

OFFICE TOOLS

WORD PROCESSOR – DETAILED NOTES

★ 1. Introduction to a Word Processor

A word processor is a software application used to create, edit, format, and print text documents.

It allows users to type, save, modify, and present information professionally.

Examples of Word Processors

- MS Word (Microsoft Word)
- Google Docs
- LibreOffice Writer
- WPS Writer
- Apple Pages

Uses of a Word Processor

- Creating letters, applications, resumes
 - Writing reports, essays, question papers
 - Designing posters, brochures
 - Storing text files digitally
 - Printing documents easily
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★ 2. Creating and Saving a Document

Steps to Create a New Document (MS Word Example)

1. Open MS Word.
2. Click on Blank Document.
3. A new document opens with a cursor ready to type.

Steps to Save a Document

1. Click File → Save As.
2. Choose the folder/location (Desktop/Documents).
3. Type a file name (Example: Assignment.docx).
4. Click Save.

Saving Shortcut

- Ctrl + S → Saves the current document.
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★ 3. Editing and Formatting Text

Formatting helps make text clear, attractive, and easy to read.

★ Text Style Formatting (B, I, U)

Bold (B)

- Darkens the text to highlight important words.
- Shortcut: Ctrl + B

Italic (I)

- Slants the text.
- Shortcut: Ctrl + I

Underline (U)

- Draws a line under the text.
 - Shortcut: Ctrl + U
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★ 4. Font Formatting

Font Type

Changes the style of characters.
Example: Arial, Times New Roman, Calibri.

Font Size

Controls how big or small the text appears.
Common sizes: 11, 12, 14, 18, 24.

Text Colour

Used to change the color of selected text.
Steps: Home → Font Color (A icon) → Select color.

★ 5. Alignment of Text

Alignment positions the text on the page.

Types of Alignment:

1. Left Align (Ctrl + L) – Default alignment
 2. Center Align (Ctrl + E) – Titles, headings
 3. Right Align (Ctrl + R) – Signatures, dates
 4. Justify (Ctrl + J) – Equal spacing for paragraph text
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★ 6. Formatting Paragraphs

Paragraph formatting changes the spacing and appearance of entire paragraphs.

Line Spacing

Adjusts space between lines.
Options: 1.0, 1.15, 1.5, 2.0
Steps: Home → Line Spacing icon

Paragraph Spacing

Adds space before or after paragraphs.
Helps in making content readable.

★ 7. Insert Headers and Footers

Headers and footers appear on every page.

Header

Text at the top of the page.

Used for: Titles, Class name, Document name.

Footer

Text at the bottom of the page.

Used for: Page numbers, date, author name.

Steps:

1. Insert → Header / Footer
 2. Choose a style
 3. Type the required text
 4. Click Close Header and Footer
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★ 8. Numbering Pages

Steps to add page numbers:

1. Click Insert → Page Number
2. Select position (Top, Bottom)
3. Choose alignment (Left, Center, Right)

Page numbers automatically appear on each page.

★ 9. Grammar and Spell Check

MS Word automatically checks spelling and grammar.

Indicators

- Red Underline → Spelling mistake
- Blue Underline → Grammar mistake

Steps to Correct

1. Right-click the underlined word
2. Suggestions appear

3. Choose the correct spelling/grammar

Shortcut

- F7 → Opens spelling & grammar window.
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★ 10. Subscript and Superscript

Used in mathematical, chemical, and scientific writing.

Subscript (Ctrl + =)

- Text appears *slightly below* the normal line.
Example: H₂O (2 is subscript)

Superscript (Ctrl + Shift + +)

- Text appears *slightly above* the normal line.
Example: x² (2 is superscript)
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★ 11. Insert Symbols

Used to insert special characters like ©, €, ±, ∞.

Steps:

1. Insert → Symbol
 2. Choose required symbol
 3. Click Insert
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★ 12. Print Preview

Print Preview shows how the document will look when printed.

Steps:

1. File → Print
2. The right side shows the Print Preview

Use this to check:

- Margins
 - Page size
 - Layout
 - Page breaks
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★ 13. Printing a Document

Steps:

1. Click File → Print
2. Select printer
3. Choose number of copies
4. Click Print

Shortcut:

- Ctrl + P
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★ SHORT ANSWER QUESTIONS (Exam-Focused)

Q1. What is a word processor?

A word processor is software used to create, edit, format, and print documents such as letters, reports, and applications.
Example: MS Word, Google Docs.

Q2. List any four text formatting features.

Bold, Italic, Underline, Font Size, Font Color.

Q3. What is alignment? Name its types.

Alignment refers to positioning of text: Left, Right, Center, Justify.

Q4. What is spell check?

A feature that detects spelling mistakes and suggests corrections.

★ LONG ANSWER QUESTIONS (Detailed)

Q1. Explain text formatting features in a word processor.

Text formatting refers to modifying the appearance of text. Key features include:

- Bold, Italic, Underline for emphasis
 - Font type, size, colour for visual appearance
 - Alignment to position text
 - Line spacing & paragraph spacing to improve readability
- These tools make the document attractive and easy to understand.
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Q2. Explain the steps to create, save, edit, and print a document.

Creating: Open MS Word → Blank Document → Start typing.

Saving: File → Save As → Choose location → Enter name → Save.

Editing: Select text → Apply formatting (B/I/U, font, colour).

Printing: File → Print → Select printer → Print.

These steps help manage documents professionally.

Q3. What are headers, footers, and page numbers? How are they inserted?

Header: Text at the top of every page.

Footer: Text at the bottom of every page.

Page Numbers: Automatically numbered pages.

