7

BASICS OF MS WORD

7.1 INTRODUCTION

MS Word 2000 is an application program that allows you to create letters, reports, newsletters, tables, form letters, brochures, and Web pages. Using Word you can add pictures, tables, and charts to your documents. You can also check spelling and grammar.

7.2 OBJECTIVES

After going through this lesson you would be able to

- explain basic features of MS Word 2000
- define word's document defaults
- create a new Word document
- move around in a document more quickly and efficiently
- manage word files and their printing

7.3 MAIN FEATURES OF MS WORD

- You can create documents fast, using built-in and custom templates.
- You can easily manage large documents using various features, like the ability to create table of contents, index, and cross-references.
- With the help of mail merge, you can quickly create merge documents like mass mailings or mailing labels.
- You can easily create and format tables using the features like AutoFormat.
- AutoCorrect and AutoFormat features rectify typographical errors

automatically and allow you to use predefined shortcuts and typing patterns to quickly format your documents.

– The print zoom facility scales a document on different paper sizes, and allows you to print out multiple pages on a single sheet of paper.

– The nested tables feature supports putting one table inside another table.

– The picture bullets make it easy to insert tiny pictures before each item in a list.

– Collect and paste lets you copy more than one item to the clipboard at a time. You can collect information from many sources and paste it into one place.

– By putting your word documents on the Web server, you can share your information with other people.

– The multilingual features of Word allows to type different languages in the same document.

– You can save your documents in HTML format. You can also create Web Pages using Web Page Wizard.

7.4 STARTING WORD PROGRAM

You can start your Word program different ways. One way is through Start button:

1.   Click on the **Start** button.

2.   In the menu that appears select **Programs → Microsoft Word**. In few seconds you will see Word screen on the monitor.

You can also start your MS Word program by simply clicking on **Microsoft Word** icon, which lies on the Microsoft Office Shortcut Bar (MOSB).

7.5 WORD SCREEN   LAYOUT

The Word screen (Window) contains a number of objects. We will discuss the Word's default screen layout (shown in Figure 7.1) here.
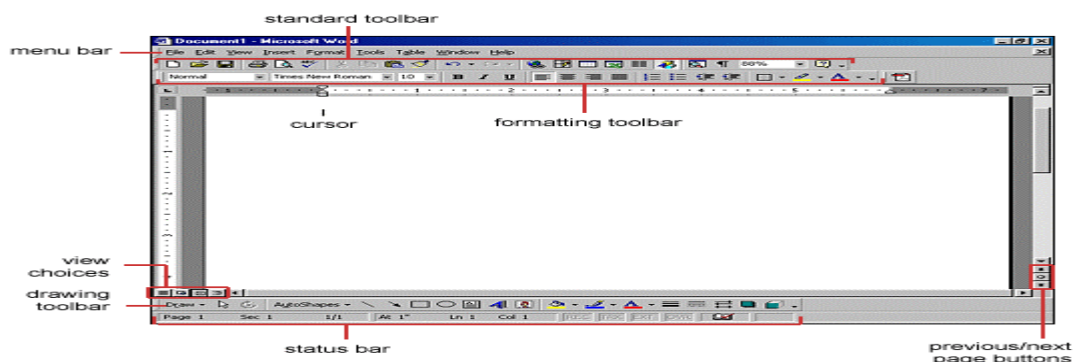

