COMPUTER AWARENESS

EPISODE-16

MICROSOFT WORD

Computer Awareness

Part 1   Intro/Generation/ Classification of Computers

Part 2   Computer Architecture & Memory

Part 3   Computer Hardware

Part 4   Computer Software and System Utilities

Part 5   Number System

Part 6   Computer Codes & Logic Gates   Lets move on to Next Part

Part 7   Introduction to Operating System

Computer Awareness

Lets move on to
Next Part

Microsoft Office

Microsoft Office, or simply Office, is a family of **client** software, server software, and services developed by Microsoft. It was first announced by **Bill Gates** on August 1, 1988, at COMDEX in Las Vegas.

Initially a marketing term for an **office** suite (bundled set of productivity applications), the first version of **Office** contained **Microsoft** Word, **Microsoft** Excel, and **Microsoft** PowerPoint.

Microsoft Word

⟨··⟩ **Microsoft Word** or **MS-WORD** (often called **Word**) is a Graphical **word** processing program that users can type with.

⟨··⟩ It is made by the computer company **Microsoft**. Its purpose is to allow users to type and save documents.

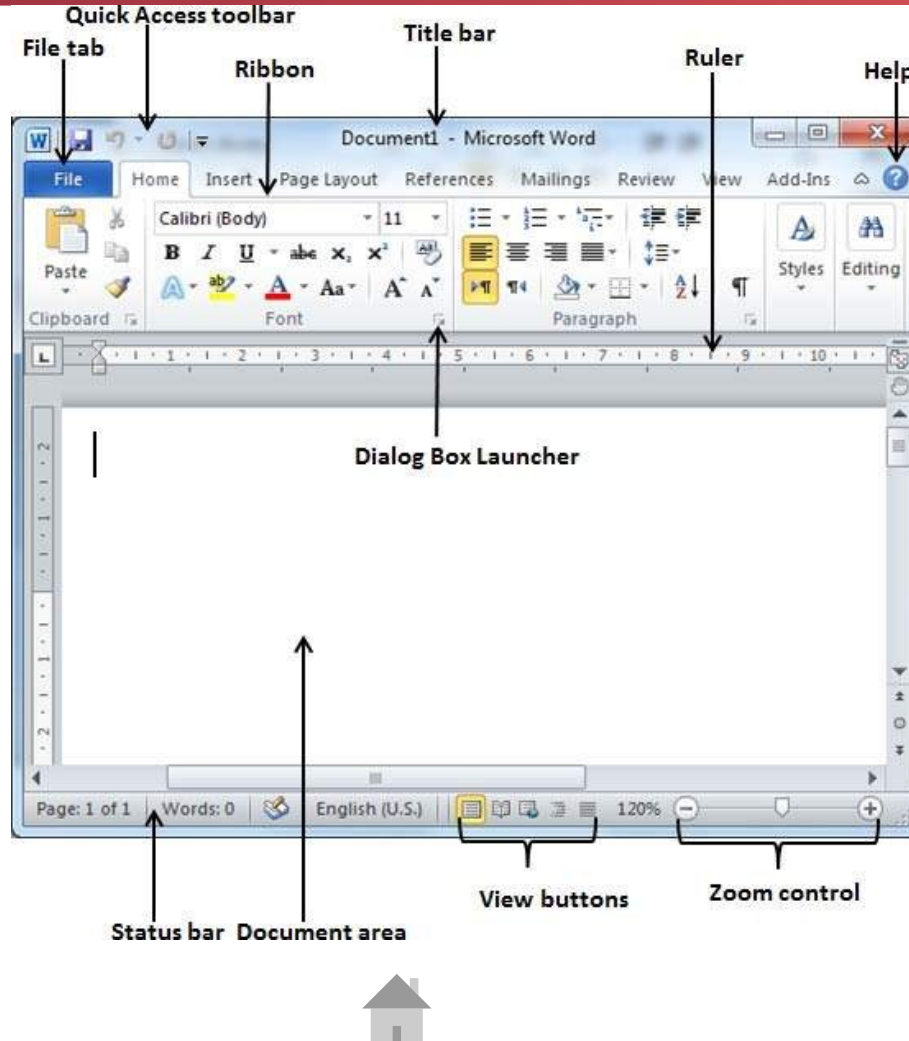⟨··⟩ Similar to other **word** processors, it has helpful tools to make documents.

Start Microsoft Word

CA FUNSTA
UNBOX THE NEW WAY OF LEARNING

Components of Microsoft Word

Quick Access toolbar

File tab

Ribbon

Title bar

Ruler

Help

Document1 - Microsoft Word

File   Home   Insert   Page Layout   References   Mailings   Review   View   Add-Ins

Calibri (Body)   11

Paste

Clipboard   Font   Paragraph   Styles   Editing

Dialog Box Launcher

Page: 1 of 1   Words: 0   English (U.S.)   120%

View buttons   Zoom control

Status bar   Document area

Components of Microsoft Word

Components of Microsoft Word

CA FUNSTA
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Title Bar

Standard Toolbar

Cursor

Components of Microsoft Word

Formatting Tool Bar

Work Area

Ribbon

Status Bar

Tabs

Ruler
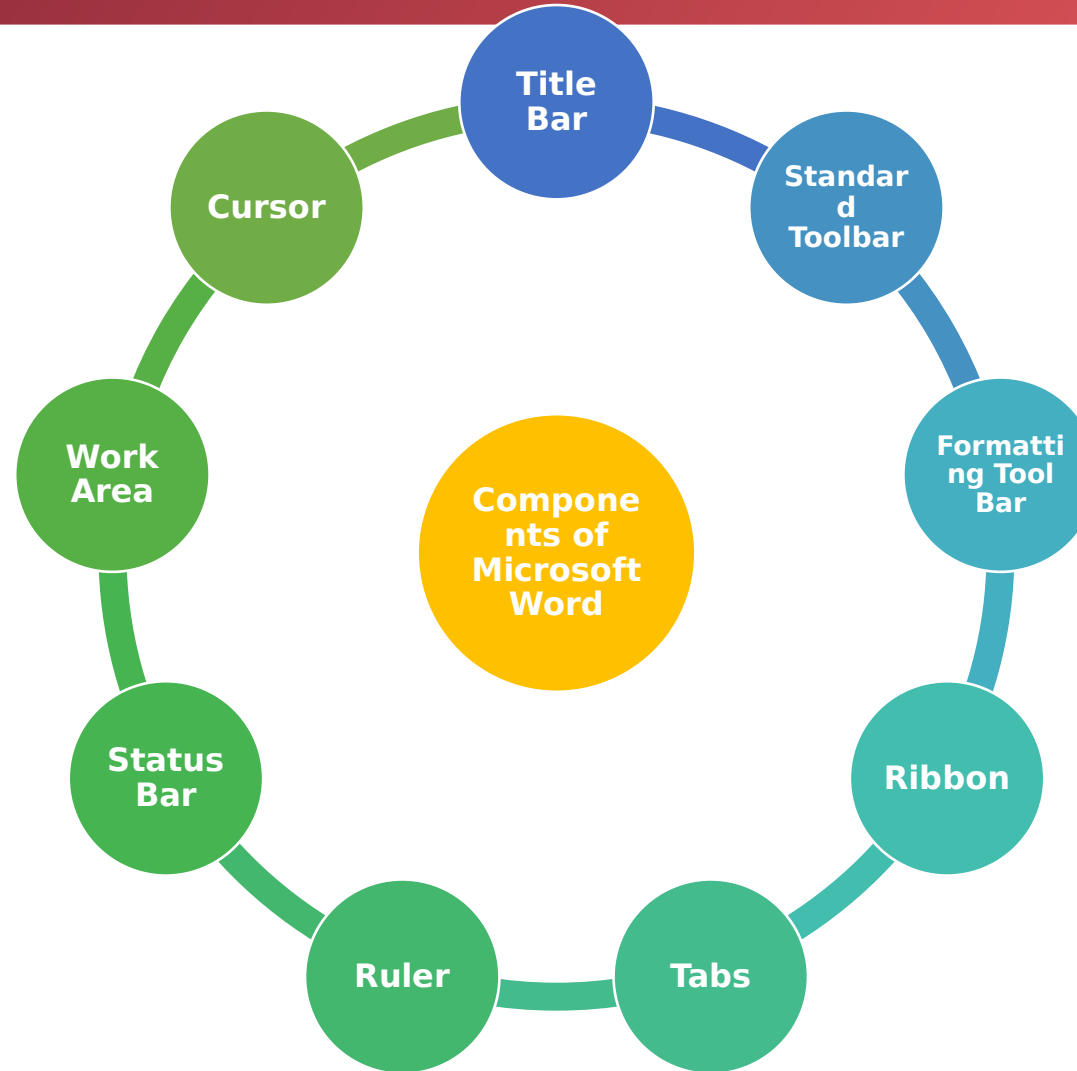
Back to Components of Microsoft Word

