

Microsoft Office: It is package, which is developed by Microsoft Corporation in USA, for office work like letter drafting, manage database, create presentation, making webpage, create e-mail etc. Microsoft Corporation produces in different version of Microsoft Office like Microsoft Office 2000, Microsoft Office 2003, Microsoft Office 2007, and Microsoft Office 2010. But Microsoft office 2007 and Microsoft 2010 widely use in Office work. Here in each version have multiple application like

1. Microsoft Office Word 2000/2003/2007/2010
2. Microsoft Office Excel 2000/2003/2007/2010
3. Microsoft Office PowerPoint 2000/2003/2007/2010
4. Microsoft Office Access 2000/2003/2007/2010 etc

Starting Microsoft Office Word 2003/2007

It is complete word processor, all type of writing/letter drafting work done in Ms-Word. Ms-Word Provide the following facility

1. Check the Spelling and Grammatically error
2. Import and Export text
3. Using Illustration
4. Using Mail Merge
5. Using Micro
6. Using Table and Index
7. Using Header and Footer

How Can Create Shortcut Icons of Ms-Word on Desktop

1. First to Right Click on Desktop
2. Point Move on New
3. Point Move on Shortcut and click left button of Mouse
4. Click on Browse
5. Open My Computer
6. Open Programs Files
7. Open Microsoft Office
8. Open Office 12
9. Select WINWORD click on OK button
10. Click on next button and click on finish button

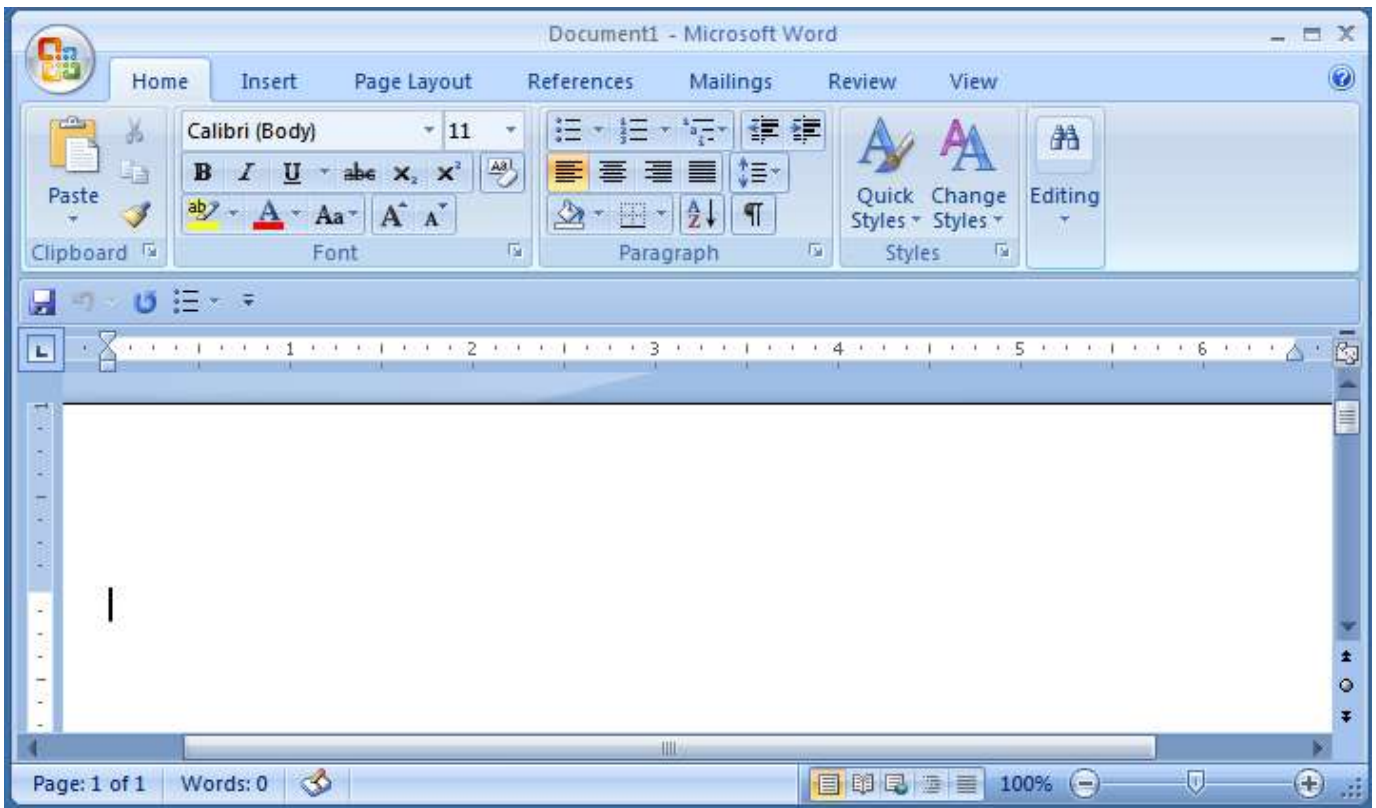
Note: Then your shortcut of Ms-Word will create on Desktop to open with double click

