



CHAPTER 8: WORD PROCESSING AND MICROSOFT WORD: CONCEPTS, FEATURES, AND DOCUMENT MANAGEMENT TECHNIQUES

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Abstract

This chapter provides a comprehensive understanding of word processing and Microsoft Word, focusing on its role in creating, editing, formatting, and managing documents efficiently. It begins by explaining the concept of word processing as an evolution from traditional typing methods to digital document creation, emphasizing flexibility and ease of editing.

The chapter further explores the features of Microsoft Word, including text formatting, table creation, AutoCorrect, mail merge, templates, macros, and large document management tools. It also explains essential document operations such as creating, saving, editing, and formatting documents.

In addition, the chapter provides a detailed overview of the Microsoft Word interface, including components such as the title bar, menu bar, toolbars, status bar, and ruler. Various menus such as File, Edit, View, Insert, Format, Tools, and Table are discussed, along with their functions and commands. The chapter also highlights the role of toolbars and their customization for efficient task execution. Overall, this chapter equips learners with practical knowledge and skills required for professional document preparation and office productivity.

Keywords: Word Processing, Microsoft Word, Document Editing, Text Formatting, Toolbars, Menu Bar, File Management, Mail Merge, Templates, Macros, Document Interface, Office Applications, Desktop Publishing

WORD Processing : MS WORD

Word Processing:-

The act of writing is the continuous processing of words. Usually, we start with a rough draft. Then we change things: we move text around, insert new text, delete some text and so on and so forth, until we are satisfied with the final document.

Doing all this with a typewriter requires constant marking and retyping of drafts, mainly because you are typing directly onto the paper and the only way to change what's on the paper is to start all over again and with a new piece of paper. But with word processing, you type your material into the computer's memory (and view your work on the screen). As you are not typing directly onto the paper, you can replace, move, copy, insert, delete, overwrite or correct any words, sentences, paragraphs, pages - any amount of text - at any time, before your material becomes the document on paper.

In a word processing software or word processor, you can format your text with a variety of typefaces, add graphics, and set your work in sophisticated formats, such as newspaper like columns. When you are done, you print it. And with a high-quality inkjet or laser printer, your final document can look as if it were professionally printed.

Best of all, a word processor lets you make changes to your work with amazing ease. All word processors let you

delete, insert, copy, and move text whenever you get a new idea, and this will change the way you write.

MS Word:-

MS Word or in short Word enables you to accomplish all of your basic word processing tasks and fulfill most of your desktop publishing needs. You can use word to generate all your memos, letters, reports, and other text intensive documents. Word's most valuable contribution is its flexibility with text and its ability to incorporate data from other MS Office components in their original format to produce comprehensive documents.

Important features of Word:- Besides Basic features of any word processing S/W package, MS word has features like:

1. Easy table creation and formatting features such as table AutoFormat, which allows you to focus on your data and let Word handle that formatting.
2. AutoCorrect and AutoFormat features that catch typographical errors automatically and allow you to use predefined shortcuts and typing patterns to quickly format your documents.
3. Large-document management features, like the ability to create tables of contents, index, list of figures and cross references.
4. Mail-Merge Helper which allows you to quickly create merged documents like master mailing and mailing labels.
5. Automation by means of macro creation.
6. The ability to insert fields that make your documents more dynamic by facilitating user input, system input for data (like date), and other special features that need to be updated regularly.
7. Built-in and custom templates that allow fast document creation based on boilerplate text and styles, Auto text, macros, and tool bars stored with individual templates.
8. Master document view that allows you to manage very large documents by incorporating subdocuments into one primary master document.

Create a document:-

The following procedure creates a new, blank document.

On the Standard toolbar, click New Blank Document.

To use templates, wizards, and existing documents as a starting point, do one of the following:

From a template or wizard

1. On the File menu, click New.
2. In the New Document task pane, under New from template, click General Templates.
3. Click the tab for the type of document you want to create, and then double-click the icon for the template or wizard you want.

Tips:

Creating file from a copy of an existing document

1. On the File menu, click New.
2. In the New Document task pane, under New from existing document, click Choose document.
3. Click the document you want to create a new document from.

If you want to open a document that was saved in a different folder, locate and open the folder.

4. Click Create New.

This document is created in the folder that contains the original document.

Save a document:-

To quickly save a document, click Save on the Standard toolbar. To save a document in a different location or format, use the procedures below.

Saving a document with different name

On the File menu, click Save As.

1. In the File name box, enter a new name for the file.
2. Click Save.

Saving a document with different format and file name

On the File menu, click Save As.

1. The File name box, enter a new name for the file.
2. From Save as Type select the format.
3. Click on Save.

Editing a document:-

- (a) Deleting text: Select the text and press Delete key.
- (b) Deleting characters: Press Backspace key to delete character before insertion point or press Delete Key to delete character at insertion point position.
- (c) Inserting character: Position insertion point where you want to insert character, make sure Insert key is On type the character you want to insert.
- (d) Overtyping character: Position insertion point from where you want to overtype character, make sure Insert key is Off, type the character you want to overtype.

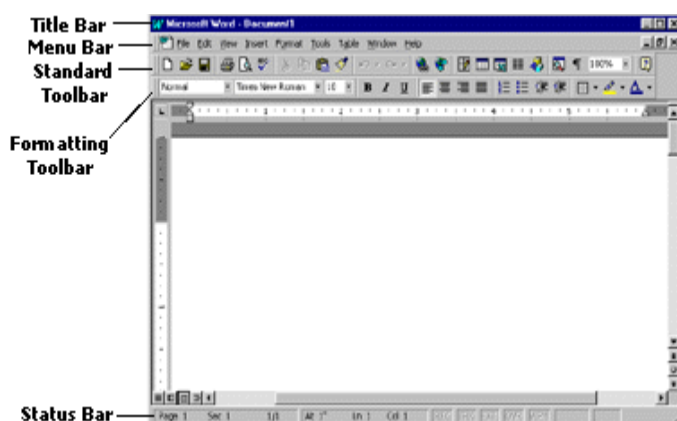
Note: if OVR is display in black in status bar it means overtyping mode is on. Overtyping mode can be turned on/off by press Insert Key.

- (e) Inserting paragraph: To insert paragraph position, the insertion point and press enter, and then start typing the text for new paragraph.
- (f) Splitting paragraph: To split paragraph position the insertion point from where you want to split the paragraph and press enter key. To join the splitted paragraph press Backspace Key.
- (g) Replacing Text: To replace text, select the text and start typing new text.
- (h) Finding text using find command
 1. On the Edit menu, click Find.
 2. In the Find what box, enter the text that you want to search for.
 3. Select any other options that you want.

