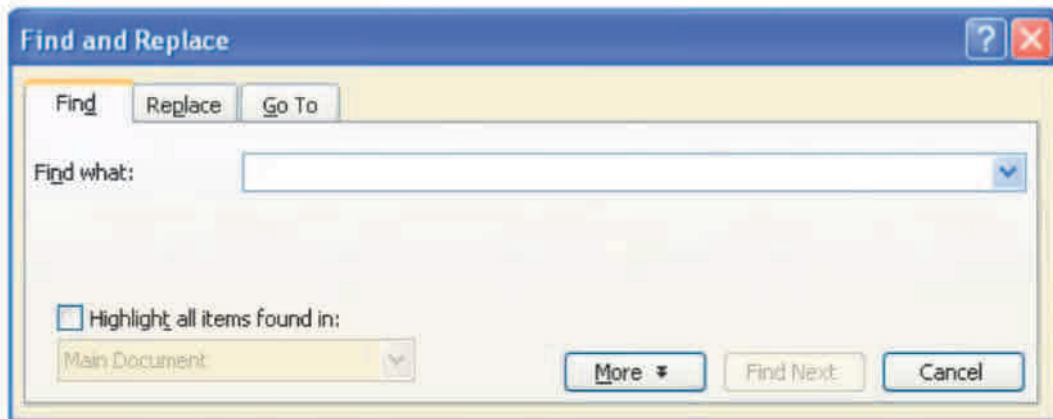
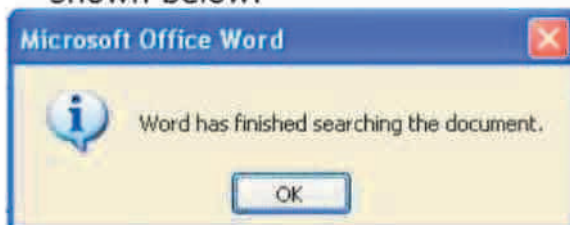


## Searching text

- ❖ Open any document.
- ❖ Click **Edit** menu and then click **Find** option. You will get a screen as shown below.



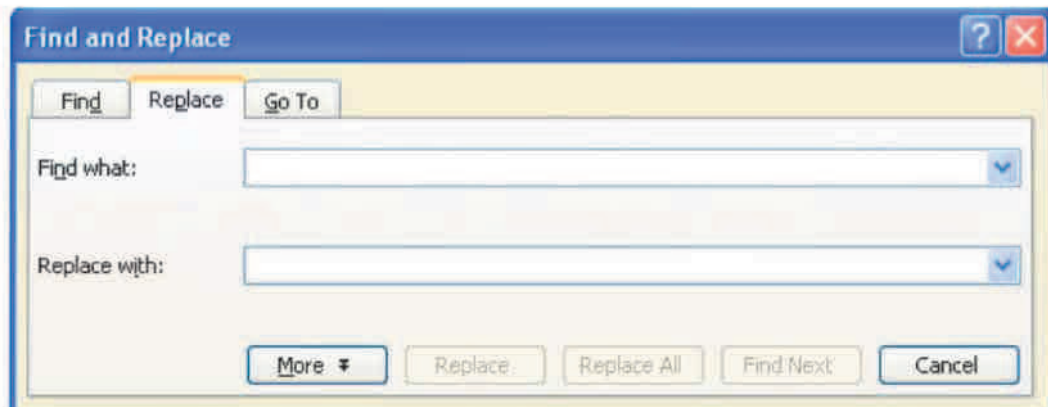
- ❖ In **Find What** text box type the word you want to find and then click **Find Next** button.
- ❖ Continue clicking **Find Next** button until you get the screen shown below.



