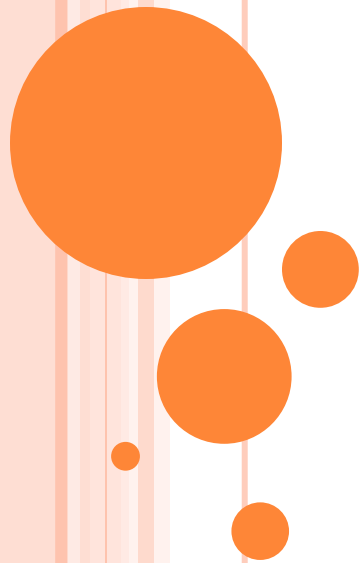


MICROSOFT

WORD

MOBY



WORD PROCESSING

Word processing is the software package that enables you to create ,edit, print and save documents for future retrieval reference. Creating a document involves typing by using a keyboard and saving it. Editing the document involves correcting the spelling mistakes, if any, deleting or moving word sentences or paragraph.

So, the term Word Processing refers to the act of processing the textual information including typing, editing, formatting and printing.



FEATURES OF MS WORD

1. MS Word offers easy editing of text. Using word, you can create the document and edit them later as and when required, by adding more text, modifying the existing text, deleting/moving some part of it.
2. MS Word uses WYSIWYG(What you see is what you get) display.
3. Font size and type of font can also be changed, page number and header and footer can be included.
4. Saving and retrieving of documents.
5. Cut and paste feature.
6. Document formatting.
7. Printing facility.
8. Spell check.
9. Mail merging.
10. Headers and footers



11. Bold, italics , underline.
12. insert picture, graphs, page numbers, date & time, symbols.
13. Find and replace.
14. Different font types, size etc.
15. Rulers.
16. Bullets and numbering.
17. Support for tables.
18. Support for macros.
19. Support for multiple languages.

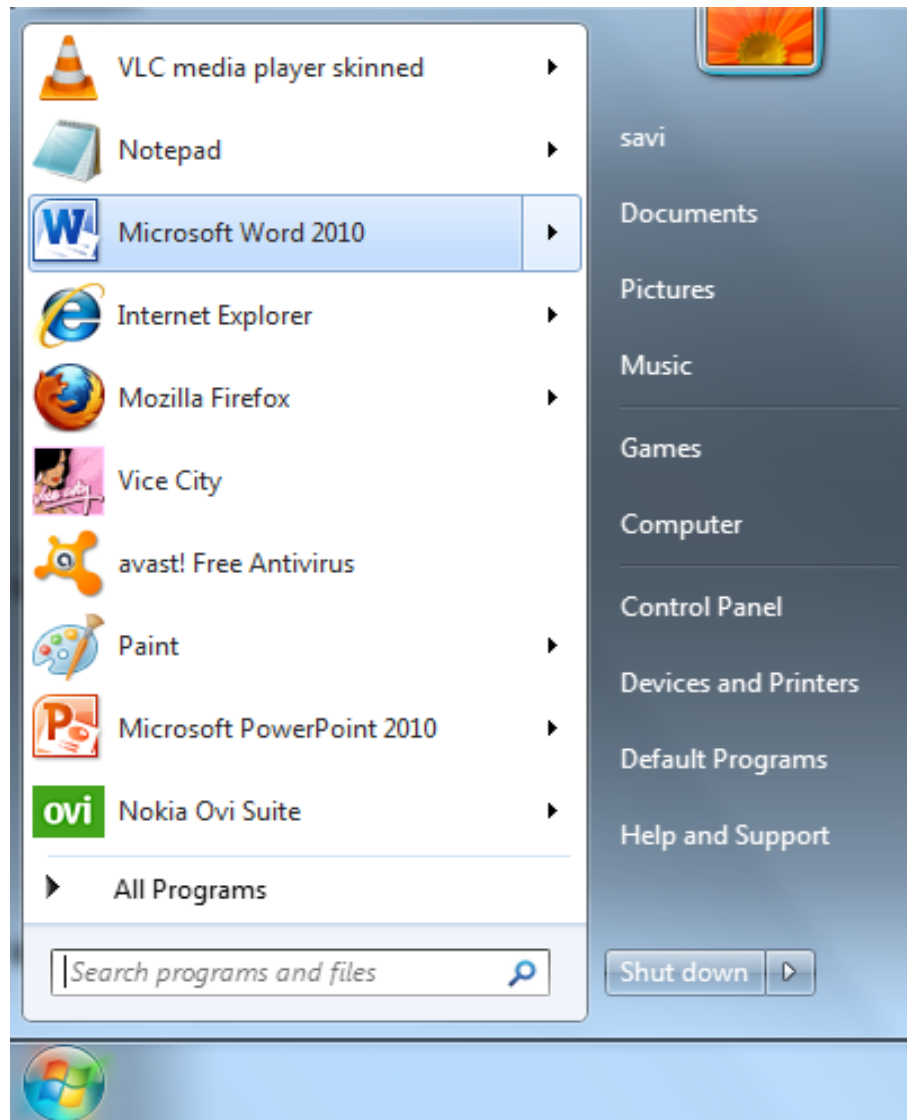


START THE MS WORD

Method 1

1. Take the mouse pointer to start button on the task bar. Click the left mouse button.
2. Move the pointer to programs. You will notice another menu coming up to the right.
3. In that menu identify where Microsoft word is placed. Move the cursor horizontally to come out of the programs.
4. Move into the rectangular area meant for the MS word. Click the left mouse button there. The computer will start MS-word.





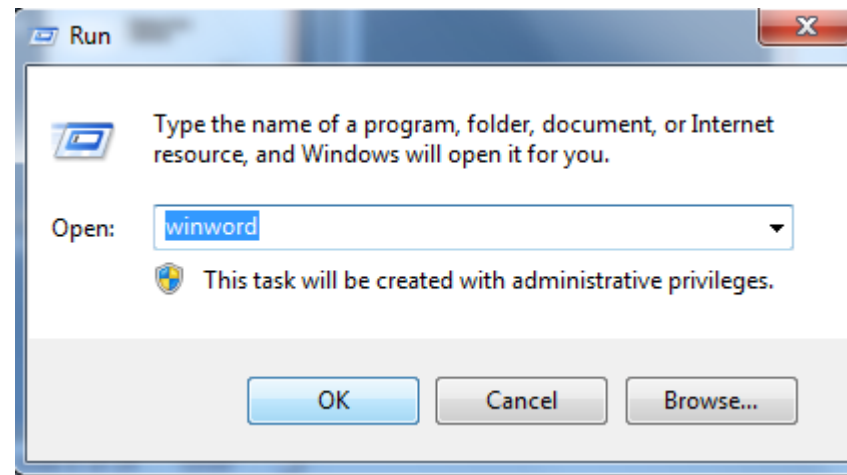
METHOD 2

DOUBLE CLICK ON THE MICROSOFT WORD
ICON ON THE DESKTOP.



Besides these two methods other methods for opening word are:

Using Run Command.



Using DOS: Specify the absolute path to open WINWORD.EXE title. After writing the absolute path the MS-Word will open up.



Standard toolbar

Title bar

Window control buttons

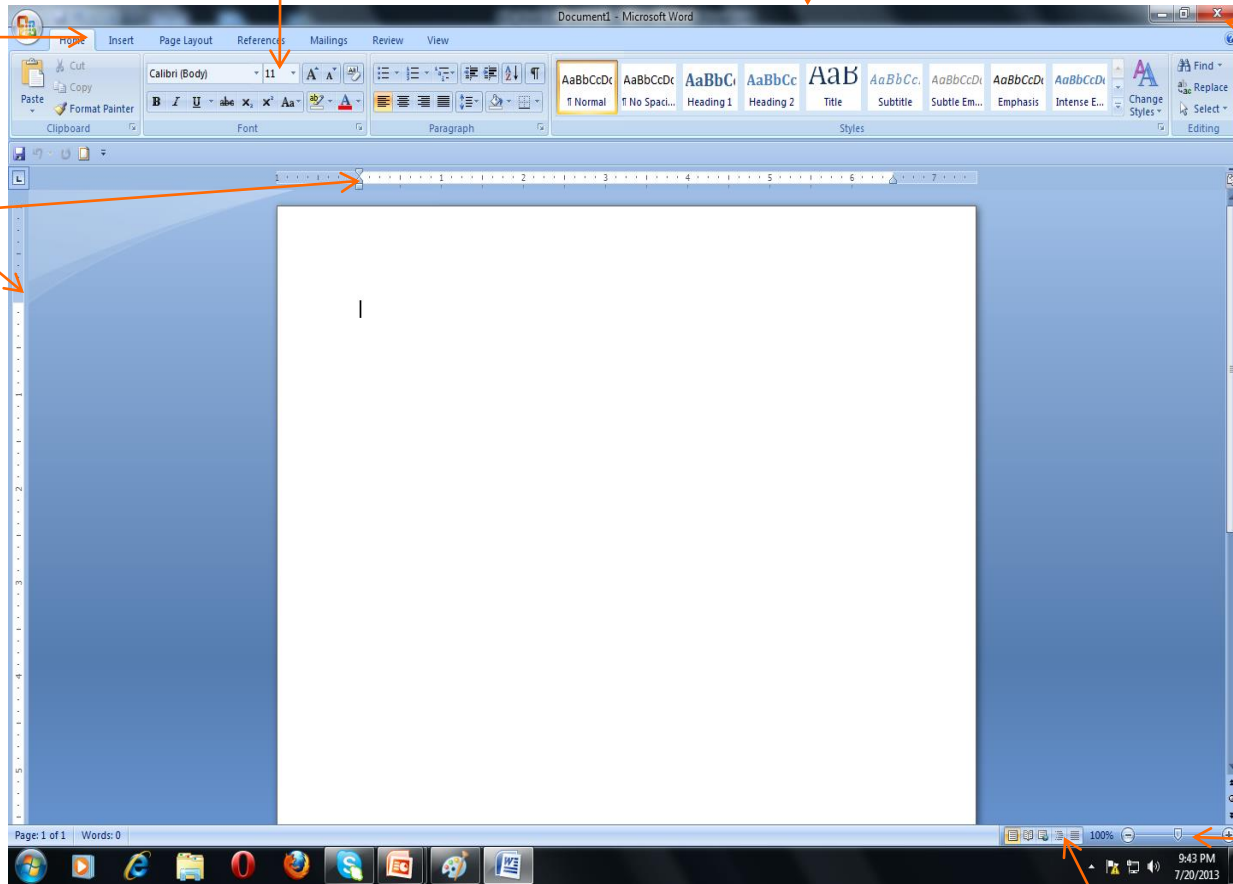
Menu bar

Ruler

Vertical scroll bar

Status bar

View buttons

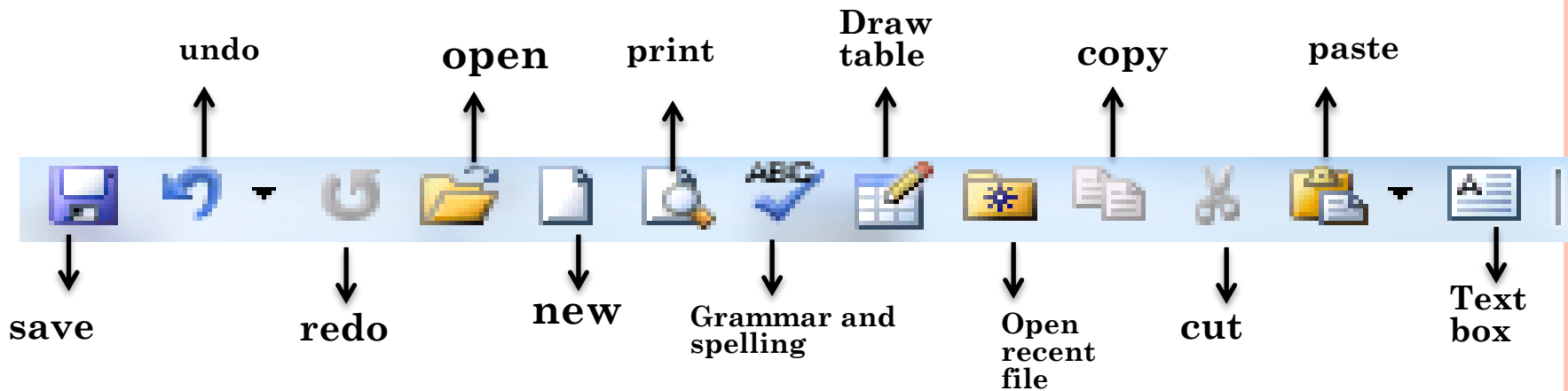


COMPONENTS ON THE SCREEN

(A) **Menu bar**: the word menu is displayed at the top of the screen. The main menu further display a sub menu. Some of the option are highlighted option and some of the option are appear as faded.at any time only highlighted options are executed, faded options are not applicable. The menu bar is look like:



