



INTRODUCTION

MS-Word is available either as a stand-alone program or bundled with Complete MS-Office program software.

It helps you to create letters, memos, reports and term papers. It also helps to send documents to a group of people for feedback. You can maintain mailing lists, create personalized documents and create a newsletter etc.

STARTING MS - WORD

To start Microsoft Word:

- ✓ Click on the **Start** button at the bottom left corner of the Windows desktop as shown in Next Figure.
- ✓ Select the **program** option.
- ✓ Select **Microsoft Word 2010**.
- ✓ This invokes MS-Word and starts a new document.



Start menu interface showing a list of programs and system tools. The list includes:

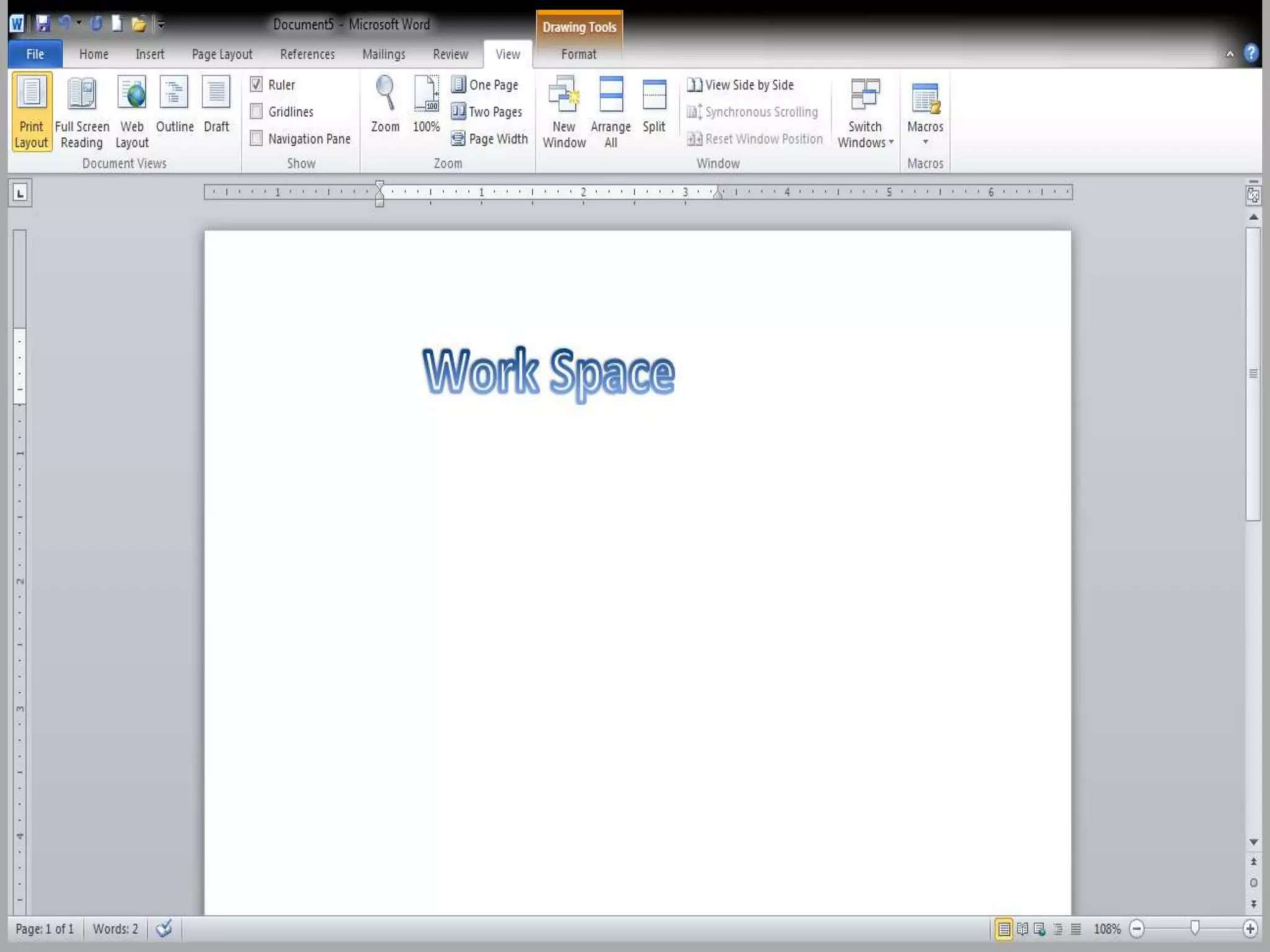
- Windows Media Center
- Windows Media Player
- Windows Update
- XPS Viewer
- Accessories
- Games
- Kaspersky Anti-Virus 2011
- Maintenance
- Microsoft Office
 - Microsoft Access 2010
 - Microsoft Excel 2010
 - Microsoft InfoPath Designer 2010
 - Microsoft InfoPath Filler 2010
 - Microsoft OneNote 2010
 - Microsoft Outlook 2010
 - Microsoft PowerPoint 2010
 - Microsoft Publisher 2010
 - Microsoft SharePoint Workspace 2010
 - Microsoft Word 2010** (highlighted)
 - Microsoft Office 2010 Tools

Navigation and search options at the bottom of the menu:

- Back button
- Search programs and files (with magnifying glass icon)
- Shut down button

A tooltip for Microsoft Word 2010 is visible: "Create and edit professional-looking documents such as letters, papers, reports, and booklets by using Microsoft Word."





CREATING A DOCUMENT

To create a document, follow these steps:

- ✓ **Click the File tab.**
- ✓ **A New Document window will be displayed.**
- ✓ **Select the Blank Document.**



✓ **A Blank New Document is displayed.**

Or

✓ **Use the shortcut key **CTRL + N****

OPENING A DOCUMENT

To open an existing document, follow these steps:

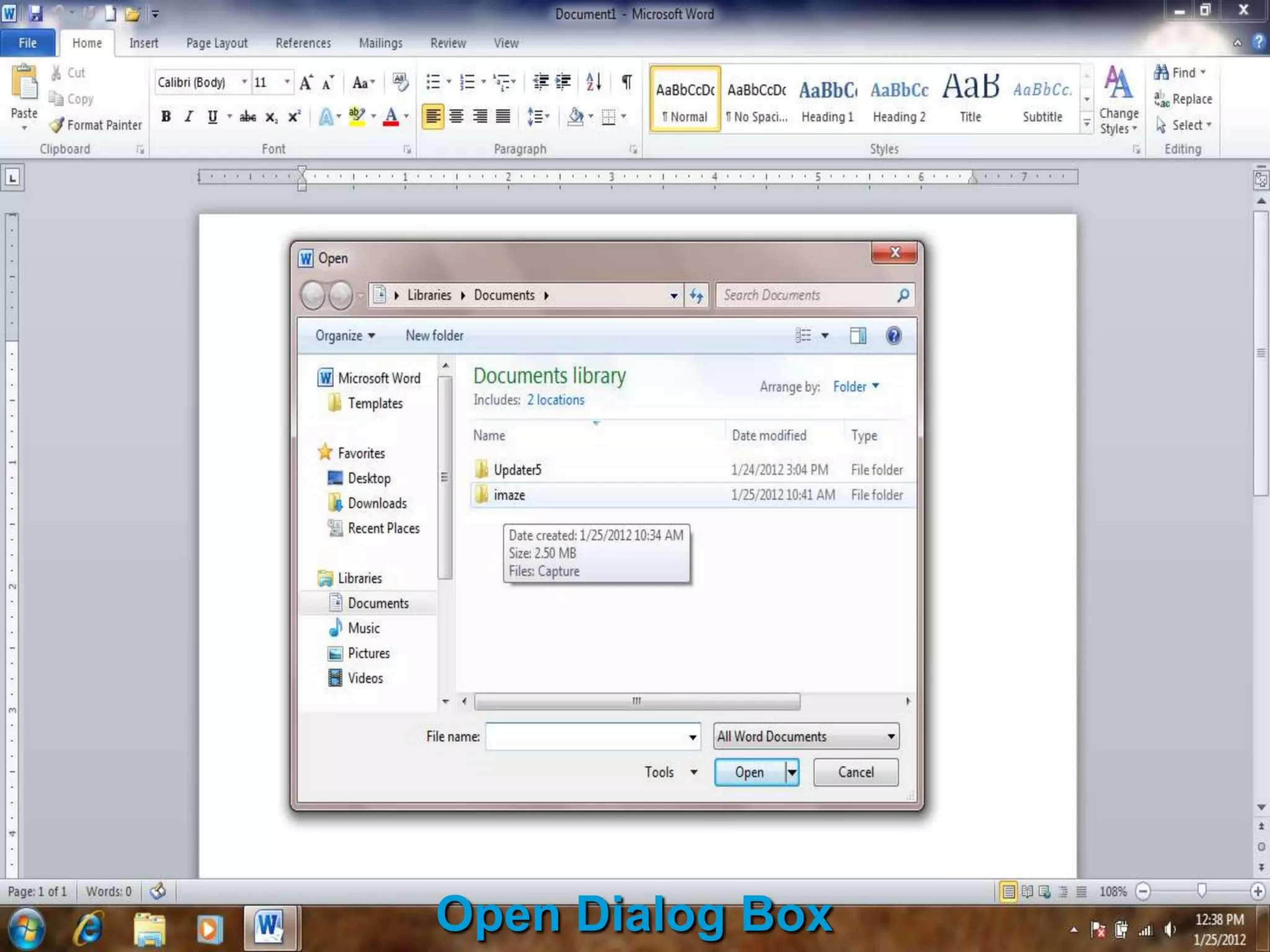
- ✓ **Click the File tab.**
- ✓ **An **Open dialog box** will be displayed as shown in Fig.**
- ✓ **Select the appropriate drive and folder in **Look in**.**



