

Diploma in Computer Application
(D C A)
Handbook

MS-Word

RICHSON TECHNOSERV Opc Pvt. Limited

MS-Word

(Essential For All Computer Courses)

Enrollment Number:

Student's Name:.....

Authorised Learning Centre:

Richson Technoserv opc (P) Ltd.

AN ISO 9001 : 2015 Institution

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Free for Enrolled Students

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3rd Edition : Printed in Nov, 2021

Published by
Richson Technoserv opc Pvt. Ltd.
Publication Division
Patna - 800 010

Perface

We live in technology-driven world, where almost everything is automated. The fast two decades (दशक) have seen a renaissance (पुनरुत्थान) in the world of innovations. We have seen docotors perform surgery by sitting miles away from their patients. The fashion industry is soon to replaces supermodels with robots (one such, the Sophia, was developed by Hong Kong based company Hansaon Robotics). There are similar advances being made in every field, all of whose foundations are based on Computers.

It can often be perplexing (हैरान करनेवाला) for a beginner to keep pace with such developments. To be lost in the world of codes and bytes can be nerve-racking. And this is where a text book of this nature comes in. Written assuming absolutely no prior knowledge of Computers, this book carries the students through the world of Editing and Formatting the text and Objects on Computer in a simple and structured manner.

What this book does aim to achieve is to give you an eye opener, a mild introduction of Application Software MS-Word. It will teach you the basic and advanced building block of MS-Word, and also cover the formatting and editing your documents in attractive manner which is necessary in all offices all over india. It also gives an introduction to various useful commands which helps you to create your documents and published it online or offline.

This book of MS-Word covers all the useful commands of latest version of MS-Office.

There indeed are several books that flood local book shops on this subject. So why should you use this one? The answer is simple; We have not written this book keeping a specific audience in mind. Whether you are a school student, a budding engineer pursuing technical education, or want to be master of document creation then this book will be appropriate search for you. We have kept the language at a level that can be accessed by one and all, and yet kept the discussions thorough and focused.

More specifically, it can be used by the following:

Students pursuing DCA, DFA, ADCA, PGDCA, CTTC, DDEO etc. Courses from our Branches.

Student pursuing short-term courses in our Authorised Branches in all over india.

Finally, this book is for everyone who is either excited about computers or interested in knowing more about computers.

This book is impregnated with several salient features:

A completed self-study material obtaining basic and advanced knowledge of documentation.

Covers Microsoft Office suites Software.

Concepts and Lab idea are explained using ample number of illustration and screen shots for visualisation of the commands.

Hope that the book will be very useful and move on right path of one's career.

We regard the suggestion and options of the users as most effective guideline for improving this book further.

warm regards

Richson Technoserv opc (P) Ltd.

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Introduction

Word 2013 is a word processing application that allows you to create a variety of documents like letters, flyers, and reports. With the introduction of several enhanced features—including the ability to create and collaborate on documents online—Word 2013 gives you the ability to do more with your word processing projects.

Getting to know Word 2013

Word 2013 is similar to Word 2010. If you have previously used Word 2010, then Word 2013 should feel familiar. But if you are new to Word or have more experience with older versions, you should first take some time to become familiar with the Word 2013 interface.

Opening MS-Word 2013

There are five famous way to open word in your Computer are following

1. Click the Start button. Type "**word**" without quotation marks into the search box. Click "Microsoft Word 2013" in the list that appears.
2. Click the Start button. Hover the mouse pointer over "**All Programs**". Scroll down to the Microsoft Office folder and click it. Select "**Microsoft Word 2013**".
3. Press the Windows key and "**R**" on the keyboard at the same time to bring up the **Run dialogue**. Type "**WinWord.exe**" without quotation marks into the box.
4. Right-click on an empty area of the Windows 10 desktop. Hover the mouse pointer over "**New**" in the menu that appears. Click "**Shortcut**". Type or copy and paste "**C:\Program Files\Microsoft Office\Office14\WINWORD.EXE**" into the box. Click "**Next**". Type "**Word**" into the box and click "**Finish**". Double-click the Word shortcut that appears on the desktop to launch Word.
5. Open an MS Word file on your computer by double-clicking it. If you are asked to choose an application to open the file with, select "**Microsoft Word**". You may close the file you have opened if you do not want to use it now and open another one instead.

The Word interface

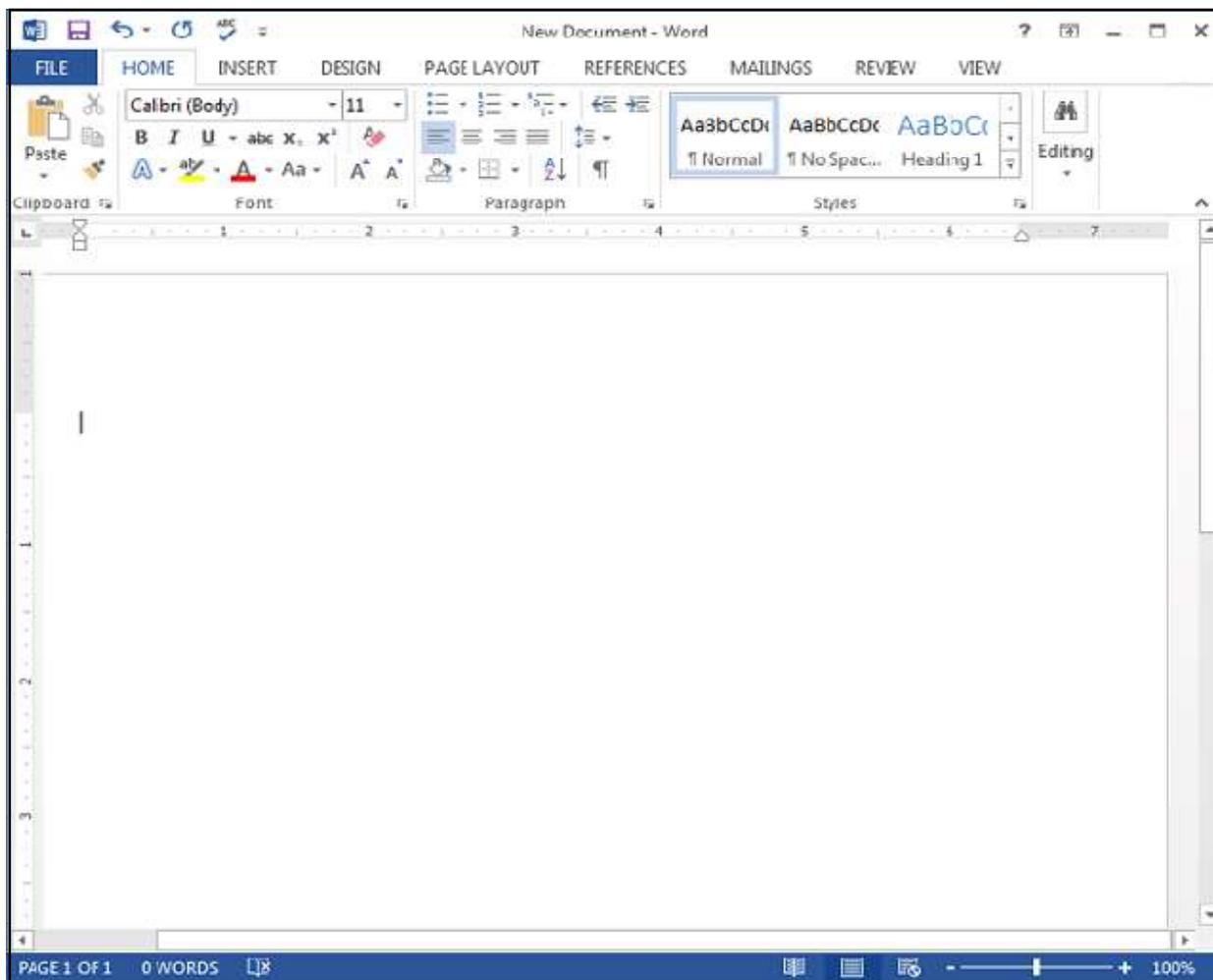
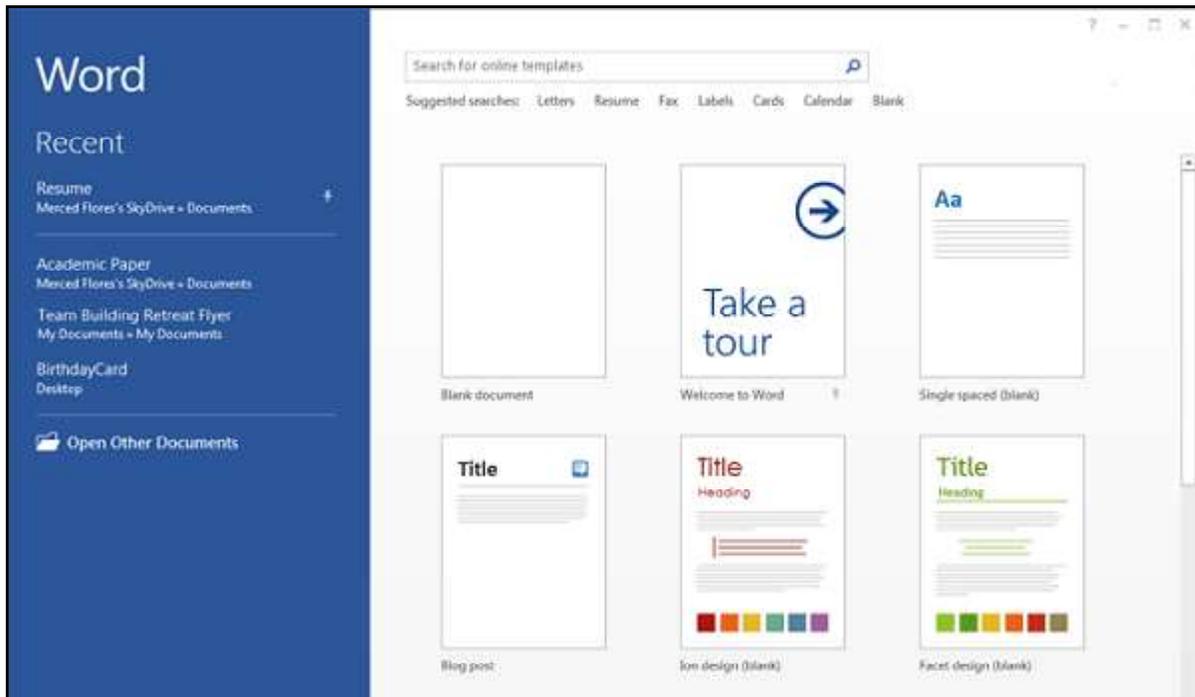
When you open Word 2013 for the first time, the **Word Start Screen** will appear. From here, you will be able to create a **new document**, choose a **template**, or access your **recently edited documents**.

From the **Word Start Screen**, locate and select **Blank document** to access the Word interface.

When working interface will be appear in front of you it will be quite similar to this older version MS-Word 2010 and function of all available commands are also as same as Word 2010. But it is totally different than old versions before Office 2007 because all menu of MS-Word 2003 will be disappeared from this latest version of MS-Word. However you should not be worry about newer version of MS Word because this version is quite simple than all versions of MS Word. You will look all menu converted into Ribbon, which is visible to the all user. So you can easily use all these commands unlike older version. MS Word 2013 user interface is very user friendly and you need not wonder to search any commands in menu and menu lists. This chapter teach you all commands availability in New MS Word 2013 and also get to know about functions of these commands. Read this chapter carefully because it is very important lesson to know word better in future. If you miss this lesson it will be little hard to learn MS Word better later.

The Word interface is blank document when you first open MS word Document. You can now create a document regarding your work and also can take printout this at same time.

Given picture show you word interface:

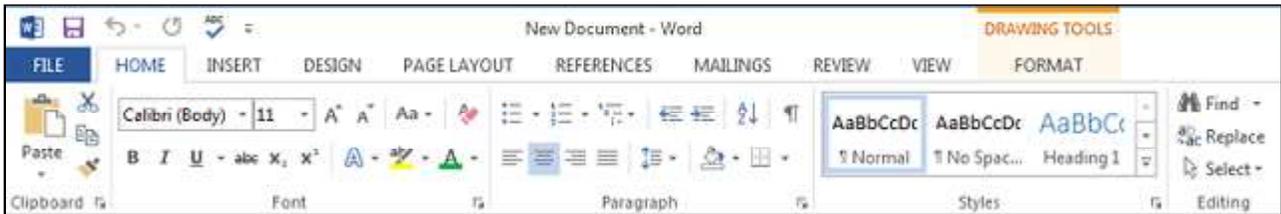


Working with the Word environment

If you have previously used Word 2010 or 2007, then Word 2013 should feel familiar. It continues to use features like the Ribbon and the Quick Access toolbar—where you will find commands to perform common tasks in Word—as well as Backstage view.

The Ribbon

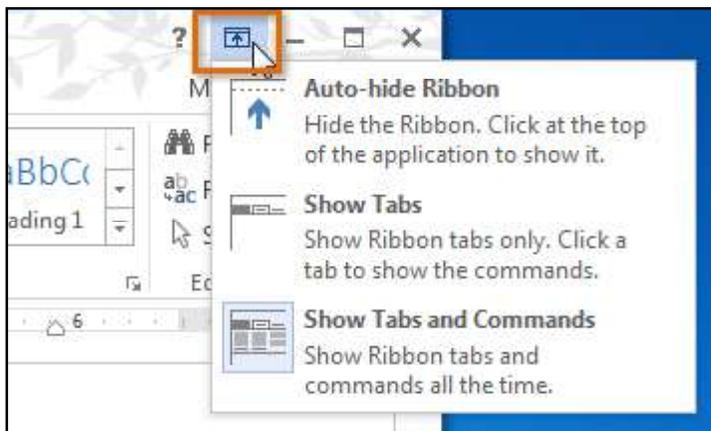
Word 2013 uses a tabbed Ribbon system instead of traditional menus. The Ribbon contains multiple tabs, each with several groups of commands. You will use these tabs to perform the most common tasks in Word.



To minimize and maximize the Ribbon

The Ribbon is designed to respond to your current task, but you can choose to **minimize** the Ribbon if you find that it takes up too much screen space.

1. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon.



2. Select the desired minimizing option from the drop-down menu.

Auto-hide Ribbon: Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.

Show tabs: This option hides all command groups when not in use, but **tabs** will remain visible. To **show the Ribbon**, simply click a tab.

Show tabs and commands: This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Word for the first time.



The Quick Access toolbar

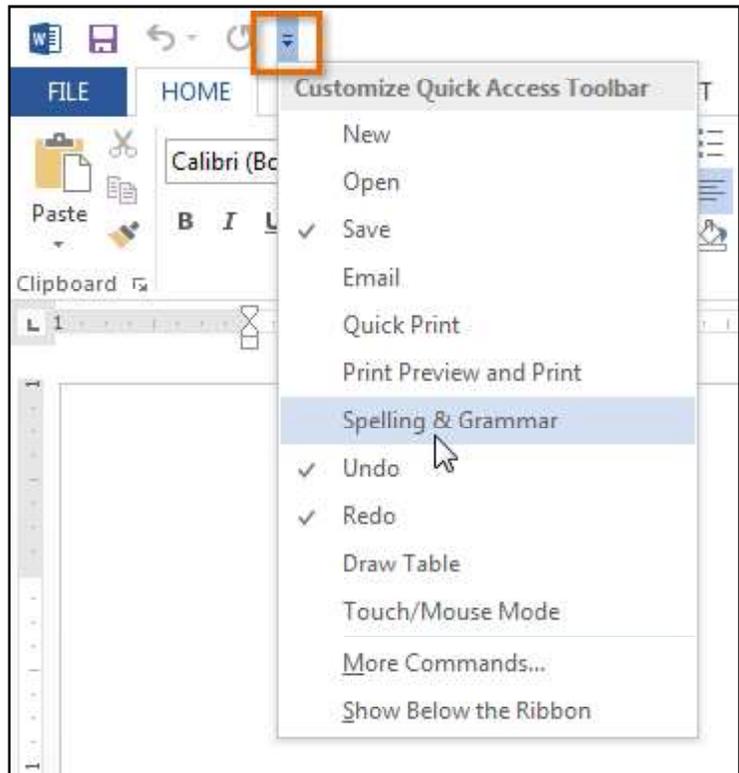
Located just above the Ribbon, the **Quick Access toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save**, **Undo**, and **Repeat** commands. You can add other commands depending on your preference.

To add commands to the Quick Access toolbar

1. Click the **drop-down arrow** to the right of the **Quick Access toolbar**.
2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.
3. The command will be added to the **Quick Access toolbar**.

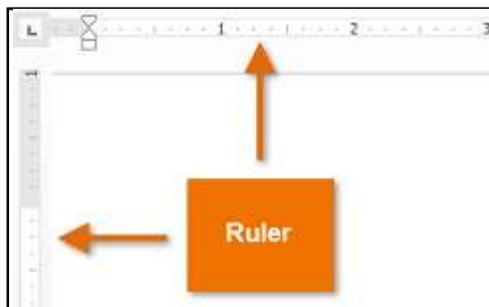
Tip: Ask teacher to add or remove some commands to quick Access Toolbar in Lab for more clarification.

Quick Access Toolbar not converts function of Any commands it is only add the commands to the home page of MS-Word Window to easily access to the user.



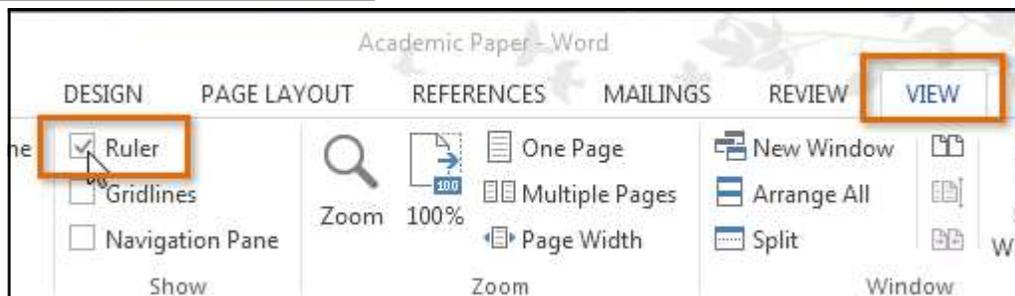
The Ruler

The Ruler is located at the top and to the left of your document. It makes it easier to adjust your document with precision. If you want, you can hide the Ruler to create more screen space.



To show or hide the Ruler:

1. Click the **View** tab.
2. Click the check box next to Ruler to **show** or **hide** the ruler.

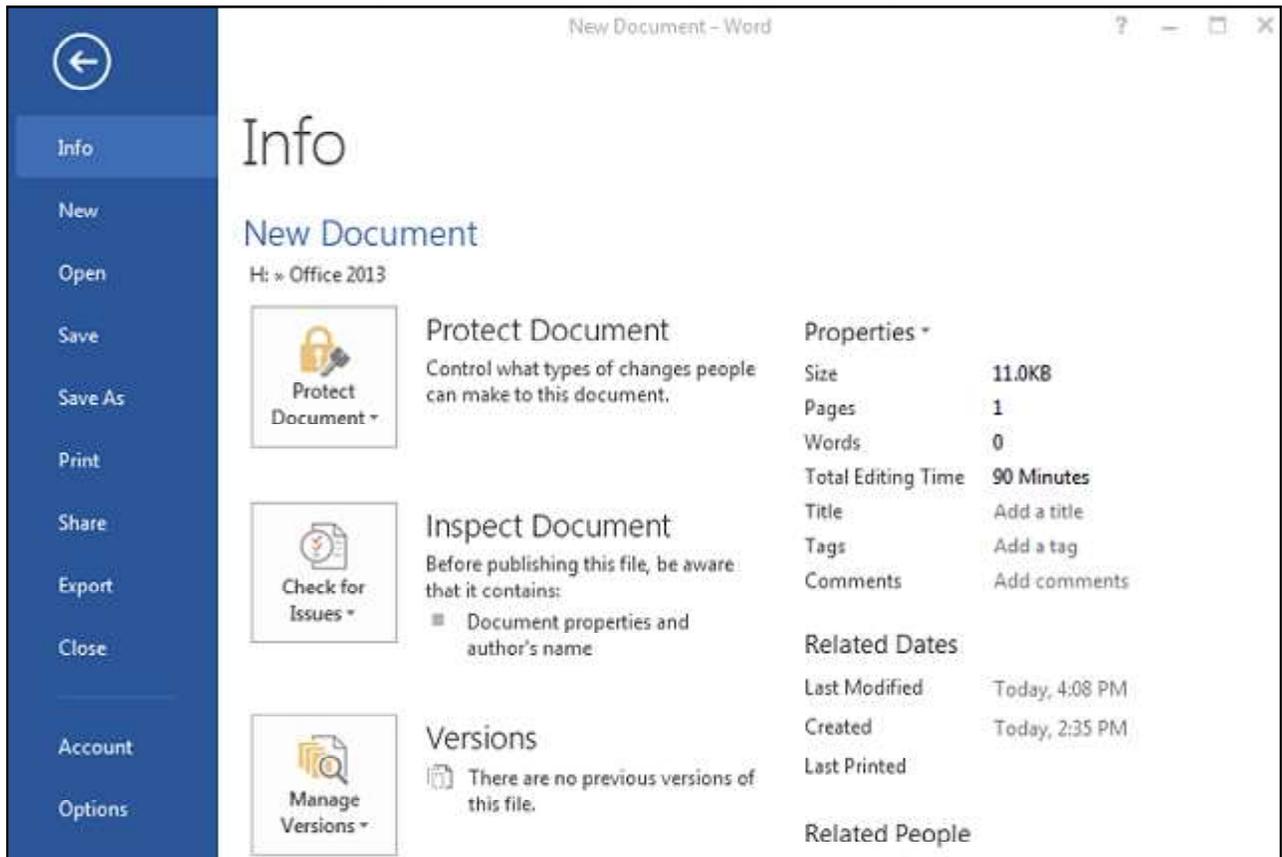


Backstage view

Backstage view gives you various options for saving, opening a file, printing, and sharing your document.

To access Backstage view

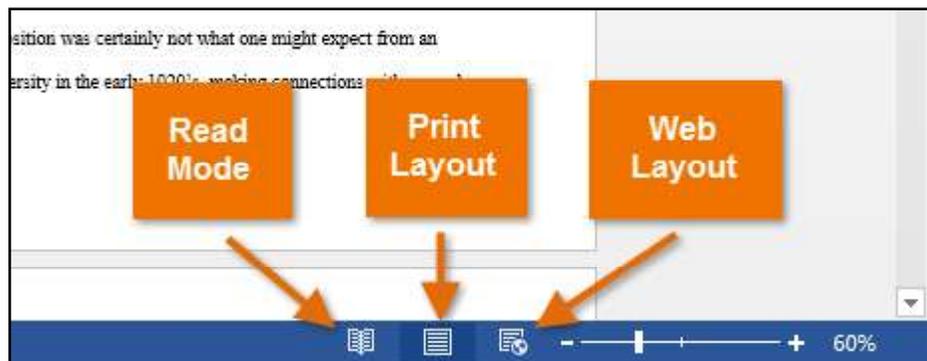
1. Click the **File** tab on the **Ribbon**. **Backstage view** will appear.



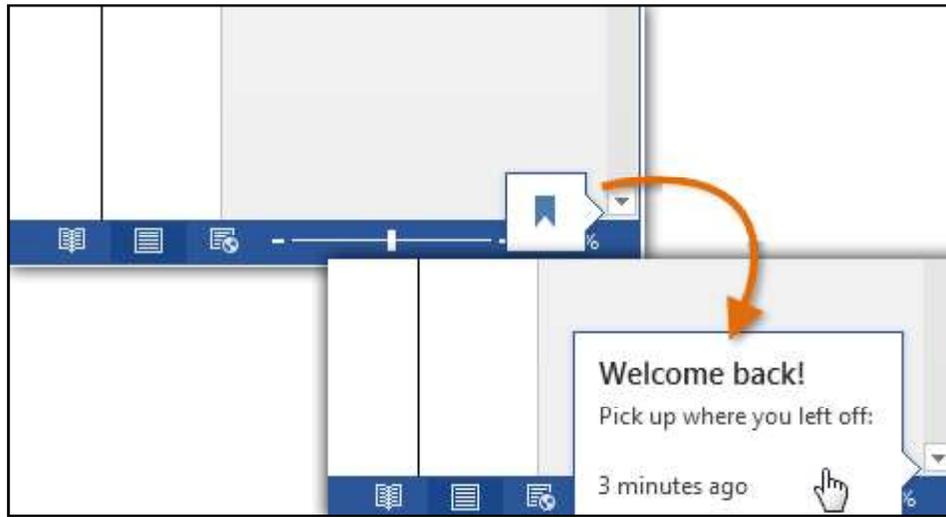
Document Views

Word 2013 has a variety of viewing options that change how your document is displayed. You can choose to view your document in **Read Mode**, **Print Layout**, or **Web Layout**. These views can be useful for various tasks, especially if you are planning to **print** the document.

To **change document views**, locate and select the desired **document view command** in the bottom-right corner of the Word window.



*If your document has many pages, Word 2013 has a handy new feature called **Resume Reading** that allows you to open your document to the last page you were viewing. When opening a saved document, look for the **bookmark icon** to appear on the screen. Hover the mouse over the bookmark, and Word will ask if you want to pick up where you left off.



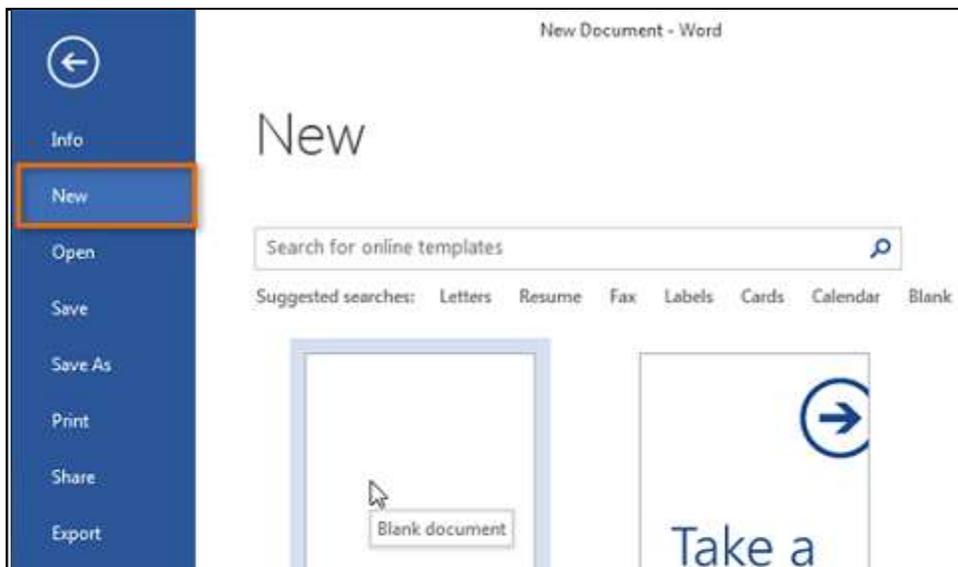
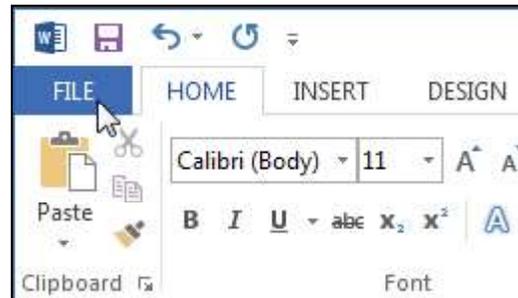
Creating and Opening Documents

Word files are called **documents**. Whenever you start a new project in Word, you will need to **create a new document**, which can either be blank or from a template. You will also need to know how to **open an existing document**.

To create a new blank document

When beginning a new project in Word, you will often want to start with a new blank document.

1. Select the **File** tab. **Backstage view** will appear.
2. Select **New**, then click **Blank document**.

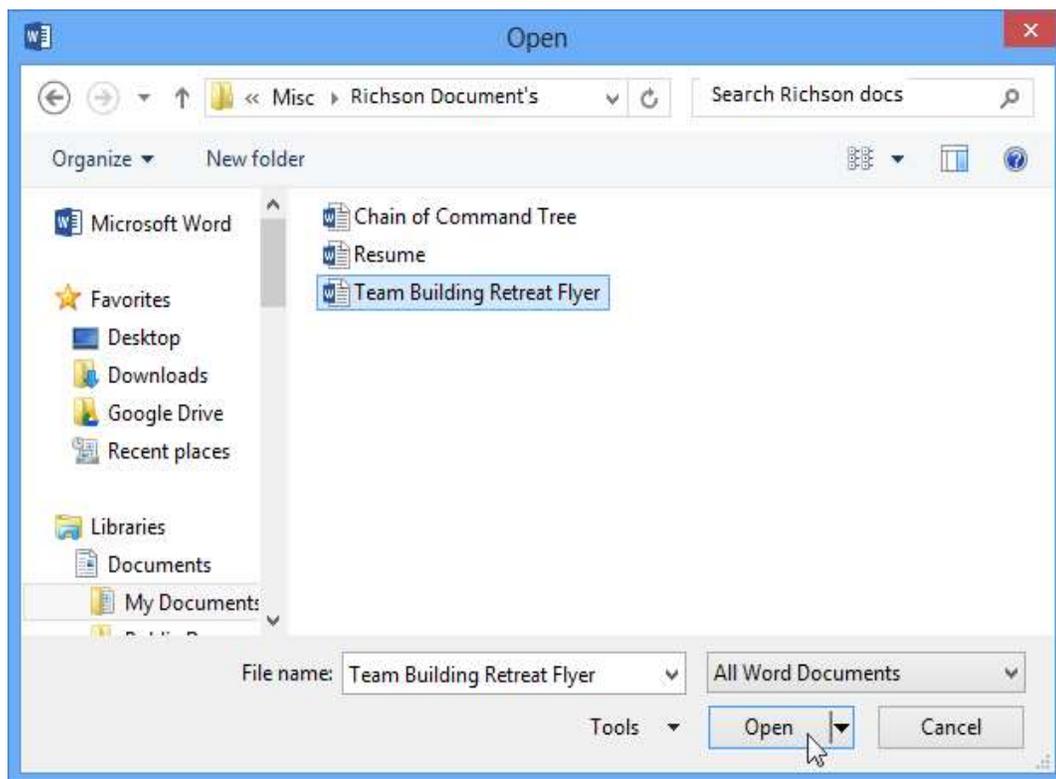
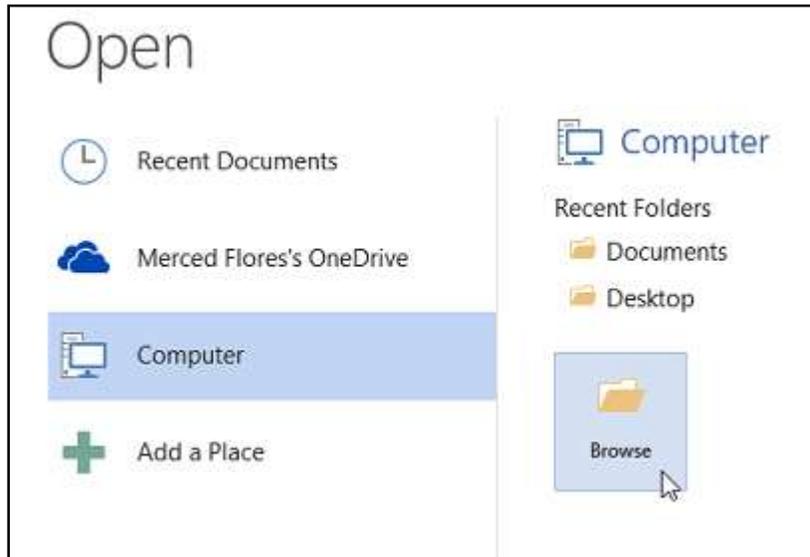


3. A new blank document will appear.

To open an existing document

In addition to creating new documents, you will often need to open a document that was previously saved.

1. Navigate to **Backstage view**, then click **Open**.
2. Select **Computer**, then click **Browse**. Alternatively, you can choose **OneDrive (previously known as SkyDrive)** to open files stored on your OneDrive.



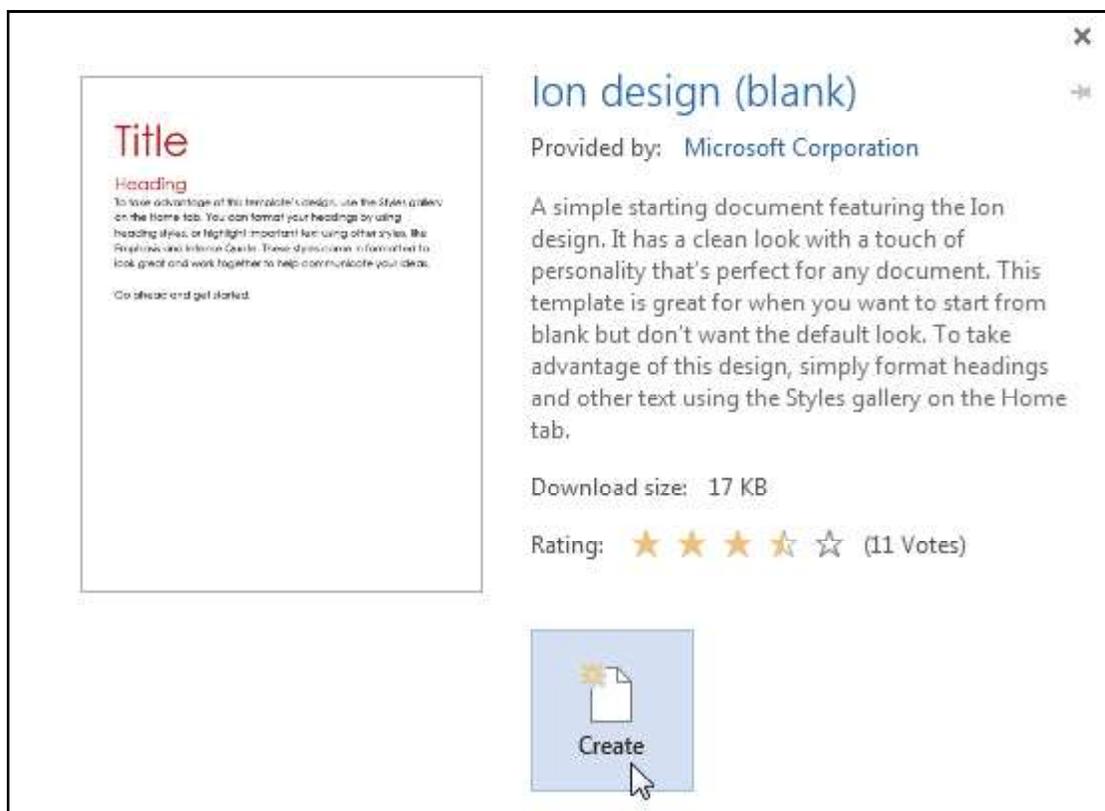
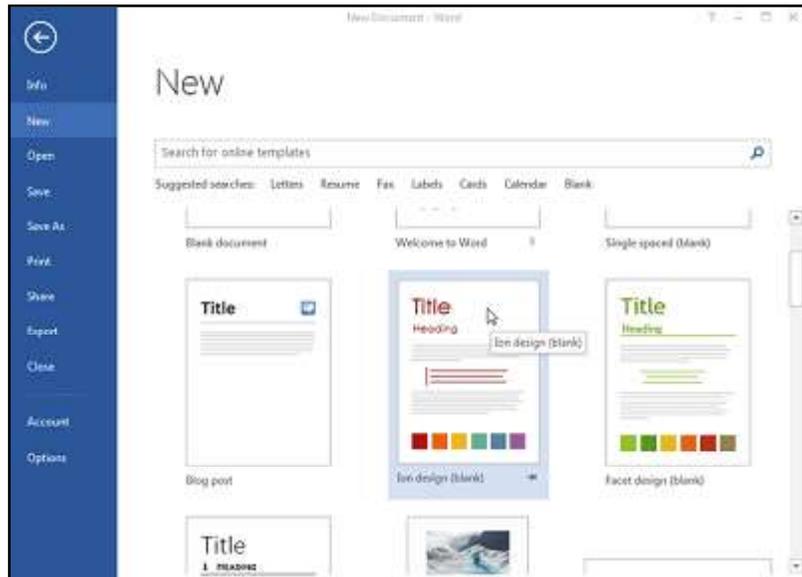
If you have opened the desired presentation recently, you can browse your **Recent Documents rather than search for the file.*

Using templates

A **template** is a **predesigned document** you can use to create a new document quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

To create a new document from a template

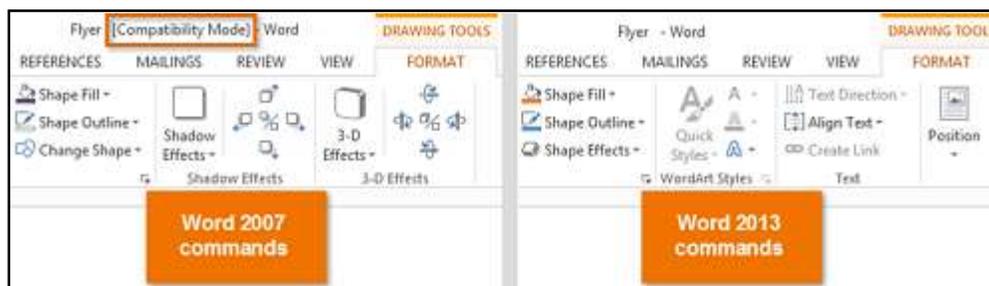
1. Click the **File** tab to access **Backstage view**.
2. Select **New**. Several templates will appear below the **Blank document** option.
3. Select a **template** to review it.
4. A **preview** of the template will appear, along with **additional information** on how the template can be used.
5. Click **Create** to use the selected template.
6. A new workbook will appear with the **selected template**.



Compatibility mode

Sometimes you may need to work with documents that were created in earlier versions of Microsoft Word, such as Word 2010 or Word 2007. When you open these types of documents, they will appear in **Compatibility mode**. Compatibility mode **disables** certain features, so you will only be able to access commands found in the program that was used to create the document. For example, if you open a document created in Word 2007 you can only use tabs and commands found in Word 2007.

In the image below, you can see how Compatibility mode can affect which commands are available. Because the document on the left is in Compatibility mode, it only shows commands that were available in Word 2007.



To exit Compatibility mode, you will need to **convert** the document to the current version type. However, if you are collaborating with others who only have access to an earlier version of Word, it is best to leave the document in Compatibility mode so the format will not change.

You can review this **support page from Microsoft to learn more about which features are disabled in Compatibility mode.*

Saving and Sharing Documents

When you create a new document in Word, you will need to know how to **save** it so you can access and edit it later. As with previous versions of Word, you can save files to your **computer**. If you prefer, you can also save files to **the cloud** using **OneDrive**. You can even **export** and **share** documents directly from Word.

**OneDrive was previously called SkyDrive. There is nothing fundamentally different about the way OneDrive works; it is just a new name for an existing service. Over the next few months, you may still see SkyDrive in some Microsoft products.*

Save and Save As

Word offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences:

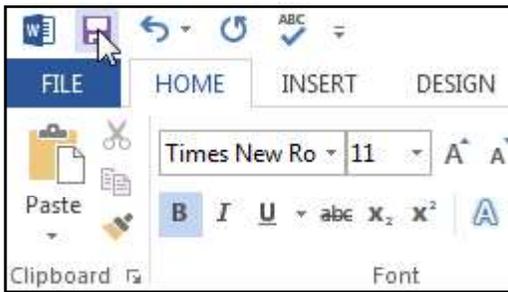
Save: When you create or edit a document, you will use the **Save** command to save your changes. You will use this command most of the time. When you save a file, you will only need to choose a file name and location the first time. After that, you can click the Save command to save it with the same name and location.

Save As: You will use this command to create a **copy** of a document while keeping the original. When you use Save As, you will need to choose a different name and/or location for the copied version.

To save a document

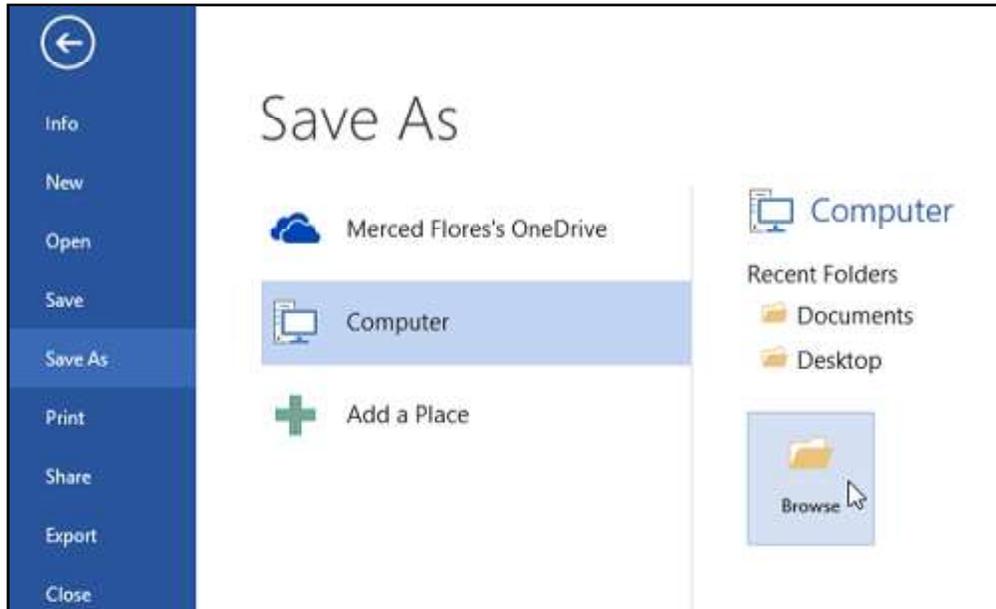
It is important to **save your document** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You will also need to pay close attention to **where you save** the document so it will be easy to find later.

