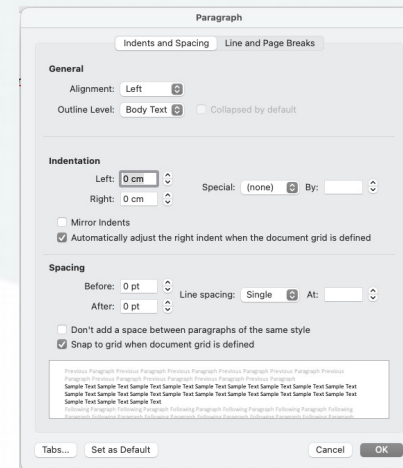
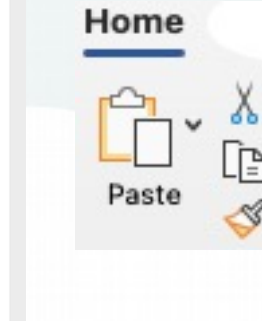
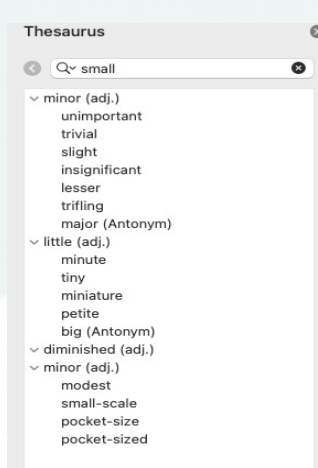
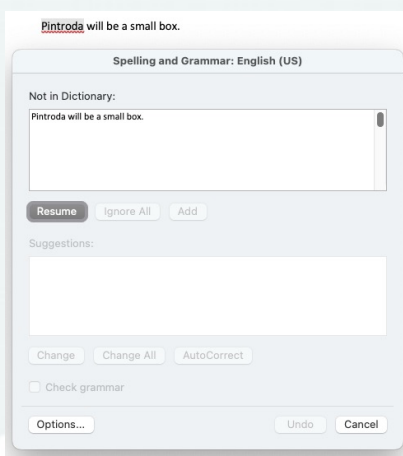
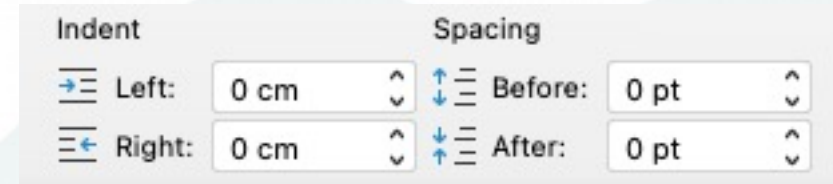
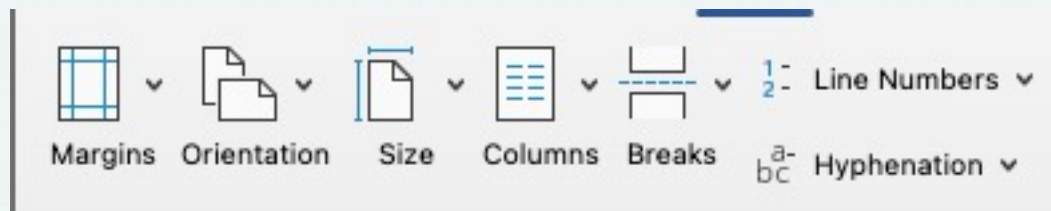
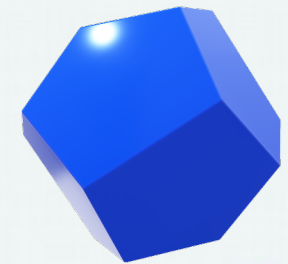




