

1. Introduction

1.1 What is Word Processor?

If you want to write words, memos, reports, newsletters, handouts, magazines, etc on a computer you need a **Word processor**.

Some of the main advantages of word processor over the conventional type writer is its ability to enable you:

- Correct spelling and grammar error.
- Format and edit your documents as you wish.
- Enter symbols, pictures, tables and data from other sources.
- See and adjust the print preview of your document that avoids wastage of resource.
- Make changes to an already written document with out retyping the entire document.

Word processor can be divided into two groups: **Text editor and full-featured**. A text editor supports only the following features: editing tools, word wrap facility, printing tool and page setup tools. Full-featured word processors include more tool and facilities than text editors do.

There are a number of word processing packages. Among these are Word Perfect, Word star, AmiPro, and Microsoft Word. Microsoft Word is the most popular word processor.

Microsoft Word (MS-Word) is full-featured word processing software that runs on the windows operating system, which enables you to create, edit, format, print and save documents (text file) for future retrieval and revision. When you create any type of document in MS-Word you can extensively use the MS-Word editing and formatting tools to make your document attractive, meaningful, and visual.

MS-Word lets you combine text that have been formatted in a variety of styles with graphics and can include table and the data from other software's such as MS-Excel, MS-Access, MS-PowerPoint, etc. pictures can be inserted any where in a page in different sizes.

MS-Word has gone a number of versions, with the latest being **MS-Word 2000**. The previous versions or releases were word 2, word 6, word 95, and word 97. All the basic ideas and principles of the versions remains the same and one of the basic skills on how to use MS-Word 2000 can use any of the versions of **Word**. This training manual is prepared with MS-Word 2000 in mind.

In addition to text editor, discussed above, MS-Word 2000 includes the following features: Font specification, grammar and thesaurus, graphics, Mail merge, auto text format and styles, wizards and templates, and help facility.

1.2. Starting Microsoft -Word

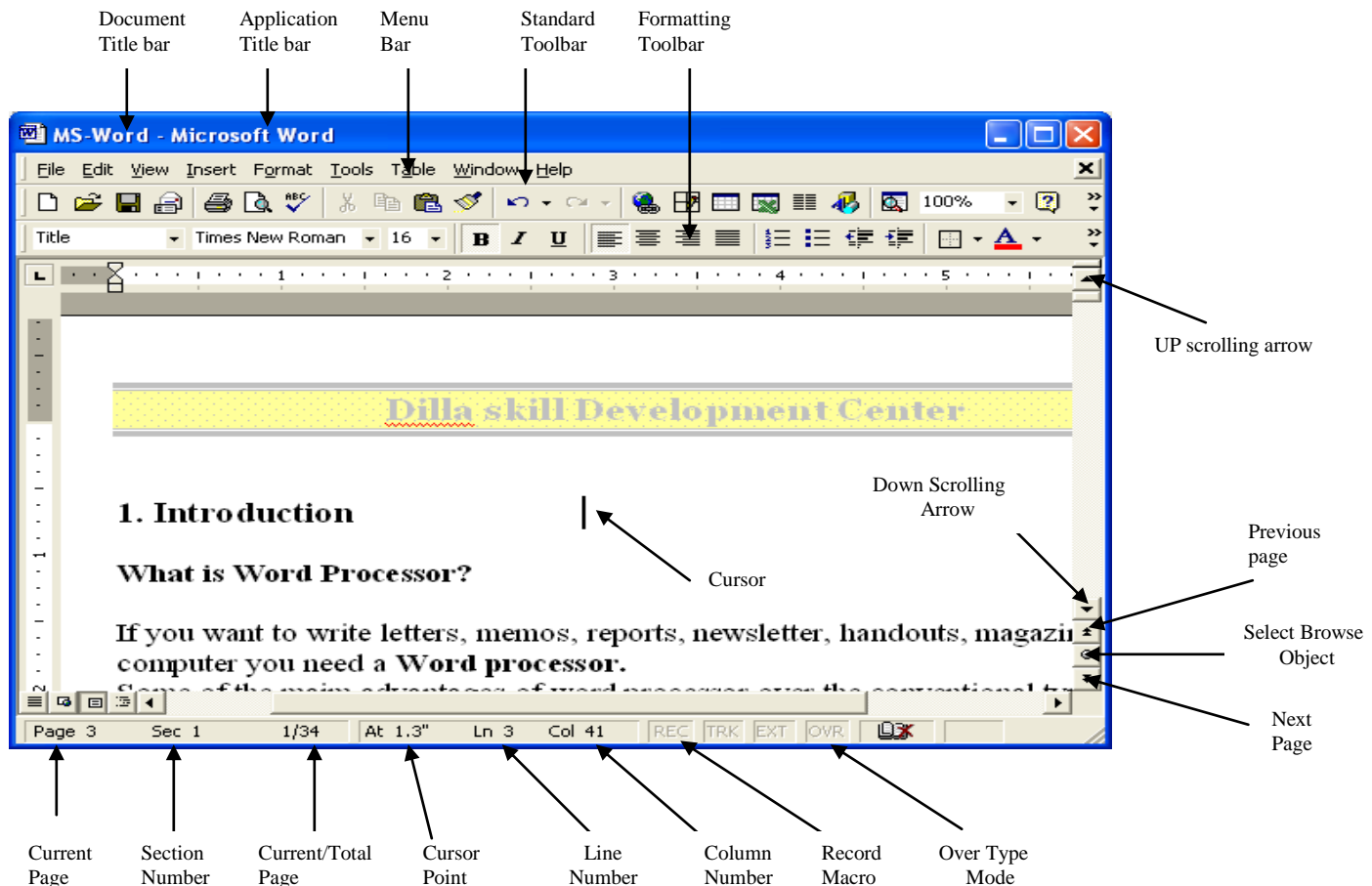
Before you think of starting MS-Word 2000, you first turn on your computer to start Microsoft Windows XP. Once you start windows, follow the following steps to start MS-Word.

- To start MS-Word 2000 from the **Start** button:
 - ❖ Click **Start**.
 - ❖ Point to **All Programs**.
 - ❖ Click **Microsoft-Word**.
- To Start MS-Word using the shortcut:
 - ❖ Double-click **MS-Word** from the **Desktop** if there is.
Or
 - ❖ On the **Microsoft Office** short cut bar, click the **MS-Word** icon.
Or
 - ❖ Click **Microsoft-Word** form the **Start** menu.

Screen Elements of MS-Word

Immediately after starting MS-word, you will be provided with two nested windows (a window with in a window). The outer one is the application (Program) window named **Microsoft-Word**, and the inner one is a blank document, just like a white paper to write on, named **Document 1**. It allows you to communicate with the word program to use the Word facilities efficiently and easily.

Application Window Elements



- ❖ **Title bar:** is used to display the application and document name you are working with and control menu, Minimize, Restore & Close buttons.
- ❖ **Menu bar:** The bar located just below the title bar with series of menu names. Each menu contains related commands.
- ❖ **Standard Toolbar:** Provides quick access to most frequently used commands and utilities. It contains icons, combo boxes and other controls.
- ❖ **Formatting Toolbar:** This contains icons, buttons, combo boxes, etc for changing the look of your text called **formatting**.

❖ **Status bar:** Also called status area that is found at the bottom of the Microsoft- Word application window. This bar gives the following information.

- | | |
|---------------------------|-------------------------------------|
| ▪ Current page | ▪ Record macro |
| ▪ Section number | ▪ Over Type mode |
| ▪ Current cursor position | ▪ Current/Total pages in a document |
| ▪ Current line number | ▪ Current column number |

➤ To display or hide the status bar:

- Click **Options** from **Tools** menu.
- Click **View** tab
- Check or uncheck the check box of **Status bar** to display or hide respectively.

