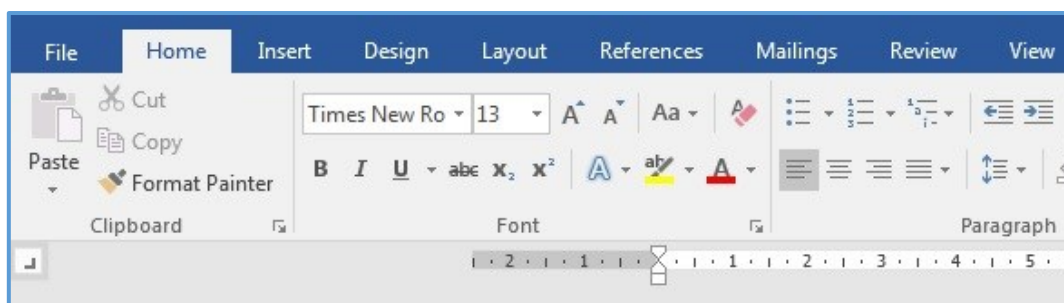


Microsoft Office Word 2013

1. Home Tab

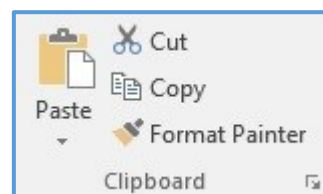
The Home tab is the default tab in MS word. It allows you to format text by Font Style, Font Size, Bold, Italic, Underline, Alignment, Numbered list, Bulleted list, Indentation, Spacing, and Font Color. The Groups of Home Tab are:

- a) Clipboard.**
- b) Font.**
- c) Paragraph.**
- d) Styles.**
- e) Editing.**



a) Clipboard Group:

The Cut command removes the selected data from its original position, while the Copy command creates a duplicate; in both cases, the selected data is kept in temporary storage (the clipboard). The data from the Clipboard is later inserted wherever a Paste command is issued.



- **Copy**
 - ❖ *Highlight the text you want to copy.*
 - ❖ *Right-click the selected text and select Copy. (or from the Clipboard, select Copy Icon. or from the keyboard, select Ctrl+C).*
- **Paste**
 - ❖ *Move the cursor to where you want to paste*
 - ❖ *Right-click where you want the text to appear and select Paste. (or from the Clipboard, select Paste Icon. or from the keyboard, select Ctrl+V).*
- **Cut**
 - ❖ *Highlight the text you want to Cut.*
 - ❖ *Right-click the selected text and select Cut. (or from the Clipboard, select Cut Icon. or from the keyboard, select Ctrl+X).*

- **Format Painter**

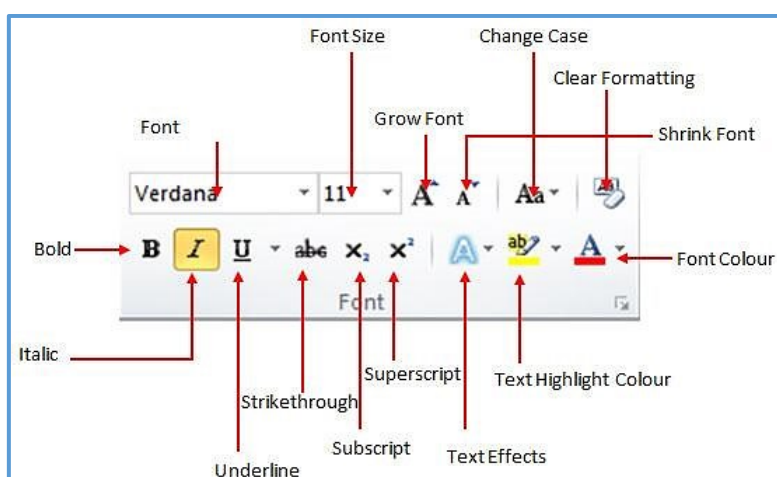
Use the Format Painter to quickly apply the same formatting, such as color, font style and size, and border style, to multiple pieces of text or graphics. The format painter lets you copy all of the formattings from one object and apply it to another one – think of it as copying and pasting for formatting, as follows:

- ❖ Highlight the text that has the formatting that you want to copy.
- ❖ On the Clipboard, click Format Painter.
- ❖ Use the brush to paint over a selection of text to apply the formatting. This only works once.

