


## UNIT II

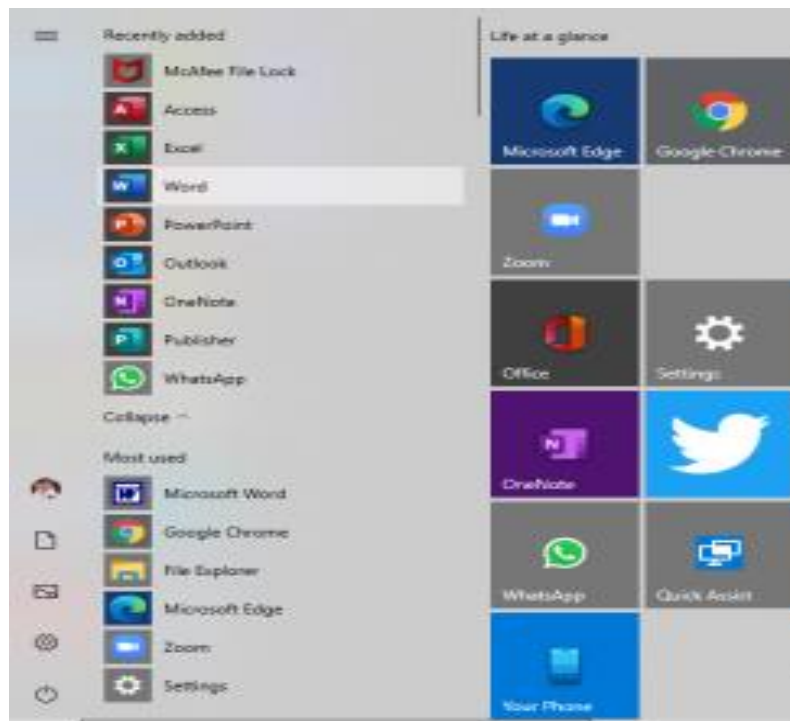
**MS-WORD** -Starting Word - Creating document - Parts of Word window- Mouse and Keyboard Operations – The Most important Keys – Formatting Features –Menus – Toolbars and their Icons - Word formatting Toolbar.

### HOW TO CREATE A NEW WORD DOCUMENT

**Follow these step-by-step instructions to create a new document in Microsoft Word**

**Step 1:** To open Microsoft Word, click on the Windows Start Button at the bottom left-hand side of the screen or bottom left-hand side on your keyboard. 

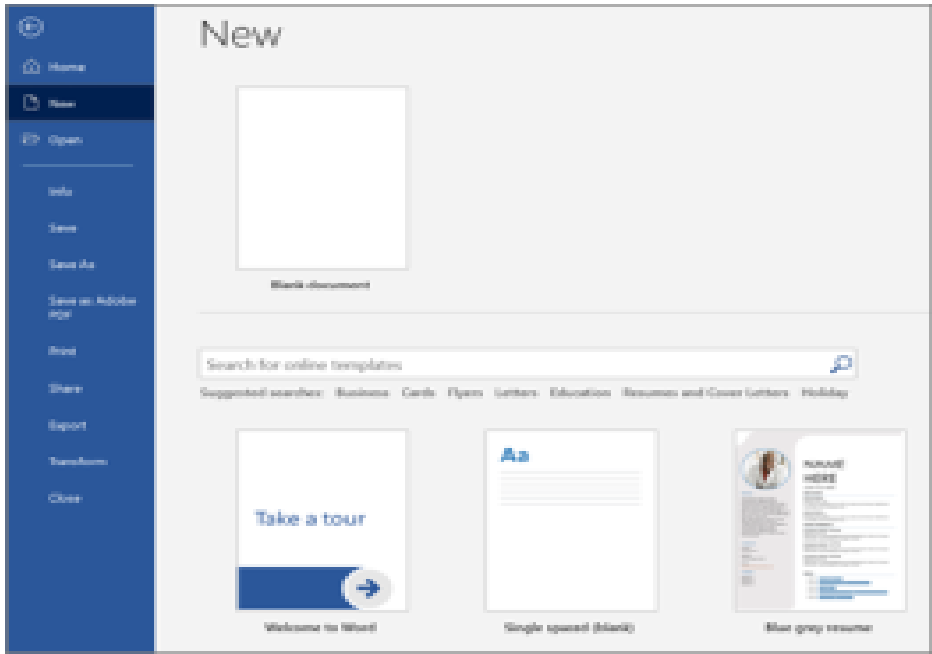
The following screen will appear:



Select Word from list on left as shown above.