❖ **View Buttons:** Are series of buttons in the lower left corner of the document window. These buttons are Normal, Web Layout, Print Layout, and Outline View. They are used to change the way your document is displayed on the screen. By default, **Word** uses Normal view.

❖ **Select Browse Button:** Located in the lower-right corner of the document window, lets you quickly jump from one part of your document to another by page, table, graphics, etc.

❖ **Ruler:** used to measure page width, height, margins, tabs, indents, etc.

❖ **Insertion pointer:** Is a blinking vertical bar to indicate where the character you type will appear.

❖ **Typing area:** is the blank area for text entry.

1.3 Arranging Screen Elements of MS-Word

Microsoft-Word screen element includes tool bars, status bar, rulers, scrolling bars, etc.

Arranging and customizing some of these elements is important whenever you work with Ms-Word. You can also display or hide screen elements at any time whenever you think that is important.

To display or hide tool bars:

- ❖ Click **View** from the menu bar.
- ❖ Point to **Tool bar**.
- ❖ Click on the tool bar name you want to display or hide.

Note:

- ❖ A check mark to the left of a tool bar name, displays the tool bar while if it is unchecked, the tool bar is hidden.
 - ❖ To change the position of the tool bars, you can drag and drop the desired tool bar to the desired place.
- To display or Hide **scroll bar/arrows** and **vertical ruler**:
- ❖ Click on **Tools**.
 - ❖ Click **Options**.
 - ❖ Click on **View** tab.
 - ❖ Clear or unclear the check mark from the check box to hide or to display the desired bars respectively.
 - ❖ Click **Ok**.

1.4 Creating a Document

You can create a new document in three ways:

- ❖ **Using Wizard:** which gives you a step-by-step help to create the document.
- ❖ **Using Template:** which sets up the structure and formatting of the document.
- ❖ **Using Blank Document:** starting creating the document from scratch.

Creating Documents Using Wizards

Word provides wizard for creating legal pleadings, words and faxes, memos, publications, reports, web pages, and other common type of documents.

- To create a document using Wizard:
- Click **New** from **File** menu.
 - From the **New** dialog box, Click on any of the tabs that you want to create.
 - Click **Ok**.

Creating a Document Using Templates

A template sets up the structure and formatting (font, font style, font size, margins, etc) for all documents of certain type such as words, memos, or reports. You use a template when you do not want to spend time answering the questions posed by a wizard.

- To create a document using templates:
 - Click **New** from **File** menu.
 - On the **New** dialog box, click on any tab of interest.
 - Select from among the icons, as you prefer.
 - Select **Template** option button.
 - Click **Ok**.

Creating a Document from Scratch

When you start MS-Word, a new blank document called “**Document 1**” appears. If you want to create a new document at any time, perform the following procedure.

- From **File** menu, click **New**.
- Click **General tab**.
- Click on the **Blank Document** icon.
- Click **Ok**.

Or

- Click **New** icon from the **Standard Toolbar**.

The blinking vertical line segment at the beginning of the first line on the blank document is known as **insertion point** or **cursor**. The cursor shows you where the text you type is going to be inserted. To create a document, simply type on the keyboard.

Basics of Entering Text.

A new document window always provides you with a blank text area in which you can type your desired text. Word automatically provides a whole set of critical document settings (default values) including margins, font, font size, line spacing, page dimension, and many other document attributes. You can therefore, start to type immediately without first having to specify any of the settings yourself.

- To enter text into a document:
 - Place the insertion pointer where you want to insert the new text.
 - Simply type the new text.

You can enter or insert text while you are in **Insert Mode** or **Over Type mode**. If you are in:

- ✓ **Insert mode:** MS-Word pushes the newly entered text to the right of the insertion pointer farther to the right.
- ✓ **Over Type mode:** MS-Word over types or replaces the existing text by the newly entered text character.
- To switch between Insert and Over Type mode:
 - Press **Insert** key from the keyboard, or
 - Double-click on “**OVR**” button from the **Status Bar**.

When typing in a document, you need to enter spaces of various dimensions to make the document readable. The keys **Enter**, **Tab**, and **Spacebar** are all used to create spaces of various dimensions.

The Spacebar: is used to create a space between words.

The Tab key: also creates a space but of a larger dimension, depending on the settings defined by you or setting of **Word**. Press tab key to indent the first line of a paragraph.

The Enter key: In **Word**, when a text does not fit at the end of a line, it automatically flows to the beginning of the next line. This feature is called **Word-wrap**. However you have to press the enter key in order to:

- ♥ End a short line (one that does not reach the right margin).
- ♥ End of a paragraph.
- ♥ Create a blank line.

Caps Lock key: is pressed to produce all upper case words and press it again to switch off this feature.

Shift key: hold-down this key to produce a single upper case word while pressing a key and to type those characters found at the upper half of a key. It is also used in combination with other keys to perform different tasks.

Backspace key: deletes characters to the left of the cursor. Press this key if you accidentally press Enter, Tab or Backspace keys.

Delete key: deletes characters to the right of the insertion point.

1.5 Moving around a Word Document

You can use a keyboard or mouse to position the insertion pointer anywhere in a document.

Press	Action
Up/down arrow keys	To move the cursor one line up/down.
Left/Right arrow keys	To move the cursor one character to the left or right.
Ctrl + Left/Right arrow	To move the cursor one word in the arrow direction.
End	To move the cursor at the end of the line.
Home	To move the cursor at the beginning of the line.
Ctrl + End	To move the cursor at the end of the document.
Ctrl + Home	To move the cursor at the beginning of a document.
Page up/Page down	To move one screen up/down.
Ctrl + Alt + Page down	To move the cursor to the top of the next page.
Ctrl + Alt + page up	To move the cursor to the bottom of the previous page.

Though you cannot move the insertion pointer using a scroll bar, it is a best way to use a scroll bar to scroll through a long document easily.

The simplest way to move the insertion pointer in a document is positioning the mouse pointer to a desired location and click. In addition to a mouse, you can also use the following keyboard options to quickly move around a document.

1.6 Saving Documents

When you create a new document, or make changes to an existing document, what you have written or modified exists only in the computer memory (RAM), a temporary storage area. For permanent storage, you must tell the computer to write it on a secondary (auxiliary) storage device for latter use. The process of writing data in memory to a disk in the form of a file is called **saving**. Word provides two commands you can use to save your documents: **Save As** and **Save**.

Save As Command

You use the Save As command to save a document for:

- ❖ The first time.
 - ❖ To save a document with a new name, or
 - ❖ To save a document on a different location (on another disk or folder).
- To save a document using **Save As**:
- ✓ Click **Save As** from **File** menu to open **Save As** dialog box.
 - ✓ In the **Save in box**, select the folder or drive in which you want to save.
 - ✓ In the **File name** text box, type the name for the document.
 - ✓ Click **Save** button to confirm.

Note: **Word** automatically assigns the extension **.DOC** to all word documents and the title bar displays immediately the newly assigned file name as soon as you click on **Save**.

Save Command

You use the save command to save a document with its current name and in its current location which is on your screen. It updates a saved document with the new version of the document. If you click on the save command for files which are not saved for the first time, the **Save As** dialog box appears.

Automatic Saving

Word provides an automatic save option. When this option is on, Word automatically saves all your active documents at a specified time interval.

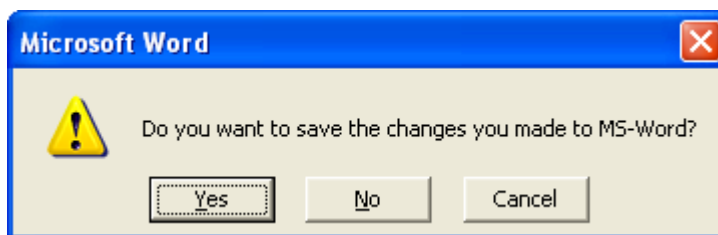
- To save a document automatically:
 - i. Choose **Options** from **Tools** menu.
 - ii. Click on the **Save** tab.
 - iii. Click on **Save Auto Recovery info every** check box; if it is unchecked and set the minutes of auto save, as you need.
 - iv. Click **Ok**.

