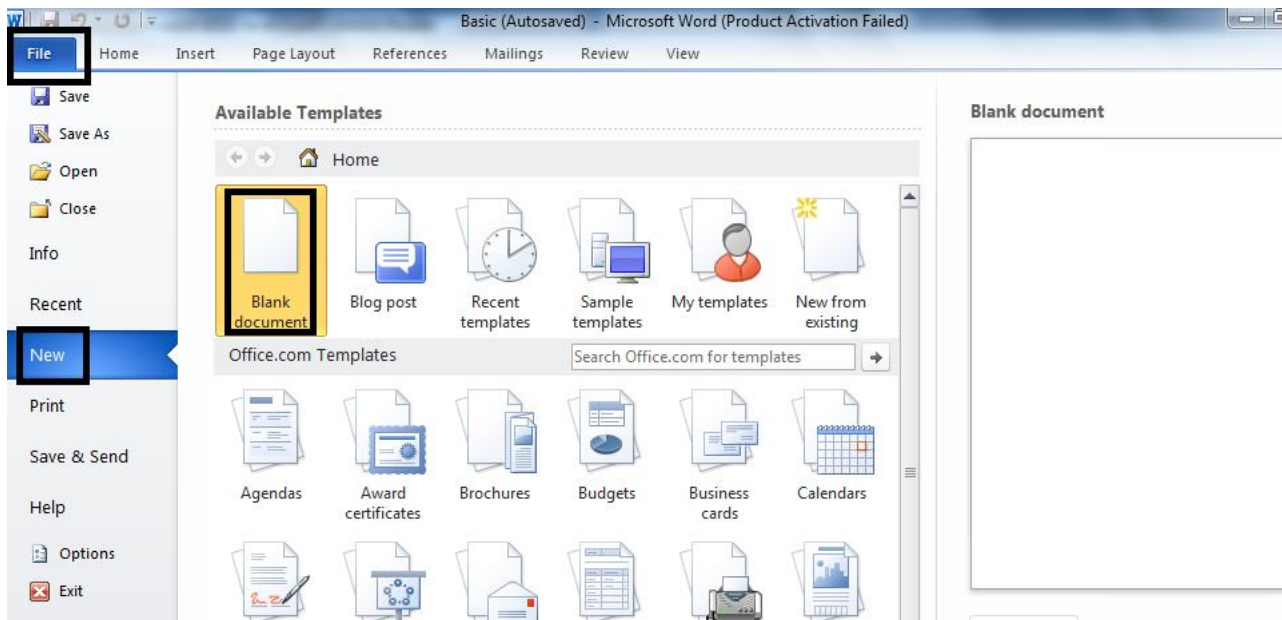

Figure 1 – The File Tab (Word 2010)

CREATING A DOCUMENT

1. Click the File Tab.
2. Click New.
3. Select Blank document and then click Create.

1. HOME TAB

This is the most used tab; it incorporates all text formatting features such as font and paragraph changes.

Copy   **Ctrl + C**
Cut   **Ctrl + X**
Paste **Ctrl + V**
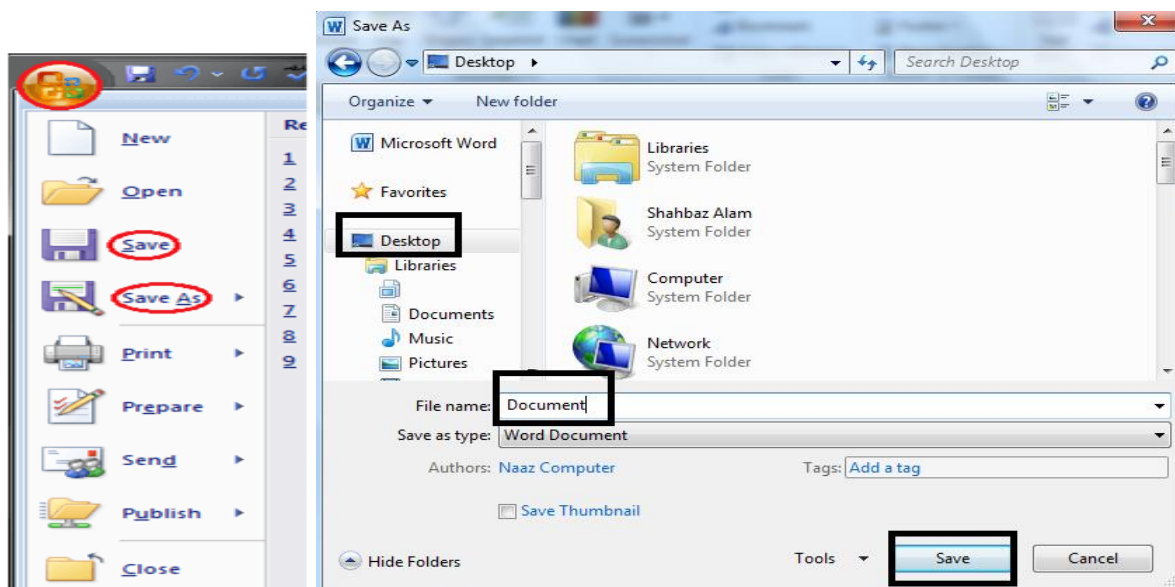
Start New line Press **Enter Key**

TYPE SENTENCE

The quick brown fox jumps over the lazy dog.

