CHAPTER 4
MS-WORD

Microsoft Word is a word processor developed by Microsoft. It was first released on October 25, 1983[4] under the name Multi-Tool Word for Xenix systems.[5][6][7] Subsequent versions were later written for several other platforms including IBM PCs running DOS (1983), Apple Macintosh running Classic Mac OS (1985), AT&T Unix PC (1985), Atari ST (1988), OS/2 (1989), Microsoft Windows (1989), SCO Unix (1994), and macOS (2001). Commercial versions of Word are licensed as a standalone product or as a component of Microsoft Office, Windows RT or the discontinued Microsoft Works suite. Microsoft Word Viewer and Office Online are freeware editions of Word with limited features.

4.1 File Menu: Save, Save As, Print, Page Setup

Open a document is the same as clicking on the yellow folder with a forward arrow. It allows you to browse for a document type that you want to open. You can have multiple documents open at the same time.

Close allows you to close a document. If there are unsaved changes, Word will prompt you to save or abandon the changes before actually closing it.

Save allows you to update changes you are making to the document and stores it on the hard drive so that you won't lose your work that has been completed if there is a power interruption or other system malfunction – computers can malfunction, and usually do so at the most inconvenient times. Save your work often. If you have created a new document and not given it a name, the first time you Save, it will take you to the Save As dialog box.

Save As allows you to tell Word the name of your document and the folder that you want to store it in. It also allows you to select different formats so that you can save a copy of your Word document in a WordPerfect or Corel format, for instance, for compatibility with other computer systems.

Page Setup allows you adjust the size of your margins, to turn your document from the standard Portrait to Landscape.

Print Preview allows you to see how your document will look when it is printed. If you are doing a letter and want to have it spaced evenly on the page, it will help you to see where the top margin ought to be.

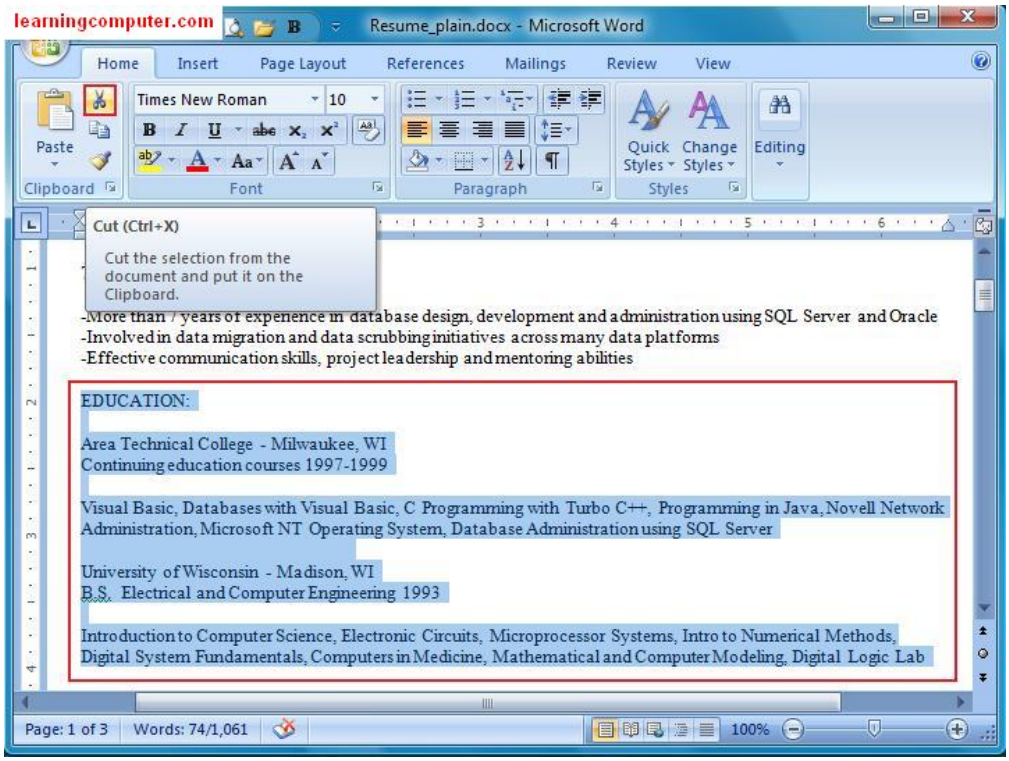
Print allows you send a file to the printer to be printed.

Properties describes your document as the system sees including the date it was created, last modified, etc. It also lists statistics on the number of pages, paragraphs, line, words, characters, etc.

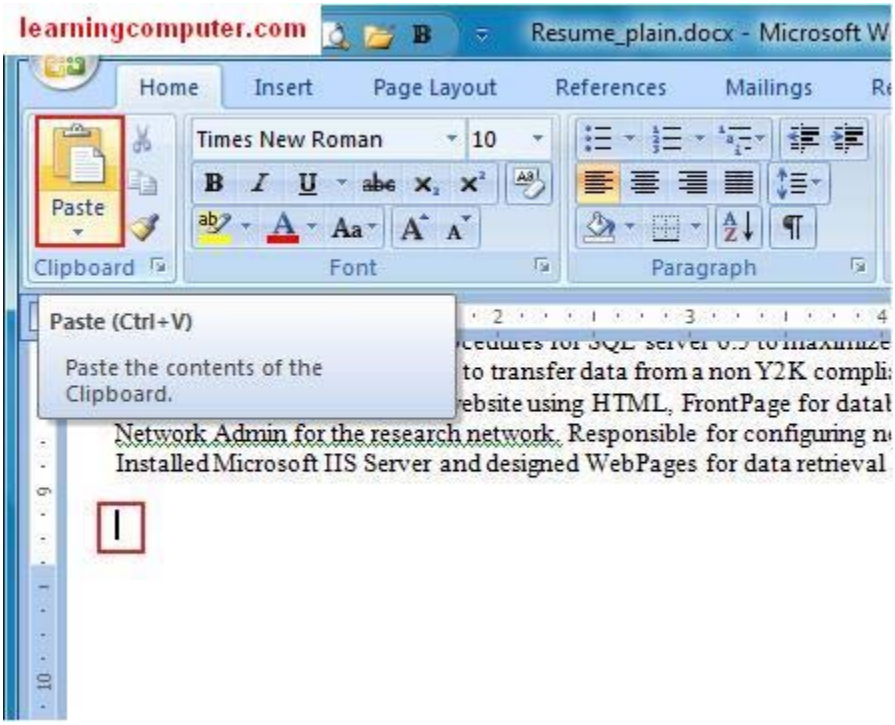
4.2 Home Menu: Cut, Copy, Paste, Find, Replace, Format Painter, Bullets & Numbering, Change Case

The Home Tab is by far the most important Tab in Microsoft Word 2007. The Home Tab contains all the commands that are used most often. These include formatting commands like changing text size, font style, font color, list types, and clipboard functionality like Cut, Copy and Paste. Furthermore, the home tab in Word 2007 includes features like text alignment, line spacing, gallery styles and theme settings. Finally, the Home Tab includes the ability to find and replace text.

