Microsoft Office Word

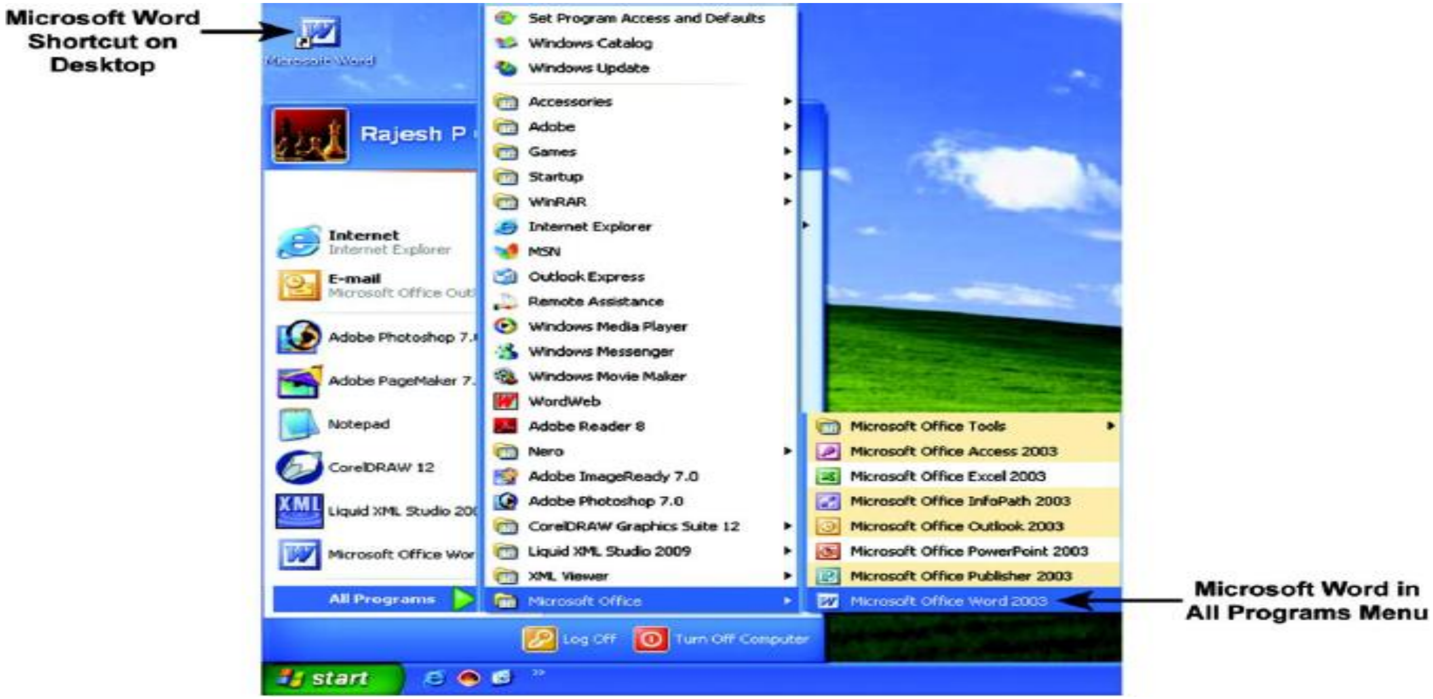
Introduction

- ✓ Word processing is the manipulation of characters, words, text, numbers, sentences, and paragraphs in the document so that it is error-free and looks attractive.
- ✓ A word processor is an application software for word processing.
- ✓ The various Word processor packages that are being used are Word Perfect, Word Star, and Microsoft Word, etc.
- ✓ Microsoft Word has a wide variety of features that makes it one of the most popular and widely used applications. It produces professional documents quickly and efficiently.

Starting MS Office

✓ To open MS Word, perform any one of the following steps :

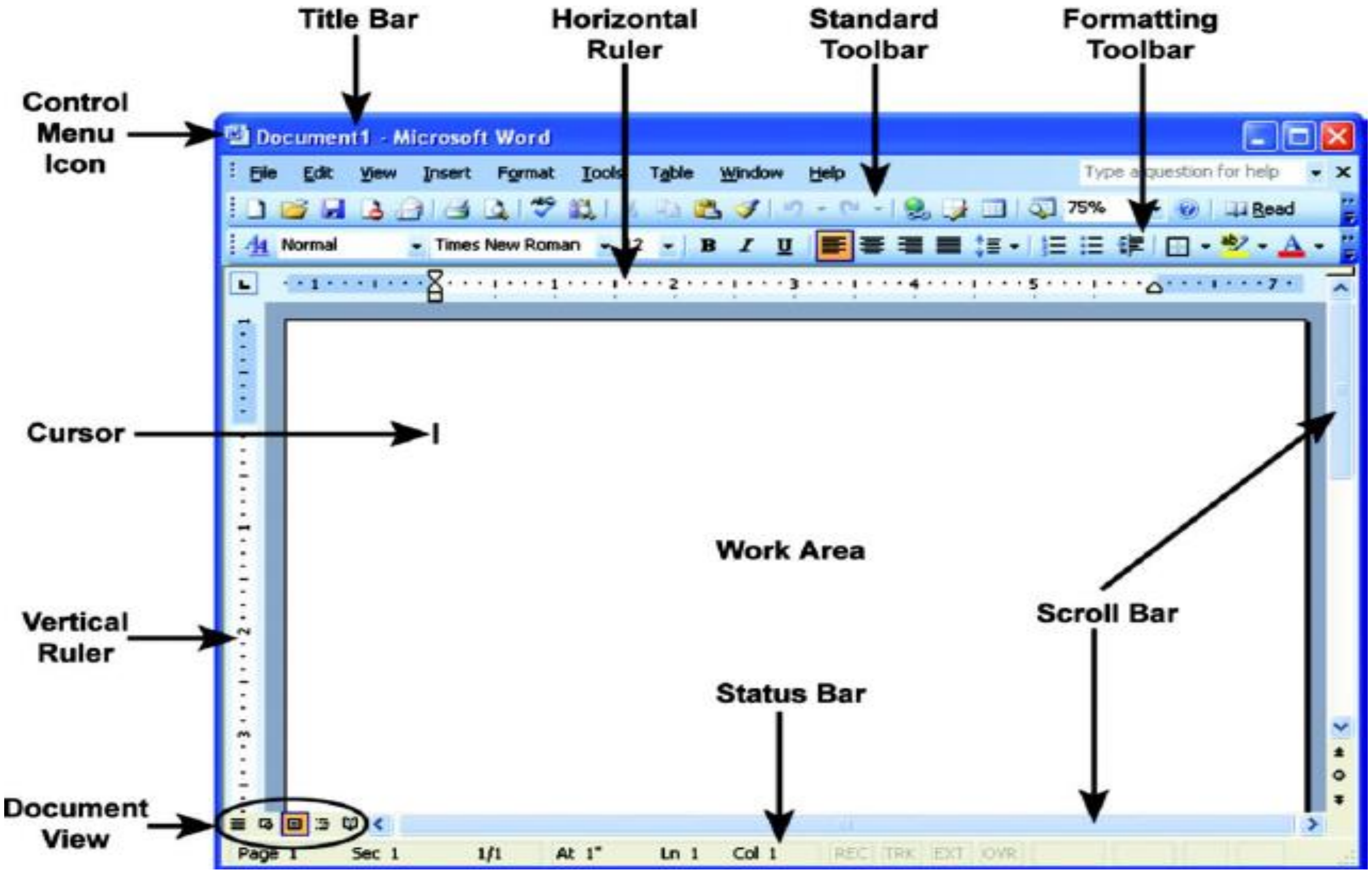
- ➢ Double-click the Microsoft Word icon located on the desktop.
- ➢ Click start, point to All Programs, point to Microsoft Office and then select Microsoft Office Word .


Microsoft Word Shortcut on Desktop
Microsoft Word
Rajesh P
Internet
Internet Explorer
E-mail
Microsoft Office Out
Adobe Photoshop 7.
Adobe PageMaker 7.
Notepad
CorelDRAW 12
Liquid XML Studio 20
Microsoft Office Wor
All Programs
Set Program Access and Defaults
Windows Catalog
Windows Update
Accessories
Adobe
Games
Startup
WinRAR
Internet Explorer
MSN
Outlook Express
Remote Assistance
Windows Media Player
Windows Messenger
Windows Movie Maker
WordWeb
Adobe Reader 8
Nero
Adobe ImageReady 7.0
Adobe Photoshop 7.0
CorelDRAW Graphics Suite 12
Liquid XML Studio 2009
XML Viewer
Microsoft Office
Microsoft Office Tools
Microsoft Office Access 2003
Microsoft Office Excel 2003
Microsoft Office InfoPath 2003
Microsoft Office Outlook 2003
Microsoft Office PowerPoint 2003
Microsoft Office Publisher 2003
Microsoft Office Word 2003
Log Off
Turn Off Computer
start
Microsoft Word in All Programs Menu

Starting MS Office Word (Contd.)

Microsoft Word Environment

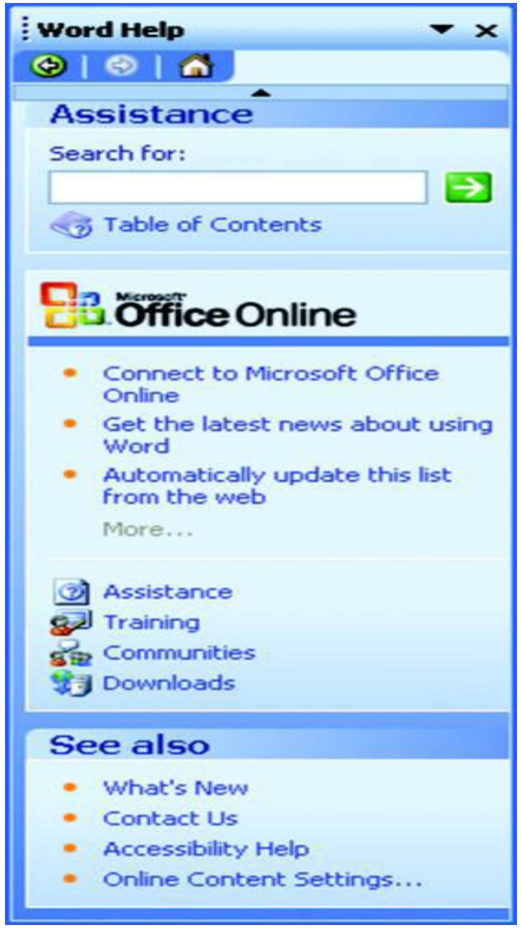
- ✓ When MS Word is opened, the main screen of the program appears. The main window of MS Word has several components as shown in the figure below:

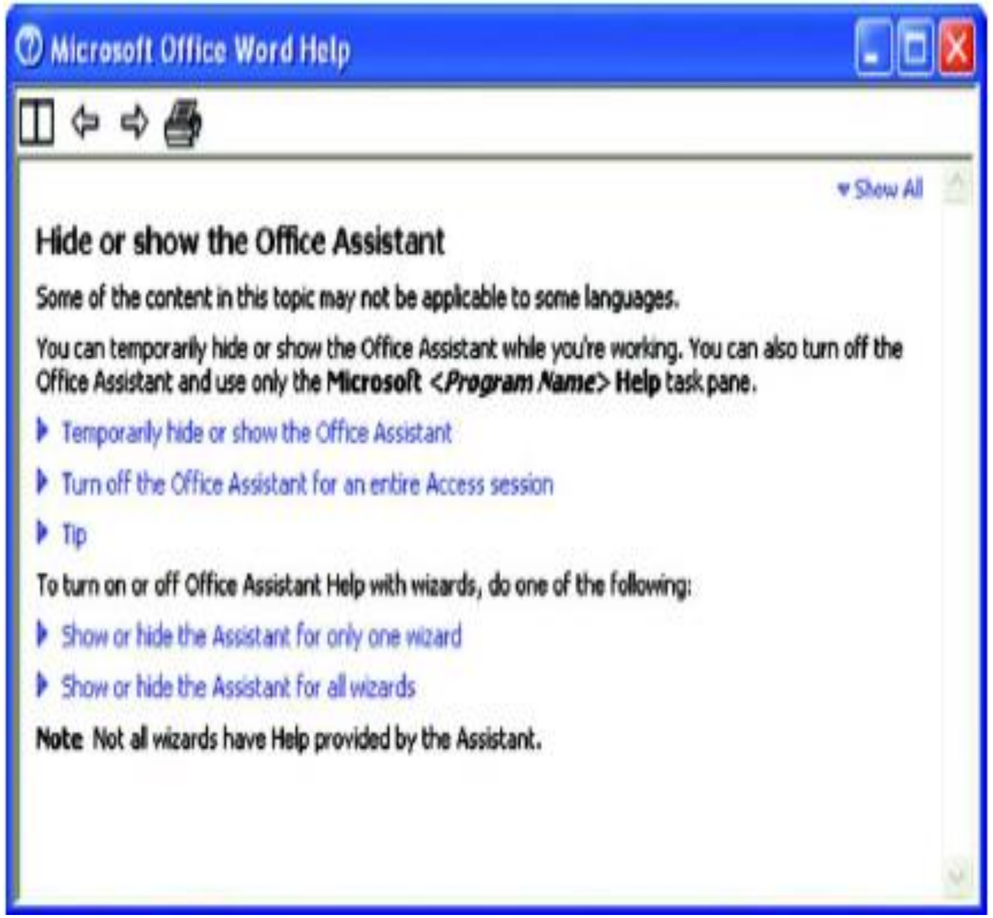

Title Bar
Horizontal Ruler
Standard Toolbar
Formatting Toolbar
Control Menu Icon
Document1 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
75%
Read
Normal
Times New Roman
12
B I U
Cursor
Work Area
Scroll Bar
Vertical Ruler
Status Bar
Document View
Page 1 Sec 1 1/1 At 1" Ln 1 Col 1
REC TRK EXT OVR

Starting MS Office Word (Contd.)

