Unit-I
Introduction to MS Word

MS Word Introduction:

The word processor is a piece of software, package of programs, used for word processing applications. *"Word processing",* in computer technology, refers to typing, editing and formatting of any kind of document, which could be letter, a memorandum, a balance sheet or something similar. As the term suggests, a word processor simply processes words i.e., textual information. You can use it to print letters, reports, booklets etc.,

It Supports many features, such as adjustable margins, boldface (double printing), underlined text, italics and right-justified text. It also helps you check spellings, generate a table of contents and an index, transfer text to new locations, and so on.

features of Word Processing Software

- **Creating New documents:** Word Processing software enables users to create new documents easily.
- **Selecting Text:** In Order to apply certain formatting to text, we require to select the text. It can be done by using mouse dragging or keyboard formatting such as Cut, Copy, Paste, Bold, Italic, Font, Font size etc.,
- **Undo:** In Order to cancel the job done recently. This is a very useful feature.
- **Redo:** It is a process of re-doing the job which have been undo one.
- **Copying and Moving Text:** Almost all word processors support copying or moving text, but now a days almost all editors are supporting this feature.
- **Printing:** Every word processor should provide option for printing.
- **Formatting:** It involves Page Setting, Headers and Footers, Bold, Italic, Underline, Paragraph spaces, Table alignment etc.
- **Spell Check:** Sophisticated software's are providing feature called spell check and grammar as a utility in almost every software.

The Word interface is to make working with a document more iterative.
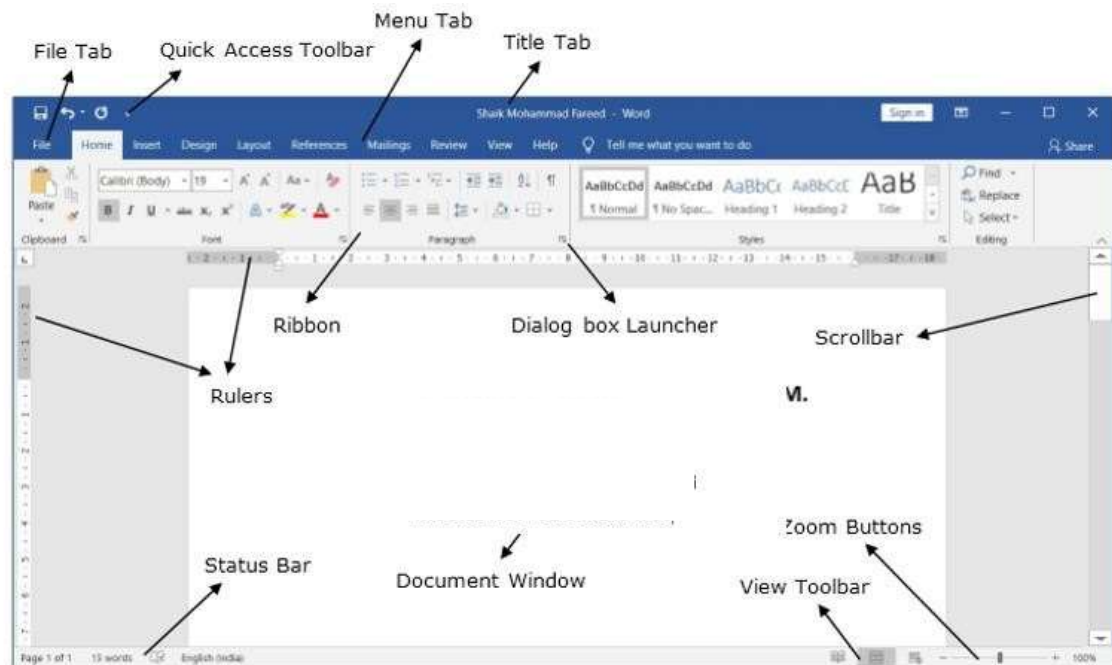
1. File Tab: This is a Backstage view area. It contained within this tab are commands for managing Word documents as a whole such as Print, Save, SaveAs, Open and Close options.

2. Title Bar: This title bar displays the name of the document / program that is opened. Minimize, maximize and close buttons are located on the right side of this bar.

3. Quick Access Toolbar: This toolbar displays the save, undo and redo buttons. It can customize tocontain any of the commands that are used frequently such as open, close etc.

4. Menu Bar: This tab is used to access the different commands for working in the Word document.

- **Home:** Perform basic formatting and editing tasks.
- **Insert:** Add other elements to your document, such as charts, pictures, videos, cover pages,headers, and footers.
- **Design:** Change the appearance of your document.
- **Layout:** Change the setup of your document and its elements.
- **References:** Manage document resources, such as the table of contents and index.
- **Mailings:** Create a mail merge document.
- **Review:** Perform research and review the document.
- **View:** View the document and/or open Word windows in different ways.
- **Help:** It can assist the user when requires about word document.

5. Rulers / Margins: These rules / margins can be used for align the page width and heights as per the requirement. There are like Left Margin, Right Margin, Top Margin and Bottom Margin.

6. Ribbon: The ribbon contains the options that make it possible to use the different commands in the Word document.
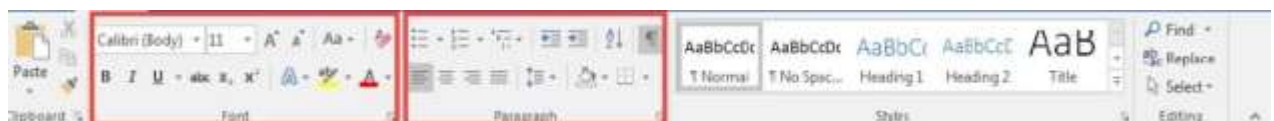
7. Dialog Box Launcher: When this button is clicked, a dialog box containing more commands for that particular group will display.
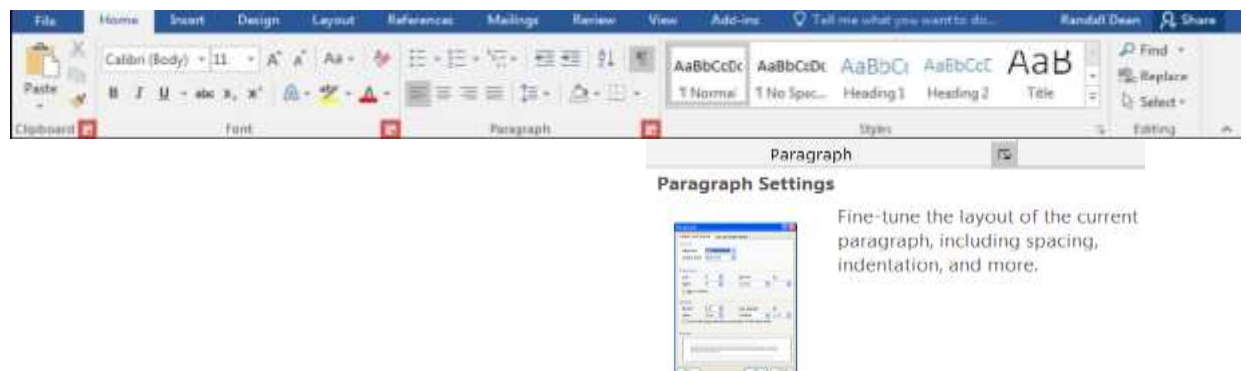
8. Scrollbar: Scrollbar are used to move up and down or left and right on a page in word document. These bars will appear when the pages are too long or too wide to fit within the document window. Mainly by two ways using the Horizontal, Vertical Scroll bars with the help of the mouse or using keyboard to press Page Up, Page Down, Home and End keys.

9. Status Bar: Status bar can display properties of the cursor in the document. It displays the current page, current page number out of total page number (5/26), line number,

column number, word count etc.

Page 1 of 2   Line: 1   Column: 1   17 words   130 characters   English (India)

10. View Toolbar: This toolbar is used to change to different available views in Word. These are Read mode, Print Layout and Web Layout.

11. Zoom Button: These buttons are located on the right of the status bar. With these buttons, it is possible to change the size of the view of the document.

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12. Document Window: This is the area where the data is input into the document =. When more than one document is open, each document has its own window.

Cut, Copy & Paste text:

(i).   Cut & Paste Operation: The Cut operation will cut the content from its original place and move the content from its original location to a new desired location. Following is the procedure to move the content in word:

Step 1: Select a portion of the text using any of the text selection methods.

Step 2: Now, you have various options available to cut the selected text and put it in the clipboard. You can make use of one of the options:

- **Using Right-Click:** If right-click on the selected portion of text, it will display cut option, just click this option to cut the selected content and keep it in clipboard.

- **Using Ribbon Cut Button:** After selecting a portion of text, you can use cut button available at the ribbon to cut the selected content and keep it in clipboard.

