Ms. OFFICE

INTRODUCTION:-

Ms. Office is a collection or package of software programs developed and published by Microsoft. Office is commonly used in the business and educational environment for creating word processing documents, spreadsheets and presentation.

An Office suite is a collection of Office related software programs that are all bundled together.

The Microsoft Office suite includes:-

- Microsoft Office word 2007

- Microsoft Office excel 2007

- Microsoft Office PowerPoint 2007

- Microsoft Office Access 2007

- Microsoft Office One Note 2007

- Microsoft Office Publisher 2007

- Microsoft Office Outlook 2007

- Microsoft Office InfoPath 2007

- Microsoft Office Picture manager 2007

Ms. Office Word 2007

Microsoft Word is a word processor that allows you to create a professional looking document, report, letter, and resume.

Microsoft Word has features such as text formatting, spell check, grammar check, Fonts, HTML support advance page layout feature and more.

-The extension code is- ".Docx"

-The executive code is- "Winword.exe"

TO START THE M.S. WORD

Do the following process

1. Start > All program > Ms. Office > Microsoft word ⏎
2. Start > Run (windows Key+R)

Highlight the Run box. In this box type "WinWord" then click on ok button.

3. Start through M.S. Dos- C:\>Start <space> WinWord ⏎

Title Bar:-Title bar is a border/bar located at the top of a window that displays the name of the window or software program being used.

At the right edge of title bar displays close, maximize, and minimize button.

Quick Access toolbar:- The quick access toolbar is a customizable toolbar that contain command that you wants to use frequently. We can add item to it and remove.

Office Button:-A button available in Microsoft Office 2007 and introduced along with the new Ribbon feature. The Office button is found in the top-left corner of M.S. word program.

When the Office button is clicked, many of the same options you would see in the file menu such as new, open, save, print etc can be found.

Tab bar:-The tab bar is located bellow the title bar. It contains all the command use in excel.

Ribbon:-The ribbon is the panel above the document. It has seven tabs- Home, insert, page layout, reference, mailings, Review and view. Each tab is divided into group. The groups are collection of features design to perform function.

Insertion point/cursor:-The point where text appears when you type. It indicates where text and graphics will be entered.

Ruler:-The ruler helps you to control the margin paragraph for a document.

Scroll:-The M.S. Word has scrolls that help us to view the page left to right and up to down.

There are two types of scroll

1. Horizontal scroll.

2. Vertical scroll.

Status bar:-A bar at the bottom of the screen that shows what Word is prepared to do next.

Office Button (Alt+F)

New (Ctrl + N):-Open a new blank document.

Open (Ctrl+O):-Open an existing document.

Save (Ctrl +S):-save the current document.

To protect the document

Do the following process:-

1. Open a new page in M.S Word
2. Type some paragraph.
3. Click on save or "Ctrl+S".
4. Show the save as dialog box.
5. In this box type the file name and then click tools > general option.
6. Highlight the general dialog box. In this box put the password then click ok Button.
7. Show another box. Here re-enter or confirm password. Then click ok and save button.
8. Now click close option or Ctrl+W and Re-open your saved document.

Save as(F12)

-Save an existing file by another name and location.

Print(Ctrl+P)-
- Print
- quick print
- print preview (Ctrl+F2)

-print the current or existing document in hard copy by the printer.

Prepare:-
- Properties
- Inspect
- Encrypt document
- Restrict permission
- Add a digital signature
- Mark as final
- Run compatibility checker.

:-It allows viewing and editing document properties hidden metadata, security, digital signature etc.

Send

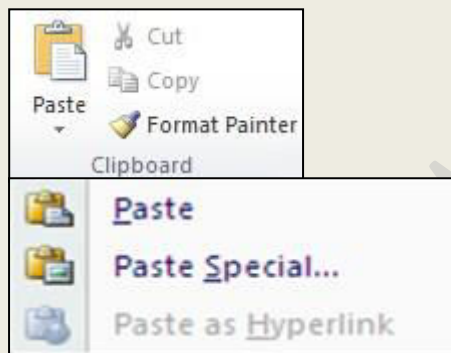-This option provides the facility to send our document through e-mail, internet fax.

