



THEORY NOTES

WORD PROCESSING

Basics of MS Word

Practice. Improve. Succeed.



Subject : MS Word



Language : English

Contents

1.	Microsoft Word Fundamentals	2	13.	Spelling & Grammar	19
2.	Starting MS Word	3	14.	Page & Section Breaks	21
3.	The Starting Window & its Parts	4	15.	Working with Tables — Creating & Editing	23
4.	Tabs, Templates & the Options Window	5	16.	Tables — Width, Rows, Merge & Format	25
5.	Customise the Ribbon	6	17.	Tables — Design, AutoFormat & Text	27
6.	Quick Access Toolbar & Show / Hide	7	18.	Printing a Document	28
7.	Saving a Document	9	19.	Inserting Pictures & Shapes	29
8.	Selecting Text	11	20.	SmartArt & Charts	31
9.	Setting Margins	12	21.	Track Changes & Comments	32
10.	Line Spacing	14	22.	Cover Pages & Working with an Image	33
11.	Formatting Text	15	23.	Key Facts & Shortcuts	35
12.	Text Alignment & View Modes	17			
Exam Question Bank					36
Chapter Mind Map					41

Microsoft Word Fundamentals

IN SIMPLE WORDS

Microsoft Word is a **powerful word-processing application**. It is regarded as one of the best word-processing packages available for the work of **creating and editing documents**, and it operates within the **Windows environment**. Word is Microsoft's latest word processor and forms part of the **Microsoft Office** suite. Compared with the version that came before it, Word claims **improved performance** together with **more features**. It also introduces a **Touch Mode** that makes Word far more touch-friendly than earlier versions; however, this mode is available **only** on a computer that has a touch-screen enabled.

In plain terms, a *word processor* is software whose job is to *process text* — to let you enter words, then arrange, correct and decorate them before producing a finished printed page. Word sits inside the wider Office family alongside Excel, PowerPoint and the other Office programs; each program specialises in a different kind of work, and Word's speciality is the written document.

💡 **Think of Word as a smart, never-ending sheet of paper.** On real paper a mistake means an eraser or a fresh sheet. In Word you can type, fix, move, colour and re-arrange your writing endlessly — and print a clean copy whenever you want.

Uses of MS Word

Because it can handle anything from a one-line note to a hundred-page report, Word is used for a very wide range of everyday writing jobs. The original manual lists the following five uses of the Microsoft Word application:

- ✓ **Creating simple letters.** Personal letters, applications and short correspondence are quick to type, correct and print.
- ✓ **Creating a big document** such as a **project report** or a **company's yearly (annual) report**, where many pages, headings and tables are needed.
- ✓ **Creating simple designs** such as informational **vouchers** and **folders**.
- ✓ **To create a News Letter.**
- ✓ **To create Mail Letters**, etc. — the same letter prepared so it can be sent to many different people.

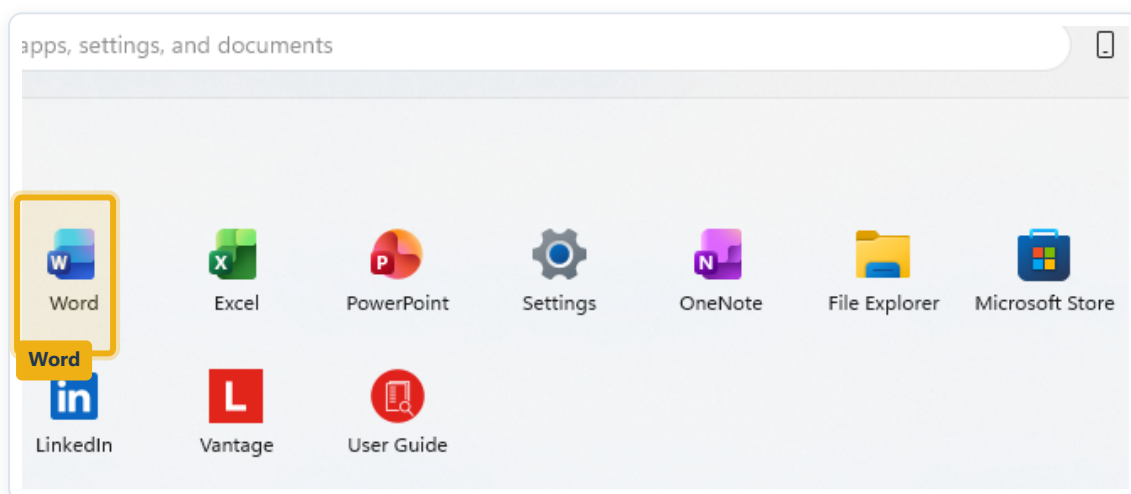
💡 **Where Word lives:** Word is one app inside the **Microsoft Office** family (along with Excel, PowerPoint and others). The next page shows exactly how to open it.

Starting MS Word

Before you can do anything in Word you must first launch the program. The original manual gives the full menu path for starting Microsoft Word: **Start Button** → **All Programs** → **Microsoft Office** → **Microsoft Word**. In words, you click the **Start** button, select **All Programs**, select **Microsoft Office**, and then select **Microsoft Word** from the menu options. On newer versions of Windows the Office folder is reached the same way, simply through the Start menu. There are a few easy ways to open Word; the most common is from the **Start** menu shown below.

Step 1 — Open the Start menu and find Word

Click the **Start** button (the Windows logo at the bottom-left of the screen). The Start menu opens and shows your **pinned apps** — look for **Word** (marked in gold). If you don't see it, type “**Word**” in the search box at the top and it will appear.



*The Start menu — click the **Word** icon (gold box) to launch it.*

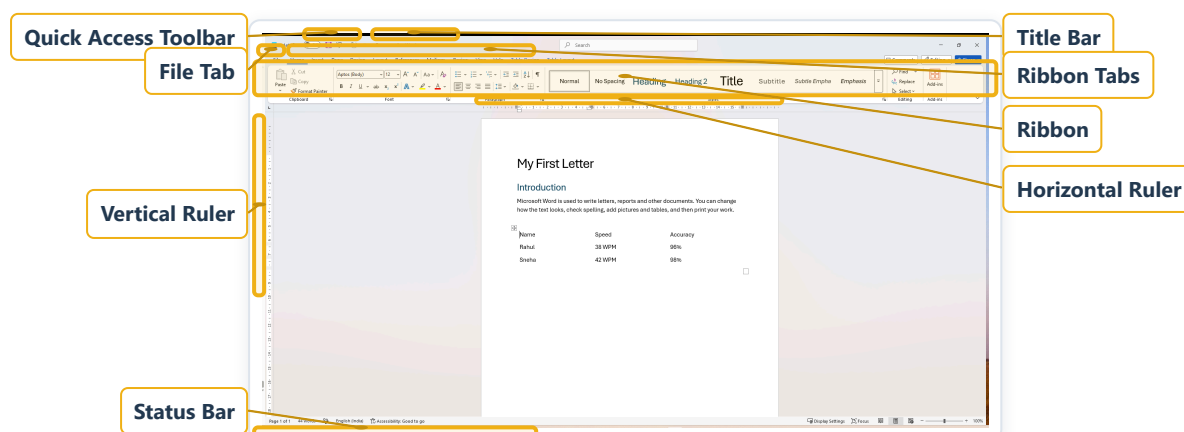
Step 2 — Word opens with a blank document

After you click Word, the program opens a new, empty document named **Document1**, ready for you to start typing. (This is why, when Word gets loaded, the opening screen displays a document named Document1.) A Word file is saved with the extension **.docx**.

Other ways to open Word: on older Windows, use **Start** → **All Programs** → **Microsoft Office** → **Microsoft Word**. A **Microsoft Word** icon may also be available on your desktop for quick access — simply **double-click** that desktop icon to start the application.

The Starting Window & its Parts

When Word opens, take a moment to learn the main parts of the screen — this is the **starting window of Microsoft Word**. The window has a row of **Tabs at the top**, and each tab contains various options. The large **white area** in the middle of the screen is the **actual page** in which the document can be typed, formatted and printed. Each labelled part below is marked in gold and joined to its name by a thin leader line.



The starting window of Microsoft Word, with each part marked and labelled.

- ✓ **Quick Access Toolbar** — displays quick access to commonly used commands (such as Save, Undo and Redo). It sits at the very top-left, near the File menu, so the most frequent commands are always one click away.
- ✓ **Title Bar** — shows the **name of the document** together with the program name. In MS Word the name of the document is displayed on the Title Bar.
- ✓ **File Tab** — the File tab **replaced the Office button** of earlier versions. This area is called the **Backstage**, which helps us to manage the Microsoft application and provides access to its options such as **Open, New, Save As, Print**, etc. The Backstage also provides information pertaining to your document and options to help set up your window defaults, and it contains standard commands such as **Save, Save As, New and Print**.
- ✓ **Ribbon Tab** — the **title or name of the specific Ribbon** (Home, Insert, Page Layout and so on). **Ribbon** — displays **groups of related commands** within tabs; each tab provides buttons for commands.
- ✓ **Horizontal & Vertical Rulers** — the measuring strips used to set margins and indents in the document. **Insertion Point** — the blinking straight line where the text you type appears. The **white area** is the actual page on which you type, format and print. **Status Bar** — runs along the bottom of the window and shows page and word information (and is where the total number of pages in the current document is shown).

Tabs, Templates & the Options Window

Microsoft Word uses **Tabs instead of menus** to organise its various functions. In addition, the command buttons have been placed in a **Group** within the Ribbon, so that related commands stay together. The small arrow called the **Dialog Box Launcher** in the corner of a group shows **additional options** beyond the buttons visible on the ribbon.

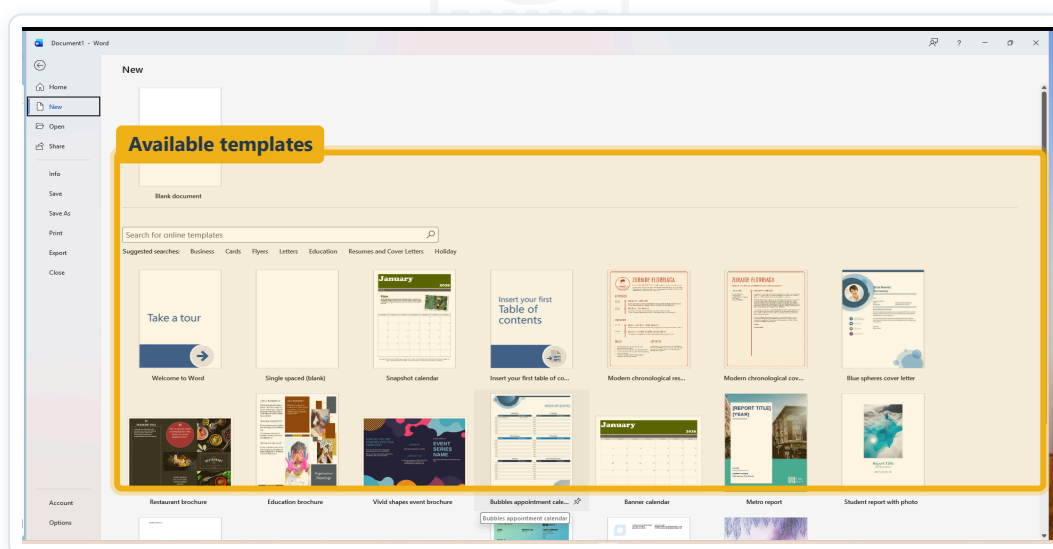
 **The Ribbon is a tool cupboard.** Each **Tab** is a drawer (Home, Insert ...); open it and you see **Groups** of tools sorted neatly.