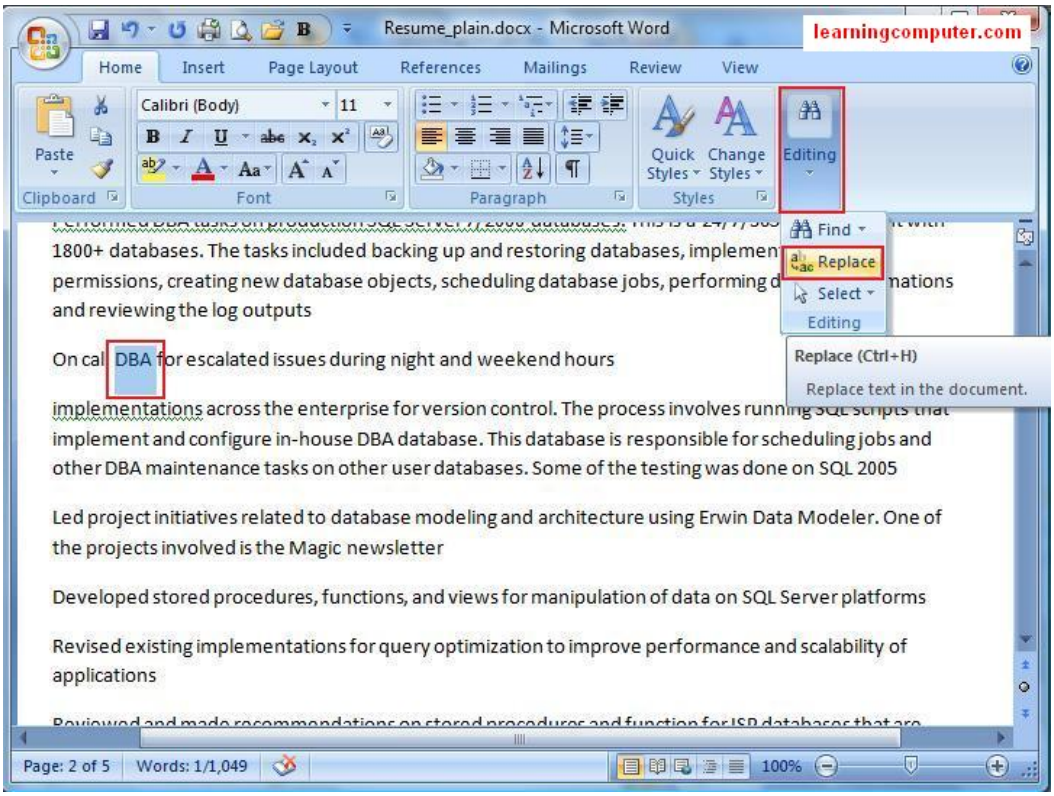
CUT:
You can first select the text using the keyboard or mouse. Next you can click on Cut button to add this to the clipboard.



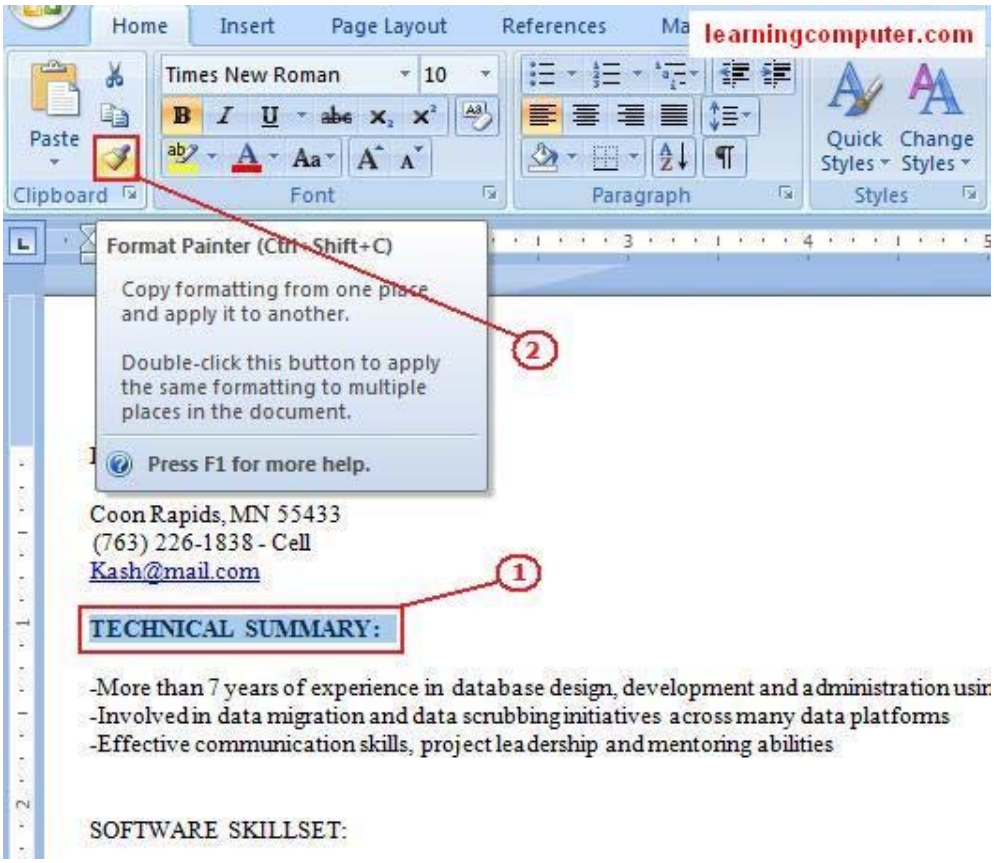
PASTE:
click on the Paste command under the Clipboard group to insert the section



