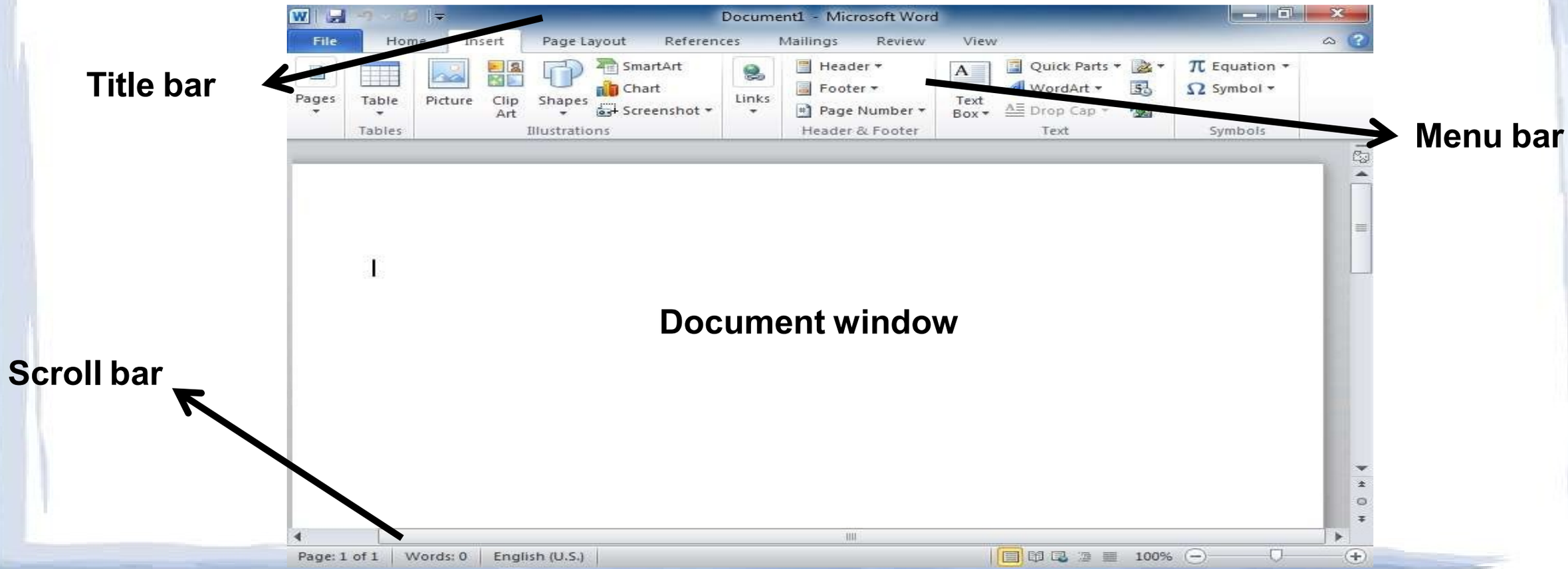
Microsoft Word

Introduction

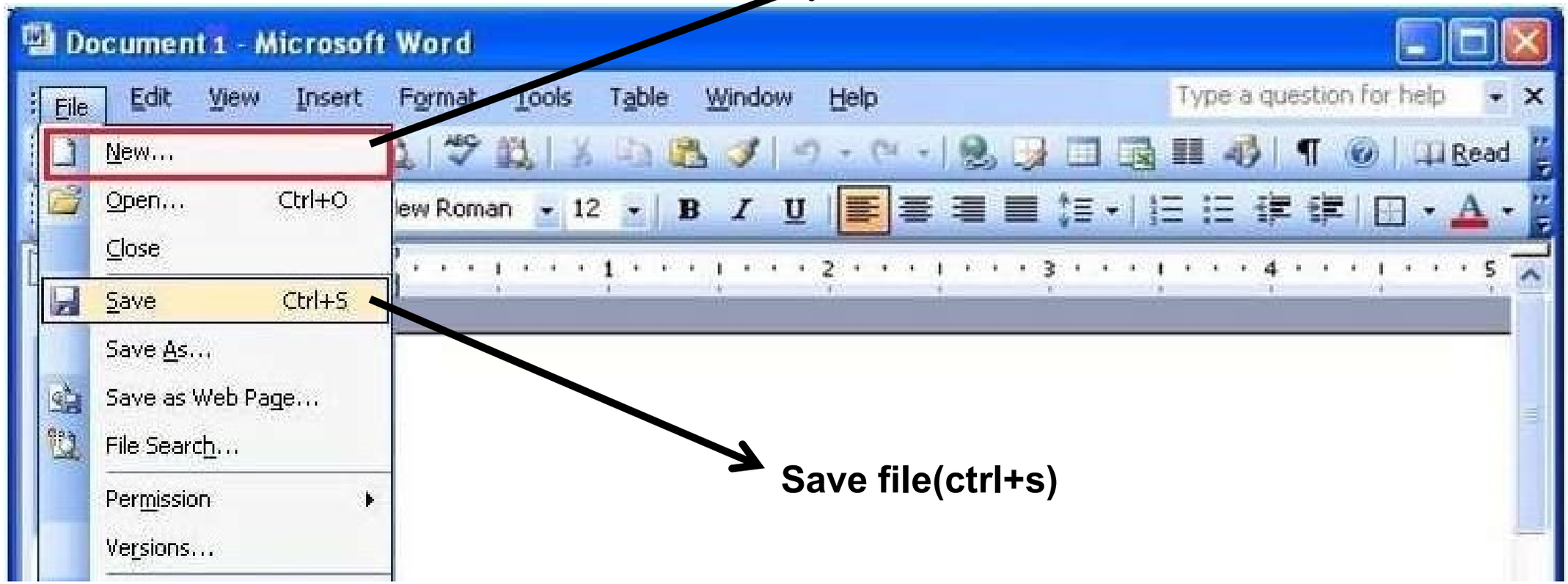
1. Microsoft Word (often called Word) is a graphical word processing program that users can type with.
2. It is made by the computer company Microsoft.
3. The purpose of the MS Word is to allow the users to type and save documents.



