

CHAPTER 3



WORD PROCESSING

Office Automation is a necessity for modern offices. The word '*office automation*' denotes replacement of manual office operations by machine.

In simple terms, office automation is the use of computer systems to execute a variety of office operations, such as word processing, electronic filing, accounting, and e-mail. These operations are the basic requirements of any office or department within an organization.

A variety of office automation devices are used in modern offices which include FAX machines, copiers, computers, printers etc.

Office automation is the backbone of organizations which makes work easier. Some of the basic benefits of an office automation system are:

- It eliminates the need for a large staff.
- It handles all the office functions which include dictation, typing, filing, copying, FAX, e-mails etc.
- It reduces storage space, speeds retrieval and allows several employees to access the same data at the same time.
- It handles large volume of work in a better manner with greater accuracy and speed.
- It increases the productivity of an organization.
- It facilitates better communication.
- It reduces the operational cost of an organization.
- It saves time and resources of an organization.

- Paperless office.
- Smart Monitoring.

3.1 MICROSOFT OFFICE - AN INTRODUCTION

The *Microsoft Office* suite is an essential collection of desktop applications that can assist user in many projects. It is a complete package includes number of application softwares like: Word, Excel, PowerPoint, Access and much more. Each program serves a different purpose and is compatible with other programs included in the package. The suite of programs is compatible with both the Windows and Macintosh operating system. You can write letters, perform numerical and logical calculations, prepare presentations, and maintain records etc. with the help of various tools available in Microsoft Office.

The main components of Microsoft Office suit are- *Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft FrontPage, Microsoft Outlook* and *Microsoft Publisher*.

- **Microsoft Word**

Microsoft Word is a word processing program that enable user to create, edit, save and print documents.

- **Microsoft Excel**

Microsoft Excel is a spreadsheet program that lets user manipulate the data by using number of built-in functions.

- **Microsoft PowerPoint**

Microsoft PowerPoint is a presentation program which helps to create presentations for business settings.

- **Microsoft Access**

Microsoft Access is a database management program that lets user to store and organize data in a set of tables.

- **Microsoft FrontPage**

Microsoft FrontPage is a website development tool that allows users to create and manage web pages.

- **Microsoft Outlook**

Microsoft Outlook is an e-mail software program that allows users to send and receive e-mail.

- **Microsoft Publisher**

Microsoft Publisher is used to produce professional looking publications. With the layouts and templates in Publisher, you can create brochures, newsletters, invitations, business cards and more.

3.2 WORD PROCESSING

Word Processing enables the users to create and edit documents. To perform word processing, we need a computer, a special program called a *word processor* and a printer.

A word processor enables us to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer. The most popular examples of word processors are *MS-Word*, *WordPad* and *Notepad*.

The great *advantage or benefits* of word processing over using a typewriter are that we can make changes without retyping the entire document. If we make a typing mistake, we simply back up the cursor and correct our mistake. If we want to delete a paragraph, we simply remove it, without leaving a trace. It is equally easy to insert a word, sentence, or paragraph in the middle of a document. Word processors also make it easy to move sections of text from one place to another within a document, or between documents. When we have made all the changes we want, we can send the file to a printer to get a hardcopy.

3.2.1 Word Processing Concepts

Word processing is the act of creating, formatting, and editing documents using a computer program called a *word processor*.

Here are some fundamental concepts or features related to word processing:

1. **Document:** A document is the basic unit of work in word processing. It can include text, images, tables, and other elements. Documents can be letters, reports, memos, or any other type of written content.
2. **Word Processor:** The software application used for creating, editing, and formatting documents. Examples include Microsoft Word, Google Docs, and LibreOffice Writer.
3. **Text:** Text is the written content within a document. Word processing software allows users to input, edit, and format text, including features like font styles, sizes, and colors.
4. **Editing:** Editing involves making changes to the content of a document. Word

processors provide various tools for editing, such as cut, copy, paste, find, replace, and spell check.

5. **Formatting:** Formatting refers to the appearance of text and other elements in a document. This includes font styles, sizes, alignment, line spacing, indentation, and the use of bold, italics, or underline.
6. **Styles:** Styles are sets of formatting options that can be applied consistently throughout a document. They help maintain a uniform look for headings, paragraphs, and other elements.
7. **Headers and Footers:** Headers and footers are sections at the top and bottom of each page, respectively. They often contain page numbers, document titles, or other repeating information.
8. **Tables:** Tables allow users to organize information in rows and columns. Word processors provide tools for creating, editing, and formatting tables within documents.
9. **Graphics and Images:** Word processing software allows users to insert and manipulate graphics, images, and other visual elements within documents.
10. **Bullets and Numbering:** Formatting options used to create lists. Bullets represent unordered lists, while numbering is used for ordered lists.
11. **Cut, Copy, and Paste:** Operations used to move or duplicate text and other elements within a document or between different documents.
12. **Undo and Redo:** Allow users to reverse or repeat the last action performed, providing a way to correct mistakes.
13. **Spell Check and Grammar Check:** Word processors typically include spell check and grammar check features to help users identify and correct spelling and grammatical errors in their documents.
14. **Templates:** Templates are pre-designed document formats that users can customize for specific purposes. They provide a starting point for creating documents with a consistent layout.
15. **Mail Merge:** Mail merge is a concept that allows users to create personalized documents by merging data from a spreadsheet or database into a word processing document.
16. **Macros:** Macros are automated scripts that can be used to perform repetitive tasks in a word processing document.

17. **Search and Replace:** It allow users to find specific words or phrases within a document and replace them with others.
18. **Page Layout:** Adjusting the overall appearance of a page, including margins, orientation (portrait or landscape), and page size.
19. **Printing:** The process of producing a hard copy of a document on paper using a printer.
20. **Document Export:** Saving a document in different file formats, such as PDF, for sharing or printing while maintaining formatting.

3.3 STARTING MICROSOFT WORD

To Start Microsoft Word 2010 from the Start Menu:

1. Click on the **Start** button, point to **All Programs** then click on **Microsoft Office** and click on **Microsoft Word 2010**.
2. This will launch **Microsoft Word 2010** application and the first screen that you will see a new blank page document.

Let us understand the various important elements of this window:

1. **File Tab:** The *File tab* replaces the *Office button* from Word 2007. You can click it to check *Backstage* view, which is the place to come when you need to open or save files, create new documents, print a document, and do other file-related operations.
2. **Quick Access Toolbar:** The Quick Access Toolbar you will find just above the File tab and its purpose is to provide a convenient place for the Word most frequently used commands. You can customize this toolbar based on your comfort.
3. **Ribbon:** Ribbon contains commands organized in three components:
 - (i) **Tabs:** Tabs appear across the top of the Ribbon and contain groups of related commands. *Home, Insert* and *Page Layout* are the examples of ribbon tabs.
 - (ii) **Groups:** Groups organize related command. Each group name appears below the group on the Ribbon. For example: Group of commands related to fonts (Font group) or group of commands related to alignment (Paragraph group) etc.
 - (iii) **Commands:** Commands appear within each group as mentioned above. For example: *Bold, Italic* and *Underline* are the commands appear under *Font group* of *Home tab*.

Following is the basic window which you get when you start word application:

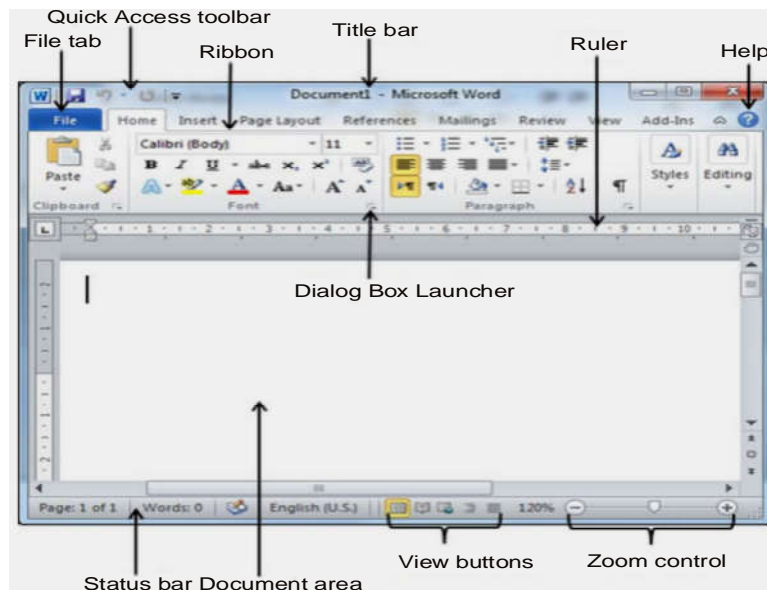


Fig. 3.1 (Microsoft Word Window or Screen Layout)

4. **Title bar:** Title bar lies at the top of the window. It shows the program and document titles.
5. **Rulers:** Word has two rulers - a horizontal ruler and a vertical ruler. The horizontal ruler appears just beneath the Ribbon and is used to set margins and tab stops. The vertical ruler appears on the left edge of the Word window and is used to measure the vertical position of the elements on the page.
6. **Help:** The Help Icon can be used to get word related help anytime you like. This provides tutorial on various subjects related to word.
7. **Zoom Control:** Zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider that you can slide left or right to zoom in or out. + and - buttons you can click to increase or decrease the zoom factor.
8. **View Buttons:** The group of five buttons located to the left of the Zoom control, near the bottom of the screen, lets you switch among Word's various document views.
 - (i) **Print Layout view:** This displays pages exactly as they will appear when printed.
 - (ii) **Full Screen Reading view:** This gives a full screen look of the document.

- (iii) **Web Layout view:** This shows how a document appears when viewed by a Web browser, such as Internet Explorer.
 - (iv) **Outline view:** Outline view divides a document into sections defined by *headings* and *text*. A *heading* represents a main idea. *Text* contains one or more paragraphs that are attached to a particular heading.
 - (v) **Draft view:** This displays the document without top or bottom page margins, where page breaks appear as dotted lines. For example, headers and footers are not shown.
9. **Document Area:** Document area is the area where you type. The flashing vertical bar is called the insertion point and it represents the location where text will appear when you type.
 10. **Status Bar:** This displays document information as well as the insertion point location. From left to right, this bar contains the total number of pages and words in the document, language etc.
 11. **Dialog Box Launcher:** This appears as very small arrow in the lower-right corner of many groups on the Ribbon. Clicking this button opens a dialog box or task pane that provides more options about the group.

3.4 CREATING A NEW DOCUMENT

Word files are called *Documents*. When you start a new project in Word, you will need to **create a new document**, which can either be *blank* or from a *template*.

Each time you create a new document, you have the option of choosing different types of templates that are already formatted and designed for specific purposes, such as a calendar, newsletter, sales report, or corporate slide show presentation, as shown in **Figure 3.2**.

To Create a New Document:

1. Click the **File tab**.
The *Backstage View* appears.
2. Click **New**.
A list of templates appears (see **Figure 3.2**).
3. **Double-click** the template you want to use.

Word creates a new document based on your chosen template.

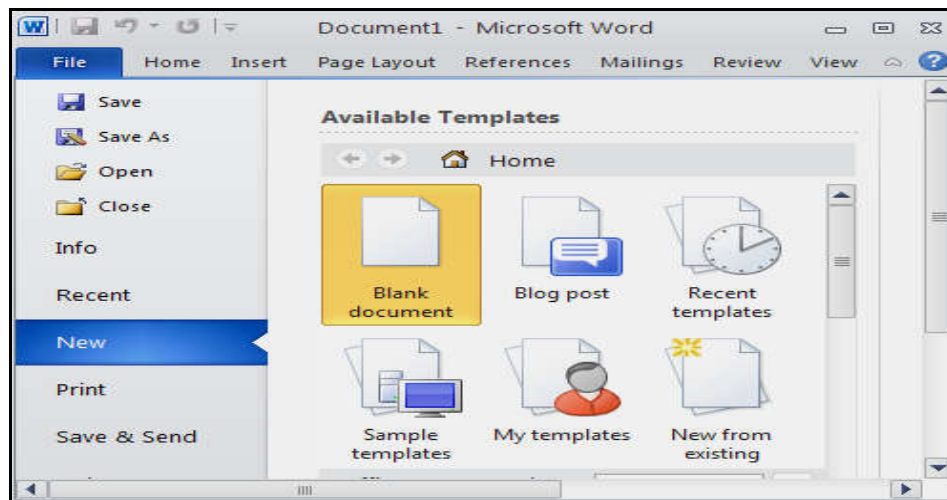


Fig. 3.2 (Creating a New Document – Using Templates)

OR

4. Click on **New** button present under **Quick Access Toolbar**.



Fig. 3.3 (Creating a New Document – Using New Button)

OR

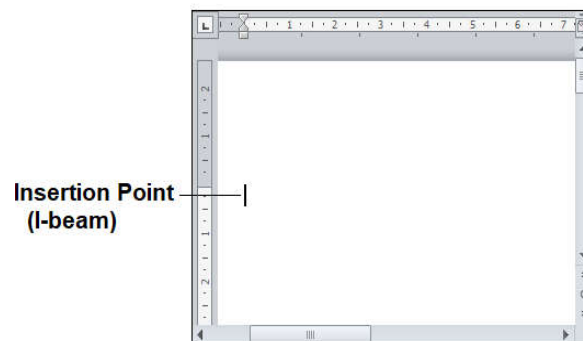
5. Press **Ctrl + N** key combination from the keyboard.

3.5 INSERTING TEXT

Once you have created a new word document, you can type or insert the text that you want to appear in your document. The **insertion point** (also called a cursor) is the *blinking line* that indicates where text will be inserted when you begin typing.

To Move the Insertion point:

1. Use your mouse to move your insertion point anywhere within the file. Move your mouse until the **I-beam** is where you want your insertion point and **click**.
2. Use your keyboard's *arrow keys* to move your insertion point up, down, left, or right. These movements will move your insertion point one space or line at a time. This method is especially useful if you only need to move a few spaces or line back in a file to make a correction.



3. Hold the **Ctrl** key (Control key) and press *up* or *down* arrow keys to jump up or down a paragraph at a time.
4. Press **Pg Up/Pg Down** to jump up/down the document one page at a time.

3.5.1 Inserting File

If you want to insert text from another file or document into the document that you are working on, then you have to perform the following steps:

1. First of all, open the file or document in which you want to insert the text.
2. Now, move the insertion point at that position where you want to insert the text.

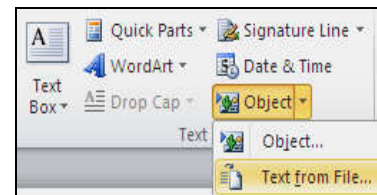


Fig. 3.4 (Inserting Text from File)

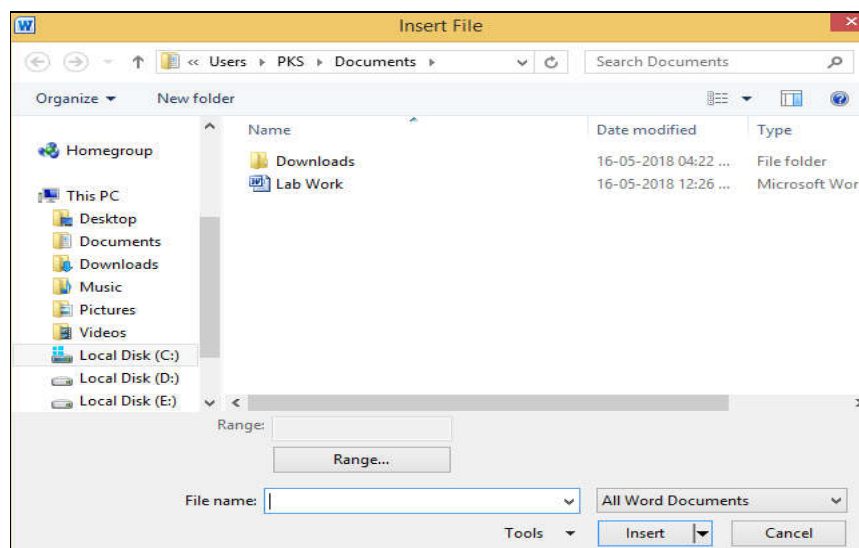


Fig. 3.5 (Insert File Dialog box)

3. On the **Insert tab**, in the **Text group**, click the arrow next to **Object**, and then click **Text from File**. **Insert File dialog box** will appear.
4. In the **Insert File dialog box**, locate the file that you want, and then **double-click** it.
5. Now the contents of the selected file would be inserted at that point in your currently opened document.

Note: If you want to insert the header and footer also, be sure to insert the text from the file in a new section so that the header and footer are applied to only those pages.

3.6 OPENING AN EXISTING DOCUMENT

There may be a situation when you open an existing document and edit it partially or completely.

To Open an Existing Document:

1. Click the **File tab**.

The *Backstage View* appears.

2. Click **Open**.

An **Open dialog box** appears, as shown in **Figure 3.6**

3. Finally locate and select a file which you want to open, and then click **Open**.
Your chosen file appears, ready for editing.

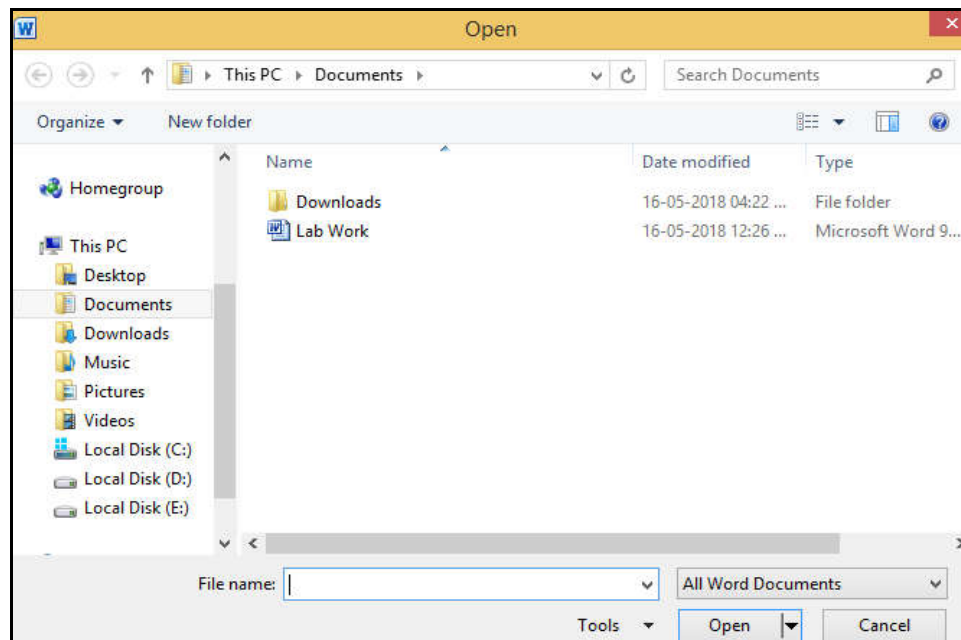


Fig. 3.6 (Open Dialog box)

3.6.1 Opening a recently used document

As a shortcut, Word keeps track of your most recently opened documents and stores them in a list so you can find them again. If you need to open a document that you opened earlier, you may find it much faster by locating it through this list of recently opened files.

To Open a Recently Used Document:

1. Click the **File** tab.

The *Backstage View* appears.

2. Click **Recent**.

The list of recently opened documents appears, as shown in **Figure 3.7**.

3. Click over a document file that you want to open.

Your chosen document appears.

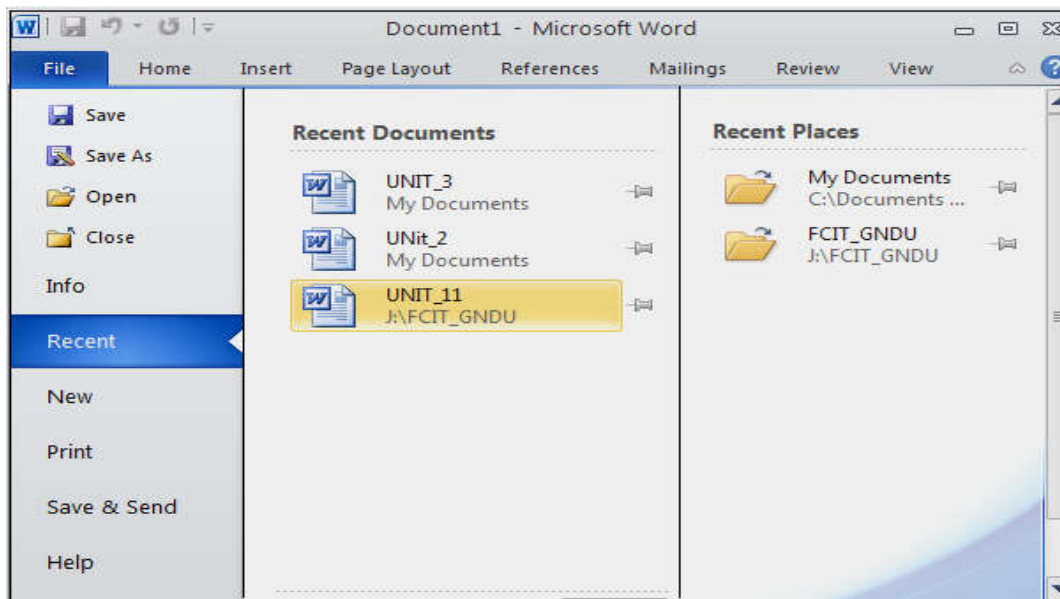


Fig. 3.7 (Opening a Recent used Document)

Note: The list of recently opened documents changes each time you open a different file. If you want to keep a particular filename always displayed on this list, click the *Pin icon* that appears to the right of the filename.

3.7 EDITING DOCUMENTS

Editing a document refers to changing or modifying the contents of an existing file.

In simple terms, editing deals with:

1. Adding additional contents into an existing document.
2. Deleting some contents from an existing document.
3. Modifying contents by replacing them with some other contents.

To enter text just starts typing. The text will appear where the blinking cursor is located. Move the cursor by using the *arrow buttons* on the keyboard or positioning the mouse and clicking the left button. The keyboard shortcuts listed below are also helpful when moving through the text of a document:

Move Action	Keystroke
Beginning of the file	HOME
End of the file	END
Top of the document	Ctrl + HOME
End of the document	Ctrl + END

3.7.1 Adding additional contents into an existing document

To add a particular word at a particular location, you have to set the cursor at the desired location. This can be done either by using the *keyboard arrow keys* or through *mouse*. Arrows keys alternatively referred to as *cursor keys* are used to move the cursor on the screen. Mouse can also be used for specifying the location of the cursor. Simply, move the mouse cursor to the desired location and click there.

Text can be inserted in a document at any point using any of the following methods:

1. **Type Text:** Put your cursor where you want to add the text and start typing.
2. **Copy and Paste Text:** Highlight the text you wish to copy and right click and click **Copy**, put your cursor where you want the text in the document and right click and click **Paste**.
3. **Cut and Paste Text:** Highlight the text you wish to copy, right click, and click **Cut**, put your cursor where you want the text in the document, right click, and click **Paste**.
4. **Drag Text:** Highlight the text you wish to move, click on it and drag it to the place where you want the text in the document.

3.7.2 Deleting some contents from an existing document

To delete some content from an existing document, it must be selected or highlighted

first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the SHIFT key on the keyboard while using the arrow buttons to highlight the text.

The following table contains shortcuts for selecting a portion of the text:

Selection	Technique
Whole word	Double-click within the word.
Whole paragraph	Triple-click within the paragraph.
Several words or lines	Drag the mouse over the words, or hold down SHIFT while using the arrow keys.
Entire document	Under Home Tab , Choose Editing → Select → Select All from the Ribbon OR Press Ctrl + A .

To delete or erase text in your document, use the *Backspace* and *Delete* keys on your keyboard. The Backspace key erases the text to the left of the insertion point one character at a time, whereas the Delete key erases the text to the right of the insertion point.

To delete a large selection of text, highlight it using any of the methods outlined above and press the DELETE key.

3.7.3 Modifying contents by replacing them with some other contents

While working on editing a document you come across a situation very frequently when you want to search a particular word in your document and will be willing to replace this word with another word at few or all the places throughout of the document. This can be done by using *Find and Replace* option in MS-Word.

Note: The **Find and Replace** option is discussed in detail under **section 3.11**.

3.8 SAVING A DOCUMENT

Once you are done with typing in your new word document, it is time to save your document to avoid losing work you have done on a Word document.

Saving a file stores all your data permanently on a hard disk or other storage device.

To Save a Document:

1. Click the **File tab** and select **Save As** option.

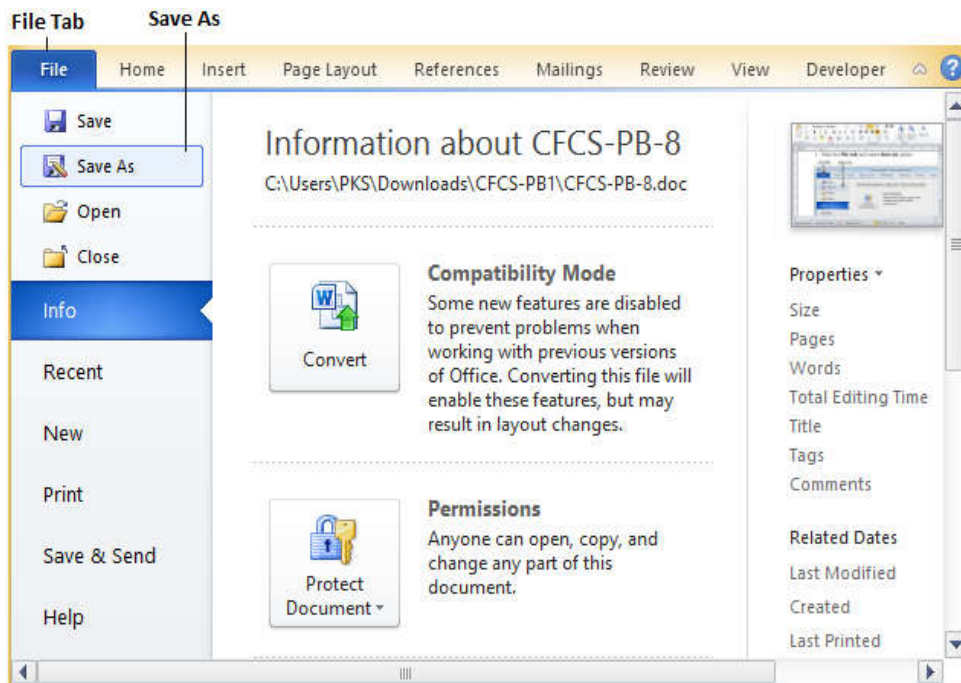


Fig. 3.8 (File Tab: Save As option)

2. A **Save As dialog box** appears, as shown in **Figure 3.9**.

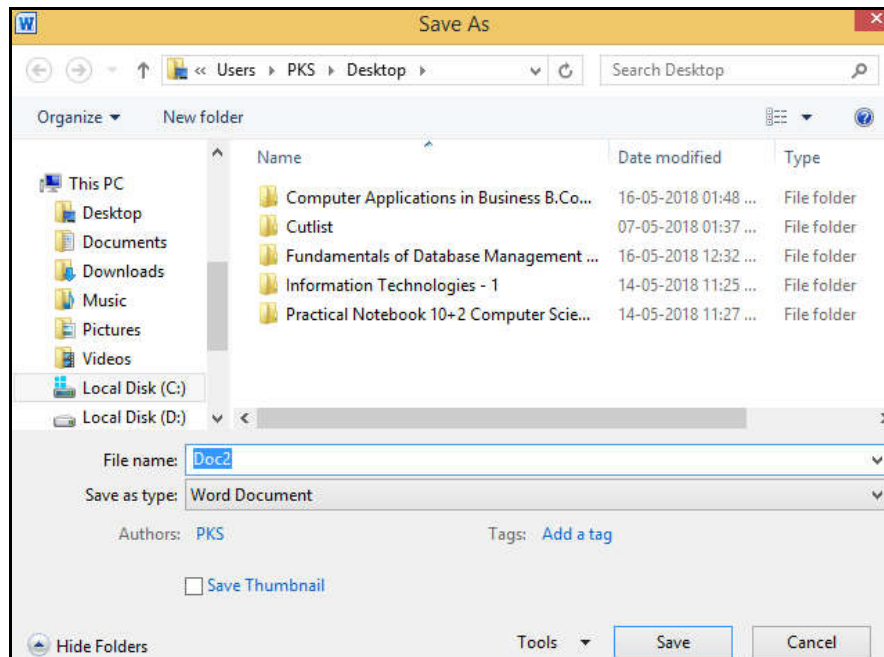


Fig. 3.9 (Save As Dialog box)

3. Select a folder where you would like to save the document, Enter *file name* which you want to give to your document and click on **Save** button.