To stop formatting, press ESC

b) Font Group:

Formatting text in Microsoft Word refers to controlling how text appears in your document. This includes the size, color, and font of the text. It also covers text alignment, spacing, and letter case, and so on.

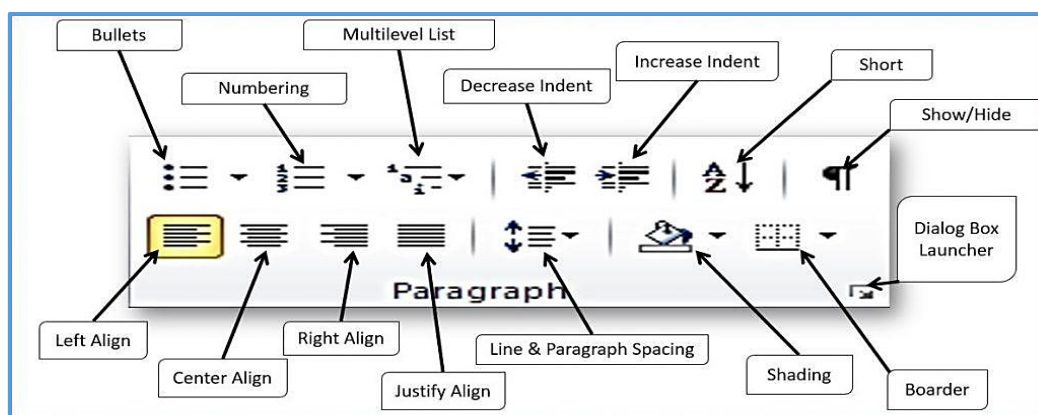


c) Paragraph Group:

Office 2013 allows you to format paragraphs in Word in the following ways. If you apply paragraph formatting when no text is selected, the formatting applies to the paragraph in which the insertion point is currently located.

Paragraph formatting is formatting that affects whole paragraphs and cannot be applied to individual characters. For example, line spacing is a type of paragraph formatting, along with indentation and alignment.

You can select multiple paragraphs at once and then format them as a group. To set the paragraph formatting for the entire document at once, press Ctrl+A and then issue the paragraph formatting commands.



❖ **Text Alignment:**

To change Text Alignment:

Home Tab \ Paragraph Group \ Align left or Right or Center or Justify.

❖ **Increase \ Decrease Indentation:**

Select the Text or Paragraph.

Home Tab \ Paragraph Group \ Increase or Decrease Indent.

❖ **Bullets & Numbering:**

Select the Text.

Home Tab \ Paragraph Group \ Bullets or Numbering \ Select a Bullet or Number Style or define your own.

❖ **Line & and Paragraph Spacing:**

Select the Paragraph.

Home Tab \ Paragraph Group \ Line & and Paragraph Spacing.

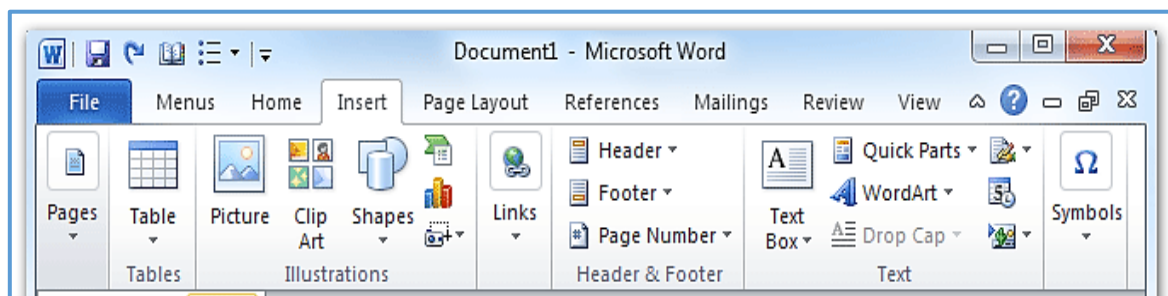
❖ **Sort Text or Number:**

Select the Text or Number.

Home Tab \ Paragraph Group \ Sort \ Arrange the relevant options \ Ok.

