

Unit 1 – Introduction to Microsoft word

Microsoft word is a **word processing software** developed by Microsoft in 1983. It is the most commonly used word processor software. It is used to create professional quality documents, letters, reports, resumes, etc and also allows you to edit or modify your new or existing document.

The file saved in Ms Word has **.doc or .docx** extension. It is a part of **Microsoft Office Suite**. The **latest version** of Ms Word is **2019**.

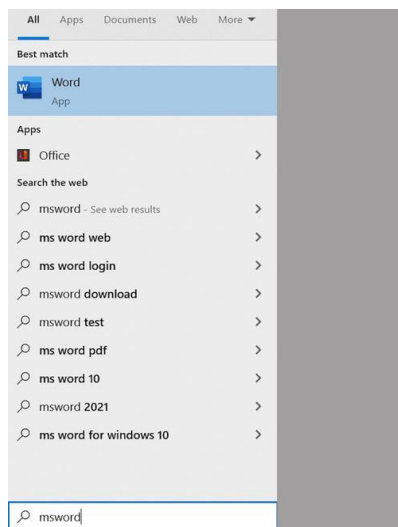
Where to find MS Word on your personal computer?

Follow these simple steps to open MS Word on your personal computer:

Start → All Programs → MS Office → MS Word.

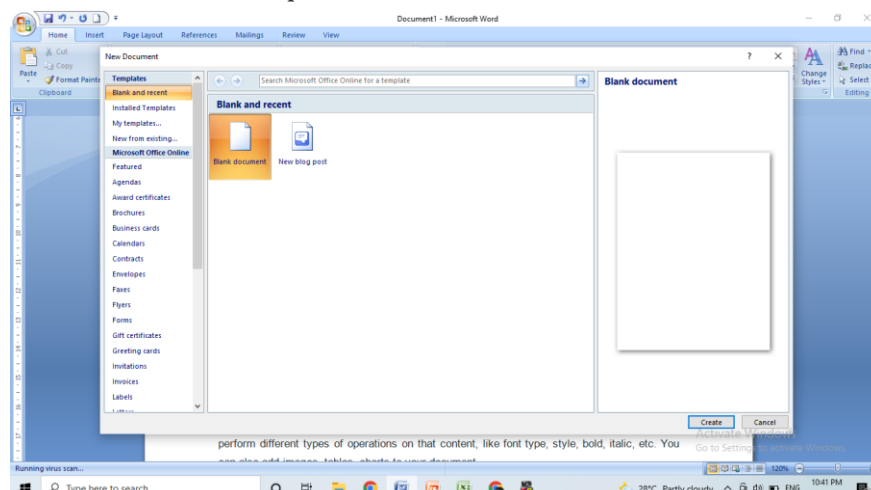
How to open MS Word?

Step 1: Type Ms Word in the search bar.

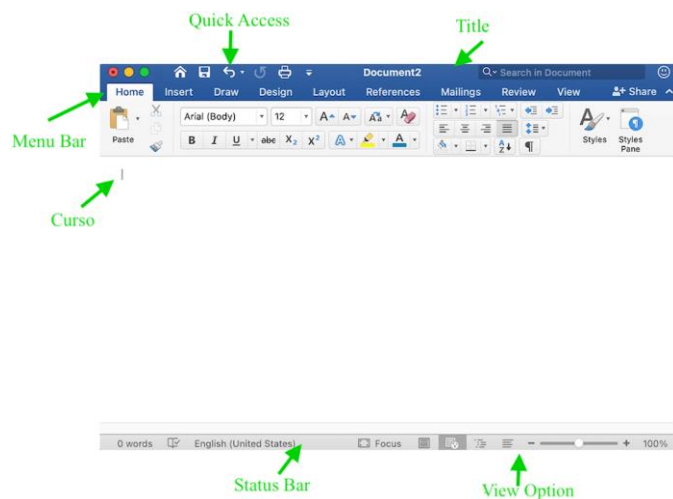


Step 2: Select Ms Word application.

Step 3: Select a blank document and press create button.



Then you will get a window like in the image below where you can write your content and perform different types of operations on that content, like font type, style, bold, italic, etc. You can also add images, tables, charts to your document.



