

# Using MS Word

## Changing file Format

Sometimes we need to save a file in specific format so that it can be opened in other software as well.




To change file format from File Menu we click on Save As option a new window is opened, from this newly opened window we will click on save as option to change the file format and click save to save file.



## Inserting Text


To insert text into already written document or text we simply right click on the required position and simply insert the text we want to insert.

## Undo Command

To undo the last action in MS Word we click on undo button  from quick access menu bar. We can do this with keyboard short cut key  + .

## Insert Special Character and Symbols


Sometimes we need to insert mathematical symbols and characters which are not available on keyboard.

To this from insert tab we click on symbol on the right side .

A small drop down will be opened with some symbols in it we can select the symbol if we want or click on more symbols to select from more symbols and Special characters.










## Selecting, Cutting, Copy and Paste Operations

### Selecting Text

Text can be selected using mouse left button or Using  key from Keyboard. To select text we press and hold the mouse left button and move the mouse over the text to select selected text will highlighted, same with using shift key we press and hold shift key and press left or right arrow button or move mouse over the text to select.




## Copy, Cut and Paste Text


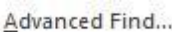
We can copy or cut a text and later paste it in same document or another document.

- To copy selected text we use copy button  from clipboard which is present at upper left corner of the application. Shortcut key from keyboard  + .
- To cut the text we use cut button  from clip board or use shortcut key from keyboard  + .
- To Paste the text we can use paste button  from clipboard or use Shortcut key from keyboard  + .

## Searching and Replacing

### Finding Text in Document

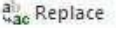
To find a certain word or in a document we can use find feature of the MS Word, find button  is on the upper right corner of the MS Word. Shortcut key from keyboard  + .

  Feature can be used to find a phrase in the document.

### Finding and Replacing Text in Document

We can also replace a word in the document in MS Word; sometimes we need to replace a specific word in the document which has already been written for example we have a document in which President of Pakistan's Name is Musharaf and we need

to change it Mamnoon Hussain so it is better to use find and Replace feature of MS Word.

To use Find and Replace we will click on  from upper right corner just below the find.

A new window will be opened with two text boxes, in the **Find What** field we will write the text we want to find and in the **Replace** field we will write the text we want to replace with the entered text and click **Replace All** Button to replace all or Simple **Replace** to Replace one by one.





## Formatting

### Changing Font Properties

Font is the style how the text will be displayed in the document. To change font from Home Ribbon bar we will use font segment.









This toolbar have many options in it below are some things we can do with it:

- We can change the font Style  to another one for example Times New Roman or Broadway.
- Font Size  can be increased to make text bigger or smaller.
- We can make text  highlighted or change text color .

### **Bold, *Italic* and Underlined**

We can make Text **bold** by clicking on **B** or make it *Italicize* by clicking on **I** or Make it Underlined.


Shortcut Keys for making text bold, italic or Underlined are as follows.

<b>Bold</b>	 + 
<b><i>Italic</i></b>	 + 
<b><u>Underlined</u></b>	 + 


## Indentation

We can add spacing before new lines and in between lines in MS Word.

To add new line space we press  button from keyboard.




To change line spacing we press  button from Paragraph Tab of Home Ribbon Bar.

## Changing Text Colors

To change Text colors in MS Word we use Font Tab from Home Ribbon bar. To change text color click on the . A dropdown will be opened with many colors in it we first select the text and then chose the color we want for the selected text.


## Alignment and Justification

Sometimes we have a special need to align text right or in the center MS word makes it easy

in the **Paragraph Tab**.    these are the alignment buttons we use to left, center and right align respectively.

Shortcut keys for Alignments of text are:

<b>Left Align</b>	<b>CTRL + L</b>
<b>Center Align</b>	<b>CTRL + E</b>
<b>Right Align</b>	<b>CTRL + R</b>

We can also justify text in MS Word by click on justify Button  or use shortcut key **CTRL + J**.

## Hyperlink

Sometimes we need to divert the reader of the document to a website, for this purpose we use hyperlinks.