Title Bar

A **title bar** is a small strip that extends across the top of a window.
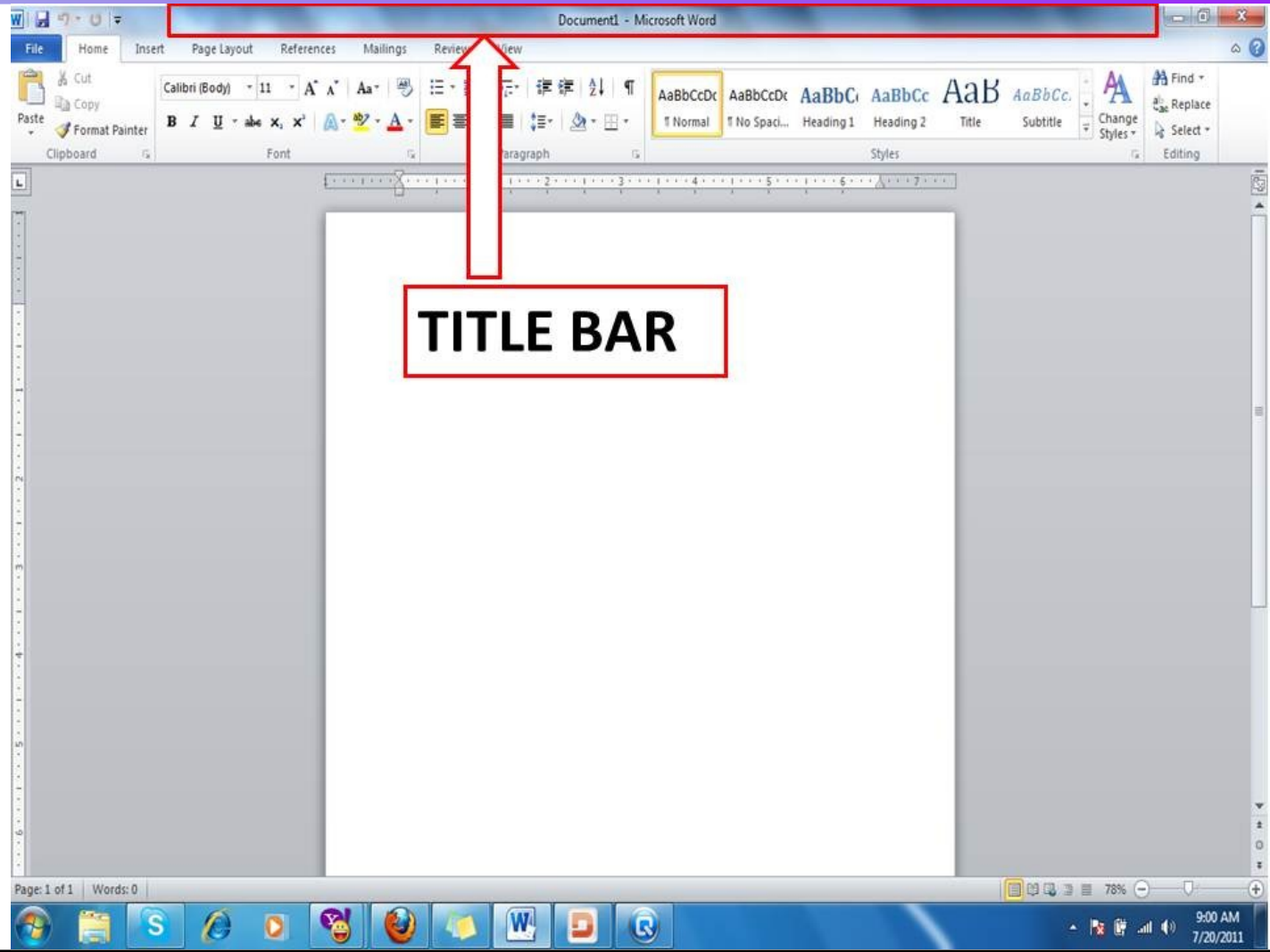
It displays the **title** of the window and typically includes the close, minimize, and maximize buttons.

Screenshot of
Title bar

Back to
Components of
Microsoft Word

Title Bar

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Document1 - Microsoft Word

File   Home   Insert   Page Layout   References   Mailings   Review   View

TITLE BAR

Page: 1 of 1   Words: 0   78%   9:00 AM 7/20/2011
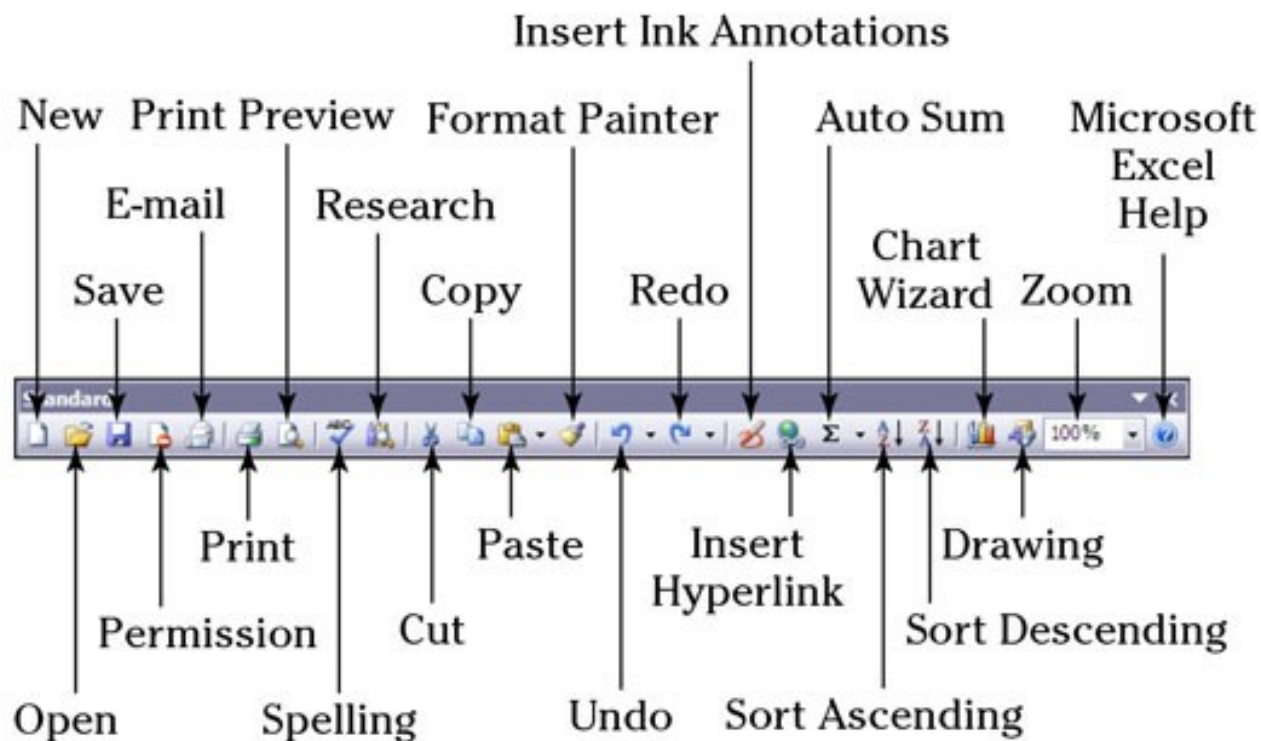
Explanation of
Title bar

Standard Toolbar

◇••◇ The Standard toolbar is located just below the **menu bar**.

◇••◇ It contains buttons representing commands such as New, Open, Save, and Print

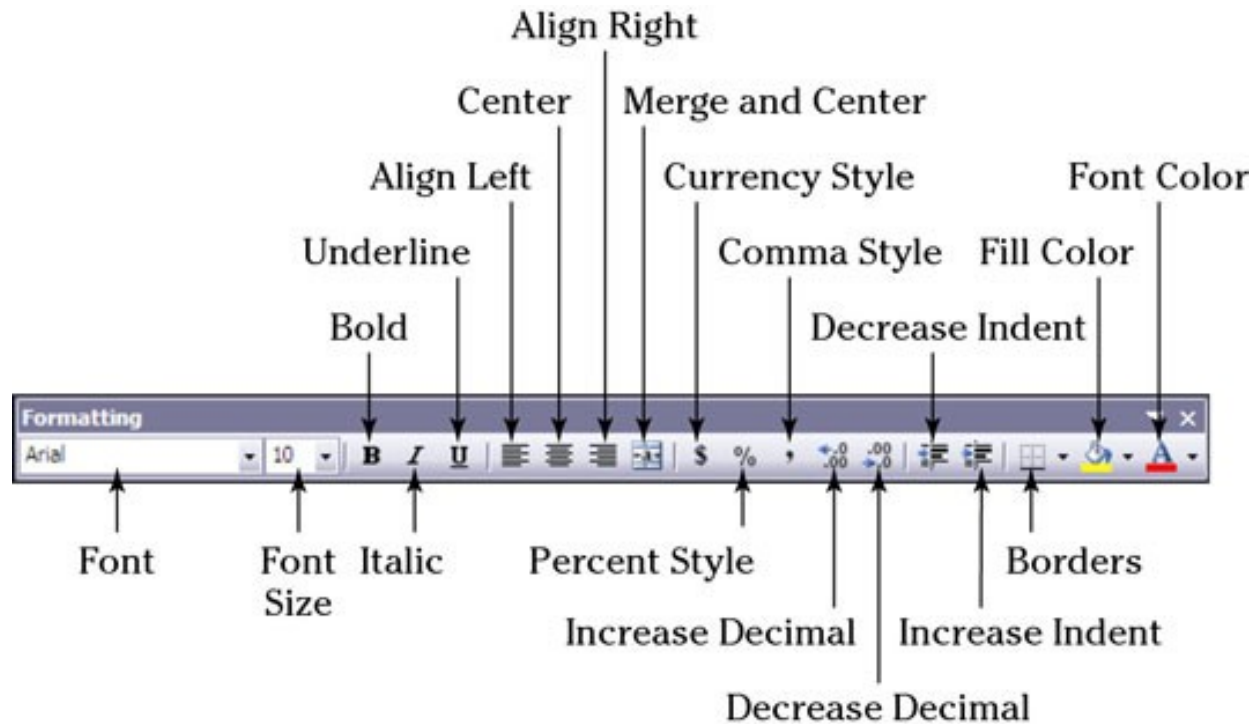
Back to
Components of
Microsoft Word

Formatting Tool Bar

⟨••⟩ The formatting toolbar provides access to several **text** formatting functions such as **font** size and color, **text** alignment, lists, and the like.