Templates

A **template** is a ready-made, professionally-designed document you can start from instead of a blank page. Microsoft Office has a **variety of predesigned templates within specific categories**, so that readymade, professionally designed document formats — which are what "templates" really are — can be used as a starting point.

Opening a template:

1. Select the **File** tab, and then click on the **New** option.
2. The **Available Templates** window will appear — pick the one you want.



File → New — the gold box marks the available templates you can start from.

The Options Window

The Microsoft Word application allows us to **customise its setting options**. Everything from how Word displays the screen to how it saves files can be adjusted here.

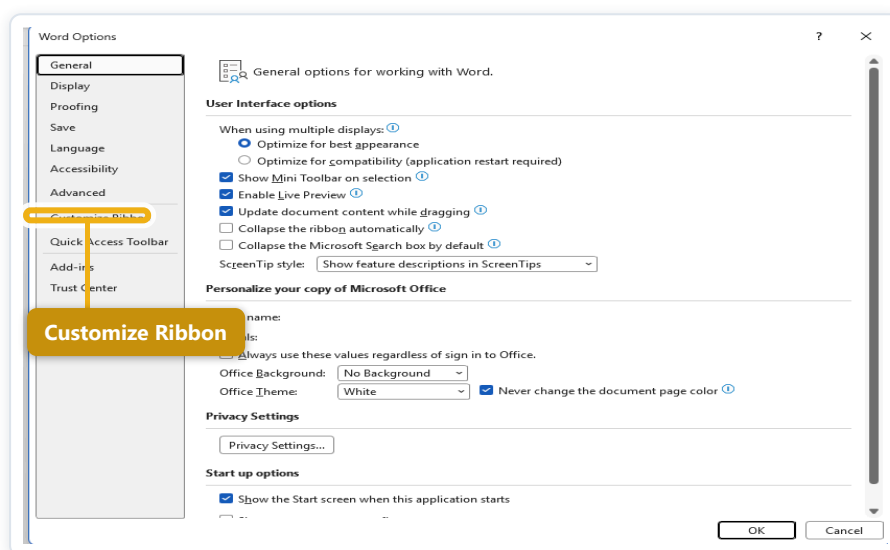
1. Click on the **File** tab, and then select the **Options** item.
2. The **Word Options** window will appear. This is where we can choose our desired **settings and preferences**.

Customise the Ribbon

We can easily **customise the Ribbon to suit our needs** by creating new tabs and filling them with the commands we use the most. This is useful when a command you need often is buried on a tab you rarely open — you can bring it onto a tab of your own. The full procedure has five steps.

Step 1 Click on the **File** tab, and then select the **Options** item.

Step 2 The **Word Options** window will appear. Click on the **Customize Ribbon** option. From the **Choose commands from** list, click on your desired ribbon option, and then click on the **Add** button to place it in the **Customize the Ribbon** list. Finally, click on the **OK** button.



File → Options → **Customize Ribbon** → Add → OK.

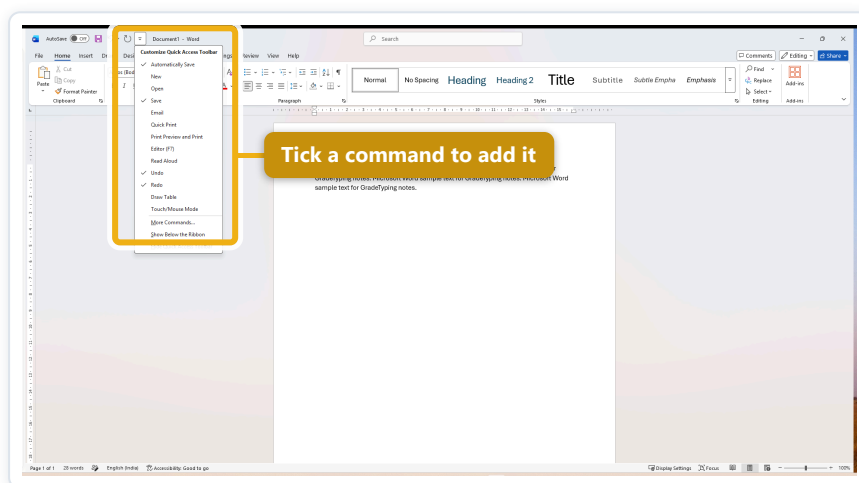
Quick Access Toolbar & Show / Hide

Add commands to the Quick Access Toolbar

Microsoft Word has a **Quick Access Toolbar** so that we can have quick access to our most-used commands. Because it stays in the same place no matter which ribbon tab is open, you can add the commands you reach for most and keep them permanently within one click.

Step 1 To add our most-used commands to the Quick Access Toolbar, click on the **drop-down arrow** next to the Quick Access Toolbar (at the top-left of the window).

Step 2 The **Customize Quick Access Toolbar** option panel will appear. Click on your desired command option to be placed on the Quick Access Toolbar (or choose **More Commands...** for the full list).



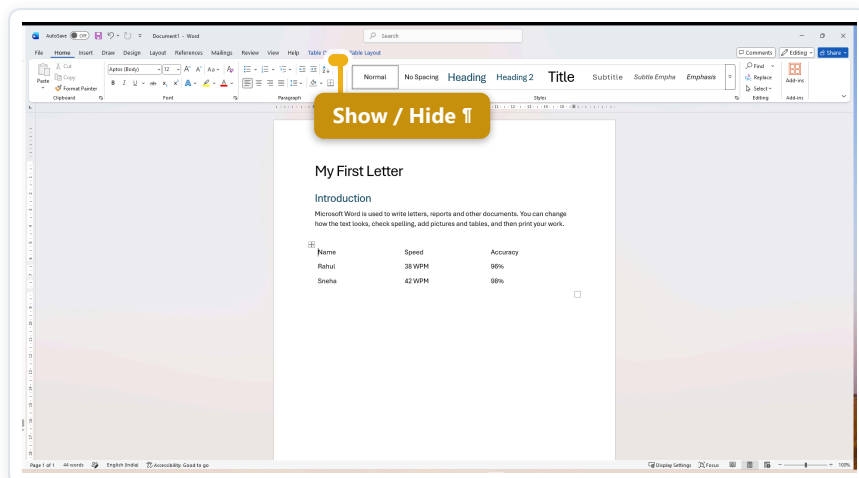
The Customize Quick Access Toolbar menu.

Non-Printing Characters (Show / Hide)

The **Show/Hide** button displays **non-printing characters**, including **paragraph marks**, **spaces** and **tabs**. This button works as a **toggle switch**: click it to turn the display of non-printing characters **on**, and click it again to turn them **off**. These marks are only an aid while you work — paragraph, space and tab marks will **not appear on your printed documents**.

Working with Show/Hide: On the Home Ribbon, in the **Paragraph** group, click on the **Show/Hide** button to *view* paragraph marks; click on the **Show/Hide** button again to *hide* them.

Where Home ribbon → **Paragraph** group → **Show/Hide (¶)**.



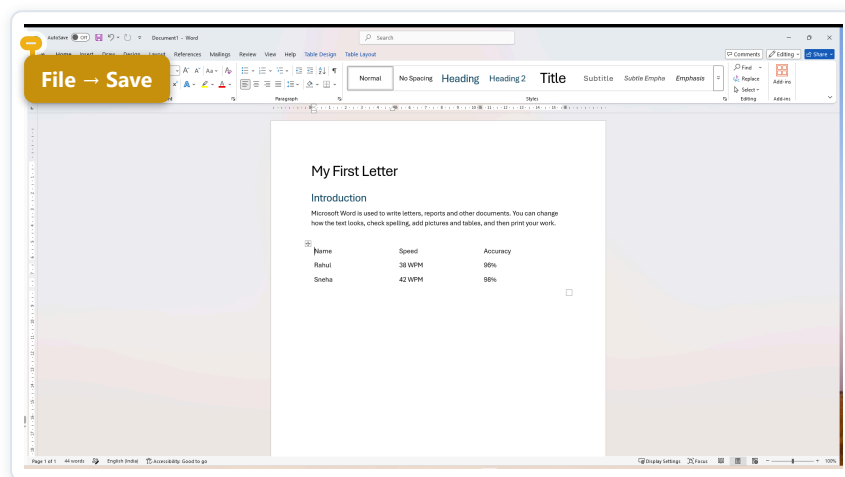
Home ribbon → Paragraph group → **Show/Hide (¶)**.



Saving a Document

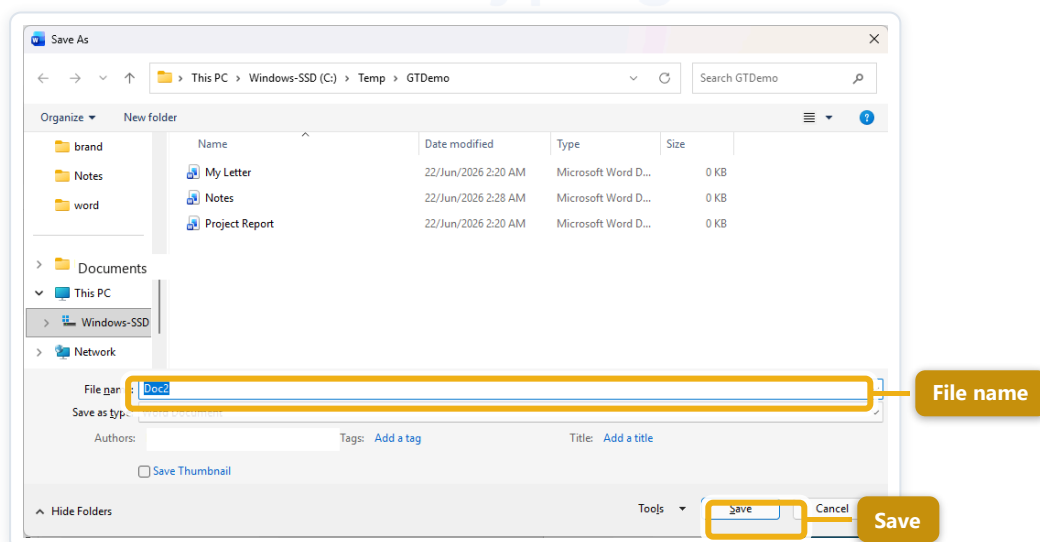
Saving a document stores it **permanently to your hard drive or other storage device**, so that your work is not lost when the program closes. The first time you save a new document, Word asks you for a name and a place to keep it. The procedure has four steps.

Step 1 Click on the **File** tab, then select the **Save** option (or press **Ctrl + S**) to save the document permanently to your hard drive or other storage device.



Step 1 — open **File** → **Save** (Ctrl + S).

Step 2 The **Save As** window will appear. In the **Directory** section on the left side of the window, click on the icon for the place where we wish to save our document. Then, in the **File Name** box, type your desired document name, and click on the **Save** button.



Step 2 — choose a location, type the **File name**, click **Save**.

Save vs Save As: "Save" updates the same file; **Save As** makes a fresh copy with a new name — like photocopying a letter and keeping both.