2. Insert Tab

The Insert Ribbon is one of the most heavily used Ribbons and contains a variety of features that will allow you to enhance any document. The Insert Ribbon is broken up into ten different group tabs which are:



- ❖ **Pages:** Allows cover pages, blank pages, and page breaks to be added to the document.
- ❖ **Tables:** It will allow the user to insert tables, draw new tables, and import Excel.
- ❖ **Illustrations:** This group tab has options for adding images, clip art, charts, and more.
- ❖ **Apps:** Opens up a variety of apps that can be used along with Word.
- ❖ **Media:** Allows the user to insert video clips from a variety of sources.
- ❖ **Links:** Hyperlinks function, which allows or objects to be converted into URL links to addresses on the Internet.
- ❖ **Comments:** Allows the use of comments on the side of the workspace.
- ❖ **Header & Footer:** Give users many different options for headers, footers, and page numbering.
- ❖ **Text:** Text boxes, such as signatures, WordArt, and more.
- ❖ **Symbols:** The two functions here, Equation and Symbol that can be inserted into a document.
 - **Equation** - Button with Drop-Down: Area of Circle, Pythagorean Theorem, Quadratic Formula.
 - **Symbol** - Drop-Down. Let's you insert symbols into your documents. : Euro, Pound, Yen, Copyright, Trademark, Infinity, Micro.

1. Tables Group:

❖ **Insert a Basic Table:**

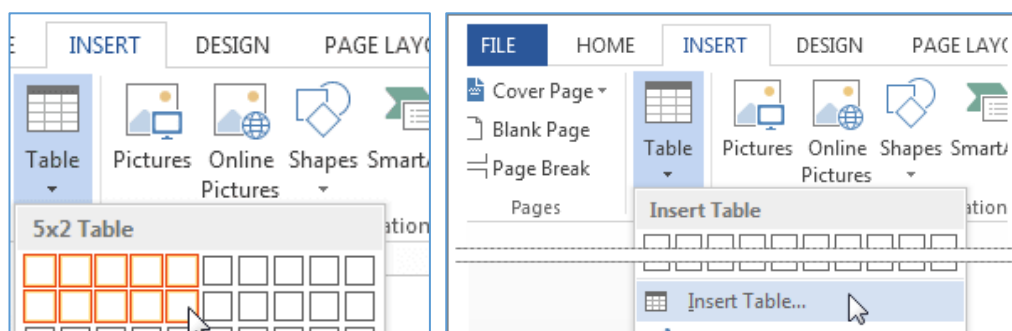
Place your cursor at the spot \ Insert Tab \ Table Group \ Move the cursor over the grid until you highlight the Number of Columns & Rows you want \ Ok.

❖ **Insert a Larger Table:**

Place your cursor at the spot \ Insert Tab \ Table Group \ Insert Table \ Number of Columns \ Number of Rows \ OK.

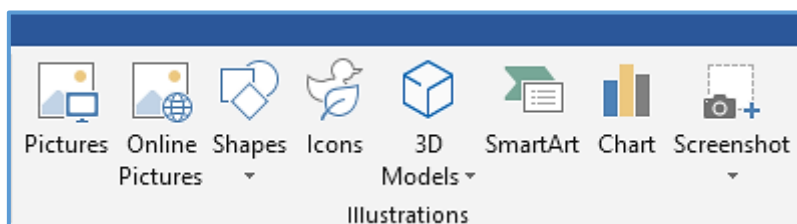
❖ **To draw your own Table:**

Insert Tab \ Table Group \ Draw Table.



2. Illustrations Group:

Picture, Shapes, Smart Art, and Chart can be inserted or copied into a document



❖ **Insert pictures:**

Insert Tab \ Illustrations group \ pictures \ Browse & Select a Picture \ Insert.
When you select an image the contextual tab “pictures Tools Format Tab” becomes available on the Ribbon.

❖ **Insert Shapes:**

Insert Tab \ Illustrations group \ Select a Shape \ Click & Drag to draw picture.
Add text in the Shape:

- *R-Click in the Shape.*
- *Click on the Add Text.*
- *Write the Text in it.*

❖ **Insert Smart Art:**

Insert Tab \ Illustrations group \ Smart Art \ Select Smart Art type \ Select Smart Art Style \ Ok.

❖ **Insert Symbols:**

Symbol such as currency (¥), music (♪), or check marks (✓)

Place your cursor at the spot \ Insert Tab \ Symbols Group \ Pick a symbol, or choose More Symbols \ Scroll up or down to find the symbol \ When you find the symbol, Double-Click it.

❖ **Insert Equation:**

Place your cursor at the spot \ Insert Tab \ Symbols Group \ Pick a Equation, or choose More Equations \ Scroll up or down to find the Equation \ When you find the Equation, Double-Click it.

