

# Microsoft Word Notes

Created By: HOJAI COMPUTER ACADEMY



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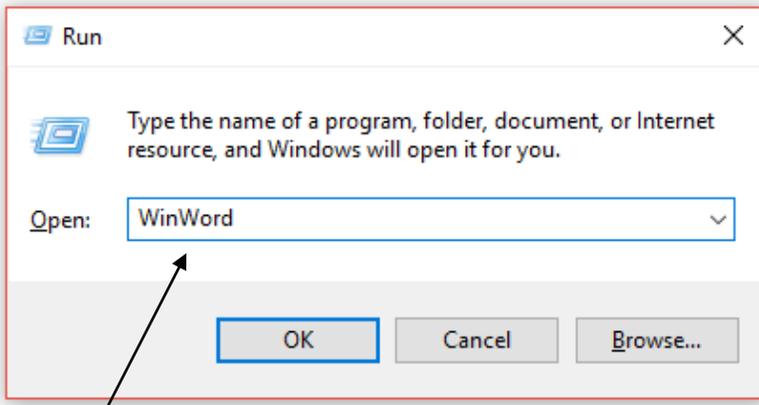
Contact No: 6001544188 /8486290014

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# How to open MS-Word?

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Step 1: Press  + 

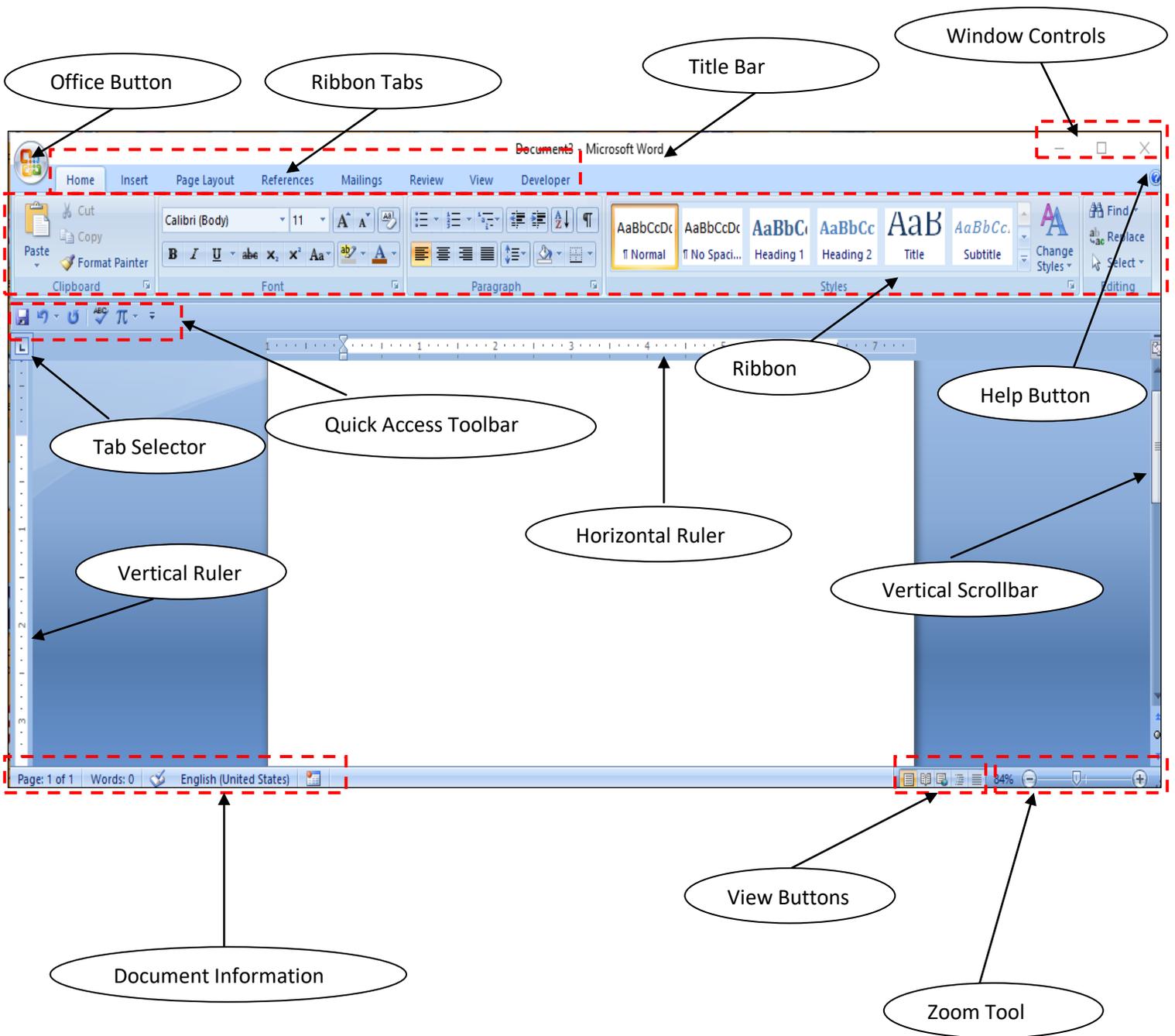
Step 2: 

Write here **WinWord**

then press  from keyboard

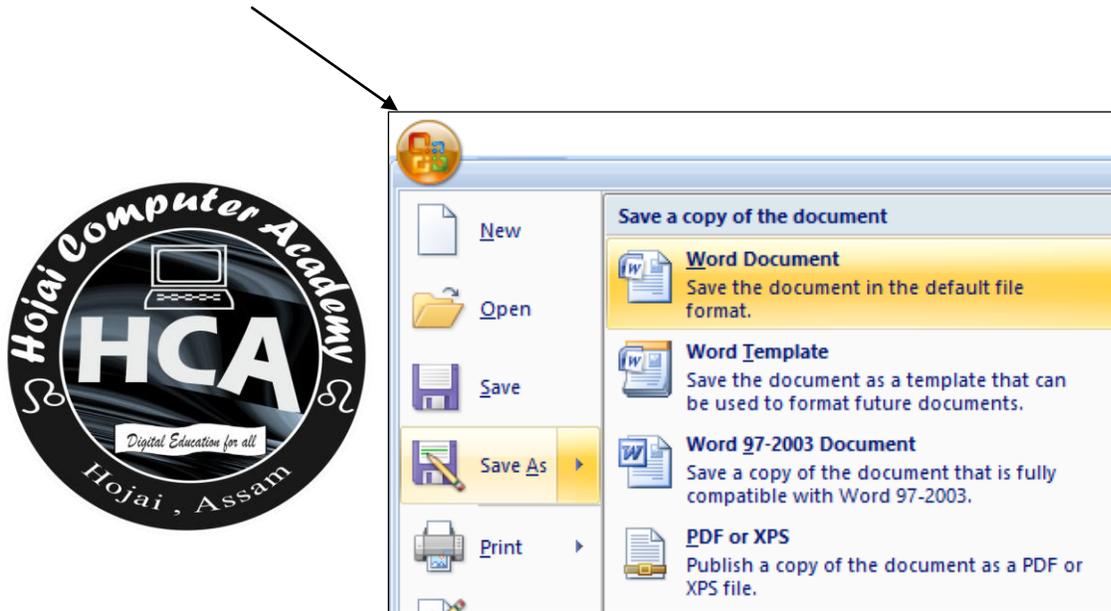


# Microsoft Word Interface



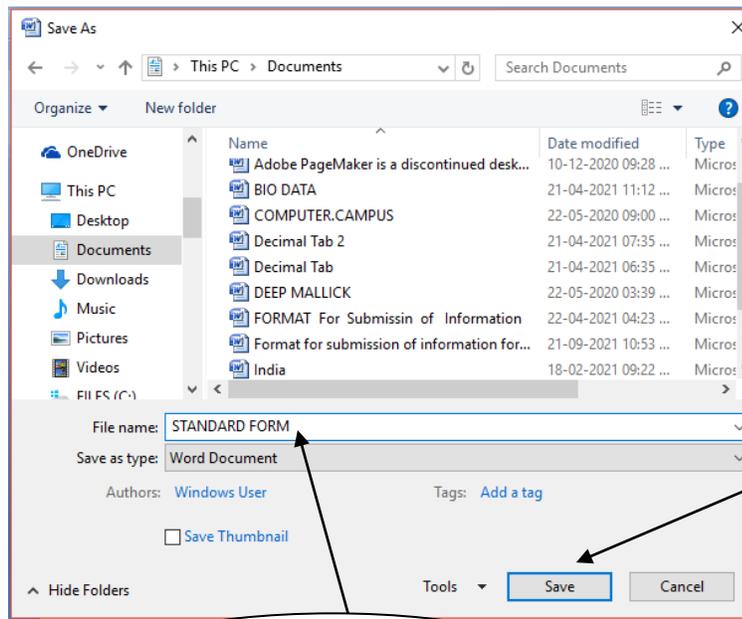
# How to save a document in MS-Word?

Step 1: click on Office button as shown in the picture.



Step 2: Then go to **Save As** then click on **Word Document**

Step 3:



Finally, click on here to save the document

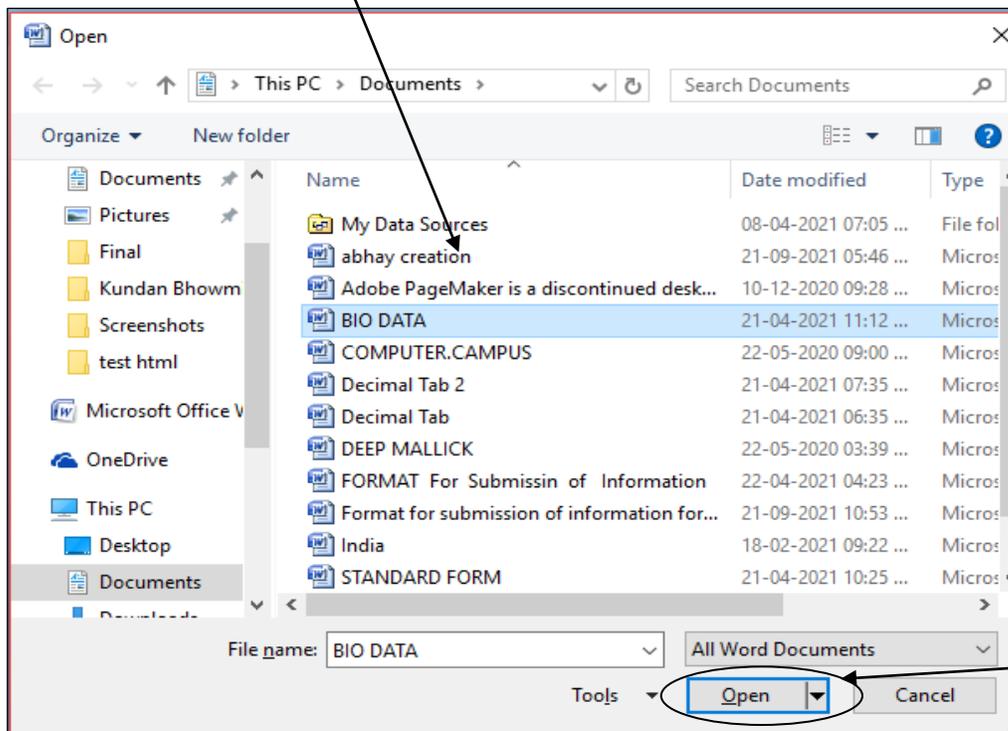
First, write here any name you like

# How to open an existing document?

Step1: Click on Office button and then click on Open as shown in the picture.



Step2: Now select the document you like to open

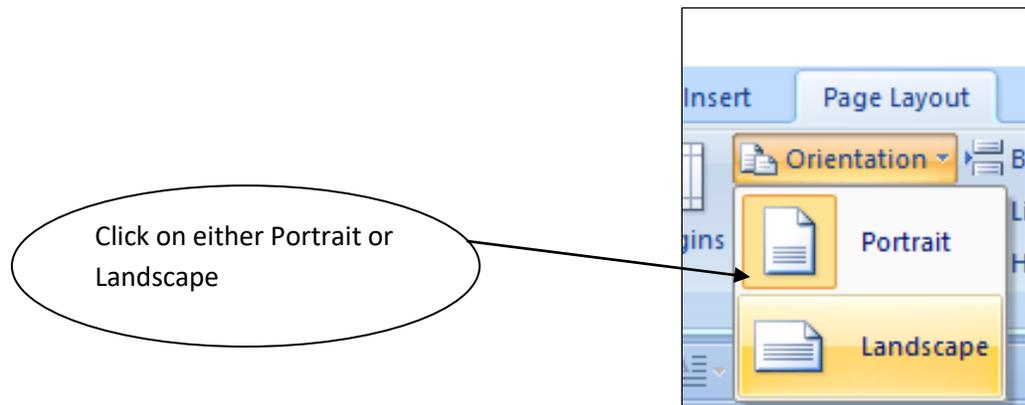


# Page Setup

## Page Orientation

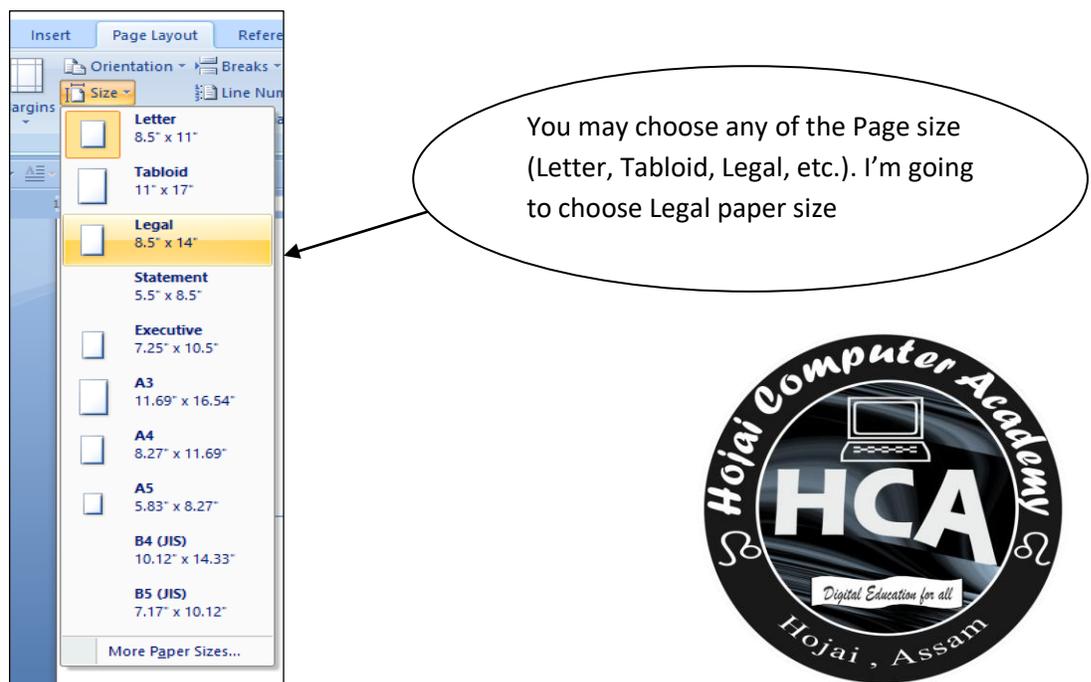
There are two Page Orientation in MS-word; Portrait and Landscape. To select whatever orientation you like follow the step. Remember Portrait is the default page orientation in MS-Word.

Step: Page Layout → Orientation → Portrait/Landscape.



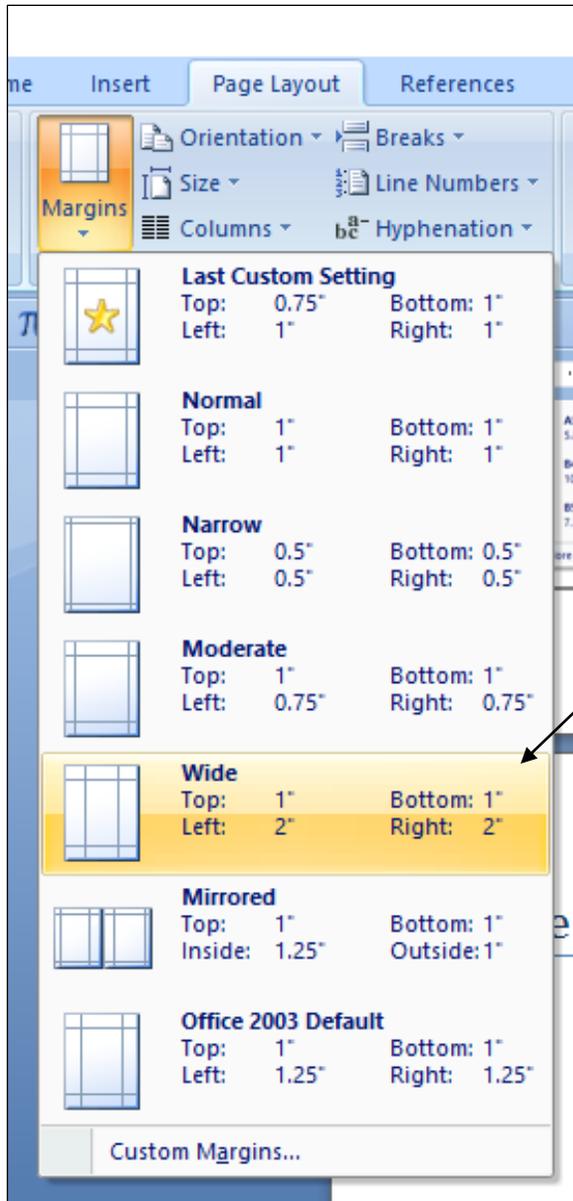
## Size

MS- Word provides various page size formats. To use them, follow the steps.



## Margins

Step: Page Layout → Margins



You may choose any of them. I'm going to choose Wide Margins. To do so, click on it. Try the others as well.