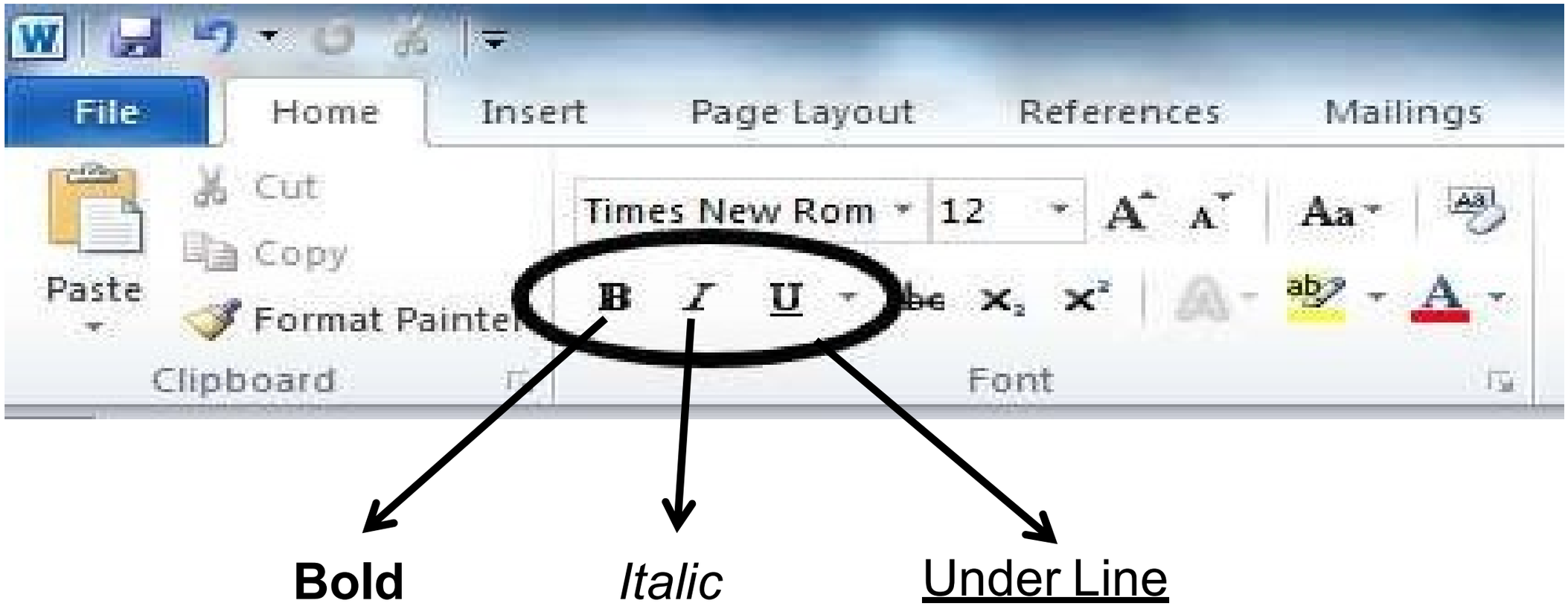
Features of MS Word

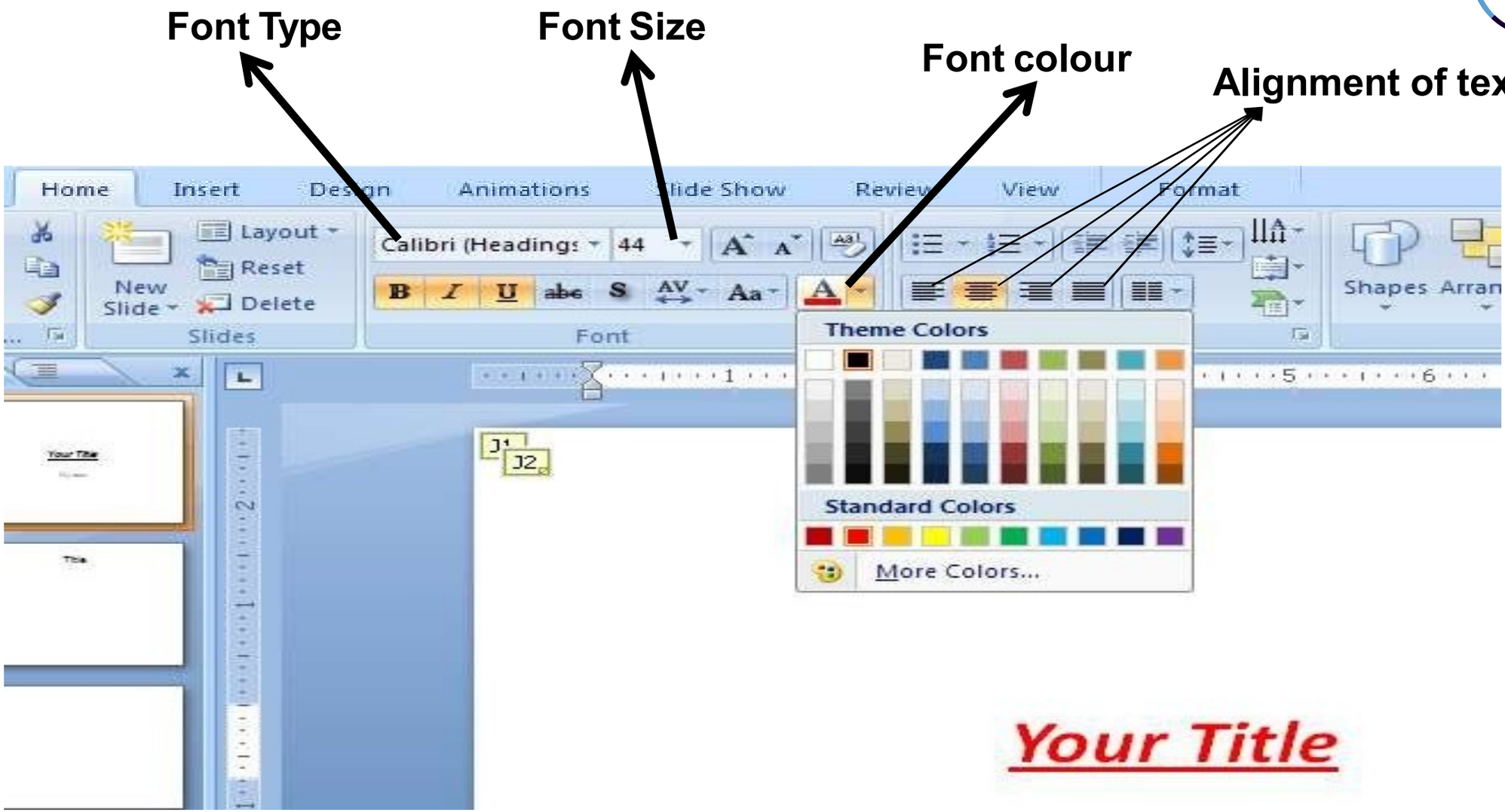
- Creating and saving a file
- Editing and formatting a document
- Paragraph formatting
- Inserting header and footer and Page number
- Checking spelling and grammar
- Subscript and superscript
- Inserting symbols
- Print preview and printing
- Inserting clipart, word art, and picture
- Page setting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

Creating and saving a file



Editing and formating a document




Font Type
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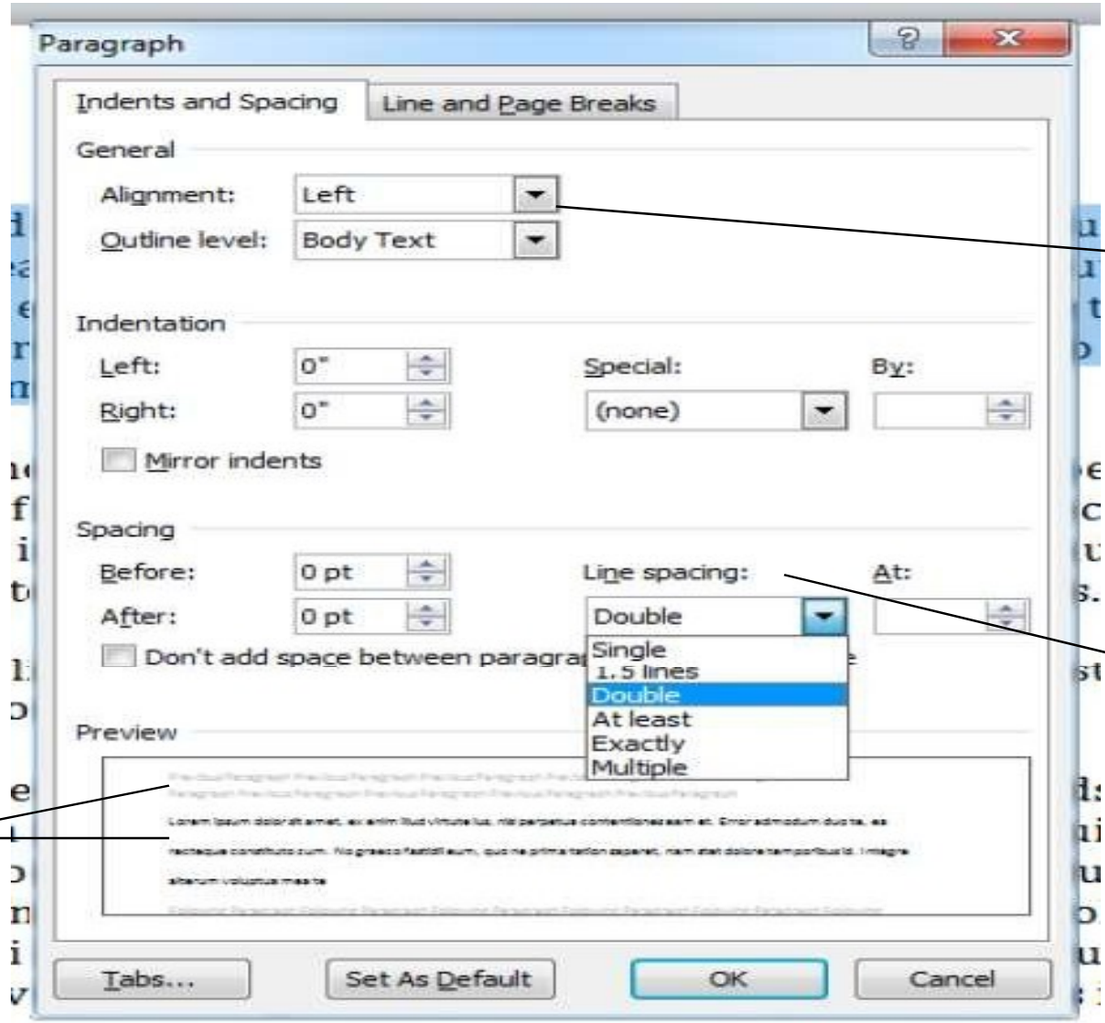
Your Title

