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# EXPERT COMPUTER COURSE

## WORD PROCESSING

**Topics Covered:**

| # | Topic |
|---|---|
| 1 | Word Processing Basics — Interface, Menu Bar, Toolbars, Help |
| 2 | Opening and Closing Documents — Save, Save As, Page Setup, Print |
| 3 | Text Creation and Manipulation — Editing, Selection, Cut/Copy/Paste, Spell Check |
| 4 | Formatting the Text — Font, Size, Alignment, Bullets, Numbering, Case |
| 5 | Formatting a Document — Page Margins, Paragraphs, Sections, Indents |
| 6 | Table Manipulation — Draw, Edit, Border, Shading, Formulas |
| 7 | Inserting Graphic Elements — Clip Art, Symbols, Watermark, WordArt, Drop Cap |
| 8 | Mail Merge — Labels, Email Merge with Outlook |
| 9 | Use of Local Language (Hindi/Regional) in MS Word |
| 10 | Macros in MS Word |
| 11 | Quick Revision + Important MCQ Questions |

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## SECTION 1: WORD PROCESSING BASICS

# 1.1 What is Word Processing?

> *Word Processing is the use of a computer to create, edit, format, save, and print text documents. A Word Processor is software that allows you to type text, apply formatting, insert graphics, and produce professional-quality documents.*

| Word Processor | Company | Format | Features |
|---|---|---|---|
| Microsoft Word | Microsoft (Office Suite) | .docx / .doc | Most widely used; full-featured; mail merge; macros; templates |
| LibreOffice Writer | The Document Foundation (Free/Open-source) | .odt (opens .docx) | Free alternative to Word; compatible with most Word features |
| Google Docs | Google (Cloud-based) | .gdoc (exports to .docx) | Online, real-time collaboration; auto-save to Google Drive |
| WordPad | Microsoft (Free, built-in Windows) | .rtf / .docx | Basic formatting; limited features; no mail merge or macros |
| Notepad | Microsoft (Free, built-in Windows) | .txt | Plain text only — no formatting; used for coding notes |

## 1.2 Opening MS Word

- Method 1: Start Menu → All Apps → Microsoft Office → Microsoft Word
- Method 2: Double-click a .docx/.doc file on your computer
- Method 3: Search 'Word' in Windows search bar → click to open
- Method 4: Right-click Desktop → New → Microsoft Word Document

## 1.3 MS Word Interface

| Interface Element | Description |
|---|---|
| Title Bar | Top of window — shows document name and application name (Microsoft Word) |
| Quick Access Toolbar | Top-left — customisable buttons for frequently used commands (Save, Undo, Redo, Print) |
| Ribbon | Tabbed toolbar below title bar — contains all commands organised in tabs and groups |
| Tabs | Home, Insert, Design, Layout, References, Mailings, Review, View — each shows related commands |
| Groups | Each tab has groups (Font group, Paragraph group etc.) — related commands clustered together |
| Ruler | Horizontal and vertical rulers — show document margins, indents, and tab positions |
| Document Area | The white area where you type and edit your document content |

| Interface Element | Description |
|---|---|
| Scroll Bars | Right and bottom — scroll through the document |
| Status Bar | Bottom bar — shows page number, word count, language, zoom slider, view options |
| Zoom Control | Bottom-right — slider to zoom in/out (10% to 500%) |
| View Buttons | Bottom-right — Print Layout, Read Mode, Web Layout views |

