



Microsoft Word

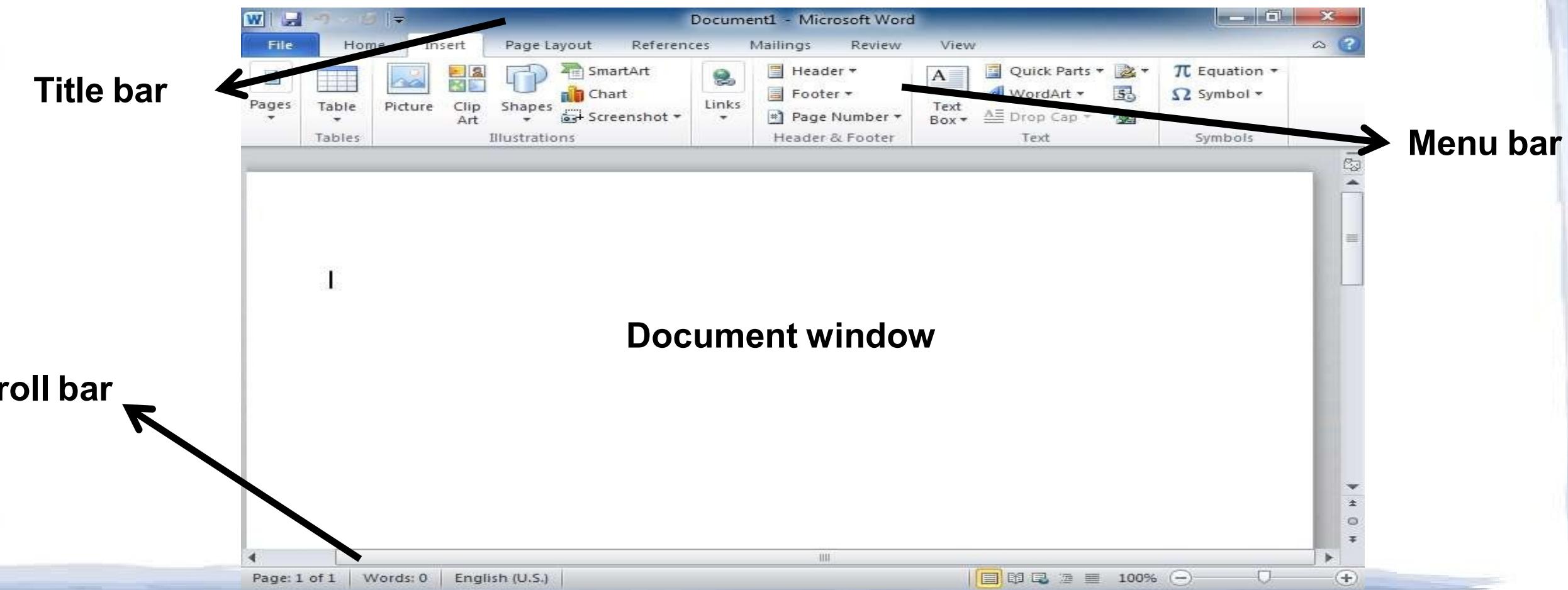


Word

Introduction



1. Microsoft Word (often called Word) is a graphical word processing program that users can type with.
2. It is made by the computer company Microsoft.
3. The purpose of the MS Word is to allow the users to type and save documents.

