

# M S Word

- Microsoft Word is a widely used commercial word processor designed by Microsoft. It is a **paid software that helps in preparing, editing, storing and printing documents** quickly and with accuracy.
- MS Word is a part of the Microsoft Office suite, a productivity software and can also be purchased as a stand-alone product. It **was initially launched in 1983** and has been revised numerous times since then. MS Word is available on both Windows and Macintosh operating systems.

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- A word processor lets a user change words or phrases, move whole sections of text from one place to another, store blocks of text, align margins.
- Use of MS Word has changed the look and feel of official correspondence, reports, and proposals etc. to a great extent.
- The powerful features of Word supports to creation of graphic based multicolumn publications such as Fliers, Newsletters and Internet web pages.

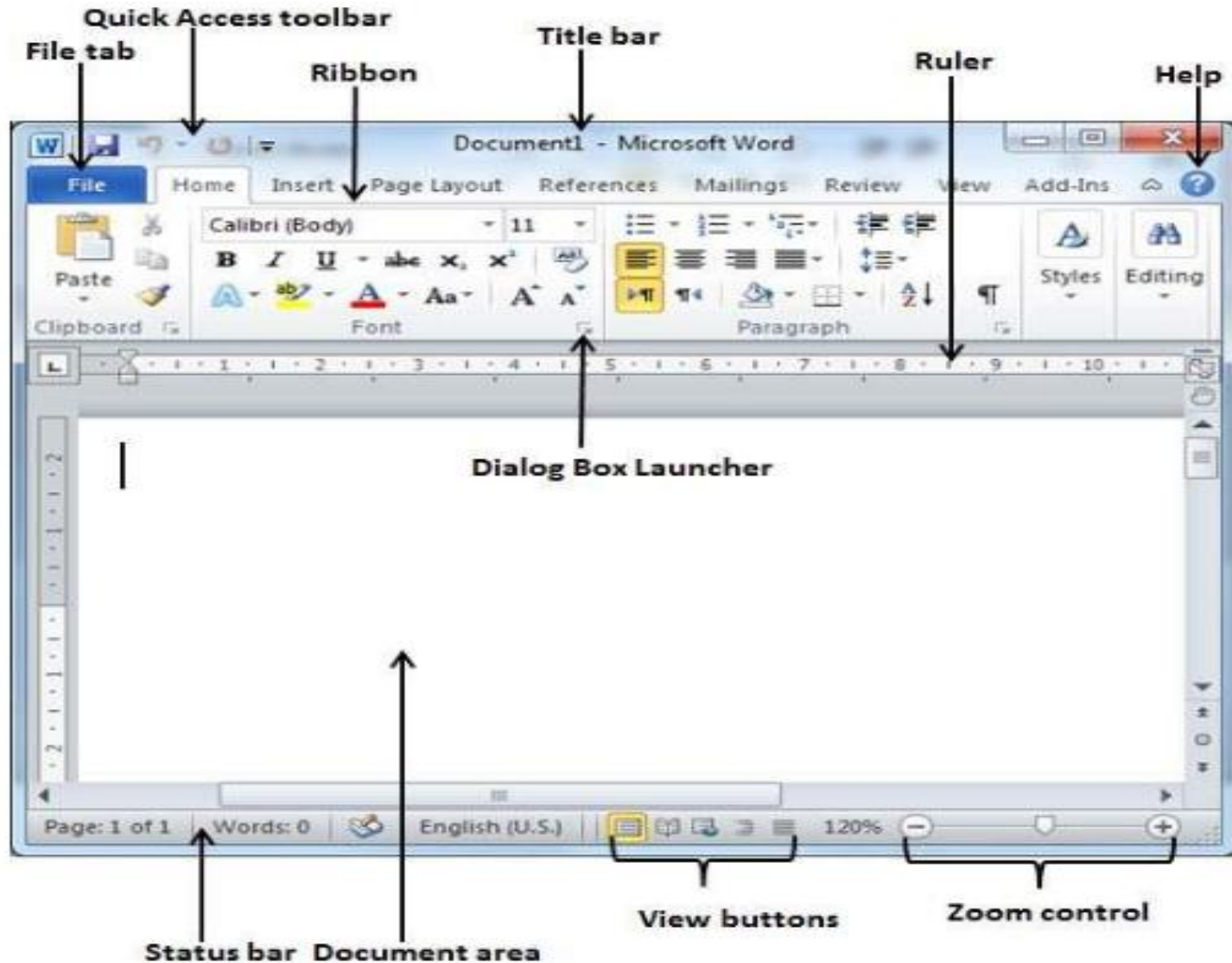
# MS Word

- MS Word offers several features to ease document creation and editing including:
- **WYSIWYG (what-you-see-is-what-you-get) display:** It ensures that everything you see on screen will appear the same way when printed or moved to another format or program.
- **Proof Reading – Spelling and Grammar check:** Word comes with a built-in dictionary for spell checking; misspelled words are marked with a red underline.
- Text-level features such as **bold, underline, italic** and strike-through
- Page-level features such as **indentation, paragraphing and justification.**

# M S Word

- Word Wrapping
- Selecting a block of Text Copy, Move, Paste and Cut Text
- Search And Replace Text
- Margin and Colum Settings
- Character Formatting and Styling
- External support: Word is compatible with many other programs, the most common being the other members of the Office suite

# Various Parts in M S Word Window



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- **File Tab**

- The File tab replaces the Office button from Word 2007. You can click it to check the **Backstage view**. This is where you come when you need to open or save files, create new documents, print a document, and do other file-related operations.

- **Quick Access Toolbar**

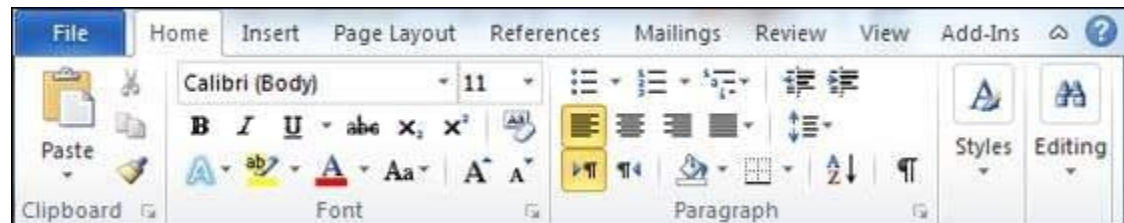
- This you will find just above the **File tab**. This is a convenient resting place for the most frequently used commands in Word. You can customize this toolbar based on your comfort.

# Various Parts in M S Word Window

- **Ribbon**

- Ribbon contains commands organized in three components:

- **Tabs** – These appear across the top of the Ribbon and contain groups of related commands. Home, Insert, Page Layout are examples of ribbon tabs.
- **Groups** – They organize related commands; each group name appears below the group on the Ribbon. For example, group of commands related to fonts or group of commands related to alignment, etc.
- **Commands** – Commands appear within each group as mentioned above.



# Various Parts in M S Word Window

- **Document Area**
  - This is the area where you type. The flashing vertical bar is called the insertion point and it represents the location where text will appear when you type.
- **Status Bar**
  - This displays the document information as well as the insertion point location. From left to right, this bar contains the total number of pages and words in the document, language, etc.
  - You can configure the status bar by right-clicking anywhere on it and by selecting or deselecting options from the provided list.
- **Dialog Box Launcher**
  - This appears as very small arrow in the lower-right corner of many groups on the Ribbon. Clicking this button opens a dialog box or task pane that provides more options about the group.