HOW TO SAVE DOCUMENT

When you create a document it is important to save the document so that it can be viewed or reused later. The basic steps to save a document are listed below;

- Click on the File Tab
- Click on the **Save As** or **Save (Ctrl + S , F12) docx, pdf file**
- it displays 'Save As' Dialogue Box
- Save the document to desired location with a desired name

> **Type 5 times this sentence**
> **The quick brown fox jumps over the lazy dog.**
> **Do copy paste 5 times separate line**
> **Do save document on desktop**

DAY 2

TYPE THE PARA

On July 16, 1969, the Apollo 11 spacecraft launched from the Kennedy Space Center in Florida. Its mission was to go where no human being had gone before—the moon! The crew consisted of Neil Armstrong, Michael Collins, and Buzz Aldrin. The spacecraft landed on the moon in the Sea of Tranquility, a basaltic flood plain, on July 20, 1969. The moonwalk took place the following day. On July 21, 1969, at precisely 10:56 EDT, Commander Neil Armstrong emerged from the Lunar Module and took his famous first step onto the moon's surface. He declared, "That's one small step for man, one giant leap for mankind." It was a monumental moment in human history!

✍

- ➢ **Calibri Font (Ctrl + Shift + F)**
- ➢ **12 Point Size   1. Increase (Ctrl +]) 2. Decrease (Ctrl + [)**
- ➢ **Bold (Ctrl + B)**
- ➢ **Italic (Ctrl + I)**
- ➢ **Underline (Ctrl + U)**
- ➢ **Strikethrough**

DAY 3

SUPERSCRIPT (CTRL + SHIFT + +)	SUBSCRIPT (CTRL + =)
A^2	A_2
B^2	B_2
x^2	X_2
2^3	2_3
10^2	10_2
100^2	100_2
H^2o	Hg_2
CO^2	NH_4
H^2S	MnO_4
Ca^{2+}	$GaAsO_4$
Fe^{3+}	Na_3PO_4
$X^2+y^2=z^2$	$C_6H_{12}O6$
$a+b)^2 = a^2 + b^2 + 2ab$	$Mg(OH)_2$
$(a-b)^2 = a^2 + b^2 - 2ab$	CH_3COOH
$a^2-b^2 = (a+b) (a-b)$	$Ca_4A1_6O_{12}SO_4$

DAY 4

COMPUTER

A Computer is a programmable machine designed to perform ==*arithmetic*== and ==*logical*== operation ==*automatically*== and ==*sequentially*== on the input given by the user and gives the desired output after processing.

Computer Components

"Are divided into two major categories namely"

Hardware   **Software**

- **Text Effects (Gradient Fill Purple)**
- **Text Highlight Color (Yellow)**
- **Font Color (Red)**
- **Alignment Center (Ctrl + E)**

CHANGE CASE

THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG.   (Tell Case)

✍ **Change to Lowercase**

the quick brown fox jumps over the lazy dog. (tell case)

✍ **Change to Capitalize Each Word**

The Quick Brown Fox Jumps Over The Lazy Dog. (Tell Case)

✍ **Change to Uppercase**

THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG. (TELL CASE)

✍ **Change to Toggle Case**

tHE qUICK bROWN fOX jUMPS oVER tHE lAZY dOG. (tELL cASE)

✍ **Change to Sentence Case**

The quick brown fox jumps over the lazy dog. (tell case)

Use **Shift + F3** As Short Cut Key To Change Case

DAY 5

❖ Sporting Equipment
- ➤ Baseball
  - ▪ Baseball glove
  - ▪ Baseball
  - ▪ Bats
- ➤ Basketball
  - ▪ Basketballs
- ➤ Golf
  - ▪ Golf clubs
  - ▪ Golf balls

✍

- ➤ **Bullets**
- ➤ **Tab key**
- ➤ **Line Spacing (1.5)**

NUMBERING

1. Computer Parts
   a. CPU
   b. Monitor
   c. Keyboard
   d. Mouse
   e. Printer

2. Stationary Name
   a. Notebook
   b. Pen
   c. Pencil
   d. Pad
   e. Ink

✍

- ➤ **Tab key**
- ➤ **Line Spacing (1.0)**

MULTILEVEL LIST

❖ Section 1:

- Apple
- Orange
- Kiwi
  - Budget
  - Cost
  - Remaining

❖ Section 2:

- Coffee
- Tea
- Hot Chocolate
  - ◆ Budget
  - ◆ Cost
  - ◆ Remaining

✍

➢ **Tab key**
➢ **Line Spacing (1.5)**

DAY 6

SORTING

Computer
Printer
CPU
Mouse
Scanner
Light Pen
Keyboard
Flash Drive
Disk Drive
Webcam
Joystick
CD/DVD Drive

✍

> ➢ **A to Z Ascending Order**

SHADING & BORDERS

Input Device Name

Keyboard
Mouse
Scanner
Microphone
Light Pen

Output Device Name

Monitor
Printer
Speaker
Plotters
Projector

✍

> ➢ **Shading Color**
> ➢ **All Borders**

DAY 7

LESSON 1 : A GOD LETTER

Lencho had predicted, big drops of rain began to fall. In the north-east huge mountains of clouds could be seen approaching. The air was fresh and sweet. The man went out for no other reason than to have the pleasure of feeling the rain on his body, and when he returned he exclaimed, ''These aren't raindrops falling from the sky, they are new coins. The big drops are ten cent pieces and the little ones are fives.'' With a satisfied expression he regarded the field of ripe corn with its flowers, draped in a curtain of rain.

LESSON 2 : ENVIORMENT

Whitaker puts his trust not just in his own skills, but also in the aspirations of younger generations: "We are doing a lot of work with young people, bringing them to the forest and showing them what happens here and why it matters. It can be very difficult to change adult attitudes, but with the young, it is easier to get across the knowledge that what we are doing to the forests we are doing to ourselves."

LESSON 3 : BENEFITS OF COMPUTERS

Indeed computer is very helpful device, it is used in all fields and at every walk of life. It is a boon for mankind. All inventions are very beneficial but sometimes these inventions become a bane for mankind. Because of computer and its wide use human have forgot to work.

 It has reduced manual work, it has affected human activity and has made man lazy. We have become slave to our own invention. The human to human interaction and communication is broken.

People prefer using free time in front of computers or laptops instead of communicating with family members and relatives. The internet access on computer help increase many social evils like immorality.

✍

> ➢ **Heading 1**
> ➢ **Heading color**
> ➢ **Heading Font**
> ➢ **Paragraph Spacing**
> ➢ **Go to Navigation Pane**

DAY 8

On July 16, 1969, the Apollo 11 spacecraft launched from the Kennedy Space Center in Florida. Its mission was to go where no human being had gone before—the moon! The crew consisted of Neil Armstrong, Michael Collins, and Buzz Aldrin. The spacecraft landed on the moon in the Sea of Tranquility, a basaltic flood plain, on July 20, 1969. The moonwalk took place the following day. On July 21, 1969, at precisely 10:56 EDT, Commander Neil Armstrong emerged from the Lunar Module and took his famous first step onto the moon's surface. He declared, "That's one small step for man, one giant leap for mankind." It was a monumental moment in human history!
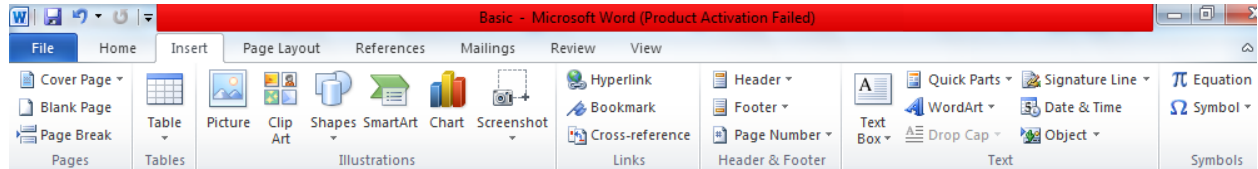
☛

> **Find -> Neil**
> **Replace -> Moon – Jupiter**

UNIT 2 INSERT
DAY 9

2. Insert Tab

This tab allows you to insert a variety of items into a document from pictures, clip art, tables and headers and footers.

COVER PAGE

NIELIT

CCC

Course On Computer Concepts

By:- Haider
19-May-21

Introduction of Computer, Introduction to OS ,MS Office, LibreOffice Introduction to Internet, E-mail, Social Networking, e-Governance Service, Digital Financial & Application, Overview of Fundamental & Cyber Security

✍ **Conservative Cover Page**

DAY 10

FRUITS TABLE

Fruits Name	Quantity	Rate	Total Amount
Apple	50 Kg	85 Rs	4250
Orange	80 Kg	30 Rs	2400
Pineapple	25 Kg	65 Rs	1625
Litchi	40 Kg	60 Rs	2400
Grapes	12 Kg	40 Rs	480
Guava	10 Kg	25 Rs	250
Kiwi	10 Kg	85 Rs	850