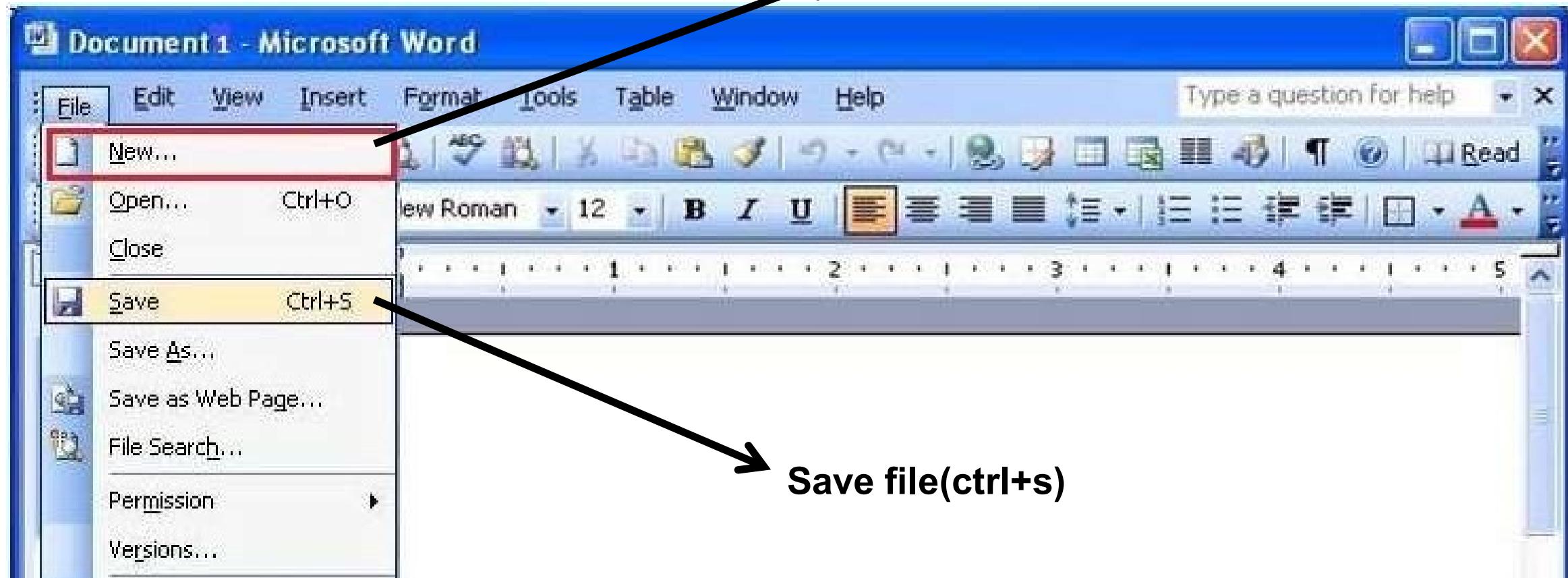


Features of MS Word

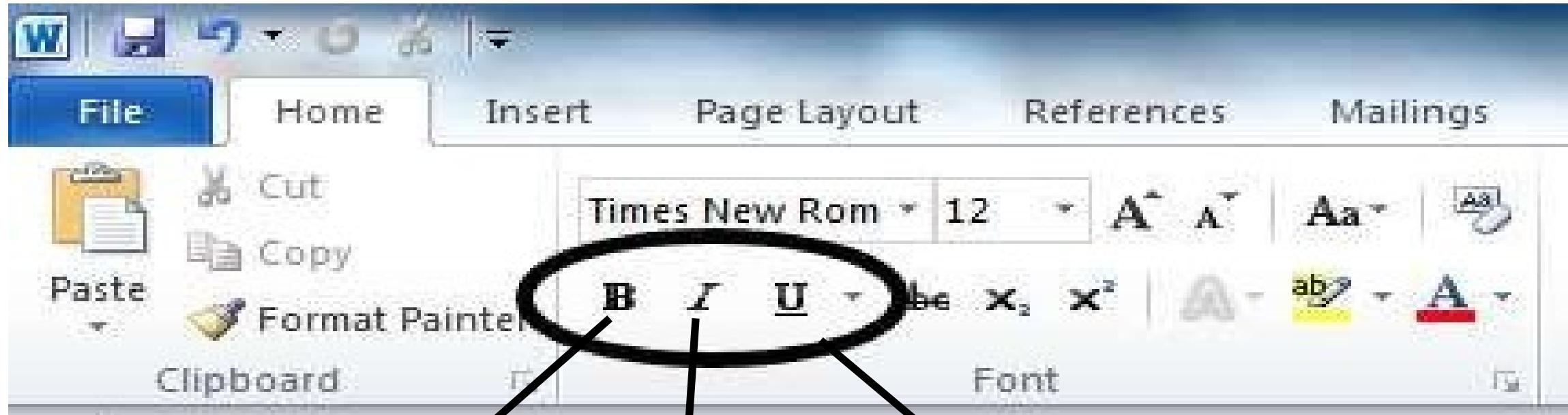


- Creating and saving a file
- Editing and formatting a document
- Paragraph formatting
- Inserting header and footer and Page number
- Checking spelling and grammar
- Subscript and superscript
- Inserting symbols
- Print preview and printing
- Inserting clipart, word art, and picture
- Page setting
- Bullets and number
- Border and shading
- Searching a word and replacing it by another word
- Inserting table