3.8.1 Saving New Changes

There may be a situation when you open an existing document and edit it partially or completely, or even you would like to save the changes in between editing of the document. If you want to save this document with the same name then you can use either of the following simple options:

- (a) Press **Ctrl + S** keys to save the changes.
- (b) Click on the floppy icon available at the top left corner and just above the **File tab**.
- (c) Use the **Save** option available just above the **Save As** option under **File tab**.

If your document is new and it was never saved so far, then with any of the three options, word would display you a dialogue box to let you select a folder, and enter document name as explained earlier.

Note:

- ◆ Choose **Save As** to rename a document. Be careful not to overwrite your original file.
- ◆ **Save periodically** when you are working in an application. Losing information is never fun. You can quickly save by using the quick- key combination **Ctrl + S**.

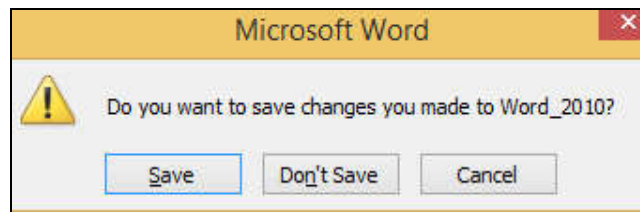
3.9 CLOSING A DOCUMENT

When you are done editing a document file, you need to close it. Closing a file simply removes the file from your screen but keeps your Word program running so you can edit or open another file. If you have not saved your file, closing a file will prompt you to save your changes.

To Close a File:

1. Click the **File tab**.
The *Backstage View* appears.
2. Click **Close**. If you have not saved your file, a dialog box appears asking whether you want to save your changes.

(For a faster way to choose the **Close Command**, press **Ctrl+F4**.)



3. Click **S**ave to save your changes, **D**on't **S**ave to discard any changes, or **C**ancel to keep your file open. If you click either **S**ave or **D**on't **S**ave, MS-WORD closes your file.

3.10 FORMATTING

Formatting in a Word document refers to the process of structuring and styling the text, images, and other elements within a document to enhance its visual appeal and readability. It includes various aspects such as font style, font size, font color, paragraph alignment, line spacing, margins, borders, page orientation etc.

3.10.1 Text Formatting

To create and design effective documents, you need to know how to format text. In addition to making your document more appealing, formatted text can draw the reader's attention to specific parts of the document and help communicate your message.

To Change the Font:

- Select the text you want to modify.
- Click the **drop-down arrow** next to the **Font box** on the **Home tab**. The **Font drop-down menu** appears.

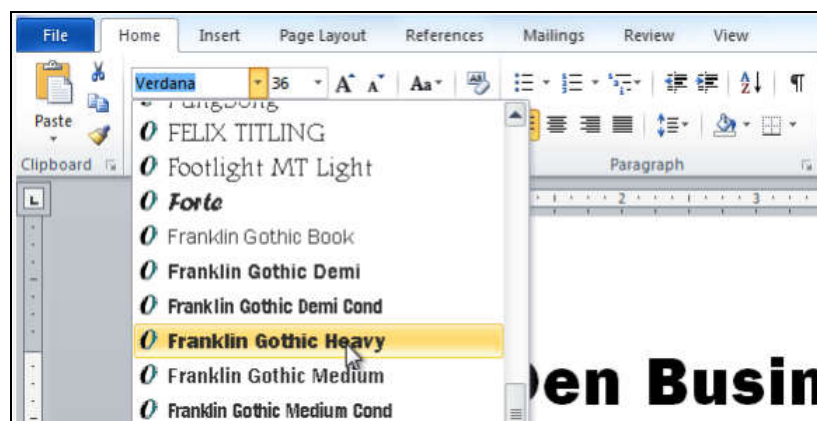


Fig. 3.10 (Font Box in Home Tab)

- Move the mouse pointer over the various fonts. A **live preview** of the font will appear in the document.
- Select the font you want to use. The font will change in the document.

To Format Font Size:

1. Select the text you wish to modify.

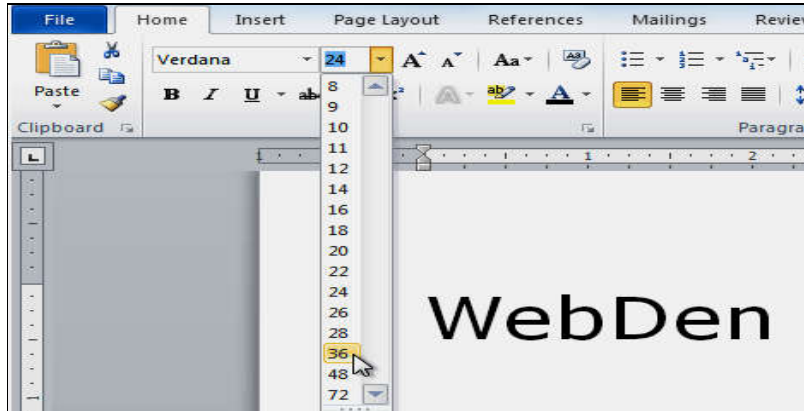


Fig. 3.11 (Font Size Box in Home Tab)

2. **Left-click** the **drop-down arrow** next to the **font size box** on the **Home tab**. The **font size drop-down menu** appears.
3. Move your cursor over the various font sizes. A **live preview** of the font size will appear in the document.
4. **Left-click** the font style you wish to use. The font style will change in the document.

To Format Font Color:

1. Select the text you wish to modify.

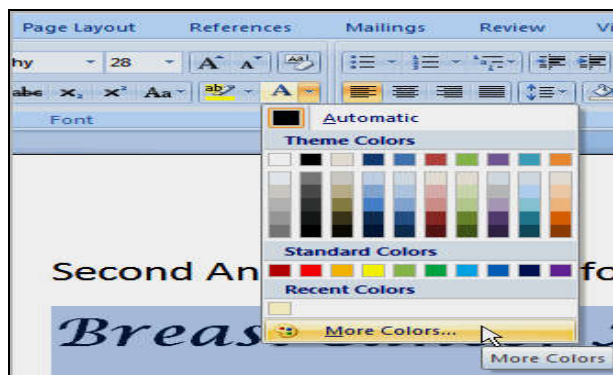


Fig. 3.12 (Font Colors Box in Home Tab)

2. Left-click the **drop-down arrow** next to the **font color box** on the **Home tab**. The **font color menu** appears.
3. Move your cursor over the various font colors. A **live preview** of the color will appear in the document.
4. **Left-click** the font color you wish to use. The font color will change in the document.

To Use the Bold, Italic, and Underline Commands:

1. Select the text you wish to modify.
2. Click the **Bold(B)**, **Italic(I)**, or **Underline(U)** command in the **Font group** on the **Home tab**.

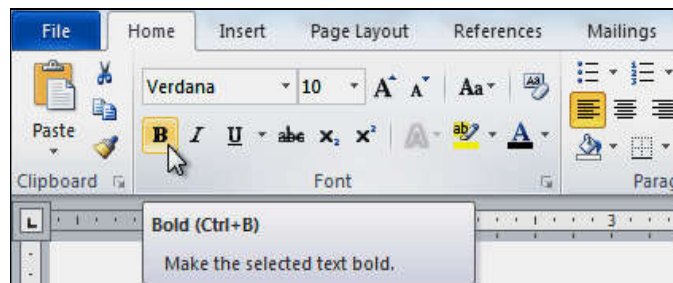


Fig. 3.13 (Font Group: Bold, Italic and Underline)

To Change the Text Case:

1. Select the text you wish to modify.
2. Click the **Change Case** command in the **Font group** on the **Home tab**.
3. Select one of the case options from the list.

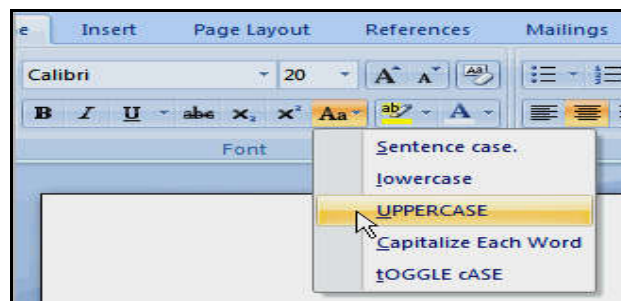


Fig. 3.14 (Change Case in Font Group on Home Tab)

3.10.2 Paragraph Formatting

Paragraph formatting lets you control the appearance of individual paragraphs. For

example, you can change the alignment of text from *left* to *center* or the spacing between lines from *single* to *double*.

Paragraph formatting is applied to an entire paragraph. All formatting for a paragraph is stored in the paragraph mark and carried to the next paragraph when you press the *Enter* key.

Paragraph formatting mainly deals with-

- (i) Paragraph alignment (left, center, right and justify)
- (ii) Line and Paragraph spacing

3.10.2.1 Paragraph Alignment

Paragraph alignment determines how the lines in a paragraph appear in relation to the left and right margins.

To Change Paragraph Alignment:

1. Select the paragraph you wish to modify.
2. Select one of the four **alignment options** from the **Paragraph group** on the **Home tab**.
 - o **Align Text Left:** Aligns all the selected text to the left margin.
 - o **Center:** Aligns text an equal distance from the left and right margins.
 - o **Align Text Right:** Aligns all the selected text to the right margin.
 - o **Justify:** Justified text is equal on both sides and lines up equally to the right and left margins. Traditionally many books, newsletters, and newspapers use full-justification.

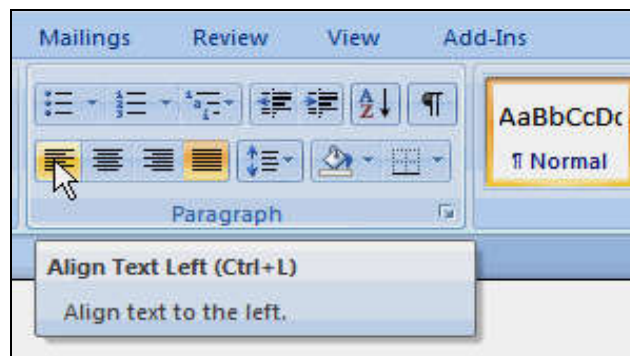


Fig. 3.15 (Alignment Options in Paragraph Group on Home Tab)

You can also use keyboard shortcuts to change text-alignment.

Ctrl+L= Left Align

Ctrl+R= Right Align

Ctrl+E= Center

Ctrl+J= Justify

Below you will view examples of paragraph that are aligned using the left, center, right, and justified alignment buttons:

<p>Left-aligned</p> <p>Left-align text: Left-align is the default in word, All selected items (text, numbers and inline objects) are aligned to the left hand margin with a ragged right edge.</p> <p>This text is left-aligned. Notice how each line is a different length. In most cases your documents will be left-aligned.</p>
<p>Center-aligned</p> <p>Center text: All selected items (text, numbers and inline objects) the aligned in the center, leaving space on both sides.</p> <p>This text is centered. Each line of text is centered between the margins. Centered of text is very useful for aligning text in document titles, advertisements, or flyers.</p>
<p>Right-aligned</p> <p>Right-align text: All selected items (text, numbers and inline objects) are aligned to the right hand margin with a ragged left edge. This text is right-aligned. Notice how each line is a different length.</p> <p>Right-aligned text can be useful in some situations, such as columns or numbers, but it can also be very distracting to use for text.</p>
<p>Justified</p> <p>Justified text: All selected items (text, numbers and inline objects) are aligned to both the left and right margins. Justifying text gives the selected items a straight edge margin on both the right and left sides.</p> <p>The text is justified. Although justified text looks neat and tidy, the extra spaces between words can get distracting in long paragraphs. Books, however always used justified margins.</p>

3.10.2.2 Line and Paragraph Spacing

Line space is the amount of vertical space between lines of text in a paragraph. Line spacing (*also known as leading*) is typically based on the height of the characters, but you can

change it to a specific value. Setting line spacing to 1.15 will increase the space by 15 percent, and setting line spacing to 3 increases the space by 300 percent (triple spacing).

Adjusting the line spacing will affect how easily your document can be read. You can increase spacing to improve readability, or reduce it to fit more text on the page.

Note: If a line contains a large text character, graphic, or formula, Word increases the spacing for that line.

To Change Line Spacing:

1. Select the lines of text you wish to set the line space.
2. Click the **Line and Paragraph Spacing** command in the **Paragraph** group on the **Home** tab.

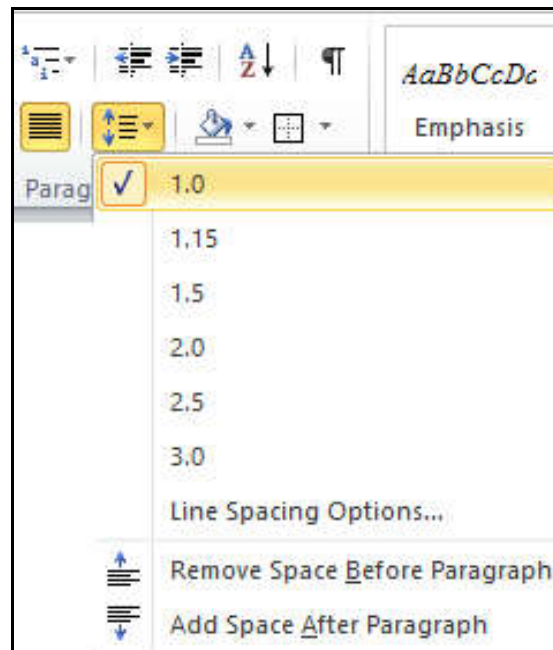


Fig. 3.16 (Line and Paragraph Spacing Option in Paragraph Group on Home Tab)

3. Place the cursor over each option to see a *live preview*, and then select the number of line spaces you want.

OR

4. Select **Line Spacing Options** at the bottom of the menu, and then select the options you want in the **Paragraph** dialog box under **Spacing**.

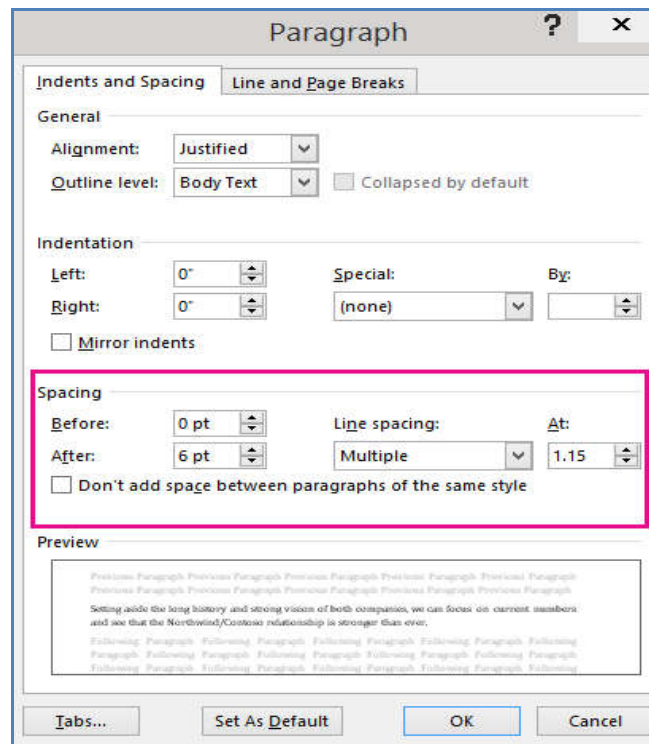


Fig. 3.17 (Paragraph Dialog Box)

Figures 3.18 and 3.19 shows *Single-line spaced* and *Double-line spaced* text.

Single-spaced Text

This is text that has been single-spaced. Most documents are either single-spaced or double spaced.

Fig. 3.18 (Single-line spaced Text)

Double-spaced Text

This is text that has been double-spaced. Most documents are either single-spaced or double spaced. Double-spaced text is great to use when there is a possibility of someone proofreading your work. The extra space allows more room for comments.

Fig. 3.19 (Double-line spaced Text)

Paragraph spacing is the amount of space above or below a paragraph. Instead of pressing *Enter* multiple times to increase space between paragraphs, you can set a specific amount of space before or after paragraphs. Extra spacing between paragraphs can make a document easier to read.

To Change Paragraph Spacing:

1. Click the **Line and Paragraph Spacing** command on the **Home** tab.
2. Select **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu.

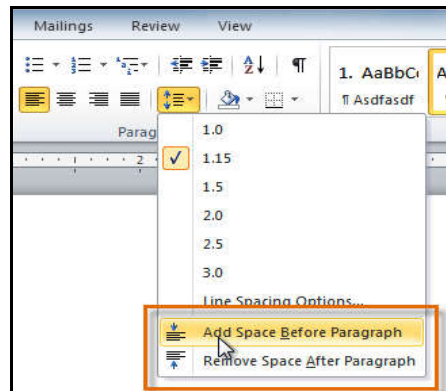


Fig. 3.20 (Line and Paragraph Spacing Option in Paragraph Group on Home Tab)

3. From the **drop-down menu**, you can also select **Line Spacing Options** to open the **Paragraph dialog box**. From here, you can control exactly how much space there is **before** and **after** the paragraph.

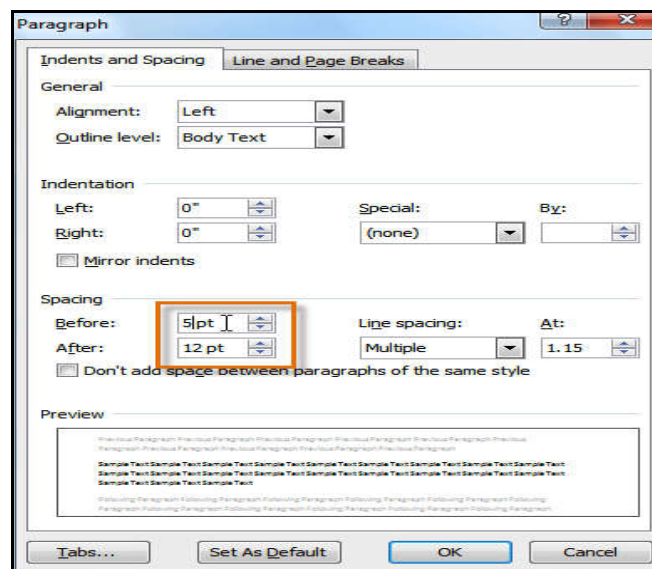


Fig. 3.21 (Paragraph Dialog Box)

3.10.3 Page Formatting

Page formatting is an important aspect of word processing, which involves setting up the layout and appearance of a document to enhance its readability and visual appeal.

MS-Word offers a variety of page layout options that affect how content appears on the page. You can customize the *page orientation*, *paper size*, and *page margins* depending on how you want your document to appear.

3.10.3.1 PAGE ORIENTATION

MS-Word offers two page-orientation options: *landscape* and *portrait*.

- (i) **Landscape** means the page is oriented *horizontally*.
- (ii) **Portrait** means the page is oriented *vertically*.

To Change Page Orientation:

- Click the **Page Layout** tab and then click the **Orientation** command in the **Page Setup** group.
- A **drop-down menu** will appear. Click either **Portrait** or **Landscape** to change the page orientation.

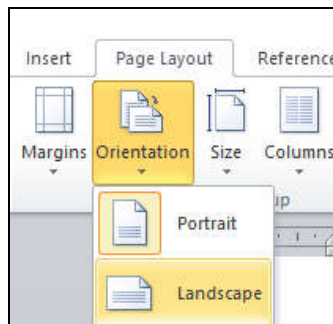


Fig. 3.21(a) (Page Layout: Orientation)

- The page orientation of the document will be changed.

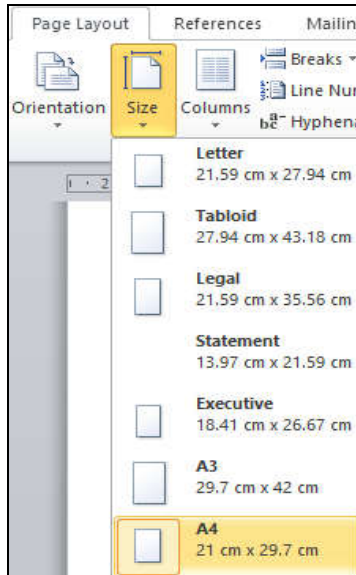
3.10.3.2 PAGE SIZE

In MS-Word, by default, the page size of a new document is 8.5 inches by 11 inches (21.59cm x 27.94cm). Depending on your project, you may need to adjust your document's page size. It's important to note that before modifying the default page size, you must check that which page sizes your printer supports.

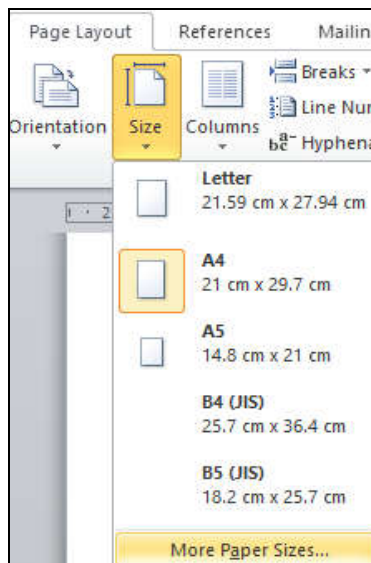
To Change the Page Size:

- Click the **Page Layout** tab and then click the **Size** command in the **Page Setup** group.

- A **drop-down menu** will appear. The current page size is highlighted. Click the desired **predefined page size**.



- The page size of the document will be changed.
- To set a custom page size, select **More Paper Sizes** from the drop-down menu.



- The **Page Setup dialog box** will appear. Set the values for **Width** and **Height**, then click **OK**.

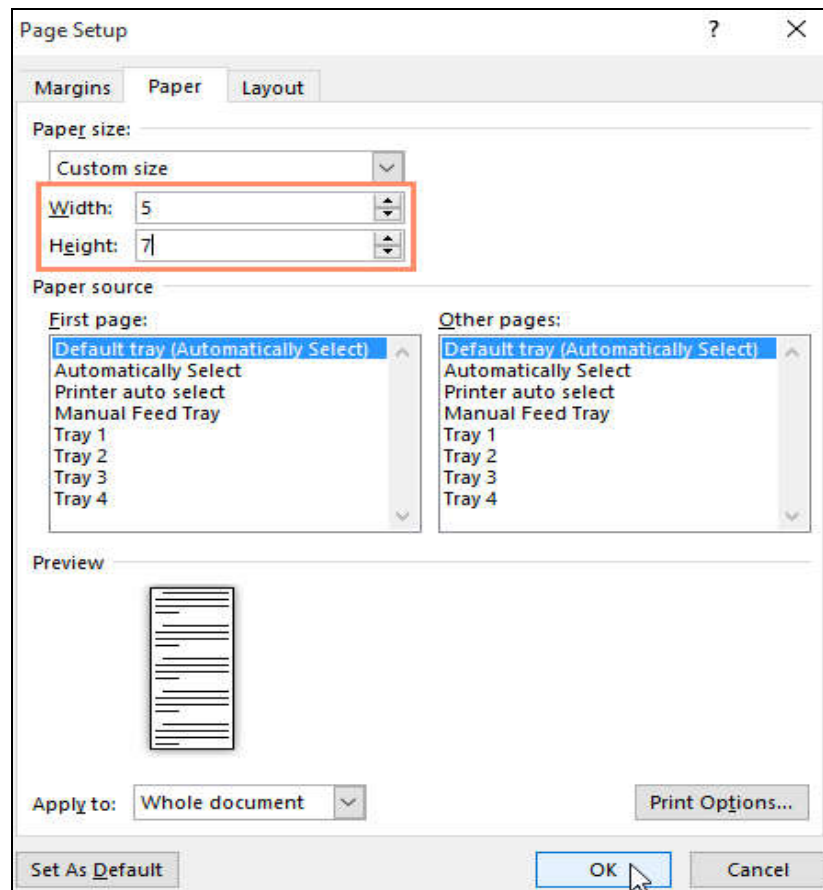


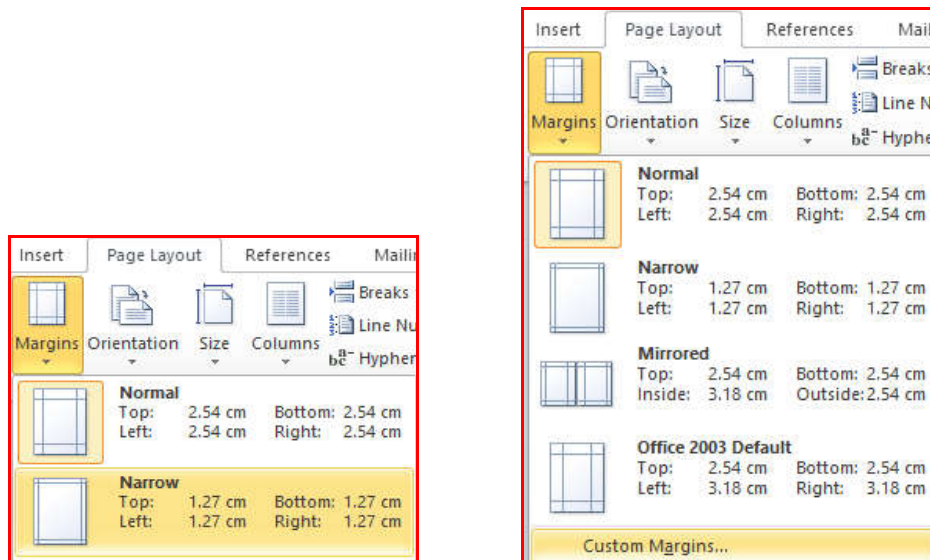
Fig. 3.21(b) (Page Setup Dialog Box)

3.10.3.3 PAGE MARGINS

A margin is the space between the text and the edge of your document. In MS-Word, by default, a new document's margins are set to *Normal*, which means it has a 1-inch space between the text and each edge. Depending on your needs, MS-Word allows you to change your document's margin size.

