UNIT- 2

INTRODUCTION TO MS WORD

Microsoft word is a word processor software developed by Microsoft in 1983. 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. It is a component of the Microsoft Office suite, but you can buy it separately and is available for both Windows and macOS. The latest version of Ms Word is 2019.

BASICS Where to find MS Word on your personal computer?

Follow these simple steps to open MS Word on your personal computer:

Start → All Programs → MS Office → MS Word.

What are the uses of MS Word?

MS Word enables users to do write-ups, create documents, resumes, contracts, etc. This is one of the most commonly used programs under the Office suite.

How to create an MS Word document?

To create an MS Word doc, follow the steps mentioned above to open Microsoft Word. Then once the program is open, click on "File" followed by "New". This opens a new doc where something new can be created.

Since it is used by people of all age groups, in schools, in colleges and for official purposes, having proper knowledge of Microsoft Word is a must. The preview of the MS Doc file once it is opened is given below:
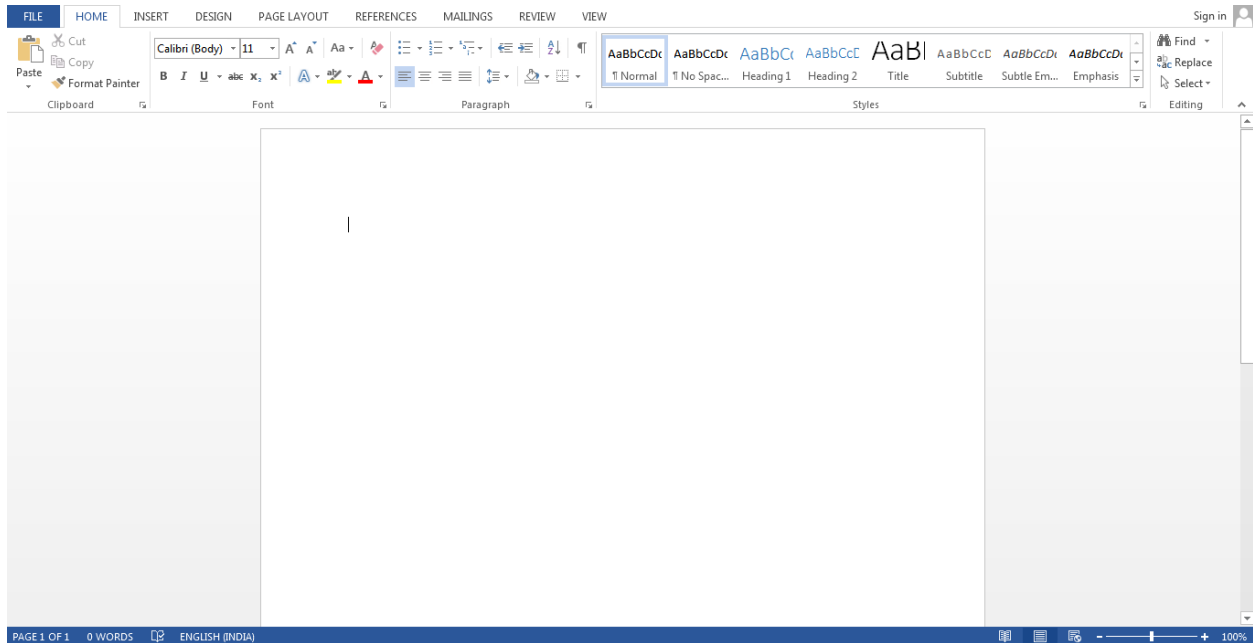
Also, from a competitive exam perspective, one must be well aware of this topic. To get the list of all major Government exams conducted in the country, aspirants can visit the linked article.

For a better understanding of how MS Word works and the features that are included in it, you can refer to the video given below and analyze its functioning easily.

CREATING DOCUMENT

1. Open Word.
2. Select **Blank document**.

Or, if Word is already open, select **File** > **New** > **Blank document**.

To create a document using a template

3. Open Word. Or, if Word is already open, select **File** > **New**.
4. Double-click a template to open it.

Search for a template

1. Open Word. Or, if Word is already open, select **File** > **New**.
2. In the **Search for online templates** box, enter a search word like **letter**, **resume**, or **invoice**.

3. Or, select a category under the search box like **Business**, **Personal**, or **Education**.
4. Click a template to see a preview. Click the arrows on the side of the preview to see more templates.
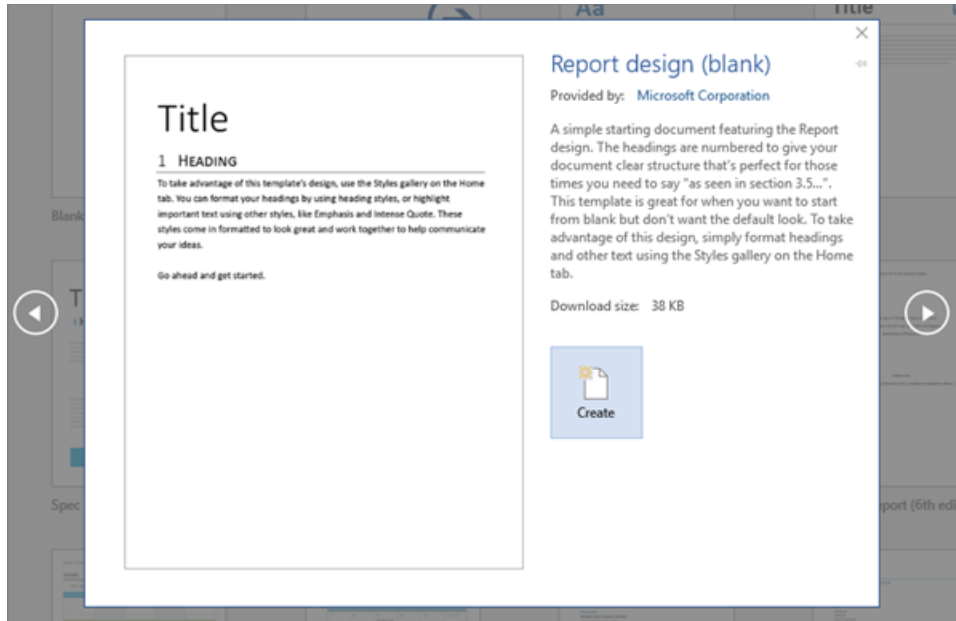
5. Select **Create**

PARTS OF WORD WINDOW

1. **TITLEBAR**- A horizontal bar at the top of an active document. This bar displays the name of the document and application. At the right end of the Title Bar is the Minimize, Maximize and Close buttons.
2. **FILE MENU**- The File tab will bring you into the Backstage View. The Backstage View is where you manage your files and the data about them – creating, opening, printing, saving, inspecting for hidden metadata or personal information, and setting options.
3. **TABS** An area on the Ribbon that contains buttons that are organized in groups. The default tabs are Home, Insert, Design, Layout, References, Mailings, Review, View.
4. **GROUPS** A group of buttons on a tab that are exposed and easily accessible.
5. **DIALOG BOX LAUNCHER** A button in the corner of a group that launches a dialog box containing all the options within that group.

6. **STATUS BAR** A horizontal bar at the bottom of an active window that gives details about the document.
7. **VIEW TOOLBAR** A toolbar that enables, adjusts, and displays different views of a document.
8. **ZOOM** Magnifies or reduces the contents in the document window.
9. **QUICK ACCESS TOOLBAR** A customizable toolbar at the top of an active document. By default, the Quick Access Toolbar displays the Save, Undo, and Repeat buttons and is used for easy access to frequently used commands. To customize this toolbar, click on the dropdown arrow and select the commands you want to add

MOUSE AND KEYBORD OPERATIONS

Using Word's ribbon shortcuts

The ribbon at the top of Word gives you access to virtually all the program's countless features, and you don't need your mouse to use it. Every ribbon command has its own keyboard shortcut. To use the ribbon entirely using your keyboard, do this:

1. Press and release Alt. You should see an overlay called Access Keys appear.

2. Press the Access Key indicated to switch to the Ribbon tab you want to use. For example, to switch to the Layout tab, you would press and release Alt, then press P.