Microsoft Word Interface:-

Microsoft Word is a word processing program that allows for the creation of both simple and sophisticated documents. The program is equipped with templates and wizards to help you create useful documents such as resumes, letters and fax cover sheets. There are also features that allow you to add professional looking graphics to your documents.

Below is an image of the Microsoft Word Interface.



Title Bar: This bar lists the name of the program and the title of the current document.

Menu Bar: This bar displays the headings for each drop-down menu. Commands are grouped under each of these menu headings according to function.

Standard Toolbar: This toolbar contains short cuts to some of the most frequently used commands from the menu bar.

Formatting Toolbar: This toolbar contains short cuts to some of the most frequently used commands found under the FORMAT menu item.

Status Bar: This bar displays information about the active document.

1. Title Bar:-

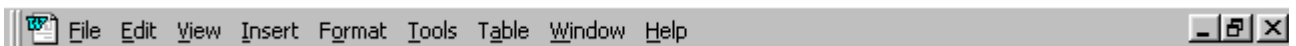


At the top of the Word interface is the title bar. This bar is present on all Windows applications and acts as a reminder of the program that you are using, as well as the title of the document that you are editing. In this particular example, the document has not been named so it has the default name of Document1.

In the upper right hand corner of the interface you will notice a set of 3 buttons. The button with the flat piece (_) on it is the minimize button. The button in the middle is the resize button and may have one square or two squares on it. The last button has an X on it and is called the close button.

In the image of the full screen shown at the top of this page you will notice that there are two sets of these buttons. The top set of these is for the program, Microsoft Word. The bottom set of these is for the document that you are currently viewing. For the top set, minimize will drop the program MSWord from your view, but will not close the program. Hold down the ALT key on your keyboard and press the TAB key to bring MSWord back into your view. The resize button will either make the MSWord window large enough to fit the full monitor (the single square) or small enough to where you can see it and whatever is behind it (the two squares). These work in a similar fashion for the document that you are working on. The minimize button will drop your document to the bottom of the page, where it will only be represented by a small title bar. The resize button will either make the document large enough to fit the full MSWord window (the single square) or small enough to where you can see it and other documents that you have opened simultaneously (the two squares). The close button will close the document, just as if you went to FILE | CLOSE on the menu or it will close the program, just as if you went to FILE | EXIT on the menu.

2. Menu Bar:-



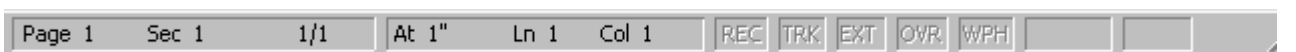
The menu bar is below the title bar. There are nine menu options on the menu bar. When you click on any of these options (File, Edit, View, Insert, Format, Tools, Table, Window or Help) a drop-down menu of commands will appear below it.

3. Standard and Formatting Toolbar:-



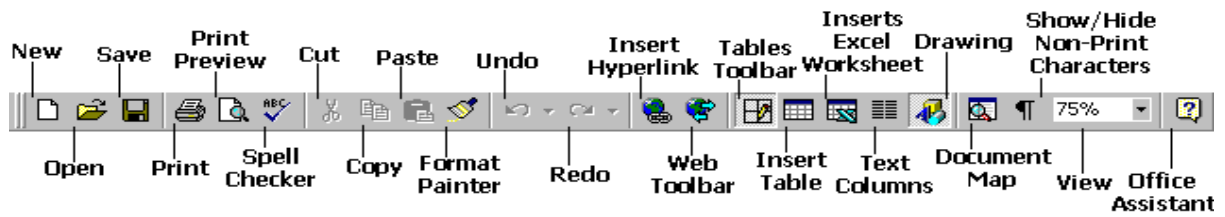
Below the menu bar are the toolbars. Toolbars consist of icons that act as short-cuts to the commands found under the menus. The icons on the toolbars are organized according to function and according to the most commonly used commands in MSWord. The toolbar that usually appears directly below the menu bar is called the Standard Toolbar. The toolbar just below that is called the Formatting Toolbar. These toolbars can be customized and moved around on the screen. The option for displaying or hiding a toolbar is found under the menu item VIEW | TOOLBARS. The toolbar will be discussed in more detail in the next section of the MSWord tutorial. A ToolTip (yellow tag) appears when you move the mouse over any of the icons on the toolbar. The ToolTip explains what function that particular icon performs.

4. Status Bar:-

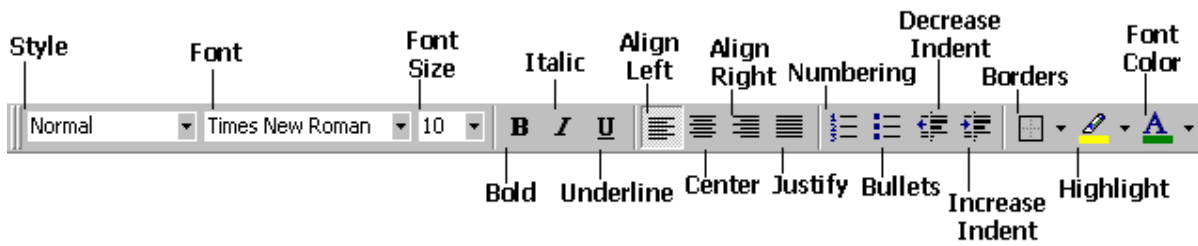


At the bottom of the Word interface is the status bar. This bar displays information about your document such as the page that is currently displayed on the screen (Page 1), the total number of pages in the document (1/1, i.e. 1 of 1) and the line in which the cursor is currently positioned (Ln 1). The right side of the status bar shows whether

keys such as OVERTYPE are active or inactive. All of these keys in this example are inactive.



Name	Function	Menu Location
New	Creates a new, blank document	FILE NEW
Open	Displays the Open dialog box so that you can retrieve an existing document	FILE OPEN
Save	Saves the active document to a specified location	FILE SAVE
Print	Prints active document	FILE PRINT
Print Preview	Displays what the document will look like when you print it	FILE PRINT PREVIEW
Spell Checker	Checks active document for spelling and grammatical errors	TOOLS SPELLING
Cut	Cuts the selected text and places it on the clipboard	EDIT CUT
Copy	Copies the selected text and places it on the clipboard	EDIT COPY
Paste	Pastes the contents of the clipboard to a new location	EDIT PASTE
Format Painter	Copies the formatting of the selected text to a new text selection	
Undo	Undoes the last document change	EDIT UNDO
Redo	Redoes the last action that was undone	EDIT REDO
Insert Hyperlink	Creates a hyperlink from the selected text	INSERT HYPERLINK
Web Toolbar	Shows web toolbar	VIEW TOOLBARS WEB
Tables Toolbar	Shows tables toolbar	VIEW TOOLBARS TABLES
Insert Table	Inserts a table	TABLE INSERT TABLE
Insert Excel Worksheet	Inserts an Excel Worksheet	
Text Columns	Changes the number of text columns per page	FORMAT COLUMNS
Drawing	Shows drawing toolbar	VIEW TOOLBARS DRAWING
Document Map	Changes the view of the document	VIEW DOCUMENT MAP
Show/Hide Non-Print Characters	Shows and hides non-print characters (for example the symbol for new paragraph)	
View	Magnifies or reduces the document contents by the specified zoom percentage	VIEW ZOOM
Office Assistant	Help function	HELP



