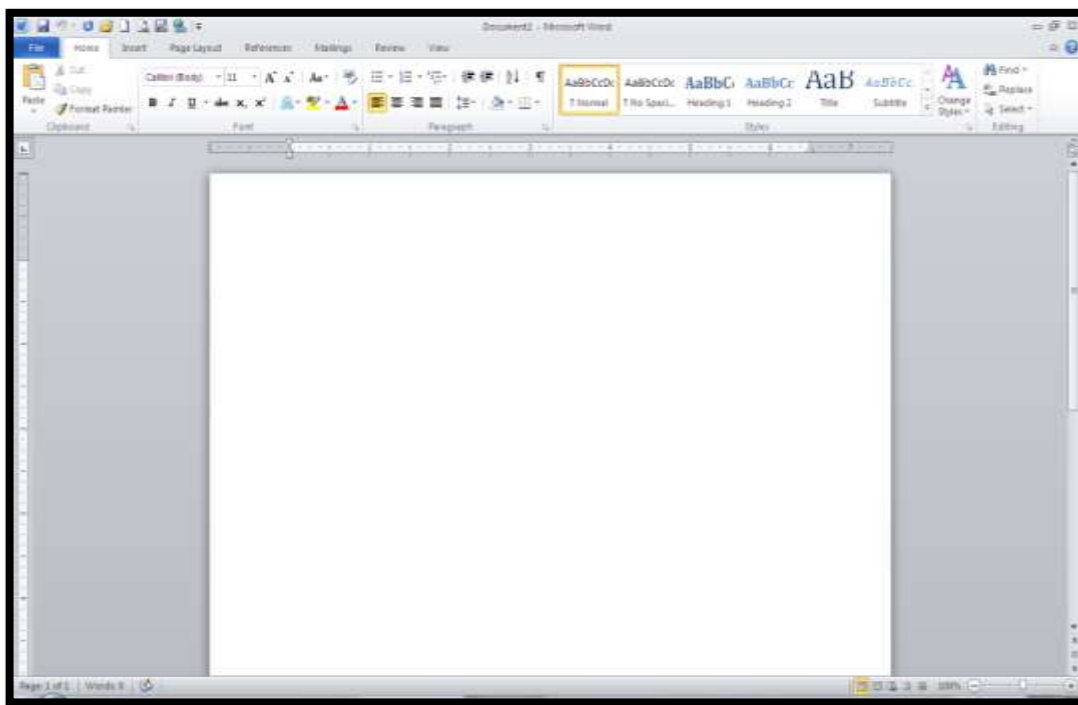


Understanding Ribbon, Quick Access, Status Bar, Documents Views, and Creating, opening and formatting documents, basic operations on files and using different templates in Microsoft WORD.

Microsoft Word is a **word processing** application developed by Microsoft. It is used to **create, edit, format, and print text documents**, such as reports, resumes, letters, essays, and more.



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



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

INTRODUCTION TO INFORMATION & COMMUNICATION TECHNOLOGIES



- **Page Layout Tab:**

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



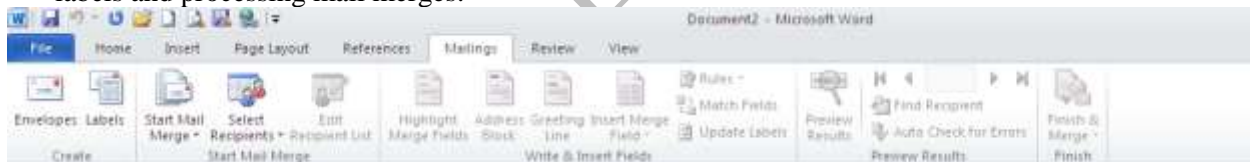
- **Reference Tab :**

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.



