

M.S.WORD

It is a word processing program which is used to create, edit, format and print any document. It allows preparing a letter notice, application, invitation, greeting etc. The work space area of MS Word is known as Page. The no. of page by default in MS Word is one.

It is a part of Microsoft office package. Till now several version¹s of MS Word have been used like Word 95, Word 97, Word 2000, Word 2003, Word 2007, Word 2010 etc.

A file created in MS word is known as “Document” and the extension name of file is “.doc”.

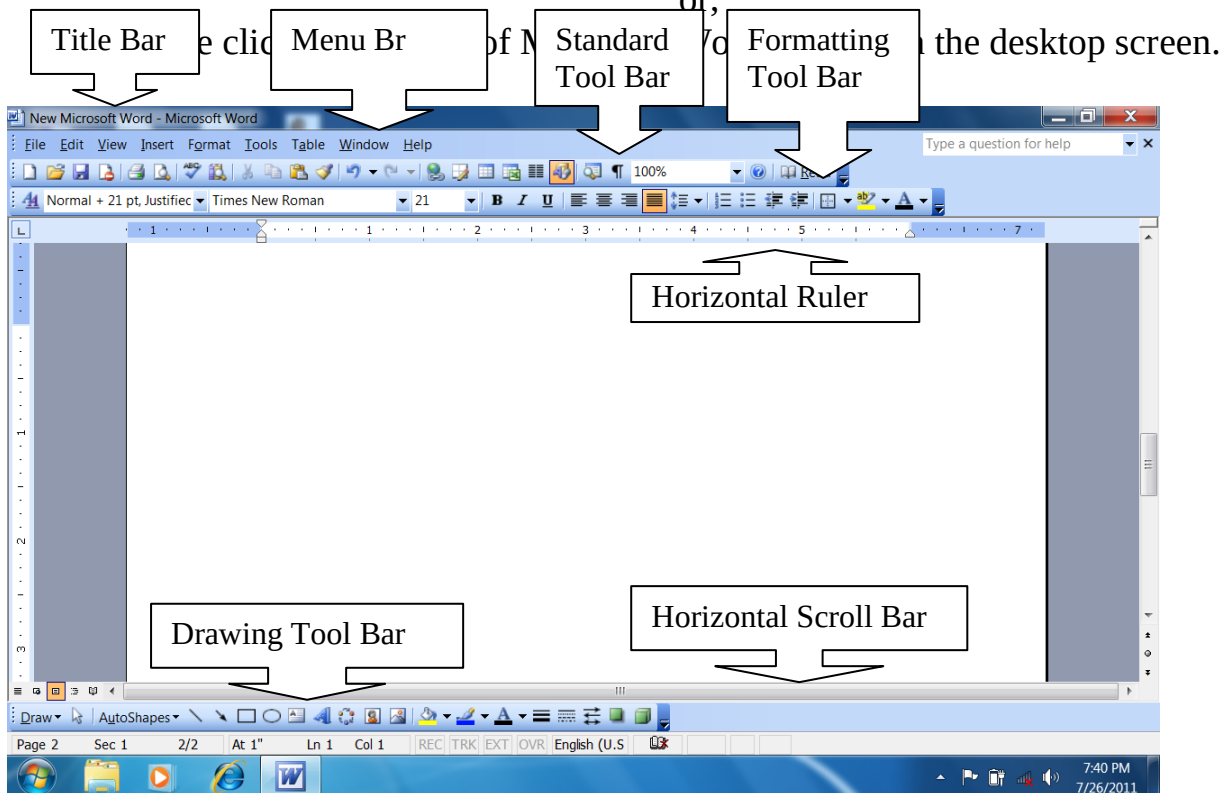
*Req. step to start MS Word :-

i) Click on Start → All Programs → Microsoft office → Microsoft Word.

or,

- i) Press window key + R
- ii) Type winword
- iii) Press Enter Key

or,¹



Commands of MS Word and their purpose :-

1) File → New (Ctrl+N)

This option is used to create a new document in MS Word.

* Req. step to create a new document :-

- i) Click on File → New
- ii) Select blank document option from the Task pane area.

