

MS - WORD

INTRODUCTION

Microsoft Word, which is a full-featured word processing program helps you to create, process and revise your document such as letters, resumes, announcements and reports. The various features of Word help in the simple production of document. You can easily include borders, shading, tables, graphics, pictures and Web addresses in your documents. You can instruct Word to create a template, which is a form you can use and customize as per your requirements.

Word can detect the syntax errors while you are typing, in a variety of languages. Word's thesaurus allows you to add variety and precision to your writing. Word can also format text such as headings, lists, fractions, borders and Web addresses as you type them. You can also send a copy of your Word document to E-mail addresses when connected to the Internet. Some features of MS-Word are:

Edit Document: Word offers many time-saving features to help you edit text in a document. You can add, delete and rearrange text. You can also quickly count the number of words in a document, check your document for spelling and grammar errors and use Word's thesaurus to find more suitable words.

Format Document: You can format a document to enhance the appearance of the document. You can use various fonts, styles and colors to emphasize important text. You can also adjust the spacing between lines of text, change the margins, and create newspaper columns.

Edit Images: Word 2010 includes a palette of artistic tools and filters you can apply to images in your documents. Now you will feel like edit your image in the Word the same way you are editing your images in Photo editing software.

Tables and Graphics: Word can help you in crating tables to display columns of information in a document neatly. You can also add graphics, such as Auto Shapes and clip art images to a document to illustrate ideas.

STARTING WORD 2010

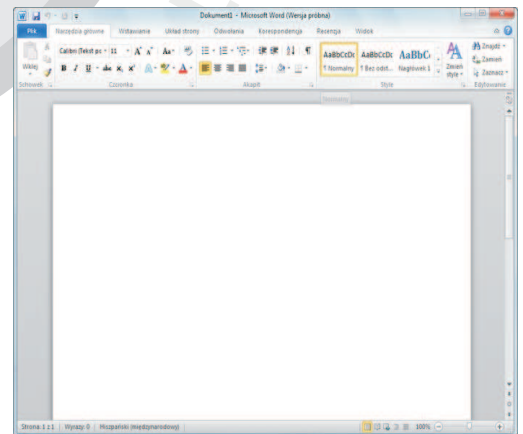
Windows must be running to start Word.

1. Click on the **Start** button. The **Start menu** will appear.
2. Click on **All Programs**.
3. Click on **Microsoft Office**.
4. Click on **Microsoft Word 2010**.

The Microsoft Word will appear.

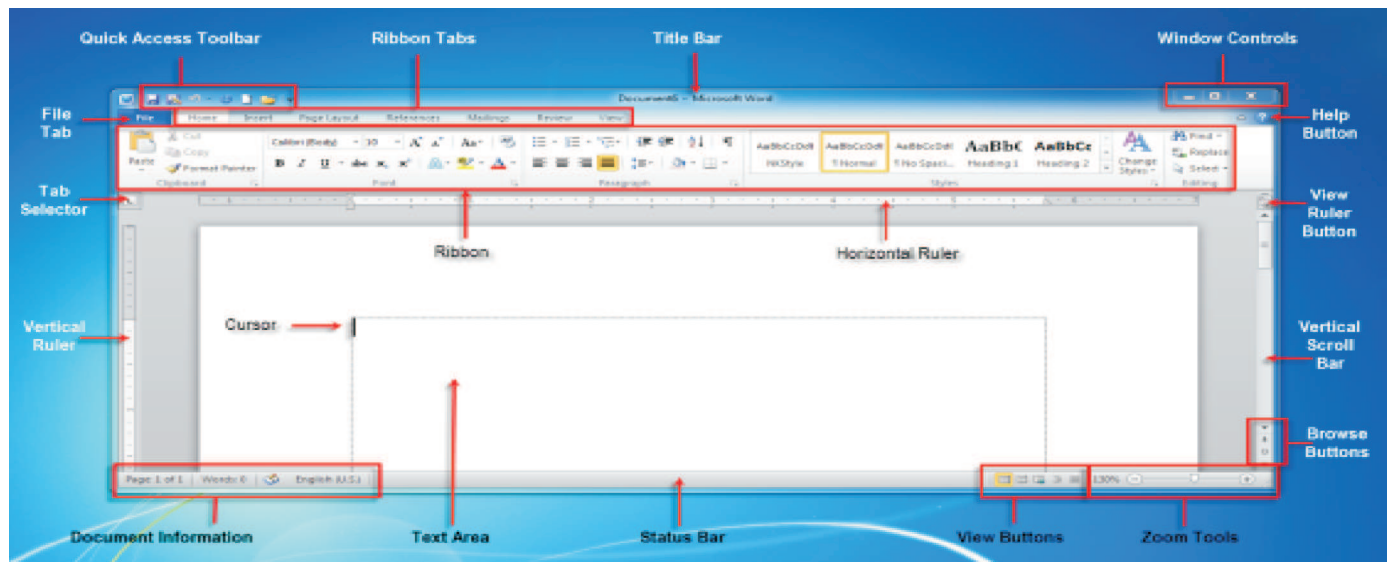
An empty document titles **Document 1** appears on your screen.

A icon for the program appears on the Windows taskbar.



THE WORD WINDOW

The Word window displays many items you can use to crate and work with your documents.



Title Bar: Title bar shows the name of the displayed document.

File Tab: You can manage file information and save, share, print, protect and work with version information for the document.

Quick Access Toolbar: Displays quick access buttons to the save, Undo, and Redo commands.

Ribbon: Displays groups of related commands in tabs. Each tab offers shortcut buttons to common tasks.

Ribbon Tab: Ribbon Tabs Each tab provides a set of tools related to an overall task you are likely to be performing in a specific application.

Insertion Point: Insertion point is a flashing line on the screen that indicates where the text you type will appear.

Views of Document: Provides access to four different views of your documents.

Scroll Bar: Scroll bars allow you to browse through a document.

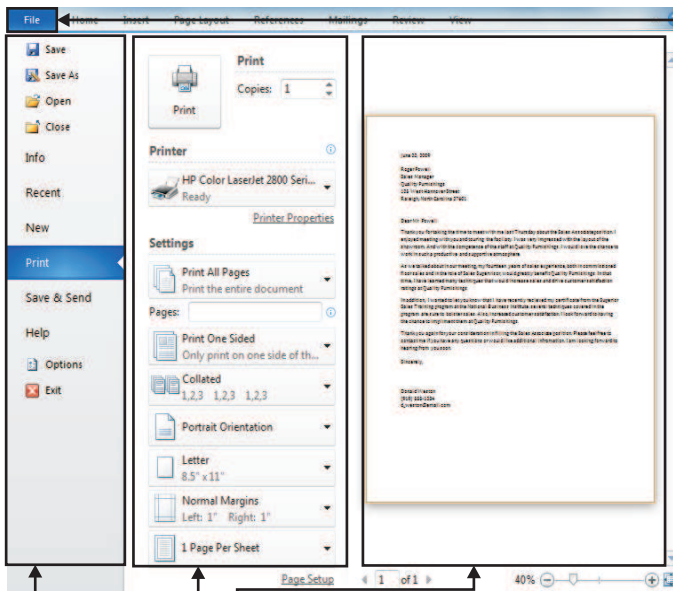
Status Bar: Status bar provides information about the area of the document displayed on the screen and the position of the insertion point.

Program Windows Controls: Use these buttons to minimize the program window, restore the window to full size, or close the window.

Navigation Pane: The Navigation Pane in Word 2010 provides you a way to find what you're looking for in your document. You can move easily through the document by clicking the heading of the section you want to see. You can hide or show Navigation Pane through View Tab.

FILE TAB

The File tab is the main tab in Word 2010. The round and colorful Microsoft Office Button in Office 2007 has been replaced by the File tab. When you click on File tab, you will see a Backstage View where you can manage file information and save, share, print, protect, and work with version information for the document.



1. Click on a **File** tab.

A new screen appear, displaying the most commonly used file management commands.

After clicking on **File** tab, **Backstage view** will appear which is organized in three panels. The First of the left panel includes the commands you will use to work with the files created by you. The second or center panel offers related options, and the third or right panel displays an additional option. Like, when you click on Print in First panel, the second or center panel shows **print options**, and the right panel displays a preview of your document as it will appear in print. In this way the Backstage View simplify the print process in one step so that you can preview and print your document.

2. Click on the command (Print) you want to use.

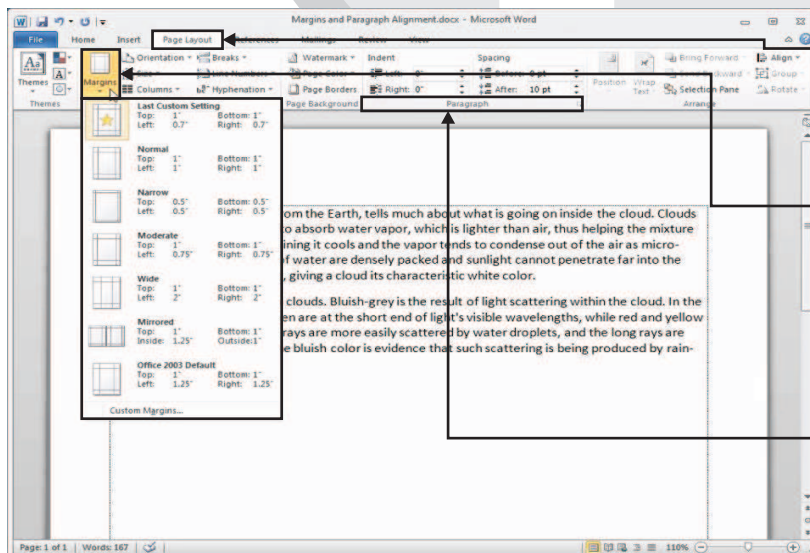
In this example, you can see **Backstage view** in three panels :

- ★ First panel shows the commands.
- ★ Second plane shows the related options.
- ★ Third panel shows additional options or preview options.

RIBBON

The Ribbon offers an easy way to locate commands that accomplish various program tasks. The Ribbon is grouped into tabs, and each tab holds a set of related commands.

USE THE RIBBON



1. Click on a **tab**.

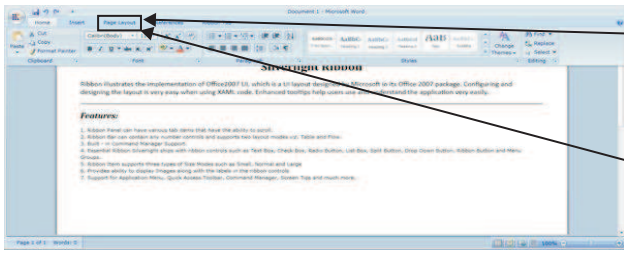
The tab opens and organizes the tasks and commands into logical groups.

2. Click on a button to activate a command or feature.

Buttons with **arrows** display additional commands.

you can click on the **corner arrow button** to display a dialog box of additional settings.

MINIMIZE A RIBBON



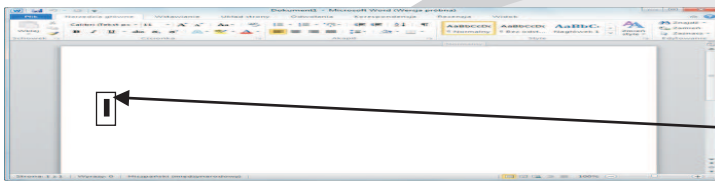
1. **Double-click** on a tab name.

The Ribbon is minimized.

2. Click on tab name again to maximize the Ribbon.

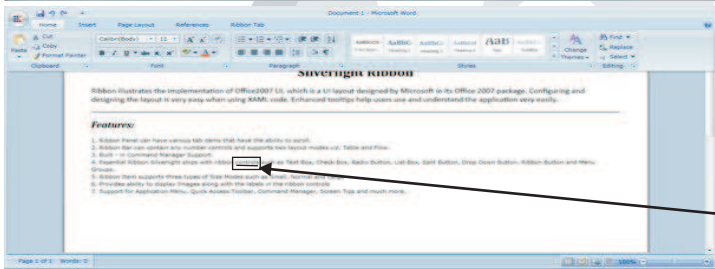
ENTERING TEXT IN WORD

There is a significant change in the way the text is typed in a document. The insertion point is automatically transferred to the next line, once you reach at the end of your previous line in the same paragraph in word. Hence, you do not need to press any other key except the Enter key while beginning to type in a new paragraph in your document or if wish to leave a blank line. Your typed in text will appear where the insertion point flashes on your screen.



The text you type will appear where the insertion point flashes on your screen.

1. Type the text for your document.



When you reach at the end of a line, Word automatically **wraps** the text to the next line.

You only need to press the **Enter** key when you want to start a new paragraph.

Word automatically underlines mis-spelled words in red and grammar errors in green.

KNOW THIS TOOL !!

Microsoft word can automatically enter the common words and phrases as one of its special features, for example, when you type the first few characters of a common word or phrase in a letter or application like "yours faithfully". When you type only "yours" a yellow box appears, displaying the complete text. To insert the displayed text click on Enter key or to ignore the text, continue typing.

SELECTING TEXT

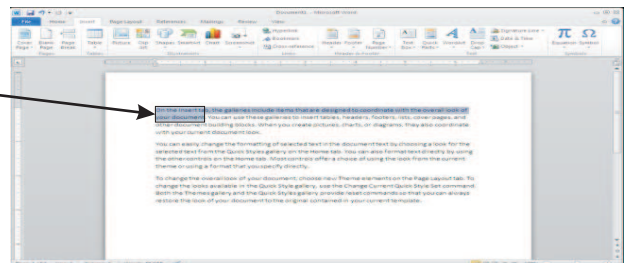
Before performing many tasks in word, you must select the text you want to work with. Selected text appears highlighted on your screen.

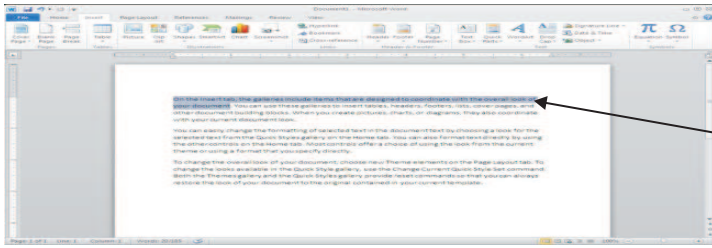
Select a word

1. **Double-click** the word you want to select.

The word will be selected.

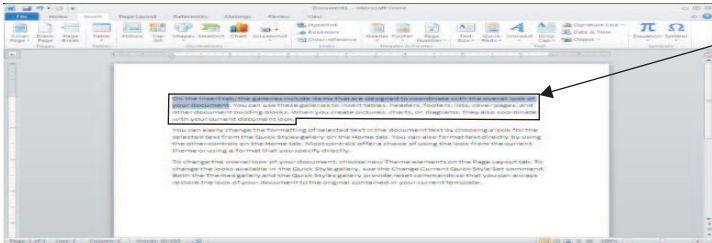
2. To deselect text, click outside the selected area.





Select a sentence

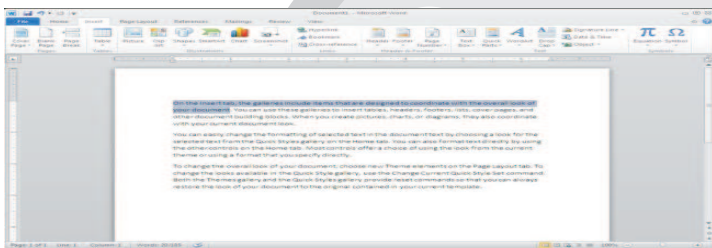
1. Press and hold down the Ctrl key from the keyboard.
2. Still holding down the Ctrl key, click the **sentence** you want to select.



Select a paragraph

1. Place your mouse pointer over the paragraph you want to select and then quickly **click three times** to select a paragraph.

The whole paragraph will be selected.



Select any amount of text

1. Place your mouse pointer over the first word want to select.
2. Drag the mouse pointer over the text you want to select.

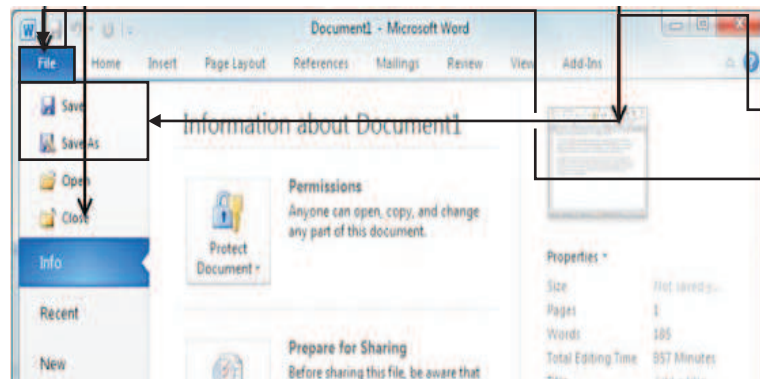
SAVING A DOCUMENT

You can save your document it for future use. Saving a document allows you to review later and edit the document. Saved file can be used on other computer also.




1. Click on **File** tab.

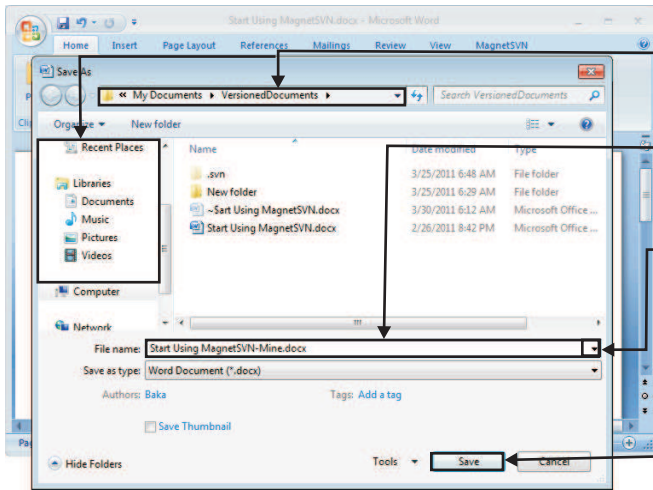
Backstage view will appear.



2. Click on the Save or Save As button.

You can click the **Save** button [] on Quick Access toolbar to save the file.

The **Save As** dialog box appears.



3. Click on these areas to navigate to the folder in which you want to save the file.

4. Click in the **File name** text box and types a name for the file.

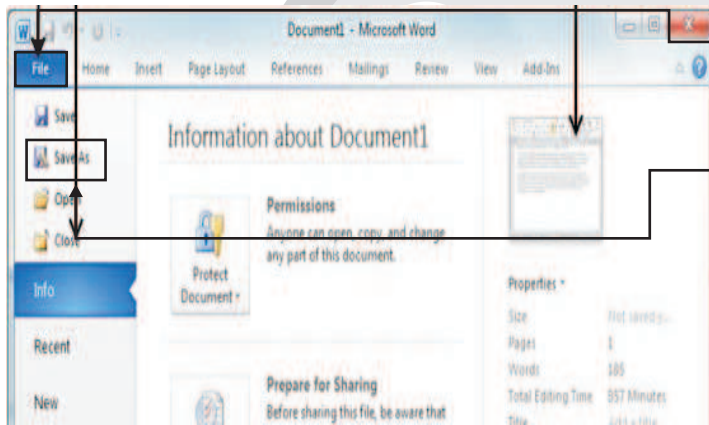
To save the file in another format, click on the down arrow **Save as type** and choose a format.

5. Click on **Save**.

The Word saves the file and the new filename appears on the title bar.

SAVING A DOCUMENT IN WORD 97 - 2003 FORMAT

If you want to open your document in some other computer which is using lower version of Word like Word 97 - 2003. Then you can save documents you have created in Microsoft Word 2010 in a variety of other formats, such as text files, or Word 97 - 2003 format.

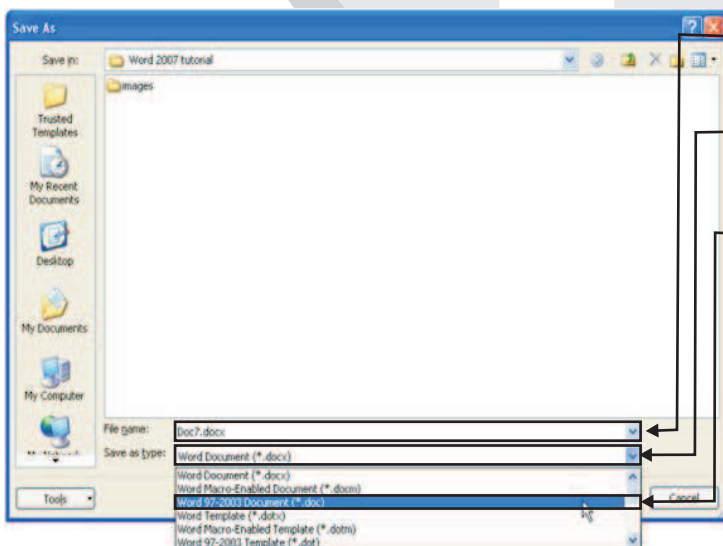


1. Click on **File** tab.

Backstage view will appear.

2. Click on this **Save As** button.

The **Save As** Dialog box appears.



3. Click in the **File name** text box and type a name for the file.

4. To Save the file in Word 97-2003 format, click on the down arrow of **Save as type**.

5. Click on **Word 97-2003 Document**.

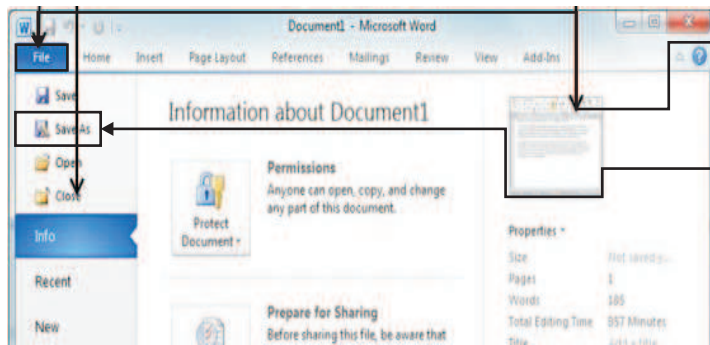
6. Click on **Save**.

The Word saves the file in Word saves the file in Word 97-2003 format and the new filename appears on the title bar.

Now you can share your document to people who do not use Microsoft Word 2010.

SAVING A DOCUMENT IN PDF OR XPS FORMAT

You can save Word documents in PDF or XPS formats. You can open a PDF file by using Adobe's free Acrobat Reader. You can open XPS files by using Microsoft's XPS viewer. Windows 7 will come with an XPS viewer and an XPS printer driver so that users of Windows 7 will be able to exchange XPS documents.

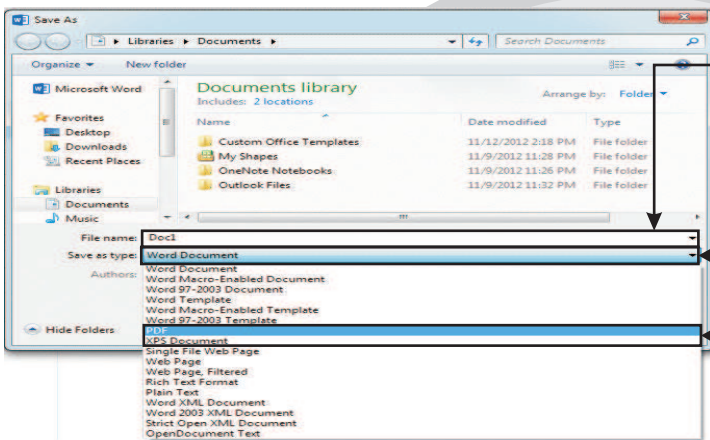


1. Click on **File** tab.

Backstage view will appear.

2. Click on the **Save As** Button.

The **Save As** dialog box appears.



3. Click in the File Name text box and type a name for the file.

4. To save the file in PDF or XPS format, click on the down arrow of **Save as type**.

5. Click on **PDF** or **XPS Document**.

6. Click on **Save**.

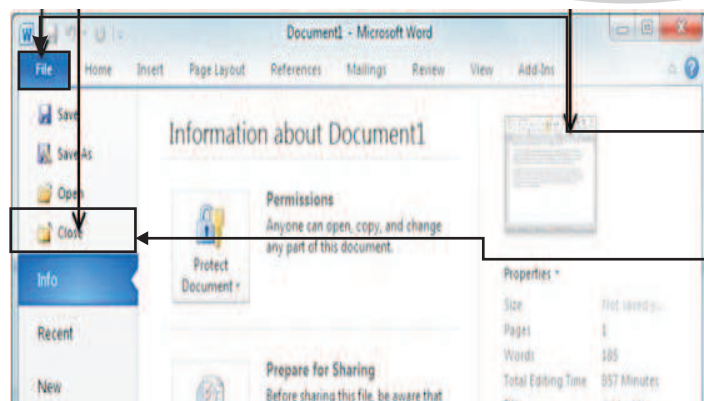
The Word saves the file in **PDF** or **XPS** format and the new filename appears on the title bar.

Now you can open PDF document in Adobe Acrobat Reader and XPS document in Microsoft XPS viewer.

