MICROSOFT OFFICE

Microsoft Office which was developed by Microsoft Corporation, is a software package to meet a lot of goals. It contains the minimum programs which are used in an office. Access from any office application and share data across workshops, web sites and common task automation language. The components of Office are Word, Excel, Power Point and Access.

MICROSOFT WORD

A Word Processor is a software package that helps you to create documents containing letters, statements, resumes, memo, fax messages, tables, etc. It corrects the spelling mistakes, deletes words, sentences or paragraphs and saves the file.

The following are the examples of popular word processors:

> **Word Perfect**   > **Word Star**   > **Microsoft Word**

The extension of the document created under MS WORD is <filename> .DOC

TO START MS WORD

➢ Use your mouse and click **START** in the **TASK BAR** (at the bottom of **DESKTOP**).
➢ Point to Program and click to **MICROSOFT WORD**.

TITLE BAR

Displays the name of the program, the name of the current active Word Document, the Control Menu, the Minimize Button, the Maximize Button and the Close Buttons.

Quick Access Tool Bar   Title Bar

Office Button Bar   Menu Bar   Ribbon
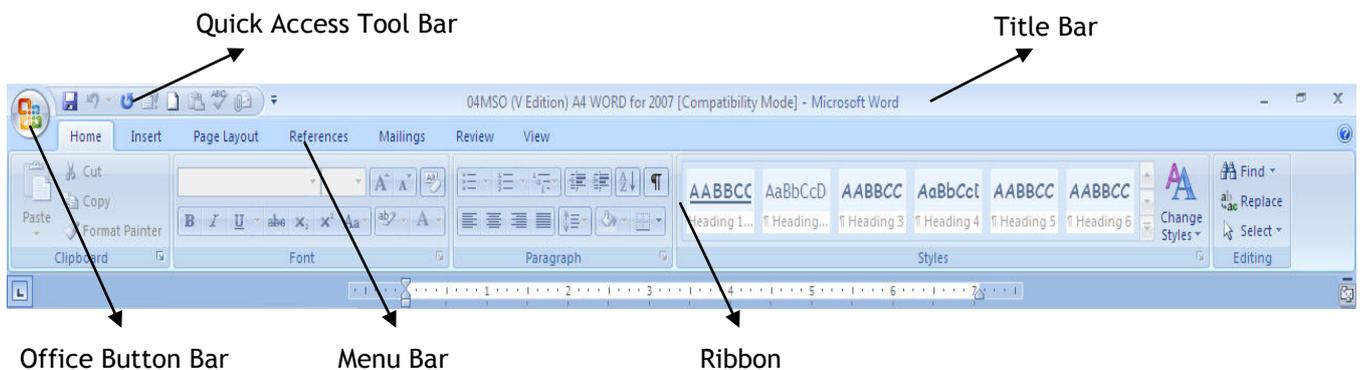
MENU BAR

Menu Bar is positioned below the Title Bar. It contains options like File, Edit, View, Insert, Format, etc. Each of these Menu Bar items has Drop-down menus.

RIBBON

Ribbon the user to perform tasks faster with ease. Ribbon gives shortcuts for menu commands and helps us to do the formatting of the text in the Document.

RULER BAR

Allows the user to accurately set the layout of the document and to set margins, tabs, indents, etc.

STATUS BAR

Displays information about the active document or the task on which the user is currently working.

SCROLL BAR

The Word Document consists of two-scroll bars viz. Vertical Scroll Bar and Horizontal Scroll Bar. The Vertical Scroll Bar with single arrows allows the user to scroll up or down one line at a time in the Document; while those with double arrows allow the user to scroll by one page. The Horizontal Scroll Bar is used to move the document horizontally.

Status bar   *Ruler*   *Horizontal Scroll bar*   *Vertical scroll bar*
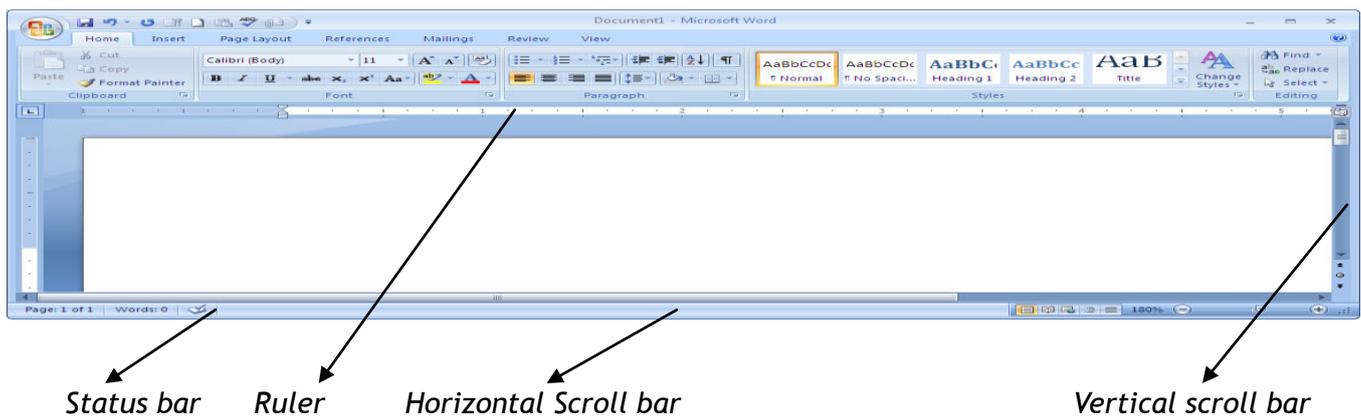
To create a New Word File (Document), click **OFFICE BUTTON** -> **NEW**.

PAGE SETUP

This option is used to set the MARGINS, PAPER SIZE, COLUMNS, ORIENTATION and other options of the current document.

Click **PAGE LAYOUT** Menu → **SIZE.** The screen will be as follows:
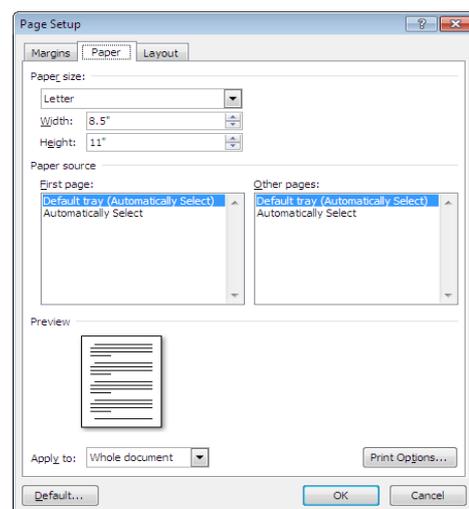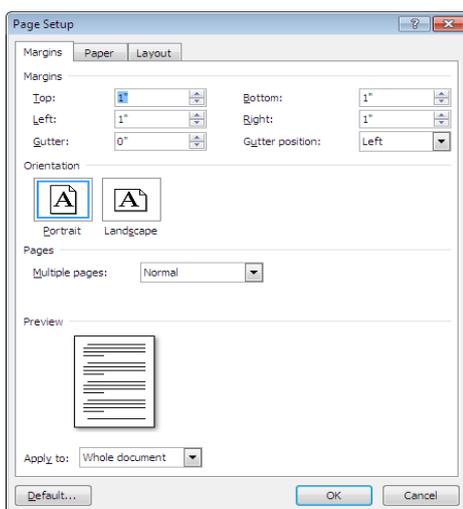
Select *MARGINS* Tab. Fix the margins to your document.