1. Locate and select the **Save** command on the **Quick Access toolbar**.



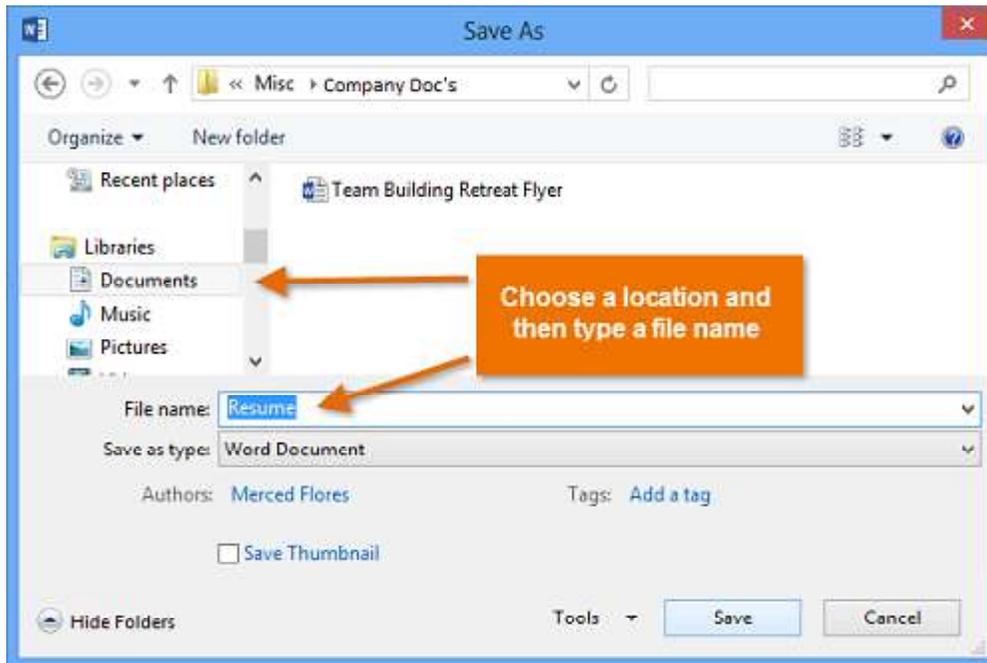
2. If you are saving the file for the first time, the **Save As** pane will appear in **Backstage view**.

3. You will then need to choose **where to save** the file and give it a **file name**. To save the document to your computer, select Computer, then click Browse. Alternatively, you can click OneDrive to save the file to your OneDrive.



4. The **Save As** dialog box will appear. Select the **location** where you want to save the document.

5. Enter a **file name** for the document, then click **Save**.

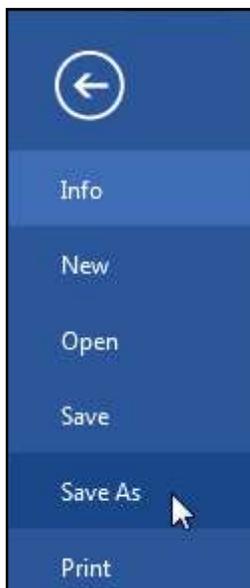


6. The document will be **saved**. You can click the **Save** command again to save your changes as you modify the document. **You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.*

Using Save As to make a copy

If you want to save a **different version** of a document while keeping the original, you can create a **copy**. For example, if you have a file named **Sales Report**, you could save it as **Sales Report 2** so you will be able to edit the new file and still refer back to the original version.

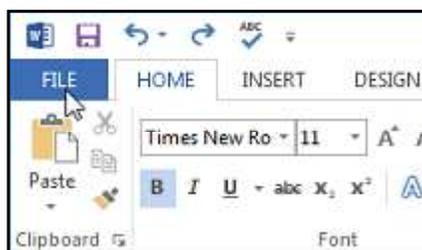
To do this, you will click the **Save As** command in Backstage view. Just like when saving a file for the first time, you will need to choose **where to save** the file and give it a new **file name**.



To change the default save location

If you do not want to use **OneDrive**, you may be frustrated that OneDrive is selected as the default location when saving. If you find it inconvenient to select **Computer** each time, you can change the **default save location** so **Computer** is selected by default.

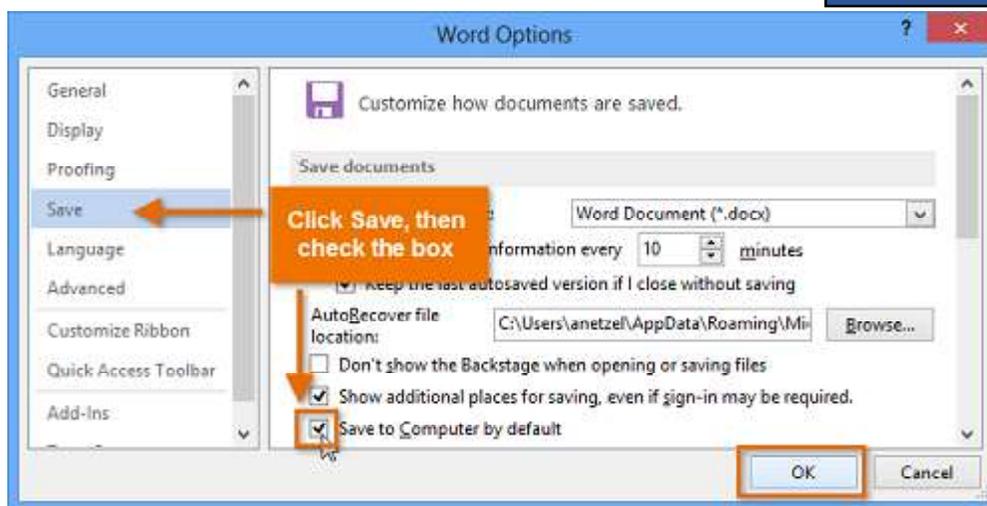
1. Click the **File** tab to access **Backstage view**.



2. Click **Options**.



3. The **Word Options** dialog box will appear. Select **Save**, check the box next to **Save to Computer by default**, then click **OK**. The default save location will be changed.



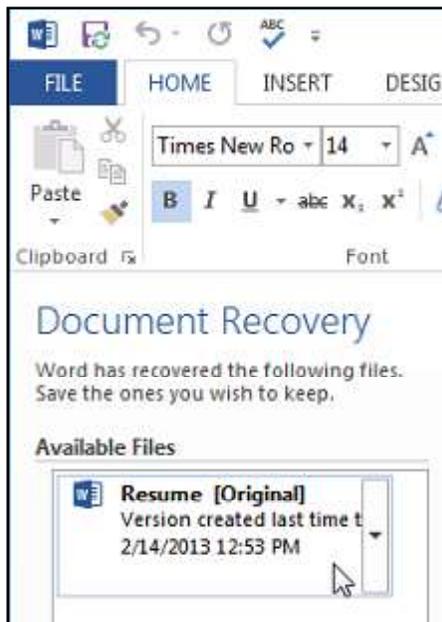
AutoRecover

Word automatically saves your documents to a temporary folder while you are working on them. If you forget to save your changes or if Word crashes, you can restore the file using **AutoRecover**.

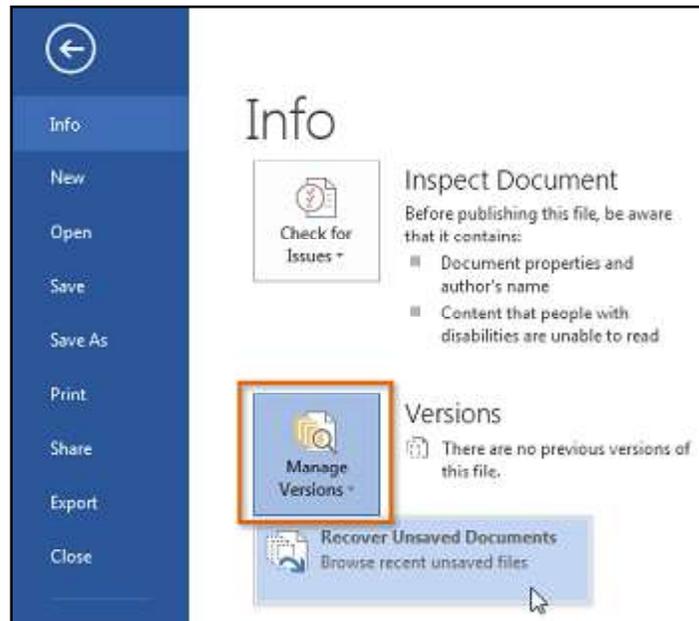
To use AutoRecover

1. Open Word 2013. If **autosaved versions** of a file are found, the **Document Recovery** pane will appear.
2. Click to **open** an available file. The document will be **recovered**.

**By default, Word autosaves every 10 minutes. If you are editing a document for less than 10 minutes, Word may not create an autosaved version.*



If you do not see the file you need, you can browse all autosaved files from **Backstage view**. Select the **File** tab, click **Manage Versions**, then choose **Recover Unsaved Documents**.



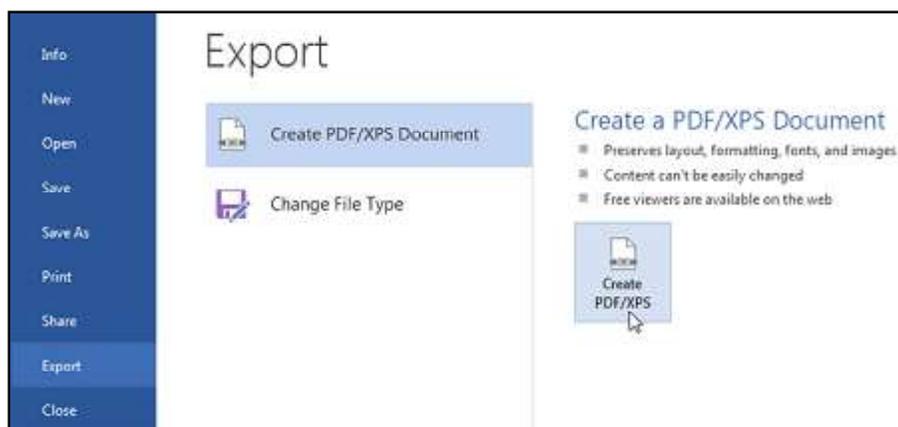
Exporting documents

By default, Word documents are saved in the **.docx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **Word 97-2003** document. It is easy to **export** your document from Word in a variety of file types.

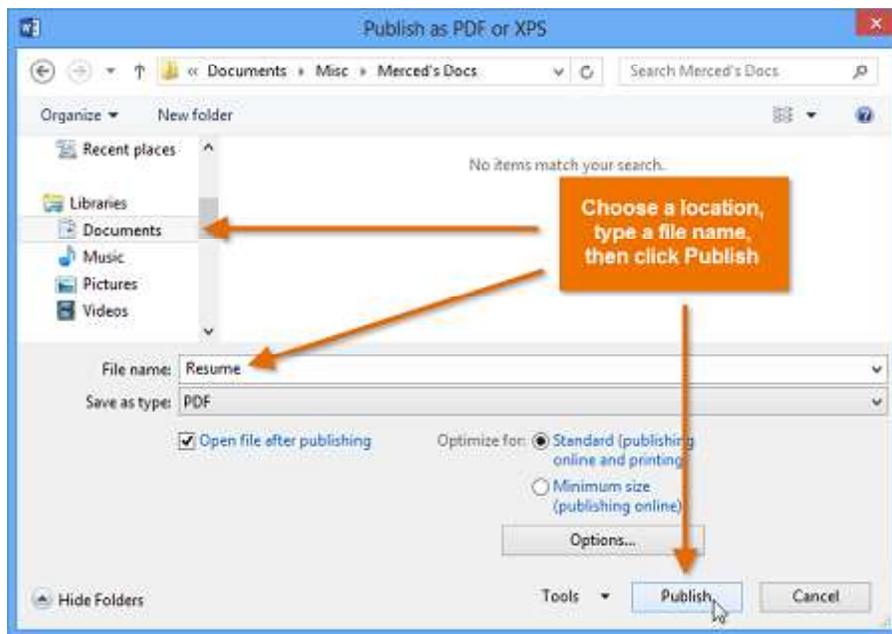
To export a document as a PDF file

Exporting your document as an **Adobe Acrobat document**, commonly known as a **PDF file**, can be especially useful if you are sharing a document with someone who does not have Word. A **PDF file** will make it possible for recipients to view—but not edit—the content of your document.

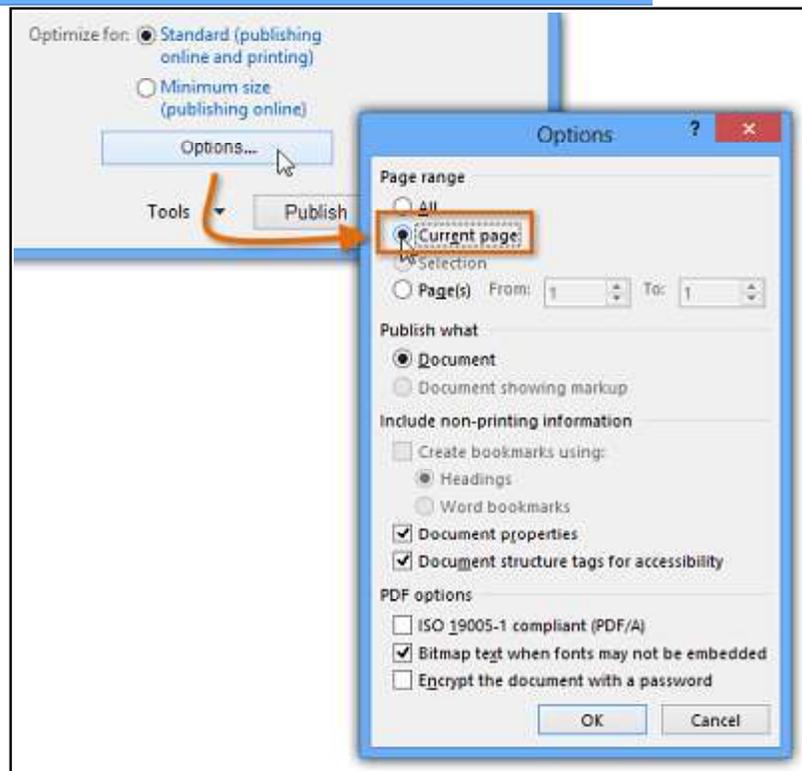
1. Click the **File** tab to access **Backstage view**.
2. Click **Export**, then select **Create PDF/XPS**.



3. The **Save As** dialog box will appear. Select the **location** where you want to export the document, enter a **file name**, then click **Publish**.



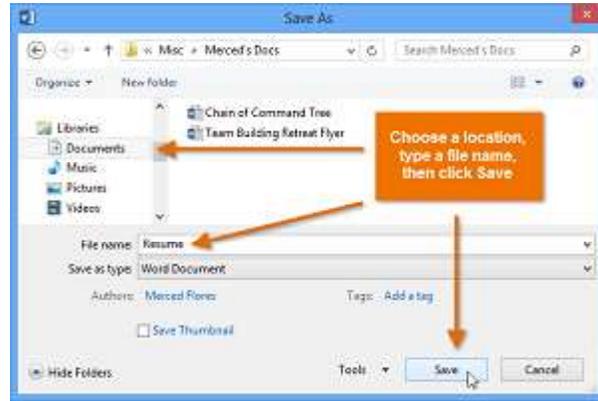
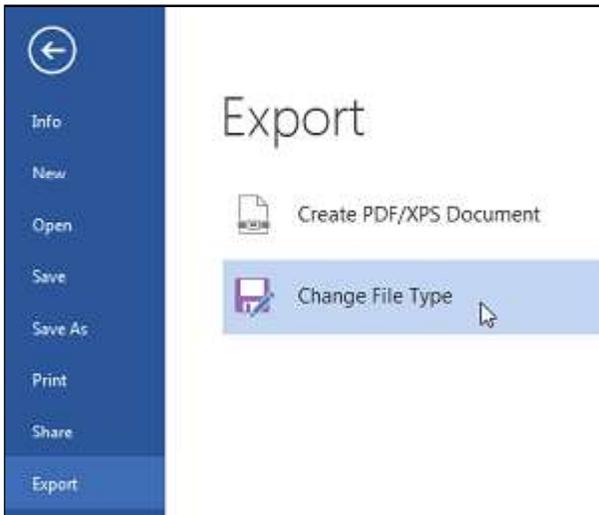
By default, Word will export **all of the pages in the document. If you want to export only the **current page**, click **Options** in the **Save as** dialog box. The **Options** dialog box will appear. Select **Current page**, then click **OK**.*



To export a document in other file types

You may also find it helpful to export your document in other file types, such as a **Word 97-2003 Document** if you need to share with people using an older version of Word, or a **.txt file** if you need a **plain text** version of your document.

1. Click the **File** tab to access **Backstage view**.
2. Click **Export**, then select **Change File Type**.
3. Select a **file type**, then click **Save As**.
4. The **Save As** dialog box will appear. Select the **location** where you want to export the document, enter a **file name**, then click **Save**.



*You can also use the **Save as type**: drop-down menu in the **Save As** dialog box to save documents in a variety of file types.

Sharing documents

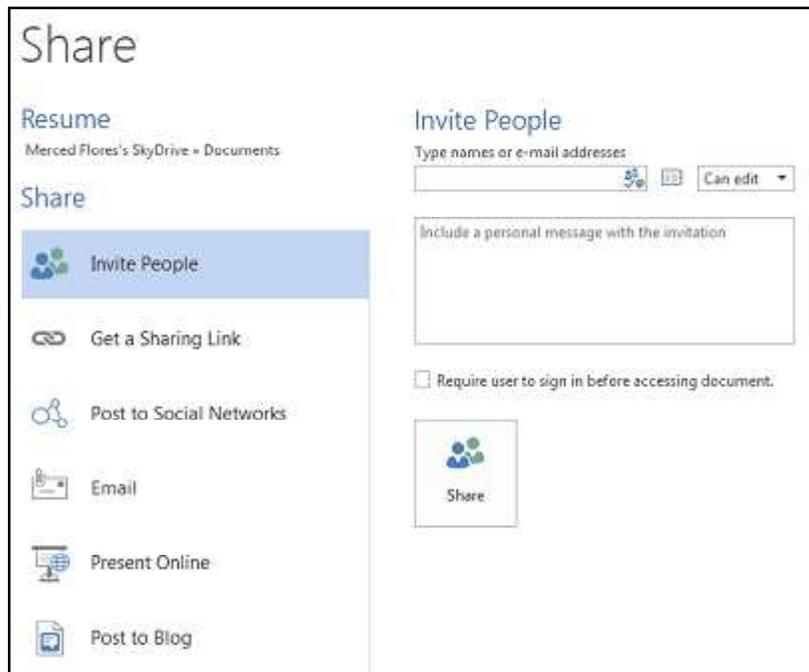
Word 2013 makes it easy to **share and collaborate** on documents using **OneDrive**. In the past, if you wanted to share a file with someone you could send it as an email attachment. While convenient, this system also creates multiple versions of the same file, which can be difficult to organize.

When you share a document from Word 2013, you are actually giving others access to the **exact same file**. This lets you and the people you share with **edit the same document** without having to keep track of multiple versions.

In order to share a document, it must first be **saved to your OneDrive.*

To share a document

1. Click the **File** tab to access **Backstage view**, then click **Share**.
2. The **Share** pane will appear.



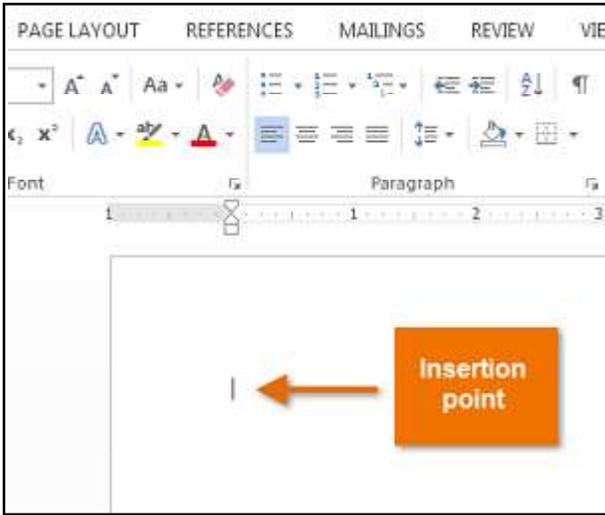
Text Basics

If you are new to Microsoft Word, you will need to learn the **basics of working with text** so you can type, reorganize, and edit text. Basic tasks include the ability to **add, delete, and move text**, as well as the ability to **find and replace** specific words or phrases.

Using the insertion point to add text

The **insertion point** is the blinking vertical line in your document. It indicates where you can enter **text** on the page. You can use the insertion point in a variety of ways:

Blank document: When a new blank document opens, the insertion point is located in the top-left corner of the page. If you want, you can begin typing from this location.



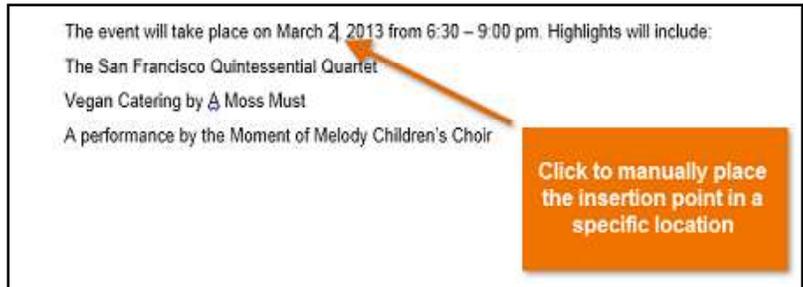
Adding spaces: Press the **spacebar** to add **spaces** after a word or in between text.



New paragraph line: Press Enter on your keyboard to move the insertion point to the next paragraph line.



Manual placement: After you have started typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you want to place it.



**In a new blank document, you can double-click the mouse to move the insertion point elsewhere on the page.*

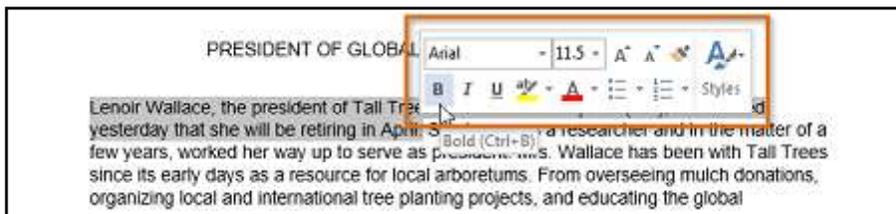
To select text

Before applying formatting to text, you will first need to **select** it.

1. Place the **insertion point** next to the text you want to select.
2. Click the mouse, and while holding it down drag your mouse over the text to select it.
3. Release the mouse button. You have selected the text. A **highlighted box** will appear over the selected text.



When you select text or images in Word, a **hover toolbar with command shortcuts appears. If the toolbar does not appear at first, try moving the mouse over the selection.*



*Other shortcuts include double-clicking a word to select it and triple-clicking to select a sentence or paragraph. You can also select all of the text in the document by pressing **Ctrl+A** on your keyboard.

To delete text

There are several ways to **delete**—or remove—text:

1. To delete text to the **left** of the insertion point, press the **Backspace** key on your keyboard.
2. To delete text to the **right** of the insertion point, press the **Delete** key on your keyboard.
3. Select the **text** you want to remove, then press the **Delete** key.

*If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

Copying and moving text

Word allows you to **copy** text that is already in your document and **paste** it to other areas of the document, which can save you time. If there is text you want to move from one area of the document to another, you can **cut and paste** or **drag and drop** the text.

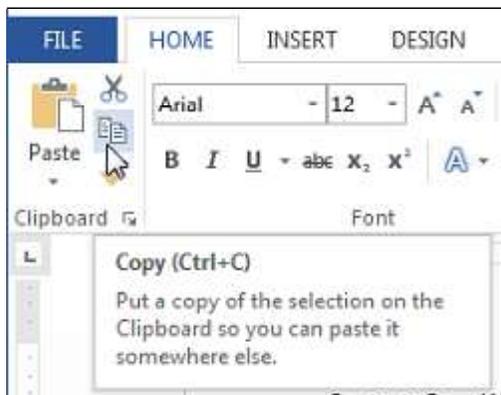
To copy and paste text

Copying text creates a **duplicate** of the text.

1. Select the **text** you want to copy.



2. Click the **Copy** command on the **Home** tab. You can also right-click the selected text and select **Copy**.



3. Place the insertion point where you want the text to appear.

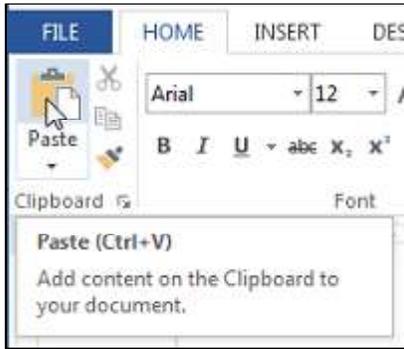


4. Click the **Paste** command on the **Home** tab.

To cut and paste text

1. Select the **text** you want to cut.
2. Click the **Cut** command on the **Home** tab. You can also right-click the selected text and select **Cut**.
3. Place your **insertion point** where you want the text to appear.
4. Click the **Paste** command on the **Home** tab. The text will appear.

*You can access the cut, copy, and paste commands by using keyboard shortcuts. Press **Ctrl+X** to cut, **Ctrl+C** to copy, and **Ctrl+V** to paste.



*You can also cut, copy, and paste by right-clicking your document and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from three options that determine how the text will be formatted: **Keep Source Formatting**, **Merge Formatting**, and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before you select it.

drag and drop text

Dragging and dropping text allows you to use the mouse to move text.

1. Select the **text** you want to move.
2. Click and drag the **text** to the location where you want it to appear. The cursor will have a rectangle under it to indicate that you are moving text.



3. Release the mouse button, and the text will appear.

If text **does not appear in the exact location you want, you can press the **Enter** key on your keyboard to move the text to a new line.*

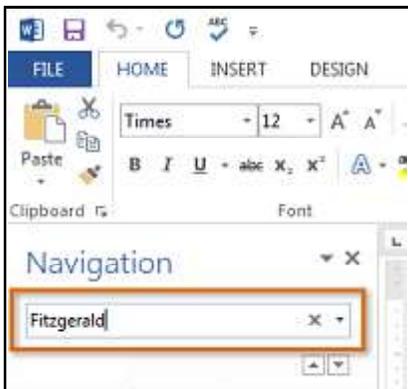
Find and Replace

When you are working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it allows you to quickly change words or phrases using **Replace**.

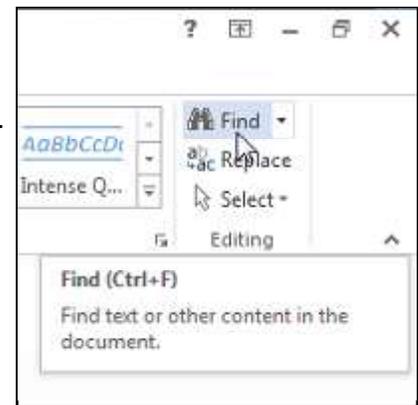
To find text

In our example, we have written an academic paper and will use the Find command to locate all references to a particular author's last name.

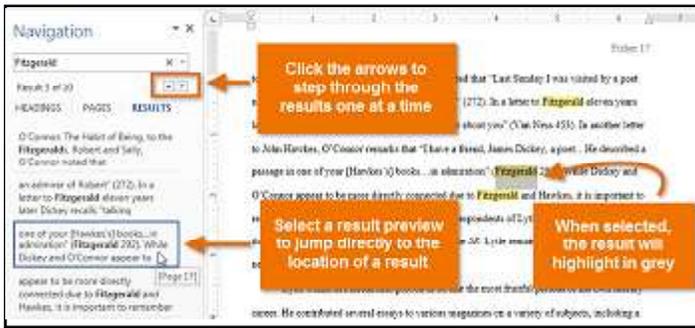
1. From the **Home** tab, click the **Find** command.
2. The **navigation pane** will appear on the left side of the screen.
3. Type the text you want to find in the field at the top of the navigation pane. In our example, we will type the author's last name.



4. If the text is found in the document, it will be highlighted in yellow, and a **preview of the results** will appear in the **navigation pane**.
5. If the text appears more than once, choose a **review option** to review each instance. When an instance of the text is selected, it will highlight in gray:



Arrows: Use the arrows to move through the results one at a time.
Results previews: Select a result preview to jump directly to the location of a specific result in your document.

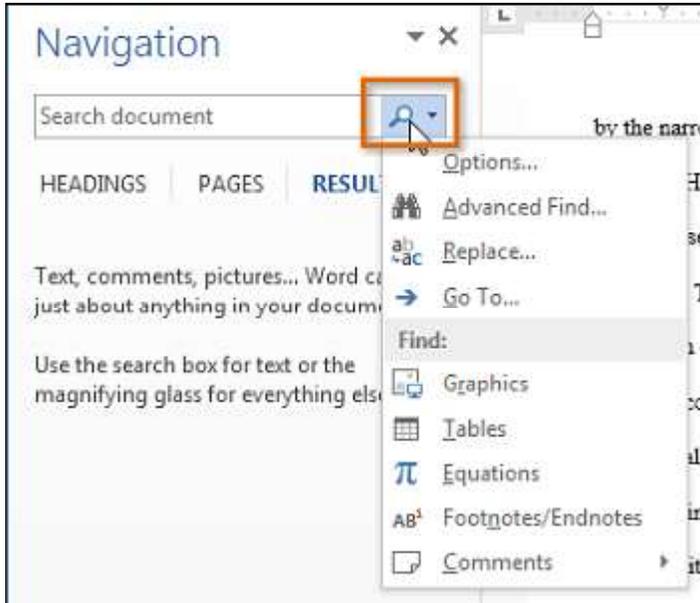


6. When you are finished, click the **X** to close the navigation pane. The highlighting will disappear.



1. You can also access the Find command by pressing **Ctrl+F** on your keyboard.

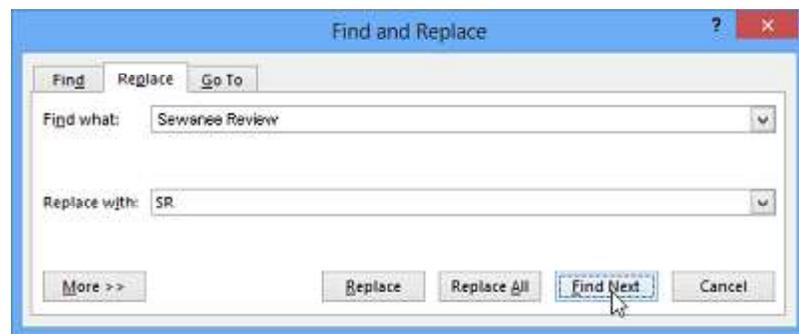
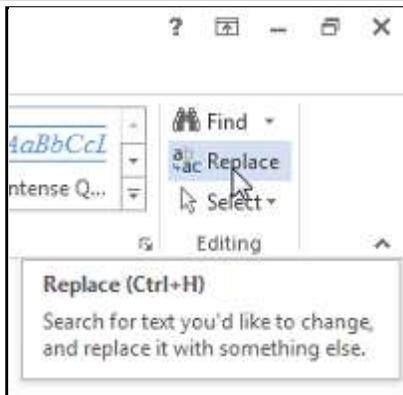
For more search options, click the drop-down arrow next to the search field.



To replace text:

At times, you may discover that you have made a mistake repeatedly throughout your document—such as misspelling a person's name—or that you need to exchange a particular word or phrase for another. You can use Word's **Find and Replace** feature to quickly make revisions. In our example, we will use Find and Replace to change the title of a magazine so it is abbreviated.

1. From the **Home** tab, click the **Replace** command.
2. The **Find and Replace** dialog box will appear.
3. Type the text you want to find in the **Find what:** field.
4. Type the text you want to replace it with in the **Replace with:** field. Then click **Find Next**.



5. Word will find the first instance of the text and **highlight** it in gray.

6. **Review** the text to make sure you want to replace it.

7. Word will jump to the next instance of the text. If you want to replace it, select one of the **replace** options:

Replace will replace individual instances of text. In our example, we'll choose this option.

Replace All will replace every instance of the text throughout the document.

8. The selected text will be replaced.

9. When you have done, click **X** to close the dialog box.

*You can also access the Find and Replace command by pressing **Ctrl+H** on your keyboard.

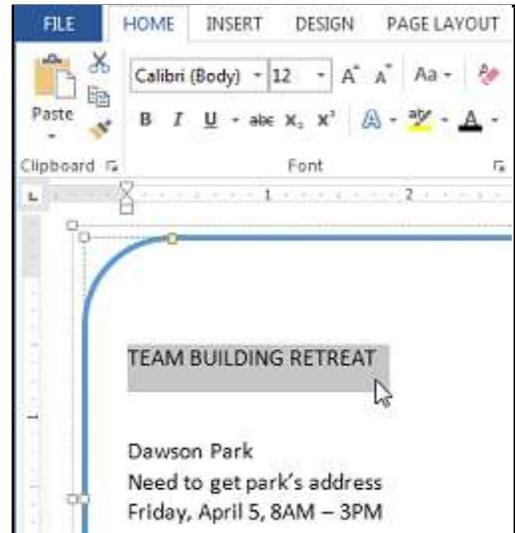
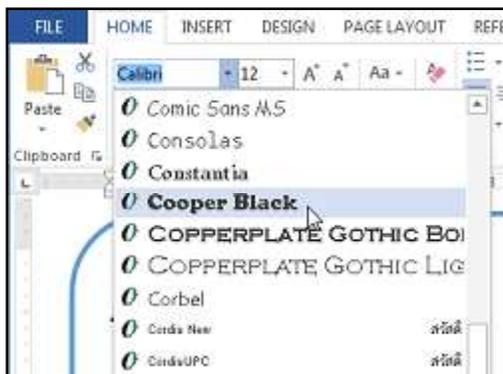
Formatting Text

Formatted text can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have several options for adjusting the **font** of your text, including **size**, **color**, and inserting special **symbols**. You can also adjust the alignment of the text to change how it is displayed on the page.

To change the font

By default, the font of each new document is set to Calibri. However, Word provides many other fonts you can use to customize text and titles.

1. Select the text you want to modify.
2. On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear.
3. Move the mouse over the various font styles. A live preview of the font will appear in the document. Select the font style you want to use.



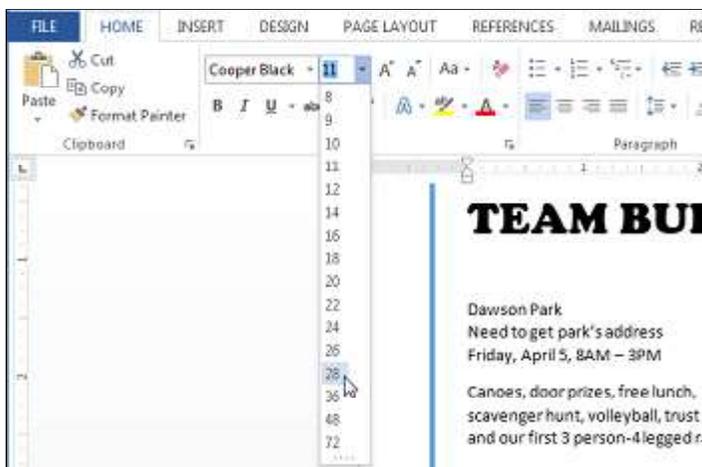
4. The font will change in the document.

When creating a professional document or a document that contains multiple paragraphs, you will want to select a font that is easy to read. Along with **Calibri, standard reading fonts include **Cambria**, **Times New Roman**, and **Arial**.*

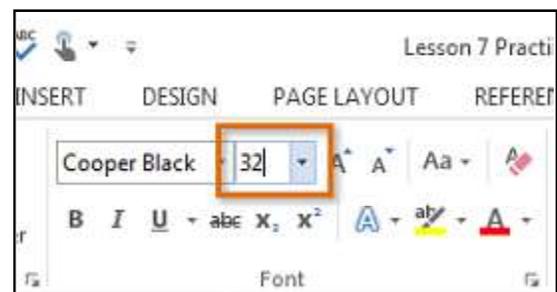
To change the font size

1. Select the text you want to modify.
2. Select the desired font size formatting option:

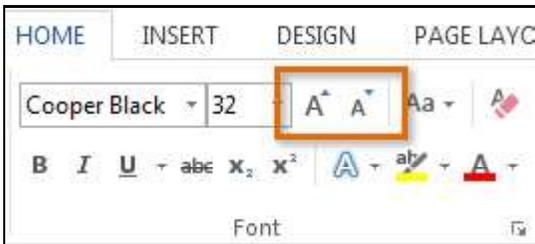
Font size drop-down arrow: On the Home tab, click the **Font size drop-down** arrow. A menu of font sizes will appear. When you move the mouse over the various font sizes, a live preview of the font size will appear in the document.



Font size box: When the font size you need is not available in the Font size drop-down arrow, you can click the Font size box and **type** the desired font size, then press **Enter**.



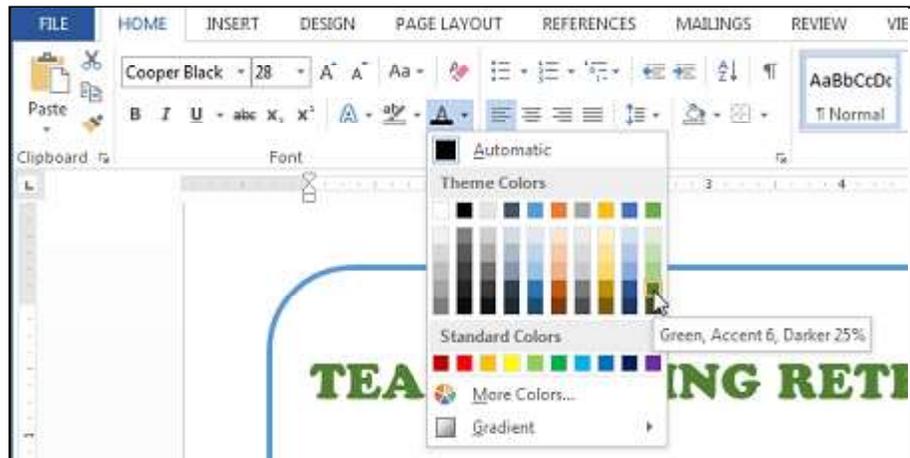
Grow and shrink font commands: Click the **Grow Font** or **Shrink Font** commands to change the font size.



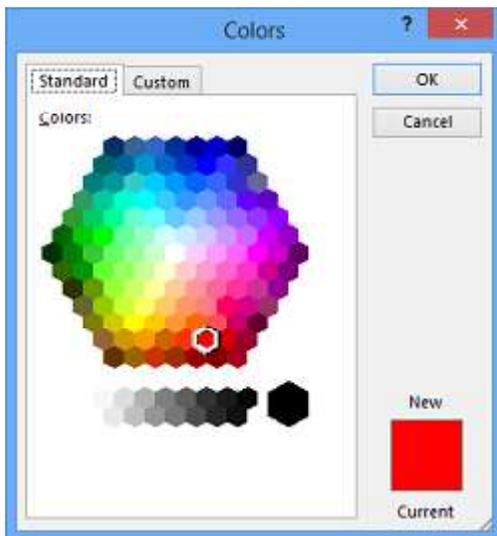
3. The font size will change in the document.

To change the font color

1. Select the text you want to modify.
2. On the **Home** tab, click the **Font Color** drop-down arrow. The **Font Color** menu appears.
3. Move the mouse over the various font colors. A live preview of the color will appear in the document.
4. Select the font color you want to use. The font color will change in the document.



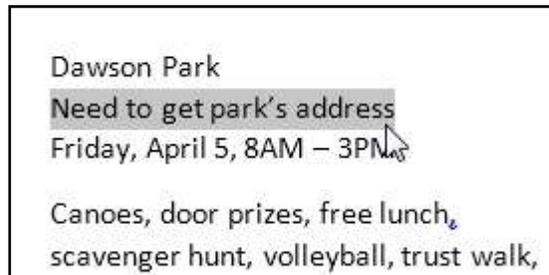
Your color choices are not limited to the drop-down menu that appears. Select **More Colors... at the bottom of the menu to access the **Colors** dialog box. Choose the color you want, then click **OK**.*



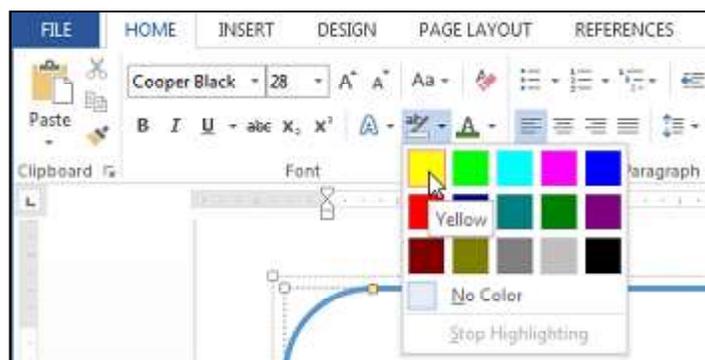
To highlight text

Highlighting can be a useful tool for marking important text in your document.

1. Select the text you want to highlight.

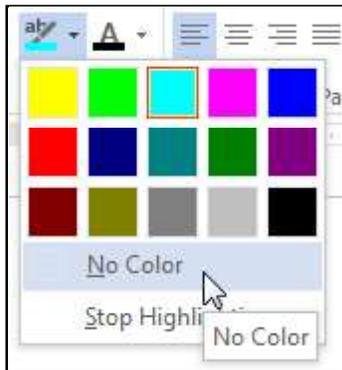


2. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.



3. Select the desired highlight **color**. The selected text will then be highlighted in the document.

To remove highlighting, select the highlighted text, then click the **Text Highlight Color drop-down arrow. Select **No Color** from the drop-down menu.*

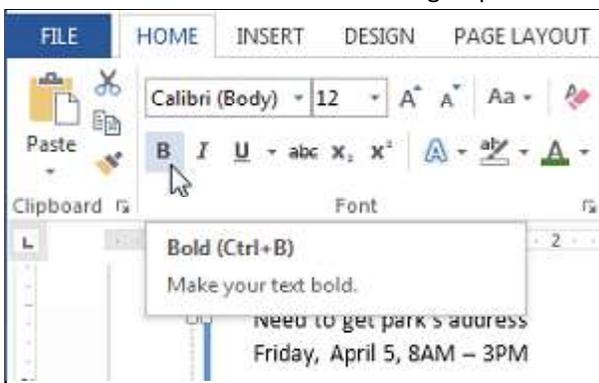


If you need to highlight several lines of text, changing the mouse into a **highlighter may be a helpful alternative to selecting and highlighting individual lines. Click the **Text Highlight Color** command, and the cursor changes into a highlighter . You can then click, hold, and drag the highlighter over the lines you want to highlight.*

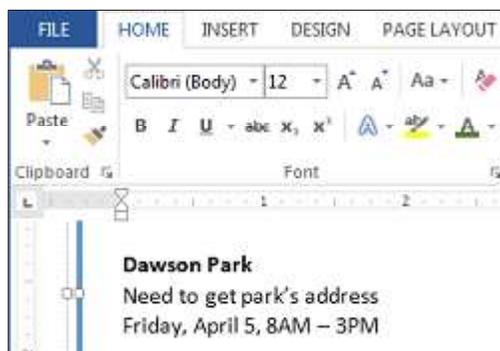
To use the Bold, Italic, and Underline commands

The Bold, Italic, and Underline commands can be used to help draw attention to important words or phrases.

