



INTRODUCTION TO MICROSOFT WORD FOR WINDOWS

LAB MANUAL

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OBJECTIVES:

- Getting used to Graphical User Interface in Windows Operating Systems.
- Understanding what word processors are and learning how to prepare a broad range of documents by using Microsoft Word.

EXPLANATION:

Nowadays, the most popular operating systems for PCs are Windows 7, Windows 8, and Windows 10. One of the most important reasons of this popularity is that they have a Graphical User Interface (GUI). GUI has menus, dialog boxes, icons, etc, by which allows users to give their orders to the system without having to type some commands as in DOS. This makes computers easier to use because people recognize and respond to graphic representations of concepts much more readily than if they have to read and write word.

As the Windows Operation Systems have GUI, applications written for them have very good graphical interfaces, compared with the older applications written in the time of non-GUI operating systems like MS-DOS. Nowadays any person in a modern society, without having to have job related with computers, is, and should be, able to use many different applications on PCs. These applications include word processors, spreadsheets, etc.

WORD PROCESSORS: Microsoft Word

Microsoft word is a sophisticated Word Processing Package that provides a range of features for document creation and formatting, including many desktop publishing type features, graphics and drawing utilities.

MS WORD USAGE:

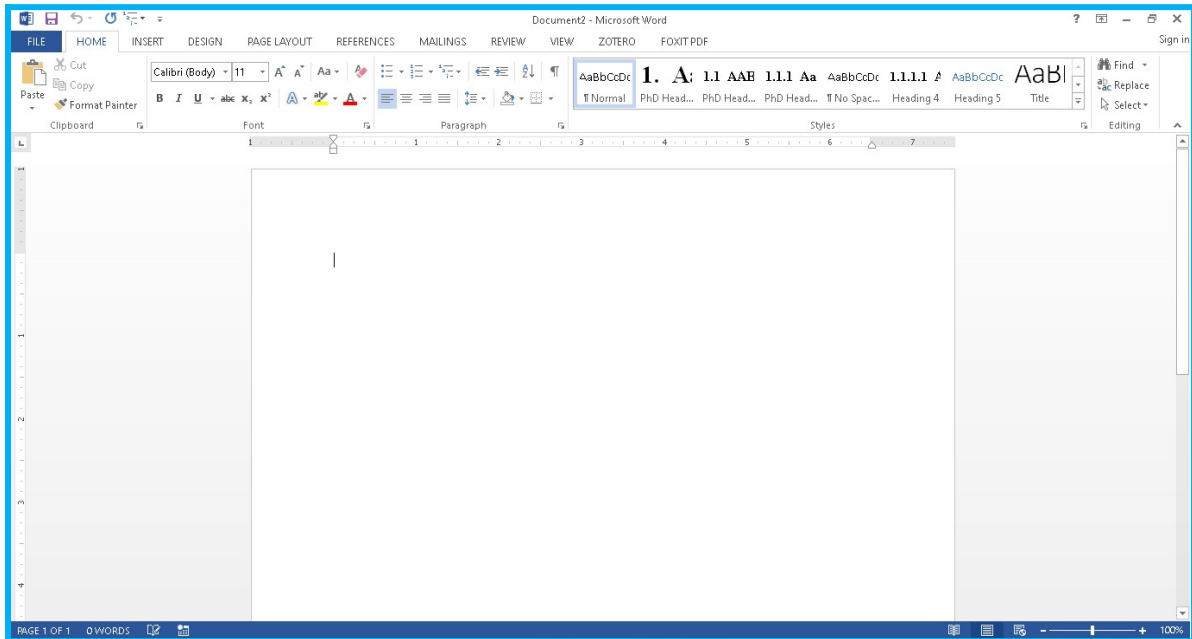
Word can be used to produce many document types including:

- Letters
- Labels
- Memos
- Reports
- Curriculum Vitae



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Advertisements

HOW TO START WITH MS WORD:

- Click “START”→PROGRAMS→MICROSOFT WORD

DOCUMENT:

When you start Word, a new, empty document file is automatically created, so you face an empty page. A document file is a file that contains information that user can view or hear.

