

# Learn MS WORD in 01 Hour

## Part - I

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# Numerous Uses of MS WORD

- MS Word is a very good & powerful tool
- In fact, you can make use of MS Word to:
  - Prepare your thesis,
  - Write Articles and
  - Reports;
  - Write letters;
  - Type out some confidential memos;
  - and do several other hundred and one things

*Note: For advancing the slides, either press the “right arrow” or click the mouse.*

# Very Easy to Learn

- MS Word is very easy to learn, rest assured.
- You can master the nuances in no time especially if you have already worked on a manual typewriter.
- Just follow the guidelines provided in the following Slides, and very soon you'll be able to do your work in MS Word.
- Wish you all the best!

# Microsoft Word

- Microsoft Word comes as a component of Microsoft Office.
- You can find it by clicking on “Start” button on your Screen
- Then Click on “All Programs”
- Locate the Microsoft Office Program and then Microsoft Word
- For easy access in future, you may “Right Click” on the “Icon” and select the option: “Pin to Start menu”.

# Main Elements in MS Word

- Opening a New Document
- Page Setup (Size, Margins etc.)
- Doing the typing (*but obvious, no?*)
- Formatting the Text
- Saving the document
- Taking out a hardcopy (*Print for the uninitiated!*)
- Preparing Charts
- Working in Tables
- Inserting Pictures
- Headers and Footers, etc. etc.

# Beginning

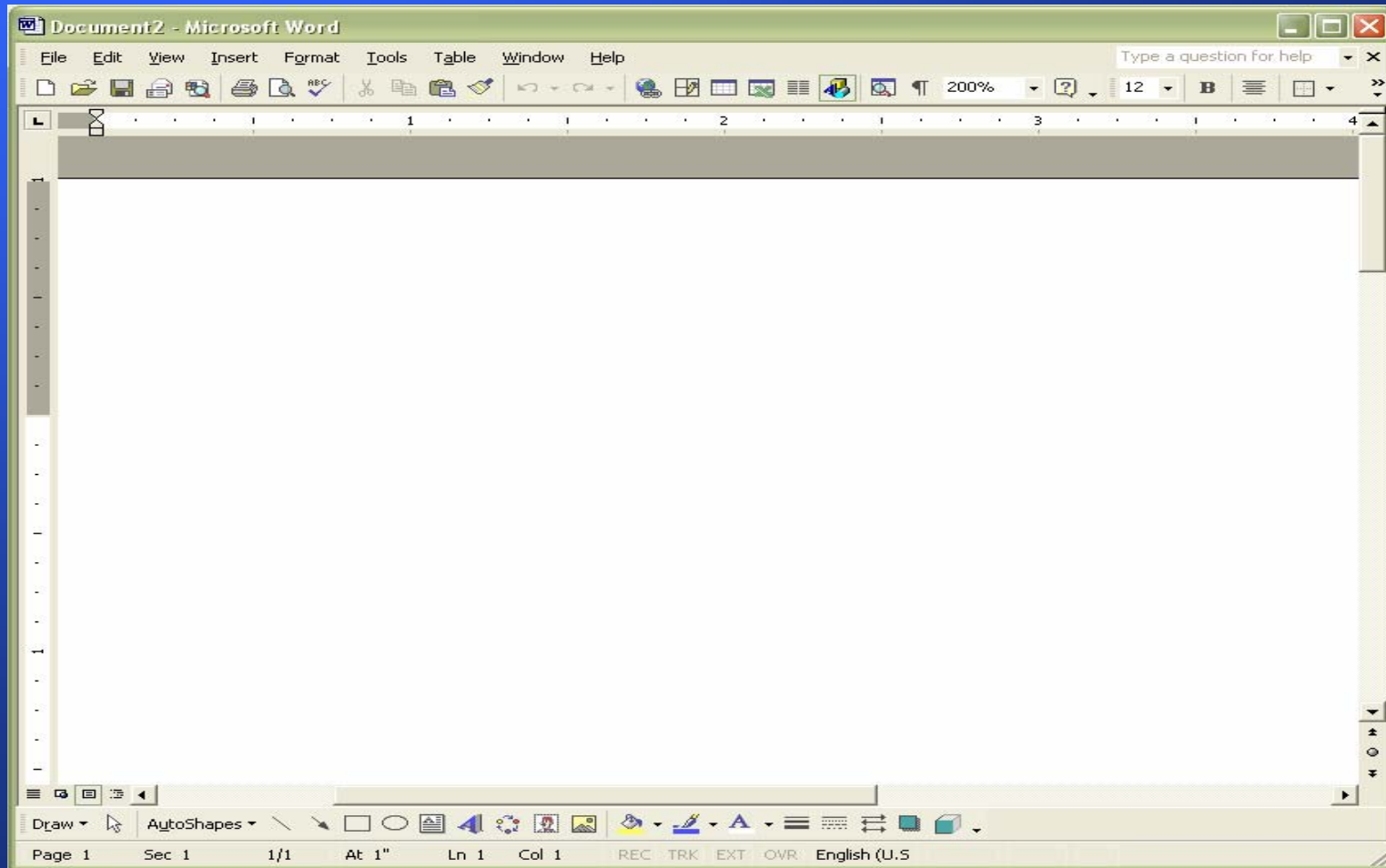
- The best place to begin is ABC;
- So, that's what we shall do:
- There are some Keyboard Shortcuts, which, if you can memorize, will go a long way in making you a 'Word-perfect' person.
- See the next Slide for the "A to Z" of shortcuts.