Ribbon Details of Ms-Word: Microsoft Office Word 2007 divided into Seven Ribbon button like- Home, Insert, Page Layout, References, Mailings, Review and View

Home Ribbon Button: This is the First Ribbon button of Ms-Word, to this ribbon button divided into five categories like- Clipboard, Font, Paragraph, Style and Editing. In each category there are different types of tools available.

Then you will find the shortcut of Ms-Word, create on Desktop, to open Ms-word using with double click

Note: To Open Microsoft Word using with the above given steps, after open you Ms-Word window look like-



Making File In Ms-Word 2007

1. First to open Ms-Word using with given above steps
2. Write own address or any thing do you want write
3. Press Ctrl + S for Save
4. Select Location where you want Save document

5. Write New File and Click Save button or press enter button from keyboard
6. Close MS-Word clicking on close button or Press Alt + F4

Open Ms-Word Document

Note: To open Ms-Word Document using with Two Steps First go to which location where you store Ms-Word Document and Double click on own file, send

1. First to open Ms-Word
2. Press Ctrl + O for open or go to office button and click on open command
3. Select which location where you keep file
4. Select file and press enter

Ms-Word 2007 Menu divided into following categories, Ms-Word 2007 menu known as Ribbon button like-

1. Home
2. Insert
3. Page Layout
4. Reference
5. Mailing
6. Review and
7. View

About Home Button: This is the first ribbon button of Ms-word 2007 when we click on this ribbon button then following command display like- font, paragraph, style, clipboard, editing etc

About Home Button: This is the first ribbon button of Ms-word 2007 when we click on this ribbon button then following command display like- font, paragraph, style, clipboard, editing etc

Clipboard: This is use for keep the cuted or copy text in clip, we can maximum 24 clip store in clipboard. On this board there are Four option available-

Cut: This is use for Place the text one place to another place

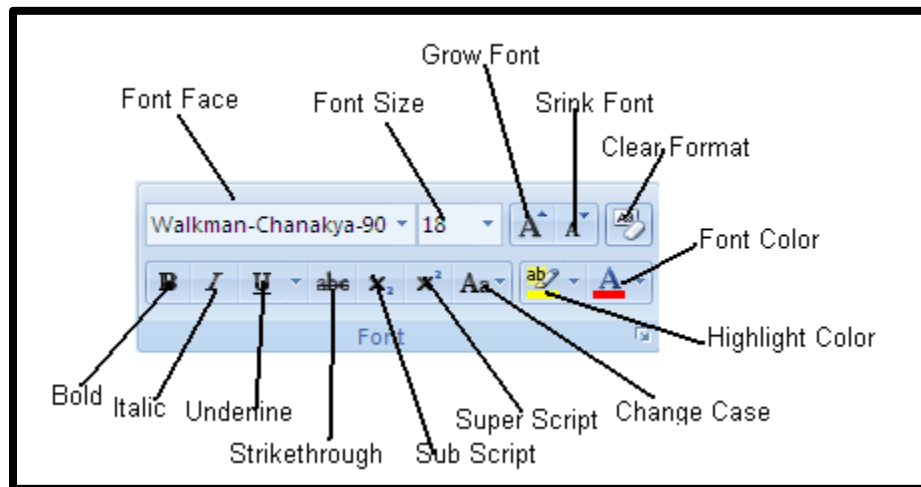
Copy: Are use for make a Xerox of any selected word, text, line or paragraph.

Paste: To use for bring the cuted or copy text in documents

Format Painter: Are use for copy formatting and apply to another

Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + D	Open Font Dialog Box
Ctrl +]	Increase Font Size with one Point
Ctrl + [Decrease Font Size with One Point

Font: This is the Second categories of Home menu, on this categories there are following command available, which is look like-



Font Face: Are use for change the font face

Font Size: Are use for increase or decrease the font size

Grow Font: Are use for Increase the font Size

Shrink Font: Are use for Shrink (Decrease) the font size

Clear Format: Are use for clear the all formatting from the selection, leaving only the plain text.