3. Press the Access Key for the command you want to use. Some Access Keys are more than one keypress – press the keys in sequence. If there is yet another layer of choices, continue to press the appropriate keys. For example, if you wanted to open the Advanced Find window, you would press and release Alt, H, then F, followed by D, then A.

Word keyboard shortcut summary

You can use the ribbon shortcuts to perform virtually any task in Word, but you might often find the more traditional keyboard shortcuts more convenient to use. Here are the top 45 keyboard shortcuts in Word.

You can use this list for reference, and if you need a more detailed explanation of a shortcut, scroll down.

Working with documents

- **Open a document:** Ctrl + O
- **Create a new document:** Ctrl + N
- **Save the current document:** Ctrl + S
- **Open the Save As window:** F12
- **Close the current document:** Ctrl + W
- **Split the window:** Alt + Ctrl + S

Moving around in a document

- **Move the insertion point:** Arrow
- **Move one word at a time**: Ctrl + Left/Right Arrow
- **Move one paragraph at a time:** Ctrl + Up/Down Arrow
- **Move to the beginning of the current line:** Home
- **Move to the beginning of the document:** Ctrl + Home
- **Move to end of the current line:** Ctrl + End
- **Move to end of the document:** Ctrl + End

Editing documents

- **Cut the current selection:** Ctrl + X
- **Copy the current selection:** Ctrl + C
- **Paste the contents of the clipboard:** Ctrl + V
- **Bold:** Ctrl + B
- **Italics:** Ctrl + I
- **Underline:** Ctrl + U
- **Underline words only:** Ctrl + Shift + W
- **Center:** Ctrl + E
- **Make the font smaller:** Ctrl + [
- **Make the font bigger:** Ctrl +]

- **Change text to uppercase:** Ctrl + Shift + A
- **Change text to lowercase:** Ctrl + Shift K
- **Insert a page break:** Ctrl + Enter
- **Add a hyperlink:** Ctrl + K

Selecting text

- **Select everything in the document:** Ctrl + A
- **Select text one character at a time:** Shift + Arrow
- **Select text one word at a time:** Ctrl + Shift + Arrow
- **Select from insertion point back to start of the line:** Shift + Home
- **Select from the insertion point to end of the line:** Shift + End
- **Enter selection mode:** F8
- **Cut text to the spike:** Ctrl + F3
- **Paste the spike:** Ctrl + Shift + F3

Using tables

- Move to the next cell: Tab
- Move to the previous cell: Shift + Tab
- Move to the first cell in a row: Alt + Home
- Move to the last cell in a row: Alt + End
- Move to the top of a column: Alt + Page Up
- Move to the bottom of a column: Alt + Page Down

General tasks

- Undo: Ctrl + Z
- Redo: Ctrl + Y
- Help: F1
- Zoom: Alt + W, Q
- Cancel: Esc

Word keyboard shortcuts explained

If you find that using a keyboard shortcut isn't apparent, refer to it in this expanded list for more information about it.

Working with documents

Open a document: Press Ctrl + O to open an existing document.

Create a new document: Press Ctrl + N to create a new, untitled document.

Save the current document: Press Ctrl + S to save the current document immediately.

Open the Save As window: Press F12 to open the Save As dialog box to save the document with a specific filename or in a new folder.

Close the current document: Press Ctrl + W to close the current document. If it hasn't been saved, Word will ask if you want to save it.

Split the window: Press Alt + Ctrl + S to split the current document so you can refer to or edit two parts on-screen. Press the keys again to close the split.

Moving around in a document

Move the insertion point: User the up, down, left, and right Arrow keys to navigate the insertion point anywhere in the document.

Move one word at a time: Press Ctrl + Left/Right Arrow to move the insertion point an entire word at a time to the left or right.

Move one paragraph at a time: Press Ctrl + Up/Down Arrow to move the insertion point an entire paragraph at a time up or down.

Move to the beginning of the current line: Press Home to move the insertion point to the start of the line.

Move to the beginning of the document: Press Ctrl + Home to move the insertion point to the start of the document.

Move to the end of the current line: Press Ctrl + End to move the insertion point to the end of the line.

Move to the end of the document: Press Ctrl + End to move the insertion point to the end of the entire document.

Editing documents

Cut the current selection: Make a selection and then press Ctrl + X to cut it out of the document and place it in the clipboard.

Copy the current selection: Make a selection and then press Ctrl + C to copy it to the clipboard.

Paste the contents of the clipboard: Press Ctrl + V to paste the contents of the clipboard at the insertion point.

Bold: Press Ctrl + B to bold the selected text.

Italics: Press Ctrl + I to italics the selected text.

Underline: Press Ctrl + U to underline the selected text.

Underline words only: Press Ctrl + Shift + W to underline the selected text but not underline the spaces between words.

Center: Press Ctrl + E to center the line of text where the insertion point is located.

Make the font smaller: Press Ctrl and the left bracket ([) to make the font smaller one point at a time.

Make the font bigger: Press Ctrl and the right bracket (]) to make the font larger one point at a time.

Change text to uppercase: Press Ctrl + Shift + A to change the selected text to all uppercase.

Change text to lowercase: Press Ctrl + Shift K to change the selected text to all lowercase.

Insert a page break: Press Ctrl + Enter to insert a page break at the insertion point.

Add a hyperlink: Select text and then press Ctrl + K to open the Insert Hyperlink dialog box to turn that text into a link. If you press Ctrl + K without selecting text first, you will need to specify the link text.

Selecting text

Select everything in the document: Press Ctrl + A to select the entire document.

Select text one character at a time: Press Shift + Arrow to select text to the left or right, one character at a time.

Select text one word at a time: Press Ctrl + Shift + Arrow to select words one at a time to the left or right.

Select from insertion point back to start of the line: Press Shift + Home to select everything from the insertion point back to the start of the line.

Select from insertion point to end of the line: Press Shift + End to select everything from the insertion point forward to the end of the line.

Enter selection mode: Press F8 to enter selection mode. In this mode, every arrow movement or click of the mouse selects text, as if you were holding the Shift key down. To exit selection mode, press Esc.

Cut text to the spike: Press Ctrl + F3 to cut the selected text and move it to the spike. The spike is sort of like the clipboard, but it can hold multiple items. You can choose any number of items, add them to the spike, and then paste them elsewhere. If you want to add an item to the spike without cutting it from its

original location, press Ctrl + F3 and immediate press Undo (Ctrl + Z). The item will remain in the spike.

Paste the spike: Press Ctrl + Shift + F3 to paste the spike at the insertion point in your document. Each item gets pasted onto its own line.

Using tables

Move to the next cell: Press Tab to move to the next cell in a table and select that cell.

Move to the previous cell: Press Shift + Tab to move to the previous cell in a table and select that cell.

Move to the first cell in a row: Press Alt + Home to move to the first cell in the current row.

Move to the last cell in a row: Press Alt + End to move to the last cell in the current row.

Move to the top of a column: Press Alt + Page Up to move to the first cell in the current column.

Move to the bottom of a column: Press Alt + Page Down to move to the last cell in the current column.

General tasks

Undo: Perhaps the most common shortcut of all time, Ctrl + Z will undo your last action.

Redo: Press Ctrl + Y to redo the last action, if possible. If Word can't repeat the action, nothing will happen.

Help: Press F1 to open the Help and Support pane.

Zoom: Press Alt + W and then press Q to open the zoom control to change the magnification of Word on your screen. This doesn't affect the size of the document on the printed page.

Cancel: Press Esc to abort any task you don't want to complete. In some cases, you may also need to click "Cancel."

DESIGNING A DOCUMENT

When designing and developing written communication, remember the importance of selecting an easy to read font size, good spacing and a clear font type. This will make your written communication easier to read by all members of the public.

Key guidance in the design of documents includes:

Use at least 12 point
Use a minimum of 12-point font size for comfortable reading generally. A person's speed of reading increases as the size of text is increased.

Use a clear, easy to read font
Use a clear and easy to read font that people are familiar with and recognise easily. It is best to use clear, easy to read sans serif fonts like Verdana or Helvetica. Font style and font size will make written communication easier to read for members of the public.

Comparisons between easy and more difficult to read fonts are illustrated below:

Make important points stand out
People often scan through documents, brochures and letters, so it is useful to emphasize important information, headings or paragraphs of text.

