

Chapter 1

FORMATTING WORD DOCUMENT



What is MS Word?

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

What is 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***.

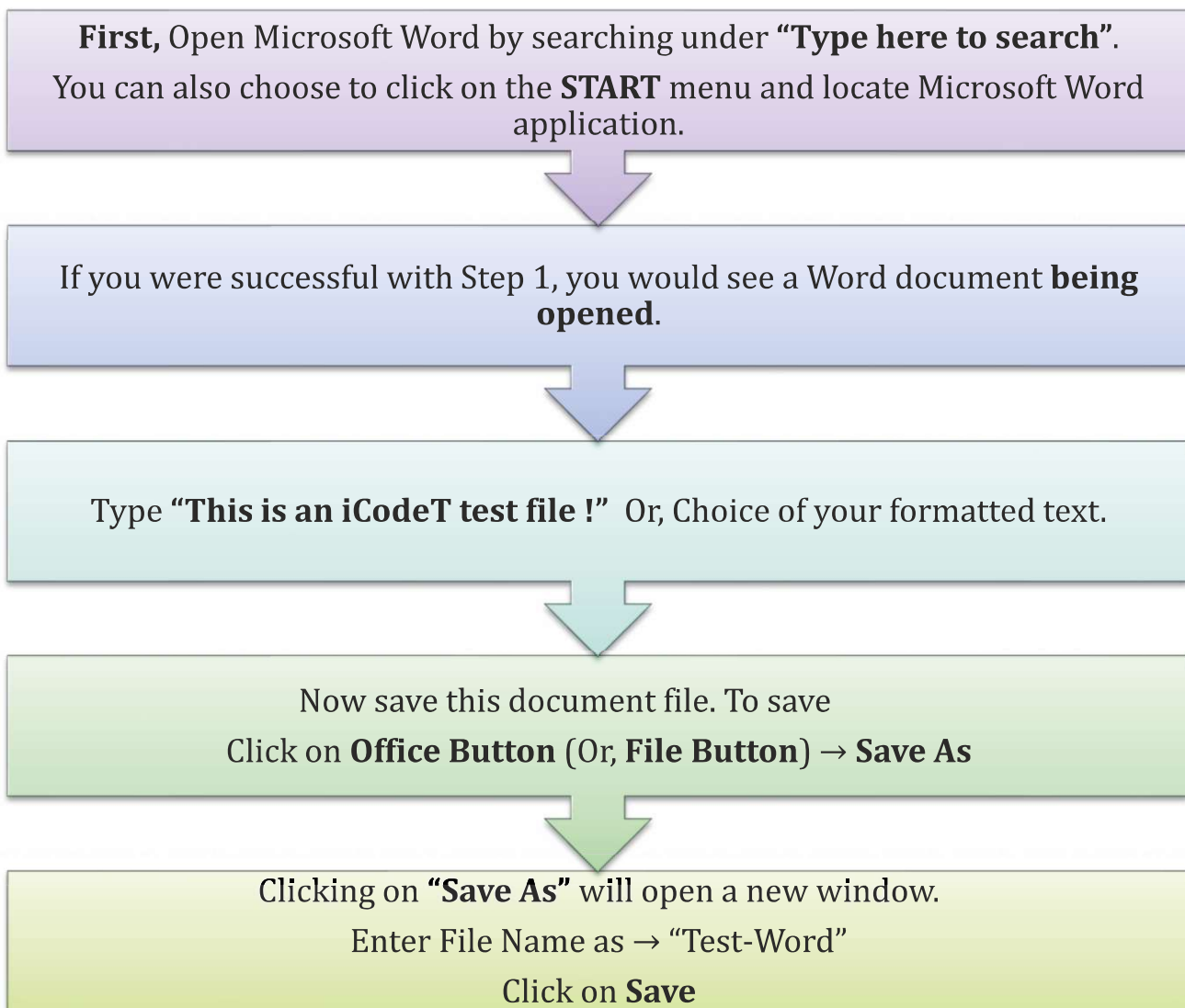
Word Features

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

Word Functions

- 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

Steps To Open, Write and Save a Word Document



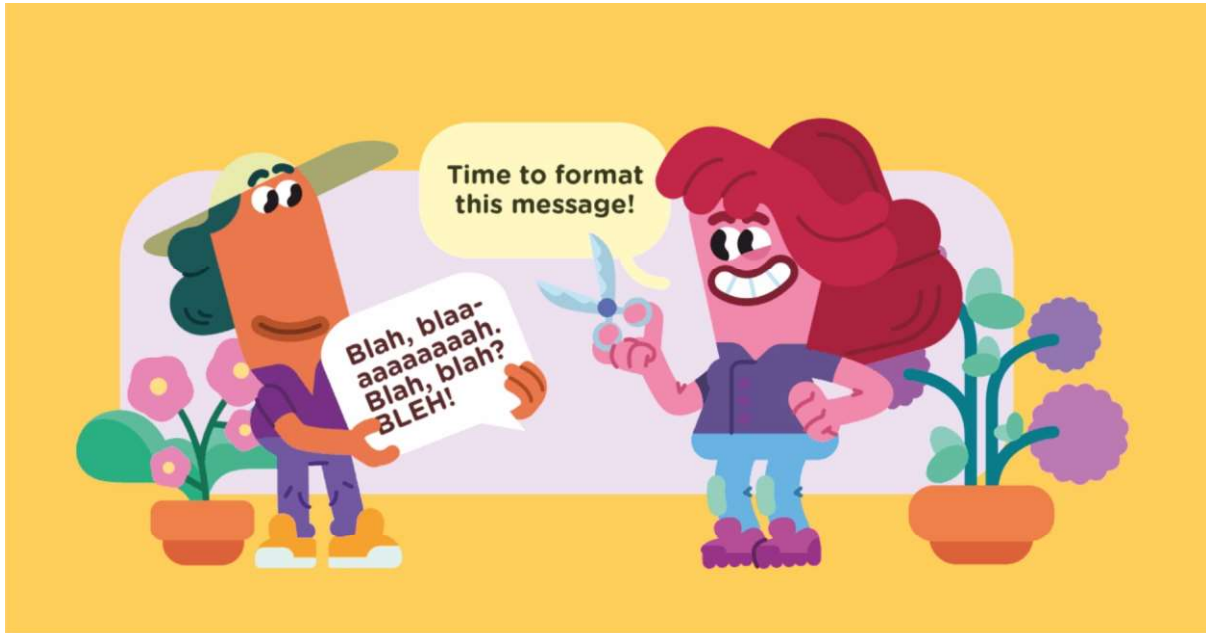
SAVE