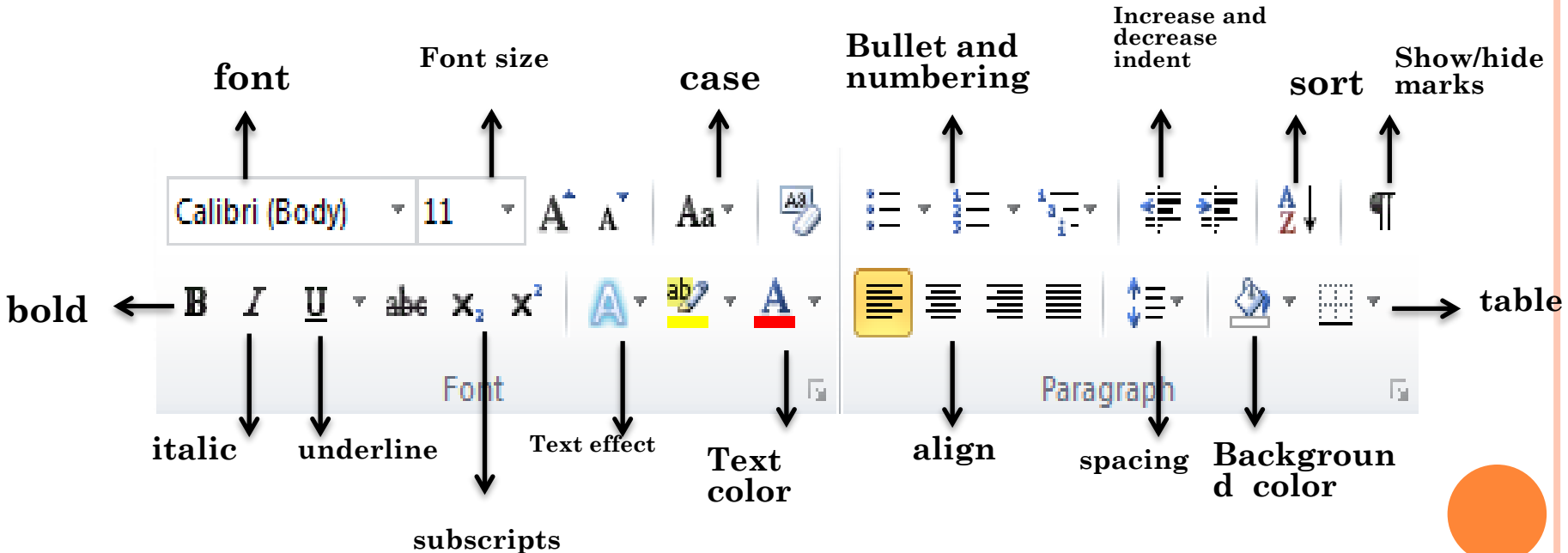
(B) TOOL BAR: WORD HAS NUMBER OF TOOL BARS THAT HELP YOU PERFORM TASK FASTER AND WITH GREAT EASE. TOOLBAR PROVIDES SHORTCUTS TO MENU COMMAND. TOOL BAR IS JUST LOCATED JUST BELOW THE MENU BAR. TWO OF MOST COMMONLY TOOL BAR ARE THE FORMATTING TOOL BAR AND STANDARD TOOL BAR. THESE TWO TOOL BAR ARE DISPLAYED JUST BELOW THE TITLE BAR. AT ANY POINT OF TIME ANY TOOL BAR CAN BE MADE ON OR OFF THROUGH THE TOOL BAR OPTION OF VIEW MENU.



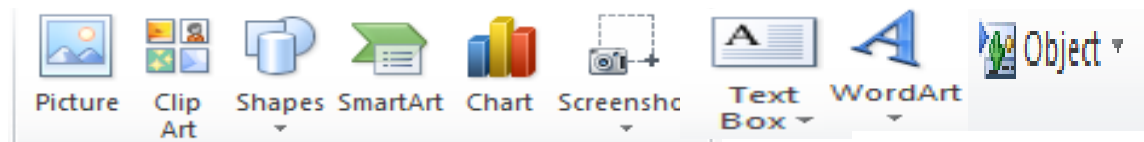
Standard tool bar



FORMATTING TOOLBAR



(C) DRAWING TOOL BAR: THE DRAWING TOOL BAR ON THE TOP OF WORD CONTAIN DRAWING AND TEXT TOOLS FOR CREATING GRAPHICS.



(D) RULER BAR: THE RULER BAR ALLOWS YOU TO FORMAT THE VERTICAL ALIGNMENT OF TEXT IN A DOCUMENT.

TO DISPLAY THE RULER:

1. CLICK VIEW ON THE MENU BAR.
2. THE OPTION RULER SHOULD HAVE A CHECK MARK NEXT TO IT. IF IT HAS A CHECK MARK NEXT TO IT, PRESS ESC TO CLOSE THE MENU. IF IT DOES NOT HAVE A CHECK MARK NEXT TO IT, CONTINUE TO THE NEXT STEP.
3. CLICK RULER. THE RULER NOW APPEARS BELOW THE TOOLBAR.



Hanging Indent

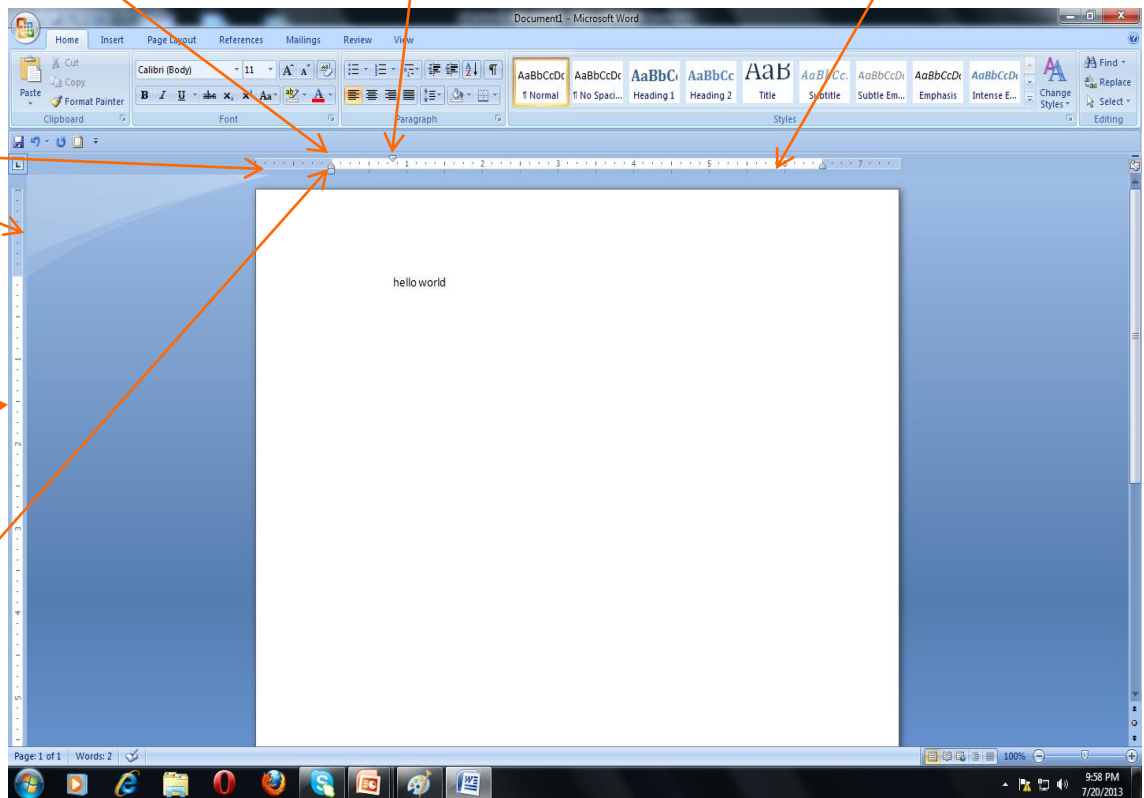
First Line Indent

Vertical Ruler

Margin

Horizontal Ruler

Left Indent



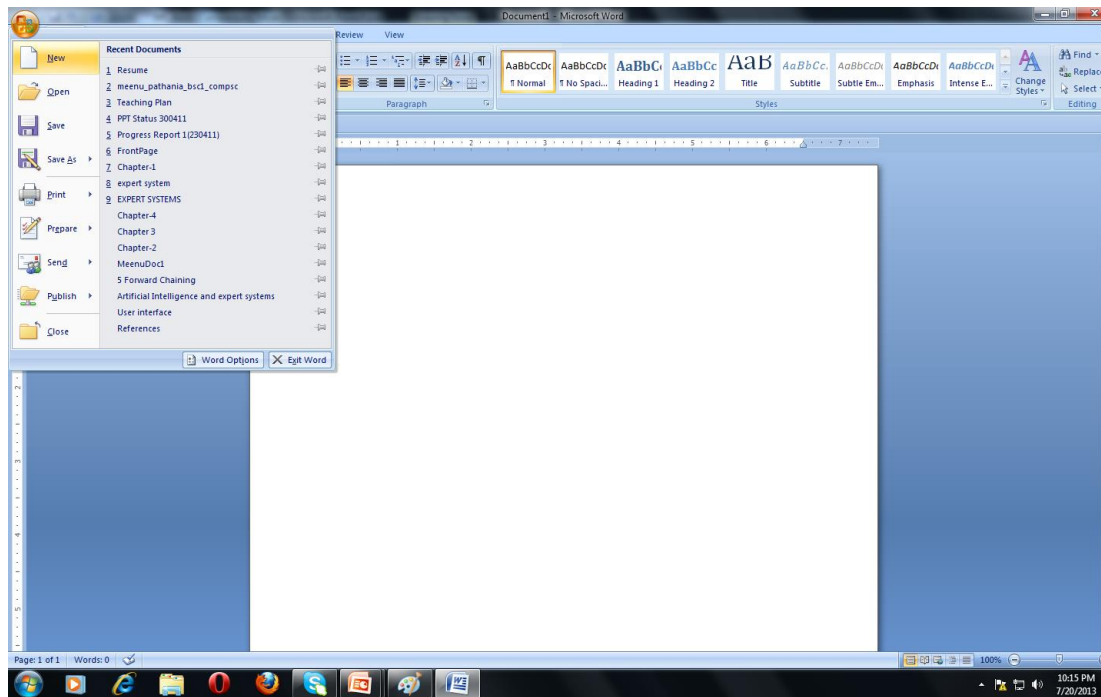
(E) STATUS BAR: THE STATUS BAR DISPLAYS INFORMATION ABOUT THE CURRENTLY ACTIVE DOCUMENT. THIS INCLUDE THE PAGE NUMBER THAT YOU ARE WORKING, THE COLUMN AND LINE NUMBER OF THE CURSOR POSITION AND SO ON.