MS Word or Microsoft Word Tools

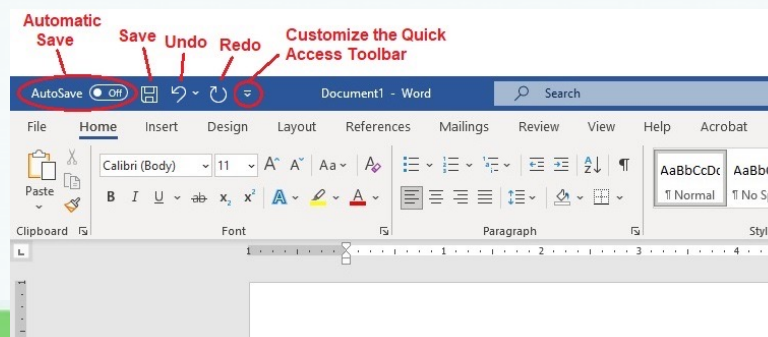
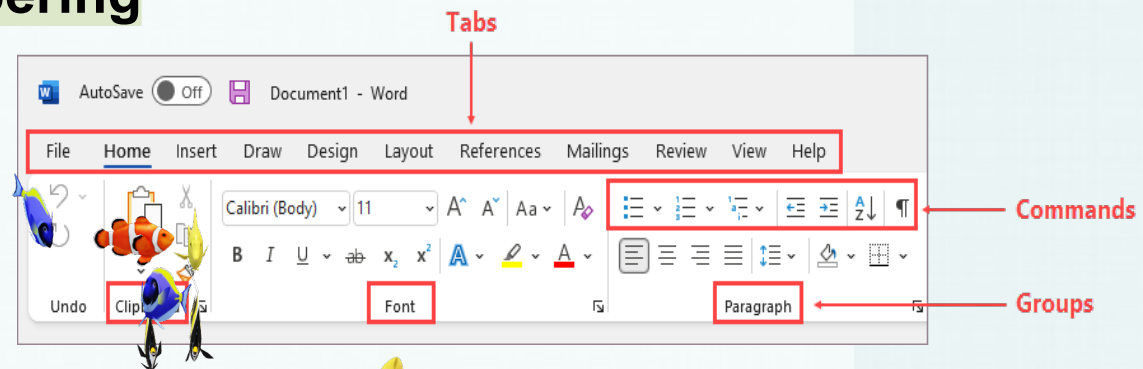
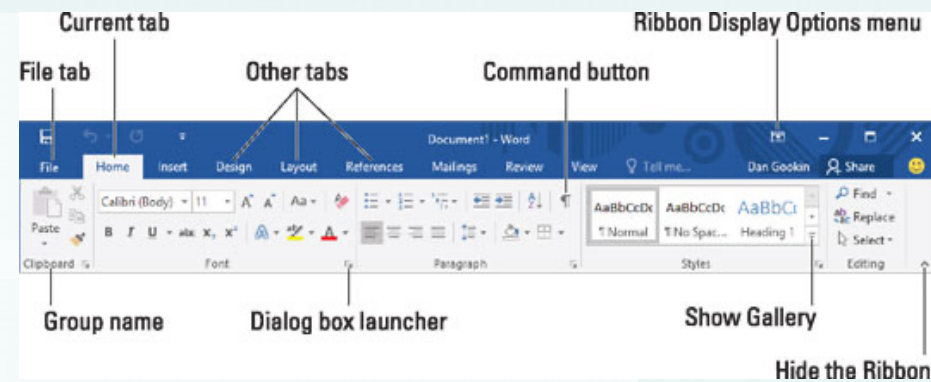


By Probir sir

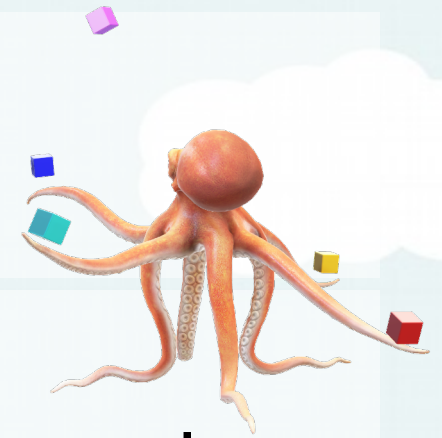


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Introduction

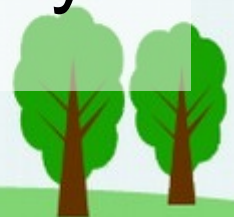


- MS Word stands for Microsoft Word.
- It is the widely used and most popular word processing software.
- We can create, edit documents like book, resume, letter, newsletters, brochures, flyers, postcards, proposals, plans, budgets, company reports and invitations
- It provides various tools to create documents more attractive and presentable.