⟨••⟩ Applies the selected **font** to the **text**. Applies the selected **font** size to the **text**.

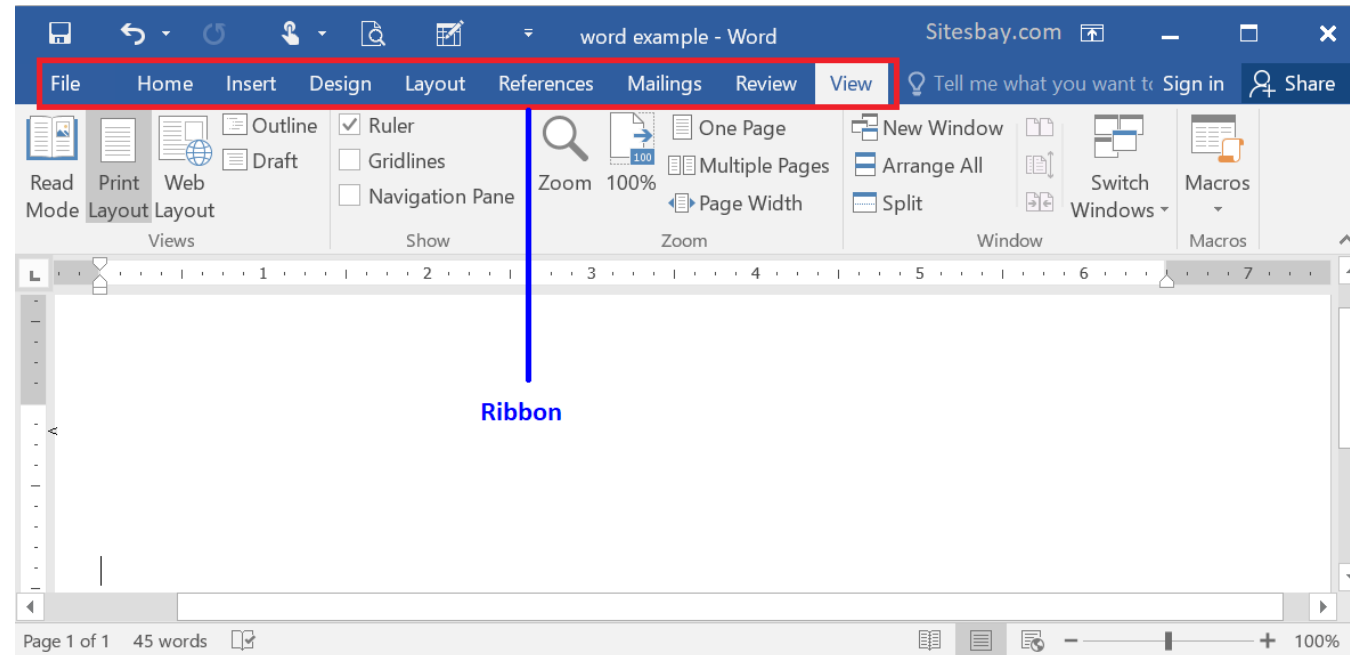
Back to Components of Microsoft Word

Ribbon

The **Ribbon** is a user interface element which was introduced by **Microsoft** in **Microsoft Office** 2007.

It is located below the Quick Access Toolbar and the Title Bar.

It comprises seven tabs; Home, Insert, Page layout, References, Mailing, Review and View.

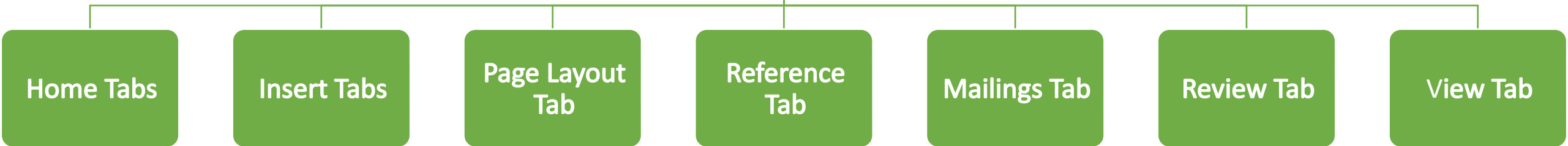Back to Components of Microsoft Word

Tabs

CA FUNSTA
UNBOX THE NEW WAY OF LEARNING

```
Tabs
 ├── Home Tabs
 ├── Insert Tabs
 ├── Page Layout Tab
 ├── Reference Tab
 ├── Mailings Tab
 ├── Review Tab
 └── View Tab
```

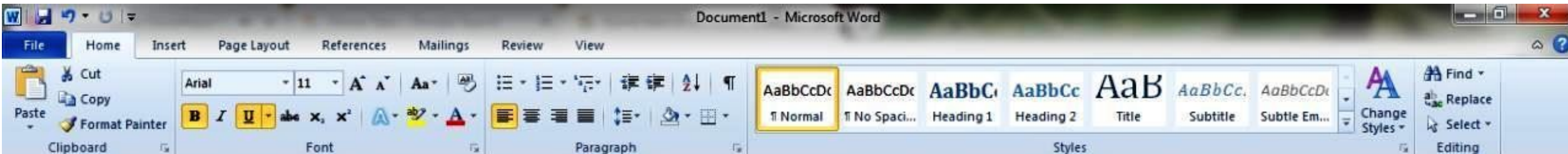Back to Components of Microsoft Word

Home Tabs

The **Home** Tab is by far the most important Tab in **Microsoft Word** 2007. The **Home** Tab contains all the commands that are used most often.

These include formatting commands like changing text size, font style, font color, list types, and clipboard functionality like Cut, Copy and Paste.