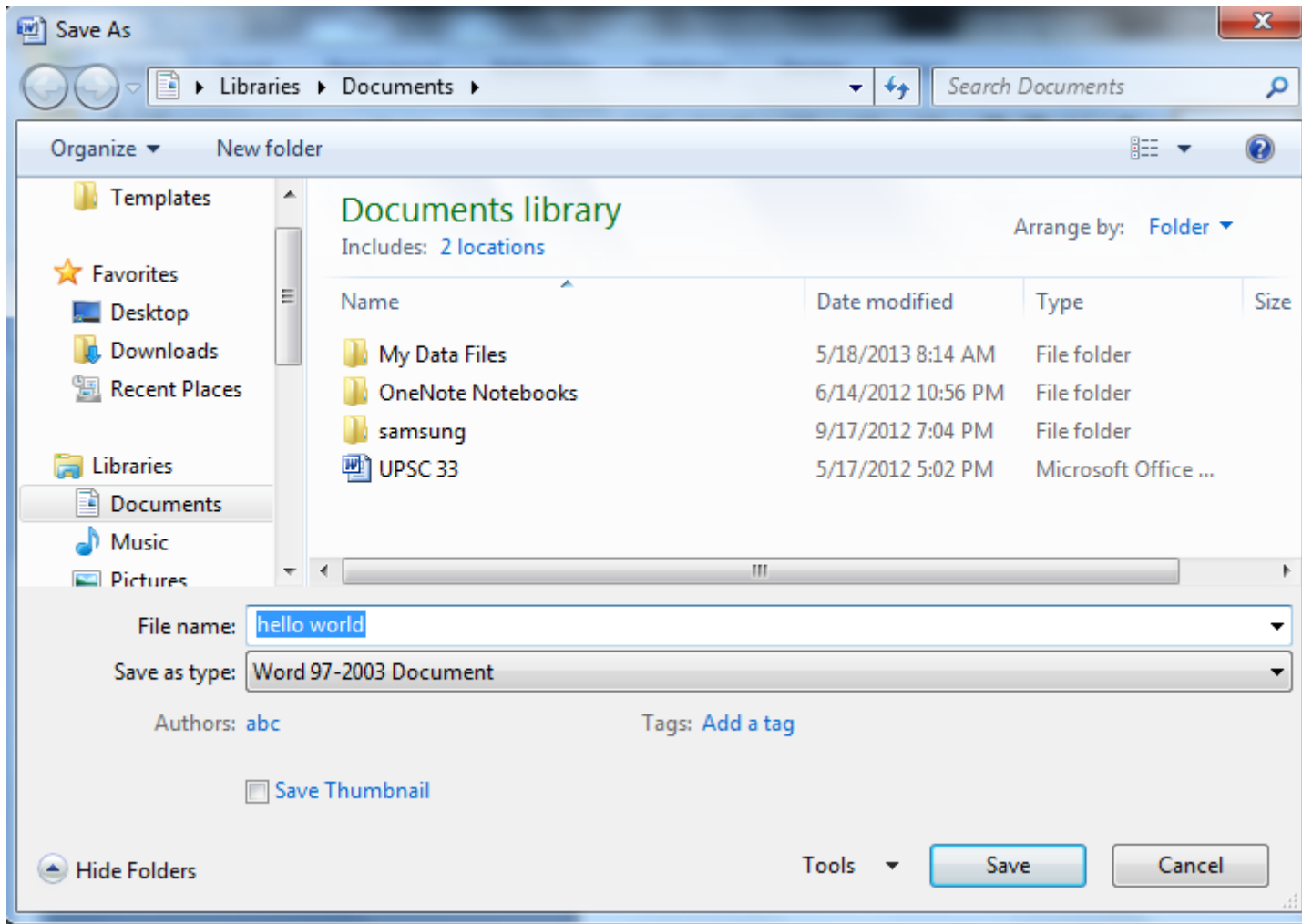
status bar



CREATING A NEW DOCUMENT



SAVING THE DOCUMENT

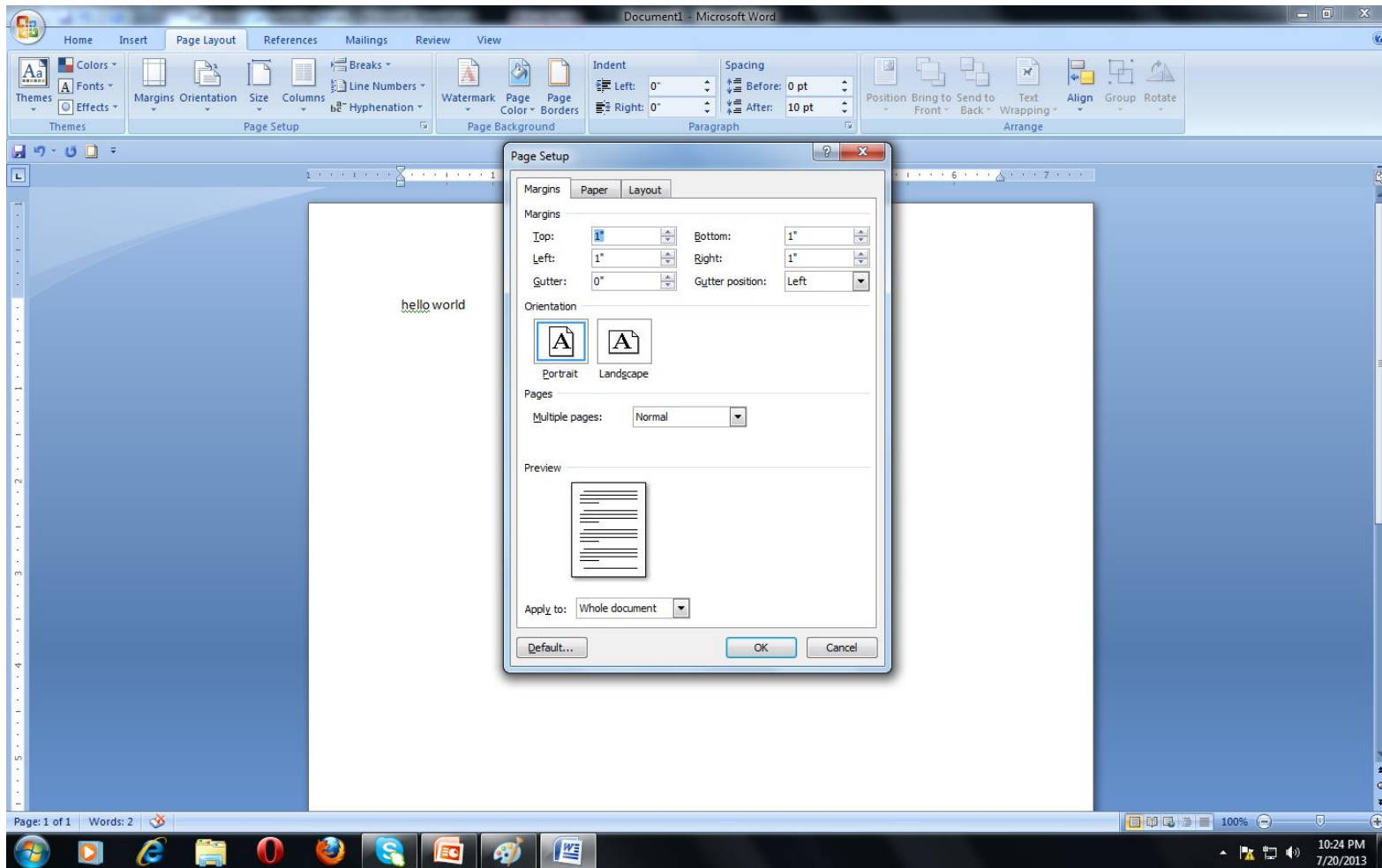


OPERATIONS ON TEXT IN DOCUMENT FILE

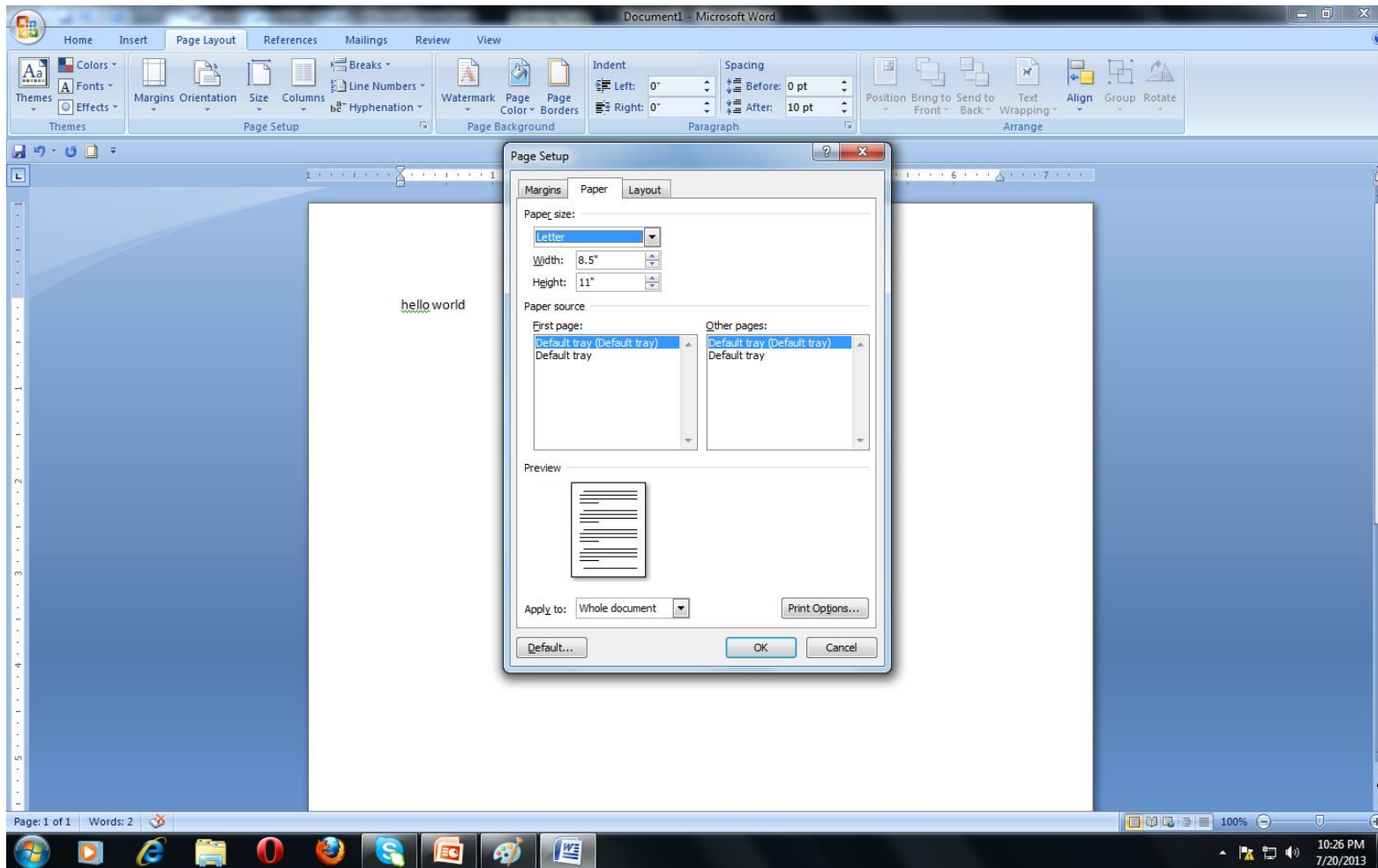
- ❖ Entering text
- ❖ To view the typed text
- ❖ To insert text
- ❖ Selecting text
- ❖ Moving text
- ❖ Copying text
- ❖ Deleting text
- ❖ Finding text
- ❖ Replacing text