To Change Page Margins:

- Click the **Page Layout** tab and then click the **Margins** command in the **Page Setup** group.
- A drop-down menu will appear. Click the **predefined margin size** you want.
- The margins of the document will be changed.
- To set custom margins, select **Custom Margins** from the drop-down menu.



- The **Page Setup dialog box** will appear. Set the values for each margin, then click **OK**.

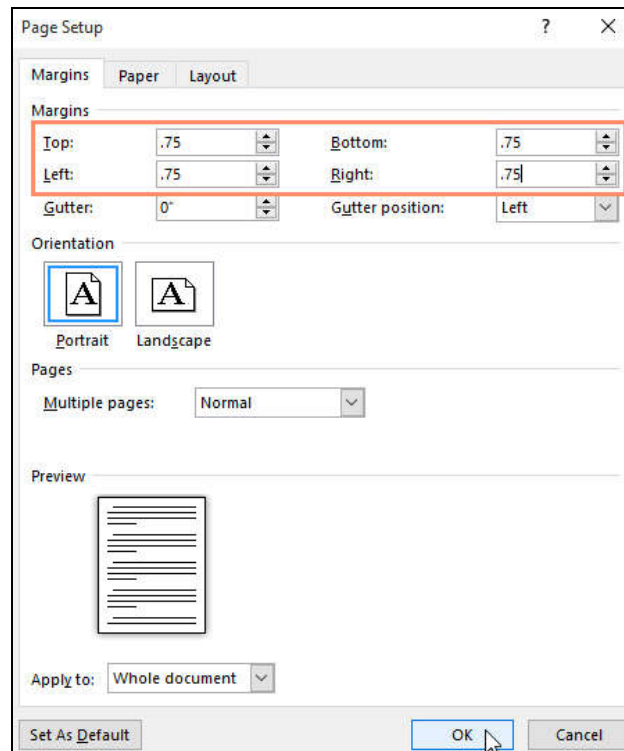


Fig. 3.21(c) (Page Setup Dialog Box)

3.10.3.4 PAGE BREAK

Page breaks allow you to control where new pages start and end in your document.

To Insert a Page Break:

- Place your cursor where you want the new page to begin and press **Ctrl + Enter**.

Or

- Click the **Page Layout** tab.
- In the **Page Setup** group, click the **Breaks** button.
- Click **Page** to insert a page break at the cursor position.

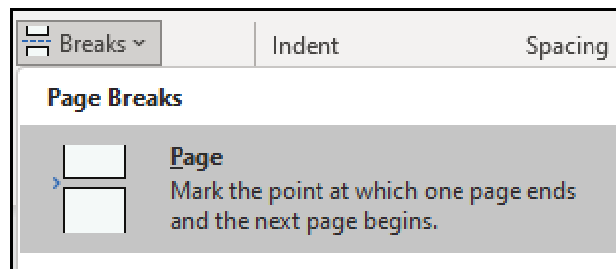


Fig. 3.21(d) (Page Breaks)

3.11 FIND AND REPLACE

Microsoft Word allows you to search for specific words in your document as well as fonts, special characters and formats. The *Find and Replace* tool of Microsoft Word can really help you in this regard. It saves your time and effort in your word processing goals.

The *Find and Replace* feature allows you to search for or to replace specific text, formats, and special characters. There may be times when you are working on a long document, and realize you have been spelling a word or name incorrectly. It would take too long to locate each word individually. The *Find and Replace* feature makes it easy for you.

For example: Consider a document you are editing that displays *Microsoft Word* needs to be updated to *Microsoft Excel*. Currently the document has the text, *Microsoft Word*, typed again and again throughout the document. Using *Find and Replace* option to replace *Microsoft Word* with *Microsoft Excel* will save your time and effort in your editing process.

To Find a particular word or phrase in a document:

1. To find and replace a word or phrase in the document, click **Find** or **Replace** on the **Editing Group** under **Home Tab** of the Ribbon.



Fig. 3.22 (Find and Replace in the Editing Group of Ribbon)

2. **Find and Replace** dialog box appears.

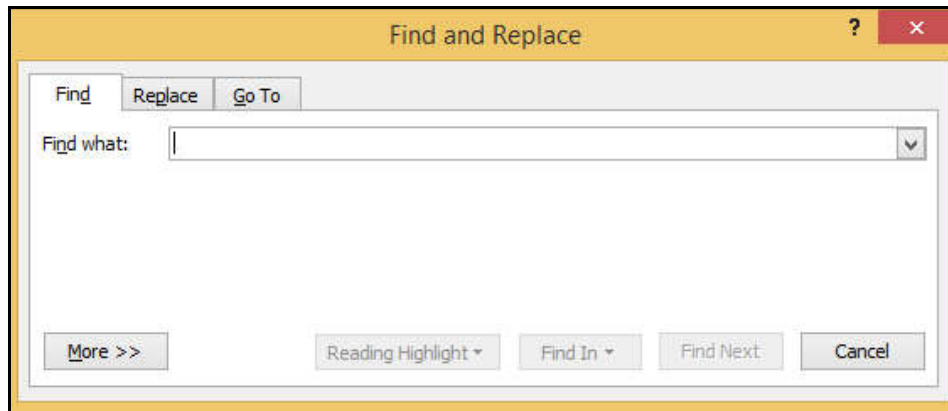


Fig. 3.23 (Find and Replace Dialog Box)

3. Type a word, phrase or format in the **Find what:** box.
4. Click **Find Next** to start the search.
5. Word will jump to the first instance of that word and will highlight the word.
6. Continue Clicking the **Find Next** button to find all other instances of that word.

Using Replace:

1. Type the word, phrase or format in the **Replace With:** box that will replace what is in the **Find what:** box.
2. Click **Replace**.
3. Click **Replace All** to replace every occurrence of the selected text with the replacement text.
4. Click **Find Next** to bypass it and find the next.
5. Click **Cancel** to quit.

Note: You can perform a more detailed search by clicking the **More** button on the **Find and Replace** dialog box.

3.12 TABLES

A *table* is a grid of cells arranged in *rows* and *columns*. Tables allow large amounts of text or numbers to be presented in an organized and easy to read manner. Student roll books, sport statistics, address books, math formulas, menus and many other documents often incorporate tables to share information.

A few important terms to know before you begin creating tables are:

- **Row** - A row runs horizontal in a table and is divided by borders.
- **Column** - A column runs perpendicular in a table and is divided by borders.
- **Borders** - Separating lines in the table.
- **Cell** - A cell is the box that is created when your rows and your columns intersect each other. The cell contains your data or information.

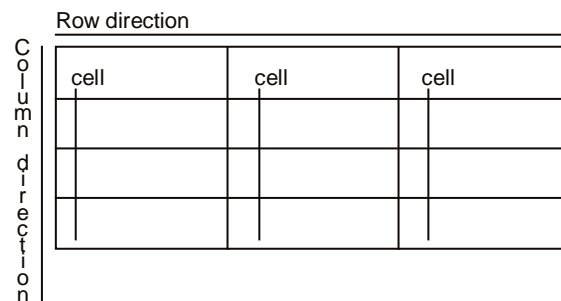


Fig. 3.24 (Table)

3.12.1 Insert a Table

There are three methods to insert a table in Word document:

1. Clicking the **Table button** creates a table with the number of columns and rows you select from the grid, with all the cells of equal size.
2. You can use the **Insert Table** dialog box, where you can specify the number of rows and columns as well as their sizes.
3. You can also create a table by **drawing cells** the size you want.

When table was created, you can then enter text, numbers, and graphics into the table's cells, which are the boxes at the intersections of a row and a column.

To Insert a Table (Method 1):

- Click the **Insert tab** of the **Ribbon**.
- In the **Table group**, click the **Table** icon. Word displays a **drop-down list**.

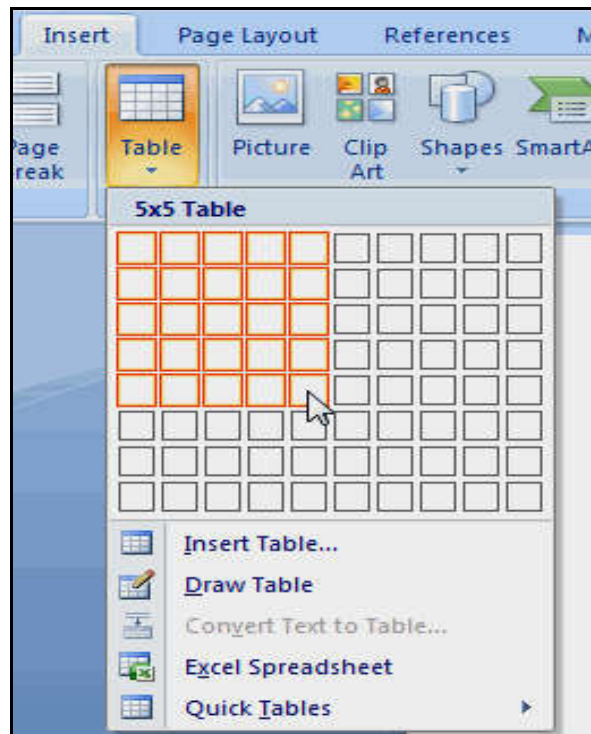


Fig. 3.25 (Insert a Table: Drop down list)

- Drag the intended table columns and rows from the table grid.

For example, 5 X 5 tables. The table will automatically insert into the document.

To Insert a Table (Method 2):

- Click the **Insert tab** of the **Ribbon**.
- In the **Table group**, click the **Table icon**.
- From the drop-down list displayed, click the **Insert Table** command. (Fig. 3.26)
- **Insert Table dialog box** appears.

From the **Insert Table dialog box** displayed, in the **Table size** section, specify the **Number of columns** and **Number of rows** of the table. (Fig. 3.27)

- Click **OK**.

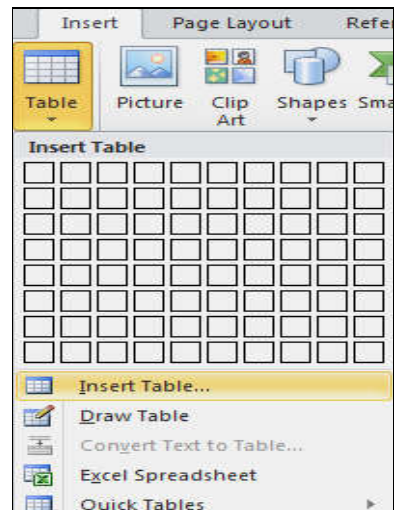


Fig. 3.26 (Insert a Table: Insert Table Command)

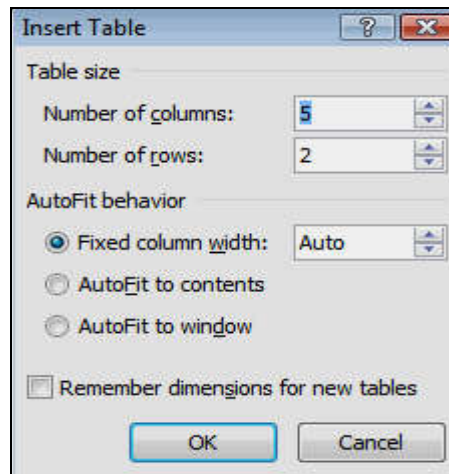


Fig. 3.27 (Insert a Table: Insert Table Dialog Box)

To Draw a Table (Method 3):

- Click the **Insert tab** of the **Ribbon**.
- In the **Table group**, click the Table icon. Word displays a drop-down list.
- Click on **Draw Table** from the list of options (**Fig. 3.28**). Word changes to **Print Layout view** (if you are not already in that view) and changes the mouse pointer so it looks like a pencil.
- Use the mouse pointer to define the outside borders of your table, much as you would draw in a drawing program.
- Use the pencil to draw the columns and rows into the table.
- Press Esc when you are done.

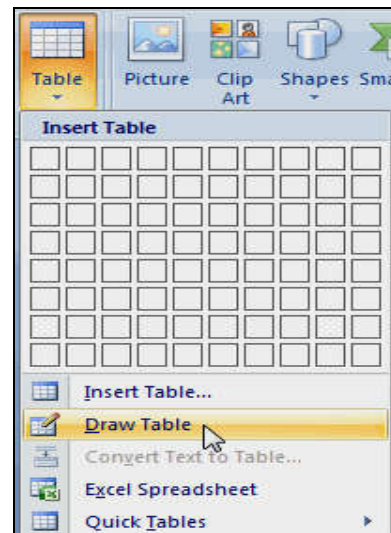


Fig. 3.28 (Insert a Table: Draw Table)

3.12.2 To Convert Existing Text to a Table

- Select the text you wish to convert.
- Select the **Insert tab**.
- Click the **Table** command.
- Select **Convert Text to Table** from the menu. (**Fig. 3.29**)

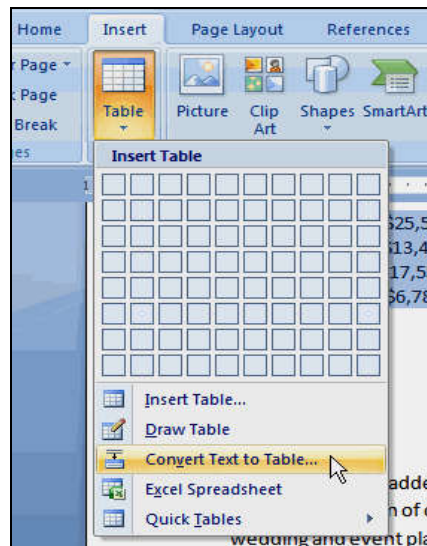


Fig. 3.29 (Convert Text to Table)

- A **Convert Text to Table dialog box** appears. (Fig. 3.30)
- Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.



Fig. 3.30 (Convert Text to Table Dialog Box)

- Click **OK**. The text appears in a table.

3.12.3 To Add a Row above an Existing Row

- Place the **insertion point** in a row below the location you wish to add a row.

By Salesperson			
Current Salespeople & Monthly Ad Sales (Print, TV, Web)			
Jim M.	\$10,252	\$25,560	\$13,745
Beth W.	\$5,550	\$13,470	\$27,800
Luiz D.	\$8,547	\$17,555	\$8,907
Alice S.	\$13,578	\$6,789	\$10,239

Insertion point is in FIRST row so we can add a new row ABOVE it.

Fig. 3.31 (Table: Adding a New Row)

- **Right-click** the mouse. A menu appears.
- Select **Insert → Insert Rows Above**.

	\$25,560	\$13,745
	\$13,470	\$27,800
	\$17,555	\$8,907
	\$6,789	\$10,239

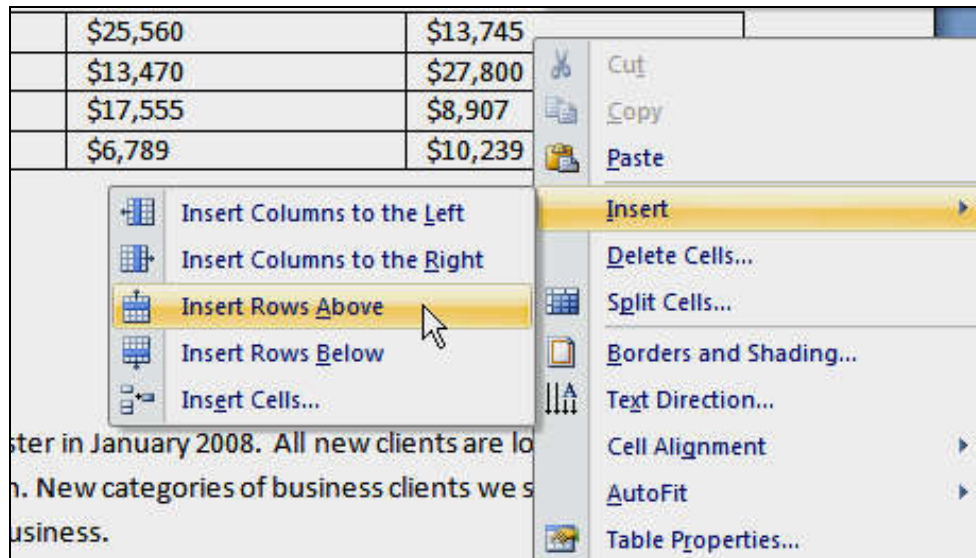


Fig. 3.32 (Table: Insert Rows above an existing row)

- A new row appears above the **insertion point**.

3.12.4 To Add a Column

- Place the **insertion point** in a column adjacent to the location you wish the new column to appear.
- Right-click the mouse. A menu appears.
- Select **Insert→Insert Columns to the Left** or **Insert Columns to the Right**. A new column appears.

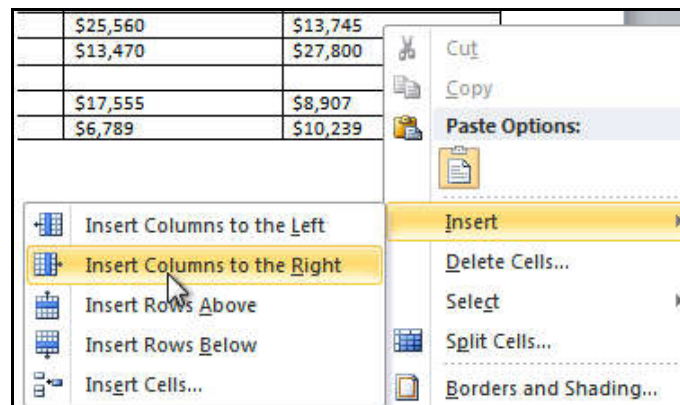


Fig. 3.33 (Table: Insert Columns to the Left or Right)

3.12.5 To Delete a Row or Column

- Select the row or column.
- **Right-click** your mouse and a menu appears.
- Select **Delete Cells**.

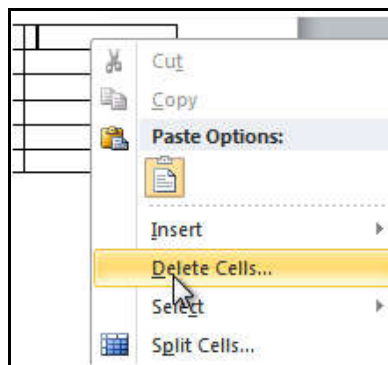


Fig. 3.34 (Table: Delete Row or Column)

- **Delete Cells dialog box** appears. Select **Delete entire row** or **Delete entire column**, then click **OK**.

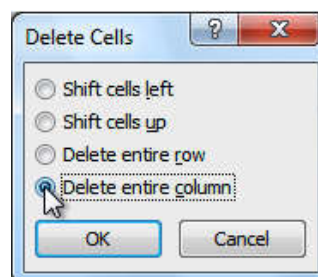


Fig. 3.35 (Table: Delete Cells Dialog box)

3.12.6 To Apply a Table Style

- Click anywhere on the table. The **Design tab** will appear on the **Ribbon**.
- Select the **Design tab** and locate the **Table Styles**.
- Click the **More drop-down arrow** to see all of the table styles.

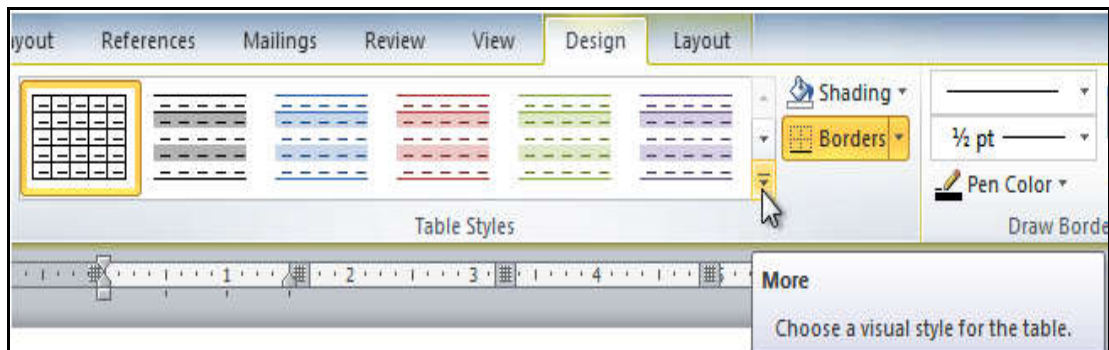


Fig. 3.36 (Table: Table Styles)

- Place the mouse over the various styles to see a **live preview**.
- Select the desired style. The table style will appear in the document.

3.12.7 To Add Borders to a Table

- Select the cells you want to add a border to.

Print	TV	Web
\$10,252	\$25,560	\$13,745
\$5,550	\$13,470	\$27,800
\$8,547	\$17,555	\$8,907
\$13,578	\$6,789	\$10,239

Fig. 3.37 (Table: Add a Border)

- From the **Design tab**, select the desired **Line Style**, **Line Weight**, and **Pen Color**.

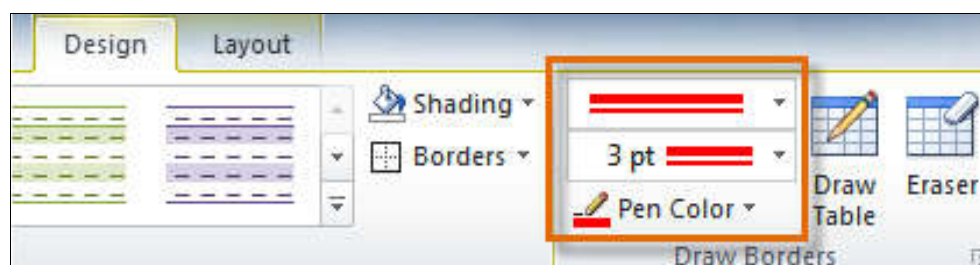


Fig. 3.38 (Table: Selecting Design Styles)

- Click the **Borders** drop-down arrow.
- From the **drop-down menu**, select the desired border type.

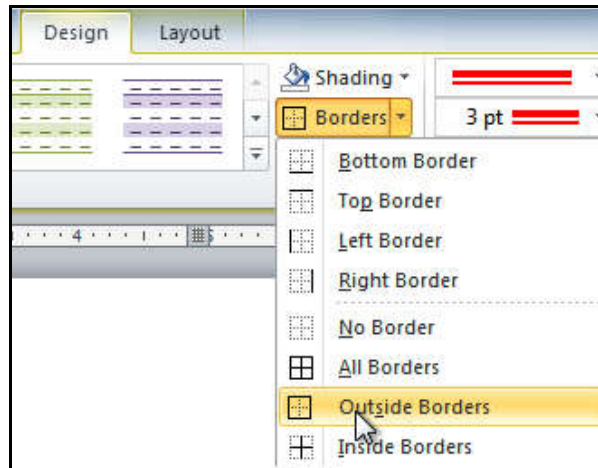


Fig. 3.39 (Table: Selecting Border Type)

- The border will be added to the selected cells.

Print	TV	Web
\$10,252	\$25,560	\$13,745
\$5,550	\$13,470	\$27,800
\$8,547	\$17,555	\$8,907
\$13,578	\$6,789	\$10,239

Fig. 3.40 (Table with added Border)

3.12.8 To Resize a Table

- Click anywhere inside the table you want to resize.

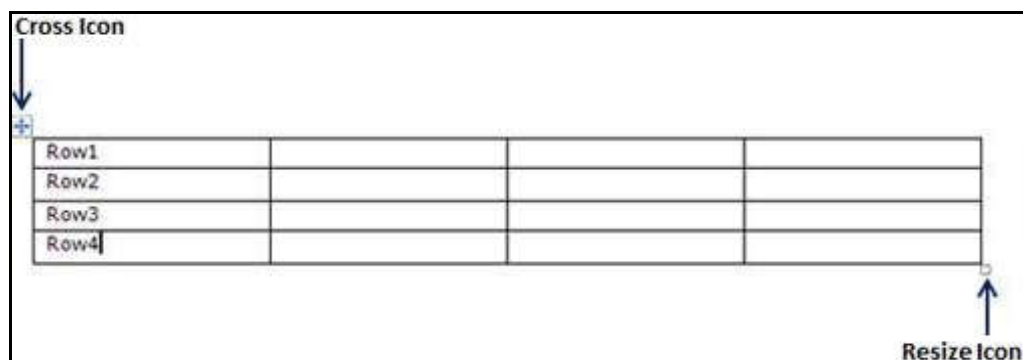


Fig. 3.41 (Table: Resize a Table)

- As soon as you bring your mouse pointer inside the table, a small **Cross Icon** will appear at the **top-left corner** and a small **Resize Icon** will appear at the **bottom-right corner** of the table. (Fig. 3.41)
- Bring the mouse pointer over the **Resize Icon** till it changes to a **diagonal double-sided arrow**.
- Now press the **left mouse button** and keep holding the button while resizing the table.
- **Drag** the table **up** to make it *shorter* or **down** to make it *larger*. You can drag the table **diagonally** to simultaneously change both the *width* and the *height* of the table.

3.12.9 To Merge Cells of a Table

- Set your **mouse pointer** position inside the first cell that you want to merge.
- Now press the **Shift key** and click the cells around the cell which you want to merge into the first cell. This will highlight the cells which you click and they will be ready to be merged.

Selected Cells
↓

Name	Class	Age	City
Rahul	BCA-I	16	Ludhiana
Aman	BCA-II	17	Delhi

- Click the **Layout tab** and then click the **Merge Cells button** which will merge all the selected cells.

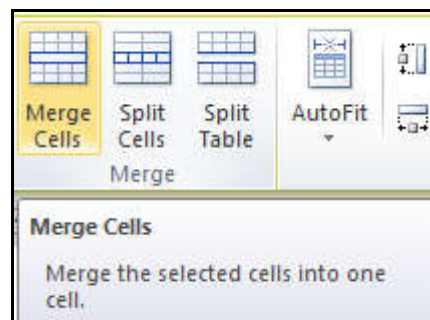


Fig. 3.42 (Table: Merging Cells Button)

- After merging the cells, all the content of the cells will be scrambled which you can fix later as you like.

Name			
Class			
Age			
City			
Rahul	BCA-I	16	Ludhiana
Aman	BCA-II	17	Delhi

Fig. 3.43 (Table: Result after Merging Cells)

3.12.10 To Delete a Table

- Click anywhere inside the table you want to delete.
- Select the **Layout** tab, and click the **Delete Table** option under the **Delete Table** Button to delete the complete table from the document along with its content.