2) File → Save (Ctrl +S)

It is used to save the contents of file for future.

*Req. steps to save the document:-

- i) Click on File → Save or press Ctrl+S
- ii) Type desired name of file/document
- iii) Click on save option or press enter.

3) Edit → Find (Ctrl+F)

This option is used to search any text in the document.

***Required step to find any text in the current document-**

- i) Press Ctrl+Home key
- ii) Click on edit → find
- iii) Type desired text to be search
- iv) Click on find next till last searching.

4) File → Close (Ctrl+W)

This option is used to close the current document.

***Required steps to close the current document.**

- i) Click on File → Close or press Ctrl+W.

5) File → Open (Ctrl+O)

It allows to open an existed file or document.

***Required steps to open a file or document :-**

- i) Click on File Menu
- ii) Click on Open option
- iii) Click on the name of file which is to be open
- iv) Click on open button on press enter key

6) Edit → Replace

This command is used to replace any text with new text.

***Required step to replace any text in the current document :-**

- i) Press Ctrl+Home
- ii) Click on Edit → Replace
- iii) Type desired text to be replace
- iv) Press Tab key
- v) Type desired new text which to be placed
- vi) Click on Find next
- vii) Click on Replace or Replace All.

7) File → Exit (Alt+F4)

It is used to close the current document with the current MS Word Window.

Edit → Copy (Ctrl+C)

This option allows to copy the selected text and to send this text to the clipboard memory.

Edit → Cut (Ctrl+X)

This option allows to move the selected content and to send the moved content to the clipboard memory.

Edit → Paste (Ctrl+V)

This option allows to paste or placed the contents of clipboard memory at desired place in the document.

11) Edit → Office Clipboard Memory

This option contains the list of all copied or moved contents. It may contain maximum 24 items (copied or moved) in its memory.

*How to copy content ?

Ans :- Required steps to copy any content in different way :-

i) By using Menu

- a) Select the content with the help of mouse or keyboard
- b) Give Edit → Copy
- c) Give Edit → Paste command

ii) By using Tool

iii) By using context menu

- a) Select the content
- b) Right click on the selected text and then click on copy option
- c) Now, right click on the desired place and then click on paste option.

iv) By using Shortcut key :-

- a) Select the text
- b) Press Ctrl+C
- c) Press Ctrl+V

v) By using Clipboard memory

*How to move any content ?

Ans. Required step to move any content in different Way :-

i) By using Menu

- a) Select the content with the help of mouse or keyboard
- b) Give Edit → Cut
- c) Give Edit → Paste command

ii) By using Tool

iii) By using context menu

- d) Select the content
- e) Right click on the selected text and then click on cut option
- f) Now, right click on the desired place and then click on paste option.

iv) By using Shortcut key :-

- d) Select the text
- e) Press Ctrl+X
- f) Press Ctrl+V

v) By using Drag and Drop :-

- a) Select the text
- b) Drag and drop such text on desired place

vi) By using Clipboard memory

13. Edit → Go to (Ctrl+G/F5)

It allows to move on desired place in the document like line number, page no., bookmark, column, comment etc.

*Required step to go to desired line no. or page no.

- i) Click on Edit → Go To
- ii) Specify desired Line no. or Page No.
- iii) Click on Go To
- iv) Click on Close

14. Edit → Clear → Content (Delete)

It allows to erase the selected text.

*Required steps :-

- i) Select desired text to be deleted
- ii) Click on Edit → Clear → Contents
or, Press Delete key.

15. Edit → Clear → Format

This option allows to remove the formatting from the selected text.

*Required Steps :-

- i) Select desired formatted text
- ii) Click on Edit → Clear → Format

16. Edit → Undo (Ctrl+Z)

This option allows to cancel the previous instructions.

17. Edit → Redo/Repeat (Ctrl+Y or F4)

It allows to repeat previous instruction.

18. View → Toolbar :-

It is used to show or hide the toolbars of MS Word such as : Standard, Formatting, Picture, Drawing etc.

19. View → Ruler :-

It is used to show or hide Ruler bar.

