

## INTRODUCTION TO MS-WORD

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Microsoft word is application software developed by Microsoft Inc. Microsoft is an American multinational technology company. It is word processing software. Microsoft Word is used to create, edit, print and share professional-looking documents such as applications, forms, templates, business cards, letters, paper, reports, and booklets by using Microsoft Word.

MS-WORD is a part of the bigger package called MS OFFICE, which can do much more than word processing. In fact when you open up MS OFFICE you will find four main components in it. They are MS-WORD (for word processing), MS EXCEL (for spreadsheet), MS ACCESS (for database management) and MS POWERPOINT (for presentation purposes).

Let us consider an office scene. Many letters are typed in the office. The officer dictates a letter. The typist first types a draft copy of the letter. The officer goes through it to check mistakes regarding spelling errors, missing words, etc. and suggests corrections. The typist changes the letter as suggested by the officer. This is a simple example of word processing.

There are many software packages to do the job of word processing. Some of them work in DOS environment. Examples are WordStar, Word Perfect and Professional Write. But in these days working in WINDOWS is becoming more and more popular. So let us consider software for word processing which works in WINDOWS. Our choice is MS-WORD because it is the most popular software in these days.



**What are the basic Components (or) Elements of MS Word?**

# Components of Microsoft Word

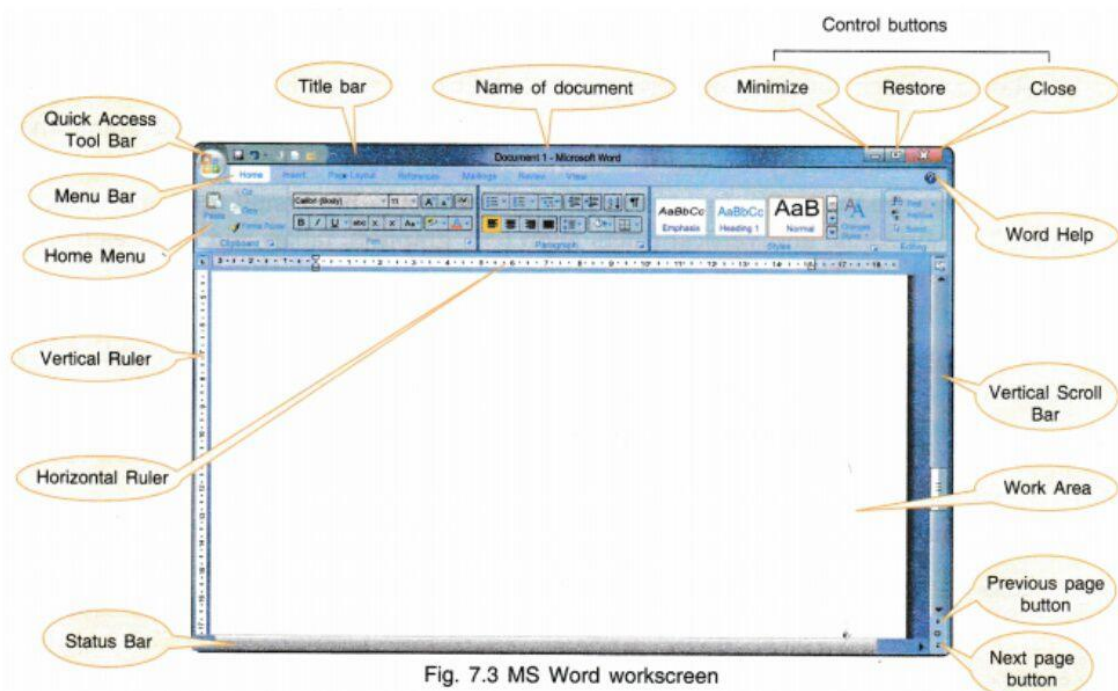
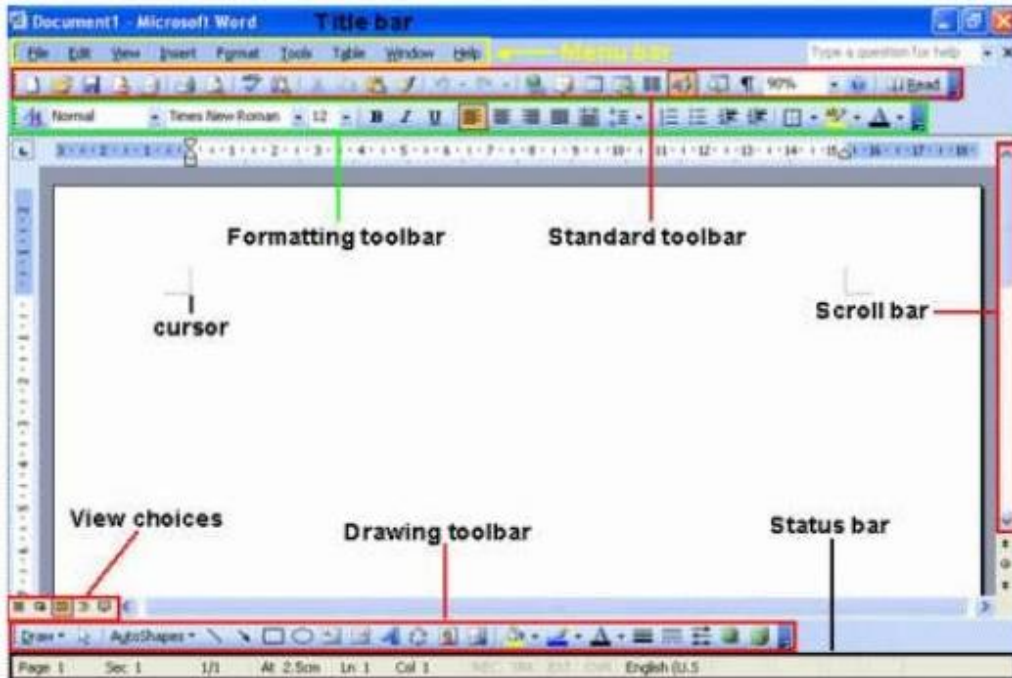
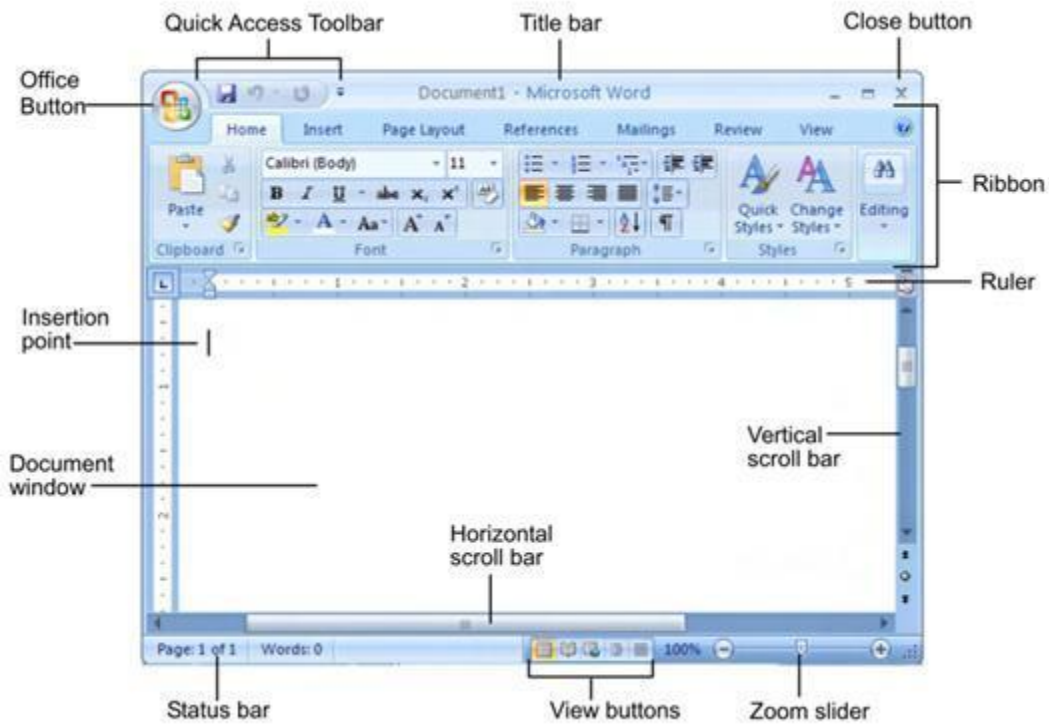
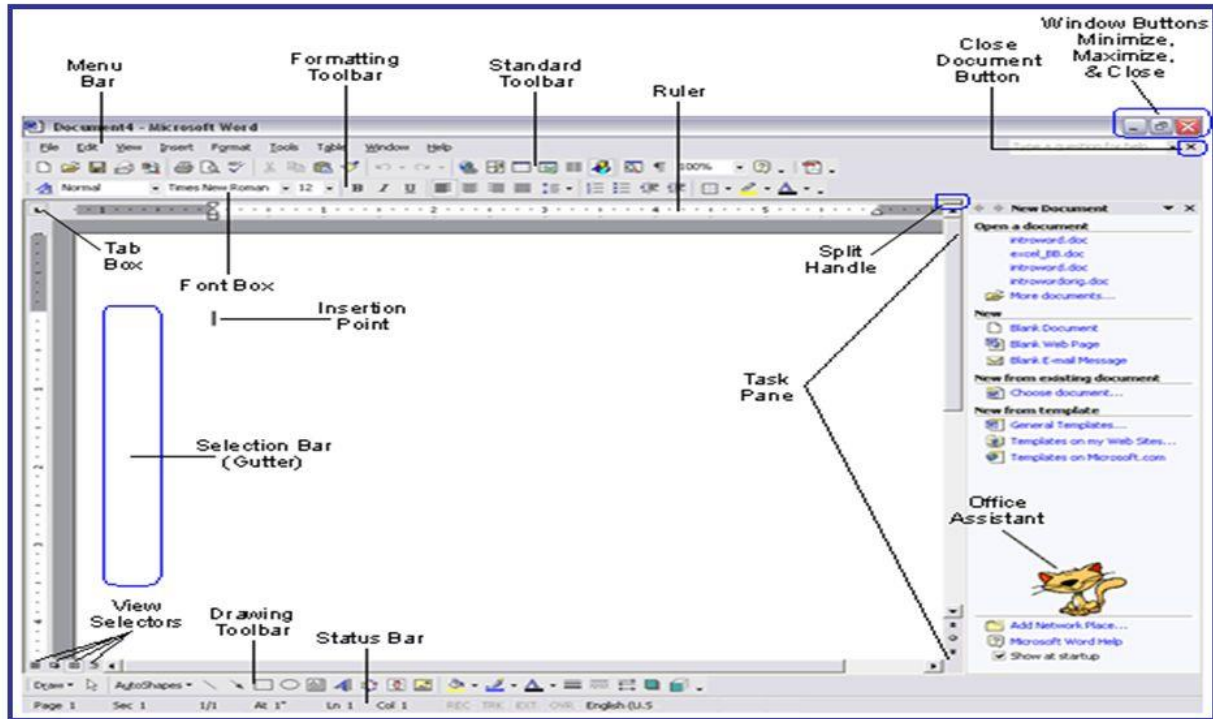
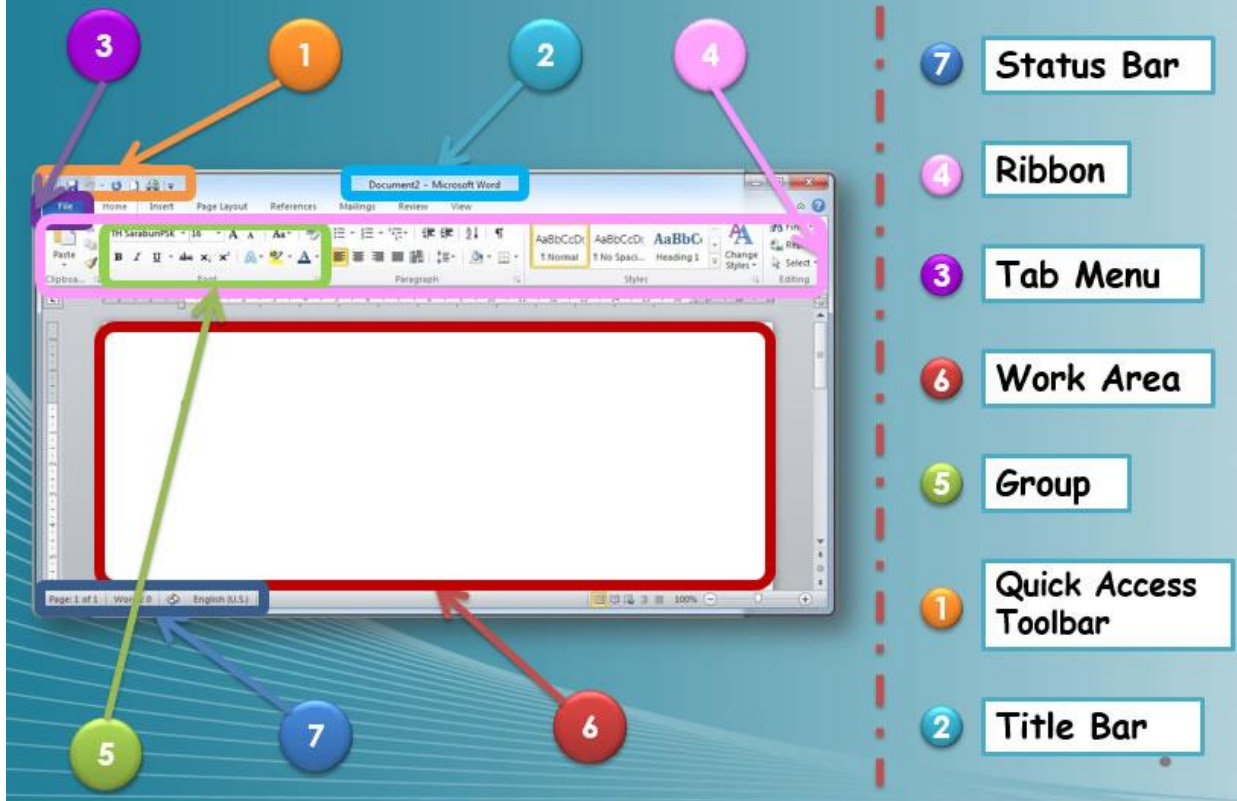


