



LUMS

Information Systems and Technology

2017



MICROSOFT OFFICE
WORD



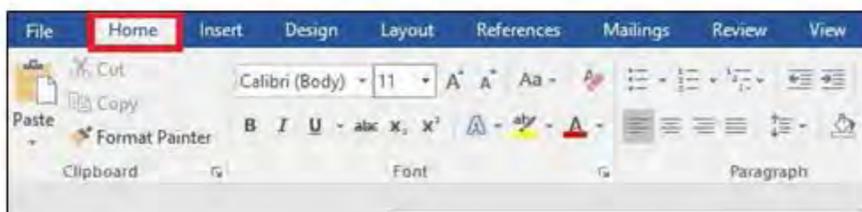


Microsoft Office Word

Microsoft Word is a widely used word processor designed by Microsoft. It is a component of the Microsoft Office suite. It was initially launched in 1983 and has since been revised numerous times. It is often called simply Word or MS Word. Word brings your ideas to life with collaboration, editing tools, and design. It allows you to compose in your own words, and then format text with different themes and designs to give your document a better look. Moreover, you can polish your words with powerful proofing tools and style suggestions from Editor. With a web browser or the Word Mobile app, you can view and edit docs from wherever and whenever a thought strikes.

1: The Home Tab

The home tab is the basic workspace in a document. It is about the basics of how text looks when it is printed or displayed online. It gives access to both direct and style-based formatting. Because of the importance of styles to using Word effectively, this tab devotes a great deal of space to styles.



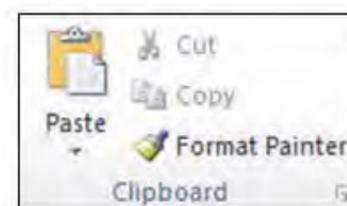
The Home Tab has its controls arranged in five groups:

- Clipboard
- Font
- Paragraph
- Styles
- Editing

1.1: Clipboard

The clipboard group is on the far left of the Home Tab and it includes:

- Cut
- Copy
- Paste
- Format Painter



1.1.1 Cut: The Cut Button is the mouse equivalent of Ctrl+X. It deletes content from the current location and puts it in the Clipboard. Another way of looking at this is that it is the beginning of moving text from one part of a document to another

1.1.2 Copy: The Copy Button also puts selected text or graphics into the Clipboard. It remains where it is, though. The keyboard equivalent for this is Ctrl+C.

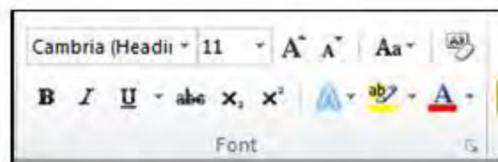
1.1.3 Paste: The Paste Button is the mouse equivalent of Ctrl+V. It allows to paste the copied text or graphics.

1.1.4 Format Painter: This option is used to quickly apply the same formatting, such as color, font style and size, and border style, to multiple pieces of text or graphics. The format painter lets you copy all of the formatting from one object and apply it to another one. You can assume this option as copying and pasting for formatting.



1.2: Font

The font group has to do with how characters look. It is distinguished from the paragraph group where the formatting handles the entire paragraph. Certain options are available such as font style, font size and font color. Other options such as bold, italic and underline the text are also available.



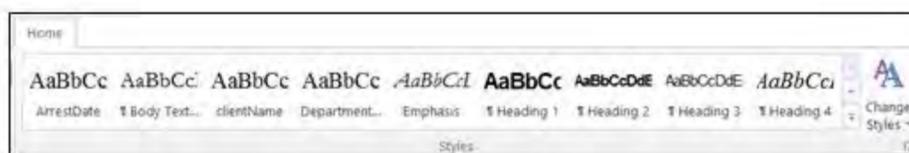
1.3: Paragraph

The paragraph group allows you to set bullets in different styles. It also gives an option to align your content as you wish. You can choose from Left, Right, Center and Justified alignment options. There is also an option available called Line Spacing that you can set according to your requirement. Other options like highlighting text and borders are also available in this group.



