



MS - WORD

INTRODUCTION TO MS-WORD

Ms-Word is a part of the package called ms office. word processor is a software package that enables you to create, edit, print and save documents for future retrieval and reference. creating a document involves typing by using a keyboard and saving it. editing a document involves correcting the spelling mistakes, if any, deleting or moving words sentences or paragraphs.

Features of word processing:

Following are the main features of a word processor :

1. Text is typing into the computer, which allows alterations to be made easily.

2. Words and sentences can be inserted, amended or deleted.

3. Paragraphs or text can be copied /moved throughout the document.

4. Margins and page length can be adjusted as desired.

5. Spelling can be checked and modified through the spell check facility.

6. Multiple document/files can be merged.

7. Multiple copies of letters can be generated with different addresses through the mail-merge facility.

FEATURES OF MS-WORD:

Some of the important features of ms-word are listed below:

1. Using word you can create the document and edit them later, as and when required, by adding more text, modifying the existing text, deleting/moving some part of it.
2. Changing the size of the margins can reformat complete document or part of text.
3. Font size and type of fonts can also be changed. page numbers and header and footer can be included.
4. Spelling can be checked and correction can be made automatically in the entire document. word count and other statistics can be generated.
5. Text can be formatted in columnar style as we see in the newspaper. text boxes can be made.

6. Tables can be made and included in the text.

7. Word also allows the user to mix the graphical pictures with the text. graphical pictures can either be created in word itself or can be imported from outside like from clip art gallery.

8. Word also provides the mail-merge facility.

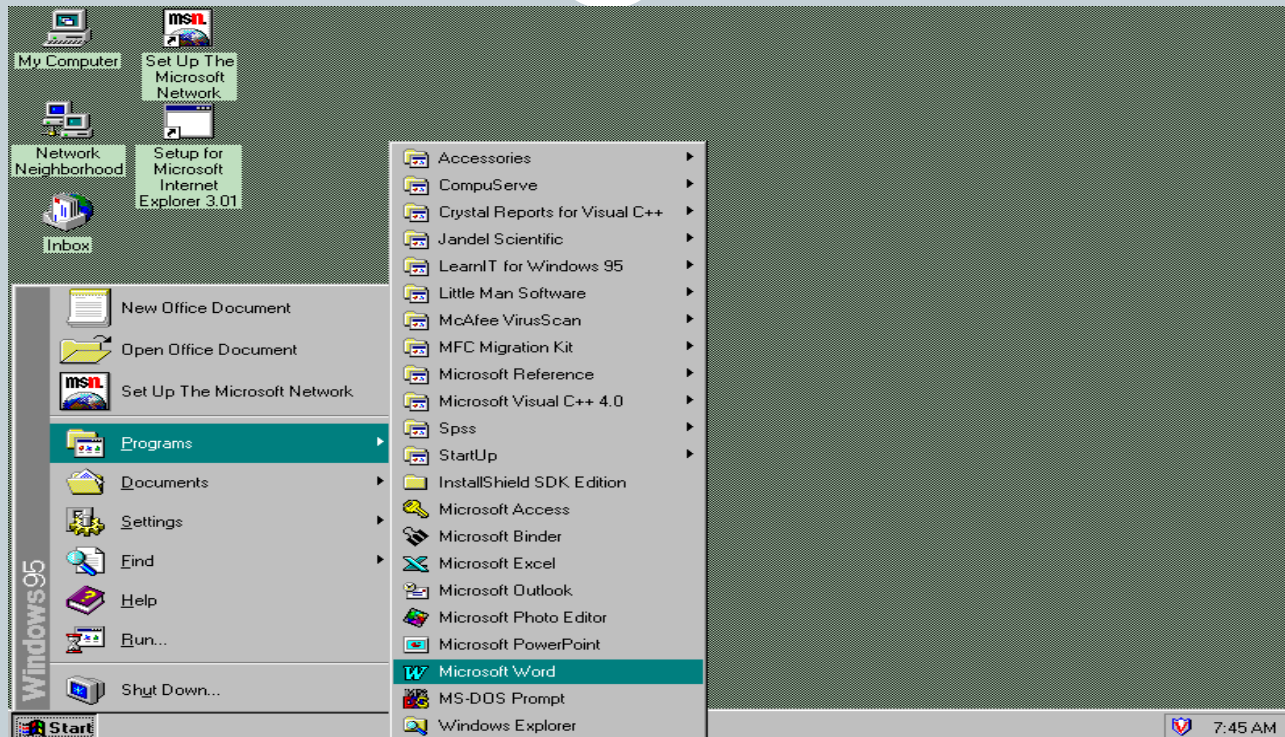
word also has the facility of macros. macros can be either attached to some function/special keys or to a tool bar or to a menu.

