

MS WORD



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About Microsoft Word

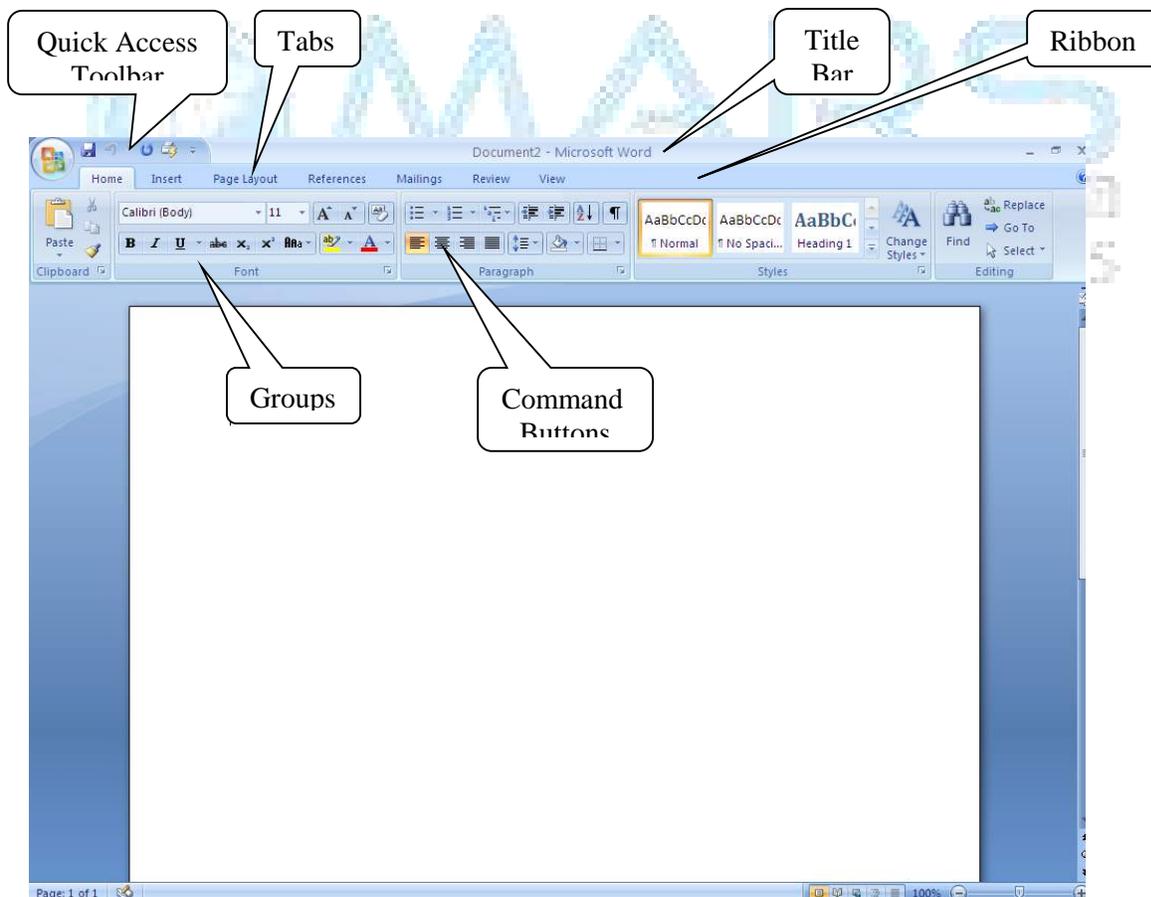
About Microsoft Word – It is a Word Processor program that enables you to create, edit, print and save a document for further retrieval and revision.

About Microsoft Word

1. Click on **Start Button** on the Task Bar
2. Point to Programs
3. From the list of **Programs listed**, click on **Microsoft Word**

Ribbon User Interface

In Ms-Word 07 Menus and Toolbars are replace with **Ribbon** for easy access to browsing. As seen in the figure Home, Insert, Page Layout etc. are the **Tabs**. A tab consists of **Groups**. In the figure below Clipboard, Font, Paragraph Style etc. are the Groups. Groups contain the **command buttons**.

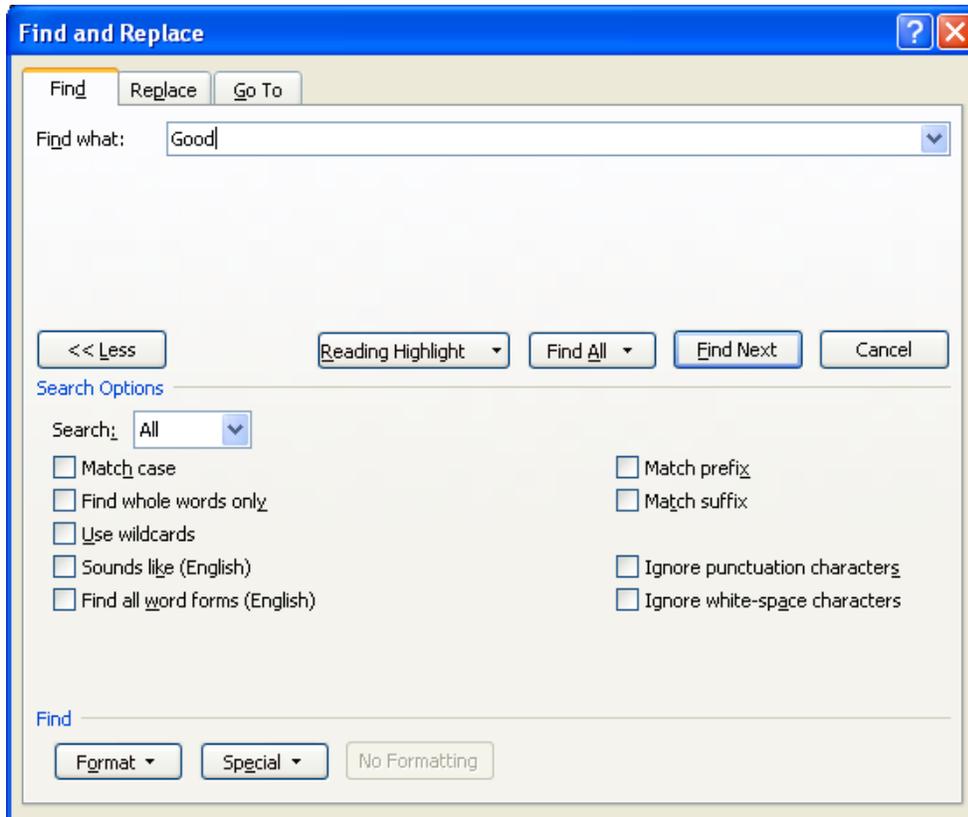


Editing Text

Finding Text

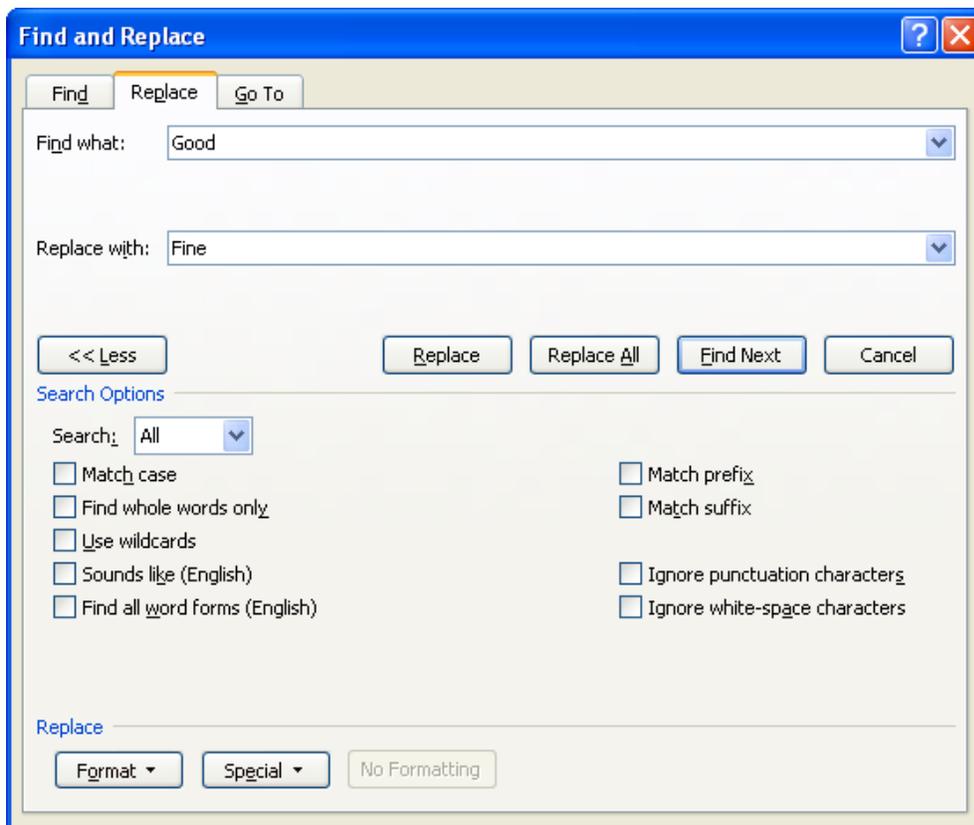
You can use the Find command on the Edit menu to search for text, formats such as bold and indents special characters, and other elements such as footnotes, graphics, and fields. To search for and replace these items, you can use the Replace command.