Fig. 7.1: Screen Layout

7.6 MENUS

If you are familiar with previous versions of Word you will notice a significant change in the menu structure. The menus in Word 2000 display only the commands you have recently used (collapsed form). To view all options (expanded form) in each menu, you must click the double arrows at the bottom of the menu. The images in Figure 7.2 show the Format menu in collapsed form (Figure 7.2a) and in expanded form (Figure 7.2b).
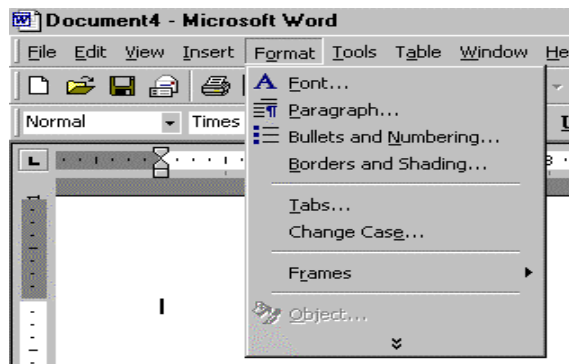
Fig. 7.2a: Collapsed Format menu
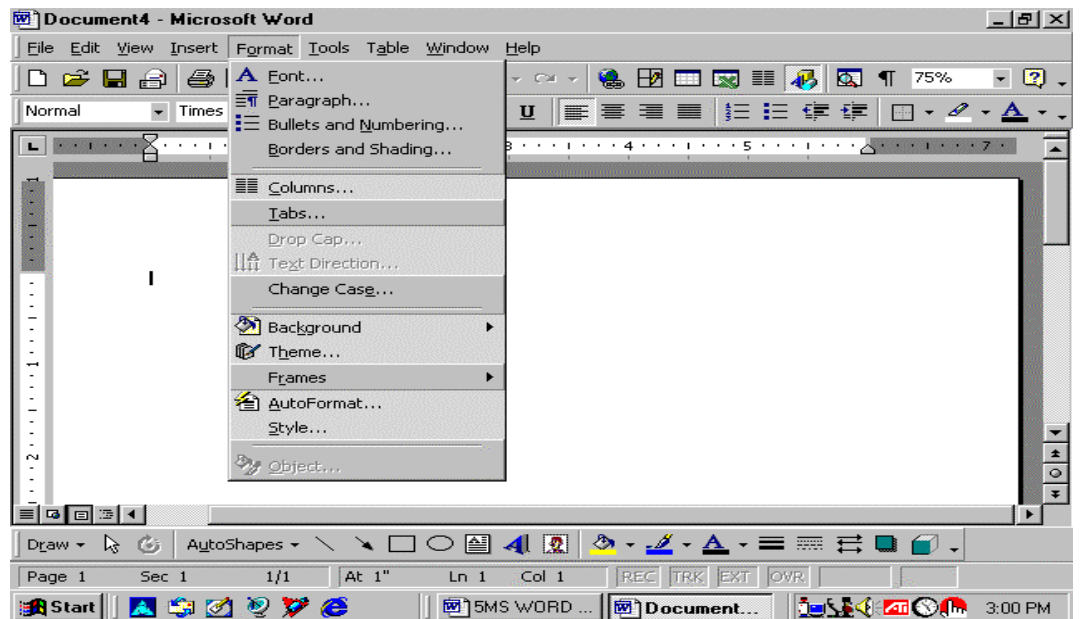
Fig. 7.2b: Expanded Format menu

You can also display menus similar to previous versions of Word (like MS Word 97) with all the choices listed initially:

1. Select **View→Toolbars→Customize** commands on the menu bar from the menu bar. The Customize dialog (see Figure 7.3) box will appear.
2. Click on the **Options** tab.
3. Uncheck the **Menus show recently used commands first** check box.
4. Click on **Close** to close the **Customize** dialog box.
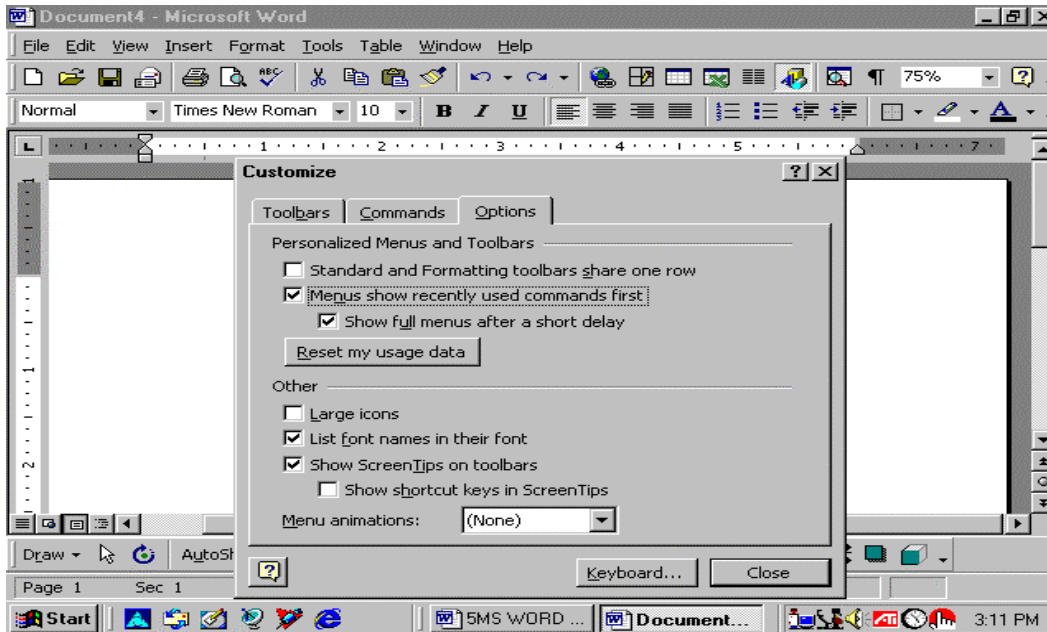
Fig. 7.3

