
UNIT 5 INTRODUCTION TO MS-WORD

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5.1 INTRODUCTION

Microsoft Office includes Word, Excel, PowerPoint, Access, Outlook, the Office shortcut Bar and Office Assistant.

In this unit we will mainly discuss MS Word. MS Word is a Microsoft software that lets you create letters, memos, reports, term papers etc.

Objectives

After going through this unit, you should be able to:

- open MS-Word,
- handle Document Window,
- edit Text, and
- use Help Menu.

5.2 STARTING MS-WORD

Microsoft Word is a word processor. It helps us create letters, memos, reports, term papers. We can also edit, print and send as mail these items from Word.

1. Click on the Start button at the bottom left corner of the Win2000 desktop.

 **NOTE**

Microsoft Office is a suite of software including word processor -Word, spreadsheet - Excel, presentation manager -PowerPoint, Database -Access, Mail manager -Outlook, etc.

 **NOTE**

Word Processor is a software that is used to create, edit and format any document.

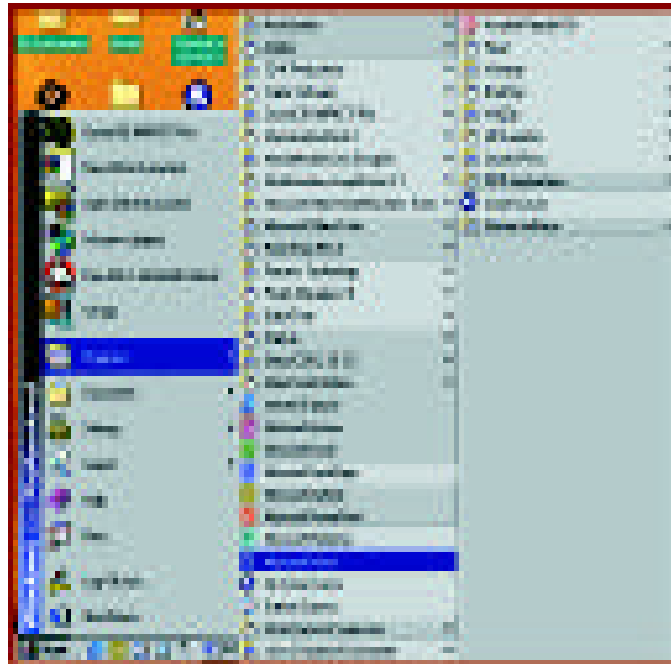


Figure 5.1 : Opening MS Word

2. Select the Programs option of the Start menu as you can see in the Figure 5.1.
3. Select the Microsoft Word option from the Programs submenu as shown in the Figure 5.1 This starts Microsoft Word with a new document.

5.3 DOCUMENT WINDOW

A new blank document is shown each time you start Word. This is the Document window. The Document window contains individual Word files. Word document window is shown in the Figure 5.2.

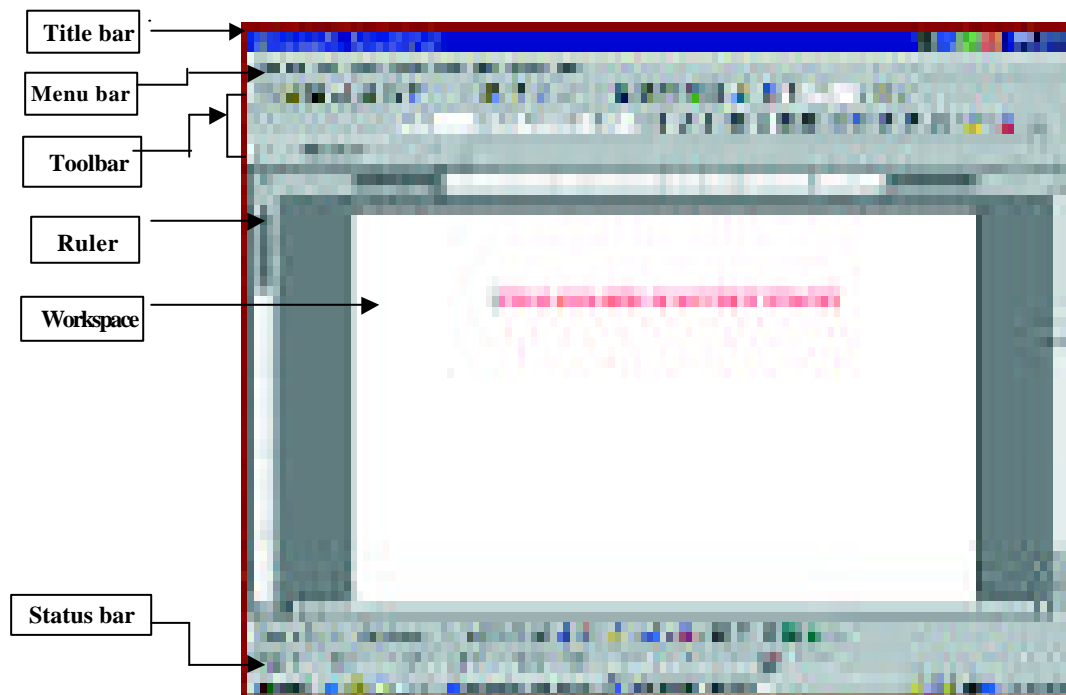
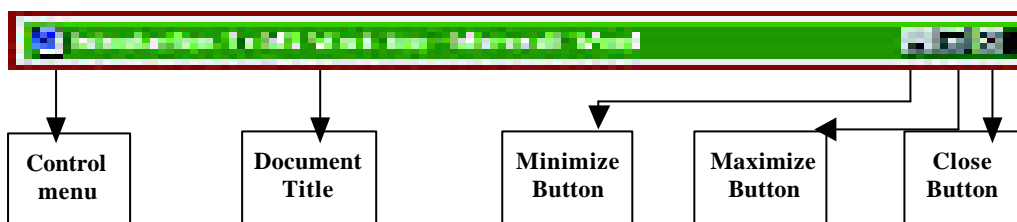