- ➢ **3 x 8 Table**
- ➢ **Do Multiply [Quantity x Rate = Total Amount]**

STUDY SCHEDULE

Sr. No	Time	Days of the Week					
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	7:50 To 8:35	English	Science	Mathematics	Computer	Grammar	Computer
2	8:45 To 9:30	Mathematics	Computer	Science	Mathematics	Science	Science
3	9:50 To 10:35	Computer	Mathematics	English	Grammar	Computer	Grammar
4	10:45 To 11:30	Grammar	Science	Computer	Science	English	Mathematics
5	1:00 To 1:45	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
6	1:55 To 2:40	Science	Grammar	English	English	Mathematics	English

- ➢ **8 x 8 Table**

DAY 11

STUDENT NAME		LABS			AVG
FIRST	LAST	LAB-1	LAB-2	LAB-3	
SOI	ROSENBERG	100	100	100	100.0
FRANK	RIZZO	50	60	90	66.6
ALI	KAM	90	80	60	76.6
SUMMARY	AVG	80	80	83.3	81.1
	MIN	50	60	60	66.6

Datasets						
In-House			KSL-KDD			
DR	ACC	FPR	K	DR	ACC	FPR
99.75%	99.72%	0.06%	1	90.53%	96.14%	0.00%
			2	94.22%	97.65%	0.00%
			3	95.47%	98.16%	0.00%
			4	96.10%	98.41%	0.00%
			5	96.48%	98.57%	0.00%
			10	97.5%	98.87%	0.02%
			20	99.25%	98.88%	0.22%
			30	97.68%	98.40%	1.11%

DAY 12

The school is the place that prepares us for a good tomorrow. I love my school because it is one of the best schools. The classrooms of my school are wide, large and airy. Our school has a very large playground where we play sports. There is a computer lab, science lab and a big library in my school. All of the teachers of my school are very kind and cooperative.
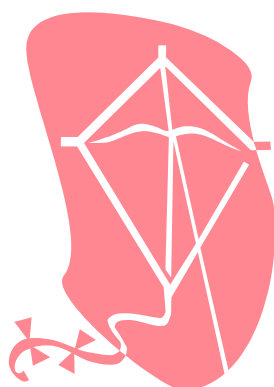
✍

- ➢ **Insert pic**
- ➢ **Type the Para**
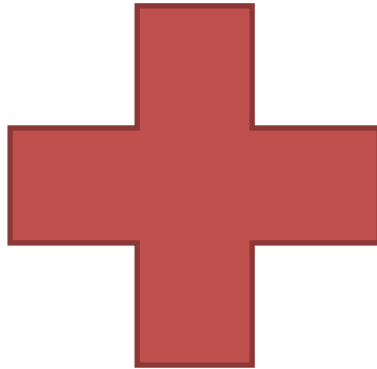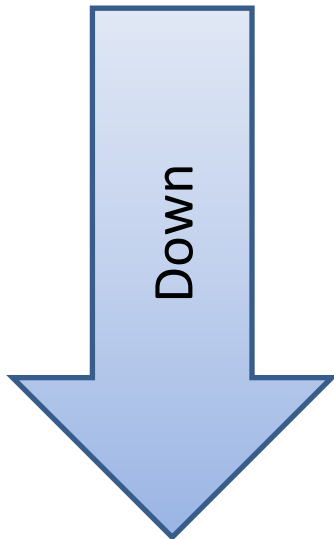
CLIP ART

This is Computer.

This is a Floppy disk.

This is a Kite.

➢ **Insert Clip Art**

SHAPES

Knowledge

Offer
60 %

Down

The earlier you start working on
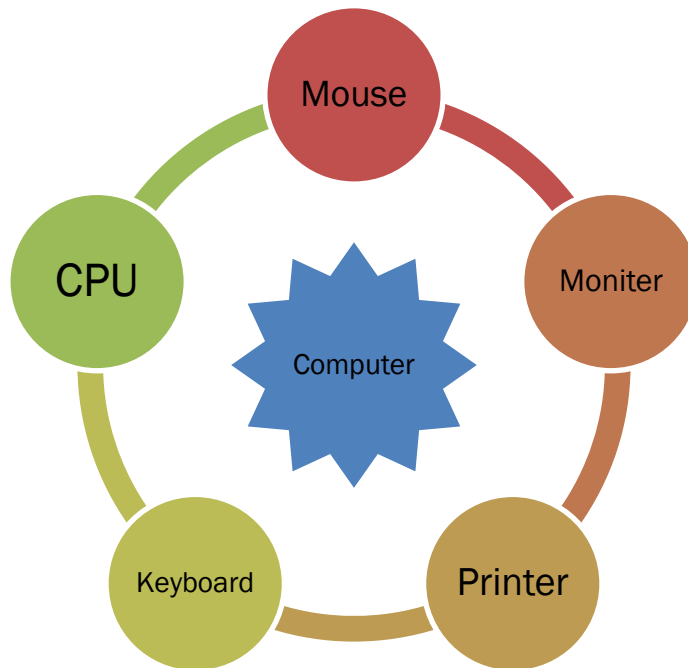something, the earlier you will
see results."
Life is short. Live it. Fear is
natural. Face it. Memory is
powerful. Use it.