Paragraph formating

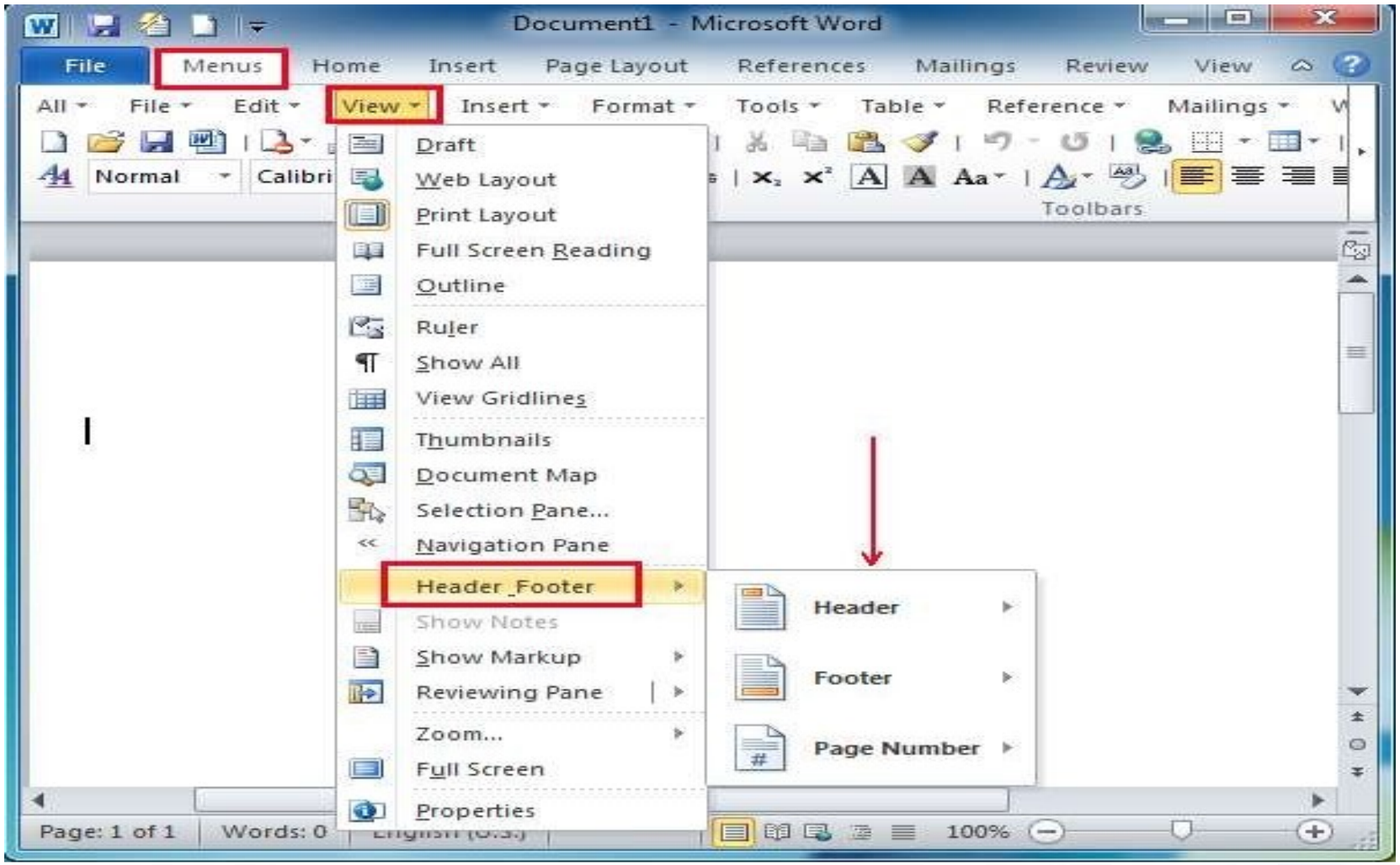


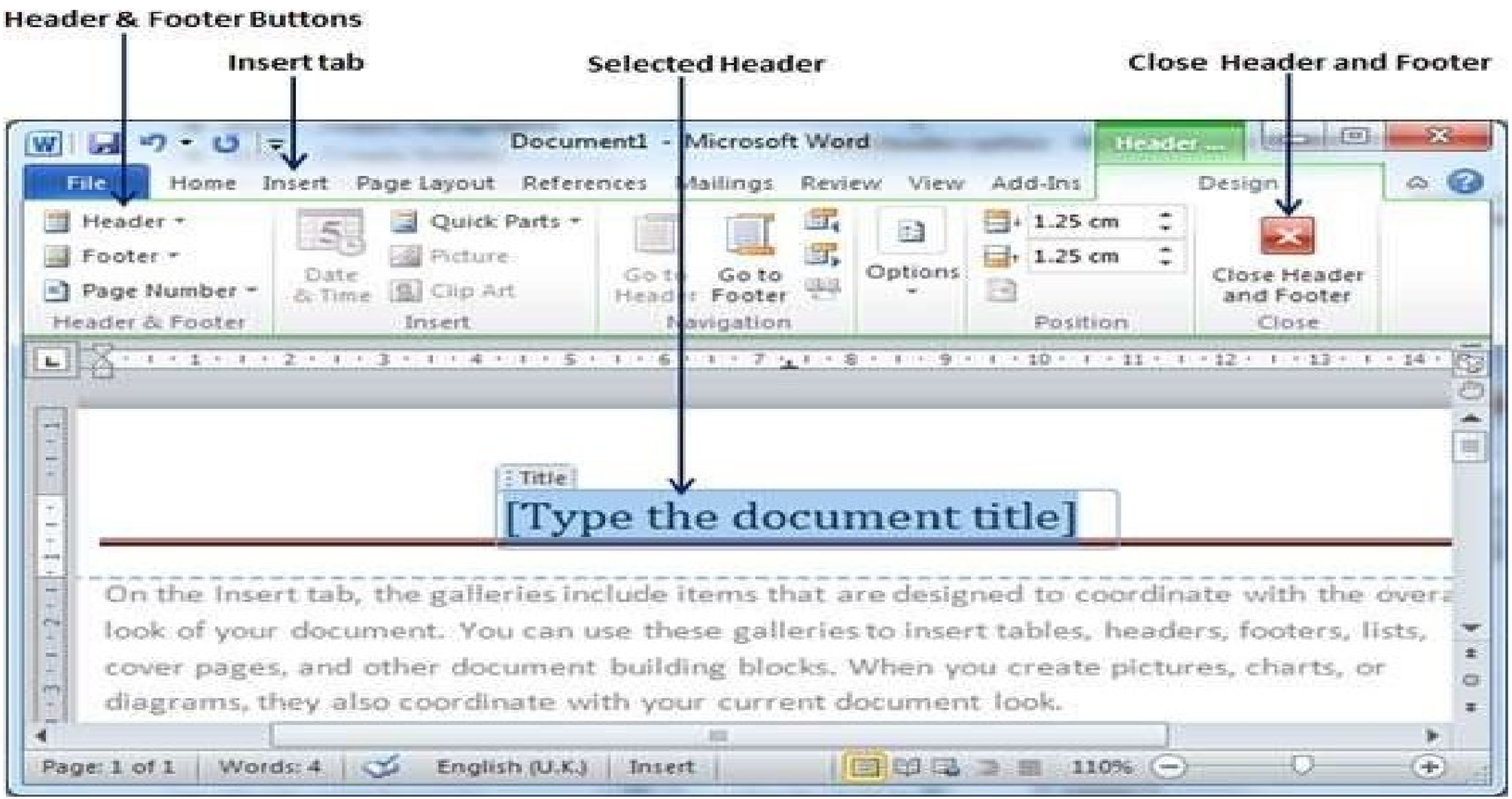
Alignment of Paragraph

Line spacing in paragraph

Space between Line

Inserting Header And Footer And Page Number




Header & Footer Buttons
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Document1 - Microsoft Word
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look of your document. You can use these galleries to insert tables, headers, footers, lists,