Fig. 7.3 MS Word workscreen

# Components of the Word Window



# Components of MS-Word



Various window elements of MS- Word

- Title bar
- Menu Bar
- Toolbars
- Workspace
- Status Bar
- Scroll Bars
- Scroll Box
- Task Pane
- Besides the usual PC window components (close box, title bar, scroll bars, etc.), a Word window has other elements

Component	Functionality or Purpose of the Component
Menu Bar	Contains File,Edit, View, Insert, Format, Tools, Table, Window and Help menus

Standard Toolbar	Contains icons for shortcuts to menu commands.
Formatting Tool Bar	Contains pop-up menus for style, font, and font size; icons for boldface, italic, and underline; alignment icons; number and bullet list icons; indention icons, the border icon, highlight, and font color icons.
Ruler	Ruler on which you can set tabs, paragraph alignment, and other formats.
Insertion Point	Blinking vertical bar that indicates where text you type will be inserted. Don't confuse the insertion point with the mouse I-beam. To move the insertion point, just click the mouse where you want the point moved.
End-of-File Marker	Non-printing symbol that marks the end of the file. You cannot insert text after this mark.
Selection Bar (Gutter)	Invisible narrow strip along the left edge of the window. Your mouse pointer changes to a right-pointing arrow when it is in this area. It is used to select a line, a paragraph, or the entire document.
Split Handle	Double-click to split the window in two (to view different portions of the same file). Double-click to return to one window
Status Bar	Displays page number, section number, and total number of pages, pointer position on page and time of day.
Task Pane	Displays and groups commonly used features for convenience.
Office Assistant	An animated character that can provide help and suggestions. There are multiple characters to choose from, and it is possible to turn the Office Assistant off.

### **Title Bar**

It displays the current active program name and name of the current document, at the top right end the control menu is present displaying the minimize ,maximize and close button.

### **Menu Bar**

Menu bar contains file menu, edit menu, view menu, insert menu, format menu, tools menu, table menu, window menu and help menu. Each menu has drop down menus.

### **Tool Bar**

This toolbar is used for easy works and there are many toolbars like Standard, Formating, Drawing, Tables and Borders etc.We can switch on the different toolbar by right clicking in the menu bar or any toolbar.

#### Ruler Bar

The alignment of the document is indicated in the ruler bar.

#### Status Bar

The information of the active document is displayed in this status bar. This includes the page number, current working page number, line number, column number.

#### Document

This work space is used for creating the document.

#### Scroll Bar

It is used to scroll easily through the entire document. By using the horizontal scroll bar, we can move the document to left and right position. By using the vertical bar, we can navigate the document in upward and downward direction and to scroll all the pages present in this document.

### **What are the Features (or) Characteristics of Word Processor?**

1. Text is typing into the computer, which allows alterations to be made easily.
2. Words and Sentences can be inserted, amended or deleted.
3. Paragraphs (or) text can be copied/moved throughout the document.
4. Margin and page length can be adjusted as desired.
5. Spelling can be checked and modified through the spell check facility.
6. Multiple documents/files can be merged.
7. Font size and font type can also be changed.
8. Text can be formatted in columnar style.

