

## Chapter No.3

### MS-WORDS

#### 3.0 INTRODUCTION

MS Word is a software package offering features for sharing data and documents, communication tools, Internet access and publishing capabilities. You can create letters, memos, reports, term papers with the help of MS Word. It can also help you to send documents to a group of people for feedback.

#### 3.1 OBJECTIVES

After going through this chapter you should be able to:

- Understand different bars and icons in MS Word
- Open, print and dose documents
- Scroll the documents Change font size, alignment Format the document
- Create and manage Tables

#### 3.2 WORD PROCESSING BASICS

MS Word is a software tool used for creating documents. It offers a number of features that are related to text processing. The interface of the MS word is similar to other windows products. It has several toolbars that can be viewed based on the requirements of the user. It also offers formatting of text that includes changing font size and style, paragraph spacing, line spacing, indents, and alignments of text etc. We shall be discussing the features that are required by a common person to create documents.

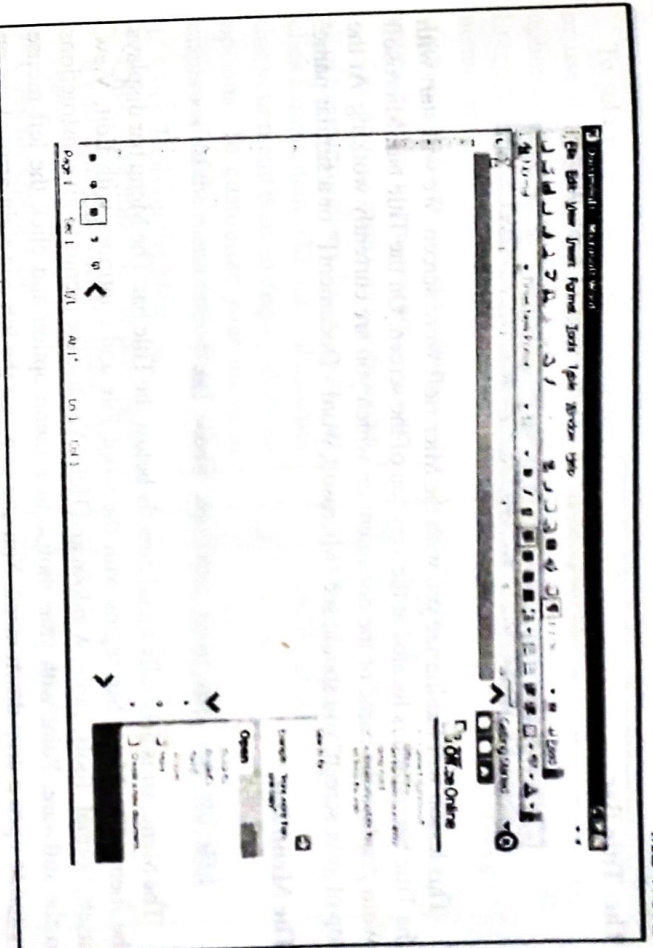
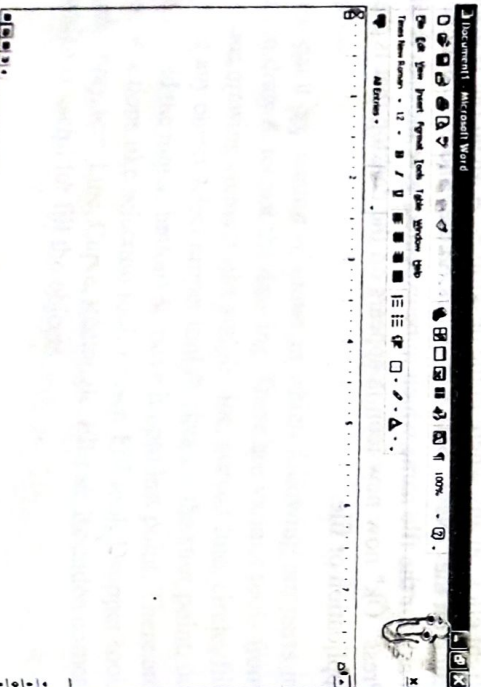
##### How to start Microsoft word :

Click in start =>

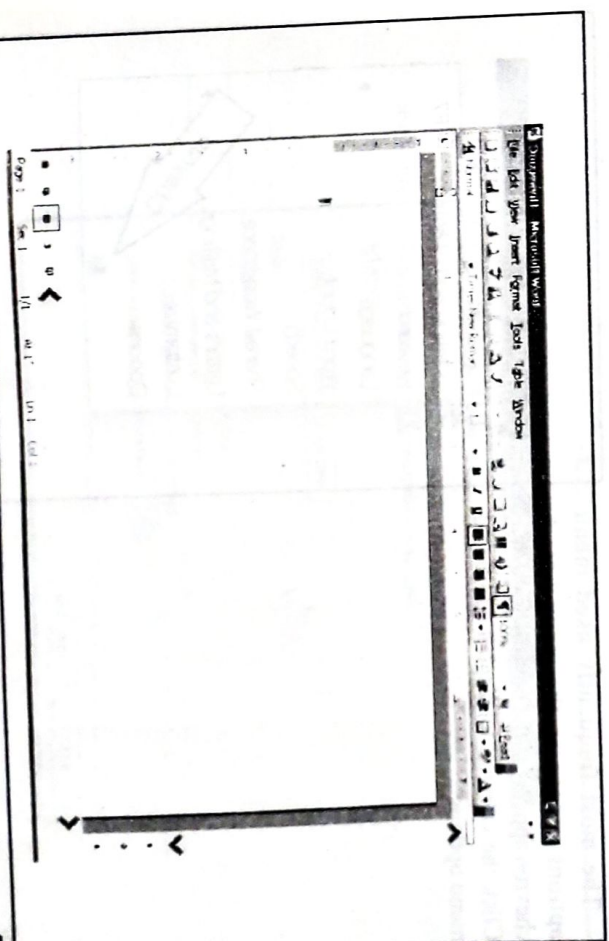
Click on programs

Click on microsoft

office word.



Click the X in the upper right corner of the New Document pane to close the New Document pane. Your screen will then look like the one shown here.





## The Title Bar

Document1 - Microsoft Word



This lesson will familiarize you with the Microsoft Word screen. We will start with the Title bar, which is located at the very top of the screen. On the Title bar, Microsoft Word displays the name of the document on which you are currently working. At the top of your screen, you should see "Microsoft Word - Document1" or a similar name.

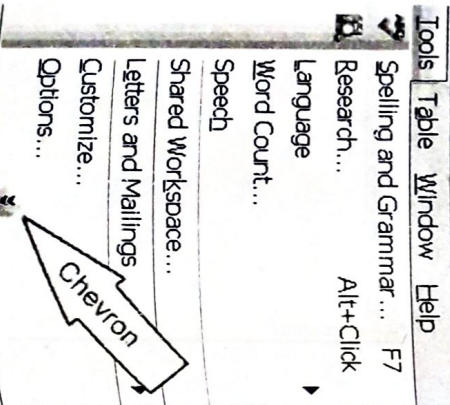
## The Menu Bar

File Edit View Insert Format Tools Table Window Help

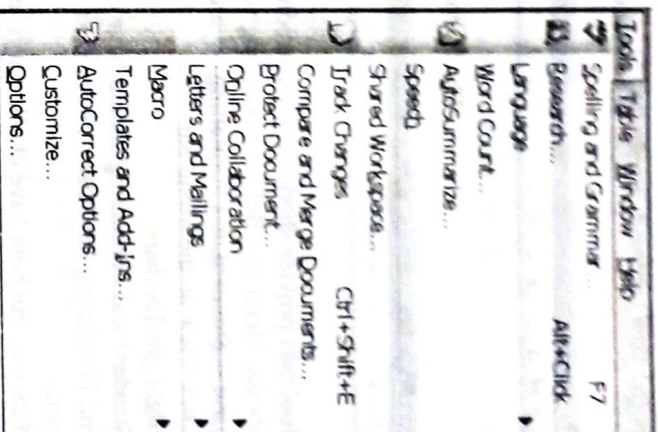
The Menu bar is generally found directly below the Title bar. The Menu bar displays the menu. The Menu bar begins with the word File and continues with Edit, View, Insert, Format, Tools, Table, Window, and Help. You use the menus to give instructions to the software. Point with your mouse to a menu option and click the left mouse button to open a drop-down menu. You can now use the left and right arrow keys on your keyboard to move left and right across the Menu bar options. You can use the up and down arrow keys to move up and down the drop-down menu.

button

The most frequently used menu options appear on the menu list. A chevron appears at the bottom of the list. Click the chevron to display additional menu options.



