

Microsoft Office WORD (Basics)

Microsoft Office Word allows you to create and edit personal and business documents, such as letters, reports, invoices, emails and books. By default, documents saved in Word are saved with the .docx extension. Microsoft Word can be used for the following purposes

- To create business documents having various graphics including pictures, charts, and diagrams.
- To store and reuse readymade content and formatted elements such as cover pages and sidebars.
- To create letters and letterheads for personal and business purpose.
- To design different documents such as resumes or invitation cards etc.
- To create a range of correspondence from a simple office memo to legal copies and reference documents.

Getting Started with Word

In this section, we will learn how to get started with Word. We will understand how to start a Word application in simple steps

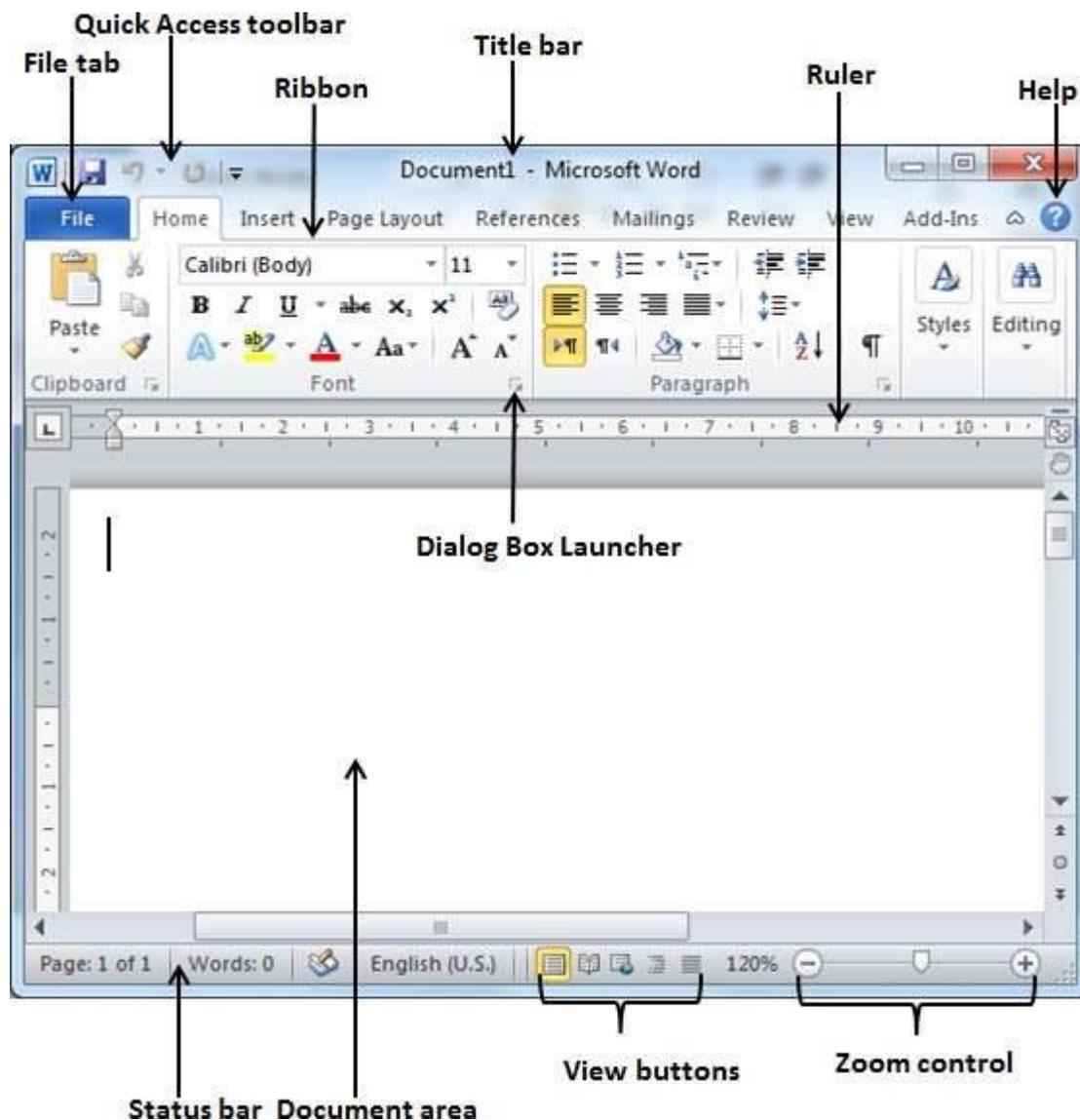
Step 1 – Click the **Start** button

Step 2 – Search for **Microsoft Office** from the submenu and click it.

This will launch the Microsoft Word application

Explore Window in Word

In this section, we will understand how to explore Window in Word. Following is the basic window which you get when you start the Word application. Let us understand the various important parts of this window.



Opening a new document

A new, blank document always opens when you start Microsoft Word. Suppose you want to start another new document while you are working on another document, or you closed an already opened document and want to start a new document. Here are the steps to open a new document

Step 1 – Click the **File tab** and select the **New** option.

Step 2 – When you select the **New** option from the first column, it will display a list of templates in the second column. Double-click on the **Blank document**; this is the first option in the template list.

Opening Existing documents

There may be a situation when you open an existing document and edit it partially or completely. Follow the steps given below to open an existing document –

Step 1 – Click the **File tab** and select the **Open** option.

Step 2 – This will display the following file **Open dialog box**. This lets you navigate through different folders and files, and also lets you select a file which you want to open.

