

UNIT-II

MS Word: Word processing, MS-Word features, creating saving and opening documents in Word, interface, toolbars, ruler, menus, keyboard shortcut, editing, previewing, printing & formatting a document, advance features of MS Word, find & replace, using thesaurus, mail merge, handling graphics, tables, converting a Word document into various formats like-text, rich text format, Word perfect, etc.

2. M.S. Word..... 39-111

2.1 Introduction	39
2.2 Evolution and History of MS Office	39
2.3 Features of MS Word	46
2.4 Parts of MS Word	47
2.4.1 Office Button	47
2.4.2 Quick Access Toolbar	48
2.4.3 Ribbon	49
2.4.4 Title Bar	49
2.4.5 Windows control	49
2.4.6 Help	49
2.4.7 View Ruler	49
2.4.8 Tab Selector	49
2.4.9 Text Area	50
2.4.10 Vertical Scroll Bar	50
2.4.11 Status Bar	50
2.5 Special Features	50
2.5.1 Select similar formatting	50
2.5.2 Clipboard panel	51
2.5.3 Translate	52
2.5.4 Kerning	52
2.5.5 Insert Chart	53
2.5.6 SmartArt	53
2.5.7 Insert Screenshot	53
2.5.8 Hyphenation	54
2.5.9 Line numbers	55
2.5.10 Watermark	56
2.5.11 Macros	56
2.5.12 Outline view	56
2.5.13 Page Color	57
2.5.14 Insert Index	57
2.5.15 Combine and compare documents	57
2.6 Creating Saving and Opening Documents	57
2.6.1 Creating New Document	59
2.6.2 Save a document	61
2.6.3 Closing a Document	61
2.6.4 Opening a saved Document	62
2.7 Useful Keyboard Shortcuts	64
2.8 Editing Document	64
2.8.1 Typing and inserting Text	64
2.8.2 Selecting Text	65
2.8.3 Rearranging Blocks of Text	66
2.8.4 Deleting Blocks of Text	66
2.9 Editing Document using Track Changes Feature	66
2.10 Unsign Find and Replace Tab	67
2.11 Formatting Text	69
2.12 Formatting Paragraph	73
2.13 Apply Styles	77
2.14 Header and Footers	80
2.15 Tables	83
2.16 Using Graphics	84
2.16.1 Symbols and Special Characters	85
2.16.2 Equations	85
2.16.3 Illustrations, Pictures, and SmartArt	86
2.17 Document Proof Reading	89
2.17.1 Spelling and Grammar	89
2.17.2 Thesaurus	90
2.17.3 Customize AutoCorrect	91
2.17.4 Create a New Default Dictionary	92
2.18 Page Formatting	93
2.18.1 Modify Page Margins and Orientations	93
2.18.2 Apply a Page Border and Color	94
2.18.3 Create a Page Break	95
2.18.4 Insert a Cover Page	95
2.18.5 Insert a Blank Page	96
2.19 Bullets and List	97
2.20 Macros	98
2.21 Mail Merge	101
2.22 M.S. Word Supported various Document Formats	110



38

OFFICE MANAGEMENT TOOLS-CODE 106

6. What is icon ?
7. What is task bar ?
8. What is recycle bin ?
9. What do you mean by booting ?
10. What is full form of DOS ?

Short Questions (upto 80 words)

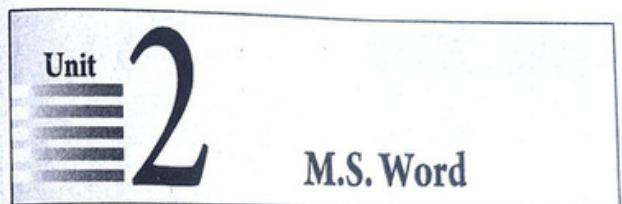
(4 marks each)

1. What is operating system ?
2. Name different types of operating system.
3. Define the Directory structure ?
4. Define the booting process ?
5. What do you mean by external Commands in DOS ?
6. What do you mean by Internal Commands in DOS ?
7. What is role of Windows Accessories.
8. What do you mean by sharing information between programs.
9. What is different between CUI and GUI ?
10. Explain any 5 DOS commands ?

Long Answer Questions

(12 marks each)

1. What do you mean by operating system ? Explain Work, classification and functions of operating system ?
2. What do you mean by FAT and NTFS. Explain their functions and compare them ?
3. What do you mean by control panel in Windows ? Explain various options available in control panel.
4. What do you mean by GUI operating system ? Give example with salient features of GUI operating system. How it is better than CUI operating system.
5. What do you mean by directing and file structure ? Explain various naming rules for files.



2.1 Introduction

Most of the modern computers are having windows operating system. One cannot imagine a Windows-based computer without a local copy of Microsoft Office Application package which includes Word, Excel, PowerPoint and Access. The future may hold the key to cloud based apps, but as of now, a pretty large chunk of Microsoft users is still dependent on local installations. When it comes to office automation, the first thing that comes to mind is Microsoft Office.

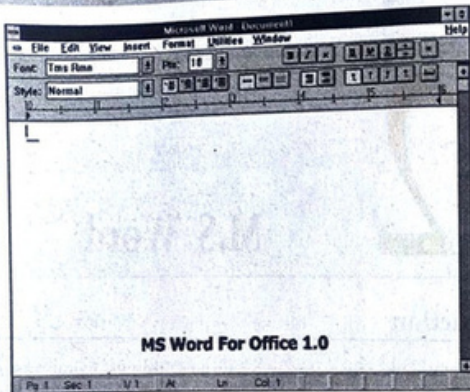
Apart from Microsoft now we can find many other companies also providing office automation software but still Microsoft Office is leading the market. The evolution of office automation is tied to the evolution of Microsoft Office as the latter remained and stays ahead in offering the latest features that enhance and support the functions required by the ever-changing needs of business houses worldwide.

2.2 Evolution and History of MS Office

To give you a view about different versions of Microsoft Office that debuted as an add-on for Windows 2.0 and went on to change the face of office automation across the business houses on the planet we are providing some pictures of old versions of the application software. A major factor for the huge success of MS Office was and is the keyboard shortcut system as opposed to the formatting system of WordPerfect that required users to type in special codes.

Year 1990 – Microsoft Office for Windows (Office 1.0)

A combination of Word 1.1, Excel 2.0 and PowerPoint 2.0 released in November 1990



A look at the interface of MS Word 1.1

Year 1991 - MS Office 1.5 - Improved Excel (with Word 1.1 & PowerPoint 2.0)

Introducing Microsoft Excel version 3.0

Out of all the steps it took us to create the new Microsoft Excel for Windows, there were two in particular that had the most impact. The first was to listen to our users and to listen carefully. The second was to take that knowledge and implement it intelligently. The result is outrageous power coupled with ease-of-use. It is this idea that drives all of our efforts. And has since we introduced the first graphical spreadsheet back in 1985. A recent example of this is the "Rollbar". This addition lets you do everything from formatting, to formulas, to outlining with one click of a button. Best of all, it's really easy to make the move. Microsoft Excel comes with online help for 123 users. So you can learn by simply applying your existing knowledge. Take the next step, call (800) 541-1261, Dept. P67, for the name of a dealer near you.

Microsoft
Making it all make sense

Year 1992 - MS Office 3.0 For Windows (Office 92 on CD-ROM)

Contains - Word 2.0; Excel 4.0A and PowerPoint 4.0. Do note that the version numbers are not consistent; they were made consistent only after Office 95 that we'll check out below.

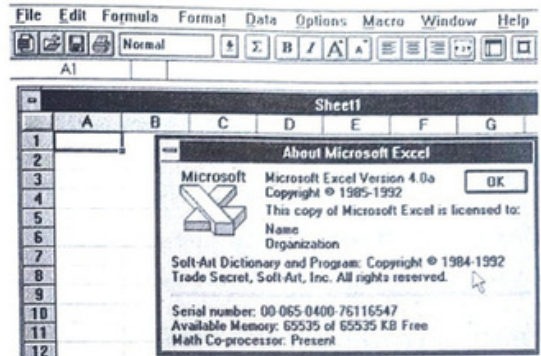


Fig. 1 : Splash Screen Of Excel 4.0A

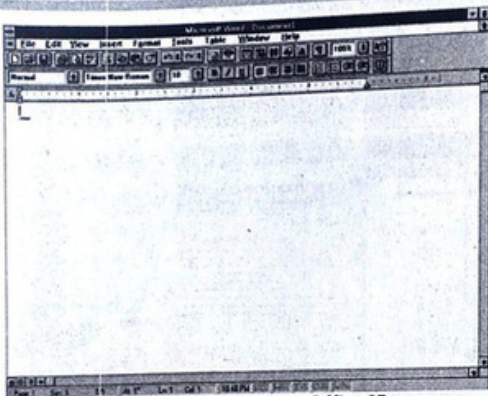
Year 1994 - Office 4.0 For Windows

There was one small upgrade for Excel between Office 3.0 and Office 4.0 and the same was continued in Office 4.0.

Instead of Excel 4.0a, it was now Excel 4.0. PowerPoint version was same - 3.0. The major overhaul was MS Word which now had a very rich interface focusing on formatting.

Thus, Office 4.0 composed of following: Word 6.0, Excel 4.0, and PowerPoint 3.0.

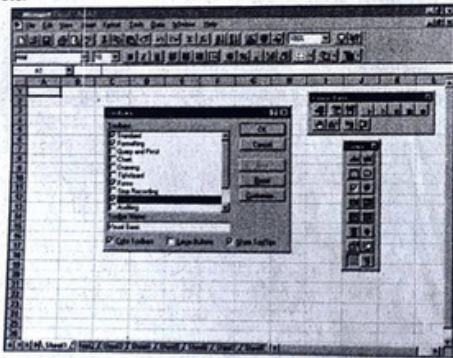




Year 1995 - Office 7.5 or Office 95

Naming convention was changed to match the version numbers of each application software in Office suite Thus, it was Word 95, Excel 95 and Presentation 95.

Note that each version of MS Office also brought in other software such as Publisher etc.



IMPORTANT: This version was not backward compatible and would work only on Windows 95 and later operating systems.

Year 1996 Fall - Office 97: Introduction Of Office Assistant



I am sure many of you must have loved that dancing clip, Clippy, whenever you pressed F1 for Help

Mid 1999 - Office 2000 (Better User Experience)

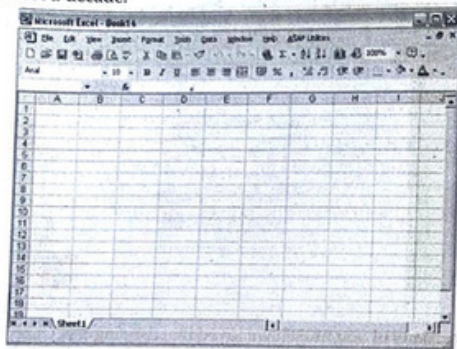
Among the many updates to previous versions were smoother user elements and improved security



Mid 2001: Office XP

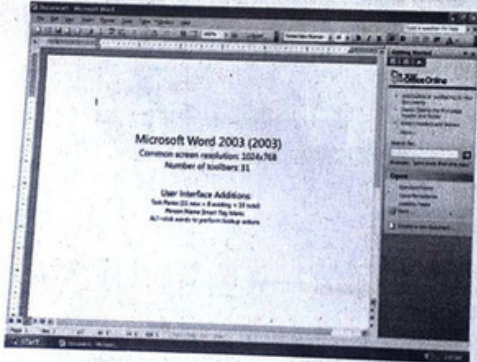
With XP, Microsoft provided almost all features to users working under restricted mode on corporate networks. Notice the shine on the Window title

that is inherited from the basic elements on Windows XP that continued to rule for almost a decade.



Fall Of Year 2003 - Office 2003: The Most Used MS Office Version Ever

In case of MS Office however, the most used version is version 2003 with plenty of functionality and security features. Blended with Windows XP completely and presented icons and toolbars with the same look as the operating system. Other than the looks, the rich feature arranged neatly under different menu tabs made it users' choice to years until they were forced to upgrade to Office 2007 and Office 2010.