1.7 Exiting Word

The final step of every Word session is to exit **Word**. Never turn off your computer before doing so, as this could result in the loss of documents.

- To exit Word:
 - From the **File** menu, Click **Exit**, or click on the applications **Close (X)** button.

Note: If you have not saved the latest versions of an active document, Word will prompt you to do so before exiting by showing the following dialog box.



If you want to save the changes, choose **Yes**, if you don't want to save, choose **No**, if you change your mind about exiting, choose **Cancel**.

1.8 Opening a Document

The benefit of saving a document on a disk is that you can later open (re display) it for use, revise, or reprint. The act of accessing (reading or retrieving) the document you have stored in some disk storage is known as **Opening**.

➤ To open a file:

- Click on the **Open** button in the **standard toolbar**, or choose **Open** from the **File** menu.
- In the **Look in** text box, click on the drive or folder where your file is stored.
- Double click the name of your file.

1.9 Using Word's Help Facility

Word's Help facility provides you with all the information that you need, on how to do things in word processing.

❖ To get help using the Help menu:

- Click **Help**, and then **Microsoft Word Help**,
- OR press **F1** from the keyboard. The Help window is displayed if the **Use Assistance Option** is turned off. There are three tabs in the Help window:
 - I. **Contents tab**: to view Help's table of contents.
 - II. **Answer Wizard tab**: to type a question to an office program.
 - III. **Index tab**: to search for specific words or phrases.

❖ **To get help using the office Assistant.** The office assistance is an animated help system that can assist you by actively inspecting how you are working with **MS-Word**. Clicking the Office Assistant displays the "**What would you like?**" dialog box which you can write any question about any feature or tool in MS-Word. If you satisfy with the topics listed, click on the topic to get help, or escape if you don't satisfy. You can also use the **light bulb** to display tips. Tips provide information about performing a certain task more effectively.

❖ **The Shift + F1 combination.** If you want a description on the functions of the window components of **Word**, use the **Shift + F1** key combination, (or click **Help**, and then **What's This?**). This will change the mouse pointer to an arrow and a question mark; then click on any of the items you want to know about.

2. Editing a Document

Editing a document means modifying what you have typed to insert new item (text, drawing, pictures etc) to correct it, to remove unwanted item, to move or copy texts etc, to make a document readable.

To do editing you have to scroll to see what is wrong and then move the cursor to that particular position. To scroll through a document, using the previous or next scroll buttons you have to choose the **Select Browse Object** first. There are various Browse objects. Some are:

- **By Page:** allows you scroll from page to page.
- **By Graphics:** lets you scroll from one graphic object to the next.
- **By Table:** lets you scroll from one table to another.
- **By Section:** lets you scroll from one section to another.
- **By Heading:** Allow you to scroll from one heading to another.

To change the browse object, click the **Select Browse Object**, and choose one. By default, browse object is **by page**. So if another browse object is not selected, the double arrow buttons () are used to scroll from page to page. Scrolling does not change the position of the insertion point, while moving does.

2.1 AutoCorrect and AutoText

The **Auto Correct** facility capitalizes the first word of a sentence, the name of the day's months etc. It also corrects simple words like **and, the**, automatically, if misspelled. It corrects irregular capitalizations like two capital words at beginning of a word.

- To set the Auto Correct facility:
 - Click **Insert**.
 - Click **Auto Text, Auto Text**.
 - Click the **Auto Correct** tab.
 - Click on the check box if it is unchecked.

The **AutoText** facility allows the user to store the word or the phrases that have to be typed in many documents. Such collection of words or phrases entered by the user is known as **Custom dictionary**.

- To add a word to the custom dictionary:
 - Click the **Auto Text** from the **Insert** menu
 - Click **Auto Text**, **Auto Text** tab and type the word you want to store in the **Enter Auto text entries here** text box, click **Ok** to confirm.

If there is a word in the Auto text vocabulary, whose four words are the same as the word you are typing, then the whole word or phrase will be displayed in the rectangular box after the fourth word to the right of the insertion point. Press the **Enter key** to accept the completed word, or continue your typing to reject the offer.

2.2 Automatic Spell Checker, Grammar Checker and Thesaurus

Spell Checker: It underlines with **red** misspelled words, or words not available in its vocabulary and repeated word like **but but**, if the **Check Spelling as you type** option is set ON. To correct the spelling and to remove the red line, right click the underlined word and choose one of the suggested words if you satisfy or click **Ignore All** to reject the suggestion.

You can also choose the **Spelling and Grammar** command from the standard tool bar or click **Spelling and grammar** from **Tool menu** to display the spelling dialog box. Select one of the suggested words, if available and choose **Change** to replace the wrongly spelled word by the correct one or click **Ignore** to remove the red line only.

- To set the check spell as you type:
 - ❖ Click **Tool, Options**.
 - ❖ Click **Spelling and Grammar**.
 - ❖ Click **Option** from the dialog box.
 - ❖ Click on the **Check Spelling as you type**, if it is un checked.

Grammar Checker: If the **Check Grammar as you type** or **Check Grammar with spelling** is turned ON, grammatical error or error in the punctuations are underlined with **green** as you type. You can correct or ignore the error following the same procedure as in the spelling correction case.

- To set ON the check grammar as you type:
 - ❖ Click **Spelling and Grammar** tab in **Option** from **Tool menu**
 - ❖ Choose the **Check Grammar as you type** if it is unchecked.

Thesaurus: is a book containing words arranged in their meanings.

- To use Thesaurus:
 - ◆ Select the word you want to change or find its meaning.
 - ◆ Choose **Thesaurus** from the language sub menu of tools.
 - ◆ Choose one of the suggested lists of synonyms, and click **Replace** if you want to take an alternative word.

2.3 Selecting a Text

Usually, the first step in editing a document is to identify the parts to be changed or modified. This is possible by **selecting; highlighting** or **shading** a certain amount of text for deleting, moving, copying, formatting, cutting and the like is known as **Selecting**. You can use your mouse to select a text by dragging, clicking or double-clicking. You can also use the keyboard or both the keyboard and the mouse altogether to select text. Clicking any where in the document deselects the selected text.

To select:	Do this.
A word	Double-click in the word.
A graphic	Click the graphic.
A line	Drag over the line beginning from the end or beginning, or move the pointer to the left of a line until it changes to a right-pointing arrow, and then click.
Multiple lines	Move the pointer to the left of a line until it changes to a right-pointing arrow, and drag it up or down.
A paragraph	Move the pointer to the left of a line until it changes to a right-pointing arrow, double-click in the paragraph.
Multiple paragraphs	Move the pointer to the left of a line until it changes to a right-pointing arrow, double-click in the paragraph and drag up or down.
Entire document	From Edit menu, choose Select All .

2.4 Copying and Moving Text.

Rearranging the order of paragraphs, changing the position of text (moving), duplicating text (copying), removing a text (deleting), in a document are common editing operations. You can copy or move text; or graphics with in a document itself, between two or more documents; or between two or more applications.

Copying: is the process of making a copy of the selected text or graphics and insert (or paste) it into another location. While **moving** is the process of removing (cutting) the selected text or graphics from one location and inserting (or pasting) it into another location.

- To move or copy text:
 - ◆ Select the text you want to move or copy.
 - ◆ From **Edit** menu or **Standard toolbar** choose **Cut** to move, or **Copy** to copy.
 - ◆ Place the insertion point where you want to put the cut or copy.
 - ◆ Click **Paste** from **Edit** menu, or **Standard toolbar**.
- To delete a block of text:
 - ◆ Select the text to be deleted.
 - ◆ Pres **Delete** or **Backspace** key.