9. It also provides online help of any option.

GETTING STARTED WITH MS-WORD:

We can go inside ms-word by the following way :

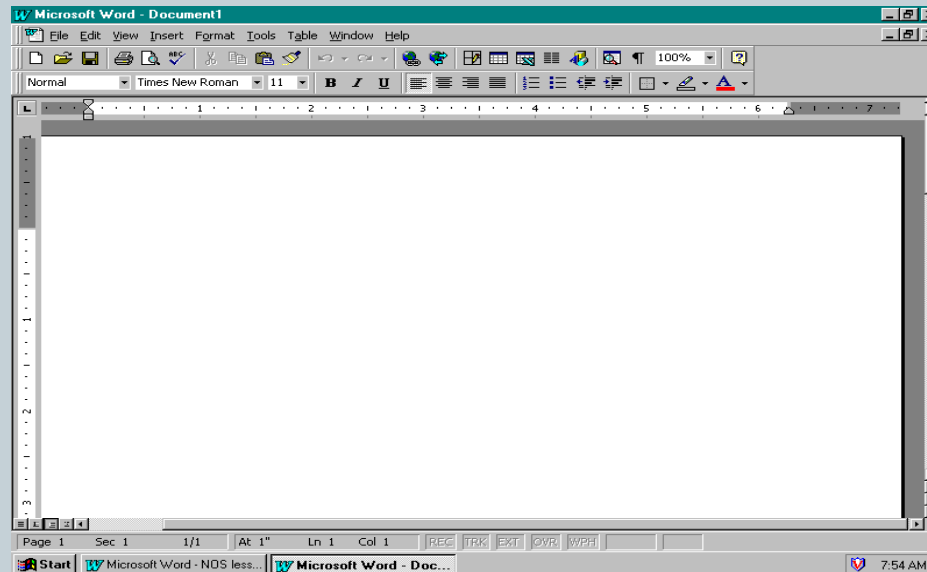
1. Take the mouse pointer to start button on the task bar. click the left mouse button. the monitor will show like as follows:



2. Move the pointer to programs. you will notice another menu coming up to the right.


3. In that menu identify where microsoft office is placed. move the cursor horizontally to identify microsoft word is placed .

4. Move into the rectangular area meant for microsoft word. click the left mouse button there. the computer will start ms-word. you will find the screen as follows.



Let us discuss the important components of the screen.

1. **Title bar:** The title bar displays the name of the currently active word document. Like other windows applications, it can be used to alter the size and location of the word window.



2. **Tool bars:** Word has a number of tool bars that help you perform tasks faster and with great ease. Two of the most commonly used tool bars are the formatting tool bar and the standard tool bar. These two toolbars are displayed just below the title bar. At any point of time any tool bar can be made on or off through the tool bar option of the view menu.

3. **Ruler bar:** The ruler bar allows you to format the vertical alignment of text in a document.

4. **Status bar:** The status bar displays information about the currently active document. this includes the page number that you are working, the column and line number of the cursor position and so on.

