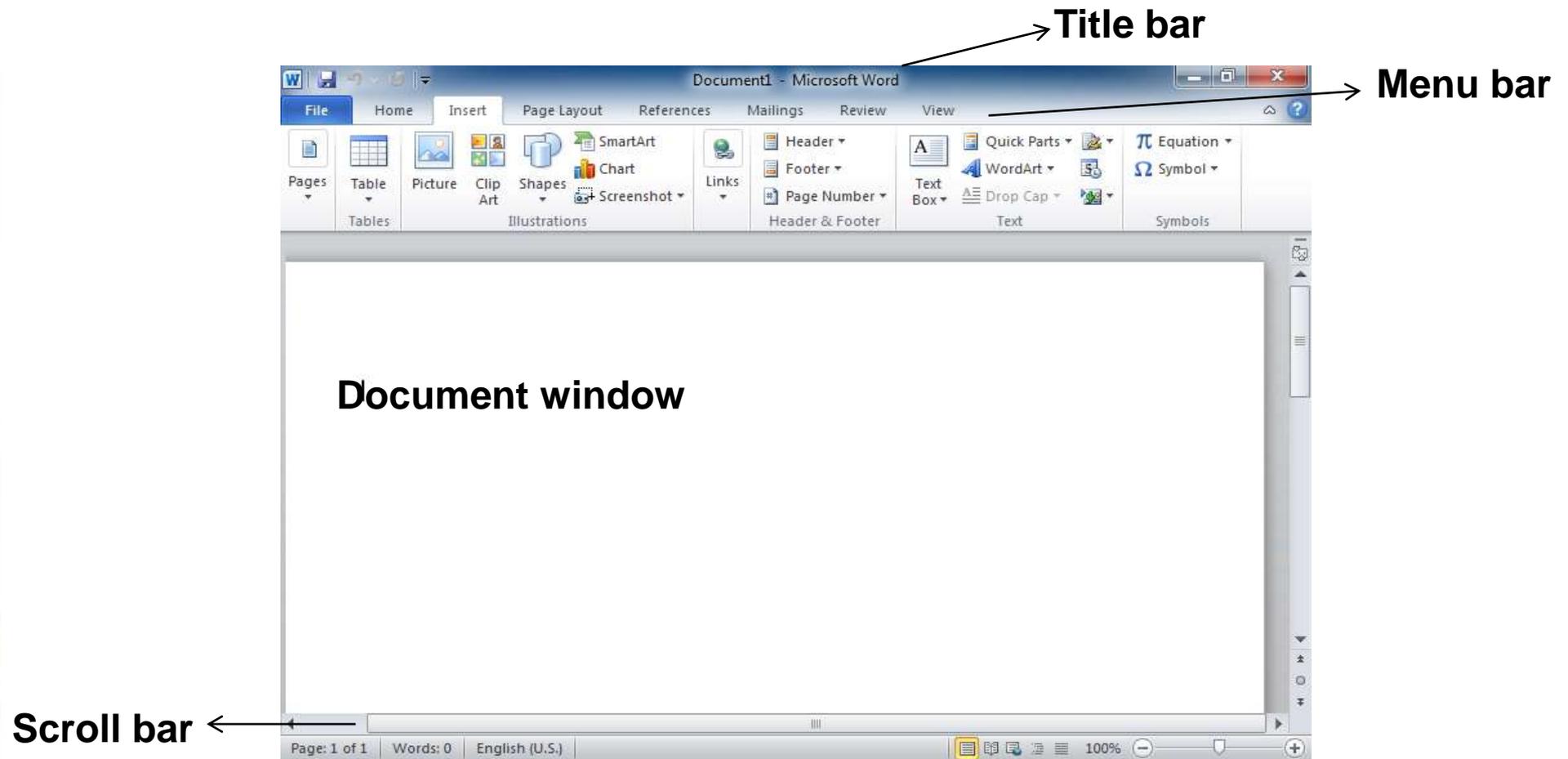




Microsoft®
WORD

Introduction

Microsoft Word (often called Word) is a graphical word processing program that users can type with. It is made by the computer company Microsoft. The purpose of the MS Word is to allow the users to type and save documents.

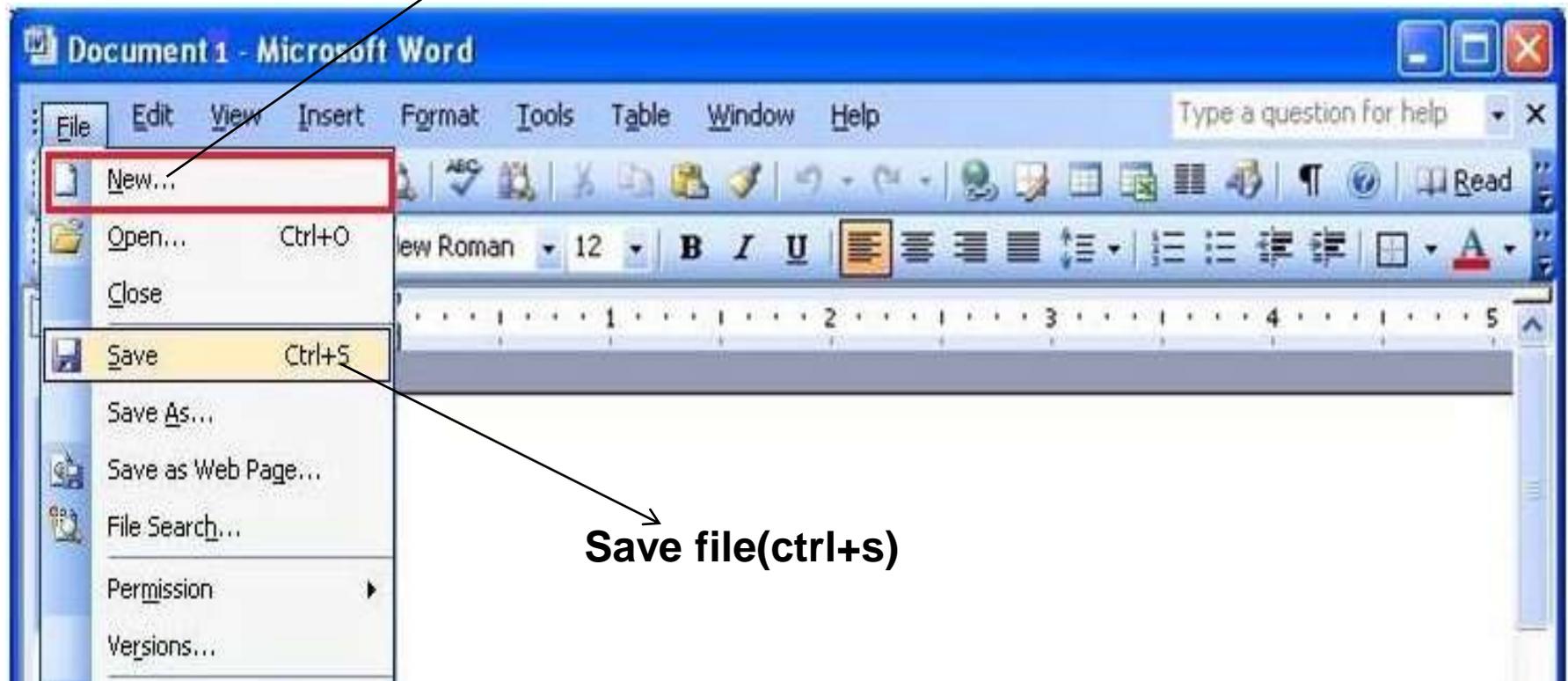


Features of MS Word

- Creating and saving a file
- Editing and formatting a document
- Paragraph formatting
- Inserting header and footer and Page number
- Checking spelling and grammar
- Subscript and superscript
- Inserting symbols
- Print preview and printing
- Inserting clipart, word art, and picture
- Page setting
- Bullets and number
- Border and shading
- Searching a word and replacing it by another word
- Inserting table

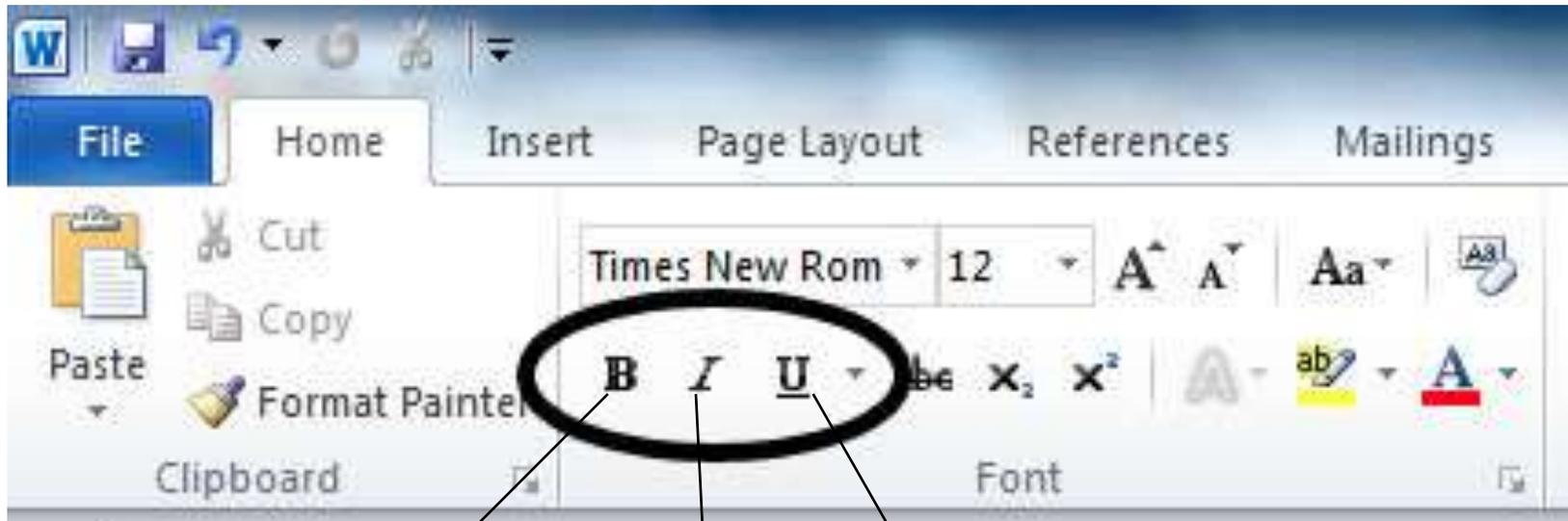
Creating and saving a file

Create new file (ctrl+N)



Save file(ctrl+s)

