

Microsoft Word



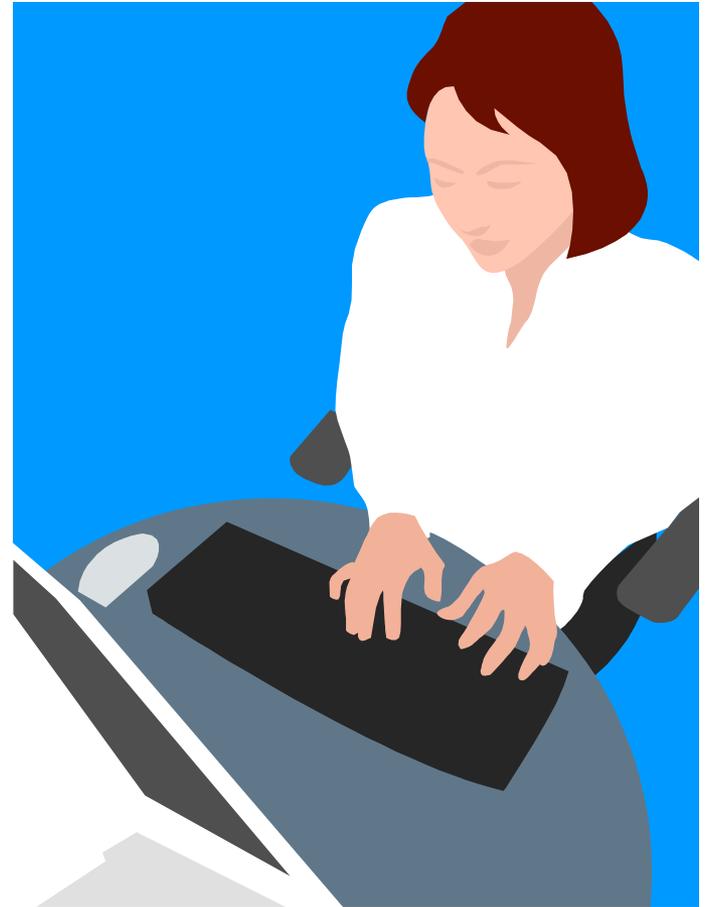
Bodh Raj
(Asstt.Prof.commerce)

Lesson Objectives

- After completing this lesson, you will be able to
- Edit and format text.
- Work with tables and pictures.
- Work with language tools.
- Formatting of text.

Getting Started with Word Processors

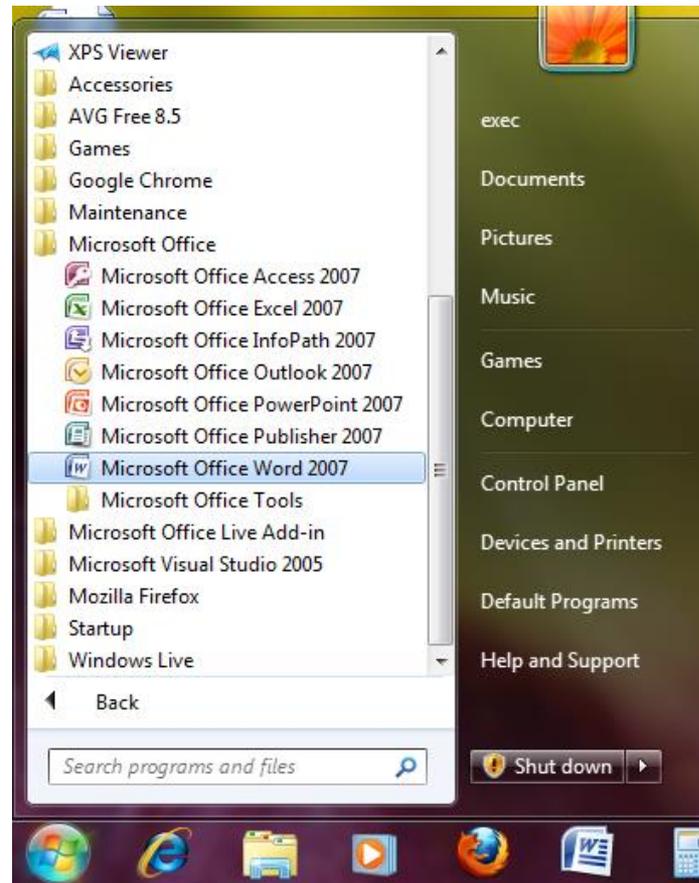
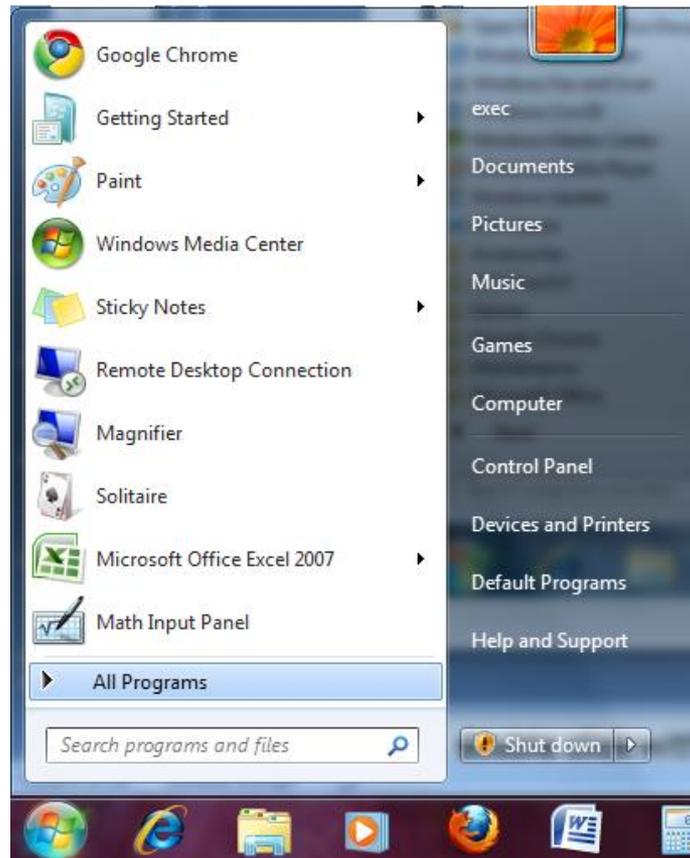
- Word processors offer you the flexibility to format documents by making changes to the font, the page layout, and the page style.