Creating and saving a file



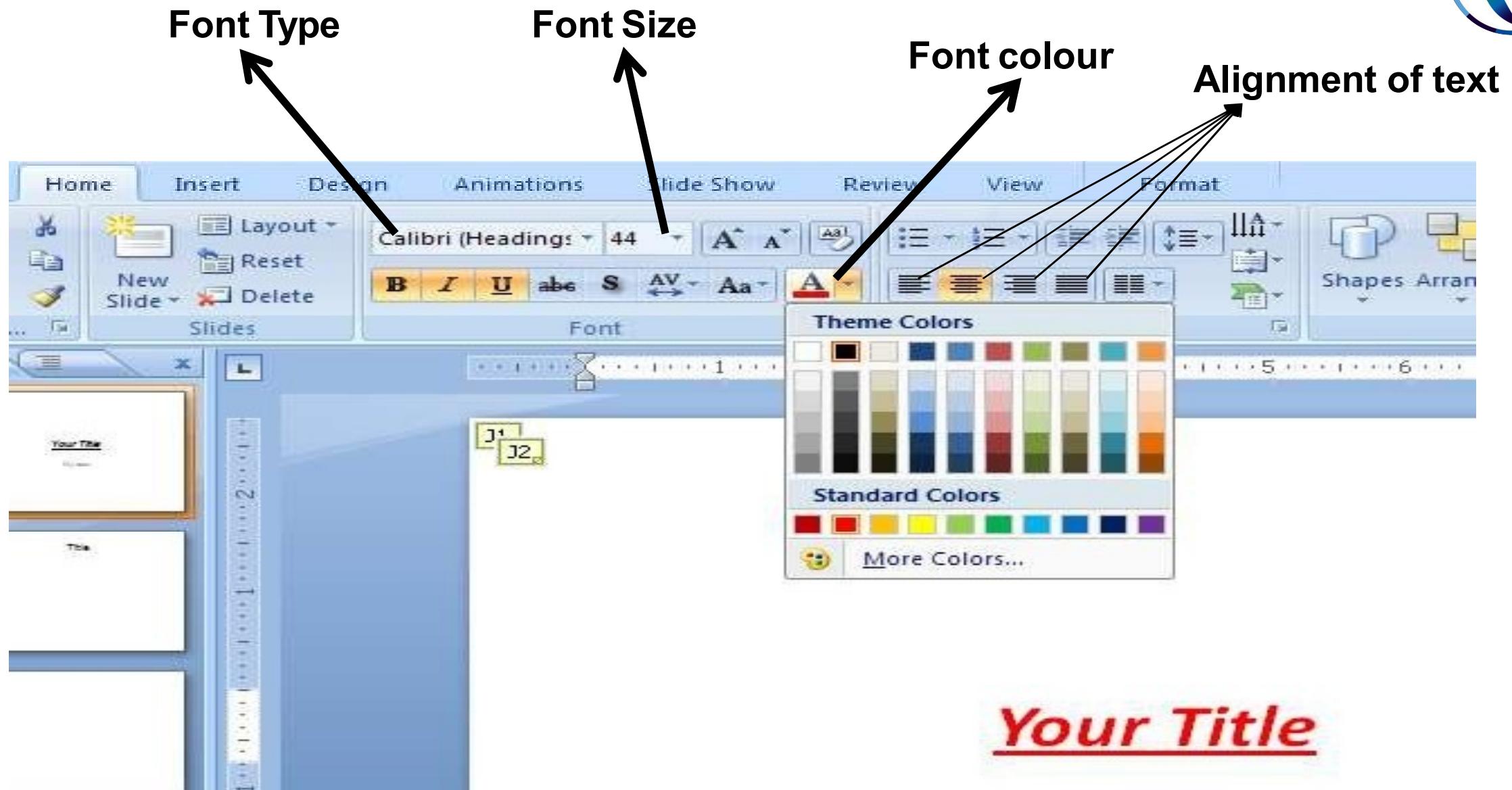
Editing and formatting a document



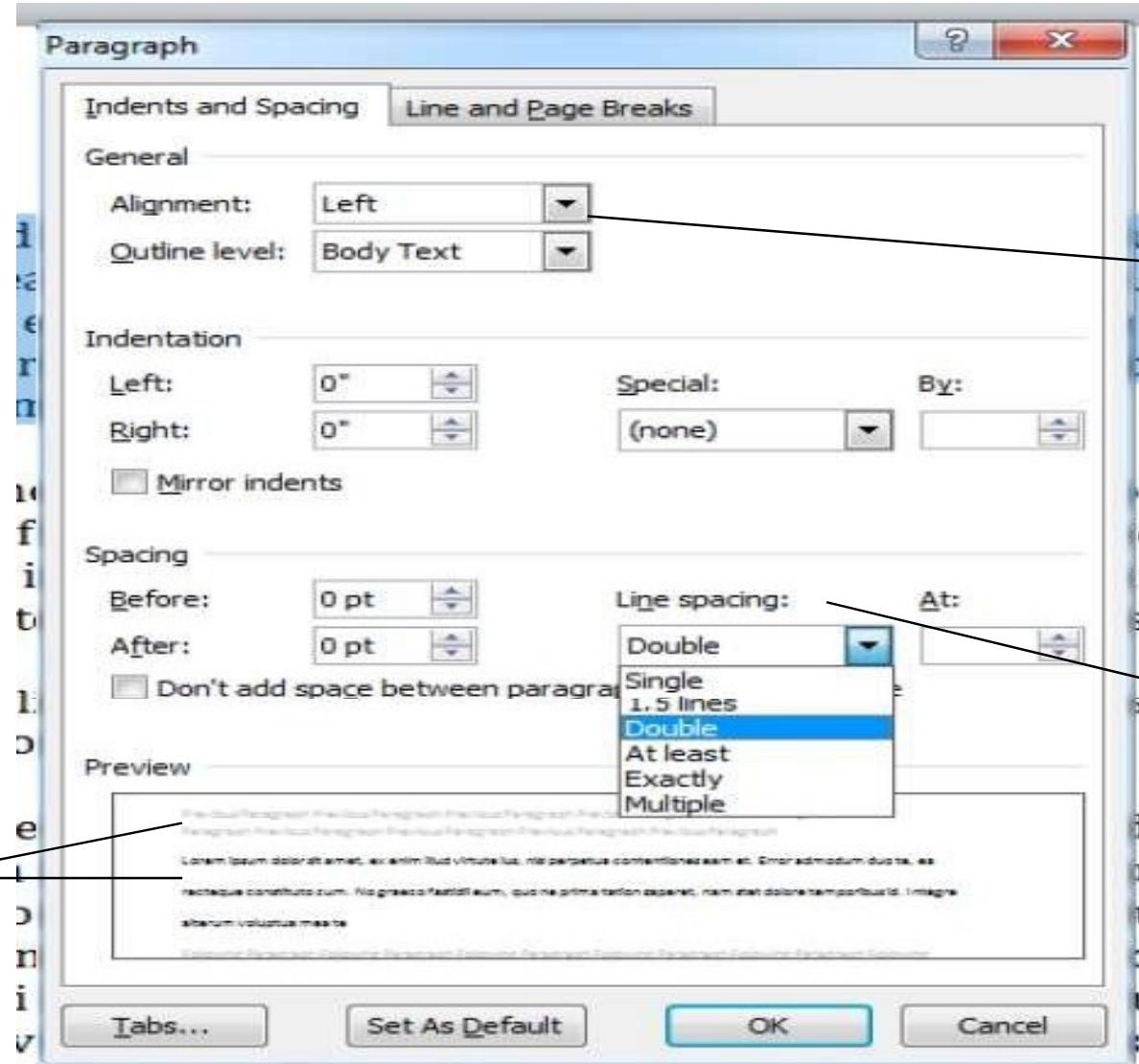
Bold

*I*italic

Under Line



Paragraph formatting

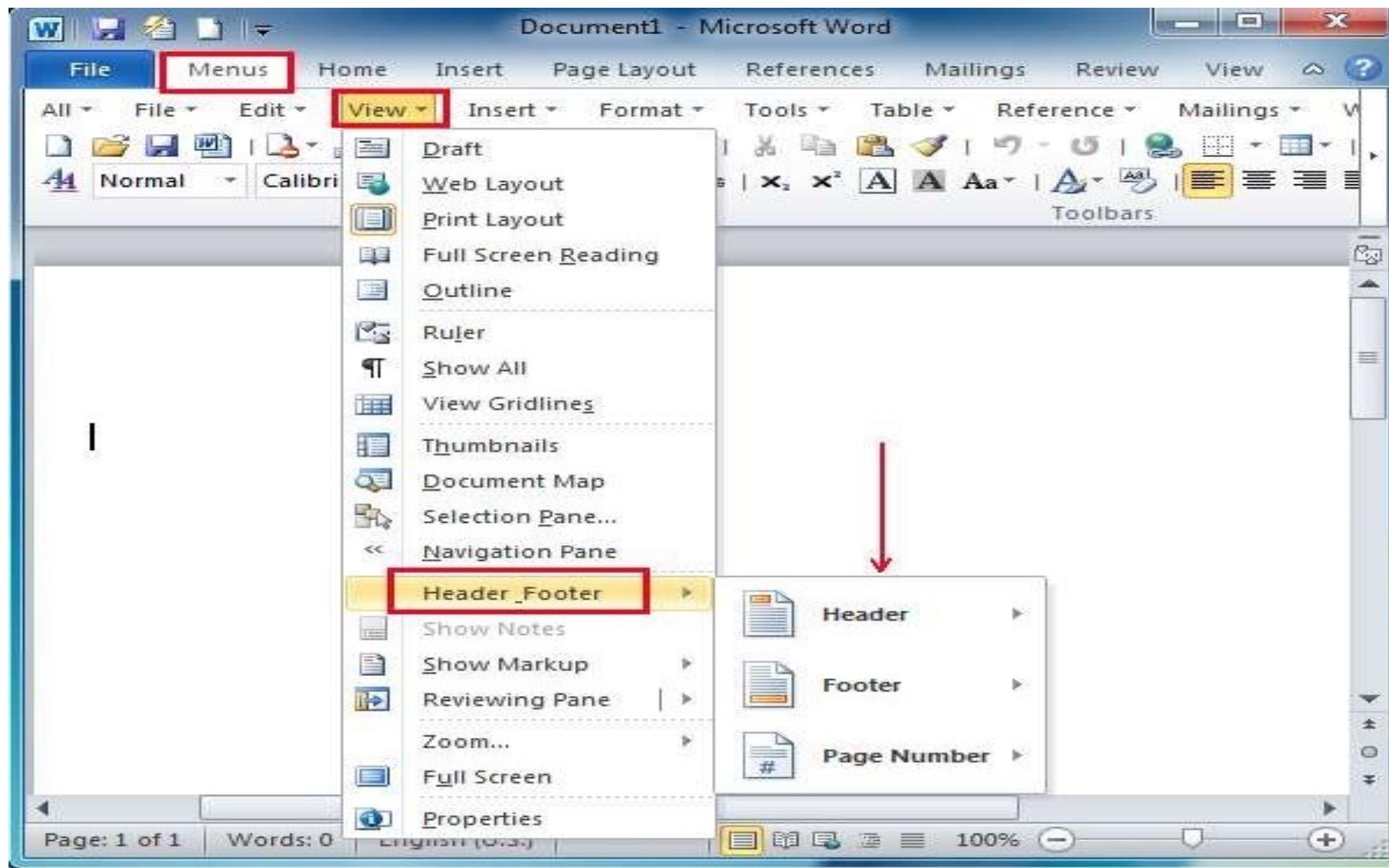


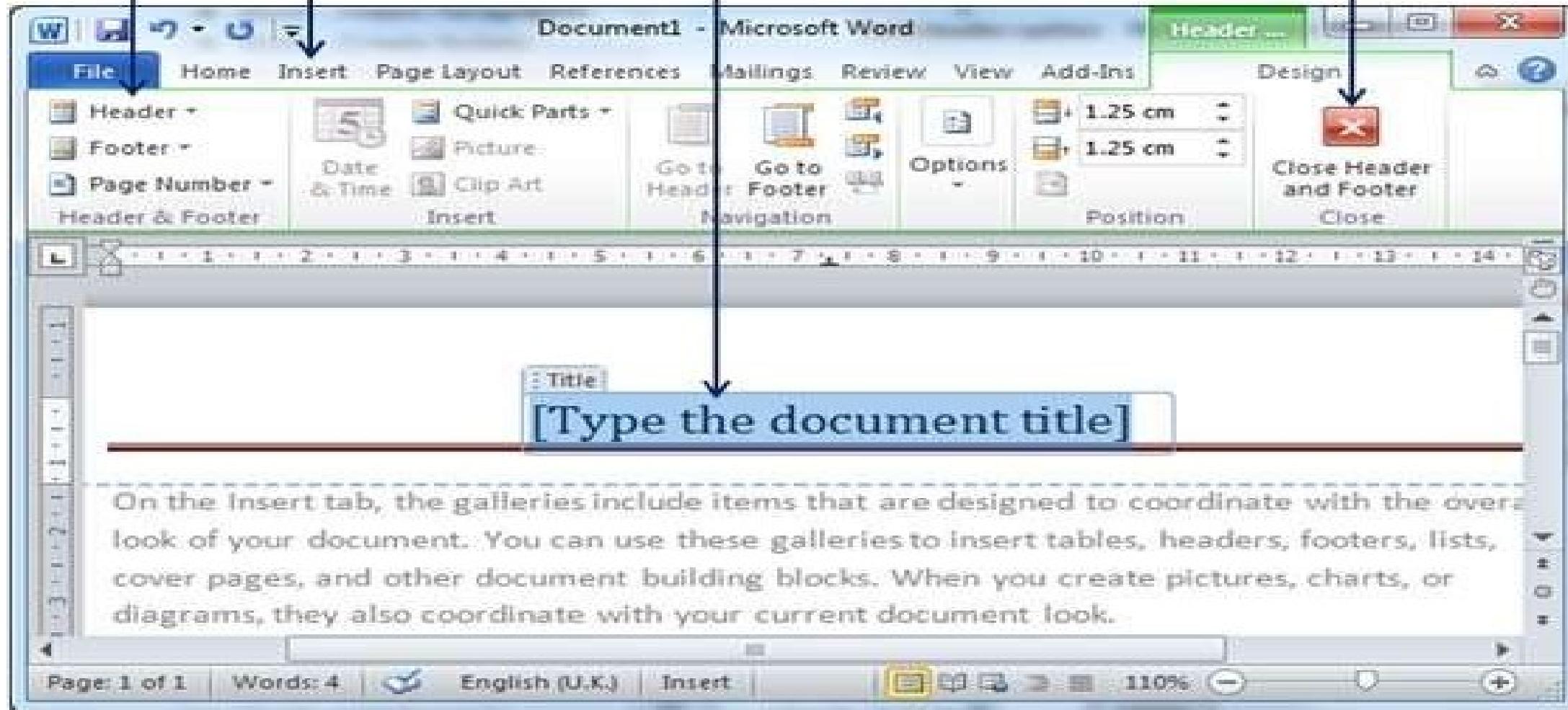
Alignment of Paragraph

Line spacing in paragraph

Space between Line

Inserting Header And Footer And Page Number



Header & Footer Buttons**Insert tab****Selected Header****Close Header and Footer**

The screenshot shows the Microsoft Word ribbon with the 'Insert' tab selected. The 'Header & Footer' button on the ribbon is highlighted. A callout arrow points to the 'Insert' tab with the label 'Insert tab'. The 'Header' button on the ribbon is also highlighted. A callout arrow points to the 'Header' button with the label 'Header & Footer Buttons'. A callout arrow points to the 'Selected Header' area with the label 'Selected Header'. The 'Header' dialog box is open, showing the 'Design' tab selected. A callout arrow points to the 'Close Header and Footer' button in the dialog box with the label 'Close Header and Footer'. The main document area shows a title placeholder: '[Type the document title]'. A callout arrow points to this placeholder with the label 'Type the document title'.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review Developers