20. View → Full Screen

It will show the contents of document in full screen mode. It will hide the toolbars standard, ruler etc.

Note :- To return in present view, click on close full screen option of full screen window.

21. View → Zoom

It allows to show the contents of document at desired magnification.

*Required Steps:-

- i) Click on View → Zoom
- ii) Select desired value
- iii) Click on OK

22. Insert → Date & Time

This option can be used to apply current date & Time in the document.

*Required steps :-

- i) Click on desired place where Date & Time is needed.
- ii) Click on Insert → Date & Time
- iii) Select desired format for the date & time
- iv) Click on OK.
- ⇒ Shortcut to apply date :- Alt+Shift+D
- ⇒ Shortcut to apply time :- Alt+Shift+T

Insert – File

It allows to insert the contents of any other file to the current file.

*Required steps :-

- i) Click on desired place from where the contents of the other file is needed.
- ii) Click on Insert → File
- iii) Select the name of file to be added
- iv) Click on Insert.

Insert → Symbol

This option allows to insert a symbol in the document.

*Required steps :-

- i) Click on desired place where symbol is needed.
- ii) Click on Insert → Symbol
- iii) Select desired symbol
- iv) Click on Insert
- v) Click on close.

Note :-

- 1) To change the category of Symbol, select desired font type such as webdings (Font name) from the list of fonts.
- 2) To select any pictorial symbol, select the Wingdings options under the list of fonts.

Format → Font (Ctrl+D)

This option allows to apply desired font, style, size, color etc. for the text of document. It also allows to apply the character spacing and some special effects to the text.

*Required steps to Format text :-

- i) Select desired text to be formatted
- ii) Click on Format → Font
- iii) Now select desired font, style, size, color etc.
- iv) Click on OK.

→ Shortcuts to Format Text :-

*** Required steps to change character spacing :-**

- i) Select desired text
- ii) Click on Format – Font
- iii) Click on character spacing tab
- iv) Now specify desired value such as normal, expand, condensed etc.
- v) Click on OK

*** Required step to apply special effects:-**

- i) Select desired text to be effected
- ii) Click on Format – Font
- iii) Click on Text effect Tab
- iv) Select desired text effect
- v) Click on OK

26. Format → Background

It allows to change the background color for the pages of document.

Req. Steps –

- i) Click on Format - Background
- ii) Now select desired color from the color list

Required step to apply watermark as the background of page :-

- i) Click on Format - Background
- ii) Click on Printed watermark option from the list of color.
- iii) Click on Text Watermark option.
- iv) Type desired text.
- v) Click on OK.

27. Format → Theme :-

This option allow to apply desired background pattern for the pages of document.

* Req. Step :-

- i) Click on Format – Theme
- ii) Select desired theme
- iii) Click on Apply and OK.

Note :-To remove theme from the pages, click on
Format – Theme and then select No theme option.

28. Format → Paragraph :-

This option allows to change the alignment and Indent of Paragraph. It also allows to change the space between the line of a paragraph.

Req. Steps to change Alignment :-

- i) Select desired Paragraph
- ii) Click on Format – Paragraph
- iii) Select desired alignment option among left.
- iv) Click on OK

Shortcut to change Alignment :-

- i) Ctrl+L :- Left Alignment
- ii) Ctrl+R :- Right Alignment
- iii) Ctrl+E :- Center Alignment
- iv) Ctrl+J :- Justified Alignment

***Required steps to change line spacing-**

- i) Select desired paragraph
- ii) Click on Format – Paragraph
- iii) Now select desired option from the line spacing Leading like single, double, 1.5 line, multiple etc.
- iv) Click on OK.

*** Shortcuts to change line spacing :-**

- i) Ctrl+1 :- Single line spacing
- ii) Ctrl+2 :- Double line spacing
- iii) Ctrl+5 :- 1.5 line space.

29. Format – Tabs :-

This option allows to change the tab stop position value (i.e. 0.5")

Required steps:-

- i) Click on Format - Tabs
- ii) Specify desired value
- iii) Click on set option
- iv) Specify desired value
- v) Click on set option up to } desired tab stop positions
- vi) Click on OK.