Select PAPER SIZE Tab -> Fix 'Paper Size', 'Orientation' and 'Apply to'. (Select **SIZE** and **Orientation option** from Page setup section to fix Paper size and Orientation.)

Type the following text (which contains some spelling mistakes) as it is:

I have very great pleasere in coming to this place addressing the studants who have come out successful in the recent exaeination. It is a matter for happiness that these celebrations are conducted once in every six months with a view to encourage the students by giving them prizes and medals for their best performance in the examination.

I see before me those who have qulified themselves in Typewriting and Shorthand. I also see here the teachers and principles of the commercial Institutions in this city who have been responsiblle for the success of the students. I have no dobt that the sincere effort put in by the students the coaching given by the teachers in a thorough manner and them keen attention paid by the principles must have been responsible for the success of the candidates. I congratulate everyone concerned in this regard. There is no doubt that passing an examination will enable you to seak and emploment and take up a job eyther as a typist or as a steno-typist.

<u>TO SAVE THE DOCUMENT</u>

Quick Access Tool Bar
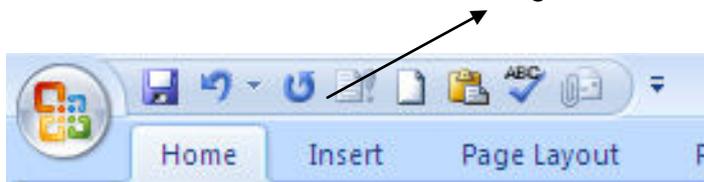
a) In Documents:

Click **SAVE ICON** from **QUICK ACCESS** Tool bar (or under OFFICE button) to save the Document and give a name. This is saved under 'Documents' which is a default folder. The Screen will be as follows:
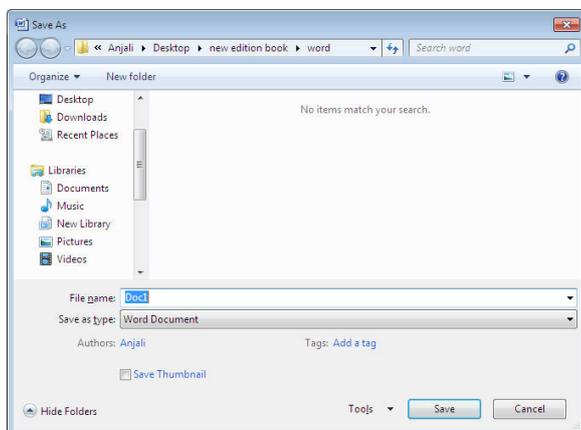
Note: 'Save / Save As', for the first time, performs the same function. Thereafter, 'Save' is to save the existing document; 'Save As' to save the same file in different location or in different name.

b) In your own folder (directory):

➢ In the **Save** dialog box click **Create New Folder** button.
➢ Type *your name* for your new folder.

A folder is created in your name. Every time while saving your file, instead of *My Documents* select your folder under *Save in* list box.

➢ Click **CLOSE** option in **OFFICE BUTTON** to close the Document.
➢ Now click **OPEN** in the **OFFICE BUTTON** to open the same Document.

KEY MOVEMENTS

NAME OF THE KEY	MOVES THE CURSOR TO
Up arrow, Down arrow, Left arrow, Right arrow	One character up, down, left, right
Ctrl+Right arrow	Next word
Ctrl+Left arrow	Previous word
Home	Beginning of the line
End	End of the line
Ctrl+Home	Beginning of the document
Ctrl+End	End of the document
Page Up	To scroll the page left and right
Page down	To scroll the page up and down
Delete	Deletes a letter in the Right
Backspace	Deletes a letter in the left
Num Lock	To activate Numerical Pad

SPELLING AND GRAMMAR

This option is used to correct the spelling and grammar mistakes committed while creating the document. 'Word' highlights the Spelling & Grammar by giving a red zigzag line for spelling and green zigzag line for grammar mistakes. For rectifying these errors, follow the steps.

> Correct the Spelling and Grammar mistakes in the document by clicking **SPELLING AND GRAMMAR** option under **REVIEW**. The screen will be as follows:
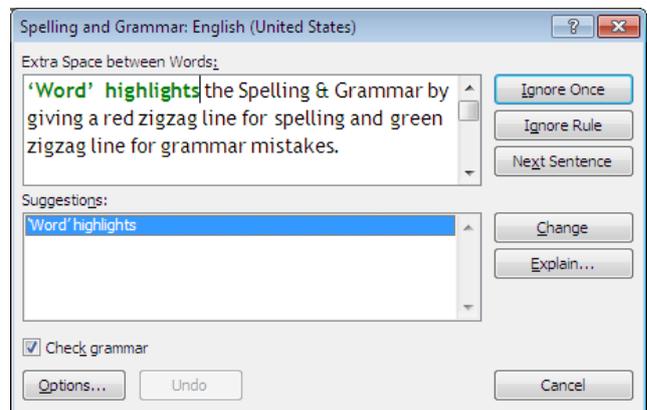
From the above screen in the "*Not in dictionary*" text box the wrongly spelled word will be displayed and some suggestions on the basis of that error will be displayed in "*Suggestions*" text box. Now click the word, which is to be replaced and click "*Change*" button.

AUTO CORRECT

> *The other way*: Select the wrong word. Click **OFFICE BUTTON -> WORD OPTION -> PROOFING -> AUTO CORRECT OPTION**. Type the correct word under **WITH** -> **OK**. The screen will be as follows:
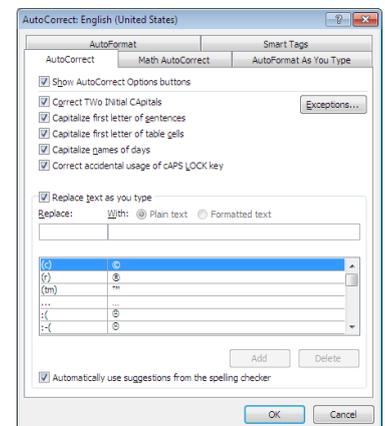
WORD COUNT

> Click **REVIEW** and go to **WORD COUNT** under **PROOFING SECTION**, to check how many words, letters, lines, paragraphs that you had typed. The screen will be as follows:

THESAURUS

Thesaurus is used to find out the similar meanings of a word in English.

> Click **REVIEW MENU -> THESAURUS** -> Type the 'word' under **SEARCH FOR -> START SEARCHING**

SELECTING TEXT

- ➢ Put the Insertion Point at the beginning of the text to be selected.
- ➢ Hold the left mouse button and drag the mouse in any direction.
- ➢ Press shift + arrow keys to select the text.
- ➢ Edit -> Select all (The keyboard shortcut for Select all is Ctrl + A)

FONT

FONT option is used to set the font (various designs of letters), color, size, style, underline style, etc.

- ➢ Select the document by SELECT ALL option from Edit Menu or by the mouse;
- ➢ Click **HOME** menu and use Font section to change the style, size and font of your document.

The screen will be as follows:

Example :

The document you had typed is in the Font, Times New Roman; style Regular and size '12'.