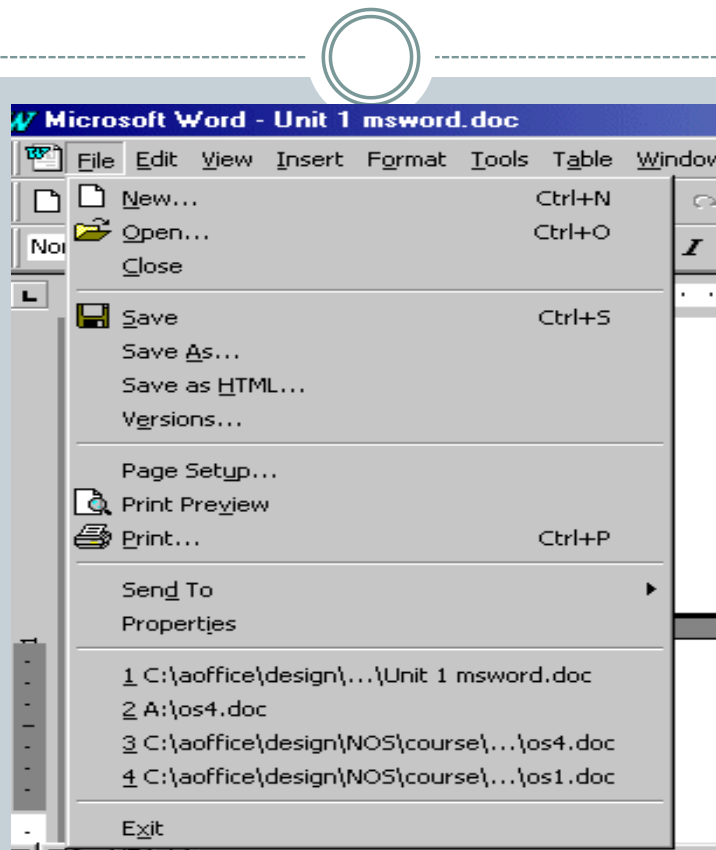
5. **Scroll bar:** The scroll bar helps you scroll the content or body of document. you can do so by moving the elevator button along the scroll bar, or by click in on the buttons with the arrow marked on them to move up and down and left and right of a page.

6. **Workspace:** The workspace is the area in the document window where you enter/type the text of your document.

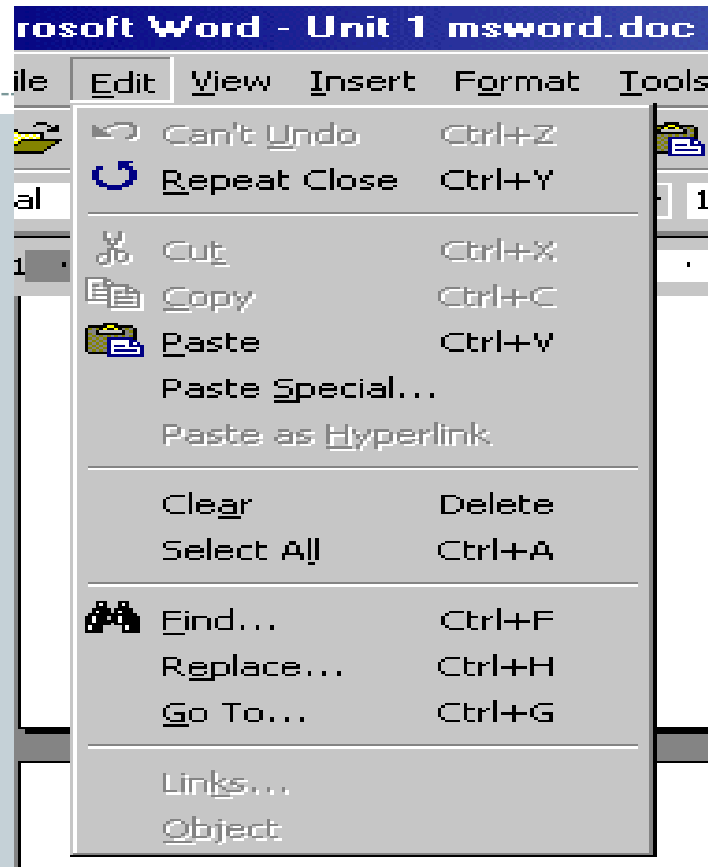
7. **Main menu:** The word main menu is displayed at the top of the screen. The main menu further displays a sub menu. some of the options are highlighted options and some of them appear as faded options. at any time, only highlighted options can be executed, faded options are not applicable. infact if the option is faded you will not be able to choose it. you may note that any option faded under present situation may become highlighted under different situations.

Main menu options: The overall functions of all the items of main menu are explained below.

