## MICROSOFT OFFICE TOOL WORD

**MICROSOFT OFFICE/ Equivalent (FOSS) tools**

**MS/equivalent (FOSS) tool Word**

**EXPERIMENT 1**–

**AIM**:- Word Orientation: Word– Accessing, overview of toolbars, saving files, Using help and resources, rulers, format painter in word, Formatting Fonts in word, Drop Cap in word, Applying Text effects, Using Character Spacing, Borders and Colors, Inserting Header and Footer, Using Date and Time option in both and Word, Formatting Styles, Inserting table, Bullets and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check , Track Changes , Table of Content, Newspaper columns, Images from files and clipart, Drawing toolbar and Word Art, Formatting Images, Textboxes and Paragraphs, Forms, Text Fields, Inserting objects, Mail Merge in Word.

**PROCEDURE:**

First click start button on the status bar. Then select program and again select Microsoft word. On the menu bar click the file option. Then again click new. Then enter the text not less than 100 words.

**Header and Footer:**

1. To create a header, enter text or graphics in the header area or click button on the header and footer tool bar.

2. To create footer, click switch between header and footer.

3. Then click exit.

**Date and Time:**

Insert a date field that automatically updates so that the current date is displayed when you open or print the file.

Insert a time field that automatically updates so that the current time is displayed when you open or print the file.

**Border:**

On the format menu, click borders and shadings.

To specify that the border appears on a particular side of a page, such as only at the top, click custom under setting. To specify a particular page or section for the borders to appear, click the option you want to apply. To specify the exact position of the border on the page. Finally, click OK.

**Color:**

Select the text you want to make a different color. To apply the color most recently applied to text, click font color. To apply different colors, click the arrow on the right of the font color button, select the color you want and then click the button.

**Table:**

A table consists of rows and columns.

**Cell Alignment:**

Aligns contents written in a table in the top left corner or top right corner or in the center etc...

**Foot Note:**

Foot notes are used to comments on, or provide references for text in a document.

**Hyperlink:**

It is a colored and underlined text or a graphic that you click to go to a file, a location in a file, an HTML page on the World Wide Web, or an HTML page in an intranet.

**Symbols:**

You may not be able to enter certain symbols into your word document, as there is a limitation on the keys on the key board. Creating these new symbols especially when working with mathematical terms it becomes very difficult .For example we can insert symbols such as≡,≈,⇓,..

**Spell check:**

It automatically checks for spelling and grammatical errors

**Bullets and Numbering:**

In Microsoft word we can easily create bulleted or numbered list of items.

**Formatting Styles:**

A style is a set of rules to be followed for the effective document. Style can be applied to text, paragraph, table or a list.

**Changing text direction:**

You can change the text orientation in drawing objects, such as text boxes, shapes, and callouts, or in table cells so that the text is displayed vertically or horizontally.

**Track changes:**

A track change is an excellent feature of Microsoft word as it enables a user or reviewer to keep track of the changes that have taken a period. Changes like insertion, deletion or formatting changes can be kept track of.

**Procedure:**

**Changing Text direction:**

1. Click the drawing object or table cell that contains the text you want to change.

2. On the Format menu, click Text Direction.

3. Click the orientation you want.

**Table:**

1. Click where you want to create a table.

2. On the Table menu, point to Insert, and then click Table.

3. Under Table size, select the number of columns and rows.

4. Under AutoFit behavior, choose options to adjust table size.

5. To use a built-in table format, click AutoFormat.

Select the options you want

**Cell Alignment:**

1. Click the cell that contains text you want to align.

2. On the Tables and Borders toolbar, select the option for the horizontal and vertical alignment you want— for example, Align Bottom Center or Align Top Right.

**Foot Note:**

1. In print layout view, click where you want to insert the note reference mark.

2. On the Insert menu, point to Reference, and then click Footnote.

3. Click Footnotes or Endnotes.

By default, Word places footnotes at the end of each page and endnotes at the end of the document. You can change the placement of footnotes and endnotes by making a selection in the Footnotes or Endnotes box.

