

Microsoft Word



VEIS

Computer Education

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Introduction to MS-Word

Contents :

- 1.1 Introduction**
- 1.2 Features of Ms-Word**
- 1.3 Starting Ms-Word**
- 1.4 Components of MS-Word Window**
- 1.5 Toolbars**
- 1.6 Handling Files in Ms-Word**

1.1 Introduction

Microsoft Word is a full-featured word processing software package. It is a program which allows you to:

- ◆ Create the document.
- ◆ Edit the document.
- ◆ Format the document.
- ◆ Save document and Print the document

Using word, you can write letters, term papers, reports, prepare bills, invoices, letters heads, envelopes, design brochures, pamphlets, newsletters, magazines, forms, novels etc.

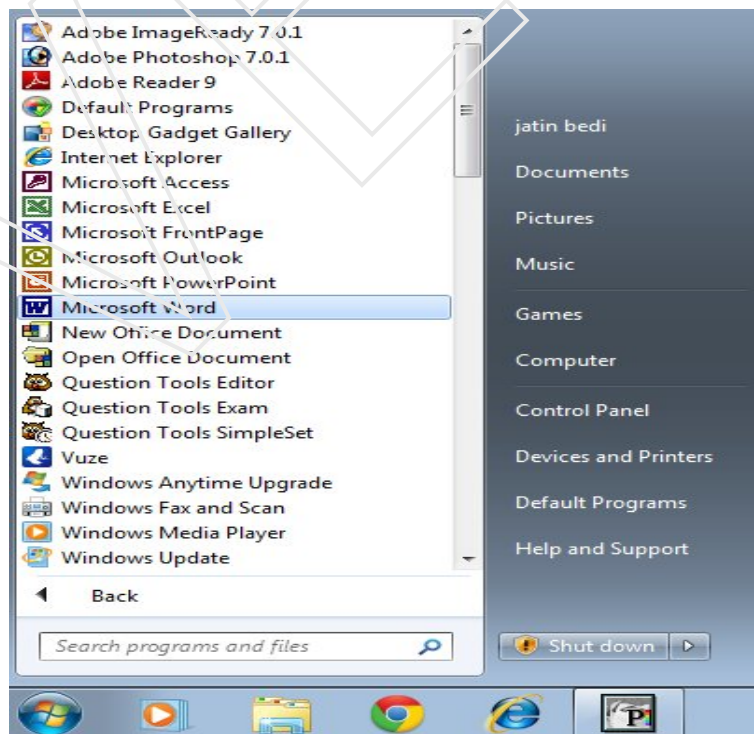
1.2 Features : Word features are given bellow:

- 1 Word processor enables you to make changes to a document without retyping the entire document.
- 2 Typing text in a word processor becomes speedy.
- 3 With word processor, document can be saved as long as desired.
- 4 Margins and page length can be adjusted as desired
- 5 It allows you to create, edit and save the document.
- 6 It allows you to format the document(fonts, alignments, etc.)
- 7 It provides you with Proof reading tools like
 - a Find and Replace.
 - b Spelling and Grammar check.
- 8 It provides you with Automating tools to automate the text.
 - a Auto Correct
 - b Auto Text
 - c Auto Format

9. It provides you with the facility of MAIL MERGE through which you can combine two files. One file is known as main document and contains the common information. Another file is known as data source, and contain variable information about the user like title, name, addresses, etc.
10. It enhances the look of the text, by adding
 - ◆ Headers & Footers
 - ◆ Pictures, clip arts and graphics etc.
11. It provides the concept of OLE (object linking and embedding), through which we can enhance the functionality of an application by using the features of another application.

1.3 STARTING MS-WORD

1. Click **start** button.
2. Take the pointer to **Program** or click **Program**.
3. Select **MS-Word** from the Word window.



Start Menu Options

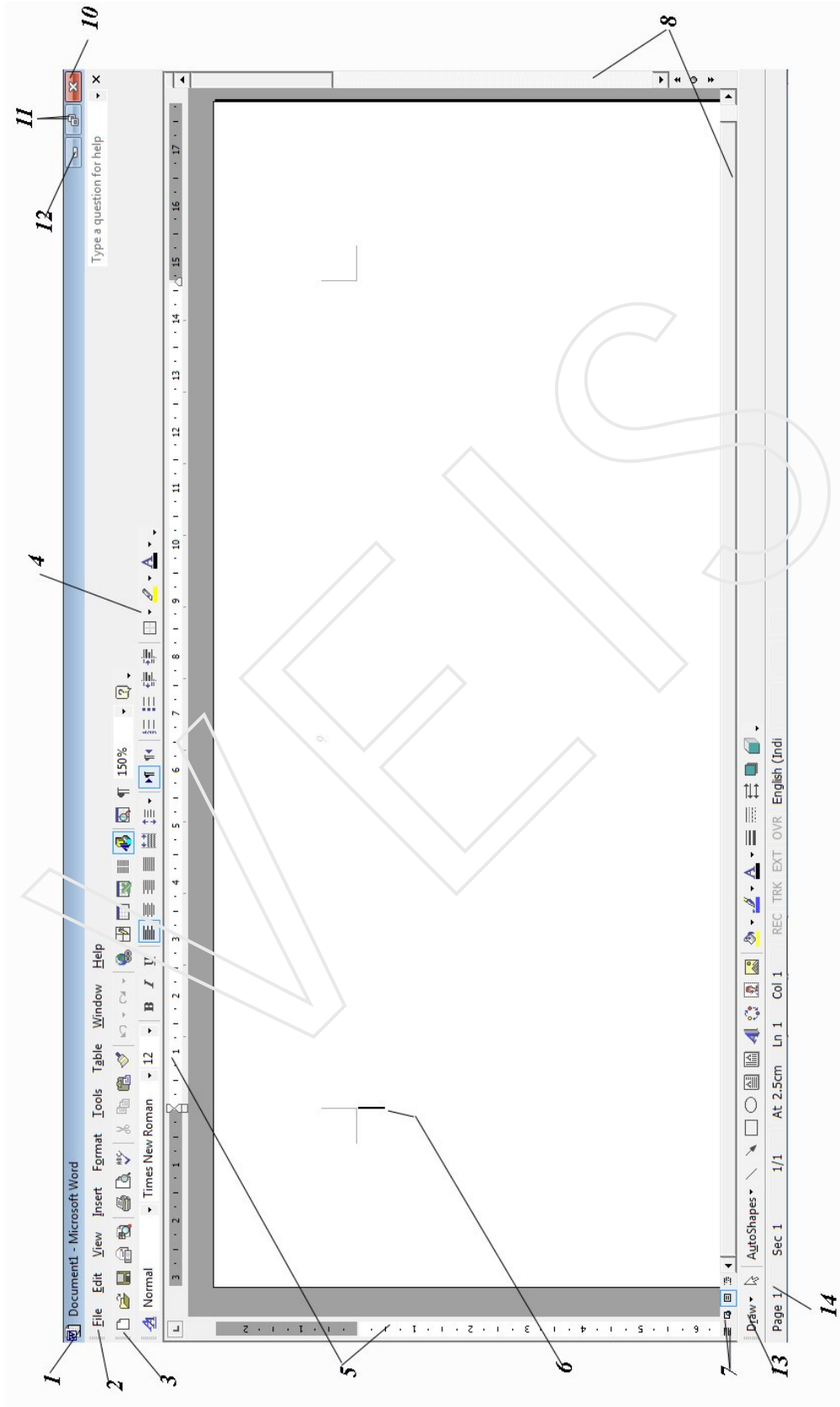
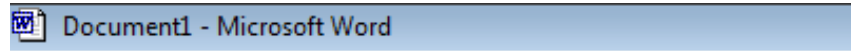