CLOSE A DOCUMENT

You can close the document to remove it from your screen. Closing a document does not mean that you are exiting the Word program.

Before closing a document, you should save any changes made to the document.



1. Click on **File** tab.

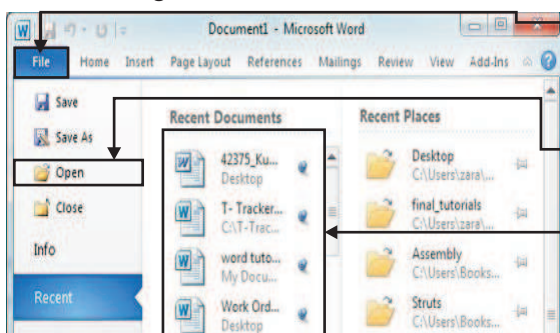
Backstage view will appear.

2. Click on the **Close** button.

The **File** Closes.

OPEN A SAVED DOCUMENT

You can open a saved document to view the document on your screen. This allows you to make changes to the document.



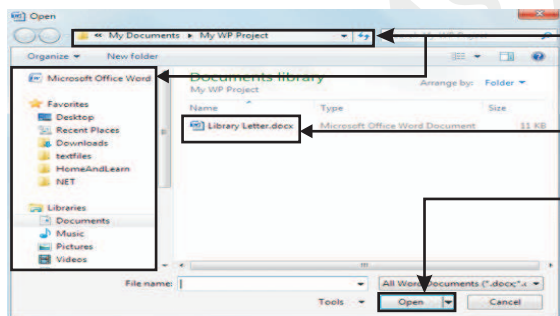
1. Click on **File** tab.

Backstage view will appear.

2. Click on the **Open** button.

Recently opened documents appear on the File menu, and you can click any of these documents to open them.

The **Open** dialog box appears.



3. Click on these areas to navigate to the folder or drive where you stored the file.

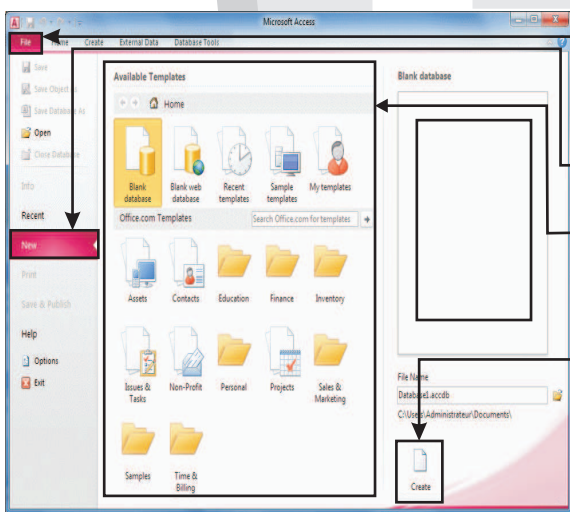
4. Click on the name of the file that you want to open.

5. Click on **Open**.

The file opens in the program window.

START A NEW FILE

You can create new files whenever, you want to add new data to Word program. you do not need to close and reopen Word to start a new, blank document.



1. Click on **File** tab.

Backstage view will appear.

2. Click on the **New** button.

3. Click on any option in the Templates list.

Sample view of your selected option appears in this area.

4. Click on **Create**.

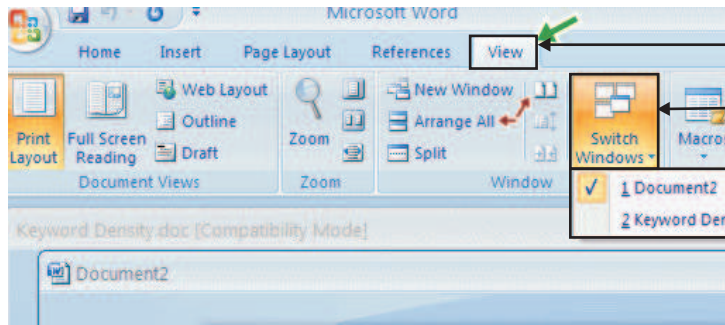
The new document file opens, and you can start adding your own data.

KNOW THIS TOO !!

A **template** is a base for a Word document. All the documents in MS-Word are based on some template. For example, a blank document is built on the Normal template. By using templates, you can create documents with consistent appearances because some templates contain a specific set of fonts and styles and use the same formatting. Some of the available templates come from the Office Online Web site; when you select one, you download it.

SWITCH BETWEEN OPEN DOCUMENTS

You can switch between the open document, if you have two or more documents opened in Word.



1. Click on the **View** tab.

2. Click on **Switch Windows**.

A list on all open documents appears.

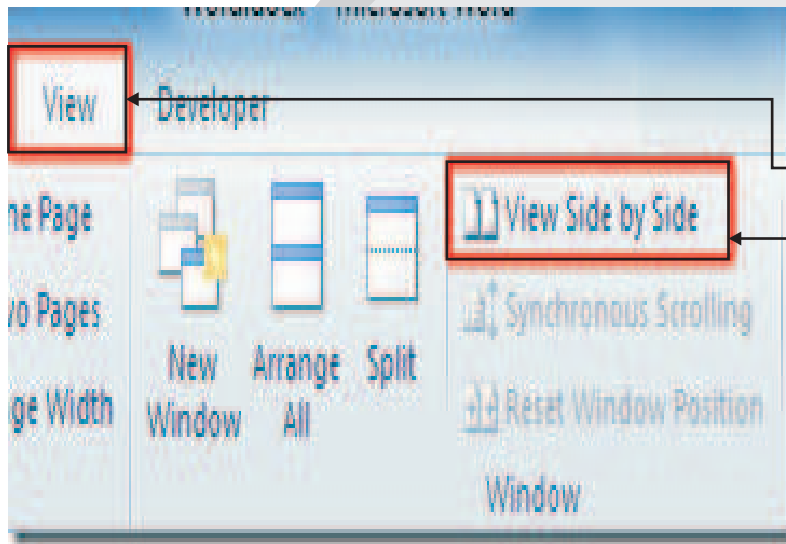
3. Click on the document you want to view.

The Selected document appears.

You can also switch between the documents from the Taskbar by clicking on the icons of the document files.

COMPARE OPEN DOCUMENT

To compare the similarities and differences of two open documents, you can view them side by side on the screen.



1. Open the two documents you want to compare.

2. Click on the **View** tab.

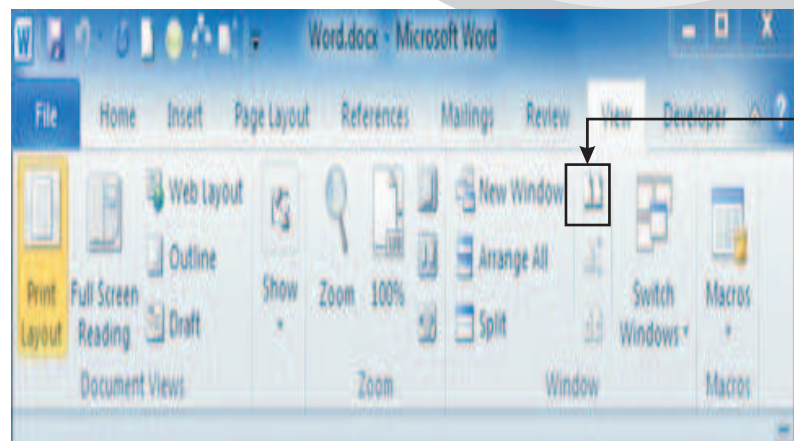
3. Click on View **Side by Side**.

Word displays the documents in two panes beside each other.

4. Drag either document's scroll bar.

Word scrolls both documents simultaneously.

STOP COMPARING THE DOCUMENT



1. Click on **View Side by Side** button in the document on the left.

Word redisplay the document in a full screen.

The second document is still open.

You can switch to the other document.

PROTECT YOUR DOCUMENT

You can protect your document by assigning a password to it. It will limit the changes others can make to your document.



1. Click on **Review** tab.

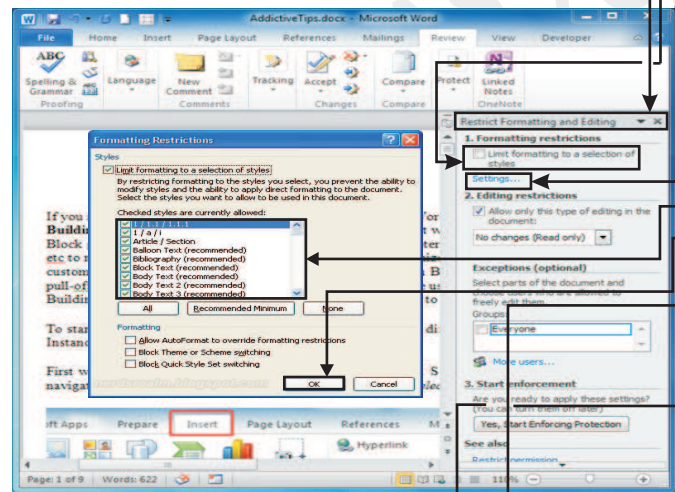
2. Click on **Restrict Editing**.

The **Restrict Formatting and Editing** pane appears.

3. Click on the checkbox of **Limit formatting to a selection of Styles**.

4. Click on **Settings**.

The **Formatting Restrictions** dialog box appears.



5. Click on the checkbox for the styles you want available in the document.

6. Click on **OK**

7. Click on the checkbox to specify editing restrictions.

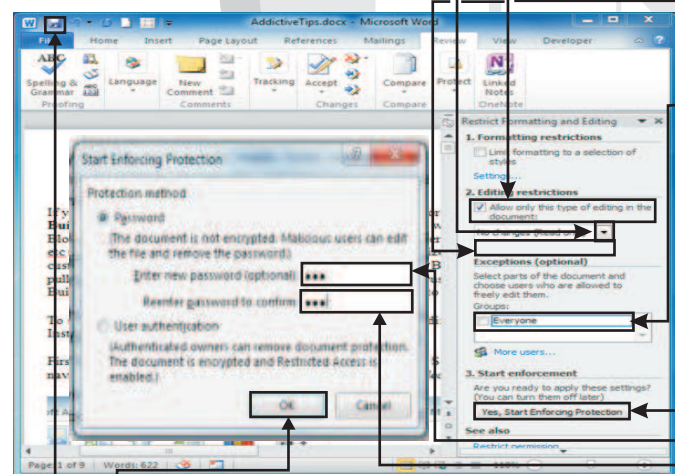
8. Click on the down arrow and select the type of editing to permit.

9. Select parts of the document to make them available for editing.

10. Click on the checkbox to identify users allowed to edit the selected parts of the document.

11. Click on **Yes, Start Enforcing Protection**.

The **Start Enforcing Protection** dialog box appears.



12. Type a password.

13. Retype the password.

14. Click on **OK**.

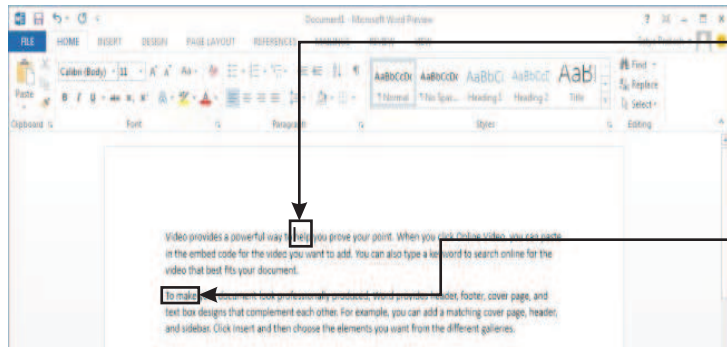
15. Click on the **Save** icon from Quick Access Toolbar.

Word protects the document and saves the protection.

Now when you open the protected document, areas you can edit are highlighted. If you try to change an area that is not highlighted, a message appears in the status bar, explaining that you cannot make the modification because that area of the document is protected.

INSERTING TEXT IN DOCUMENT

You can easily add or insert new text in your document.



1. Click on the location in your document where you want to insert new text.

The text you type will appear where the insertion point flashes on the screen.

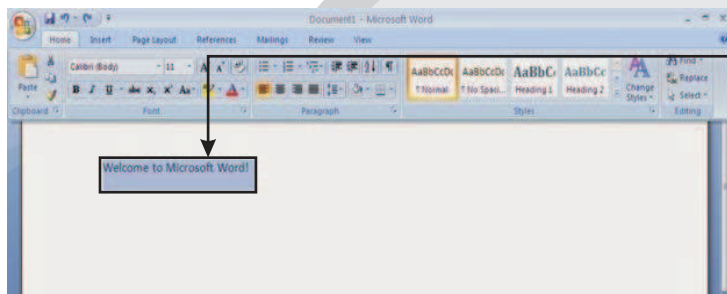
2. Type the text you want to insert.

To insert a blank space, press the Spacebar on the keyboard.

The words to the right of the new text move forward.

DELETING TEXT IN DOCUMENT

You can remove or delete the text that is no longer needed.



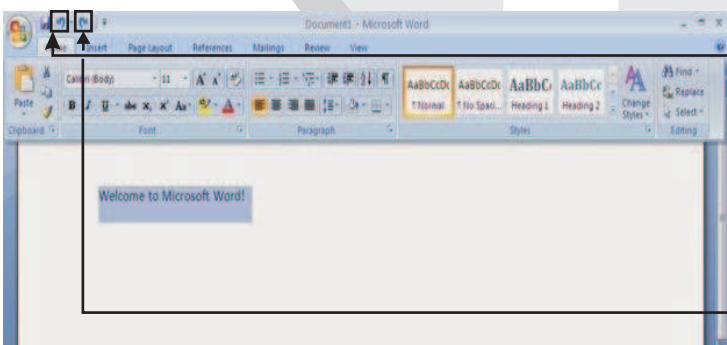
1. Select the text you want to delete.

2. Press the **Delete** key from keyboard to remove the text.

The text disappears. The remaining text in the line or paragraph moves to fill the empty space.

UNDO FEATURE

The Undo feature is used to reverse actions you take while working in a document, such as deleting or formatting text. This feature is useful when you mistakenly delete text and want to recover it.



1. Click on **Undo** icon on the Quick Access Toolbar.

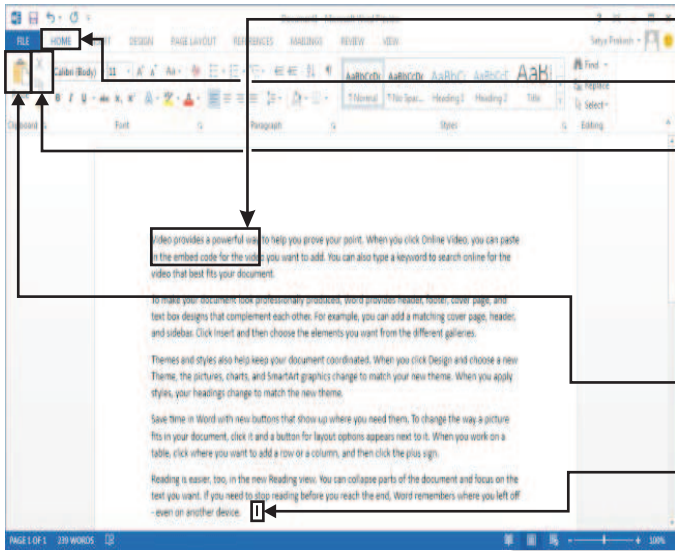
Word reverses the effects of the last change you made.

You can press **Ctrl + Z** to reverse an action.

If you decide not to reverse an action after clicking Undo icon, click on **Redo** icon.

MOVING AND COPYING TEXT

You can move or copy text to a new location to rearrange text in your document. Moving (Cut) text will disappear the text from its original location. Copying text allows you to repeat information in your document without having to retype the text and it appears in both the original and new locations.



1. Select the text you want to **move** or **copy**.
2. Click on **Home** tab.
3. Click on one of the following buttons :

Move text (✂) **Copy text** (📄)

*In this example, we chose **Copy** text, so the text will remain in its original location.*

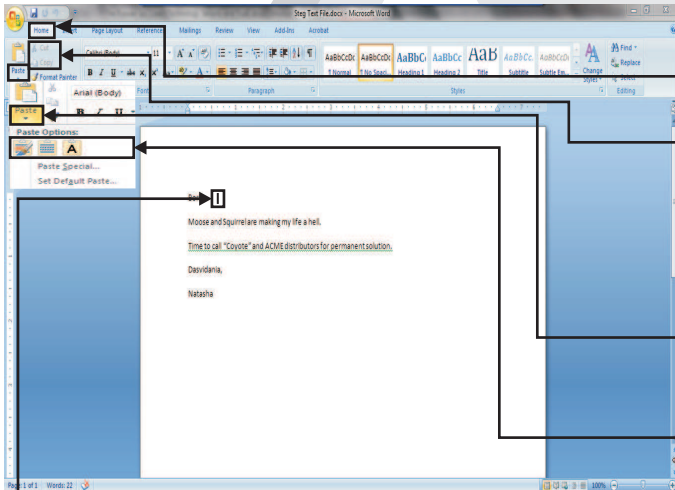
3. Click on the location where you want to place the text.

4. Click on **Paste** button (📄) to place the text in the new location.

The text will appear in the new location.

PASTE PREVIEW

You can use the Paste Preview option to see how your copied or moved text appears while pasting on a particular place.



1. Select the text you want to move or copy.
2. Click on **Home** tab.

3. Click on one of the following buttons :

Move text (✂) **Copy text** (📄)

*In this example, we choose **Cut** text.*

3. Click on the location where you want to place the text.

4. Click on the down arrow of **Paste** button.

The past options menu appears with three buttons.

5. Click on any of these three buttons :



Keep Source Formatting - This option retains the formatting used on the source document you copied. This means that text and images will be displayed using the same fonts and other attributes.



Merge Formatting - In this option pasted elements will adopt the formatting currently in use in the destination Word 2010 document.



Keep Text Only - This option will discard certain that were present in the source, such as images and formatting. Only plain text will be pasted.

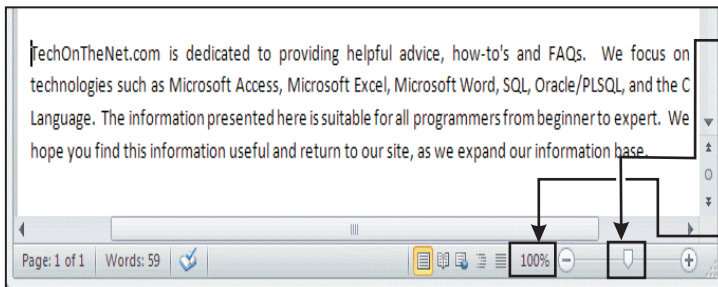
Before clicking on any button you can place the mouse pointer over a button.

Live Preview displays a preview of what pasted content will look like.

ZOOM IN OR OUT

On your screen, you can enlarge or reduce the display of text. You can increase the zoom setting to view an area of your document in more detail or decrease the zoom setting to view more of your document at once.

By Using Zoom Slider

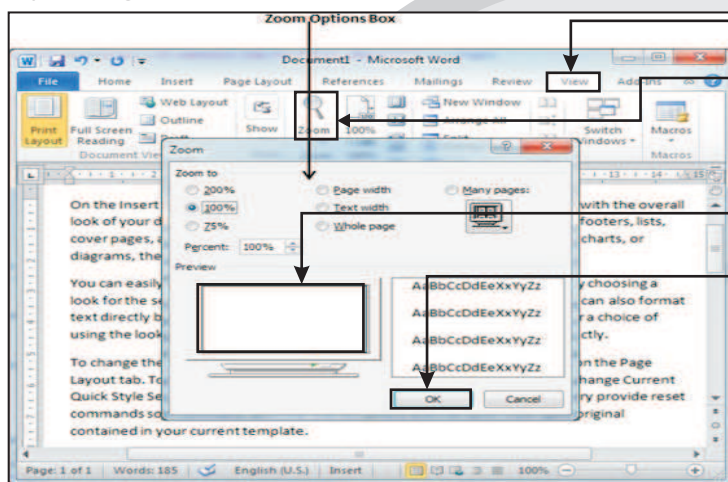


1. Drag **Zoom** button on the Zoom bar.

Drag Zoom button in the right to **zoom in** the document and drag Zoom button in the left to **zoom out** the document.

You can also click a magnification button to zoom in or out.

By using View Tab



1. Click on **View** tab.

2. Click on **Zoom**.

Zoom dialog box will appear.

3. Click a **Zoom** setting

4. Click **OK**.

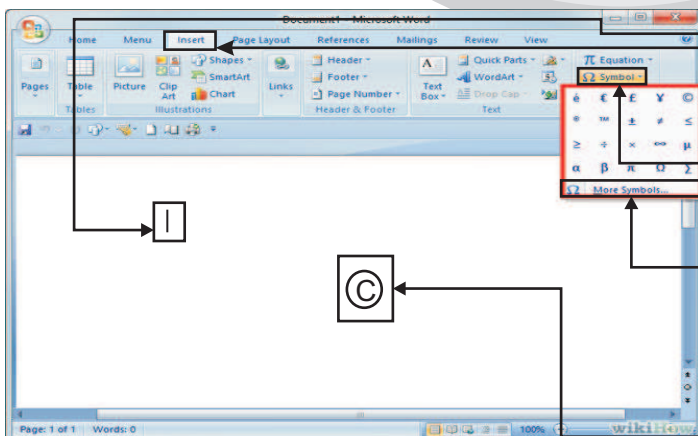
The document appears on - screen using the new zoom setting.

Zoom setting do not affect the arrangement of text when you print the document.

INSERTING SYMBOLS

You can insert symbols, which do not appear on your keyboard, into your document.

INSERT A SYMBOL



1. Click on the location in your document where you want a symbol to appear.

2. Click on **Insert** tab.

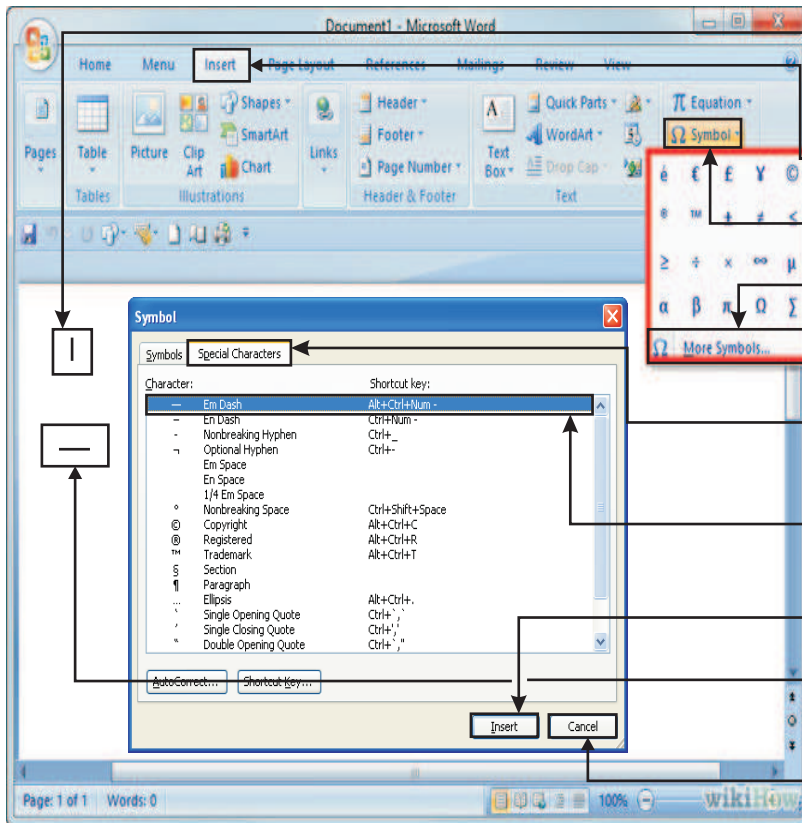
3. Click on **Symbol**.

4. Click on the symbol that you want to insert.

*You can click on **More Symbols** to get more symbols to insert in the document.*

Word will insert the symbol.

INSERT A SPECIAL CHARACTER

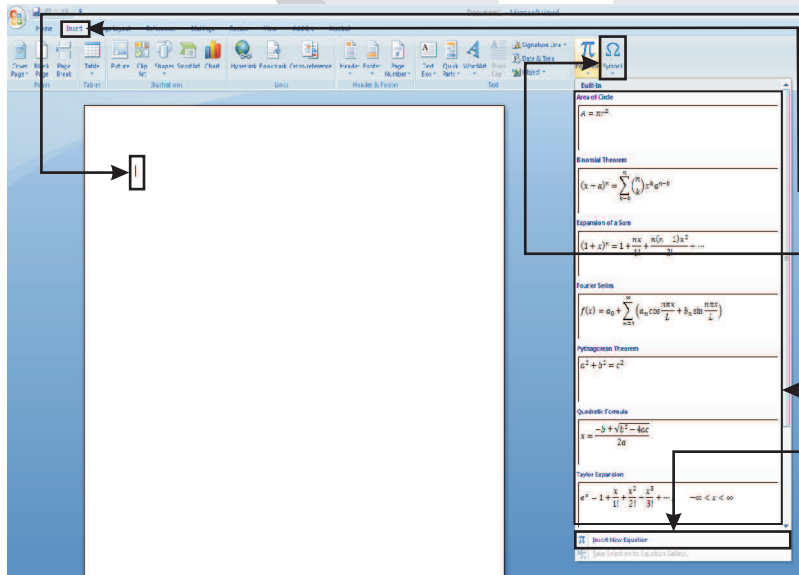


1. Click on the location in your document where you want a symbol to appear.
 2. Click on **Insert** tab.
 3. Click on **Symbol**.
 4. Click on **More Symbols**.
- The **Symbol** dialog box appears.
5. Click on **Special Characters** tab to add special character.
 6. Click on the character you want to insert.
 7. Click on **Insert**.
- Word adds character in selected location in the document.
8. Click on **Close** button on Symbol dialog box.