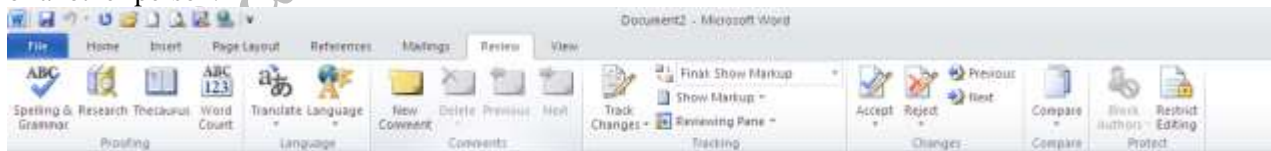
- **Mailing Tab :**

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



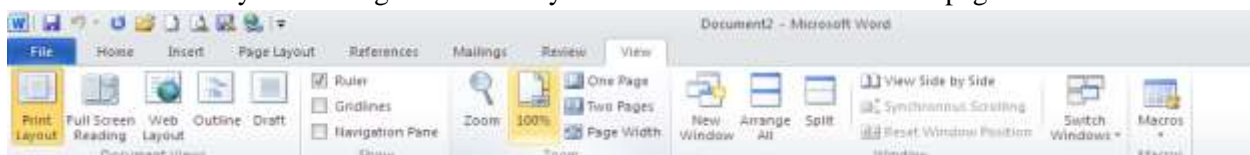
- **Review Tab:**

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.



- **View Tab :**

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



- **Format tab:**



- **Design tab:**



- **Layout tab :**

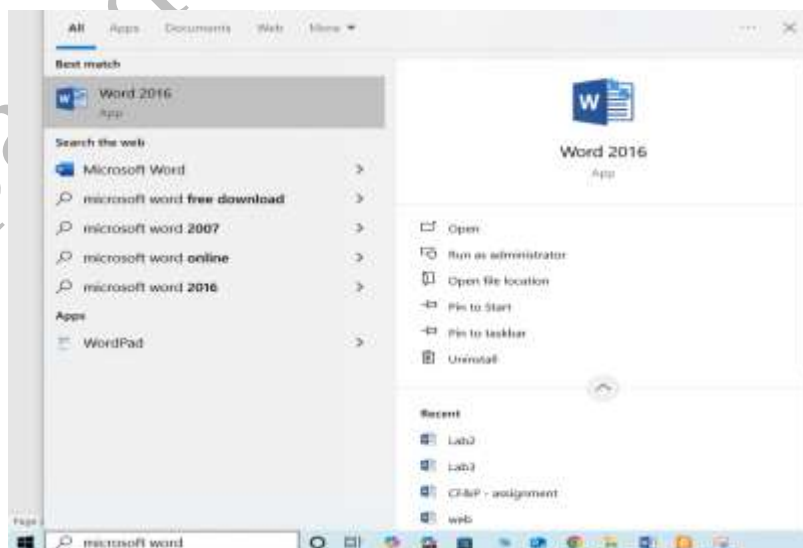


MS Word:

Microsoft Word is a word-processing program, designed to help you create professional-quality documents. With the finest document-formatting tools, Word helps you organize and write your documents more efficiently. Word also includes powerful editing and revising tools so that you can collaborate with others easily. It can be used to create documents such as letters, memos and faxes. The area where the text is written known as Editor.

Getting Started

Now that you have an understanding of where things are located, let's look at the steps needed to create a document.



Opening Outlook

You may have a shortcut to Word on your desktop, if so double click the icon and Word will open. If not **Follow the steps below:**

1. Click on the Start button
2. Highlight Programs
3. Highlight Microsoft Office
4. Click on Microsoft Word 2016

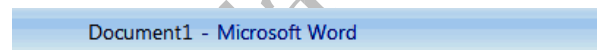
The Quick Access Toolbar

The Quick Access toolbar provides you with access to commands you frequently use. By default Save, Undo, and Redo appear on the Quick Access toolbar.



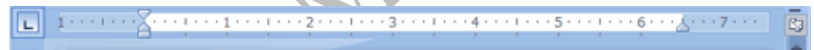
The Title Bar:

The Title bar displays the title of the document on which you are currently working.



The Ruler:

The ruler is found below the Ribbon. You can use the ruler to change the format of your document quickly. If your ruler is not visible, follow the steps listed here:

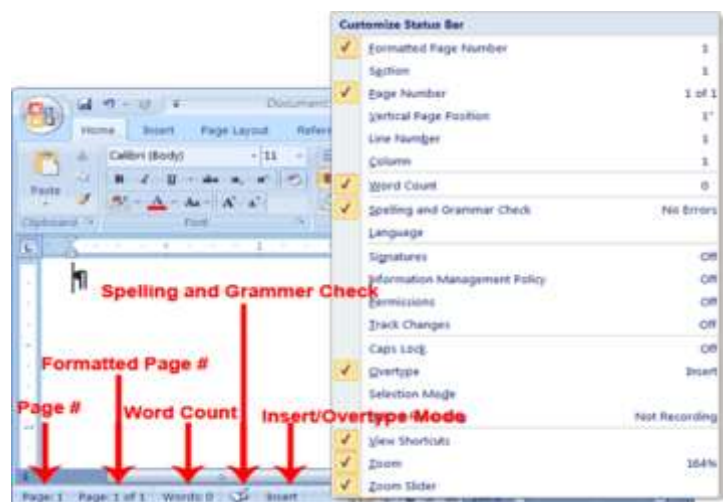


1. Click the View tab to choose it.
2. Click the check box next to Ruler in the Show/Hide group. The ruler appears below the Ribbon.