- To select an option, click the option or use the arrow keys to move to the option on the drop-down menu and press Enter. An ellipse or a right arrow after a menu item signifies additional options; if you select that menu item, a dialog box appears. Items in gray are not available. You can customize your screen so that all of the menu options display when you click a menu item. This tutorial assumes that your menu is set to display all menu options. To customize your menu to display all of the menu options:
1. Click Tools on the Menu bar.
  2. Click Customize on the drop down menu. the Customize dialog box opens.
  3. Click the Options tab.
  4. Click in the check box to select Always Show Full Menus.
  5. Click Close.





## Tool bars

## The Standard Toolbar



## The Formatting Toolbar



Tool bars provide shortcuts to menu commands. Tool bars are generally located just below the Menu bar. Before proceeding with this lesson, make sure the toolbars you will use -- Standard and Formatting --> are available. Follow these steps :

1. Click View on the Menu bar.
2. Highlight Toolbars.
3. Standard and Formatting should have check marks next to them. If both Standard and Formatting have check marks next to them, press Esc three times to close the menu.
4. If they do not both have check marks, click Customize.
5. Click the Toolbars tab.
6. Point to the box next to the unchecked option and click the left mouse button to make a check mark appear.
7. Click Close to close the dialog box.

*Note: You turn the check mark on and off by clicking the left mouse button.*

## The Ruler



The ruler is generally found below the main toolbars. The ruler is used to change the format of your document quickly. To display the ruler :

1. Click View on the Menu bar.
2. The option Ruler should have a check mark next to it. If it has a check mark next to it, press Esc to close the menu. If it does not have a check mark next to it, continue to the next step.
3. Click Ruler. The ruler now appears below the toolbars.

## Document View

In Word, you can display your document in one of five views: Normal, Web Layout, Print Layout, Reading Layout, or Online Layout.

## Normal View :

Normal view is the most often used and shows formatting such as line spacing, font, point size, and italics. Word displays multiple-column text in one continuous column.

## Web Layout :

Web layout view enables you to view your document as it would appear in a browser such as Internet Explorer.

## Print Layout :

The Print Layout view shows the document as it will look when it is printed.

## Reading Layout :

Reading Layout view formats your screen to make reading your document more comfortable.

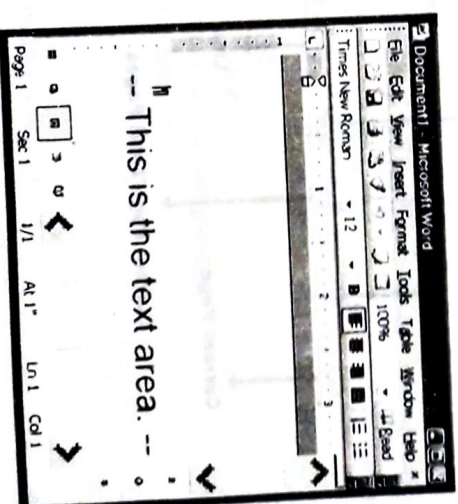
## Outline view :

Outline view displays the document in outline form. Headings can be displayed without the text. If you move a heading, the accompanying text moves with it.

1. Before moving ahead, check to make sure you are in Normal view :
2. Click View on the Menu bar.
3. The icon next to Normal should have a box around it. If the icon next to normal has a box around it, press Esc to close the menu. If the icon next to Normal does not have a box around it, continue on to the next step.
3. Click Normal. You are now in Normal view.

## Text Area

Just below the ruler is a large area called the "text area." You type your document in the text area. The blinking vertical line in the upper left corner of the text area is the cursor. It marks the insertion point. As you type, your work shows at the cursor location. The horizontal line next to the cursor marks the end of the document.





**Exiting Word**

You have completed Lesson One. Typically, you would save your work before exiting. This lesson does not require you to enter any text, so you might have nothing to save. To exit Word:

**Click File.** => Click Exit, which can be found at the bottom of the drop-down menu.  
 => If you have entered text, you will be prompted: "Do you want to save changes to Document1?" To save your changes, click Yes. Otherwise, click No. => Specify the correct folder in the Save In box. => Name your file by typing Lesson1.doc in the File Name field. => Click Save.

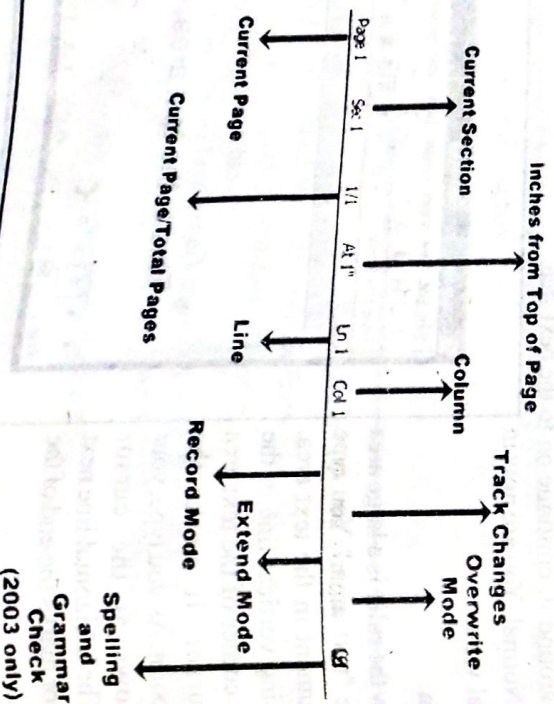
**Click**

During the lessons that follow, you will be asked to "click" items. When asked to click:

1. Point to the item.
  2. Press your left mouse button once.
- If you are asked to double-click an item:
1. Point to the item.
  2. Quickly press your left mouse button twice.
- If you are asked to right-click:
1. Point to the item.
  2. Press your right mouse button.

**Options**

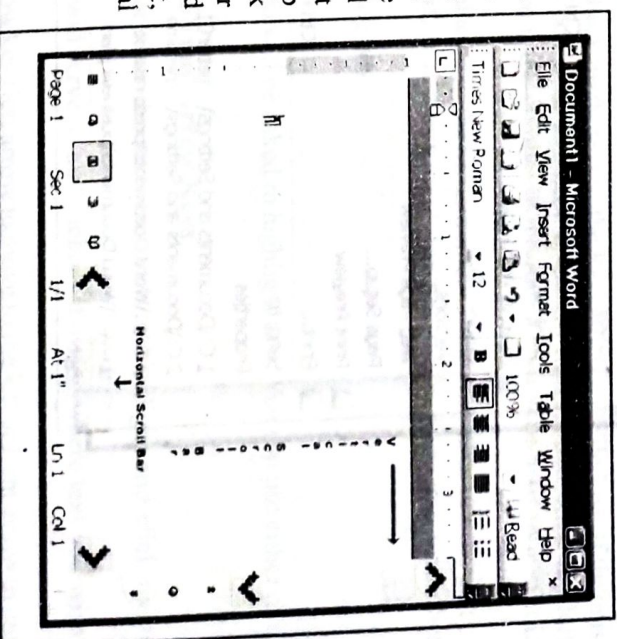
The following is an introduction to various features of the Microsoft Word screen.