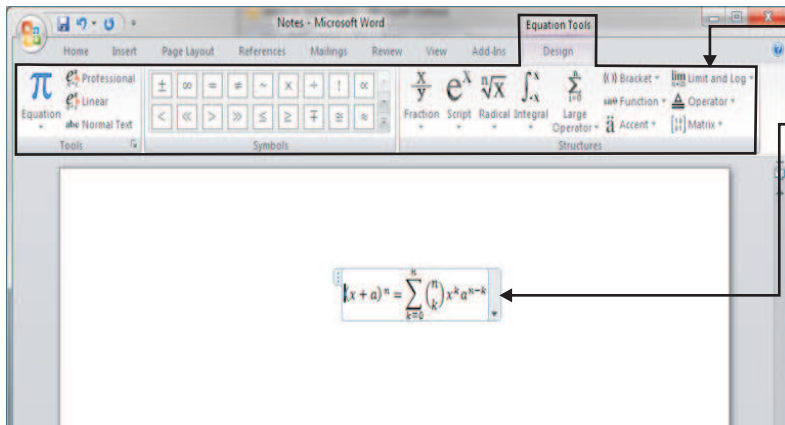
WORKING WITH MATHS EQUATIONS

In Word 2010, you can easily create complex equations by using the Equation Tools Design tab on the Ribbon.

Insert an Equation



1. Position the insertion point where you want to insert an equation.
 2. Click on **Insert**.
 3. Click on the **Equation** button.
- The **Equation Gallery** appears.
- You can click an equation to insert it.
4. Click on **Insert New Equation**.
- Word inserts a **blank equation box** at the place of your insertion point.



The **Equation Tools Design tab** appears on the Ribbon.

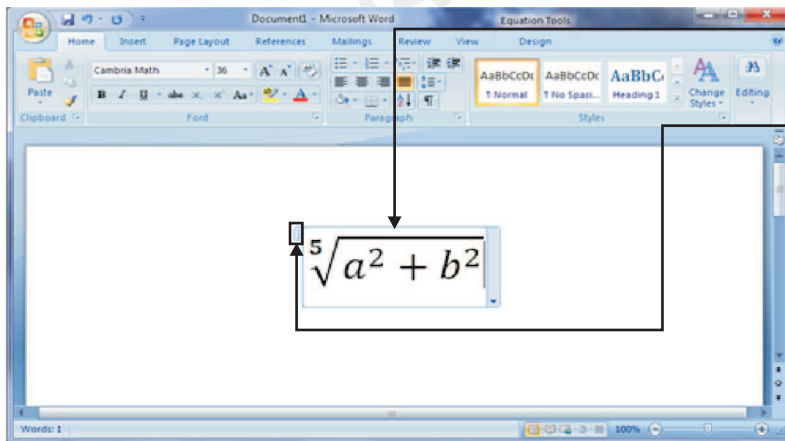
5. Type your equation

To type the equation, you can click on the tools on the Ribbon.

6. After typing the equation click outside the equation box.

Word 2010 hides the equation box and you can continue typing in the document.

Delete an Equation



1. Click on the equation to display the equation box.

2. Click on the **three dots** on the left side on the box.

Word highlights the contents of the equation box.

3. Press the **Delete** key from keyboard.

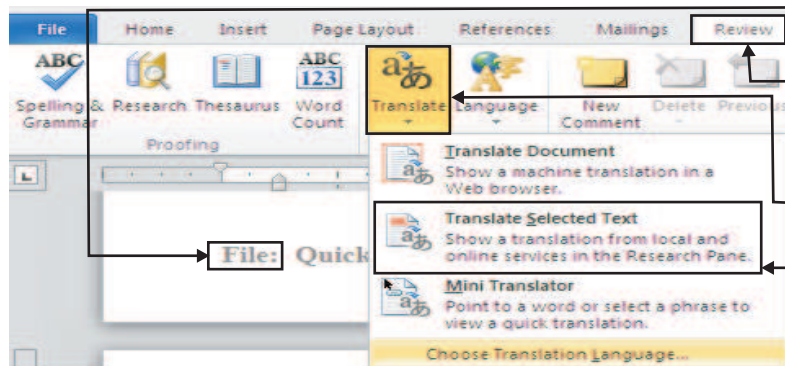
Word deletes the equation from your document.

Saving your Equation

You can **save** your written equation for your future use. After saving your equation will appear on the Equation Gallery list. You can do this by clicking on your written equation to display the equation box. Then click on the **three dots** on the left side of the box. Word highlights the contents of the equation box. Now Click on **Equation** on the Ribbon and then click on **Save Selection to Equation Gallery**. In the **Create New Building Block** dialog box that appears, click on **OK**.

TRANSLATE TEXT

In Word 2010, you can translate a word from one language to another using language dictionaries installed on your computer.

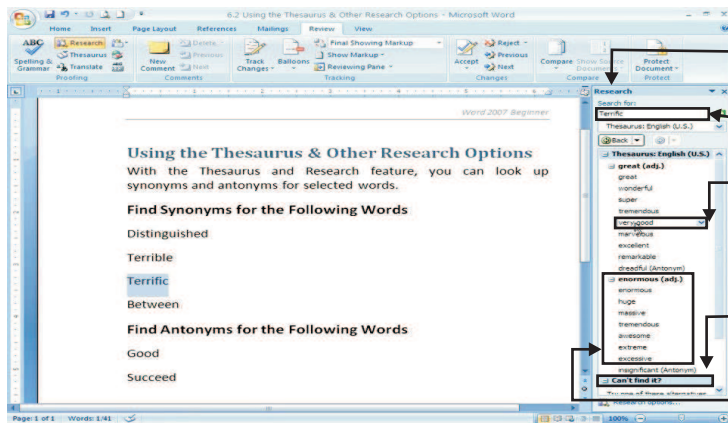


1. Select the word you want to translate.

2. Click the **Review** tab.

3. Click on **Translate**.

4. Click on **Translate Selected Text** from the menu that appear.



The **Research** task pane appears.

The word you selected appears here.

5. Click on the down arrow to display the languages available into which you can translate the selected word.

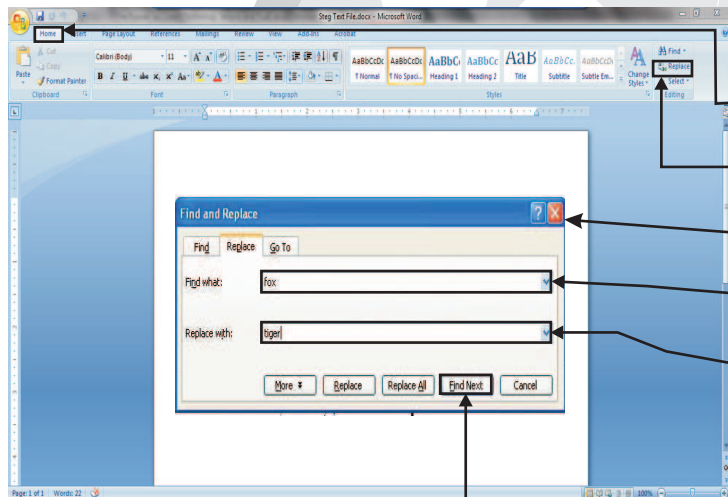
6. Click on a language.

The translation appears here.

FINDING AND REPLACING TEXT

You can find and replace every occurrence of a word or phrase in your document. This is useful if you have frequently misspelled a name.

It is essential to locate the error and then replace it in the text, to correct an incorrect document. For example, you may discover misspelling of the last name of an important client in your letter or misquoting of an amount in an important business deal. Rather than taking the chance of missing an instance of the error, you can have Word search for and optionally, replace the incorrect text.



1. Click at the beginning of your document.

2. Click on **Home** tab on the Ribbon.

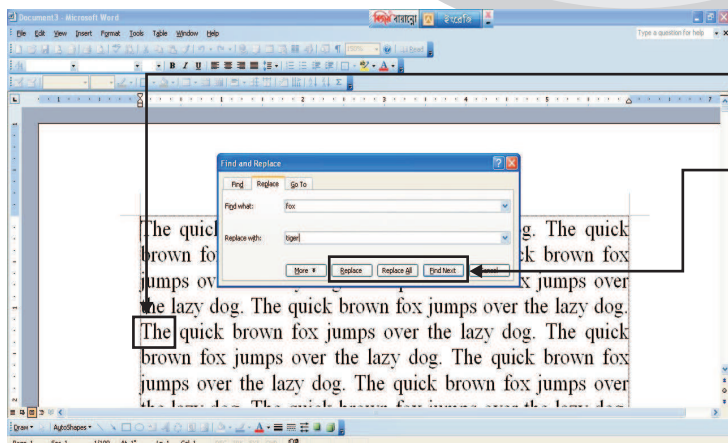
3. Click on **Replace** button.

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

4. Type the text you want to find.

5. Click on this area and type the text you want to use, in place of the text you typed in step 4.

6. Click on **Find Next** to start Search.



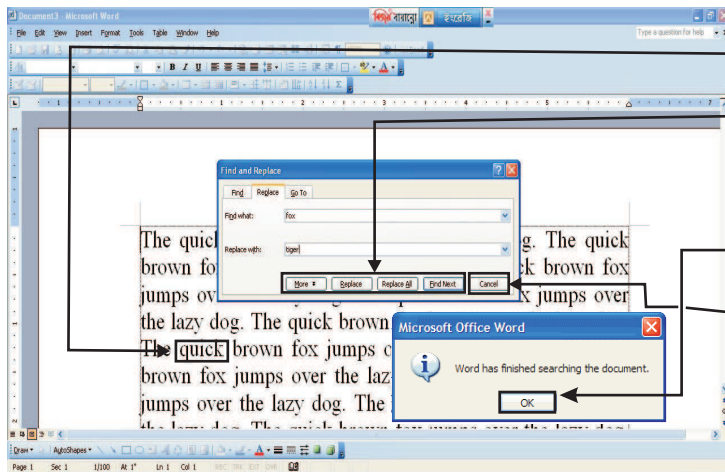
Word highlights the first matching word it finds.

6. Click on one of the following options.

Replace - Replace the word.

Replace All - Replace the word and all other matching words in the document.

Find Next - Ignore the word.



The word gets replaced.

7. Replace or ignore the matching words until a dialog box appears, informing you that the search is complete.

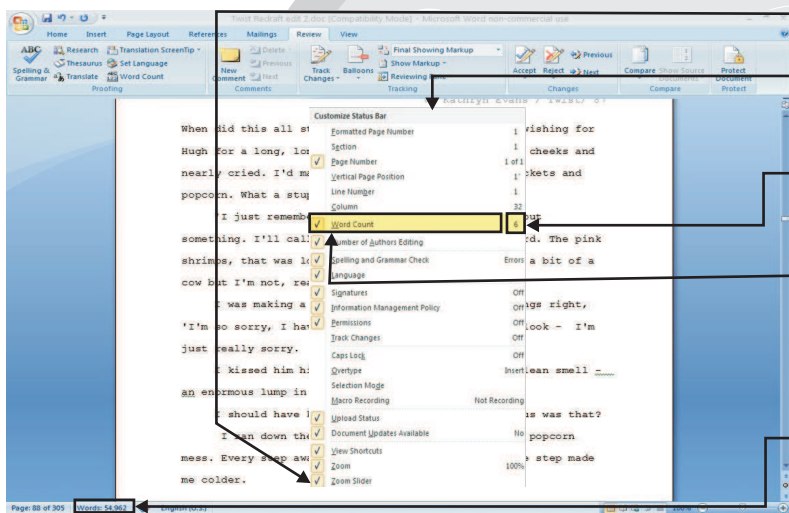
8. Click on **OK** to close the dialog box.

9. Click on **Cancel** to close the Find and Replace dialog box.

COUNT WORDS IN A DOCUMENT

When a work requires a specific number of words, you can use Word Count feature to count the number of words and limit the number of words in a document.

Display The Word Count



1. Right - click the status bar.

The **Status Bar Configuration** menu appears.

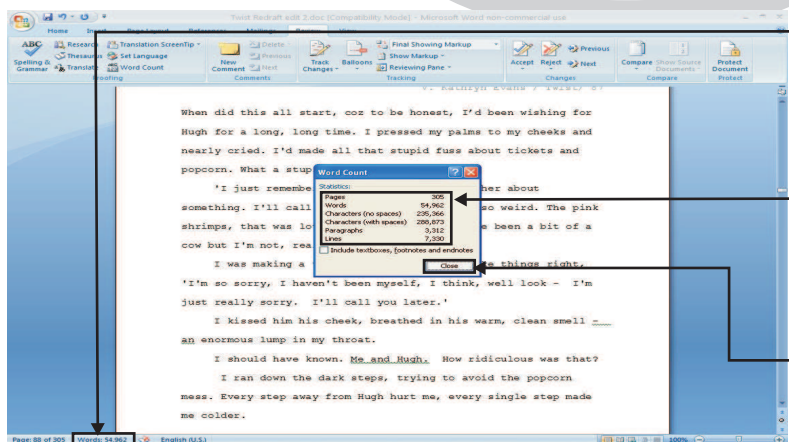
The number across from **Word Count** is the number of words in the document.

2. Click on **Word Count** if no check appears beside Word Count.

3. Click anywhere outside the menu.

Word closes the menu and the number of words in the document appears on the status bar.

Display Count Statistics



1. Click on the **word count** on the status bar.

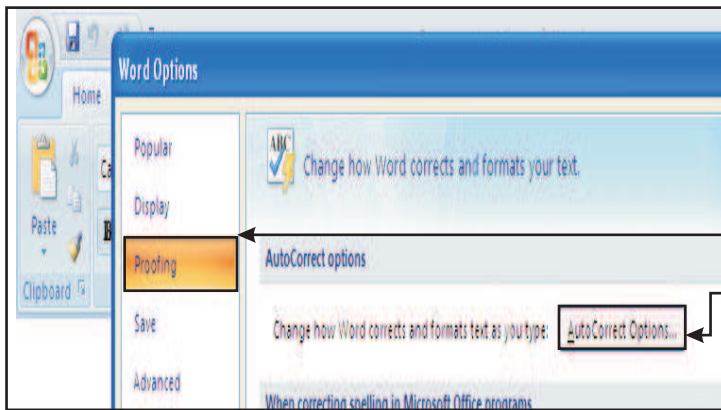
The **Word Count** dialog box appears.

The Word Count dialog box reports the number of pages, words, characters with and without spaces, paragraphs, and lines in your document.

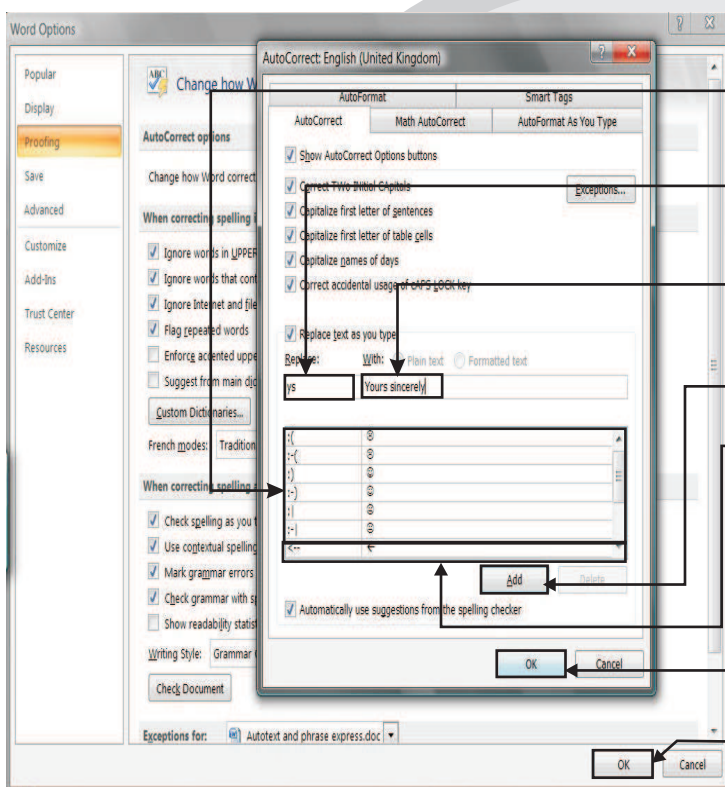
2. After watching count statistics, click on **Close**.

CORRECT MISTAKES AUTOMATICALLY

Word automatically corrects many common typing and spelling mistakes as you work by using the AutoCorrect feature. You can add your own set of words.



1. Click on File tab.
 2. Click on Options.
- The **Word** Options dialog box appears.
3. Click on **Proofing**.
 4. Click on **Auto Correct Options**.
- The **Auto Correct** dialog box appears.



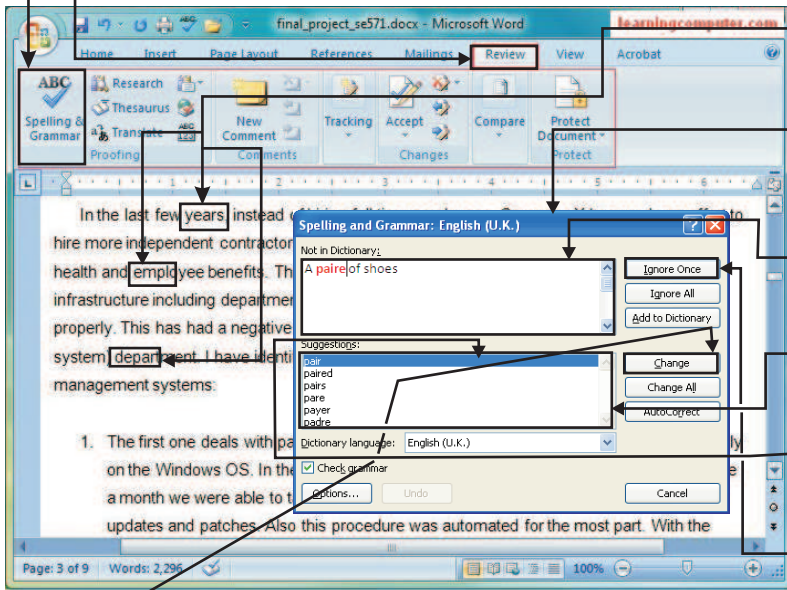
- The corrections Word already makes automatically appear in the area.
5. Click on this area and type the word you typically mistype or misspell.
 6. Click on this area and type the correct version of the word.
 7. Click on **Add**.
- Word adds the entry to the list of entries to automatically correct.
- You can repeat Steps 5 to 7 for each automatic correction you want to add.
8. Click on **OK** to close the Auto Correct dialog box.
 9. Click **OK** to close the Word Options dialog box.

Now when you mistype a word stored as an AutoCorrect entry, Word 2010 corrects the entry when you press **Spacebar** and **Enter** Key from the keyboard.

SPELLING AND GRAMMAR MISTAKES

You can find and correct all the spellings and grammar errors in your document. Word compares every word in your document to words in its dictionary. If a word does not exist in the dictionary, the word is considered mis-spelled. Word automatically underlines misspelled words in **red** and grammar errors in **green** colour. The underlines will not appear when you print your document.

1. Click on **Review** tab on the Ribbon.
2. Click on **Spelling & Grammar** button.



Word automatically underlines misspelled words in red.

If Word finds an error in your document, **Spelling and Grammar** dialog box appears.

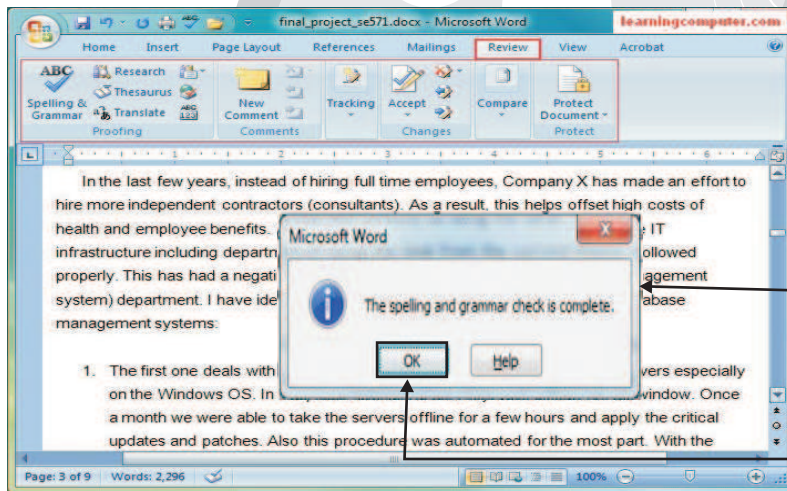
This area displays the first misspelled word or grammar error.

This area displays suggestions for correcting error.

2. Click on the suggestion you want to use for correcting error.

3. Click on **Change** to correct the error in your document.

To skip error and continue checking your document, click on **Ignore Once**.



To skip error and all other occurrences of error in your document, click on **Ignore All** or **Ignore Rule**.

The name of the button depends on whether the error is a misspelled word or a grammar error.

4. Correct or ignore misspelled words and grammar errors until this dialog box appears, telling you that the spelling and grammar check is complete.

5. Click on **OK** to close the dialog box.

CORRECT A MISTAKE



1. When you find a spelling or grammar problem, **right-click** on the underlined text.

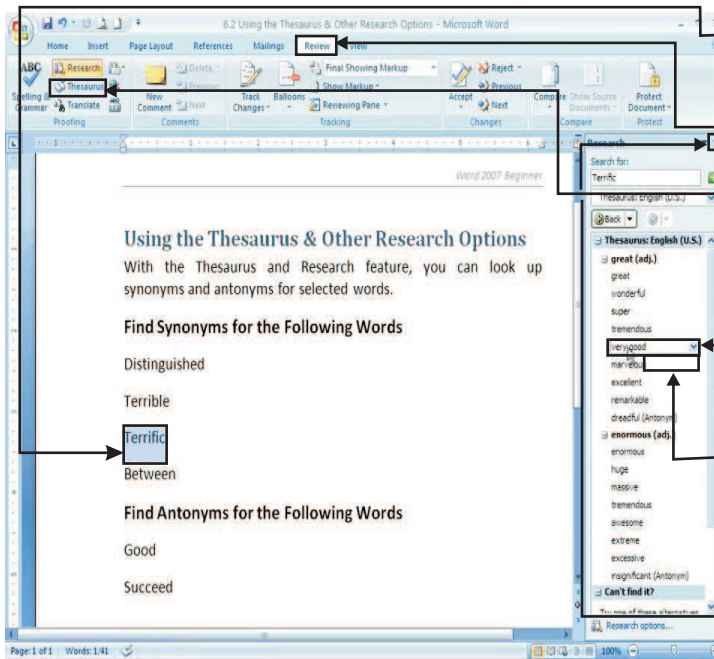
The menu that appears shows possible corrections.

2. Click on **correction** from the menu.

To ignore error, you can click on **Ignore** or click on **Ignore All** for all instances of the error.

USING THESAURUS

The thesaurus can help you find a synonym - a word with a similar meaning. You can use the Word Thesaurus to help you in finding just the right word to use in your document.



1. Select the word for which you need Thesaurus.

2. Click on the **Review** tab on the Ribbon.

3. Click on the **Thesaurus** button.

The **Research** task pane opens and displays suggested replacements for the word.

4. Click on the suitable word. A pop-up menu will appear.

5. Click on **Insert**.

The Word from the Thesaurus replaced the selected word in the document.

6. Click on **Close** button to close the task pane.

ADD COMMENTS

To clarify your document you can add comments. You can use it to explain a statement, add a note of clarification, or remind you to take an action.