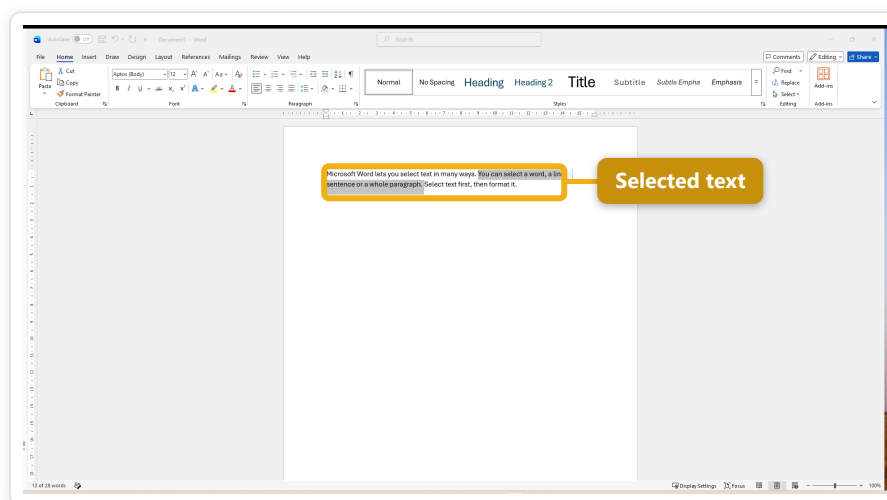
A Word document is saved as a **.docx** file. Shortcuts: **Ctrl + S** to Save, **Ctrl + O** to Open.

Remember: while you type, your words are first held in the computer's **RAM** (short-term memory). They become permanent only when you **Save** — so save often!



Selecting Text

We must **select text before we can change the format** — that is, before you can make text bold, colour it, move it or delete it, you must first mark which text the change should apply to. We can use the **mouse** to select text in a variety of ways, which are explained in the table below. Selected text is shown with a **grey highlight**, as in the screenshot.



A sentence selected — now any formatting you click is applied to it.

The table shows the many ways to select with the mouse.

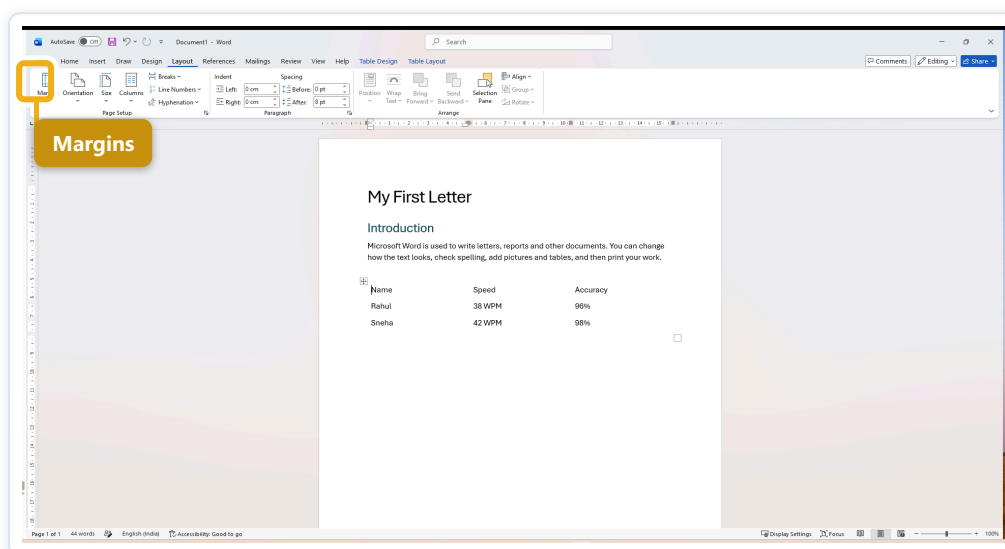
To select	What to do
Any text	Click at the start, hold Shift and click at the end — or just drag across the text.
A word	Double-click the word.
A line	Move the pointer to the left margin next to the line and click once.
Multiple lines	Click in the left margin by the first line, then hold Ctrl and click more lines.
A sentence	Hold Ctrl and click anywhere in the sentence.
A paragraph	Double-click in the left margin next to the paragraph.
Many paragraphs	Click at the start of the first paragraph and drag through the others.
The whole document	Hold Ctrl and click once in the left margin (or press Ctrl + A).

 **Selecting is like highlighting with a marker first** — you mark the words, then decide what to do with them.

Setting Margins

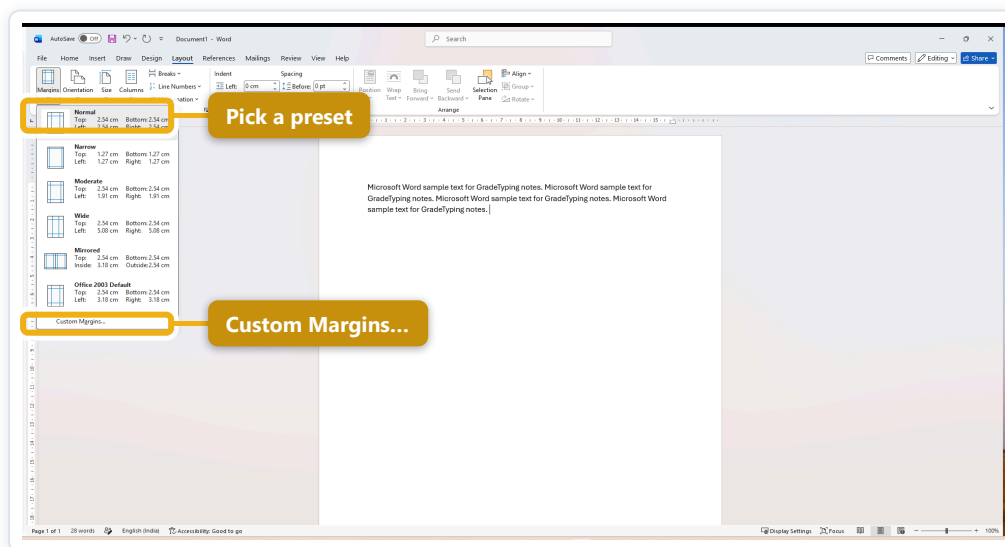
The **margin** is the empty border around the text. Microsoft Word margins are **defaulted to 1 inch for the top and bottom, and 1 inch for the left and right**. To change your margins, use the **Margins** button found on the **Page Layout** ribbon. The full procedure to create margins has five steps; follow each one below.

Step 1 First **select the entire document text** — press the **Ctrl** key, place the mouse pointer anywhere on the left margin, and click once with the right mouse button. Then select the **Page Layout** tab and, in the **Page Setup** group, click the **Margins** button.



Step 1 — on the **Layout** ribbon, click **Margins**.

Step 2 The **predesigned margins panel** will appear. Change the margin by selecting one of the preset margin buttons (for example the top one, **Normal**, which is 1 inch all round). For a size that is not listed, click **Custom Margins...** at the bottom of the panel to customise your margin.



Step 2 — choose a preset, or open **Custom Margins...**

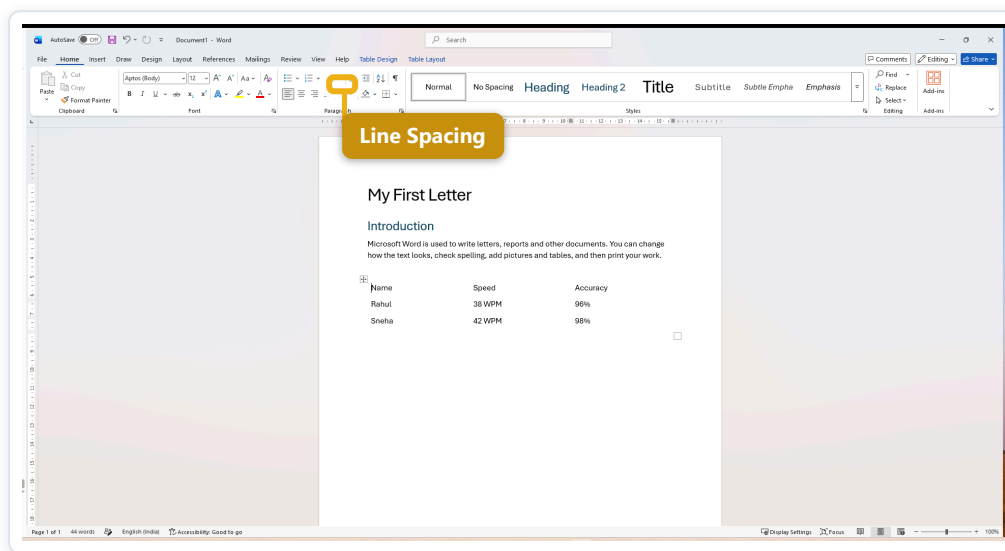
Note: If we prefer a margin not listed, then click on **Custom Margins** at the bottom of the panel to customise our margin. The **Page Setup** window will appear, and we then make our desired margin choices from the window options. Remember that to change margins you work from the **Page Layout** ribbon, and the **Ruler** can also be used to set margins and indents in a document.



Line Spacing

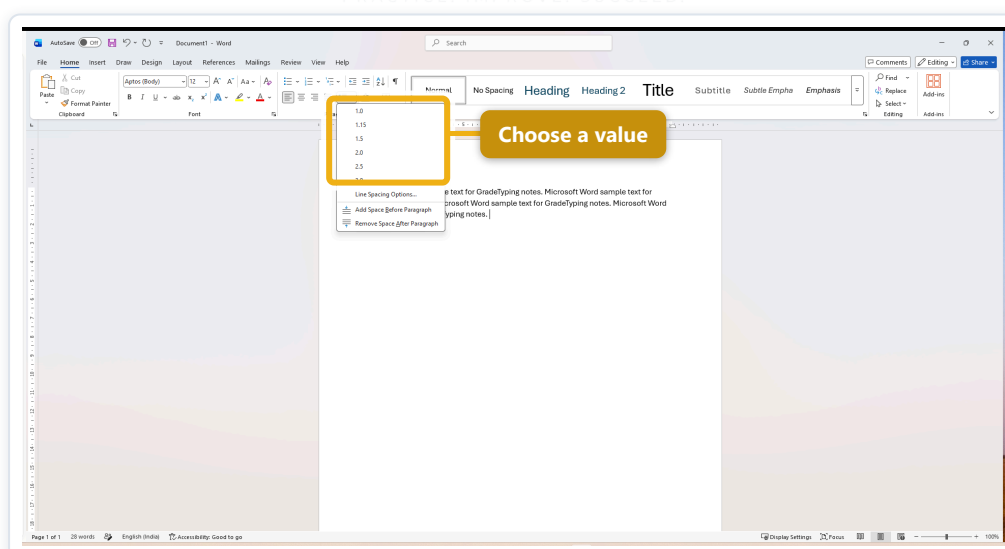
Line spacing is the gap between the lines of text. Microsoft Word **defaults the line spacing to double space (2.0)**. Line spacing affects an **entire paragraph or document**, not just one line. Use the **Line Spacing** button on the **Home** ribbon to change line spacing. To add spacing, follow the two steps below.

Step 1 Select the entire document (or the text you want to change). Click on the **Home** tab; in the **Paragraph** group, click the **Line and Paragraph Spacing** button.



Step 1 — on the **Home** ribbon, click **Line and Paragraph Spacing**.

Step 2 A short menu of spacing values opens. Click the value you want — for example, select **1.5**. For finer control over the exact spacing, click **Line Spacing Options...** at the bottom of the menu.



Step 2 — pick a spacing value (1.0, 1.15, 1.5, 2.0...).

Formatting Text

Formats can be applied to any text within our document. The formatting styles are the most common way to change the appearance of text in a document. To apply formatting we must, as always, **select the text first**; we can use the mouse to select text in the various ways already explained. The common format buttons are on the **Home** tab. The original manual gives these format-option examples:

- ✓ Click on the **Bold** button to make text bold (**Ctrl + B**).
- ✓ Click on the **Italic** button to italicise text (**Ctrl + I**).
- ✓ Click on the **Underline** button to add an underline to text (**Ctrl + U**).
- ✓ Click on the **Bullets** button to add a bulleted list to text.
- ✓ Click on the **Numbering** button to add a numbered list to text.