2.5 Find and Replace

There are times when you need to find, select and replace a word which have repetitive occurrences in a document. You can use the **Find and Replace** commands to search for text, formats and special characters such as page breaks, spaces, tabs, foot notes, section breaks, and line break and replace them by other items.

- To find text in a document:
 - ◆ From **Edit** menu choose **Find**.
 - ◆ Type the text you want to find in the **Find What** text box.
 - ◆ Click on the **Find Next** button. Word highlights the first occurrence of the word, if any.
 - ◆ Continue clicking **Find Next** to look for more matches.
 - ◆ Click **Ok** to return to the **Find and Replace** dialog box.
 - ◆ Click **Cancel** to return to your document.

- To replace text automatically:
 - ◆ From **Edit** menu, Choose **Replace**.
 - ◆ Type the text you want to find in the **Find What** text box.
 - ◆ In the **Replace** text box, type the text that will replace the **Find What** text.
 - ◆ Click on **Find Next** button. Word highlights the first matching word if any.
 - ◆ To replace the word, click the **Replace** button. If you don't want to replace this word click **Find Next** again until you get the next matching word. If you want to make the change through the whole document with out confirming each replacement, click on the **Replace All** button instead of **Find Next**.

2.6 Using Undo and Redo Commands

Ms- Word keeps track of editing or formatting attributes that you made to your document. If you make a mistake, you can probably undo it with the Word's **Undo** command. Word lets you undo most recent actions, including typing, deleting, moving, copying and formatting text. However Word cannot undo certain actions such as opening, saving, or printing a document. If the Undo command didn't produce the result you expected, you can use the **Redo** command to reverse the undo.

- To undo or redo your most recent actions:
 - ❖ From **Edit** menu, Choose **Undo** or **Redo**, or click **Undo/Redo** button from the standard toolbar.

Note: You can also click the drop-down combo box next to the **Undo** or **Redo** commands on the standard toolbar to select series of actions or tasks you want to undo or redo.

2.7 Document Magnification

Document magnification or zoom control is the way you enlarge or reduce the display of the active document. This will help you to zoom in (or enlarge) the appearance of the document content so that you can easily edit them if you have small objects or small size fonts in a document. On the other hand, you can zoom out (reduce or shrink) the document so that you can see multiple pages or more of the document content at once. This feature does not affect the way your document will print.

- To zoom in or zoom out document view:
 - ❖ Click on the **View** menu.
 - ❖ Choose **Zoom** command.
 - ❖ Under **Zoom to**, select the zoom type you want or specify it in percent ranging from **10%** to 500%.
 - ❖ Click on **Ok**.
- OR
- ❖ Click the **Zoom** drop-down combo box on the standard toolbar.
- ❖ Click the zoom you want to apply.

3. Formatting a Document

Formatting refers to all the techniques that enhance the appearance of your document so that it becomes readable and attractive. Editing changes the content of a document, while formatting changes its appearance.

To format a document we use the format menu on the menu bar or the buttons on the formatting toolbar. Selecting the text and clicking the buttons do formatting, and the formatting is removed by clicking the same button you have used to apply the formatting after selecting the text.

In general, there are three types of formatting: Character formatting, Paragraph formatting, and Page formatting.

3.1 Character Formatting

Character formatting includes all the features that affect individual characters. You can apply formats to:

- ♥ Change Font (Arial, Times New Roman, Tahoma, etc) of characters.
- ♥ Font size (from 8pt-72pt) of text.
- ♥ Font style (Bold, Italic, and Bold Italic) of Characters.
- ♥ Apply formats such as Underline, Double underline, ~~Strikethrough~~, etc.
- ♥ Create Superscripted (as X^2 , 1st, 32nd) or Subscripted (as H_2O , H_2SO_4) text.
- ♥ Change space between characters such as Expanded or Compressed.
- ♥ Apply different animation effects on characters.

Note: You can apply the above different formats to any amount of text, from a few characters or paragraphs to an entire document.

- To format characters using the standard toolbar:
 - Select the text you want to format.
 - Click on the **Font** you prefer from the drop-down font combo box.
 - Click on the font size you want from the **Font Size** combo box.
 - Click on the **Font Style** buttons (**B**, **I**, **U**) as you want.

Using the Font Command from the Format menu.

Use the **Font** command from the **Format** menu, to change several formats at once. You can also use this command to see what the selected text looks like before you apply the formatting attributes to the text.

- To format characters using the standard toolbar:
 - Select the text you want to format.
 - Click **Font** from the **Format** menu.
 - Click the **Font** tab.
 - From the **Font**, **Font style** and **Font size** list boxes select the type of attribute you want.
 - To underline, click on the **Underline** drop-down list and click on the underline style you want.
 - To change the font color, click on the **Color** drop-down list and click on the color you want.
 - To apply the **Effects** (Superscript, Subscript, Small case, etc.) click on the desired check box.
 - Click **Ok**.

Copying Character Formats

If you have applied several different character formats, such as a font, font style, font size, etc, to a text in your document and you would like to apply the same formatting to another block of text, you will have to apply the same formatting. Instead you can use the **Format Painter** button from the **Standard Toolbar** to take all the formats from the original block of text and apply them across the new text.

- To copy character formats:
 - Select the text that has the formatting you want to copy.
 - Click on the **Format Painter** button in the **Standard Toolbar**.
 - Drag on the text to be formatted.

Applying Animations

Animation effects can be applied on characters or selected text to make your document more decorative and leave message for the user to take emphasis on it.

- To apply animation:
 - Select the text you want to animate.
 - Choose **Format**, and then **Font**.
 - Click on **Text Effects** tab.
 - In the **Animations** box, click the effect you want to apply.
 - Click **Ok**.

To remove an animated effect, select the text, and then click **Font** from **Format** menu, click **Text Effects** tab and click **None** in the **Animations** box.

Changing Cases of Words

While you are typing text you can change the capitalization of the text by pressing **Caps Lock** key from the keyboard or by using the **Shift key** in combination with other words from the keyboard.

But once you type the text and wants to change the cases of text in a document, MS-Word provides the **Change Case** command. So that you can use this command to change the capitalization of the selected text to **UPPER CASE**, **lower case**, **Title Case**, and **tOGGLE CASE**.

- To change cases of words:
 - Select the text.
 - Chose **Change Case** from the **Format** menu.
 - Select the options you want.
 - Click **Ok**.

Drop Cap Command

Use the **Drop Cap** command from the **Format** menu to create large initial capitals for two or more lines. Microsoft Word places the dropped character in a frame, so that you can easily move and resize it.

- To create a large dropped initial capital word:
 - Position the cursor in the paragraph that you want to begin with large dropped initial capital word.
 - On the **Format** menu, Click **Drop Cap**
 - Click **Dropped** or **Margin**.
 - Select the number of lines to drop.
 - Click **Ok**.
- To remove dropped characters:
 - Click the paragraph that contains the drop cap.
 - On the **Format** menu, Click **Drop Cap**
 - Click **None**, and then **Ok**.

3.2 Paragraph Formatting

The Formatting you do to change the appearance of a paragraph as a whole is paragraph formatting. Paragraph formatting includes:

- ♥ Indenting a Paragraph.
- ♥ Paragraph alignment
- ♥ Line spacing.
- ♥ Setting tab stops.
- ♥ Bullets and Numbering.
- ♥ Borders and Shading.