Publish

Blog

Document management server

create document workspace

-in this option we can create blog document and workspace document.

Close (Ctrl+W)

-close the current active document.

Home Tab (Alt+H)

Clipboard

Cut (Ctrl +X)

-cut the selected text or object from the document and put it on the clipboard.

Copy (Ctrl +C)

-copy the selected text or object from the document and put it on the clipboard.

Paste-

paste

paste special

paste as hyperlink.

-paste the cut or copied content of the clipboard.

Paste special (Alt + Ctrl + V)

-paste the copied content from the other document.

Paste as hyperlink

-it's allowed to paste the copied content from the other document and make a link between them.

Use of hyperlink

1. At first open a new document.
2. Type some paragraph.
3. Save the document.
4. Select a word from your paragraph and copy it.
5. Again open a new document.
6. Type some paragraph and go to clipboard – paste—paste as hyperlink.

Format Painter (Ctrl+Shift+C)

-copy formatting from one place and apply it to another.

Double click this button to apply the same formatting to multiple places in the document.

Font
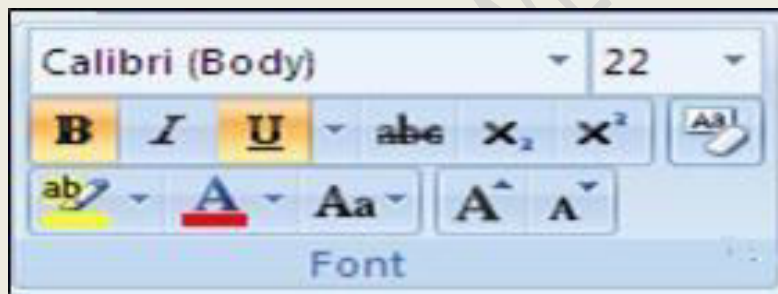
Font(Ctrl+Shift+F):- Change the font style.

Size(Ctrl+Shift+P):- Change the font size.

Grow font(Ctrl+Shift+>):- Increase the font size.

Shrink font(Ctrl+Shift+<):- Decrease the font size.

Clear formatting- Clear all format of selected text.

Bold(Ctrl+B):- Bold the selected text.

Italic(Ctrl+I):- Italic the selected text.

Underline(Ctrl+U):- Underline the selected text.

Strikethrough:- Draw a line of selected text in middle.

Subscript(Ctrl+=):- Create a small letter below of text.

Superscript(Ctrl+Shift+=):- Create a small letter above the text.

Change case(shift+f3)-Sentence case.
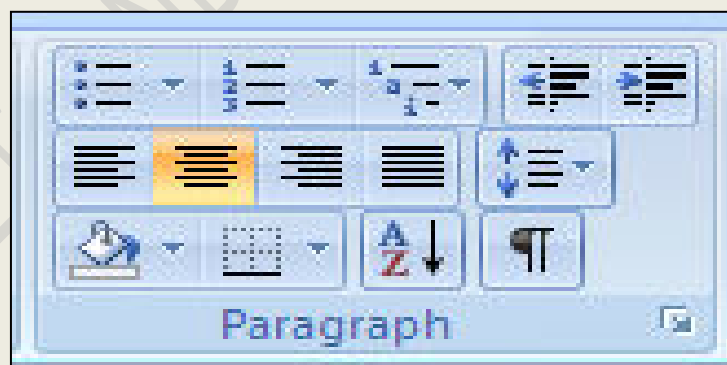-lower case.
-UPPER CASE
-Capitalize Each Word
-tOGGLE cASE.

Change the all selected text to upper case, lower case, sentence case etc.

Text Highlight color:- Highlight the selected text by color.

Font color:- change the font color.

Paragraph

Bullet (Shift +Ctrl+L):- Start bullet of selected text.

Numbering:-Start numbering of selected text.