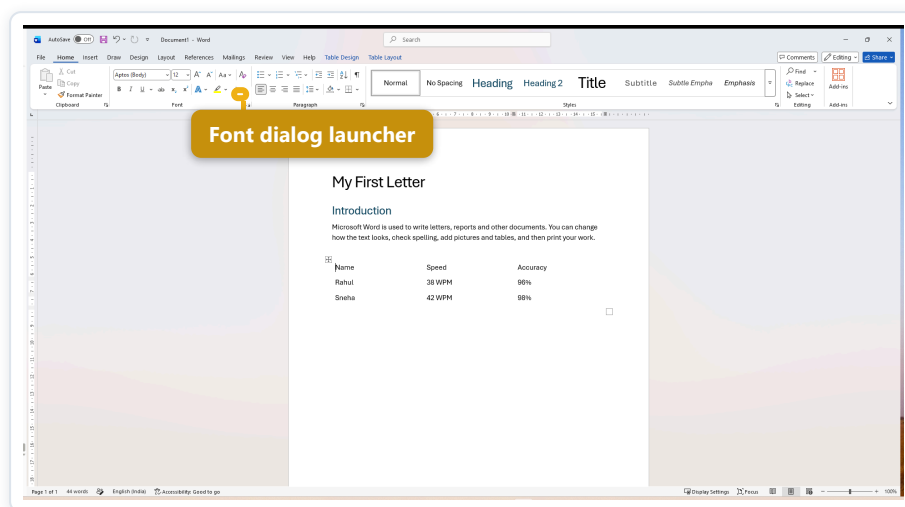
Mini Toolbar: the Microsoft Word **Mini Toolbar** feature gives us quick access to common formatting commands. The mini toolbar appears **faintly** when we select text in our document. If we want to use this mini toolbar, we can activate it by moving the mouse pointer onto the toolbar and making our selections. If we prefer not to use the toolbar, we can simply continue working within the document and the toolbar will disappear.

Additional Font Options

Additional font options are available, such as **font effects, special styles** and **previewing font changes**. You can view these additional options by clicking on the **Home** tab and then clicking on the **Dialog Box Launcher** in the corner of the **Font** group.

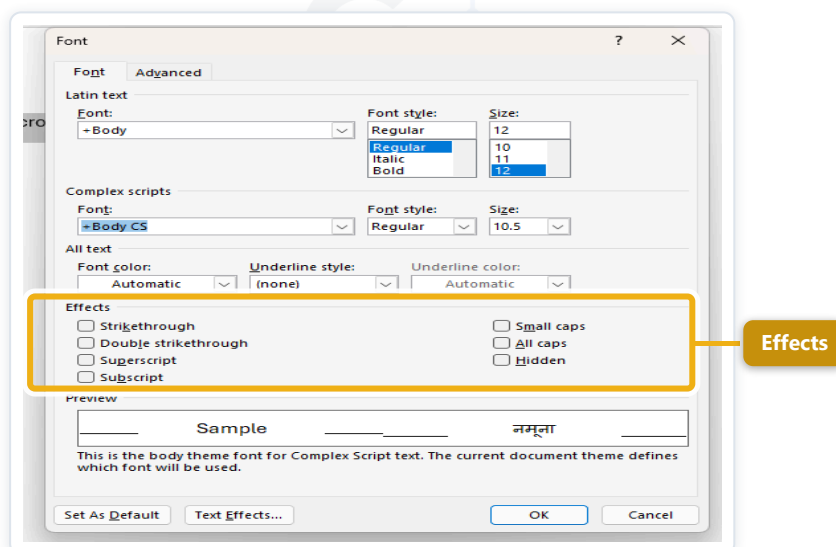
The original "adding more effects" procedure runs as follows: place the insertion point before the first line of the document; type any text and then press the **Enter** key twice; select the text and click the **Bold** button; while the text is still selected, click the **Dialog Box Launcher** on the Font group; the **Font window** appears; in the **Effects** area, tick the check box next to **All caps**, then click **OK**. The steps below show the two key clicks.

Step 1 Select your text. On the **Home** tab, click the small **Dialog Box Launcher** arrow in the bottom-right corner of the **Font** group.



Step 1 — click the **Font** group's dialog-box launcher.

Step 2 The **Font** window opens. In the **Effects** area, tick an effect such as **All caps**, then click **OK**. Font effects include superscript, subscript, outline, emboss and engrave.



Step 2 — tick an effect (e.g. All caps) in the Font window, then **OK**.

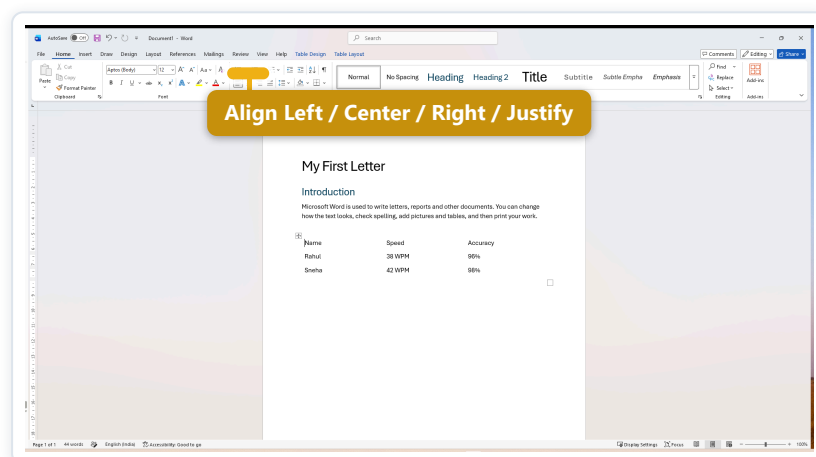
Note: the Font window contains additional formats we can select from. Effects such as **superscript**, **subscript**, **outline**, **emboss** and **engrave** are all known as **font effects**; a number or letter that appears a little below the normal text is a **subscript**.

Text Alignment & View Modes

Text Alignment

Microsoft Word aligns paragraphs in **four different ways** relative to the left and right margins: **left**, **center**, **right** and **justified**. The Word default paragraph alignment is **left**. You can change paragraph alignment by clicking on an Alignment button, located on the **Home** ribbon in the **Paragraph** group.

Button	Alignment	Shortcut
1st	Align Text Left (default)	Ctrl + L
2nd	Center Text	Ctrl + E
3rd	Align Text Right	Ctrl + R
4th	Justify (both edges straight, like a newspaper)	Ctrl + J

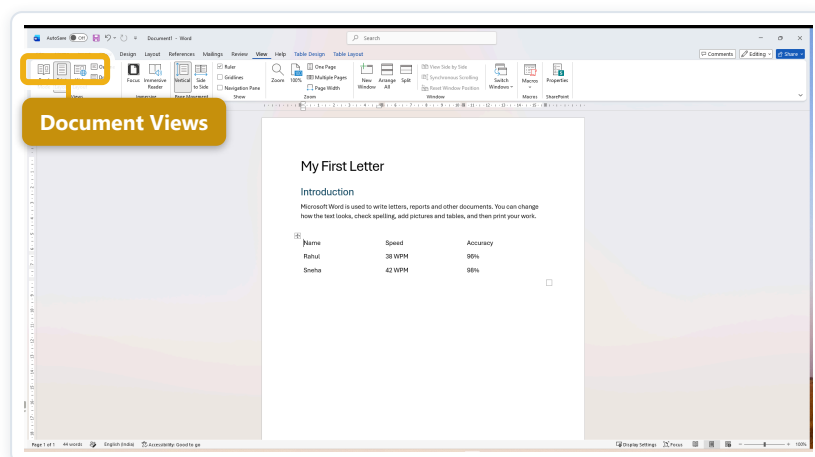


The four alignment buttons — Home ribbon → Paragraph group.

View Modes

Microsoft Word has **five view modes**. To select a view mode, click on the **View** tab and, in the **Document Views** group, select your desired view mode. The five modes are:

- ✓ **1. Read Mode** — the best way to read a document, including some tools designed for reading instead of writing.
- ✓ **2. Print Layout** — to check out how your document will look when it is printed. (This is the default; headers, footers and page numbers are displayed in this view.)
- ✓ **3. Web Layout** — see how your document will look as a webpage. This layout is also great if you have wide tables in your document.
- ✓ **4. Outline** — see your document in outline form, where content is shown as bulleted points. This view is useful for creating headings and moving whole paragraphs within the document.
- ✓ **5. Draft** — switch your view to see just the text in your document. This is useful for quick editing because headers/footers and certain objects won't show up, allowing you to focus on your text.



View ribbon → Views group — choose Read, Print Layout, Web, Outline or Draft.



Spelling & Grammar

Microsoft Word **automatically checks for incorrect spelling and grammar**. As we type the document, Word uses **wavy red underlines** to indicate possible spelling errors and **wavy green underlines** to indicate possible grammatical errors. To correct an error, right-click on a word with a wavy underline and then click on the correction you desire from the option panel; you can also edit the error directly in the document if no suggestions are applicable.

- ✓ In the document, place the mouse pointer over the **misspelled text**, click the right mouse button, and select the correction from the option panel.
- ✓ In the document, place the mouse pointer over the **grammatical-error text**, click the right mouse button, and select the correction from the option panel.
- ✓ In the document, place the mouse pointer over the **repeated text**, click the right mouse button, and select **Delete Repeated Word** from the option panel.

Recieve the dcoument and check the speling. We was happy with it.

right-click →

Receive

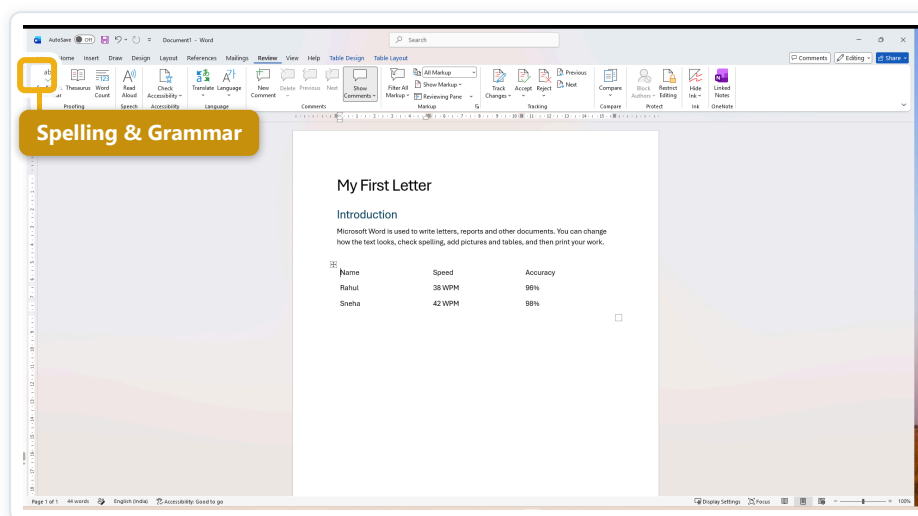
Recipe

Ignore All

Add to Dictionary

Red wavy = spelling, green wavy = grammar; right-click a word for suggestions.

Full check To use additional spelling and grammar options, select the **Review** tab; in the **Proofing** group, click on the **Spelling & Grammar** button for a guided check of the whole document.