Editing and formatting a document



Bold

Italic

Under Line

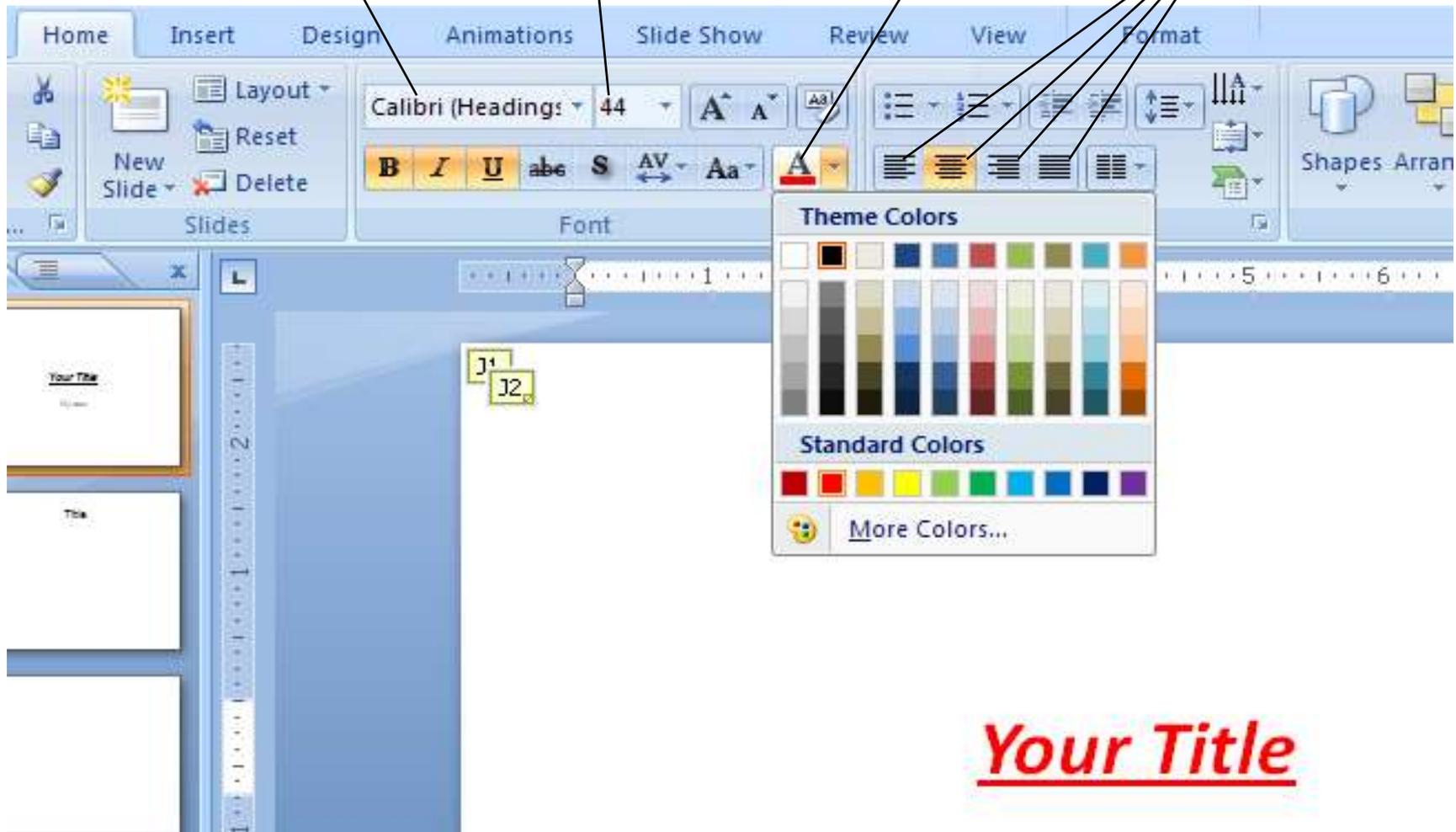
Normal

Font Type

Font Size

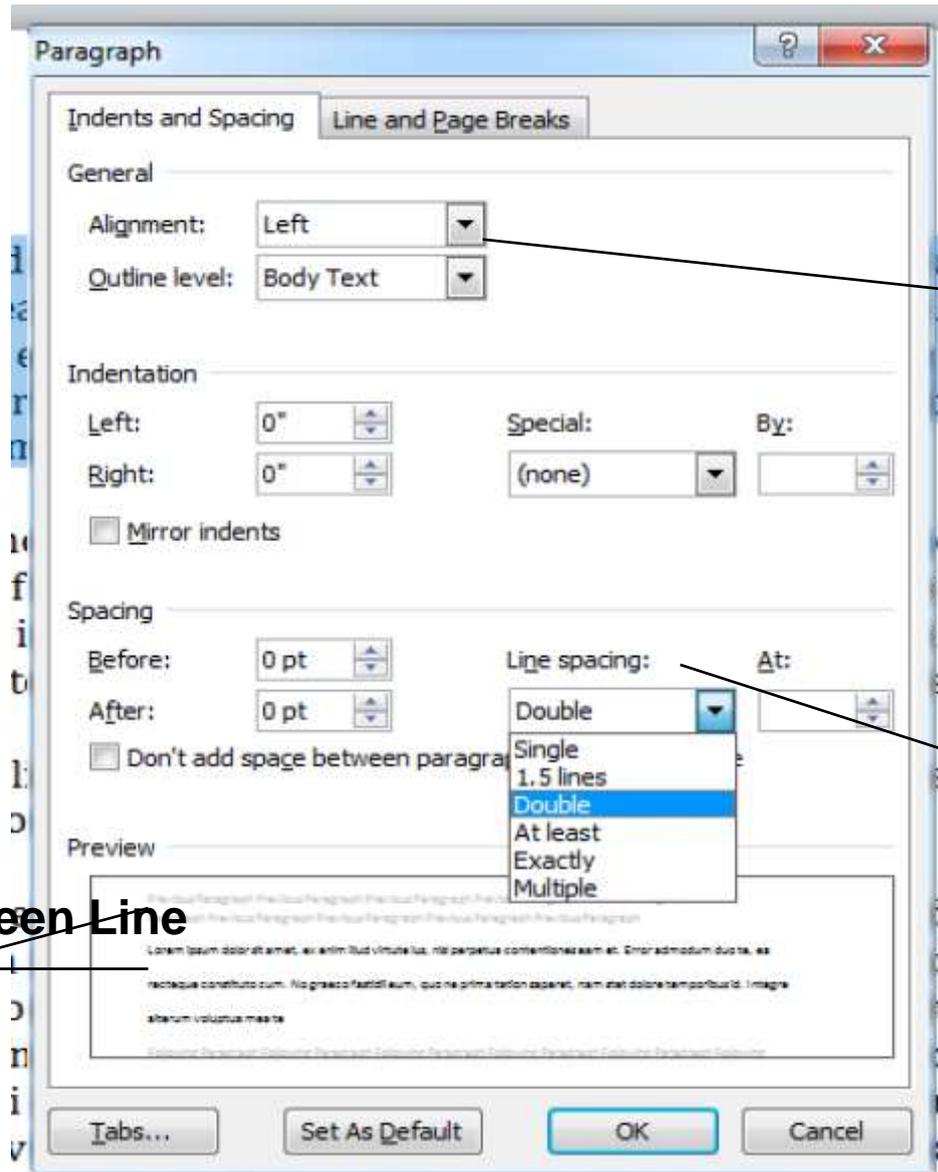
Font colour

Alignment of text



Your Title

Paragraph formatting

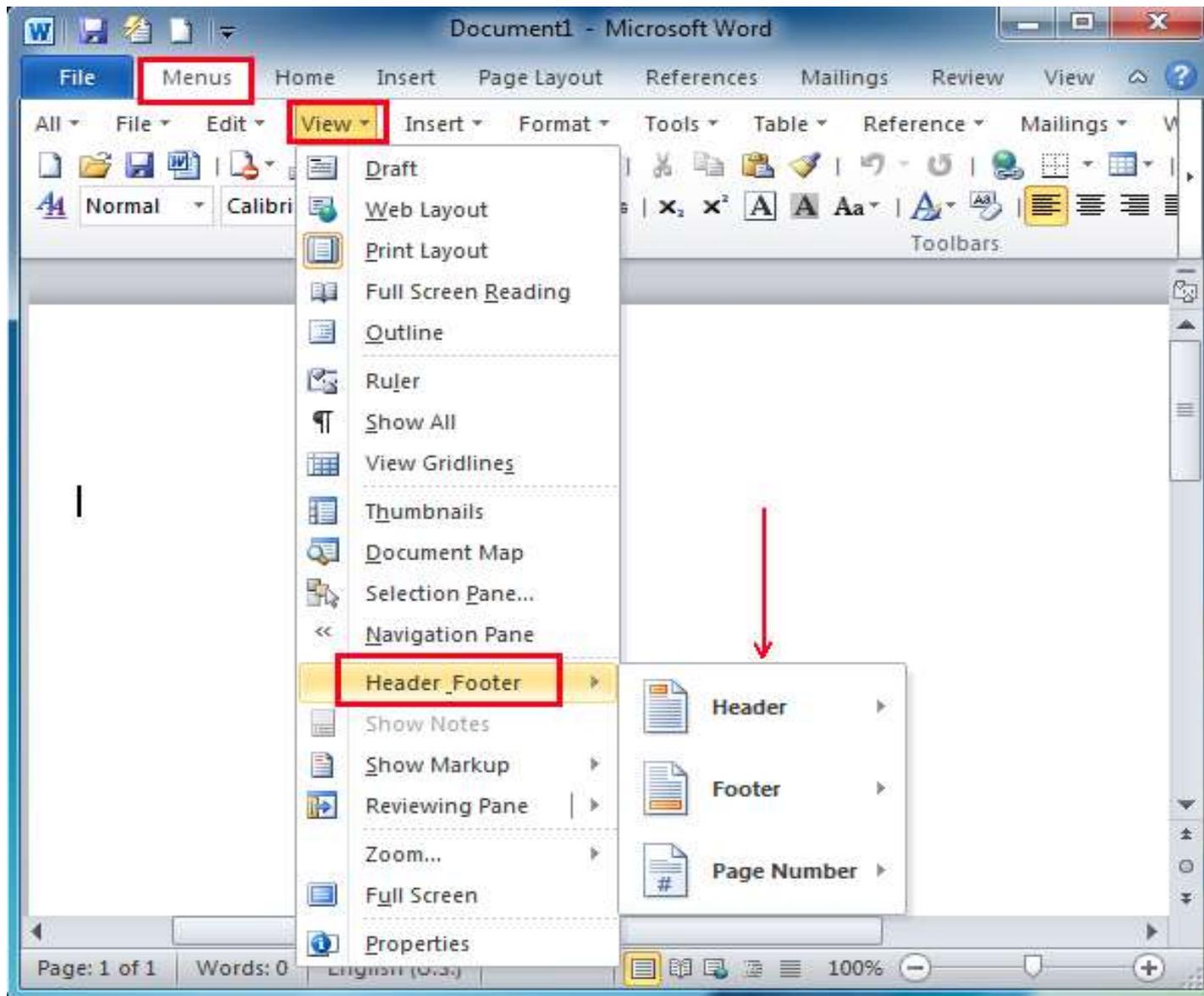


Alignment of Paragraph

Line spacing in paragraph

Space between Line

Inserting Header and Footer and page number

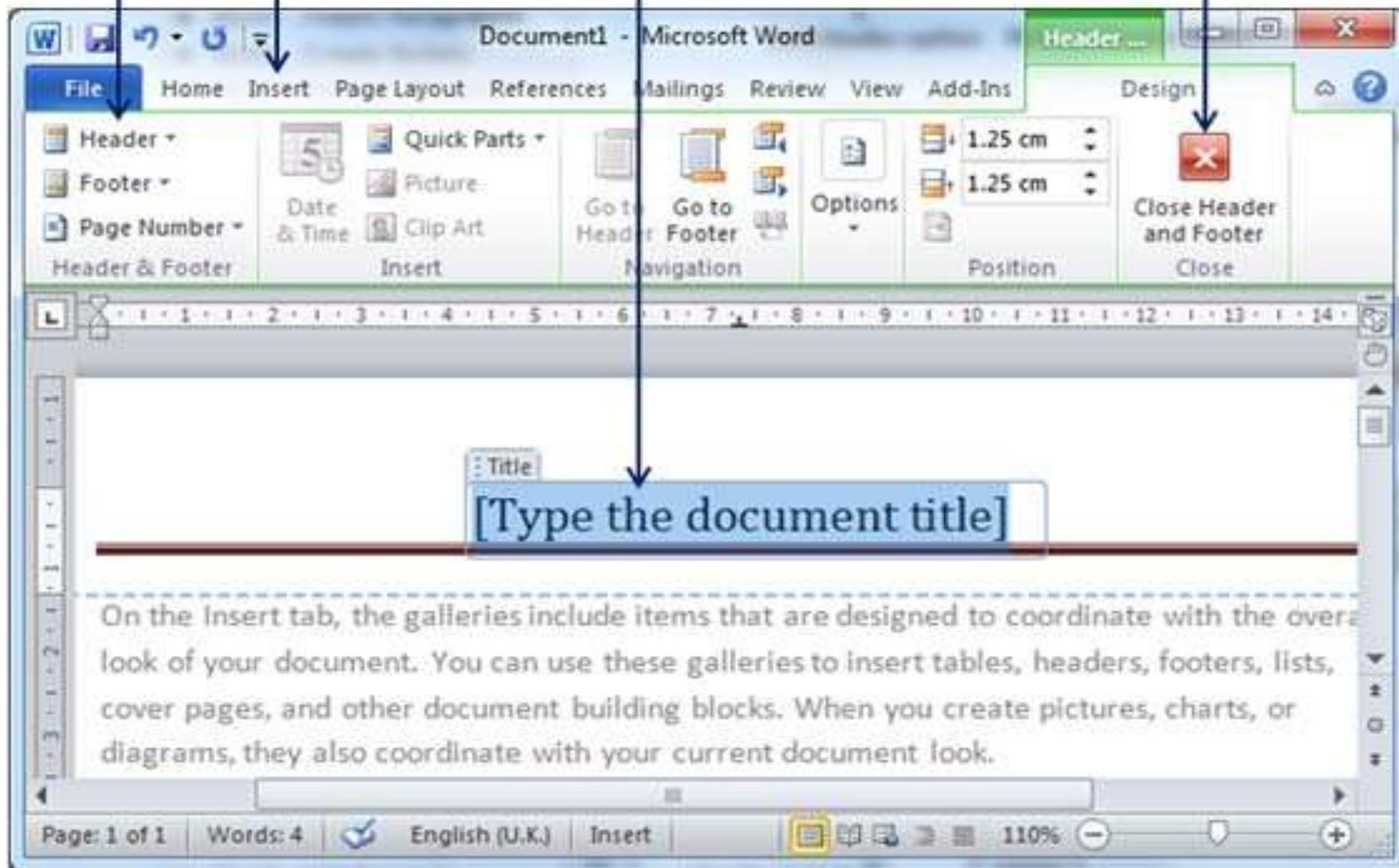


Header & Footer Buttons

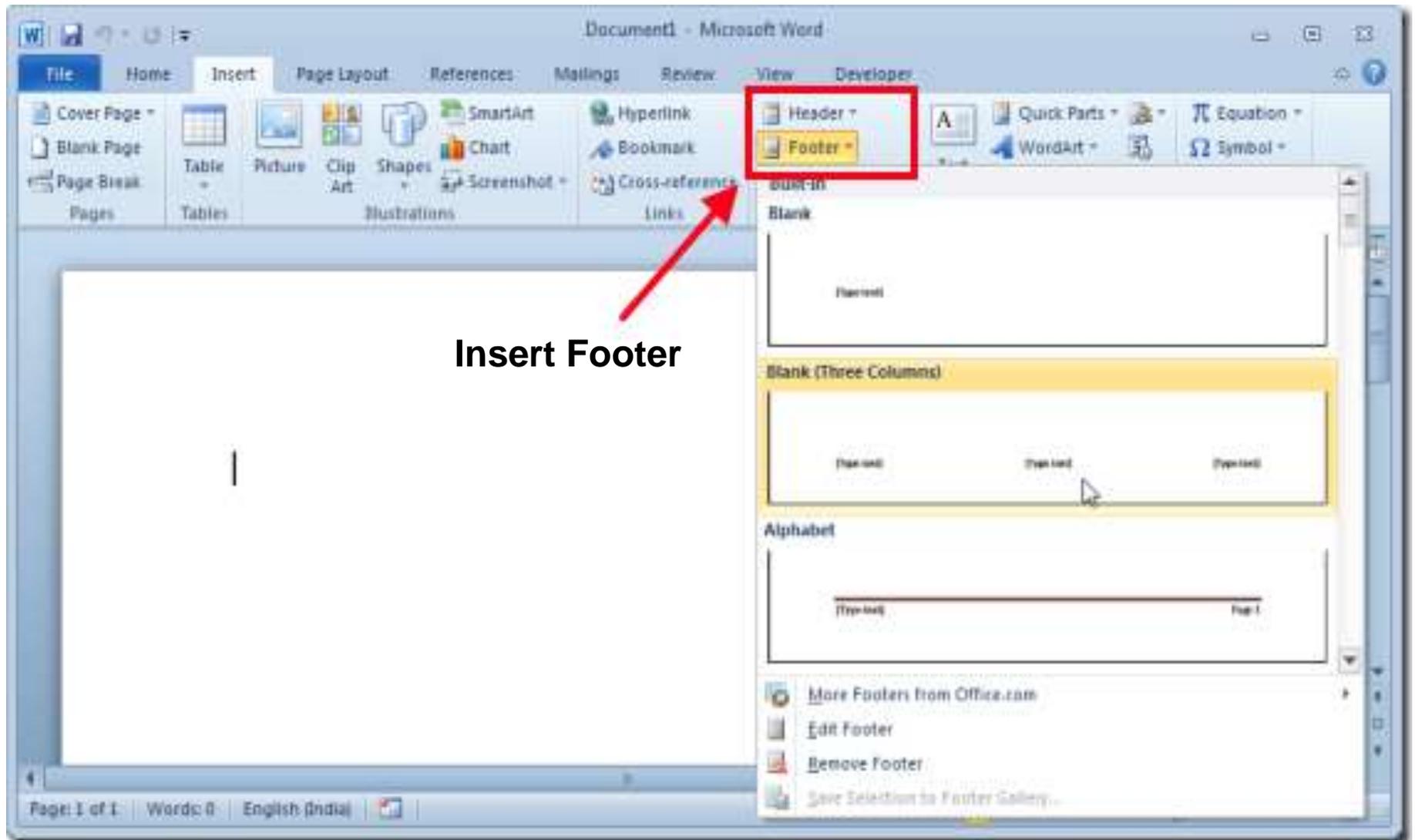
Insert tab

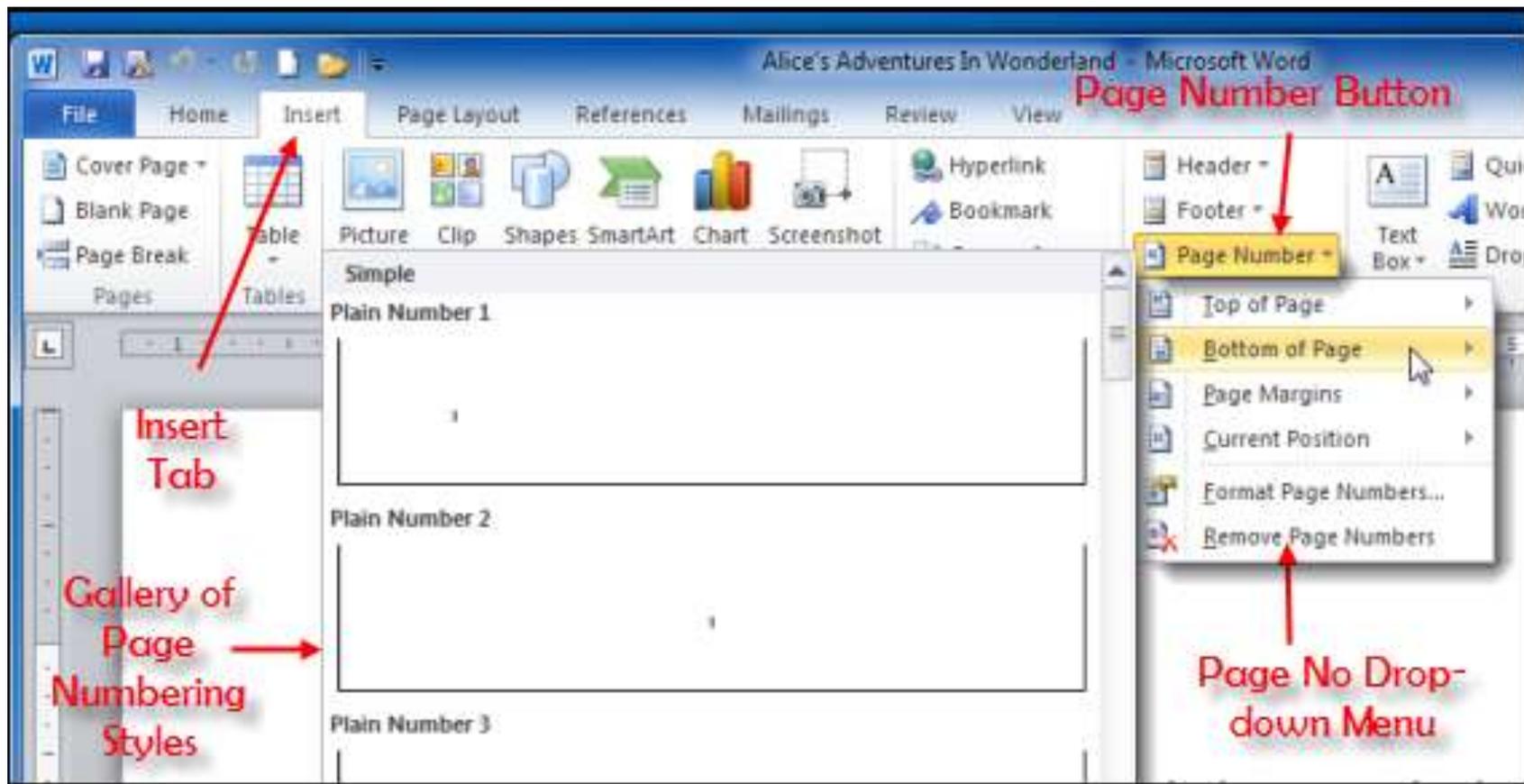
Selected Header

Close Header and Footer



On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.





Checking Spelling and Grammer

As we talked about in our meeting, my fourteen years of experience, both in commissioned floor sales and in the role of Sales Supervisor, would be a great asset to Quality Furnishings. In that time, I have learned many techniques that would help to increase customer satisfaction ratings at Quality Furnishings.

Spelling error

In addition, I wanted to let you no that I have recently recieved my certificate from the Superior Sales Training program at the National Business Institute. several techniques covered in the program are sure to bolster sales. Also, increased customer satisfaction. I look forward to having the chance to impliment them at Quality Furnishings.

