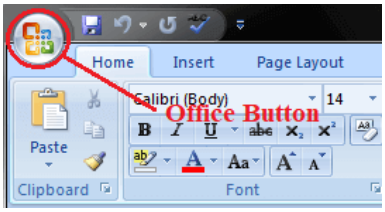
MS WORD

Microsoft word is a word processor software developed by Microsoft office . It is the most commonly used word processor software. It is used to create professional quality documents, letters, reports, resumes, etc and also allows you to edit or modify your new or existing document. The file saved in Ms Word has **.docx extension.**

What is an Office Button?

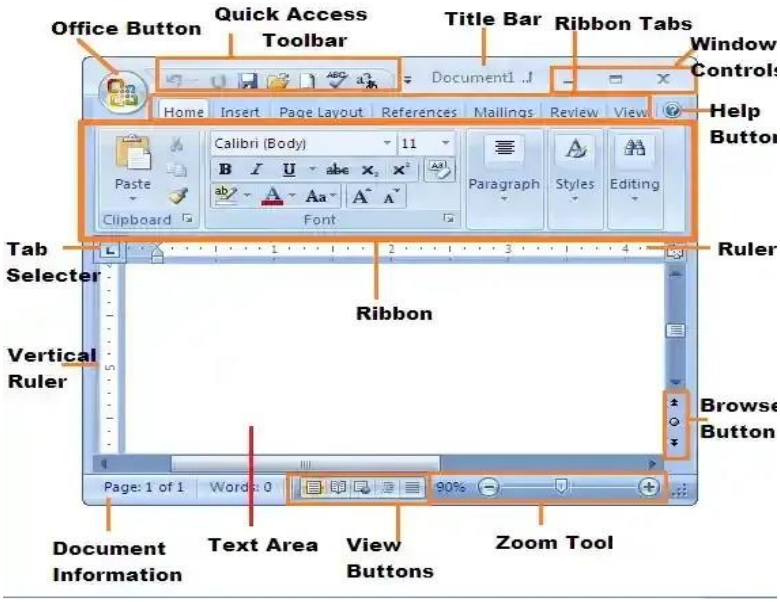
The office button is an essential element of Microsoft Office Suite 2007. This button was introduced in Office 2007 with the new Ribbon feature. When we click on the Office button, it displays some useful options which are used very frequently. Specifically, the Office button provides us options to open, save, print any document, or perform other common functions. Additionally, the office button allows us to configure the preferences or settings of the particular Office product.



Where is Office Button found?

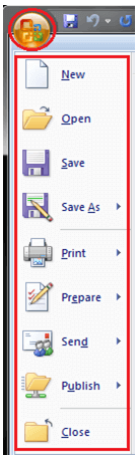
The office button is located on the top-left corner of Office 2007 programs, namely Excel, Word, PowerPoint, etc. The button is attached with the ribbon and is identified by a circle containing an Office logo inside it.

What are the parts of word window / window components ?



Office Button Menu Options:

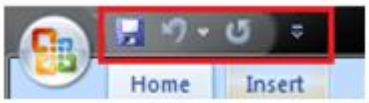
The following options or commands are displayed when we click on the Office button:



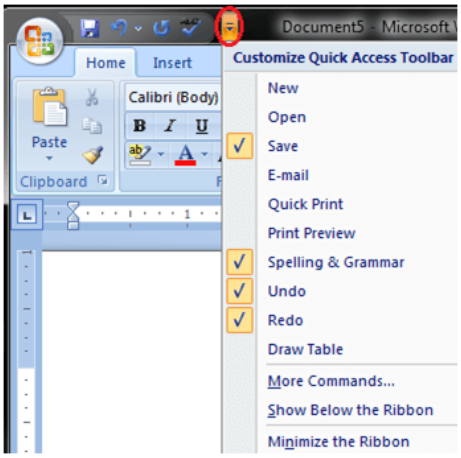
- **New:** This option allows us to create a new, blank file in the corresponding Office program, such as MS Word, MS Excel, PowerPoint, etc.
- **Open:** This option allows us to open an existing file from the local storage on our computer.
- **Save:** This option allows us to permanently save a temporary file to our computer after finishing the work. Additionally, we can save the changes to the current file using this command.
- **Save As:** This option allows us to save a copy of the active file with the desired file name and file extension to a desired location on the computer storage.
- **Print:** This option allows us to take a hard copy of the desired document on paper through a printer. Alternately, the print option can help us save a copy of the active document to a PDF format.
- **Prepare:** This option allows us to prepare the active file for distribution. In particular, the prepare option helps us view and modify the document properties accordingly. Furthermore, we can also inspect the hidden metadata of a specific file using this option.
- **Send:** This option enables us to send or share the desired files directly through the opened Office program with others. In particular, we may share active documents by e-mail, upload them to OneDrive, or post to a specific blog. The send option is renamed as 'Save and Send' in Office Suite 2010.
- **Publish:** This option enables us to distribute the desired document to people. We can even create a specific blog article with the content inside the file.
- **Close:** This option helps us to close an active document in a corresponding Office program.

Quick Access Toolbar

Quick Access Toolbar lies next to the Microsoft Office Button. It is a customizable toolbar that comes with a set of independent commands. It gives you quick access to commonly used commands such as Save, Undo, Redo, etc.



When you click the drop-down arrow next to toolbar it offers more commands. With a left click you can add any of these commands to Quick Access Toolbar. You can also remove the commands added to the tool bar. The indent, spacing values, individual styles and other features that appear on the ribbon cannot be added to quick access toolbar. The following image is showing the menu of quick access toolbar.

