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Further
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At This Note: The following material is only for the students to remember what has been taught in class.
Level

MS – Word

Office Activities:

In a typical office, there are three types of individuals performing three types of activities. Secretaries are usually given clerical tasks, which include typing, using the telephone, making photocopies and filling and retrieving documents. Managers make decisions, plan business activities, organize the activities into specific tasks and work groups, hire staff to perform the tasks, and monitor the performance of the staff.

Professionals are the experts in a given field, such as accounting, architecture, engineering information systems, law, or medicine etc. much of their time is spent with technical details, solving specific problems that are assigned by managers.

These groups obviously have different needs for work support, but they have some important things in common:

- 1) All communicate with others in written and oral form.
- 2) All deal with documents, or 'paperwork'
- 3) All have desks or workstations of some sort.
- 4) All are conscious of calendars and must continually deal with scheduled meetings and deadlines.

These common areas form the nucleus of an office system. Computers are used to support all of these activities and to carry out the common functions.

What is MS-Office:

MS-Office is an application software or package provided by Microsoft Company. It contains packages like Word, Excel, PowerPoint, Access, FrontPage and Outlook used for various purposes., which help us in *Documentation, Presentation, Accounting, Database, Maintaining Schedules* mainly used in offices, hence the name office i.e. MS-Office.

Word-Processor

What is a word processor?

Word-processing means use of a computer-based system for entering, editing, storing & printing of textual data. A computer or software exclusively used for word-processing is called as a word-processor. So far typewriters were used for this work. The main problem in typewriting was planning the format of your letter heading, margins, indents etc. If there were any mistakes the entire letter had to be re-typed. The examples of Word Processor are WordStar and MS- Word.

Function of word processors:

- 1) Entering data for letters, memos, receipts, projects etc.
- 2) Editing various blocks of data for their style, arrangement etc.
- 3) Storing data for future use in form of electronic signals on the Hard disk (Soft copy).
- 4) Printing the required data on paper called as hard copy.

Advantages over manual system: -

- 1) It recognizes a word sentence or paragraph as a unit, rather than a character. E.g.: - Take a word "Computer". The typewriter would need 8 keystrokes to delete it, while the word-processor will take just one.
- 2) Editing is possible on a word-processor, before a hard copy is taken.
- 3) New data can be added to the soft copy whenever required and then the hard copy can be taken.
- 4) The same machine (computer) is useful for various tasks other than word-processing, unlike the typewriter.
- 5) **High speed:** - A typist has to press carriage return at the end of every line while a computer operator can just go on typing. The processor automatically goes to the next line.
- 6) **Recycling:** - If you want to use the same paragraph at different places or in different documents then you can simply copy & paste. E.g.: - Same letter to many people carries different addresses but same body-text.
- 7) Better presentation due to special features: - You can first type the text and then use special features to make it look better. E.g.: - Changing fonts, centering the headlines, justifying the paragraphs, line-spacing, making letters bold, italic or underlined, block indent etc.

Some special features in Ms-Word: -

1. Windows-based, hence GUI's are very user friendly
2. Completely menu driven, i.e. every tasks to be performed on the data can be selected from the menu bar. In some older packages commands had to be given.
3. It has a SUI (Standardized User Interface) i.e. most of the options or menus are common and nearly

- similar to other programs in MS-Office. This helps in learning faster and also remembering.
4. Facility for programming using either small ready-made program called macros or the language- word basic.
 5. Features like spell-check; Hyphenation, Thesaurus grammar, word count etc. are available which help you check spellings, punctuation's, grammar etc. You can also look for antonyms or synonyms for a word- using thesaurus.
 6. You can insert tables, columns, numbers at the start of a line, date & time, charts, pictures, photos etc. into your document.
 7. You get various fonts (i.e. letter styles) with various sizes.
 8. You can make a drawing in word itself, like paintbrush.
 9. The word document files have extension 'Doc' and are stored in very compact and coded form compared to general *.txt files.
 10. Word also offers ready-made styles for documents like Bio-data, Personal letters, Business letter etc, where the format is ready and you just fill in the body-text. They are called Templates. These files have extension '. DOT'.