✍

➢ **Insert Shapes**
➢ **Shape Style**
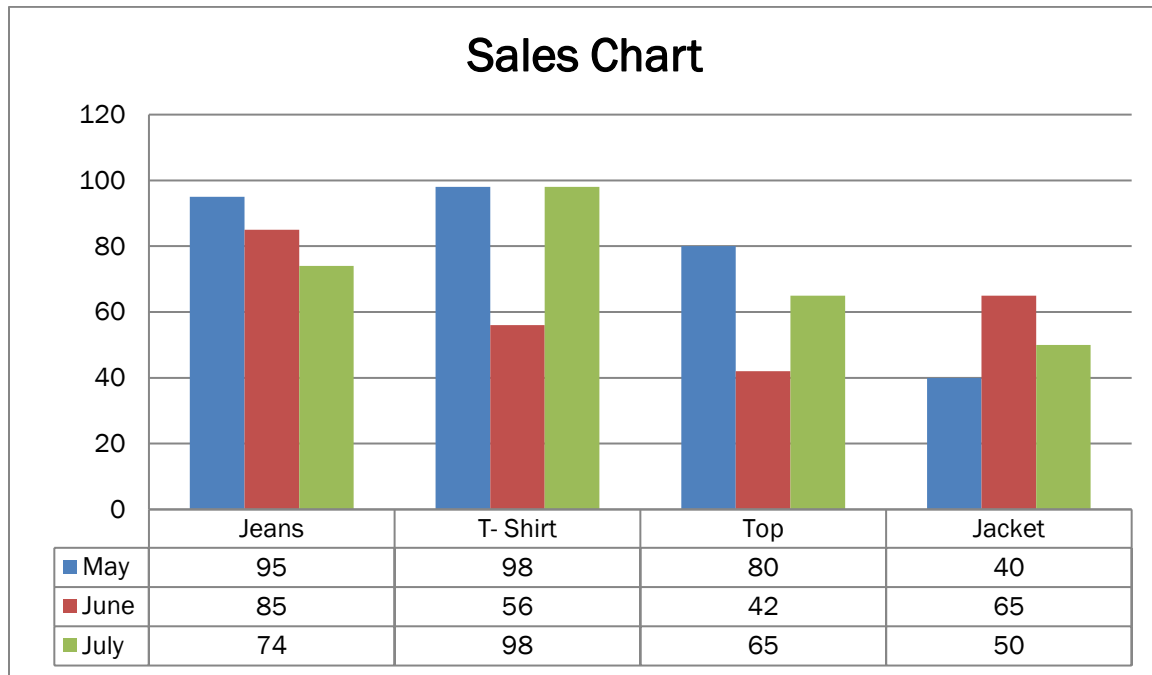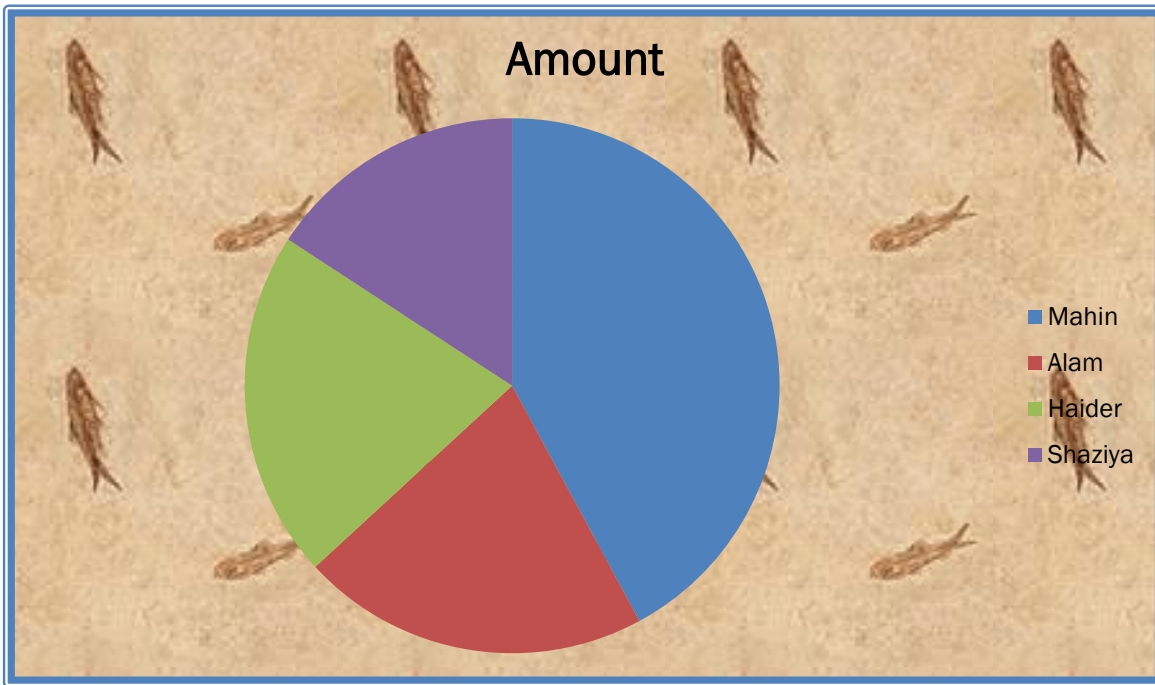➢ **Text Direction**
➢ **Align Text**