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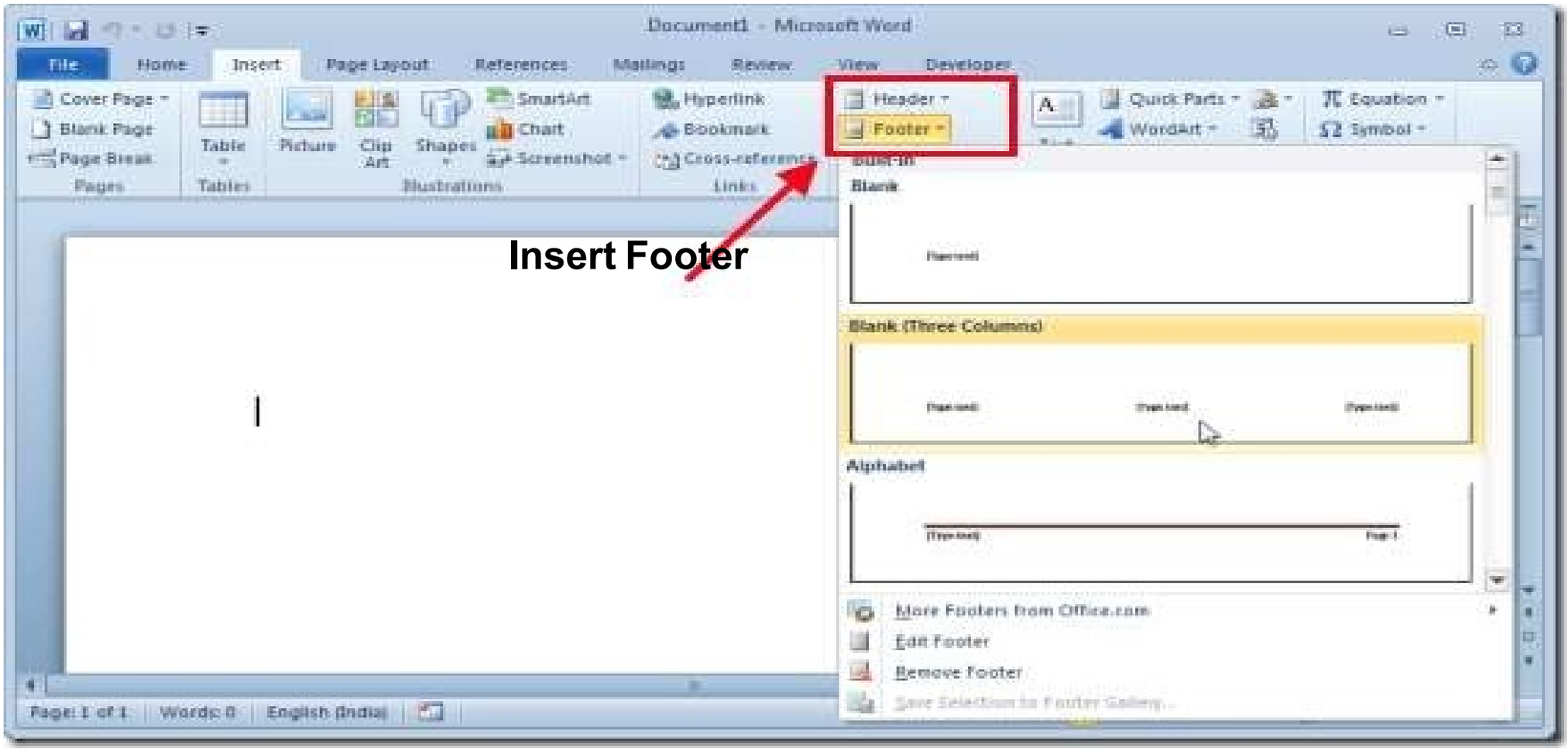
Document1 - Microsoft Word
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Page Layout
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Cover Page
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Tables
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Clip Art
Shapes
SmartArt
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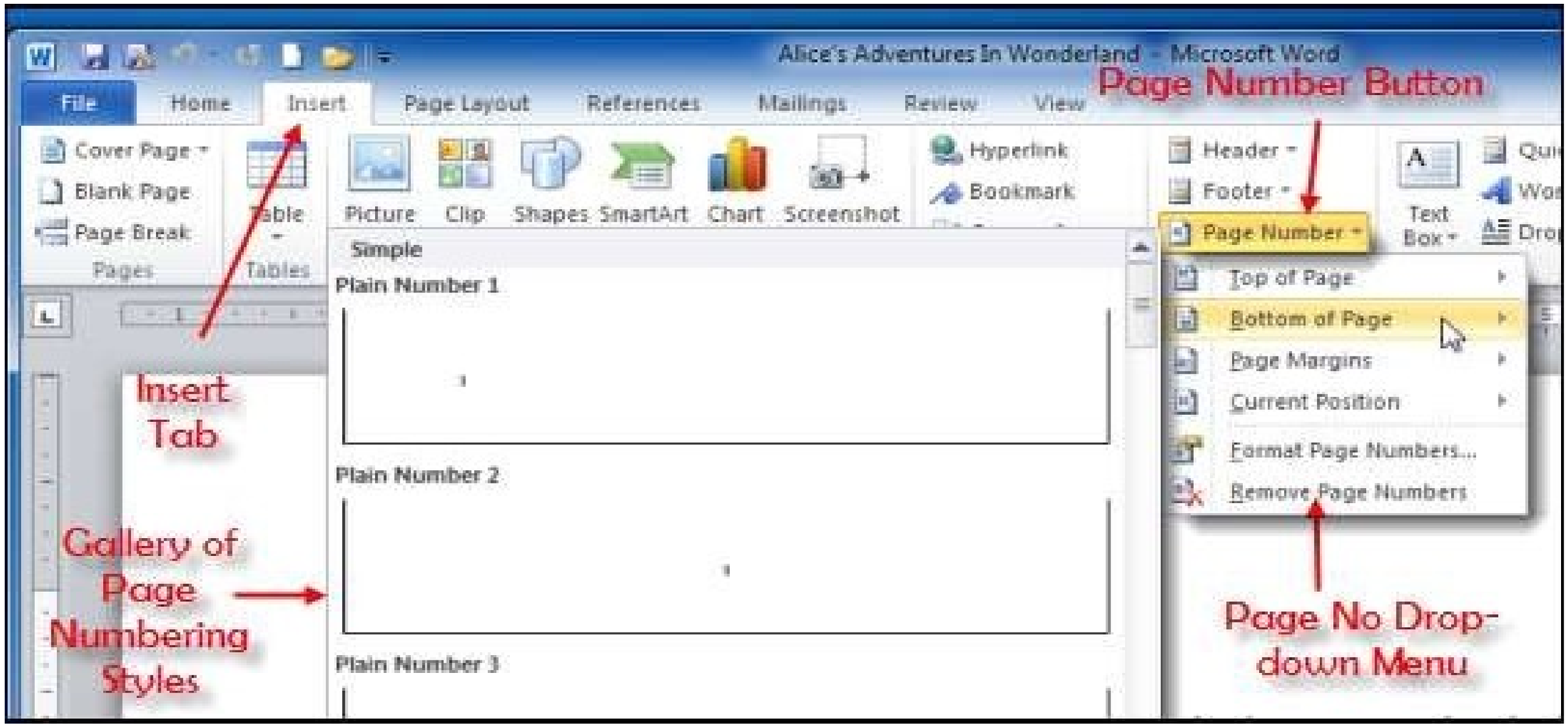
Page: 1 of 1
Words: 0
English (India)


