

HOW TO OPEN MICROSOFT OFFICE WORD 2007

1st Way

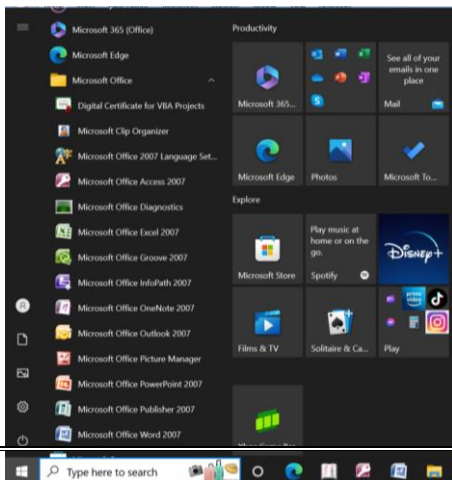
Click On Start Button => Open A Dialog Box => Click On Microsoft Office => Select Microsoft Office Word 2007 => Enter

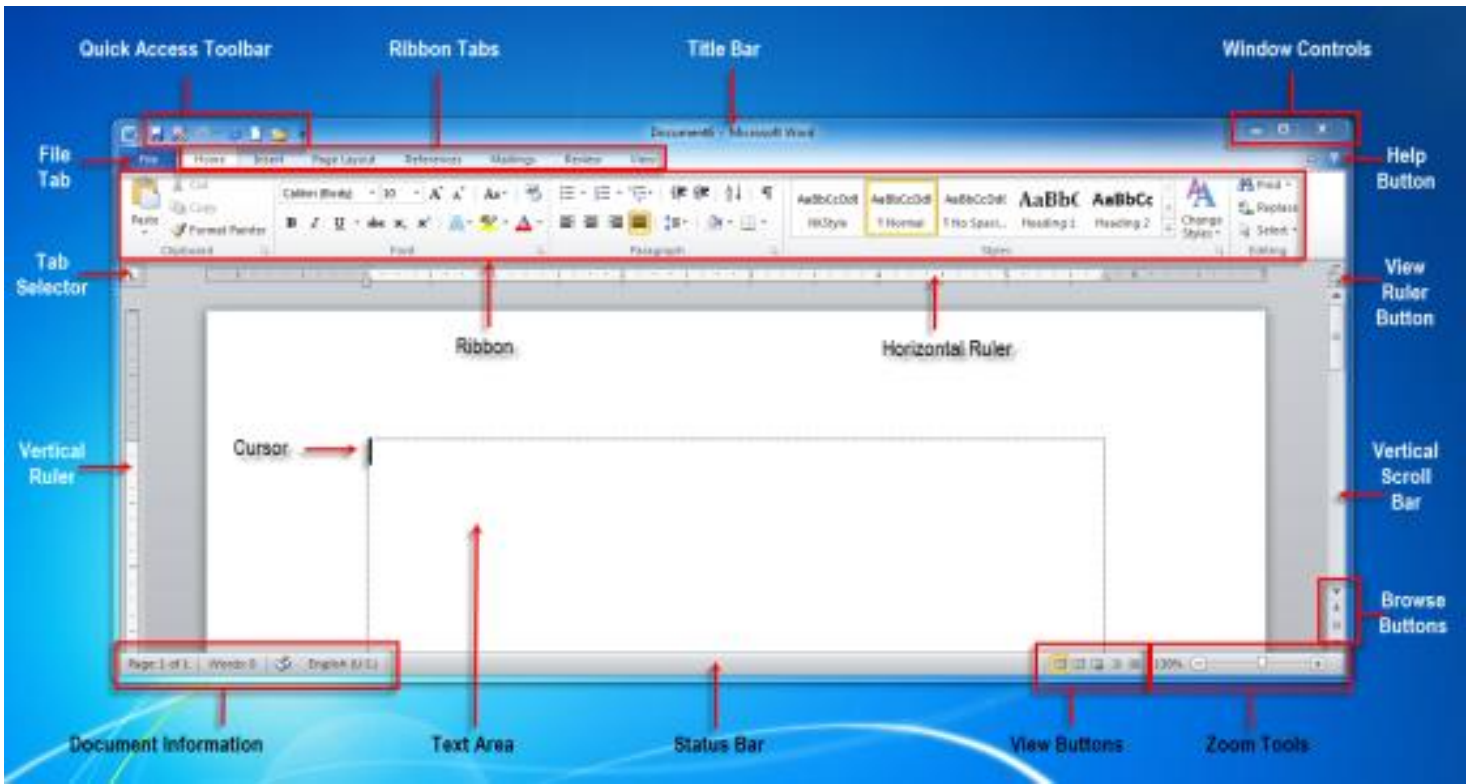
2nd Way

Click On Start Button => Open A Dialog Box => Type Winword In Search Box

3rd Way

Window +R (Together Press) => Type In Run Command Winword => Enter





MS

USE OF HOME TAB

GROUP Clipboard



Cut :- To Cut Of The Selected Tex

Goto >> Home Tab >> Clipboard Group >> Click On Cut



Copy :- To Copy Of The Selected Text We Can Copy

DataFrom Anywhere, Anything Incomput

Goto >> Home Tab >> Clipboard Group >>

Click On Copy



Paste :- To Paste Of The Copied/Cuted Text