DAY 13

[SMART ART]

Mouse

Moniter

Printer

Keyboard

CPU

Computer

5 **+** 14 **=** 19

✍

Change Colour

CHART

Sales Chart

	Jeans	T- Shirt	Top	Jacket
■ May	95	98	80	40
■ June	85	56	42	65
■ July	74	98	65	50

➢ **Apply Data**

	May	June	July
Jeans	95	85	74
T- Shirt	98	56	98
Top	80	42	65
Jacket	40	65	50

Amount

✍

➢ **Apply Data**

	Amount
Mahin	4000
Alam	2000
Haider	2000
Shaziya	1500

DAY 14

HYPERLINK

✍

- ➢ **Word Hyperlink**
- ➢ **Basic Course SOP.docx**

- ➢ **Notepad Hyperlink**
- ➢ **wps.txt**

- ➢ **Image Hyperlink**
- ➢ **ssi.jpg**

HEADER & FOOTER

✍

- ➢ **Header -> Super Success Institute**
- ➢ **Footer -> Bypass Flyover, Jansath Road, Near Gokul City, Shernagar, Muzaffarnagar**

PAGE NUMBER

✍

- ➢ **Top**
- ➢ **Bottom**

TEXT BOX

Nobody can go back and start a new beginning, but anyone can start today and make a new ending.

DAY 15

WORD ART

Super Success Institute

- ➢ Super Success Institute
- ➢ Word Art Style
- ➢ Shape Style
- ➢ Text Fill
- ➢ Text Outline
- ➢ Text Effects

- ➢ **Transform**
- ➢ **Shadow**
- ➢ **Shape Fill**
- ➢ **Shape Outline**
- ➢ **Shape Effects**

DATE & TIME

- ➢ **19-05-2021**
- ➢ **Wednesday, 19 May 2021**
- ➢ **19 May 2021**
- ➢ **2021-05-19**
- ➢ **19-05-2021 18:18**
- ➢ **6:18:35 PM**
- ➢ **19-05-2021 18:18:41**
- ➢ **May 21**

EQUATION & SYMBOL

$$y = \frac{b \pm \sqrt{a^2 + 6ac}}{9a}$$

$$\sin \alpha \pm \sin \beta = 8 \sin \frac{7}{5} (\alpha \pm \beta) \cos \frac{4}{2} (\alpha \mp \beta)$$

α

¶

™

©

≥

UNIT 3 PAGE LAUOUT

DAY 16

3. PAGE LAYOUT TAB

This tab has commands to adjust page elements such as margins, orientation, inserting columns, page backgrounds and themes.

COLUMNS

A Thirsty **Crow**

Once upon a time, there used to be a crow in a forest, it was the summer time in which everyone, whether an animal or animal, is in great need of water, no human can live without water and no animal. So water is very important. That crow was very upset for a few days because he had not got water for a long time.

And he was in a lot of trouble due to thirst, he was in need of water. But he was not getting water anywhere, due to lack of water, he was getting rid of shaking. One gets water from anywhere but he does not get water.

One day the thirsty crows were feeling that they would not be able to survive anymore, its last time had come. So he thought that if I do not get water, I will die.

✍

- ➢ **Three Columns**
- ➢ **Line Numbers**
- ➢ **Hyphenation**

DAY 17

WATERMARKS

- ➢ **Super**
- ➢ **Font Calibri**

PAGE COLOR

- ➢ **White**
- ➢ **Black**
- ➢ **Red**

PAGE BORDERS & HORIZONTAL LINE

Dennis

3576 Airport Way,
Unit 9 Fairbanks Ak 99709
(907) 451-1942
Email: eralamshahbaz@gmail.com

Career Objective:

To work in a well managed organization where I can enhance my skills and make profits to the organization with my current abilities.

Education Qualification:

- BBA Sanford University
- MBA Harvard University

Area of Intrest:

- Object Oriented Programming with C++

Computer Proficiency:

- Languages C, C++, Java Basics, SQL, HTML

Training Attended:

Undergone an in-plant training on Software Life Cycle in Unique Technologies, USA.