## 1.4 The Ribbon — Tabs and Key Groups

| Tab | Key Groups / Commands |
|---|---|
| Home | Clipboard (Cut/Copy/Paste), Font (typeface/size/bold/colour), Paragraph (alignment/bullets/spacing), Styles, Editing (Find/Replace) |
| Insert | Pages (cover page/blank page), Tables, Illustrations (Pictures/Shapes/Icons), Links (Hyperlink/Bookmark), Header & Footer, Text (Text Box/WordArt/Drop Cap), Symbols |
| Design | Document Formatting (themes), Page Background (watermark/page colour/borders) |
| Layout | Page Setup (margins/orientation/size), Paragraph (indent/spacing), Arrange |
| References | Table of Contents, Footnotes, Citations, Captions, Index, Table of Authorities |
| Mailings | Create (Envelopes/Labels), Start Mail Merge, Write & Insert Fields, Preview, Finish & Merge |
| Review | Proofing (Spelling & Grammar/Thesaurus), Language, Comments, Tracking, Changes, Compare, Protect |
| View | Views (Read/Print/Web Layout), Show (Ruler/Gridlines), Zoom, Window, Macros |

## 1.5 Using Help in MS Word

- Press F1 key — opens the Help pane (search any topic)
- Click '?' (Help button) in title bar area
- Tell me box (magnifying glass in ribbon) — type what you want to do and Word suggests commands
- ScreenTips: Hover mouse over any button/command — shows name and description after 2 seconds
- Online Help: Word searches Microsoft's help website for answers when connected to internet

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## SECTION 2: OPENING AND CLOSING DOCUMENTS

# 2.1 Creating and Opening Documents

| Action | Steps | Shortcut |
|---|---|---|
| New Blank Document | File → New → Blank document | Ctrl + N |
| New from Template | File → New → search or browse templates → click to create | — |
| Open Existing Document | File → Open → Browse → navigate to file → Open | Ctrl + O |
| Recent Documents | File → Open → Recent — shows recently opened files | — |
| Close Document | File → Close OR click X on document tab | Ctrl + W |

## 2.2 Save and Save As

| Feature | Save (Ctrl+S) | Save As (F12 / Ctrl+Shift+S) |
|---|---|---|
| Purpose | Saves changes to the SAME file at the same location | Saves as a NEW file — can change name, location, or format |
| First Save | Opens Save As dialog (since no file exists yet) | Always opens Save As dialog |
| Existing File | Silently overwrites same file — no dialog appears | Opens dialog to choose new name/location/format |
| Use Case | Regularly saving ongoing work | Save a copy, rename document, change format (DOCX to PDF) |
| Shortcut | Ctrl + S | F12 |

| Save Format | Extension | Use Case |
|---|---|---|
| Word Document | *.docx | Default format for Word 2007 and later — XML-based |
| Word 97-2003 | *.doc | Older format — use when sharing with very old Word versions |
| PDF | *.pdf | Share for reading only — preserves exact formatting on any device |
| Plain Text | *.txt | Only text — no formatting; for code or simple notes |
| Rich Text Format | *.rtf | Basic formatting — compatible with most word processors |
| Word Template | *.dotx | Reusable document template with styles and layout |
| Web Page | *.htm / *.html | Save as web page — can be opened in browser |

## 2.3 Page Setup

> *Page Setup controls the physical properties of the document pages — paper size, orientation, and margins — before printing.*

| Setting | How to Access | Options / Description |
|---|---|---|
| Page Margins | Layout tab → Margins OR Layout → Page Setup dialog (small arrow at bottom-right of Page Setup group) | Normal (2.54cm all), Narrow (1.27cm), Wide, Moderate. Custom: set top, bottom, left, right individually. |
| Page Orientation | Layout tab → Orientation | Portrait (tall, default) or Landscape (wide) |
| Paper Size | Layout tab → Size | A4 (210×297mm — most common), Letter (8.5×11 inch — USA), A3, Legal, Custom |
| Margins (Mirror) | Page Setup dialog → Margins → Multiple Pages → Mirror Margins | For books/booklets — inside margin is wider for binding |
| Gutter Margin | Page Setup dialog → Gutter | Extra space on binding side — for books and reports |