Microsoft Word environment:

It contains two types of window

<u>Application window:</u>	This window contains common tools of Ms-office i.e. title bar, menu bar, tool bar, status bar.
<u>Document window:</u>	This is the area for typing, so it is called as client area

Word Screen:

<u>Title bar</u>	The title bar shows the name of the document followed by Microsoft word
<u>Menu bar</u>	Menu bar contains various sub menus / commands to format our document
<u>Tool bar</u> -	Toolbar is a bar, which contains various tools, which we are using to format the document. A toolbar can contain buttons with images. Word includes many built-in toolbars that you can show and hide as needed. By default, the Standard and Formatting built-in toolbars are below the menu bar.
<u>Status bar</u>	Displays the information about the position of the insertion point and about the document.
<u>Ruler</u>	Ruler displays setting for the paragraph, which contains settings for indents, margins, and column width
<u>View bar</u>	Contains buttons each providing a different view with which to view a word document, namely i) Normal View – A view that shows text formatting and a simplified page layout. ii) Web Layout View - A view of a document as it will appear in a web browser. iii) Print Layout View – A view of a document, as it will appear when you print it. iv) Outline View - A view that shows the headings of a document indented to represent their level in the document structure.

Using menus in Word:

Menu: - Menu contains list of commands used for working in the document. It also contains various sub menus.

File Menu – For working with the document i.e. for opening, saving, printing, exit.

The Sub Menus are: -

New	It opens a blank documents
Open	It opens the existing file, which is present on the hard disk.
Save	Saves the file on your hard disk. This sub menu is used when you save the file for the first time.
Save As	This sub menu is used when you want to create a copy of an existing file with some other name.
Print	It helps in taking the hard copy. I.e. It helps to take the data on the paper.
Print Preview	It helps to show how your file will look on the paper before the actual printing is done on the paper.
Page Setup	It sets the margin of the document page so that the data is properly printed on the paper.
Close	It helps to close the document window.
Exit	It helps to close the application window i.e. complete word is closed and you come on the desktop.

Edit Menu - For editing the document i.e. for coping, deleting, searching. The Sub Menus are: -

Undo	Reverses the last command or delete the last entry you typed.
Redo	Redo command reverses the action of the undo command.
Cut	The cut command removes the selected text from the document and keeps it in the temporary storage place i.e. in the clipboard.
Copy	Copies the selected text.
Paste	It will paste the text we have copied or cut from the document.
Find	Searches for the specified text / word.
Replace	Searches for and replaces the specified text / word.
Delete	It removes the selected text completely from the hard disk.

Insert Menu - Insert menu helps us to insert the page break, numbers and date and time in the document. The Sub Menus are: -

Break	Insert a page break, column break at the insertion point.
Page Numbers	Inserts page numbers that automatically update when you add or delete pages.
Date & time	We can insert date and time in a document with the help of this dialog box.
Symbol	We can insert special characters or symbol in our document.
Picture	Picture contains of various charts, clipart, and word art. They are as follows: -
ClipArt	In this you can select a clipart image you want to insert in your document.
From File	Inserts an existing picture in the active file at the insertion point.
Auto shape	You can insert desired auto shapes in your document e.g. lines, stars and banners.
WordArt	With Ms-WordArt you can create special graphics effects for headings / text.
Chart	You can create chart by using this option.

Format Menu - with this menu we can format our text in various ways and also a document with different styles. The Sub Menus are:-

Font	We can format the text by using various formatting styles.
Change Case	Changes the capitalization of the selected text.
Paragraph	Changes paragraph indents, text alignment, line spacing.
Bullets Numbering	Adds bullets or numbers to selected paragraphs & modifies the bullets & numbering format.
Borders, Shading	Adds borders & shading to selected text, paragraph, pages, table cells or picture.
Columns	Word makes it easy for you to insert & format columns for newsletters, brochures & other special document.
Drop cap	Formats a letter, word or selected text with a large initial or "dropped" capital letter
Text direction	Rotate selected text in table cells so you can read it from bottom to top or vice versa.
Background	Fill the background color to the text, picture, and table.

Overview of tables:

Tables are often used to organize data and present information in a clear and readable format. A table is made up of rows and columns of cells that you can fill with text and graphics. You can use tables to align numbers in columns, and then sort and perform calculations on them. You can also use tables to create interesting page layouts and arrange text and graphics.