The Status Bar

The Status bar appears at the very bottom of your window and provides such information as the current page and the number of words in your document. You can change what displays on the Status bar by right-clicking on the Status bar and selecting the options you want from the Customize Status Bar menu. You click a menu item to select it. You click it again to deselect it. A check mark next to an item means it is selected.



Understanding Document Views

In Word 2016, you can display your document in one of five views: Draft, Web Layout, Print Layout, Full Screen Reading, or Online Layout.

- **Draft View**
Draft view is the most frequently used view. You use Draft view to quickly edit your document.
- **Web Layout**
Web Layout view enables you to see your document as it would appear in a browser such as Internet Explorer.
- **Print Layout**
The Print Layout view shows the document as it will look when it is printed.
- **Reading Layout**
Reading Layout view formats your screen to make reading your document more comfortable.
- **Outline View**
Outline view displays the document in outline form. You can display headings without the text. If you move a heading, the accompanying text moves with it.

Some Short Keys:

s.no	Short key	press
1	Help	F1
2	Find & Replace	F5
3	Spelling & grammar	F7
4	Save as	F12
5	Copy	Ctrl + c
6	Save	Ctrl + s
7	Open	Ctrl + o
8	Undo	Ctrl + d
9	Redo	Ctrl + y
10	New	Ctrl + n
11	Beginning of line	Home
12	End of line	End
13	Bold	Ctrl + b
14	Italic	Ctrl + i
15	Underline	Ctrl + u
16	Grow font size	Ctrl + >
17	Shrink font	Ctrl + <
18	Justify	Ctrl + j
19	Align text right	Ctrl + r
20	Align text left	Ctrl + l
21	Center	Ctrl + e
22	Find	Ctrl + f

Create a New Document:

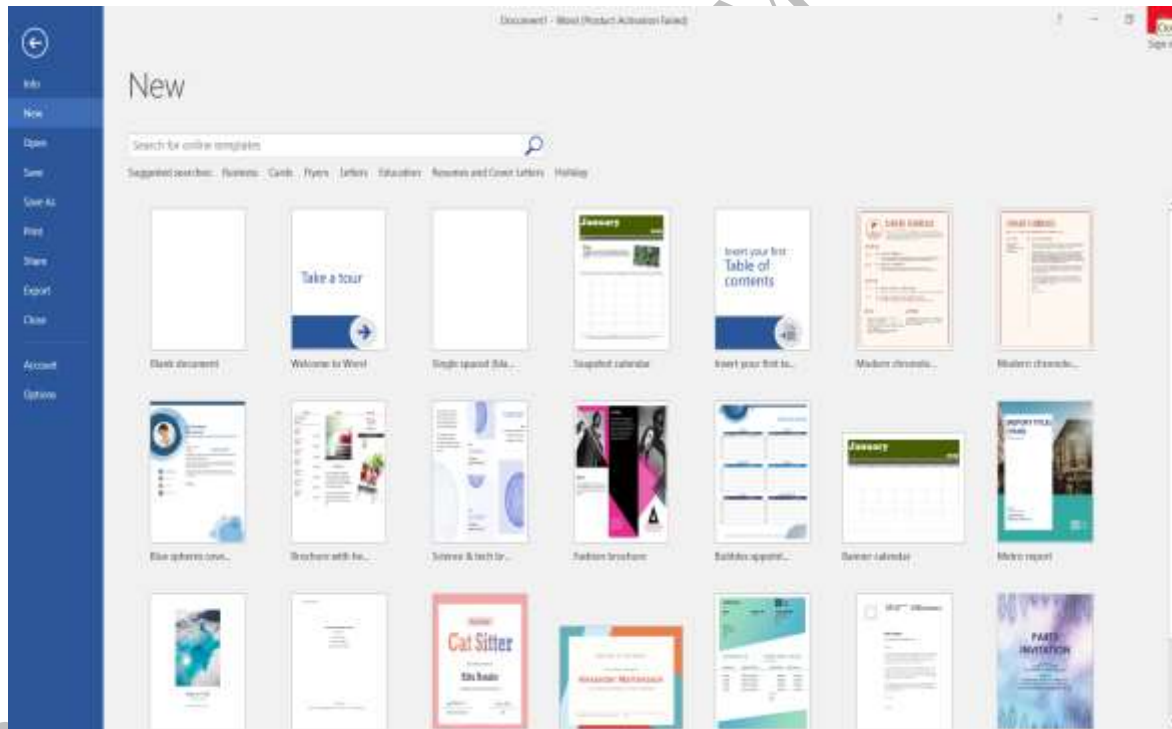
Click the **File** tab and then click **New**.