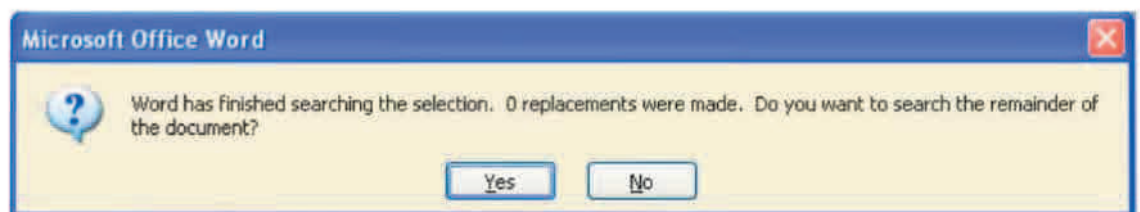
- ❖ Click **OK** button and then click **X** to close **Find and Replace** dialog box.

## Replacing text

- ❖ Open any word document.
- ❖ Click **Edit** menu and then click **Replace** option. You will get the dialog box as shown below and type the word with which you want to replace.



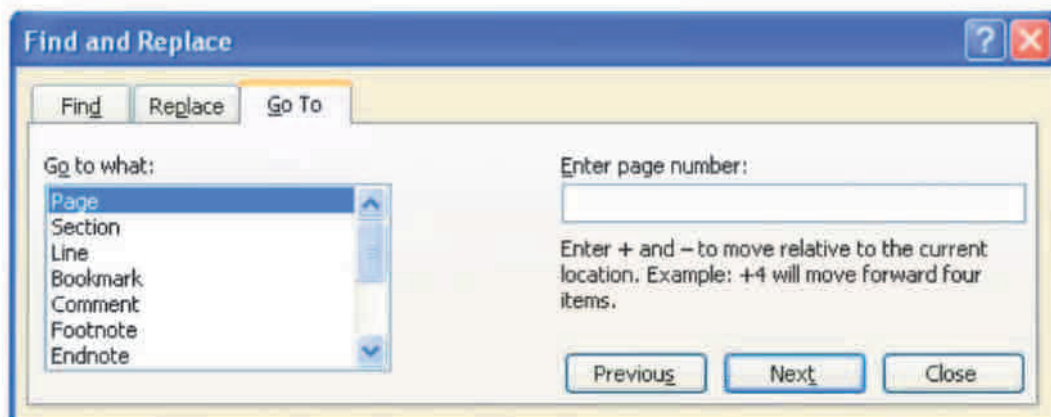
- ❖ Click **ReplaceAll** button once. You get the below dialog box.



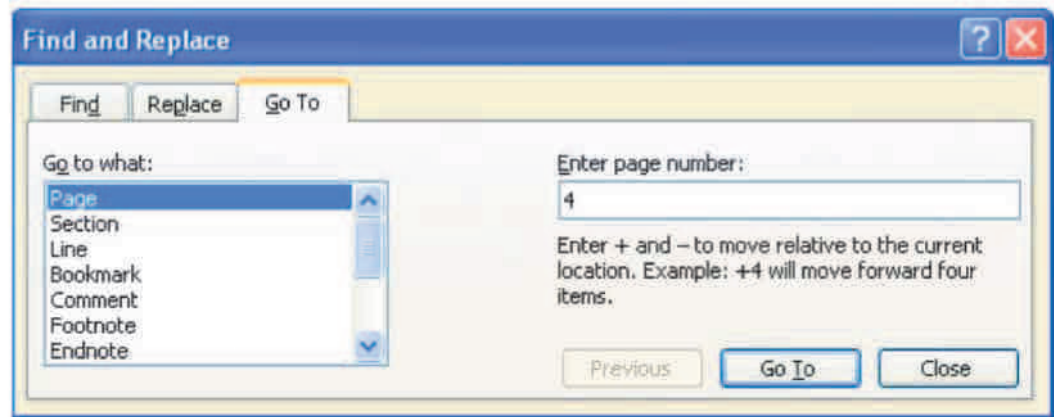
- ❖ Click **OK** button and then click **X** to close **Find and Replace** dialog box.