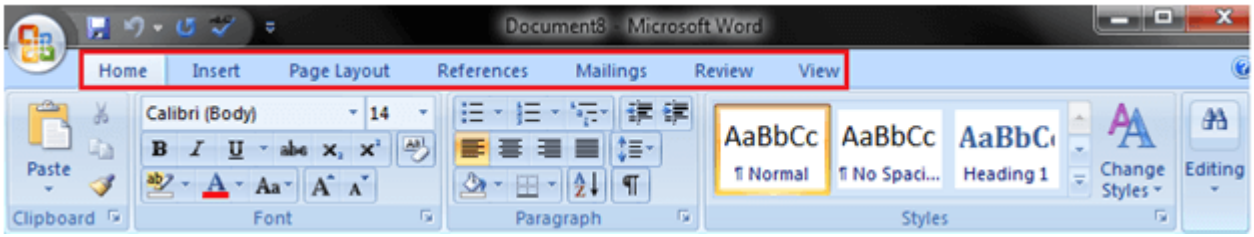


Title Bar

It lies next to the Quick Access Toolbar. It displays the title of the currently open document or application. It is present on almost all windows displayed on your computer.

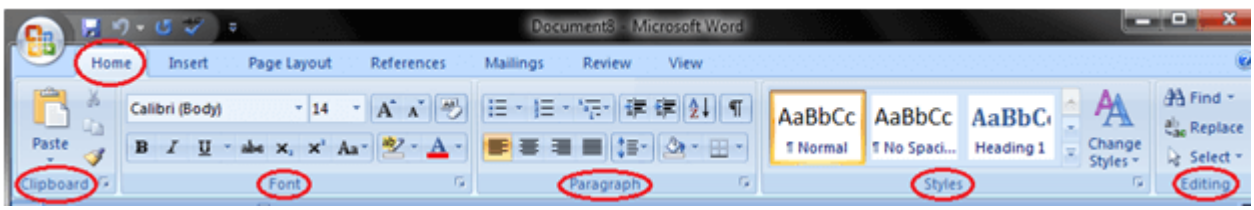
Ribbon and Tabs

The Ribbon is a user interface element which is located below the Quick Access Toolbar and the Title Bar. It comprises seven tabs; **Home, Insert, Page layout, References, Mailing, Review and View**. Each tab has specific groups of related commands. It gives you quick access to the commonly used commands that you need to complete a task.



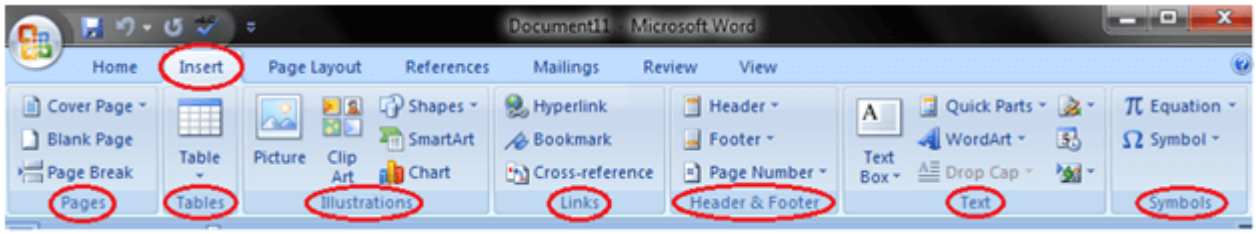
Home tab

The Home tab is the default tab in Microsoft Word. It has five groups of related commands; **Clipboard, Font, Paragraph, Styles and Editing**. It helps you change document settings like font size, adding bullets, adjusting styles and many other common features. It also helps you to return to the home section of the document.



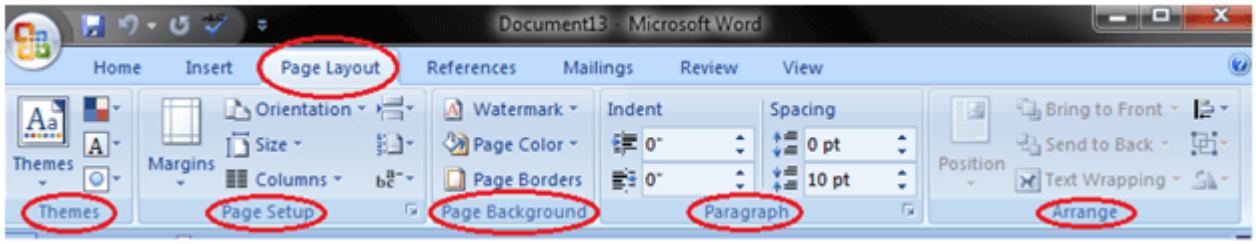
Insert tab

Insert Tab is the second tab in the Ribbon. It is used to insert or add extra features in your document. It is commonly used to add tables, pictures, clip art, shapes, page number, etc. The Insert tab has seven groups of related commands; **Pages, Tables, Illustrations, Links, Header & Footer, Text and Symbols.**



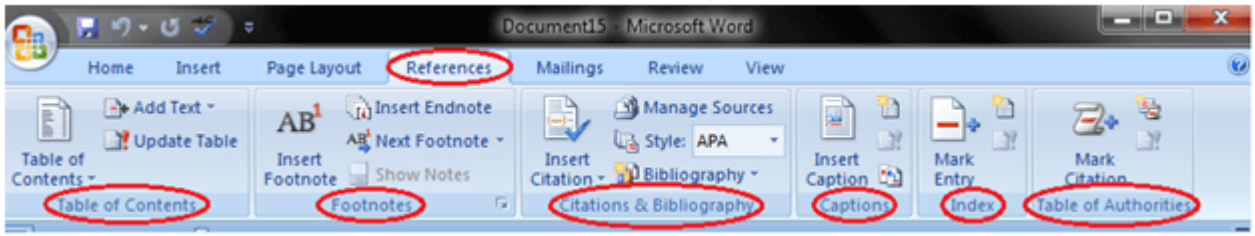
Page Layout tab

It is the third tab in the Ribbon. This tab allows to control the look and feel of your document, i.e. you can change the page size, margins, line spacing, indentation, documentation orientation, etc. The Page Layout tab has five groups of related commands; **Themes, Page Setup, Page Background, Paragraph and Arrange.**