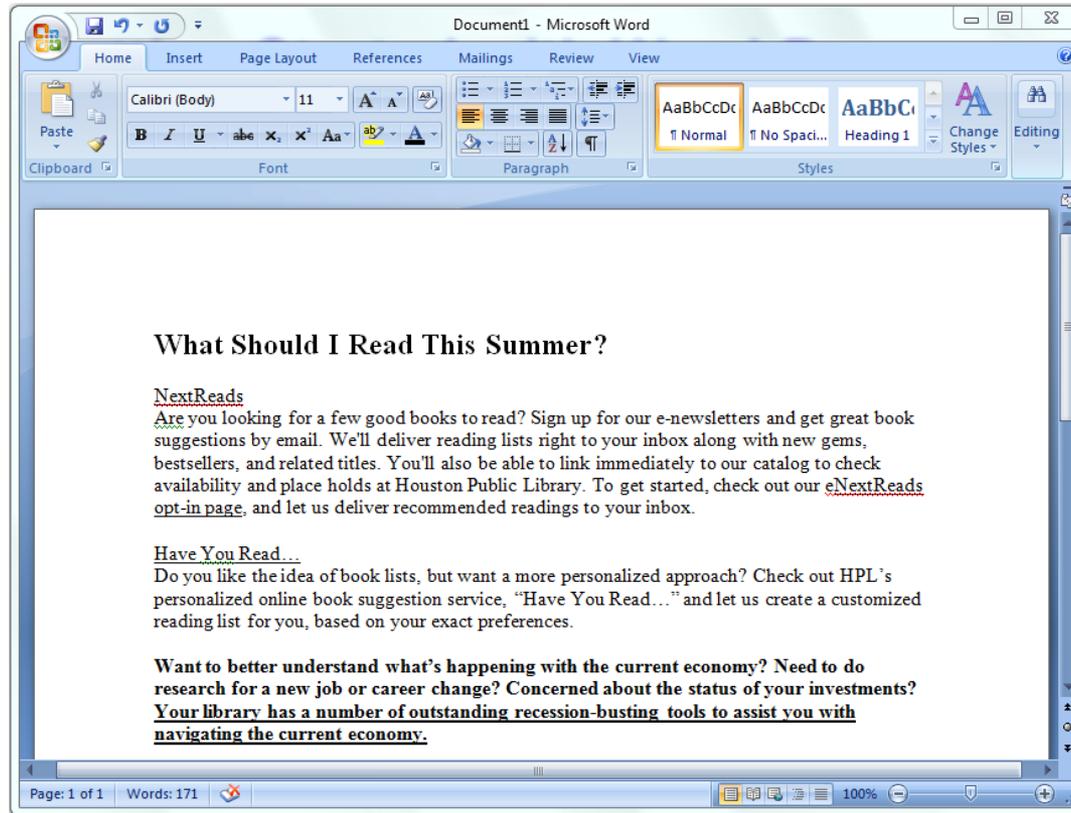
Getting Started with Word Processors



You can open Microsoft Word by clicking on the desktop icon...
... or by clicking the START button.



Getting Started with Word Processors



When you see the cursor blinking, you are ready to type. Otherwise, use your mouse to click anywhere on the white part of the page.

Navigating within a Document

- Use your mouse to click anywhere that you have typed text.
- You can use the arrow keys on your keyboard to move the cursor vertically or horizontally.
- The HOME key moves the cursor to the beginning of the line.
- The END key will take it to the end of the line.

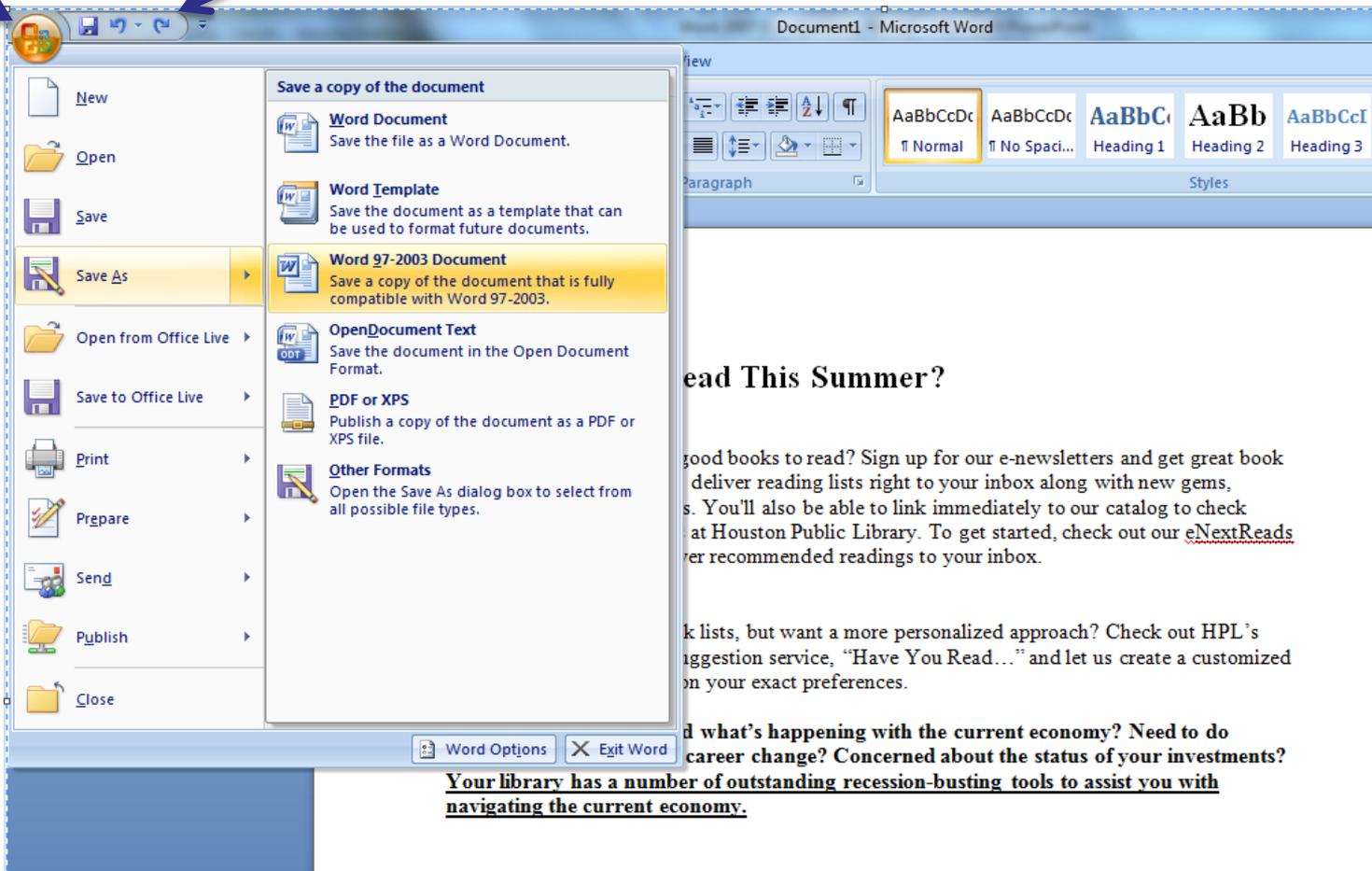


Saving a File

To save the document, click the **Save** button on the Quick Access Toolbar or click on the Office Button to choose how to save the file.

