
UNIT 5 INTRODUCTION TO MS-WORD

Structure

- 5.1 Introduction
- 5.2 Objectives
- 5.3 Getting Started
- 5.4 Operation on Documents
 - 5.4.1 Create New Document
 - 5.4.2 Save Document
 - 5.4.3 Close Document
 - 5.4.4 Open Existing Document
 - 5.4.5 Print Document
 - 5.4.6 Save & Send
- 5.5 Editing Documents
 - 5.5.1 Select Text
 - 5.5.2 Delete Text
 - 5.5.3 Copy & Move Text
 - 5.5.4 Undo & Redo Changes
 - 5.5.5 Convert Case
 - 5.5.6 Drag & Drop Text
- 5.6 Getting Help with Word
- 5.7 Let Us Sum Up
- 5.8 Check your Progress Exercise
- 5.9 Answers to Check your Progress Exercise

5.1 INTRODUCTION

You have already known about the software and categories of software in unit 1 of this course. In this unit, you have to learn about the introduction to Microsoft Word software. It is part of the Microsoft Office family, a group of programs that also includes Microsoft Excel and Microsoft PowerPoint, as well as other programs. Microsoft is a company which has developed this software. Microsoft Office is an example of application software.

MS WORD is a word processing program designed to create quality documents. You can create and edit professional-looking documents such as letters, papers, reports and booklets by using this software. WORD also includes more powerful manipulating tools so that you can create documents collaborating with these features.

Using MS WORD 2010, you can share your document to others. MS WORD 2010 provides a long list for this kind of work. Using templates, you can also create documents which are more useful in your program. This version of Word software which offers improved features for search, editing and pictures. Using this version of Word, you can post your documents online and then access, view, and edit them from almost any computer or your Windows

phone. You can save your document on SharePoint site to collaborate with other people.

WORD provides many features but all features are not discussed here. If you go through the MS WORD software thoroughly with help of this unit, you will be able to create professional-looking documents. This unit explains some basic features of MS WORD and in next unit, some advanced features of MS WORD are discussed.

5.2 OBJECTIVES

After going through this unit, you should be able to:

- Open MS-Word
- Open, save, close and print documents
- edit text
- Move and copy text
- Drag & drop text
- Use Help Menu
- Send document online

5.3 GETTING STARTED

To start WORD, click on the **Start** button and place the pointer on **Programs**, a sub-menu of Programs is displayed. In this menu, click on the **Microsoft Office** and then Microsoft **Word 2010**.

A new blank document is shown each time you start Word. This is the Document window. The Document window contains individual Word files. Word document window is shown in the Figure 5.1.

