
UNIT 3 MS WORD: PART I

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3.0 OBJECTIVES

After studying this unit, you should be able to:

- identify the MS Word screen layout and its components;
- identify the various menus and their functions;
- explain the standard toolbar and its options ; and
- describe formatting and its options.

3.1 INTRODUCTION

This practical seeks to introduce you to MS Word. You will learn about MS Word, its menus and its commands, basic information required to create, save, print, open and modify documents. These documents can be letters, faxes, emails, resumes, reports, brochures, newsletters, web pages and advertisements. You will also learn to work with the standard toolbar and the formatting toolbar.

3.2 MS WORD 2010

In this section we will discuss the MS Word , its concept and its uses.

3.2.1 Concept

Windows and MS Office are Microsoft’s two most popular programs. One is an operating system and the other a bundle suite comprising MS Word

(word processor), MS Excel (spreadsheet), MS Power Point (graphics presentation program), MS Access (relational database), MS Outlook, MS Publisher and MS front page. Together, these two flagship programs have a worldwide vice-like grip and a near monopoly over the personal computer packaged software market. Not only are they the most preferred and widely used programs in this segment, they have become a benchmark against which all other products are evaluated. No matter where you work and what you do, MS Office and specially MS Word, MS Power Point and MS Excel would be of great use to computer users.

Microsoft Word is a full-featured word processing program, which can be used for any work involving creating and managing text. You can use it from the simplest to the most complex of word processing applications. Using Word, you can write letters and reports, prepare bills and invoices, prepare office stationery -letter heads, envelopes, forms, etc., design brochures, pamphlets, newsletters, magazines, etc.

In short, you would find it extremely difficult to think of a word processing feature not available in Microsoft Word. For most tasks, Word offers several ways of doing the same thing. It is left to the user to find which one is preferable to him/her. As you gain more proficiency in using Word you will yourself discover other methods of doing your tasks.

3.2.2 MS Word Layout

To start Word click once on the **Start** button, choose **All Programs** and click open on Microsoft Word (Fig 3.1)

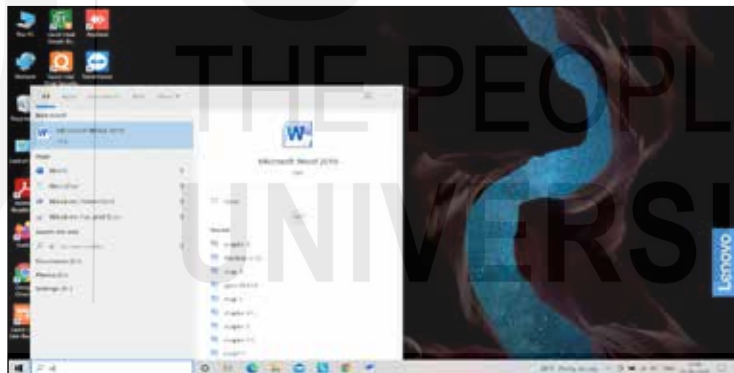


Fig 3.1: Screen layout

The parts of Word Window are described as follows, also shown in Fig 3.2:

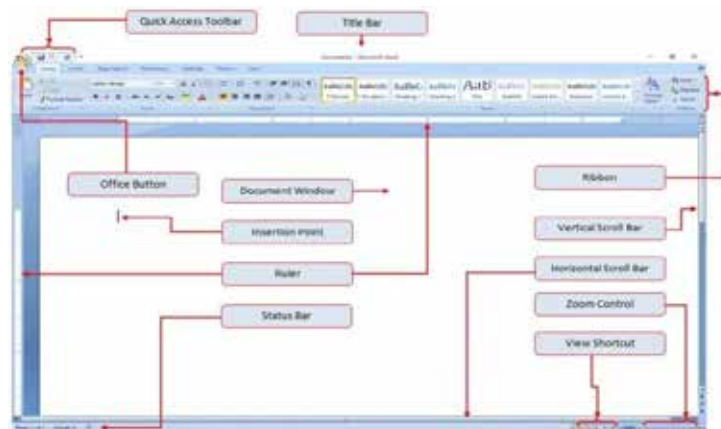


Fig 3.1: Parts of word window

1. **Ribbon:** The Ribbon provides a graphical representation of tools and commands. It is function specific/ task -oriented and has group like-functions in tabs. (Fig 3.2)



Fig 3.2: Ribbon of MS Word

2. **Screen:** When mouse is positioned over each button on the ribbon **and mouse is held still**, a Screen Tip displays the name and description of the button. (Fig 3.3)



Fig 3.3: Screen

3. **Quick Access Toolbar:** The Quick Access Toolbar keeps a set of common commands handy. It always displays, regardless of the tab selected on the Ribbon, and even when the Ribbon is minimized. (Fig 3.4)

