

**NOTES**

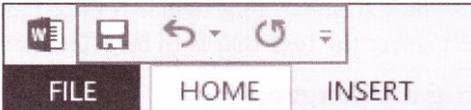
**Introduction**

The Microsoft Word brings new revolution in documentation. Windows platform of Word was released in 1989. Since 1989, many versions of Word has been launched by Microsoft, such as Word 95, Word 97, Word 2000, Word 2002, Word 2003, Word 2007, Word 2010, Word 2013 and word 2016.

Microsoft Word is a popular word processing software that allows the user to create more accurate, concise and correct documents. It's also useful to create brochures, memos, merging letters and newsletters. Microsoft Word enables you to create documents using text formatting, graphic, chart and page formatting tools. Using Microsoft Word, you can add text, tables and graphics more easily.

Word enables various features that allow creating different kinds of documents.

**Important Elements in Word 2013**

<b>Element</b>	<b>Description</b>
<b>Title bar:</b>	Displays the name of the active document and it is present at the top of the window.
<b>Ruler:</b>	Word contains two types of ruler including horizontal and vertical. Ruler provide measurement of ongoing page as well as quick access to margins, tabs and indents. It is present below the toolbar and on the left side of the application window.
<b>Scroll bars:</b>	Allows viewing different areas of the active document. It is positioned along the right side and bottom of the text area.
<b>Status bar:</b>	Displays various types of information about the active document, such as the current page number. It is positioned across the bottom of the application window.
<b>Minimize button</b>	It is the first of three buttons located in the upper-right corner of a window. It reduces the window to an icon on the taskbar.
<b>Maximize/Restore</b>	Allows changing the size of window.
<b>Document close</b>	Allows closing the document window.
<b>Quick Access</b>	The Quick Access toolbar provides one click access to commonly used commands and options. By default, it is located on the left side of the Title bar and displays the Save, Undo and Redo commands. You can change the location of the Quick Access Toolbar as well as customize it to included command that you use frequently. 
<b>Ribbon</b>	The Ribbon is displayed just below the title bar. It consists of a set of tasks specific tabs, each of which has many groups of commands.
<b>Dialog box launcher</b>	The dialog box launcher is present at the bottom right corner of a group, clicking the dialog box launcher gives you access to additional commands via a dialog box.
<b>Document window</b>	A document window is also called document or text area. This is the area where we can type text, insert pictures, graphics, etc. or display the content of the document.
<b>Cursor</b>	A blinking vertical line that indicates where text or object will be inserted.

## Moving and Copying Text

When you copy a text, it generate a duplicate copy of original text while the original text is present at the original position but when you move a text then the text disappears from the original position and appears at the new position. MS-Word allows you to move or copy the text in the same document or in another document.

### For moving the text:

- ❖ Select the text which you want to move.
- ❖ Select **Home tab** → **Clipboard group** → **Cut option or press Ctrl + X key.**
- ❖ Position the insertion point where you want to insert the text and then select **Home tab** → **Clipboard group** → **Paste option or press Ctrl + V key.**

### To copy a text:

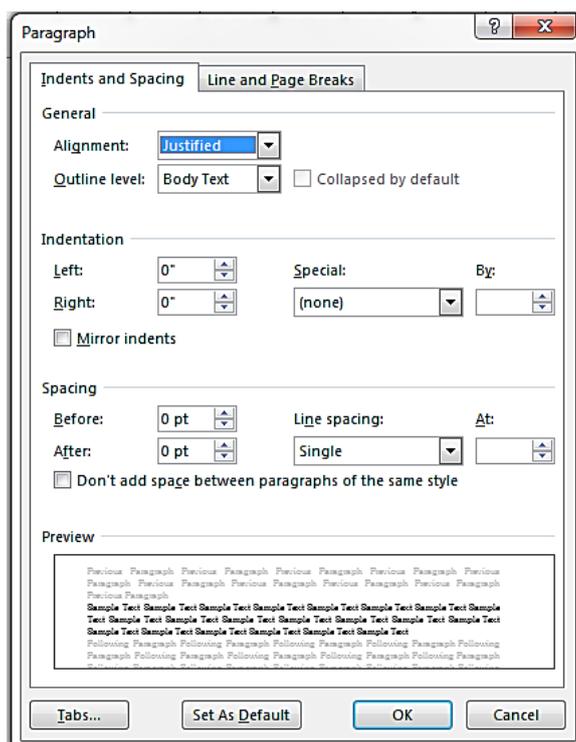
- ❖ Select the text which you want to copy.
- ❖ Select **Home tab** → **Clipboard group** → **Copy option or press Ctrl + C key.**
- ❖ Position the insertion point where you want to insert the text and then select **Home tab** → **Clipboard group** → **Paste option or press Ctrl + V key.**

## Deleting Text

Word enables you to remove a particular text or blocks of text from the document. To delete the text select the text that is to be deleted and press Delete or Backspace key.

## Formatting a Paragraph

MS-Word enables paragraph formatting that includes text alignment, setting margins and line spacing. While applying formatting, it affects the entire paragraph even if a single word is selected or the insertion point is placed in the paragraph.



### To format a paragraph:

- ❖ Select the paragraph/paragraphs to which the formatting has to be applied.
- ❖ Select **Page Layout** → **Paragraph group** → **Paragraph dialog box launcher** to display the **Paragraph** dialog box.
- ❖ In the **General** section, set the alignment of the paragraph from the **Alignment** drop-down list.
- ❖ In the **Indentation** section, set the left, right and special indents from **Left, Right and Special** drop-down list.

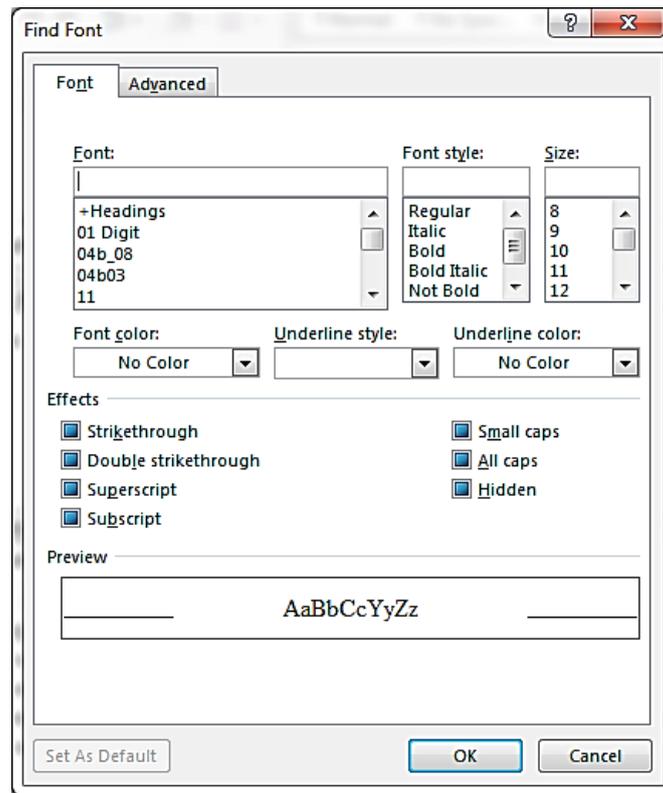
### MS-Word also enables the following alternative methods to align the paragraph:

- ❖ Click  Align Left on Home tab in Paragraph Group for left aligning the text.
- ❖ Click  Align Center on Home tab in Paragraph Group for center aligning the text.
- ❖ Click  Align Right on Home tab in Paragraph Group for right aligning the text.
- ❖ Click  Align Justify on Home tab in Paragraph Group for justifying alignment of the text.
- ❖ Set the spacing before and after the paragraph from the before and after drop-down list. The spacing between each line can be set by selecting a value from the Line Spacing drop-down list.
- ❖ Click **OK** to apply the formatting.