THE CURSOR:

It is the visual screen element that indicates our exact position in the document.

THE INSERTION POINT:

It is a flashing screen element that indicates the position in the document where text will be entered when we are typing.

THE MOUSE CURSOR:

It is the on-screen graphic representation of the position of the mouse.

BARS



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TITLE BARS:

Displays the name- the type of document. Three toolbars are located at the top of the word screen. These will be used for shortcuts in many of the activities. If you don't see one of the toolbars, select VIEW/TOOLBARS and select the missing toolbar.

DOC 1- Microsoft Word

MENU BAR:

Click any of the words on this row to see menu options in the category.

File	Edit	View	Insert	Format	Tools	Table	Windows	Help
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STANDARD TOOLBAR:

Icons in this row provide shortcuts to many tasks accessible through the menu bar (open, print, cut, paste) as well as handy features (spelling and grammar, insert table, show, hide).

FORMATTING TOOLBAR:

This row controls the format of text (style, font, size, alignment, color, borders).

USING THE MENUS

FILE MENU:

CREATE A NEW DOCUMENT:

- Open file menu select NEW or press CNTRL+N
- **New** creates a new, empty document

OPEN AN EXISTING DOCUMENT:

- Open file menu select OPEN or press CNTRL+O
- Opens a document which was created and saved before

CLOSE A DOCUMENT:

- Open file menu select CLOSE or click close icon
- Closes the currently open, active document

SAVE A DOCUMENT:

- Open file menu select SAVE or press CNTRL+S
- Saves the document to a disk (permanent storage device)



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SAVE AS:

- Open file menu select SAVE or press CNTRL+S
- Used to save another (one more) copy of a file, with a different name.

PAGE SETUP:

- Used to set the page margin, size, and layout.

PRINT THE DOCUMENT:

- Used to take a print-out of the document.

EXIT:

- Used to quit from Word.

EDIT MENU

UNDO TYPING:

- Open edit menu select UNDO TYPING or press CNTRL+Z
- Used to cancel the last action (operation) you have made

REPEAT TYPING:

- Open edit menu select REPEAT TYPING or press CNTRL+Y
- Used to do a cancelled action once again,

FIND:

- Open edit menu select FIND or press CNTRL+F
- Used to search for some word or sentence in your document.

CUT:

- Open file menu select CUT or press CNTRL+X
- Removes the information from an application and places it on the clipboard.

COPY:

- Open file menu select COPY or press CNTRL+C
- Copy leaves the information in an application and places a copy of it on the clipboard.

PASTE:

- Open file menu select PASTE or press CNTRL+V
- Copies the information from the clipboard and places it into an application.

SELECT ALL:

- Open file menu select SELECT ALL or press CNTRL+A



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- Used to select the whole document.

VIEW MENU

TOOLBARS:

- Open view menu select TOOLBARS
- Used to add toolbars.

HEADER AND FOOTER:

- Open view menu select HEADER AND FOOTER

WEB LAYOUT:

- Used to create a web page document.

PRINT LAYOUT:

- Used to see how text, graphics and other elements will be positioned on the page.

NORMAL:

- Used for typing editing, and formatting text.

OUTLINE:

- Used to look at the structure of the document and to move ,copy, and recognize text by dragging headings.

DOCUMENT MAP:

- Displays the lists of headings in the documents.

INSERT MENU

BREAK:

- Open insert menu select BREAK
- Used to insert page break, column brake, text wrapping break.

PAGE NUMBERS:

- Open insert menu select PAGE NUMBERS
- Used to insert page numbers on the top, bottom, centre, of the document.

SYMBOL:

- Open insert menu select SYMBOL
- Used to insert any symbol which is not present on the keyboard..

