# INTRODUCTION TO MICROSOFT WORD

1.1 INTRODUCTION

Microsoft Word is a sophisticated word processing program that helps you quickly and efficiently create edit and format all the business and personal documents .It can be used to

- Create professional-looking documents that incorporate impressive graphics such as charts and diagrams.
- Give documents a consistent look by applying styles and themes that control the font, size, color, and effects of text and the page background.
- Create personalized e-mail messages and mailings to multiple recipients without repetitive typing.
- Make information in long documents accessible by compiling tables of contents, indexes, and bibliographies.
- Safeguard your documents by giving password.

1.2 EXPLORING THE PARTS OF WORD WINDOW

DID YOU KNOW?
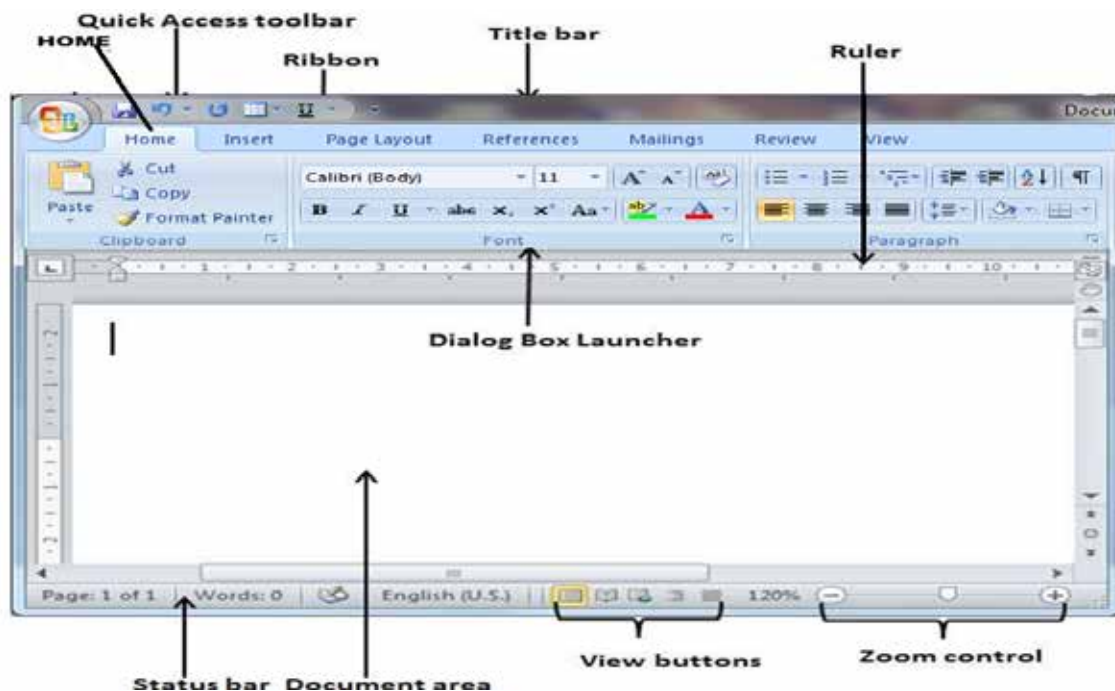
Kinect—Microsoft's motion-sensing X-box controller—actually scans users' skeletons to identify players.
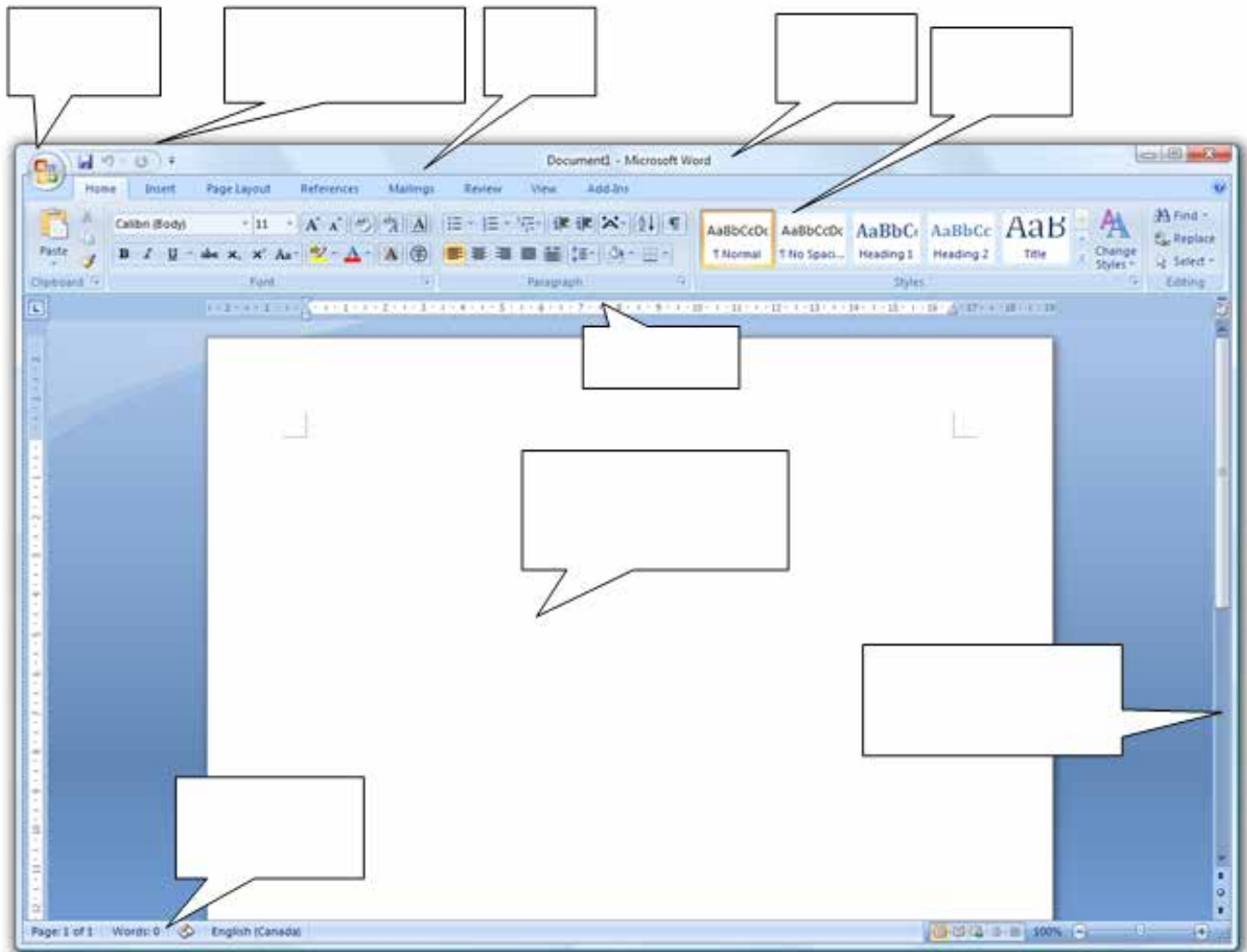
Activity

