

MICROSOFT OFFICE WORD

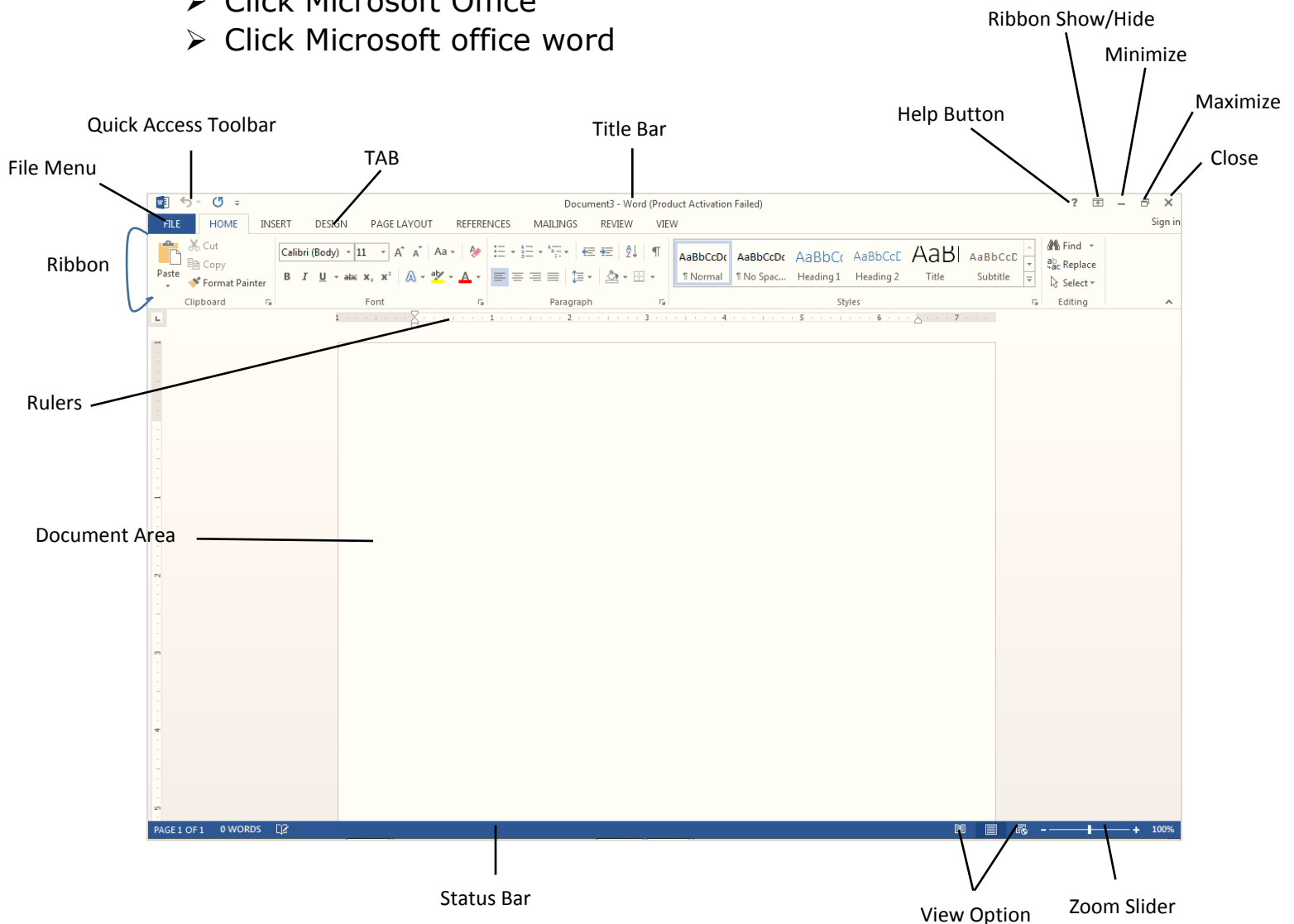


What is MS-Word (Microsoft)?