Cover Page Blank Page Page Break

Table Picture Clip Art Shapes Screenshot

SmartArt Chart

Hyperlink Bookmark Cross-references

Header Footer

Quick Parts WordArt Equation Symbol

Insert Footer

Blank

Blank (Three Columns)

Alphabet

More Footers from Office.com

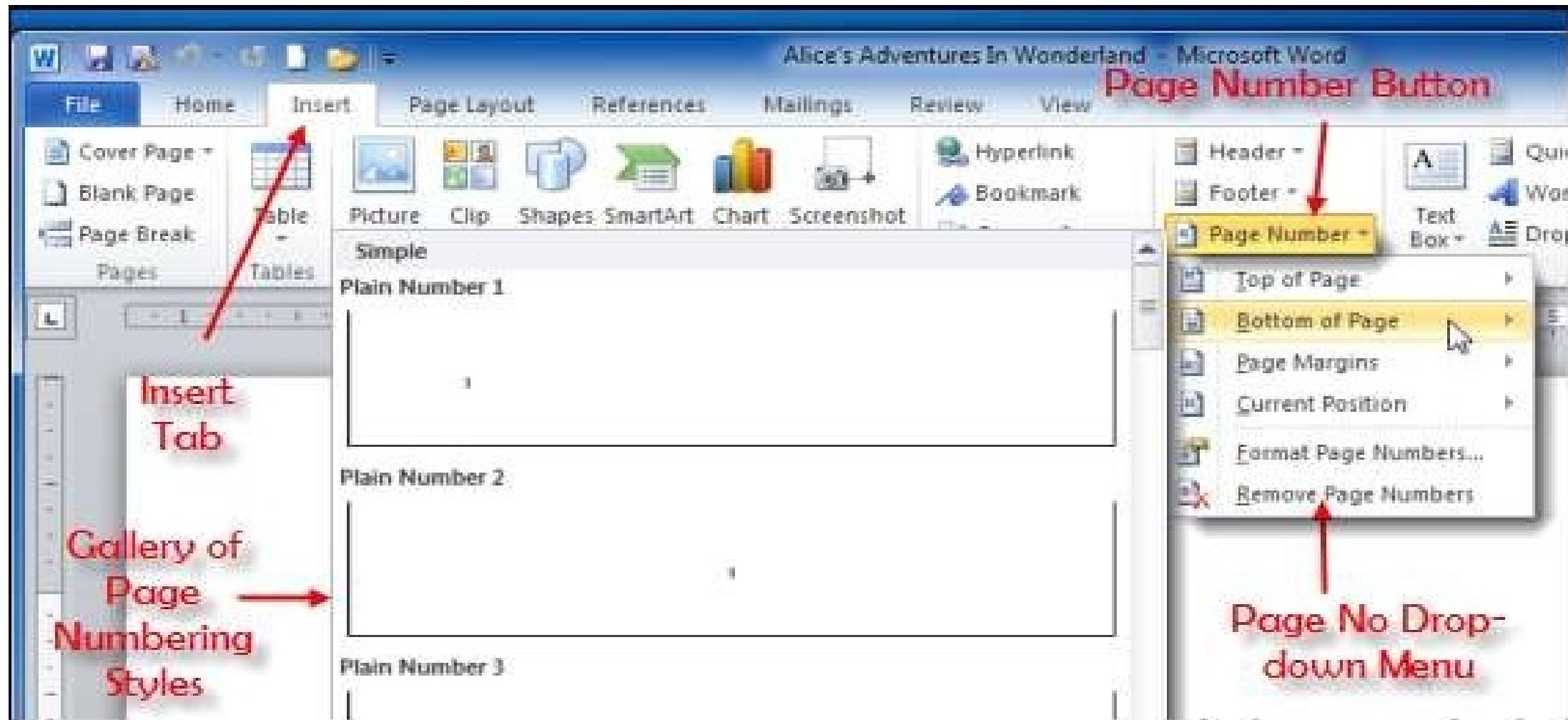
Edit Footer Remove Footer Save Selection to Footer Gallery

Page: 1 of 1 Words: 0 English (India)

A

Alice's Adventures in Wonderland - Microsoft Word

Page Number Button



The screenshot shows the Microsoft Word ribbon with the 'Insert' tab selected. The 'Page Number' button in the 'Text' section of the ribbon is highlighted with a red arrow. A dropdown menu is open from this button, listing 'Header -', 'Footer -', and 'Page Number -'. The 'Page Number -' option is highlighted with a yellow box and a red arrow. The submenu also includes 'Top of Page', 'Bottom of Page' (which is selected and highlighted with a yellow box and a red arrow), 'Page Margins', 'Current Position', 'Format Page Numbers...', and 'Remove Page Numbers'. The 'Page Number' button is also labeled 'Page Number' in red text.