Figure 5.2 : Blank Document

5.3.1 Components of Document Window

There are many components of Document window. Some of these are as under:

Title Bar



Title Bar displays a number of items about the currently active document.

- Name of the program i.e. the Document Title
- Control menu icon
- Maximize button
- Minimize button
- Restore
- Close buttons

Menu Bar



It is positioned below the title bar. It contains nine options:

- File
- Edit
- View
- Insert
- Format
- Tools
- Table
- Window
- Help

Each of these menu bar items has drop-down menus.

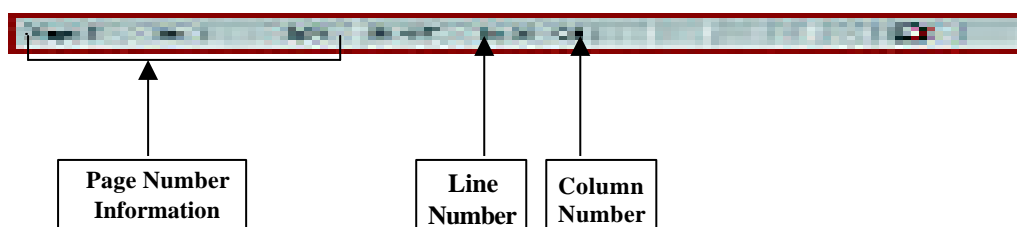
Ruler Bar



Ruler bar allows you to format the vertical alignment (the way text appears in the document area) of text in a document. It is also used to set tab stops (the spaces the cursor will move when you press TAB key) on a line of text.

You can select the Ruler option from the View menu to display or hide the ruler bar.

Status Bar



→ NOTE

File menu item provides the basic option of Opening, Saving, Printing, etc.

Edit menu item provides Cutting, Copying, Pasting, Searching and Replacing, etc

View menu item lets you show or hide various toolbars.

Insert menu item lets you insert page numbers, header and footers, picture, etc.

Format menu item provides the formatting functions.

Tools menu item provides the AutoCorrect, AutoText, Spell Checker, etc tools.

Table menu item lets you insert and edit tables.

Window menu item lets us view open documents and with many arrangements like tiled, split, etc.

Help menu item provides you with the MS Word customized help.

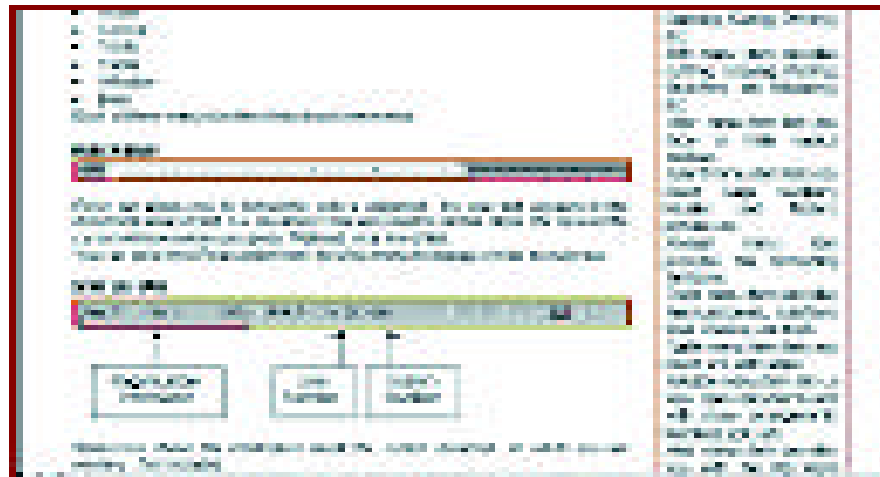
Status bar shows the information about the current document on which you are working. This includes:

- Page number
- Column and line number on which you have positioned your cursor.
- It also shows five labels – REC,MRK, EXT, OVR and WPH.

→ NOTE

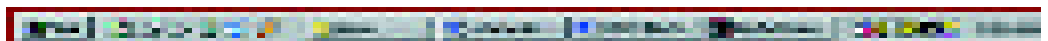
Vertical alignment is the way text appears in the document area.

Workspace



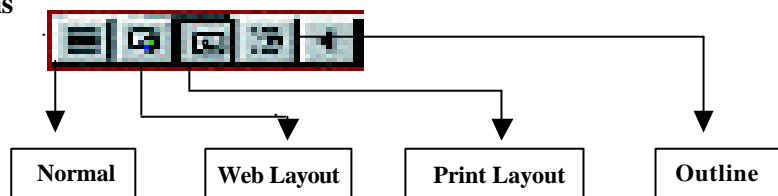
Workspace is the area in the document window where you enter the text.