Microsoft Word use to create professional documents, reports, letters, and resumes. Unlike a plain text editor, Microsoft Word has including features spelling check, grammar check, text and font formatting, image formatting, advanced page layout formatting, and more.

How to open MS-word in Computer?

- Click Start Button
- All Program
- Click Microsoft Office
- Click Microsoft office word



Home Tab HOME

(1) Clipboard Group

Cut , Copy , Paste



For Moving

- Select Text
- Cut
- Go to place where you want to move
- Paste

For Coping

- Select Text
- Copy
- Go to place where you want to Copy
- Paste

Format Painter

Copy formatting another text or picture.

- Click on the text from where you want to copy the format.
- Click format painter
- Select text where you want to copy the format

Note:- Double click the format painter to do it again and again.

(2) Font Group

Font Family Calibri (Body) 16

- Change font or text language.

Font Size

- Big and small size selected text.

Grow Font

- Big size selected text.

Shrink Font

- Small size selected text.

Change Case

- **Sentence Case (Ex. Computer)**

- ❖ It is use to normal words after selection.

- **Lowercase (Ex. computer)**

- ❖ It is use to all words small letter after selection.

- **Uppercase (Ex. COMPUTER).**

- ❖ It is use to all words capital letter after selection.

- **Capitalize Each Word (Ex. Computer Course)**

- ❖ It is use to only first character capital and all character small
all words after selection.

- **Toggle Case (Ex. cOMPUTER)**

- ❖ It is use to only first character small and all character capital
all words after selection.

Clear Formatting

- Clear all formatting any text, line or paragraph after apply the format.

Bold

- Bold selected text for ex. (**BOLD**)

Italic

- Italic selected text for ex. (*italic*)

Underline

- Underline selected text for ex. (Underline)

Strikethrough

- Show wrong word for ex. (~~certifikate~~)

Subscript

- It is used to bottom of the selected text. for ex. (H_2O)

Superscript

- It is used to top of the selected text. for ex. ($10^{th}, 12^{th}$).

Text Effect

- It is use to change text color, apply shadow and 3D effects.

For ex. (**BASIC** **Computer** **Course**).

Text Highlight Color

- Highlight the selected text for ex. (**Computer**)

Font Color

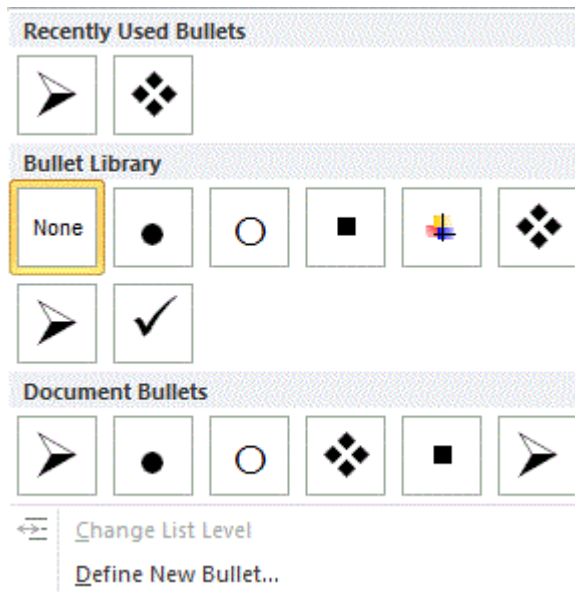
- Change color of the selected text. for ex. (Apple, Grapes, Orange)

3). Paragraph Group

Bullets

- Create a simple list using bullets, arrows, symbol etc.