Common terms: -

Cell: - The intersection of row and column is called a cell.

Row: - A horizontal collection of cells is called row.

Column: - A vertical collection of cells is called columns.

Office programs you can use to create a table

Before you create a table, you must determine which Office program is best suited to your task. To create a table, you can use Word, Microsoft Excel, or Microsoft Access. Microsoft Excel and Word can automatically format the table for you. In PowerPoint, you can draw and format a table anywhere in a slide. In Microsoft Access, you can format an entire datasheet.

- For a table that includes complex graphics formatting such as bulleted lists, custom tabs, numbering, hanging indents, individual cell formatting, and cells split diagonally, use Word.
- For a table that includes complex calculations, statistical analysis, or charts, use Microsoft Excel.
- For powerful sorting and searching capabilities, use Microsoft Access or Microsoft Excel.

- If you need full relational capabilities, create your tables in Microsoft Access.
- For a table that you can easily include in a presentation, use PowerPoint.

Borders and gridlines

By default, tables have a black ½-pt, single-line, solid-line border that will be printed. If you remove the borders, you will still see the gridlines that form the cell boundaries. Gridlines are not printed.

Options for table

1. **Auto fit:** - The name itself suggests that the data is made to fit in the cell automatically as you go on typing in it.
2. **Auto fit to contents:** - In this case the size of the cell itself gets adjusted as you go on typing in that particular cell.
3. **Auto fit to window:** - In this case the size of the cell is as the size of the window (width wise).
4. **Cell Alignment:** - By default, word aligns text in a table to the upper left of a cell. You can change the alignment of text in a cell - both the vertical alignment (top, center, bottom) and the horizontal alignment (left, center or right). (Alignment means the position of the text, if the text is on the left side it is called left align etc, if in the right side, it is right align)
5. **Text Direction:** By default Ms word aligns text horizontally in the table cell. You can change the orientation of the text so that the text is displayed vertically. This can be done using the text direction option. Horizontal and Vertical text direction (Orientation: - Changing the position of the text clockwise or anticlockwise.)
6. **Merge cell:** -You can combine two or more cells in the same row or column into a single cell.
7. **Split cells:** - It is opposite of the merge cell. It divides the cell in to several cells.

Tools menu – Some of the options in this are

Spelling and Grammar	Checks the active document for possible spelling, grammar, and writing style errors, and displays suggestions for correcting them. To set spelling and grammar checking options, click Options on the Tools menu, and then click the Spelling and Grammar tab.
Language - Thesaurus	Replaces a word or phrase in the document with a synonym, antonym, or related word.
Mail Merge	Produces form letters, mailing labels, envelopes, catalogs, and other types of merged documents.
Envelopes and Labels	Creates an envelope or a single mailing label, or inserts the same name and address on an entire sheet of mailing labels.
Customize	Customizes toolbar buttons, menu commands, and shortcut key assignments.
Options	Modifies settings for Microsoft Office programs such as screen appearance, printing, editing, spelling, and other options.

Overview of Mail merge:**Main document:**

In a mail-merge operation, the document containing the text and graphics that stay the same for each version of the merged document for example, the return address and body of a form letter.

Data source:

A file that contains the text and graphics that vary with each version of a mail-merge document - for example, a list of names and addresses for a form letter you want to send to a list of clients - or in any report in which you want to use information from a database.

The data source can be an existing spreadsheet, database, or text file, or a Word table that you create by using the Mail Merge Helper.

You can think of a data source as a simple table. Each column in the data source corresponds to a category of information, or data field—for example, first name, last name, street address, and postal code. The name of each data field is listed in the first row of cells, which is called the header record. Each subsequent row contains one data record, which is a complete set of related information—for example, the name and address of a single recipient.

Data field:

It is a category of information in a data source. A data field corresponds to one column of information in the data source. The name of each data field is listed in the first row (header row) of the data source. "Postal Code" and "Last Name" are examples of data field names.

Data record:

It is a complete set of related information in a data source. A data record corresponds to one row of information in the data source. All information about one client in a client mailing list is an example of a data record.

Merge field:

It is a placeholder that you insert in the main document. Merge fields direct Microsoft Word where to insert specific information from the data source. For example, insert the merge field «City» to have Word insert a city name, such as "Paris," that's stored in the City data field.

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