ACTIVITY 1

Write down the names of the parts of the window

1.3 OPENING NEW DOCUMENT

A new, blank document always opens when you start Microsoft Word. Suppose you want to start another new document while you are working on a document,

Method 1 → Click the **Home tab** and select the **New** option.

Method 2 → Use the shortcut, Press **Ctrl + N** keys and you will see a new blank document appears.

1.4 OPENING EXISTING DOCUMENT

To open an existing document for editing follow any one of the methods given below to open an existing document –

Method 1 – Click the **Home tab** and select the **Open** option.

Method 2 - Use the shortcut, Press Ctrl + O keys

Method 3 - Press "Windows key + E," locate your Word document on your computer and double-click it to automatically open the document in Microsoft Word.

Method 4 - Click the **Home tab** and select the **Recent** option to open the recently closed document.

> *The Windows key has the Microsoft logo on it and is found between the left Ctrl and Alt keys on the keyboard. Pressing the Windows key by itself opens the Start menu.*

1.5 CLOSING A DOCUMENT IN WORD

When you finish working with a document, you will proceed to close the document. Closing a document removes it from your computer screen. Here are simple methods to close an opened document –

Method 1 – Click the **Home tab** and select the Close option.

Method2 – Click the **Home tab** and select the Exit option.

Method 3 – Use the keyboard shortcut "Ctrl+ W" or "Ctrl+ F4".

Method 4 – Click on the close button ⊗ on top right corner of the window.

1.6 ENTERING TEXT IN THE DOCUMENT

Once a new document is opened, the text can be typed in the big blank area of the screen. As the characters are typed they appear on the screen and the flashing vertical bar called the insertion point, moves to the right. This insertion point always indicates where the new text will appear. When the text being typed reaches the end of the line, it will automatically wrap the text to the next line. The Enter key should be pressed only at the end of a paragraph or when a blank line is to be inserted.

1.7 SAVING NEW DOCUMENT

Once you are done with typing in your new Word document, to save your document use any one of the following methods.

Method 1

Step 1 – Click the **Home tab** and select the **Save As** option.

Step 2 – Select a folder where you will like to save the document, Enter the file name which you want to give to your document and Select the **Save As** option, by default it is the **.docx** format.

Step 3 – Finally, click on the **Save** button and your document will be saved with the entered name in the selected folder.