1.4: Styles

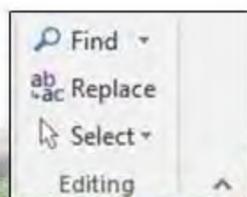
Styles allows to previews, manage and customize text styles. You can select from different options available as per your requirement.



1.5: Editing

The Editing Group actually appears on the far right end of the Home Tab. The Editing Group has three choices which are:

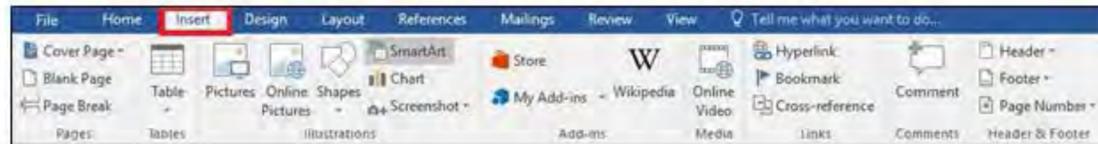
- Find
- Replace
- Select





2: The Insert Tab

The Insert tab can be used to insert different things to your document. The most common options used are;



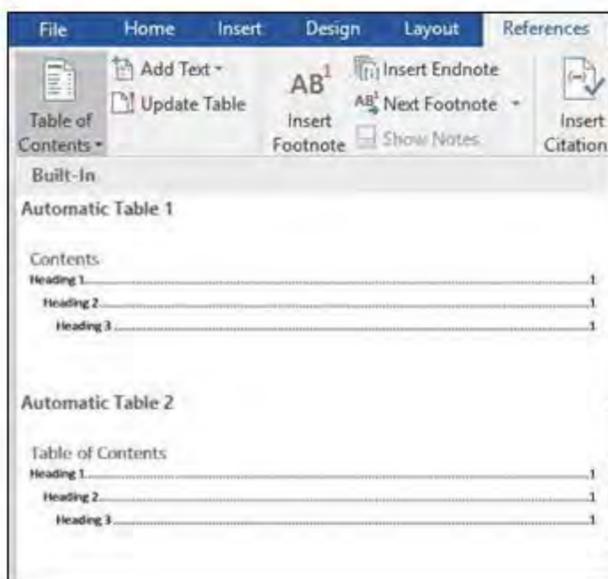
- Pictures
- Shapes
- Tables
- Symbols
- Equations
- Charts
- Document Header
- Document Footer
- Page Numbers

3: The References Tab

The references tab is used to insert different types of references such as Table of contents, citations, endnotes and footnotes etc.

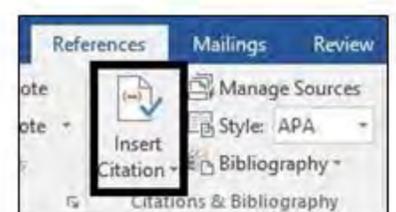
3.1: Inserting Table of Contents

MS Word allows to insert automatic pre designed table of contents. To insert table of contents automatically, you have to make sure that you are using headings from Styles Tab. Whenever you type a heading for your document, mark it as heading from styles tab. In this way word recognize the text as heading and pick it up while inserting table of contents. If you do not mark the text as heading, then table of contents will not show anything.



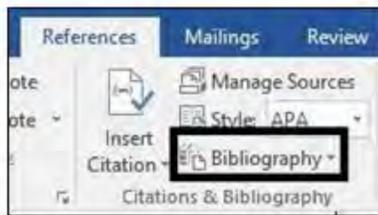
3.2: Inserting Citations

Word allows to automatically insert citations/references to your document. To use this feature, you have to manually add citations while you create your document using Insert Citation feature.