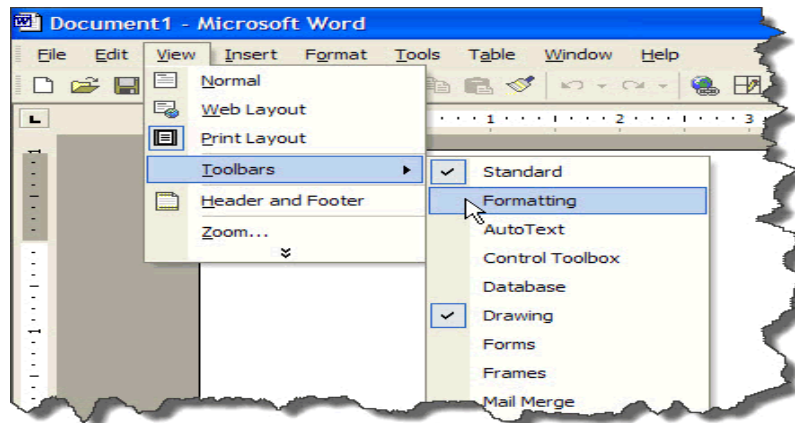
Name	Function	Menu Location
Style	Changes the style of the selected text	FORMAT FONT
Font	Changes the font for the selected text	FORMAT FONT
Font Size	Changes the point size of the selected text	FORMAT FONT
Bold	Makes the selected text bold	FORMAT FONT
Italic	Makes the selected text italic	FORMAT FONT
Underline	Underlines the selected text	FORMAT FONT
Align Left	Aligns the selected text/paragraph(s) left	FORMAT PARAGRAPH
Center	Centers the selected text/paragraph(s)	FORMAT PARAGRAPH
Align Right	Aligns the selected text/paragraph(s) right	FORMAT PARAGRAPH
Justify	Justifies the selected text/paragraph(s)	FORMAT PARAGRAPH
Numbers	Creates a numbered list or numbers the selected paragraph(s)	FORMAT BULLETS AND NUMBERING
Bullets	Creates a bulleted list or adds bullets the selected paragraph(s)	FORMAT BULLETS AND NUMBERING
Decrease Indent	Decreases the indentation of the selected paragraph(s)	FORMAT PARAGRAPH
Increase Indent	Increases the indentation of the selected paragraph(s)	FORMAT PARAGRAPH
Borders	Creates a border around the selected text/paragraph(s)	FORMAT BORDERS AND SHADING
Highlight	Allows you to highlight specified text	
Font Color	Allows you to change the color of the text	FORMAT FONT

The Toolbar:-

A toolbar is a bar containing buttons and options that you use to carry out commands. With toolbars, commands become just handy and easily accessible to users. The buttons contained in them are used to access commands more quickly than by opening the menus and the respective dialog boxes.

















Displaying A Toolbar Using the View Menu






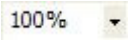


- On the Menu bar, click View. This displays the View menu.
- Then, on the View menu, point to Toolbars item.
- Select and click the name of the desired toolbar from the Toolbars sub-menu. The toolbar you selected will then appear on screen.



There are multiple toolbars options are available, some of them are frequently used. They are as followed:-


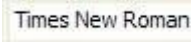






1. Standard Toolbar:- the Standard toolbar is, by default, docked directly below the Menu bar, and it contains buttons used for performing tasks similar to the commands available in the Menu bar. the name and purpose/use of each of the buttons on the Standard toolbar are as follows.

NAME	ICON	USE
New		Creates a new blank document based on the default or current template.
Open		Opens a document previously created and saved in Word.
Save		Saves new changes to the current document or file, with its filename, location and document format.
E-mail		Sends the content of the current document as the body of an E-mail message.
Search		Finds files, Web pages and Outlook items based on the search criteria you enter.
Print		Prints the active document or selection.
Print Preview		Shows how a document or file will look when you print it.
Spelling		Checks spelling in the active document, file or item.
Cut		Removes the selected item from the active document and places it in the Clipboard.
Copy		Copies selected text or object to the Clipboard.
Paste		Pastes the item you cut or copied into (the position of the insertion point) the document from the Clipboard.
Format Painter		Copies the format from a selected text or object and applies it to the text or object you click.
Undo		Reverses the last action or deletes the last entry you typed. Click the arrow next to this icon to select and reverse multiple actions at a time.
Redo		Reverses the action of the last Undo command. Click the arrow next to this icon to select and reverse multiple Undo command actions.
Insert Hyperlink		Inserts a new hyperlink or edits the selected hyperlink.
Tables and Borders		Displays Tables and Borders toolbar, which offers tools for editing/formatting a table and its content.

Insert Table		Inserts a table in the document. Click and drag to specify the number of rows and columns.
Insert Microsoft Excel Worksheet		Inserts a new Microsoft Excel worksheet at the insertion point. Click and drag to specify the number of rows and columns. Use the Excel tools on the toolbar to edit the table.
Columns		Changes the number of columns in a document or a section of a document.
Drawing		Shows or hides the Drawing toolbar.
Document Map		Used to turn on or off the Document Map. Document Map shows the outline structure of a document so that you can quickly navigate through the document and keep track of your location in it.
Zoom		Used to "zoom in" to get a close-up view of a document or "zoom out" to see more of the page at a reduced size.
Show/Hide		Shows or hides non-printing characters, such as tab characters, paragraph marks and hidden text.
Office Assistant (Microsoft Office Help)		Opens Help or invokes the Office Assistant to provide help topics and tips to help you accomplish your task.

2. Formatting toolbar:- The Formatting toolbar offers shortcut buttons to help format a document quickly. From the Formatting toolbar, you can quickly apply formatting attributes such as Font; Font Color; Alignment; Line Spacing; Bullets and Numbering, etc, document text, to save time.

The following table provides a list of Formatting toolbar buttons and a brief description of each.

NAME	ICON	USE
Style		Opens a Style drop-down list from which you can select one.
Font		Changes the font of the selected text or number. Click the drop-down arrow beside the box and select a font from the list.
Font Size		Changes the size of the selected text or number. Enter a size value in the box, or select an appropriate size from the drop-down list.
Bold		Applies or removes bold formatting to or from a selected text or number.
Italic		Makes selected text or number italic, but removes italic from selected text or number if it's already italic.
Underline		Underlines (rules a line) or removes underline formatting from selected text or number.
Align Left		Aligns the selected text, number or inline object to the left with a jagged edge.
Center		Aligns selected text, numbers or inline objects to the center.