Getting Help

- ✓ Microsoft Office provides an exhaustive help system to provide assistance when you are experiencing difficulty using any Office application.


Word Help
Assistance
Search for:
Table of Contents
Microsoft Office Online
Connect to Microsoft Office Online
Get the latest news about using Word
Automatically update this list from the web
More...
Assistance
Training
Communities
Downloads
See also
What's New
Contact Us
Accessibility Help
Online Content Settings...


Microsoft Office Word Help
Show All

Hide or show the Office Assistant

Some of the content in this topic may not be applicable to some languages.

You can temporarily hide or show the Office Assistant while you're working. You can also turn off the Office Assistant and use only the **Microsoft *<Program Name>* Help** task pane.

- Temporarily hide or show the Office Assistant
- Turn off the Office Assistant for an entire Access session
- Tip

To turn on or off Office Assistant Help with wizards, do one of the following:

- Show or hide the Assistant for only one wizard
- Show or hide the Assistant for all wizards

Note Not all wizards have Help provided by the Assistant.

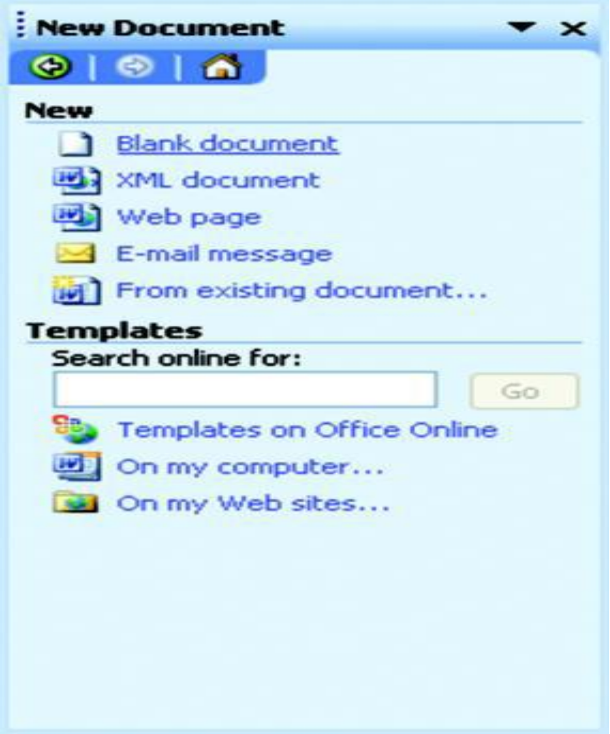
Working with Word Documents

Creating A New Document

✓ To open a new document, follow these steps:

1. Select New from the File menu to display the New Document task pane.

2. Select Blank Document under the New section. Word opens a new document, which is sequentially numbered like Document1, Document2, and so on. Similarly, you can also create an XML document, a Web page, an E-mail message, and a document from the existing document by selecting appropriate options.

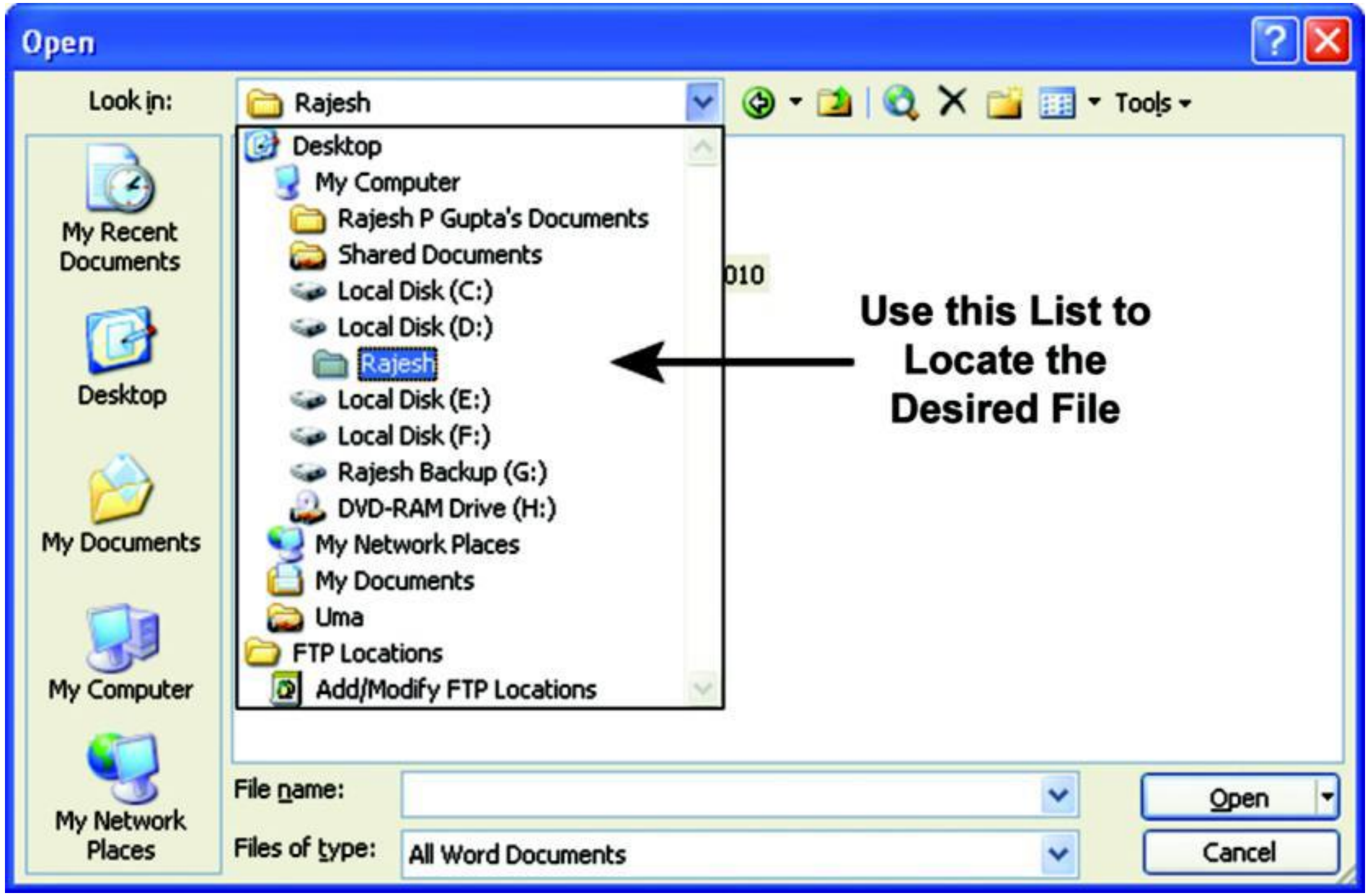

New Document
New
Blank document
XML document
Web page
E-mail message
From existing document...
Templates
Search online for:
Go
Templates on Office Online
On my computer...
On my Web sites...

Working with Word Documents (Contd.)

Opening an Existing Document

✓To open an existing document, follow any of the steps given below:

- ➢ Select Open from the File menu to display the Open dialog box. The Open dialog box allows you to specify the name of the desired file in the File name drop-down box. If the desired file is not in the current location, you can locate it by navigating through Look in drop-down box. Once the file is found, select the file and click the Open button.
- ➢ A word document can also be opened by double-clicking the Word file icon, placed on the specified location.



Open
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
Desktop
My Computer
Rajesh P Gupta's Documents
Shared Documents
Local Disk (C:)
Local Disk (D:)
Rajesh
Local Disk (E:)
Local Disk (F:)
Rajesh Backup (G:)
DVD-RAM Drive (H:)
My Network Places
My Documents
Uma
FTP Locations
Add/Modify FTP Locations
010
Tools
Open
Cancel

Look in: Rajesh

File name:

Files of type: All Word Documents

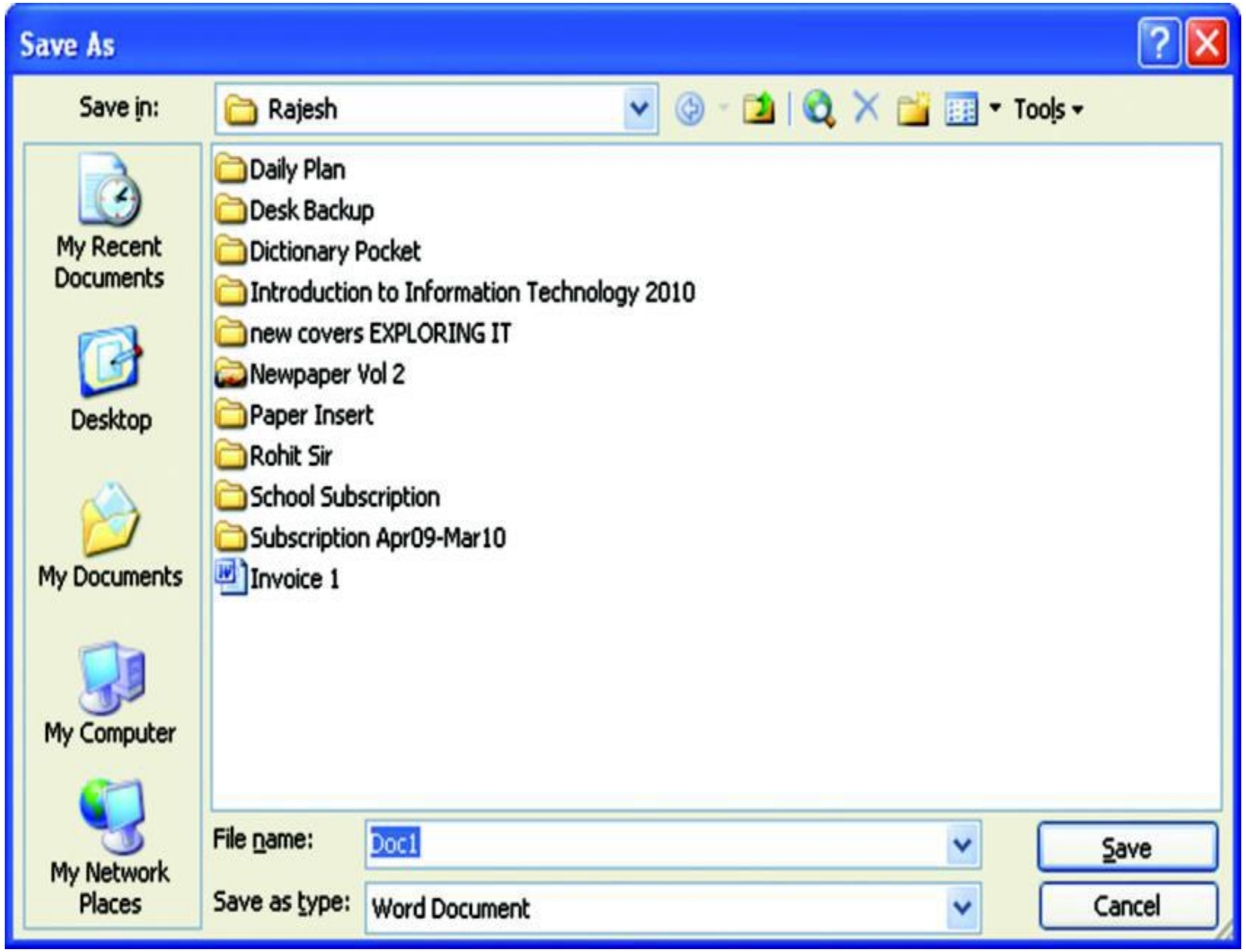
Use this List to Locate the Desired File

Working with Word Documents (Contd.)