# A to Z of Keyboard Shortcuts

[Ctrl] + [A]:	Select All
[Ctrl] + [B]:	Bold
[Ctrl] + [C] :	Copy
[Ctrl] + [D]:	Font Formatting
[Ctrl] + [E]:	Center Alignment
[Ctrl] + [F]:	Find/Replace
[Ctrl] + [G]:	Go to
[Ctrl] + [H]:	Replace
[Ctrl] + [I]:	Italics
[Ctrl] + [J]:	Justified Alignment
[Ctrl] + [K]:	Insert Hyperlink
[Ctrl] + [L]:	Left Alignment
[Ctrl] + [M]:	Indent
[Ctrl] + [N]:	New document

[Ctrl] + [O]:	Open a document
[Ctrl] + [P]:	Print
[Ctrl] + [Q]:	Paragraph spacing
[Ctrl] + [R]:	Right Alignment
[Ctrl] + [S]:	Save current document
[Ctrl] + [T]:	Hanging Indent
[Ctrl] + [U]:	Underline
[Ctrl] + [V]:	Paste
[Ctrl] + [W]:	Close document
[Ctrl] + [X]:	Cut
[Ctrl] + [Y]:	Repeat
[Ctrl] + [Z]:	Undo
<i>There are many other Shortcuts also!</i>	

# A New Document in MS Word





# Menus and Sub Menu

## Click on the Menus

- File
- Edit
- View
- Insert
- Format
- Tools
- Tables
- Windows and
- Help

Get acquainted with  
the Sub-menus and  
other related items

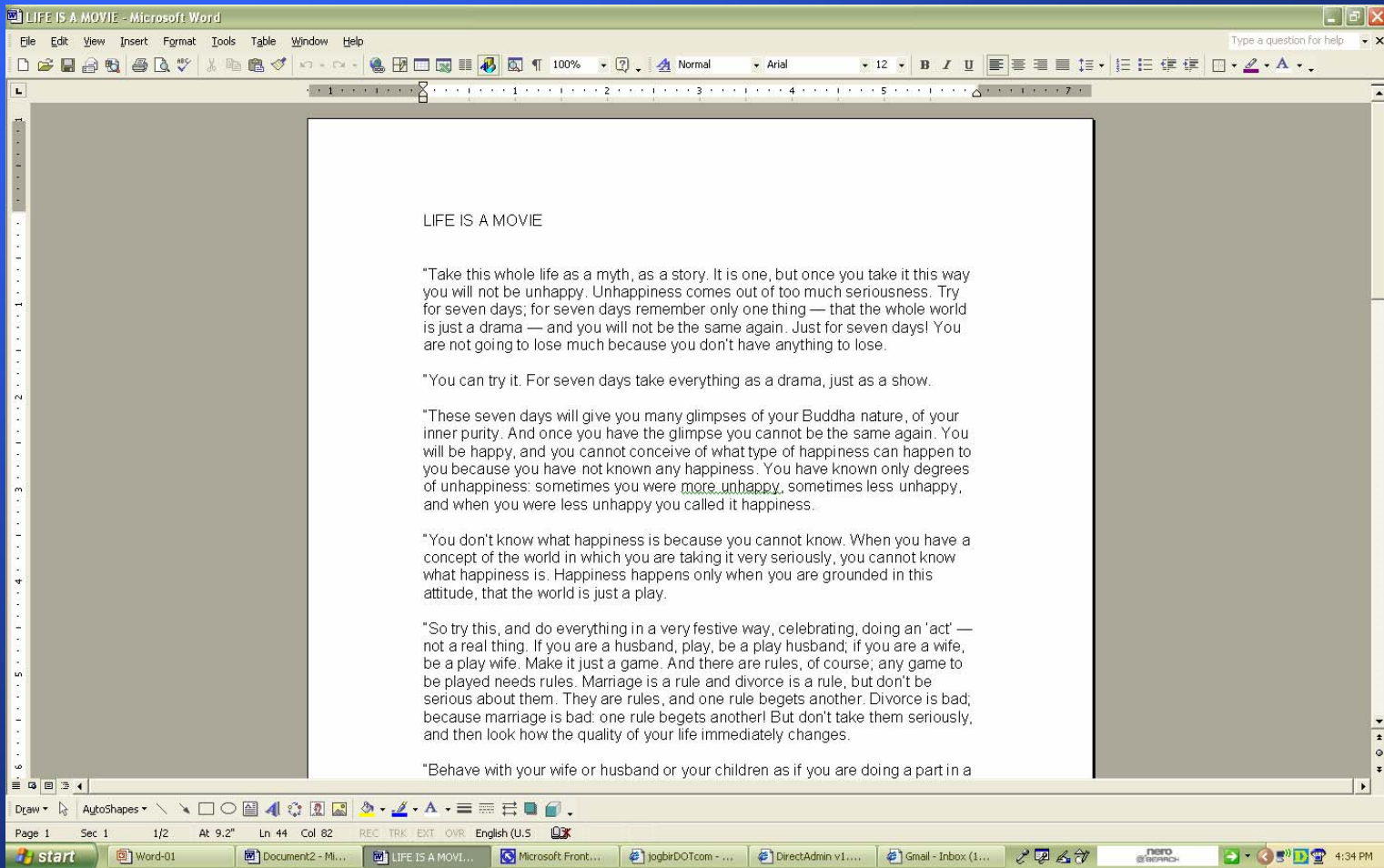
\*\*\*\*\*

It will prove useful at  
the later stage

# Typing Text

- Typing text in MS Word will not be a problem for those who have worked on a manual typewriter, because they would be familiar with the layout of the Keyboard.
- Anyhow, for others, instead of “Touch System”, “By sight” will have to serve the purpose
- By the way, I too am preparing this lesson by the latter method!

