

How to open M.S Word window

M.S Word (Def:)

1-It is used for word processing.

2-**Microsoft Word** is word processing software. It was first released in 1983 under the name **Multi-Tool Word** for Xenix systems. Versions were later written for several other platforms including IBM PCs running DOS (1983). It is a component of the Microsoft Office system; however, it is also sold as a standalone product and included in Microsoft Works Suite. Beginning with the 2003 version, the branding was revised to emphasize Word's identity as a component within the Office suite: Microsoft began calling it **Microsoft Office Word** instead of merely **Microsoft Word**. The latest release is Word 2007.

Title bar:- In Blue color



Title bar its display the name of program opened and file or Document.

Menu bar:-

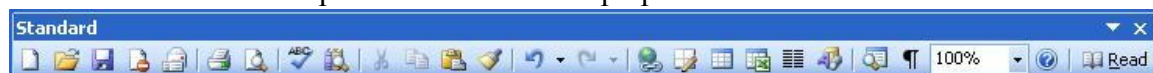


1-It catians different menus which further contains different types of commands.

2-A menu bar is a horizontal strip that contains lists of available menus for a certain program. In Windows programs, the menu bar resides at the top of each open window, while on the Mac; the menu bar is always fixed on the top of the screen. Despite this major difference, the menu bar serves the same purpose on each platform.

Standard tool bar:-

It also contains different options which we use to prepare our documents.



Formatting bar:-



This bar is used to apply different formats into the documents.

E.g Bold Italic Font size ETC.....

Vertical and Horizontal scroll bars:-

It is used to scroll the documents.



Minimize Button:-

Used to minimize the program window.



Maximize Button:-

It is used for Maximize the window



Close Button:-

Used to exit or close the program window.

How to open new Document or file:-

There are three methods.

1)1st method (Through menu bar)

Steps:-

1-file menu

2-New

3-Dialog Box opens

4 –select Blank Document.

5-ok

2nd Method:-

1-On standard Tool bar

2-Click on new Icon

3rd Method:-

key Board Short cut CTRL+N

How to Open an exiting Document:

1st Method (Through Menu Bar):-

Steps:-

1-File Menu

2-Open

3-List of saved or exiting files is displayed.

4-select the required file.

5 open

2nd Method:-

1-On standard Tool bar.

2-Click on open icon

3rd Method:-

Ctrl+O

How to save a file or Document:-

Steps

- 1-prepare the Document
- 2-File Menu
- 3-save
- 4-Dialog Box opens.
- 5-Enter the File name
- 6-Select the Drive or folder i.e Floppy,c drive Documents ETC...
- 7-save

2nd Method:-

- 1-On standard tool bar
- 2-Click on save icon
- 3-Above Procedure

Shurt cut

Ctrl+S

Save as :This option is used to save an exiting file with some other name or into some other location i.e on floppy or Drive.

Steps :-

- 1-open the document
- 2-File Menu
- 3-Save as
- 4-Dialog Box Opens
- 5-Enter the New file name
- 6- Select the drive or folder
i.e floppy ,c Drive, My Document ETC...

How To Apply Password on the M.s File

Steps:

- 1-File Meu
- 2-save or save as (according to the requirement)
- 3-Dialog Box opens
- 4-In Tools tab
- 5-Select General tab options
- 6-Another Dialog box opens
- 7-Enter the Password and then ReEnter the Password.
- 8-Save the file again
- 9-Impotant (Password is Case sensitive)

Page setup option:-

This option is used to alter the top, Bottom, Right or left Borders of the page. We can also change the position of the page i.e landscape or Portrait ETC..

Steps:-

- 1-File
- 2-Page Set up
- 3-select the required option
- 5-ok

Print Command:-

It is used for to generate hard copy or to take print of the file or Document the page.

Steps:-

- 1-File Menu
- 2-Print
- 3-Print Dialog Box opens.
- 4-Select the required options
- 5-Print.

Text Selection Using Mouse:-

- 1-Selecting Character wise:

Hold the Left Click and select the word or Lines etc..

2-Selecting Line:- Simply hold down the click and drag the mouse over the lines in up ward or down word direction.

3-Selecting Single Line: Place the mouse pointer at the start of the line it shape change to white arrow then click.

Key Board short cut for selection shift+endkey:- will select the whole document.

Shift+Home Key same as above

Ctrl+A:- To select the whole document.

Shift+Arrow keys:

(select one by one line or word by word)

Cut copy Paste:-

Cut :- used to move the select the required text to a new location.

Steps:-

- 1- Select the required text

- 2- Edit Menu
- 3- Cut

2nd Method:-

- 1- Select the required text.
- 2- On standard tool bar Click on cut icon.

3rd Method:-

- 1- Select the text
- 2- Right on the selected text
- 3- Select the cut option.

4th Method:-

Ctrl+X

Paste Option:- used to paste the cut or copied text. The is pasted at the current cursor position.

Steps:-1-Edit Menu

- 2-Paste

2nd Method:-

- 1- On standard Tool bar click on paste icon

3rd Method:-

- 1-Right click select the paste option

4th Ctrl+V

Copy:- used to copy the selected text to a new location.