✓ **Select the desired filename then click on **Open** button.**

Or

✓ **Press **CTRL+O**.**



Open

Libraries Documents

Search Documents

Organize New folder

Microsoft Word

Templates

Favorites

Desktop

Downloads

Recent Places

Libraries

Documents

Music

Pictures

Videos

Documents library

Includes: 2 locations

Arrange by: Folder

Name	Date modified	Type
Updater5	1/24/2012 3:04 PM	File folder
imaze	1/25/2012 10:41 AM	File folder

Date created: 1/25/2012 10:34 AM
Size: 2.50 MB
Files: Capture

File name: All Word Documents

Tools Open Cancel

Open Dialog Box

SAVING DOCUMENT

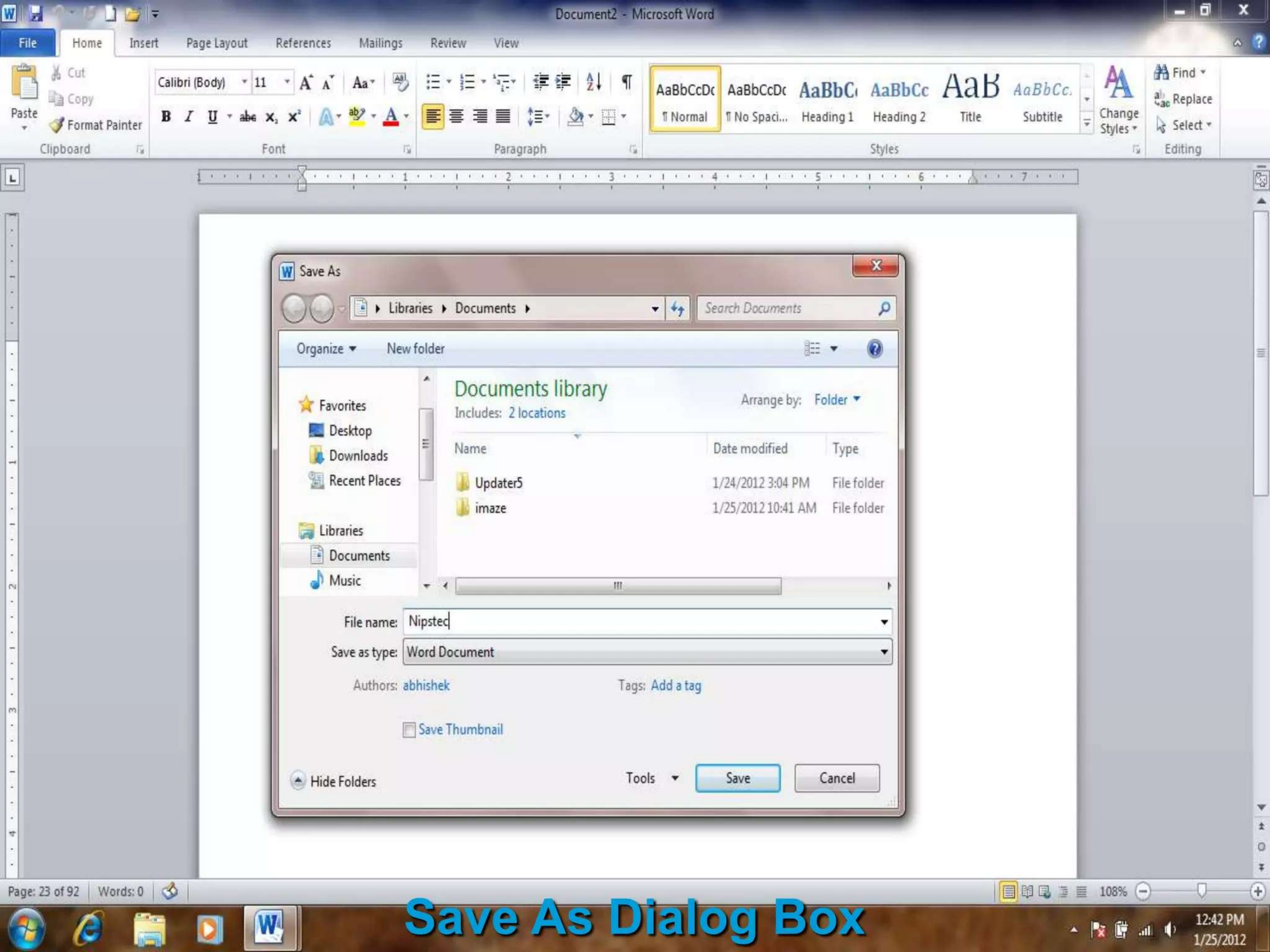
When you start typing in your **Blank New Document, the document is stored in the internal memory of the computer. In order to preserve the document for future use, you must save it on the disk. To do so:**

- ✓ Click the File tab, and then click save/save as.**



The **Save As** dialog box gets invoked as displayed in Fig.

- ✓ Select the directory or folder in **Save in** box.
- ✓ Enter the name of the file in **Filename** box.
- ✓ Click on **Save** button.



Save As

Libraries Documents

Search Documents

Organize New folder

Documents library
Includes: 2 locations

Arrange by: Folder

Name	Date modified	Type
Updater5	1/24/2012 3:04 PM	File folder
imaze	1/25/2012 10:41 AM	File folder

File name: Nipsted

Save as type: Word Document

Authors: abhishek Tags: Add a tag

☐ Save Thumbnail

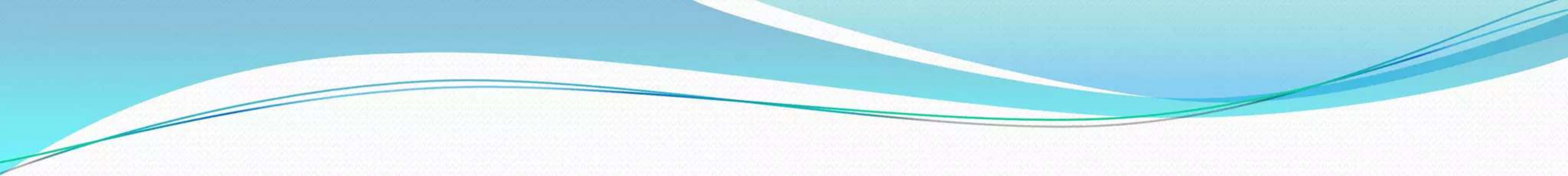
Hide Folders Tools Save Cancel

Save As Dialog Box

By default, the new document is saved as a Word document with an extension .doc.

✓ Click on  icon on the **standard toolbar.**

✓ or press **CTRL+S** from keyboard.



While working with a file (**adding more text lines, format it, delete** something etc.), we need to save the changes in the existing document. To save the changes:

✓ Click on the **Save** Command .

Or

✓ press **CTRL + S** from keyboard.

PAGE SETUP

It is used for setting margins, paper size, paper source and layout of active documents.

Page Setup

Margins Paper Layout

Margins

Top: 1" Bottom: 1"

Left: 1" Right: 1"