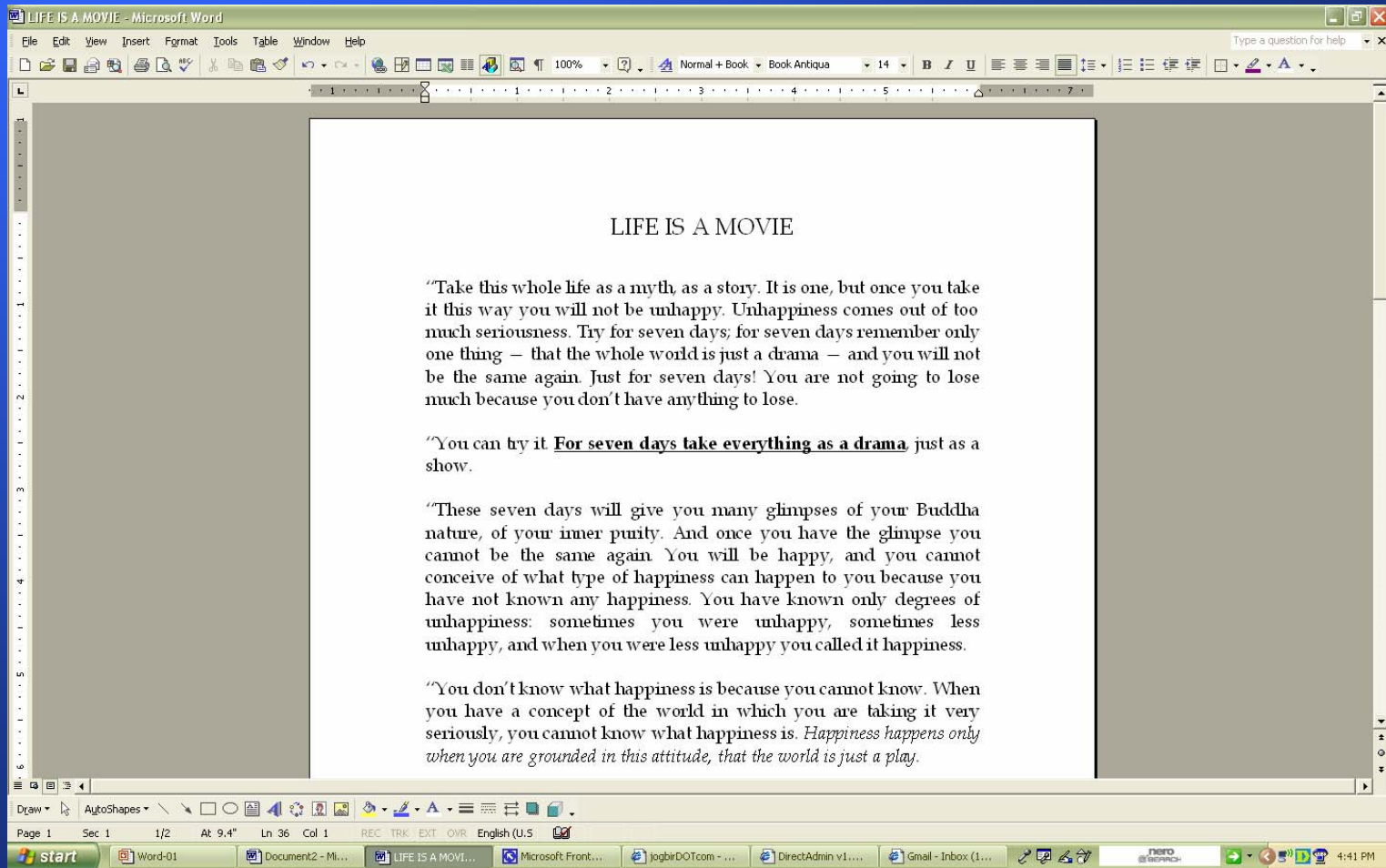
# Unformatted Document - I



# Unformatted Document - II

- You must have noticed that the Text typed on the Document (Screen Shot) was not formatted properly.
  - It does not have proper Heading;
  - Is not “justified”;
  - The Font is not that good;
  - The entire document seems dull.