Bold: Are use for make the bold face

Italic: Are use for Make the cursive of selected text

Underline: Make the line under the selection, there are five type of Underline-

- | | |
|--------------------------------------|---|
| 1- Single Underline (Ctrl + U) | <u>Spectrum, The Cantonment of education</u> |
| 2- Double Underline (Ctrl + Sh +D) | <u><u>Spectrum, The Cantonment of education</u></u> |
| 3- Word By Underline (Ctrl + SH + D) | <u>Spectrum, The Cantonment of education</u> |
| 4- Doted Underline | <u>Spectrum, The Cantonment of education</u> |
| 5- Wave Underline | <u>Spectrum, The Cantonment of education</u> |

Strikethrough: Which is use for draw a line on the middle of selected text, word and Sentence.

Sub Script: If you want to create a small letter below the text then you use Sub-Script.
Like & H₂O

Super Script: If you want to create a small letter above the text then you use Sub-Script
Like & X²

Change Case: This is use for change the word in a capital letter, small letter or any other case. There are five type of Change Case

1. **Upper Case:** This is use for covert text, word, letter and sentence in a capital letter.
You can also Change In Capital Letter Pressing with **Sh + F3**
2. **Lower Case:** This is use for change all written text, word, letter or sentence in a small letter.
3. **Sentence Case:** This is use for change the all sentence of first character change into capital letter.
4. **Capitalize Each Word:** This is use for change the first character of each word change into capital letter.
5. **Toggle Case:** This is use for change the first character of each word or sentence in small letter and rest in capital letter.

Text Highlight Color: If you want to make a highlight of any word, letter or paragraph, the you use Text Highlight Color.

Font Color: This is use for change the color of selected word, text, line or sentence

Using Header and Footer: Header and Footer are use for give any information on the top or bottom of each page such as: Company Name, Company Log, Page Number, Date and Time, Document Title etc.

How Can Use Header

1. First to click anywhere in Document
2. Click on Insert Ribbon
3. Click On Header Option,
4. Choose Header from Built-In Available Header Option, the Header and Footer Tools appear on screen
5. Write Header To You Want
6. Close Header and Footer Tools or Double click anywhere in Document for close header and Footer Option.

How Can Remove Header

1. First To click Insert Ribbon
2. Click Header Option
3. Click on Remove Header Option from Pup-up

How Can Use Footer

7. First to click anywhere in Document
1. Click on Insert Ribbon
2. Click On Footer Option,
3. Choose Footer from Built-In Available Footer Option, the Header and Footer Tools appear on screen
4. Write Footer To You Want
5. Close Header and Footer Tools or Double click anywhere in Document for close header and Footer Option.

How Can Remove Footer

1. First To click Insert Ribbon
2. Click Footer Option
3. Click on Remove Footer Option from Pup-up

How to Use Page Number

1. First to click anywhere in document
2. Go To Insert Ribbon and Click Page Number option
3. Select one of given page number option do you want apply on

Change the format of Page Number

1. First to click anywhere in document
2. Go to insert Ribbon and click Page Number Option
3. Click on Format Page Number Option
4. Select Number Format do you want
5. And click on Ok Button

How To Remove Page Number

1. First to click anywhere in document
2. Go to Insert Ribbon and click Page Number Option
3. Go to Remove Page Number option and click Left button of mouse

Using Watermark: It is known as a ghosted text or picture which can insert text behind the contain son the page. There are two type of Watermark-

1. Text Watermark
2. Picture Watermark

Text Watermark: To Insert Text behind the contains of page

Picture Watermark: To insert Picture behind the contains of page

How To Insert Picture Watermark

1. First to click anywhere in document
2. Click Watermark From Page Layout Ribbon
3. Click on Custom watermark
4. Click on Picture watermark
5. Click on Select Picture
6. Browse the Picture do you want use for Watermark and click ok

How to Insert Text Watermark

1. First to click anywhere in document
2. Click on Watermark From Page Layout Ribbon
3. Click on Custom Watermark
4. Click on Text Watermark option
5. Write Text do you want set the behind the contains of page
6. Apply which option do you want and click ok

Ho To Remove Watermark

1. First to click anywhere in document
2. Click on Watermark From Page Layout
3. Point Move on Remove Watermark
4. And Click Left Button of Mouse.

Note:

Ctrl + Enter	:	For Insert New Page in Document
Ctrl + Home	:	Go to first Page In Document
Ctrl + End	:	Go To Last Page in Document
Ctrl + G	:	Go To Specific Page Number

About Insert Ribbon Button: This is the second ribbon button of Ms-Word, this ribbon button are use for insert following object like- Table, Shape, Picture, ClipArt, Bookmark, Cross-Reference, Header & footer, Drop-Cap, Symbol, Equation, WordArt etc. This ribbon button looks like-



This ribbon button divided into following Categories & where as each categories in multiple function like-

1. Pages

- ✓ Cover Page
- ✓ Blank Page
- ✓ Page Break

2. Tables

3. Illustrations

- ✓ Picture
- ✓ Clip Art
- ✓ Shapes
- ✓ Smart Art
- ✓ Chart

4. Links

- ✓ Hyperlink
- ✓ Bookmark
- ✓ Cross-Reference

5. Header & Footer

- ✓ Header
- ✓ Footer
- ✓ Page Number

6. Text

- ✓ Text Box
- ✓ Quick Parts
- ✓ WordArt
- ✓ Drop Cap
- ✓ Signature Line

✓ Date & Time

✓ Object

7. Symbol

✓ Equation

✓ Symbol

Page Categories: This is the first Categories of Insert Ribbon Button under these categories there are following three option available like-

Cover Page: This is use for insert fully formatted cover page and you fill the title name, author name, date & Time or any other information do you want.