Add A Comment

1. From the status bar, click on the **Full Screen Reading** icon, or the **Print Layout** icon to view your document.

2. Select the text about which you want to comment.

3. Click on the **Review** tab.

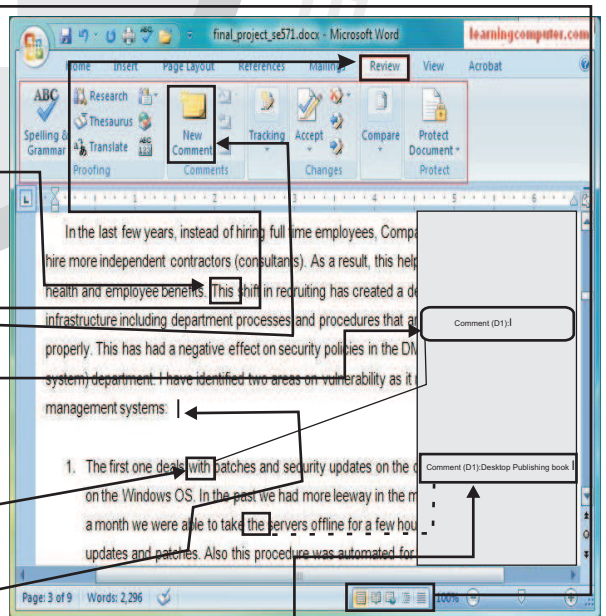
4. Click on **New Comment**.

A **comment balloon** appears in the markup area on the right side of the document which attaches to the text you selected.

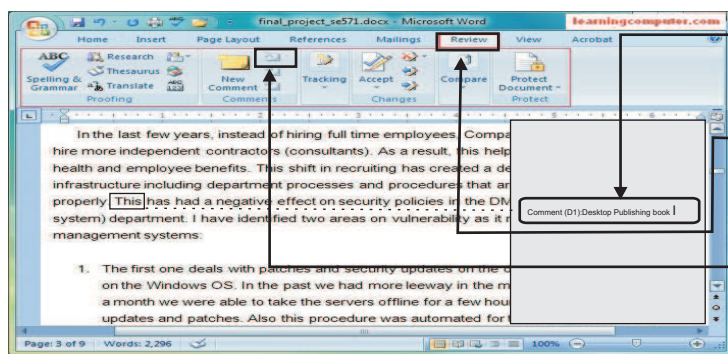
The selected text is highlighted in the color of the balloon.

5. Type the text you want to store in the comment.

6. To save your comment, click anywhere outside the comment balloon.



Delete A Comment

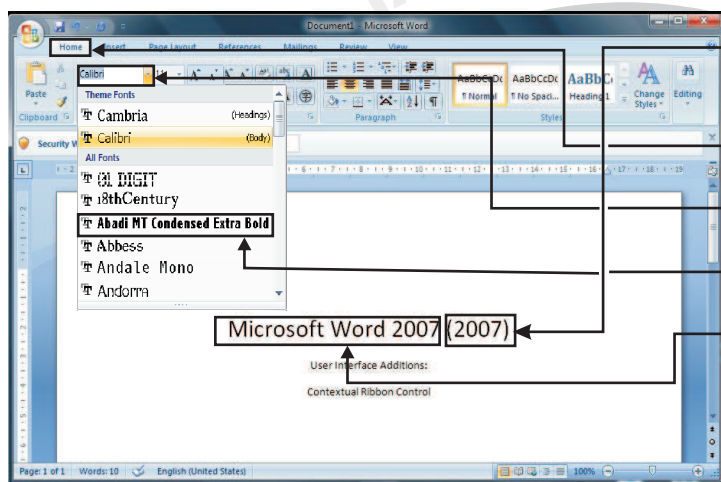


1. Click anywhere in the comment balloon you want to delete.
2. Click on **Review** tab.
3. Click on **Delete**.

Word deletes the comments balloon and removes the highlighting from the associated text.

CHANGING THE FONT OF TEXT

You can change the font of the text to enhance the appearance of your document.



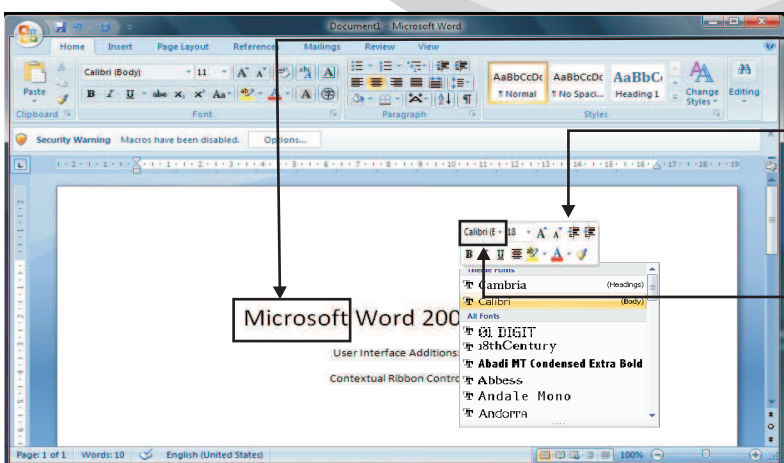
1. Select the text you want to change to a different font.
2. Click on **Home** tab on the ribbon.
3. Click on the down arrow of **Font**.
4. Click on the font you want to use.

The text you selected changes to the new font.

To deselect text, click on outside the selected area.

USING MINI TOOLBAR

You can get quick access to common formatting commands by using mini toolbar feature. When you select text in a document, the mini toolbar appears faintly. If you want to use the toolbar, you can activate its tools. If you prefer not to use the toolbar, you can continue working, and the toolbar disappears.



1. Select the text that you want to format.

The mini toolbar appears faintly.

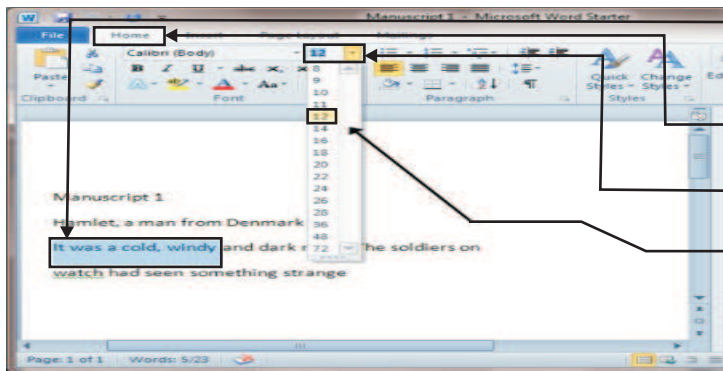
You can also right-click over the selected text to display the toolbar.

2. Move the mouse pointer over the toolbar and click on the tool that you want to activate.

Word immediately applies the formatting.

CHANGING THE SIZE OF TEXT

You can increase or decrease the size of the text in your document.



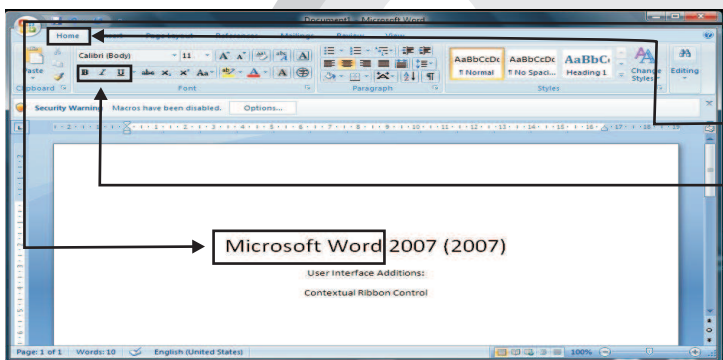
1. Select the text you want to change to a different font.
2. Click on **Home** tab on the ribbon.
3. Click on the down arrow of **Font Size**.
4. Click on the size you want to use.

The text you selected changes in the new size.

To deselect text, click on outside the selected area.

CHANGING THE TEXT BOLD, ITALIC OR UNDERLINE

You can make your text **bold** or *italicize* or Underline to emphasize information in your document.



1. Select the text you want to bold, italicize or underline.
2. Click on **Home** tab on the ribbon.
3. Click on one of the following buttons.

(**B**) Bold (*I*) Italic (U) Underline

The text you selected appears in the new style.

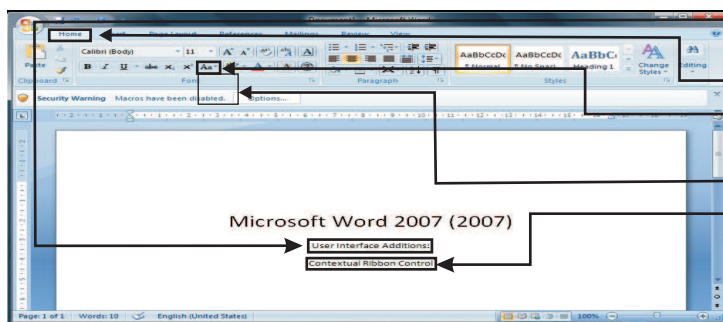
This example applies Italic style to the text.

To remove the bold, italic or underline style, repeat steps 1 and 2.

By using keyboard, press **Ctrl + B** to apply **bold** formatting, press **Ctrl + I** to apply *italics*, or press **Ctrl + U** to apply Underlining.

CHANGE TEXT CASE

You can change the case of the text in your document without retyping the text. Word offers five case styles to choose from.



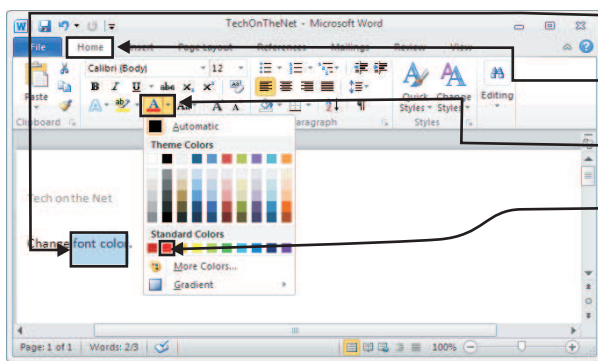
1. Select the text that you want to change to a new case style.
2. Click on **Home** tab on the ribbon.
3. Click on **Change Case** button.
The **Change Case** menu appears.
4. Click on the case style you want to use.

The text you selected changes to the new case style.

To deselect the text, click on outside the selected area.

CHANGING THE COLOR OF TEXT

Color of the text can be changed to draw attention towards headings or important information in your document.



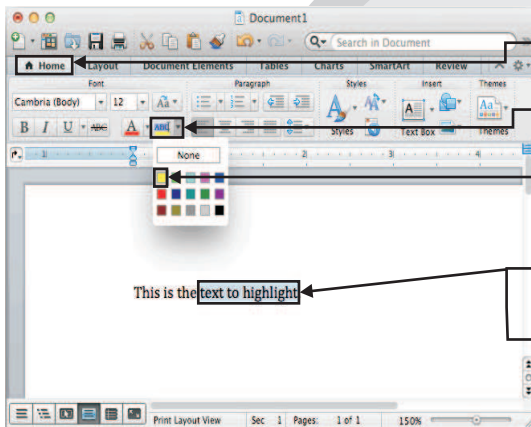
1. Select the text that you want to format.
2. Click on **Home** tab on the Ribbon.
3. Click on the down arrow of **Font Color**.
4. Click on any color.


Word applies color to the text.

In this example, we apply red color to the text.

HIGHLIGHTING THE TEXT

Text can be highlighted so that it looks different in your document. Highlighting text is useful for marking information you want to review or verify later.

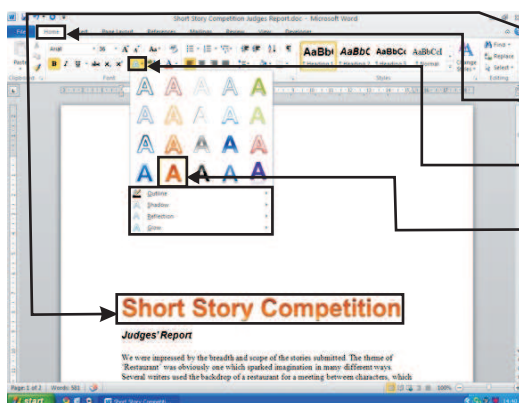


1. Click on **Home** tab.
2. Click on **Text Highlight Color** button.
3. Click on a **highlight color**.
The mouse pointer changes to  when over your document.
4. Select each area of text you want to highlight.
The text you select appears highlighted.
5. When you finish highlighting the text, press the **Esc** key.

*To remove highlighting from text, repeat steps 1 to 5, selecting **No Color** in step 3.*

APPLYING TEXT EFFECTS

You can apply the visual text effects to the text such as shadow, reflection and glow. It can draw attention towards headings or important information in your document.



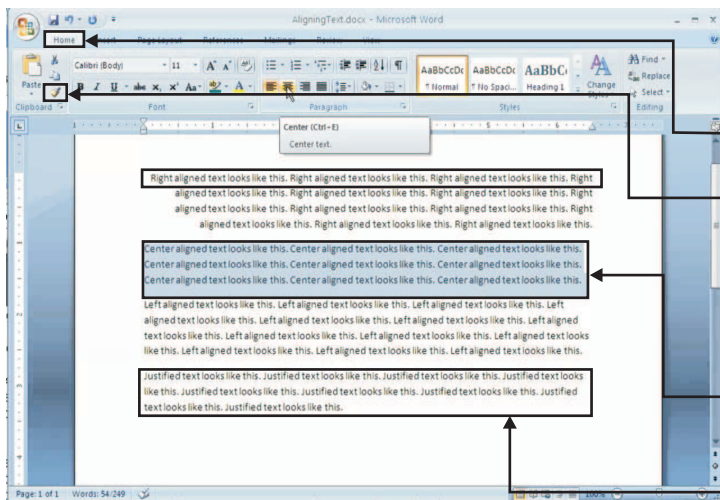
1. Select the text that you want to format.
2. Click on **Home** tab on the Ribbon.
3. Click on the down arrow of **Text Effect**.
4. Click on any text effect.

Word applies the effect on the selected text.

*You can remove the text effects from the document by repeating steps 1 to 4, selecting **Clear Text Effects** in step 4.*

COPY FORMATTING TEXT

You can the formatting of text to make one area of text in your document look exactly like another. You may want to copy the formatting of text to make all the headings or important words in your document look the same. This will give the text in your document a consistent appearance.



1. Select the text that displays the formatting you want to copy.

2. Click on **Home** tab on the Ribbon.

3. Click on **Format painter** (🖌️) to copy the formatting of the text.

The mouse pointer changes to (🖌️) when over your document.

4. Select the text you want to display with the same formatting.

The text you selected displays the formatting.

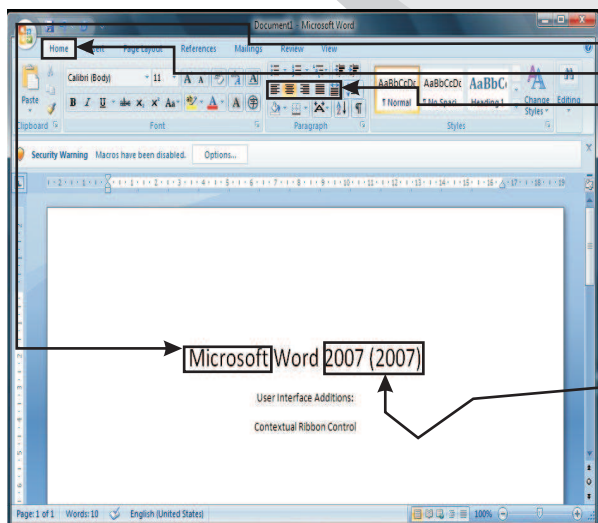
To deselect the text, click outside the selected area.

Copy Formatting to Several Areas

1. Select the text that displays the formatting you want to copy.
2. Click on **Home** tab on the Ribbon.
3. Double-click on **Format Painter** [🖌️] to copy the formatting of the text.
4. Select each area of the text you want to display the same formatting.
5. When you finish selecting all the text you want to display the formatting, click on **Format painter** [🖌️] or press the **Esc** key.

CHANGING ALIGNMENT OF TEXT

You can align in different ways to enhance the appearance of your document. By default, Word assigns the Left Align command.



1. Select the text that you want to format.

2. Click on **Home** tab on the Ribbon.

3. Click on one of the following buttons:

- ☆ **Align Left** (☰) to left-align text.
- ☆ **Center** button (☷) to center text.
- ☆ **Align Right** (☹) to right-align text.
- ☆ **Justify** button (☰) to justify text between the left and right margins.

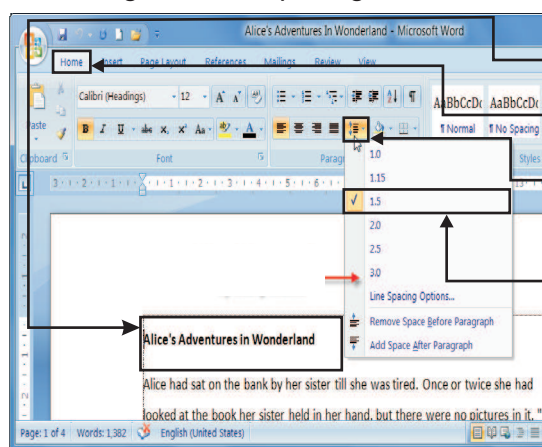
The text displays the new alignment.

To deselect the text, click on outside the selected area.

In this example, we have chosen 'Center' align text.

CHANGING THE LINE SPACING

You can change the amount of space between the lines of the text in your document. Increasing the line spacing can make a document easier to review and edit.



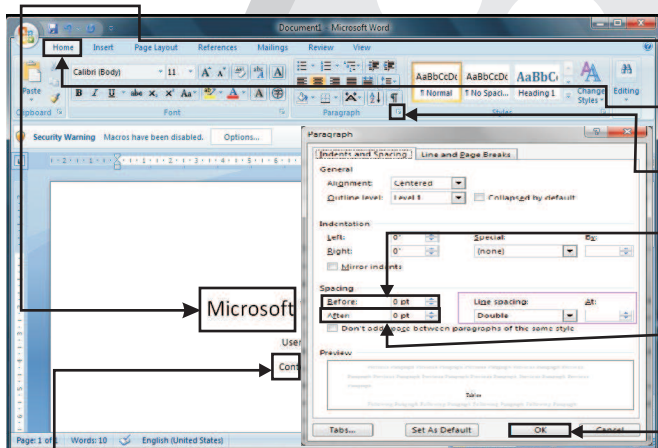
1. Select the text you want to use a different line spacing.
2. Click on **Home** tab.
3. Click on **Line spacing** button to display the available line spacing options.
4. Click on the line spacing option you want to use.

The text appears in the line spacing you selected. To deselect the text, click outside the selected area.

In this example, we apply 1.5 line spacing.

SET LINE SPACING BETWEEN PARAGRAPHS

You can change the amount of space between paragraphs of text. You can follow these steps to set double spacing between paragraphs while maintaining single spacing within each paragraph.



1. Select the text that you want to format.
2. Click on **Home** tab on the Ribbon.
3. Click on this area of **Paragraph** Dialog button. The **Paragraph** dialog box appears.
4. Click here to increase or decrease the space **before** the selected paragraph.
5. Click here to increase or decrease the space **after** the selected paragraph.
6. Click on **OK**.

Word applies the spacing before and after the selected paragraph.

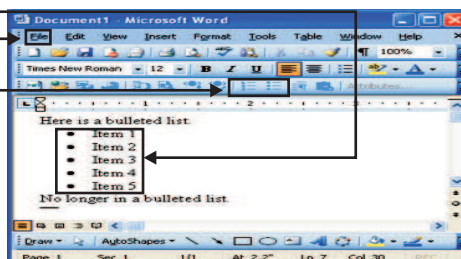
7. Click anywhere outside the selection to continue working.

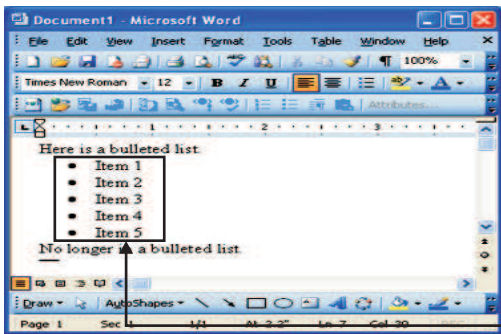
CREATING A BULLET OR NUMBER LIST




You can separate items in a list by beginning each item with a bullet or number.

SET QUICK LISTS

1. Select the text the you want to format.
2. Click on **Home** tab on the Ribbon.
3. Click on a list button.





- ★ You can click the **Bullets** button () to create a bulleted list.
- ★ You can click the **Numbering** button () to create a numbered list.
- ★ You can click the **Multilevel** button () to create a multi-level list.

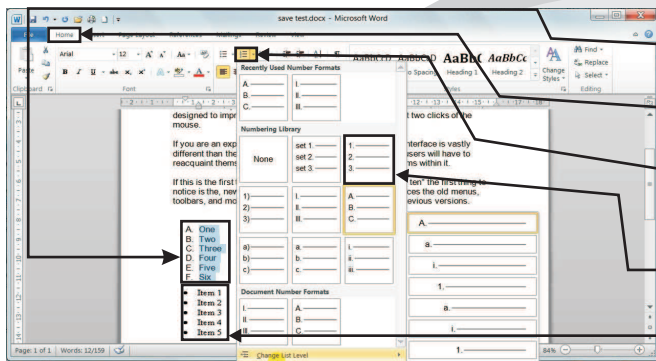
Word applies the formatting to the list.

In this example we use a bulleted list.

To add more text to the list, you can click at the end of the line and pres **Enter** key; Word immediately starts a new line in the list with a bullet or number.

To turn of a bulleted or numbered list, you can press **Enter** key twice after the last item in the list.

CHANGE BULLET OR NUMBER STYLES

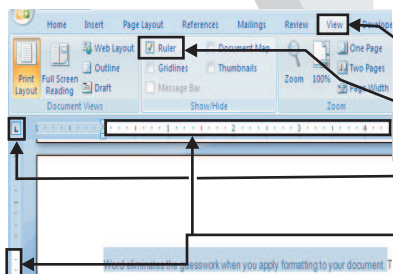


1. Select the text that you want to format.
2. Click on **Home** tab on the Ribbon.
3. Click on the down arrow of enter the **Bullets** or **Numbering**.
4. Click on a style.

Word applies the new style.

HIDE OR DISPLAY THE RULER IN DOCUMENT

You can hide or display horizontal and vertical rules to indent paragraphs or set tabs in your document. Rulers also help you identify the position of the insertion point or to align text.



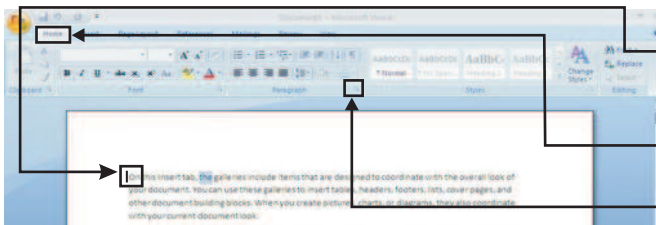
1. Click on **View** tab on the Ribbon.
2. Click on check box of **Ruler**.

Rulers appear below the Ribbon and on the left side of your document.

You can click the Ruler icon to hide or display the ruler.

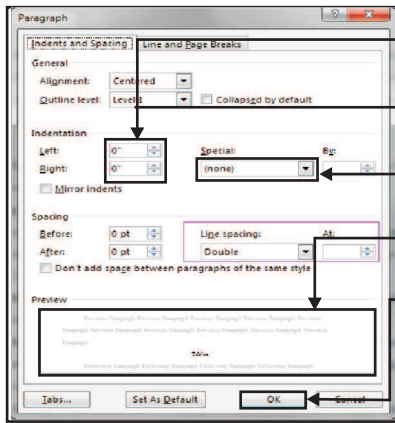
INDENTING A PARAGRAPH

You can indent text to make paragraphs in your document stand out.



1. Click on anywhere in the text line or paragraph.
2. Click on **Home** tab on the Ribbon.
3. Click on this area of **Paragraph Dialog**.

The **Paragraph** dialog box appears.



4. Type a specific indentation in the Left or Right indent text boxes.
- Click on up and down arrow to set the indent measurement.
- Click on the down arrow of **Special** and set the specific kind of indent.
- This area shows the sample of indent.
5. Click on **OK**.
- Word applies indent to the text.

To Quickly Indent Paragraphs

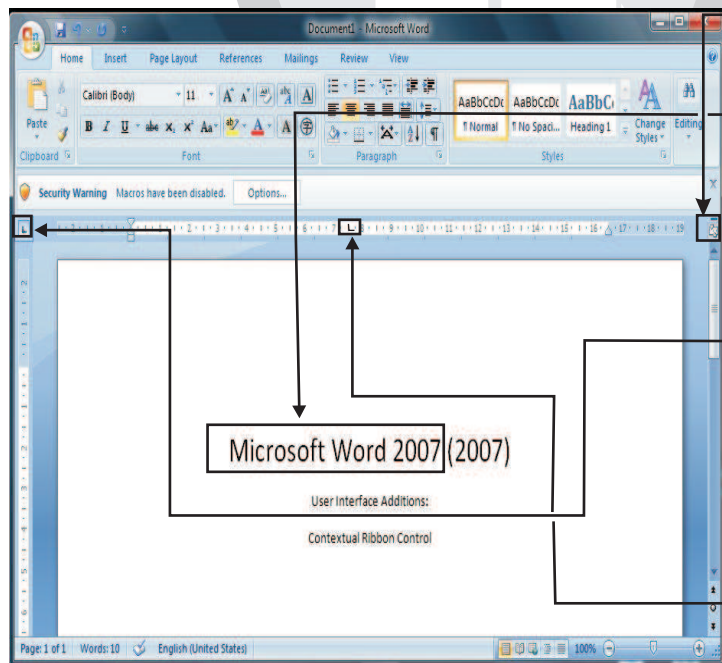


1. Select the paragraph(s) you want to indent.
2. Click on **Home** tab on the Ribbon.
3. Click on **Increase Indent** (☰) to indent the left edge of the paragraph(s).
- To decrease the indent, click on **Decrease Indent** (☷).

