

7. Exploring MS-Word



At the end of this lesson, you shall be able to:

- recognize how to perform basic formatting on MS-Word
- type and format content on MS-Word
- identify and use keyboard shortcuts on MS-Word.



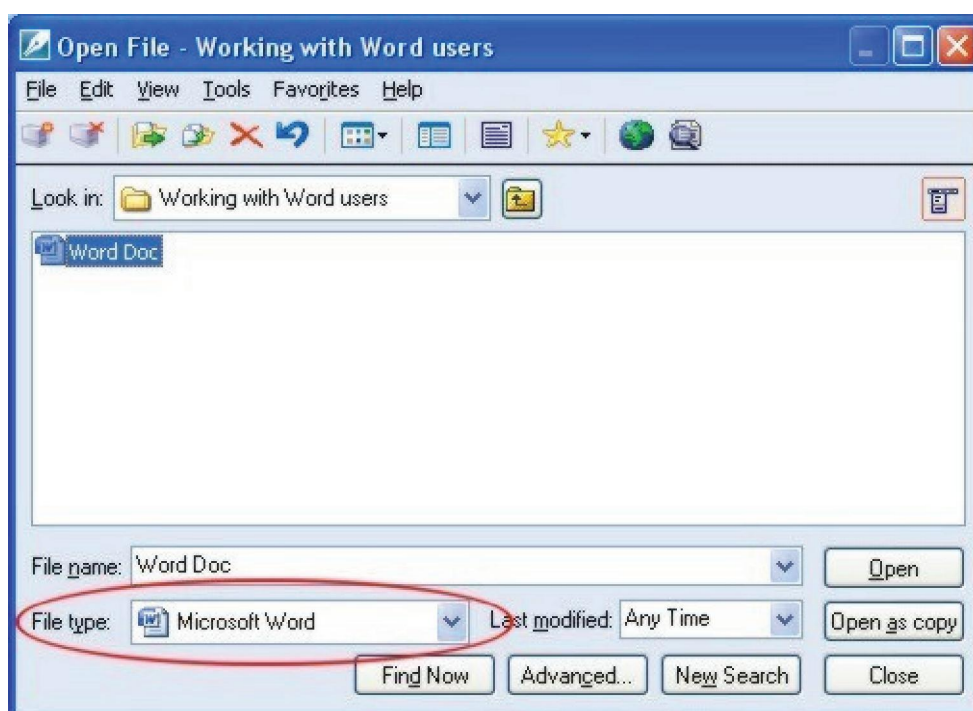
Exploring MS-Word: Arranging words or creating different styles of word on MS-Word is called as formatting. Formatting is used to make your document appear the way you want it to. For example, a leave letter format is different from formatting a resume. Well, there are many methods to create different formats on MS-word. You can make a word look bold, slant, underlined or **colourful**, if you need!



What I already **K**now

What I **W**ant to find out

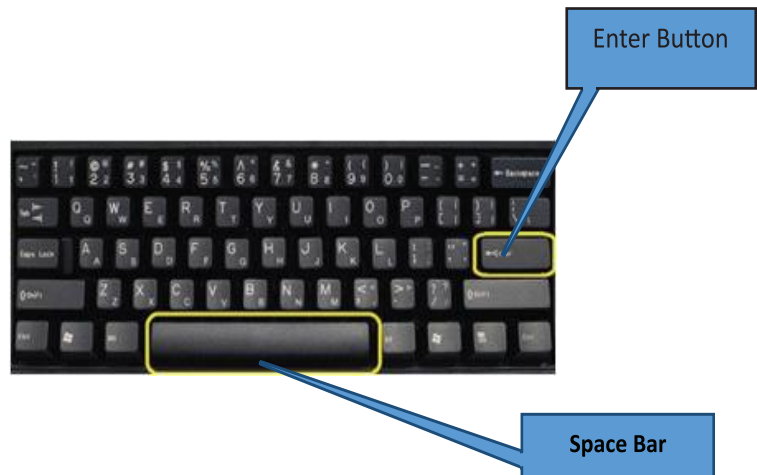
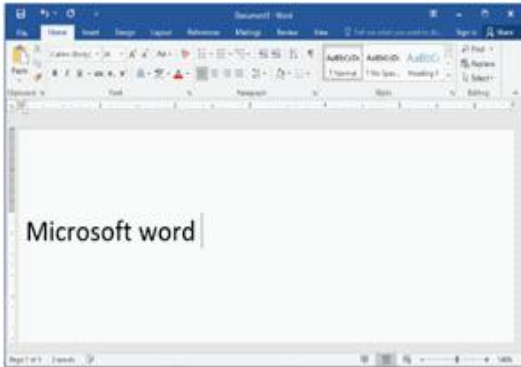
What I **L**earned



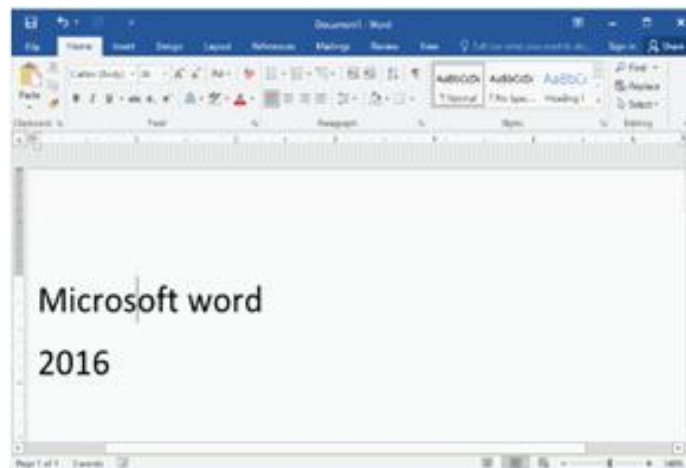


1. Adding text or typing in MS-Word

- The insertion point is the blinking vertical line in the document. It indicates where one can enter text on the page. You may use the insertion point in a variety of ways.
- Place the cursor where you want to add the text.
- Start typing.
- Add spaces: Press the spacebar to add spaces after a word or in between text.