Office 2007 introduced the Ribbon Interface

Office 2007 introduced the Ribbon Interface and helped you produce professional-looking documents by providing a comprehensive set of tools for creating and formatting your document in the new Microsoft Office Fluent user interface.



Fig. 2 :Word 2007 screen with Ribbon Interface

Office 2010 introduced Office Web Apps

Microsoft Office 2010 let people & employees keep in touch and working effectively no matter where they were. They could use the same applications from their PCs, from a smartphone, or from a Web browser.



Fig. 3 : Word 2010 screenshot

Office 2013 comes with cloud integration

The Evolution Of MS Office continues with Office 2013 and Office 365 and makes use of cloud computing and takes it to the next level, while introducing Touch.



Image sources: Microsoft.com and Office.com.

2.3 Features of MS Word

With the help of Microsoft Word we can perform the following functions very easily

- **Typing:** Entering desired data with the help of keyboard in the computer is known as typing. While entering this kind of data in computer we can view this data simultaneously on the screen / monitor of computer. Typed matter can be stored safely in computer for future use.
- **Editing:** To make change in typed data in computer is known as editing. We can add, delete or update the data in the file of computer. This process of changing the data in any file of computer is known as Editing.
- **Formatting:** Arranging the typed matter of file in systematic manner by changing font size, font type, spacing or applying other options is known as formatting. We can change the colour of font, increase/ decrease the size, change the type, insert tables pictures etc. while formatting any file / document.
- **Printing:** taking the print of file or document with the help of printer is known as printing. With the help of printer we can print our documents or files as per our need. This printout of document or file is also known as Hard copy.

With the help of MS Word software we can write letters, memos, reports, news letter, manuals, invoices etc. on a computer. Processing word means that we can type text and then edit, modify, delete or print it. It has a very useful feature of copy and paste. MS word is an application as well as programme and it contains many smaller programs within it. MS Word is useful in adding pictures, charts, tables and others utilities in the document of word.

Starting M.S. Word

MS Word can be started in any of the following ways.

- Click on start button of desktop
- Click on Microsoft word software from the list of available programmes.

Following window will appear on opening MS Word software. We will take examples from MS Word 2007 and above versions.



Fig. 4 : Screenshot of M.S. Word 2007

2.4 Parts of MS Word

2.4.1 Office Button

The Office 2007 button, located at the top-left corner of the window, replaces the File menu and provides access to functionality common across all Office applications. It contains many task buttons for the document such as *New*, *Open*, *Save*, *Save As*, *Print*, and *Close*. This button also has a list of the recent documents. Some of these commands include an expandable menu to provide additional options.

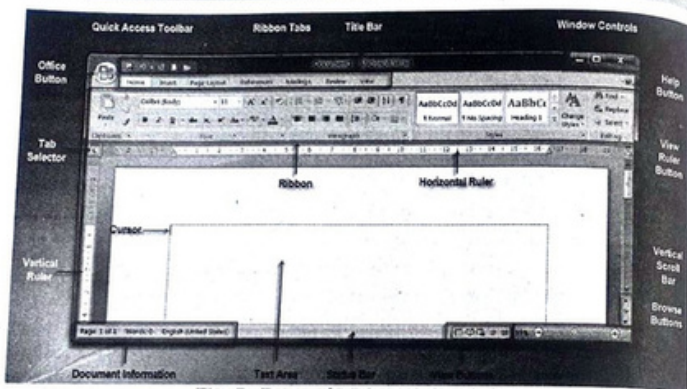


Fig. 5 : Parts of M.S. Word Screen

2.4.2. Quick Access Toolbar :

The Quick Access Toolbar is available to the right of the Office Logo button. It contains shortcuts for the commonly used tools, like Save, Undo (reverses the last change), and Repeat (repeats the last action), Print, Print Previes. The buttons that you wish to be displayed can be selected from the Customize Quick Access Toolbar.

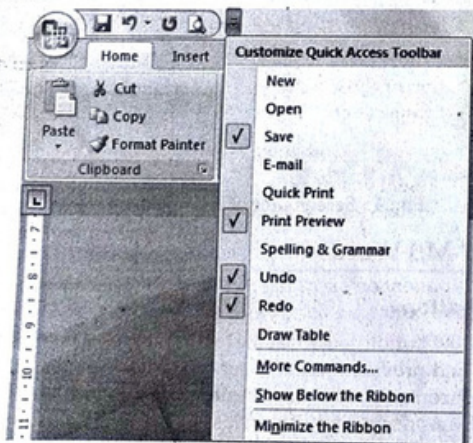


Fig. 6 : Quick Access Toolbar

2.4.3 Ribbon :

The Ribbon is a set of tools and commands across the top of the screen. It consists of a panel of commands which are organized into a set of tabs (also known as the Tab Bar). Within Tabs, Groups are available, which are designated by the names located on the bottom of the Ribbon. Each group has icons for the associated command. The Ribbon (Tabs, Groups, and Icons) replaces traditional toolbars and menus of earlier versions of the MS-Word. The ribbon is present in Microsoft Word 2007, Excel 2007, PowerPoint 2007, Access 2007 and above versions of MS Office. The ribbon is not user customizable in Office 2007.

The ribbon can be minimized by double clicking the active section's title, such as the Home text in the picture below.



Fig. 7 : Ribbon Tabs

2.4.4 Title Bar :

Title bar shows the name of document in the windows, followed by Microsoft word. It tells which application package and document are currently running.

2.4.5. Windows control :

These buttons are available on the right hand corner of the word document. These are combination of three buttons, which are used to minimize, restore, close the document respectively.

2.4.6. Help :

This button is present juts under the windows control button. It provides the help to the users related to the MS Word.

2.4.7. View Ruler :

This button is present on the right hand side of the screen under the ribbon. With the help of this button we can display horizontal and vertical ruler bar on our document.

2.4.8. Tab Selector :

Tab selector is present on the Left hand side of the screen under the ribbon, which is used to display the alignment of tab setting used in the document.

2.4.9. Text Area :

Text area is the space where user enters his text in the document. A cursor is available to show the current position to the user where text is going to be entered. This area will contain all the document related text, pictures, charts, images, etc.

2.4.10 Vertical Scroll Bar :

This scroll bar is present at the right side of the screen. With the help of this scroll bar we can move downwards or upwards in the document. At the bottom upward and downward arrows are present with the help of them we can directly to next page either in upward or downward in the document.

2.4.11 Status Bar :

At the bottom of the document we find the status bar having three major parts

- a) Document Information: This part is available at the left hand side in the bottom of the document. It displays the total number of pages and the current page number of the document along with the total number of words in the document.
- b) View Buttons: These buttons are available on the right hand side of the document at the bottom. These buttons include various options in which current document could be seen like Print Layout, Full Screen Mode, Web Layout mode etc.
- c) Zoom Tools: Beside the View Buttons Zoom Tools are available at the bottom of the screen. These tools are used to zoom in and out of the document in the shown percentage. We can see the actual size of the document by default but it can be zoomed in or out as the demand of the user.

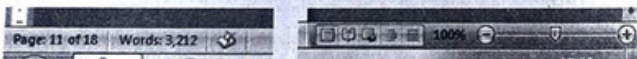


Fig. 8 : Status bar

2.5 Special Features

Some of the latest word options available in MS word 2007 or above versions.

2.5.1. Select similar formatting

In an ideal world, every element in your document would have a style assigned to it. The Editing section, at the far right of the Home tab, includes the handy option to "Select all text with similar formatting". This lets you easily highlight all your ad hoc headings, captions and so forth at once and tweak

their appearance in a single swoop – or apply a style for easier management in the future.

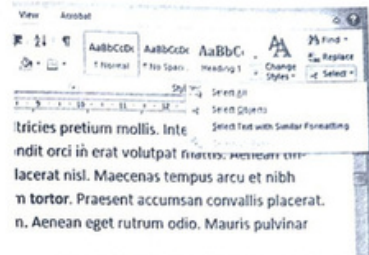


Fig. 9 : Select similar formatting

2.5.2. Clipboard panel

The clipboard panel offers a convenient way to keep more than one element on your clipboard at once. Click the tiny pop-out icon within the Clipboard section of the Home tab to open it. Up to 24 recent cut and copy operations are remembered, and you can click on any one of them to paste it at the insertion point. The Options dropdown at the bottom lets you control when the Clipboard panel appears; other option is to make it appear when we press Ctrl+C twice.

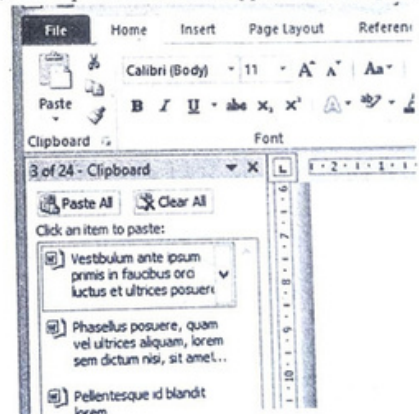


Fig. 10 : Clipboard option

2.5.3. Translate

Translate function sends the text of your document to the Microsoft Translator web page and displays a translation in a browser window. In Word 2010 and 2013, we can also activate Review → Translate. Mini Translator, which presents a ghosted tooltip when you hover over a selected passage of text; move your pointer onto it to see a pop-up translation in your selected language. There are dozens of languages to choose from: browse them by selecting Choose Translation Language from the Translate dropdown.

2.5.4. Kerning

Professional desktop publishing software supports kerning - the selective adjustment of spacing between characters to make text more aesthetically pleasing. Word doesn't do this by default, but it can be turned on by clicking the pop-out icon in the Font section of the Home tab and ticking the box labelled "Kerning for fonts"; enter a minimum point size in the box to the right. If you use kerning on tiny fonts, however, the letters can appear to run together, which reduces readability.

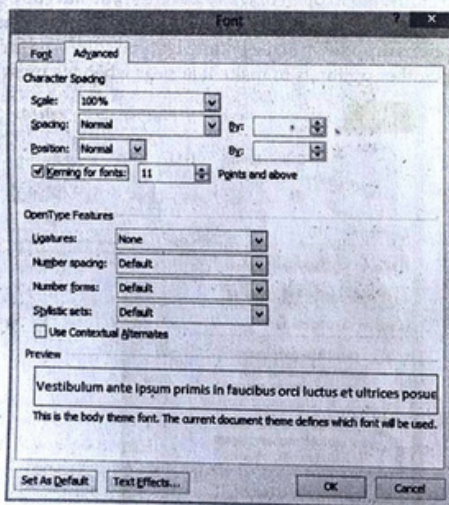


Fig. 11 : Kerning Options

2.5.5. Insert Chart

If you want to include an Excel chart in your document, you don't have to leave Word. Selecting Insert → Chart in Word will open a miniature Excel view, in which you can edit or import your data. Just close the Excel window once you're done - it will be presented in chart form within Word. At the top of the Word window, the Chart Tools tabs give you full control over the design and appearance of your chart, so there's no need to launch Excel manually.

2.5.6. SmartArt

SmartArt helps you illustrate processes and relationships through almost 200 pre-designed layouts for pyramid organisations, cycles, hierarchies, matrices and more. To use it in Word, simply click Insert → SmartArt and select a template. Then type your labels into the floating panel that appears and drag the handles to resize the SmartArt. If you want it to float over your document, you can achieve this easily by creating a textbox (via Insert | Text Box) and putting your SmartArt inside it.

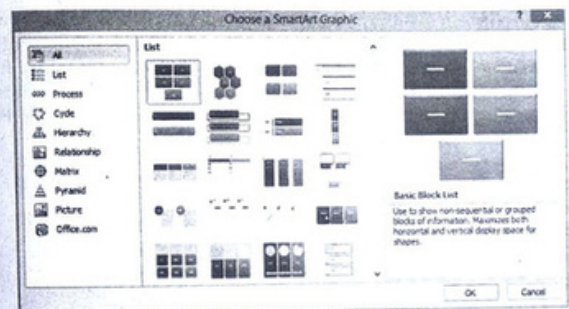


Fig. 12 : Smart Art

2.5.7. Insert Screenshot

If you're writing a tutorial - or you simply want an easy way to include in your document an image from another program - you can grab an area of the Windows desktop by selecting Insert → Screenshot; the dropdown menu lets you directly import any open window as an image. Alternatively, you can select the Screen Clipping option to drag a rectangle with the mouse and capture a customised area of the screen.