Indenting a Paragraph

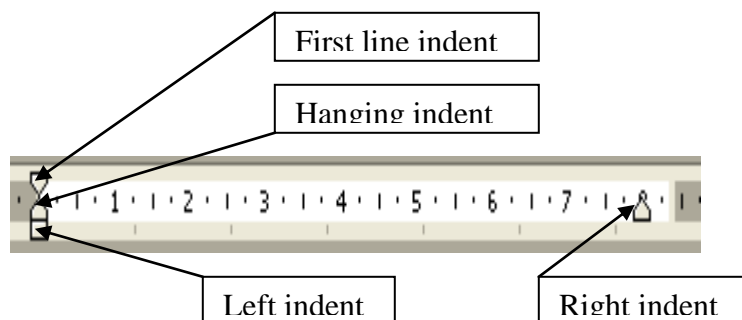
Indenting refers to the left and right boundaries of the selected paragraphs within a document. Paragraph indentation is quite different from the left and right page margins. **Margins** are the spaces between the edge of the text area and the edge of the paper whereas indentation pushes the selected paragraph in or out from the left, right or both margins.

You can use the **Ruler**, the **Paragraph dialog box**, and the **Increase Indent** and **Decrease Indent** buttons on the Formatting toolbar. Before indenting paragraph(s), place the **Insertion Pointer** anywhere in the paragraph you want to indent.

Using the Decrease and Increase Indent buttons: This method of indenting of a paragraph is the fastest and easiest way of indenting paragraphs from the left or right margin by using a single tab stop.

- To indent paragraphs using this method:
 - Position the **pointer** within the paragraph or select the paragraphs you want to indent.
 - Click on **Increase Indent** button on the **Formatting toolbar**, to indent or push the paragraph to the next tab stop.
 - Click on **Decrease Indent** button, to indent the paragraph to the previous (left) tab stop.

Using the ruler: this method provides you tools to indent a paragraph. It is used to indent the text either from the left or to the desired location by dragging the indent markers on the ruler.



- To indent paragraphs using the ruler:
 - Display the horizontal ruler if not displayed.
 - To indent the first line of a paragraph, drag the **First line indent** marker on the ruler.
 - To indent paragraphs from the left, drag the **Left indent** marker.
 - To indent paragraphs from the right, drag the **Right indent** marker.

Using the Paragraph dialog box: it has the advantage of setting a precise measurement for paragraph indents.

- To indent paragraphs using the paragraph dialog box:
 - Select the paragraph(s) you want to indent.
 - Choose paragraph from Format menu.
 - If not active, click on Indent and Spacing tab.
 - Under Indentation, specify the **Left, Right, Hanging** and **First Line Indentation**.
 - Click **Ok**.

Changing Alignment

Alignment refers to the way the right and left edges of a paragraph line up along the margins. A paragraph may be aligned: **left** (has a ragged edge at the right end), **right** (ragged on the left side), **center** (ragged on both sides), **justified** (has smooth edges on both sides). By default, word uses **Left alignment**. It is possible to change the alignment using both **Formatting toolbar** and the **paragraph dialog box**.

- To align paragraphs using the formatting toolbar:
 - Select the paragraph(s) you want to align.
 - On the **Formatting toolbar**, click the appropriate alignment buttons (**Left, Right, Center** and **Justified**).
- To align paragraphs using paragraph dialog box:
 - Select the paragraph(s) you want to align, or leave the cursor any where in the paragraph.
 - On the **Format** menu, click **Paragraph**.
 - Click **Alignment** tab and choose **Left, Centered, Right**, or **Justified**.

Setting Tab Stops

Normally, it is the space bar that you use to push text to one character to the right. Sometimes you may need to align data on predetermined points across a line. In **Word**, Such points are known as **Tab Stops**. Word's default tabs are positioned every half inches apart across the horizontal ruler. The **Tab Key** on the keyboard pushes the text to the next tab stop position to the right of the insertion point, and this distance is the distance between two tab stops.

When you want to create a list with two or more columns of text, it is easier to replace the default tabs with custom tab stop positions at the exact locations where you want to line up your text. You can set tab stops (custom tab stops) using the **Horizontal ruler** or **Tabs** command from the **Format** menu and one of the **four tab stop markers (left, center, right, decimal aligned)**. Use left tabs to align text to the left, right tabs to align text to the right, center tabs to center text across the tab, and decimal tabs to align numbers on the decimal point.

- To set custom tab stops using Tabs dialog box:
 - a. Place the cursor in which you want to set tab stop.
 - b. On the **Format** menu, click **Tabs**.
 - c. In the **Tab Stop Position** text box, type the position for the new tab.
 - d. Under **Alignment**, select any of the alignment option boxes (**Left, Center, Right, Decimal**).
 - e. Under **Leader**, click on the leader option you want.
 - f. Click **Set**.
 - g. Repeat steps **C** to **F**, if you set more than one tab stop.
 - h. Click **OK**.
- To set custom Tab stop using the ruler:
 - Select the paragraph in which you want to set tab stop.
 - Click **Tab Alignment** button from the left corner of the horizontal ruler until it changes to the type of tab you want.
 - Click on the graduation of the ruler where you want to set a tab stop.

- To clear or move tab stops:
 - Select the paragraph in which you want to clear or move the tab stop.
 - To move a tab stop, drag the tab marker to the right or left on the horizontal ruler as you need.
 - From the **Format** menu, choose **Tabs**, and then click on **Clear or Clear All**.

Bullets and Numbering

Lists in a document may be used to give emphasize that the order of the items in the list is important, or to indicate that each item differs from others. You usually use numbered lists to emphasize either the order, or the total number of items the list contains, and bullets to show that each one of the item is different from the others.

If the lists are nested (lists with in a list), You can use nested numbering or bulleting. This is known as an **Outline numbered style**.

- To add bullets or Numbering:
 - Position the cursor where you want to create before you enter text, or select the items You want to add bullets and numbering after you enter text.
 - From the **Format** menu, choose **Bullets and Numbering**.
 - To apply bullets, click **Bulleted** tab, or click **Numbered** tab to apply numbering.
 - Click **OK**.

Or

 - Click **Bullets** or **Numbering** button from the **Formatting toolbar**.
- To create an outline Numbered style:
 - Choose **Bullets and Numbering**, from **Format** menu.
 - Click an **Outline Numbered** tab.
 - Select the outline numbered style you want.
 - Click **OK**, and then:
 - To Create 1st, 2nd, 3rd ... levels to the right, press **Tab key** or click **Increase Indent** from the **Formatting toolbar**.
 - To go up one level to the left, **press Shift + Tab**, or click **Decrease Indent**.

Boarders and Shading

Adding boarders and shading to your document makes attractive and enhances the document appearance. You can add boarders to any side of a paragraph, table, and you can add background shading to a table, or ordinary text. You can also add interesting or decorative page borders (Arts) to each page in a document. Though you cannot move the insertion pointer using a scroll bar, it is a best way to use a scroll bar to scroll through a long document easily.

The simplest way to move the insertion pointer in a document is positioning the mouse pointer to a desired location and click. In addition to a mouse, you can also use the following keyboard options to quickly move around a document.

- To add boarders:
 - Click in the paragraph to which you want to add boarders.
 - On the **Format** menu, Click **Boarders and Shading**.
 - Click **Boarders** tab, if it is not in front.
 - Scroll through the **Style** list, and click on the desired line style.
 - Use the **Color** drop-down list to change the color.
 - Click **Ok**.
- To create a boarder around your page:
 - Choose **Format**, and then **Boarders and Shading**.
 - Click **Page Boarder** tab.
 - Specify the type of boarder you want.
 - Click **Ok**.