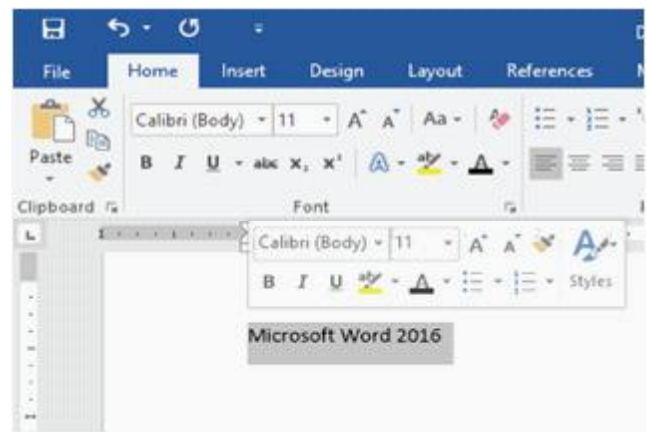
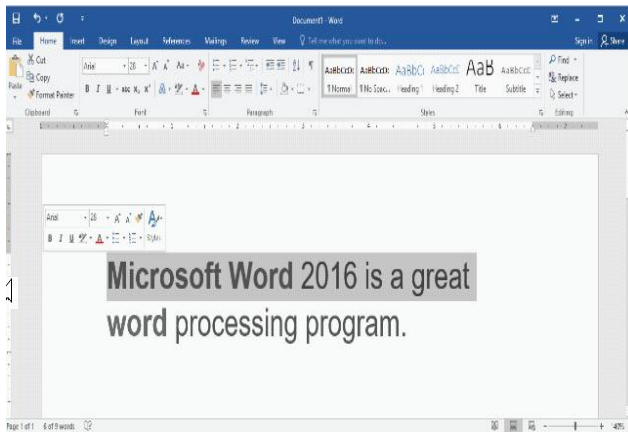


- New paragraph line: Press Enter on the keyboard to move the insertion point to the next paragraph line.
- Manual placement: Once you begin typing, use the mouse to move the insertion point to a specific place in the document. Simply click the location in the text where you want to place it.
- Arrow keys: You can also use the arrow keys on the keyboard to move the insertion point. The left and right arrow keys will move between adjacent characters on the same line. The up and down arrows will move between paragraph lines. Press Ctrl+Left or Ctrl+Right to quickly move between words.



2. Formatting specific text

- Before you move or format text, select it. To do this, click and drag the mouse over the text, then release the mouse. A highlighted box will appear over the selected text.
- Select an option to change the font, font size, font colour, or make the text bold, italics or underline.
- When you select text or images in Word, a hover toolbar with command shortcuts will appear. If the toolbar does not appear at first, try hovering the mouse over the selection.



3. To select multiple lines of text

- Move the mouse pointer to the left of any line so that it becomes a right slanted arrow.
- Left click the mouse. The line will be selected.
- To select multiple lines, click and drag the mouse up or down.
- To select all of the text in the document, choose the Select command on the Home tab, then click Select All. Alternatively, you can press Ctrl+A on the keyboard.

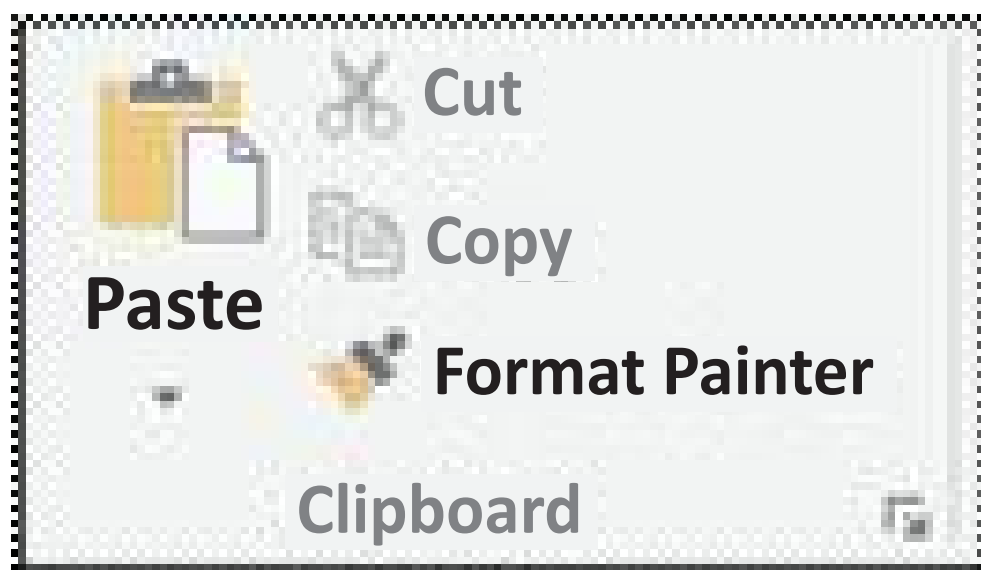
4. To delete text

- To delete text to the left of the insertion point, press the Backspace key on your keyboard.
- To delete text to the right of the insertion point, press the Delete key on your keyboard.
- Select the text you want to remove, then press the Delete key.
- If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.