Steps:-1- Select the required text

- 2- Edit Menu
- 3- Copy

2nd Method:-1-Select the required text

- 2-on standard tool bar click on copy icon

3rd Method:-

- 1-Select the text
- 2-Right click on the selected text
- 3-select the copy option

4th Ctrl+C

Cursor Movement:-

- 1- Character wise:-Simply by Pressing Arrow keys.
- 2- Word by word:-Ctrl+Arrow key.
- 3- Move at the start of the Document.

Ctrl+Home key

4-Move to End of the document.

Ctrl+End key

Spell and Grammatical Mistakes (spell checker)

This option is used to correct the spelling and grammatical Mistakes.

The spelling Mistake are highlighted by Red under line.

Grammatical Mistake are highlighted by Green under line

Steps:-

1st Method:-1-Tools Menu

2-Spelling and grammar

3-Dialog box opens

4-Incorrect work is displayed in Red in upper Pane color.

5-while the suggested words are displayed in lower pans.

6-Select the required word and click on change Button.

2nd Method:-1-On standard tool bar

2-Click on spelling and Grammar Icon

3rd Method:-1-Right Click on the Incorrect word.

2-Select the required suggested word from the popup menu.

Short cut F7 Key board.

Undo And Redo Option

Undo:- used to cancel the Previous action performed.

Steps:-

1-Edit Menu

2-undo

2nd Method:-

1-On standard tool bar

2-click Undo Icon

3rd Method:-

Short cut

Ctrl+Z

Redo option:-Works against reverse to undo command.

Steps:-

1-Edit Menu

2-Redo

2nd Method:-

1-On standard tool bar

2-click on Redo Icon

3rd Method:-

Short Cut

Ctrl+Y

Show/Hide:-It display the spaces, tabs given,Enter key Pressed.

Spaces are display by dots.

Tab key Pressed is displayed by Arrow.

Enter key is also displayed With Symbol.

Zoom Tool:-Used to magnify the text typed.

Max default Zoom is 500%

Main default zoom is 10%

Formatting Tool Bar:-

This tool bar contains different tools used to apply formats on the text.

A-style:-used to apply default formats on the heading Etc..

B-Fonts:-Different fonts are present in default settings.Select the required text and apply Normal font size used in offices is 12.

It ranges from 8 to 12.

D-Bold:-used to bold the selected text mostly used bold the headings.

Ctrl+B

E-Italic:-used to make the selected text Italic.

Short cut Ctrl+I

F-Under line:-Used to under line the selected text.

Short Cut Ctrl+U

Alignment:

Used to align the text on left, Right or center of the page.

1-Align Left:-used to align the text to left side of the Page.

Ctrl+L

2-Align Right:-used to align the text on Right side of the page

Ctrl+R

3-Align Center:-used to align the text on center of the Page.

Ctrl+E

4-Justify:-used to justify the text on both sides of the page.

Ctrl+J

Bullets and Numbering:-used to specify important points in the document.

Steps:-1-Format Menu

2-Bullets and Numbering.

3-Select the Bullet or Number style

4-ok

2nd Method:-1-On Formatting Tool bar.

2-click on the Bullets or Number Icon.

Indenting:-used to indent the Select text or Paragraph on right or left side of the page.

Increase Indent:-

Used to Move the select text into right side of the page.

Decrease Indent:-

Used to move the selected text into the Left side of the page.

Highlighter:-used to high light the imported text in the document.

Font colour:-

Used to apply different colours on the selected text.

Find:It is used to find some specific text,heading etc in the document

Steps:-1-Edit Menu

2-Find

3-Dailog box opens.

4-Type the word or text to be find

5-Ctrl+F

Goto:-It is used to go to the page specified by the user

Steps:-1-Edit Menu

2-Go to

3-Dailog box opens

4-Enter the page No

5-Click on go to Button

Ctrl+G

Replace:-used to replace the selected text with some other specified text

Steps:-1-Edit Menu

2-Replace

3-Dialog box open

4-Type the word to be replaced.

5-click on replace the button.

Ctrl+H

VIEW MENU:-

To Hide and display the Tool Bars:

Steps:-

- 1-View Menu
- 2-Tool Bars
- 3-List of tool bars is displayed
- 4-check to display and UN check to hide the tool bar.

2nd Method:-1-View Menu

- 2-Tool Bar
- 3-Customize
- 4-Dialog box opens
- 5-check to display and uncheck to hide the tool bars.

3rd Method:-1-Right Click on free space in menu bar.

- 2-Click on the required tool bar to display or hide

Insert Menu (from current cursor position)

Break:-used for page break and column break

- 1-Insert Menu
- 2-Break
- 3-Page Break

Short cut key:-Ctrl+Enter key

Page Number:-

Used to insert page number

- 1-Insert Menu
- 2-Page Number
- 3-choose the position i-e bottom or top and Alignment i-e(center,Right,Left)

Date and Time:-

Used to insert the date and time at current cursor Position.

- 1-Insert Menu
 - 2-Date and Time (Different Formats of date and time appears)
- Select the required format and pressed ok

Auto Text:

Used to insert mailing instruction

Salutation, closing etc,directly in your document.