3.3 Page Formatting

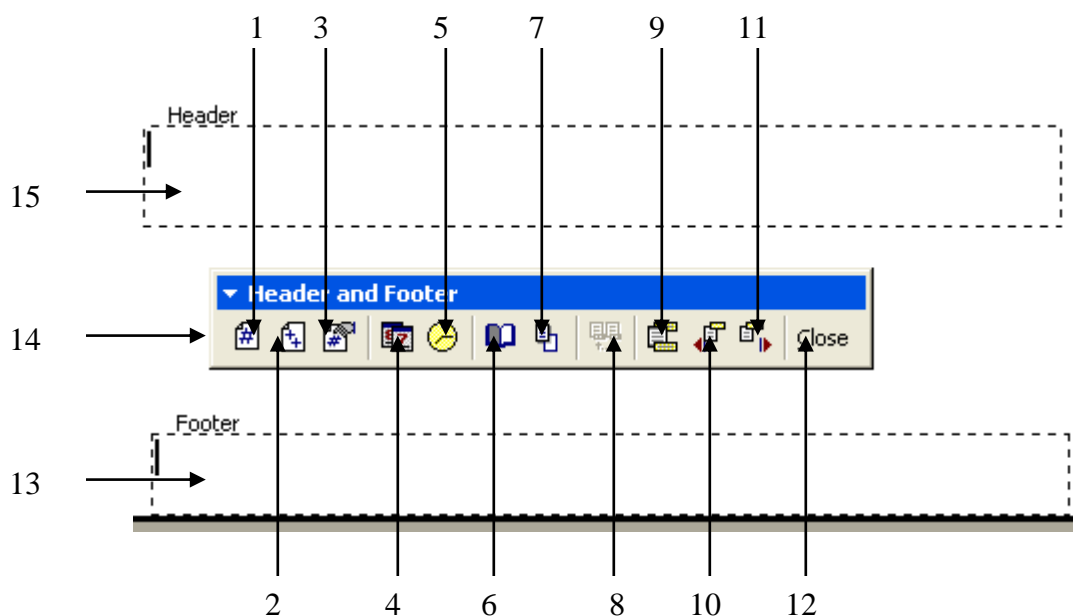
Page formatting is a type of formatting which takes care of the overall appearance of the page. It includes: Headers and Footers, Margins, Page Breaks, Printing options,

Headers and Footers

A **header** is a text that is automatically printed at the top of every page in a document, and **footer** is a text that is automatically printed at the bottom of every page if once created for a single page. Items like: document title, author's name and address, current date, page number, a company logo, etc, are written in the header and footer areas.

➤ To create a header and footer:

- Choose **Header and Footer** from **View** menu. Word switches to **print Layout** view, and displays the **Header and Footer toolbar** (see the fig. Below).
- Within the enclosed non-printing dashed line, enter the text; add a page number, current date, borders, shading and other formats as you format your document.
- Click **Switch between Header and Footer**, from the **Header and Footer toolbar** to go to the **Footer** and do the same for **Header**, as you like.
- Click **Close** button from the **Header and Footer toolbar** to finish the session.



- | | |
|----------------------------|-------------------------------------|
| 1. Insert page number | 9. Switch between Header and Footer |
| 2. Insert Number of pages | 10. Show previous |
| 3. Format page Number | 11. Show next |
| 4. Insert Date | 12. Close Header and Footer |
| 5. Insert Time | 13. Footer area |
| 6. Page set up | 14. Header and Footer toolbar |
| 7. Show/Hide document text | 15. Header area |
| 8. Same as previous | |

Dividing a Document in to Sections.

Various parts of a document may include various types of formatting. A formatting applied to a certain portion of a document some times may affect other part, which might have different formats. To avoid such a problem you have to divide the document in the **sections**, and each section can have its own format with out affecting the other sections. A **section** is a block of text that could be as small as a paragraph or as large as the entire document. This means, if you don't divide the document in to sections, the whole document is considered to be one section.

A **section break** is a mark you inset to show the end of a section. A section break store the section formatting elements, such as margins, page orientation, columns, headers and footers, and sequence of page numbers. A section break appears as **double dotted** line that contains the word "**Section Break**". You can also insert section breads to divide a document in to different sections so as to format differently. There are four types of section breaks:

1. **Next page:** Inserts a section break, breaks the page, and starts the new section on the next page.
 2. **Continuous:** inserts a section break and starts the new section on the same page.
 3. **Odd page:** inserts a section break and starts the new section on the next odd-numbered page.
 4. **Even page:** Insert a section break and starts the new section on the next even-numbered page.
- To Insert a section Break:
- Click where you want to insert a section break.
 - On the **Insert** menu, click **Break**.
 - Under the **Section Break Types**, click the option that describes where you want the new section to begin.
 - Click **Ok**.

4. Tables

A table consists of vertical column and horizontal rows. The intersection of a column and a row is called a cell. You can fill cells with text and graphics. You can use tables to create rows and columns of information with out setting tabs, to align numbers in columns and then sort and perform calculations on them.

4.1 Creating and Working with Tables

It is possible to use the following three methods to create and modify tables.

- A. Using **Table** menu.
 - a. Place the insertion pointer where you want to insert the table.
 - b. From **Table** menu, choose **Insert table**.
 - c. On the **Insert Table** dialog box, fix number of rows and columns.
 - d. If you want, use the **Auto Format** command button to select and apply predefined table formats.
 - e. Click on **Ok**.
- B. Using **Standard toolbar**.
 - a. Click where you want to create a table.
 - b. Click **Insert Table** icon on the **Standard toolbar**.
 - c. Drag to select the number of rows and columns you want and click.
- C. Using **Tables and Borders toolbar**.
 - a. If not displayed, display the Tables and Borders toolbar.
 - b. Click **Draw Table** icon on this toolbar. The pointer changes to a pencil shape.
 - c. Select the **Line Style**, **Line Weight** and **Boarder Color** from the toolbar.
 - d. Draw from one corner to the diagonal corner of the table to define the extent of the entire table.
 - e. Draw the column and row lines inside the rectangle.

Note:

- To erase a line or block of lines, click **Eraser** icon from the toolbar and drag over the line.

Moving in a Table

You can use the mouse to move in a table. To move to a specific cell using the mouse, simply place the **I-beam** in the desired cell, and click on the desired cell. You can also use the keyboard to move in a table. You can use the four arrow keys, although if a cell contains text the right and left arrow keys move the insertion character by character within a cell.

➤ To navigate in a table using the keyboard:

To Move	Press
One cell to the right	Tab
One cell to the left.	Shift + Tab
Up one row.	Up Arrow
Down one row.	Down Arrow

4.2 Selecting Table Components.

There are techniques of selecting the different components of a table before or after the text is inserted.

To select	Action
A cell	Click in the cells selection bar (the area to the left bottom corner of the cell text area).
A range of cells	Click in the selection bar and drag
A row	Double-click in the selection bar
A column	Place the I-beam on the top boarder of the desired column until it becomes a downward pointing arrow and click.
A range of Columns	Click and drag when the downward pointing arrow comes at the top boarder of the column.
Entire Table	Place the cursor any where in the table and from the Table menu, choose Select and click Table .

4.3 Changing Column Width or Row Height

- To change column width or row height using Table boundaries:
 - ✓ Point to the vertical or horizontal column boundaries of the table.
 - ✓ When the pointer changed to double-head arrow, drag it to adjust the column width or row height of the selected row or column.
- To change column width or row height using Table menu:
 - ✓ Click inside a cell, and click **Table**.
 - ✓ Click **Table properties**.
 - ✓ Click the **Column** or **Row** tab and choose the options you want.
- To make the columns or rows in a table automatically fit the contents:
 - ✓ Click in the table.
 - ✓ Point to **AutoFit** on the **Table** menu.
 - ✓ Click **AutoFit to Contents**.

You can also use the **Move table column** markers on the horizontal ruler or **Adjust table row** marker on the vertical ruler.

4.4 Inserting and Deleting Rows and Columns

- To add rows or columns to a table:
 - ✓ Select the same number of rows or columns as the number of rows or columns you want to insert.
 - ✓ From the **Table** menu, Choose **Insert**, and then click the options you want.

Note:

- You can also use the **Draw table** tool to draw the row or column you want.
- To quickly add a row at the end of the Table, click the last cell of the last row and then press the **Tab** key.