Multilevel list:-Start multilevel list of selected text.

Increase indent(Ctrl+M):- Increase the indent level of paragraph.

Decrease indent(Ctrl+Shift+M):- Decrease the indent level of paragraph.

Sort:-Alphabetize the selected text or sort numerical data.

Paragraph:-Show or hide the paragraph mark.

Align left(Ctrl+L):- Write text with left side.

Align right (Ctrl+R):- Write text with right side.

Align center(Ctrl+E):- Write text with middle page.

Justify(Ctrl+J):- It creates a clean look along the left and right side of edge.

Line spacing-change the spacing between lines of text. You can also customize the amount of space added before and after paragraph.

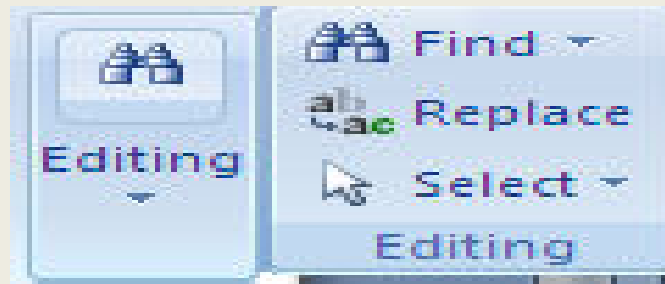**Shading**-Color the background behind the selected text or paragraph.

Border-Customize the border of the selected cell or text.

Style
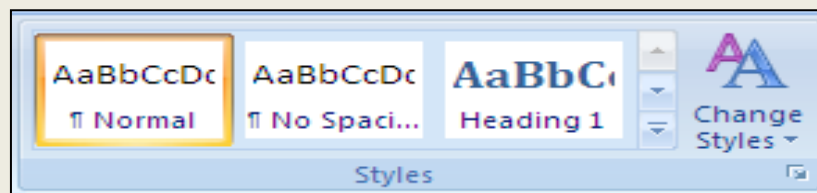
-it provides the facility to change the heading style of current document such as font, color, underline etc.

Editing

Find:-Find the text in current document.

Go To(Ctrl+G)(F5):- Move the cursor position by given line number, page number etc.

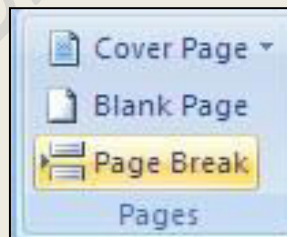**Replace(Ctrl+H)**-Replace the old text with new text.

Select:- ⎰Select all

⎱Select object

⎱Select text with similar formatting.

INSERT TAB(Alt+N)

Using this tab you can insert page, table, picture, shapes, header, footer etc. in your word document.

Pages

Cover Page-It allows to insert a fully formatted cover page and you can fill the title name, subtitle, date company name, abstract etc.

Blank Page-It allows inserting a new blank page at the cursor position.

Page Break (Ctrl+Enter Key)-its break the page into two or more than pages at the cursor position.

Tables

Tables- Insert table
Draw table
convert text to table
Excel spreadsheet
Quick tables.

Insert table-Insert a table by putting rows and cols number.

Draw Table-To draw a table with pencil.

Convert text to table -It's separate the contents into table separate columns.

1. At first type some records by using tab, colon, comma etc as like-

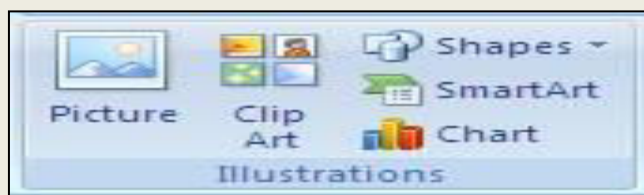| Name	Roll	Class
Ram	01	I. Sc
Sonu	05	B. Sc
Sanjay	04	M. Sc

2. Select the record and go to table tab – convert text to table.
It will separate your record into rows and columns.

Excel Spreadsheet- Insert the excel spreadsheet into word document.