Alice's Adventures In Wonderland - Microsoft Word
File
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Page Layout
References
Mailings
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Page Number Button
Cover Page
Blank Page
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Pages
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Tables
Picture
Clip
Shapes
SmartArt
Chart
Screenshot
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Gallery of Page Numbering Styles
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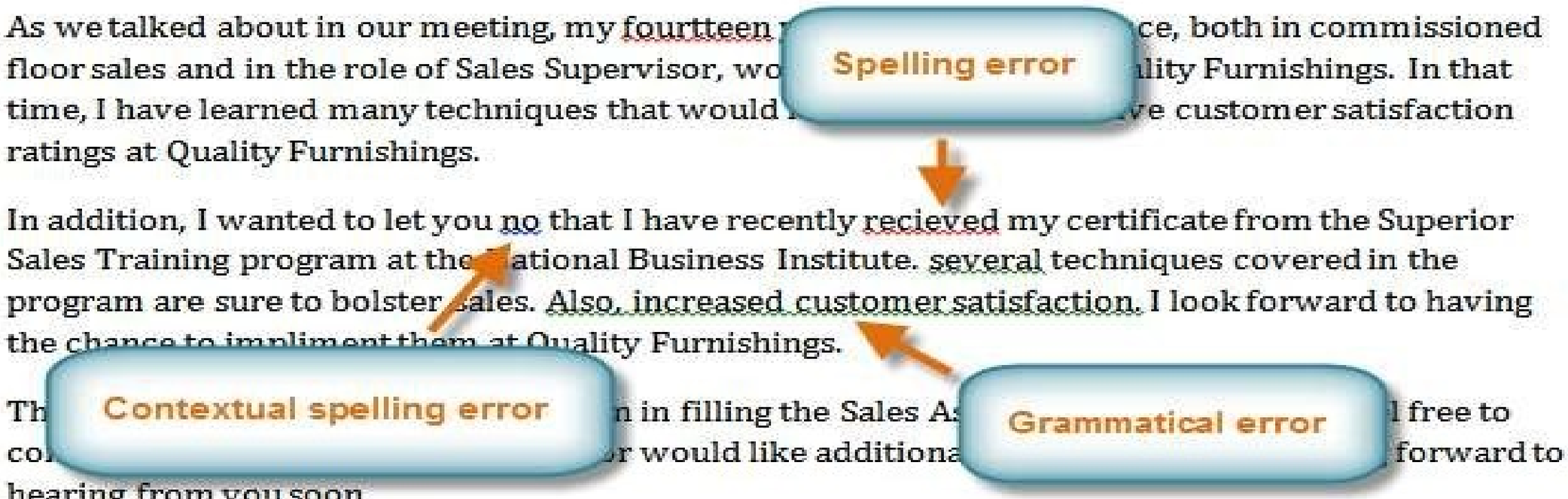
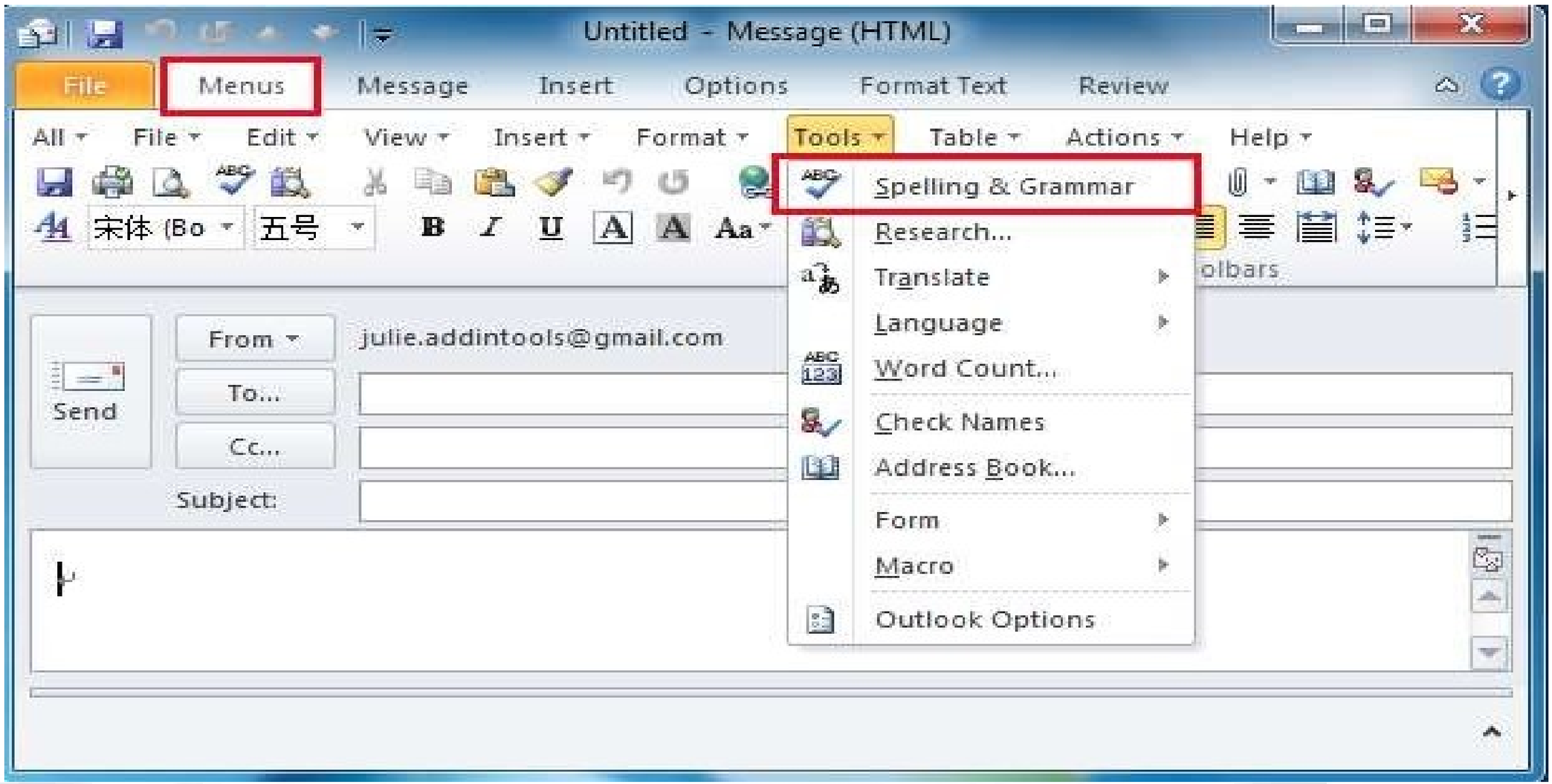
Checking Spelling and Grammer