- **Using Ctrl + X Keys:** After selecting a portion of text, just press **Ctrl + X** keys to cut the selected content and keep it in clipboard.

Step 3: Finally, click at the place where you want to move the selected text and use either of these two simple options:

Using Ribbon Paste Button: Just click the **"Paste"** button available at the ribbon to paste the content at the new location.

Paste operation :

Using Ctrl + V Keys: This is simplest way of pasting the content. Just press **Ctrl + V** keys to paste the content at the new location.

Note: You can repeat the Paste operation as many times as you like to paste the same content.

(ii). <u>**Copy & Paste Operation:**</u> The Copy operation will just copy the content from its original place and create a duplicate copy of the content at the desired location without deleting the text from it's the original location. Following is the procedure to copy the content in word.

Step 1: Select a portion of the text using any of the text selection methods.

Step 2: You have various options available to copy the selected text in clipboard. You can make use of any one of the options:

- **Using Right-Click:** When you right-click on the selected text, it will display the copy option, click this option to copy the selected content in clipboard.
- **Using Ribbon Copy Button:** After selecting text, you can use the copy button available at the ribbon to copy the selected content in clipboard.
- **Using Ctrl + C Keys:** After selecting a text, just press **Ctrl + C** keys to copy the selected content in clipboard.

Step 3: Finally click at the place where you want to copy the selected text and use either of these two simple options:

- **Using Ribbon Paste Button:** Just click the **"Paste"** button available at the ribbon to paste the copied content at the desired location.
- **Using Ctrl + V Keys:** This is simplest way of pasting the content. Just press "**Ctrl + V"** keys to paste the content at the new location.

Note: You can repeat the Paste operation as many times as you like to paste the same content.

Find and Replace text:

Find and Replace operation in Word, While working on editing a document you come
across a situation very frequently when you want to search a particular word in your document and many times you will be willing to replace this word with another word at a few or all the places throughout the document.

(i). Find Command: The Find command enables you to locate specific text in your document.

Step 1: Let us work out on a sample text available in our Word document. Just type **"=rand () "** and press Enter.

Step 2: Click the **"Find"** option in the Editing group on the **Home** tab or press **"Ctrl + F"** to launch the Navigation pane.

Step 3: Enter a word which you want to search in the Search box, as soon as you finish typing, Word searches for the text you entered and display the results in the navigation pane and highlights the word in the document.

Step 4: You can click the clear button (X) to clear the search and results and perform another search.

Navigation: Home → Find

(ii).Find & Replace Operation:

Step 1: Click the **"Replace"** option in the **Editing group** on the **Home tab** or press **"Ctrl + H"** to launch the Find and Replace dialog box shown.

Step 2: Type a word which you want to search. You can also replace the word using the **Find and Replace** dialog box.

Step 3: Click the **Replace** button available on the Find and Replace dialog box and you will see the first occurrence of the searched word would be replaced with the replace with word.

Step 4: Clicking again on **Replace** button would replace next occurrence of the searched word. If you will click **Replace All** button then it would replace all the found words in one go.

Step 5: Finally, if you are done with the Find and Replace operation, you can click the Close(X) or Cancel button of the dialog box to close the box.

Navigation: Home →Replace →Replace All

<mark>**Formatting Text in Word:**</mark>

Microsoft Word is several features that can be changed for the font in a document.It is possible to change the font type, font style, font size and font color. It also possible to

apply special effects such as all caps or small caps to a font and special text effects may also be added to selected text and many of these changes can be made using the font group under the **Home** tab.

- Setting Font type and size.
- Text Decoration.
- Change Font Cases.
- Change Font Color.

1. Setting Font Type and Size:

Step 1: Select the portion of text the font of which needs to be changed and click the **Home tab**. Now click the **Font Type** button to list down all the fonts available.

Step 2: Try to move the mouse pointer over the listed fonts. You will see that the text font changes when you move the mouse pointer over different fonts. You can use the Font Scroll Bar to display more fonts available. Finally select a desired font by clicking over the font name in the list.

Step 3: Similar way, to change the font size, click over the **Font Size** button which will display a font size list. You will use the same procedure to select a desired font size that you have used while selecting a font type.
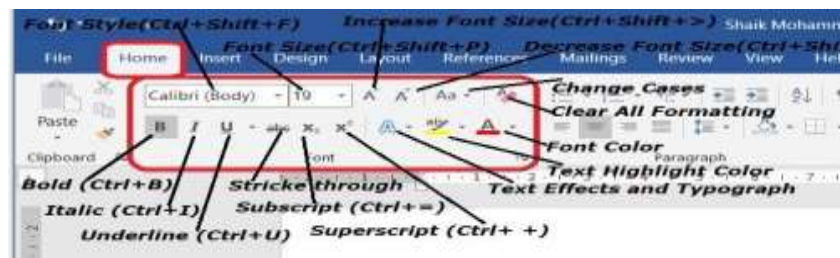
Navigation: Home → Font Type → Font Size

2. Text Decorate:

When we use the term decorate, it means decorate by putting the text in italics, underlining the text or making it bold to look more fancy and much more.

(a). Making Text Bold. (b). Making Text Italic.

(c). Making Text Underline. (d). Making Text Strikethrough.

(a). Making Text Bold: We use bold text to give more emphasis on the sentence. It is very simple to change a selected portion of text into bold font.

Step 1: Select the portion of text that the font of which needs to be made bold. You can use any of the text selection methods to select the portion of text.

Step 2: Click the **Font Bold [B]** button in the **Home tab**. or simply use **Ctrl + B** keys to make the selected portion of text bold.

Navigation: Home → Font Bold (Ctrl + B)

(b). Making Text Italic: An italic text appears with a small inclination and we use the italicized text to differentiate it from other text.

Step 1: Select the portion of text the font of which needs to be italicized. You can use any of the text selection methods to select the portion of text.

Step 2: Click the **Font Italic [I]** button in the **Home tab**, or simply use the **Ctrl + I** keys to convert the portion of text in italic font.

Navigation: Home → Font Italic (Ctrl + I)

(c). Making Text Underline: An underlined portion of text appears with an underline and we use the underlined portion of text to make it more distinguished from other text.

Step 1: Select the portion of text which needs to be underlined. You can use any of the textselection method to select the portion of text.

Step 2: Click **Font Underline [U]** button in the **Home tab**, or simply use the **Ctrl + U** keys to put an underline under the text.

<div align="center">Navigation: Home ⃞ Font Underline (Ctrl + U)</div>

(d). Making Text Strikethrough: Strikethrough portion of text will look as if a line has been drawn through the middle of it.

Step 1: Select the portion of text that you want to change to a bold font. You can use any of the text selection method to select the portion of text.

Step 2: Click **Font Strikethrough [a̶b̶c̶]** button in the **Home tab** to put a line in the middle of the text which is called strikethrough the text.

<div align="center">Navigation: Home →Font Strikethrough</div>

3. **Change Font Cases:**
   Here we change text cases in Word. You can also capitalize a character you are typing

by pressing and holding the **SHIFT** key while you type. You can also press the **CAPS LOCK** to have every letter that you type capitalized, and then press the **CAPS LOCK** again to turn off capitalization.

(a). Change text to Sentence case.

(b). Change text to Lowercase.

(c). Change text to Uppercase.

(d). Change text to Capitalize Each Word.

(e). Change text to Toggle case.

4. Change Font Color:

Here to change text colors in Word 2016. We will also understand how to mark text which should look like it was marked with a highlighter pen. In addition, we will learn how to apply different effects on portions of text.

(a). Change Font Colors.

(b). Set Highlight Text with Colors.

(c). Apply Text Effects.

(a). Change Font Colors: The text that we type comes in black by default; you can always change the color of the font to a color of your choice.

Step 1: Select the portion of text the font color of which needs to be changed. You can use any of the text selection method to select the portion of text.

Step 2: Click the **Home** tab and choose **Font Color** button triangle to display a list of colors. Try to move your mouse pointer over different colors and you will see the text color will change automatically. You can select any of the colors available by simply clicking over it.

NOTE: If you do not find a color of your choice, you can use the More Colors option to display the color pallet box which allows you to select a color from a range of colors.

Navigation: Home →Font Color

(b). Set Highlight Text with Colors: You can highlight a selected portion of text using any color and it will look like it was marked with a highlighter pen. Usually, we highlight a text using yellow color. It is very simple to highlight a portion of text with a color by following two simple steps

Step 1: Select the portion of text that needs to be highlighted with color. You can use any of the text selection method to select the portion of text.

Step 2: Click the **Home** tab and choose **Text Highlight Color** button triangle to display a list of colors. Try to move your mouse pointer over different colors and you will see the text color changes automatically. You can select any of the colors available by simply clicking over it.