Task Bar



Task bar consists of Start button that is used to start and switch between applications that have been opened.

View Buttons



MS Word provides us with the four views in which we can view our document. These views are:

- Normal view : The Figure 5.3 (a) shows the window for normal view.

→ NOTE

Normal View shows the document and text along with the type sizes, indents and line spacing. It does not show formatted columns, footers, headers or printing position of framed items.

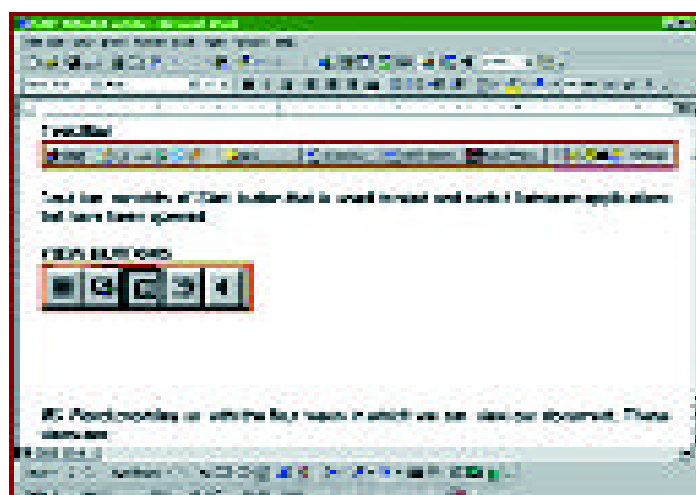


Figure 5.3 (a) : Normal View

- Outline Layout view : Figure 5.3 (b) depicts the outline layout view.

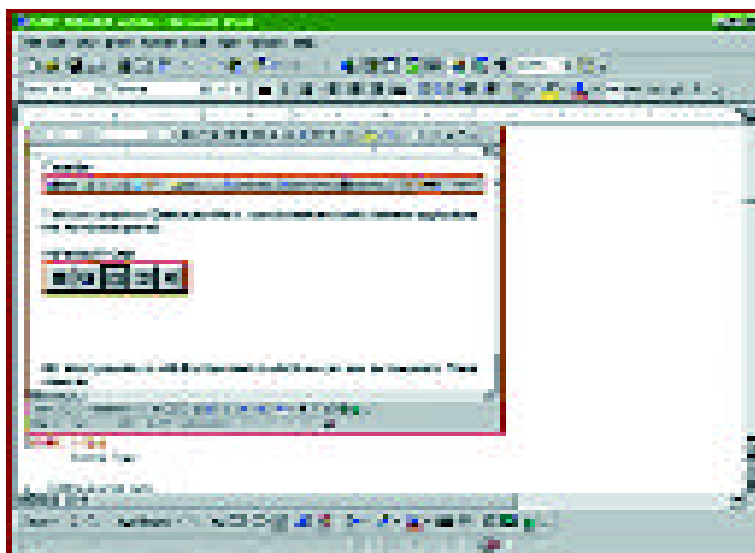


Figure 5.3 (b) : Outline Layout View

→ **NOTE**

Online Layout View applies a series of default settings to make online reading easier by increasing the font size and space between lines and hiding distractions as headers and footers.

- Print Layout view : It can be seen in the Figure 5.3 (c).

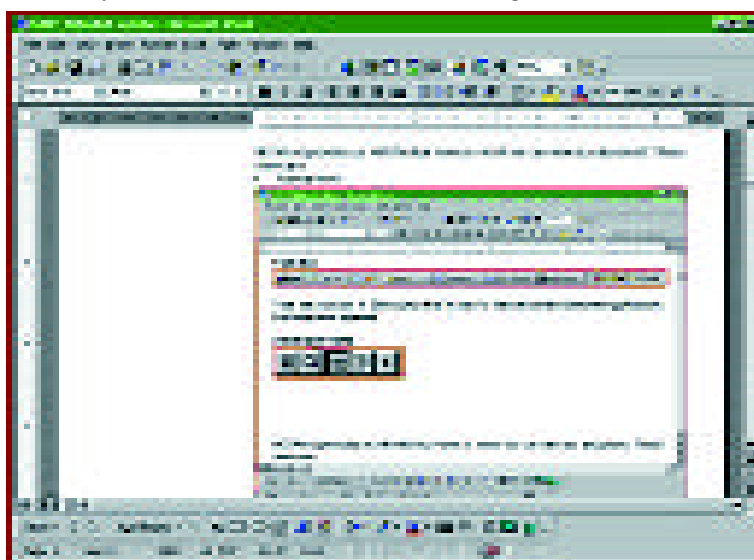


Figure 5.3 (c) : Print Layout View

→ **NOTE**

Print Layout view shows the text, columns and graphics, as they will print.

- Outline view : Figure 5.3 (d) illustrates the window showing the outline view.