7.6.1 Shortcut Menus
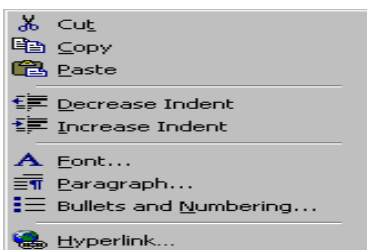
Fig. 7.4

These features allow you to access various Word commands faster than using the options on the menu bar. View shortcut menus by right-clicking the mouse. The options on this menu will vary depending on the element that was right-clicked. For example, the shortcut menu below is produced by right-clicking on a bulleted list.

Actions such as "Decrease Indent" and "Increase Indent" are only applicable to lists and therefore only appear on the list shortcut menu. The shortcut menus are helpful because they display only those options that can be applied to the item that was right-clicked and, therefore, prevent searching through the many menu options.

7.6.2 Toolbars

Fig. 7.5

Many toolbars displaying shortcut buttons are also available to make editing and formatting quicker and easier. Select **View→Toolbars** command on the menu bar from the menu bar to select the toolbars. The toolbars that are already displayed on the screen are checked. Add a toolbar by simply clicking on the name.

7.6.3 Rulers

The rulers display horizontal and vertical scales that reflect the width and height of your typing area. The horizontal scale is invaluable when you want to quickly set tabs, margins, and indents. If you do not see the rulers select **View→Ruler**. If you are in normal view, you will see only horizontal ruler. To see both the rulers you should be in **Page Layout** view. If you don't want to see the ruler select **View→Ruler** to turn off the ruler.

7.7 TYPING SCREEN OBJECTS

The open area below the rulers and toolbars is writing or typing area. There are certain objects that are a permanent part of the typing area. These are: (a) Insertion Point, (b) Mouse Pointer, and (c) End-of-Document Marker.

7.7.1 Insertion Point: The black vertical blinking line is the insertion point, that is initially at the top left side of the typing area. It indicates the place where your typing is inserted into the document. As you type, the blinking line continuously moves along. When you use the up, down, left, or right arrows of the keyboard, the insertion point moves accordingly. When you move and place the cursor any where in the text and click, you will see the insertion point indicating that it is ready to accept your typing.

7.7.2 Mouse Pointer: When you move the mouse around in the typing area, the mouse pointer is in the shape of a thin I-beam. As you move the mouse near the menu bar and toolbars, the mouse pointer becomes a pointing arrow. If you move the mouse pointer to some existing piece of text and click the mouse, you will see the insertion point in that spot of the text.

7.7.3 End-of-Document Marker: The horizontal line (like a short underline) at the end of the document (seen only when Word is in Normal view) is called end-of-document marker. This marker lets you know where the end of document occurs. If you don't see the end-of-document maker on the screen, choose **View→Normal** from the menu to see the marker.

7.7.4 Vertical and Horizontal Scrollbars

The typing area is bordered on the right side by the vertical scroll bar with a scroll button and arrows. The single down arrow scrolls through the document line by line. The double down arrow allows you to move to the top of the next page. The double up arrow allows you to move to the top of the previous page. The double down arrow allows you to move to the top of the next page. You can also drag the vertical scroll button up and down the scroll bar to move up and down through the document.

