

Word:Introduction to Ms Word,Basic Formatting,Legal Numbering,Understanding Styles,Section Breaks,Headers and Footers,Comple,Track Changes,Complex Legal Document,Tables in the Legal Environment,Track Changes,Compare& Merge Documents,Send For Review and Comments,Trouble ShootingTrack Changes,Mail Merge.

INTRODUCTION TO MS-WORD

INTRODUCTION

Let us consider an office scene. Many letters are typed in the office. The officer dictates a letter. The typist first types a draft copy of the letter. The officer goes through it to check mistakes regarding spelling errors, missing words, etc. and suggests corrections. The typist changes the letter as suggested by the officer. This is a simple example of word processing.

There are many software packages to do the job of word processing. Some of them work in DOS environment. Example are WordStar, Word Perfect and Professional Write. But in these days working in WINDOWS is becoming more and more popular. So let us consider software for word processing which works in WINDOWS. Our choice is MS-WORD because it is the most popular software in these days.

MS-WORD is a part of the bigger package called MS OFFICE, which can do much more than word processing. In fact when you open up MS OFFICE you will find four main components in it. They are MS-WORD (for word processing), MS EXCEL (for spreadsheet), MS ACCESS (for database management) and MS POWERPOINT (for presentation purposes). However, we will limit ourselves to MS-WORD only in this lesson.

Word Processing is perhaps the most common and comparatively easier application to work on any computer. A word processor lets you to change words or phrases, to move whole sections of text from one place to another, store blocks of text, align margins all in few seconds. Use of word processors has changed the look of official correspondence, reports, and proposals etc. to a great extent. MS Word is an advanced word processing product by Microsoft company. The powerful features of Word will allow you to create even graphic based multicolumn publications such as Fliers, News letters and Internet web pages.

(a) Advantages of Word Processing

One of the main advantages of a word processor over a conventional typewriter is that a word processor enables you to make changes to a document without retyping the entire document.

(b) Features of Word Processing

Most Word Processor available today allows more than just creating and editing documents. They have wide range of other tools and functions, which are used in formatting the documents. The following are the main features of a Word Processor

- i) Text is typing into the computer, which allows alterations to be made easily.
- ii) Words and sentences can be inserted, amended or deleted.
- iii) Paragraphs or text can be copied /moved throughout the document.
- iv) Margins and page length can be adjusted as desired.
- v) Spelling can be checked and modified through the spell check facility.

- vi) Multiple document/files can be merged.
- vii) Multiple copies of letters can be generated with different addresses through the mail-merge facility.

(c) Some Common Word Processing Packages

The followings are examples of some popular word processor available

- Softword
- WordStar
- Word perfect
- Microsoft word

IMPORTANT FEATURES OF MS-WORD

Ms-Word not only supports word processing features but also DTP features. Some of the important features of Ms-Word are listed below:

- i) Using word you can create the document and edit them later, as and when required, by adding more text, modifying the existing text, deleting/moving some part of it.
- ii) Changing the size of the margins can reformat complete document or part of text.
- iii) Font size and type of fonts can also be changed. Page numbers and Header and Footer can be included.
- iv) Spelling can be checked and correction can be made automatically in the entire document. Word count and other statistics can be generated.
- v) Text can be formatted in columnar style as we see in the newspaper. Text boxes can be made.
- vi) Tables can be made and included in the text.
- vii) Word also allows the user to mix the graphical pictures with the text. Graphical pictures can either be created in word itself or can be imported from outside like from Clip Art Gallery.
- viii) Word also provides the mail-merge facility.
- ix) Word also has the facility of macros. Macros can be either attached to some function/special keys or to a tool bar or to a menu.
- x) It also provides online help of any option.

GETTING STARTED WITH MS-WORD

We have already told you that for working in Ms-Word you should be familiar with WINDOWS. If you have not covered WINDOWS so far then read that first and then go through MS-WORD. By now you must be aware of the fact that a software package is improved from time to time. These improvements are sold in the market as new *versions* of the same software. Thus you will find many versions of MS-WORD being used in different offices. In this lesson we will cover the version MS-WORD 97, which is latest in the market and contain many improvements over the older versions. However, you do not have to worry if you have an older version such as WORD 6.0 or WORD 95. All the commands available in these older versions are also available in WORD 97 and they are compatible.

While working in MS-WORD you have to work with a **mouse**. Also one can work, to some extent, through the keyboard. The use of mouse is simpler as it is fully menu driven. In MS-WORD every command is available in the form of 'icons'.