CHANGING TAB SETTING

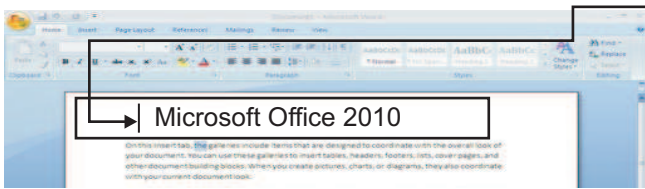
To line up information in your document, you can use tabs. Several tabs. Several types of tabs that you can choose from are offered by Word.

To Add a Tab



1. Click on **View Rule** button to show the ruler.
2. Select the text you want to use the new tab.
- To add a tab to the text you are about to type, click on the location in your document where you want to type the text.
3. Click on this area until the type of tab you want to add appears.
- (L) Left tab
(⊥) Center tab
(J) Right tab
(⊥) Decimal tab
4. Click on the bottom half of the rule where you want to add the tab. The new tab appears on the ruler.

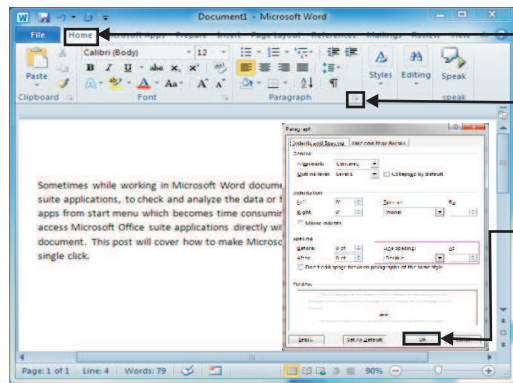
To Use a Tab



1. Click on the beginning of the line you want to move to the tab. Then, press the **Tab** key from the keyboard.

The insertion point and the text that follows move to the tab you set.

SET PRECISE TAB



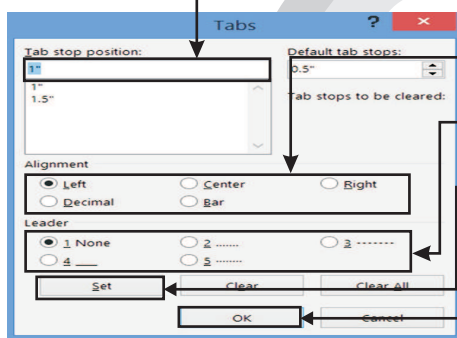
1. Click on **Home** tab.
2. Click on this area of **Paragraph Dialog** button.

Paragraph Dialog appears.

3. Click on **Tabs** button.

Tabs dialog box appears.

4. Type a new tab stop measurement in this area.



5. Click on radio button of tab **Alignment** of your choice.
6. Click on radio button of tab **Leader** character of your choice.

7. Click on **Set**.

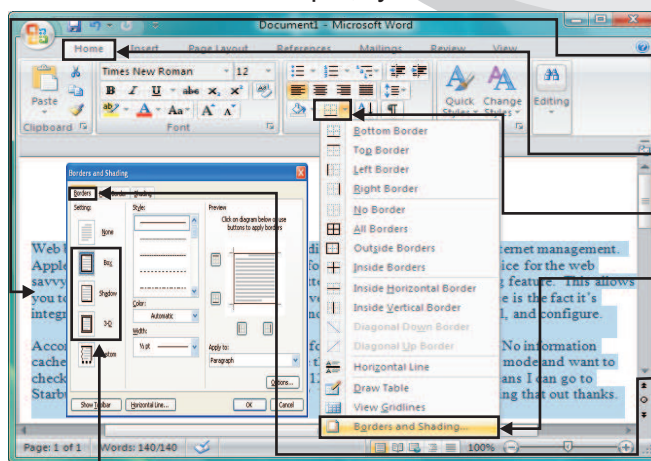
Word saves the new tab stop.

8. Click on **OK**.

If you want to remove the tab or all the tabs you set, click on **Clear** or **Clear All** button.

ADDING A BORDER

You can add a border to the text in your document to draw attention towards important information. For example, you can add a border to the paragraph to bring attention to the text.



1. Click on anywhere in the text, or select the text to which you want to add a border.

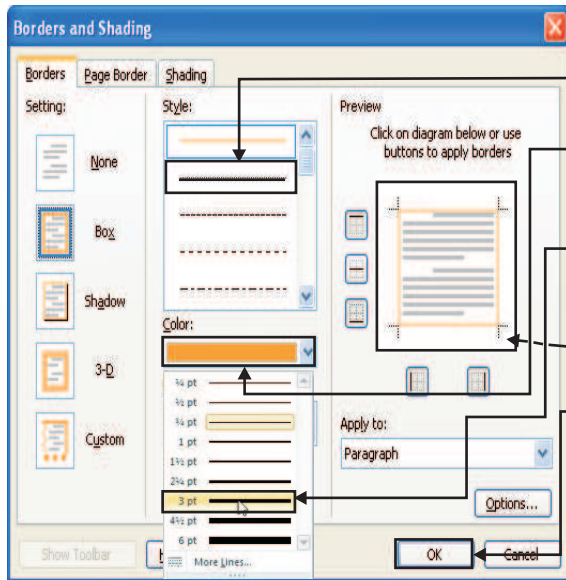
2. Click on **Home** tab on the Ribbon.

3. Click on the down arrow of **Borders** button.

4. Click on a **Borders and Shading**. The **Borders and Shading** dialog box appears.

5. Click on the **Borders** tab.

6. Click here to select a type of border.



This example use 3-D.

7. Click here to select the **style** for the border line.
8. Click on the down arrow of **Color** and select a color for the border line.
9. Click on the down arrow of **Width** and select a **thickness** for the border line.

This area shows the results of the setting you select.

10. Click on **OK**.

The border appears around the selected text.

To remove the selection click anywhere outside the selection.

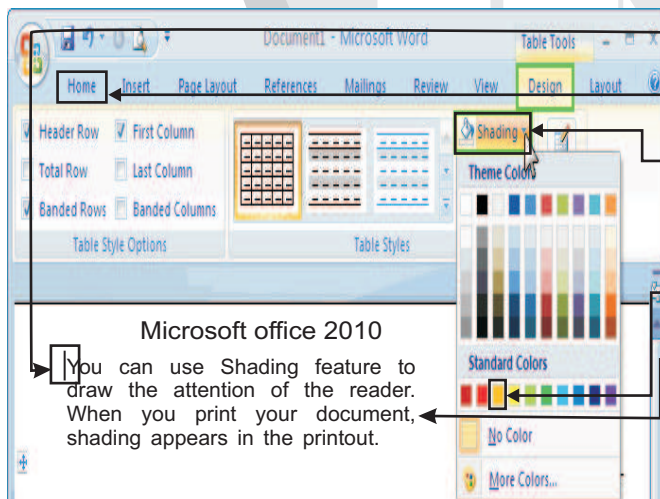
KNOW THIS TOO !!

TO REMOVE THE BORDER

1. Click anywhere in the text with a border.
2. Click the **Home** tab.
3. Click on the down arrow of **Borders** button.
4. Click on **No Borders**. Word removes the border.

ADDING PARAGRAPH SHADING

You can use Shading feature to draw the attention of the reader. When you print your document, shading appears in the printout.



1. Click in the paragraph that you want to shade.
2. Click the **Home** tab.
3. Click on the Shading icon.

The **Theme Colors** gallery appears.

4. Point at a color.

Live Preview highlights the selected paragraph with the color at which the mouse point.

5. Click on color to select it as the shading color for the paragraph.

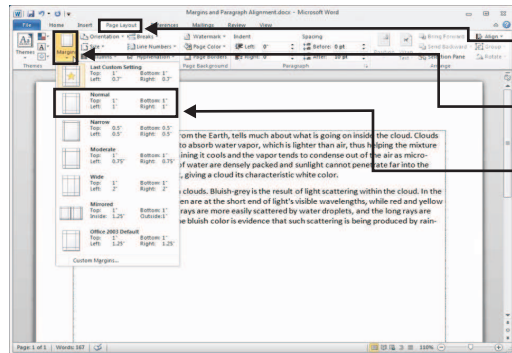
KNOW THIS TOO !!

For printing if you are using black and white printer, make sure you select a shade of gray for you shading.

CHANGING MARGINS

A margin is the amount of space between the text in your document and the edge of your paper. You can change the margins to suit your needs.

The margins for a Word document by default -left, right top, and bottom- to 1 inch. Though these settings are suited to business letters and reports, you may sometime want to change the settings. For example, if you have a report that almost fits on a single page, you may find that it looks a bit short and adjust the setting by increasing the top margin to 1.25 inches, so that it starts just a bit further down the page.



1. Click on **Page Layout** tab on the Ribbon.

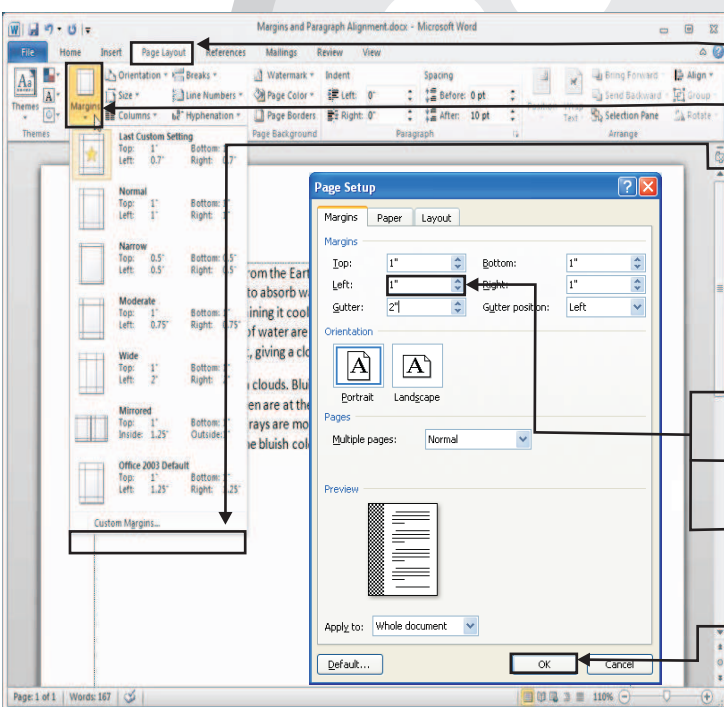
2. Click on **Margins** button.

3. Click on a margin setting.

Word applies the new settings.

Changing Margins Using Page Setup Dialog Box

You can click on Custom Margins to create customized margins for a document.



1. Click on **Page Layout** tab on the Ribbon.

2. Click on **Margins**.

3. Click on a **Custom Margins**.

The **Page Setup** Dialog box appears, displaying the Margins tab.

The current margin settings appear here.

4. Drag the mouse pointer over any margin.

5. Type a new margin setting.

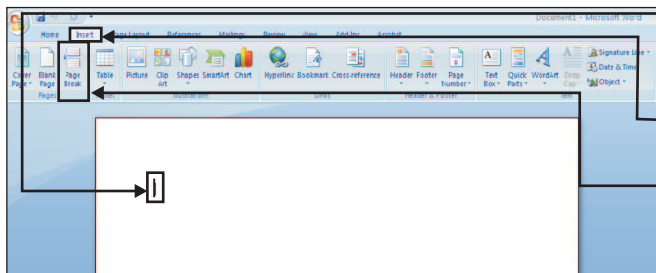
6. Repeat Steps 4 to 5 for each margin setting.

7. Click on **OK**.

Word saves your changes.

INSERTING A PAGE BREAK

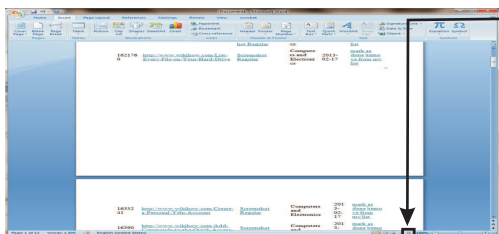
You can always insert a page break if you wish to start a new page at the same specific location in your document. The ending of a page and the beginning of the other is indicated by a page break.



1. Click in the document where you want to insert a page break.
2. Click on **Insert** tab on the Ribbon.
3. Click on **Page Break** button.

Word assigns the page break.

Remove Page Break



1. Click on the **Draft View** button from the status bar to display the document in draft view.

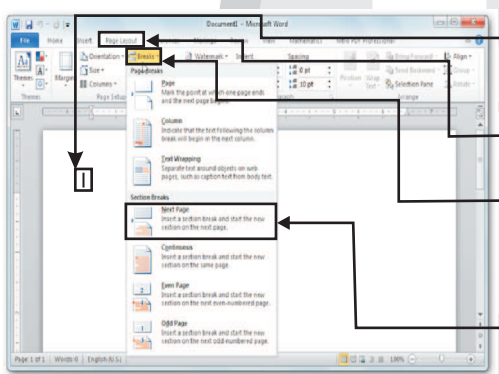
A *Page break line* appears.

To remove the page break from the document, click on page break line and then press **Delete** key from the keyboard.

You can use the keyboard shortcut to insert page break in the document by clicking in the document where you want to insert a page break and then pressing **Ctrl + Enter** keys from the keyboard.

INSERT A SECTION BREAK

You can insert a section break in a document. Section Break helps you to establish different margins, headers, footers, vertical page alignment, and other page formatting settings in different portions of your document.

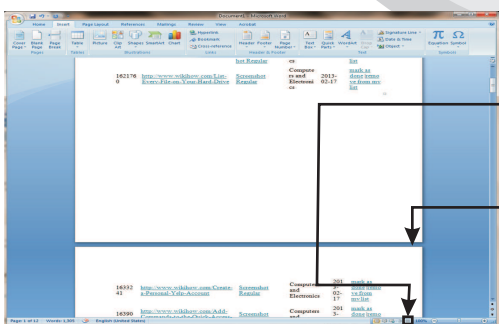


1. Click on the location where you want to start a new section in your document.
2. Click on **Page Layout** tab.
3. Click on **Breaks**.

The **Break Gallery** appears.

4. Click on the option to select the type of section break you want document.

Word inserts the type of break you selected.



5. Click on the **Draft View** button from the status bar to display the document in Draft view.

A **section break** line appears.

To remove the section break from the document, click on section break line and then press **Delete** key from the keyboard.

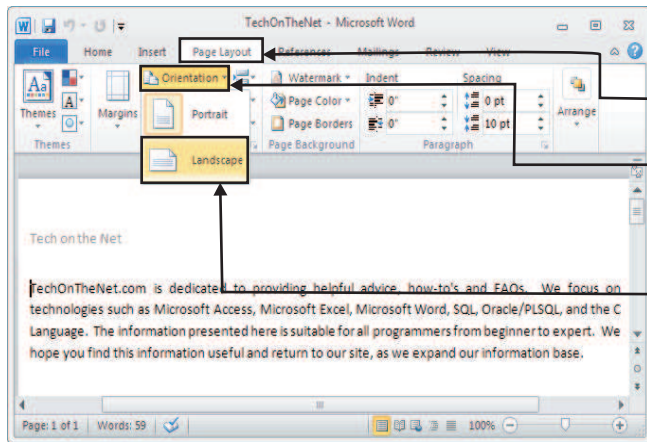
KNOW THIS TOO!!

When you print the document, section breaks marks that do not print but the effects of the section break will print.

CHANGE PAGE ORIENTATION

You can change the direction that text prints from the standard portrait orientation (page looks longer than wider) to landscape orientation (page looks wider than longer).

To show orientation more clearly, this example appears zoomed out.



1. Click anywhere in the document.

2. Click on **Page Layout** tab.

3. Click on **Orientation**.

The Current orientation appears highlighted.

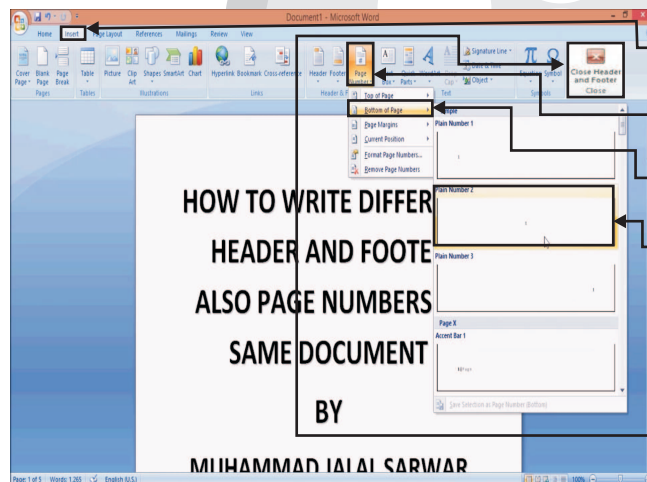
4. Click an option of orientation.

Word changes the orientation.

In this example we choose landscape orientation.

ADDING PAGE NUMBER

You can add page number in your document. To view the page number on your screen, your document must be displayed in the print Layout view. For example, adding page numbers to longer documents can help you in keeping the pages in order after printing.



1. Click on **Insert** tab on the Ribbon.

2. Click on **Page Number** button.

3. Click on a location for the page numbers.

4. Click on a page number style.

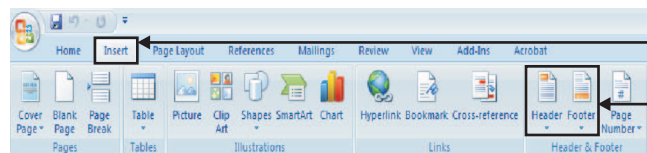
You can use scroll bar to see more styles.

Word assigns page numbers to your document.

5. Click on **Close Header and Footer** to exit the header or footer area.

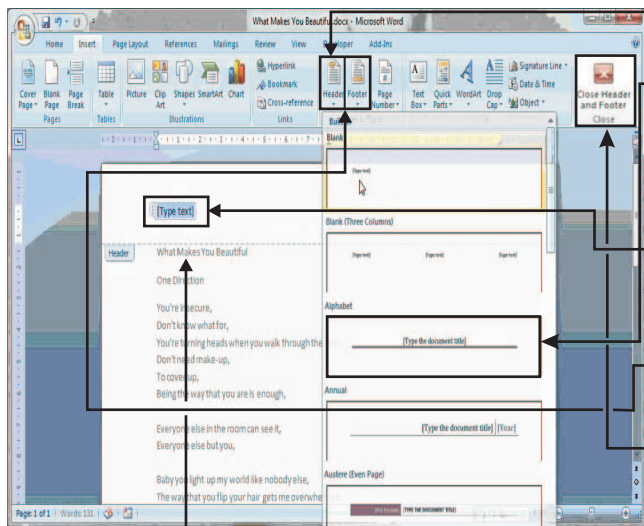
ADDING HEADER AND FOOTER

You can add a header or footer to display additional information on each page of your document. A header or footer can contain information such as a chapter title, a page number or the current date. A header appears at the top of each printed page. A footer appears at the bottom of each printed page.



1. Click on **Insert** tab on the Ribbon.

2. Click on the **Header** button to add a header, or click the **Footer** button to add a footer.



In this example we are inserting Header.

3. Click on the type of header or footer that you want to add.

This example creates header text.

4. To create header text, click on the field in the header area and type your text.

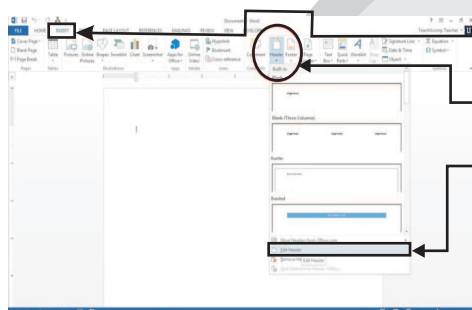
You can insert more headers and footers using these controls.

5. Click on **Close Header and Footer** button.

Word close the Header and Footer tools.

Word displays header of footer on the document page.

EDIT A HEADER OR FOOTER



1. Click on **Insert** tab on the Ribbon.

2. Click on **Header** or **Footer** button.

3. Click on **Edit Header** or **Edit Footer**.

Word displays the Header and Footer tools, and you can now edit the header or footer text.

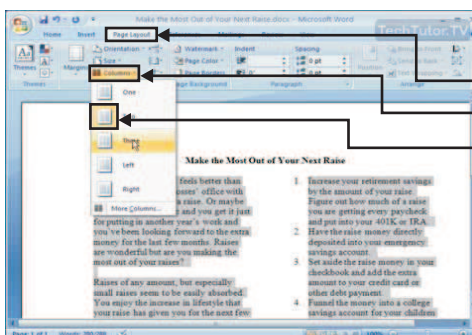
KNOW THIS TOO!!

REMOVE HEADER OR FOOTER

1. Click on **Insert** tab on the Ribbon.
2. Click on **Header** or **Footer** button.
3. Click on **Remove Header** or **Remove Footer**. Word will remove the Header or Footer text from the document.

CREATING A NEWSPAPER COLUMN

You can display text in columns like those found in the newspaper. Creating columns is useful in documents such as newsletters and brochures.



1. Select the text that you want to place into columns.

2. Click on **Page Layout** tab on the Ribbon.

3. Click on **Columns** button.

4. Click on the number of columns that you want to assign.

Word will fill one column with text before starting a new column.

To remove newspaper columns, repeat steps 1 to 3 selecting **one** column in step 3.

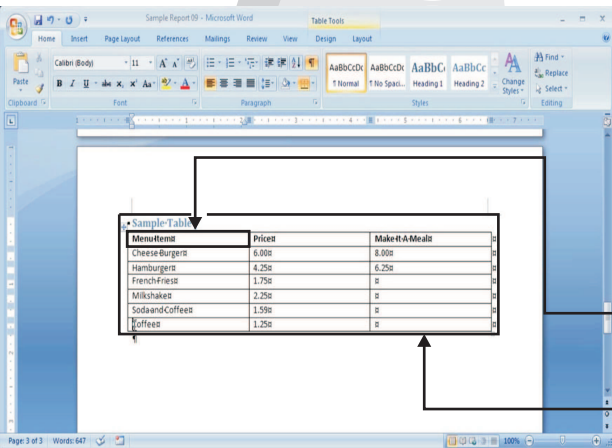
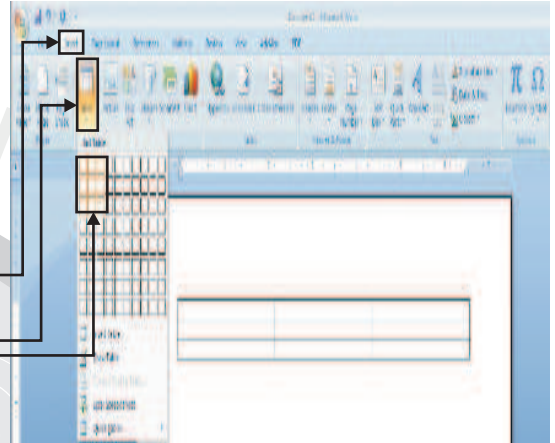
CREATING A TABLE

You can create a table to display information neatly in your document. The table option inbuilt with the MS - Word program is a useful formatting tool, which allows you to insert rows and columns easily.

The table in Word consists of a grid of boxes arranged in rows and columns, somewhat like a spreadsheet (which you will learn in the next chapter of this book). To move the insertion point from cell in a table, you can do any of the following.

- ☆ Press Tab to move to the next cell (to the right, or to the beginning of the next row if in the rightmost cell).
- ☆ Press Shift+Tab to move to the previous cell.
- ☆ Use the arrow keys to move one cell in the arrow's direction.
- ☆ Click on the cell in which you want to type.

1. Click in the document where you want to insert a table.
2. Click on **Insert** tab on the Ribbon.
3. Click on **Table** button.
4. Drag the mouse pointer until you highlight the number of rows and columns, you want the table to contain.



Word previews the table as you drag over cells. Word adds table to the document.

ENTERING TEXT IN TABLE

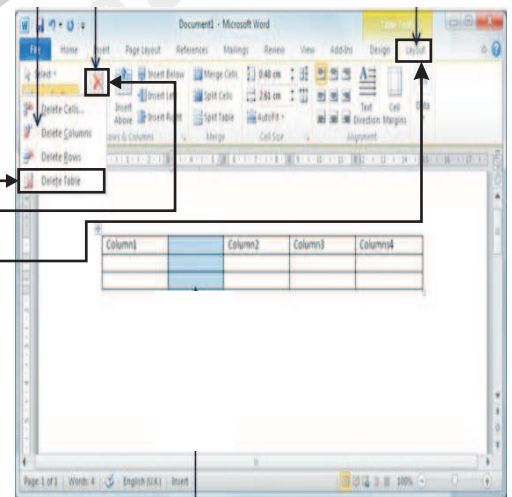
You can enter same text in the table as you enter it in the document.