**Status Bar**

The Status bar appears at the very bottom of the screen and provides such information as the current page, current section, total number of pages, inches from the top of the page, current line number, and current column number. The Status bar also provides options that enable you to track changes or turn on the Record mode, the Extension mode, the Overtyping mode, and the Spelling and Grammar check.

**Horizontal and Vertical Scroll Bars**

The Horizontal and Vertical scroll bars, if turned on, enable you to move up and down or across the window simply by pressing the icons located on the scroll bars. The Horizontal scroll bar is located above the Status bar. The Vertical scroll bar is located along the right side of the screen. To move up and down your document, click and drag the Vertical scroll bar up and down. To move back and forth across your document, click and drag the Horizontal scroll bar.

**Nonprinting Characters**

Certain characters do not print but do affect the document layout. You can elect to see these characters on the screen as you type or have them remain invisible. For these lessons, you should opt to see them onscreen. Here are most of them:

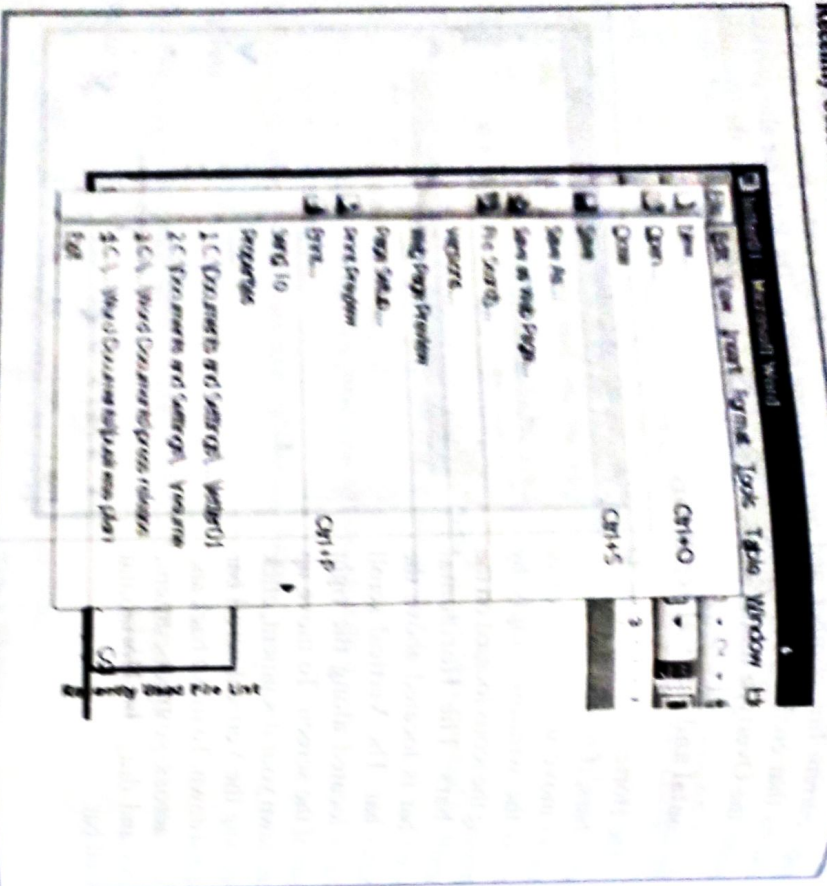
- Denotes a tab
- Denotes a space
- Denotes the end of a paragraph
- Denotes hidden text

**To show non-printing characters:**

1. Click Home.
2. Click the Show/Hide button. The button is orange.



## Recently Used File List



If you enable the recently used file list, clicking File displays the most recently opened files near the bottom of the drop-down menu. You can click the file name to open the file quickly.

## Setting Options

Before proceeding, turn on the Status bar, Horizontal scroll bar, Vertical scroll bar, nonprinting characters, and the recently used file list. Follow the procedure outlined here:

1. Click Tools on the Menu bar.
2. Click Options.
3. Click View to choose the View tab.
4. In the Show frame, check to see if there are checks next to Status Bar, Horizontal Scroll Bar, and Vertical Scroll Bar.

5. If all these items do not have check marks, go to the box next to the unchecked item(s) and click the left mouse button.

Note: You toggle the check mark on and off by clicking the left mouse button.

6. In the Formatting Marks frame, check to see if there is a check mark next to All.
7. If there is no check mark next to All, go to the box next to All and click the left mouse button. A check mark will now appear.
8. Click General to choose the General tab.
9. Check to see if there is a check mark next to the Recently Used File List. If there is no check mark, go to the box next to Recently Used File List and click the left mouse button. Check to see if the number in the Entries box is at least four. If it is not, type 4 in the box.
10. Check to see if Inches is selected in the Measurement Units box (this sets the unit of measurement for the ruler). If it is not, click the pull-down menu and then click Inches.
11. Click OK to close the dialog box.

## HIGHLIGHTING TEXT

Throughout these lessons, you will be asked to highlight text. You can use either of the following methods:

## Highlighting by Using the F8 and Arrow Keys

1. Place the cursor before or after the text you wish to highlight and click the left mouse button.
2. Press the F8 key, which will serve as an "anchor" showing where text you wish to highlight begins or ends.
3. Press the appropriate arrow key (left arrow to move to the left or right arrow to move to the right) until the text is highlighted. You can use the up or down arrow key to highlight one line at a time. Press Esc to remove the anchor.

## Highlighting by Using the Mouse

1. Place the cursor before or after the text you wish to highlight.
2. Hold down the left mouse button.
3. Move the mouse left, right, up, or down until the text is highlighted.

## HIGHLIGHTING MENU ITEMS

## Menu Bar

To select a Menu bar item:

1. Click the Menu bar item. A drop-down menu will appear.
2. To change the Menu bar option selected, move the mouse pointer across the Menu bar.



**Note:** After you highlight an item on the Menu bar, you can also use the left and right arrow keys to move across the Menu bar.

### Drop-Down Menu Items:

When you click any option on the Menu bar, a drop-down menu appears. To choose a drop-down menu item:

☐ Click the drop-down menu item.

Or

1. Use the arrow keys to move up or down the drop-down menu.
2. Press Enter to select a drop-down menu item.

### Placing the Cursor

During the lessons, you will often be asked to place the cursor at a specific location on the screen. You place the cursor by moving the cursor to the specified location and pressing the left mouse button or by using the arrow keys to move to the specified location.

### Choosing Menu Commands by Using the Alt Key

There are many methods to accomplish tasks when you are using Microsoft Word. Generally, when selecting items from the menu, we will ask you to click or highlight the menu item. However, you can also select a menu option by:

1. Pressing the Alt key while typing the underlined letter on the Menu bar.
2. Typing the letter underlined on a drop-down menu. If a dialog box appears, you can move around the dialog box by pressing the Alt key and any underlined option.

### Shortcut Key Demonstration

1. Hold down the Alt key and press "o" to select Format from the menu.
2. Press "p" to select Paragraph from the drop-down menu.
3. Hold down the Alt key and press "i" to select the Indents and Spacing tab.
4. Hold down the Alt key and press "b" to select Before from the Spacing frame.
5. Press Enter to close the dialog box.

### Shortcut Notations

A key name followed by a dash and a letter means to hold down the key while pressing the letter. For example, Alt-o means you should hold down the Alt key while pressing "o." A shorthand notation of the above demonstration would read as follows:

1. Press Alt-o, p.
2. Press Alt-i.
3. Press Alt-b.
4. Press Enter.

Typists who are slowed down by using a mouse usually prefer using keys.

