Ms-Office

Ms-Office is a combination of powerful software which used to maintain any types of official needs like (prepare letters, notes reports, application, presentation and database). Ms-Office is powerful software & it is world No. 1 selling software.

There are most popular branches are:-

- Ms-Word
- Ms-Excel
- Ms-PowerPoint
- Ms-Access

Ms-Word

Ms-Word is a word processor application where user can create any types of letters, notes and official document and user can format that document simple and complex. In Ms-Word there are available all the possible option which helps to user about create a good document (like: - Spelling & Grammar checkers, Hyphenation, Mail Merge, Change Case etc).

Ms-Word file known as "**Document**" and Extension is **".DOC"** (Document).

➢ **Feature of Ms-Word 2007**
   ✓ Easy document formatting
   ✓ It display the Quick Access Toolbar
   ✓ It display the Office Button
   ✓ There are five views available in Ms-Word (Print Layout, Full Screen Reading, Web Layout, Outline, Drafts).
   ✓ It display the ribbon

➢ **How to Start Ms-Word 2007:-**
   ✓ Start→All Programs→Ms-Office→Ms-Word 2007
   ✓ Start→Run→Winword→Ok

Ms-Word

The Microsoft Office Button:- It display the left side of the title bar where user can create a new file, open an existing file, save a file and perform many other task. The shortcut of office button is (Alt + F).

The Quick Access Toolbar: - It displays the right side of the office button. The quick access toolbar provides you with the commands you frequently use. By default it display the save, un-do, and redo but user can add or commands as you need.

The Title bar: - It display the top of the screen which display the title of the document on which are currently working and when you save your document it display the name of your file name when you open ms-word first new document open with dcoument1.

The Ribbon: -The ribbon is located below the quick access toolbar. At the top of the ribbon are several tabs clicking a tab display several related command groups.

The Tabs: -Each tab contains the following commands. There are many tabs (Home, Insert, Page layout, References, Mailings, Review, View, and Add-Ins).

The Ruler: -The ruler is founded below the ribbon. It is used to change the format of your document quickly.

The Text Area: - It display the below the ruler is a large area called the text area. It is working area of Ms-Word.

The Vertical & Horizontal Scroll Bar: - The vertical scroll bar is located the right side of the screen. It move your page up to down & down to up but Horizontal scroll bar is located above the status bar which is used to move your page left to right and right to left.

The Status Bar: - It display the below of the horizontal scrollbar which is used to display the information as the current page and the No. of words in your document.

View Tools: - View tools are used to change the view of the document.

Help Button: - MS-Word provides the feature of help button where use can take help about any topic.

Mini Toolbar: - It display only appears when text has been selected in the document where user can frequently use such as bold, italics, font size etc.

Zoom Slider: - It is used to in large the page of your document. The maximum capacity of zoom is 500% minimum is 10% and the actual size is 100%.

Office Button (Alt + F)

New (Ctrl + N):- It is used to create a new blank document.

Process

- ✓ Click on office button
- ✓ Click on new

Open (Ctrl + O, Ctrl + F12): -It is used to open an existing file.

Process

- ✓ Click on office button
- ✓ Click on open
- ✓ Then a dialog box open
- ✓ Select your file
- ✓ Click on open button.

Save (Ctrl + S, Shift + F12):- It is used to save your active file.

Process

- ✓ Click on office button
- ✓ Click on save
- ✓ Then a dialog box open
- ✓ Type your file name
- ✓ Click on save button

Save As (F12): -It is used to create duplicate file with current active file.

Process

- ✓ Click on office button
- ✓ Click on save as
- ✓ Then a dialog box open
- ✓ Type your file name
- ✓ Click on save button

Print (Ctrl + P): -It is used to print the document on the paper.

Process

- ✓ Click on office button
- ✓ Click on print
- ✓ Then a dialog box open

✓ Define the condition as you need
✓ Click on ok

Close (Ctrl + W, Ctrl + F4): -It is used to close your active file.

Process

✓ Click on office button
✓ Click on close

Exit (Alt + F4):- It is used to close your MS-Word application.

Process

✓ Click on office button
✓ Click on exit

Word Options: -It is used to set the configurations the Ms-Word. There are many word options: -

Popular: -It is used to set the title bar color, hide the mini toolbar.