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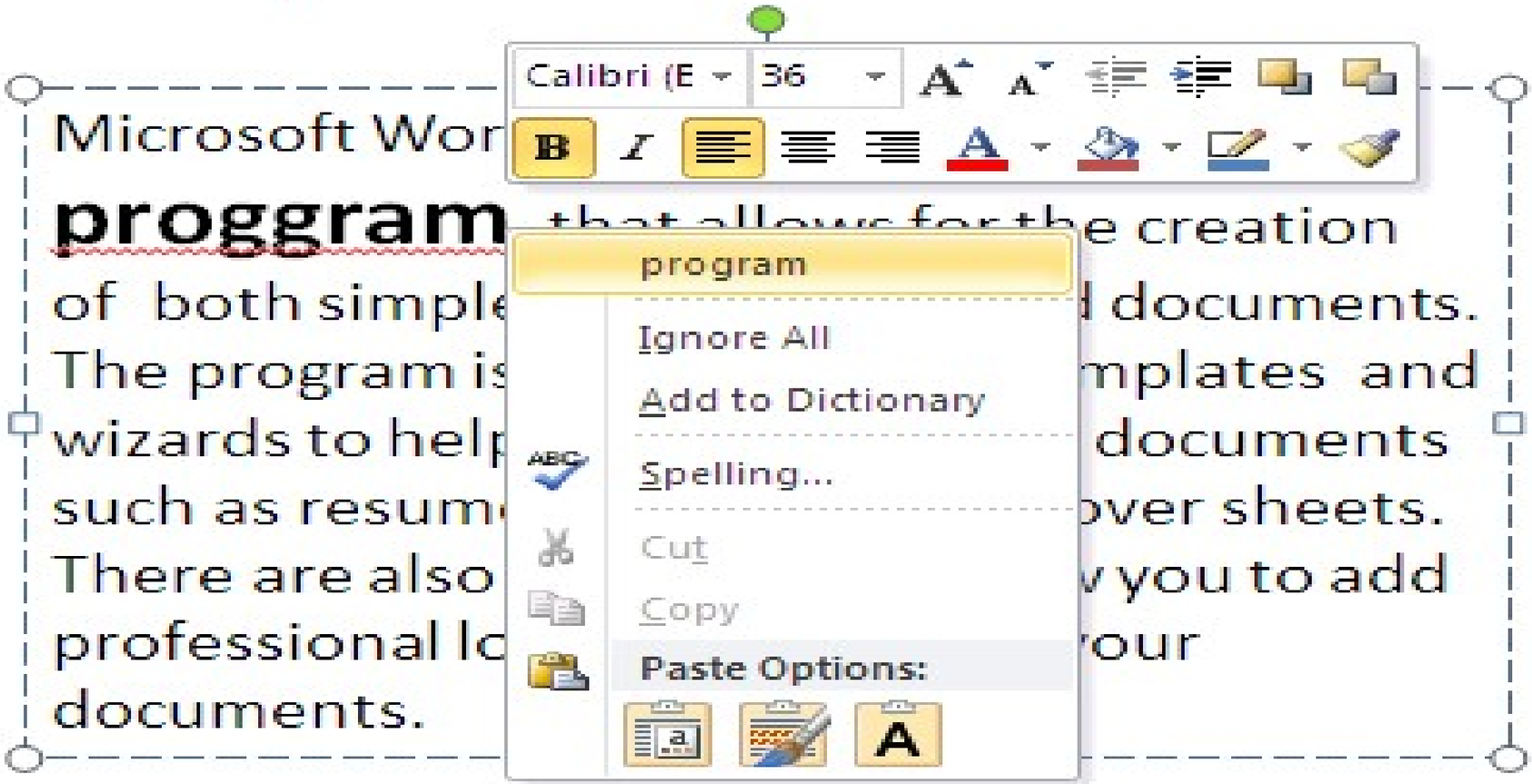
Example: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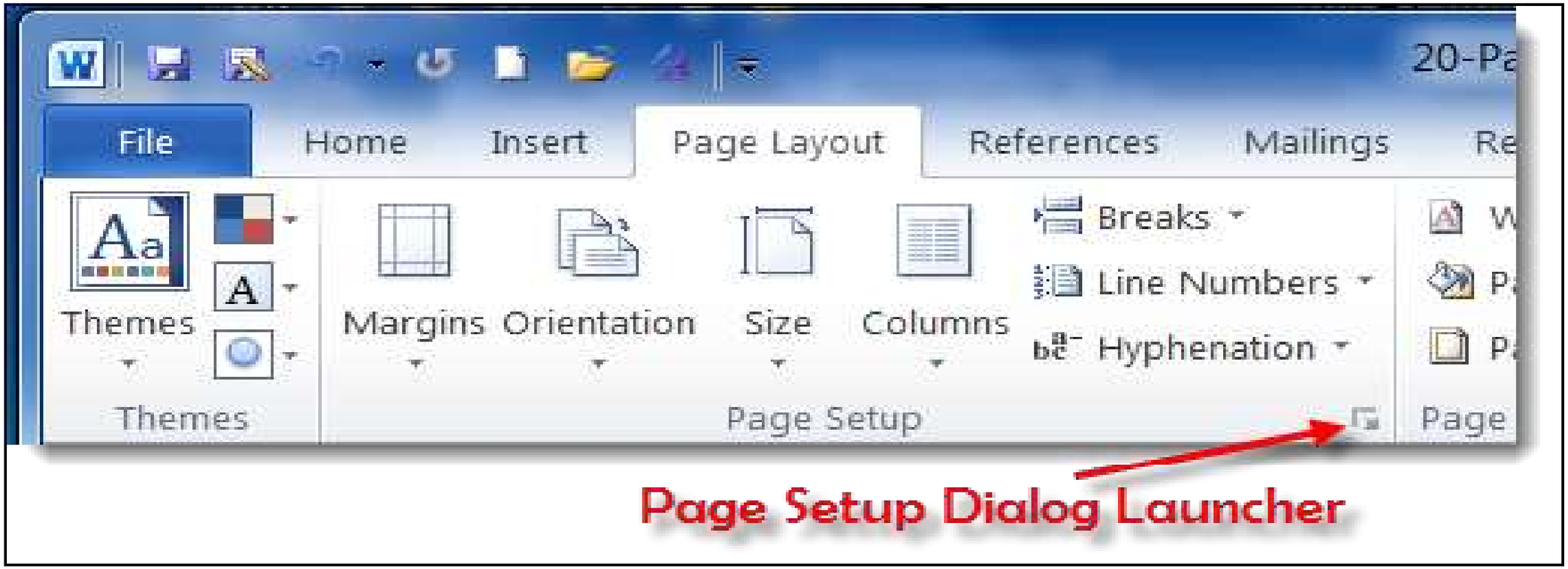