30. Format → Bullet and Numbering :-

It allows to apply Bullet and Numbering style for the selected paragraphs,

***Required steps to apply Bullet Style :-**

- i) Select desired paragraph
- ii) Click on format – bullet & numbering
- iii) Click on Bulleted Tab
- iv) Select desired Bullet style.
- v) Click on OK.

*** Required steps to apply Numbering :-**

- i) Select desired paragraph
- ii) Click on format – bullet & numbering
- iii) Click on Numbered Tab
- iv) Select desired Numbering style.
- v) Click on OK.

31. Format → Boarder and Shading :-

This option can be used to apply Border for the selected text, paragraph or page. It also allows to apply shading for the selected text or paragraph.

*** Required steps to apply Border for the text or Paragraph**

- i) Select desired text or paragraph
- ii) Click on format – border and shading
- iii) Click on Border Tab
- iv) Select desired border style.
- v) Select desired style, width, color etc. for the line of border.
- vi) Click on OK.

***Required steps to apply Page border :-**

- i) Click on Format – Border and Shading
- ii) Click on Page Border Tab
- iii) Select desired Border style
- iv) Select desired style, width, color etc. for the line of Border
- v) Click on OK.

***Required steps to apply shading :-**

- i) Select desired text or paragraph to be shaded
- ii) Click on Format – Border and Shading
- iii) Click on Shading Tab
- iv) Select desired color
- v) Click on OK.

32. Format → Drop Caps:-

This option allows to apply Drop caps style for the selected character of paragraph.

*** Required step :-**

- i) Select desired (first) character of paragraph
- ii) Click on Format-Drop caps
- iii) Select desired number of line to drop the character.
- iv) Click on OK.

33. Format → Change case :-

This option allows to change the case style of text as upper, lower, title, sentence etc.

*** Required steps:-**

- i) Select desired text
- ii) Click on Format – Change case
- iii) Select desired case style – lower case, UPPER CASE, Sentence case, Title Case, tOGGLE cASE.
- iv) Click on OK.

***Shortcut to change case :-**

1. Ctrl+Shift+A :- To change the lower case text into UPPER CASE.

2. Shift+F3 :- To change the case style of text as upper, lower, title case etc.

3. Ctrl+Shift+K:- To change the case style of upper in small mode.

text as

e.g. :- Eklavya Computer Academy
EKLAVYA COMPUTER ACADEMY.

34. Format → Column :-

This option allows to divide the pages of document in multiple columns.

Req. steps :-

- i) Click on format – columns.
- ii) Select desire no. of columns.
- iii) Click on OK.

Note :- To change the column. Press

Ctrl+Shift+Enter key.

35. Table → Insert → Table:-

This option allows to create a table by using gridlines.

***Required steps :-**

- i) Click on Table – Insert – Table
- ii) Specify desire no. of columns and rows for the table
- iii) Click on OK.

36. Table → Insert → Column to the left :-

This option allows to add a new column before current column.

***Required steps :-**

- i) Click on the column before which new column is needed.
- ii) Click on table – insert – column to the left.

37. Table → Insert → Row above :-

This option allows to add a new row before current row.

***Required steps :-**

- i) Click on the row before which new row is needed
- ii) Click on Table – insert – row above.

38. Table → Insert → Row Below :-

This option allows to add a new row after current row.

***Required steps :-**

- i) Click on the row after which new row is needed
- ii) Click on Table – insert – row below.

39. Table → Delete → Column:-

It allows to delete the current column.

***Required steps :-**

- i) Click in the column to be deleted
- ii) Click on Table – delete – column

40. Table → Delete → Row:-

It allows to delete the current row.

***Required steps :-**

- i) Click in the row to be deleted
- ii) Click on Table – delete – row

41. Table → Delete → Table :-

It allows to delete the entire table.

***Required steps :-**

- i) Click in the table anywhere
- ii) Click on table – delete – table.

42. Table → Delete → Cell :-

It allows to delete the cell of table.