9. Table can be made and included in the text.
10. User friendly.
11. Web publishing.
12. Insert graphics, chart, tables and text effect in to the document.
13. Easy editing tools.
14. Auto correct, auto format, auto text features.
15. Clipart graphics insertions.
16. Spell check, Grammer check can be done.
17. Mail merge features.
18. Office assistant.
19. Decorating with a text.
20. Hyper linking a web page or to another documents or programs.

## **How to Create, Opening, Saving and Closing the Document?**

### **1. Creating a New Document**

To open an existing document performs any one of the following steps.

- a) Click File → Open
- b) Shortcut –Ctrl+O
- c) In standard toolbar click open icon.

### **2. Opening a Document**

- a) To open a typed document as follows
- b) Click file → Open

c) Short cut: Ctrl+O

d) In standard toolbar, click open icon.

### 3. Saving a Document

a) To save a typed document as follows

b) Click File → Save

c) Shortcut: Ctrl+S

d) In standard toolbar, click save icon.

### 4. Closing a Document

a) Click File → Close

c) Shortcut: Alt+F+C.

### Explain the Text Manipulation in MS Word?

Command	Shortcut	Description
Bold	Ctrl+B	Bold the selected text
Italic	Ctrl+I	Italicizes the selected text
Underline	Ctrl+U	Underline the selected text
Alignment		
Left	Ctrl+L	Left alignment
Right	Ctrl+R	Right alignment
Center	Ctrl+E	Center the text
Justify	Ctrl+J	Align both side (left and Right)

**Bold**



**A word processor is an application software for word processing, with a word processing program, you can create letter, tables, newsletters and academic papers they are easy to revise.**

### **Italic**

*A word processor is an application software for word processing, with a word processing program, you can create letter, tables, newsletters and academic papers they are easy to revise.*

### **Underline**

A word processor is an application software for word processing, with a word processing program, you can create letter, tables, newsletters and academic papers they are easy to revise.

### **Left Alignment**

A word processor is an application software for word processing, with a word processing program, you can create letter, tables, newsletters and academic papers they are easy to revise.

### **Right Alignment**

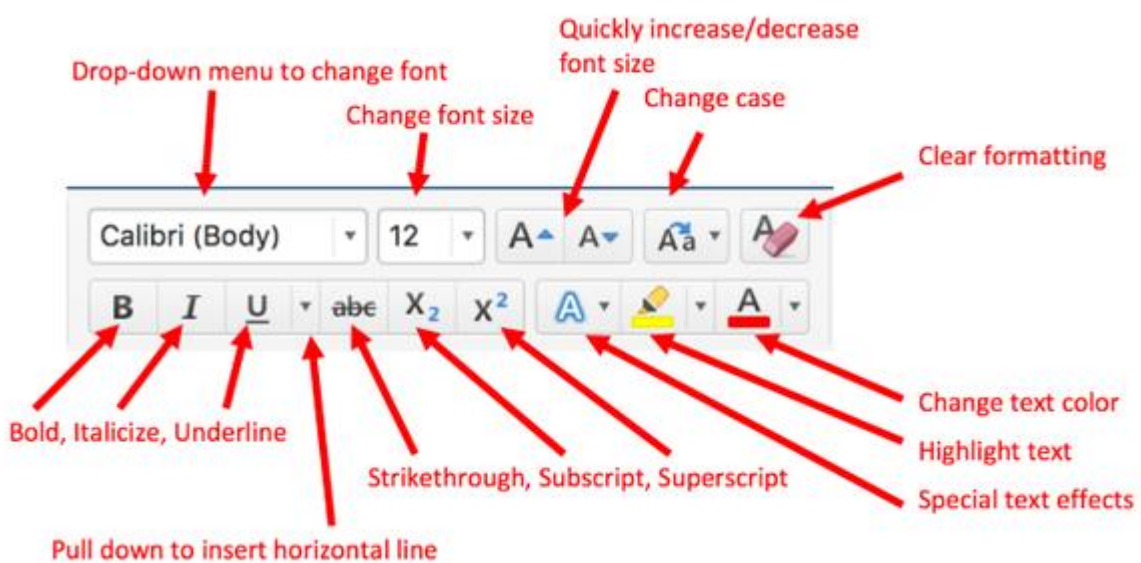
A word processor is an application software for word processing, with a word processing program, you can create letter, tables, newsletters and academic papers they are easy to revise.

### **Center Alignment**

A word processor is an application software for word processing, with a word processing program, you can create letter, tables, newsletters and academic papers they are easy to revise.

### **Explain the Text Formatting in Ms Word?**

Command	Shortcut	Description
Font	Alt+F	Change the font of selected text
Font Size	Alt+S	Change the size of the selected text
Font Colour	Alt+C	Change the colour of the selected text



## How to Cut, Copy and Paste in MS Word?

### Cut

Cut command is used to cut a block to select text. To cut a block selected text can be use the following steps

1. Choose cut from Edit menu
2. Short cut-Ctrl+X.

### Copy

Copy command is used to copy a block of selected text. To copy of selected text use the following steps

1. Choose copy from Edit menu

## 2. Short cut-Ctrl+C

### Paste

Paste command is used to paste a block copied/cut text. To paste copied/cut text is use the following steps.

1. Choose paste from Edit menu
2. Short cut-Ctrl+V.

### Explain Paragraph Formatting in MS Word?

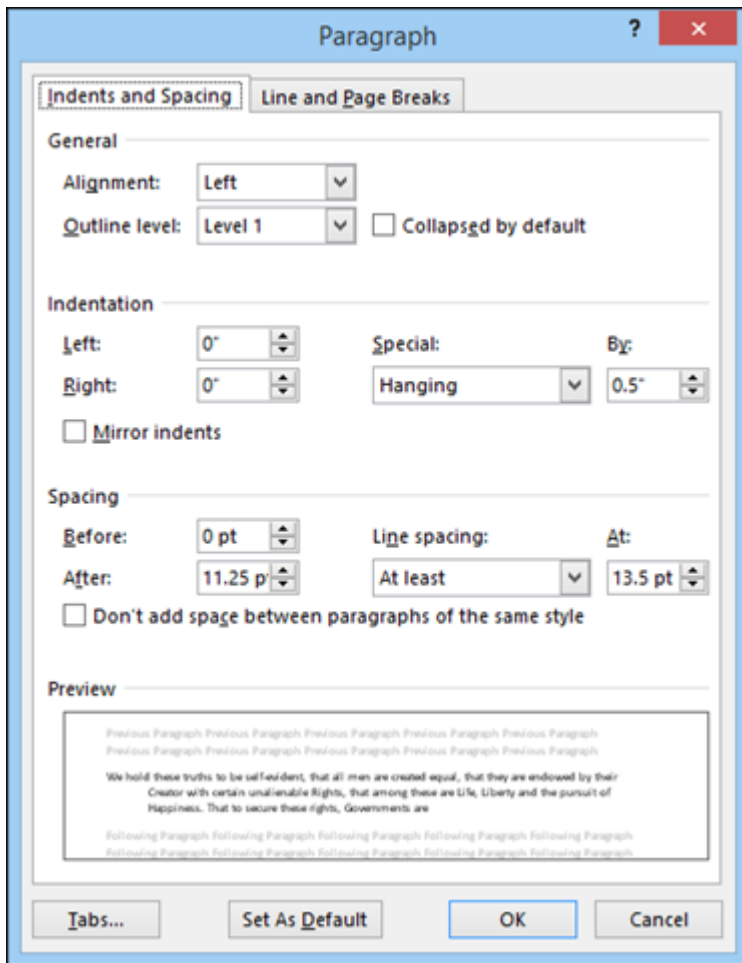
**Paragraph formatting** is a change in the format of text that affects an entire paragraph or is different from other paragraphs in a document. Paragraphs in a word processing document or on a web page can have paragraph formatting applied to them, including font type, font size, highlighting, and indentation.

We'll first spend some time discussing paragraph controls, such as justification, line spacing, and we'll conclude the lesson with how to control and format various list and list styles in Word 2013.

You can control paragraph behavior and appearance using the "Paragraph" tab. This tab has several notable features including increase/decrease indent, line spacing, borders, and more. There are many more options than are first apparent. To access that click on the icon at the bottom corner of the paragraph tab.