Contextual spelling error

The information in filling the Sales Assistant position would be a great asset to Quality Furnishings. I am free to accept the position if you would like additional information. I look forward to hearing from you soon.

Grammatical error



Example:

Microsoft Word

program that allows for the creation of both simple and complex documents. The program is designed to help users create documents using templates and wizards to help create documents such as resumes, letters, and cover sheets. There are also professional layouts that allow you to add your own content to your documents.

Calibri (E) 36

B *I* [Bulleted List] [Numbered List] [Decrease Indent] [Increase Indent] [Text Color] [Background Color] [Text Highlight Color] [Eraser]

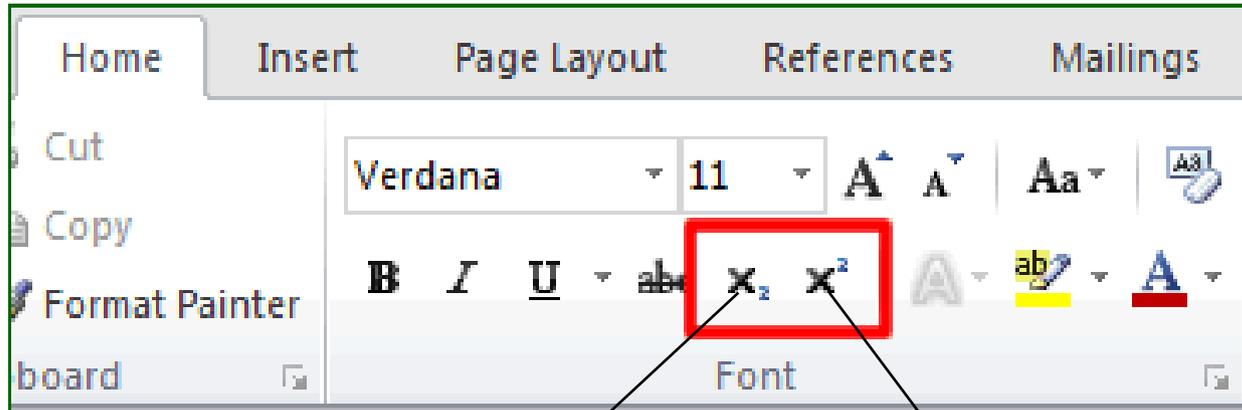
program

- Ignore All
- Add to Dictionary
- Spelling...
- Cut
- Copy
- Paste Options:
 - [Clipboard with 'a']
 - [Clipboard with 'A']
 - [Clipboard with 'A']

Subscript and Superscript

Superscript example: Per m³

Subscript example: Rate per month₍₁₎



Subscript

Superscript

Step 1

H₂O

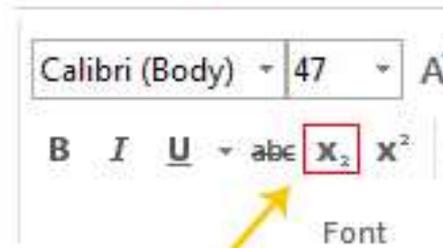
Type the text

Step 2

H₂O

Select the text

Step 3



Click the subscript

Done!