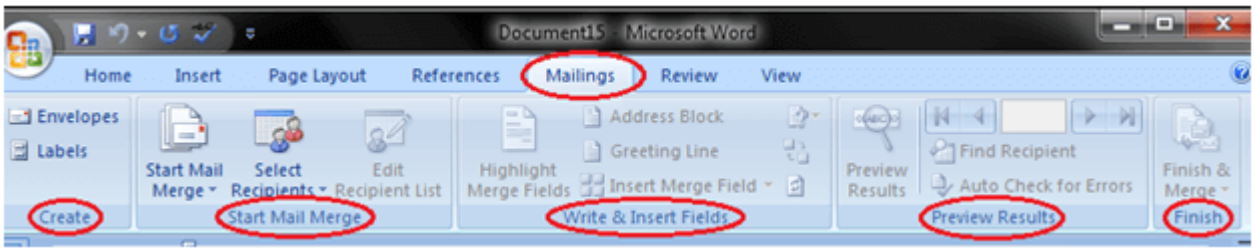
References tab

It is the fourth tab in the Ribbon. It allows you to enter document sources, citations, bibliography commands, etc. It also offers commands to create a table of contents, an index, table of contents and table of authorities. The References tab has six groups of related commands; **Table of Contents, Footnotes, Citations & Bibliography, Captions, Index and Table of Authorities**.



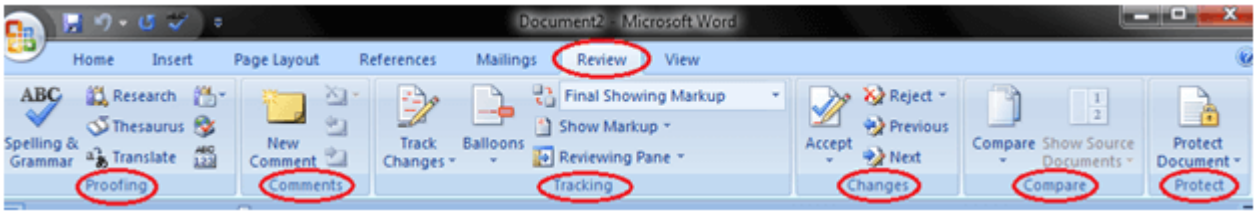
Mailings tab

It is the fifth tab in the ribbon. It is the least-often used tab of all the tabs available in the Ribbon. It allows you merge emails, writing and inserting different fields, preview results and convert a file into a PDF format. The Mailings tab has five groups of related commands; **Create, Start Mail Merge, Write & Insert Fields, Preview Results and Finish.**



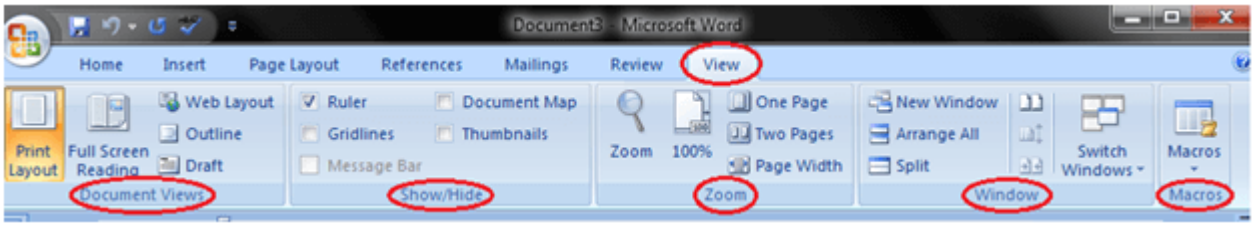
Review tab

It is the sixth tab in the Ribbon. This tab offers you some important commands to modify your document. It helps to proof read your content, to add or remove comments, track changes, etc. The Review tab has six groups of related commands; **Proofing, Comments, Tracking, Changes, Compare and Protect**.



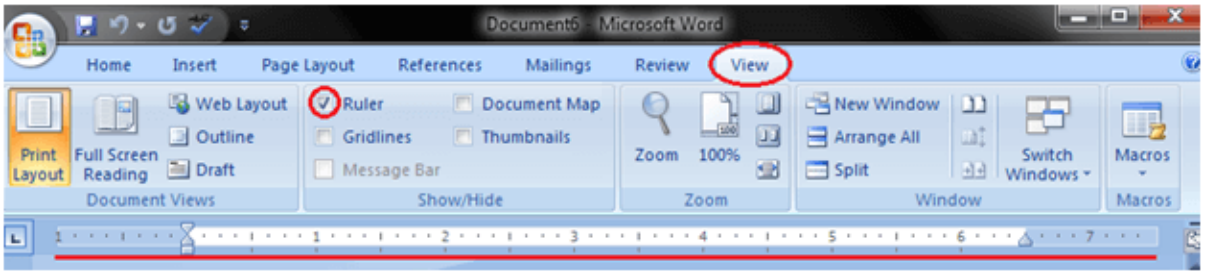
View tab

The View tab is located next to the Review tab. This tab allows you to switch between Single Page and Two Page views. It also enables you to control various layout tools like boundaries, guides, rulers. Its primary purpose is to offers you different ways to view your document. The View tab has five groups of related commands; **Document Views, Show/Hide, Zoom, Window and Macros.**



Ruler

The Ruler is located below the Ribbon around the edge of the document. It is used to change the format of the document, i.e. it helps you align the text, tables, graphics and other elements of your document. It uses inches or centimeters as the measurements unit and gives you an idea about the size of the document.