## 2.4 Print Preview and Printing

- Print Preview: File → Print — shows preview of how document will look when printed (same window as print)
- Zoom in Print Preview: Use zoom slider to check details — ensure nothing is cut off
- Print Settings: File → Print → choose:

| Print Option | Description |
|---|---|
| Printer Selection | Choose which printer to print to — physical printer or 'Print to PDF' |
| Number of Copies | How many copies to print |
| Pages to Print | All pages / Current page / Specific pages (e.g., 1-3, 5, 7) / Selection only |
| Collated / Uncollated | Collated: 1,2,3 \| 1,2,3 (one complete set at a time). Uncollated: 1,1 \| 2,2 \| 3,3 |
| Duplex Printing | Print on Both Sides — saves paper (automatic or manual flip) |
| Orientation | Override page orientation for printing |
| Scaling | Print multiple pages per sheet (1, 2, 4, 6 pages/sheet) or scale to paper size |

> **Shortcuts:** Ctrl+P = Print. Ctrl+S = Save. Ctrl+N = New. Ctrl+O = Open. F12 = Save As. Ctrl+W = Close. Ctrl+Z = Undo. Ctrl+Y = Redo.

## SECTION 3: TEXT CREATION AND MANIPULATION

# 3.1 Creating and Editing Text

- Cursor: Blinking vertical line — shows where text will be typed
- Click anywhere in document to move cursor to that location
- Insert mode (default): Typed text is inserted at cursor position
- Overtype mode: New text replaces existing text — toggle with Insert key
- Undo: Ctrl+Z — undoes last action. Can undo many levels.
- Redo: Ctrl+Y — redoes last undone action

## 3.2 Text Selection

| Selection Method | How To Do It |
|---|---|
| Select a word | Double-click the word |
| Select a line | Click in left margin next to the line (cursor becomes arrow) |
| Select a paragraph | Triple-click anywhere in the paragraph OR double-click in left margin |
| Select all text | Ctrl + A OR Edit → Select All |
| Select with mouse drag | Click at start → hold left button → drag to end → release |
| Select with keyboard | Click at start → hold Shift → use arrow keys or End/Home/PgUp/PgDn |
| Extend selection word by word | Hold Ctrl + Shift → press arrow key |
| Select non-consecutive text | Select first part → hold Ctrl → select second part with mouse |
| Select from cursor to line end | Shift + End |
| Select from cursor to line start | Shift + Home |
| Select from cursor to doc end | Ctrl + Shift + End |
| Select from cursor to doc start | Ctrl + Shift + Home |

## 3.3 Cut, Copy and Paste

| Action | Shortcut | Description |
|---|---|---|
| Cut | Ctrl + X | Removes selected text/object from current location and places it on clipboard |
| Copy | Ctrl + C | Copies selected text/object — original stays, copy goes to clipboard |
| Paste | Ctrl + V | Inserts clipboard content at cursor position |
| Paste Special | Ctrl + Alt + V | Paste with formatting options — unformatted text, picture, HTML etc. |

| Action | Shortcut | Description |
|---|---|---|
| Paste as Plain Text | Ctrl+Shift+V (Notepad) / Use Paste Special in Word | Pastes without carrying original source formatting |
| Office Clipboard | Home tab → Clipboard (small arrow) | Stores last 24 copied/cut items — can paste any of them |
| Drag and Drop | Select text → hold → drag to new location | Move text by dragging (hold Ctrl to copy instead of move) |

## 3.4 Find and Replace

- Find: Ctrl+F — opens Navigation Pane; type search term; highlights all occurrences
- Replace: Ctrl+H — opens Find and Replace dialog; replace one or all occurrences
- Find Options: Match case, whole words only, wildcards, sounds like, special characters
- Replace All: Replaces every occurrence in the document at once — use carefully