Process

✓ Click on office button
✓ Click on word options
✓ Click on popular
✓ Click on color scheme and select the color
✓ Uncheck the show mini toolbar the selection
✓ Click on ok

Display: - It is used to set the tab setting, space setting etc.

Process

✓ Click on office button
✓ Click on word options
✓ Click on display
✓ Check the tab characters, spaces etc
✓ Click on ok

Proofing: -It means create the shortcut of any sentence.

Process

✓ Click on office button
✓ Click on word options

- ✓ Click on proofing
- ✓ Click on auto corrects options
- ✓ Click on replace box and type shortcut word
- ✓ Click on with box and type your full word
- ✓ Click on add button
- ✓ Click on ok

Save: -It is used to change the location of your file saving.

Process

- ✓ Click on office button
- ✓ Click on word options
- ✓ Click on save
- ✓ Click on default file location
- ✓ Click on browse and select your location
- ✓ Click on open
- ✓ Click on ok

Advanced: -This features allow you to specify options for editing, copying, pasting etc

Process

- ✓ Click on office button
- ✓ Click on word options
- ✓ Click on advanced
- ✓ Check use the insert key for the paste
- ✓ Click on ok

Customize: -It is used to add command in quick access toolbar.

Process

- ✓ Click on office button
- ✓ Click on word options
- ✓ Click on customize
- ✓ Click on choose any command and select any command
- ✓ Click on add button
- ✓ Click on ok

Home Tab (Alt + H)

Cut (Ctrl + X): -It is used to move the selected text one location to another location.

Process

- ✓ Select your text
- ✓ Click on home tab
- ✓ Click on cut

Copy (Ctrl + C): -It is used to create duplicate of selected text.

Process

- ✓ Select your text
- ✓ Click on office button
- ✓ Click on copy

Paste (Ctrl + V):- It is used to insert cut or copy text from the position of cursor point.

Process

- ✓ Click on office button
- ✓ Click on paste

Format Painter: -It is used to copy formatting from one place and apply it to another place.

Process

- ✓ Select your text
- ✓ Click on home tab
- ✓ Click on format painter

Note: - Double click on format painter to apply the same formatting to multiple places in the document.

Clipboard: -It is temporarily memory storage device where store only cut or copy data which user can paste many times from the position of cursor point.

Font Face: - It is used to change the writing style.

Font Size: -It is use to increase or decrease the font size.

Grow Font (Ctrl + Shift + >):- It is used to increase the font size.

Shrink Font (Ctrl + Shift + <):- It is used to decrease the font size.

Ms-Word

Clear Formatting: -It is used to clear all formatting from the selected text.

Bold (Ctrl + B):-It is used to make the selected text bold.

Italic (Ctrl + I):- It is used to make the selected text italic.

Underline (Ctrl + U):-It is used to make the selected text underline.

Strikethrough:-It is used to draw a line through the middle of the selected text.

Subscript (Ctrl + =):- It is used to create the small letter below the text baseline.

Superscript (Ctrl + Shift + +): - It is used to create a small letter above the line of the text.

Change Case (Shift + F3):- It is used to change all the selected text to upper case, lower case or other.

There are five cases in Ms-Word: -

a) Sentence Case
b) Upper Case
c) Lower Case
d) Capitalize each word or Title Case
e) Toggle Case

Process

✓ Select your text
✓ Click on home tab
✓ Click on change case and select any case as you need

Text Highlight Color: -It is used to make the background text color.

Font color: -It is used to change the text color.

Under line style: -It is used to set the underline style

Underline color: - It is used to underline color.

Double strikethrough: -It is used to draw a line through the middle of the selected text but it display the double line from the middle.

Shadow: -It is used to display the shadow from the text.

Outline: -It is used to display the smart graphics.

Character spacing: -It is used to space between the characters.

Ms-Word

Bullet and Numbering: -In Ms-Word you can easily create bulleted or numbered list of items. Several bulleting and numbered styles are available.

Process

- ✓ Select your sentence
- ✓ Click on home tab
- ✓ Click on bullet select any bullets (Bullet, Numbering & Multilevel list)
- ✓ Define new bullet
- ✓ Click on symbol and picture
- ✓ Select any symbol
- ✓ Click on ok
- ✓ Click on font and define the font style
- ✓ Click on ok
- ✓ Click on ok

Decrease indent: -It is used to decrease the indent level of the paragraph.