Step 3 – Finally, locate and select a file which you want to open and click the small triangle available on the **Open** button to open the file. You will have different options to open the file, but simply use the **Open** option.

Saving New Document

Step 1 – Click the **File tab** and select the **Save As** option.

Step 2 – Select a folder where you will like to save the document, Enter the file name which you want to give to your document and Select the **Save As** option, by default it is the **.docx** format.

Step 3 – Finally, click on the **Save** button and your document will be saved with the entered name in the selected folder.

Closing a document

Closing a document removes it from your computer screen and if you had other documents open, Word displays the last document you used otherwise, you see a blank Word window.

Step 1 – Click the **File tab** and select the **Close** option

Step 2 – When you select the **Close** option and if the document is not saved before closing, it will display the following Warning box asking whether the document should be saved or not.

Step 3 – To save the changes, click **Save**, otherwise click **Don't Save**. To go back to the document, click **Cancel**.

Text Formatting

- **Change the font type and size**

Step 1 – Select the portion of text the font of which needs to be changed and click the **Home tab**. Now click the **Font Type** button to list down all the fonts available

Step 2 – Try to move the mouse pointer over the listed fonts. select a desired font by clicking over the font name in the list.

Step 3 – Similar way, to change the **font size**, click over the Font Size button which will display a font size list. You will use the same procedure to select a desired font size that you have used while selecting a font type.

Step 4 – You can use a quick way to reduce or enlarge the font size. the **Shrink Font** button can be used to reduce the font size whereas the **Grow Font** button can be used to enlarge the font size.

- **Clear formatting option**

All of the setting can be reset to plain text, or the default formatting. To reset text to default settings –

Step 1 – Select the portion of text that you want to reset.

Step 2 – Click the **Clear Formatting** button in the **Home tab** Font group.

- **Text Decoration**

When we use the term **decorate**, it means decorate by putting the text in italics, underlining the text or making it bold to look more fancy and much more

Bold

Step 1 – Select the portion of text that the font of which needs to be made bold.

Step 2 – Click the **Font Bold [B]** button in the **Home tab** Font group, or simply use **Ctrl + B** keys to make the selected portion of text bold.

Italics

Step 1 – Select the portion of text the font of which needs to be italicized.

Step 2 – Click the **Font Italic [I]** button in the **Home tab** Font group, or simply use the **Ctrl + I** keys to convert the portion of text in italic font.

Underline



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Step 1 – Select the portion of text which needs to be underlined.

Step 2 – Click **Font Underline [U]** button in the **Home tab** Font group, or simply use the **Ctrl + U** keys to put an underline under the text.

Strikethrough

Step 1 – Select the portion of text that you want to change to a bold font.

Step 2 – Click **Font Strikethrough [~~abc]~~** button in the **Home tab** Font group to put a line in the middle of the text which is called strikethrough the text.

- **Changing text case**

You can also capitalize a character you are typing by pressing and holding the **SHIFT** key while you type. You can also press the **CAPS LOCK** to have every letter that you type capitalized, and then press the CAPS LOCK again to turn off capitalization.

Sentence case

A sentence case is the case where the first character of every sentence is capitalized

Step 1 – Select the portion of text that that needs to be put in sentence case

Step 2 – Click the **Change Case** button and then select the **Sentence Case** option to capitalize the first character of every selected sentence.

Change text to lowercase

Changing text to lowercase is where every word of a sentence is in lowercase.

Step 1 – Select the portion of text that needs to be put in lowercase

Step 2 – Click the **Change Case** button and then select **Lowercase** option to display all the selected words in lowercase.

Change text to uppercase

This is where every word of a sentence is in uppercase.

Step 1 – Select the portion of text that you want to change to a bold font.

Step 2 – Click the **Change Case** button and then select **UPPERCASE** option to display all selected words in all caps.

Capitalize text

A capitalize case is the case where every first character of every selected word is in capital.

Step 1 – Select the portion of text that needs to be capitalized

Step 2 – Click the **Change Case** button and then select the **Capitalize Each Word** option to put a leading cap on each selected word

Toggle the text

The Toggle operation will change the case of every character in reverse way. A capital character will become a character in lower case and a character in lower case will become a character in upper case.

Step 1 – Select the portion of text that you want to change to a toggle mode

Step 2 – Click the **Change Case** button and then select the **tOGGLE cASE** option to change all the words in lowercase into words in uppercase; the words in uppercase words change to words in lowercase.

- **Text color**

Font color

Step 1 – Select the portion of text the font color of which needs to be changed.

Step 2 – Click the **Font Color** button triangle to display a list of colors. Try to move your mouse pointer over different colors and you will see the text color will change automatically. You can select any of the colors available by simply clicking over it.

Highlight text with colors

You can highlight a selected portion of text using any color and it will look like it was marked with a highlighter pen. Usually we highlight a text using yellow color.

Step 1 – Select the portion of text that needs to be highlighted with color.

Step 2 – Click the **Text Highlight Color** button triangle to display a list of colors.

Try to move your mouse pointer over different colors and you will see the text color changes automatically. You can select any of the colors available by simply clicking over it.

- **Text effect**



Microsoft word provides a list of text effect which add to the beauty of your document, especially to the cover page or the headings of the document.

Step 1 – Select the portion of text that you want to change

Step 2 – Click the **Text Effect** button to display a list of effects including shadow, outline, glow, reflection etc. You can select any of the text effect available by simply clicking over it.

Paragraphs

- **Paragraph alignment**

There are four types of paragraph alignment available in Microsoft Word — left-aligned, center-aligned, rightaligned, and justified.