Align Right		Aligns the selected text, number or inline objects to the right, with a jagged edge.
Justify		Aligns the selected paragraphs to both the left and right margins or indents.
Numbering		Adds numbers to or removes numbers from selected paragraphs.
Bullets		Adds bullets to or removes bullets from the selected paragraphs.
Decrease Indent		Indents the selected paragraph to the previous tab stop or indents the content of the selected item to the left by one character width of the standard font.
Increase Indent		Indents the selected paragraph to the next tab stop or indents the content of the selected item to the right by one character width of the standard font.
Outside Border		Adds or removes a border around the selected text, paragraphs, cells, pictures or other objects.
Highlight		Marks text so that it is highlighted and stands out from the surrounding text.
Font Color		Formats the selected text with the color you click

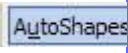












3.Drawing Toolbar:- The Drawing toolbar is located at the bottom of the window, between the Horizontal Scroll bar and the Status bar. Like every other toolbar, this also contains smart icons representing shortcuts to Main menu commands in Word.





It holds buttons/tools used in creating drawings, such as rectangles, ovals, lines, arrows, WordArt text, etc. It also offers tools for inserting organizational charts and ready-made pictures and Clip Arts from their different locations.

Also included in this toolbar are tools for formatting inserted objects and for adding special effects such as shadow or 3-D to lines, rectangles, ovals, etc. Like every other toolbar also, the Drawing toolbar can be displayed or hidden.

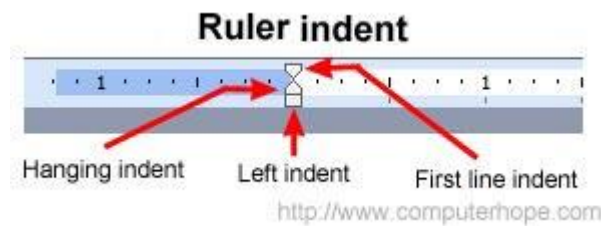
The following table shows a list of tools offered on the Drawing toolbar, and their functions:

NAME	ICON	USE
Draw		Offers a number of options for defining the relative positions, arrangements, rotation, etc, of drawings in a document. It also offers tools for changing the shape of AutoShapes.
Select Objects		Changes the pointer to a selection arrow so you can click to select objects in the active window.

AutoShapes		Offers a group of ready-made shapes that include basic shapes, such as rectangles and circles, including a variety of lines and connectors, block arrows, flowchart symbols, stars and banners, and callouts.
Line		Allows you to draw a straight line where you click or drag in the active window.
Arrow		Draws or inserts a line with an arrow head where you click or drag in the active window.
Rectangle		Draws a rectangle where you click and drag on the active window. You can also draw a square using this tool by holding SHIFT while you drag.
Oval		Draws an oval where you click and drag in the active document. To draw a (perfect) circle, hold down SHIFT while you drag.
Text Box		Draws a text box with horizontal direction where you click and drag in the active document.
Insert WordArt		Creates decorative text by inserting a Microsoft Office drawing objects.
Insert Diagram		Creates an organizational chart or a circle, radial, pyramid, or Venn or target diagram in your document.
Clip Art		Opens the Clip Gallery where you can select the clip art image you want to insert in your document or update your clip art collection.
Insert Picture		Inserts an existing picture in your active document at the insertion point.
Fill Color		Adds, modifies, or removes the fill color or effects from the selected object.
Line Color		Adds, modifies, or removes the line color from the selected object.
Font Color		Allows you to add, modify, or remove the text color of the selected text.
Line Style		Used to select a thickness for the selected line.

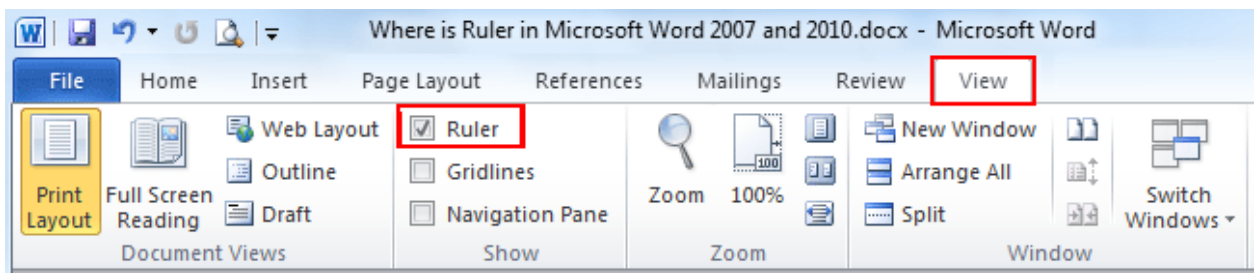
Dash Style		Allows you to control the appearance of the selected line.
Arrow Style		Allows you to select the style of arrowhead.
Shadow Style		Allows you to select the shadow appearance of the selected drawing object.
3-D Style		Allows you to add depth to drawing objects such as lines, AutoShapes, and freeform objects.

Ruler:- The ruler is a measurement tool found with some software programs that allow the program's user to align graphics, text, tables, or other elements on a page. When enabled the horizontal ruler appears at the top of the document, and the vertical ruler is on the left-side of the document. In the pictures below are examples of how the ruler may appear in Microsoft Word.



How to enable and disable the Ruler in Microsoft Word:-

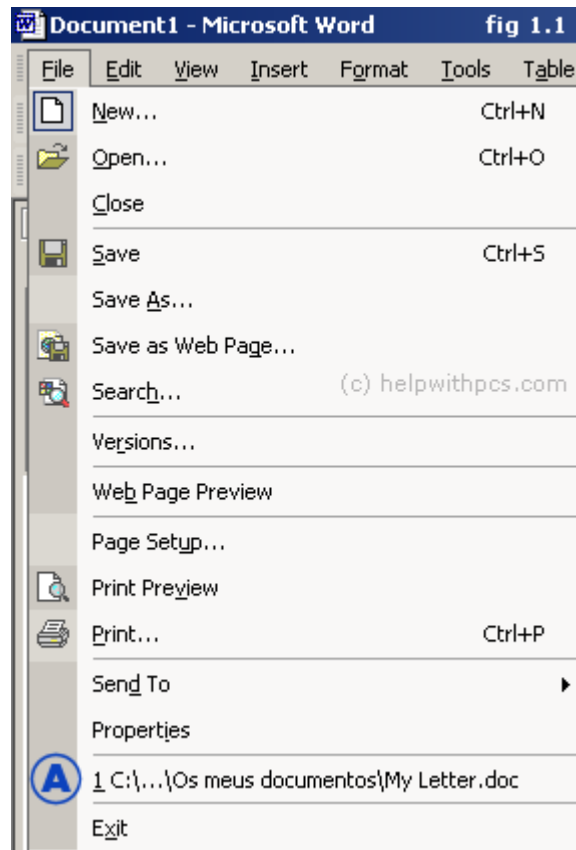
- Click the View drop-down-menu at the top of Word.
- Check Ruler to enable the Ruler or uncheck Ruler to disable the Ruler.
-



Menu(Menu Bar):- The menu bar is the part of a browser or application window, typically at the top left side, that houses drop-down menus that allow the user to interact with the content or application in various ways.