- **SAVE** - Use this when you want to **save** your content to the *already existing file.*

SAVE AS

- **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.

FORMATTING WORD DOCUMENT



You are now familiar with Microsoft Word or Word. Let us now
Format It

To learn this chapter, we will

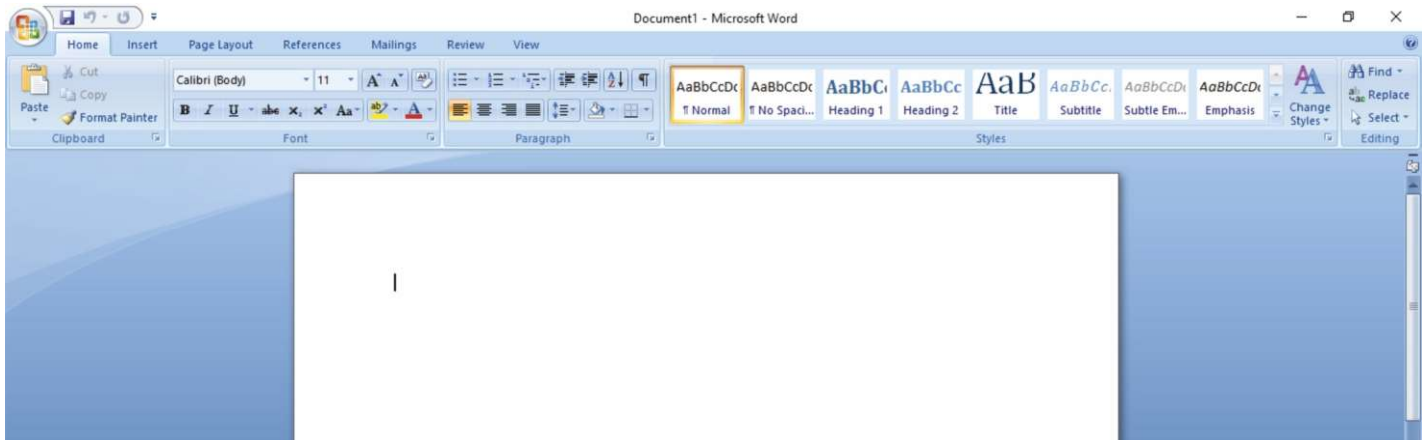
- First create an empty word document.
- Then, we will write some plain text into it.
- Finally we will format this plain text into Formatted Text.