### Apply Font and Font Size

#### How to apply font and font size:

- ❖ Select the text in the document whose font size is to be changed and click **Home tab** → **Font group** → **Font dialog box launcher** to open the Font dialog box, as shown in the given figure.
- ❖ To set the font, select the required font from the Font list.  
To set the font style, select the required font style from the Font style list.
- ❖ To set the font size, select the required) font size from the Size list.
- ❖ To set the font color, select the required font color from the Font color drop-down list.
- ❖ The preview of the text can be seen in the preview section.
- ❖ Click **OK** to close the Font dialog box and apply the selected formatting to the selected text.

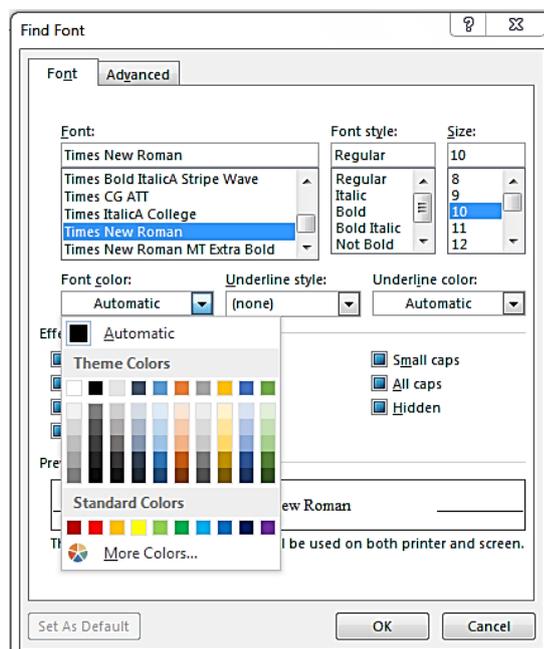


## Apply Font Color in Document

Word enables a color palette that helps to use color in your document.

### How to apply font color:

- ❖ Select the text you want to change.
- ❖ Click **Home tab** → **Font** group to open Font dialog box, as shown in the given figure:
- ❖ Select the required font color from the Font color drop - down list.
- ❖ The font color of the selected text will be changed.



### How to highlight the text with color:

- ❖ Select the text that you want to highlight.
- ❖ Click text highlight button on the **Home** tab and click the **Text Highlight Color** drop down arrow the **Highlight Color** menu will appear.
- ❖ Choose the color you want then the selected text will be highlighted.

### Apply Underline, Bold and Italic

#### To apply the underline for the selected text:

- ❖ Select the text that is to be appear as underline in the document.
- ❖ Select the required underline style from the Underline style drop-down list.

#### To set the underline color:

- ❖ Select the required underline color from the Underline color drop-down list.

#### To apply a particular effect on the text:

- ❖ Select the check box for the particular effect such as shadow from the Effects section.

### MS-Word also enables the following alternative methods that can be used to apply bold, underline and italic:

- ❖ Click **B** Bold to make the selected text bold.
- ❖ Click **U** Underline to underline the selected text
- ❖ Click **I** Italic to make the selected text italic.

### Printing a Document

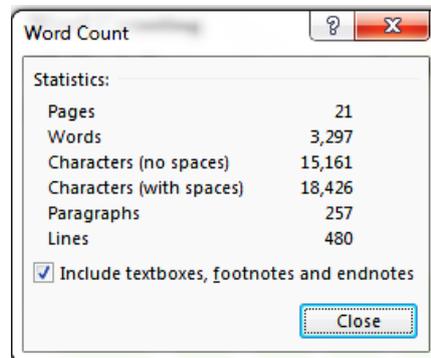
#### To print a document you need to perform the following steps:

- ❖ Click **File** tab and select **print** option to open **Print dialog box**.
- ❖ In the **Copies** option, type the number of copies that is to be printed.
- ❖ Click **OK**.
  - Under **Printer** option, make sure the printer you want is selected.
  - If you want to change the setting of your printer click the setting you want to change and then select a new setting.
- ❖ When you are finished, click **Print**.

**Note:** **Ctrl + P** can also be used to print the entire file.

## Word Counting

MS-Word allows you to count number of pages, words, characters (without spacer characters (with space), paragraphs, and lines in a document.



### How to apply word count:

- ❖ Select **Review tab** → **Word Count** to display the Word Count Dialog box.

The Word Count Dialog box displays all information including number of pages, words, character (without space), character (with space), paragraphs and lines in a document.

## Find and Replace Text

MS Word provides the facility to search or match specific text in the document. You can also replace the searched text with other text. This facility is very useful because it minimizes the time and effort required for searching the text in the document.