Editing a Document in MS Word

- Modifying the contents of a document is called editing a document.
- To make any changes to the text we need to select the text.
- There are two ways to select the text – 1. Using Mouse 2. Using keyboard.
- Using Mouse -> Click at the starting word and drag till the last word you want to select.
- Using Keyboard -> Place your mouse pointer before or after the word and press shortcut keys.



To Select The Text using Mouse

- Other than clicking and dragging the mouse we can use the following techniques to select the text.

Serial No.	Shortcut	Description
1	Double-Click a word	To select a single word
2	Click on the margin just before the start of a line	To select the entire line
3	Ctrl + Click on any sentence	To select the entire sentence
4	Click thrice on a paragraph	To select the entire paragraph



To Select The Text using Keyboard

- The shortcut keys described in the table are the methods to select Text in MS Word.

Serial no.	Shortcut Keys	Description
1	Shift + ← or Shift + →	To select a letter to the right or left of cursor.
2	Shift + ↑ or Shift + ↓	To select a line up or down the cursor position
3	Ctrl + shift + →	To select a word towards the right of the cursor
4	Ctrl + Shift + ←	To select a word towards the left of the cursor
5	Ctrl + A	To select the entire document at once

Copying and Moving Text 1

- Copying the Text – Sometimes you need to use the same text more than once in a document. To use the text again and again without retyping we do copy.
- Use the following steps to copy – Select the text -> Click on copy from Clipboard group under the Home Tab -> Place the cursor where you want to copy -> Click on the Paste from Clipboard group under the Home Tab.
- Shortcut Keys – To copy press Ctrl + C and To Paste Ctrl + V.



Copying and Moving Text 2

- Moving the Text – Moving the text or Cutting the text is a process where you remove the text from the original position to a new location.
- Use the following steps to cut – Select the text -> Click on cut from Clipboard group under the Home Tab -> Place the cursor where you want to move -> Click on the Paste from Clipboard group under the Home Tab.
- Shortcut Keys – To cut press Ctrl + X and To Paste Ctrl + V.



Undo and Redo

- Word provides two important features to allow you to reverse or redo your recent action. Those are Undo and Redo commands.
- The Undo feature allows to reverse a mistake or let you go back to a previous position once or multiple times. Shortcut Key to Undo is Ctrl + Z.
- The Redo feature allows to reapply actions that were previously undone using Undo command. You can apply Redo multiple times. Shortcut key to Redo is Ctrl + Y.
- Both the Commands are found on the Quick Access Toolbar.



Spelling and Grammar Check

- Word can automatically correct the spellings as we type. This feature is known as Spelling and Grammar Check.
- If you do any spelling mistake it will be underlined with wavy redline.
- If you do any grammatical mistake it will be underlined with blue double underlines.
- Click on the Review Tab -> Proofing Group -> Spelling & Grammar command -> If any mistakes are there -> Click on change.
- Thesaurus – Thesaurus is a dictionary that shows synonyms and antonyms of the selected word. It is found under the Review Tab, proofing Group.



Formatting a Document in MS Word

1

- Formatting means changing the appearance of a document to make it look attractive.
- We can change the appearance by changing font, text alignment, spacing between the lines and paragraph, indentation.
- Font refers to the look and style of the text. There are *lots of font style available*. Calibri, Times New Roman **are examples**.
- Changing Font Size – means make the font size larger and smaller.
- Changing Font Colour – makes your text showed in different colours.
- Making the text **Bold**, *Italic*, Underline – **Bold** means slightly thicker than normal text, *Italics makes the text curvy in look*, underline gives an underline to the text.
- Superscript and Subscript – Text written slightly above the normal text is superscript and slightly below the normal text is subscript.



Formatting a Document in MS Word

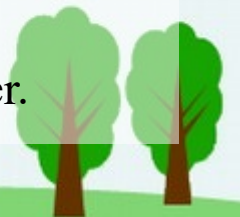
2

- 1st, 2nd, x² are the examples of superscript. Shortcut key to make superscript is Ctrl + Shift + =.
- H₂O, CO₂ are the examples of subscript. Shortcut key to make subscript is Ctrl + =.

