

MS Word

Word Processing is perhaps the most common and comparatively easier application to work on any computer. A word processor lets you to change words or phrases, to move whole sections of text from one place to another, store blocks of text, align margins all in few seconds. Use of word processors has changed the look of official correspondence, reports, and proposals etc. to a great extent. MS Word is an advanced word processing product by Microsoft company. The powerful features of Word will allow you to create even graphic based multicolumn publications such as Fliers, News letters and Internet web pages.

This section provides an overview of MS - Word and deals with the following features:

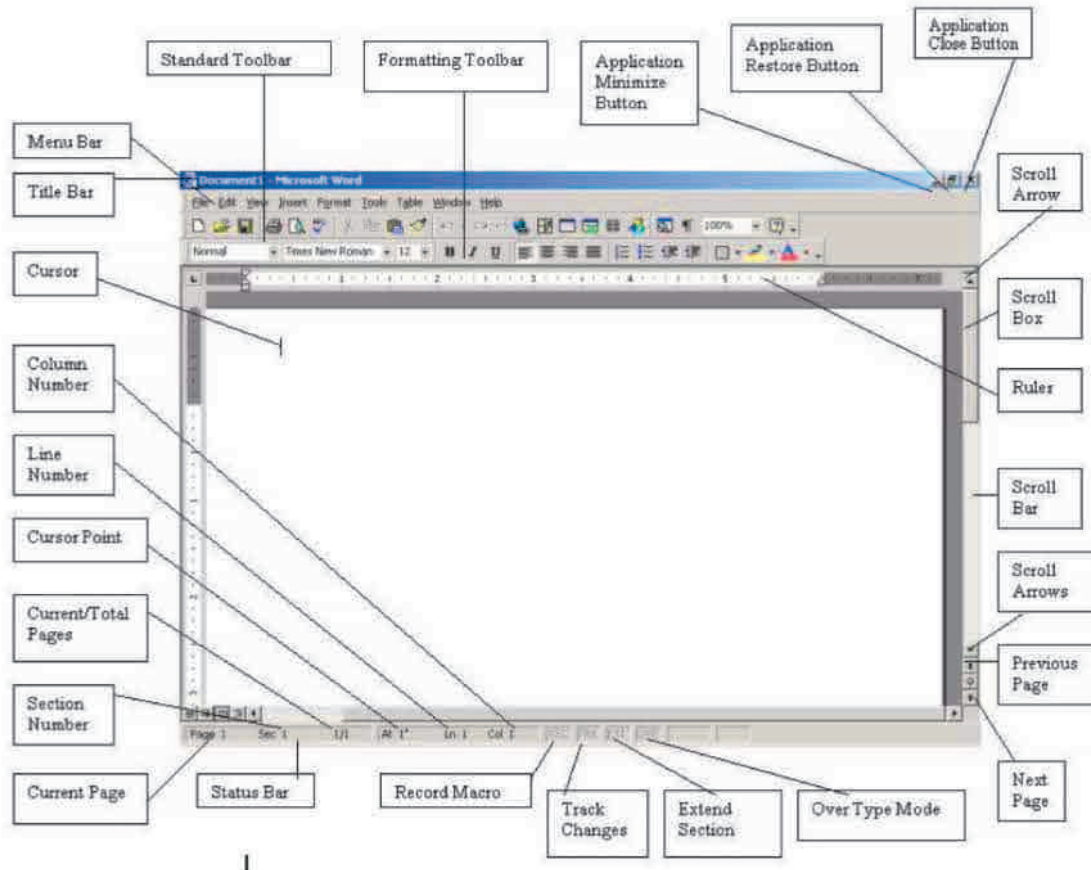
- ❖ [Starting MS-WORD-2003](#)
- ❖ [File management](#)
- ❖ [Editing documents](#)
- ❖ [Formatting documents](#)
- ❖ [Printing documents](#)
- ❖ [Inserting pictures into document](#)
- ❖ [Tables](#)
- ❖ [Password protect of document](#)
- ❖ [Inserting objects of other type\(MS-Excel, Photo Editor etc.\)](#)
- ❖ [Other features](#)
- ❖ [Mail merge](#)

Start Word

- ❖ Switch on your computer. Click **Start** button then point to **Programs** and then click on **MSWord**. You will get a screen as shown below:

PARTS OF WORD WINDOW

Please see the picture below for a visual image of parts of an active window has:



Menu bar This is the traditional windows style drop-down menu. When you point to any menu title and click once with the mouse, the menu will open displaying all the commands available under this menu. Clicking on the desired command would tell Word to execute that command. Some commands have ellipses (...) in front of them. These commands have further sub commands. Commands appearing in dim mode cannot be executed unless the prerequisite functions required by that command have been performed, e.g. you cannot use the Copy or Cut command from the Edit menu unless you have selected a piece of text first. Many commands also have a keyboard shortcuts specified against their names.