***Required steps :-**

- i) Click in the cell to be deleted
- ii) Click on table – delete – cell.

Note:-

Ctrl key+Draging mouse= Discontinuous selection
contents

Shift key+Draging mouse= Continuous selection
of contents

of

43. Table → Draw Table:-

This option allows to create a table by using drag and drop function.

***Required steps :-**

- i) Click on Table – Draw Table
- ii) Now drag mouse over the area of page where table in needed.

44. Table → Split Table:-

It allows to divide the current table in two parts.

***Required steps :-**

- i) Click on desired row from where the table is to be splited.
- ii) Click on Table – Split table.

45. Table → Split Cell:-

It allows to split the selected cell into two or more cells.

***Required steps :-**

- i) Select desired cell to be splitted.
- ii) Click on Table – Split cell.
- iii) Specify desired number of columns and rows for the splitted cell.
- iv) Click on OK.

46. Table → Merge Cell :-

It allows to merge two or more cells to create one cell.

*** Required steps:-**

- i) Select desired range of cells to be merged
- ii) Click on Table – Merge Cell

47. Table → Auto Format Table :-

It allows to change the background pattern of current table.

*** Required steps:-**

- i) Click in the table
- ii) Click on Table – Auto Format Table
- iii) Select desired format
- iv) Click on Apply

48. Table → Sort :-

This option can be used to arrange the data of table in ascending or descending order.

*** Required steps:-**

- i) Click in the table
- ii) Click on Table – Sort
- iii) Click on Header Row option
- iv) Now select desired column name according to which the data are to be sorted.
- v) Select desired order among ascending or descending order.
- vi) Click on OK.

49. Table → Formula

This command is used to do calculation in the table.

*** Required steps:-**

- i) Click in the cell where result is needed.
- ii) Click on Table – Formula
- iii) Type desired formula like =sum/max/min/average/left/right etc.
- iv) Click on OK.

50. Edit → Repeat Formula (Ctrl+Y)

To get result in the next cell, based on previous formula.

*** Required steps:-**

- i) Click on the next cell
- ii) Click on Edit – Repeat Formula or press
Press F4

(Ctrl+Y) or

Tools → Word Count :-

This option will show the total number of characters (with space and without space), words, lines, pages etc. present in the active document.

Tools → Spelling and Grammar (F7) :-

This option allows to perform the spelling and grammar test for the text of document.

MS Word will show the red zigzag underline in spelling errors while for the grammatical error it creates green underline.

* Required steps:-

- i) Select desire text in which spelling and grammar test is to be performed.
- ii) Click on Tools- Spelling and Grammar.
- iii) Select desired correct word from the list of suggestion
- iv) Click on change or change all option.
- v) Repeat steps (iii) and (iv) up to desired corrections.
- vi) Click on close option.

*NOTE :-

(1) To skip the changing of character, click on **Ignore** or **Ignore All** option.

(2) We can use **Add to dictionary** of spelling and grammar dialog box to add a new word or character in the custom dictionary.

(3) We can use Auto correct option to specify any character or characters as the shortcut of any expression.

(4) If there is no any text change select then, it performs spelling and grammar test for the entire content of document.

(5) To apply spelling and grammar on wrong word, right click on wrong word and click on correct word from suggestion list.

53. Tools → Language → Set Language

This option is used to change the type of dictionary being used to perform spelling and grammar test.

* Required steps:-

- i) Select desire text to be corrected
- ii) Click on Tools – Language – Set Language
- iii) Now select desired dictionary among English US and English UK.
- iv) Click on OK.
- v) Now perform spelling and grammar test.

54. Tools → Language → Thesaurus: - (Shift+F7)

This option can be used to get synonym and antonym of any word or phrase.

* Required steps:-

- i) Select desired word
- ii) Click on Tools – Language – Thesaurus
- iii) Select desire alternate word from the result
- iv) Now select Insert or copy option

NOTE :- This option also called Research option.

Tools → Protect Document :-

This option allows to protect the current document by using password.