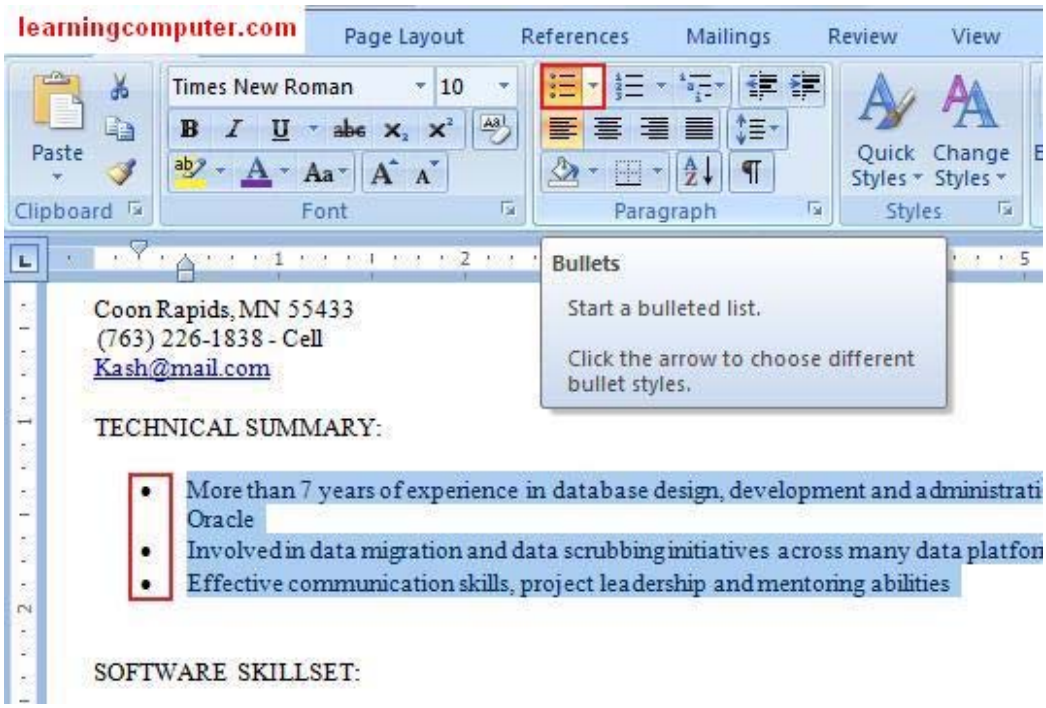
FIND & REPLACE: Say you wanted to find a certain text or expression in your document, no problem. You can use the Find command to do just that. You can even change the text easily by using the replace command.



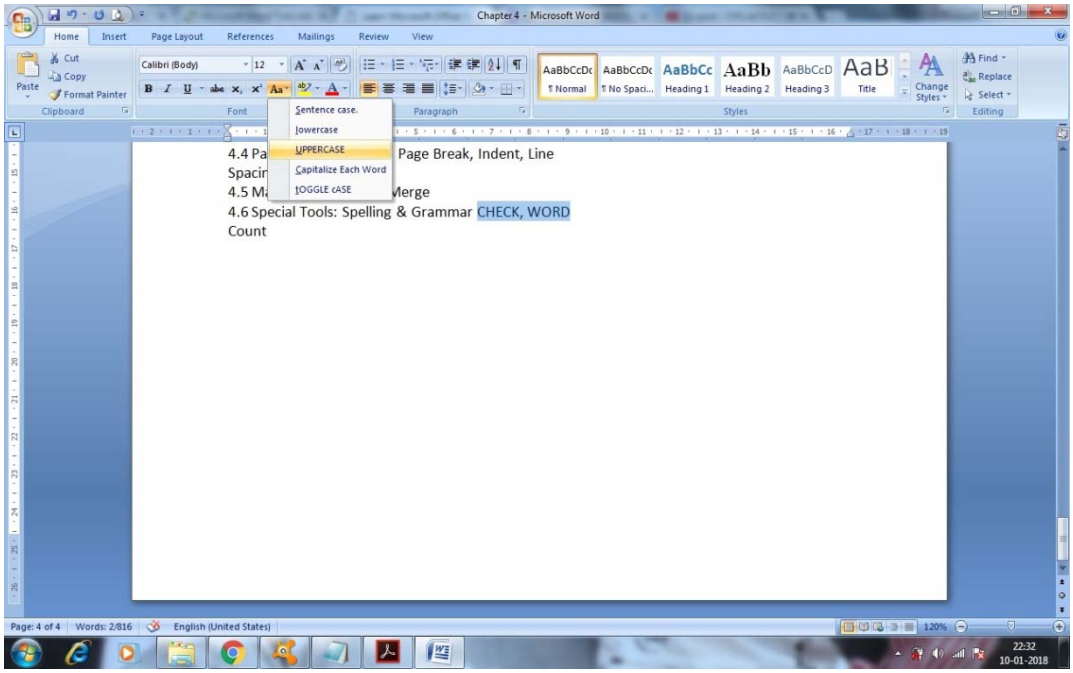
Format Painter: This is a handy little feature that will let you copy formatting from one place to another using the mouse.



Bullets & numbering: will select the section and then click on Bullets command on the paragraph group.



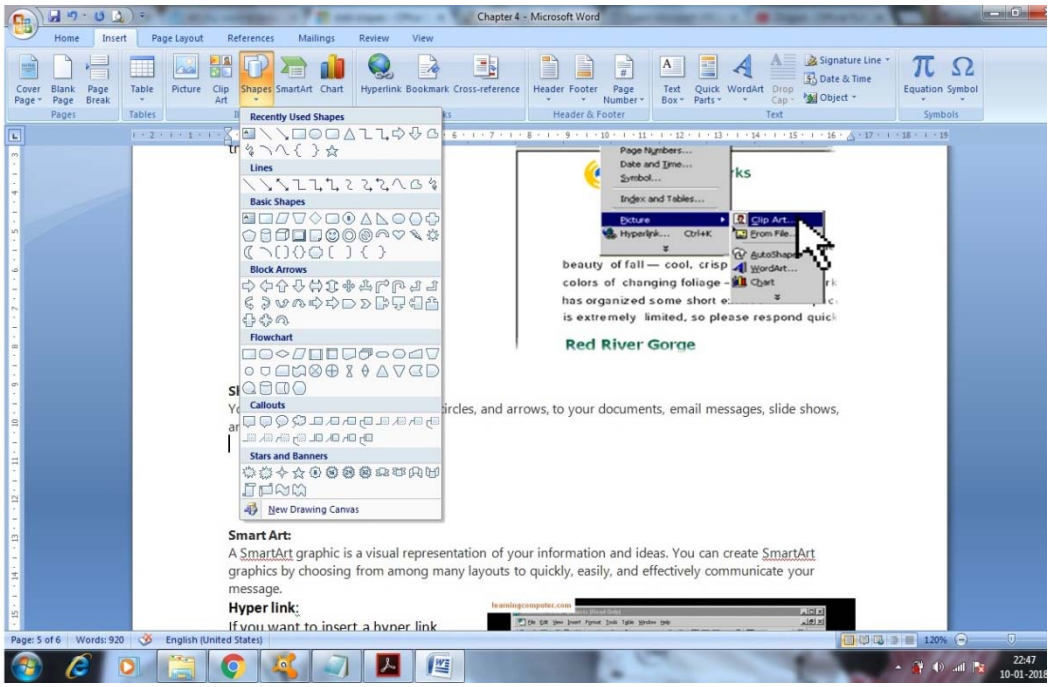
CHANGE CASE:
To change the selected text to different cases