To insert:

Insert tab → Header/Footer/Page Number → Choose style → Apply.

1. Insert Pictures in a Document

What is it?

Adding pictures makes a document attractive and easy to understand.

How to Insert a Picture

1. Go to Insert → Pictures.
2. Choose:
 - This Device – to insert from your computer.
 - Online Pictures – to insert from the internet.
3. Select the image → Click Insert.

Picture Editing Options

- Resize: Drag corners to make it bigger/smaller.
 - Crop: Remove unwanted part of the picture.
 - Picture Styles: Add borders, shadows, reflections.
 - Wrap Text: Set how text flows around the picture (Square, Tight, Behind Text, etc.).
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2. Change Page Settings

Page settings adjust how your page looks when printed.

Important Page Setup Options

Go to Layout → Page Setup.

Feature	Meaning
Margins	Space around the page (top, bottom, left, right)
Orientation	Portrait (vertical) or Landscape (horizontal)
Paper Size	A4, Letter, Legal, etc.
Columns	Split page into 1, 2, or more columns
Page Colour	Add background colour
Page Borders	Decorative borders around the page

3. Bullets and Numbering

Used to list items clearly.

Bullets

- Used for unordered lists
- Example:
 - Milk
 - Bread
 - Eggs

Numbering

- Used for ordered lists
- Example:
 1. Step 1
 2. Step 2
 3. Step 3

How to Apply

1. Select text
 2. Go to Home tab
 3. Click Bullets or Numbering
 4. Choose style from the dropdown
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4. Borders and Shading

Used to highlight or decorate text, paragraphs, or pages.

To Apply:

1. Select the text or paragraph
2. Go to Home → Borders
3. Choose Bottom Border, Top Border, All Borders, etc.

Shading

1. Select text
2. Home → Shading
3. Choose a background colour

Used to draw attention to important points.

5. Insert Tables

Tables help present information in rows and columns.

How to Insert

1. Insert → Table
 2. Drag to select the number of rows and columns
OR
Choose Insert Table and type numbers.
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Editing Tables

Insert/Delete Rows & Columns

- Right-click inside table → choose Insert → Row Above / Below / Column Left / Right
- Right-click → Delete → Rows / Columns

Merge Cells

Combine two or more cells into one.

- Select the cells → Right-click → Merge Cells

Split Cells

Divide one cell into multiple.

- Select the cell → Right-click → Split Cells

Table Design Tools

- Border styles
 - Shading
 - Table styles
 - Text alignment inside cells
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6. AutoFormat

AutoFormat automatically applies professional formatting to tables, lists, headings, etc.

Example Use:

- When you type “1.” and press Enter → it starts numbering automatically.

- When you type a table-like structure → Word may convert it into a neatly formatted table.

How to Enable:

1. File → Options → Proofing
 2. Click AutoCorrect Options
 3. Go to AutoFormat As You Type
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7. Track Changes

Used when multiple people edit the same document—commonly used for reviewing assignments, reports, or shared documents.

What it Does

- Shows insertions in underline
- Shows deletions in strike-through
- Highlights changed text
- Shows reviewer name

How to Use

1. Go to Review → Track Changes
 2. Start typing/editing
 3. Word displays all edits
 4. Teachers or reviewers can use:
 - Accept changes
 - Reject changes
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8. Review Comments

Teachers or team members can add feedback.

How to Add a Comment

1. Select text
2. Go to Review → New Comment
3. Type your comment in the side panel

Useful in checking assignments, essays, and group work.

9. Drawing Tools

Used to create custom drawings.

Options Include:

- Lines
- Arrows
- Scribbles
- Curved shapes
- Free-drawing using mouse

How to Access:

Insert → Shapes → choose line/drawing tool

You can apply:

- Colour
 - Thickness
 - Arrow style
 - Shadow effects
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10. Shapes

Pre-designed objects in MS Word.

Common Shapes:

- Rectangle
- Circle
- Arrows
- Callouts
- Flowchart symbols
- Stars and banners

How to Insert:

1. Insert → Shapes
 2. Select shape → drag to draw
 3. Use Shape Format to edit:
 - Fill colour
 - Outline
 - Effects (shadow, glow)
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11. Mathematical Symbols

Used for equations, formulas, assignments.

How to Insert

1. Insert → Symbol
2. Choose More Symbols

Insert Equations

1. Insert → Equation
2. Use built-in formulas or type your own.

Common Math Tools

- Fractions
 - Exponents
 - Square roots
 - Greek letters (α , β , π)
 - Integrals (\int)
 - Summation (Σ)
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SHORT ANSWERS

Q1. What is the use of inserting pictures in Word?

Inserting pictures makes the document attractive, helps in explanation, and supports visual learning.

Q2. What is page setup?

Page setup controls the layout of the page such as margins, orientation, paper size, and page borders.

Q3. What is the difference between bullets and numbering?

Bullets create unordered lists, while numbering creates ordered or step-by-step lists.

Q4. What is a table in MS Word?

A table is a structure made of rows and columns used to display information neatly.

Q5. What is Track Changes?

Track Changes is a reviewing feature that shows all edits made in a document and allows accepting or rejecting them.

LONG ANSWER

Explain tables in MS Word and describe how to insert, delete, merge, and split cells.

A table is a grid of rows and columns used to organize data. To insert a table, you use Insert → Table and select the required number of rows and columns. You can insert new rows or columns by right-clicking and selecting Insert options. To delete them, right-click and choose Delete Rows or Delete Columns. Merging cells combines multiple cells into one using Merge Cells, while splitting divides a cell into multiple parts using Split Cells.