To insert a hyperlink first select the **Insert** Ribbon Tab and from insert tab select




a new window will be opened with **Text to display** and **Address** insert the link in the address and Text which should be displayed in the Text to display text box. The final link will look like this [Virtual University](#).

**CTRL + K** is the shortcut key to insert hyperlink from keyboard.


## Borders

**MS Word Provides the Facility to insert borders to a paragraph or to full page.**

To insert borders we use Page Layout from Ribbon bar and select  a new window will be opened with many options in it we can select the border width, color and style and then click OK to insert the border.

## Bullets


To make points in the document we use bullets in MS Word.

To insert Bullets in **Home** Tab from Paragraph sub Tab we can click on  to insert bullets. MS Word have different type of bullets which include numeric , alphabetic and styled bullets we can chose any of these as per requirement.


## Templates

MS Word have many already well written and styled document samples which we can use as per our need these are called templates.

For example you want to write CV and cannot chose how to style it you simply use a template.

To use a template from the **File** Ribbon Tab we click on **NEW** and then click on  . After clicking on this we will find many documents already well styled and we can chose the best style that suits us.

## Finishing a Document Styles and Pagation

On a selected text we apply more than one style at a time, we can do this by simply clicking on more font button  from Font Tab.

A new window will be opened and we can choose many styles to apply on selected text.

## Changing Page Size/Setup

Sometimes we need to change page size or style on which we are typing as per our printing or other requirements.

To change page setup we first click on **Page Layout** Ribbon Bar then in the Page Setup



We can change Margins, Orientation and Size of the Page.

## Spelling and Grammar

MS Word have built in Grammar we can use to correct spelling and other grammatical errors, whenever we write wrong spelling MS word automatically recognize it and underline it red to let us know that it wrong. We can right click on the underlined word and chose the correct spellings.

## Tables

### Tables – Introduction

An introduction We usually use text in our documents. We can also use charts, graphs and pictures in our document file. Tabular data makes it easier for the reader to understand the information provided.

Example of tabular data can be

Time table

Employee contact list

Product sales report

Drawing, charts and pictures can make a document look better and easy to understand.

Rows and columns can be inserted into already built table , to insert a row or column select the place where you want to insert row or column then right click on it and from options menu select insert then select insert row or column to the left, right below or above the current row or column.

Rows and columns can also be deleted from an existing table, to delete a row or column select the row or column and right click on it then select Delete cells option to delete the rows or column and data with it as well.

## Changing Table Borders

Borders of a Table can be styled according to requirements and needs.

To change border of a Table first select the Table then select Design Tab from table Tools.



After clicking on design Tab click on **Borders**. A drop down menu will be opened with many features in it for different type of borders. We can select the border which we want to show/ hide. The last option in this drop down is **Border and Shading**. Upon clicking on Border and Shading a new window will be opened in this window we can select the border type, and color as per our requirements.

## Inserting Pictures

*A picture is worth thousand words.*

MS Word allows us to use pictures in the document to make it more self-explaining. For example we are writing an article about embedded computers so, if we can show a picture of embedded computer in the article the reader will know without even reading the document that this article is about computers or more precisely embedded computers. To insert a picture into we have many ways some are discussed below:

- First Method is to use Insert Tab from Ribbon bar. Click on **Insert** Tab click on




Picture

a new window will be opened to select picture from computer disk.

- Second method is to drag and drop a picture straight from folder to MS Word. Pictures can resized and rotated as well, to do this we click on the inserted picture and then use the mouse to resize and rotate as per requirement.

MS Word also provides the functionality of using already created graphics known as clip arts

to insert the clip art same method is used as picture we click on  from insert tab a side bar will be opened from this bar we can search a clipart online.

## Preparing Outputs

### Reviewing a document

When a document is prepared, it is thoroughly checked with different perspective. A document is checked for its layout and information provided in it. Documents are also checked for its spelling and grammar mistakes. We should review our document made with the help of word processing application.