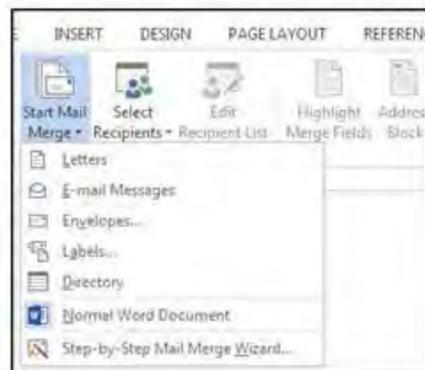


Using the Add New Source you can give details to your reference. Once done click OK. In this way you have to insert manually references as you create your document. Once the document is finalized you can use Bibliography to insert these references in the required style. Word has different styles for instance APA, Chicago, IEEE etc and it automatically formats your references according to these styles.

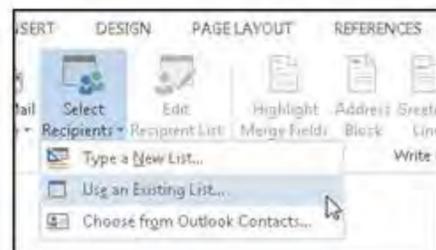


4: Mail Merge

1. On the Mailings tab, in the Start Mail merge group, choose Start Mail Merge, and then choose the kind of merge you want to run.

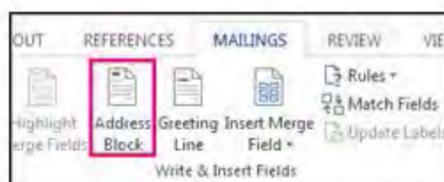


2. Choose Select Recipients

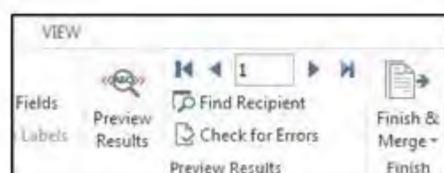


3. You can either create a new list or use an existing excel spreadsheet. To use an existing sheet, you have to give the path for that specific sheet.

4. You can insert one or more mail merge fields that pull the information from your spreadsheet into your document. For instance, to insert an address block for an envelope, a label or an email message choose Address Block in Write & Insert Fields group.

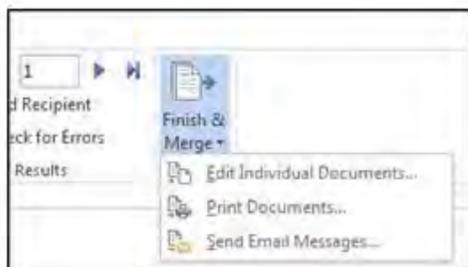


5. After you insert the merge fields you want, preview the results to confirm that the content is okay. and then you're ready to complete the merge process. To do this choose Preview Results. On the Mailings tab and choose the Next or Previous record button to move through records in your data source and view how the records will appear in the document.





6. Once all verified choose Finish & Merge in the Finish group



USEFUL KEY SHORTCUTS

| KEYSTROKE | FUNCTION |
|------------------|--|
| Ctrl + A | Select all contents of the page. |
| Ctrl + B | Bolds selected text |
| Ctrl + C | Copy selected text |
| Ctrl + D | Open font preferences window |
| Ctrl + E | Aligns the line or selected text to the center of the screen |
| Ctrl + F | Open find box |
| Ctrl + I | Italic selected text |
| Ctrl + J | Aligns the selected text or line to justify the screen |
| Ctrl + K | Inserts a hyperlink |
| Ctrl + L | Aligns the selected text to the left of the screen |
| Ctrl + M | Indent the paragraph |
| Ctrl + N | Opens new, blank document window |
| Ctrl + P | Open the print window |
| Ctrl + R | Aligns the line or selected text to the right of the screen |
| Ctrl + S | Save the open document |
| Ctrl + U | Underline the selected text. |
| Ctrl + V | Paste copied text |
| Ctrl + X | Cut selected text |
| Ctrl + Y | Redo the last action performed |
| Ctrl + Z | Undo last action |
| F1 | Open Help |
| F4 | Repeats your most recent action |
| F7 | Spellcheck and grammar check selected text or document |
| Shift + F3 | Toggles through capitalization options |
| Ctrl + Shift + N | Applies the Normal style |
| Ctrl + Shift + C | Copies the formatting of selected text |
| Ctrl + H | Opens the Find And Replace dialog box |