PICTURE:

- Open insert menu select PICTURE



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- Used to draw or insert any picture.

FORMAT MENU

FONT:

- Open format menu select FONT
- Used to change the style of the written text.

BULLETS AND NUMBERING:

- Open format menu select BULLETS AND NUMBERING
- Used to insert numbers or any sign before each line

BORDERS AND SHADING:

- Open format menu select BORDERS AND SHADING
- Used to insert borders and color to the page.

COLUMNS:

- Open format menu select COLUMNS
- Used to divide the written text in any numbers of columns.

CHANGE CASE:

- Open format menu select CHANGE CASE
- Used to change the case of the letters by applying small capital or all capital formatting.

BACKGROUND:

- Open format menu select BACKGROUND
- Used to give a color to the document.

TOOLS MENU

SPELLING AND GRAMMAR:

- Open tools menu select SPELLING AND GRAMMAR
- Used to check the spellings and grammar faults in the document.

WORD COUNT:

- Open tools menu select WORD COUNT
- Give information about the numbers of words, paragraphs, lines pages.

AUTO CORRECT OPTION:

- Open tools menu select AUTO CORRECT OPTION
- Used to automatically correct the spellings of the words while typing.

TABLE MENU



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INSERT TABLE:

- Open table menu select INSERT TABLE
- Used to insert table consisting of any number of rows and columns.

DELETE:

- Open table menu select DELETE
- Used to delete any column, row., table.

SELECT:

- Open table menu select SELECT
- Used to select a table or row or column.

SORT:

- Open table menu select SORT.
- Used to give text a desired direction in the table

WINDOW MENU

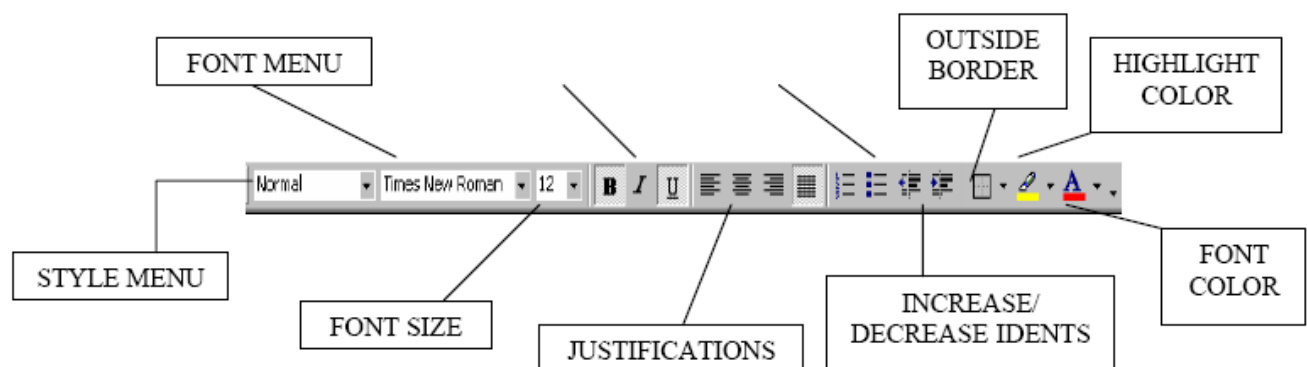
It shows how many word files are open and which one is currently using.

HELP MENU

It gives information about MS WORD. It also has assistance for MS WORD for any problem.

TEXT FORMATING

The formatting toolbar is the easiest way to change many attributes of text.



STYLE MENU:





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This allows a quick formatting with a consistent and professional look.

FONT MENU:

This allows you to change the style of the formatting from the shown list.

This sentence is written using "Times New Roman" type.

This sentence is written using "Courier New" type.

This sentence is written using "Arial" type.

FONT SIZE:

We can change the font size by entering value in this box.

This sentence is written with size 8. This sentence is written with size 20.