Help

The **Help Icon** can be used to get word related information help anytime you like.

Zoom Control

The zoom control consists of a slider that you can slide left or right to zoom in or out; you can click the + or - buttons to increase or decrease the zoom factor.

View Buttons

The group of five buttons located to the left of the Zoom control, near the bottom of the document screen views.

- **Print Layout view** − This displays pages exactly as they will appear when printed.
- **Full Screen Reading view** − This gives a full screen view of the document.
- **Web Layout view** − This shows how a document appears when viewed by a Web browser, such as Internet Explorer.
- **Outline view** − This lets you work with outlines established using Word's standard heading styles.
- **Draft view** − This formats text as it appears on the printed page with a few exceptions.

Document Area / Text Area

This is the area where you type. The flashing vertical bar is called the insertion point and it represents the location where text will appear when you type.

Status Bar

This displays the document information as well as the insertion point location. From left to right, this bar contains the total number of pages and words in the document, language, etc.

You can configure the status bar by right-clicking anywhere on it and by selecting or deselecting options from the provided list.

Dialog Box Launcher

This appears as very small arrow in the lower-right corner of many groups on the Ribbon. Clicking this button opens a dialog box or task pane that provides more options about the group.

What are the features of the Word ?

- MS Word can create documents fast, using built-in and custom templates.
- Produce letters, reports, notices, or bills quickly and effectively.
- Modify the text while typing or even after typing the text.
- Beautify the text using different colours, style,text size, border,shading,bulleting,numbering,alignments and other effects.
- It can easily manage large documents using various features, like the ability to create table of contents, index, and cross references.
- Editing and Formatting the existing documents
- Detect grammatical errors in a text document using check grammar and spelling options
- Print and preview the text before sending it to printer
- With the help of mail merge, you can quickly create merge documents like mass mailings or mailing labels.
- It can easily create and format tables using the features like AutoFormat
- Graphical documents, comprising images

What are the Uses of MS Word

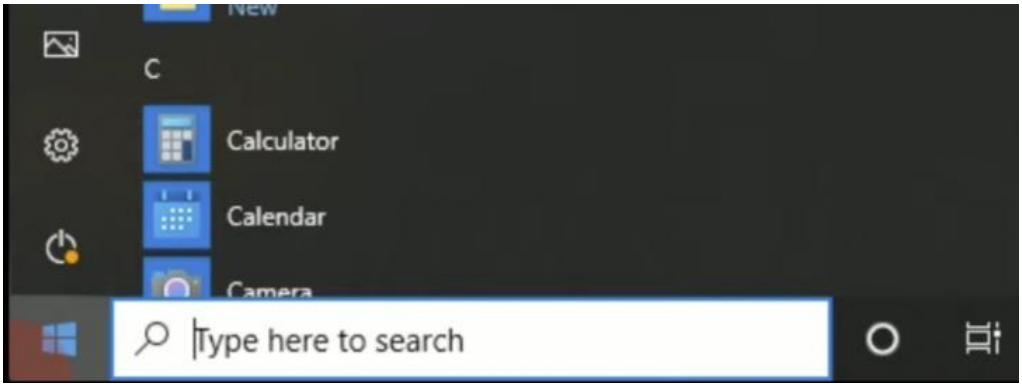
The different fields in which MS Word is used and simplifies the work of an individual:

- **In Education:** It is considered as one of the simplest tools which can be used by both teachers and students. Creating notes is easier using MS Word as they can be made more interactive by adding shapes and images. It is also convenient to make assignments on MS Word and submitting them online
- **In Workplace:** Submitting letters, bills, creating reports, letterheads, sample documents, can all easily be done using MS Word
- **Creating & Updating Resume:** One of the best tools to create your resumes and is easy to edit and make changes in it as per your experience
- **For Authors:** separate options are available for bibliography, table of contents, etc., it is the best tool which can be used by authors for writing books and adjusting it as per the layout and alignment.

How to Open MS Word?

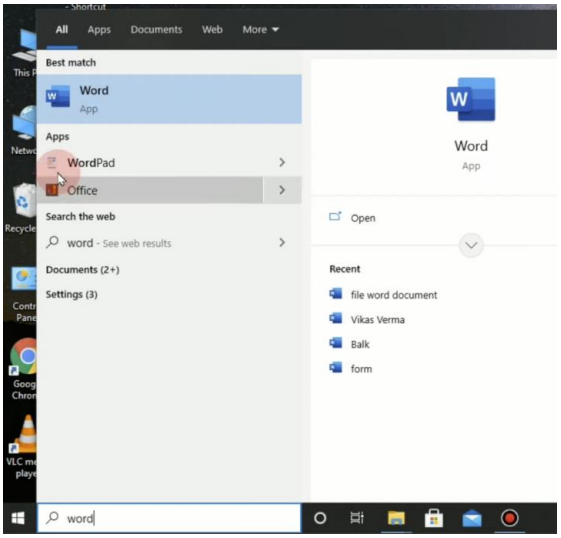
Step 1

Click on the "Windows" button (usually located in the bottom left corner of your screen).



Step 2

Type "Microsoft Word" in the search bar and click on the "Microsoft Word" application that appears in the search results.



Step 3

Another way to open MS Word is to locate it in the list of installed applications on your computer. Click on the "Window" button and scroll through the list of applications until you find "Microsoft Word".