Saving a Document

- ✓ To save the document, Microsoft Word provides two menu options, namely, Save and Save As.

- ✓ By default, Microsoft Word documents are saved with .DOC extension. Although it can also be saved in other file formats like .TXT, .RTF, and .HTML.



Save As
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
Tools
Daily Plan
Desk Backup
Dictionary Pocket
Introduction to Information Technology 2010
new covers EXPLORING IT
Newpaper Vol 2
Paper Insert
Rohit Sir
School Subscription
Subscription Apr09-Mar10
Invoice 1
Save
Cancel

Save in: Rajesh

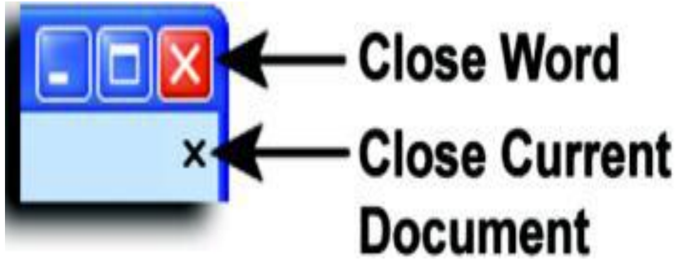
File name: Doc1

Save as type: Word Document

Working with Word Documents (Contd.)

Closing a Document and Exiting Microsoft Word

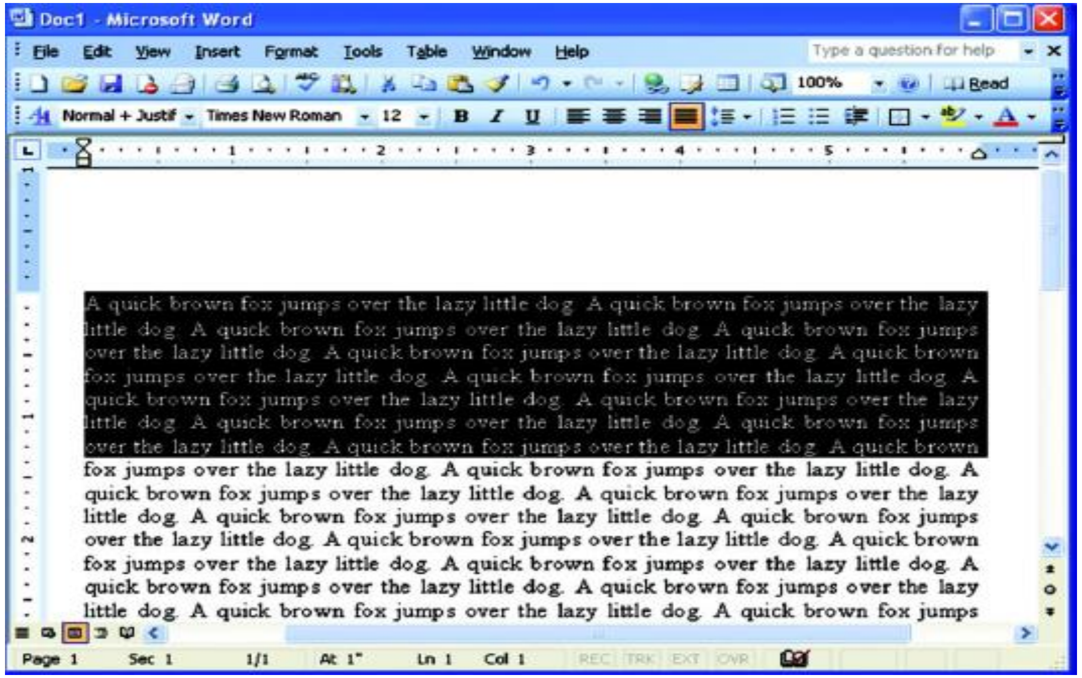
- ✓Select Close from File menu to close the document and select Exit from File menu to close the Word program.
- ✓ Click on the Close Window button at the upper right corner of the Word window to close the current document.



Working with Text (Contd.)

- ✓ **Selecting Text**

  Before performing any operation on text such as moving, copying, formatting etc., the text must be selected. Whenever you select text, it gets highlighted.


Doc1 - Microsoft Word
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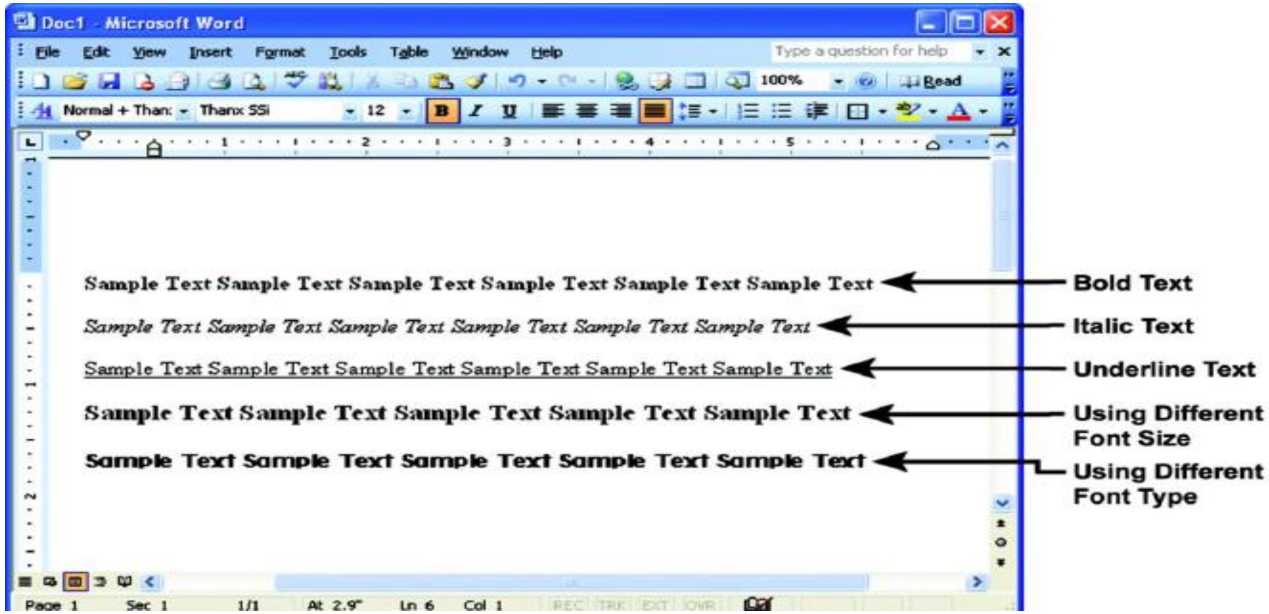
View
Insert
Format
Tools
Table
Window
Help
Type a question for help
100%
Read
Normal + Justif
Times New Roman
12
B
I
U
Page 1
Sec 1
1/1
At 1"
Ln 1
Col 1
REC
TRK
EXT
OVR

A quick brown fox jumps over the lazy little dog. A quick brown fox jumps

Working with Text (Contd.)

✓**Formatting the Text**

As you enter and edit text, you can change its appearance to add emphasis and make the document easier to read. This is known as formatting.



Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text

Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text

Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text

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Doc1 - Microsoft Word
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Bold Text
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Using Different Font Size
Using Different Font Type
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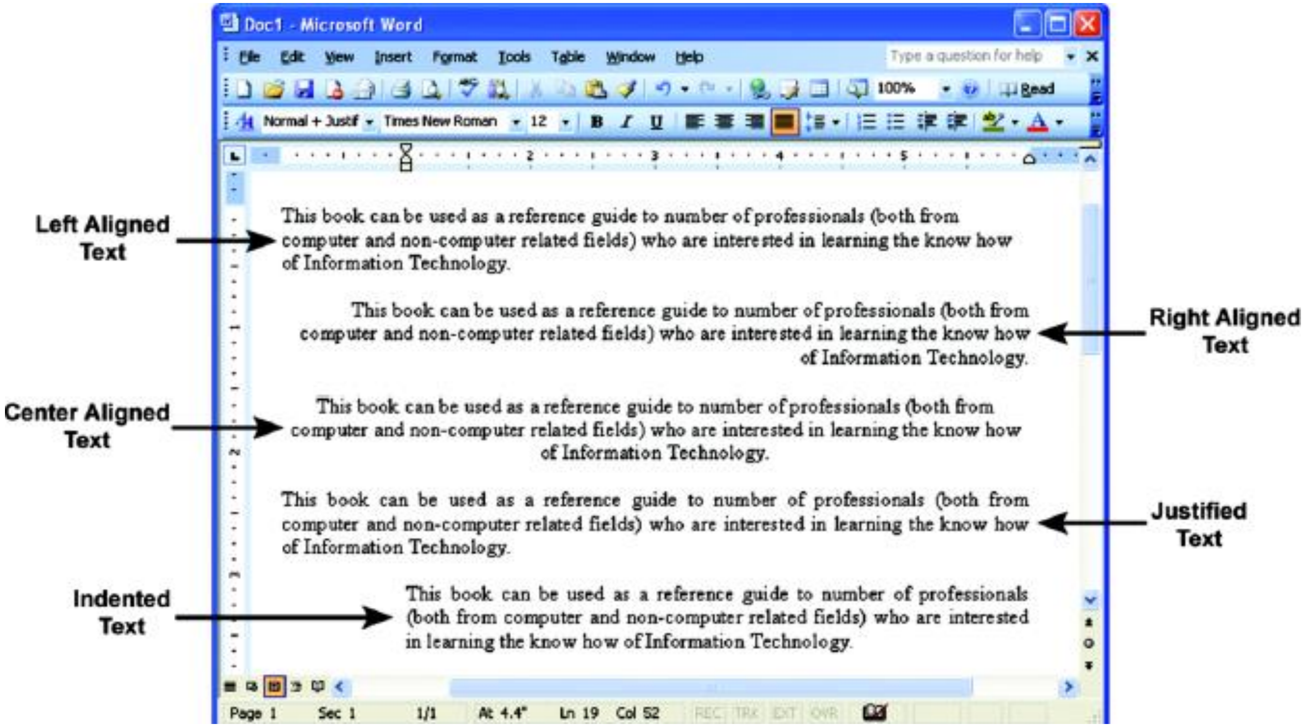
Ln 6
Col 1
REC
TRK
EXT
OVR

Working with Text (Contd.)

✓ Aligning and Indenting Text

Alignment and indentation operations are a part of paragraph formatting. These operations are performed to give a well-defined “structure” to the document.


Doc1 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
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Times New Roman
12
Left Aligned Text
Right Aligned Text
Center Aligned Text
Justified Text
Indented Text
Page 1 Sec 1 1/1 At 4.4" Ln 19 Col 52 REC TRK EXT OVR

This book can be used as a reference guide to number of professionals (both from computer and non-computer related fields) who are interested in learning the know how of Information Technology.