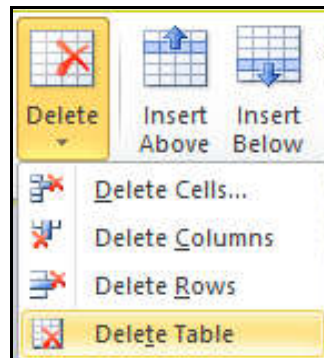


Fig. 3.44 (Table: Delete Table)

3.13 PROOFING

Proofing means reading each and every word (even punctuation symbols) in a document slowly and carefully while looking for errors. The main purpose of proofing a document is to catch every single error, whether it is spelling error, grammatical error or typing error. Proofing helps to create error free and accurate document.

MS-Word provides you with several proofing features that will help you produce professional, error-free documents.

To Access the Proofing Options:

- Click the **File Tab**. A menu will open.
- At the bottom of the menu, click the **Options** button. **Word Options** dialog box will appear.

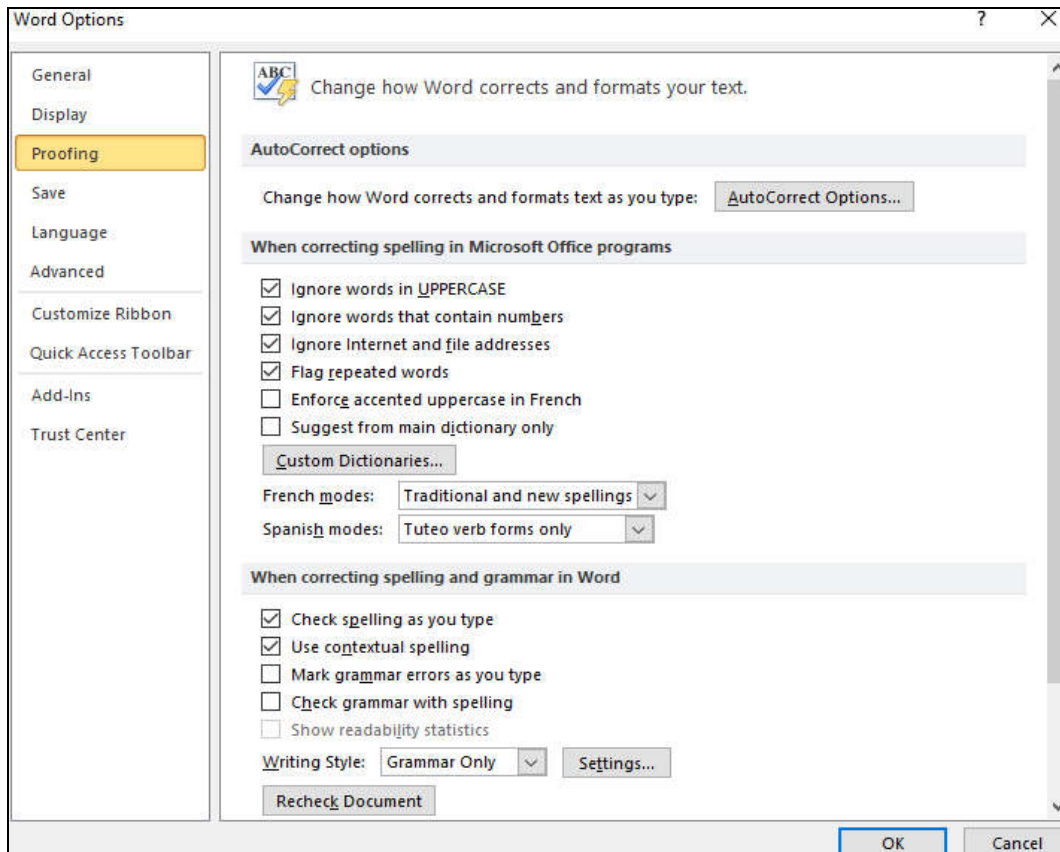


Fig. 3.45 (Word Options Dialog Box: Proofing)

- Select **Proofing**. Dialog box will show you the available proofing options.
- Select the options you want to modify.
- Click **OK**.

3.13.1 SPELLING AND GRAMMAR CHECK

To make your document appear professional, you will want to make sure it is free from *spelling* and *grammar* errors.

Microsoft Word automatically reviews your grammar and spelling as you type. *Green wavy lines* are placed underneath possible grammar mistakes and a *red wavy line* under possible spelling mistakes.

Just because Word underlines a word doesn't necessarily mean that the word is spelled wrong. It could be a proper name, a foreign word, or just a word that Word is not smart enough to recognize i.e. all of Word's grammar and spelling errors may not be correct, so

you can choose to ignore these error markings and keep typing, or you can correct the mistakes and/or add the corrections to Word's dictionary.

Check Spelling As You Type

Word puts a *red wavy line* under possible spelling mistakes. If you right-click on the suspected misspelling, Word gives you one or more suggested corrections.

To Use Spell Check as You Type:

- Place your *I-Beam* over the misspelled word and **right-click**.
- A menu list displays the following options: *boldfaced suggested spellings, Ignore, Add to Dictionary, AutoCorrect, Language or Spelling*.
- Select the *boldfaced* suggestion to replace the incorrectly spelled word in the document.
- Select *Ignore* and Word ignores all future instances of this spelling in this document.
- Select *Add to Dictionary* and Word adds the underlined word to the dictionary so it won't be flagged as an error in any other document you create.
- Select *AutoCorrect* to add the correct spelling to your list of words that Word automatically corrects as you type.
- Select *Language* to specify a word as part of another language, preventing Word from seeing this word as a mistake.
- If you select *spelling*, the **Spelling and Grammar dialog box** appears.

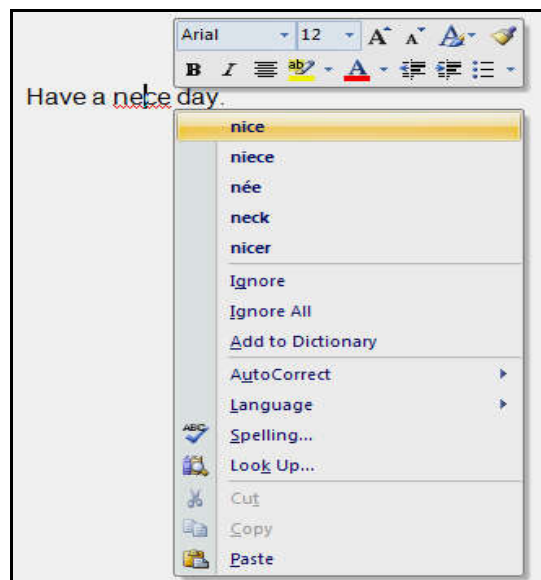


Fig. 3.46 (Spell Check)

Check Grammar As You Type

Word puts a *green wavy line* under possible grammar mistakes.

To Work on Suspected Grammatical Mistakes:

- Place your *I-beam* over the grammatical mistake and **right-click**.
- A menu list displays the following options: *boldfaced grammar suggestion, Ignore Once, Grammar, About This Sentence*.

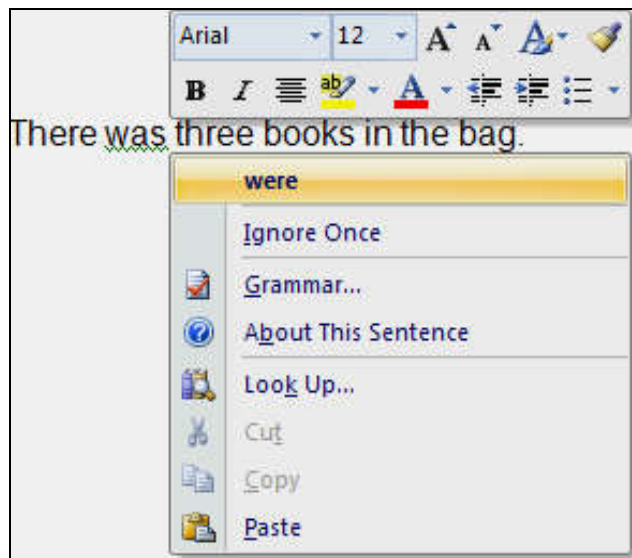


Fig. 3.47 (Grammar Check)

- Select *Ignore Once* and Word ignore the grammatical mistake it believes to exist.
- Select *Grammar*, and the **Grammar dialog box** appears.
- Select *About This Sentence* and the Office Assistant will offer you reasons as to why Word believes this to be a grammatical error.

Check Spelling and Grammar using Review Tab

Here is the simple procedure to find out wrong spelling mistakes and fixing them:

1. Click the **Review tab** and then click **Spelling & Grammar** button.
2. A **Spelling and Grammar dialog box** will appear and will display wrong spellings or grammar and correct suggestions as shown below:

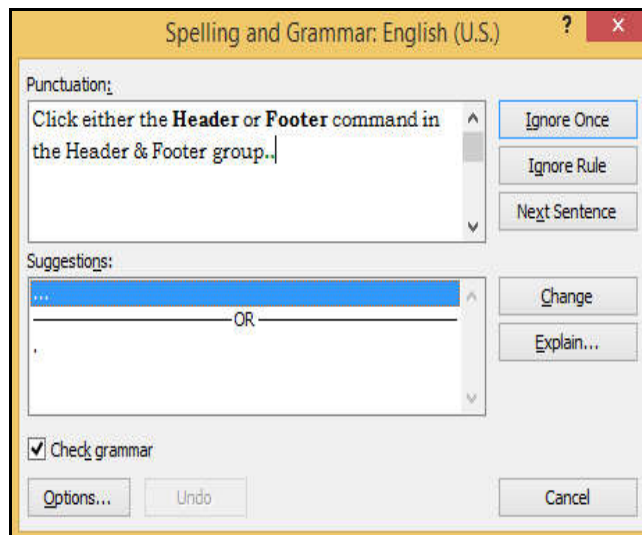


Fig. 3.48 (Spelling and Grammar Dialog box)

To Use the Spelling and Grammar Dialog box:

You have following options to fix the spelling mistake:

- Click *Ignore Once* to ignore this one instance of the grammatical error in your document.
- Click *Ignore Rule* to ignore this grammatical error and all other grammatical errors of this type in the document.
- Click *Next Sentence* to take you to the next grammatical error listed in your document.
- Click *Change* to replace the error with what is in the Suggestion box.
- Click *Explain* to open the Office Assistant, which will offer you reasons for this error.

3.13.2 THESAURUS

Are you having trouble finding the right word to use?

Microsoft Word offers a *Thesaurus* feature that can help you find just the right word.

Thesaurus is a book of words that have the same or nearly the same meaning. It provides a list of synonyms (different words with the same meaning) and antonyms (words with the opposite meaning) for the text you look up.

To Use Thesaurus:

- Click the word in your document that you want to look up.

- On the **Review Tab**, under **Proofing group**, click **Thesaurus**.



Fig. 3.49 (Thesaurus in Review Tab)

- To use one of the words in the list of results or to search for more words, do one of the following:
 - (a) To replace your selected word with one of the words from the list, point to it, click the down arrow, and then click **Insert**.
 - (b) To copy and paste a word from the list, point to it, click the down arrow, and then click **Copy**. You can then paste the word anywhere that you like.
 - (c) To look up additional related words, click a word in the list of results.

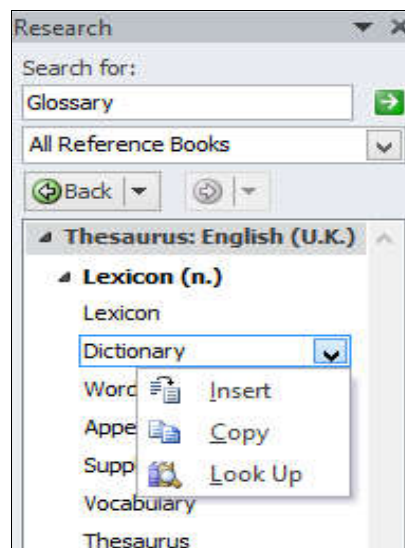
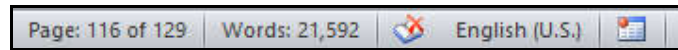


Fig. 3.50 (Thesaurus: List of Results)

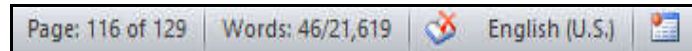
3.13.3 WORD COUNT

A *word count* is a numerical count of how many words a document contains. It also counts pages, paragraphs, lines, and characters in a document.

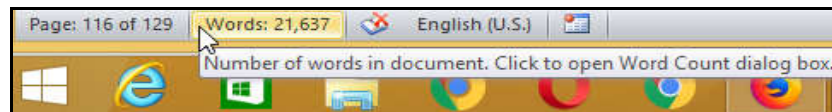
When you need to know how many words, pages, characters, paragraphs, or lines are in a document, check the *status bar* of your document file.



For a partial word count, select the words you want to count. The *status bar* shows the word count for that selection and for the entire document.



Find the number of characters, paragraphs, and lines by clicking on *the word count* in the *status bar*.



The **Word Count dialog box** looks like:

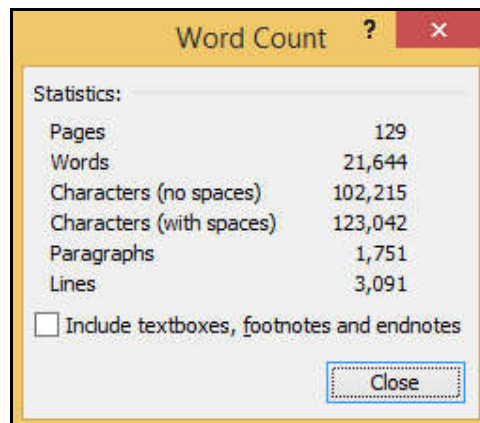


Fig. 3.51 (Word Count Dialog Box)

3.14 HEADER AND FOOTER

Headers and footers appear at the top (headers) and bottom (footers) on one or more pages of your document. Headers and footers can display information such as *titles, chapter names, dates, and page numbers*.

To Insert a Header or Footer:

- Select the **Insert** tab.
- Click either the **Header** or **Footer** command in the **Header & Footer** group. A **drop-down menu** will appear.

- From the **drop-down menu**, select **Blank** to insert a blank header or footer, or choose one of the **built-in options**.

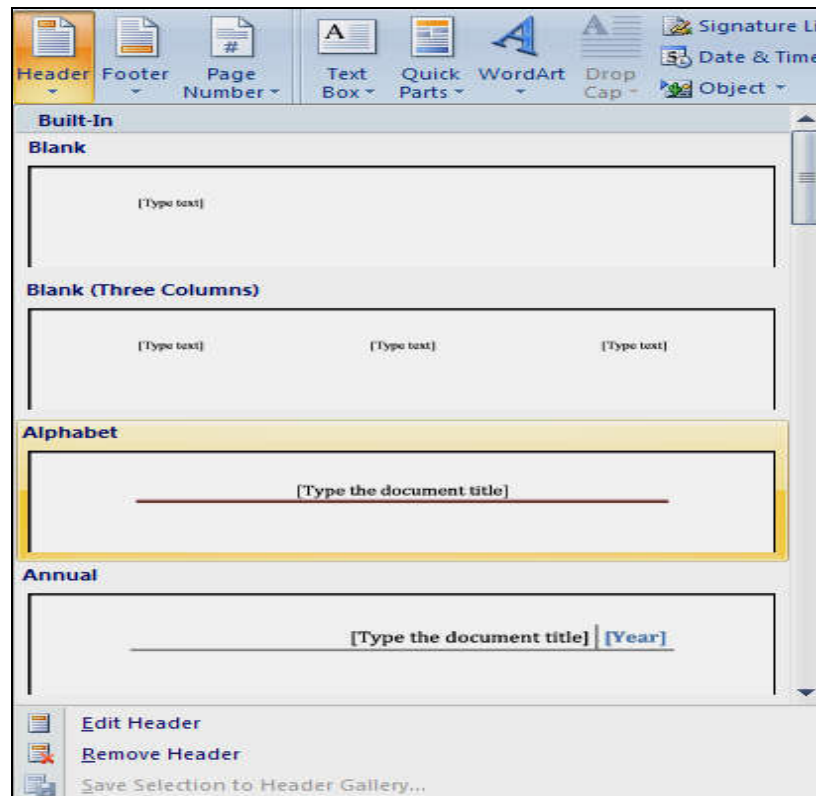


Fig. 3.52 (Header and Footer: Drop down Menu)

- The **Design tab** will appear on the **Ribbon**, and the header or footer will appear in the document.
- Type the desired information into the header or footer.
- When you are finished, click **Close Header and Footer** in the **Design tab**, or hit the **Esc** key.

Note: Once you closed the header or footer, it will still be visible, but it will be locked. To edit it again, just double-click anywhere on the header or footer, and it will become unlocked.

To Insert the Date or Time into a Header or Footer:

- **Double-click** anywhere on the header or footer to **unlock** it. The **Design tab** will appear.

- From the **Design** tab, click the **Date & Time** command.

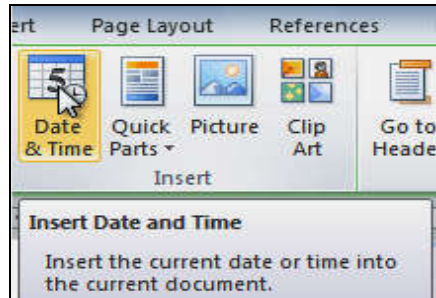


Fig. 3.53 (Design Tab: Date & Time Command)

- Select a **date format** in the dialog box that appears.

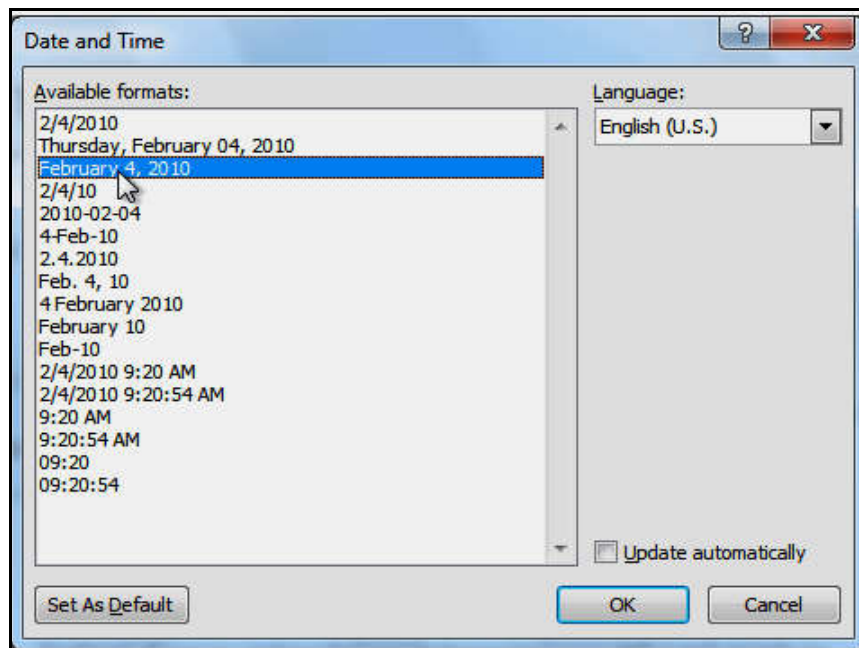


Fig. 3.54 (Date & Time Dialog box)

- Place a check mark in the **Update Automatically** box if you would like it to always reflect the current date. Otherwise, it will not change when the document is opened at a later date.
- Click **OK**. The date and time now appears in the document.

To Add Page Numbers to an existing Header or Footer:

- Select the **Header** or **Footer**. The **Design** tab will appear.

- Place the **insertion point** where you want the page number to be. You can place it anywhere **except** inside a **content control field**.
- From the **Design tab**, select the **Page Number** command.
- Click **Current Position**, and then select the desired style. The page number will appear in the document.

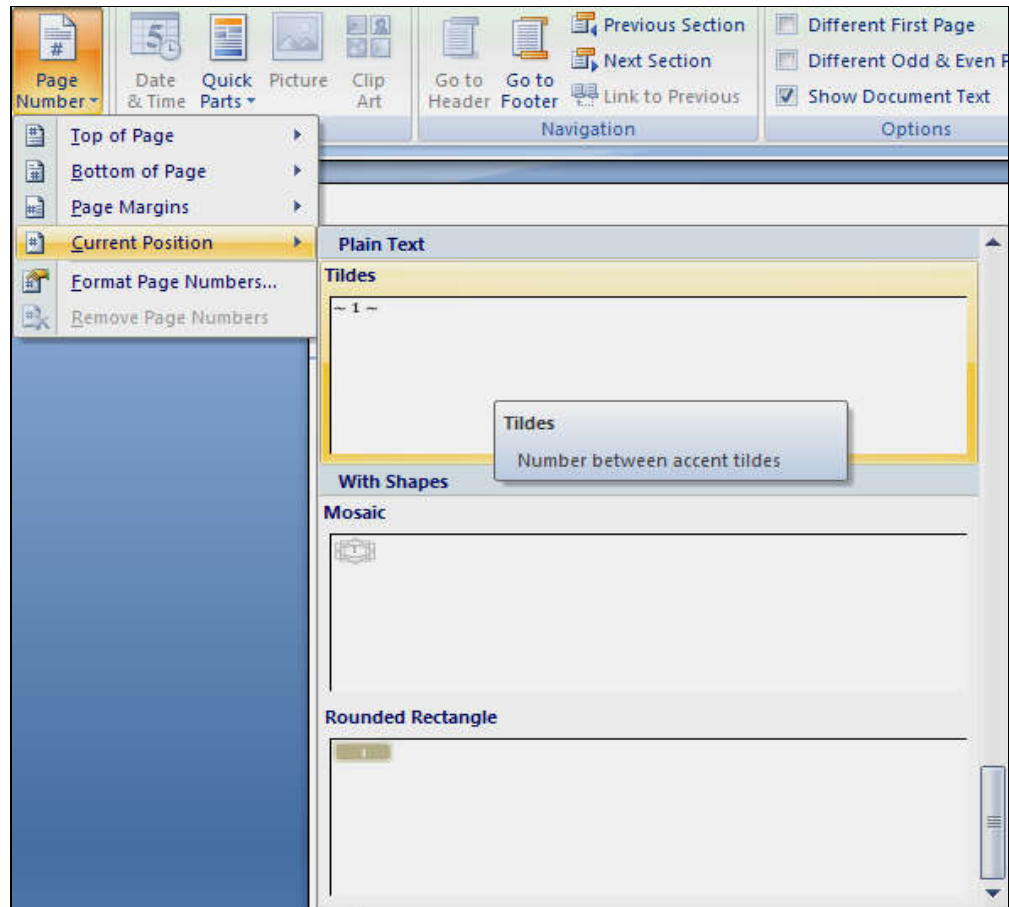


Fig. 3.55 (Header and Footer: Adding Page Number)

To Hide the Page number on the first page:

- Select the **Header** or **Footer** that contains the page number.
- From the **Design tab**, place a check mark next to **Different First Page**. The header and footer will disappear from the first page. If you want, you can type something new in the header or footer, and it will only affect the first page.

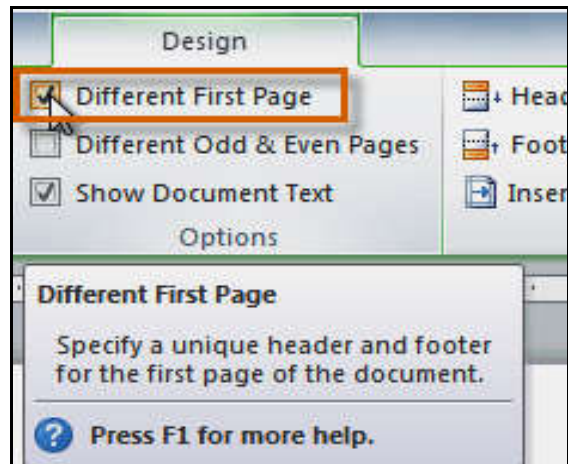


Fig. 3.56 (Header and Footer: Hiding Page Number on First Page)

To Format Page numbers:

- Select the **Header** or **Footer** that contains the page number.
- From the **Design** tab, select the **Page Number** command.
- Click **Format Page Numbers**.

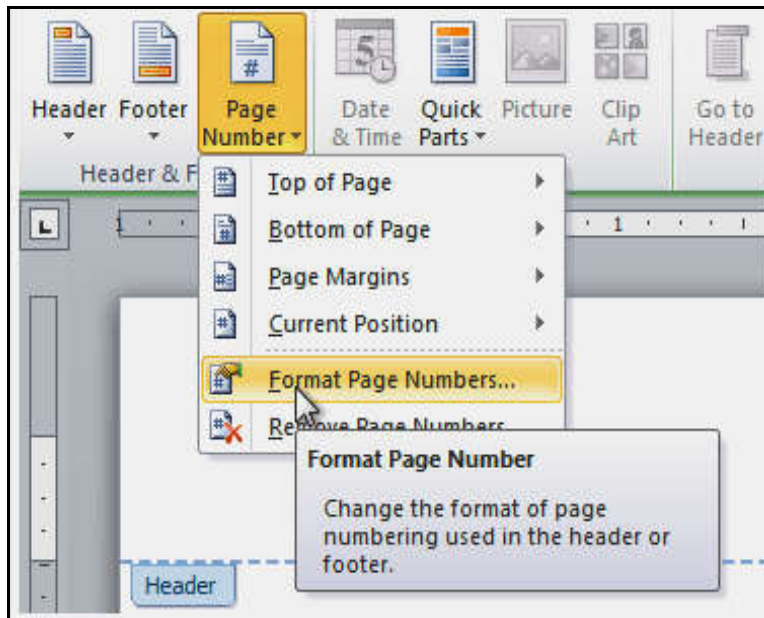


Fig. 3.57 (Header and Footer: Format Page Numbers)

- From the **dialog box**, select the desired **Number format**.

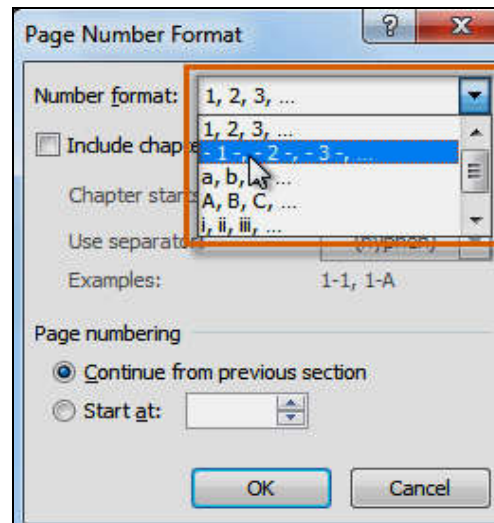


Fig. 3.58 (Header and Footer: Page Number Format Dialog box)

- Next to **Start at**, enter the number you want the page numbers to start with.