4. In the Number format box, click the format you want.

5. Click Insert.

Word inserts the note number and places the insertion point next to the note number.

6. Type the note text.

7. Scroll to your place in the document and continue typing.

As you insert additional footnotes or endnotes in the document, Word automatically applies the correct number format.

**Hyper link:**

Select the text or picture you want to display as the hyperlink, and then click Insert Hyperlink on the Standard toolbar

Do one of the following:

1. Link to an existing file or web page:

1. Under Link to, click Existing File or Web Page.

2. In the Address box, type the address you want to link to or, in the Look in box, click the down arrow, and navigate to and select the file

2. Link to a file you haven’t created yet

Under Link to, click Create New Document.

3. In the Name of new document box, type the name of the new file.

4. Under When to edit, click either Edit the new document later or Edit the new document now

An e-mail address:

1. Select the text or picture you want to display as the hyperlink, and then click Insert Hyperlink on the Standard toolbar

2. Under Link to, click E-mail Address.

3. Either type the e-mail address you want in the E-mail address box, or select an e-mail address in the recently used e-mail addresses box.

4. In the Subject box, type the subject of the e-mail message

A specific location in another document

1. Insert a bookmark in the destination file or Web page.

2. Open the file that you want to link from, and select the text or object you want to display as the hyperlink.

3. On the Standard toolbar, click Insert Hyperlink .

4. Under Link to, click Existing File or Web Page.

5. In the Look in box, click the down arrow, and navigate to and select the file that you want to link to.

6. Click Bookmark, select the bookmark you want, and then click OK.

Symbol:

1. Click where you want to insert the symbol.

2. On the Insert menu, click Symbol, and then click the Symbols tab.

3. In the Font box, click the font that you want.

4. Double-click the symbol that you want to insert.

5. Click Close

**Spell check:**

1. On the Standard toolbar, click Spelling and Grammar.

2. When Word finds a possible spelling or grammatical problem, make your changes in the Spelling and Grammar dialog box.

**Bullets and Numbering:**

1. Type 1. to start a numbered list or \* (asterisk) to start a bulleted list, and then press SPACEBAR or TAB.

2. Type any text you want.

3. Press ENTER to add the next list item.

Word automatically inserts the next number or bullet.

4. To finish the list, press ENTER twice, or press BACKSPACE to delete the last bullet or number in the list

**Formatting Styles:**

1. Select the words, paragraph, list, or table you want to change.

2. If the Styles and Formatting task pane is not open, click Styles and Formatting on the Formatting toolbar

3. Click the style you want in the Styles and Formatting task pane.

If the style you want is not listed, click All Styles in the Show box

**Track Changes:**

1. Open the document you want to revise.

2. On the Tools menu, click Track Changes

**Table of contents:**

Table of contents displays a list of headings in a created document. It basically provides an outline of the entire document created

**Newspaper columns:**

One can create a newspaper columns document by specifying the number of new letter-style column required and then adjust their width , and add vertical lines between columns.

Images from files and clipart:

Inserting a picture (graphic) from a file and clipart may be required for a document. This picture could be a scanned photograph or any other digitally produced one. This pictures can be modified , resized, cropped and enhanced.

**Drawing toolbar and Word Art:**

One can create his/her own drawings in Microsoft word. Msword provides a full fledged drawing tool bar.

Word Art in Microsoft word enables you to create special and decorative text.

Formatting Images, Textboxes and Paragraphs:

Formatting an image includes selecting appropriate color, size, layout and cropping.

Generally the text in a document follows a standard orientation (line after line). A text box provides a different orientation to the text with in a document. It can arrange the text in any where and can be resized and moreover moved to any section of the document or even outside.