- 1-Insert Menu
- 2-Auto text
- 3-Choose the option and click on ok

Inserting symbol:-

- 1-insert Menu
- 2-symbol (choose the symbol ok)
- 3-Auto correct (will replace the symbol i-e®)

Foot Note, End Note:

Foot Notes and Endnote are used to explain, command on, or provide referenced for specific text in the document.

- 1-Foot Note inserted at the end of the page
- 2-End Note inserted at the end of the Document.

Steps:-

- 1-Insert Menu
 - 2-Foot note, End Note
- Example:- Faheem (name in Urdu language)
- Option Tab: - Place at option, Number option.

Inserting Picture:- user can insert the picture from clipart, art or an other file and also chart

- 1-insert Menu
 - 2-Picture
 - 3-clip Art
 - 4-choose the picture and pressed ok (I-e Bmp, Jpg)
- To Insert Picture from some other location or file

Steps:-

- 1-start Button
- 2-Search
- 3-Type the extension of the file e.g Gif, Jpeg
- 4-Open the picture from the specified location
- 5-remember the path
- 6-Inesert Menu
- 7-Picture
- 8-from file
- 9-open the picture
- 10-Insert

HyperLink:-

From Hyper link the user can jump to a location in different word document or a file created in an other program.

- 1-Insert Menu
- 2-Hyper Link
- 3-Browse to link to required file.

Due to this the web tool bar appears and user can move to hyper link file.

Drawing Tool Bar:-

Line Tool:-

- 1-Line style
- 2-Dash style
- 3-Line colour
- 4-Patterned Lines
- 5-Moving an object (line) using mouse when its shape changes to four headed
- 6-altering the size of the line (when it is selected)

Arrow Tool:-

- 1-Arrow style
- 2-Dash style
- 3-line colour,
- 4-Patterned lines
- 5-Moving an object (Arrow) using mouse when its shape changes to four headed arrow.
- 6-Altering the size of the Arrow (when it is selected)

Rectangle Tool

- 1-Fill colour:-used to fill the colour in an object
- 2-can also draw a square
- 3-can also perform, cut, copy, paste commands.

Oval Tool:

Word Art

Text Box: Can enter our text in it

Clip Art:-used to insert clip art picture in the documents

Auto Shapes:-It contains different shapes which user can insert in it document.

Free Rotate Tool:-used to rotate the select object at any angle. When click on free rotate tool the notes changes to green circuit and also the mouse pointer shapes.

Creating Your Own Tool Bar:

- 1-Tool Menu
- 2-Customize (Dialog box appears)
- 3-To create New Tool bar click on new bottom (enter the tool bar name e.g. My Tool bar).
- 4-Make the tool bar available to normal Document or to particular Document.
- 5-In customize dialog box click on commands
i-e file, Edit, etc options are displayed in the right pan. Drag and drop your required commands on to the new tool bar.

Deleting the tool bar:-

- 1-Tools Menu
- 2-Customize

- 3-In Tool bar tab select the tool bar name
- 4-Delete

Creating Macro

- 1-Tools Menu
- 2-Macro
- 3-record New Macro
- i-e Niste
- 5-Assign Macro to tool bar or keyboard choose tool bar.
- 6-Customize dialog appears in the right pan Normal. New Macro niste is displayed drag and drop onto the menu bar.
- 7-Modify selection button enables or Active click and in name delete every thing.
- Except Niste close
- 8-Start recording the macro then stops the Recording. Your macro is created.
- 9-Click on Niste will display the recorded macro.

Deleting Macro:-

- 1-Tools menu
- 2-Macro
- 3-Macros
- 4-In Macro Dialog box select the Macro to be deleted press button.

Creating Table

Inserting Table:-

- 1-Table Menu
- 2-Insert Table
- 3-Specify the No Rows and column ok

Altering the size Rows and columns:-

When Mouse pointer shape changes to

Selecting Row and Columns:-

When Mouse pointer turns white and points to words rows click.

When mouse pointer turns black and points towards column click.

S.no	Name	Address	Remarks	
1	Faheem			

Deleting cells :-

- 1-Table Menu
- 2-Delete cells (dialog box opens) brief about different options

Merge cell:- Two or more cells are combined to a single cell.

- 1-Select the cells to be merged

2-Table Menu

3-merge cells

Split cell:-A single cell can be split into Multiple rows and columns.

1-Table Menu

2-Split cells

3-Specify the no of rows and columns ok

S.no	Name	Address		

Splitting table:-Will split the single table into table from the current cursor position.

1-Table Menu

2-Split table

S.no	Name	Address	Email
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			Faheemkalwar@Yahoo.com

Sorting:- Will Sort the text, Numeric Value in Ascending or Descending order.

1-Table Menu 2-Sort (sort dialog box opens)

a)Type (1.text 2-Number 3-Date)in Ascending or descending order.)

Table Auto Format:-Will apply different formats to table.

1- Table 2- Auto Formats 3- Select the required format ok.

Email:-

Silent_Dreem@Yahoo.com