You can go inside MS-WORD by the following way

1. Take the mouse pointer to START button on the task bar. Click the left mouse button.
2. Move the pointer to **programs**. You will notice another menu coming up to the right.
3. In that menu identify where **Microsoft word** is placed. Move the cursor horizontally to come out of **programs**.
4. Move into the rectangular area meant for **Microsoft word**. Click the left mouse button there. The computer will start MS-WORD.

Let us discuss the important components of the screen.

(a) Title Bar

The title bar displays the name of the currently active word document. Like other WINDOWS applications, it can be used to alter the size and location of the word window.

(b) Tool Bars

Word has a number of tool bars that help you perform task faster and with great ease. Two of the most commonly tool bars are the formatting tool bar and the standard tool bar. These two toolbars are displayed just below the title bar. At any point of time any tool bar can be made ON or OFF through the tool bar option of View Menu.

(c) Ruler Bar

The Ruler Bar allows you to format the vertical alignment of text in a document.

(d) Status Bar

The Status Bar displays information about the currently active document. This includes the page number that you are working, the column and line number of the cursor position and so on.

(e) Scroll Bar

The Scroll Bar helps you scroll the content or body of document. You can do so by moving the elevator button along the scroll bar, or by click in on the buttons with the arrow marked on them to move up and down and left and right of a page.

(f) Workspace

The Workspace is the area in the document window were you enter/type the text of your document.

(g) Main Menu

The Word main menu is displayed at the top of the screen as shown in the Fig. 9.1. The main menu further displays a sub menu. Some of the options are highlighted options and some of them appear as faded options. At any time, only highlighted options can be executed, faded options are not applicable. Infact if the option is faded you will not be able to choose it. You may not that any option faded under present situation may become highlighted under different situations.

MAIN MENU OPTIONS

The overall functions of all the items of main menu are explained below.

(a) File

You can perform file management operations by using these options such as opening, closing, saving, printing, exiting etc.

<u>N</u> ew...	Ctrl+N
<u>O</u> pen...	Ctrl+O
<u>C</u> lose	ALT + F4
S <u>a</u> ve	Ctrl+S
S <u>a</u> ve <u>A</u> s...	CTL + A
<u>P</u> rint...	Ctrl+P

Fig 9.3 File Sub menu

(b) Edit

Using this option you can perform editing functions such as cut, copy, paste, find and replace etc.

<u>U</u> ndo Clear	Ctrl+Z
R <u>e</u> peat Clear	Ctrl+Y
C <u>u</u> t	Ctrl+X
<u>C</u> opy	Ctrl+C
<u>P</u> aste	Ctrl+V
C <u>l</u> ear	Delete
S <u>e</u> lect <u>A</u> ll	Ctrl+A

<u>F</u> ind...	Ctrl+F	
	<u>R</u> eplace...	Ctrl+H
	<u>G</u> o To...	Ctrl+G

Fig. 9.4 **Edit Sub menu**

(c) View

Word document can be of many pages. The different pages may have different modes. Each mode has its limitations. For example in normal mode the graphical picture cannot be displayed. They can only be displayed in page layout mode. Using the option “View” you can switch over from one mode to other. It displays the following Sub menu.

<u>N</u> ormal	
	<u>O</u> nline Layout
	<u>P</u> age Layout
	<u>O</u> utline
	<u>M</u> aster Document
<u>T</u> ool Bars	
	<u>R</u> uler
<u>H</u> eaders and Footer	
	<u>F</u> ootnotes
	Comments
	<u>F</u> ull Screen
	<u>Z</u> oom...

(d) Insert

Using this menu, you can insert various objects such as page numbers, footnotes, picture frames etc. in your document. It displays the following Sub menu.

<u>B</u> reak...	
	Page <u>N</u> umbers...
	Date and <u>T</u> ime...
	<u>A</u> utoText 8
	<u>F</u> ield...
	<u>S</u> ymbol...
	<u>C</u> omment
	<u>F</u> oot <u>n</u> ote...
	<u>C</u> apti <u>o</u> n...
	<u>C</u> ross- <u>r</u> eference...
	<u>I</u> nd <u>e</u> x & Tables...
	<u>P</u> icture 8
	<u>T</u> ext Box...
	<u>F</u> ile...
	<u>O</u> bject...
	<u>B</u> ook <u>m</u> ark
	<u>H</u> yperlink... Ctrl+k

(e) Format

Using this menu, you can perform various type of formatting operations, such as fonts can be changed, borders can be framed etc. It displays the following Sub menu.

