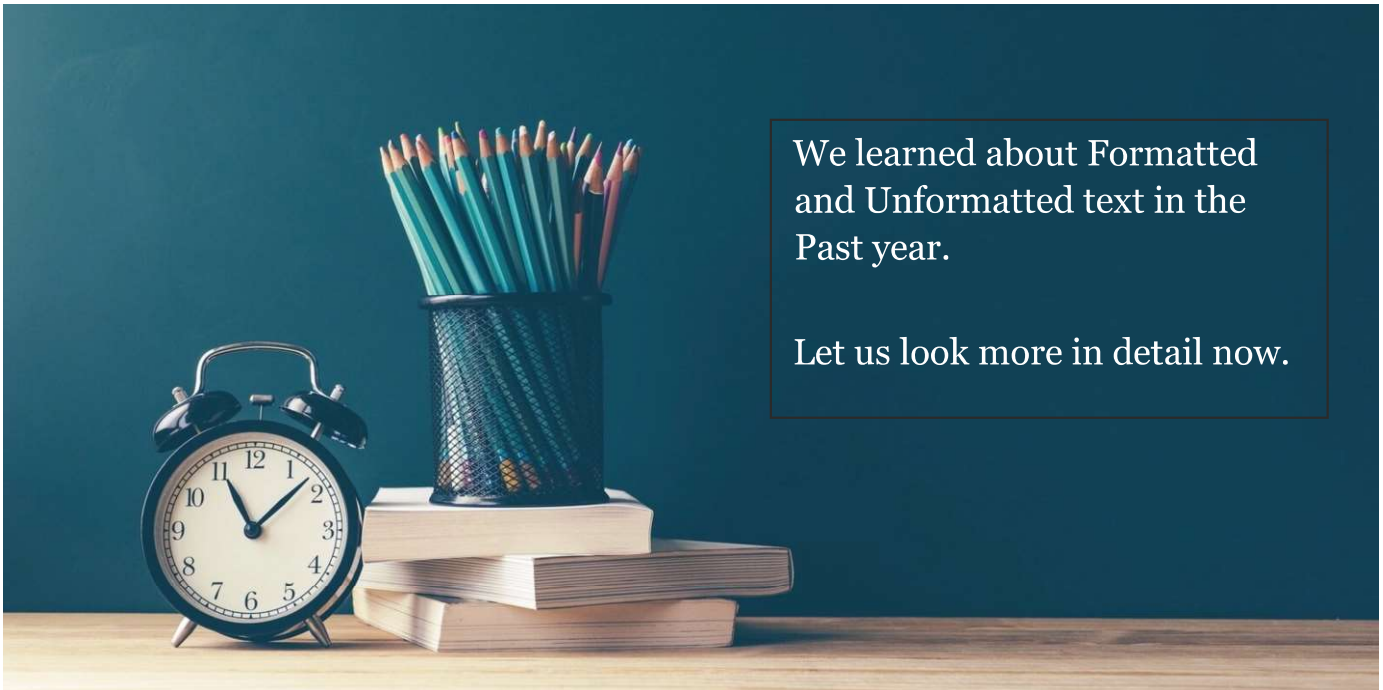


Chapter 6

INTRODUCTION TO MICROSOFT WORD

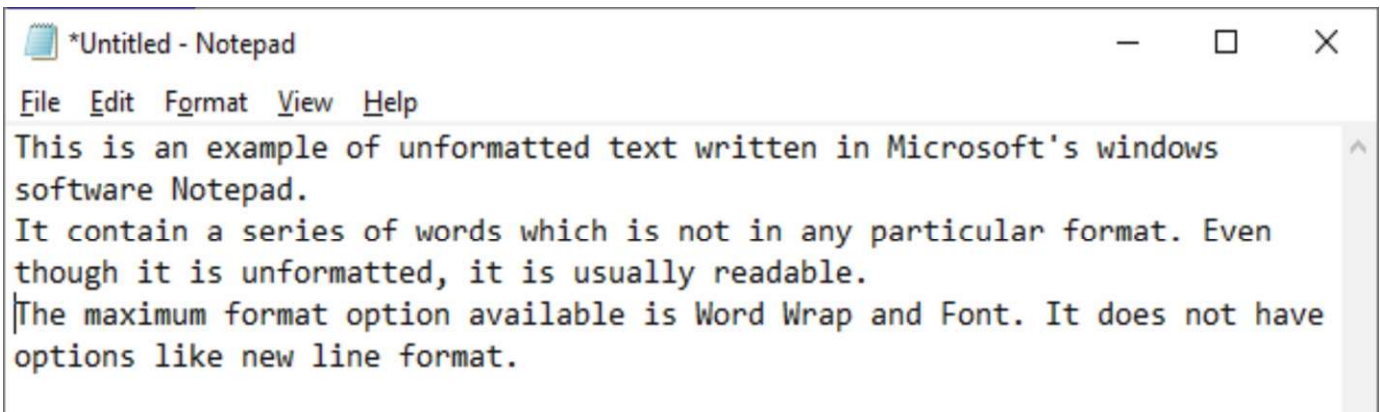


We learned about Formatted and Unformatted text in the Past year.

Let us look more in detail now.

Unformatted Text –

Unformatted text is any text that is not associated with any formatting information. It is plain text, containing only printable characters, white space, and line breaks.



Formatted Text –

Formatted text is text that is displayed in a special, specified style. The *purpose* of *formatted text* is to *enhance the presentation* of *information*.

This is an example of formatted text written in Microsoft's Windows software Word.

It contains a series of words which is formatted in a particular format. You can see a

- New Tab Space,
- Paragraph alignment
- Bullets
- It is cleanly readable

There are numerous format options available in word. These options are about **Founts**, **Colours**, Text alignment, Line spacing, *Italicize* and many more.

All about Microsoft Word or MS Word or Simply Word

1. What is MS Word?

MS Word is commonly referred simply as Word. It is a tool specially created to document formatted text.

It is used to make

- professional-quality documents,
- letters,
- reports, etc.,