Navigation: Home →Text Highlight Color

Formatting Page inWord

Microsoft Word is several features that can be changed for the pages in a document. It is possibleto change the page margins, page header & footer, add page numbers, page break, page orientation, etc.

- Adjust Page Margins.
- Page Header & Footer.
- Add Page Numbers.
- Insert Page Break.
- Insert Blank Page.
- Page Orientation.
- Line numbers
- Hyphenation
- Watermark
- Page color
- Page borders

1. Adjust Page Margins:

Now here to adjust page margins in Word . Margins are the space between the edge of the paperand the text. You can adjust the right, left, top, and bottom margins of your document. By default, Word sets all

margins left, right, top, and bottom to 2.54 cm

Adjust Margins:

Step 1: Open the document the margins of which need to be set. If you want the margins to be applied only to a selected part of a document, select that particular part.

Step 2: Click the **Layout** tab, and click the **Margins** button in the **Page Setup Launcher** group. This will display a list of options to be selected but you have to click the **Custom Margins** option available at the bottom.

Custom Margins: You can also select any of the predefined margins from the list, but using custom margins option you will have more control on all the settings.

Step 3: You will have to display a **Page Dialog Box** as display where you can set top, left, right and bottom margins under the **Margins Tab**. Select the **Apply to**: option to apply the margin on selected text or complete document.

Step 4: If you are going to bind the document and want to add an extra amount of space on one edge for the binding, enter that amount in the **Gutter text box**, and select the side the gutter is on with the **Gutter Position** drop-down list. After setting all the desired values for all the margins, click the **OK** button to apply the margins.

Navigation: Layout ꤶ Margins ꤶ Custom Margins ꤶ Apply to ꤶ Gutter Position

****** 2. Page Header & Footer:

The Header is a section of the document that appears in the top margin, while the Footer is a section of

the document that appears in the bottom margin. Header and Footer generally contains additional information such as Page Numbers, Dates, Author‟s Name, and footnote, which helps keep longer document organized and make them easier to read. Text entered in the Header & Footer will appear on each page of the document.

(a). Add Header and Footer.
(b). Editing Header and Footer.
(c). Adding Page Numbers.

(a). Add Header and Footer: The following steps will help you understand how to add header and footerin a Word document.

Step 1: Click the **Insert** tab, and click either the **Header button or Footer button** that which needs to be added first.

Step 2: Assume you are going to add **Header**; when you click the Header button it will display a list of built-in Headers from where you can choose any of the headers by simply clicking on it.

Step 3: Once you select any of the headers, it will be applied to the document in editable mode and the text in your document will appear dimmed.

Step 4: Finally, you can type your information whatever you want to have in your document header and once you are done, click **Close Header and Footer** button will also appear at the top-right corner, to come out of the header insertion mode.

<div align="center">

Navigation: Insert → Header → Close Header

</div>

NOTE: You can follow a similar procedure to add **Footer** in your document.

(b). Editing Header and Footer: The following steps will help you understand how to edit the existing header or footer of your document.

Step 1: Click the **Insert** tab, and click either the **Header button or Footer button** or whatever you want to edit.

Step 2: Assume you are going to edit the Header, so when you click the **Header** button it will display a list of options including the Edit Header option.

Step 3: Click on the **Edit Header** option and Word will display the editable header.

Step 4: Now you can edit your document header and once you are done, click **Close Header and Footer** to come out of the edit header mode.

Navigation: Insert → Header → Edit Header → Close Header

NOTE: You can follow a similar procedure to edit the **Footer** in your document.

(c). Adding Page Numbers: Word can automatically label each page with a page number and place it in a header, footer or side margin. When you need to number some pages differently, word allows you to restart page numbering.

Step 1: Double-Click anywhere on the **Header or Footer** to unlock it. If you don‟t already have a header or footer, you can double click near the top or bottom of the page. The **Design** tab will appear on the right side

of the Ribbon.

Step 2: Click the **Page Number** button. In the menu that appears, hovers the mouse over **Current Position** and select the desired **Page Numbering Style**.

Step 3: Now Page Numbering will appears. To edit font, font size and alignment of page numbers, select a pagenumber and click the **Home** tab.

Navigation: Dbclick on Header ⏷ Design ⏷ Page Number ⏷ Current Position ⏷ Page Numbering Style

3. Add Page Numbers:

Now we will discuss how to add page numbers in Word 2016. Microsoft Word automatically assigns page numbers on the pages of your document. Typically, page numbers are printed either in header or footer but you have the option that can display the page number in the left or right margins at the top or the bottom of a page.

(a). Add Page Numbers. (b).
Remove Page Numbers.

(a). Add Page Numbers: Following are the simple steps to add page numbers in a Word 2016document.

Step 1: Click the **Insert** tab, and click the **Page Number** button available in the header and footer section. This will display a list of options to display the page number at the top, bottom, current position etc.

Step 2: When you move your mouse pointer over the available options, it displays further styles of page numbers to be displayed.

Step 3: Finally, select any one of the page number styles. I selected the **Accent Bar 1** style by clicking over it. You will be directed to the Page Header modification mode. Click the **Close Header and Footer** button to come out of the Footer Edit mode.

NOTE: You can format your page numbers using the Format Page Numbers option available under the listed options.

(b).   **Remove Page Numbers:** The following steps will help you remove page numbering from a Word document.

Step 1: Click the **Insert** tab, and click the **Page Number** button available in the header and footer section.

Step 2: This will display a list of options to display page number at the top, bottom, current position, etc. At the bottom, you will have the **Remove Page Numbers** option. Just click this option and it will deleteall the page numbers set in your document.

4. Insert Page Break:

Now here we will discuss how to insert page breaks in Word 2016. Microsoft Word automatically starts a new page when the current page fills with text but you can insert a page break to force Word to start text on a new page. You can insert a page break using either the mouse or the keyboard.

(a). Insert Page Break.
(b).Remove Page Break.

(a). Insert Page Break: The following steps will help you insert page breaks in a Word 2016 document.

Step 1: Bring your insertion point immediately before the text that has to appear on a new page.

Step 2: Click the **Insert** tab, and click the **Page Break** button in **Pages** tab available in the Pages group. Word inserts a page break and moves all text after the page break onto a new page.

NOTE: You can also use the **"Ctrl+Enter"** keys to create a page break at the pointed location.

<div align="center">Navigation: Insert →Pages → Page Break</div>

(b). Delete a Page Break: Just put the insertion point on the previous page of the page break that needsto be deleted. Press the **Delete** key multiple times until both the pages get merged.

5. Insert Blank Page:

Let us know how to insert blank pages in Word . A blank page is a page which does not have anytext or any other content over it.

(a). Insert Blank Page.
(b). Delete Blank Page.

(a). Insert Blank Pages: Following are the simple steps to insert blank page in a word document.

Step 1: Bring your insertion point immediately before the text where you want to insert a blank page.

Step 2: Click the **Insert** tab, and click the **Blank Page** button available in the **Pages group**. Word inserts a new blank page and moves all the text after the page break onto a new page.

<div align="center">Navigation: Insert ⍰ Pages ⍰ Blank Page</div>

(b). Delete Blank Pages: The following steps will help you delete blank page from a Word document.

Step 1: Click the **Home** tab, and click the **Show/Hide ¶ paragrap**h marks button available in the Paragraph group or simply press the **Ctrl + *** keys.

Step 2: Bring your cursor immediately before the Page Break mark available on the blank page and press the **Delete** Key. This will delete the blank page and again you can click the **Show/Hide ¶ paragraph** marks button to hide all the paragraph marks.

<div align="center">Navigation: Home → Show / Hide ¶ paragraph →Delete</div>

6. Page Orientation:

Page Orientation is useful when you print your pages. By default, Microsoft Word shows a page in portrait orientation and in this case the width of the page isless than the height of the page; the page will be 8.5 inches × 11 inches.

You can change the page orientation from portrait to landscape orientation. In such case, the width ofthe page will be more than the height of the page and page will be 11 inches × 8.5 inches.

Change Page Orientation: The following steps will help you understand how to change the page orientation of a word document.

Step 1: Open the Word document the orientation of which needs to be changed. By default, orientation will be Portrait Orientation.

Step 2: Click the **Layout** tab, and click the **Orientation** button available in the **Page Setup** group. This will display an Option Menu having both the options (Portrait & Landscape) to be selected.