Change the Font to ARIAL by selecting it and style to ITALIC and size to '14'. Thus, try many options.

Alternatively, use FORMATTING TOOLBAR to change the font directly.
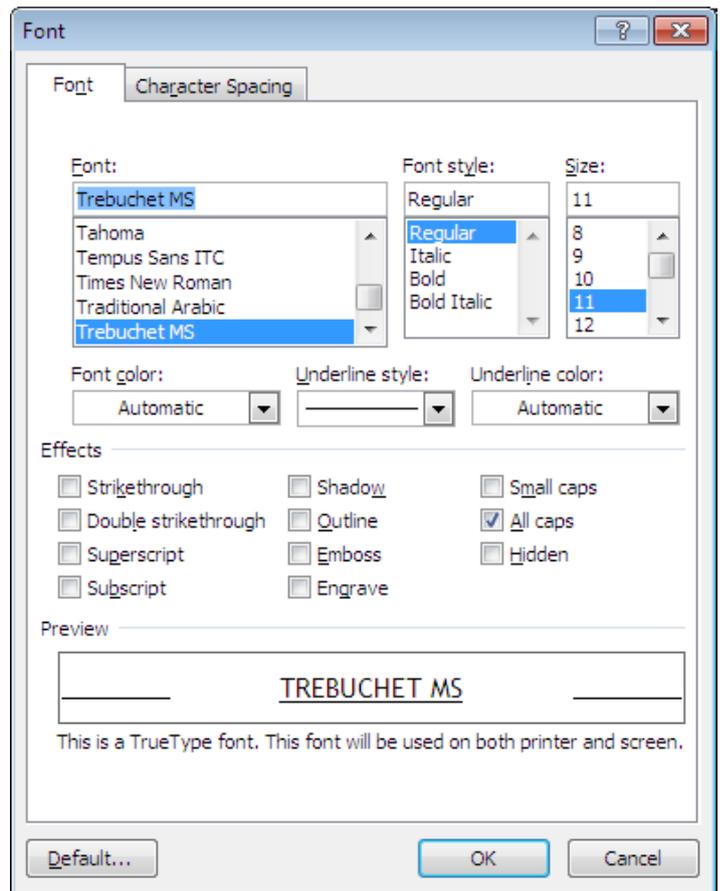
BUTTONS	BUTTON NAME	SHORTCUT
B	Bold	Ctrl + B
I	Italic	Ctrl + I
U	Underline	Ctrl + U

Now give effects such as Shadow, Strikethrough and Underline to the text and give colors -> OK.

BORDERS AND SHADING

BORDERS and SHADING option is used to add borders and shading for the document, page, tables, cells, etc. The user can customize the border by changing the color, width, etc. By selecting Page Border, the user can add some picture as border for the full page.

There are 3 tabs in the Borders and Shading. They are:

- ❖ Borders   =>   for   adding paragraph border
- ❖ Page Border   => for adding full page border
- ❖ Shading   => for adding shading for a selected Para.
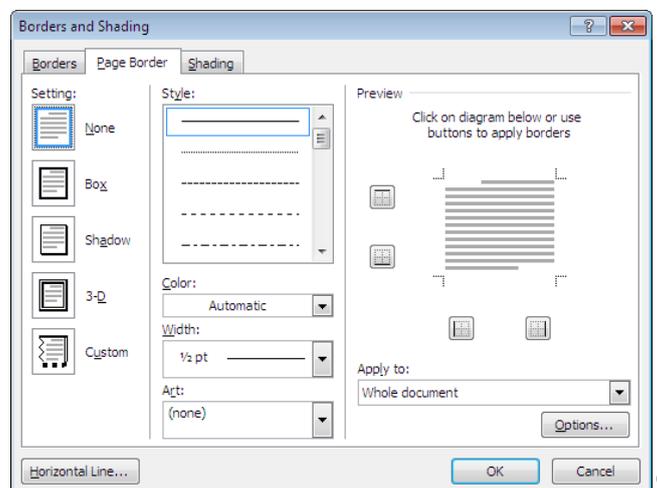
  ➢ Click **PAGE LAYOUT** -> **PAGE BORDERS** under **PAGE BACKGROUND SECTION**, to change the outline of the document. To give Shadows and Colors to your document, click shading column under BORDERS AND SHADING. The screen will be as follows:

CHANGE CASE

This option is used to change the capitalization of the letters of a paragraph. The default case of MS-Word is Sentence Case. The user can change the cases to lower case, upper case, etc.

Select the document and Click **HOME** and click on **CHANGE CASE ICON** present under **FONT SECTION**. Select any Option as you wish and click OK.

EXAMPLE: Your document will be in *SENTENCE CASE*. Change that to *UPPER CASE* and note the difference that happens.

OPTION	FUNCTION
Sentence Case	Capitalize the first letter
Lower Case	Converts to lower case letters
UPPER CASE	Converts text to UPPER case letters
Capitalize Each Word	First letter of each word capitalized
Toggle case	Changes upper case to lower and lower to upper cases

The screen will be as follows:
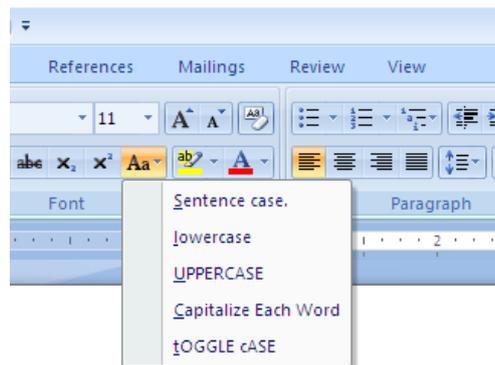
CUT

This option is used to move the text or paragraph to desired location. The text moved will not remain in the source and it finds in the destination place.

  ➢ Select your Paragraph and click **CUT** under **HOME MENU** Clipboard section in Home to move your Paragraph.
  ➢ Place the insertion point (cursor) where you wish to move your Paragraph.
  ➢ Select **PASTE** under **HOME MENU** under Clipboard section in Home.

COPY

This option is used to make one more copy of the selected text or paragraph. The text or paragraph, which is copied, remains in source and also in destination place.

  ➢ Select the Paragraph -> **HOME** -> **COPY**. Place the insertion point and select **PASTE** from **HOME.**

TO DELETE

  ➢ Select the text ->Press **DELETE** from Keyboard.

UNDO AND REDO

Undo   Redo

➢ Click UNDO Icon from **QUICK ACCESS** Tool Bar or press **Ctrl+Z** to reverse mistakes, you have committed in the document and click **REDO** Icon or press **Ctrl+Y** to bring the earlier action.
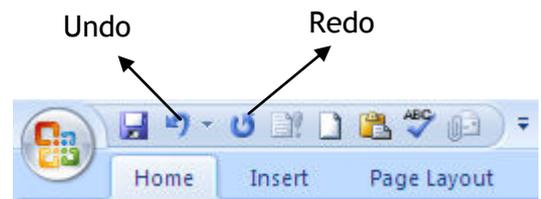
BULLETS AND NUMBERING

'Bullets and Numbering' is used to give an ordered or unordered list of items. Add or modify Bullets or numbering to a selected paragraph.

Bullets and Numbering will appear automatically when we type * or **1** and press Tab key once, type anything and press Enter, the bullet or number format will automatically arise for the next item.