Quick Table- Insert the formatted table in your word document.

Illustrations

Picture or clipart-   Picture and clip art can be inserted or copied into a document from many different sources including downloaded, from a clip art, web

site provider, copied from a web page or inserted from a file where you save picture.

Shapes- It's allowed to insert readymade shapes such as rectangle, line, flowchart and callouts.

SmartArt-Insert a smart art graphic to visually communicate information such as Venn diagram, cycle, matrix, pyramid etc.

Chart-It's allowed to insert a chart to illustrate and compare date such as bar, line, surface etc.

Links
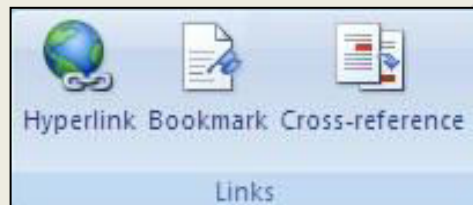
Hyperlink- To make a link to the document or file.

Bookmark-A bookmark link is a clickable text or object that moves to a certain spot on a word document.

Cross-reference-It refers to the item such as heading, footer, bookmark, table by inserting cross-reference.

Header & Footer

Header-   In M.S. Word a header could be created in a document to display the page number in the top corner of each page.

Footer-   Footer is an area at the bottom of a document page that contains data common to other pages.
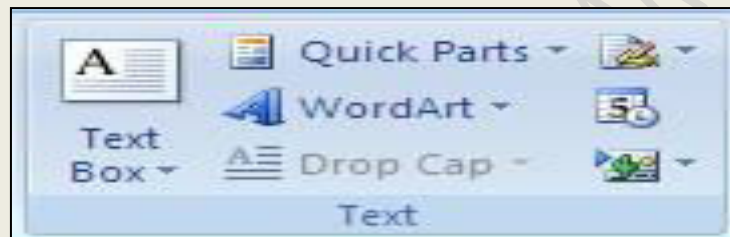
The information in footer which includes this line such as page number, creation dates, reference can be changed the entire page in a document at the same time.

Page number-   ┌Top of page

                        ├Bottom of page
                        ├Page margin
                        ├Current position
                        ├Format page number
                        └Remove page number.

        -it allows to insert page number with various positions.

TEXT

Textbox-   Insert pre-formatted text box in your current document.

Quick parts-By using this option to insert content such as title, authors, properties, abstracts etc.

WordArt-To insert different type of decorative text in your current document.
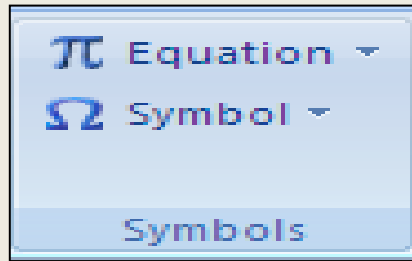
Drop cap- This option change the first letter of the selected paragraph into a larger letter while keeping the rest of the normal size.

Signature line-   Insert the signature line in your current document.

Date&**Time**-   Insert the current system date and time in your word document.

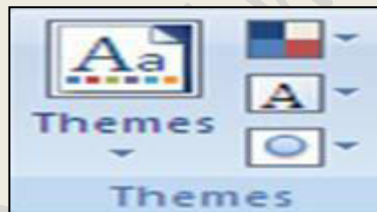**Object**-   To insert the embed picture or object.

SYMBOLS

Equation- To insert the many types of equation line such as binomial theorem Area of circle, Trig function etc.

Symbol-   To insert the symbol.

Page layout Tab (Alt+P)

In page layout tab you find theme, change page margin, page color, watermark, etc.

Themes

Themes

-To insert different types of theme in your current document.

Theme color
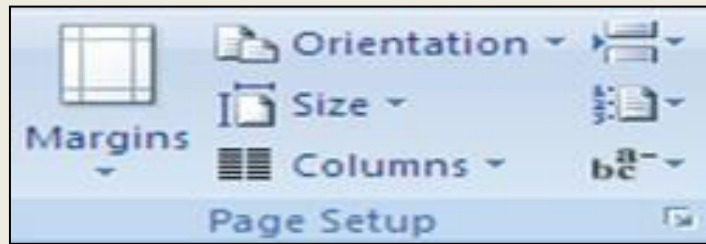
-To change the theme color.