<u>F</u> ont...	
	<u>P</u> aragraph...
	<u>B</u> ullets and Numbering
	<u>B</u> orders and Shading...

Columns...

Tabs...
Drop Cap...
Text Direction...
Change Case...
Auto Format...
Style Gallery...
Style...
Background...

Object

(f) Tools

Using this menu, you can have access to various utilities/tools of Word, such as spell check, macros, mail merge etc. It displays the following Sub menu.

Spelling and Grammar...

Language...
Word Count...
AutoSummarise
Auto Correct..
Look Up Reference

Track Change

Merge Documents...
Protect Document...
Mail Merge...

Envelops and Labels...

Letter Wizard...
Macro...
Templates and Add-Ins...
Customize...
Options...

(g) Table

This menu deals with tables. Using this menu you can perform various types of operations on the table. It displays the following Sub menu.

Draw Table

Insert Table...

Delete Cells...
Merge Cells...
Split Cells...

Select Row

Select Column
Select Table

Table Auto Format...

Distribute Rows Evenly
Distribute Columns Evenly
Cell Height and Width...
Headings

Convert Text to table...

Sort ...
Formula...
Split Table
Hide Grid Lines

(h) Window

This menu allows you to work with two documents simultaneously. This would require two windows to be opened so that each one can hold one document. Using this menu, you can switch over from one window to another. It displays the following Sub menu.

New Window

Arrange All
 Split
1Document1.doc

(i) Help

Using this menu, you can get on-line help for any function.

Opening Microsoft Word

1. Office2007 2. Double click on the Word 2007 icon on your desktop. 3. View / Zoom / Page width. 4. View / Show/Hide / Turn on the ruler (check the checkbox). 5. Home / Paragraph / Show paragraph marks and other hidden formatting symbols (top right icon). 6. Set the margins (you can use a real ruler).

Screen Layout

The Microsoft Office Button

You click on it to see these options: New, Open, Save, Save As, Print, Prepare, Send, Publish and Close.

Microsoft Office button

Quick Access Toolbar

Ribbon

View choices

Cursor

Scroll bar

The Ribbon

The Ribbon is the panel above the document. It has seven tabs: Home, Insert, Page Layout, References, Mailings, Review, and View. Each tab is divided into groups. The groups are collections of features designed to perform functions. Commonly used features are displayed on the Ribbon, to view additional features within each group, click on the arrow at the bottom right of each group. A blue information box will pop up just below where you stop your pointer.

Home: Clipboard, Fonts, Paragraph, Styles, and Editing. Insert: Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols Page Layout: Themes, Page Setup, Page Background, Paragraph, Arrange References: Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities Mailings: Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish Review: Proofing,

Comments, Tracking, Changes, Compare, Protect View: Document Views, Show/Hide, Zoom, Window, Macros

To remove the toolbar, right click on the blue section beside the Ribbon. Choose Minimize the Ribbon. To view again, do the same.

Quick Access Toolbar

The quick access toolbar is a customizable toolbar that contains commands that you may want to use frequently. You can add items to it. Right click on any item in the Office Button or the Ribbon and click on Add to Quick Access Toolbar and a shortcut will be added to the Quick Access Toolbar.

Moving in the

text.....

.....

The Cursor

The cursor is the short vertical flashing line on your screen.

The cursor shows you where you will start typing in a Word document. When you are using the Tools in Microsoft Word your cursor will change to an arrow. This is called a pointer.

Scrolling.....

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Your scroll bar is at the right-hand side of your screen. Click on the up/down arrow to go up/down the page. Hold down the left mouse button to scroll up and down the screen more quickly.

Basic actions with documents

Create a New Document

There are several ways to create new documents, open existing documents, and save documents in Word:
Microsoft Office Button / New / Blank document

Opening an Existing Document

Microsoft Office Button -> Open -> Choose from the list

Saving a Document

Microsoft Office Button/ Save or Save as

or

Press Ctrl+S on the keyboard,

or

Click the File icon on the Quick Access Toolbar

Working on Multiple Documents

Several documents can be opened. All open documents will be listed in the View Tab of the Ribbon when you click on Switch Windows. The current document has a checkmark beside the file name.

Select another open document to view it.