Figure 1.2 Word Window

1.4 COMPONENTS OF A WORD WINDOW

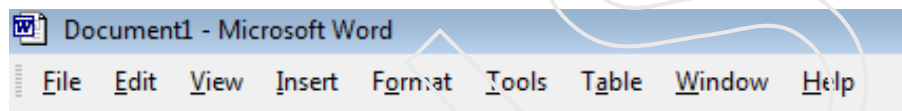
1 Title Bar

Shows you the name of application package and document which is currently open.



2 Menu Bar

Menu Bar has nine different menus which contain many different options for performing variety of operations to give instructions to the software.



Main Menu Bar

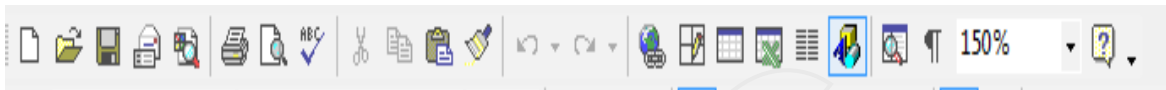
The Menu bar begins with the word File and continues with Edit, View, Insert, Format, Tools, Table, Window, and Help. The detail of nine different menus is given below.

MENU	DISCRIPTION	ACCESS KEY
File	Helps in file management	Alt + F
Edit	Contains options for editing like copy, paste, etc.	Alt + E
View	It has options for viewing different MS-Word object.	Alt + V
Insert	It helps in inserting different objects.	Alt + I
Format	It helps in giving attractive look to a simple document	Alt + O
Tools	It contains most powerful options of MS-Word like spell check	Alt + T
Table	It helps in inserting and formatting a table	Alt + A
Window	It has various commands for handling a word window	Alt + W
Help	It gives us information regarding the use of MS-Word features effectively	Alt + H

Figure 1.5 Description of Menus

3 Standard Toolbar

The standard toolbar contains basic and commonly used icons to execute a variety of Word commands like opening, saving, printing files, cut, copy, paste, to draw tables, etc.



4 Formatting Toolbar

This contains icons for changing font, styles, font sizes, font colour, numbering, text alignment etc.



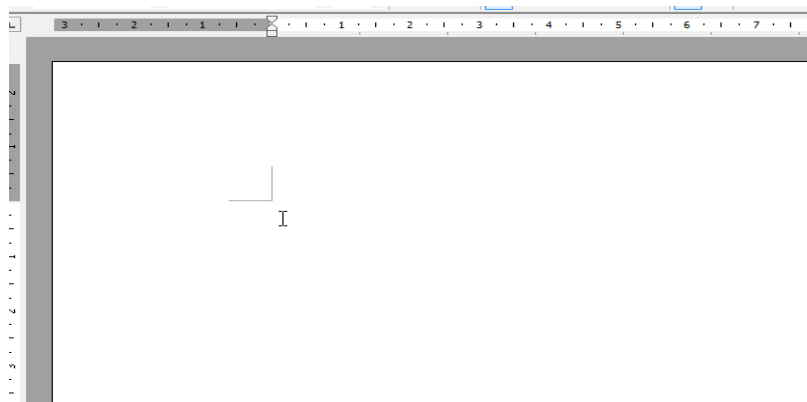
5 Ruler Bar

The ruler bar lets you make changes to margins and indents, and helps you to create document as per dimensions required.



6 Cursor

This denotes the place where text, graphics or any other item would be placed when you type, overwrite or insert them.



7 Status Bar

It is a bar situated at the bottom of the document. Status Bar gives the following information about the document.

- Current Page Number
- Section Number
- Current/Total pages in the document
- Current Cursor Position
- Current Line Number
- Current Column Number

8 Scroll Bars

Using the horizontal and vertical scroll bars, with the help of the mouse. You can go anywhere, up and down, right and left in your document.

9 Workspace

Is the area in the document window wherein you enter the text of your document.