# Formatted Document - I



# Formatted Document - II

In the Formatted Document, you must have noticed the following changes:

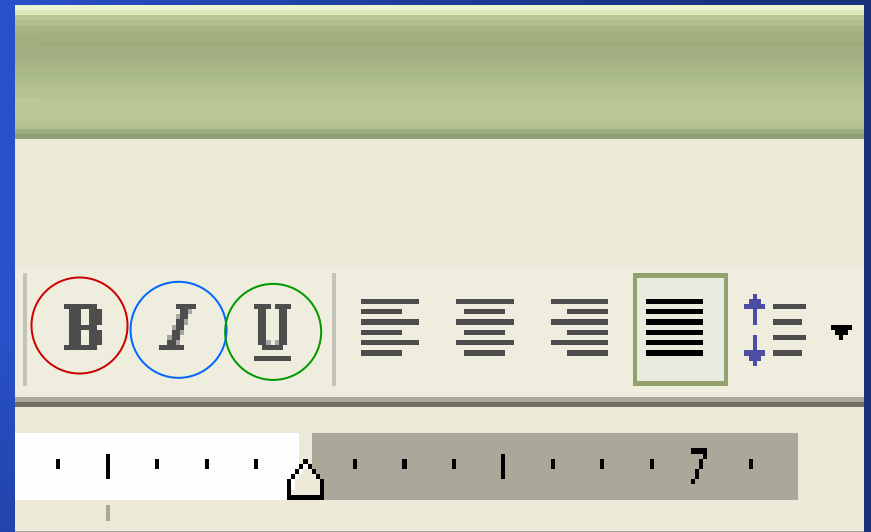
- The Font face has been changed;
- The Heading now has a Bigger Font and has been Center-aligned;
- A sentence has been provided emphasis by making it “**Bold**” and “Underlined”;
- Another sentence has been “*Italicized*”;
- The entire document “**Body**” is now “**Justified**”.

# Formatting is Very Easy

- I assure you, formatting is really quite easy, if you can memorize the Shortcuts;
- Soon you will start typing out well-formatted documents!
- Just remember that the main thing is typing out the matter - errorless the better.
- For formatting a document, you should also be familiar with the many formatting buttons. See next Slide.

# Formatting .....

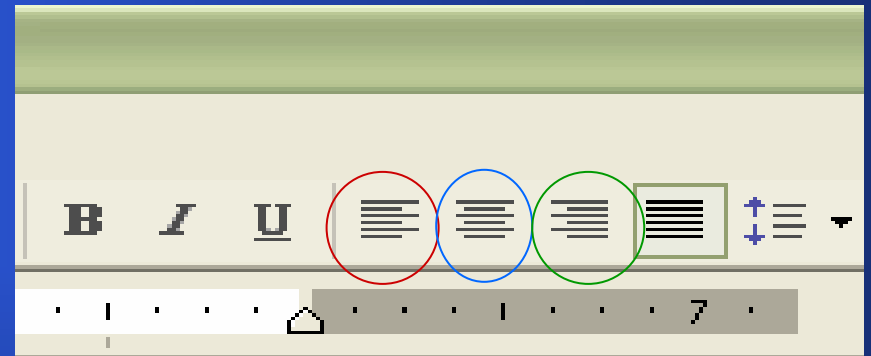
- Click “B” to make the selected text “**Bold**”
- Click “I” to make the selected text “*Italicized*”
- Click “U” to make the selected text “Underlined”





# Formatting .....

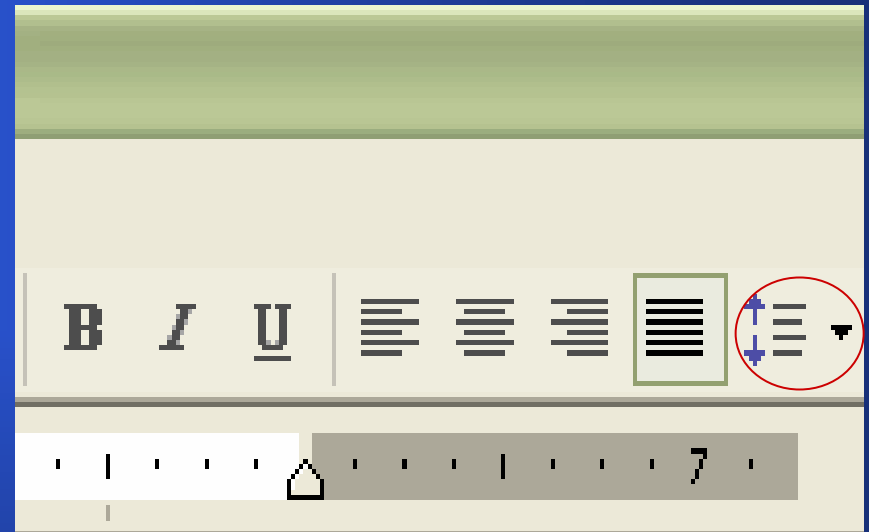
- Click on the Icon placed in “Red circle”, to make the selected text “Left Aligned”
- Click on the Icon placed in “Blue circle”, to make the selected text “Center Aligned”
- Click on the Icon placed in “Green circle”, to make the selected text “Right aligned”;
- The Icon in “Green Square” shows “Default setting” as “Justified”



# Formatting .....

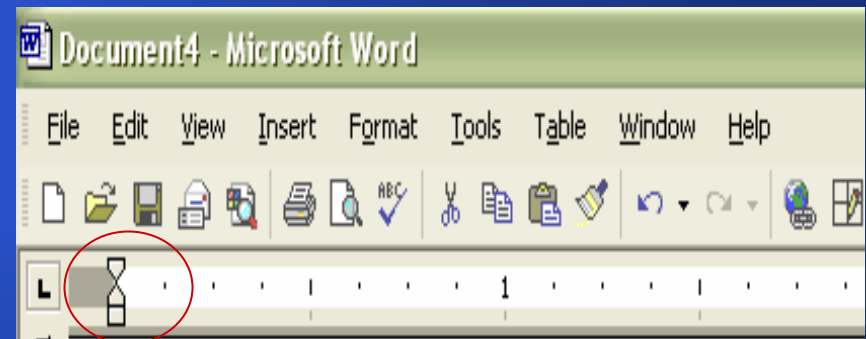
- The Icon in the picture alongside placed in “Red circle”, is very handy to “Increase” or “Decrease” “Line-spacing”;
- Another way is to use Keyboard Shortcuts:
  - “Ctrl + 5” for “One and a half space”;
  - “Ctrl + 2” for Double Line Spacing;
  - “Ctrl + 1” for effecting Single Line Spacing.