Home tab->Editing Group->Find command button (Shortcut Ctrl + F)



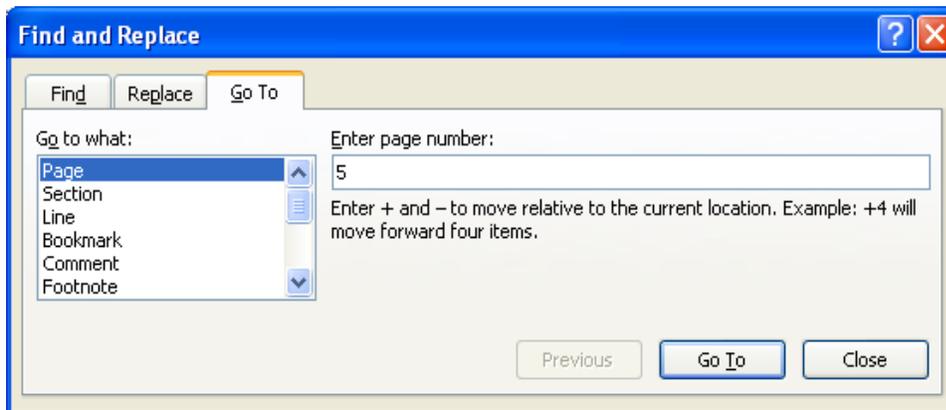
Finding and Replacing Text in a Document

Home tab->Editing Group->Replace command button (Shortcut Ctrl + H)



Jumping to particular page

Home tab->Editing Group->Replace command button (Shortcut F5 or Ctrl + G)



This command can be used to go to the particular section, line, bookmark, comment etc

If you want to view text preceded by line number do the following

Page Layout tab->Page Setup Group->Line Numbers command button (select the option you want)

Creating an AutoCorrect Entry

Use AutoCorrect to automatically insert text and graphics that you use repeatedly in your everyday work.

Use a unique name for each AutoCorrect entry. An AutoCorrect name can be as long as 31 characters and it must not contain any spaces.

To Create an AutoCorrect Entry

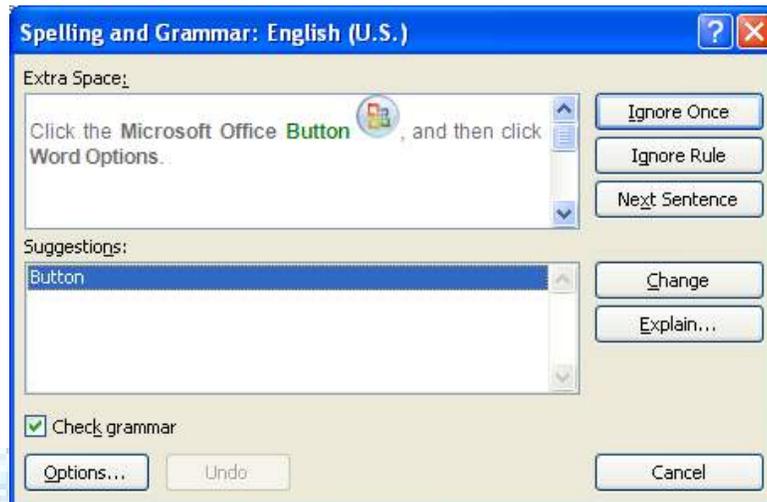
1. Click the **Microsoft Office Button**  , and then click **Word Options**.
2. Proofing
3. AutoCorrect Options

Checking Spelling and Grammar

Microsoft Word normally checks the entire document, beginning at the insertion point.

- Press CTRL+HOME to move the insertion point to the beginning of the document.
- Review Tab-> Proofing Group -> Spelling and Grammar (Shortcut Key F7)

Text box and then click on Change To box.



Look up words in the thesaurus

- Review Tab-> Proofing Group -> Thesaurus (Shortcut Key Shift + F7)

To use one of the words in the list of results or to search for more words, do one of the following:

- To use one of the words, point to it, click the down arrow, and then click **Insert** or **Copy**.
- To look up additional related words, click a word in the list of results.



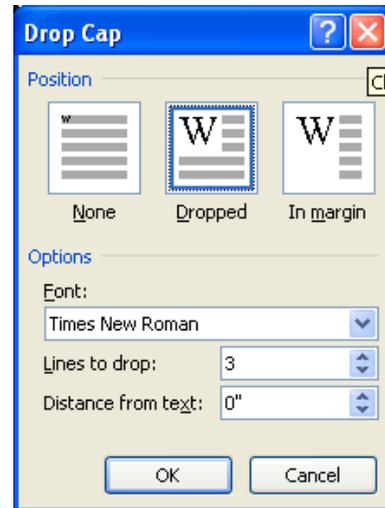
Formatting text

To get a Drop Cap

1. Select the paragraph whose first character you want as dropped. (The first cropped letter we usually see in starting point (first alphabet) of comics or some story books, for clear picture see the one given below).

Once upon a time...

Insert Tab -> Text Group -> Drop Cap -> Advanced Following window will appear



Bordering and Shading Text

1. Select the paragraphs you want to border or shade.
2. Home Tab -> Paragraph Group ->  Shading -> selects the required shading.
3. Home Tab -> Paragraph Group ->  Border -> selects the required shading.

Bullets and Numbering

Bullets and numbering are used to identify different points in our document.

1. Select the text to which you want to add bullets or number.
2. Home Tab -> Paragraphs Group ->



E.g.,

- God helps those who help themselves.
- Rome was not built in one day.
- Big surprises come in small packets.

The above paragraph can be written in points form using different bullets. I.e. we have inserted diamond shape as a bullet to specify the text in point forms.

Giving Bullets Different from Default

1. Select the text to which you want to add bullets.
2. Click on Format, Bullets and Numbering.
3. Select the Bulleted option tab.
4. You will have a list of the default bullet options. To change to another bullet not given in the list, click on the Modify button. You will reach a Modify Bulleted List dialog box. Click on the Bullet option. Select the bullet you want.
5. Choose the OK button.

Giving Numbering Different from Default

1. Select the text that you want to number.
2. Click on Format, Bullets and Numbering.
3. Select the Numbered List tab.
4. You will have a list of the default numbering options. To change to another number not given in the list, click on the Modify button.
5. You will reach a Modify Numbered List dialog box Select the numeric format you want in the Format box. Make the necessary changes.
6. Choose the OK button.

What is a Style?

A Style is a group of formats identified by a style name. Think of a style as a formatting command that you design. You choose the formats to apply — for example, the font and size of the text, alignment, line and paragraph spacing, and borders, and give that group of formats a unique style name. Then you can apply the whole group of formats in one step. Just select the text you want to format, and then select the style name in the Style box on the Formatting toolbar.