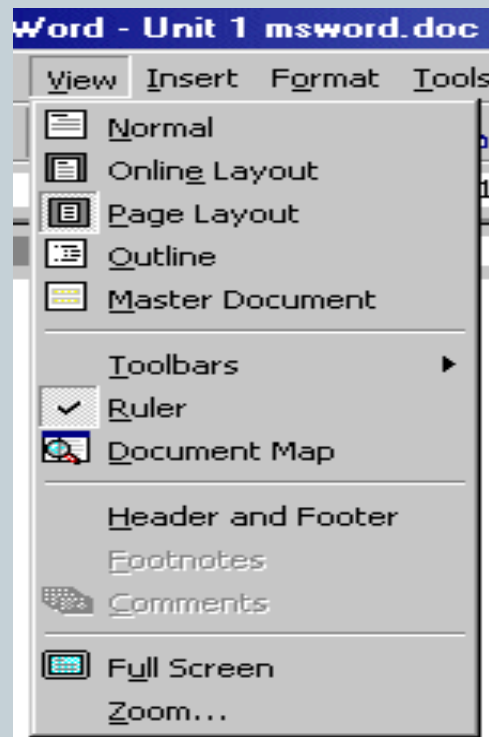
(a) **File:** We can perform file management operations by using these options such as opening, closing, saving, printing, exiting etc. it displays the following sub menu.



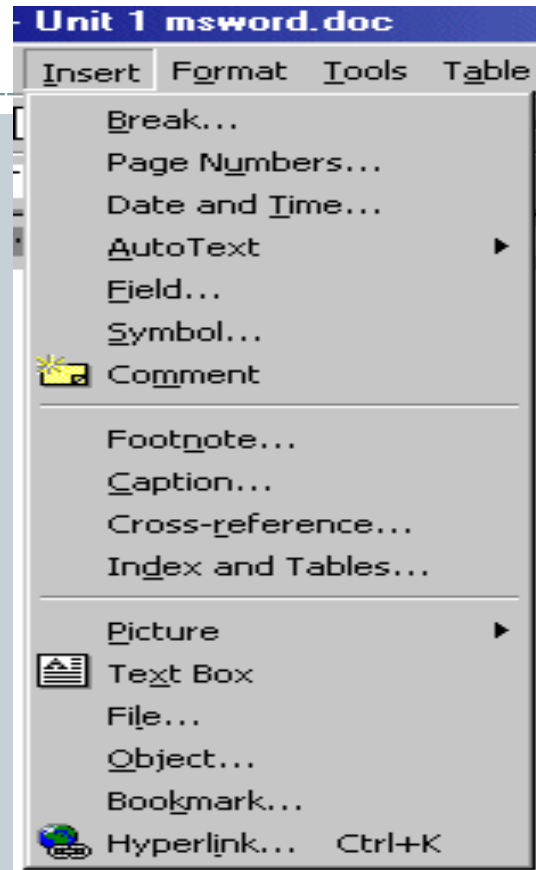
(b) **Edit**: Using this option you can perform editing functions such as cut, copy, paste, find and replace etc. it displays the following sub menu.



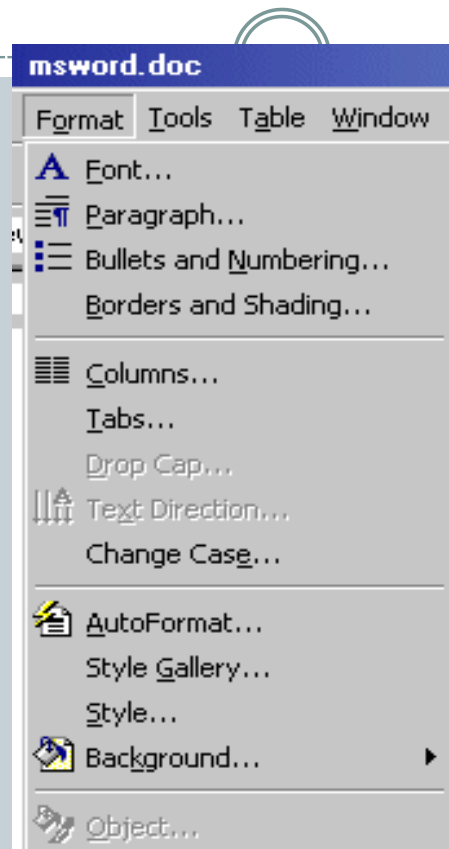
(c) **View:** Word document can be of many pages. the different pages may have different modes. each mode has its limitations. for example in normal mode the graphical picture cannot be displayed. they can only be displayed in page layout mode. using the option "view" you can switch over from one mode to other. It displays the following sub menu.