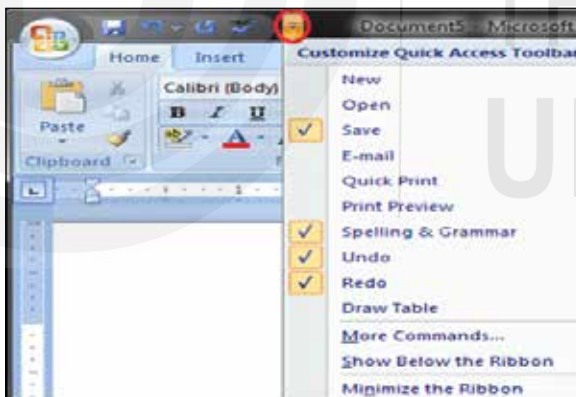


Fig 3.4: Quick Access Toolbar

4. **Title Bar:** The Title Bar displays the document name after you save it. By default it shows Document 1...
5. **Word Help:** Word Help contains information and instructions on Word features and functions. It includes links to a many online help topics and a variety of search options.
6. **Scroll Bars :** Horizontal (bottom of window) and Vertical (right side of window) Scroll Bars may be used to scroll through the document.
7. **Rulers:** Vertical and horizontal rulers are available to help you change indents and set tabs. The Show Ruler command is in the View tab. (Fig 3.5)

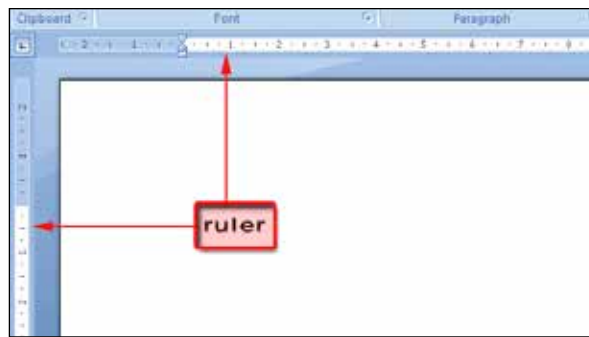


Fig 3.5: Quick Access Toolbar

8. **Page Up/Page Down:** Use the double arrows to go up one page or down one page.
9. **Status Bar:** The Status Bar is the blue bar displayed at the bottom of the Word screen showing the current page, section number, the total number of pages and shortcut buttons for the document views.
10. **Zoom Slider:** Use the Zoom Slider in the Status Bar to adjust the on-screen size of your page. (Fig 3.6)

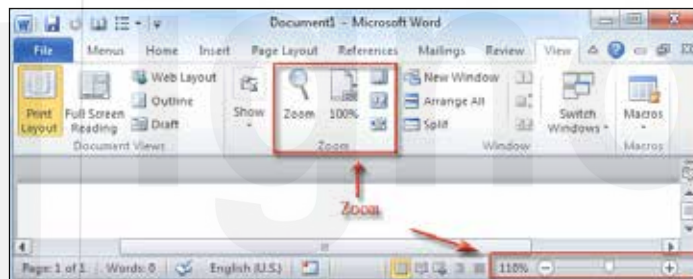


Fig 3.6: Zoom Slider

11. **Insertion Point:** The insertion point marks the point at which text will be inserted when you begin typing. Look for blinking cursor at this spot.

3.3 USING MS WORD

This section highlights the various ways of using and functioning of the MS word.

3.3.1 Ribbon-View Tab

The ribbon view can be minimized and restored too. Navigate and review the features of each tab in these ways:

1. Double-click the Active tab to minimize the Ribbon.
2. Double-click any tab to restore the Ribbon.
3. Click once on any tab and review the commands.
4. Click the Home tab.

You can use the have various views as follows:

- **Document Views**

Word allows you to view documents in five formats, Print Layout, Full Screen Reading, Web Layout, Outline, or Draft. You can access the Document View buttons from the View Tab at the top left of the

screen and in the Status Bar at bottom right of the screen. The View Tab includes additional options for viewing pages and documents individually and simultaneously. These are discussed as follows:

- ◆ **Print Layout:** The Print Layout view will display the document exactly as it will print with margins, page numbers, etc. It is the default view.
- ◆ **Full Screen Reading:** The Full Screen Reading view will display the document one or two pages per screen. Navigation arrows are located at the top of the screen to move forward or backward within the document.
- ◆ **Web Layout:** The Web Layout view is used for previewing how the documents will be displayed online.
- ◆ **Outline:** Outline view is used for preparing document outlines
- ◆ **Draft:** The Draft view is used for quickly editing text. Certain elements of the document such as the headers and footers will not be visible in this view.

- **Ruler**

The Ruler can be displayed or hidden by selecting or deselecting the checkmark in the Show group on the View Tab.