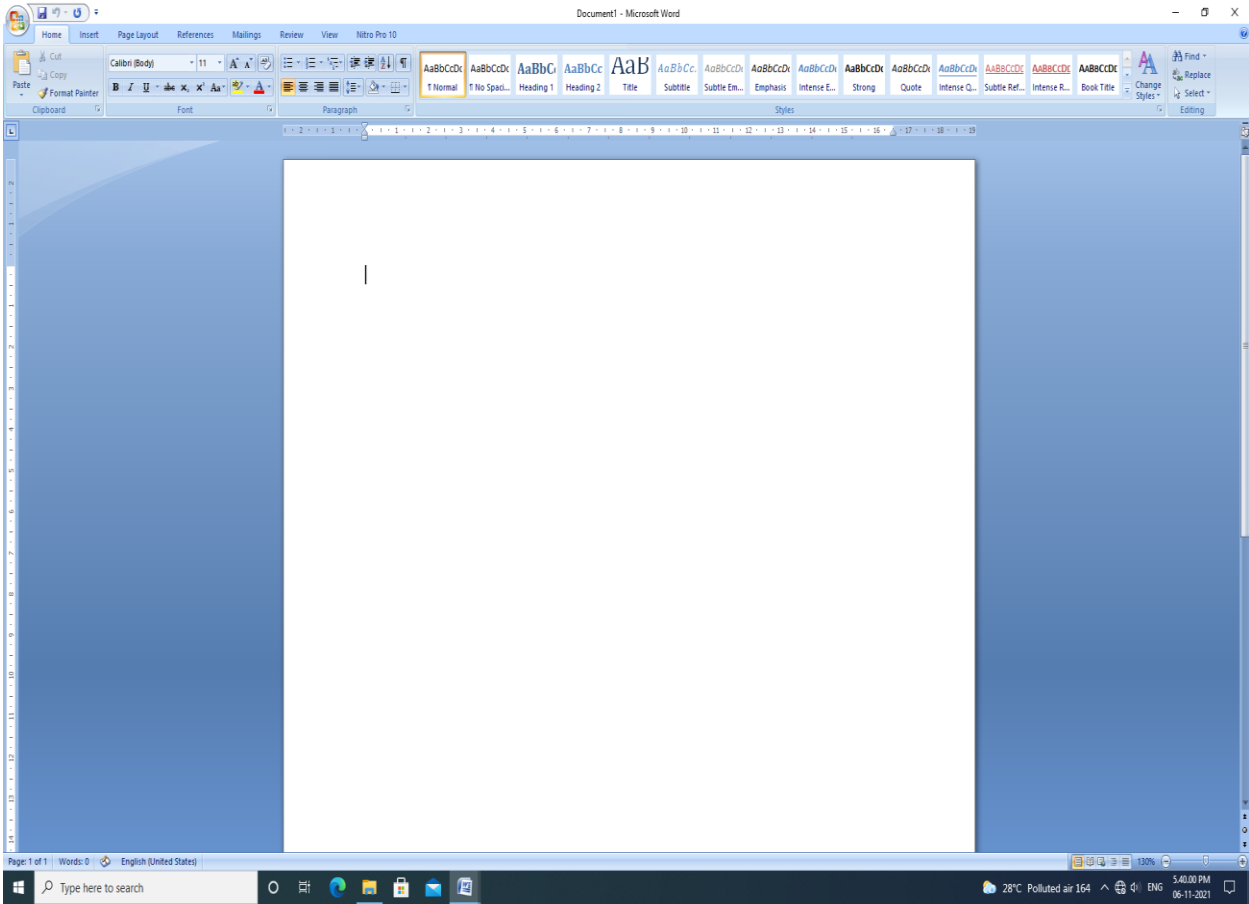
#### **Create a document**

**Step 2:** Once Word has opened, go to the **File** menu (top left) and select 'new'



**Step 3:** You will see some templates displayed as well as a 'Welcome to Word' learning guide but if you just want a plain document to work on, select '**Blank document**'

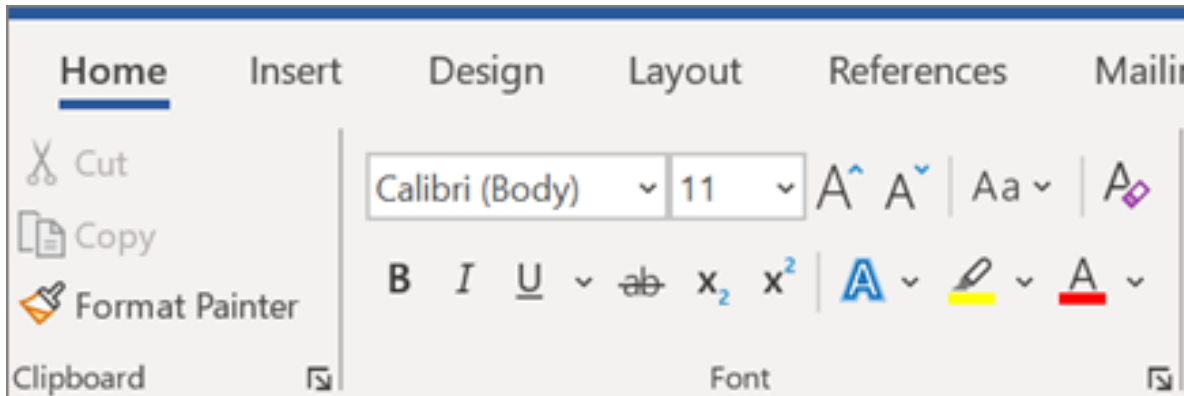
**Step 4:** A new blank document will open up ready for you to start typing.