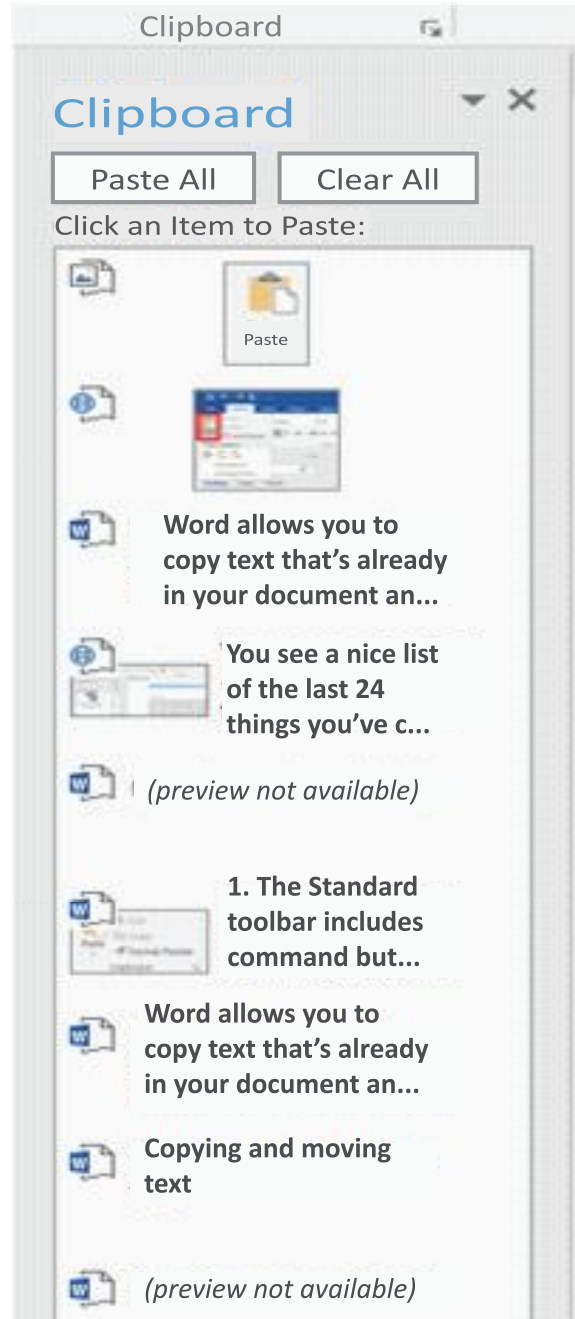
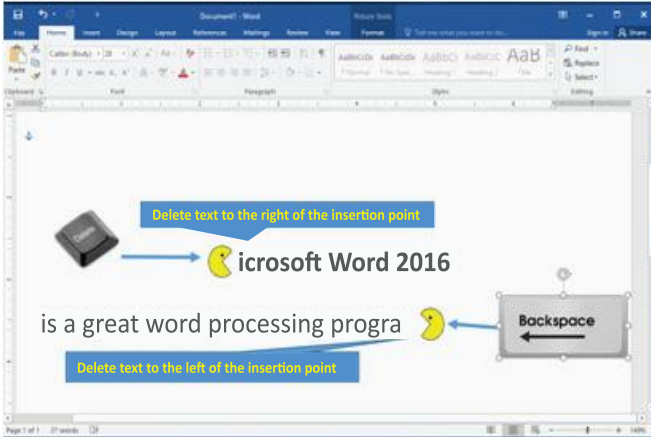
Microsoft Word includes several built-in toolbars, including the two default toolbars that are visible when you start Word: The **Standard** toolbar and the **Formatting** toolbar.







The **Standard** toolbar includes command buttons with which you can quickly access many of the frequently used commands, such as **Save**, **Open**, **Copy**, and **Paste**.



5. Copying and moving text

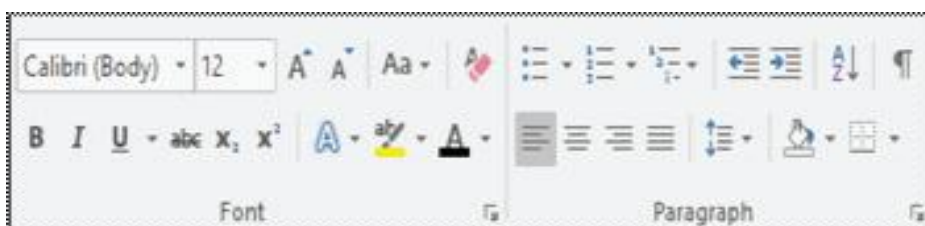
- a. Word allows you to copy text that is already in your document and paste it in other places. This can save you a lot of time and effort. If you want to move text around in your document, you can cut and paste or drag and drop.



| | |
|---|--|
| <p>Copy: Ctrl + c</p>  <p>Put a copy of the selection on the Clipboard so you can paste it</p> | <p>Cut: Ctrl + x</p>  <p>Remove the selection and put it on the Clipboard so you can paste it</p> |
| <p>Paste: Ctrl + v</p> <ul style="list-style-type: none">  <p>Keep source Formatting: This option preserves the look of the original text.</p>  <p>Merge Formatting: This option changes the formatting so that it matches the text that surrounds it.</p>  <p>Keep Text Only: This option removes all the original formatting from the text.</p>  <p>Picture: This option inserts as an image</p> | |

6. Formatting

The Formatting toolbar provides quick access to text-formatting commands, including Bold, Italic, Underline, Numbering, and Bullets.





Font Size(Ctrl+Shift+F):

Increase Font Size (Ctrl + >)

Increase Font Size (Ctrl + <)

Change the Size of Your Text:

The Size of this Text is 8

The Size of this Text is 9

The Size of this Text is 10

The Size of this Text is 11

The Size of this Text is 12

Font (Ctrl+Shift+F):

Pick a new Font for your text:

This Sentence is in Calibri font.

This Sentence is in Arial font.

This Sentence is in Tahoma font.

This Sentence is in ~~Verdana~~ font.

~~Strike through~~ is a font effect that causes text to appear as though it is **crossed out**.

- Select the text that you want to format.
- On the **Home** tab, in the **Font** group, click

For example, this sentence is ~~Strikethroughed~~.

Subscript: **Type very small letters just** below the line of text.

Superscript: **Type very small letters just** above the line of text.

Change Case:

Change the selected text to uppercase lowercase or other common Capitalizations

This example is in Sentence Case.

this example is in lowercase.

THIS EXAMPLE IS IN UPPERCASE.

In This Example Each Word Is

Bold font is any text that is darkened to help emphasize a remark or comment.

- Select the text that you want to format.
- On the **Home** tab, in the **Font** group, click or Press Shortcut **Ctrl + b** .