Gutter: 0" Gutter position: Left

Orientation

Portrait Landscape

Pages

Multiple pages: Normal

Preview

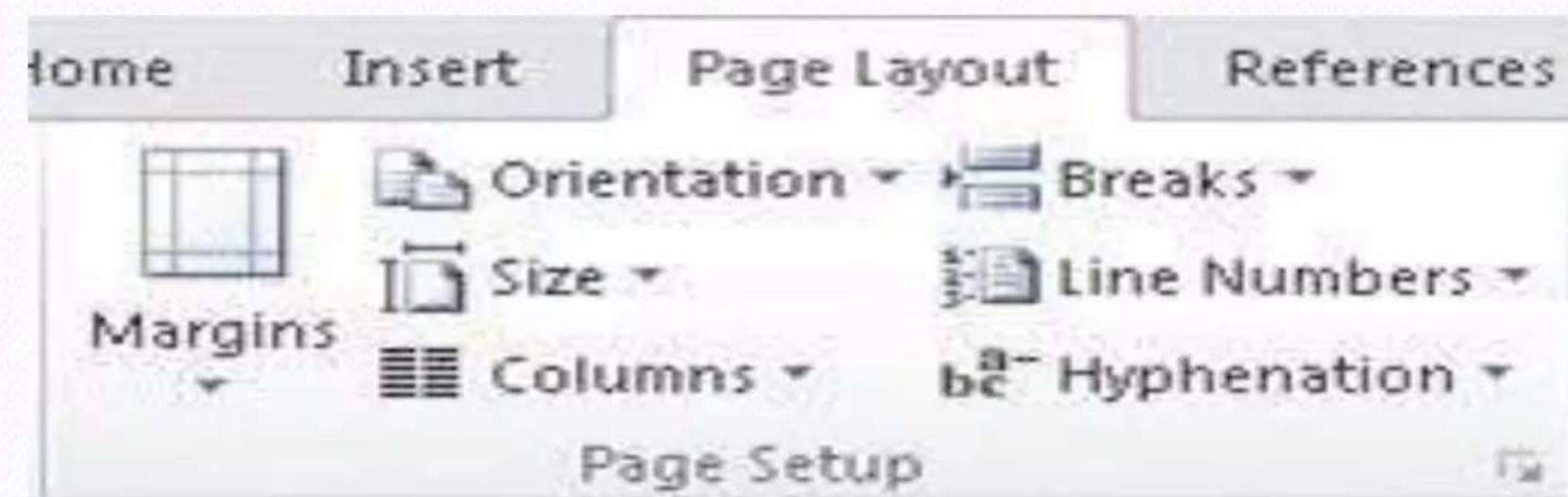
Apply to: Whole document

Set As Default OK Cancel

Change or set page margins and other properties

Page margins are the blank space around the edges of the page. In general, you insert text and graphics in the printable area between the margins. However, you can position some items in the margins — for example, headers, footers, and page numbers.

- ✓ Click on page Layout tab
- ✓ Click on page setup
- ✓ Set Margins for Top, Bottom, Left and Right
- ✓ Add margins for binding
- ✓ Set margins for facing pages
- ✓ Select Page Orientation
- ✓ Set Paper Size from Paper Tab



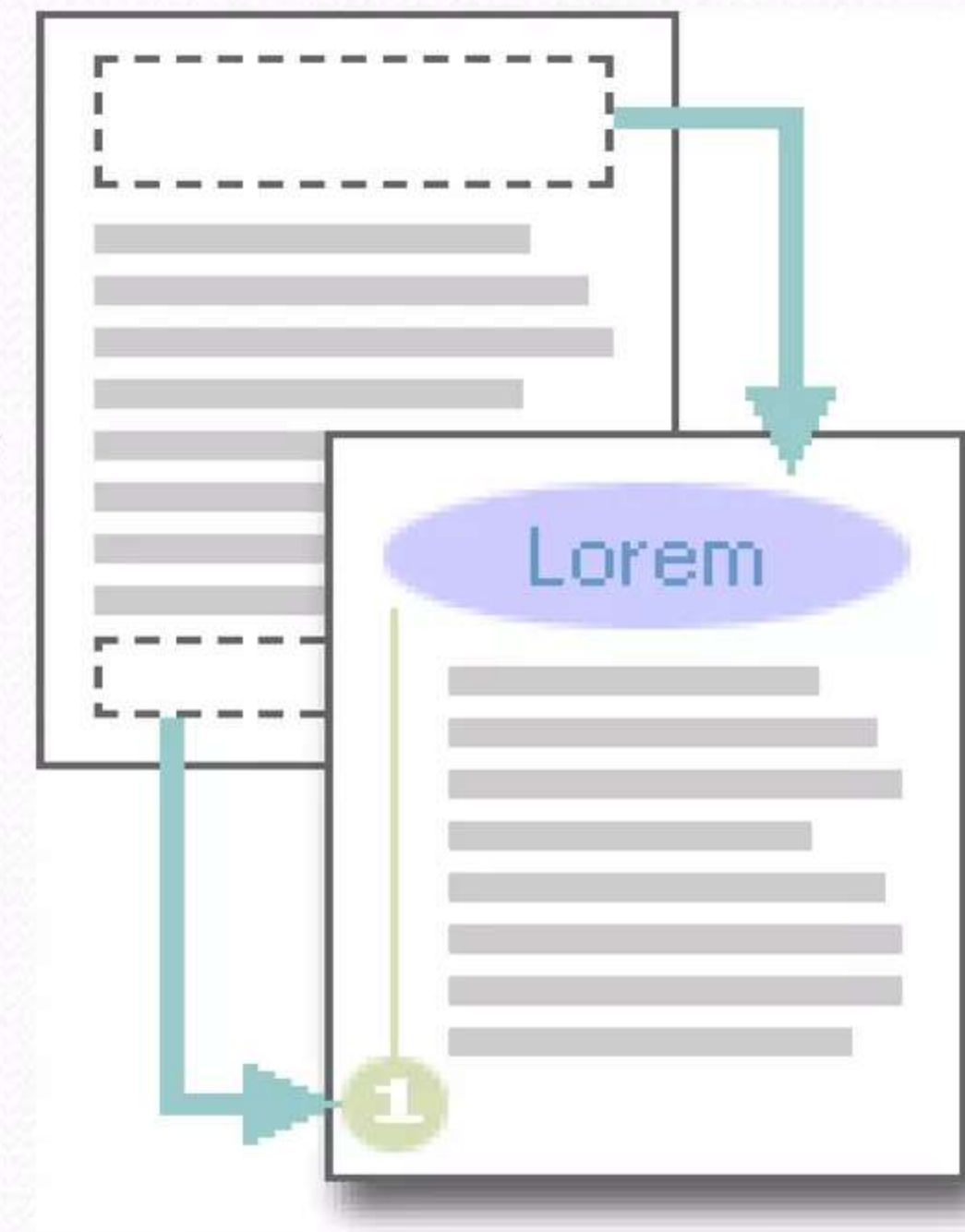
Headers and Footers

Insert headers and footers

Headers and footers are areas in the top, bottom, and side margins (margin: The blank space outside the printing area on a page.) of each page in a document.

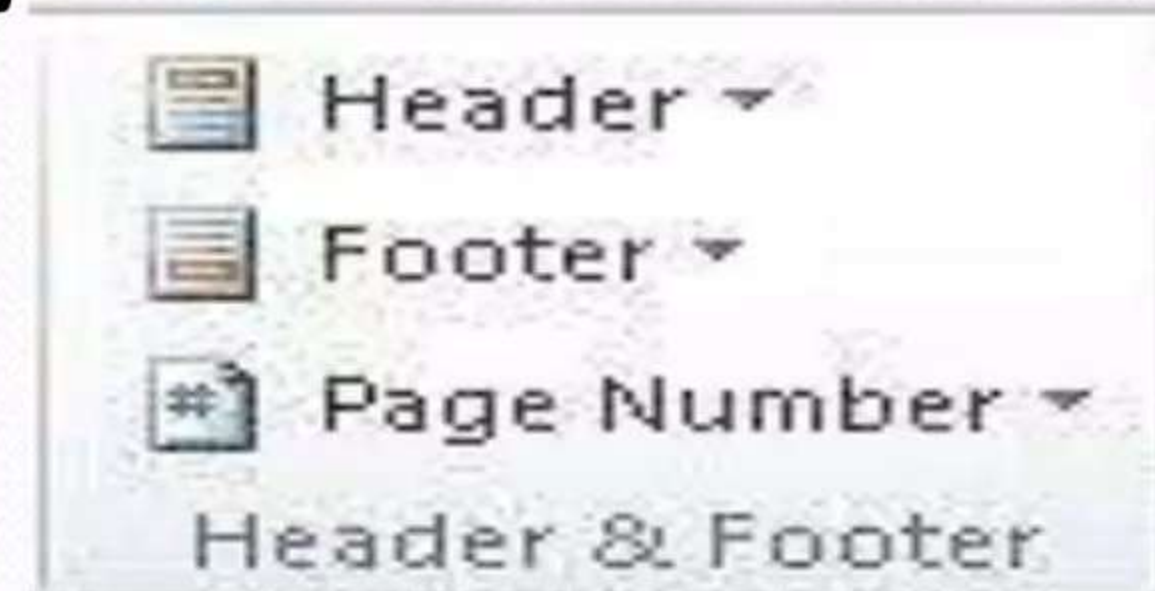
We can insert or change text or graphics in headers and footers. For example, you can add page numbers, the time and date, a company logo, the document title or file name, or the author's name.