- **Zoom**

The Zoom controls are located on the View Tab at the top center of the screen and in the Status Bar at the bottom right of the screen. You can display one or two pages simultaneously.

- **Switch Windows**

The Switch Windows command allows you to switch to a different document that is currently open

- **View Side by Side**

The View Side by Side feature allows you to view two documents side-by-side so that you can compare their contents.

- **Synchronous Scrolling**

The Synchronous Scrolling feature allows you to synchronize the scrolling of the two documents so that they can scroll together.

- **Reset Window Position**

The Reset Window Position feature allows you to reset the window position of the document being compared side-by-side so that they share the screen equally.

- **Macros**

The Macros feature allows you to create a series of commands and instructions that are grouped together as a single command to accomplish a task automatically.

3.3.2 Creating Documents in MS Word

In order to create documents proceed as follows:

- Go to the **Home Tab**

- Click **New** . This creates a new blank document based on the default template (Fig 3.7)

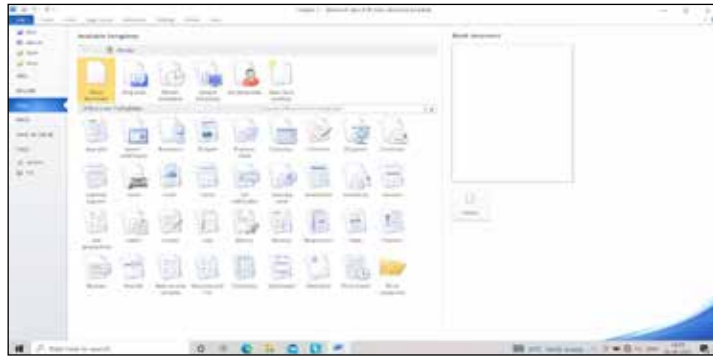


Fig 3.7: Creating new blank document

- **Open** an existing document or a template (Fig 3.8)

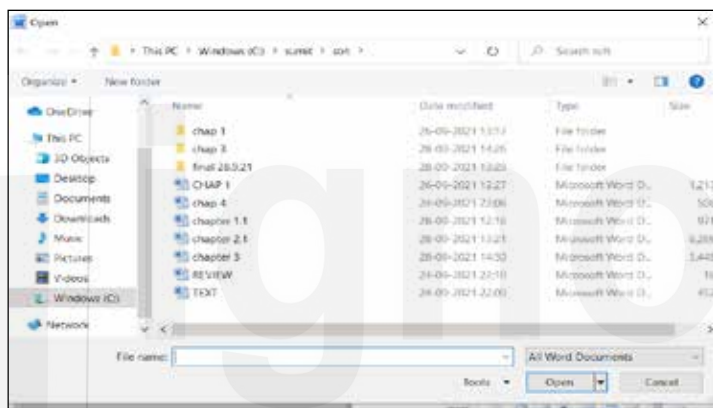


Fig 3.8: Open a new document

- Use **Close** which closes the active document without exiting MS Word and prompts you to save any unsaved changes.
- Use the **Save command** to save changes done by user without changing the name or location of your document
- Use **Save as**. When you select the Save command for a new document with no name, the **Save As** dialog box always displays. Use this dialog box, to give a name to the document and select the folder where you want it saved.

Also, use the Save As command to save a revised document to a new name or location, keeping the original file as it was before changes. (Fig 3.9)