- Change Case -

Text Case	Description
Sentence Case	It capitalises the first letter of the sentence.
Lowercase	It makes the text appear in small letters.
Uppercase	It makes the text appear in capital letters.
Capitalize Each Word	It changes the first letter of every word to upper case.
Toggle Case	It changes the case of every selected letter in reverse manner.

- Applying Text Effects – You can apply some effects like shadow, glow, reflection etc.
- Highlighting Text - means to mark the text in a different colour that makes it stand out.
- Clear All Text Formatting – Clicking on this will clear all the text formatting.
- All the above mentioned formatting can be found in Font Group under the Home Tab.
- Drop Cap – lets you insert a decorated first letter that drops down into first two or more lines. Drop Cap option is found in Text Group under the Insert Tab.
- Format Painter – feature allows us to copy the format of one part of the text to another.



Text Alignment

- Text Alignment refers to the positioning of the text on the page with respect to the margin.
- Align Left - the selected text will be left align with left side even and right side ragged. Click on the left align button or press Ctrl + L after selecting text.
- Align Right - the selected text is right aligned with right side even and left ragged. Click on the right align button or press Ctrl + R.
- Center - the selected text is centre aligned. Text starts from the middle of the page or paragraph. Click on this button or press Ctrl + E.
- Justify - text is aligned from both the left and right sides. Click on this button or press Ctrl + J.
- These features are found in the Paragraph group under the Home Tab.



Line, Paragraph Spacing and Indentation

- Line spacing – Line spacing refers to the space between the lines of text. You can change the spacing between lines to make text appear presentable that suits your needs.
- Click on the Line and Paragraph Spacing command in the Paragraph Group in the Home Tab.
- Paragraph Spacing – refers to the spacing before and after the paragraphs and between the paragraphs. To adjust paragraph spacing click on the Layout Tab, Paragraph group and Spacing section.
- Indentation – refers to the space between the text and the left margin before starting a new paragraph. We can Increase or Decrease indent to make our document stand out and easier to read.



Applying Bullets and Numbering

- Bullets and numbering features allow us to create lists and outlines in our documents.
- To create a bulleted list -> Click on the Bullets drop-down arrow from Paragraph group in the Home Tab -> select your desired bullets.
- To create a numbered list -> Click on the Numbering drop-down arrow from Paragraph group in Home Tab -> select the desired option.



Header and Footer

- Header – A header is the top portion of a word document. It holds information like the title of the document, date, etc.
- To Apply Header – Click on the Insert Tab -> Header and Footer Group -> drop-down menu -> Select your style to apply header -> Close Header & Footer.
- Footer – The bottom portion of a word document is known as footer. It holds information like page numbers, author's name, word meanings etc.
- To Apply Footer – Click on the Insert Tab -> Header & Footer Group -> drop-down menu -> Select your style to apply footer -> Close Header & Footer.



Page Setting and Layout 1

- Setting Page Margins – A margin is the empty space between the edges of the page and the text of the document. The default margin is 1” on each side of the page.
- To modify margin setting -> Layout tab -> Page Setup group -> Margins drop-down button -> select any option or Custom Margins.
- Page Orientation – Page Orientation is the direction in which a page is displayed, either landscape or portrait. By default word page is set as portrait.
- Setting Page Size – There are different Page sizes in word. A4 is the standard document paper size. Page size is found in Page Setup group under the Layout tab.
- Inserting Columns – Word allows you to present your data in the form of columns like a newspaper or magazine.
- To insert columns in a document – Select the text -> Click on Layout Tab -> Page Setup group -> Columns button -> Select option from the appeared list Or click on More Columns option to set up custom columns.



Page Setting and Layout 2

- Inserting Breaks – Breaks represent the end of one section. Word allows three different types of breaks like page break, column break, and line break.
- Page Break - Page break moves the cursor immediately to the next created page. To apply page break press Ctrl + Enter Or Click on Layout Tab after placing the cursor position where you want to insert Page Break -> Click on Breaks drop-down in the Page Setup group -> Click on Page option.
- Column Break – If you want to shift text from one column to another, you need to insert a column break. To apply Column break press Ctrl + Shift + Enter Or Click on Layout Tab after placing the cursor position where you want to insert Column Break -> Click on Breaks drop-down in the Page Setup group -> Click on Column option.
- Line Break – When we press Enter/Return key it places the cursor to the new line by creating a new paragraph. Line Break is used to create a new line without adding a paragraph. To add a Line Break place the cursor where you want to add line break -> Press Shift + Enter.