Italic is a style of font that slants the letters evenly to the right.

- Select the text that you want to format.
- On the **Home** tab, in the **Font** group, click or Press Shortcut **Ctrl + i** .



ctrl+u Underline text or spaces

| | |
|--|-----------------------------------|
| Underline words and the spaces between them | <u>Microsoft Word 2016</u> |
| Underline words, but not the spaces between them | <u>Microsoft</u> Word2016 |
| Change the underline style and color | <u>Microsoft</u> Word2016 |
| Use a double underline | <u><u>Microsoft Word 2016</u></u> |

Text Effects and Typography:

Add some flair to your Text by applying text effect, such as a shadow or glow.



This example is outlined.

This example is Shadowed.

This example is glowing.

Clear all formatting:

Remove all formatting from the selection leaving only the normal, unformatted text.



This *example* will become a **normal unformatted** text in the next ^{sentence}.

This example will become a normal unformatted text in the next sentence.

Text Highlight Colour:

Make your text pop by highlighting it in a bright colour.



In this example **INDIA** is **Highlighted** in Green colour.

Font Colour:

Change the colour of your text.



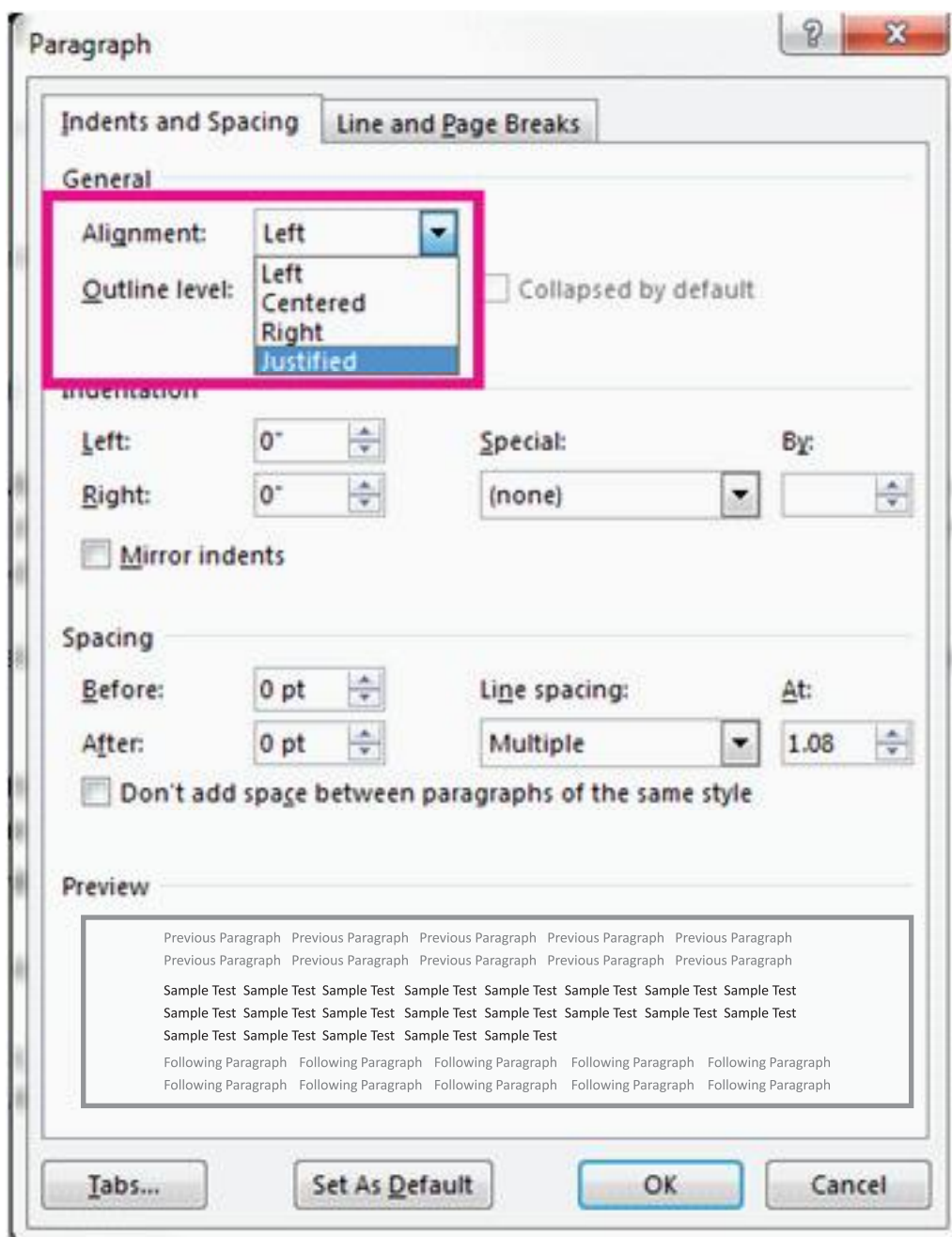
In **this** **example** **there** **are** **different** **font** **colours** **for** **each** **word**.

7. Text alignment

Alignment determines the appearance and orientation of the edges of the paragraph: left-aligned text, right-aligned text, centered text, or justified text, (which is aligned evenly along the left and right margins). For example, in a paragraph that is left-aligned (the most common alignment), the left edge of the paragraph is flushed with the left margin.