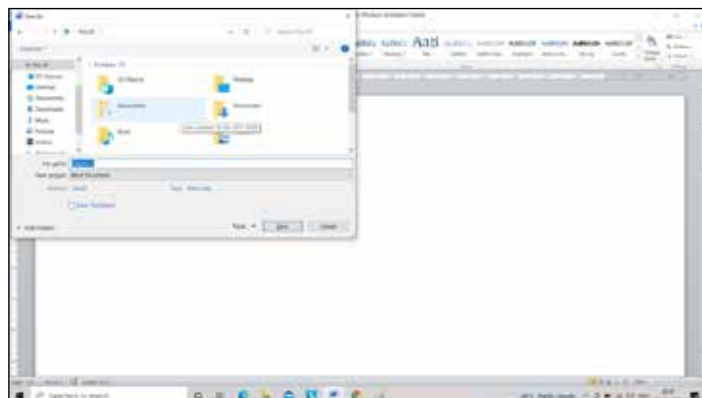


Fig 3.9: Select “Save As” for saving

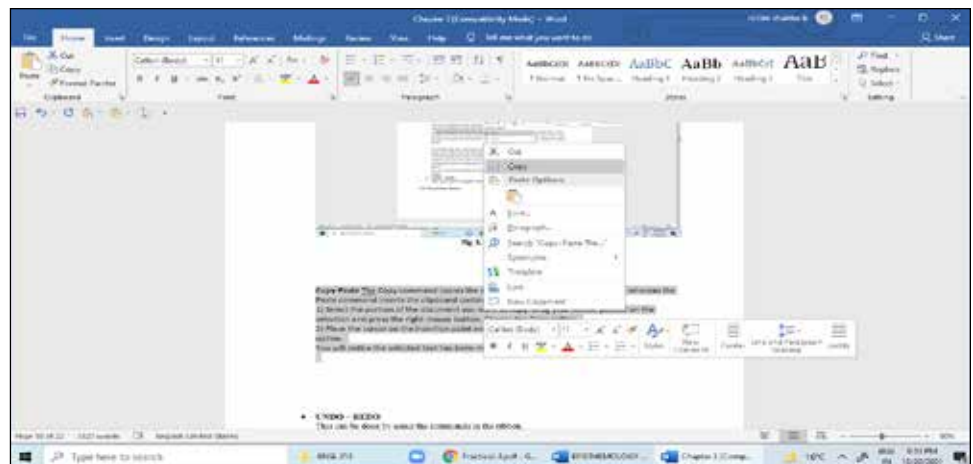


Fig 3.11: Copy options

Undo – Redo: This can be done by using the commands in the ribbon. Undo and Repeat clear or Redo is shown in Fig 3.12

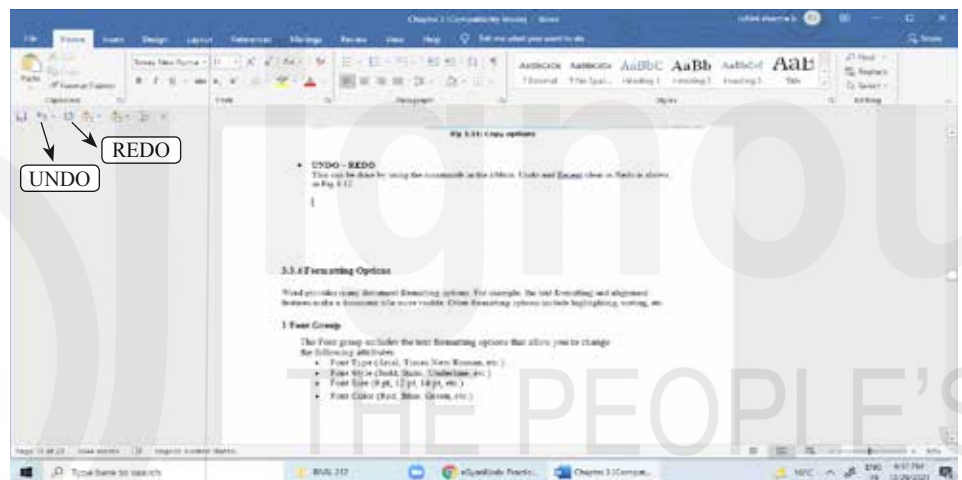


Fig 3.12: Undo and Redo options

Along with this, cover page, blank page, table (discussed later in the unit), pictures, screen shot, smart art, chart, link, bookmark, comment, header/footer/page number (discussed later in the unit), comments, text box, date, time, equation and symbol can also be inserted.

3.3.4 Formatting Options

Word provides many document formatting options. For example, the text formatting and alignment features make a document title more visible. Other formatting options include highlighting, sorting, etc.

1. Font Group

The Font group includes the text formatting options that allow you to change the following attributes (Fig 3.13):

- Font Type (Arial, Times New Roman, etc.)
- Font Style (Bold, Italic, Underline, etc.)
- Font Size (9 pt, 12 pt, 14 pt, etc.)
- Font Color (Red, Blue, Green, etc.)

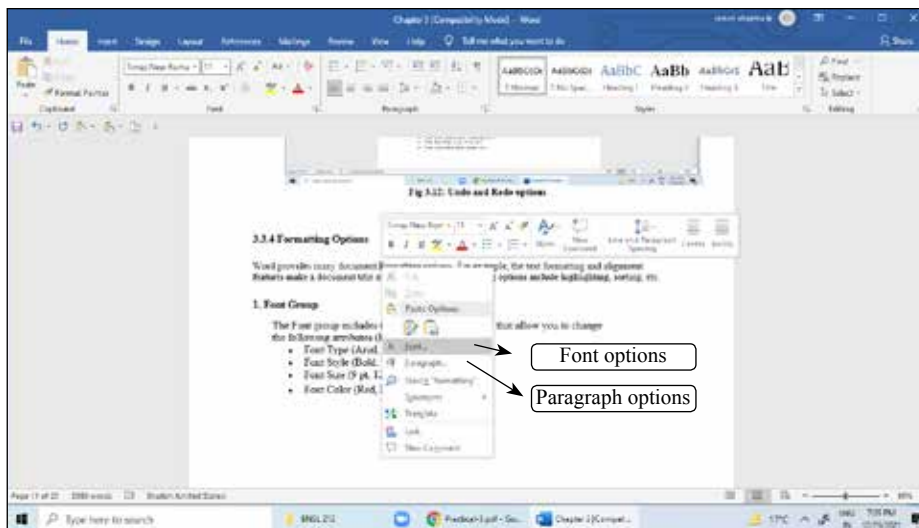


Fig 3.13: Font and paragraph options

2. Paragraph Group

The Paragraph group includes the text alignment options that allow you to change the following attributes (Fig 3.14):