### How to open the Find & Replace dialog box:

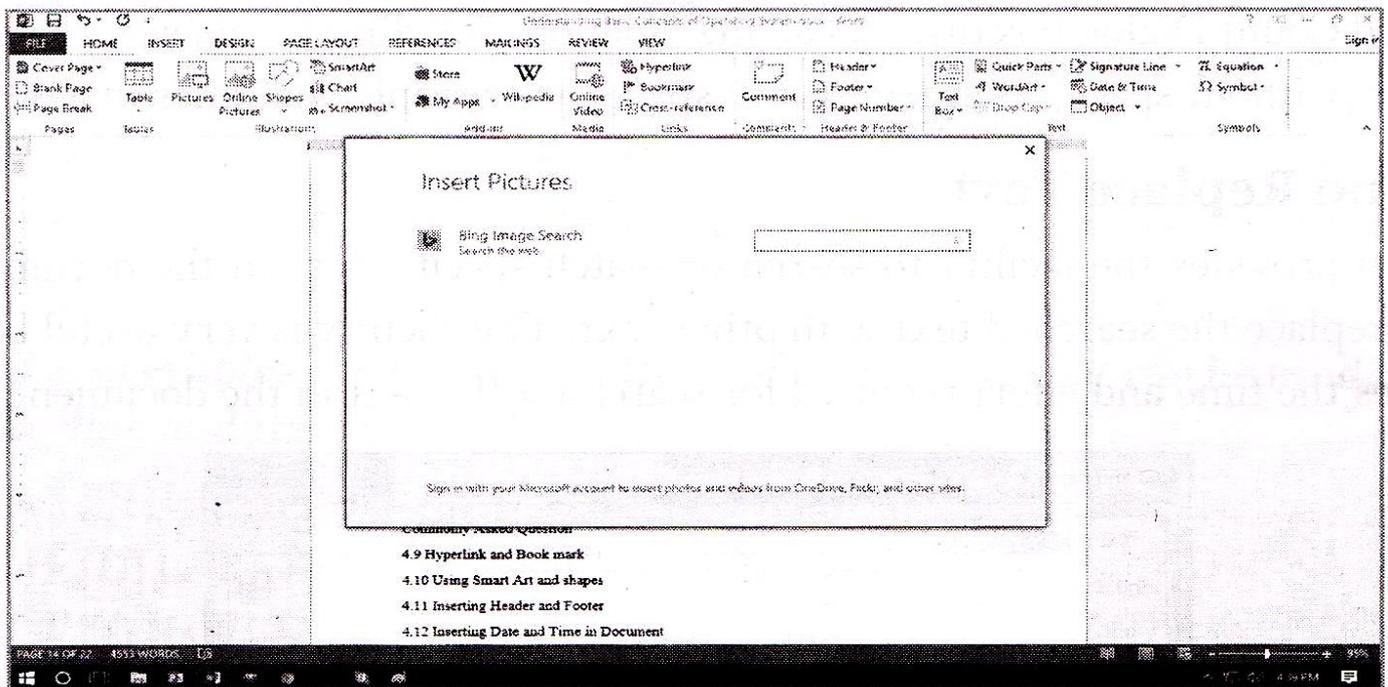
- ❖ Select the **Home tab** → **Editing Group** → **Replace** option to open the Find and Replace dialog box, as shown in the above given figure.
- ❖ Enter the word or text, which you want to search for in the **Find what** list box and click the **Replace tab**.
- ❖ Enter the word that you want to replace in **Replace with** list box.

- ❖ Click **Find Next** for finding specified word. This will highlight the word in the whole document.
- ❖ Click **Replace All** for replacement of word in the whole document or click **Replace** to replace the current highlighted word.

### Inserting an Image Using Clipart

To make your document look attractive, you can insert images that corresponds with the text. To find and insert Image using Clipart (Variety of Online sources) option, follow the steps listed below:

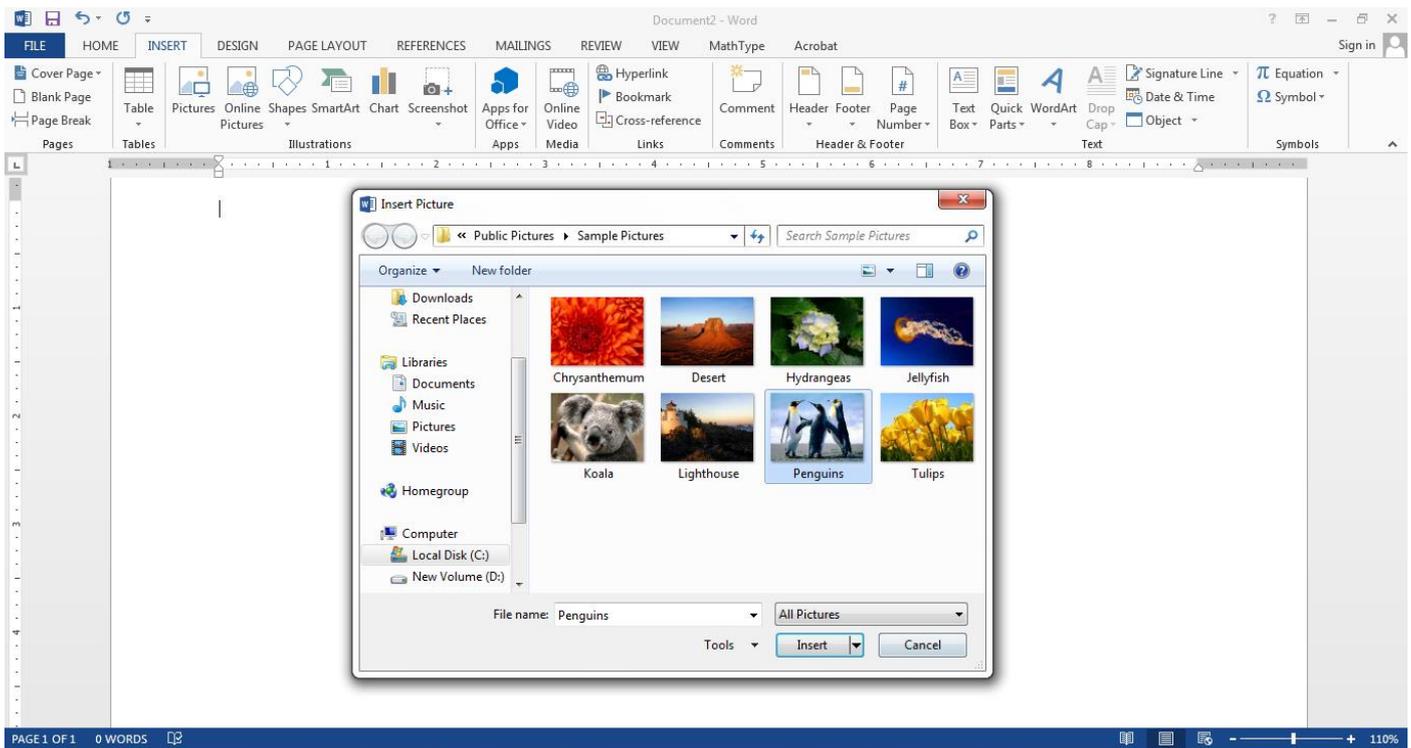
1. On the **Insert** tab, in the **Illustrations** group, click the **Online Pictures** button.
2. Under **Insert Picture Dialog box**, type the text in Bing Image Search Box.
3. Press the **Enter** key.
4. Click the image you want, or refine your search by repeating Steps 2 and 3.
5. Click on the **Insert** button.



### Inserting an Image from another file or folder

Follow the steps given below to insert an image from another file or folder:

1. Place the insertion point where you want the image to appear.
2. Select the **Insert** tab on the **Ribbon**, then click the **Pictures** command under **Illustrations** Group.
3. The **Insert Picture** dialog box will appear. **Browse** the picture in your computer.
4. Select an Image and then click on **Insert** button.
5. The image will appear in the document.



## Hyperlink and Bookmark

### Hyperlink

A Hyperlink is colored and underlined text or a colored and underlined graphic that can be used to open any one of the following items:

- ❖ A file.
- ❖ A location in a file.
- ❖ A web page on the web.

By adding hyperlinks to text can provide access to websites and email addresses directly from your document.

For example, open the document, let document 'x' is the document that will contain the hyperlink and the document to which you are linking is document y.