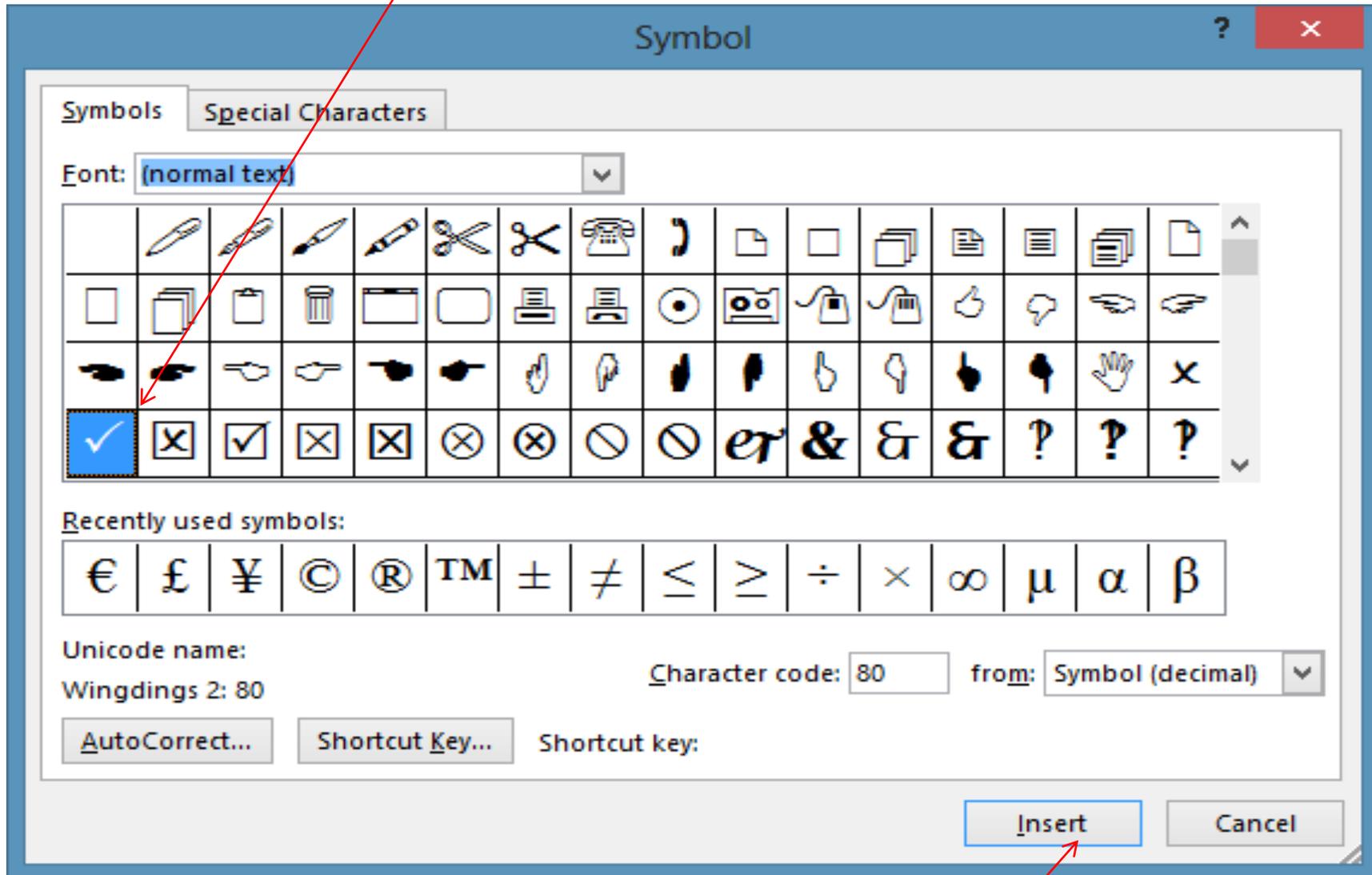
H₂O

Success!