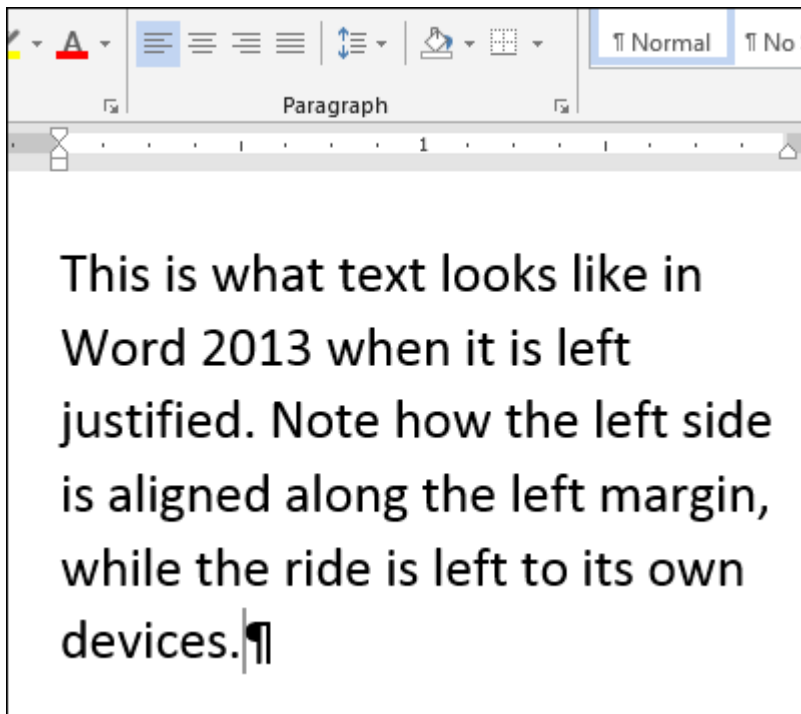
The "Paragraph" dialog will give you further, more fine-grained control. You can affect indenting, line spacing, as well as line and page breaks.



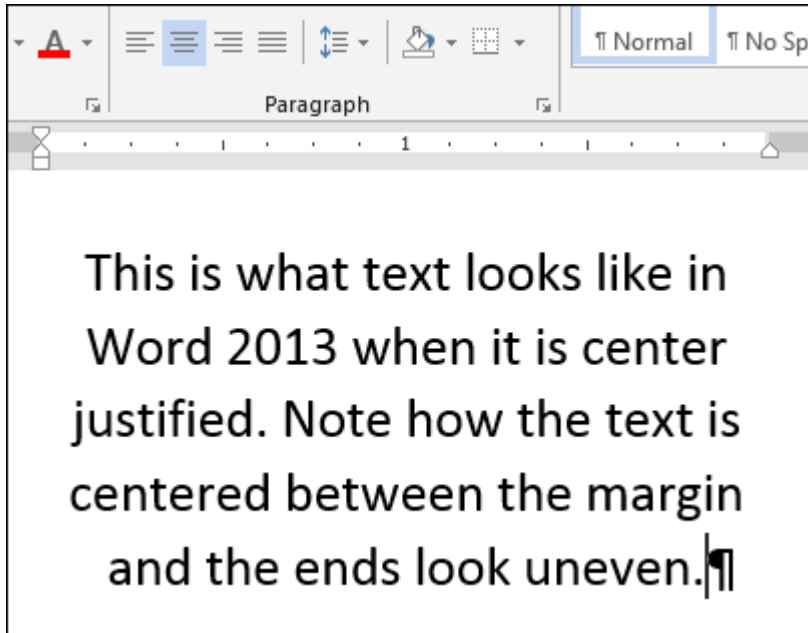
## Alignment

Alignment, also known as justification, determines how the documents text aligns with margins.

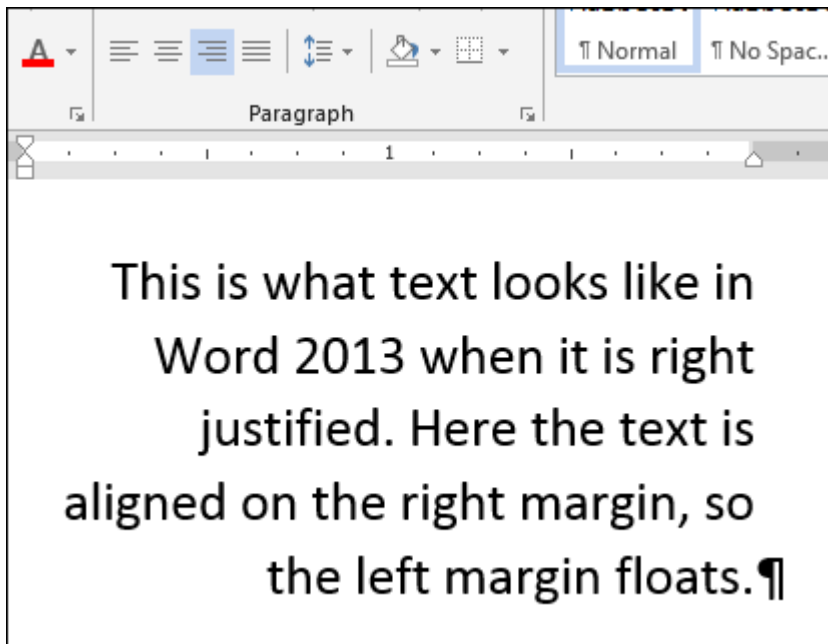
Left — line up the text or an image along the left margin. The right-hand side of the paragraph is free to float.



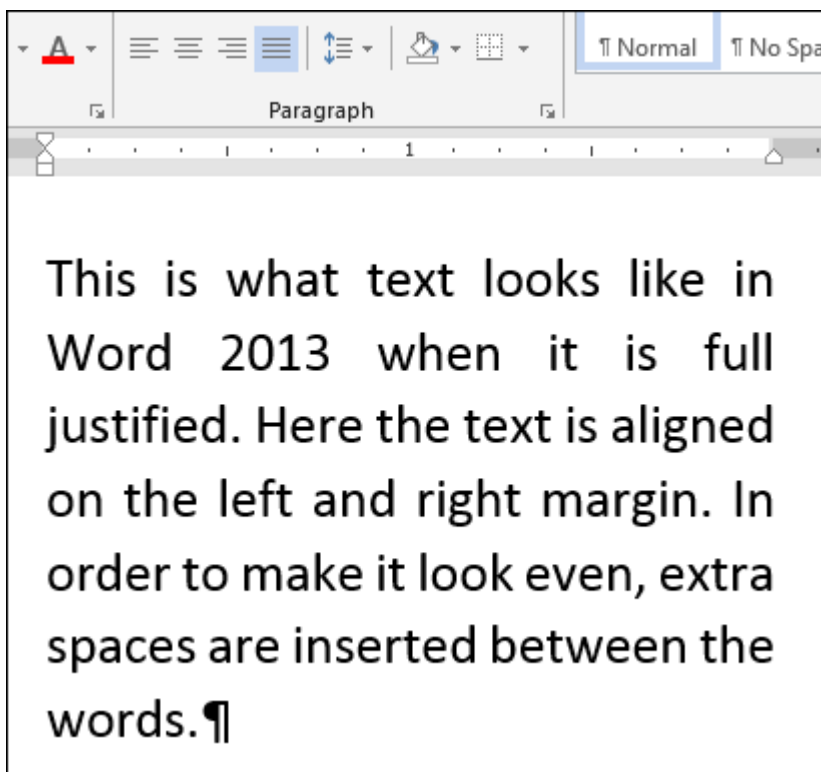
Center — When you center-justify, it means that the entire block of text will be aligned to the center, between the margins.



Right — line up the text on the right hand side (or move the graphic to the right margin).



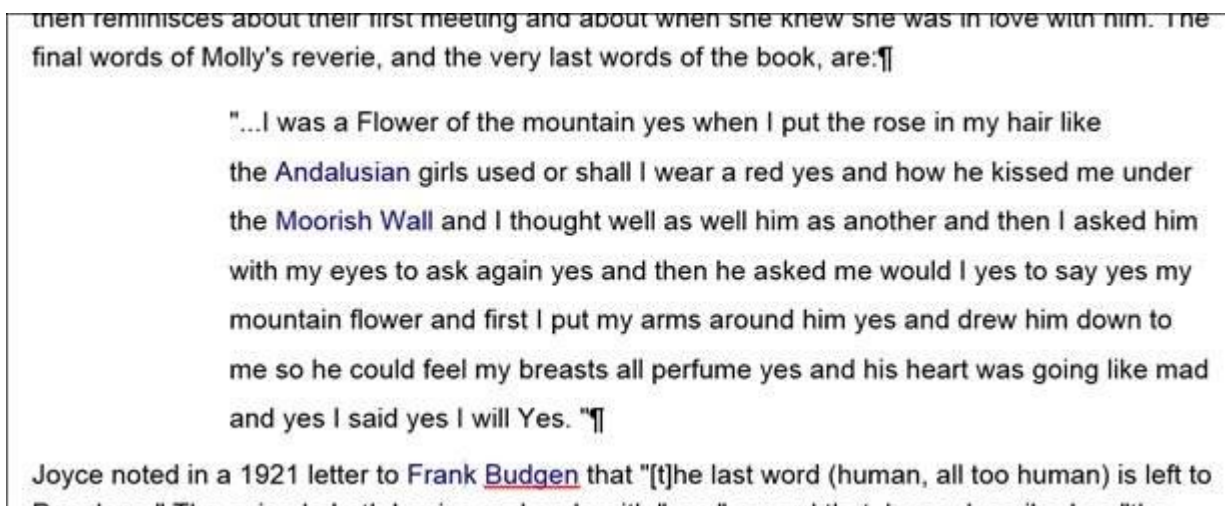
Full — this means the left and right-hand sides of the paragraph are lined up. Word does this by adjusting spacing between words. This can often lead to awkward looking paragraphs with large holes in middle when working in narrow spaces.