Step 3: Click any of the options you want to set to orientation. Because our page is already in portrait orientation, we will click the **Landscape** option to change my orientation to landscape orientation.
Navigation: Layout ⏵ Orientation ⏵ Landscape

7. Line numbers:

You can add line numbers to all or part of a document. To view line numbers, you must be in Print Layout view (click the **View** tab to check).On the **Layout** tab, in the **Page Setup** group, click **Line Numbers**.
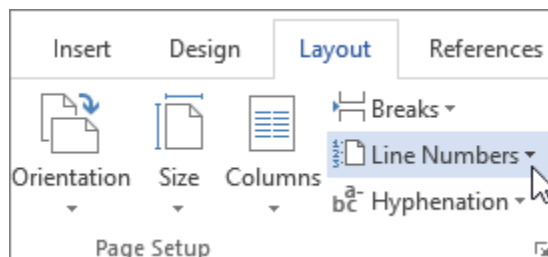

1. Do one of the following:
   - To number consecutively throughout the document, click **Continuous**.
   - To start with number 1 on each page, click **Restart Each Page**.
   - To start with number 1 after each section break, click **Restart Each Section**.
   - For more advanced line numbering options, such as numbering at different intervals, click **Line Numbering Options**, and then click **Line Numbers** on the **Layout** tab.

Remove line numbers

You can remove line numbers from the entire document, from a section, or from a paragraph.

1. Click in the document, or click in the section or paragraph from which you want to remove line numbers. If you want to remove line numbers from multiple sections, select the sections.
2. On the **Layout** tab, in the **Page Setup** group, click **Line Numbers**.
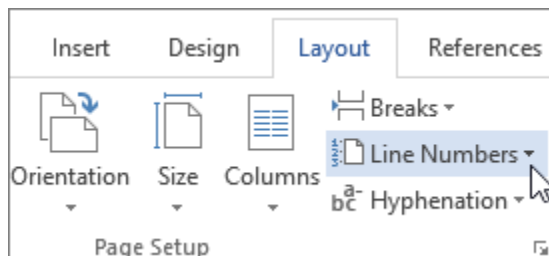
3. Do the following:
   - To remove line numbers from the entire document or section, click **None**.

8. Hyphenation:

You can also control how text breaks at the end of a line by adjusting hyphenation. Hyphenating will break long words across lines in order to smooth out the side margins of a document.

1. Click the **Layout** tab on the ribbon.
2. Click the **Hyphenation** button.

   Automatic hyphenation lets Word choose how to hyphenate words, while **Manual** will open a dialog box and work through the document to let you choose how to split each word.

Select a hyphenation option.
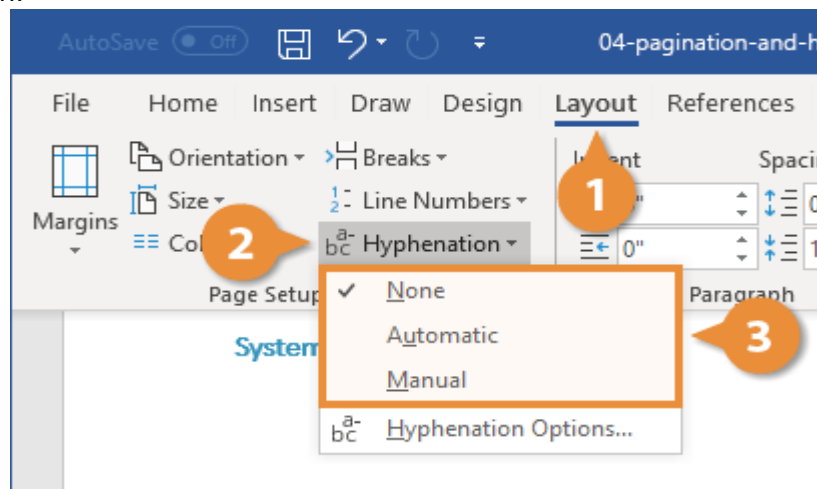
The hyphenation option is applied to the document.

9. Watermark:

Watermark is a **background image** that displays behind the text in the Word document. Watermark helps us to **identify the manufacturer or brand** through which the particular documents relate.

The defaults, Microsoft Watermark are: **Confidential** (both horizontal and diagonal) **Do Not Copy** (both Horizontal and Diagonal)

There are the following steps to insert a Watermark in Word document -

Step 1: Open or Create a new Word document in which you want to insert a Watermark.

Step 2: Go to the **Page Layout** tab on the Ribbon and click on the **Watermark** option in the **Page Background** section.
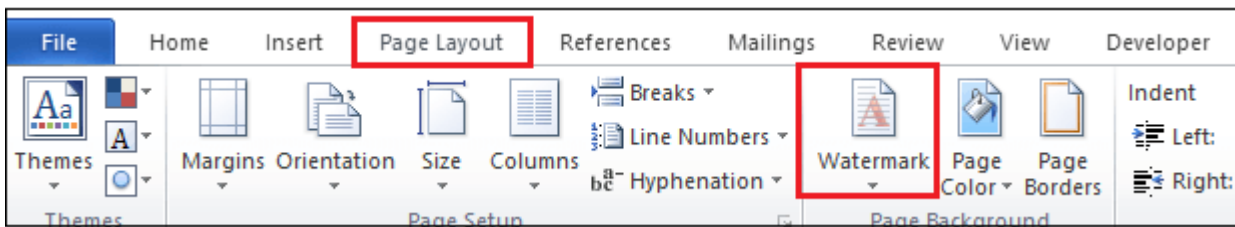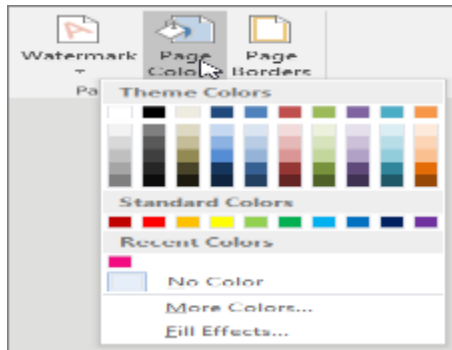

Step 3: The following window will appear on the screen. Select the Watermark that you want to insert in the Word document.
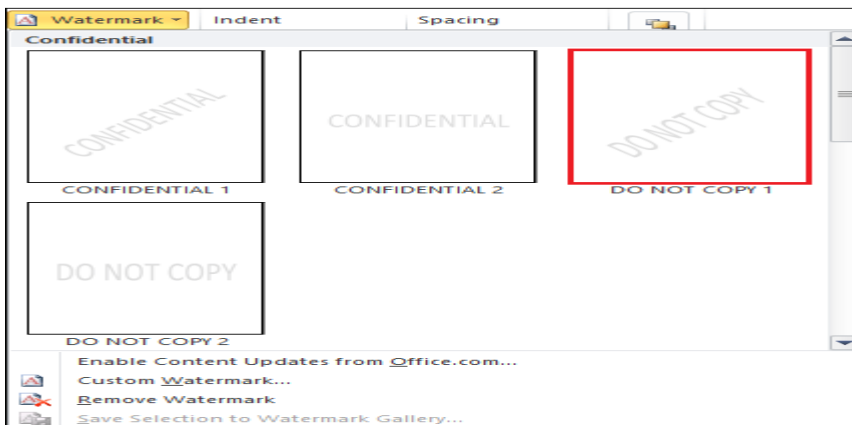
   10. Page color:

Add or change the background color

1. Go to **page layout** > **Page Color**.
2. Choose the color you want under **Theme Colors** or **Standard Colors**.

- If you don't see the color you want, select **More Colors**, and then choose a color from the **Colors** box.
- To add a gradient, texture, pattern, or picture, select **Fill Effects**, and then go to **Gradient**, **Texture**, **Pattern**, or **Picture** and select an option.

Patterns and textures are repeated (or "tiled") to fill the entire page. If you save your document as a webpage, the textures are saved as JPEG files, and the patterns and gradients are saved as PNG files.
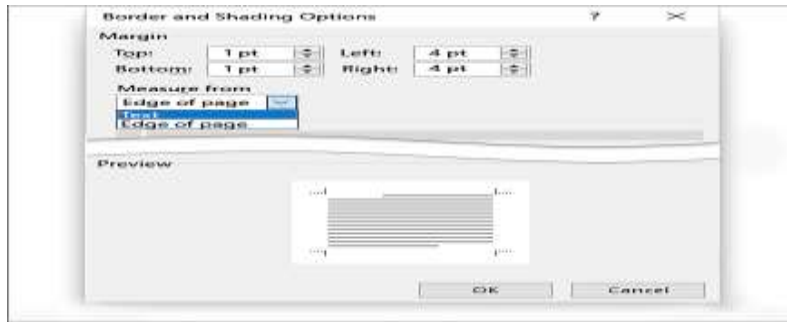
Remove the background color

1. Go to **Page layout** > **Page Color**.
2. Select **No Color**.

11. Page borders:

1. Go to **page layout** > **Page Borders**.
2. Make selections for how you want the border to look.
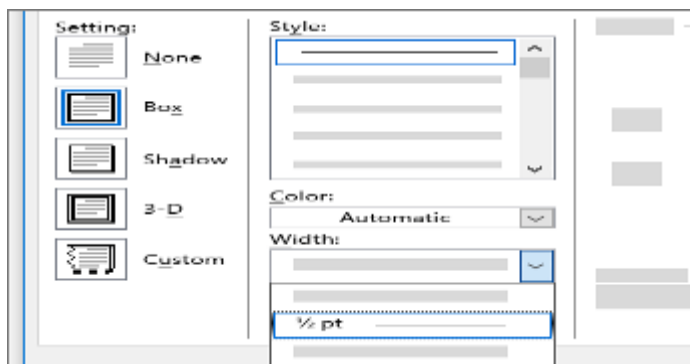
3. To adjust the distance between the border and the edge of the page, select **Options**. Make your changes and select **OK**.