MS Word is a word processing tool developed by Microsoft. It has advanced features which allow you to format and edit your files and documents in the best possible way.

2. What Common Formatting Features available in Word?

We have been referring MS word as a tool for formatted text. The obvious question then arise is about the features itself. These are some of the common formatting features available in Word.

- Font Style, Size and Colour
- Header and Footer
- Insert Images
- Add tables and bulleted lists
- Set a page layout
- Add Word Art

3. What are basic functions or uses of Word?

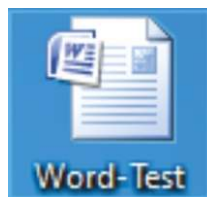
We can use Word for various different reasons. It is one of the most used tool of Microsoft Office. Common functions include.

- Creating text documents
- Editing and Formatting the existing documents
- Making a text document interactive with different features and tools
- Graphical documents, comprising images
- Used by Authors and Researchers
- Detect grammatical errors in a text document

4. What is the extension of Microsoft Word document?

An MS Word file is saved with the extension of **“.doc”** or **“.docx”**

5. What is Symbol of Word document?

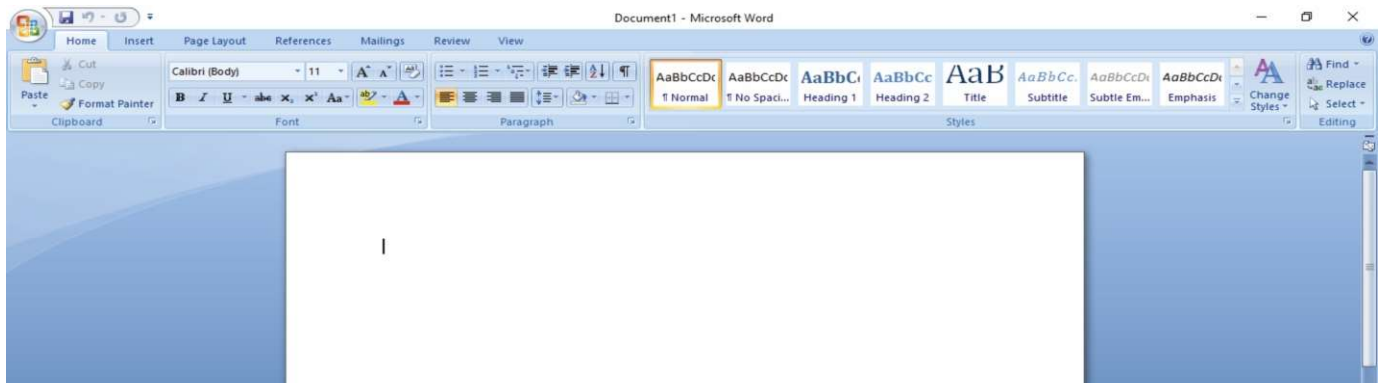


Starting Word

Let us now play with MS Word. To Start MS Window in word, follow these steps:

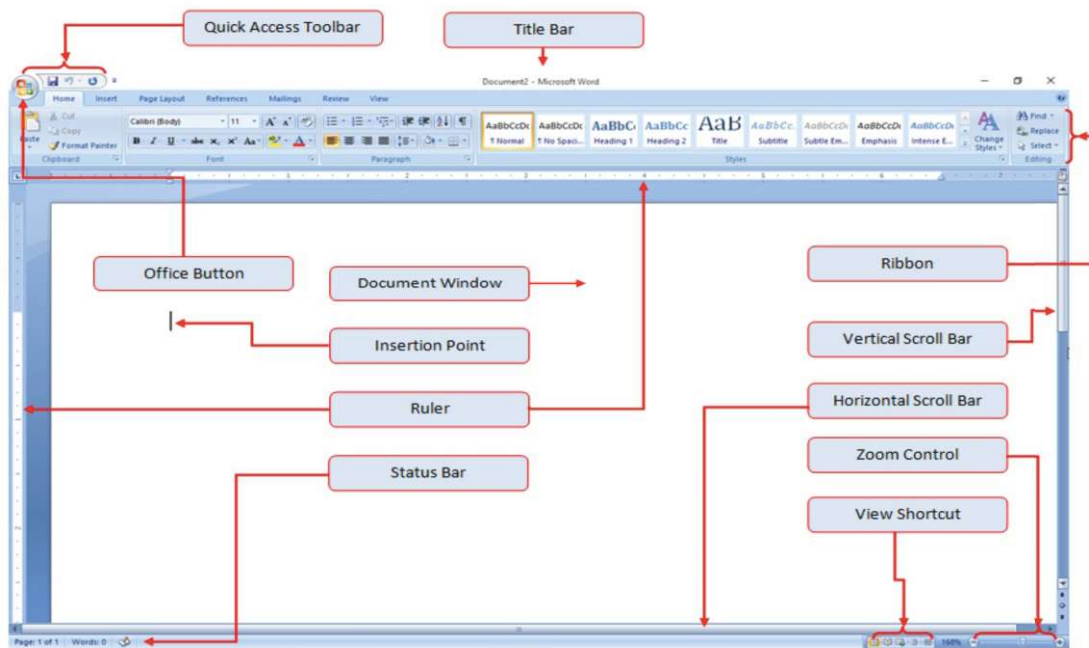
Step 1 - First, open Microsoft Word by searching under “Type here to search”. You can also choose to click on the **START** menu and locate Microsoft Word application.

Step 2 - If you were successful with Step 1, you would see a Word document being opened.



Explore Word Document

Let us look into various elements available in a word document.



To familiarize Microsoft Word you need to know the basic parts and controls when you open the program.

We labelled every part of the interface of Microsoft word 2007 in the previous picture for you to understand.

Title Bar – A bar that displays the name of active document. This is present at the top of the Word document.

Quick Access Toolbar – **Collection of buttons** that provide one click access to commonly used commands such as Save, Undo or Redo.

This is located at the top-left corner of the document. You can also customize this according to your preference.

Ribbon – **The main set of commands** and controls organized task in Tabs and groups, you can also customize the ribbon according to your preference

Vertical Scroll Bar – **Scroll bar** to use when you want to scroll **vertically** through the document window

Horizontal Scroll Bar – **Scroll bar** to use when you want to scroll **horizontally** through the document window.

Zoom Control – Used for **magnifying** and **shrinking** of the active document.

View Shortcut – Buttons used to change how the worksheet content is **displayed**. Print Layout, Full Screen Reading, Web Layout, Outline or Draft.

Status Bar – It **displays information** about your document, such as what page you are currently viewing and how many words are in your document, etc.

Ruler – It used to **set the alignment** and **margins** of the elements in the documents.

Insertion Point – It is the **blinking vertical line** in your document. It indicates where you can enter text on the page. You can use the insertion point in a variety of ways. When a new blank document opens, the insertion point is located in the top-left corner of the page.

