

Microsoft Word

Microsoft Word (MS Word) is a graphical word processing program that users can type with. It is designed and developed by an American Multinational Technology & Computer Company, Microsoft. The purpose of MS Word is to allow the users to type and save documents. Similar to other word processors, it contains some helpful tools to create documents. Microsoft Word, often called as *Word*, carries with it a lot of applications. Let's discuss it in detail. It is the most popular word processing program being used in the world. One of the most obvious benefits is its availability. Almost all Windows users install Microsoft word in their computer systems. It is available and used in all common computers.

MS - WORD

* To open MS-WORD

i) Start → programs → MS-WORD

word processing software

Extension name is - .DOC.

i) First loading Document is Document 1 (default)

ii) Default view is print layout view

iii) Default Alignment is left.

margin → i) Top

ii) Bottom

iii) Left

iv) Right

v) Gutter → binding space of a document.

← Top ↓ Left

ORIENTATION :-

i) portrait

ii) Landscape

paper size → i) A4

ii) A5

iii) Legal

iv) Letter

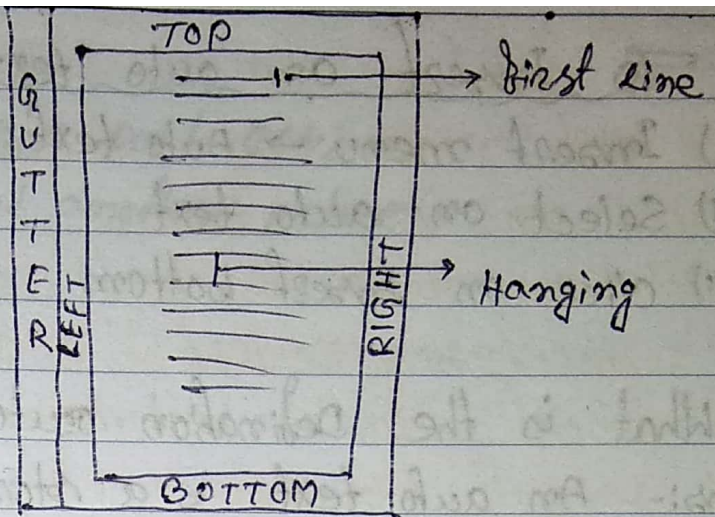
Indentation → Space between margin & text

i) Left Indent

ii) Right Indent

iii) First line

iv) Hanging



⊗ Default hanging is single line

* Before Type you can set up page.

i) File ~~menu~~ menu → page set up (c.c.)

ii) select margin paper size and orientation.

* ~~To~~ To go to one page to another page :-

i) Edit menu → goto (c.c.)

ii) Type a page number → click on goto.

iii) Close the box.

* To page breaks :-

i) placed the cursor where you want to break.

ii) Insert menu → break (c.c.)

iii) click on ok bottom.

* To Insert a page number :-

i) Insert menu → page no. (c.c.)

ii) Select the position no. of the page no.

iii) click on ok.

* To Insert an auto text :-

- i) Insert menu → Auto text → auto text (cli.)
- ii) Select an auto text
- iii) click on insert bottom

What is the Definition auto text?

Ans:- An auto text is a storage location of text where store text and used again and again

* To Insert a symbol :-

- i) Insert menu → Symbol (cli.)
- ii) Select a symbol
- iii) click on insert bottom
- iv) close the Box.

* To create a command on a particular on Document :-

- i) Select a particular word or document
- ii) Insert menu command (cli.)
- iii) Type some word
- iv) close the box or click on close

* To create a foot note :-

- i) Select a particular word
- ii) Insert menu → foot note (cli.)
- iii) Type some text or symbol
- iv) click on ok.

* To Insert a picture

- i) Insert menu → picture clip art (cl.)
- ii) select a picture → select another picture
- iii) click on insert bottom.
- iv) close the box.

* To Insert a word art:-

- i) Insert menu → picture → word art (cl.)
- ii) select a word art
- iii) click on ok.
- iv) Type some text
- v) click on ok.
- vi) close the box.

* To Insert a ~~text~~ text box:-

- i) insert menu → text box (cl.)
- ii) Type some text.
- iii) click on outside of box

* To Insert a book mark:-

- i) Select a particular word
- ii) Insert menu → book mark (cl.)
- iii) Type a book mark name
- iv) click on add bottom.

* To create a Header footer :-

- i) ~~view~~ view ~~name~~ name → Header footer (cl.)
- ii) Type Header text.
- iii) click on Header footer ~~to~~ switch
- iv) Type footer text
- v) click on close bottom.

* To create new autotext :-

- i) Type ~~and~~ autotext and select autotext.
- ii) Insert menu → autotext → new (cl.)
- iii) click on ok bottom.

* To create font name, size, color, underline style, effect.

i) format → Font (cl.)


ii) change (alt - - - - -)

iii) ~~to~~ click on ok

* Format → Font → Superscript H^2

H 

format → Font → Subscript H_2

H 

* Default line spacing is single line spacing

* ~~To~~ To create line spacing of a paragraph

Select the paragraph.

i) format → Paragraph (cl.)

ii) click on Indentation and Spacing tab

iii) click on select line spacing

* To create spacing in between two paragraphs.

i) place the cursor in between two paragraphs.

ii) format menu → paragraph

iii) select the paragraph spacing

iv) click on ok.

* To create Bullets and numbering

i) ~~place~~ place the cursor when you want to Bullets and number

ii) format → Bullets & Numbering (cl.)

iii) select Bullets & number

iv) click on ok.

* Enter $\text{Ctrl} \leftarrow \text{Ctrl}$ $\text{Ctrl} \leftarrow \text{Ctrl}$ $\text{Ctrl} \leftarrow \text{Ctrl}$ Type.