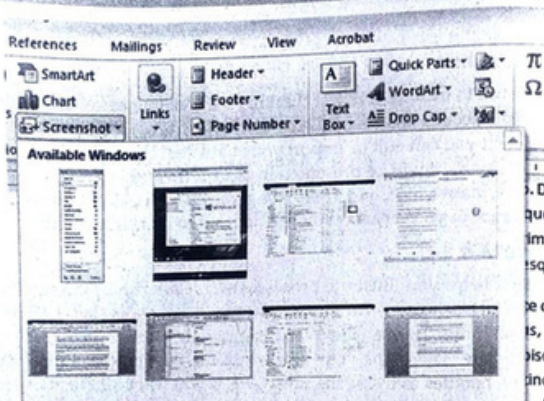


Fig. 13 : Screenshot Capture

2.5.8. Hyphenation

Allowing the odd word to spill across two lines can improve the appearance of your document. It can keep your right margin from becoming too ragged or, in fully justified text, it can prevent large "islands" of white space from appearing between each word. Word can automatically hyphenate words as needed, but the feature is turned off by default: to enable it, go to the Page Layout tab and select Hyphenation → Automatic.

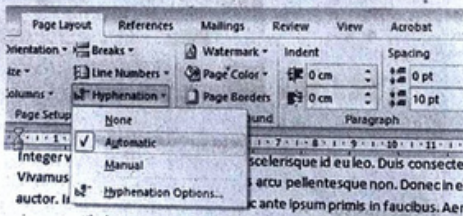


Fig. 14 :Hyphenation

2.5.9 Line numbers

If you're referring to code, legal documents or even poetry, you might want to number your lines for easy reference. Word's numbered-list tool applies indentation settings that may not be what you want: select Page Layout → Line Numbers instead and Word will apply neat numbering in the document

margin. By default, line numbering is applied to the whole document, but you can make it skip selected text by choosing Line Numbers → "Suppress for current paragraph".

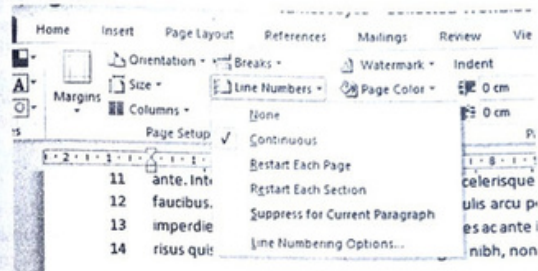


Fig. 15 : Line Numbers

2.5.10 Watermark

When you're circulating a draft of a document, or sharing something private with a work colleague, it's useful to be able to watermark the page so you can see at a glance what type of document it is. The Watermark dropdown, under the Page Layout tab, lets you add a large grey watermark saying "DRAFT", "CONFIDENTIAL" or "URGENT" in two clicks. Select Custom Watermark to place your own text or an image.

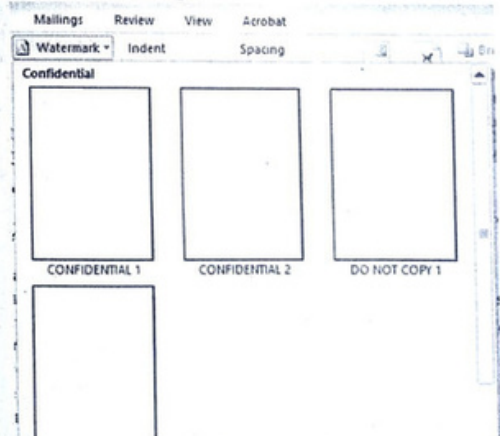


Fig. 16: Watermark

2.5.11 Macros

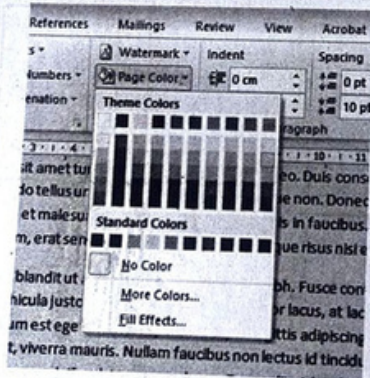
Office's scripting interface is sophisticated to say the least, but if you want to automate a simple, repetitive task, there's no need to type a line of code. On the View tab, click the Macros dropdown and select Record Macro. In the dialog that opens, choose a button or keyboard shortcut (remember to click Assign to confirm your choice); then perform the task you want to automate. When you're done, go back to the dropdown and select Stop Recording. Now pressing your chosen button or key combination at any time will repeat the operations you recorded.

2.5.12 Outline view

If you're using Word for a large project, such as a university dissertation or a novel, it can be helpful to divide the document into sections and subsections. Go to View → Outline to access a hierarchical display that lets you mark up headings and collapse the body text under them; this gives you a clear overview of your document, which can be effortlessly reorganised by moving sections around. You can also collect several documents into one master project: click Show Document in the Master Document section of the Outlining tab to import or create subdocuments.

2.5.13 Page Color

If you want your document to stand out, you can use the Page Layout → Page Color dropdown to apply a background wash; select Fill Effects and you can add patterns and textures. Fills and patterns are automatically applied to all pages of your document. Also, although you can see them onscreen, they're not printed, so they won't interfere with the readability of your hard copies.



2.5.14 Insert Index

Another useful feature for longer works is the ability to automatically generate an index. To use this feature, you must first mark your references in the text by selecting the relevant word or phrase, then clicking References → Insert Index. When you've marked up all your headwords, click Insert Index to create an index. This will contain references to the instances you've marked, and self-updating links to the page numbers on which they appear.

2.5.15 Combine and compare documents

Word can automatically compare or combine two documents: you'll find the tool under Review tab "Compare". If you prefer to do the job yourself, click View → View Side by Side; this will automatically position your documents next to each other at identical zoom factors, so you can easily look back and forth between them. If you click the Synchronous Scrolling button, they'll even scroll up and down in lock-step when you move the cursor around or drag the scroll bar.

2.6 Creating Saving and Opening Documents

2.6.1 Creating New Document:

To start working in MS Word we need to create new document first. Follow the steps given below to create new word document.

- Click on start button of windows status bar available on the bottom of desktop.
- Click on all program tab of the start button
- Select the Microsoft word under the Microsoft Office tab of all programs
- Click on Microsoft word to open and create new document.

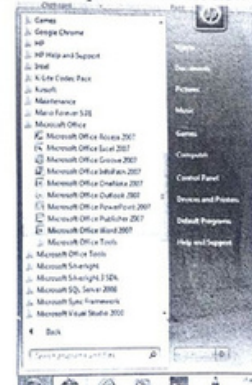


Fig. 17 : Selecting MS Word

Follow the following steps to create new word document if MS Word is already open

- Click on Office button available on top left hand side of the word.
- Click on new tab

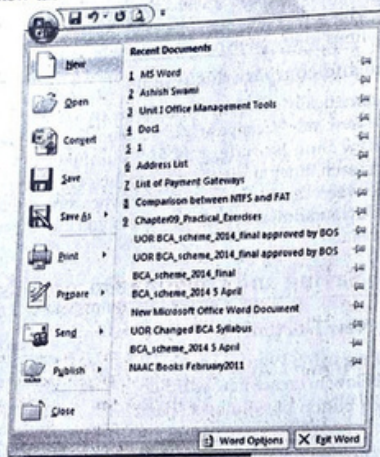


Fig. 18 : Opening MS Word Document

- Click on blank document in the widow that appears.

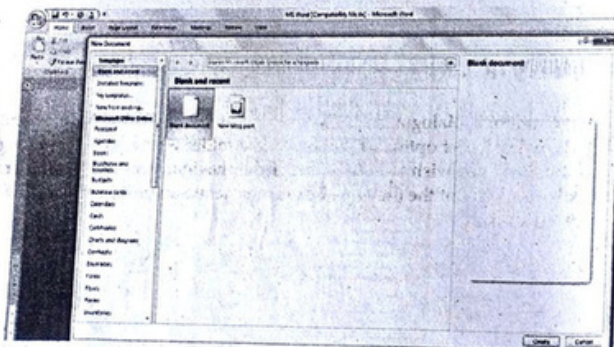


Fig. 19: Blank Document Creation in MS Word

2.6.2 Save a document

Follow these step-by-step instructions to save a document

Step 1: Start a new document in Word and type your text.

Step 2: Click on the "Office Button" in the top left-hand corner of the screen.

Step 3: From the pop up window select the Save Tab



Fig. 20 : Save Tab

Step 4: A 'Save' dialogue box will come up. At the top and at the left-hand side in the list of folder options, it will show the folder where you'll be saving the document. If you wish to change this folder, navigate through the folders on the left-hand side of the dialogue box to choose the one where you want to save your document.

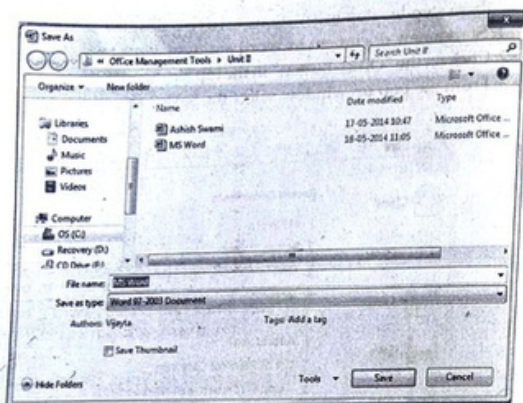


Fig. 21 : Save As Dialog Box

Step 5: Word will automatically give your document a name, based on the first few words of your text. If you don't like the one given, once you have chosen the destination folder, type a name for your document in the 'File name' box. Come up with a name that is concise but will allow you to find the document easily again. Don't worry about changing what's in the box underneath, labelled 'Save as type'. This tab allows you to choose the type of format that all documents created with these settings will have.

Step 6: Once you have typed the name of your document and selected desired folder you have to click on Save button at the bottom. Your document will now have a name, which will be shown at the very top of your document screen. If you make changes to your document and then save them after it has been saved originally, the dialogue box will not come up again. It will just save your changes without any visual notification being shown.

Save As Option:

This option is available just under the save option in MS Word. With the help of Save As we can save the same document with other name at same or other space (Folder) in the memory. This option appears for the same document only when we have saved document with file name.

Save is very fast and convenient, as the user can just save the file with a single click of the mouse or one can also use the hotkey command, ctrl+s. Also,

using the save command on a new file, one that hasn't been saved before, will also prompt a dialogue box, in which the user must name the file, and choose its format and location. One can also use the default format and the suggested name and location as given in the box.

Save as, on the other hand, is a bit lengthy as one has to go through the entire process of the dialogue box. However, save as, allows the user to save the file to a new location, under a new name and/or format, without saving the changes to the original file.

2.6.3 Closing a Document

When our work is done in ms word or we are through working in a document, we need to close it. This will help prevent unintended changes from being made to it, and also to free the computer working memory some space.

Note, however, that closing a document means *simply closing the active document* (using the Close command or alternatives), without actually quitting the entire Word window.

There are several ways of closing a document in Word. These methods use:

- The Office Button
- The Close Window button on the Title bar
- Shortcut keys

Closing a Document Using the Office Button

1. Click on the Office button.
2. From the popup window, click Close.

2.6.4 Opening a saved Document

While we are creating a document, it is often important to save it for future use. The saved document now becomes a file. A file is a complete, named collection of information, such as a user-created document. It is the basic unit of storage that enables a computer to distinguish one set of information from another. It is a collection of data that a user can retrieve, change, delete, save, or send to an output device, such as a printer or e-mail program.

Following are the steps involved in opening/retrieving a saved document/file in Word environment.

1. On the Office Button, click, and then click Open. The Open dialog box appears.
2. In the Look in list, click the drive or folder that contains the file you want to open.

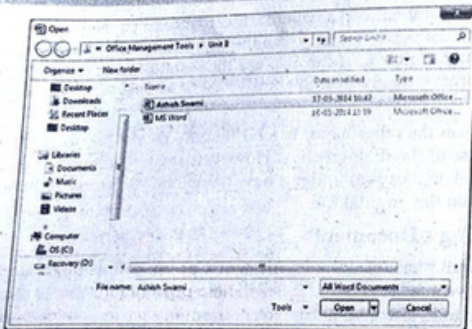


Fig. 22 :Opening Saved Document

3. Select the desired MS Word file from the specified location Click the file.
4. Click Open. Your selected file will open In MS Word format.