Using Templates

Word 2016 allows you to apply built-in templates from a wide selection of popular Word templates, including resumes, agendas, business cards, and faxes.

To find and apply a template in Word, do the following:

1. On the **File** tab, click **New**.
2. Under **Available Templates**, do one of the following:
 - To use one of the built-in templates, click **Sample Templates**, click the template that you want, and then click **Create**.
 - To reuse a template that you've recently used, click **Recent Templates**, click the template that you want, and then click **Create**.
 - To find a template on Office.com, under **Office.com Templates**, click the template category that you want, click the template that you want, and click **download** to download the template from Office.com to your computer.
3. Once you have selected your template you can modify it in any way to create the document you want.



Opening a document

1. Click the **File** tab, and then click **Open**.
2. In the left pane of the **Open** dialog box, click the drive or folder that contains the document.
3. In the right pane of the **Open** dialog box, open the folder that contains the document that you want.
4. Click the document and then click **Open**.

Save a File

1. Click the File button. A menu appears.
2. Click Save. The Save As dialog box appears if you are saving your document for the first time.
3. Specify the correct folder in the Save In box.
4. Name your document.
5. Click Save.

Exit a file

1. Click the file button, a menu appears.
2. Click on Exit option.

Cut, Copy and Paste:



If you would like to remove text from your document, you can copy or cut the text from the document. Simply highlight the text and go to the **Home** tab in the **Clipboard** group and click **Cut** or **Copy**. You can also right click on your mouse and select **Cut** or **Copy**.

Pasting Text:

If you **Copy** text, you typically need to **Paste** it somewhere. The **Paste** feature in 2016 is much more detailed than in previous versions of Word. When you paste content, the **Paste Options** button provides different options, depending on the source of the content.

Option	Description
Keep Source Formatting	Keeps the original formatting from the copied text.
Merge Formatting	Blends the copied text's formatting with your Word document.
Keep Text Only	Removes all formatting—just pastes plain text.

Undo:

If you make an error in your document click on the **Undo** command and it will remove the last thing you did.

Show/Hide Formatting Marks

The Show/Hide command allows you to see every time you hit the space bar, hit enter or tab. This feature can be quite useful when creating documents to understand where everything is placed within your document and see if any errors have been made.

Formatting Text

Formatting a document can range from modifying text size to adding graphics. It is easy to add creative touches to any document with the options Microsoft Word has to offer.

Modifying Fonts

The **Font** Group allows you to change your text font style, size, color and many other elements.

Change Text Case

You can change the case of selected text in a document by clicking a single button called **Change Case** on the ribbon.

- Choose an option from the dropdown list, which includes **Sentence case**, **lowercase**, **UPPERCASE**, **Capitalize Each Word**, and **tOGGLE cASE**.

Alternate way of changing text case

- Select the text.
- Now use the **shift + F3** to change to the next case option.

Adding text effects

1. Select the text that you want to add an effect to.
2. On the **Home** tab, in the **Font** group, click **Text Effect**.
3. Click the effect that you want. For more choices, point to **Outline**, **Shadow**, **Reflection**, or **Glow**, and then click the effect that you want to add.

Remove text effects

Select the text that you want to remove an effect from. On the **Home** tab, in the **Font** group, click **Clear Formatting**.

Format Painter: The **Format Painter** feature allows you to quickly copy a format that you have applied to text already in your document.

1. Select the text or graphic that has the formatting that you want to copy.
2. On the **Home** tab, in the **Clipboard** group, single click **Format Painter**. The pointer will change to a paintbrush icon.
3. Bring your cursor to the text or graphic that you want to format and click on the text.
4. To stop formatting, press ESC or click on the **Format Painter** command again.

Clear Formatting

To get rid of all the styles, text effects, and font formatting in your document, do the following:

1. Select the text that you want to clear the formatting from. Or press CTRL+A to select everything in the document.
2. On the **Home** tab, in the **Font** group, click **Clear Formatting**.