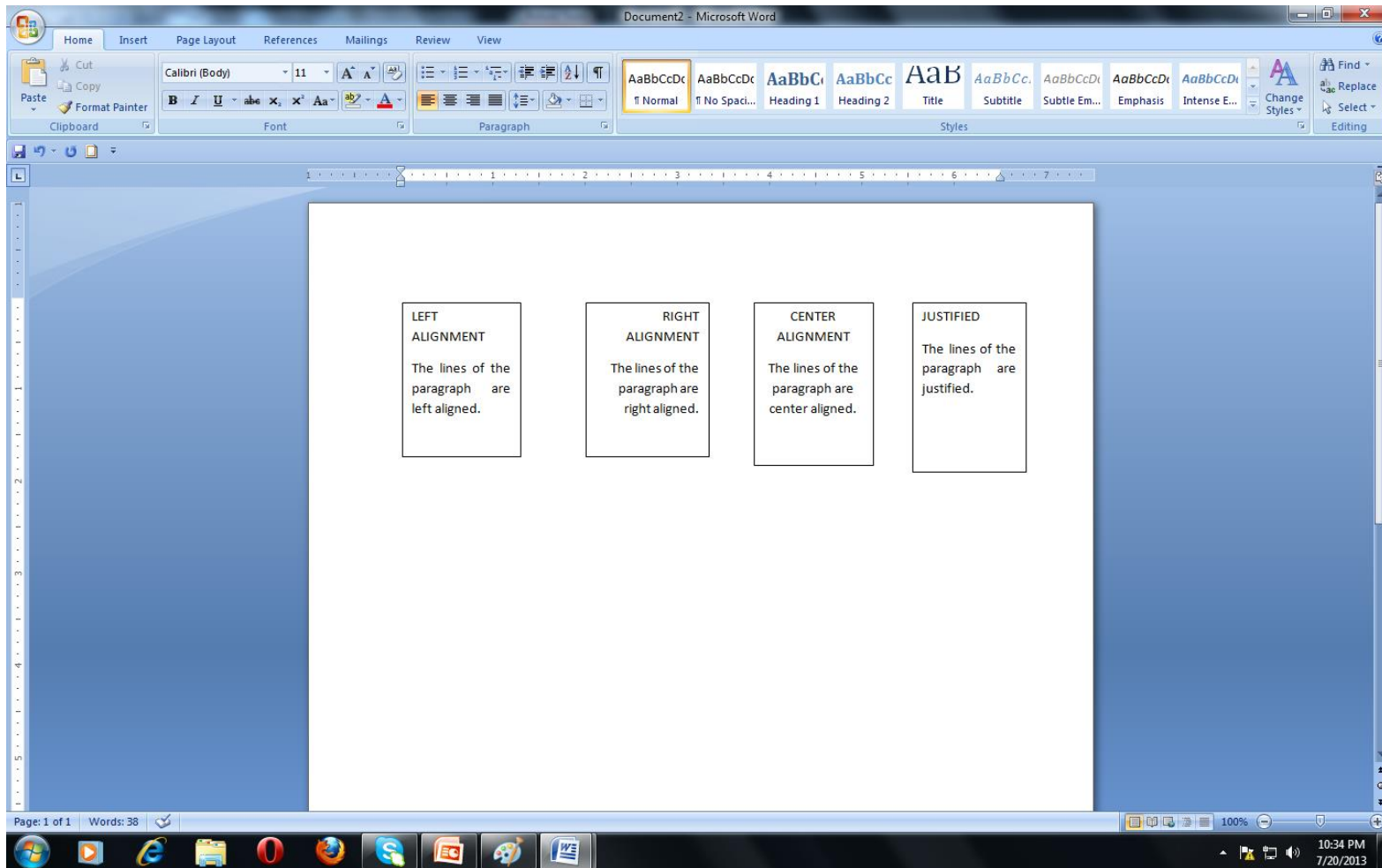
SELECTING MARGINS



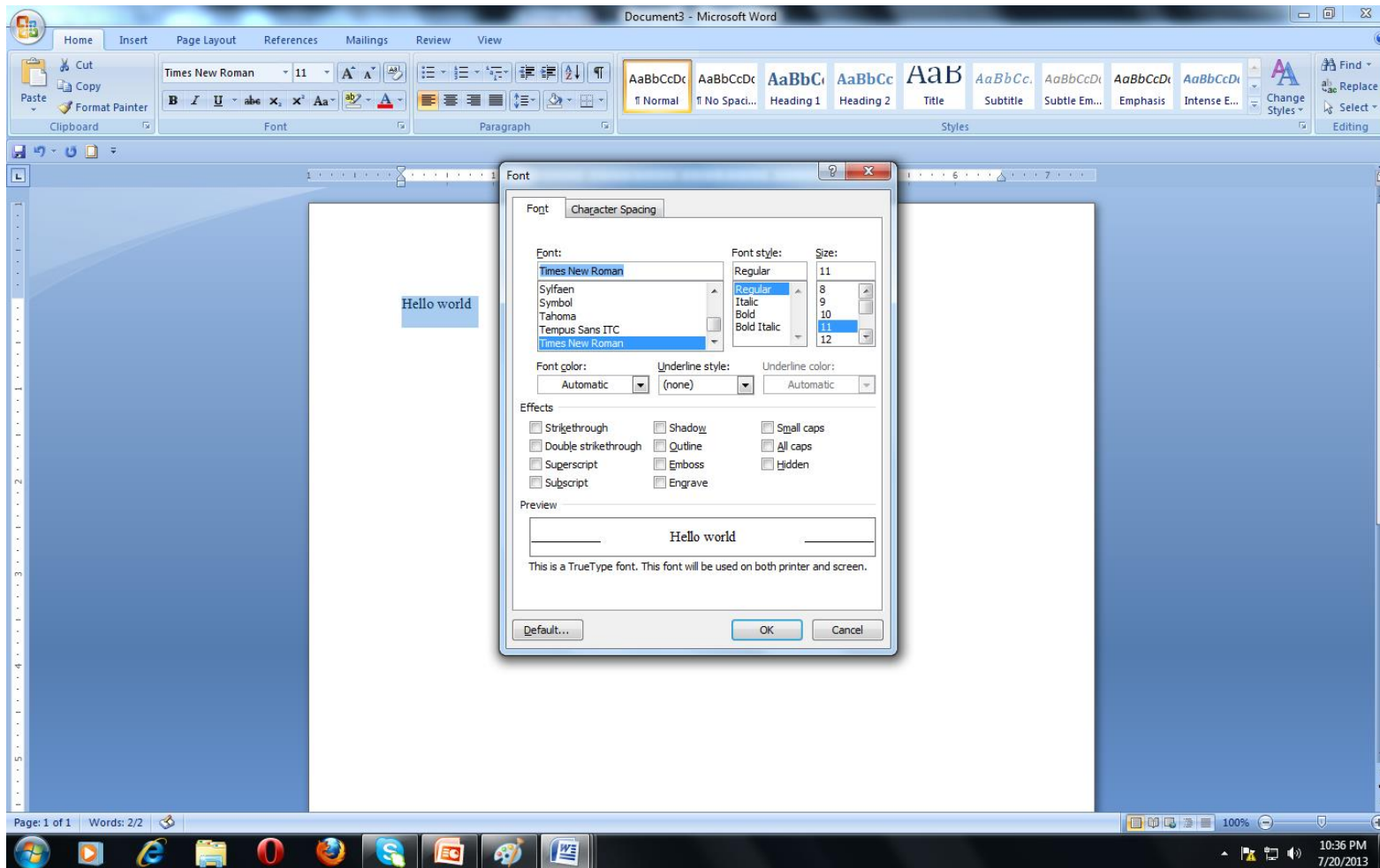
SETTING THE PAPER SIZE



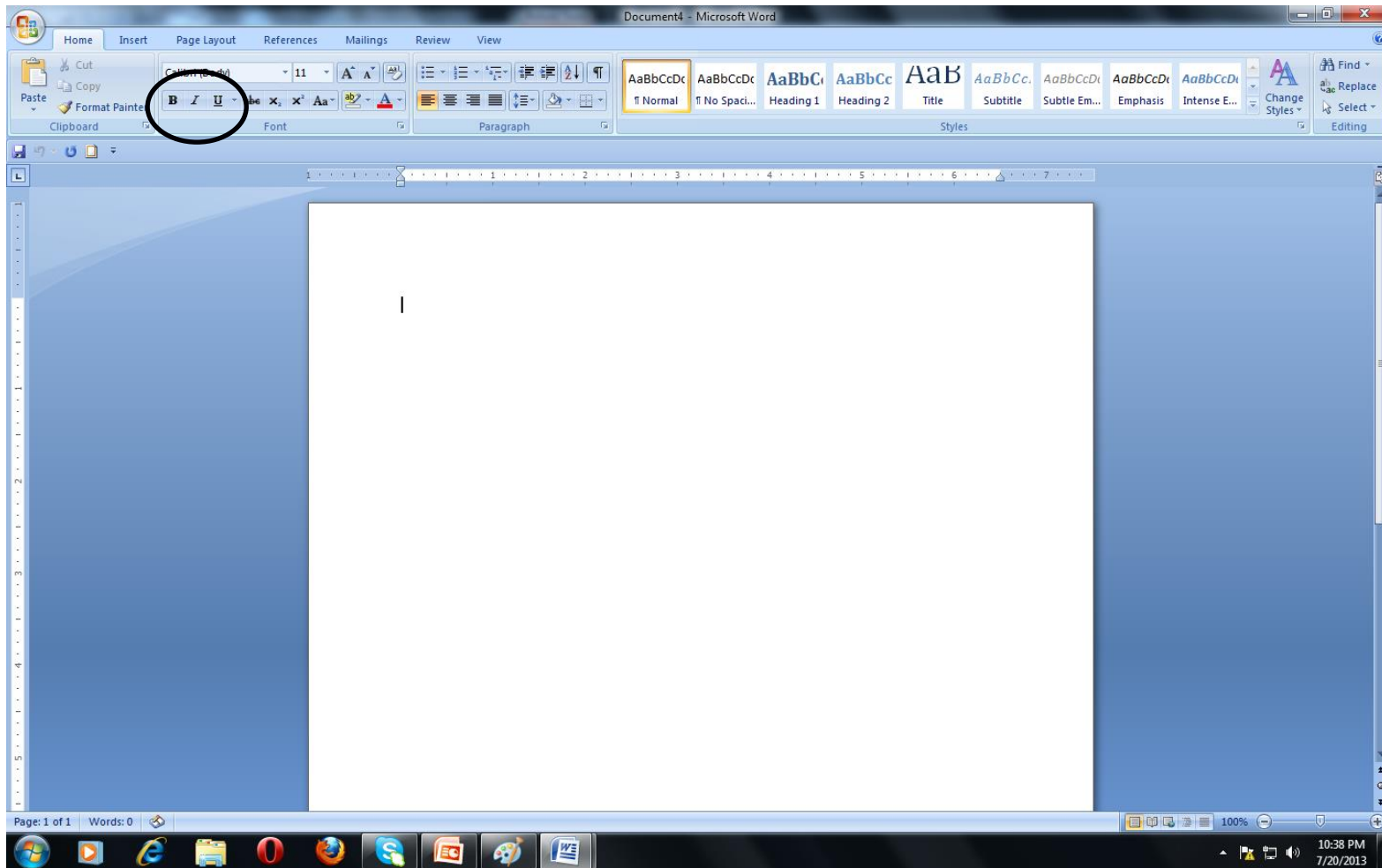
ALIGNING TEXT



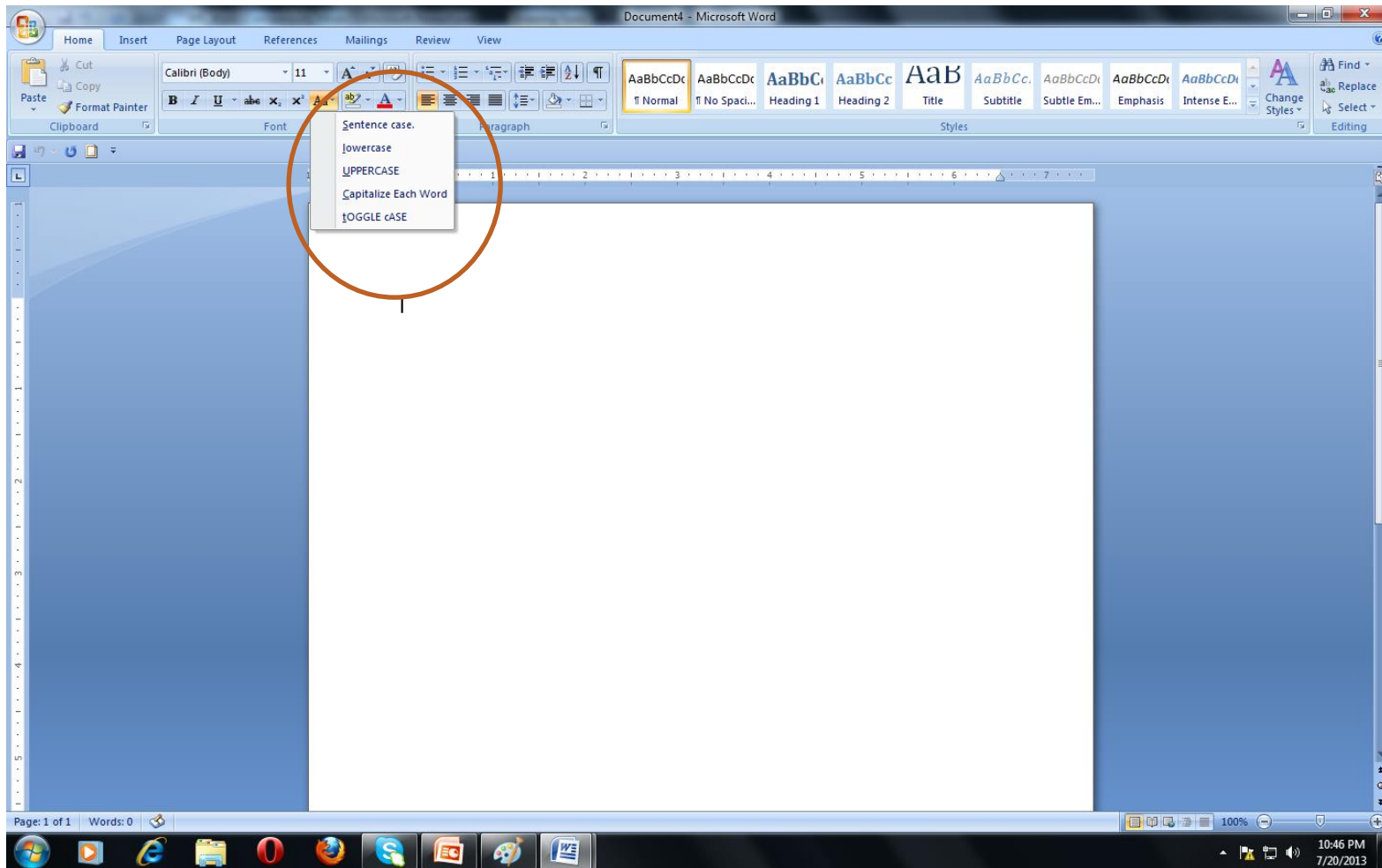
SELECTING A FONT AND CHANGING ITS SIZE



APPLYING BOLD, ITALICS AND UNDERLINE