We will create a document with below text and format it.

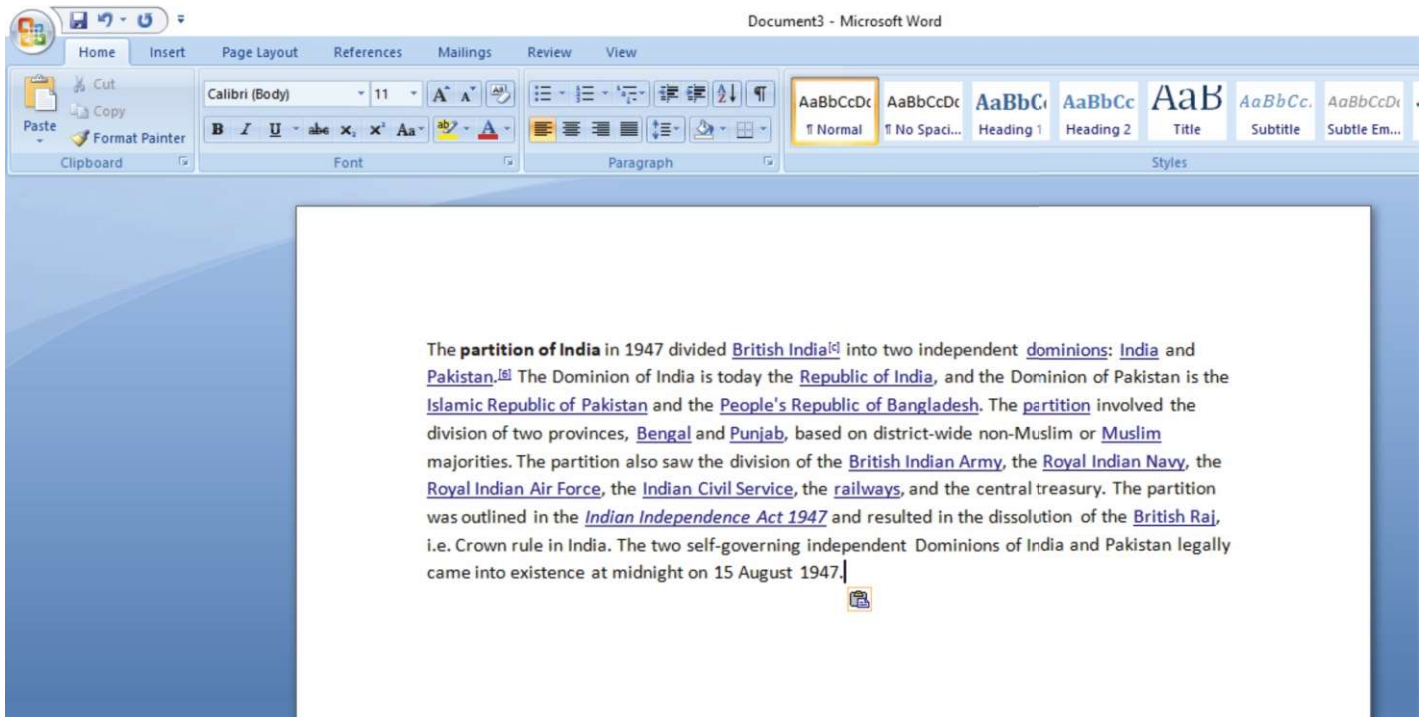
The **partition of India** in 1947 divided [British India](#)^[c] into two independent dominions: [India](#) and [Pakistan](#).^[6] The Dominion of India is today the [Republic of India](#), and the Dominion of Pakistan is the [Islamic Republic of Pakistan](#) and the [People's Republic of Bangladesh](#). The [partition](#) involved the division of two provinces, [Bengal](#) and [Punjab](#), based on district-wide non-Muslim or [Muslim](#) majorities. The partition also saw the division of the [British Indian Army](#), the [Royal Indian Navy](#), the [Royal Indian Air Force](#), the [Indian Civil Service](#), the [railways](#), and the central treasury. The partition was outlined in the [Indian Independence Act 1947](#) and resulted in the dissolution of the [British Raj](#), i.e. Crown rule in India. The two self-governing independent Dominions of India and Pakistan legally came into existence at midnight on 15 August 1947.