In most cases, you will use left-justification for almost everything you write. Center is, of course, useful for centering titles and headlines. Full-justification is typically used in newspapers and many printed books because it creates nice square blocks of text.

## Indentation

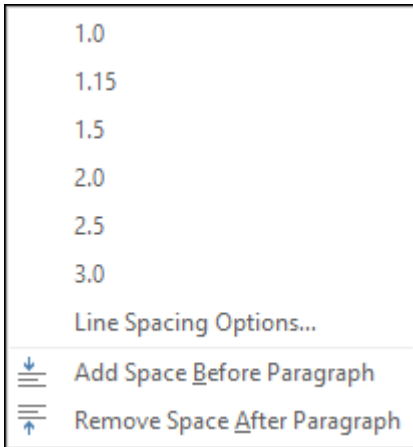
We covered indents in the first lesson so you already know how to create a hanging indent if you want to affect the first line of a paragraph, but what if you want to indent an entire block of text. The increase and decrease indent buttons allow you to affect changes to a whole paragraph, such as if you want to block off a quote.



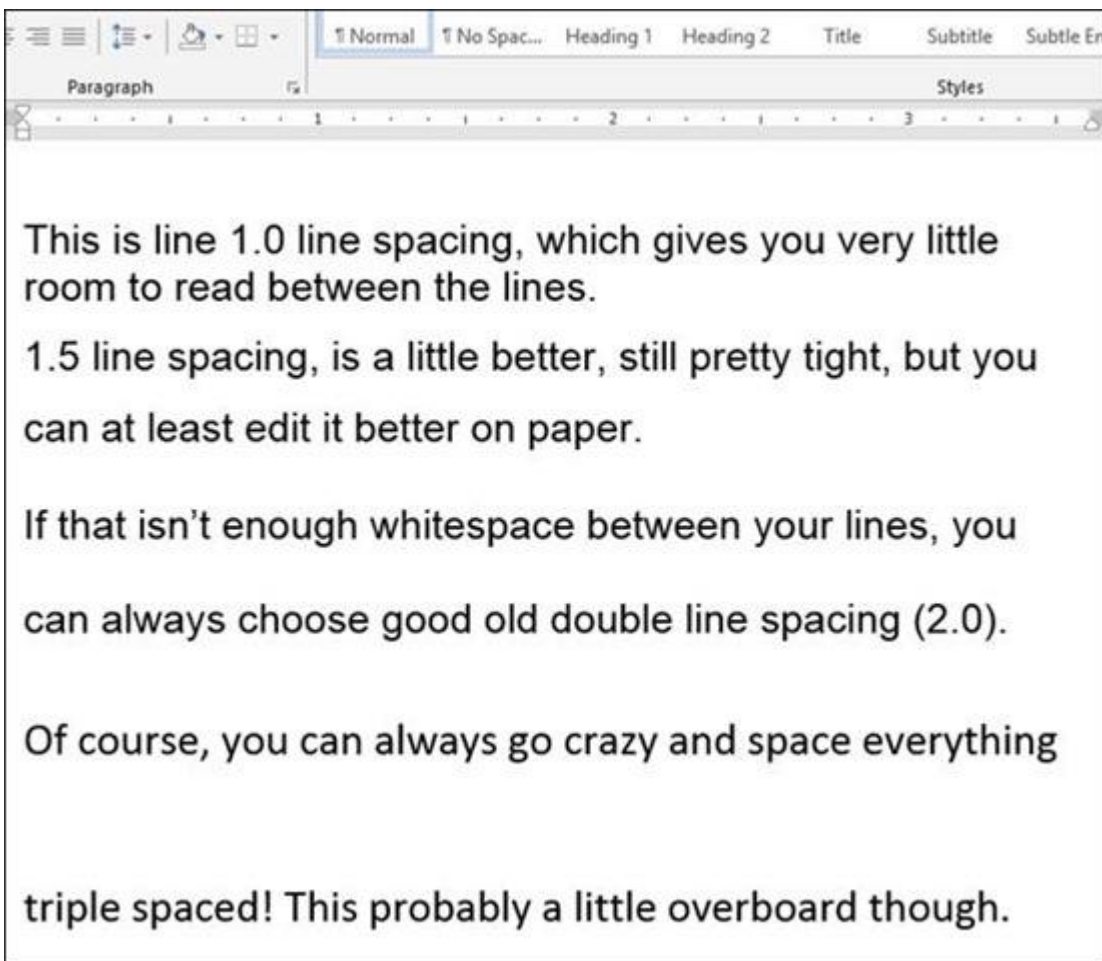
Alternatively, you can select the entire block of text you want to affect and tab until you have it where you want it.

## Line Spacing

“Line spacing” is used to set the horizontal spacing between lines.

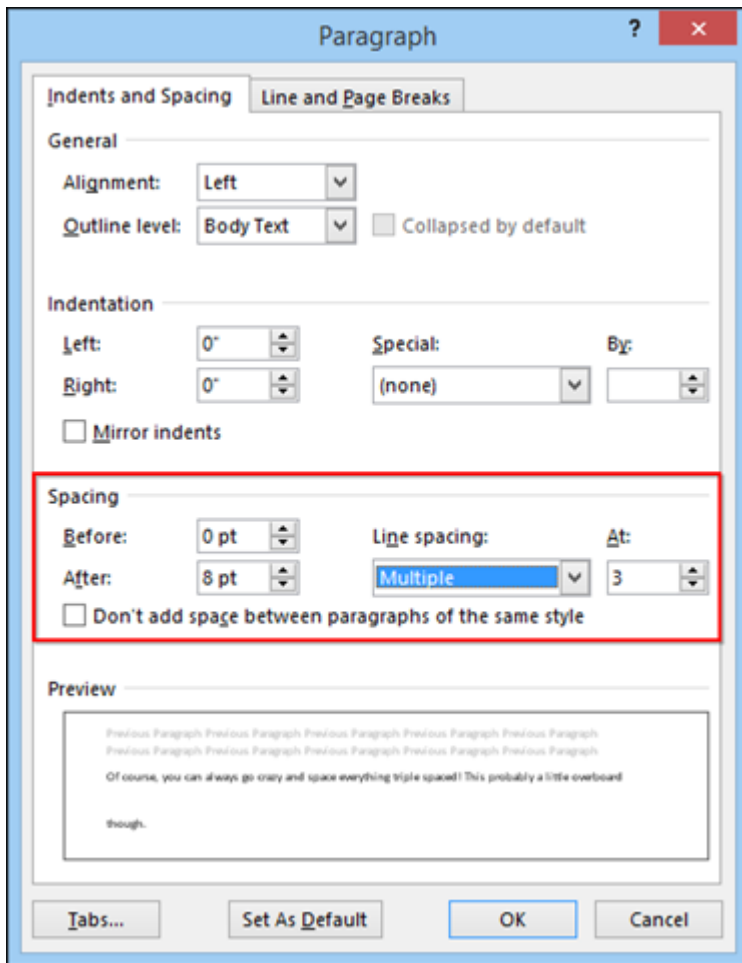


Here you can see the results of various line spacing schemes, note you're probably never going to want to space your line more than two, unless you want to produce really long documents!



You can tweak line spacing using the options:



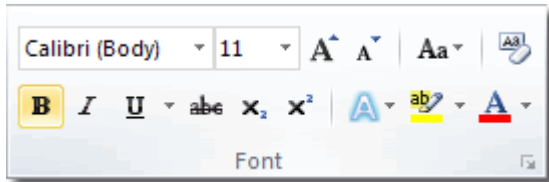


- “Exactly” indicate line spacing in points. A point is the smallest unit of measurement for lines or fonts.

- “Multiple” lets you pick a number greater than double or something in between. You can also set line spacing using the menu option.

## How to Format Text in Microsoft Word

Formatting text in Microsoft Word involves tasks like bolding the text, italicising it, and changing the font and size. The commands to perform all of these formatting tasks are found on the Home tab in the Font group. Select your text and then click on the required formatting button to see the effects.