1. Click on the cell where you want to enter text. Then type the text.
2. Repeat step 1 until you finish entering all the text for the table.

DELETING A TABLE

You can delete your table, whenever you want.

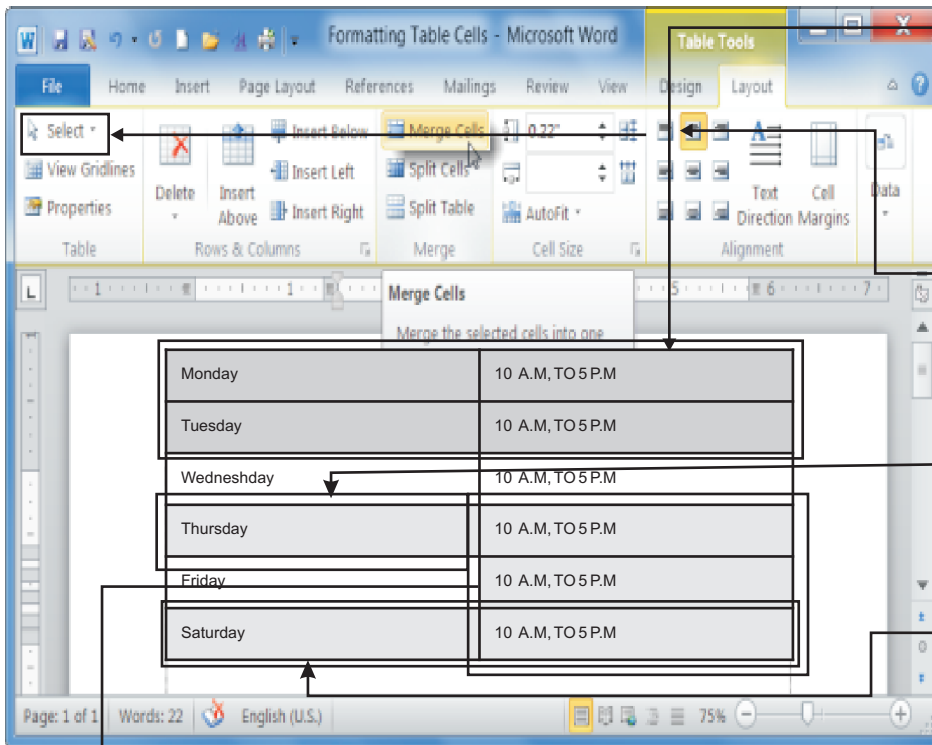
1. Click anywhere in the table which you want to delete.
2. Click on **Layout** tab.
3. Click on **Delete**.
4. Click on **Delete Table**.



The table disappears from your document.

SELECTING CELLS IN A TABLE

You can select table cells, rows, and columns in a table to perform editing tasks and apply formatting to all the selected areas of the table.



1. Click and drag the mouse over cells that you want to select.

2. Release the mouse button to select cells.

On the **Layout** tab you can also use **Select** tool to select parts of your table.

TO SELECT A SINGLE CELL

1. You can triple - click the cell to select everything in it.

TO SELECT A ENTIRE ROW

1. Take your mouse near the border of row and click on it.

The entire row will be selected.

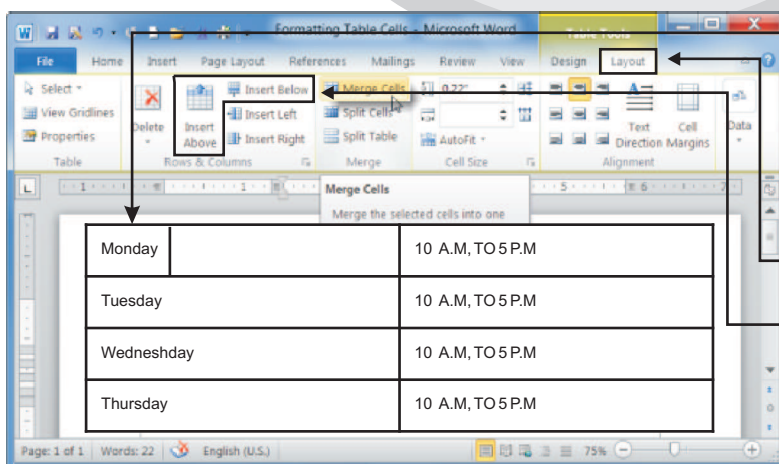
TO SELECT A ENTIRE COLUMN

1. Take your mouse near the border of column and click on it.

The entire column will be selected.

ADDING ROWS IN A TABLE

You can add rows in your table to insert additional information.



1. Click in the row where you want to add another row.

If you select more than one row, Word duplicates the number when you activate Insert command.

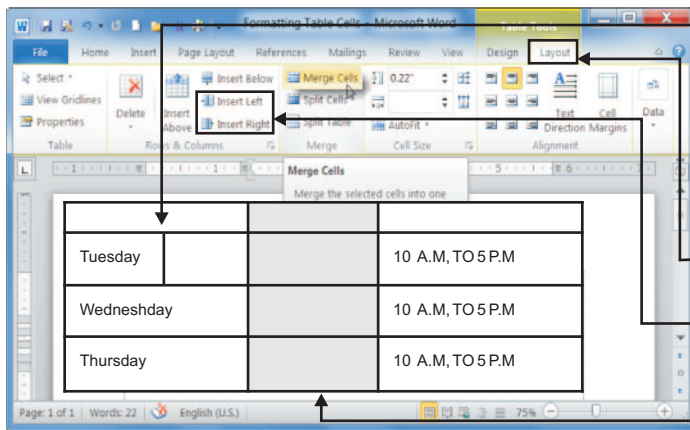
2. Click on **Layout** tab.

3. You can Click **Insert Above** or **Insert Below** to add new rows.

Word adds a row to the table.

ADDING COLUMNS IN A TABLE

You can add columns in your table to insert additional information.



1. Click in the column where you want to add another column.

If you select more than one column. Word duplicates the number when you activate Insert command.

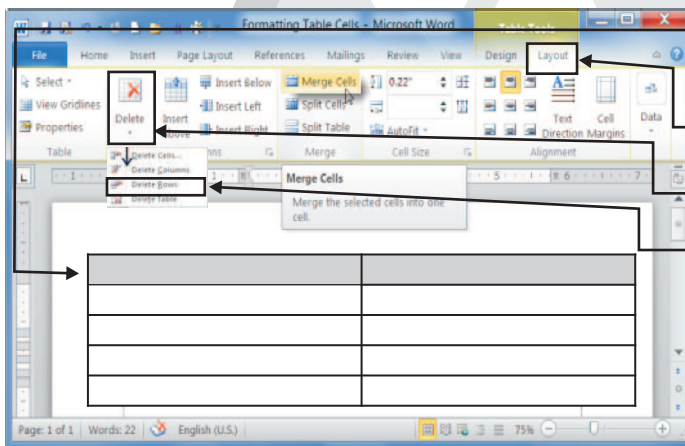
2. Click on Layout tab.
3. You can click Insert left or Insert right to add new columns.

Word adds a column to the table.

DELETING A ROW OR A COLUMN IN A TABLE

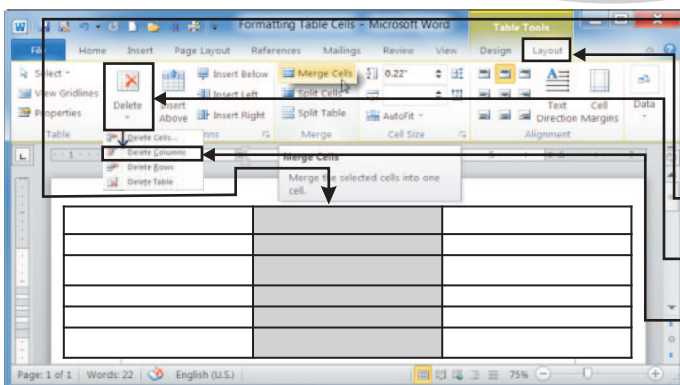
You can delete a row or longer need from your table.

To Delete a Row



1. Select a row you want to delete by placing mouse pointer to the left of it and click.
2. Click on **Layout** tab.
3. Click on **Delete**.
4. Click on **Delete Rows**.

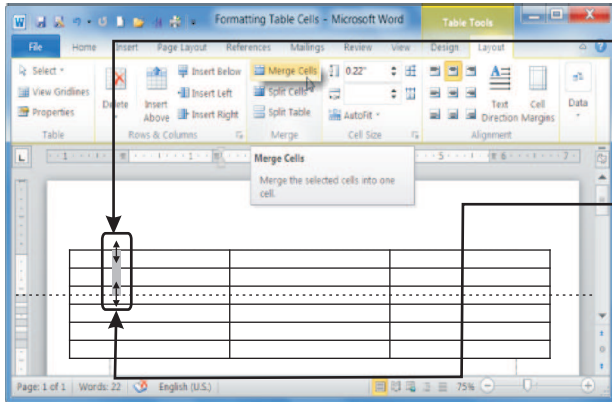
To Delete a Column



1. Select a column you want to delete by placing mouse pointer on the top of it and click.
2. Click on **Layout** tab.
3. Click on **Delete**.
4. Click on **Delete Rows**.

CHANGING HEIGHT OF A ROW

You can change the height of rows to improve the layout of your table.



1. Place mouse pointer over the bottom edge of the row you want to change to a new height.

The mouse pointer changes to [↕].

2. Drag the row edge to a new position.

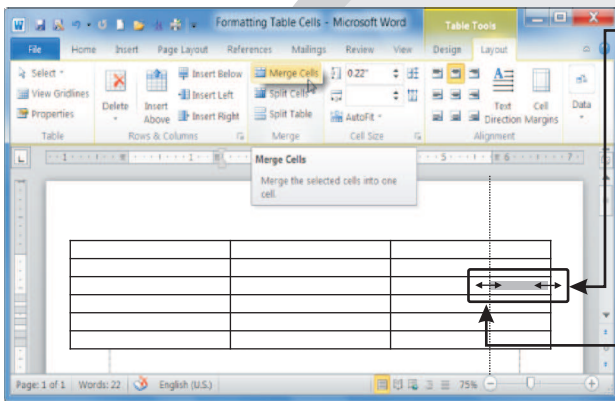
A dotted line shows the new position.

Release the mouse pointer.

Word adjusts the row height.

CHANGING WIDTH OF A COLUMN

You can change the width of column to improve the layout of your table.



1. Place mouse pointer over the edge of the column you want to change to a new width.

The mouse pointer changes to [↔].

2. Drag the column edge to a new position.

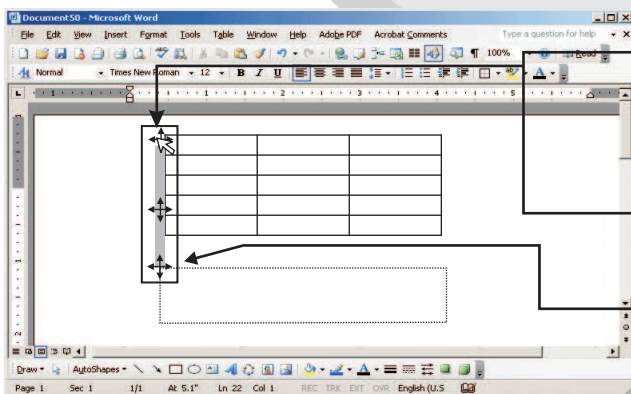
A dotted line shows the new position.

Release the mouse pointer.

Word adjusts the column width.

MOVING A TABLE

You can move a table one location to another in your document.



1. Point the mouse pointer upper-left corner of the table, you want to move. A handle appears.

You may to scroll to the left to view the handle.

2. Place mouse over the handle. Mouse pointer will change to [↕].

3. Drag the table to a new location.

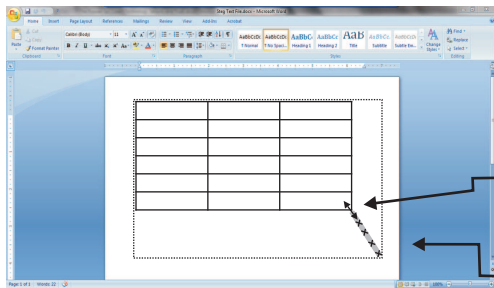
A dashed outline indicates the new.

The table appears in the new location.

To copy a table, perform steps 1 to 3, except press and hold down the Ctrl key as you perform step 3.

RESIZING A TABLE

You can resize a table in your document to adjust the space.

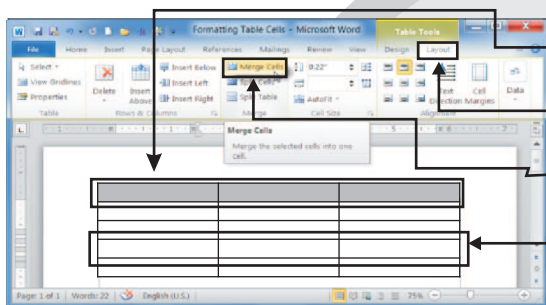


1. Point the mouse pointer over the table you want to resize.
A handle appears.
2. Place mouse over the handle. Mouse pointer will change to [↖↗].
3. Drag the handle until the table is of the size you want.

A dashed outline indicates the new location.

COMBINING CELLS IN A TABLE

You can combine two or more cells in your table to create one large cell. Combining cells is useful when you want to display a title across the top or the down side of your table.



1. Select the cells that you want to merge.
 2. Click on **Layout** tab on the Ribbon.
 3. Click on **Merge Cells**.
- The cells combine together to create one large cell.

To deselect cells in a table, click outside the selected area.

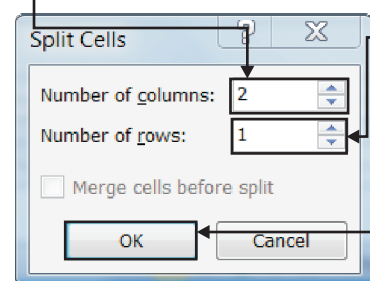
SPLITTING CELL IN A TABLE

You can split one cell into two or more cells in your table. You can split cells into columns or rows also.

1. Click inside or select the cell that you want to split.
2. Click on **Layout** tab on the Ribbon.
3. Click on **Split Cells**.

The **Split Cells** dialog box appears.

4. To split the cell into columns, double-click on this area and type the number of columns to split the cell into.

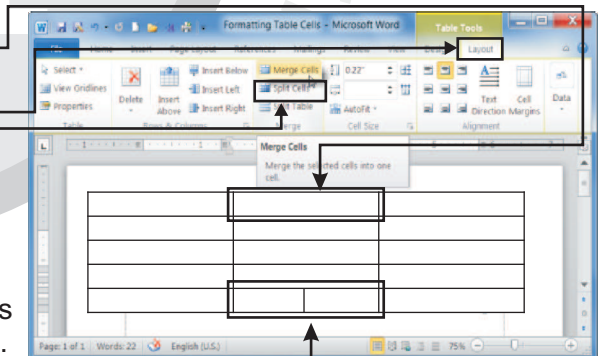


5. To split the cell into rows, double-click on this area and type the number of rows you want to split the cell into.

6. Click on **OK** to split the cell.

The cell splits into many cells.

You can enter text in these cells.



ALIGNING THE TEXT IN CELL

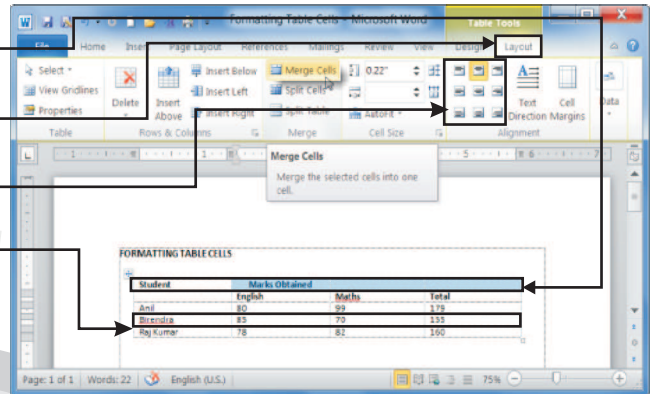
You can enhance the appearance of your table by changing the position of the text in cells. Word's table alignment options include the basic left, right, center, and justify alignments, as well as vertical alignments, such as bottom center or top right. By default, Word aligns your table text to the left, inside each cell.

1. Select the cells that you want to format.
2. Click on Layout tab on the Ribbon.
3. Click on alignment from the Alignment group.

Word applies the alignment.

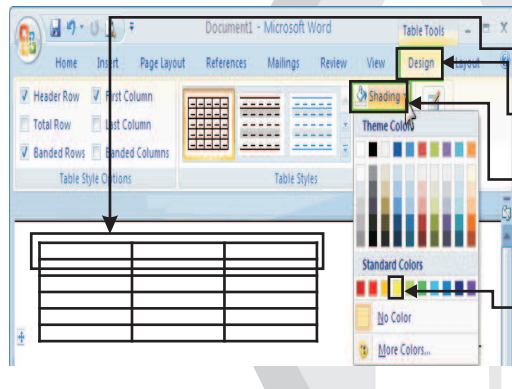
To unselect the cell, click outside the selected cell.

This example centers the headings in the cells.



ADD SHADING TO CELL

You can add shading to cells to make it more appealing.



1. Select the cell or cells to which you want to add shading.
2. Click the **Design** tab.
3. Click on **Shading**.

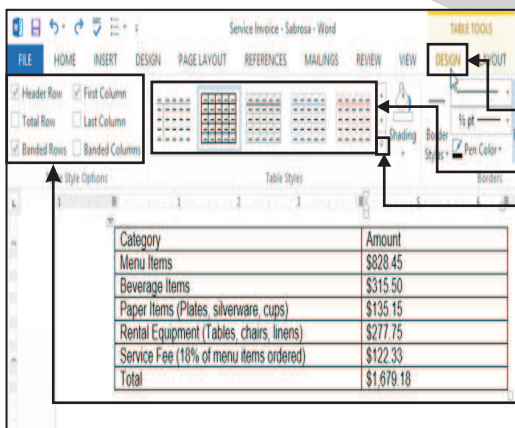
The **Shading** Gallery appears.

4. Click on a color.

Word applies the shading to the selected cell.

APPLY TABLE STYLES

You can format your table by assigning the formatting styles that are designed specifically for tables. Table styles offer a variety of designs that include shading and color, borders, and fonts.



1. Click on anywhere in the table that you want to format.
2. Click on **Design** tab on the Ribbon.
3. Click on a **style** from the Table Styles list.

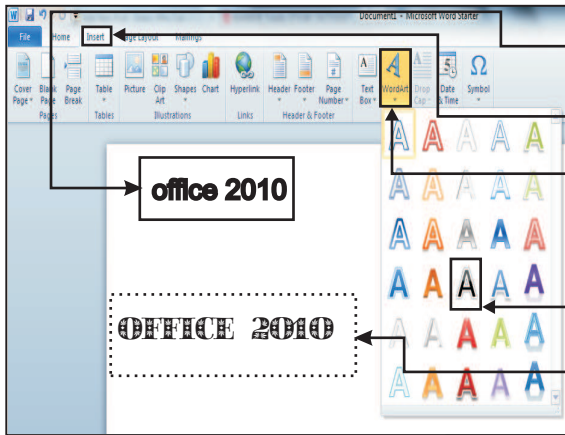
You can click on the down arrow button of **More** to display the entire palette of available styles.

Word applies the style.

You can use the **Table Style** Options by clicking on check boxes.

ADDING WORDART

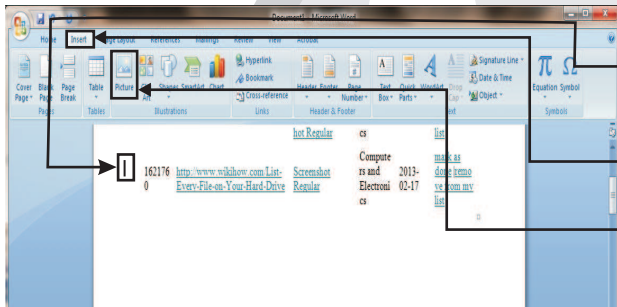
You can add WordArt to your document to display a decorative title or draw attention towards important information. In Word 2010 WordArt has been updated with new colorful art effects.



1. Select the text you want to convert into the WordArt.
 2. Click on **Insert** tab.
 3. Click on **WordArt**.
- A list of options will appear.
4. Click on the WordArt style you want to use.
- The WordArt appears in a text box in your document.
5. Click outside the text box to hide the text box.

ADDING A PICTURE

You can add a picture to your document to illustrate the concept of document.

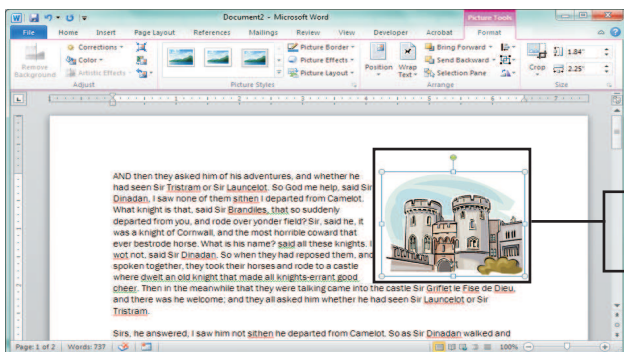


1. Click on the location in your document where you want to add a picture.
2. Click on **Insert** tab.
3. Click on **Picture**.

The **Insert Picture** dialog box appears.

These areas show the location of the displayed pictures. You can click on these areas to change location.

5. Click on the picture you want to add to your document.
6. Click on **Insert** to add picture to your document.

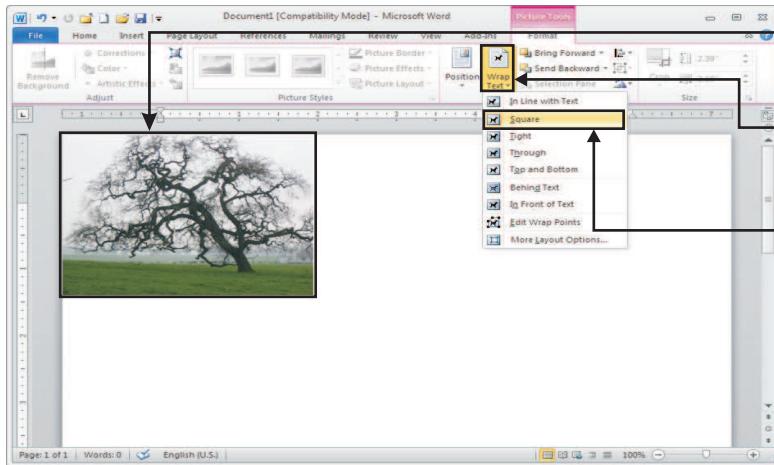


The picture appears in your document.

To delete picture just click on the picture you want to delete. Handles (■) appear around the picture. Then, press **Delete** key to delete the picture.

WRAPPING THE TEXT AROUND A GRAPHIC

After you add a graphic to your document, you can choose how you want to warp text around the graphic.



1. Click on the object that you want to wrap.
2. Click on **Text Wrapping** button on the Format tab.
3. Click on **wrap style**.

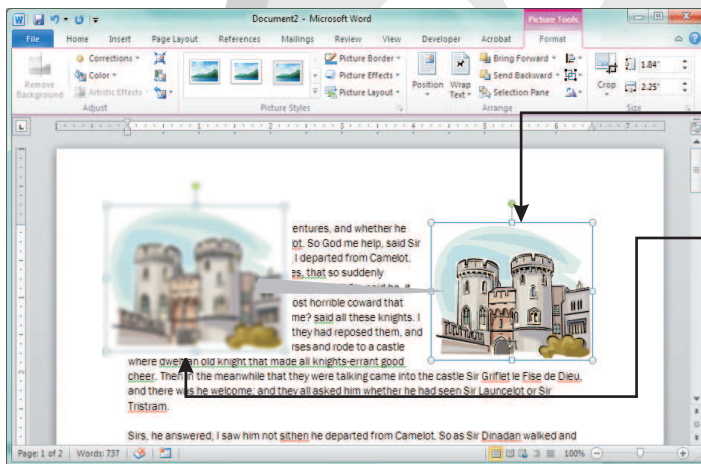
The wrap style is applied.

This example wraps the text squarely around the object.

MOVE AND RESIZE OBJECT

You can move and resize image that you place in a file. Image and shapes are also called objects.

MOVE AN OBJECT



1. Click on the object that you want to move.
The mouse pointer changes to [].
2. Drag the object to a new location.

The object moves to the new location, as soon as you release the mouse.