First create an empty word document.

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



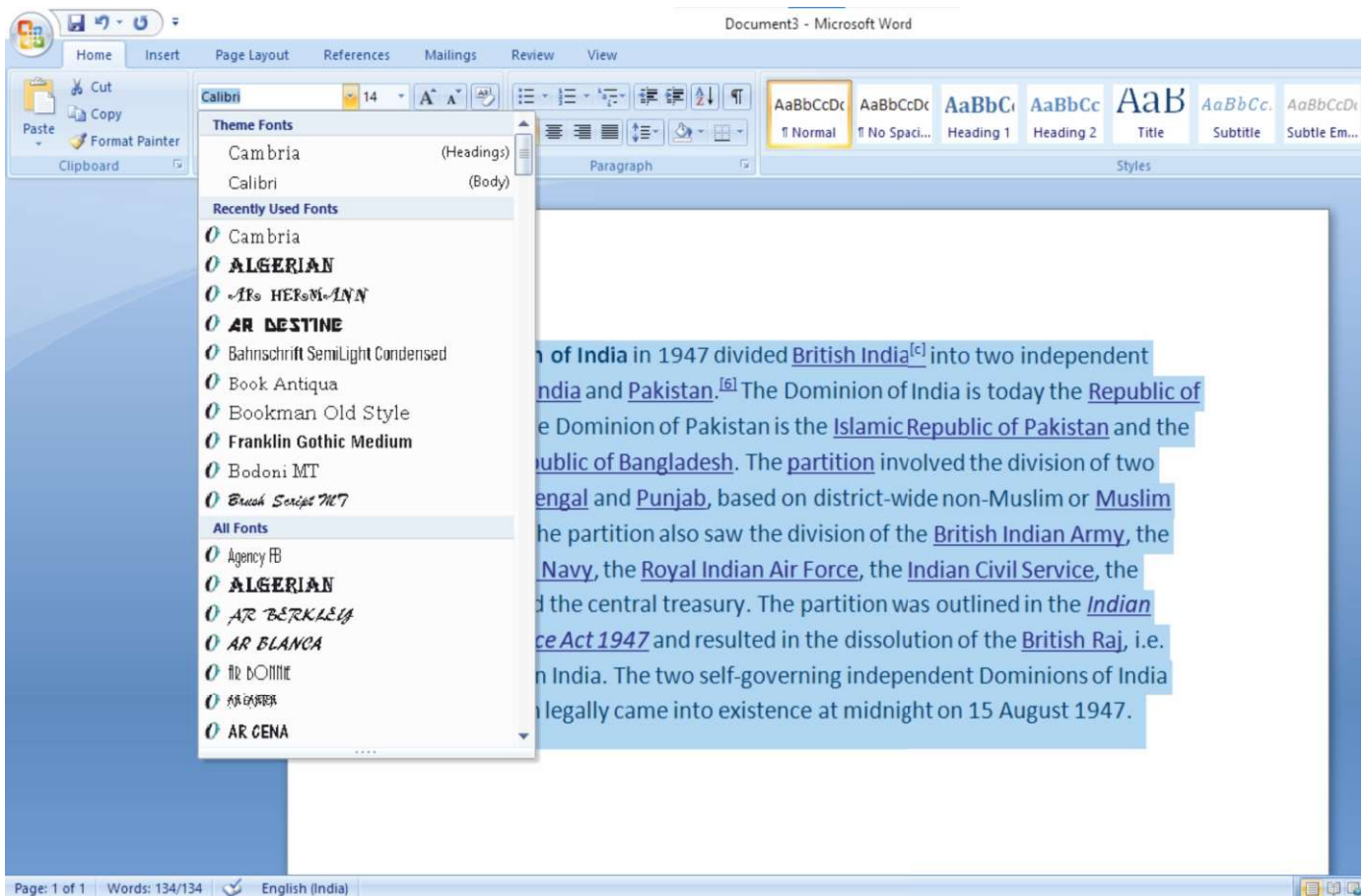
Second – Write the above text in this document.



