

3

BASICS OF WORD PROCESSING

MS-WORD: It is an application component of MS-Office which is used to do document, brochure, invitation and book preparation. It enables us to prepare, modify, design and edit the desired documents. This application in MS-Office made our life easy in day to day documentation work.

TO OPEN MS-WORD 2007:

- Look for Ms-Word 2007 icon on your screen
- Double click on it.
- If your desktop does not have an icon, you can open Ms-Word by clicking on Start

Start → **All programs** → **Ms-Office** → **Ms-Word2007**

CURSOR: It is the line on your screen.

- The cursor shows you where you will start typing in a Word document.
- The cursor looks like this | and it flashes.
- When you are using the Tools in Microsoft Word your cursor will change to an arrow. This is called a POINTER.

MAKING A NEW DOCUMENT: A new document is like writing on a fresh piece of paper.

Click **Office button**-> **New** option

Note:



Office button appears on the left most corner of the document

Or Press **Ctrl+N**

OPENING AN EXISTING DOCUMENT:

Click **Office** button → **Open** option

Or Press **Ctrl+O**

CLOSING THE DOCUMENT:

Click Office button → Close option.

A dialog box will be opened with “Yes”, “No” & “Cancel” button.

- To save document click” Yes”
- To save document click” No”
- To save document click” Cancel”

SAVING A NEW/EXISTING DOCUMENT:

Click Office button → Save As (For New document) or Save (For Existing document) Or Press **Ctrl+S**

TO INSERT PICTURES:

Click Insert → Select picture → From the File choose picture → Click Insert

TO RESIZE PICTURE:

Option 1:

- Double click on the picture
- Go to the Size section of the Format menu.
- Adjust the size of the picture in the document.

Option 2:

- Double click on the picture
- “Circles” will appear in the corners and “Squares” in the middle points of the picture
- Place the cursor over one corner of “Circles”
- The cursor will turn into a 2-way arrow shape.
- Move the cursor to the centre to decrease the size of the picture. (Do opposite to increase the size of the picture)
- Adjust the picture as desired

TO INSERT TABLE:

Click on **Insert** → Select **Table** (You can draw table by providing number of rows and columns).

WORKING WITH QUICK STYLES: Select Text → Select Home tab from Main menu → Choose Change styles

CREATING TABLE AND TABLE CONTENTS:

To create a Table of Contents it is required that each section of the document has a title formatted with a heading style.

Select References from main menu → Select table of contents

From drop down menu, click on any predefined styles to insert a Table → Insert table of contents

- A new window will appear.
- Select options for Page Numbers.
- Select the style for the Tab leaders.
- Select the format for the Table of Contents
- Select how many levels to show
- SELECT WHAT ITEMS TO DISPLAY

ADDING COMMENTS TO A DOCUMENT:

- Select Review from the Main menu → Select New Comment
- A red balloon will appear on a side menu
- Type the new comment

WORKING WITH DIFFERENT HEADERS:

To use these features, you should already know how to insert headers in a document.

DIFFERENT HEADER IN ODD AND EVEN PAGE:

Double click on the existing header → A new "Design" menu will appear → Select the option "Different Odd & Even Pages" → Type or create the new Header → Click on Close Header and Footer

COMPARING DOCUMENTS:

Select **Review** from Main menu → Click on **Compare**

A new window will open

In the Compare document window, locate Original and revised document → Insert a label to mark differences → Select elements to compare → Select where changes should be displayed.

PROTECTING DOCUMENT:

Option 1:

When the file is opened, Select Office button → Click Save As

Save As dialog box will be opened → Click on Tools → Click General Options

You will see 2 boxes as Password to open & Password to modify.

Provide password as per requirement.

Option 2:

Select **Review** from Main menu → Select **Protect document**

From the drop down menu → select

Restrict Formatting and Editing

A new side menu will appear. In Editing restrictions, select "Allow only this type of editing in the document."

In the drop down menu select No Changes (Read Only) → Click on "Yes, Start Enforcing Protection." → A new window will open → Type the new Password → click Ok

TO FIND A DOCUMENT:

Click Office button → Select Open option (Open dialog box will be opened)

Type the file name in Look in box

TO PRINT DOCUMENT:

Click on Office button → Select Print option Or **Ctrl+ P**

SHORT-CUT KEYS

Shortcut	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 centre of the screen.
Ctrl+F	Open find box.
Ctrl+I	Italic highlighted selection.
Ctrl+J	Aligns the selected text or line to justify the screen.
Ctrl+K	Insert a hyperlink.
Ctrl+L	Aligns the line or selected text to the left of the screen.
Ctrl+M	Indent the paragraph.
Ctrl+N	Opens new, blank document window.
Ctrl+O	Opens the dialog box or page for selecting a file to open.
Ctrl+P	Open the print window.

Shortcut	Description
Ctrl+R	Aligns the line or selected text to the right of the screen.
Ctrl+S	Save the open document. Like Shift+F12.
Alt+F, A	Save the document under a different file name.
Alt+X	Show the Unicode code of a highlighted character.
Ctrl+T	Create a hanging indent.
Ctrl+U	Underline the selected text.
Ctrl+V	Paste.
Ctrl+W	Close the currently open document.
Ctrl+X	Cut selected text.
Ctrl+Y	Redo the last action performed.
Ctrl+Z	Undo last action.

CHECK YOURSELF

1. Create a table with 10 columns and 12 rows
2. Which of the following is not an essential function of a word processing software package?
(A) Indexing (B) Saving
(C) Editing (D) Formatting
3. Create a document and make it password protected.

4. Write short key for print, Undo and Cut.
5. Insert picture of your choice and write about the picture.
6. Write Short key for Copy and Paste

STRETCH YOURSELF

1. Write names of 5 sense organs and save the file as "Organ".
2. Rename the file as Sense organ and save it on Desktop.
3. Create a folder named "Student" and inside the folder make a file named "Secondary"

ANSWERS

Check Yourself:

- 1: Create table by clicking on insert option
2. A
4. CTRL+P, CTRL+Z, CTRL+X
6. CTRL+C, CTRL+V