STEPS TO INSERT BULLETS OR NUMBERING

➢ Select the items you want to add *BULLETS or NUMBERING*
➢ Select **BULLETS AND NUMBERING** from **BULLETS AND NUMBERING** icon present under Paragraph section in **HOME**.
➢ To add Bullets click Bullet icon.
➢ Select anyone of the Bullets from the list.
➢ To add Numbering, click Numbering icon.
➢ Select anyone of the Numbering format from the list.

BACKGROUND

Background is used in web layout or in a web browser to create more interesting background for your web page. Background color is applied for the full.

STEPS TO APPLY BACKGROUND

➢ Click on **PAGE COLOR OPTION** present under Page Background section in **PAGE LAYOUT**.
➢ Click the colors you want, or click *More Colors* to see additional colors choice.
➢ Click *Fill Effects*, to view different textures, gradients, patterns and pictures.

HIGHLIGHTING DOCUMENT

Highlight option is used to mark the text that will display in different colors from the surrounding text. This Highlight feature gives 15 colors to the Document.

Select the section of your text to be highlighted.
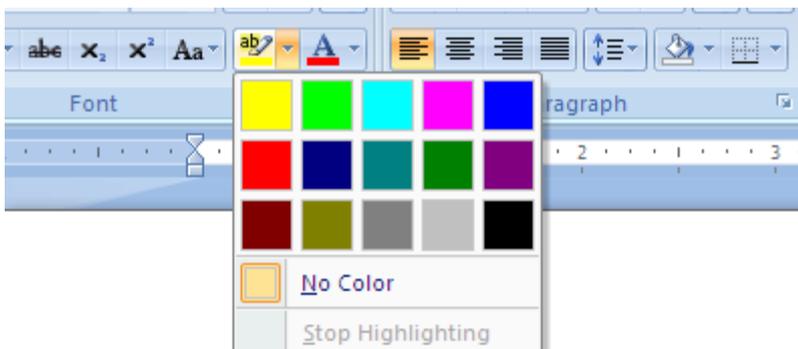
Click the right of the **HIGHLIGHT** Button in the (**FORMATTING TOOLBAR)** under Font section in Home. Choose a color.

To remove highlight, select the highlighted text. Click on the HIGHLIGHT Button.

VIEW

In this feature, the documents can be viewed at different levels and it is easier to visualize and quicker to work with. Under this Normal, Outline, Page Layout, Master Document and Full Screen

options are available.

NORMAL VIEW

The Default view in word is Normal View. The area inside the text body contains headers, footers, footnotes, page numbers and margin space does not appear.

Here the user can view only the text formatting options such as increasing the font size, changing the font face, color, border, etc. If any formatting is done for the background, it automatically skips to its corresponding view.

OUTLINE VIEW

Switches to outline view, in which you can examine and work with the structure of your file in classic outline form. Work in *outline view* when you need to organize and develop the contents of your file.

PAGE LAYOUT VIEW

Page Layout view or Print Layout View displays every page of the document, as it will appear when printed. In this view, the margins will be set directly in the ruler.

RULER

Displays or hides the ruler, which you can use to position objects, change paragraph indents, page margins and other space settings.

STEPS TO INSERT RULER

1. Select **View** menu.
2. Click **Ruler** to display the ruler on the screen.
3. To hide the Ruler again click **Ruler** in the **View** menu.

FULL SCREEN

To display as much of your document as possible on the screen, you can switch to Full screen mode. In this mode, **Word** removes distraction screen elements, such as toolbars and scroll bars.

STEPS TO APPLY FULL SCREEN

1. Select **View** menu.
2. Click **Full screen.**
3. Now your document will appear as full screen.

ZOOM

Zoom is used to enlarge your document's page size and to control how large or small our document will appear. The shortcut will appear in the Standard Tool bar.

STEPS TO APPLY ZOOM

1. Select **View** menu.
2. Click **ZOOM.**

3.   Click the Zoom settings you want.
4.   Click OK.

MACRO

Macro is used to record our actions in Word and repeat them at later time any number of times.

RECORD MACRO

➢ Click **VIEW MENU** -> **MACROS** -> **RECORD MACRO** -> Give **MACRO NAME** -> **OK.**
➢ Record your Actions and click **STOP RECORDING.**

RUN MACRO

➢ Click VIEW MENU -> MACROS -> VIEW MACRO -> Select MACRO NAME -> RUN.

LINE SPACING

Spacing is used to design a document and make it more readable. It sets the vertical spacing between the lines. The default spacing is single. You can select single, double or 1.5 lines space from the list. This spacing is removed by selecting single option from *Line Spacing* drop down list.

➢ Select the paragraph(s) -> Click **HOME** -> **PARAGRAPH** Click **LINE SPACING ICON** under **PARAGRAPH SECTION** -> **LINE SPACING OPTION**

The screen will be as follows:
➢ Select the **INDENTS AND SPACING** tab
Select an option from the *Line Spacing* drop-down list.
Select value from the *Atleast* box.

PARAGRAPH SPACING

Define the amount of white space that should be placed before and after paragraphs by using the paragraph dialog box. The spaces will be increased in steps of 6, i.e. 6 pt, 12 pt, 18 pt, etc.

Select **HOME** -> **PARAGRAPH SECTION** -> Click the **PARAGRAPH BUTTON**. Enter the Specification in the Before or After spacing spin Boxes.
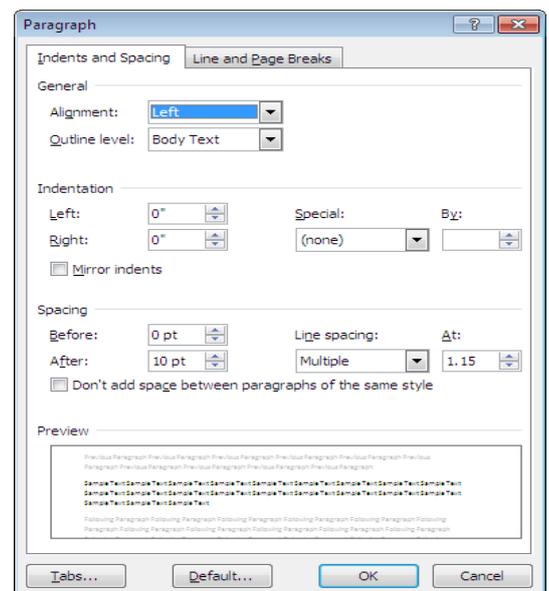
INDENTING TEXT

Indenting is making text more attractive and eye-catching. Indents are added to margins, thereby increasing the white space and decreasing the text area for specific paragraphs. There are two ways to do indent :

1) Paragraph Dialog Box; 2) Ruler.

After setting the indents, the indentation marks in the ruler will move to the position set before.
➢ Select the paragraph ->**HOME** -> **PARAGRAPH** -> **INDENTS** Icon -> Enter the Specification in the Left or Right spin Boxes.