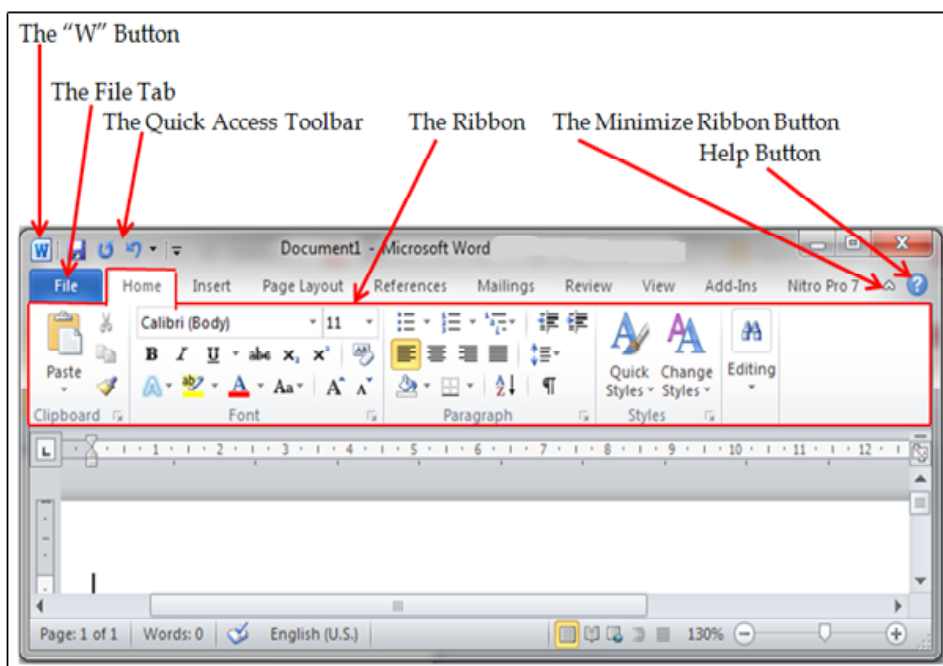


Fig. 5.1: Screen Layout of WORD 2010

In Word 2010, there have been some features that are new or have been re-added and some features that have been removed from past versions of Word. The biggest change has been the replacement of the Office 2003 Command Line (File Edit View Insert...) from the Ribbon. The Office Button in Office 2007 has been replaced by the File Tab in MS Office 2010 version. The ribbon provides all the features to you in MS WORD.

The Minimize Ribbon Button

While reading over a document, it may be convenient at times to minimize the Ribbon. To minimize, just click on the 'up arrow' symbol.

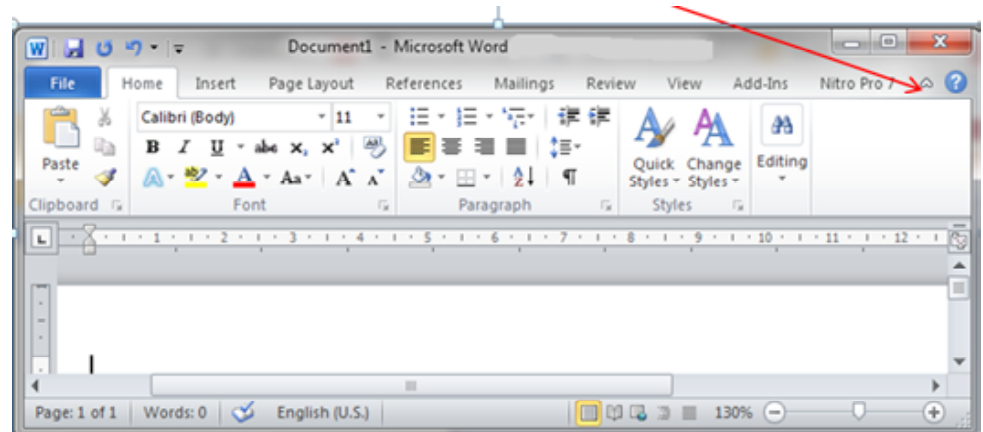


Fig. 5.2: Minimize Ribbon Button

The Maximize Ribbon Button

To Maximize the Ribbon click on the down arrow symbol.

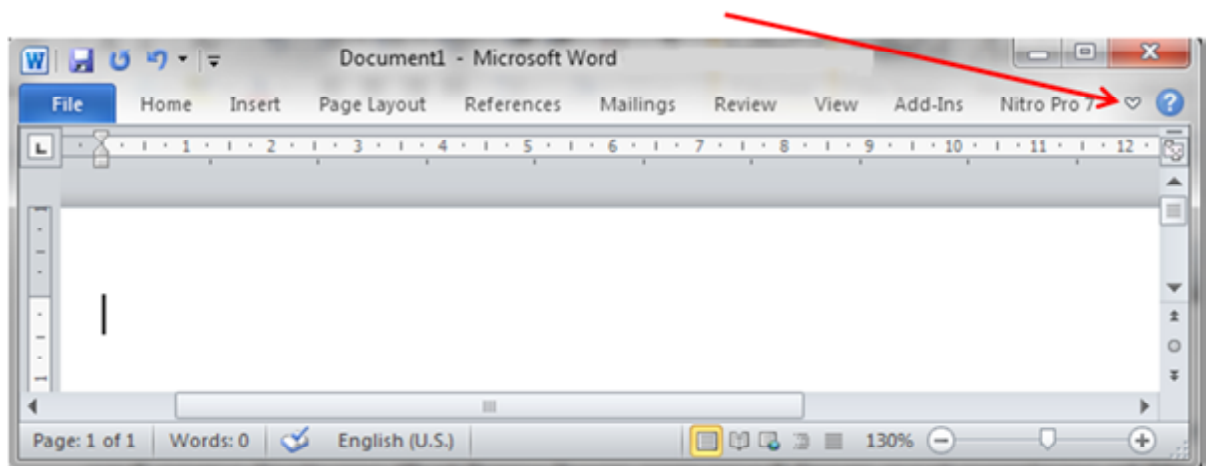


Fig. 5.3: Maximize Ribbon Button

The Quick Access Toolbar

The Quick Access Toolbar is located in the upper left corner. You can customize the quick access toolbar that contains functions that you may want to use easily. You can change the location of this toolbar above or below of the ribbon by clicking on the down rectangle at the end of the toolbar. By default, the Quick Access Toolbar shows the Save, Undo, and Redo buttons, however if you click on the drop down arrow just to the right, you can customize it to fit your needs.