In Microsoft Word, for example, the "File" menu, for example, provides options to open a file, create a new one, and save or print -- among others. The "Edit" menu allows the user to perform such functions as copying and pasting, finding and replacing text. Some of them are as follows:-

1.The File Menu:-The file menu is one you will find yourself using extensively. It is used to create new documents, open existing documents and saving your new/updated documents. It also includes the page setup, print preview, and other important functions relating to your document and its properties.



New: This creates a new Microsoft Word document. The page setup of the new document, ie, the size, margins, etc, will depend on your page settings.

Open: This opens an existing Microsoft Word document, it will open a file explorer window allowing you to navigate to the file you want to open.

Close: This will close the current word document. Microsoft Word may prompt you to save the file, if you have made changes to the document since the last save.

Save: Saves the current document, replacing the existing file (if previously saved).

Save As: This allows you to save the document as a different file. This is very useful, imagine you open your letterhead template and write a letter that you want to save, if you just saved it (using the option above), it would replace your letterhead template. When you click on Save As you will be able to choose the new filename and location for your document.

Save As Web Page: This option will save the current document with the HTM(L) extension, allowing it to be viewed by a web browser.

Search: Clicking Search will open the basic search window, allowing you to search your computer for documents containing certain text.

Versions: This feature allows you to save different versions of the current Microsoft Word document. For example, if you changed your letterhead and wanted to keep the older version too.

Web Page Preview: Clicking on this option will display your current document as it would look in a web browser. When you click, Microsoft Word will open the document in your default web browser.

Page Setup: This opens the page setup options dialogue box. It allows you to set the properties (dimensions, margins, etc) of the current document and change the default for new Microsoft Word documents.

Print Preview: Selecting this option opens the print preview window, allowing you to preview how your document will look when printed.

Print: Opens the print dialogue box allowing you to print the current document.

Send To: Hovering your mouse over this option will allow you to send your document via email, or export it to Microsoft Powerpoint (if installed).

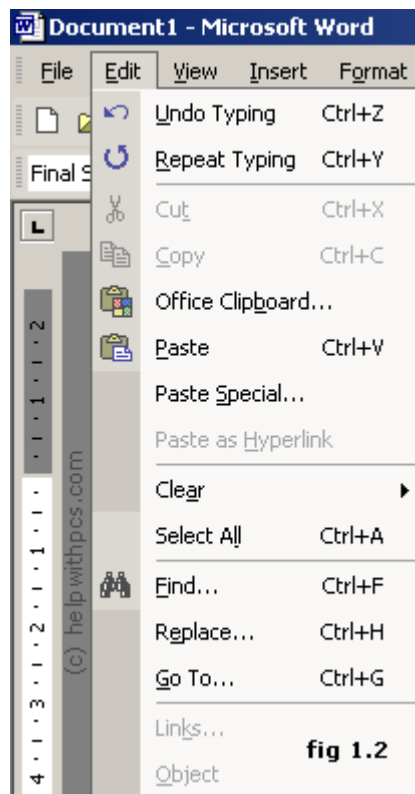
Properties: This will open the Microsoft Word document properties dialogue box, allowing you to view/edit various properties of the document. Including author information, statistics, type, location and filesize of the

document.

Exit: Clicking this will exit Microsoft Word, it may prompt you to save any unsaved documents.

2.The Edit Menu:-The edit menu, as its name suggests, includes commands relating to the editing of your document. It includes important editing features such as undo, repeat, cut, copy, paste, select all, find, replace and more.

Undo (last task): This option allows you to undo the last thing you did in your Microsoft Word document, in our example (fig 1.1) you can see our last action was to type some text. This is a handy command, especially if you delete something by accident.



Repeat (last task): This repeats your last action. In our example clicking on the Repeat Typing will repeatedly insert the same piece of text into the document.

Cut: This command will cut (delete) the currently selected element. For example if you highlight (select) some text and then click on cut, it will be deleted.

Copy: The Copy command will copy the currently selected element (text, image, etc) into the office clipboard. It can then be inserted (pasted) into a document using the Paste command (see below), which will appear in the edit menu once you have copied something to the office clipboard.

Office Clipboard: This command will display the current contents of the office clipboard, allowing you to click on the stored elements to insert (paste) them directly into the current document. Elements (text, images, etc) can be added to the clipboard using the Copy command (see above), this clipboard will also show any elements stored in the Windows Clipboard.

Paste: This will paste (insert) into the current document the last element to be stored in the Office Clipboard.

Paste Special: Clicking on this command will bring up the Microsoft Word Paste Special dialogue box, it allows you to control the format of the text that will be inserted (pasted) from the Office/Windows clipboard.

Paste as Hyperlink: This command allows you to link (create a hyperlink) to a certain place in another Microsoft Word document, Excel worksheet, PowerPoint slide, or Access database. To achieve this, first copy the element that you want to link to into the clipboard, and then select the Paste as Hyperlink command.

Clear: This command allows you to remove any formatting from the currently selected (highlighted) element (text/image). It also allows you to delete the selected element.

Select All: This will select (highlight) every element in the current document.

Find: Find allows you to search the current document for a certain word or phrase.

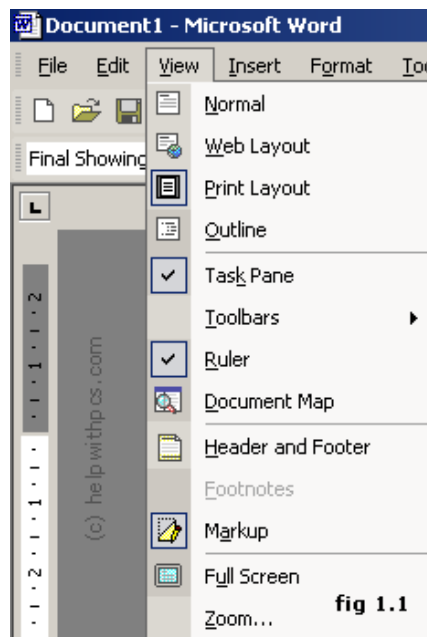
Replace: Replace allows you to replace a given text with a substitute of your choice.