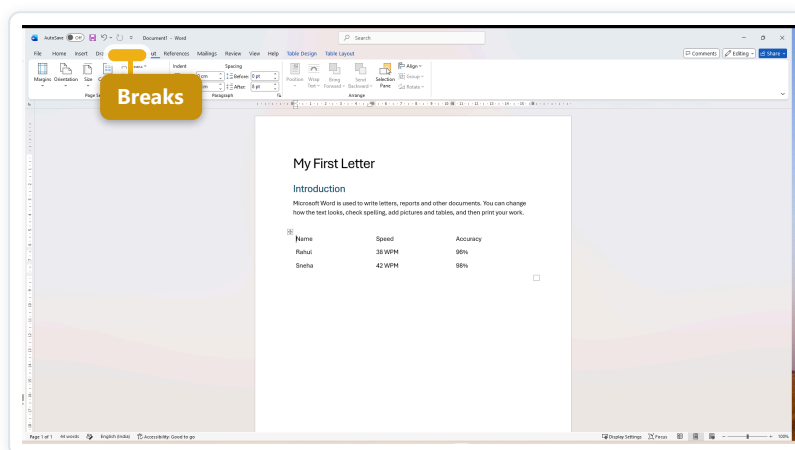
Step — Review ribbon → run the full **Spelling & Grammar** check.



Page & Section Breaks

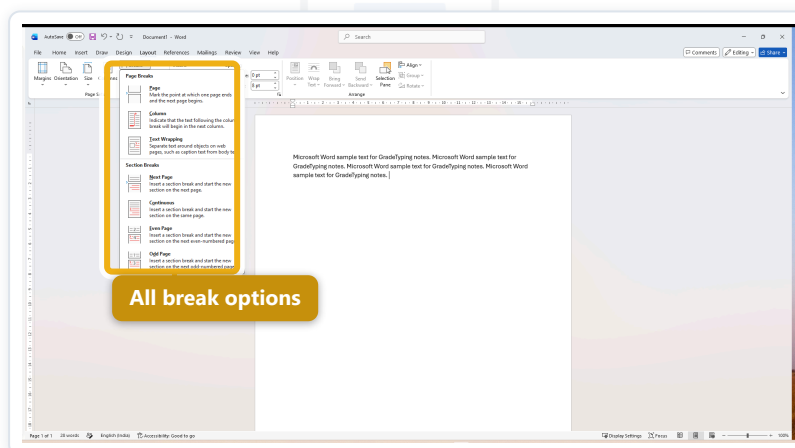
Page Breaks and Section Breaks can be inserted anywhere within a document. A break ends one part of the document and starts the next at a chosen point — a page break, for example, pushes the text after the cursor onto a fresh page. Follow these three steps.

Step 1 Select the **Page Layout** tab, then click on the **Breaks** button in the **Page Setup** group.



Step 1 — Layout ribbon → click **Breaks**.

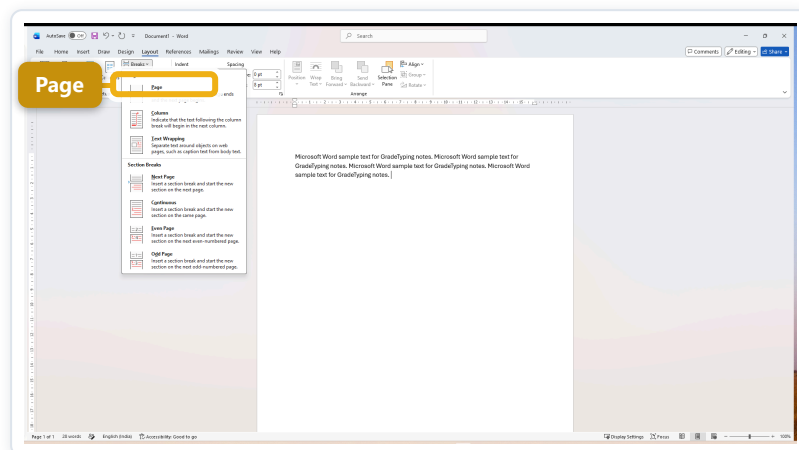
Step 2 A panel opens with two sets of options — **Page Breaks** (Page, Column, Text Wrapping) and **Section Breaks** (Next Page, Continuous, Even Page, Odd Page).



Step 2 — the Page & Section break options appear.

Step 3

Select the **Page** option. This will insert a page break that places us on a new page in the document, moving the text after the cursor onto a brand-new page. (To arrange text in newspaper-style vertical columns instead, you would insert a **Column** break.)



Step 3 — click **Page** to add the page break.



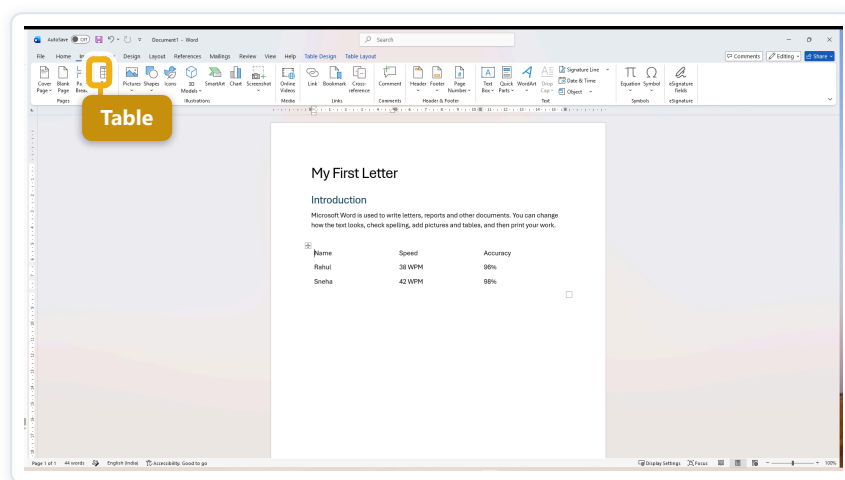
Working with Tables — Creating & Editing

Tables offer a convenient way to display information that might otherwise be confusing and cluttered. Text is neatly formatted in a table without setting tab stops. A **table** is made of **rows and columns**, and the place where a row and a column intersect to form a rectangular shape is known as a **cell**.

A. Create a table

The **Table Tools** tab only appears when a table is selected. To create a table in Microsoft Word, follow these steps.

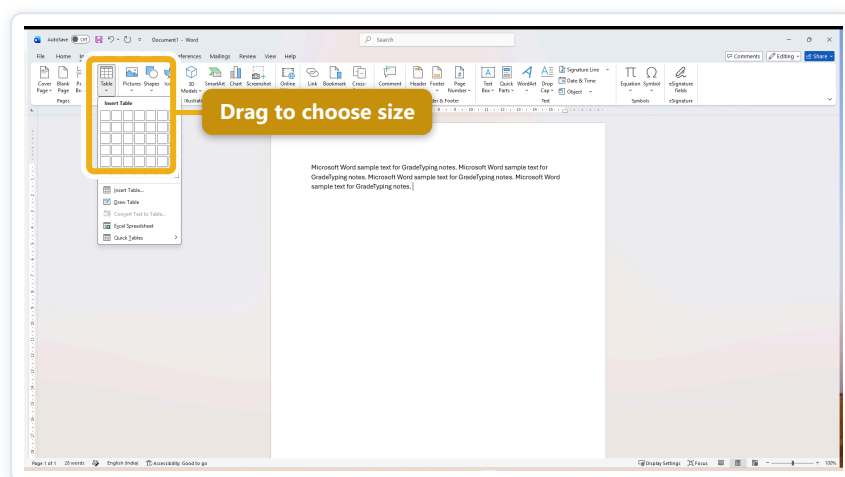
Step 1 Click on the **Insert** ribbon. The **Table** button is the only option in the **Tables** group. The Table panel will appear; select, for example, **two rows and two columns**.



Step 1 — Insert ribbon → click **Table**.

Step 2

To insert a table into our document, move the mouse pointer over the number of rows and columns we desire. The cell selection will be highlighted as we move the mouse; when the desired rows and columns are highlighted, click on the last cell. Then type the information in the table — the insertion point will appear in the first cell; type text in the first cell, and use the **Tab** key on the keyboard to move from one cell to the next.



Step 2 — drag across the grid to set rows & columns, then click.

B. Edit a table — moving & selecting

Moving the insertion point and selecting text in a table is very similar to the ways we do so for regular text in a document. However, there are some procedures that are unique to tables, as illustrated below.

Procedure	Description
Tab and (Shift + Tab)	Use the Tab key to move from left to right; use Shift + Tab to move from right to left.
Keyboard Arrow Keys	The up and down arrows will move up and down rows.
Move the insertion point	Use the mouse to position the cursor as needed.
Select a single cell	Click three times inside the cell, or drag over the cell's contents.
Select an entire row	Place the mouse pointer on the left margin pointing to the row, then click once, or drag over the row's cell contents.
Select an entire column	Click the column's top gridline/border, or drag over the column's cell contents.
Select the entire table	Single-click the table move handle on the top-left corner of the table, or press the Alt key and double-click in any cell of the table.

Tables — Width, Rows, Merge & Format

When the cursor is inside a table, two extra tabs appear — **Table Layout** and **Table Design**. They hold every table command.

Adjust Column Width

Columns in a new table are always the **same width**. It is often necessary to change the width of one or more columns so that text or data can be seen. Position the mouse pointer on the **column boundary** (the right side of the column). The mouse pointer appears as a **double vertical line with left and right arrows**. Hold down the left mouse button and drag the pointer either left or right to change the width; release the button when you are satisfied with the new width.

AutoFit

AutoFit is a feature that will automatically adjust the column width to accommodate the widest text entry in the column. To AutoFit the entire table, place the mouse pointer at the leftmost column boundary; when the pointer appears as a double vertical line with left and right arrows, **double-click** the left mouse button.

Another method to resize a column is to click in the cell within the column to be resized, then on **Table Tools** click the **Layout** tab, and in the **Width** box click the up (increase) or down (decrease) arrow to change the width.

Insert Rows or Columns

To insert a column, select a cell in the desired column where the new column will be inserted to the right or left.

1. **To insert a column to the right of the table:** click in any cell on the last column, on the **Table Tools** ribbon click the **Layout** tab located in the **Rows & Columns** group, and click the **Insert Right** button — the new column appears.
2. **To insert a new row at the top of the table:** click anywhere in the first row, and on the **Table Tools** ribbon click the **Layout** tab in the **Rows & Columns** group, then click the **Insert Above** button — the new row appears.

Merge Cells; Delete Cells, Rows, Columns & Table

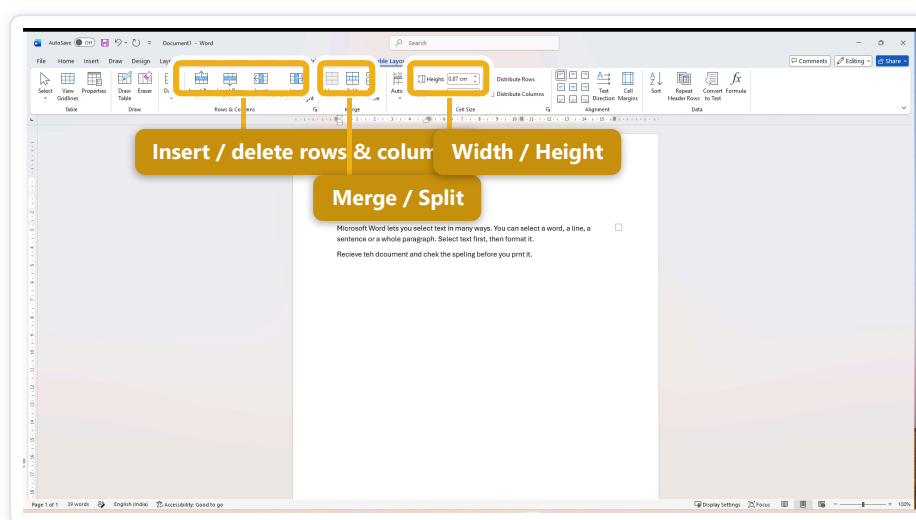
Merge Cells: to combine two or more adjacent cells, first select those cells; on the **Table Tools** ribbon click the **Layout** tab in the **Merge** group, then click the **Merge Cell** button — the multiple cells merge into one cell.