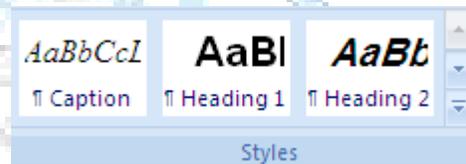
Use Styles to Format Any Text

You can use two kinds of styles to format text:

- A paragraph style controls all aspects of a paragraph's overall appearance--the font, size, and other attributes of the text, as well as line spacing, text alignment, tab stops, borders, and other formats that affect whole paragraphs.
- A character style applies any of the formats of the Font command on the Format menu-- the font and size of text, as well as bold and italic formats, small caps, and other effects. You can use character styles to emphasis specific words and phrases, such as product names and acronyms.

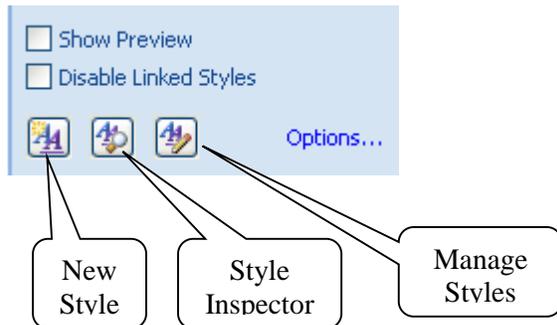
To Apply a Style by Using the Style Command

1. Select the text you want to format:
2. Home Tab -> Styles Group -> More -> move cursor from each style you will see the format is automatically applied to the selected text. Click on style you want to apply.



Creating New Styles

To create a paragraph style, you can format and select an example paragraph and then type a new style name in the Style box on the Formatting toolbar.



Document Templates

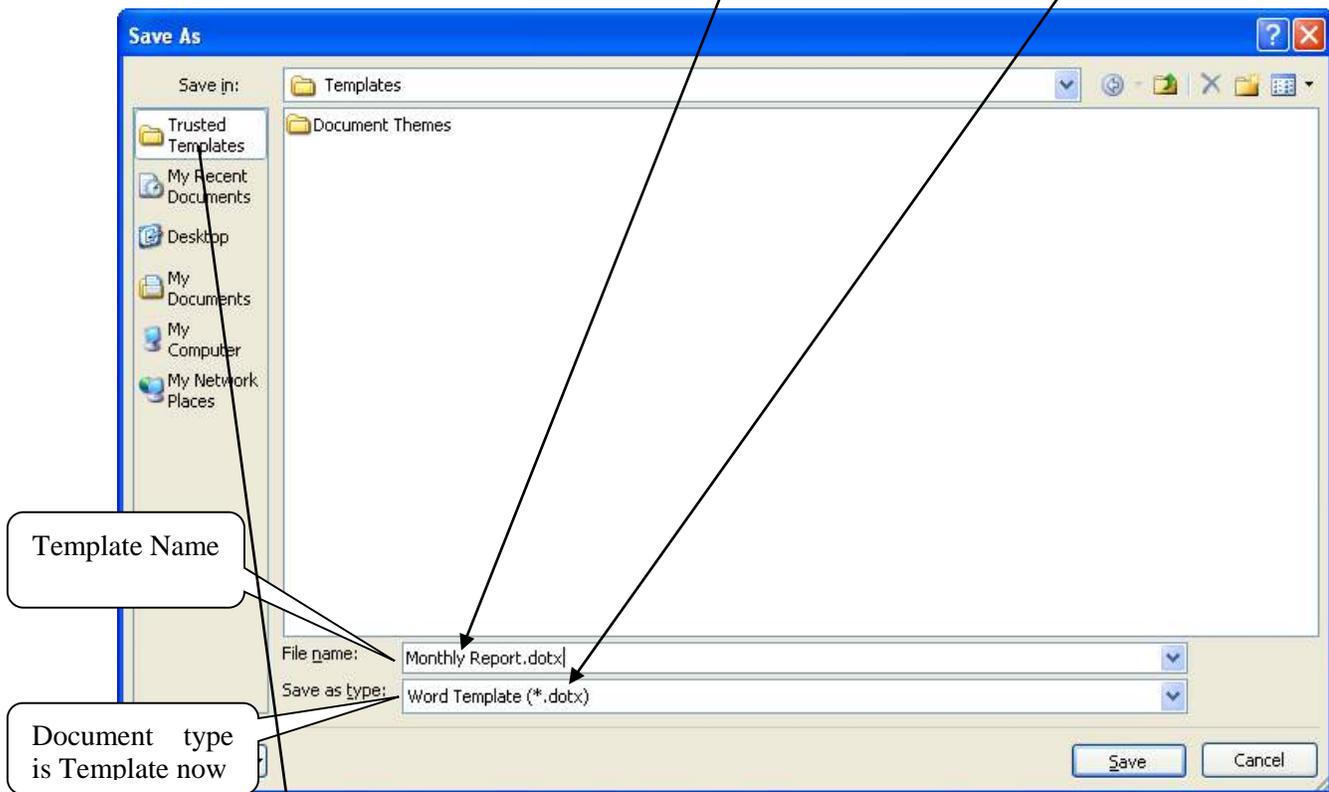
A template is a blueprint for the text, graphics, and formatting of a document.

Creating a New Document from a Template

You can save time by creating new documents, memos, letters and reports using templates which may be system define or you can define own templates.

How to Create a Template

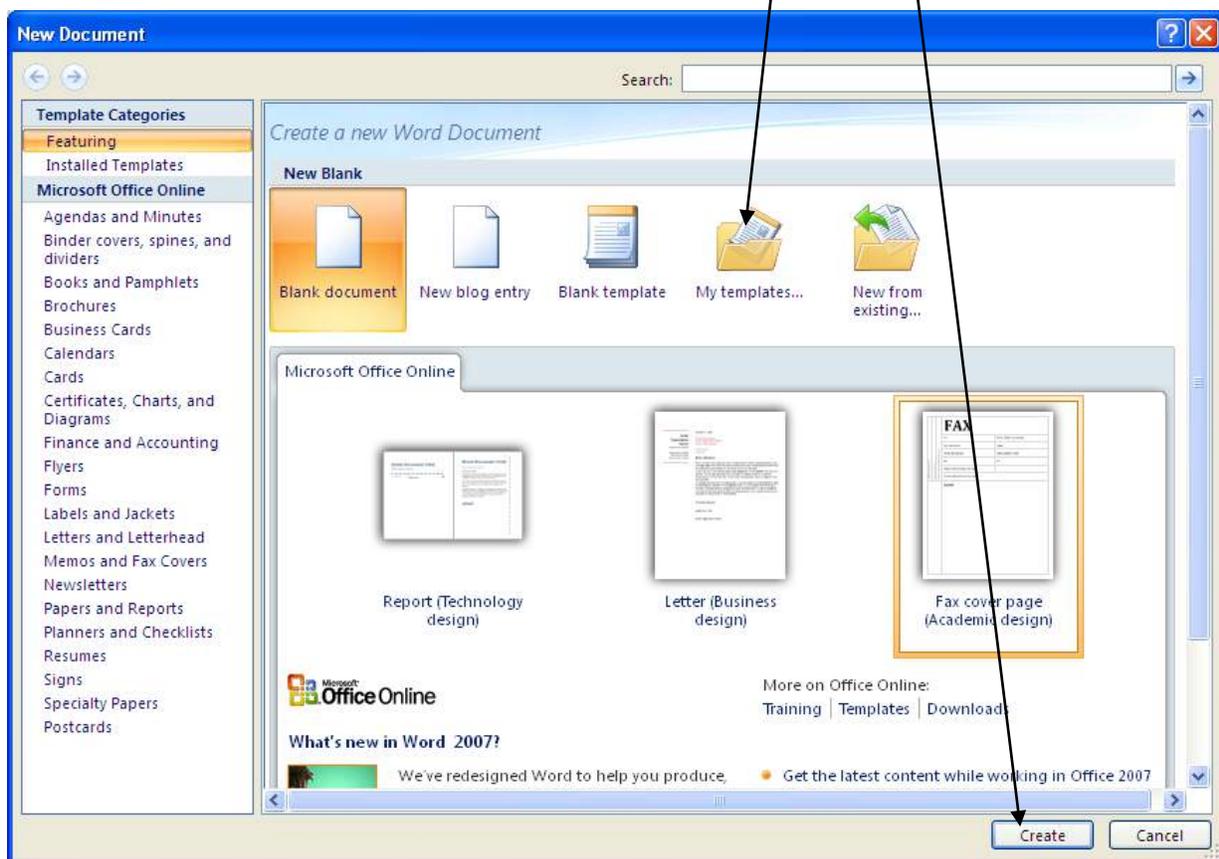
1. Go to Quick access wizard->New->Blank Document->Create
2. Design your document as you want
3. Go to Quick access wizard->Save->Give Template name-->Make document as Template