Control Buttons –

These are the three buttons at the corner of the title bar

10 Close Button – To close the application.



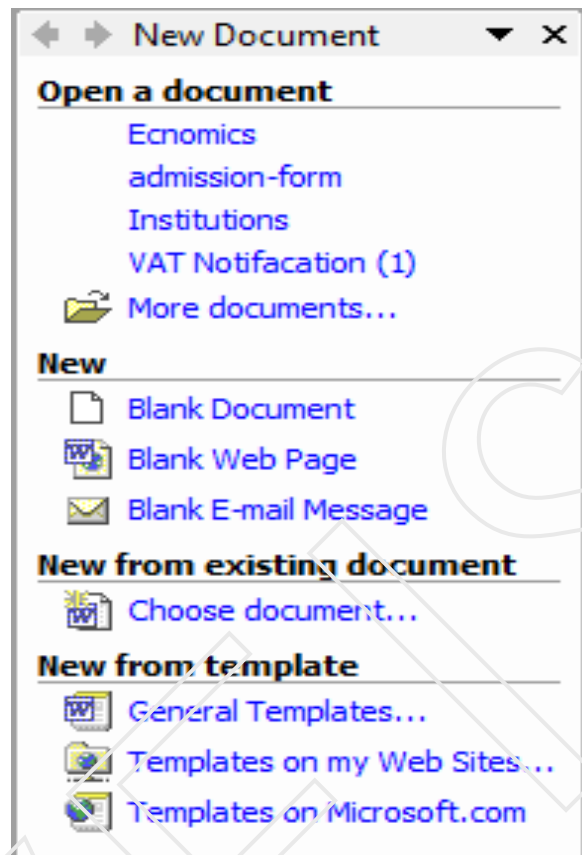
11 Restore Button-Restores the window to its previous size and location.

12 Minimize Button-Reduces a application window to an icon.

13 Task Pane

- **Steps to view Task Pane**

1. Select **View Menu**, click on the **Task pane** option.
2. Click the **drop down** menu as in and choose the task pane of your choice.



Task Pane

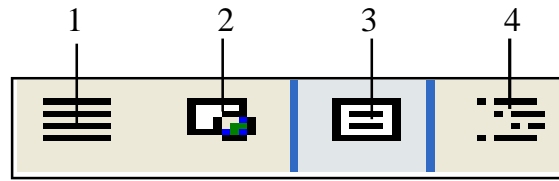
1.4 VIEWS

explains the different ways in which a document can be viewed in MS Word depending on the purpose for which it is viewed.

Different views allows you to work differently with the text and graphics. Some allows you to frequently work with the text, some with the text and graphics, some allows to move or copy text up and down, etc.

Word Provides you with four different types of views:-

1. **NORMAL VIEW** – It is the default view. It allows you to frequently work with the text.
2. **WEB LAYOUT VIEW** – Text and graphics will be shown as they will appear in the browser window.



Views

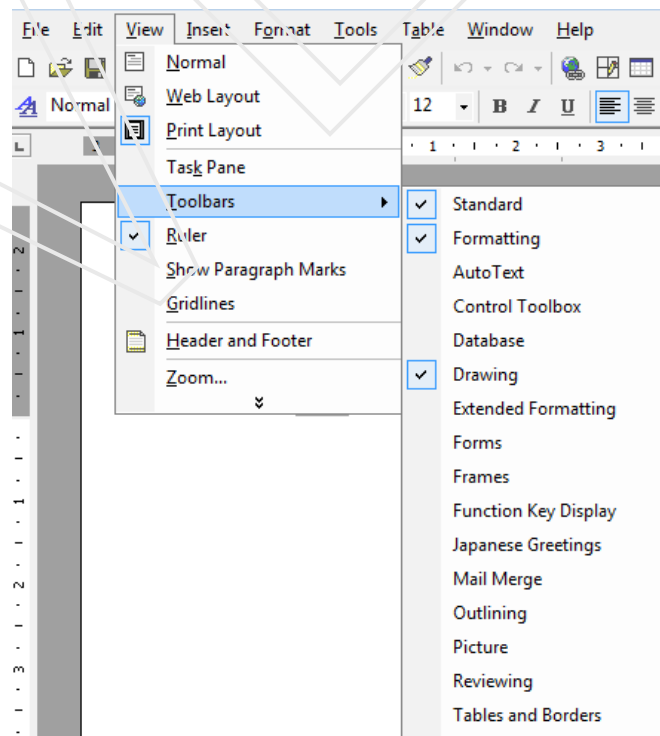
3. **PRINT/PAGE LAYOUT VIEW** – Display text and graphics in the same manner as they will be printed on the paper.
4. **OUTLINE VIEW** – Allows you to frequently move the text up and down.

