

## MS-Word Notes

To start MS-Word

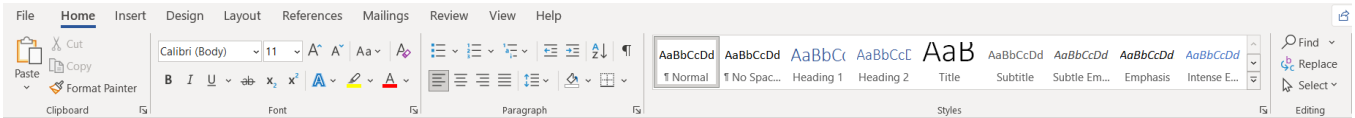
Press Win Key + R

Type **winword** and click on Ok

After this click on Blank Document

=rand() - to get random piece of text for practicing formatting options.

Learn With Jay



Clipboard Group :

Cut : (Ctrl + X)

- Select the text.
- Click on cut option. Selected text will be deleted.

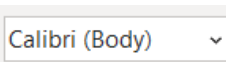
Copy : (Ctrl + C)


- Select the text.
- Click on Copy option.
- Click at new location and click on Paste

Format Painter – To copy the format (font style, color, etc. ) from one text to another text.

- Select the source text
- Click on format painter.
- Select the destination text where you want to apply the formats.

Font Group :

Font :  to change the writing style.

Font size :  to increase or decrease the size of the selected text.

Change Case :  to convert text from lower to upper case or upper case to lower case letter.


Bold, Italic and Underline :

Bold – Ctrl + B





Italic – Ctrl + I

Underline – Ctrl + U :

Strikethrough : 

Eg. This is regular price ₹1000 but today offer price is ₹500.

Subscript : Eg. H<sub>2</sub>O 

Superscript : Eg. 5<sup>5</sup> 

WordArt : It is used to write the attractive text with special effects.



(it is also available in Insert tab)



Highlight : Used for highlighting any selected text.



: Color the selected text



: Bulleted list (Unordered List)

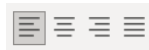
- Type your list. (One item in one line)
- Select the list
- Click on Bullet option



: Numbered list. (Ordered list)

Eg. A,B,C or 1,2,3 or I,II,III.

Left, Center, Right and Justify Align



Left – Ctrl + L

Center : Ctrl + E

Right : Ctrl + R

Justify : Ctrl + J

Line spacing



To insert space between lines.



To fill the background color in the selected paragraph.



To apply the border to the selected paragraph.



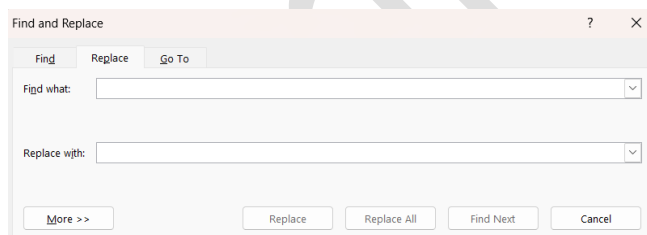
Work with the table. To organize the names alphabetically.

Find : Ctrl + F

To search any work in the document.

Replace : Ctrl + H

To replace any word with the new word.



Insert Tab

Pages Group

Cover Page : This is used to create first cover design for our project file.

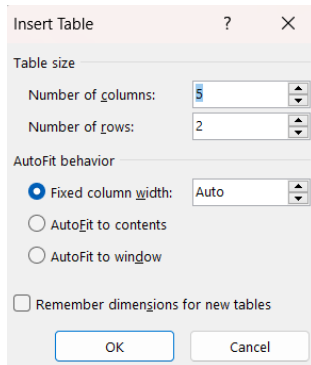
- Click on Cover Page
- Select the design for the cover page.
- Change the text according to your requirement.

Blank Page : This is used to insert a new blank page.

Page Break : This is used to break a page where your cursor is placed at the position.

### Table Group:

Insert Table :



Enter the number of columns and rows. It will create the desired table.

Draw table : It is used to draw table by clicking and dragging as per requirement.

### Illustrations Group

Pictures : Used for inserting pictures from the device or from Internet

Shapes : To draw shapes like circle, rectangle, oval, etc.

Icons : To insert icons like phone, building, help, etc

3D Models : To insert 3D models.

Smart Art: Infographics Chart (Hierarchy, timeline, list, etc.)

Chart : To insert graph (year and sales) – column, bar, pie, line chart.

Wikipedia : To insert the text from Internet

Link : To create hyperlink (When we click on some item where link is inserted then it will take us to that page)

Bookmark : To give name to the different parts of the document.

Cross Reference : To insert the link in the particular part of the document.

Comment : To insert comments in the document at a particular place.

Header : It is given at the top of every page of the document.

Footer : It is given at the bottom of every page of the document.