Step 4

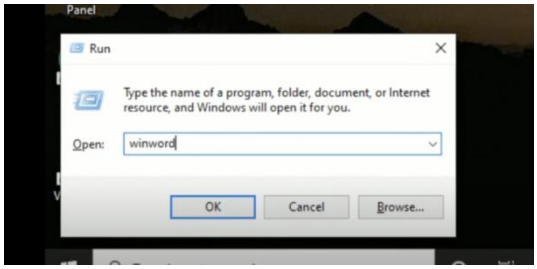
If you have a shortcut icon for MS Word on your desktop, you can simply double-click on the icon to open the application.

Step 5

If you have Microsoft Office installed on your computer, you can also open MS Word by clicking on the Microsoft Office folder in your list of installed applications, and then selecting Microsoft Word from the list of applications.

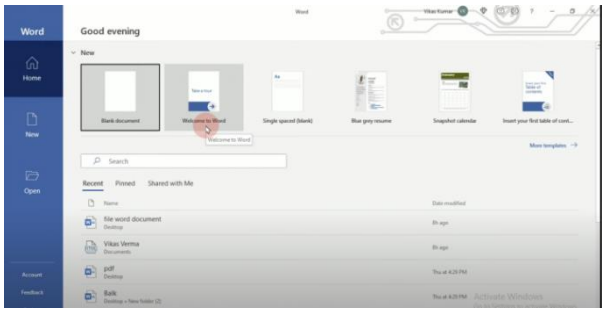
Step 6

In keyboard press " Ctrl+R" , a dailogue box appear. In the search box type "WinWord" and press "OK".



Step 7

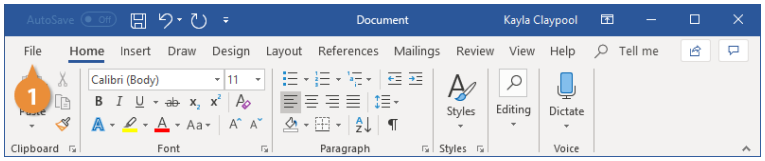
Once you have opened MS Word, you can start creating and editing documents.



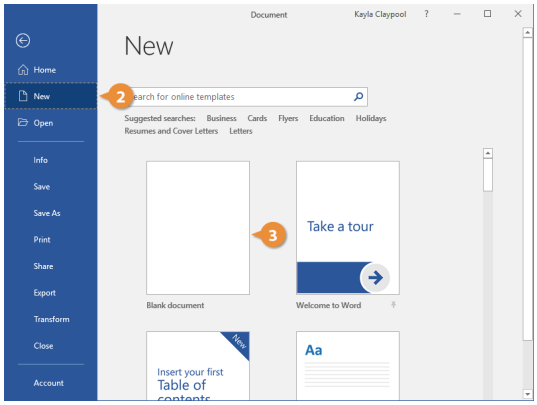
Explain the Following:

(1) Create a Blank word Document

1. Click the **File** tab.



2. Click **New**.
3. Select **Blank document**.



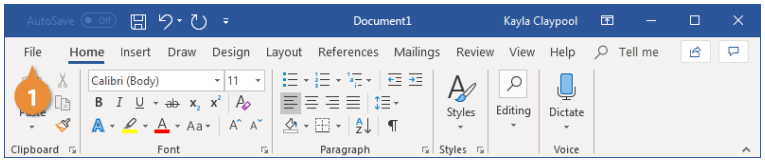
A new, blank document is created in a new window.

Keyboard:

- Press **Ctrl** + **N** to open a new blank document.
- Choose Blank Document
- Click on OK button

(1.1) Create a word Document from a Template

1. Click the **File** tab.



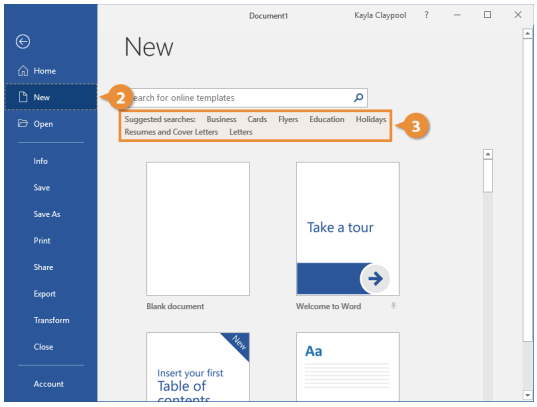
2. Click **New**.

   The New screen has a few ways for you to select a template.

   First, several featured templates will appear, after the Blank document template.

   You can also search for a template using the search field or select a template category from the suggested searches.

3. (Optional) Select or search for a template category.

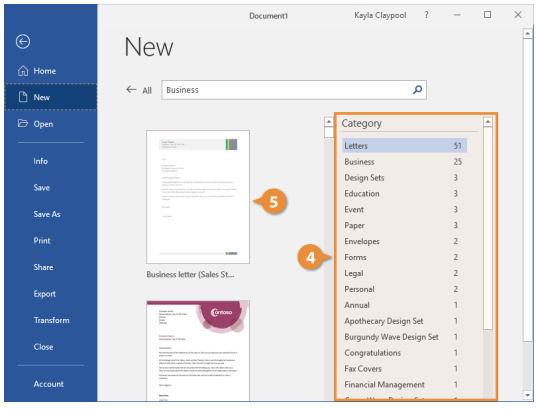


   Preview images of the templates will appear for the selected category, along with a Category list.

4. (Optional) Select or search for a template category.