Standard toolbar Toolbars contain buttons, drop-down menus and other controls that help you to quickly alter the appearance and arrangement of documents by executing a variety of word commands. Toolbars are very helpful and convenient in quickly executing

commands without having to go through menus. The standard toolbar contains icons for basic functions like opening files, saving files, printing files, cut, copy, paste etc.

Formatting toolbar This contains icons for changing the look of your text (called “formatting” in computer jargon); for example, there are icons for changing fonts, styles, font sizes, text alignment etc.

Ruler The Ruler lets you make changes to margins and indents, and helps you create document as per dimensions required.

Scroll tools These helps you travel within your document. You can go anywhere, up and down, right and left in your document mainly by two ways: Using the horizontal and vertical scroll bars with the help of the mouse; Or using the keyboard to press PgUp, PgDn, Home, End and arrow keys.

Status bar Also called the Status Area, this is the normally the last line on your screen. This gives the following information about your work—

- Current Page
- Section Number
- Current/Total pages in the document
- Current Cursor Position (where the cursor is presently located)
- Current Line Number
- Current Column Number
- Record Macro-whether macro recording is On or not
- Track Revision-whether revisions have been made or not
- Extend Selection
- Over type mode-whether you are in Insert mode or overwrite mode

Cursor Also called the Insertion Pointer, this denotes the place where text, graphics or any other item would be placed when you type, overwrite or insert them. This looks like a tall, skinny toothpick and keeps blinking so that you can locate it easily.

Mouse pointer When your mouse pointer looks like an I-beam you should be able to move it freely on the screen. This is used for either placing the cursor at the desired place (take the mouse pointer there and click) or choosing any command either from the menu or from toolbars. The mouse pointer changes shape when in the process of doing certain tasks and the cursor disappears.

TOOLBARS AND THEIR ICONS

Word Standard Toolbar



New
Creates a new document based on normal template.
Alternative: File → New
Shortcut → Ctrl + N



Open
Opens an existing document or template.
Alternative: File → Open
Shortcut → Ctrl + O

Save
Saves the active document or template.
Alternative: File → Save
Shortcut → Ctrl + S



E-Mail
It sends the contents of the document as the body of the e-mail message.
Alternative: File → Send To → Mail

Print
Prints the active document using current defaults.
Alternative: File → Print
Shortcut → Ctrl + P



Print preview
Displays full pages as they are printed.
Alternative: File → Print Preview
Shortcut → Ctrl + F2

Spelling
Checks the spelling in the active document.
Alternative: Tools → Spelling and Grammar
Shortcut → F7



Cut
Cuts the selection and puts it on the Clipboard.
Alternative: Edit → Cut
Shortcut → Ctrl + X

Copy
Copies the selection and puts it on the Clipboard.
Alternative: Edit → Copy
Shortcut → Ctrl + C