The first bar along the bottom of the typing area is the horizontal scroll bar. To see the text that is off the right side of the screen, use the left arrow button. To see the text that is off the left side of the screen, use the right arrow button. You can also drag the horizontal scroll button to move left or right of the document.

INTEXT QUESTIONS

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1. Write True or False for the following statements

   (a) Shortcut menu feature allows access to various Word commands faster than using options on the menu bar.

   (b) In the collapsed menu, all the commands will be displayed.

   (c) For both Show and Hide Rules, the command is View →Ruler.

   (d) The black vertical blinking line in the typing area in a word document is the insertion point.

   (e) The use of Scrollbars is to set margins in a document.

2. To view shortcut menu, we need to:

    (a) Click the mouse

    (b) Right click the mouse

    (c) First click and then right click the mouse

3. Horizontal scale is useful to quickly set:

    (a) Margins

    (b) Tabs

    (c) Indents

    (d) All of the above

4. What is the command to start the Word Program using Start button?

7.8 MANAGING DOCUMENTS

This section of the lesson explains how to open a new/existing document, save a document, renaming a document, working with multiple documents, protecting a document, finding a document, and closing a opened document. There are several ways to create a new document, open existing documents, and save documents in Word.

7.8.1 Create a New Document

To create a new document, follow any one of the following methods:

1. Click the **New Document** button on the menu bar.

2. Choose **File→New** command from the menu bar.

3. Press **CTRL+N** keys on the keyboard.

7.8.2 Open an Existing Document

To open an existing document, follow any one of the following methods:

1. Click the **Open File** button on the menu bar.

2. Choose **File→Open** command from the menu bar.

3. Press **CTRL+O** keys on the keyboard.

    Each of the above method will show the **Open** dialog box. Choose the file and click the **Open** button.

7.8.3 Save a New/Existing Document

To save a new/existing document that is opened, follow any one of the following methods:

1. Click the Save button on the menu bar. 💾

2. Select **File→Save** commands on the menu bar from the menu bar.

3. Press **CTRL+S** keys on the keyboard.

If the document is already named and saved earlier, it will simply save the document. On the other hand, if the file is a new document then it will prompt you by opening **Save As** dialog box. Select the folder where you want to place your document in **Save In:** box, type the name of the document in **File Name:** box, and then click **OK**. You can also save a new document by choosing **File→Save As** commands on the menu bar and then selecting the above actions in **Save As** dialog box.

7.8.4 Working on Multiple Documents

Several documents can be opened simulta-neously if you are typing or editing mul-tiple documents at once. All open docu-ments are listed under the **Window** menu as shown below. The current document has a check-mark beside the file name. Select another name to view another open docu-ment or click the button on the Windows taskbar at the bottom of the screen.
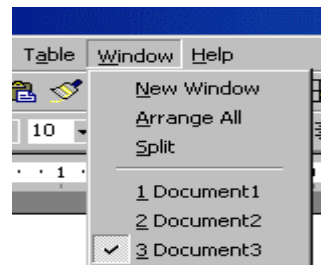
Fig. 7.6

7.8.5 Protecting a Document

You can protect your document from being accidentally changed its format and text or from other users to get access to it.

Protecting a Document from Accessing

If you want to protect a document from other users accessing to it, give a password to your file. Follow the steps given below:

1. When the file is open, select **File→Save As** command on the menu bar. The **Save As** dialog box appears. Move the cursor on the **Tools** tab on the top right side of **Save As** dialog box and click. A submenu will appear (see Figure 7.7).
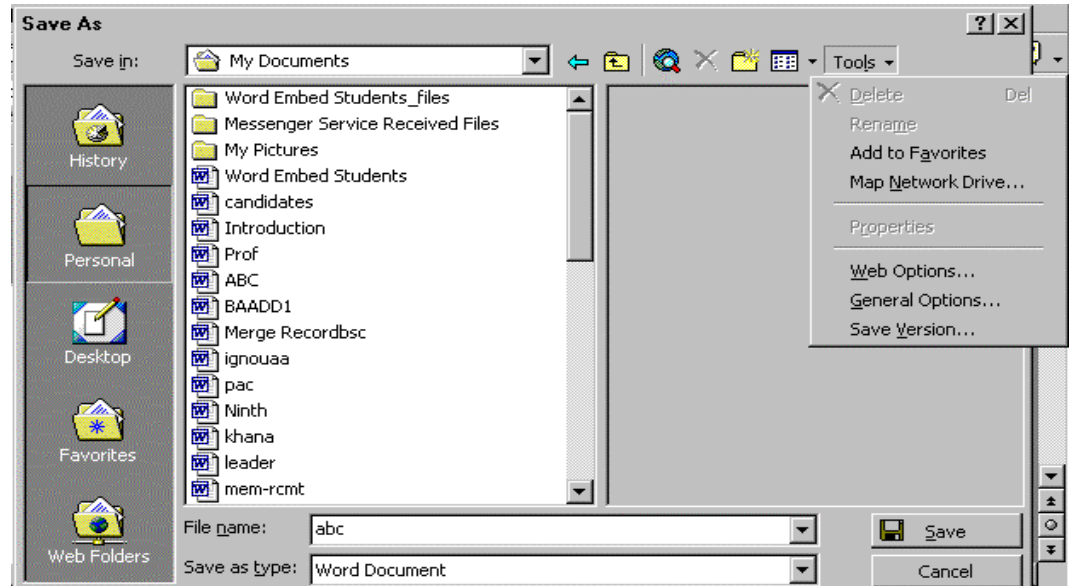
Fig. 7.7

2. Click on **General Options**. The **Save** dialog box opens. You will see two boxes: **Password to open** and **Password to modify**.

3. Type a password in **Password to open** box. (A password can be up to 15 character case-sensitive letters, numerals, spaces and symbols. As you type the password, **Word** displays an asterisk (*) for each character you type.)

4. Click **OK**. The **Confirm Password** dialog box appears (see Save dialog box and Confirm Password dialog box in Figure 7.7a). Retype the password you typed earlier. Click **OK** on **Confirm Password** dialog box and then click **OK** on **Save** dialog box and then click **OK** on **Save As** dialog box.

Fig. 7.7a

Fig. 7.7b

5. When you open the file next time it will ask you to type the password (see Figure 7.7b). Remember, you will not be able to open that file without the password. Also, don't forget that the passwords are case sensitive; that is, 'XYZ' and 'xyz' are two different passwords.

**Modifying a Password Given to Protect a Document**

If you suspect that some one knows your password you can change it or modify it by typing present password in **Password to open:** box and new password in **Password to modify:** box in the Save dialog box.

7.9 CLOSE A DOCUMENT

Close the current document by selecting **File→Close** command on the menu bar or click the **Close** icon if it is visible on the Standard toolbar.

7.10 PRINTING DOCUMENTS

While printing a document you have the following options in **Print** dialog box: (see Figure 7.8).
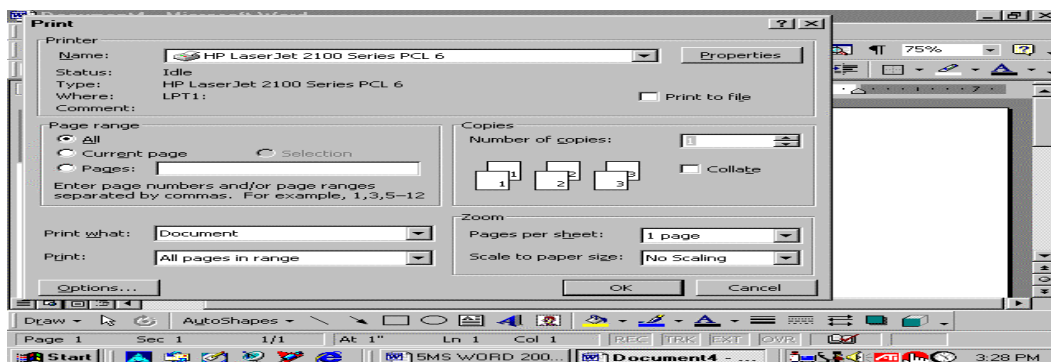
Fig. 7.8

1. Name of the printer (if you have more than one printers).

2. Choose paper size, orientations, resolution etc. by pressing Properties button.

3. Print the entire document or only current page or specific pages

4. Print a draft copy, which omits graphics to allow faster printing.

5. Number of copies to be printed, etc.

7.10.1 Printing a Document

To print a document or selected pages follow the steps given below:

1. Open the document to be printed.

2. Choose **File → Print** command on the menu bar. The **Print** dialog box will open. Select the Options like print range, Number of copies, Printer name etc. See that printer is switched on and the paper is available in the printer tray.