2.7 Useful Keyboard Shortcuts

1. Common tasks	
ctrl+b	Make letters bold
ctrl+i	Make letters italic
ctrl+u	Make letters underline
ctrl+shift+<	Decrease font size one value
ctrl+shift+>	Increase font size one value
ctrl+[Increase the font size by 1 point.
ctrl+]	Decrease the font size by 1 point.
ctrl+spacebar	Remove paragraph or character formatting.
ctrl+c	Copy the selected text or object.

ctrl+x	Cut the selected text or object.
ctrl+v	Paste text or an object.
ctrl+z	Undo the last action.
ctrl+y	Redo the last action.
ctrl+n	Create a new document of the same type as the current or most recent document.
ctrl+o	Open a document.
ctrl+w	Close a document.
ctrl+s	Save a document.
ctrl+f	Find text, formatting, and special items.
ctrl+page up	Move to the previous edit location.
ctrl+page down	Move to the next edit location.
alt+ctrl+p	Switch to Print Layout view.
ctrl+p	Print a document.
alt+ctrl+i	Switch in or out of print preview.
arrow up, arrow down, arrow left, arrow right	Move around the preview page when zoomed in.
page up or page down	Move by one preview page when zoomed out.
ctrl+home	Move to the first preview page when zoomed out.
ctrl+end	Move to the last preview page when zoomed out.

2.8 Editing Document

2.8.1 Typing and inserting Text

To enter text, just start typing! The text will appear where the blinking cursor is located. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button. The keyboard shortcuts listed below are also helpful when moving through the text of a document:

Move Action	Keystroke
Beginning of the line	HOME
End of the line	END
Top of the document	CTRL+HOME
End of the document	CTRL+END

2.8.2 Selecting Text

To change any attributes of text it must be highlighted first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the **SHIFT** key on the keyboard while using the arrow buttons to highlight the text. The following table contains shortcuts for selecting a portion of the text:

Selection	Technique
Whole word	double-click within the word
Whole paragraph	triple-click within the paragraph
Several words or lines	drag the mouse over the words, or hold down SHIFT while using the arrow keys
Entire document	choose Editing Select Select All from the Ribbon, or press CTRL+A

Deselect the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard.

Inserting Additional Text

Text can be inserted in a document at any point using any of the following methods:

- **Type Text:** Put your cursor where you want to add the text and begin typing
- **Copy and Paste Text:** Highlight the text you wish to copy and right click and click **Copy**, put your cursor where you want the text in the document and right click and click **Paste**.

- **Cut and Paste Text:** Highlight the text you wish to copy and right click and click **Cut**, put your cursor where you want the text in the document and right click and click **Paste**.
- **Drag Text:** Highlight the text you wish to move, click on it and drag it to the place where you want the text in the document. You will notice that you can also use the Clipboard group on the Ribbon.

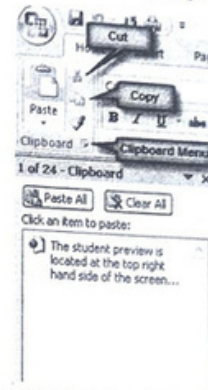


Fig. 23 : Cut, Copy Paste Icons

2.8.3 Rearranging Blocks of Text

To rearrange text within a document, you can utilize the **Clipboard Group on the Home Tab** of the Ribbon.

Insert picture of clipboard group labeled

- **Move text:** Cut and Paste or Drag as shown above
- **Copy Text:** Copy and Paste as above or use the Clipboard group on the Ribbon
- **Paste Text:** Ctrl + V (hold down the CTRL and the "V" key at the same time) or use the Clipboard group to Paste, Paste Special, or Paste as Hyperlink



Fig. 24 : Paste and Paste Special Icons

2.8.4 Deleting Blocks of Text

Use the **BACKSPACE** and **DELETE** keys on the keyboard to delete text. Backspace will delete text to the left of the cursor and Delete will erase text to the right. To delete a large selection of text, highlight it using any of the methods outlined above and press the **DELETE** key.

Undo Changes

To undo changes:

- Click the **Undo Button** on the Quick Access Toolbar

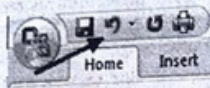


Fig. 25: Undo Button

2.9 Editing Document using Track Changes Feature

If you have a document, assignment or dissertation that you would like to proofread, the Microsoft Word's Track Changes feature is an excellent option. You can make changes to the document that are highlighted so the original author can check them and decide whether to accept or reject them one by one. Thus, retaining total control over his/her thoughts, arguments or experiences.

Step 1: Enable Track Changes and save the document with a new file name. Open the document to be edited with Microsoft Word (version 2007 or above), select the Review menu tab in the upper toolbar and then enable Track Changes by clicking the tab so it is highlighted. Then save the document with a new file name, for example filename1.docx, so that you now have two copies of the file (the original filename.docx for reference & filename1.docx which you will work with).

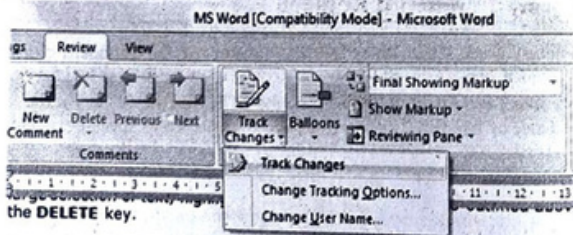


Fig. 26: Track Changes

Step 2: Edit the document, inserting or deleting letters, words, punctuation, etc. Inserted characters will be highlighted and underlined, while deleted characters will be highlighted and struck horizontally through the middle. Comments can be added by highlighting the word or section of text with the

cursor (hold left click down and drag to select), in the place where you would like the suggestion to refer to, and then selecting the New Comment tab from the upper Review menu toolbar. A comment window will appear where you can write in feedback for the author about the specific area of text.

Step 3: When you have completed all the editing, save the document you are working with (filename1.docx) one final time, then select the **Accept** tab from the Review menu toolbar, and click Select All Changes in Document. Now all the highlighted text will be accepted, the deletions will vanish and the insertions will be accepted. Only the comments remain to be deleted by the author after viewing them (right click over comment box and select Delete Comment). Now, very carefully, go to the File menu and select Save As. Then save as a **NEW DOCUMENT** with all the changes accepted using the file name filename2.docx. Now you have three documents. Filename.docx (the original unedited document), filename1.docx (the proofread document with all the edits highlighted) and filename2.docx (the edited document with all the changes accepted).

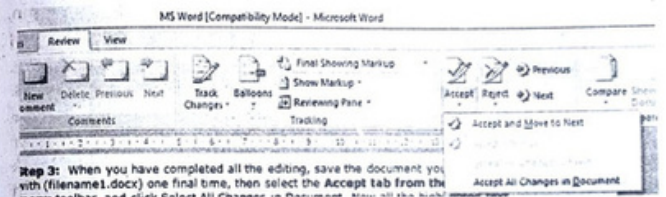


Fig. 27: Accept changes

2.10 Usign Find and Replace Tab

While working in a large document we some time needs to find or replace specific word or text in the document. With the help of Find Replac tab we can find text from the document.



Fig. 28: Find Replac Tab

Find text

You can quickly search for every occurrence of a specific word or phrase.

Step 1 : On the Home tab, in the Editing group, click Find. Or Press Ctrl+ F
Step 2 : In the Find what box, type the text that you want to search for.
Step 3 : Do one of the following:

- To find each instance of a word or phrase, click Find Next.
- To find all instances of a specific word or phrase at one time, click Find All, and then click Main Document.

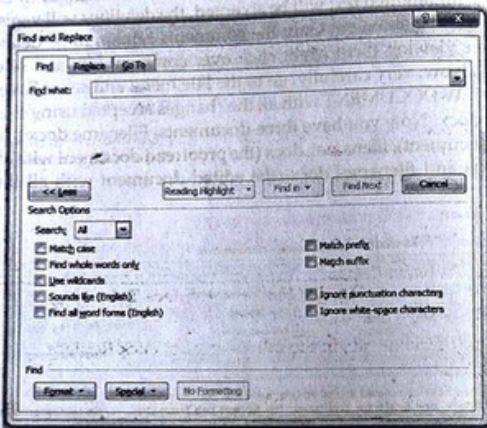


Fig. 29 : Find Tab

Find and replace text

You can automatically replace a word or phrase with another for example, you can replace Ashish with Swami. The replacement text uses the same capitalization as the text that it replaces unless you select the Match case check box. For example, if you search for AKA and replace it with Also known as, the result is ALSO KNOWN AS.

If the Match case check box is selected, Office Word 2007 searches only for words that match the case of the word or phrase that you typed in the Find what box. For example, if you search for AKA, the result includes AKA but not aka.

NOTE : If you don't see the Match case check box on the Replace tab, click More.

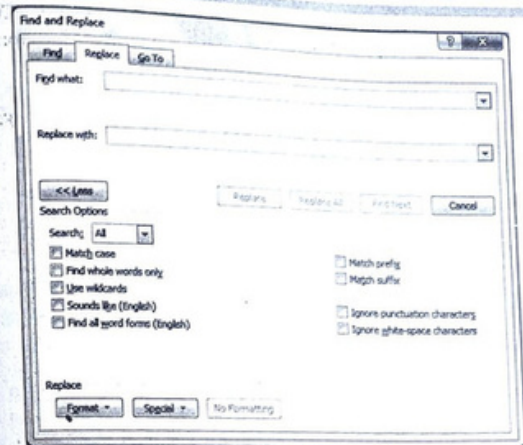


Fig. 30 : Find and Replace Tab

Steps for Replace Text

Step 1 : On the Home tab, in the Editing group, click Replace.



Step 2 : Click the Replace tab.

Step 3 : In the Find what box, type the text that you want to search for.

Step 4 : In the Replace with box, type the replacement text.

Step 5 : Do one of the following:

- To find the next occurrence of the text, click Find Next.
- To replace an occurrence of the text, click Replace. After you click Replace, Office Word 2007 moves to the next occurrence of the text.
- To replace all occurrences of the text, click Replace All.

2.11 Formatting Text

Styles

A style is a format enhancing tool that includes font typefaces, font size, effects (bold, italics, underline, etc.), colors and more. You will notice that on

the Home Tab of the Ribbon, that you have several areas that will control the style of your document: Font, Paragraph, and Styles.

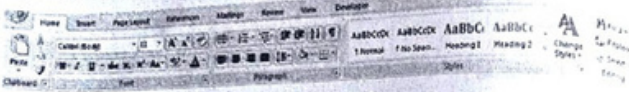


Fig. 31 : Home Tab

Change Font Typeface and Size

To change the font typeface:

- Click the arrow next to the font name and choose a font.

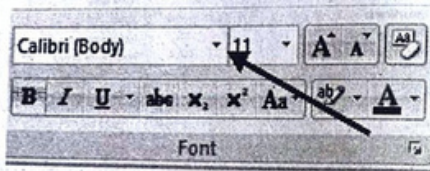


Fig. 32 : Font Formatting

- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.

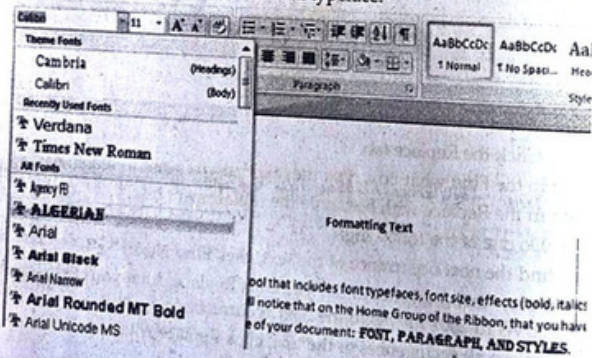


Fig. 33 : Font Formatting view

To change the font size:

- Click the arrow next to the font size and choose the appropriate size, or
- Click the increase or decrease font size buttons.