Insert Tab

Gallery of Page Numbering Styles →

Page Number Button

Page Number →

Page No Drop-down Menu

Checking Spelling and Grammer

As we talked about in our meeting, my fourtteen floor sales and in the role of Sales Supervisor, wou time, I have learned many techniques that would ratings at Quality Furnishings.

In addition, I wanted to let you no that I have recently recieived my certificate from the Superior Sales Training program at the National Business Institute. several techniques covered in the program are sure to bolster sales. Also, increased customer satisfaction. I look forward to having the chance to impliment them at Quality Furnishings.

The Contextual spelling error
comes in filling the Sales As
or would like additional
hearing from you soon.

Spelling error



Grammatical error

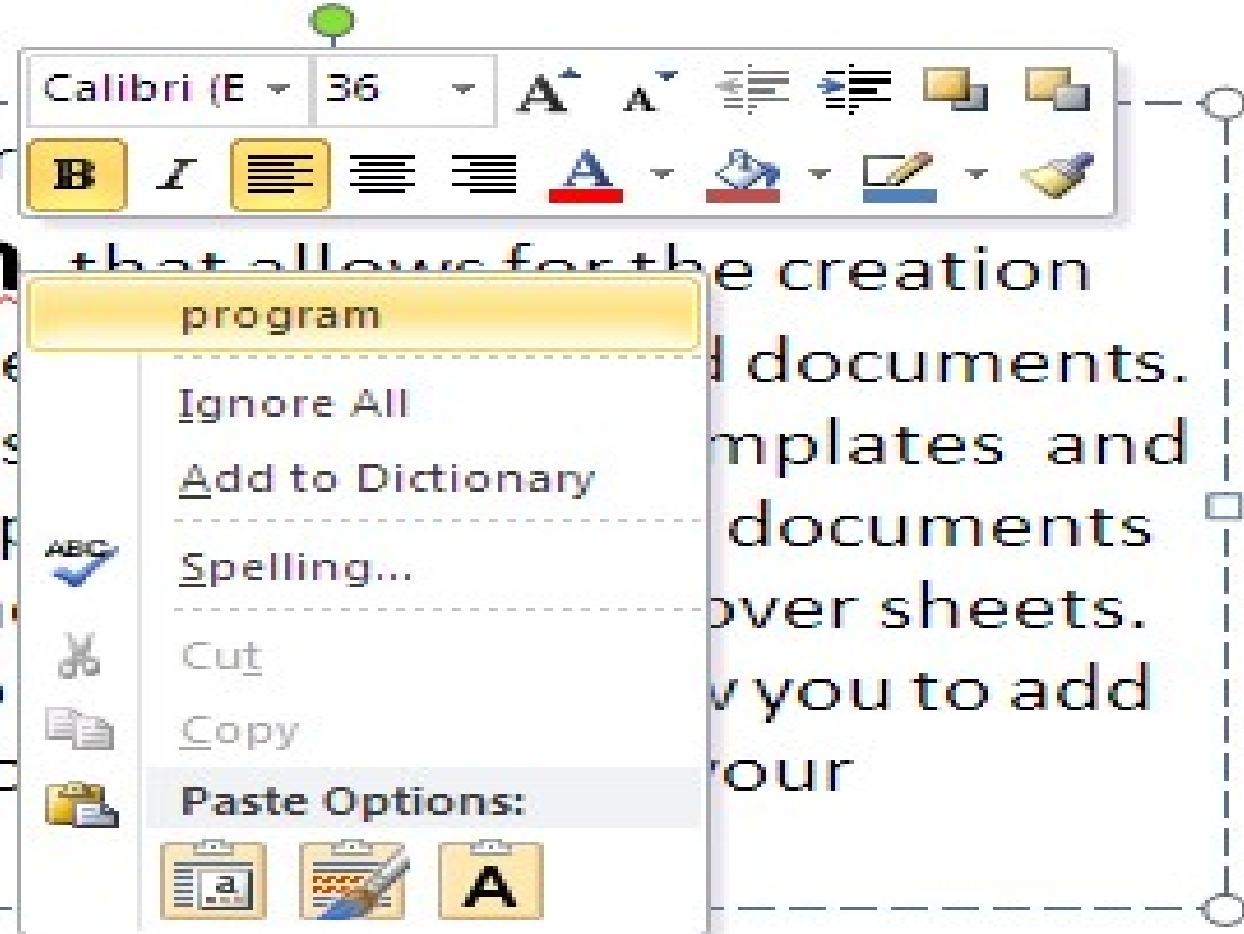




The screenshot shows the Microsoft Outlook 2007 ribbon interface. The 'File' tab is selected, and the 'Menus' tab is highlighted with a red box. The 'Tools' tab is also highlighted with a yellow box and is open, displaying a list of options. The 'Spelling & Grammar' option is selected and highlighted with a red box. The ribbon also includes tabs for 'Message', 'Insert', 'Options', 'Format Text', and 'Review'. Below the ribbon, there are various toolbars and a message header with fields for 'From', 'To...', 'Cc...', and 'Subject'.