- Line Spacing (Spacing between lines i.e. single-space.)
- Paragraph Spacing (Spacing before or after a paragraph.)
- Text Alignment (Left, Center, Right, Justified etc.)
- Indentation (Hanging Indent, First Line Indent, etc.)
- Bullets
- Numbering



Fig 3.14: Paragraph options

3. Bullets/Numbering

To add or remove bullets from the selected paragraph or text:

- 1) Select the text to be numbered/bulleted
- 2) Choose the Bullets and Numbering option from the ribbon.
- 3) Choose your desired Bullet /numbering styles (Fig 3.15)

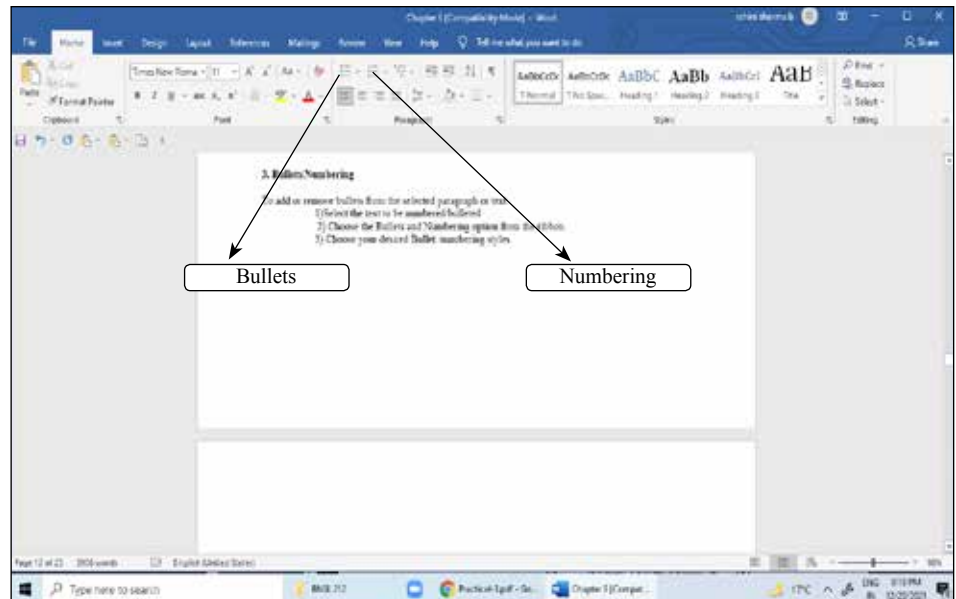


Fig 3.15: Numbering and Bullet

5. Styles Group

The Styles group includes several pre-formatted options that can be applied to blocks of text to create titles, headings, captions, quotes, etc. (Fig 3.16)

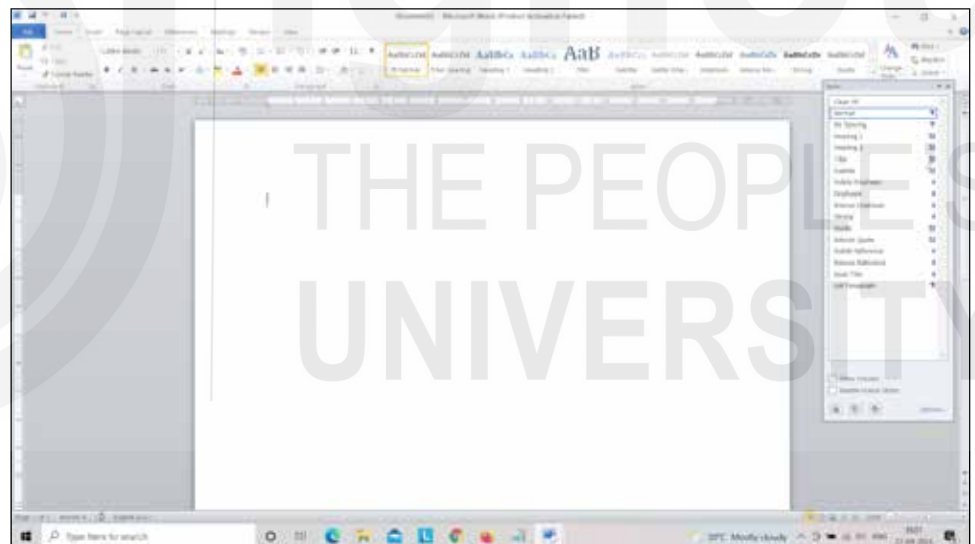


Fig 3.16: Styles Group

6. Live Preview

The Live Preview feature allows you to quickly see how formatting options like fonts and Quick Styles will look before you commit to them. By pointing to various formatting choices, you can instantly see how those choices would display on selected text and objects

7. Editing Group

The Editing group includes the Find, Replace, Select All, and Select Objects features.