Functions of MS Word

- Creating text documents
- Editing and Formatting the existing documents
- Cut, copy and paste content from the same/other documents.
- Insert pictures and clip arts.
- Create Tables and lists.
- Edit Headers and Footers.
- Check Spelling, Grammar and word count.
- Print Documents.
- Detect grammatical errors in a text document

Uses / Applications of MS Word

- **In Education** : One of the simplest tools which can be used by both teachers and students. Creating notes is easier using MS Word as they can be made more interactive by adding shapes and images. It is also convenient to make assignments on MS Word and submitting them online
- **In Workplace**: Submitting letters, bills, creating reports, letterheads, sample documents, can all easily be done using MS Word

- **Creating & Updating Resume:** One of the best tools to create your resumes and is easy to edit and make changes in it as per your experience
- **For Authors:** Since separate options are available for bibliography, table of contents, etc., it is the best tool for writing books and adjusting it as per the layout and alignment of your choice.

Formatting Text

Changing the look of what you've written is called “**formatting**”. This can include *changing the text style, size, color, and more*. You can also make *bold, underline, or italicize* when using MS Word.

Spelling and Grammar Check

MS Word automatically underlines any words that it does not recognize in **red**, assuming that they are not spelled right, and **green** if it does not recognize the grammar, assuming that the sentence does not make logical sense.

For example: The dogs is always blac.

In this case, “dogs is” should read “dogs are” and “blac” should be “black.” If you right click on the word, a menu will pop up with options, including “Ignore” if you do not want help on this specific phrase.

Printing Documents

To print your MS Word document:

Click ► File ► Print from the Menu Bar and a Print window will pop up on the screen.

Click ► OK for your document to start printing.

We can make changes like number of copies, page orientation, page range etc.

Another useful tool is the **Print Preview** function. This will allow you to look over an exact copy of what will come out of the printer before actually executing the print command.

Saving Documents

When you finish typing and want to leave the computer, it is important to save your work.

Click ► File ► Save from the Menu Bar to get started.

You can change the filename that Word has chosen just by typing a new one in the File name box. MS Word will automatically save your document with the suffix **“.doc”**

If you want to save the changed document **without destroying the original one**: In the Menu Bar, click ► File ► **Save As** from the menu bar and give your document a new filename.

To bring a saved document back up on the screen from MS Word: Click ► File ► Open from the Menu Bar.

Closing Microsoft Word

When you are finished Click ► File ► Exit from the menu bar

OR

Click on the X in the top right corner of the computer screen.

Tables in Ms Word

Tables in MS Word are **made up of rows and columns** with an organized arrangement of text.

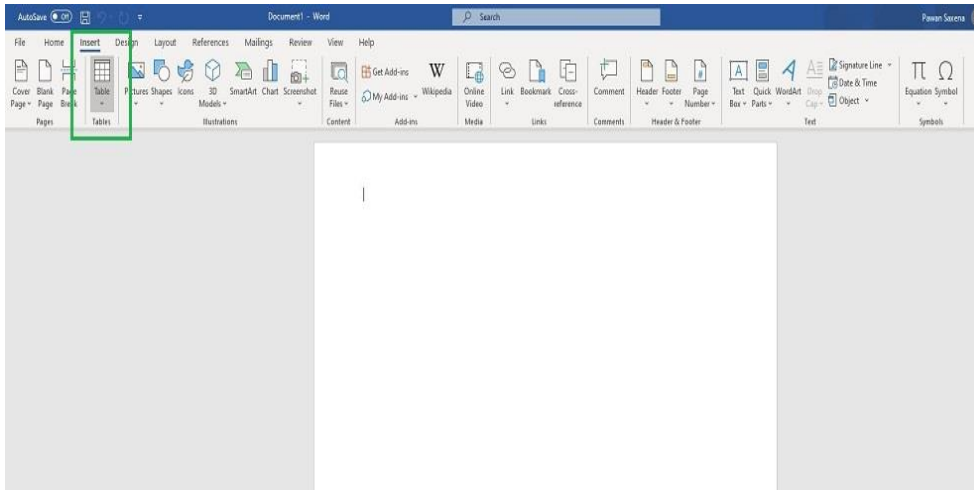
How to Create a Table?

Tables in MS Word can be created in the following two ways:

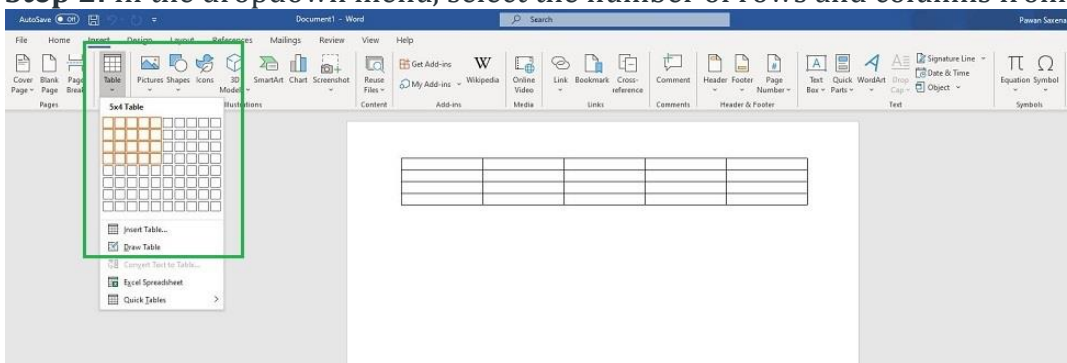
1. Using the Grid
2. Using Table Dialogue Box

Using the Grid

Step 1: Go to the **Insert tab** and click on the **Table** button.