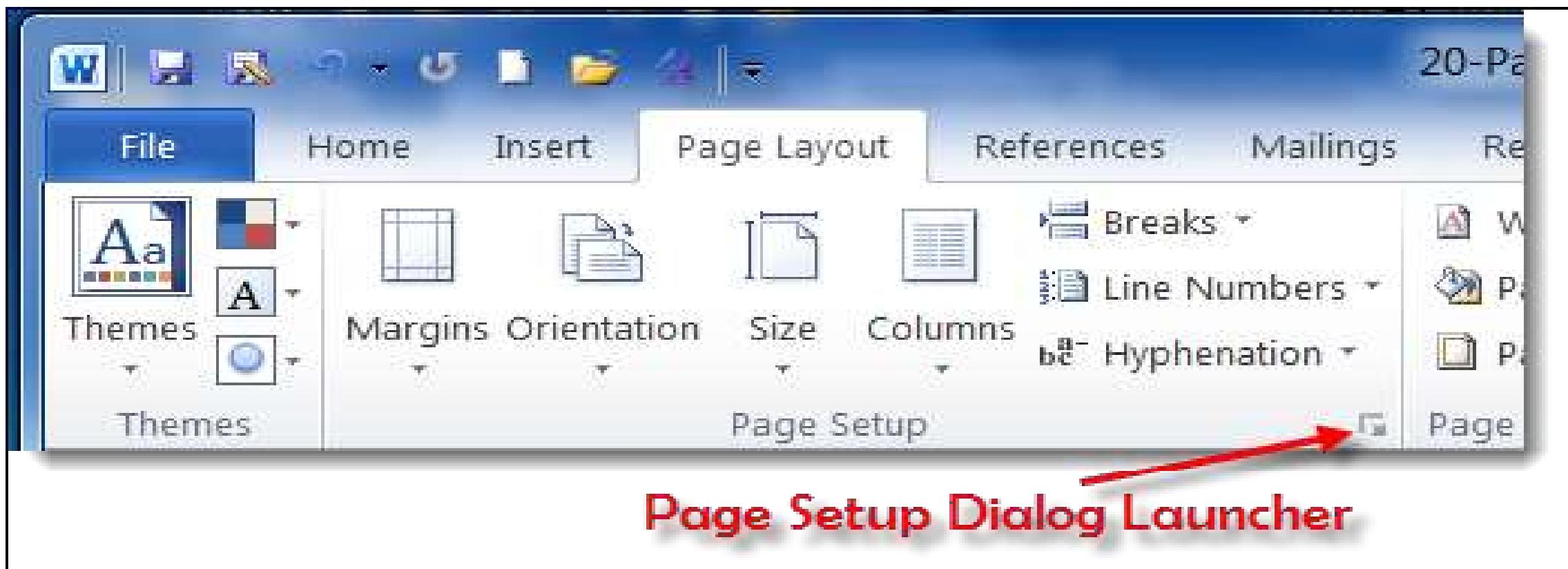
Example:

Microsoft Word is a word processing program that allows for the creation of both simple and complex documents. The program is designed to be user-friendly, with wizards to help users create documents such as resumes, reports, and presentations. There are also professional tools for creating documents.