4. Select **OK**.

Paragraph formatting is applied to an entire paragraph. All formatting for a paragraph is stored in the paragraph mark and carried to the next paragraph when you press the **Enter** key.

1. Text Alignment:

There are four types of paragraph alignment available in Microsoft Word 2016: left-aligned, center-aligned, right-aligned, and justified.

(a). Left-Aligned Text.

(b). Center-Aligned Text.

(c). Right-Aligned Text.

(d). Justified Text.

(a). Left-Aligned Text: A paragraph's text is left aligned when it is aligned evenly along the left margin.

Step: Click anywhere on the paragraph you want to align and click the **Align Text Left** button available on the **Home** tab or simply press the **Ctrl + L** keys.

Navigation: Home ⏹ Align Text Left (Ctrl + L)

(b). Center Aligned Text: A paragraph's text will be said center aligned if it is in the center of the left and right margins.

Step: Click anywhere on the paragraph you want to align and click the **Center** button available on the **Home** tab or simply press the **Ctrl + E** keys.

Navigation: Home ⏹ Center (Ctrl + E)

(c). Right-Aligned Text: A paragraph's text is right-aligned when it is aligned evenly along the right margin.

Step: Click anywhere on the paragraph you want to align and click the **Align Text Right** button available on the **Home** tab or simply press the **Ctrl + R** keys.

Navigation: Home ⏹Align Text Right (Ctrl + R)

(d). Justified Text: A paragraph's text is justified when it is aligned evenly along both the left and the right margins.

Step: Click anywhere on the paragraph you want to align and click the **Justify** button available on the **Home** tab or simply press the **Ctrl + J** keys.

Navigation: Home ⏹ Justify (Ctrl + J)

2. Indent Paragraph:

As you know the margin settings determine the blank space that appears on each side of a paragraph. You can indent paragraphs in your document from the left margin, the right margin, or both the margins.

(a). Left Indentation. (b). Right Indentation.

(c). First Line Indentation. (d). Handing Indentation.

(a). Left Indentation: Left indentation means to move the left edge of the paragraph inward towards the center of the paragraph.

Step 1: Click anywhere on the paragraph you want to indent left and click the **Increase Indent Left**

button available on the **Home** tab or simply press the **Ctrl + M** keys.

Step 2: You can remove left indentation by clicking the **Decrease Indent Left** button available on **Home** tab or simply press **Ctrl + Shift+ M** keys

 Navigation: Home ▯ Increase Indent Left (Ctrl + M) ▯Decrease Indent Left (Ctrl + Shift + M)

(b). Right Indentation: Right indentation means to move the right edge of the paragraph inward towards the center of the paragraph.

Step 1: Click anywhere on the paragraph you want to indent and then click on the **Increase Right Indent** spinner available on the **Layout** tab.

Step 2: You can remove right indentation by clicking the **Decrease Right Indent** spinner in theopposite direction.

                Navigation: Layout ▯ Increase Right Indent ▯ Decrease Right Indent

NOTE: You can also use the Paragraph Dialog Box to set left and right indentations.
(c). First Line Indentation: You can move the left side of the first line of a paragraph inward toward the center.
Step 1: Click anywhere on the paragraph you want to indent right and click the **Paragraph DialogBox launcher** available on the **Home** tab.

Step 2: Click the **Before Text** spinner to set left indentation and select the **First Line Option** to move the left side of the first line of a paragraph inward toward the center. You can controlthe movement by setting the Indentation Unit.

   Navigation: Home ▯ Paragraph Dialog Box launcher ▯ Before Text ▯ First Line Option

(d). Hanging Indentation: Using this option is used to apply indentation to all the lines of a paragraph except the first line.

Step 1: Click anywhere on the paragraph you want to indent right and click the **Paragraph DialogBox launcher** available on the **Home** tab.

Step 2 – Click the **Before Text** spinner to set left indentation and select **Hanging Option** to

move the left side of the first line of a paragraph leftward, away from the center. You can control the movement by setting the Indentation Unit.

Navigation: Home ⬜Paragraph Dialog Box launcher ⬜ Before Text ⬜ Hanging Option
NOTE: You can use the **After Text** spinner to set the right indentation.

3. Create Bullets and Numbering:

List Styles, Bullets or Numbers are automatically applied when a particular type of item is selected.

These styles can be changed to suit individual styles.
Types of lists:

(a). Bullets. (b). Numbering. (c). Multilevel List.

(a). Bullets (Unordered List): Bullets should be used when a list of items does not have to be in any particular order. To apply bullets to a list of items, click the **Bullets** button in the **Paragraph** group of the **Home** tab.

(b). Numbering (Ordered List): Numbering is applied to a list when items have to be completed in a particular order. To apply numbering to a list, click the **Numbering** button in the **Paragraph** group under the **Home** tab.

(c). Multilevel List: In the **Paragraph** group under the **Home** tab, click the **Multilevel List** button to apply an outline style to the list of items.

I. Method: Create a List from Existing Text:

This is very simple to convert a list of lines into a bulleted or numbered list. Following are the simple steps to create either bulleted list or numbered list.

Step 1: Select a list of text to which you want to assign bullets or numbers. You can use any of the text selection method to select the portion of text.

Step 2: Click the **Bullet Button** triangle to display a list of bullets you want to assign to the list. You can select any of the bullet style available by simply clicking over it, from **Home** tab.

Step 3: If you are willing to create a list with numbers, then click the **Numbering Button** triangle instead of the bullet button to display a list of numbers you want to assign to the list.You can select any of the numbering style available by simply clicking over it, from **Home** tab.

Navigation: Home ▢ Bullet ▢ Numbering

II. Method Create a List as You Type:

You can create a bulleted list as you type. Word will automatically format it according to your text.
Following are the simple steps to create bulleted list as you type.
Step 1: Type *****, and then either press the **SPACEBAR** or press the **TAB** key, and then type the rest of what you want in the first item of the bulleted list.

Step 2: When you are done with typing, press Enter to add the item in the list automatically and go to add next item in the list.

You can create a numbered list as you type. Word will automatically format it

according to your text. Following are the simple steps to create numbered list as you type.

Step 1: Type **1**, and then either press the **SPACEBAR** or press the **TAB** key, and then type the rest of what you want in the first item of the numbered list.

Step 2: When you are done with typing, press Enter to add the item in the list automatically and go to add next item in the list.

4. Set Line Spacing:

Line spacing is the distance between two lines in a Microsoft Word 2016 document. You can increase or decrease this distance as per your requirement by following a few simple steps.

(a) Spacing between Lines.
(b) Spacing between Paragraphs.

(a). Spacing between Lines: Following are the simple steps to adjust spacing between two lines of the document.

Step 1: Select the paragraph or paragraphs for which you want to define spacing.

Step 2: Click the **Line and Paragraph Spacing** button to display a list of options to adjust space between the lines. You can select any of the option available by simply clicking over it.

Navigation: Home ⬜Line and Paragraph Spacing

(b). Spacing between Paragraphs: You can also set distance between two paragraphs.

Step 1: Select the paragraph or paragraphs for which you want to define spacing and click the **Paragraph Dialog Box Launcher** available on the **Home** tab.

Step 2: Click the **Before** spinner to increase or decrease the space before the selected paragraph.

Step 3: Similar way, click the **After** spinner to increase or decrease the space after the selected paragraph. Finally, click the **OK** button to apply the changes.

Navigation: Home ▢ Paragraph Dialog Box Launcher ▢ Before ▢ After

5. Borders and Shades:

Here we work on borders and shades in Word . Microsoft Word allows you to place a border on any or all of the four sides of selected text, paragraphs, and pages. You can also add different shades to the space occupied by the selected text, paragraphs, and pages, add any of the borders (left, right, top or bottom) around a text or paragraph or a page and how to add different shadows to them.

a). Add Border to Text

(b). Add Border to Page

(c). Add Shades to Text

(b). Add Borders to Text: Following are the simple steps to add border to any text or paragraph.