CHANGING A CASE

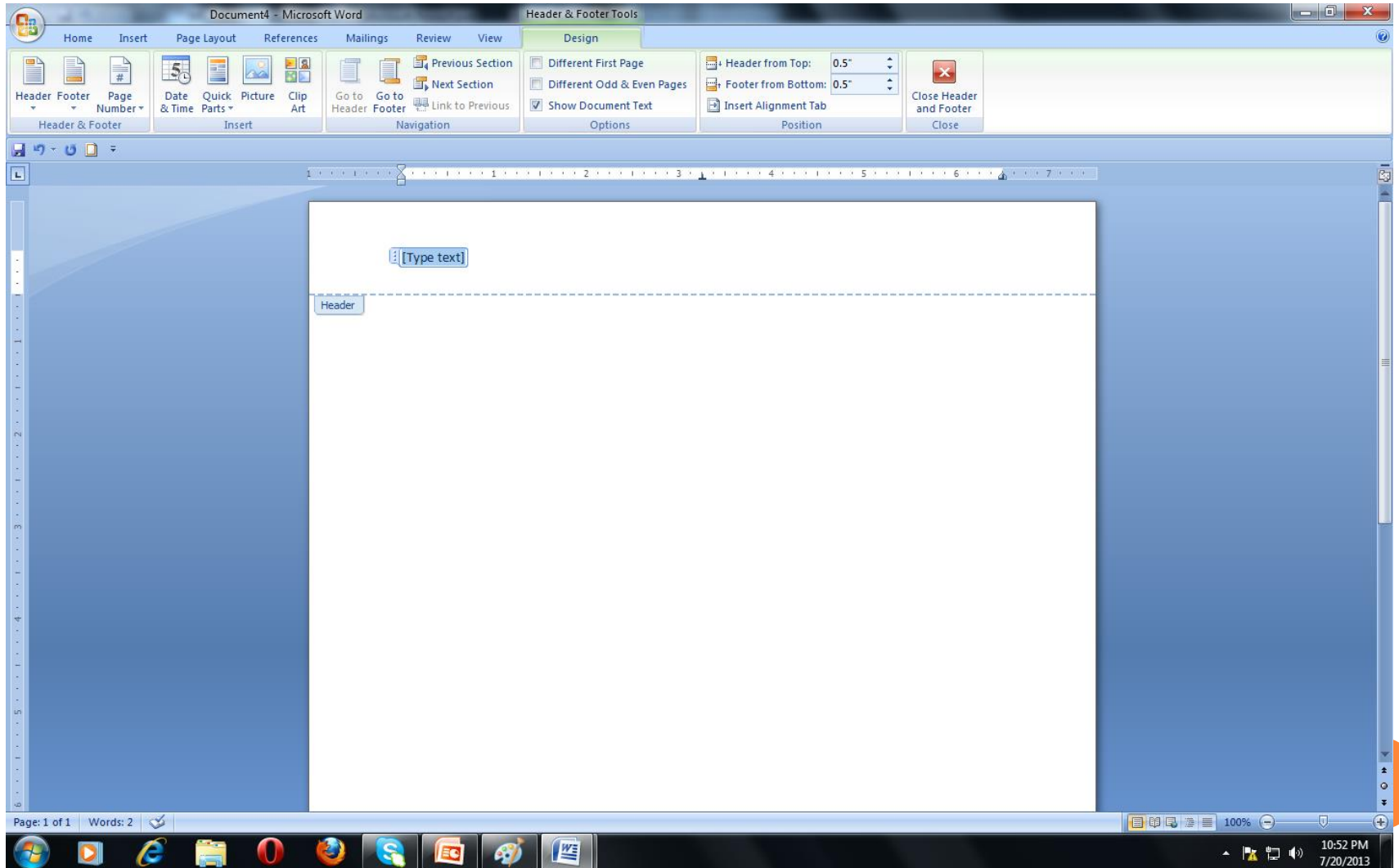


SPACING

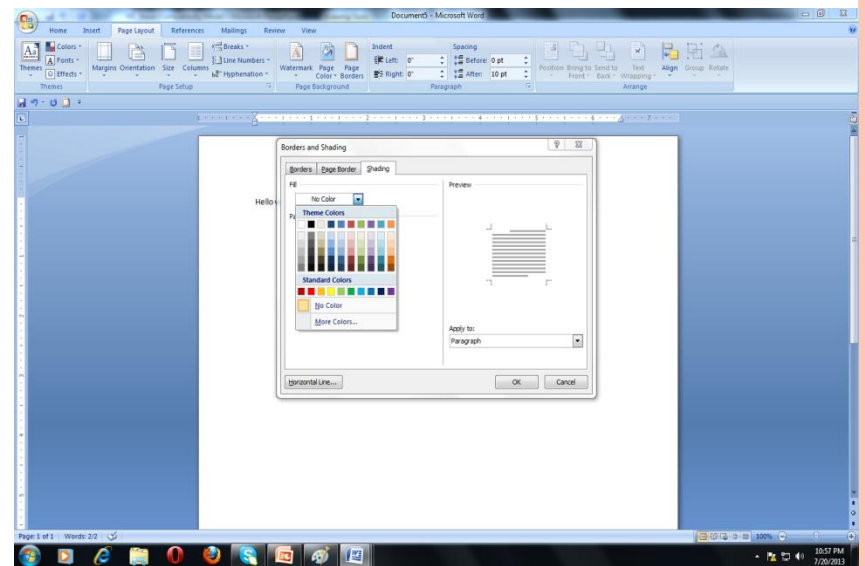
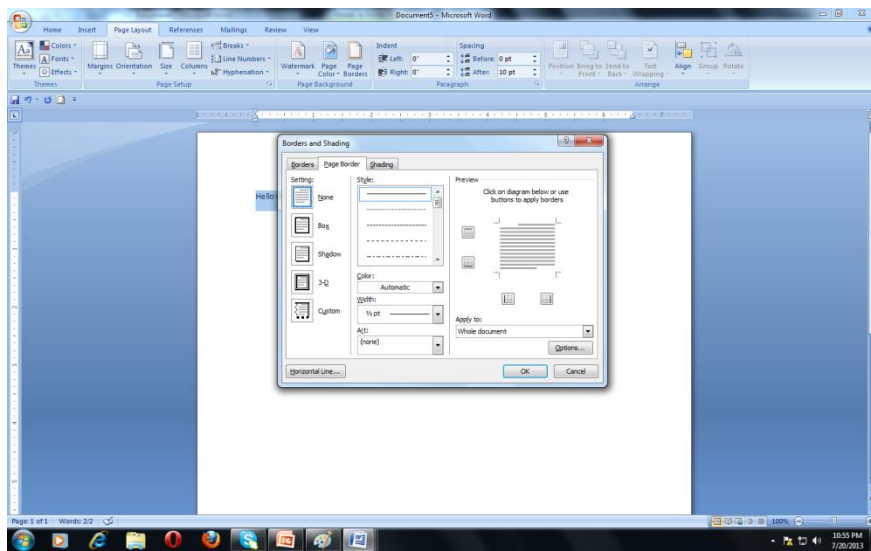
- Character spacing: The spacing that exists between two consecutive characters.
- Line spacing: The spacing that exists between two consecutive lines.