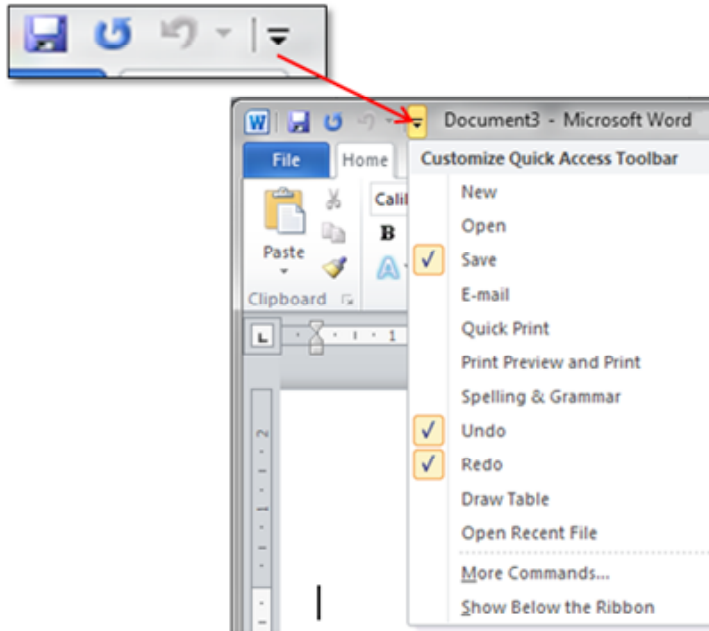


Fig. 5.4: Quick Access Toolbar

The following section describes the features of File tab as well as Ribbon:

File tab

The File tab contains commands such as, Save, Save As, New, Print, etc. For Office 2010 users, the Office Button has been replaced by the File tab. The File tab is described the default options with Info being highlighted in the left column and the right side giving you more information about your document like file size, number of words and pages.

The Ribbon

The ribbon provides all the features to you in MS WORD. It contains main tabs and its subsequent features. Each tab of Ribbon is divided into Groups such as Home tab contains Clipboard, Font, Paragraph and Styles, etc. and each group has also a triangular icon in the lower right hand corner. Clicking this will bring up an additional menu window. The features of main tabs are follows:

Home tab

This is widely used tab and it contains all the text editing and formatting features such as Font style, font size, font color, bold, italic, underline and alignment, spacing, indentation of the paragraph and different styles features.

Insert tab

The insert tab holds all the additive features that you want to include in your document such as tables, picture, shapes, chart, header, footer, symbol and many more. These options may have further options or dialogue boxes when you click on them.

Page Layout tab

Using Page Layout tab, you can set the margin, orientation, size and columns of the document. You can also set the spacing and indentation of the paragraph.

References tab

This tab is used to create table of contents, insert footnote and citation page for a paper.

Mailings tab

This Mailings tab, you can create envelopes, labels and send same information to groups of people.

Review tab

The Review tab allows you to make changes to your documents due to spelling and grammar errors. You can also track on each insertion, deletion, formatting changes and add comments. Using the Research button, you can search through reference materials such as dictionaries and encyclopaedias.

View tab

The View tab allows you to change document views, zoom, macro, show/hide a ruler, gridlines, document map and thumbnails of the pages. You can also switch to a different currently open document window.

5.4 OPERATIONS ON DOCUMENTS

In previous section, you have been introduced about the different tabs and their functions. In this section, you will learn about how to create new documents, open existing documents, save, print and send documents to other.

5.4.1 Create New Document

When you will open WORD for the first time, the program should open a blank screen (see Figure 5.1).

Insert Text

To enter text in your document, you can simply place an insertion point i.e. a vertical blinking line (see Figure-5.5) where you can type the text. When your typed content exceeds a line the content automatically wraps to the next line. This feature is called **word-wrap**. This way you can continue your work without pressing enter key. When you want to start new paragraph, press Enter key. If you want to start a new page at any point of time, you can press Ctrl + Enter key.