Page Setup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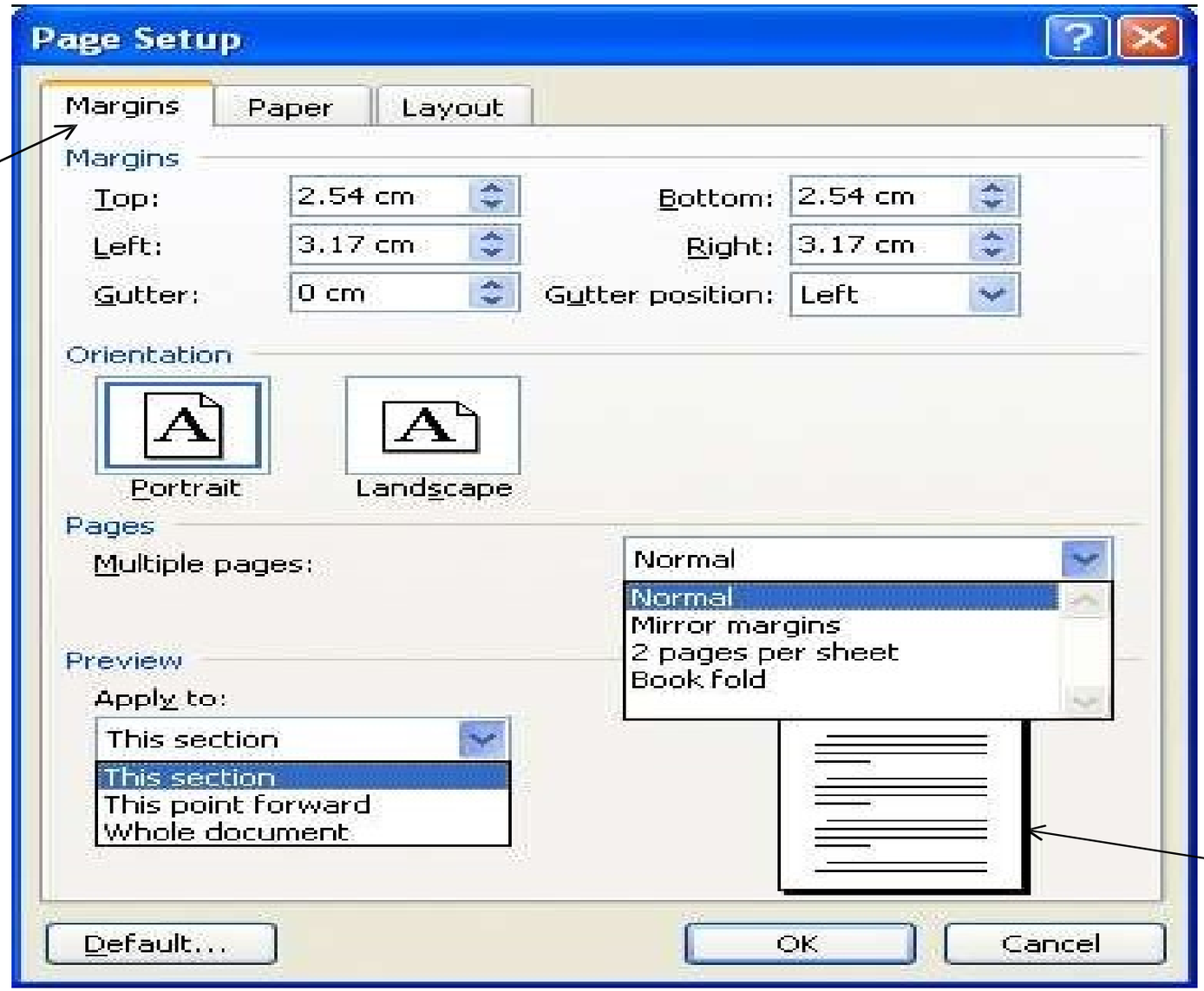
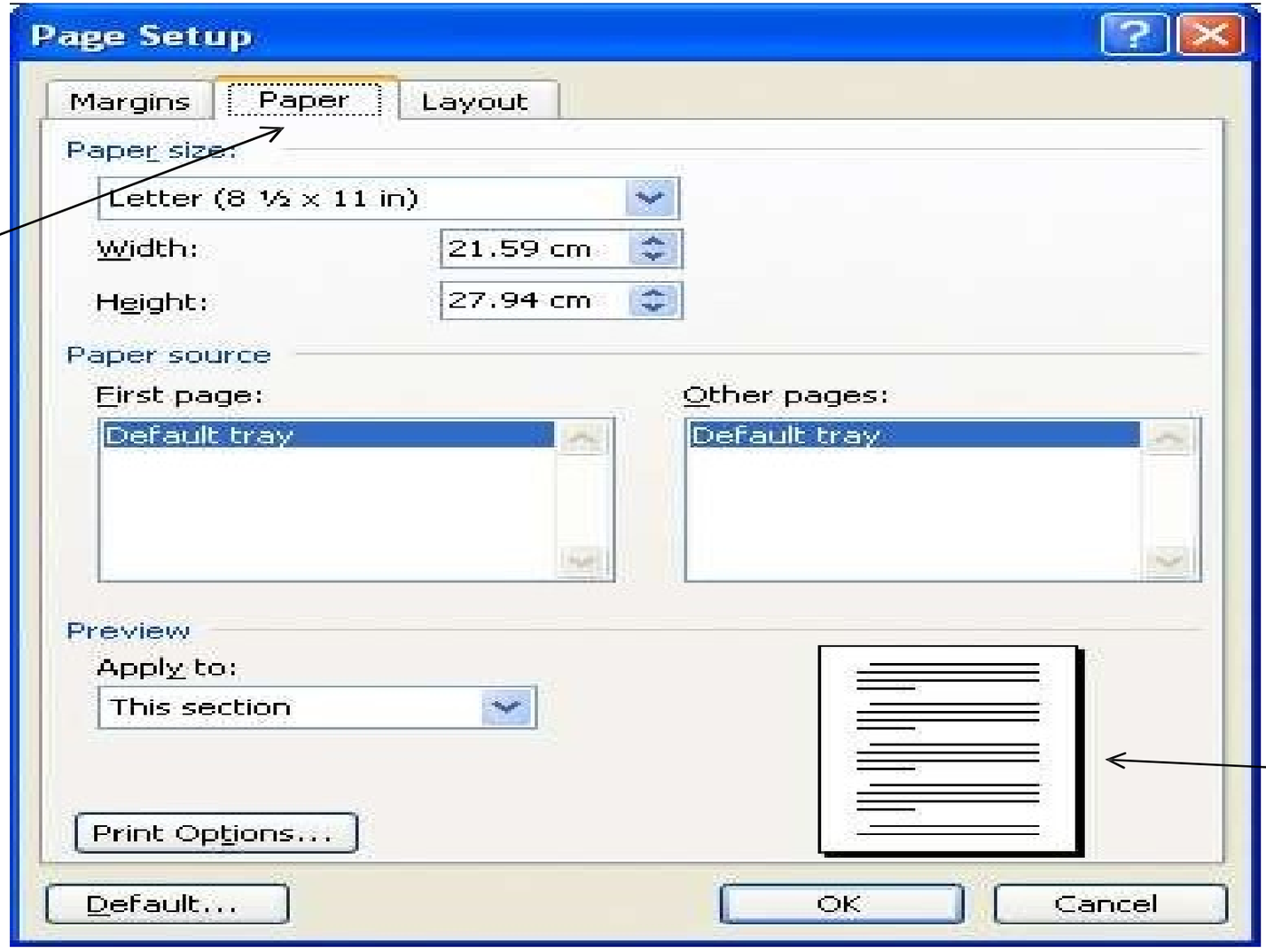