## 3.5 Spelling and Grammar Check

> *Spell Check automatically underlines potential spelling errors in red wavy lines and grammar errors in blue/green wavy lines as you type. You can check the entire document at once.*

| Feature | How to Use |
|---|---|
| Automatic Spell Check | Red wavy underline = possible spelling error. Right-click to see suggestions. |
| Automatic Grammar Check | Blue double underline = grammar suggestion. Right-click for correction options. |
| Ignore Once | Ignore this specific occurrence — no change made |
| Ignore All | Ignore all occurrences of this word in the document |
| Add to Dictionary | Adds the word to your custom dictionary — won't be flagged again |
| Full Spell Check | Review tab → Spelling & Grammar OR F7 key — checks entire document sequentially |
| AutoCorrect | Word automatically fixes common typing mistakes as you type (e.g., 'teh' → 'the') |
| Language Setting | Review → Language → Set Proofing Language — important for correct dictionary |

## 3.6 Thesaurus

> *A Thesaurus provides synonyms (words with similar meaning) and antonyms (opposite words) to help find better words for your writing.*

- How to use: Select a word → Review tab → Thesaurus OR Shift+F7 → Thesaurus pane opens on right
- Or: Right-click any word → Synonyms → shows quick synonym list
- Click a synonym in Thesaurus pane to insert or explore further

## SECTION 4: FORMATTING THE TEXT

# 4.1 Font and Size Selection

| Formatting Option | Location | Shortcut / Details |
|---|---|---|
| Font Face (Typeface) | Home → Font group → Font Name dropdown | Click dropdown → type name or scroll. Preview as you hover. Popular: Arial, Times New Roman, Calibri (default) |
| Font Size | Home → Font group → Font Size box | Type size or click dropdown. Size in points (pt). 12pt = standard body text. |
| Increase Font Size | Home → Font group → 'A↑' button | Ctrl + ] (increases by 1pt each press) |
| Decrease Font Size | Home → Font group → 'A↓' button | Ctrl + [ (decreases by 1pt each press) |
| Bold | Home → Font → B | Ctrl + B |
| Italic | Home → Font → I | Ctrl + I |
| Underline | Home → Font → U | Ctrl + U (single). Ctrl+Shift+D = double underline. |
| Strikethrough | Home → Font → abc (strikethrough) | Text with line through it — shows deleted content |
| Subscript | Home → Font → $X_2$ | Ctrl + = (e.g., $H_2O$, $CO_2$) |
| Superscript | Home → Font → $X^2$ | Ctrl + Shift + = (e.g., $x^2$, footnote numbers) |
| Font Colour | Home → Font → A (colour) | Click dropdown arrow → colour palette or More Colors |
| Text Highlight | Home → Font → Highlighter | Select text → click to highlight in yellow (or choose colour) |
| Clear Formatting | Home → Font → 'A' eraser button | Ctrl + Space — removes all direct formatting from selected text |
| Change Case | Home → Font → Aa button | Sentence case, UPPERCASE, lowercase, Title Case, tOGGLE cASE |

## 4.2 Text Alignment

| Alignment | Description | Shortcut | When to Use |
|---|---|---|---|
| Left Align (default) | Text aligned to left margin; ragged right edge | Ctrl + L | Body text, paragraphs, general use |
| Centre Align | Text centred between margins | Ctrl + E | Titles, headings, invitations, table captions |
| Right Align | Text aligned to right margin; ragged left edge | Ctrl + R | Dates, addresses, captions, numbers in tables |
| Justify | Text aligned to both left and right margins — spaces adjusted | Ctrl + J | Formal documents, newspapers, books, formal reports |

## 4.3 Bullets and Numbering

| Feature | How to Apply | Options |
|---|---|---|
| Bulleted List | Home → Paragraph → Bullets button (•) | Click dropdown for different bullet styles: •, ◦, ✓, -, arrow, custom symbol |
| Numbered List | Home → Paragraph → Numbering button (1.) | Dropdown: 1.2.3 / a.b.c / i.ii.iii / A.B.C / I.II.III |
| Multilevel List | Home → Paragraph → Multilevel List button | Tab key to increase indent level; Shift+Tab to decrease; creates sub-lists |
| Start at Number | Right-click numbered item → Set Numbering Value | Start list from any number; continue from previous list |
| Change Bullet Symbol | Home → Bullets dropdown → Define New Bullet → Symbol | Choose any symbol, emoji, or custom image as bullet |
| List Indent | Tab key (indent deeper); Shift+Tab (indent shallower) | Multi-level outline numbering for complex lists |