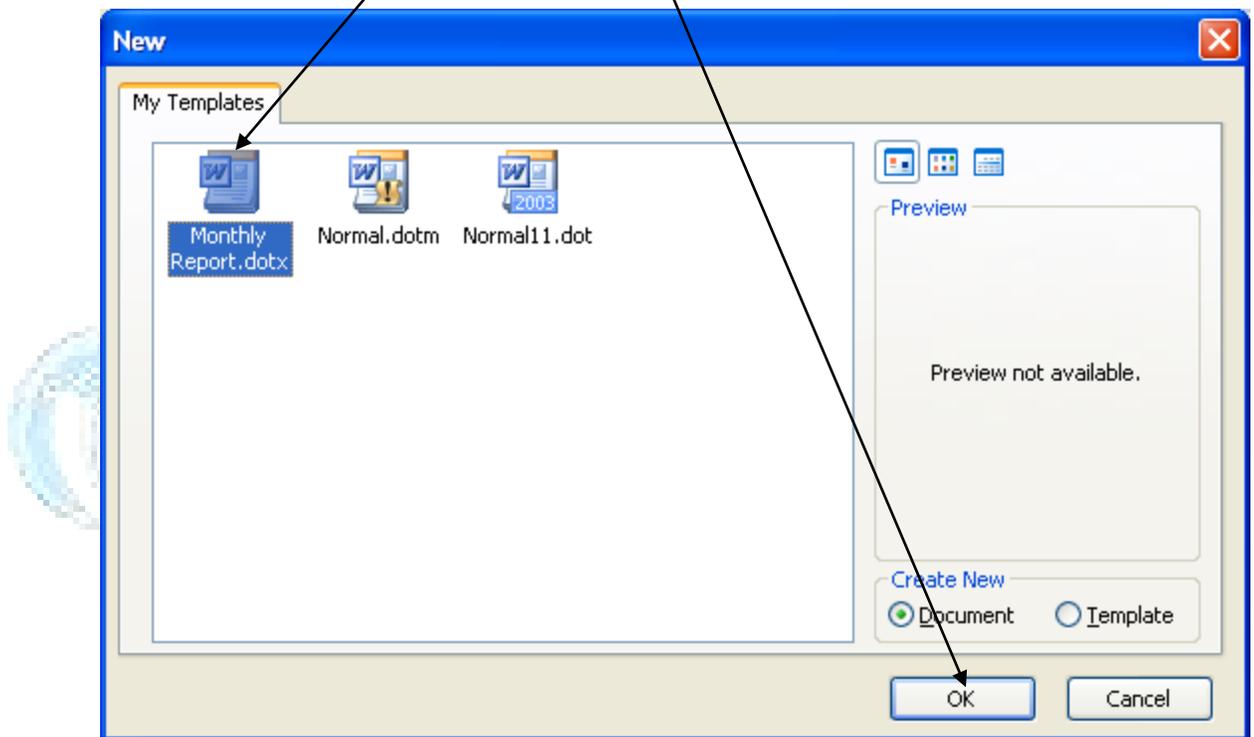
4. Click in Trusted Templates Folder because this should be save in Templates Folder
5. Finally click Save button

How to Create New Document using Template

1. Go to Quick access wizard->New->My Templates->Create



2. Then select choice Template and click OK button



Working with Margins

Margins determine the distance between the text and the edge of the paper. Word normally prints text and graphics inside the margins, while headers, footers, and page numbers are printed in the margins.

To Set Margins with the Ruler

1. Position the insertion point in the section whose margins you want to change. If the document does not have multiple sections, the margins are changed for the entire document.
2. With the rulers displayed, drag the margin boundaries on the horizontal and vertical rulers. The mouse pointer becomes a double-headed arrow when it is over a margin boundary. Word updates the page display after you release the mouse button.

If you prefer, you can use Page Layout tab->Page Setup group-> Margins Command->Custom Margin option.

Numbering Pages

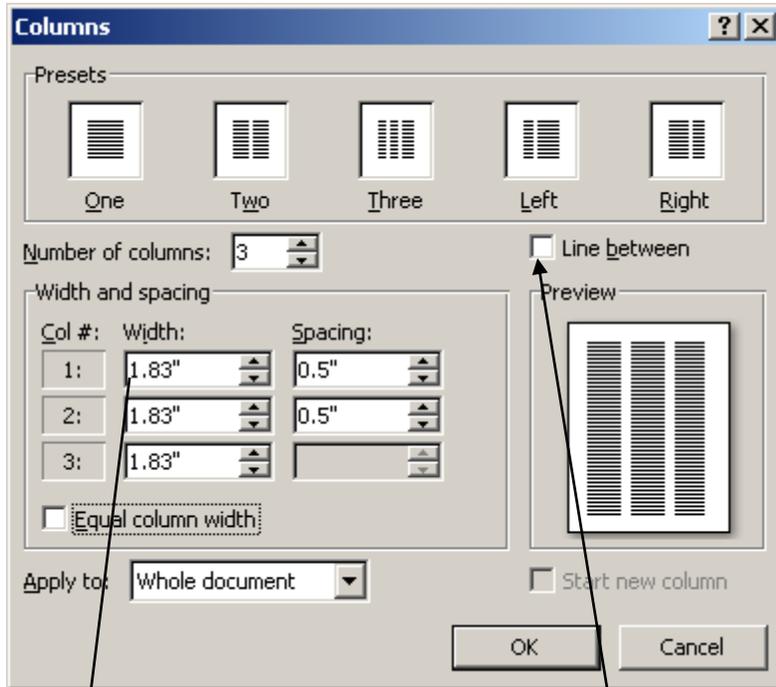
There are two primary ways to add page numbers to your document:

- Choose the Page Number from the Insert Tab->Header & Footer Group->Page Number command. Use this command to quickly add a page number to each page of the document.
- Choose the Header and Footer command from Insert Tab->Header & Footer Group. Use this command to include additional text with a page number, such as the date or a chapter name.

To Create Multi Columns in the Document.

1. In Print Layout view, do one of the following:

2. If your document has only one section and you want to format the entire document in columns, position the insertion point anywhere in the document.
3. If you want to format only part of your document in columns, select the text you want to format in columns.
4. If your document has more than one section, position the insertion point in the section where you want to format the text in columns
5. Page Layout Tab->Page Setup Group->Columns command and select either one option available
6. If you want to customize the Columns then Page Layout Tab->Page Setup Group->Columns Command->More Columns option.



Adjusting Column width

If you want Line between the columns

Working with Tables

About Tables

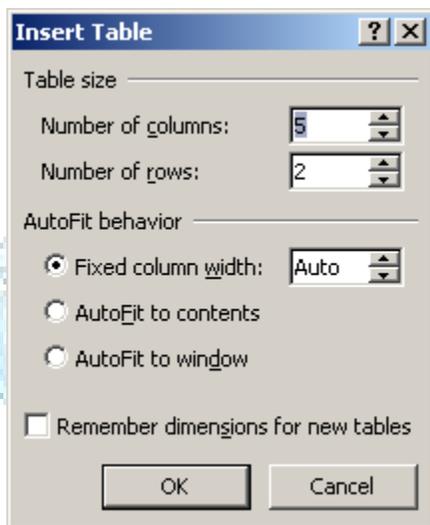
A table is a made up of rows, and columns of cells that you can fill with text and graphics. Tables are often used to organize and present information.