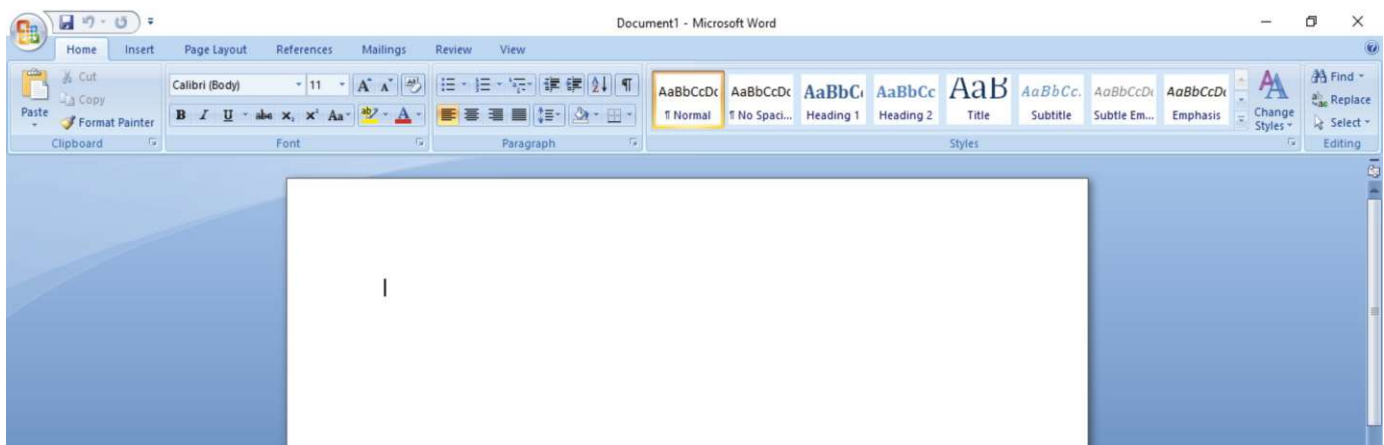
Document Window – The **white space** where you can type or attached all the data you need in the document.

Office Button/File Menu – Office button in MS Word 2007 and File Tab for MS Word 2010 or higher version. It provides **access** to document level features and program settings.

Creation and Saving Word Document

Step 1 - First, open Microsoft Word by searching under “Type here to search”. You can also choose to click on the **START** menu and locate Microsoft Word application.

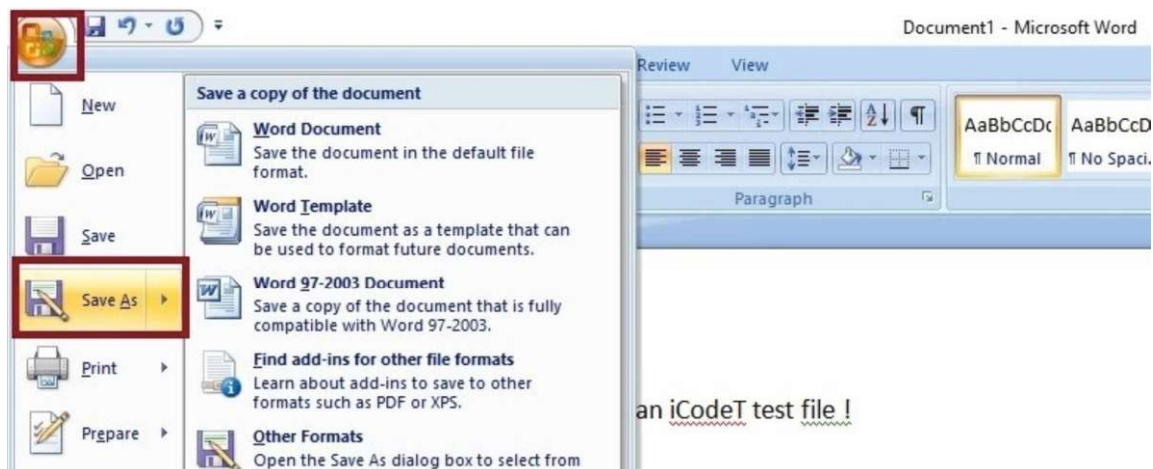
Step 2 - If you were successful with Step 1, you would see a Word document being opened.