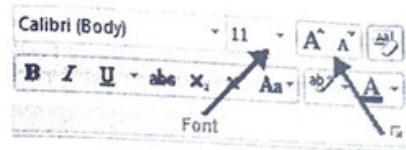


Fig. 34 : Font Formatting

Font Styles and Effects

Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:

- Select the text and click the Font Styles included on the Font Group of the Ribbon, or
- Select the text and right click to display the font tools

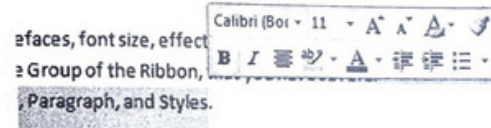


Fig. 35 : Popup Window

Change Text Color

To change the text color:

- Select the text and click the Colors button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.



Fig. 36 : Text Colour

Highlight Text

Highlighting text allows you to use emphasize text as you would if you had a marker. To highlight text:

- Select the text
- Click the **Highlight Button** on the Font Group of the Ribbon, or
- Select the text and right click and select the highlight tool
- To change the color of the highlighter click on down arrow next to the highlight button.

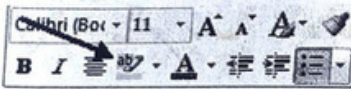


Fig. 37 : Text Highlighter

Copy Formatting

If you have already formatted text the way you want it and would like another portion of the document to have the same formatting, you can copy the formatting. To copy the formatting, do the following:

- Select the text with the formatting you want to copy.
- Copy the format of the text selected by clicking the **Format Painter** button on the Clipboard Group of the Home Tab
- Apply the copied format by selecting the text and clicking on it.



Fig. 38 : Format Copy

Clear Formatting

To clear text formatting:

- Select the text you wish to clear the formatting
- Click the **Styles** dialogue box on the Styles Group on the Home Tab
- Click **Clear All**

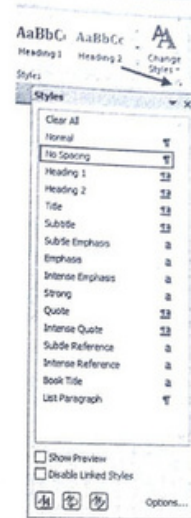


Fig. 39 : Clear Formatting

2.12 Formatting Paragraph

Formatting paragraphs allows you to change the look of the overall document. You can access many of the tools of paragraph formatting by clicking the **Page Layout** Tab of the Ribbon or the Paragraph Group on the Home Tab of the Ribbon.

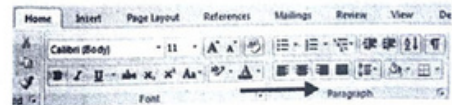


Fig. 40 : Paragraph Formatting

Change Paragraph Alignment

The paragraph alignment allows you to set how you want text to appear. To change the alignment:

- Click the Home Tab
- Choose the appropriate button for alignment on the Paragraph Group.
 - **Align Left:** the text is aligned with your left margin
 - **Center:** The text is centered within your margins
 - **Align Right:** Aligns text with the right margin.
 - **Justify:** Aligns text to both the left and right margins.

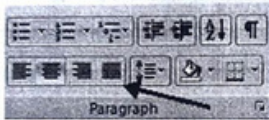


Fig. 41 : Text Alignment

Indent Paragraphs

Indenting paragraphs allows you set text within a paragraph at different margins. There are several options for indenting:

- **First Line:** Controls the left boundary for the first line of a paragraph
- **Hanging:** Controls the left boundary of every line in a paragraph except the first one
- **Left:** Controls the left boundary for every line in a paragraph
- **Right:** Controls the right boundary for every line in a paragraph

To indent paragraphs, you can do the following:

- Click the Indent buttons to control the indent.
- Click the Indent button repeated times to increase the size of the indent.

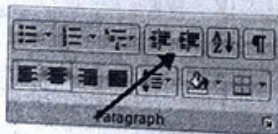


Fig. 42 : Paragraph Indent

- Click the dialog box of the Paragraph Group
- Click the Indents and Spacing Tab
- Select your indents



Fig. 43 : Paragraph Setting Options

Add Borders and Shading

You can add borders and shading to paragraphs and entire pages. To create a border around a paragraph or paragraphs:

- Select the area of text where you want the border or shading.
- Click the Borders Button on the Paragraph Group on the Home Tab
- Choose the Border and Shading
- Choose the appropriate options

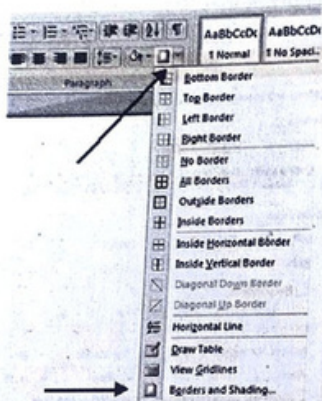


Fig. 44 : Border and Shading Options

Create Links

Creating links in a word document allows you to put in a URL that readers can click on to visit a web page. To insert a link:

- Click the **Hyperlink Button** on the Links Group of the Insert Tab.
- Type in the text in the "Text to Display" box and the web address in the "Address" box.



Fig. 45 : Hyperlink

Change Spacing Between Paragraphs and Lines

You can change the space between lines and paragraphs by doing the following:

- Select the paragraph or paragraphs you wish to change.

- On the Home Tab, Click the Paragraph Dialog Box
- Click the Indents and Spacing Tab
- In the Spacing section, adjust your spacing accordingly



Fig. 47 : Line spacing

2.13 Apply Styles

Styles are a present collection of formatting that you can apply to text. To utilize **Quick Styles**:

- Select the text you wish to format.
- Click the dialog box next to the Styles Group on the Home Tab.
- Click the style you wish to apply.

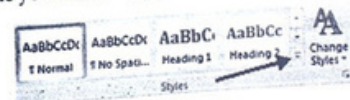


Fig. 48 : Styles

Styles

The use of Styles in Word will allow you to quickly format a document with a consistent and professional look. Styles can be saved for use in many documents.

Insert Styles

There are many styles that are already in Word ready for you to use. To view the available styles click the Styles dialog box on the Styles Group in the Home Tab. To apply a style:

- Select the text
- Click the Styles Dialog Box
- Click the Style you choose

Creating New Styles

You can create styles for formatting that you use regularly. There are two ways to do this: New Styles or New Quick Styles.

New Styles

To create a new style:

- Click the Styles Dialog Box
- Click the New Style Button



Fig. 49 : Creating New Styles

- Complete the New Style dialog box.
- At the bottom of that dialog box, you can choose to add this to the Quick Style List or to make it available only in this document.

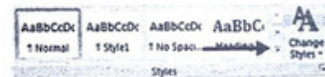


Fig. 50 : Create New Styles

New Quick Style

To create a style easily:

- Insert your cursor anywhere in the chosen style
- Click the Styles dialog box



- Click Save Selection as New Quick Style



Fig. 51 : Styles Options

Style Inspector

- To determine the style of a particular section of a document:
- Insert cursor anywhere in the text that you want to explain the style
- Click the **Styles Drop Down Menu**
- Click the **Style Inspector Button**

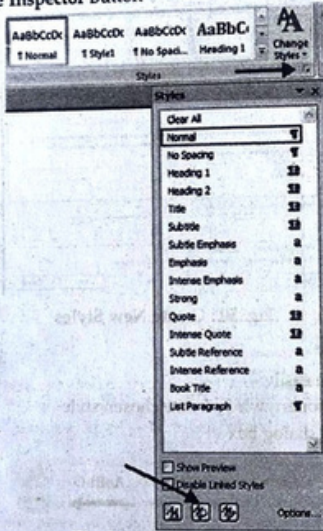


Fig. 52 : Style Inspector

2.14 Header and Footers

Header and footer are used in the document to insert page numbers and other document related information on top or bottom of the document. Microsoft Word includes many headers or footers that you can insert into documents.

To insert a header or footer:

- Select the **Insert** tab.
 - Click either the **Header** or **Footer** command. A menu appears with a list of **built-in options** you can use.
 - Left-click one of the built-in options, and it will appear in the document.
- OR

- Left-click **Blank** to select it.



Fig. 53 : Built in Options of Header Footer
The Design tab with Header and Footer tools is active.



Fig. 54 : Header Footer Options

- Type information into the header or footer.

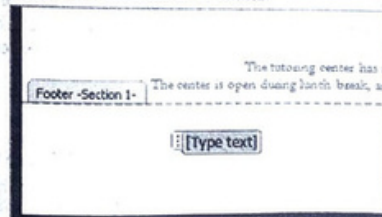


Fig. 55 : Text matter area of Footer

To insert the date or time into a header or footer:

- With the header or footer section active, click the **Date & Time** command.

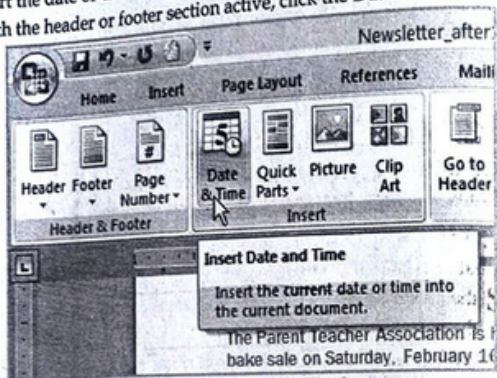


Fig. 56 : Date Time in Header

- Select a date format in the dialog box that appears.

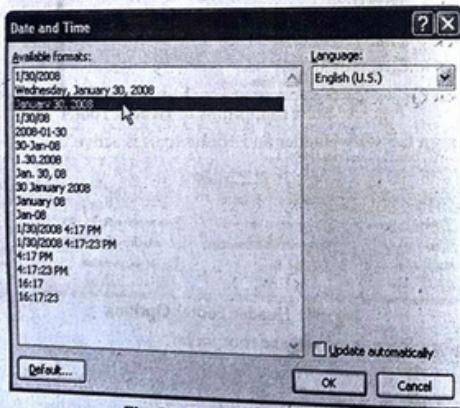


Fig. 57 : Data Time Format

- Click OK. The date and time now appear in the document.

Other header and footer options

There are many other header and footer options you can use to design these sections of your document. From the Header and Footer Tools Design tab, you can see all of your design options.



Fig. 58 : Options of Header and Footer

2.15 Tables

Tables are used to display data in a table format. Data is stored in rows and columns in a table. Intersection of row and column is known as cell.

Create a Table

To create a table:

- Place the cursor on the page where you want the new table
- Click the **Insert** Tab of the Ribbon
- Click the **Tables** Button on the Tables Group. You can create a table one of four ways:
 - (a) Highlight the number of row and columns
 - (b) Click **Insert Table** and enter the number of rows and columns
 - (c) Click the **Draw Table**, create your table by clicking and entering the rows and columns
 - (d) Click **Quick Tables** and choose a table

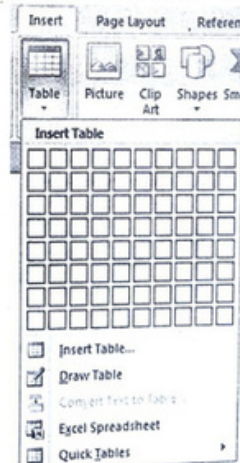


Fig. 59 : Table Creation Options

Enter Data in a Table

Place the cursor in the cell where you wish to enter the information. Begin typing.

Modify the Table Structure and Format a Table

To modify the structure of a table:

- Click the table and notice that you have two new tabs on the Ribbon: **Design** and **Layout**. These pertain to the table design and layout.

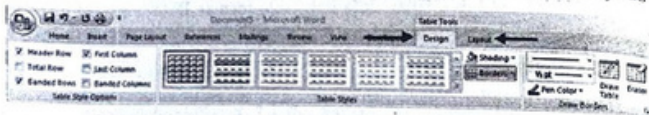


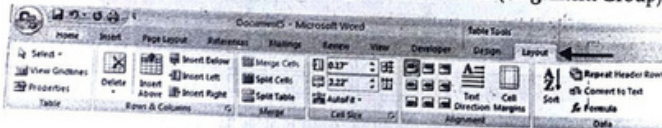
Fig. 60 : Table Design and Layout

With the help of Design Tab, you can choose:

- Table Style Options
- Table Styles
- Draw Borders

To format a table, click the table and then click the **Layout** Tab on the Ribbon. This Layout tab allows you to:

- View Gridlines and Properties (from the Table Group)
- Insert Rows and Columns (from the Rows & Columns Group)
- Delete the Table, Rows or Columns (from the Rows & Columns Group)
- Merge or Split Cells (from the Merge Group)
- Increase and Decrease cell size (Cell Size Group)
- Align text within the cells and change text directions (Alignment Group)



2.16 Using Graphics

Word 2007 allows you to insert special characters, symbols, pictures, illustrations, and watermarks.