Theme font

    -To change the theme font.

Theme effect

    -To change the theme effect.

Page Setup

Margins

- change the margin size for the entire document or the current document such as left to right and top to bottom.

Orientation

-Switch the page between portrait and landscape layouts.

Size

-To apply the specific paper size to all section.

Columns

-Split text into two or more columns.

Insert page and section Breaks:-

Page
Column
Text wrapping
Next page
Continuous
Even page
Odd page

-You can insert page break anywhere in your document.

Line Number

None
Continuous
Restart each page
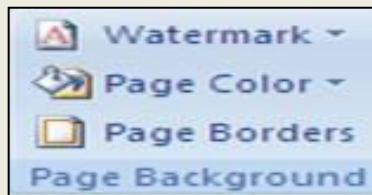Restart each section
Suppress for current paragraph.

-Add line number in the margin alongside of each line of the document.

Hyphenation ├None
⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀├Automatic
⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀├Manual

⠀⠀⠀-Turn on hyphenation, which allows words to breaks line between the syllables of words.

Page Background

Watermark

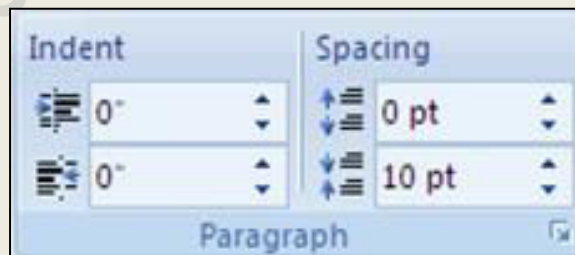⠀⠀⠀-Insert the ghosted or watermark text or picture behind the content on the page.

Page Color

⠀⠀⠀-Insert/select a color for the background of the page.

Page Borders

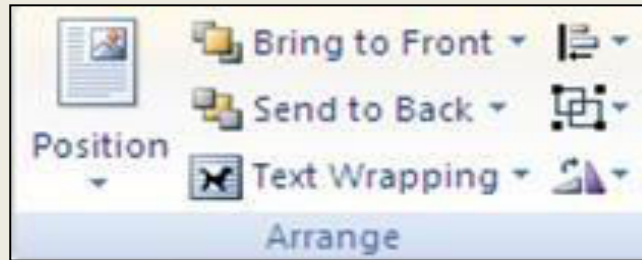⠀⠀⠀-Add or change the border around the page.

Paragraph

Indent

⠀⠀⠀-To change the margins for the whole document from left and right.

Spacing

⠀⠀⠀-Change the spacing between paragraph by adding space above and below paragraph.

Arrange

Position

-It's allowed to set the position the selected object and text is automatically set to wrap around the object.

Bring to front:- ⎰Bring to front.

⎱Bring to forward

⎱Bring in front of text.

-Bring the selected object in front of all other objects so that no part of it is hidden behind another object.

Send to back:- ⎰Sent to back

⎱Send backward

⎱Send behind text

-send the selected object behind all other objects.

Text wrapping ⎰In line with text
Square
Tight
Behind text
In front of text
Top and Bottom
Through
⎱Edit wrap points.

-Change the way text wraps around the selected objects.

Align

-Align the edge of multiple selected objects.

Group ⎰Group
Regroup
⎱Ungroup

-Group objects together so that they can be treated like a single object.

Rotate   ⊦Rotate right 90^0
⊦Rotate left 90^0
⊦Flip vertical
⊦Flip horizontal
⊦Rotate or flip the selected objects.

Reference Tab (Alt+S)

-Reference tab allowed creating a table of content, inserting footnote, endnote, bibliography, and index etc.