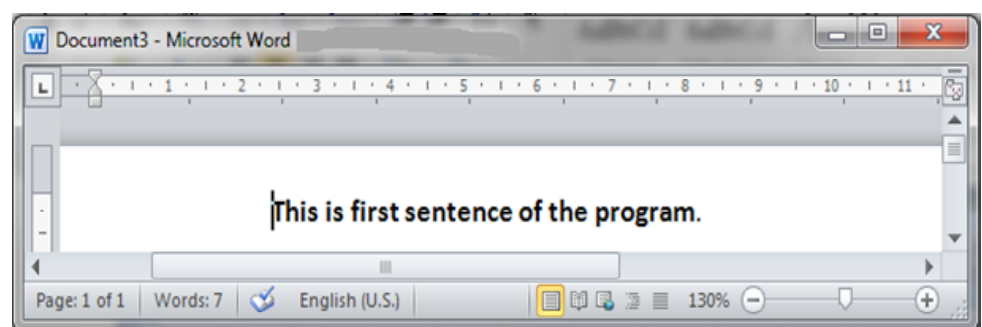


Fig. 5.5: Write Text in Document

If you want to create an additional document besides the one you already have opened, click on the File tab, click on **New** in the left column (see figure-5.6), then double click on Blank document and a new document window will appear.

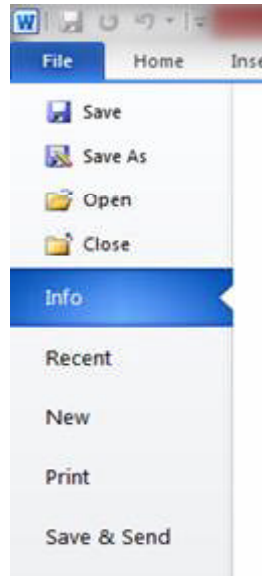


Fig. 5.6: File tab menu

5.4.2 Save Document – Save and Save As

After creating a document, it is time to save your work from memory to hard disk permanently.

For saving a document, you have two options Save and Save As. The **Save option** is used to save a document in the correct file itself. To do this:

- Press CTRL+S on the keyboard OR
- Click **Save** icon on the Quick Access Toolbar (**Figure 5.4**) OR
- Click the **File tab** and **Save**. (**Figure 5.6**)

In case you use save As option, MS WORD will open a dialog box where you can specify a name of new file and location where you want it saved. Once you have specified a name and location, press 'Save' button (Figure 5.7). When you will use the above option for the next time, it will save the file with original name and location.

When editing an existing document, you may want to save the file under a different name. Click on the File tab, click the **Save As** button and the Save As dialog box opens as seen below. In the File name field, type in the new name without changing the .docx extension. Click the Save button.

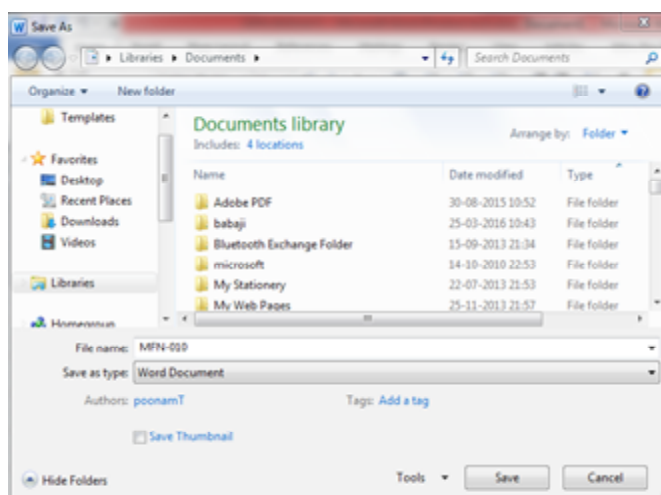


Fig. 5.7: Save as type option

5.4.3 Closing Document

After you finish working on a document, you can close it. Closing a document means it frees up more computer memory for other activities. When you close a document, WORD is still running. To do this:

- Press CTRL+W on the keyboard OR
- Click the **File** tab and **Close** (see Figure 5.6)

If you have made changes within document that have not been saved, a prompt appears asking you if you want to save the document.