Alternatively, you can use the keyboard shortcuts for those commands. Here are the shortcuts for some of the more commonly used formatting commands:

- **Bold:** ctrl-b

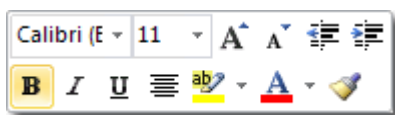
<li>*Italic:* ctrl-i

- Underline: ctrl-u

You can also set the formatting before you type by clicking the appropriate button or using the shortcut, and then anything you subsequently type will be formatted. To unset the formatting, you click the same command button or use the same shortcut. So you can see that these commands act like toggles.

#### The Mini Toolbar In Word

You may notice that as soon as you select a block of text, a mini toolbar appears from nowhere. This toolbar displays the more popular formatting commands that you are most likely to use, to save you time.



#### How to Spell Check and Grammer Check in Ms Word?

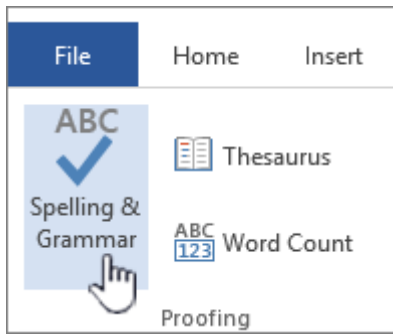
Ms Word allows checking spelling and grammar in the desired text in a document. Before reading or printing a document, you should always check for typing errors.

Spelling and grammar errors are highlighted in the document with a red and green underline respectively.

To check the spelling and grammar use the following steps

1. Choose Spell check and Grammar from the Tools menu

## 2. Shortcut-F7.



### How to Find and Replace text in Ms Word?

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

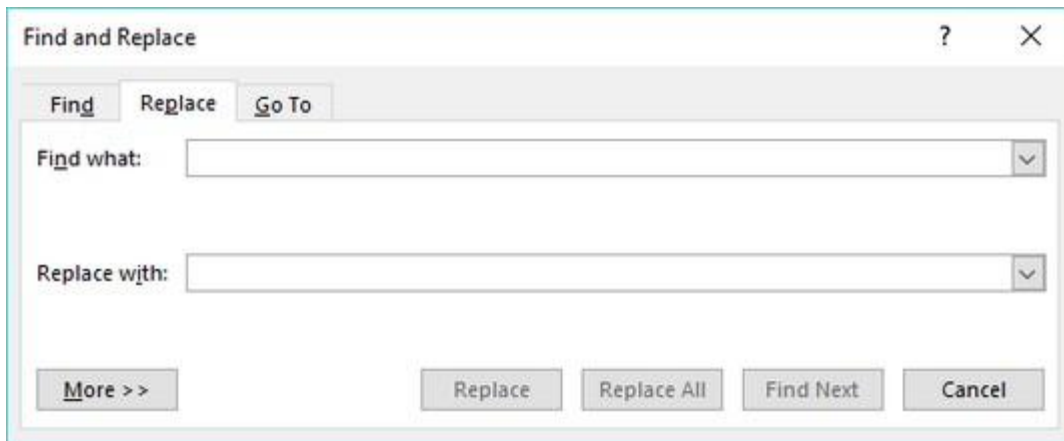
To find and replace text within the document follows the steps given below.

1. Select Find from the Edit menu, which opens the find and replace dialog box.
2. Click on the Find tab if you want to find the desired word in the document.
3. Click on the replace tab to find a word and replace it with new word.

Rather than just find a word or phrase, you may want to find text and replace it with something else. To use the Find and Replace command in Word, follow these steps:

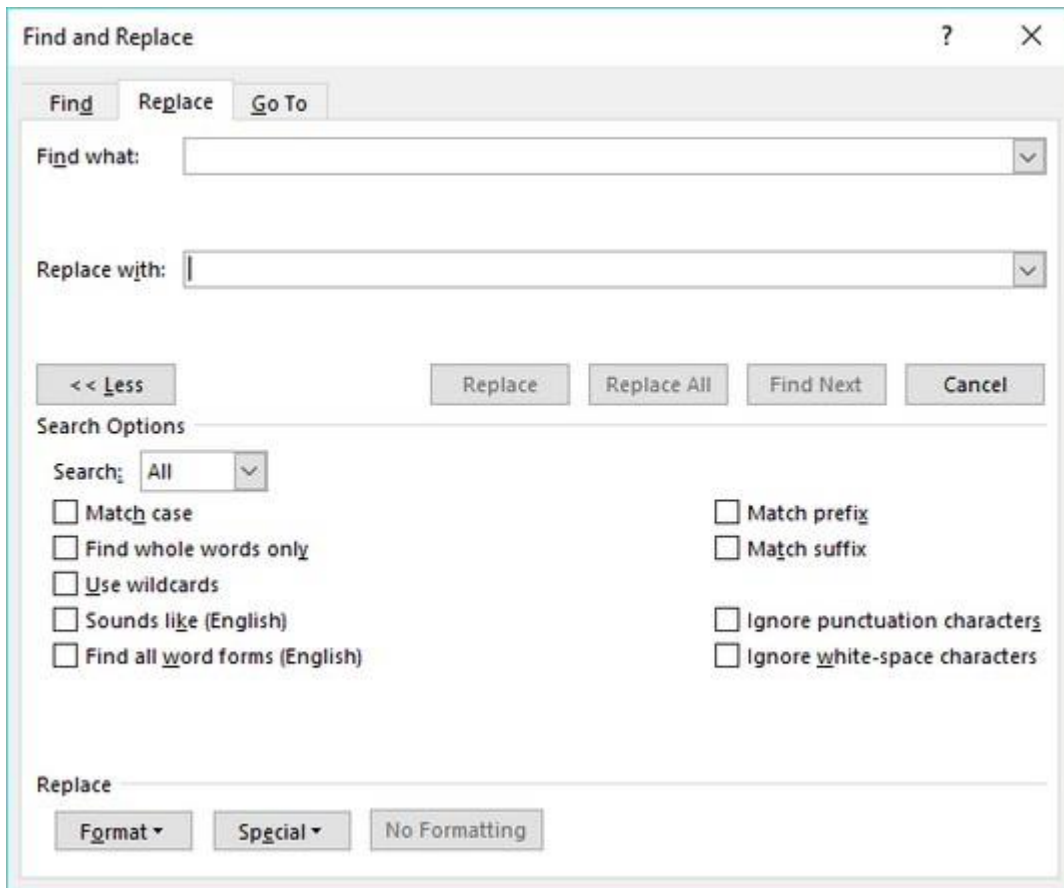
1. Click the Home tab.
2. Click the Replace icon in the Editing group (or press Ctrl+H).

The Find and Replace dialog box appears.



The Find and Replace dialog box provides options for replacing text.

3. Click in the Find What text box and type a word or phrase to find.
4. Click in the Replace With text box and type a word or phrase to replace the text you typed in Step3.
5. (Optional) Click the More button and choose any additional options.



The More buttons displays additional options in the Find and Replace dialog box.

6. Click one of the following buttons:

- *Replace*: Replaces the currently highlighted text.
- *Replace All*: Searches and replaces text throughout the entire document.
- *Find Next*: Searches from the current cursor location to the end of the document.