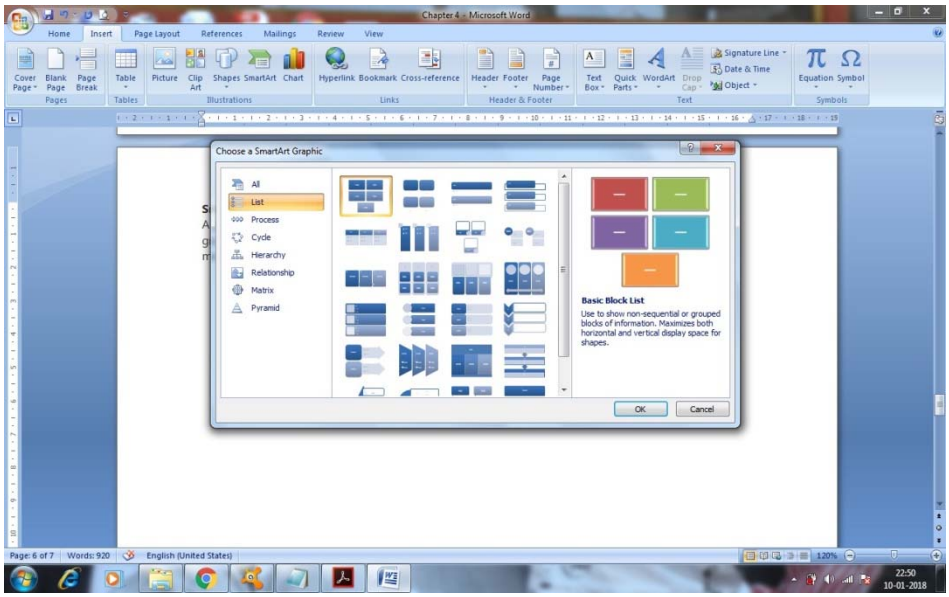
4.3 Insert Menu: Table, Pictures, Shapes, Smart Art, Chart, Hyperlink, Header & Footer, Text Box, Drop Cap, Symbol

Picture:
If you want to insert a picture or image this is the one to use.

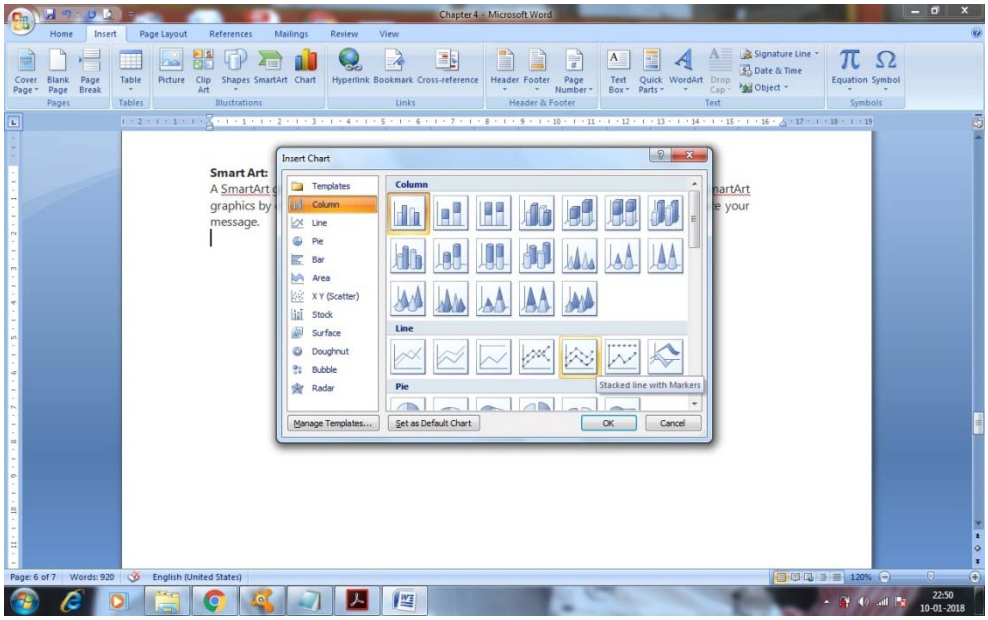
Shapes:
You can add shapes, such as boxes, circles, and arrows, to your documents, email messages, slide shows, and spreadsheets.



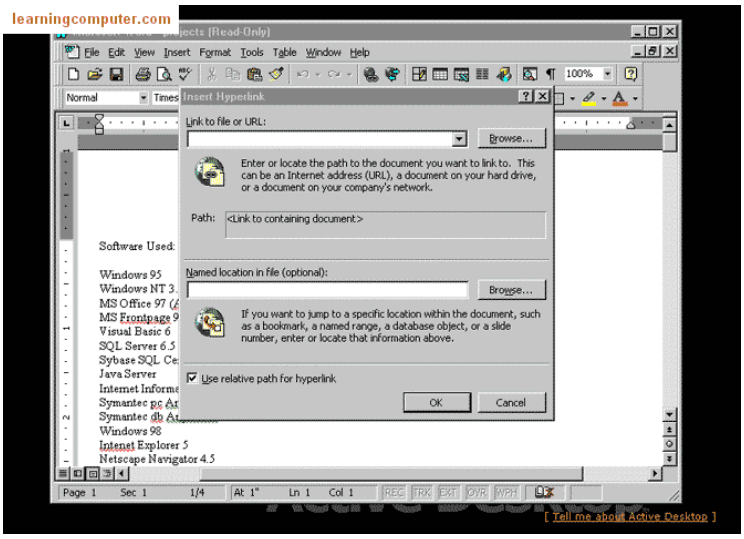
Smart Art:
A SmartArt graphic is a visual representation of your information and ideas. You can create SmartArt graphics by choosing from among many layouts to quickly, easily, and effectively communicate your message.