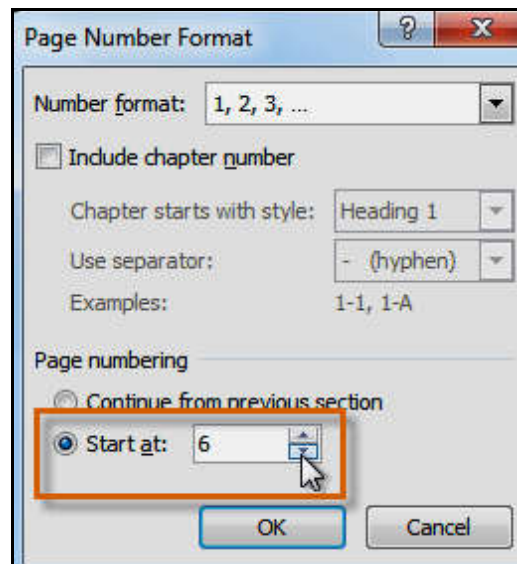


Fig. 3.59 (Header and Footer: Start at option)

To Edit Header and Footer:

- Click the **Insert tab**, and click either **Header** button or **Footer** button whatever you want to edit. Assume you are going to edit **Header**, so when you click **Header** button it will display a list of options including **Edit Header** option.

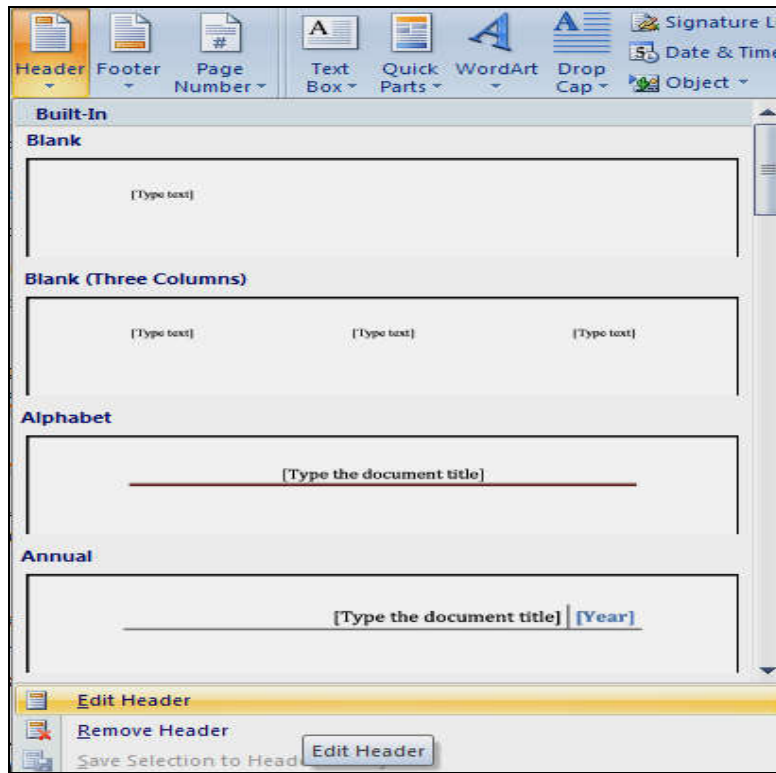


Fig. 3.60 (Header and Footer: Edit Header)

- Just click on it and word will display editable header for you as shown in Figure 3.61.

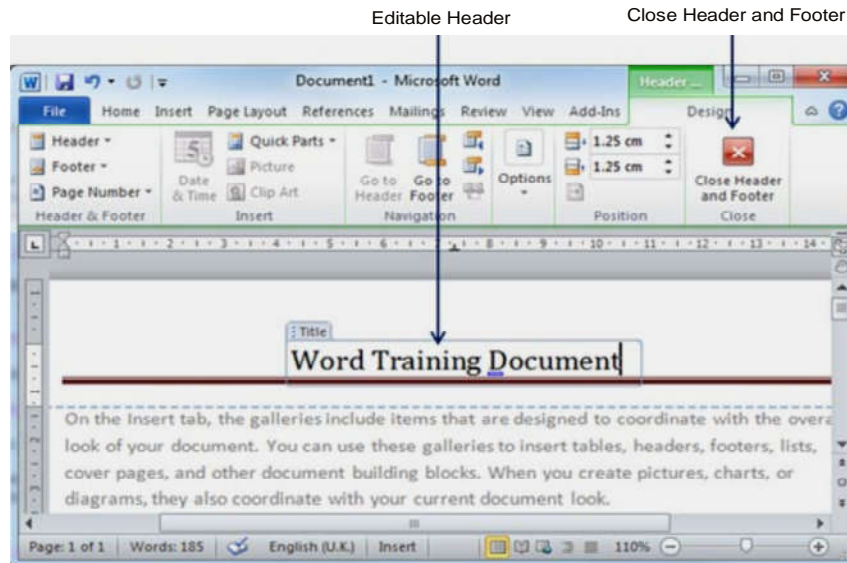


Fig. 3.61 (Header and Footer: Editable Header)

- Now you can edit your document header and once you are done, click **Close Header and Footer** to come out of header edit mode.

Note: You can follow a similar procedure to edit footer in your document.

3.15 BULLETS AND NUMBERING

Microsoft word provides bullets and numbers to put a list of items in a nice order. Bulleted and numbered lists help to simplify steps or items to the reader. Teachers often use *bulleted lists* to highlight important pieces of their lessons. Manuals often include *numbered lists* to assist the reader in step-by-step instruction.

A *Bullet* is usually a black circle but it can be any other symbol used to highlight items in a list. Use bullets to list items that do not have to be in any particular order. *Numbers* (or letters) are used when information has to be in a certain order.

To Create a List:

- Select the text you want to format as a list.
- Click the **Bullets** or **Numbering** drop-down arrow on the **Home tab**.
- Select the bullet or numbering style you want to use, and it will appear in the document.
- Position your cursor at the end of a list item, then press the **Enter** key to add an item to the list.

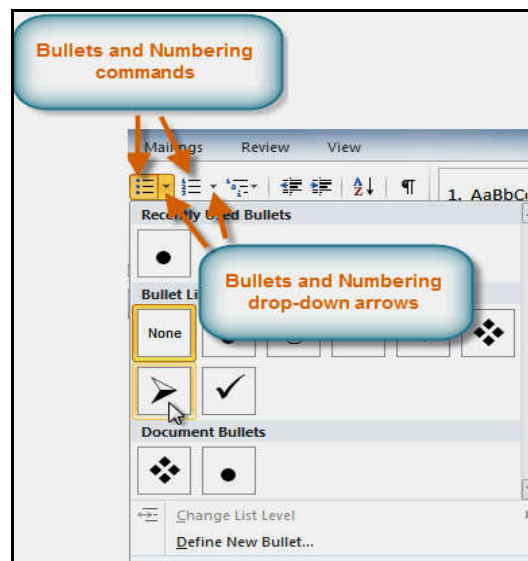


Fig. 3.62 (Bullets and Numbering)

- To remove numbers or bullets from a list, select the list, then click the **Bullets** or **Numbering** commands.

Multilevel lists are hierarchical lists which can be applied to paragraphs or headings.

To Create a Multilevel List:

- Select the text you want to format as a multilevel list.
- Click the **Multilevel List** command on the **Home** tab.

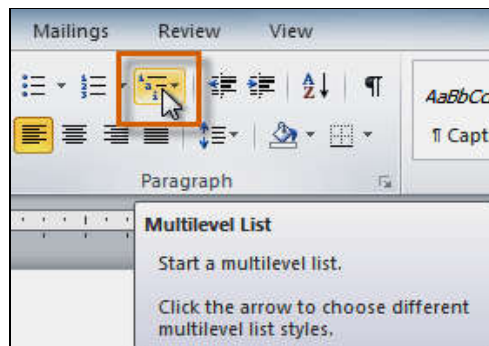



Fig. 3.63 (Multilevel List)

- Click the bullet or numbering style you want to use. It will appear in the document.
- Position your cursor at the end of a list item, then press the **Enter** key to add an item to the list.

Note: Press **Tab** or **Shift Tab** to change levels (or click the Decrease Indent  and Increase Indent  buttons).

3.16 FORMAT PAINTER

The *format painter* in Microsoft word is a handy feature for formatting text. It allows you to copy formatting that is applied to one piece of text and apply it to others.

For example, if you have formatting a paragraph heading with a certain font face, size, and style and you want to format another heading the same way, you do not need to manually add each attribute to the new headline. Instead, use the *Format Painter* by following these steps:

- Place the cursor within the text that contains the formatting you want to copy.
- Click on **Home Tab** → **Clipboard** → **Format Painter**. Notice that your pointer now has a paint brush beside it.

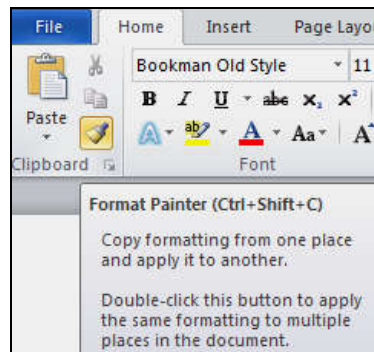


Fig. 3.64 (Format Painter)

- The format painter brush will then follow your cursor around, letting you know that it is active.
- To apply the formatting, select the second line of text. When you release the mouse, the formatting is applied and the format painter tool is turned off again.

Note:

- ✓ Double click on the format painter button to apply the same formatting to multiple pieces of text in the document.
- ✓ To turn off the format painter, press **Esc** key or click the format painter button again.

3.17 MACRO

In Microsoft Word, you can automate frequently used tasks by creating and running macros. A macro is a series of commands and instructions that you group together as a single command to accomplish a task automatically. By creating a macro based on a repetitive task, you have the ability to perform the task in one button click or a keyboard shortcut.

Typical uses for macros are:

- To speed up your workflow.
- To reduce the chance of making mistakes when performing the steps.
- To simplify your tasks.
- To speed up routine editing and formatting.
- To combine multiple commands — for example, to insert a table with a specific size and borders, and with a specific number of rows and columns.
- To automate a complex series of tasks.

3.17.1 Record a Macro

- In the **View** tab, choose **Macros** → **Record Macro**.

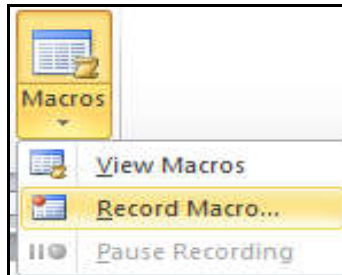


Fig. 3.65 (Macro: Record Macro)

The **Record Macro** dialog box appears.

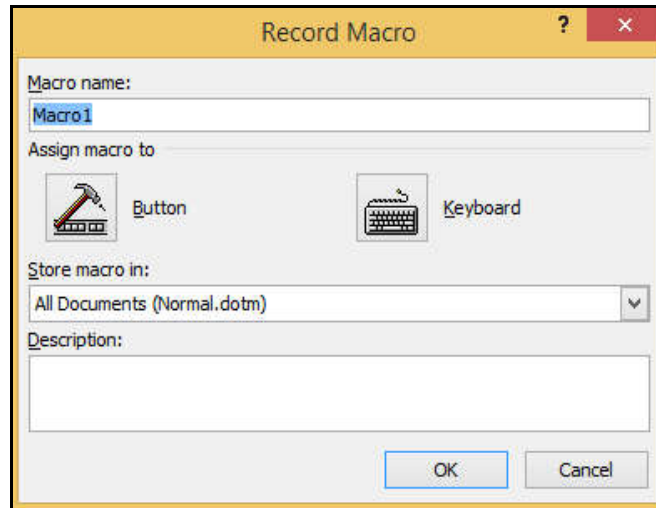


Fig. 3.66 (Record Macro Dialog box)

- Give the macro a name in the **Macro Name**: field.
- Click the **Keyboard** button to assign a keyboard shortcut to the macro.
- Type a **keyboard shortcut** combination and Click on **Assign** button and then click **Close** button.

You are now recording a macro in Word. Everything you do is recorded, from typing text to choosing commands and setting options.

To Stop Recording:

- In the **View** tab, choose **Macros** → **Stop Recording**.

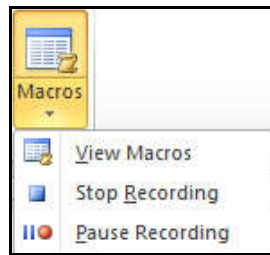


Fig. 3.67 (Macro: Stop Recording)

- The macro is saved. To play back the macro, press the *keyboard shortcut* you assigned. Word repeats all actions taken while the macro was being recorded, playing them back as though you just issued the commands or typed the text yourself.

3.17.2 Run a Macro

To run a macro, click the button on the **Quick Access Toolbar**, press the **keyboard shortcut**, or you can run the macro from the **Macros list**.

To Run Macro:

- In the **View tab**, choose **Macros → View Macros**.

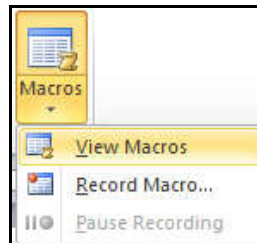


Fig. 3.68 (Macro: View Macros)

Macro Dialog box will be appeared.

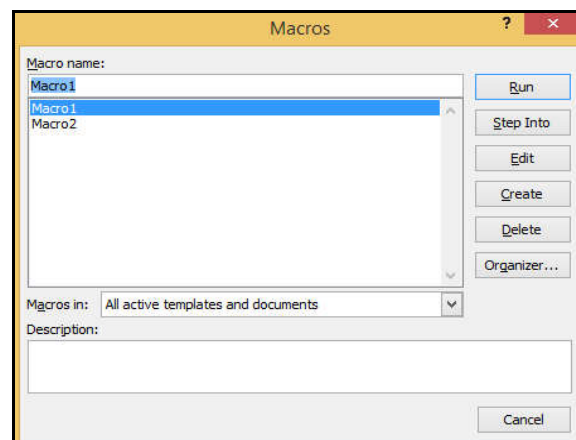


Fig. 3.69 (Macro Dialog Box)

- In the list under **Macro name**, **click** the macro you want to run.
- Click **Run**.

3.18 CHANGE CASE

Have you ever realized after typing a long paragraph that you accidentally left the Caps Lock on and all your letters are in Upper Case?

Fortunately, you will not have to re-type the text to correct this mistake. Microsoft Word offers a quick solution to change the case of your text i.e. the use of *Change Case* option.

To Change the Case of a Text:

- Select the text you want to change.
- Click **Home Tab** → **Font** → **Change Case**.

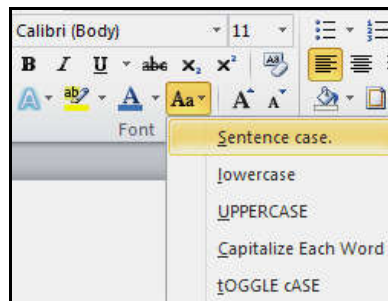


Fig. 3.70 (Change Case)

Five options are available:

- Sentence case** – A sentence case is the case where first character of every sentence is capitalized.
- Lowercase** – A lowercase is the case where every word of a sentence is in lowercase.
- Uppercase** – An uppercase is the case where every word of a sentence is in uppercase.
- Capitalize Each Word**: A capitalize case is the case where every first character of every selected word is in capital.
- Toggle Case** – Toggle operation will change the case of every character in reverse way. A capital character will become lower case and lower case character will become upper case.

Choose the correct option from the list of five options as per the requirement.

3.19 DROP CAP

A drop cap (*dropped capital*) is a large capital letter used as a decorative element at the beginning of a paragraph or section. The size of a drop cap is usually two or more lines.

To Add a Drop Cap:

- Select the first character of a paragraph.
- Go to **INSERT** → **Drop Cap**.

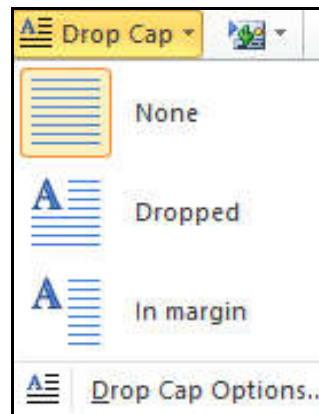


Fig. 3.71 (Add a Drop Cap)

- Select the drop cap option you want.
 - To create a drop cap that fits within your paragraph, select **Dropped**.

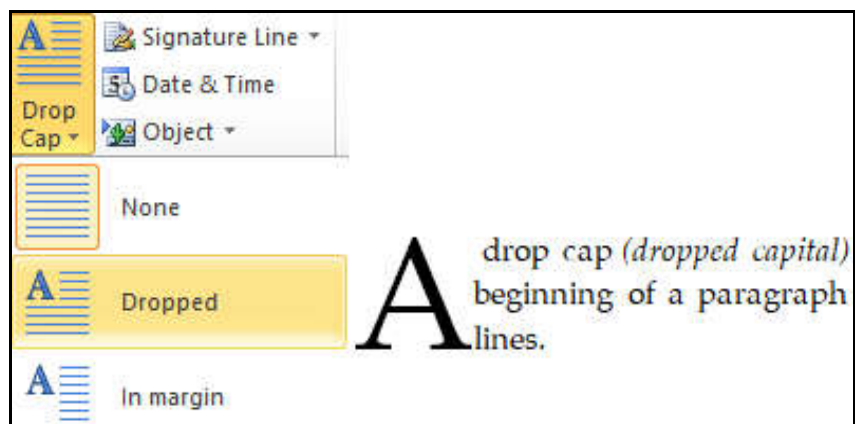


Fig. 3.72 (Add a Drop Cap: Dropped)

- To create a drop cap that is in the margin, outside of your paragraph, select **In margin**.

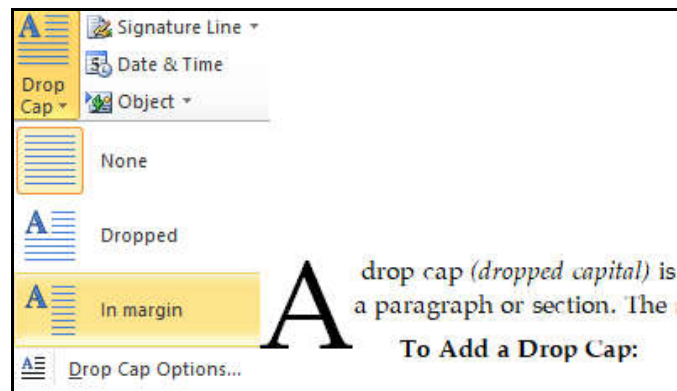


Fig. 3.73 (Add a Drop Cap: In margin)

Note: You can change the size and font of the drop cap, as well as its distance from the text. To do so, select **Drop Cap → Drop Cap Options**, and under **Options**, make your selections.

To Remove a Drop Cap:

- Highlight the large drop cap letter.
- Select the first character of a paragraph.
- Go to **INSERT → Drop Cap**, and select **None**.

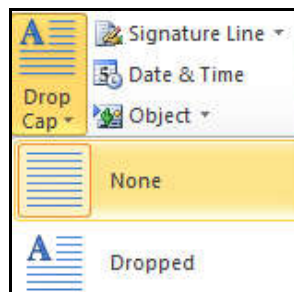


Fig. 3.74 (Remove a Drop Cap)

3.20 UNDO AND REDO

UNDO – (Ctrl + Z)

The *Undo command* lets you “undo” or delete the last change made to your document.

If you make a change or mistake that you do not want or did not mean to do, you can simply “undo” your action. Word remembers up to 300 actions in a document and allows you to undo any or all of them as long as you haven't closed the document first.

To undo an action, do one or more of the following:

- Click **Undo** on the **Quick Access Toolbar**.

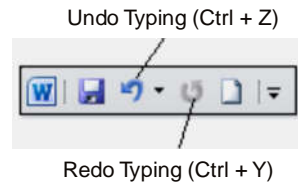


Fig. 3.75 (Undo and Redo Buttons on Quick Access Toolbar)

OR

- Press keyboard shortcut **CTRL+Z**.

If you undo an action in the middle of the list, you will also undo all the actions above the one you select. For example, if you undo the 15th action in your list, you will also be undoing the 14 actions that came before the one you select.

REDO (Repeat) – (Ctrl + Y)

The *Redo* feature allows you to repeat the last action and can help to save a lot of time as you create your document.

To redo an action, do one or more of the following:

- Click **Redo** on the **Quick Access Toolbar**.

OR

- Press keyboard shortcut **CTRL+Y**.

3.21 INDENTS AND OUTDENTS

In Microsoft Word, the term *indent* is used to describe the distance, or number of blank spaces used to separate a paragraph from the left or right margins.

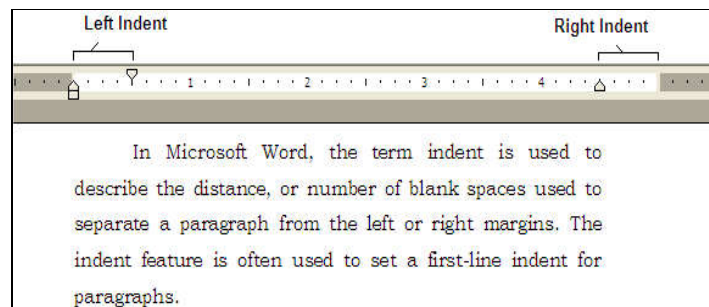


Fig. 3.76 (Paragraph formatted using Left and Right Indents)

In many types of documents, you may want to indent only the first line of each paragraph. This helps to visually separate paragraphs from one another.

Indents can also be negative. This is called an *outdent*, which pulls the paragraph outside of the left/right margin.

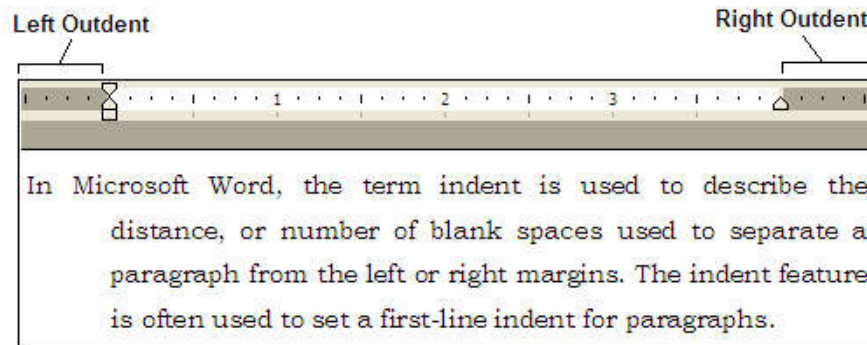


Fig. 3.77 (Paragraph formatted using Left and Right Outdents)

It's also possible to indent every line except the first line, which is known as a *hanging indent*.

This paragraph is formatted using a **hanging** indent. Hanging indents are **not standard** in documents such as business letters, but you may see examples of the hanging indent on web pages, newsletters, PowerPoint presentations, etc.

Fig. 3.78 (Paragraph formatted using Hanging Indent)

To Use the Indent Commands:

If you want to indent all lines in a paragraph, you can use the **Indent commands** on the **Home Tab**.

- Select the text you want to indent. Make sure you are on the **Home Tab**.
- Click the **Increase Indent** command to increase the indent.
- Click the **Decrease Indent** command to decrease the indent.

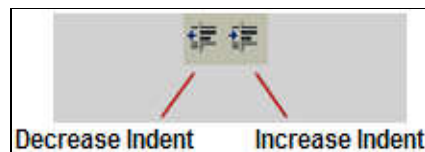


Fig. 3.79 (Decrease and Increase Indent)

Note: Clicking the *Increase/Decrease Indent* buttons is the most convenient way of setting a left or right indent. Each time you click the *Increase* or *Decrease Indent* button, your text is moved by the default 1/2 inches.

To Indent Using the Tab key:

A quick way to indent is to use the **Tab** key. This will create a first-line indent of 1/2 inch.

- Place the **insertion point** at the very beginning of the paragraph you want to indent.
- Press the **Tab** key. On the ruler, you should see the **first-line indent marker** move to the right by 1/2 inch.

3.22 TABS

Tabs are paragraph formatting features used to align text in the document. When you press the *Tab* key, Word inserts a tab character and moves the insertion point to the tab setting, called the *tab stop*. You can set custom tabs or use default or preset tab settings.

Tabs are used to create tabular listings of texts in the word documents. Tabs are set to distribute text equally between the left and right margins. By default, a Word document has built-in tab stops at half-inch intervals.

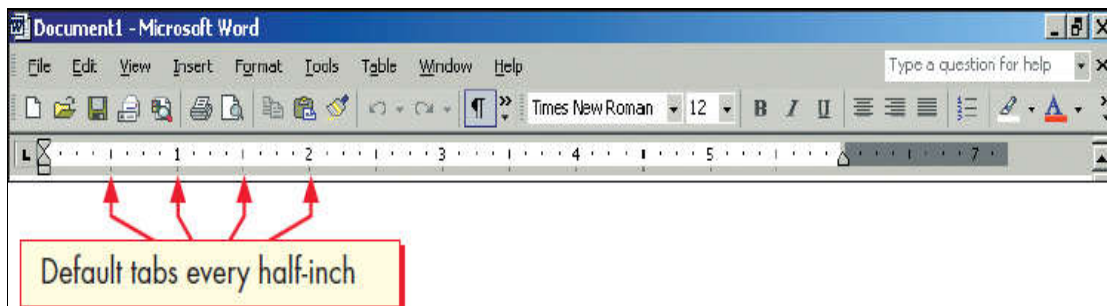







Fig. 3.80 (Tabs)

If you don't want to use the half-inch default tab settings, you have two choices:

- Change the distance between the default tab stops.
- Create custom tabs.

3.22.1 TYPES OF TABS

The following table describes the most common types of custom tabs used in Microsoft Word:

Tab Symbol	Tab Type	Description
	Left-aligned	aligns the columns to the left of tab.
	Centered	aligns the columns to the center of the tab.
	Right-aligned	aligns the columns to the right of tab.
	Decimal-aligned	aligns the columns at the decimal point.
	Bar	creates thin line between the columns.

Note: Custom tab settings are indicated on the horizontal ruler by *tab markers*.

3.22.2 SETTING TABS

There are two ways to set tabs:

- (1) Setting Tabs by using the Ruler
- (2) Setting Tabs by using the Tabs Dialog box

(1) Setting Tabs by using the Ruler

To set the Tabs by using the **Ruler**, follow these steps:

- (i) Click on the **Tab alignment button** on the left of the horizontal ruler to choose the type of tab. (say, left-aligned tab).



Fig. 3.81 (Tab Alignment button: Left Tab)

- (ii) Thereafter, click at different positions on the horizontal ruler to set the tabs or for making different columns.