Please note that “Ctrl” here stands for “Control” Key, which is to be pressed in conjunction with the numeral indicated.



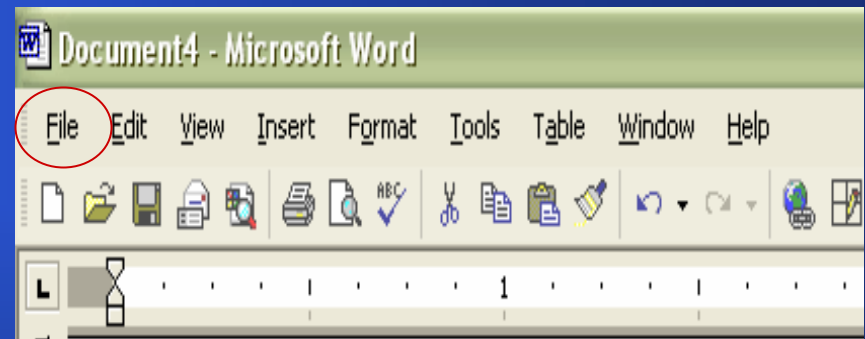
# Formatting

- You can see the two small “Inverted Markers” placed in “red circle”;
- These are for indenting a paragraph.
- The upper “Marker” Indents the First Line;
- The lower “Marker” is used to “indent” the other lines. Try these on a paragraph in Word Doc.



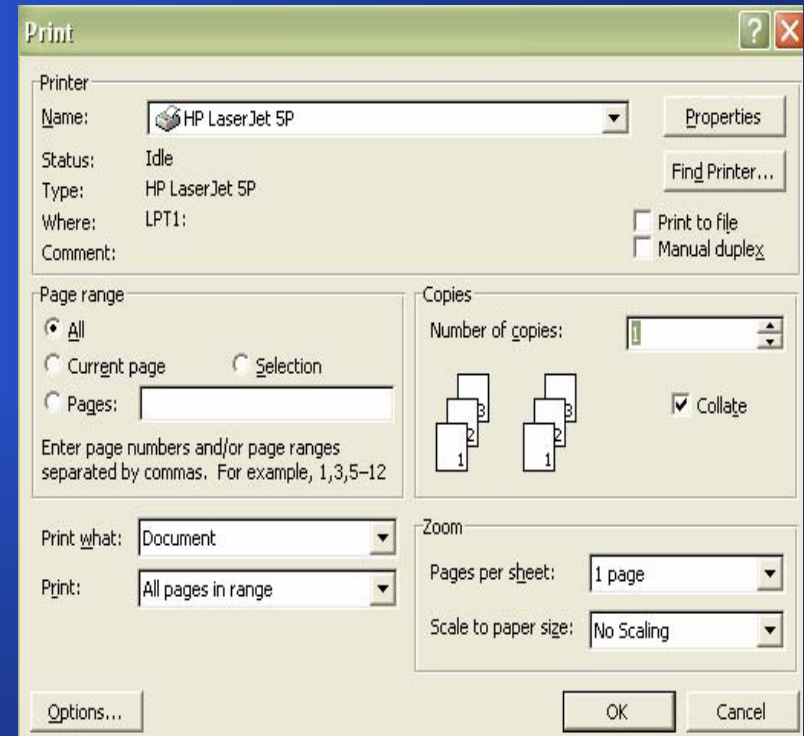
# Saving a Document

- It is important to save your document otherwise there is a chance that the efforts may be lost.
- You can save a document by either Pressing “Ctrl + S” together
- Or go to “File Menu” (encircled red), Click on Sub-menu “Save” and then Save the Document by giving it a name, say “Life is a Movie”
- MS Word will automatically add “.doc” to the document.



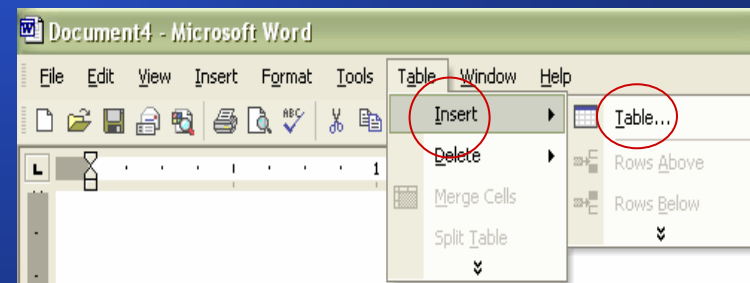
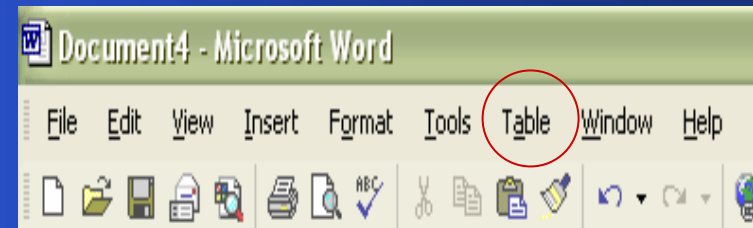
# Printing a Document

- It is easy to take out a Print of a document prepared by you (i.e. if you have a Printer attached and configured to your System).
- You can Print a document by either Pressing “Ctrl + P” whereby you will be led to a “Dialogue Box”, similar to the one alongside.
- Or go to “File Menu”, Click on Sub-menu “Print” and reach this very “Dialogue Box”
- Note: The Printer’s software will be different in each case.