Step 3 - Type “This is an iCodeT test file !” Or, Choice of your formatted text.

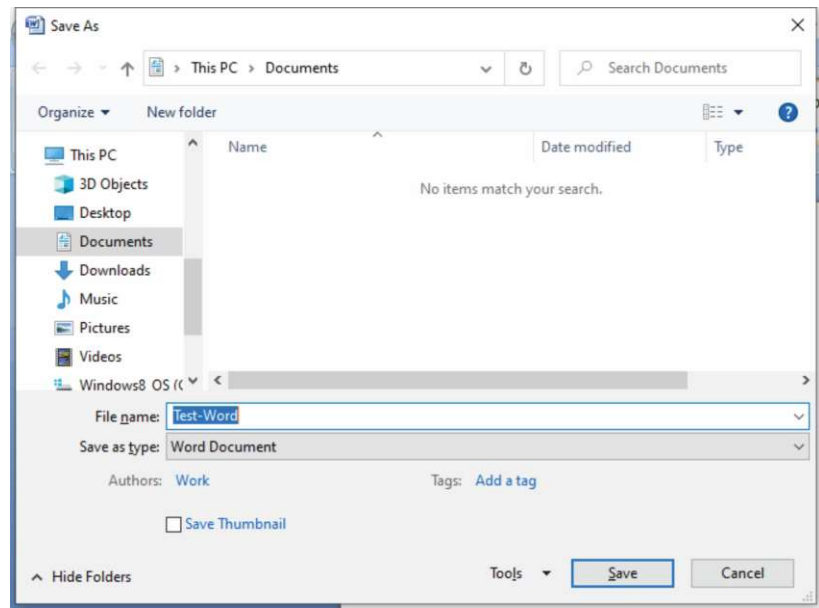
Step 4 - Now save this document file. To save

Office Button (Or, File Button) → Save As



Step 5 - Clicking on “**Save As**” will open a new window. Traverse through the path

- ✓ This PC → Document
- ✓ Enter File Name as → “Test-Word”
- ✓ Click on Save



Save or Save As -

You just used an option “Save As” to save previous document. However, if you noticed you had an option as “Save” as well to save the document. Lets see the difference

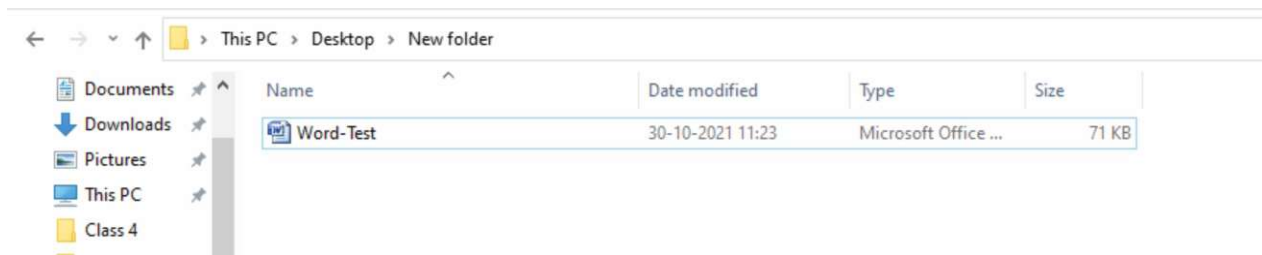
- **Save** - Use this when you want to **save** your content to the already existing file.
 - This means the file was created earlier.
 - You have opened it and modified or updated it.
 - Now you are saving it.
 - The name of the file and location will not change.
- **Save As..** - Use this when you want to **save** your content as a new file.
 - This means you have typed the text in newly created file.
 - The name of the file and location can be changed
 - Since the file was not created earlier, the user must give the meaningful name and the location to save it.
 - Or, if you want to save the existing file in a different location with same or different name then also this option can be used.