Fig. 61 : Insert Tab Options

2.16.1 Symbols and Special Characters

Special characters are punctuation, spacing, or typographical characters that are not generally available on the standard keyboard. To insert symbols and special characters:

- Place your cursor in the document where you want the symbol
- Click the **Insert** Tab on the Ribbon
- Click the **Symbol** button on the Symbols Group
- Choose the appropriate symbol.

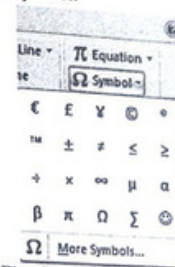


Fig. 62 :Symbol Options

2.16.2 Equations

Word 2007 also allows you to insert mathematical equations. To access the mathematical equations tool:

- Place your cursor in the document where you want the symbol
- Click the **Insert** Tab on the Ribbon
- Click the **Equation** Button on the Symbols Group
- Choose the appropriate equation and structure or click Insert New Equation

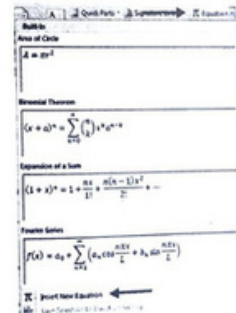


Fig. 63 : Equation Inserting Options

- To edit the equation click the equation and the Design Tab will be available in the Ribbon

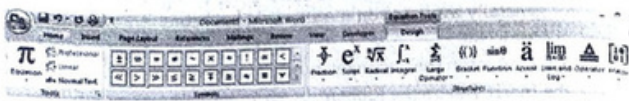


Fig. 64 : Equation Editing Options

2.16.3 Illustrations, Pictures, and SmartArt

Word 2007 allows you to insert illustrations and pictures into a document. To insert illustrations:

- Place your cursor in the document where you want the illustration/ picture
- Click the Insert Tab on the Ribbon
- Click the Clip Art Button
- The dialog box will open on the screen and you can search for clip art.
- Choose the illustration you wish to include

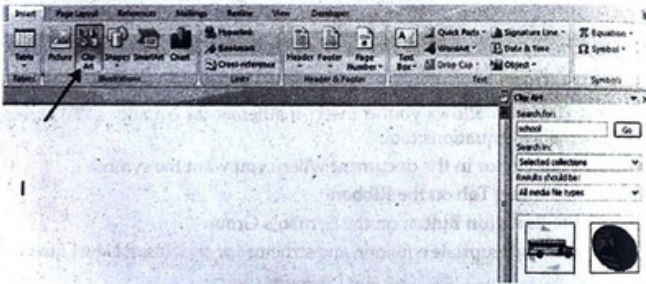


Fig. 65 : Use of Clip Art

To insert a picture:

- Place your cursor in the document where you want the illustration/ picture
- Click the Insert Tab on the Ribbon
- Click the Picture Button
- Browse to the picture you wish to include
- Click the Picture
- Click Insert

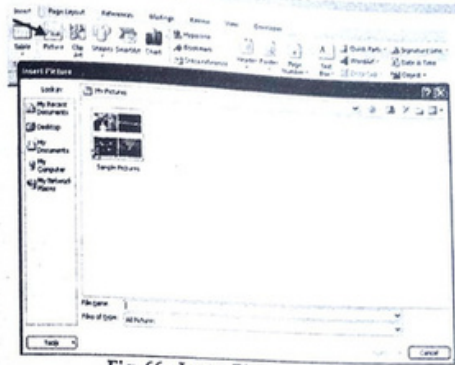


Fig. 66 : Insert Picture Options

Smart Art is a collection of graphics you can utilize to organize information within your document. It includes timelines, processes, or workflow. To insert SmartArt

- Place your cursor in the document where you want the illustration/ picture
- Click the Insert Tab on the Ribbon
- Click the SmartArt button
- Click the SmartArt you wish to include in your document
- Click the arrow on the left side of the graphic to insert text or type the text in the graphic.

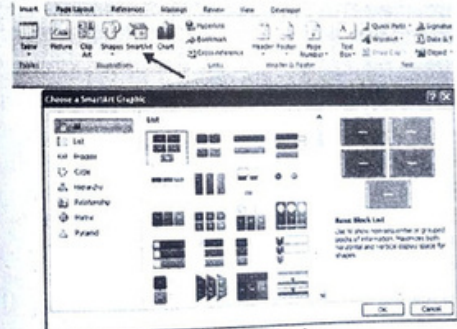


Fig. 67 : Smart Options

Resize Graphics

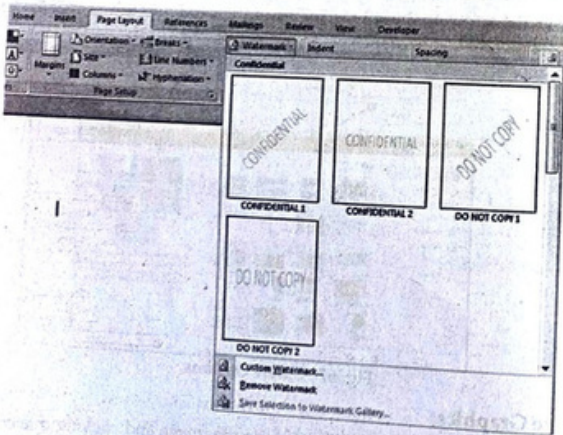
All graphics can be resized by clicking the image and clicking one corner of the image and dragging the cursor to the size you want the picture.



Watermarks

A watermark is a translucent image that appears behind the primary text in a document. To insert a watermark:

- Click the **Page Layout** Tab in the Ribbon
- Click the **Watermark** Button in the Page Background Group
- Click the **Watermark** you want for the document or click **Custom Watermark** and create your own watermark
- To remove a watermark, follow the steps above, but click **Remove Watermark**



2.17 Document Proof Reading

There are many features to help you proofread your document. These include: Spelling and Grammar, Thesaurus, AutoCorrect, Default Dictionary, and Word Count.

2.17.1 Spelling and Grammar

To check the spelling and grammar of a document

- Place the cursor at the beginning of the document or the beginning of the section that you want to check
- Click the **Review** Tab on the Ribbon
- Click **Spelling & Grammar** on the Proofing Group.

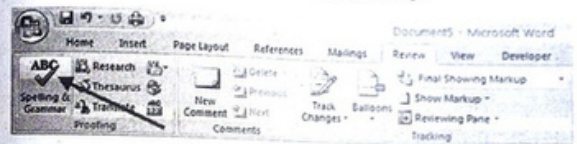


Fig. 68 : Spelling and Grammer tab

- Any errors will display a dialog box that allows you to choose a more appropriate spelling or phrasing.

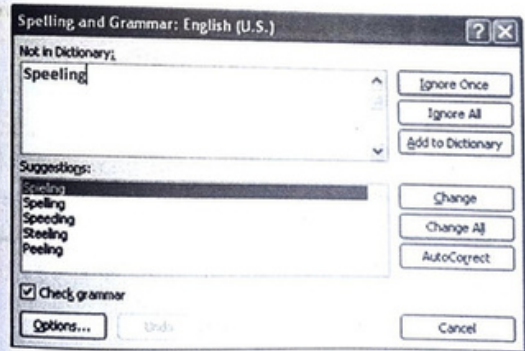


Fig. 69 : Spelling and Grammer Options

If you wish to check the spelling of an individual word, you can right click any word that has been underlined by Word and choose a substitution.

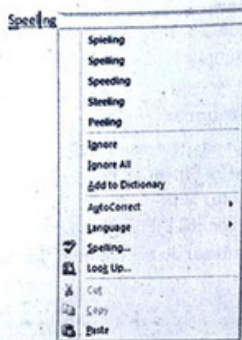


Fig. 70 : Popup window for spelling check

2.17.2 Thesaurus

The Thesaurus allows you to view synonyms. To use the thesaurus:

- Click the Review Tab of the Ribbon
- Click the Thesaurus Button on the Proofing Group.
- The thesaurus tool will appear on the right side of the screen and you can view word options.

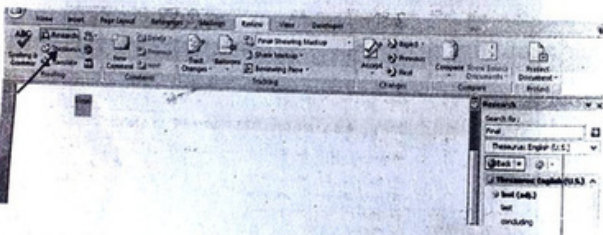


Fig. 71: Thesaurus Tab

You can also access the thesaurus by right-clicking any word and choosing Synonyms on the menu.



Fig. 72 : Popup window for synonyms

2.17.3 Customize AutoCorrect

You can set up the AutoCorrect tool in Word to retain certain text the way it is. To customize Auto Correct:

- Click the Microsoft Office button
- Click the Word Options Button
- Click the Proofing tab
- Click AutoCorrect Options button

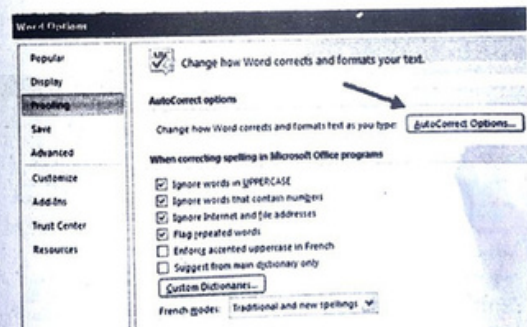


Fig. 73 : Auto Correct Options

- On the AutoCorrect Tab, you can specify words you want to replace as you type

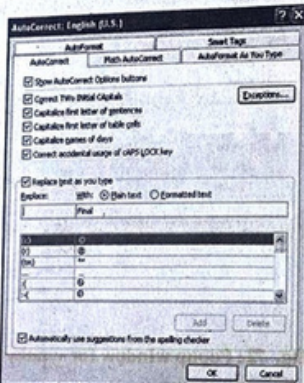


Fig. 74 : Autocorrect Editing Options

2.17.4 Create a New Default Dictionary

Often you will have business or educational jargon that may not be recognized by the spelling or grammar check in Word. You can customize the dictionary to recognize these words.

- Click the Microsoft Office button
- Click the Word Options Button
- Click the Proofing tab
- Click the When Correcting Spelling tab
- Click Custom Dictionaries

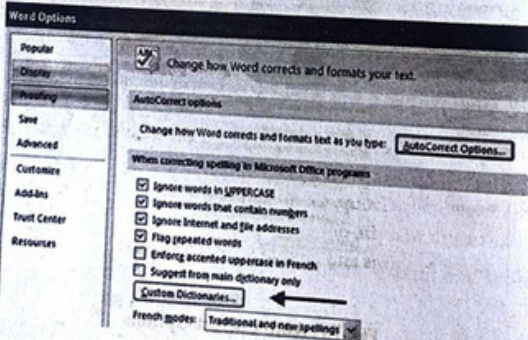
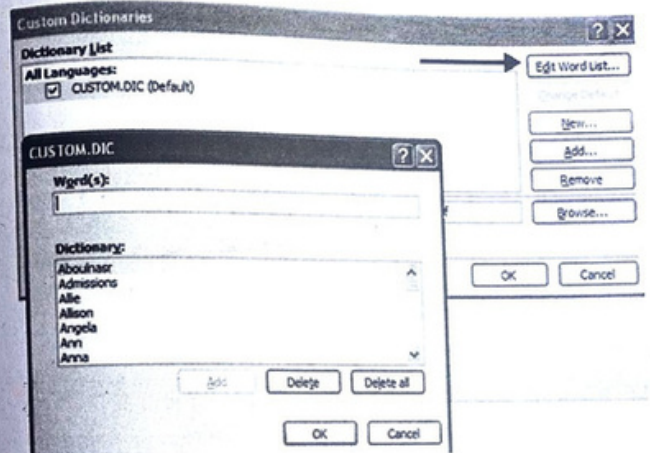


Fig. 75 : Dictionary Window

- Click Edit Word List
- Type in any words that you may use that are not recognized by the current dictionary.