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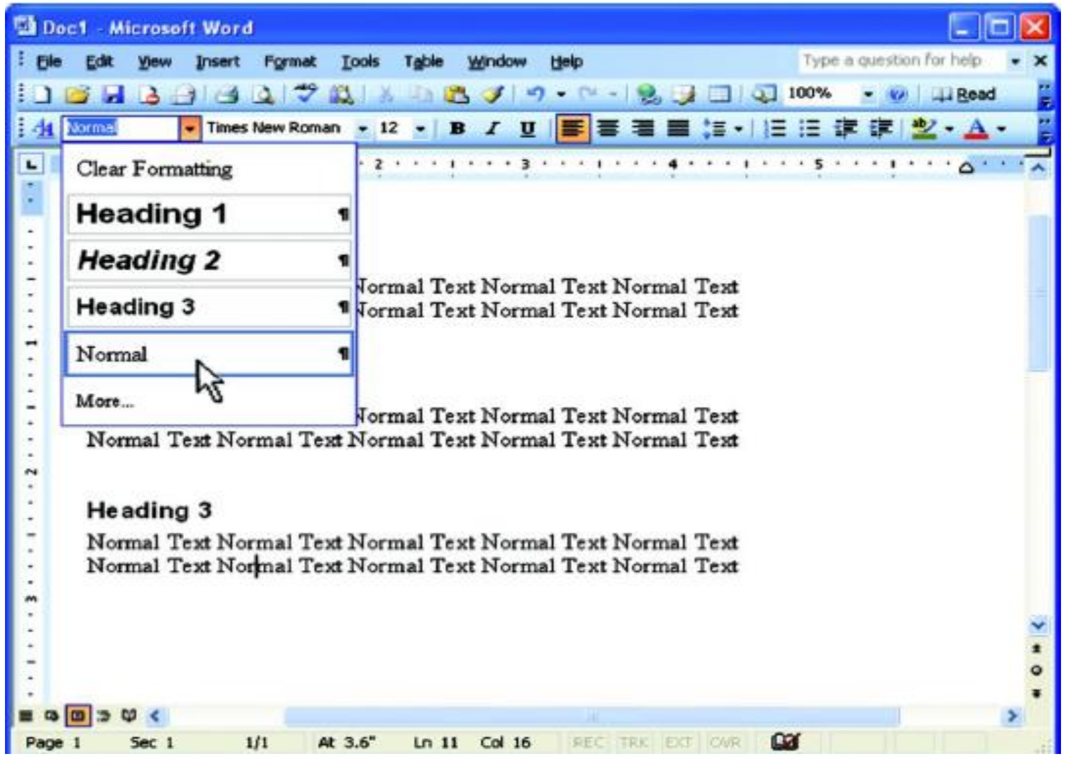
Working with Text (Contd.)

✓Formatting Style

A style is a set of formatting specifications that can automatically be applied to the text. Styles can significantly reduce the time it takes to format a document.


Doc1 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
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Times New Roman
12
Clear Formatting
Heading 1
Heading 2
Heading 3
Normal
More...
Page 1 Sec 1 1/1 At 3.6" Ln 11 Col 16 REC TRK EXT OVR

ormal Text Normal Text Normal Text
ormal Text Normal Text Normal Text

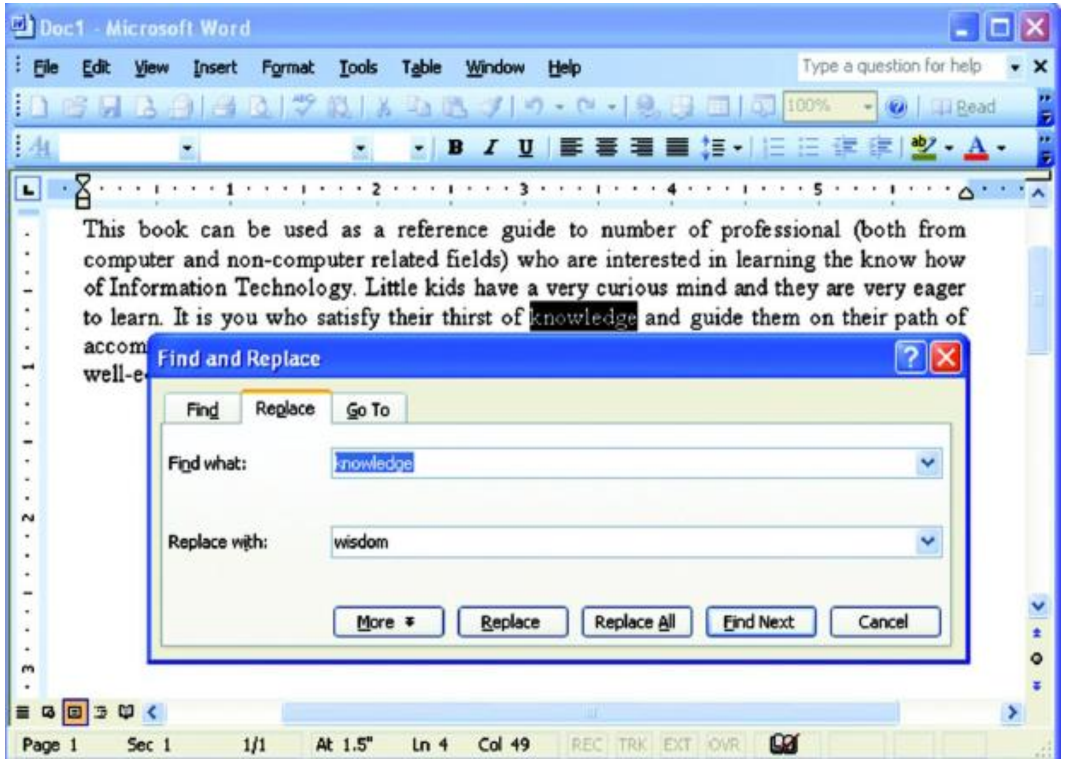
ormal Text Normal Text Normal Text
Normal Text Normal Text Normal Text Normal Text Normal Text

Heading 3
Normal Text Normal Text Normal Text Normal Text Normal Text
Normal Text Normal Text Normal Text Normal Text Normal Text

Working with Text (Contd.)

✓ Finding and Replacing Text

Find and replace option in Microsoft Word is used to locate a particular word, phrase, or set of characters in a document, and replace it with something else.



This book can be used as a reference guide to number of professional (both from computer and non-computer related fields) who are interested in learning the know how of Information Technology. Little kids have a very curious mind and they are very eager to learn. It is you who satisfy their thirst of knowledge and guide them on their path of accom

well-e

Find what: knowledge

Replace with: wisdom

Doc1 - Microsoft Word
File
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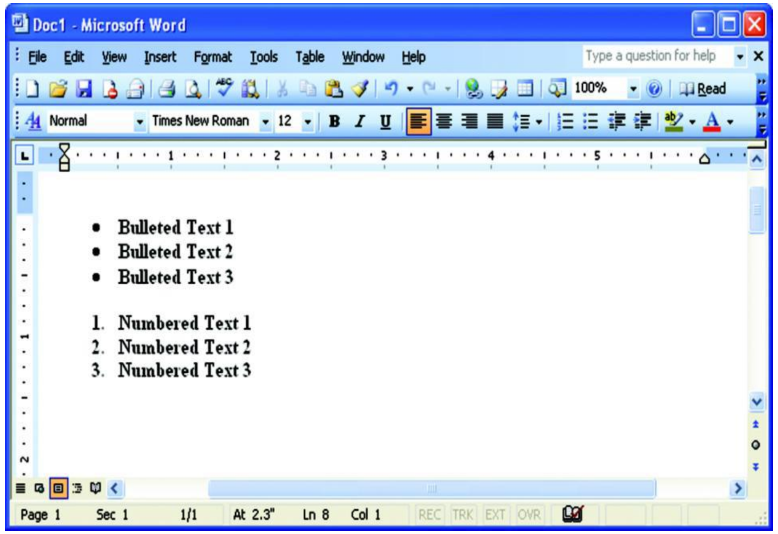
Find
Replace
Go To
More
Replace
Replace All
Find Next
Cancel
Page 1
Sec 1
1/1
At 1.5"
Ln 4
Col 49
REC
TRK
EXT
OVR

Working with Text (Contd.)

✓ **Bullets and Numbering**

Microsoft Word supports list-makers with its bullets and numbering features. To use bullets and numbering, first select the text you want to format. Next, use the Bullets (   ) or Numbering (   ) button on the Formatting toolbar to apply bullets or numbering.


Doc1 - Microsoft Word
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Help
Type a question for help
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Times New Roman
12
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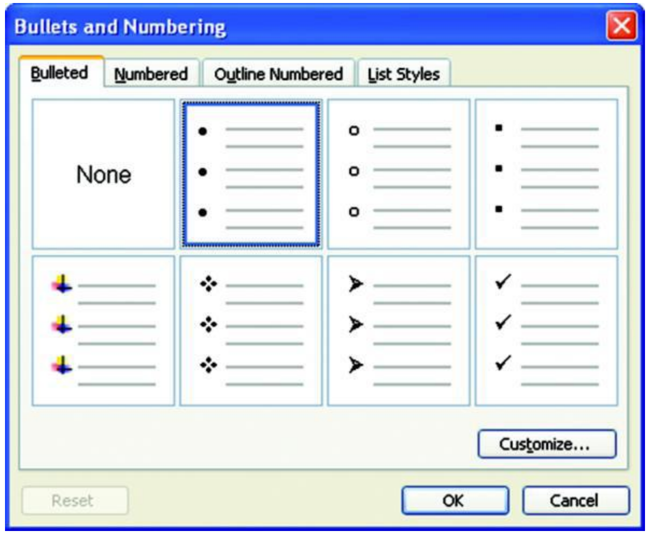
U
Page 1
Sec 1
1/1
At 2.3"
Ln 8
Col 1
REC
TRK
EXT
OVR

- Bulleted Text 1
- Bulleted Text 2
- Bulleted Text 3

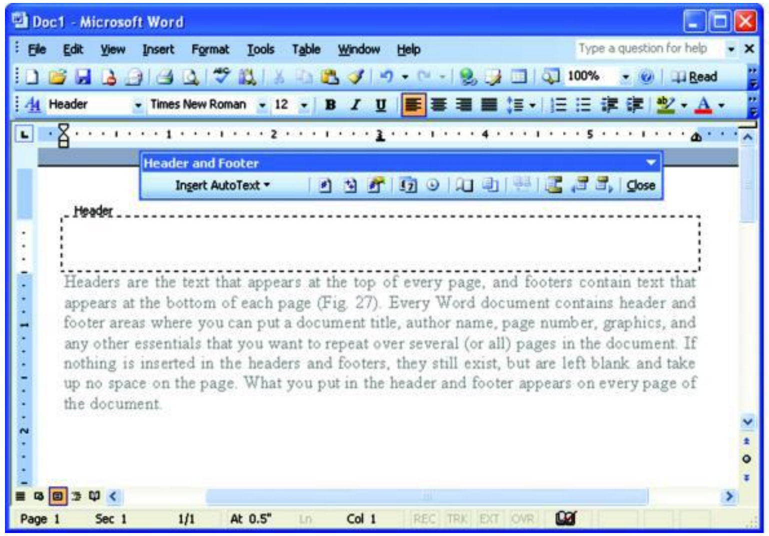
1. Numbered Text 1
2. Numbered Text 2
3. Numbered Text 3


Bullets and Numbering
Bulleted
Numbered
Outline Numbered
List Styles
None
Customize...
Reset
OK
Cancel

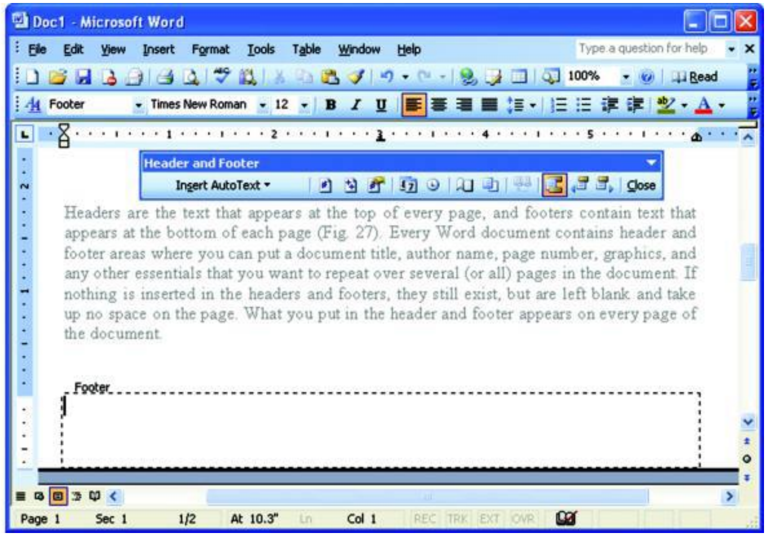
Working with Text (Contd.)