Required steps :-

- i) Click on Tools – Protect document
- ii) Click on Allows this type of editing in the document under Editing restriction option.
- iii) Now select Filling in Form option the appeared drop down list box.
- iv) Click on Yes start enforcing protection option
- v) Now type desired password
- vi) Press tab key or click on ok
- vii) Again type same password
- viii) Click on OK or press enter key.

56. Tools → Unprotect Document :-

It allows to remove the password from the protected document and to make the document editable.

* Required steps :-

- i) Click on Tools – Unprotect Document
- ii) Type the correct password
- iii) Click on OK or press Enter key.

- Required step to protect a document permanently:-

- i) Click on File – Save As
- ii) Click on Tools option in save as window
- iii) Click on Security options
- iv) Type desired password
- v) Press Enter key or click on OK.
- vi) Again type the same password
- vii) Press Enter key or click on OK
- viii) Click on Save option
- ix) Click on File - Close

- Required step to open password protected file:-

- i) Click on File – Open
- ii) Select the password protected file to be open
- iii) Click on open option or press enter key.
- iv) Now type the correct password
- v) Click on OK or press enter key.

- Required step to change the password :-

- i) Click on File – Save As
- ii) Click on Tools option in save as window
- iii) Click on Security options
- iv) Type desired new password
- v) Press Enter key or click on OK.
- vi) Again type the same password
- vii) Press Enter key or click on OK

- viii) Click on Save option
- ix) Click on File - Close
- Required steps to remove password :-
- i) Open the password protected file by the entry of correct password.
- ii) Click on File – Save As
- iii) Click on Tools option in save as window
- iv) Click on Security options
- v) Erase the current displaying password
- vi) Click on Save option
- vii) Click on File - Close
- viii) Now open this file.

* Required step to create a new menu:-

- i) Click on Tools – Customize
- ii) Click on Command Tab
- iii) Now select the New Menu option from the list of menu.
- iv) Now drag the icon of new menu from the customize dialogue box to desired place on the menu bar.
- v) Click on Modify Selection option.
- vi) Now type desired name for the menu on the place of New Menu option.
- vii) Press Enter key.
- viii) Now select the Name of Menu from which the option are needed for the New Menu.
- ix) Now, drag the desired option of selected menu from the customize dialog box to the new menu.
- x) Now, repeat step (viii) and (ix) up to desired options for the New Menu.
- xi) Click on close option.

* Required steps to remove the self made menu:-

- i) Click on Tools – customize
- ii) Now drag the self made menu (new menu) from the menubar to the customize dialog box.
- iii) Click on close option.

Another style to remove the menu :-

- Hold Alt key and drag mouse pointer which is present at that menu which is to be removed from Menu bar to Page.

Required steps to create a toolbar :-

- i) Click on Tools - customize
- ii) Click on Toolbar tab
- iii) Click on New option
- iv) Now, specify desired name for the toolbar
- v) Press enter key
- vi) Click on command tab
- vii) Now, select the name of desired menu from which the option tools are needed for the new toolbar.
- viii) Now, drag desired option from the customize box to the new toolbar.
- ix) Repeat steps (vii) and (viii) up to desired tools for the toolbar.

x) Click on close option.

Required steps to delete selfmade toolbar :-

- i) Click on Tools – customize
- ii) Click on Toolbar Tab
- iii) Select the name of toolbar (selfmade) to be deleted
- iv) Click on Delete option
- v) Click on close.

Mail Merge :- MS word allows us to send a message to different persons or different address or individually at a time is called mail merge. Mail merge is sent in proper format.

There are two types of paper file-

i) Main File

ii) Data File

i) Main File :- A file which contains the message which is to be sent on different address is called Main file.

ii) Data File :- A file which contains the name of person and their address to which message is to be send.

Name	Address
Neha	Bhopal
Puja	Mumbai
Guriya	Delhi
Rupa	Kolkata

The message of mail merge on different address are seen in pagewise format :-

* Required steps to mail merge :-

i) Create a data file and fill up the name of different persons and their address on which message is to be sent.

ii) Click on File – save option,

iii) Click on My document

iv) Click on Save or Press enter key

v) Close the file

vi) Create a new main file and type desired message which is to be sent an different address or individually.

vii) Click on Tools – Letters and mailing – Mail Merge option.

viii) Click on Next two times

ix) Click on Browse option

x) Click on My document

xi) Select desired data file

xii) Click on Open or click on next

xiii) Click on Address block option

xiv) Click on next

xv) Click on Edit Individual option

xvi) Click on Finish or OK.