Same for numbering.

* To create a ~~border~~ border on a paragraph, line, table, page.

- i) Format menu → Borders & Shading (ci.)
- ii) Select to border ~~setting~~ & Setting & style.
- iii) Select the color.
- iv) ~~chose~~ chose table or paragraph from ~~Apply~~ 2.
- v) click on ok.

* To converted a paragraph into two ~~columns~~ ~~columns~~ columns.

- i) Select the paragraph.
- ii) Format → ~~to~~ columns (ci.)
- iii) Select two columns.
- iv) click on ok.

* To ~~cap~~ Dropped ~~the~~ first letter of a paragraph.

- i) Select the first letter.
- ii) Format → Drop cap (ci.)
- iii) Select Dropped.
- iv) click on ok.

* Change case →
→ Sentence case
→ Title Case
→ lower case
→ UPPER CASE
→ TOGGLE CASE

* Title Case:- First letter of every word in a sentence will be capital.

* TOGGLE CASE:- lower case change into upper case and vice versa.

* To change case.

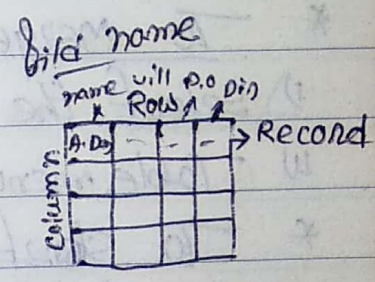
- i) Select the paragraph
- ii) Format → Change case (c.)
- iii) select the case
- iv) click on OK

* To change text direction

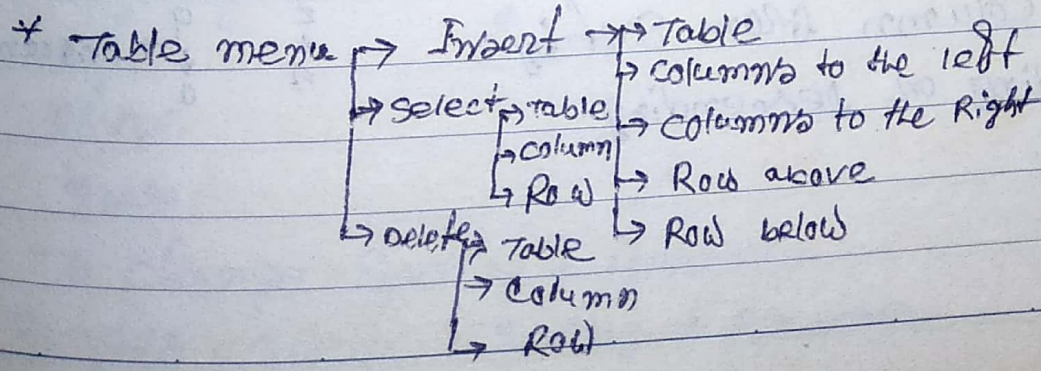
- i) Format → text direction
- ii) choose the direction
- iii) click on OK.

* To create a table :-

- i) Table menu → Insert → Table (c.)
- ii) Select the Row and column
- iii) click on OK.



ଅନ୍ୟତ୍ର ଫର୍ମାଟ୍ (ଅକ୍ସିଡେଣ୍ଟ) ଫର୍ମାଟ୍ ଫର୍ମାଟ୍ ଫର୍ମାଟ୍ ଫର୍ମାଟ୍ Tab [↵] / [⇨] key



* To format the picture.

- i) select the picture
- ii) Format menu → picture (cl.)
- iii) click on Lay out Tab
- iv) click on light
- v) OK (cl.)

* Default Tab setting - 0.5

Name Vill PO

* To Tab setting.

- i) format menu → Tabs (cl.)
- ii) select Tab stop position
- iii) select Allignment
- iv) click on set
- v) OK (cl.)

* To Merge cells.

- i) select the cells
- ii) Table menu → Merge cells

* To sort the table

- i) select the sorted column
- ii) Table menu → Sort (cl.)
- iii) select sorted column from sort by
- iv) select Ascending or descending
- v) click on ok.

0	A
↓	↓ → Ascending
9	z
↓	↓
2	9
↓	↓ → Descending
A	0

* To create Formula.

i) placed the cursor where you want to create formula.

ii) Table menu → Formula (Ccl.)

iii) write Formula.

A. = Sum left

B. = Sum (above)

C. = product (left)

D. = product (above)

iv) click on ok.

What is the auto correct?

- Auto correct is a special feature of MS-Word which correct misspelled words and grammatical errors.

abouta → about a

* To create new auto correct.

Test in auto correct storage location

i) Tools menu → Auto correct (Ccl.)

ii) write the misspelled word in Replace box and correct word with in box.

iii) click on Add button

iv) ok (Ccl.)

* Spelling and Grammar

↓
Red

↓
Green

↓
change

ignore.

* To change Spelling & Grammar.

i) Tools menu → Spelling & Grammar

- ii) if ^{you} want to change click on change button.
- iii) if you want to ignore click on ignore button.
- iv) click on OK.

* To change nearest word on a particular word.

- i) Tools Menu → Language → Thesaurus (C1)
- ii) select the particular nearest word.
- iii) click on Replace.

A macro is special feature which execute multiple commands into single command.

* To create a new macro. *

- i) Tools Menu → Macro → Record new
- ii) Type a Macro name
- iii) click on (OK)
- iv) type some text and apply some format on that text.
- v) Tools Menu → Macro → Stop recording.

* To execute an existing macro

- i) Tools menu → Macro → Macros (C1)
- ii) select an existing macro
- iii) click on Run button.