The Replace feature allows you to find and replace text, as well as, special characters. For example, if you have lines of text separated by

commas, you can change the text separator from commas to tabs using the Replace feature. This will allow you to display the information in columns and rows.(Fig 3.17)

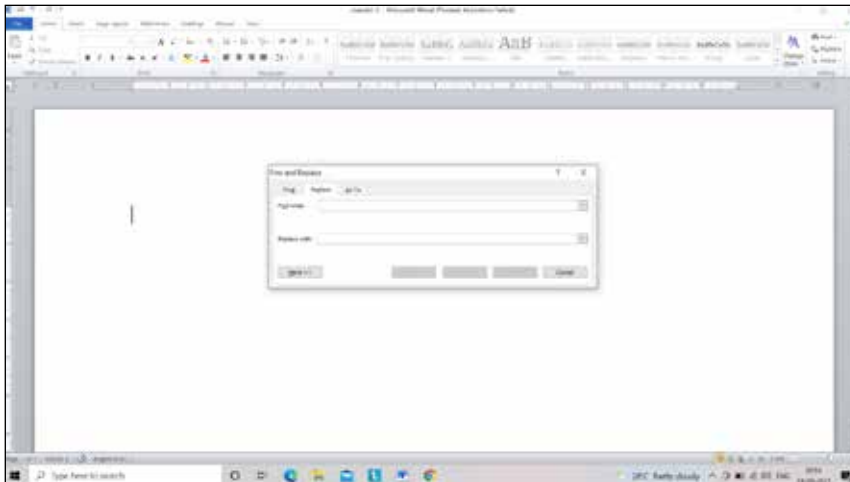


Fig 3.17: Find, Replace and Go to options

Check Your Progress 1

1. What is the difference between 'Save' and 'Save As'?

2. What is the difference 'Cut' and 'Copy' command?

3. What are different types of text alignments in Paragraph Menu?

4. What is Ribbon?

3.3.5 Creating Tables

A Table organizes information into horizontal rows and vertical columns. The intersections of the rows and columns create cells. Each **cell** is an individual square in which you can enter text. Tables make information easier to read. For example, tables can be used to create forms and side-by-side paragraphs. The Tab key advances the cursor to the next cell. At the end of the last row, pressing Tab adds a new row.

Table Menu

The Table menu includes options to insert and draw a table, convert text to a table, use Quick Table options, and insert an Excel spreadsheet. (Fig 3.18)

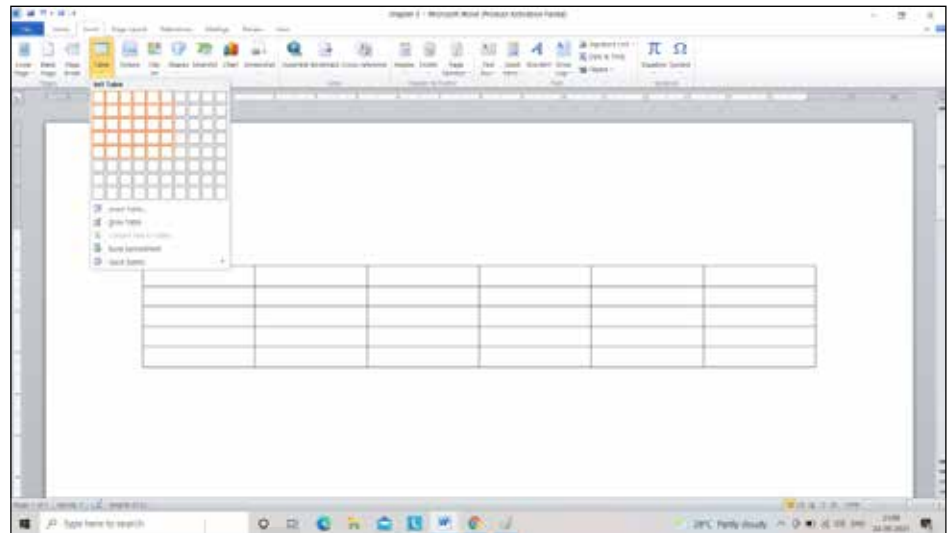


Fig 3.18: Table formatting

Format a table – Tables Tool tab

Selecting Within a Table

With a few exceptions, text is edited and formatted within a table just as it is in normal text. Before making format changes such as changing the font or bolding text within a cell, the cell contents must be selected first.