Insert Cover Page

1. Click the Insert Ribbon
2. In the Page Section, Click Cover Page
3. In the Cover Page Gallery, Select a design that you like.

Note: The Cover Page will be Insert at the beginning of your document. The Drawing tools Ribbon will open to allow you to customize the look of the Cover Page.

Saving a Cover Page To the Cover Page Gallery

If you want like to save your cover page for later use, follow these steps:

1. Select your entire cover page in the Word Window
2. Click the Insert Ribbon
3. In the Page Section, Click Cover Page
4. Click Save Selection to Cover Page Gallery

Remove a Cover Page from Your Document

You can also remove a cover page if you want to insert a different one or if you decide you do not want a cover page at all.

1. Click the insert Ribbon
2. In The Pages Section, Click Cover Page
3. Click Remove the Current Cover Page

Blank Page: This is use for insert Blank Page in Document at Cursor Position

How can insert Blank Page in Cursor Position

1. Click the Insert Ribbon
2. In the Page Section, Click Blank Page

Page Break: To Start the Next Page at the current position

How can Start New Page in Documents

1. Click the Insert Ribbon
2. In the Page Section, Click Page Break

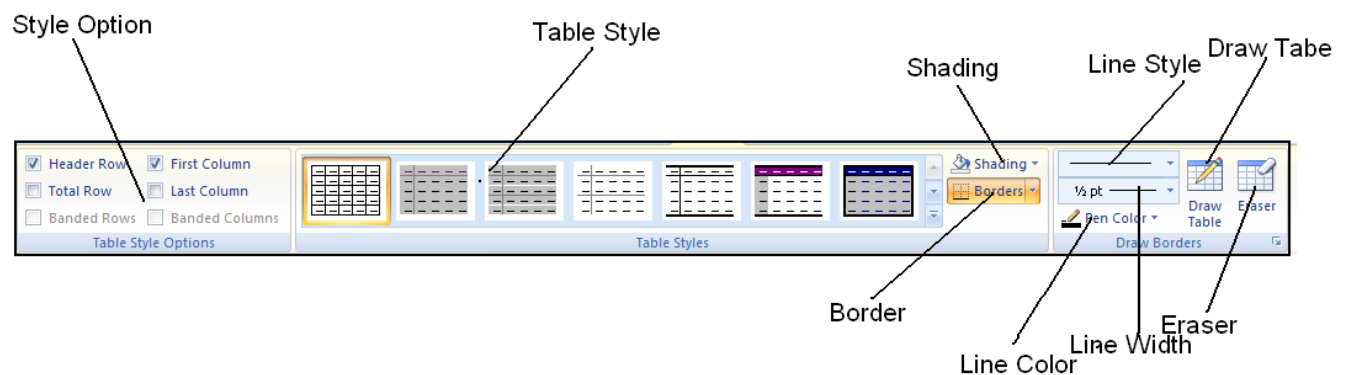
Using Table: Table are use for arrange the data in Row and Column format, Ms-Word Provide the two way of creating table First using with Draw table and Insert Table. If you want to draw manually to use Draw table other wise **Insert → Table → Insert table and define the number of Row and column do you want.**

Note:

1. To insert Maximum 63 Column in a Document
2. To insert Maximum 32767 Row in Each Document

When you insert Table in Ms-Word 2007 then Two Ribbon option add in Ribbon or menu named as – Design and Second is Layout

Details of Design Menu/Ribbon: To use this ribbon option to increase the line width or column width and also change the color of Border, to set the background color also. This Ribbon option look like-



Style Option: Table Style option are use for change the line of table like- Ignore left, right border, set row and Column background etc.

Table Style: This is predefining table style, if you select one of them then your table look like as a selected option.