Macro :- Shortcut of one or more instructions is called Macro.

* Tools – Macro – Record New Macro:-

This option allows to create a new macro or to record a new macro.

* Tools – Macro – Stop Recording :-

It allows to stop the recording of a macro.

* Required steps to create a macro :-

- i) Click on Tool – Macro – Record New Macro
- ii) Type desired name for Macro
- iii) Click on Keyboard option
- iv) Now, press desired keys along with ctrl or Alt on keyboard.
- v) Click on Assign option
- vi) Click on close option
- vii) Now perform the task to be recorded (Type some lines)
- viii) Click on tools – macro – stop recording

* Required steps to get the result of Macro :-

- i) Click on desired place where result of macro is needed.
- ii) Press the shortcut key as Assigned for their Macro.

* Tools – Macro – Macros :-

This option allows to run a macro by name and it also allows to remove a macro.

Required steps to run a macro by name :-

- i) Click on desired place
- ii) Click on Tools – Macro – Macros
- iii) Select desired name of macro
- iv) Click on Run option.

* Required step to delete a macro :-

- i) Click on Tools – Macro - Macros
- ii) Select desired name of macro to be deleted
- iii) Click on delete option

* Insert – Break :- It allows to start a new page or column in the document.

Required steps to start a new page or column :-

- i) Click on Insert - Break
- ii) Select page or column option
- iii) Click on OK.

Shortcut to page break :- Ctrl+Enter

Shortcut to column break :- Ctrl+Shift+Enter

* Insert – Page number :- This option allows to apply page numbering for the pages of document.

Required steps :-

- i) Click on Insert – Page number
- ii) Select desired place for page numbering, like top of the page or bottom of the page.
- iii) Select desired Alignment like left, right, center etc.
- iv) Click on OK.

Insert – Footnote – Alt+ctrl+f

Insert – Hyperlink – Ctrl+K

Insert – Reference – Footnote :-

This option is use to apply footnote and endnote for the contents of document.

* Required step to apply footnote :-

- i) Click on the beginning of desired text for which the footnote is to be written.
- ii) Click on Insert – Footnote
- iii) Click on Footnote option
- iv) Click on Insert option
- v) Now type desired text as footnote.

* Required step to apply Endnote :-

- i) Click on Insert – Footnote
- ii) Click on Endnote option
- iii) Click on Insert option
- iv) Now type desired text for the Endnote

* Insert – Bookmark

It allows to apply a bookmark in the document, means it allows to mark a location in the document for quick accessing.

Required steps :-

- i) Select desired text to be marked
- ii) Click on Insert – Bookmark
- iii) Type desired name for the bookmark
- iv) Click on Add option

Required steps to go to desired bookmark :-

- i) Click on Insert – Bookmark
- ii) Select desired name of Bookmark to reach on
- iii) Click on Go to option
- iv) Click on Close.

Or, i) Click on Edit – Go to or Press Ctrl+G

- ii) Select Bookmark option
- iii) Now select desired Bookmark name
- iv) Click on Go to
- v) Click on close.

* Insert – Comment :- This option can be used to apply a comment or note for the contents of document.

Required step :-

- i) Select desired text for which the comment is to be written.
- ii) Click on Insert – comment
- iii) Now type desired text as comment.

Note :- Click on view mark up option to show or hide the comments.

Insert – Picture – Word art :-

This option can be used to apply desired text in wordart styles and in picture format.

Required steps :-

- i) Click on Insert – Picture - Word Art
- ii) Select desired Word Art style
- iii) Click on OK
- iv) Type desired text
- v) Click on OK.

Insert – Picture – Clip Art :-

It allows to insert a picture from the Microsoft clipart gallery.