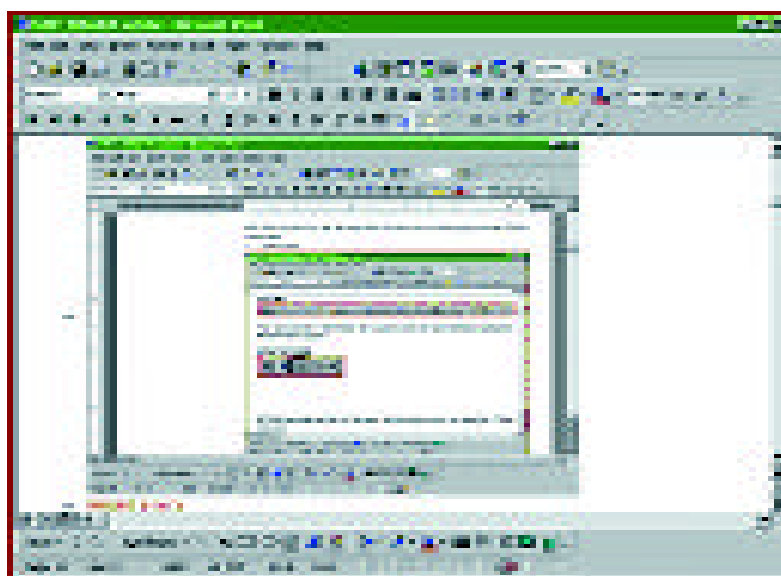


Figure 5.3 (d) : Outline View

→ **NOTE**

Outline View enables you to view the entire contents of the documents, only chapter headings or only section headings.

Insertion Point



Insertion Point is a tall blinking vertical cursor that shows the place where the text or graphics will be placed.

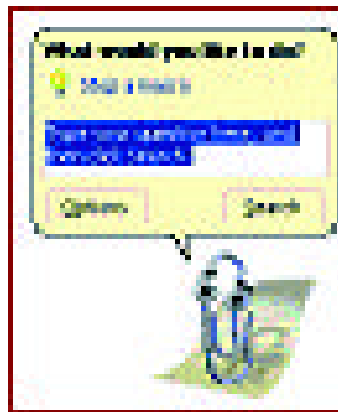
Mouse Pointer



Mouse Pointer resembles an I-beam. The pointer changes shape when it passed over certain parts of the Word document window.

Office Assistant

i TIPS
Press 'F1' to open Office assistant.
To close Office Assistant right click on the Office assistant and chose 'Hide' from the Popup Menu.



Office Assistant allows you to type a request. It then returns with responses and you can select from a list of possible responses.

→ NOTE
Scroll bars are used to view the invisible portion of the document. Vertical and Horizontal scroll bars are provided by MS Word.

It also displays help about the current operation. To start the Office Assistant, press F1. To close the Office Assistant, right-click on the Office Assistant and select the Hide Assistant from the shortcut menu, or click on the Office Assistant window's close button.

Scroll Bars



Word document window consist of two scroll bars – vertical scroll bars and horizontal scroll bar. The vertical scroll bar is used to move a document vertically while the horizontal scroll bar is used to move the document horizontally.

→ NOTE
Toolbars contains the buttons that are shortcuts to the items of the Menu Bar.

Toolbar Buttons

Toolbar contain buttons, drop-down menus and other controls. These are just the shortcuts to the menu items in the Menu bar.

Word provides 16 toolbars that help you perform tasks faster and with ease. The most commonly used toolbars are standard and formatting toolbars.










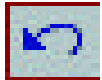



Standard Toolbar

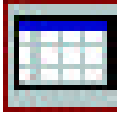


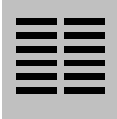







The standard toolbar is below the Menu Bar. Standard toolbar provides shortcut for menu commands. The left side of the toolbar enables you to perform tasks common to many Windows-based programs, such as opening a new or existing file, saving or printing a file, cutting and pasting text and objects, and undoing and redoing the most recent actions. The right of the standard toolbar offers some functions more specific to word application.

The standard toolbar is explained below in detail in Table 5.1.

Table 5.1 : Standard Toolbar

Name	Button	Function
New		Opens a new Word document
Open		Opens a previously saved Word document
Save		Saves the current document
Print		Opens the Print dialog box
Spelling		Initiates the spell check functions
Cut		Places selected text or objects on the Windows Clipboard
Copy		Places a copy of selected text or objects on the Windows Clipboard
Paste		Pastes the contents of the Clipboard on the document
Format Painter		Enables you to copy formatting from one object to another
Undo		Undoes the last action
Redo		Redoes the last undone action
Insert Hyperlink		Inserts a link to a World Wide Web site on the document
Web Toolbar		Displays the Web toolbar

Insert Microsoft Word Table		Inserts a Word table at the insertion point
Insert Microsoft Excel Worksheet		Inserts an Excel worksheet with Excel tools available for editing
Tables and Borders		Inserts a Table and Borders toolbar
Insert Columns		Changes the number of columns in a document or a section of document
Drawing		Displays or hides the Drawing toolbar
Document Map		Turns on or off the Document Map, a vertical pane along the left edge of the document window that outlines the document structure
Show/Hide		Displays nonprinting characters such as tab characters, paragraph marks, and hidden text
Zoom		Allows you to zoom in or out to make the document screen larger or smaller
Office Assistant		Opens the Office Assistant or Help

Formatting Toolbar




















→ NOTE

Formatting toolbar contain buttons related to formatting of text including document style, font, font style, alignments, indenting, etc.