### Starting a New Paragraph

When you type in Microsoft Word, you do not need to press a key to move to a new line as you do when typing with a typewriter. To start a new paragraph, press the Enter key.

### Exiting Microsoft Word

You have completed this lesson. Typically, you would save your work before exiting. This lesson does not require you to enter any text, so you might have nothing to save. To exit Microsoft Word:

1. Click File on the Menu bar.
2. Click Exit, which can be found at the bottom of the drop-down menu.
3. If you have entered text, you will be prompted: "Do you want to save changes to Document1?" To save your changes, click Yes. Otherwise, click No.
4. Specify the correct directory in the Save In box.
5. Name your file by typing lesson2.doc in the File Name field.
6. Click Save.

### Typing and Using the Backspace Key

The exercises that follow will teach you how to enter and delete text. To enter text, simply type just as you would if you were using a typewriter. To capitalize, hold down the Shift key while typing the letter. Use the Backspace key to delete text. You do not need to press Enter to start a new line -- Microsoft Word automatically wraps at the end of the line. Press Enter to start a new paragraph.

### The Delete Key

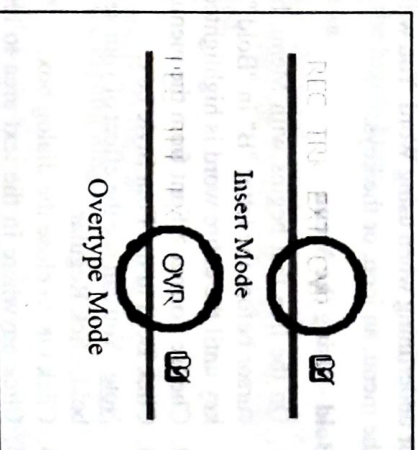
You can also delete text by using the Delete key. First, highlight the text you wish to delete; then press the Delete key.

### Inserting Text

You can insert text. To insert text, you must be in the Insert mode. To check to see whether you are in the Insert mode, look at the Status bar, located at the very bottom of the screen. Look at the right side of the Status bar. If the letters "OVR" are gray, you are in the Insert mode. If the letters "OVR" are black, you are in the Overtype mode.

### To change to the Insert mode:

1. Double-click the letters "OVR."
2. The letters "OVR" are now gray.





**Alternate Method -- Setting Options by Using the Menu**

You can also use the menu to change to the Overtyping mode.

1. Choose Tools > Options from the menu. The Options dialog box opens.
2. Click the Edit tab to choose the Edit tab.
3. The Overtyping Mode box should be blank. If the box is blank, click OK.
4. If the Overtyping Mode box is not blank, click the box to remove the check mark. Then click OK.

**Alternate Method -- Setting Options by Using Key**

You can use the keyboard to change to the Overtyping mode.

1. Press Alt-L, O.
2. Click Edit.
3. Press Alt-V (toggles between overtype and insert).
4. Press Enter.

**Overtyping**

You can type over the current text (replace the current text with new text). However, you must be in the Overtyping mode. Do the following to change to the Overtyping mode.

1. Double-click "OVR" on the Status bar.
  2. The letters "OVR" should now be black.
- Make sure the letters "OVR" are black before proceeding to the following exercise.

**Text Creation and Manipulation:****Bold, Underline, and Italicize**

You can bold, underline, or italicize when using Word. You also can combine these features -- in other words, you can bold, underline, and italicize a single piece of text. In the exercise that follows, you will learn three different methods for bolding, italicizing, or underlining when using Word. You will learn to bold, italicize, or underline by using the menu, an icon, or the keys.

**Bold - Using the Menu**

1. On the line that begins with Menu, highlight the word Bold. To do so, place the cursor before the letter "B" in "Bold." Press the F8 key; then press the right arrow key until the entire word is highlighted.
2. Choose Format > Font from the menu. The Font Dialog box opens.
3. Click Bold in the Font Style box.

Note: You can see the effect of your selection in the Preview window. To turn off the bold, click Regular.

4. Click OK to close the dialog box.
5. Click anywhere in the text area to remove the highlighting. You have bolded the word bold.

**Alternate Method -- Bold by Using an Icon**

1. On the line that begins with "Icon," highlight the word "Bold." To do so, place the cursor before the letter "B" in "Bold." Press the F8 key; then press the right arrow key until the entire word is highlighted.

2. Click the Bold icon  on the toolbar.

Note: To turn off bold, highlight the text and press the Bold icon again.

3. Click anywhere in the Text area to remove the highlighting.

**Alternate Method -- Bold by Using the Keys**

1. On the line that begins with "Keys," highlight the word "Bold." To do so, place the cursor before the letter "B" in "Bold." Press the F8 key; then press the right arrow key until the entire word is highlighted.

2. Press Ctrl-B (hold down the Ctrl key while pressing b).

Note: To turn off Bold, press Ctrl-B again. You can also remove formatting by pressing Ctrl-spacebar.

3. Click anywhere in the Text area to remove the highlighting.

**Italicize - Using the Menu**

1. On the line that begins with "Menu," highlight the word "Italicize." To do so, place the cursor before the letter "I" in "Italicize." Press the F8 key; then press the right arrow key until the entire word is highlighted.

2. Choose Format > Font from the menu.

3. Click Italic in the Font Style box.

Note: You can see the effect of your selection in the Preview window. To turn off the italics, click Regular.

4. Click OK to close the dialog box.

5. Click anywhere in the Text area to remove the highlighting.

**Alternate Method -- Italicize by Using an Icon**

1. On the line that begins with "Icon," highlight the word "Italicize." To do so, place the cursor before the letter "I" in "Italicize." Press the F8 key; then press the right arrow key until the entire word is highlighted.

2. Click the Italic icon  on the toolbar.

Note: To turn off italics, highlight the text and press the Italic icon again.

3. Click anywhere in the Text area to remove the highlighting.

**Alternate Method -- Italicize by Using Keys**

1. On the line that begins with "Keys," highlight the word "Italicize." Place the cursor before the letter "I" in "Italicize." Press the F8 key; then press the right arrow key until the entire word is highlighted.



2. Press Ctrl-i (hold down the Ctrl key while pressing i). You can also remove formatting by pressing Ctrl-i again. You can also remove formatting by pressing Ctrl-i again. You can also remove formatting by pressing Ctrl-i again.

### Underline - Using the Menu :

You can underline when using Word. The following are some of the underlines that are available if you use the menu :

This is a single underline.

This is a dash underline.

This is a words only underline.

This is a dot dash underline.

This is a double underline.

This is a dot dot dash underline.

This is a dotted underline.

This is a thick underline.

The following illustrates underlining by using the menu:

1. On the line that begins with "Menu," highlight the words "Underline these words."
2. Choose Format > Font from the menu.
3. In the Underline Style box, click to open the pull-down menu. Click the type of underline you wish to use.
4. Click OK to close the dialog box.
5. Click anywhere in the Text area to remove the highlighting.

### Alternate Method -- Underline by Using the Icon

1. On the line that begins with "Icon," highlight the words "Underline these words."
2. Click the Underline icon U on the toolbar. You will get a single underline.
3. Click anywhere in the Text area to remove the highlighting.

### Alternate Method -- Underline by Using the Keys

1. On the line that begins with "Keys," highlight the words "Underline these words."
2. Press Ctrl-u (hold down the Ctrl key while pressing u). You will get a single underline.
3. Click anywhere in the Text area to remove the highlighting.

### All Three - Using the Menu

1. On the line that begins with "Menu," highlight the words "All three."
2. Choose Format > Font from the menu.
3. In the Font Style box, click Bold Italic.