# Preparing a Table - I

- A Table can be easily prepared in MS Word.
- Click on Menu “Table” (encircled in red)
- You will be led to “Insert” and then to “Table”
- Another “Dialogue Box”, opens, wherein you are asked to specify the “Rows” and “Columns” you want to put in the Table;
- Once that is done the “Blank Table” appears on the screen on clicking “OK”
- You can then start working in the Table (Keep Pressing “Ctrl + S”, to save the Table)



# Preparing a Table - II

- Pasted alongside is the screen shot of a Table prepared in MS Word.
- It is easy to master working with Tables in MS Word provided one puts in some effort;
- Once you understand the “Rows”, “Columns”, “Cells”, it will be easy;
- You can learn some aspects from the next Slide.

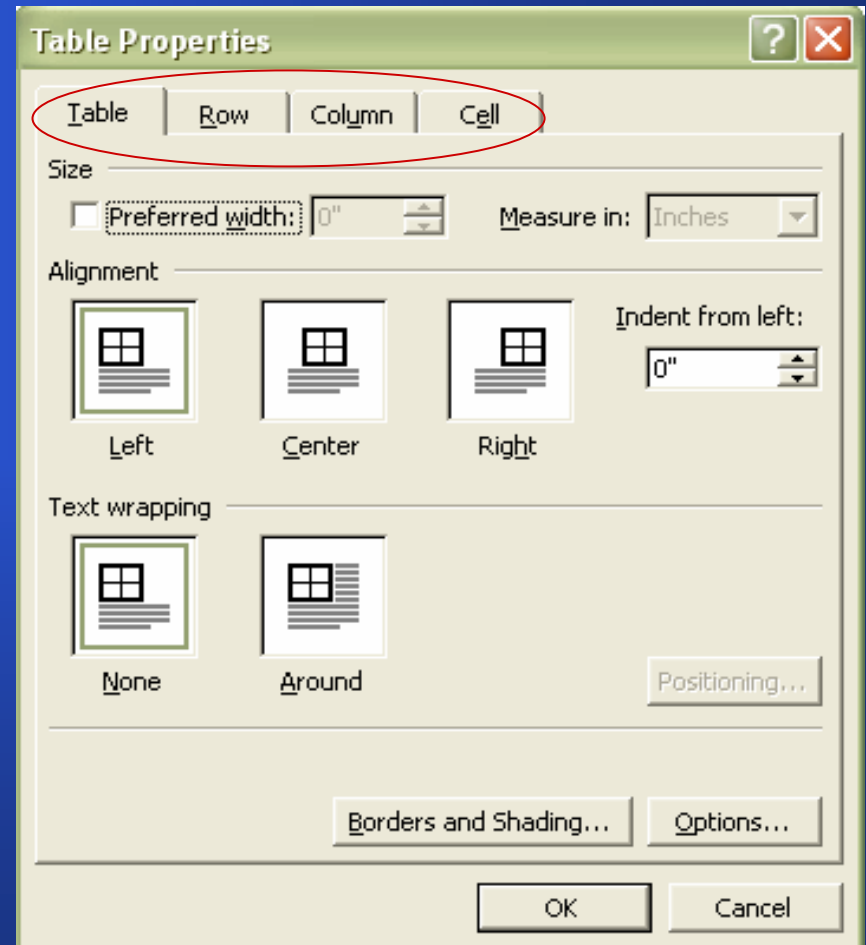
## A to Z of shortcuts

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[Ctrl] + [D]:	Font Formatting
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[Ctrl] + [W]:	Close document
[Ctrl] + [X]:	Cut
[Ctrl] + [Y]:	Repeat
[Ctrl] + [Z]:	Undo

# Preparing a Table - III

- There are elements of “Inserting a Row”, “Inserting a Column”, “Merge Cells”, “Split Cells”, “Split Table”, etc.;
- Then there are points like “Increasing” or “decreasing” the height of a “Row” or the width of a “Column”
- These can be easily done; Go to Menu “Table”; then Click on “Table Properties”