Closing a document is different from exiting or quitting from WORD; when you closed a document by using the Close option from File tab, which keeps the WORD program window open while the other document is running in its own program window, you can exit Word by using the 'Exit' option from File tab.

5.4.4 Open Existing Document

In previous sections, you have created a document. You have many options to open an existing document. For this, you can select any option to open a file:

- press CTRL + O on the keyboard OR
Click on the **File** tab and then select **Open** option (Figure 5.6)
- then a dialog box will appear, select the name of the document and click on open button to open a document (Figure 5.8) OR
- select '**Recent**' option from **File** tab. (Figure 5.6)

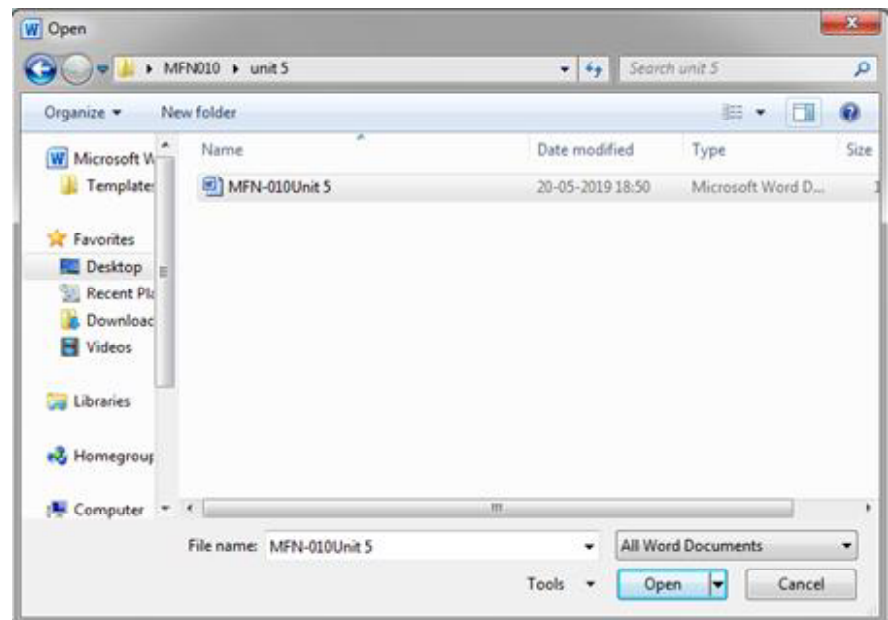


Fig. 5.8: Dialog Box for opening a file

5.4.5 Printing Document

When you want to print your document, you can use **Print** option from **File** tab or press CTRL + P from keyboard. The following dialog box will be displayed:

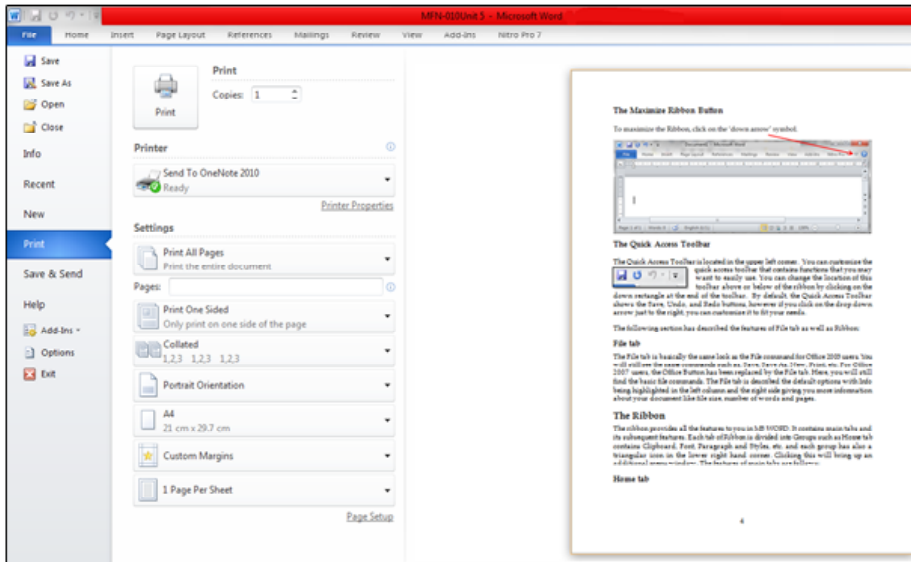


Fig. 5.9: Dialog Box for printing a file

Perform the following steps for printing your document:

1. Select the desired printer from the pull-down list of Printer
2. In the **Page range and Copies sections**, make the desired selections
3. As per your need, select other setting options.
4. To print your document, click on the square Print box in the upper left corner.