FONT STYLE:

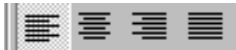
B *I* U

It is use to **bold**, *italicize*, and underline the text

This is an italic sentence. **This is a bold sentence.** This is an underlined sentence.

This is both italic and underlined. **This is underlined and bold.** ***This is italic & underlined & bold.***

ALIGNMENT:



Text can be aligned to left, right, or centre of the page or it can be justified across the page.

INCREASE/DECREASE INDENT:

Using this we can change the indents of a paragraph in relation to the side of the page.

OUTSIDE BORDER:

Add a border around a text.

HIGHLIGHT COLOR:

Use this option to change the color behind the selected text.

TEXT COLOR:

This option changes the font color.

BULLETS AND NUMBERS:

Use to put numbers or sign before a line.



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WORKING ON TEXT

SELECTING TEXT:

WITH MOUSE

1. Move your mouse pointer to the beginning of the text you want to select
2. Click and hold the left mouse button
3. Move the mouse to the end of the text you want to select.
4. Release the mouse button.

WITH KEYBOARD

1. Move the blinking cursor, by using the arrow keys, to the beginning of the text you want to select
2. Press and hold the shift button
3. Move the cursor to the end of the text that you want to select
4. Release the shift button

When a text is selected, you see it highlighted. Now, you can do many operations on the selected text. ex: move (cut-paste), copy (copy-paste), underline, change size, type, color, etc)

COPYING OR MOVING A SELECTED TEXT:

To copy or move a text the first thing you have to do is to select it. Then click the **Copy** or **Cut** item from the **Edit** menu depending on what you want to do. (Cut is used to move). Move the cursor to the position that you want to insert the selected text. Click **Paste** in the Edit menu.

DIVIDING A PARAGRAPH INTO COLUMNS:

This paragraph is divided into two (equal width) columns. To divide a paragraph into columns,



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First select all the Paragraph, then click **Columns** item in the **Format** menu, choose the "Number of columns" that you want to divide the selected text into, click the

between these columns. It is also possible to have columns with different widths and arrange the space between the columns as you 1

"Line between" check box to put a tick and make it

checked if you want to have a lines



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To insert a table into your document, click the Insert table item in the Table menu, enter the number of rows and columns and click OK. Here is a table with 6 rows and 5 columns:

ID	NAME	SURNAME	DEPARTMENT	SEX
RU0946/12	BRHANU	TESFAY	ECONOMICS	M
RU0948/12	MENASBO	HAYELOM	ECONOMICS	M
RU1045/12	ADANECH	GOBEZIE	ECONOMICS	F
RU1621/12	ADINEW	DESALEGN	ECONOMICS	M
RU1624/12	SITOTA	BARIYA	ECONOMICS	M
RU1641/12	MEKLIT	FIKREMARIAM	ECONOMICS	F

DESIGNING BORDERS AND SHADING OF THE TABLE:

Select the part of the table on which you want to do modifications, click **Borders and Shading** item in the **Format** menu, click the Borders tab or the shading tab and choose the line style and shading color that you like.

SOME OTHER NECESSARY COMMANDS:

- By using *Line spacing* commands, the distance between sentences can be arranged.(Single space, Double Space...etc.)For this command, from **Format** drop-down menu, **Paragraph** menu should be selected and from there “line spacing” can be arranged.
- By using *Effect* commands, Superscripts and Subscripts can be written. For this command, from **Format** drop-down menu, **Font** menu should be selected and from there “Effects” can be arranged.
- By using *Footnote* command, some necessary footnotes can be written. For this command, from **Insert** drop-down menu, **Footnote** menu should be selected.
- By using *Header and Footer* commands, Some texts can be written to the top or bottom of your sheet.(such as date, name...etc.) . For this command, from **View** drop-down menu, **Header and Footer** menu should be selected.

LAB TASKS:



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- **Create a document of your CV using Microsoft word.**