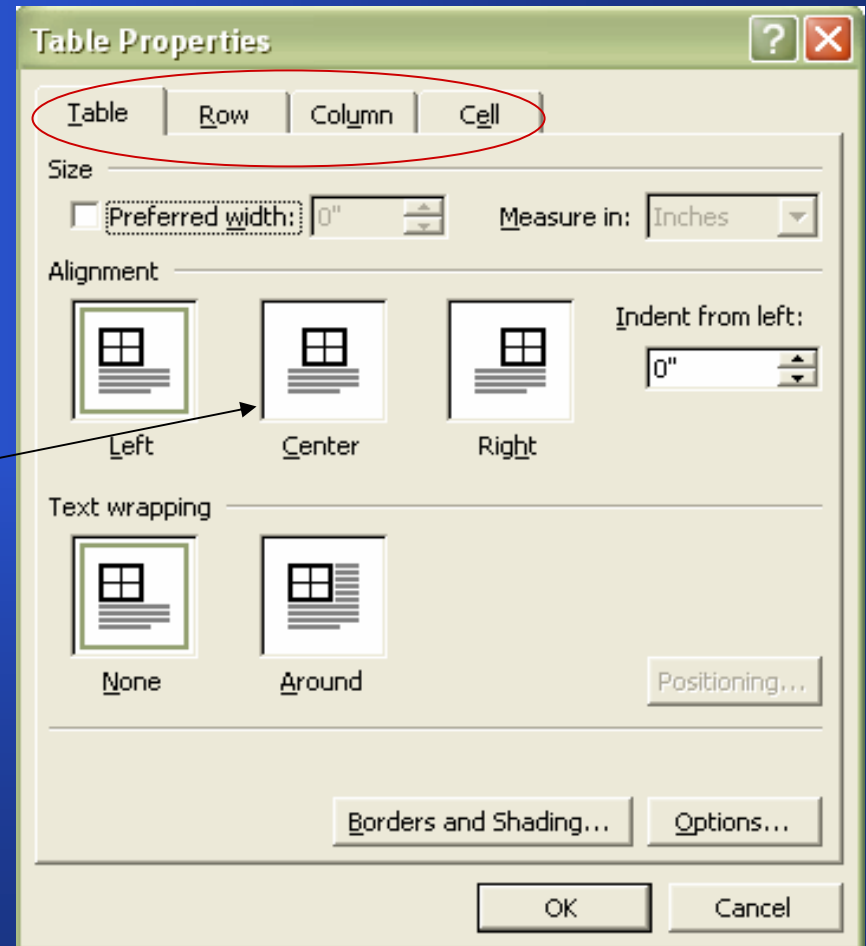
*(Contd)*





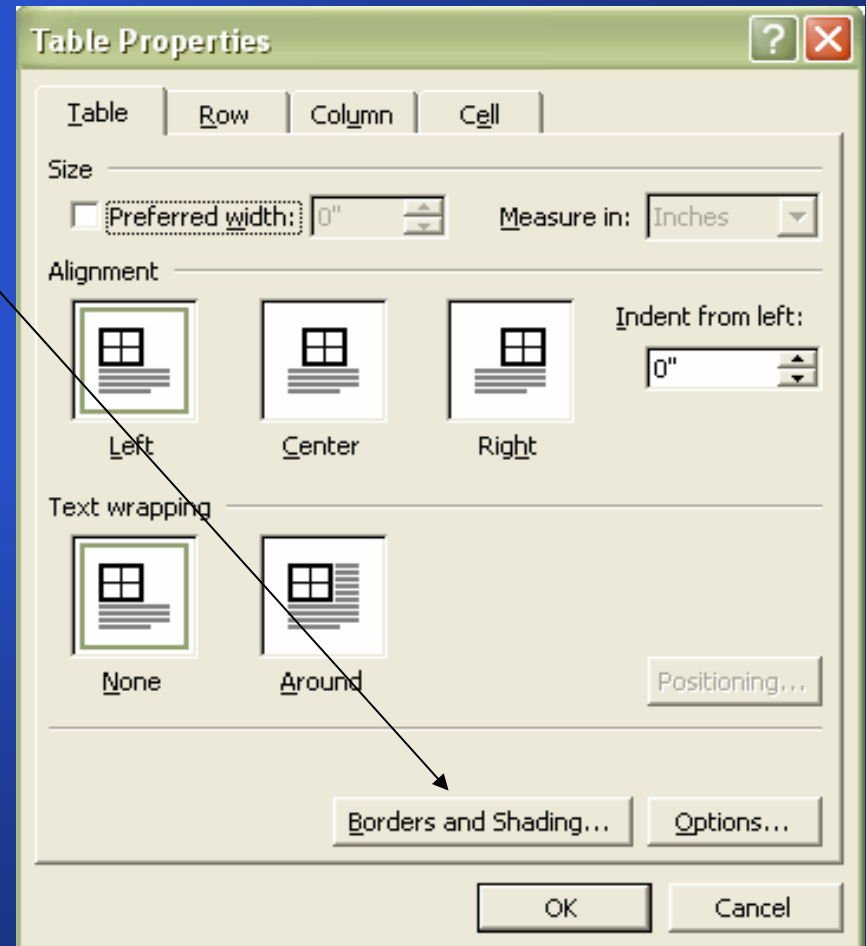
# Preparing a Table - V

- The “Table”, “Row”, “Column” and “Cell” Menus will lead you to the “Dialogue Boxes” from where you can set the requisite Parameters;
- The Table alignment can be set by clicking on the desired Icon;
- You can specify the “Row” height by clicking on “Row” Menu;
- Similarly, “Column” width can be specified.



# Preparing a Table - IV

- Another aspect is “Borders and Shading”
- You can choose to have Borders of different colors and designs:
- Click on the Button “Borders and Shading”
- You will be led to specify the requisite Parameters;
- By having Borders and Shadings of your choice, you can have a better looking Table;
- See a Sample on the next Slide.