Office Button

Quick Access Toolbar



Read This Summer?

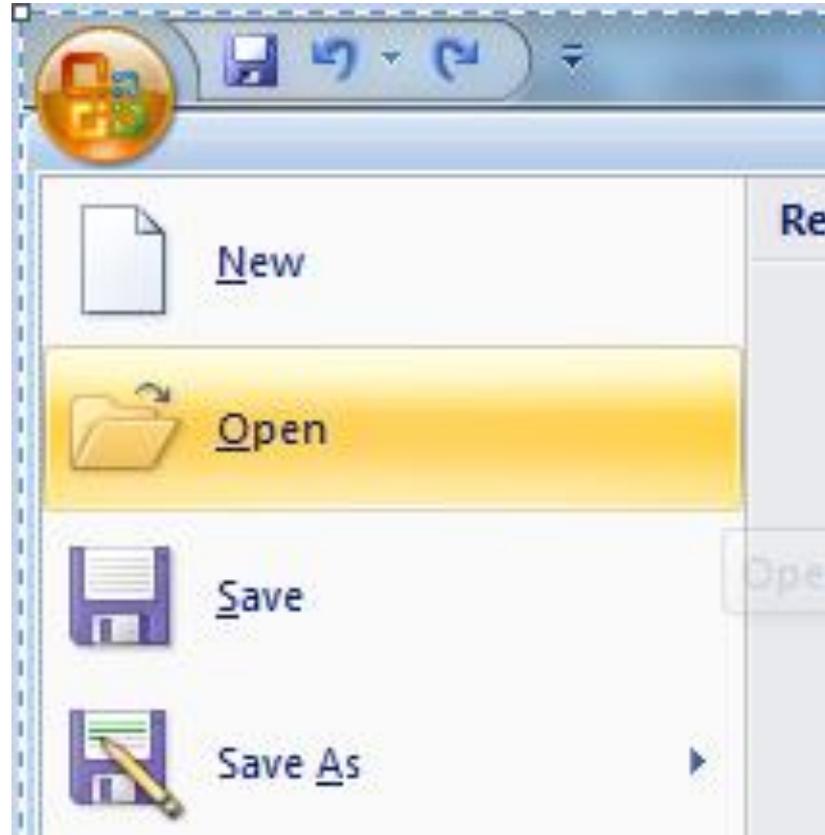
Good books to read? Sign up for our e-newsletters and get great book
deliver reading lists right to your inbox along with new gems,
s. You'll also be able to link immediately to our catalog to check
at Houston Public Library. To get started, check out our [eNextReads](#)
er recommended readings to your inbox.

ok lists, but want a more personalized approach? Check out HPL's
uggestion service, "Have You Read..." and let us create a customized
on your exact preferences.

nd what's happening with the current economy? Need to do
career change? Concerned about the status of your investments?

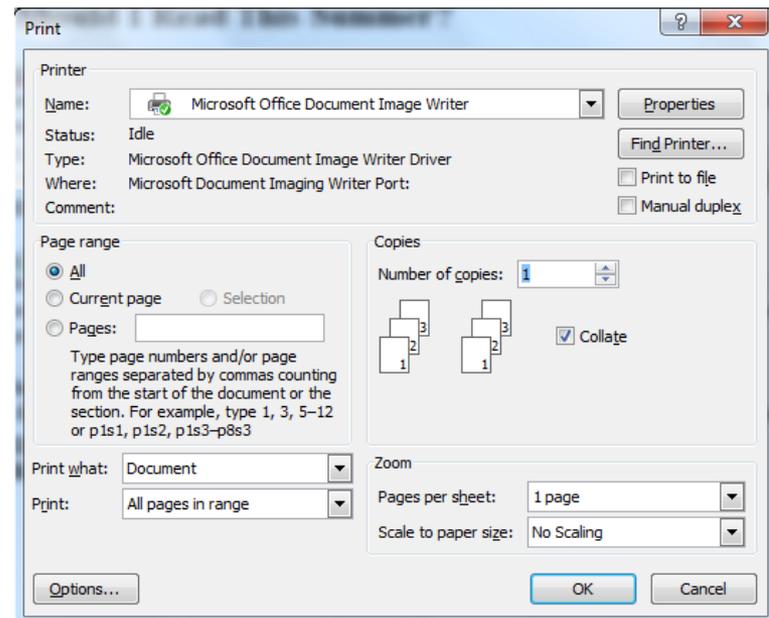
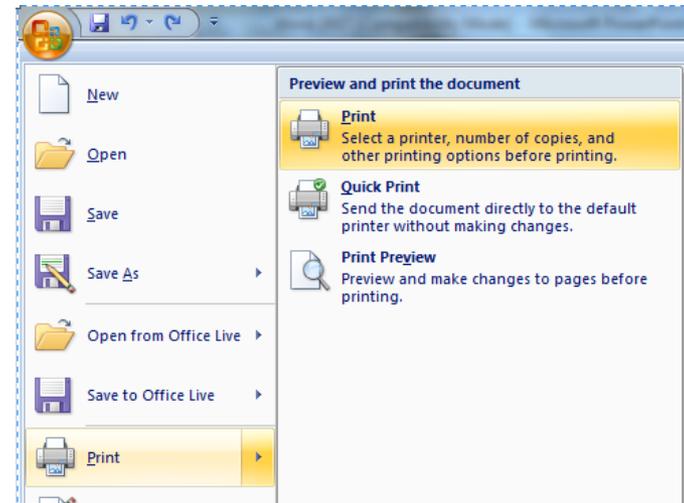
Your library has a number of outstanding recession-busting tools to assist you with navigating the current economy.