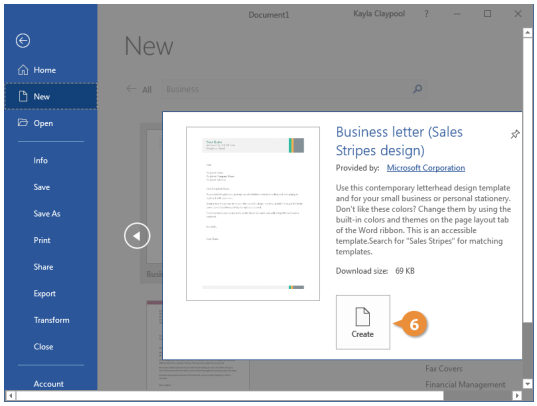
   Selecting additional categories allows you to narrow your template search even more. Only templates that fit into all the selected categories will appear.

5. Select a template.



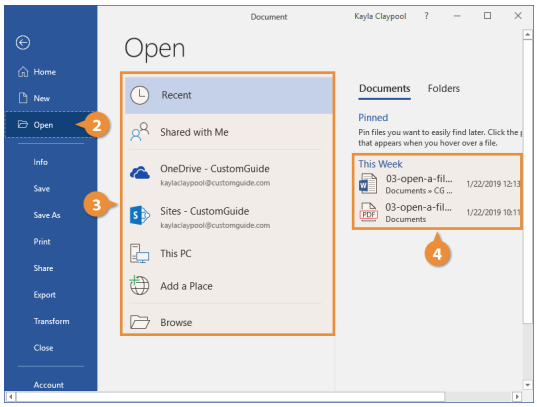
   A larger preview of the template appears, along with a description.

6. Click **Create**.



A new document from the template is created. Now, just fill in the placeholders.

(2) Opening a document



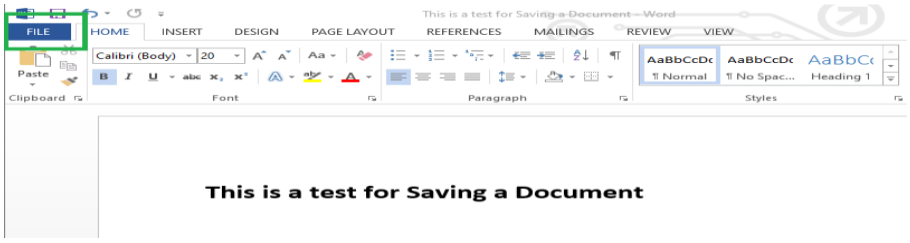
1. Click the File tab.
2. Click Open. The Open screen appears, giving you a few ways to find a document.
3. Select a location. Recent displays a list of documents that you've recently opened. ...
4. Select the file you want to open.

Keyboard:

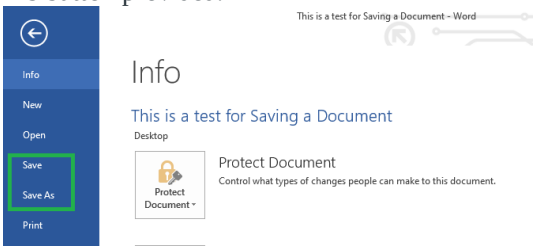
- Press **Ctrl** + **O** to open a existing document.
- Select the document from the list
- Click on Open button

(3) Saving a document

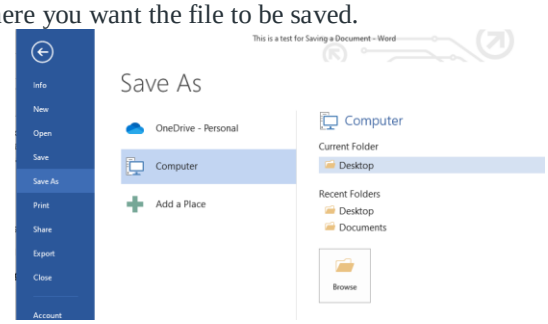
Step 1: **Click on the** File **Menu.**



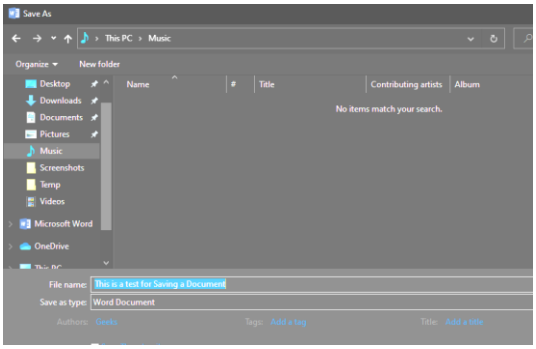
Step 2: Go to the **Save** or **Save As** button provided.



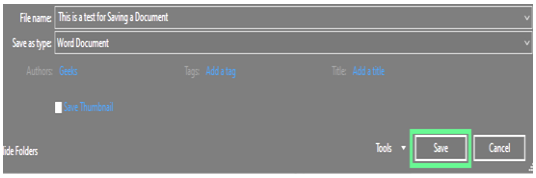
Step 3: Select the location where you want the file to be saved.



Step 4: Provide a name to the file or use the default one.