# Preparing a Table - V

- In the Table pasted alongside, the Borders have been given a different color;
- The Text has also been changed to maroon;
- Similarly, the shading has been changed from “Paper” to “Lemon Yellow”;
- All these tasks can be easily accomplished by Clicking on the Menu “Format”; Sub-menu “Borders and Shading” and proceeding accordingly.

<b>President</b>	<b>Er.K.Mohan Rao</b>	<b>SSE/BS</b>
Wr. President	Er.S. Krishna Murthy	SSE/CARP
Vc. President	Er.B.V.S.S. Prasad	SSE/Insp
	Er.P. Shankar	JE-I/X-Shop
<b>Secretary</b>	<b>Er.K. Rajasekar</b>	<b>SSE/Fitting</b>
Org. Secretary	Er.B.V.Bhaskar Reddy	SSE/Plg
Jt. Secretary	Er.C. Shanker	SSE/RS
	Er.T.V.S. Sreenivas	JE-II/Molding
<b>Treasurer</b>	<b>Er.N.Chnti Babu</b>	<b>SSE/PCO</b>
Auditor	Er.K.V. Ramaraju	SE/CRF
Advisor	Er.R. Perumal	SSE/TR
	Er.S.K. Suresh Babu	SSE/EM

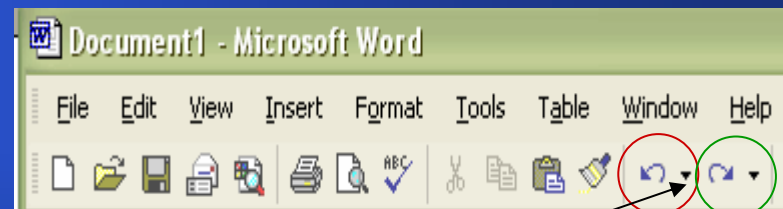
All the best !

# Important Notes ....

- If by chance you have deleted something by mistake, don't panic, you can "Undo" it;
- Just Press "Ctrl + Z" Keys in conjunction once, and the action will be undone.
- But remember, if the Keys are kept pressed, you may end up with a blank document!
- Still don't panic, you can recover the loss by pressing "Ctrl + Y" Keys in conjunction: The result will be "Redo"
- See next Slide also.

# Important Notes *(Continued)*

- You can achieve the same results as delineated in the previous Slide, by Clicking on the “Left Bended Arrow”, encircled in “Red” to “Undo” a previous action.
- Similarly, The “Right Bended Arrow”, encircled in Green” may be used to “Redo” a previous action or actions;
- You can experiment with these guidelines in a document.
- Note: If you Press on either of the “Down arrows” you’ll be able to see the list of all actions. But be cautious!



# Important Notes *(Continued)*

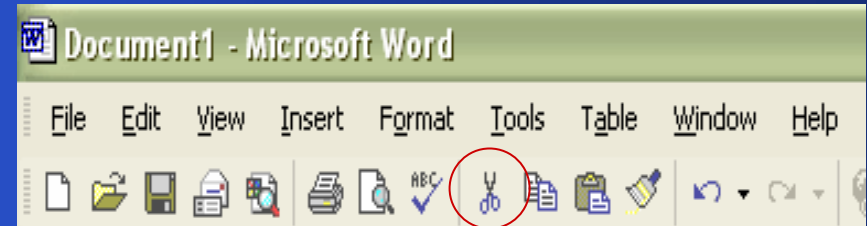
- By pressing “Ctrl + Y” Keys in conjunction, you can achieve many other tasks also;
- For instance, while working in a Table, if you have inserted a row by going to “Table” Menu and then “Insert” and then “Row above” or “Row below”, and you realize that you require a large number of more Rows in the Table; Just relax; Press “Ctrl + Y” Keys together, and the “Redo” action will enable you to enter any number of Rows without trouble.

# Important Notes *(Continued)*

- Deleting a “Row” or “Column” in a Table is quite easy;
- Select the “Row” or “Column” to be deleted by putting the cursor in a cell of the “Row” or “Column” to be deleted;
  - Click on “Table” menu; Then click on Sub-Menu “Delete”;
  - Clicking on the Choices of Deleting “Row” or “Column”, will give you the desired result.

## Note:

In the Picture alongside, you will notice the “Icon” of a Scissors;  
It can be used to “Cut” a selected Text, a Row or a Column, etc. etc.  
Handy, isn't it?



# Important Notes *(Continued)*

- In the Picture alongside, you will notice that a number of “Icons” have been placed in a “Red Rectangle”:
- These “Icons” can also be used to perform the requisite tasks in MS Word. Their functions are as follows, (from left to right):
  - Open a New Document;
  - Open an existing Document;
  - Save the Open Document;
  - Send an E-mail (to be discussed in Part II)
  - The fifth “Icon” is for conducting a “Search”;
  - The next one is for opening the Printer Dialogue Box or get a Print out;
  - The Symbol of a magnifying glass, allows you to have a Print Preview;
  - You can check the spellings in the open document by clicking on the next “Icon” ;
  - The Other two “Icons are for “Copy” and “Paste”.



Don't Worry, Be Happy!"



# Last words

In case you have benefited from the Lesson in MS Word, take time to say a few words about it to us by clicking on the following Link:

[navtejpv@gmail.com](mailto:navtejpv@gmail.com)

*See you soon with Part II.  
Bye for the nonce!*