1. Left aligned

Step 1 – Click anywhere on the paragraph you want to align and click the **Align Text Left** button available on the **Home tab** or simply press the **Ctrl + L** keys.

2. Right aligned

Step 1 – Click anywhere on the paragraph you want to align and click the **Align Text Right** button available on the **Home tab** or simply press the **Ctrl + R** keys.

3. Center aligned

Step 1 – Click anywhere on the paragraph you want to align and click the **Center** button available on the **Home tab** or simply press the **Ctrl + E** keys.

4. Justified

A paragraph's text is justified when it is aligned evenly along both the left and the right margins

Step 1 – Click anywhere on the paragraph you want to align and click the **Justify** button available on the **Home tab** or simply press the **Ctrl + J** keys.

- **Indent paragraph**

As you know the margin settings determine the blank space that appears on each side of a paragraph. You can indent paragraphs in your document from the left margin, the right margin, or both the margins.

1. Left indentation

Left indentation means to move the left edge of the paragraph inward towards the center of the paragraph.

Step 1 – Click anywhere on the paragraph you want to indent left and click the **Increase Indent** button available on the **Home tab** or simply press the **Ctrl + M** keys. You can click multiple times to create deeper indentation.

Step 2 – You can remove left indentation by clicking the **Decrease Indent** button available on **Home tab** or simply press **Ctrl + Shift+ M** keys. You can click multiple times to remove deeper indentation.

2. Right indentation

Right indentation means to move the right edge of the paragraph inward towards the center of the paragraph.

Step 1 – Click anywhere on the paragraph you want to indent and then click on the Increase Right Indent spinner available on the Page Layout tab.

Step 2 – You can remove right indentation by clicking the **Decrease Right Indent** spinner in the opposite direction.

3. First line indentation

You can move the left side of the first line of a paragraph inward toward the center.

Step 1 – Click anywhere on the paragraph you want to indent right and click the **Paragraph Dialog Box** launcher available on the **Home tab**

Step 2 – Click the **Before Text** spinner to set left indentation and select the **First Line Option** to move the left side of the first line of a paragraph inward toward the center. You can control the movement by setting the **Indentation Unit**.

4. Hanging indentation

You can move the left side of the first line of a paragraph leftward, away from the center which is called the **hanging indentation**.

Step 1 – Click anywhere on the paragraph you want to indent right and click the **Paragraph Dialog Box** launcher available on the **Home tab**

Step 2 – Click the **Before Text** spinner to set left indentation and select **Hanging Option** to move the left side of the first line of a paragraph leftward, away from the center. You can control the movement by setting the **Indentation Unit**.

- **Create bullets**

Microsoft word provides bullets and numbers to put a list of items in a nice order.

Create a list

Microsoft word provides bullets and numbers to put a list of items in a nice order.

Step 1 – Select a list of text to which you want to assign bullets or numbers

Step 2 – Click the **Bullet Button** triangle to display a list of bullets you want to assign to the list. You can select any of the bullet style available by simply clicking over it.

Step 3 – If you are willing to create a list with numbers, then click the **Numbering Button** triangle instead of the bullet button to display a list of numbers you want to assign to the list. You can select any of the numbering style available by simply clicking over it.

- **Line spacing**

A line spacing is the distance between two lines in a Microsoft Word document. You can increase or decrease this distance as per your requirement by following a few simple steps.

Spacing between Lines

Step 1 – Select the paragraph or paragraphs for which you want to define spacing.

Step 2 – Click the **Line and Paragraph Spacing Button** triangle to display a list of options to adjust space between the lines. You can select any of the option available by simply clicking over it.

Spacing between lines

Step 1 – Select the paragraph or paragraphs for which you want to define spacing and click the **Paragraph Dialog Box** launcher available on the **Home tab**.

Step 2 – Click the **Before** spinner to increase or decrease the space before the selected paragraph. Similar way, click the **After** spinner to increase or decrease the space after the selected paragraph. Finally, click the **OK** button to apply the changes.

- **Borders and shades**

Microsoft Word allows you to place a border on any or all of the four sides of selected text, paragraphs, and pages. You can also add different shades to the space occupied by the selected text, paragraphs, and pages.

Add borders to text

Step 1 – Select the portion of text or paragraph to which you want to add border.

Step 2 – Click the **Border Button** to display a list of options to put a border around the selected text or paragraph. You can select any of the option available by simply clicking over it.

Step 3 – Try to add different borders like left, right top or bottom by selecting different options from the border options.

Step 4 – To delete the existing border, simply select the **No Border** option from the border options.

- **Add borders to page**

Step 1 – Click the **Border Button** to display a list of options to put a border. Select the **Border and Shading** option available at the bottom of the list of options. This will display a **Border and Shading** dialog box. This dialog box can be used to set borders and shading around a selected text or page borders.

Step 2 – Click the **Page Border** tab which will display a list of border settings, styles and options whether this border should be applied to the whole document or just one page or the first page.

Step 3 – You can use the **Preview** section to disable or enable left, right, top or bottom borders of the page. Follow the instruction given in the preview section itself.

Step 4 – You can customize your border by setting its color, width by using different art available under the style section.

- **Add shades to text**

Step 1 – Click the **Border Button** to display a list of options to put a border. Select the **Border and Shading** option available at the bottom of the list of options. This will display a **Border and Shading** dialog box. This dialog box can be used to set borders and shading around a selected portion of text or page borders.

Step 2 – Click the **Shading** tab; this tab will display the options to select **fill, color** and **style** and whether this border should be applied to a paragraph or a portion of text.