Opening an Existing File



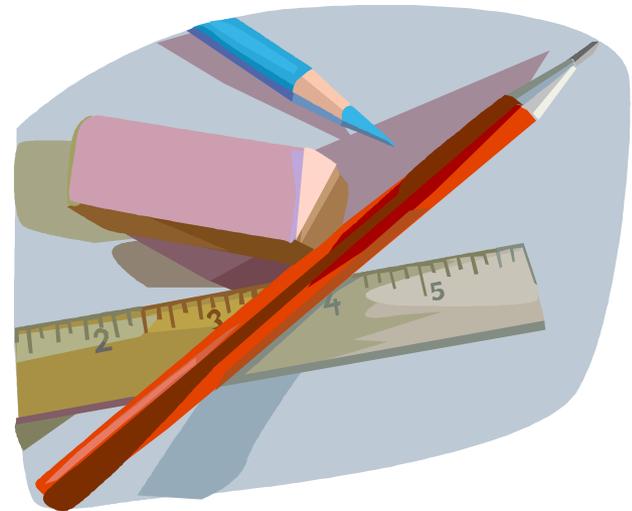
Printing Your File

- To print out your document click on the Office Button, and then click **Print**.
- This prints one copy of your file using the default settings.
- When you need to, you can modify the settings of your print job in the Print dialog box.



Editing and Formatting Text

- Advanced word processors include special tools that help you easily edit and format documents.
- Word processors can:
 - cut, copy, and paste text
 - undo and redo actions
 - justify or re-align text
 - change font parameters
 - change paragraph spacing
 - various other editing and formatting functions.



Copy + Paste



1. Select

Hold down the left mouse button and drag the cursor OR
Hold down SHIFT and use the arrow keys on the keyboard.



1. Copy

You can find the Copy and Paste commands under the Home Tab.



1. Paste

You can also copy and paste by clicking with the right mouse button on a word you have selected to pull up a shortcut menu.

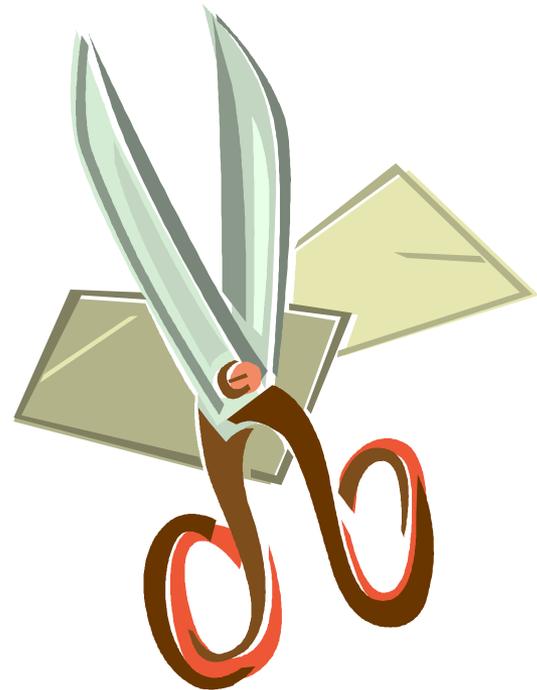


Cut + Paste

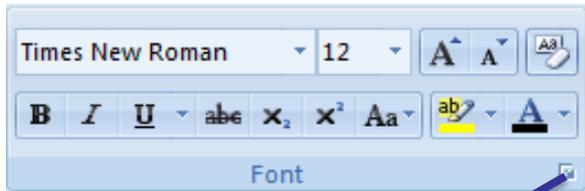
Using Cut + Paste is like moving text from one location to a new one.

The cut command is located :

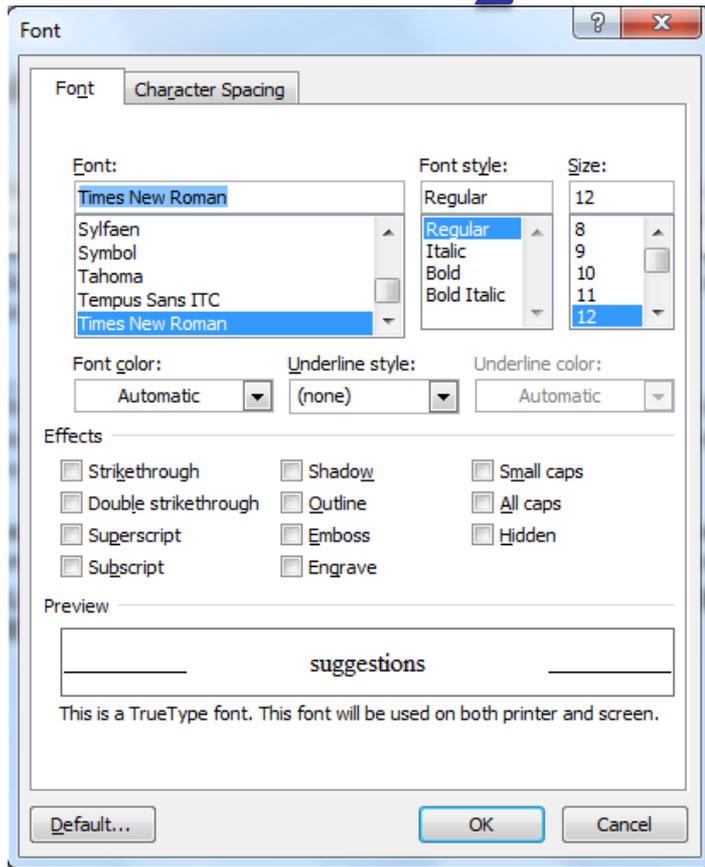
- in the Home Tab
- or in a shortcut menu when you right-click on a selected word



Formatting Text



In the Font dialog box, you can make changes to the type, style, size, and color of font used in the document.



Size Font

You can **CHANGE** *the* “handwriting” of *your* text.