Shading: If you set the row or column background color then you use shading color or option

Border: If you hide or erase Table Border then you select this option

Line Style: If you change the table line style then you select this option

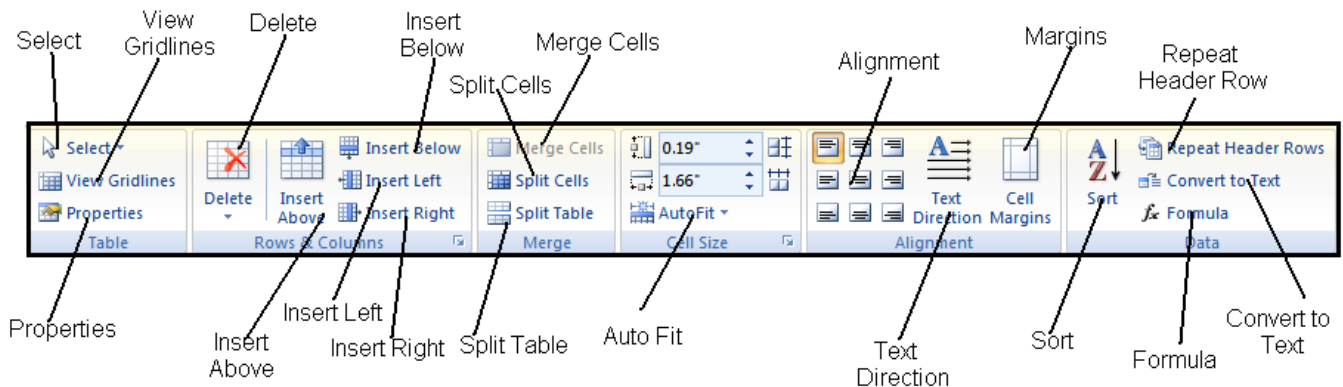
Line Width: If you change the table line width then you select this option

Line Color: If you change the table line color then you select this option

Draw Table: If you want create table manually then you select this option

Erase: If you want erase the row line or column line then you select this option

Details of Layout Menu: This menu are use for change the Alignment of Table contains, insert row and column, Split cell, using split table, using repeated heading of table etc. this menu look like-



Select: Select are use for select the table, table row, table column or table cell by single click.

View Gridlines: This is switching button when you on this option then your table line show as a Gridlines which is not printable line.

Properties: To show the table properties when you click on this option

Delete: When you want delete table, Table Row, Table Column or Table cell then you click on this button and then click on specific option do you want.

Insert Above: When you click on this option then table row insert above of current row.

Insert Below: When you click on this option then table row insert below of current row.

Insert Left: When you click on this option then table column insert in the left side of cursor.

Inset Right: When you click on this option then table column insert in the right side of cursor.

Merge Cells: If you want combine more than one convert into a single cell then you click on this option, before click on this option to select more than one cell.

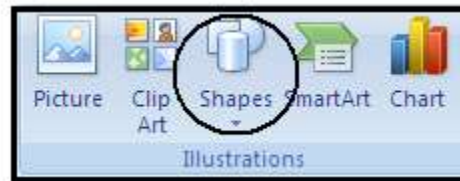
Split Cells: If you want to divide single cell into more than one row and column, then you select this option

Split Table: IF you want to break the table from desired position, then you click this option, before click on this option to click on which row where you want from break the table.

AutoFit: This is use for resize the column & Row width based on text Size or length. There are three type of AutoFit named as-

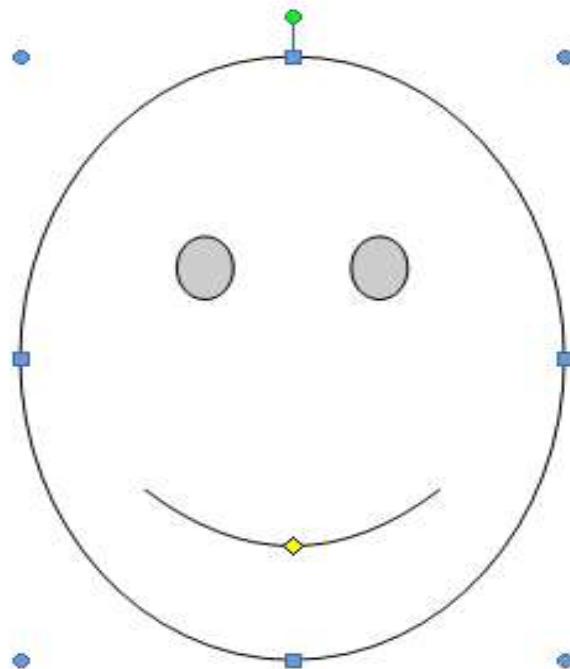
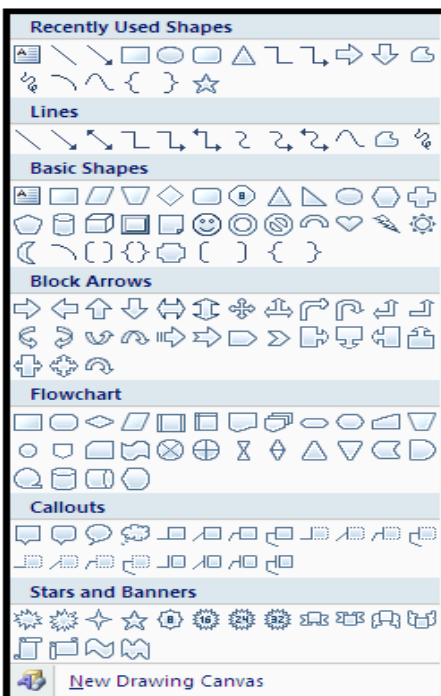
- AutoFit Content
- AutoFit Window
- Fixed Column Width