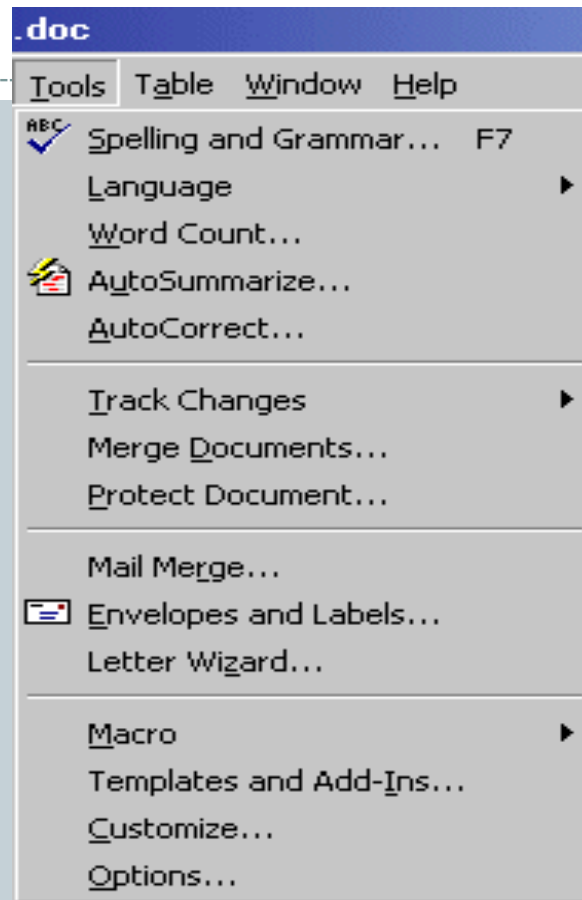
(d) **Insert:** Using this menu, you can insert various objects such as page numbers, footnotes, picture frames etc. in your document. It displays the following sub menu.



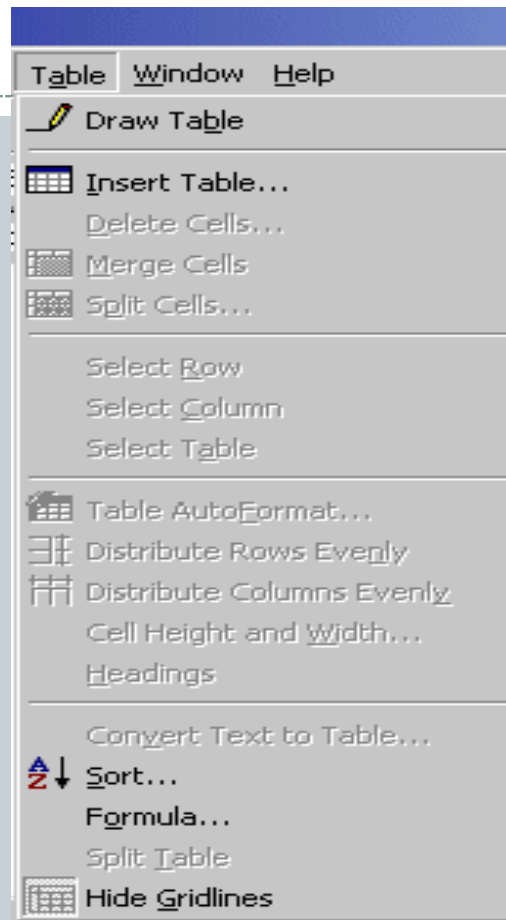
(e) **Format:** Using this menu, you can perform various type of formatting operations, such as fonts can be changed, borders can be framed etc. it displays the following sub menu.



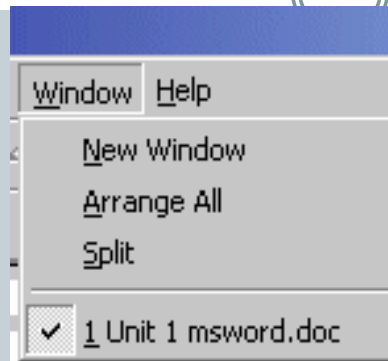
(f) **Tools** : Using this menu, you can have access to various utilities/tools of word, such as spell check, macros, mail merge etc. it displays the following sub menu.



(G) TABLE : This menu deals with tables. using this menu you can perform various types of operations on the table. It displays the following sub menu.



(h) Window: This menu allows you to work with two documents simultaneously. This would require two windows to be opened so that each one can hold one document. using this menu, you can switch over from one window to another. It displays the following sub menu.



(i) Help: Using this menu, you can get on-line help for any function.