Goto >> Home Tab >> Clipboard Group >> Click On Paste

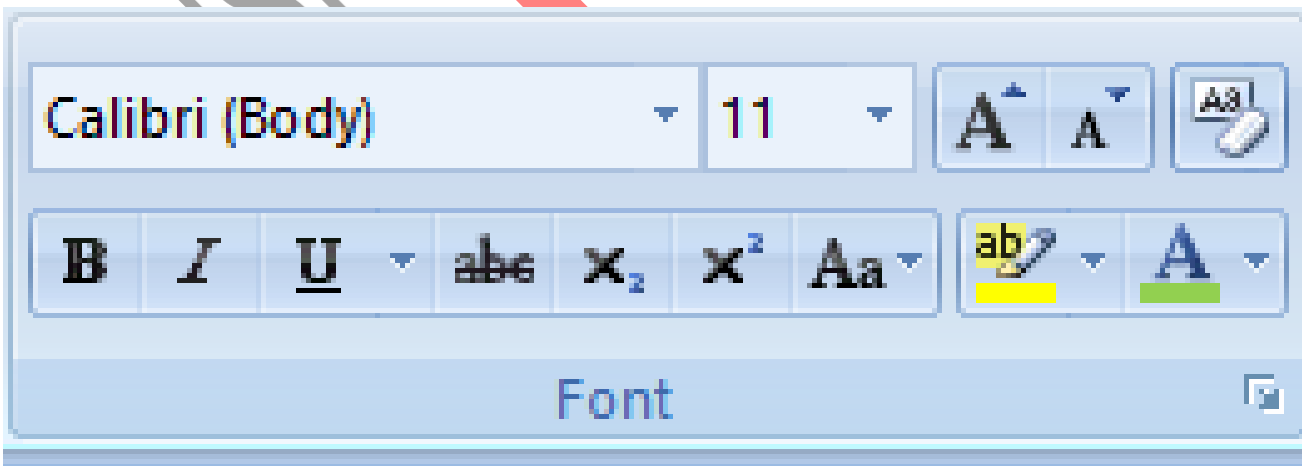


Format Printer :- To Copy Format Of The Selrcted Text

Goto >> Home Tab >> Clipboard Group >> Click On format painter

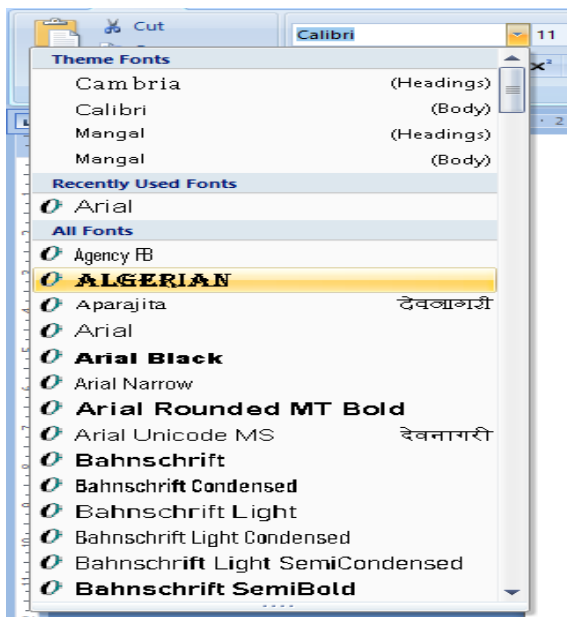


FONT GROUP



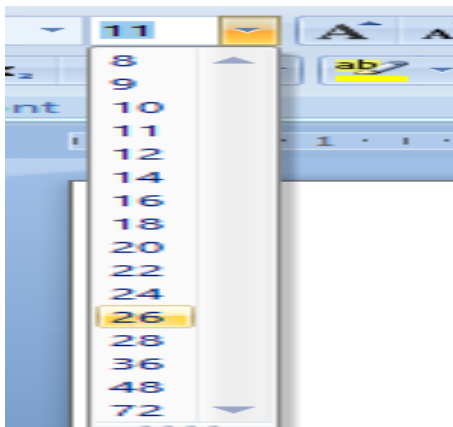
Font:- To Change Font Of The Text

Goto >> Home Tab >> Font Group >> Click On Font



Font Size:- To Change Size Of The Selected Text

Goto >> Home Tab >> Font Group >> Click On Font Size



A:- To Increase Size Of The Selected Text

**Goto >> Home Tab >> Font Group >> Click On Increase Size
(grow font)**



A:- To Decrease Size Of The Selected Text

Goto >> Home Tab >> Font Group >> Click On Decrease Size (shirnk font)