Note : You can see the effect of your selection in the preview window. To turn off the Bold Italic, click Regular.

4. In the Underline box, click to open the pull-down menu. Click the type of underline you want to use.
5. Click OK to close the dialog box.
6. Click anywhere in the Text area to remove the highlighting.

### Alternate Method -- All Three by Using Icons

On the line that begins with "Icon," highlight the words "All three." => Click the Bold icon on the toolbar. => Click the Italic icon on the toolbar. => Click the Underline icon on the toolbar. => Click anywhere in the Text area to remove the highlighting.

### Alternate Method -- All Three by Using the Keys

1. On the line that begins with "Keys," highlight the words "All three."
2. Press Ctrl-b (bold).
3. Press Ctrl-i (italicize).
4. Press Ctrl-u (underline).

Note : You can remove formatting by highlighting the text and pressing Ctrl-spacebar.

5. Click anywhere in the Text area to remove the highlighting.

### OPENING DOCUMENT & SAVING DOCUMENT :

#### Save File

You must save your files if you wish to recall them later. Before you can save, you must give your file a name. To save your file and close Word, follow the instructions given here:

Choose File > Save As from the menu. => Specify the correct folder in the Look In box. => Name your file by typing lesson3.doc in the File Name box. => Click Save. => Choose File > Exit from the menu.

Cut, copy, paste, AutoText, spell check, find, replace, and fonts. To begin this lesson, open Microsoft Word.

#### Open File

To continue working on a file you previously saved, you must open the file. To open the file you used in Lesson 3 :

Choose File > Open from the menu. => Make sure the folder you noted during the previous lesson displays in the Look In field. => The file is named "lesson3.doc." Type lesson3.doc in the File Name field. => Click Open. The file you created during the previous lesson appears.



**Alternate Method -- Opening a File by Using the Drop-Down Menu**

1. Click File.
2. Look for the file name "Lesson3.doc" near the bottom of the drop-down menu.
3. Click "Lesson3.doc." The file you created during the previous lesson opens.

**TEXT CREATION & MANIPULATION:****Cut and Paste**

In Microsoft Word, you can cut (delete) text from one area of a document and save that text so it can be pasted elsewhere in the document. When you cut text, it is stored on the Clipboard. You can also copy text. When you copy text, it is also stored on the Clipboard. Information stored on the Clipboard stays there until new information is either cut or copied. Each time you execute Cut or Copy, you replace the old information on the Clipboard with whatever you just cut or copied. You can paste Clipboard information as often as you like.

**Cut - Using the Menu**

1. Type the following:  
I want to move. I am content where I am.
2. Highlight "I want to move."
3. Choose Edit > Cut from the menu.
4. Your text should now read : "I am content where I am."

**Paste - Using the Menu**

1. Place the cursor after the period in the sentence "I am content where I am."
2. Press the spacebar to leave a space.
3. Choose Edit > Paste from the menu.
4. Your text should now read : "I am content where I am. I want to move."


**Alternate Method -- Cut by Using the Icon**

1. Type the following:  
I want to move. I am content where I am.
2. Highlight "I want to move."

3. Click the Cut icon .

4. Your text should now read : "I am content where I am."

**Alternate Method -- Paste by Using the Icon**

1. Place the cursor after the period in the sentence  
"I am content where I am."
2. Press the spacebar to leave a space.
3. Click the Paste icon .

4. Your text should now read :  
"I am content where I am. I want to move."

**Alternate Method -- Cut by Using Keys**

1. Type the following:  
I want to move. I am content where I am.
2. Highlight "I want to move."
3. Press Ctrl-x.
4. Your text should now read : "I am content where I am."

**Alternate Method -- Paste by Using Keys**

1. Place the cursor after the period in the sentence: "I am content where I am."
2. Press the spacebar to leave a space.
3. Press Ctrl-v.
4. Your text should now read : "I am content where I am. I want to move."

**Copy and Paste**

In Microsoft Word, you can copy text from one area of the document and place that text elsewhere in the document. As with cut data, copied data is stored on the Clipboard.

**Copy - Using the Menu**

1. Type the following:  
You will want to copy me. One of me is all you need.
2. Highlight "You will want to copy me."
3. Choose Edit > Copy from the menu.

**Paste - Using the Menu**

1. Place the cursor after the period in the sentence: "One of me is all you need."
2. Press the spacebar to leave a space.
3. Choose Edit > Paste from the menu.
4. Your text should now read :  
"You will want to copy me. One of me is all you need. You will want to copy me."

**Alternate Method -- Copy by Using the Icon**


1. Type the following:  
You will want to copy me. One of me is all you need.
2. Highlight "You will want to copy me."

3. Click the Copy icon .

**Alternate Method -- Paste by Using the Icon**

1. Place the cursor after the period in the sentence: "One of me is all you need."
2. Press the spacebar to leave a space.



3. Click the Paste icon .
4. Your text should now read:  
"You will want to copy me. One of me is all you need. You will want to copy me."

#### Alternate Method – Copy by Using Keys

1. Type the following:  
You will want to copy me. One of me is all you need.
2. Highlight "You will want to copy me."
3. Press Ctrl-C.

#### Alternate Method – Paste by Using Keys

1. Place the cursor after the period in the sentence "One of me is all you need."
2. Press the spacebar to leave a space.
3. Press Ctrl-V.
4. Your text should now read:  
"You will want to copy me. One of me is all you need. You will want to copy me."

#### AutoText

Cut and Copy both store information on the Clipboard. Each time you store new information on the Clipboard, the old information is lost. If you wish to store text permanently so you can use it repeatedly, use AutoText.

1. Type the following:  
AutoText information is stored permanently.
  2. Highlight "AutoText information is stored permanently."
  3. Choose Insert > AutoText > New from the menu.
  4. Microsoft Word suggests a name. The suggestion displays in the dialog box. Change the name by typing AT in the Please Name Your AutoText Entry field.
  5. Click OK.
  6. Click anywhere in the text area to remove the highlighting.
  7. Place the cursor between the period in the sentence you just typed and the paragraph marker (¶).
  8. Press the spacebar twice to leave two blank spaces.
  9. Type AT.
  10. Press F3.
  11. Your text should now read:  
"AutoText information is stored permanently. AutoText information is stored permanently."
- Note :** Whenever you need the text, simply type the name and press F3.

#### HEADER AND FOOTER :

To insert a heading in a document :

Click on view => Click on header and footer => Type the heading **for example** : smart center

Header  
..... smart center .....

Click on close button which is display on the screen



After typing in a document to write a footer **for example** : report created by Anup  
Click on view => Click on header and footer => Switch between Header and Footer.



Click on footer symbol **for example** : switch between header and footer => Type the footer for example : report created by Anup



Click on close button which is display on the screen.