Step 3 – You can use the **Preview** section to have an idea about the expected result. Once you are done, click the **OK** button to apply the result.

Formatting Pages

- **Page margin**

Margins are the space between the edge of the paper and the text. You can adjust the right, left, top, and bottom margins of your document. By default, Word sets all margins left, right, top, and bottom to 1 inch.

In the screenshot given below, I have shown top, left and right margins, if you will type the complete page, word will leave 1-inch bottom margin as well.



The following steps will help you understand how to set margins for an open document.

Step 1 – Open the document the margins of which need to be set

Step 2 – Click the **Page Layout** tab, and click the **Margins** button in the Page Setup group. This will display a list of options to be selected but you have to click the **Custom Margins** option available at the bottom.

You can also select any of the predefined margins from the list, but using custom margins option you will have more control on all the settings.

Step 3 – You will have to display a **Page Dialog Box** where you can set top, left, right and bottom margins under the **Margins** Tab. Select the **Apply to:** option to apply the margin on selected text or complete document.

- **Header and footer**

Headers and footers are parts of a document that contain special information such as page numbers and the total number of pages, the document title, company logo, any photo, etc. The header appears at the top of every page, and the footer appears at the bottom of every page.

Step 1 – Click the **Insert** tab, and click either the **Header** button or the **Footer** button that which needs to be added first. Assume you are going to add Header;

when you click the **Header button** it will display a list of built-in Headers from where you can choose any of the headers by simply clicking on it.

Step 2 – Once you select any of the headers, it will be applied to the document in editable mode and the text in your document will appear dimmed, **Header and Footer buttons** appear on the Ribbon and a **Close Header and Footer** button will also appear at the top-right corner.

Step 3 – Finally, you can type your information whatever you want to have in your document header and once you are done, click **Close Header and Footer** to come out of the header insertion mode.

- **Page number**

Microsoft Word automatically assigns page numbers on the pages of your document. Typically, page numbers are printed either in header or footer but you have the option that can display the page number in the left or right margins at the top or the bottom of a page.

Step 1 – Click the **Insert tab**, and click the **Page Number** button available in the header and footer section. This will display a list of options to display the page number at the top, bottom, current position etc.

Step 2 – When you move your mouse pointer over the available options, it displays further styles of page numbers to be displayed

Step 3 – Finally, select any one of the page number styles.

- **Page breaks**

Microsoft Word automatically starts a new page when the current page fills with text but you can insert a page break to force Word to start text on a new page. You can insert a page break using either the mouse or the keyboard.

The following steps will help you insert page breaks in a Word document.

Step 1 – Bring your insertion point immediately before the text that has to appear on a new page.

Step 2 – Click the **Insert tab**, and click the **Page Break** button available in the Pages group.

Word inserts a page break and moves all text after the page break onto a new page. You can also use the **Ctrl + Enter** keys to create a page break at the pointed location.

- **Insert blank page**

A blank page is a page which does not have any text or any other content over it.

Following are the simple steps to insert blank page in a word document.



Step 1 – Bring your insertion point immediately before the text where you want to insert a blank page.

Step 2 – Click the **Insert tab**, and click the **Blank Page** button available in the Pages group.

- **Cover pages**

Almost all the good documents and books have an attractive first page that includes the document title, its subject, author and publisher name etc. This first page is is the **Cover Page**

Following are the simple steps to add a cover page in a Word document.

Step 1 – Click the **Insert tab**, and click the **Cover Page** button available in the Pages group. This will display a list of **Built-in Cover Pages** as shown below.

Step 2 – Choose a cover page from the options available in the gallery. The selected cover page will be added as the first page of your document which can later be modified according to the requirements. If you want to place the cover page elsewhere except the first page, right-click the cover page in the gallery and select the location you want from the menu that appears.

- **Page orientation**

Page Orientation is useful when you print your pages. By default, Microsoft Word shows a page in **portrait** orientation and in this case the width of the page is less than the height of the page; the page will be 8.5 inches x 11 inches.

You can change the page orientation from portrait to **landscape** orientation. In such case, the width of the page will be more than the height of the page and page will be 11 inches x 8.5 inches.

The following steps will help you understand how to change the page orientation of a word document.

Step 1 – Open the Word document the orientation of which needs to be changed. By default, orientation will be **Portrait Orientation**

Step 2 – Click the **Page Layout tab**, and click the **Orientation** button available in the Page Setup group. This will display an **Option Menu** having both the options (Portrait & Landscape) to be selected.

Step 3 – Click any of the options you want to set to orientation.

Working with Tables



A table is a structure of vertical columns and horizontal rows with a cell at every intersection. Each cell can contain text or graphics, and you can format the table in any way you want. Usually the top row in the table is kept as a table header and can be used to put some informative instruction.

- Create a table

The following steps will help you understand how to create a table in a Word document.

Step 1 – Click the **Insert tab** followed by the **Table** button. This will display a simple grid as shown below. When you move your mouse over the grid cells, it makes a table in the table that appears in the document. You can make your table having the desired number of rows and columns.

Step 2 – Click the square representing the lower-right corner of your table, which will create an actual table in your document and Word goes in the table design mode. The table design mode has many options to work

Step 3 – This is an optional step that can be worked out if you want to have a fancy table. Click the **Table Styles button** to display a gallery of table styles. When you move your mouse over any of the styles, it shows real time preview of your actual table.

Step 4 – To select any of the styles, just click the built-in table style and you will see that the selected style has been applied on your table.

- Rows and columns

Following are the simple steps to **add rows** in a table of a word document.