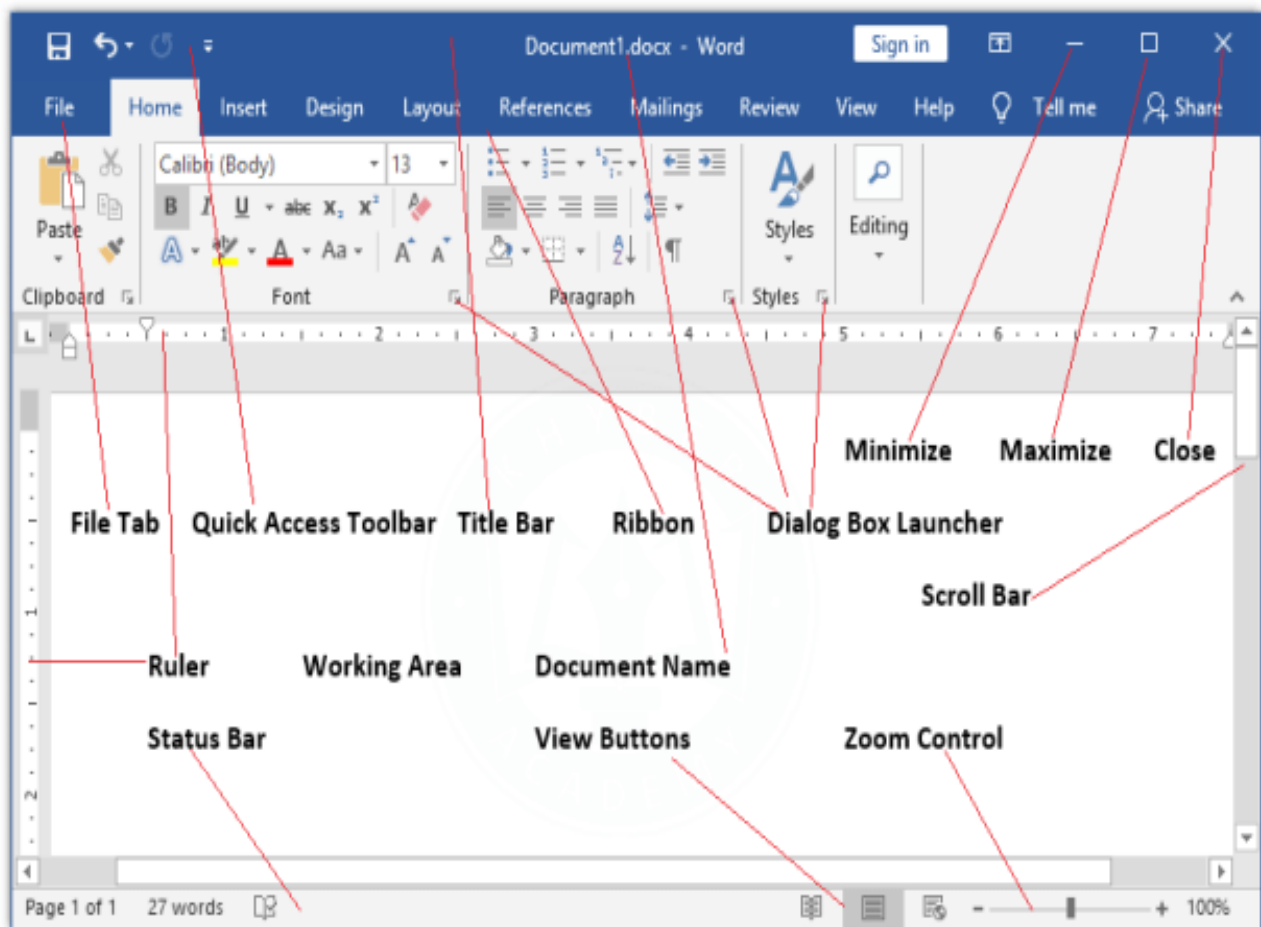
## Add and format text

Click in the top left corner and type some text.

To format, select the text and then select an option: **bold**, *italic*, underline, bullets, and more.