Delete Cells, Rows, Columns and Table: to delete a cell, row, column or table, select the cell(s) to be deleted, then on the **Table Tools** ribbon click the **Layout** tab in the **Rows & Columns** group, and click the **Delete** button — the delete options will appear.

Format a Table — AutoFormat

AutoFormat has numerous table formats that may be applied to our table. These different Table Styles may affect the style of the lines or borders in the table, the justification of text and the font formats. If your Word document contains more than one table, each table may have its own format. Try to make all editing changes to the table **before** using AutoFormat.

Table Layout tab — insert/delete rows & columns, merge cells, and set width & height. (To drag-resize: point at a column boundary and drag; double-click it for AutoFit.)

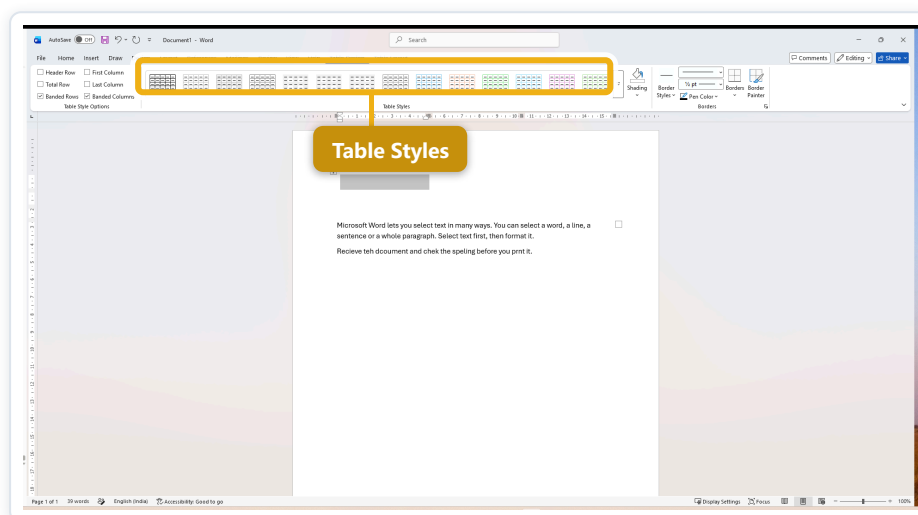


Step — use **Table Layout** for rows, columns, Merge Cells and Cell Size.

Tables — Design, AutoFormat & Text

The **Table Design** tab is where the look of the whole table is controlled. From here you apply ready-made styles, shading and borders.

A. Auto Format — on the **Table Tools** ribbon, click the **Design** tab located in the **Table Styles** group, then click the **drop-down arrow** to view multiple formats to select from. Click on a **Table Style** of your choice to apply it (AutoFormat).



Step — use **Table Design** → **Table Styles** to format the whole table.

Note: **Shading** and **Borders** can also be applied to one or more cells. The Shading and Border buttons are located in the **Table Styles** group as well.

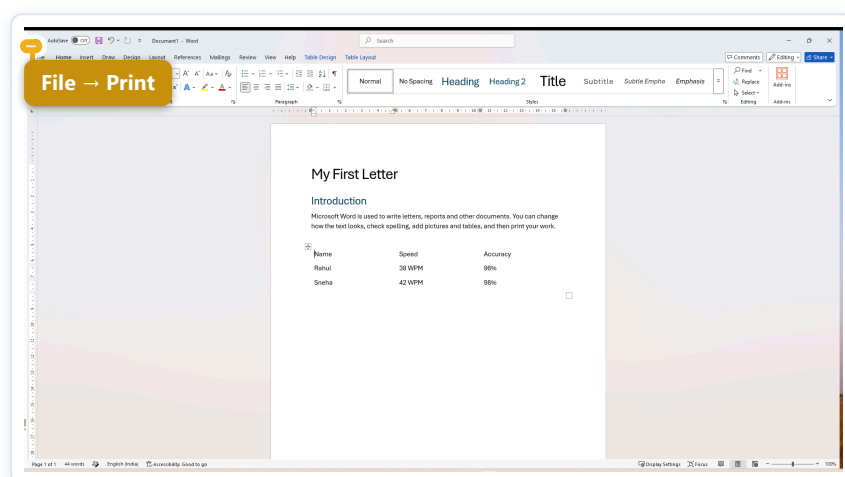
B. Text Format and Alignment

Text within a table can be formatted the **same way you format text in other areas** of the document. Use the command buttons found on the **Home** ribbon (Bold, Italic, alignment, font colour and so on). In the Table → Layout tab, the **Repeat Header Row** option can be used to repeat the first row of the table on multiple pages.

Printing a Document

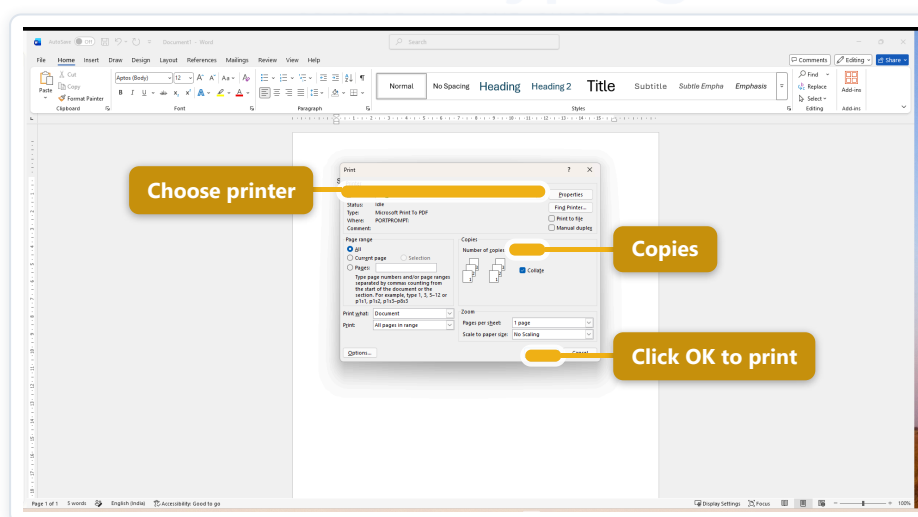
Click on the **File** tab and select the **Print** option to print your current document. This will display the **Print window** options, along with a **preview** of the document to the right, such as the range of pages to print and the number of copies to print. The **default printer** is the printer that your applications will use unless you specify otherwise; to change printers, click on the drop-down arrow next to the **Printer Name** — this will display a list of installed printers and allow you to select another printer. Use the steps below.

Step 1 Click the **File** tab and choose **Print** (or just press **Ctrl + P**).



Step 1 — open **File**, then **Print** (Ctrl + P).

Step 2 Select your desired options in the **Print** window — pick the **printer**, set the **number of copies** and the page range — then click the **Print** button to print your document.



Step 2 — set printer & copies, then click **OK**.

Default printer: the **default printer** is used unless you choose another from the **Name** drop-down. Background colours/effects do **not** print by default.

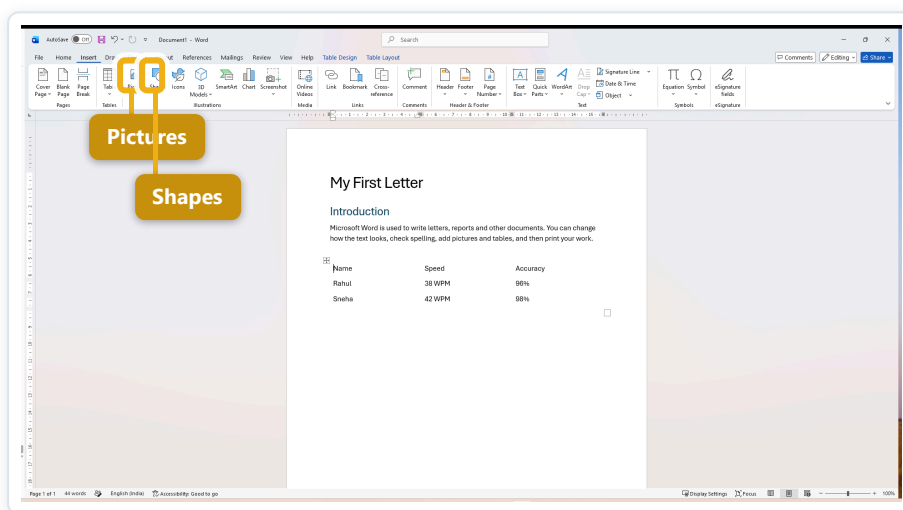
Inserting Pictures & Shapes

The **Insert** tab's **Illustrations** group adds pictures, shapes, SmartArt and charts. Click the button you need.

1. Inserting a Picture. Microsoft Office is equipped with a Picture folder containing several photo selections; we can also save additional photos to the Picture folder or create a new folder for our pictures. To insert a picture in our file: (1) click on the **Insert** tab; (2) click the **Picture** button from the **Illustrations** group; (3) navigate to your desired Picture folder; (4) select a photo; (5) click the **Insert** button.

2. Inserting Online Pictures. Within Microsoft Office there are numerous online pictures to illustrate a specific topic. From the Insert ribbon: (1) click the **Online Pictures** button from the Illustration group; (2) the **Insert Picture** window appears; (3) in the Search box, type your desired graphic topic and press **Enter**; (4) select your desired picture and click **Insert**.

Step 1 Click the **Insert** tab, then click **Pictures** (a saved photo) or **Shapes** (a drawing).

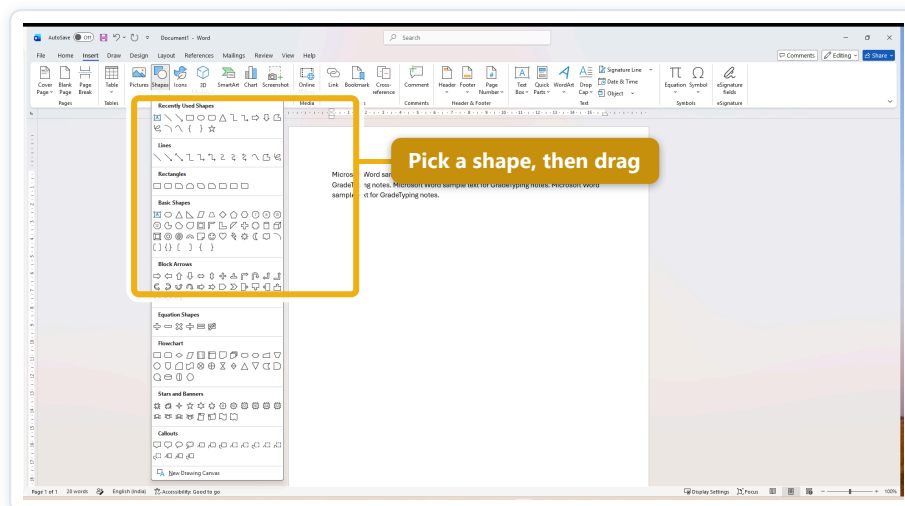


Step 1 — Insert ribbon → **Pictures** or **Shapes**.

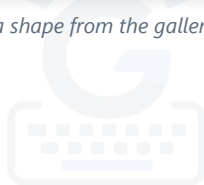
Step 2 (Picture) The **Insert Picture** window opens (it looks like the Save As window). Go to your picture folder, select a photo and click **Insert**. **Online Pictures** instead searches the web — type a topic, press **Enter**, pick an image and click **Insert**.