Step 1 – Click a row where you want to add an additional row and then click the **Layout tab**; it will show the following screen.

Step 2 – Now use the **Row & Column group** of buttons to add any row below or above to the selected row. If you click the **Insert Below** button, it will add a row just below the selected row

If you click the **Insert Above** button, it will add a row just above the selected row.

The following steps will help you **delete rows** from a table of a Word document.

Step 1 – Click a row which you want to delete from the table and then click the **Layout tab**; it will show the following screen.

Step 2 – Click the **Layout tab**, and then click the **Delete Rows** option under the **Delete Table Button** to delete the selected row.

The following steps will help you **add columns** in a table of a Word document.

Step 1 – Click a column where you want to add an additional column and then click the **Layout tab**

Step 2 – Now use the **Row & Column** group of buttons to add any column to the left or right of the selected column. If you click the **Insert Left** button, it will add a column just left to the selected column

If you click the **Insert Right** button, it will add a column just next to the selected column.

Following are the simple steps to **delete columns** from a table of a word document.

Step 1 – Click a column which you want to delete from the table and then click the **Layout tab**;

Step 2 – Click the **Layout tab**, and click the **Delete Column option** under the **Delete Table Button** to delete the selected column.

- Move a table

Step 1 – Bring your mouse pointer over the table which you want to move from one location to another location. As soon as you bring your mouse pointer inside the table, a small **Cross Icon** will appear at the top-left corner of the table

Step 2 – Click over the small **Cross Icon** which will select the whole table. Once the table is selected, use the **Cut** button or simply press the **Ctrl + X** keys to cut the table from its original location.

Step 3 – Bring your insertion point at the location where you want to move the table and use **Paste** button or simply press **Ctrl + V** keys to paste the table at the new location.

- Resize a table

Step 1 – Bring your mouse pointer over the table which you want to resize. As soon as you bring your mouse pointer inside the table, a small **Cross Icon** will appear at the top-left corner and a small **Resize Icon** will appear at the bottom-right corner of the table

Step 2 – Bring the mouse pointer over the **Resize Icon** till it changes to a diagonal doublesided arrow and this is the time when you need to press the left mouse button and keep holding the button while resizing the table. Drag the table up to make it

shorter or down to make it larger. You can drag the table diagonally to simultaneously change both the width and the height of the table.

- Merging cells

Microsoft Word allows the merging of two or more cells to create one large cell. You will frequently need to merge columns of the top row to create the title of the table. You can merge cells either row-wise or column-wise, rather you cannot merge cells diagonally.

Step 1 – Bring your mouse pointer position inside the first cell that you want to merge. Now press the **Shift** key and click the cells around the cell which you want to merge into the first cell. This will highlight the cells which you click and they will be ready to be merged.

Step 2 – Now click the **Layout tab** and then click the **Merge Cells** button which will merge all the selected cells.

- Split a table

Microsoft Word allows splitting a table into multiple tables but a single operation will always divide a table into two tables.

Following are the simple steps to split a table into two tables in a Word document.

Step 1 – Bring your mouse pointer position anywhere in the row that should appear as the first row of the new table.

Step 2 – Now click the **Layout tab** and then click the **Split Table** button which will split the table into two tables and the selected row will become the first row of the lower table.

- Split cells

Microsoft Word allows splitting a cell into multiple cells

Step 1 – Bring your mouse pointer position inside the cell that has to be divided into multiple cells.

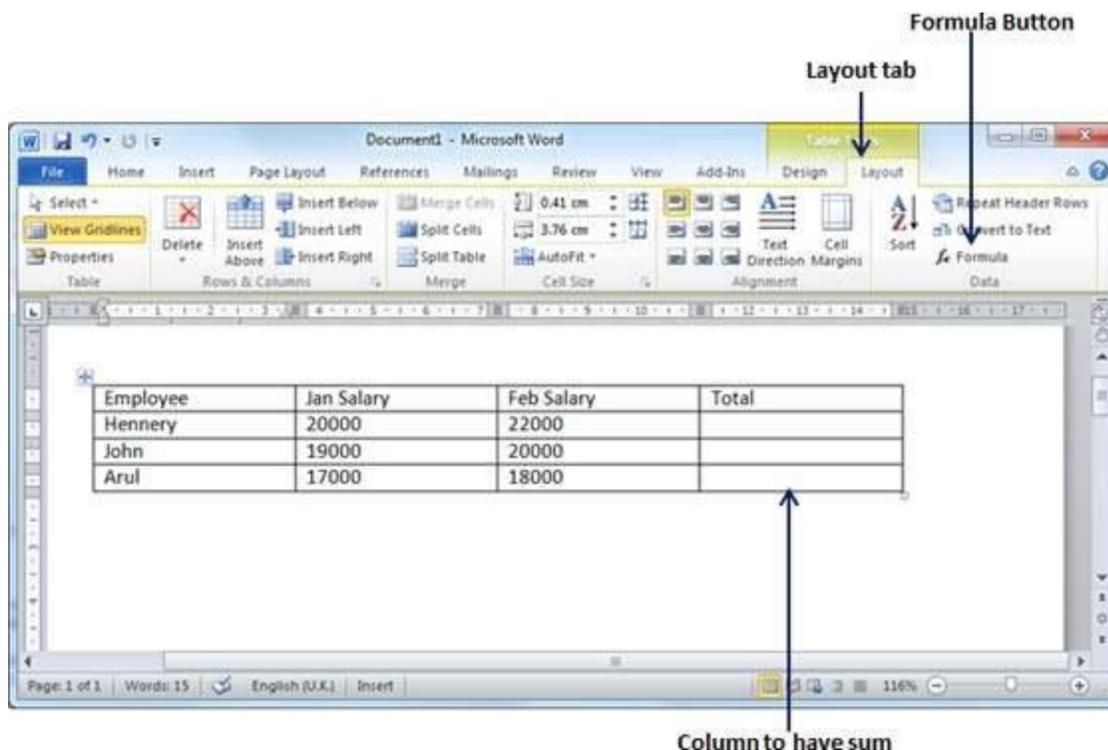
Step 2 – Now click the **Layout tab** and then click the **Split Cells** button; this will display a dialog box asking for the number of rows and columns to be created from the selected cell.