Left indent   *Right indent*
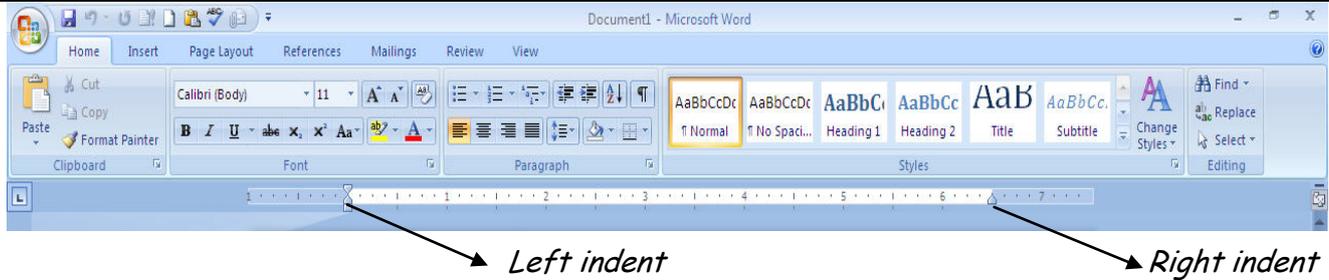
To remove the indentation set the values to zero in paragraph dialog box.

There are 2 types of indents:

➢ **FIRST LINE INDENT**: This type of indent will move the first line and not the other from the left margin.

➢ **HANGING INDENT**: This type of indent will move other lines except first line from the left margin.

RIGHT ALIGNED TEXT

Under Right Alignment, all the lines in a text are right aligned, i.e. in right side, the text will be in equal manner and ragged in left side.

LEFT ALIGNED TEXT

Under this, the text will be left aligned, i.e. in left side, the text will be in equal manner and ragged in right side.

CENTERED TEXT

The center option is normally used to center the selected text, i.e. ragged in both sides.

JUSTIFIED TEXT

This feature aligns a paragraph with both the left and the right margins. Inter-word spacing is adjusted such that each line of text begins at the left margin and ends at the right margin, i.e. both sides in equal manner.

HEADER AND FOOTER

The text displayed at the top of a page is called a **HEADER** and displayed at the end of a
document is called **FOOTER**. To give Page numbers, the date, a company logo, the document's title or file name, or the author's name – that are usually printed at the top or bottom of each page in a document is given under **HEADER and FOOTER**.

If the user inserts Header and footer in one page, then it will automatically appear in all the pages.

Click **HEADER** or **FOOTER** under **INSERT MENU**.
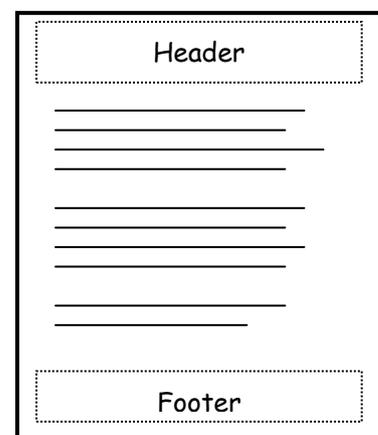
INSERT SECTION BREAKS

Breaks are used to split the paragraph or a table and start the remaining in next page. Section breaks divide a document into sections and starts the new section in new page. The breaks appear as double-dotted lines in Normal View.

Click **INSERT MENU → PAGE BREAK** (**VIEW** -> **NORMAL VIEW**)

Position the insertion point at the location where you want to insert a break.

Select the **BREAK** options from **INSERT MENU**. A Dialog Box will appear as shown:

Select one of the following options in the *Section Break* area of the dialog box.

Click OK button to close dialog box. To delete a section break, select the section break and press DELETE key.
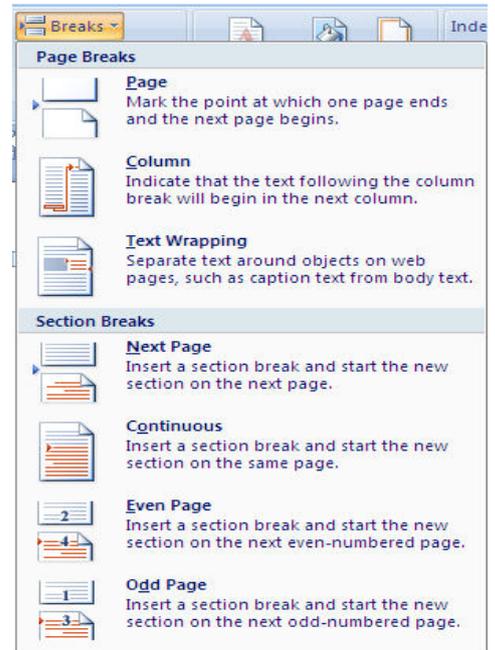
NUMBERING PAGES USING 'PAGE NUMBERS' OPTION

'Page Numbers' option under INSERT, facilitates inserting continuous page number in all pages by just giving the first number. Word adds all the other page numbers on its own.
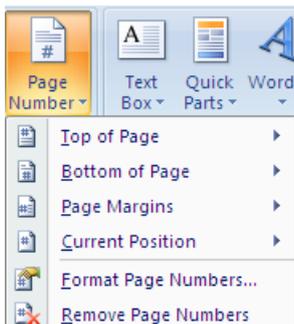
Select **PAGE NUMBER** from **INSERT MENU** (PAGE NUMBERS option under Header & Footer section from the INSERT menu). The screen will be as follows:

Specify the position and alignment for the page number using the '*Position*' and '*Alignment*' drop-down boxes.

Put a check mark in '*Show number on first page*'.

Click on the '*Format*' Button in the Page numbers Dialog box.

Make the appropriate selections from the '*Number format*' drop down list.

Click on the OK button to close the page number '*Format*' and 'Page Numbers' dialog boxes.
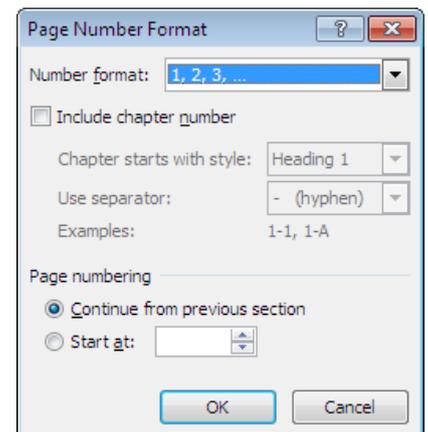
SYMBOL

Symbol dialog box provides an extensive list of symbols and characters based on various font types. For example, the default font type is Times New Roman. Symbol is used to insert a single character or a string of characters in the **ANSI** Character set.

STEPS TO INSERT A SYMBOL

1. Click where you want to insert a symbol.
2. On the **INSERT** menu, click **SYMBOL** and click **MORE SYMBOLS.**
3. In the **Font** box, **WEBDINGS** or **WINGDINGS** font.
4. If you want to get a close-up view of a symbol, click it.
5. If you want to insert, double click the symbol or click the Insert button.

STEPS TO INSERT A SPECIAL CHARACTER

1. Click where you want to insert a symbol.
2. On the **INSERT** menu, click **SYMBOL → MORE SYMBOLS** and click the **Special character** tab.
3. If you want to insert, double click the special character.

PICTURE

Pictures are graphics that were created from another file. They include bitmaps, scanned pictures and photographs and clip art.

TO INSERT A PICTURE FROM CLIP GALLERY

Clip art is the collection of pictures under different headings, like Travels, Household, etc.

1. Click the area where you want to insert a picture or clipart.
2. Click **INSERT -> PICTURE.**
3. Click the category you want.
4. Click the picture you want and then click **Insert** button.