1. Select the text you want to modify.
2. On the Home tab, click the Bold (**B**), Italic (*I*), or Underline (U) command in the **Font** group. In our example, we will click Bold.



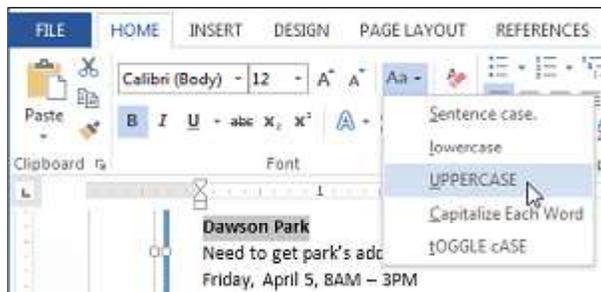
3. The selected text will be modified in the document.



To change the text case

When you need to quickly change text case, you can use the Change Case command instead of deleting and retyping text.

1. Select the text you want to modify.
2. On the Home tab, click the **Change Case** command in the **Font** group.
3. A drop-down menu will appear. Select the desired case option from the menu.



4. The text case will be changed in the document.

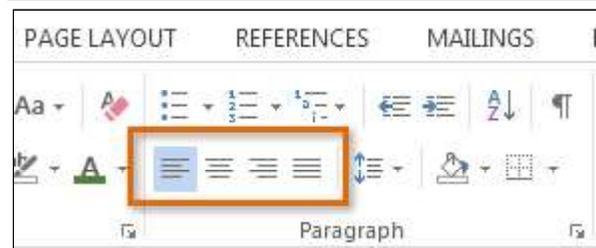
To change text alignment

By default, Word aligns text to the **left margin** in new documents. However, there may be times when you want to adjust text alignment to the center or right.

1. Select the text you want to modify.
2. On the **Home** tab, select one of the four **alignment options** from the **Paragraph** group.

Align Text Left: This aligns all selected text to the left margin. The Align Text Left command is the most common alignment and is selected by default when a new document is created.

Center: This aligns text an equal distance from the left and right margins.



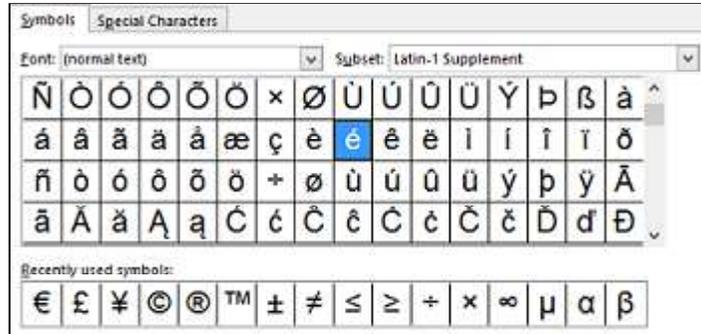
Align Text Right: This aligns all selected text to the right margin.

Justify: Justified text is equal on both sides. It lines up equally to the right and left margins. Many newspapers and magazines use full justification.

*You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you have made and automatically apply them to new documents. To learn how to do this, read our article on **Changing Your Default Settings in Word**.

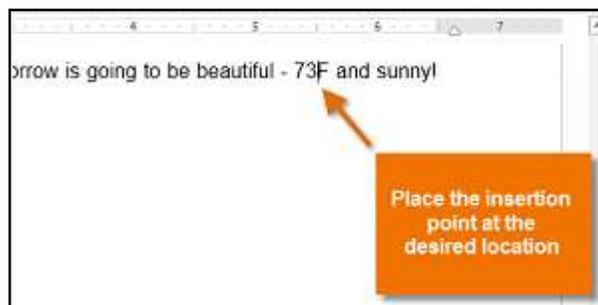
Symbols

Sometimes you may find that you need to add a **Symbol** to your text, such as the **Copyright symbol** ©. Word offers a collection of symbols for currency, languages, mathematics, and more.

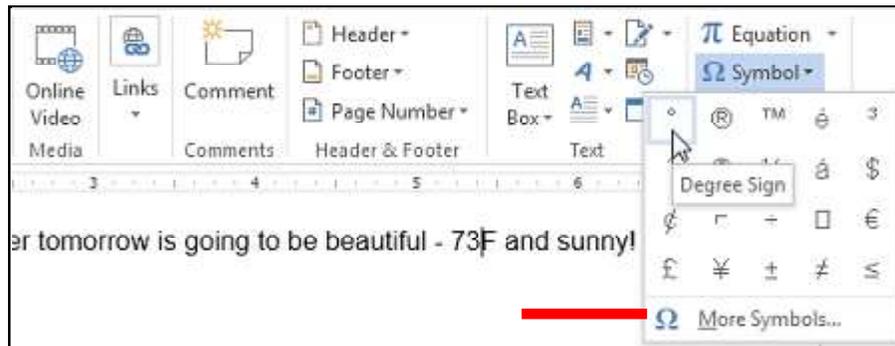


To insert a symbol

1. Place the **insertion point** in the location where you want to **insert** a symbol.



2. On the **Insert** tab, click the **Symbol** drop-down arrow. A menu of symbols will appear.
3. Select the desired **symbol**.



4. The symbol will appear in your document.



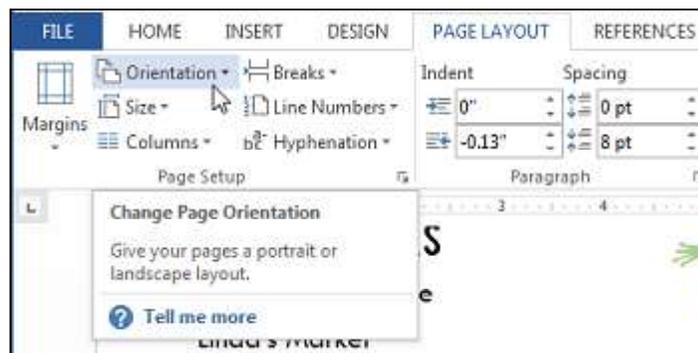
If you do not see the symbol you are looking for, click **More Symbols... to open the Symbol dialog box. Locate and select the desired symbol, then click Insert.*

Page Layout

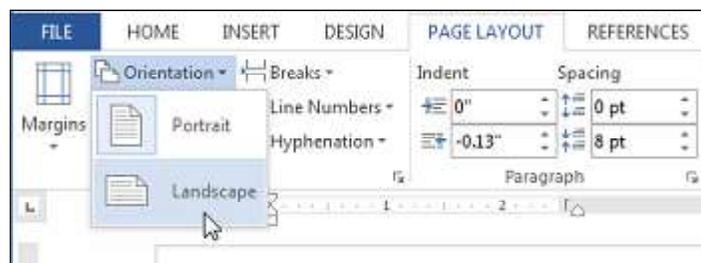
One formatting aspect you will need to consider as you create your document is whether to make adjustments to the **layout of the page**. The page layout affects how content appears and includes the page's **orientation, margins, and size**.

To change page orientation

1. Select the **Page Layout** tab.
2. Click the **Orientation** command in the Page Setup group.



3. A drop-down menu will appear. Click either **Portrait** or **Landscape** to change the page orientation.



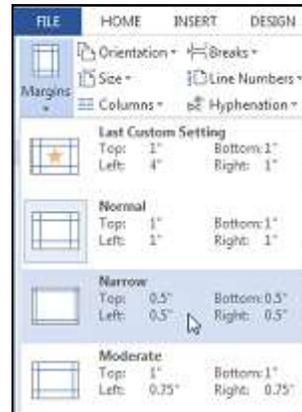
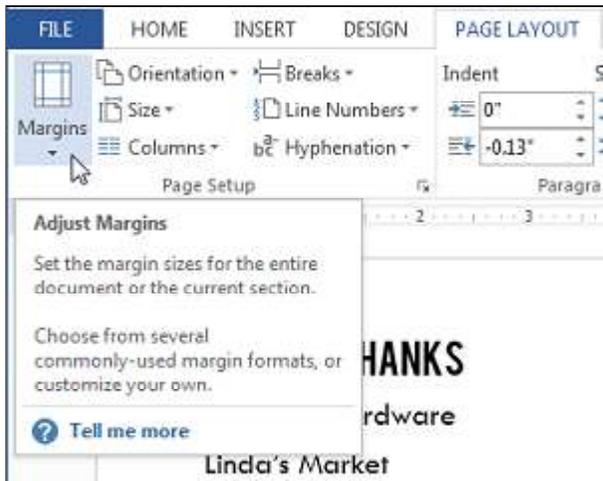
Page margins

A **margin** is the **space** between the text and the edge of your document. By default, a new document's margins are set to **Normal**, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.

To format page margins:

Word has a variety of **predefined margin sizes** to choose from.

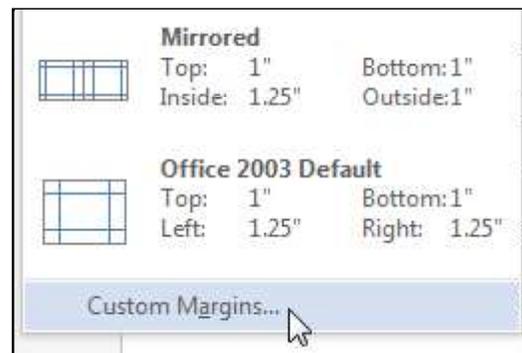
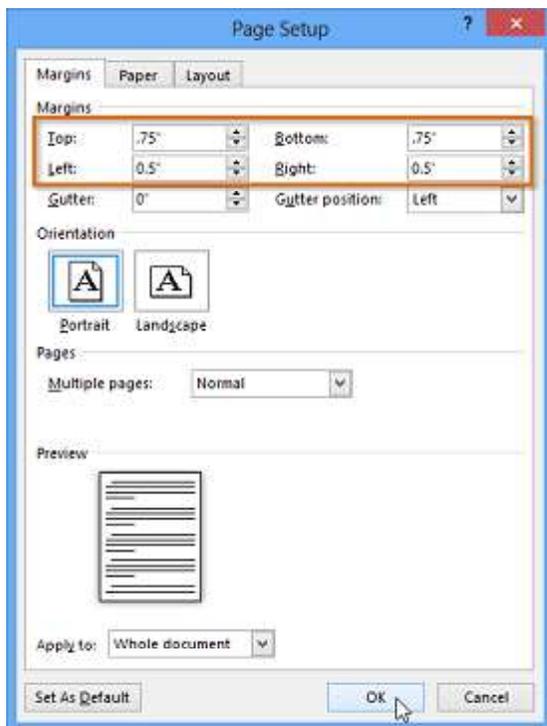
1. Select the **Page Layout** tab, then click the **Margins** command.
2. A drop-down menu will appear. Click the **predefined margin size** you want.
3. The margins of the document will be changed.



To use custom margins

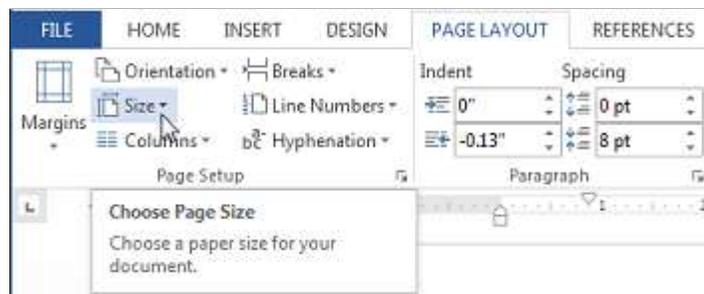
Word also allows you to customize the size of your margins in the **Page Setup** dialog box.

1. From the **Page Layout** tab, click **Margins**. Select **Custom Margins...** from the drop-down menu.
2. The **Page Setup** dialog box will appear.
3. Adjust the values for each margin, then click **OK**.



Page size

By default, the page size of a new document is **8.5 inches by 11** inches. Depending on your project, you may need to adjust your document's page size. It is important to note that before modifying the default page size, you should check to see which page sizes your printer can accommodate.



To change the page size

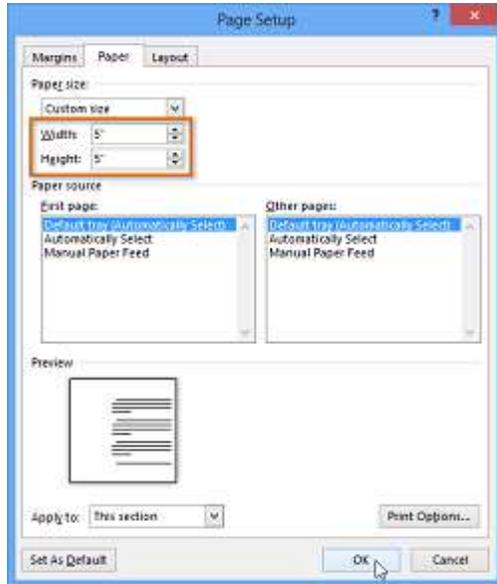
Word has a variety of **predefined page sizes** to choose from.

1. Select the **Page Layout** tab, then click the **Size** command.
2. A drop-down menu will appear. The current page size is highlighted. Click the desired **predefined page size**.

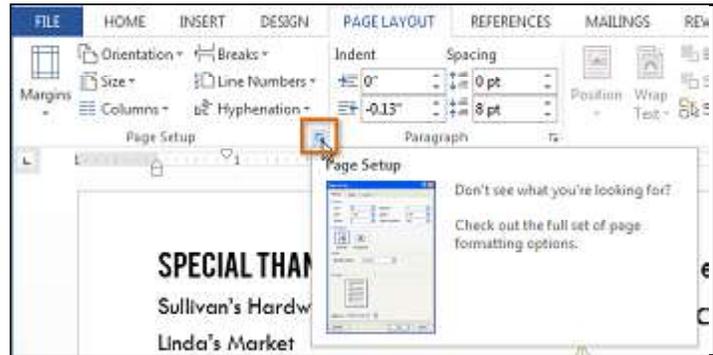
To use a custom page size

Word also allows you to customize the page size in the **Page Setup** dialog box.

1. From the **Page Layout** tab, click **Size**. Select **More Paper Sizes...** from the drop-down menu.
2. The **Page Setup** dialog box will appear.
3. Adjust the values for **Width** and **Height**, then click **OK**.



Alternatively, you can open the Page Setup dialog box by navigating to the Page Layout tab and clicking the small **arrow in the bottom-right corner of the **Page Setup** group.*



Printing Documents

Once you have created your document, you may want to **print** it to view and share your work **offline**. It is easy to preview and print a document in Word using the **Print** pane.

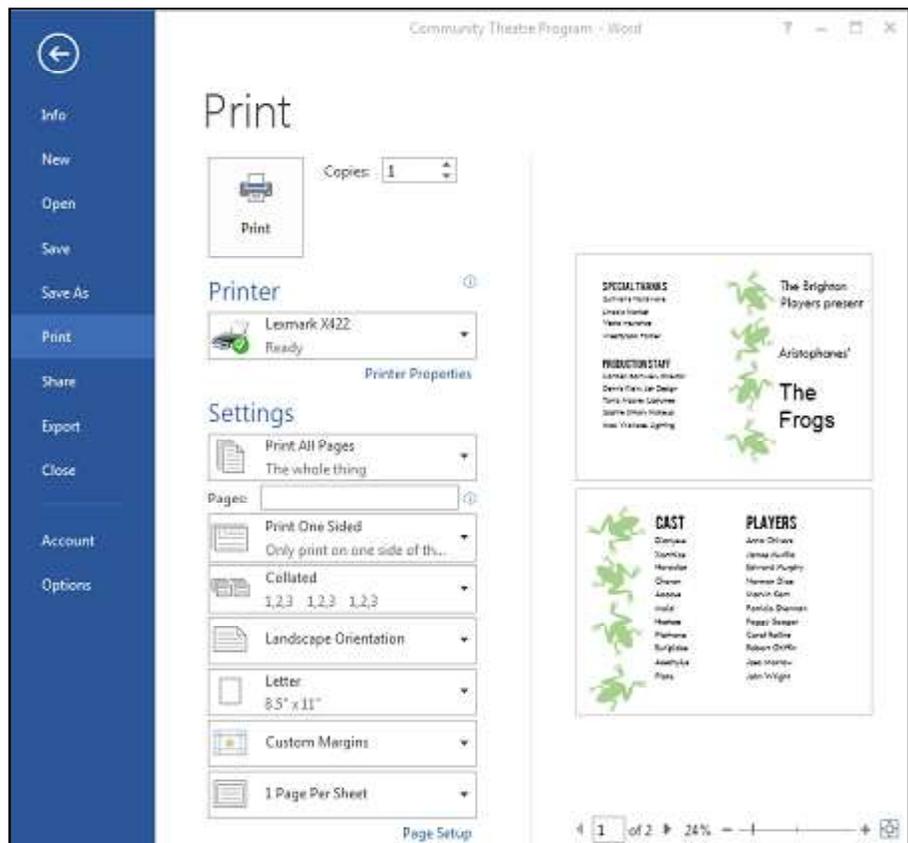
To access the Print pane

1. Select the **File** tab. **Backstage view** will appear.

You can also access the Print pane by pressing **Ctrl+P on your keyboard.*

To print a document

1. Navigate to the **Print** pane and select the desired **printer**.
2. Enter the number of **copies** you want to print.
3. Select any additional **settings** if needed.
4. Click **Print**. (See image)



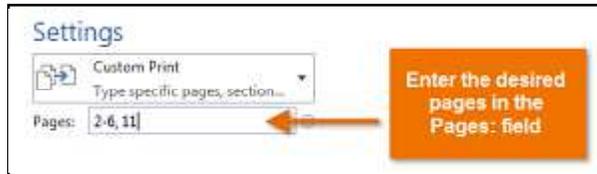
Custom printing

Sometimes you may find it unnecessary to print your entire document, in which case **custom printing** may be more suited for your needs. Whether you are printing **several individual pages** or a **range of pages**, Word allows you to **specify** exactly which pages you had like to print.

To custom print a document

If you had like to print individual pages or page ranges, you will need to separate each entry with a **comma** (1, 3, 5-7, or 10-14 for example).

1. Navigate to the **Print** pane.
2. In the **Pages:** field, enter the pages you want to print.
3. Click **Print**.



Indents and Tabs

Indenting text adds structure to your document by allowing you to separate information. Whether you had like to move a single line or an entire paragraph, you can use the **tab selector** and the **horizontal ruler** to set **tabs** and **indents**.

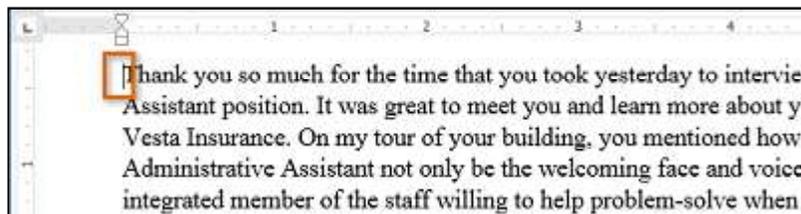
Indenting text

In many types of documents, you may want to indent only the **first line** of each paragraph. This helps to **visually separate** paragraphs from one another. It is also possible to indent every line **except for the first line**, which is known as a **hanging indent**.

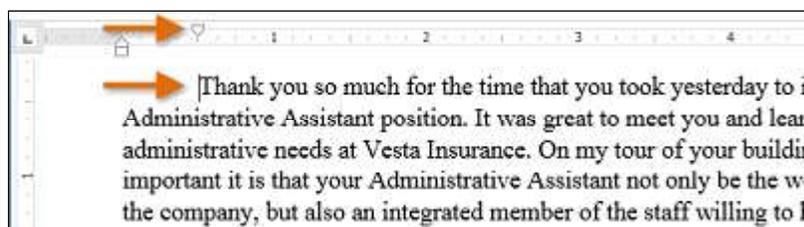
To indent using the Tab key

A quick way to indent is to use the **Tab** key. This will create a first-line indent of **1/2** inch.

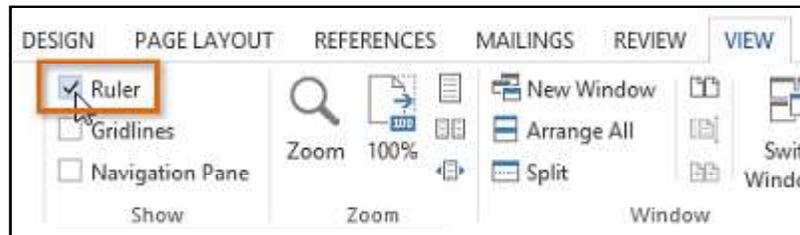
1. Place the insertion point **at the very beginning** of the paragraph you want to indent.



2. Press the **Tab** key. On the ruler, you should see the **first-line indent marker** move to the right by **1/2** inch.
3. The first line of the paragraph will be indented.



*If you can not see the ruler, select the **View** tab, then click the check box next to **Ruler**.



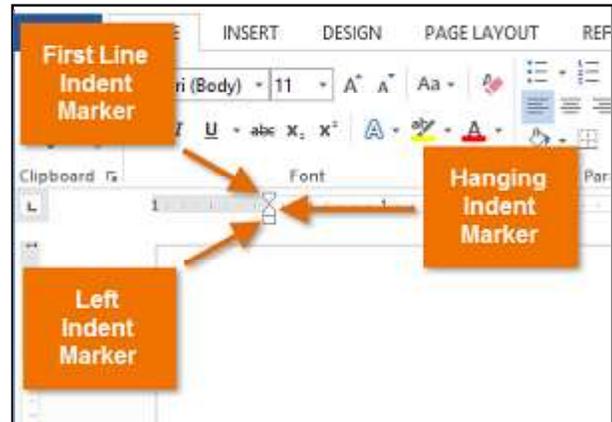
Indent markers

In some cases, you may want to have more control over indents. Word provides **indent markers** that allow you to indent paragraphs to the location you want. The indent markers are located to the left of the horizontal ruler, and they provide several indenting options:

First-line indent marker  : Adjusts the first-line indent

Hanging indent marker  : Adjusts the hanging indent

Left indent marker  : Moves both the first-line indent and hanging indent markers at the same time (this will indent all lines in a paragraph)



To indent using the indent markers

1. Place the **insertion point** anywhere in the paragraph you want to indent, or select one or more paragraphs.
2. Click, hold, and drag the desired **indent marker**. In our example, we will click, hold, and drag the left indent marker. A live preview of the indent will appear in the document.



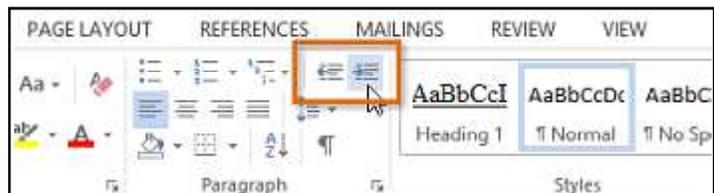
3. Release the mouse. The paragraphs will be indented.



To indent using the Indent commands

If you want to indent multiple lines of text or all lines of a paragraph, you can use the **Indent commands**.

1. Select the text you want to indent.
2. On the **Home** tab, click the desired Indent command:

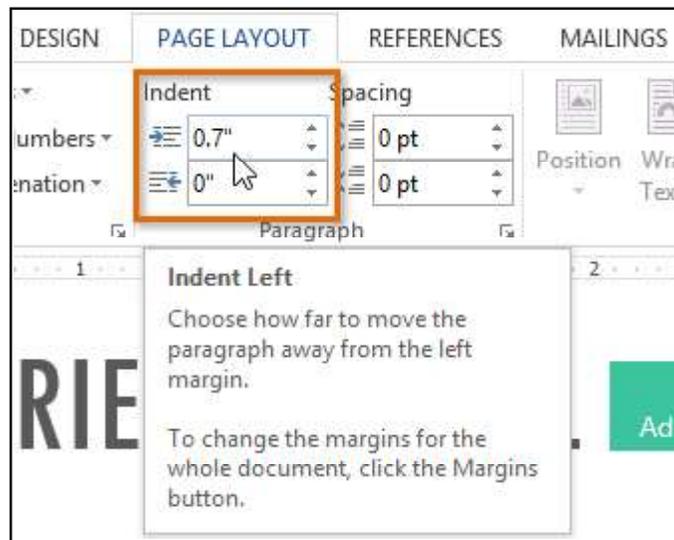


Increase Indent: This increases the indent by increments of **1/2 inch**. In our example, we will increase the indent.

Decrease Indent: This decreases the indent by increments of **1/2 inch**.

3. The text will indent.

To customize the indent amounts, select the **Page Layout tab and enter the desired values in the boxes under **Indent**.*



Tabs

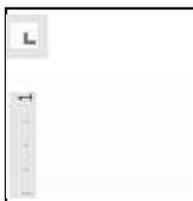
Using **tabs** gives you more control over the placement of text. By default, every time you press the Tab key, the insertion point will move **1/2 inch** to the right. Adding **tab stops** to the **Ruler** allows you to change the size of the tabs, and Word even allows you to apply more than one tab stop to a single line. For example, on a resume you could **left align** the beginning of a line and **right align** the end of the line by adding a **Right Tab**.



Pressing the Tab key can either add a **tab or create a **first-line indent**, depending on where the insertion point is. Generally, if the insertion point is at the beginning of an existing paragraph, it will create a first-line indent; otherwise, it will create a tab.*

The tab selector

The **tab selector** is located above the **vertical ruler** on the left. Hover the mouse over the tab selector to see the name of the active **tab stop**.



Types of tab stops include

Left Tab  : Left-aligns the text at the tab stop.

Center Tab  : Centers the text around the tab stop.

Right Tab  : Right-aligns the text at the tab stop.

Decimal Tab  : Aligns decimal numbers using the decimal point.

Bar Tab  : Draws a vertical line on the document.

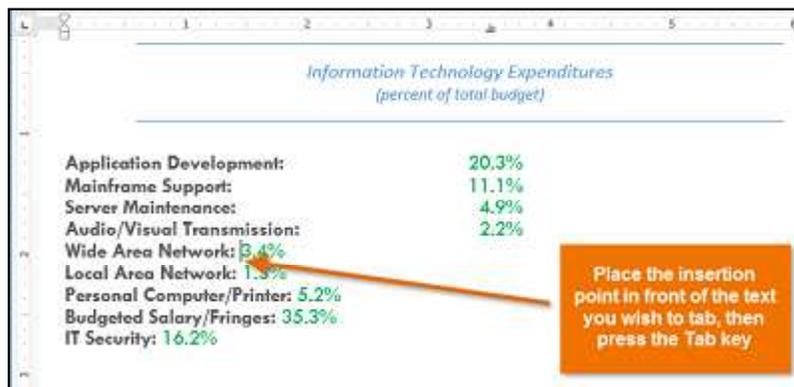
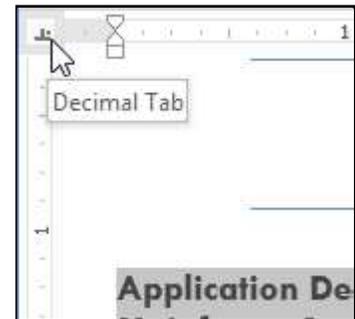
First Line Indent  : Inserts the indent marker on the ruler and indents the first line of text in a paragraph.

Hanging Indent  : Inserts the hanging indent marker, and indents all lines other than the first line.

*Although **Bar Tab**, **First Line Indent**, and **Hanging Indent** appear on the **tab selector**, they are not technically tabs.

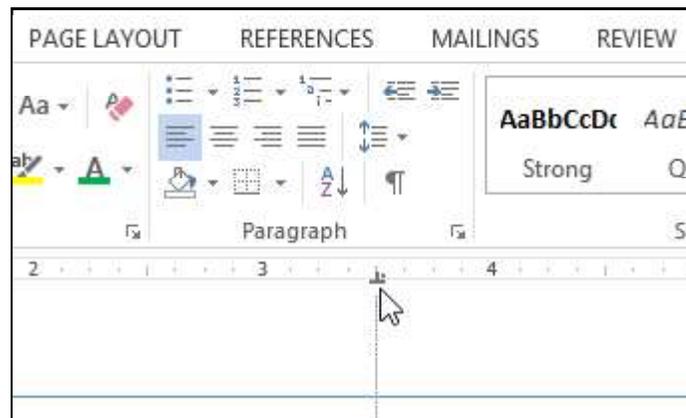
To add tab stops

1. Select the paragraph or paragraphs you want to add tab stops to. If you do not select any paragraphs, the tab stops will apply to the **current paragraph** and any **new paragraphs** you type below it.
2. Click the **tab selector** until the tab stop you want to use appears. In our example, we will select **Decimal Tab**.
3. Click the **location on the horizontal ruler** where you want your text to appear (it helps to click on the **bottom edge** of the ruler). You can add as many tab stops as you want.
4. Place the **insertion point** in front of the **text** you want to tab, then press the **Tab** key. The text will jump to the next tab stop.

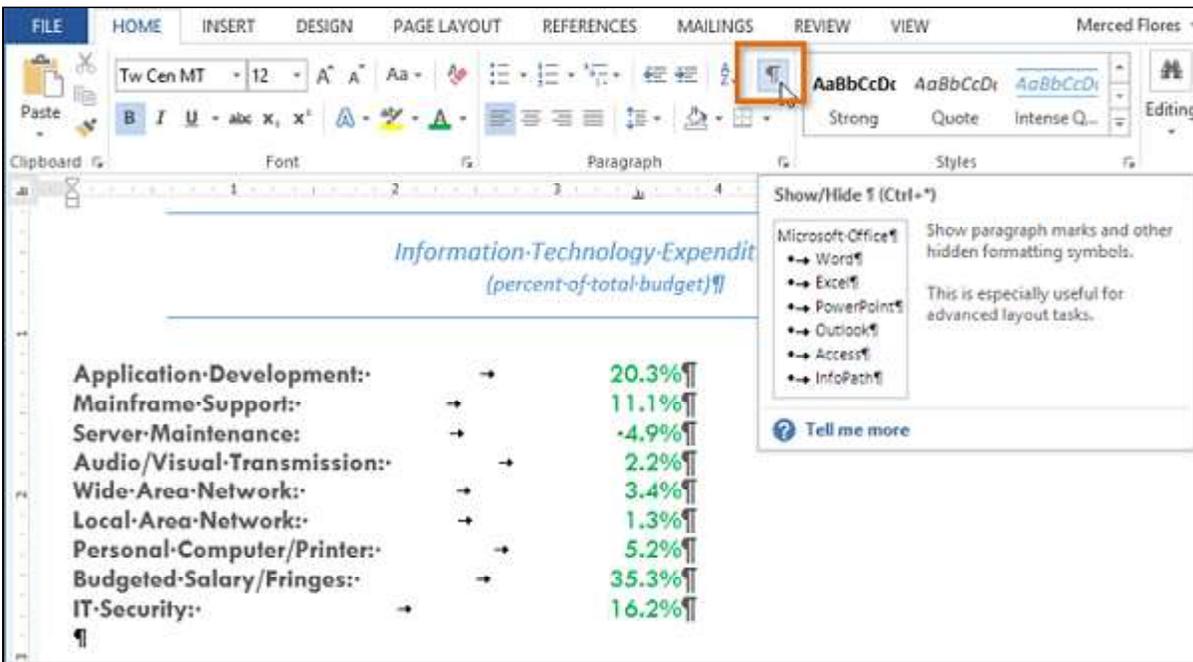


Removing tab stops

It is a good idea to remove any tab stops you are not using so they do not get in the way. To remove a tab stop, click and drag it off of the Ruler.



*Word can display hidden formatting symbols such as the spacebar (..), paragraph (¶), and Tab key (→) markings to help you see the formatting in your document. To show hidden formatting symbols, select the **Home** tab, then click the **Show/Hide** command.



Line and Paragraph Spacing

As you design your document and make formatting decisions, you will need to consider **line** and **paragraph spacing**. You can **increase** spacing to improve readability or **reduce** it to fit more text on the page.

About line spacing

Line spacing is the **space between each line** in a paragraph. Microsoft Word allows you to customize the line spacing to be **single spaced** (one line high), **double spaced** (two lines high), or any other amount you want. The default spacing in Word 2013 is **1.08 lines**, which is slightly larger than single spaced.

In the images below, you can compare different types of line spacing. From left to right, these images show the default line spacing, single spacing, and double spacing.

<p>SUMMARY Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support. Multi-tasking team-player with knowledge of training solutions and database management.</p>	<p>SUMMARY Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support. Multi-tasking team-player with knowledge of training solutions and database management.</p>	<p>SUMMARY Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.</p>
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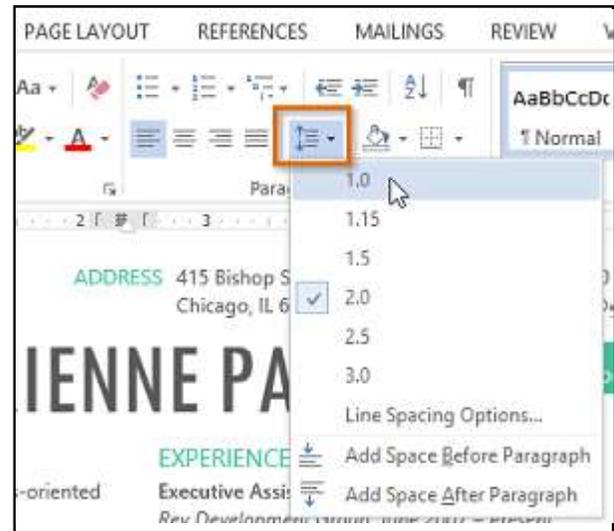
*Line spacing is also known as leading (pronounced to rhyme with **wedding**).

To format line spacing

1. Select the text you want to format.
2. On the **Home** tab, click the **Line and Paragraph Spacing** command. A drop-down menu will appear.
3. Move the mouse over the various options. A live preview of the line spacing will appear in the document. Select the line spacing you want to use.
4. The line spacing will change in the document.

Fine tuning line spacing

Your line spacing options are not limited to the ones in the **Line and Paragraph Spacing** menu. To adjust spacing with more precision, select **Line Spacing Options** from the menu to access the **Paragraph** dialog box. You will then have a few additional options you can use to customize spacing:



Exactly

When you choose this option, the line spacing is **measured in points**, just like font sizes. Generally, the spacing should be slightly larger than the font size. For example, if you are using **12-point** text, you could use **15-point** spacing.

At least

Like the **Exactly** option, this option lets you choose how many points of spacing you want. However, if you have different sizes of text on the same line, the spacing will expand to fit the larger text.

Multiple

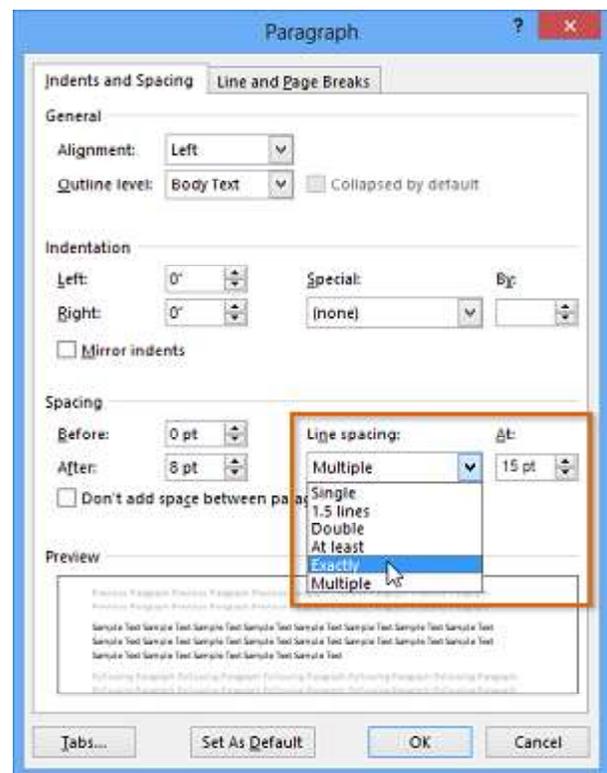
This option lets you type the number of lines of spacing you want. For example, choosing **Multiple** and changing the spacing to **1.2** will make the text slightly more spread out than single-spaced text. If you want the lines to be closer together, you can choose a smaller value like **0.9**.

Paragraph spacing

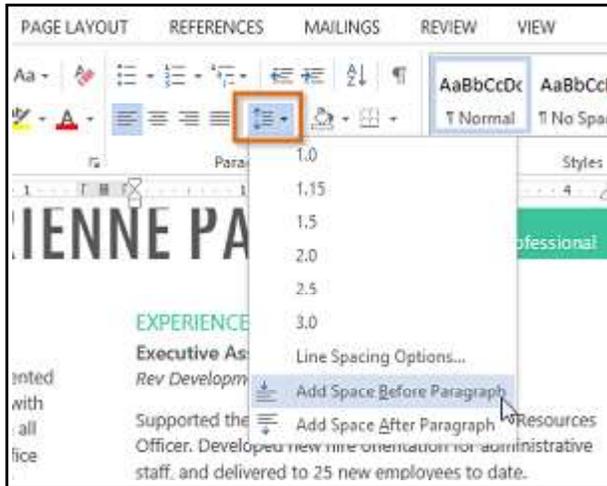
By default, when you press the **Enter** key Word 2013 moves the insertion point down a little farther than one line on the page. This automatically creates space between paragraphs. Just as you can format spacing between lines in your document, you can adjust spacing before and after paragraphs. This is useful for separating paragraphs, headings, and subheadings.

To format paragraph spacing

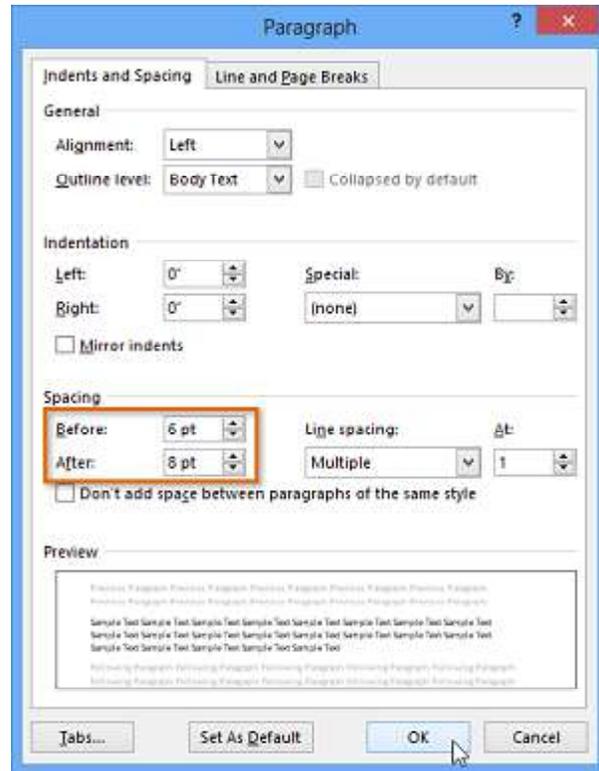
In our example, we will increase the space before a paragraph to separate it from a heading. This will make our document easier to read.



1. Select the paragraph or paragraphs you want to format.
2. On the **Home** tab, click the **Line and Paragraph Spacing** command. Hover the mouse over **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu. A live preview of the paragraph spacing will appear in the document.
3. Select the paragraph spacing you want to use. In our example, we Will select **Add Space Before Paragraph**.



3. The paragraph spacing will change in the document.
 - *From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can control how much space there is **before** and **after** the paragraph.

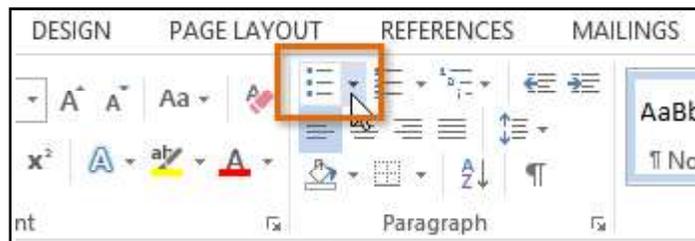
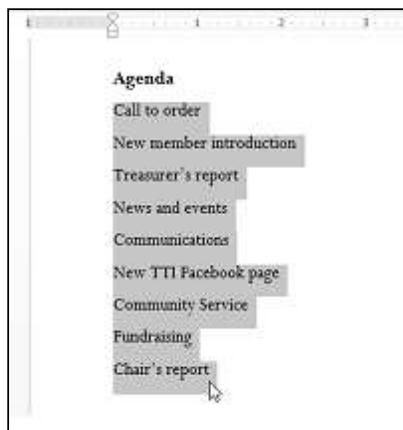


Lists (Bullet & Numbering)

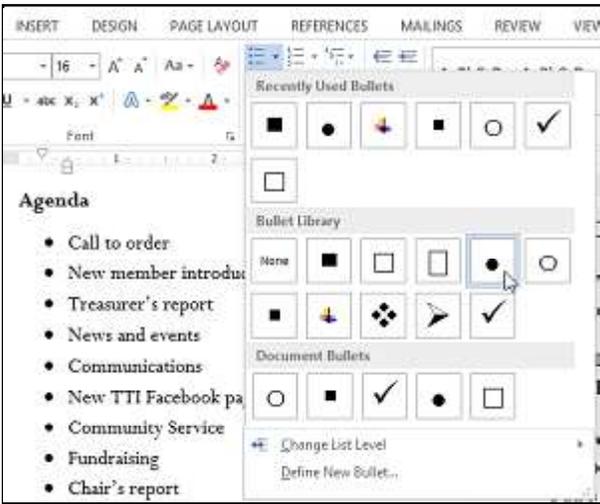
Bulleted and numbered lists can be used in your documents to outline, arrange, and emphasize text. In this lesson, you will learn how to **modify existing bullets**, insert new **bulleted** and **numbered lists**, select **symbols** as bullets, and format **multilevel lists**.

To create a bulleted list

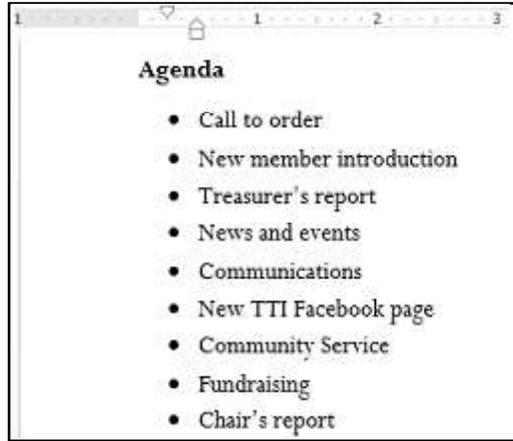
1. Select the text you want to format as a list.
2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. A menu of bullet styles will appear.



3. Move the mouse over the various bullet styles. A live preview of the bullet style will appear in the document. Select the bullet style you want to use.