Workshop Attended:

Participated in three day workshop programmed on "Robotics" at Vit University Vellone.
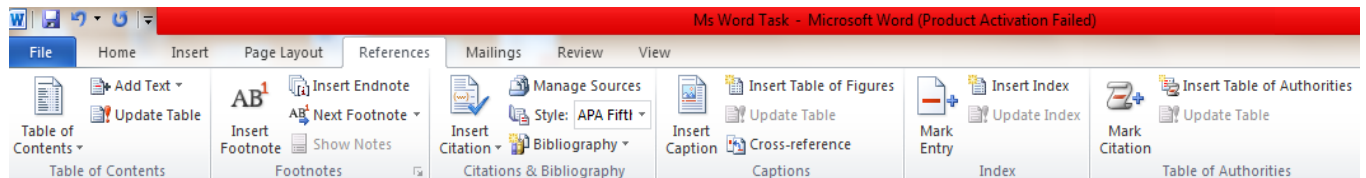
✍

- ➢ **Font Calibri**
- ➢ **Size 24,12,14**
- ➢ **Horizontal Line**
- ➢ **Indent**
- ➢ **Spacing**

UNIT 4 REFERENCES
DAY 18

4. REFERENCES TAB

This tab has commands to use when creating a Table of Contents and citation page for a paper. It provides you with many simple solutions to create these typically difficult to produce documents.

COMPUTER

A **computer** is an electronic device that receives input, stores or processes the input as per user instructions and provides output in desired format. Computers have become an integral part of our lives because they can accomplish easy tasks repeatedly without getting bored and complex ones repeatedly without committing errors.

CHARACTERISTICS OF COMPUTER

SPEED
Typically, a computer can carry out 3-4 million instructions per second.

ACCURACY
Computers exhibit a very high degree of accuracy. Errors that may occur are usually due to inaccurate data, wrong instructions or bug in chips – all human errors.

RELIABILITY
Computers can carry out same type of work repeatedly without throwing up errors due to tiredness or boredom, which are very common among humans.

VERSATILITY

Computers can carry out a wide range of work from data entry and ticket booking to complex mathematical calculations and continuous astronomical observations. If you can input the necessary data with correct instructions, computer will do the processing.

STORAGE CAPACITY

Computers can store a very large amount of data at a fraction of cost of traditional storage of files. Also, data is safe from normal wear and tear associated with paper.

SOFTWARE

As you know, the hardware devices need user instructions to function. A set of instructions that achieve a single outcome are called program or procedure. Many programs functioning together to do a task make a software.

SYSTEM SOFTWARE

Software required to run the hardware parts of the computer and other application software are called **system software**. System software acts as **interface** between hardware and user applications. An interface is needed because hardware devices or machines and humans speak in different languages.

APPLICATION SOFTWARE

A software that performs a single task and nothing else is called **application software**. Application software are very specialized in their function and approach to solving a problem. So a spreadsheet software can only do operations with numbers and nothing else. A hospital management software will manage hospital activities and nothing else.

✍

- ➢ **Heading 1 (Level 1)**
- ➢ **Heading 2 (Level 2)**
- ➢ **Table of Contents (Inbox)**
- ➢ **Update Table**

DAY 19

INSERT FOOTNOTE & ENDNOTE

[1]ISP stands for. This helps in providing direct access for using the internet from your office or home, connected through landlines. With the introduction of [2]Wi-fi and broadband, connecting to the Internet has become wireless.

- ➢ **Footnote**
- ➢ **Endnote is the insert end page of document**
- ➢ **Next Footnote**
- ➢ **Show Notes**

---

[1] Internet Service Provider

[2] Wireless Fidelity

DAY 20

INSERT CITATION & BIB BIBLIOGRAPHY

BIBLIOGRAPHY

Ms Word [Book] / auth. Ali. - Muzaffarnagar : Al- Haider, 2020.

✍

Type of Source	Book
Language	Default

Bibliography Fields for GOST - Title Sort

Field	Value
Author	Ali
Corporate Author	
Title	Ms Word
Year	2020
City	Muzaffarnagar
Publisher	Al- Haider
Volume	

☐ Show All Bibliography Fields

Tag name
Ali20

OK   Cancel

✍

- ➢ **Manage Sources**
- ➢ **Style GOST Title**
- ➢ **Insert Bibliography**

DAY 21

INSERT CAPTION

FIGURE 1

FIGURE 2

TABLE 1

Employee Names	June	July	August	September
Dennis	19000	18000	15000	16000
John	18000	20000	17000	19000

➢ **Insert Caption**
➢ **Insert Table of Figures**
➢ **Cross Reference add Link Bibliography in Index**

UNIT 5 MAILINGS

DAY 22

5. MAILINGS TAB

This tab allows you to create documents to help when sending out mailings such as printing envelopes, labels and processing mail merge.