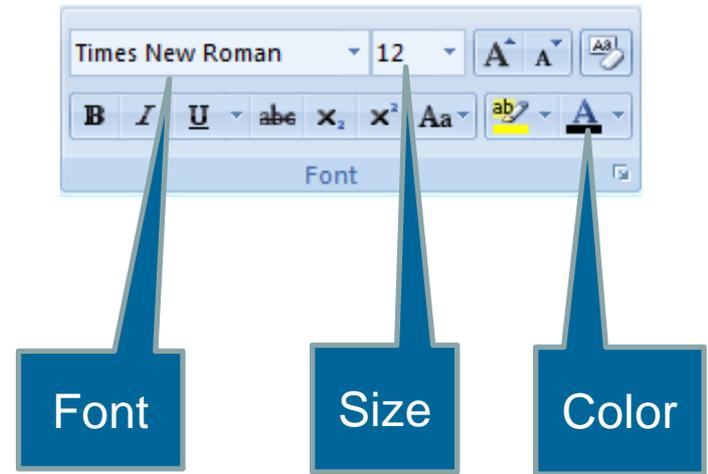
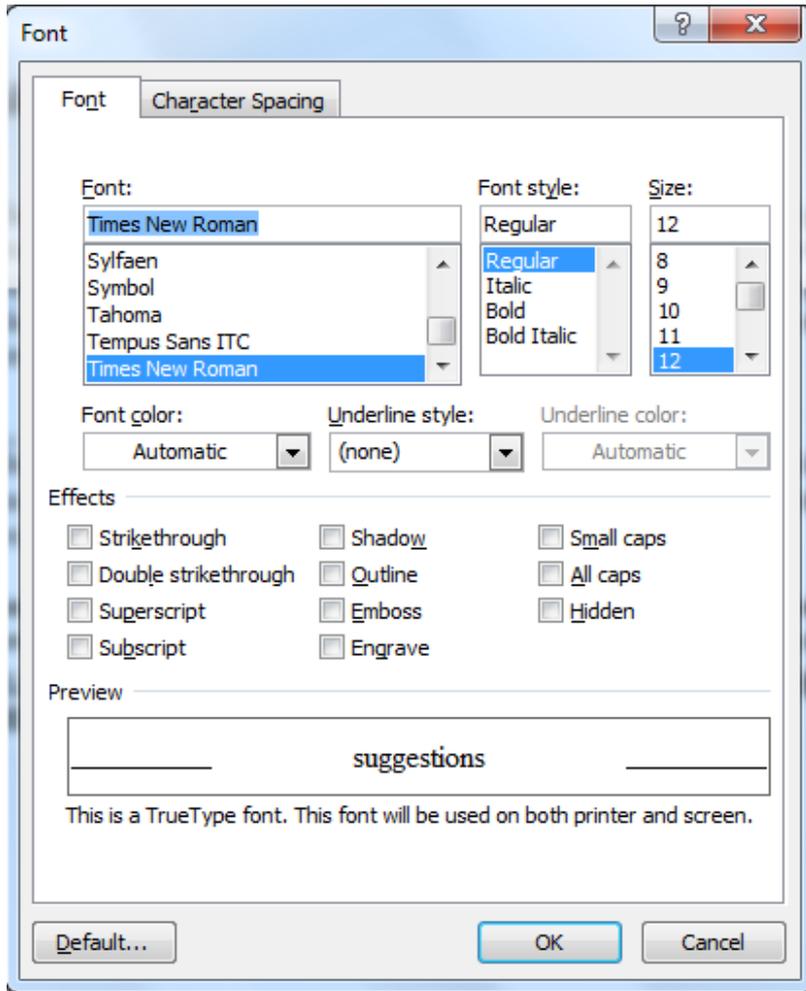
Font style

Put a word in **bold** or *italics* for emphasis.

Effects

Will let you add underlining, **shadows**, or details like ~~strikethrough~~.

Formatting Text

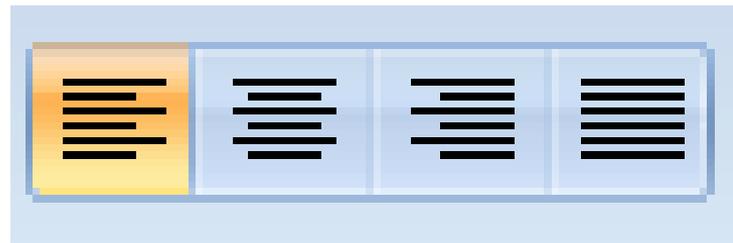


Many of these text options can also be found on your Home Ribbon in the Font Group.

Alignment

You can specify the arrangement of objects, text, and graphics, in predetermined positions using the alignment settings.

You can align the selected text to the left, right, or center by using the left, right, and center alignment buttons.



Bullets and Numbering

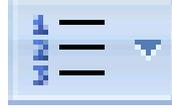
You can use the bullet or numbering options to organize information into lists.

Bullets



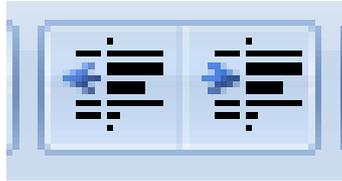
- Aardvark
- Butterfly
- Cactus
- Daffodil

Numbering



1. Aardvark
2. Butterfly
3. Cactus
4. Daffodil

Indenting and Spacing



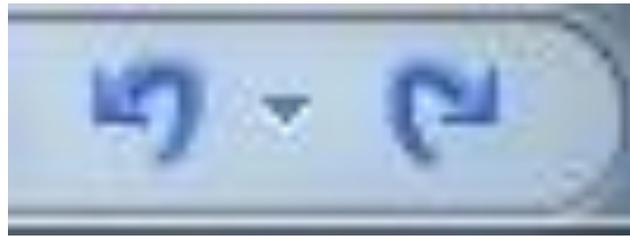
Use indentation to
offset text away from
the margin or bring it
closer again.



Undoing Mistakes

Sometimes, you want to reverse the last action you performed. For this, you can use the Undo button:

Similarly, you can use the Redo button to repeat the last action:

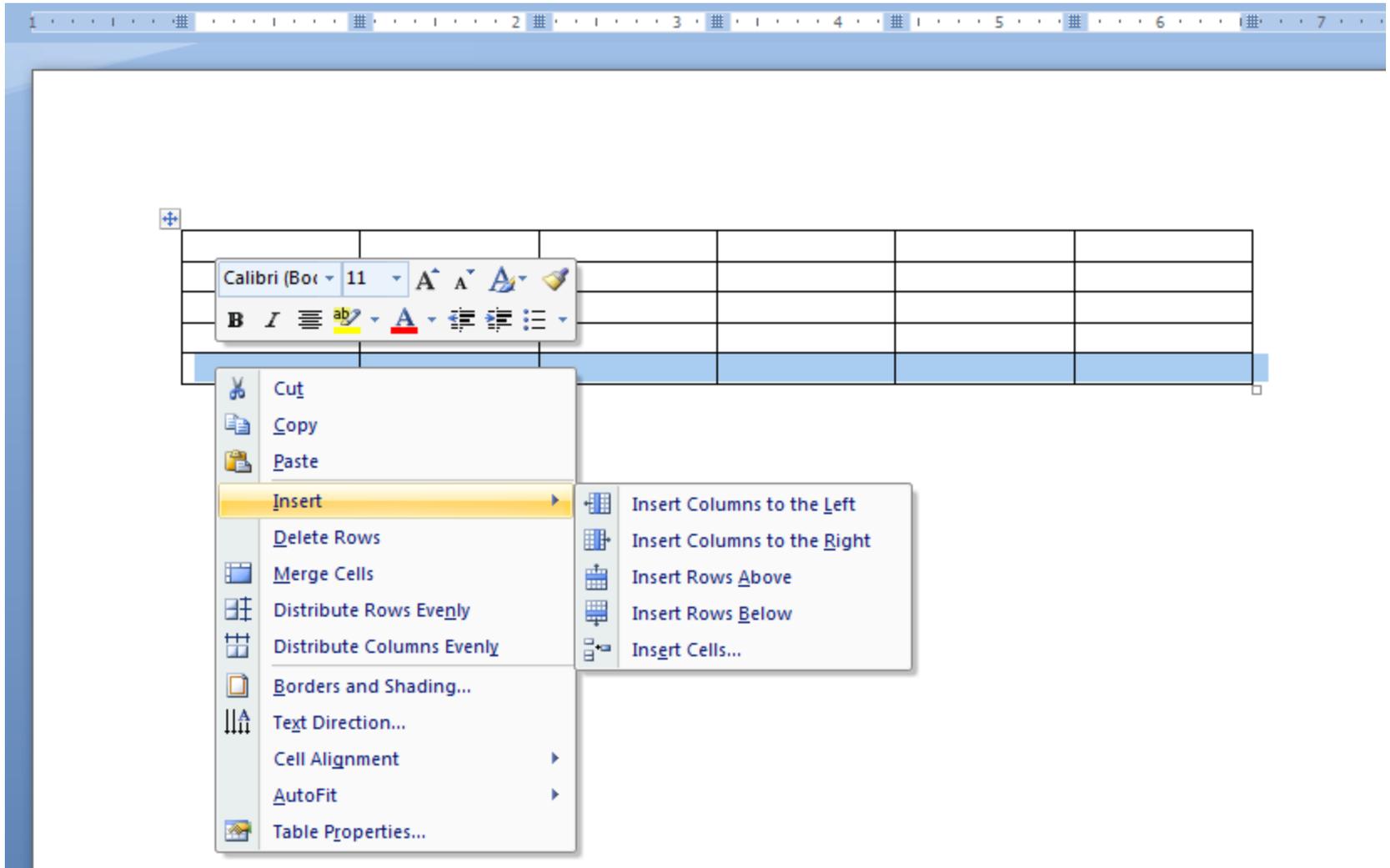


Tables and Pictures

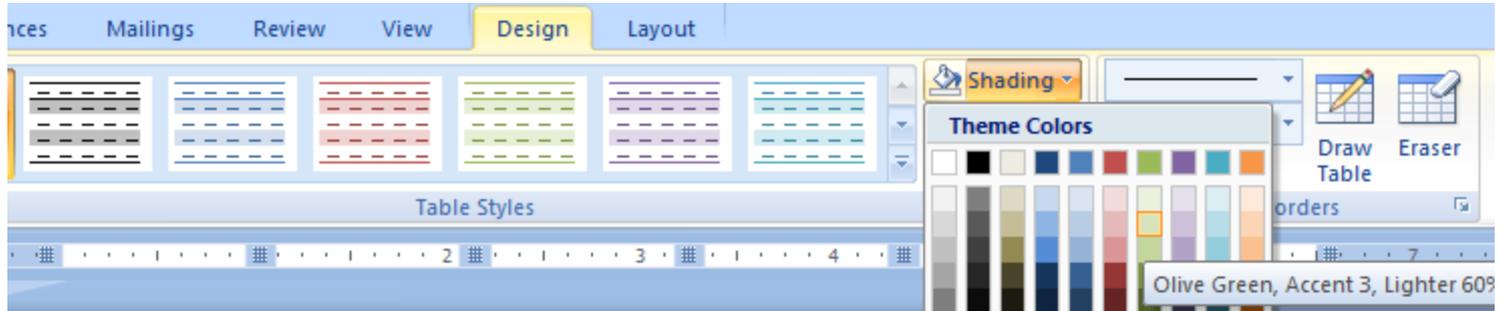
The screenshot shows the Microsoft Word interface with the **Insert** tab selected. The **Table** button in the ribbon is highlighted, and its dropdown menu is open, displaying a grid of table options. The top-left corner of the grid is highlighted in orange, indicating a 4x4 table. The menu also includes options: **Insert Table...**, **Draw Table**, **Convert Text to Table...**, **Excel Spreadsheet**, and **Quick Tables**.

Below the menu, a portion of a document is visible. It features the heading **What Should I Read This Summer?** followed by the sub-heading **Text Reads**. The main text reads: "Are you looking for a few good books to read? Sign up for our e-newsletters and get great book recommendations by email. We'll deliver reading lists right to your inbox along with new gems,". Below this text is a table with 4 columns and 3 rows.

Tables and Pictures



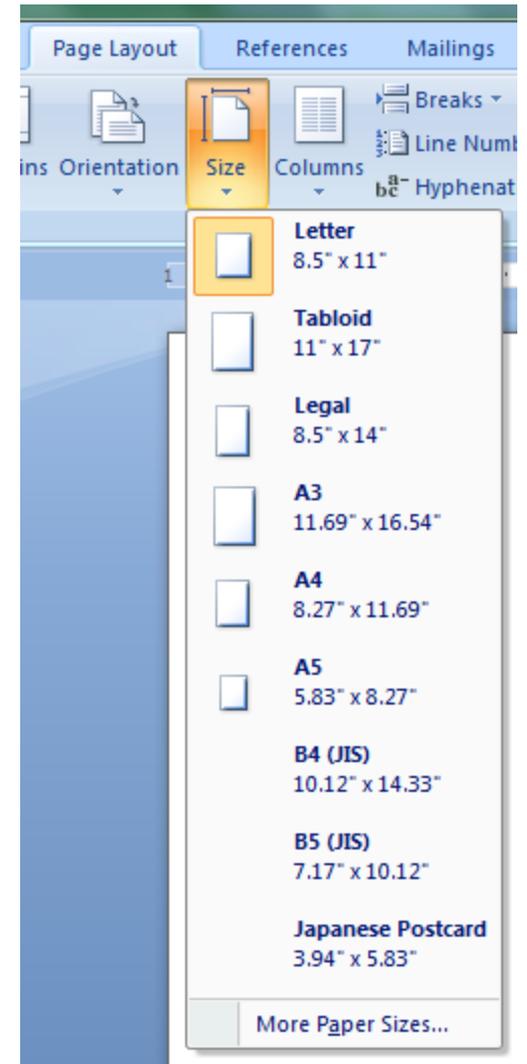
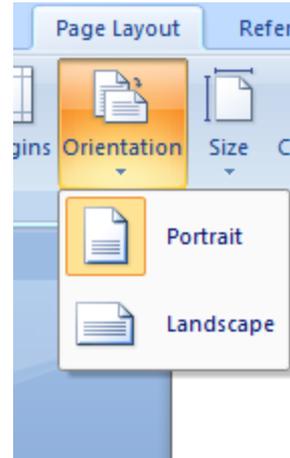
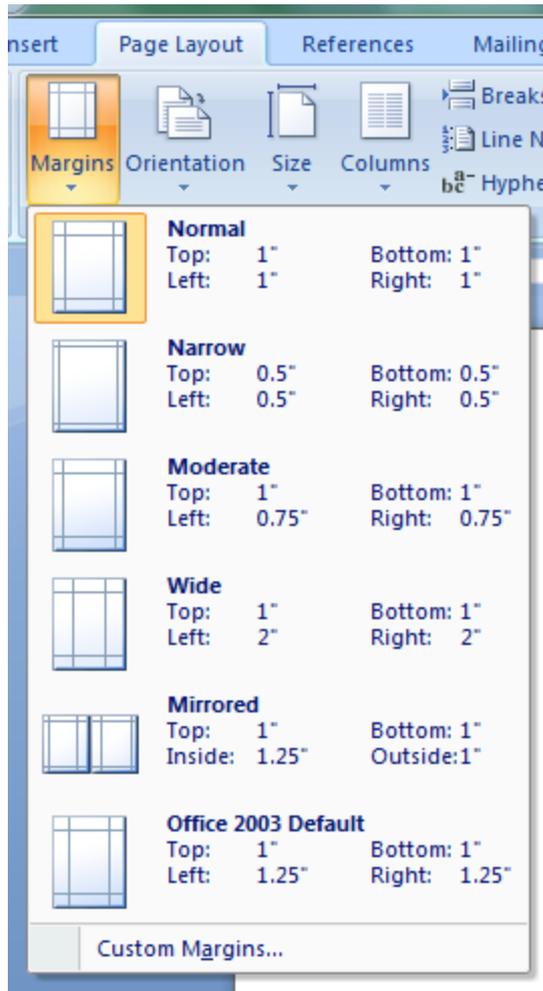
Tables and Pictures