Table of Content

Table of contents- create a table of contents by choosing styles such as heading 1, heading 2, heading 3- that you want to include in the table of content.

Add text:-   ⊦level 1
⊦level 2
⊦level 3

Add the text level to current paragraph an entry in the table of content.

Update table

-Update the table of contents so that all the entries refers to the current page number.

Create table of content.

1. At first create a new document.
2. Break the page (Ctrl+Enter) three or more than.
3. In each of pages write content text except first page such as Ms. Word, Ms. Excel, Ms. PowerPoint.
4. Select each of content text.
5. Go to table of content- add text- level 1.
6. After that select table of content and automatic table 1.

Update table

7. Break the new page and add content paragraph.
8. Go to table of content group-click update table.
9. A box will open and select update entire table.

Footnotes
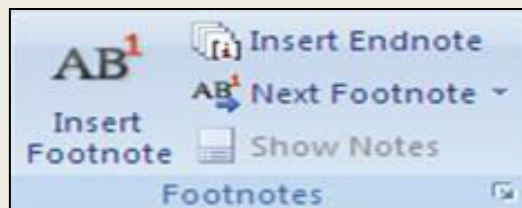
Insert footnote and Endnote

It's used in printed documents to explain, comment on, or provide references for text in a document you might use footnotes for detailed comments and endnotes for citation of sources.

Next footnote-   -Next footnote

-Previous footnote

-Next Endnote

-Previous Endnote

-find to the next or previous footnote and endnote.

Show Notes

-Scroll the document to show where the footnotes or endnotes are located.

Citations and Bibliography

Bibliography- a bibliography is list of sources, usually placed at the end of a document that you cited in creating the document. In M.S office 2007, you can

automatically generate a bibliography based on the source information that you provide for the document.

Insert citation

-Choose from the list of sources you have created or enter information for a new source.
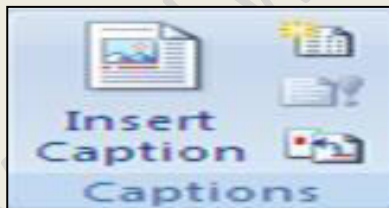
Manage source

-View the list of all sources cited in the document.

Bibliography style

-choose the style of citation to use in the document, Such as APA style, Chicago, and MLA style.

Captions

Insert Caption

-Add a caption to a picture or other object.

A caption is a line of text that appears below an object to describe it. Such as figure 1, figure 2, figure 3.

Insert table of Picture

-Insert Table of figure into the document.

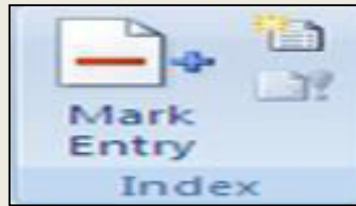A table of figure includes a list of all of the figure tables or equation in the document.

Update table

-update the table of figure to include all the entries in the document.

Cross-reference

-It's automatically updated if the content is moved to another location by default, cross reference are inserted as hyperlinks.
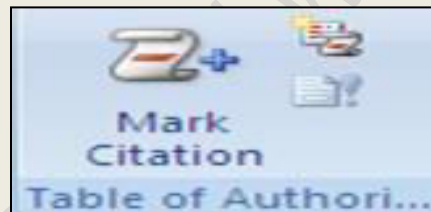
Index

Mark entry

-include the selected text in the index of the document.

Insert index

-insert an index into the document. An index is a list of keywords found in the document along with the page numbers the words appear on.

Table of Authorities

Mark Citation

-Add the selected text as entry in the table of authorities.

Insert tables of authorities

- A table of authorities lists the cases, statutes, and other authorities cited in the document.

Mailing Tab (Alt+M)

Create

Envelopes

- To create an envelope in your word document.

Labels- To create and print a label in word document.

Start Mail Merge

Start mail merge

- Start a mail merge to create a form letter which you intend to print or e-mail multiple times, sending each copy a different recipients.

Select Recipients-
- Type new list
- Use existing list
- Select from outlook contact.

Choose the list of people you intend to send the letter.