These are some pre formatted margins in MS-Word. To give margin setting as per your need, you may click on Custom Margins.

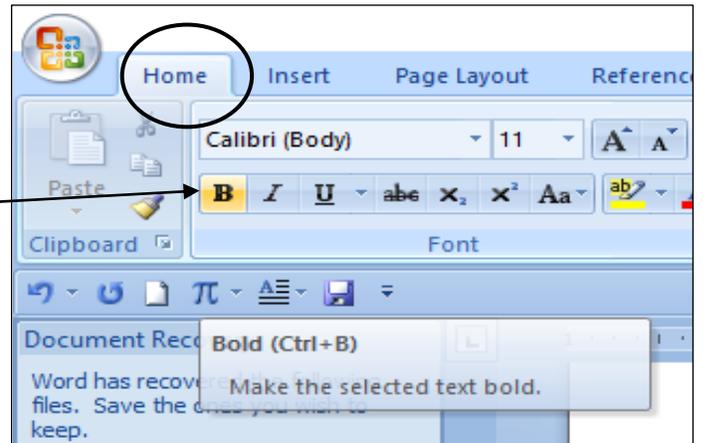


# Font

## Bold Text

Step1: Select any text

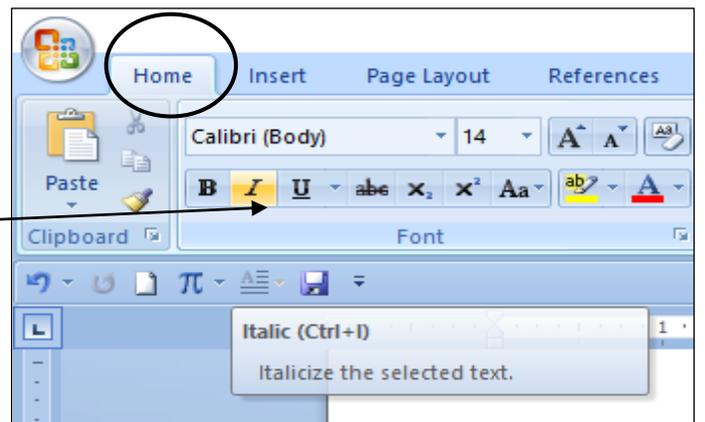
Step 2: Now under **Home tab**, click on **B**



## Italic Text

Step 1: Select any text

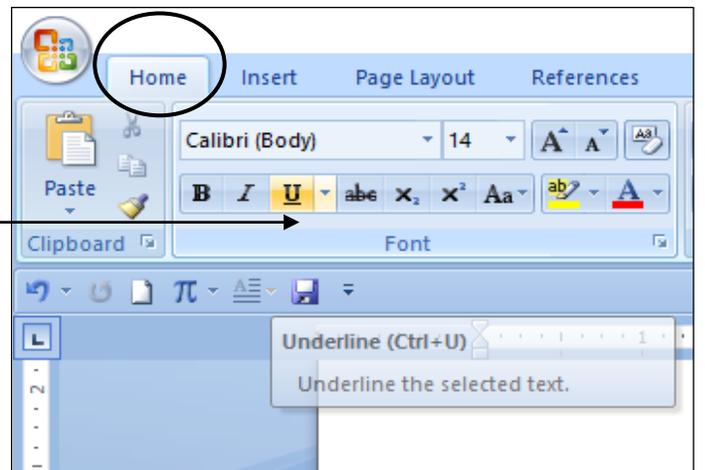
Step 2: Now under **Home tab**, click on **I**



## Underline Text

Step 1: Select any text

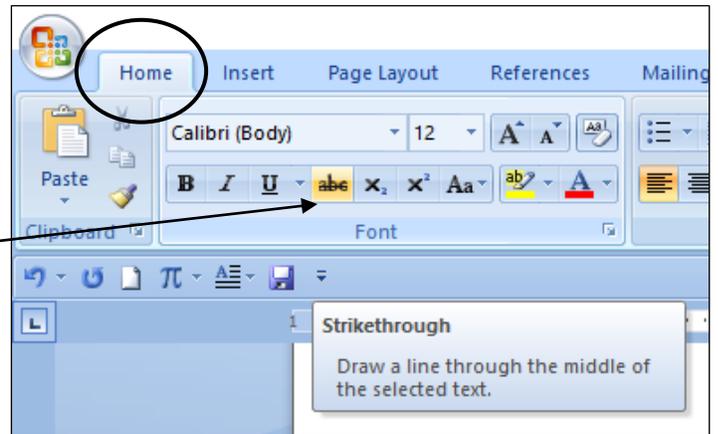
Step 2: Now under **Home tab**, click on **U**



## Strikethrough

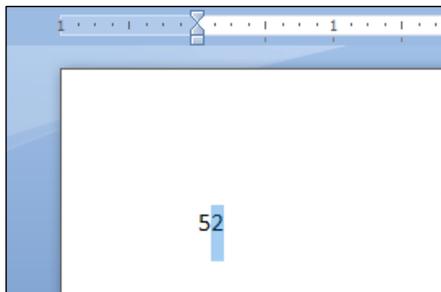
Step 1: Select any text

Step 2: Now under **Home tab**, click on **abc**



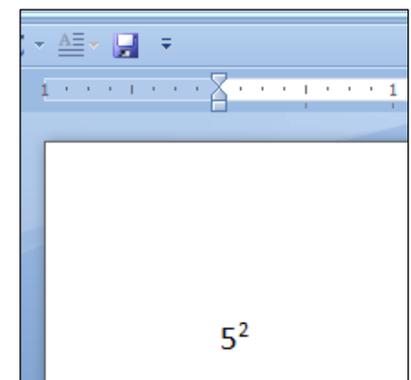
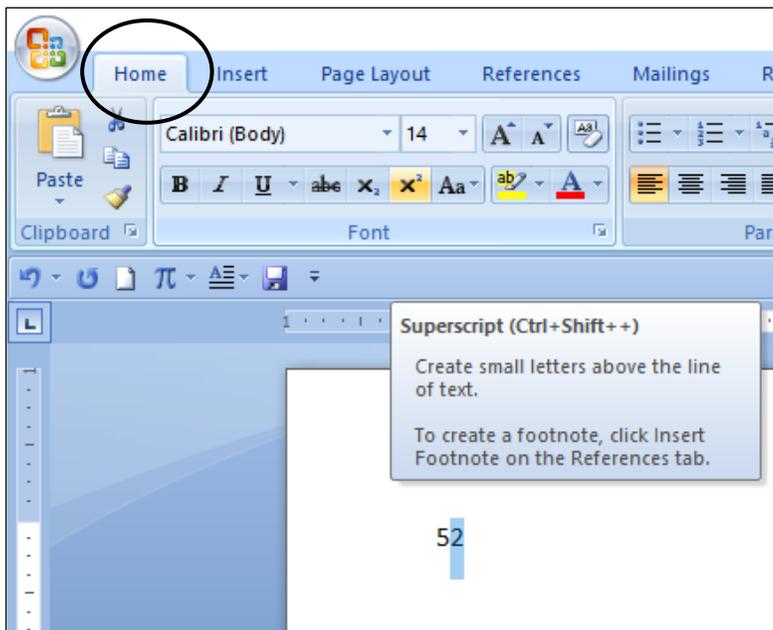
## Superscript

Step 1:



Here I have typed 52 and I select 2 using mouse.

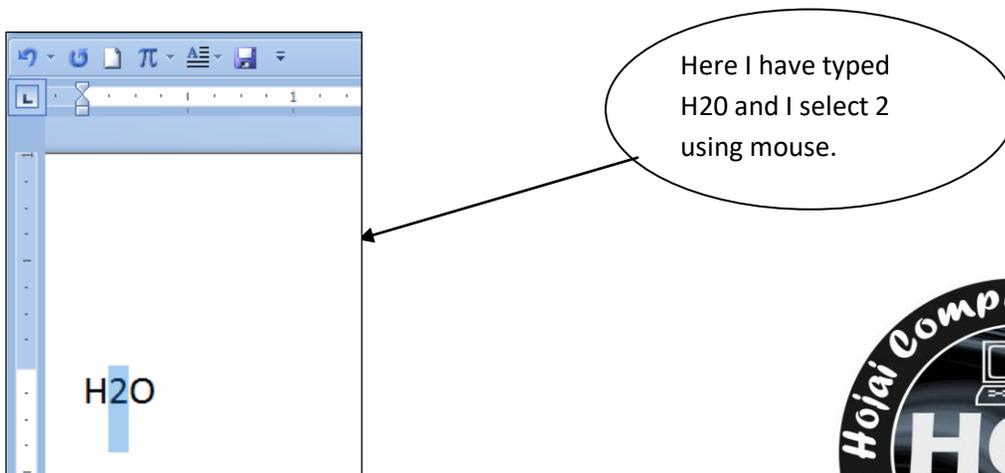
Step 2: Now under Home tab, click on **X<sup>2</sup>**



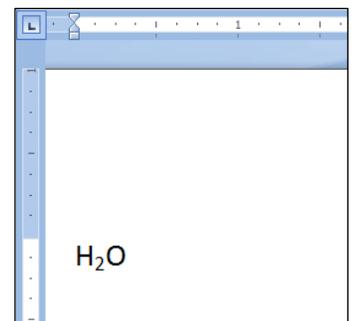
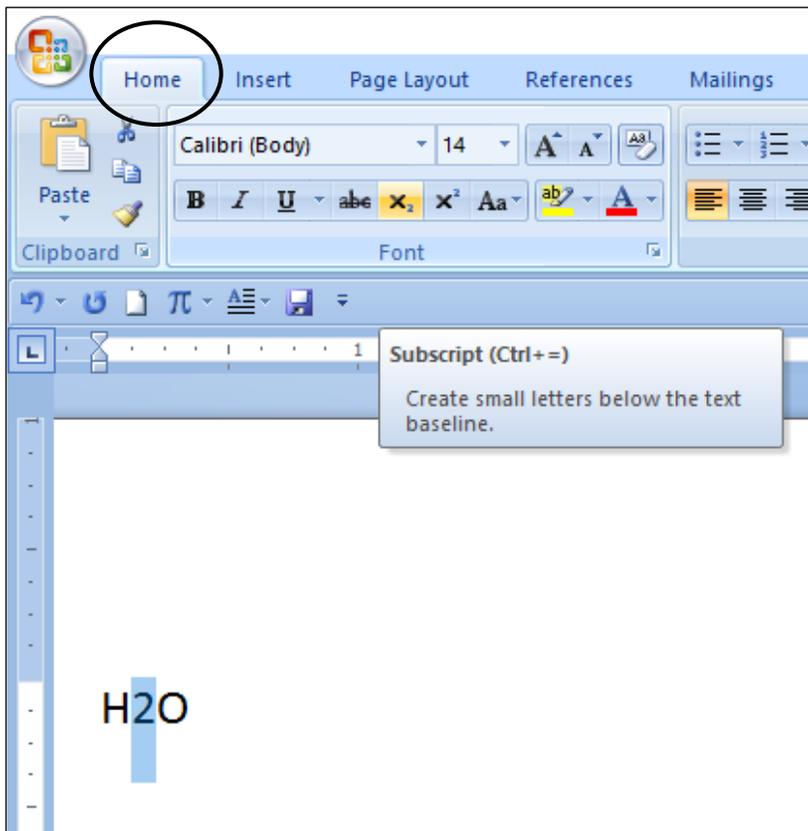
(Result)

## Subscript

Step 1:



Step 2: Now under Home tab, click on X<sub>2</sub>



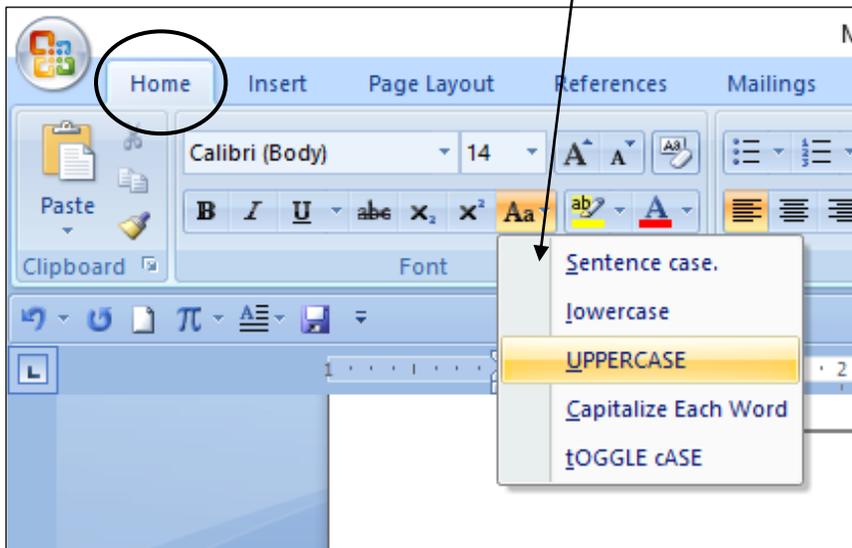
(Result)



## Change case

Step 1: Select a text

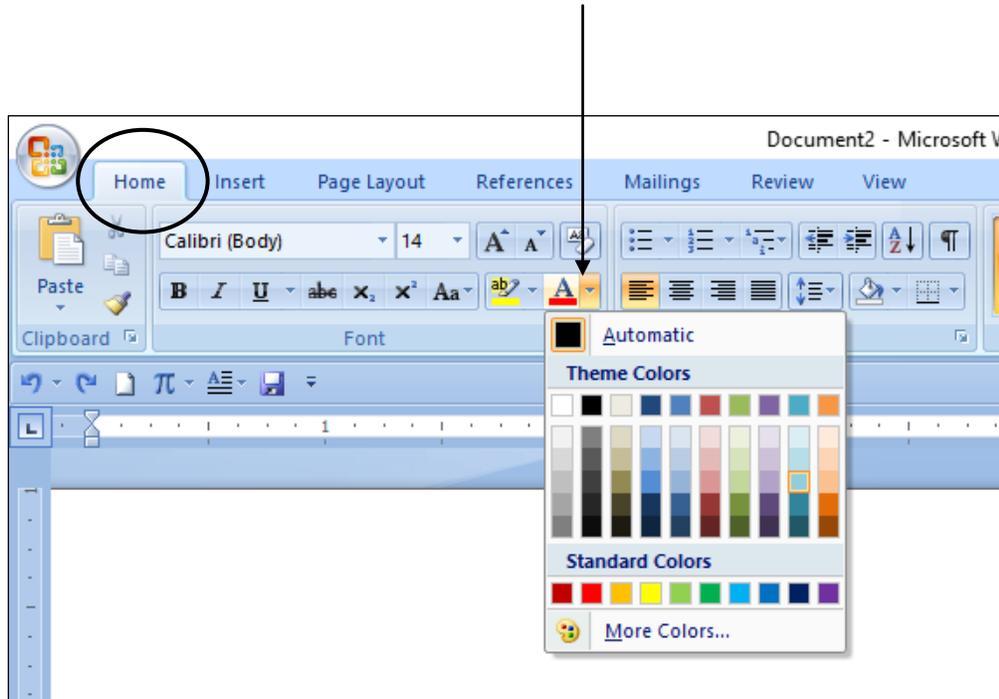
Step 2: Click on Home tab and then click on **Aa** now choose any of the list item as per your need.



## Font Color

Step 1: Select a text

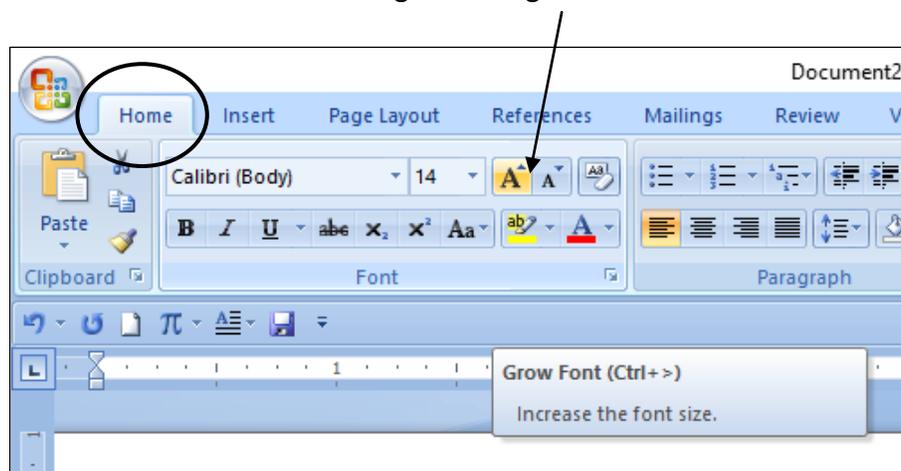
Step 2: Click on Home tab and then click on **A** now choose any color you want.



## Grow Font

Step 1: Select a text.

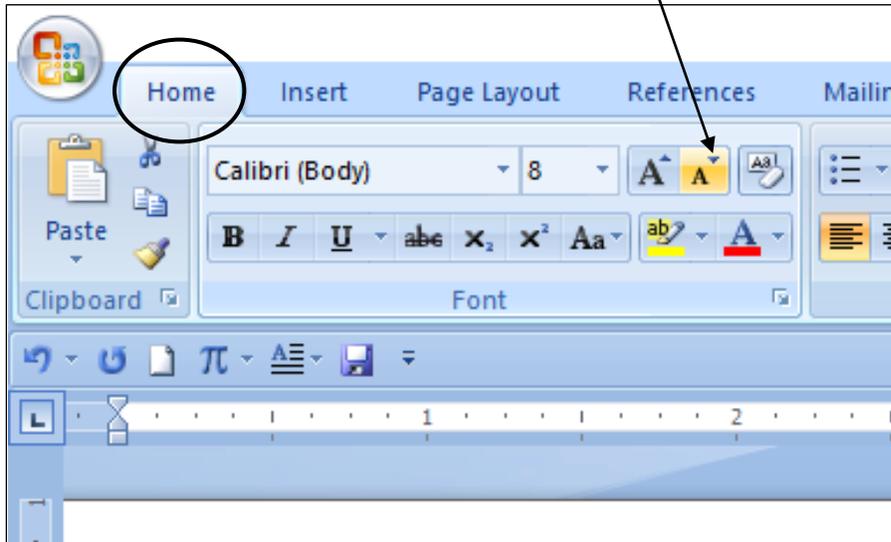
Step 2: Click on Home tab and then clicking on **A** to grow the size of selected font.