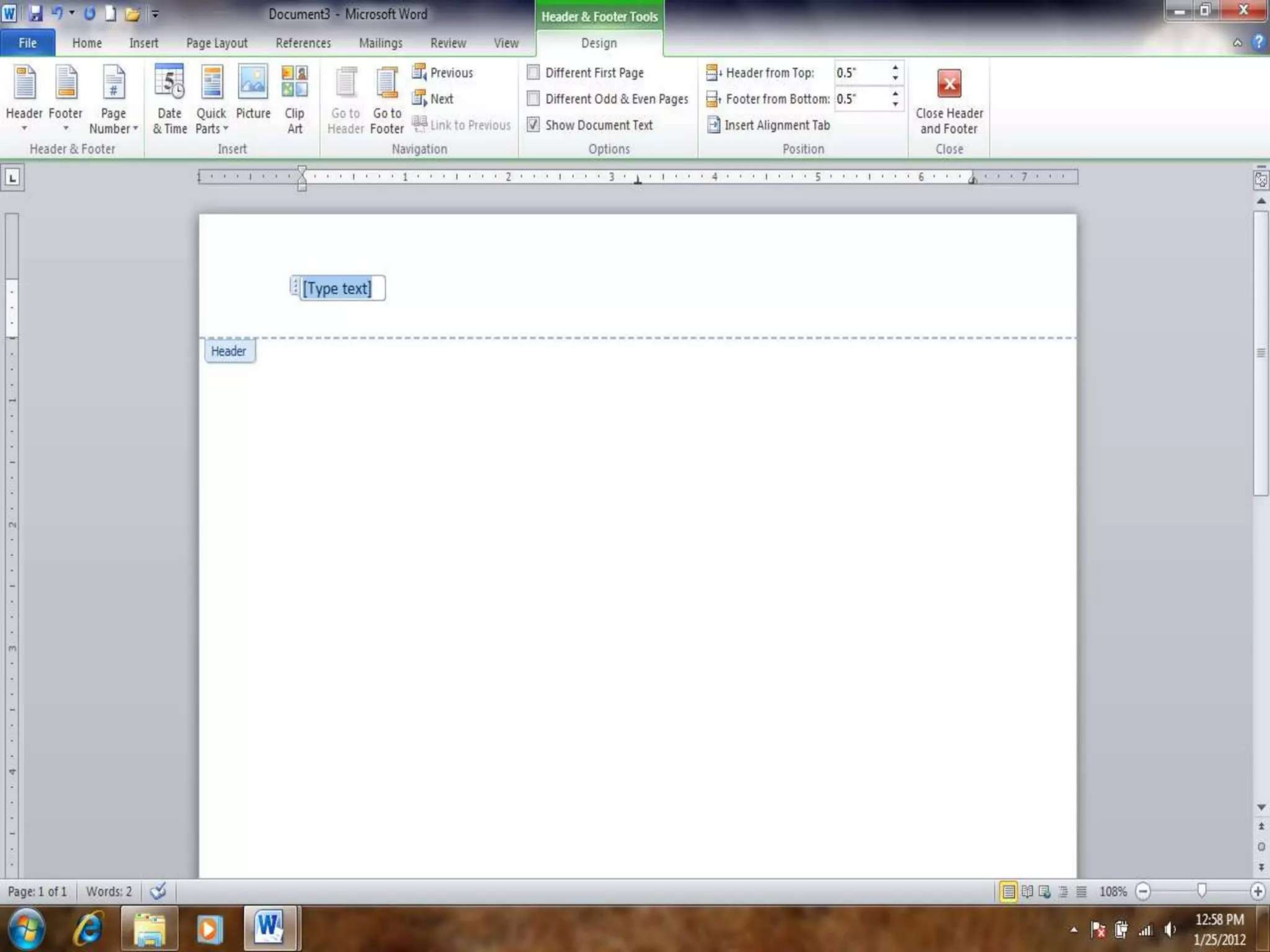
If you want to change a header or footer that you inserted, the **Headers & Footers** tab under **Header & Footer Tools** gives you more header and footer options.



Insert the same header and footer throughout a document

- ✓ Click on **Insert** Tab.
- ✓ Click on **Header and Footer** option.
- ✓ Two text boxes appears on your document, one for header & one for footer.
- ✓ Type the header & footer you want to give, on the specified place.





Insert headers or footers different for odd and even pages

- ✓ On the **Page Layout** tab, click the **Page Setup** Dialog Box Launcher, and then click the **Layout** tab.
- ✓ Select the **Different odd and even** check box.
- ✓ Now you can insert the header or footer for even pages on an even page and the header or footer for odd pages on an odd page.



Remove the header or footer from the first page

1. On the **Page Layout** tab, click the **Page Setup** Dialog Box Launcher, and then click the **Layout** tab.
2. Select the **Different first page** check box under **Headers and footers**.

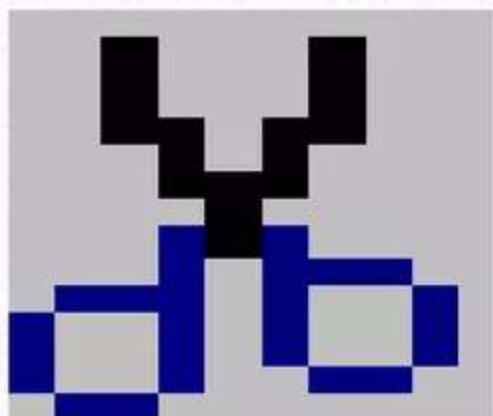
Headers and footers are removed from the first page of the document.

CUT / COPY AND PASTE

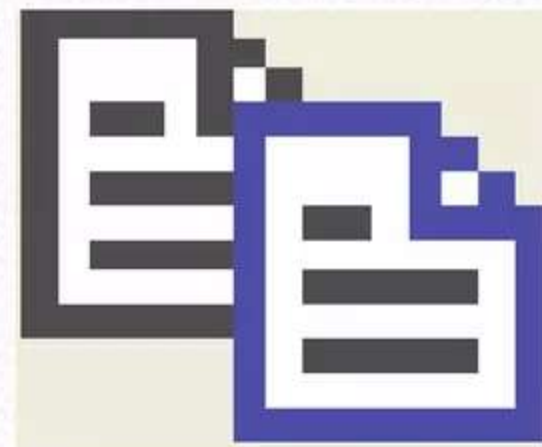
These edit functions are used to move/copy a selected text from one place to another.

Followings are the icons for cut, copy and paste respectively, displayed on Standard Toolbar.

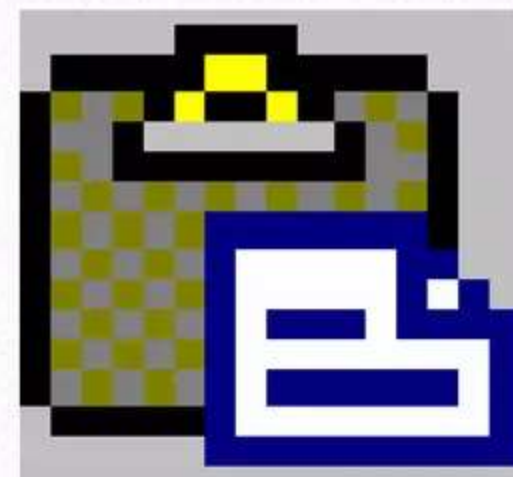
CUT



COPY



PASTE



CUT AND PASTE

- ✓ Select the text.
- ✓ Go to **Home** Tab **Cut** or
- ✓ Press **CTRL + X**
- ✓ Go to the target position
- ✓ Go to **Home** tab **Paste** or
- ✓ Press **CTRL + V**

COPY AND PASTE

- ✓ Select the text.
- ✓ Go to **Home** tab **Copy** or
- ✓ Press **CTRL + C**.
- ✓ Go to the target position
- ✓ Go to **Home** tab **Paste** or
- ✓ Press **CTRL + V**

FIND

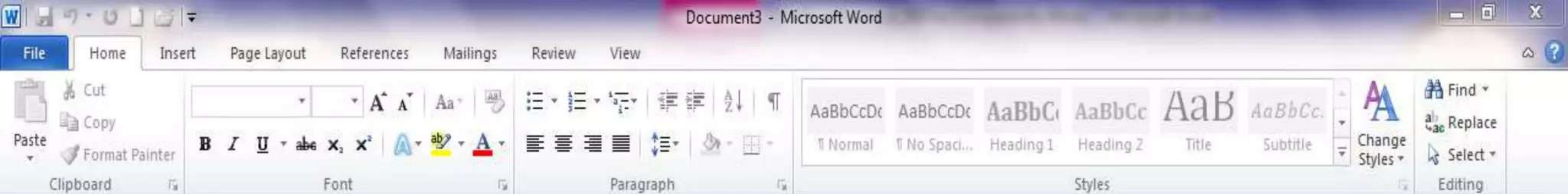
Search for specified text, formatting, symbols, comments, footnotes, endnotes in the active document.

✓ **Go to *Home* tab**

A *Find and Replace* dialog box will be displayed on Right side.

✓ **In *Find What* box, enter the word you want to find.**

✓ **Click *Find Next* button.**



Alternatively, press **CTRL + F** from keyboard



REPLACE

Searches for and replaces specified text in the active document. To replace text:

- ✓ Click on Home tab → **Replace**.
- ✓ A **Find And Replace** dialog box will be displayed right side.
- ✓ Click on the **Replace** tab.
- ✓ In **Find what** box, enter the text you want to find & replace.

- 
- ✓ In **Replace with** box, enter text you want to use as the replacement.
 - ✓ To search the next occurrence of the text, click **Find Next** button.
 - ✓ To replace the occurred text, click **Replace**.
 - ✓ To replace all occurrences of the text, click **Replace All**.
 - ✓ You can also use **CTRL + H** as shortcut key.