Find and Replace Text

- Find and Replace feature is used to find a specific text in the document and replace it with another text.
- Find and Replace is found in the Home Tab, Editing Group.
- Shortcut key to Find is Ctrl + F and Shortcut key to Replace is Ctrl + H.
- On the Find and Replace dialog box we have to type Find What and Replace What according to our necessity, then we can find or replace a word, phrase or letters.
- Replace All button click replaces all the occurrences of the text at a one go.



Working with Shapes

- Shapes help a document look attractive. Word provides Basic shapes like 2D & 3D, Block Arrows, Flow Chart, Equation Shapes, Stars and Banners, Callouts.
- To Insert a Shape we go to Insert Tab and illustrations group.
- Formatting a Shape – After adding a shape we can modify it to make it look even more attractive. We can change the Outline, Add Text to the shape, Add different Shape effects like Glow, Shadow, Reflection etc.
- Format Tab appears when you select a shape or create a new shape.
- To Add Text to the shape we simply select the shape and right click on the shape -> from the context menu select add text -> type your text -> click outside.
- Flowchart Shapes – You can easily make a flowchart using flowchart shapes.



Page Border and Colour, Adding Watermark

- A page border appears outside the margins of each page. It makes the page look attractive.
- To apply a page border -> click on the Design Tab -> Click Page Borders option in the Page Background group -> Border and Shading dialog box appears -> Select Page Border Tab -> Adjust setting, style, colour, art, size etc -> Click OK.
- A Text Border appears around the text in word. To apply text borders we have to select Borders Tab from Border and Shading.
- Page Colour – allows to give different background colour to the word document page. Page Colour can be found in Design tab under the Page Background group.
- Adding Watermark – Watermark is a way to protect our document from being misused. The most common watermarks are Urgent and Confidential which may appear as a ghost text behind your document in the background.



Printing a Document

- Word allows us to take printout of the document we have been working with.
- To Print -> Click on the File tab -> Click on the Print -> Print dialog box will appear.
- Print Settings – contains different settings such as Print All Pages, Print on both Sides, Orientation of the pages etc.
- Selecting Printer – This drop-down menu contains a list of all the printers that are installed on your computer.
- Number of Pages – The first setting under the Settings section allows you to specify the number of pages you want to print.
- Print Preview – The rightmost pane of the Print window displays the document how the printout will look like.
- Print to PDF - PDF full form is **Portable Document Format**. It is the commonly used format for sending and receiving document.
- Shortcut key to print a document is Ctrl + P.



Shortcut Keys

Serial No.	Shortcut	Description
1	Ctrl + S	Saving a document
2	Ctrl + O	Opening a document
3	Ctrl + N	Creating a new document
4	Home	Moves the cursor to the beginning of the document
5	End	Moves cursor to the end of the line
6	Ctrl + Home	Moves the cursor to the beginning of the document
7	Ctrl + End	Moves the cursor to the end of the document
8	Ctrl + P	Print a Document
9	Ctrl + W	Close the currently open document
10	Ctrl + A	Selects the entire document
11	Shift + F7	Opens Thesaurus
12	Ctrl +] / Ctrl + Shift + >	Increase font Size
13	Ctrl + [/ Ctrl + Shift + <	Decrease Font Size
14	Ctrl + B	Makes the text bold
15	Ctrl + I	Make text italic
16	Ctrl + U	Underline the text
17	Ctrl + M	Indent the Paragraph
18	Ctrl + 1	Insert single line spacing
19	Ctrl + 2	Insert double space line



Conclusion

- MS Word is the finest example of Word Processing software.
- Through the application of different tools we can easily create, edit, format very attractive and useful documents.
- Almost in every Office, Schools, Home we use MS Word to create Reports, Letters, Brochures, Projects etc.

Thank You