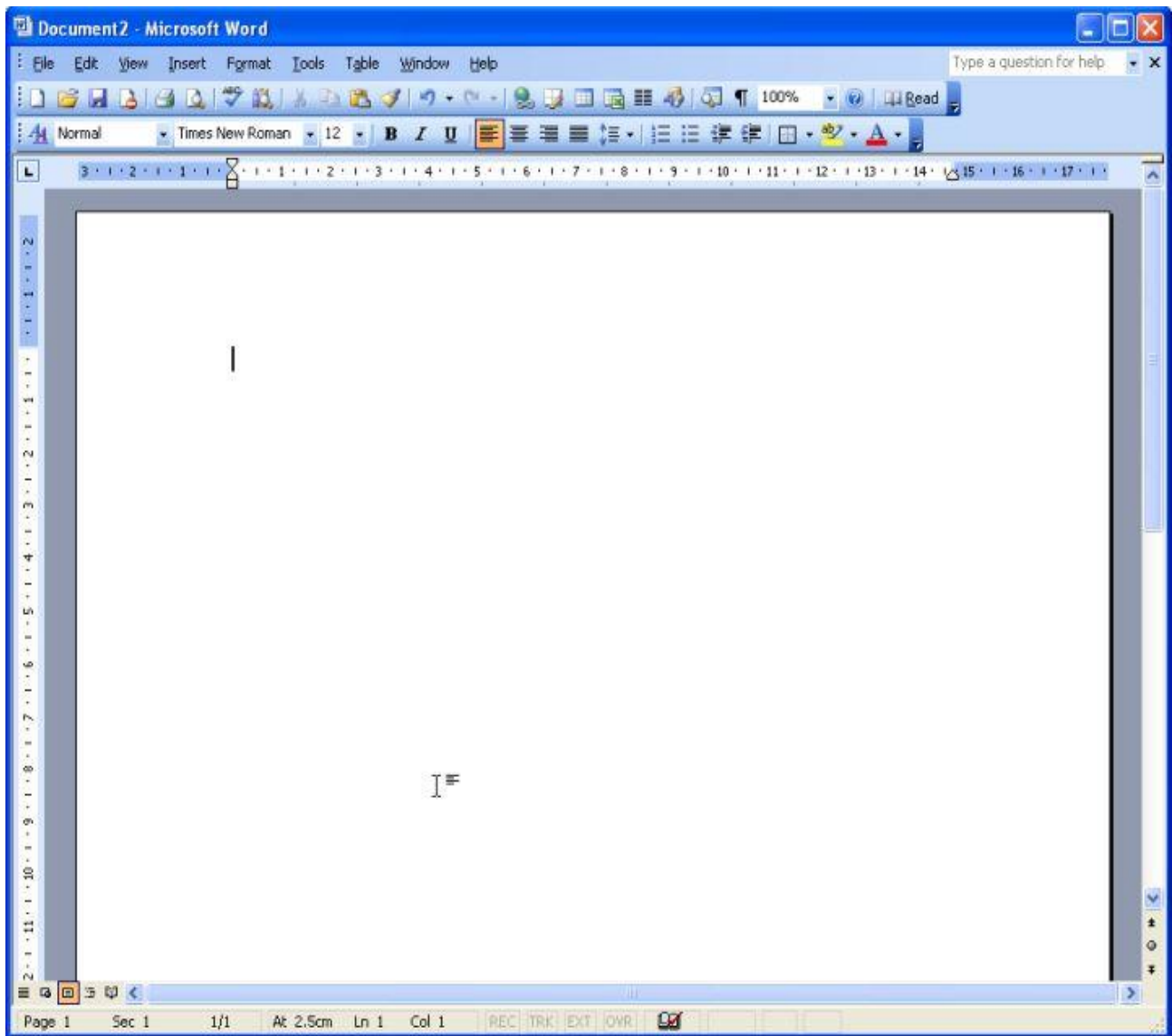


## PARTS OF WORD WINDOW



## Microsoft Word for Windows

. To begin, open Microsoft Word. The following screen will appear.



## The Title Bar



- ✓ 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 you are currently using.
- ✓ At the top of your screen, you should see name of document (Document2 in this case).

## The Menu Bar



- ✓ The Menu bar is directly below the Title bar and it displays the menu.
- ✓ The menu begins with the word File and continues with Edit, View, Insert, Format, Tools, Table, Window, and Help.
- ✓ You use the menu to give instructions to the software.
- ✓ Point with your mouse to the 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.
- ✓ To select an option, highlight the item on the drop-down menu and press Enter.
- ✓ An ellipse after a menu item signifies additional options; if you select that option, a dialog box will appear.

## Exercise 1

**Do the following exercise. It demonstrates using the Microsoft Word menu.**

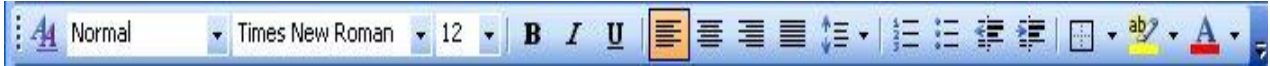
- ✓ Point to the word File on the Menu bar.
- ✓ Click your left mouse button.
- ✓ Press the right arrow key until Help is highlighted.
- ✓ Press the left arrow key until Format is highlighted.
- ✓ Press the down arrow key until Styl is highlighted.
- ✓ Press the up arrow key until Paragraph is highlighted.

- ✓ Press Enter to select the Paragraph menu option.
- ✓ Point to Cancel and click the left mouse button to close the dialog box.

## Toolbars



The Standard Toolbar



The Formatting Toolbar

Toolbars provide shortcuts to menu commands.

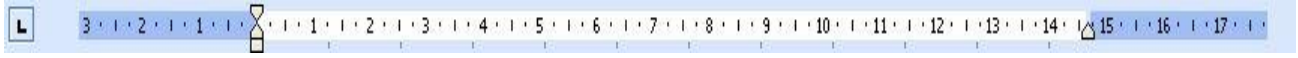
Toolbars are generally located just below the Menu bar.

Make sure the Toolbars we will use -- Standard and Formatting -- are available.

Follow these steps:

- ✓ Point to View on the Menu bar.
  - ✓ Click the left mouse button.
  - ✓ Press the down arrow key until Toolbars is highlighted.
  - ✓ Press Enter.
  - ✓ Standard and Formatting should have a checkmark next to them.
  - ✓ If both Standard and Formatting have a checkmark next to them, press Esc three times to close the menu.
  - ✓ If one or both do not have a checkmark, highlight Customize.
  - ✓ Press Enter.
  - ✓ Point to the box next to the unchecked word and click the left mouse button. A checkmark should appear.
- Note: You turn the checkmark on and off by clicking the left mouse button.
- ✓ Point to Close and click the left mouse button to close the dialog box.

## 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:

- ✓ Point to View on the Menu bar.
- ✓ Click your left mouse button.
- ✓ The option Ruler should have a checkmark next to it. If it has a checkmark next to it, press Esc twice to close the menu. If it does *not* have a checkmark next to it, continue to the next step.
- ✓ Press the down arrow key until Ruler is highlighted.
- ✓ Press the Enter key. The ruler should display below the toolbars.

## Document View

With word, you can display your document in one of five views:

### Normal, Outline, Page Layout, or Online Layout.

#### Normal view

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

#### Web Layout view

- ✓ The Web Layout view optimizes the document for online viewing (viewing the document in a browser).

#### Print Layout view

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

#### Reading Layout view

- ✓ The Reading Layout view shows the document as book. It shows two pages on the screen.