- ✓ **Header and Footer**

  Headers are text that appears at the top of every page, and footers contain text that appears at the bottom of each page. Every Word document contains header and footer areas where you can put a document title, author name, page number, graphics, and any other essentials that you want to repeat over several (or all) pages in the document.


Doc1 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
100%
Read
Header
Times New Roman
12
Header and Footer
Insert AutoText
Close
Header
Page 1 Sec 1 1/1 At 0.5" Ln Col 1 REC TRK EXT OVR

Headers are the text that appears at the top of every page, and footers contain text that appears at the bottom of each page (Fig. 27). Every Word document contains header and footer areas where you can put a document title, author name, page number, graphics, and any other essentials that you want to repeat over several (or all) pages in the document. If nothing is inserted in the headers and footers, they still exist, but are left blank and take up no space on the page. What you put in the header and footer appears on every page of the document.


Doc1 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
100%
Read
Footer
Times New Roman
12
Header and Footer
Insert AutoText
Close
Footer
Page 1 Sec 1 1/2 At 10.3" Ln Col 1 REC TRK EXT OVR

Headers are the text that appears at the top of every page, and footers contain text that appears at the bottom of each page (Fig. 27). Every Word document contains header and footer areas where you can put a document title, author name, page number, graphics, and any other essentials that you want to repeat over several (or all) pages in the document. If nothing is inserted in the headers and footers, they still exist, but are left blank and take up no space on the page. What you put in the header and footer appears on every page of the document.

Working with Tables

- ✓ Tables provide a means of presenting information in an organized and attractive manner that displays text in a grid of rows and columns of cells.
- ✓ In Microsoft Word , tables can be created in number of ways:

- Select Insert from the Table menu and then choose Table from the pop-up menu to display the Insert Table dialog box, from where you can choose the number of columns and rows required in the document.

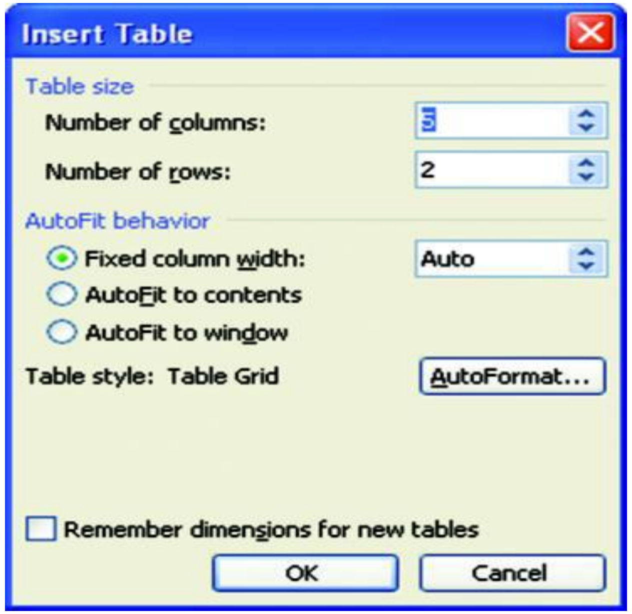

Insert Table

Table size

Number of columns: 5

Number of rows: 2

AutoFit behavior

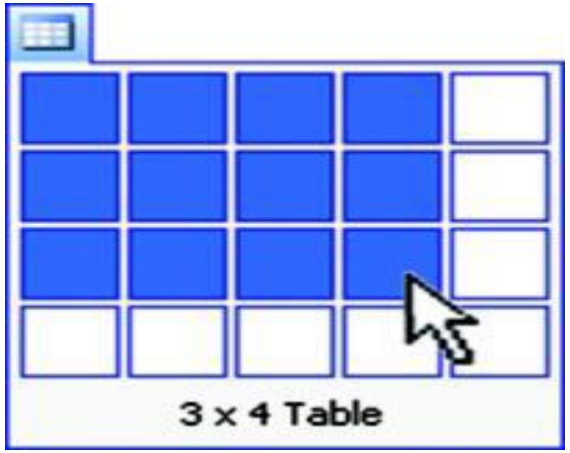
● Fixed column width: Auto

○ AutoFit to contents

○ AutoFit to window

Table style: Table Grid

☐ Remember dimensions for new tables

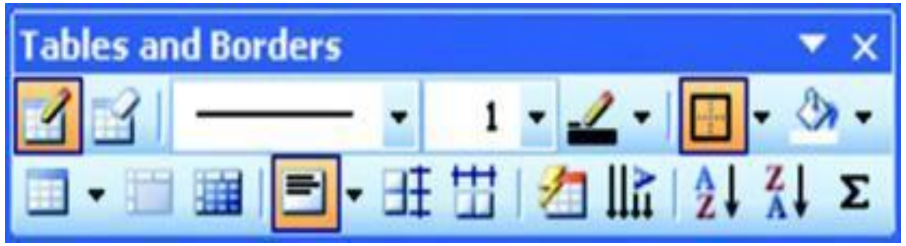


- Another way of creating a table is to click the Insert Table button (▦) on the Standard toolbar. Drag the mouse along the grid, highlighting the number of rows and columns for the table.

Working with Tables (Contd.)

- ✓ **Tables and Borders Toolbar**

  It allows you to add border styles, shading, text effects, alignment, and more options to the table.



- ✓ **Selecting Parts of a Table**

  Different parts of a table can be selected either by using mouse or by using the Table menu. For example, for selecting a row, Position the cursor in the row. Click the Table menu, point to Select and then click Row.

Working with Tables (Contd.)

- ✓ **Table Properties**

  The Table Properties dialog box is used to modify the alignment of the table with the body text and the text within the table. It contains four different tabs:

  - ➢ **Table:** Used to format size, align text, etc.
  - ➢ **Row:** Used to change cell's alignment and height.
  - ➢ **Column:** Used to format columns.
  - ➢ **Cell:** Used to modify cell**.**

✓ **Moving and Resizing Table**

When you place the mouse over the table, a move handle and a resize handle will appear on the top-left and bottom-right corners of the table respectively. Click and drag the move handle to move the table and release the mouse button when the table is positioned where you want it.

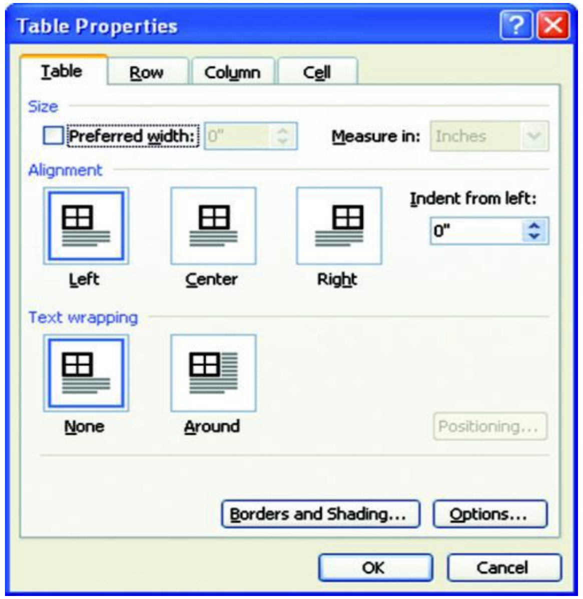
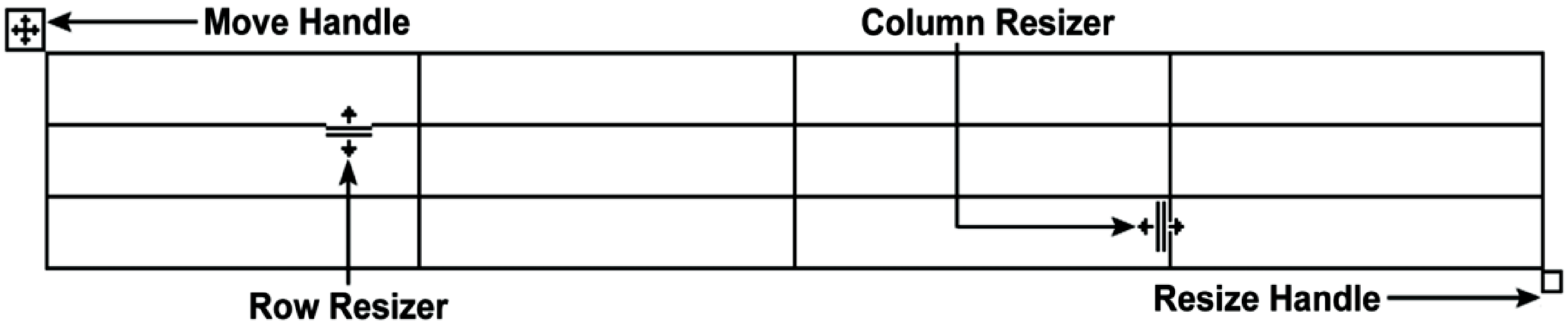


Table Properties
Table
Row
Column
Cell
Size
Alignment
Left
Center
Right
Text wrapping
None
Around
Positioning...
Borders and Shading...
Options...
OK
Cancel

☐ Preferred width: 0"
Measure in: Inches
Indent from left: 0"


Move Handle
Column Resizer
Row Resizer
Resize Handle

Working with Tables (Contd.)

- ✓ **Formatting text in table**

  Text stored in table cells can also be formatted using Formatting tool bar. All the usual formatting options such as text alignment, bullets and numbering, spacing, font colors, font styles, etc., work well within tables and cells.

  - ➢ **Using Table Auto Format:** Microsoft Word provides Table AutoFormat feature that allows to apply different formats such as borders, shading, special fonts and color, etc., to a table in a quick and easy manner.

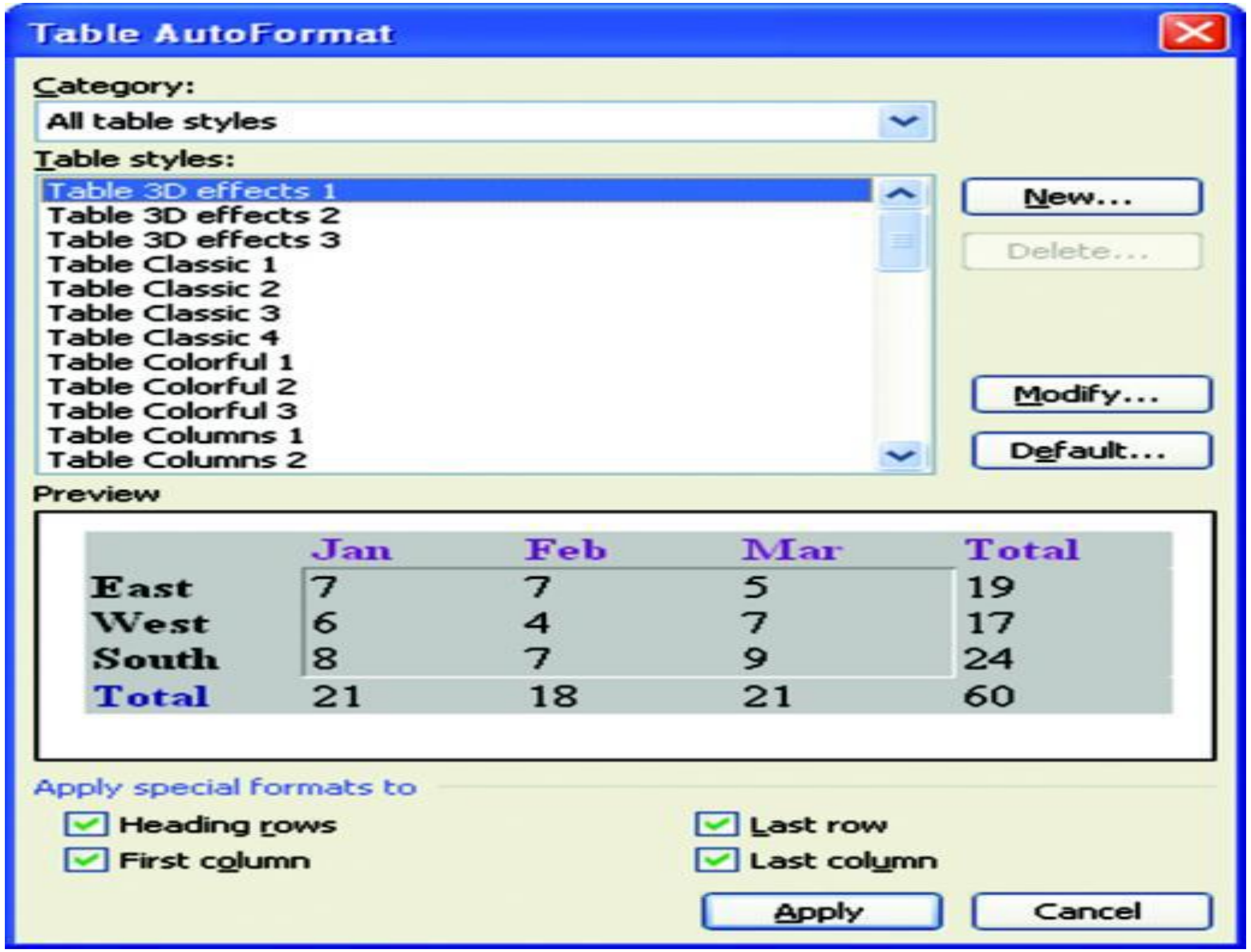


Table AutoFormat

Category:

All table styles

Table styles:

- Table 3D effects 1
- Table 3D effects 2
- Table 3D effects 3
- Table Classic 1
- Table Classic 2
- Table Classic 3
- Table Classic 4
- Table Colorful 1
- Table Colorful 2
- Table Colorful 3
- Table Columns 1
- Table Columns 2

Preview

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

Apply special formats to

☑ Heading rows ☑ Last row

☑ First column ☑ Last column

Working with Tables (Contd.)

- ✓ **Adding and Deleting Rows and Columns**

  You can insert rows by using the Table menu.

  - ➢ On the Table menu, point to Insert and then choose Rows Above or Rows Below. Similarly, columns can be added by selecting the Columns to the Left or Columns to the Right.
  - ➢ For deleting rows and columns from the table, click inside the row or column that you wish to delete or select several rows or columns to delete. On the Table menu, point to Delete, and then click Rows or Columns.

- ✓ **Converting Text to Table**

  You can convert any text whether it is a tabbed list or a series of paragraphs, into a table using the Convert Text to Table feature of the Word.

- ✓ **Converting Table to Text**

  You can also convert an existing table to text using the Convert Table to Text feature of the Word.

Checking Spelling and Grammar

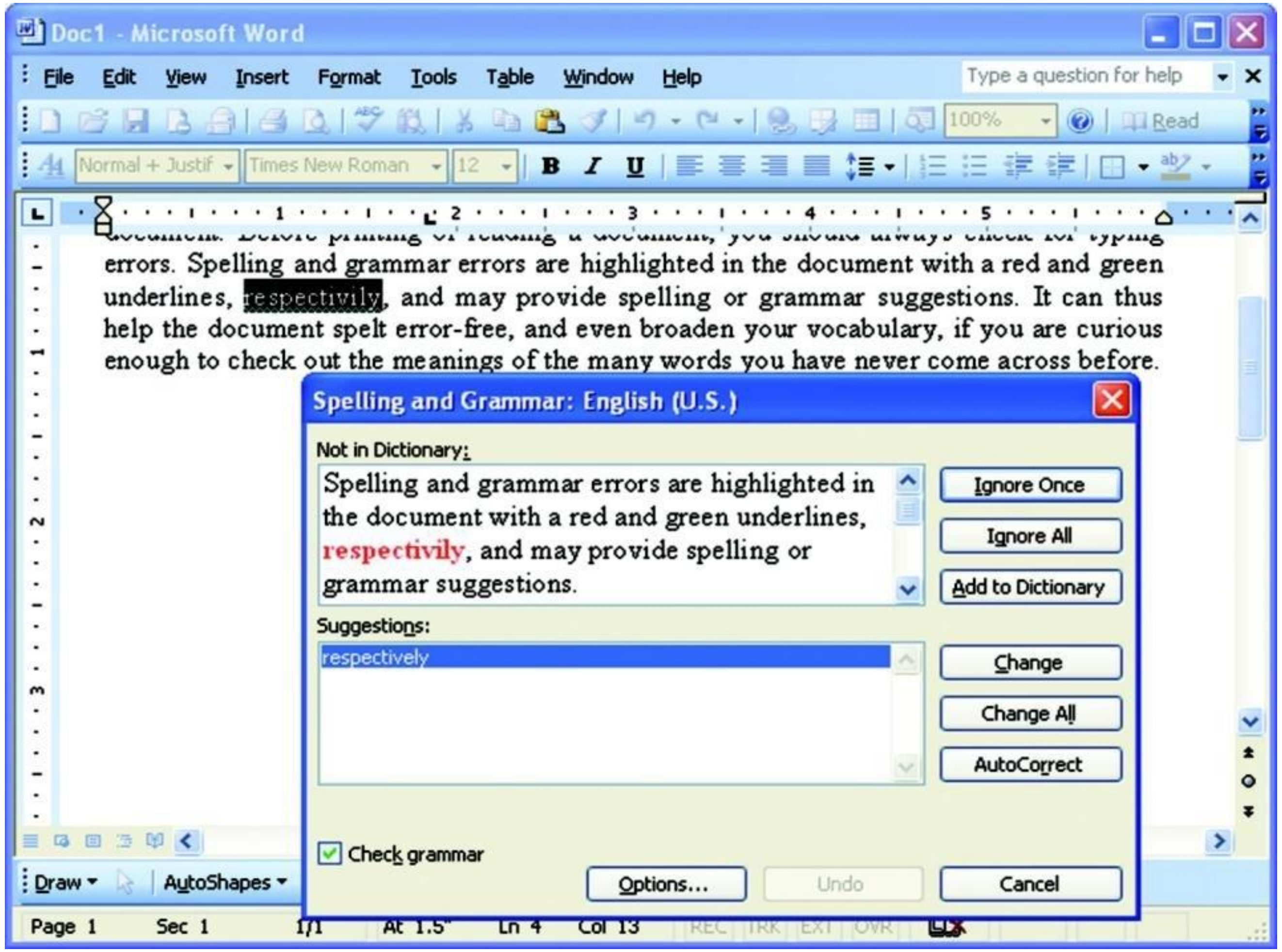
- **Using the Auto Spell and Auto Grammar Features**

  Microsoft Word automatically checks the spelling and grammar as you type the text and provides visual clues about the spelling and grammar unless this feature is turned off. Misspelled words are underlined in red, while sentences with grammatical flaws are underlined in green.

- **Using Spelling and Grammar Dialog Box**

  To start the spell check process, perform any of the following steps:

  - Click the Spelling and Grammar button (✓) on the Standard toolbar.
  - Select Spelling and Grammar from the Tools menu.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Draw
AutoShapes
Ignore Once
Ignore All
Add to Dictionary
Change
Change All
AutoCorrect
Options...
Undo
Cancel

errors. Spelling and grammar errors are highlighted in the document with a red and green underlines, respectivily, and may provide spelling or grammar suggestions. It can thus help the document spelt error-free, and even broaden your vocabulary, if you are curious enough to check out the meanings of the many words you have never come across before.

Spelling and Grammar: English (U.S.)

Not in Dictionary:

Spelling and grammar errors are highlighted in the document with a red and green underlines, respectivily, and may provide spelling or grammar suggestions.

Suggestions:

respectively

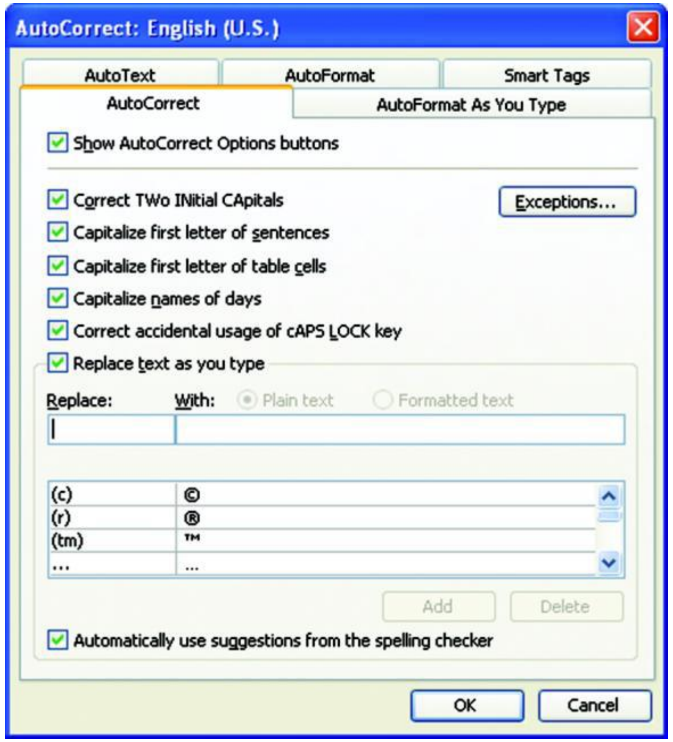
☑ Check grammar

Page 1 Sec 1 1/1 At 1.5" Ln 4 Col 13

Checking Spelling and Grammar (Contd.)

✓ **Using AutoCorrect Options**

The AutoCorrect Options feature automatically detects common errors like misspelled words, grammatical errors, and incorrect capitalization, and replaces them with the correct text. For example, “grammer” can be rectified as “grammar”.


AutoCorrect: English (U.S.)
AutoText
AutoFormat
Smart Tags
AutoCorrect
AutoFormat As You Type
Exceptions...
Add
Delete
OK
Cancel

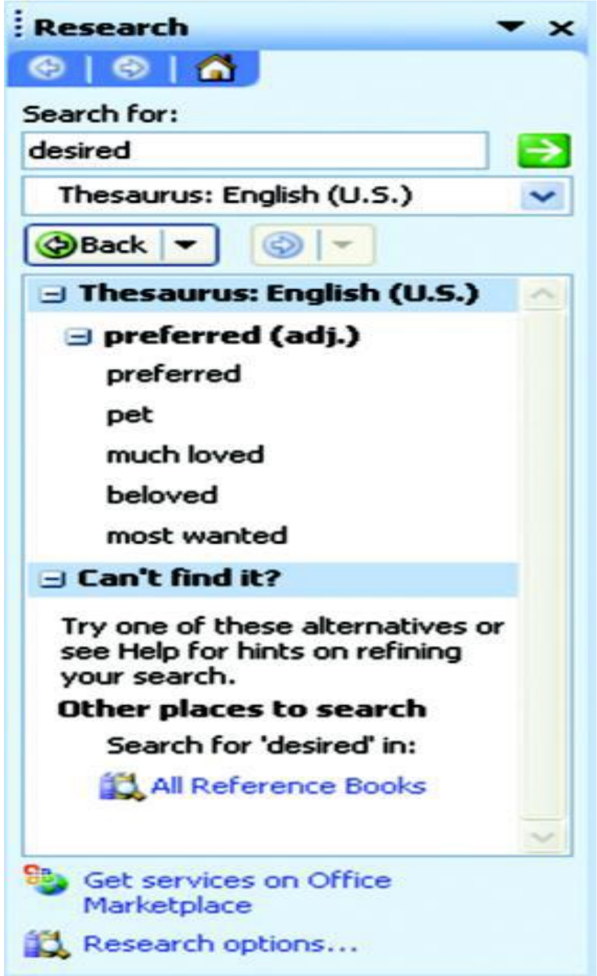
☑ Show AutoCorrect Options buttons

☑ Correct TWo INitial CApitals
☑ Capitalize first letter of sentences
☑ Capitalize first letter of table cells
☑ Capitalize names of days
☑ Correct accidental usage of cAPS LOCK key
☑ Replace text as you type

Replace: | With: ● Plain text ○ Formatted text

Replace	With
(c)	©
(r)	®
(tm)	™
...	…

☑ Automatically use suggestions from the spelling checker


Research
Search for:
desired
Thesaurus: English (U.S.)
Back
Thesaurus: English (U.S.)
preferred (adj.)
preferred
pet
much loved
beloved
most wanted
Can't find it?
Try one of these alternatives or see Help for hints on refining your search.
Other places to search
Search for 'desired' in:
All Reference Books
Get services on Office Marketplace
Research options...