→ Table move or Entire table selection

Cell
↘

How to Insert Tables

1. Insert Tab->Tables Group->Table Command->Insert Table Option



2. If you want quick tables then do Insert Tab->Tables Group->Table Command->Quick Tables Option
3. If you want to draw a table then do Insert Tab->Tables Group->Table Command->Draw Table Option and by using pencil draw your desire Table

To Sort Information of a Table

1. Select the rows or list items you want to sort.
2. Layout Tab-> Data Group->Click A to Z command button
 - a. If the selection is not in a table, the command name is Sort Text.
2. If you have a heading that you do not want sorted, under My List Has, select the Header Row option button.
3. Under Sort By, select a column number, field number, paragraph, or name.
4. Under Type, select Text, Number, or Date, and then select the Ascending or Descending option button. For more information on types recognized by Word, choose the Help button in the Sort dialog box.

5. To use additional columns as a basis for sorting, repeat steps 4 and 5, selecting options under Then By for each column.
6. Choose the OK button.

To Sum a Row or Column of Numbers

1. Position the insertion point in the cell where you want the sum to appear.
2. From Layout Tab->Data Group-> Σ Formula Option.
 - a. Word analyses the table and proposes the appropriate formula in the Formula box. For example, if the insertion point is at the bottom of a column of numbers, Word proposes SUM (ABOVE).
 - b. If Word cannot determine an appropriate formula, it inserts an equal sign in the Formula box. You must type or select the function you want, as described in the following procedure.
2. Choose the OK button.

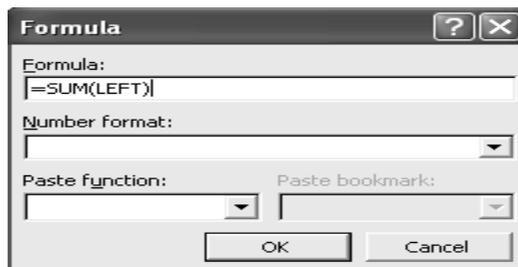


Table resizing

In-table row resize you can adjust any row's height directly in your table by dragging the row border up or down, just as you adjust column widths. If you hold down ALT while you drag the column border, the new vertical ruler shows you the exact row height.

Table move handle you can use the mouse to move your table to another position on the page.

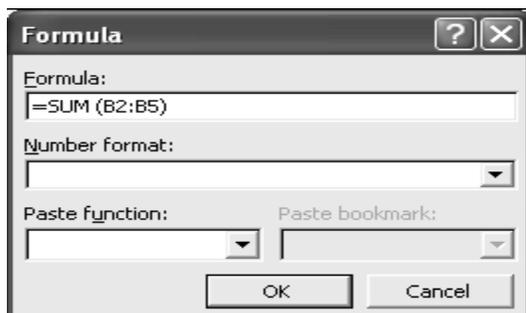
Table resize handle you can change the size of the entire table while maintaining the same row and column proportions.

Draw tool You can use this intuitive drawing tool to create and customize tables much the same way you would use a pen — just click and drag to draw the table boundaries and cell partitions, in any height and width you want.

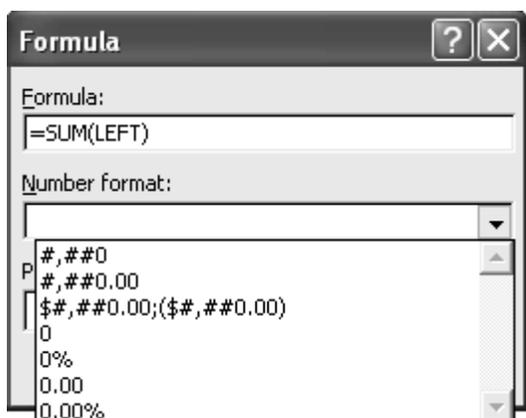
Eraser tool You can use this tool to remove any cell, row, or column partition or block of partitions so that they merge. In earlier versions of Word, you could merge cells only if they were in the same row. In Microsoft Word 2000, you can merge any adjacent cells — vertically or horizontally.

To Perform Other Calculations in a Table

1. Position the insertion point in the cell where you want the result to appear.
2. From the Table menu, choose Formula.
3. If word proposes a formula that you do not want to use, delete it from the Formula box.
4. You can perform simple calculation involving two or more separate cells by typing the cell references together with the arithmetic sign for adding, subtracting, multiplying, or dividing. For example, type **=A1+B4** to add these two cells, or **=A1/B4** to divide the number in A1 by the number in B4.
5. If you want to average two or more cells, or if you want to perform a more complicated calculation, you can select a function in the Paste Function box.
6. Word inserts the function you have selected in the Formula box.
7. In the Formula box, type between the parentheses the cell references. Designate a range of cells by using a colon to separate the first and last cells in the range. For example — SUM (B2:B5) will add the cells between B2 to B5



8. Under Number Format, Word suggests a format. If you want to change this format, type or select a different one in the Number Format box.



9. Choose the OK button.
10. For updating of Formula, right click on the formula and update field.

Using a Table to Create a Graph

Word makes it easy to create a graph, or chart, from data in a table. Select all or any part of the table, and then click the Insert Picture Chart. Word opens Microsoft Graph, which uses the selection to create a graph.

Footnotes, Endnotes and Bookmarks

Inserting Footnotes and Endnotes

Footnotes and endnotes are two separate sets of notes that you can use to explain the text in a document. Footnotes normally appear at the bottom of the page and endnotes at the end of a document.

To Insert Footnotes and Endnotes

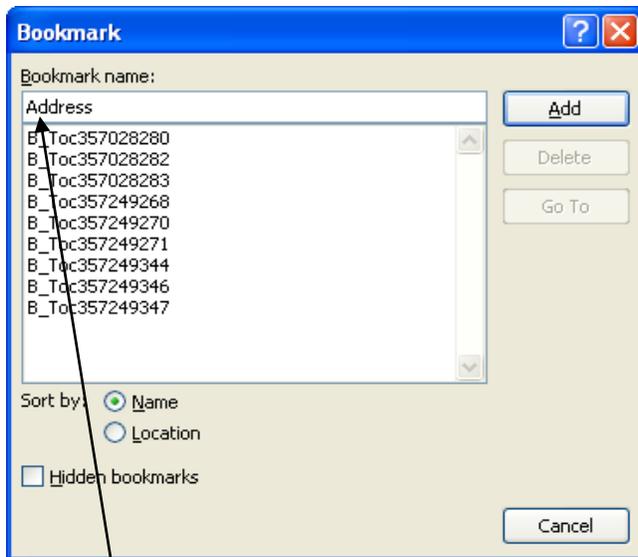
1. In Print Layout view, position the insertion point where you want to insert the note reference mark.
2. Then References Tab-> Footnotes Group-> Insert Footnote Command / Insert Endnote Command
3. Then type the Footnotes / Endnote followed by numbers.
4. If you want another Footnote/Endnote then References Tab-> Footnotes Group-> Next Footnote Command and follow the Option.

Bookmarks

A bookmark can mark selected text, a graphic, tables or rows within a table, the location of the insertion point, and other items.

To Define a Bookmark

1. Select the text, item, or location you want to mark.
2. Go to Insert Tab-> Links Group-> Bookmark Command or Press CTRL+SHIFT+F5.



Bookmark Name

3. In the Bookmark, the Bookmark name must begin with a letter. The name can contain only letters.
4. Finally click Choose the Add button.