Increase indent: -It is used to increase the indent level of the paragraph.

Sort: -It means arrange the data in the form of ascending and descending order.

Process

- ✓ Select your data
- ✓ Click on home tab
- ✓ Click on sort
- ✓ Then a dialog box open
- ✓ Check header row option
- ✓ Click on sort by and select your field name
- ✓ Check ascending or descending option
- ✓ Click on ok

Alignment: -Ms-Word provides four types of alignment: -

Left (Ctrl + L or Ctrl + Q): -It is used to align text to the left

Center (Ctrl + E):- It is used to align text to the center.

Right (Ctrl + R):-It is used to align text to the right.

Justify (Ctrl + J):-It is used to align text to both the left and right margin adding the extra space.

Line spacing: -It is used to change the space between the line.

Process

- ✓ Select your text
- ✓ Click on home tab
- ✓ Click on line spacing
- ✓ Select any line spacing option

Shading: -Shading means fill the color for the background

Process

- ✓ Select your text
- ✓ Click on home tab
- ✓ Click on shading
- ✓ Choose any color

Border: -It is used to customize the border of the selected text. The border and shading toolbar allow you to edit a border in terms of style.

There are two types of border in Ms-Word:-

Page Border: -It is used to define the border around the page.

Paragraph Border: -There are two types of Paragraph border: -

Paragraph: -It means apply the border in paragraph.

Text: -It means apply the border for selected text only.

Process

- ✓ Click on home tab
- ✓ Click on bottom border
- ✓ Select border and shading
- ✓ Then a dialog box open
- ✓ Click on page border
- ✓ Click on art
- ✓ Select any art style
- ✓ Click on ok

Styles: -A style is a format that allows changing the font size effect, bold, colors used in the document.

Process

- ✓ Click on home tab
- ✓ Click on styles

✓ Select any styles

Find: - (Ctrl + F) It is used to find the particular sentence.

Process

✓ Select any sentence
✓ Click on home tab
✓ Click on find
✓ Then a dialog box open
✓ Type your sentence which you want to find in find what box
✓ Click on format button
✓ Click on font and define your font style
✓ Click on ok
✓ Click on find next

Replace (Ctrl + H):-It is used to change the selected text in the document.

Process

✓ Select your sentence
✓ Click on home tab
✓ Click on replace
✓ Then a dialog box open
✓ Type incorrect word in find what box
✓ Type correct word in replace with box
✓ Click on format button
✓ Click on font and select any font style
✓ Click on ok
✓ Click on replace / replace all

Insert Tab (Alt + N)

Cover Page: -It is a fully formatted page cover page where user can fill in the title, date and other information.

Process

- ✓ Click on insert tab
- ✓ Click on cover page
- ✓ Select any cover page

Blank page: -It is used to insert a new blank page at the cursor position.

Process

- ✓ Click on insert tab
- ✓ Click on blank page

Page break (Alt + Enter Key):- It is used to insert page break in active file from the position of cursor point.

Process

- ✓ Click on insert tab
- ✓ Click on page break

Table: -Table is collection of records which arranged in the forms of rows and coloumns.

Name	Add	Course
Irshad	Patna	Dca
Shahid	Delhi	Adca

Note: -User can enter large amount of coloumn 1 to 63 and rows is 1 to 32767.

There are two different method of insert table

Draw table: -For this you have to check option draw table after computer will display pencil and user can draw table according to need.

Insert table: -This method guideline to user step by step how to create structure of table. This method user needs only define no. of rows and columns.

Process

- ✓ Click on insert tab
- ✓ Click on table
- ✓ Click on insert table

- ✓ Then a dialog box open
- ✓ Define no. of rows and columns
- ✓ Click on ok

Merge cell: -It is used to merge the selected cell into one cell

Process

- ✓ Select your cell
- ✓ Click on layout tab
- ✓ Click on merge cell

Split cell: -It is used to split the selected cell into multiple.

Process

- ✓ Put the cursor in any cell
- ✓ Click on layout tab
- ✓ Click on split cell
- ✓ Define the no. of rows and columns
- ✓ Click on ok

Repeat header row: -It is used to add heading in every page.