Step 3 – Select the desired number of rows and columns that have to go into the resultant cell and finally click the **OK** button to apply the result.

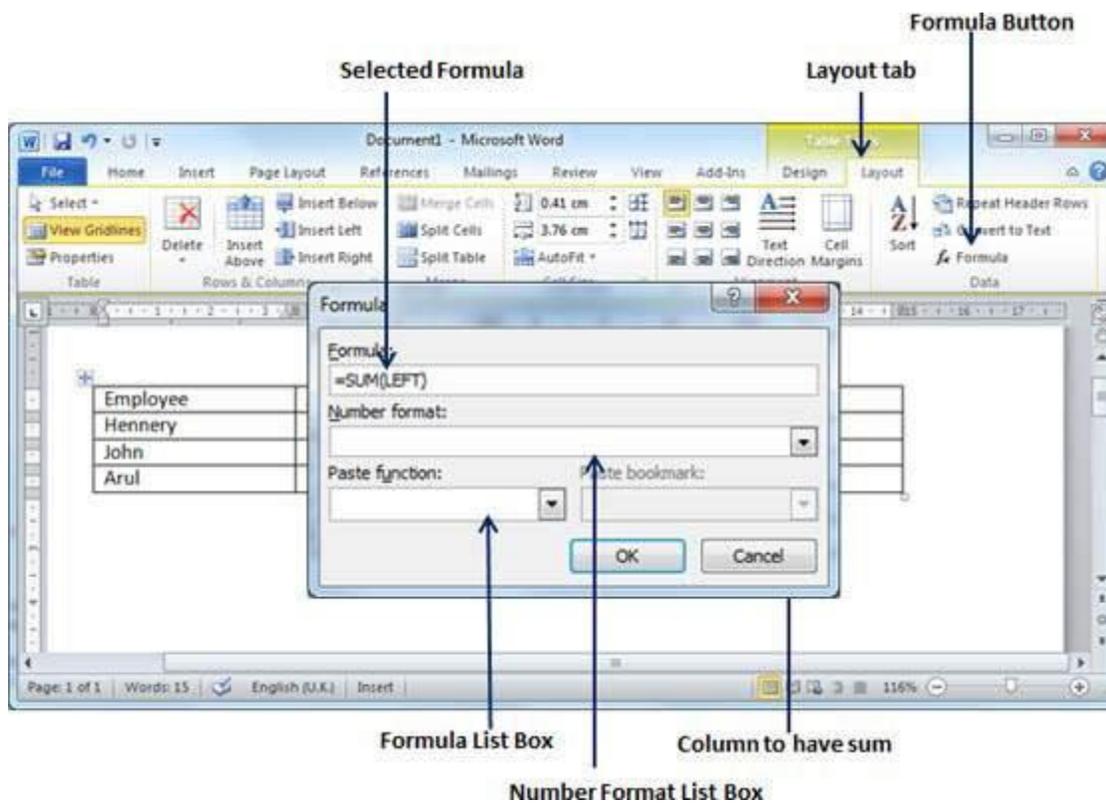
- Add formula

Microsoft Word allows you to use mathematical formula in table cells which can be used to add numbers, to find the average of numbers, or find the largest or the smallest number in table cells you specify. There is a list of formulae, you can choose from the many based on the requirement.

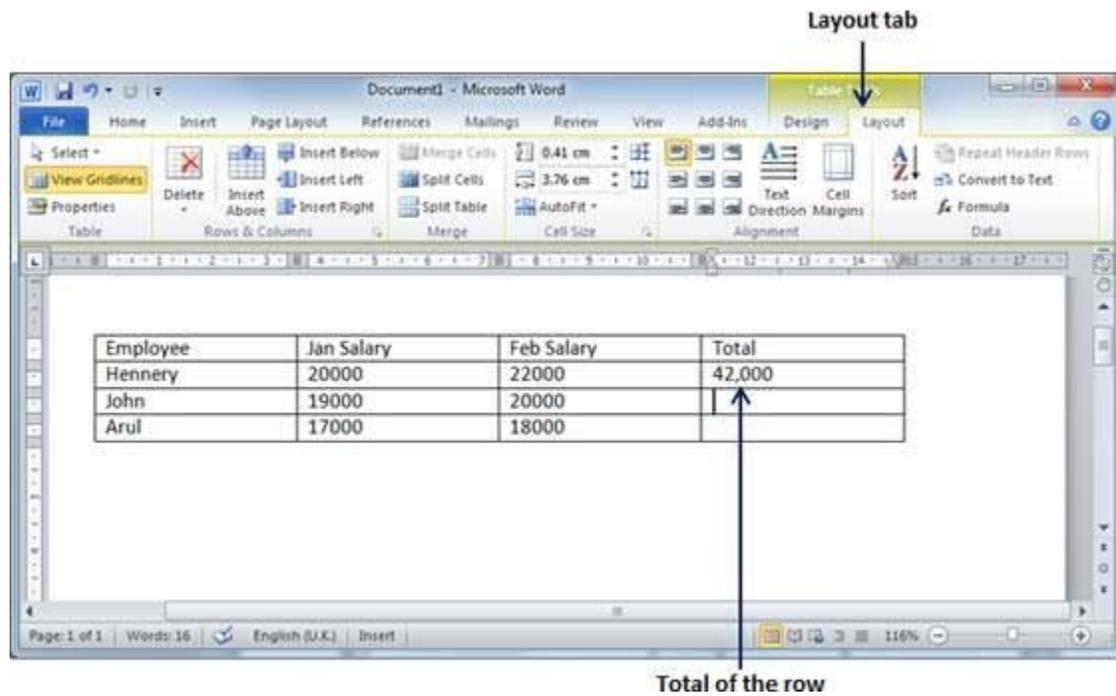
Step 1 – Consider the following table with the total number of rows. Click in a cell that should contain the sum of the rows.