1.5 TOOLBARS

DISPLAYING AND HIDING THE TOOLBAR

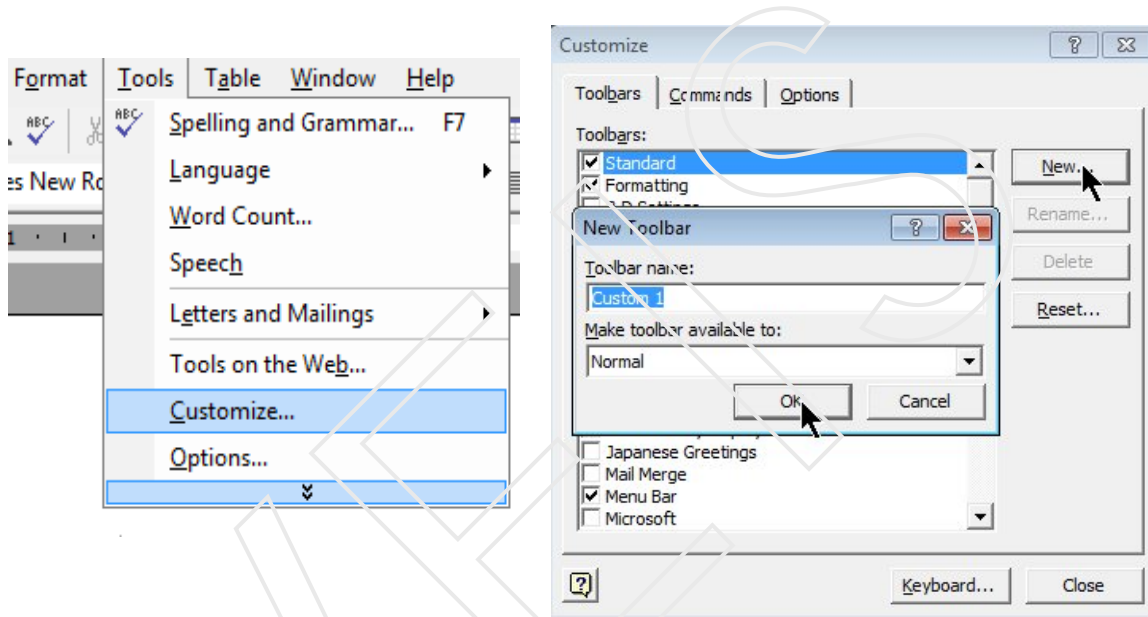
1. Select the **View** menu.
2. Click on **Toolbar** option.
3. Select the toolbar you want to display on the screen.

In the same way, By deselecting the toolbar you can hide the available toolbar screen.



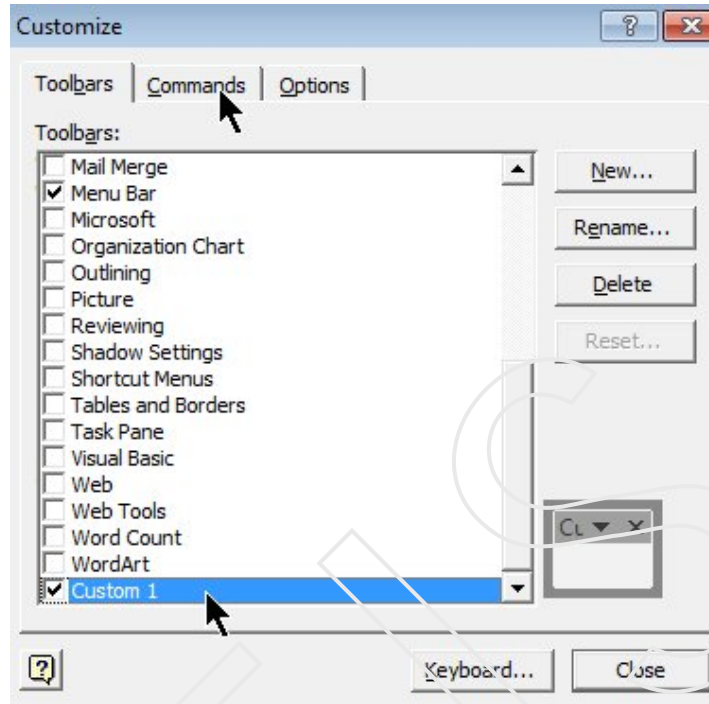
CREATING A NEW TOOLBAR

- 1 Select the **Customize** option from the **Tools** menu.
- 2 **Customize** dialog box appears.
- 3 Click on **New** button, **New Toolbar** dialog box appears.
Enter the name “**coustom1**” in the **coustom1** dialog box.

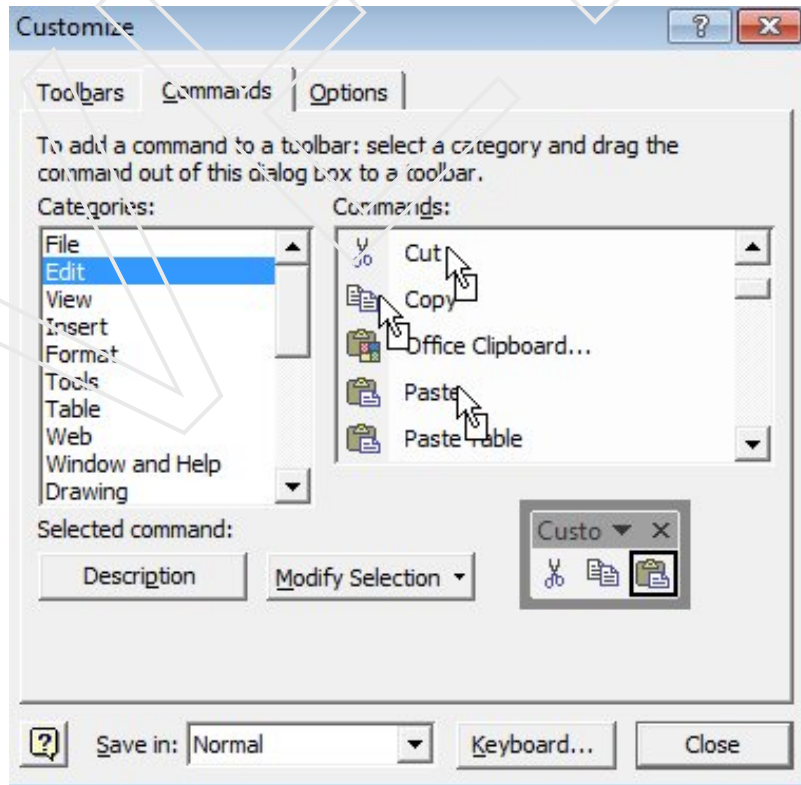


New Toolbar Input box

- 4 Click on **OK** button.
 - 5 The toolbar appears as shown in the next page.
 - 6 Click on the **Commands Tab** and select **Edit menu** from **Categories** list box.
 - 7 From the **Command list box** choose **Cut, Copy, Paste** (one by one) and drag it on the new toolbar created.
 - 8 Similarly you can choose different menus from categories list and drag the commands you want on toolbars which you need to use frequently.
- You can drag and place toolbar anywhere on the window.