Clear Formatting:- To Clear Format Of The Selected Text

Goto >> Home Tab >> Font Group >> Click On Clear Formating



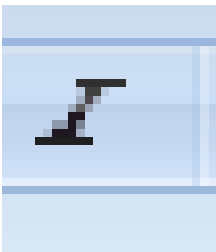
Bold:- To make bold Of The Selected Text

Goto >> Home Tab >> Font Group >> Click On Bold



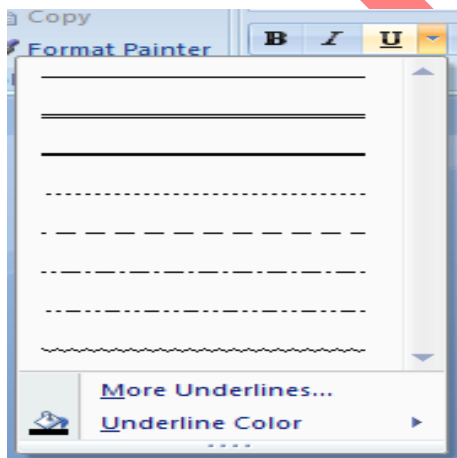
Italic:- To Itelic Of The Selected Text

Goto >> Home Tab >> Font Group >> Click On Itelic



Under Line:- To Make Underline Of The Selected Text

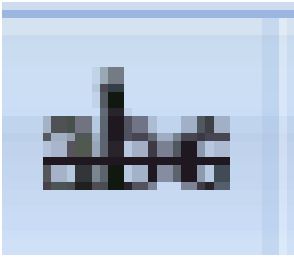
Goto >> Home Tab >> Font Group >> Click On Under Line



MSIT

Strike Through:- To Make Strike Through Of The Selected Text

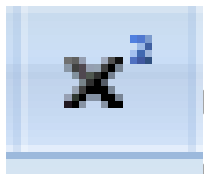
Goto >> Home Tab >> Font Group >> Click On Strike Through