GOTO

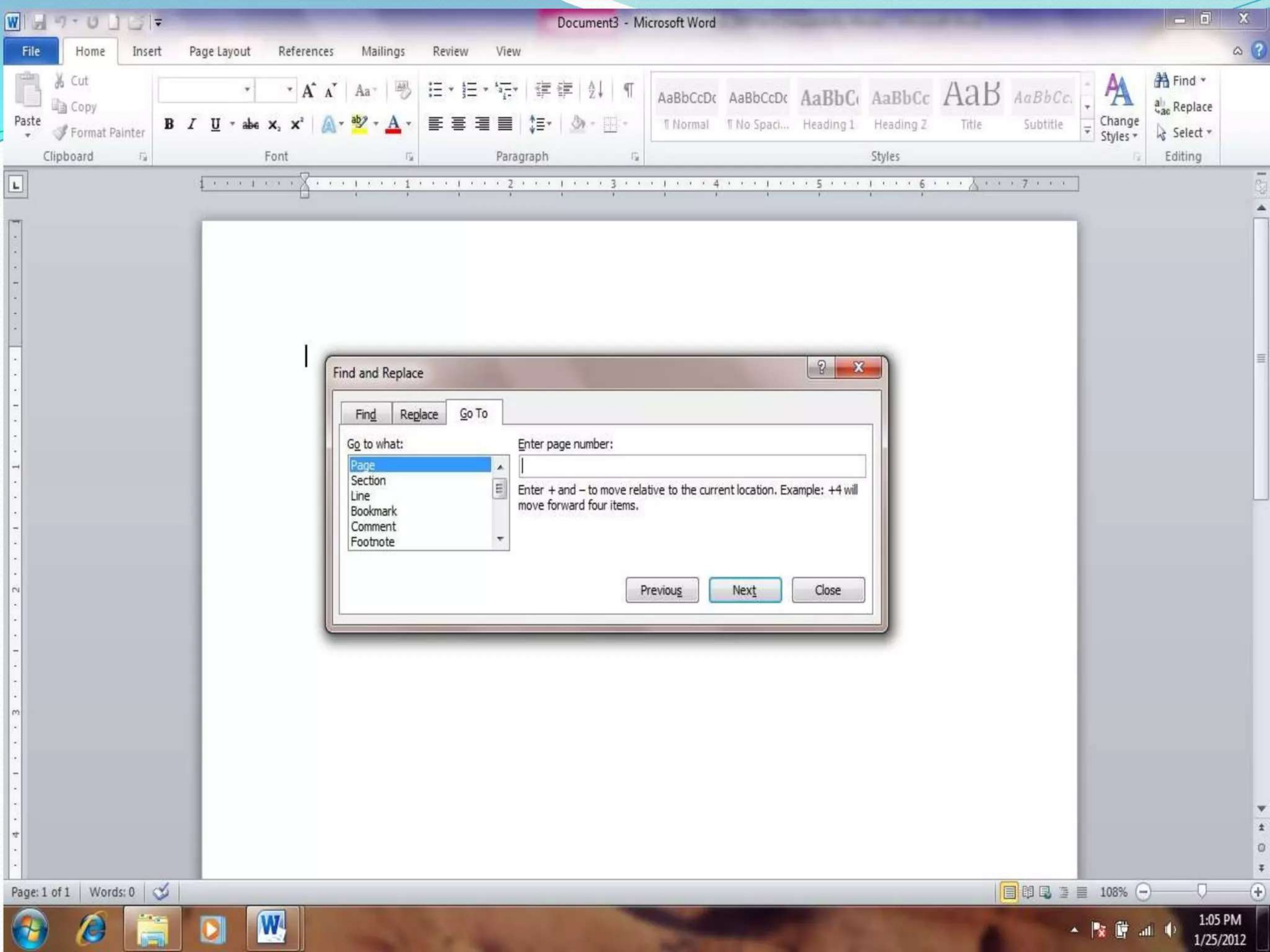
Move the insertion pointer to the item where you want to go. Go to a specific page, table or other item:

✓ **Click on home menu**

A find and replace dialog box appears on your screen.

Click on Find that display Goto button

✓ **In **Go To what** box, click the type of item.**



Find and Replace

Find Replace Go To

Go to what:

- Page
- Section
- Line
- Bookmark
- Comment
- Footnote

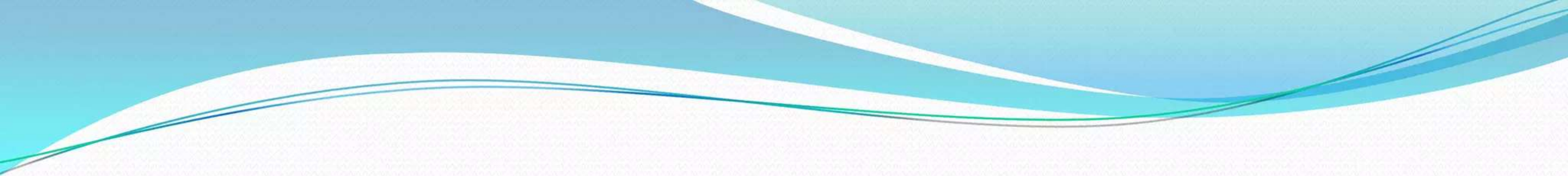
Enter page number:

Enter + and - to move relative to the current location. Example: +4 will move forward four items.

Previous Next Close

BOOKMARK

A bookmark identifies a location or selection of text that you name and identify for future reference. Instead of scrolling through the document bookmark identifies a location or selection of text that you name and identify for future reference. For example, you might use a bookmark to identify text that you want to revise at a later time.



Instead of scrolling through the document to locate the text, you can go to it by using the **Bookmark dialog box.**

- ✓ **Select an item you want a bookmark assigned to, or click where you want to insert a bookmark.**
- ✓ **On the **Insert** Tab, click **Bookmark**.**

- 
- ✓ Under **Bookmark name**, enter a name. Bookmark names must begin with a letter and can contain numbers. You can't include spaces in a bookmark name. However, you can use the underscore character to separate words — for example, "First_heading."
 - ✓ Click **Add**.



Bookmark

Bookmark name:
Well com

Add
Delete
Go To

Sort by: ☒ Name
☐ Location

☐ Hidden bookmarks

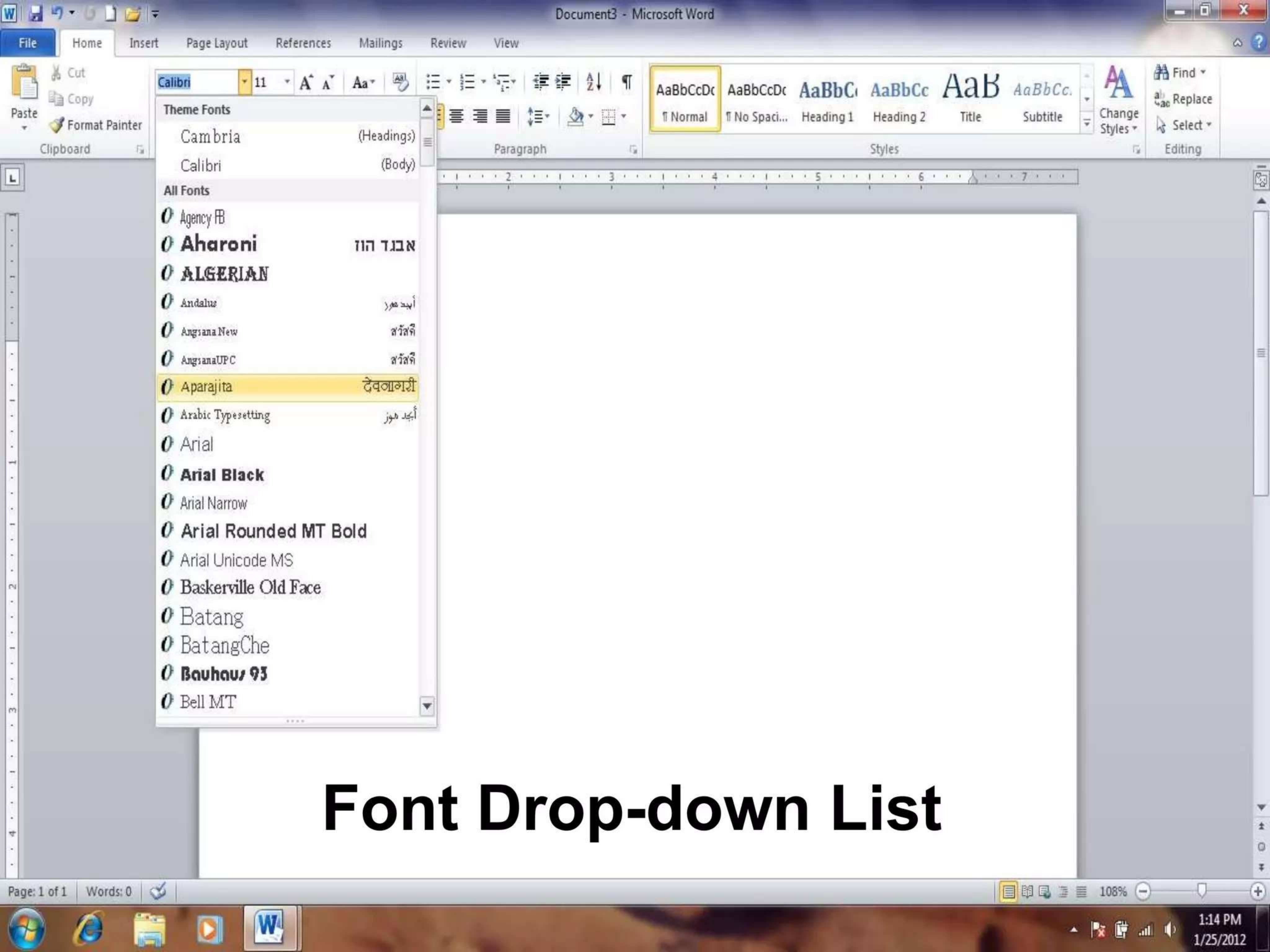
Cancel

FORMAT OPTIONS

AA CHANGING FONT STYLES

To change font size and font styles, follow these steps:

- ✓ Click Home tab. Next. type the name of desired font directly into the font name box on the format toolbar and press the Enter key.**



Font Drop-down List

✓ Use **Bold (B)**, **Italics (I)**, **Underline (U)** buttons on the toolbar as displayed in Table.