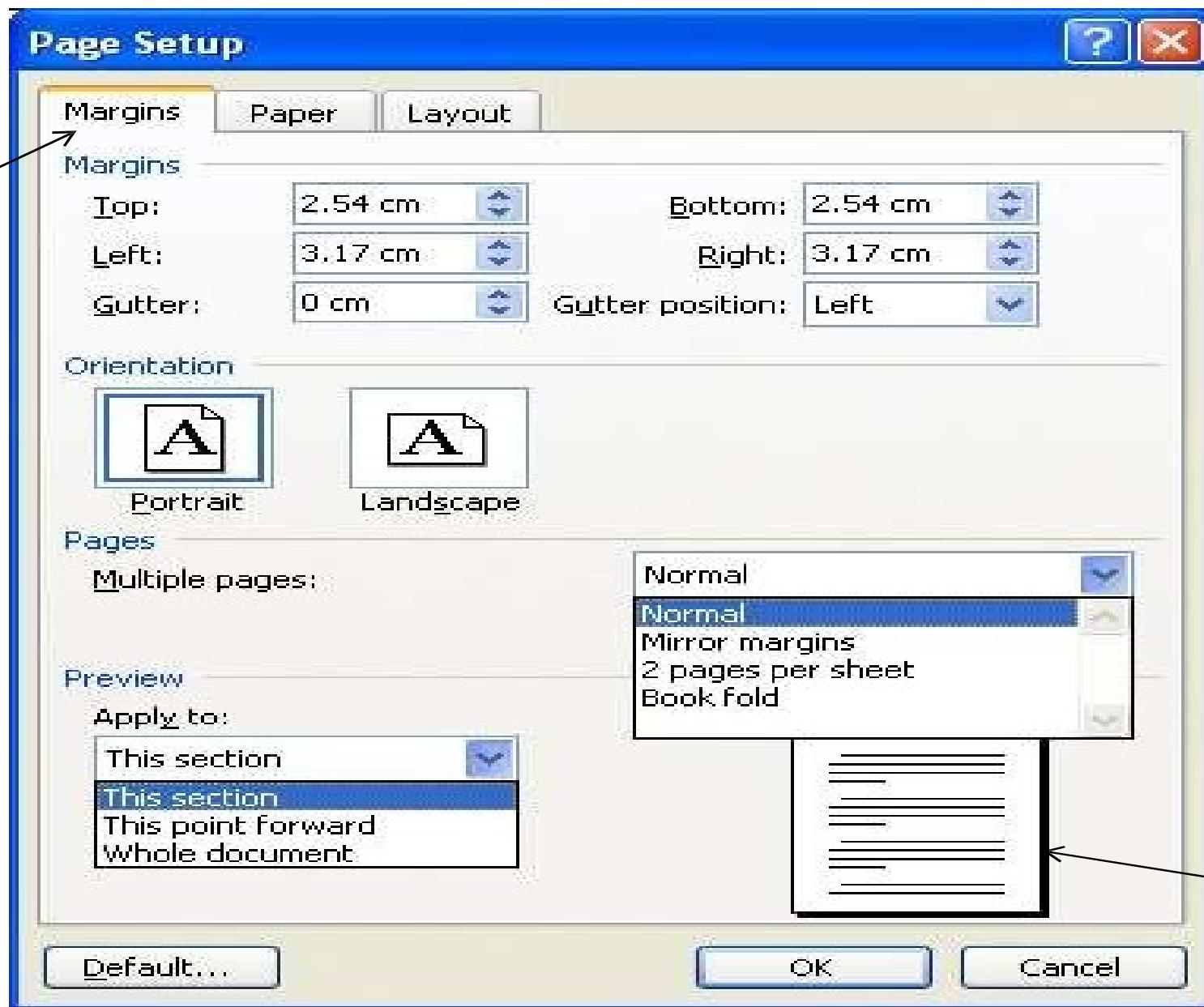




Page Setup



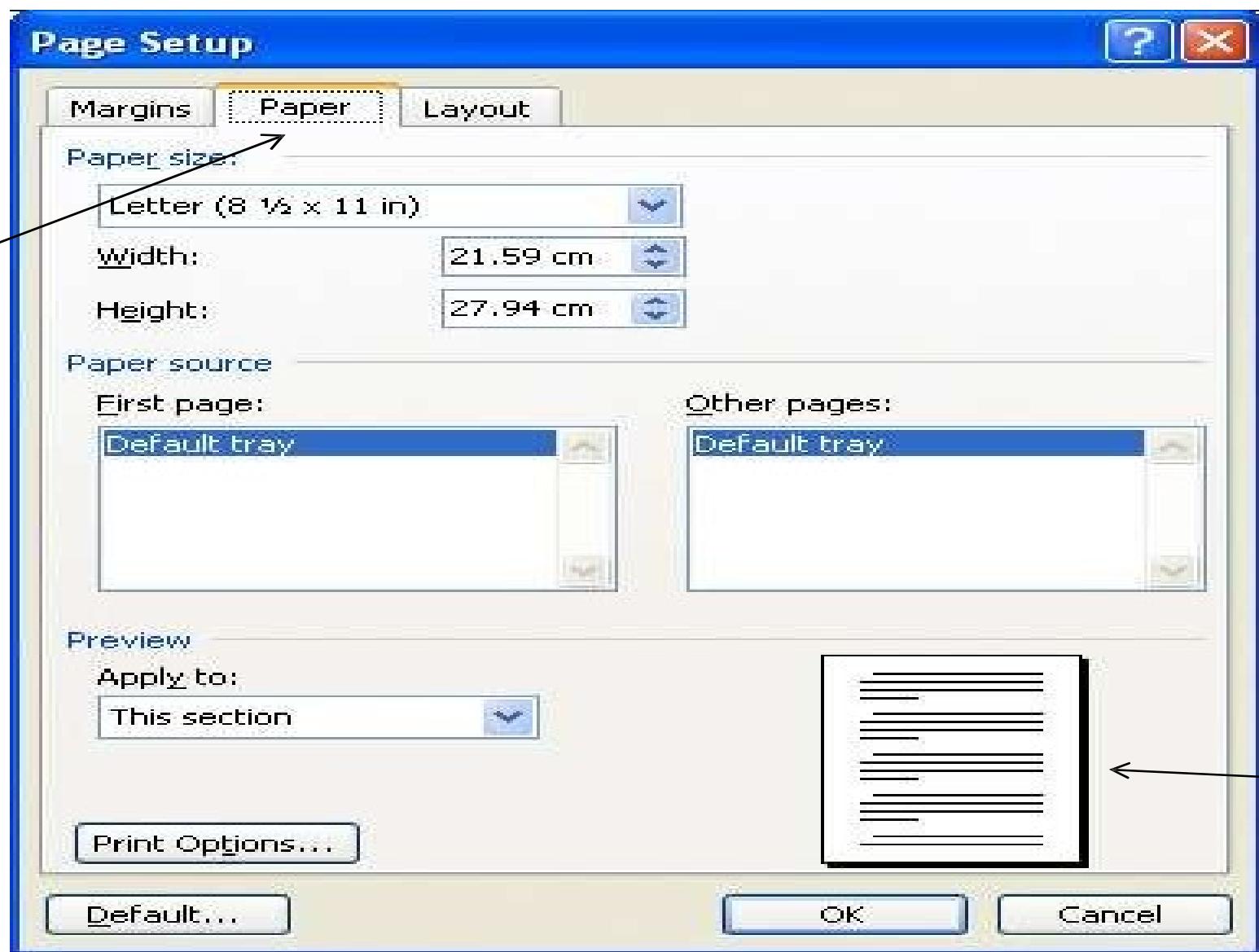
Set Margins



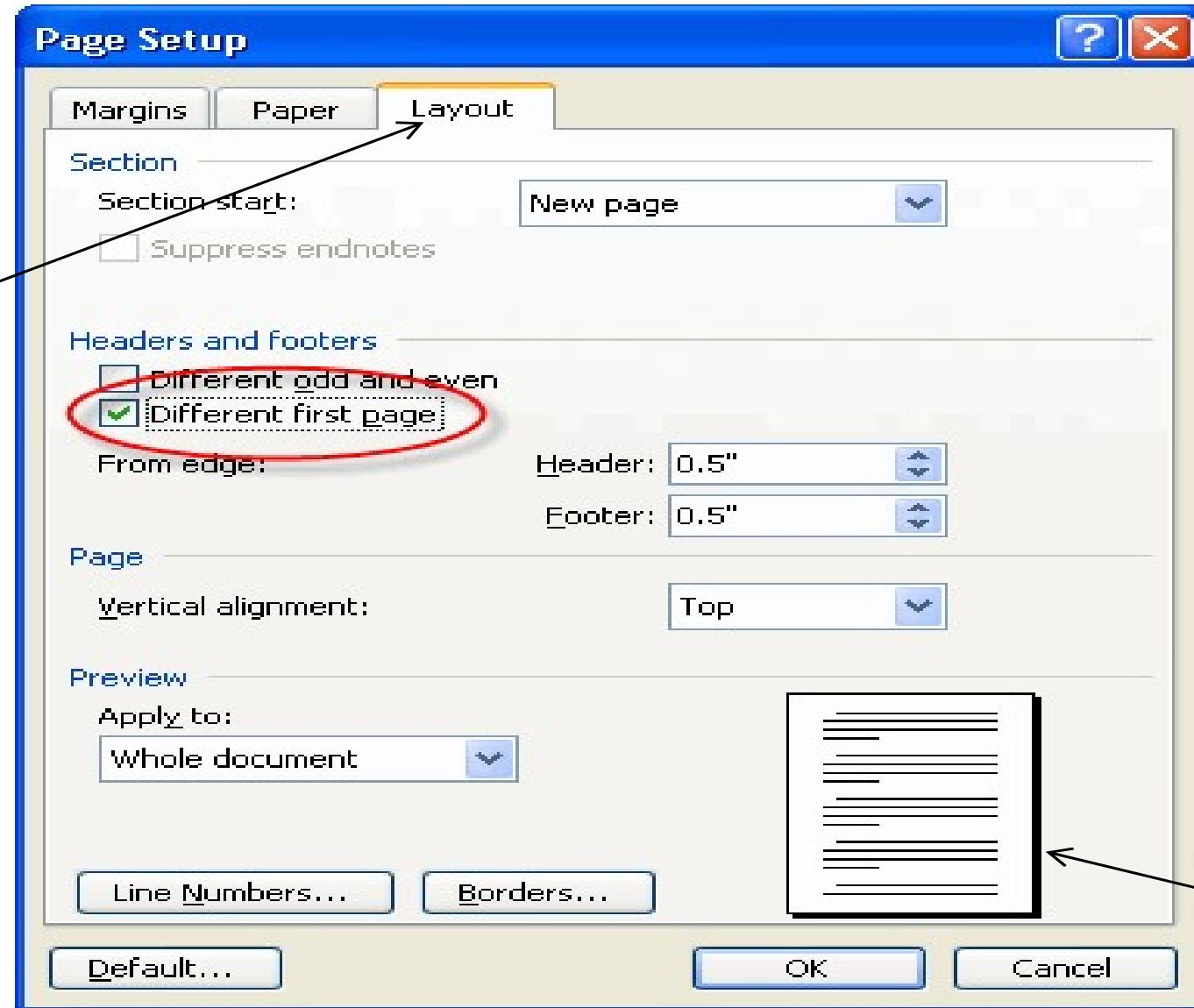
Preview



Paper Setup



Layout Setup

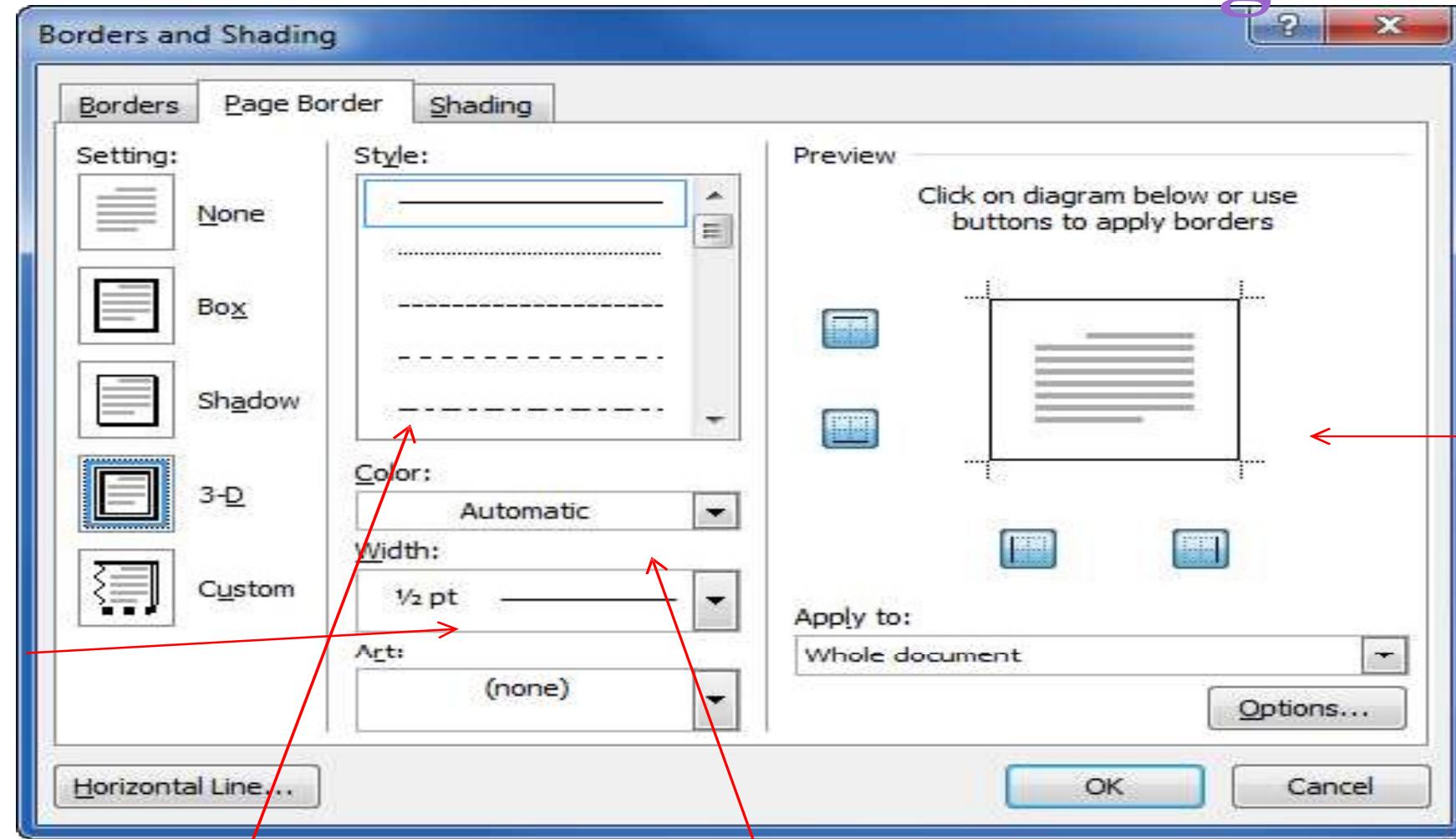