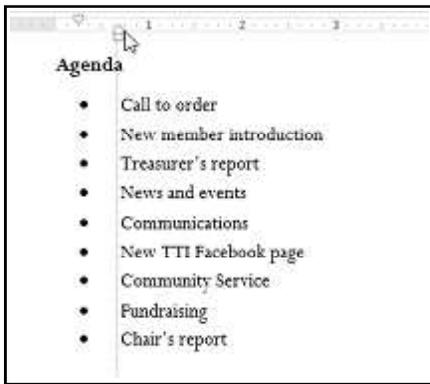


4. The text will be formatted as a bulleted list.



Options for working with lists

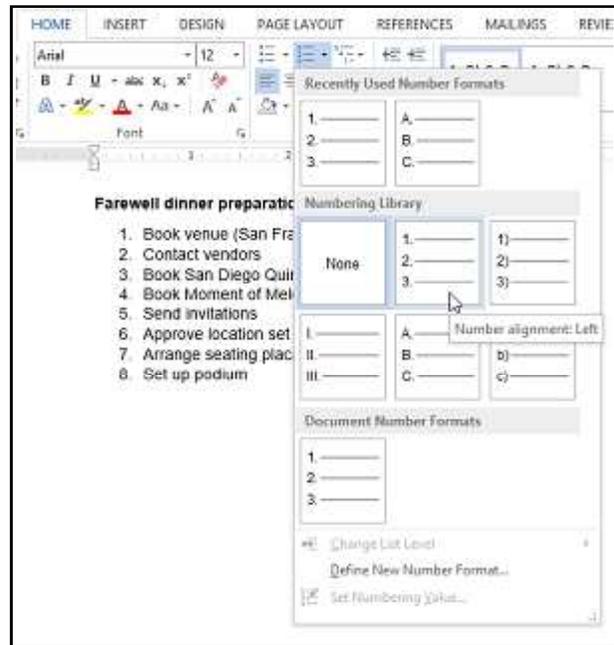
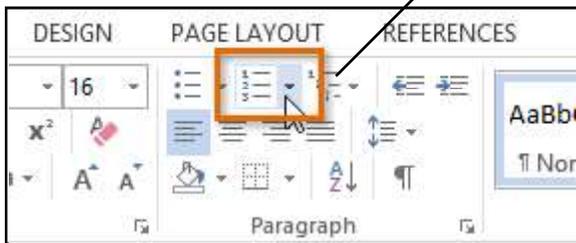
1. To remove numbers or bullets from a list, select the list and click the **Bulleted** or **Numbered** list command.
2. When you are editing a list, you can press **Enter** to start a new line, and the new line will automatically have a bullet or number. When you have reached the end of your list, press **Enter** twice to return to normal formatting.
3. By dragging the indent markers on the ruler, you can customize the indenting of your list and the distance between the text and the bullet or number.



To create a numbered list

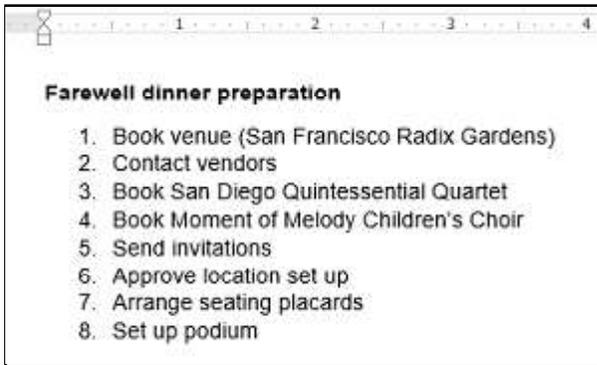
When you need to organize text into a **numbered** list, Word offers several **numbering options**. You can format your list with **numbers, letters, or Roman numerals**.

1. Select the text you want to format as a list.
2. On the **Home** tab, click the **drop-down arrow** next to the **Numbering** command. A menu of numbering styles will appear.



3. Move the mouse over the various numbering styles. A live preview of the numbering style will appear in the document. Select the numbering style you want to use.

4. The text will format as a numbered list.



To restart a numbered list

If you want to restart the numbering of a list, Word has a **Restart at 1** option. It can be applied to **numeric** and **alphabetical** lists.

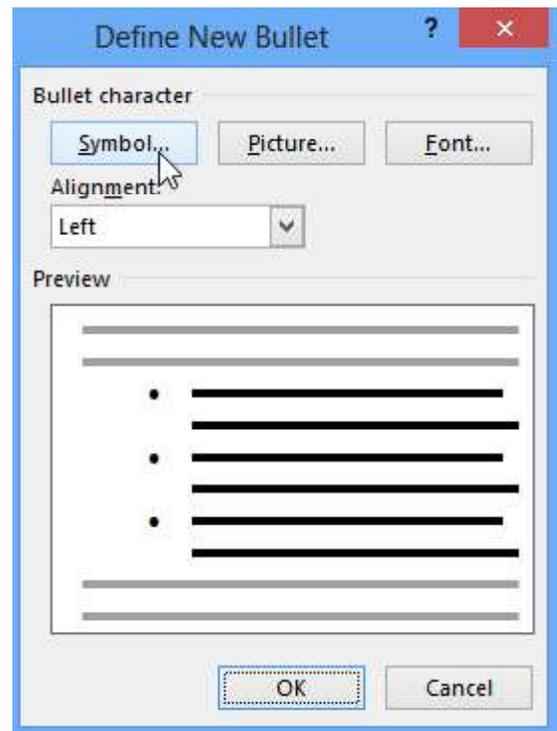
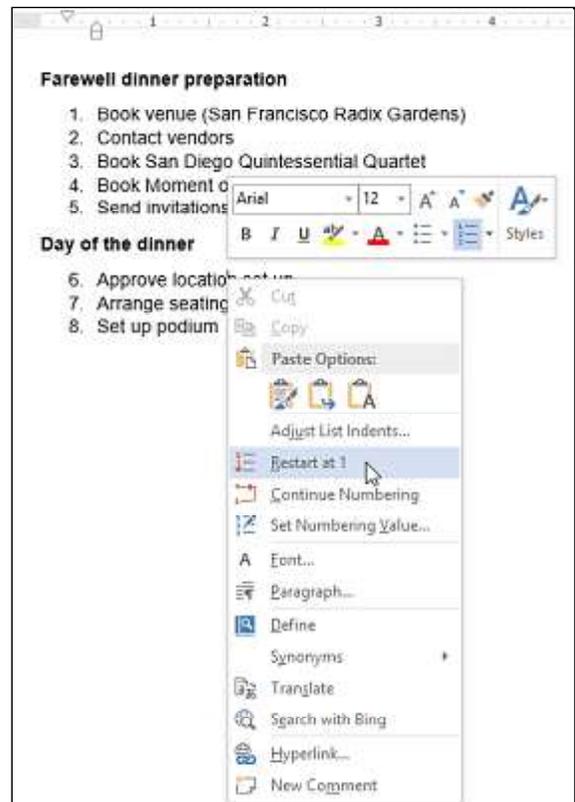
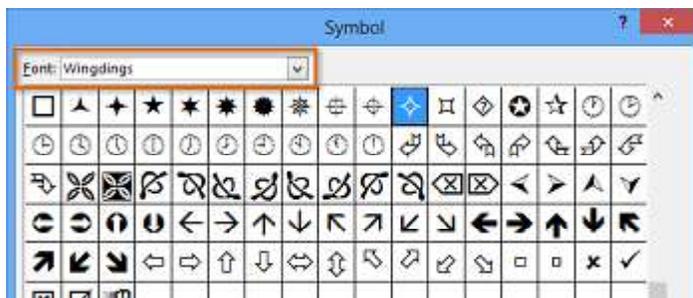
1. Right-click the **list item** you want to restart the numbering for, then select **Restart at 1** from the menu that appears.
2. The list numbering will restart.

Customizing bullets

Customizing the look of the bullets in your list can help you emphasize certain list items or personalize the design of your list. Word allows you to format bullets in a variety of ways. You can use **symbols** and different **colors**, or even upload a **picture** as a bullet.

To use a symbol as a bullet

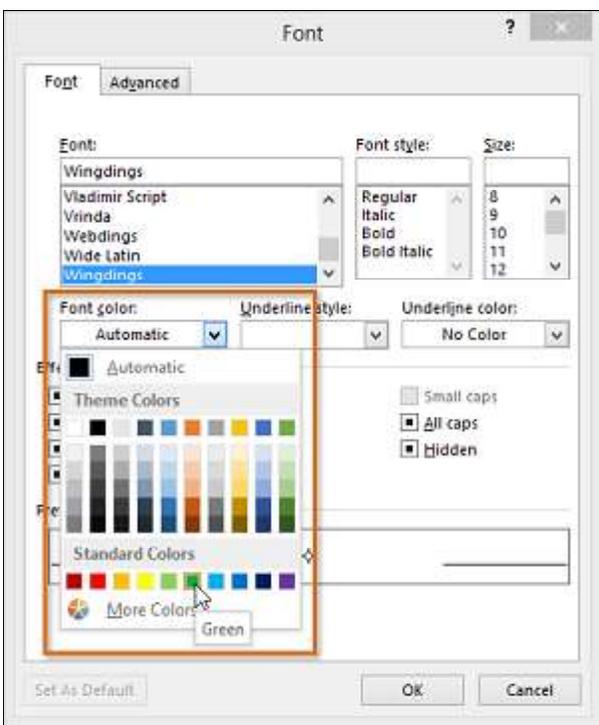
1. Select an existing list you want to format.
2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. Select **Define New Bullet...** from the drop-down menu.
3. The **Define New Bullet** dialog box will appear. Click the **Symbol...** button.
4. The **Symbol** dialog box will appear.
5. Click the **Font** drop-down box and select a font. The **Wingdings** and **Symbol** fonts are good choices because they have many useful symbols.
6. Select the desired symbol, then click **OK**.



- The symbol will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.
- The symbol will appear in the list.

To change the bullet color

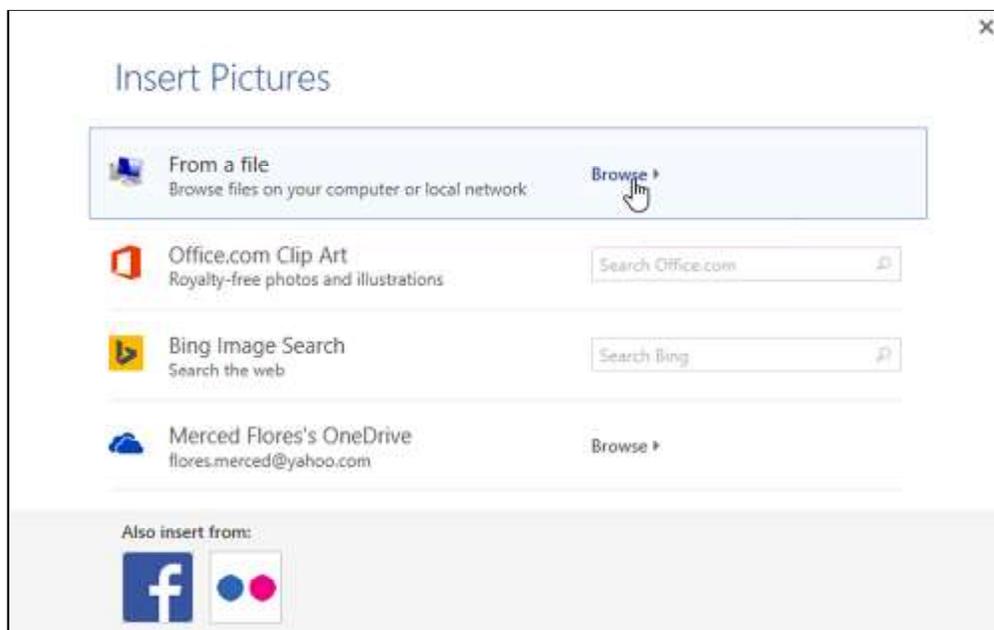
- Select an existing list you want to format.
- On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command.
- Select **Define New Bullet...** from the drop-down menu.
- The **Define New Bullet** dialog box will appear. Click the **Font** button.
- The **Font** dialog box will appear. Click the **Font Color** drop-down box. A menu of font colors will appear.
- Select the desired color, then click **OK**.



- The bullet color will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.
- The bullet color will change in the list.

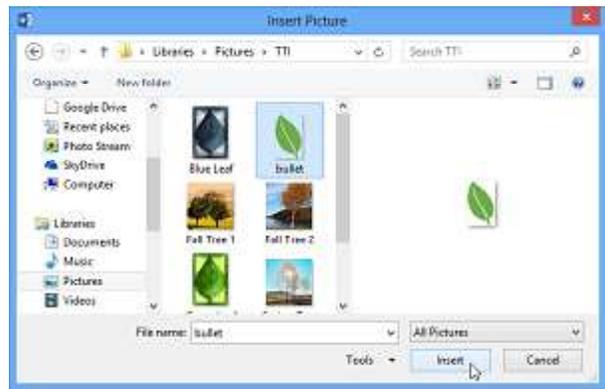
To use a picture as a bullet

- Select an existing list you want to format.
- On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. Select **Define New Bullet...** from the drop-down menu.
- The **Define New Bullet** dialog box will appear. Click the **Picture** button.
- The **Insert Pictures** dialog box will appear. From here, you can locate an image file stored on your computer or in your OneDrive (previously called SkyDrive), or you can use the search fields to search for an image online.
- In our example, we will click **Browse** to locate a picture stored on our computer. (see image below)



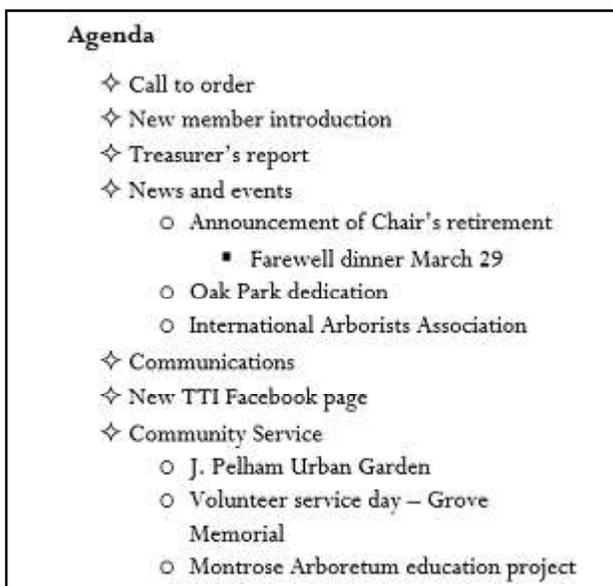
6. The Insert **Picture** dialog box will appear. Locate and select the desired image file, then click **Insert**.
7. The image will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.
8. The image will appear in the list.

Not all pictures work well as bullets. Generally, it is best to use a **simple graphic that has a white (or transparent) background. This ensures the bullet will have a recognizable shape.*



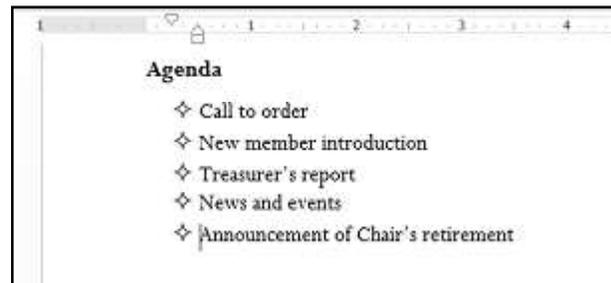
Multilevel lists

Multilevel lists allow you to create an **outline** with **multiple levels**. Any bulleted or numbered list can be turned into a multilevel list by using the **Tab** key.

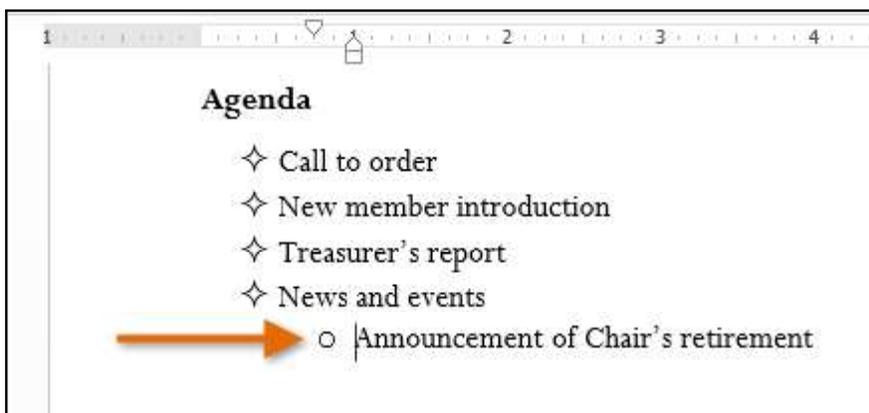


To create a multilevel list

1. Place the **insertion point** at the beginning of the line you want to move.



2. Press the **Tab** key to increase the indent level of the line. The line will move to the right.
(See image below)



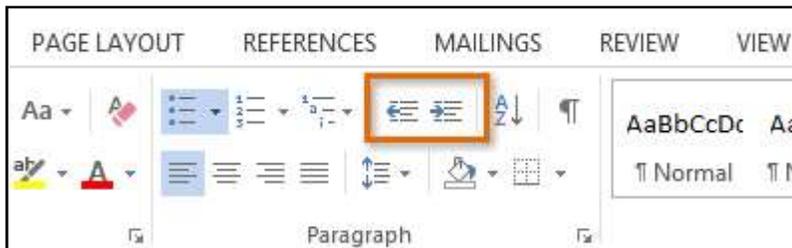
To increase or decrease an indent level

You can make adjustments to the organization of a multilevel list by increasing or decreasing the indent levels. There are several ways to change the indent level:

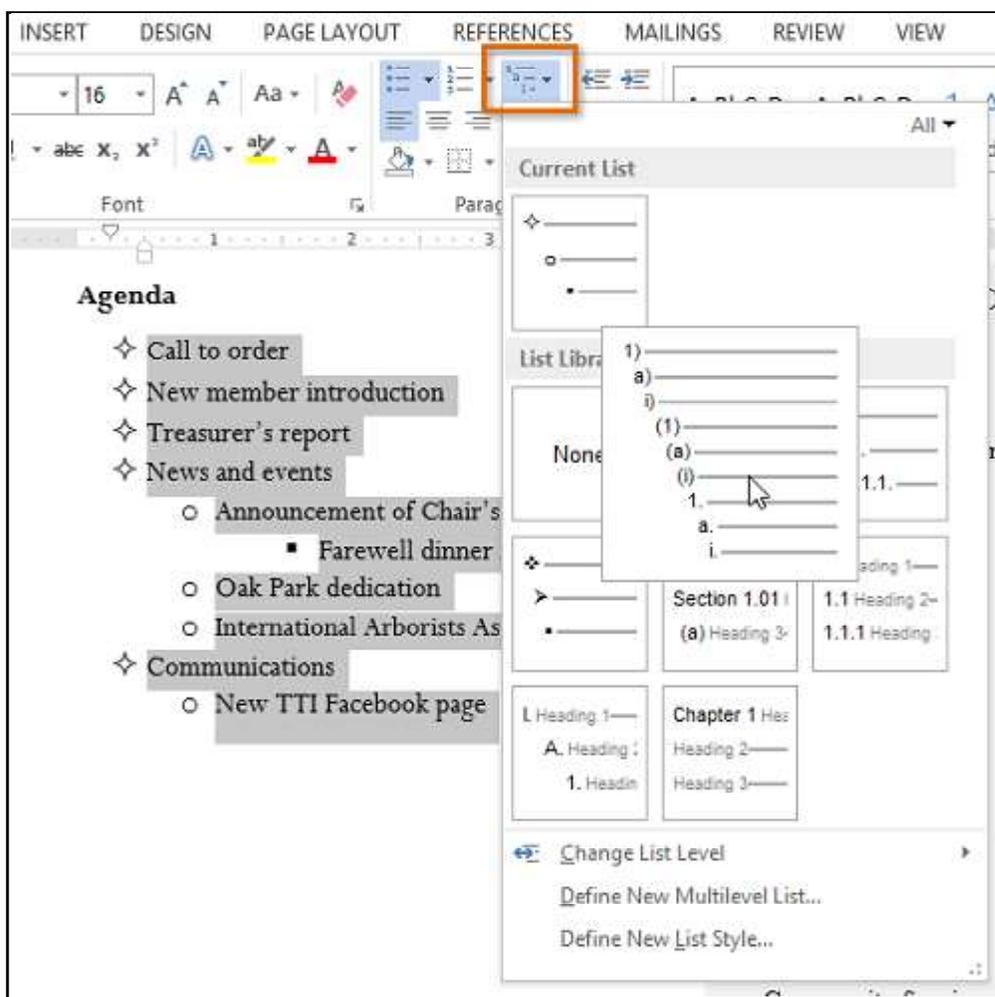
To **increase** the indent by **more than one** level, place the insertion point at the beginning of the line and **press** the Tab key until the desired level is reached.

To **decrease** the indent level, place the insertion point at the beginning of the line, then hold the **Shift** key and press the **Tab** key.

You can also increase or decrease the levels of text by placing the insertion point anywhere in the line and then clicking the **Increase or **Decrease** indent commands.*



When formatting a multilevel list, Word will use the default bullet style. To change the style of a multilevel list, select the list, then click the **Multilevel list command on the **Home** tab.*



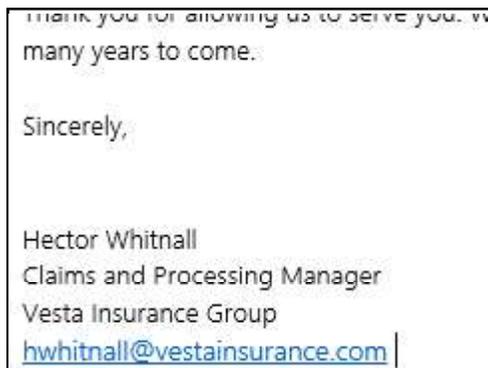
Hyperlinks

Adding **hyperlinks** to text can provide access to **websites** and **email addresses** directly from your document. There are a few ways to insert a hyperlink into your document. Depending on how you want the link to appear, you can use Word's **automatic link formatting** or **convert text** into a link.

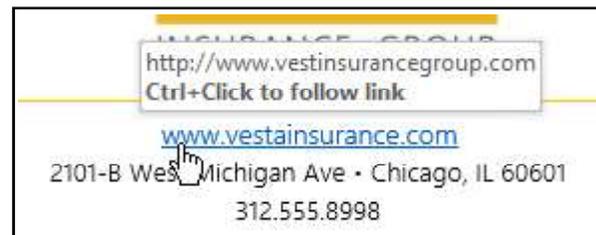
Understanding hyperlinks in Word

Hyperlinks have **two basic parts**: the address (URL) of the webpage and the **display text**. For example, the address could be <http://www.richsonindia.org>, and the display text could be **Computer Organisation**. When you create a hyperlink in Word, you will be able to choose both the address and the display text.

Word often recognizes email and web addresses as you type and will automatically format them as hyperlinks after you press **Enter** or the **spacebar**. In the images below, you can see a hyperlinked email address and a hyperlinked web address.



To follow a hyperlink in Word, hold the **Ctrl key and click on the **hyperlink**.*

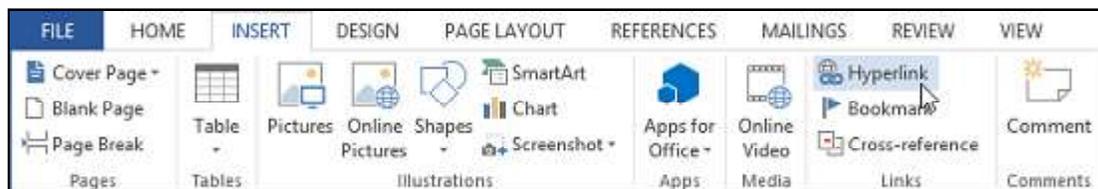


To format text with a hyperlink

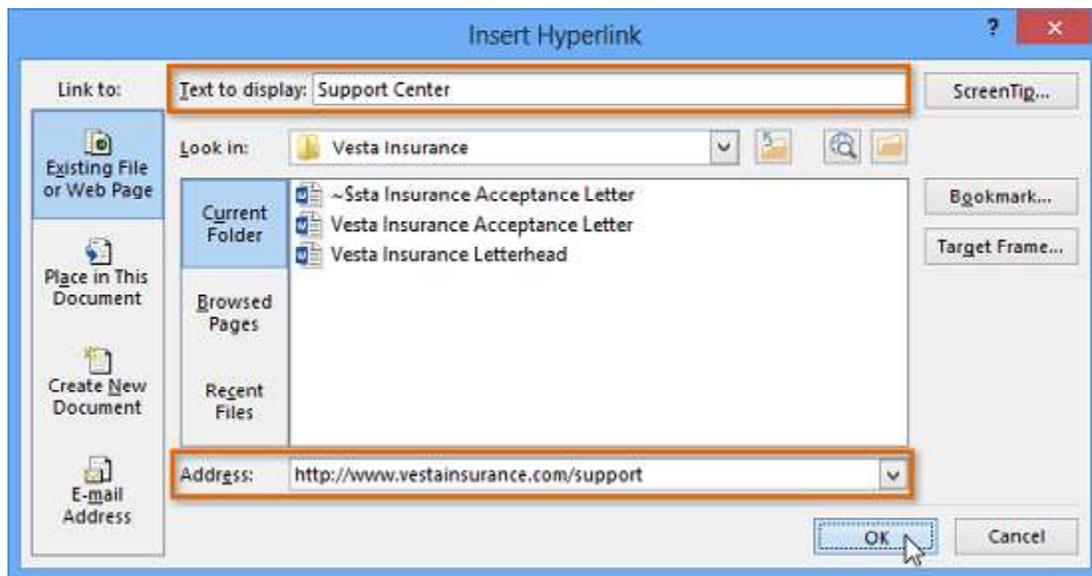
1. Select the text you want to format as a hyperlink.



2. Select the **Insert** tab, then click the **Hyperlink** command.



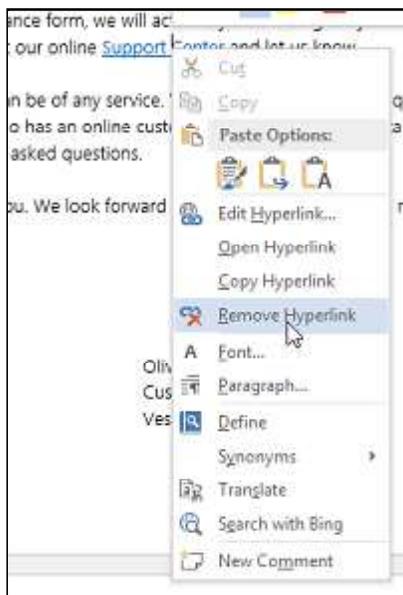
3. The **Insert Hyperlink** dialog box will appear.
4. The selected text will appear in the **Text to display**: field at the top. You can change this text if you want.
5. In the **Address**: field, type the address you want to link to, then click **OK**.



6. The text will then be formatted as a hyperlink.

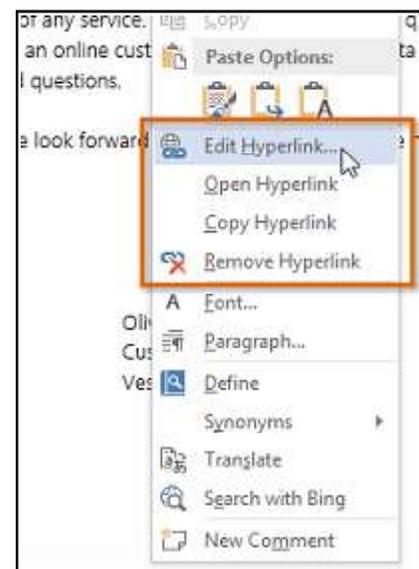
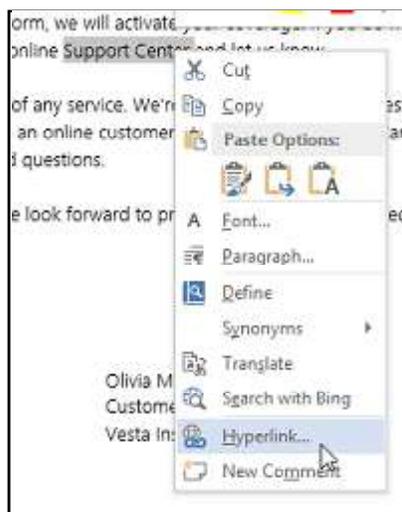
Acceptance Form that we ask you to fill out and return to our office. Once you have completed your acceptance form, we will activate your coverage. If you do not have time to fill out your acceptance form, please visit our online [Support Center](http://www.vestainsurance.com/support) and let us know. We look forward to serving you. If you have any questions, please contact our Customer Service Group. We're happy to answer any questions you may have. Our Customer Service Group also has an online customer service webpage, Vesta Care

To remove a hyperlink, right-click the hyperlink and select **Remove Hyperlink from the menu that appears.*



After you create a hyperlink, you should **test it. If you have linked to a website, your web browser should automatically open and display the site. If it does not work, check the hyperlink address for misspellings.*

Alternatively, you can open the Insert Hyperlink dialog box by right-clicking the selected text and selecting **Hyperlink... from the menu that appears. Once you have inserted a hyperlink, you can right-click the hyperlink to edit, open, copy, or remove it.*



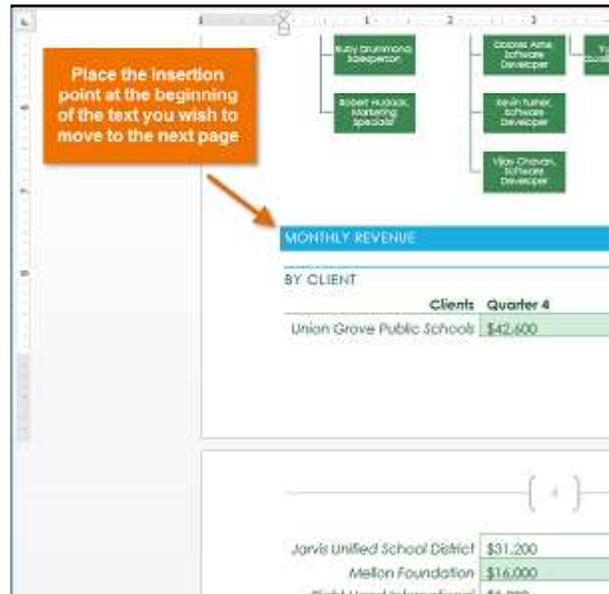
Breaks

Adding **breaks** to your document can make it appear more organized and can improve the flow of text. Depending on how you want to change the pagination or formatting of your document, you can apply a **page break** or a **section break**.

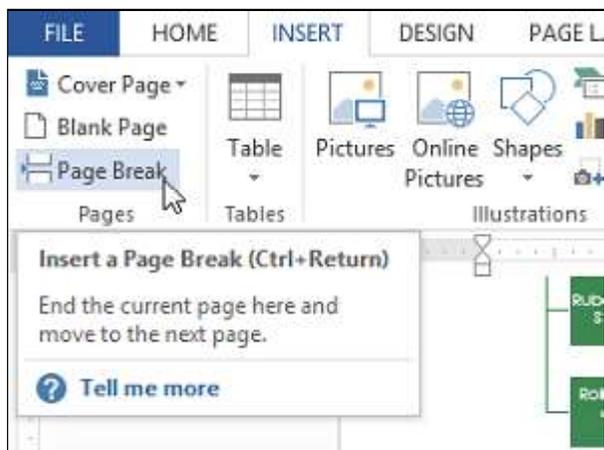
To insert a page break

Page breaks allow you to move text to the next page before reaching the end of a page. You might use a page break if you are writing a paper that has a **title page** or a **bibliography** to ensure it starts on a new page. In our example, our chart is split between two pages. We will add a page break so the chart will be all on one page.

1. Place the **insertion point** where you want to create the break. In our example, we will place it at the beginning of our chart.



2. On the **Insert** tab, click the **Page Break** command. Alternatively, you can press **Ctrl+Enter** on your keyboard.



3. The page break will be applied to the document, and the text will move to the next page. In our example, the chart moved to the next page.

*By default, breaks are **hidden**. If you want to show the breaks in your document, click the **Show/Hide** command.

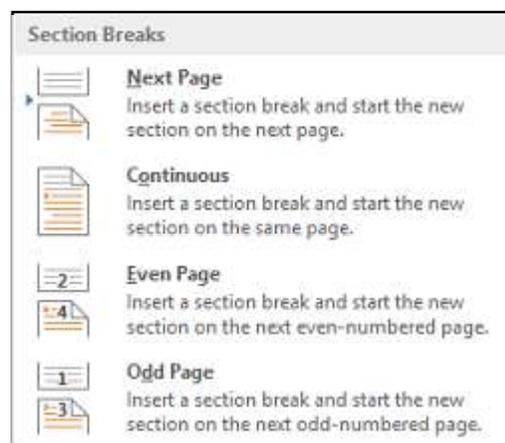
Section breaks

Section breaks create a **barrier** between parts of a document, allowing you to format each section independently. For example, you may want one section to have two columns without adding columns to the entire document. Word offers several types of section breaks:

Next Page: This option adds a section break and moves text after the break to the next page of the document. This is useful for creating a new page with normal formatting after a page that contains column formatting.

Continuous: This option inserts a section break and allows you to continue working on the same page. This type of break is useful when you need to separate a paragraph from columns.

Even Page and Odd Page: These options add a section break and move the text after the break to the next even or odd page. These options may be useful when you need to begin a new section on an even or odd page (for example, a new chapter of a book).



To insert a section break

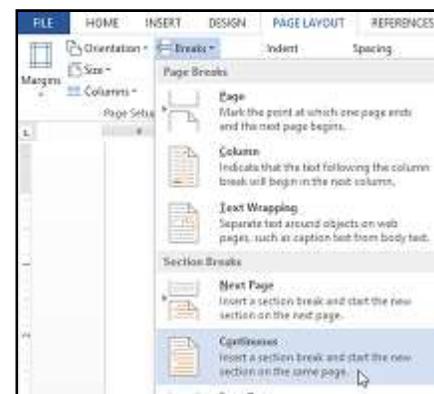
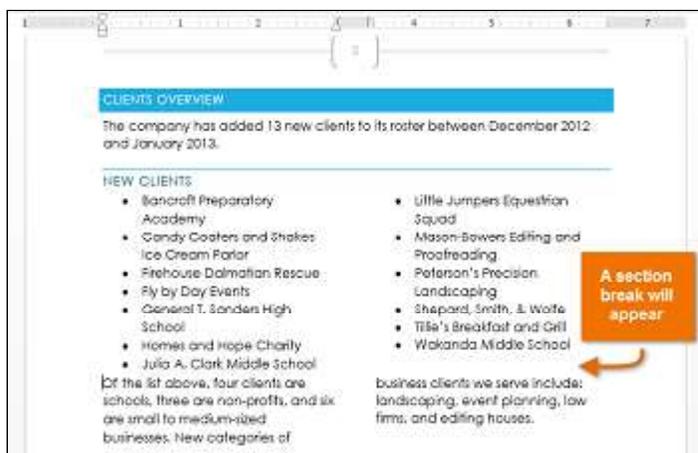
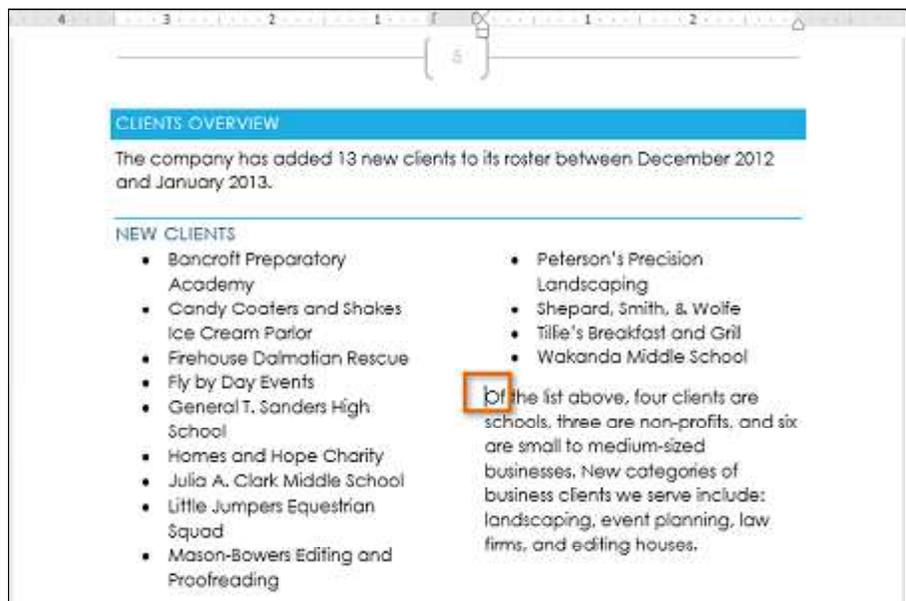
In our example, we will add a section break to separate a paragraph from a two-column list. This will allow us to change the formatting of the paragraph so it no longer appears formatted as a column.

1. Place the **insertion point** where you want to create the break. In our example, we will place it at the beginning of the paragraph we want to separate from column formatting.

2. On the **Page Layout** tab, click the **Breaks** command, then

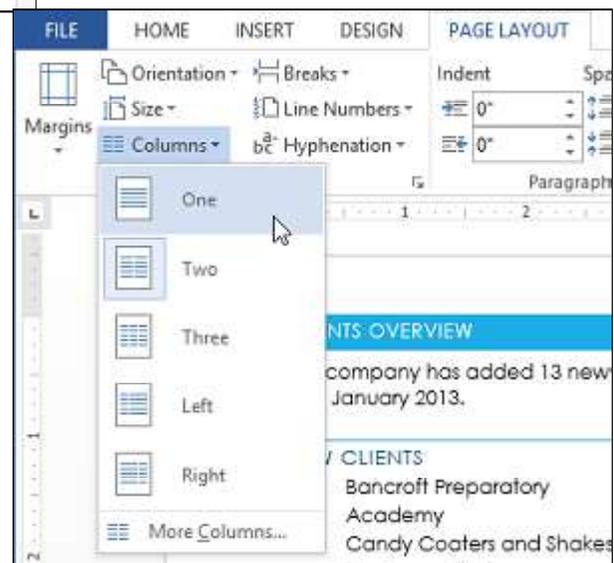
select the desired section break from the drop-down menu that appears. In our example, we will select **Continuous** so our paragraph remains on the same page as the columns.

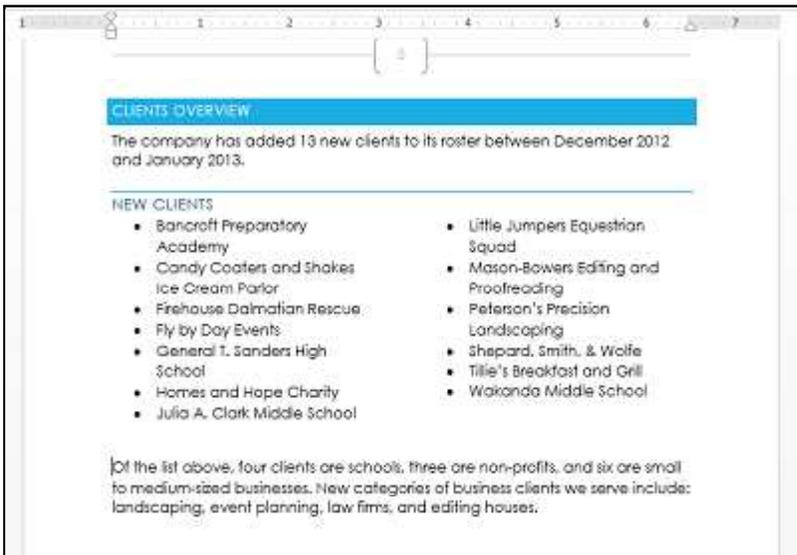
3. A section break will appear in the document.



4. The text **before** and **after** the section break can now be formatted separately. Apply the formatting options you want. In our example, we will apply one-column formatting to the paragraph so it is no longer formatted as columns.

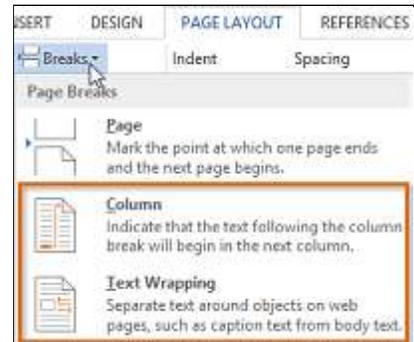
5. The text will be formatted in the document.





Other types of breaks

When you want to format the appearance of columns or modify text wrapping around an image, Word offers additional break options that can help.



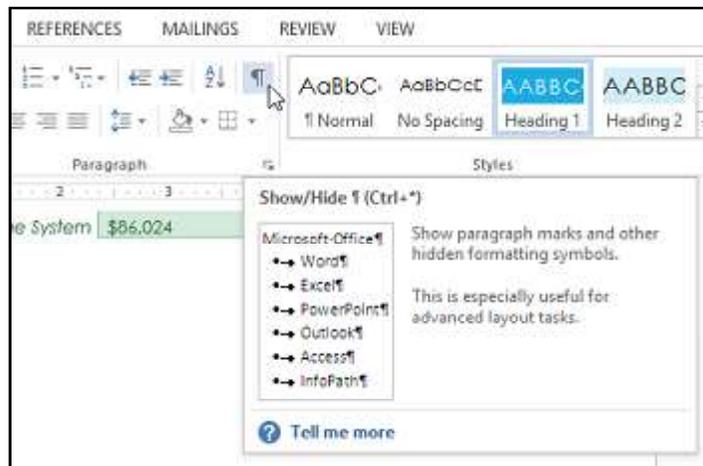
Column: When creating multiple columns, you can apply a column break to balance the appearance of the columns. Any text following the column break will begin in the next column.

Text wrapping: When text has been wrapped around an image or object, you can use a text-wrapping break to end the wrapping and begin typing on the line below the image.

To delete a break

By default, breaks are **hidden**. If you want to delete a break, you will first need to show the breaks in your document.