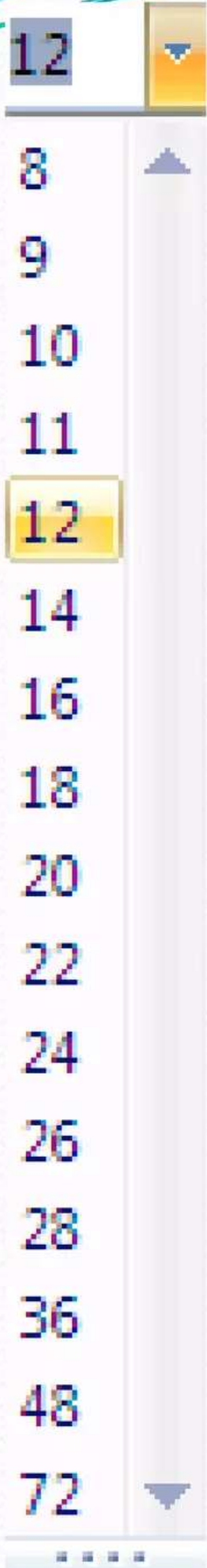
BUTTON NAME	KEY COMBINATION
Bold	CTRL+B or
Italic	CTRL+I or
Underline	CTRL+U or

To add bold formatting to the text, follow these steps

- ✓ **Select the text and click on the bold button.**

Alternatively, click on the bold button and type the text.

Similarly, the characters can be underlined and italicized.



CHANGING FONT SIZE

To change the font size, follow these steps:

- ✓ **Use the drop-down Font size list on the Home tab as displayed in Fig. or type the font size in the Font size box and press the Enter key.**

✓ **Use any of these keyboard shortcuts to increase or decrease the font size as shown in Table**

SHORTCUT	KEY COMBINATION
CTRL+]	Increase one point at a time.
CTRL+[	Decrease one point at a time.
CTRL+SHIFT+>	Increase by 10 points, 12 points, 14 points and so on.
CTRL+SHIFT+<	Decrease by 10 points, 12 points, 14 points and so on.

PARAGRAPHS

In Word, each time you press the Enter key you create a new paragraph. Word paragraph always ends with a paragraph mark. When you open a new document, the default paragraph setting stored as a style (Normal) is applied.

Adjust Line or Paragraph Spacing

You can change the spacing between the lines or the spacing before or after each paragraph.

- ✓ **Select the paragraphs in which you want to change spacing.**
- ✓ **On the **Page layout** Tab, click **Paragraph**.**

- 
- ✓ Under **Spacing**, enter the spacing you want in the **Before** or **After** box.
 - ✓ Set **Line Spacing** as you want.
 - ✓ Click **OK** button.

?

X

Paragraph

Indents and Spacing

Line and Page Breaks

General

Alignment:

Left

▼

Outline level:

Body Text

▼

Indentation

Left:

0"

▲▼

Right:

0"

▲▼

Special:

(none)

▼

By:

▲▼

☐ Mirror indents

Spacing

Before:

0 pt

▲▼

After:

10 pt

▲▼

Line spacing:

Multiple

▼

At:

1.15

▲▼

☐ Don't add space between paragraphs of the same style

Preview

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text

Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text

Sample Text Sample Text Sample Text

Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

Tab...

Set As Default

OK

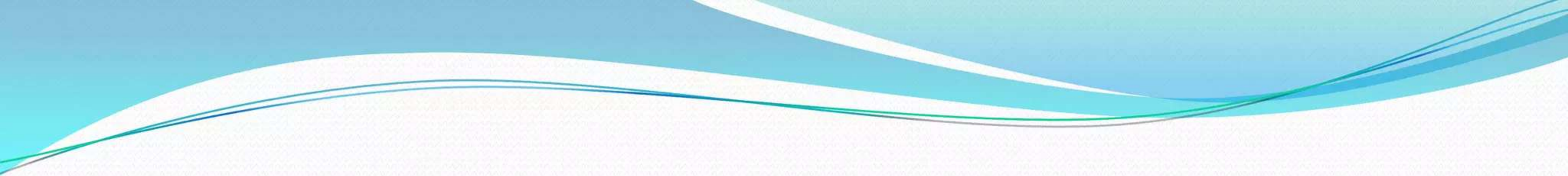
Cancel

BULLETS AND NUMBERING

Bullets and Numbering highlight the portions that you want to highlight. You can use bullets or numbers to create the lists in your document, to make your document attractive and easy to read.

Add bullets and numbering with the list as you type

- ✓ Type **1.** to start a numbered list or ***** (asterisk) to start a bulleted list, and then press **SPACEBAR** or **TAB**.
- ✓ Type any text you want.
- ✓ Press **ENTER** to add the next list item.

- 
- ✓ Word automatically inserts the next number or bullet.
 - ✓ To finish the list, press **ENTER** twice, or press **BACKSPACE** to delete the last bullet or number in the list.

Add Bullets or Numbering to an Existing List

- ✓ Select the items you want to add bullets or numbering to.
- ✓ On the **Home** Tab, click **Bullets** or **Numbering**.
- ✓ Select the style of bullet or number.
- ✓ Click **OK** button.

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri (Body), 11, Bold, Italic, Underline, Text Color, Background Color, Font Color, Paragraph: Bullets, Numbering, Decrease Indent, Increase Indent, Line and Paragraph Spacing, Orientation

Styles: No Spacing, Heading 1, Heading 2, Title, Subtitle

Find, Replace, Select, Editing

Numbering Library

None	1. _____ 2. _____ 3. _____	1) _____ 2) _____ 3) _____
I. _____ II. _____ III. _____	A. _____ B. _____ C. _____	a) _____ b) _____ c) _____
a. _____ b. _____ c. _____	i. _____ ii. _____ iii. _____	

Document Number Formats

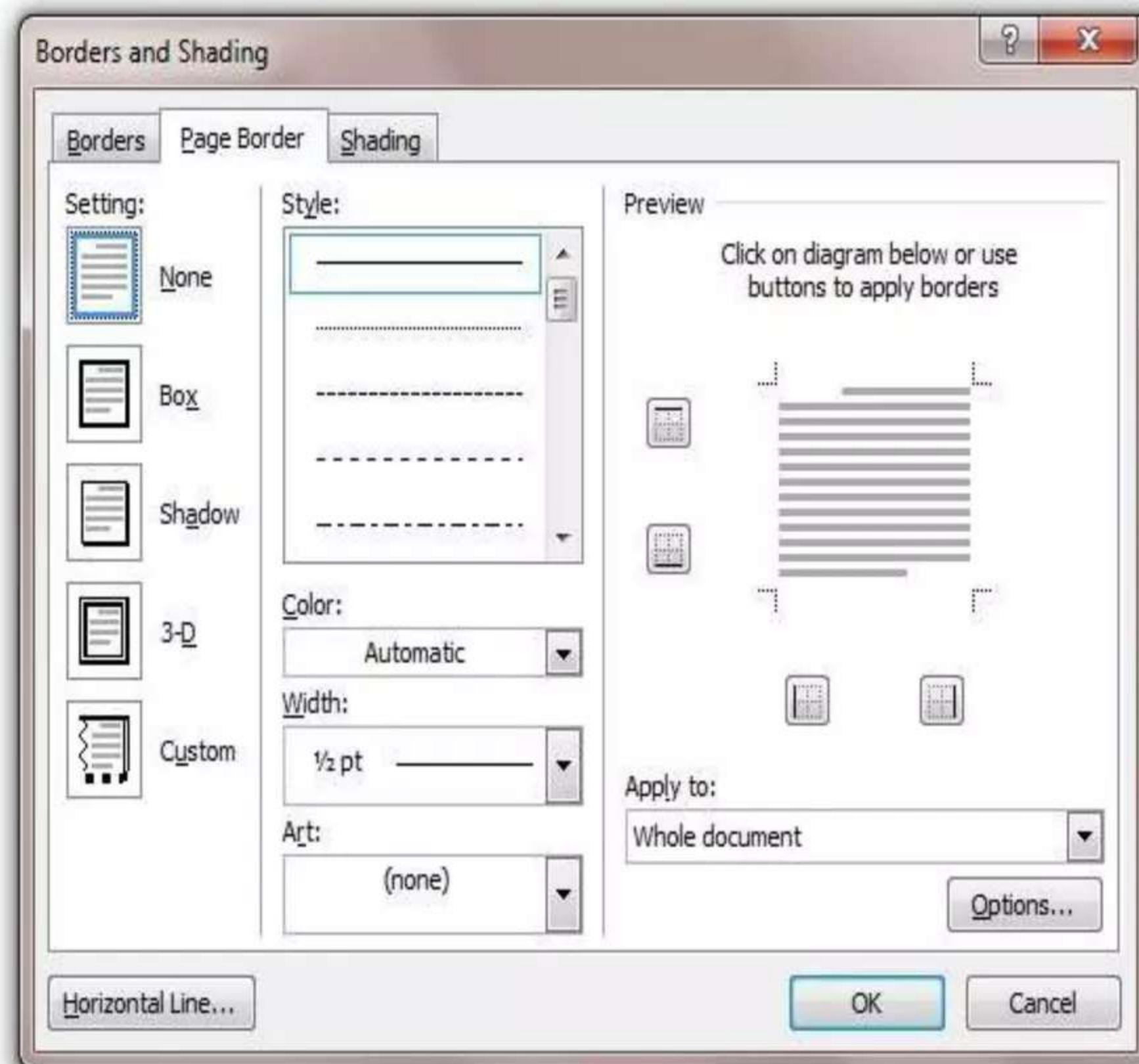
1. _____ 2. _____ 3. _____	2.0 _____ 3.0 _____ 4.0 _____
----------------------------------	-------------------------------------