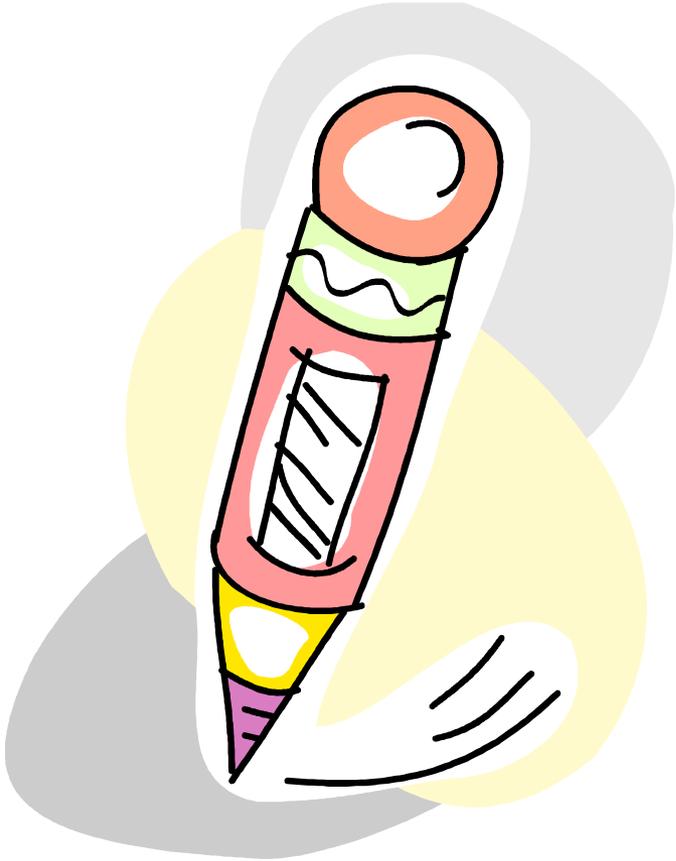
Tables and Pictures

The image displays a Microsoft Word interface. The **Insert** ribbon is active, showing options for **Table**, **Picture**, **Clip Art**, **Shapes**, **SmartArt**, and **Chart**. The **Clip Art** task pane is open on the right, with a search for "Dog" and a grid of 18 dog-related images. A German Shepherd puppy is inserted into the document, with a vertical line indicating its position. The puppy is sitting and looking to the right.

Page Layout



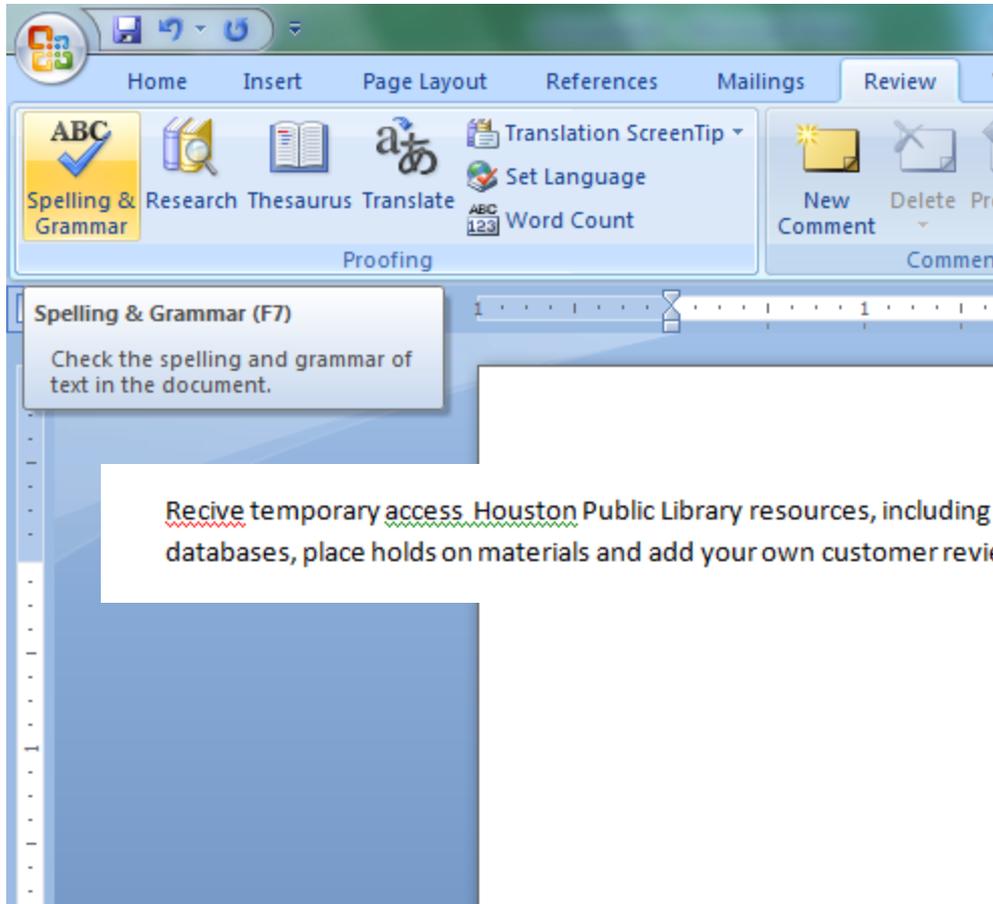
Using Language Tools



Advanced word processors, such as Word, can automatically detect the language of the typed text and then use the spelling dictionary, grammar checker, and punctuation rules for that language.