Step 2 – Now click the **Layout tab** and then click the **Formula button**; this will display a **Formula Dialog Box** which will suggest a default formula, which is **=SUM(LEFT)** in our case. You can select a number format using **Number Format List Box** to display the result or you can change the formula using the **Formula List Box**.



Step 3 – Now click **OK** to apply the formula and you will see that the left cells have been added and the sum has been put in the total cell where we wanted to have it. You can repeat the procedure to have the sum of other two rows as well.



The Formula dialog box provides the following important functions to be used as formula in a cell.

S.No	Formula & Description
1	AVERAGE() The average of a list of cells
2	COUNT() The number of items in a list of cells
3	MAX() The largest value in a list of cells
4	MIN() The smallest value in a list of cells

5	PRODUCT() The multiplication of a list of cells
6	SUM() The sum of a list of cells

- Borders and shades

Microsoft Word allows you to place a border on any or all of the four sides of a table very similar to text, paragraphs, and pages. You can also add shades to table rows and columns.

Step 1 – Select the table to which you want to add border. To select a table, click over the table anywhere which will make the **Cross** icon visible at the top-left corner of the table. Click this cross icon to select the table.

Step 2 – Click the **Border** button to display a list of options to put a border around the selected table. You can select any of the option available by simply clicking over it.

Step 4 – You can apply border to any of the selected row or column. You can try it yourself.

Step 5 – To delete the existing border, simply select the **No Border** option from the border options.

You can add borders of your choice to word table by following the simple steps given below.

Step 1 – Click the **Border** button to display a list of options to put a border. Select the **Border and Shading** option available at the bottom of the list of options

This will display a **Border and Shading** dialog box. This dialog box can be used to set borders and shading around a selected table.

Step 2 – Click the **Border** tab; this will display a list of border settings, styles and options whether this border should be applied to the table or text or paragraph.

Step 3 – You can use the **Preview** section to disable or enable left, right, top or bottom borders of the selected table or row or column. Follow the given instructions in the preview section itself to design the border you like.

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Step 4 – You can customize your border by setting its color, width by using different width thickness available under the style section.

The following steps will help you **add shades** on a selected table or its rows or columns.

Step 1 – Select a row or column where you want to apply a shade of your choice.

Step 2 – Click the **Border** button to display a list of options to put a border. Select the **Border and Shading** option available at the bottom of the list of options. This will display a **Border and Shading** dialog box. This dialog box can be used to set borders and shading around selected row(s) or column(s).

Step 2 – Click the **Shading** tab which will display options to select **fill, color** and **style** and whether this border should be applied to cell or table or selected portion of text.

Step 3 – You can use the **Preview** section to have an idea about the expected result. Once you are done, click the **OK** button to apply the result.

Graphics in WORD

- Adding a picture

It is assumed that you already have a picture available on your machine before you add this picture in your Word document.

Step 1 – Click on your document where you want to add a picture.

Step 2 – Click the **Insert** tab and then click the **Picture** option available in illustrations group, which will display the **Insert Picture** dialog box.

Step 3 – You can select a required picture using the **Insert Picture** dialog box. When you will click the **Insert** button, selected picture will be inserted in your document. You can play with your inserted picture in different ways, like you can apply quick styles to your picture, you can resize it, or you can change its color too. To try it, just -lick your inserted image and Word will give you numerous options available under the **Format** tab to format your inserted graphics.

- Adding a wordart

WordArt provides a way to add fancy words in your Word document. You can document your text in a variety of ways. The following steps will help you add WordArt in your document.

Step 1 – Click in your document where you want to add WordArt.



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Step 2 – Click the **Insert tab** and then click the **WordArt** option available in the Text group; this will display a gallery of WordArt.

Step 3 – You can select any of the WordArt style from the displayed gallery by clicking on it. Now you can modify the inserted text as per your requirement and you can make it further beautiful by using different options available. To try it, just double-click your inserted WordArt and Word will give you numerous options available from the **Format** tab to format your image. Most frequently used options are **Shape Styles** and **WordArt Styles**.

Auto correction in WORD

The AutoCorrect feature automatically corrects common typographical errors when you make them.

The following steps will help to enable the AutoCorrect feature in Microsoft Word.

Step 1 – Click the **File tab**, click **Options**, and then click the **Proofing** option available in the left most column, it will display the **Word Options** dialog box.

Step 2 – Click the **AutoCorrect Options** button which will display the **AutoCorrect** dialog box and then click the **AutoCorrect** tab. Now you have to make sure all the options are enabled, especially the **Replace Text as you type** option. It is also recommended to be careful when you turn off an option.