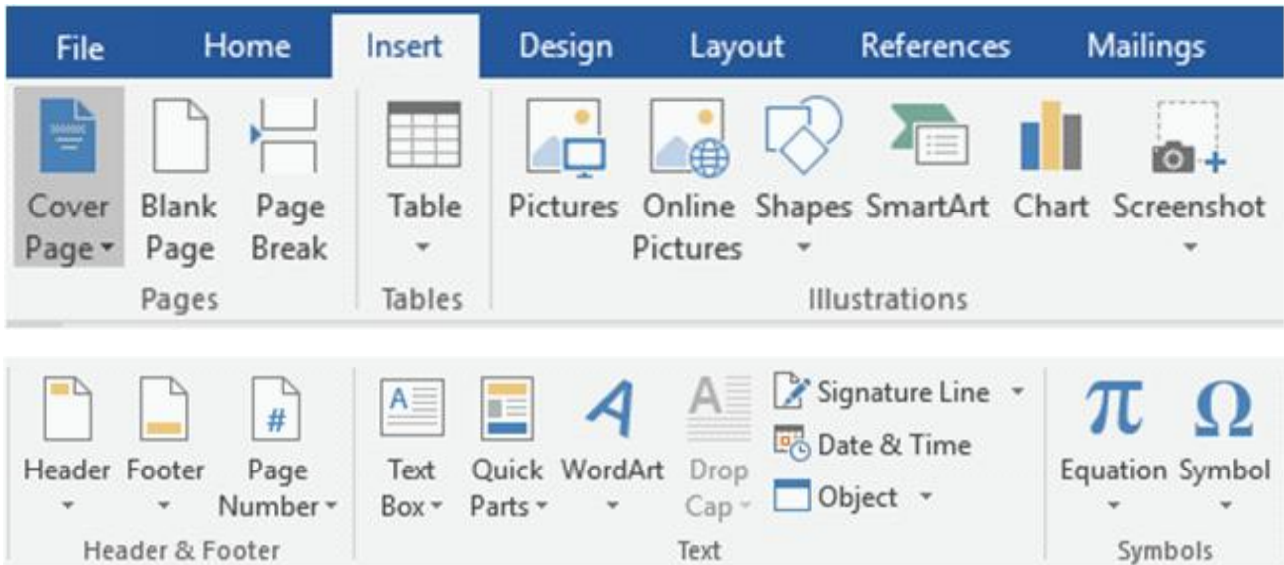
Vertical alignment determines the position of the text within a section of a document relative to the top and bottom margins, and is often used to create a cover page.

- a. Aligning the text left or right
 - i. Select the text that you want to align.
 - ii. On the Home tab, in the Paragraph group, click **Align Left** or **Align Right**.
- b. Center the text horizontally between the side margins.
 - i. Select the text that you want to center.
 - ii. On the Home tab, in the Paragraph group, click **Center**.
- c. Center the text vertically between the top and bottom margins.
 - i. Select the text that you want to center.
 - ii. On the Layout or Page Layout tab, click the **Dialog Box Launcher** in the **Page Setup** group, and then click the **Layout** tab.
 - iii. In the **Vertical alignment** box, click **Center**.
 - iv. In the **Apply to** box, click **Selected text**, and then click **OK**.

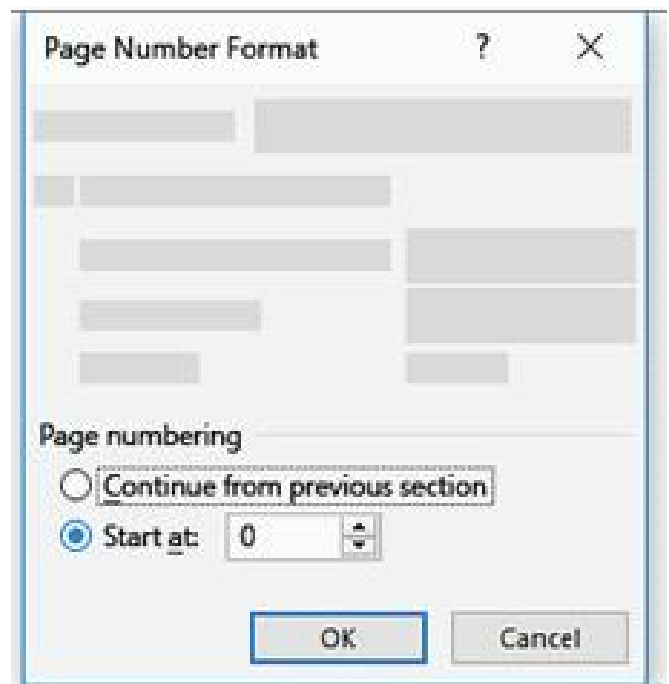
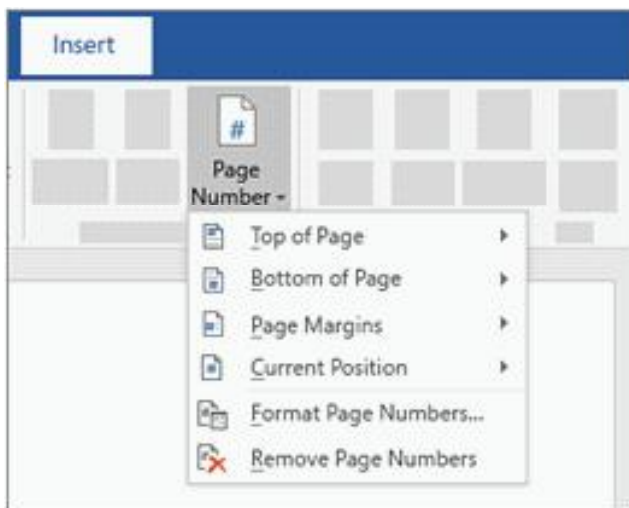


8. Insert Tab

The Insert tab contains various items that you may want to insert into a document. These include tables, wordart, hyperlinks, symbols, charts, signature line, date and time, shapes, header, footer, text boxes, links, boxes, equations and so on.



- Select Insert > Page Number, and then choose the location and style you want.
- If you don't want a page number to appear on the first page, select Different First Page.
- If you want numbering to start with 1 on the second page, go to Page Number > Format Page Numbers, and set Start at to 0.
- When you are done, select Close Header and Footer.