Process

- ✓ Put the cursor in first line paragraph
- ✓ Click on layout tab
- ✓ Click on repeat header row

Convert to text: -It is used to convert table to text.

Process

- ✓ Select your table
- ✓ Click on layout tab
- ✓ Click on convert to text
- ✓ Then a dialog box open
- ✓ Select any option like comma, paragraph, space etc.
- ✓ Click on ok

Table styles: -It is used add style in table

Process

✓ Select your table
✓ Click on design tab
✓ Select any table styles

Picture: -It is used to insert picture from the gallery.

Process

✓ Click on insert tab
✓ Click on picture
✓ Then a dialog box open
✓ Select any picture
✓ Click on insert

Clip art: -It is used to insert picture from clip art.

Process

✓ Click on insert tab
✓ Click on clip art
✓ Then a dialog box open from right side
✓ Click on organize clips
✓ Then a dialog box open
✓ Click on office button plus symbol
✓ Select any picture category
✓ Select any picture and drag into the document

Shapes: -It is used to insert ready made shapes such as rectangles, circles, arrows etc.

Process

✓ Click on insert tab
✓ Click on shapes
✓ Double clik on any shapes

Smart art: -Smart art is a collection of graphics which used to arrange your data in classical mode.

Process

✓ Click on insert tab
✓ Click on smart art
✓ Then a dialog box open
✓ Select any smart art
✓ Click on ok

Chart: -It is a graphic representation of numeric data.

Process

- ✓ Click on insert tab
- ✓ Click on chart
- ✓ Select any chart style
- ✓ Then Ms-Excel application open
- ✓ Enter your data as you need
- ✓ Click on office button
- ✓ Click on close return

Hyperlink (Ctrl + K):- It is used create link between two different files just for activate to other file user can create link on selected letter, sentence, or word.

Process

- ✓ Select any sentence
- ✓ Click on insert tab
- ✓ Click on hyperlink
- ✓ Then a dialog box open
- ✓ Selelct any file
- ✓ Click on ok

Bookmark: -It is used to fix the cursor position in line of active file with a specific name.

Process

- ✓ Put the cursor where you have to fix it
- ✓ Click on bookmark
- ✓ Enter any name
- ✓ Click on add button
- ✓ Click on ok

Header & Footer: -Header that means top position of the page but footer means bottom position of the page. It is used to add heading, page no, date & time etc in every page

Process

- ✓ Click on insert tab
- ✓ Click on header and footer
- ✓ Define the header and footer

Page no: -User can input page no from header and footer using of page no. User can define page no, alignment, format, and style etc according to need.

Process

- ✓ Click on insert tab
- ✓ Click on page no
- ✓ Define the alignment, style, position
- ✓ Click on format button
- ✓ Click on ok

Text box: -It is used to draw a text box in the document.

Process

- ✓ Click on insert tab
- ✓ Click on text box
- ✓ Click on draw text box

Wordart: -It is used to decorative text in the document.

Process

- ✓ Click on insert tab
- ✓ Click on wordart
- ✓ Select any style
- ✓ Click on ok

Drop Cap: -It is a great feature of Ms-Word which makes more attractive and useful document.

Process

- ✓ Select first letter from first line paragraph
- ✓ Click on insert tab
- ✓ Click on drop cap
- ✓ Click on drop cap options
- ✓ Select Drop / In margin
- ✓ Define the no of lines
- ✓ Click on ok

Date & Time: -It is used to insert date & time from the position of cursor point.

Process

- ✓ Click on insert tab
- ✓ Click on date & time
- ✓ Select any date & time
- ✓ Click on ok

Equation: -It is used to mathematical equation (Formula).

Process

- ✓ Click on insert tab
- ✓ Click on equation
- ✓ Select any equation

Symbol: -It is used insert any type of symbol which are not availbale on the keyboard

Process

- ✓ Click on insert tab
- ✓ Click on symbol
- ✓ Select any symbol
- ✓ Click on insert.

Page Layout Tab (Alt + P)

Themes: -It is used to change the over all design of the entire document including colors, fonts and effect.

Process

- ✓ Click on page layout tab
- ✓ Click on themes
- ✓ Select any themes

Page setup: -It is used to set the margin of the document like orientation, size, margins etc.