Screenshot

Back to Tabs

Home Tabs
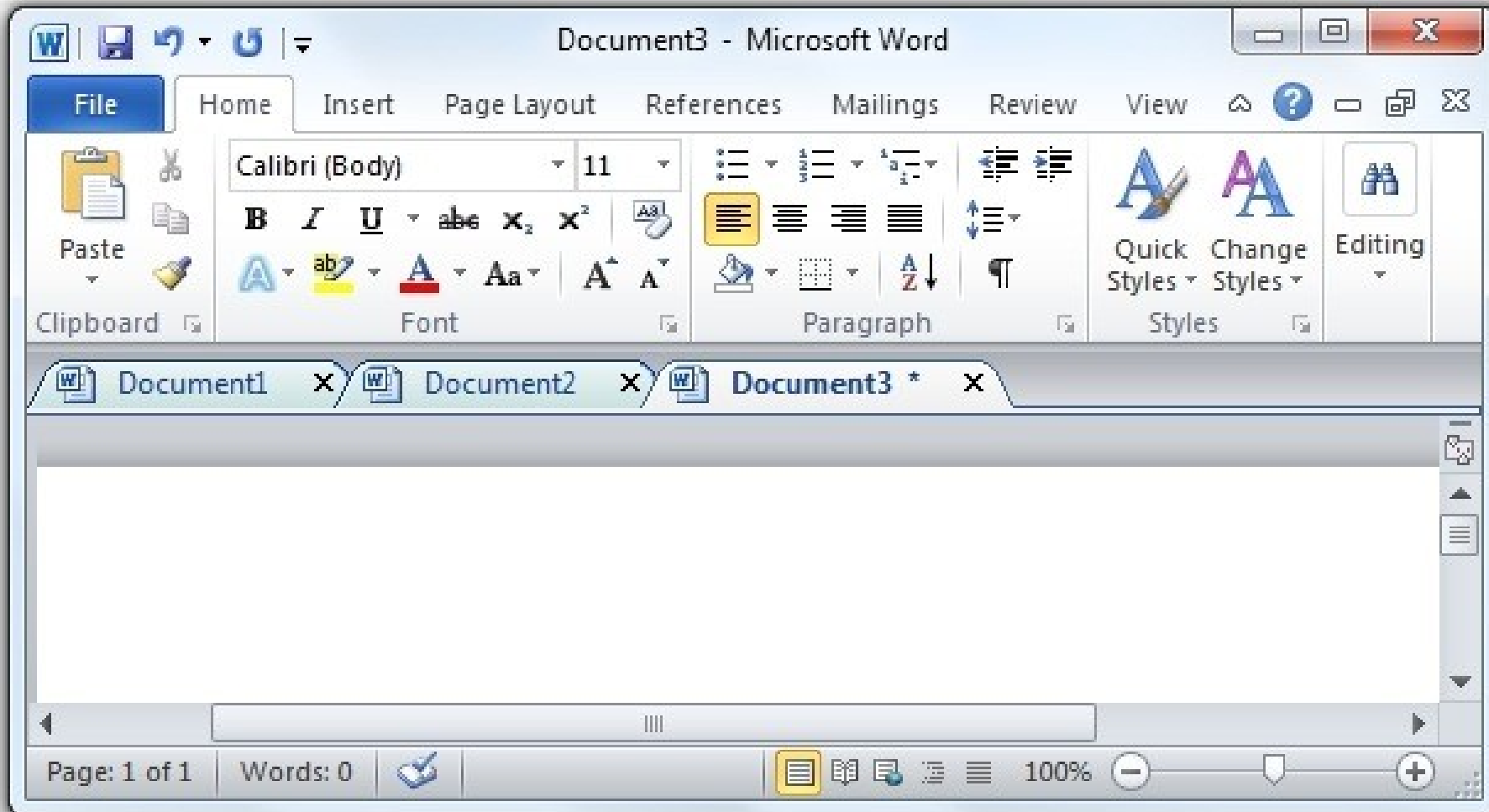
Explanation

Insert Tabs

CA FUNSTA

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‹••› The **Insert Tab** is used to **insert** different features such as tables, pictures, clip art, shapes, charts, page numbers, **word** art, headers, and footers into a document.
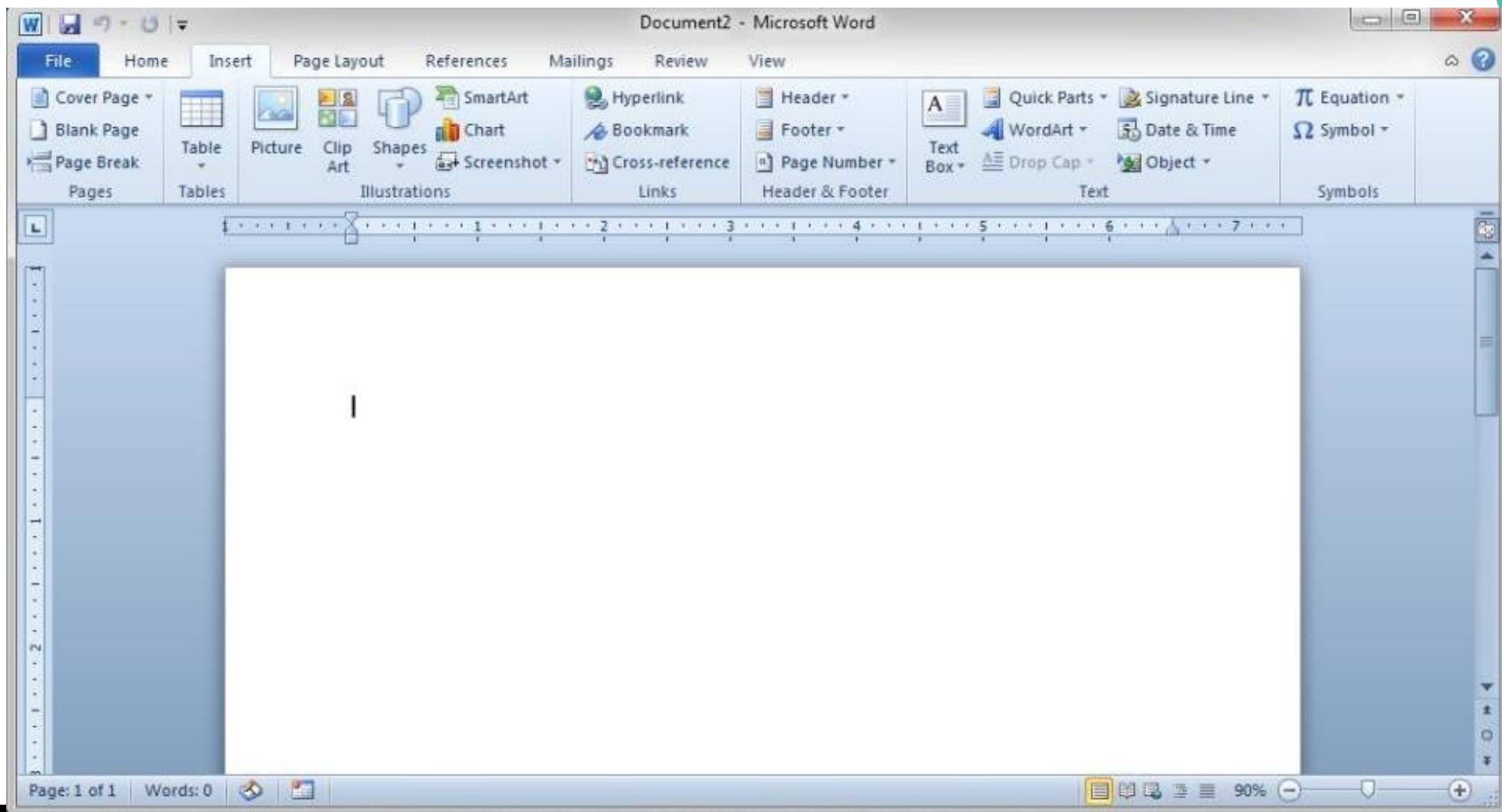
‹••› The table below describes each of the groups and buttons available on this **tab**.

Screenshot

Back to Tabs

Insert Tabs

CA FUNSTA
UNBOX THE NEW WAY OF LEARNING

Document2 - Microsoft Word

| File | Home | Insert | Page Layout | References | Mailings | Review | View |

Cover Page
Blank Page
Page Break
Pages

Table
Tables

Picture Clip Art Shapes
Illustrations

SmartArt
Chart
Screenshot

Hyperlink
Bookmark
Cross-reference
Links

Header
Footer
Page Number
Header & Footer

Text Box

Quick Parts
WordArt
Drop Cap

Signature Line
Date & Time
Object
Text

Equation
Symbol
Symbols

Page: 1 of 1   Words: 0   90%

Explanation

Page Layout Tab

The **Page Layout Tab**. The third **tab** in the Ribbon is the **Page Layout tab**.
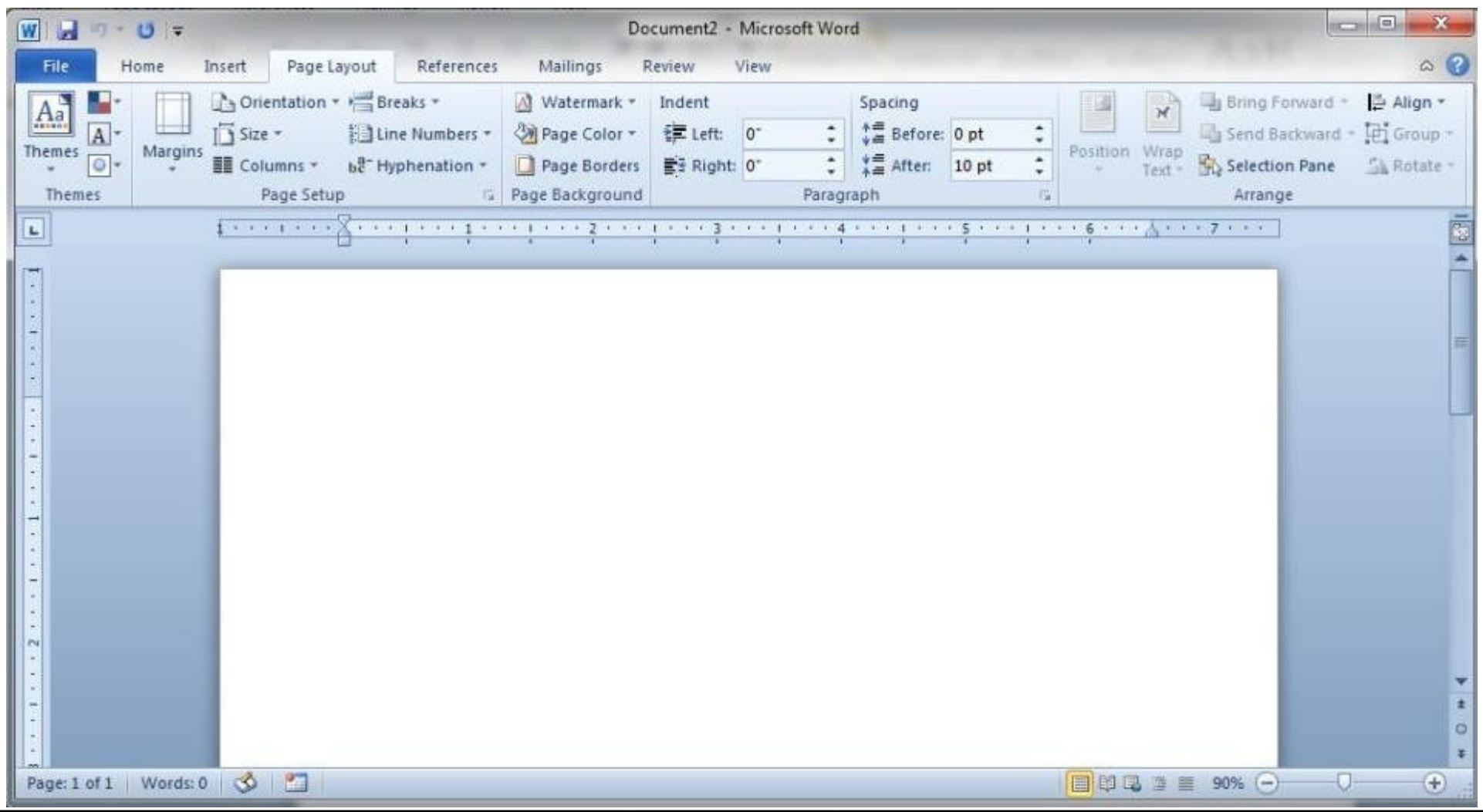
This **tab** has several different functions: arranging document-level changes, arranging objects on a **page**, and generally changing the overall appearance of your document.