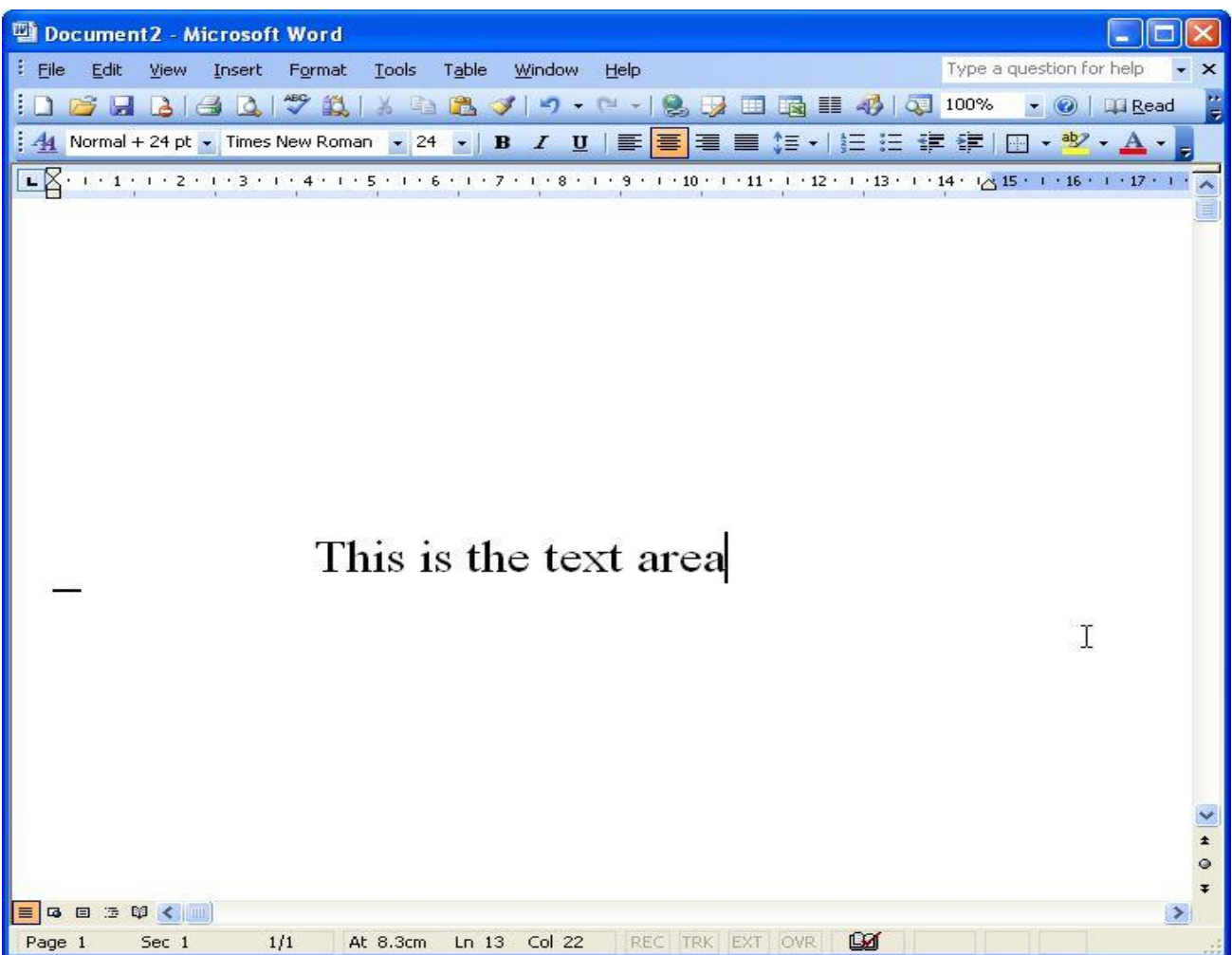
#### Outline view

- ✓ Outline view displays the document in outline form. Headings can be displayed without the text. A heading can be moved and the accompanying text moved with it.

**Before moving ahead, check to make sure you are in Normal view:**

- ✓ Point to View on the Menu bar.
- ✓ Click the left mouse button.
- ✓ The icon next to Normal should be depressed. If the icon next to normal is depressed, press Esc twice to close the menu. If the icon next to Normal is not depressed, continue on to the next step.
- ✓ Highlight Normal.
- ✓ Press Enter. You should now be 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 will show at the cursor location.

The horizontal line next to the cursor marks the end of the document.

## **Exiting Word**

Typically you would save your work before exiting. This lesson did not require you to enter any information. Without text in the text area, there is nothing to save.

### **To exit Word:**

- ✓ Click on File.
- ✓ Highlight Exit, which can be found at the bottom of the drop-down menu.
- ✓ Press Enter.
- ✓ If you have entered text, you will be prompted: "Do you want to save changes to Document1?"  
To save your changes, click on Yes. Otherwise, click on No.
- ✓ Specify the correct folder in the Save In box.
- ✓ Name your file by typing **lesson1.doc** in the File Name field.
- ✓ Click on Save.

**COMMONLY USED KEYBOARD COMBINATIONS**  
**(OR)**  
**MOST FREQUENTLY USED SHORTCUTS**

This table shows the most frequently used shortcuts in Microsoft Word.

<b>TO DO THIS</b>	<b>PRESS</b>
Open a document.	Ctrl+O
Create a new document.	Ctrl+N
Save the document.	Ctrl+S
Close the document.	Ctrl+W
Cut the selected content to the Clipboard.	Ctrl+X
Copy the selected content to the Clipboard.	Ctrl+C
Paste the contents of the Clipboard.	Ctrl+V
Select all document content.	Ctrl+A
Apply bold formatting to text.	Ctrl+B
Apply italic formatting to text.	Ctrl+I
Apply underline formatting to text.	Ctrl+U
Decrease the font size by 1 point.	Ctrl+[
Increase the font size by 1 point.	Ctrl+]
Center the text.	Ctrl+E
Align the text to the left.	Ctrl+L
Align the text to the right.	Ctrl+R
Cancel a command.	Esc
Undo the previous action.	Ctrl+Z
Redo the previous action, if possible.	Ctrl+Y
Adjust the zoom magnification.	Alt+W, Q, then tab in Zoom dialog box to the value you want.
Split the document window.	Ctrl+Alt+S
Remove the document window split.	Alt+Shift+C or Ctrl+Alt+S
Exit - Closes Microsoft Word.	Alt+F4

## Moving the Cursor with the Keyboard

Moving the cursor with the mouse can be fast and easy.