#### Print layout

To bring a document in an original layout before printing :

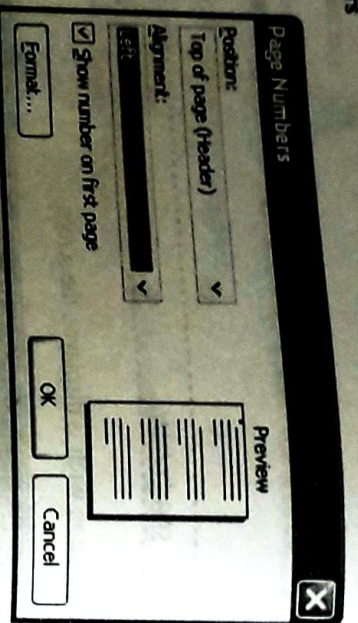
Click on view => Click on print layout

#### Insert Page Break

After typing a document in a page to create a new page for a new letter or document  
Click at the end of the last paragraph of a last line => Click on insert => Click on break  
=> Click on page break => Click on ok



## Page numbers

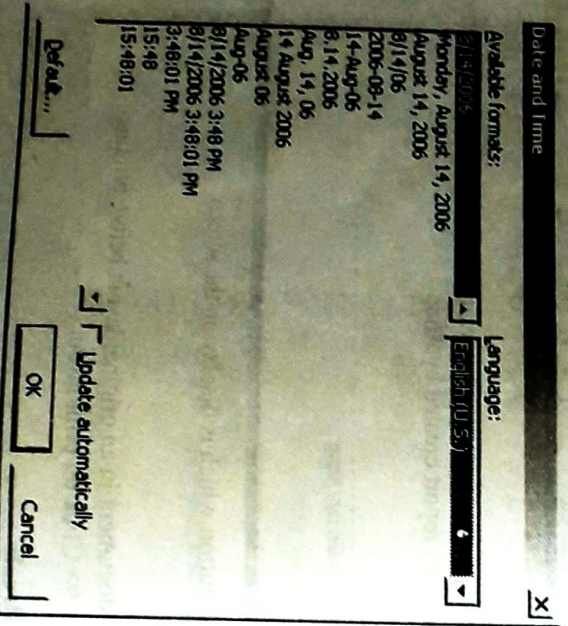


After creating a new page to insert a number :

Click on insert => Click on page numbers => Click on position => Click on top of page (header) => Click on alignment => Click on left, Right, or center => Click on ok



## Date and Time

To insert date and time in new page or a document :



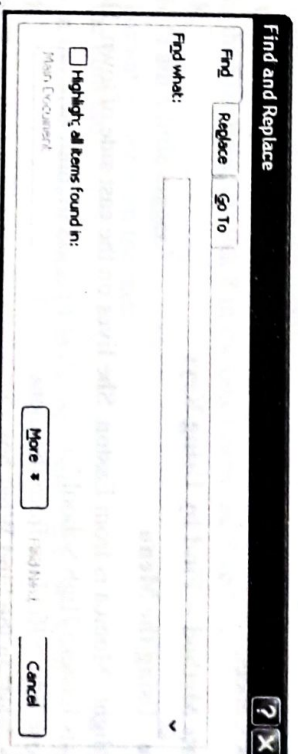
Click on insert => Click on date and time => Click on any one of the date formats => Click on ok

## Spell Check

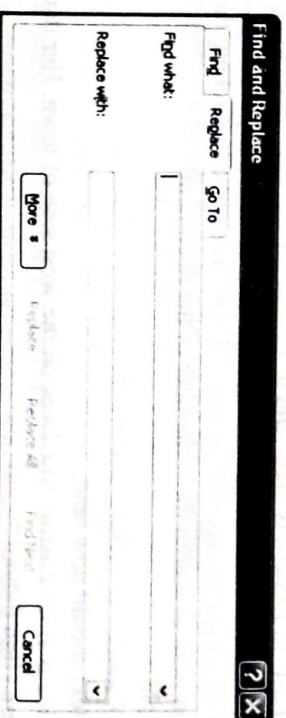
Word checks your spelling and grammar as you type. Spelling errors are displayed with a red wavy line under the word. Grammar errors are displayed with a green wavy line under the error. If you want to spell check your entire document, press F7 and click the spelling icon , or choose Tools > Spelling and Grammar from the menu. If you want to spell check part of your document, highlight the area you want to spell check. Then press F7 and click the spelling icon , or choose Tools > Spelling and Grammar from the menu.

## Find and Replace

If you need to find a particular word or piece of text, you can use the Find command. If you want to search the entire document, simply execute the Find command. If you want to limit your search to a selected area, highlight that area and then execute the Find command.



After you have found the word or piece of text you are searching for, you can replace it with new text by executing the Replace command.





**Find - Using the Menu**

1. Type the following:  
*Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School.*
2. Highlight: "Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School."
3. Choose Edit > Find from the menu.
4. Type east in the Find What field.
5. Click Find Next.
6. Click Find Next.  
Note that the "East" in Easton is highlighted.
7. Click Find Next.  
Note that the "East" in Eastern is highlighted.
8. Click Find Next. The following message should appear: "Word has finished searching the selection. Do you want to search the remainder of the document?"
9. Click No.
10. Click Cancel.

**Alternate Method -- Find by Using Keys****Replace - Using the Menu**

1. Highlight "Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School."
2. Choose Edit > Replace from the menu.
3. Type "east" in the Find What box.
4. Click Find Next. Do not replace the "East" in "Easton."
5. Click Find Next.
6. In the Replace With box, type west.
7. Click Replace. Word replaces east with west.
8. The "East" in Eastern is highlighted.
9. Click Replace. Eastern becomes Western.
10. The following message will appear: "Word has finished searching the selection. Do you want to search the remainder of the document?"
11. Click No.
12. Click Close.
13. Your text should now read,

"Monica is from Easton. She lives on the west side of town. Her daughter attends Western High School."

**Alternate Method -- Replace by Using Keys**

1. Highlight "Monica is from Easton. She lives on the west side of town. Her daughter attends Western High School."
2. Press Ctrl-H.
3. Follow steps 4 through 13 in the preceding section, but type East in the Replace With box.

**4.4 FORMATTING THE TEXT****Font Size**

In Microsoft Word, you can change the size of your font (text). The following exercise illustrates changing the font size.

**Change Font Size - Using the Menu**

1. Type the following:  
*I am the smallest. I am a little bigger. I am the biggest.*
2. Highlight "I am the smallest."
3. Choose Format > Font from the menu.
4. Choose the Font tab.
5. Type 8 in the Size field, or click 8 in the box below the Size field.
6. Click OK.
7. Highlight "I am a little bigger."
8. Choose Format > Font from the menu.
9. Choose the Font tab.
10. Type 14 in the Size field, or click 14 in the box below the Size field.
11. Click OK.
12. Highlight "I am the biggest."
13. Choose Format > Font from the menu.
14. Choose the Font tab.
15. Type 24 in the Size field, or click 24 in the box below the Size field.
16. Click OK.
17. Your text should now look similar to the following:  
"I am the smallest. I am a little bigger. I am the biggest."

**Alternate Method -- Change Font Size by Using the Toolbar**

Times New Roman    12    ▼

Highlight:

"I am the smallest. I am a little bigger. I am the biggest."

Press Ctrl-spacebar to set the formatting back to the default. => Highlight "I am the



smallest." => In the Font Size box 12 on the toolbar, type 8. => Press Enter. => Highlight "I am a little bigger." => In the Font Size box 12 on the toolbar, type 14. => Press Enter. => Highlight "I am the biggest." => In the Font Size box 12 on the toolbar, type 24. => Press Enter.

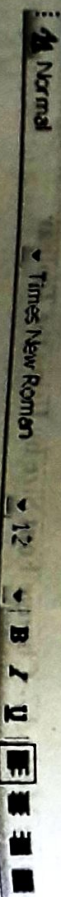
## ✓ FONTS

In Microsoft Word, you can change the font (the "family" of type you use for your text). This feature is illustrated in the following exercise:

### Change the Font - Using the Menu

1. Type the following:  
Arial Courier Times New Roman
2. Highlight "Arial."
3. Choose Format > Font from the menu.
4. Choose the Font tab.
5. In the box below the Font field, click "Arial."
6. Click OK.
7. Highlight "Courier."
8. Choose Format > Font from the menu.
9. Choose the Font tab.
10. In the box below the Font field, click "Courier New."
11. Click OK.
12. Highlight "Times New Roman."
13. Choose Format > Font from the menu.
14. Choose the Font tab.
15. In the box below the Font field, click "Times New Roman."
16. Click OK.
17. Your text should now look similar to the following:  
"Arial Courier Times New Roman"

### Alternate Method -- Change the Font by Using the Formatting Toolbar



1. Highlight "Arial Courier Times New Roman."
2. Press Ctrl-spacebar. Ctrl-spacebar sets the formatting back to the default.
3. Highlight "Arial."
4. Click to open the Font pull-down menu Times New Roman on the Formatting toolbar.