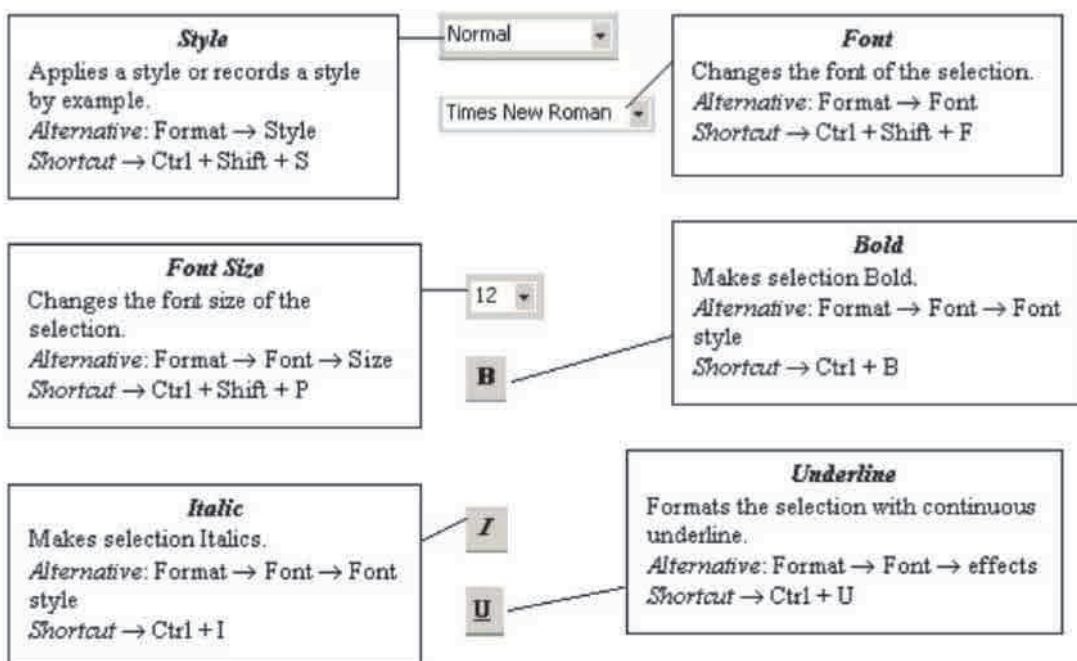
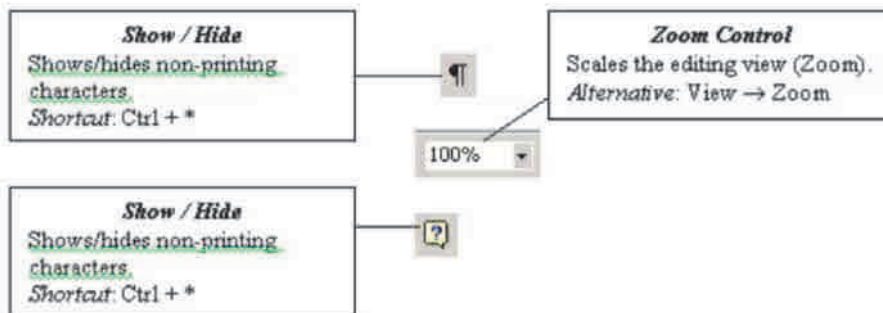


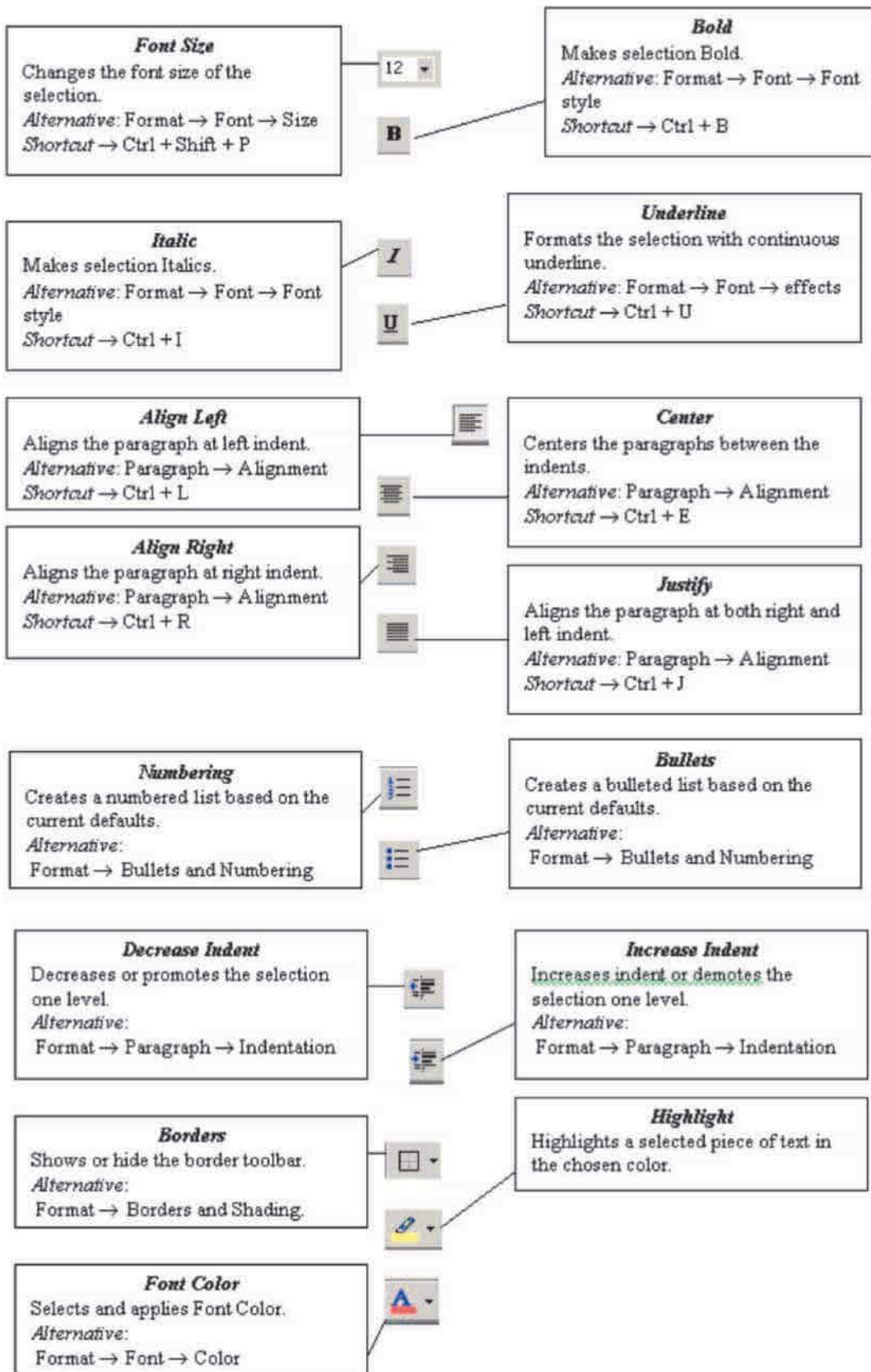
Paste
Insert the Clipboard contents at the insertion point.
Alternative: Edit → Past
Shortcut → Ctrl + V