Using Shapes: This is the best feature of Microsoft Word to use this option we can insert different type of Shapes like- Rectangle, Oval, Line or any other ready-made shapes, this option present under Insert→ Illustrations →Shapes which is look like-

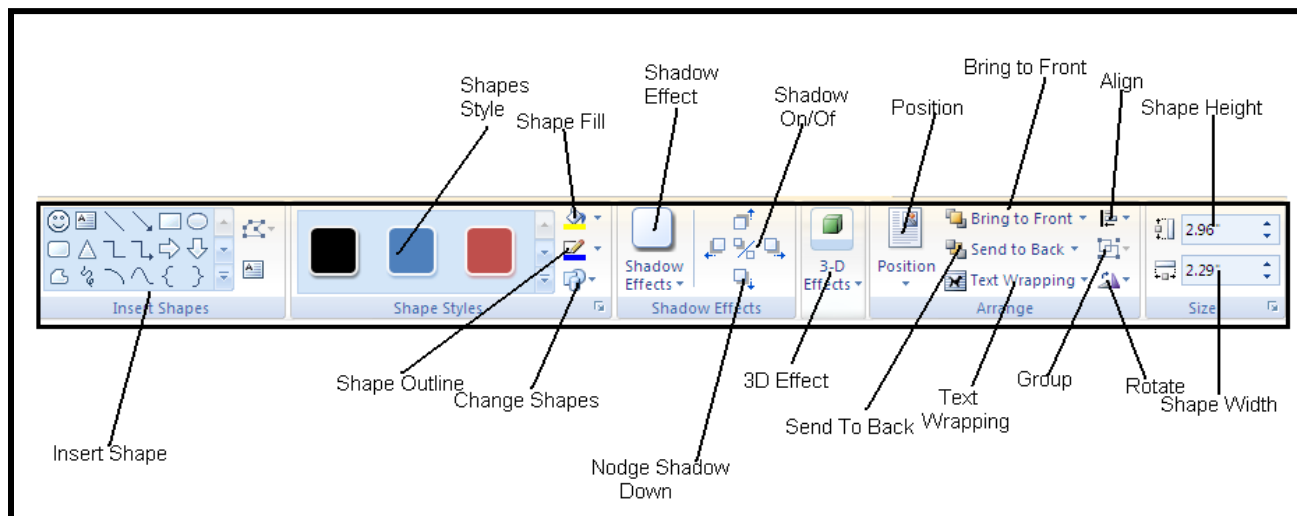


When you click on Shapes button, then display look like-

These displaying Shapes divided into Seven Categories like- Recently Used Shapes, Lines, Basic Shapes, Block Arrow, Flowchart, Callouts, Stars and Banner and New Drawing Canvas. To Draw any Shapes using with Click on Specific Shapes and Drag the shapes in specific area- when you Drag the Smiley Face which is look like-



Then Add New Menu in Ribbon Named as Format which is look like-



Insert Shapes: To use this option for insert New Shape in Document.

Shape Style: To select this option for change the selected shape style.

Shape Fill: Shape Fill is use for fill the color (single Color or Multiple Color) in Selected Shapes

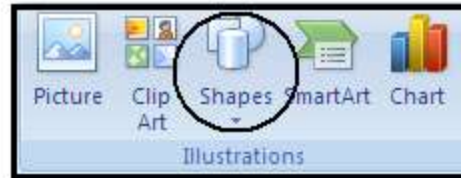
Shape Outline: To change the outline of Selected shape and also change the line color

Change Shape: To use this option for change the Shape (Change only Selected Shape)

Shadow Effect: To make the Shadow effect of selected Shape and also change the Shadow color