Edit recipients

 – Make changes to the list of recipients and decide which of them should receive your letter.

You can also sort, filter, find and remove duplicates from the list.

Write & insert fields

Write & Insert Fields

Highlight merge field

-Highlight the fields you have inserted into the document.

Address Book

- Add an address to your letter.

Greeting Line

- Add a greeting line such as "Dear" <first name>" to your document.

Insert Merge fields

- Add any field from your recipient list to the document, such as "last name", "Home phone", "company name" or any other field.

Rules

- Specify rules to add decision making ability to the mail merge.
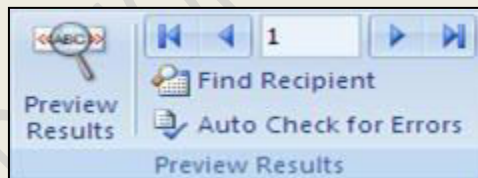
Match fields

-Match fields allows you to tell word the meaning of different field in your recipient list.

Update Label

- If you are creating label, update all the labels in the document to use information from the recipients list.

Preview Results

Preview Results

　　-You can preview your merged documents and make changes before you actually complete the merge.

Find Recipient

　　-Find and preview a specifics record in the recipients list by searching for text.

Auto check for errors

　　-To check your mail merge document automatically.

Finish & Merge - edit individual document

print document

send e-mail message

Review Tab (Alt+R)

Proofing

Spelling & Grammar(F7)

-check the spelling & grammar of text in the document.

Research

-it allow to search through reference materials, such as dictionaries, encyclopedias, and translation services.

Thesaurus

-Suggests other words with a similar meaning to the word you have selected.

Translate

-Translate the selected text into different languages.

Computerize

Translation ScreenTip

-Enables a screenTip that translates words you pause your cursor over into another language.

1. On the Review tab, click translation screenTip.

2. Select the language that you want to translate.

3. Pause the pointer over the word that you want to translate.

Set language

-Set the language used to check the spelling and grammar of the selected text.

Word count

-find out the number of words, characters, paragraph and lines in the document. You can also find the word count in the status bar at the bottom of the window.

Comments

New comment
-Add the comment about the section.
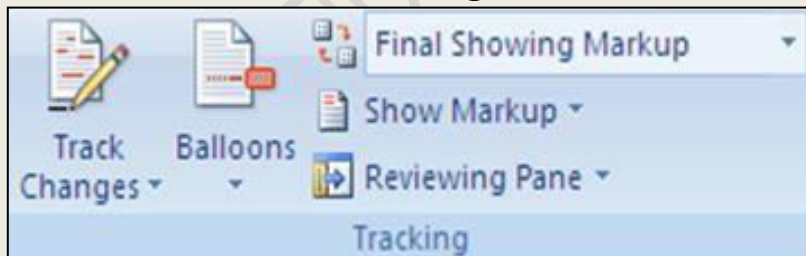
Delete
-Delete the selected comment.

Previous
-Find to the previous comment in the document.

Next
-Find next to the comment in the document.

Tracking

Track Change
-it's allowed to make the document including insertions, deletions, and formatting.

Changes- ┤Track change

┤Change tracking options

┤Change user name.

Balloons ┤Show Revisions in balloons

┤Show all revisions inline

┤Show only comment and formatting in balloons.

-you can show revisions as balloons in the margins of the document or show them directly within the document itself.
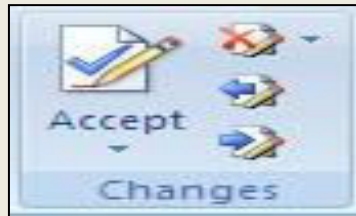
Show markup

-You can hide or show comments, insertions and deletions, formatting changes and other kinds of markup.

Reviewing Pane

-Show revisions in a separate window.

Changes

Accept

-Accept the current change and move to the next proposed change.

Reject

-Reject the current change and move to the next proposed change.

Previous- Move cursor previous track change.

Next- Move cursor next track change.