Language tools are a convenient way to perform certain tasks automatically as you type, such as checking spelling and grammar.

Spelling and Grammar Check

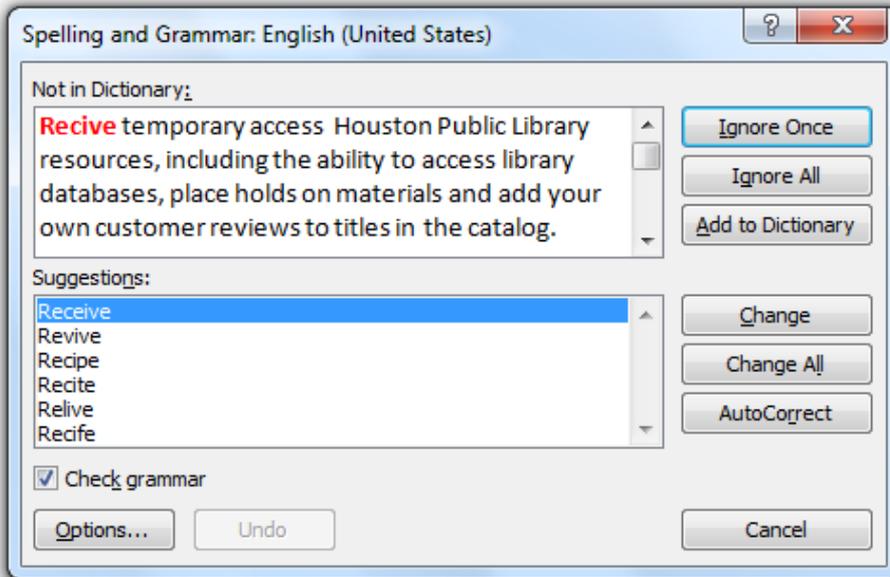


- Wavy red lines=spelling errors
- Wavy green lines=grammatical mistakes
- You can check the spelling and grammar of the entire document by clicking the Spelling and Grammar Button on the Review Tab.

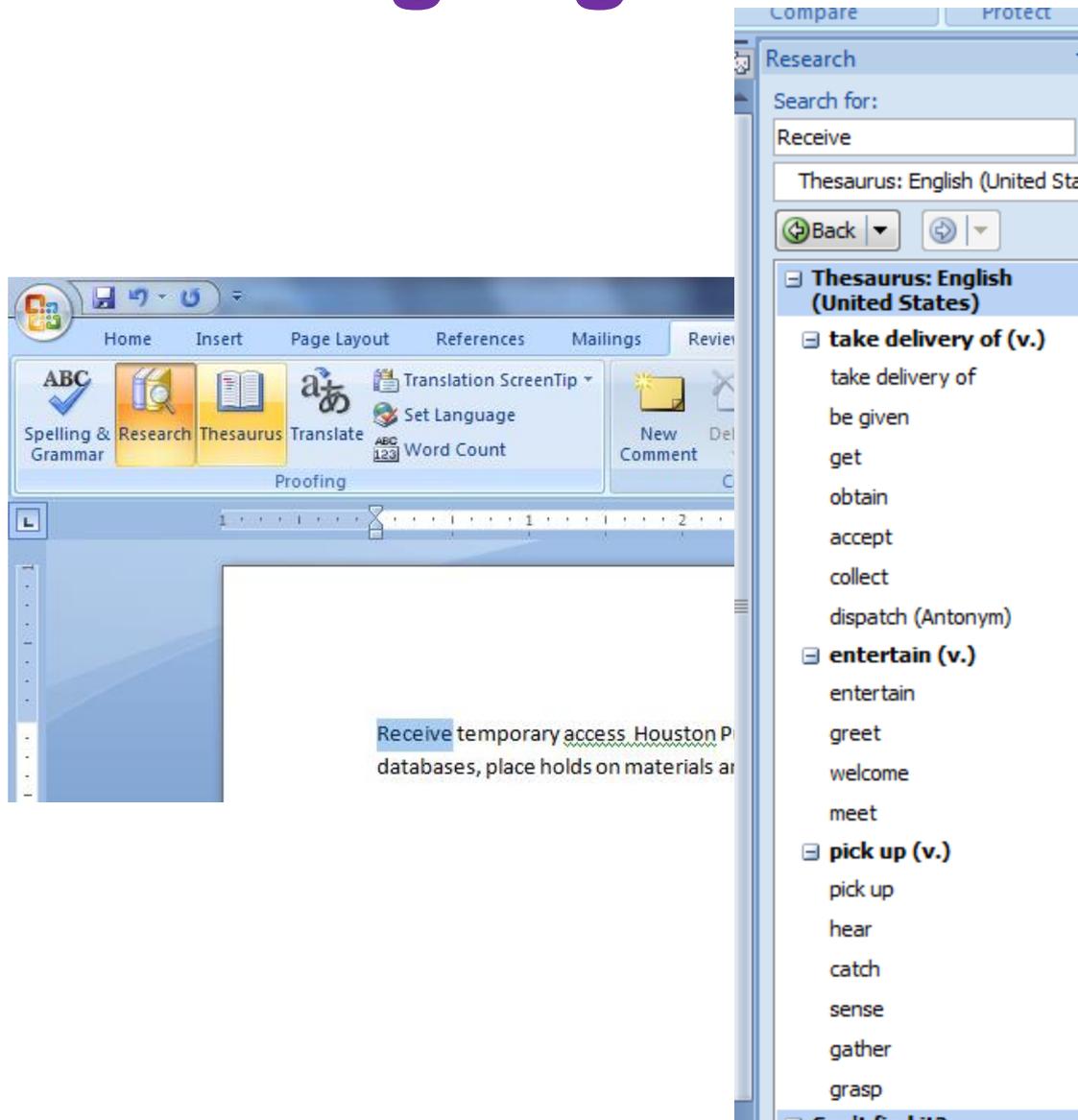
Spelling and Grammar Check

Recive temporary access Houston Public Library resources, including the ability to access databases, place holds on materials and add your own customer reviews to titles in the ca

- Spelling suggestions
- Change All
- AutoCorrect
- Grammar suggestions
- Custom dictionary
- Ignoring instances



Language Tools: Thesaurus



The Thesaurus Button lets you search for a word and presents a list of suggestions you can choose from.

The Thesaurus feature in Word lets you find alternatives for a word or phrase.

Questions



Thank You.....