



Microsoft word



Introduction

- ▶ Microsoft Word is a word processing software developed by Microsoft company. The first version was launched on October 25 1983. It allows users to type and manipulate text in a graphic environment that resembles a page of paper.

New File and Open

- ▶ In order to make a new file on word select file menu and click on New or press Control+N on key board.
- ▶ The Open command opens an existing document in Microsoft Word. Command or Control plus O, or choosing “Open...” from the File menu will provide a pop-up window for users to select the document they wish to open.

Save and Save as

- ▶ After completion of work file can be saved by clicking save in file menu or by pressing Ctrl+S.
- ▶ Once the file is saved and further if it is edited at that time if file is required to save with new name then Save as option in file menu allows the user to give new name.

Documents

- ▶ Each document in Microsoft Word is essentially a new file. Each document can be several pages long. A new document can be created by hitting Control-N or Command-N, or by choosing the “New Blank Document” option from the File menu or the standard toolbar.

Cut

- ▶ Cutting text removes the text entirely from the viewable document and stores it in the clipboard. Control-X or Command-X are the keyboard shortcuts for the Cut function on Windows and Mac respectively. The Cut function can also be found under the Edit menu or the toolbar.

Copy

- ▶ Copying text simply means making a replica of any text that is currently selecting and saving it to the clipboard. Pressing the Control and C keys in Windows or Command and C on a Mac will copy the text. Alternatively, users can also select the text and then click the “Copy” option under the Edit menu or in the main toolbar.

Paste

- ▶ The paste command takes any previously copied or cut text and lays it down within the document where the cursor is pointing. Control or Command plus V, or “Paste” from the Edit menu or standard toolbar will run the paste function.

Bullets and numbering

When creating a list of text items, users can choose from several bullet or numbering system to add a small graphic icon or series of numbers before each item. To add bullets or numbering to a series of text, click on the corresponding buttons in the formatting toolbar or choose “Bullets and Numbering” from the Format menu.

Alignment

- ▶ The alignment options dictate whether the left and right edges of the text in a document adhere to the right side, left, center or justified. Alignment can be set from the formatting toolbar at the top of the window or under by choosing “Paragraph” under the Format menu.

Documents

- ▶ Each document in Microsoft Word is essentially a new file. Each document can be several pages long. A new document can be created by hitting Control-N or Command-N, or by choosing the “New Blank Document” option from the File menu or the standard toolbar

Edit

- ▶ The edit menu or toolbar in Microsoft Word allows users to perform basic editing functions in their document such as copying, cutting and pasting. It also contains options for the Undo and Find/Replace functions.

Font

- ▶ A font is a type of design for text and typically incorporates this design into each letter, number and symbol found on a keyboard. Fonts can range from formal to whimsical. Microsoft Word comes with a series of provided fonts and additional ones can also be downloaded if needed. To change the font used in a document, select the text and either click on the main Font menu, the Font drop-down menu in the formatting toolbar or hit Control-D or Command D.

Header

- ▶ The header is similar to a footer except that it sits at the very top of every page in a document. Headers often contain page numbers, the document name or sub-titles within a document. The header can be edited by clicking on “Header and Footer” within the View menu.

Footer

- ▶ The footer is the text that consistently appears on every page of a document, at the bottom of each page. Footers normally include details such as the page number, or a company's name and contact details in formal documents. Add or edit a footer by choosing “Header and Footer” under the View menu.

Format

- ▶ The Format menu (or toolbar) goes one step further than the Edit menu. Users can make stylistic changes by changing the look of the text itself, paragraphs, lists and more.

Insertion of Pictures or Graphs

- ▶ In order to insert a picture or graphs, click on insert menu and then select picture so that pop menu will be open and select the picture and press done. In order to insert graph, click on graph in insert menu.

Quick Access toolbar

- ▶ The quick access toolbar is a small and moveable toolbar at the top of the document window. It usually contains buttons to save, undo, redo and print. This toolbar can also be customized to include or remove other commands.

Print

- ▶ The print command first opens a window where users can specify parameters of the paper, printer and ink they wish to print with and it provides a preview of what the physical print will look like. Control or Command plus P, or clicking on “Print” in the File menu or standard toolbar lets users access the print window.

Undo and Redo

- ▶ The undo feature keeps track of each command that a user issues while working on their document. Issuing the undo command allows the user to go back one step and restore the document as it was before their latest editing command. Related to the Undo command is Redo, which lets the user redo the same formatting command again. Control or Command plus Z, or “Undo” under the Edit menu is used to undo a command, while Control or Command plus Y or “Redo” under Edit is to redo a command.



Thank you