Step 5: Click on the **Save** button

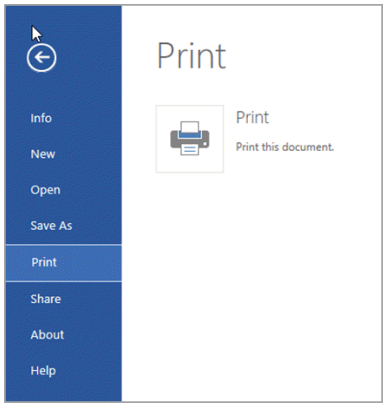


Keyboard:

Step 1: Use the keys **'CTRL + S'** to enter the Save As menu after the creation of a new file.
Step 2: Choose the location where you want the file to be saved.
Step 3: Provide a name to the file
Step 4: Click on the **Save** button

(4) Print a document

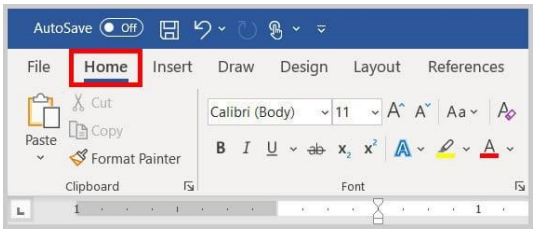
- Open your document and save it. ...
- Select "Print" or press "Ctrl+P" on your keyboard. ...
- Choose a printer from the list. ...
- Customize the print settings, like selecting pages to print, paper size and orientation, and number of copies.



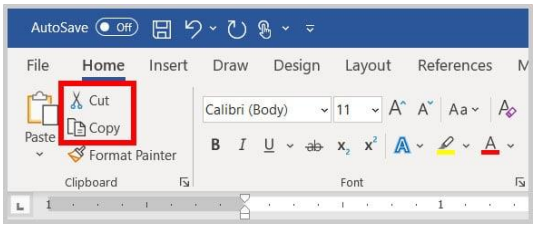
Write about Editing of a Document in MS_Word?

(a) To Cut or Copy

1. Select the text or image you want to cut or copy.
2. Select the **Home** tab in the ribbon.



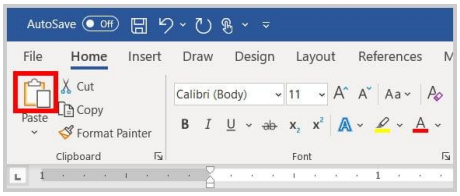
3. Select **Cut** or **Copy** from the Clipboard group.



Your text or image should now be cut or copied.

(b) To Paste

1. Place your cursor where you want to insert the text or image.
2. Select the **Home** tab in the ribbon
3. Select the **Paste** button to paste the text or image without additional options.



4. Select the **Paste Options** menu arrow for additional options.

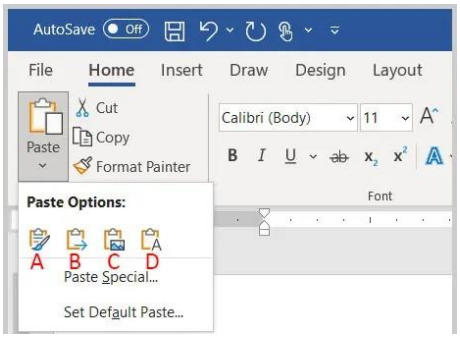
5.Choose an option from the drop-down menu:

A. **Keep Source Formatting** maintains the formatting (e.g., font, size, color, etc.) of the pasted text.

B. **Merge Formatting** changes the formatting of the pasted text to match the formatting of the new location.

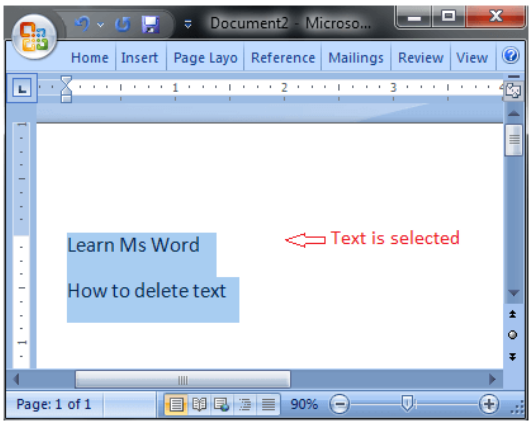
C. **Picture** pastes the text or other content as an image (only available in Word for Microsoft 365).

D. **Keep Text Only** removes the formatting of the pasted text and adds the formatting of the new location.



Delete Text

- Place the cursor next to the text then press Backspace key
- Place the cursor to the left of the text then press Delete key
- Select the text and press the Backspace or Delete key
- Select the text and type over it the new text.



Move a document

1. Select one or many documents.
2. Right-click and select **Copy or Move**.
3. In the Copy/Move window, select one of the following options:

- Move files to a new location in the library
- Copy files to a new location in the library

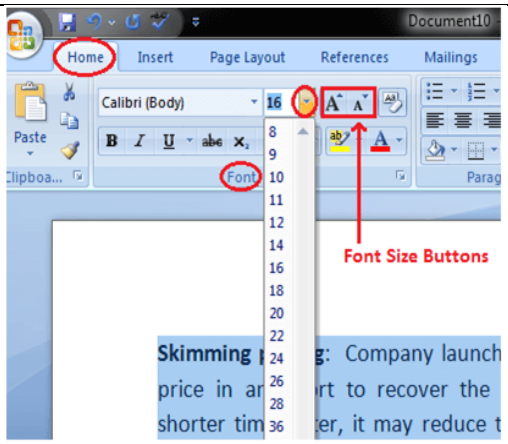
4. Click **Next**.

5. Select the destination in the library for the documents or folder and click **OK**. The documents are moved and/or copied to the new location.