Page Number : To insert page number

Text box : To insert the box in which text can be added

Word Art : to type the attractive text

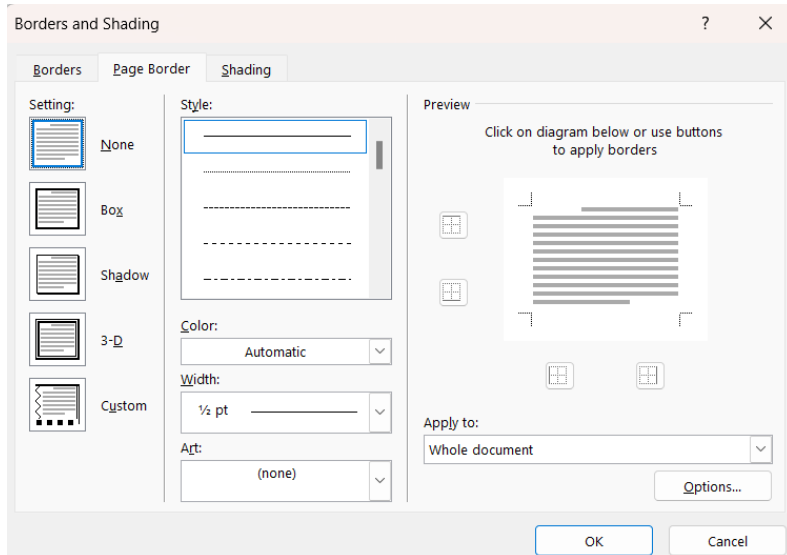
Date and time : to insert date and time in the document

Symbol : To insert the symbol like pi, alpha, gamma.

Equation : To insert mathematical equations

Design Tab:

Page Border : To apply border to the page.



Border : It will apply only to the selected paragraph.

Page Border : It will apply the page border to every page of the document.

Shading : To apply color inside the border.

Page Color : To fill the page color of the document.

Watermark : To insert text or picture in the middle of every page of the document transparent. Its purpose to insert brand logo or text.

Layout Tab :

Page Setup :

Margins : White space around the page. By default Normal, but you can narrow it to reduce the margins.

Orientation : Portrait (Tall) or Landscape (Wide)

Size : A4, A3, A5 , letter, legal , etc. (Most frequently used is A4 size)

Columns : To insert the text in columns.

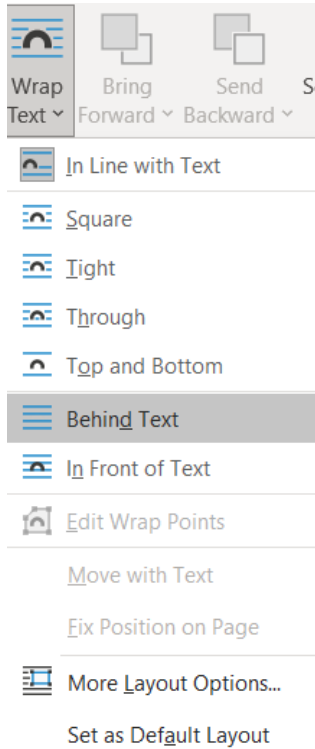
- Select the text and then click on Layout Tab.
- Click on Columns and select number of columns eg. 2 , 3 columns.

Breaks : Page Break and Column Break

Line numbers : We can give line numbers to our paragraph.

Hyphenation : When the word at the end of the line is not completed then we use hyphen(-)

Wrap text : When we want to insert picture around the text.



Bring forward : When we are working with multiple shapes or objects then we often need to arrange it means sometimes we want to bring one object over other object.

Bring backward :

References Tab :

Table of Contents : To create index for our documents.

Process :

Go to home tab :

Insert heading 1 (For main topic)

Insert heading 2 (for sub topic)

Insert heading 3 (for sub topic of heading 2)

When you complete with all the topics and subtopics then come to the **references tab** and click on Table of contents.

Insert Footnote : To insert notes in the bottom of page.

Insert Endnote : To insert notes in the end of the document.

Insert Caption : To give headings for the parts like figures, tables, etc.

Figure 1

Figure 2

Figure 3

### **Mailings Tab**

Envelopes

Labels

Mail Merge (Important option)

### **Review Tab**

Spelling and Grammar (Shortcut Key - F7)

Red underlines come whenever there is a spelling mistake

Blue underline comes whenever there is a grammar mistake or extra spaces or punctuation.

Thesaurus – Synonyms and Antonyms

Word Count – To count the number of pages, characters, words, lines , paragraphs,etc.

Read Aloud : Your document is read by computer.

Translate : To convert the text from one language to another language.

### **View Tab :**

Views :

Read Mode, **Print Layout** , Web Layout , Outline

We should always select the view to Print layout.

Ruler : To switch on or off the ruler.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Zoom : To zoom in and zoom out the document.