Screenshot

Back to Tabs

Page Layout Tab

CA FUNSTA
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Explanation

Reference Tab

⟨••⟩ You can add a footnote to your document from the **References tab**.

⟨••⟩ It contains resources for researchers and anyone in the professional field.
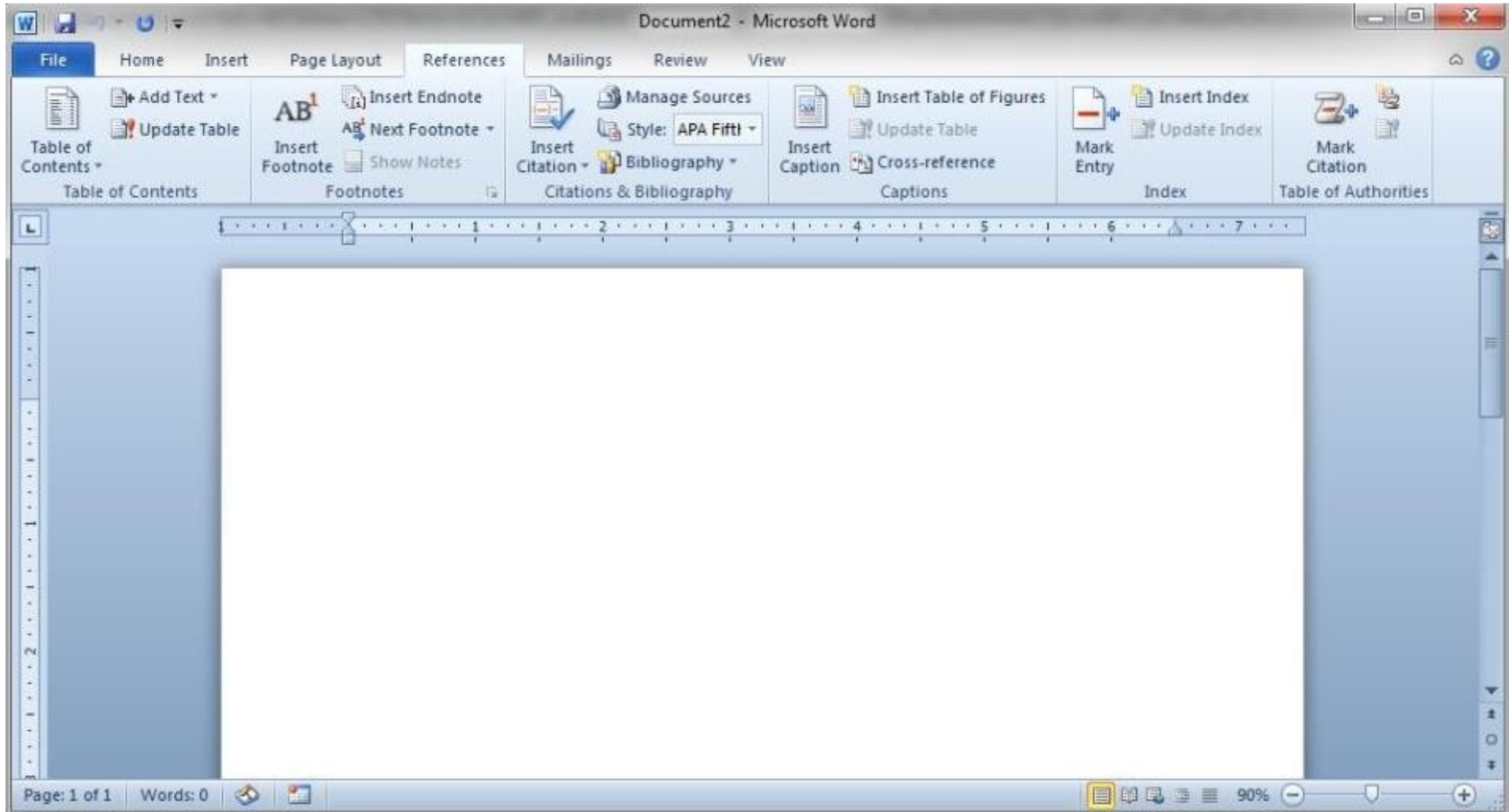
⟨••⟩ The **References Tab** allows you to now create a table of contents, footnotes, citations, cross-**references**, select MLA or APA or ISO formats and so on.

Screenshot

Back to Tabs

Reference Tab

CA FUNSTA
UNBOX THE NEW WAY OF LEARNING

Document2 - Microsoft Word

| File | Home | Insert | Page Layout | References | Mailings | Review | View |

Table of Contents
Add Text
Update Table
Table of Contents

Insert Footnote
Insert Endnote
Next Footnote
Show Notes
Footnotes

Insert Citation
Manage Sources
Style: APA Fifth
Bibliography
Citations & Bibliography

Insert Caption
Insert Table of Figures
Update Table
Cross-reference
Captions

Mark Entry
Insert Index
Update Index
Index

Mark Citation
Table of Authorities

Page: 1 of 1   Words: 0   90%

Explanation

Mailings Tab

‹•••› Under the **Mailings Tab**, each group is used to perform different steps in the **mail** merge process.

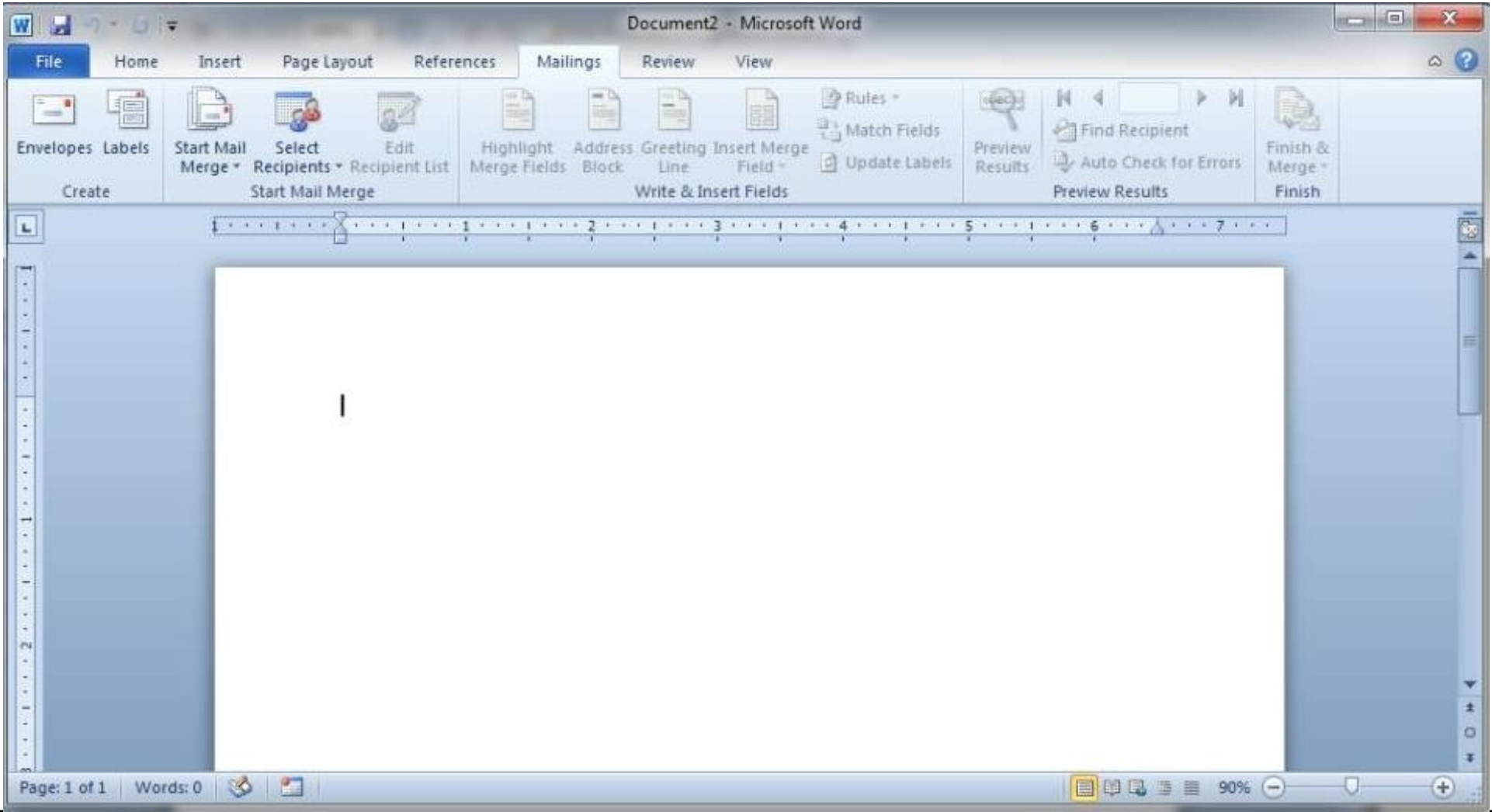‹•••› The **Mailings tab** can also be used to create **Mail** Merges.