However, touch-typists often find that moving the cursor with the keyboard is more convenient and sometimes faster too.

The previous table lists different keystroke combinations you can use to move the cursor.

You can move the cursor with both the keyboard and the mouse.

### Keystroke Shortcuts for Moving the Cursor in Word

KEYSTROKE	WHAT IT DOES
Up Arrow	Moves the cursor up one line
Down Arrow	Moves the cursor down one line
Left Arrow	Moves the cursor left one character
Right Arrow	Moves the cursor right one character
Ctrl + Up Arrow	Moves the cursor up to the beginning of the previous paragraph
Ctrl + Down Arrow	Moves the cursor down to the beginning of the next paragraph
Ctrl + Left Arrow	Moves the cursor left one word
Ctrl + Right Arrow	Moves the cursor right one word
Page Up	Moves the cursor up one screen
Page Down	Moves the cursor down one screen
Ctrl + Page Up	Moves the cursor to the top of the previous page
Ctrl + Page Down	Moves the cursor to the top of the next page
Home	Moves the cursor to the beginning of the line
Ctrl + Home	Moves the cursor to the beginning of a document
End	Moves the cursor to the end of the line
Ctrl + End	Moves the cursor to the end of a document

## KEYBOARD COMBINATIONS:

### PREVIEW AND PRINT DOCUMENTS:

TO DO THIS	PRESS
Print the document.	Ctrl+P
Switch to print preview.	Ctrl+Alt+I
Move around the preview page when zoomed in.	Arrow keys
Move by one preview page when zoomed out.	Page up or Page down
Move to the first preview page when zoomed out.	Ctrl+Home
Move to the last preview page when zoomed out.	Ctrl+End

### SELECT TEXT AND GRAPHICS:

TO DO THIS	PRESS
Select text.	Shift+Arrow keys
Select the word to the left.	Ctrl+Shift+Left arrow key
Select the word to the right.	Ctrl+Shift+Right arrow key
Select from the current position to the beginning of the current line.	Shift+Home
Select from the current position to the end of the current line.	Shift+End
Select from the current position to the beginning of the current paragraph.	Ctrl+Shift+Up arrow key
Select from the current position to the end of the current paragraph.	Ctrl+Shift+Down arrow key
Select from the current position to the top of the screen.	Shift+Page up
Select from the current position to the bottom of the screen.	Shift+Page down
Select from the current position to the beginning of the document.	Ctrl+Shift+Home
Select from the current position to the end of the document.	Ctrl+Shift+End
Select from the current position to the bottom of the window.	Ctrl+Alt+Shift+Page down
Select all document content.	Ctrl+A

## ALIGN AND FORMAT PARAGRAPHS:

TO DO THIS	PRESS
Center the paragraph.	Ctrl+E
Justify the paragraph.	Ctrl+J
Align the paragraph to the left.	Ctrl+L
Align the paragraph to the right.	Ctrl+R
Indent the paragraph.	Ctrl+M
Remove a paragraph indent.	Ctrl+Shift+M
Create a hanging indent.	Ctrl+T
Remove a hanging indent.	Ctrl+Shift+T
Remove paragraph formatting.	Ctrl+Q
Apply single spacing to the paragraph.	Ctrl+1
Apply double spacing to the paragraph.	Ctrl+2
Apply 1.5-line spacing to the paragraph.	Ctrl+5
Add or remove space before the paragraph.	Ctrl+0 (zero)
Enable AutoFormat.	Ctrl+Alt+K
Apply the <b>Normal</b> style.	Ctrl+Shift+N
Apply the <b>Heading 1</b> style.	Ctrl+Alt+1
Apply the <b>Heading 2</b> style.	Ctrl+Alt+2
Apply the <b>Heading 3</b> style.	Ctrl+Alt+3
Display the <b>Apply Styles</b> task pane.	Ctrl+Shift+S
Display the <b>Styles</b> task pane.	Ctrl+Alt+Shift+S

## FORMAT CHARACTERS

TO DO THIS	PRESS
Display the <b>Font</b> dialog.	Ctrl+D
Increase the font size.	Ctrl+Shift+F Ctrl+Shift+Right angle bracket (>)
Decrease the font size.	Ctrl+Shift+Left angle bracket (<)
Increase the font size by 1 point.	Ctrl+Right bracket (])
Decrease the font size by 1 point.	Ctrl+Left bracket ([)
Switch the text between upper case, lower case, and title case.	Shift+F3
Change the text to all upper case.	Ctrl+Shift+A
Hide the selected text.	Ctrl+Shift+H
Apply bold formatting.	Ctrl+B
Apply underline formatting.	Ctrl+U
Apply underline formatting to the words, but not the spaces.	Ctrl+Shift+W
Apply double-underline formatting.	Ctrl+Shift+D
Apply italics formatting.	Ctrl+I
Apply small caps formatting.	Ctrl+Shift+K
Apply subscript formatting.	Ctrl+Equal sign (=)
Apply superscript formatting.	Ctrl+Shift+Plus sign (+)
Remove manual character formatting.	Ctrl+Spacebar
Change the selected text to the Symbol font.	Ctrl+Shift+Q

## WORK WITH TABLES: Move around in a table

TO DO THIS	PRESS
Move to the next cell in the row and select its content.	Tab key
Move to the previous cell in the row and select its content.	Shift+Tab
Move to the first cell in the row.	Alt+Home
Move to the last cell in the row.	Alt+End
Move to the first cell in the column.	Alt+Page up
Move to the last cell in the column.	Alt+Page down
Move to the previous row.	Up arrow key
Move to the next row.	Down arrow key
Move one row up.	Alt+Shift+Up arrow key
Move one row down.	Alt+Shift+Down arrow key

## WORK WITH DOCUMENT VIEWS:

Word offers several different views of a document. Each view makes it easier to do certain tasks.