Preview

Borders and Shading



Select border width



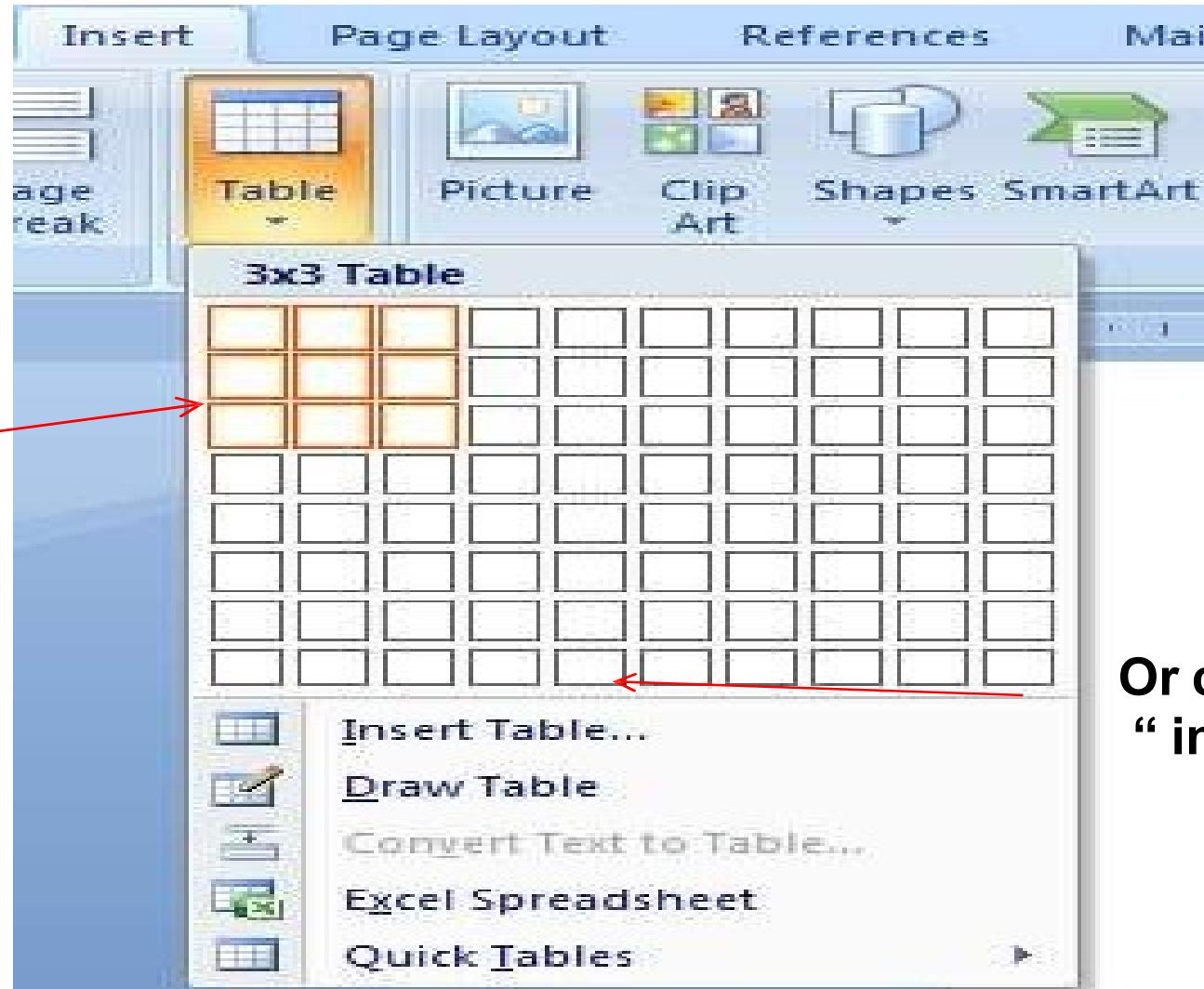
Select border style

Select border color

Border Preview

Inserting Table in file

Visually
select the
size of table



Or click
“insert table”