Inserting Symbols

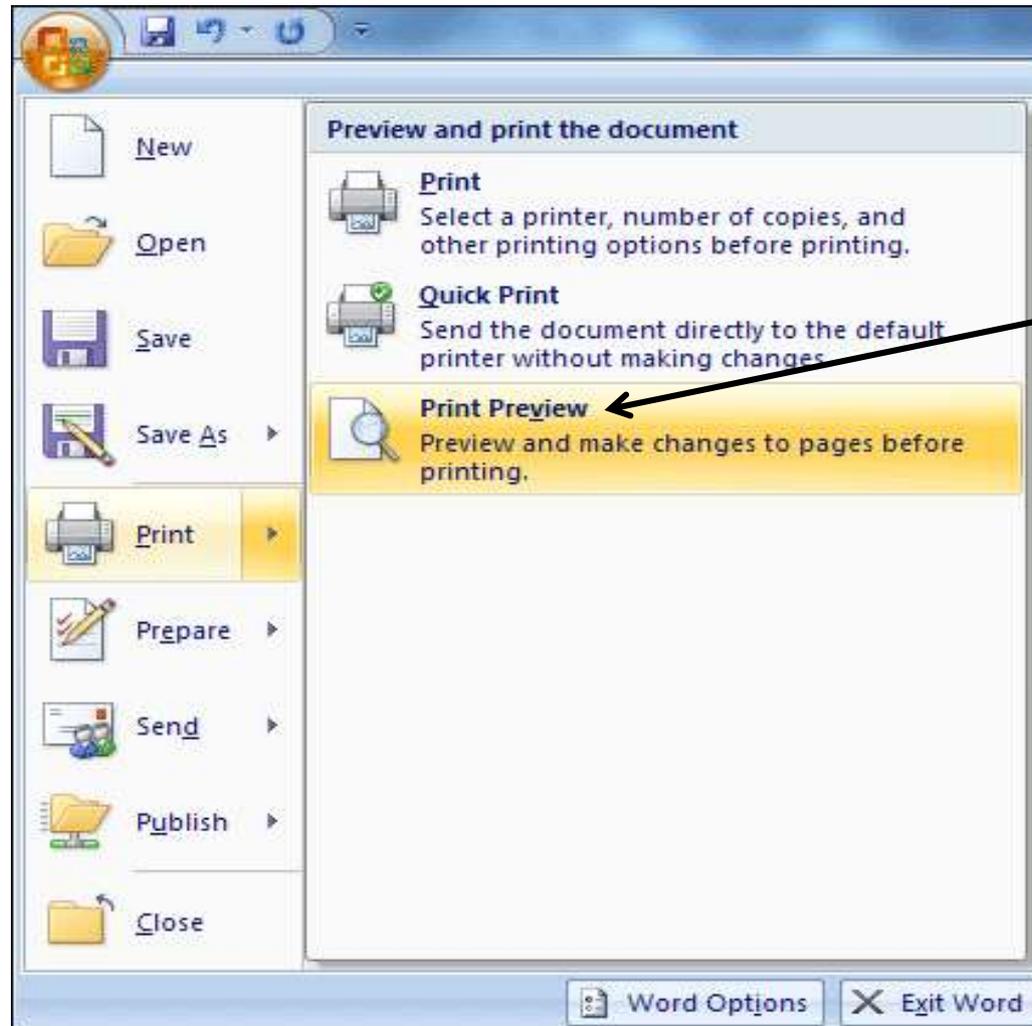


1. select the symbol



Click insert

Print Preview and Printing

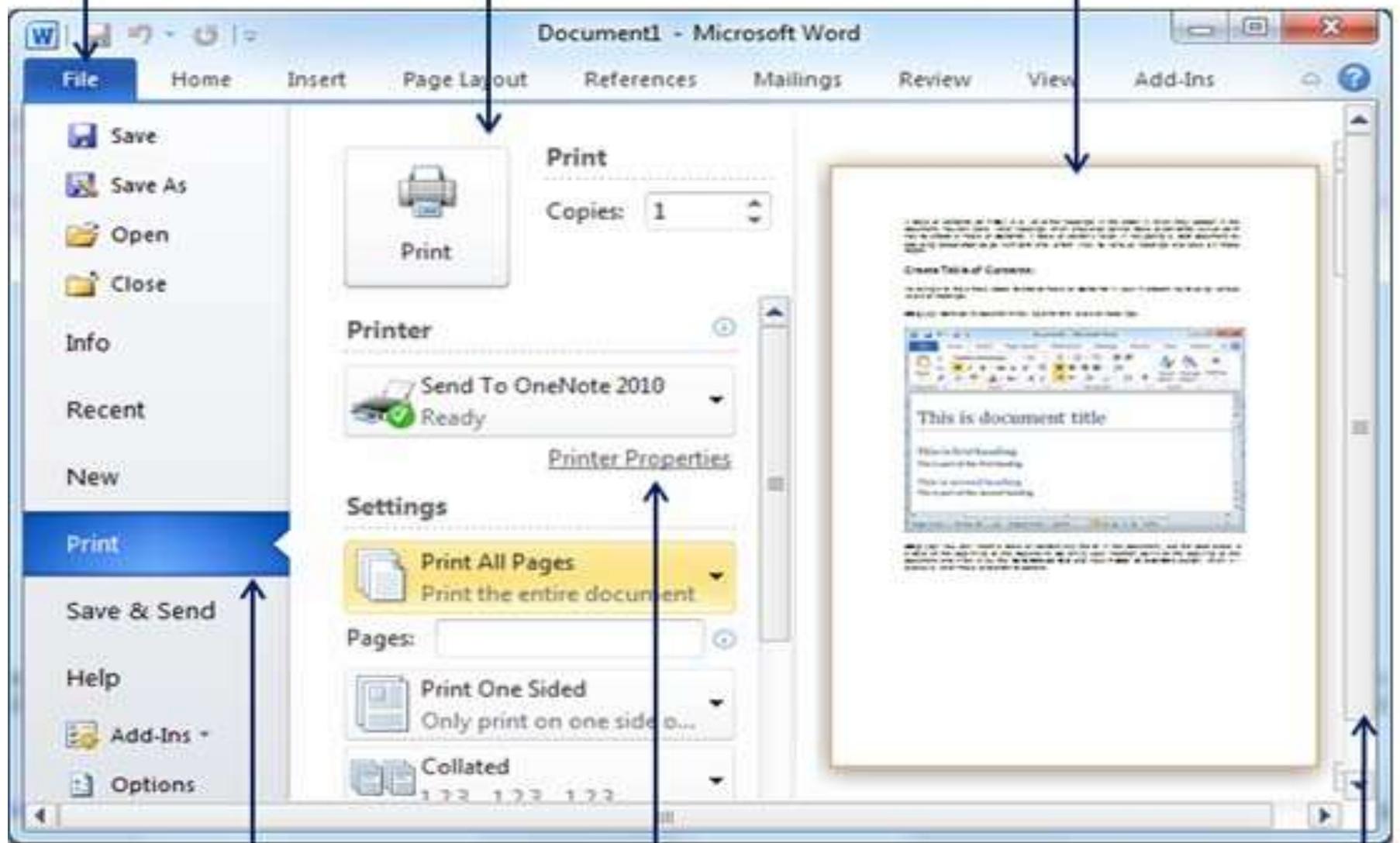


Print preview is used

File Tab

Printing Options

Document Preview



Print Option

Printer Properties

Scrollbar

Inserting Clipart, Wordart, and Picture



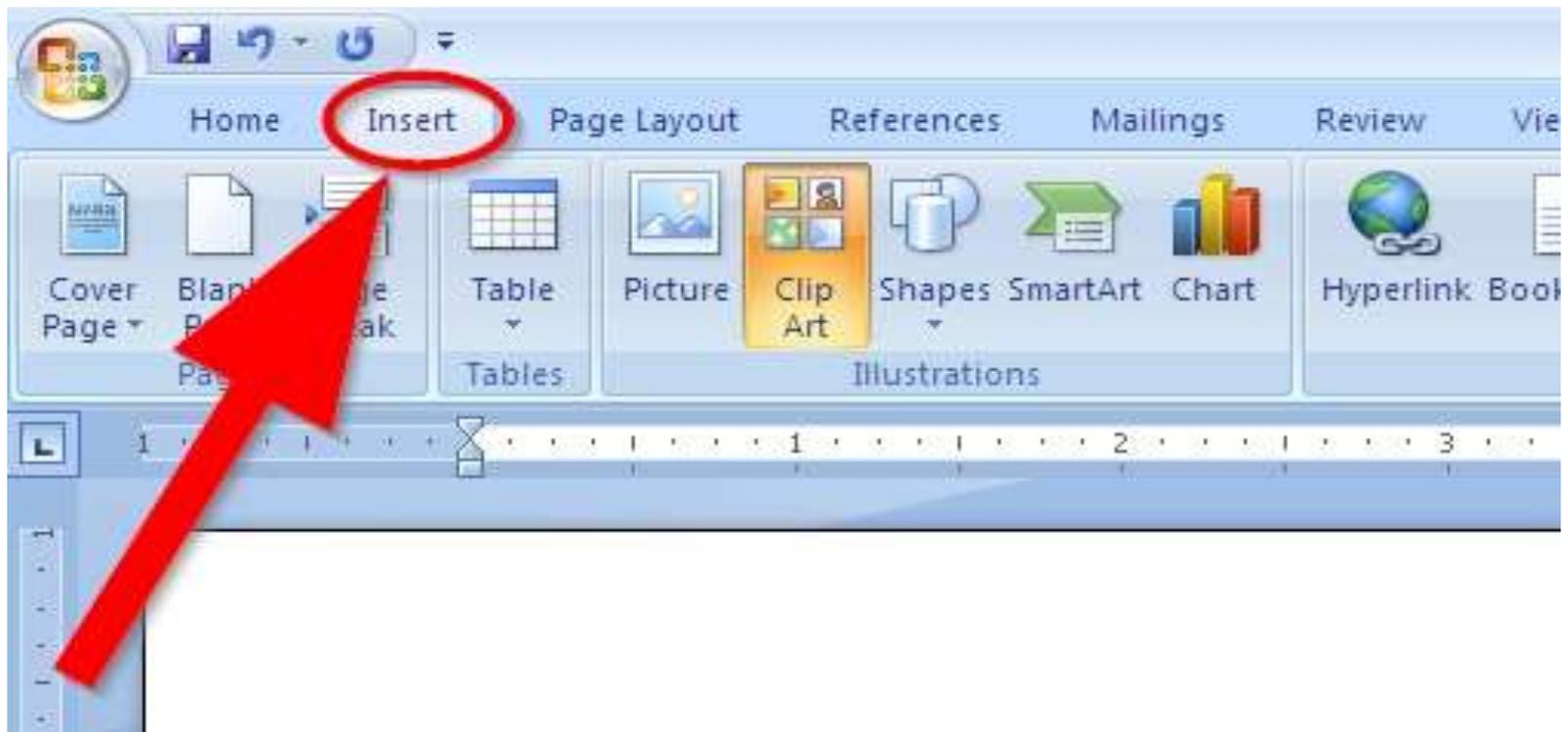
Clipart



Wordart



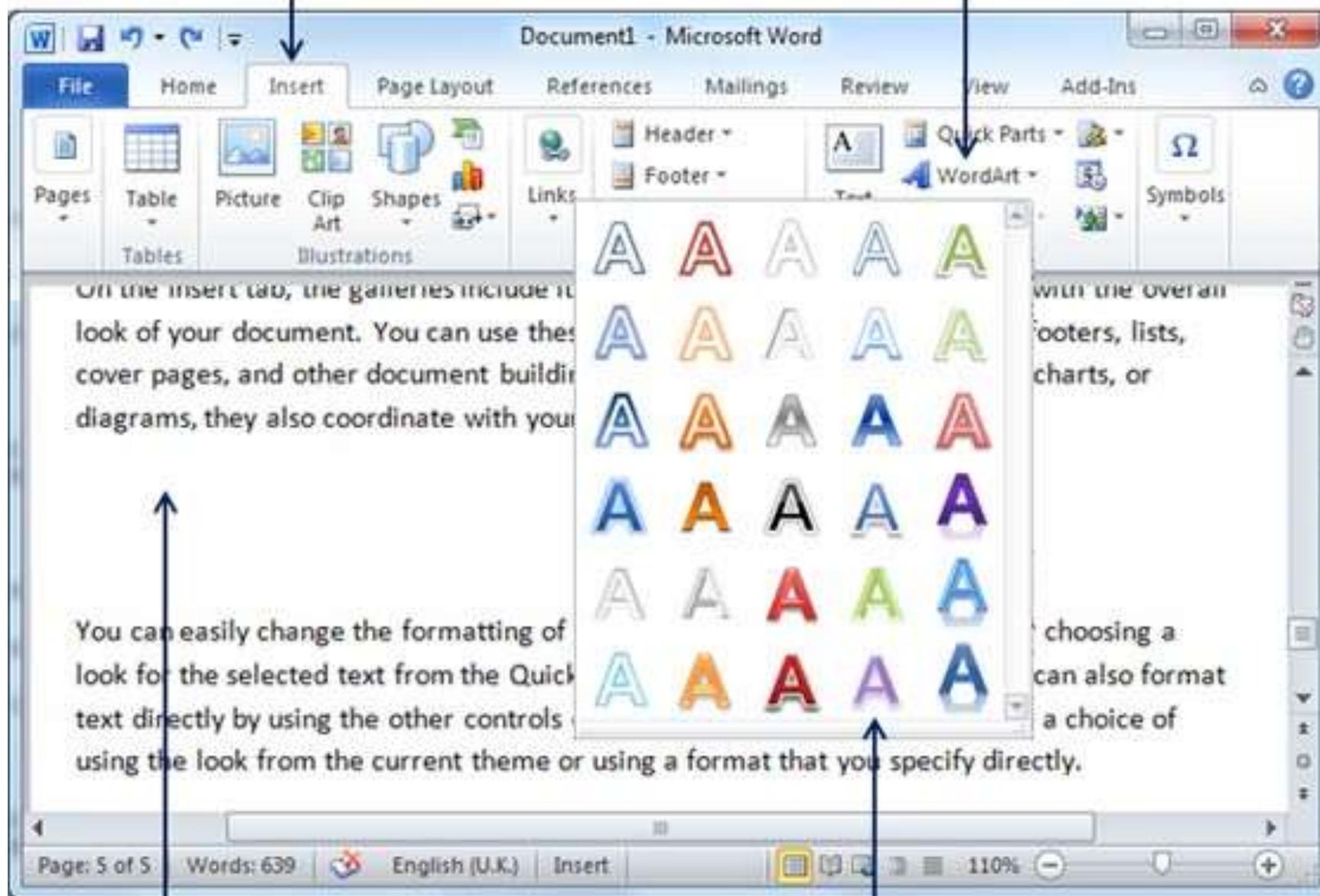
Picture



Then select the Clipart you want to insert

Insert tab

WordArt Button



On the Insert tab, the galleries include the look of your document. You can use these cover pages, and other document building diagrams, they also coordinate with your

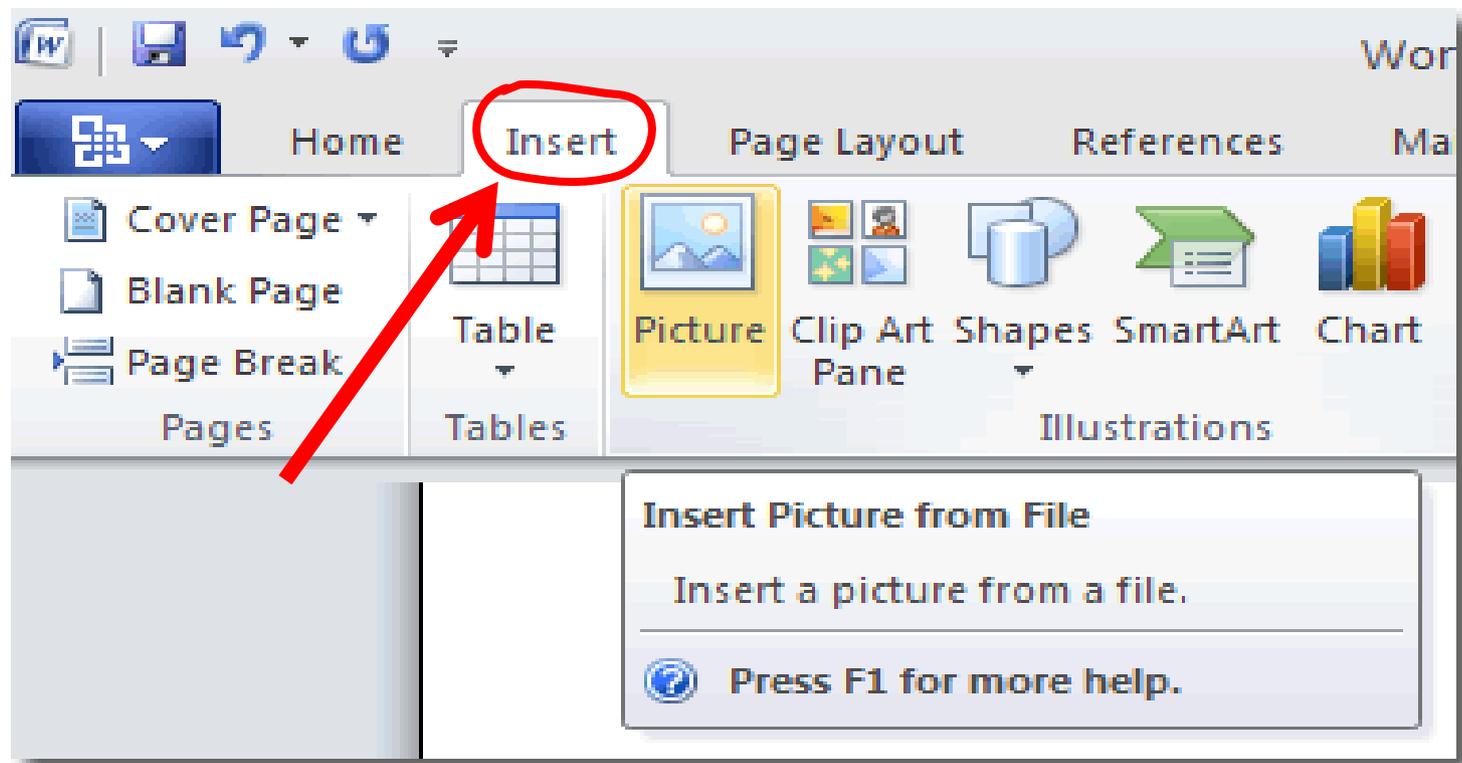
with the overall look of your document. You can use these cover pages, and other document building diagrams, they also coordinate with your

You can easily change the formatting of look for the selected text from the Quick text directly by using the other controls using the look from the current theme or using a format that you specify directly.