TO DO THIS	PRESS
Switch to the <b>Read Mode</b> view. In Word 2007 and 2010, this is called <b>Full Screen Reading</b> view.	Alt+W, F
Switch to the <b>Print Layout</b> view.	Ctrl+Alt+P
Switch to the <b>Outline</b> view.	Ctrl+Alt+O
Switch to the <b>Draft</b> view.	Ctrl+Alt+N

## USE FUNCTION KEY SHORTCUTS

KEY	DESCRIPTION
F1	<ul style="list-style-type: none"> <li>➤ <b>F1 alone:</b> Displays the <b>Word help</b> task pane.</li> <li>➤ <b>Shift+F1:</b> Displays or hides context-sensitive help or the <b>Reveal Formatting</b> task pane.</li> <li>➤ <b>Ctrl+F1:</b> Displays or hides the ribbon.</li> <li>➤ <b>Alt+F1:</b> Moves to the next field.</li> <li>➤ <b>Alt+Shift+F1:</b> Moves to the previous field.</li> </ul>
F2	<ul style="list-style-type: none"> <li>➤ <b>F2 alone:</b> moves the selected text or graphic. Use the arrow keys to place the cursor where you want to move the text or graphic, and then press Enter to move, or press Esc to cancel.</li> <li>➤ <b>Shift+F2:</b> copies the selected text or graphic. Use the arrow keys to place the cursor where you want to copy the text or graphic, and then press Enter to copy, or press Esc to cancel.</li> <li>➤ <b>Ctrl+F2:</b> displays the print preview area on the <b>Print</b> tab in the backstage view.</li> <li>➤ <b>Alt+Shift+F2:</b> saves the document.</li> <li>➤ <b>Ctrl+Alt+F2:</b> displays the <b>Open</b> dialog.</li> </ul>
F3	<ul style="list-style-type: none"> <li>➤ <b>Shift+F3:</b> Switches the selected text between upper case, lower case, and title case.</li> <li>➤ <b>Ctrl+F3:</b> Cuts the selected content to the Spike. You can cut multiple texts and graphics to the Spike, and paste them as a group to another location.</li> <li>➤ <b>Ctrl+Shift+F3:</b> Pastes the contents of the Spike.</li> <li>➤ <b>Alt+F3:</b> Creates a new Building Block.</li> </ul>
F4	<ul style="list-style-type: none"> <li>➤ <b>F4 alone:</b> Repeats the last command or action, if possible.</li> <li>➤ <b>Shift+F4:</b> Repeats the last <b>Find</b> or <b>Go To</b> action.</li> <li>➤ <b>Ctrl+F4:</b> Closes the current document.</li> <li>➤ <b>Alt+F4:</b> Closes Word.</li> </ul>
F5	<ul style="list-style-type: none"> <li>➤ <b>F5 Alone:</b> Displays the <b>Go To</b> dialog.</li> <li>➤ <b>Shift+F5:</b> Moves the cursor to the last change.</li> <li>➤ <b>Ctrl+Shift+F5:</b> Displays the <b>Bookmark</b> dialog.</li> <li>➤ <b>Alt+F5:</b> Restores the document window size.</li> </ul>



KEY	DESCRIPTION
F6	<ul style="list-style-type: none"> <li>➤ <b>F6 alone:</b> Switch between the document, task pane, status bar, and ribbon. In a document that has been split, F6 includes the split panes when switching between panes and the task pane.</li> <li>➤ <b>Shift+F6:</b> Switches between the document, ribbon, status bar, and task pane.</li> <li>➤ <b>Ctrl+F6:</b> Switches to the next document window when more than one document is open.</li> <li>➤ <b>Ctrl+Shift+F6:</b> Switches to the previous document window when more than one document is open.</li> <li>➤ <b>Alt+F6:</b> Moves from an open dialog box back to the document, for dialog boxes that support this behavior.</li> </ul>
F7	<ul style="list-style-type: none"> <li>➤ <b>F7 alone:</b> Displays the <b>Editor</b> task pane to check spelling and grammar in the document or the selected text.</li> <li>➤ <b>Shift+F7:</b> Displays the <b>Thesaurus</b> task pane.</li> <li>➤ <b>Ctrl+Shift+F7:</b> Updates the linked information in a Word source document.</li> <li>➤ <b>Alt+F7:</b> Finds the next spelling or grammatical error.</li> <li>➤ <b>Alt+Shift+F7:</b> In Word 2013 and newer, displays the <b>Translator</b> task pane. In Word 2007 and 2010, displays the <b>Research</b> task pane.</li> </ul>
F8	<ul style="list-style-type: none"> <li>➤ <b>F8 alone:</b> Extends the selection. For example, if a word is selected, the selection size is extended to one sentence.</li> <li>➤ <b>Shift+F8:</b> Reduces the selection. For example, if a paragraph is selected, the selection size is reduced to one sentence.</li> <li>➤ <b>Ctrl+Shift+F8:</b> Turns extend selection mode on and off. In the extend selection mode, the arrow keys extend the selection.</li> <li>➤ <b>Alt+F8:</b> Displays the <b>Macro</b> dialog to create, run, edit, or delete a macro.</li> </ul>
F9	<ul style="list-style-type: none"> <li>➤ <b>F9 alone:</b> Updates the selected fields.</li> <li>➤ <b>Shift+F9:</b> Switches between a field code and its result.</li> <li>➤ <b>Ctrl+F9:</b> Inserts an empty field.</li> <li>➤ <b>Ctrl+Shift+F9:</b> Unlinks the current field.</li> <li>➤ <b>Alt+F9:</b> Switches between all field codes and their results.</li> <li>➤ <b>Alt+Shift+F9:</b> Runs GOTOBUTTON or MACROBUTTON from a field displaying field results.</li> </ul>