9. Keyboard shortcuts

| Identifying the Keyboard Shortcuts: | |
|-------------------------------------|--|
| Ctrl+R | Right Align selected text |
| Ctrl+L | Left Align selected text |
| Ctrl+A | Select All |
| Ctrl+C | Copy text/image |
| Ctrl+V | Paste text/image/text |
| Ctrl+X | Cut text/image |
| Ctrl+B | Bold text |
| Ctrl+U | Underline Text |
| Ctrl+I | Italic text |
| Del | Remove selected image/Remove one character from right side |
| F2 | Rename the file |
| F5 | Slideshow of presentation |
| Ctrl+E | Align Center Selected Phrase |
| Ctrl+J | Justify Selected Phrase |
| Ctrl+F | Find particular text |
| Ctrl+H | Replace particular text |
| Ctrl+Z | Undo changes in presentation |
| Ctrl+Y | Redo operation |
| Shift+F3 | Change cases (Uppercase/Lowercase) |
| F7 | Spelling Checker |
| Ctrl+S | Save Document |
| Ctrl+O | Open existing document |
| Ctrl+N | New Document |
| Ctrl+P | Print Document |
| Alt+F4 | Exit |
| End | End of line |
| Home | Starting of line |



Complete the What I learned column in the KWL chart.



Why is it important to know how to format in MS-Word?

What are the shortcuts you think you will use a lot?

How can you learn all the important formatting on MS-Word? Create a plan and write it here.



To know more about this topic, do this:

Create a Leave Letter on MS Word.

Try out the different shortcuts to see how they work!

<https://www.youtube.com/watch?v=4J5SMyo8oRk>

https://www.youtube.com/watch?v=4Ha8_CrVCJ8

8. Creating Documents on MS-Word



At the end of this lesson, you shall be able to:

- identify how to create simple documents
- create simple documents resume
- print a document created on MS-Word.



Creating documents on MS-Word: MS-Word is the standard user-friendly software used to create documents. Leave letters, letters of application for jobs, resumes, etc., can be created using MS-Word. Resume is a document that has to be created for submission to employers. MS-Word will help create resumes.



What I already **K**now

What I **W**ant to find out

What I **L**earned



A resume is a summary of your education and work history. Resume is important as it is the first impression you give to a potential employer. A resume is a marketing tool. It should reflect your skills and experiences accurately, precisely and in an attractive manner.

Employers are contacted by many applicants and most often have little time to thoroughly screen each applicant. Employers want to know exactly how you can be useful to them without having to read through unrelated details. A one to two-page resume gives an employer an idea about whether or not they should spend time interviewing you.

A résumé should provide a positive impact by being clear, accurate and relevant to the job objective and focused on one industry or employer.



1. Creating a document (resume) on a computer

Start the Computer

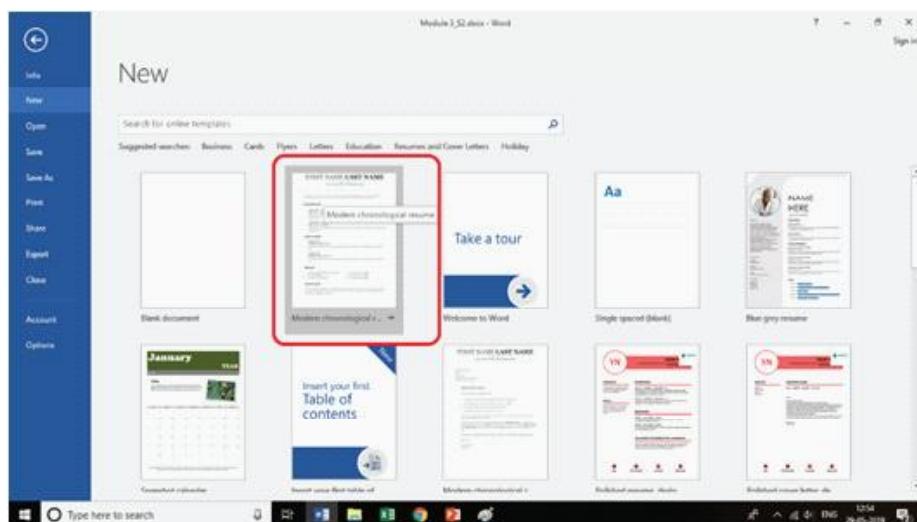
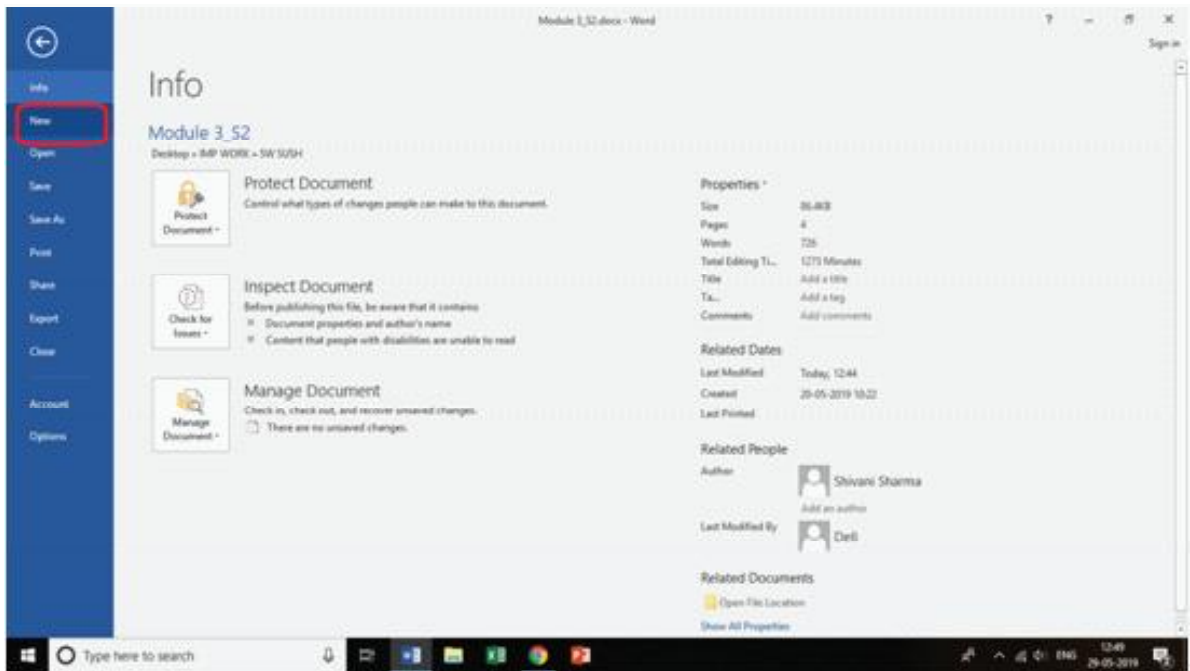