Change List Level
Define New Number Format...
Set Numbering Value...

BORDER AND SHADING

Applying shading effects & borders around the selected area or page.

You can add borders to pages, text, tables and table cells, graphic objects and pictures. You can shade paragraphs and text. You can apply colored or textured fills to your graphic objects.



Click on Page layout Tab and select page border



To apply Border and Shading

- ✓ Click on **Home** Tab.
- ✓ Click on **Page Border** option.
- ✓ Select the **Border** for a selected text, **Page Border** or **Shading**.
- ✓ Click **OK** .

CONVERTING CASE

To convert the case of the the text you have inserted, follow these steps :

- ✓ **Select the text you want to change.**
- ✓ **Select the **Change Case** option from the **Home tab**.**

A change Case dialog box is displayed on the screen as illustrated in Figure.

File Home Insert Page Layout References Mailings Review View

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri (Body), 11, A⁺ A⁻, Aa, B, I, U, abc, x₁, x², A

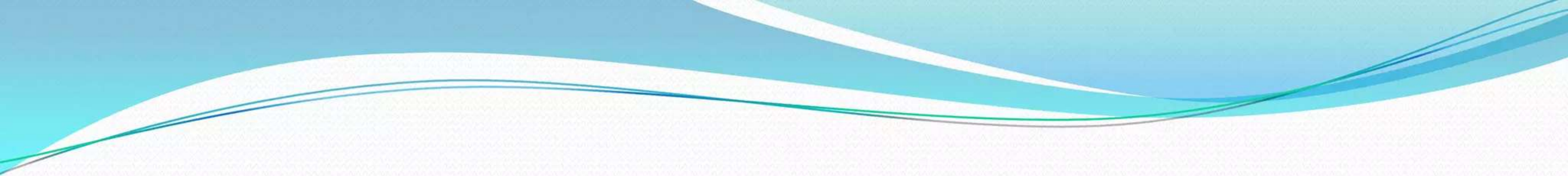
Paragraph: [Bulleted List], [Numbered List], [Decrease Indent], [Increase Indent], [Align Left], [Align Center], [Align Right], [Justify], [Line and Paragraph Spacing], [Decrease Spacing], [Increase Spacing], [Bulleted List], [Numbered List], [Decrease Indent], [Increase Indent], [Align Left], [Align Center], [Align Right], [Justify], [Line and Paragraph Spacing], [Decrease Spacing], [Increase Spacing]

Styles: AaBbCcDc, AaBbCcDc, AaBbCc, AaBbCc, AaB, AaBbCc., Normal, No Spaci..., Heading 1, Heading 2, Title, Subtitle, Change Styles

Editing: Find, Replace, Select

- Sentence case.
- lowercase
- UPPERCASE
- Capitalize Each Word
- TOGGLE CASE

asdsadasd



The Change case dialog box has the following options:

SENTENCE CASE: Capitalizes only the first letter in the selected sentences.

LOWER CASE: Converts all selected text to lowercase letters.



UPPER CASE: Converts all selected text to uppercase letters.

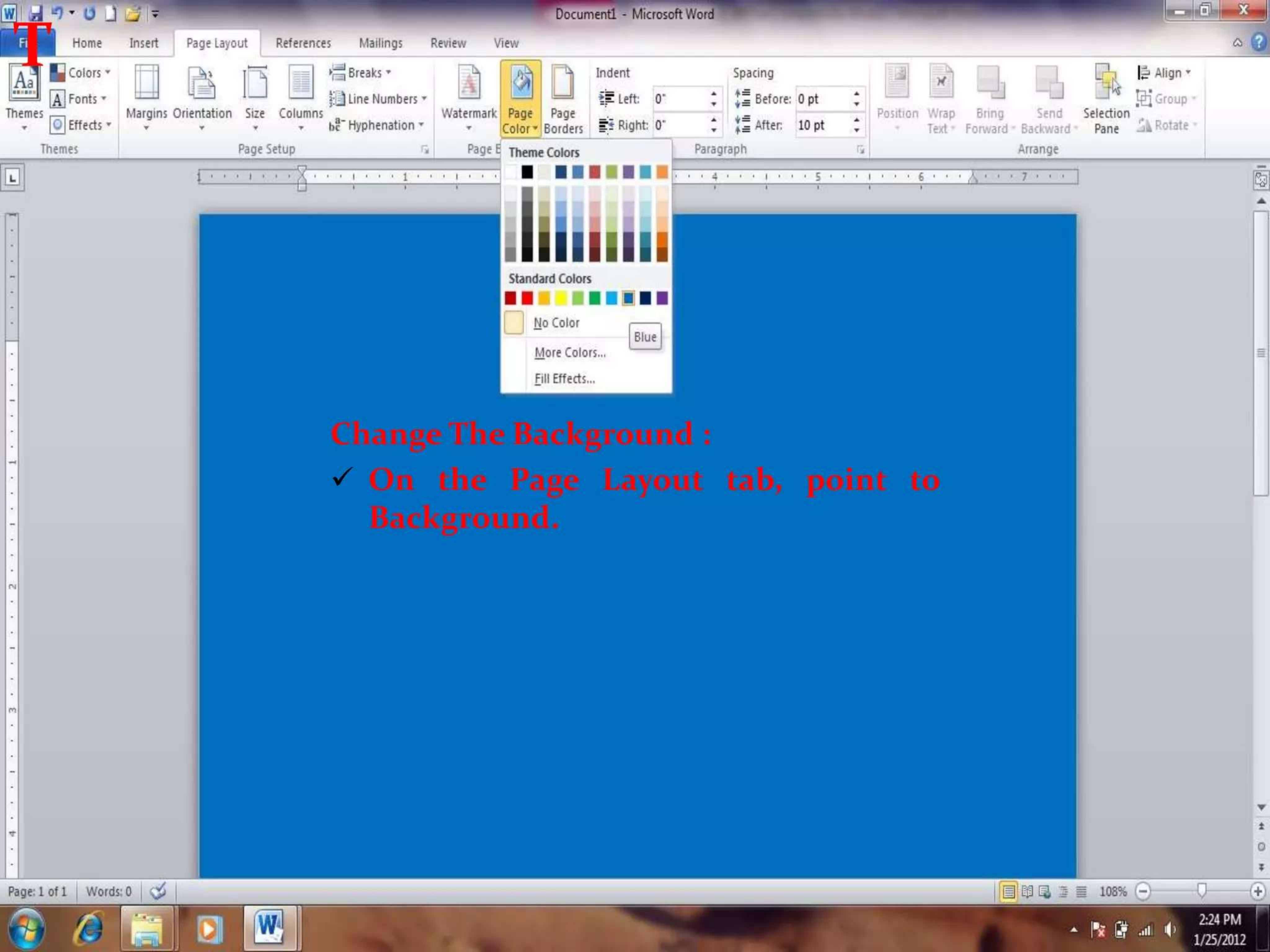
TITLE CASE: Capitalize the first letter of each word of the selected text.

TOGGLE CASE: Changes uppercase to lowercase and lowercase to uppercase in all selected text.

✓ Select your type of Case and click OK.

BACKGROUND

By this option we can change the background of our active document.



Change The Background :

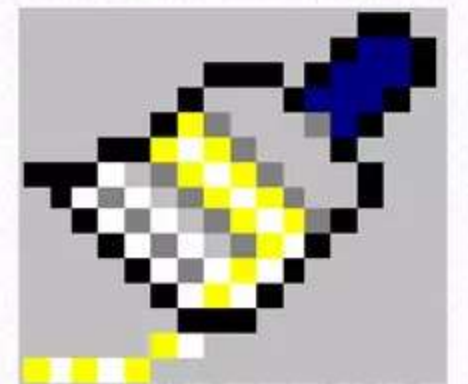
- ✓ On the Page Layout tab, point to Background.