Finally – Lets Format this document against various elements

Change Font Type and Font Size - We will change the Font type to “Cambria” and Size to “14”. To do this, follow:

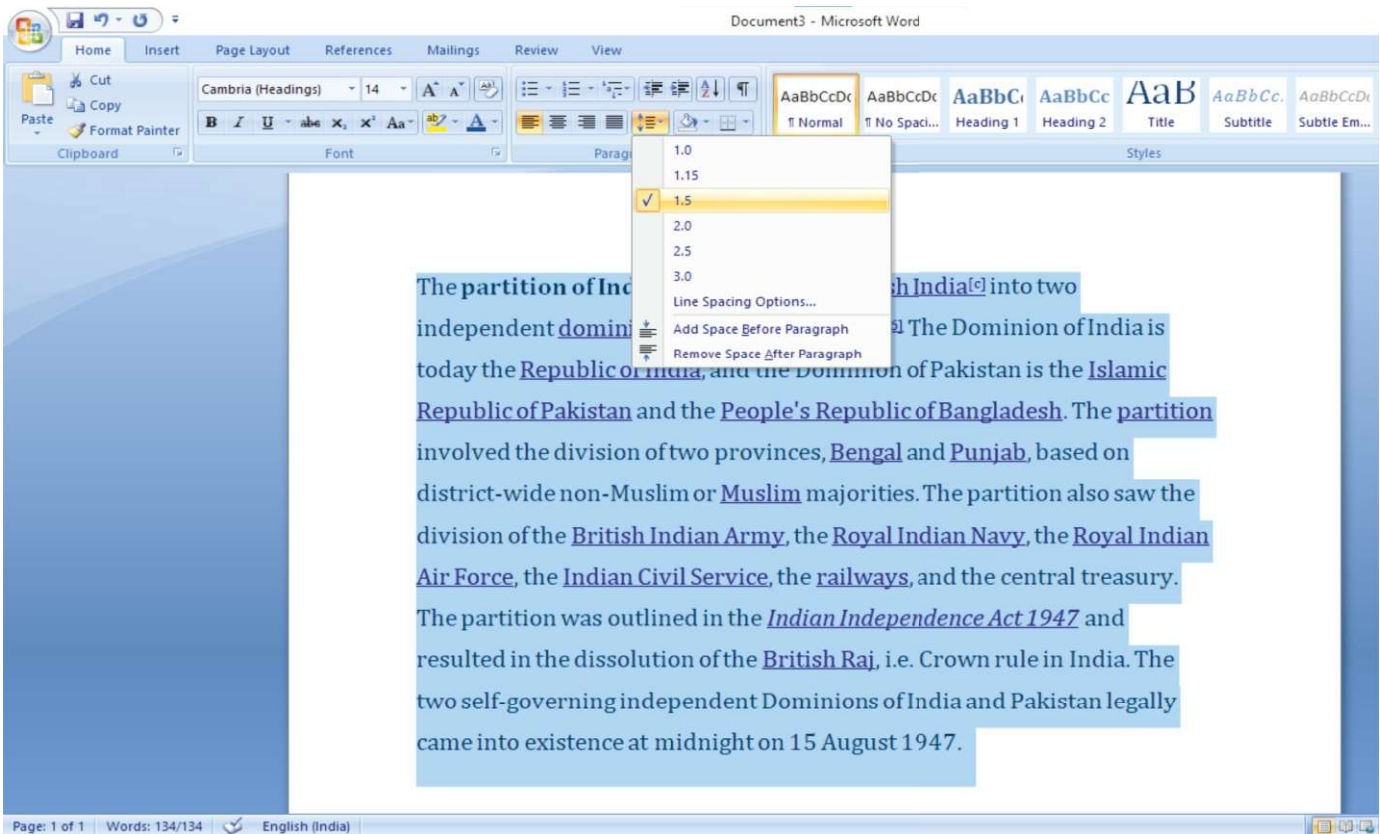
- **Select** portion of text or all text using “**Ctrl+A**”.
- Under **Ribbon Tab** locate “**Font**” command area.
- Click on drop-down list and select “**Cambria**” as **Font type**.
- Click on drop-down list and select “**14**” as **Font size**.