7. Click Find Next to search for additional occurrences of the text you typed in Step 3.

8. Click Cancel to make the Find and Replace dialog box disappear.

## Explain AutoCorrect in MS Word?

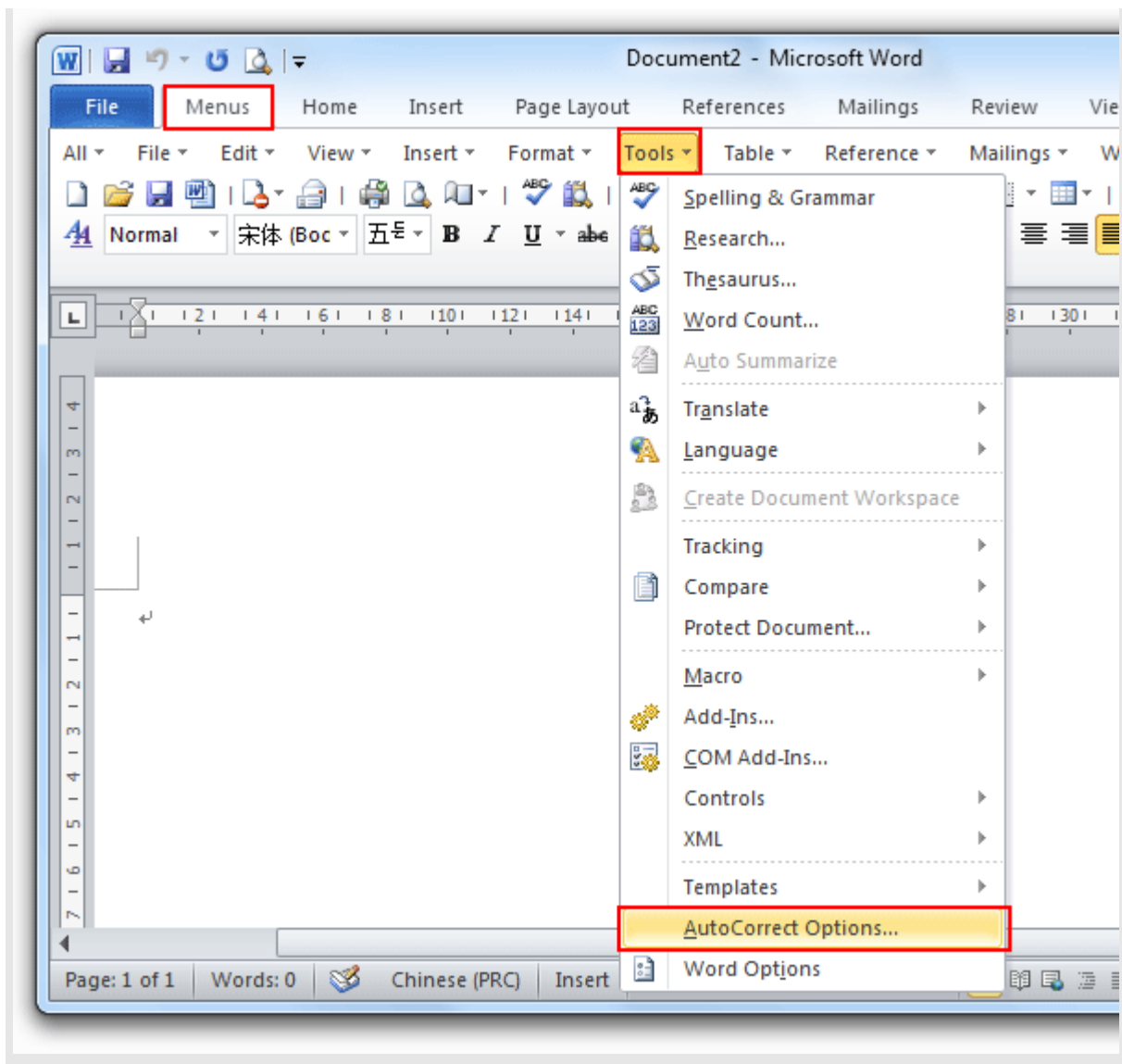
Excel worksheet adapt calculation from paper and the calculator to the computer. Well designed worksheet can save hours of work and help you experiment with a wide variety of scenario with little effort. Before creating a worksheet you should do some initial planning. Although it is not difficult to change a worksheet, it can take a great deal of time making the necessary adjustments.

The autocorrect features fixes common typographical errors and replaces specific keystrokes.

1. Click Tools→ Auto Correct
2. Click desired AutoCorrect Checkbox.
3. Click OK.

Just take Microsoft Word 2010 for example, which is as well as in Word 2007 and 2013. With Classic Menu for Word installed, you can click **Menus** tab to get back the classic style interface.

- Click **Tools** tab
- Choose **AutoCorrect Options** in the drop down menu

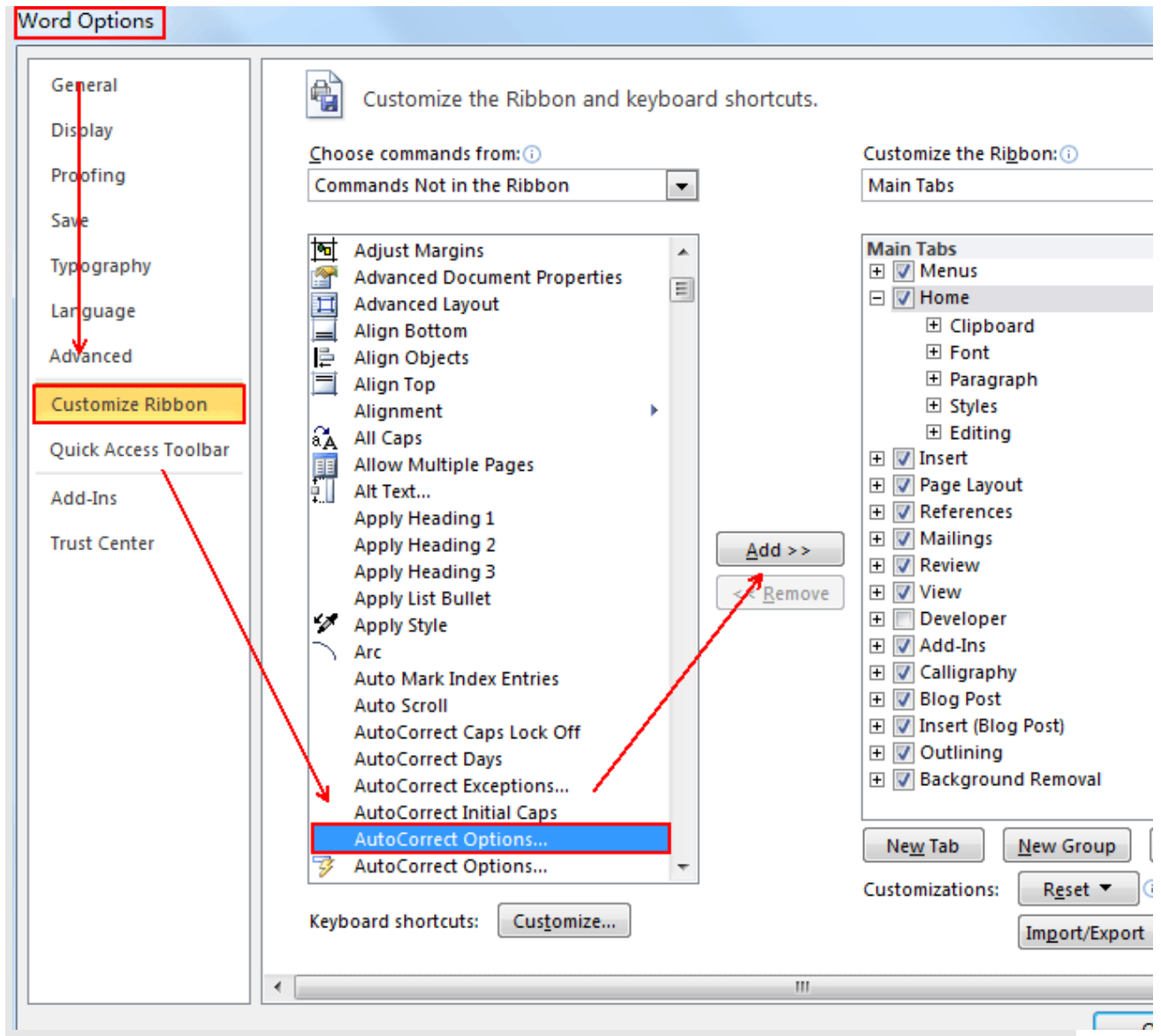


*If you have not [Classic Menu for Word 2007/2010/2013/2016/2019](#) installed, you can ...*

In Word 2007, 2010, 2013, 2016, 2019 and 365, there is no AutoCorrect Options showed in the Ribbon. Without Classic Menu for Excel 2007/2010/2013/2016/2019 installed, it is not so intuitive to get this function, so you have to customize the Ribbon manually to get it

- Click **File** Tab, and click “**Options**” item.

- Click the **Customize Ribbon** in the Word Options window, and then, you will see Customize the Ribbon in the right pane. Choose **Commands Not in the Ribbon** by clicking the arrow, and then use the scroll bar to search for the **AutoCorrect Options**.
- When finally find out the Option, click **Add** to add it into the Ribbon, and then click **OK** to finish the step.