Document Views

Print Layout: This is a view of the document as it would appear when printed. It includes all tables, text, graphics, and images. **Full Screen Reading:** This is a full view length view of a document. Good for viewing two pages at a time. **Web Layout:** This is a view of the document as it would appear in a web browser. **Outline:** This is an outline form of the document in the form of bullets. **Draft:** This view does not display pictures or layouts, just text. To view a document in different forms, click the document views shortcuts at the bottom of the screen or: Click the View Tab on the Ribbon Click on the appropriate document view.

Close a Document

Microsoft Office Button / Close

Editing document

Inserting Additional Text:

Type Text: Put your cursor where you want to add the text and begin typing **Copy and Paste Text:** Highlight the text you wish to copy and right click and click Copy (or Ctrl+C), put your cursor where you want the text in the document and right click and click Paste (or Ctrl+V). **Cut and Paste Text:** Highlight the text you wish to cut and right click and click Cut (or Ctrl+X) , put your cursor where you want the text in the document and right click and click Paste (or Ctrl+V).

Editing Clipboard

Selecting text

On the Home Tab of the Ribbon, there are several areas controlling the style of the document: Font, Paragraph, and Styles. A style is a format enhancing tool that includes font typefaces, font size, effects (bold, italics, underline, etc.), colors and more.

Change Font Typeface and Size

Click the arrow next to the font name and choose a font and size.

You can preview how the new font will look by highlighting the text, and hovering over the new font typeface.

Font Styles and Effects

Font styles are predefined formatting options that are used to emphasize text: Bold, Italic, and Underline. Select the text and click the Font Styles included on the Font Group of the Ribbon, or Select the text and right click to display the font tools

Home

Font, Paragraph, Styles

Font and size

Change the spacing between characters

Selecting Expanded or Condensed alters the spacing between all selected letters by the same amount. Kerning alters the spacing between particular pairs of letters.

Expand or condense the space evenly between all the selected characters

Select the text that you want to change. On the Home tab, click the Font Dialog Box Launcher, and then click the Character Spacing tab. In the Spacing box, click Expanded or Condensed, and then specify how much space you want in the By box.

Change Text Color

Select the text and click the Colors button included on the Font Group of the Ribbon, or Highlight the text and right click and choose the colors tool. Select the color by clicking the down arrow next to the font color button.

Highlight Text

Select the text Click the Highlight Button on the Font Group of the Ribbon, or Select the text and right click and select the highlight tool To change the color of the highlighter click on down arrow next to the highlight button.

Copy Formatting

If you have already formatted text the way you want it and would like another portion of the document to have the same formatting, you can copy the formatting. To copy the formatting, do the following: Select the text with the formatting you want to copy. Copy the format of the text selected by clicking the Format Painter button on the Clipboard Group of the Home Tab Apply the copied format by selecting the text and clicking on it.

Clear Formatting

Select the text you wish to clear the formatting. Click the Styles dialogue box on the Styles Group on the Home Tab. Click Clear All.

To indent paragraphs, you can do the following:

Click the Indent buttons to control the indent. Click the Indent button repeated times to increase the size of the indent.

Click the dialog box of the Paragraph Group Click the Indents and Spacing Tab Select your indents

Alignment also can be changed within this Tab.

Change Spacing Between Paragraphs and Lines

Lines

Select the paragraph or paragraphs you wish to change. On the Home Tab, Click the Paragraph Dialog Box Click the Indents and Spacing Tab In the Spacing section, adjust your spacing accordingly

Add Borders and Shading

You can add borders and shading to paragraphs and entire pages.

Select the area of text where you want the border or shading. Click the Borders Button on the Paragraph Group on the Home Tab Choose the Border and Shading Choose the appropriate options

Drawing horizontal line

Put your cursor where you want to add the horizontal line. Click the Borders Button on the Paragraph Group on the Home Tab Choose the Horizontal line Click on the line Choose the appropriate options in the pop up window.

Styles

The use of Styles in Word will allow you to quickly format a document with a consistent and professional look. Styles can be saved for use in many documents.

Apply Styles

There are many styles that are already in Word ready for you to use. To view the available styles click the Styles dialog box on the Styles Group in the Home Tab. To apply a style:

1. Select the text 2. Click the Styles Dialog Box, or Styles Drop Down menu 3. Click the Style you choose

Creating New Styles

Click the Styles Dialog Box Click the New Style Button Complete the New Style dialog box. At the bottom of that dialog box, you can choose to add this to the Quick Style List or to make it available only in this document.

