MS Office Word 2007

Are you Pro ?

Expert In MS Word !

HaCkEr InDiA

Special Credit:- WEBEL Gotan

Microsoft Office Word 2007

- Microsoft Office Word file extension = .docx

<i> What Is MS Word ?

=>> Microsoft Word is a graphical word processing program that users can type with. It was made by the computer company Microsoft. It is a purpose to allow users to type and save document files. Similar to other than word processor, It has many helpful tools to make changes in a document.

- Advantages of MS Word:-

  a. File Or Document Save

  b. Editing: - With the help of any content too can easily change, add, subtract.

  c. Use of images or symbols: - Through images or symbols can be used in Document.

  d. Table --Usage: - With the help of any information create a number of different Row / Columns in the shape of a table can be done.

  e. Correction of mistakes: - For correction or grammatical correction i can use it.

  f. Save a document in different formats can do

  g. It is also used to search for words or sentences.

How to open MS Word :-

Step 1:- Start Menu→All Program→MS Office→ MS Word 2007

Step 2:- Start Menu→Type MS Word in search bar→ Enter Step 3:-

Start→Run→Type 'Wind-Word→Wind Button+R

- Explanation of different parts of MS Word 2007:---

i.   Title Bar:- It holds applications, Document title and Window Controling Tools.

ii.   Menu Ribbon:-It holds menu options like Home, Insert, Page layout etc.

iii.   Quick Access Toolbar:- It holds different icons which are mainly used to open, save, print a file and Undo or Redo.

iv.   Ruler:- It hepls to place content within the document properly

v.   Status Bar:- It display the status of current file including page No., word count.

vi.   Scroll Bar:- We can scroll the page up & down, left or right.

vii.   Cursor:- It _____ start up line of a document. Users can move it as per need.

viii. Control Buttons:- It appears right end side of the title bar.

ix.   Office Button:- It holds different menu options like New, Open, Print, Save...etc.
i)   New:- Used to open a new Document.

ii)   Open:- Open an existing Document.

iii)   Save:- We can save a new file.

iv)   Save as:- It is used to save a previously saved document with a different name and location/ path.

v)   Print:- We can print a document file.
vi)   Prepare:-

1.   Encrypt document:- It is used to encrypt a document by a password.

2.   How to encrypt a document on MS Word 2007 ?

Step 1:- Office button→Prepare→Encrypt document→Enter password→Re-enter password

3. How to decrypt the document ?

Step1:- Office button→Prepare→Encrypt document→Use Backspace to delete password

vii)   Send:- It is Used to send any MS Word document via E-mail, Fax.

viii)   Close:- It is used to close the
document only.

ix)   Exit Word:-This is used to close MS Word.

(A) Home Menu:-

• Font Command Group:-

 1. Font Style:- User can choose any font style from here. Example- Arial, Consolas etc.

 2. Font Size:- User can choose any font size from here.

 3. Clear Formatting:- It is used to clear all the format. Example- Bold, Italic, Underline etc.

 4. Strike Through:- User can make letters strike through by selecting this option.

 5. Subscript:- User can subscript a letter. Example- $H_2 SO_4$, $H_2 O$ etc.

 6. Superscript:- User can supersubscript any letters. Example-
(a^2+b^2),(a^2-b^2) etc.

 7. Change Case:- User can change the selected document in this option.

 8. Text Highlight color:- It is used to highlight any text with colors.

 9. Font Color:- It is used for any text font color.

• Paragraph Command Group:-

i)   Bullets:- User can insert a bullets in his documents.

ii)   Numbering:- User can insert a number automatically using this option.

iii)   Multi level list:- User can insert a multi level list an use numbering as per need.

iv)   Increase/Decrease Indent:- The user can increase/decrease the startup of a line in a document.

v)   Sort:- The user can sort the text in ascending descending order.

vi)   Show & Hide:- The user can show the paragraph marks and other hidden formatting symbols.

vii)   Text Align Left/Right:- User can align text to the left/right in this option.

viii)   Center:- User can align the text in the centre of the page.

ix)   Justify:- User can justify the text within the page using this option.

x)   Line Spacing:- User can manage the gaps between two lines.

xi)   Shading:- The user can highlight the text with different color using this option.

xii)   Border:- User can customize the borders of the selected sells for text.

• Style Command Group:- User can modify the text with various styles. Example- Heading, Title, Subtitle etc.

• Editing Command Group:-

1. Find (Ctrl+F):- It is used to find a particular word or sentences in current documents.

Step:- Home→Editing→Find→Type word to find in the find section→Find Next→Ok

2. Replace (Ctrl+H):- It is used to replace a word with a new word in documents.

Step:- Home→Editing→Replace→Type the changeable word in find section and type the replaceable word in replace section.

