

## **MICRO-SOFT WORD**

*Micro soft Word is also called as MS-WORD or simply word. MS-WORD is the most popular word procesor available in the market. The basic use of word processor is to produce formatted text. This is a program for creating,editing,printing documents.*

*The text typed using a word processor is kept in files which are called documents.By default the extension is .DOCX*

### **FILE TAB (MENU)**

*Info- To get various information about the document, such as size,date and time of creation, date and time of last modified*

*New- To create a blank or template document*

*Open- To open a document*

*Save- To save a document with the same name*

*Save as - To save a file with a different name*

*History - To view the history of the document*

*Print- To print document*

*Share- To share file with people,send email,present online, post to blog*

*Export- To create PDF/XPS document*

*Close- To close a document*

*Account- To manage online account with word so that you can access your file remotely*

*Feedback- To send feedback to 'Team Word'*

*Options- To customize word by changing various settings.*

## *CREATING A DOCUMENT: OPENING AND SAVING*

*Creating a document in a word processor involves 3 steps as follows:*

*Opening a new document*

*Typing text*

*Saving the document*

*when you open a new document select Blank Document so that you are presented with a blank screen. This is where you start typing. After the first page is filled , the word processor will automatically go to the next page and then next and so on. Your document can run into as many pages as required.*

*Whatever you type on the pages of the document is automatically saved into the computer's primary memory (Random Access Memory) which is temporary in nature. So we can save our file in secondary storage devices such as hard disk or pen drive which is permanent in nature. This is called as saving a document. A saved document can be retrieved and used in future.*

*When a document is saved for the first time you are required to specify the unique file name under which it should be saved. Thereafter the word processor will use the same name to save the document.*

*You can also make a duplicate copy of your document. This can be done by specifying new file name while saving a file through 'save as' option. In this case you will have two files one with the new name and other with the new name.*

## **EDITING A DOCUMENT**

*Making any correction in a document is called as editing and it includes:*

*correcting spelling and grammatical errors*

*inserting text*

*deleting text*

*rearranging text*

*The corrected document should be saved under the same file name. The original contents of the file are then replaced with the corrected ones.*

## **SPELL CHECKING**

*The spell-checking feature checks for and helps you to correct spelling mistakes. You have the option of scanning the entire document or only a selected text.*

*The spell-checking feature consists of a set of built in dictionaries which hold the correct spelling of all words that appear in a standard dictionary. While scanning through the document this feature compares the spelling of all the words with those present in the dictionary. As soon as an incorrect word is encountered it gets highlighted and some suggestions are given to user. The user can select most appropriate word from the list of suggestion and replace the incorrect word with the correct one.*

## **GRAMMAR CHECKING**

*MS-WORD can check the grammar also. Suggestion that involve inclusion or removal of punctuation marks, changing the voice(passive& active), etc.*

## **INSERTING**

*Adding one or more characters in between existing characters is known as inserting. This results in the shifting of the characters to the right side of the insertion point.*

## **DELETING**

*Deleting refers to erasing characters. For this you can use BACKSPACE key to delete characters that are on the left side of the insertion point or DELETE key to delete characters that are on the right side of the insertion point.*

## **RE ARRANGING**

*for rearranging the text, you can use CUT PASTE or COPY PASTE technique.*

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## *FORMATTING A DOCUMENT*

*Formatting a document means giving final touches to the document before it is printed. It includes:*

*Setting the proper indents, margins, paper size, etc.*

*Use of Bold, Italic and Underline*

*Changing Alignment of paragraphs*

*Adding or Removing spacing between lines and paragraphs*

*Highlighting, colouring the text*

*Adding Bullets or Numbering*

*Adding page breaks*

*Adding Headers, Footers to the document, etc.,*

# HOME RIBBON



## CLIPBOARD GROUP



*PASTE: Add content on the clipboard to your document. (ctrl+V)*



*PASTE OPTION: Pick a paste option such as keeping formatting or pasting only content. (ctrl+v)*



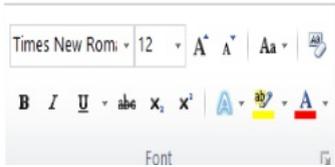
*CUT: Remove the selection and put it on the clipboard so you can paste it somewhere else. (ctrl+X)*



*COPY: Put a copy of the selection on the clipboard so you can paste it somewhere else. (ctrl+C)*



*FORMAT PAINTER: YOU can apply one particular look to another content in the document. To apply formatting in multiple places, double click format painter. (ctrl+shift+C,ctrl+shift+V)*



## FONT GROUP

Times New Rom: ▾

*FONT: Pick a new font for your text. (ctrl+shift+F)*

12 ▾

*FONT SIZE: Change the size of your text. (ctrl+shift+P)*

⤴

*INCREASE FONT SIZE: Make your text a little bigger.(ctrl+shift+>)*

⤵

*DECREASE FONT SIZE: Make your text a little bit smaller.  
(ctrl+shift+<)*

Aa ▾

*CHANGE CASE: Change the selected text to upper case, lower case or other common capitalization*



*CLEAR ALL FORMATTING: Removes all the formatting from the selection*

**B**

*BOLD: Makes the text bold. (ctrl+B)*

*I*

*ITALIC: Italicise the text. (ctrl+I)*

U

*UNDERLINE: Underline the text. (ctrl+U) . The drop down arrow helps to select style, colour of underline*

~~abc~~

*STRIKETHROUGH: Cross something out by drawing a line through it*

x<sub>2</sub>

*SUBSCRIPT: Type very small letter just below the line of text. (ctrl+=)*

x<sup>2</sup>

*SUPERSCRIPT: Type very small letter just above the line of text. (ctrl +shift++)*

A

*TEXT EFFECT: Applying some text effect such as shadow or glow*

abc

*TEXT HIGHLIGHT COLOUR: Make the text pop by highlighting it*

A

*FONT COLOUR: Change the colour of the text*

## PARAGRAPH GROUP



*BULLETS: Create a bulleted list. Click at the drop down arrow to change the look of the bullet*



*NUMBERING: Create a numbered list. Click at drop down arrow for more numbering format*



*MULTILEVEL LIST: Create a multilevel list to organize items or create an outline.*



*DECREASE INDENT: Move the paragraph closer to the margin*



*INCREASE INDENT: Move the paragraph further away from the margin*



*SORT: Arrange the current selection in Alphabetical or Numerical order.*



*SHOW/HIDE: Show/hide paragraph marks and other hidden formatting symbols*



*ALIGN LEFT: Align the content with the left margin. (ctrl+L)*



*ALIGN RIGHT: Align the content with the right margin. (ctrl+R)*



*CENTRE: Centre the content on the page (ctrl+E)*



*JUSTIFY: Distribute the text evenly between the margins (ctrl+J)*



*LINE AND PARAGRAPH SPACING: Choose how much space appear between lines of text or between paragraphs*



*SHADING: Change the colour behind selected text, paragraph or table cells*



*BORDERS: Add/remove borders from your selection*



*STYLES: Many styles are available to make the document consistent, polished look*

## *EDITING*



Find

*FIND: Find text or other content (ctrl+F)*



Replace

*REPLACE: Search for text to replace( ctrl+ H)*



Select

*SELECT: Select text or documents*