Note: The picture will be surrounded by 9 points, if you place the mouse pointer there, it will changed to a double headed arrow. This arrow is to resize the picture.

STEPS TO INSERT A PICTURE FROM ANOTHER FILE

To insert a picture from another file i.e. from paintbrush, or any JPG files, etc.

1. Place the cursor where you want to insert a picture.
2. Click **INSERT MENU → PICTURE (**and then click **FROM FILE)**.
3. Locate the picture file from the insert dialog box you want to insert.
4. Double click the picture you want to insert or click Insert button.

AUTOSHAPES

AutoShapes are pre-designed shapes, which are inserted in the document by clicking on the various shapes available, and drag it in the document.

➢ Select **INSERT -> SHAPES** from *Illustrations section*.
➢ Select any shape and move the pointer to the document, click and drag the mouse.

STEPS TO CHANGE AN 'AUTO SHAPE' TO ANOTHER
➢ Select the auto shape you want to change.
➢ **FORMAT MENU → CHANGE SHAPE** then click the shape you want.

SELECTING OBJECT

Picture or Objects can be selected using **SELECTING OBJECTS** option.

➢ Click **HOME -> SELECT** from Editing Section.
➢ Click **SELECT OBJECTS.**
➢ Click and Drag around the Objects.

TEXT WRAPPING

TEXT WRAPPING is to change the way text wraps around the selected object.

➢ Select the object -> Click FORMAT -> **Text Wrapping** from Arrange Section-> Choose the option.

GROUPING

Two or more objects can be grouped together and made them as one object and at any time you can ungroup them.

➢ Draw two objects and select them by pressing **Shift or Ctrl keys.**
➢ Click **FORMAT MENU** -> **GROUP** from 'Arrange Section' ->**GROUP.**

ORDERING

To bring the selected object to front or to send back, this option can be used.

➢ Draw two objects.
➢ Select one object.
➢ Click **FORMAT MENU.**
➢ Click **BRING TO FRONT** or **SEND TO BACK.**

WORD ART

Creates text effects by inserting a Microsoft Office drawing object. By using this object, we can insert colorful headings, titles, etc.

➢ Select **INSERT -> WORDART** symbol under Text section**.**
➢ Click the type of word art drawing objective you want, and then click OK.
➢ In the *EDIT WORDART* dialog box, type the text you want to format. OK.
➢ To add or to change effects to the text, use the buttons on the Word Art or Drawing Toolbar.
➢ The word art toolbar appears when you click the word art special text.

CHART

Inserts a chart from Microsoft Excel by giving its own data. We can change the data as per our wish by deleting the default data.

➢ Click **CHART** on the **INSERT** menu**.**
➢ In the object type box, click **Microsoft graph 2000 or 97 chart,** and then click OK.
➢ To replace sample data, click a cell on the data sheet, and then type the information you want.

HYPERLINK

Hyperlink is used to create link to another document, file or web page.   After getting the link, the selected word will change to blue color and while placing the mouse pointer in the word, the cursor will be changed to *finger like cursor* .

<u>STEPS TO CREATE HYPERLINK</u>

➢ Select the text or drawing object you want to display as the hyperlink, and then click **HYPERLINK** under **'INSERT'** menu (or Ctrl+K).
➢ Do one of the following:

❖ To link to existing file or web page, click existing file or web page under 'link to'.
❖ To link a file that you haven't created yet, click create new document under 'link to'.
➢ Do one of the following:
     ❖ If you clicked *existing file or web page* in step 2, locate and select the file you want to link.
     ❖ If you clicked "create a new document" in step 2, type a name for the new file.
➢ Click OK twice.

DROP CAP

Drop Cap is useful to make the first character of a paragraph to bigger size covering two or three lines.

➢ Click at the starting point of the paragraph.
➢ Click **INSERT-> DROPCAP** from Text Section**.**
➢ Click **DROPPED**.

DATE AND TIME

➢ To insert Date and Time in our word document, Click **INSERT MENU** -> **DATE AND TIME** from Text Selection -> Select the format from Date and Time Dialog Box -> Click **OK**.

WATERMARK

➢ To insert the ghosted text behind the text, Click **PAGE LAYOUT -> WATERMARK** from page background -> Click **PRE-DEFINED WATERMARK** or **CUSTOM WATERMARK.**

INSERT A TABLE

A TABLE is a grid of columns and rows. The intersection of a column and row is in rectangular or square box called a CELL. Text, numbers or pictures can be inserted in a cell. Tables are often used to organize and present information, but they have a variety of other uses as well.

Place the insertion point at the location where you want the table to appear.

Click **TABLE** icon from the **INSERT MENU.** The screen will be as shown:

➢ Specify the number of Columns and Rows for the table in the *Number of Columns/Rows* spin boxes.
Click on the OK button.

<u>ENTERING TEXT IN A TABLE</u>

Position the insertion point in a cell and then type the text.
Use the *Arrow Keys* or the *Tab Key* to move to another cell in a table.

<u>INSERTING ROWS OR COLUMNS</u>

Select the row where you want a new row to be inserted.
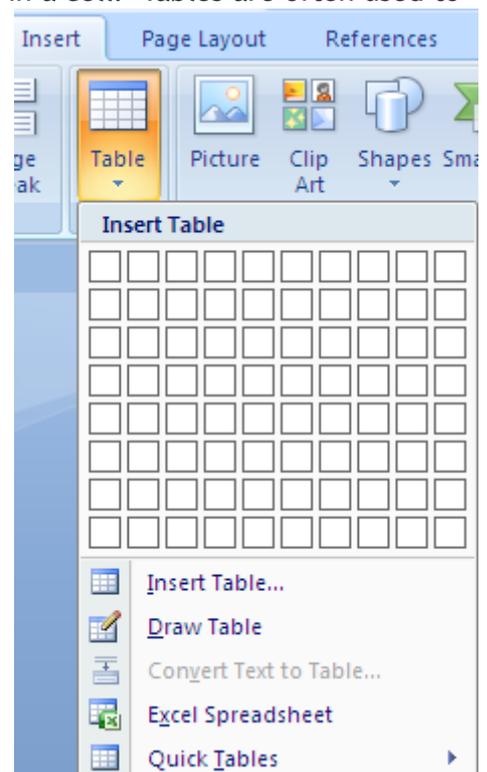
➢ Click **INSERT ABOVE/BELOW** option from the **LAYOUT MENU**.

Note: For inserting a new row at the end of the table, place the cursor in the last cell and press the 'Tab Key'.

<u>DELETING ROWS AND COLUMNS</u>

Select the row or column, which you want to delete.

Select the **DELETE -> DELETE ROWS/COLUMNS** option from the **LAYOUT MENU.** Similarly you can delete a column.

<u>MERGING CELLS</u>

The 'Merge Cells' feature is used to combine multiple cells. You can combine two or more cells in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.
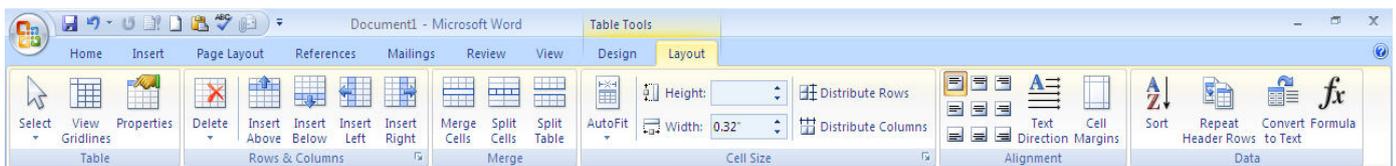
Select the cells to be merged. Select the **MERGE CELLS** option from the **LAYOUT MENU**.