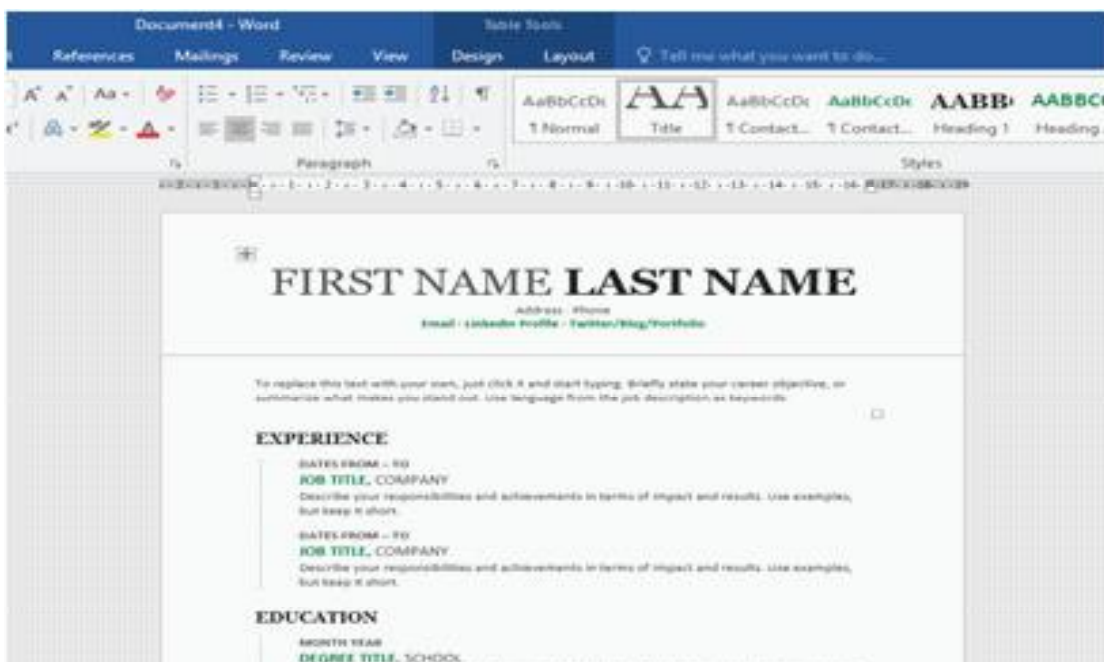
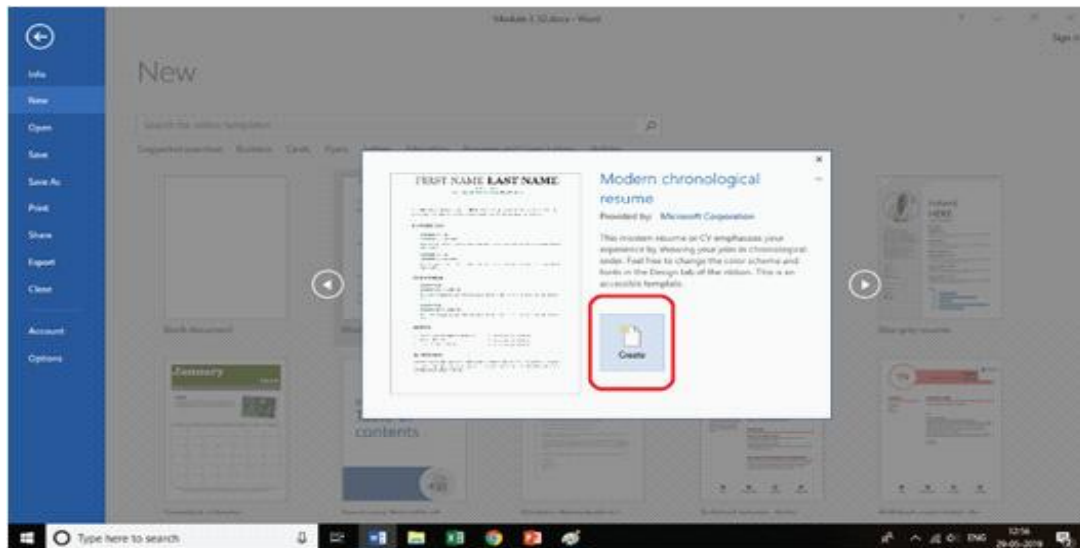
Go to the Start Menu and open MS-



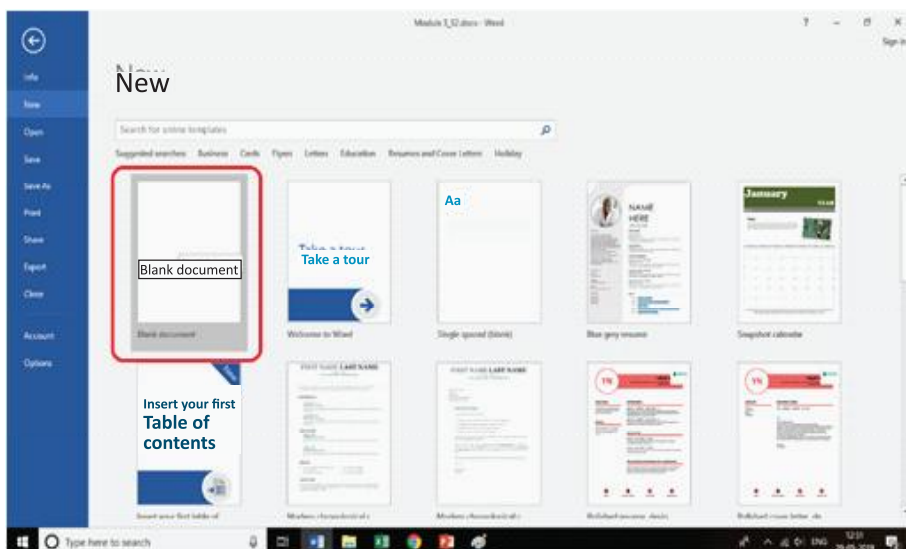
continue with the following steps as shown in the images