Method 2

Click the **Home tab** and select the **Save** option and repeat the step 2 and 3 of the Method 1.

> If the document is already saved for repeated saving of the document use the keyboard shortcut **Ctrl + S** or save icon 💾 on the ribbon.

1.8 MOVING AROUND IN DOCUMENTS

To move the insertion point to anywhere in the document either the mouse or the keyboard can be used. To move the insertion point with the mouse, the mouse pointer is moved to the required spot and the mouse button is clicked. The insertion point jumps to that spot.

If you open a document that is too long to fit entirely on the screen, you can bring off-screen content into view without changing the location of the cursor by using the vertical scroll bar.

- Click the scroll arrows to move up or down by one line.

- Click above or below the scroll box to move up or down.

- Drag the scroll box on the scroll bar to display the part of the document corresponding to the location of the scroll box.

KEYBOARD SHORTCUTS

To move the insertion point with the keyboard the arrow keys and other key combination can be used. The following table gives a list of short cut keys.

Cursor movement	Key or keyboard shortcut
Left one character	Left Arrow
Right one character	Right Arrow
Down one line	Down Arrow
Up one line	Up Arrow
Left one word	Ctrl+Left Arrow
Right one word	Ctrl+Right Arrow
To the beginning of the current line	Home
To the end of the current line	End
To the beginning of the current document	Ctrl+Home
To the end of the current document	Ctrl+End
Up one screen	Page Up
Down one screen	Page Down
To the beginning of the previous page	Ctrl+Page Up
To the beginning of the next page	Ctrl+Page Down

The easy way to create content for testing is by using rand() function.

For example, pressing Enter after typing **=rand(4,10)** will create 4 paragraphs made up of 10 sentences.

Activity

ACTIVITY 2

Write a few lines on any one of the following topics in a word document and execute the instructions given in options (a) to (f).

1. My Mother

2. My School

3. My Computer

(a)   Open the word document.

(b)   Write the text related to one of the above subjects

(c)   Save the file.

(d)   Use the scroll bar to do updown scrolling.

(e)   Place the insertion point in the beginning of the document using key board short cut

(f)   Close the document.

❧ BRAIN DEVELOPER ❧

I. WHICH PART OF THE WORD WINDOW HELPS YOU DO THE FOLLOWING?

	Column A		Column B
1.	Move up and down the document	a.	Document area
2.	Know how many words are in the document	b.	Title bar
3.	Know the name of the document currently open	c.	Ruler bar
4.	Move to the Page Layout options	d.	Vertical scroll bar
5.	Type text in the document	e.	Office button
6.	Understand the size of your document	f.	Status bar
7.	Do file operations like saving, closing etc.	g.	Tabs

II. FILL IN THE BLANKS

1. Shortcut to open a document is _____

2. Shortcut to close a document is _____

3. File extension of word document is_____

4. The key which is used to create a paragraph is _____

5. Ctrl + Right Arrow is used to _____

Teacher's Signature

TEXT FORMATTING

2.1 INTRODUCTION

Formatting makes the document readable and comprehensible to the person reading it. Text Formatting includes making the selected text Bold, Italic, Underline, and changing the Font Style, Size, Colour for changing the appearance of text in the word document.

2.2 SELECTING TEXT

Even though the document is built by typing one character at a time, while editing and formatting one always work with words, lines,paragraphs and sometimes with the whole document. For this purpose the text should be selected. For selecting text the mouse or the keyboard can be used.

SELECTING TEXT WITH MOUSE

1. Place the insertion point at the beginning of the text to be selected.

2. The left mouse button should be clicked, held down and dragged across the text to be selected.When the intended text is selected, the mouse button should be released. To de-select the wrongly selected text a click should be made outside the selected text.

SELECTING TEXT WITH KEYBOARD

1. Insertion point is moved to the start of the text to be selected.

2. The Shift key is pressed down and the movement(arrow) keys are

used to highlight the required text.When the Shift key is released, the text is selected.

SHORTCUTS FOR SELECTING TEXT

Action to be performed	To select what
Shift+Arrow Right	Extend selection one character to the right
Shift+Arrow Left	Extend selection one character to the left
Shift+End	Extend selection to the end of a line
Shift+Home	Extend selection to the beginning of a line
Shift+Arrow Down	Extend selection one line down
Shift+Arrow Up	Extend selection one line up
Shift+Page Down	Extend selection one screen down
Shift+Page Up	Extend selection one screen up
Ctrl+A	Select the Entire document
F8	Turn Extend Mode on: Extend selection without pressing shift key
Ctrl+Shift+f8, and arrow keys	Select a vertical block of text in Extended Mode
Shift+F8	Reduce the size of a selection in Extended Mode
Esc	Turn extend mode off