### Moving the cursor to a specific page

- ❖ If your word document contains more than one page, you can directly go to specified page by clicking **Edit** menu and then clicking **Go To** option. You will get the dialog box as shown below.



- ❖ In the **Enter page number** text box, type the required page number as shown below.



- ❖ Click **Go To** button. Cursor will immediately jump to page 4.
- ❖ Click **Close** button to close **Find and Replace** dialog box.

## Formatting documents

### **Bold, Underline and Italicize the selected text**

- ❖ Open a word document.
- ❖ Block the text by first clicking at the start of the text and holding the left mouse button and drag to the desired position and then release the left mouse button. The selected area will be highlighted.
- ❖ Move the mouse pointer to the button **B** on the Standard Toolbar and click once.
- ❖ Move the mouse pointer outside your text and click to release the highlighting. Your text will now appear in **BOLD FACE**.
- ❖ Like this you can underline or italicize the desired text by using the following buttons



## Left aligning, centering , right aligning and justifying text



Left Centre Right Justify

- ❖ Open a word document.
- ❖ Block the text by first clicking at the start of the text and holding the left mouse button and drag to the desired position and then release the left mouse button. The selected area will be highlighted.
- ❖ Move the mouse pointer to **Align Left** button on the toolbar and click once. Your selected text will be left aligned.
- ❖ Move the mouse pointer to **Align right** button on the toolbar and click once. Your selected text will be right aligned.
- ❖ Move the mouse pointer to **Center** button on the toolbar and click once. Your selected text will be centered.
- ❖ Move the mouse pointer to **Justify** button on the toolbar and click once. Your selected text will be justified.

## Creating Bulleted and Numbered list

- ❖ If a list of items are to be numbered automatically it can be done using Numbered List option

Ex: Microsoft Office consists of

MS-Word  
MS-Excel  
MS-PowerPoint  
MS-Access  
MS-Outlook

- ❖ The above text is to be selected with mouse.
- ❖ Click on the **Numbered List** button on the toolbar 
- ❖ Move out of the text and click to release the highlighting.
- ❖ Your text will now look like this



1. MS-Word
2. MS-Excel
3. MS-PowerPoint
4. MS-Access
5. MS-Outlook

- ❖ Now re-select the text
- ❖ Click the **Bulleted List** button on the toolbar. 

❖ The numbers should be replaced with bullets as shown below

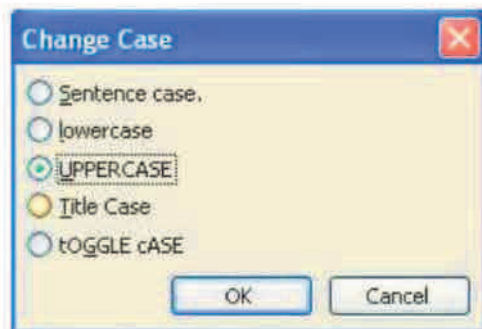
- MS-Word
- MS-Excel
- MS-PowerPoint
- MS-Access
- MS-Outlook

### Indenting Paragraphs

- ❖ Select a paragraph with the mouse.
- ❖ Click on the **Right (increase) Indent**  button on the toolbar.
- ❖ Leave the highlighting on and click once more on the **Right Indent** button.
- ❖ Click once on the **Left Indent**  button. Your text should now be indented by one Tab stop. Each time you click, the paragraph is moved one tab stop.

### Changing case of text

- ❖ You can change the selected text into either **UPPERCASE**, **lowercase**, **Title case** or **TOGGLE cASE**
- ❖ Highlight the text. Select the **Format** menu option
- ❖ Choose **Change Case** option. You will get the dialog box shown below.