The general guidance in emphasizing important information is to:

- Avoid using BLOCK CAPITALS.
- Avoid using *italics*.
- Avoid using <u>underlining</u>.

People recognize the shape of familiar words, rather than reading each individual letter. Setting a word in CAPITAL LETTERS, italics or underlining distorts the shape of the word, which makes it more difficult to read, particularly for people with visual difficulties.

Use bold or bigger sized font to emphasize text

To show the importance of a word or parts of your text, use a **bolder type weight** or bigger sized text.

However, bold text should be used for emphasis rather than being used consistently in the main body of the text.

Text should be set horizontally

Text at an angle or following a curved line can be more difficult to read. People should not have to rotate your document to read it.

Avoid splitting a word between two lines

Avoid splitting a word between the end of one line and the beginning of another as it disrupts the flow of the text. When using Microsoft Word, and similar programmes, this can be controlled by turning off the hyphenate function.

Templates with accessible formatting

Some organisations may develop their own templates with embedded accessible formatting for documents such as letters, reports and lists which can also be used to produce documents which will be published online.

Use accessible formatting

For reports or documents that provide a lot of information, provide a structure for your document using:

- **Headings and sub-headings:** this helps people to find information on a page. A table of contents may be generated from a heading structure.
- **A table of contents:** in a long document, this helps people find the information they are particularly interested in.

To create a table of contents that's easy to keep up-to-date in Microsoft Word or similar programmes, first apply heading styles – Heading 1 and Heading 2, for example – to the text that you want to include in the table of contents. Word finds those headings, uses them to build the table of contents, and can update the table of contents anytime you change the heading text, sequence, or level.

1. Click where you want to insert the table of contents – usually near the beginning of a document.

2. Click References > Table of Contents and then choose an Automatic Table from the gallery of styles.

Use a consistent and logical layout

Use a consistent layout for each section to make information easier to find for the user. Use recurring features; such as positioning headings, logos and page numbers in the same place in each section. This acts as a navigational aid for users. Use:

- **Bullet point lists:** these are used to break complex text into lists.
- **Introductory paragraphs:** the introduction can give a summary of the section if a section of a document is particularly long.

Use left aligned text

Avoid justified text as it can lead to large spaces of text between words. This can make sentences more difficult to read, particularly if a person uses text-to-speech software.

Limit each paragraph to one idea

It is important that you do not overload readers with information. Therefore, it is recommended that each paragraph is limited to one idea.

The following considerations are recommended for paragraph formatting:

- Leave a white space between paragraphs.
- Avoid indents at the start of paragraphs.
- Avoid continuing a paragraph over the page.

Use images and graphs that are relevant to the text

An image should either support the main body of text or be accompanied by a text caption explaining its significance. Images are particularly useful for readers who have literacy, numeracy or learning difficulties or where English is not their first language.

Some key guidance when using images includes:

- Make sure the graphs or images clarify or add something to your content.
- Avoid using background images behind text. This makes text harder to read. However, where the image is even in tone, for example a blue sky, text can then be placed on the image. The key deciding factor is whether it is easy to read. Ensure good contrast between the image and the text in this scenario.
- Use images and graphs with clear edges and good colour contrast.
- Do not overlay one image over another.

- Avoid images or graphs with too much detail.
- Remember that some people may not be familiar with bar or pie charts and how they work.
- Emphasize the important facts and figures in graphs.
- Place explanatory text close by but separate to the image.

Use spacing to make your text easier to read

Good use of white space instead of a cluttered page makes your text much easier to read.

Ensure your paragraphs have enough space between them. This measurement is controlled by the "Spacing - After" option in the "Paragraph" feature in Microsoft Word. 12-point spacing between paragraphs is generally a good choice.

Ensure that lines of text within a paragraph also have sufficient spacing. This measurement is controlled by the "Line spacing" option in the "Paragraph" feature in Microsoft Word. Single line spacing between one line and the next should be the minimum in the body of your text.

However, avoid line spacing of one and a half lines or more, as it is harder to read successive lines as a coherent text when they are too far apart.

Create a clear space separating column

If you are using columns make sure the space between the columns (the gutter) clearly separates them. Where the gutter is too narrow between columns, a person with visual difficulties may read straight across from one column to the ad

Images should not break text flow

For text wrapped around an image, you should place the image on the right side of the page rather than the left. By placing the image at the right side of the page, it does not disrupt the flow of the text when the person is reading.

Do not convey information just through images

All images either should support the main body of text, or should be accompanied by a text caption explaining its significance.

Ensure good contrast between text and background colour

For all documents, from letters and statements to brochures and reports, it is important that you consider the colours used, specifically, the colour of the text and the background. The selected colours affects how easy it is to read the information being communicated.

Key guidance on colour contrast is as follows:

- Make sure there is strong contrast between the text and the background colour.
- If using white text, make sure the background colour is dark enough to provide sufficient contrast. Contrast is best when using very dark colours together with very pale colours.
- White or cream paper makes text easier to read.
- Use a light coloured paper or a solid background colour to make a document more colourful.
- Avoid combining yellow & blue, and green & red, as these are difficult for people with colour blindness to distinguish.
- White text on a black background typically makes text look smaller, so you may need to increase the size and weight of the text.
- Avoid placing text in front of an image or patterned background, as this makes it more difficult to read.

FORMATTING- SELECTION, CUT, COPY, PASTE

How to Cut and Copy in Word
There are several ways to use the Cut and Copy commands and these are universal to all versions of Microsoft Word. First, use the mouse to highlight the text, image, table, or another item you want to cut or copy. Then, use one of the following commands:

- Go to the Ribbon, select the **home** tab, then select **Cut** or **Copy**.
- Right-click the selected text and choose **Cut** or **Copy**.
- Use the key shortcut **Ctrl** + **X** to cut or use **Ctrl** + **C** to copy. On Mac, use **Command** + **X** or **Command** + **C**.

How to Paste the Last Item Cut or Copied in Word
There are several ways to use the Paste command that are universal to all versions of Microsoft Word. First, either use the Cut or Copy command to save an item to the Clipboard. Then, to paste it, do one of the following:

- Go to the **Home** tab, then select **Paste**.
- Place the cursor where you want the text or image to go in the document, then right-click and choose **Paste**.

- Use the key combination **Ctrl + V** to paste. On Mac use **Command + V**. This is the keyboard shortcut for Paste and is universal to most Microsoft Office applications. How to Use the Clipboard to Paste Previously Cut or Copied Items

You can't use the Paste command as outlined in the previous section if you want to paste something other than the last item copied. To access items older than that, access the Clipboard.

If you're collaborating with others to create a document, use Track Changes so your collaborators can quickly see the changes you've made.

Here's how to use the Clipboard:

- Go to the **Home** tab.

-

- In the **Clipboard** group, select the dialog launcher to open the **Clipboard** pane.

-

- Select the text or image you want to copy and press **Ctrl+C**.
- Repeat until you've copied all the items you want to use. The items appear in the Clipboard, with the latest at the top.
- Place the cursor in the document where you want to paste the items, then go to the **Clipboard** pane, select the drop-down arrow next to the item you want to paste, then choose **Paste**.

TOOLBARS

Title bar : It displays currently running document name.

Menu bar : It contains list of option to manage or customize documents when you point any menu title and click once with the mouse the menu will open displaying all the commands under this menu clicking on the derived command would tell word to execute that command

Standard toolbar : It contain short cut buttons for the most popular commands that help you after appearance and arrangement at the document by executing a variety of word commands without having to go through menus

Formatting toolbar : it contains icons used for formatting i.e., changing the look as your text e.g. font styles, font sizes, font adjustments

Ruler : It is used to set margins and index Insertion point: The location where, the next character appears

Scroll bar : It is used to view the parts of a document or used to travel with in your documents. You can go anywhere up and down, left and right in your document using the horizontal and vertical scroll bars with mouse or using the key board press Pg up , Pg down home and end arrow keys

Status bar : This is normally the last line on your screen. This gives the information about current page, total pages in the documents, cursor position and current line number.

OPERATING ON TEXT

TYPING THE TEXT

1. When you create your document, you find cursor in the first line of the document window screen. You can start typing from there.
2. You can write or insert text in the middle or from anywhere else. For that, you take your pointer to that place where you are wishing to write from.
3. Be cautious at this point and just be sure that insert is on or OVR mode is off else you may overwrite the text already there.
4. To type letters in capital you must set Caps Lock ON or in another way you can hold shift key while typing letters. It will make you write letters in uppercase.