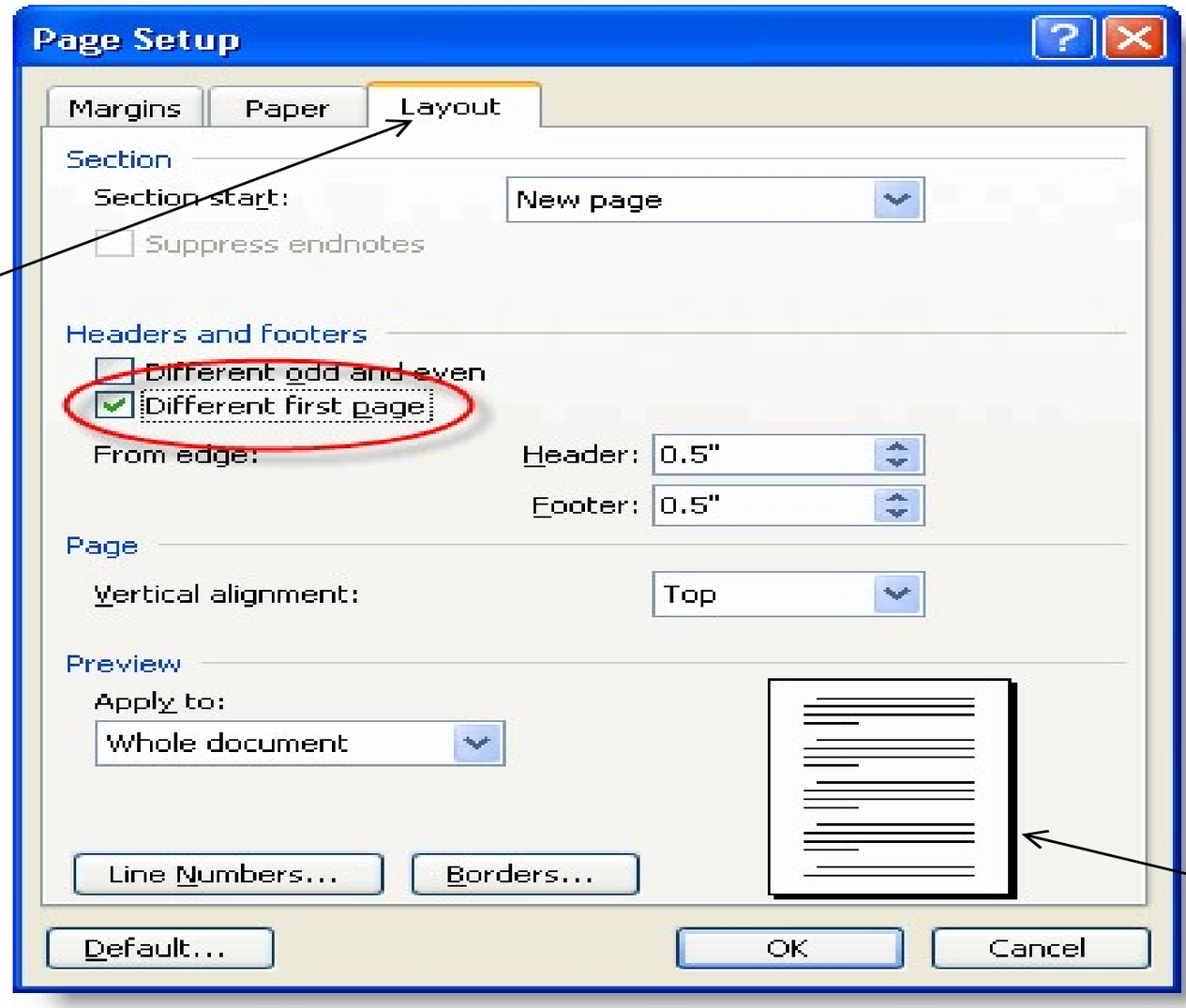
Set Margins

Preview



Paper Setup

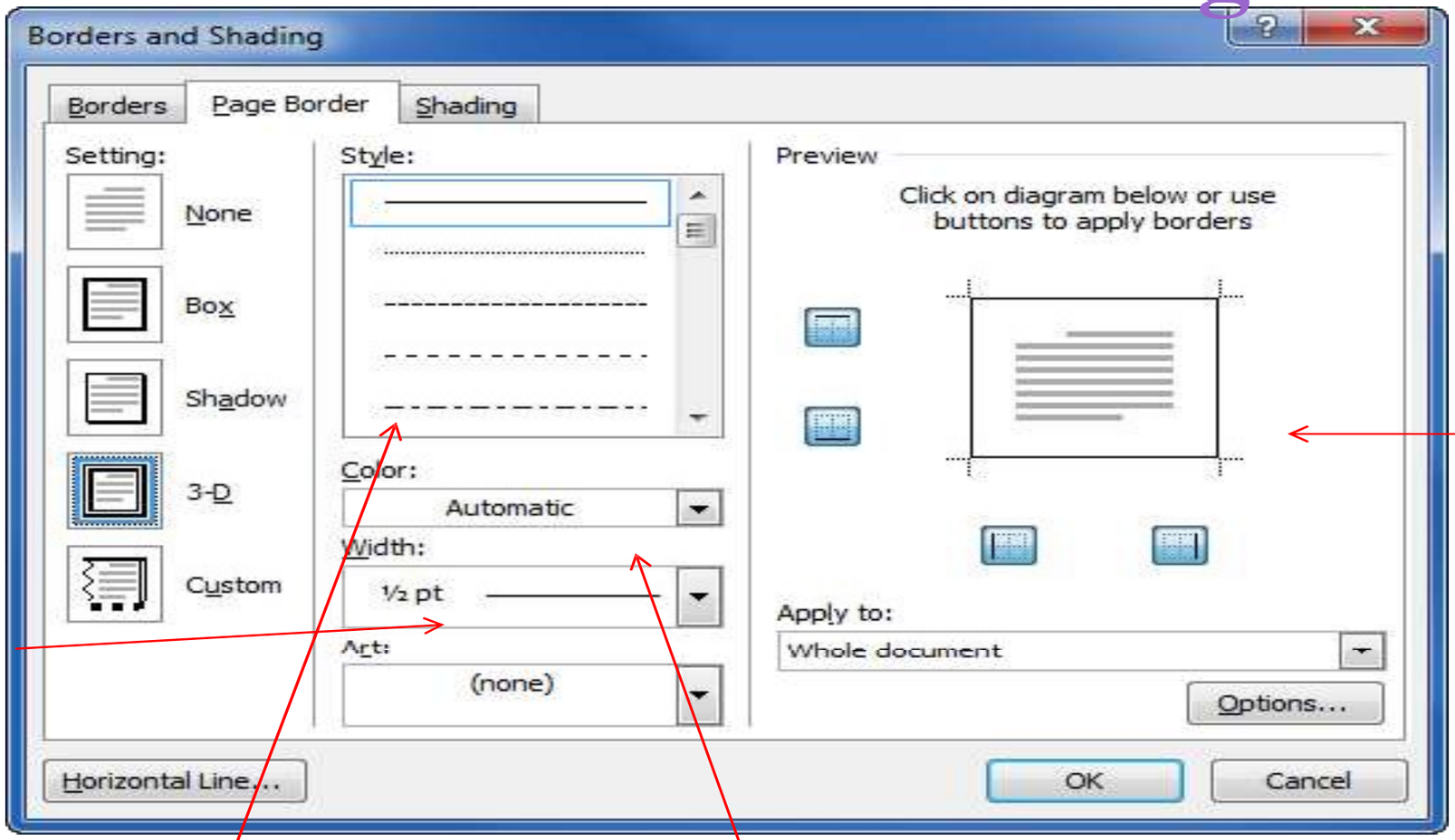
Preview



Layout Setup

Preview

Borders and Shading



Select border width

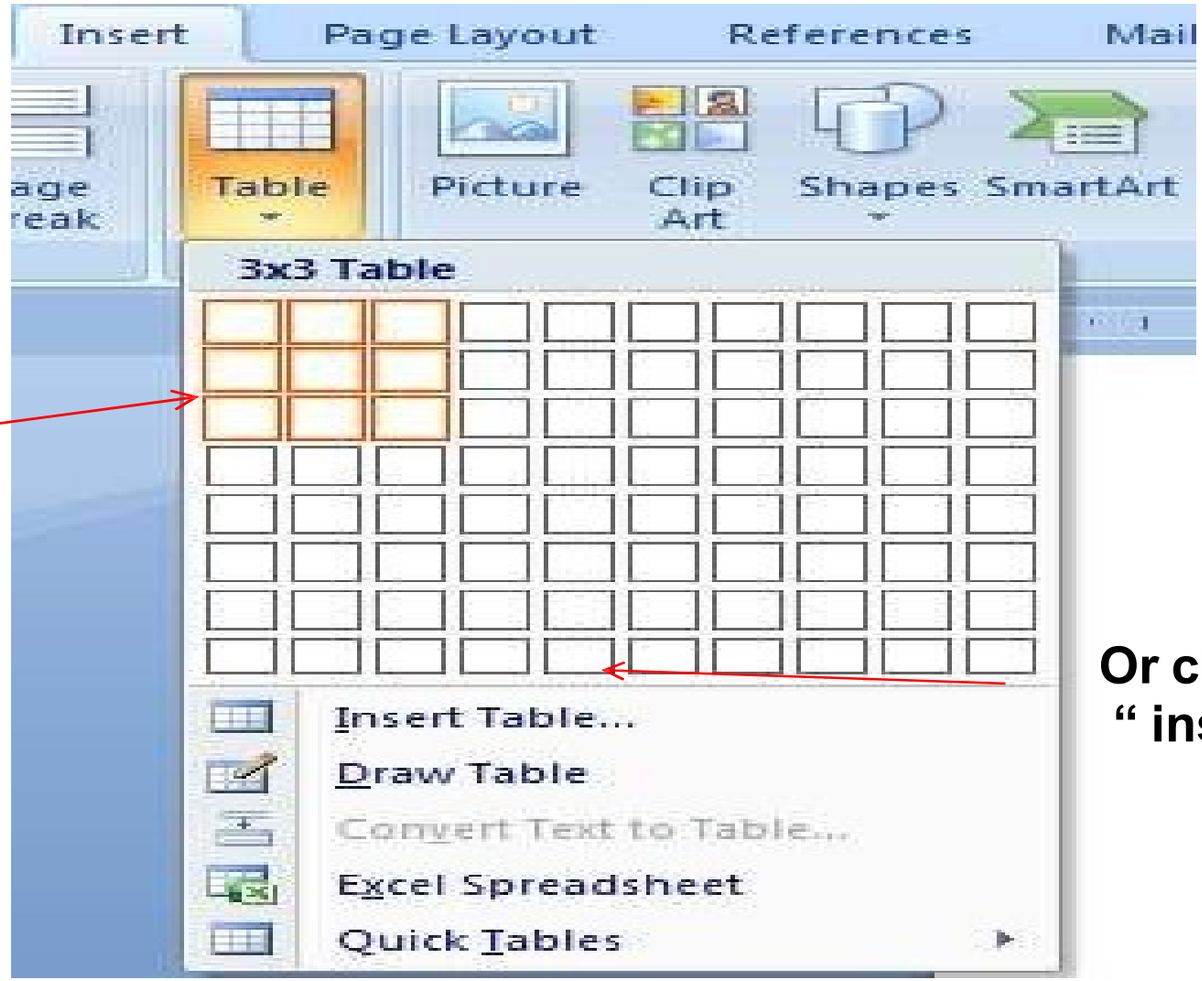
Select border style

Select border color

Border Preview

Inserting Table in file

Visually select the size of table



Or click
" insert table"