choosing a can also format a choice of

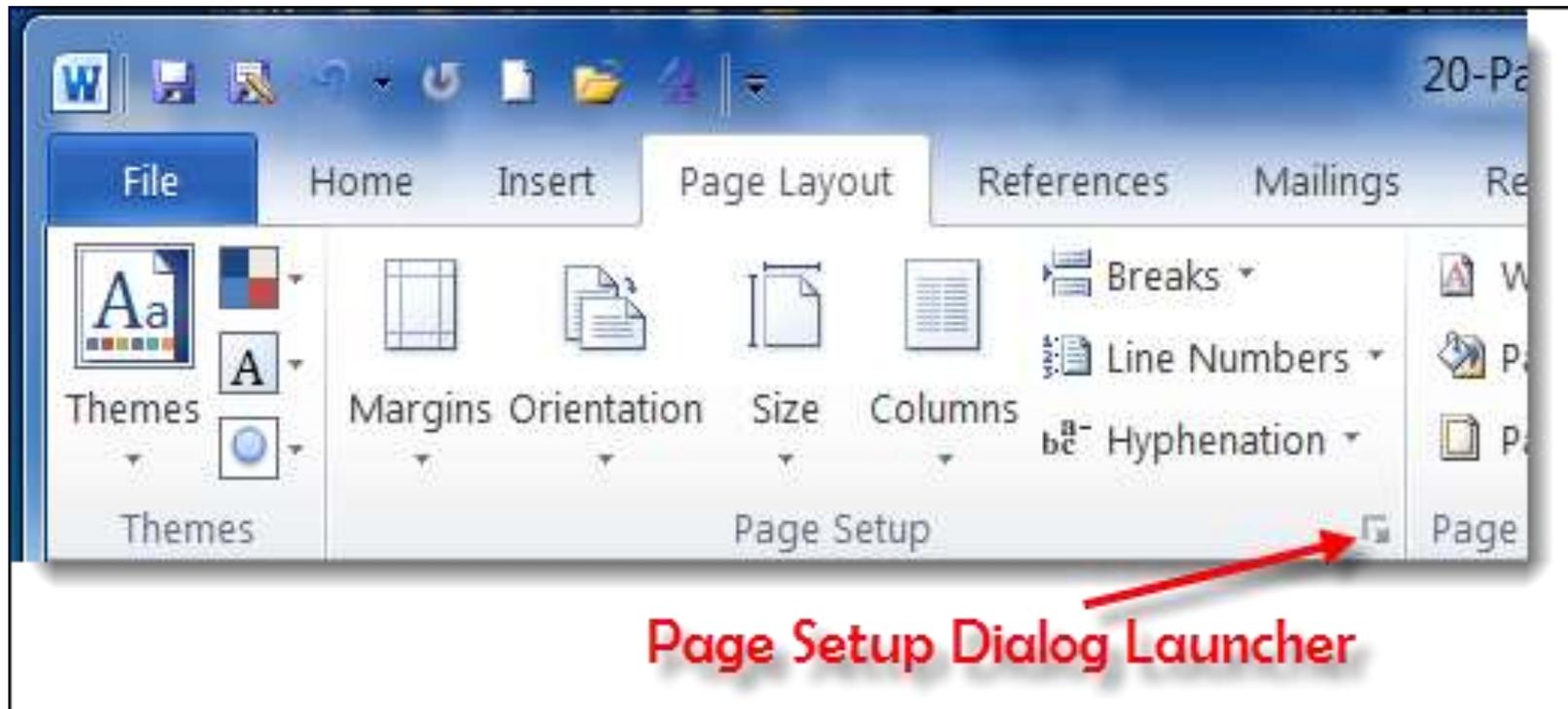
Location to insert WordArt

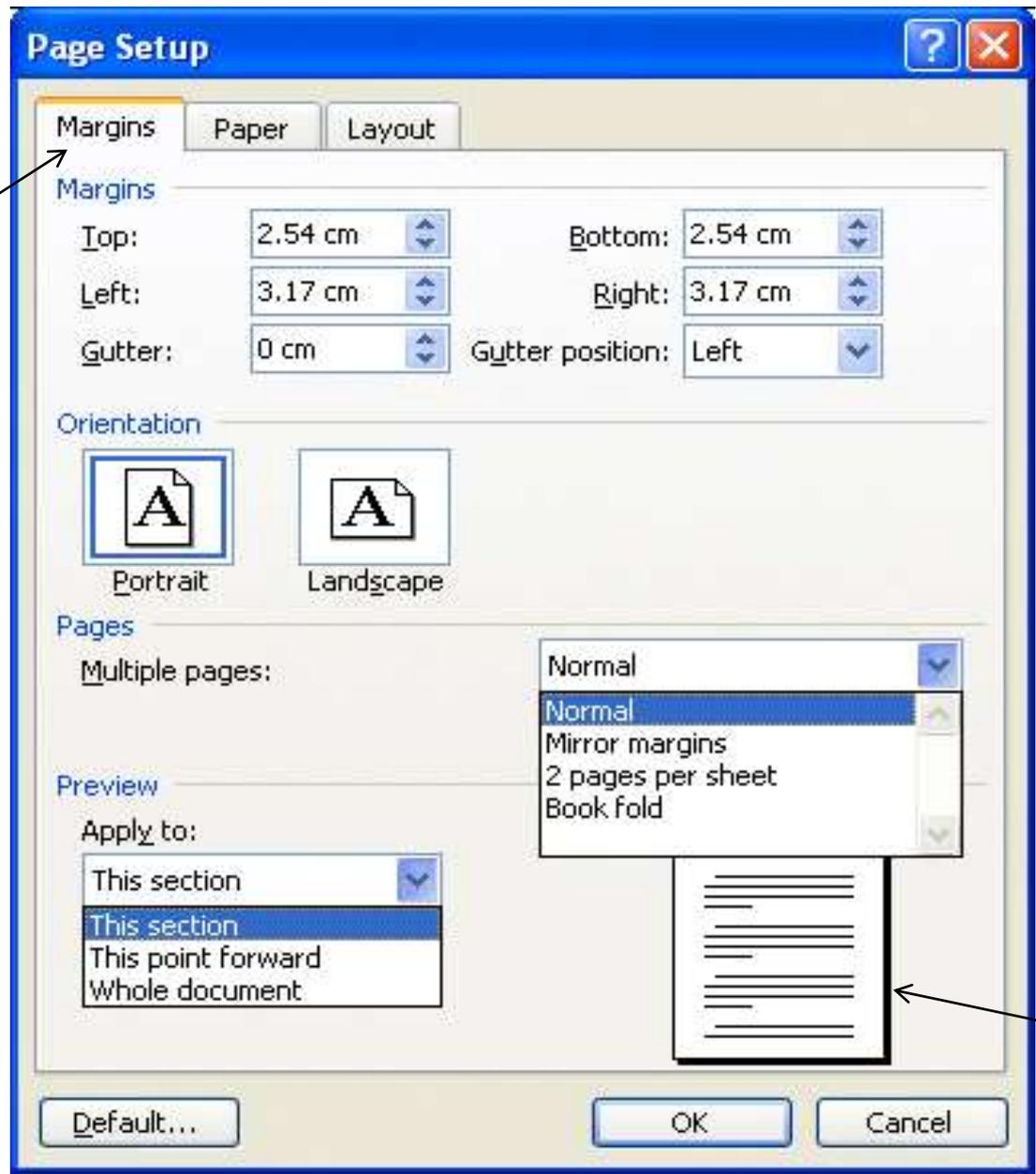
WordArt Gallery



Then select the Picture you want to insert

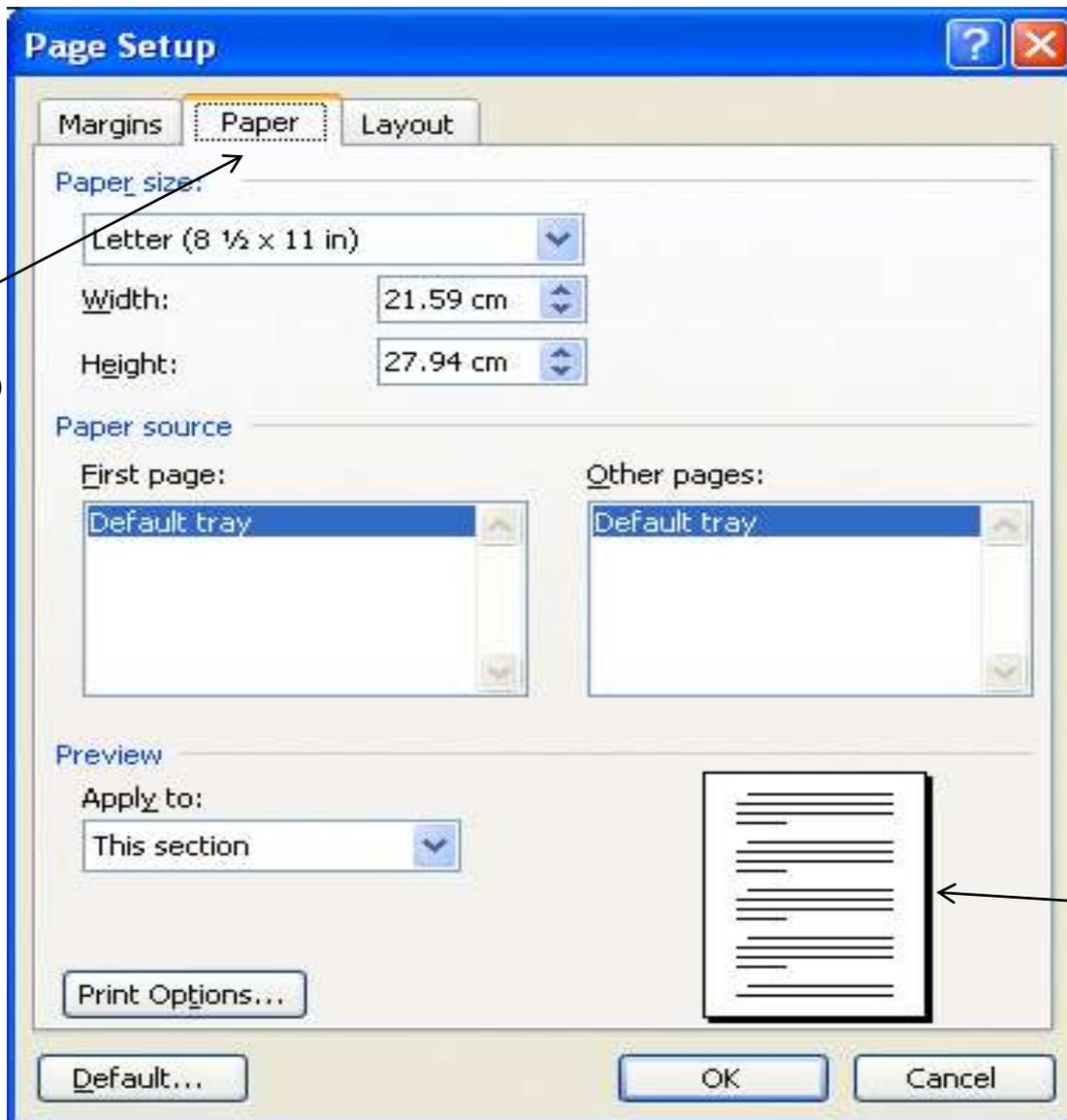
Page Setup