Step 2: In the dropdown menu, select the number of rows and columns from the Grid.

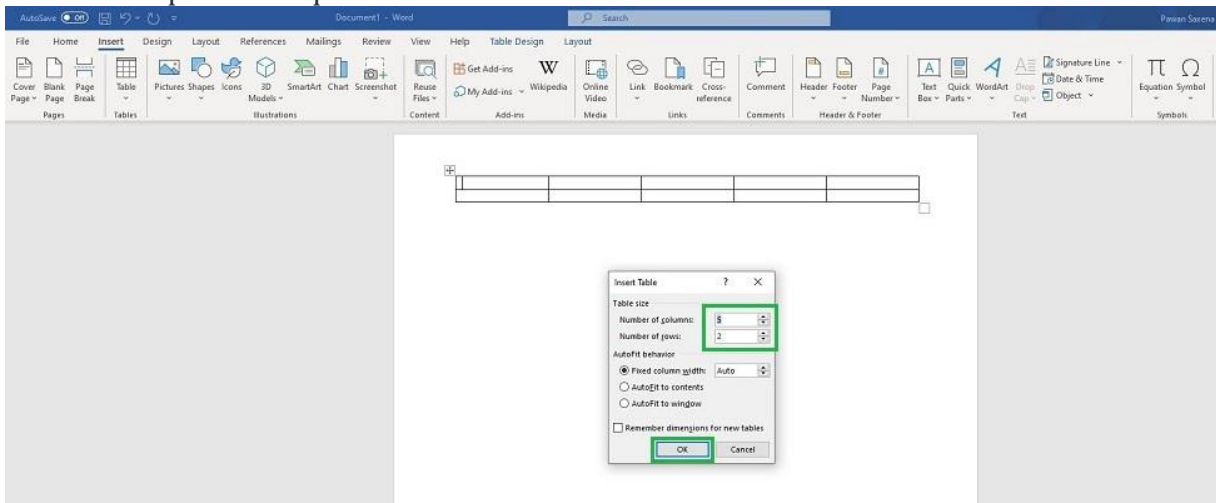


Using Table Dialogue Box

Step 1: Go to the **Insert** tab and click on the **Table** button.

Step 2: Under the grid, you will see an **Insert Table** button. Click on it.

Step 3: In the Insert Table Dialogue box, mention the number of rows and number of columns as per the requirement and click on **OK** button.



Operations on Table

- **Changing Layout of a Table**
- **Splitting the Cell**
- **Merging the Cells**
- **Applying Borders and Styles on a Table**
- **Converting Text to a Table**
 - **Step 1:** Select the text that is to be converted into the table. Now go to the **Insert Tab** and you will see a **Table** button.
 - **Step 2:** Click on the **Insert Table** button and in the drop-down menu, click on the **Convert Text to Table** button.
 - **Step 3:** In the dialogue box, mention the dimensions of the required table and other data that is required.
 - **Step 4:** Click on the **OK** button and the selected text will be converted to a Table.
- **Inserting Images in a Table**
- **Performing Calculations in a Table**

Mail Merge

Mail Merge is most often used to print or email **letters to multiple recipients**. Using Mail Merge, you can easily *customize letters* for individual recipients. Mail merge is also used to create envelopes or labels **in bulk**.

Steps for mail merge

In a blank Microsoft Word document, click on the **Mailings** tab, and in the **Start Mail Merge** group, click **Start Mail Merge**

Click **Step-by-Step Mail Merge Wizard**.

Select your document type (letters,email,-envelope,labels etc).Then Click **Next: Starting document**.

Select the starting document and then click **Next: Select recipients**.

Select recipients. To create a new list, select **Type a new list** and then click **Create**.

Create a list by adding data in the **New Address List** dialog box and clicking **OK**.

Click **Next: Write your letter**.

Write the letter and add custom fields.

- Click **Address block** to add the recipients' addresses at the top of the document.

Preview your letter and click **Next: Complete the merge**.

Click **Print** to print your letters or **Edit individual letters** to further personalize some or all of the letters.