## Shrink Font

Step 1: Select a text.

Step 2: Click on Home tab and then clicking on **A** to shrink the size of selected font.



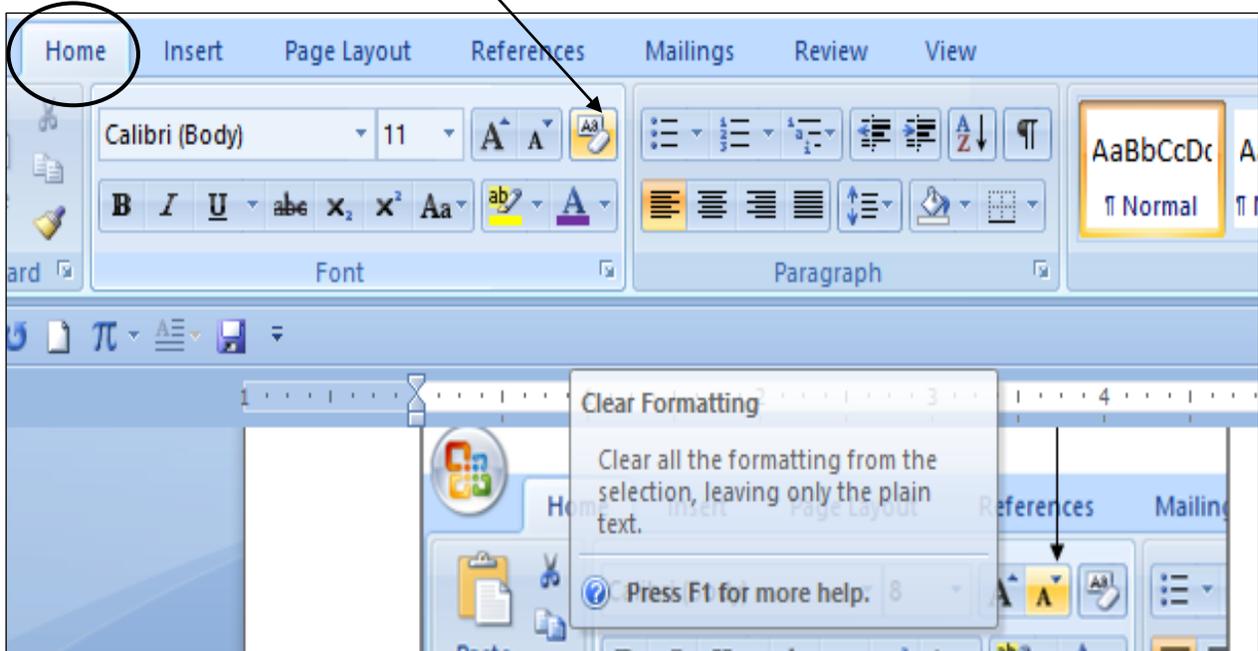
## Clear Formatting

Step 1: Write any text with formatting. An example is given below.

**I love India.**

Step 2: Select the above text. and do as follows.

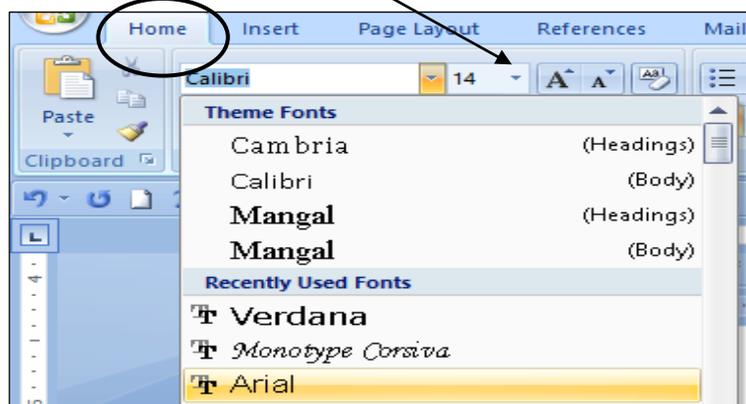
Go to Home Tab and then click here



## Change Font

Step 1: Select the text.

Step 2: Go to Home Tab and then click here

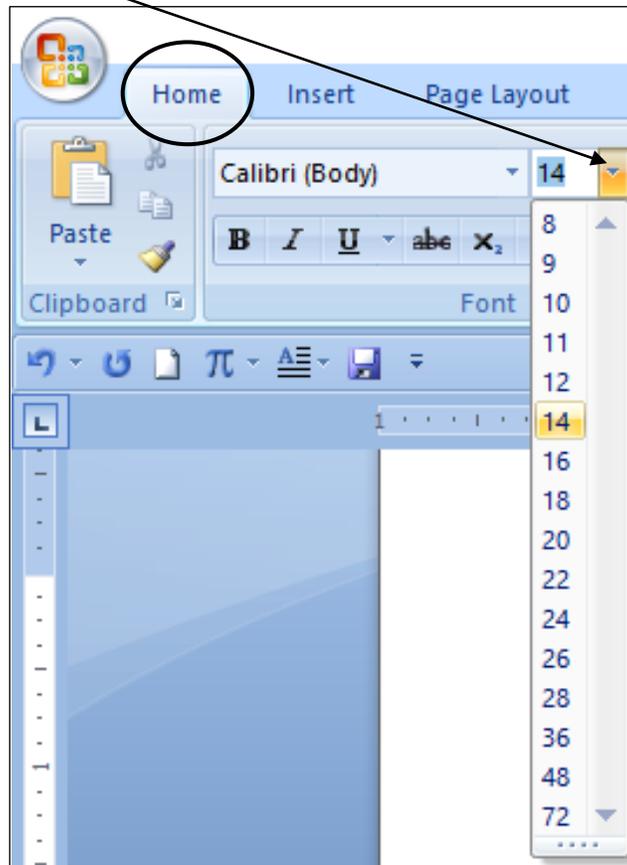


Step 3: A list of fonts will be shown. To choose any one from them click on it. Here I have selected “ Arial”.

## Change Font Size

Step 1: Select the text.

Step 2: Go to Home Tab and then click here



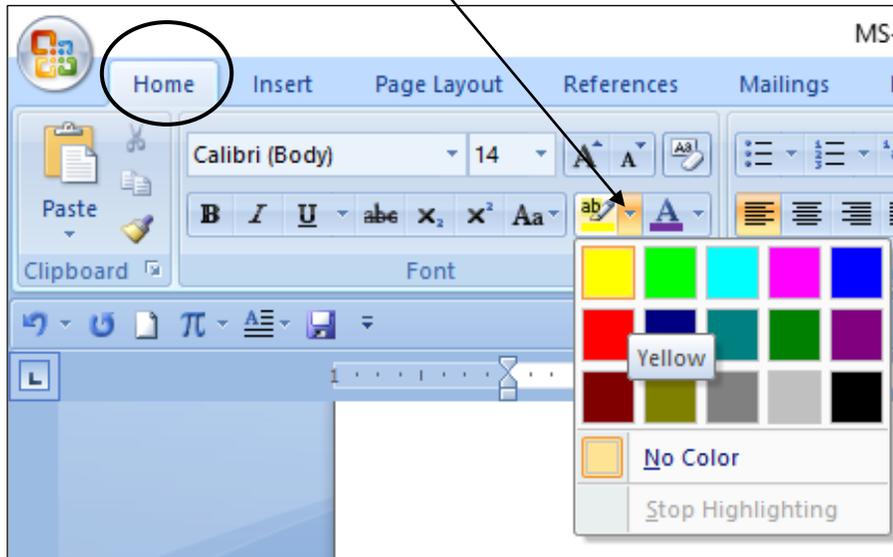
Step 2: Now select the size by clicking on any of them.

## Text highlight Color

If you want to give highlighting color to your text, this option is used.

Step 1: Select any text.

Step 2: Go to Home Tab and then click on



Step 3: Now you need to select color. Here I have selected yellow.



# Clipboard

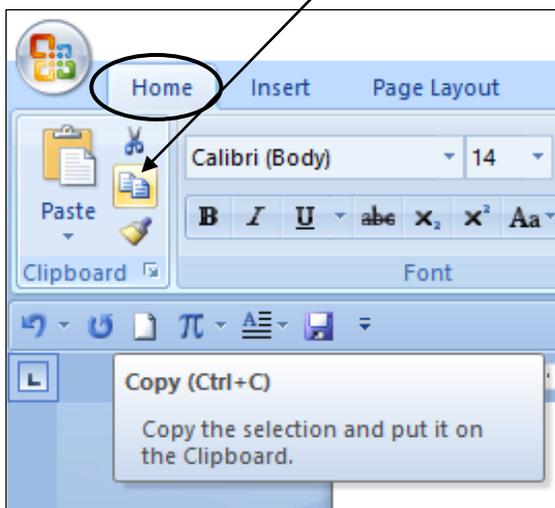
---

## Copy

This is used when you want to copy a text or an object.

Step 1: Select some texts.

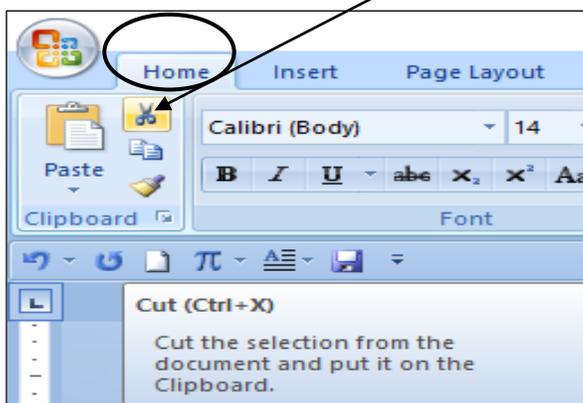
Step 2: In Home tab, click on here to copy the selected text.



## Cut

Step 1: Select some texts.

Step 2: In Home tab, click on here to cut the selected text.

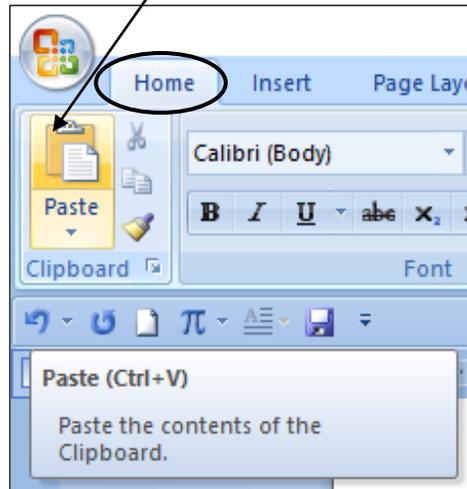


**Remember:** **Cut** removes the selected data from its original position while **copy** creates a duplicate of the original content.

## Paste

It is used to paste the text either copied or cut.

Step 1: In Home tab, click on here to paste the copied or cut text.

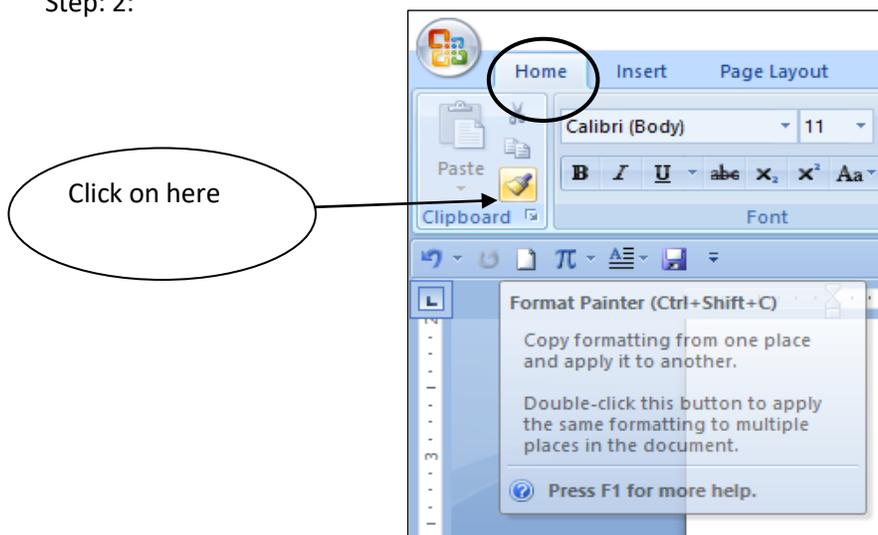


## Format Painter

Format Painter copies the format of one text or objects which can be used to apply with other texts or objects.

Step1: Select the text whose format you want to copy.

Step: 2:



Step 3: Now apply it on the texts you want by clicking the right button of mouse near the text and select the text using mouse and remove it.

# Paragraph

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## Text Alignment

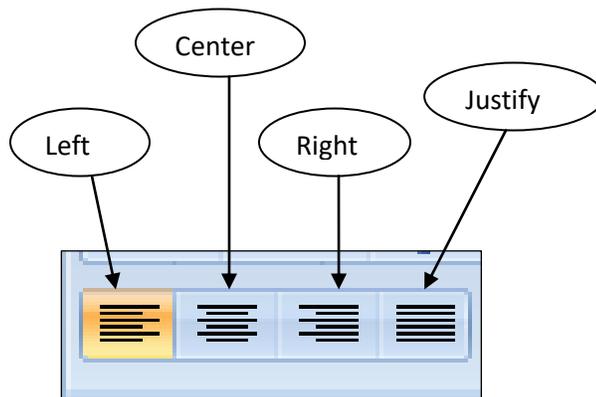
There are four Text Alignment in MS- Word.

- Align Left: It aligns the text to the left.
- Align Right: It aligns the text to the right.
- Align Center: It aligns the text to the center.
- Align Justify: It aligns text to both left and right margins, adding extra space between words as necessary.

**Remember: Left Alignment is the default alignment in MS-Word.**

Step 1: Select a paragraph.

Step 2: Now click on any of the Text Alignment option to get result.



## Line Spacing

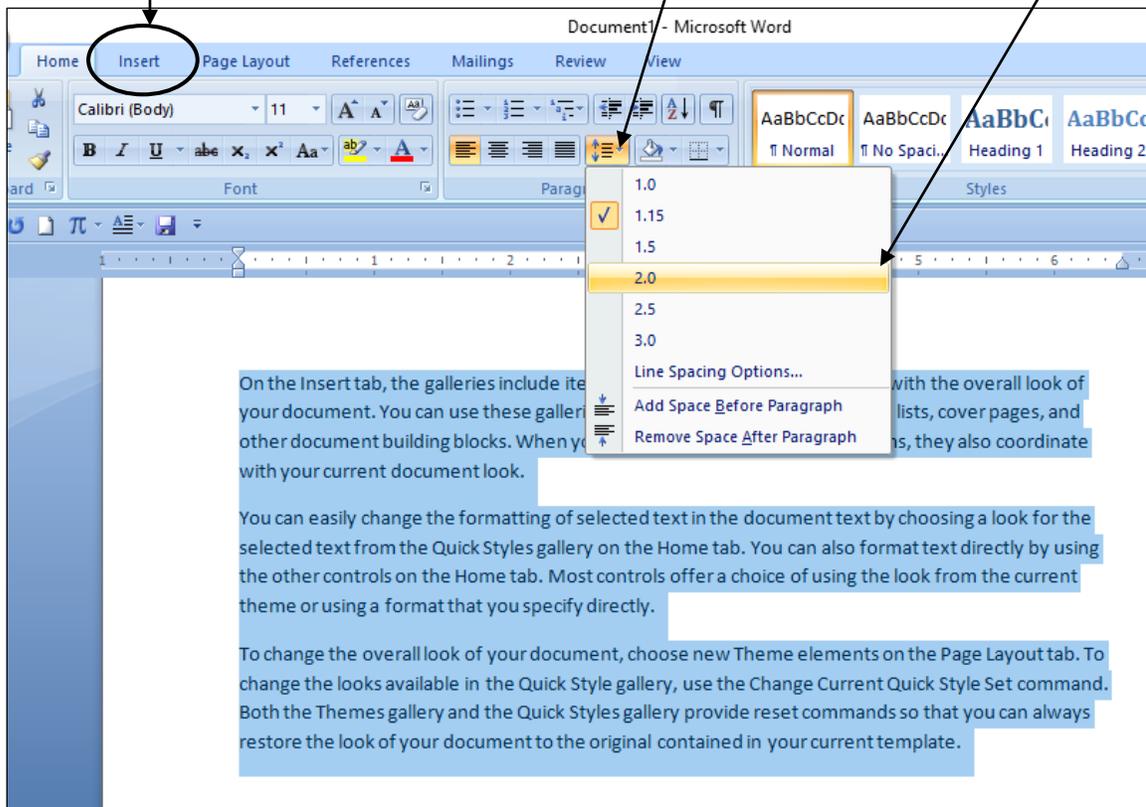
Line Spacing is used to increase or decrease the spaces between texts.

Step 1. Select the paragraph.

Step 2. Click on Home Tab

Now click here and select Line Spacing Options

You can choose any Line Spacing option.