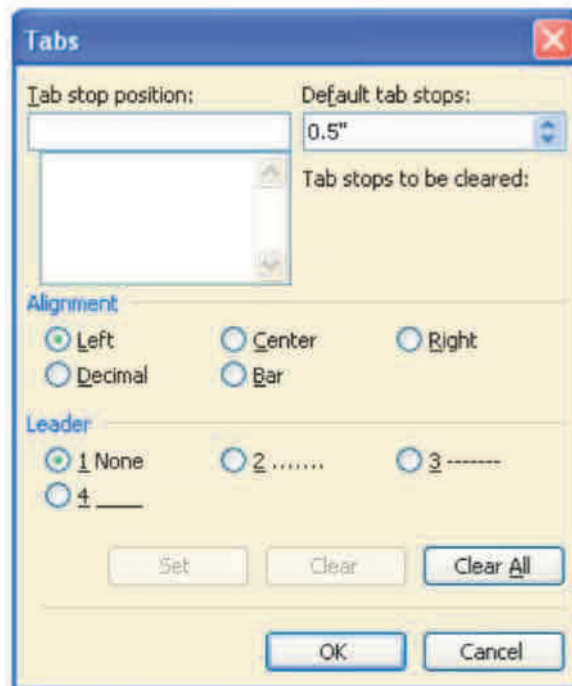
- ❖ From the list of options select **UPPERCASE** to convert lower case into uppercase

## Indenting text with tabs

- ❖ Type your name and address as you would at the head of a letter, but aligned with the left margin e.g.

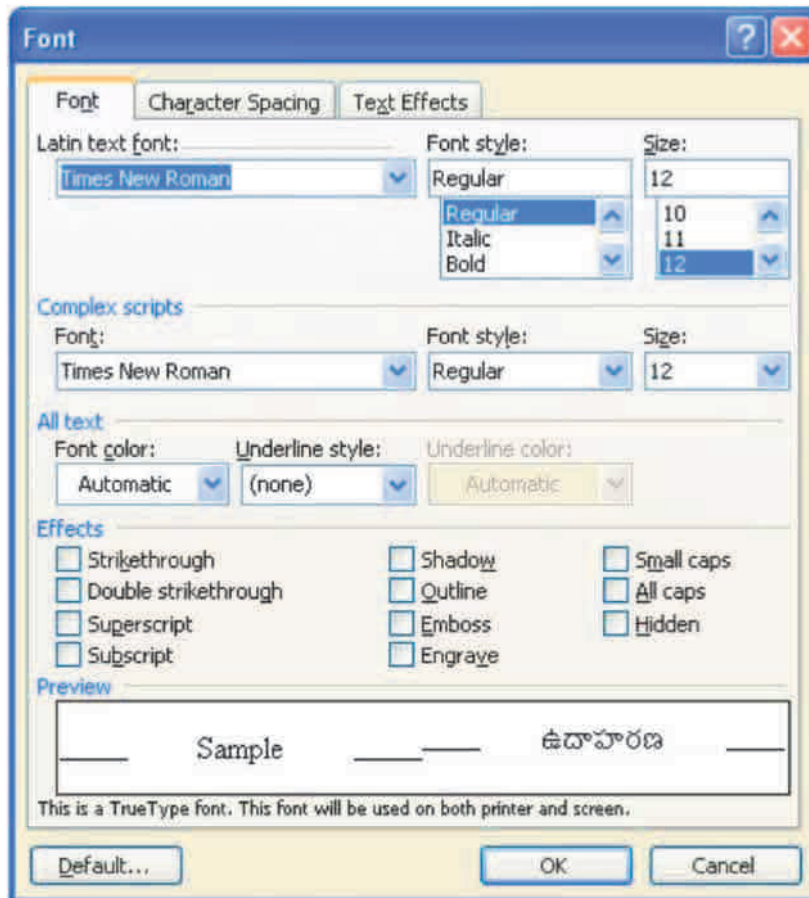
K.Manohar  
H.No 10-334/3,  
V.P. Nagar,  
Malakpet,  
Hyderabad.

- ❖ Move the cursor to the start of each line and press the Tab key. Just as with the right indent button, your text will move right. How much it moves will depend on the tab settings, which you can change in the **Format, Tabs** menu as shown below.