(B) Insert Menu:-

1. Cover Page:- User can fill in the title, author, date and other information to create a cover page.

2. Blank Page:- It is used to insert a blank page in a document.

3. Page Break:- User can start a new page at the current position.

4. Table:- We can draw/insert a table in a document.

Steps:- Insert menu→Table→Insert table→Select a number of columns and rows→Fixed column width (Auto)→Ok

i)   How to insert a new column or row ?
=> Right click on column or row→insert →insert row and column→insert

ii)   How to delete a row or column ?
=> Select columns/rows you want to delete→Right click on selected column/rows→Delete column or rows

5. Merge Cells:- This option is used to merge two or more cells into a cell.

6. Split Cells:- This option is used to split cells

Steps:- Right click on a cell you want to split→split cell→select number of columns or rows→ok

7. Text Direction:- this option is used to manage text horizontally or vertically

Steps:- Right click on cell→Text direction→Select orientation→Ok

8. Cell Alignment:- This Option is used to arrange a text into a Cell Steps:- Right click on a cell→Cell

alignment→Select align option

9. Table borders and shading:- It is used to shade and border the columns and rows of a table.

Steps:- Select table→Right click borders and shading→Borders→Setting→All→Choose line style colour and width→Apply to table→Click shading option→Choose a colour from fill colour.

• Illustration Command Group:-

1. Picture:- User can add a picture in a document.

Steps:- Insert menu→Picture→Choose picture→Insert

2. Clip Art:- User can insert various pictures, logos, sound etc. From clip art.

Steps:- Insert menu→Clip art→Type option in search for box→Go→Select a clip art

3. Shapes:- We can insert readymade shapes such as a Rectangle, Circle, Arrows, Lines etc.

Steps:- Insert menu→Illustration comment group→Right click on shape→Choose a shape→Draw on the document

4. Smart Art:- User can choose different types of shapes and modify them as per need.

5. Chart:- User can insert a chart to illustrate and compare the data.

• Links command group:-

1. Hyperlink:- It is used to link a file document or a picture or Internet page with a word.

Steps:- Select words→Insert menu→Hyperlink→Select a file→Rename text to display→Ok.

i) How to view a hyperlinked file ?
=>Press ctrl and click on the hyperlinked word.

2. Bookmark:- It is used mark a text of paragraph with a specific point in a document.

Steps:- Select text→Insert menu→Bookmark→Type bookmark name→Add

i) How to show a bookmark ?
=>Insert menu→Links command group→Bookmark→Select a bookmark→Go To

 • Header and Footer command group:-

1. Header/Footer:- By using header and footer user can add a short description or heading at the top/
button of a page.

Step:- Header/Footer→Insert Menu→Header and footer command
group→Header/Footer→Select any header type→Click On Text box→Type text or click date and time
option from insert tab→select a type→close header and footer/esc.

2.Page No.:- It is used to insert page no in various position and style in a page.

Step:- Insert menu→Header and Footer→Page No.→Select A Type→Ok

i) How to change a page no. format ?
=> Step:- Insert Menu→Header And Footer→Page No.→Format Page No.→Click On No. Format Drop-
Down-Button→Change No. Of Format→Ok

 • Text Command Group:-

1. Text Box:- It is used to specify a text into a box in a document.

Step:- Insert Menu→Text Command Group→Text Box→Select Type→Click On Text Box→Type Your
Text

 2. Quick Parts:- User can insert a note like Title, Author, Manager, Subject etc.

 3. Word Art:- User can insert decorative text in a document.

Step:- Insert Menu→Text Command Group→Word Art→Select a Model Type Your Text→Ok

 4. Drop Cap:- User can create a large capital letter at the beginning of a paragraph to highlight
text.
Step:- Insert Menu→Text Command Group→Drop Cap→Option→Position Choose Dropped→Select
Lines To Drop→Ok

5. Singnature Line:- It specifies the individual who must sign.

Step:- Insert Menu→Text Command Group→Signature Line→Ok→Type Suggested Signer→Suggested Signer Title

6. Date And Time:- We can add current date & time automaticaly in a document.

7. Object:- User can insert a text file, image, chart etc.

- Symbol Command Group:-

1. Equation:- User Can Insert Mathematical equation using this option. Step:-

Insert→Symbol→Equation

2. Symbol Point:- User can insert various symbols by this option.

(C) Page Layout Menu:-

1. Themes:- You can choose specific theme form here and can modify colors, fonts, effects etc.

- Page Setup Command Group:-

1. Margins:- User can select margin size in the whole document or current area. User can customize margin, page size, header and footer size etc.