### Steps to create Hyperlink:

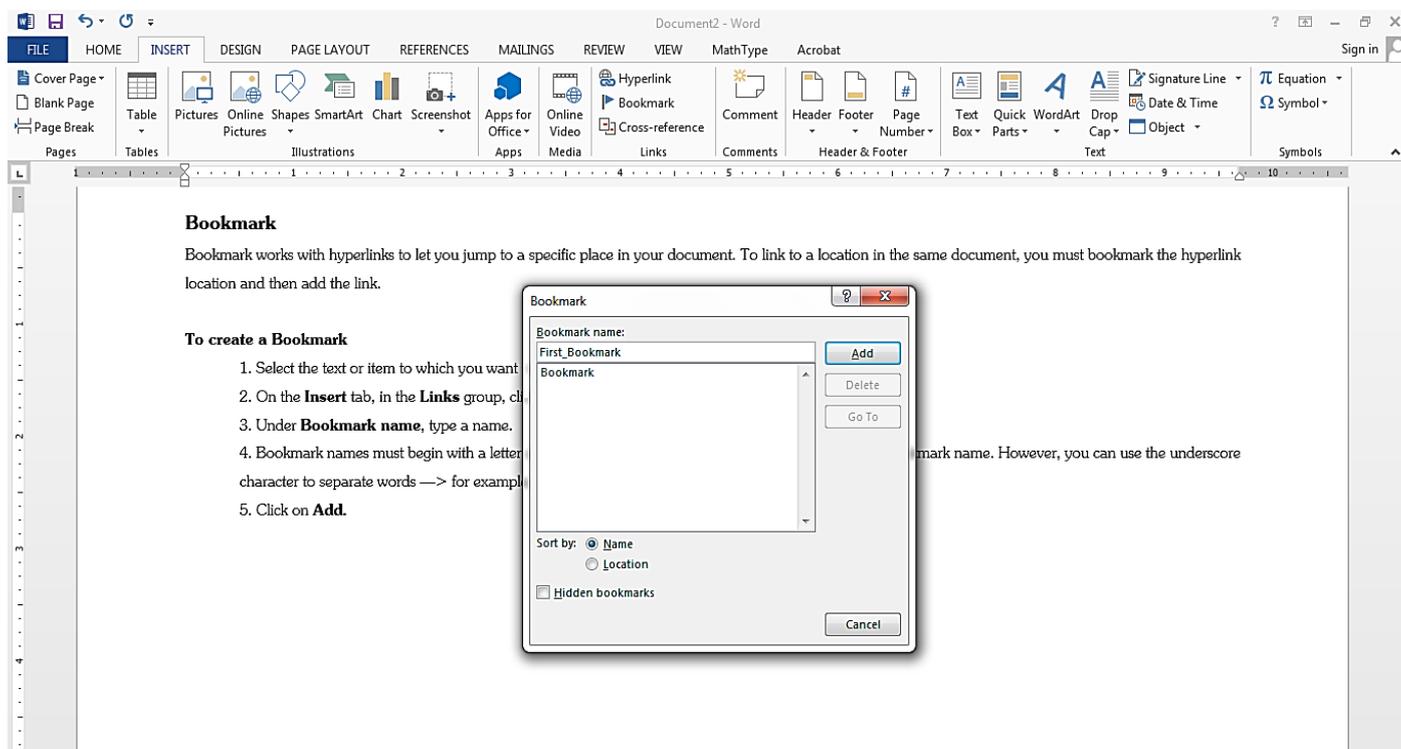
1. Select the text you want to set as Hyperlink.
2. On the **Insert** tab, in the **Links** group, click the **Hyperlink** button.
3. The **Insert Hyperlink** dialog box will appear.
4. The selected text will appear in the **Text to display:** field at the top. You can change this text if you want.
5. In the **Address:** field, type the address of website or location of file you want to link to, then click **OK**.
6. The text will be set as a Hyperlink.

## Bookmark

Bookmark works with hyperlinks to let you jump to a specific place in your document. To link to a location in the same document, you must bookmark the hyperlink location and then add the link.

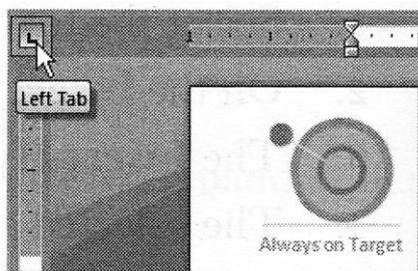
### To create a Bookmark

1. Select the text or item to which you want to assign a bookmark.
2. On the **Insert** tab, in the **Links** group, click on **Bookmark**.
3. Under **Bookmark name**, type a name.
4. Bookmark names must begin with a letter and can contain numbers. You can't include spaces in a bookmark name. However, you can use the underscore character to separate words —> for example, **First Bookmark**.
5. Click on **Add**.



## Using Tabs

The tab selector is above the vertical ruler on the left. Hover over the tab selector to see the name of the type of tab that is active.



### The tab options are:

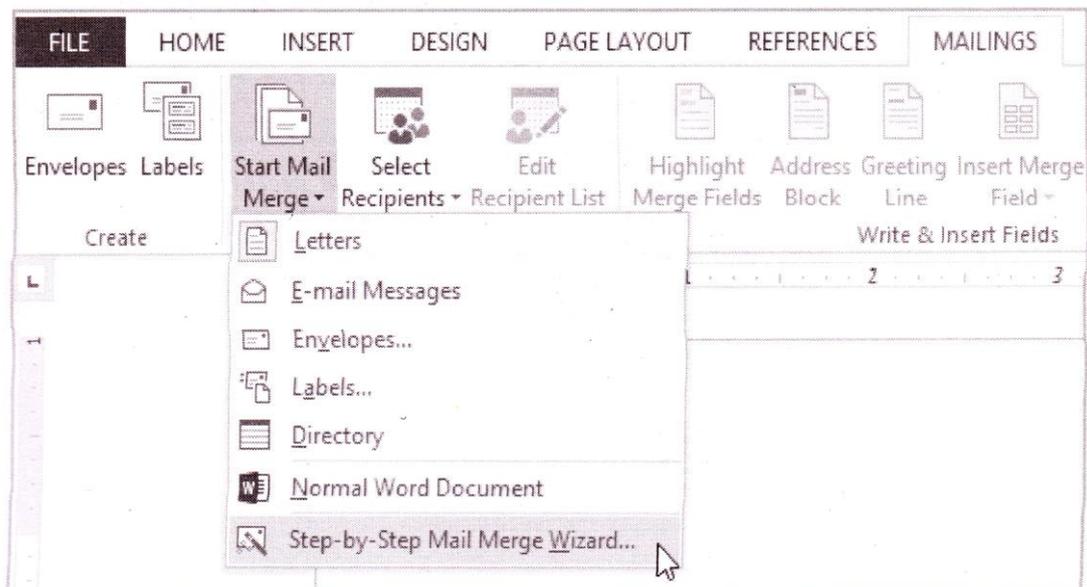
- ❖ **First Line Indent:** Inserts the indent marker on the ruler, and indents the first line of text in a paragraph.
- ❖ **Hanging Indent:** Inserts the hanging indent marker, and indents all lines other than the first line.
- ❖ **Left Tab:** Moves text to the right as you type.
- ❖ **Center Tab:** Centers text according to the tab.
- ❖ **Right Tab:** Moves text to the left as you type.
- ❖ **Decimal Tab:** Aligns decimal numbers using the decimal point.
- ❖ **Bar Tab:** Draws a vertical line in the document.