## Font Controlling

- ❖ To get different character styles we can change **Font** type
- ❖ Click on **Format** menu
- ❖ Select **Font** option. You will get the following screen.



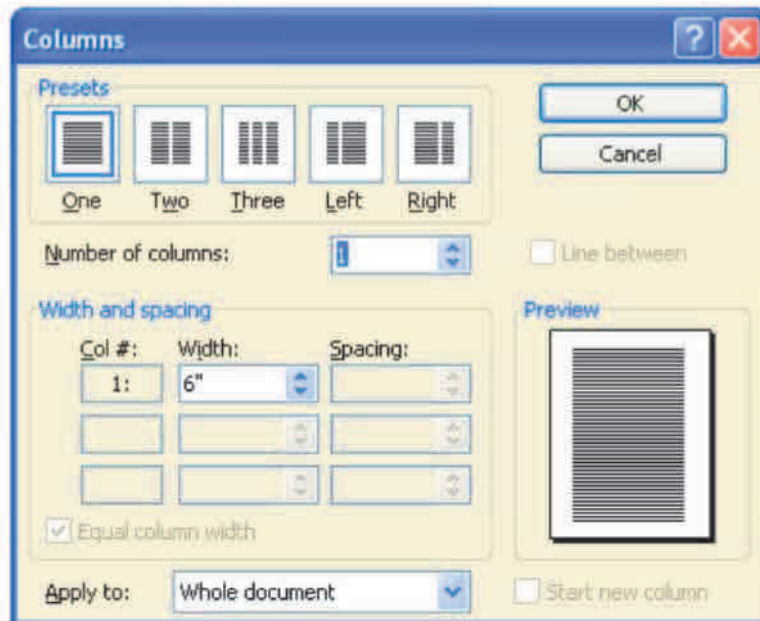
- ❖ You can set **Font type**, **Font Style** and **Font size** and **Color** of the selected text.
- ❖ Click **OK** button.

**Note:** The above options are also available on the Formatting Toolbar

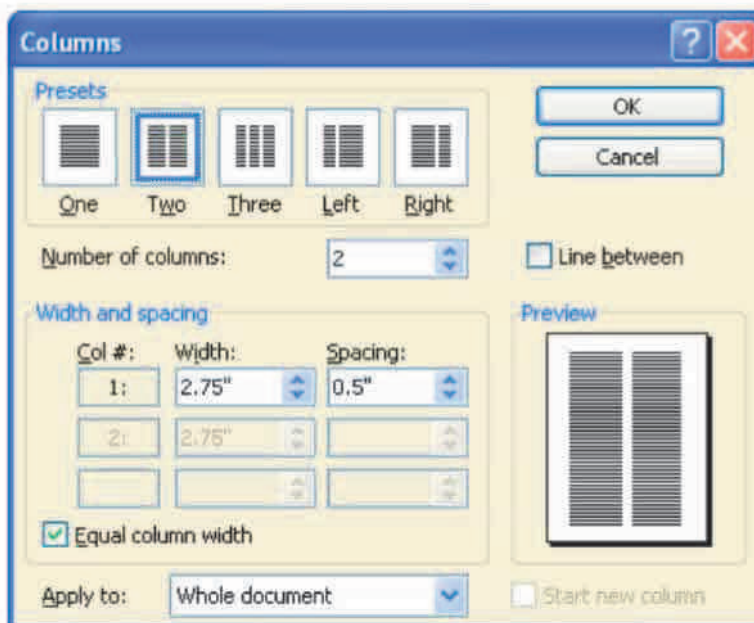


### Creating column wise documents

- ❖ Open any word document file.
- ❖ Click **Format** menu and click **Columns** option. You will get a screen as shown below:



- ❖ In the Presets tab, select Two option to get below screen.



- ❖ Click **OK** button.
- ❖ Your document will be converted to two-column document.