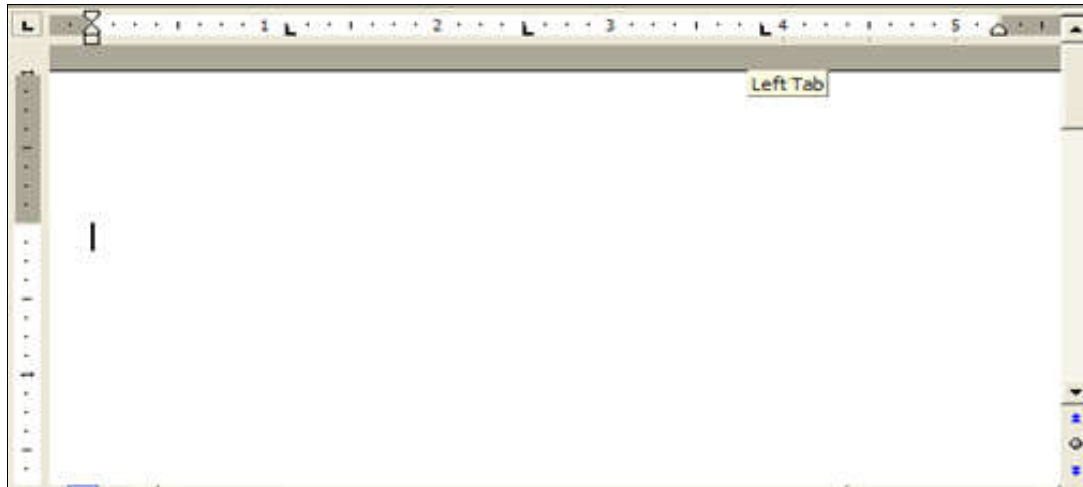


Fig. 3.82 (Setting Tabs at different positions)

- (iii) Type some text for the first column and hit single *tab* key. Type text for the second column and hit single *tab* key. Repeat the same for all the columns. (Fig. 3.83)

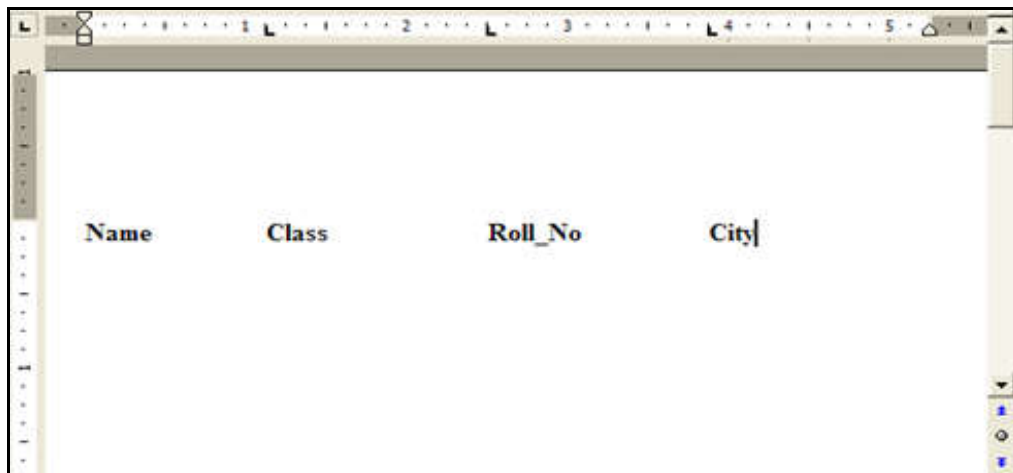


Fig. 3.83 (Setting Text for Columns)

- (iv) Select all the columns.
- (v) Select the type of tab by clicking the tab alignment button placed on the left of the horizontal ruler, till the desired tab type comes.
- (vi) Now, click at different position in any column on the horizontal ruler. You will

notice that the next column will move automatically to that point, where you have clicked the ruler. You can repeat this for all the columns.

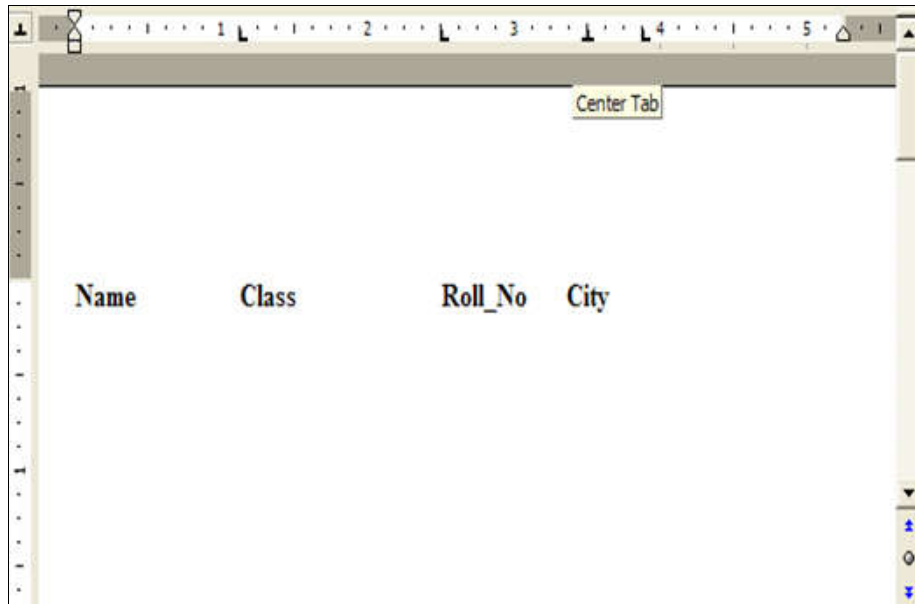


Fig. 3.84 (Setting Tabs in different columns)

(vii) When you press the *enter* key to insert new line, hitting *tab* key will take you to the same position.

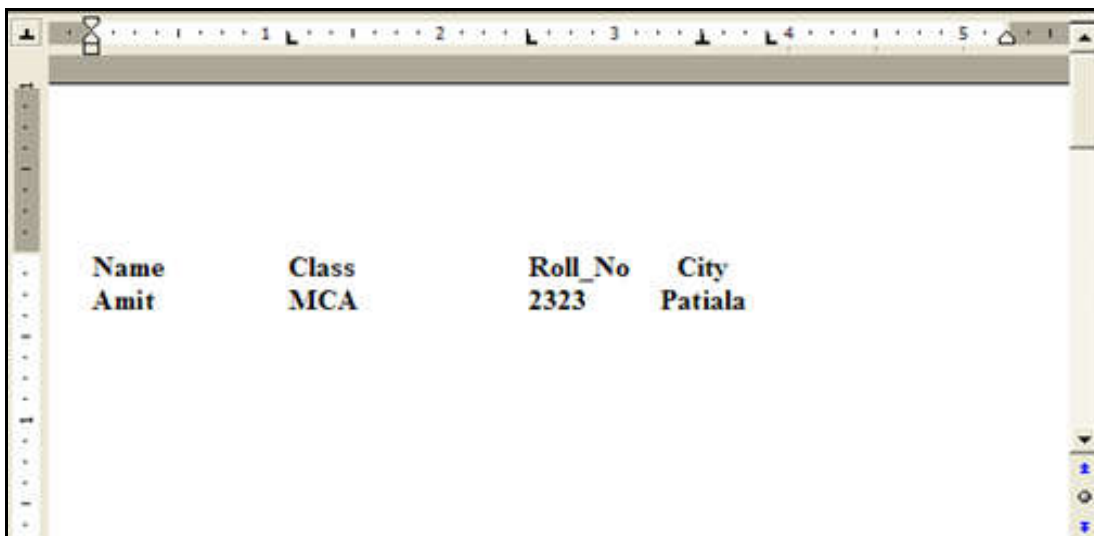


Fig. 3.85 (Same Tab setting for All Lines)

(ii) Setting Tabs by using the Tabs Dialog box

You can set tabs by using the **Tabs Dialog box**. By using the **Tabs dialog box**, you get more precise tab positions and also can insert a specific character (leader) before the tab.

To set the Tabs by using the **Tab Dialog box**, follow these steps:

- (i) On the **Home Tab**, in the **Paragraph group**, click the **Paragraph dialog box launcher**.

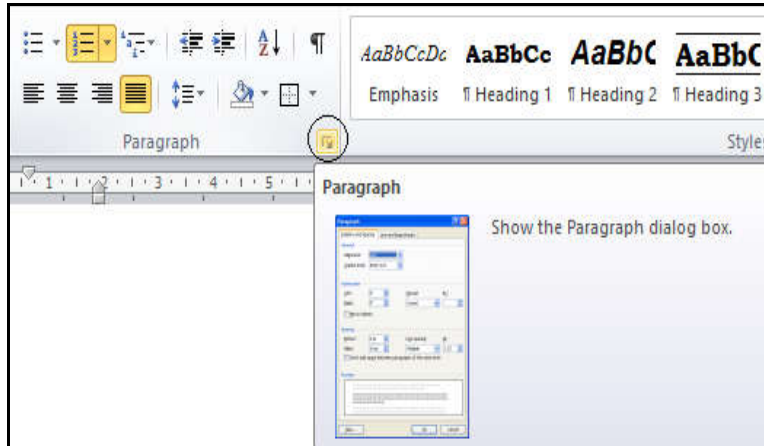


Fig. 3.86 (Paragraph Dialog box Launcher)

- (ii) **Paragraph Dialog box** will be appeared. Click on **Tabs**.

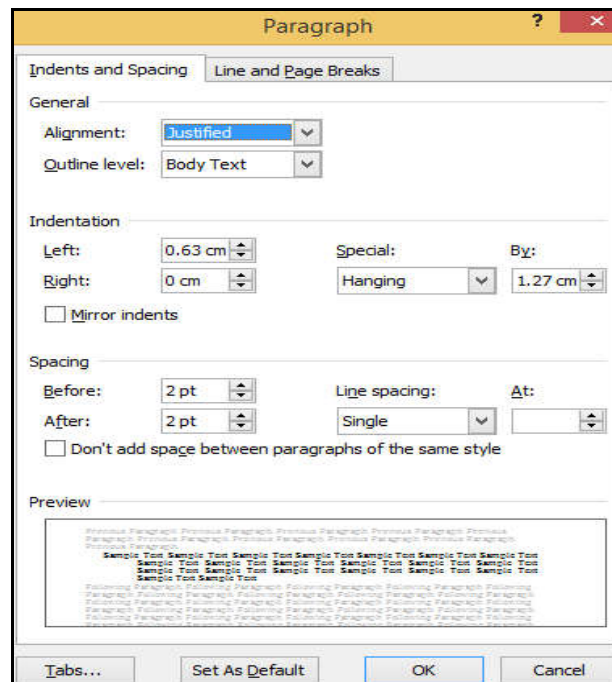


Fig. 3.87 (Paragraph Dialog box)

- (iii) In the **Tab stop position box**, enter the position (measurement) on the ruler where you want to set the tab stop.

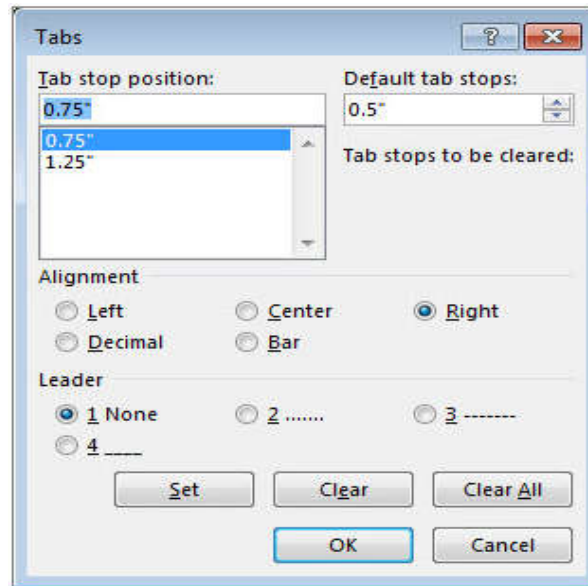


Fig. 3.88 (Tabs: Tab stop position box)

- (iv) Under **Alignment**, choose **Left**, **Center**, **Right**, **Decimal**, or **Bar**.
- (v) Under **Leader**, choose **1 None**, **2 dots**, **3 dashes**, or **4 underline to set**.
- (vi) Click **Set** → **OK**.

3.23 WORDART

WordArt is a gallery of text styles that you can add to your documents to create decorative effects, such as shadowed or mirrored (reflected) text. You can use WordArt to add special text effects to your document.

For example, you can stretch a title, skew text, fit text to a preset shape, or apply a gradient fill. This WordArt becomes an object that you can move or position in your document to add decoration or emphasis. You can modify or add to the text in an existing WordArt object whenever you want.

To Add WordArt:

- On the **Insert** tab, in the **Text** group, click **WordArt**, and then click the **WordArt style** that you want.
- Enter your text.

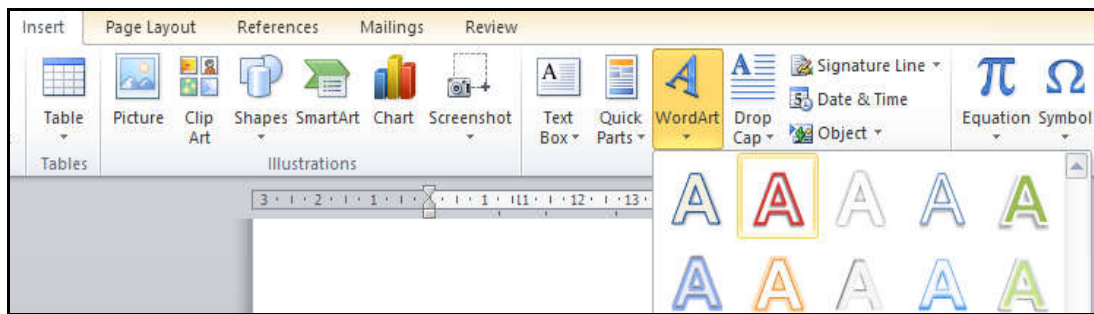


Fig. 3.89 (WordArt: WordArt Style)

To Remove the WordArt Style:

- When you remove the **WordArt style** from your text, the text remains and changes to **plain text**.
- Select the **WordArt text** that you want to remove the **WordArt style** from.



- On the **Home** tab, in the **Font** group, click **Clear All Formatting**.

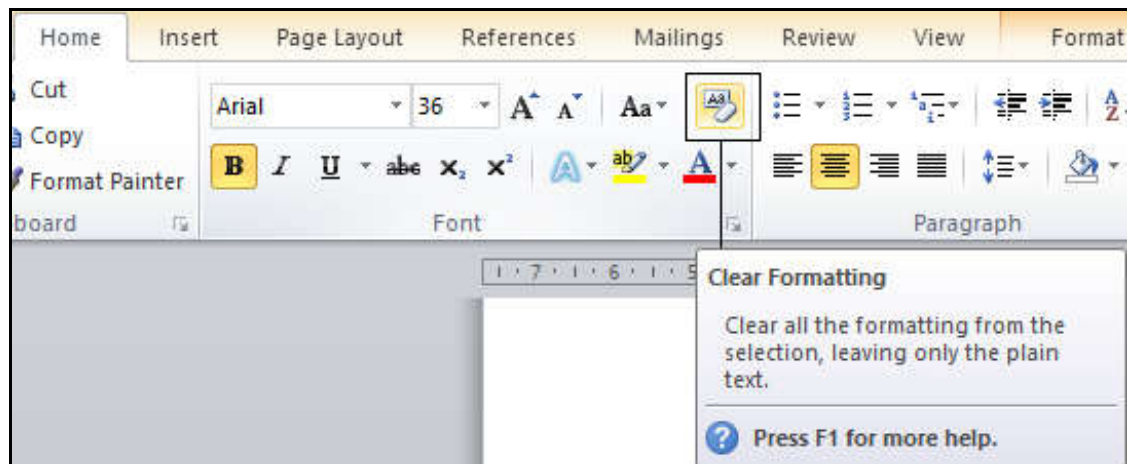


Fig. 3.90 (WordArt: Remove WordArt Style)

To Delete the WordArt:

- Select the **WordArt** that you want to remove, and then press **DELETE**.

3.24 CLIP ART (INSERTING PICTURES AND VIDEO)

Clip art is a collection of pictures or images that can be imported into a document. Clip art is typically organized into categories, such as people, objects, nature, etc., which is especially helpful when browsing through thousands of images.

Pictures and videos can be inserted or copied into a document from many different sources, including downloaded from a clip art Web site provider, copied from a Web page, or inserted from a folder where you save pictures.

To Insert Clip Art:

- Place your **insertion point** in the document where you want to insert the clip art.
- On the **Insert** tab, in the **Illustrations** group, click **Clip Art**.



Fig. 3.91 (Clip Art)

- In the **Clip Art task pane**, under **Search for** text box, type a word or phrase that describes the clip art that you want, or some of the file name of the clip art and Click **Go**.

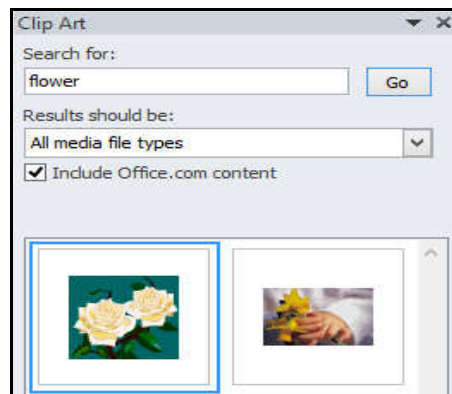


Fig. 3.92 (Clip Art Task Pane)

- In the list of results, click the clip art to insert it.

To Insert a Picture from a file:

- Place your **insertion point** where you want the image to appear.
- On the **Insert** tab, in the **Illustrations** group, click **Picture**.

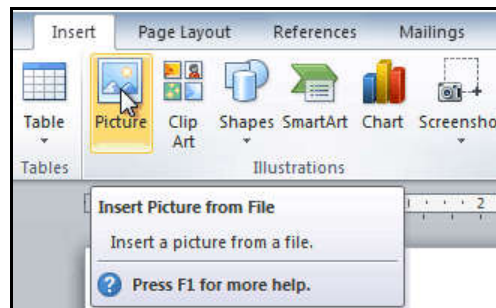


Fig. 3.93 (Insert Picture from File)

- The **Insert Picture dialog box** appears. Select the desired image file, and then click **Insert** to add it to your document.

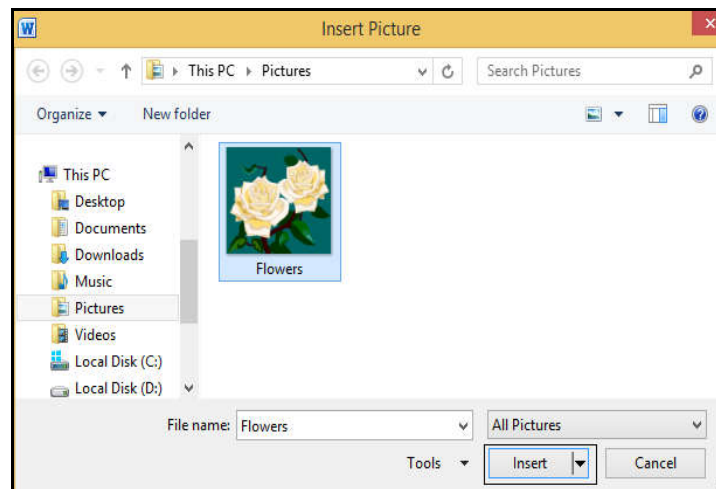


Fig. 3.94 (Insert Picture Dialog Box)

3.25 AUTOTEXT

AutoText is commonly used text that you often use in your documents. AutoText is a feature in MS-Word which allows you to quickly insert predefined text, objects or pictures by simply typing a single keyword. Microsoft Word provides a number of built-in AutoText entries, and you can create your own AutoText entries as well.

Here are some advantages of using AutoText in Word documents:

- Less Typing.
- Store frequently used text.
- AutoText can be document-type specific.
- AutoText can be shared throughout the enterprise.

To Add an AutoText entry to your document:

- On the **Insert Tab**, under **Text group**, click **Quick Parts**, and then point to **AutoText**.
- Click the entry that you want to add.

To Create a new AutoText entry:

In Word 2010, AutoText entries are stored as building blocks. To create a new entry, use the **Create New Building Block dialog box**.

- In your Word document, select the text that you want to add to your gallery of AutoText entries.
- On the **Insert Tab**, in the **Text group**, click **Quick Parts**, point to **AutoText**, and then click **Save Selection to AutoText Gallery**.

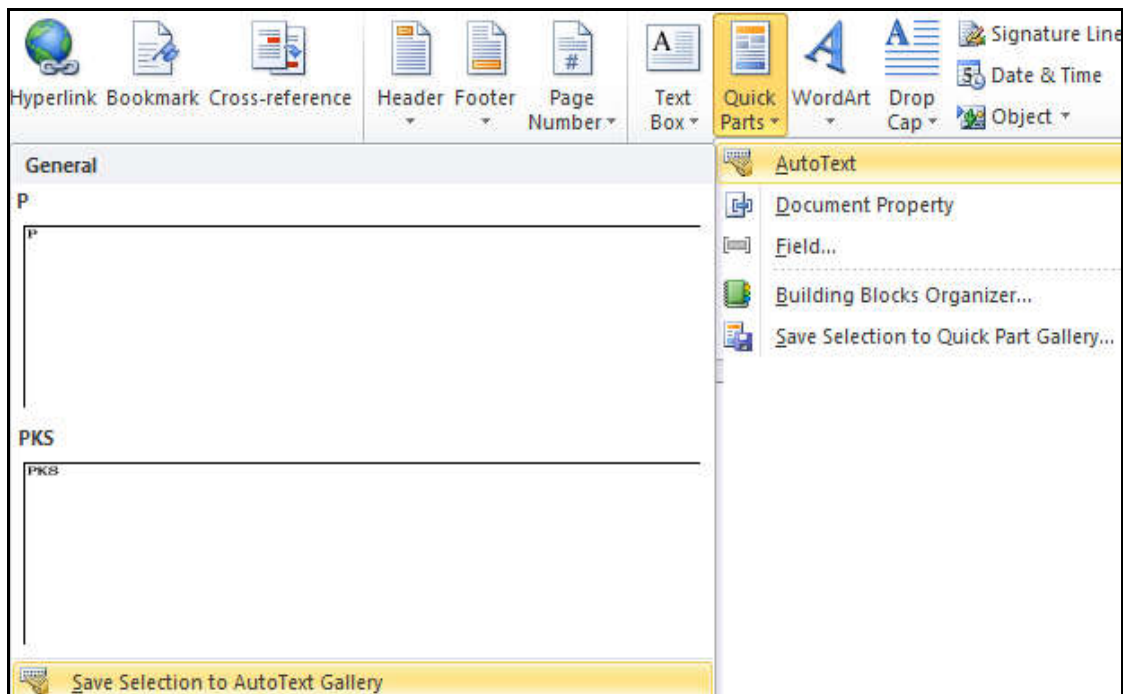


Fig. 3.95 (AutoText: Save Selection to AutoText Gallery)

OR

- Press **Alt+F3**. **Create New Building Block Dialog Box** will be displayed. (Fig. 3.96)

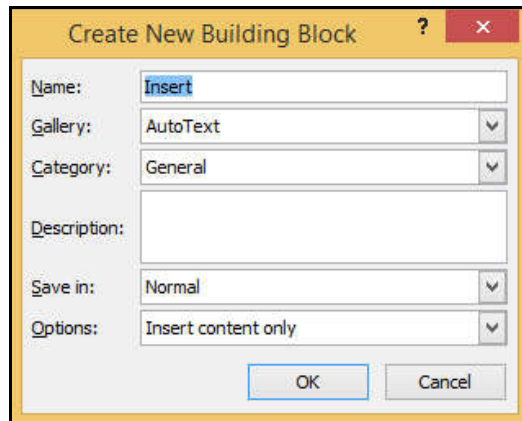


Fig. 3.96 (Create New Building Block)

- Fill out the information in the **Create New Building Block dialog box**:
 - (a) **Name:** Type a unique name for the AutoText building block.
 - (b) **Gallery:** Select the **AutoText** gallery.
 - (c) **Category:** Select the **General** category, or create a new category.
 - (d) **Description:** Type a description of the building block.
 - (e) **Save in:** Click the name of the template in the drop-down list. For example, click **Normal**. A template must be open to be displayed in the drop-down list of template names.
 - (f) **Options:** Choose one of the following:
 - o Select **Insert content in its own page** to place the building block on a separate page with page breaks before and after the building block.
 - o Select **Insert content in its own paragraph** to make the content into its own paragraph, even if the user's cursor is in the middle of a paragraph.
 - o Select **Insert content only** for all other content.
- Click **OK**.

3.26 AUTOCORRECT

Word's *AutoCorrect* feature can assist you in word processing tasks. AutoCorrect can help you locate misspelled words and correct them as you type. AutoCorrect can also be customized so that commonly used words will be automatically entered without having to type the entire word.

Example:

When typing the misspelled word, *stannd*, Word will automatically convert this typo to the correct spelling, *stand*.

You can use the *AutoCorrect* feature to correct misprints, capitalization errors, and misspelled words, as well as automatically insert symbols and other pieces of text. By default, AutoCorrect uses a standard list of typical misspellings and symbols, but you can modify the entries in this list.

To Use AutoCorrect:

- Click **File** → **Options** → **Proofing** → **AutoCorrect Options**.

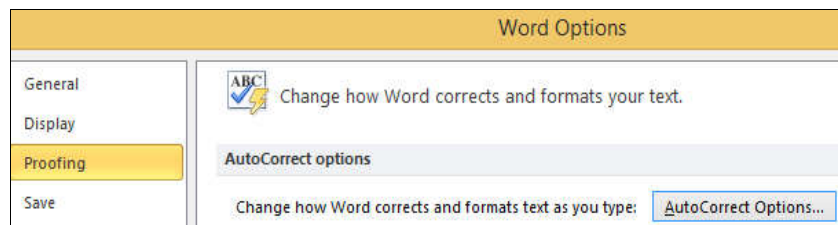


Fig. 3.97 (AutoCorrect Options)

- **AutoCorrect Dialog Box** will be displayed. Click on **AutoCorrect** tab.