To View or Hide Bookmarks

1. From the Tools menu, choose Options.
 2. Select the View tab.
 3. Under show, select or clear the Bookmarks check box.
 4. Choose the OK button.
- When bookmarks are visible, Word encloses each bookmark in square brackets.*

To Locate a Bookmark

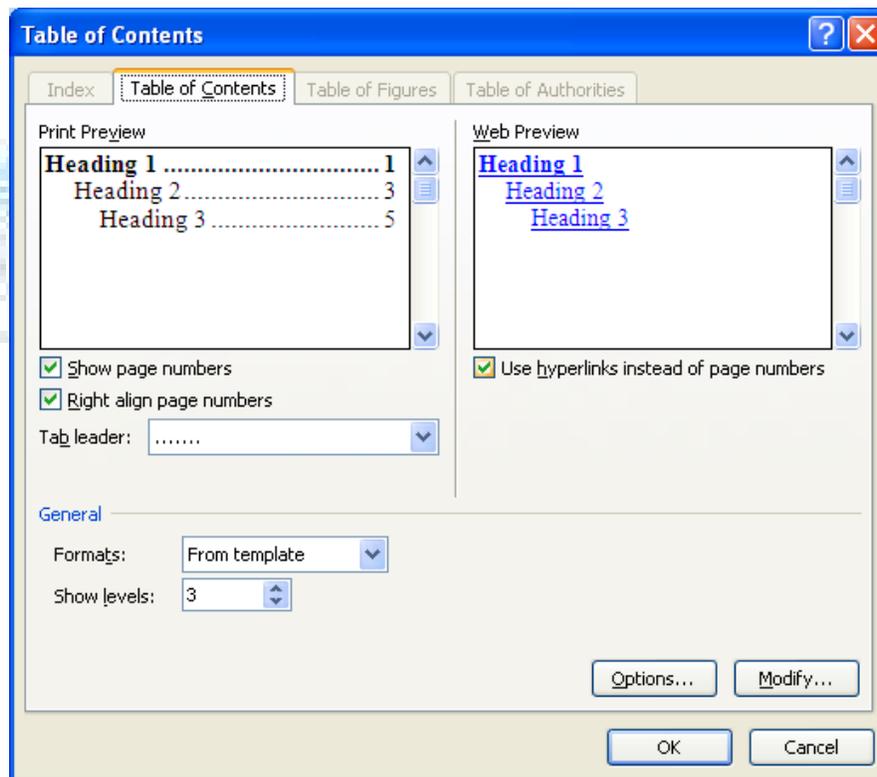
1. From the Edit menu, choose Bookmark. Word lists bookmark names alphabetically.
2. Select the bookmark name you want to locate, and then choose the Go To button. Word moves to the bookmark and highlights its contents. The Bookmark dialog box remains open so that you can locate other bookmarks.
3. When you finish inserting bookmark, choose the Close button.

Using Table of Contents

A table of contents lists headings in the order they appear in a document and the page numbers where the headings appear. A table of contents usually appears at the beginning of a document and can include several levels of headings.

To Compile a Table of Contents by Using Built-in Heading Styles

1. Make sure that the headings you want to include in the table of contents are formatted with the built-in heading styles.
2. Position the insertion point where you want to create the table of contents.
3. Go to References Tab->Table of Contents Group -> Table of Contents Command->Insert Table of Contents Fields Option.



4. Select the Table of Contents tab.
5. In the Formats box, select the format you want for the table of contents.
You can also do one or more of the following:

To	Do this
Display page numbers in the table of contents	Select the Show Page Numbers check box.
Specify the number of heading levels you want to display in the table of contents.	In the Show Levels box, type or select the number of levels you want to display.

5. Finally click OK button.

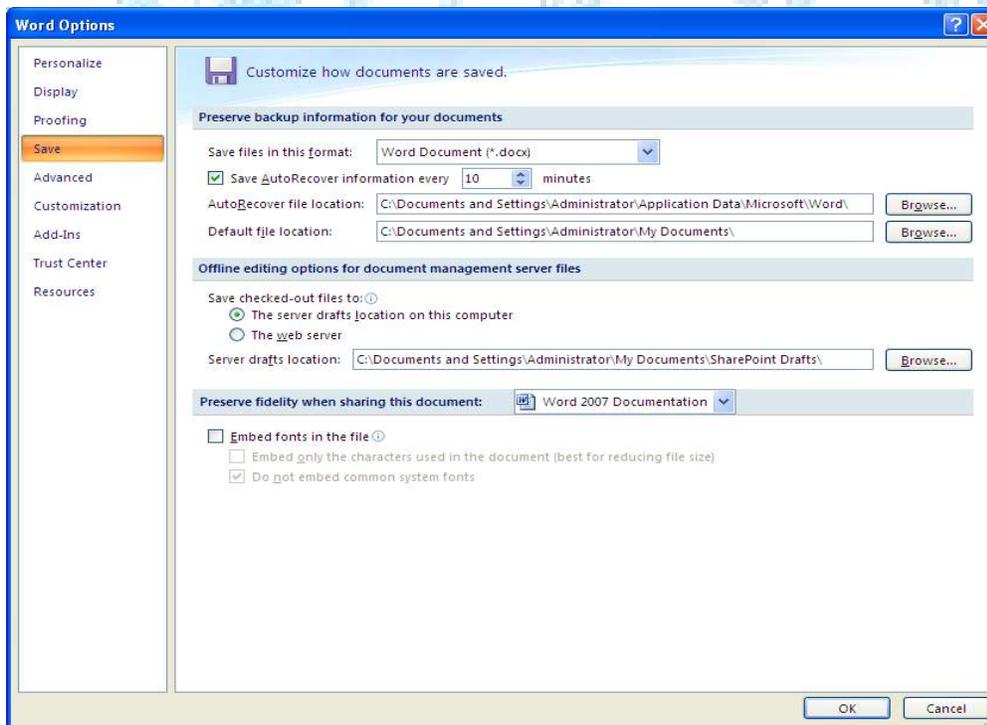
Managing Word Documents

Controlling How Word Saves Documents

Word can protect your work by saving a temporary copy of a document periodically as you work, or by saving a backup version of the document each time you save it.

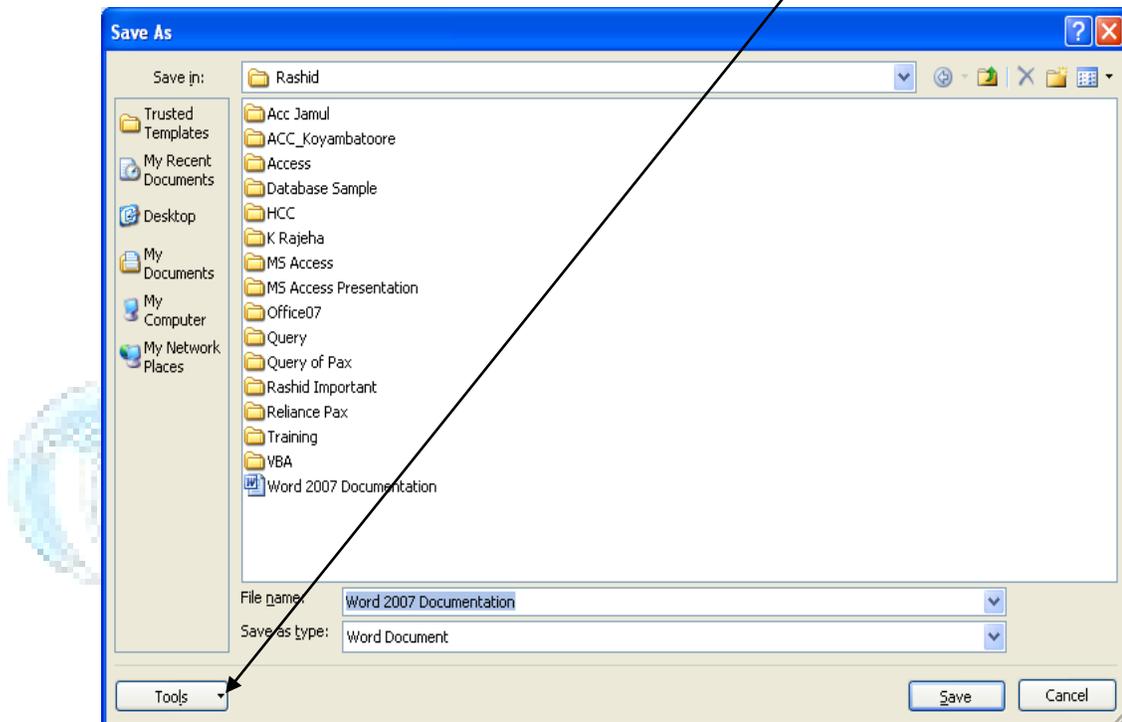
To use these features, Go To Access Button-> Word Option Button or from Save As dialogue box click down arrow key of Tools Button which is located in the left most bottom corner, and then select the Save tab. Use the check boxes under Save Option to control how Word saves your documents.