- To delete a row or column:
 - ✓ Select the row or column to be deleted.
 - ✓ Click **Delete** from **Table** menu.
 - ✓ Click **Row** to delete a row, or **Column** to delete column.

Merging Cells

You can combine two or more cells in the same row or column in to a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

- To merge cells:
 - ✓ Select the cells that you want to merge.
 - ✓ From **Table** menu, Choose **Merge Cells**.

Or

 - ✓ On the **Tables and Borders** toolbar, Click **Eraser**
 - ✓ Drag the **Eraser** over the cell dividers you want to remove.
- To change the orientation of text in a cell:
 - ✓ On the **Format** menu, Click **Text Direction**.
 - ✓ Click the Orientation you want.

4.5 Table Formatting

Table formatting includes bordering, shading, changing Fonts, and other attributes to each cell in a table. To change the font type, font style, and font color of cells content, select the cells that you want to format and click the commands accordingly.

- To automatically format a table:
 - ✓ Click the table.
 - ✓ On the **Table** menu, Click **Table AutoFormat**.
 - ✓ In the **Formats** box, click the format you want.
 - ✓ Select the options you want.

- To repeat a table heading on subsequent pages:
 - ✓ Select the row or rows that you want to use as a table heading (the first row must be included).
 - ✓ On the **Table** menu, click **Heading Rows Repeat**.
- To break a table across pages:
 - ✓ Click the row you want to appear on the next page.
 - ✓ Press **CTRL + ENTER** key.
- To prevent a table row from breaking across pages:
 - ✓ Click the **Table**.
 - ✓ On the **Table** menu, click **Table properties**.
 - ✓ Click the **Row** tab.
 - ✓ Clear the **Allow row to break across pages** check box.

4.6 Performing Calculations in a Table

MS-Word enables us to perform calculations in a table. The calculation is done based on the cell address. Column word followed by row number addresses the cell.

- **To perform calculations in a table:**
 - ✓ Click the cell in which you want the result to appear.
 - ✓ On the **Table** menu, click **Formula**.
 - ✓ If **Word** proposes a formula that you do not want to use, delete from the Formula box.
 - ✓ In the **Paste Function** box, click a function.
 - ✓ Type the cell references in the parenthesis.
 - ✓ In the **Number Format** box, enter a format for the number.

5. Creating Multicolumn Text

Newspaper style column is also known as multicolumn text. Newspaper style columns are useful in creating documents such as newsletters, brochures, and reports. Text in newspaper style columns flows from the end of a column to the beginning of the next column.

You can create two or more columns of equal or unequal width columns using either the **Columns** dialog box from the **Format** menu or the **Columns** button on the **Standard toolbar**.

- To create newspaper style columns using the **Columns** dialog box:
 - ✓ Place the cursor where you want the columns to begin (if you are going to create a new newspaper style), or select the text if you have created the text.
 - ✓ From the **Format** menu, Click **Columns**.
 - ✓ Click on one of the predefined column formats under **Presets**, or specify the desired **number of columns** in the number of columns box.
 - ✓ In the **Apply to** drop-down list box, click on the place where you want to apply.
 - ✓ Click **Ok**.
- To create newspaper style columns using the columns button:
 - ✓ Place the cursor where you want the columns to begin
 - ✓ Click on the **Columns** button in the **Standard toolbar**.
 - ✓ Click on the left most miniature column to specify a single column format, click on the second column to specify two columns, etc as you need.
- To force the start of a newspaper column:
 - ✓ Switch to **Print Layout view**.
 - ✓ Click where you want to start the new column.
 - ✓ On the **Insert** menu, Click **Break**.
 - ✓ Click **Column Break** option button, and then **Ok**.

5. Working with Graphics

Graphics in **MS-word** can be categorized into two: **Drawing Objects** and **Pictures**.

6.1 Drawing Objects

Drawing objects are part of **MS-Word** documents and can be created and improved using the tools in the **Drawing toolbar**. Drawing objects are: **Auto Shapes**, **Curves**, **Lines** and **Word Art**.

Auto Shapes are ready-made shapes like **circles**, **ellipse**, **rectangles**, **arrows**, **flow chart symbols**, **banners** and **callouts**. Any Auto Shape is used to draw a picture similar to it.

- To draw a picture similar to an AutoShape:
 - ❖ Click **Insert, Picture**, & then **Auto shape** or click **Auto shape** icon from the **Drawing toolbar**.
 - ❖ Click on an Auto Shape you want to create similar to it. When you do so, your mouse changes to a cross shape.
 - ❖ Drag the cursor in your document until the picture attains the required size.
 - ❖ Release the mouse button and click outside the drawing.

Once created or inserted, graphic objects can be positioned, selected and resized by dragging one of the small rectangles (known as sizing handles) on the rectangle surrounding the selected object.

- To insert a Word Art object:
 - ❖ On the **Drawing toolbar**, click **Insert WordArt**.
 - ❖ Select the **Word Art Style** you want, and then click **Ok**.
 - ❖ In the **Edit Word Art text** dialog box, type the text you want to format.
 - ❖ Click **Ok**.

Note: To add or change effects to the text, use the buttons on the Word Art and Drawing toolbars. The Word Art toolbar appears when you click the Word Art special text.

6.2 Pictures

Objects created from other files are in general called pictures. Bitmaps, Scanned pictures, photographs, and clip art are examples of pictures.

- To insert a picture from the clip Gallery:
 - ❖ Place your cursor where you want to insert a picture.
 - ❖ From **Insert** menu, choose **Picture** and then click on **Clip Art**. Or Click Insert **Clip Art** icon on the **Drawing** toolbar.
 - ❖ Click on the **Category** you want.
 - ❖ Click on the picture you want, and then **Insert Clip** on the menu icon that appears.
 - ❖ Click the **Close** button on the **Clip Gallery** title bar.

Formatting a Picture

To format a graphic object, right click the object and choose the **Format <The name of the object you have selected>** command from the short cut menu. The Format command is always followed by the name of the object you have selected. For example, if it is **Word Art** that you have selected to format, the **Format** command appears as **Format Word Art**. This way you can display the Format dialog box and set the options to modify the appearance of the object.

7. Mail Merge

Mail Merge is the process of merging or inserting personal information (usually addresses) from one document into another document and combines them into a single document. Commonly you can use the mail merge for mass mailing. You can use Mail Merge to create form letters; mailing labels, envelopes, or catalogs. Commonly you can use Mail Merge for mass mailing specially in business and governmental organizations where communicating to a large number of other organizations, or individuals is part of their day-to-day activities.

Mail merge has the following main components and steps.

- Open or create a **Main document**, which contains the generic information that you want to repeat in each form word, mailing label or catalog.
- Open or **create data source**, which contains the data that varies in the merged documents, for example the name and address of each recipient of a form letter.
- In the main document, insert **merged fields**, which are place holders that tell Microsoft Word where to insert data from the data source.
- Merge data from the data source into the main document. Each row (record) in the data source produces an individual form word, mailing label, envelop or catalog item. You can send the merged documents directly to a printer or to e-mail addresses or fax numbers.

➤ To merge the main document with the data source:

1. Create the Main document

1.1. To create the main document:

- 1.1.1. Close any opened document, and start a new document.
- 1.1.2. Save the document.
- 1.1.3. On the **Tools** menu, choose **Mail Merge**.
- 1.1.4. The **Mail Merge Helper** dialog box appears as follows.



- 1.1.5. Under the **Main document**, click on **Create** button. Word displays a list of the different types of the main document you can create.
- 1.1.6. Click on **Form letters**. **Word** asks what document you want to use as your main document.
- 1.1.7. Since you have already started (opened) yours, click on **Active window** button. Word displays the name of the main document and activates the **Get Data** button.