The formatting toolbar contain tools that are common to Windows programs and related to formatting of text in documents. This includes changing document styles, font, font styles, type styles, paragraph alignments, listing formats, indenting levels and borders. Table 5.2 gives the names and functions of the tools of the formatting toolbar.

Table 5.2 : Names and Functions of Formatting Toolbar

Name	Button	Function
Style		Opens a drop-down list so that you can select a style
Font		Opens a drop-down list so that you can select a font
Font Size		Allows you to enter a new size for the selected type

Bold		Toggles the text from bold to un-bold
Italic		Toggles the text from italic to non-italic
Underline		Underlines the text
Shadow		Applies a shadow effect to the selected text
Left alignment		Aligns selected text to the left
Centre Alignment		Aligns selected text to the centre
Justify		Aligns or justifies selected text at the right and left margins or indents
Right Alignment		Aligns selected text to the right
Bullets		Applies a bullet list format to selected text
Increase Paragraph Spacing		Increases spacing between selected lines of the text
Decrease Paragraph spacing		Decreases spacing between selected lines of text
Outside Border		Add or removes a border around the selected text, paragraphs, cells, pictures or other objects
Highlight		Marks text so it is highlighted and stands out from the surrounding text
Font Color		Formats the selected text with the color you click

Display Other Toolbars

To display or hide toolbars, select the Toolbars option from the View menu of the menu bar as displayed in the Figure.

→ NOTE

You can show or hide the 16 toolbars that MS Word provides.



TIPS

You can use the shortcut 'Ctrl+N' or click the 'New Blank Document' button on the Standard Toolbar to open a new blank document.

5.3.2 Creating Documents

MS Word allows you to type a document from the keyboard and save it on the disk.

1. Select the New Option from the File menu of the menu bar.
2. Select the General tab in the New dialog box.
3. Select the Blank Document icon.
4. Click on the Document radio button in the Create New Box. To create a new template, click on Template radio button in the Create New box.
5. Click on the OK button. A blank new document is displayed, as highlighted in the Figure 5.4.

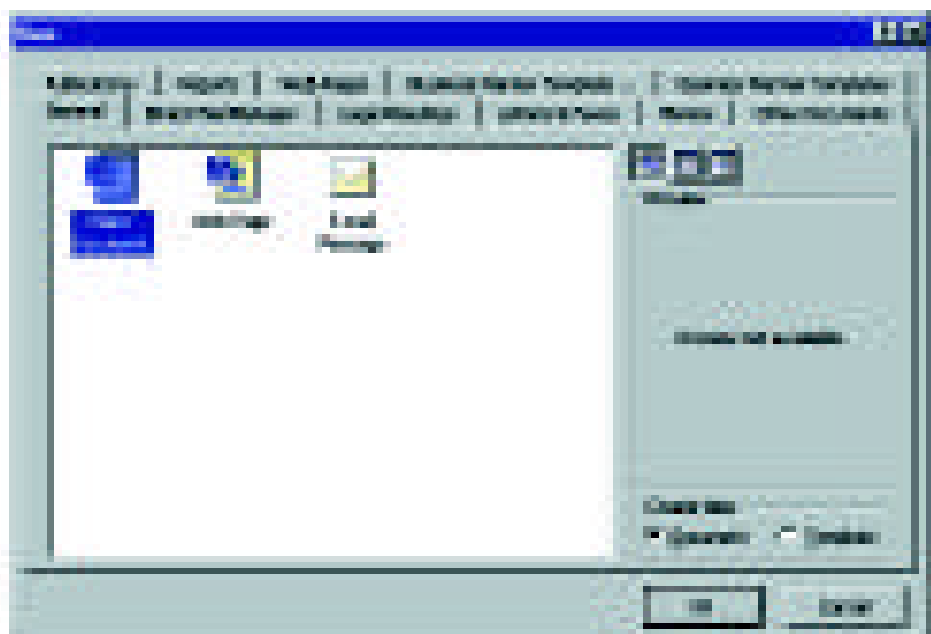


Figure 5.4 : Opening New Blank Document

TIPS

You can use the shortcut 'Ctrl+O' or click the 'Open' button on the Standard Toolbar to open a document.