### Introducing Mail Merge

The Mail merge-feature allows you to write to many different people with the same information which can be modified for each individual. It also helps you to create personalized letters and other documents by combining data from two different files. These two files are data source file, which stores the variable data to be added and a main document file, which contains the same information for all the documents. Combining the contents of a data source with a main document is known as merging.

### To use Mail Merge option, follow the steps given below:

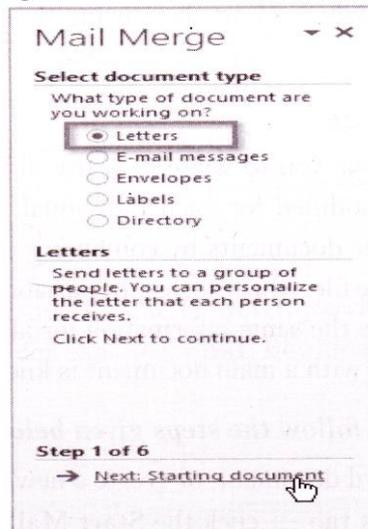
1. Open an existing Word document, or create a new one.
2. Click on the **Mailings tab** → click the **Start Mail Merge** command → Select **Step by Step Mail Merge Wizard** from the drop-down menu.



The Mail Merge pane appears and will guide you through the six main steps to complete a merge. The following example demonstrates how to create a form letter and merge the letter with a recipient list.

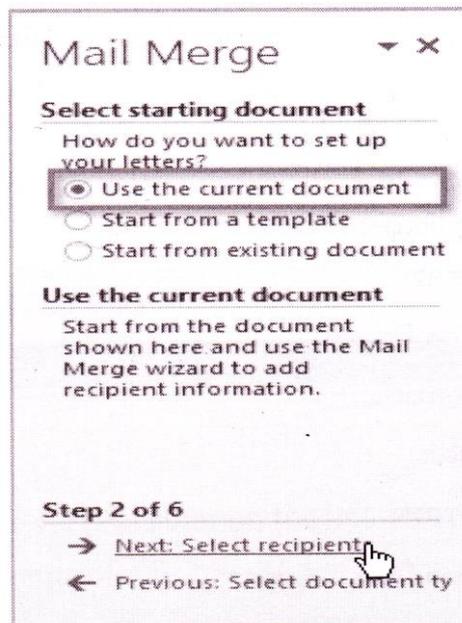
### Step 1:

Choose the type of document you want to create. In our example, we'll select Letters. Then click on **Next: Starting document** to move to step 2



### Step 2.

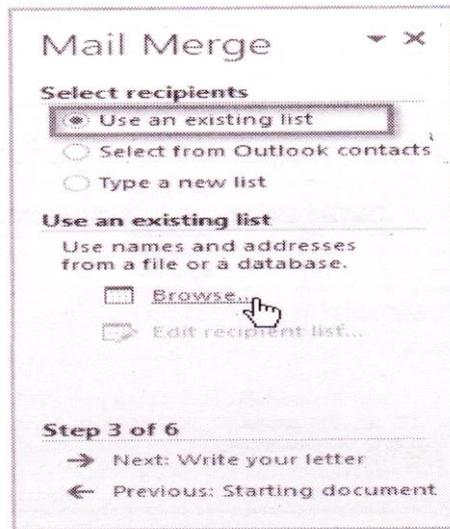
Select Use the current document, then click **Next: Select recipients** to move to Step 3.



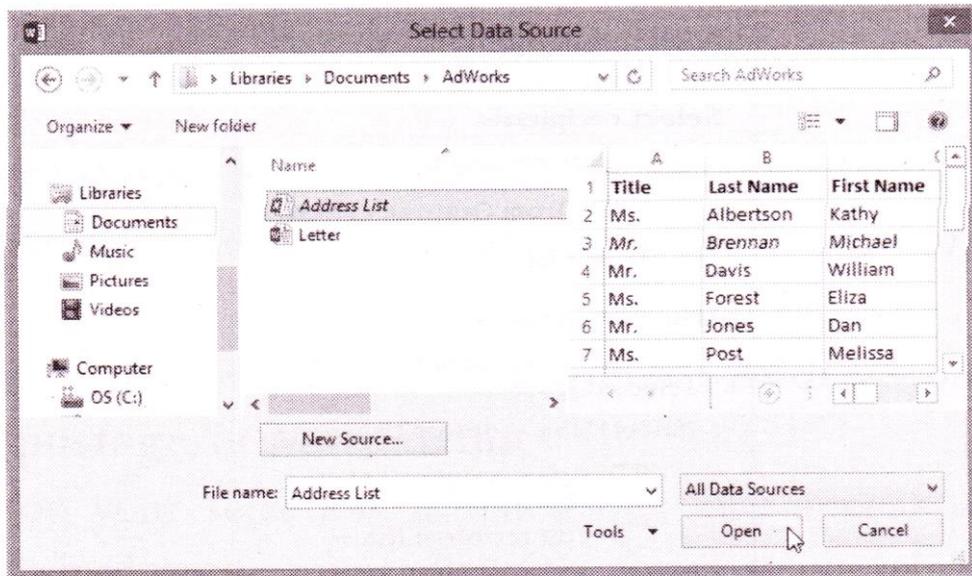
### Step 3:

Now you'll need an address list so that Word can automatically place each address into the document. The list can be in an existing file, such as an Excel workbook, or you can type a new address list from within the Mail Merge Wizard.

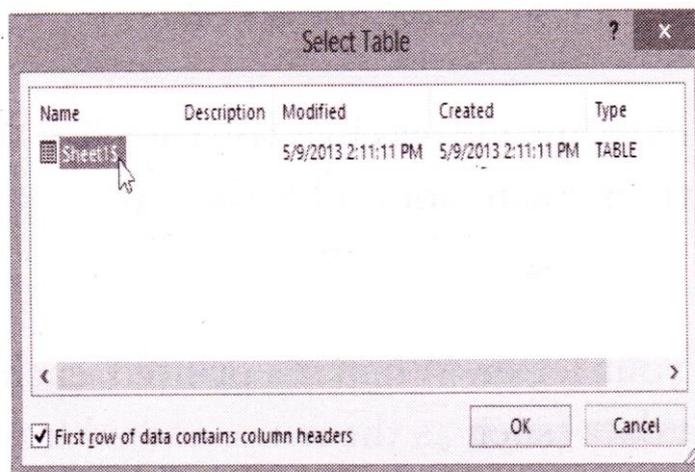
1. From the Mail Merge task pane, select **Use an existing list**, then click Browse to select the file.