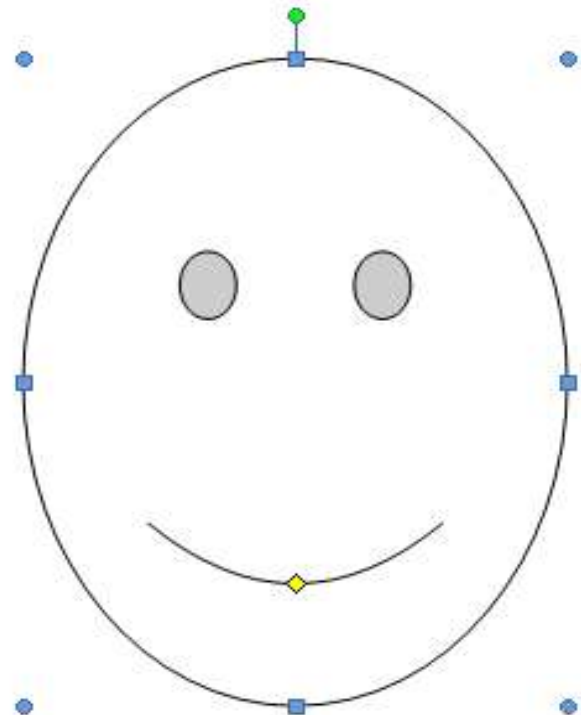
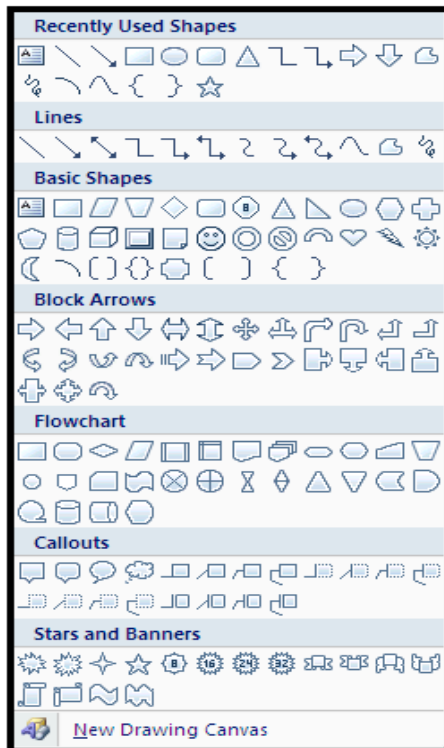
Position: To Change the Position of Selected Shape, to make the position of selected shape with Text Wrapping.

Using Shapes: This is the best feature of Microsoft Word to use this option we can insert different type of Shapes like- Rectangle, Oval, Line or any other ready-made shapes, this option present under Insert→ Illustrations →Shapes which is look like-

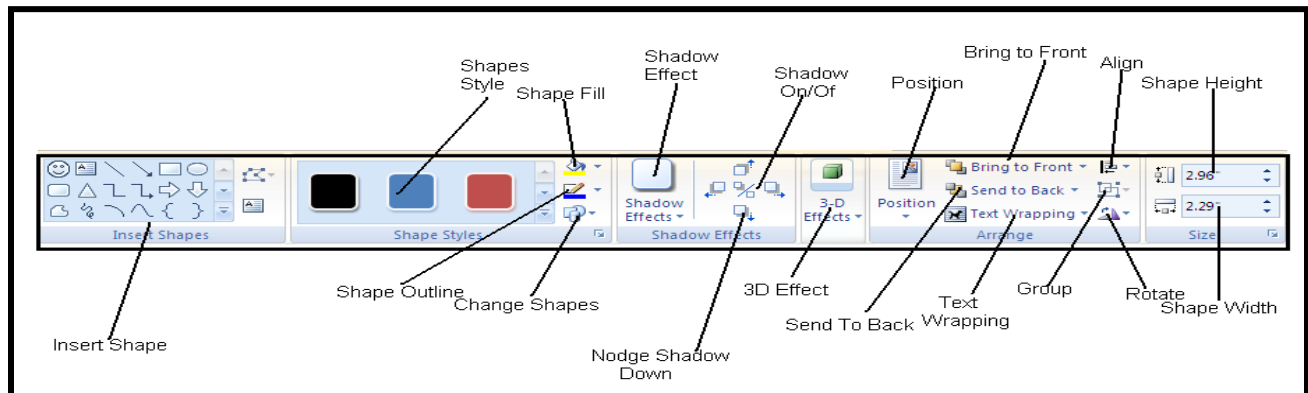


When you click on Shapes button, then display look like-

These displaying Shapes divided into Seven Categories like- Recently Used Shapes, Lines, Basic Shapes, Block Arrow, Flowchart, Callouts, Stars and Banner and New Drawing Canvas. To Draw any Shapes using with Click on Specific Shapes and Drag the shapes in specific area- when you Drag the Smiley Face which is look like-



Then Add New Menu in Ribbon Named as Format which is look like-



Insert Shapes: To use this option for insert New Shape in Document.

Shape Style: To select this option for change the selected shape style.