Outcome – This will change the Font Type to “Cambria” and Size to “14”

Change Line Spacing to 1.5 - Line spacing is a space between lines of text. It is used so that the document is more readable.

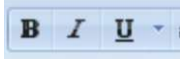
- **Select** portion of text or all text using “**Ctrl+A**”.
- Under **Ribbon Tab** locate “**Paragraph**” command area.
- Click on **Line Spacing** drop-down list and select “**1.5**”.



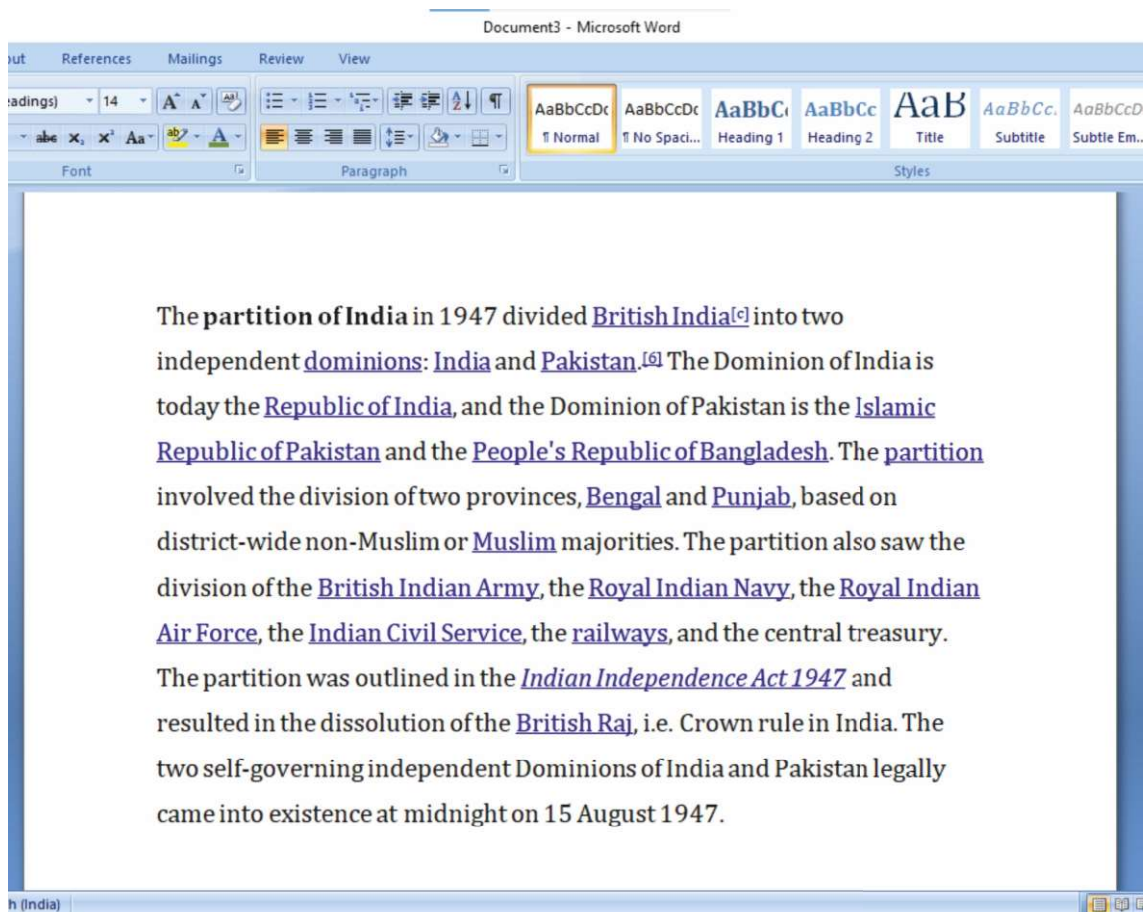
Outcome – This will change the spaces between lines to 1.5