Step 1: Select the portion of text or paragraph to which you want to add border.

Step 2: Click the **Design** tab and select **Page Borders** button and select **Border** to display a list of options to put a border around the selected text or paragraph. You can select any of the option available by clicking over it.

Step 3: Try to add different borders like left, right top or bottom by selecting different options from the border options.

Step 4: To delete the existing border, simply select the **No Border** option from the border options.

Note: You can add a horizontal line by selecting the **Horizontal Line** option from the border options. Otherwise type --- (three hyphens) and press **ENTER**.

<center>**Navigation:** Design ⯈Page Border ⯈Text Borders</center>

(c). Add Borders to Page: You can add borders of your choice to word pages by following the stepsgiven below.

Step 1: Click the **Design** tab and select **Page Borders** button to display a list of options to put a border.

Step 2: Select the **Border and Shading** option this will display a Border and Shading dialog box. Thisdialog box can be used to set borders and shading around a selected text or page borders.

Step 3: Click the **Page Border** tab which will display a list of border settings, styles and options whetherthis border should be applied to the whole document or just one page or the first page.

Step 4: You can use the **Preview** section to disable or enable left, right, top or bottom borders of thepage.

Step 5: You can customize your border by setting its color, width by using different art available underthe style section.
<center>**Navigation:** Design ⯈Page Borders ⯈Page Border</center>

(d). Add Shades to Text: The following steps will help you understand how to add shades on a selected portion of text or a paragraph(s).

Step 1: Click the **Design** tab and select **Page Border** button to display a list of options to put a border.

Step 2: Select the **Border and Shading** option will display a Border and Shading dialog box. This dialogbox can be used to set borders and shading around a selected portion of text or page borders.

Step 3: Click the **Shading** tab; this tab will display the options to select fill, color and style and whetherthis border should be applied to a paragraph or a portion of text.

Step 4: You can use the **Preview** section to have an idea about the expected result. Once you are done,click the OK button to apply the result.

Navigation: Design ▯ Page Borders ▯ Shading

<mark>**AutoCorrect option in Word**</mark>

The AutoCorrect feature automaticallycorrects common typographical errors when you type the words in your documents.

Setting AutoCorrect: The following steps will help to enable the AutoCorrect feature in Microsoft Word .

Step 1: Click the **File** tab, click **Options**, and then click the **Proofing** option available in the left most column, it will display the **Word Options** dialog box.

Step 2: Click the **AutoCorrect Options** button which will display the **AutoCorrect** dialog box and then click the **AutoCorrect tab**.

Step 3: Now you have to make sure all the options are enabled, especially the **Replace Text** as you type option. It is also recommended to be careful when you turn off an option.

Although Word comes preconfigured with hundreds of AutoCorrect entries, you can also manually add entries using the following dialog box and use the **Replace** and **With** text boxes to add more entries.

Step 4: Click **OK** to close the **AutoCorrect Options** dialog box and again click **OK** to close the Word Options dialog box.

<mark>**Typing modes:**</mark>

Microsoft Word has two text entry modes: Insert and Overtype. These modes each describe how text behaves as it's added to a document with pre-existing text.

The **Insert** key on your keyboard allows you to replace text as you type. You can set up the function in Word Options.

Turn on Overtype mode

When you edit text in Overtype mode, you type over text to the right of the insertion point.

1. In Word, choose **File** > **Options**.
2. In the **Word Options** dialog box, choose **Advanced**.
3. Under **Editing options**, do one of the following:
   - To use Insert key to control Overtype mode, select the **Use Insert key to control overtype** check box.
   - To keep Overtype mode enabled always, select the **Use overtype mode** check box.
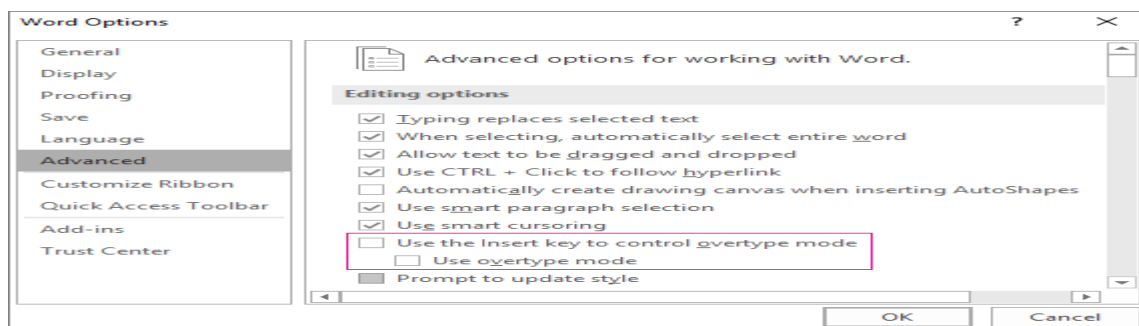
Shortcut keys:

|	
Open a document.	Ctrl+O
Create a new document.	Ctrl+N
Save the document.	Ctrl+S
Close the document.	Ctrl+W
Cut the selected content to the Clipboard.	Ctrl+X
Copy the selected content to the Clipboard.	Ctrl+C
Paste the contents of the Clipboard.	Ctrl+V
Select all document content.	Ctrl+A
Apply bold formatting to text.	Ctrl+B
Apply italic formatting to text.	Ctrl+I
Apply underline formatting to text.	Ctrl+U
Center the text.	Ctrl+E
Align the text to the left.	Ctrl+L
Align the text to the right.	Ctrl+R
Undo the previous action.	Ctrl+Z
Redo the previous action, if possible.	Ctrl+Y

customizing Quick Access Toolbar

The customizable Quick Access Toolbar contains a set of commands that are independent of the currently displayed tab on the ribbon. You can move the Quick Access Toolbar from one of the two possible locations, and you can add buttons that represent commands to the Quick Access Toolbar.

You can add, remove, and change the order of the commands on the Quick Access Toolbar by using the **Options** command.

1. Select **File > Options > Quick Access Toolbar**.
2. Use the **Add** and **Remove** buttons to move items between the **Customize the657 Access Toolbar** list and the **Choose command from** list.

list.
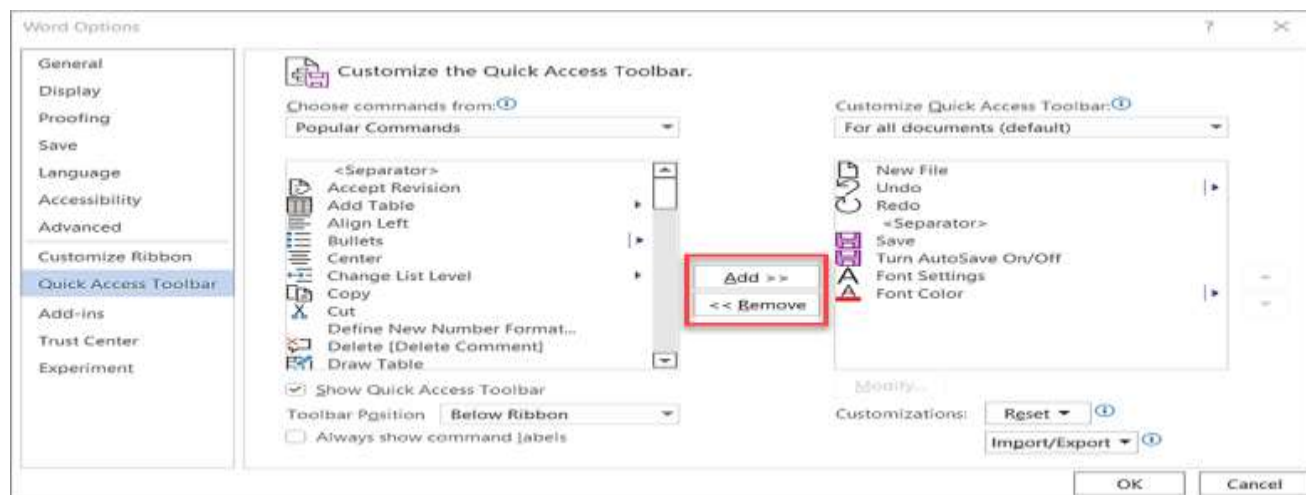
1. Reset the Quick Access Toolbar to the default settings