Set Margins

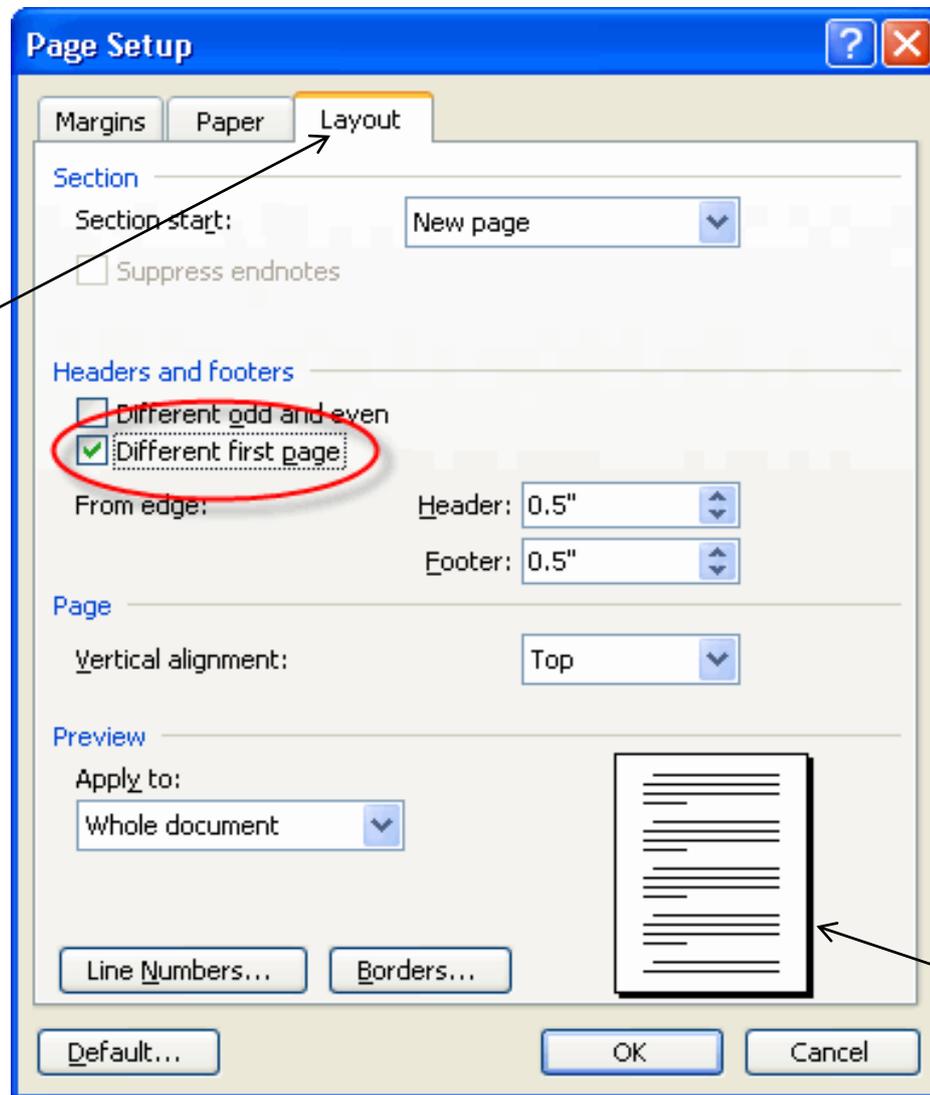
Preview



Paper Setup

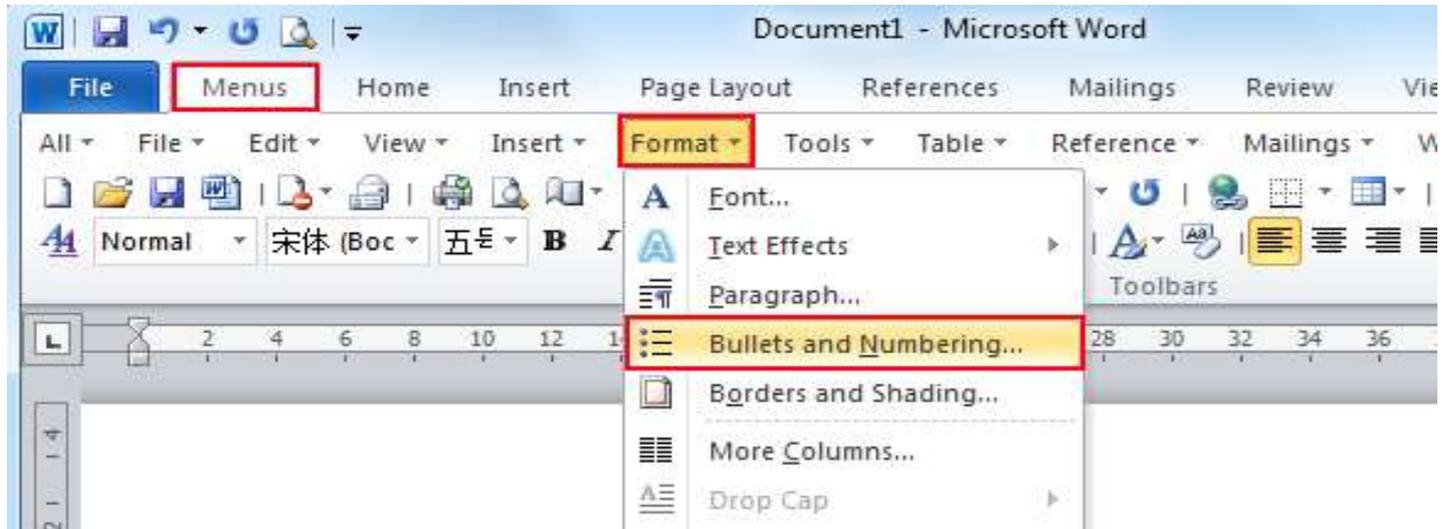
Preview

Layout Setup

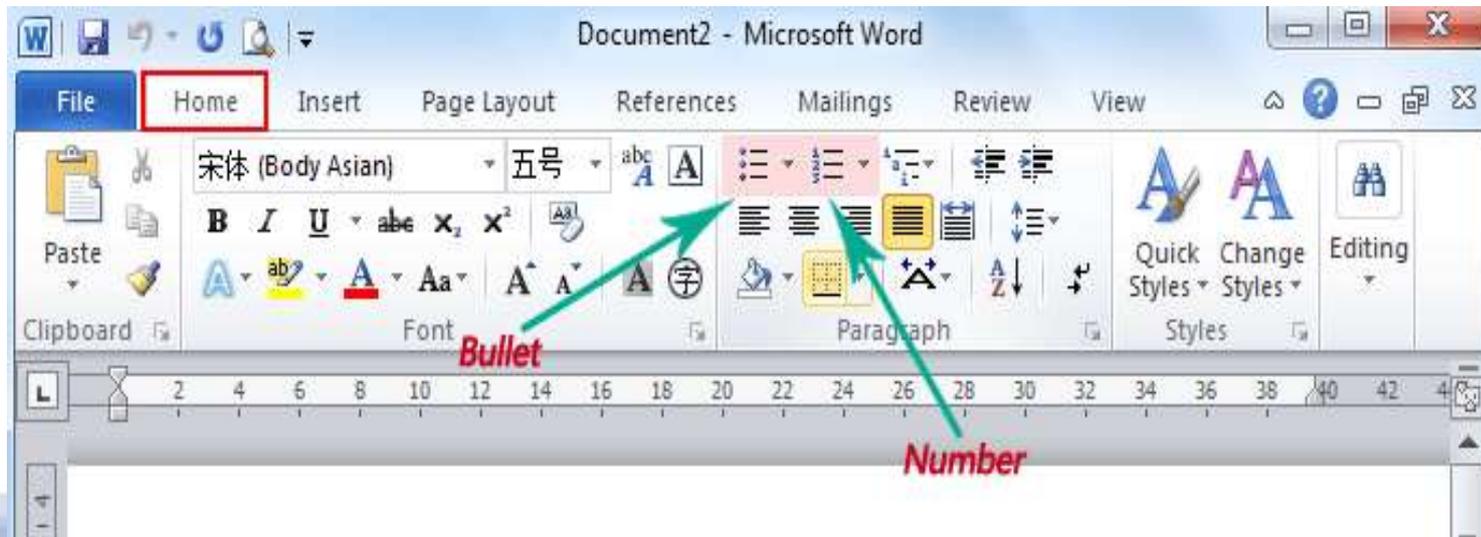


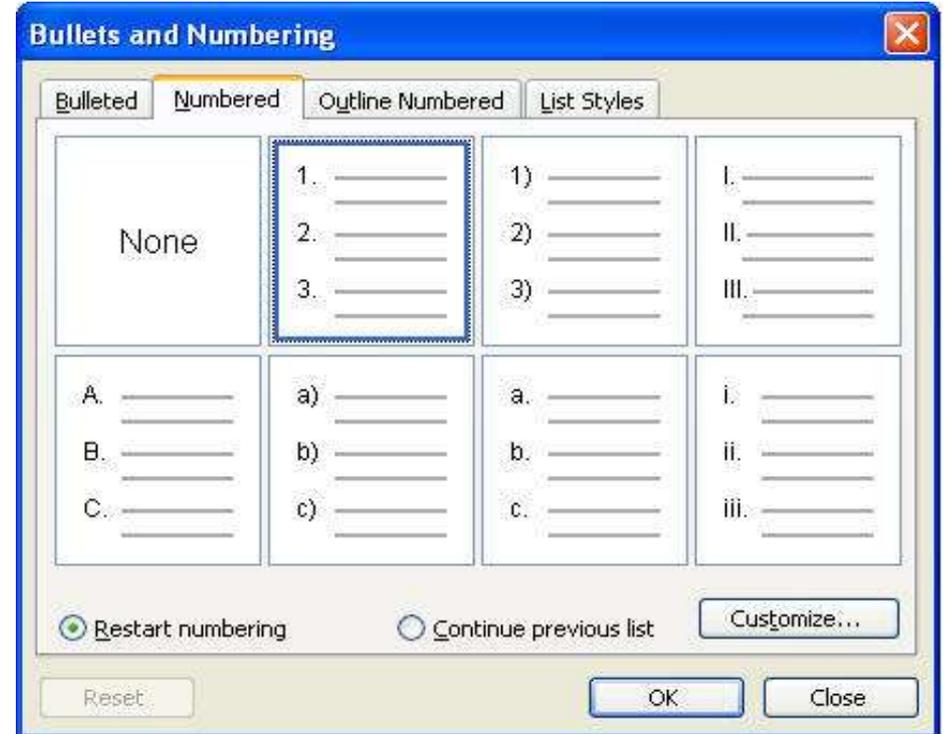
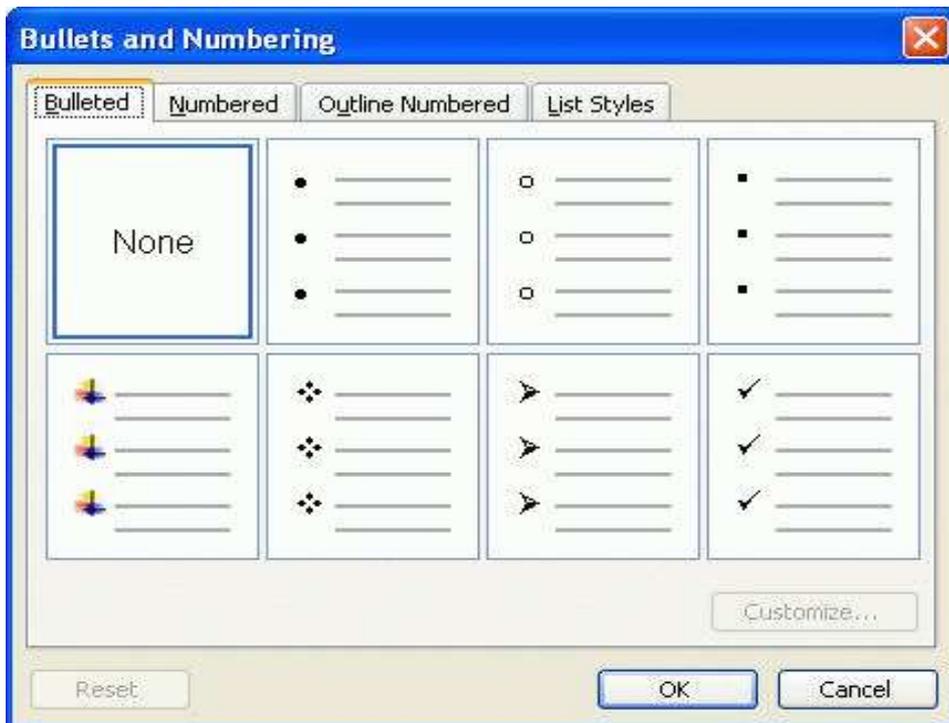
Preview