Format Painter
Copies the formatting of the selection to a specified location.
Shortcut → Ctrl + Shift + C




Undo
Reverses certain commands.
Alternative: Edit → Undo
Shortcut → Ctrl + Z






File management


Creating a New Document

- ❖ Click on **File** Menu
- ❖ Select and click **New** option
- ❖ Otherwise click  button on the standard toolbar

Opening an Existing Document:

- ❖ Click File Menu
- ❖ Select and click **Open** option
- ❖ Otherwise click  button on the Standard toolbar.
- ❖ Double click on the file from the open window

Saving a Document

- ❖ Click **File** Menu
- ❖ Select and click **Save** button.
- ❖ Otherwise click button  on the Standard toolbar.

Moving through the document

- ❖ Open any word document. You can move the cursor to any location on the screen by using the arrow keys on the keyboard.
- ❖ **Right arrow** key is used to move one position to the right of the cursor
- ❖ **Left arrow** key is used to move one position to the left of the cursor.
- ❖ **Up arrow** key is used to move one position to the top of the cursor.
- ❖ **Down arrow** key is used to move one position to the down of the cursor.
- ❖ **Page Up** key is used to move down the screen at a time
- ❖ **Page down** key is used to move up the screen at a time
- ❖ Hold down **Ctrl** key and press **Home** to move to beginning of the document.
- ❖ Hold down **Ctrl** key and press **End** to move to end of the document.

- ❖ You can move to any position on the screen by moving the cursor with the mouse.
- ❖ You can use scroll bars to scroll the text upward and downward.

Closing a Document

- ❖ Click **File** menu
- ❖ Select and click **Close** button.
- ❖ Otherwise click  on menu bar

Editing Word document



Cut , Copy and Paste options

These options will allow you to Cut or Copy a piece of text from one location and to paste at a new location.

To do these functions,

- ❖ Place the cursor at the beginning of the text to be selected. Drag the mouse pointer over the text. The text will now appear in reverse video as shown below:

Jawahar Knowledge Center

- ❖ Click Edit menu and then click on Cut option (or) click  icon on the Standard Toolbar. Move the cursor to the place where you want the text to be pasted.
- ❖ Click Edit menu and then click Paste option (or) click  icon on the Standard Toolbar.

For copying the text from one location to other location the same procedure is to be followed. The difference between Cut and **Copy** is that while using the **Cut** option the text will be removed from its original location and pasted at a new location, where as when using **Copy** option a copy of the selected text is pasted at new location without disturbing the original text.