Step 4 – Click **OK** to close the **AutoCorrect** Options dialog box and again click **OK** to close the **Word Options** dialog box.

Auto formatting in WORD

The AutoFormat feature automatically formats a document as you type it by applying the associated styles to text

The following steps will help you set the AutoFormat feature in your Microsoft Word.

Step 1 – Click the **File tab**, click **Options**, and then click the **Proofing** option available in the left most column, it will display the **Word Options** dialog box.

Step 2 – Click the **AutoCorrect Options** button; this will display the **AutoCorrect** dialog box and then click the **AutoFormat As You Type** tab to determine what items Word will automatically format for you as you type.

Step 4 – Finally click **OK** to close the **AutoCorrect Options** dialog box and again click **OK** to close the **Word Options** dialog box.

Preview documents in WORD



When you are ready for printing your Word document, it is always recommended to preview the document before you send the document for final printing. During preview of the document you might discover that the set margin is not appropriate or many items may not look good after printing so better to fix them after having a preview of the document. You can also have the option to specify which pages to print, select a printer, specify the paper size on which you want to print, and set the other printing options.

Step 1 – Open the document the preview of which you want to see.

Step 2 – Click the **File** tab followed by the **Print** option; this will display a preview of the document in the right column. You can scroll up or scroll down your document to walk through the document using the given **Scrollbar**.

Step 3 – Once you are done with your preview, you can click the **Home tab** to go to the actual content of the document.

Printing documents in WORD

Step 1 – Open the document for which you want to see the preview. Next click the **File** tab followed by the **Print** option which will display a preview of the document in the right column. You can scroll up or scroll down your document to walk through the document using given **Scrollbar**. The middle column gives various options to be set before you send your document to the printer.

Step 2 – You can set various other printing options available. Select from among the following options, depending on your preferences.

S.No	Option and Description
1	<p>Copies</p> <p>Set the number of copies to be printed; by default, you will have one copy of the document.</p>
2	<p>Print Custom Range</p> <p>This option will be used to print a particular page of the document. Type the number in Pages option, if you want to print all the pages from 7 till 10 then you would have to specify this option as 7-10 and Word will print only 7th, 8th, 9th and 10th pages.</p>

3	Print One Sided By default, you print one side of the page. There is one more option where you will turn up your page manually in case you want to print your page on both sides of the page.
4	Collated By default, multiple copies will print Collated ; if you are printing multiple copies and you want the copies uncollated, select the Uncollated option.
5	Orientation By default, page orientation is set to Portrait ; if you are printing your document in landscape mode then select the Landscape mode.
6	A4 By default, the page size is A4, but you can select other page sizes available in the dropdown list.
7	Custom Margin Click the Custom Margins dropdown list to choose the document margins you want to use. For instance, if you want to print fewer pages, you can create narrower margins; to print with more white space, create wider margins.
8	1 Page Per Sheet By default, the number of pages per sheet is 1 but you can print multiple pages on a single sheet. Select any option you like from the given dropdown list by clicking over the 1 Page Per Sheet option.

Step 3 – Once you are done with your setting, click on the **Print** button which will send your document to the printer for final printing.

[Email documents using WORD](#)



Microsoft Word can be used to send a Word document in an email as an attachment directly at the given email address without opening your email program. This chapter will teach you simple ways of sending email in a variety of formats, including a Word document file (DOC) attachment or a PDF, among others.

Step 1 – Open the document you want to send using e-mail as an attachment.

Step 2 – Click the **File tab** and then click the **Save & Send** option from the left most column; this will display a number of options to **Save & Send**, you will have to select the **Send using Email** option available in the middle column.

Step 3 – The third column will have various options to send email which allows you to send your document as an attachment in DOC format or you can send your Word document in a PDF format. Click a method to send the document.

Set watermark in WORD

A watermark is a picture that shows up faintly behind the text on a Word document page. When you draft a document, you can watermark the document with *Draft Copy* stamp, or you can watermark a duplicate document with the *Duplicate* stamp.

The following steps will help you set standard watermark in word document. A standard watermark is the one which is already defined by words and cannot modify their font or color etc.

Step 1 – Open a word document in which you want to add a watermark.

Step 2 – Click the **Page Layout tab** and then click the **Watermark** button to display a list of standard watermark options.

Step 3 – You can select any of the available standard watermarks by simply clicking over it. This will be applied to all the pages of the word. Assume we select the **Confidential** watermark.

The following steps will help you set custom watermark in word document. A custom watermark is the one which can be modified text and its font, color and size etc.

Step 1 – Open a Word document in which you want to add a watermark.

Step 2 – Click the **Page Layout tab** and then click the **Watermark** button to display a list of standard watermark options. At the bottom, you will find the **Custom Watermark** option.

Step 3 – Click over the **Custom Watermark** option; this will display the **Printed Watermark** dialog box.

Step 4 – Now you can set a picture as watermark or you can set predefined text as watermark; you can also type your text in the **Text** box available at **Printed Watermark** dialog box. We will set text watermark as **DUPLICATE** and also set its font color and font size. Once all the parameters are set, click the **OK** button to set the parameters.

The following steps will help you remove an existing watermark from a Word document.

Step 1 – Open a Word document the watermark of which needs to be deleted.

Step 2 – Click the **Page Layout tab** followed by the **Watermark** button to display a list of standard watermark options. At the bottom, you will find the **Remove Watermark** option.

Step 3 – Click **Remove Watermark** option; this will delete the existing watermark from the document.