Bullets and Number

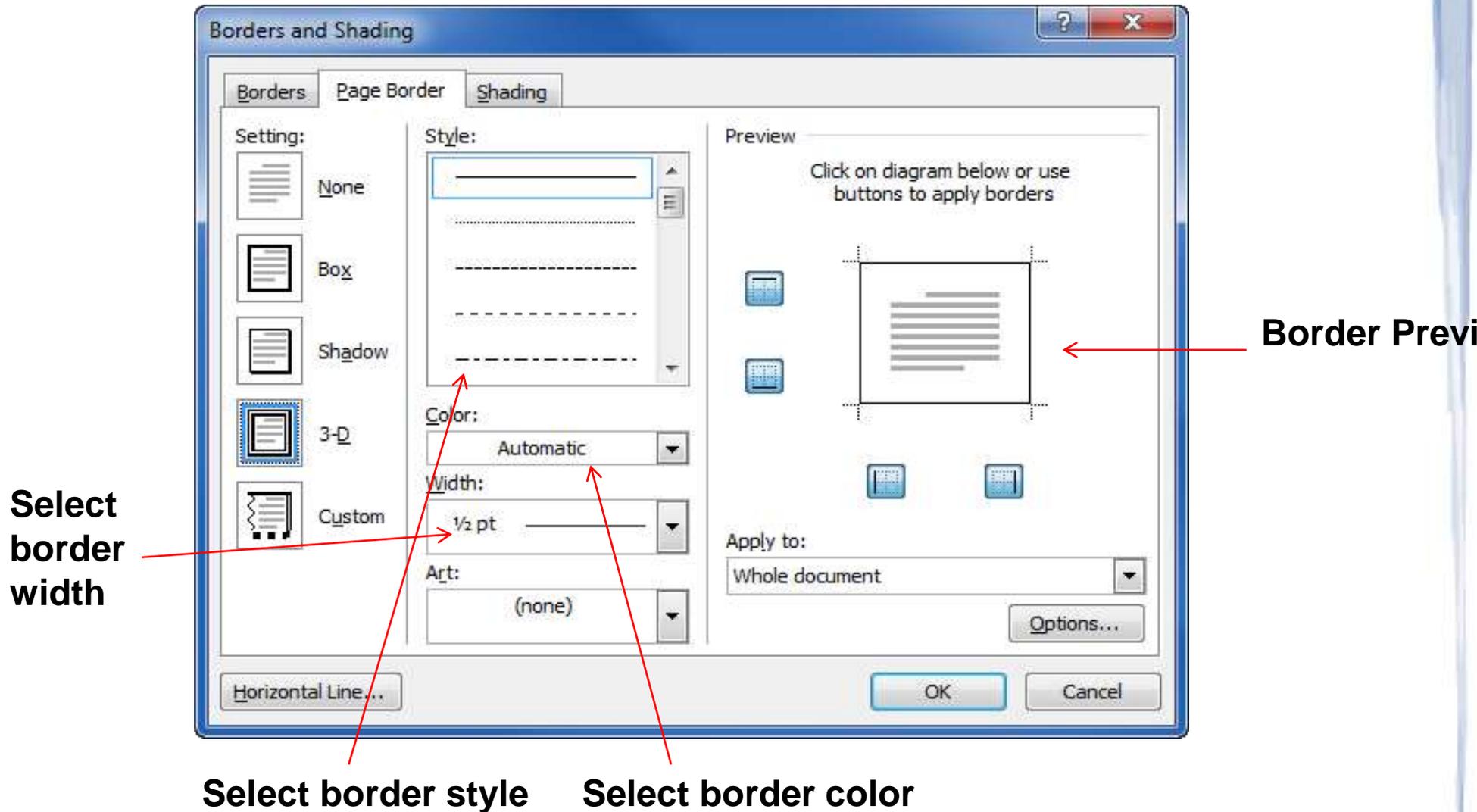


OR

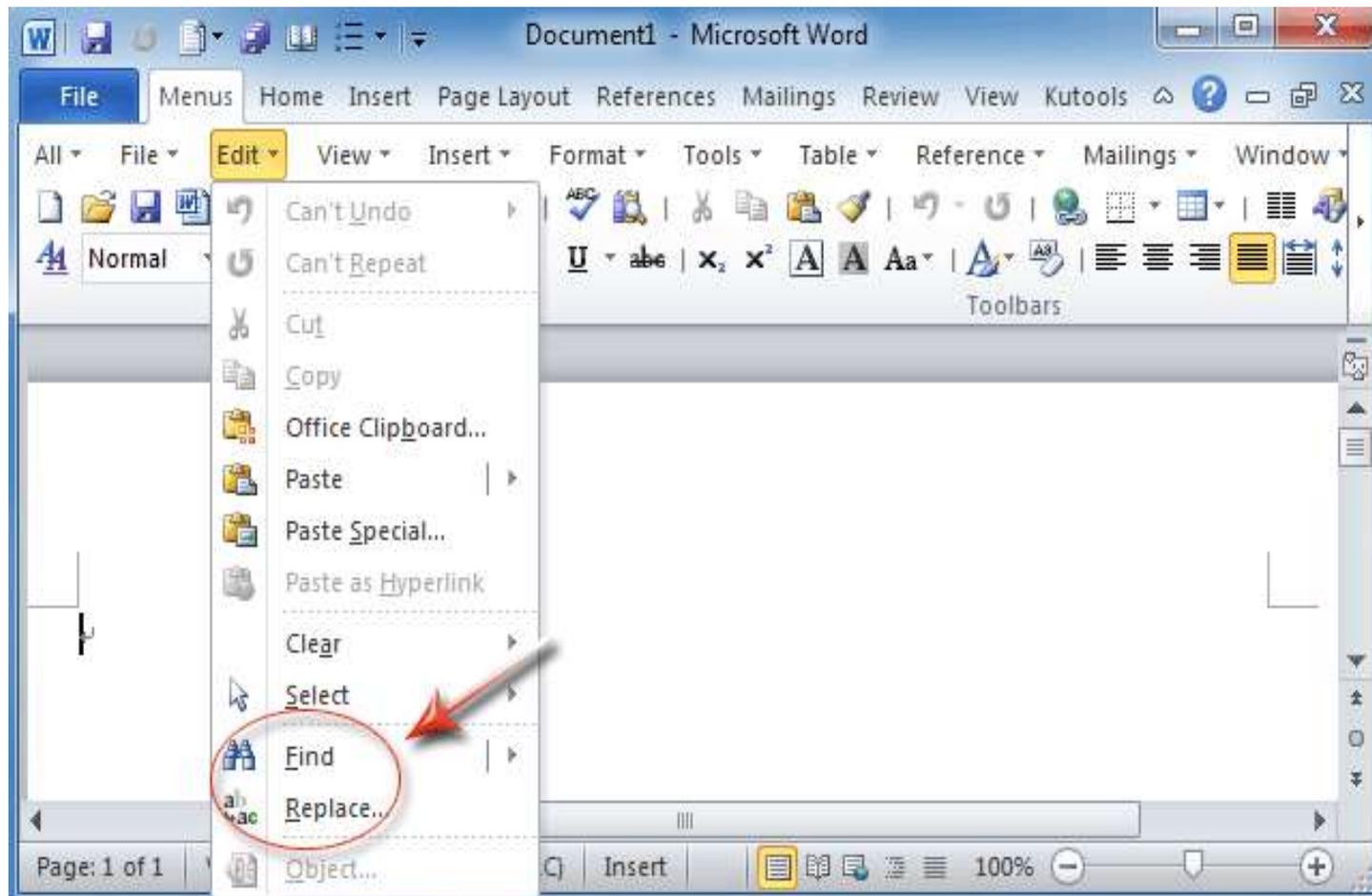




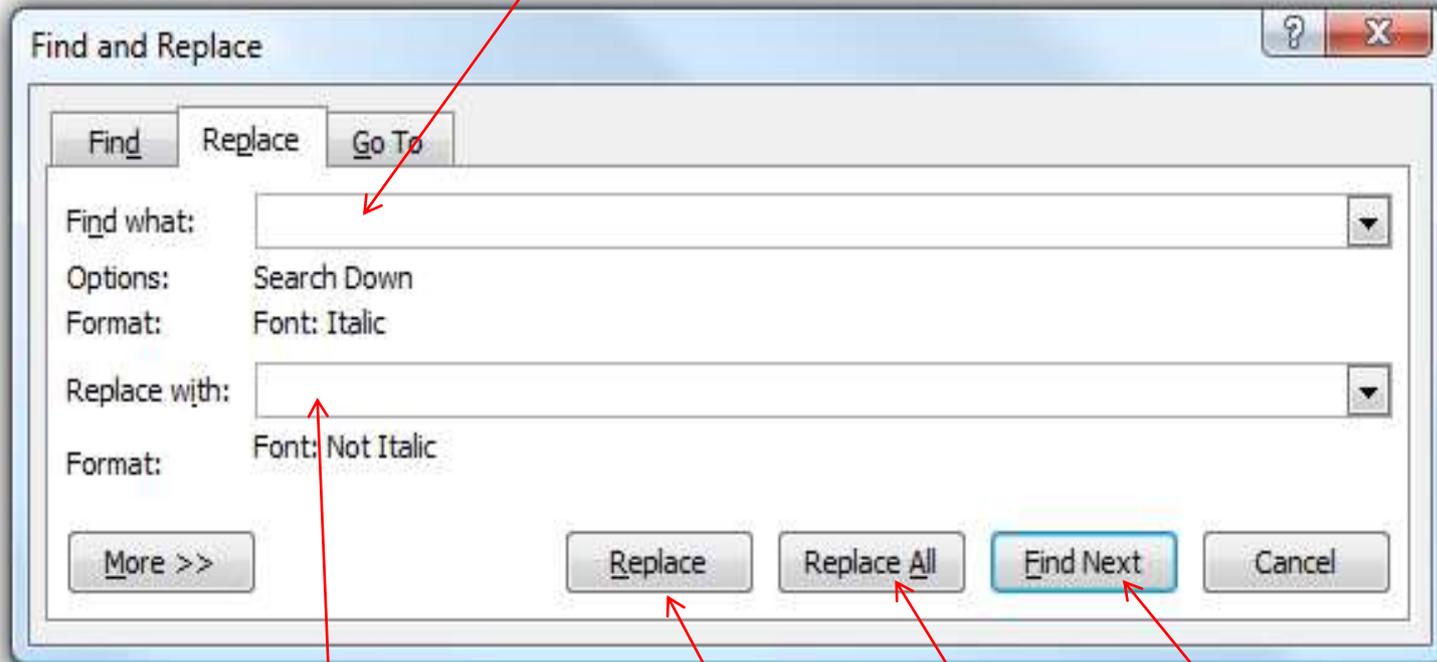
Borders and Shading



Searching a word and replacing it by another word



Type word you want to replace



**Type new
word you
want to add**

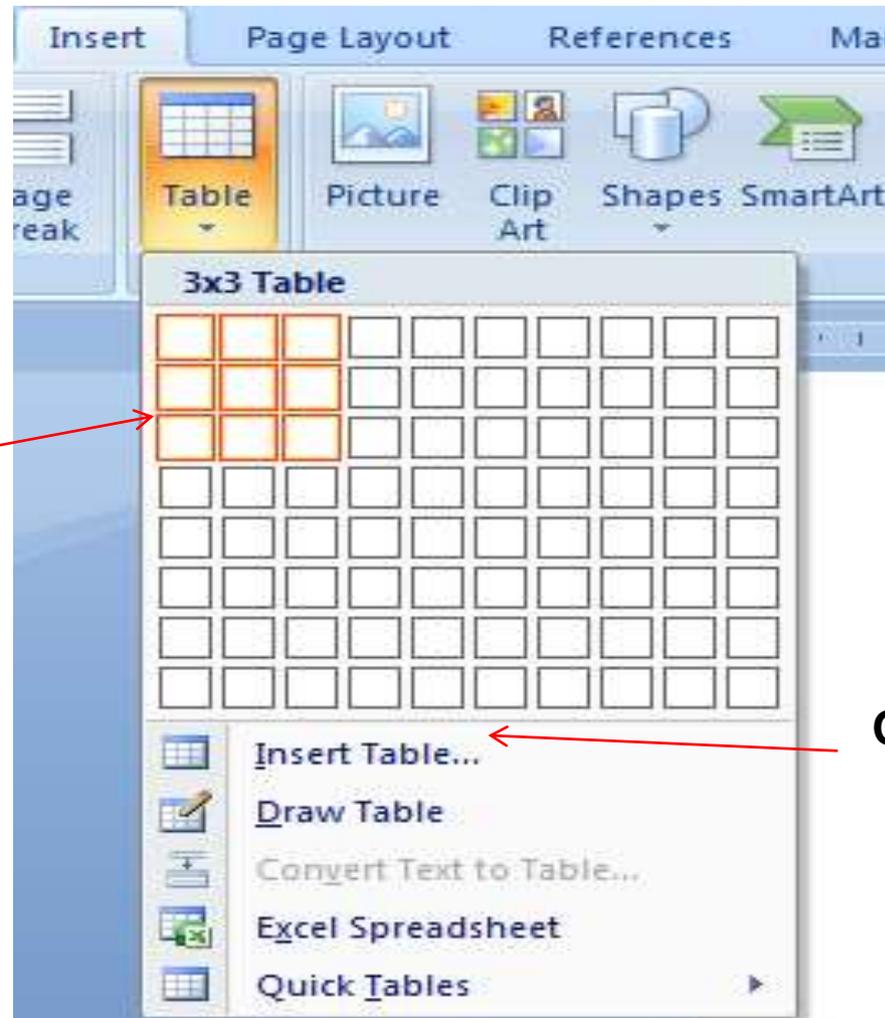
**It will replace
selected word**

**It will
replace all
the same
word from
document**

**It will find
your word
in
document**

Inserting Table in file

Visually
select the
size of table



Or click
"insert table"

Rows				
Columns				
			cell	

Table Properties

Table Row Column Cell Alt Text

Size
 Preferred width: 0" Measure in: Inches

Alignment
 Left Center Right
 Indent from left: 0"

Text wrapping
 None Around

Positioning...

Borders and Shading... Options...

OK Cancel

Table Positioning

Horizontal
 Position: Left Relative to: Column

Vertical
 Position: Bottom Relative to: Margin

Distance from surrounding text
 Top: 0" Left: 0.13"
 Bottom: 2" Right: 0.13"

Options
 Move with text
 Allow overlap

OK Cancel

Word 2010