Opening Word Document

We create and Save a document so that it can be shared or used in Future. You can open existing document by following 2 Ways:

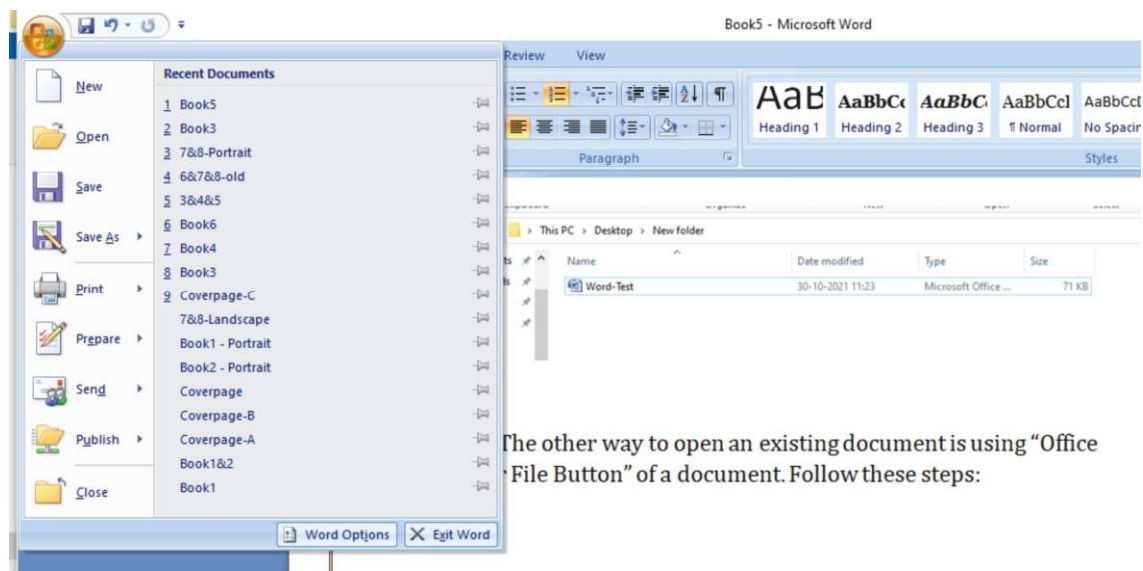
Way 1 – By directly opening a document. Windows Operating system will check relevant file type of the file and open with corresponding document. This involves following steps

1. Traverse or Locate a document you want to open.
2. For example, we want to open document “Word-Test” which is available under location “This PC > Desktop > New Folder”
3. Simply go to the location and
 - a. Double click the document.
 - b. Or, Right click the document and Click on OPEN



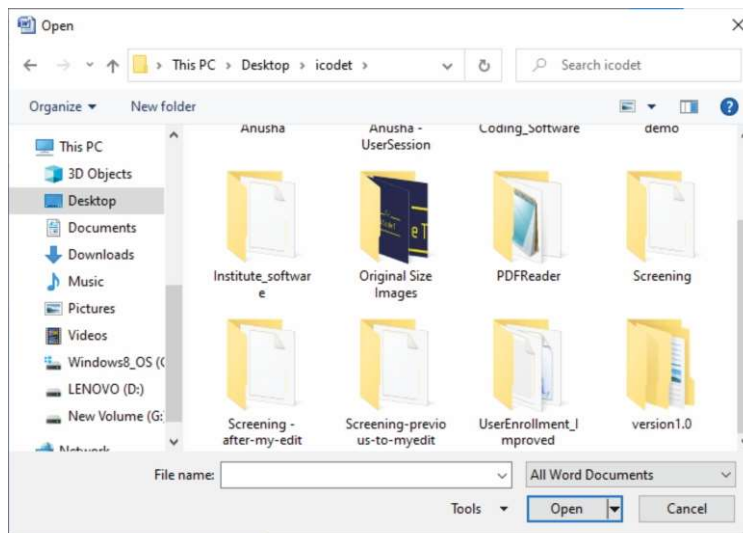
Way 2 – The other way to open an existing document is using “Office Button or File Button” of a document. Follow these steps:

1. Click on **Office Button**



The other way to open an existing document is using “Office File Button” of a document. Follow these steps:

2. Click on **Open Button**. This should open a new window to traverse and locate an existing document.



3. Locate and Select your document, then click on Open button. This shall open the desired document for you.

Exiting Word Document

Exit -

If you **no longer** need a document to be kept **open**. You can **Exit** or in other words **Close** by

1. **Click** on **File** Menu. This will show a drop-down list with other options to work.
2. **Click** on **Exit Word or Close** option. This will close the window.

*Alternatively, you can also close the word document with **Close (X)** button on the top right corner of the word.*

Fun Facts:

Recent Documents – This is an area under Office Button which lists all the documents recently for ease of access and to open.