LETTER

Name	Address	City	Date
Ali Haider	A to Z colony	Meerut	2-Nov-2021
Virat Singh	Ram Vihar Delhi Road	Meerut	2-Nov-2021
Arohi Bhardwaj	Near Bus station	Pune	3-Nov-2021
Dennis	Near G T B Hospital	Bangalore	3-Nov-2021
John	A To Z colony	Muzaffarnagar	3-Nov-2021
Mr. Zaidi	Gandhi Nagar	Delhi	4-Nov-2021
Mr. Archit	Laxmi Nagar	Delhi	4-Nov-2021
Shakshi	Yamuna Vihar	Goa	8-Nov-2021
Mahin Alam	Anand Vihar	Aligarh	8-Nov-2021
Richard	Aliya imam Bargha	Lucknow	8-Nov-2021

I hope this letter finds you in the best of health and spirits. You will be glad to know that my birthday falls on 13th Nov. I am going to celebrate my birthday at home. We shall have a dance and music program. I have invited all my friend. I hope you will also come and join my birthday party.

- ➢ **Insert Merge field**
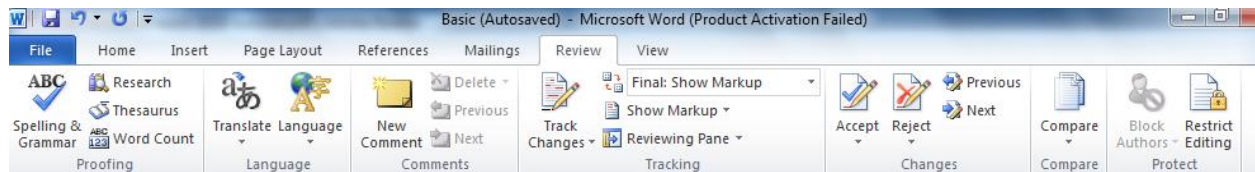- ➢ **Preview results**
- ➢ **Finish Merge**

ENVELOPES

- ➢ **The above Table will be created**
- ➢ **Mailings tab**
- ➢ **Step by Step**
- ➢ **Envelopes Select**
- ➢ **Next – Next**
- ➢ **Font**
- ➢ **Table Select**
- ➢ **Insert Merge field**
- ➢ **Preview results**
- ➢ **Finish Merge**

UNIT 6 REVIEW

DAY 23

6. REVIEW TAB

This tab allows you to make any changes to your document due to spelling and grammar issues. It also holds the track changes feature which provides people with the ability to make notes and changes to a document of another person.

SPELLING GRAMMAR & RESEARCH

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cower pages, and other docment building blocks.
When you create pictures, charts, or diagrams, they also coordinate with your current docment look. You can easily change the formatting of selected text in the docment text by choosing a look for the selected text from the Quick Styles gallery on the Home tab.

✍ **Spelling**

➢ **docment - document**
➢ **cower – cover**

✍ **Research**

➢ **Formatting**
➢ **Insert**

DAY 24

WORD COUNT

Pandit Jawaharlal Nehru presented the National Flag of India to the Constituent Assembly of India on July 22, 1947. Our National Flag is rectangular in shape and is made from cotton, khadi, wool or silk cloth.

The ratio of the width of the flag to its length is always 2:3. The National Flag has three equal horizontal stripes of different colours. There is saffron (kesari) at the top, white in the middle and green at the bottom. This is why it is also called the tricolour.

The colours of the tricolour have special meanings. The saffron stands for courage and sacrifice. The white stands for truth and peace. The green stands for prosperity. In the centre of the white stripe is a navy-blue wheel which represents the *chakra.*

It symbolises progress. Its design has been taken from the Sarnath Lion Capital of Ashoka. It is also called the Ashoka Chakra.
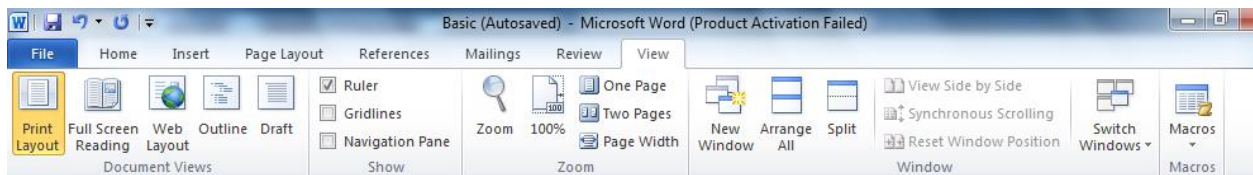
✍

- ➢ **Page**
- ➢ **Words**
- ➢ **Lines**

UNIT 7 VIEW

DAY 25

This tab allows you to change the view of your document to a different two page document or zoom.

✍

- ➢ **Print Layout**
- ➢ **Full Screen Reading**
- ➢ **Web Layout**
- ➢ **Outline**
- ➢ **Draft**
- ➢ **Ruler**
- ➢ **Gridlines**
- ➢ **Zoom**
- ➢ **New Window**
- ➢ **Arrange All**
- ➢ **Split**
- ➢ **View Side by Side**
- ➢ **Switch Windows**