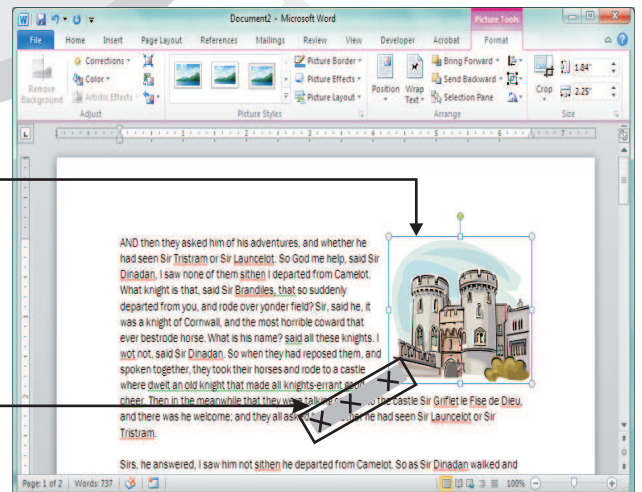
RESIZE AN OBJECT

1. Click on the object that you want to resize.

The mouse pointer changes to [+].

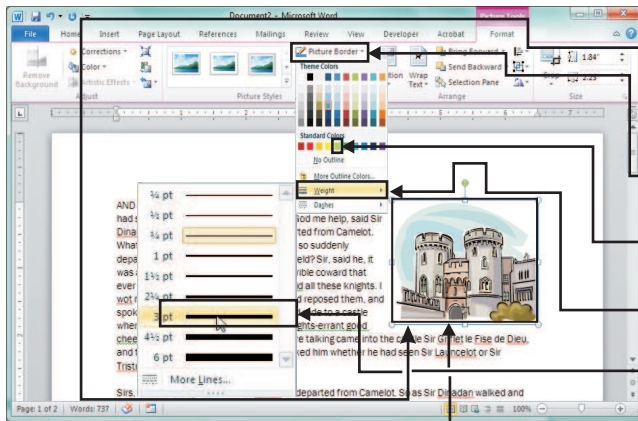
2. Drag a selection handle to resize the object.

As soon as you release the mouse, the object is resized.



ADD PICTURE BORDER

You can quickly add border to any picture or clip art image. You can choose border color and also assign a line weight to the border to make thin or thick borders.



1. Double-click the picture that you want to edit.
The **Format** tab appears on the Ribbon.
2. Click on **Picture Border** button.
3. Click on **border color**.
4. Click on **Weight**.
5. Click on thickness to set a line thickness for the border.

The new border is assigned to the picture.

To remove the border, repeat steps 1 to 2 then click **No Outline**.

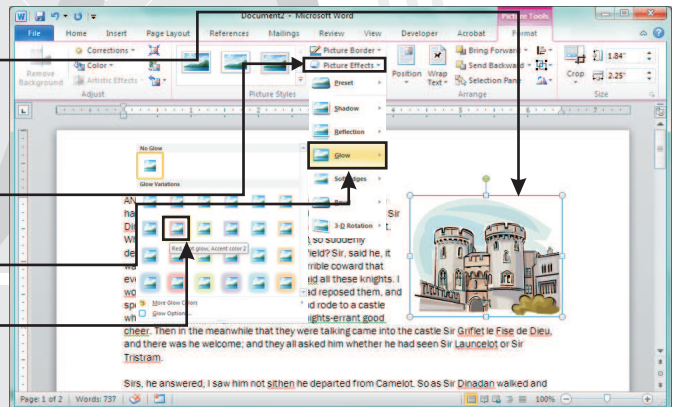
ADD PICTURE EFFECTS

You can apply special effects to your picture and clip art graphic by using the new Picture Effect tool.

1. Double-click the picture, you want to edit.

The **Format** tab appears on the Ribbon.

2. Click on **Picture Effect** button.
3. Click on effect category.
4. Click on effect style.



The new effects is assigned to the picture.

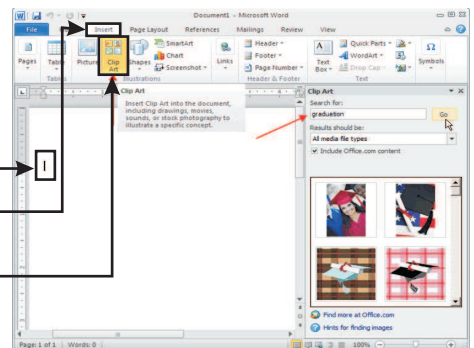
To remove the effect, repeat steps 1 to 3 then click on **No Glow**.

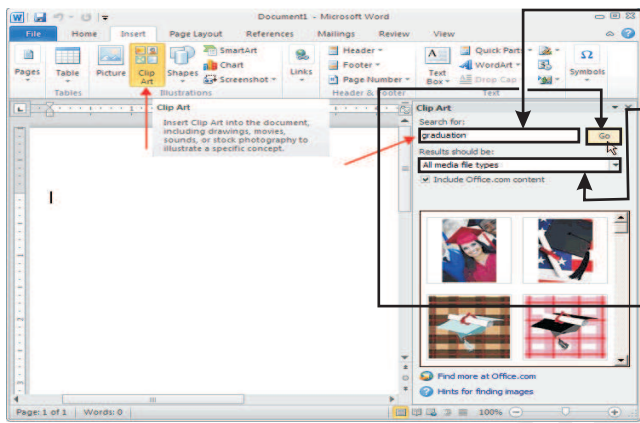
INSERT CLIP ART

You can add a Clip Art Image to the document. Adding a Clip Art image can make the document more interesting and entertaining.

1. Click on location where you want to add clip art.
2. Click on **Insert** tab.
3. Click on **Clip Art**.

The Clip Art task pane opens.





4. Type a keyword or phrase to search for a particular category of clip art.

5. Click on the down arrow of Search and click a collection.

Click on the checkbox if you want to insert the content from Microsoft Office Web site.

6. Click on Go.

The Clip Art task pane displays any matches for the keyword or phrase that you typed.

You can use scroll bar to move through the list of matches.

To view information about a clip art image. You can move mouse pointer over the image.

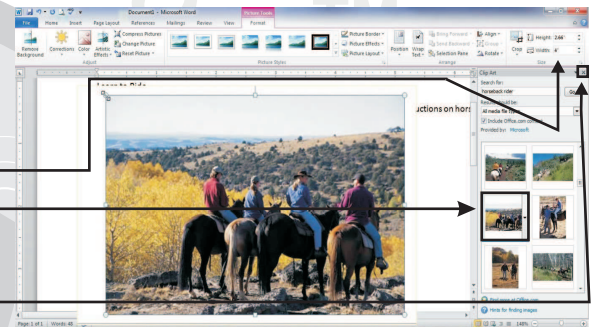
7. Click on image to add a clip art image.

The clip art is inserted.

The **Picture** tools appear on the **Format** tab.

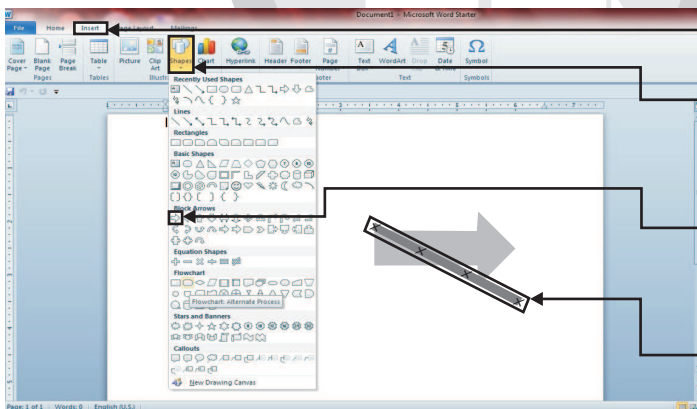
You can resize or move the clip art.

8. Click on Close to **Close** the pane.



ADD AUTOSHAPES

You can use Auto Shapes - such as lines, arrows, stars, and banners - to draw your own shapes and graphics for your documents.



1. Click on **Insert** tab on the Ribbon.

2. Click on **Shapes**.

The full Shapes palette displays.

3. Click on the shape that you want to draw.

The mouse pointer changes to +.

4. Click and drag in the work area to draw selected shape.

Release mouse to complete the shape.

The **handles** appears around the shape.

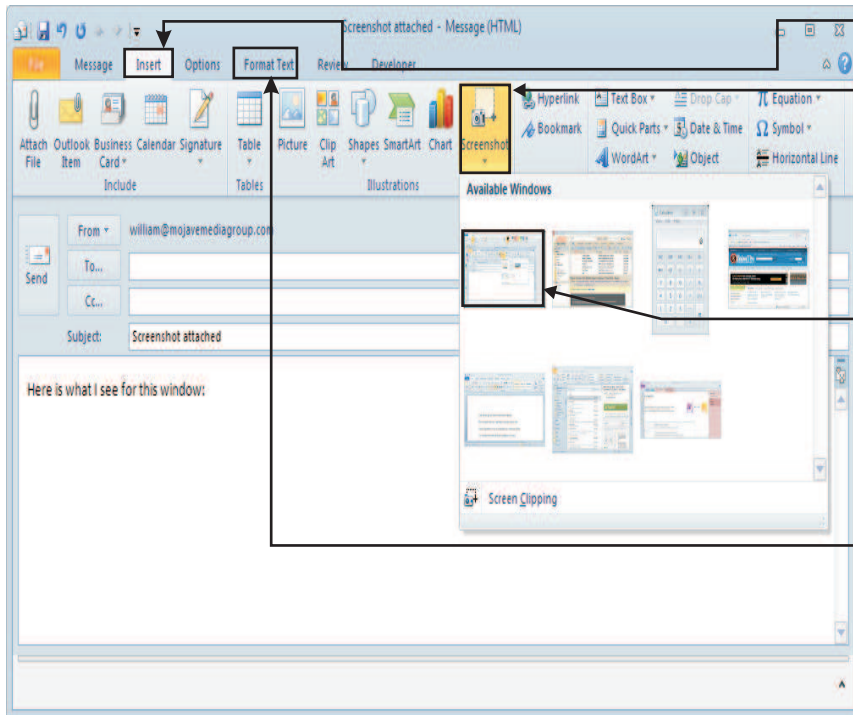
Drawing Tools appear on the Ribbon.

*You can press **Esc** key from the keyboard or click anywhere to continue working in your document.*

5. After adding Auto Shape you can color the Auto Shape by clicking on **Colored Fill**.

INSERT SCREEN SHOT

In Word 2010, you can take screen shots all existing active running windows and paste it directly into the word document.



1. Click on **Insert** tab.
2. Click on **Screen shot**.

The Available Windows menu appears, which shows the active running windows of your computer as a screen shot.

3. Click on any Screen shot which you want to paste in your document.

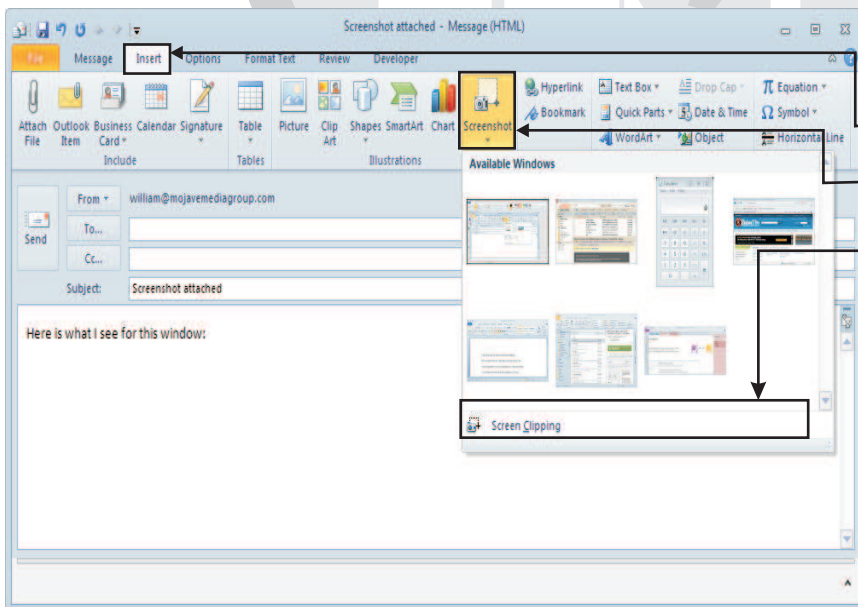
The screen shot image is automatically pasted in the document.

The **Picture Tools** tab will appear to enable you to perform picture related tasks.

You can do basic editing with the picture tool available in Word 2010.

Taking A Screen Clipping

You can use Screen Clipping feature if you only need to insert a portion of your screen shot and not the whole window screen.

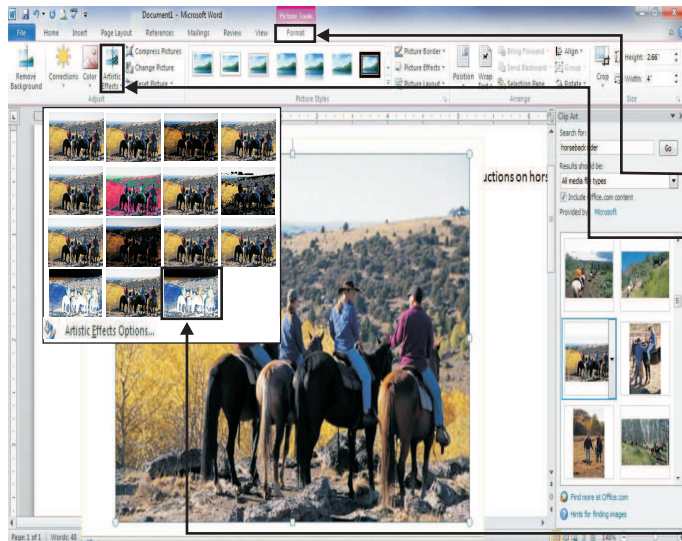


1. Click on **Insert** tab.
2. Click on **Screen shot**.
3. Click on **Screen Clipping**.

The last Screen you displayed is redisplayed in fade with some cross hairs as your mouse pointer. You will drag cross hairs to select the portion of the screen. The area of the screen you select with the cross hairs is 'cut' and pasted into your Word document.

APPLY ARTISTIC EFFECTS ON THE IMAGE

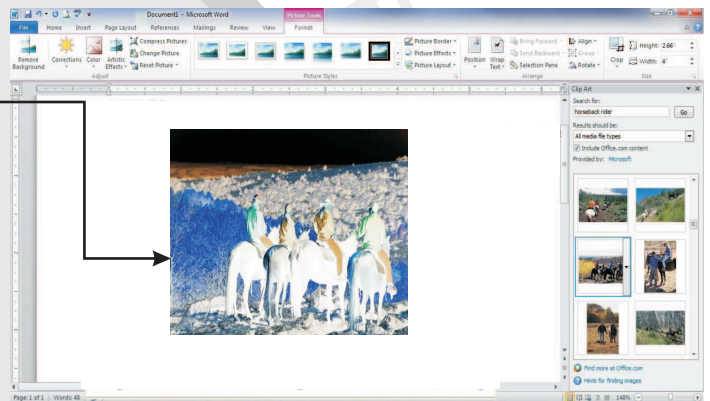
You can apply artistic effects to your pictures by using the latest feature of Word 2010.



1. Insert and select a picture in your document.
The **handles** appears around the picture.
2. Click on **Format** tab.
3. Click on **Artistic Effects**.
Gallery of Artistic effects appears.
4. Place the mouse pointer over an effect.
Live Preview displays the proposed effect, and the handles disappear.
5. Click on an artistic effect.

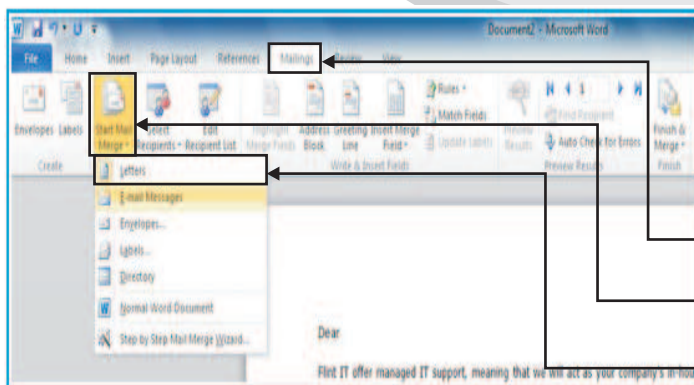
Word applies the artistic effect on the selected picture.

To remove the artistic effect from the picture, repeat steps 1 to 3 and select the very first thumbnail image from the gallery.



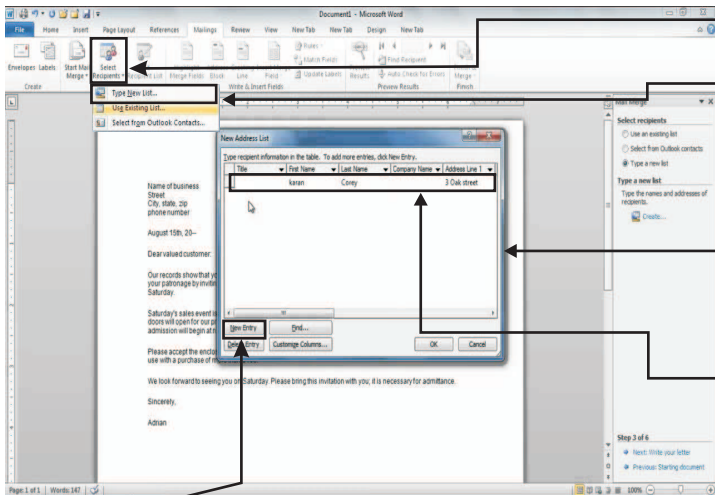
CREATE A LETTER FOR MAIL MERGE

You can use the Mail Merge feature to produce a personalized letter for each person on your mailing list. Performing a mail merge is useful if you want to send the same document, such as an announcement or greeting card, to many people.



1. Open the Word document that you want to use as the letter.
The information of the letter should not change from letter to letter.
2. Click the **Mailings** tab.
3. Click on **Start Mail Merge**.
4. Click on **Letters**.

Nothing happens on-Screen, but Word sets up for a mail merge.



5. Click on **Select Recipients**.

6. Click on to identify the type of Recipient list you plan to use.

This example uses a new list.

The **New Address List** dialog box appears, displaying areas where you can enter the information.

7. Click on each area and type the appropriate information for each person.

You don't have to fill every entry.

8. To Enter the information for another person, click on **New Entry**.

9. Repeat steps 7 and 8 for each person on your mailing list.

*To Delete an entry, click on the entry and then click on **Delete Entry**.*

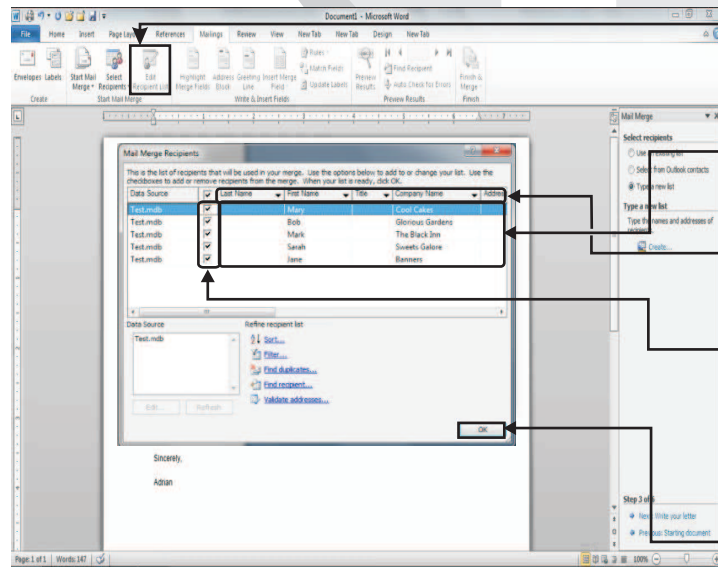
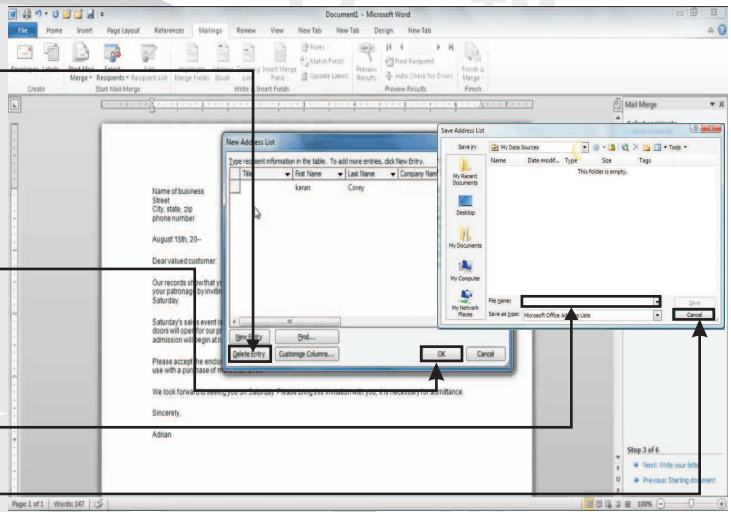
10. When you finish creating your mailing list, click **OK**.

The **Save Address List** dialog box appears.

11. Type a name for the file that will store your mailing list.

12. Click on **Save** button to save the file.

Now you can select specific recipients from the mailing.



13. Click on **Edit Recipient List**.

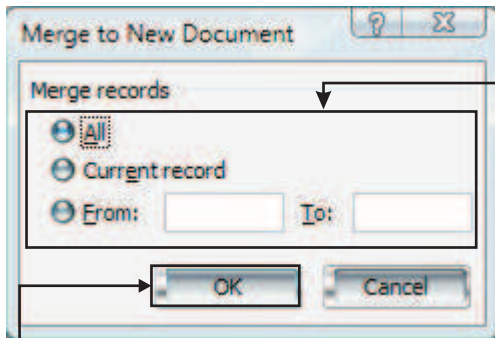
The **Mail Merge Recipients** Window appears.

This area lists all the people on your mailing list.

To sort the list, click the heading of the column you want to use to sort the list.

14. A check mark beside a person's name indicates Word will create a personalized letter for the person. To add or remove a check mark, click on the box beside a person's name.

15. Click on **OK**.



The **Merge to New Document** dialog box appears.

28. Click on any radio button to specify which people from your mailing list you want to create letters for.

All: All people on your mailing list.

Current record: Only the displayed person.

From: People on your mailing list that you specify.

If you selected From in step 28, click on the first text box and type the number of the first person you want to create a letter for. Then press the Tab key and type the number of the last person you want to create a letter for in the second text box.

29. Click on **OK** button to create the letters.

Word opens a new document and creates the personalized letters in the document.

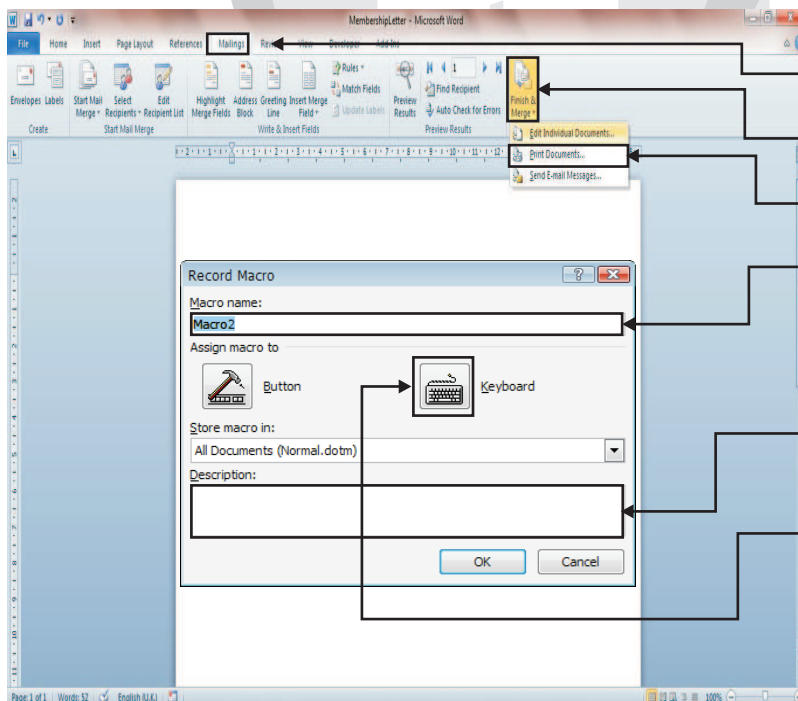
30. You can edit and print the letters as you would edit and print the letters as you would edit and print and document. Editing a letter allows you to include additional information in the letter.

31. You can scroll through to see all the pages of your mail merge.

RECORDING AND RUNNING A MACRO

A macro saves your time by combining a series of actions into a series of actions into a single command. Macros are ideal for tasks you frequently perform. A macro is a series of commands that is recorded so it can be played back, or executed, later.

Record a Macro



1. Click on **View** tab in the Ribbon.

2. Click on the down arrow of **Macros**.

3. Click on **Record Macro**.

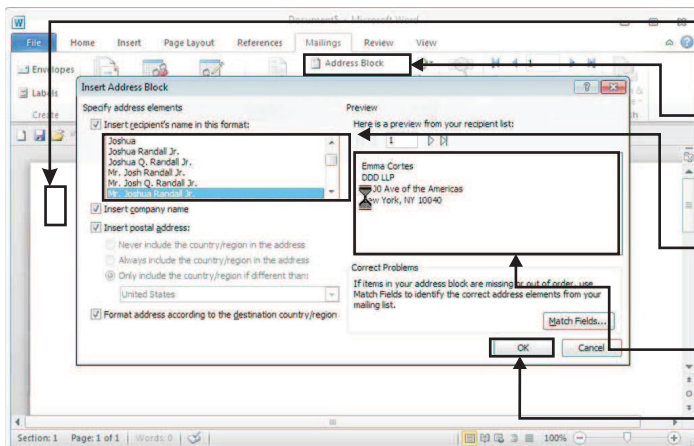
4. Type a name for the macro.