<u>SPLITTING CELLS</u>

Split the single cell into multiple rows or columns as we entered in the *Number of Rows/Columns* spin boxes.

Select the cell that was previously merged. Click **LAYOUT** -> **SPLIT CELLS**.

ADDING BORDERS AND SHADING TO THE TABLE

By using the **PAGE BORDERS** option under **PAGE LAYOUT MENU** we can also add Borders and Shading for the table.

Select the entire table or the cells that you want to add Border and Shading.

Select the **PAGE BORDERS** option under **PAGE LAYOUT MENU**

Select a line style from the '*Style*'. Select a color for the line from the '*color*' list.

Select one of the border patterns. Click on the OK button.

Click the **SHADING TAB** and select any color.
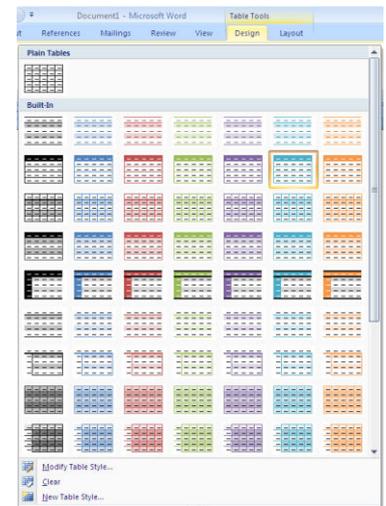
AUTOFORMAT

'Autoformat' has some pre-designed colorful formats, which you can add for the tables.

Select the entire table or the cells.

Click the **DESIGN** you like from **DESIGN MENU.**

TRACK CHANGES

'Track changes' are used to highlight the changes while editing a document.
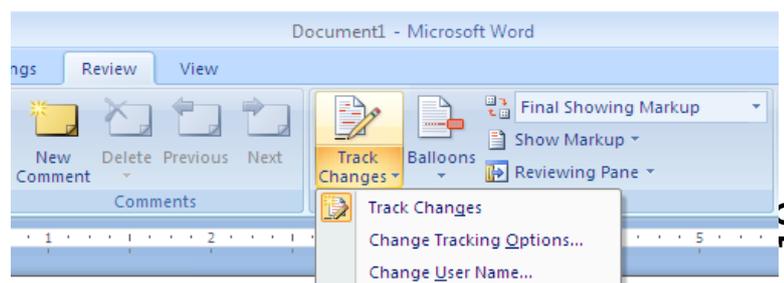
After applying track changes, if any changes are made to the document like inserting, deleting, editing, copying, pasting, etc. they will be highlighted in different styles.

STEPS TO APPLY TRACK CHANGE

- ➢ Select **TRACK CHANGES** from **REVIEW MENU** under Tracking section. The screen will be as Shown:

- ➢ Make any change that will be highlighted.

PROTECT DOCUMENTS

READ ONLY PROTECTION

'Protect document' is used to protect the document from unauthorized changes by others. This protection is made by giving password (optional), which is 15 characters long, contains characters, numbers, spaces, special characters, etc.

    Note : The password is displayed in '*'.   If you assign a password, write it down or keep it in a secured place.   It is not possible to access the document if you lose the password.

STEPS TO APPLY PROTECT DOCUMENTS

- ➢ In the **REVIEW MENU**, Point to **PROTECT DOCUMENT** and click **FORMS.**   The screen will be as follows:

- ➢ Give any password in the *Password* box. OK.

- ➢ Once again, type the same password in the *Confirm Password* box. Click OK. Now the document is protected.

- ➢ To unprotect the document, select **UNPROTECT DOCUMENT** from **REVIEW MENU**. Type the same password once again.
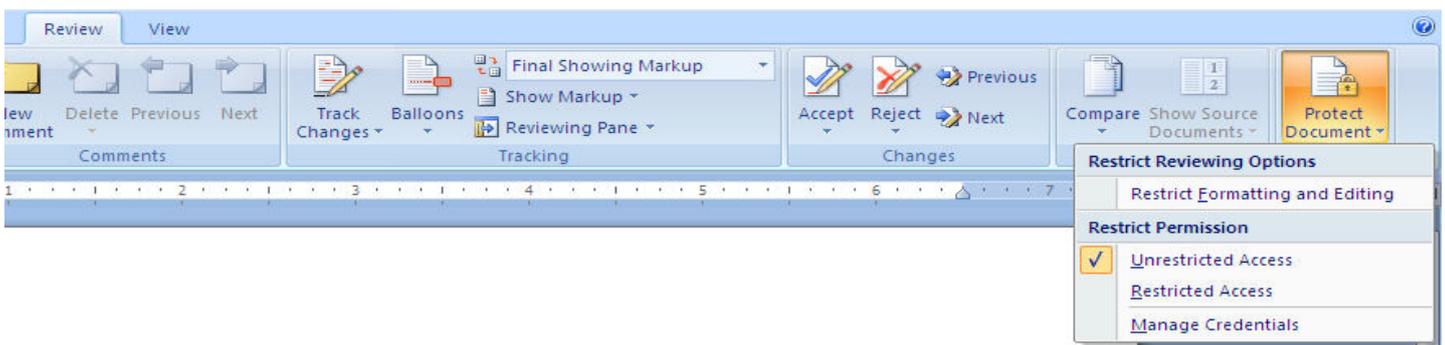
FILE OPENING PROTECTION

    You can protect your File by giving a Password to open it.

- ➢ Open your File -> Click **OFFICE BUTTON** -> **SAVE AS** -> Under Save As Dialog Box, click **TOOLS** -> **GENERAL OPTIONS** -> **PASSWORD TO OPEN** -> Give Password -> **OK** -> Repeat **PASSWORD** -> **OK.**

FIND AND REPLACE

The Find and Replace option of MS-Word is a convenient way of searching for a word or a text in a document and replacing it with something else. It can be used in situations where an error (not an error in spelling) has been committed consistently in a document and has to be corrected.

Select the **FIND** option from the Editing Section of **HOME MENU**. The screen will be as follows:
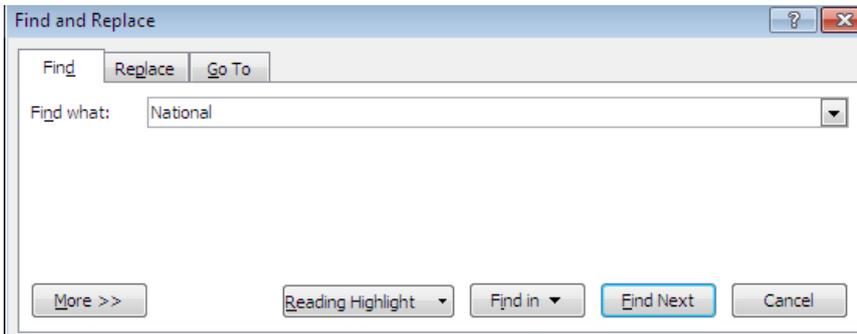
Type the text or special characters to be searched in the '*Find What*' text box.