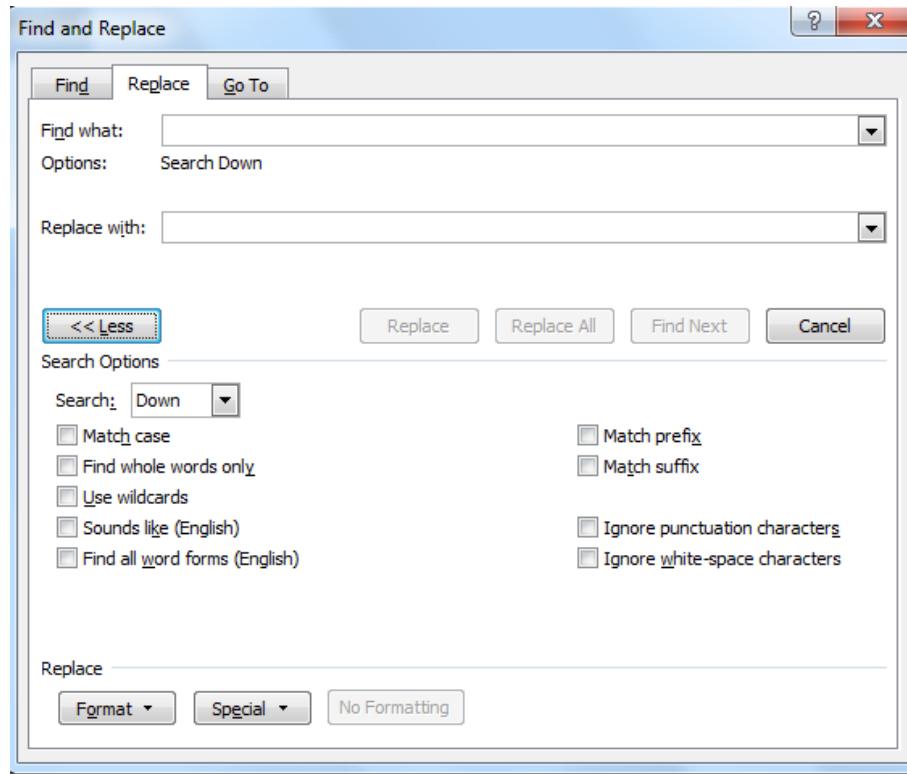
HEADERS AND FOOTERS



FORMATTING OF PAGE: BORDER AND SHADING



FIND AND REPLACE



WORKING WITH TABLES

CREATING TABLES

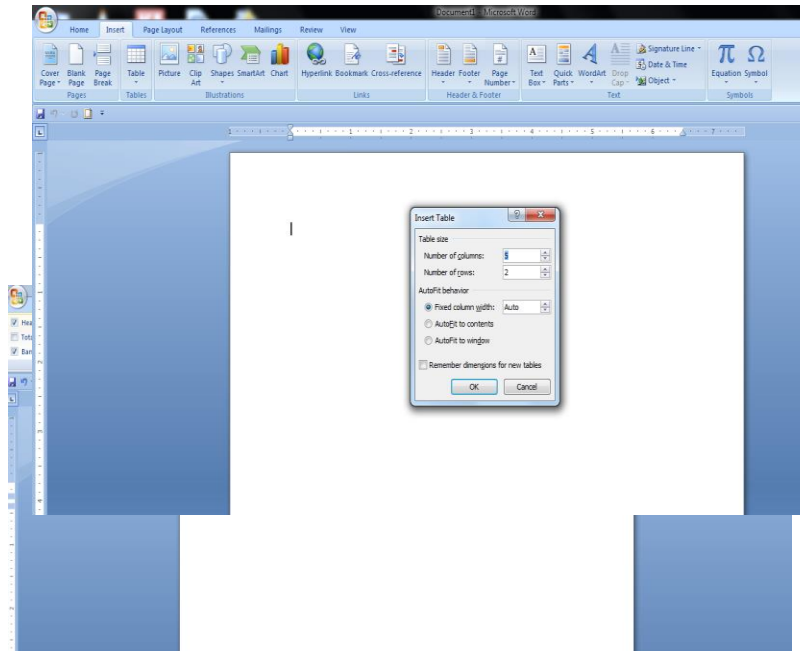
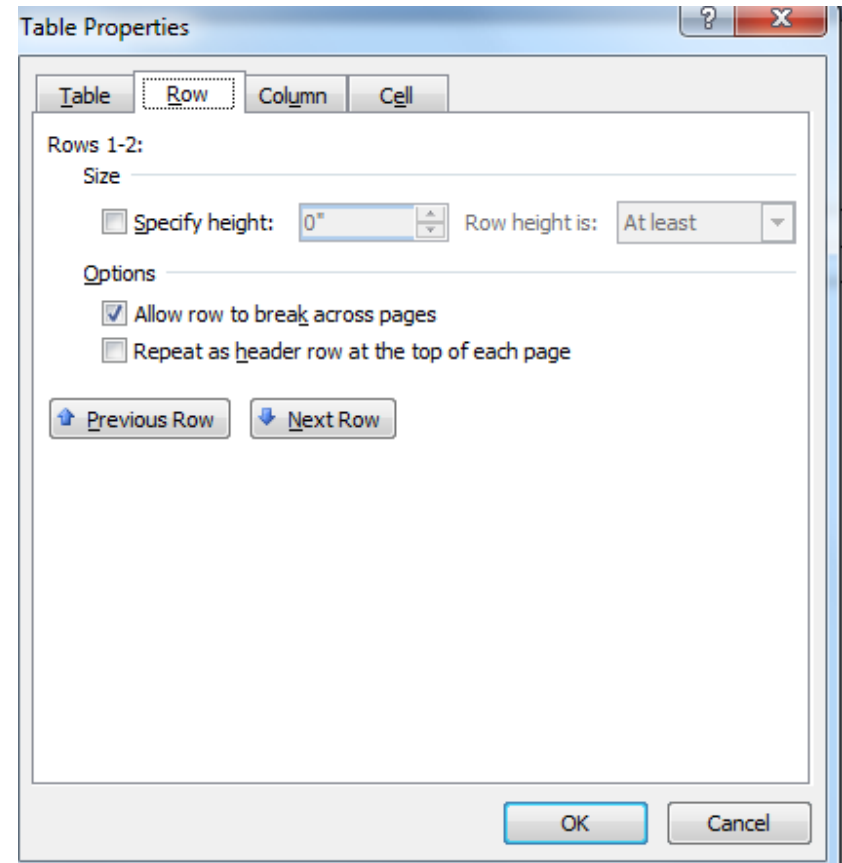
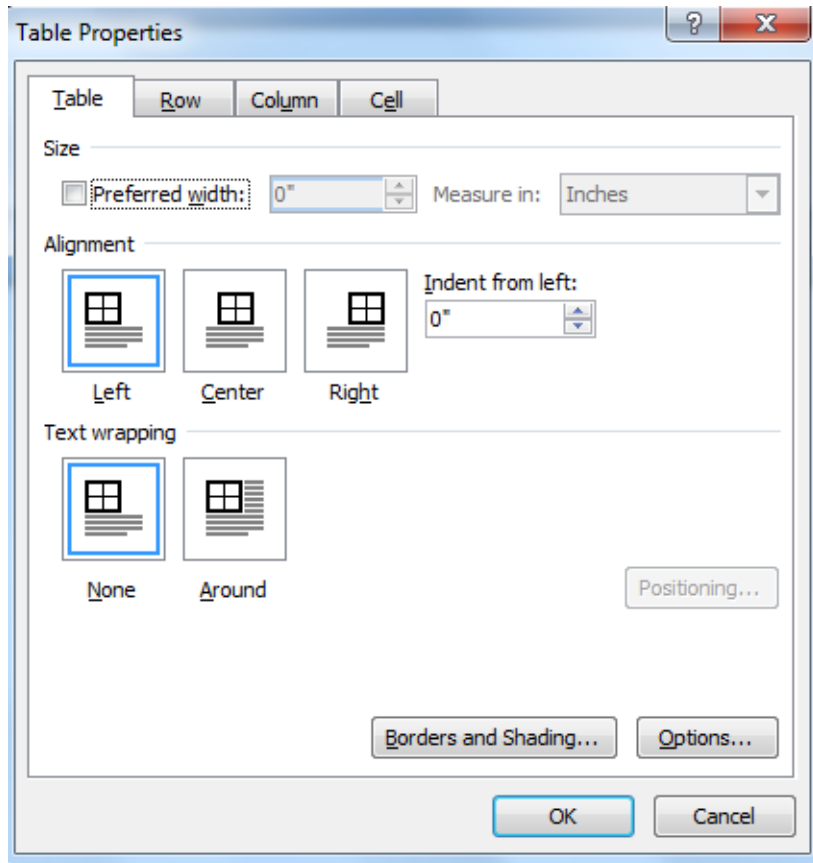
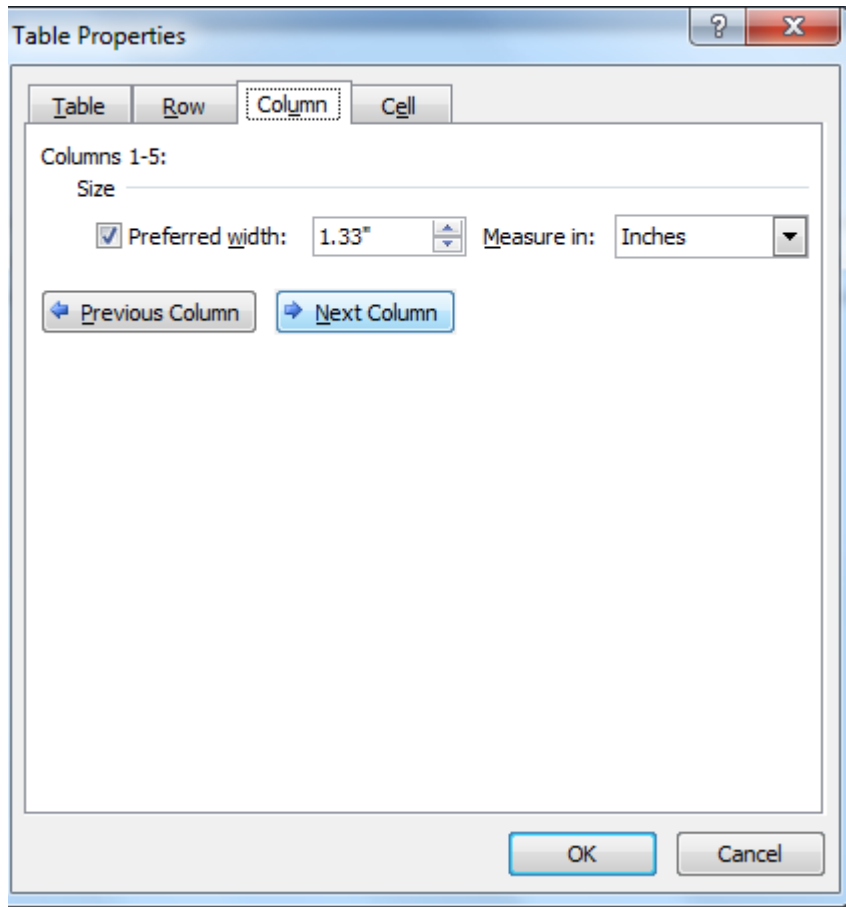
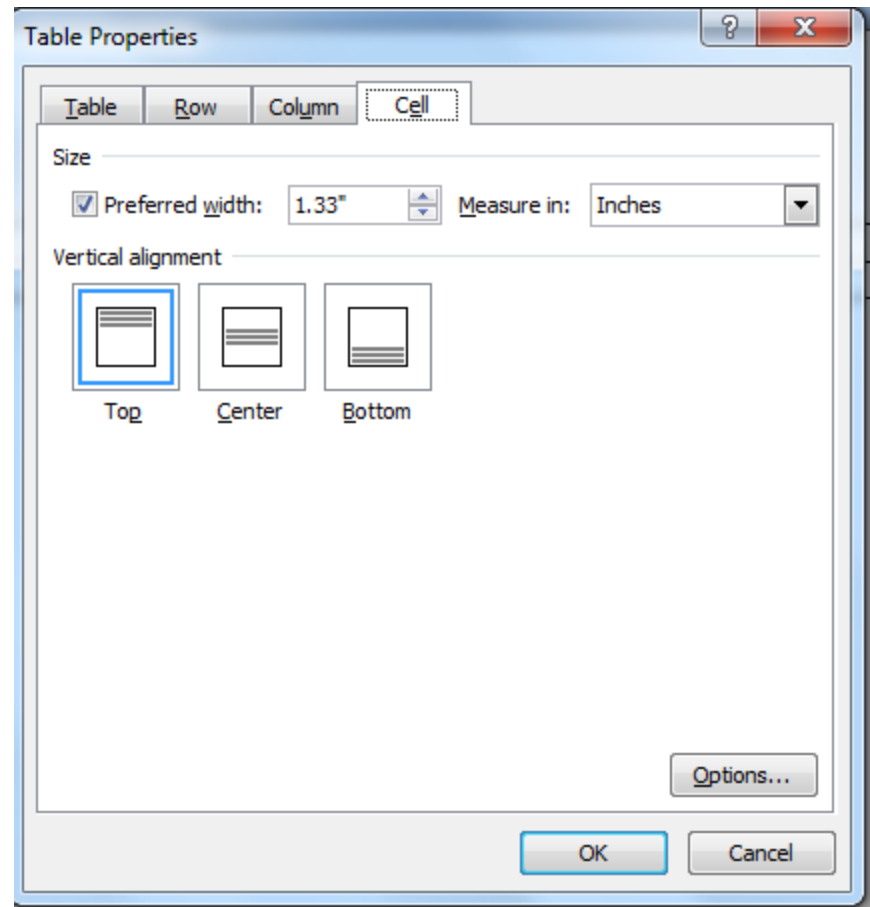


TABLE PROPERTIES





Column properties



Cell Properties



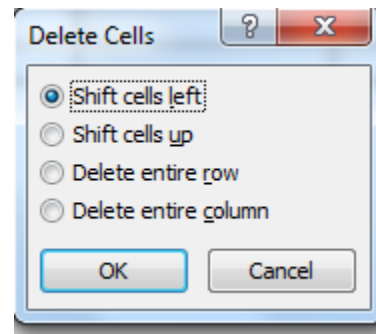
INSERTING ROWS AND COLUMNS

The screenshot displays the Microsoft Word interface with a table containing two rows and three columns. A context menu is open over the table, showing options for inserting rows and columns. The 'Insert Rows Below' option is highlighted. The ribbon at the top shows the 'Insert' tab, and the status bar at the bottom indicates 'Page: 1 of 1' and 'Words: 0'.

- Cut
- Copy
- Paste
- Insert
 - Insert Columns to the Left
 - Insert Columns to the Right
 - Insert Rows Above
 - Insert Rows Below**
 - Insert Cells...
- Delete Cells...
- Split Cells...
- Borders and Shading...
- Text Direction...
- Cell Alignment
- AutoFit
- Table Properties...
- Bullets
- Numbering
- Hyperlink...
- Look Up...
- Synonyms
- Translate



DELETING ROWS OR COLUMNS



APPLYING FORMULA

The screenshot displays the Microsoft Word interface with the 'Table Tools' ribbon active. A table with four columns and four rows is visible. The first three rows are empty, and the fourth row contains the numbers 1, 2, and 3 in the last three columns. A 'Formula' dialog box is open, showing the formula '=SUM(ABOVE)' and a list of functions including ABS, AND, AVERAGE, COUNT, DEFINED, FALSE, IF, and INT.

				1
				2
				3

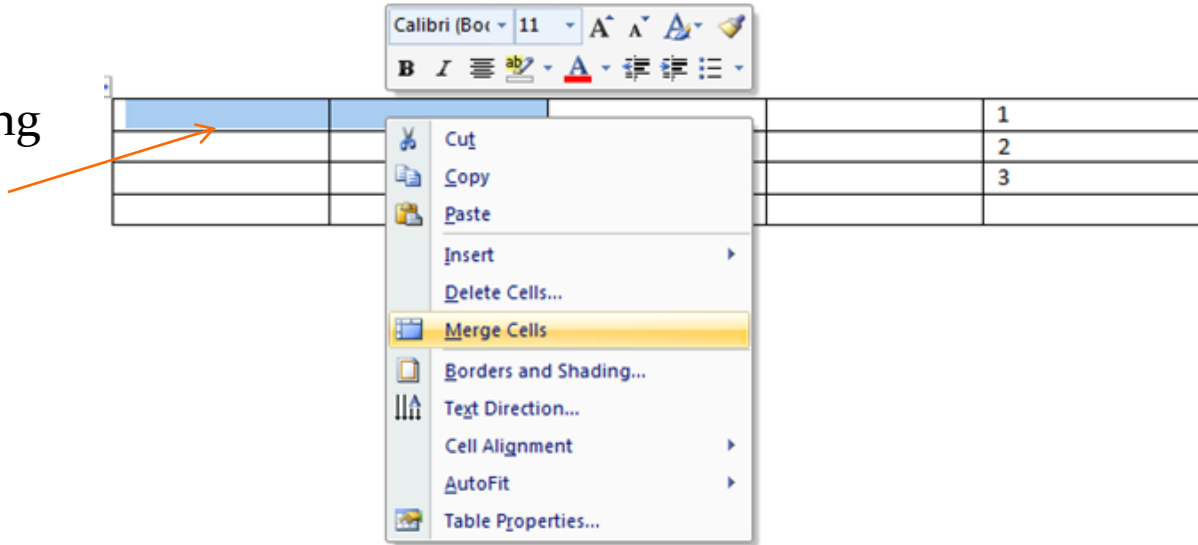
Formula dialog box content:

Formula: =SUM(ABOVE)
Number format: [dropdown]
Paste function: [dropdown]
Paste bookmark: [dropdown]
List of functions: ABS, AND, AVERAGE, COUNT, DEFINED, FALSE, IF, INT