Shape Fill: Shape Fill is use for fill the color (single Color or Multiple Color) in Selected Shapes

Shape Outline: To change the outline of Selected shape and also change the line color

Change Shape: To use this option for change the Shape (Change only Selected Shape)

Shadow Effect: To make the Shadow effect of selected Shape and also change the Shadow color

Position: To Change the Position of Selected Shape, to make the position of selected shape with Text Wrapping.

Picture: This Command also available under Illustration Categories, this is use for insert Picture in documents from Disk or Computer, When you insert Picture the Picture Tools appear on Screen which is look like-



- 1- Adjust
- 2- Picture Style
- 3- Picture Shape
- 4- Picture Border
- 5- Arrange
- 6- Size

Tab: It is non-printable character this is use for make the column in document, the default tab position is 0.5, to also set the tab stop position do you want.

Tab Leader: Tab Leader are use for show the dots or leader between tab stop position to create the leader or dots with the following steps-

- Select the text as a block.
- Bring forth the Tabs dialog box. ...
- Select the tab stop from the Tab Stop Position list. ...
- In the Leader area, choose the leader style. ...
- Click the Set button. ...
- Click OK.

Using Bookmarks

With Word's bookmark feature, you can mark specific locations and jump of text within a document. Once marked, you can use cross-referencing to create a link to the bookmark location or insert the bookmark text.

Inserting a Book Mark

When you insert a wrapped bookmark, everything between the markers is considered the content of the bookmark.

To insert a single bookmark:

- Click where the bookmark is to go, and choose Insert – Bookmark. The Bookmark dialog box displays.
- Type in a name and click Add. Names can be up to 40 characters and must not contain spaces. If you want to enter a long, descriptive name, use mixed case or an underscore to make it easier to read, for example, MyFirstBookmark, or my_first_bookmark.

Moving a bookmark: To move an already defined bookmark to another location:

Click the new location for the bookmark, or select the text to be the content.

- Choose Insert – Bookmark.
- Click on the bookmark name and on Add. Word redefines the bookmark to point to the new location.

Deleting a bookmark:

To delete a bookmark:

- Choose Insert – Bookmark.
- Click on the name in the list of bookmarks then on Delete

Inserting Cross Reference

If you are writing a long document, you may want to include references from one part to another. To avoid having to update pagination, headings or figure numbers, you can use Word's cross-reference feature. Since Word inserts cross-references as hyperlinks, you can also use them to jump to the target.

To add a cross-reference:

- Type the text introducing the reference, for example, 'for more information see page:'.
- Choose Insert – Reference – Cross-reference.
- Choose the type of item from the Reference type list.

The options are:

- a. Numbered item Numbered paragraphs, list items.
 - b. Heading: Text formatted with a heading style.
 - c. **Bookmark:** Text marked as a bookmark.
 - d. **Footnote:** Footnote references added through the Insert – Reference – Footnote command.
 - e. **Endnote:** Endnote references added through the Insert – Reference – Footnote command.
 - f. Figure/Table/ Equation Captions entered through the Insert – Reference – Caption command.
- From the Insert reference to list, select the information to appear in the cross-reference. The choices depend on your selection of reference type, but will include items such as the text, list or heading number and page number.

Using Mail Merge

It is the feature of Microsoft word, to use this feature for composes a similar information or letter on different recipient address. It Sub Menu available under Tools → Letter and Mailing → Mail Merge, Under Mail Merge there are three important file Create Two are compulsory.

1. Main Documents
2. Data Source
3. Merge The Data With Documents

Main Documents: Main Documents is which documents where you keep information or Body of letter which you are compose on different recipients address.

Data Source: This file creating with using Mail Merge Wizard Helper, through this helper we can store different recipient address and also edit in existing recipient address.

Merge The Data With Documents: When we combine Main Documents and Data Source and click Merge the New Documents, then this file create.

Note: We insert all fields under Main documents and then merge the data with documents.

Steps for Making Mail Merge

1. First To open Microsoft Word and Write Letter or type any information, which are use for mail merge.

2. Click Mail Merge From Tools → Letter and Mailing → Mail Merge, then display mail merge helper wizard in the right side of screen.
3. Select Document type from displaying mail merge helper wizard like- Letter, E-Mail Messages, Envelopes, Labels and Directory, to select one of them
4. Click Next button
5. Select Starting Documents : Use the current documents, Start from a template, and Start from existing document, to also select one of them.
6. Click Next: Select Recipients
7. Click Type a New List, Click On Create
8. Enter the Name and Address of Recipient address in specific fields

Note: If you want Change fields name or add new field click on Customize button

9. Click New Entry so on for new recipient address after all recipient address click on close button
10. Choose location where you keep recipient address
11. Write New file name and click save

Note: Then Insert All recipient address in specific position in main documents