A complete document review includes

1. Complete page layout

2. Page margins and numbering
3. Header and footer settings
4. Text and paragraph settings

A very important part of document review is spelling and grammar check. A word processor gives us a very important feature of spelling and grammar check. It indicates any spelling mistake in the document and points out any grammatical mistake as well. While writing in MS word, spelling mistakes are shown by red lines and grammar mistakes are shown by green lines. Using the spelling and grammar check feature, we can remove mistakes from our document.

There are two methods to correct such mistakes in document.

1. We can use the spelling and grammar check feature.



Go to the start of the document. Click Review tab

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and Click on button highlighted in the figure. It will open a new dialogue box with correct options. You can do the correction, ignore it or add it to dictionary.

2. We can use the right click of our mouse. Right click on the word with red line below it to see the available corrected options.



Words not included in computer dictionary are highlighted as mistakes. For example nouns like Places; Muslim names etc are considered as spelling mistakes. We can add such words in dictionary so that they are not considered as mistake next time. Right click on the highlighted word, and select “Add to Dictionary”

The green wavy line under the sentence represents a grammatical mistake. Computer is suggesting you to revise the fragment from the grammar perspective.

## Printing a document



We can take prints of a document prepared in word processor. The files created using software and saved in computer called “soft copy”.

To take the print you can do any of the following.

1. Go to File < Print or
2. Press Ctrl + P

A dialogue box will open in case, either option is followed.

You will see different options available for print. You can select All, only current page, or page range for prints Multiple copies can be sent to printer at a time of a document with a single click.

### **Select Printer**

If more than one printer are attached we can select a printer we want to print from.

### **Page Orientation**

We can select the available page orientation

- Landscape
- Portrait

### **Page Sizes and Margins**

You can set page margins and select required page size for example A4, Letter and Legal.

Margins can be also be chosen Narrow, Normal and other.

## **Mail Merge**


### **Basic concepts**

In merged mail we have some information that is merged with other letters to be posted after words. This mail can be our postal mail or electronic mail send by our pc. We use the mail merge feature provided by a word processor to merge out our information with letters and prepare them for delivery.

Mail merge comprised of two steps.

1. Prepare your letter or invitation.
2. Prepare the list of people who will receive this letter.
3. Merge the information from the list into main letter.

For example we need to send university students a convocation letter. Such invitation or letter is addressed to different person. Text of the invitation will be the same but the name of the students and their addresses will be different.

1. To develop invitations using mail merge feature do the following steps
2. Click Mailings Tab.
3. Click Start Mail Merge
4. Click on  to start wizard. Mail merge pane will be opened at left side.
5. Select “Letters” radio button in the document type and click on the next: Starting
6. document in the bottom of the panel.
7. Select “Use the current document” and click on the “Next: Select recipients”
8. Select “Type a new list” and click on Create... A new window will open with text fields. Enter information in text fields and click on OK. It will ask you to save the list.  
Enter “Students” and press enter. Click on “Next: write your letter”

## **Insert Merge Field**

Click Mailing tab


Click Insert Merge Field available in “Write and Insert Field” menu

Select required field and Click Insert

Click Close

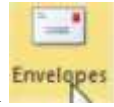
## **Edit Data List**

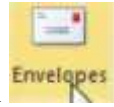
It is very easy to edit a list or add/delete a record in list.

Click on the Mail recipient  button available in Start Mail Merge mune in Mailing tab. A new window will open with list you develop. Select any entry and click on Edit button in the window to do any changes. Once you enter into the edit mode for the particular list entry, you can delete, find, sort and add new entry.


## **Mailing Envelopes**

Mailing Envelopes can also be created using mail Merge feature we can use already created list or create a new one.




To create envelopes we click on  from Mailings Tab. A new window will open select required options to adjust envelop according to need.



Now that we are set up the Envelop we can click on  to select the list of people to print on these envelopes. We can choose previously created list from the disk.



After that we can click on  and insert the fields one by one just like we did for the letters. Now after inserting and finishing it we can print these envelopes.

### **Printing a merged document**

Click on the "Finish and Merge" button in Mailing tab then Click Print Documents and Select "All" from the Merge to Printer window to take prints for all records. Soon after you click on the OK button, a new window will open for printer. Click on Ok button to send print request to printer.