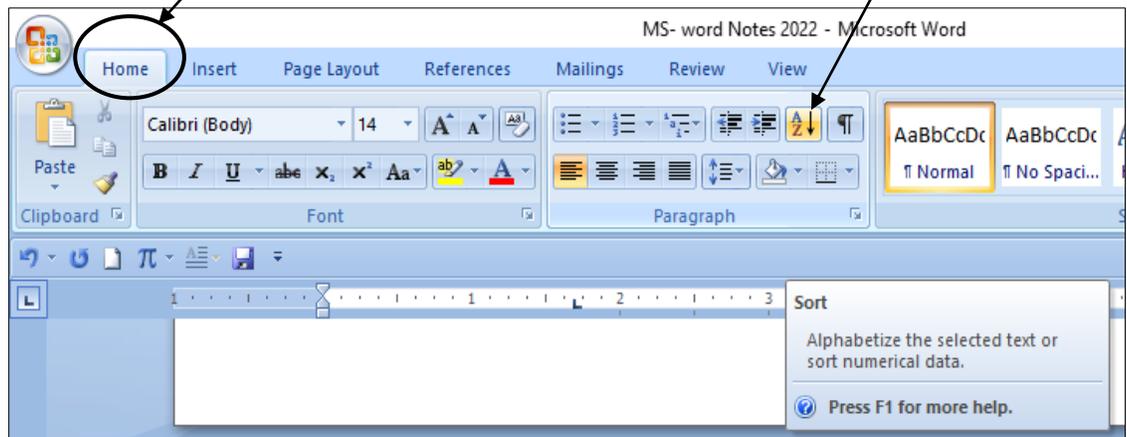
## Sort

It is used to arrange text in (A-Z) or (Z-A) order or arrange numbers in ascending or descending order.

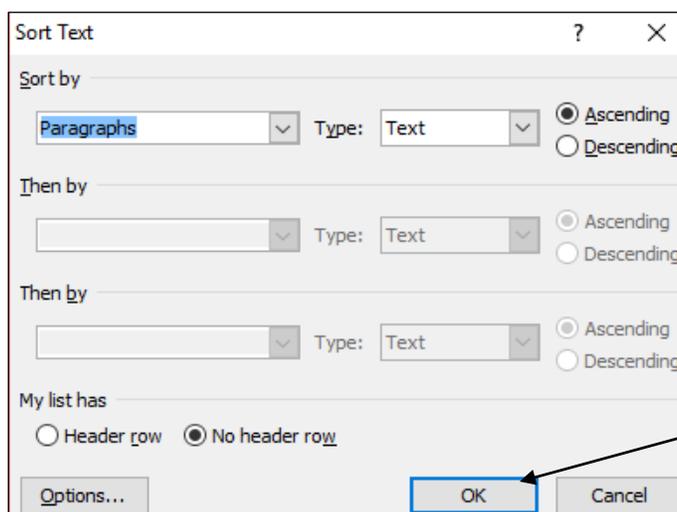
Step 1. Select the following texts using mouse.

Prakash  
Bijit  
Sujit  
Arun  
Zabed

Step 2. Click in the Home Tab.



Step 3.



You can choose order either **Ascending** or **Descending**

Finally, click OK

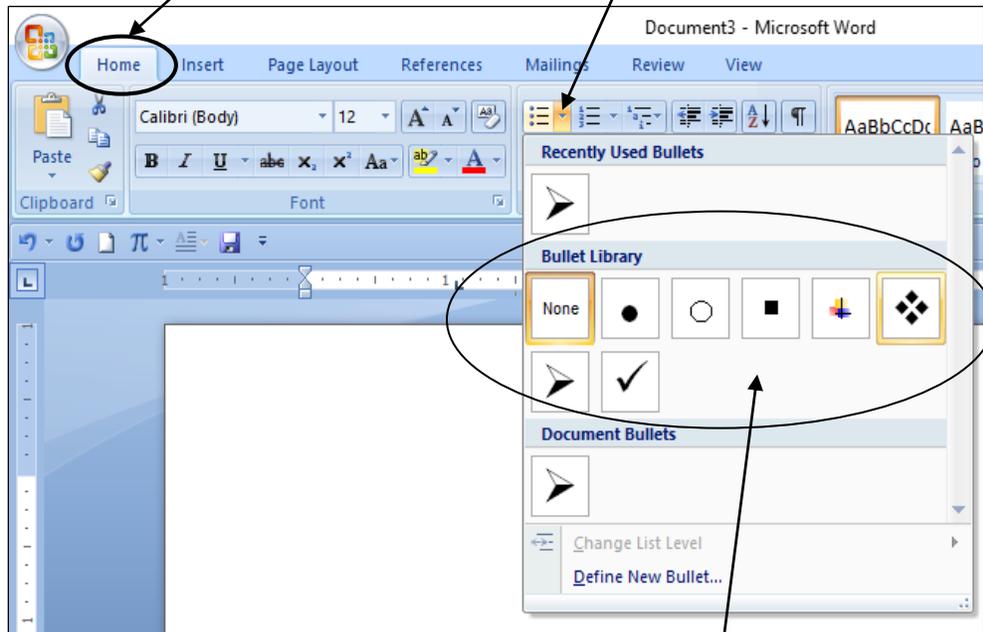
# Bullets & Numbering

## Bullets

Step 1. Select the list items.

- Mango
- Banana
- Apple

Step 2. Click in the Home Tab.





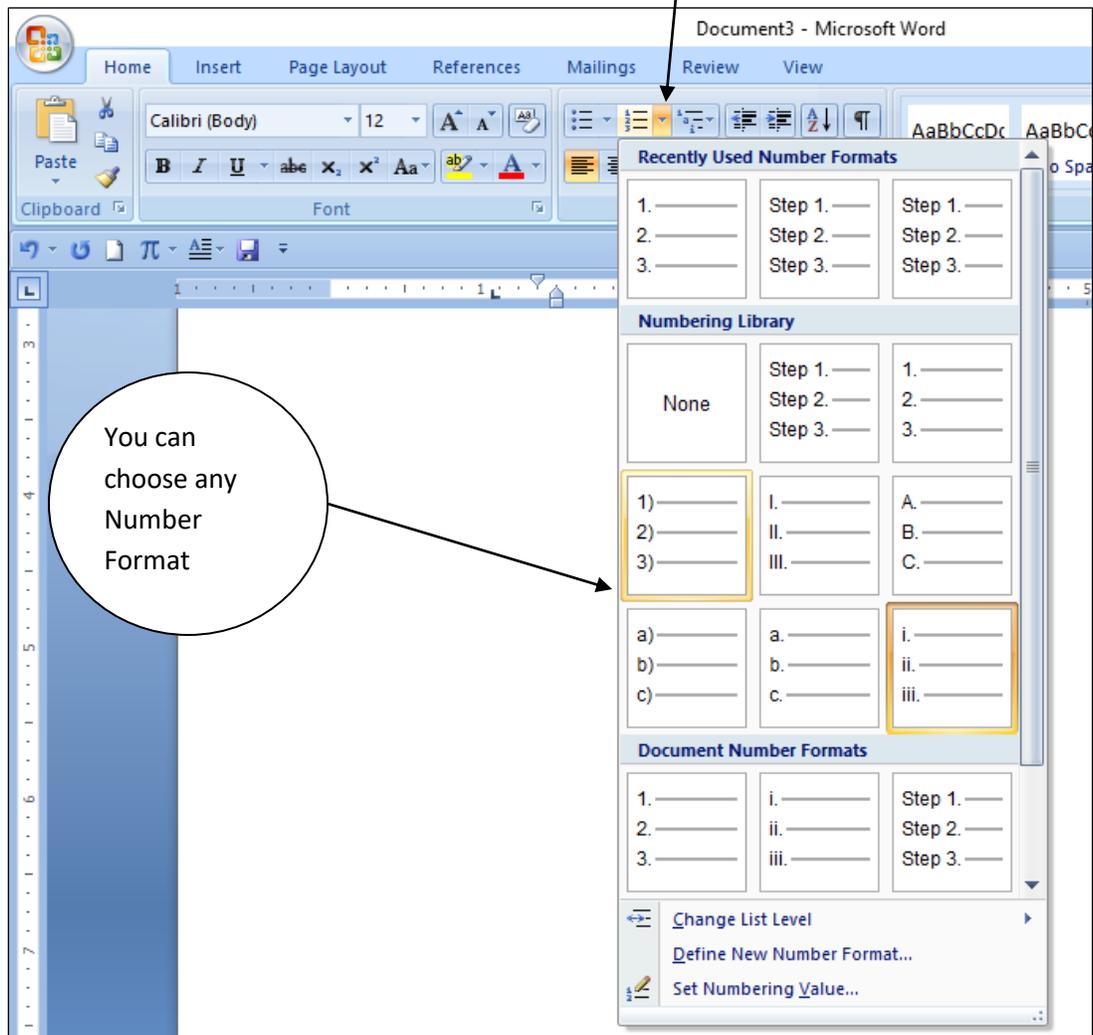
## Numbering

Step 1. Select the list items.

- Mango
- Banana
- Apple

Click here

Step 2. Click in the Home Tab.



# Editing

## Find

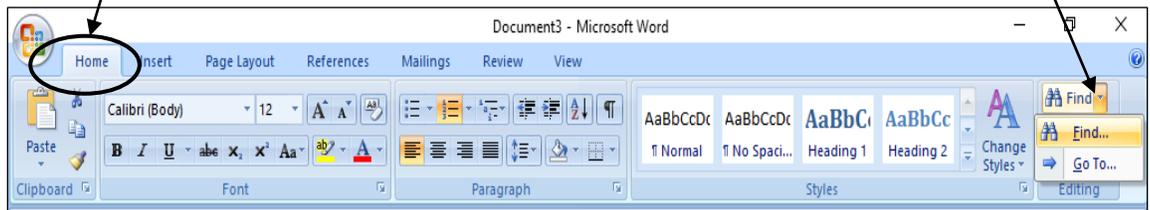
Using find, you can find any word or letters appearing in the paragraph.

Step 1. Select the following document.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

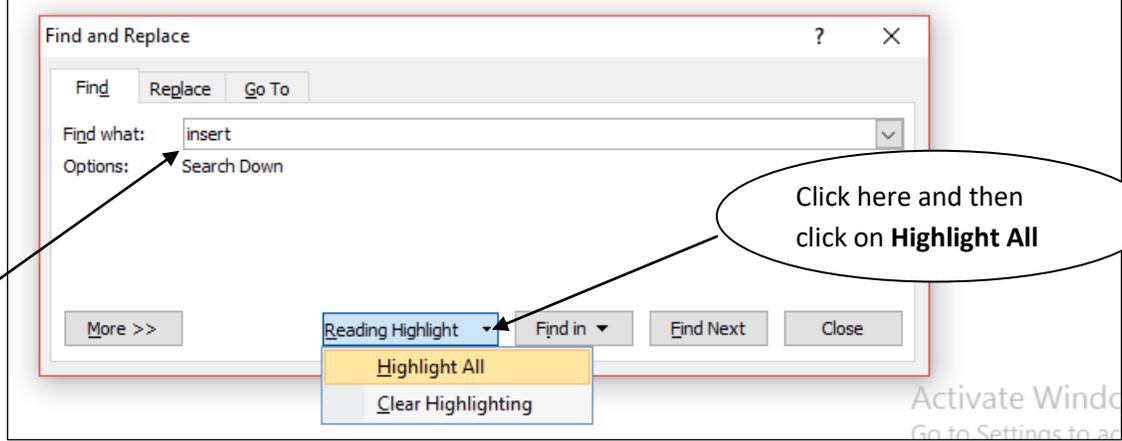
Step 2. Click on Home Tab

Click here then click on Find



On the **Insert** tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to **insert** tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

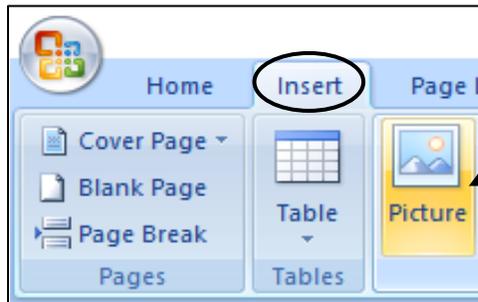
Write here the text which you want to



# Illustrations

## Picture

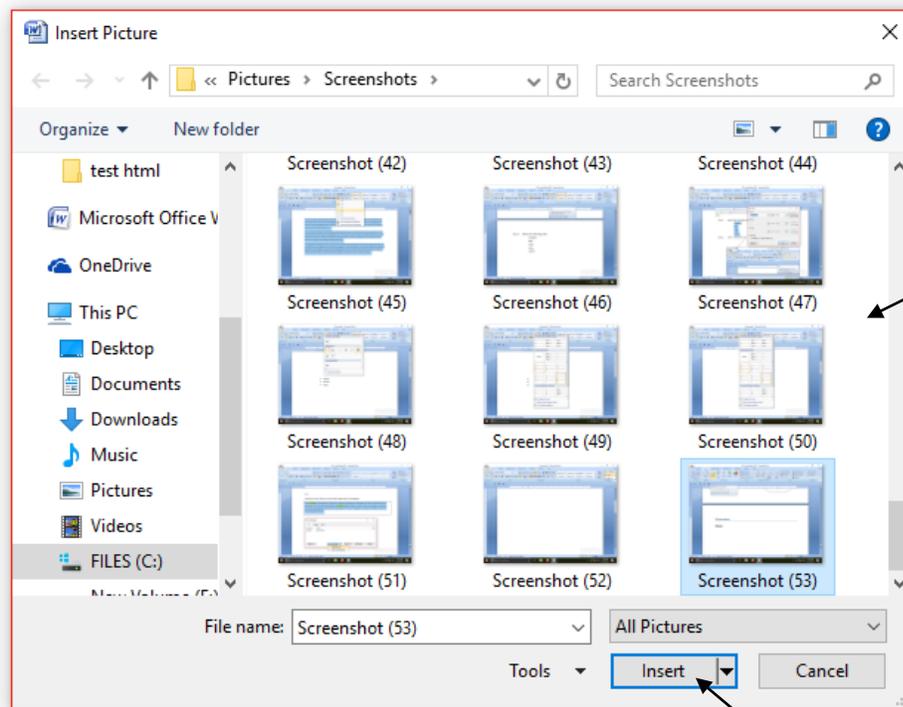
Step 1: Insert → Picture



Click here



Step 2:



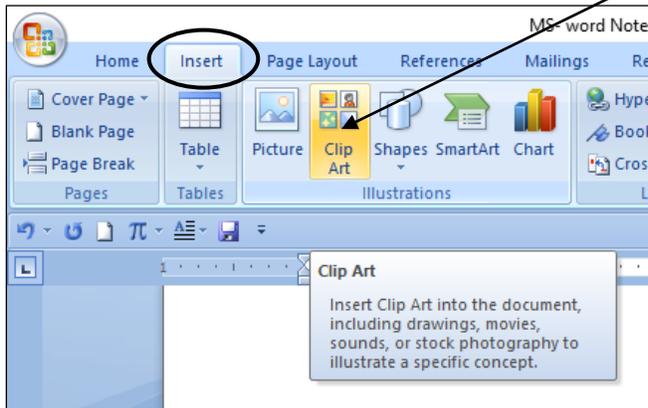
Click any picture to insert

Now click on Insert

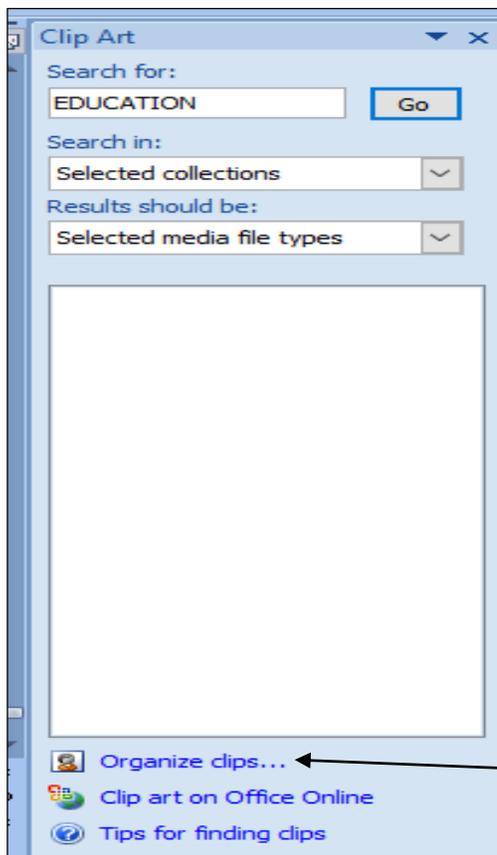
## Clip Art

Step 1: Insert → Clip Art

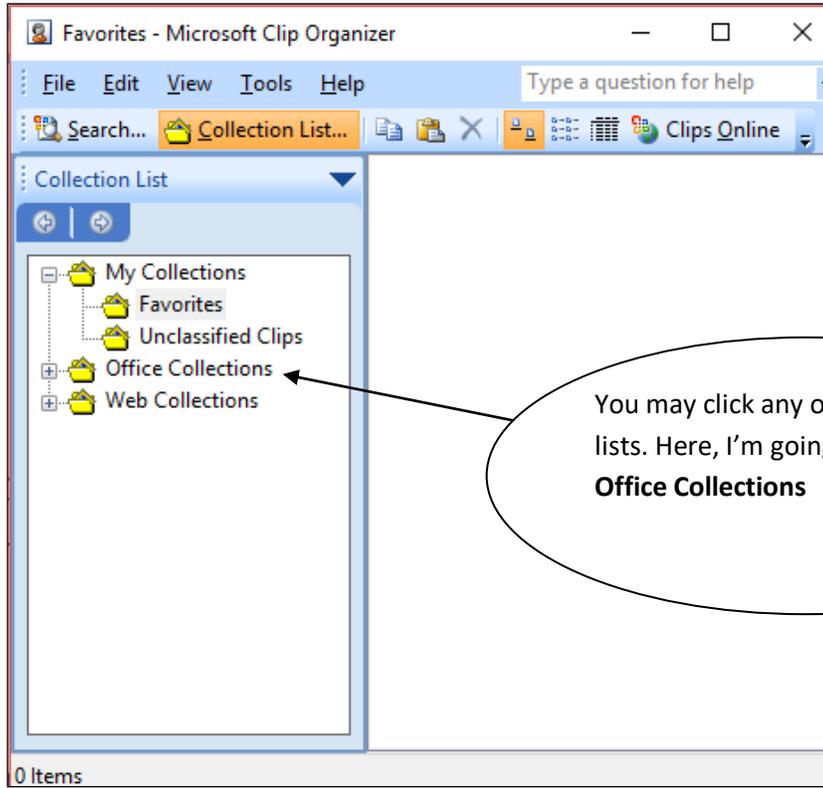
Click here



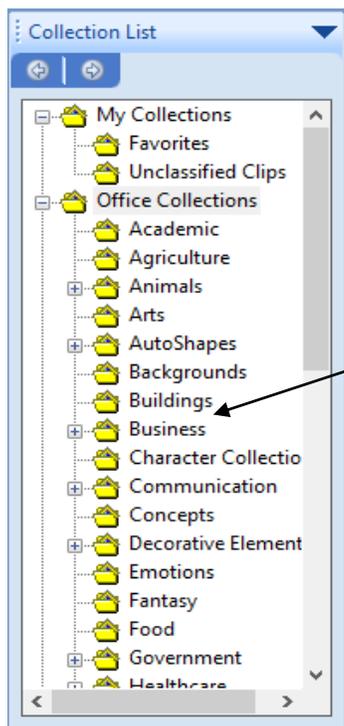
Step 2:



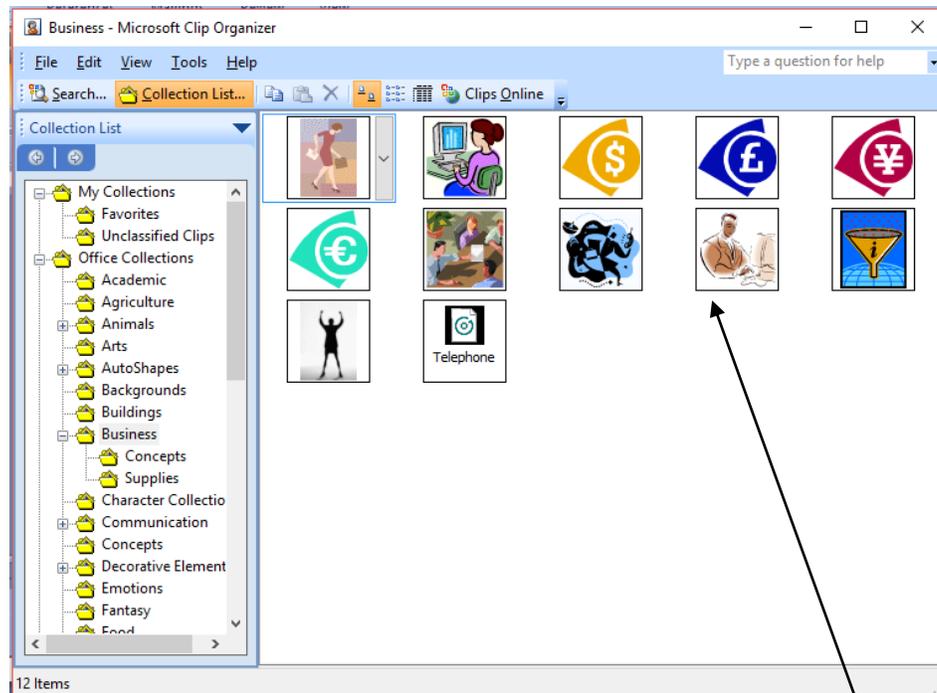
Step 3:



Step 4:



Step 5:

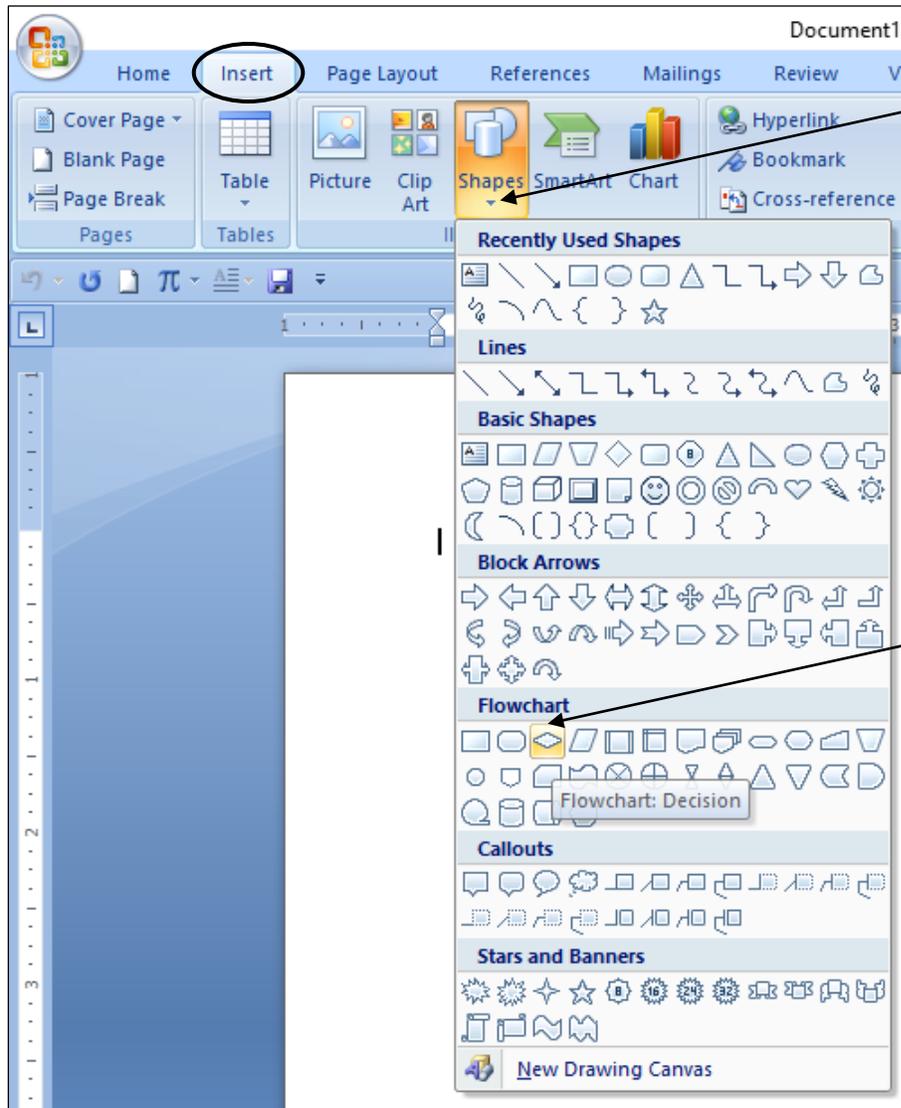


Now click on any of the Clip Art and drag it on the page.



## Shapes

Step 1: Insert → Shapes



Click here to view list of Shapes

Now Press

Ctrl

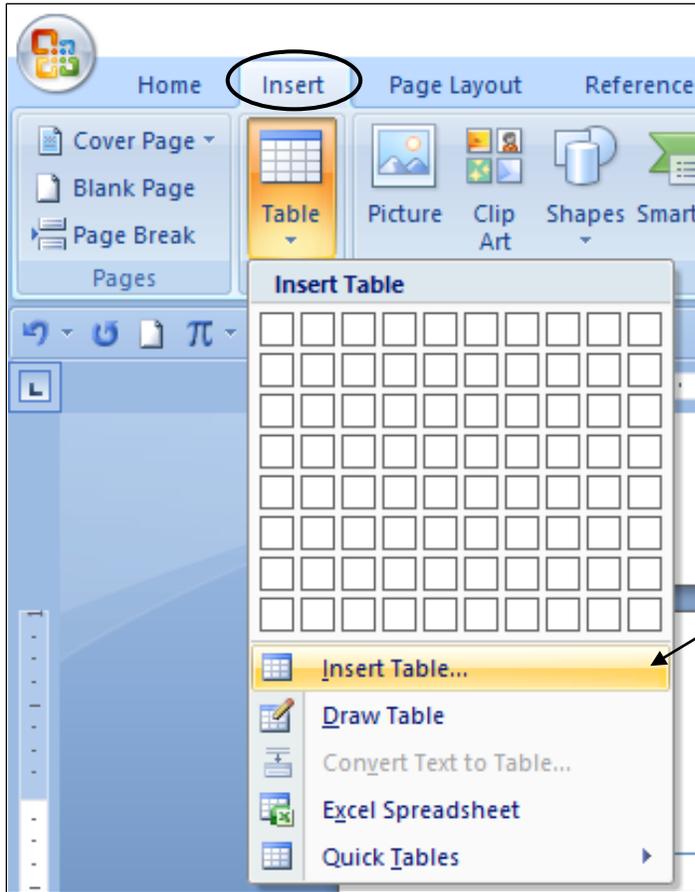
and then Click on any Shapes you like



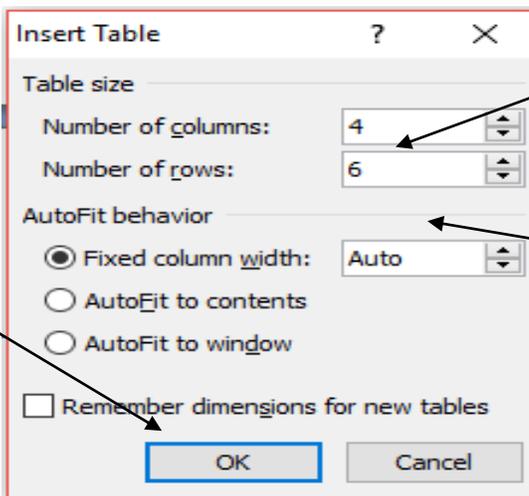
# Table

## Insert Table

Step 1: Insert → Table → Insert Table



Step 2:

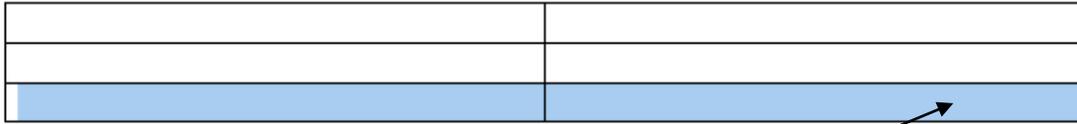


Write here the number of columns you want

Write here the number of rows you want

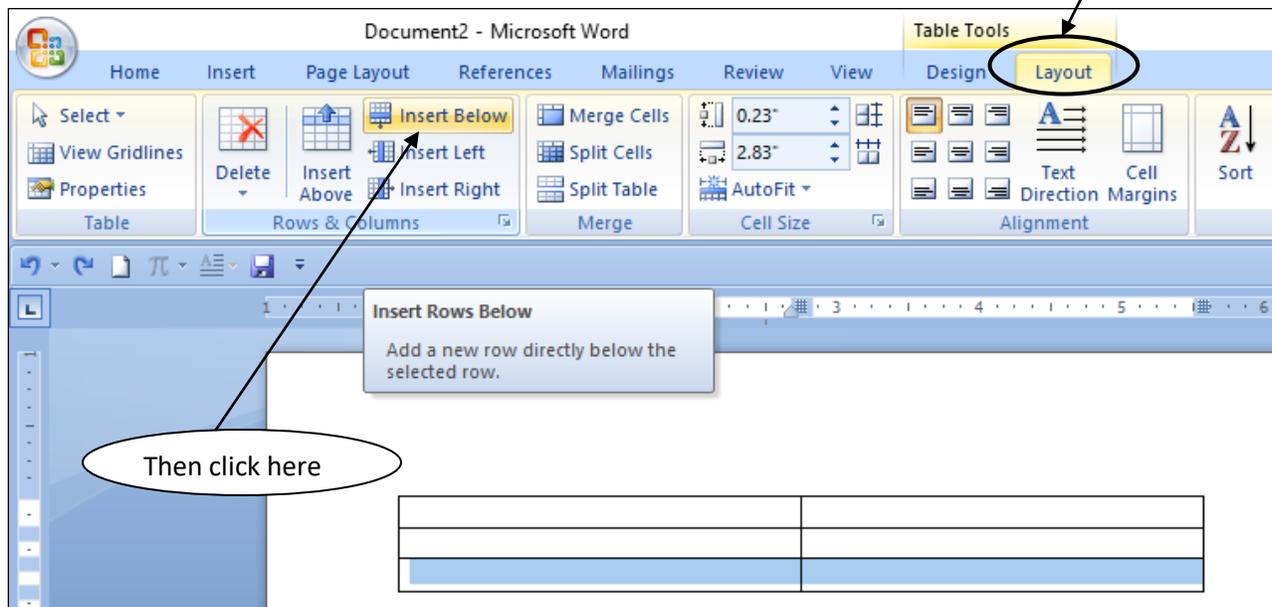
## Extend rows of a Table:

You can extend rows of an existing table in the following ways.



Step 1: Click on the row or select the row as shown above.

Step 2: Layout → Insert Below



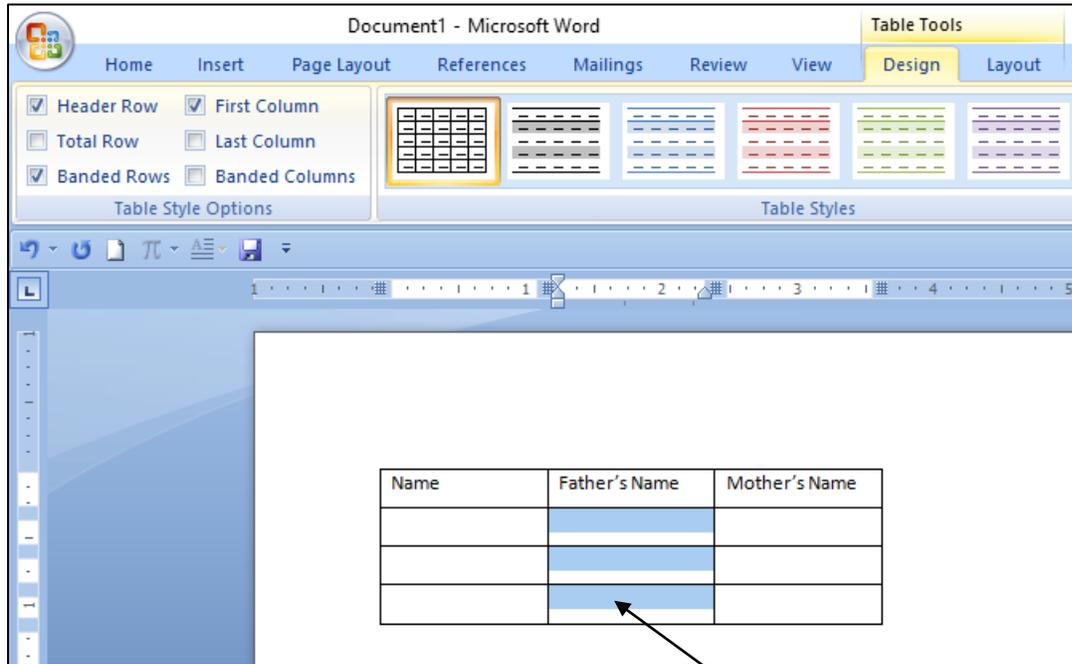
The number of times you click on Insert Below will create that amount of new rows. You can also click on Insert Above if you need rows above.



## Extend column of a Table:

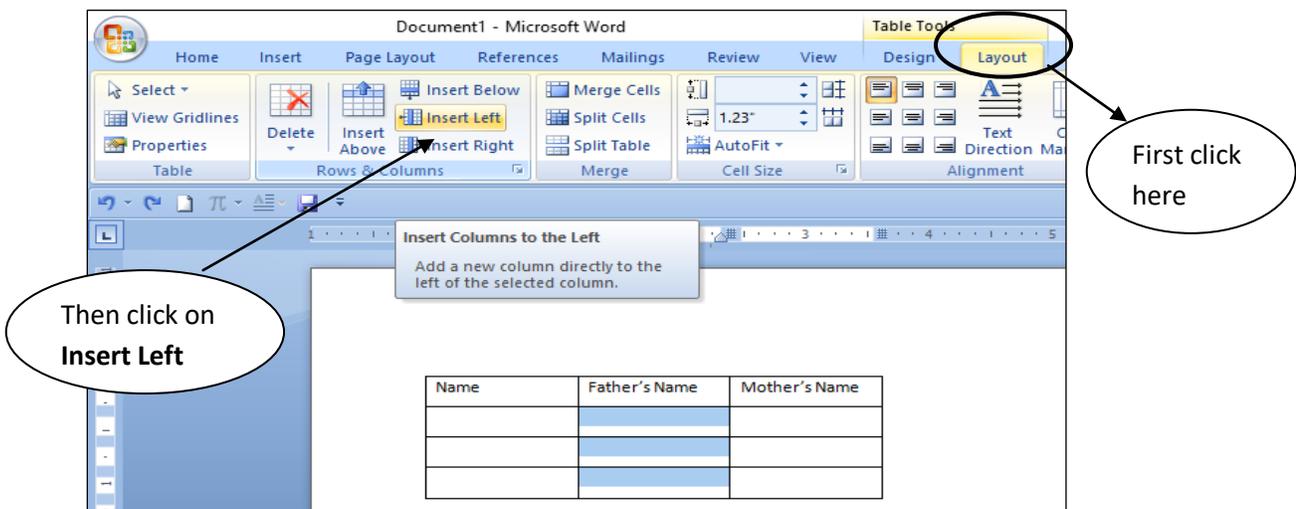
You can extend column of an existing table in the following ways.

In the following picture we want a column called Age to the left of the column Father's name. So we will do as follows.



Step 1: Click on the column or select the column as shown above.

Step 2: Layout → Insert left



## Delete rows of a table:

You can delete any rows of a table. To do that you need to select the rows you want to delete.