FORMAT PAINTER

You can use the Format Painter to format an entire document quickly and easily. The Format Painter copies formats from the selected text to the text you want to format. Suppose you have formatted a line as 12 point, Times New Roman, bold, italic, underline and left aligned.

Rather than Formatting each paragraph of the document separately, use the Format Painter to format the entire document. To do so, follow these steps:

- ✓ **Select the formatted text (the text with the format you want to copy).**
- ✓ **Click on the **Format Painter** button in the **Home tab** as displayed in Fig**



- 
- ✓ **Select the text to be formatted.**
 - ✓ **The text automatically changes to the copied format.**
 - ✓ **Press the **Esc** key when formatting is over.**

Auto Text

- ✓ Automatically detect and correct typos and misspelled words .
- ✓ Quickly insert symbols
- ✓ Quickly insert any long piece of text

All of these uses of the AutoCorrect feature are supported by two parallel lists of words.

☒ Replace text as you type

Replace:

With:



Plain text



Formatted text

cat

feline

catagory

category

categoriory

category

certian

certain

challange

challenge

challanges

challenges

chaneg

change

SPELLING AND GRAMMAR

By default, Microsoft Word checks spelling and grammar automatically as you type, using wavy **red underlines** to indicate possible **spelling problems** and wavy **green underlines** to indicate possible **grammatical problems**.

Check Spelling And Grammar Automatically As You Type:

- ✓ **Make sure automatic spelling and grammar checking are turned on.**
 1. Click **Tools** Tab
 2. Click **Spelling And Grammar** symbol in left side
 3. Select **Check Spelling As You Type** and **Check Grammar As You Type**, check boxes.

- 
- ✓ **Type in the document.**
 - ✓ **Right-click a word with a wavy red or green underline, and then select the command or the spelling alternative you want.**

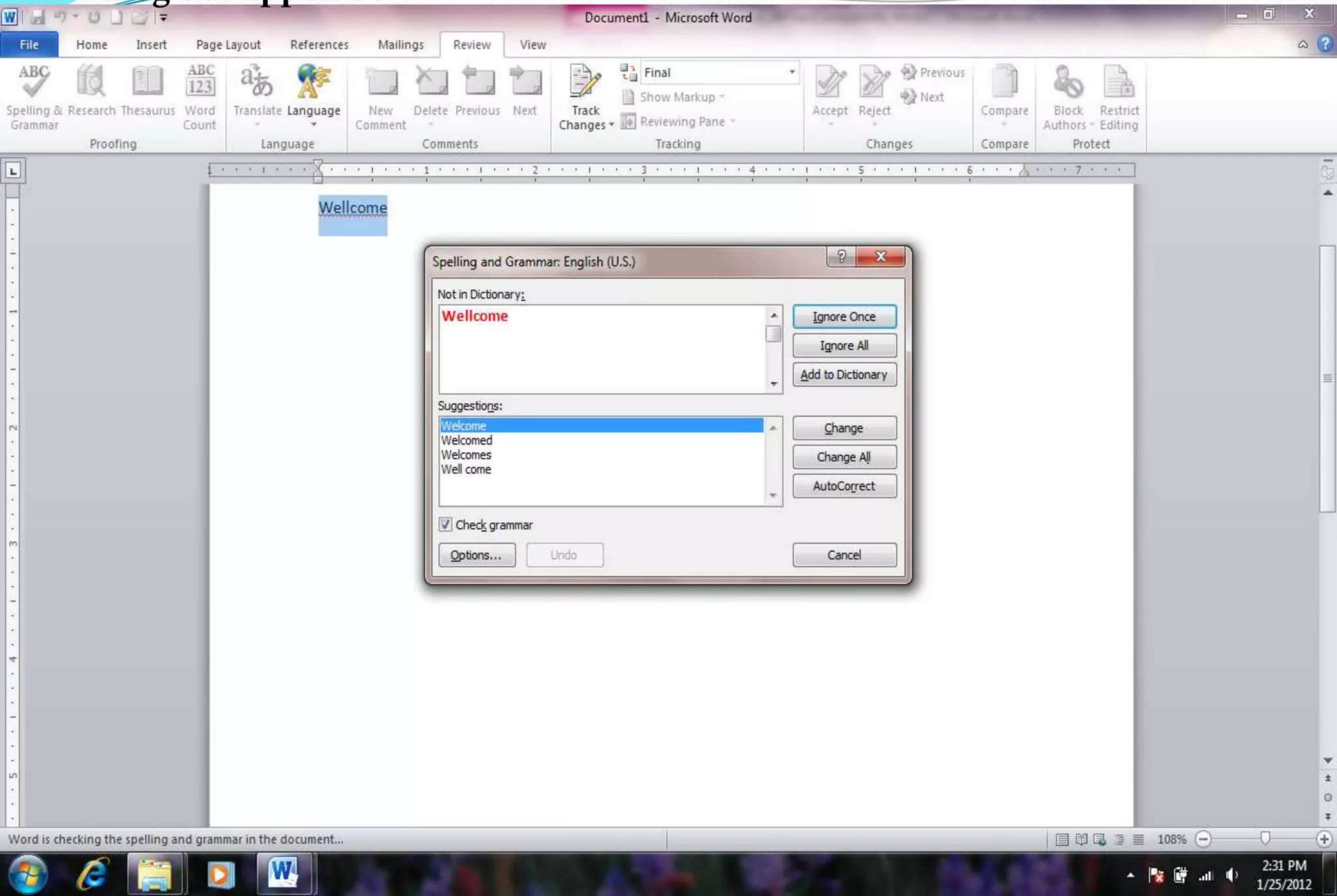
Check Spelling And Grammar All At Once

This method is useful if you want to postpone proofing a document until after you finish editing it.



You can check for possible spelling and grammatical problems, and then confirm each correction.

For Spelling And Grammar checking
✓ Click on **Review** tab **Spelling And Grammar.**
A Dialog box appears :



- 
- ✓ If you want to ignore the checking click on **Ignore Once/Ignore All** button.
 - ✓ if you want to add your word in the dictionary then click **Add To Dictionary** button.
 - ✓ To change the word with the suggested word , click **Change/Change All** button.

MAIL MERGE

This option is use to create form letter, mailing labels ,or envelops with the same or different addresses. Through mail merge you can automatically create personalized letters (with same body text) to many different people.

For Mail Merge

- ✓ Open a document.
- ✓ Click on **Mailing** tab,
- ✓ Click on **Start mail merger** And click **letters**
- ✓ Click on **Recipients** and click on **Type new list**
- ✓ Enter record in Boxes.



New Address List

Type recipient information in the table. To add more entries, click New Entry.

	Title ▼	First Name ▼	Last Name ▼	Company Name ▼	Address Line 1 ▼
	mr	Ram	singh	Nipstec	D-82
▶	mr	Mohan	Singh	Nipstec	D-82

New Entry Find... Delete Entry Customize Columns... OK Cancel

- 
- ✓ Click on Ok button
 - ✓ Save your file
 - ✓ Click on **address block**
 - ✓ Click on **preview results** and data display on document



Mr. Ram Singh

Nipstec

D-82

Malviya Nagar

Delhi

TABLE

A table is made up of rows and columns of cells that you can fill with text and graphics.

CREATE A TABLE →

- ✓ Click on **Insert** → Tab Table
- ✓ Click on table Insert Table



Insert Table

Table size

Number of columns: 5

Number of rows: 2

AutoFit behavior

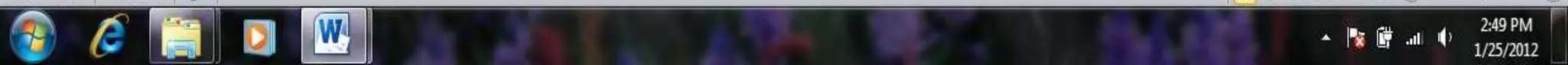
☒ Fixed column width: Auto

☐ AutoFit to contents

☐ AutoFit to window

☐ Remember dimensions for new tables

OK Cancel





ROLL NO.	NAME.	ADDRESS.	CLASS.	MARKS.
1	Ram	D-82 khanpur	12th	90
2	Mohan	B-108 Saket	11th	85
3	Sita	C-105 Kanpur	12th	70

TO TAKE THE PRINTOUT OF YOUR DOCUMENT

- ✓ **Click the File tab, and then click Print.**
- ✓ **The Print dialog box will appear as shown in the figure.**
- ✓ **Apply the printing settings and click on **OK** button.**

Save

Save As

Open

Close

Info

Recent

New

Print

Save & Send

Help

Options

Exit


Print

Copies: 1

Printer

Send To OneNote 2010
Ready

[Printer Properties](#)

Settings

Print All Pages
Print the entire document

Pages:

Print One Sided
Only print on one side of the page

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter
8.5" x 11"

Normal Margins
Left: 1" Right: 1"

1 Page Per Sheet

[Page Setup](#)

Print Dialog Box

1 of 1

60%

3:16 PM
1/25/2012