5. Click "Arial."
6. Next, highlight "Courier."
7. Click to open the Font pull-down menu Times New Roman on the Formatting toolbar.
8. Click "Courier."
9. Next, highlight "Times New Roman."
10. Click to open the Font pull-down menu Times New Roman on the Formatting toolbar.
11. Click "Times New Roman."
12. Your text should now look similar to the following: "Times New Roman"

## Save File

Save your file by following these instructions:

Choose File > Save As from the menu. => Specify the correct folder in the Look In field. => Name your file by typing lesson4.doc in the File Name field. => Click Save.

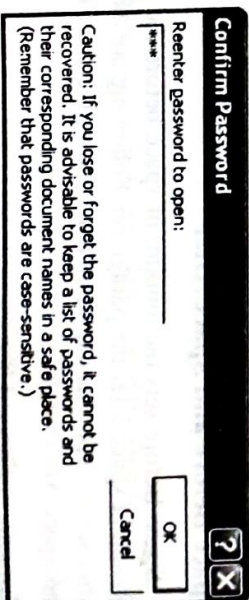
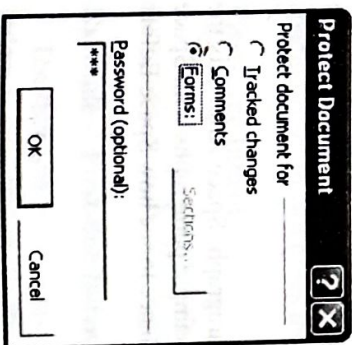
Note: This document will contain Lesson Three and Lesson Four.

Click File. => Highlight Exit. Press Enter.

## Protect

To lock our document before exiting:

Click on tools => Click on protect document => Click on forms => Click on password (optional): box => Type the code word for example: smt => Click on ok => Type the same code word for example: smt => Click on ok => Click on file => Click on exit => Click on yes





To open a locked document :

Click on start => Click on programs => Click on microsoft word => Click on file => Click on open => Type the file name => Click on open => Click on tools => Click on unprotect => Type the code word for example : smt => Click on ok.

### Working with Paragraphs

**Open Microsoft Word.** In the lesson that follows, you will learn various ways to format a paragraph. When you are formatting a paragraph, you do not need to highlight the entire paragraph. Placing the cursor anywhere in the paragraph enables you to format it. After you set a paragraph format, subsequent paragraphs will have the same format unless you change their format.

You will need text to work with to perform the exercises for this lesson, so type the following exactly as shown. End paragraphs where you see the end-of-paragraph marker (¶). Press Enter once to end the paragraph, but do not leave spaces between paragraphs. You will set the space between paragraphs during the exercise. Do not press Enter to move to a new line -- Microsoft Word automatically wraps at the end of a line.

#### Sample Paragraphs¶

We will use this paragraph to illustrate several Microsoft Word features. It will be used to illustrate Space Before, Space After, and Line Spacing. Space Before tells Microsoft Word how much space to leave before the paragraph. Space After tells Microsoft Word how much space to leave after the paragraph. Line Spacing sets the space between lines within a paragraph.¶

We will use this paragraph to illustrate some additional Microsoft Word features. It will be used to illustrate first-line indent. With first-line indent, you can indent the first line of your paragraph. We will also look at indentation. Indentation enables you to indent from the left or right margin of your document.¶

### Space Before and Space After

**Space Before** sets the amount of space before the paragraph. **Space After** sets the amount of space after the paragraph. Following are the sample paragraphs with Space After set to 12 pt. The exercises that follow give you a chance to see how Space Before and Space After work.

#### Example -- Space After

##### Sample Paragraphs

We will use this paragraph to illustrate several Microsoft Word features. It will be used to illustrate Space Before, Space After, and line spacing. Space Before tells Microsoft Word how

much space to leave before the paragraph. Space After tells Microsoft Word how much space to leave after the paragraph. Line Spacing sets the space between lines within a paragraph.¶  
We will use this paragraph to illustrate some additional Word features. It will be used to illustrate first-line indent. With first-line indent, you can indent the first line of your paragraph. We will also look at Indentation. Indentation enables you to indent from the left and/or right margins of your document.¶

### Space Before

#### Highlight the title of the sample text: "Sample Paragraphs."

1. Choose Format > Paragraph from the menu.
2. Choose the Indents and Spacing tab.
3. Enter **18 pt** in the Before field.
4. Click OK. You now have 18 points **before** "Sample Paragraphs."

### Space After

1. Highlight all of the text you typed (the title and both paragraphs):
2. Choose Format > Paragraph from the menu.
3. Choose the Indents and Spacing tab.
4. Enter **12 pt** in the After field.
5. Click OK. You now have 12 points after each paragraph.

### Line Spacing

Line Spacing sets the amount of space between lines within a paragraph. Single spacing is the default. The spacing for each line is set to accommodate the largest font on that line. If there are smaller fonts on the line, there will appear to be extra space between lines where the smaller fonts are located. At 1.5 lines, the Line Spacing is set to one-and-a-half times the single-space amount. For double-spaced lines, the line spacing is set to two times the single-space amount.

### First-Line Indent

This exercise demonstrates how you can indent the left side of the first line of your paragraph, as in the following example.

#### Example -- First-line Indent

The first-line indent feature indents the first line of the paragraph. The amount of the indent is specified in the By field. The remainder of the paragraph is indented by the amount specified in the Indentation field.



**Indentation**

Indentation allows you to indent your paragraph from the left or right margin. The following examples show different types of indentation.

**Example -- Indentation**

We will use this paragraph to illustrate several Word features. We will illustrate Space Before, Space After, and Line Spacing. Space Before tells Word how much space to leave before the paragraph. Space After tells Word how much space to leave after the paragraph. Line Spacing sets the space between lines within a paragraph.

We will use this paragraph to illustrate some additional Word features. We will illustrate first-line indent. With first-line indent, you can indent the first line of your paragraph. We will also look at Indentation. Indentation enables you to indent from the left or right margins of your document.

**ALIGNMENT**

Microsoft Word gives you a choice of several types of alignment. Left-justified text is aligned on the left side. It is the default setting.

**Example -- Left-Justified****Sample Paragraph**

This is a sample paragraph. It is used to illustrate alignment. Left-justified text is aligned on the left. Right-justified text is aligned on the right. Centered text is centered between the left and right margins. You can use Center to center your titles. Justified text is flush on both sides.

**Right-justified text is aligned on the right side.****Example -- Right-Justified :****Sample Paragraph**

This is a sample paragraph. It is used to illustrate alignment. Left-justified text is aligned on the left. Right-justified text is aligned with on the right. Centered text is centered between the left and right margins. You can use Center to center your titles. Justified text is flush on both sides.

**Centered text is centered between the left and right margins.****Example -- Centered :****Sample Paragraph**

This is a sample paragraph. It is used to illustrate alignment. Left-justified text is aligned on the left. Right-justified text is aligned with on the right. Centered text is centered between the left and right margins. You can use Center to center your titles. Justified text is flush on both sides.

**Justified text is flush on both sides.****Example -- Justified****Sample Paragraph**

This is a sample paragraph. It is used to illustrate alignment. Left-justified text is aligned on the left. Right-justified text is aligned with on the right. Centered text is centered between the left and right margins. You can use Center to center your titles. Justified text is flush on both sides.

**Hanging Indent**

The hanging indent feature indents each line except the first line by the amount specified in the By field, as shown in the example.