When you are formatting a paragraph , you do not need to highlight the entire paragraph. Placing the cursor any where in the paragraph enables you to format it. After you set a paragraph format, subsequent paragraphs will have the same format unless you change the format

**PROCEDURE:**

**Table of contents:**

1. Click where you want to insert the table of contents.

2. On the Insert menu, point to Reference, and click Index and Tables.

3. Click the Table of Contents tab.

4. To use one of the available designs, click a design in the Formats box.

5. Select any other table of contents options you want.

**Newspaper columns:**

1. Select the entire or part of document to be converted into a newsletter-style

2. Click on format menu , select columns

3. Any desired number of columns are presets-one or two or three or left or right b\can be selected.

4. Width and spacing can be fixed and equal columns width can be checked for uniformity

5. If newspaper columns are to be separated by a line, then check line between

6. Under apply to will be whole document if entire document is selected else we have to select a selected text.

7. Click ok

**Inserting images from files and clip art:**

1. Click where you want to insert the picture.

2. On the Insert menu, point to Picture, and then click From File.

3. Locate the picture you want to insert.

4. Double-click the picture you want to insert.

**CLIP ART:**

1. On the Insert menu, point to Picture, and then click Clip Art.

2. In the Clip Art task pane, in the Search for box, type a word or phrase that describes the clip you want or type in all or some of the file name of the clip.

3. To narrow your search, do one or both of the following:

To limit search results to a specific collection of clips, in the Search in box, click the arrow and select the collections you want to search.

To limit search results to a specific type of media file, in the Results should be box, click the arrow and select the check box next to the types of clips you want to find.

4. Click Go.

5.If you don't know the exact file name, you can substitute wildcard characters for one or more real characters. Use the asterisk (\*) as a substitute for zero or more characters in a file name. Use the question mark (?) as a substitute for a single character in a file name.

6.In the Results box, click the clip to insert it.

**Drawing Toolbar and Word Art:**

**1.** Click in your document where you want to create the drawing.

2. On the Insert menu, point to Picture, and then click New Drawing.

A drawing canvas is inserted into your document.

3. Use the Drawing toolbar to add any shapes or pictures that you want.

**WORD ART:**

1.On the Drawing toolbar, click Insert WordArt .

2.Click the WordArt effect you want, and then click OK.

3.In the Edit WordArt Text dialog box, type the text you want.

4.Do any of the following:

• To change the font type, in the Font list, select a font.

• To change the font size, in the Size list, select a size.

• To make text bold, click the Boldbutton.

• To make text italic, click the Italic button.

**Formatting Images:**

1. Formatting of the images can be achieved by selecting the image and double click on the picture, format picture dialog box appears.

2. The same can be achieved by selecting the tools menu > customize>tool bars tab>picture and click close.

Basic formatting features of an image

**Resize a drawing**

1. Select the drawing canvas

2. On the Drawing Canvas toolbar, do one of the following:

o To make the drawing canvas boundary larger without changing the size of the objects on the canvas, click Expand .

o To make the drawing canvas boundary fit tightly around the drawing objects or pictures, click Fit .

o To scale the drawing and make the objects and canvas proportionately smaller or larger, click Scale Drawing, and then drag the edges of the canvas.

**Resize a picture or shape**

1. Position the mouse pointer over one of the sizing handles

2. Drag the sizing handle until the object is the shape and size you want.

To increase or decrease the size in one or more directions, drag the mouse away from or toward the center, while doing one of the following:

o To keep the center of an object in the same place, hold down CTRL while dragging the mouse.

o To maintain the object's proportions, drag one of the corner sizing handles.

o To maintain the proportions while keeping the center in the same place, hold down CTRL while dragging one of the corner sizing handles.

**Crop a picture**

1. Select the picture you want to crop.

2. On the Picture toolbar, click Crop .

3. Position the cropping tool over a cropping handle and then do one of the following:

o To crop one side, drag the center handle on that side inward.

o To crop equally on two sides at once, hold down CTRL as you drag the center handle on either side inward.

o To crop equally on all four sides at once, hold down CTRL as you drag a corner handle inward.

4. On the Picture toolbar, click Crop to turn off the Crop command.

**Text Box:**

1. On the Drawing toolbar, click Text Box .

2. Click or drag in your document where you want to insert the text box

3. You can use the options on the Drawing toolbar to enhance a text box— for example, to change the fill color— just as you can with any other drawing object

**Paragraphs:**

**Change line spacing**

Select the text you want to change.