5.3.3 Opening Documents

1. Select the Open option from the File menu.
2. Select the appropriate drive and folder.

3. Double-click on the desired filename to load the document.

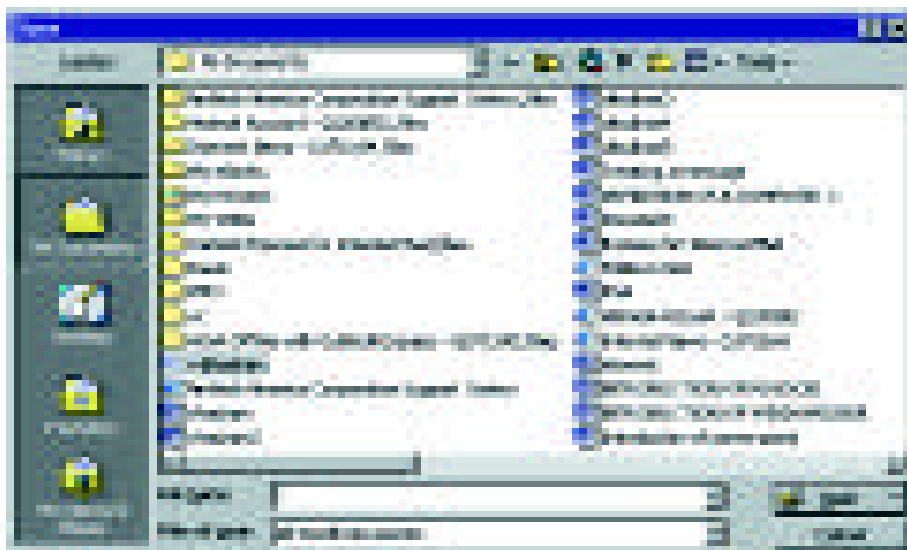


Figure 5.5 (a) : Opening MS Word Document

MS Word allows you with the functionality to open a non-word document. To open a non Word document:

1. Select the Open option from the File menu. The open dialog box, gets invoked as displayed in Figure 5.5 (a).
2. Select the appropriate drive and folder in which the document is located.
3. Select the type of file you want to view from the Files of type list box.
4. Double-click on the desired File name to load the document.

MS Word also allows you to open a document as read-only.

1. Select the Open option from the File menu.
2. Select the appropriate drive and folder in which the document is located.
3. Select the type of file you want to view from the Files of type box, as depicted in the Figure 5.5(b).
4. Select the Open Read-Only option from this drop-down menu.

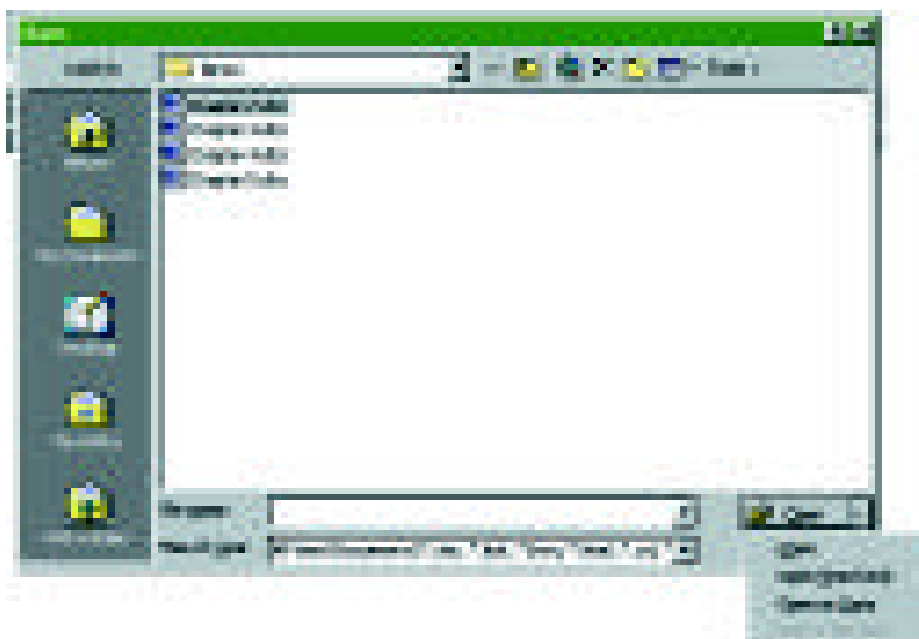


Figure 5.5 (b) : Opening Document as Read Only

TIPS

You can open a non-Word document in MS Word by selecting the type of the file in the 'File of type' box and then the appropriate file.

NOTE

You can open a MS Word document as 'Read Only' and 'Read Write'. Read Only means you can open the document for reading but cannot edit it. Read Write means you can open the document for reading as well as writing i.e. editing.

 **NOTE**

To select a word you can place the insertion point on the word and double-click on it.

To select a sentence hold down the Ctrl key while clicking anywhere in the sentence.

To select a paragraph you need to place the mouse pointer in the selection bar and double-click on it.

To select specific text you click and drag the I-beam pointer over one character, one word or the entire screen as displayed.

Inserting Text

MS Word is normally in the insert mode. The insertion point always stays with the text area. As you type in the text, it is pushed to the right and down. Press insert from the keyboard to put Word back into the insert mode. A character is deleted by pressing either the 'Backspace' or 'Del' key. The 'Del' key removes a character from the current cursor position and the 'Backspace' key removes the character to the left of the cursor one position to the left. To insert a line, position the cursor at the beginning of the line or at the end of the line and press the Enter key.

Selecting Text

Text can be selected by using the mouse, the keyboard, or both.

If you want to select one word, you can place the insertion point on the word and double-click on it.

Hold down the Ctrl key while clicking anywhere in the sentence if you want to select a sentence.

To select a paragraph, you need to place the mouse pointer in the selection bar and double-click on it.

If you want to select specific text, you click and drag the I-beam pointer over one character, one word or the entire screen as displayed.

Deleting Text

To delete a text from a document, you

1. Select the text to be deleted.
2. Select the Cut option from the Edit menu.

Moving Text

To move the text from one point to another, you

1. Select the text to be moved.
2. Select the Cut option from the Edit menu.
3. Position the insertion point where you want the text to appear.
4. To paste the text to the required position select the Paste option from the Edit menu.