1. On the **Home** tab, click the **Show/Hide** command.



2. Locate the **break** you want to delete. Place the insertion point at the beginning of the break you want to delete.



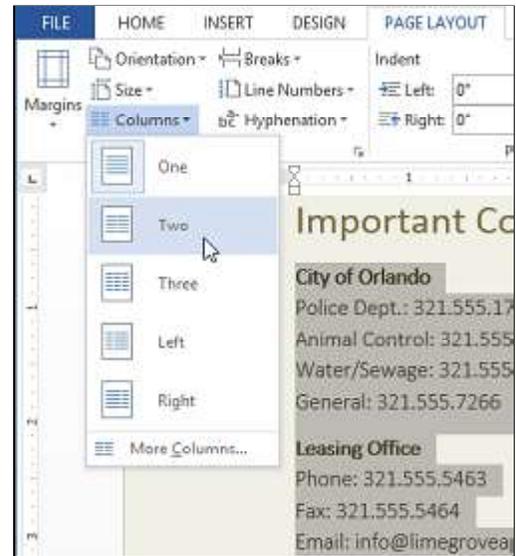
3. Press the **Delete** key. The break will be deleted from the document.

Columns

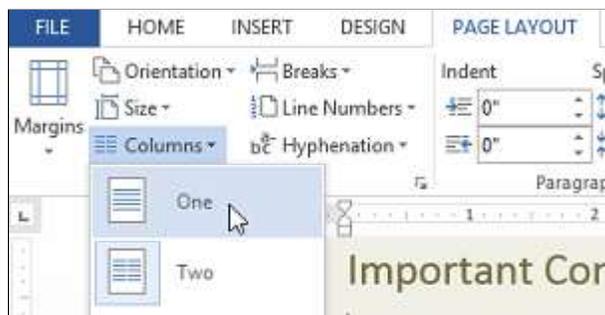
Sometimes the information you include in your document is best displayed in **columns**. Not only can columns help improve readability, but some types of documents—like newspaper articles, newsletters, and flyers—are often written in column format. Word also allows you to adjust your columns by adding **column breaks**.

To add columns to a document

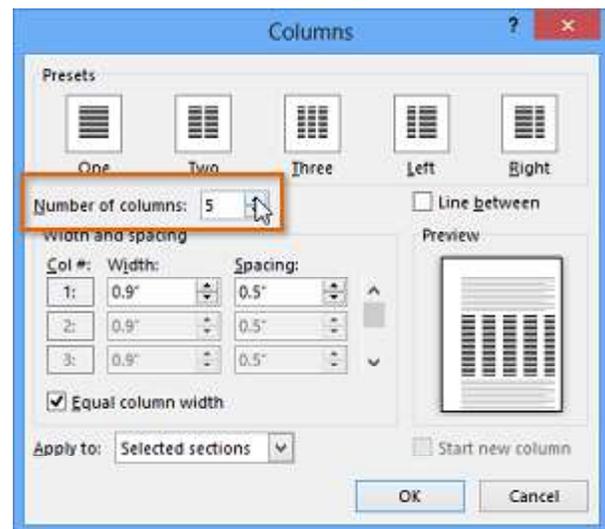
1. Select the text you want to format.
2. Select the **Page Layout** tab, then click the **Columns** command. A drop-down menu will appear.
3. Select the number of columns you want to create.
4. The text will format into columns.



To remove column formatting, place the insertion point anywhere in the columns, then click the **Columns command on the **Page Layout** tab. Select **One** from the drop-down menu that appears.*



Your column choices are not limited to the drop-down menu that appears. **Select More Columns... at the bottom of the menu to access the Columns dialog box. Click the arrows next to the **Number of columns:** to adjust the number of columns.*



*If you want to adjust the spacing and alignment of columns, click, hold, and drag the **indent markers** on the **Ruler** until the columns appear the way you want.



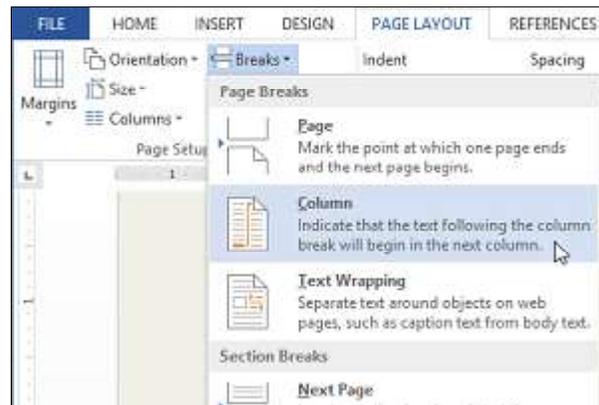
Adding column breaks

Once you have created columns, the text will automatically flow from one column to the next. Sometimes, though, you may want to control exactly where each column begins. You can do this by creating a **column break**.

To add a column break

In our example below, we will add a column break that will move text to the beginning of the next column.

1. Place the **insertion point** at the beginning of the text you want to move.
2. Select the **Page Layout** tab, then click the **Breaks** command. A drop-down menu will appear.
3. Select **Column** from the menu. (See image in front of you)
4. The text will move to the beginning of the column. In our example, it moved to the beginning of the next column.



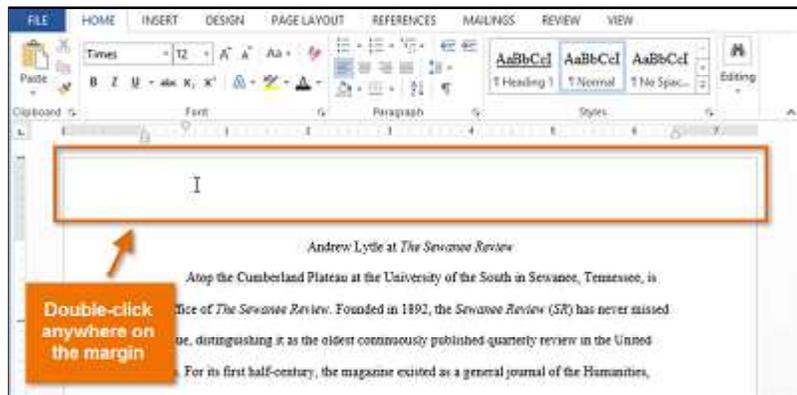
Headers, Footers and Page Numbers

The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain additional information such as **page numbers, dates, an author's name, and footnotes**, which can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on **each page** of the document.

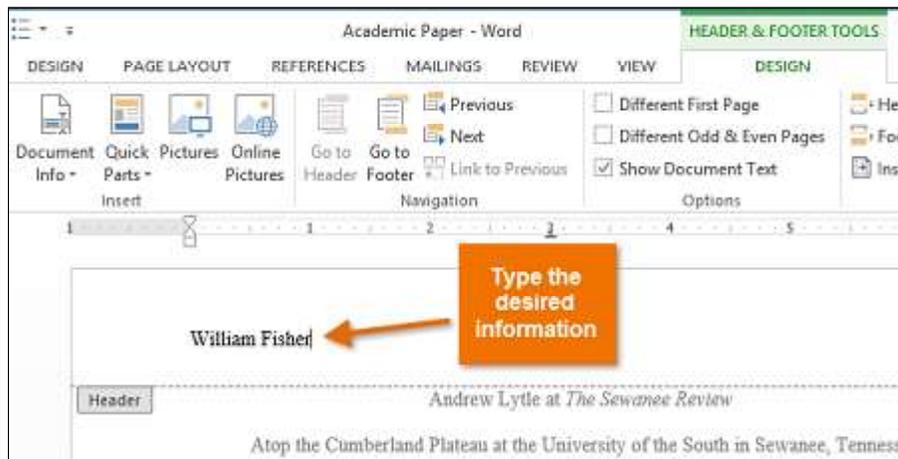
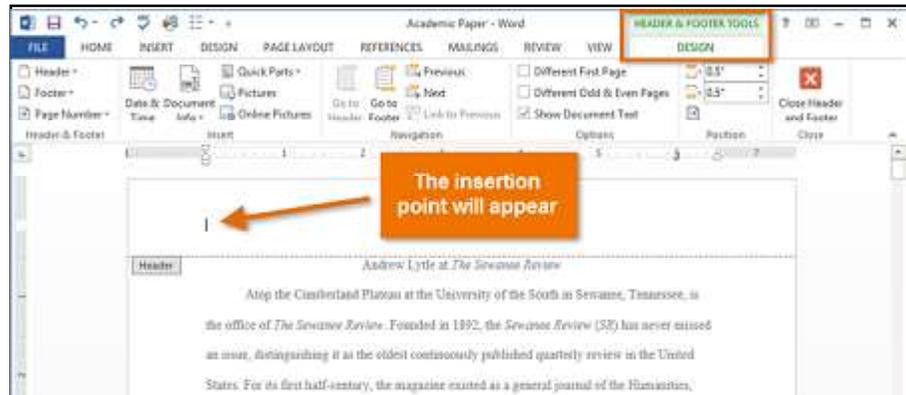
To create a header or footer

In our example, we want to display the author's name at the top of each page, so we'll place it in the header.

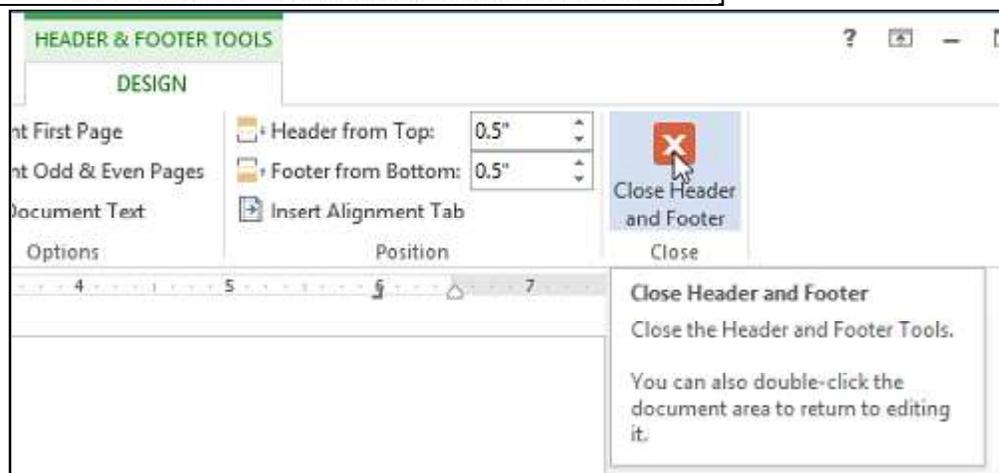
1. Double-click anywhere on the **top or bottom margin** of your document. In our example, we will double-click the top margin.



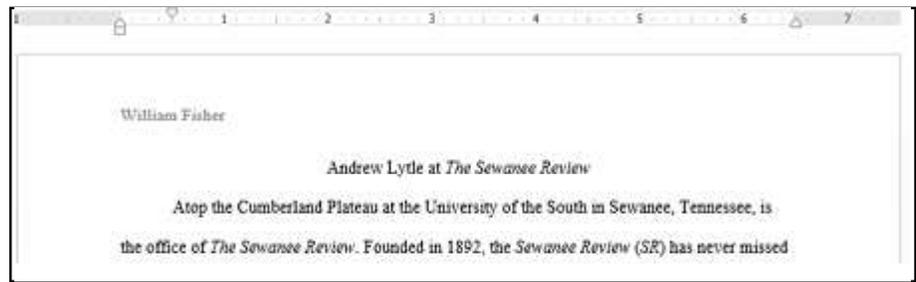
2. The header or footer will open, and a **Design** tab will appear on the right side of the **Ribbon**. The insertion point will appear in the header or footer.



4. When you are finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.



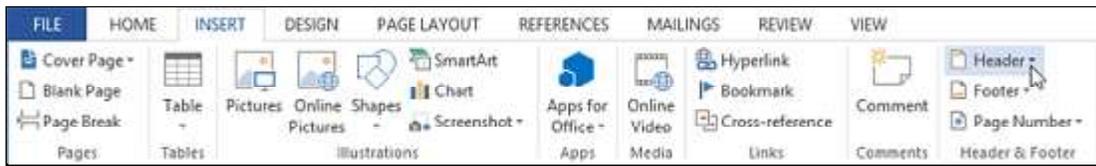
5. The header or footer text will appear.



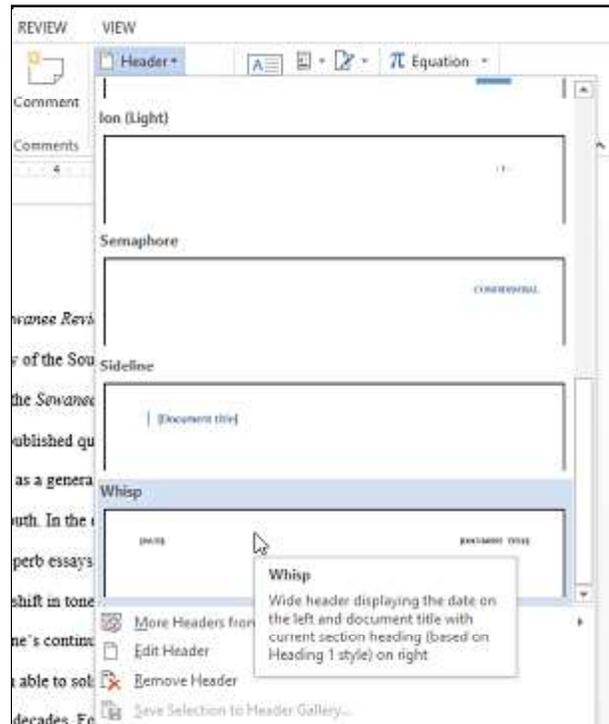
To insert a preset header or footer

Word has a variety of **preset headers and footers** you can use to enhance your document's design and layout. In our example, we will add a preset header to our document.

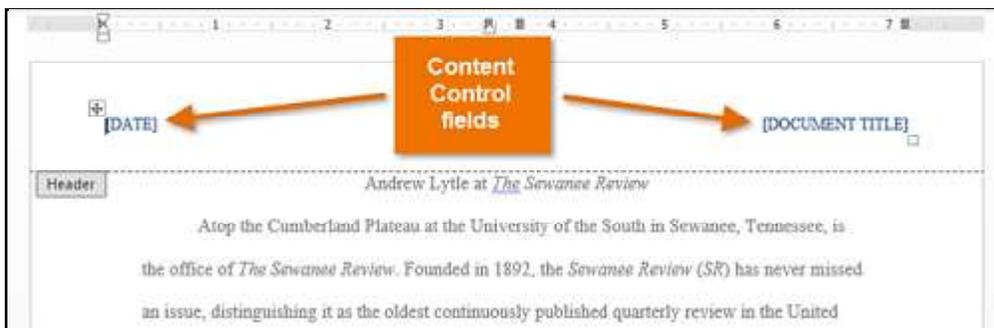
1. Select the **Insert** tab, then click the **Header** or **Footer** command. In our example, we will click the **Header** command.



2. In the menu that appears, select the desired **preset header or footer**. In our example, we will select a header.



3. The header or footer will appear. Preset headers and footers contain placeholders for information such as the title or date; they are known as **Content Control fields**.



- To edit a Content Control field, click it and type the **desired information**.
- When you are finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.
 *If you want to delete a Content Control field, right-click it and select **Remove Content Control** from the menu that appears.

Editing headers and footers

After you close the header or footer, it will still be visible, but it will be **locked**. Simply double-click a header or footer to **unlock** it, which will allow you to edit it.

Design tab options

When your document's header and footer are unlocked, the **Design** tab will appear on the right side of the Ribbon, giving you various editing options:

Hide the first-page header and footer

For some documents, you may not want the first page to show the header and footer, like if you have a cover page and want to start the page numbering on the second page. If you want to hide the first page header and footer, check the box next to **Different First Page**.



Remove the header: If you want to remove all information contained in the header, click the **Header** command and select **Remove Header** from the menu that appears.

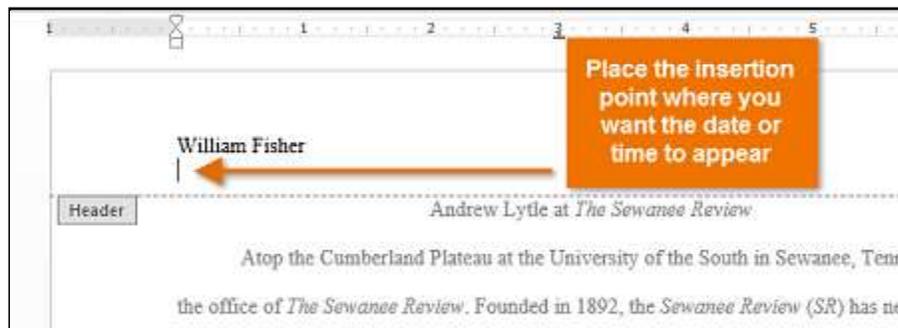
Remove the footer: If you want to remove all information contained in the footer, click the **Footer** command and select **Remove Footer** from the menu that appears.

To insert the date or time into a header or footer

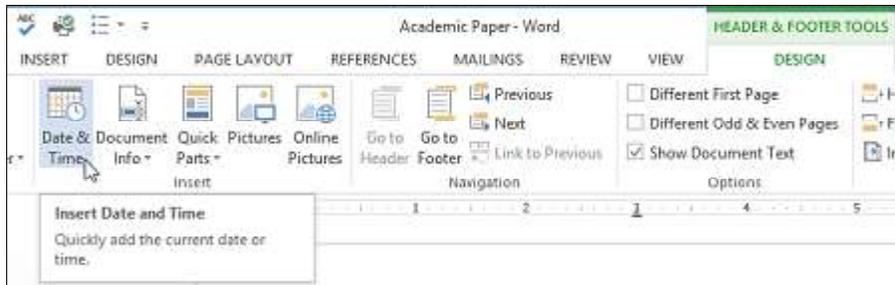
Sometimes it is helpful to include the **date or time** in the header or footer. For example, you may want your document to show the **date when it was created**.

On the other hand, you may want to show the **date when it was printed**, which you can do by setting it to **update** automatically. This is useful if you frequently update and print a document because you will always be able to tell which version is the most recent.

- Double-click anywhere on the header or footer to **unlock** it. Place the **insertion point** where you want the date or time to appear. In our example, we will place the insertion point on the line below the author's name.



2. The **Design** tab will appear. Click the **Date & Time** command.



3. The **Date and Time** dialog box will appear. Select the desired **date or time format**.

4. Check the box next to **Update Automatically** if you want the date to change every time you open the document. If you do not

want the date to change, leave this option unchecked.

5. Click **OK**.

6. The date will appear in the header.

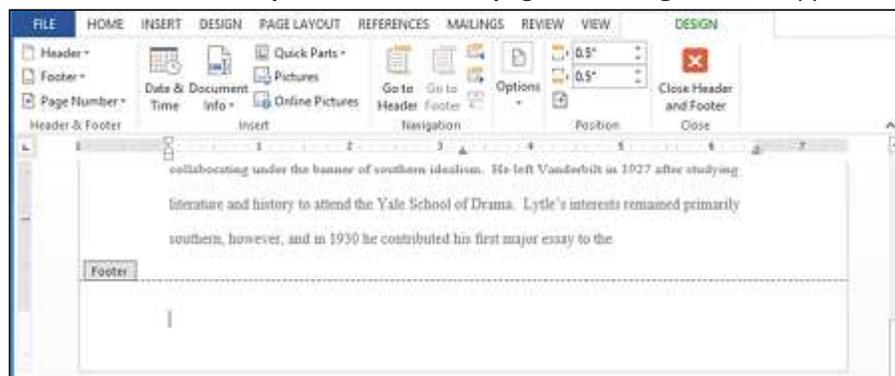
Adding page numbers

Word can automatically label each page with a page number and place it in a **header, footer, or side margin**. When you need to number some pages differently, Word allows you to **restart page numbering**.

To add page numbers to a document

In our example, we will add page numbering to our document's footer.

1. Double-click anywhere on the **header or footer** to **unlock** it. If you do not already have a header or footer, you can double-click near the **top or bottom of the page**. The **Design** tab will appear on the right side of the Ribbon.



2. Click the **Page Number** command. In the menu that appears, hover the mouse over **Current Position** and select the desired **page numbering style**.

3. Page numbering will appear.

4. To edit the **font, font size, and alignment** of page numbers, select a page number and click the **Home** tab. Word's text formatting options will appear.

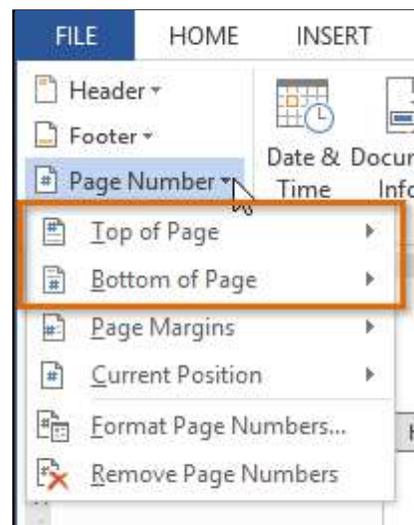
5. When you are finished, press the **Esc** key. The page numbering will be formatted.

Alternatively, you can add page numbers to the header or footer by clicking the **Page Number command and then selecting **Top of Page** or **Bottom of Page**. If you have an existing header or footer, it will be removed and replaced with the page number.*

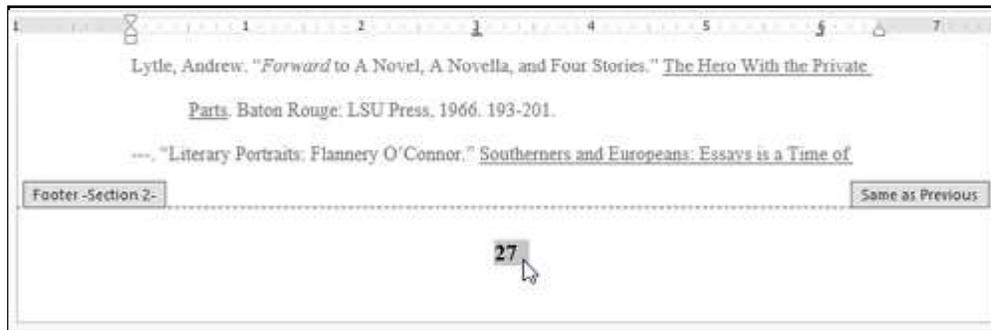
To restart page numbering

Word allows you to restart page numbering on any page of your document. You can do this by inserting a section break and then selecting the number you want to restart the numbering with. In our example, we will restart the page numbering for our document's Works Cited section.

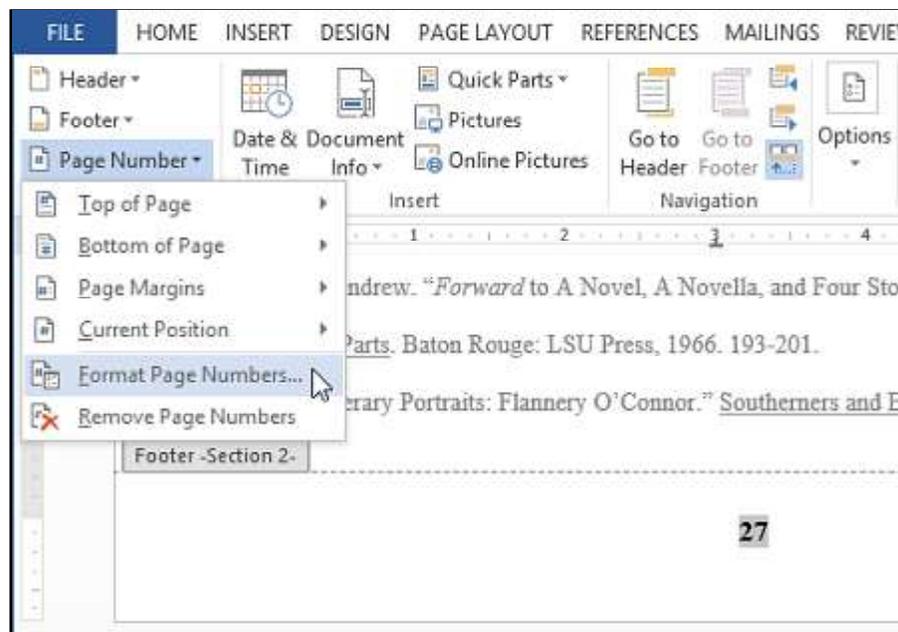
1. Place the **insertion point** at the **top of the page** you want to restart page numbering for. If there is text on the page, place the insertion point at the **beginning of the text**.



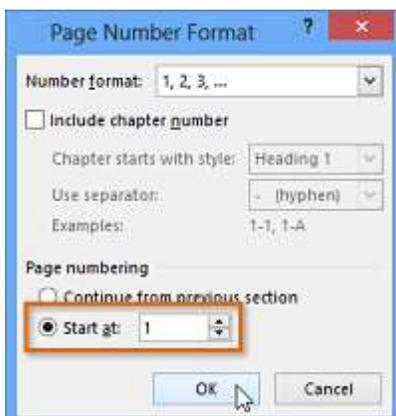
2. Select the **Page Layout** tab, then click the **Breaks** command. Select **Next Page** from the drop-down menu that appears.
3. A section break will be added to the document.
4. Double-click the **header or footer** that contains the page number you want to restart.



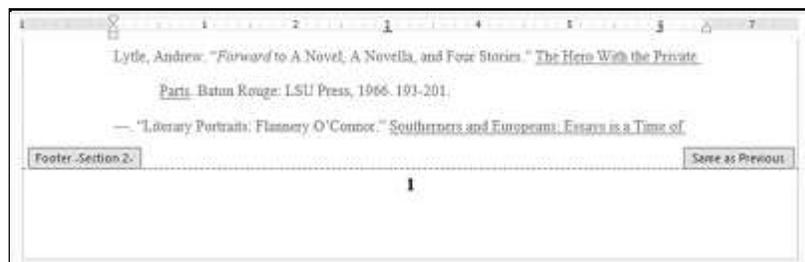
5. Click the **Page Number** command. In the menu that appears, select **Format Page Numbers**.



6. A dialog box will appear. Click the **Start at:** button. By default, it will start at **1**. If you want, you can change the number.
7. Click **OK**.



8. The page numbering will restart.



Pictures and Text Wrapping

Adding **pictures** to your document can be a great way to **illustrate important information** or add **decorative accents** to existing text. Used in moderation, pictures can improve the overall appearance of your document.

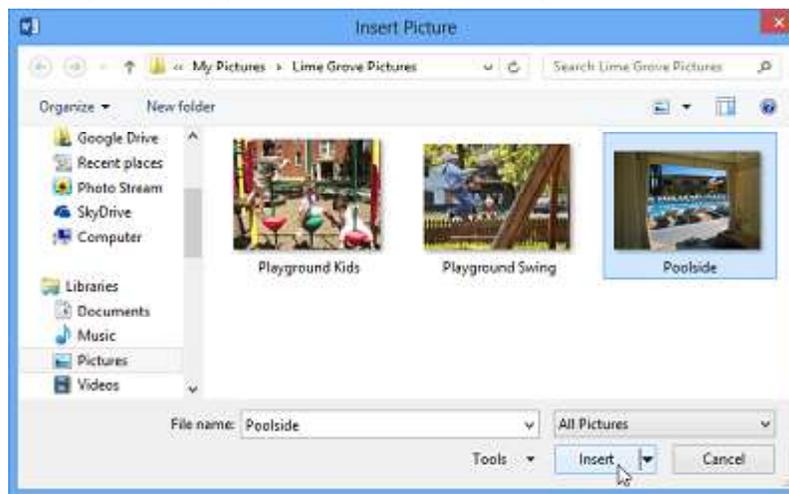
To insert a picture from a file:

If you have a specific image in mind, you can **insert a picture from a file**. In our example, we will insert a picture saved locally on our computer.

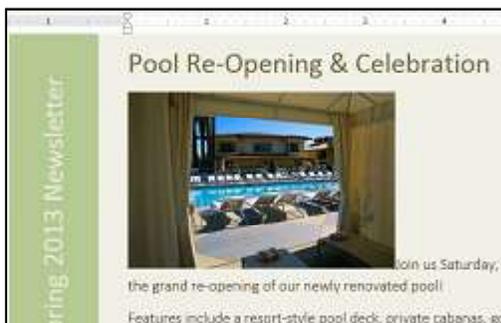
1. Place the **insertion point** where you want the image to appear.
2. Select the **Insert** tab on the **Ribbon**, then click the **Pictures** command.



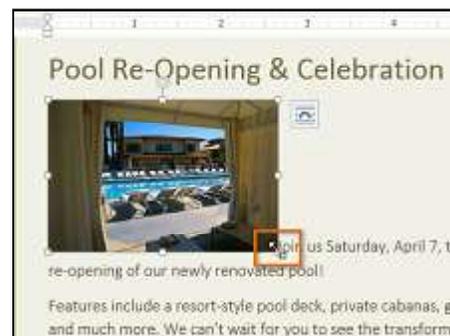
3. The **Insert Picture** dialog box will appear. Select the desired image file, then click **Insert**.



4. The image will appear in the document.



To resize an image, click and drag one of the **corner sizing handles . The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the **side sizing handles** .*

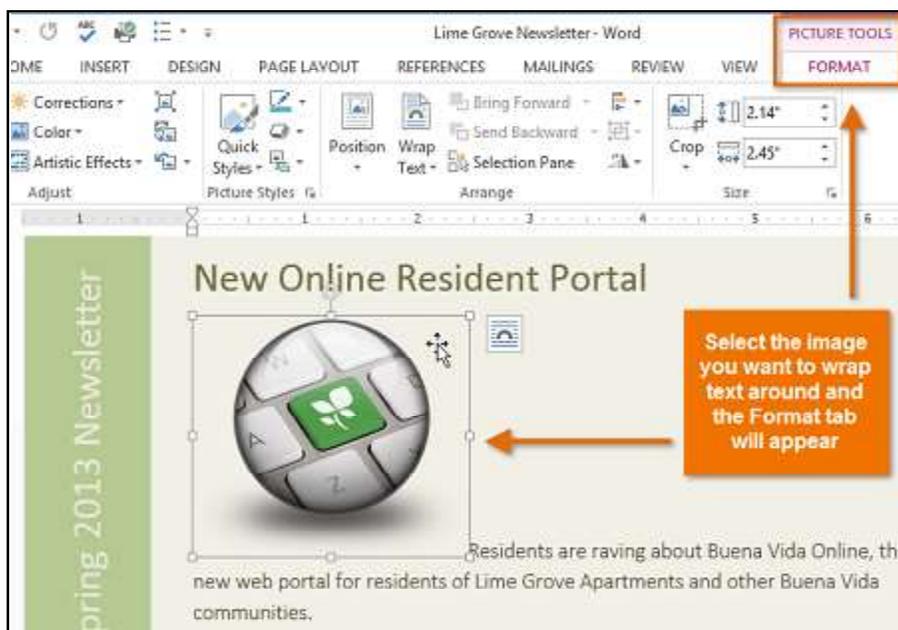


Changing text wrapping settings

When you insert an image, you may notice that it is difficult to move it exactly where you want. This is because by default the image is in line with the text. If you want to move the image freely, you will usually need to choose a different **text wrapping** setting. The **text wrapping** for an image is set to **In Line with Text**. You will need to change the **text-wrapping setting** if you want to move the image freely or if you want the text to wrap around the image in a more natural way.

To wrap text around an image

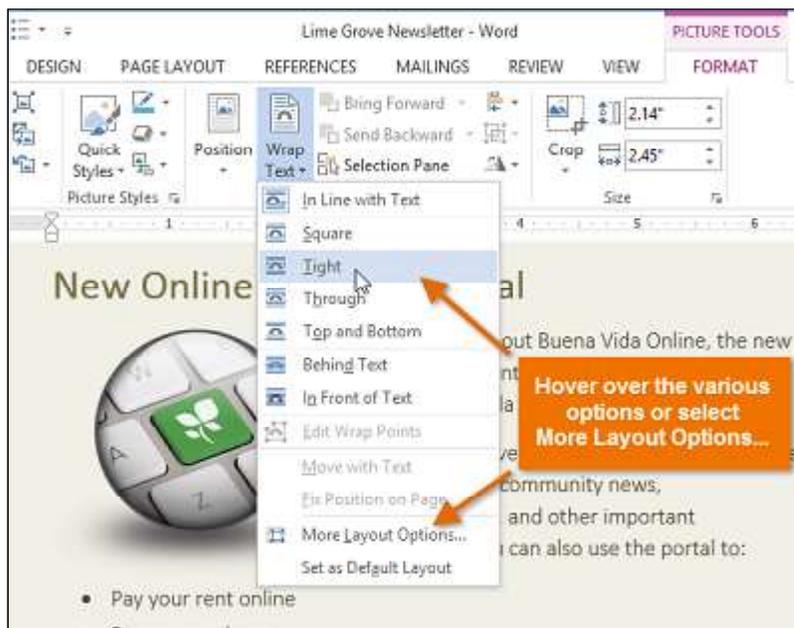
1. Select the **image** you want to wrap text around. The **Format** tab will appear on the right side of the Ribbon.



2. On the **Format** tab, click the **Wrap Text** command in the **Arrange** group. A drop-down menu will appear.

3. Hover the mouse over the various **text-wrapping options**. A **live preview** of the text wrapping will appear in the document. When you have found the text-wrapping option you want to use, click it. Alternatively, you can select **More Layout Options...** to fine tune the layout.

4. The text will wrap around the image. You can now **move** the image if you want. Just click, hold, and drag it to the desired **location**. As you move it, **alignment guides** will appear to help you align the image on the page.



**Alternatively, you can access text-wrapping options by selecting the image and clicking the Layout Options button that appears.*



**If the alignment guides do not appear, select the Page Layout tab, then click the Align command. Select Use Alignment Guides from the drop-down menu that appears.*



To use a predefined text wrapping setting

Predefined text wrapping allows you to move the image to a specific location on the page.

1. Select the image you want to move. The Format tab will appear on the right side of the Ribbon. On the Format tab, click the Position command in the Arrange group. A drop-down menu of predefined image positions will appear. Select the desired image position. The image will adjust in the document, and the text will wrap around it.



Formatting Pictures

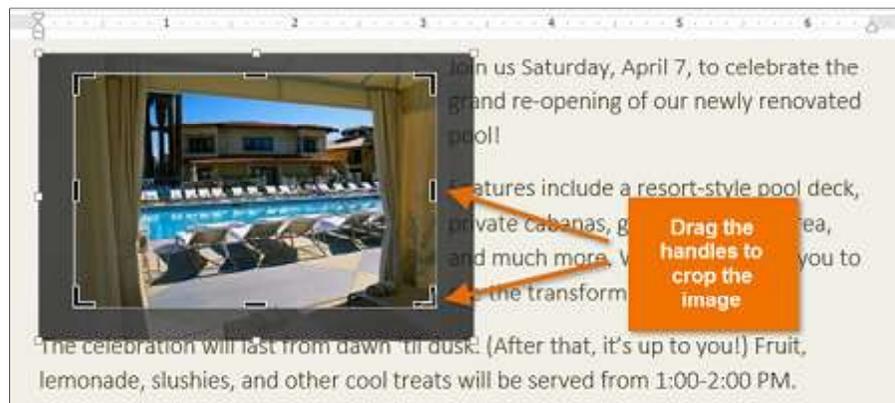
There are a variety of ways to **format** pictures in your document. Depending on how the images are used and where they are placed, you can use Word's **picture tools** to **personalize** and **modify** them in interesting ways.

To crop an image

When you crop an image, a part of the picture is removed. Cropping may be helpful

when a picture has a lot of content and you want to focus on only part of it.

1. Select the image you want to crop. The **Format** tab appears.
2. On the Format tab, click the **Crop** command.
3. **Cropping handles** will appear around the image. Click, hold, and drag a **handle** to crop the image.

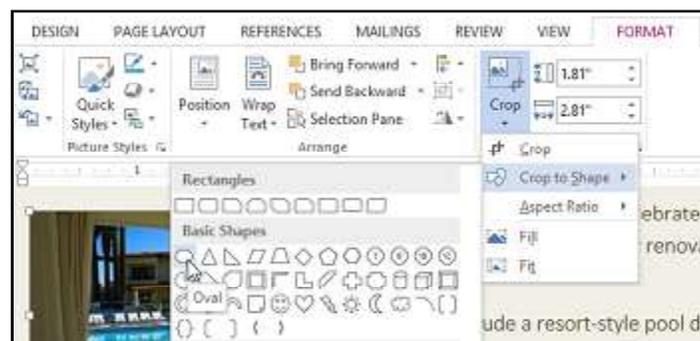


4. Click the **Crop** command again. The image will be cropped.

*The corner handles are useful for simultaneously cropping the image horizontally and vertically.

To crop an image to a shape

1. Select the image you want to crop, then click the **Format** tab.
2. Click the **Crop** drop-down arrow. Hover the mouse over **Crop to Shape**, then select the desired shape from the drop-down menu that appears.



3. The image will appear formatted as the shape.



To add a border to a picture

1. Select the picture you want to add a border to, then click the **Format** tab.
2. Click the **Picture Border** command. A drop-down menu will appear.
3. From here, you can select a **color**, **weight** (thickness), and whether or not the line is **dashed**.
4. The border will appear around the image.

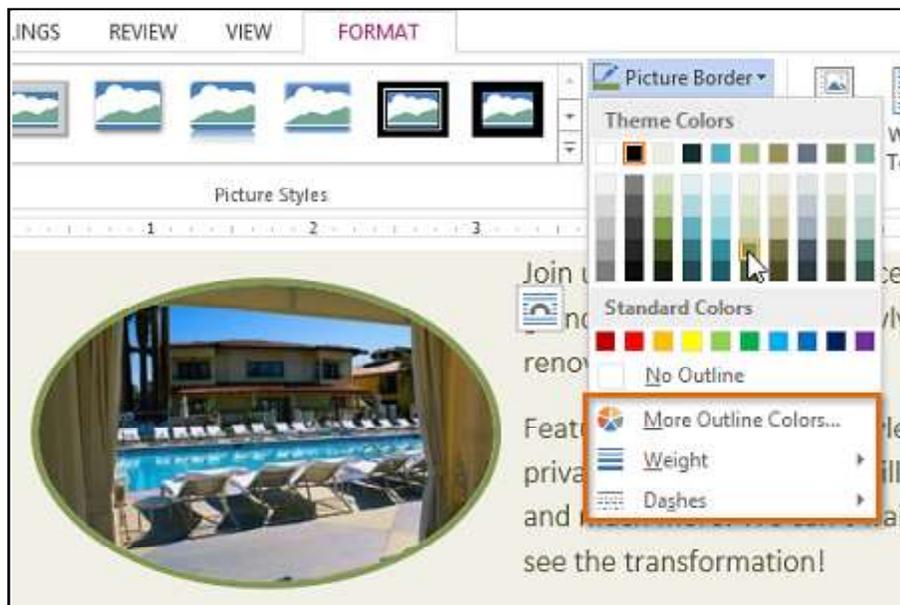
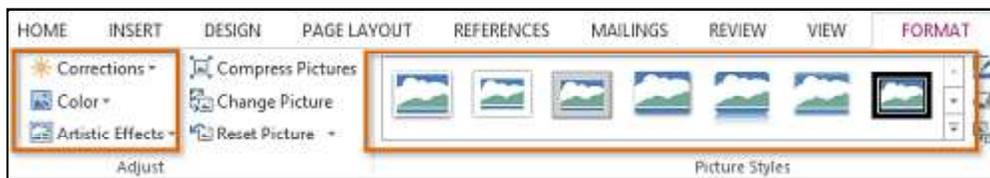


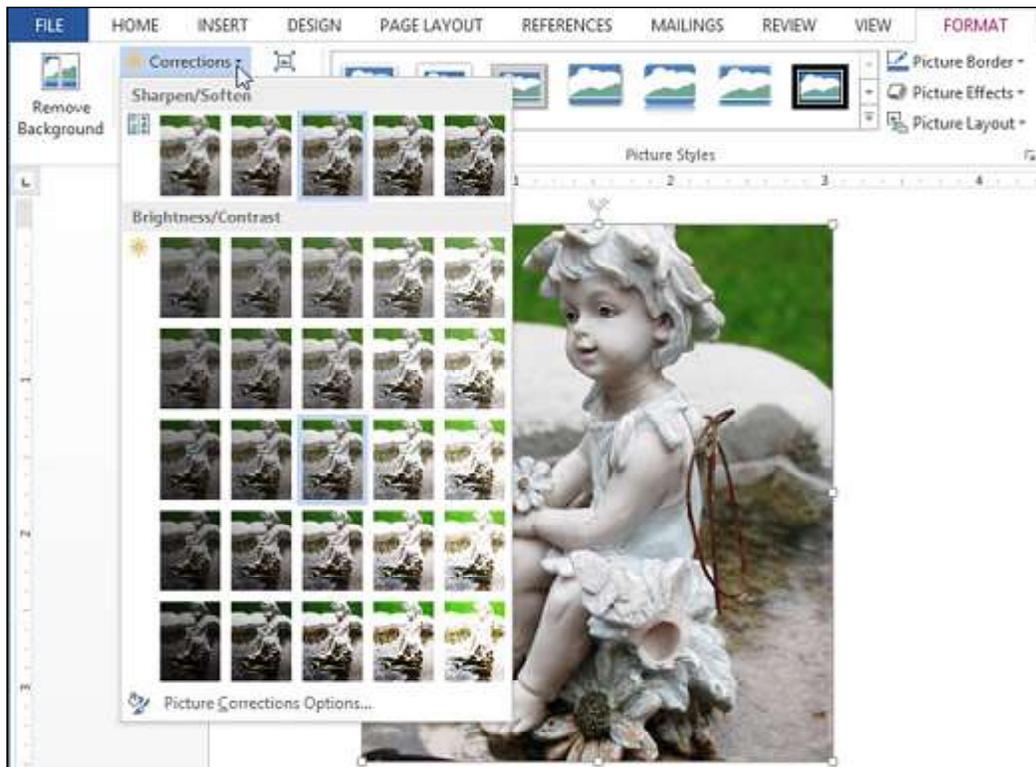
Image adjustments

Word offers several options for changing the way images appear in your document. For example, you can add a **frame**, make image **corrections**, change the image's **color** or **brightness**, and even add some stylish **artistic effects**. These options are located in the **Adjust** and **Picture Styles** groups on the **Format** tab.