- Click on the tab File (as shown).
- Select New document (as shown).
- Select Modern Chronological Resume (as shown).
- Select the tab 'Create' (as shown).
- Fill up all the details as per the format shown in the document.
- If your computer does not show the above options, Select Blank Document.





g. You will see a screen like this. You will then have to type the Resume as per the SAMPLE RESUME given. Before filling a resume, you need to know what to fill in and how. Here is a SAMPLE RESUME for you to read and understand how a simple, yet effective resume should be.





RESUME

James Joseph
 +91 8882XXXXX
 my.name@email.com



KEY SKILLS

IT Languages : C, C++, JAVA
 Operating Systems : Windows , MS – DOS
 Others : MS-Excel, Power point, Photoshop

ACADEMIC QUALIFICATIONS

| Sl.No. | Examination | School/College | Board/University | Year Of Passing | Marks (%) |
|--------|------------------|-----------------------------|---|-----------------|------------|
| | Secondary | Govt Primary School, Mohali | CBSE | 2012 | 53.2 |
| | Senior Secondary | NVC High School, Mohali | Council Of Secondary Education , (Mohali) | 2014 | 72 |
| | ITI (COPA.) | NVTI, Delhi | NVTI | Pursuing | – |

CERTIFICATES

- Desktop publishing Training from Hackveda VMDD Technologies ,Rohini in 2015
- JAVA Training from STU CORNER, Laxmi Nagar, 2106.

LANGUAGES KNOWN

- Hindi - Reading, writing, speaking
- English - Reading, writing, speaking

STRENGTHS

- Hard-working & Punctual
- Ability to grasp the new skills quickly.
- Learn from the mistakes

HOBBIES

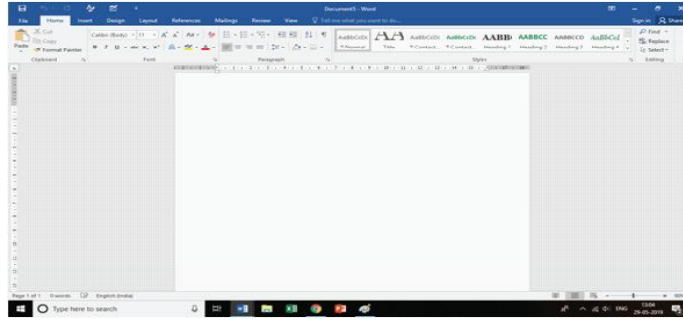
- Playing Badminton
- Listening to Music

EXTRA – CURRICULAR ACTIVITIES

- Represented School Team in Inter School Football Tournament in 2013.
- Participated in Annual Sports Day at school in 2012

PERSONAL DETAILS

Date of Birth : 1 AUG 1996
 Address : B- 85 New Panchwati, Ghaziabad, Uttar Pradesh.
 Languages known : Hindi, English,
 Nationality : Indian



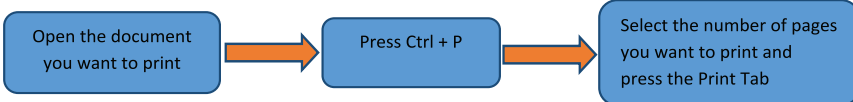
2. Printing a document created on MS-Word

Now that you have understood how to prepare a resume on MS-Word, you will have to also learn to print it. Taking printed copies of your resume to the interview is very important. Without a printed copy of your resume, the interviewer may not even take your interview.

You can print documents when the computer is connected to a printer. Alternately, you may copy the document in a pen drive and print it if there is no printer connected to the computer.

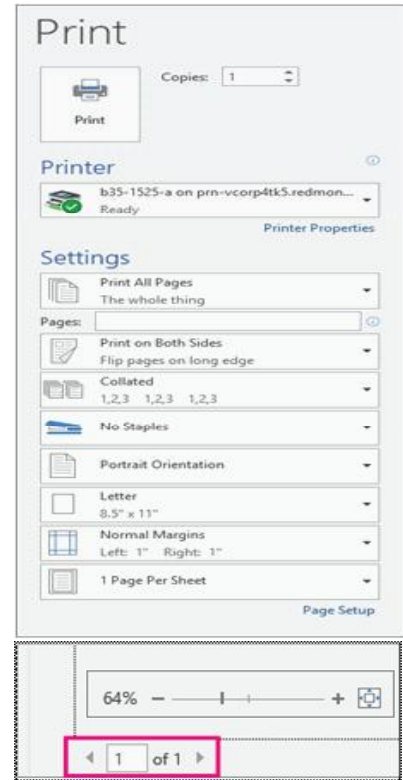
Printing a document from MS-Word requires 3 simple steps:

Before you print, you can preview the document and specify which pages you want to print.



a. Preview your document

- i. Click File > Print.
- ii. To preview each page, click the forward and backward arrows at the bottom of the page.
- iii. If the text is too small to read, use the zoom slider at the bottom of the page to enlarge it.
- iv. Choose the number of copies, and any other options you want and click the Print button.



Complete the What I learned column in the KWL chart.



How can we create documents in MS-Word?

What are some documents that can be created?

How can we print documents that have been created?



To know more about this topic, do or explore this:

Create your own resume on MS-Word and take a printout. Show this to your trainer and ask them to help you correct it.

https://www.youtube.com/watch?v=SVOSiPt_0bk

<https://www.youtube.com/watch?v=T6cTZ7MT3dY>

https://www.youtube.com/watch?v=_p72KBdjaHs