- ✓ **Using Synonyms and Thesaurus**

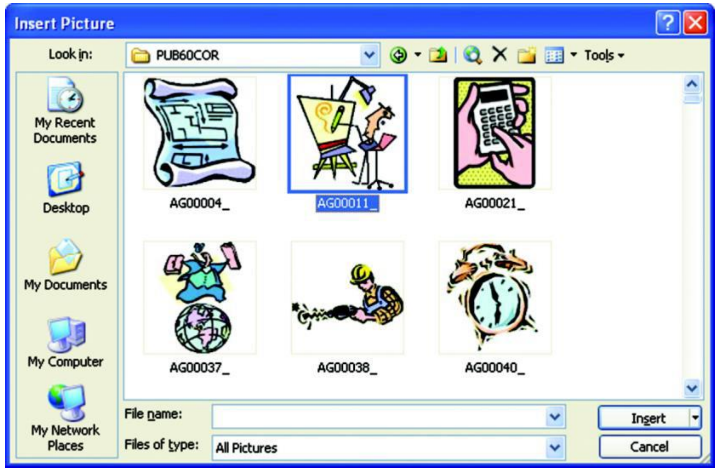
  Sometimes you may wish to replace a word with its synonym. Microsoft Word has the Thesaurus feature, which does just the same.

Adding Graphics to Document

- ✓ **Pictures**

  Pictures are used in the document to enhance its readability and understandability. Some common formats are .BMP, .GIF, .JPG, and .WMF. Pictures can be inserted in two ways:

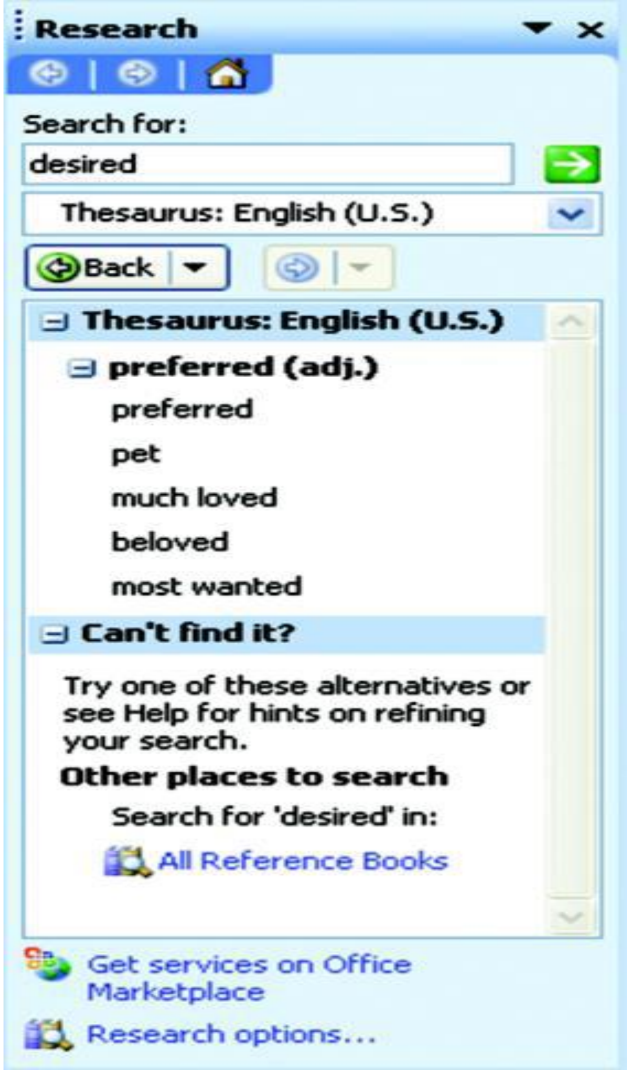
- ➢ **Inserting Picture from a File**: Word allows you to insert pictures or scanned photographs from other programs and locations into the Word document.



Look in: PUB60COR

Files of type: All Pictures

Insert Picture
Tools
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
AG00004_
AG00011_
AG00021_
AG00037_
AG00038_
AG00040_
File name:
Insert
Cancel


Research

Search for: desired

Thesaurus: English (U.S.)

Back

Thesaurus: English (U.S.)

preferred (adj.)

- preferred
- pet
- much loved
- beloved
- most wanted

Can't find it?

Try one of these alternatives or see Help for hints on refining your search.

Other places to search

Search for 'desired' in:

All Reference Books

Get services on Office Marketplace

Research options...

- **Clip Art**: Microsoft Word comes with its own set of pictures in the Clip Gallery. The Clip Gallery includes a wide variety of clip art that makes it easy for you to enhance your documents with professionally designed images.

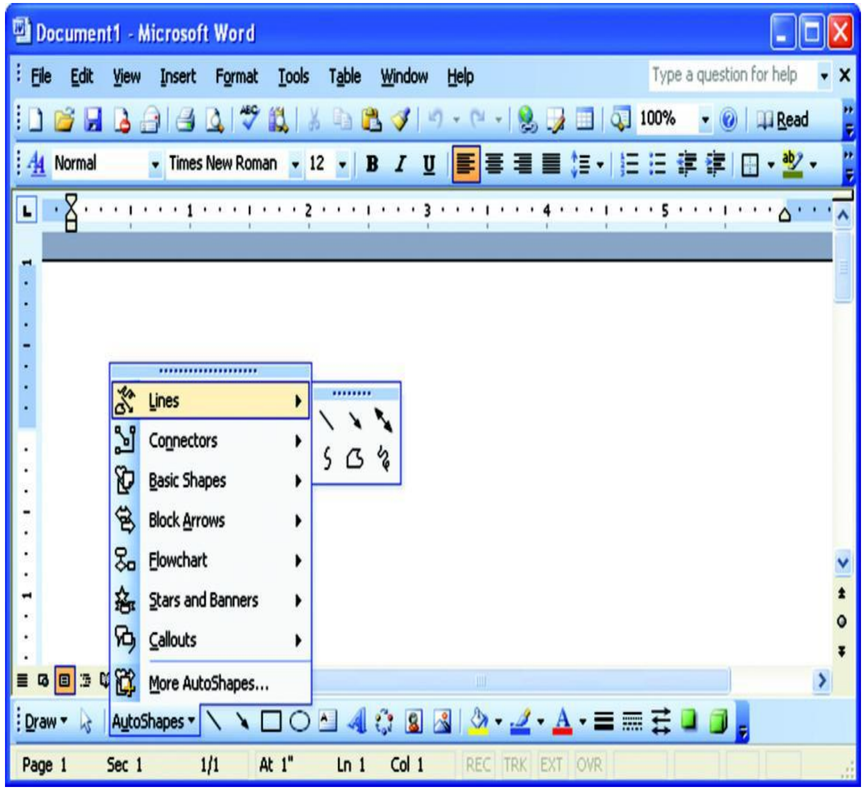
Adding Graphics to Document (Contd.)

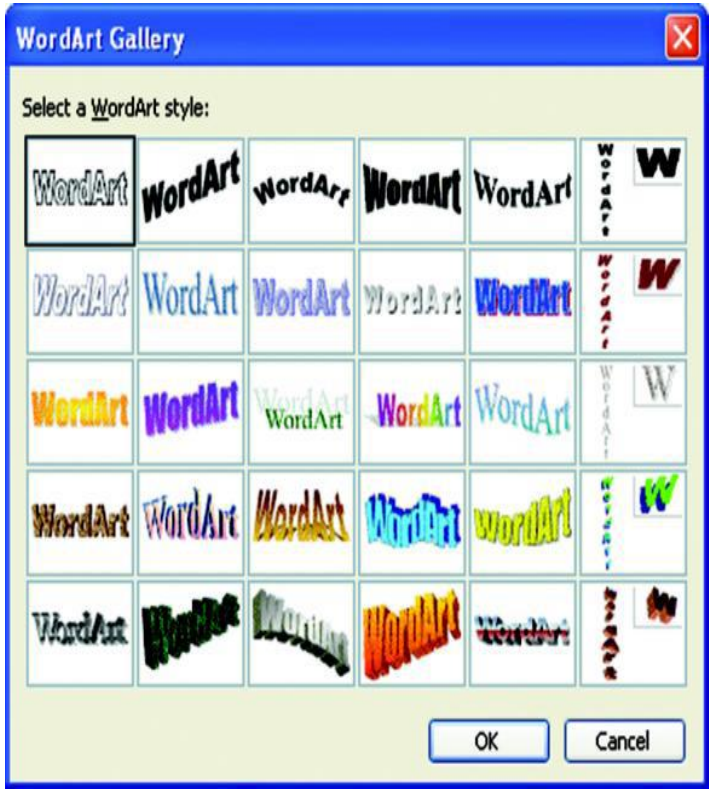
- ✓ **Drawing Objects**

  Word allows you to add objects such as lines, curves, and WordArt. The drawing objects include:

  - ➢ **AutoShapes**: Microsoft Word comes with a set of ready-made AutoShapes containing several categories of shapes, including lines, basic shapes, flowchart elements, etc., that you can use in your documents. You can resize, rotate, flip, color, and combine the shapes with other shapes such as circles and squares to make shapes that are more complex. The table shown lists all the available buttons on the AutoShapes menu.

  - ➢ **WordArt**: Using WordArt Gallery, you can create many text effects. You can create shadowed, skewed, rotated, and stretched text, as well as text that can be fitted to pre-defined shapes.


Document1 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
100%
Read
Normal
Times New Roman
12
Lines
Connectors
Basic Shapes
Block Arrows
Flowchart
Stars and Banners
Callouts
More AutoShapes...
Draw
AutoShapes
Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 REC TRK EXT OVR


WordArt Gallery
Select a WordArt style:
OK
Cancel

Mail Merge

Components of Mail Merge

- ✓ Mail merge feature of Word allows you to merge generic information which is to be repeated in each letter, mailing label, or envelope, etc., with varying information like, a list of names and addresses of employees. The components of the mail merge are:

  - **Main Document**: It comprises the generic information in the form of text and graphics. The five types of documents are Letters, E-mail messages, Envelopes, Labels, and Directory.

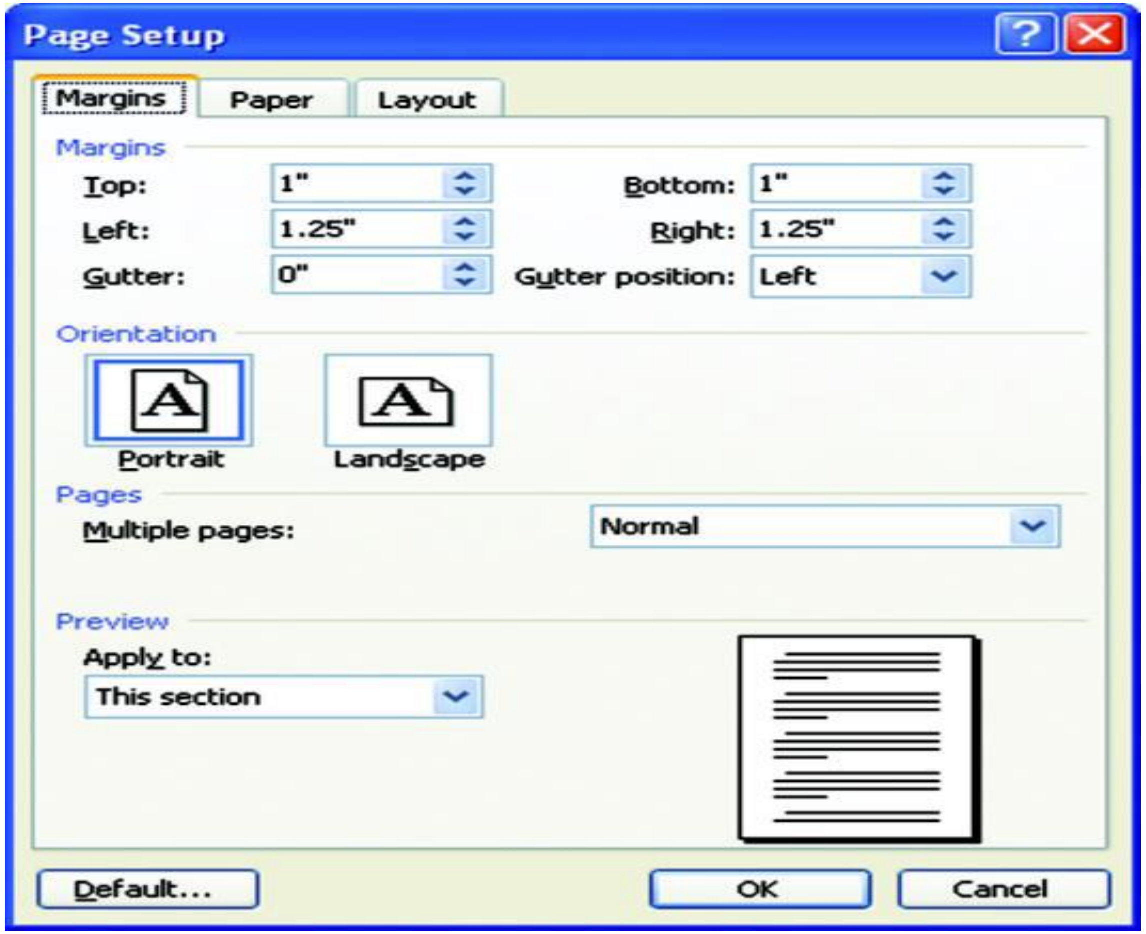
  - **Data Source:** It comprises varying information in which records representing individual items are stored. Each record consists of fields, for example, a record of an employee may consist of name and address, where name may consist of fields, FirstName and LastName and the address may contain fields HouseNo, City, and State.