Use other format options to beautify paragraph

We have numerous options by which this document can be formatted better. We will use some of the following.

- [Bullets, Numbering and Multilevel list](#) under Paragraph 
- [Bold , Italic and Underline](#) option under Font 
- [Text colour](#) option under Font 
- [Enter](#) command of Keyboard to break a line to a new line.
- [Tab](#) command of Keyboard to create a longer space between words of same line.

Currently the document looks something like



Select text **India** wherever in paragraph and Italice, Bold & Underline it.

To bold a text –

- Select the text and click on **B** under Font. Or,
- Select the text and press on “Ctrl+B” in keyboard

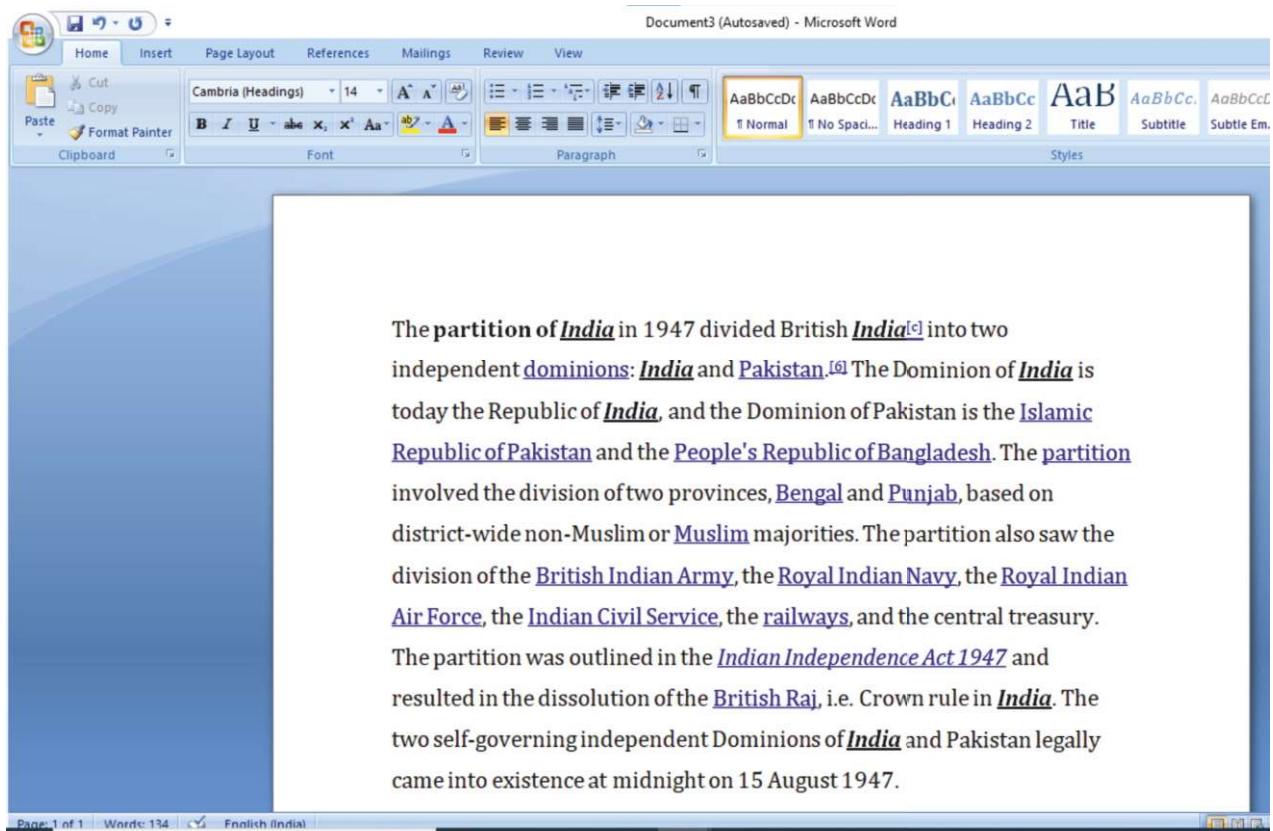
To italicize a text –

- Select the text and click on **I** under Font. Or,
- Select the text and press on “Ctrl+I” in keyboard

To Underline a text –

- Select the text and click on **U** under Font. Or,
- Select the text and press on “Ctrl+U” in keyboard

After selecting the text India in the paragraph and following the above commands. The result will look something like.



Use Bullets, Numbers and Multilevel List under Paragraph to Format it Further. Use your own judgement to format.

Also,

Use Enter, Tab and Space Key as well to format

The result may look something like.

The **partition of *India*** in 1947 divided British *India*^[6] into two independent dominions:

1. *India* and
2. *Pakistan*.^[6]

The Dominion of *India* is today the Republic of *India*, and the Dominion of Pakistan is the Islamic Republic of Pakistan and the People's Republic of Bangladesh. The partition involved the division of two provinces, Bengal and Punjab, based on district-wide non-Muslim or Muslim majorities.