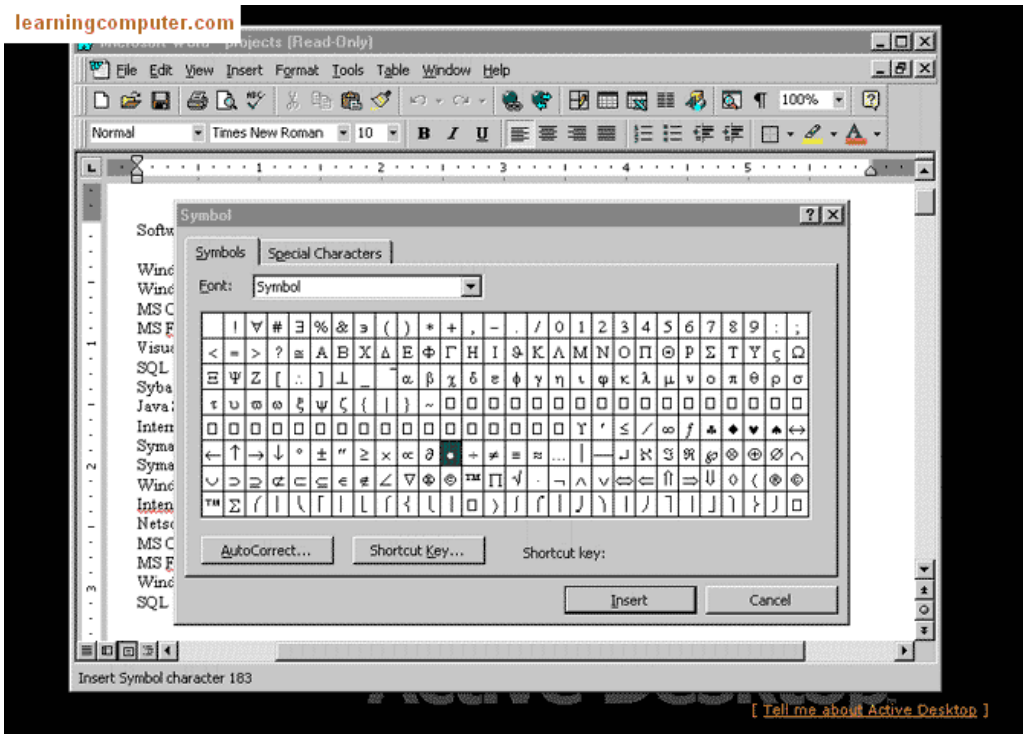
Charts:
You can insert many kinds of data charts and graphs, such as column charts, line graphs, pie charts, bar charts, area graphs, scatter graphs, stock charts, surface charts, doughnut charts, bubble graphs, and radar graphs.



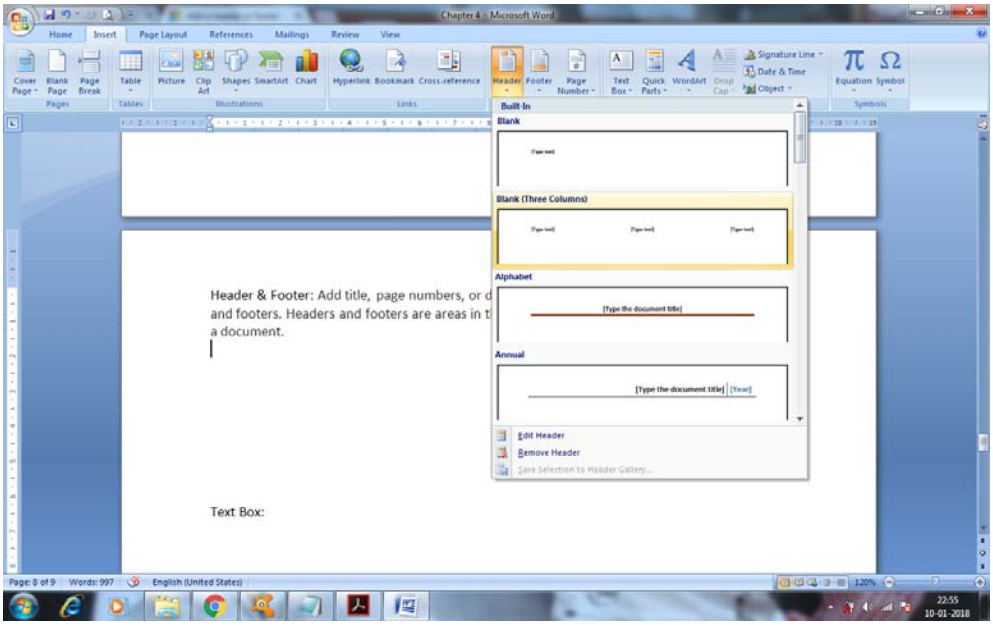
Hyper link:
If you want to insert a hyper link from the internet, you can do so by using this feature.



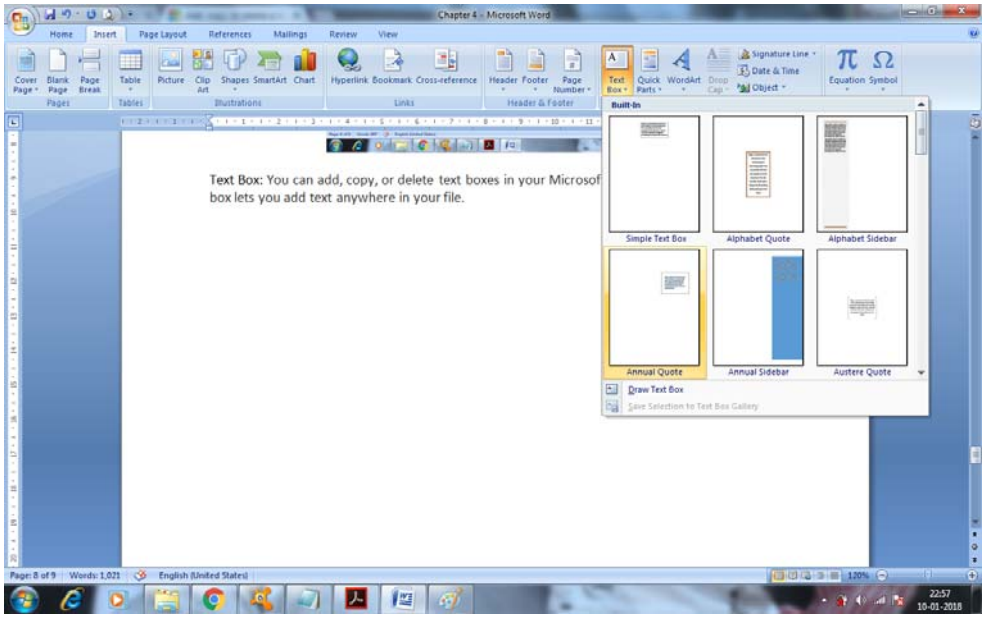
Symbol:
Lets you enter special characters in the document