Super Script:- To Make Super Script Selected Text

Goto >> Home Tab >> Font Group >> Click On Super Script

Ex- 10th , 12th



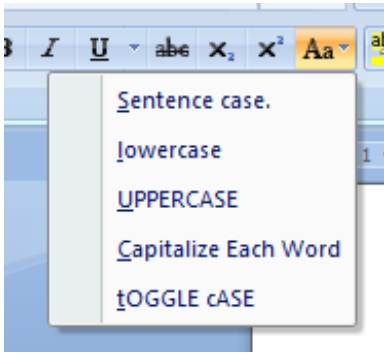
Sub Script:- To Make Sub Script Of The Selected Text

Goto >> Home Tab >> Font Group >> Click On Sub Script



EX- H₂O , CH₄

Change Case:- To Change Case Of The Selected Text



Upper Case:- To Make Upper Case Fo The Selected Text.

Goto >> Home Tab >> Font Group >>Change Case >> Click On Upper Case

Lowercase:- To Make Lowercase Of The Selected Text.

Goto >> Home Tab >> Font Group >>Change Case >> Click On Lower Case

Capital Each Word:- To Make Capitalize Each Word

Goto >> Home Tab >> Font Group >>Change Case >> Click On Capital Each Word

Sentence Case:- To Make Sentence Case Of The SelectedText.

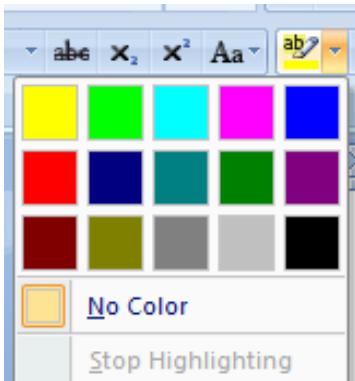
Goto >> Home Tab >> Font Group >>Change Case >> Click On Sentence Case

Toggle:- To Make Toggle Of The Text Toggle Means

Opposite Of The Sentance Case

Goto >> Home Tab >> Font Group >> Change Case >> Click On Toggle Case

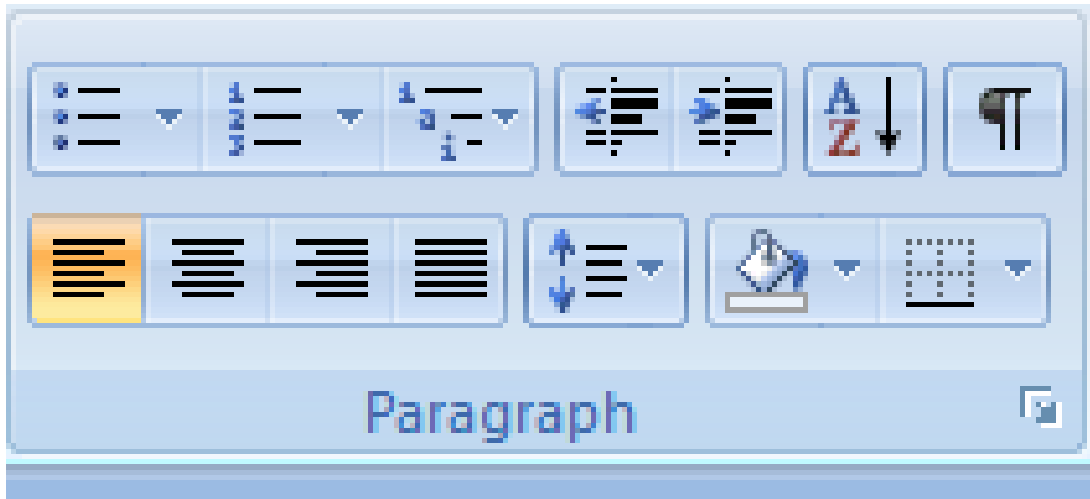
Text Hight Lighter:- To Make **Text Highlight Of The Selected Text
Goto >> Home Tab >> Font Group >> Click On Text Hight Lighter**