Goto: Goto allows you to go directly to a certain page, section, line, bookmark, comment, footnote, endnote, field, table, graphic, equation, object, or heading.

Links: This allows you to manage any linked objects in the current document. A linked object is information (data) that is stored in another file, for example a Microsoft Excel spreadsheet, Microsoft Access database, or other compatible source. We will be covering linked objects in a future Microsoft Word tutorial.

Objects: This command allows you to manage any embedded objects within the current document.

3.The View Menu:- This menu is used to control not only the visual layout of your Word document but also the printing configuration. It is also used to select which toolbars are visible in the Word environment. Commands include web layout, print layout, outline, task pane, toolbars, ruler, header and footer, footnotes, full screen view and zoom.



Normal: Selecting this will show your current document in a layout without the document margins.

Web Layout: The Web Layout view will show you how the current document will look on a web browser, a full-screen layout.

Print Layout: This view will show the document in a layout including all margins and page breaks.

Outline: The Outline view allows you to change the structure of your document, when selected it will open the Outline Toolbar. The Outline Toolbar allows you to, amongst other things, move headings up or down and/or change the heading types.

Task Pane: This command toggles (shows/hides) the Task Pane. The task pane is designed to give you quick access to frequently used commands, including Document Commands, The Office Clipboard, Basic Search, Style and Formatting and more.

Toolbars: When you hover your mouse pointer over Toolbars you will be presented with a submenu, this includes all of the different toolbars that are available. You can toggle (hide/show) the different toolbars by simply clicking on them within the submenu.

Ruler: Clicking on this will toggle (hide/show) the document ruler which appears across the top and down the side of the Microsoft Word document.

Document Map: The document map is a handy feature which allows you to navigate the current document, it will list the headings (heading 1, heading 2, etc) in the current document. To go directly to a certain paragraph heading, simply click on it in the left hand pane that opens.

Header and Footer: This allows you to edit the header and footer of the current document. We show you how to edit the header and footer in our letterhead tutorial here.

Footnotes: This command will show all footnotes and endnotes (you will be promoted for which) within the

current document. Footnotes and Endnotes will be covered in a future Microsoft Word tutorial.

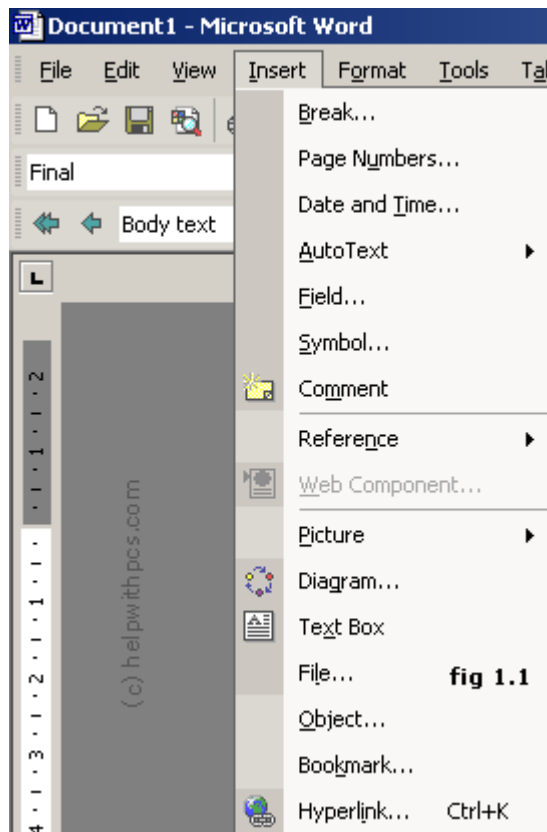
Markup: This will toggle (hide/show) any Markup (comments and tracked alterations/additions) in the current document.

Full Screen: This will show the current Microsoft Word document in full screen mode.

Zoom: This will open the zoom dialogue box, enabling you to change the percentage of zoom for the current view.

4. The Insert Menu:-

The insert menu is used to place various objects into your document, such as page numbers, pictures, symbols, comments and other objects. Commands include break, date and time, field, symbol, reference, web component, text box, file and hyperlink.



Break: This command opens the Break dialogue box, allowing you to insert page breaks and section breaks into the current document.

Page Numbers: Clicking on Page Numbers will open a dialogue box, which allows you to insert page numbers into the document using various options.

Date and Time: This command will open the Date and Time dialogue box. You can choose from many different date and time formats, you may also have different languages to choose from.

Autotext: Choosing this option will open the Microsoft Word Autotext dialogue box. We will cover Autotext in a future tutorial.

Field: This command allows you to enter specified fields into your document. The available fields include Date & Time, Document Automation, Document Information, Equations and Formulas, Index and Tables, Links and References, Mail Merge, Numbering and User Information.

Symbol: This allows you to insert symbols and special characters into your document. For example, if you wanted to include a copyright symbol or a trademark symbol, then you would use this feature. Other symbols (special characters) include currency symbols, mathematical symbols and foreign language alphabet characters.

Comment: This command will place a comment into the document at the location of the cursor. You will be able to type your comment into the comment box, once done, simply click anywhere outside of the comment box.

Reference: The Reference command will allow you to insert a footnote, caption, cross-reference, index, and tables.

Web Component: This command is used to insert any web components into your Microsoft Word document.

Picture: Allows you to insert a picture into your document. You will be offered various locations to locate the image, including clip art, the file system on your computer, and a digital camera or scanner.

Diagram: The Diagram command will open the diagram gallery dialogue box. You can choose from a selection of diagrams to insert into your document, including an organization chart, cycle diagram, radial diagram, pyramid diagram, venn diagram and a target diagram. You may have less or more diagrams available to insert, depending on your Microsoft Word installation.

Text Box: This allows you to insert text boxes, we will be covering text boxes in a future tutorial.

File: Enables you to insert part or all of a file into the current document.

Object: This command will insert an object of your choice, including media clips, Microsoft Excel charts and worksheets, Microsoft Powerpoint slides and presentations.

Bookmark: This handy feature allows you to bookmark a certain element (text, image, etc). You can name the bookmark and then return to it at any time by using the goto command in the edit menu.