Copying Text

MS Word provides us with the facility to copy text to another part of the same document or in a different document.

1. Select the text to be copied.
2. Right-click on the highlighted text. A Popup menu appears near the highlighted text.
3. Select the Copy option from shortcut menu.
4. Move the insertion point to the location where you want to paste the text.
5. Select the Paste option from the Edit menu to paste the selected text in the desired location.

 **TIPS**

To delete the text, you can use the shortcut 'Ctrl+X' or click the 'Cut' button on the Standard Toolbar, after you select the text to be deleted.

To paste the text, you can use the shortcut 'Ctrl+V' or click the 'Paste' button on the Standard Toolbar.



Figure 5.9 : Copy & Paste Popup menu

TIPS

You can use the shortcut 'Ctrl+Z' or click the 'Undo' button on the Standard Toolbar, to Undo your last actions. You can use the shortcut 'Ctrl+Y' or click the 'Redo' button on the Standard Toolbar, to Redo your last Undo.

Undoing/Redoing Edits

You can undo or redo your last action in a MS Word document by using the Undo or Redo options.

Undoing Edits

The Undo command is used to reverse your last actions.

Suppose you have drawn a circle of radius 4 cm and you decide to delete it. Select the Undo option from the Edit menu.

Redoing Edits

The Redo option is used to reverse the last Undo. To redo a change, select the redo option from the Edit menu.

Converting Case

MS Word provides you with the functionality to convert the case of the text you have inserted. It provides the following options:

Sentence case : capitalize only the first letter in the selected sentences.

Lower case : converts all selected text to lowercase letters.

UPPER CASE : converts all selected text to uppercase letters.

Title Case : capitalizes the first letter of each word of the selected text.

Toggle case: changes uppercase to lowercase and lowercase to uppercase in all selected text.

You can do case conversion as:

1. Select the text you want to change
2. Select the Change Case option from the Format menu, as shown in the Figure 5.10.

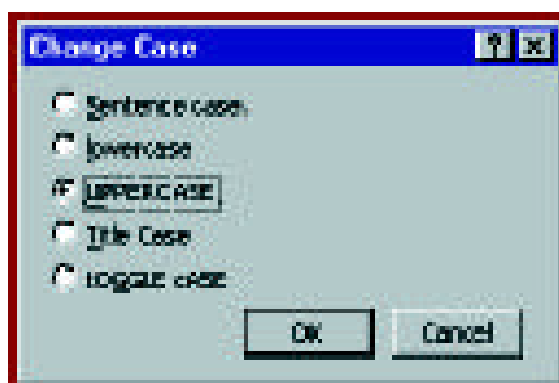


Figure 5.10 : Change Case Dialog box

Drag And Drop Feature

To use drag and drop editing in order to move text or graphics, select the text or graphics you want to move. Point to the selected text or graphics and hold down the left mouse button (the mouse pointer looks like a pointer with a square tail) until the insertion point is at the desired location. Then release the mouse button.

5.5 GETTING HELP WITH MS -WORD

MS Word provides you with an online help. It is of three types:

- Office Assistant
- Topic-specific help
- Point and Shoot help

Office Assistant

➔ **NOTE**

You can use Office Assistant to search for something.

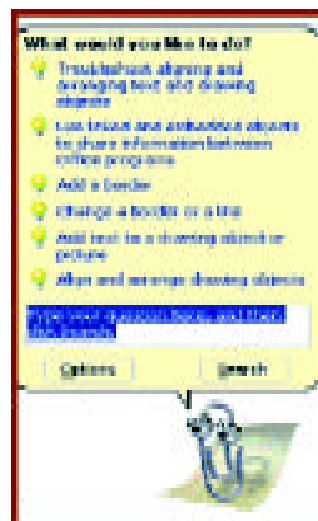


Figure 5.11(a) : Office Assistant

You can show or hide the Office Assistant, as illustrated in the Figure 5.11(a), according to your convenience.

1. Click on the Options button shown in figure above. An Office Assistant dialog box is displayed as shown in Figure 5.11(b).
2. Click on the Gallery tab.
3. Use the Next and Back button to scroll through the available characters
4. Select an appropriate option, and then click on the OK button.

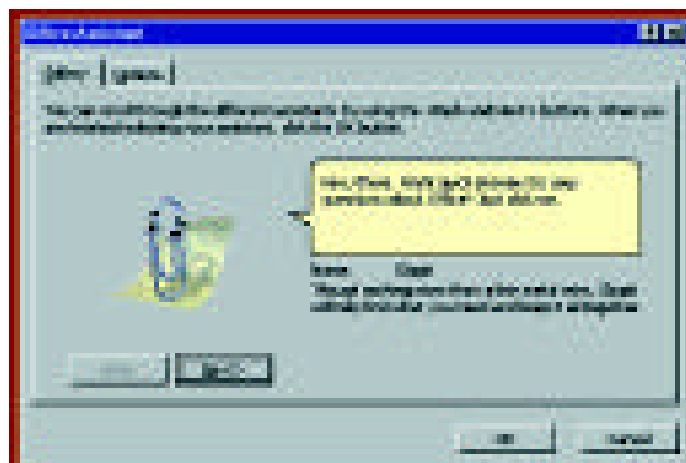


Figure 5.11(b) : Office Assistant

To search for specific words and phrases:

1. Click on the Office Assistant or select the Microsoft Word Help option from the Help menu. The Office Assistant is displayed on the screen.
2. Type a search word or phrase.
3. Click on the Search button to display a list of possible topics.
4. Click on the one you think is appropriate.