Discuss about Formatting Text

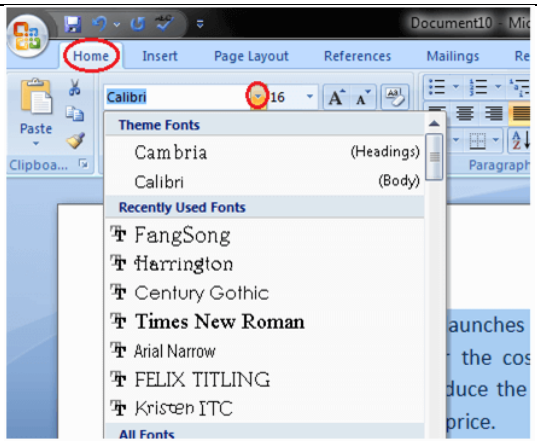
Font Size : We can easily change the font size of your text in the document

- Select the text that you want to modify
- In Home tab locate the Font group
- In Font group click the drop-down arrow next to font size box
- Font size menu appears
- Select the desired font size with a left click
- Select the text and click the increase or decrease font size buttons



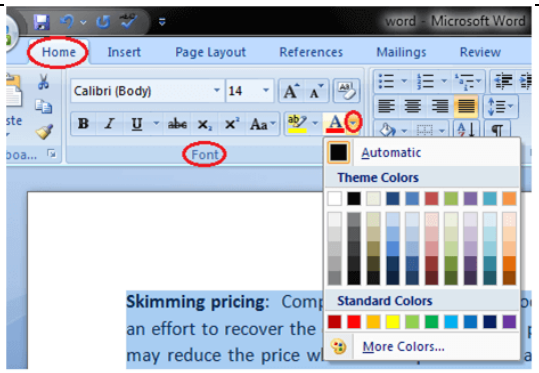
Font Style : To change the font of a text in a document

- Select the text you want to modify
- Select the Home tab and locate the Font group
- Click the drop-down arrow next to font style box
- Font style menu appears
- With a left click select the desired font style
- If you want to change the font to bold or italic, click the 'B' or 'I' icons on the format bar.



Font Color : To Change the Font Color

- Select the text you want to modify
- In Home tab locate the Font group
- Click the drop-down arrow next to Font color button
- Font color menu appears
- Select the desired font color with a left click
- Word will change the Font color of the selected text.



Change Case : We can easily change the text case in your document

- Select the text you want to change
- In Home tab locate the Font group
- Click the drop-down arrow in 'Change Case' button
- It displays text case menu
- Select the desired case with a left click

The case menu offers four options;

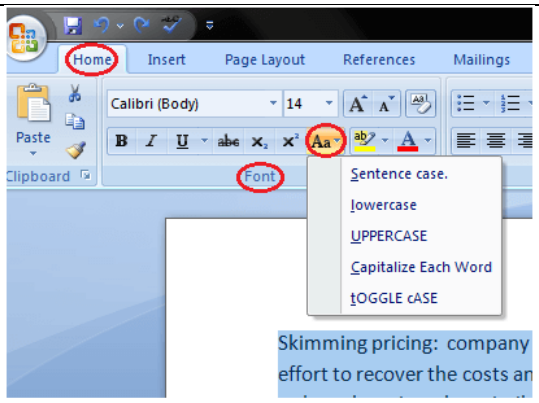
Sentence case: It capitalizes the first letter of each sentence.

Lowercase: It changes the text from uppercase to lowercase.

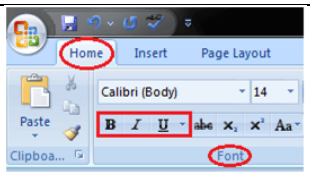
Uppercase: It capitalizes all the all letters of your text.

Capitalize Each Word: It capitalizes the first letter of each word.

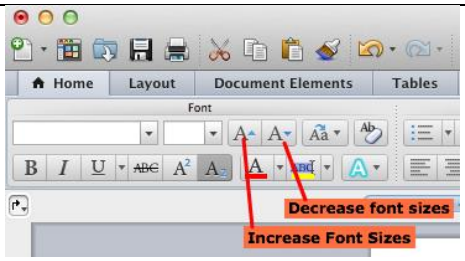
Toggle Case: It allows you to shift between two case views, e.g. to shift between Capitalize Each Word and cAPITALIZE eACH wORD



- **(B) Bold**: It allows you to Bold the text of your document
- **(I) Italic:** It allows you to Italicize the text of your document
- **(U) Underline:** It allows you to underline the text of your document
- **Abc (StrikeThrough):** Draw a line through middle of the selected text.
- **X_2 (Subscript) :** Create small letters below the base line
- **X^2 (Superscript) :** Create small letters above the line of the text



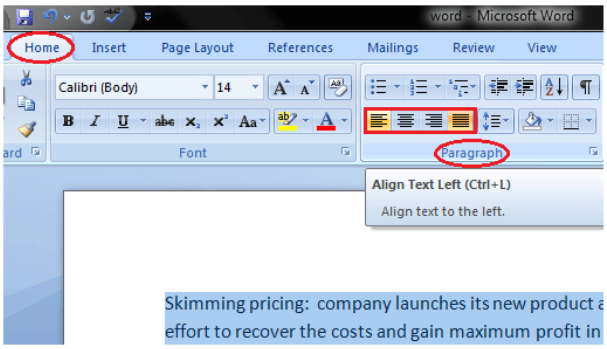
- **Grow Button / Increase Font Size :** Select the text whose size to change Click on the Grow Button to increase the fontsize.
- **Shrink Button / Decrease Font Size :** Select the text whose size to change Click on the Shrink Button to decrease the fontsize.



- **Clear Formatting** : Clear all the formatting from the selection.
- **Text Highlight Color** : Make text look like it was marked with a highlighter pen

Discuss about Paragrapgh Formatting Text

Text Alignment : To change the text alignment in your document to make it more presentable and readable.



- Select the content you want to modify
- In Home tab locate the Paragraph group
- It has four alignment options ;

Align Text Left: Aligns the text towards left margin

Center: Brings the text at centre

Align Text Right: Aligns the text towards right margin

Justify: Aligns the text to both left and right margins

- Select the desired alignment option with a left click

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