  - **Merged Document**: It comprises the combination of generic text and variable information. When the information in the data source is merged with the main document, the merge fields are replaced with the variable information representing the data for each individual.
  - For steps of Mail Merge refer Mail Merge PDF

Printing a Document

Setting Page Margins

- ✓ Page margins determine the distance between the text and the edge of the paper.
- ✓ To specify the margins in the document, choose Page Setup from the File menu to display the Page Setup dialog box.
- ✓ Microsoft Word ’s default margins are 1.25 inches on the left and right and 1 inch on the top and bottom.
- ✓ To change the orientation (whether to print the document in landscape or portrait mode), select the option from the Orientation section.
- ✓ To print on both sides of the page, select the Mirror margins option from the Multiple pages drop-down list under Pages section.
- ✓ To change the size of the paper, click the Paper tab and select the desired size (letter, A4, etc.) from the Paper size list.



Page Setup
Margins
Paper
Layout
Margins
Orientation
Portrait
Landscape
Pages
Preview
Default...
OK
Cancel

Top: 1"

Bottom: 1"

Left: 1.25"

Right: 1.25"

Gutter: 0"

Gutter position: Left

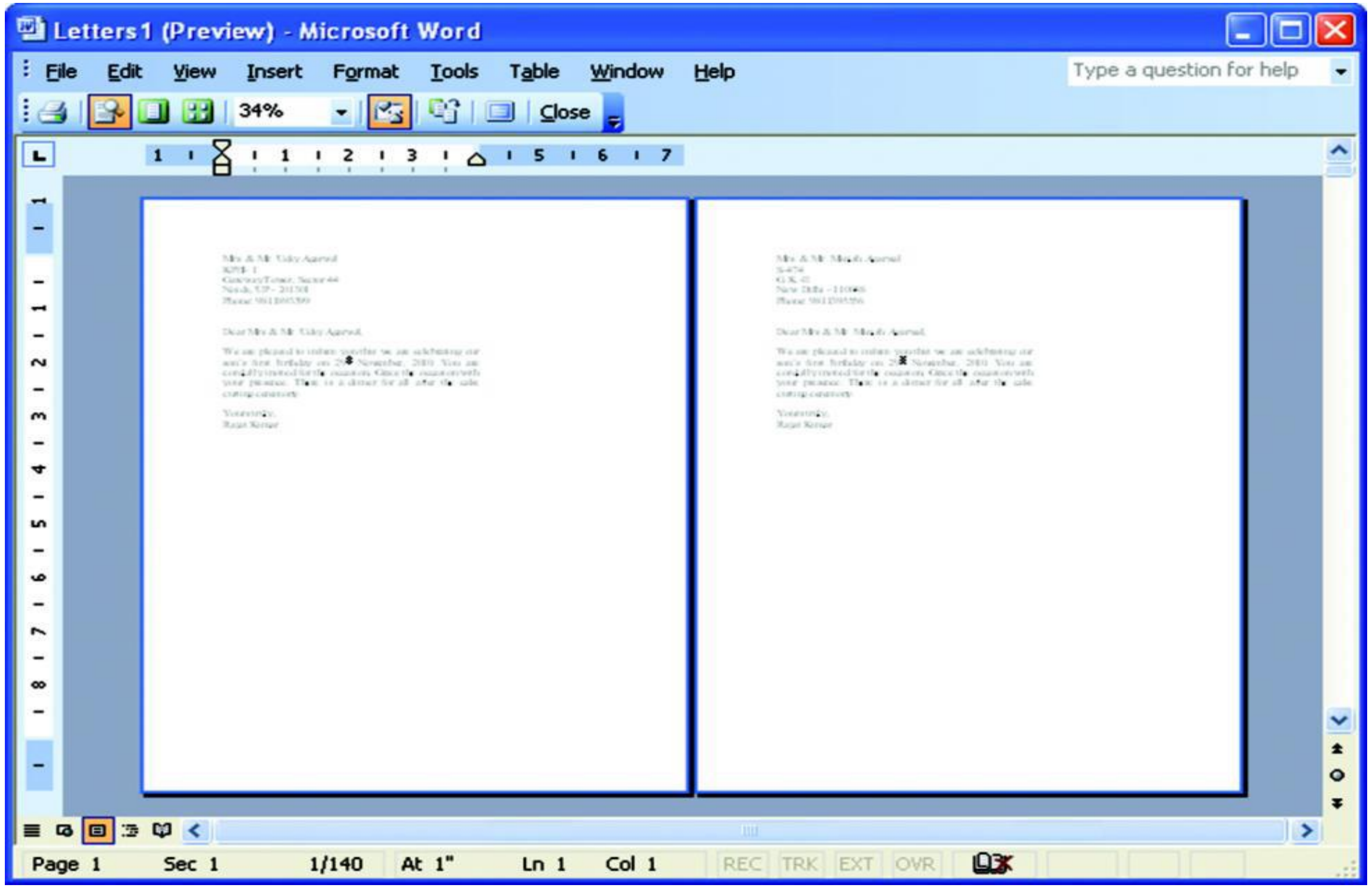
Multiple pages: Normal

Apply to: This section

Printing a Document (Contd.)

Print Preview

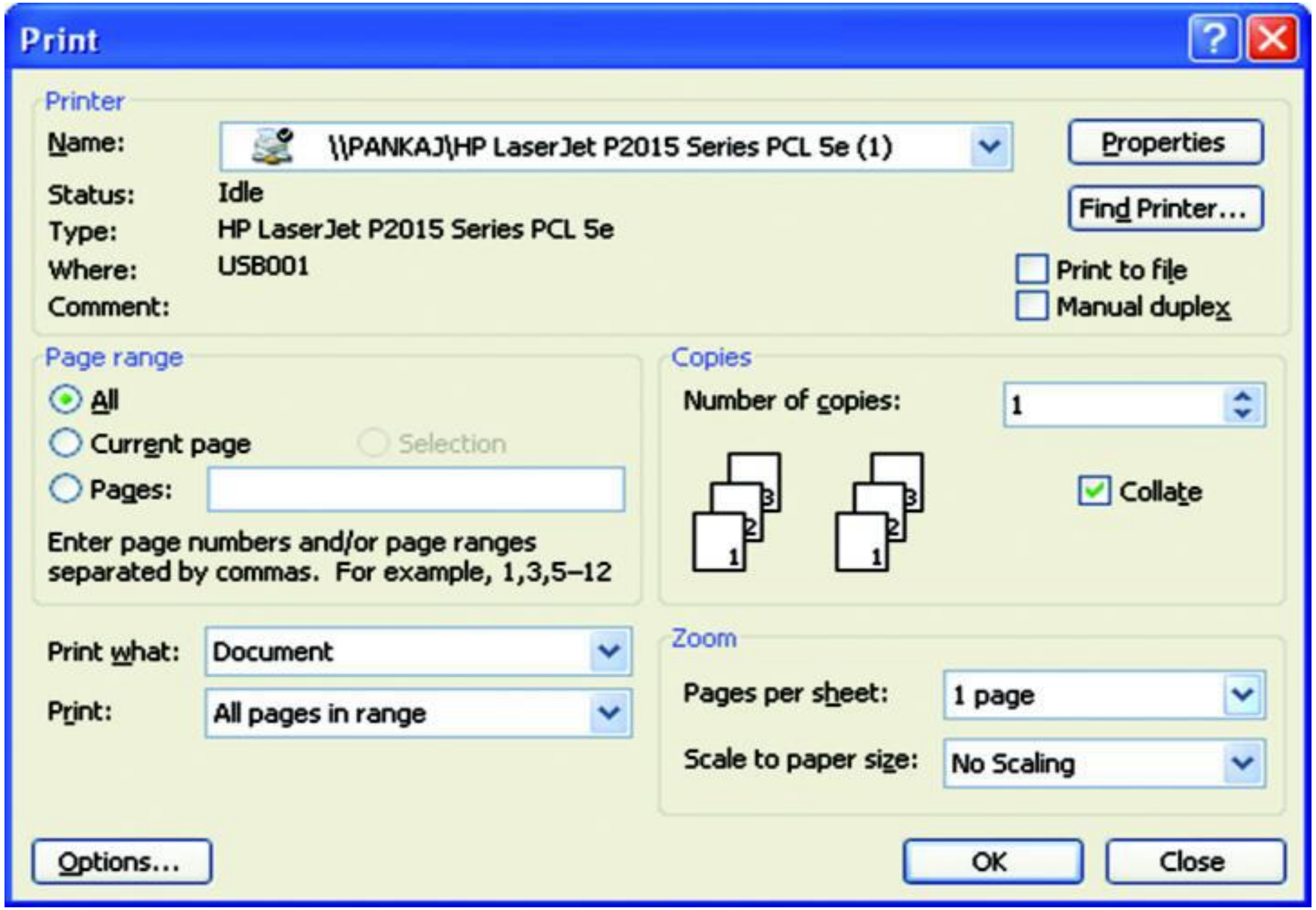
- ✓ Print preview is a way to view the appearance of the printed document onscreen before printing the final output.
- ✓ It is a great way to catch formatting errors, such as incorrect margins, overlapped text, boldfaced text, and other text enhancements.
- ✓ To view document in print preview mode, choose Print Preview from File menu or click the Print Preview button () on the Standard toolbar.
- ✓ To magnify the text for a larger view, click the Magnifier button () and place the cursor over the text you wish to enlarge. A + sign () is used to zoom in the text and – sign () is used to reduce the text size.


Letters1 (Preview) - Microsoft Word
File
Edit
View
Insert
Format
Tools
Table
Window
Help
Type a question for help
34%
Close
Page 1
Sec 1
1/140
At 1"
Ln 1
Col 1
REC
TRK
EXT
OVR

Printing A Document (Contd.)

Printing the Document

- ✓ To print a document, click the Print button (🖨) on the Standard toolbar, or select Print from the File menu to display the Print dialog box.
- ✓ This dialog box allows you to select the number of copies and how many pages of the document you want to print. You can also specify the range of the document to print.



Print

Printer

Name: \\PANKAJ\HP LaserJet P2015 Series PCL 5e (1)

Status: Idle

Type: HP LaserJet P2015 Series PCL 5e

Where: USB001

Comment:

☐ Print to file

☐ Manual duplex

Page range

● All

○ Current page

○ Selection

○ Pages:

Enter page numbers and/or page ranges separated by commas. For example, 1,3,5–12

Copies

Number of copies: 1

☑ Collate

Print what: Document

Print: All pages in range

Zoom

Pages per sheet: 1 page

Scale to paper size: No Scaling

?
Properties
Find Printer...
3
2
1
3
2
1
Options...
OK
Close