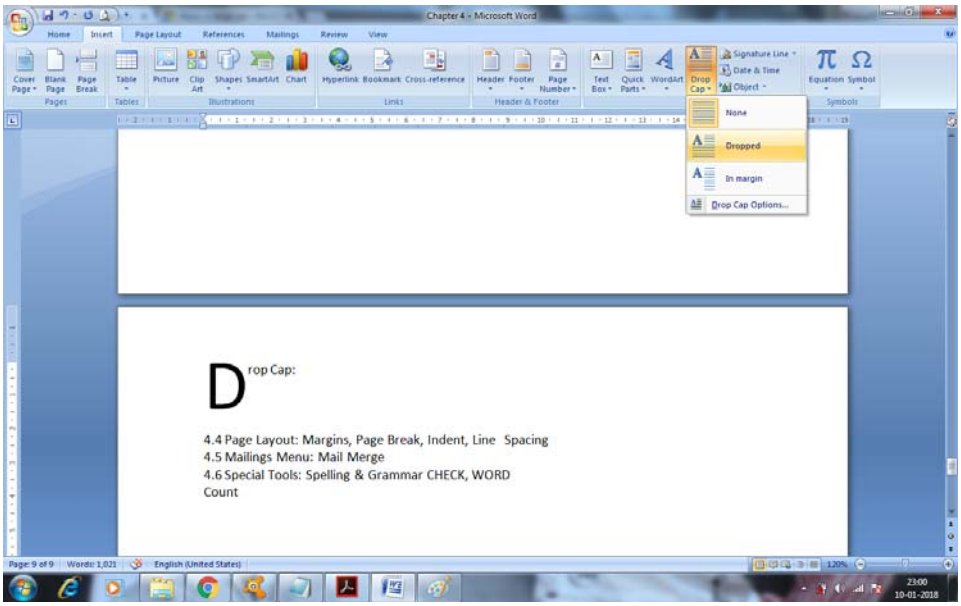
Header & Footer: Add title, page numbers, or dates to every page in a document using headers and footers. Headers and footers are areas in the top, bottom, and side margins of each page in a document.



Text Box: You can add, copy, or delete text boxes in your Microsoft Office applications. A text box lets you add text anywhere in your file.

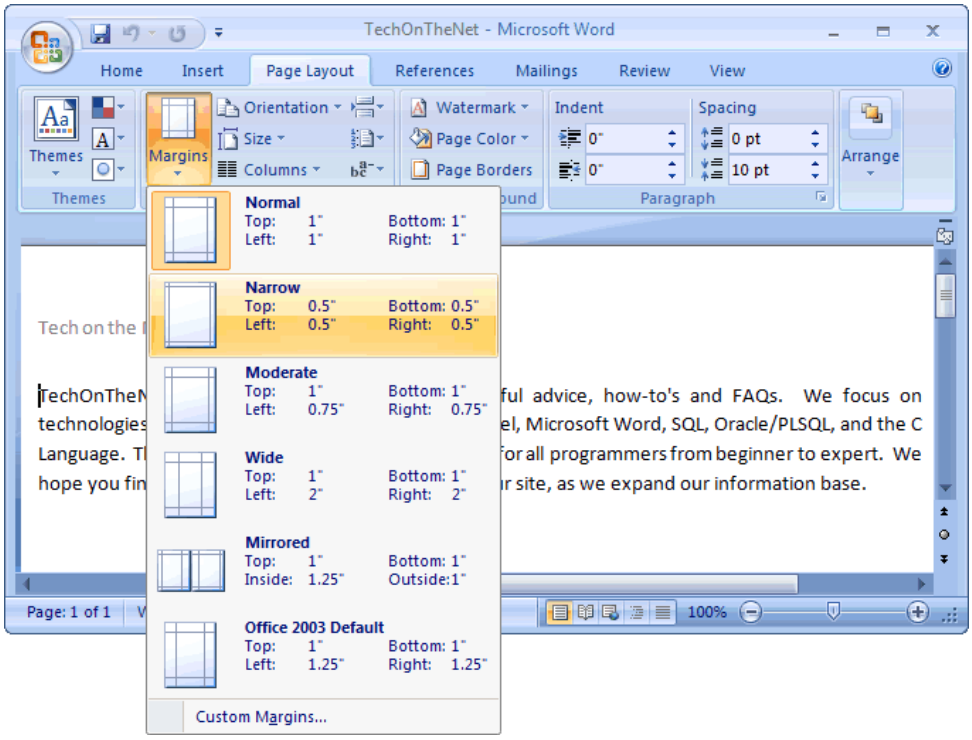


Drop Cap: A drop cap is a large capital letter at the beginning of a text block that has the depth of two or more lines of regular text.