Required steps :-

- i) Click on Insert – Picture – Clip Art
- ii) Specify desired category of picture
- iii) Click on Go or search option
- iv) Click on desired picture from the result of searching.

* Insert – Picture – Autoshape :-

This option is used to create an Autoshape.

Required step :-

- i) Click on Insert – Picture – Autoshape
- ii) Select desired Auto shape style
- iii) Press Esc key
- iv) Now, drag mouse over the area of page where the Autoshape is needed.

Note :- To write text inside the Auto shape-

Just Right click over the Autoshape and select Add text option.

* Insert – Picture – From File :-

This option allows to insert the picture in the current file from the other file.

Required steps :-

- i) Click on Insert – Picture – From File
- ii) Select desire picture from the location
- iii) Click on Insert.

* Insert – Picture – Chart :-

It allows to create a chart (Graph) in the document.

Required step :-

- i) Click on Insert – Picture – Chart
- ii) Select the data of data table present in chart
- iii) Press Delete key
- iv) Now type desired Data

*** Insert – Hyperlink (Ctrl + K)**

This option allows to link the current file to any other file.

Required steps :-

- i) Select desire text
- ii) Click on Insert – Hyperlink
- iii) Select desired Name of file
- iv) Click on OK

*** Required steps to open the Hyperlink file :-**

Hold down **Ctrl** key on keyboard and then click on the Hyper text.

*** Insert – Text box :-**

This option allows to create a Text box in the document.

Required step :-

- i) Click on Insert – Text box
- ii) Press Esc Key
- iii) Now drag mouse on desired area of page.

Required step to change the direction of text for a text box :-

- i) Click on Text box
- ii) Click on Format – Text Direction
- iii) Select desired text direction
- iv) Click on OK.

*** Insert - Object :-** It is a type of family which allows to access the feature of another application.

Required step to access the feature of another application :-

- i) Click on Insert – Object
- ii) Select desired application program to access from the list.
- iii) Click on OK.

Shortcut :-

Print Preview = Ctrl + F2

Print = Ctrl + P or, Alt + F + P

Save As = F12 or (Alt + F + A)

*** View – Header and Footer :-**

This option is used to apply header and footer for the pages of document.

Required Step :-

- i) Click on View – Header and Footer
- ii) Type desired content for the header area

- iii) Press down cursor movement key to move to footer area
- iv) Now type desired content for the footer area
- v) Click on close option.

* View – Normal :- This option shows the contents of document without header and footer, page no., page break etc.

* View – Print Layout :-

This option shows the contents of document in classified format. And by using this view we can reorganize the contents by using drag and drop function.

* View – Web Layout :-

This option shows the contents of document as it will appear over the web page.

*View – Document Map :-

This option shows the contents of document in the Tree pane Area of window, by which we can access any heading of document quickly.

* View – Thumbnail :-

This option shows the contents of document in page wise format under the tree pane area.

* File – Page set up :-

This option can be used to change the setting of pages for the document like Page margin, Page size, page orientation etc.

Required steps :-

- i) Click on File – Page setup
- ii) Specify desired margins :-

Top = 1”	Bottom = 1”
Left = 1.25”	Right = 1.25”
Gutter = 0”	Gutter Position = Left
- iii) Select desire paper orientation among

Portrait	Landscape
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- iv) Click on Paper Tab
- v) Select desire paper size like letter, legal, A4, A3, A5 custom etc.
- vi) Click on OK.

* File – Print Preview :-

This option shows the contents of document as it will appear on the paper after printing.

* File – Print (Ctrl+P) :-

This option can be used to get the printout of the contents present in document.

Required step :-

- i) Click on File – Print or, Press Ctrl +P
- ii) Select desired range of content to be printed like – Current page, All, Pages selection etc.
- iii) Specify the number of copies to be printed

iv) Click on OK

*Required steps to create a Document Template :-

i) Click on File – New – Blank Document

ii) Type desired text

iii) Click on File – Save

iv) Click on Save as type

v) Select .DOT

vi) Click on save option.

* Required steps to use document template:-

i) Click on File – New – On my computer – Click on your Template name – click on OK.

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