3. Click **OK**.

7.10.2 Printing a Document on a Different Paper Size

You might have created a document using some selected paper size. You may want to print that document in a different paper size or multiple pages in a single sheet of paper without disturbing the general format. You can do it using Zoom feature in Print dialog box. Follow the steps given below to resize your document to fit into a new paper size.

If you want to print a document in a different paper size, follow the steps given below:

1. Open the document to be printed.

2. Choose **File → print** command on the menu bar. The **Print** dialog box will open. Select the Options like print range, Number of copies, Printer name etc. See that printer is switched on and the paper is available in the printer tray.

3. Select the appropriate paper size in **Scale to paper size:** under **Zoom** in Print dialog box.

4. Click **OK**.

7.10.3 Printing a Document's Multiple Pages in a Single Sheet of Paper

If you want to print multiple pages of a document in a single sheet of paper, follow the steps given below:

1. Open the document to be printed.

2. Choose **File → print** command on the menu bar. The **Print** dialog box will open. Select the Options like print range, Number of copies, Printer name etc. See that printer is switched on and the paper is available in the printer tray.

3. Select the appropriate paper size in **pages per sheet**: under **Zoom** in Print dialog box.

4. Click OK

7.10.4 Print Preview

Print preview provides a way to see how your document will look when printed. You can see several pages at once. It is similar to **Print Layout** View. An advantage of Print preview is that it has its own toolbar. The toolbar allows you to easily view multiple pages and change the magnification of the screen. You can also edit your document in print preview mode.
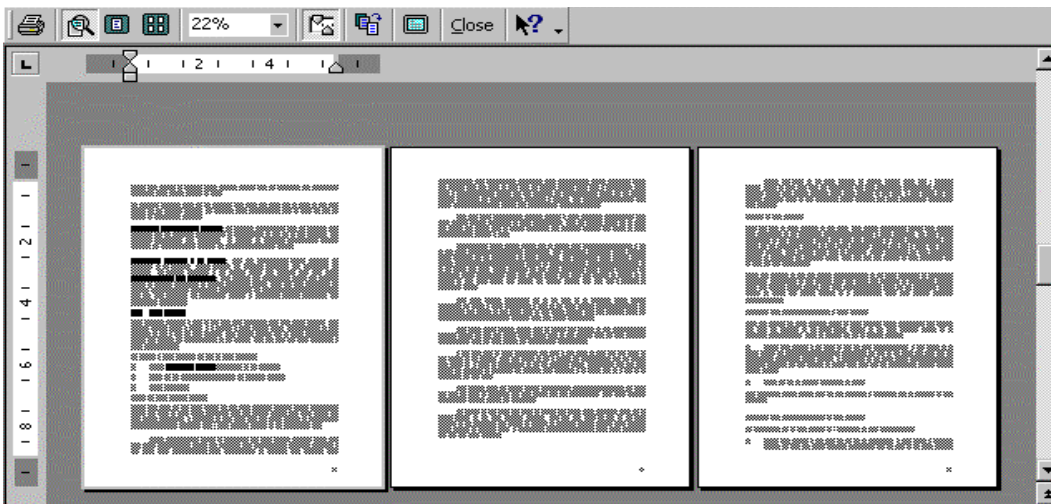
Fig. 7.9

To switch to print preview, use one of these methods:

1. Click on the Print preview button on the Standard toolbar.

2. Press **CTRL+F2** keys.

7.10.5 Using the Print Preview Toolbar

When you click on the Print button on the Print Preview toolbar, Word immediately prints one copy of your entire document with the default options (the Print dialog box will not be displayed). If you want to print more than one copy, or want to print specific pages,

press **Ctrl+P** keys or choose **File→Print** command on the menu bar to make choices in the Print dialog box.