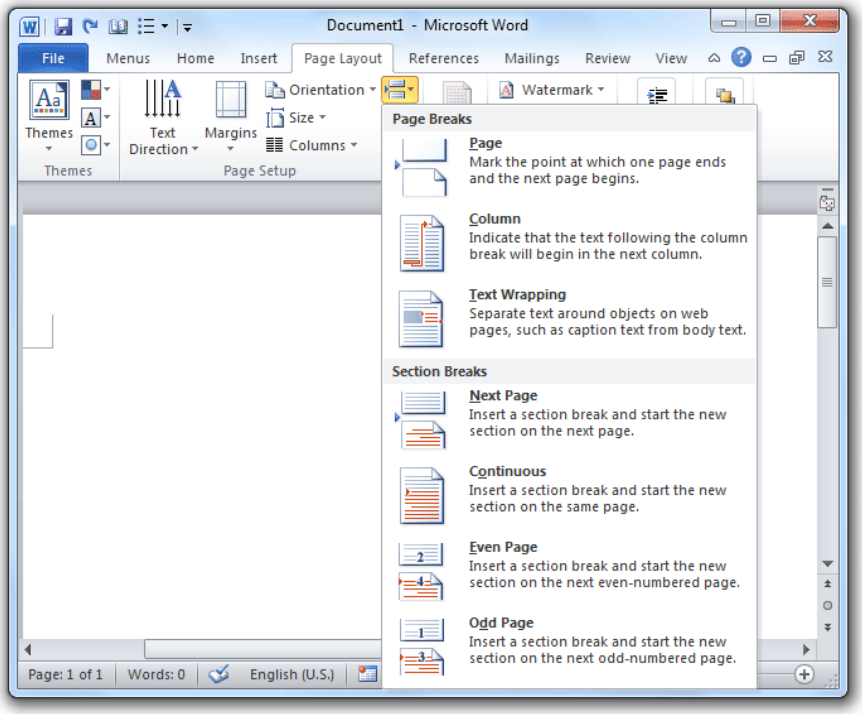


4.4 Page Layout: Margins, Page Break, Indent, Line Spacing

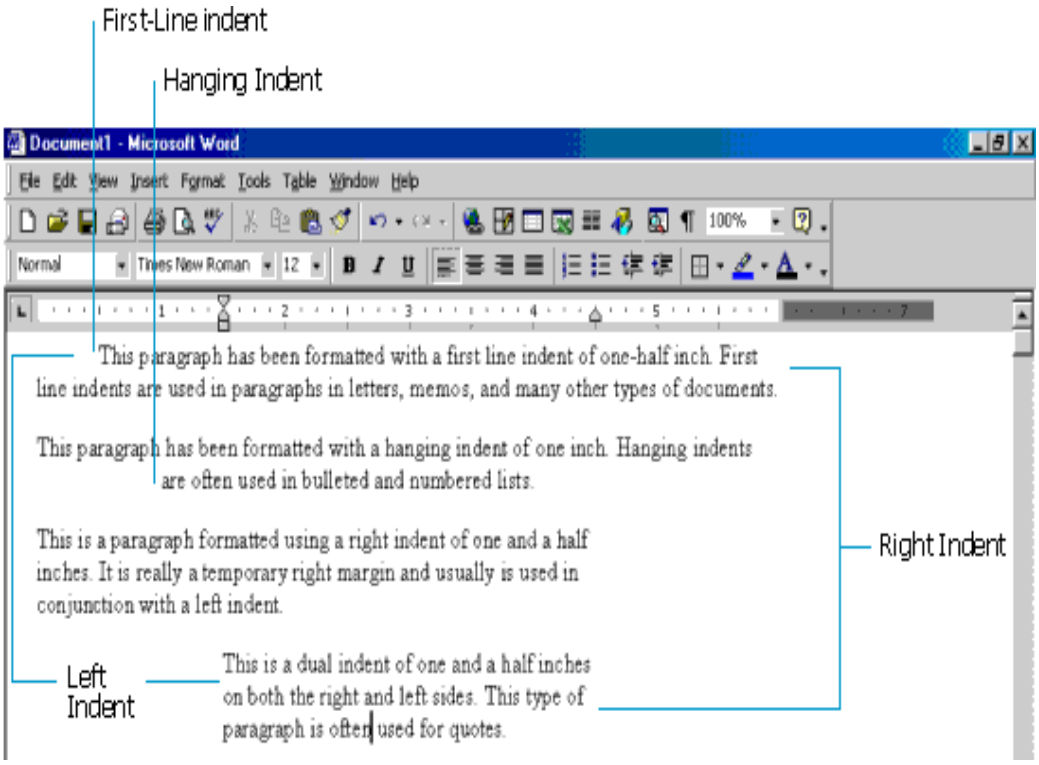
Margins: In Word, you can customize or choose predefined margin settings. Word automatically sets a one-inch page margin around each page. You also can set margins for facing pages, allow extra margin space to allow for document binding, and change how margins are measured.



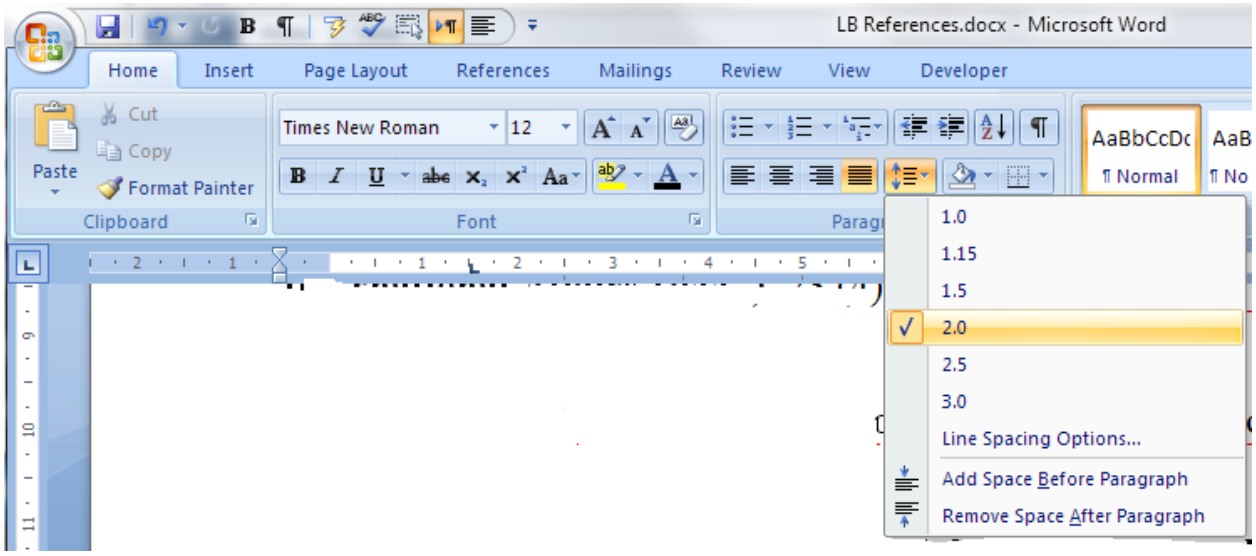
Page Break: Word automatically inserts a page break at the end of each page when you create a document. You can manually add a page break somewhere else in your document.



Indent: With a first line indent, the first line of a paragraph is indented more than the other lines in the paragraph.