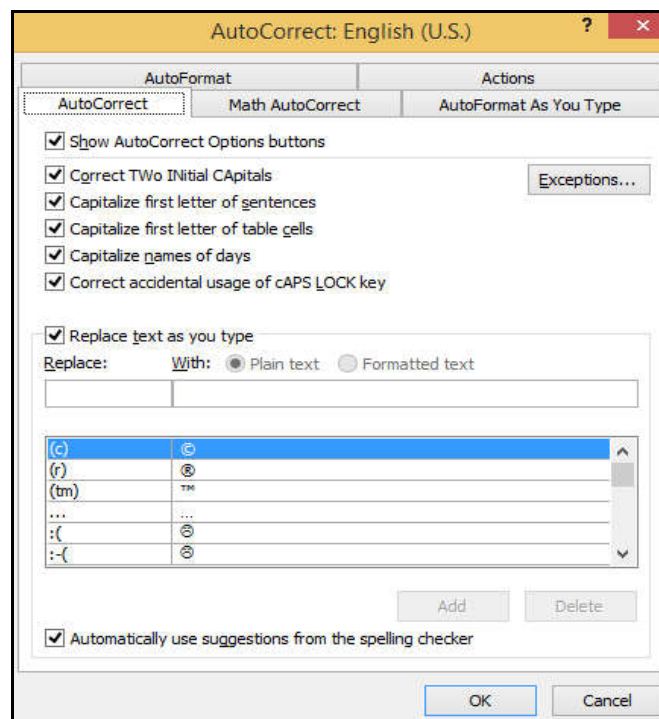


Fig. 3.98 (AutoCorrect Dialog Box: AutoCorrect Tab)

- Check or de-select any of the following options:
 - Show AutoCorrect Options buttons.
 - Correct TWo INItial CAPItals.
 - Capitalize first letter of the sentences.
 - Capitalize first letter of table cells.
 - Capitalize names of days.
 - Correct accidental usage of CAPS LOCK key.
 - Replace text as you type.
- Use the **Replace: box** to type a word you frequently misspell or type a shorthand word to represent a longer word or phrase, such as *Heirrachy*.
- Use the **With: box** to type the correct word, *Hierarchy*.
- Click **Add** and then click on **OK**.
- Click **OK**.

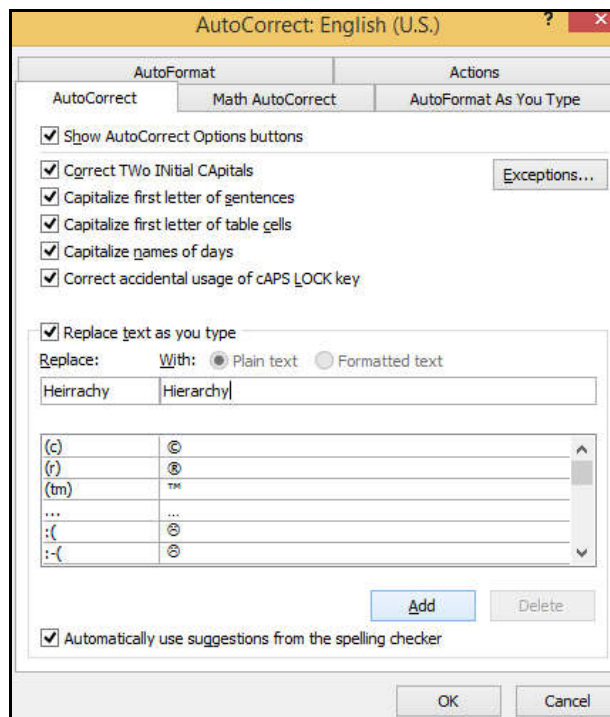


Fig. 3.99 (AutoCorrect: Replace Text As You Type)

Note: If you type a misspelled word into AutoCorrect's **With: box**, AutoCorrect always misspells that word.

3.27 MAIL MERGE

The Mail Merge feature in Microsoft Word allows you to merge an address file with a form letter in order to generate multiple copies of the same letter, with one copy for each address in your file. This automates the task of generating the same letter for multiple recipients.

It is a process of combining generic information (such as a form letter or mass email) with specific information (such as a specific recipient's address, name, or title).

In Word 2010, this process is completed using two components:

1. A Main document (For example: A form letter).
2. A Data source (A list of recipients that includes names, addresses, phone numbers, titles, etc.).

This data source could be an *E-mail address book*, a *Microsoft excel spreadsheet*, a *database*, or various other files. The main document contains standard text that all final letters will contain, but it also contains variable placeholders, such as the "Address Book" or the "Greeting Line". These generic placeholders are replaced with the specific information for each recipient obtained from the data source records.

Word 2010 provides easy access to all the commands necessary for creating a mail merge. These commands are available in the *Mailings tab* on the Ribbon. You can merge a mailing list to letters, e-mail messages, envelopes, and labels. The following will show you the overall process of creating mail merge in Microsoft Word 2010.

Step 1: Accessing Word 2010 Mail Merge commands

- Open a blank Word 2010 document.
- From the **Mailings** tab, in the **Start Mail Merge** group, click on **Start Mail Merge** icon and from the menu appear, select the desired options to create your mail merge.

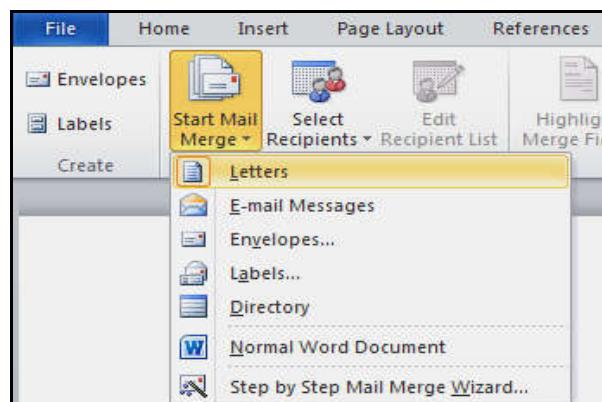


Fig. 3.100 (Start Mail Merge)

Step 2: Choosing a Document Type

- Your options for selecting a document type include the following:
 - **Letters:** allows you to alter one letter and sent it to multiple people (assume we select this option for demonstration purpose).
 - **E-mail Messages:** allows you to personalize letters designed to be sent to multiple people via e-mail. For instructions on how to perform this type of merge, refer to Creating Mail Merge Email.
 - **Envelopes:** allows you to print envelopes addressed to multiple people. For instructions on how to perform this type of merge, refer to Creating Mail Merge Envelopes.
 - **Labels:** allows you to print labels addressed to multiple people. For instructions on how to perform this type of merge, refer to Creating Mail Merge Labels.
 - **Directory:** allows you to gather varied but related information into a list such as a collection of lists regarding department directory, can includes list names, phone numbers, etc.

Step 3: Choosing the Recipients

- From the **Mailings** tab, in the **Start Mail Merge** group, click on **Select Recipients** icon and from the menu appear, select the desired options to select recipients:

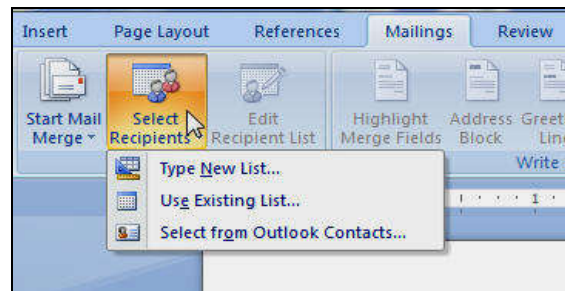


Fig. 3.101 (Select Recipients)

- **Type New List:** Unless you already have a list created for mail merging, you have to build a new one by typing each recipient.
- **Use Existing List:** When you have a database list you want to use, this option makes the most sense. After choosing the list from the Select Data Source dialog box, where you can choose the file you want to use.
- **Select from Outlook Contacts:** Uses your existing Outlook contacts as recipients.

Unless your PC is on a network with the proper kind of Microsoft Server software installed, you can forget this option.

Step 4: Write and Insert Fields

- Place the insertion pointer where you want a field to appear.
- From the **Mailings** tab, in the **Write & Insert Fields** group, click the desired options to add text and variable information to your document. Frequently used options include:
 - **Address Block:** to specify the format of your recipients' names, whether to insert the company name and postal address, and the format of the postal address.
 - **Greeting Line:** to format how the greeting line will appear (e.g., Dear Mr. Rahul,) and choose which format to use for unknown names (e.g., Dear Sir or Madam,).
 - **Insert Merge Field:** to insert fields for a variety of common options (such as the first or last name, phone number, or state of each recipient).

Step 5: Previewing Your Documents

The Mail Merge task pane presents you with an opportunity to review what the merged document will look like. This way, you can go back and make any last-minute changes to fine-tune your merge.

- From the **Mailings** tab, in the **Preview Results** group, click the **Preview Results** icon.
- You can browse through the documents for the other entries by clicking the **Previous** or **Next** button.

Step 6: Completing the Mail Merge

The last step to complete the merge is to accept the preview of how the merge will look and direct Word to perform the merge. You can print the merged documents or, prior to printing, you can edit individual documents.

3.28 TEMPLATE

Every Microsoft Word document is based on a template. A *template* is not a document file; rather it determines the basic structure for a document that can be saved and used over and over again. Template contains document settings such as *AutoText entries*, *fonts*, *key assignments*, *page layout*, *special formatting*, and *styles*. A document created using a template

will have access to all of these features and a large part of your job in creating a new document will be done for you if your templates are well-designed.

A template is a pre-designed document that you can use to create new documents with the same formatting. With a template, many of the big document design decisions such as margin size, font style and size, and spacing are predetermined.

3.28.1 Create a New Document with a Template

Templates can help you create a more professional and visually appealing document. Microsoft Word provides a large collection of templates. To use templates, you will need to know how to create a new document with a template and how to insert text into the template.

To Insert a Template:

1. Click the **File** tab to go to **Backstage view**.
2. Select **New**. The **New Document** pane appears.
3. Click **Sample templates** to choose a built-in template, or select an **Office.com template** category to download a template.

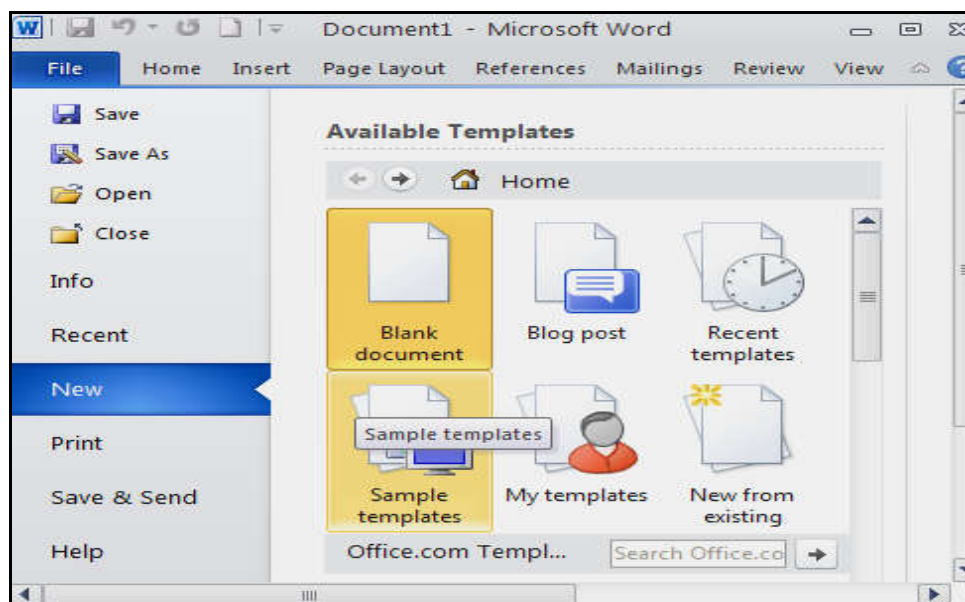


Fig. 3.102 (Select the Template)

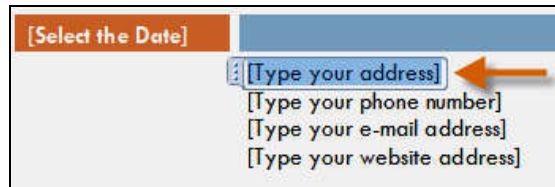
4. Select the desired template, and then Click **Create**. A new document will appear using the template you have selected.

3.28.2 Entering information into a Template

Templates include *placeholder text* that is surrounded by brackets. To personalize your document, you will need to replace the placeholder text with your own text.

To Insert Text into a Template:

1. Click the **text** you want to replace. The text will appear *highlighted*, and a *template tag* will appear.



2. Enter some text. It will replace the placeholder text.

To Change Pre-filled Information:

In some templates, your *name* or *initials* will be automatically added. This is known as *pre-filled information*. If your name or initials are incorrect, you will need to change them in *Word Options*.

1. Click the **File** tab to go to **Backstage view**.
2. Click the **Options** button. The **Word Options dialog box** appears.
3. Enter the **user name and/or initials** in the **General** section, and then click **OK**.

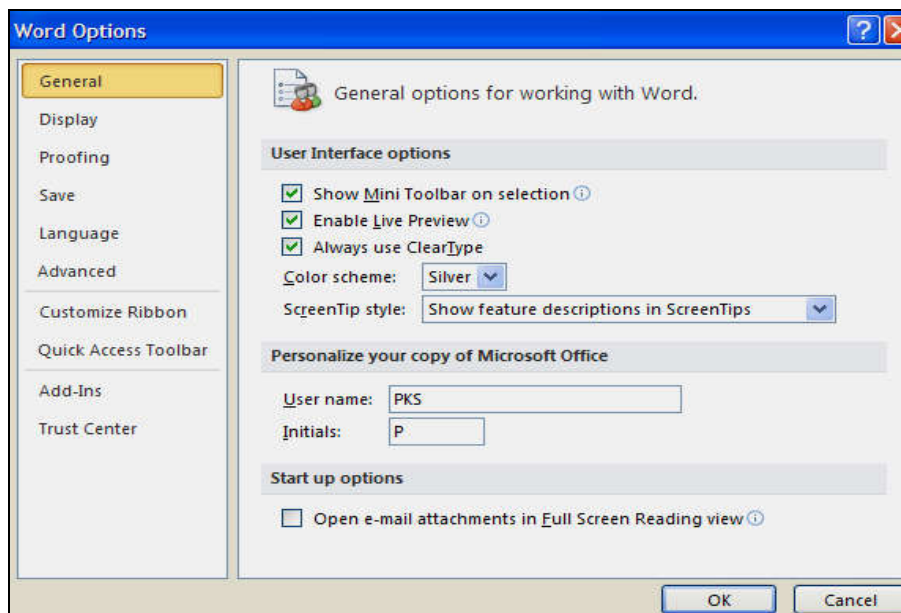


Fig. 3.103 (Word Options Dialog Box)

3.28.3 Creating New Template

You can create a fresh new template based on your requirement or you can modify an existing template and save it for later use as a template. A Microsoft Word template file has an extension of **.dotx**.

To Create a New Template Using an existing Template:

- (1) Click the **File tab** and then click the **New** option; this will display the **Available Templates** to be selected. Select any of the available templates and open it.
- (2) You can now modify an open template as per your requirements and once you are done, you can save this template with a **.dotx** extension which is a standard extension for Microsoft Word Templates.

To Create a New Template from a New Document:

- (1) You can create a template from a new document as well. Click the **File** button, and click **New** option to open a new document.
- (2) Under **Available Templates**, double click **Blank Document** to create a new document template.
- (3) Save the template with a unique name and **.dotx** extension.
- (4) You can save the created template anywhere you click and whenever you like to use this template, just double-click over the template file and it will open a new template-based document for you.

3.29 STYLE

A *style* is a set of formatting characteristics that you can apply to text, tables, and lists in your document to quickly change their appearance. When you apply a style, you apply a whole group of formats in one simple task.

For example, instead of taking three separate steps to format your title as *16 pt, Arial, and center-aligned*, you can achieve the same result in one step by applying the *Title style*.

The following are the types of styles you can create and apply:

- A *paragraph style* controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting.
- A *character style* affects selected text within a paragraph, such as the font and size of text, and bold and italic formats.

- A *table style* provides a consistent look to borders, shading, alignment and fonts in tables.
- A *list style* applies similar alignment, numbering or bullet characters, and fonts to lists.

When you want to change the style of text, you can apply an existing style, also known as a *built-in* style. If you do not see a style with the characteristics you want, you can create a new style, and then apply it.

To Select a Style:

- Select the text you want to format.
- In the **Styles** group on the **Home** tab, hover over each style to see a *live preview* in the document. Click the **More** drop-down arrow to see additional styles.
- Select the style you want. The selected text appears formatted in the style.

To Modify a Style:

- Locate the style you want to change in the **Styles** group.
- **Right-click** the style. A **drop-down menu** will appear.
- Click **Modify**, and the **Modify Style dialog box** appears.

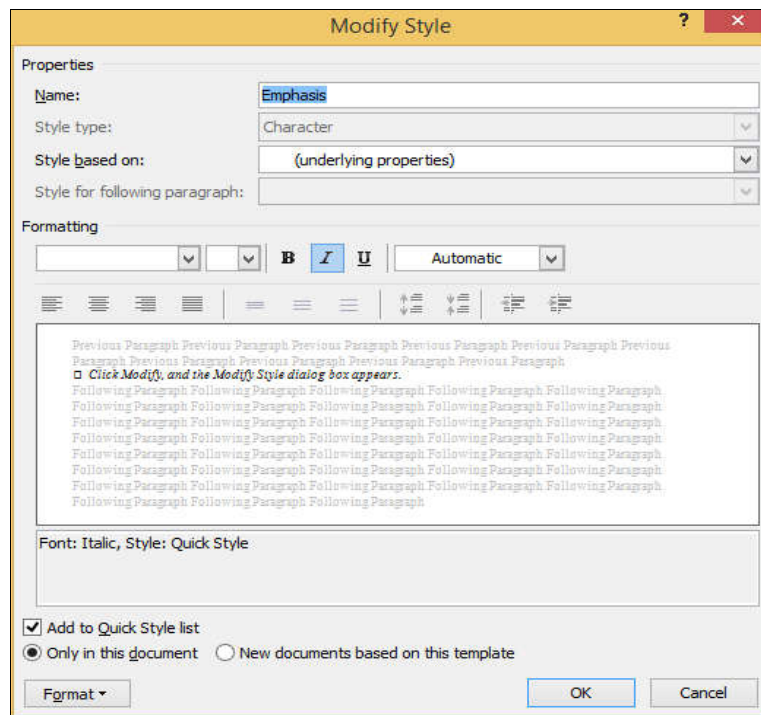


Fig. 3.104 (Modify Style Dialog box)

- Make the desired changes to the formatting. If you want, you can also change the name of the style.
- Click OK to apply the modifications to the style.

To Create a New Style:

- Click the **arrow** in the bottom-right corner of the **Styles** group. This opens the **Styles** task pane.

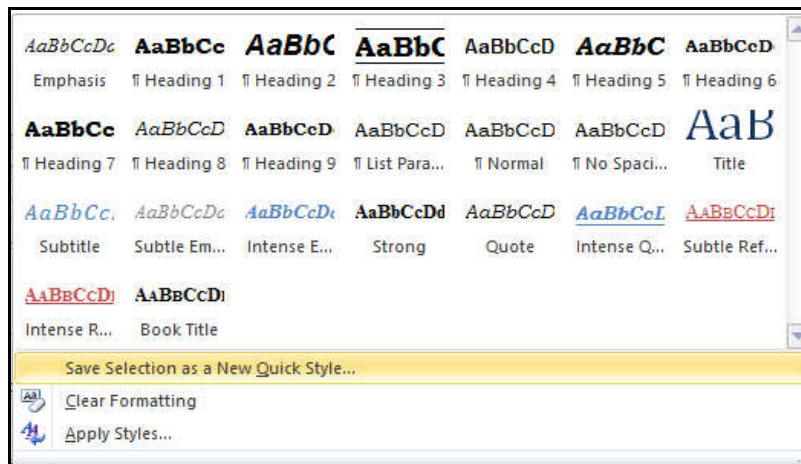


Fig. 3.105 (Styles Task Pane)

- Select the **Save Selection as a New Quick Style...** button at the bottom. A dialog box will appear. (Fig. 3.106)

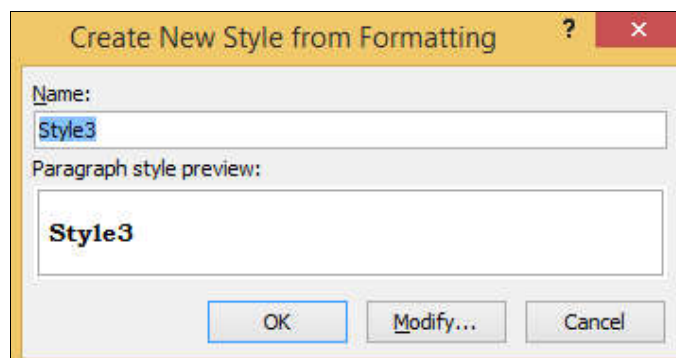


Fig. 3.106 (Create New Style from Formatting Dialog Box)

- Enter a **Name** for the style, and set the text formatting (by clicking on Modify button) the way you want.
- Click **OK**, and the new style will appear in the task pane.

3.30 TABLE OF CONTENTS (TOC)

A *table of contents (TOC)* is just like the list of chapters at the beginning of a book. It lists each section in the document and the page number where that section begins. A really basic table of contents might look like this:

Table of Contents	
Chapter 1.....	2
Chapter 2.....	19
Chapter 3.....	41
Chapter 4.....	52

Fig. 3.107 (Table of Contents)

A *table of content* helps in navigating through a Word document by providing associated page numbers and direct links to various headings available on those pages.

Though, you can create a table of contents manually by typing the section names and page numbers, but it would take a lot of work. And if you ever decide to rearrange your sections or add more information, you will have to update everything all over again. However, with the right formatting, MS-Word can create and update a table of contents automatically.

3.30.1 CREATING TABLE OF CONTENTS

To Create Table of Contents:

- (1) First, go through the document and add different levels of headings with a heading style.
 - Type a heading. Thereafter, on the **Home** tab, under **Styles** group, select the **Heading 1**, **Heading 2**, or **Heading 3** style. By default, any text that you apply these styles to will show up as an entry in the table of contents. So, you can decide how you want to use the three heading levels.

For example, you could use **Heading 1** for *Preface*, **Heading 2** for *Unit 1* and **Heading 3** for *Chapter 1*. (Fig. 3.108)

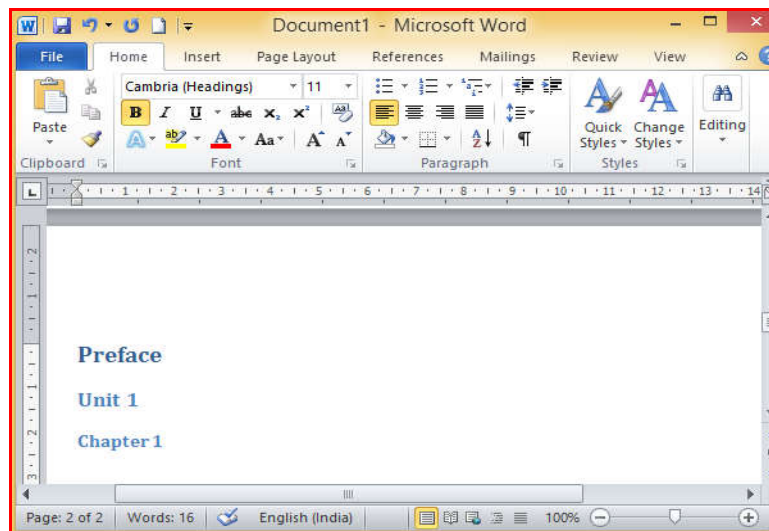


Fig. 3.108 (Table of Contents: Add Headings with different Heading Styles)

- (2) When you are finished, click where you want to add the table of contents. You can insert a table of content anywhere in the document, but the best place is always at the beginning of the document. So, bring your insertion point at the beginning of the document and then click the **References** tab followed by the **Table of Content** button; this will display a list of Built-In Table of Contents options. (Fig. 3.109)

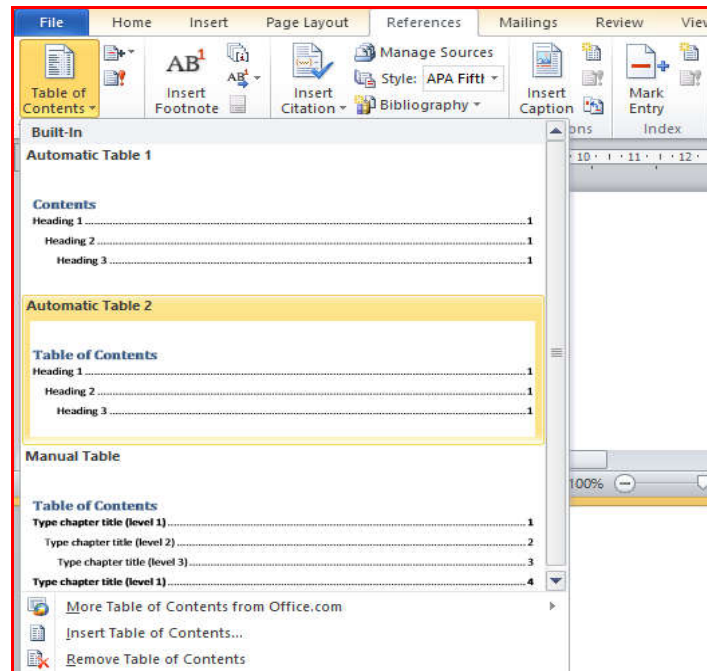


Fig. 3.109 (Table of Contents: Built-In TOC options)

- (3) Select any of the displayed options by simply clicking on it. A table of content (TOC) will be inserted at the selected location. (Fig. 3.110)

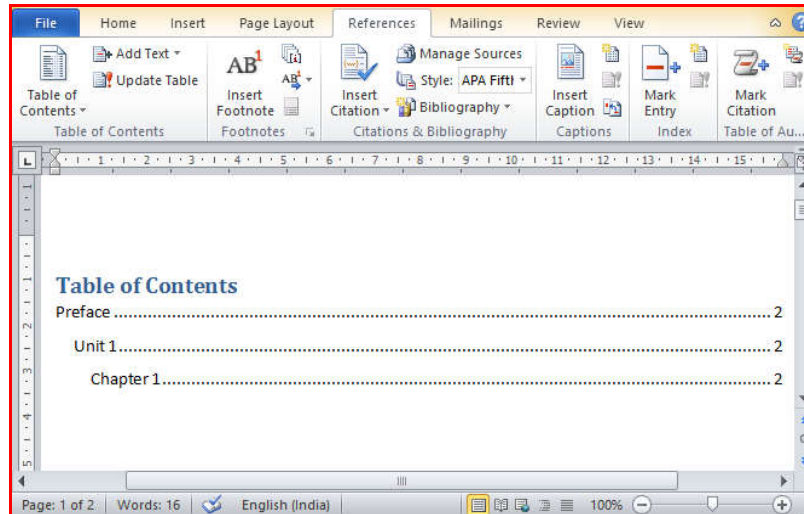


Fig. 3.110 (Table of Contents: TOC inserted at selected location)

- (4) Now, if you press the **Ctrl** key and then click over the any link available in the table of content, it will take you directly to the associated page. (Fig. 3.111)

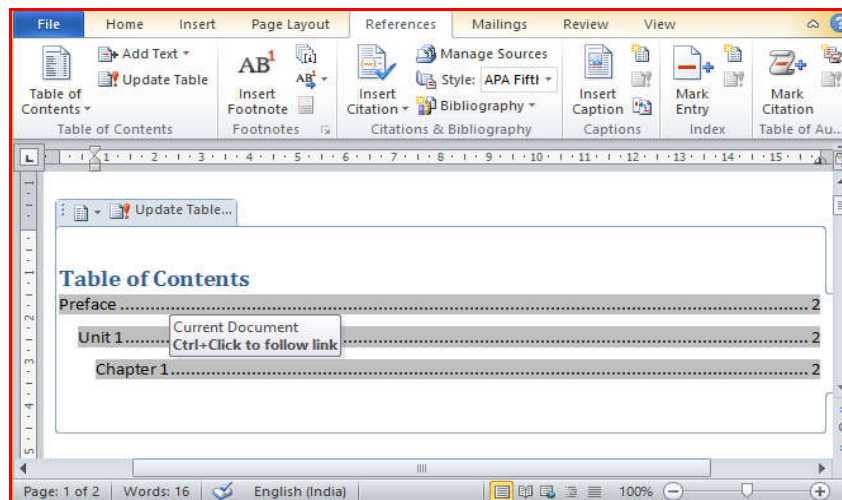


Fig. 3.111 (Table of Contents: Links in TOC)

- (5) You can select number of levels of headings in your table of content. If you click on the **Insert Table of Contents** option available in the **option menu** (Fig. 3.112), then it will show you a dialog box (Fig. 3.113), where you can select the number of levels

you want to have in your table of content. You can turn **ON** or turn **OFF** the **Show Page Numbers** option. Once done, click the **OK** button to apply the options.