**Example: Hanging Indent**

**Hanging Indent :** The hanging indent feature indents the first line of the paragraph from the margin by the amount specified in the Left field. The amount in the Left field plus the amount specified in the By field indent all subsequent lines.

When you begin typing the following paragraph, you might find that your paragraph is indented one inch on both sides. When you start a new paragraph in Microsoft Word, the setting from the previous paragraph carries over. If you wish, you can reset the indentation. If you choose not to reset the indentation, it will not affect your ability to perform the exercise.

1. Type the following:

**Hanging Indent :** The hanging indent feature indents the first line by the amount specified in the Left field. Subsequent lines are indented by the amount specified in the Left field plus the amount specified in the By field.

Highlight the paragraph you just typed.

2. Choose Format > Paragraph from the menu.

3. Choose the Indents and Spacing tab.

4. In the Special field, click to open the pull-down menu.

5. Click Hanging.

6. In the By box, type 2.0".

7. Click OK.

8. Place the cursor after the colon following "Hanging Indent."

9. Press the Tab key.

10. Notice how the indentation changes.



**Save File and Exit Microsoft Word**

Save your file by following these instructions:

1. Choose File > Save As from the menu.
2. Specify the correct folder in the Save In field.
3. Name your file by typing lesson5.doc in the File Name field.
4. Click Save.
5. Choose File > Exit from the Menu.

**Tab Key, Bulleting, Numbering, Undo, Redo, and Printing**

This lesson is on the Tab key, bulleting, numbering, undo, redo, printing, and help. To begin this lesson, open Microsoft Word.

**The Tab Key**

The default tab setting for Microsoft Word is .5 inches. When you press the Tab key, the cursor moves 1/2 inch across the page and an arrow appears on the screen. The arrow is a nonprinting character; when you print your document the arrow does not print.

**Illustration**

Press the Tab key a few times. Note how the cursor moves across the page.

To change the default tab setting:

1. Choose Format > Tabs from the menu. The Tabs dialog box opens.
2. Enter 1" in the Default Tab Stops field.
3. Click OK.
4. Press the Tab key a few times. Note how the cursor moves across the page. The cursor stops at every inch.

You can also set up custom tab stops. To set your tab stops to 1.5", 3.5", and 6":

1. Choose Format > Tabs from the menu. The Tabs dialog box opens.
2. Enter 1.5" in the Tab Stop Position field.
3. Click Set.
4. Enter 3.5 in the Tab Stop Position field.
5. Click Set.
6. Enter 6 in the Tab Stop Position field.
7. Click OK.
8. Press the Tab key a few times. Note how the cursor moves across the page.

**Bullets and Numbering**

In Microsoft Word, you can easily create bulleted or numbered lists of items. Several bulleting and numbering styles are available, as shown in the examples. You select the one you wish to use. Try the exercises to see how it works.

**Examples -- Numbering**

- |           |           |            |
|-----------|-----------|------------|
| 1. Apple  | 1) Apple  | I Apple    |
| 2. Orange | 2) Orange | II Orange  |
| 3. Grape  | 3) Grape  | III Grape  |
| 4. Mango  | 4) Mango  | IV Mango   |
| 5. Cherry | 5) Cherry | V Cherry   |
| A. Apple  | A) Apple  | (a) Apple  |
| B. Orange | B) Orange | (b) Orange |
| C. Grape  | C) Grape  | (c) Grape  |
| D. Mango  | D) Mango  | (d) Mango  |
| E. Cherry | E) Cherry | (e) Cherry |

- |            |
|------------|
| i. Apple   |
| ii. Orange |
| iii. Grape |
| iv. Mango  |
| v. Cherry  |

**Examples -- Bulleting**

- |                                 |          |          |
|---------------------------------|----------|----------|
| • Apple                         | ◆ Apple  | ▪ Apple  |
| • Orange                        | ◆ Orange | ▪ Orange |
| • Grape                         | ◆ Grape  | ▪ Grape  |
| • Mango                         | ◆ Mango  | ▪ Mango  |
| • Cherry                        | ◆ Cherry | ▪ Cherry |
| <input type="checkbox"/> Apple  | ◆ Apple  | ➤ Apple  |
| <input type="checkbox"/> Orange | ◆ Orange | ➤ Orange |
| <input type="checkbox"/> Grape  | ◆ Grape  | ➤ Grape  |
| <input type="checkbox"/> Mango  | ◆ Mango  | ➤ Mango  |
| <input type="checkbox"/> Cherry | ◆ Cherry | ➤ Cherry |



**Undo & Redo**

You can quickly reverse most commands you execute by using Undo. If you then change your mind, you can use Redo.

**Save File**

Save your file by following these instructions:

1. Choose File > Save As from the menu.
2. Specify the correct folder in the Look In field.
3. Name your file by typing **lesson6.doc** in the File Name field.
4. Click Save. Don't exit Microsoft Word.

**FILE CLOSE**

Close your file by following these instructions. You are going to open a new file for the next exercise. Choose File > Close from the menu.

**OPEN NEW FILE**

Choose File > New from the menu. => Click Blank Document in the New Document pane. => If you need to close the pane, click on the X in the upper right corner of the New Document Pane to close the pane.

**PRINTING**

After you have finished typing your document, you will want to print it. While preparing to print, you can specify the number of copies you want and the pages you want to print.

Choose File > Print from the menu. => Click OK.

**Alternate Method - Printing by Using the Icon**

Click the Print icon  on the Standard toolbar.

**Table Manipulations:**

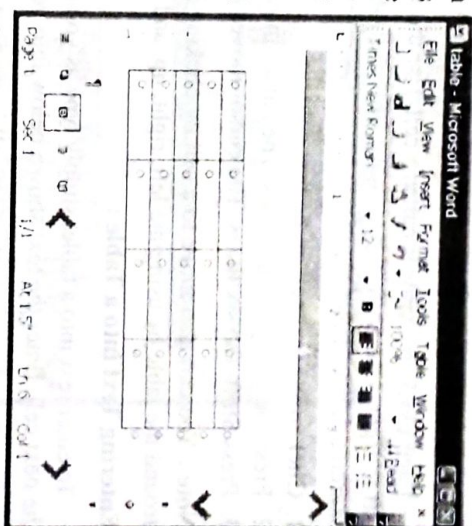
This lesson will teach you how to create tables. You use tables to format all or part of your document into columns and rows. Each exercise in this lesson is dependent on your having completed the exercise that preceded it. Complete the exercises in sequence. To begin this lesson, open Microsoft Word.

**Creating a Table**

To create a four-column, five-row table :

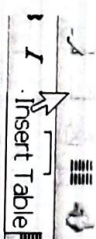
1. Choose Table > Insert > Table from the menu. The Insert Table dialog box opens.
2. Type 4 in the Number of Columns field.
3. Type 5 in the Number of Rows field.

4. Select Auto in the Column Width field. Selecting Auto allows Microsoft Word to determine the size of your column widths. Alternatively, you can enter the column width you desire.
5. Click OK. Your table should look like the one shown here, with four columns and five rows.

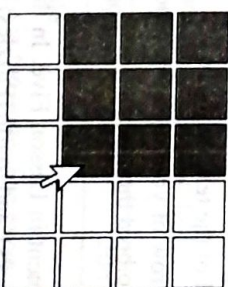
**Alternate Method -- Creating a Table by Using the Insert Table Icon**

You can also create a table by clicking on the Insert Table icon on the Standard toolbar.

1. Click the Insert Table icon.



2. Highlight the number of rows and columns you need. The maximum table size you can create by this method is a four-row by five-column table.



3. Press Enter (or click) to create the table.

**Note :** Microsoft Word has a Tables and Borders toolbar. This lesson does not cover the Tables and Borders toolbar.