Toolbars dialog box



New Toolbars

1.6 HANDLING FILES IN MS-WORD

CREATING A FILE

Click New **Blank document** button  on the **Standard toolbar**.

Or

- 1 Click **File** → **New**. After that **New Document** task pane appears.
- 2 Click Blank Document under **New** in **New Document** task pane.
- 3 Press **Ctrl + O** together from the keyboard.

To create Blank Document using a template or wizard

- 1 Click **File** and select **New**.
- 2 In the **New Document** task pane.
- 3 Click **General Templates** under **New from template**.
- 4 After that Templates dialog box appears.
- 5 Select the type of document as desired.
- 6 Click **OK**.

OPENING A FILE

Click on **Open** button  on the standard toolbar.

Or

Click on the **File** menu and select **Open** option from menu option.

Or

Press **Ctrl + O** together from the keyboard.

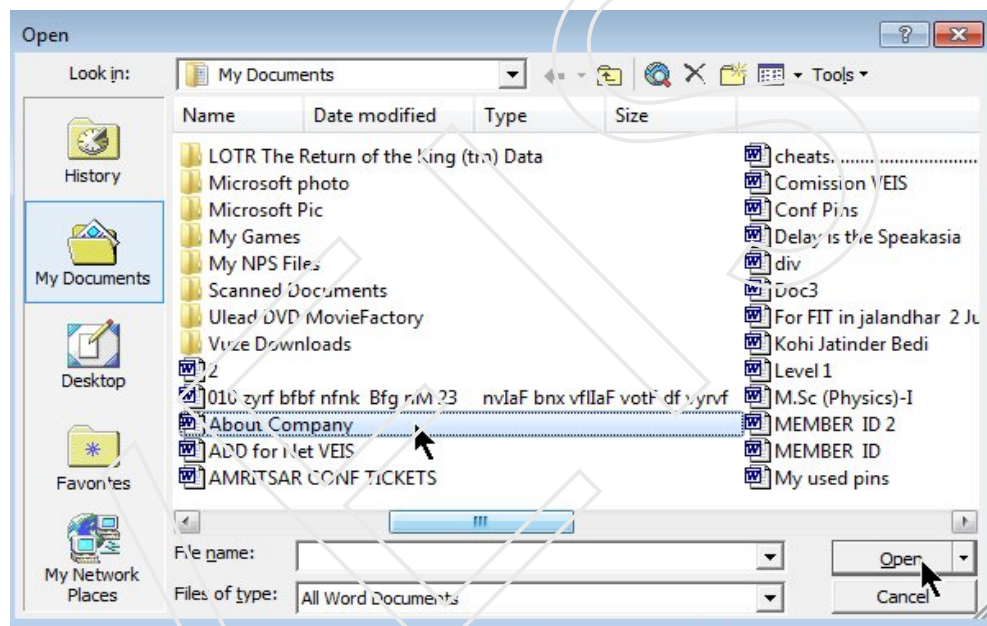
Or

- 1 From **New Document task pane** click documents under **Open a document**.

- 2 After using one of the above ways Open Window appears.

Look in : It is in upper part of the Open window. It contains a pull down list box having the name of drives and folders from which, we are going to open the document.

File name : Choose the file name from window or type name of the file you want to open. After choosing right name of your file, click the **Open** button or press **Enter key**.



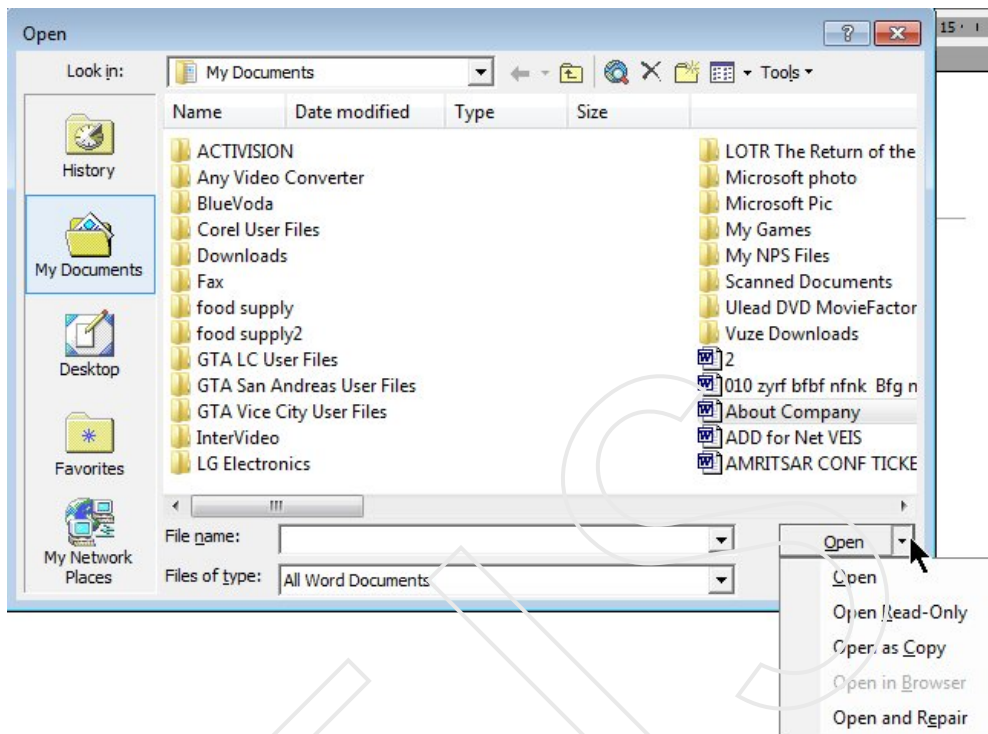
Open dialog box

Now file of your choice is opened.