2. Orientation:- We can customize paper orientation landscape/portrait.

3. Size:- User can choose or create paper size from this option.

4. Columns:- User can divide the whole page into columns.

5. Breaks:- User can add page, section or column breaks.

6. Line Numbers:- User can add line numbers on each line of the document.

- Page Background Command Group:-

1. Watermark:- User can insert a hosted text behind the content of the file.

2. Page Color:- User can choose a color for the background of the text. Step:- Adding a picture in

the page background page background.

=> Page Layout→Page Color→Fill Effects→Picture→Select A Picture→Choose A Picture→Insert→Ok

3. Page Borders:- User can add or change the borders around the page.

- Paragraph Command group:-

  1. Indent:- User can increase or decrease the start up line of a document from left or right.
Step:- Page Layout→Paragraph Command Group→Indent(Increase/Decrease)→Ok

  2. Spacing:- User can increase or decrease space between the two line before and after.

- Arrange Command Group:-

1. Text Wrapping:- User can wrap a text document with a picture (behind the text, infront of the text etc.

Step:- Select The Picture→Page Layout Menu→Arrange Command Group→Text Wrapping→Choose Type.

2. Rotate:- User can rotate an inserted picture in many angles

(D) Mailings Menu:- A user can sent a letter to different addresses without changing the body of the letter.

Mail Merge:-

Step-1:- Mailings Menu→Start Mail Merge→Step By Step Mail Merge Wizard→Select Document Type→Click On Next Starting Document→Click On Use The Current Document→Next Select Recipients→Type A New List→Create→Customise Columns→Delete Unnecessary Field Names→Ok→Save Address List→Save→Ok

Step-2:-
Next Right Your Letter→Keep Cursor After To→Click On Addressing→Click On Insert Merge Option→Insert→Close→Arrange Fill Name

Step-3:-
Click On Marge On Finish Option→Edit Individual Document→Marge Records All→Ok

(D) Review Menu:-

- Proofing Command Group:-

1. Spelling & Grammar:- With this option, we can check the spelling and grammar of the text and make a correction.

Step:- Review Menu→Proofing Command Group→Spelling & Grammar→Select Correct Word From Suggestion Box→Change And Ignore

2. Thesaurus:- This option is used to suggest other words with a similar meaning of the selected word.

Step:- Select A Word→Review Menu→Proofing Command Group→Thesaurus→Select Antonym/ Synonym→Insert

3. Translate:- This option is used to translate a text into a different language.

Step:- Review Menu→Proofing Command Group→Translate→To Show→Research Box

4. Word Count:- It is used to find out number of words, paragraphs, characters, line etc. in a document.

Step:- Review Menu→Proofing Command Group→Word Count→Choose Type(Lines, Words etc.)

5. Protect Document:- It is used to protect a document with a password.

Step:- Review Menu→Protect Document→Restrict Formatting And Editing→Limit Formatting To S Selection Of Styles √→Allow This Type Of Editing In Document √→Yes Start Enforcing Protection→Password→Enter New Password→Re-Enter Password To Confirm→Ok

i) How To Stop Protection ?

=> Review Menu→Protect Document→Restrict Formatting And Editing→Stop Protection→Input Password→Ok

(E) View Menu:-

• Document Views Command Group:- There are 5 types of document view (i) Print Layout (ii) Full-screen Reading (iii) Web Layout (iv) Outline (v) Draft.

• Marcos Command Group:- It is used to record a macro typing.

Step:- View Menu→Macros→Record Macro→Create A Macro Name→Ok→Start Typing→Macros→Stop Recording

i) How to run a macro ?

=> View Menu→Macros Command Group→View Macros→Select Macros→ Run

Shortcut Keys (MS Word)

Ctrl+A= Select All
" + B= Bold
" + C= Copy
" + D= Font
" + E= Centre Alignment " + F= Find
" + G= Go To
" + H= Replace
" + I= Italic
" + J= Justify
" + K= Hyperlink
" + L= Left Alignment
" + M= Indent Left
" + N= New Document
" + O= Open Document
" + P= Print
" + R= Right Alignment
" + S= Save
" + T= New Tab
" + U= Underline
" + V= Paste
" + W= Close The Window
" + X= Cut
" + Y= Redo
" + Z= Undo

" + Shift + <= Increase Font Size " + Shift + >=
Decrease Font Size F2= Rename
F5= Refresh

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