

Word processing

Open MS word Application

To open a MS word Application First Click on button From Keyboard.



Button or press



In the Start Menu Click on All Programs then find Microsoft Office there and click on it Chose Microsoft Office Word and Open it by single click.

After clicking on the last option “Microsoft Office Word” in the sub menu you will a dialogue box with “Microsoft Office Word” written on it. This dialogue box is called splash screen. After few seconds splash screen will disappear and MS word will be open.

P.S. This sequence of opening a word document is according to Windows 7, Sequence of Opening Microsoft word can vary on different versions of Windows.

Screen Layout

Default screen layout is the layout of MS word when it is opened. We can change the default layout according to our will.

In title bar, Name of the document with “Microsoft word” is written. If it’s a new document and not being saved yet, it will have temporary name like Document1, Document2 etc

A file created by word processing software is called document.






Menu bar is a bar just below the title bar of the document. It contains Sub menus (File, Edit, View etc.) to give specific instructions to word processor. For example File menu contains

commands like Save, Close, Exit for the open document. Edit menu contains editing related commands like cut, copy, paste for the text of word document.

Different Toolbars

At the Upper right side of the title bar, you can see three buttons




- 1- **Minimize** button –  This button is used to minimize (An open window will appear as icon in task bar) the word document. To maximize this window, click on its icon at the taskbar.
- 2- **Restore down** button  – This button is used to restore down the window to a smaller size on desktop.
- 3- **Close** button  – This button is used to close the document.

Scroll Bars and Rulers

Scroll Bar

At the Right side and at the bottom of the Document There is Scroll bar.



- With the Right vertical scroll bar Document can be scrolled up and down.
- With the Bottom Horizontal Scroll bar  we can scroll document left or right.

Rulers

Rulers are at the left side and on the upper side of the document.



- Upper Ruler shows the starting and ending of a line in the document.
- Left Rulers shows the starting and ending of the document.

Rulers can also be adjusted as per our need.

At the extreme bottom of the document status bar can be found. Status contains information about on which page we are right now how many words are present in the document.

Opening a New Document

To create a new document in Microsoft word from **File** menu we click on **New** and after that we select Blank Document.



From Keyboard we can use shortcut key  +  to create new Document.

Opening an existing Document

A document which was previously created can also be opened from **File** menu, click on the **File** then **Open** and from the file dialog box select the document of your choice and click open.


From Keyboard we can use shortcut key  +  to open a previously created document.

Typing Some Text

Text can be added on the Document white vacant area. Blinking Vertical line „|“ can be found on the screen this is called cursor. Cursor shows the position of the text which will be entered next. Mostly this cursor is to right of the last word entered.

Saving



A Document can be saved in the computer hard disk for the later use, we can save document with some methods.

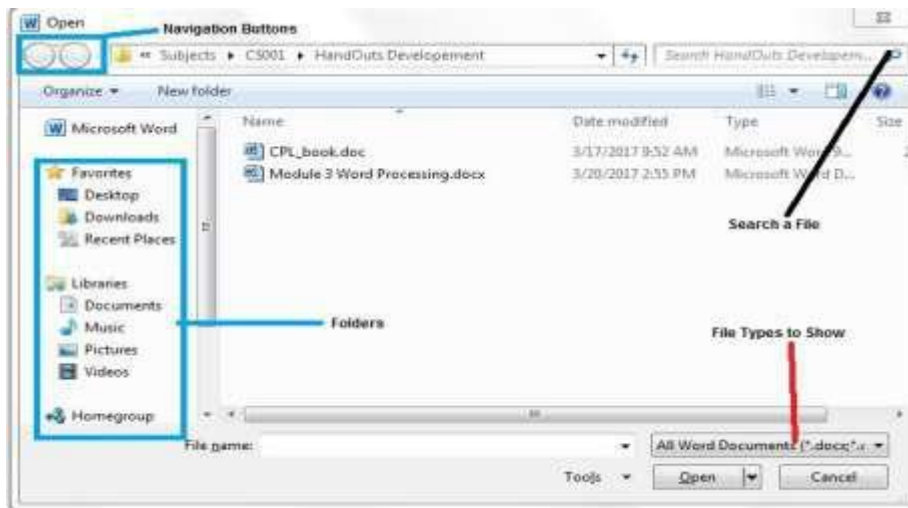
- First method is to click on the save button from  Quick Access Toolbar.
- Second Method is from File Menu we can click on save Button.

- Third Method is to Click  +  From Keyboard.

After Clicking save from any of the above button a dialog will be opened, we can select the destination folder from there, and chose a name for our document and click the button save our document will be saved.

Opening Editing and Saving Again

We can open a file from **File** menu or by pressing short cut key  +  .





Open file menu contains much option to organize, select and open a particular word document.

From the file types we can select different file types to display in the file menu.

Opening Multiple Documents Simultaneously

In Real life we require more than one document at the same time. Microsoft Word Provides same functionality of opening and working with multiple documents simultaneously.

To open Multiple Documents at the same time we simply navigate to target folder and double click on the document file(s).

To switch between multiple documents we simply use short key  + .

Saving an Already saved Document

A document which has already been created and saved to a location can also be saved to another location for example USB drive.

To save a document to another location we use **save as** feature of Microsoft Word, First we navigate to File Menu then from file menu we will select **Save As** Option a new window will be opened, from this opened window we can select the destination folder and click the save button to save the document to new destination.

P.S. Remember after saving the file with save as feature will not remove the document from the previous folder, it will just make another copy of that document into new folder.

Getting Help from Microsoft Office




Help from Microsoft Word can be get in case someone cannot understand how to perform certain task.

To get help from MS Word we use help button  at the upper right corner of the screen.

Or shortcut key from keyboard  can be used.

Closing a single document and closing Word

To close a single document in MS Word from the File Menu select close option to close a single document.

To close the Microsoft word application click the  cross button at upper right corner or press shortcut key from keyboard  + .

Change Page Display Mode

We can change Display mode of MS word with the purpose of how page will be displayed to us.

Display mode can be changed to following option:

- Print Layout
- Full Screen Reading
- Web Layout
- Outline
- Draft

To change the display mode we need to click on **View** Ribbon Tab after clicking on View Tab on the very left we can find Document Views segment with different options of how the document will be displayed we can click on the required layout to set it for the current document.

Change Zoom level

We sometimes need make document bigger or smaller with the intention of viewing a document more clearly or view more than one pages at the same time.


To change zoom settings from **view Ribbon** Tab click on Zoom, a new window will be opened with different zoom levels select the required zoom level and press OK. Zoom level can be changed with some other methods as well from the bottom right of the document we can see + and – Signs with a bar we can adjust zoom level from there.

Edit Ribbon Tabs

To Edit ribbon tabs first right click on ribbon tabs and select customize The Ribbon Option From there.



A new window will be opened with many options in it. Below are some features we can use to edit our ribbon bar:

- In the right side menu we can check and uncheck a tab to show or hide it from ribbon tab.
- We can move a ribbon tab up or down with  buttons to change its position in ribbon tabs.

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  + .

 **Advanced Find...** 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  **Replace** 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.