Font Color:- To **Change Color Of The Selected Text**

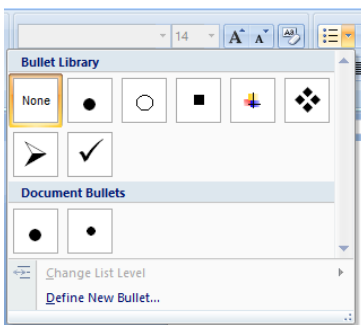
Goto >> Home Tab >> Font Group >> Click On Font Color





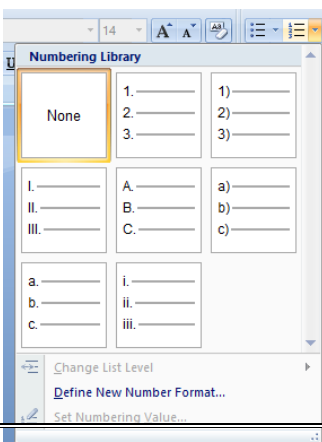
Bullets:- To add bullets of the selected Lines in the Document

Goto >> Home Tab >> Paragraph Group >> Click On Bullets



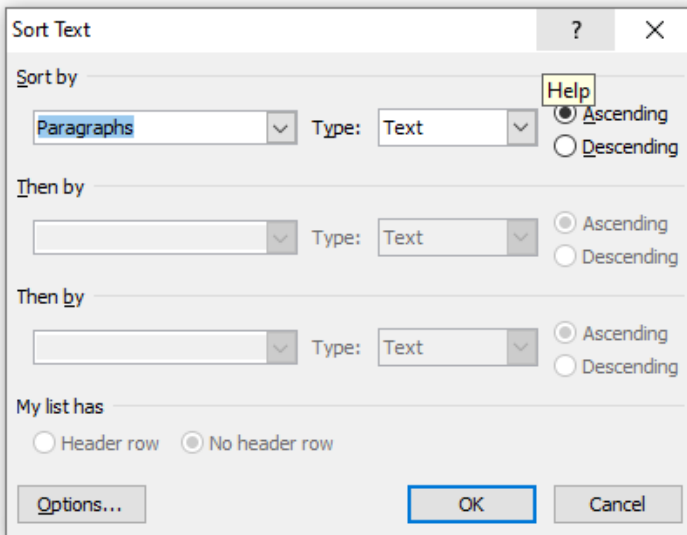
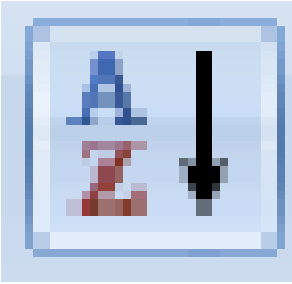
Numbring:- to add numbring in the selected line numbring can be, A, B,C, 1,2,3, 1st,2ed, 3ed many more

Goto >> Home Tab >> Paragraph Group >> Click On Numbring



Short:- To short data in the document, Data short can be ascending or descending order.

Goto >> Home Tab >> Paragraph Group >> Click On Sort



Alighment:-



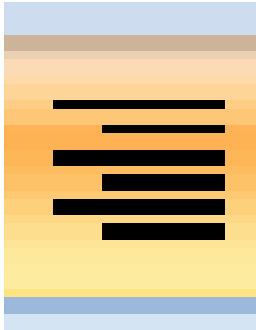
Left:- To write data from left side of he decument

Goto >> Home Tab >> Paragraph Group >> Click On left alignment



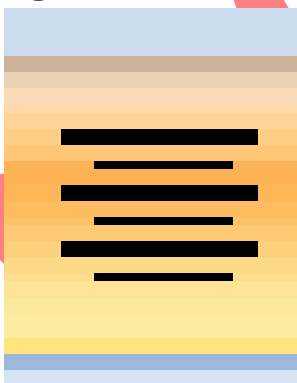
Right:- To write data from the right side of the document

Goto >> Home Tab >> Paragraph Group >> Click On right alignment



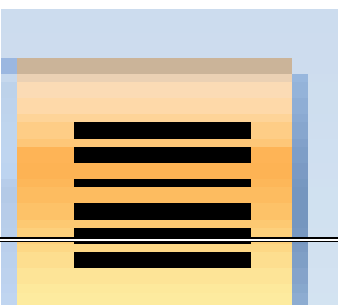
Center:- To write data in center fo the document