SELECTING TEXT WITH A MOUSE TO SELECT TEXT WITH A MOUSE, USE THE FOLLOWING STEPS:

Take the mouse pointer before the place you want to select text from and drag it to the place where you want to end. Don't release the mouse button in the mid-way.

SELECT THE TEXT WITH THE KEYBOARD IN THIS WAY:

1. Take the cursor before the place you want to select text from with the help of arrow keys.
2. Now hold the shift key and start moving to the place where you want the text to be selected with the arrow keys. Don't lose your grip over Shift else selection may not be completed. To select the text by one-word hold Shift with Ctrl key

DELETING TEXT

You can delete text in several ways:

1. Create a block of text, from beginning to the last letter. Thereafter, press Del Key from the keyboard. This process will delete the entire block.
2. To delete one character from right, use Del key and one character from left use Backspace key.

TYPING OVER THE EXISTING TEXT

 MS-Word, by default, allows text typing from left to right. And as we are typing our text before the existing text, the existing text moves rightward. To type over the existing text, do the following:

1. 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.

UNDOING/CANCELLING THE LAST ACTION

To undo an action press Ctrl+Z. ☐ If you prefer your mouse, click Undo on the Quick Access Toolbar. You can press Undo (or CTRL+Z) repeatedly if you want to undo multiple steps.

You can't undo some actions, such as clicking commands on the File tab or saving a file. If you can't undo an action, the Undo command changes to Can't Undo. To undo several actions at the same time, click the arrow next to Undo, select the actions in the list that you want to undo, and then click the list.

REDOING/REPEATING THE LAST ACTION

1. To redo something you've undone, press Ctrl+Y or F4. (If F4 doesn't seem to work, you may need to press the F-Lock key or Fn Key, then F4).
2. If you prefer to use the mouse, click Redo or Repeat on the Quick Access toolbar. (The Redo button only appears after you've undone an action.)

Clipboard   ⌐   Font

PRINTING, SAVING, OPENING, CLOSING A DOCUMENT

OPENING A FILE

1. OPEN THE DOCUMENT USING FILE TAB

Step-01: Click the File tab.

Step-02: Click Open.

Step-03: Click Browse

Step-04: Click the file you want to open, and then click Open.

2. OPEN DOCUMENT USING RECENT SECTION

Open Microsoft Word, click the "File" tab and select the file under Recent Documents to open a document you recently opened in Word.

3.OPENING A FILE AS A COPY

 Step-01: Click File and select Open.

Step-02: Open dialog box appears. In the Look in list, click the drive and folder that contains the file you want to a copy of.

Step-03: Select the file you want to open a copy of. And then, click the arrow next to the Open button and select Open as Copy

| Recover Unsaved Documents | Open and Repair |
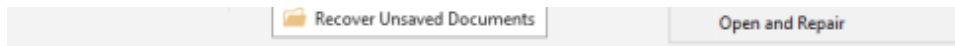
4. OPENING A FILE AS READ-ONLY

You can also open a file as Read-Only format. When you open a file in Read Only Format, you cannot make changes until it is saved with a new name.

Step-01: Click File and select Open.

Step-02: Open dialog box appears. In the Look in list, click the drive and folder that contains the file you want to a copy of.

Step-03: Select the file you want to open a copy of. And then, click the arrow next to the Open button and select Open Read-Only.

SAVING A DOCUMENT 1. SAVING A DOCUMENT WITH A NAME

Step-01: Click File and select Save As…After that Save As dialog box appears

Step-02: In the Save in: list, select the drive or folder you want to save the file in. If you want to save the file in a new folder, click Create New Folder.

Step-03: In the File name box, enter a new name for the file.

Step-04: Click Save.

Step-05: After you have saved your file with a name, you can keep saving your contents by clicking Save button on the standard toolbar or pressing CTRL+ S together.

2. SAVING A FILE TO ANOTHER FORMAT

Step-01: Click File and select Save As.... After that Save As dialog box appears

Step-02: In the Save in: list, select the drive or folder you want to save the file in. If you want to save the file in a new folder, click Create New Folder

Step-03: In the File name box, enter a new name for the file.

Step-04: Click the Save as type list, and then click the file format that you want the file saved in.

Step-05: After that click Save.

3. SAVING FILES AUTOMATICALLY WHEN I WORK

Step-01: Display the Word Options dialog box. (In Word 2007 click the Office button and then click Word Options. In Word 2010 or a later version, display the File tab of the ribbon and then click Options.)

Step-02: Click on Save at the left side of the dialog box

Step-03: Click on the Save Auto Recover Information Every check box. The number 10 appears in the Minutes box.

Step-04: Adjust the Minutes box to reflect how often you want Word to save your document. You can select values between 1 minute and 120 minutes.

Step-05: Click on OK.

COPYING A FILE TO CREATE A COPY OF THE FILE, THE FOLLOWING STEPS ARE USUALLY USED

1. Click File and select Open. Or press Ctrl + O together

2. In the Look in box, click the drive or folder that contains the file you want to copy.

3. Right-click the file you want to copy, and then click Copy on the shortcut menu. In the Look in box, click the drive or folder you want to copy the file to.

4. Right-click in thefolderlist (makesureafileisnotselected), andthenclick Paste on the shortcut menu.

YOU CAN COPY A FILE IN THE FOLLOWING WAY ALSO

1. Open the file you want to make a copy.

2. Click File and select SaveAs.

3. Write the new name of file in the Filename text box.

4. Click Save.

PRINTING A DOCUMENT

1. Click the File menu and select Print Or, use Ctrl+P from the keyboard.

2. To preview each page, click the forward and backward arrows at the bottom of the page.

3. You can set various other printing options available. Select from among the following options, depending on your preferences

4. Once you are done with your setting, click on the Print button which will send your document to the printer for final printing.

CLOSING A FILE AND QUITTING WORD To close a file, do this:

Click the File menu and choose Close. Or, click Close button of the document window. Before Word closes a file, it asks you to save changes.

To quit MS-Word, click File and Exit. MS-Word asks you to save all the unsaved files before quitting.

TABLES

Tables are mainly used to manipulate data in rows and columns. It is basically used to create report in MS-Word. It contains rows and columns. Each box of a table intersecting row and column is called a cell.

CREATING TABLES

Tables can be created in two ways in MS-Word.

• Using toolbar

• Using insert table dialogue box

TO CREATE A TABLE USING TOOLBAR, DO THIS –

1. Position the insertion point where you want to insert a table.

2. Click Insert Table button on the standard toolbar. The table grid appears

3. Select the no. of cells horizontally called rows and the cells vertically called columns as desired.

4. After you do, a blank table appears on the screen

HOW TO MAKE A TABLE FROM THE INSERT TABLE DIALOGUE BOX:

1. Position the insertion point where you want to insert a table.

2. Click Insert Table button on the standard toolbar. Click on Insert Table, the dialogue box will appear.
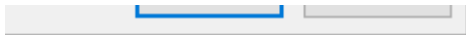
3. Enter the desired number of rows and columns.

4. Choose AutoFit to contents if you want the table's cells to automatically expand to fit the text inside them. 5. Click OK to insert your table.

MANIPULATING TABLES ADDING COLUMNS AND ROWS TO THE TABLE

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.
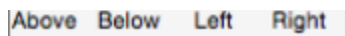
CHANGE THE COLUMN WIDTH IN A TABLE

1. Rest the pointer on the column boundary you want to move until it becomes (arrow) and then drag the boundary to the column width you want.

2. To change a column width to a specific measurement, click a cell in the column. Then click the Layout tab (this is the tab next to the Table Design tab on the ribbon), click Properties, and then click the Column tab on the Table Properties dialog box. Choose the options you want

3. To make the columns in a table automatically fit the contents, click a table, then click the Layout tab, point to AutoFit on the Table menu, and then click AutoFit to Contents.