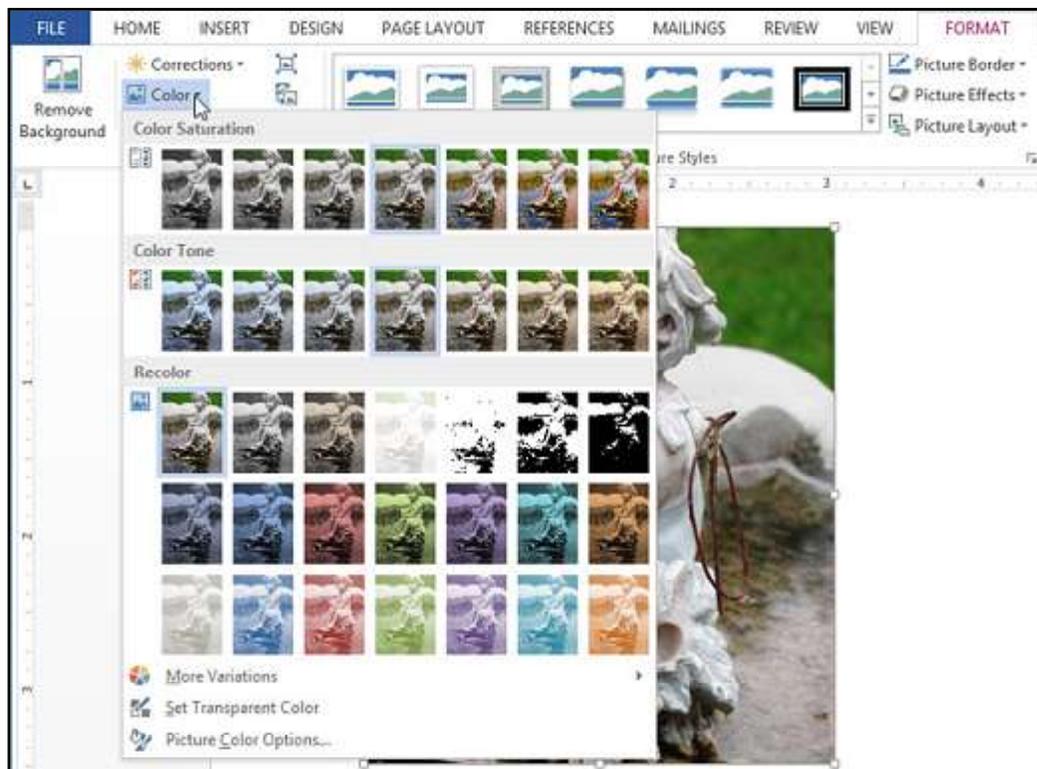


When you are ready to make adjustments or experiment with the look of an image, select the picture and choose one of these options from the **Format** tab:

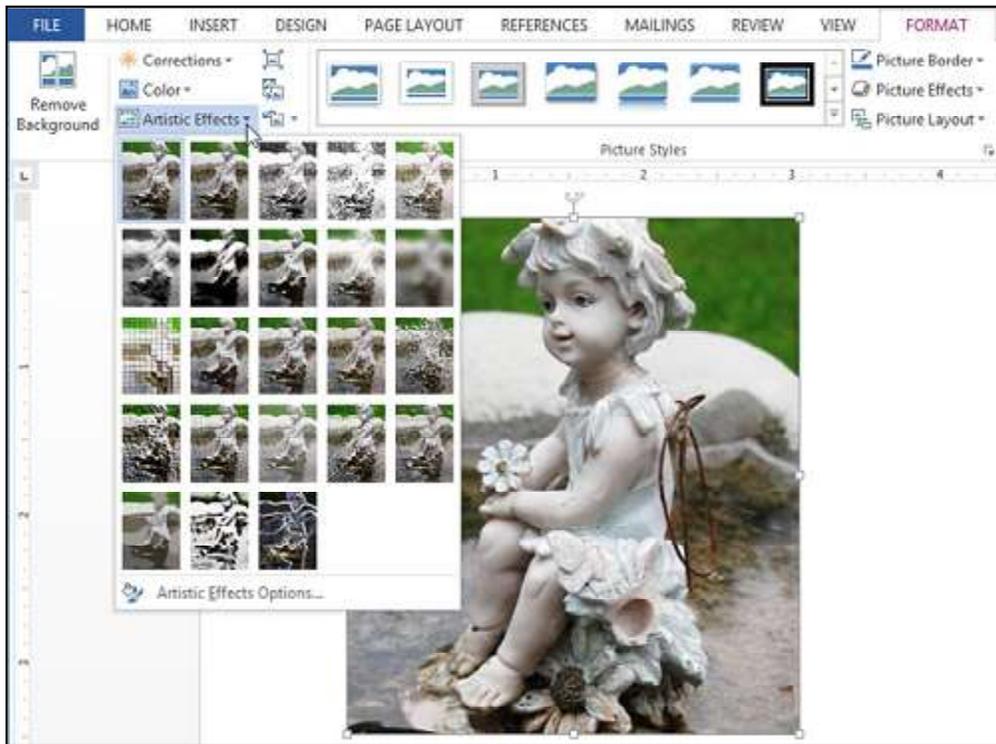
Corrections: This command is located in the **Adjust** group. From here, you can **sharpen** or **soften** the image to adjust how blurry or clear it appears. You can also adjust the **brightness** and **contrast**, which controls how light or dark the picture appears.



Color: This command is located in the **Adjust** group. From here, you can adjust the image's **saturation** (how vivid the colors are), **tone** (the temperature of the image from cool to warm), and **coloring** (changing the overall color of the image).

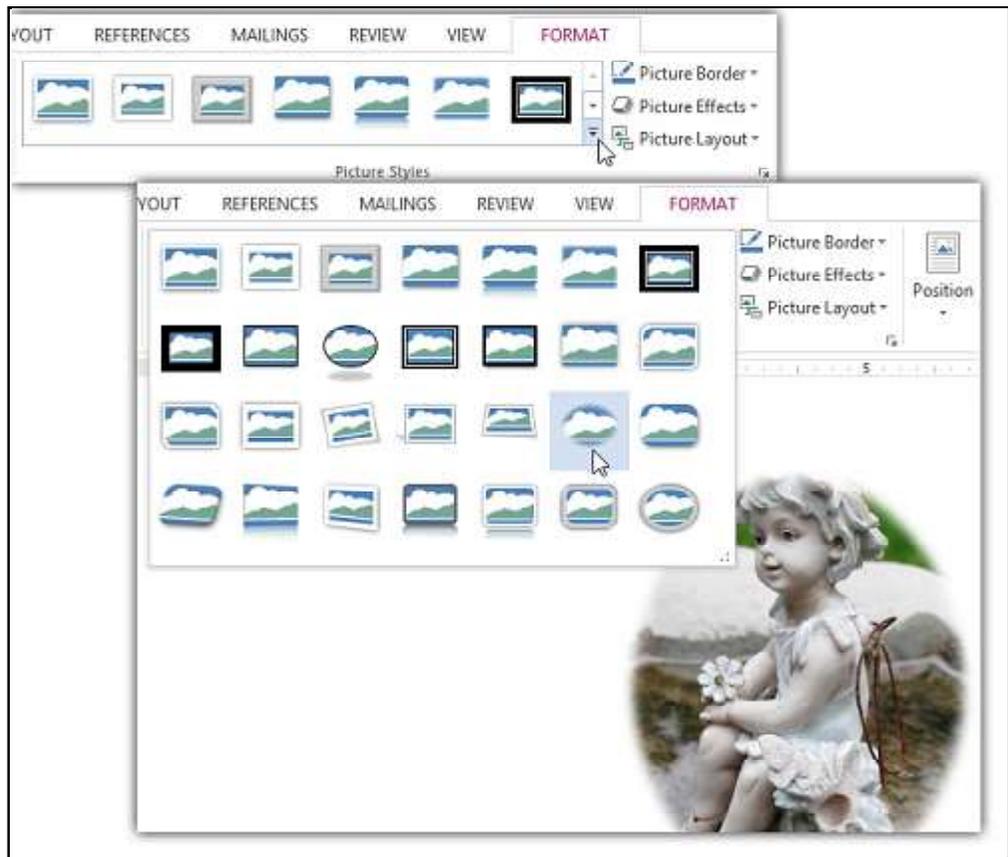


Artistic Effects: This command is located in the Adjust group. From here, you can add artistic effects such as pastels, watercolors, and glowing edges.



Picture Styles Group:

This group contains a variety of styles you can apply to your picture, such as frames, borders, and soft edges.



Compressing pictures

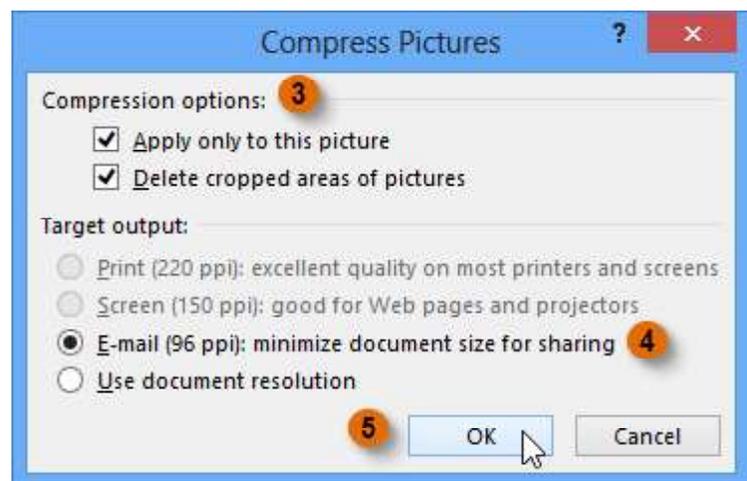
If you intend to email a document that contains pictures, you will need to monitor its **file size**. Large high-resolution pictures can quickly cause your document to become very large, which may make it difficult or impossible to attach to an email. Additionally, **cropped areas** of pictures are saved with the document by default, which can add to the file size. Word can reduce the file size by **compressing** pictures, which will lower their **resolution** and **delete cropped areas**.

To compress a picture

1. Select the picture you want to compress, then click the **Format** tab.
2. Click the **Compress Pictures** command.



3. A dialog box will appear. Place a check mark next to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the document.
4. Choose a **Target output**. If you are emailing your document, you may want to select **Email**, which produces the smallest file size.
5. Click **OK**.



Removing the background from an image

Removing the background from an image can give it a cleaner appearance. If you are printing your document, it can also save ink.

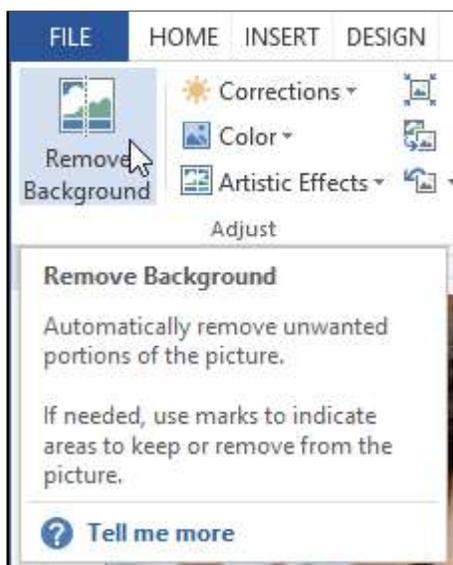
About Background Removal

With **Background Removal**, Word uses special algorithms to determine which parts of the image are the background and then removes these areas from the image.



To remove the background from an image

1. Select the desired image, then click the **Format** tab.
2. Click the **Remove Background** command.
3. Word will try to guess which part of the image to remove and mark the background with a **magenta** fill. It will also place a box with selection handles around the image.



4. Drag the selection handles until all of the foreground is inside the box. After you do this, Word may readjust the background.

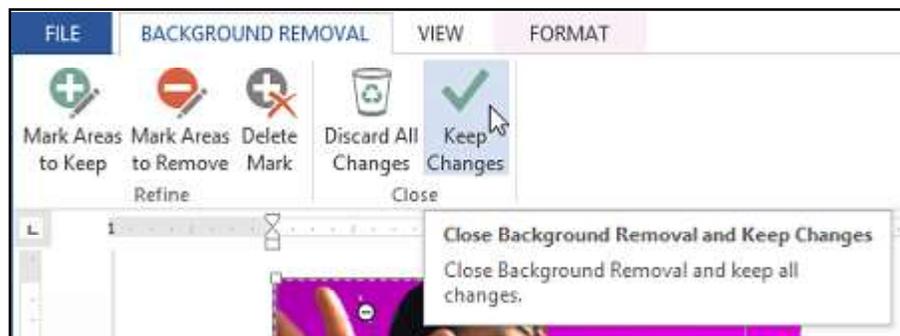
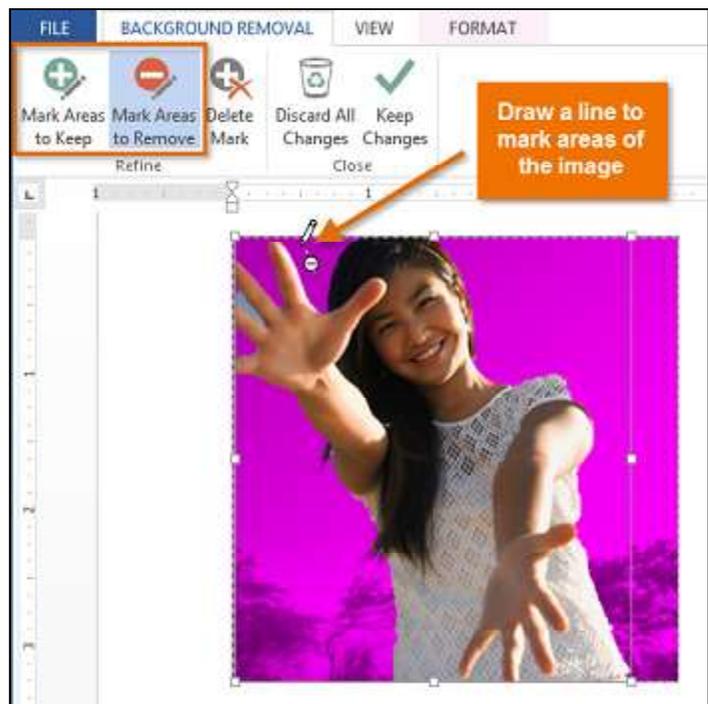
5. At this point, you may need to help Word decide which parts of the image are in the **foreground** and which parts are in the **background**. You can do this by using the **Mark Areas to Keep** and **Mark Areas to Remove** commands:

If Word has marked part of the foreground magenta, click **Mark Areas to Keep** and draw a line in that region of the image.

If part of the background has not been marked with magenta, click **Mark Areas to Remove** and draw a line in that region of the image.

6. After you add your marks, Word will readjust the image.

7. When you are satisfied with the image, click **Keep Changes**.



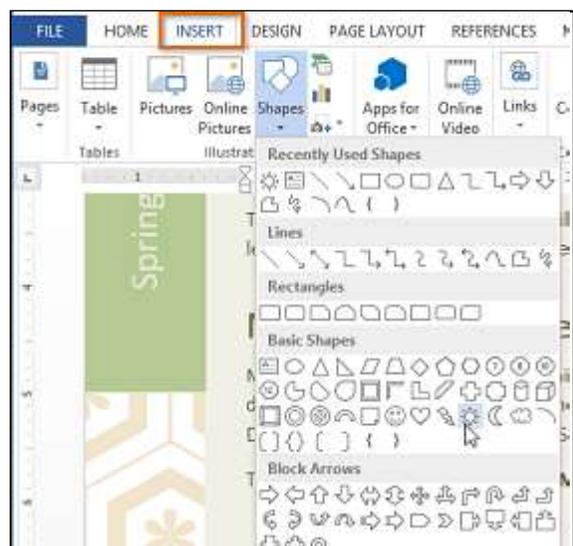
8. The background will be removed. You can adjust the image at any time by clicking the **Remove Background** command again.

Shapes

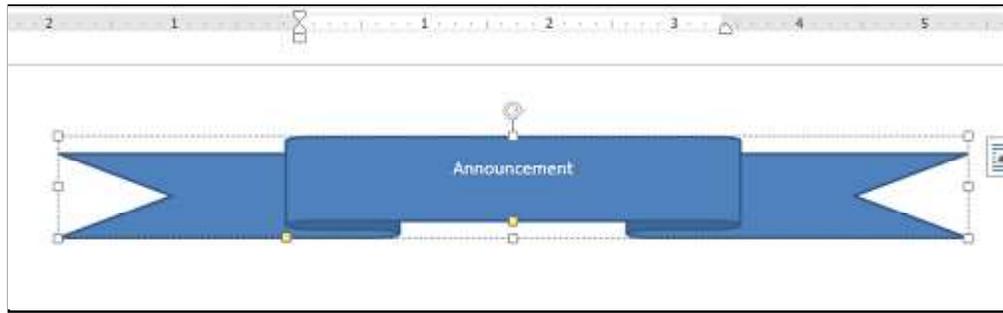
You can add a **variety of shapes** to your document, including arrows, callouts, squares, stars, and flowchart shapes. Want to set your name and address apart from the rest of your resume? Use a line. Need to create a diagram showing a timeline or process? Use flowchart shapes. While you may not need shapes in every document you create, they can add **visual appeal and clarity**.

To insert a shape

1. Select the **Insert** tab, then click the **Shapes** command. A drop-down menu of shapes will appear.
2. Select the desired **shape**.
3. Click, hold, and drag in the desired location to add the shape to your document.

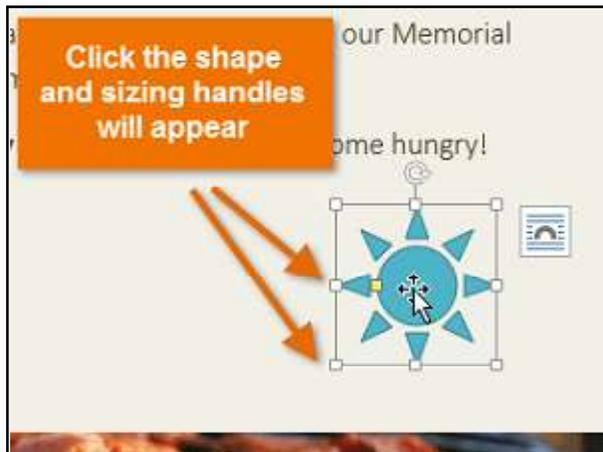


*If you want, you can enter text in a shape. When the shape appears in your document, you can begin typing. You can then use the **formatting options** on the **Home** tab to change the font, font size, or color of the text.



To resize a shape

1. Select the shape you want to resize. **Sizing handles** will appear.



2. Click, hold, and drag the **sizing handles** until the shape is the desired size. You can use the corner sizing handles to change the shape's **height** and **width** at the same time.



*Some shapes also have one or more **yellow handles** that can be used to modify the shape. For example, with star shapes you can adjust the length of the points.



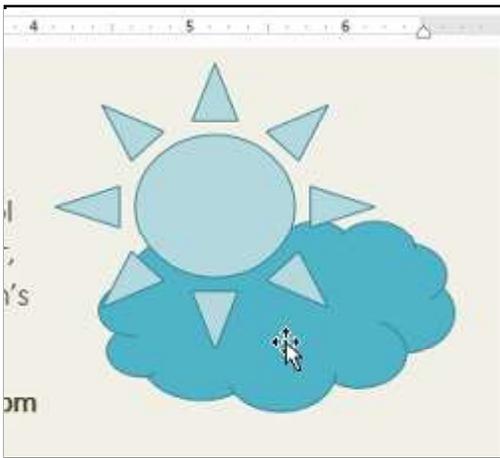
*To rotate the shape, click, hold, and drag the rotation handle.



To change the order of shapes

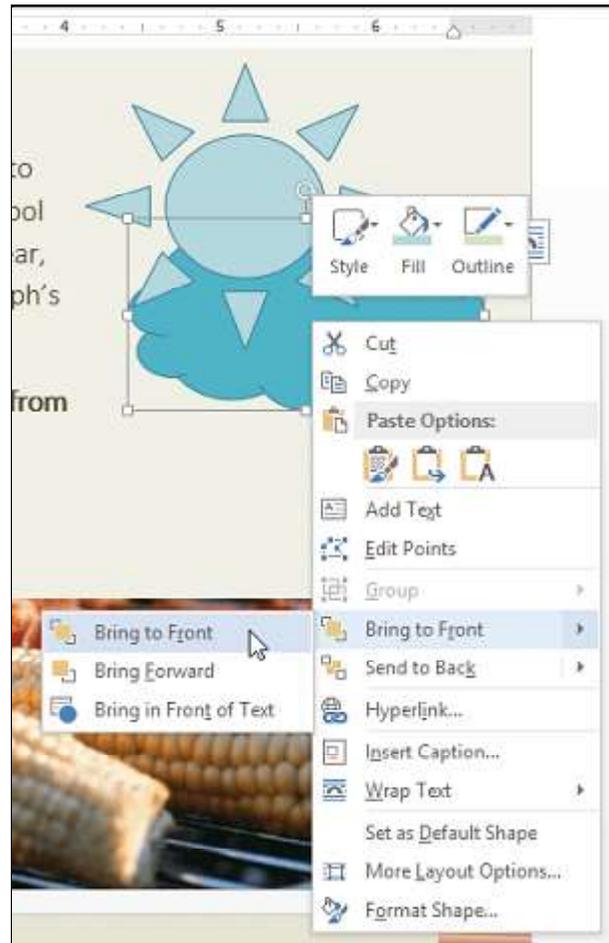
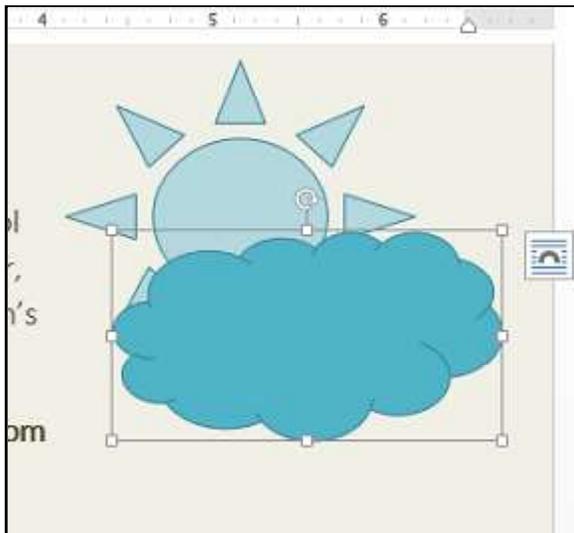
If one shape overlaps another, you may need to change the **ordering** so the correct shape appears in front. You can bring a shape to the **front** or send it to the **back**. If you have multiple images, you can use **Bring Forward** or **Send Backward** to fine tune the ordering. You can also move a shape **in front of** or **behind** text.

1. Right-click the **shape** you want to move. In our example, we want the cloud to appear in front of the sun, so we will right-click the cloud.



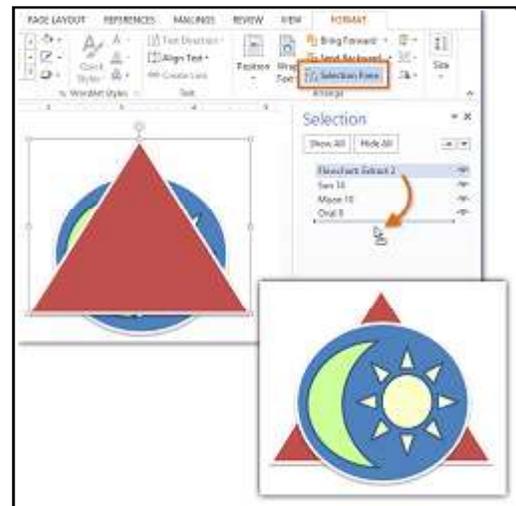
2. In the menu that appears, hover over **Bring to Front** or **Send to Back**. Several ordering options will appear. Select the desired ordering option. In this example, we will choose **Bring to Front**.

3. The order of the shapes will change.



**In some cases, the ordering option you select will not affect the ordering of the shapes. If this happens, try selecting the same option again or try a different option.*

If you have many shapes placed on top of each other, it may be difficult to select an individual shape. The **Selection Pane allows you to select a shape and drag it to a new location. To access the Selection Pane, click **Selection Pane** on the **Format** tab.*

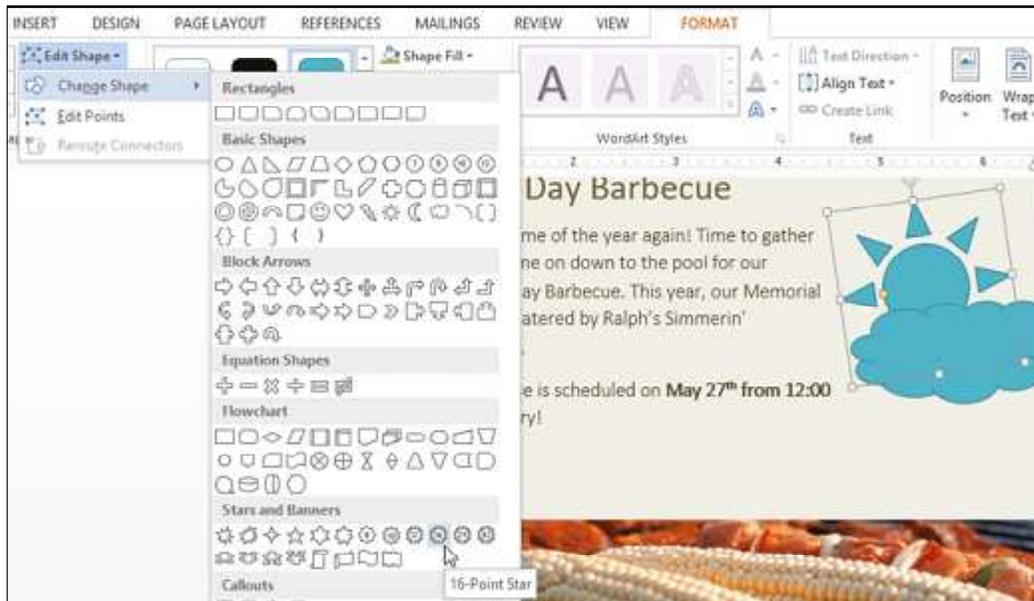


Modifying shapes

Word allows you to modify your shapes in a variety of ways so you can tailor them to your projects. You can **change** a shape into a **different shape**, **format a shape's style and color**, and add **shadow effects**.

To change to a different shape

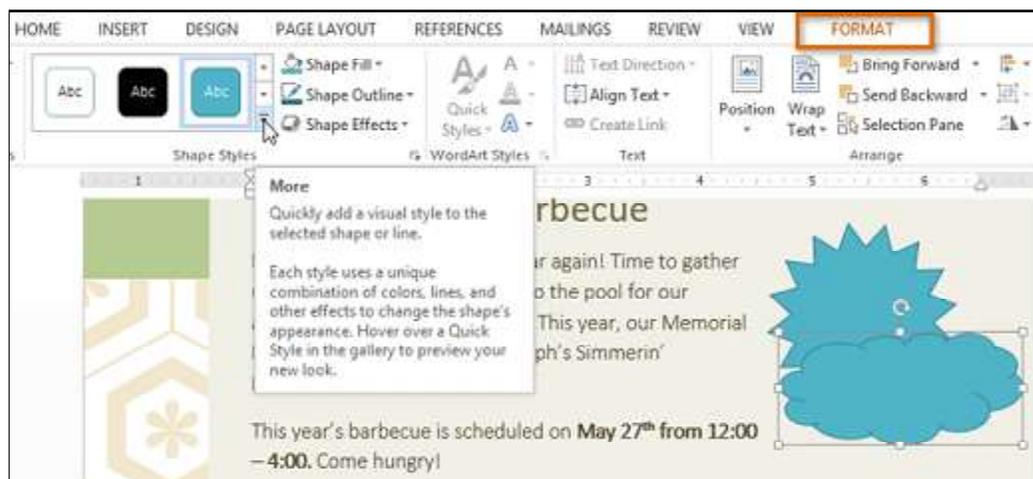
1. Select the shape you want to change. The **Format** tab will appear.
2. On the **Format** tab, click the **Edit Shape** command. In the menu that appears, hover the mouse over **Change Shape** and select the desired **shape**.
3. The new shape will appear.



To change the shape style

Choosing a **shape style** allows you to apply preset colors and effects to quickly change the appearance of your shape.

1. Select the shape you want to change.
2. On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.



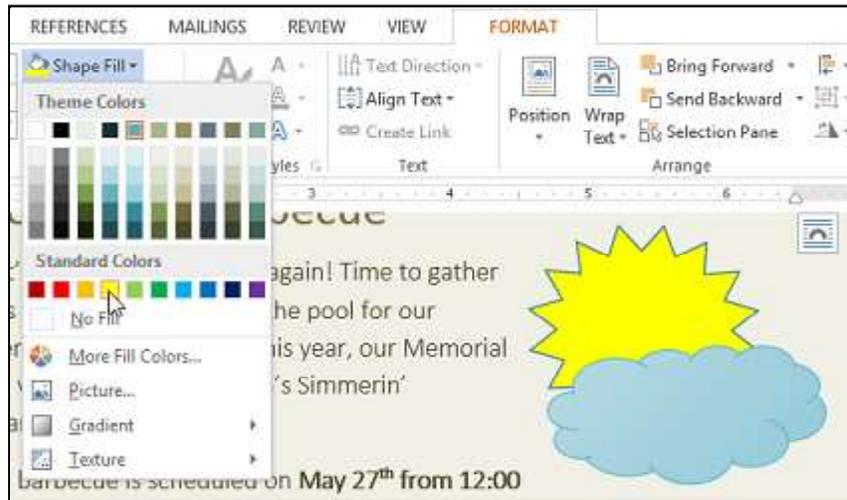
3. A drop-down menu of styles will appear. Select the **style** you want to use.



4. The shape will appear in the selected style.

To change the shape fill color

1. Select the shape you want to change.
2. On the **Format** tab, click the **Shape Fill** drop-down arrow. The **Shape Fill** menu appears.
3. Move the mouse over the various colors. Select the **color** you want to use. To view more color options, select **More Fill Colors**.



4. The shape will appear in the selected fill color.

**If you want to use a different type of fill, select Gradient or Texture from the drop-down menu. You can also select No Fill to make it transparent.*

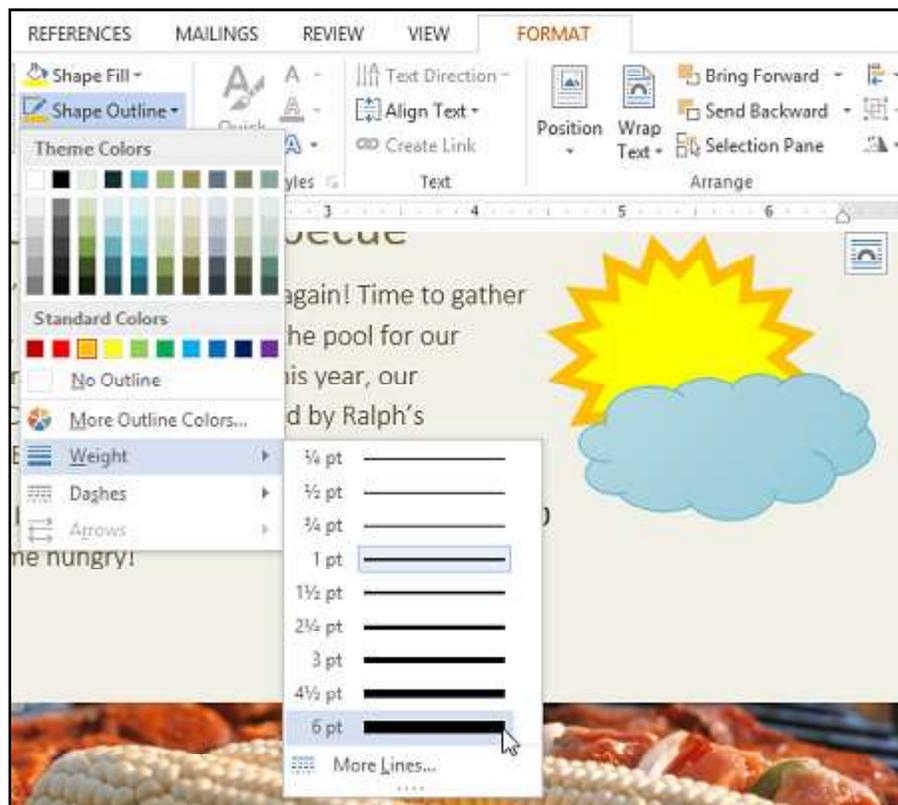
To change the shape outline

1. Select the shape you want to change.
2. On the **Format** tab, click the **Shape Outline** drop-down arrow. The **Shape Outline** menu will appear.
3. Select the **color** you want to use. If you want to make the outline transparent, select **No Outline**.



4. The shape will appear in the selected outline color.

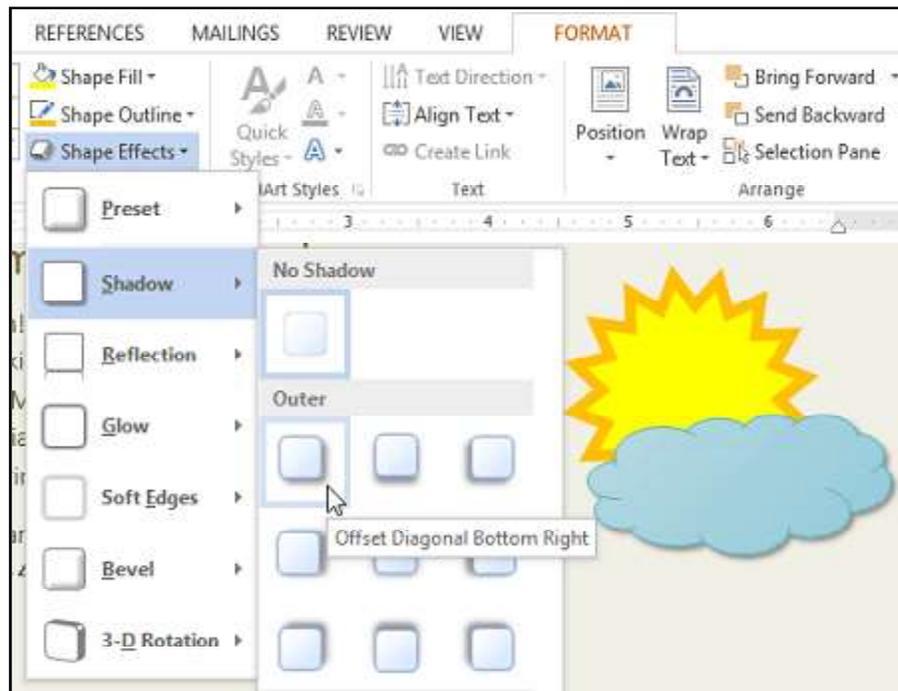
From the drop-down menu, you can change the outline **color, **weight** (thickness), and whether or not it is a **dashed line**.*



To change shadow effects

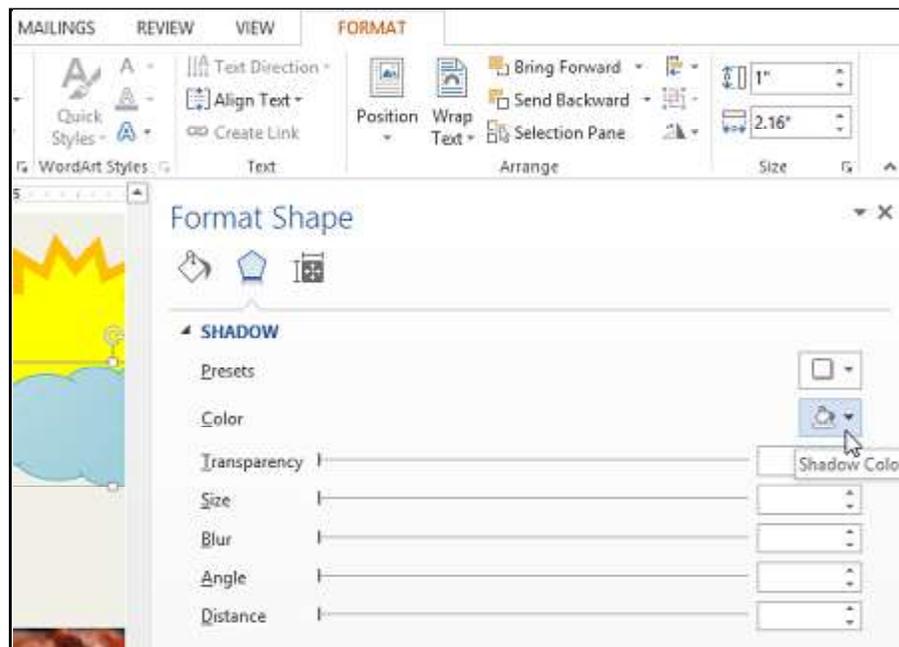
Adding a shadow to a shape can make it appear as though it is floating above the page, and it can help to add contrast between the shape and the background.

1. Select the shape you want to change.
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over **Shadow** and select the **shadow** you want to use.



3. The shape will appear with the selected shadow.

To adjust the shadow color, size, distance and more, select **Shadow Options from the drop-down menu. The **Format Shape** pane will appear on the right side of the Word window, allowing you to customize the shadow.*

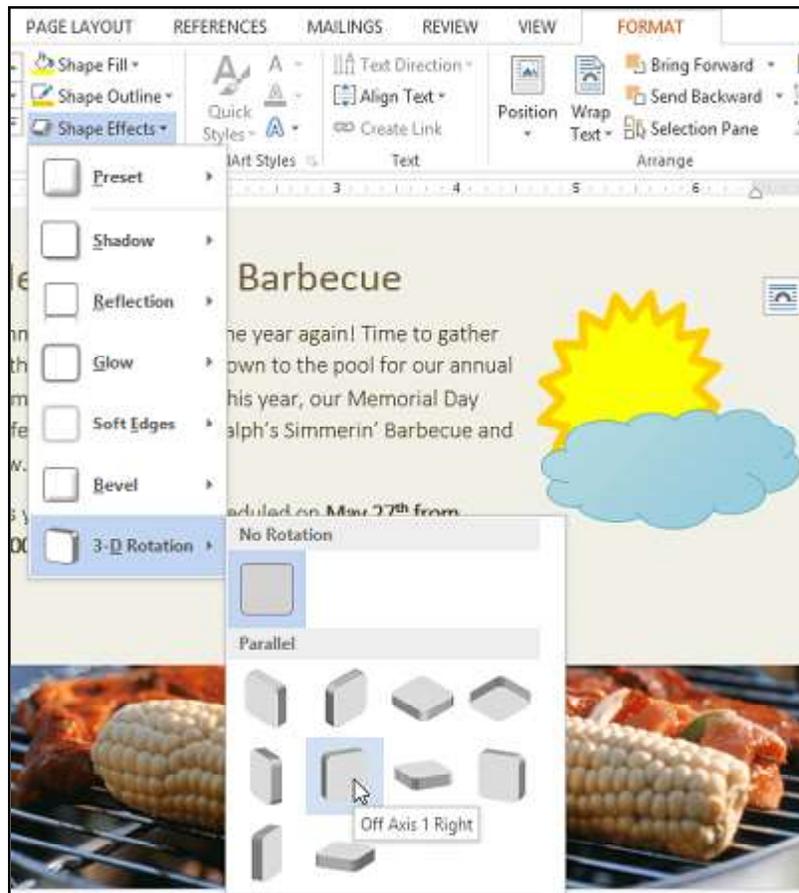


3D effects

There are two kinds of effects you can apply to your shapes to give them a 3D appearance: **3-D Rotation** and **Bevel**. **3-D Rotation** gives the appearance that you are viewing an object from a different angle, and it can be applied to any shape. Bevel adds thickness and a rounded edge to shapes, but it doesn't work with every type of shape.

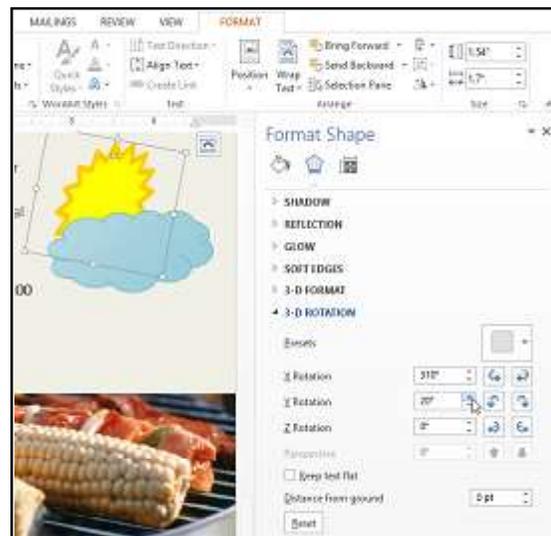
To add 3-D Rotation:

1. Select the shape you want to change.
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over **3-D Rotation** and select the desired **3-D effect**.



3. The shape will appear in the selected 3-D Rotation effect.

If you want, you can customize 3-D Rotation. Select **3-D Rotation Options... from the drop-down menu, and the **Format Shape** pane will appear on the right side of the Word window. From here, you can adjust the rotation values.*



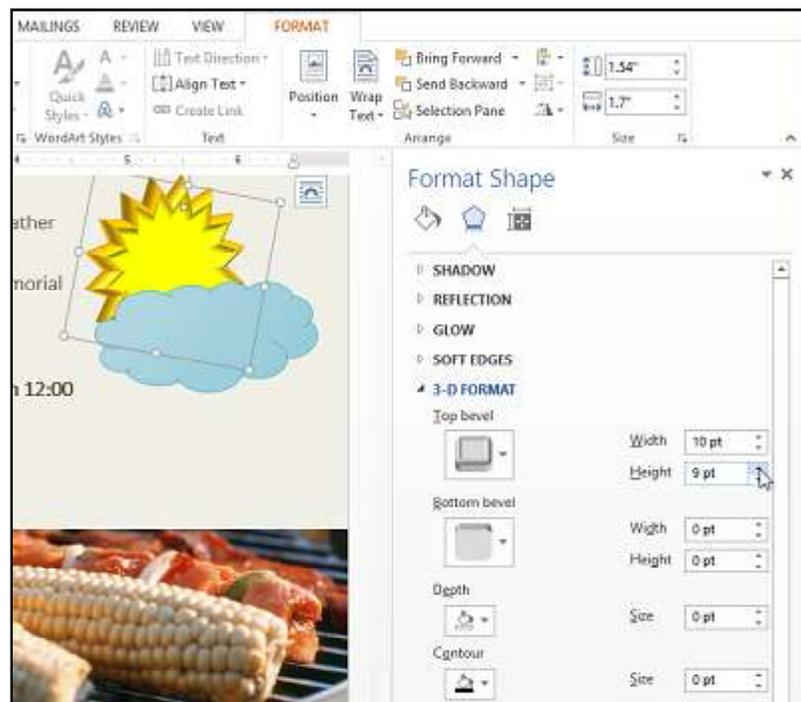
To add a bevel

1. Select the shape you want to change.
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over **Bevel** and select the desired **bevel** preset.



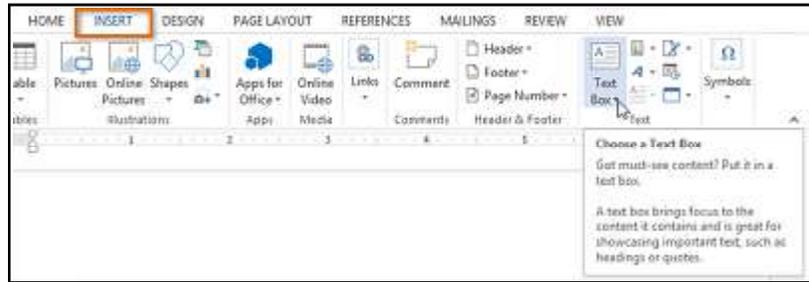
3. The shape will appear in the selected bevel effect.