Goto >> Home Tab >> Paragraph Group >> Click On center alignment



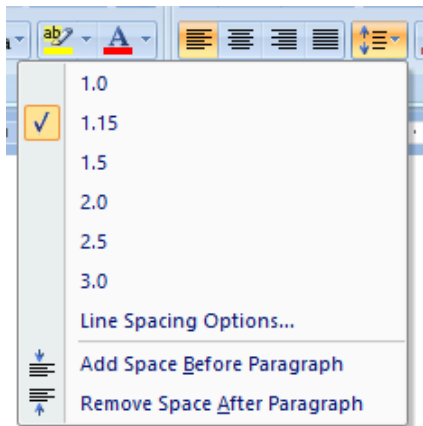
Justify:- To write data properly equal line botyh side left right no jigjet

Goto >> Home Tab >> Paragraph Group >> Click On Justify



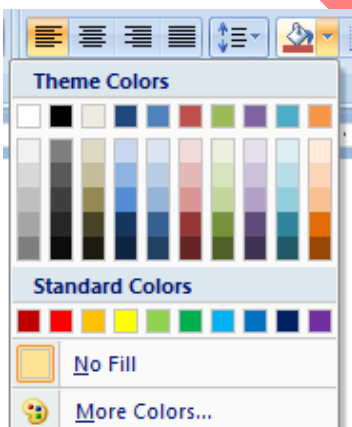
Line Spacing:- To add space between two lines of the selected lines

Goto >> Home Tab >> Paragraph Group >> Click On Line Spacing



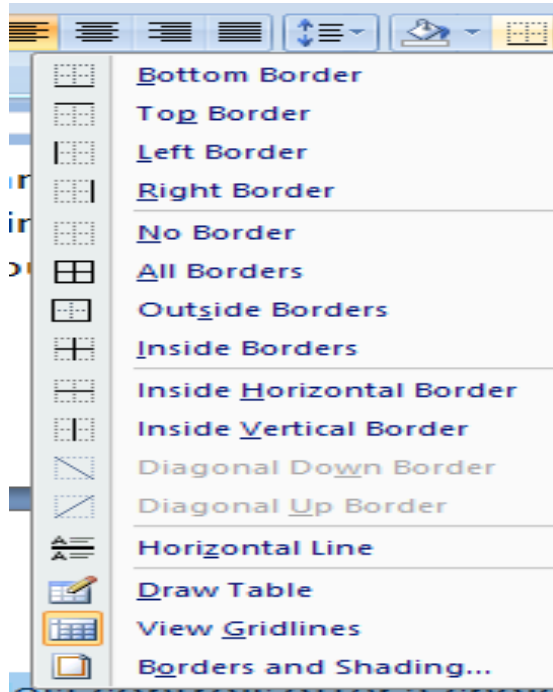
Shading:- To add page /paragraph, line in the shading of the document shading means background color of the document