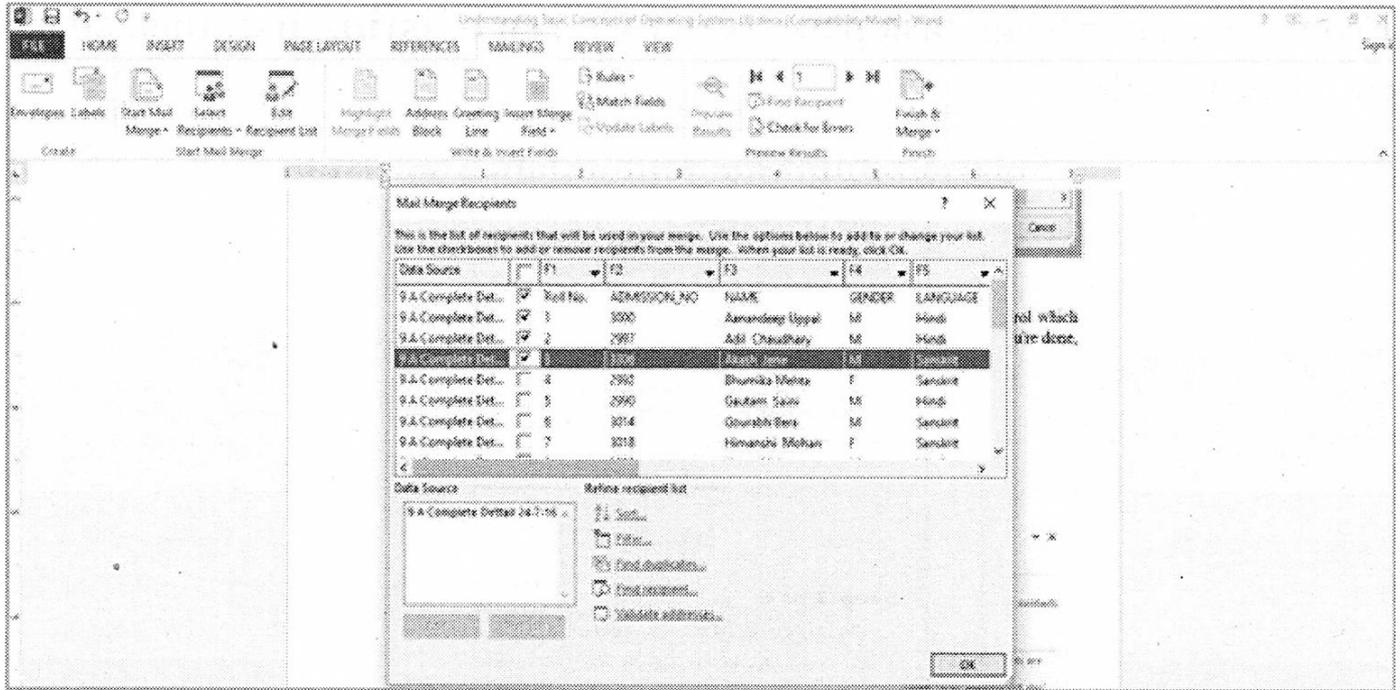
2. Locate your file and click on **Open** button.



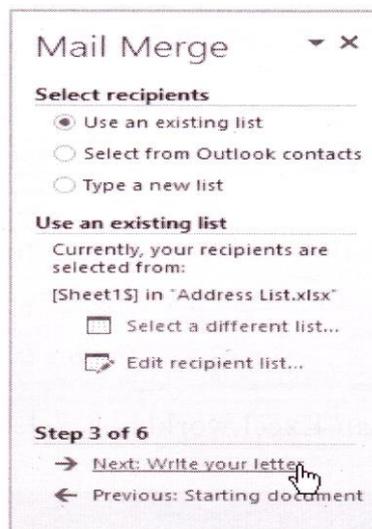
3. If the address list is in an Excel workbook, select the worksheet that contains the list and click **OK**.



4. In the Mail Merge Recipients dialog box, you can check or uncheck each box to control which recipients are included in the merge. By default, all recipients will be selected. When you're done, click **OK**.



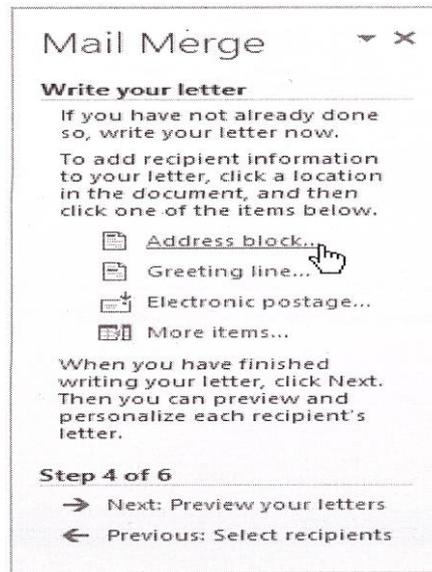
5. From the Mail Merge task pane, click Next: Write your letter to move to Step 4.



**Note:** If you don't have an existing address list, you can click the Type a new list button and click **Create**. You can then **create** your address list.

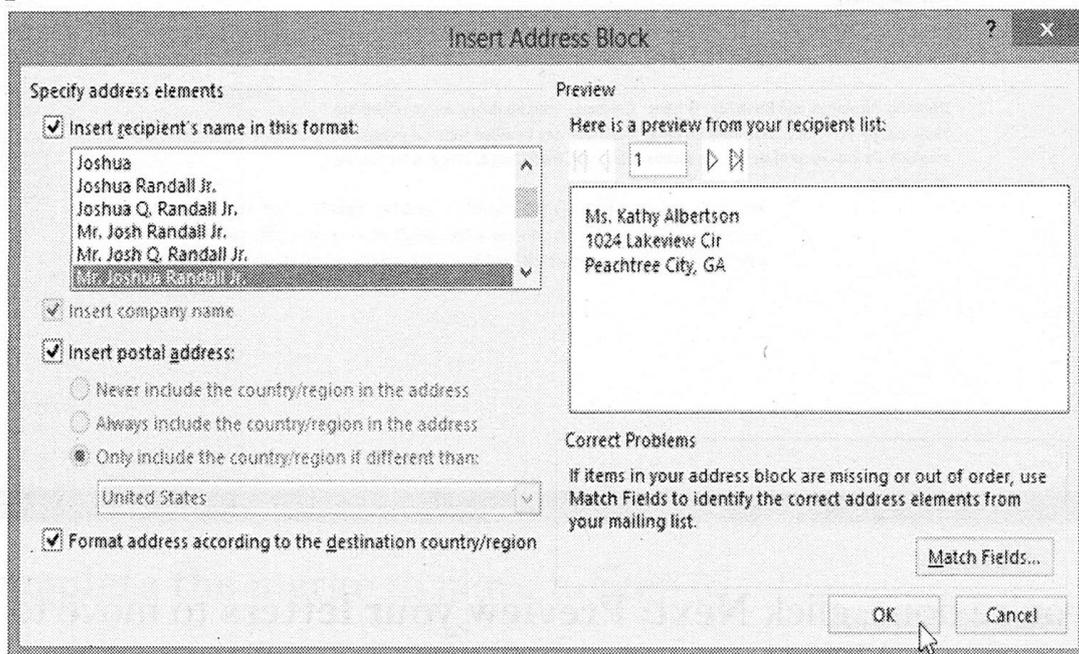
**Step 4:**

Now you're ready to write your letter. When it's printed, each copy of the letter will be the same, only the recipient data (such as the name and address) will be different. You'll need to add placeholders for the recipient data so that Mail Merge knows exactly where to add the data.