Fig. 7.10

When the Magnifier button is depressed, the view toggles between 10% and 100% magnification. With the magnifier button depressed, pause the mouse over the page of text, and the mouse pointer turns into a magnifying glass with a plus sign, which means you can increase the magnification. Click on the mouse button once, and the magnification increases to 100%. The magnifying glass will then show a minus sign, which means you can decrease the magnification. Click on the mouse button once, and the magnification decreases to 10%.

Clicking on one Page button shows a single page at a time. Use the vertical scroll bar or press the PgUp and PgDn keys to move backward and forward through the pages of your document, one page at a time.

The Multiple Pages button allows you to decide how many pages you can see at a time on the screen. Click on the **Multiple Pages** button, and drag the mouse down and over the number of pages to be shown at one time; when you release the mouse button, you will see a display of miniature pages.
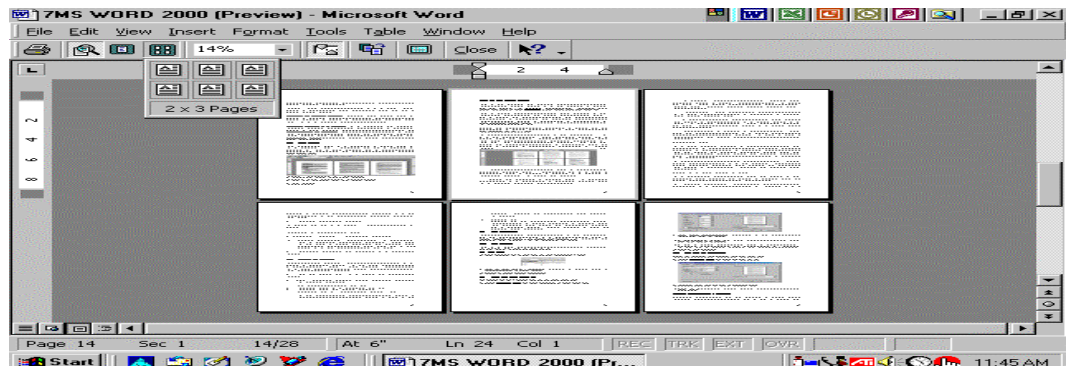
Fig. 7.11

The zoom control drop-down list (to the right of the Multiple Pages button) functions the same in Print Preview as it does in the other

views. You can click on the drop-down list arrow on the right side of the zoom control box and choose from the different zoom percentages, or you can type in a zoom percentage. The View Ruler button allows you to toggle the display of the horizontal and vertical rulers on and off. These rulers allow you to see margin and tab stop settings.

If the last page of your document has only a few lines of text, you can click on the Shrink to Fit button. This tells Word to try to shrink the document so that the line of text stuck on a page by themselves fit on the previous page. Sometimes you can do a better job yourself by changing the left and right margins to fit more text on a line or by changing the font size. Full Screen view is a toggle button that switches between a screen with the menu bar and the ruler (if you have the ruler turned on) and one without. The Print Preview toolbar will always remain on the screen.

To return to the view you were in before you chose Print Preview, click on the Close button on the Print Preview toolbar.

7.10.6 Editing in Print Preview

You can type in Print Preview at any time. The typing will appear where your pointer was positioned in the document before you switched to Print Preview. To start typing elsewhere in the document, make sure you are viewing at 100% magnification, and then click on the Magnifier button on the Print Preview toolbar (so that it does not appear pushed down). The mouse turns into an I-beam. Click anywhere on your document screen to reposition the insertion point. You can use this method to type additional text or edit the text on the page.

Now that you are in full edit mode, you may want to use your Standard or Formatting toolbars. Right-click in the toolbar area and select the Standard or Formatting toolbar from the pop-up menu. When you have finished editing, click on the Magnifier button again to return the mouse pointer to a magnifying glass that toggles between magnifications.

7.11 EXIT WORD PROGRAM

When finished you can close all the files, and quite the Word program by selecting File→Exit command on the menu bar.