Goto >> Home Tab >> Paragraph Group >> Click On Shading



Border:- To add border fo the selected text

Goto >> Home Tab >> Paragraph Group >> Click On Border



Style Group:-



Goto >> Home Tab >> Style Group >> Click On Any Style

Normal:- To make normal text

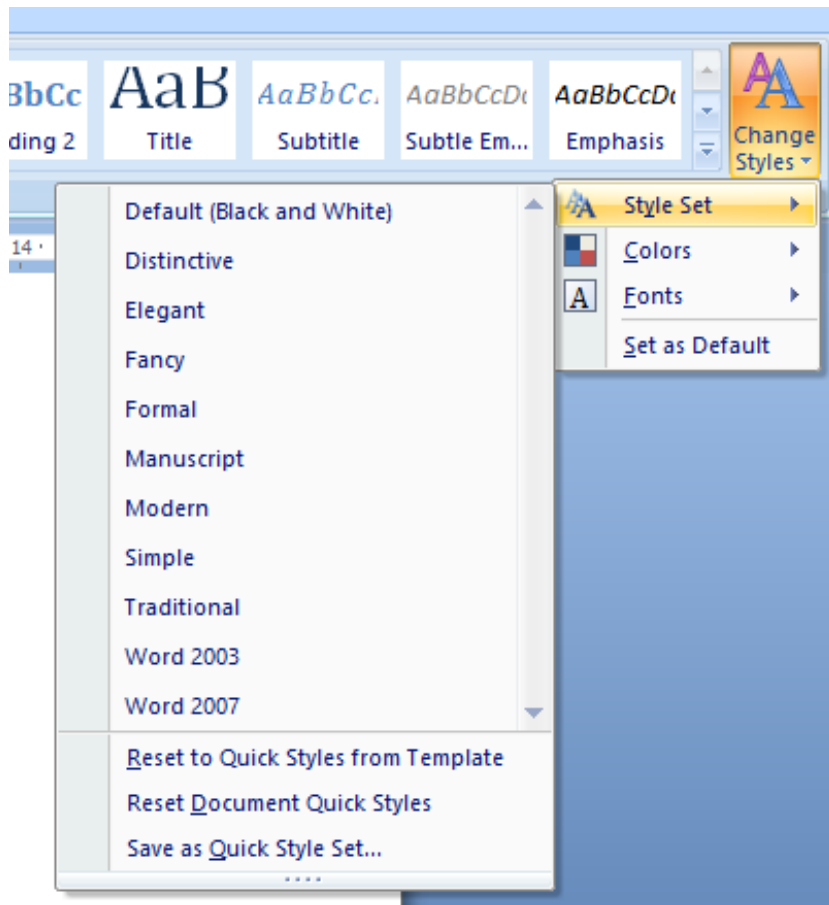
Heading:- To make hading in the document

Title:- To make title of the document **SubTitle:-**

To make subtitle of the document

Change styles:- To style of the heading, Title, subtitle of the document.

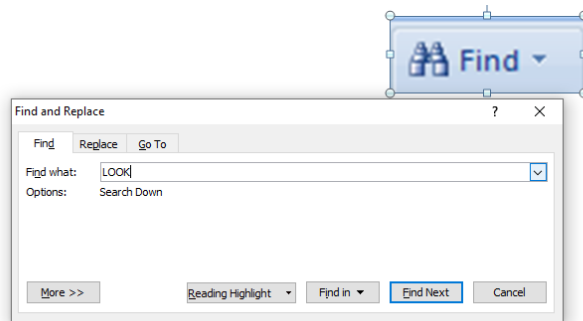
Goto >> Home Tab >> Style Group >> Click On Change Style >> Choose Any Style



Editing Group

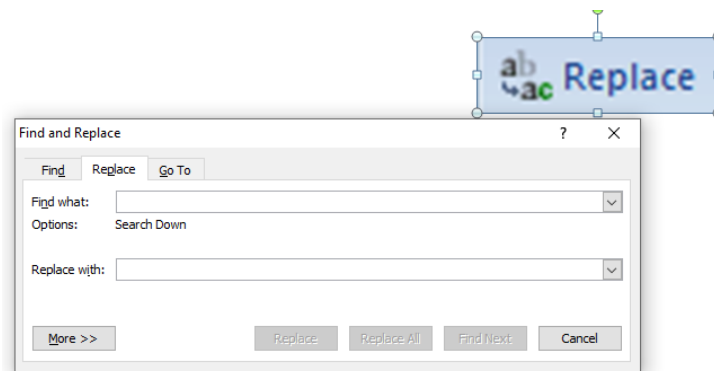
Find:- to find any word in the file

Goto >> Home Tab >> Editing Group >> Find Option >> type word >> Find in >> Ok



Replace:- To replace/Change in the document

Goto >> Home Tab >> Editing Group >> Replace >> type Replace word >> Replace All >> Ok



Select:- To select all data of The document.

Goto >> Home Tab >> Editing Group >> Select >> Select All