OPENING A FILE AS A COPY Or Read Only

To open a file as a copy or Read Only.

- 1 Click on **File** menu and **select open**.
- 2 Open dialog box appears. In the **Look in** list, click the drive and the folder that contains the file you want to open as a copy.
- 3 Select the file of which you want to open a copy of, and then, click the arrow next to the open button and select **Open as Copy** or **Read Only**.



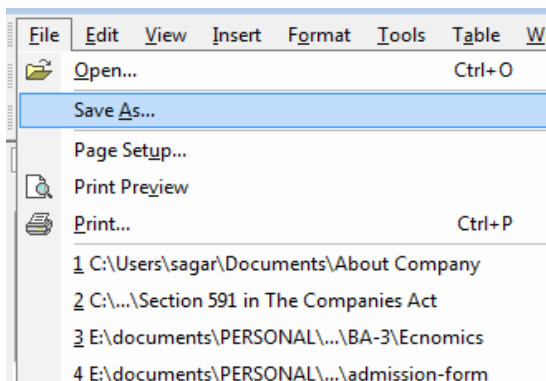
Opening file as a Copy

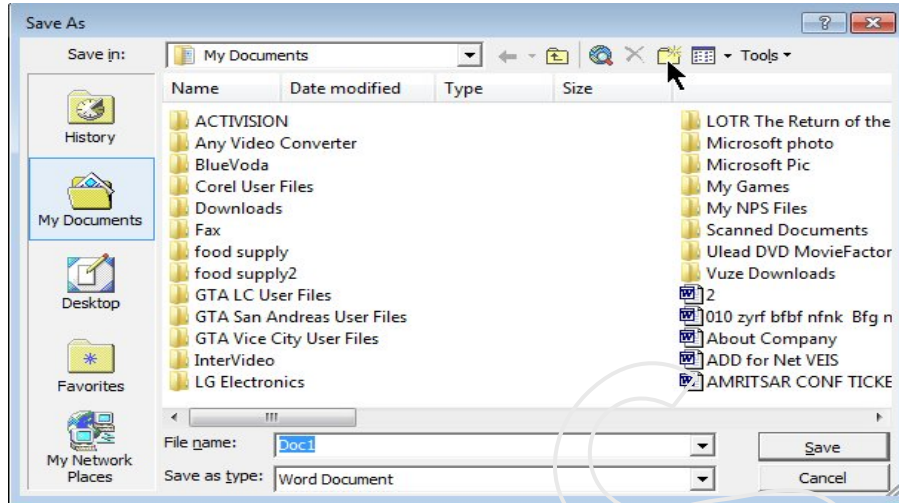
Note : The file opened as Copy can be edited but the file opened as read only cannot be edited. Making your document a read-only file means that the document can be read or copied but not modified. If one of the reviewers tries to make changes to a read-only file, the changes can be saved only by giving the document a new name or saved to a new location.

SAVING A DOCUMENT

Saving A Document With A Name

- 1 Click File and select or click Save As option from File Menus.





Saving a document

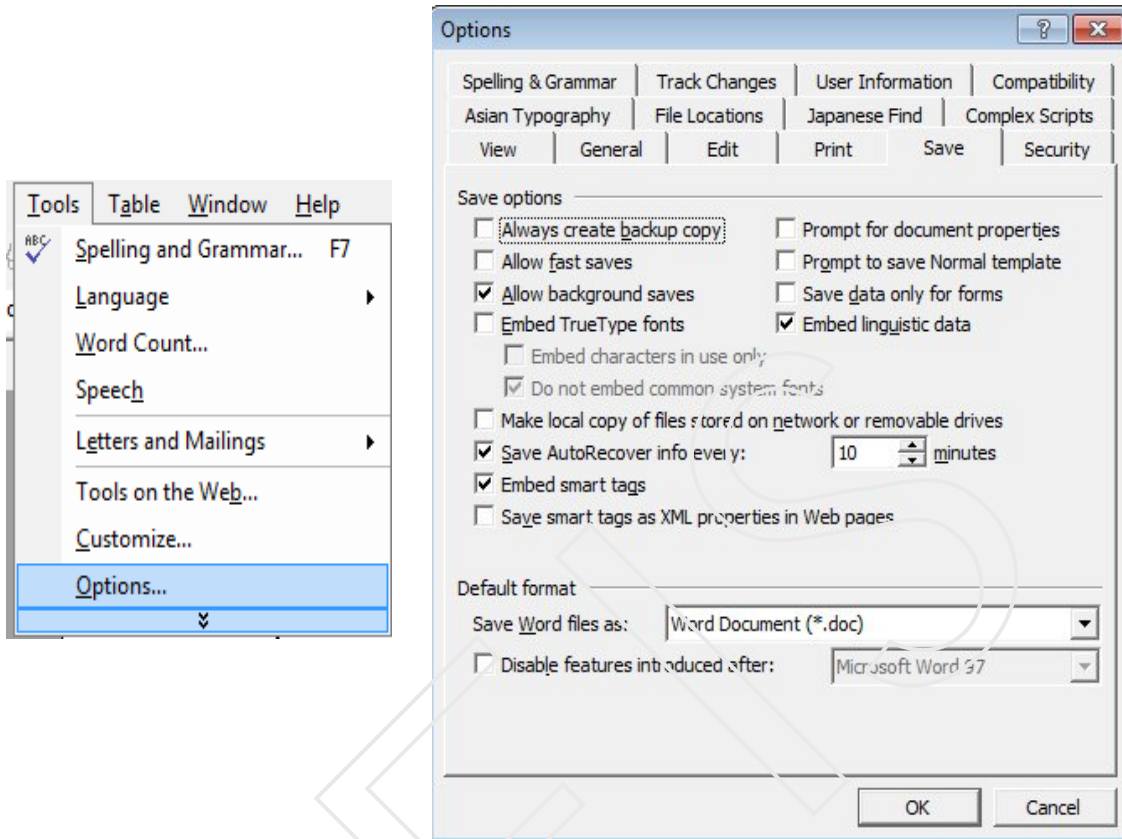
Save As dialog box appears.