Process

- ✓ Click on page layout tab
- ✓ Click on page setup
- ✓ Define the margin
- ✓ Click on ok

Columns: -It is used define the document in columns. The maximun of columns is 13.

Process

- ✓ Click on page layout tab
- ✓ Click on columns
- ✓ Click on more columns
- ✓ Define the no of columns
- ✓ Click on ok

Ms-Word

Watermark: -This is used to add image that appears behind the text in a document.

    Process

- ✓ Click on page layout tab
- ✓ Click on watermark
- ✓ Click on custom watermark
- ✓ Check picture / text watermark
- ✓ Click on apply

Hyphenation: -Word allow you to automatically hyphenate your document through the hyphenation dialog box.

    Process

- ✓ Click on page layout tab
- ✓ Click on hyphenation
- ✓ Click on automatic

Page color:- It is used to add the color for the background of the page

    Process

- ✓ Click on page layout tab
- ✓ Click on page color
- ✓ Select any page color

Indent: -It is used add extra margin. There are four types of indent in Ms-Word.

    First line indent: -Control the left boundary for the first line of a paragraph.

    Hanging: -It is used to control the left boundary of every line in a paragraph accept the first one.

    Left: -It is used to control the left boundary for every line in a paragraph.

    Right: -It is used to control right boundary for every line in a paragraph.

Tabs: -It is used to create document in column wise but according to specified tab distance by the user. By default tab stop position is 0.5 inch where user can change according to needs.

    Process

- ✓ Click on page layout tab
- ✓ Click on paragraph dialog box launcher
- ✓ Click on tabs
- ✓ Define the tab stop position

✓ Click on ok

Position: -It is used to set the position of the selected object on the page.

Bring to front: -It is used to bring the selected object forward.

Send to back: -It is used to send the selected object behind all other objects.

Text Wrapping: -It is used to set the text wraps around the selected object like square, behind text, in front of text etc.

Rotate: -It is used to rotate picture by angle.

References Tab (Alt + S)

Insert footnote: -Footnotes are automatically renumbered as you move text around the document.

Process

✓ Select your sentence
✓ Click on references tab
✓ Click on insert footnote

Mailing Tab (Alt + M)

Envelopes: -It is used to at the address too far to the left or right of the envelope.

Process

✓ Click on mailing tab
✓ Click on envelopes
✓ Then a dialog box open
✓ Define your address
✓ Click on add to document

Label: -In microsoft word provide an easy way to make customize label that suit for user needs.

Process

✓ Click on mailing tab
✓ Click on labels
✓ Then a dialog box open
✓ Define your address

✓ Click on new document

Mailmerge: -Mailmerge is analysis of Ms-Word which used for convert one page document into more than one pages. It is a great feature of word using of this feature user can quickly create letter, invitation cards, certificate etc.

For this you have to create two different document i.e. main document and adata source document where main document is a document which you have to print on the paper.

Ex. To

Happy New Year

From

Wtca

Data source document:-It is a coolection of records which has to insert on the main document.

Name	Add	Course
Irshad	Patna	Dca
Shahid	Delhi	Adca

Process

✓ Open main document
✓ Click on mailing tab
✓ Click start mail merge
✓ Click on step by step mail merge wizard
✓ Then a dialog box open
✓ Click on next starting document
✓ Click on next select recipients
✓ Click on browse button
✓ Then a dialog box open
✓ Click on my document
✓ Select your data source file
✓ Click on open
✓ Click on ok
✓ Click on next write your letters
✓ Click on more items and insert your field name
✓ <<name>><<add>><<course>>
✓ Click on next preview your letters
✓ Click on next complete the merge
✓ Click on edit individual letters
✓ Click on ok

2nd Process

- ✓ Open main document
- ✓ Click on mailing tab
- ✓ Click on select recipients
- ✓ Click on use existing list
- ✓ Then a dialog box open
- ✓ Click on my document
- ✓ Select your data source file
- ✓ Click on open
- ✓ Click on insert merge field name
- ✓ <<name>> <<add>><<course>>
- ✓ Click on preview result
- ✓ Click on edit individual document
- ✓ Click on ok

Review Tab (Alt + R)

Spelling & Grammar (F7): -It is a command list of review tab which helps to user about check spelling and grammar mistake. If you mistake spelling computer will reject that matter and indicate to spelling mistake with red jacking underline and if you mistake grammar computer will reject that matter and indicate to grammar mistake with green jacking underline.