Action	Keystroke
Document actions	
Open a file	CTRL+O
New file	CTRL+N
Close a file	CTRL+W
Save As	F12
Save	CTRL+S or SHIFT+F12
Print Preview	CTRL+F2
Print	CTRL+P
Show/Hide paragraph symbols	CTRL+*
Spelling and grammar	F7
Help	F1
Find	CTRL+F
Replace	CTRL+H
Go To	CTRL+G

Cursor movement	
Select all - entire document	CTRL+A
Select from cursor to beginning of line	SHIFT+Home
Select from cursor to end of line	SHIFT+END
Go to beginning of line	HOME
Go to end of line	END
Go to beginning of document	CTRL+Home
Go to end of document	CTRL+End

Formatting	
Cut	CTRL+V
Copy	CTRL+C
Paste	CTRL+P
Undo	CTRL+Z
Redo	CTRL+Y
Format painter	CTRL+SHIFT+C
Left alignment	CTRL+L
Center alignment	CTRL+E
Right alignment	CTRL+R
Justified	CTRL+J
Delete previous word	CTRL+Backspace
Apply bulleted list	CTRL+SHIFT+L
Indent	CTRL+M
Page break	CTRL+Enter

Text Style	
Font face	CTRL+SHIFT+F
Font size	CTRL+SHIFT+P
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
Double underline	CTRL+SHIFT+D
Word underline	CTRL+SHIFT+W
All caps	CTRL+SHIFT+A
Change case	SHIFT+F3
Subscript	CTRL+=
Superscript	CTRL+SHIFT+=
Make web hyperlink	CTRL+K

Tables	
Go to next cell	Tab
Go to previous cell	SHIFT+Tab
Go to beginning of column	ALT+PageUp
Highlight to beginning of column	ALT+SHIFT+PageUp
Go to end of column	ALT+PageDown
Highlight to end of column	ALT+SHIFT+PageDown
Go to beginning of row	ALT+Home
Highlight to beginning of row	ALT+SHIFT+Home
Go to end of row	ALT+End
Highlight to end of row	ALT+SHIFT+End
Column break	CTRL+SHIFT+Enter

Miscellaneous	
Copyright ©	ALT+CTRL+C
Date field	ALT+SHIFT+D
Go to footnotes	ALT+CTRL+F
Show/Hide ¶	CTRL+SHIFT+8
Thesaurus	SHIFT+F7

Note: A plus sign indicates that the keys need to be pressed at the same time.

INTEXT QUESTIONS

5. What are the shortcut keys using keyboard for opening a new document?

6. What is the command on the menu bar to save:

   (a) a new file,   (b) existing file

7. What are the steps to print a document on a different paper size in Print dialog box.

8. State True or False.

   (a) Window menu allows you to work with two documents simultaneously.

   (b) A pass word can be up to 10 characters and not is case sensitive.

   (c) You can open the file even without using the password once you have protected it.

9. CTRL+F is the keyboard shortcut for

   (a) Help

   (b) Save

   (c) Find

   (d) Replace

7.12 WHAT YOU HAVE LEARNT

In this lesson you learnt about Mainfeatures of MS-Word like create, format and Print. Apart from that you learnt about how to add pictures, tables and charts to the documents. You can save documents in HTML format and create web pages using web page wizard.

7.13 TERMINAL QUESTIONS

1. Write any two uses of rulers in Word Program.

2. What is a mouse pointer?

3. What is an end-of-document marker?

4. What are the keyboard shortcuts for open, new, close and save file commands?

5. Define the steps in protecting a document from accessing.

6. How do you modify a password given to protect a document?

7. Explain the steps in printing a document's multiple pages in a single sheet of paper?

8. Write any three options available in the Print dialog box.

7.14 KEY TO INTEXT QUESTIONS

1. (a) True, (b) False, (c) True, (d) True, (e) False

2. (b) (right click the mouse)

3. (d) (all of the above)

4. Programs→Microsoft Word

5. CTRL+N keys

6. (a) File→Save As, (b) File→Save

7. Select the appropriate paper size in Scale to paper size: under Zoom and then click OK.

8. (a) True, (b) False, (c) False

9. C