A macro name must begin with a letter and cannot contain spaces.

5. To enter a description, type in this area.

6. Click on **Keyboard** to assign a keyboard shortcut to the macro.

The **Customize Keyboard** dialog box appears.



16. Click on the location where you want the inside address to appear in the letter.

17. Click on **Address Block**.

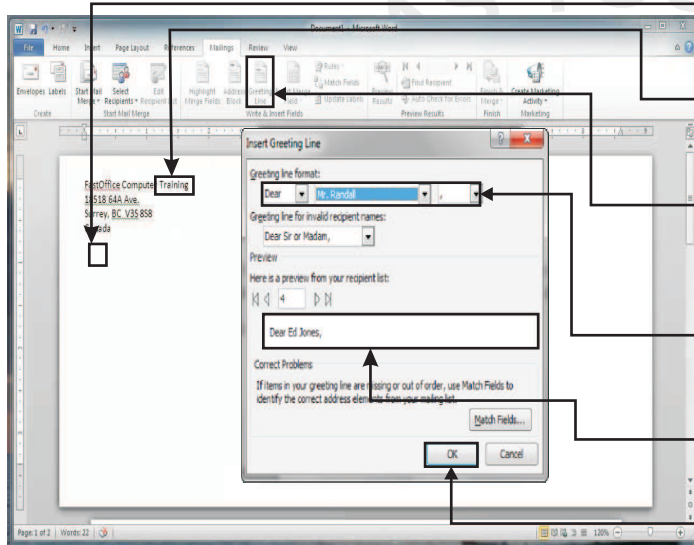
The **Insert Address Block** dialog box appears.

18. Click on a format for each recipient's name

You can preview the format here.

19. Click on **OK**.

A merge field representing the address block in the letter appears.



20. Click on the location where you want the greeting to appear.

21. Click on **Greeting Line**.

The **Insert Greeting Line** dialog box appears.

22. Click on these areas to specify the greeting format.

A preview of the greeting appears of the greeting appears here.

23. Click on **OK**.

A merge field of the representing the greeting line appears in the letter.

After completing the merge, Word will replace the merge field with greeting information.

24. Click on **Preview Results**.

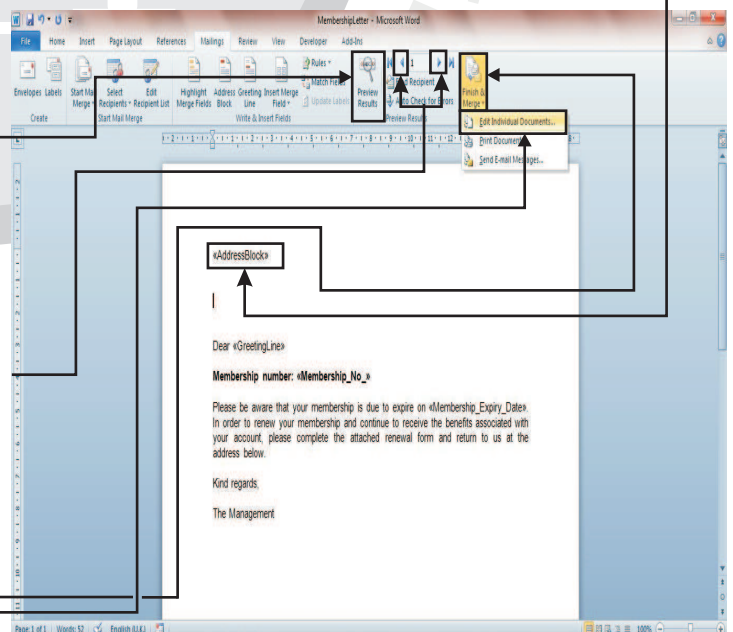
Word displays a preview of the merged letter, using the unchanging content of the letter and information from the address file.

25. Click on the **Next Record** icon to preview the next letter and the **Previous Record** icon to move back and preview the previous letter.

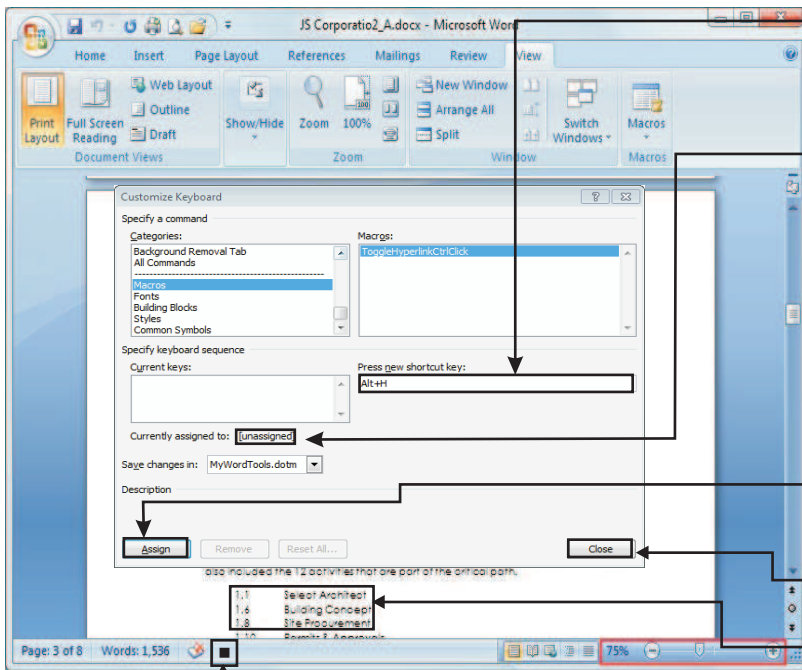
You can click on **Preview Results** to redisplay merge fields.

26. Click on **Finish & Merge**.

27. Click on **Edit Individual Documents**.



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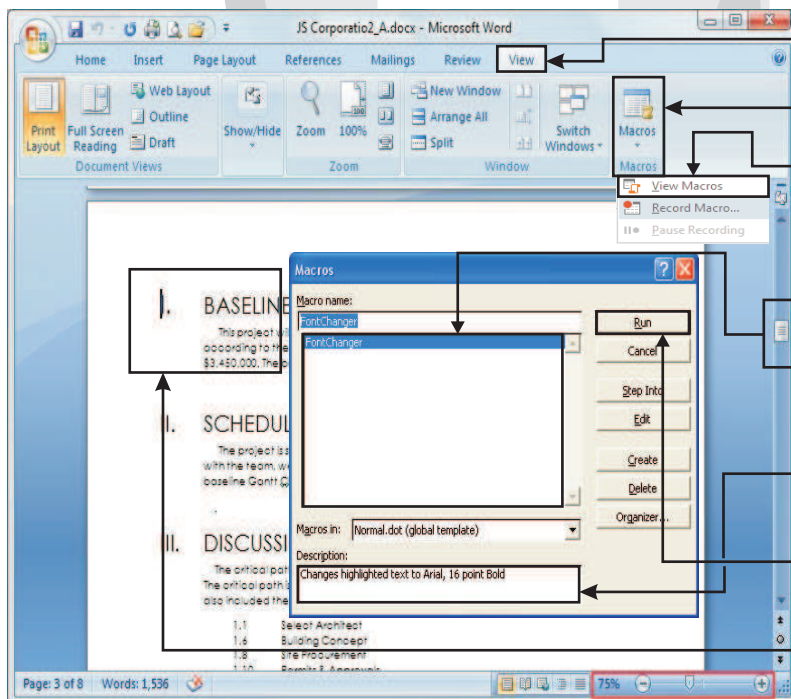


7. To specify a keyboard shortcut for the macro, press and hold down the **Alt** key as you press a letter or number key.
8. This area displays the word [unassigned].
If the word [unassigned] is not displayed, the keyboard shortcut you specified is already assigned to another command. press the Backspace key to delete the shortcut and then repeat step 7, using a different letter or number.
9. Click on **Assign** button to assign the keyboard shortcut to your macro.
10. Click on **Close** button to continue.
11. Perform the actions you want the macro to include.

In this example, a company name and address is inserted into the document.

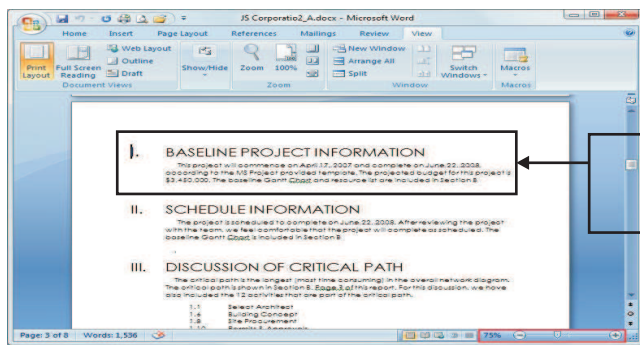
12. Click on **Stop Recording** when you have completed all the actions you want the macro to include. You can now run the macro.

To Run a Macro Using the Toolbar



1. Click on **View** tab in the Ribbon.
 2. Click on the down arrow of **Macros**.
 3. Click on **View Macros**.
Macros dialog box will appear.
 4. This area displays the available macros.
Click on the name of the macro you want to run.
 5. This area displays a description of the macro you selected.
Click on run to **run** the macro.
- Word automatically performs the actions you recorded, when you run a macro.

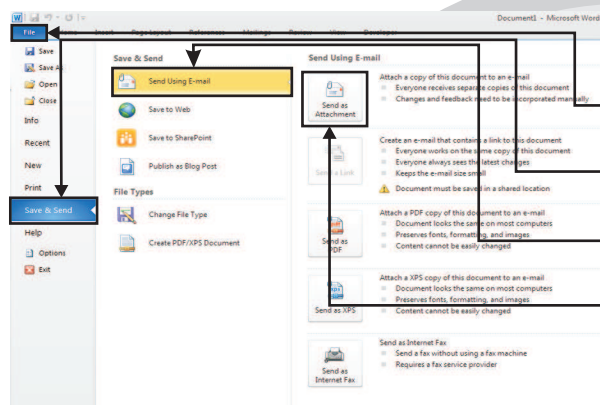
To Run a Macro Using the Keyboard Shortcut



1. Point the insertion point where you want the results of the macro to appear.
 2. Press the **keyboard shortcut** you assigned (**Alt+A**) to the macro.
- The macro performs the actions you recorded.

E - MAIL A DOCUMENT

You can e-mail a Word document while you work in Word. Word sends the document as an attachment.



1. Open the document you want to send by e-mail.
2. Click on the **File** tab.
3. Click on **Share**.
4. Click on **Send Using E-mail**.
5. Click on **Send as Attachment**.

Word opens an e-mail message that you can address.

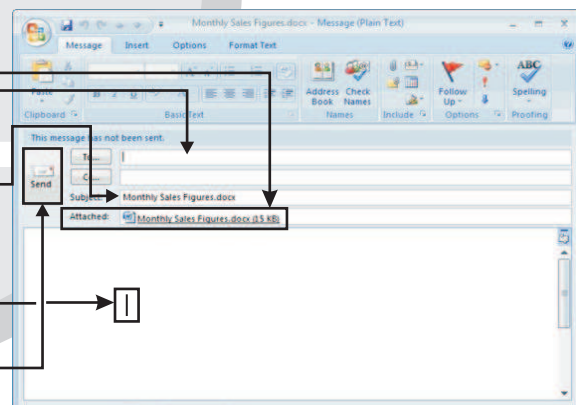
Your document appears as an attachment.

5. Click this area to type the e-mail address of the person to whom you want to send the document.

7. Click here to type a subject for the e-mail message.

You can type a message here.

8. Click on **Send**.

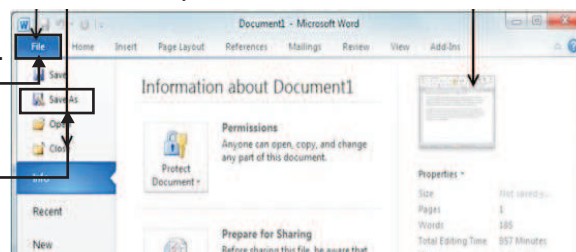


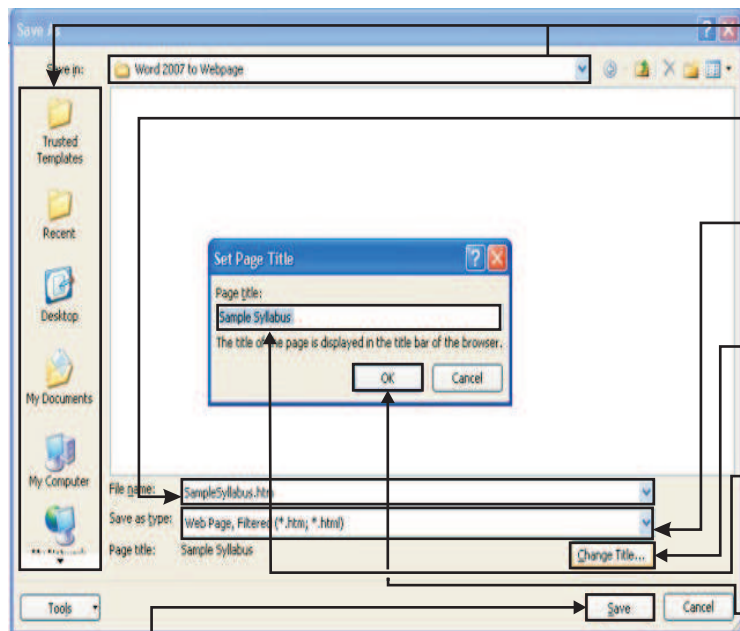
SAVE A DOCUMENT AS A WEB PAGE

You can save your Word document as a Web page so that it can be uploaded on the Internet.

1. Open the document you want to save as Web page.
2. Click on the **File** tab.
3. Click on **Save as**.

Save as dialog box will appear.





4. Click on these areas to navigate to the folder in which you want to save the file.
 5. Click in the **File name** text box and type a name for the file.
 6. To save the file as Web page, click on the down arrow **Save as type** and choose Web Page.
 7. Click on **Change Title**.
- The **Enter text** dialog box appears.
8. Type the title that you want to appear at the top of the screen when the page is displayed in a Web browser.
 9. Click on **Ok**.

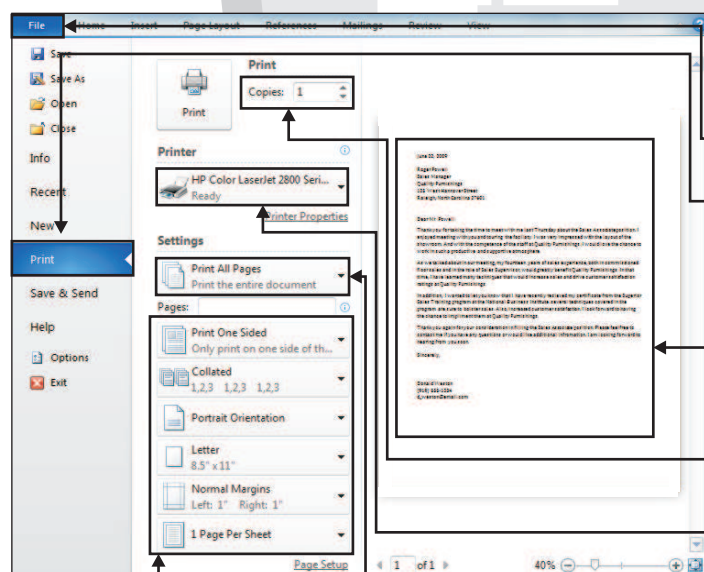
10. Click on **Save**.

This **Save As** dialog box reappears.

Word saves the document as a Web page and displays the document in Web Layout view. In Web Layout you will see the document as it will appear in a Web browser.

PRINT A DOCUMENT

You can produce a paper copy of the document displayed on your screen. Before printing your document, make sure that the printer is turned on.



1. Open the document you want to take printout.
2. Click on the File tab.
3. Click on **Print**.

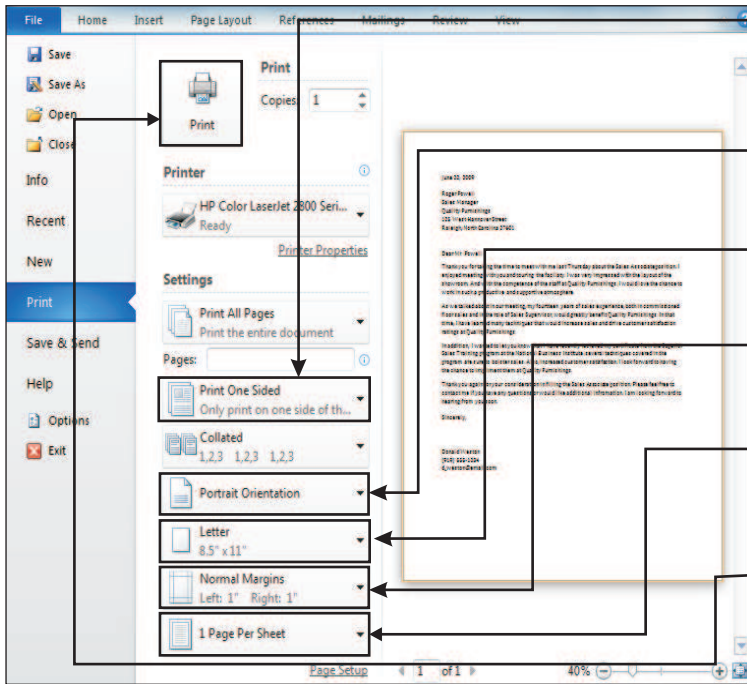
Backstage view of Print option appears.

This area shows the **Print preview** of your document. You can see it before printing because your printout will look same as here.

4. You can specify a number of copies to print.
5. You can choose a printer from the Printer drop-down list.

*If necessary, click on **Printer Properties** to adjust the quality of printout.*

6. Click on **Setting** drop-down list.
7. Click on the settings like Page ranges to identify the pages you want to print.



8. You can click this option to specify whether you want to print the document on one side of both side of the sheet.
9. You can click this option to specify the orientation of your document.
10. You can click this option to specify the size of your paper sheet.
11. You can click this option to adjust the margin of the document.
12. You can use this option to specify the number of pages you want to print on each sheet of paper.
13. Click on **Print**.

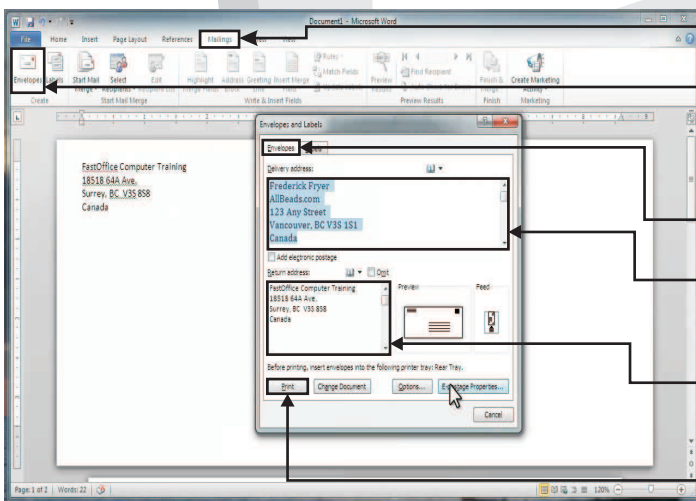
The Word sends file to the printer for printing by using the options you selected.

KNOW THIS TOO !!

The Print feature in Word 2010 now enables you to preview, adjust, and print all in the same screen in Backstage view.

PRINT AN ENVELOPE

You can print a delivery and return address on an envelope in Word.

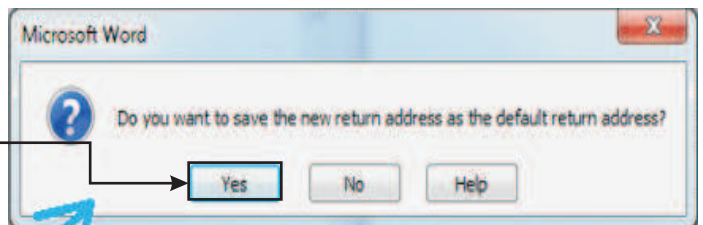


1. Click on **Mailings** tab.
 2. Click on **Envelopes**.
- The **Envelopes and Labels** dialog box appears.
3. Click on Envelopes tab.
 4. In the Delivery address text box, you can type a delivery address.
 5. In the Return address text box, you can type a return address.
 6. Click on **Print**.

A dialog box appears if you supplied a return address.

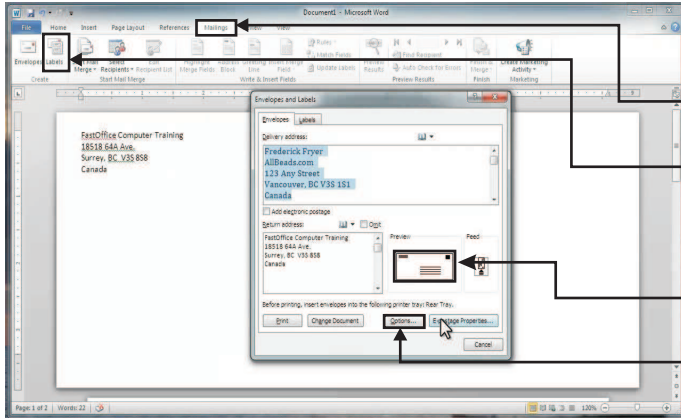
7. Click on **Yes** if you want to save the return address as a default return address.

Word saves the return address and prints the envelope.



PRINT LABELS

You can create labels in the Word document and then print it.



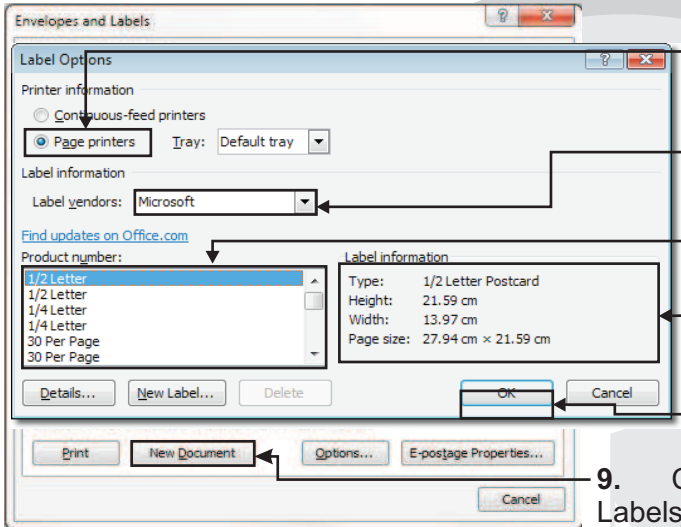
1. Open a new blank document.
2. Click on **Mailings** tab.
3. Click on **Labels**.

The **Envelopes and Labels** dialog box appears.

This area shows the label currently selected.

4. Click on **Options**.

The **Label Options** dialog box appears.



5. Click on the radio button for the option to select the type of printer.
6. Click on down arrow to select a label product.

Information about the label dimensions appears here.

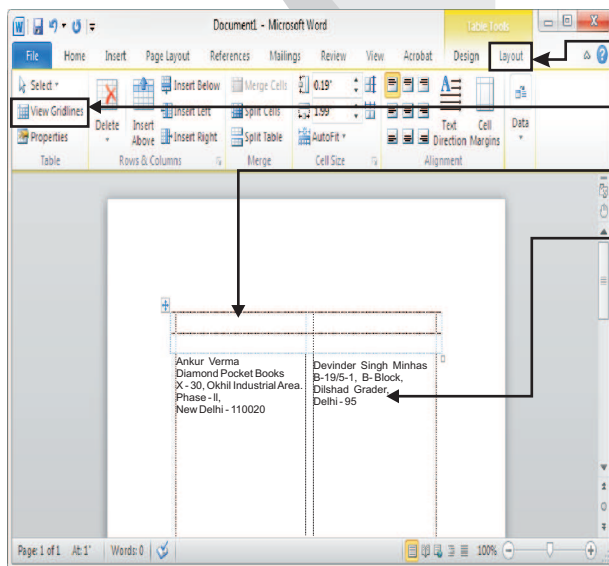
7. Click on the label's product number.

Information about the label dimensions appears here.

8. Click on **OK**.

9. Click on **New Document** in the Envelopes and Labels dialog box.

Word Displays a blank document, set up to hold label information.



10. Click on **Layout** tab.

11. Click on **View Gridlines**.

12. Type a label.

13. Press **Tab** key to move from label to label.

14. Repeat Steps 12 to 13 for each label you want to print.

15. Click on **File** tab.

16. Click on **Print**.

17. Click on **Print** again from Print Backstage. Word prints the labels.