Click on the '*Find Next*' button to begin the search.

Click **REPLACE** option from the Editing Section of **HOME MENU** (or *Replace Tab* in Find and Replace dialog box.)

Type the text, which is to be replaced in the '*Find What*' text box.

Type the new text to replace in the '*Replace With*' text box.

Click on the '*Replace*' button to change the text.

Click on the '*Cancel*'' to return to the document.

PREVIEWING DOCUMENT

Previewing will show the file how it looks when printed. In other words, 'Preview' means viewing a screen representation of one or more pages of the document before printing them. The steps to Print Preview a document are :

Open the document to be previewed. Click **OFFICE BUTTON** -> **PRINT** →**PRINT PREVIEW** (or Press Ctrl+F2).

PRINTING THE DOCUMENT

Print is used to print the current document as it is designed. Before taking a printout, open Print Preview and check the pages in the document for corrections, i.e. whether it is well -formatted or not.   The steps to print a document are:

Select the **PRINT** option from the **OFFICE BUTTON** or click *Print Icon (Ctrl+P)*.   The screen will be as follows:

Select the printer on which you want to print the document from the '*NAME'* box.
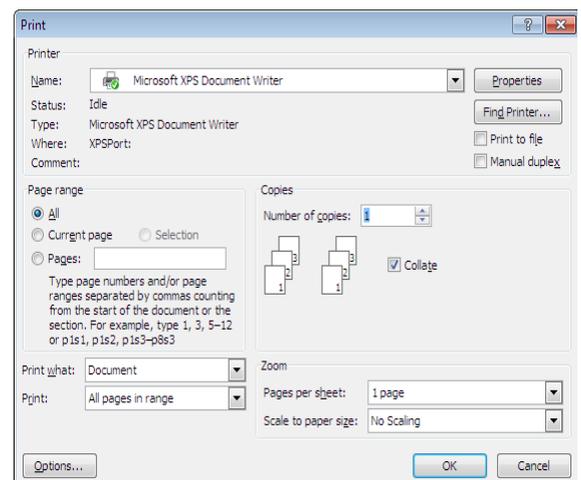
Select any one option explained in the table for page range.

OPTION	FUNCTION
All	Prints the entire document
Current page	Prints the page where the insertion point is located
Pages	Prints the pages you type in the 'Pages box'

Number of copies	Enter the number of copies to be printed

Select an option from the *'Print what'* drop-down list.
Select an option from the *'Print'* drop-down list.
Click on the *'Properties'* button. The screen will be as follows:
Change the paper size to A4 and *'Orientation'* to *'Portrait'*
Click on the OK button to close the Properties Dialog Box.
Click on the OK button to send copies to the printer.

MAIL MERGE

Some times, it is often required to send letters with identical information to a group of people who reside at different locations. The letters may require the address of each recipient to be printed on the top in addition to the standard information.

Word's Mail Merge feature is used to combine a Data Source with a Main Document.

The Data Source can be a word data base file that contains the information, which changes for each document, or it can be a database created in another application. The Main Document contains the text that is same in each document and merges Field Codes that instruct Word, where to insert the Data Source information in the Main Document text.

You can use the Mail Merge Helper to create form letters, mailing labels, envelopes, or catalogs. The Mail Merge Helper guides you through organizing the address data, merging it into a generic document, and printing the resulting personalized documents.

MAIL MERGE INVOLVES THREE BASIC STEPS

1.   Creating the Main Document.
2.   Creating the Data Source.
3.   Merging the Data Source and the Main Document.
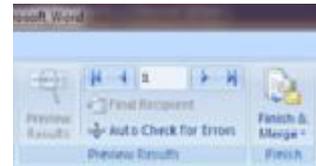
CREATING A MAIN DOCUMENT AND DATA SOURCE

Click **MAILINGS** -> **START MAIL MERGE -> STEP BY STEP MAIL MERGE WIZARD**. The screen will be displayed as follows:
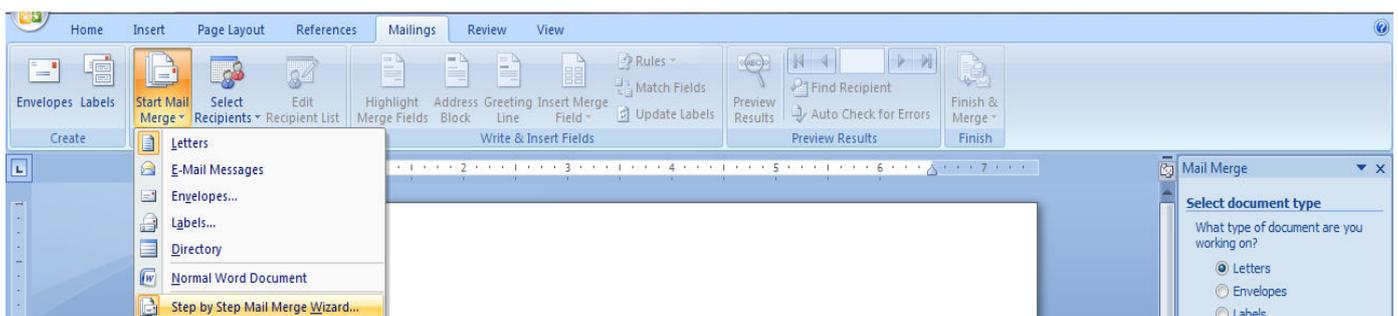
➢   Click **LETTERS ->** Click **NEXT: STARTING DOCUMENT.**
➢   Select **USE THE CURRENT DOCUMENT.**

➢ Click **NEXT: SELECT RECEIPIENTS ->** Type a New List.
➢ Click **CREATE** -> **CUSTOMIZE COLUMNS ->** Remove Unwanted Field Names -> **OK.**
➢ Type the addresses **->** Click **OK ->** Click **OK** and **Close.**
➢ Click **NEXT:** Write your letter **-> MORE ITEMS.**
➢ Select the Field Names and **INSERT** -> Make Field Names one by one.
➢ Click **Next**: Preview Your Letters.
➢ Click **Next**: Complete the merge.
➢ Select **EDIT INDIVIDUAL LETTERS**.
➢ Click **All -> OK.**
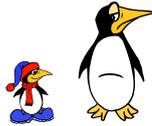
[JOB ORIENTED TRAINING]

SPECTRUM PAINT WORKS COMPANY LIMITED

(Dealers in Paints and Varnishes)

Telephone: 2273589   Post Box No.591,
Telegrams: 'Spectrum'   3/6 Beach Road,
                                                                Pondicherry 605 001.

Ref. No.19/06   22nd January 2006.

To
The General Manager,
Ellora Glassware (Private) Limited,
15 Rajendra Prasad Road,
Thiruvananthapuram 695 001.

Dear Sir,

We desire to have some information about the financial position of Messrs. Ananthan & Sons of your place. We understand that you have had business transactions with that firm and you would be in a position to advise us in this matter.

We are thinking of entering into a contract with the above firm and therefore, request you to kindly let us know whether they are trustworthy and prompt in their transactions.

Thanking you and assuring you of our best services and co-operation at all times,

Yours faithfully,
For SPECTRUM PAINT WORKS COMPANY LIMITED,

(M. SAPTHAGIRI)
Partner.

Encl.: Catalogue