The partition also saw the division of the

- Defence Forces
 - British Indian Army,
 - the Royal Indian Navy,
 - the Royal Indian Air Force,
 - the Indian Civil Service,
- the railways, and
- the central treasury.

The partition was outlined in the Indian Independence Act 1947 and resulted in the dissolution of the British Raj, i.e. Crown rule in *India*. The two self-governing independent Dominions of *India* and Pakistan legally came into existence at midnight on 15 August 1947.

Select text 1947 and colour it with Red

To Colour text –

- Select the text and click on  under Font. Click on drop down list and select the colour of choice.

Hurrey, We have converted plain text of word document into a formatted text

Plain Document

The **partition of India** in 1947 divided [British India](#)^[c] into two independent [dominions](#): [India](#) and [Pakistan](#).^[6] The Dominion of India is today the [Republic of India](#), and the Dominion of Pakistan is the [Islamic Republic of Pakistan](#) and the [People's Republic of Bangladesh](#). The [partition](#) involved the division of two provinces, [Bengal](#) and [Punjab](#), based on district-wide non-Muslim or [Muslim](#) majorities. The partition also saw the division of the [British Indian Army](#), the [Royal Indian Navy](#), the [Royal Indian Air Force](#), the [Indian Civil Service](#), the [railways](#), and the central treasury. The partition was outlined in the [Indian Independence Act 1947](#) and resulted in the dissolution of the [British Raj](#), i.e. Crown rule in India. The two self-governing independent Dominions of India and Pakistan legally came into existence at midnight on 15 August 1947.



Formatted Document

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