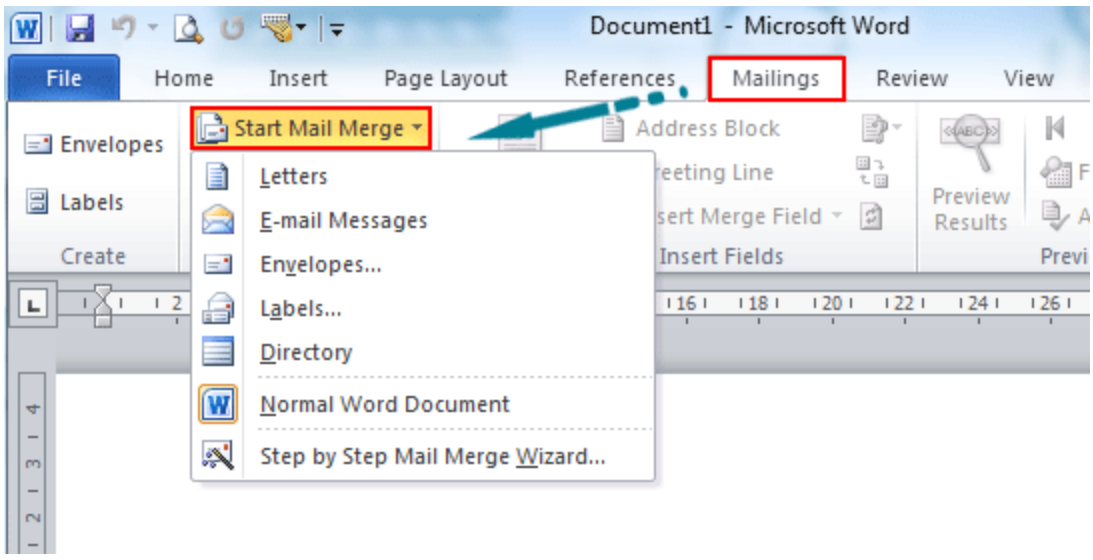
Line Spacing: The fastest way to change the amount of space between lines of text or between paragraphs for an entire document is to use the **Paragraph Spacing** option on the **Design** tab, which changes both at the same time.



4.5 Mailings Menu: Mail Merge

Mail merge is used to create multiple documents at once. These documents have identical layout, formatting, text, and graphics. Only specific sections of each document varies and is personalized. The documents Word can create with mail merge include bulk labels, letters, envelopes, and emails. There are three documents involved in the mail merge process:

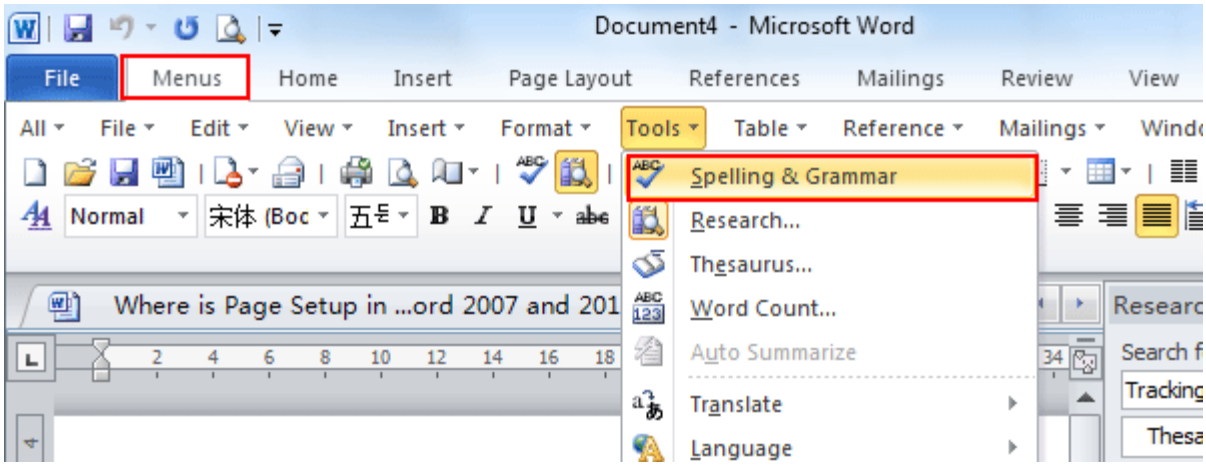
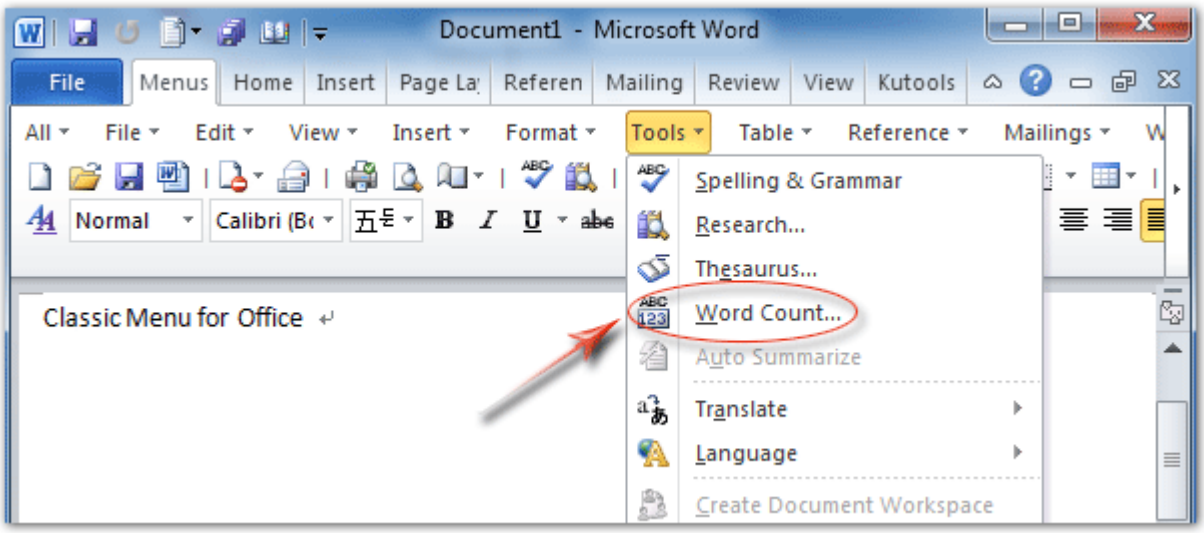
- Your main document
- Your data source
- Your merged document



4.6 Special Tools: Spelling & Grammar CHECK, WORD Count

Spelling & Grammar Check:

Office programs come with the ability to check the spelling and grammar in your file.
The spelling and grammar checker, often called spell check, in the same location for Word and Excel.



Word Count: Word counts the number of words in a document while you type. Word also counts pages, paragraphs, lines, and characters.