We can check spelling and grammar mistake as follows: -

- ✓ Click on review tab→spelling and grammar
- ✓ Select sentence and press F7 function key
- ✓ Mouse right click on such word which display the mistake

Language thesaurus (Shift + F7): -It is analysis of Ms-Word which help to user about display antonyms and synonyms according to given word by the user.

- ✓ Process
- ✓ Click on review tab
- ✓ Click on thesaurus
- ✓ Then a dialog box open in right side
- ✓ Click on search box and type your sentence and press enter

Comment: -It is used to insert comment on selected text by the user.

Process

- ✓ Select any sentence
- ✓ Click on review tab
- ✓ Click on comment

✓ Then a dialog box open
✓ Enter your comment

Track change: -Track change is a great feature of Ms-Word which allows you to see what change has been made to a document.

Process

✓ Select your text
✓ Click on review tab
✓ Click on track change

Protect document: -It is used to add password in your file but your file is read only.

Process

✓ Click on review tab
✓ Click on protect document
✓ Check restrict formatting and editing
✓ Check limit formatting to a selection of styles
✓ Check allow only this type of editing in the document
✓ Click on yes start enforcing protection
✓ Enter your password
✓ Reenter your password
✓ Click on ok

View Tab (Alt + W)

Here view means working way MS-Word. Ms-Word 2007 provides five views.

Print Layout: -This is first view of ms-word where user can create any types of document and format that document contents according to needs. When you change in this view ruler will display from two sides i.e. top and left with four side margins.

Full screen reading:-This is second view of ms-word which is used to full screen the document when you change in this view all tab, ribbon, status bar etc are hide.

 Web Layout: -Web layout to support HTML format file when you download data from internet then that document will store in this view and when you change in this view ruler will display from at the top only without any margin.

Outline: -This is fourth view of ms-word which helps to user about display his document contents as classify mode. When you change in this view ruler will not display in any side

Draft: -Where user can create normal document and format also. In this view user cannot complete formatting of document contents and when you change in this view rulers will display from top position only with right margin.

Document map: -It is analysis of ms-word which uses to divide your screen into two parts i.e. left and right where in left side display only main topic and right side display the contents of selected left items.

Process

✓ Click on view tab
✓ Click on document map

Gridlines: -It is used to turn on gridlines to which you can align in the object.

Process

✓ Click on view tab
✓ Click on gridlines

Thumbnails: -It is used display document through small pictures of each page in left side.

Process

✓ Click on view tab
✓ Click on thumbnails

New Window: -It is used create duplicate new window of active file just for change only file serial number.

Arrange all: -It is used to arrange all open programs in window at the same time.

Split: -Split divide your screen into two parts i.e. top and bottom where top contents will not ever hide.

Switch window: -It is used to switch to different currently open windows.

Macros: -Macros are advanced feature that can speed up editing or formatting you may perform often in a word document.

Process

✓ Select your sentence
✓ Click on view tab
✓ Click on macros
✓ Click on record menu
✓ Enter your macro name

✓ Click on keyboard and type your shortcut key
✓ Click on assign
✓ Click on ok
✓ Define the formatting
✓ Again click on view tab
✓ Click on macros
✓ Click on stop recording

To run macro

Process

✓ Select your sentence
✓ Click on view tab
✓ Click on macros
✓ Select your macro name
✓ Click on run

Saving Web Page: -It is used to save your document in HTML format file.

Process

✓ Click on office button
✓ Click on save as
✓ Then a dialog box open
✓ Click on save as type and select web page
✓ Enter your file name
✓ Click on save button

Template: -Template means pre define document which use many times by the user. It is used to create a document as like structure only without user can pre define (Like Resume, and Invitation card, Certificate etc).

Process

✓ Click on office button
✓ Click on new
✓ Then a dialog box open
✓ Click on word template
✓ Click template
✓ Click on ok

How to protect your file?

Process

- ✓ Click on office button
- ✓ Click on save as
- ✓ Click on tools options
- ✓ Click on general options
- ✓ Enter your password
- ✓ Reenter your password
- ✓ Reenter your password
- ✓ Reenter your password
- ✓ Click on ok
- ✓ Enter your file name