CHANGE THE ROW HEIGHT IN A TABLE

1. Rest the pointer on the row boundary you want to move until it becomes (arrow) and then drag the boundary.

2. To change a row height to a specific measurement, click a cell in the row. Then click the Layout tab (this is the tab next to the Table Design tab on the ribbon), click Properties, and then click the Row tab on the Table Properties dialog box. Choose the options you want

3. To display row height measurements, click a cell, hold down ALT as you drag the markers on the vertical ruler.

SPACING BETWEEN ROWS IN THE TABLE

To leave space between rows, do the following -

1. Select the rows between which you want white space.

2. Click the Page Layout menu and select the Paragraph. Specify before and after spacing

CHANGE THE SPACE BETWEEN CELLS IN A TABLE

1. Click the table.

2. Click the Layout tab, click Table Properties, and then click the Table tab.

3. Click Options.

4. Under Default cell spacing, select the Allow spacing between cells checkbox and enter the measurement you want.

MERGING AND SPLITTING CELLS

To merge the cells, follow the instructions as mentioned below

1. Select the multiple cells to be merged

. Click the Layout tab and select Merge Cells.

3. The contents of the selection will be merged

To split cells, do this

 1. Position the insertion point in a merged cell.

 2. Click the Layout tab and select Split cells. Specify the number of separate cells in the Split Cells dialog box.

3. Click OK .The contents of the selection will split.

SORTING CONTENTS OF A TABLE
Wordfeaturestosortcontentsofatableonascendingordescendingorder.To sort, dothis

1. Select the table.

2. Next to Table Design, go to Layout > Sort.
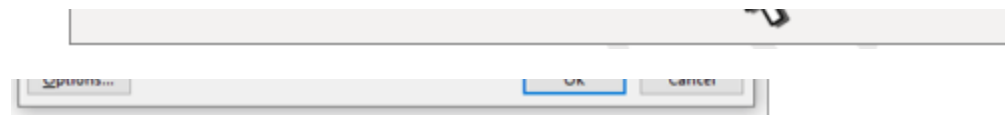
3. In the dialog box, choose how you'd like to sort the table

a. Choose whether data has headers or not.

b. Under Sort by, choose the name or column number to sort by

 c. Under Type, choose Text, Number, or a Date. d. Select Ascending or Descending order. 4. Repeat for up to three levels. 5. Select Options for additional settings, such as case sensitive, sort language, and if you have delimited information.

6. Select OK

CALCULATING NUMERIC DATA IN A TABLE

1. Select the table cell where you want your result. If the cell is not empty, delete its contents.

2. On the Table Tools, Layout tab, in the Data group, click Formula.

 3. Use the Formula dialog box to create your formula. You can type in the Formula box, select a number format from the Number Format list, and paste in functions and bookmarks using the Paste Function and Paste Bookmark lists.

DELETING COLUMNS AND ROWS

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.

FORMATTING A TABLE ALIGNING TEXT IN THE TABLE

1. Select the cells, columns, or rows, with text that you want to align (or select your entire table).

2. Go to the (Table Tools) Layout tab.

3. Click an Align button

FORMATTING TEXT IN THE TABLE

Select the cell you want to format the text of. And use the following options from the formatting toolbar accordingly:

1.To specify or change font style click Font drop down box icon.

2. To specify or change font size click Size drop down box icon.

3. To apply different faces to the text, click the Bold, Italics or Underline as required.

APPLYING BORDERS AND SHADINGS

Select the cells, rows, or columns you want to format.

- To apply the borders and shading to an entire table, you can select the entire table or simply position the insertion point cursor inside the table without a selecting any rows, columns, or cells.
- Click Table from the menu bar and select Borders and Shading. ☐ Click the Borders tab. ☐ Select the line style.
- Select a line color from the Color drop-down menu.
- In the Border box, click Box to apply the border to all four sides. Or, click in the preview area to apply the border to selected sides. To remove a border from a side, click it again. You can apply different style borders to each side.
- Click the Shading tab.
- Select color of your choice from Fill.

CREATING A TEMPLATE

1. Whether you're starting from a built-in template or updating one of your own, Word's built-in tools help you update templates to suit your needs. To update your template, open the file, make the changes you want, and then save the template.
2. In Microsoft Word, you can create a template by saving a document as a .dotx file, .dot file, or a .dotm fie (a .dotm file type allows you to enable macros in the file).

CREATING A DOCUMENT TEMPLATE

1. Click File > Open.

2. Browse to the Custom Office Templates folder that's under My Documents.

3. Click your template, and click Open. 4. Make the changes you want, then save and close the template.

CREATE A WEB PAGE BASED ON A TEMPLATE

1. Open Word.

2. When the application opens, from the "File" menu, choose "Open." Then, from the list of available documents, double click the document you wish to convert. Note: When the document opens, familiarize yourself with the layout. The converted document will not look exactly like the original.

3. From the "File" menu, choose "Save as Web Page." Click "Save." Note: When you convert a document to HTML format, you retain the original document as a separate file. The new HTML file has the same file name but a different file extension (.htm).

4. When the conversion is complete, the converted file appears in the window (filename.htm). View the HTML source code file by selecting the "View" menu, then "HTML Source."

5. You can modify the HTML file using the Microsoft Word formatting buttons and menu options and the Web toolbar options (insert hyperlink, insert image). When you are satisfied with the appearance of your page, be sure to save it.

6. Close your document by selecting the "File" menu, then choosing "Close." Click the Close button (the "X" in the upper-right corner) to close Word.

7. Open your HTML file in a WWW browser to see how it will appear.

BORDERS

Adding a page border to your document can be a subtle way to make your Microsoft Word documents stand out. You can customize the style, thickness, and number of pages for a border to apply to your Word document.

Adding a Page Border in Microsoft Word

Creating a page border in Microsoft Word will depend on your version of Microsoft Office. For Office 365 and Office 2019, open a Word document and click the "Design" tab in the ribbon.

If you have an older version of Office, click the "Layout" or "Page Layout" tab instead.

From here, click the "Page Borders" button, in the "Page Background" section of the ribbon

Document Formatting | Page Background
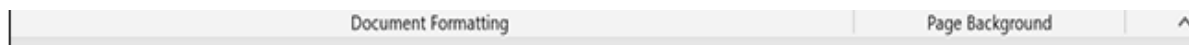
By default, the "Borders and Shading" box that opens should default to the "Page Border" tab. If it doesn't, click on that tab to enter your border settings.

Click "Box" to add a typical box border to your document. You can use the default style, color, and border width, or change these settings from the various drop-down menus.

Click "OK" to apply the page border to your Word document.
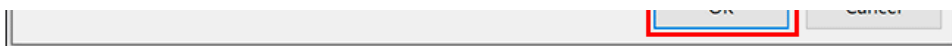
By default, this border style is ten applied to every page.

Your document editing view will update to show the new border applied.

This is a word document.

Alternative Page Border Styles and Formatting

The box page format is the default style, but alternative border styles and formatting options are available for you to use instead.

The box border is the most basic, adding a solid line with no shadow to your page. Even that can be customized with different types of lines, widths, and colors.

PICTURES

Adding pictures in our document is a very good way to have an interaction with our audience. Images increase the understanding level to extremely high. By the help of pictures, we can convey our messages, thoughts, ideas in a very simple and a beautiful way. Pictures attract the audience to understand our topic very easily.

MS Word has a feature that allows us to insert an image or picture file directly from our computer into our projects. You'll be able to edit the pictures inside and also customize their look. So, we should use different types of pictures in our document.