1. On the Formatting toolbar, point to Line Spacing, and then do one of the following:

o To apply a new setting, click the arrow, and then select the number that you want.

o To apply the most recently used setting, click the button.

o To set more precise measurements, click the arrow, click More, and then select the options you want under Line Spacing.

**Change spacing before or after paragraphs**

1. Select the paragraphs in which you want to change spacing.

2. On the Format menu, click Paragraph, and then click the Indents and Spacing tab.

3. Under Spacing, enter the spacing you want in the Before or After box.

Change paragraph direction

1. Place the insertion point in the paragraph that you want to change, or select several paragraphs.

2. Do one of the following:

o To have text begin from the left, click Left-to-Right on the Formatting toolbar.

o To have text begin from the right, click Right-to-Left on the Formatting toolbar.

When you change the paragraph direction, Microsoft Word leaves justified and centered text as it is. In the case of left-aligned or right-aligned text, Word flips the alignment to its opposite. For example, if you have a left-to-right paragraph that is right aligned, such as the date at the top of a letter, clicking Right-to-Left results in a right-to-left paragraph that is left aligned.

**Forms:**

Using Microsoft word one can create an organized and structured document with a provision to enter the required information into it. A document of such nature is called a form.

**Mail Merge:**

It helps us to produce from letters mailing labels envelopes catalogs and others types of merged document. It is so found in the tools option on the menu bar. In tools we have letters and mailing. In letters and mailing we have mail merge mail merge tool box envelopes tables and letters wizard. In mail merge select the required document you are working on. A window for customizing the data base structure appears. This file contains the names, address details with contact numbers etc of people you wish to send the letters.

**Inserting objects:**

Insert an object such as drawing word art text effects or an equation at the inserting point.

**Fields:**

It inserts a field at the inserting font fields are used to insert a variety of information automatically. Select table in table select insert. In that select insert table a box containing number of rows and columns will appear. Select six colors and four rows and click o.k. Given the first row as date, problem repeated student’s signature action recommended problem status and councilors sign. Insert the objects in the feed back form and apply the text fields in the

form.

**PROCEDURE:**

**Mail Merge:**

1. Open a document and type the complete body of the letter and format it as required.

2. Create a data source and choose mail merge from tool bar a window is displayed.

3. Click on create button and choose from letter options. Then a window is displayed.

4. Click active window choose currently active document. Click on data and create data source option.

5. A window for customizing the data base structure appears and this file contains the names address details with contact number etc. we can add or remove fields from this file.

6. Once the list of fields is finalized a window of same is displayed and types the required file names and click on save button.

7. A window is displayed. Type the details of 10 candidates. After typing details of one person, click on add menu.

8. Click on the o.k. to finish entering the records mail merge tool bar is displayed.

9. Place the curser at the place where you wish to insert names and click on insert mail merge button. A drop list is displayed all fields created would be shown.

10. By highlighting to desired file and click on it we can insert the field into the main document and go to begin the mail merge click on mail merge.

11. A window is displayed click once on the merge button to generate letters for all records in your data source file.

**Forms:**

1. Design the form by sketching a layout first, or use an existing form template as a guide. Tables, text boxes, borders, and shading are all design elements that can help you create a well-designed form that's easy to use.

2. On the Standard toolbar, click New Blank Document.

3. Add the text or graphics you want. For example, enter the questions you want answered, and list the available choices.

4. To insert a text box where users can enter their responses, click the document, and then click Text Form Field on the Forms toolbar. If you need more space, you can insert multiple text boxes side by side. To insert check boxes that list choices, such as Yes and No, click the document, and then click Check Box Form Field on the Forms toolbar.

5. Save the form.

**Insert line numbers:**

1. On the File menu, click Page Setup, and then click the Layout tab.

2. In the Apply to box, click Whole document.

3. Click Line Numbers.

4. Select the Add line numbering check box, and then select the options you want.