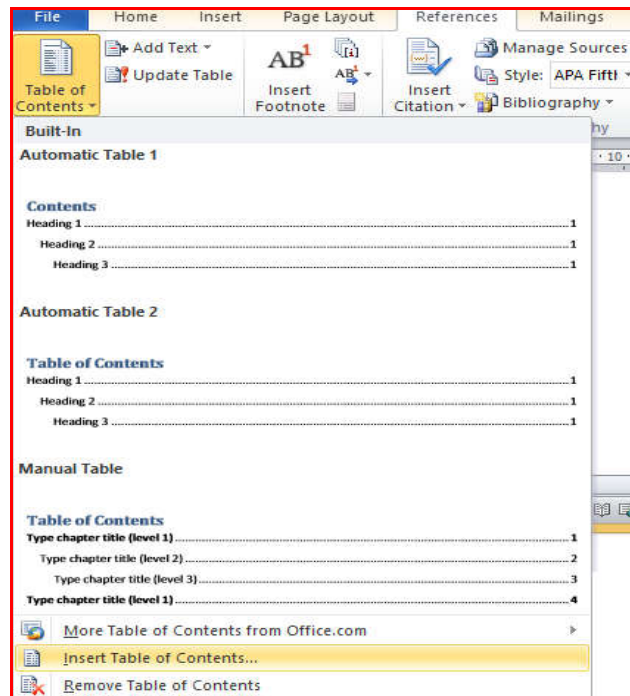


Fig. 3.112 (Table of Contents: Insert Table of Contents Option)

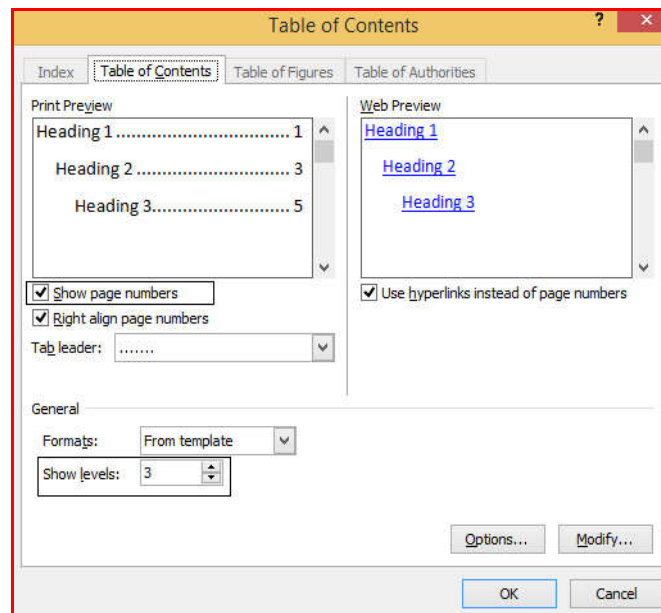


Fig. 3.113 (Table of Contents: TOC Dialog Box)

3.30.2 UPDATING TABLE OF CONTENTS

When you work on a Word document, then number of pages and their content keep varying and accordingly you need to update your Table of Contents.

To Update an Existing Table of Contents:

- Click the **References** tab → **Table of Contents** group → **Update Table** button.

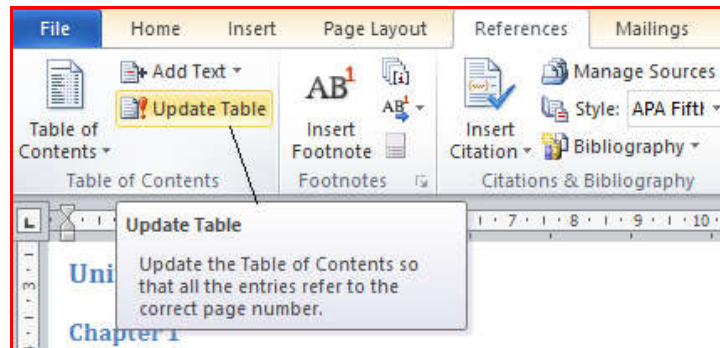


Fig. 3.114 (Table of Contents: Update Table Button)

- The **Update Table of Contents** dialog box will be displayed with two options.

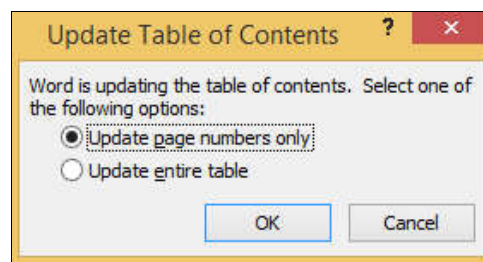


Fig. 3.115 (Table of Contents: Update Table of Contents dialog box)

- If you want to update just the page numbers then select the first option **Update page numbers only** available in the dialog box but if you want to update the entire table, then select the second option **Update entire table** and you will find your table of content updated with all the latest changes.

3.30.3 DELETING TABLE OF CONTENTS

To Delete the Table of Contents:

- Click the **References** tab → **Table of Contents** group → **Table of Contents** button. It will display a list of Table of Contents options along with **Remove Table of Contents** option available at the bottom.

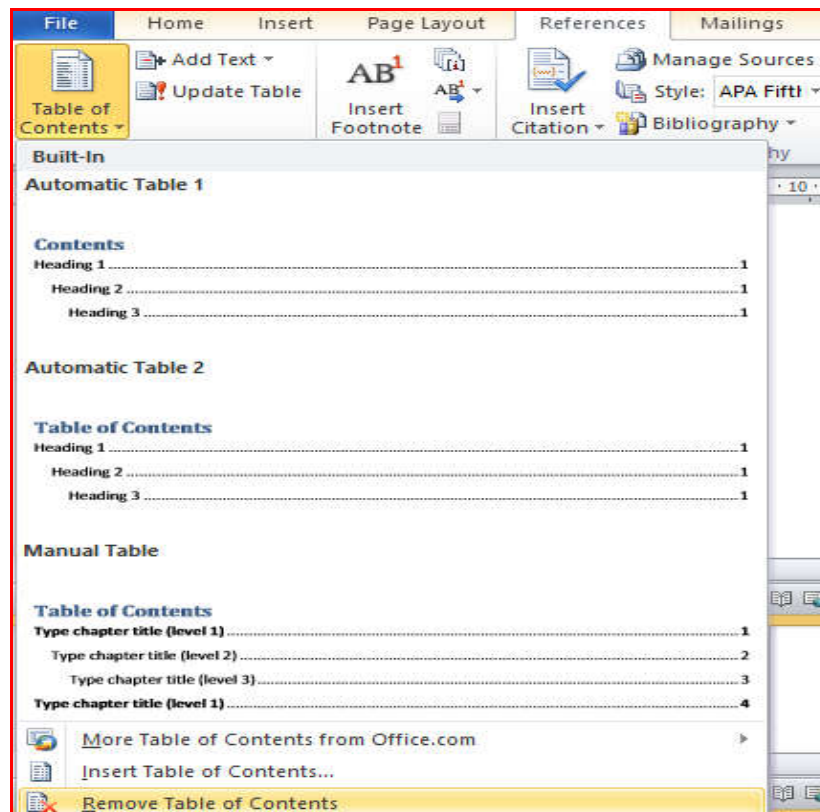


Fig. 3.116 (Table of Contents: Remove Table of Contents Option)

- Click over the **Remove Table of Contents** option to delete the existing table of contents.

3.31 PRINT PREVIEW AND PRINTING A DOCUMENT

Print Preview refers to view of the document as it will appear when you print it.

To Preview a Document:

- Open the document the preview of which you want to see.
- Click the **File tab** followed by the **Print** option; this will display a preview of the document in the *right column*. You can scroll up or scroll down your document to walk through the document using the given Scrollbar.
- Once you are done with your preview, you can click the **Home tab** to go to the actual content of the document.

To print a document, your computer needs to be connected to a printer. Although print

is not necessary in order to use Word, but if you want to send a letter in the post or print out a poster, then you will need to have access to a printer.

To Print a Document:

- Open an existing Word document or start a new document and type your text.
- Once you have completed your document and are ready to print, click **File tab** in the top left corner of your document.

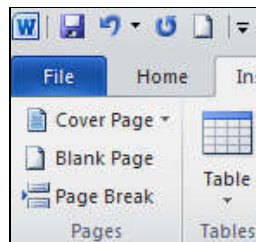


Fig. 3.117 (File Tab)

- Move down and click **Print** in the menu. This will bring up the **Print dialog box**.

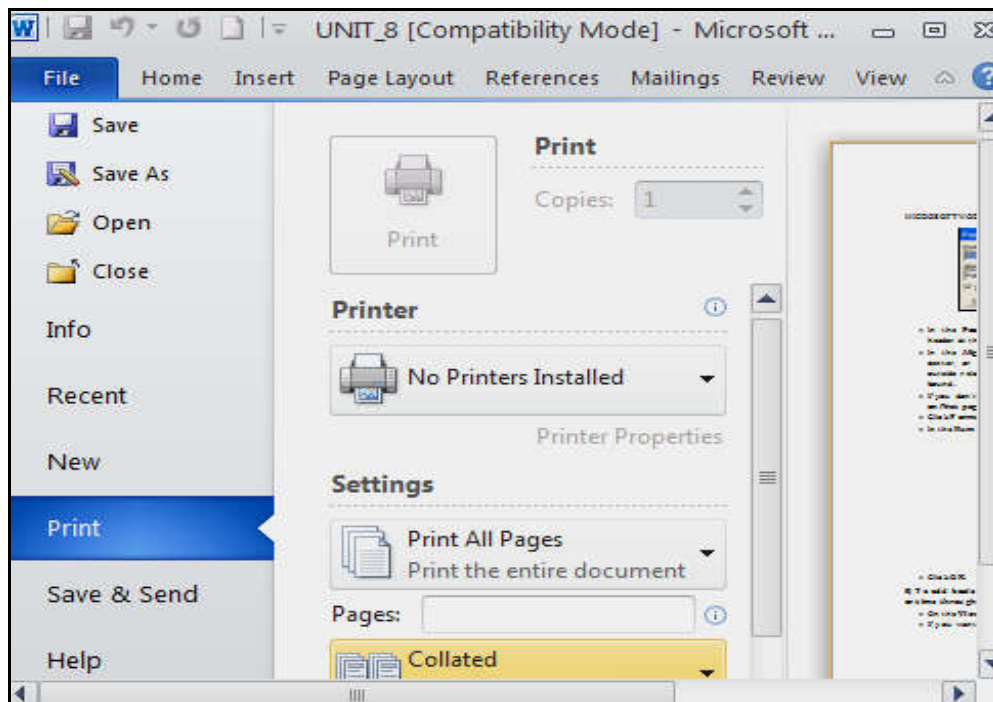


Fig. 3.118 (Print Dialog box)

- Choose how many copies of your document you need.

- Depending on your printer options, you can choose other printing features such as whether you want to print all pages or only certain pages. You can also change the orientation of the print from *portrait* to *landscape* and tell your computer and printer whether you are printing on a certain size of paper. You will also see, on the right, a preview of your printed document will look like.
- When you are satisfied with your settings, then click **Print**. The document will now start printing on your printer.

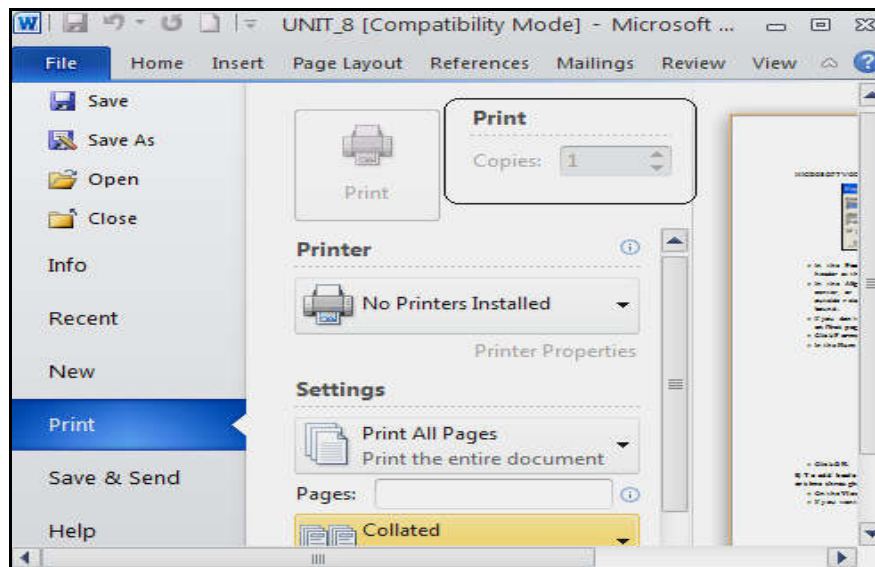


Fig. 3.119 (Print Dialog box: Print copies)

3.32 CITATIONS

Citations are references to sources that you have used in your writing. They provide a way for your readers to track down the original sources of your information. Citations are also important for academic integrity, as they show that you have done your research and are not plagiarizing the work of others.

Microsoft Word has a built-in citation tool that can help you add citations to your documents.

To Add Citation:

- Click at the end of the sentence or phrase that you want to cite.
- Click the **References** tab.
- In the **Citations & Bibliography** group, click **Insert Citation**.

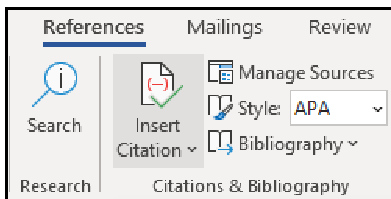


Fig. 3.120 (References tab: Citations & Bibliography → Insert Citation)

- **Create Source Dialog box** will appear. Select the **Type of Source** you want to cite. (for example, Book)
- Enter the information about the source in the **Create Source dialog box**.

Fig. 3.121 (Citations: Create Source Dialog box)

- Click **OK**. The citation will be inserted into your document.

3.33 REFERENCES AND FOOTNOTES

In Microsoft Word, references and footnotes are two different ways of citing sources and adding additional information to your document.

References are used to create a list of sources that you have used in your document. This list is typically placed at the end of the document, and it is often formatted in a specific style.

To Create a Reference:

- Click the **References** tab, and then click **Insert Citation**.
- In the **Create Source dialog box**, select the **Type of Source** you want to create, and then enter the required information.

Fig. 3.122 (References: Create Source Dialog box)

- Once you have created your reference, you can insert it into your text by clicking the **Insert Citation** button and selecting the reference you want to insert.

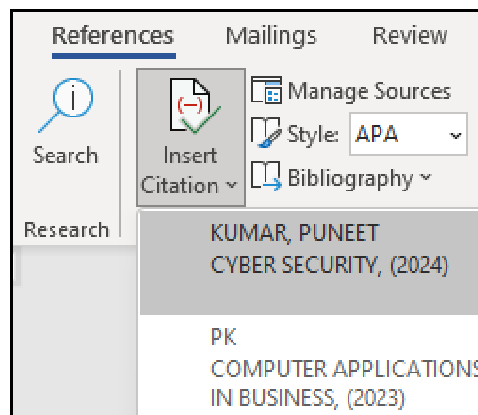


Fig. 3.123 (References: Selecting the reference)

Footnotes are used to provide additional information about a specific word or phrase in your document. Footnotes are typically placed at the bottom of the page, and they are numbered consecutively.

To Create a Footnote:

- Place your cursor where you want the footnote to appear.
- Click the **References** tab.
- In the **Footnotes** group, click **Insert Footnote**.

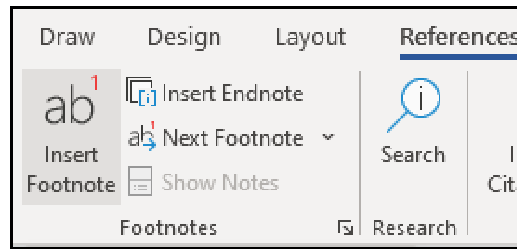


Fig. 3.124 (References tab: Footnotes → Insert Footnote)

- Footnote dialog box will appear. Type your footnote text there.

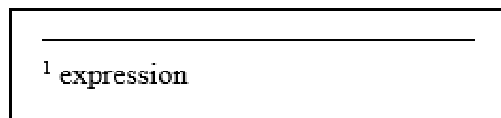


Fig. 3.125 (Footnote Dialog box: Footnote Text)

3.34 SHORT CUT KEYS

A special key combination that causes a specific command to be executed. Typically, shortcut keys combine the **Ctrl** or **Alt** keys with some other keys. In Word 2010, function keys (F1, F5 etc.) are also often used as shortcut keys.

Below is a listing of all the major shortcut keys used in Microsoft Word:

Shortcut key	Description
Ctrl + A	Select all contents of the page.
Ctrl + B	Bold highlighted selection.
Ctrl + C	Copy selected text.
Ctrl + D	Open the font preferences window.
Ctrl + E	Aligns the line or selected text to the center of the screen.
Ctrl + F	Open Find box.
Ctrl + G	Open Go To box.
Ctrl + H	Open Replace box.
Ctrl + I	Italic highlighted selection.
Ctrl + J	Aligns the selected text or line to justify the screen.
Ctrl + K	Insert Hyperlink.
Ctrl + L	Aligns the line or selected text to the left of the screen
Ctrl + M	Indent the paragraph.
Ctrl + N	Open a new blank document.

Ctrl + O	To open an existing file.
Ctrl + P	Open the print window.
Ctrl + R	Aligns the line or selected text to the right of the screen.
Ctrl + S	To Save a document.
Ctrl + T	Create a hanging indent.
Ctrl + U	Underline highlighted selection.
Ctrl + V	Paste.
Ctrl + W	Close a document.
Ctrl + X	Cut selected text.
Ctrl + Y	Redo the last action performed.
Ctrl + Z	Undo last action.
Ctrl + Shift + L	Quickly create a bullet point.
Ctrl + Shift + F	Change the font.
Ctrl +]	Increase selected font +1pts.
Ctrl + [Decrease selected font -1pts.
Ctrl + Del	Deletes word to right of cursor.
Ctrl + Backspace	Deletes word to left of cursor.
Ctrl + End	Moves the cursor to the end of the document.
Ctrl + Home	Moves the cursor to the beginning of the document.
Ctrl + Spacebar	Reset highlighted text to the default font.
Ctrl + 1	Single-space lines.
Ctrl + 2	Double-space lines.
Ctrl + 5	1.5-line spacing.
Ctrl + F2	Display the print preview.
F1	Open Help.
F5	Open the find, replace, and go to window in Microsoft Word.
F7	Spell-check and grammar check on selected text or document.
F12	Save as.
Shift + Insert	Paste.
Shift + Alt + D	Insert the current date.
Shift + Alt + T	Insert the current time.

QUESTIONS

Short Answer Questions

Q1. What is Word Processing? Explain its benefits.

Ans: *Word processing* enables the users to create and edit documents. To perform word processing, we need a computer, a special program called a *word processor* and a printer. A word processor enables us to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer. The most popular examples of word processors are *MS-Word*, *WordPad* and *Notepad*.

The great *advantage or benefits* of word processing over using a typewriter are that we can make changes without retyping the entire document. If we make a typing mistake, we simply back up the cursor and correct our mistake. If we want to delete a paragraph, we simply remove it, without leaving a trace. It is equally easy to insert a word, sentence, or paragraph in the middle of a document. Word processors also make it easy to move sections of text from one place to another within a document, or between documents. When we have made all the changes we want, we can send the file to a printer to get a hardcopy.

Q2. What is Microsoft Word?

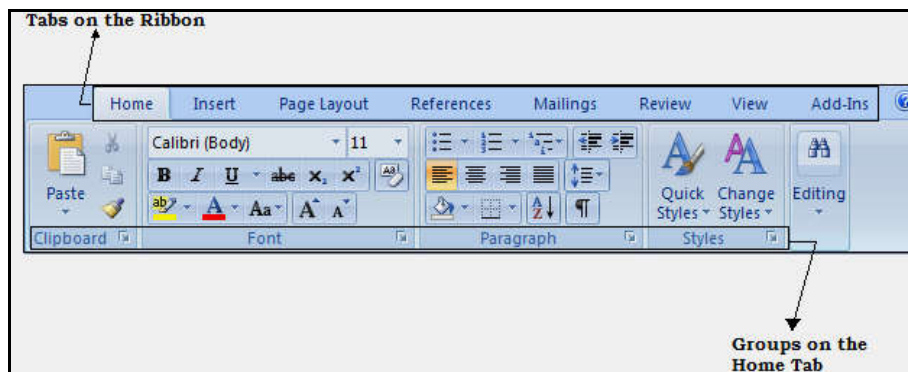
Ans: Microsoft Word is the powerful word processing application software in the *Microsoft Office Suite*. It allows you to create a variety of professional-looking documents such as letters, brochures, and more. It enables you to store a document electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.

Q3. What do you meant by Tabbed Ribbon System in Word 2010?

Or

Explain Ribbon Menu in Word 2010.

Ans: In Word 2010, menu bar and toolbar have been replaced by the *tabbed Ribbon system*. Ribbon is a combination of menu bar and tool bar. The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs.



(Ribbon)

Q4. Discuss the working of Format Painter.

Ans: Refer section 3.16

Q5. Write a short note on Template.

Ans: Every Microsoft Word document is based on a template. A *template* is not a document file; rather it determines the basic structure for a document that can be saved and used over and over again. Template contains document settings such as *AutoText entries, fonts, key assignments, page layout, special formatting, and styles*. A document created using a template will have access to all of these features and a large part of your job in creating a new document will be done for you if your templates are well-designed.

A template is a pre-designed document that you can use to create new documents with the same formatting. With a template, many of the big document design decisions such as margin size, font style and size, and spacing are predetermined.

Q6. What are Header and Footer? List any three uses of header and footer in word processing.

Or

What is Header & Footer? Discuss its benefits.

Ans: Headers and footers appear at the top (headers) and bottom (footers) on one or more pages of your document. Headers and footers can display information such as *titles, chapter names, dates, and page numbers*.

Uses of Header and Footer in Word Processing:

- Headers and footers are useful for including material that you want to appear on every page of a document such as your name, the title of the document, or page numbers.
- A header is a top margin and footer is the bottom margin of each page and is helpful to separate sections from the main document.
- The presence of both header and footer in the Word document makes your document more professional and easier to read as well as understand.

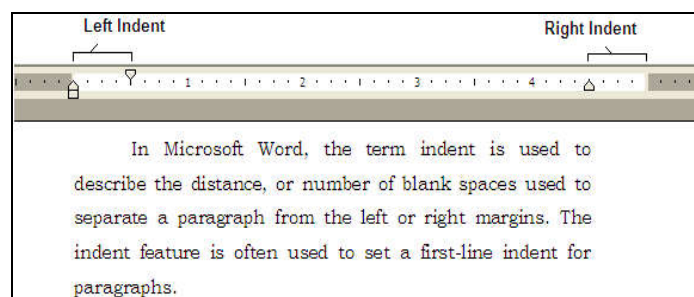
Q7. Define Indent. List any three uses of indent.

Or

What is the use of Indent in MS-Word?

Ans: In Microsoft Word, the term *indent* is used to describe the distance, or number of blank spaces used to separate a paragraph from the left or right margins.

In many types of documents, you may want to indent only the first line of each paragraph. This helps to visually separate paragraphs from one another.



Uses of Indent:

- An indent sets the distance between the left and the right margins.
- It provides its user with beautiful page formatting.
- It can enhance the readability and the general look of your document.

Q8. Write a note on formatting a word file.

Ans: Formatting refers to the way a document is laid out on the page. The way it looks and is visually organized and it addresses things like- font selection, font size and presentation (like- bold or italics), spacing, margins, alignment, columns, indentation, and lists. A well formatting document is consistent, correct and easy to read.

Q9. What is the use of Auto-correct in MS-Word?

Ans: Word's *AutoCorrect* feature can assist you in word processing tasks. AutoCorrect can help you locate misspelled words and correct them as you type. AutoCorrect can also be customized so that commonly used words will be automatically entered without having to type the entire word.

Example:

When typing the misspelled word, *stannd*, Word will automatically convert this typo to the correct spelling, *stand*.

Q10. Write a note on 'Find and Replace' in MS-Word?

Ans: Refer section 3.11

Q11. What is the use of UNDO and REDO?

Ans: The *Undo* feature lets you "undo" or delete the last change made to your document. If you make a change or mistake that you do not want or did not mean to do, you can simply "undo" your action. Press keyboard shortcut CTRL+Z to undo your last action.

The *Redo* feature allows you to repeat the last action and can help to save a lot of time as you create your document. Press keyboard shortcut **CTRL+Y** to redo your action.

 **Long Answer Questions****Q1. What is Word processing? Discuss the various features of word processing.**

Ans: Refer section 3.2 & 3.2.1

Q2. How the spelling and grammar is checked in MS-Word?

Ans: Refer section 3.13.1

Q3. What is Paragraph Formatting? Write the steps to format a paragraph.

Ans: Refer section 3.10.2

Q4. What is Macro? How can you create a macro in MS-Word? Explain with the help of suitable example.

Ans: Refer section 3.17, 3.17.1 & 3.17.2

Q5. Explain the procedure to insert Headers and Footers in MS-Word. Also describe the purpose of using headers and footers along with various settings for headers and footers.

Ans: Refer section 3.14

Q6. What is Mail Merge? Discuss the process of mail merge.

Or

Explain what is mail merge and how you can mail merge a document.

Ans: Refer section 3.27

Q7. How Indents and Outdents help to set margins?

Ans: Refer section 3.21

Q8. What are the steps to open and save a document in MS-WORD?

Ans: Refer section 3.6 & 3.8

Q9. What are Templates? How to create a New Document with a Template?

Ans: Refer section 3.28 & 3.28.1