5.4.6 Save & Send

MS-word 2010 provides a nice email feature in form of Save & Send option under the File tab. You can choose to send your document as an email attachment. Clicking the 'Send as Attachment' button causes a new Outlook email box to open with your Word file attached. (Please note you must configure outlook-an email software for using this option). Using this option, you can save your document on web to access this document from any computer or to share it with other people. You can also choose to send it as a PDF file by clicking the 'Send as PDF' button. You may also choose to save your document as a PDF file by clicking the Create PDF/XPS Document button.

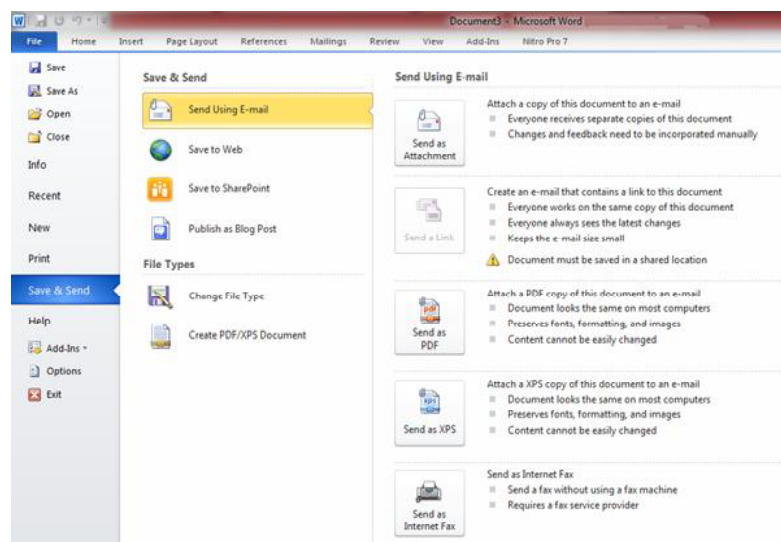


Fig. 5.10: Dialog Box save & send option

5.5 EDITING DOCUMENTS

The last section, how to write or insert text in the document. At the time of typing the text, many situations would arise when you want to delete a word or sentence, move text one location to another, copy text from one place to another, undo or redo your work. This kind of work is called as editing. In following sub-sections, you can find more about these features:

5.5.1 Select text

Before performing any action such as inserting, deleting, copying, moving or formatting, the text should be selected or highlighted. There are different methods of selecting text for words, sentences, paragraphs or pages. When you will select text, the cursor or insertion point is always on the left side of the text and after selection, it is surrounded by a blue or greyish black color in background. Text can be selected by using the mouse, the keyboard, or both.

For selecting text, you can do the following:

- If you want to select one word, you can place the insertion point on the word and double click on it.
- Hold down the Ctrl key while clicking anywhere in the sentence if you want to select a sentence.
- To select a paragraph, you need to place the mouse pointer in the selection bar and double-click on it.
- If you want to select specific text, you click and drag the I-beam pointer over one character, one word or the entire screen.

You can use shift key + arrow key (up, down, left and right) for any kind of text selection.

5.5.2 Delete text

Deleting text is easy. You can select the text to be deleted and press delete key or Select the text to be deleted and select the Cut option from the Home tab.

5.5.3 Copy and Move Text

In editing process, copy or move text from one place to another in the document is the necessary action. For this purpose, you can use copy, cut and paste command to eliminate the retyping the text in the document. When you cut or copy text, the text is stored in an area of memory called **clipboard**. In the clipboard, only last action of cut or copy of the text is stored for pasting.

Copying Text

There are number of ways to copy the text in a document. You can do this by following way:

1. Select the text to be copied.
2. Select the copy option from Home tab or press Ctrl + C or right click on the highlighted text and select copy option from shortcut menu.
3. place the cursor where you want to paste the text.