1. Open the Quick Access Toolbar short-cut menu, and then select **Customize Quick Access Toolbar**.
2. In the **Customize the Quick Access Toolbar** window, select **Reset > Reset only Quick Access Toolbar**.
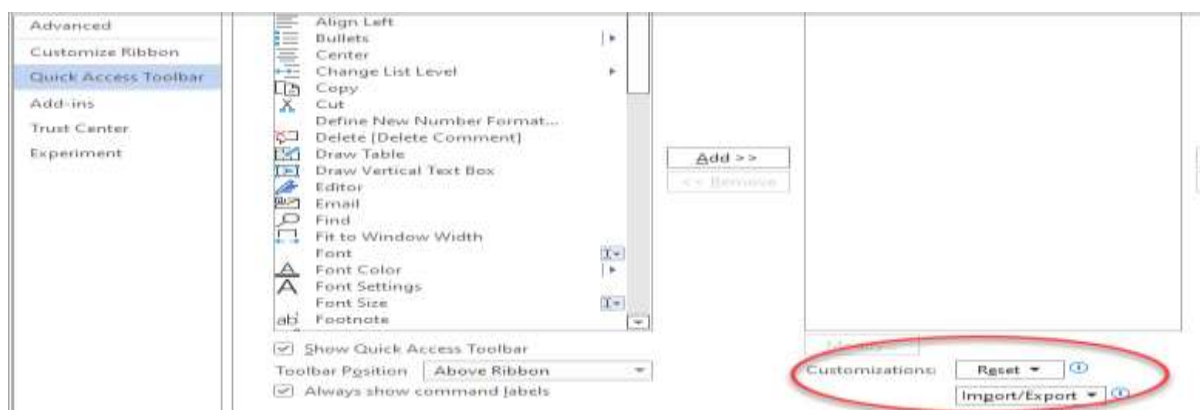
Format painter:

Format Painter to quickly apply the same formatting, such as color, font style and size, or border style, to multiple pieces of text or graphics. With format painter, you can copy all of the formatting from one object and apply it to another one—think of it as copying and pasting for formatting.

1. Select the text or graphic that has the formatting that you want to copy.
2. On the **Home** tab, select ✒ **Format Painter** in the Clipboard group.
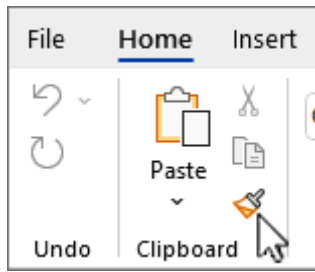
3. The cursor changes to a ⬛paintbrush icon.
4. Use the brush to *paint* over a selection of text or graphics to apply the formatting. This only works once. To change the format of multiple selections in your document, you must first double-click 🖌**Format Painter**.
5. To stop formatting, press ESC.

Unit-2
MS Word Advanced Features

Step 1: Select the **insert** option from the navigation menu.

Step 2: Now select the **picture** option

Step 3: A **insert picture from** dialog box will open.
Step 4: Select **this device** option
Step 5: A insert picture dialog box will open.

Step 6: Select the drive or folder from the left panel menu where your pictures are saved

Step 7: Next select the picture/image you want to insert in your document.

Step 8: Click on the **insert** option

Step 9: Now you can set or resize the size of your picture according to your requirement using the dot button.

Step 10: To give styles to the picture click on the **format** option from the navigation menu.

Step 11: Click on drop-down arrow

Step 12: Select picture style as per your choice.

Microsoft Word has a special feature called shapes in which users can insert many different types of shapes in the document. A shape highlights the important item of the document. It attracts the attention of the readers for a better understanding of the content of the document.
MS Word contains many different types of shapes such as boxes, rectangles, callouts, circles, arrows, lines, triangles, curves, equations shapes, and many more. Once the shape is added, you can modify it by changing features like color, style format, size, outline, etc.
Step 1: On the navigation menu click on the **insert** option.

Step 2: In the illustration section select the **shapes** option

Step 3: A list of shapes will pop up on the screen where you can select different types of shapes.
There are total of 8 sections in shapes:
1. Lines
2. Rectangles
3. Basic Shapes
4. Block Arrows
5. Equation Shapes

6. Flowcharts
7. Stars and Banners
8. Callouts

Step 4: Now select a shape as per your need.

Step 5: Next drag the cursor on your current page to draw the shape.

Step 6: Finally shape is added on the current page of the document

Step 7: Now click on the **drag button** to set the size of the shape

Step 8: On the navigation menu click on the **format** option to give color, layout, style to the shape.

Step 9: Under the **shape style** section click on the **drop-down arrow** to open the style panel.

Step 10: A **theme style** color panel will open where you can select different types of color styles for the shape

Step 11: Select the **color** of your choice.

Step 12: You can also choose a different color pattern from **other theme fills** options

Step 13: You can also select a different color from the **shape fill** option.

Step 14: Next click on the **shape outline** option to give an outline to the shape.

Step 15: Select the color from the **theme colors** panel

Step 16: Next click on the **shape effects** option.

Step 17: Now select the option from the menu as per your requirement.

<mark>Inserting textbox:</mark>

A text box is an element you can insert and position anywhere in a document. Text boxes are great for calling special attention to a quote or a whole block of text.

Insert a Text Box

1. Click the **Insert** tab.

2. Expand the **Text** group, if necessary.

3. Click the **Text Box** button.

   A gallery of text box styles appears. The styles range from simple text boxes to stylized sidebars.

4. Select the text box

   The text box is automatically inserted.

5. Click the text box and type to replace the placeholder text.

   6. The placeholder text disappears as soon as you start typing.

7. Text boxes can be sized, moved, arranged, and styled just like shapes and pictures.

Microsoft Word has special features called equations which help you to insert or create equations in our document very easily. In MS Word you can insert different types of mathematical symbols or text by using the equations tools. Microsoft Word uses the Equation Editor to create multiple mathematical equations, which include fractions, integrations, matrices, mathematical symbols, etc.
Microsoft Word contains almost all equations including chemistry, physics, mathematics, etc.

Step 1: On the navigation menu click on the **insert** option.

Step 2: Under **Equation** tools click on the **drop-down arrow** button

Step 3: A **built-In** dialog box will open where you can select the different types of equations.

Step 4: There are multiple sets of equations in the list, Select the equation as per your requirement

Step 5: Now click on the **equation** to edit or modify the Symbols or Structures of the equation.

Inserting Symbols:

Microsoft Word has a special features called symbols in which user can insert many different types of symbols in the document.
MS Word has a variety of symbols, special characters, fractions, languages, etc. We can insert the symbols and special characters with the help of the Symbol dialog box present in MS Word.
Some pictures of symbols in MS Word are:

¥	€	£	©	®
™	±	≠	≤	≥
÷	×	∞	μ	α
β	π	Ω	Σ	☺

Ω More Symbols...
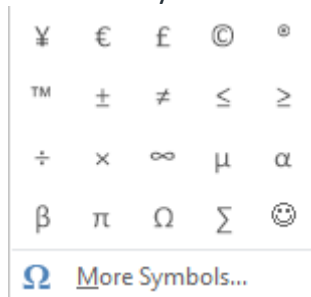
Step 1: On the navigation menu click on the **insert** option.
Step 2: On the right-hand side of the navigation menu select the **Symbol** option
Step 3: Next select the **symbol** from the menu as per your need.
Step 4: You can also select more different types of symbols by just clicking on the **More Symbols** option
Step 5: A **symbol** dialog box will be pop up on the screen.
Step 6: Now click on the **symbols** option
Step 7: Select the symbol as per your choice

Hyperlinks:

A hyperlink is a word, phrase, or image that you can click on to jump to a new document, or a new section within the document, or to a webpage, etc. Hyperlinks are found in nearly all Web pages, and these links allow the users to click their way from the current page to a new page. Most of the time text hyperlinks are often blue and

underlined, but it is not all the time or a necessary condition. When you move the cursor over a hyperlink(text or image), the arrow should change to a small hand pointing at the link and when you click it, a new page is opened or a new place in the current page will open

Steps to follow:

      Step 1: First open MS-Word on your PC.

      Step 2: Now, Open the document or create a new one in which you want to perform this operation.

      Step 3: Select a text(a text or phrase) for creating a hyperlink.

      Step 4: Now, go to the **Insert tab**.

      Step 5: Now, In the **insert tab** go to the "**Links**" Section and in Link Section, click on the "**Hyperlink**" option.

      Step 6: As you click on the Hyperlink option a new tab will open named "**Insert hyperlink**".

      Step 7: Now, In this tab, there is an address bar. In this address bar, you have to add the link of webpage or address to new file anything you want.

      Step 8: After entering the address click ok.

      Step 9: Hyperlink is added to the selected text successfully.

==**Tables:**==

Tables in MS Word are made up of rows and columns with an organized arrangement of text. These tables can be used to align numbers in columns and then various operations can be performed on them. Tables can also be used to create page layouts. **Rows** in a table are series of data banks laid out horizontally in a table or spreadsheet. **Columns** are vertical series of cells in a chart, table, or spreadsheet.