‹•••› Each group under this **tab** is described in the table below. envelopes or to create single sheets of labels.

Mailings Tab

CA FUNSTA
UNBOX THE NEW WAY OF LEARNING

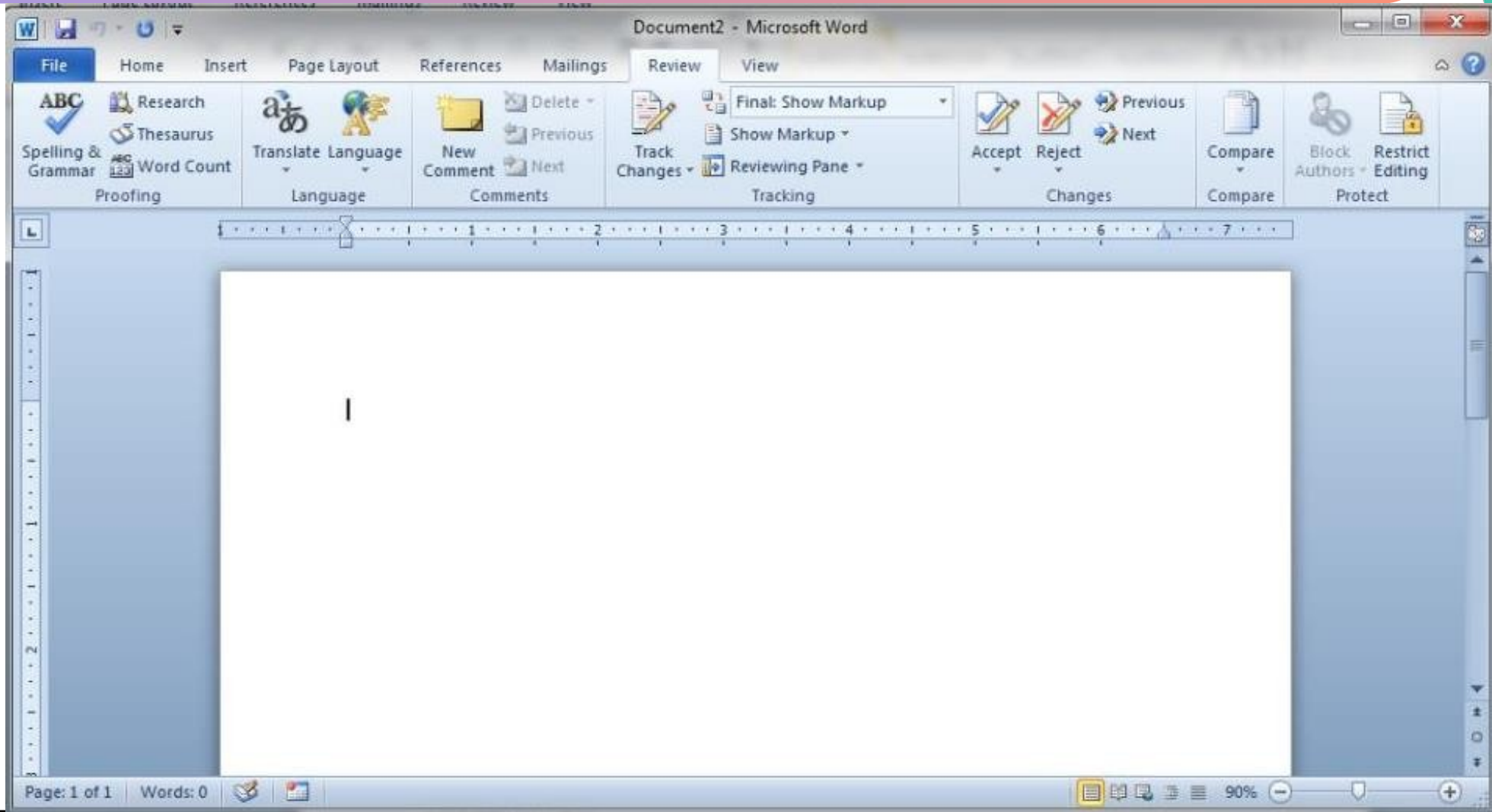Explanation

Review Tab

⟨••⟩ This **ribbon** contains groups that can be used to check the **spelling** and grammar in a document, add comments to a document, track the changes in a document, compare two or more versions of a document, or to protect a document.

Screenshot

Back to Tabs

Review Tab

CA FUNSTA
UNBOX THE NEW WAY OF LEARNING

Document2 - Microsoft Word

File | Home | Insert | Page Layout | References | Mailings | Review | View

ABC Spelling & Grammar | Research, Thesaurus, Word Count | Translate Language | New Comment | Delete, Previous, Next | Track Changes | Final: Show Markup, Show Markup, Reviewing Pane | Accept, Reject, Previous, Next | Compare | Block Authors, Restrict Editing

Proofing | Language | Comments | Tracking | Changes | Compare | Protect

Explanation

Page: 1 of 1 | Words: 0 | 90%

View Tab

The **View tab** enables you to switch between Normal or Master Page, and Single Page or Two-Page Spread **views**.
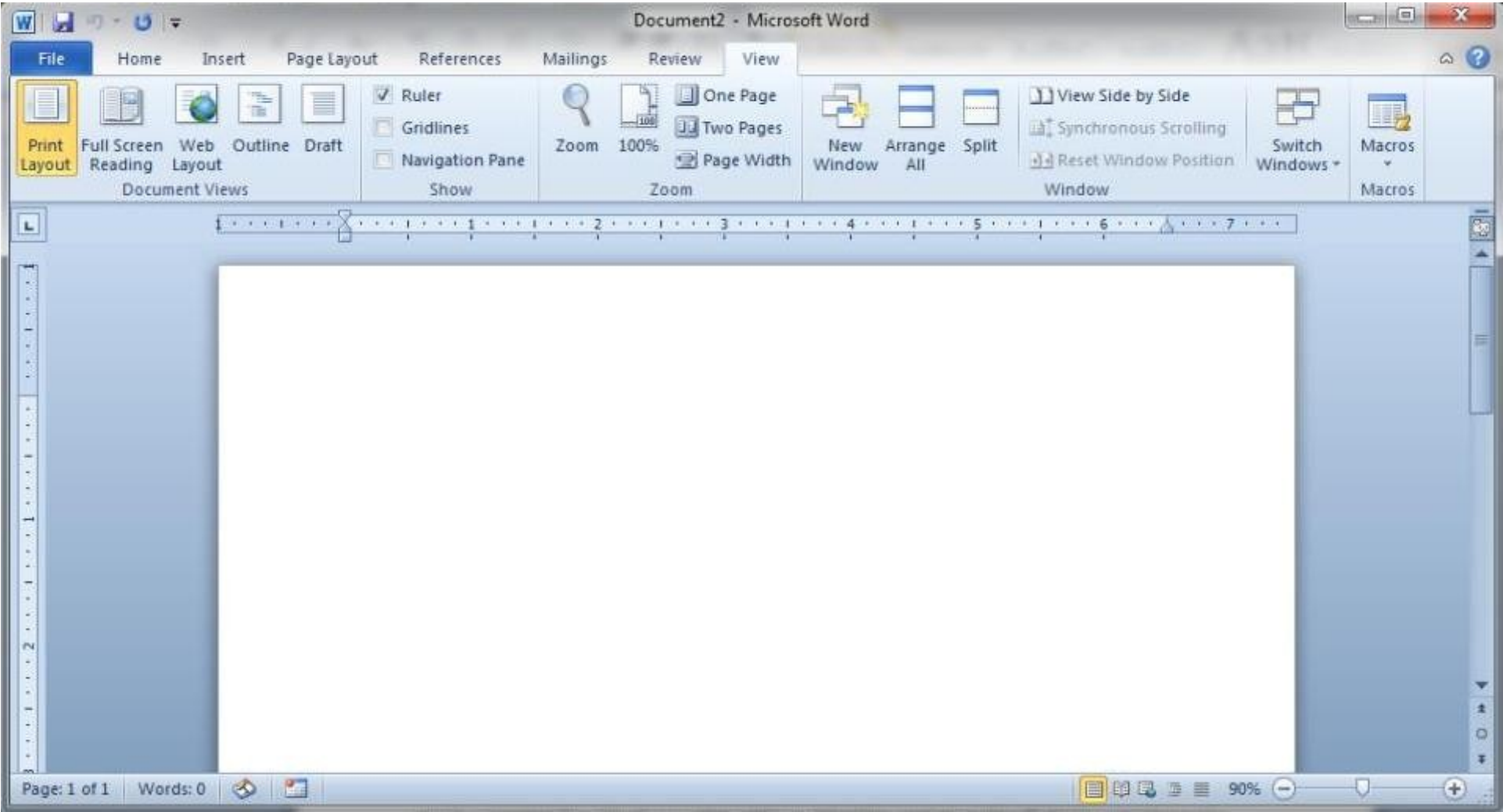
This **tab** also gives you control over showing boundaries, guides, rulers, and other layout tools, zooming the size of your **view** of the publication, and managing Publisher windows you have open.