Cell

To select a cell, move the mouse pointer just inside the left edge of the desired cell (I-Beam will change to a pointer arrow) and click one time

Row

To select a row of cells, move the mouse pointer to the left edge of the desired row, just outside the gridline, (I-Beam will change to a pointer arrow) and click one time

Column

To select a column of cells, position the mouse pointer to the top edge of the desired column, (I-Beam will change to a black arrow pointing down) and click one time.

3.3.6 Format Painter

Instead of copying text, the format painter copies the formatting applied to text or paragraphs and allows you to paste (or “paint”) the formatting to other text or paragraphs. The Format Painter will copy manual formatting as well as quick styles. This is extremely helpful if you have some formatting that you want to apply to multiple sections of text. It is also helpful, for example, if someone has sent you text formatted in a particular way and you are unsure of how they accomplished the formatting. Simply copy the formatting with the format painter and select the new text to apply it

Text or Paragraph

If you want to copy text formatting, select a portion of a paragraph. If you want to copy text and paragraph formatting, select an entire paragraph, including the paragraph mark

Format Painter- One Selection

- Select the text or Paragraph with the desired formatting.
- Home Tab > Clipboard group > click Format Painter once.
 - ◆ The Format Painter button is depressed like a toggle switch is turned on.
 - ◆ When placed over text, your mouse pointer turns to brush beside an I-Beam).
- Select the destination text or Paragraph to paint the new formatting.

The Format Painter button returns to normal like a toggle switch is turned off

3.3.7 Header and Footer

A header is one or more lines of text at the top of every document page. A footer is one or more lines of text printed at the bottom of every page. Headers and footers enhance the professional appearance of your document and may include page numbers, chapter titles, logos, dates, and other information about your document

Header and Footer Group, on the Insert Tab, includes built-in styles of pre-formatted headers, footers, and page number commands. (Fig 3.19)

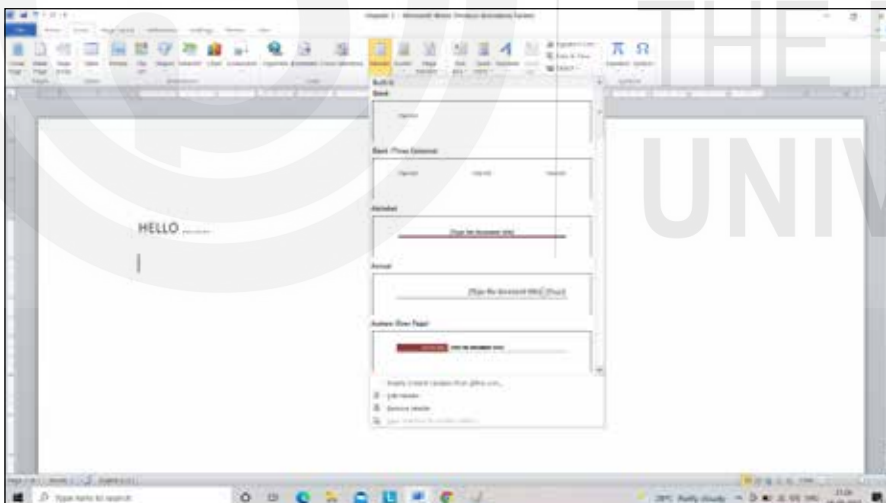


Fig 3.19: Header and Footer

3.3.8 Page Number Command

The Page Number command allows you to place the page number in the following locations (Fig 3.20).

Top of Page: insert the page number in the header.

Bottom of Page: insert the page number in the footer.

Page Margins: insert the page number in the margins.

Current Position: insert the page number to the left of the insertion point.