2.18 Page Formatting

Page formatting is used to set the size, orientation, margins, page break etc. in our document. You may require various size of papers to take printout of your document, set various margins in document all these formatting is done through this options.

2.18.1 Modify Page Margins and Orientations

The page margins can be modified through the following steps:

- Click the Page Layout Tab on the Ribbon
- On the Page Setup Group, Click Margins
- Click a Default Margin, or
- Click Custom Margins and complete the dialog box.

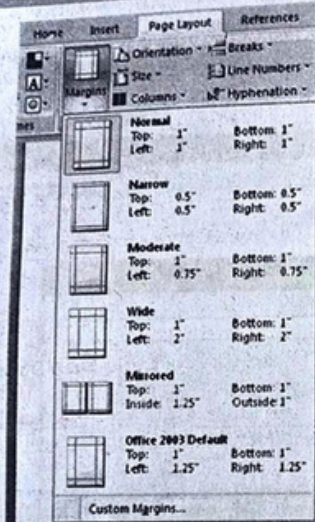


Fig. 76 : Margins Setup

To change the Orientation, Size of the Page, or Columns:

- Click the **Page Layout** Tab on the Ribbon
- On the **Page Setup** Group, Click the **Orientation**, **Size**, or **Columns** drop down menus
- Click the appropriate choice

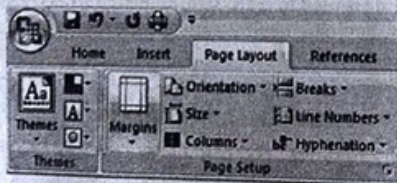


Fig. 77 : Page Layout Options

2.18.2 Apply a Page Border and Color

To apply a page border or color:

- Click the **Page Layout** Tab on the Ribbon
- On the **Page Background** Group, click the **Page Colors** or **Page Borders** drop down menus

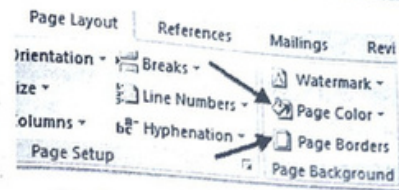


Fig. 78 : More Options fo Page layout

2.18.3 Create a Page Break

To insert a page break:

- Click the **Page Layout** Tab on the Ribbon
- On the **Page Setup** Group, click the **Breaks** Drop Down Menu
- Click **Page Break**



Fig. 79 : Page break

2.18.4 Insert a Cover Page

To insert a cover page:

- Click the **Insert** Tab on the Ribbon
- Click the **Cover Page** Button on the **Pages** Group
- Choose a style for the cover page

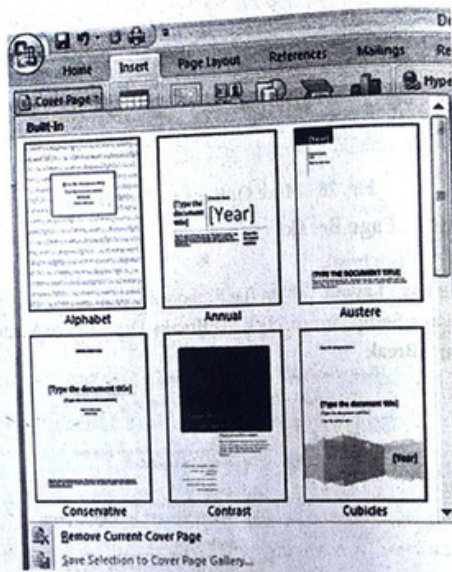


Fig. 80: Cover Page Options

2.18.5 Insert a Blank Page

To insert a blank page:

- Click the Insert Tab on the Ribbon
- Click the Blank Page Button on the Page Group

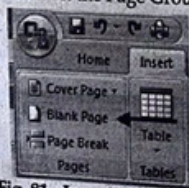


Fig. 81: Insert Blank Page

2.19 Bullets and List

Lists allow you to format and organize text with numbers, bullets, or in an outline.

Bulleted and Numbered Lists

Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.

To add a list to existing text:

- Select the text you wish to make a list
- From the Paragraph Group on the Home Tab, Click the Bulleted or Numbered Lists button

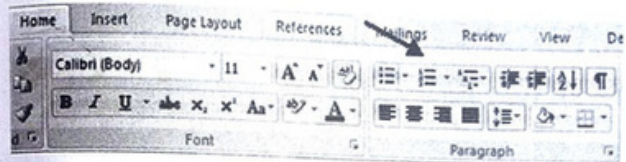


Fig. 82: Bullets and List

To create a new list:

- Place your cursor where you want the list in the document
- Click the Bulleted or Numbered Lists button
- Begin typing

Nested Lists

A nested list is list with several levels of indented text. To create a nested list:

- Create your list following the directions above
- Click the Increase or Decrease Indent button



Fig. 83: Indent Tab

Formatting Lists

The bullet image and numbering format can be changed by using the Bullets or Numbering dialog box.

- Select the entire list to change all the bullets or numbers, or Place the cursor on one line within the list to change a single bullet

- Right click
- Click the arrow next to the bulleted or numbered list and choose a bullet or numbering style.

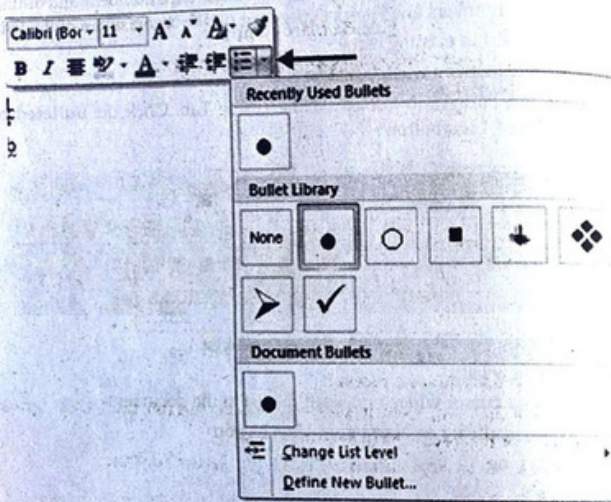


Fig. 84 : Recently Used bullets

2.20 Macros

Macros are advanced features that can speed up editing or formatting you may perform often in a Word document. They record sequences of menu selections that you choose so that a series of actions can be completed in one step.

Recording a Macro

To record a Macro:

- Click the **View** Tab on the Ribbon
- Click **Macros**
- Click **Record Macro**

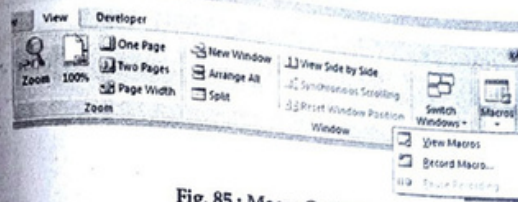


Fig. 85 : Macro Options

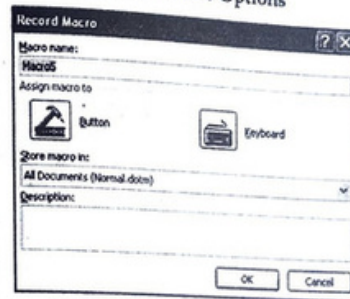


Fig. 86 : Record Macro Windows

- Enter a name (without spaces)
- Click whether you want it assigned to a button (on the Quick Access Toolbar) or the keyboard (a sequence of keys)
- To assign the macro a button on the Quick Access Toolbar:
- Click **Button**
- Under the **Customize Quick Access Toolbar**, select the document for which you want the Macro available

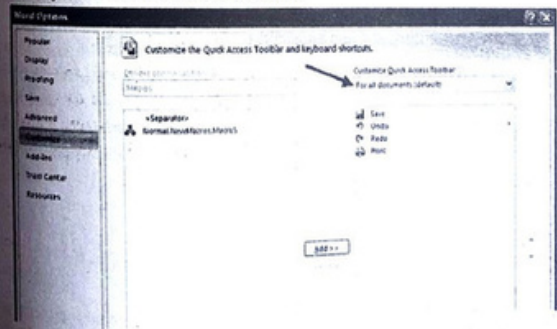


Fig. 87 : Quick Access Toolbar

- Under Choose Commands: Click the Macro that you are recording
- Click Add
- Click OK to begin Recording the Macro
- Perform the actions you want recorded in the Macro
- Click on Macros
- Click on Stop Recording Macros

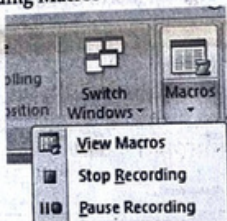


Fig. 88 : Macro Window

- To assign a macro button to a keyboard shortcut:
- Click Keyboard
- In the Press New Shortcut Key box, type the key sequence that you want and click Assign

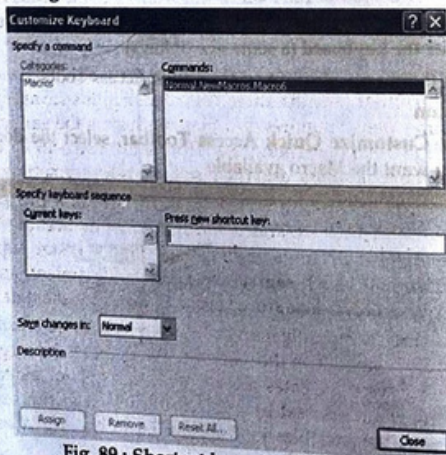


Fig. 89 : Shortcut key window to Macro

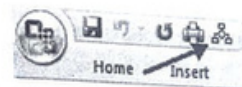
- Click Close to begin recording the Macro
- Perform the actions you want recorded in the Macro

- Click on Macros
- Click on Stop Recording Macros

Running a Macro

Running a macro depends on whether it's been added to the Quick Access Toolbar or if it's been given a Keyboard Shortcut.

- To run a Macro from the Quick Access Toolbar, simply click the Macro Icon



- To run a Macro from the Keyboard shortcut, simply press the keys that you have programmed to run the Macro.

2.21 Mail Merge

Creating each letter, e-mail message, or envelope individually would take hours. That's where mail merge comes in. Mail merge is very useful when you want to create a set of documents that are essentially the same but each document contains unique elements such as a person's name, address, greeting line, etc. Creating each document with different elements individually would take hours. When you use the mail merge feature, some of the content in the document remains the same while the selected element will be different in each document.

A mail merge is a method of taking data from a database, or any other form of structured data and inserting it into documents such as letters, mailing labels and name tags. It requires two files one storing the variable data to be inserted and the other containing the information that will be the same for each result of the mail merge and the instructions for formatting the data.

Now used generically, the term "mail merge" is a process to create personalized letters and pre-addressed envelopes or mailing labels mass mailings from a form letter - a word processing document which contains fixed text, which will be the same in each output document, and variables, which act as placeholders that are replaced by text from the data source.

The data source is typically a spreadsheet or a database which has a field or column for each variable in the template. When the mail merge is run, the word processing system creates an output document for each row in the database, using the fixed text exactly as it appears in the template, but substituting the data variables in the template with the values from the matching columns.

Common usage

A common usage is for creating "personalised" letters, where a template is created, with a field for "Given Name", for example. The templated letter

says "Dear <Given Name>", and when executed, the mail merge creates a letter for each record in the database, so it appears the letter is more personal. Another common usage is for creating address labels from a Customer Relationship Management database, or for mass emails with pertinent information in them, perhaps a username and password, Or a Organization Annual Business Report to share holders, Or Meeting letter of Club, etc.

Mail merging is done in following main steps:

1. Creating a Main document.
2. Creating a Data Source.
3. Adding the merge fields into main document.
4. Merging the data with the main document.

Using Mail Merge Wizard

- 1) To start a mail merge, open Microsoft Word, and click on the Mailings tab.