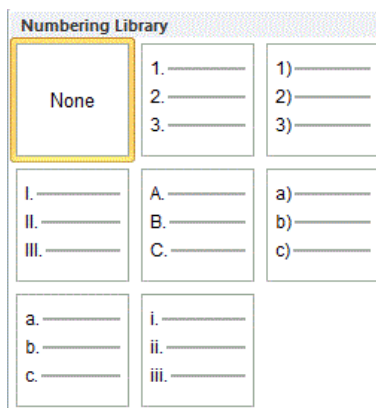
For ex.



Numbering

- Create a simple list using number, alphabets, roman etc.

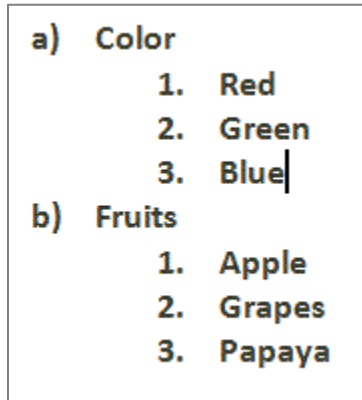
For ex.



Multilevel list 

- Create a multiple list using multilevel list

For ex.



Note: - Insert a new symbol create tab and go to backward symbol press enter.

Short 

- We use the short to do any of the names and numbers ascending and descending.

For Ex.

	9		0				
	5		1		Delhi		Ahmedabad
	4		2		Chennai		Bangalore
	6		3		Pune		Bombay
	3		4		Mumbai		Chennai
	2		5		Bombay		Delhi
	8		6		Haryana		Gurgaon
	7		7		Ahmedabad		Haryana
	1		8		Gurgaon		Mumbai
	0		9		Bangalore		Pune
Before	10	After	10	Before		After	

Show/ Hide

- It is use to show paragraph marks and other hidden formatting symbol

for ex.

- (1) For Spacing =
- (2) For Tab Stop = → → → →
- (3) Line or Paragraph ending = ¶

Decrease Indent

- Right to left line or paragraph

Increase Indent

- Left to right line or paragraph

Line spacing

- Space between two line and paragraph

Text align left

- Text left side in page

Text align center

- Text center in page

Text align right

- Text right side in page

Justify

- Adjust Line or Paragraph Left and right side in your page.

For ex.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you

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Shading

It is use to behind the color selected line or paragraph. Mostly use for heading creation.

For ex.

Basic Computer Course

Microsoft Word

Border

We use this border option apply border top, bottom, left, right or all border

For Ex.

Basic Computer Course

Basic Computer Course

Basic Computer Course

Basic Computer Course

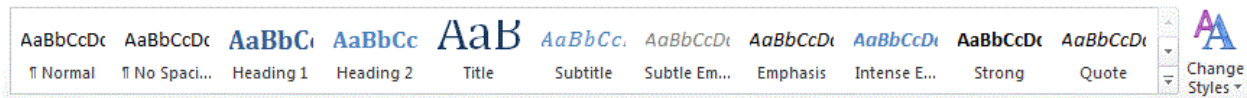
Basic Computer Course

Note:- if you want to change border style:-

- 1) click border
- 2) Click Border and Shading option
- 3) Change style using style option

Note:- If you work below of border then double click using mouse.

4) Style Group



- Style group use to create heading and sub heading or Title and subtitle

Create Heading and sub heading example:-

Main heading = Click Heading 1



Sub Heading = Click Heading 2



Sub Heading = Click Heading 3

Change Style

- Change Heading Style using change style.
 - ❖ Click Change style
 - ❖ Style Set
 - ❖ Select Format for apply

Color: - Change heading color and use for heading only

Fonts: - Change heading font style format use for heading only.

5) Editing Group

Find

Find any words in your document

- Click find
- Type text you want to find
- Automatic Select your text

Replace

Replace any word in your document or file

- Click replace
- Type replace text in find what box
- Find next
- Type new word in replace with box.
- Click Replace (**Note:-** If you want to all word replace click replace all)

Select All

- Select all text, line or paragraph at a time

Go to

- Direct Jump one page to another page or one line to another line.