Figure 5.11(c) : MS Word help

Topic-Specific Help

1. Select the Contents and Index option from the Help menu as shown in Figure 5.11 (c). A Help Topics window is displayed as shown in Figure 5.11 (d).
2. Double-click on an icon to see a list of subtopics.
3. Double-click on the topic of interest.

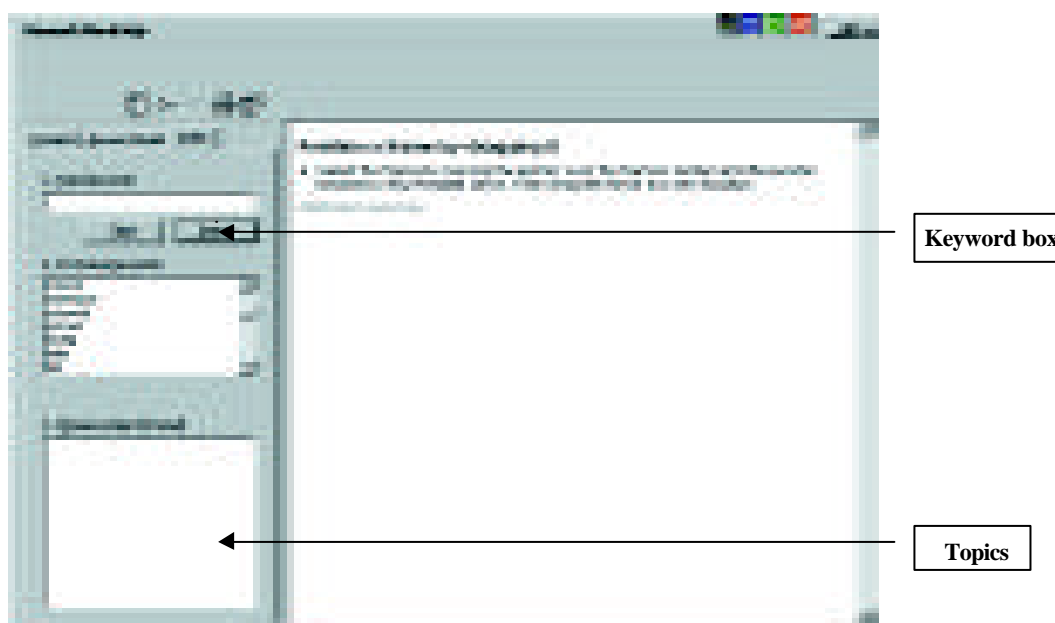


Figure 5.11(d) : MS Word help

Point and Shoot Help

1. Select the What's This? Option from the Help menu as shown in Office Assistant option or press Shift + F1. The mouse pointer will become a question mark with an arrow.
2. Click on the desired item. A pop-up window is displayed on the screen. Now you can read the Help text. To get help on another item, press Shift + F1 again.

5.6 LET US SUM UP

We discussed the following features of MS Word in this chapter:

- Microsoft Office is a software package that offers new features for sharing data and documents.

- Microsoft Office includes:

Word, Excel, Access, PowerPoint, Outlook

- There are many ways to start Microsoft Word. The most common are the Win2000 Start Menu.

- The basic components of the default Word screen are:

Title bar, Menu bar, Ruler bar, Status bar, Workspace, Taskbar, View buttons, Insertion point

- Word's file finding utility helps you to locate, list, sort, examine, open and print documents on simple and complex criteria.
- Word automatically wraps the text, eliminating the need to press the Enter key until you want to start a new paragraph.
- Select the Cut/copy option from the Edit menu to delete/copy text.
- Select the Paste option from the Edit menu to move the text from one point to another.
- Select the Change Case option from the Format menu to change the text case.
- Word has three kinds of Online help

Office Assistant, Topic-specific Help, Point and Shoot Help

5.7 CHECK YOUR PROGRESS EXERCISE

1. What are the various components of a Title bar?

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.....

2. What basic formatting buttons does MS Word provides?

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3. How do we enable/disable the AutoSave feature?

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.....

4. Open a document as Read-Only and then change the AutoSave duration of MS Word to 3minutes.

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.....

5. Create a new document and then password-protect it by setting a password.

.....
.....

6. Try to use the online help of MS Word as much as possible.

.....
.....

5.8 ANSWERS TO CHECK YOUR PROGRESS EXERCISE

1. The various components of a title bar are control menu, document title, minimize button, maximize button and close button.
2. The basic formatting buttons provided by MS Words are : changing document styles, font styles, type styles, paragraph styles, alignments, listing formats, indenting levels and borders.
3. Autosave feature can be enabled/disabled as :
 - i) Click on the Options button in the save as dialog box.
 - ii) Select the save tab and the save auto recover into every options.
 - iii) Decrease the number of minutes.
4. This is a practice exercise. Try doing it yourself.
5. This is a practice exercise. Try doing it yourself by setting a password to a new document.
6. This is a practice exercise. Try doing it yourself.