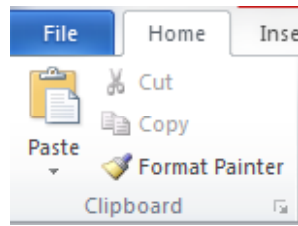


Fig. 5.11: Home tab

4. Select the Paste option from Home tab or shortcut menu to paste the selected text in a desired location or press Ctrl + V from the keyboard.

Moving Text

You can move the text from one location to another for the following way:

1. Select the text to be moved.
2. Press Ctrl + X or select the Cut option from Home tab (see figure-5.11).
3. Position your cursor where you want to place the text and select Paste option as mentioned in step 4 of copying text.

5.5.4 Undo & Redo Changes

The Undo and Redo commands are frequently used in editing process. Undo is used for reverting the most recently done changes. Word allows reversing the changes such as changing styles and fonts; copying, cutting and pasting actions etc.

To perform **undo**, you can

- click the Undo button on the Quick Access Toolbar or
- press Ctrl + Z

To perform **redo**, you can do any of the following methods:

- click the Redo button on the Quick Access Toolbar or
- press Ctrl + Y

5.5.5 Converting Case

MS Word provides you with the functionality to convert the case of the text you have inserted. It provides the following options:

- **Sentence case:** capitalize only the first letter in the selected sentences.
- **Lower case:** converts all selected text to lowercase letters.
- **UPPER CASE:** converts all selected text to uppercase letters.
- **Title Case:** capitalizes the first letter of each word of the selected text.
- **Toggle case:** changes uppercase to lowercase and lowercase to uppercase in all selected text.

You can do case conversion as:

- Select the text you want to change
- Select the Change Case option from the Home tab.

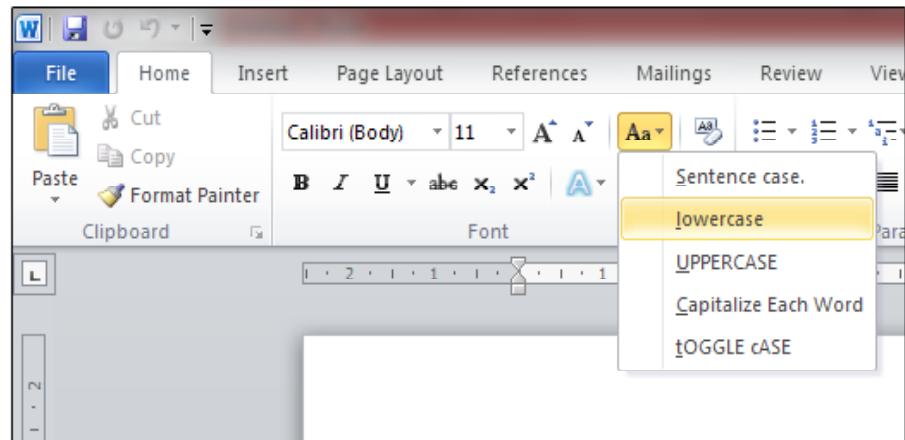


Fig. 5.12: Change Case option screen

5.5.6 Drag and Drop Text

To use drag and drop editing in order to move text or graphics, select the text or graphics you want to move. Point to the selected text or graphics and hold down the left mouse button (the mouse pointer looks like a pointer with a square tail) until the insertion point is at the desired location. Then release the mouse button.

5.6 GETTING HELP WITH WORD

If you want information on a topic, click on the '?' symbol in the upper right hand corner and the Help window will appear like below. You will see common topics to click on or you can type in a word or question in the search field to find further information.