Step 1: Select the rows as shown in the picture.

Name	Age
Rahul	12
Ankita	12
Bipul	14
Ali	16



Step 2:

2<sup>nd</sup>, click on Layout

3<sup>rd</sup>, click on Layout

1<sup>st</sup>, click on Layout

Name	Age
Rahul	12
Ankita	12
Bipul	14
Ali	16

## Delete column of a table:

If we want to delete the column named “Age” from the table as shown in the picture, we will perform the following steps.

Name	Age	Roll no
Ravi	14	26
Pinki	13	22
Arun	14	20

Step: Layout → Delete → Delete Columns

2<sup>nd</sup>, click here

3<sup>rd</sup>, click here

1<sup>st</sup>, click here

Name	Age	Roll no
Ravi	14	26
Pinki	13	22
Arun	14	20



# Pages

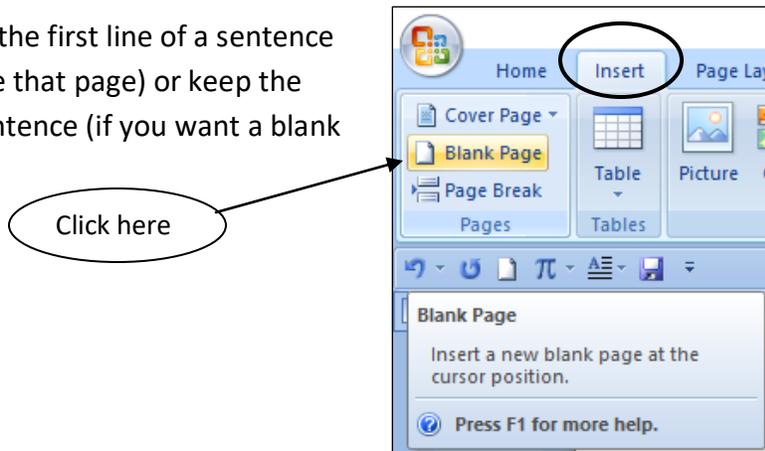
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## Insert Blank Page

To insert a blank page in your document, do the following:

Step 1: Keep the cursor before the first line of a sentence (if you want a blank page before that page) or keep the cursor after the last line of a sentence (if you want a blank page after the sentence).

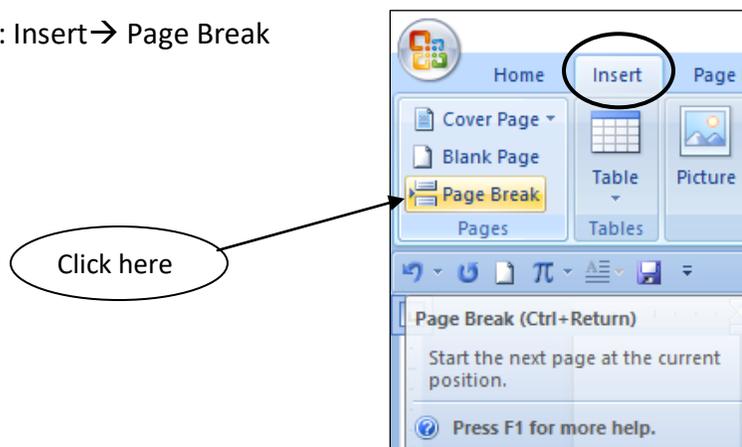
Step 2: Insert → Blank Page



## Page break

It inserts a new page after the current position of the cursor.

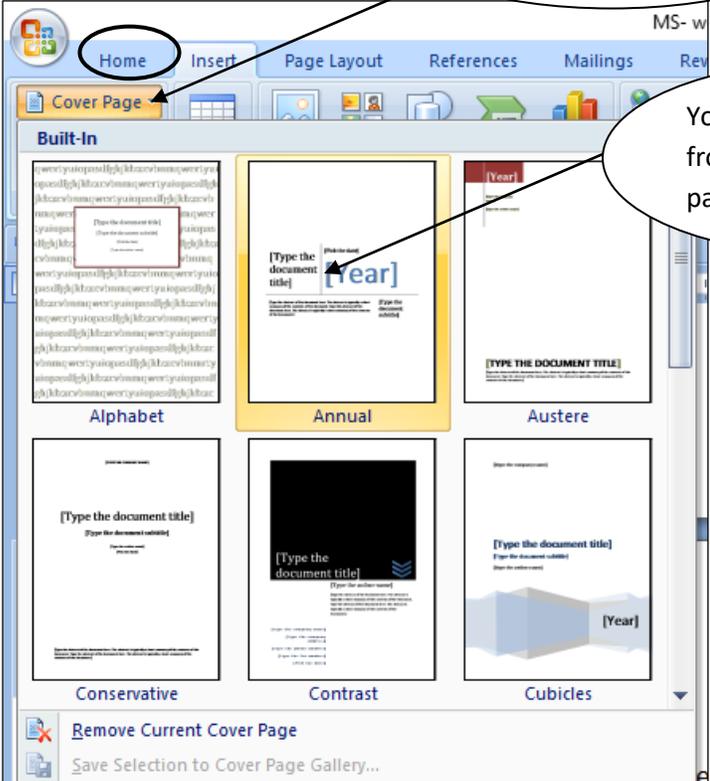
Steps: Insert → Page Break



## Cover Page

You can insert cover page at the beginning of your document.

Steps: Insert → Cover Page



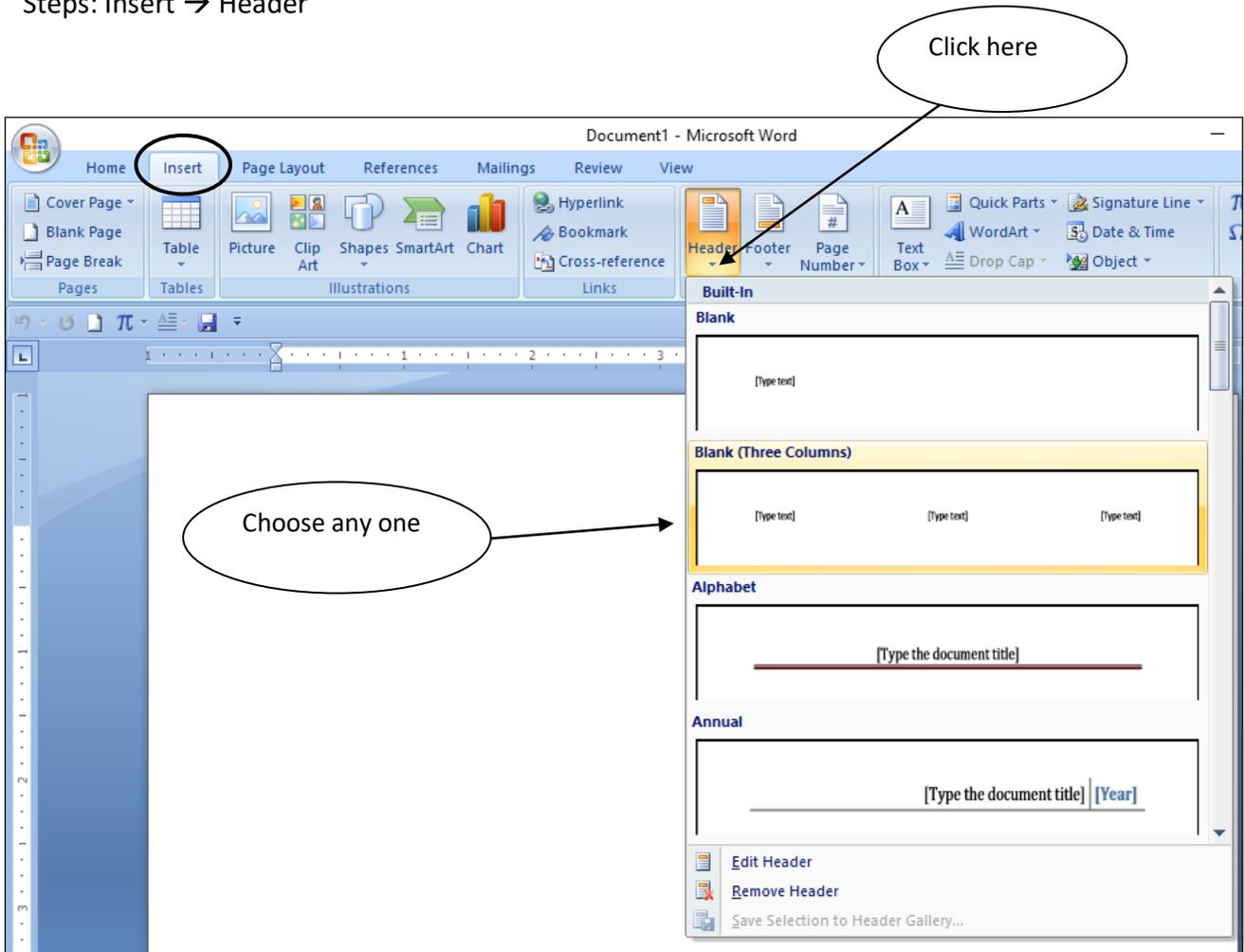
The screenshot shows the Microsoft Word interface with the 'Cover Page' task pane open. The 'Home' tab is selected in the ribbon. The 'Cover Page' task pane shows a grid of built-in cover page templates. The 'Annual' template is highlighted with a yellow border. Two callout boxes are present: one pointing to the 'Cover Page' button in the ribbon with the text 'Click here to see list of available cover pages', and another pointing to the 'Annual' template with the text 'You may select any one from the list of cover pages.' At the bottom of the task pane, there are options to 'Remove Current Cover Page' and 'Save Selection to Cover Page Gallery...'

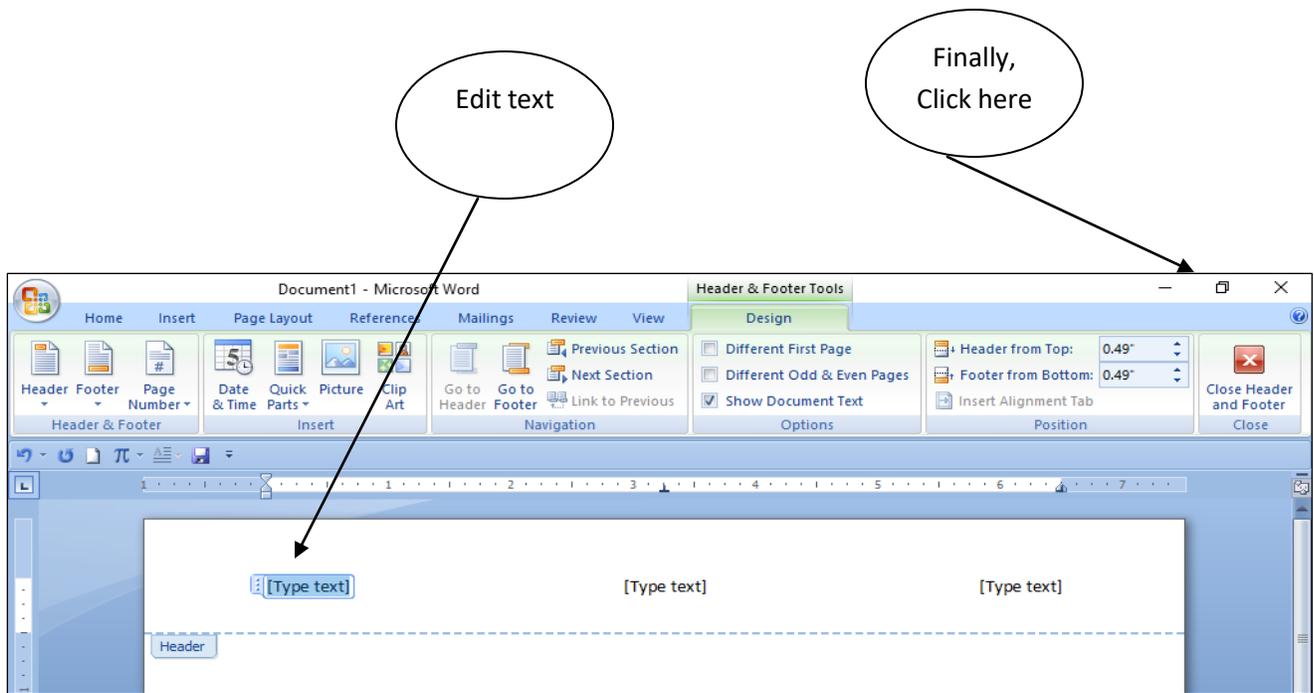


# Header and Footer

**Header:** Header will appear at the beginning of every page. In Header, you may write topics name, author name, and page number or any other text.