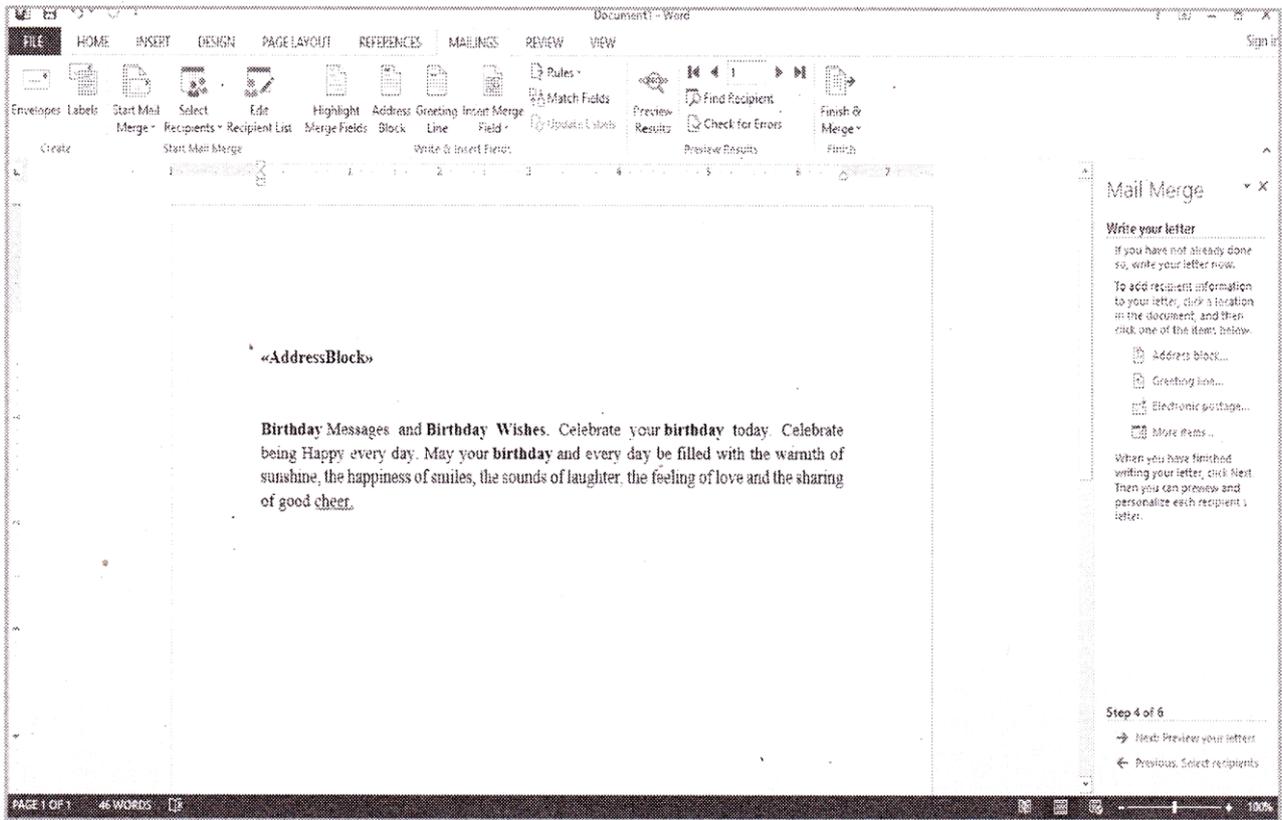


#### To insert recipient data:

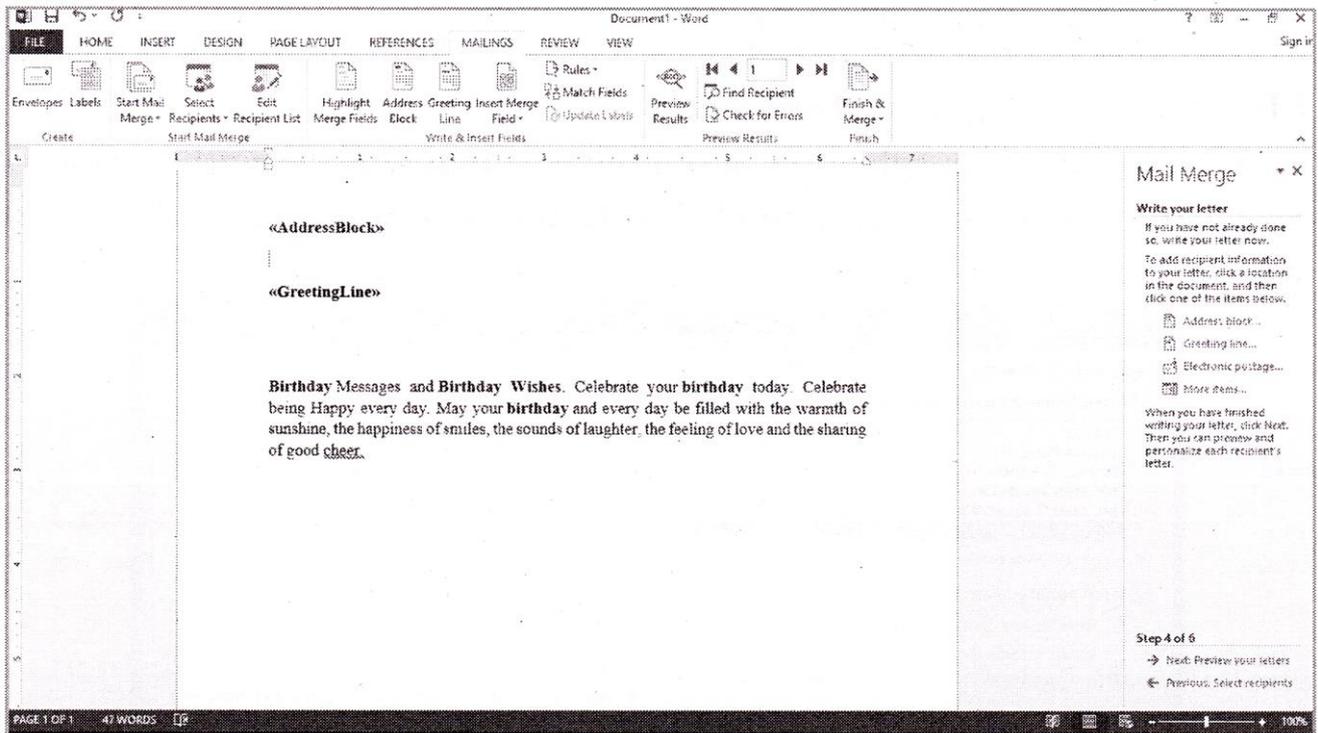
1. Place the insertion point in the document where you want the information to appear.
2. Choose one of the four placeholder options: **Address block**, **Greeting line**, **Electronic postage**, or **More items**.
3. Depending on your selection, a dialog box may appear with various options. Select the desired options and click **OK**. Suppose we selected Address, block it will appear as:



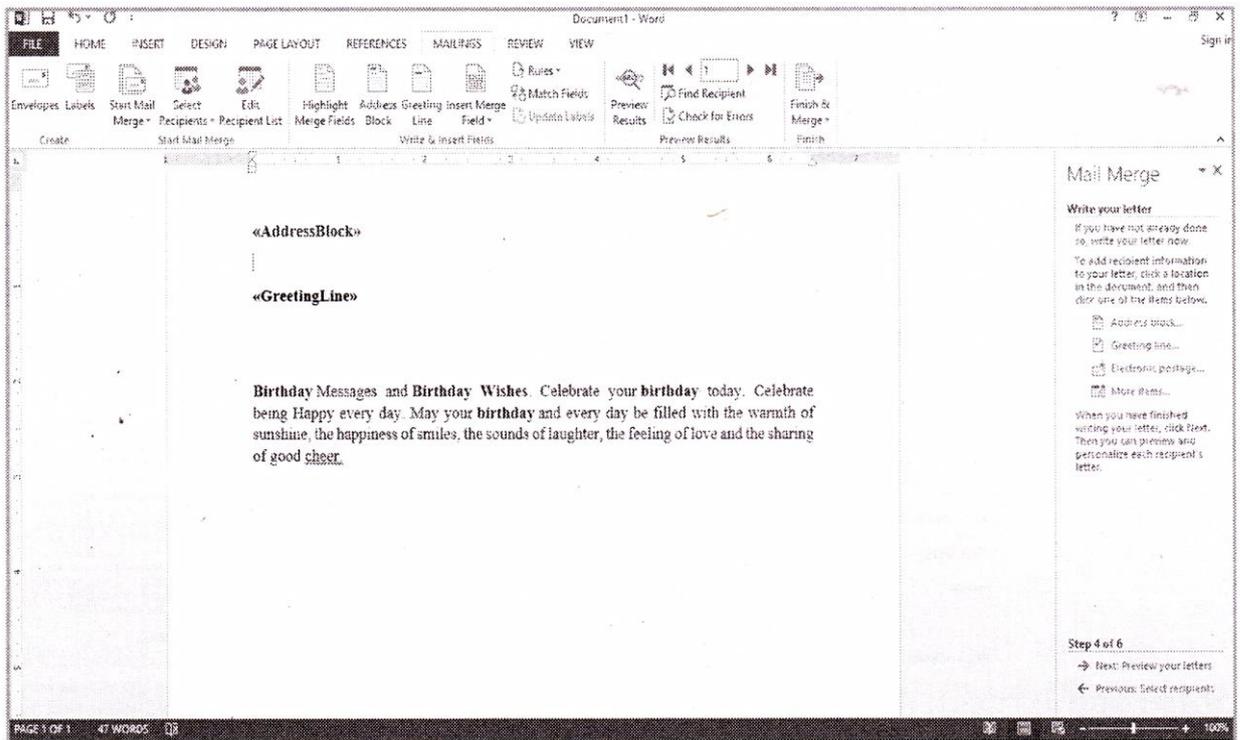
4. A placeholder will appear in your document (for example, «**Address Block**»).



5. Repeat these steps each time you need to enter information from your data record. In our example, we'll add a Greeting line. A placeholder will appear in your document (for example, «Greeting Line»).

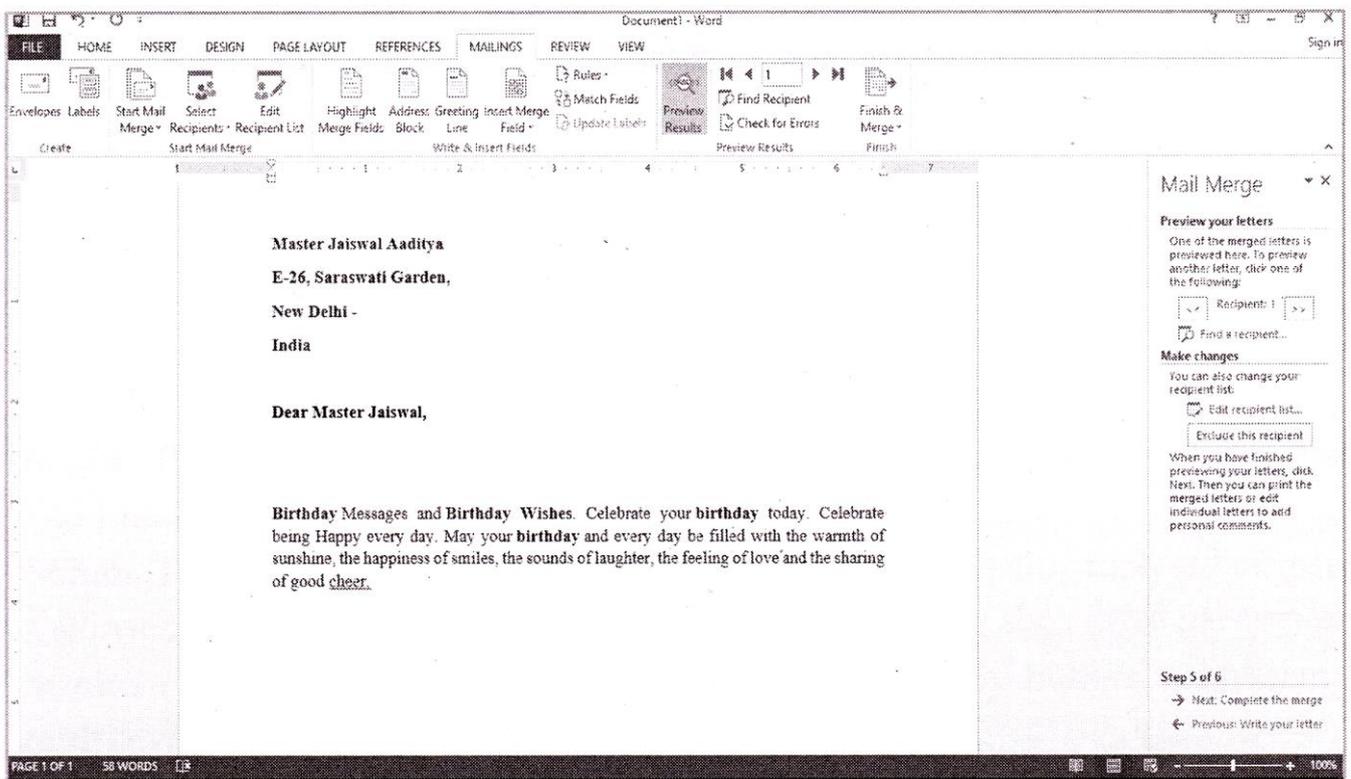


6. When you're done, click **Next: Preview your letters** to move to Step 5.



### Step 5:

Preview the letters to make sure that the information from .the recipient list appears correctly in the letter. You can use the left and right scroll arrows to view each document.



Click **Next: Complete the merge** to move to step 6.

**Step 6:**

1. Click **Print** to print the letters.
2. Click on **Edit Individual letter** to personalize. This will open a new document with your merged letters.