New Quick Style

Insert your cursor anywhere in the text formatted as the chosen style Click the Styles dialog box Click on New style and click on Add to Quick Style list and OK.

New Style

Adding

Tables.....

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Create a Table:

Place the cursor on the page where you want the new table Click the Insert Tab of the Ribbon Click the Tables Button on the Tables Group. You can create a table one of four ways: Highlight the number of row and columns Click Insert Table and enter the number of rows and columns Click the Draw Table, create your table by clicking and entering the rows and columns Click Quick Tables and choose a table

Enter Data in a Table:

Place the cursor in the cell where you wish to enter the information. Begin typing.

Modify the Table Structure and Format a Table

Click the table and notice that you have two new tabs on the Ribbon: Design and Layout. These pertain to the table design and layout.

On the Design Tab, you can choose:

Table Style Options Choose Table Styles Shading and Borders

To format a table, click the table and then click the Layout Tab on the Ribbon. This Layout tab allows you to:

View Gridlines and Properties (from the Table Group) Insert Rows and Columns (from the Rows & Columns Group) Delete the Table, Rows and/or Columns (from the Rows & Columns Group) Merge or Split Cells (from the Merge Group) Increase and Decrease cell Height and Width size (Cell Size Group) Align text within the cells and change text directions (Alignment Group)

Graphics

You can insert special characters, symbols, pictures, illustrations, and watermarks.

Symbols and Special Characters: punctuation, spacing, or typographical

Place your cursor in the document where you want the symbol Click the Insert Tab on the Ribbon Click the Symbol button on the Symbols Group Choose the appropriate symbol.

Illustrations, Pictures, and SmartArt

To insert a picture:

Place your cursor in the document where you want the illustration/picture Click the Insert Tab on the Ribbon Click the Clip Art/ Picture /Smart Art Button The dialog box will open on the screen and you can search for clip art / picture / smart art. Choose the illustration you wish to include

To insert a picture:

Place your cursor in the document where you want the illustration/picture Click the Insert Tab on the Ribbon Click the Picture Button Browse to the picture you wish to include Click the Picture Click Insert

Resize Graphics

All graphics can be resized by clicking the image and clicking one corner of the image and dragging the cursor to the size you want the picture

Picture Symbols and special characters

Footnotes

Footnotes are sometimes necessary for providing additional information in your document. They normally use a superscript number as a marker, making it easy for the reader to simply look down from the text to the notes at the bottom to gather further information. Word automatically keeps track of the numbering and placement of the footnotes for you, making this a painless task to perform when writing that thesis, book, or scientific paper. To insert footnotes into your Word document, do the following...

Click the place in your document that you wish to place the insertion point for the reference mark to the footnote. In the Ribbon, click the References tab. In the Footnotes section, click Insert Footnote. Word will insert the reference mark at the point you selected and then take you to the bottom of the page. Type your footnote. When you are done, right-click the footnote and select Go to Footnote to take you back to the insertion point in the main body so you can continue working on your document.

Bulleted and Numbered Lists

Lists allow you to format and organize text with numbers, bullets, or in an outline. Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.

To create a list from an existing text:

Select the text you wish to make a list From the Paragraph Group on the Home Tab, Click the Bulleted or Numbered Lists button

New list

Place your cursor where you want the list in the document Click the Bulleted or Numbered Lists button Begin typing

Nested Lists

A nested list is list with several levels of indented text.

To create a nested list:

Create your list following the directions above Click the Increase or Decrease Indent button

Bulleted list Numbered list

Decrease indent Increase indent

Formatting Lists

The bullet image and numbering format can be changed by using the Bullets or Numbering dialog box.

Select the entire list to change all the bullets or numbers, or Place the cursor on one line within the list to change a single bullet Right click Click the arrow next to the bulleted or numbered list and choose a bullet or numbering style.

Mail merge consists in combining mail and [letters](#) and pre-addressed [envelopes](#) or mailing labels for mass mailings from a [form letter](#).^[1]

Microsoft Word can insert content from a database, spreadsheet, or table into Word documents.^{[2][3]}

This feature is usually employed in a [word processing](#) document which contains fixed [text](#) (which is the same in each output document) and variables (which act as placeholders that are replaced by text from the data source).

Mail Merge is a powerful tool for writing a personalized letter or E-mail to many people at the same time. It imports data from another source such as Excel and then uses that to replace placeholders throughout the message with the relevant information for each individual that is being messaged.