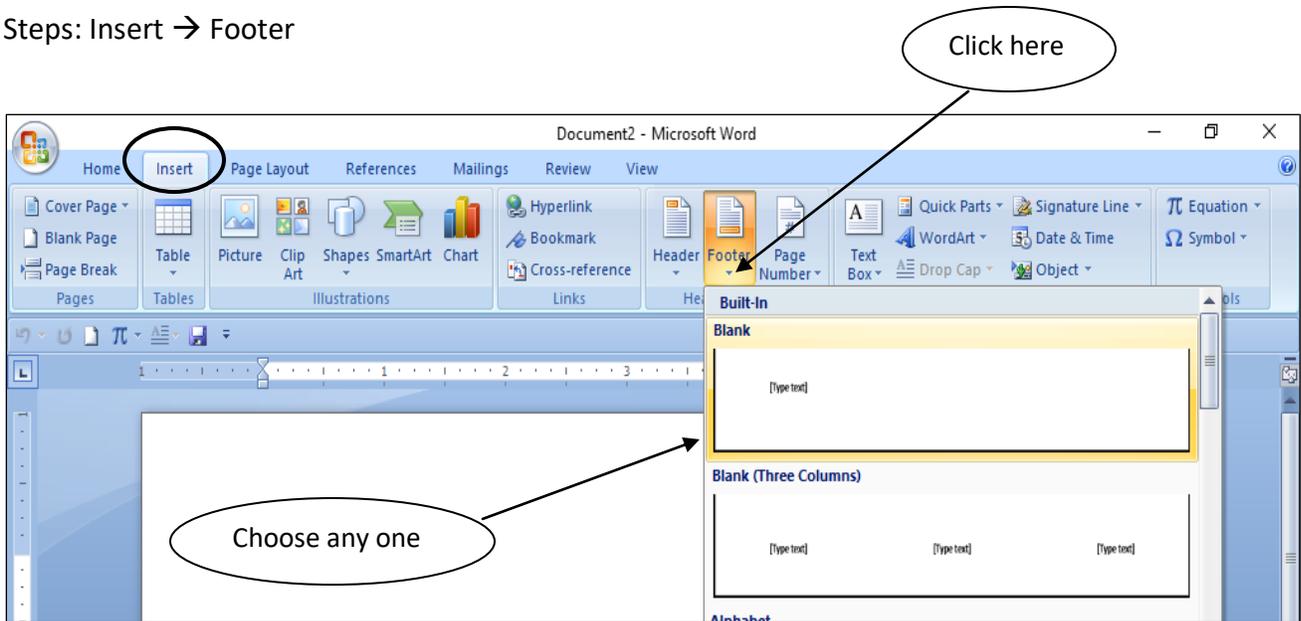
Steps: Insert → Header



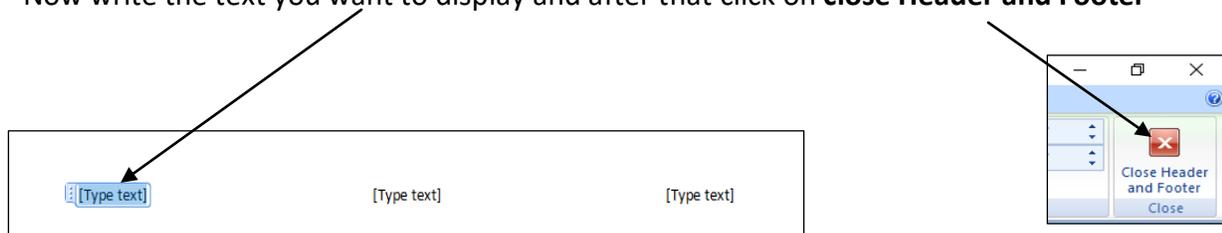


**Footer:** Footer can be used like header but it appears at the bottom of the page.

Steps: Insert → Footer



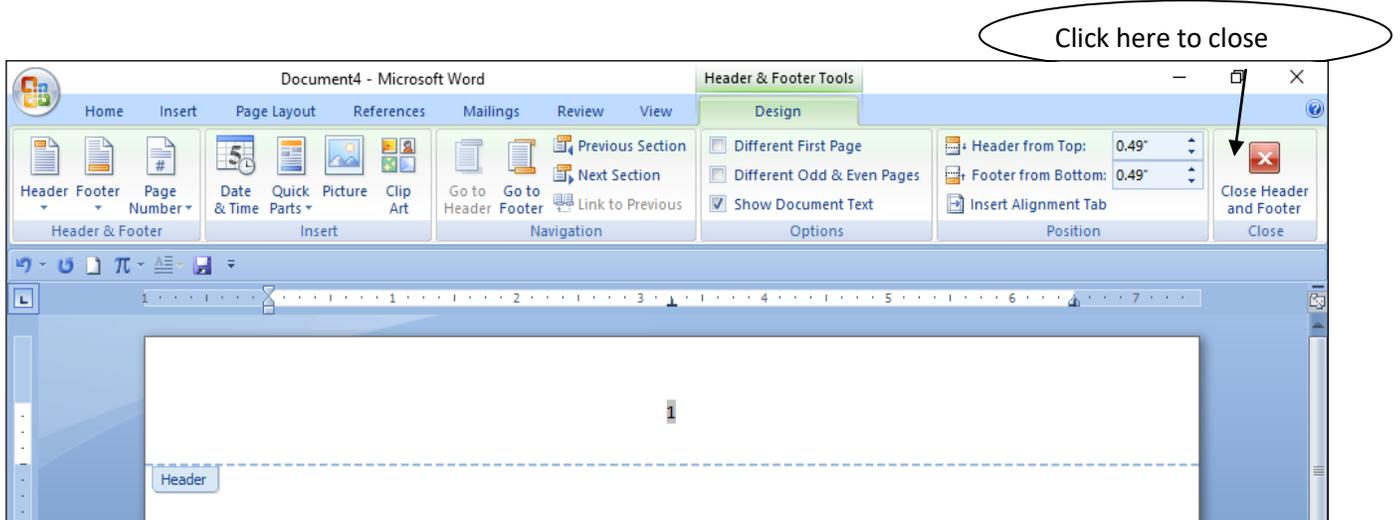
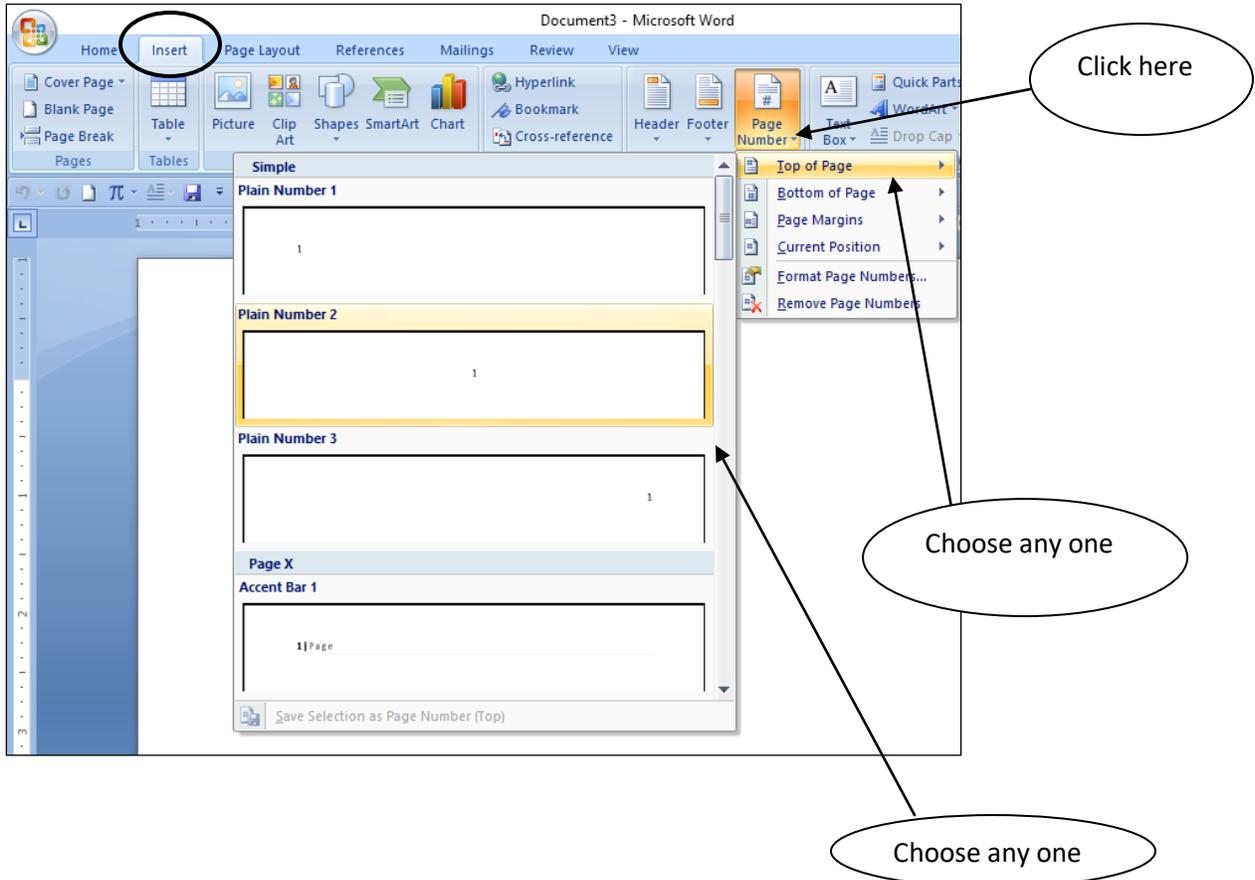
Now write the text you want to display and after that click on **close Header and Footer**



## Insert Page Number

You can insert page number in the top of the page or the bottom of the page.

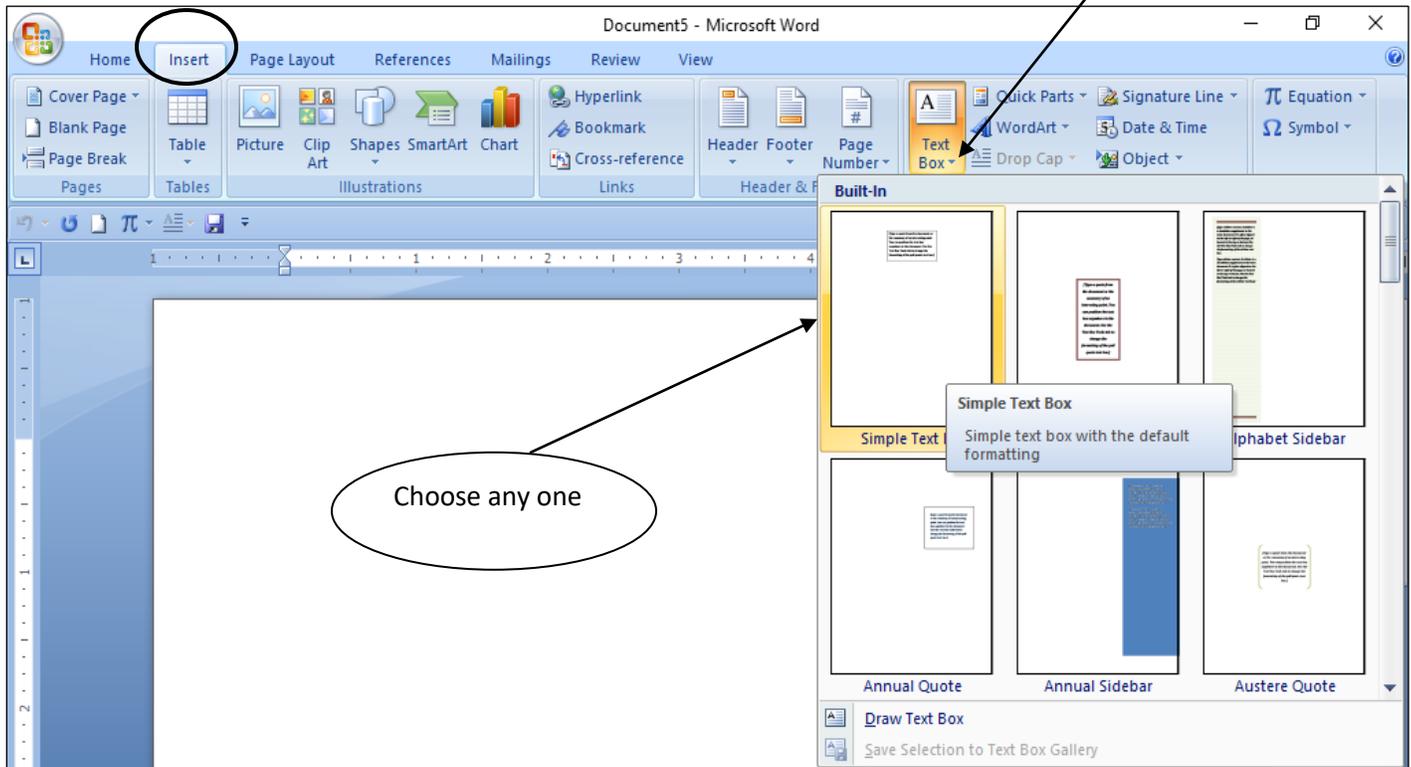
Steps: Insert → Page Number



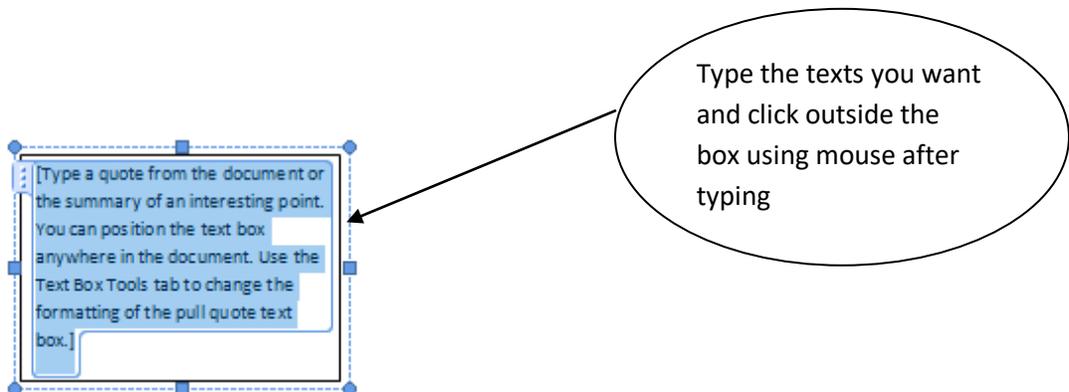
# Text

## Textbox

Step 1: Insert → Textbox



Step 2:

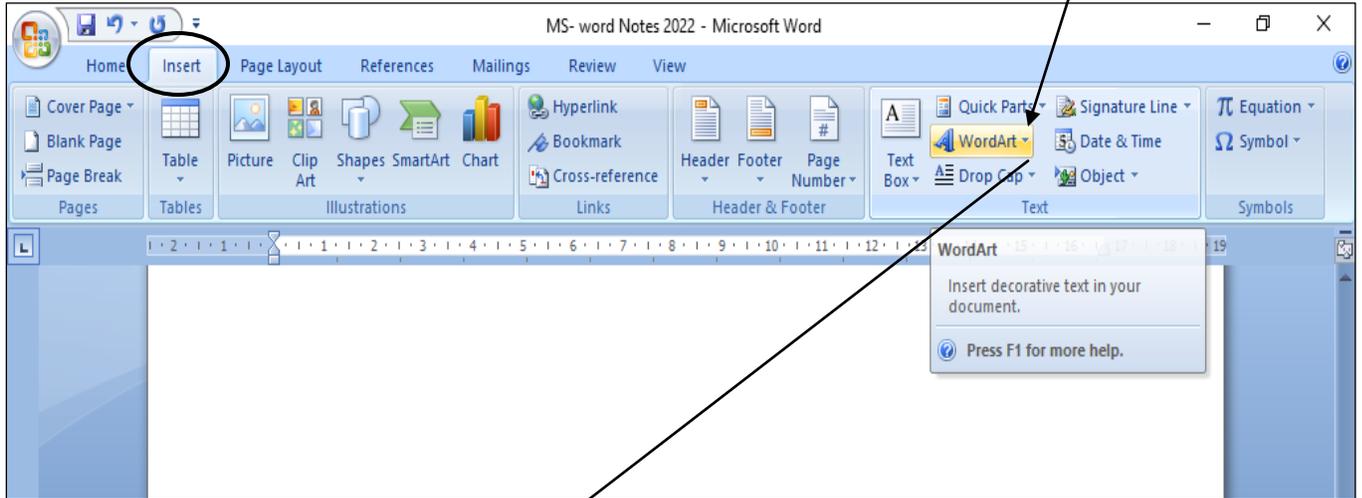




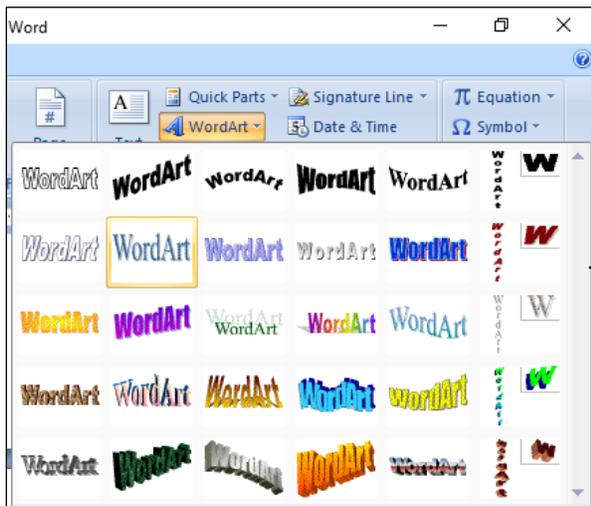
## WordArt

Step 1: Insert → WordArt

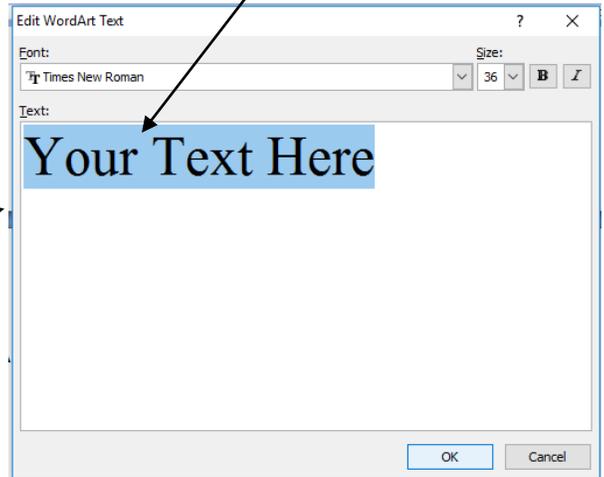
1<sup>st</sup>, Click Here

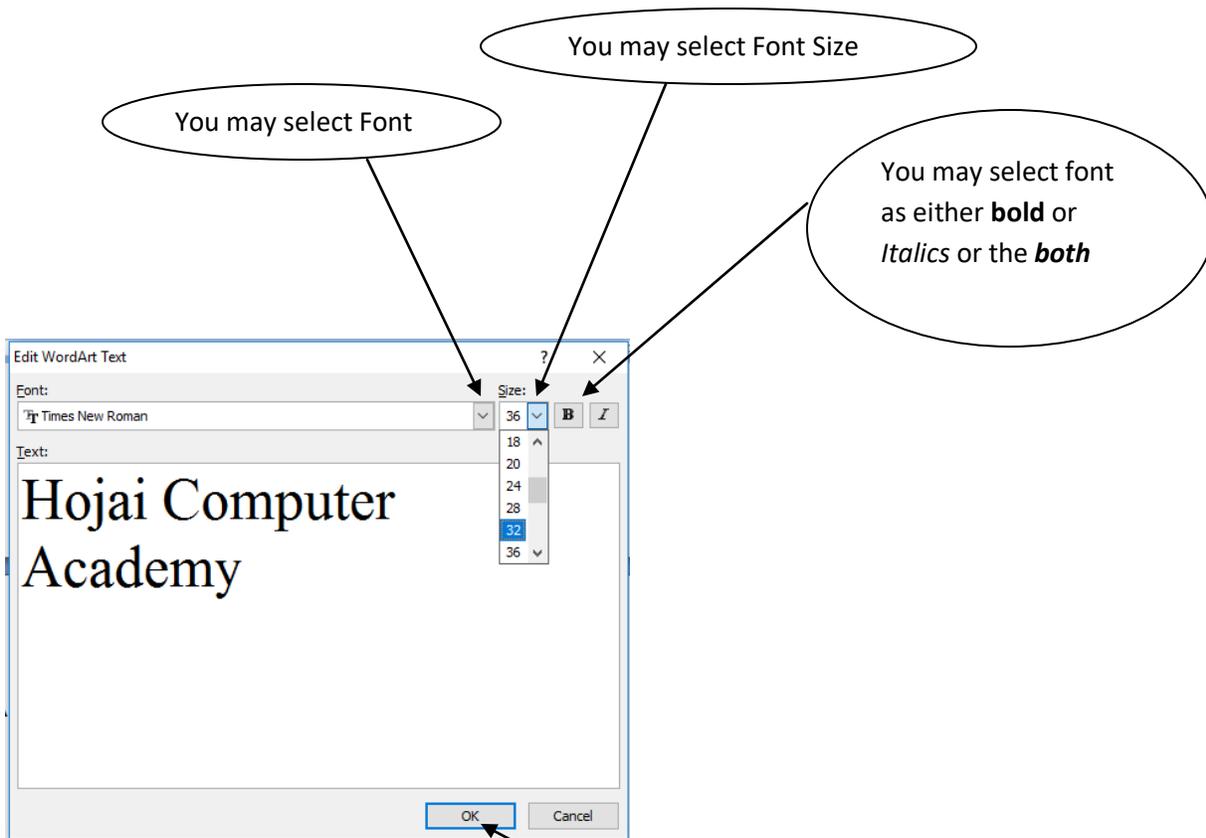


3<sup>rd</sup>, Type any Text



2<sup>nd</sup>, Select any one from this window.