How to insert pictures from Files in MS Word?
Step 1: Select the **insert** option from the navigation menu.
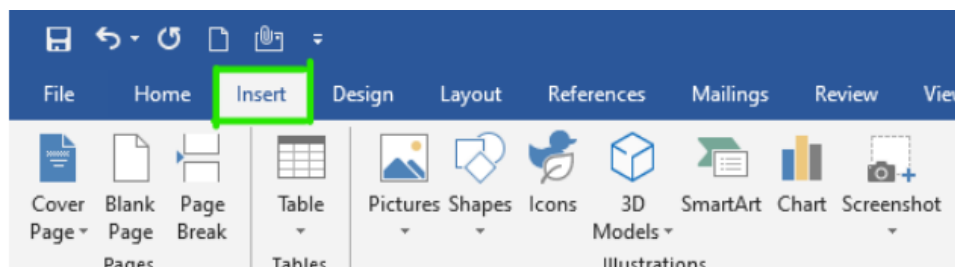
Step 2: Now select the **picture** option as shown:
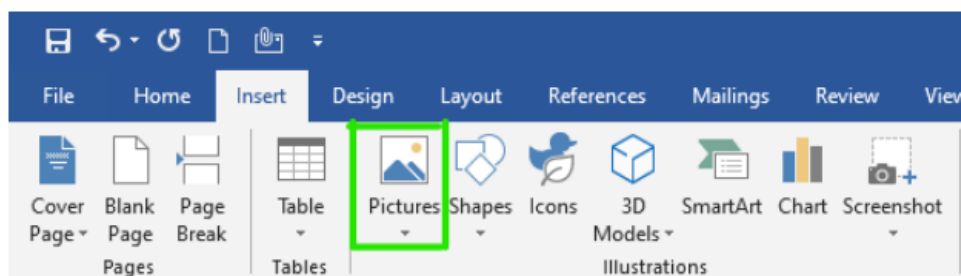
Step 3: A **insert picture from** dialog box will open.
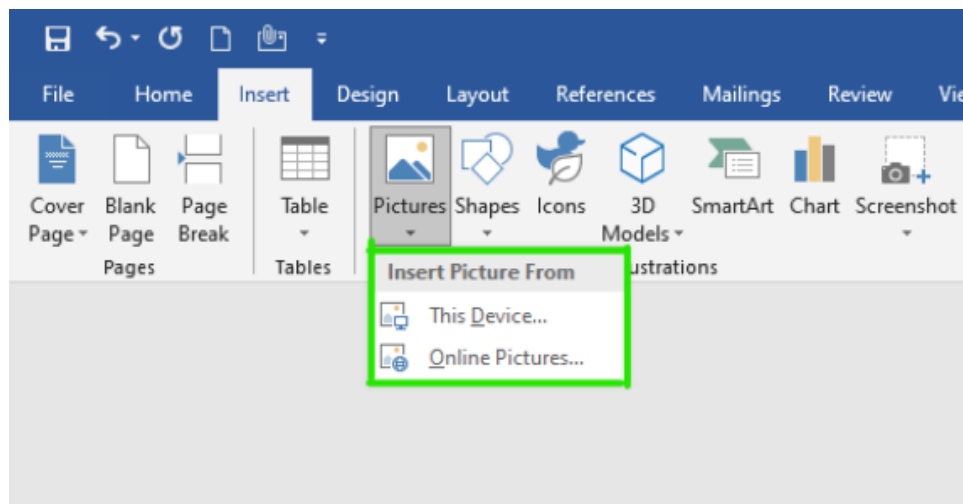
There are two ways to insert a picture:

1. This Device – You can insert a picture file from your computer.
2. Online Pictures – You can also insert pictures from online sites.

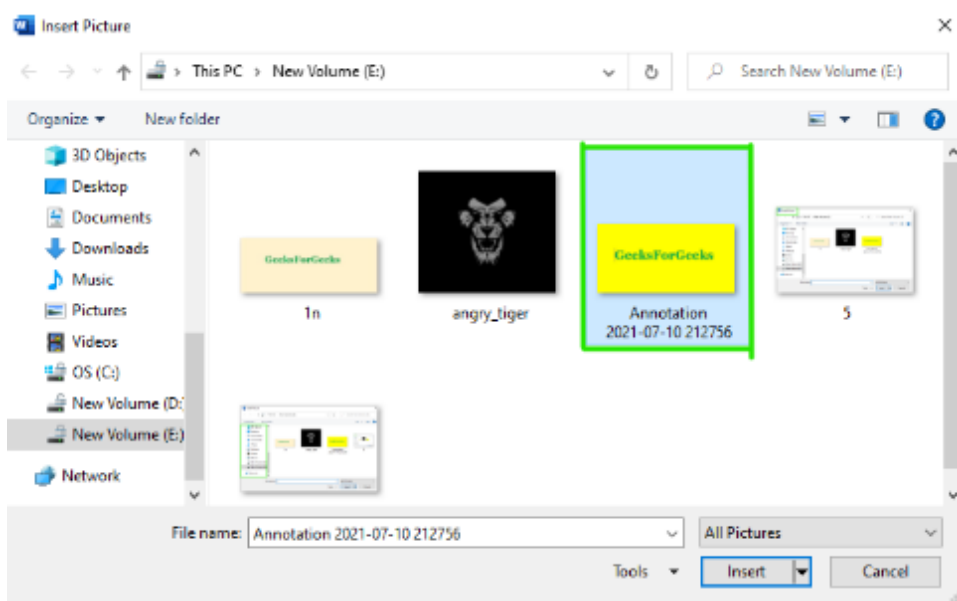**Step 4:** Select **this device** option as shown:
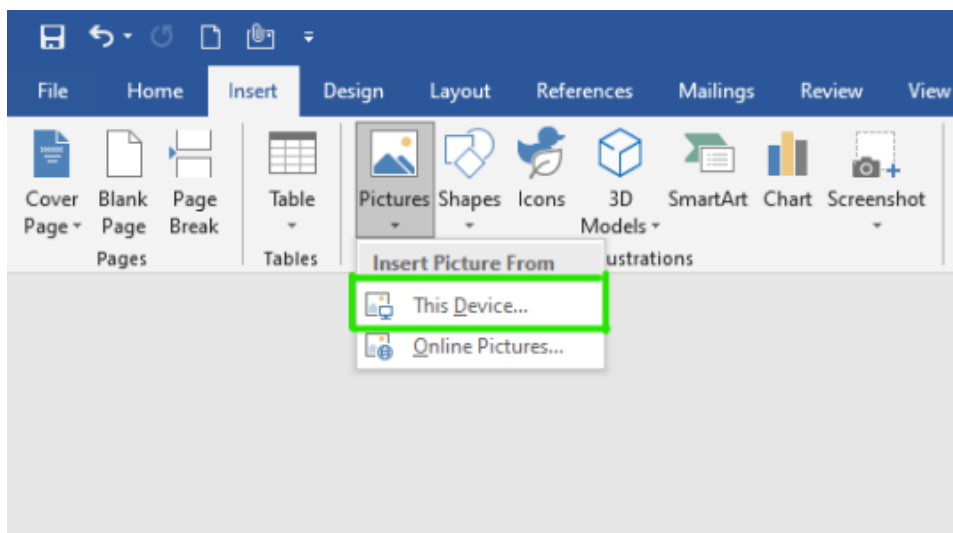
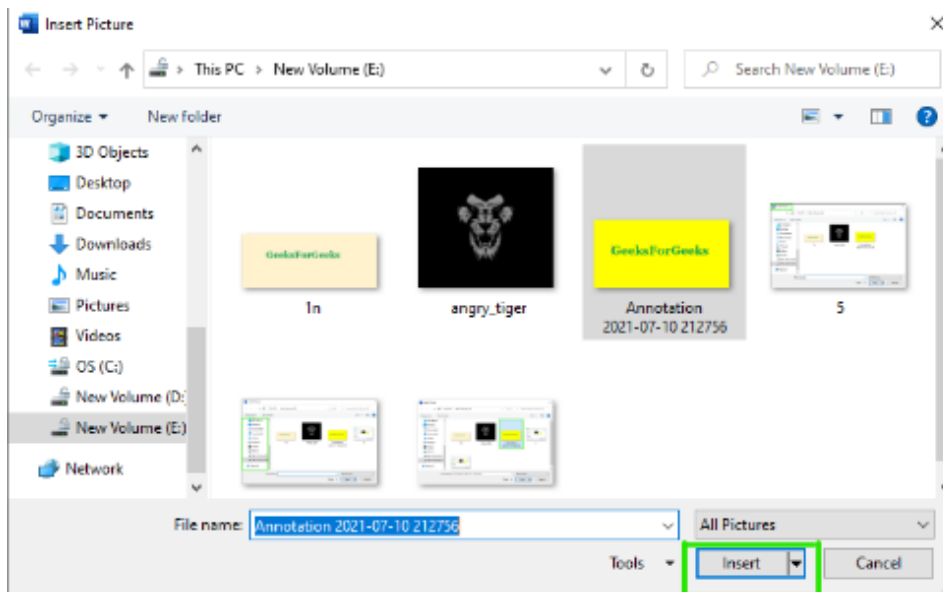**Step 5:** A insert picture dialog box will open.
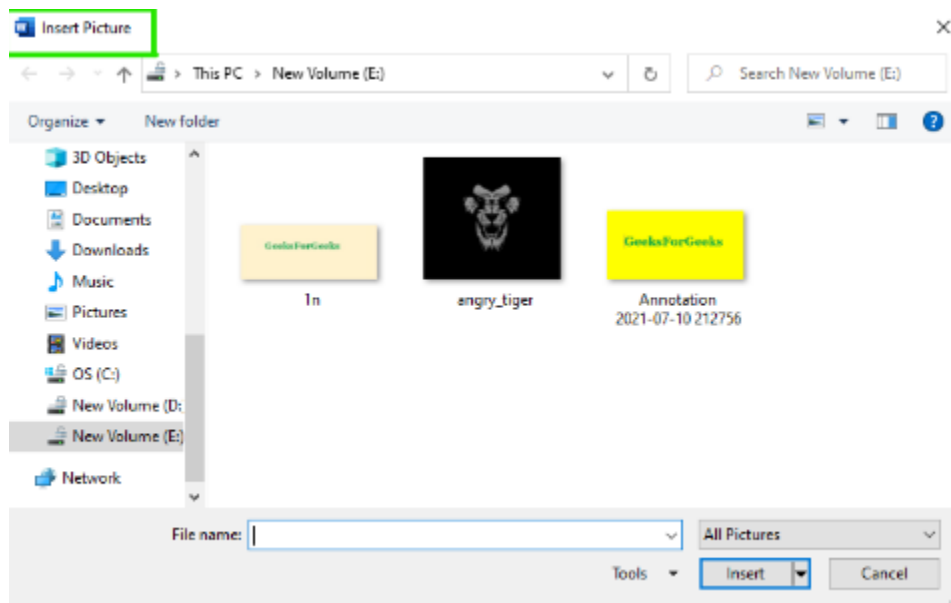
Step 6: Select the drive or folder from the left panel menu where your pictures are saved as shown:
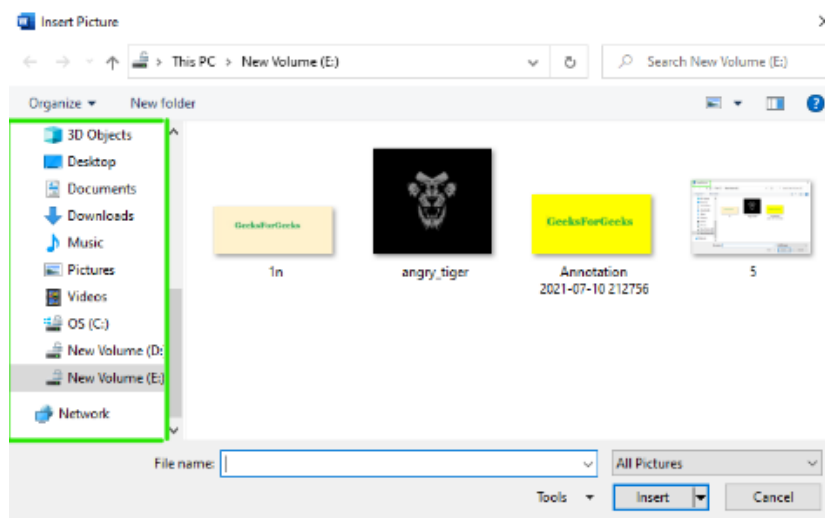
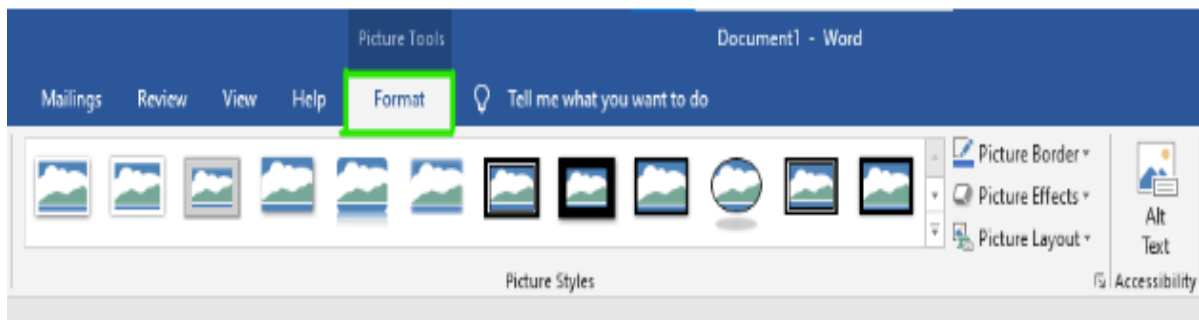**Step 7:** Next select the picture/image you want to insert in your document.