## 4.4 Changing Case

| Case Type | Description | Example |
|---|---|---|
| Sentence case | First letter of first word capitalised; rest lowercase | This is sentence case. |
| lowercase | All letters lowercase | this is lowercase. |
| UPPERCASE | ALL LETTERS IN CAPITALS | THIS IS UPPERCASE. |
| Title Case (Capitalize Each Word) | First letter of every word capitalised | This Is Title Case. |
| tOGGLE cASE | Reverses existing case of each letter | hELLO wORLD (if original was Hello World) |

- How to change case: Select text → Home tab → Font group → Aa (Change Case) button → choose option OR Shift+F3 to cycle through cases

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## SECTION 5: FORMATTING A DOCUMENT

# 5.1 Page Margins

> *Page margins are the blank spaces between the document content and the edge of the paper. They control how close text gets to the paper's edges.*

| Margin Preset | Top | Bottom | Left | Right | Use Case |
|---|---|---|---|---|---|
| Normal (default) | 2.54 cm | 2.54 cm | 2.54 cm | 2.54 cm | Standard documents, letters, reports |
| Narrow | 1.27 cm | 1.27 cm | 1.27 cm | 1.27 cm | Maximise printable area — brochures, forms |
| Moderate | 2.54 cm | 2.54 cm | 1.91 cm | 1.91 cm | Slight wider content area |
| Wide | 2.54 cm | 2.54 cm | 5.08 cm | 5.08 cm | Formal reports with wide margins for notes |
| Office 2003 Default | 2.54 cm | 2.54 cm | 3.17 cm | 3.17 cm | Matches old Word default |

- Custom Margins: Layout tab → Margins → Custom Margins → Page Setup dialog → set each margin individually

## 5.2 Paragraph Spacing and Line Spacing

| Setting | How to Set | Description |
|---|---|---|
| Line Spacing | Home → Paragraph → Line Spacing (≡↕) → choose option | Space between lines. Single, 1.5 Lines, Double, Exactly, At Least, Multiple. |
| Paragraph Spacing Before | Layout → Paragraph → Spacing Before OR Home → Line Spacing → Add Space Before Paragraph | Space added before a paragraph — separates paragraphs visually |
| Paragraph Spacing After | Layout → Paragraph → Spacing After | Space added after a paragraph (default 8pt in Word 2016+) |
| Remove Space After | Home → Line Spacing → Remove Space After Paragraph | Makes paragraphs immediately adjacent — no gap between them |
| Paragraph dialog | Home → Paragraph group → small arrow at bottom-right | Opens full paragraph dialog with all spacing options |

## 5.3 Indents — First Line, Hanging, and Block

> *Indenting moves text away from the margin, creating a visual hierarchy or structure within paragraphs.*

| Indent Type | Description | How to Set | Example Use |
|---|---|---|---|
| Left Indent | Entire paragraph moves in from left margin | Drag left indent marker on ruler OR Layout → Paragraph → Indent Left | Block quotes, indented body text |

| Indent Type | Description | How to Set | Example Use |
|---|---|---|---|
| Right Indent | Entire paragraph moves in from right margin | Drag right indent marker on ruler OR Layout → Paragraph → Indent Right | Block quotes, balanced text |
| First Line Indent | Only the first line of paragraph is indented | Drag first line indent marker (top triangle on ruler) OR Paragraph dialog → Special → First Line | Standard paragraph indentation |
| Hanging Indent | First line at margin; rest of paragraph indented (opposite of first line) | Drag hanging indent marker (bottom triangle) OR Paragraph dialog → Special → Hanging | Bibliographies, numbered lists, dictionaries |
| Increase Indent | Indent entire paragraph one tab stop further | Home → Paragraph → Increase Indent button OR Tab key (at paragraph start) | Nested content, sub-sections |
| Decrease Indent | Remove one level of indent from paragraph | Home → Paragraph → Decrease Indent OR Shift+Tab | Move back to previous indent level |