Screenshot

Back to Tabs

View Tab

CA FUNSTA
UNBOX THE NEW WAY OF LEARNING

Explanation

Ruland

The **ruler** is a measurement tool found with some software programs that allow the program's user to align graphics, text, tables, or other elements on a page.
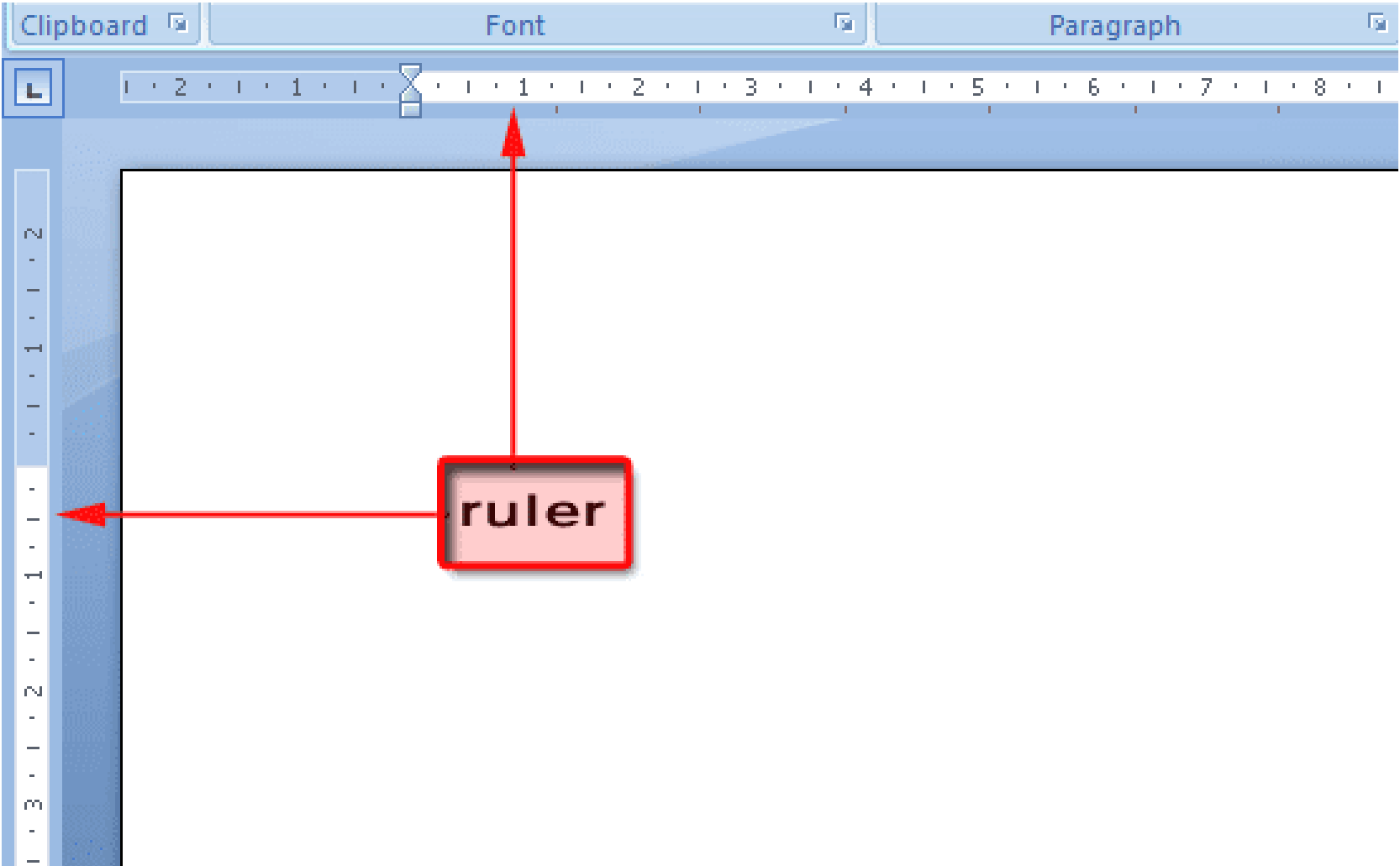
When enabled, the horizontal **ruler** appears at the top of the document, and the vertical **ruler** on the left.

Screenshot

Back to
Components of
Microsoft Word

Ruler

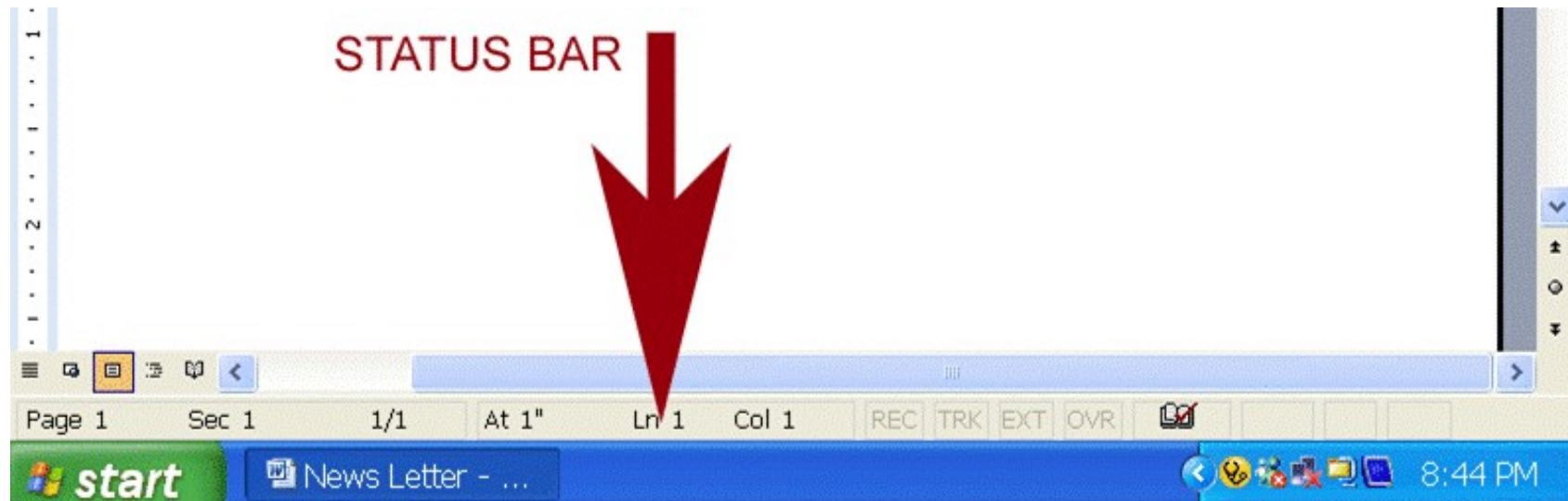Clipboard   Font   Paragraph

ruler

Explanation

Status Bar

The **status bar** is the area at the bottom of the **Word** window that indicates information about the current document.

It displays information about what page you are on, as well as your line number on the page and character number on the line

Back to Components of Microsoft Word

Work Area

⟨••⟩ The **work area** is simply the page of the document that you are creating.

⟨••⟩ On the **work area**, you can type **words** or you can insert other elements.