If you want, you can customize the bevel effect. Select **3-D Options... from the drop-down menu. The **Format Shape** pane will appear on the right side of the Word window. From here, you can modify the width, height, and depth of a bevel. You can also change the shape's material to give it a metal, plastic, or translucent appearance, as well as choose the lighting type to change how the shape is illuminated.*



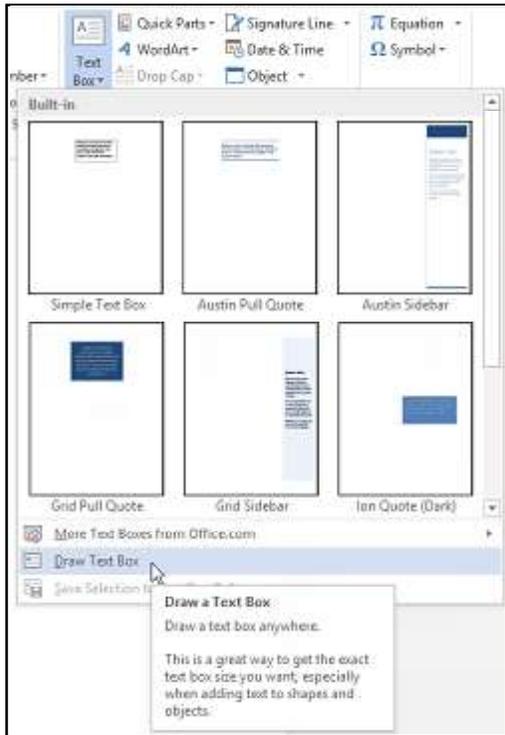
Text Boxes and WordArt

Text boxes can be useful for drawing attention to specific text. They can also be helpful when you need to move text around in your document. Word allows you to **format** text boxes and the text within them as **WordArt**.

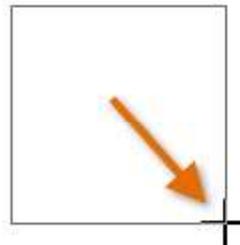


To insert a text box

1. Select the **Insert** tab, then click the **Text Box** command in the **Text** group.
2. A drop-down menu will appear. Select **Draw Text Box**.



3. Click, hold, and drag to create the text box.



4. The insertion point will appear inside the text box. You can now type to create text inside the text box.



5. If you want, you can select the text and then change the **font**, **color**, and **size** by using the commands on the **Home** tab.



6. Click anywhere outside of the text box to return to your document.

You can also select one of the **built-in text boxes that have predefined colors, fonts, positions, and sizes. If you choose this option, the text box will appear automatically, so you will not need to draw it.*

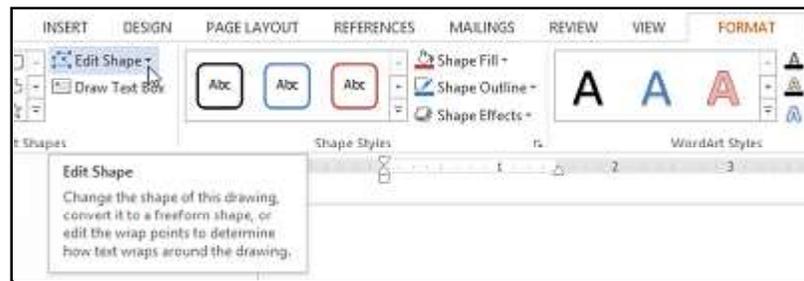
Modifying text boxes

Word offers many options for changing the way text boxes appear in your document. You can change the **shape**, **style**, and **color** of text boxes. Additionally, when you want to add a little more dimension you can add a **shadow** effect.

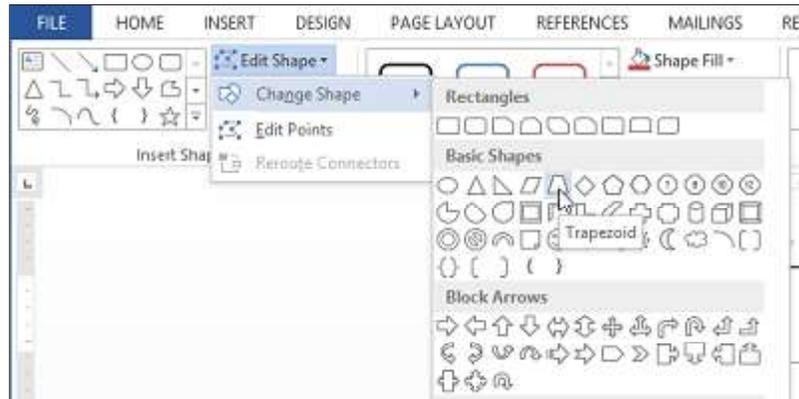
To change the text box shape

Changing the shape of a text box can be a useful option for creating an interesting look in your document.

1. Select the text box you want to change. The **Format** tab will appear.
2. From the **Format** tab, click the **Edit Shape** command.



3. Hover the mouse over **Change Shape**, then select the desired **shape** from the menu that appears.



4. The text box will appear formatted as the shape.



To change the fill color:

1. Select the text box you want to change.
2. On the **Format** tab, click the **Shape Fill** drop-down arrow. The **Shape Fill** menu will appear.
3. Select the **color** you want to use. To view more color options, select **More Fill Colors**.
4. The text box will appear in the selected fill color.

*If you want to use a different type of fill, select **Gradient** or **Texture** from the drop-down menu. You can also select **No Fill** to make it transparent.

To change the shape outline

1. Select the text box you want to change.
2. On the **Format** tab, click the **Shape Outline** drop-down arrow. The **Shape Outline** menu appears.
3. Select the **color** you want to use. If you want to make the outline transparent, select **No Outline**.
4. The text box will appear in the selected outline color.

*From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether or not it is a **dashed** line.

To change the shape style

Choosing a **shape style** allows you to apply preset colors and effects to quickly change the appearance of your text box.

1. Select the text box you want to change.
2. On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.

3. A drop-down menu of styles will appear. Select the **style** you want to use.
4. The text box will appear in the selected style.

To change shadow effects

Adding a shadow to a shape can make it appear as though it is floating above the page, and it can help to add contrast between the shape and the background.

1. Select the text box you want to change.
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, select the **shadow** you want to use.
3. The shape will appear with the selected shadow.

**To adjust the shadow color, size, distance, and more, select Shadow Options from the drop-down menu. The Format Shape pane will appear.*

Creating WordArt

In addition to adding effects to a text box, you can add effects to the **text inside the text box**, which is known as **WordArt**. For the most part, the types of effects you can add are the same as the ones you can add to shapes or text boxes (shadow, bevel, etc.). However, you can also **Transform** the text to give it a wavy, slanted, or inflated look.

**Generally, you should not use WordArt in more formal documents like resumes and cover letters because it may appear too casual.*

To apply a quick style to text

A quick style will automatically apply several effects to your text at once. You can then refine the look of your text by adding or modifying text effects.

1. Select the text box, or select some text inside of the text box.
2. On the **Format** tab, click the **Quick Styles** command in the **WordArt Styles** group. A drop-down menu of text styles will appear. Select the **style** you want to use.
3. The text will appear in the selected style. If you want, you can change the **font** or **font color** from the Home tab.

To convert regular text into WordArt

For text to be formatted as WordArt, it must be inside a text box. However, there is a shortcut that allows you to convert text into WordArt even if it is not in a text box.

1. Select the text you want to convert, then click the **Insert** tab.
2. Click the **WordArt** drop-down arrow in the **Text** group. A drop-down menu of WordArt styles will appear. Select the style you want to use.
3. Word will automatically create a text box for the text, and the text will appear in the selected style. If you want, you can change the **font** or **font color** from the **Home** tab.

**Some effects, such as shadows, can be added from the Text Effects menu in the Home tab. When you add effects in this way, it will not place the text in a text box.*

To transform text

1. Select the text box, or select some text inside of the text box.
2. On the **Format** tab, click the **Text Effects** drop-down arrow in the **WordArt Styles** group.
3. A drop-down menu of effects will appear. Hover the mouse over **Transform** and select a transform effect from the menu that appears.
4. The text will transform into the selected style.

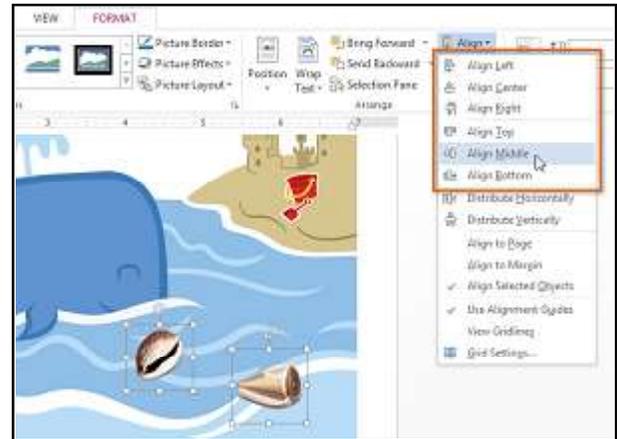
**If desired, you can add additional effects such as shadow, bevel, and more to the transformed text.*

Arranging Objects

In Word, a page may have multiple **objects**, such as pictures, shapes, and text boxes. You can arrange the objects the way you want by **aligning, ordering, rotating, and grouping** them in various ways.

Modifying text wrapping

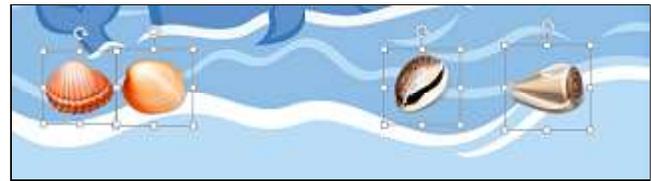
When pictures are first inserted, you may notice that it is difficult to move them. This is because by default, pictures are **in line with the text**. To arrange them, you will always need to choose a different text-wrapping setting.



To align two or more objects

1. Hold the **Shift (or Ctrl)** key and click the objects you want to align.
2. From the **Format** tab, click the **Align** command and select one of the six **alignment options**.
3. The objects will align based on the option you selected.

By default, **Align Selected Objects will be selected, which will allow objects to be aligned without moving them to a different part of the page. If you want the objects to move to the top or bottom of the page, select **Align to Page** or **Align to Margin** before choosing an alignment option.*

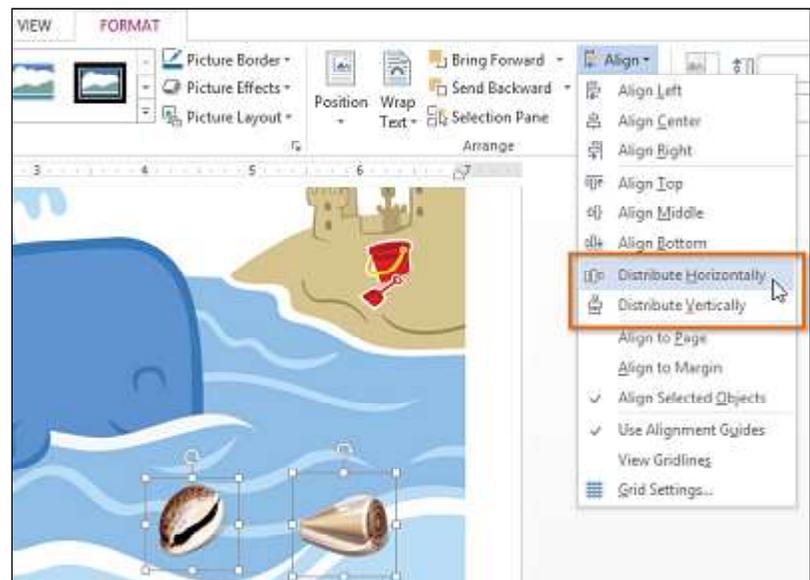


If you prefer to align objects manually, select **View Gridlines. This option **snaps** objects to a grid, making it easier for you to align them with the mouse.*

To distribute objects evenly

If you have arranged objects in a row or column, you may want them to be an **equal distance** from one another for a neater appearance. You can do this by distributing the objects horizontally or vertically.

1. Hold the **Shift (or Ctrl)** key and click the objects you want to align. The **Format** tab will appear.
2. On the **Format** tab, click the **Align** command and select **Distribute Horizontally** or **Distribute Vertically** from the drop-down menu that appears.



Ordering and rotating objects

In addition to aligning objects, Word gives you the ability to **arrange objects** in a **specific order**. The ordering is important when two or more objects **overlap** because it will determine which objects are in the **front** or the **back**.

Understanding levels

When objects are inserted into a document, they are placed on **levels** according to the **order** in which they were inserted into the document. In the image below, the table is on the top level, but we can **change the level** to put it behind the other objects.

To change the ordering by one level

In our example, we will change the ordering so the table moves back by one level.

1. Select an object. The Format tab will appear.
2. From the **Format** tab, click the **Bring Forward** or **Send Backward** command to change the object's ordering by **one level**. If the object overlaps with more than one other object, you may need to click the command **several times** to achieve the desired ordering. In our example, we will select Send Backward.
3. The objects will reorder. In our example, the table is now one level below the statue.

If you have several objects placed on top of each other, it may be difficult to select an individual object. The **Selection Pane allows you to easily drag an object to a new location. To access the Selection Pane, click **Selection Pane** on the **Format** tab.*

Grouping objects

At times, you may want to **group** multiple objects into **one object** so they will stay together if they are moved or resized. Often, this is easier than selecting all of the objects every time you want to move them. Shapes, clip art, and text boxes can be grouped together.

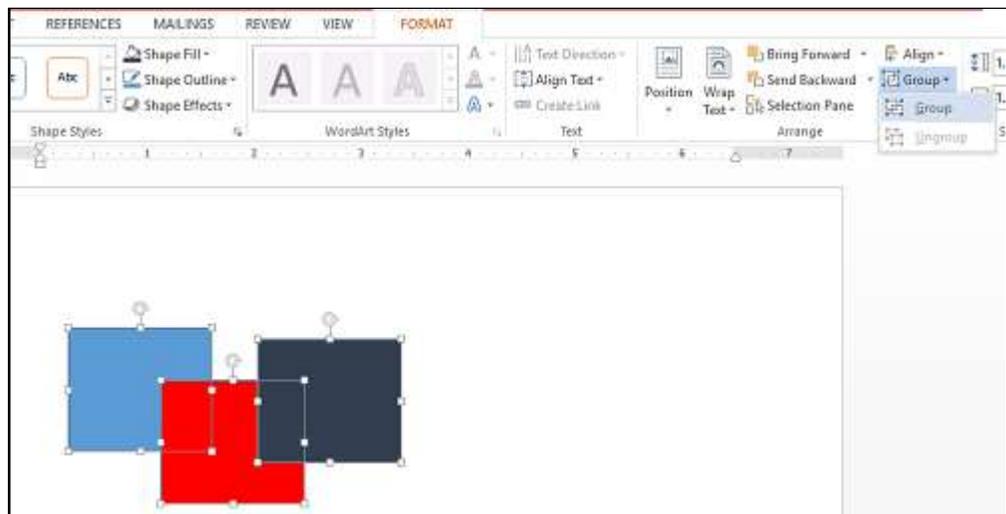
To group objects

1. Hold the Shift (or Ctrl) key and click the objects you want to group.
2. From the **Format** tab, click the **Group** command and select **Group**.
3. The selected objects will now be grouped. There will be a **single box with sizing handles** around the entire group to show that they are one object. You can now move or resize all of the objects at once.

**If you want to edit or move one of the objects in the group, double-click to select the object. You can then edit it or move it to the desired location.*

To ungroup objects:

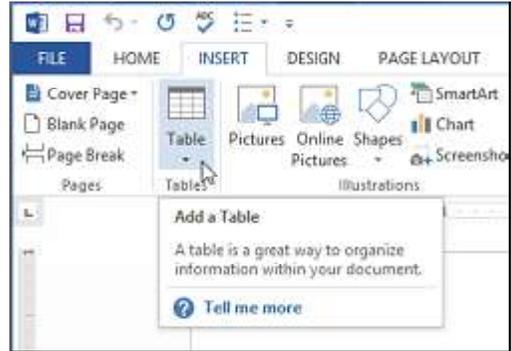
1. Select the grouped object you want to ungroup.
2. From the **Format** tab, click the **Group** command and select **Ungroup**.
3. The objects will be ungrouped.



Table

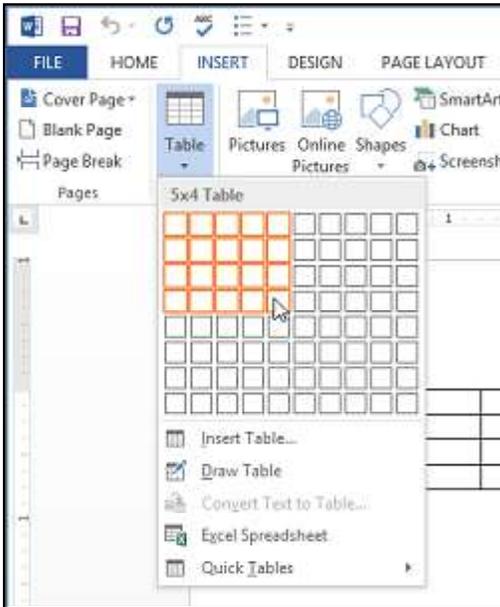
Introduction

A **table** is a grid of cells arranged in **rows** and **columns**. Tables are useful for various tasks such as presenting text information and numerical data. In Word, you can create a **blank table**, **convert text** to a table, and apply a variety of **styles** and **formats** to existing tables.



To insert a blank table

1. Place your insertion point where you want the table to appear, then select the **Insert** tab.
2. Click the **Table** command.
3. A drop-down menu containing a grid of squares will appear. Hover the mouse over the grid to select the number of **columns** and **rows** in the table.



4. Click the mouse, and the table will appear in the document.
5. You can now place the insertion point anywhere in the table to add text.

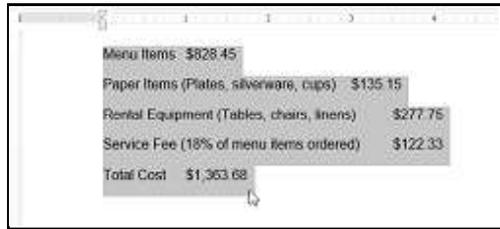
Monday	Tuesday	Wed			

To move the insertion point to the next cell, press the **Tab key while typing. If the insertion point is in the last cell, pressing the **Tab** key will automatically create a new row.*

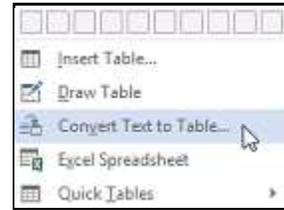
To convert existing text to a table

In this example, each row of information contains an **item name** and price, separated by tabs. Word can convert this information into a table, and it will use the tabs to separate the data into two columns.

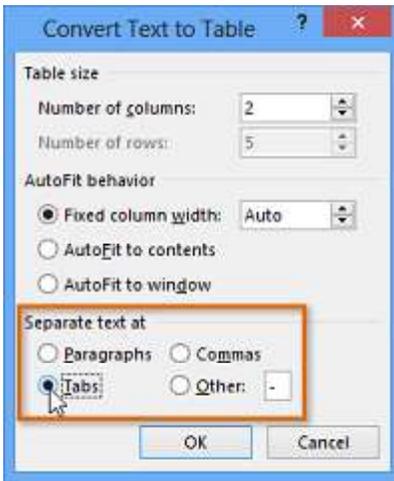
1. Select the text you want to convert.



2. From the **Insert** tab, click the **Table** command.
3. Select **Convert Text to Table** from the drop-down menu.



4. A dialog box will appear. Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column. (see image on next page)



5. Click **OK**. The text appears in a table.

Menu Items	\$828.45
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$227.75
Service Fee (18% of menu items ordered)	\$122.33
Total Cost	\$1,363.68

Modifying tables

It is easy to modify the look and feel of any table after adding it to a document. Word includes different options for customizing a table, including **adding rows or columns** and changing the **table style**.

To add a row or column

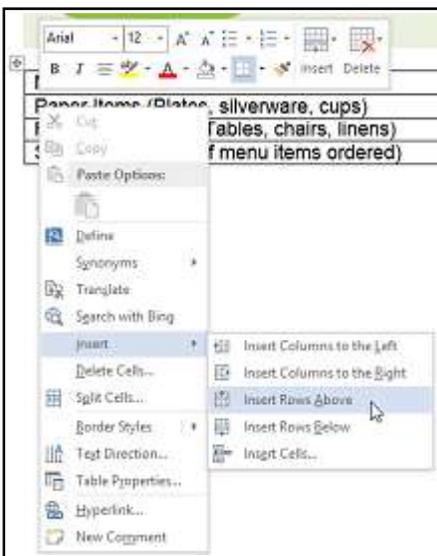
1. Hover the mouse near the location where you want to add a row or column, then click the **plus sign** that appears.

Menu Items	\$828.45
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$227.75
Service Fee (18% of menu items ordered)	\$122.33

2. A new row or column will appear in the table.

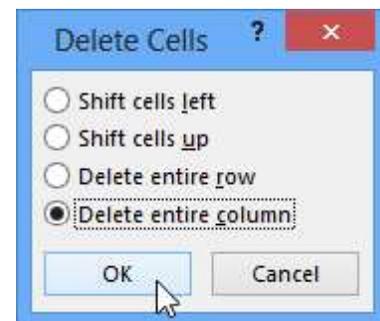
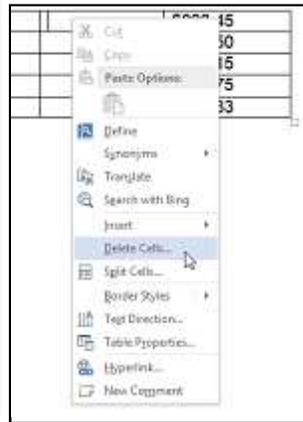
Menu Items	\$828.45
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$227.75
Service Fee (18% of menu items ordered)	\$122.33

**Alternatively, you can right-click the table, then hover the mouse over Insert to see various row and column options.*



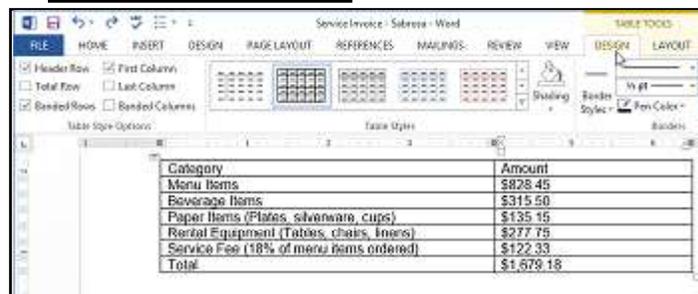
To delete a row or column

1. Place the insertion point in the **row** or **column** you want to delete.
2. Right-click the mouse, then select **Delete Cells...** from the menu that appears.
3. A dialog box will appear. Select **Delete entire row** or **Delete entire column**, then click **OK**.
4. The column or row will be deleted.

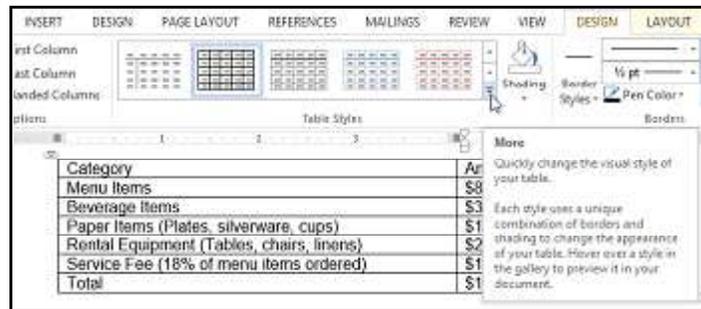


To apply a table style

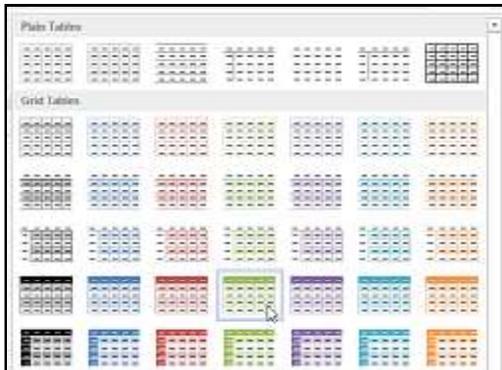
1. Click anywhere on the table, then click the **Design** tab on the right side of the Ribbon.



2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see all available table styles.



3. Select the desired style.



4. The selected table style will appear.

Category	Amount
Menu Items	\$828.45
Beverage Items	\$315.50
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Service Fee (18% of menu items ordered)	\$122.33
Total	\$1,679.18

To modify table style options

Once you have chosen a table style, you can turn various options **on** or **off** to change the appearance of the table. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Click anywhere on the table.
2. Click the **Design** tab on the right side of the Ribbon, then **check** or **uncheck** the desired options in the **Table Style Options** group.



3. The table style will be modified.

Category	Amount
Menu Items	\$828.45
Beverage Items	\$315.50
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Service Fee (18% of menu items ordered)	\$122.33
Total	\$1,679.18

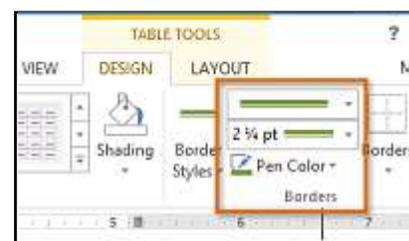
Depending on which **Table Style you are using, certain **Table Style Options** may have a somewhat different effect. You may need to experiment to get the exact look you want.*

To add borders to a table

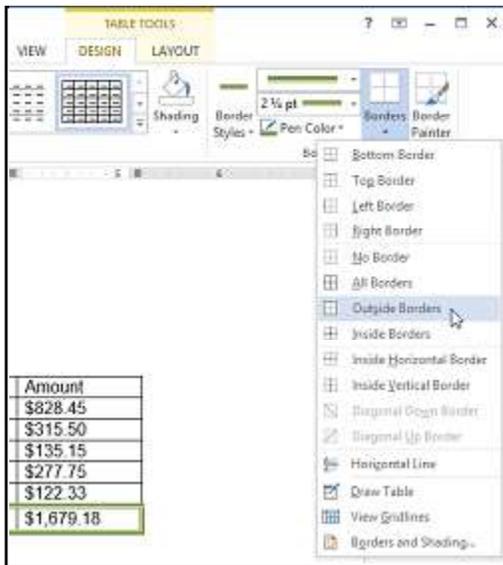
1. Select the cells you want to add a border to.

Category	Amount
Menu Items	\$828.45
Beverage Items	\$315.50
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Service Fee (18% of menu items ordered)	\$122.33
Total	\$1,679.18

2. From the **Design** tab, select the desired Line Style, Line Weight, and Pen Color.



3. Click the **Borders** drop-down arrow.
4. Select the desired **border type** from the menu that appears.



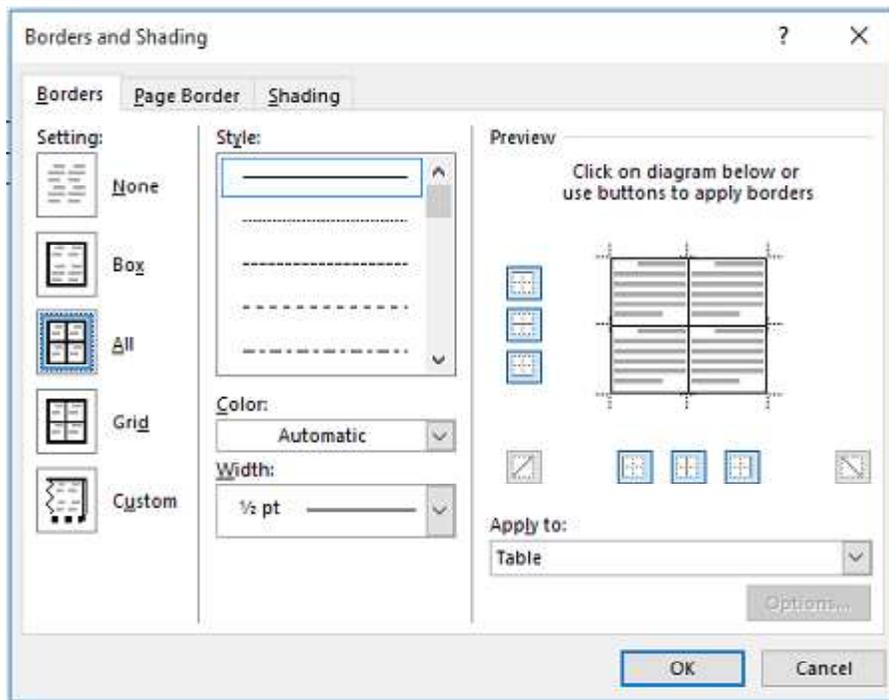
5. The border will appear around the selected cells.

Category	Amount
Menu Items	\$828.45
Beverage Items	\$315.50
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Service Fee (18% of menu items ordered)	\$122.33
Total	\$1,679.18

Modifying a table using the Layout tab

When you select a table in Word 2013, the **Layout** tab appears under **Table Tools** on the Ribbon. From the **Layout** tab, you can make a variety of modifications to the table.

You can do more with Table by Clicking **Border and Shading** button situated on right corner of **Design** Tab. As you will click on this button a dialogue box will appear named '**Border & Shading**'.



Borders Tab This tab provides you different types of border styles. You can fix the style, Color, and width of table border.

Page Border Tab You can apply the page border by the help of this tab. We may also set the styles, width and color of page border.

Shading Tab this option let you permission to fill the color of given cells.

Chart

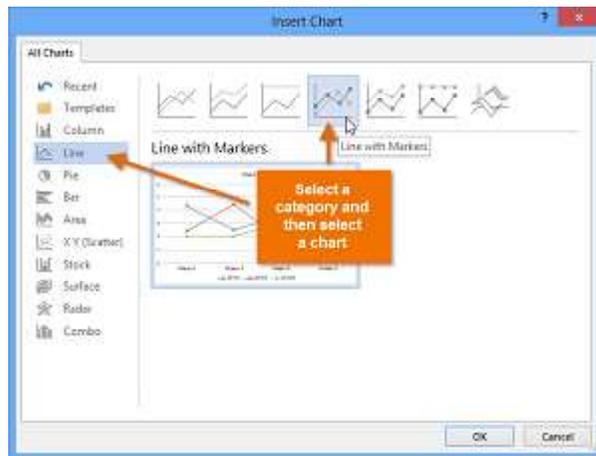
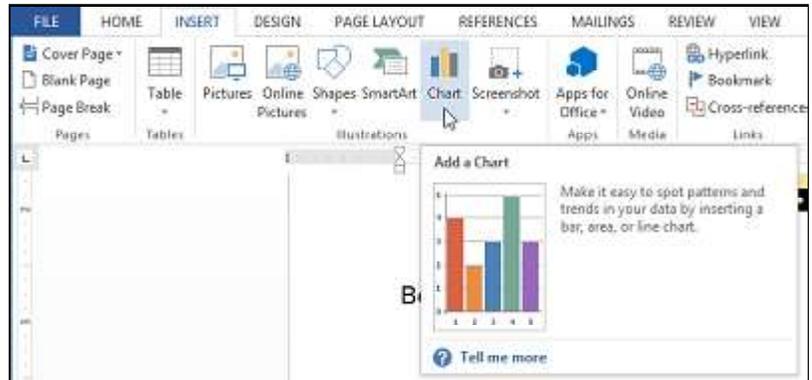
A **chart** is a tool you can use to **communicate data graphically**. Including a chart in your document can allow your reader to see the **meaning behind the numbers**, and it can make showing **comparisons** and **trends** easier.

Inserting charts

Word uses a **spreadsheet** as a placeholder for entering chart data, much like Excel.

To insert a chart

1. Select the **Insert** tab, then click the **Chart** command in the **Illustrations** group.
2. A dialog box will appear. Select a **category** from the left pane, and review the **charts** that appear in the right pane.
3. Select the desired **chart**, then click **OK**.

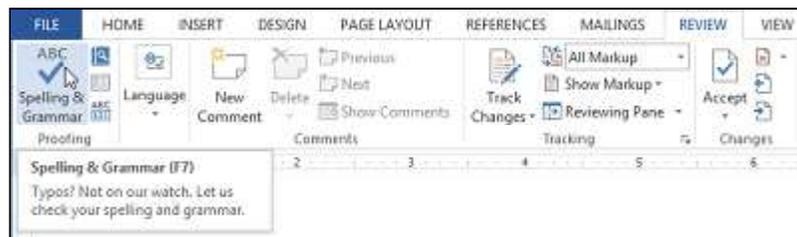


Checking Spelling and Grammar

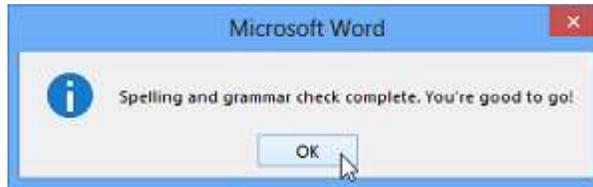
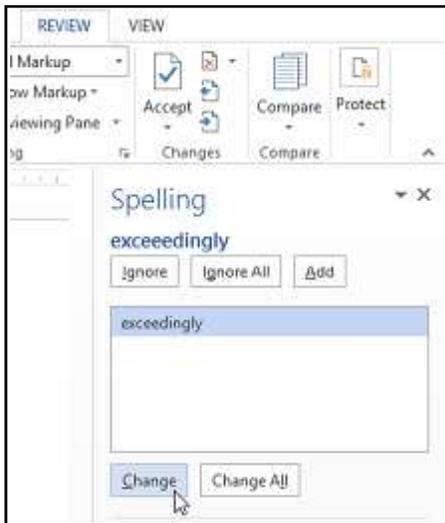
Worried about making mistakes when you type? Do not be. Word provides you with several **proofing features**—including the **Spelling and Grammar** tool—that can help you produce professional, error-free documents.

To run a Spelling and Grammar check

1. From the **Review** tab, click the **Spelling & Grammar** command.



2. The **Spelling and Grammar** pane will appear. For each error in your document, Word will try to offer one or more suggestions. You can select a suggestion and click **Change** to correct the error.
3. Word will move through each error until you have reviewed all of them. After the last error has been reviewed, a dialog box will appear confirming that the spelling and grammar check is complete. Click **OK**.



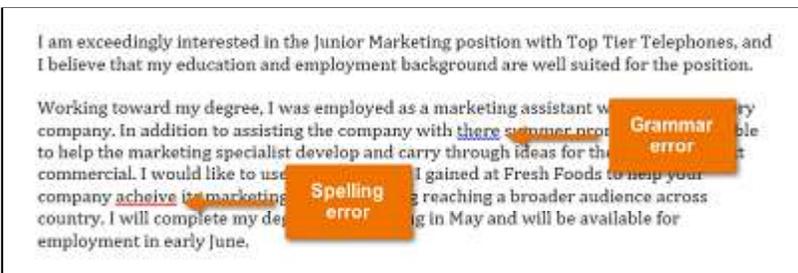
*If no suggestions are given, you can manually type the correct spelling in your document.

Automatic spelling and grammar checking

By default, Word automatically checks your document for spelling and grammar errors, so you may not even need to run a separate check. These errors are indicated by colored, wavy lines.

The **red line** indicates a misspelled word.

The **blue line** indicates a grammatical error, including misused words.



*A **misused word**—also known as a **contextual spelling error**—occurs when a word is spelled correctly but used incorrectly. For example, if you used the phrase **Deer Mr. Theodore** at the beginning of a letter, **deer** would be a contextual spelling error. **Deer** is spelled correctly, but it

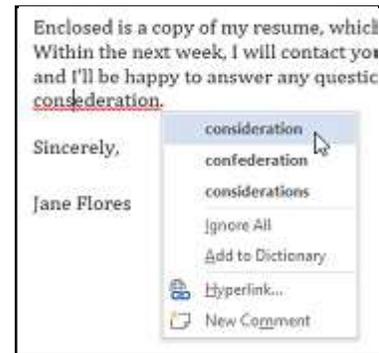
is used incorrectly in the letter. The correct word is **dear**.

*In previous versions of Word, grammar errors were marked with a **green line**, while contextual spelling errors were marked with a **blue line**.

To correct spelling errors

1. Right-click the **underlined word**. A menu will appear.
2. Select the **correct spelling** from the list of suggestions.
3. The corrected word will appear in the document.

*You can also choose to **Ignore All** instances of an underlined word or add it to the **dictionary**.



To correct grammar errors

1. Right-click the **underlined word or phrase**. A menu will appear.
2. Select the **correct spelling or phrase** from the list of suggestions.
3. The corrected phrase will appear in the document.

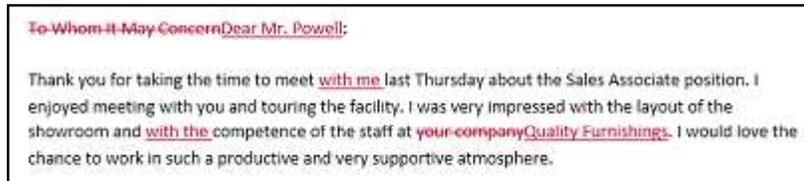
*You can also choose to **Ignore** an underlined word or phrase or go to the **Spelling & Grammar** pane for information about the grammar rule.

Track Changes & Comments

Let us suppose someone asks you to proofread or collaborate on a document. If you had a printed copy, you might use a red pen to cross out sentences, mark misspellings, and add comments in the margins. Word allows you to do all of these things electronically using the **Track Changes** and **Comments** features.

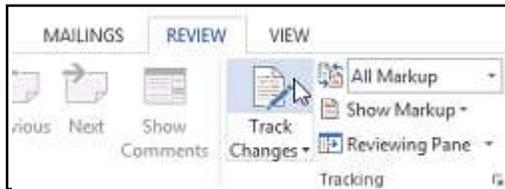
Understanding Track Changes

When you turn on **Track Changes**, every change you make to the document will appear as a colored **markup**. If you delete text, it would not disappear—instead, the text will be **crossed out**. If you add text, it will be underlined. This allows you to see edits before making the changes permanent.



To turn on Track Changes

1. From the **Review** tab, click the **Track Changes** command.



2. Track Changes will be turned on. From this point on, any changes you make to the document will appear as colored markups.

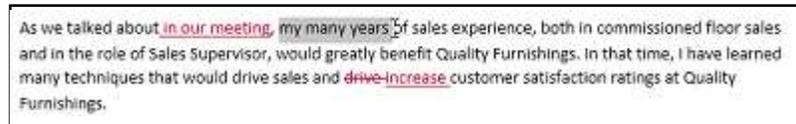


Comments

Sometimes you may want to add a comment to provide feedback instead of editing a document. While it is often used in combination with Track Changes, you do not necessarily need to have Track Changes turned on to use comments.

To add comments

1. **Highlight some text**, or place the **insertion point** where you want the comment to appear.



2. From the **Review** tab, click the **New Comment** command.



3. Type your comment. When you are done, you can close the comment box by pressing the **Esc** key or by clicking anywhere outside the comment box.

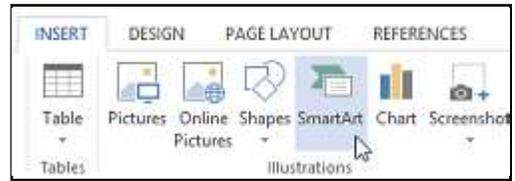
**You can also respond to an existing comment. Just click the Reply button and type your response.*

To delete comments

1. Select the comment you want to delete.
2. From the Review tab, click the Delete command.
3. The comment will be deleted.

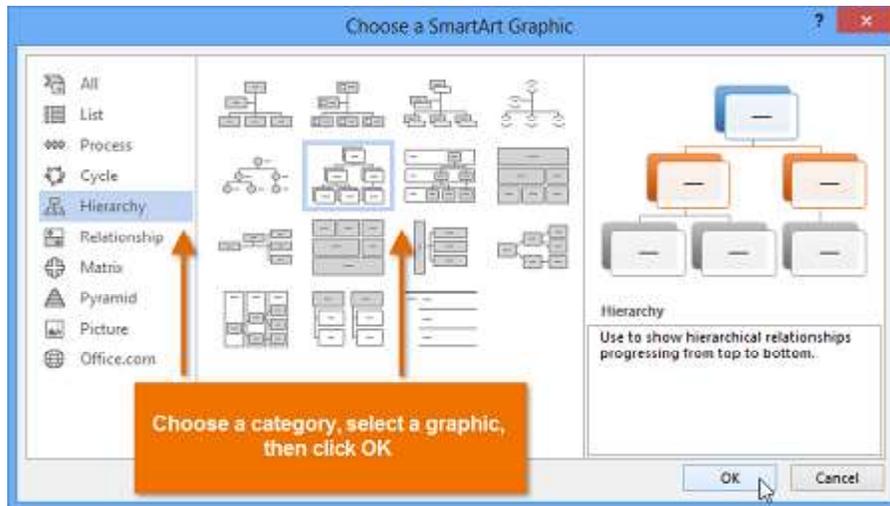
SmartArt Graphics

SmartArt allows you to communicate information with **graphics** instead of just using text. There are a variety of styles to choose from, which you can use to illustrate many different types of ideas.

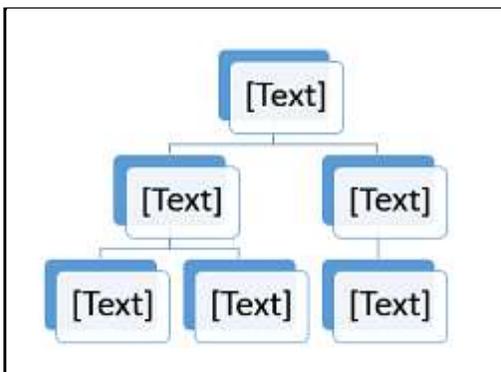


To insert a SmartArt graphic:

1. Place the insertion point in the document where you want the SmartArt graphic to appear.
2. From the **Insert** tab, select the **SmartArt** command in the **Illustrations** group.
3. A dialog box will appear. Select a **category** on the left, choose the desired SmartArt graphic, then click **OK**.