Compare

compare- ⎰compare
⎱combine.

Compare

-compare two versions of a document.

Combine

-Combine revisions from multiple authors into a single document.

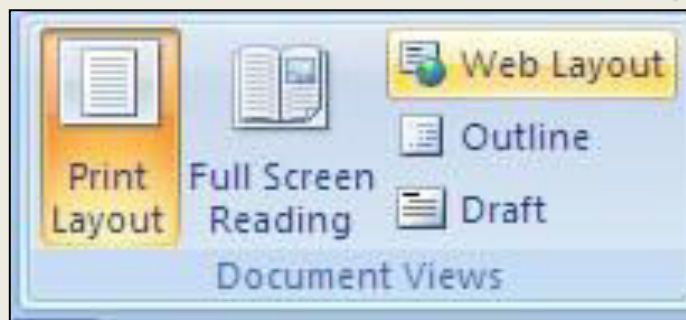## Protect

-Restrict the document certain types of editing or formatting to the document by specifying a password.

View Tab (Alt+W)

Document view

Print layout

-View the document as it will appear on the printed page.

Full Screen

-View the document in full screen Reading view in order to maximize the space available for reading or commenting on the document.

Web layout

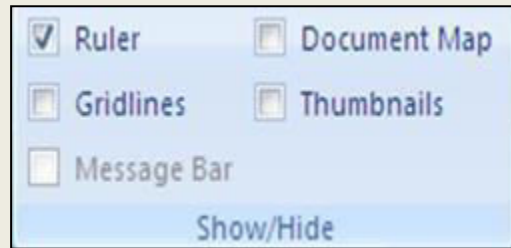-View the document as it would look as a web page.

Outline

-View the document as an outline and show the outline tools.

Draft

-View the document as a draft to quickly edit the text.

Hide / Show

Ruler

-View the rulers used to measure and line up objects in the document.

Gridlines

-Turn on gridlines to which you can align objects in the document.

Document map

-it allows to navigate a structural view of the document.

Thumbnails

-you can use to navigate a long document through small picture of each page.

Zoom

Zoom

-open the zoom dialog box to specify the zoom level of the document. You can also use the zoom controls in the status bar at the bottom of the window to quickly zoom the document.

100%

-Zoom the document to 100% of the normal size.

One page

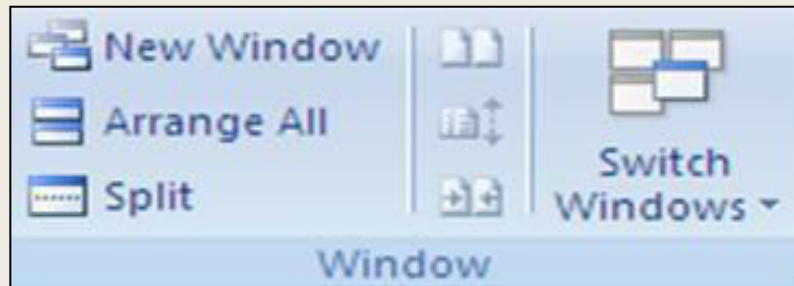-Zoom the document so that an entire page fits in the window.

Two Page

-Zoom the document so that two pages fit in the window.

page width

-Zoom the document so that the width of the page matches the width of the window.

Window

New window

-To open a new window containing a view of the current side-by-side on the screen.

Arrange all

-To open all open program windows side by side on the screen.

Split

-Split the current window into two parts so you can view different sections of the document at the same time.

View side by side

-View two documents side by side so that you can compare their contents.

Synchronous scrolling

-Synchronize the scrolling of two documents so that they scroll together.
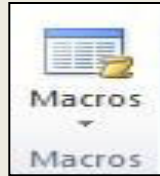
Reset window Position

-Reset the window position of the document being compared side by side so that they share the screen equally.

Switch Windows

-Switch to a different currently open window.

Macros

Macros- ⎰view macros
⎱record macros
⎱pause macros.

-View the list of macros, from which you can run, create, or delete a macro.