KEY	DESCRIPTION
F10	<p><b>F10 alone:</b> Turns KeyTips on or off.</p> <p><b>Shift+F10:</b> Displays the shortcut menu for the selected item.</p> <p><b>Ctrl+F10:</b> Maximizes or restores the document window size.</p> <p><b>Alt+F10:</b> Displays the <b>Selection</b> task pane.</p> <p><b>Alt+Shift+F10:</b> Displays the menu or message for available actions, for example, for pasted text or an <b>AutoCorrect</b> change.</p>
F11	<p><b>F11 alone:</b> Moves to the next field.</p> <p><b>Shift+F11:</b> Moves to the previous field.</p> <p><b>Ctrl+F11:</b> Locks the current field.</p> <p><b>Ctrl+Shift+F11:</b> Unlocks the current field.</p> <p><b>Alt+F11:</b> Opens the <b>Microsoft Visual Basic for Applications</b> editor, in which you can create a macro using Visual Basic for Applications (VBA).</p>
F12	<p><b>F12 alone:</b> Displays the <b>Save As</b> dialog.</p> <p><b>Shift+F12:</b> Saves the document.</p> <p><b>Ctrl+F12:</b> Displays the <b>Open</b> dialog.</p> <p><b>Ctrl+Shift+F12:</b> Displays the <b>Print</b> tab in the backstage view.</p> <p><b>Alt+Shift+F12:</b> Selects the <b>Table of Contents</b> button in the Table of Contents container when the container is active.</p>

# WORD FORMATTING TOOLBARS AND THEIR ICONS

## 1. STANDARD TOOL BAR:














This entire toolbar could become a floating window by double-clicking on the control bar at the far left end of this toolbar. That gives the following window, which can be placed anywhere on the screen:





This toolbar can be restored to its original position by clicking in the gray bar at the top and dragging it back to the top of the screen. Push the top of the window up to the bottom of the menu bar.


### Function of commonly used buttons


- |  |   |
|--|---|
|  Creates a new blank document based on the default template.                  |  Opens or finds a file.  |
|  Saves the active file with its current file name, location and file format.  |  Prints the active file - for more print options goes to the File menu and select Print.                 |
|  Print preview - Shows how the document will look when you print it.          |  Spelling, grammar and writing style checker.  |
|  Cut - Removes the selection from the document and places it on the clipboard |  Copy - Copies the selected item(s) to the clipboard.  |
|  Paste - Places the content of the clipboard at the insertion point           |  Format painter - Copies the format from a selected object or text and applies to other objects or text. |


 Undo - Reverses the last command, use pull-down menu to undo several steps.


 Redo - Reverses the action of the Undo button, use the pull-down menu to redo several steps.


 Displays the Tables and Borders toolbar.

 Insert a table into the document, or make a table of selected text.

 Insert an Excel spreadsheet into the Word document.

 Columns - Changes the number of columns in a document.

 Displays or hides the Drawing toolbar.

 75% Zoom - Enlarge or reduce the display of the active document.

## 2.THE FORMATTING TOOLBAR:



This entire toolbar could become a floating window by double-clicking on the control bar at the far left end of this toolbar. That gives the following window, which can be placed anywhere on the screen:



This toolbar can be restored to its original position by clicking in the gray bar at the top and dragging it back to the top of the screen. Push the top of the window up to the bottom of the menu bar.

### Function of commonly used buttons

 Select the style to apply to paragraphs.

 Changes the font of the selected text.



Changes the size of selected text and numbers.



Makes selected text and numbers bold.



Makes selected text and numbers italic.



Underlines selected text and numbers.



Aligns to the left with a ragged right margin.



Centers the selected text.



Aligns to the right with a ragged left margin.



Aligns the selected text to both the left and right margins.



Makes a numbered list or reverts back to normal.



Add, or remove, bullets in a selected paragraph.



Decreases the indent to the previous tab stop.



Indents the selected paragraph to the next tab stop.



Adds or removes a border around selected text or objects.



Marks text so that it is highlighted and stands out.

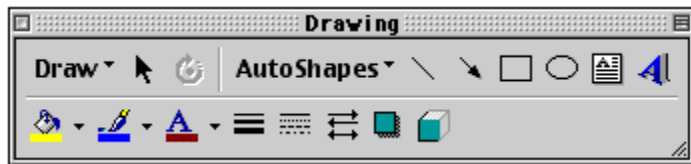


Formats the selected text with the color you click.

### 3.THE DRAWING TOOLBAR:

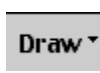











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#### Function of commonly used buttons

	A pull down menu with several drawing options.		Changes the pointer to a selection arrow
	Rotates the selected object to any degree		A pull down menu with several libraries of shapes
	Draws a line where you click and drag. Hold the Shift key down to make the line straight.		Inserts a line with an arrowhead where you click and drag
	Draws a rectangle where you click and drag. Hold down Shift to draw a square		Draws an oval where you click and drag. Hold down Shift to draw a circle
	Draws a text box where you click and		Create text effects with Word Art



Add, modify, or remove fill color from a selected object.



Add, modify, or remove line color.



Formats the selected text with the color.



Changes the thickness of lines.



Selects dash style for dashed lines.



Select arrow style; placement and shape of arrowhead.



A pull down menu offers shadow choices.



Add 3-d effects to rectangles or ovals.