- 2 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**.
- 4 In the **File name box**, enter a new name for the file.
- 5 Click **Save**.
- 6 Now you have saved your file with a name, you can keep saving your contents in the same file by clicking Save button on the **Standard Toolbar** or pressing **CTRL + S** together from Keyboard.

Saving files automatically

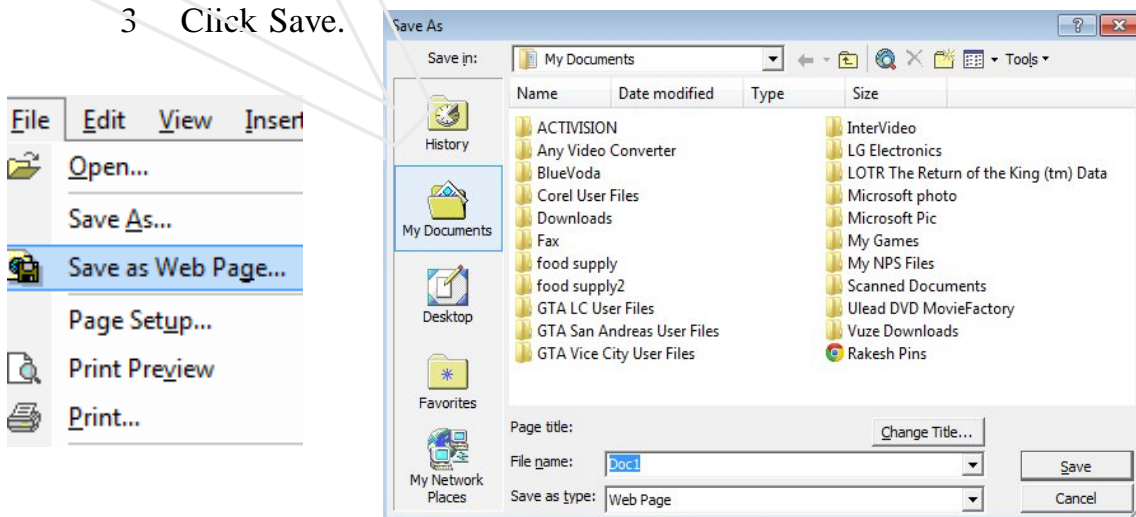
1. Select **Options** from **Tools menu**
2. After that Option dialog box appears as shown in the next page.
3. Click the **Save tab**.
4. Select the Save **AutoRecover info every check box**.

In the minutes box, enter the time interval for how often you want to save files. The more frequently your files are saved, the more information is recovered.



Saving A Word Document As A Web Page

- 1 Click **File** and select **Save as Web Peg...**
- 2 Type a name for the document in the File name box.
- 3 Click **Save**.

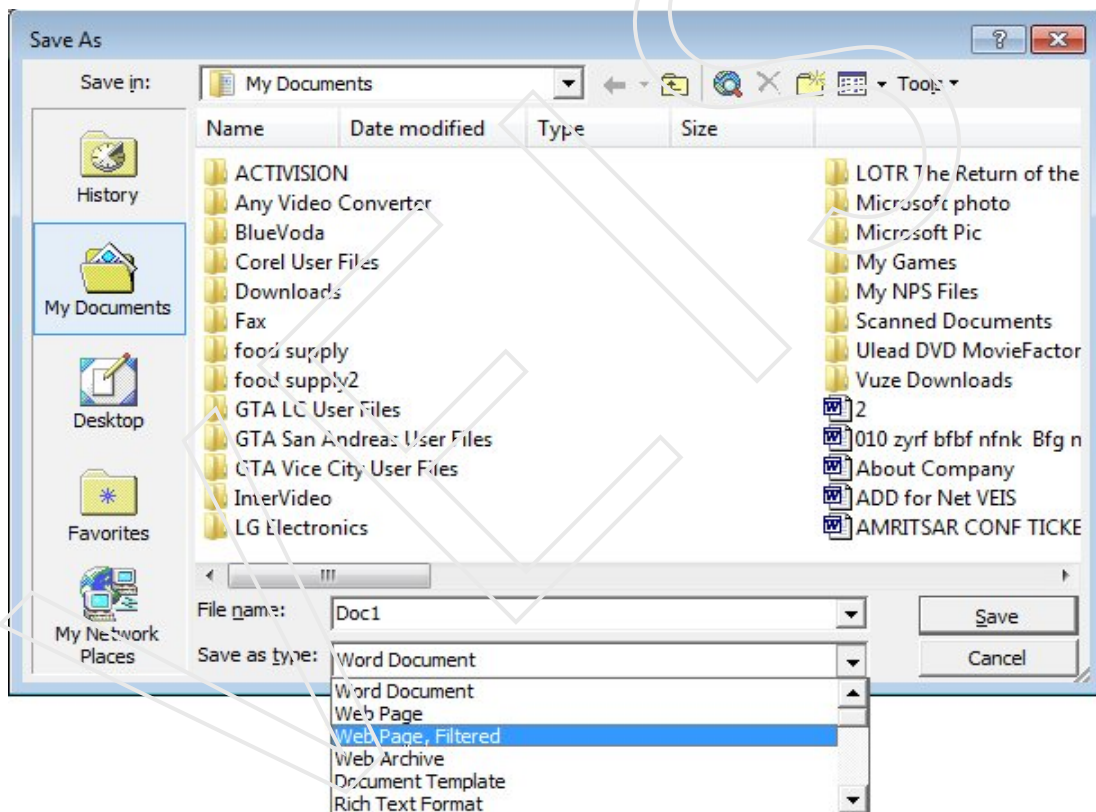


Saving a file as a Web Page

Saving a File in another format

To save a file in another format, do this

- 1 Select **File menu** and click on **Save As...**
- 2 After that **Save As** dialog box appears.
- 3 Enter a new name for the file in the **File name text box**.
- 4 Click the **Save as type** drop-down list, and select the file format that you want the file to be saved in.