To Save Documents automatically as you Work

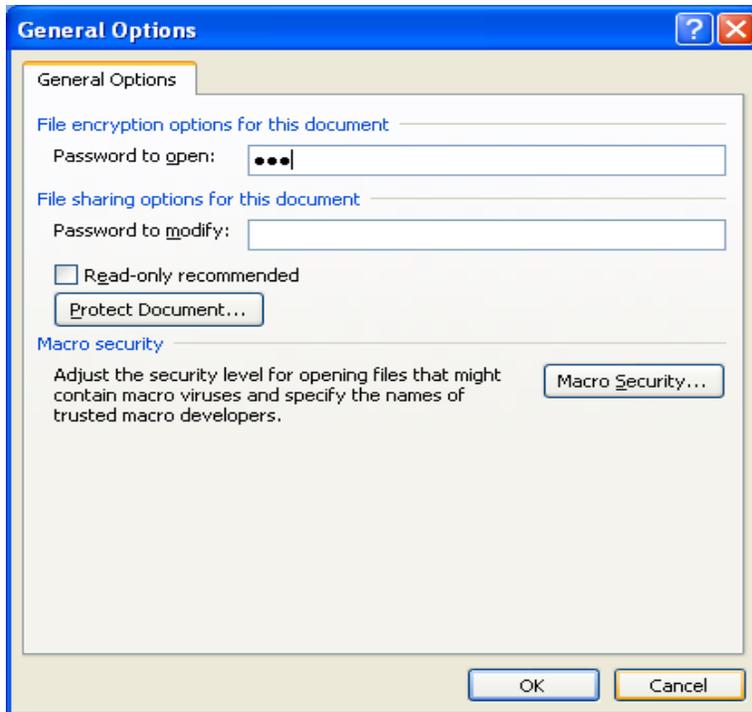


To Protect a Document with a Password

1. Open the document you want to protect with a password.
2. Then From Save As dialogue box click down arrow key of Tools Button which is located in the left most bottom corner and click General Option.



3. To allow only users who know the password to open the document, type a password in the Protection Password box.
4. To prevent other users from saving changes to the document, type a password in the Write Reservation Password box. Users who do not know the password can still open the document as read only.



5. A password can contain up to 15 characters and can include letters, numbers, Symbols, and space. As you type the password, Word displays an asterisk (*) or bullet (.) for each character you type. Note that passwords are case-sensitive.
6. Choose the OK button.
7. When Word prompts you to confirm the password, retype it, and then choose the OK button.
8. To save the document, choose the OK button.

Mail Merge

About Mail Merge

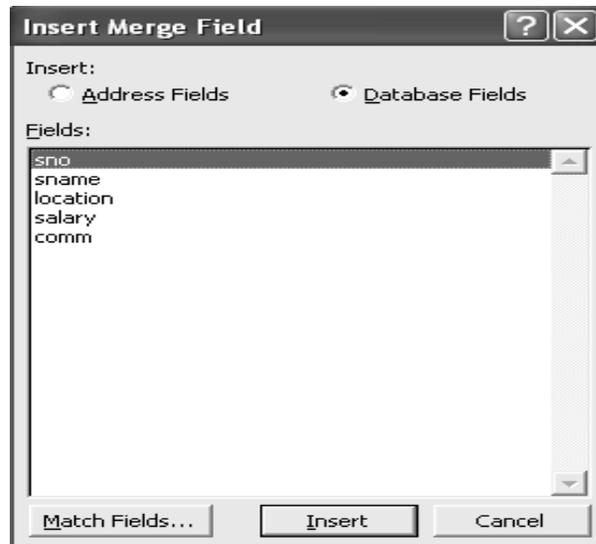
In Word processing, Mail merge is the process of transferring selected information from one document to another document. For example writing one letter and instantly merge it with your mailing list. Mail Merge tool of word enables you to take information from two documents and combine them into a single document.

Some of the important guidelines for naming fields in data files are

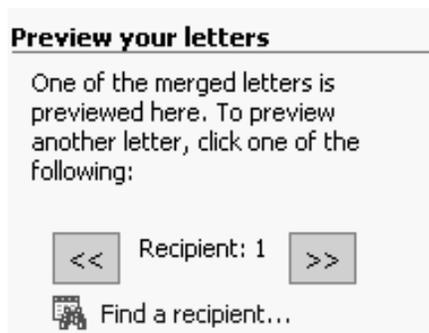
1. Each field name must be Unique.
2. It must begin with an alphabet.
3. It can contain letters, numbers, underscore but no space.

Steps for Mail Merge

1. Type a letter in a new document. Then Go to Mailing Tab->Start mail Merge Group-> Click Start Mail Merge Command arrow key->Step by Step Mail Merge wizard
2. Mail Merge task pane appears on the right of the document window.
3. Select the **Letters Radio button** from what type of document are you working on text box?
4. Click the Next: Starting Document step at the bottom of the task pane.
5. Choose the Use the current document radio button and click the Next :select recipients Wizard step
6. Choose the type a new list radio button
7. Create a new address list by clicking on **Create...** from Type the names and addresses of recipients.
8. A **New Address list** dialogue box opens. Enter Address Information in the field boxes, click new entry button to add new record. After finishing the records entry, click on close button. A save dialogue box appears. Enter a file name in the file name box, click on save. A **Mail Merge Recipients** Dialogue box appears. Click on **OK** button. In the task pane, click the next: Write your letter.
9. Then Click on the Insert Merge Field  command from the mail merge toolbar. From the Insert Merge field dialogue box, place your cursor where you want to insert a field, select the Field from Fields box and click on Insert button.
10. Repeat the above step till you place all the fields properly
11. In the task pane, click the next: Preview your letter



12. Preview your letters by clicking on << or >> buttons in the task pane.



13. Click on next: Complete the merge from the task pane.
 14. Click on Print or Edit Individual Letters... from the task pane.

Note:

- If you click on Edit individual Letters option then a Merge to new document dialogue box appears. Choose All, Current, or From – to option. Then click on OK.
- If you click on Print option then a Merge to Printer dialogue box appears. Choose All, Current, or From – to option. Then click on OK.

Working with Other Applications

Opening a Document Created in another Application

1. Click Quick Access button and click Open Command.
2. In the List Files of Type box, select the type of file you want to open. If you do not know the type of document or file format, select All Files.
3. In the File Name box, select the document you want to open.
4. If the document you want to open does not appear in the list of filenames, select a different drive or directory, or volume or folder.
5. Choose the OK button to convert a copy of the document to Word format.

To Save a Word Document in a Different File Format

1. Click Quick Access button and click Save As Command.
2. In the Save File As Type box, select a file format.
3. If a format in which you want to save a document does not appear in the Save File As Type box, you can add the converters you need by running the Microsoft Word Setup program again.
4. In the File Name box, type a new name for the document, and then choose the OK button.

To Create a Link to another File or Word Document

1. Make sure that you save the source file before you link the information.
2. In the application in which the information you want to link was created, open the source file and then select the information you want to link.
3. Then go to Home Tab-> Clipboard Group->Copy Command.
4. Switch to the Word document, and then position the insertion point where you want to insert the linked information.
5. Then go to Home Tab-> Clipboard Group->Paste Special.
6. Select the Paste Link option button.
7. Under As, select the format you want, and then choose the OK button.

Customizing Word

Customizing the Word Screen

- Do one or more of the following:

To display or hide	Do this
Scroll bars	From the Tools menu, choose Options. Select the View tab, and then, under Window, select or clear the Horizontal Scroll Bar check box or the Vertical Scroll Bar check box.
The status bar	From the Tools menu, choose Options. Select the View tab, and then, under Window, select or clear the Status Bar check box.

The horizontal ruler	From the View menu, choose Ruler.
Both the horizontal and the vertical ruler	In page layout view or print preview, choose Ruler from the View menu.
Screen elements, such as toolbars and the status bar	To hide the screen elements, choose Full Screen from the View menu. To redisplay the hidden screen elements, choose the Full Screen button at the bottom of the screen.
All non-printing characters	Click the Show/Hide button the Standard toolbar.
Individual nonprinting characters, such as tab characters or paragraph marks	From the Tools menu, choose Options. Select the View tab, and then, under Nonprinting Characters, select or clear the nonprinting characters you want to hide or display.

To Change the Display of Toolbars

- From the View menu, choose Toolbars, and then do one or more of the following:

To	Do this
Display or hide toolbars	Select or clear the check box for the toolbar you want to display or hide.
Display or hide on-screen description of buttons	Select or clear the Show ToolTips check box.
Display standard-size toolbar buttons or enlarged toolbar buttons	Select or clear the Large Buttons check box.
Add colour to toolbar buttons	Select the Color Buttons check box.