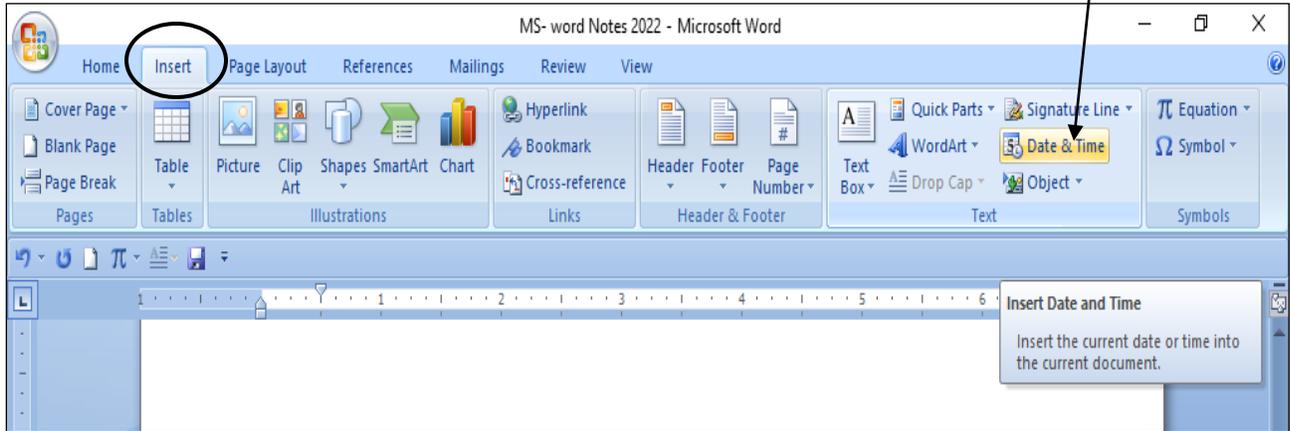
Hojai Computer Academy

Now Click on it. You will see many color option. Choose on the color you need. The color of the text will be changed.

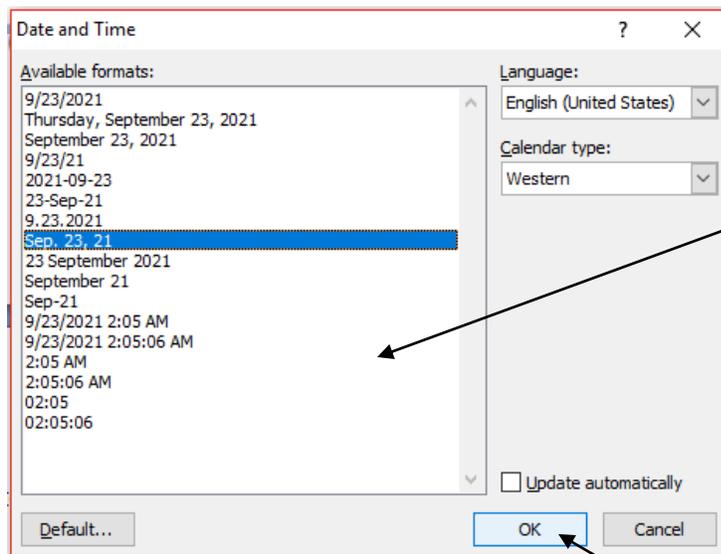


## Date and Time

Step 1: Insert → Date & Time

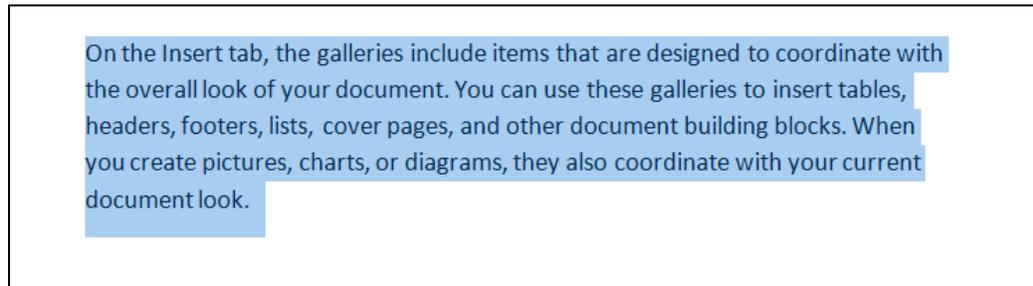


Step 2:

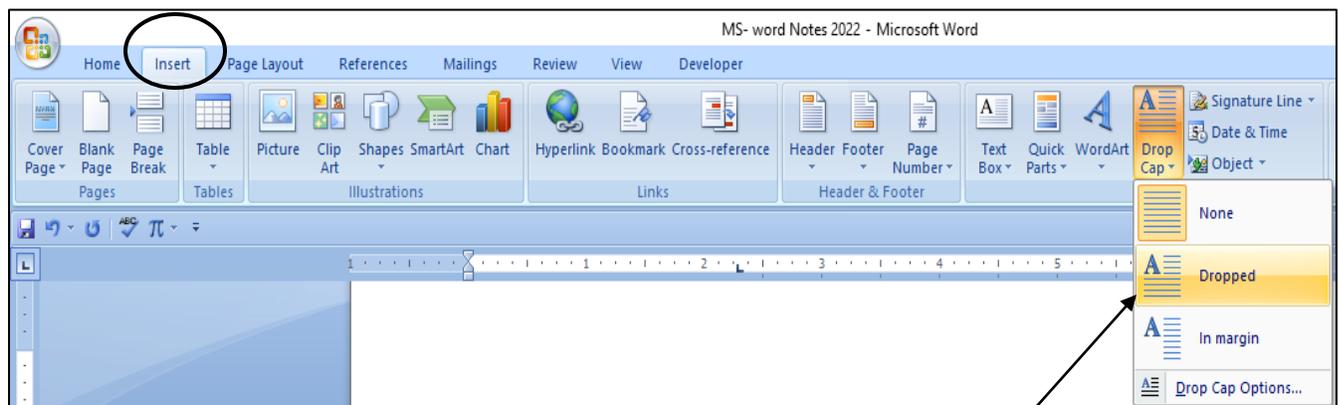


## **Drop Cap**

Step 1: Select a paragraph as shown bellow.



Step 2: Insert → Drop Cap → Dropped



Click here

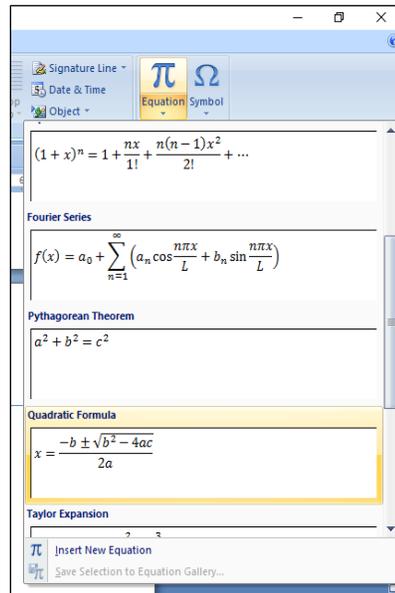


## Symbol

### Equation

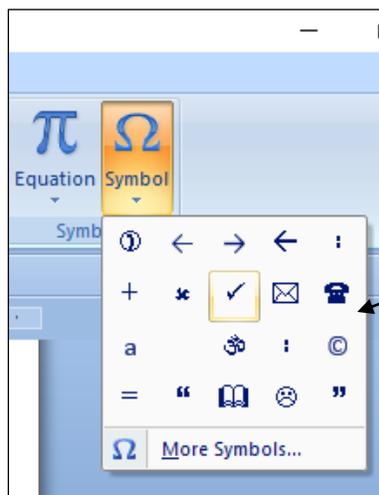
Mathematical equations can be inserted using this option.

Step 1: Insert → Equation



### Symbol

Step 1: Insert → Symbol



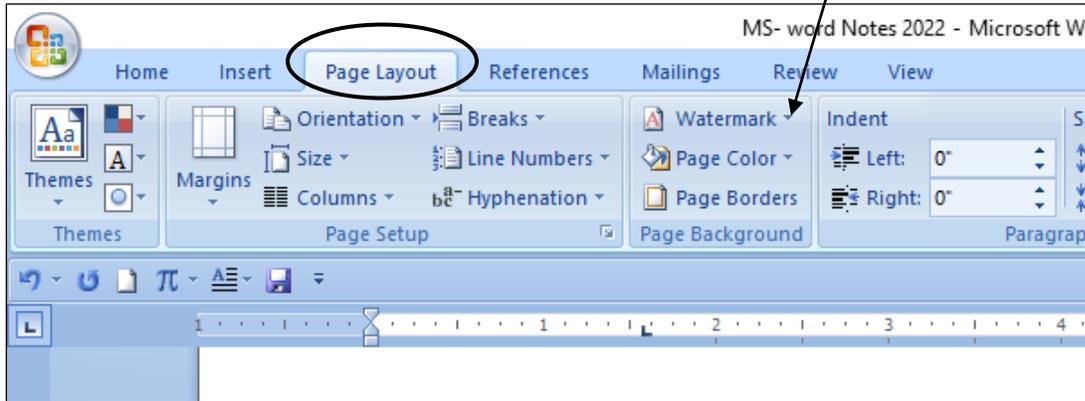
Click on any symbol to insert. If the symbol you want to insert is not available, you may click on More Symbols... to find it.

# Page Background

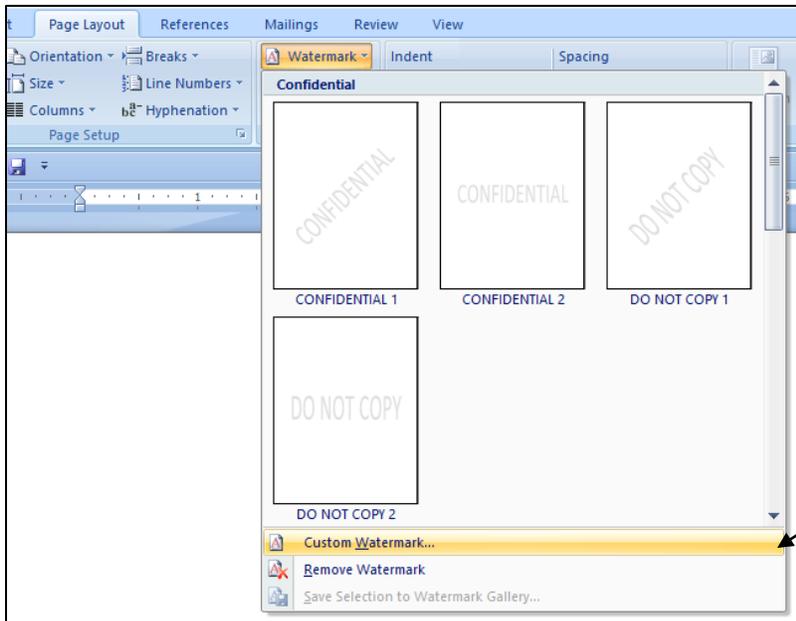
## Watermark

Step 1: Page Layout → Watermark

Click here

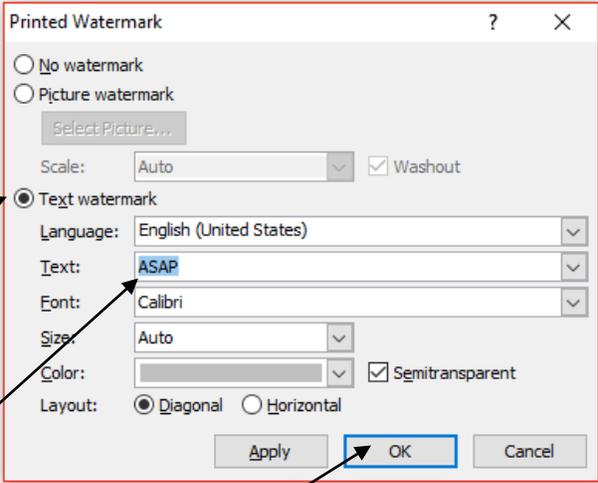


Step 2:



Click here

Step 3:



The screenshot shows the 'Printed Watermark' dialog box with the following settings:

- No watermark
- Picture watermark
- Text watermark
- Scale: Auto
- Washout
- Language: English (United States)
- Text: ASAP
- Font: Calibri
- Size: Auto
- Color: (Default)
- Semitransparent
- Layout:  Diagonal  Horizontal
- Buttons: Apply, OK, Cancel

Annotations:

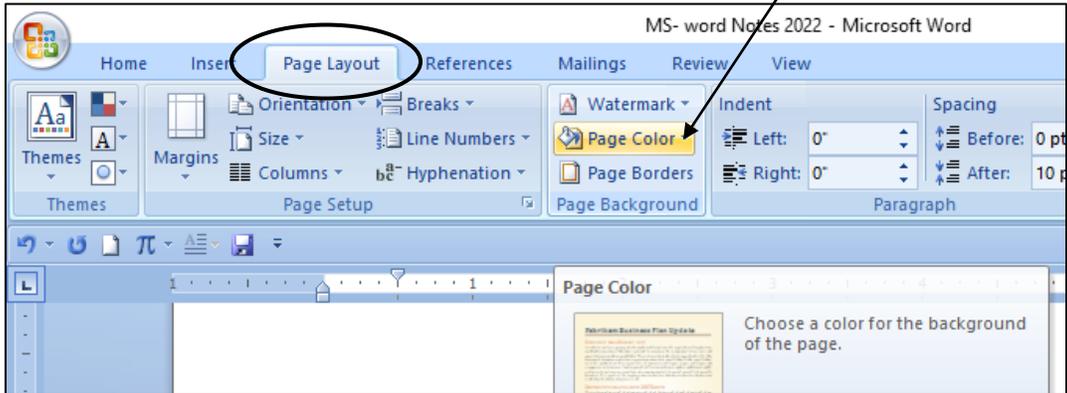
- An oval labeled "1<sup>st</sup>, Select Text" points to the "Text watermark" radio button.
- An oval labeled "2<sup>nd</sup>, Type here any name" points to the "Text" input field containing "ASAP".
- An oval labeled "Finally, click here" points to the "OK" button.



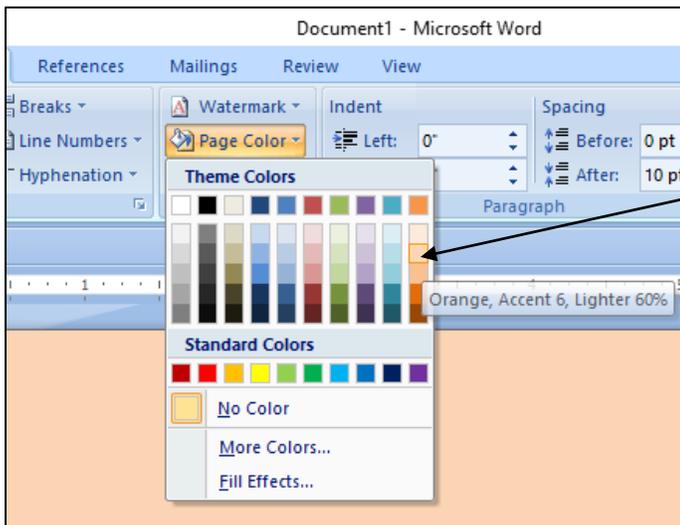
## Page Color

Step 1: Page Layout → Page Color

Click here



Step 2:



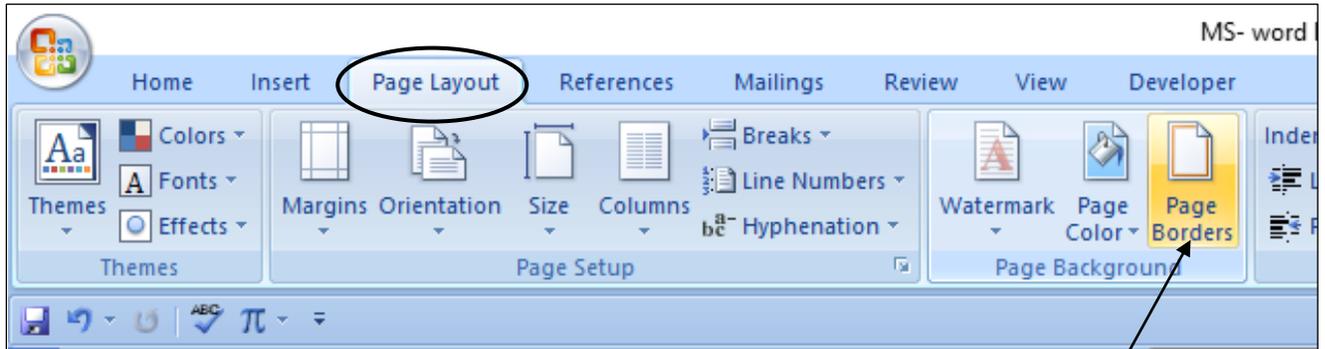
Click on any color to select



## Page border

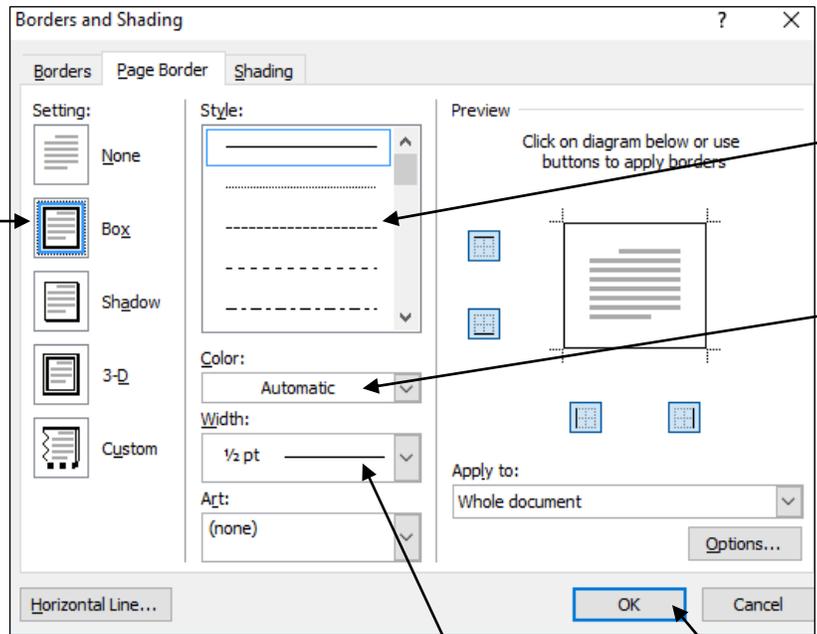
It is used to give border to a page.

Step 1: Page Layout → Page Borders



Click here

Step 2:



Choose any style

You can choose any color.  
Automatic means border color will be in black

Click on this option if you want a simple border

Choose any width

Finally, click here to finish