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

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 as shown:
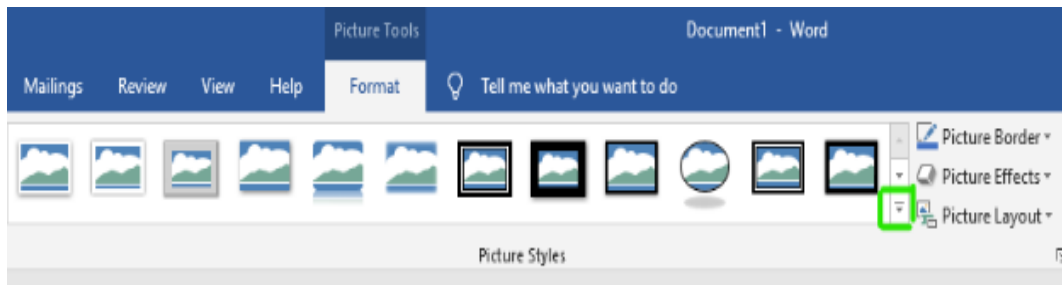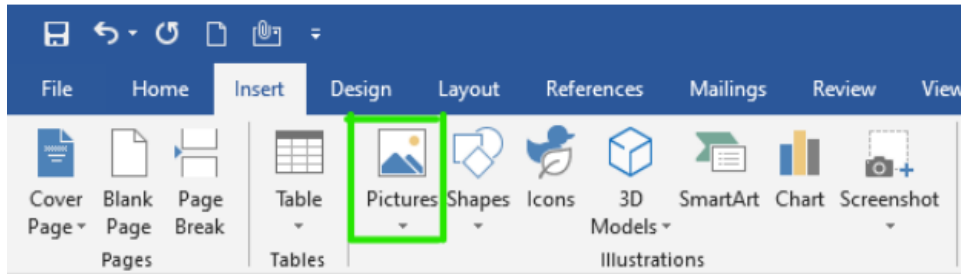

Step 12: Select picture style as per your choice.

Finally, pictures/images are added to your document.