## 5.4 Sections in a Document

> *Sections allow different parts of a document to have different formatting — different margins, orientation, headers/footers, or columns. Insert section breaks to create sections.*

| Section Break Type | Effect | Use Case |
|---|---|---|
| Next Page | Starts new section on next page | Chapter starts, new page format (landscape after portrait) |
| Continuous | Starts new section on same page — no page break | Change columns mid-page (2 columns → 1 column) |
| Even Page | Starts new section on next even-numbered page | Book chapters starting on even (left) pages |
| Odd Page | Starts new section on next odd-numbered page | Book chapters starting on right (odd) pages |

- Insert Section Break: Layout tab → Breaks → choose break type
- Different header/footer per section: Double-click header → unlink from previous section → edit independently

## SECTION 6: TABLE MANIPULATION

# 6.1 Creating a Table

| Method | Steps |
|---|---|
| Insert Table (Grid) | Insert tab → Table → hover over grid to select rows×columns → click to insert |
| Insert Table (Dialog) | Insert → Table → Insert Table → specify exact rows and columns → OK |
| Draw Table | Insert → Table → Draw Table → cursor becomes pencil → draw table outline then cells |
| Convert Text to Table | Select text separated by tabs/commas → Insert → Table → Convert Text to Table |
| Quick Table | Insert → Table → Quick Tables → choose built-in formatted table template |
| Excel Spreadsheet | Insert → Table → Excel Spreadsheet — embeds live Excel sheet in Word |

## 6.2 Navigating and Selecting in Tables

| Action | Method |
|---|---|
| Move to next cell | Tab key |
| Move to previous cell | Shift + Tab |
| Select entire cell | Click left edge of cell (arrow appears) |
| Select entire row | Click in left margin next to the row |
| Select entire column | Click top edge of column (arrow appears) |
| Select entire table | Click table handle (four-arrow icon at top-left of table) |
| Add row at end | Press Tab from last cell of last row |

## 6.3 Changing Cell Width and Height

- Drag column border: Hover over right border of column → cursor changes to ↔ → drag left/right
- Drag row border: Hover over bottom border of row → cursor changes to ↕ → drag up/down
- Exact size: Select column/row → Table Tools → Layout tab → Cell Size group → set Width and Height values
- AutoFit: Table Tools → Layout → AutoFit → AutoFit Contents (fits content), AutoFit Window (fits page), Fixed Column Width
- Distribute Rows Evenly: Select rows → Layout → Distribute Rows — makes all selected rows same height
- Distribute Columns Evenly: Select columns → Layout → Distribute Columns — makes all same width

## 6.4 Inserting and Deleting Rows and Columns

| Action | Method 1 | Method 2 |
|---|---|---|
| Insert Row Above | Right-click row → Insert → Insert Rows Above | Layout tab → Rows & Columns → Insert Above |
| Insert Row Below | Right-click row → Insert → Insert Rows Below | Layout tab → Insert Below |
| Insert Column Left | Right-click column → Insert → Insert Columns to the Left | Layout tab → Insert Left |
| Insert Column Right | Right-click column → Insert → Insert Columns to the Right | Layout tab → Insert Right |
| Delete Row | Select row → right-click → Delete Rows OR Layout → Delete → Delete Rows | — |
| Delete Column | Select column → right-click → Delete Columns OR Layout → Delete → Delete Columns | — |
| Delete Table | Select entire table → Layout → Delete → Delete Table | — |
| Delete Cell Contents | Select cells → Delete key (deletes content, not cells) | — |
| Merge Cells | Select cells to merge → Layout → Merge Cells OR right-click → Merge Cells | — |
| Split Cells | Select cell → Layout → Split Cells → enter rows/columns to split into | — |