Creating table:

Step 1: Go to the **Insert tab** and click on the **Table** button.

Step 2: In the dropdown menu, select the number of rows and columns from the Grid.

Add a row or column

You can add a row above or below the cursor position.

1. Click where you want in your table to add a row or column and then click the **Layout** tab (this is the tab next to the **Table Design** tab on the ribbon).

    2. To add rows, click **Insert Above** or **Insert Below** and to add columns, click **Insert Left** or **Insert Right**.
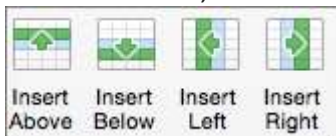
Delete a row, cell, or table

1. Click a row or cell in the table, and then click the **Layout** tab (this is the tab next to the **Table Design** tab on the ribbon).

2. Click **Delete**, and then click the option your need in the menu
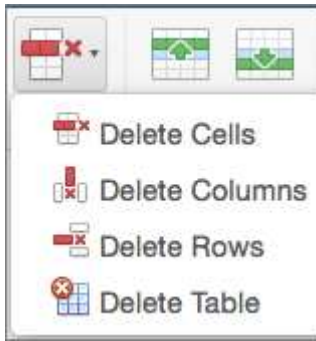
Splitting the Cell

Step 1: Select the cell that you want to split into multiple cells. Then go to the **Layout tab** and click on the **Split Cells** button.

Step 2: In the **dialogue box**, mention the new dimensions as per the requirement.

Step 3: Click on the **Ok** button.

Merging the Cells

Merging of various cells can be done by the following steps:

Step 1: Select all the cells that are to be merged into a single cell. Then go over the **layout tab,** and you will see a **Merge Cell** button.

Step 2: Now click on the Merge Cell button and the selected cells will be merged.

Mail Merge:

A Mail Merge in Word will combine a pre-prepared letter with a mailing list, so that bulk mailispersonalized before it is sent out.

For example, you might be part of an institution that has a list of members and you want to let them know about an upcoming College Day cerebration. Your mailing list would be the list of faculty members" names and addresses, and the pre-prepared letter would be a letter informing them of the Principal. Each letter produced will be identical, apart from the personalized portions.

The three files involved in the mail merge process are:(a).

The Main Document
(b). The Mailing List
(c). Link the Mailing list to the Document.

(a). The Main Document: You should prepare your document before you start the mail merge, so type that out and save it now. Once it's ready, you will then tell Word the type of mail merge you are about to start.

(b). The Mailing List: Your mailing list can be stored in a variety of different locations, such as an Excel spreadsheet, an Access database, a directory of Outlook contacts, or an Office address list. It contains the personalized details that will be combined with the document.

(c). Link the Mailing List to the Document: Go to the Mailings tab and click Select Recipients in the Start Mail Merge Group. We"re going to assume you have a mailing list ready to use, although you can create one on the fly. Select Use An Existing List.

(I). To Use Mail Merge: From Letters
❖ Open an existing Word document, or create a new one.
❖ Type the letter with all needed text and formatting, leaving room from the data source.
❖ Click the **Mailings** tab.
❖ Click the **Start Mail Merge**.

❖ Click **Step-by-Step Mail Merge Wizard**.
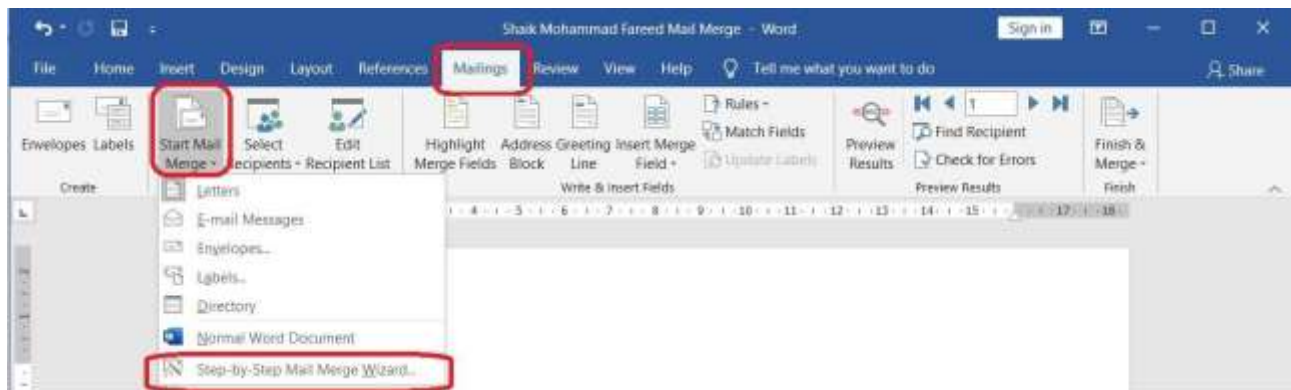
The Mail Merge pane will appear and guide you through the six main steps to complete a merge.

Step 1: Select Document Type:

1.1   Click **Letters** for the document type.
1.2   Click **Next: Starting document**.

Step 2: Select Starting Document:

2.1   Click **Use the Current Document** under select **starting document**.
2.2   Click **Next: Select recipients**.

Step 3: Select Recipients: The Recipients can come from either an existing excel file, an access table oryou can create a new list in word.

(a). If using an Existing File:

3.1   Click **Use an Existing List** under **Select Recipients.**
3.2   Click **Browse**.
3.3   Select the file and click **Open**.
3.4   Select the **worksheet** tab name that contains the data.
3.5   Click **OK** (Mail Merge Recipients) opens showing the file data and Click **OK**.

Click Next: Write your letter**.**

     3.6   **(b). If Creating a New List:**

     3.1   Click **Type a New List** under **Select Recipients**.

     3.2   Click **Create**.

     3.3   Click **Customize Columns** to modify the list of fields.

     3.4   Delete any unnecessary filed names or **Add** ones

     3.5   Click **OK**.

     3.6   Begin typing records, hitting / pressing **Tab** to advance to the next filed and to continue adding new records.

     3.7   Click **OK.**

     3.8   Click **Save**.

     3.9   Click **Next: Write Your Letter**.

The recipients list will be saved as a separate file as a Microsoft Access file type. It is saved in the **My Data Source** folder. It is recommended to save the file in this folder.

Step 4: Write Your Letter:

     4.1   If including an address, click the location in your document where the address data will be inserted.

     4.2   Click **Address Block…**

     4.3   Select the address elements you want included.

     4.4   Click **Ok**.

     4.5   The field name will look like this **<<Address Block>>**

     4.6   Click on the field from the list.

     4.7   Click **Insert.**

     4.8   Click **Close**. The field name will look like this **<<First_Name>>**

     4.9   Repeat this step until all fields have been inserted.

     4.10   Click **Next: Preview Your Letters**.

Step 5: Preview Your Letters: Here is where you can preview the first page with the fields filled in. ClickNext: Complete the Merge.

Step 6: Complete the Merge:

     6.1   Click **Print** to send directly to the printer.

     6.2   Click **Edit individual letters** to create a new file.

Macros are used to speed up routine formatting, combine multiple tasks, and automate tasks. The Macro Recorder is used to record every keystroke and mouse click until the recorder is stopped. When the series of recorded actions need to be repeated, the macro can be run again.

Microsoft Word comes with built-in macros such as Ctrl + S as Save or Ctrl + P as Print etc. if a new macro is given the same name as a built-in macro, the new macro action will replace the built-in macro.

(a). Macro Parameters:

Step 1: Open a new Word 2016 document.

Step 2: Click **View** Tab, in the Macros group click the Macro list arrow.

Step 3: Click Record Macro. The Record Macro dialog box will display.

Step 4: In the **Macro name** box, input a name for the Macro (ShaikFareed).

(b). Record the Macro: Once all the options have been specified and either the **OK** or **Closed** button is clicked, the Macro will Start Recording.

Step 5: Perform the actions that are to be included in the Macro.

Step 6: Click **Push Recording**, the macro record will be waiting until recorded.

Step 7: To stop recording the Macro, use click **Stop Recording**.

(a).Run a Macro: When the **Keyboard** option is selected when recording a Macro, it is a simple process to run the Macro. Just press the key combinations specified when the Macro was created. When this isdone, the Macro will run. However, you could also run the Macro by completing the steps below.

Step 8: Click the **View** Tab.

Step 9: Click the top part of the Macros button.

Step 10: Click **View Macros**. Click the **Macro Name** that is to be run.

Step 11: Click the **Run** button in the Macros dialog box.

Step 12: Finally, the macro will be run which will be applied in the document.