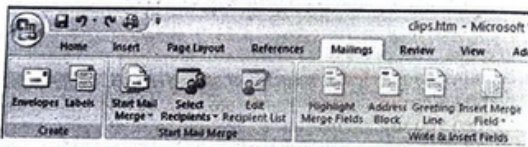


Fig. Mailing Tab

- 2) Find the Start Mail Merge button under the Mailings tab and click the arrow beside it. Choose the last option, Step by Step Mail Merge Wizard.

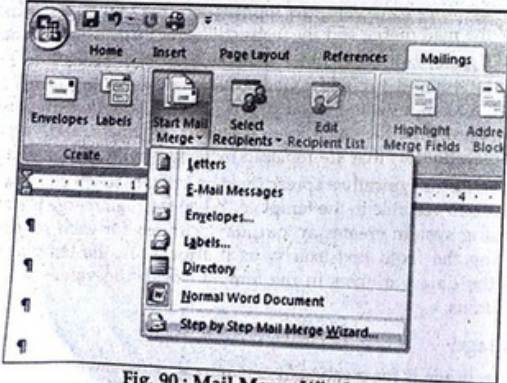
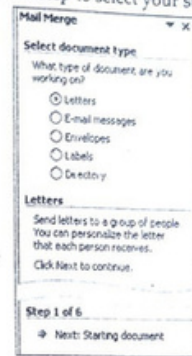


Fig. 90 : Mail Merge Window

- 3) This brings up the task pane as shown below. Select Letters (or whatever type you suits the job your working on) as the type of document and then click on the Next: Starting document link at the bottom of the task pane to go to the next step to select your starting document.



- 4) At this point you have options to use the current document you have open, to select a template, or to browse to an existing document not open. For this example we will start from a template. Select Start from a template. This brings up a link you click on to Select template.



Fig. 91 : Steps of Mail Merge Windows

- 5) This will open the Select Template dialog box. Select the Letters tab and choose Oriel Merge Letter. Click OK. This will take you to the next step in the Mail Merge process which you will select recipients.

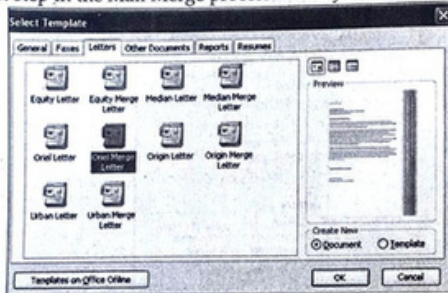


Fig. 92 : Mail Merge Letter Template

- 6) Select Use an existing list and click on the Browse link. Locate and open the file containing your data source. Your data source can be anything from a database holding thousands of records to a simple spreadsheet that contain 10 names. For this exercise we have used existing test spreadsheet.

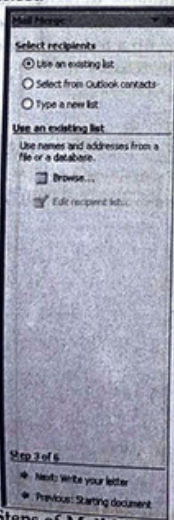


Fig. 93 : Steps of Mail Merge Whizard

- 7) This will open a dialog box in which you can select the table (the named range defined within Excel) containing the mail merge recipients info you want to put into the merge fields in your document. Select whatever you named the range in your spreadsheet containing the names and addresses you want to use for the mail merge ("attendees" our example).

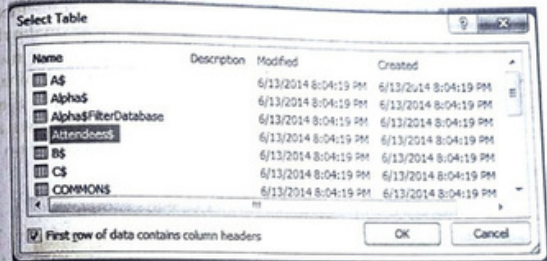


Fig. 94 : Selecting Table from Excel Workbook

- 8) Important: Be sure to check the box indicating that the First row of data contains column headers so that the field labels (Last Name, First Name, Address1, etc.) on your spreadsheet won't be mistaken for data. This opens the Mail Merge Recipients dialog box shown below. Here you can select which recipients to include or deselect by unchecking the check box by the name.

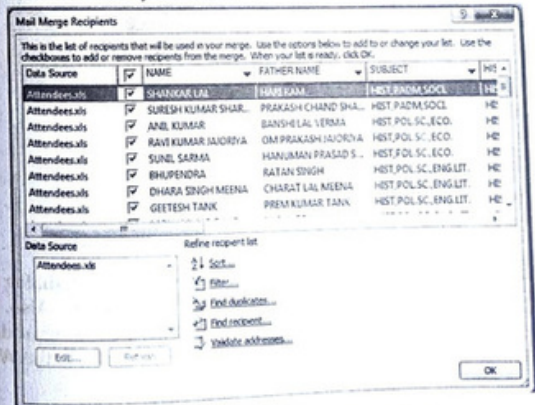
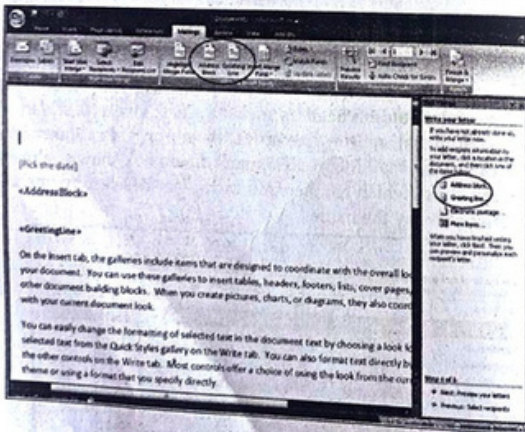


Fig. 95 : Mail Merge recipients list

- 9) You can sort and filter the list using the drop-down list located on each field name indicated by the triangular black arrow. Note there are also links to Sort and Filter or Find Duplicates and recipients in the Refine recipient list section. Click on the link **Next: Write your letter** to move onto the next step to edit the mail merge template letter content.
- 10) Notice that the Address Block and Greeting Line fields are already inserted into this template letter. If you weren't using a pre-formatted mail merge letter, you would just simply click on the links on the right to insert the Address block, Greeting line, or more items (more merge fields). You also have these same options on the Mailings toolbar at the top; you don't have to use the wizard each time you do a mail merge. Pick the date and replace the letter content with your own and then go on to the next step to preview your letters by clicking on the link at the bottom of the task pane.



- 11) When you click on the Address block link, the following dialog box appears in which you can choose the format of the address. Also, you can click on the Match Fields button to match the missing address field (the Match Fields button is also on the Mailings tab in the Write and Insert Fields grouping).



Fig. 96: Select the Naming convention for letter

- 12) When you click on the Match Fields button Word brings up the following dialog box. Use the Address 1 drop-down list to select the Street field name from the Excel spreadsheet.



13) Please note that you have buttons on both the **Preview Results** group on the **Mailings** ribbon as well as the task pane to look at different recipient info before going on to the next step to complete the merge. This will help you verify that all of your information has been entered correctly.

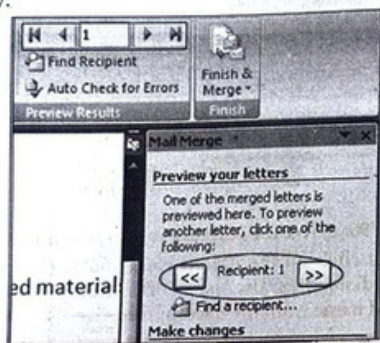


Fig. 97 : Preview Mail Merge

14) You can then click on the link, **Next: Complete the merge**, which the following message will appear:



Fig. 98 : Final Step of Mail Merge

15) Next, click on the link **Edit individual letters** which you can see from the screen tip is the link to **Merge to new document**. This is also a button on the **Finish & Merge** on the drop-down list on the **Mailings** Ribbon.

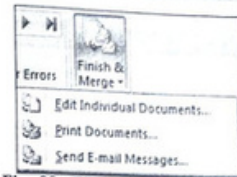


Fig. 99 : Finish Merge Window

16) The **Print** link on the Task Pane or **Print Documents** on the Ribbon drop-down list allows you to merge directly to the printer. When you click on the link to edit the letters, the following dialog box appears:

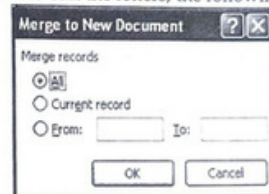


Fig. 100 : Merge Documents Window

17) You can choose whether to merge all or selected records. Click **OK** and then a new merged document entitled **Letters1** is created. It contains the individual letters for each recipient. If you look at the status bar, you will see that it indicates multiple letters. At this point you have completed a mail merge in Word 2007. When finished you can always save this document you created for future reference.

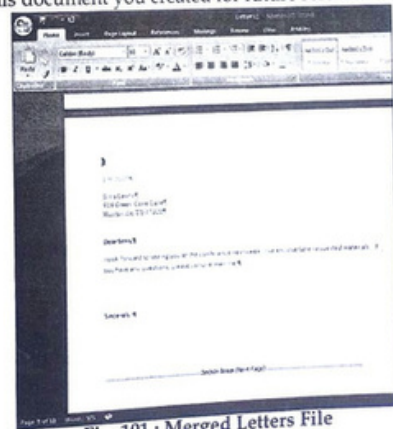


Fig. 101 : Merged Letters File

2.22 M.S. Word Supported various Document Formats

We can convert any word document in following formats using Save As option. When we had done all our work in MS Word then while saving our document using Save As option we have to choose the desired file format amongst many options available. As soon as we give the file name and choose the desired extension and click on save button our document will convert into the said format.

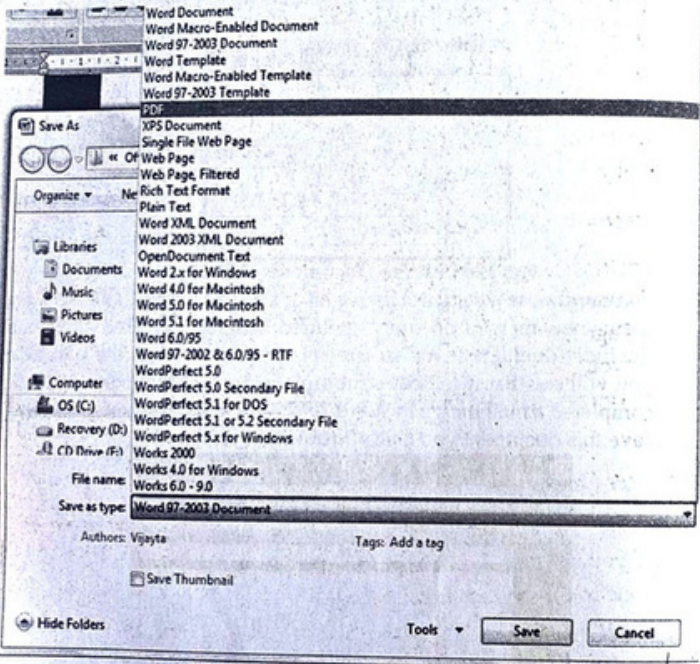


Fig. 102 : Save As file formats

Following are some of the formats that MS word will provide us

- PDF
- Rich Text Format
- Web Page Format
- Open Document Text

Exercises

Very Short Questions (upto 20 words)

(2 marks each)

1. Where the data goes temporarily if we use Cut option?
2. What is the file extension in MS Word?
3. What do you mean by ribbon?
4. What is short cut key of saving file?
5. What is difference between Save and Save As?
6. What do you mean by Title Bar?
7. What is use of Status bar?
8. What do you mean by Print Preview?
9. In which formats MS Word can convert document?
10. How will you start MS Word?

Short Questions (upto 80 words)

(4 marks each)

1. What are the features of MS Word ?
2. What do you mean by tables ?
3. What is Page Layout?
4. What do you mean by
5. What do you mean by combine and merge documents options in MS word?

Long Answer Questions

(12 marks each)

1. What do you mean by Mail Merge? Explain steps.
2. What is the role of Macros in MS Word?
3. Explain various short keys used in MS Word?
4. What is page formatting? What are its various options explain?
5. How will you insert Tables in MS Word. What are various options available for formatting tables.