⟨••⟩ For example, you can insert photos, clip art, formatted bullets.
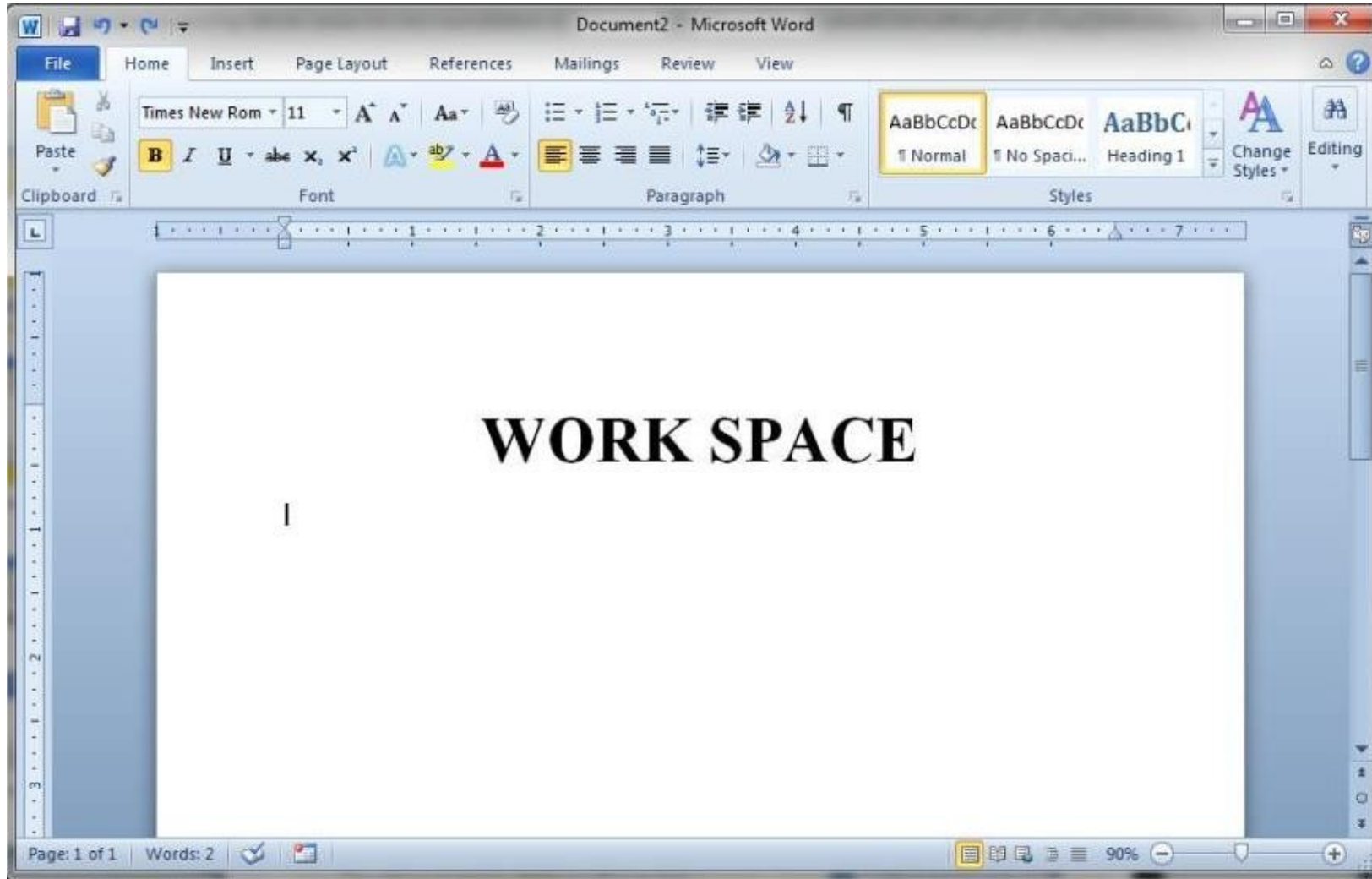
⟨••⟩ From within the **work area**, you can also format the text and make changes to it.

Screenshot

Back to Components of Microsoft Word
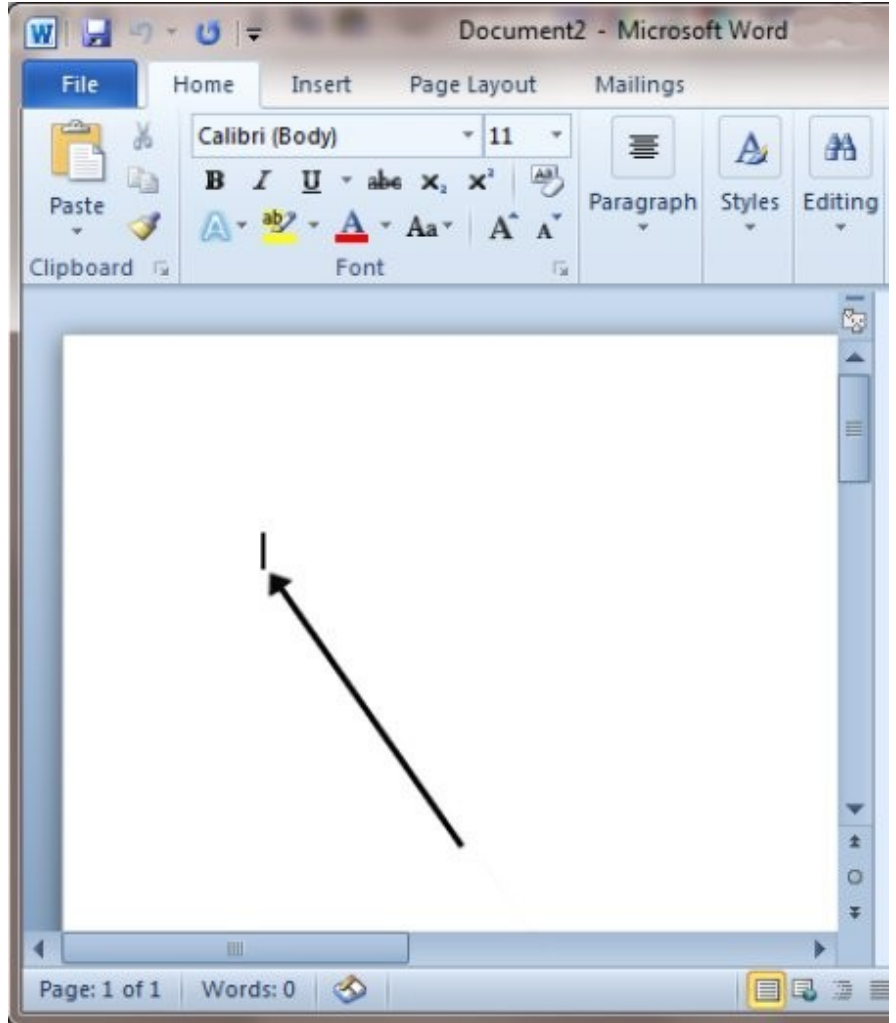
Work Area

Explanation

Cursor

⟨··⟩ In most command-line interfaces or text editors, the text **cursor**, also known as a caret, is an underscore, a solid rectangle, or a vertical line, which may be flashing or steady, indicating where text will be placed when entered (the insertion point).

Screenshot

Cursor

Explanation

Features of Microsoft Word

CA FUNSTA
UNBOX THE NEW WAY OF LEARNING

Text Editing

Format Text

Indentation

Page Orientation

Find and Replace

Spell-Check

Thesaurus

Bullets & Numbering

Mail Merge

Graphics

Object Linking and Embedding

Save a Document

Horizontal and Vertical Scroll Bar

Text Editing

Moving Around Using the Arrow Keys or Mouse. You may move your cursor to the right, the left, and up or down by using the Arrow keys.
Deleting Characters or **Words**.

Exercise.

Undo and Redo or Repeat Buttons.

Bold, Italics, and Underline.

Exercise.

Font Size and Fonts.

Back to
Features of Microsoft Word

Format Text

Formatting text in **Microsoft Word** involves tasks like bolding the **text**, italicizing it, and changing the **font** and size.

The commands to perform all of these **formatting** tasks are found on the Home tab in the **Font** group.

Back to
Features of Microsoft Word

Indentation

⟨••⟩ In **word** processing, **t**he **word indent** is used to describe the distance, or number of blank spaces used to separate a paragraph from the left or right margins.

⟨••⟩ The following is an example of **indented** text: Paragraph alignment against left margin

Page Orientation

⟨•••⟩ Page orientation is the direction in which a document is displayed or printed.

⟨•••⟩ The two basic **types** of page orientation are **portrait** (vertical) and landscape (horizontal).

⟨•••⟩ Most monitors have a landscape display, while most documents are printed in **portrait** mode

Back to
Features of Microsoft Word

Find and Replace

Find and Replace helps you to **find words** or formats in a document and can let you **replace** all instances of a **word** or format.

This is particularly handy in long documents.

To use **Find and Replace**, use the shortcut Ctrl+H or navigate to Editing in the Home tab of the ribbon, then choose **Replace**.

Back to
Features of Microsoft Word

Spell-Check

CA FUNSTA
UNBOX THE NEW WAY OF LEARNING

‹••› Spell check is a software program that corrects spelling errors in word processing, email and online discussions.

‹••› Spell check identifies and corrects misspelled words.

‹••› It also allows you to search a **document** yourself for words you know you've misspelled.

Back to
Features of Microsoft Word

Thesaurus

⟨••⟩ The Thesaurus is a software tool that is used in the Microsoft Word document to look up (find) **synonyms** (words with the same meaning) and **antonyms** (words with the opposite meaning) for the selected word.

Back to
Features of Microsoft Word

Bullets & Numbering

Bullets and Numbering is a paragraph level attribute that applies a **bullet** character or a numeral to the start of the paragraph.

Applying a **bullet** is straightforward; **numbering** is a bit more complicated

Back to
Features of Microsoft Word

Mail Merge

Mail Merge is a handy feature that incorporates data from both Microsoft Word and Microsoft Excel and allows **you** to create multiple documents at once, such as letters, saving **you** the time and effort of retyping the same letter over and over.

Back to
Features of Microsoft Word

Graphics

Word allows you to do much more than simply insert or place **graphics**.

For our fourth lesson in this series, we will focus on the **graphic** design functions in **Word** such as pictures, SmartArt, screenshots, and other items that can be found on the "Insert" tab. The Interface, Fonts, and Templates

Back to
Features of Microsoft Word

Object Linking and Embedding

⟨··⟩ OLE (**Object Linking and Embedding**) is a component document technology from Microsoft that allows you to dynamically **link** files and applications together.

⟨··⟩ For instance, an Excel spreadsheet can be **embedded** within a Microsoft **Word** document using OLE

Back to
Features of Microsoft Word

Save a Document

Click FILE > **Save**, pick or browse to a folder, type a name for your **document** in the File name box, and click **Save**.

Save your work as you go - hit Ctrl+S often.

Back to
Features of Microsoft Word

Horizontal and Vertical Scroll Bar

A **horizontal scroll bar** enables the user to **scroll** the content of a window to the left or right.

A **vertical scroll bar** enables the user to **scroll** the content up or down.