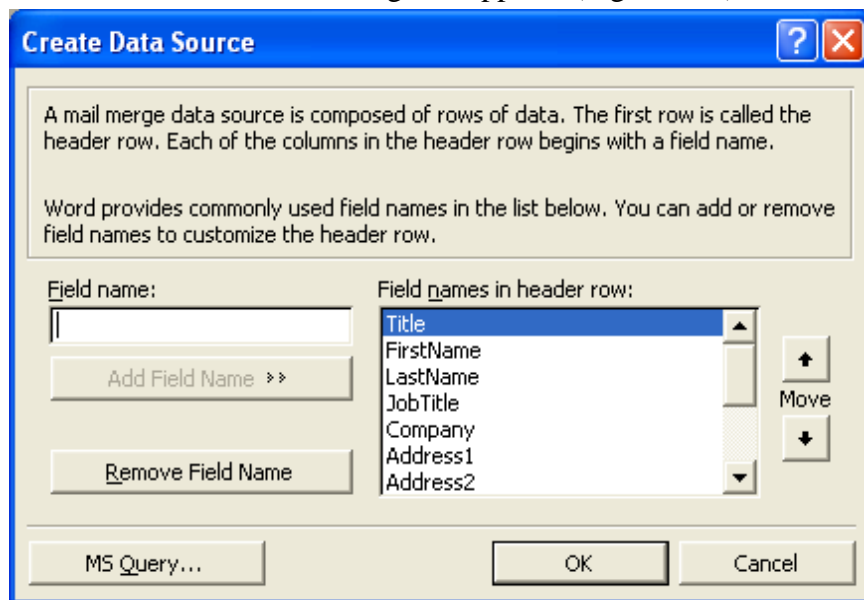
2. Create the Data source.

Because the data source is a simple database, you need to understand two database related terms to work with it: **record** and **field**. A record is all the information about one person in your data source. A field is one category of the information with in each record. Typical fields include first name, last name, company, address, city, etc. The first part of creating a data source to define what fields you want to use and the second part is to enter the data.

2.1. To create a new data source:

2.1.1. If you do not see the **Mail Merge Helper** dialog box, click in the main document, and then click **Mail Merge** on the **Tools** menu.

2.1.2. Under **Data Source**, click **Get Data**, and then click **Create Data Source**. The **Create Data** source dialog box appears (Fig. Below).



2.1.3. In the Field name text box, type the data fields and click **Add Field Name** button.

2.1.4. When you finish specifying the data fields, click **Ok**.

2.1.5. Name and **Save** the data source before you go to enter data.

SNNPR Capacity Building Bureau

2.1.6. Click **Edit Data** source. The Data Form dialog box appears (Fig. Below).

The Data Form dialog box displays the following information:

Title:	Ato
FirstName:	Tewelgn
LastName:	Kebede
JobTitle:	Database Administrator
Company:	SNNPR ICT Data Center
Address1:	06-206145
Address2:	06-210481
City:	Awassa
State:	SNNPR

Buttons on the right: OK, Add New, Delete, Restore, Find..., View Source.

Record: 1

2.1.7. Fill in the information (data) for each data record and press **Enter key** to go to the next field.

2.1.8. Press the **Enter key** or click the **Add New** button to go to the next record.

2.1.9. When you finish entering data records, save the data source by clicking **View source**, and then click **Save** from the standard toolbar.

2.1.10. To return to the main document, click **Mail Merge Main Document** on the **database** toolbar.

3. In the Mail Helper dialog box, click **Merge the Data with the Document**.

8. Templates and Styles

8.1 Templates

A template can be considered as a partially completed or structured form of a document stored as a file. Any document based on a template takes the structure and properties like Auto text entries, fonts, page layout, menus, special formatting and styles.

Word contains templates that could be used to prepare various types of documents and every Microsoft word document is based on a template. For instance, when you start Microsoft Word or click **New Bland Document**, the new blank document is based on the **Normal Template**. The Normal Template is a general-purpose template that you can use for any type of document, while the template Words and Faxes in the **New** dialog box is used to prepare specific types of documents of Words and Faxes.

8.2 Using Existing Templates and Creating New Templates.

The primary benefit of using a template is that all, or at least some of the documents characteristics have been defined in advance. This enables you to create documents that have similar character and paragraph formats as well as similar page set ups, with out having to specify each parameter for each document.

- To use a Template:
 - ❖ On the **File** menu, choose **New**.
 - ❖ Click on the tab that holds the template you want to use.
 - ❖ Select the template you want to use, and click **Ok**.
 - ❖ Create your document and save.

- To create a template:
 - ❖ From the **File** menu, click **New**.
 - ❖ Click on the **General** tab, if it is not active.
 - ❖ Click on **Blank Document**.
 - ❖ Click on the **Template** option button under **Create New** in the lower corner of the new dialog box, and click **Ok**.
 - ❖ Click **Save As** from the **File** menu, **Document Template** in the **Type** box, type the name and click **Save**.
 - ❖ Format the new template as you wish and click **Save**.

8. 3 Using and Creating Styles.

Styles are group of formats identified by a name that can define the appearance of various text elements of a document, such as headings, and body text. When you want to change the formatting of all the text of a particular element at once, you just change the style that is applied to that element. Styles make formatting your document easier. The style types are **Character** and **paragraph** styles. Character style is a style that can only be applied on the selected text where as paragraph style is set of character and paragraph formats that can be applied on the active or selected paragraph. Once you create a paragraph style, you can select a paragraph and use the style to apply the whole group of formats in one step.

In a list of styles next to the name, a character style is denoted by the symbol (**a**), and a paragraph style is denoted by a paragraph marker (**¶**).

The **Normal Style** is a building block for other styles in the **Normal Template**. There are a number of other styles besides normal, available in the Normal Template. A few basic once are Default paragraph font, **Heading 1**, **Heading 2**, etc.

- To apply paragraph or character style:
 - Click the paragraph or select group of paragraphs or words you want to change.
 - Click **Style** on the **Format** menu, or on the **Formatting** toolbar.
 - Choose a style from the **style** box and click **Apply**.

- To create a new character or paragraph style:
 - Click **Format, Style, New**.
 - Type the name for the style in the **Name** box, and click **Character** or **Paragraph** in the **Style type** box.
 - Select the other options you want and then click **Format** to determine the properties of the new style.
- To remove a style:
 - Select the text.
 - Choose **Normal Style** from the **Style** box.
- To modify a style:
 - On the **Format** menu, click **Style**.
 - In the **Style** box, select the style you want to modify.
 - Click **Format**, and then click the attribute you want to change like font and font size.
 - Click **Ok**.

9. Printing

Printing is the process of having a hard copy of a document on to a paper, transparency, or film. Before you print your document, it is better to use the **Print Preview** command either from the **standard** toolbar or from the **File** menu. It is always a good practice to see the results of your work before you decide to get it finally printed. Print preview lets you see what the printed document will look like before you actually send it to the printer. Using print Preview is a great way to avoid wasting paper, because you can spot problems in your documents before you print.

For example, you may discover that your page numbers are not displaying correctly or that margins are too much wide.

❖ **Follow the following steps to print your document.**

- To print one copy of the entire document, click on **Print** button in the standard toolbar.

Or

From the **file** menu, Click **Print**. The Print dialog box appears.

1.1. Under Page Range, Click on:

1.1.1. All: To print the entire document.

1.1.2. Current Page: to print the active page in which your cursor is placed.

1.1.3. Pages: to print selected pages only. Enter the pages you want to print separated by hyphen, if the pages are consecutive or separated by a comma, if the pages are not consecutive.

2.1 On the **Number of copies** box, enter the number of copies to be printed from each page.

2.2 To print **Odd** or **Even** pages of a document, select **Even pages** or **Odd pages** options in the **Print** drop-down list box. This will help you to print the document on both side of a paper.

2.3 Click **Ok**.