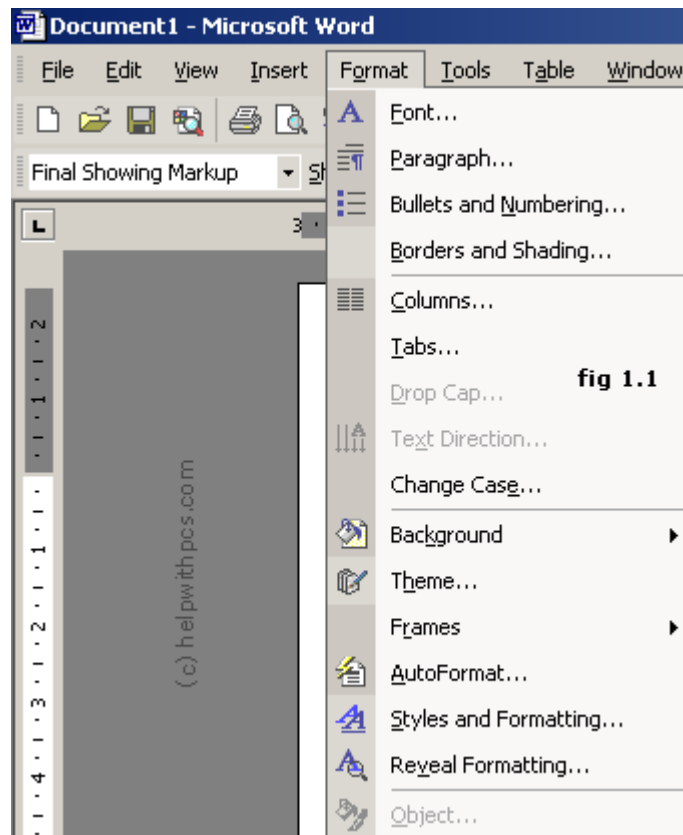
Hyperlink: The Insert Hyperlink dialogue box allows you to add a hyperlink to an existing file, web page, certain place in the current document, a new document, or an email address.

5.The Format Menu:-

A guide to the format menu which controls your font's properties along with the borders and shading options. Commands include paragraph, bullets and numbering, columns, tabs, text direction, background, autoformat, reveal formatting and more.

Font: This will change the font attributes of either the currently selected text, or any subsequent text, using the font dialogue box.

Paragraph: This command will open the Paragraph dialogue box, allowing you to make changes to either existing text or subsequent text. To change an existing paragraph, select the text you wish to change and then use this command to make the alterations, such as alignment, indentation, and spacing.



Bullets and Numbering: This is a handy command, it creates indented lists with various formats. You can either click the command and then start typing your list (pressing enter for the next line), or you can select some existing

text to convert to a list. The listing format options include bulleted, numbered, outline numbered, and other styles.

Borders and Shading: This command allows you to create borders and shading on elements within your Microsoft Word document. The borders and shading can be applied to text, paragraphs, pictures, and more.

Columns: The Columns command will split the current document into the number of columns you specify. You can either split the whole page, or just from that point onwards.

Tabs: This command allows you to manage tabs, including the alignment, spacing, and whether the tab has a leader or not.

Drop Cap: A drop cap is a letter at the start of a paragraph of text that spans 2 or more rows of text, you will often see a drop cap in a book at the start of a chapter. This tool allows you to either add a drop cap character to your document or change an existing letter (at the start of a sentence) to a drop cap.

Text Direction: This allows you to change the text direction of a text object, for example a text box.

Change Case: The Change case tool allows you to alter the case of existing text. Options include sentence case, lowercase, uppercase, title case, and toggle case.

Background: This changes the background colour (color) of your Microsoft Word document. It also allows you to add watermarks and use different gradient effects.

Theme: The themes command will open the theme dialogue box, allowing you to change the theme of your document, including heading style, hyperlinks and background colour (color).

Frames: This command opens the Frames dialogue box.

AutoFormat: The AutoFormat feature will format a whole document with preset attributes.

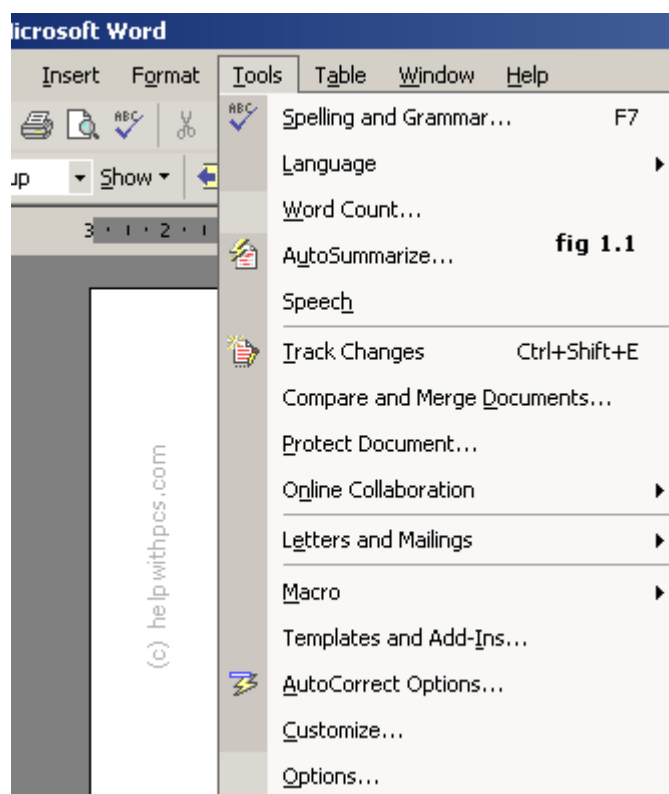
Styles and Formatting: This will open the Styles and Formatting toolbar, allowing you create headings, lists and more.

Reveal Formatting: Clicking on this will show a dialogue box detailing the format attributes of the selected element.

Object: Allows you to make changes to any existing objects within the current document.

6.The Tools Menu:-

The tools menu will also be one you may use regularly, it includes the options command which controls spelling and grammar, security and more. Commands include language, word count, speech, letters and mailing, macro, customize and more.



Spelling and Grammar: This command will check the spelling and grammar of the current Microsoft Word

document. It also allows you to add words to the dictionary, as well as changing the dictionary language (if available).

Language: The language tool has various options, including setting the language of the document, translating text, open the thesaurus and manage hyphenation.

Word Count: This will open the Word Count dialogue box, enabling you to count the amount of words in the whole document, or the currently selected text.

AutoSummarize: This can be a handy feature of Microsoft Word, depending on the type and format of your document. It will summarize a document using the attributes you give it, for example, you can choose the percentage of the document to be used for the summary, as well as the format of the summary.

Speech: This will open the Speech Recognition feature of Microsoft Word (if installed/available).

Track Changes: Clicking on this command will cause Microsoft Word to track any subsequent changes to the document. These changes can then be viewed by turning on the Markup option on the Edit menu.

Compare and Merge Documents: This feature enables you to easily compare and/or merge 2 documents.

Protect Document: This command allows you to control the protection of the document, including tracked changes, comments and forms.

Online Collaboration: Enables NetMeeting allowing you to communicate with others in real time via the internet or local network.

Letters and Mailing: Gives you access to various features, including the Mail Merge Wizard, the Letter Wizard, the Envelopes and Labels tool, and the Mail Merge Toolbar.