Saving a file to a different format

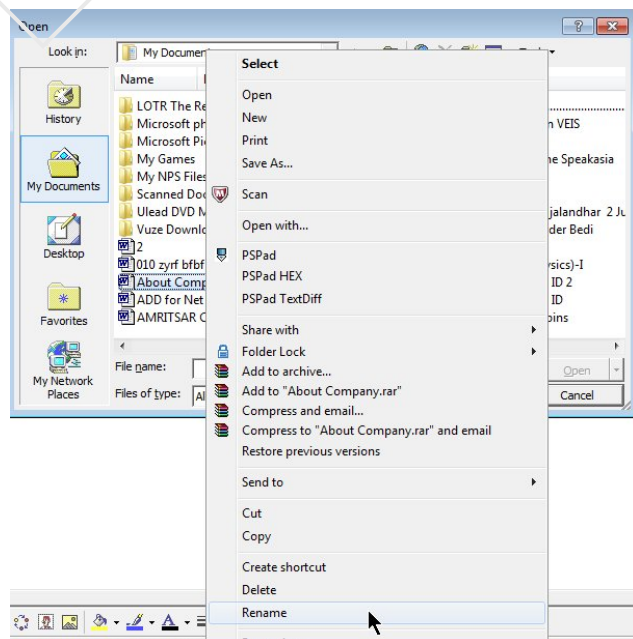
COPYING A FILE Or Save the file with different Name.

- 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 the folder list , and then click Paste on the shortcut menu.
- Or**
- 5 Open the file you want to make a copy.
 - 6 Click **File** and select **Save As**.
 - 7 Write the new name of file in the **File name** text box.
 - 8 Click **Save**.

RENAMING A FILE

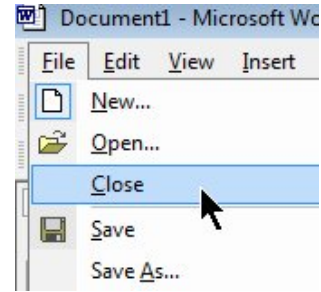
- 1 Either click **Open** button on the **Standard toolbar** or choose **Open** from **File menu**.
- 2 Select the name of the file you want to rename.
- 3 Right click on the file name, a popup menu appears in.
- 4 Choose **Rename option** . Or you can press **F2** key.
- 5 Type the desired name.




CLOSING A FILE AND QUITTING WORD

- 1 Click File menu and choose Close.

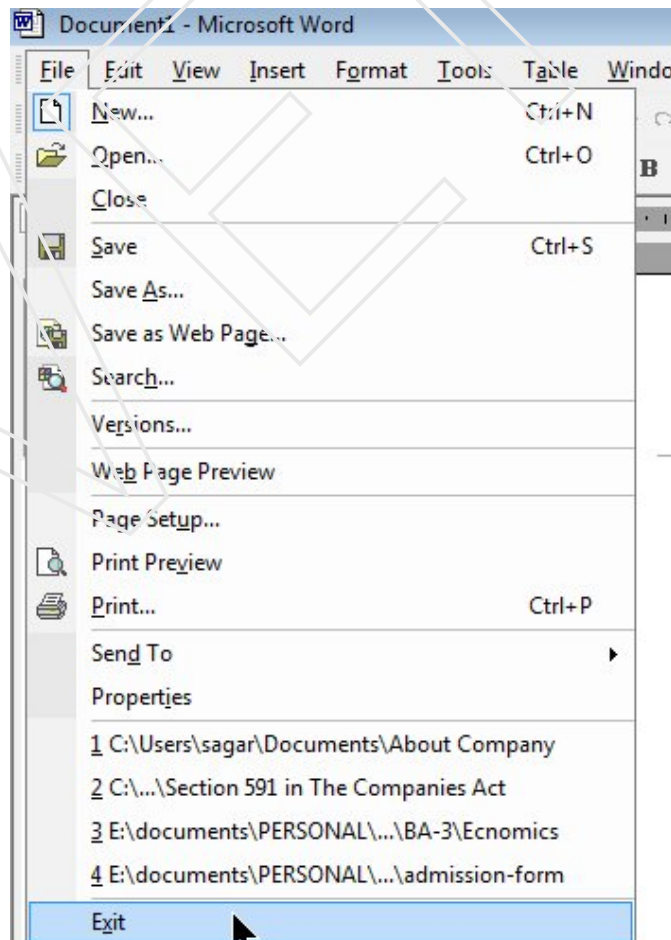
Or



- 2 Click Close button  in the document window on **the Title bar**. Before Word closes a file, it asks you to save change.

Or

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



Self-Assessment Questions

- 1 Explain the features of Ms-Word.
- 2 Explain in detail the components of Ms-Word.
- 3 Write the steps for creating new toolbar
- 4 Write the steps for opening and saving file in different ways.

Lab Session:

- 1 Open a word document,create your own toolbar (My toolbar) in it and save the document.
- 2 Save the document with a new name.
- 3 Open the document as a web-page.
- 4 Change Auto Recover time.
- 5 Type & Save the document.