Step 2 (Shape)

3. Inserting Shapes. The Shapes option allows you to insert a variety of shapes — **rectangles, circles, arrows, lines, flowchart symbols and callouts**. Click the **Shapes** button from the Illustration group; the Shape panel appears, so select your desired shape; the mouse pointer changes into a **plus sign**; hold the left mouse button down and, while dragging, your desired shape will appear. (Continuing to drag the mouse will enlarge the shape.)



Step 2 — choose a shape from the gallery, then drag to draw.



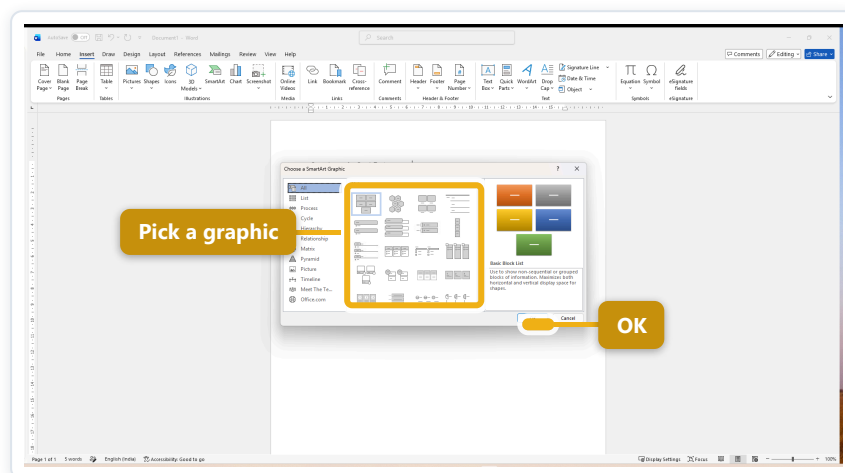
GradeTyping

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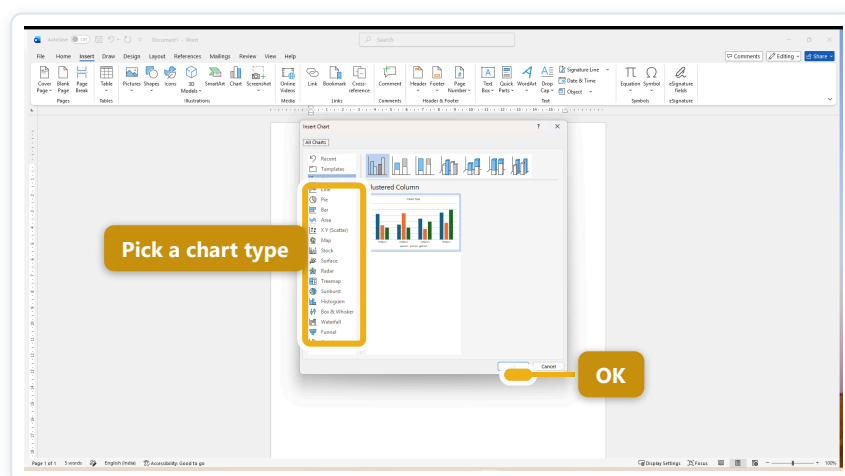
SmartArt & Charts

4. SmartArt allows you to change graphic images into visual communication information, including **graphical lists, process diagrams, organizational charts**, etc. From the Insert ribbon: click the **SmartArt** button from the Illustration group; the SmartArt panel appears; select your desired graphic image and click **OK**.



Insert → SmartArt → choose a graphic → OK.

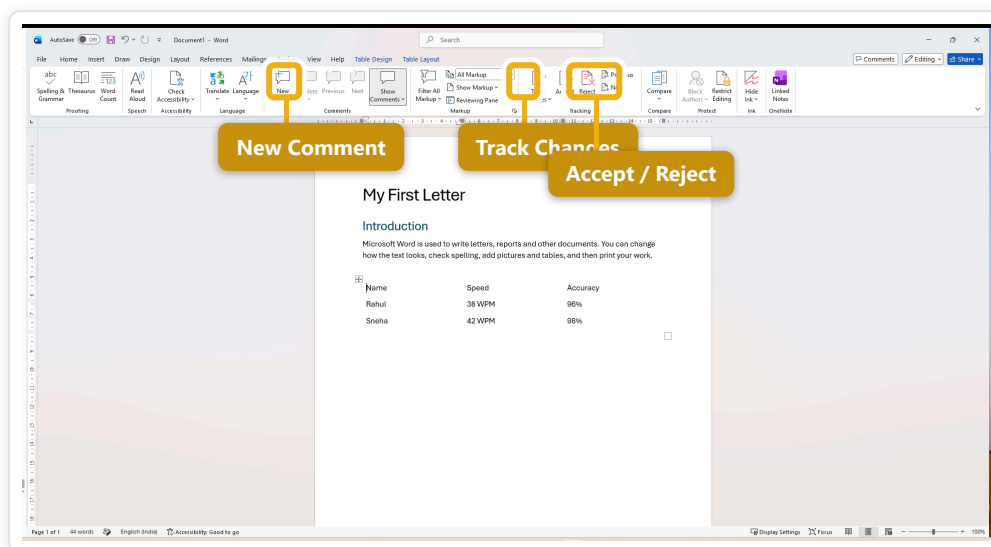
5. Charts. To illustrate and compare data you can use the chart option; this is similar to the Excel chart feature. From the Insert ribbon: click the **Chart** button from the Illustration group; the Chart panel appears; select your desired chart type and click **OK**; the selected chart type appears next to a **spreadsheet**; enter your desired data onto the spreadsheet and the chart will reflect your data; finally, on the spreadsheet window click the **Close window** button and the chart will appear on your document. (The ribbon where you create charts is the **Insert** ribbon.)



Insert → Chart → choose a type → OK.

Track Changes & Comments

Track Changes is a tool that is utilised in Microsoft Word for **electronically reviewing and marking up a document**. A document can be reviewed and edited by a group of readers, and the **author of the document has final control** over which changes to accept or reject. All the tools are on the **Review** ribbon.



Review ribbon — New Comment, Track Changes, and Accept / Reject.

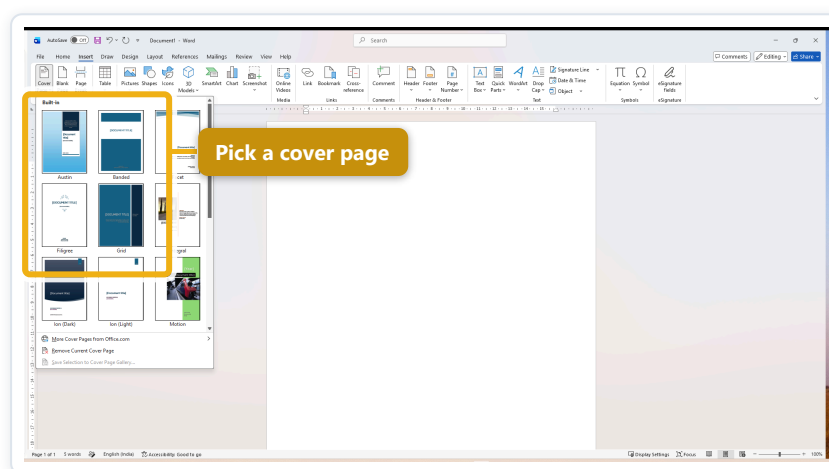
- ✓ **A. Turning on Track Changes** — this marks changes in the current document and keeps track of each change by reviewer name. Click the **Review** tab; in the **Tracking** group, click the **Track Changes** button. The document can now be edited with Track Changes; click the Track Changes button a **second time to turn it off**.
- ✓ **B. Apply comments to Track Changes** — select the Track Change text to which you want to apply a comment; click the **Review** tab and, in the **Comments** group, click the **New Comment** button. The text you select is highlighted and a comment box displays on the right side of the document; type your comments in the Comment box, then click anywhere in the document to deselect the comment area.
- ✓ **C. Accept or Reject Tracked Changes** — select the text change that has been tracked; click the **Review** tab; in the **Changes** group, click **Accept** or **Reject**.

Cover Pages & Working with an Image

Adding a Cover Page

Microsoft Word enables you to insert a variety of predesigned cover pages into our document automatically. The procedure: (1) click the **Insert** tab and go to the **Pages** group; (2) click the **Cover Page** button; (3) the **Built-In** window appears with predesigned cover pages; (4) select a cover page of your choice; (5) on the Pages group you can also insert a **Blank Page** or a **Page Break**.

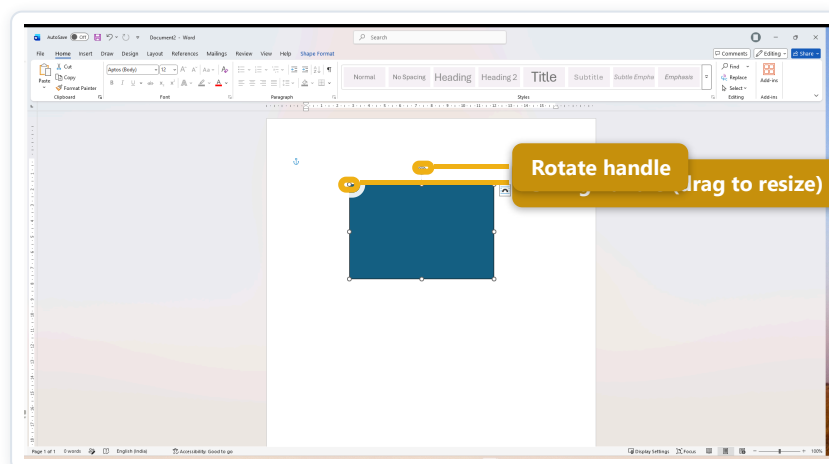
Step Click the **Insert** tab → **Pages** group → **Cover Page**, then pick a ready-made design from the gallery.



Insert → Cover Page → choose a built-in design.

Working with an Image

Images that appear on your document can be **moved, resized, rotated, modified or deleted**. To change an image, click once on the image to select it. The following items will appear on the image: **circle handles on each of the four corners, box handles on each of the four sides, and a green dot handle on the top** of the graphic. (Initially a newly inserted picture has **8 resize handles**.)



A selected object — drag corner handles to resize, the top handle to rotate.

- ✓ **1. Move** an image to another location on the document — select the image and place the mouse pointer on it; when the pointer changes to a **double-arrow cross**, left-click the image and drag it to a new location.
- ✓ **2. Resize** an image to make it smaller or larger — select the image and place the pointer on one of the **sizing handles** (circles/boxes); when the pointer changes to a **double-sided directional arrow**, left-click and drag until the desired size is achieved. Use a **corner circle handle** for the best results in resizing.
- ✓ **3. Rotate** an image to a different angle — select the image and place the pointer on the **curved arrow handle**; when the pointer changes to a curved arrow, left-click and drag in the direction you want to rotate.
- ✓ **4. Modify** an image by changing its colour scheme, style, location and cropping — select the image and the **Picture Tools** ribbon appears; click the **Format** tab and modify the image using the buttons within the **Adjust, Picture Styles, Arrange and Size** groups (this is where **Crop** removes an unwanted part of the graphic).

Note: before moving an image, we can change the way text wraps around it. Select the image, click the **Format** tab on the Picture Tools ribbon, then click the **Wrap Text** button to select your wrapping option.