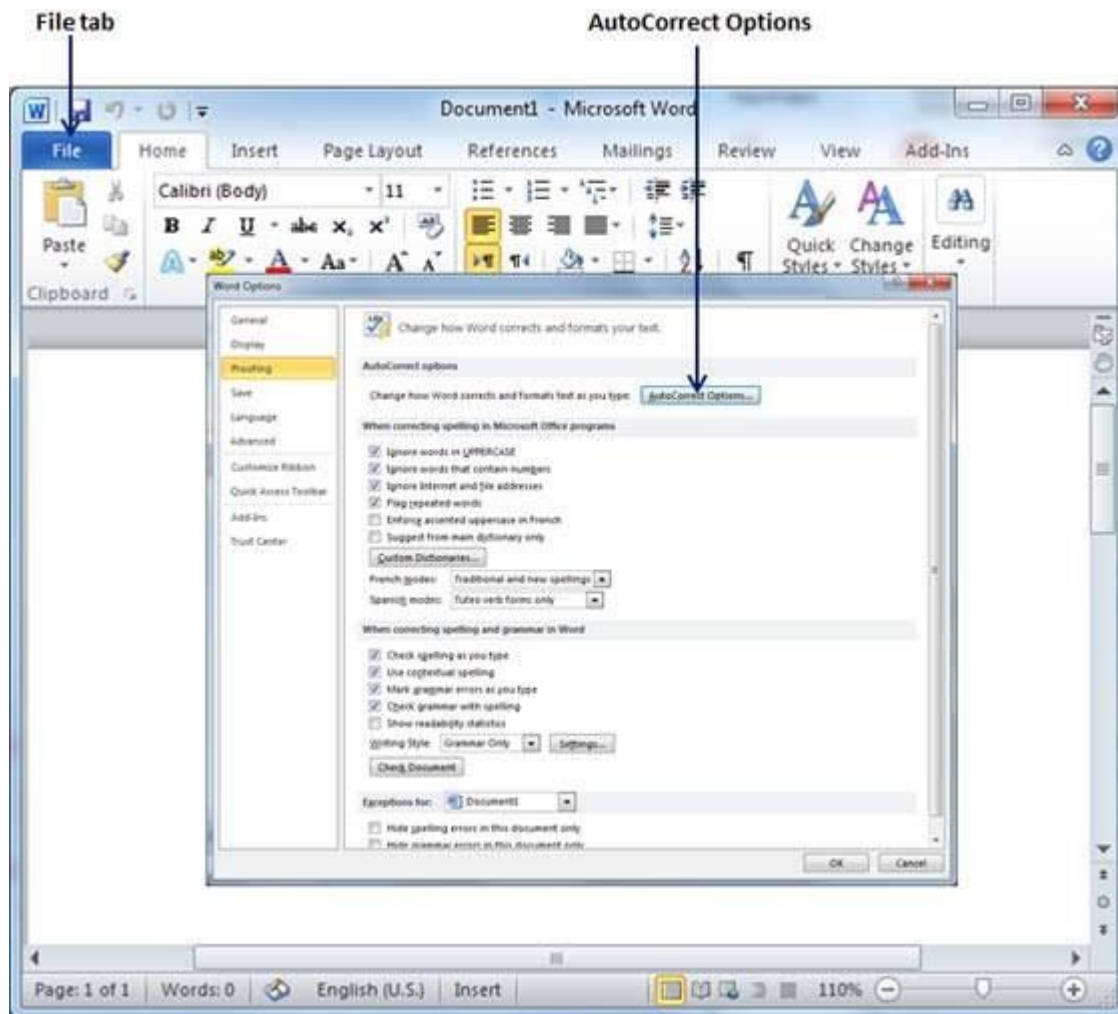


## Setting AutoCorrect

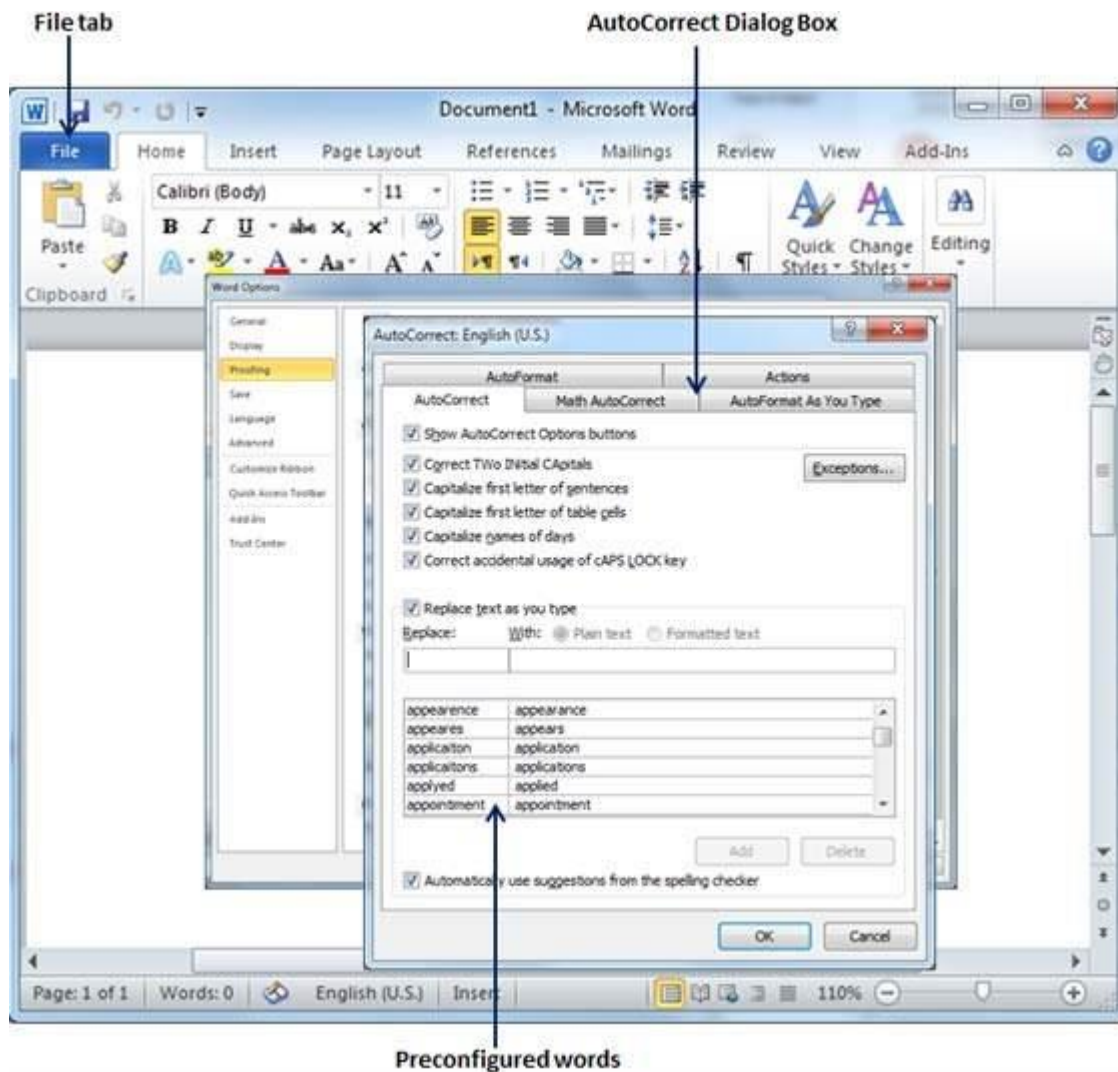
The following steps will help to enable the AutoCorrect feature in Microsoft Word.

**Step 1** – Click the **File** tab, click **Options**, and then click the **Proofing** option available in the left most column, it will display the **Word Options** dialog box.





**Step 2** – Click the **AutoCorrect Options** button which will display the **AutoCorrect** dialog box and then click the **AutoCorrect** tab. Now you have to make sure all the options are enabled, especially the **Replace Text as you type** option. It is also recommended to be careful when you turn off an option.



**Step 3** – Select from among the following options, depending on your preferences.

S.No	Option and Description
1	<p><b>Show AutoCorrect Options Buttons</b></p> <p>This option will be used to display a small blue button or bar beneath text that was automatically corrected. Click this button to see a menu, where you can undo the correction or set AutoCorrect options.</p>
2	<p><b>Correct TTwo INitial Capitals</b></p> <p>This option changes the second letter in a pair of capital letters to lowercase.</p>

3	<p><b>Capitalize first letter of sentences</b></p> <p>This option capitalizes the first letter following the end of a sentence.</p>
4	<p><b>Capitalize first letter of table cells</b></p> <p>This option will be used to capitalize the first letter of a word in a table cell.</p>
5	<p><b>Capitalize names of days</b></p> <p>This option will be used to capitalize the names of the days of the week.</p>
6	<p><b>Correct accidental usage of cAPS LOCK key</b></p> <p>This option will be used to correct capitalization errors that occur when you type with the CAPS LOCK key depressed and turns off this key.</p>
7	<p><b>Replace text as you type</b></p> <p>This option replaces typographical errors with the correct words as shown in the list beneath it.</p>
8	<p><b>Automatically use suggestions from the spelling checker</b></p> <p>This option tells Word to replace spelling errors with words from the dictionary as you type.</p>

Although Word comes preconfigured with hundreds of AutoCorrect entries, you can also manually add entries using the following dialog box and use the **Replace** and **With** text boxes to add more entries. I added an entry for **Markiting** which should be replaced with **Marketing**. You can use the **Add** button to add multiple entries.

**Step 4** – Click **OK** to close the **AutoCorrect** Options dialog box and again click **OK** to close the **Word Options** dialog box. Now try to type **Markiting** and as soon as you type this word, Microsoft Word autocorrects it with the correct word **Marketing** word.