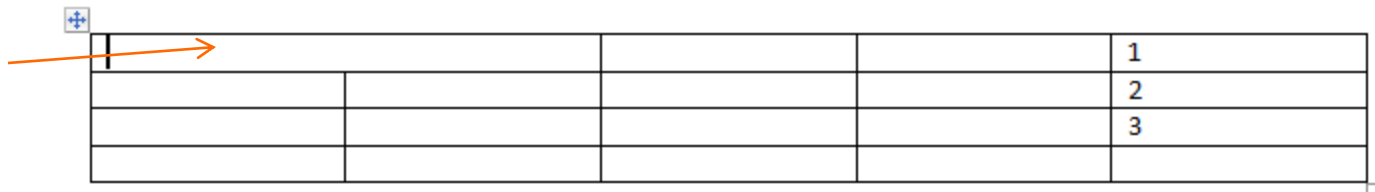


MERGING AND SPLITTING CELLS

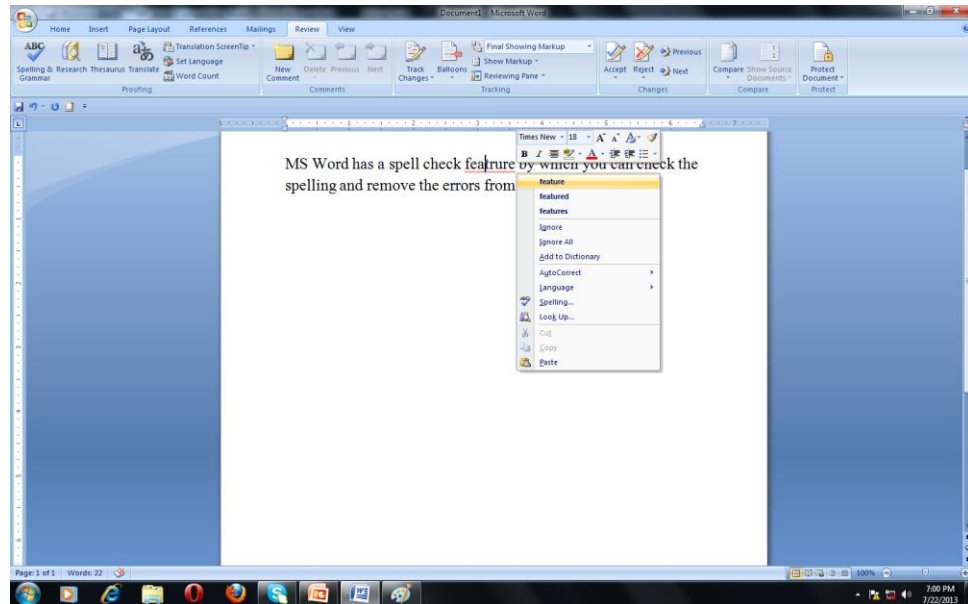
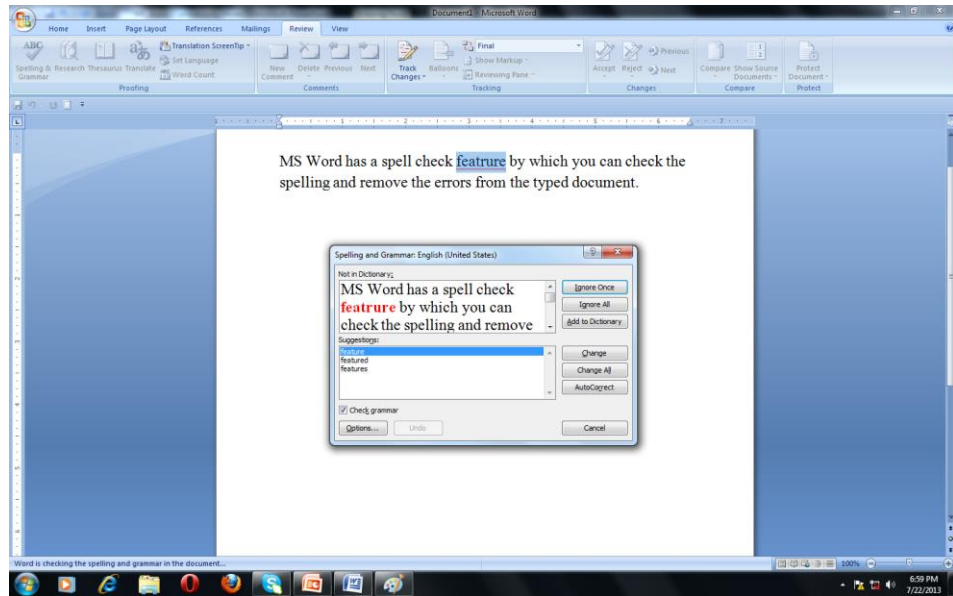
Before Merging



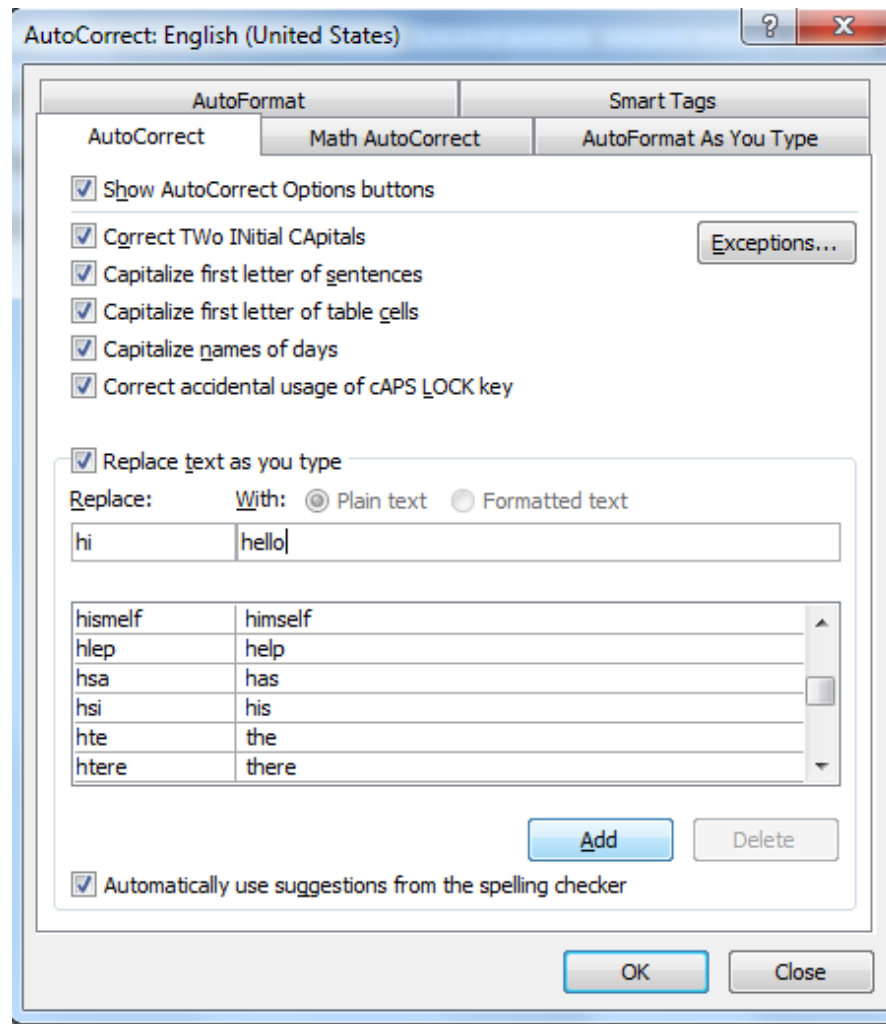
After Merging



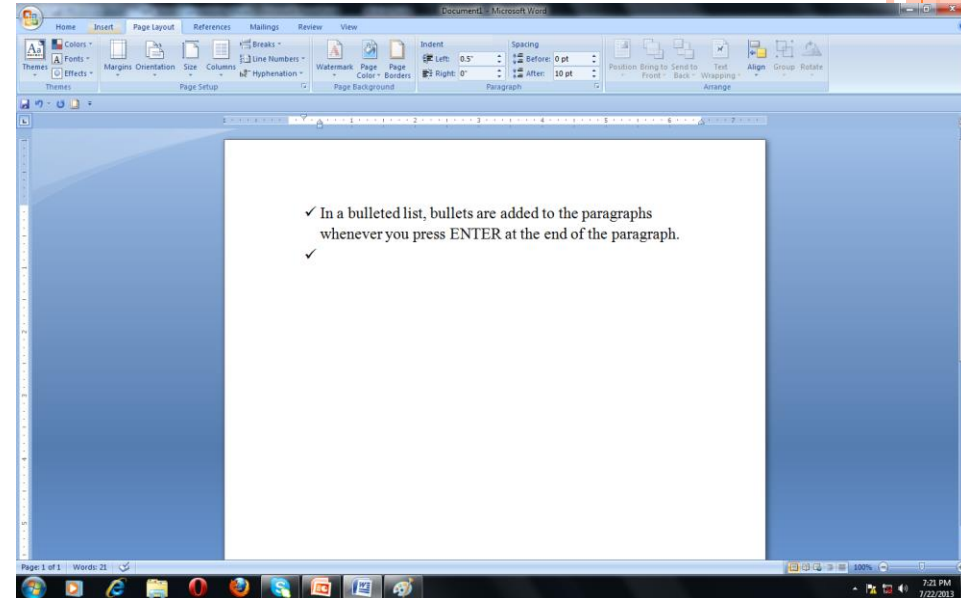
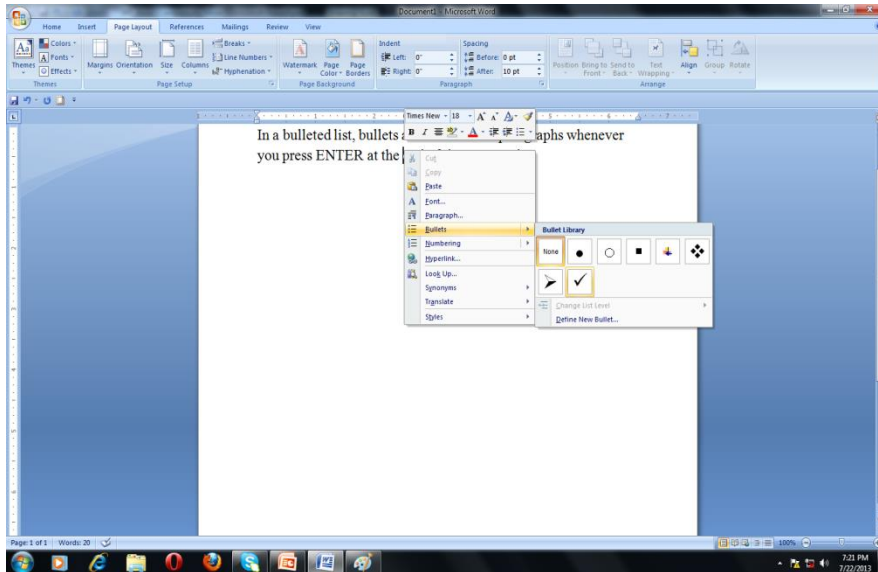
SPELL CHECK