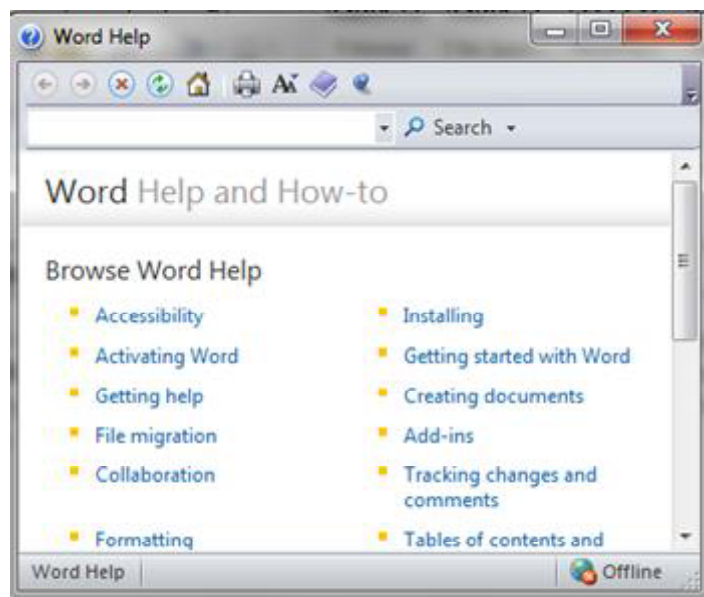


Fig. 5.13: Help Window

5.7 LET US SUM UP

This unit has introduced you to the basics of MS Word. Microsoft Word is a word processor. It helps us create letters, memos, reports, term papers. We can also edit, print and send as mail these items from Word. MS Word software is developed by Microsoft Company.

WORD allows you to insert text, delete unwanted text, copy or move text from one location to another. Using change case, you can change all the text to uppercase, lowercase, sentence case, capitalize each word or toggle case. Uppercase characters can be changed to lowercase and vice-versa by pressing Shift + F3 keys.

Using Word 2010, you can share your documents online and then access, view, and edit them from any computer or your Windows phone. You can also publish your document as a blog post.

Now, you are able to create a new document, open an existing document, edit and print a document. You can customize the quick access toolbar. You can move the Quick Access Toolbar from one of the two possible locations, and you can add buttons that represent commands to the Quick Access Toolbar.

Using Help option, you can see common topics to click on or you can type in a word or question in the search field to find further information.

At the end of this unit, you can find some exercise for Word. When you will complete these exercises then you will find yourself more capable to access MS WORD

5.8 CHECK YOUR PROGRESS EXERCISE

1. Open MS Word and type the following text:

In computer technology, a device is a unit of hardware, outside or inside the case or housing for the essential computer (processor, memory, and data paths) that is capable of providing input to the essential computer or of receiving output or of both.

‘Keyboard’ is an input device which is represented as a layout of buttons. Each button, or key, can be used to either input a linguistic character to a computer, or to call upon a particular function of the computer.

Pointing devices are the most commonly used input devices today. A pointing device is any human interface device that allows a user to input spatial data to a computer. In the case of mouse and touch pads, this is usually achieved by detecting movement across a physical surface.

2. Make the following changes in the text:

- a. Insert the following text after first paragraph:

A bar code reader is an electronic device that can read and output printed bar codes to a computer. Like a flat bed scanner, it consists of a light source, a lens and a light sensor translating for optical impulses into electrical signals.

- b. Capitalize each word of second paragraph using change case option.
 - c. Copy the third paragraph and paste after the last paragraph.
 - d. Save your document with name 'Device'.
 - e. Close the file.
3. Open your existing 'Device' named document and Save the file with other name as 'Input Device'.
 4. What are the difference between 'Cut' and 'Copy' text?
 5. What is Quick Access Toolbar?
 6. What is word wrap?
 7. What are the different case types?

5.9 ANSWERS TO CHECK YOUR PROGRESS EXERCISE

1. This is a practice exercise. Try doing it yourself.
2. This is a practice exercise. Try doing it yourself.
3. This is a practice exercise. Try doing it yourself.
4. The difference between Cut and Copy is that cut removes the selected data from its original position while copy creates a duplicate of the original content. Both store the selected data to the clipboard so that they can be inserted into a new location using paste option.
5. The Quick Access Toolbar is a customizable toolbar that contains a set of commands that are independent of the tab on the ribbon that is currently displayed. You can move the Quick Access Toolbar from one of the two possible locations, and you can add buttons that represent commands to the Quick Access Toolbar.
6. It is a word processing feature that automatically moves a word that is too long to fit on a line to the beginning of the next line.
7. MS Word provides you with the functionality to convert the case of the text you have inserted. It provides various options such as **Sentence case**: capitalize only the first letter in the selected sentences, **Lower case**: converts all selected text to lowercase letters, **UPPER CASE**: converts all selected text to uppercase letters, **Title Case**: capitalizes the first letter of each word of the selected text, **Toggle case**: changes uppercase to lowercase and lowercase to uppercase in all selected text.