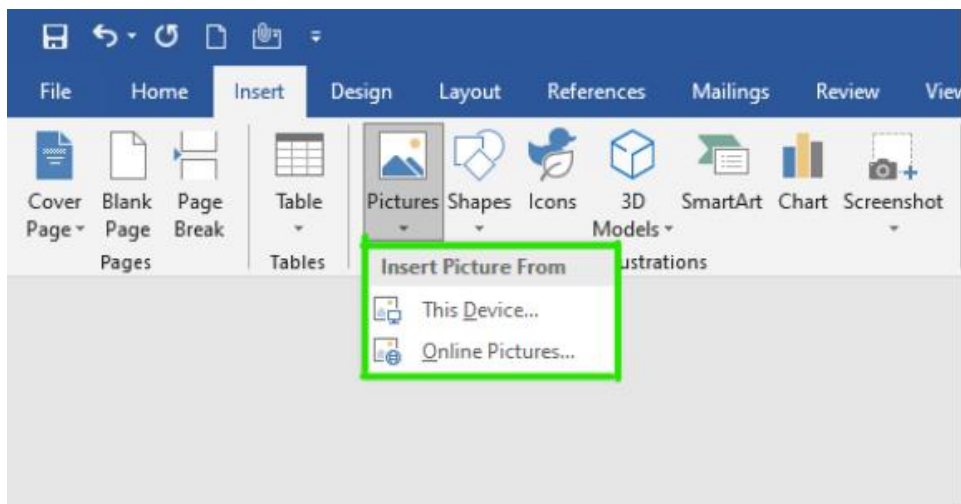**How to insert Online Images in MS Word?**
Step 1: Select the **insert** option from the navigation menu.
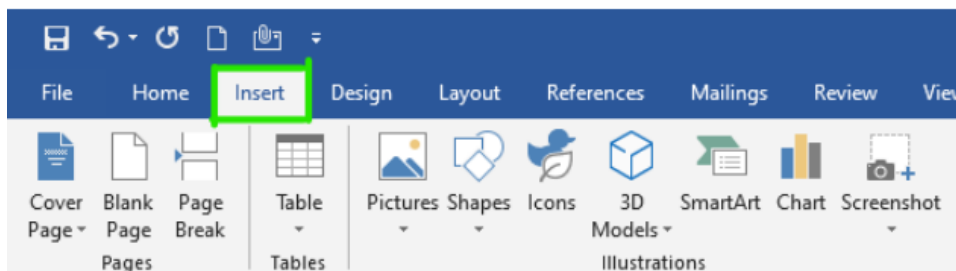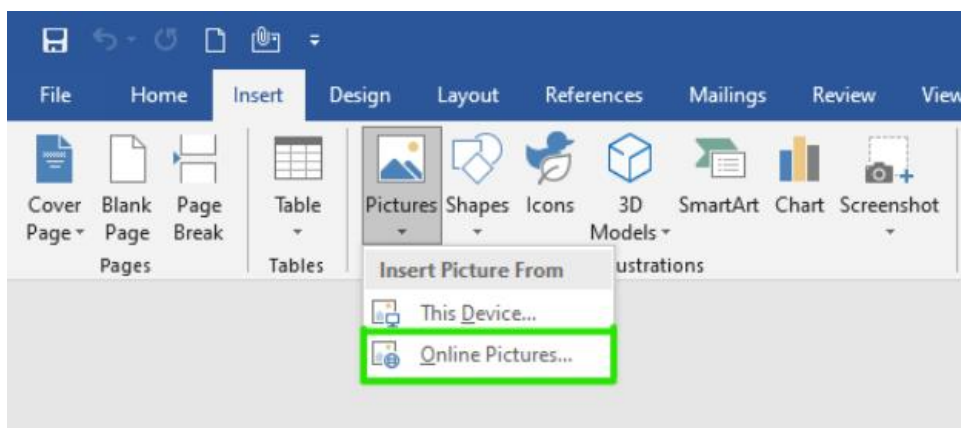
Step 2: Now select the **picture** option as shown:
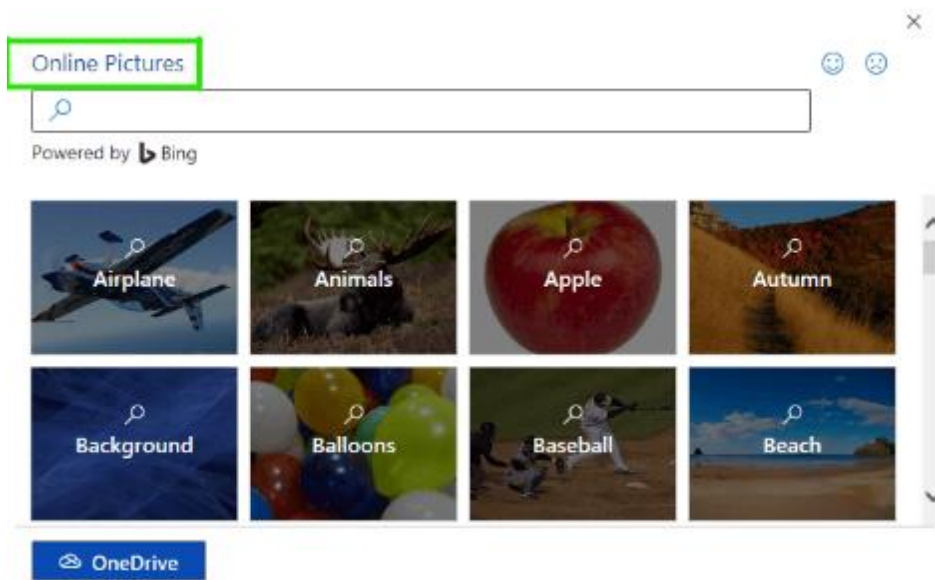

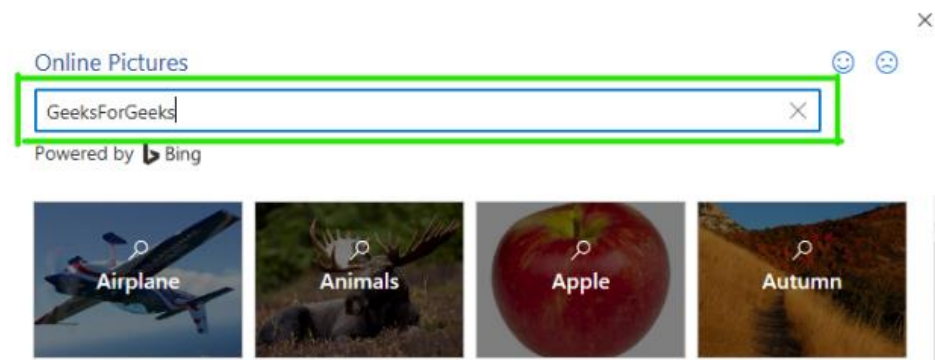**Step 3:** A **insert picture** dialog box will open.

Step 4: Select the **online pictures** option as shown:

Step 5: A **online pictures** dialog box will open where you can search a variety of online pictures.

Step 6: Search the picture/image name in the search bar.

Step 7: Select the picture and then click on the **insert** button as shown:

Finally, online images will be added to your document.

TEXT BOX

To insert a text box in your document, do this

1. Click Insert and select Text Box.

2. Click or drag in your document where you want to insert the text box.

3. When you insert a text box, a drawing canvas appears around it, but you can drag the text box off the canvas if you want.

MAIL MERGE

EMAIL MERGE

1. Mail merge is a tool that is designed to make it easier for you to create a set of documents that are alike but contain different and changeable data components.

2. Mail merge will help you save time and improve efficiency by automating the process of entering regulated pieces of data like names and addresses into a document.

3. As an example, a form letter could be associated with a group of contacts in Outlook, and the letter could possibly have a merge field for each contact's address, and one for the related contact's name as part of the letter's salutation.

4. Mail merge isn't just for the bulk creation of mass mailing letters and envelopes. In fact, mail merge can be very beneficial when it comes to creating a variety of documents.

5. The possibilities for the types of documents that can be created using a mail merge are practically unlimited. Here are some examples:

a. Catalogs

b. Inventories

c. Invoices

d. Labels

e. Envelopes

f. Letters

STEPS TO PERFORM EMAIL MERGE

1. In a blank Microsoft Word document, click on the Mailings tab, and in the Start Mail Merge group, click Start Mail Merge.

2. Click Step-by-Step Mail Merge Wizard.

3. Select your document type. In this demo we will select Letters. Click Next: Starting document.

4. Select the starting document. In this demo we will use the current (blank) document. Select Use the current document and then click Next: Select recipients

5. Select Start from existing document changes the view and gives you the option to choose your document. After you choose it, the Mail Merge Wizard reverts to Use the current document.

6. Selecting Edit recipient list opens up the Mail Merge Recipients dialog box, where you can edit the list and select or unselect records. Click OK to accept the list as is.

7. Click Next: Write your letter

8. Write the letter and add custom fields.

a. Click Address block to add the recipients' addresses at the top of the document.

b. In the Insert Address Block dialog box, check or uncheck boxes and select options on the left until the address appears the way you want it to. Note that you can use Match Fields to correct any problems.

c. Match Fields opens up the Match Fields dialog box, in which you can associate the fields from your list with the fields required by the wizard

d. Press Enter on your keyboard and click Greeting line... to enter a greeting. Note that the address block and greeting line are surrounded by chevrons (« »).

9. Write a short letter and click next: Preview your letters.

10. Preview your letter and click next: Complete the merge.

11. Click Print to print your letters or edit individual letters to further personalize some or all of the letters.