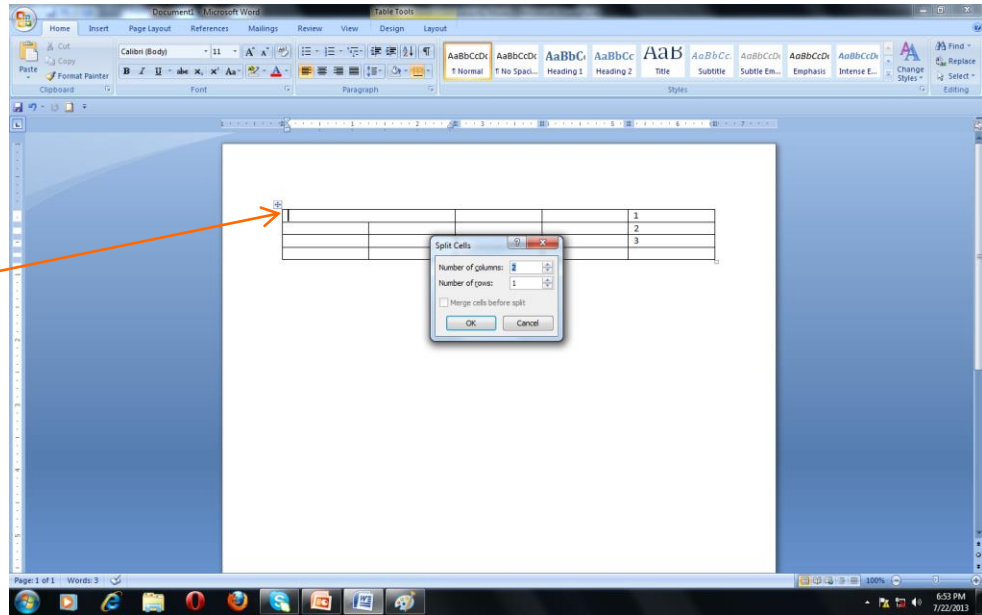
USING AUTOCORRECT AND AUTO TEXT



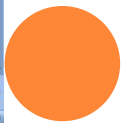
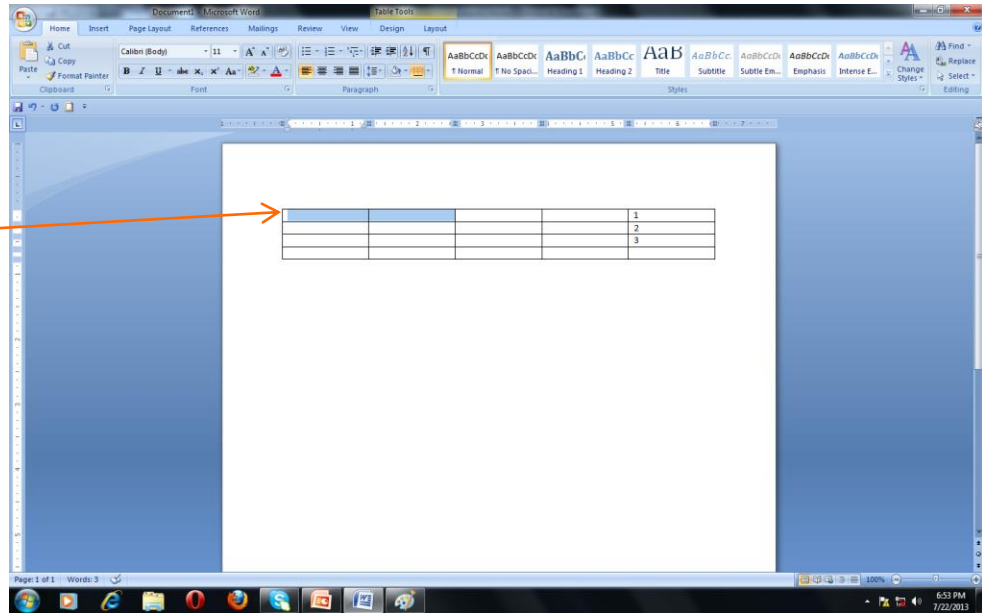
INSERTING BULLETS AND NUMBERING



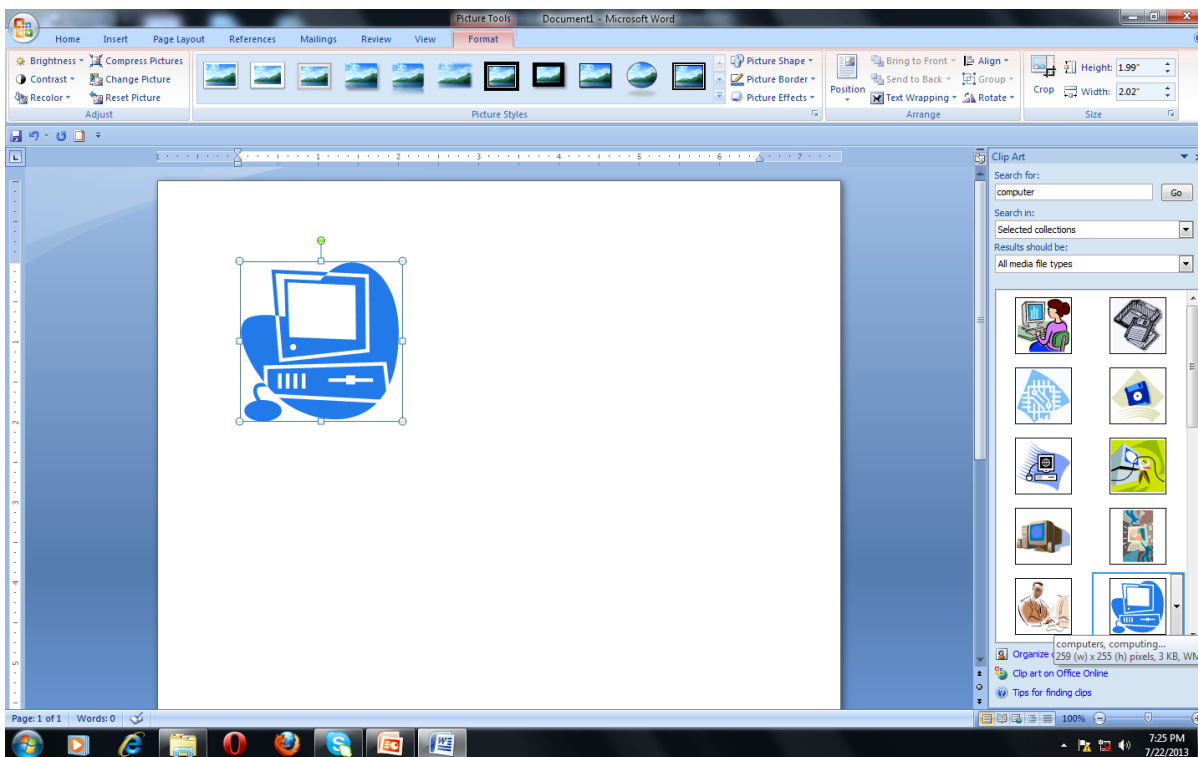
Before Splitting



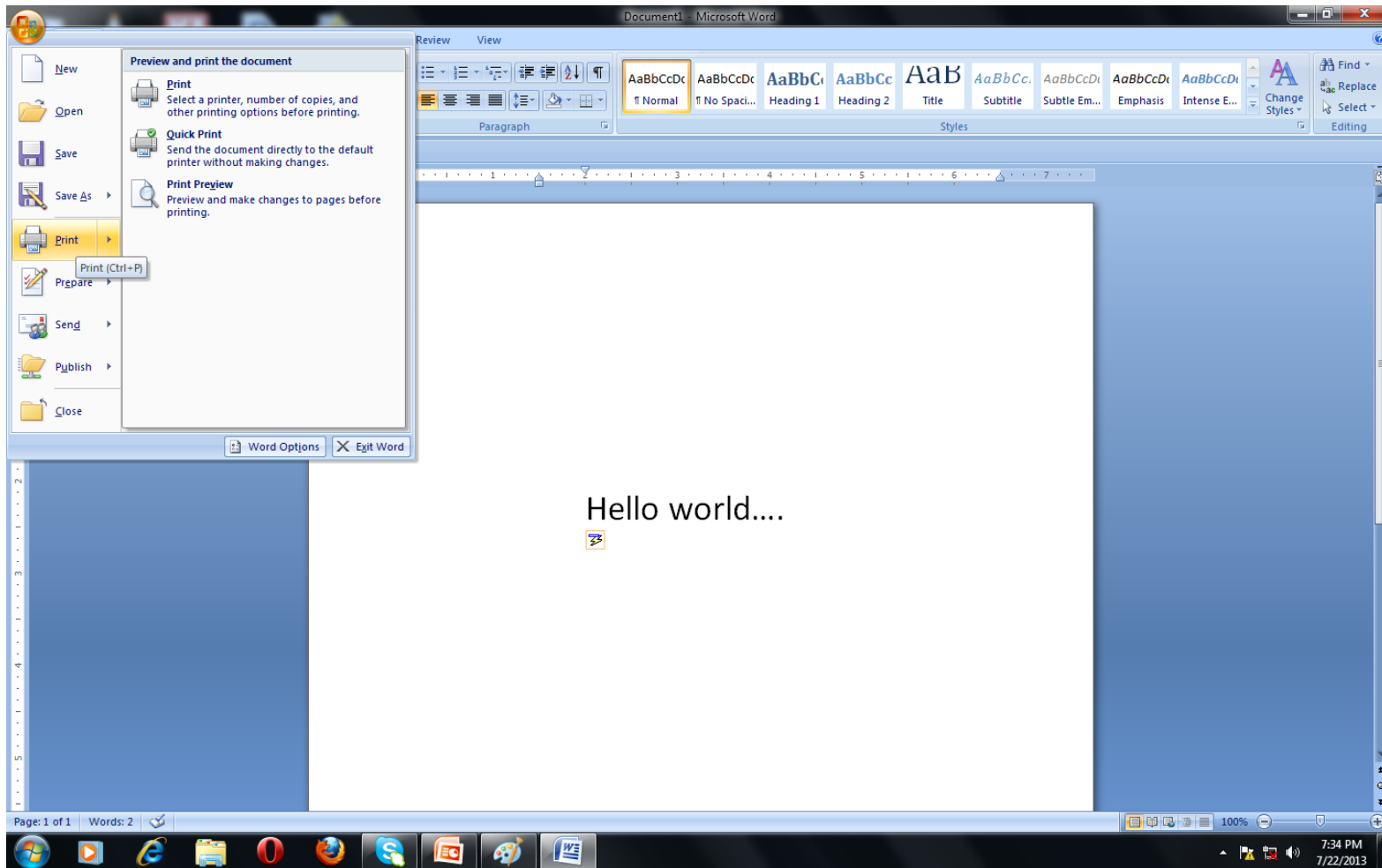
After Splitting



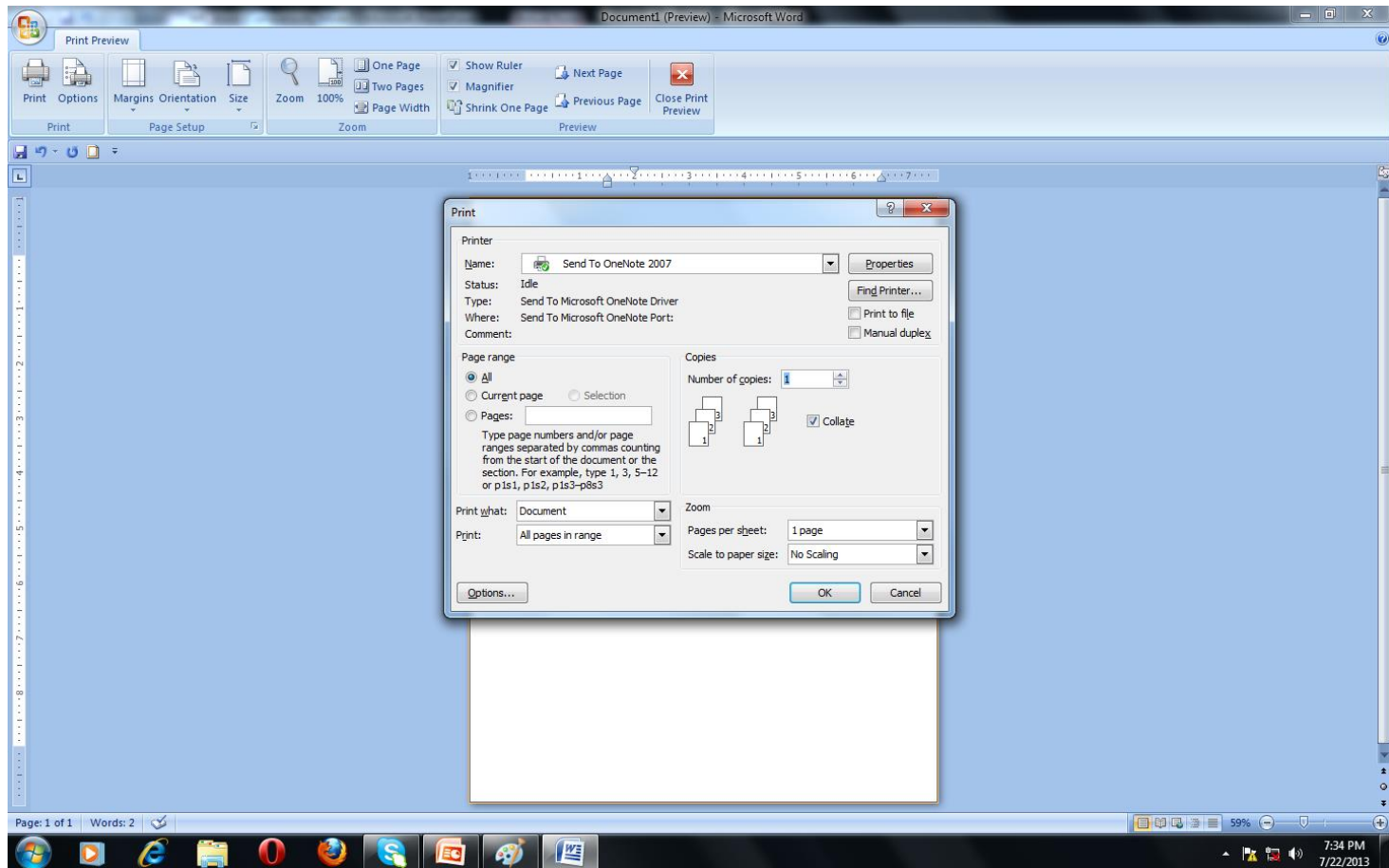
WORKING WITH GRAPHICS



PRINTING YOUR WORK



PRINT DIALOG BOX



THANK YOU