Formatting Documents

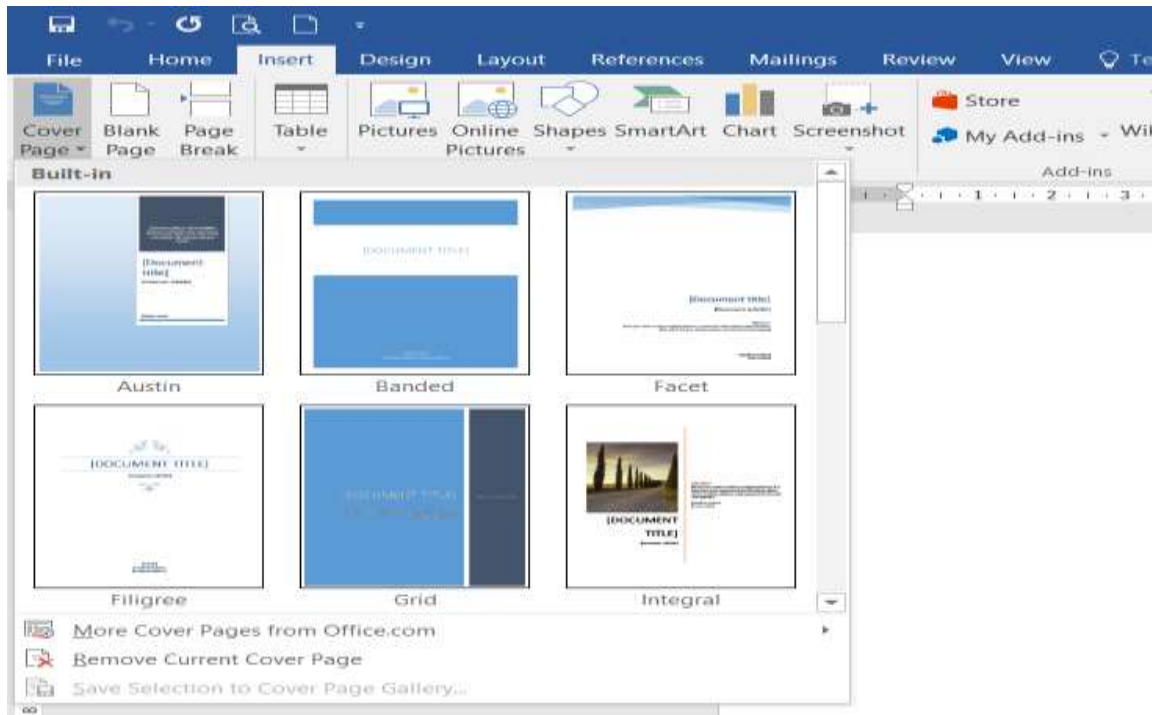
- **Adjusting Line Spacing**
 - ❖ The default spacing is 1.15 line spacing.
 - ❖ The easiest way to change the line spacing for an entire document is to highlight the paragraphs or entire document that you want to change the line spacing on.
 - ❖ On the **Home** tab, in the **Paragraph** group, click **Line Spacing**.

Cover Page:

Microsoft Word enables you to insert a variety of predesigned cover pages into your document automatically.

1. **Click on the In**
2. **Click on the Cover Page button.**
3. **The Built-In window will appear with predesign cover pages.**

4. Select a cover page of your choice.
5. On the Pages group you can insert a Blank Page or Page Break as well



Assignment:

Learn the basic features of MS Word such as creating, formatting, and saving documents.

1. Create a New Document

- Open MS Word and create a blank document.
- Type the heading: "My First MS Word Document" (Center align and make it Bold, Font size 16).

2. Text Formatting

- Write a short paragraph (4–5 lines) about yourself.
- Apply different formatting: Italics, Bold, Underline, and change the font color of at least one sentence.

3. Bullets and Numbering

- Create a numbered list of your 5 favorite subjects.
- Create a bulleted list of your hobbies.

4. Insert Elements

- Insert the current date at the top of the document.
- Insert an image (e.g., a picture of your favorite hobby).

5. Tables

- Create a table with 3 columns and 4 rows.
- Fill it with sample data such as "Name, Age, City."

6. Page Setup Change the page orientation to Landscape.
 - Add page numbers at the bottom center of each page.
7. Save the Document Save the file as **Lab 3_Assignment.docx** on your computer.
8. Add headers/footers with name, roll number, and date.
9. Use WordArt, shapes, borders, and shading for formatting.
10. Practice Find & Replace to edit repeated words.
11. Create a simple SmartArt diagram
12. Explore print options (current page, selection)