Key Facts & Shortcuts

File extension	.docx	Opening file name	Document1
Type of software	Word Processor (Application)	Default margin (all sides)	1 inch
Number of alignments	4	Default alignment	Left
Default line spacing	2.0 (double)	Number of view modes	5
Red wavy underline	Spelling error	Green wavy underline	Grammar error
Typed text first held in	RAM	New picture has	8 sizing handles

Keyboard shortcuts

Ctrl + A	Select All	Ctrl + B / I / U	Bold / Italic / Underline
Ctrl + C / X / V	Copy / Cut / Paste	Ctrl + Z	Undo
Ctrl + L / E / R / J	Left / Center / Right / Justify	Ctrl + S / O	Save / Open
Ctrl + Home / End	Start / End of document	F2 / F1	Rename / Help

 **Alignment memory:** **L**=Left, **R**=Right, **E** (c-E-ntre) =Center, **J**=Justify.



Exam Question Bank

These **150 objective questions** are the complete set frequently asked in GCC-TBC and other computer examinations, reproduced and numbered as in the source. Revise with the answer beside each question. (True/False statements are answered **True** or **False**.)

#	Question	Answer
1	On the status bar, views like Print Layout, Full Screen Reading View, Web Layout, Outline, Draft etc. — these buttons are called the "View Buttons".	True
2	For more space from the left margin for one particular paragraph, use the ___ indent.	Left
3	To save a file, on the Standard toolbar click the Save button.	True
4	Portrait and Landscape are Page Orientation.	True
5	There are ___ alignments in MS Word.	4
6	The toolbar near the File menu is called the ___	Quick Access Toolbar
7	From which tab can you check the Spelling and Grammar of text in a document?	Review
8	Background colour or effects applied to a document are NOT visible in ___ preview.	Print Preview
9	Which tab in MS Word is used to change character size and typeface?	Format
10	We can go directly to a required page using the ___ option under Home Tab → Editing group → Find command.	Go To
11	If the mouse moves in the ___, the pointer looks like an "I-Beam".	Page Area
12	Cell Address / Cell Reference is reached using the Go To option under Home → Editing → Find command.	True
13	To apply center alignment to a paragraph, press ___	Ctrl + E
14	To reach the end of the typed document, use the ___ shortcut key.	Ctrl + End
15	Which ribbon do you use to change margins?	Page Layout
16	The minimum number of rows and columns in an MS Word table is ___	1 and 1
17	A word underlined with a wavy red line indicates a ___	Spelling mistake
18	The typed matter gets stored in ___ before it is saved into a new file.	RAM
19	The ___ key removes one letter next to (to the right of) the cursor position.	Delete
20	After clicking the mouse on the top area of a column in a table, the ___ gets selected.	Column
21	A blinking straight line where we can type the matter is the ___	Cursor
22	In MS Word, the document created has the default extension ___	.docx
23	We can insert pictures using the ___ tab and the Picture command.	Insert
24	To insert a Symbol in a document, click the ___ tab.	Insert
25	The Caption option is used to get a reference to a specific place in the document.	False
26	Ctrl + A means ___	Select All
27	We can create a document by using a ___	Word Processor
28	To set text in vertical columns like a newspaper or magazine, insert a ___ break.	Column
29	To link the document on clicking particular text, the ___ command is used.	Hyperlinks
30	To align the selected paragraph to its right, press ___	Ctrl + R

Exam Question Bank (cont.)

#	Question	Answer
31	The steps to open an existing Word document are ____	File > Open
32	To cancel any open dialog box, the ____ key can be used.	Esc
33	To apply different shapes and designs to text, use the ____ feature in MS Word.	WordArt
34	We cannot insert Clip Art pictures or images in MS Word.	False
35	We can use the ____ facility to remove an unwanted part of a graphic.	Crop
36	The ____ dialog box is displayed when we try to save a document for the first time.	Save As
37	To select a paragraph, ____ with the mouse on the paragraph.	Triple Click
38	The ____ helps to set the outline of the current document.	Outline View
39	We can delete typed matter from the Header and Footer.	True
40	MS Word is Application Software.	True
41	You will choose ____ to save a document with a new name.	File > Save As
42	After clicking the mouse on the left area of a row in a table, the ____ gets selected.	Row
43	Headers and Footers are displayed in ____ view.	Print Layout
44	You cannot undo certain operations like saving, printing, opening and creating documents.	True
45	The ____ shortcut key is used to paste matter in MS Word.	Ctrl + V
46	The collection of pictures from different applications in MS Office is called ____	Clip Art
47	Press the ____ key to close (end) the current paragraph.	Enter
48	In MS Word, Ctrl + Home is used to ____	Move the cursor to the beginning of the document
49	Spelling and grammar checkers are commonly found as part of a word processor.	True
50	When Word gets loaded, the opening screen displays a document named ____	Document 1
51	We cannot change the Column Width and Row Height of a table.	False
52	A ____ cannot be resized.	Dialog box
53	The default left margin in Word is ____	1 inch
54	To set the margins, first click the ____ tab.	Page Layout
55	Word includes a series of predefined graphics to visually communicate information, called ____	Clip Art
56	The ____ can be used to set margins and indents in a document.	Ruler Line
57	Which of the following is NOT available in font spacing?	Loosely
58	Ctrl + O means ____	Open Document
59	Borders can be applied to ____	All of the above
60	To set numbers or bullets to every item in a list, the ____ facility is provided.	Bullets and Numbering

Exam Question Bank (cont.)

#	Question	Answer
61	For more space from the right margin for one particular paragraph, use the ___ indent.	Right
62	For making the Undo command undo (reverse) after being used, the ___ command is used.	None of the above
63	The page-orientation effect of printing the document horizontally is ___	Landscape
64	After a table has been created in MS Word, which operation CANNOT be performed?	Split table into two tables
65	On which ribbon do you find the option to add a chart?	Insert
66	To start new text on a new page by breaking the current page, insert a ___ break.	Page
67	To display line numbers in a document, use ___	Page Layout Tab → Page Setup
68	In MS Word we can use bookmarks and footnotes.	True
69	The Increase Indent button is in the ___ group of the Home tab.	Paragraph
70	A ___ contains rows and columns.	Table
71	The Status Bar is displayed on the ___ side of the Word window.	None of the above
72	After clicking on the Header and Footer, we cannot edit it.	False
73	Using the Home tab you can perform editing functions such as cut, copy, paste, find and replace.	True
74	The Increase Indent button is given in the ___ group of the Home tab.	Paragraph
75	If the mouse moves in the ___, the pointer looks like an "I-beam" shape.	Page Area
76	To find the lowest number in a row or column, the ___ function is used.	Min()
77	Drop Caps are used in a document to ___	make the initial letter large
78	In ___ view, the page number gets displayed.	Print Layout
79	The Drop Cap option is shown on the ___ tab.	Insert
80	In MS Word, the name of the document is displayed on the ___	Title Bar
81	When the first line of a paragraph starts by leaving some space from the start of the other lines, the ___ indent is set.	First Line
82	Which ribbon shows what fonts are available for use?	Home
83	We can increase the size of the first character of a paragraph compared with other characters with the help of ___ in text-formatting effect.	Drop Cap
84	We cannot edit a document file once it is saved.	False
85	To set a new bullet other than those available in the list, click the option ___	Define New Bullet
86	The Line tool option is in the ___ option of the Insert tab.	Shape
87	A ___ is a paragraph format in which the first line starts from outside than the other lines of the paragraph.	First Line Indent
88	Superscript, subscript, outline, emboss and engrave are known as ___	Font effects
89	To find any character or word in a document, use the ___ command.	Find
90	We can give numbers to the text points in a list with the help of ___	Numbers

Exam Question Bank (cont.)

#	Question	Answer
91	In MS Word you specify the save details of your file in the ____	Save As dialog box
92	What is the function of Ctrl + B in MS Word?	It makes selected text bold
93	The software used for the purpose of document creation is called a ____	Word Processor
94	To change the typeface of a document, which tab will you choose?	Home → Font Group
95	When a picture is inserted in a document, it initially has ____ resize handles.	8
96	Superscript, subscript, outline, emboss and engrave are ____	Font effects
97	In Word, Left, Right, Center and Justify are the different types of ____	None of the above
98	Readymade formats of professionally designed documents in MS Word are called ____	Template
99	By using word processors you can create a ____ type of file.	Document
100	A number or letter that appears a little below the normal text is called ____	Subscript
101	The Print option is given in the ____ menu.	File
102	In MS Word, the "Undo" option is present on the ____ Toolbar.	Quick Access
103	A blinking line where we can type the text is the ____	Cursor
104	A special symbol is inserted from ____	Insert → Symbol
105	To delete a whole selected matter of text, which key do we press?	Delete key
106	We can exit from the MS Word application by clicking the ____ command from the menu.	Exit
107	The ____ key is used to delete only the text of a table (not the table itself).	Enter
108	"YOUR TEXT IS HERE" in the dashed box means the ____ option.	Word Art (different fonts etc.)
109	Word-processing software is used to process ____	Text
110	Which option keeps all occurrences of a word shown as wrong exactly as they are?	Ignore All
111	Use the ____ key to get a blank line before or after a paragraph.	Enter
112	In the Find & Replace dialog box, the ____ option replaces a particular word throughout the document.	Replace All
113	The Formula Bar is always available in MS Word.	False
114	The total number of pages in the current document is shown on the ____	Status Bar
115	The Line tool button is given in the Insert tab — ____ option.	Shape
116	In the Home tab — ____ group, there are various types of font colours.	Font
117	In Table → Layout tab, the ____ option repeats the first row of a table on multiple pages.	Repeat Header Row
118	The Ctrl + J shortcut key means ____	Justify align
119	To display Help, we use the shortcut key ____	F1
120	In a table, where a row and column intersect and form a rectangular shape is known as a ____	Cell

Exam Question Bank (cont.)

#	Question	Answer
121	If the mouse moves in the ___, the pointer looks like an I-beam shape.	Page Area
122	To set text matter around a picture, use Drawing Tools tab → Format tab → ___ option.	Text Wrapping
123	In Mail Merge, to use a previously created contact list, use the ___ option in Select Recipients.	Use Existing List
124	From which toolbar can we get the Undo command?	Quick Access Toolbar
125	From which tab can you see the option to Show or Hide the Ruler?	View
126	Hyperlink, Bookmark and Cross-reference options are available under the ___ group of the Insert tab.	Links
127	We can insert a page number at ___	Both A and B
128	Grammar mistakes are underlined by a ___ curly line.	Green
129	In MS Word, we can use the Horizontal Ruler to ___	All of the above
130	To display the line numbers in a document, the ___ option is used.	Page Layout Tab → Page Setup
131	In MS Word, for what does the ruler help?	All of the above
132	Word Processing means ___	To make some process on the words
133	The shortcut key for the "Redo" command is ___	Ctrl + Y
134	The Ctrl + Z shortcut key means ___	Undo the last action
135	Which key is used to remove one letter immediately at the back of (to the left of) the cursor?	Backspace key
136	In Mail Merge, to print an address directly on envelopes, the ___ facility can be used.	Envelopes
137	In MS Word, where do we find the "Close" option?	File
138	Arial and Times New Roman are examples of ___	Fonts
139	Different types of underlines are available in the ___ group of the Home tab.	Font
140	In MS Word, professionally designed documents are ___ formats called Templates.	Readymade
141	The unwanted part of a graphic can be cut by using the ___ facility.	Crop
142	With Drawing Tools → Format tab → WordArt group, which option gives a glow effect to WordArt?	Glow
143	In which ribbon can we create charts?	Insert
144	To create a new file, we use the ___ menu.	File
145	A ___ contains rows and columns.	Table
146	The collection of pictures of different applications in MS Office is called ___	Clip Art
147	Which option converts the first letter of every word of selected matter to upper (capital) case, keeping the rest small?	Capitalize Each Word
148	In MS Word, what is the maximum scale percentage available in the scale drop-down bar?	200
149	In Mail Merge, to change an address, click Mailing tab → Start Mail Merge group → Edit Recipients List icon.	True
150	Objects that can be opened and edited through the software in which they were made are known as ___	Embedded Objects

Chapter Mind Map

One-glance revision of the whole chapter — follow each branch to recall the key points.