Macro: This opens the Macro Dialogue box, allowing you to manage subsequent and existing macros. We will be covering Microsoft Word macros in a future tutorial.

Templates and Add-Ins: Opens the Templates and Add-Ins Dialogue box, allowing you to add, remove or update styles and template.

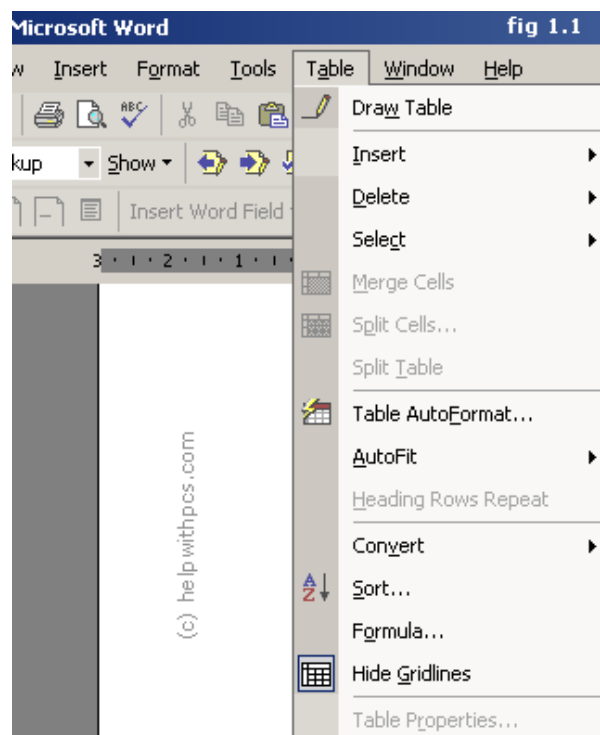
AutoCorrect Options: Opens the AutoCorrect dialogue box, enabling you to manage capitalisation, and also the replace text as you type settings.

Customize: Allows you to customize the Microsoft Word toolbars, commands, and other options.

Options: This opens the main options dialogue box in Microsoft Word. It allows you to change many aspects of the current document and Microsoft Word environment.

7.The Table Menu:-

Tables are a great way of laying out content within your document. The table menu provides all you need to manage your tables and cells. Includes draw table, insert, delete, merge cells, split cells, split table, autofit, convert, sort and more.



Draw Table: This command opens the Tables and Borders dialogue box with the draw table tool active. First you draw the outline of your table, then using the same tool, you can create cells by vertical or horizontal movements within the table.

Insert: Allows you to insert a whole table or just columns, rows and cells into the current document.

Delete: Delete complete tables, columns, rows and selected cells.

Select: This command allows you to select the current table, column, row or cell.

Merge Cells: This tool will merge the currently selected cells into one.

Split Cells: This will split the selected cell/s into your chosen amount of columns and rows, it will also offer (if more than one cell selected) to merge the selected cells before the split.

Split Table: This command will split the current table, making the split at the currently selected cells.

Table AutoFormat: This command will open the Microsoft Word Table AutoFormat dialogue box, where you can choose from a number of different table templates, including preset fonts and cell background colours (colors).

AutoFit: This tools gives you several options for resizing the selected table in relation with the contents or window. It also allows you to automate the distribution between columns and rows.

Heading Rows Repeat: This handy tool will repeat the currently selected row at the top of every page for the length of the table.

Convert: This command will convert existing text into a table format. The text will have to have a common separator to indicate the different columns, it will also needs new paragraphs where you would like each row.

Sort: This opens the Sort Table dialogue box. You can choose which column you would like to sort and by what order.

Formula: This tool allows you to apply a formula to the selected cell. For example, if you wanted to add up the contents of several rows in a specific column, you could use the SUM formula in the Formla dialogue box.

Hide Gridlines: This simply hides the gridlines of the selected table.

Table Properties: This will display the various properties of the selected table.

Keyboard Shortcuts in MS Word:-

Commonly used keyboard combinations

Ctrl +N	Open a new word document quickly.	Ctrl +X	Cut- Removes the selection from the active document and places it on the clipboard.
Ctrl +O	Opens a previously saved document.	Ctrl +C	Copies the selection to the clipboard
Ctrl +W	Closes the active window, but does not Exit Word.	Ctrl +V	Paste - Inserts the contents of the clipboard at the insertion point (cursor) or whatever is selected.
Ctrl +S	Saves the active document with its current file name, location and format.	Ctrl +A	Selects all text and graphics in the active window.
Ctrl +P	Prints the active file, also gives the opportunity to change print options	Ctrl +F	Find - Searches for specified text in the active document
Alt +F4	Exit - Closes Microsoft Word.	Ctrl +B	Bold - Formats selected text; make text bold, or remove bold formatting
Ctrl +Z	Undo the last action. This selection can be repeated several times.	Ctrl +I	Italic - Formats selected text; make text italic or remove italic
Ctrl	Redo - After an action has been undone, it can be reinstated in the	Ctrl	Underline - Formats selected text; make text underlined or remove underline

+Y	document.	+U	
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Less commonly used keyboard combinations

Ctrl+Shift++	Increase selected text in increments like the drop down font menu (Thanks Daniel)	Ctrl+Shift++	Apply superscript formatting
Ctrl+Shift+-	Decrease selected text in increments like the drop down font menu	Ctrl+=	Apply subscript formatting
Ctrl+]]	Increase selected text one point	Ctrl+Shift+C	Copy formats
Ctrl+[[Decrease selected text one point	Ctrl+Shift+V	Paste formats
Shift+F3	Change case of the letters	Ctrl+I	Single space lines
Ctrl+Shift+U	Underline words but not spaces	Ctrl+5	Set 1.5 line spacing
Ctrl+Shift+D	Double underline text	Ctrl+2	Double space lines
Ctrl+E	Center a paragraph	Ctrl+Backspa	Delete one word to the left
Ctrl+J	Justify a paragraph	Ctrl+Del	Delete one word to the right
Ctrl+L	Left align a paragraph	Ctrl+R	Right align a paragraph
Ctrl+M	Indent a paragraph from the left	Shift+Enter	Insert a line break
Ctrl+T	Create a hanging indent	Ctrl+Shift+T	Reduce a hanging indent
If text is already selected and you want to extend the selection area			
Shift+←	Extend selection one character to the left	Shift+→	Extend selection one character to the right
Ctrl+Shift+→	Extend selection to the end of a word	Ctrl+Shift+←	Extend selection to the beginning of a word
If you want to move the cursor			
→	One character to the right	←	One character to the left
Ctrl+→	One word to the right	Ctrl+←	One word to the left
Ctrl+End	To the end of a document	Ctrl+Home	To the beginning of a document

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