- Choose the OK button.

To Change the Display and Command Settings in Word

- From the Tools menu, choose Options.
- Select the tab you want.

To	Select this tab
Modify the appearance of the application and document windows, such as the display of scroll bars and the status bar	View
Modify Word settings, such as the default units of measurement and the display of three-dimensional (3-D) dialog boxes.	General
Modify Word editing settings, such as typing to replace a selection, dragging selected text to a new location, and instruction Word to add or remove spaces during a cut and paste action	Edit
Specify option for printing documents, such as printing summary information about a document and updating fields when printing	Print
Specify the types of revision marks you want for inserted text, deleted text, and revised lines	Revisions

Specify information about the primary user, such as the name, return address for envelopes, and initials used when inserting annotations	User Info
Specify options to alter the behaviour of Word so that it more closely matches the behaviour of another application	Compatibility
Identify the default storage location for documents, templates, and other items you create or use in Word	File Locations
Specify how Word saves documents, such as whether Word should always create a backup copy and prompt for summary information; also allows you to set password protection	Save
Specify the options Word uses to check spelling , such as identifying custom dictionaries and their languages	Spelling
Specify the rules Word uses to check grammar	Grammar
Set rules to enhance document formatting, such as adjusting tab stops and spacing, and to specify that Word change all quotation marks to curly, or “smart,” quotation marks	AutoFormat

3. Select, clear, or type the options you want to change, and then choose the OK button.
For more information about these options, choose the Help button on the appropriate tab.



Printing your document

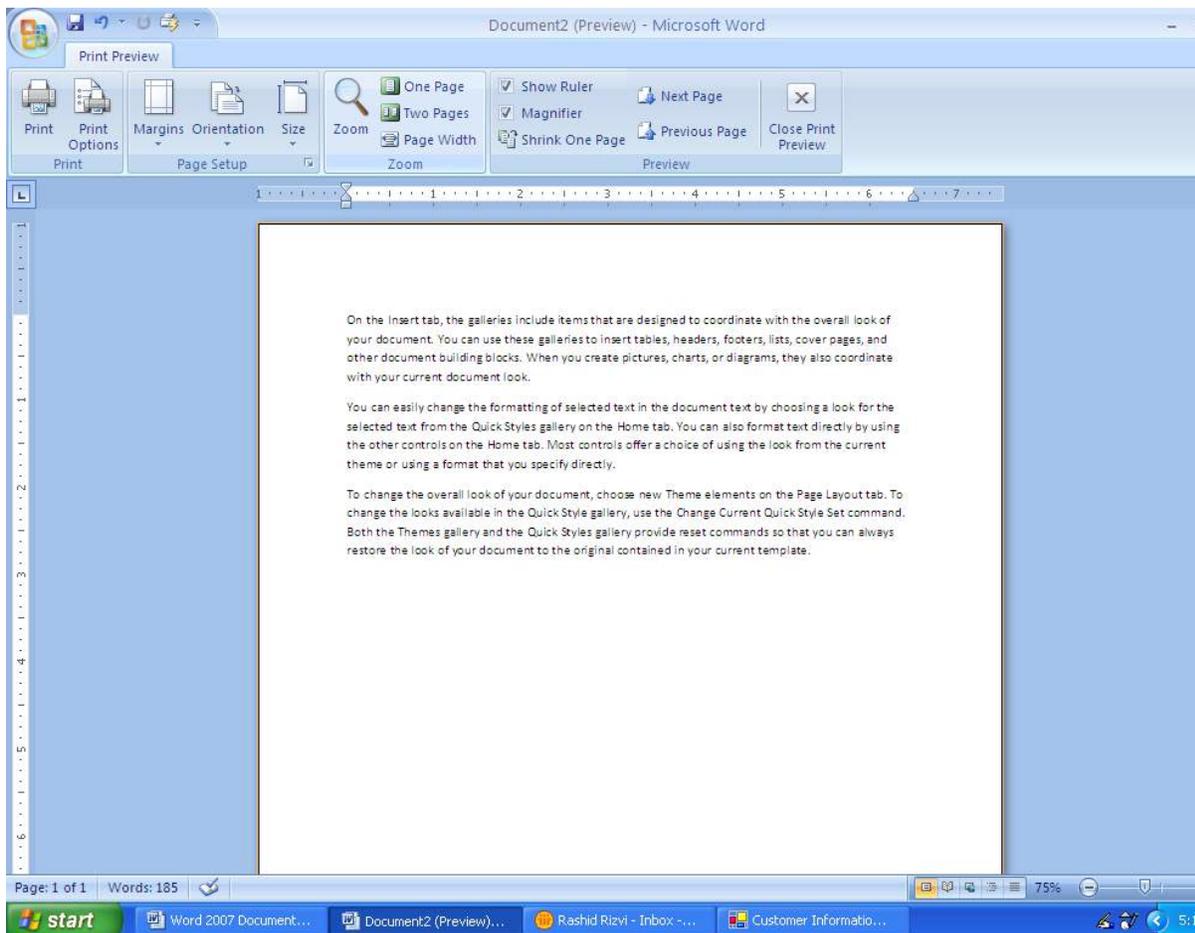
Before you print, Preview your document using Print Preview command which comes under Quick Access Button->Print->Print Preview

Previewing your document

To get a better idea of how your document will look when you print it, you can use the Print Preview window.

Quick Access Button->Print->Print Preview

Your document in the Print Preview window should look like the following illustration.



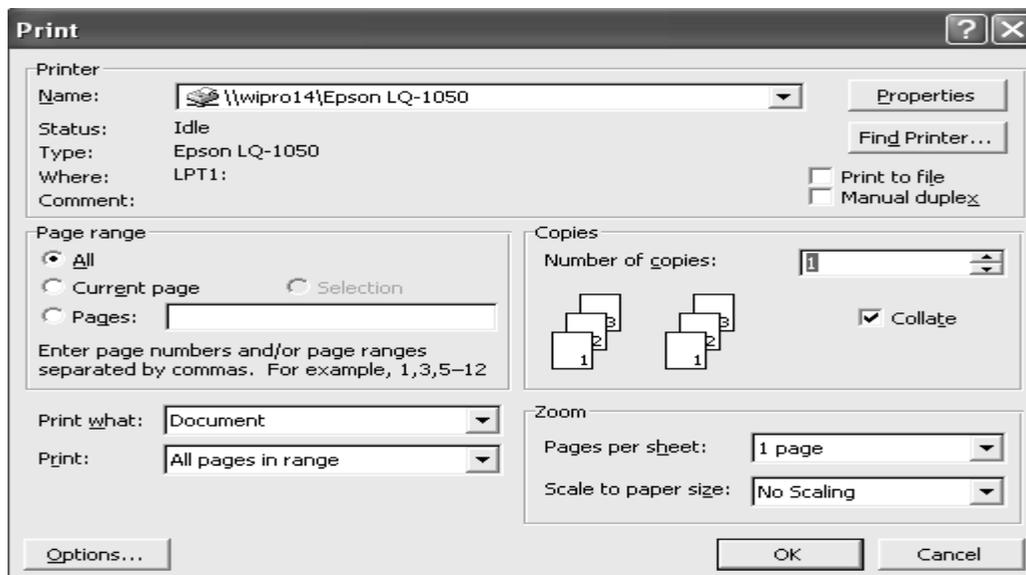
View other pages

- On the Print Preview toolbar, click the Multiple Pages button, move the pointer across the first two

- boxes in each row to select them, and then click the mouse button.
- Now you can see all the pages of the document at once.

Printing

- Be sure that the printer is on.
- On the Standard toolbar, click the Print button. OR
- On the File menu, click Print.
The Print dialog box appears.
- In the Page Range area, select the Current Page option.
- In the Number Of Copies box, type the number of copies you want.
- Click OK to begin printing.



Print a range of pages

- On the File menu, click Print.
- Under Page Range, specify the portion of the document you want to print.

If you click Pages, you must also enter the page numbers or page ranges you want to include, or both.

Note

You can also select the portion of the document you want to print. Click Print on the File menu, and then click Selection.