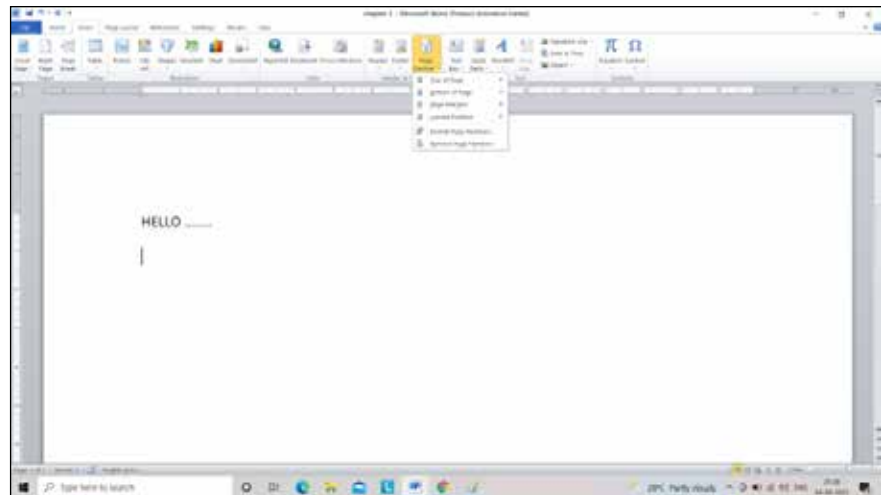


Fig 3.20: Page Number Commands

3.3.9 Templates-File Tab

A template document may be considered a “skeleton document” containing all the text, graphics, and formatting included every time you create a specific type of document. Calendars, memos, letters, brochures, invoices, etc. are examples of documents that you can create by using a template. Templates are helpful when you have information that never changes. The beauty of a template is that you can reuse it many times.

Download a Template

Template document categories and designs are stored within the application and online. If you want to use an existing template to create a new document, you can access it from the Backstage view in the File Tab > New. An Internet connection is required to download the online templates to your computer.

Create Your Own Template

A template has a special filename extension (.dotx) that tells Word to open the file without a file name, forcing you to save the file with a new name each time you use it. If you create a template, you must save it with the dot x extension.

Use a Template

When you use a template to create a document, an untitled copy of the template opens. For example, each time you open a blank document, you are using the blank document template. The template retains its original formatting so it can be used as the foundation for any additional documents that you want to create

Mail Merge Template

Mail merge is a feature that uses template attributes when you have many individuals who need the same information in the document. Mail merge is frequently used to create letters or mailing labels.

Download a Template

For example, if you need to send a letter to employees or students about an orientation, the information in the body of the letter will be the same for each individual. The mail merge feature allows you to add the unique

names and addresses of the individuals to the document without re-typing the common information for each individual

- File Tab > New
- Select the appropriate template category.
- If you see folders, double click the folder to see individual designs.
- Select the desired template design.
- Click Download.

You may need to accept a user agreement (Fig 3.21)

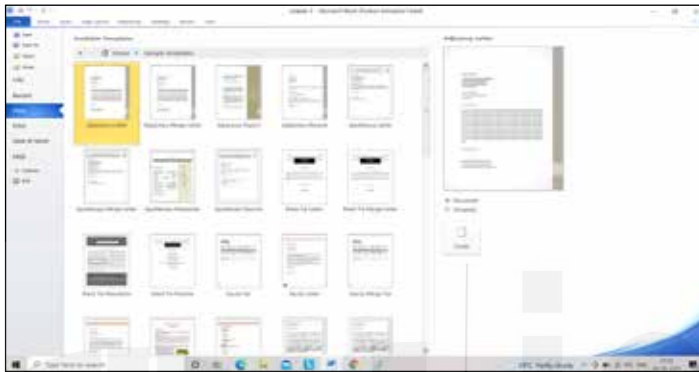


Fig 3.21: Templates

Check Your Progress 2

1. What is the Table?

2. What is the Header?

3. What are different positions of inserting Page Number in Word file?

3.4 LET US SUM UP

The New MS Word Version has many powerful features like

- The Ribbon System
- Quick Styles
- Themes
- Live Preview

- The Regular Features include
 - ◆ Home Tab
 - ◆ Paragraph Group
 - ◆ View Options
 - ◆ Format Painter
 - ◆ Font Group
 - ◆ Table Group
 - ◆ Insert Tool
 - ◆ Header and Footer

3.5 ANSWERS TO CHECK YOUR PROGRESS

Check Your Progress 1

1. Save is used to save the active or the current file in the current location with its current name and file format, while Save As is used to save the active or current file with a different file name, location or file format.
2. The Cut command removes the selected text from the active or current document and places it on the clipboard. While the copy command does not remove it from the active document but simply copies the selected text on to the clipboard. Both these actions are usually done for pasting the selected text in a different location/ document.
3. The different types of text alignment in Paragraph are:
 1. Left Justified
 2. Centre Justified
 3. Right Justified
 4. Justified

The Ribbon provides a graphical representation of tools and commands. It has specific function/ task -oriented and group like-functions in tabs.

Check Your Progress 2

1. A Table organizes information into horizontal rows and vertical columns. The intersections of the rows and columns create cells. Each cell is an individual square in which you can enter text. Tables make information easier to read. For example, tables can be used to create forms and side-by-side paragraphs
2. A header is one or more lines of text at the top of every document page
3. The Page Number command allows you to place the page number in the following locations.
 - Top of Page: insert the page number in the header.
 - Bottom of Page: insert the page number in the footer.
 - Page Margins: insert the page number in the margins.
 - Current Position: insert the page number to the left of the insertion point.

3.6 ACTIVITIES

1. Type a text of nursing diagnosis of patient based on his/ her history.
2. Take a print out of the typed text.