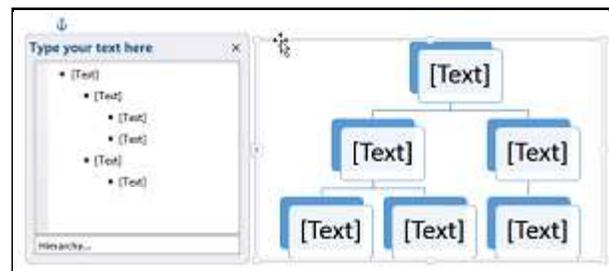


4. The SmartArt graphic will appear in your document.

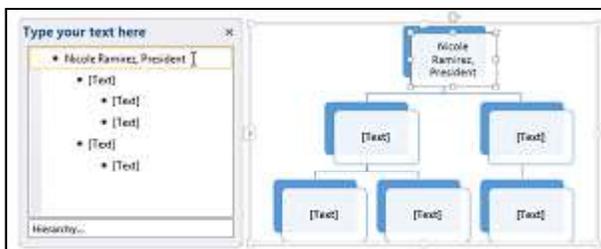


To add text to a SmartArt graphic:

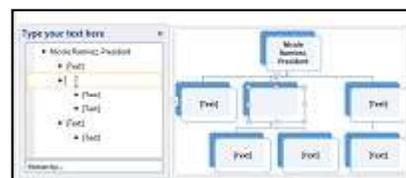
1. Select the SmartArt graphic. The **SmartArt task pane** will appear to the left.



2. Enter text next to each bullet in the task pane. The text will appear in the graphic and will resize to fit inside the shape.



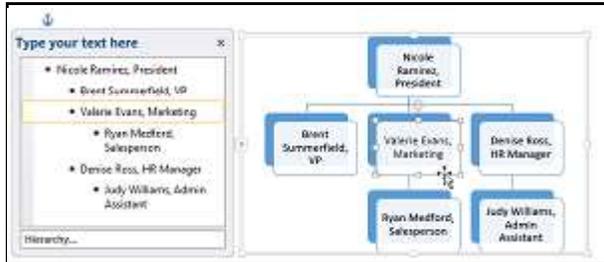
3. To add a new shape, press **Enter**. A new bullet will appear in the task pane, and a new shape will appear in the graphic. You can delete any bullets you're not using to remove the shapes.



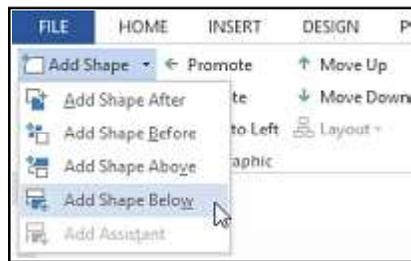
Changing the SmartArt organization

To add a shape

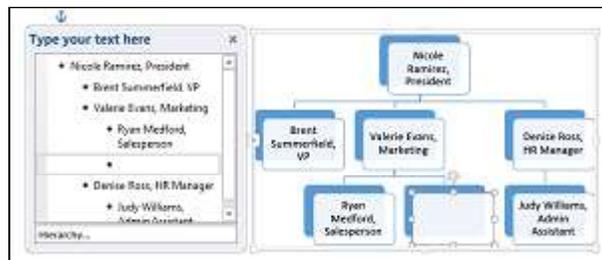
1. Select the SmartArt graphic, then click the **Design** tab on the right side of the Ribbon.
2. Decide where you want the **new shape** to appear, and select an **adjacent shape**.



3. Click the **Add Shape** command in the **Graphics** group. A drop-down menu will appear.
4. Select **Add Shape Before** or **Add Shape After** to add a shape on the same level as the selected shape. Select **Add Shape Above** or **Add Shape Below** to add a shape above or below the selected shape.



5. The new shape will appear.

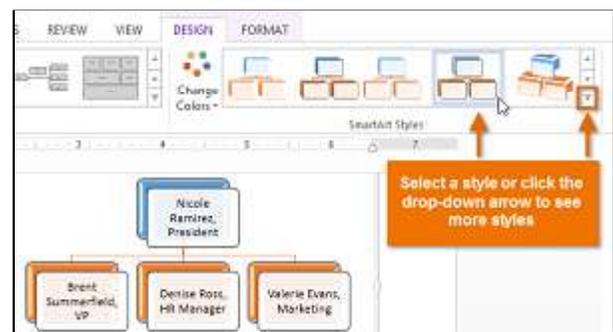
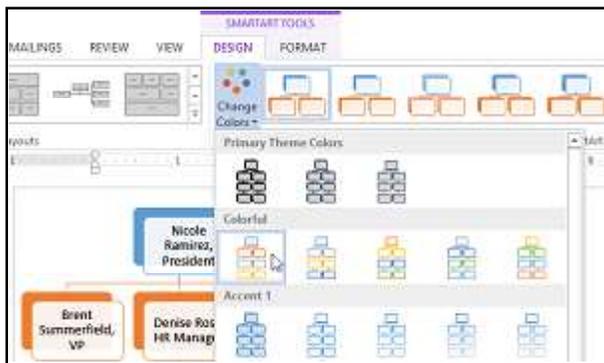


Customizing SmartArt

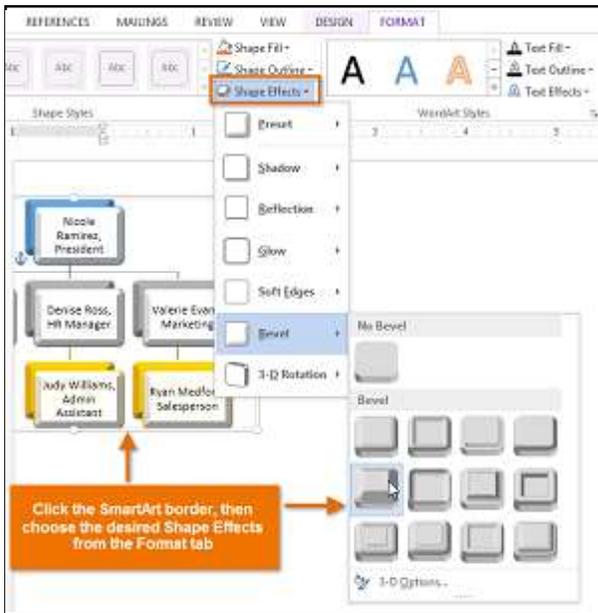
After inserting SmartArt, there are several things you might want to change about its appearance. Whenever you select a SmartArt graphic, the **Design** and **Format** tabs will appear on the right side of the Ribbon. From there, it is easy to edit the **style** and **layout** of a SmartArt graphic.

To customize SmartArt

- Word provides a variety of **color schemes** to use with SmartArt. To change the colors, simply select the SmartArt, click the **Change Colors** command, and choose the desired colors from the drop-down menu.
- Word also includes several different **SmartArt styles**, which allow you to quickly modify the look and feel of your SmartArt. To change the style, select the **desired style** from the **SmartArt styles** group.



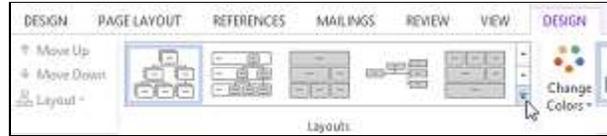
- You can add **shape effects** to your SmartArt, such as **beveling** and **3D rotation**. Select the entire SmartArt graphic by clicking the border, selecting the **Format** tab, then choosing the desired **Shape Effects**. You can also click on an individual shape to customize it separately.



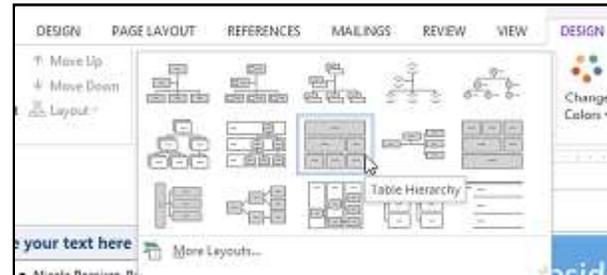
To change the SmartArt layout

If you do not like the way your information is organized within a SmartArt graphic, you can always change its **layout** to better fit your content.

1. Select the SmartArt graphic, then select the **Design** tab.
2. In the **Layouts** group, click the More drop-down arrow.



3. Select the desired layout, or click **More Layouts...** to see even more SmartArt options.



4. The selected layout will appear.

Styles

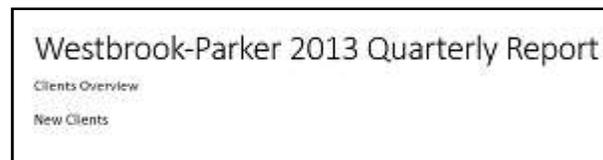
A **style** is a predefined combination of font style, color, and size that can be applied to any text in your document. Styles can help your documents achieve a more professional appearance.

To apply a style

1. Select the text you want to format.
2. In the Styles group on the Home tab, click the More drop-down arrow.



3. Select the **desired style** from the drop-down menu.
4. The text will appear in the selected style.



To apply a Style set

Style sets include a combination of title, heading, and paragraph styles. Style sets allow you to **format all elements** in your document at once instead of modifying each element separately.

1. From the **Design** tab, click the **More** drop-down arrow in the **Document Formatting** group.
2. Choose the **desired style** set from the drop-down menu.

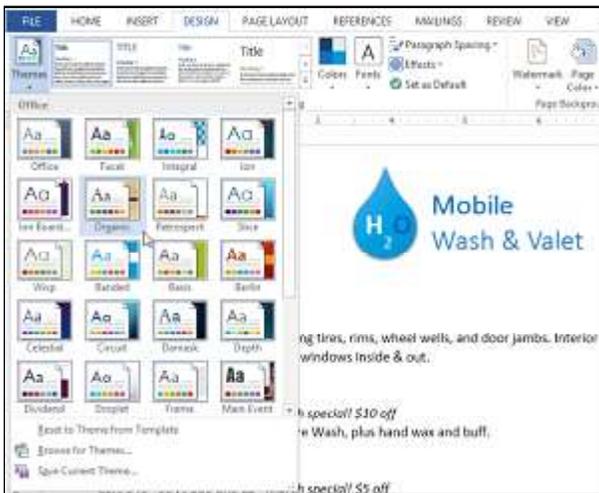


Themes in MS-Word

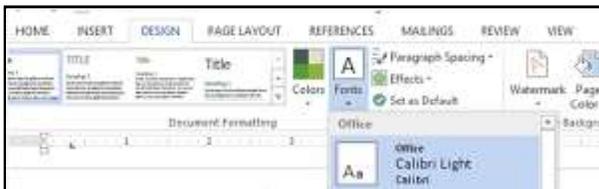
A theme is a set of colors, fonts, and effects that determines the overall look of your document. Themes are a great way to change the tone of your entire document quickly and easily.

To change the theme

1. From the **Design** tab, click the **Themes** command.
2. Select the **desired theme** from the drop-down menu.
3. The selected theme will appear.



- ii) To change the theme fonts, click the **Fonts** command. A drop-down menu will appear. Select the **desired font** or select **Customize Fonts...** to customize each font individually.



Customizing themes

Let us say you really like the **fonts** from one theme, but you had like to experiment with different **color schemes**. Word allows you to mix and match the **colors, fonts, and effects** from different themes to create a unique look for your document. If it still does not look exactly right, you can customize the **theme colors, fonts, and effects** from the **Design** tab.

- i) To change the theme colors, click the **Colors** command. A drop-down menu will appear. Select the **desired colors** or select **Customize Colors...** to customize each color individually.



- iii) To change the theme **effects**, click the **Effects** command. A drop-down menu will appear. Select the **desired effect** from the menu.



To save a theme

Once you have found settings you like, you may want to save the theme so you can use it in other documents.

1. From the **Design** tab, click the **Themes** command, then select **Save Current Theme...** from the drop-down menu.
2. The **Save dialog** box will appear. Type a **name** for your theme, then click **Save**.
3. The theme will be **saved**. You can apply it to any document by selecting it from the available **themes**.

Mail Merge

Mail Merge is a useful tool that allows you to produce multiple letters, labels, envelopes, name tags, and more using information stored in a list, database, or spreadsheet. When performing a **Mail Merge**, you will need a **Word document** (you can start with an existing one or create a new one) and a **recipient list**, which is typically an **Excel workbook**.



To use Mail Merge

1. Open an **existing** Word document, or create a **new** one.
2. From the **Mailings** tab, click the **Start Mail Merge** command and select **Step by Step Mail Merge Wizard** from the drop-down menu.

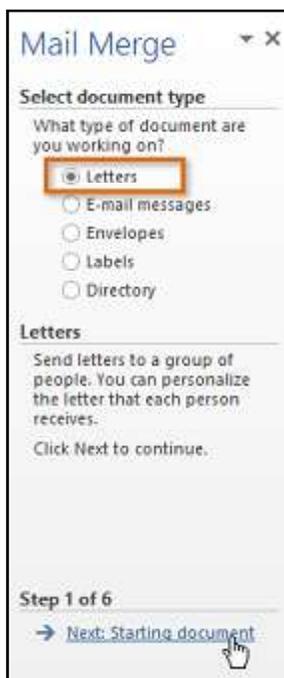
The Mail Merge pane appears and will guide you through the **six main steps** to complete a merge. The following example demonstrates how to create a form letter and merge the letter with a recipient list.

Step 1: Choose the **type** of document you want to create. In our example, we will select **Letters**. Then click **Next: Starting document** to move to Step 2.

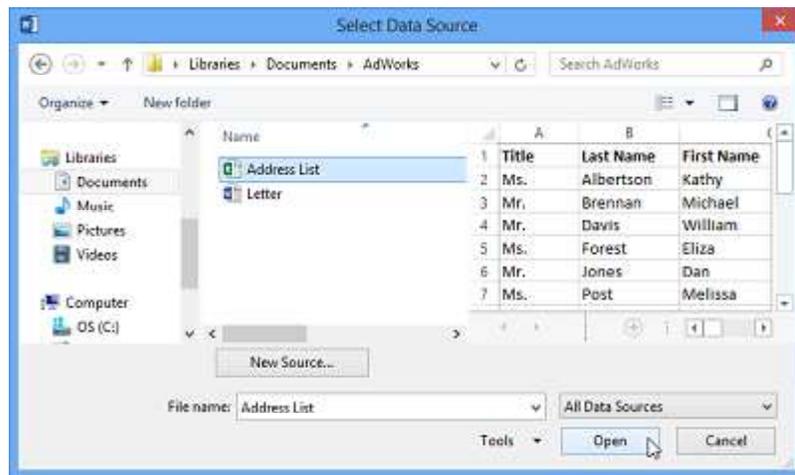
Step 2: Select **Use the current document**, then click **Next: Select recipients** to move to Step 3.

Step 3: Now you will need an address list so Word can automatically place each address into the document. The list can be in an existing file, such as an **Excel workbook**, or you can **type a new address list** from within the Mail Merge Wizard.

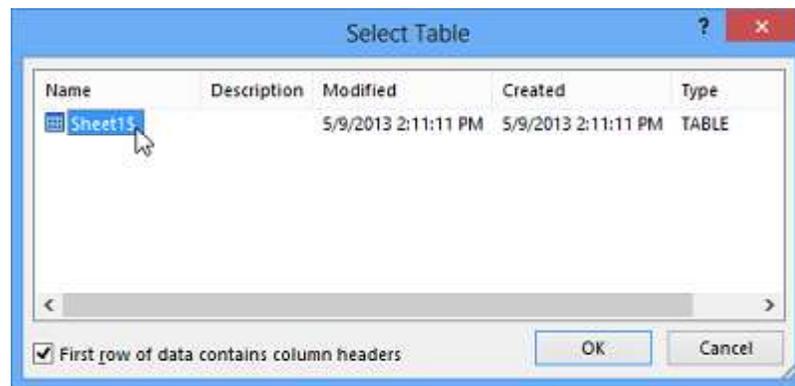
1. From the **Mail Merge** task pane, select **Use an existing list**, then click **Browse...** to select the file.



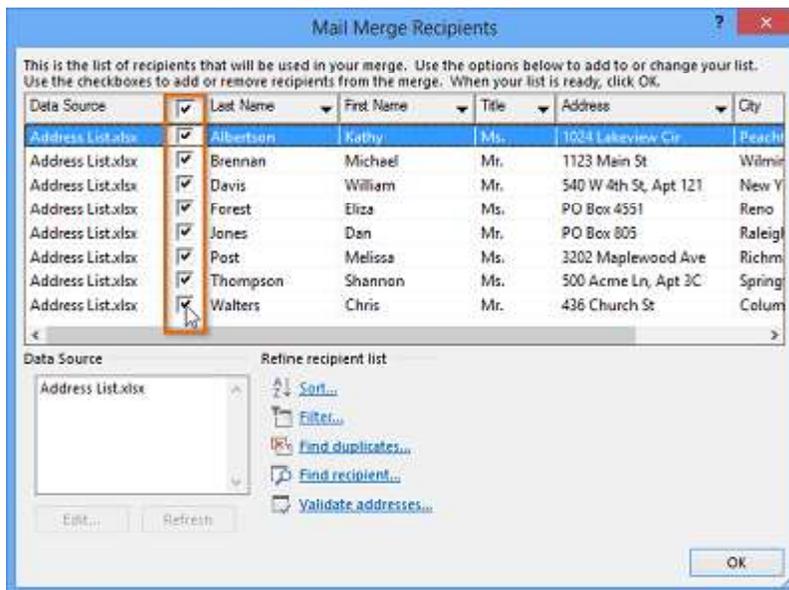
2. Locate your file and click **Open**. (See image on Next Page)



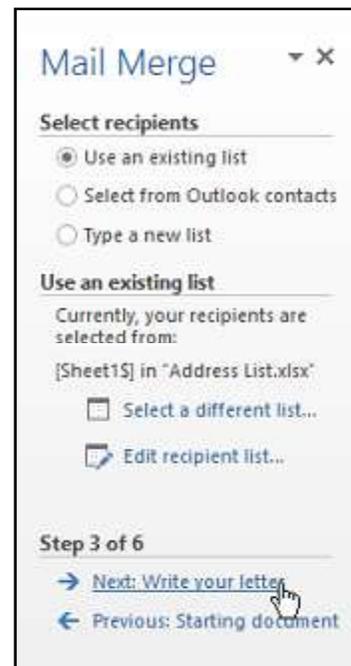
3. If the address list is in an Excel workbook, select the **worksheet** that contains the list and click **OK**.



4. In the **Mail Merge Recipients** dialog box, you can **check** or **uncheck** each box to control which recipients are included in the merge. By default, all recipients should be selected. When you are done, click **OK**.



5. From the **Mail Merge** task pane, click **Next: Write your letter** to move to Step 4.

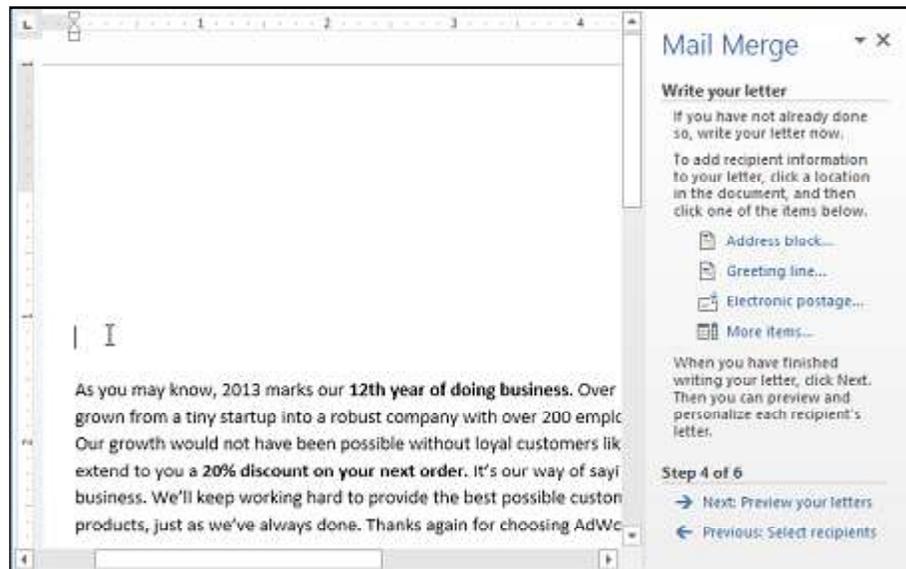


If you do not have an existing address list, you can click the **Type a new list button and click **Create**. You can then type your address list.*

Step 4: Now you are ready to write your letter. When it is printed, each copy of the letter will basically be the same; only the **recipient data** (such as the **name** and **address**) will be different. You will need to add **placeholders** for the recipient data so Mail Merge knows exactly where to add the data.

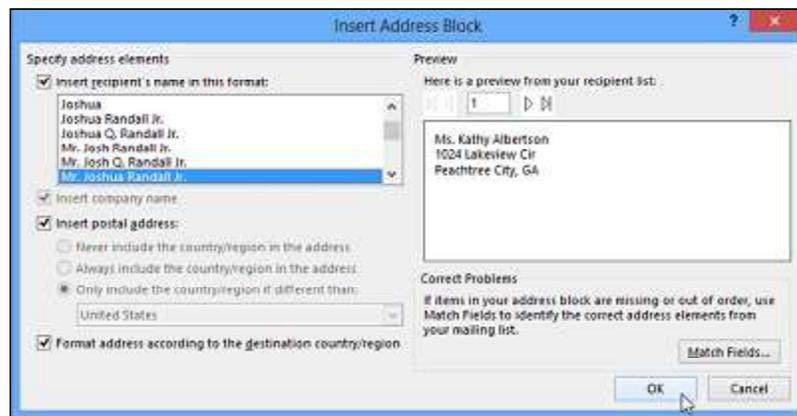
To insert recipient data

1. Place the insertion point in the document where you want the information to appear.

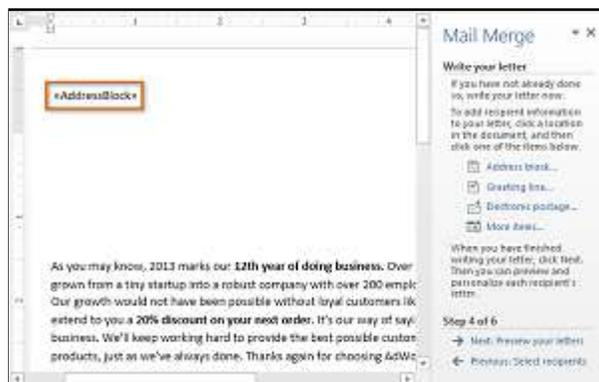


2. Choose one of the four **placeholder** options: **Address block**, **Greeting line**, **Electronic postage**, or **More items**.

3. Depending on your selection, a dialog box may appear with various options. Select the desired options and click **OK**.



4. A placeholder will appear in your document (for example, «AddressBlock»).



5. Repeat these steps each time you need to enter information from your data record. In our example, we will add a **Greeting line**.

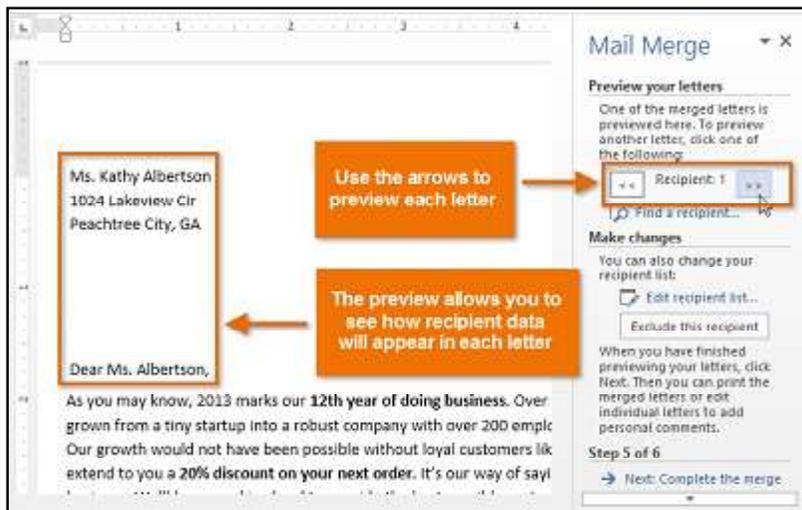
6. When you are done, click **Next: Preview your letters** to move to Step 5.



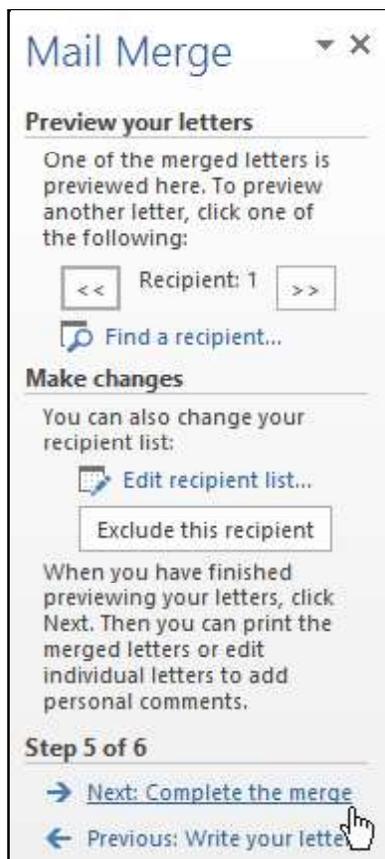
For some letters, you will only need to add an **Address block and **Greeting line**. Sometimes, however, you may want to place **recipient data** within the body of the letter to personalize it even further.*

Step 5:

1. Preview the letters to make sure the information from the recipient list appears correctly in the letter. You can use the left and right scroll arrows to view each document.



2. Click **Next: Complete the merge** to move to Step 6.

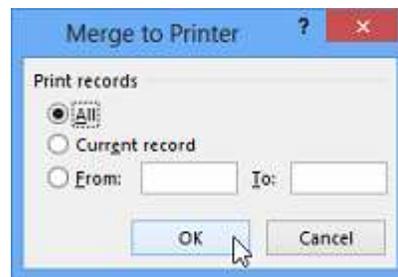


Step 6:

1. Click **Print...** to print the letters.



2. A dialog box will appear. Click **All**, then click **OK**.



3. The **Print** dialog box will appear. Adjust the print settings if needed, then click **OK**. The letters will be printed.

Record Macro in MS-Word 2013

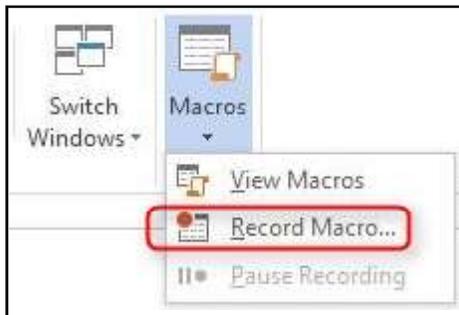
In Word, you can automate frequently used tasks by creating and running macros. A **macro** is a series of commands and instructions that you group together as a single command to accomplish a task automatically.

How to create a Macro in Word 2013

1. Open a Word document.
2. Click on **View** tab.
3. Locate **Macros** in the top right corner of the Ribbon.
4. Click on **Macros**.

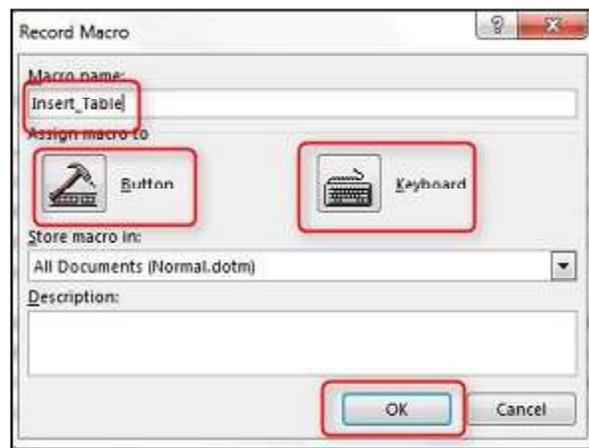


5. Click on **Record Macro**.



A Record Macro dialog pops up.

6. Enter appropriate Macro Name.



The Record Macro dialog pop up presents two options to create shortcut to launch the Macro you will create

Button: you can create a button in the Quick Access Toolbar to launch the Macro

Keyboard: you can specify a keyboard sequence to launch the Macro. For example: **Ctrl+Alt+M**
(**Note:** Do not use keyboard sequence already defined by your Windows Operating system.)

7. Click on OK

Perform the steps to accomplish the task that needs to be created through Macro.

For instructional purposes, we are going to create a Macro to add a Table with 6 columns and 3 rows.

8. Click on Insert.

9. Click on Table.

Move your mouse to select 6 columns and 3 rows

10. Click to confirm the selection.

11. When the table is created, go to **View** tab.

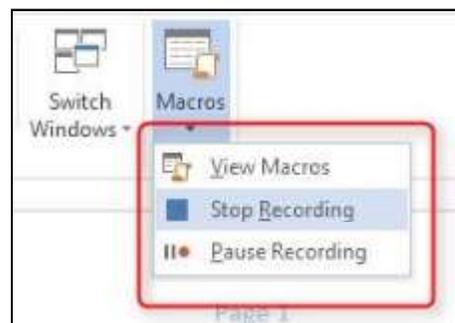
12. Click on **Macros**.

13. Click on **Stop Recording**.

14. Your **Insert Table** macro is now created. Click on

View Macros to see the macro

15. Select the **Macro** and click on **Run** to execute the Macro.



Shortcuts Key in MS-Word 2013

To do this	Press
Open a document.	Ctrl+O
Create a new document	Ctrl+N
Save the document	Ctrl+S
Close the document	Ctrl+W
Cut the selected content to the Clipboard	Ctrl+X
Copy the selected content to the Clipboard	Ctrl+C
Paste the contents of the Clipboard	Ctrl+V
Select all document content	Ctrl+A
Apply bold formatting to text	Ctrl+B
Apply italic formatting to text	Ctrl+I
Apply underline formatting to text	Ctrl+U
Decrease the font size by 1 point	Ctrl+[
Increase the font size by 1 point	Ctrl+]
Center the text	Ctrl+E
Align the text to the left	Ctrl+L
Align the text to the right	Ctrl+R
Cancel a command	Esc
Undo the previous action	Ctrl+Z
Redo the previous action, if possible	Ctrl+Y
Adjust the zoom magnification	Alt+W, Q, then tab in Zoom dialog box to the value you want.
Split the document window	Ctrl+Alt+S
Remove the document window split	Alt+Shift+C or Ctrl+Alt+S

Close a task pane

To close a task pane using the keyboard

1. Press F6 until the task pane is selected.
2. Press Ctrl+Spacebar.
3. Use the arrow keys to select Close, and then press Enter.

Use the Access Keys for ribbon tabs

To go directly to a tab on the ribbon, press one of the following access keys. Additional tabs may appear depending on your selection in the document.

To do this	Press
Move to the Tell me or Search field on the Ribbon to search for assistance or Help content.	Alt+Q, then enter the search term
Open the File page to use Backstage view.	Alt+F
Open the Home tab to use common formatting commands paragraph styles, and the Find tool.	Alt+H
Open the Insert tab to insert tables, pictures and shapes headers, or text boxes.	Alt+N

Open the Design tab to use themes, colors, and effects, such as page borders.	Alt+G
Open the Layout tab to work with page margins, page orientation, indentation, and spacing.	Alt+P
Open the References tab to add a table of contents, footnotes, or a table of citations.	Alt+S
Open the Mailings tab to manage Mail Merge tasks and to work with envelopes and labels.	Alt+M
Open the Review tab to use Spell Check, set proofing languages, and to track and review changes to your document.	Alt+R
Open the View tab to choose a document view or mode, such as Read Mode or Outline view. You can also set the zoom magnification and manage multiple document windows.	Alt+W
Select the active tab on the ribbon, and activate the access keys.	Alt or F10.
Move the focus to commands on the ribbon.	Tab key or Shift+Tab
Move between command groupings on the ribbon.	Ctrl+Left or Right arrow key
Move among the items on the Ribbon.	Arrow keys
Activate the selected button.	Spacebar or Enter
Open the list for the selected command.	Down arrow key
Open the menu for the selected button.	Alt+Down arrow key
When a menu or submenu is open, move to the next command.	Down arrow key
Expand or collapse the ribbon.	Ctrl+F1
Open the context menu.	Shift+F10
Move to the submenu when a main menu is open or selected.	Left arrow key

Navigate the document

To do this

Move the cursor to the end of the current line.	Press End
Move the cursor to the beginning the current line.	Home
Move the cursor to the top of the screen.	Ctrl+Alt+Page up
Move the cursor to the bottom of the screen.	Ctrl+Alt+Page down
Move the cursor by scrolling the document view up by one screen.	Page up
Move the cursor by scrolling the document view down by one screen.	Page down
Move the cursor to the end of the document.	Ctrl+End
Move the cursor to the beginning of the document.	Ctrl+Home
Move the cursor to the location of the previous revision.	Shift+F5
Exit the floating shape navigation and return to the normal navigation.	Esc
Display the Navigation task pane, to search within the document content.	Ctrl+F
Display the Go To dialog, to navigate to a specific page, bookmark, footnote table, comment, graphic, or other location.	Ctrl+G

Preview and print documents

To do this

Print the document.
Switch to print preview.
Move by one preview page when zoomed out.
Display the Replace dialog, to find and replace text, specific formatting, or special items.
Insert a SmartArt graphic.
Insert a WordArt graphic.

Press

Ctrl+P
Ctrl+Alt+I
Page up or Page down

Ctrl+H
Alt+N, M
Alt+N, W

Align and format paragraphs

To do this

Center the paragraph.
Justify the paragraph.
Align the paragraph to the left.
Align the paragraph to the right.
Indent the paragraph.
Remove a paragraph indent.
Create a hanging indent.
Remove a hanging indent.
Remove paragraph formatting.
Apply single spacing to the paragraph.
Apply double spacing to the paragraph.
Apply 1.5-line spacing to the paragraph.
Add or remove space before the paragraph.
Enable AutoFormat.
Apply the Normal style.
Apply the Heading 1 style.
Apply the Heading 2 style.
Apply the Heading 3 style.
Display the Apply Styles task pane.
Display the Styles task pane.

Press

Ctrl+E
Ctrl+J
Ctrl+L
Ctrl+R
Ctrl+M
Ctrl+Shift+M
Ctrl+T
Ctrl+Shift+T
Ctrl+Q
Ctrl+1
Ctrl+2
Ctrl+5
Ctrl+0 (zero)
Ctrl+Alt+K
Ctrl+Shift+N
Ctrl+Alt+1
Ctrl+Alt+2
Ctrl+Alt+3
Ctrl+Shift+S
Ctrl+Alt+Shift+S

Format characters

To do this

Display the Font dialog.

Increase the font size.

Decrease the font size.

Switch the text between upper case, lower case, and title case.
Change the text to all upper case.
Hide the selected text.
Apply underline formatting to the words, but not the spaces.
Apply double-underline formatting.
Apply italics formatting.
Apply small caps formatting.
Apply subscript formatting.

Press

Ctrl+D
Ctrl+Shift+F
Ctrl+Shift+Right angle bracket (>)
Ctrl+Shift+Left angle bracket (<)
Shift+F3
Ctrl+Shift+A
Ctrl+Shift+H
Ctrl+Shift+W
Ctrl+Shift+D
Ctrl+I
Ctrl+Shift+K
Ctrl+Equal sign (=)

Apply superscript formatting.
Remove manual character formatting.
Change the selected text to the Symbol font.

Ctrl+Shift+Plus sign (+)
Ctrl+Spacebar
Ctrl+Shift+Q

Insert special characters

To do this

Insert a line break.
Insert a page break.
Insert a column break.
Insert an em dash (—).

Insert an en dash (–).
Insert an optional hyphen.
Insert a nonbreaking hyphen.
Insert a nonbreaking space.
Insert a copyright symbol (©).
Insert a registered trademark symbol (®).
Insert a trademark symbol (™).
Insert an ellipsis (...)

Press

Shift+Enter
Ctrl+Enter
Ctrl+Shift+Enter
Ctrl+Alt+Minus sign (on the numeric key pad)
Ctrl+Minus sign (on the numeric keypad)
Ctrl+Hyphen (-)
Ctrl+Shift+Hyphen (-)
Ctrl+Shift+Spacebar
Ctrl+Alt+C
Ctrl+Alt+R
Ctrl+Alt+T
Ctrl+Alt+Period (.)

Work with web content

To do this

Insert a hyperlink.
Go back one page.
Go forward one page.
Refresh the page.

Press

Ctrl+K
Alt+Left arrow key
Alt+Right arrow key
F9

Use function key shortcuts

Key

F1

F1 alone
Shift+F1

Ctrl+F1
Alt+F1
Alt+Shift+F1

Description

displays the Word help task pane.
displays or hides context-sensitive help or the Reveal Formatting task pane.
displays or hides the ribbon.
moves to the next field.
moves to the previous field.

F2

F2 alone

Shift+F2

Ctrl+F2

Alt+Shift+F2
Ctrl+Alt+F2

moves the selected text or graphic. Use the arrow keys to place the cursor where you want to move the text or graphic, and then press Enter to move, or press Esc to cancel.
copies the selected text or graphic. Use the arrow keys to place the cursor where you want to copy the text or graphic, and then press Enter to copy, or press Esc to cancel.
displays the print preview area on the Print tab in the Backstage view.
saves the document.
displays the Open dialog.

F3

Shift+F3

switches the selected text between upper case, lower case, and title case.

Ctrl+F3

cuts the selected content to the Spike. You can cut multiple texts : and graphics to the Spike, and paste them as a group to another location.

Ctrl+Shift+F3

pastes the contents of the Spike.

Alt+F3

creates a new Building Block.

F4

F4 alone

repeats the last command or action, if possible.

Shift+F4

repeats the last Find or Go To action.

Ctrl+F4

closes the current document.

Alt+F4

closes Word.

F5

F5 alone

displays the Go To dialog.

Shift+F5

moves the cursor to the last change.

Ctrl+Shift+F5

displays the Bookmark dialog.

Alt+F5

restores the document window size.

F6

F6 alone

switch between the document, task pane, status bar, and ribbon. In a document that has been split, F6 includes the split panes when switching between panes and the task pane.

Shift+F6

switches between the document, ribbon, status bar, and task pane.

Ctrl+F6

switches to the next document window when more than one document is open.

Ctrl+Shift+F6

switches to the previous document window when more than one document is open.

Alt+F6

moves from an open dialog box back to the document, for dialog boxes that support this behavior.

F7

F7 alone

displays the Editor task pane to check spelling and grammar in the document or the selected text.

Shift+F7

displays the Thesaurus task pane.

Ctrl+Shift+F7

updates the linked information in a Word source document.

Alt+F7

finds the next spelling or grammatical error.

Alt+Shift+F7

in Word 2013 and newer, displays the Translator task pane. In Word 2007 and 2010, displays the Research task pane.

F8

F8 alone

extends the selection. For example, if a word is selected, the selection size is extended to one sentence.

Shift+F8

reduces the selection. For example, if a paragraph is selected, the selection size is reduced to one sentence.

Ctrl+Shift+F8

turns extend selection mode on and off. In the extend selection mode, the arrow keys extend the selection.

Alt+F8

displays the Macro dialog to create, run, edit, or delete a macro.

F9

F9 alone

updates the selected fields.

Shift+F9

switches between a field code and its result.

Ctrl+F9

inserts an empty field.

Ctrl+Shift+F9

unlinks the current field.

Alt+F9

switches between all field codes and their results.

Alt+Shift+F9

runs GOTOBUTTON or MACROBUTTON from a field displaying field results.

F10

F10 alone

turns KeyTips on or off.

Shift+F10

displays the shortcut menu for the selected item.

Ctrl+F10

maximizes or restores the document window size.

Alt+F10

displays the Selection task pane.

Alt+Shift+F10

displays the menu or message for available actions, for example, for pasted text or an AutoCorrect change.

F11

F11 alone

moves to the next field.

Shift+F11

moves to the previous field.

Ctrl+F11

locks the current field.

Ctrl+Shift+F11

unlocks the current field.

Alt+F11

opens the Microsoft Visual Basic for Applications editor, in which you can create a macro using Visual Basic for Applications (VBA).

F12

F12 alone

displays the Save As dialog.

Shift+F12

saves the document.

Ctrl+F12

displays the Open dialog.

Ctrl+Shift+F12

displays the Print tab in the Backstage view.

Alt+Shift+F12

selects the Table of Contents button in the Table of Contents container when the container is active.

Model Practice Set

- The process of removing unwanted part of an image is called
A. Hiding B. Bordering C. Cropping D. Cutting
- To apply center alignment to a paragraph we can press-
A. Ctrl + S B. Ctrl + C C. Ctrl + C + A D. Ctrl + E
- The space left between the margin and the start of a paragraph is called
A. Spacing B. Gutter C. Indentation D. Alignment
- Text-styling feature of MS word is-
A. WordColor B. WordFont C. WordArt D. WordFill
- Which items are placed at the end of a document
A. Footer B. Foot Note C. End Note D. Header
- To change line height to 1.5 we use shortcut key
A. Ctrl+1 B. Ctrl + 2 C. Ctrl + 3 D. Ctrl + 5
- A number of letter that appears little above the normal text is called
A. Superscript B. Subscript C. Supertext D. Toptext
- We can insert a page number at
A. Header B. Footer C. Both A and B D. None
- Which one can be used as watermark in a word document
A. Text B. Image C. Both A and B D. None
- Which item appears dimly behind the main body text
A. Water Color B. Background C. Watermark D. Back Color
- Which feature starts a new line whenever a word or sentence reached a border
A. Text Line B. New Line C. Text Wrapping D. Text Align
- The direction of a rectangular page for viewing and printing is called
A. Orientation B. Direction C. Print Layout D. Preview
- We can remove / hide border of a shape by selecting-
A. No Line B. No Outline C. White Line D. No Border
- We can change the thickness of a line from ___
A. Line width B. Line Height C. Line Thick D. Line Style
- What item contains detailed information about something in the text ?
A. Footer B. Foot Note C. Header D. Head Note
- Which item is printed at the bottom of each page
A. Header B. Foot Note C. Title D. Footer
- Color and pattern used to fill a closed shape is called
A. Shape B. WordArt C. Fill Style D. Fill Back

Model Practice Set

18. Where footnotes appear in a document

- A. End of document B. Bottom of a Page C. End of Heading D. None

19. The Spelling And Grammar Tool

- A. Indicates Grammatical Errors
B. Corrects Spelling Errors As You Type
C. Identifies Words With Capitalization Problems
D. All Of Above

20. Which is not a Font Style?

- A. Bold B. Superscript C. Italic D. Regular

21. Landscape is?

- A. A Font Style B. Page Orientation C. Paper Size D. Page Layout

22. The default Page Orientation of Word Document is

- A. Landscape B. Long Sides C. Portrait D. Double Long Side

23. To Spell Check which function key you will press?

- A. F5 B. F6 C. F7 D. F8

24. How many maximum number of Columns can be inserted in the Word Document ?

- A. 45 B. 50 C. 55 D. 65

25. Which of the following is not option for changing the case of the text?

- A. Indent Case B. Sentence Case C. Toggle Case D. Lower Case