## 6.5 Text Alignment in Table Cells

| Alignment | Description | Where to Find |
|---|---|---|
| Align Top Left | Text at top-left of cell (default) | Table Tools → Layout → Alignment group → first button |
| Align Top Centre | Text centred horizontally, at top | Layout → Alignment group |
| Align Top Right | Text at top-right of cell | Layout → Alignment group |
| Align Centre Left | Text centred vertically, left-aligned | Layout → Alignment group |
| Align Centre | Text centred horizontally and vertically in cell | Layout → Alignment group → centre button |
| Align Centre Right | Text centred vertically, right-aligned | Layout → Alignment group |
| Align Bottom Left | Text at bottom-left | Layout → Alignment group |
| Align Bottom Centre | Text centred horizontally at bottom | Layout → Alignment group |
| Align Bottom Right | Text at bottom-right of cell | Layout → Alignment group → last button |

| Alignment | Description | Where to Find |
|---|---|---|
| Text Direction | Rotate text 90° in cell | Layout → Text Direction — useful for column headers in narrow columns |

## 6.6 Table Borders and Shading

| Feature | How to Apply | Options |
|---|---|---|
| Borders | Select cells → Table Design tab → Borders → choose border type | All Borders, Outside Borders, Inside Borders, Top/Bottom/Left/Right Border, No Border |
| Border Style | Table Design → Borders → Borders and Shading → Style tab | Solid, dashed, dotted, double, thick lines |
| Border Colour | Table Design → Pen Color | Choose colour for the drawn border |
| Border Width | Table Design → Line Weight | 0.25pt to 6pt thickness |
| Cell Shading | Select cells → Table Design → Shading button | Background colour for cells — choose any colour |
| Table Styles | Table Design → Table Styles gallery | Pre-designed table formatting with borders and shading |
| Eraser Tool | Table Design → Eraser → click on border line | Remove specific border lines from table |

## 6.7 Table Formulas

> *MS Word tables support basic mathematical formulas using the Formula feature. This is useful for totalling columns or rows of numbers in simple tables without switching to Excel.*

| Formula | Description | Example |
|---|---|---|
| =SUM(ABOVE) | Adds all numbers in cells above the formula cell | Total marks in a column — place in bottom cell |
| =SUM(LEFT) | Adds all numbers to the left of the formula cell | Total of a row — place in rightmost cell |
| =SUM(BELOW) | Adds numbers below the formula cell | Less common — useful for subtotals |
| =SUM(RIGHT) | Adds numbers to right of formula cell | Less common |
| =AVERAGE(ABOVE) | Calculates average of cells above | Average marks |
| =COUNT(ABOVE) | Counts number of values above | Count of entries |
| =MAX(ABOVE) | Highest value in cells above | Highest marks |
| =MIN(ABOVE) | Lowest value in cells above | Lowest marks |
| =PRODUCT(LEFT) | Multiplies all values to the left | Quantity × Price = Total Cost |
| =SUM(A1,B1) | Cells referenced like spreadsheet: A=column, 1=row | Add specific cells by reference |

- Insert Formula: Click the cell where result should appear → Table Tools → Layout → Data → Formula → type formula → OK
- Update Formula: Right-click formula result → Update Field  OR  press F9 — formulas don't auto-update

> **Exam Tip:** =SUM(ABOVE) adds all numbers above. =SUM(LEFT) adds all numbers to the left. Table formulas in Word do NOT auto-update when values change — manually press F9 to refresh.

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## SECTION 7: INSERTING GRAPHIC ELEMENTS

# 7.1 Inserting Images and Clip Art

| Method | Steps | Notes |
|---|---|---|
| Insert Picture from File | Insert → Pictures → This Device → browse file → Insert | Inserts JPEG, PNG, GIF, SVG, BMP etc. from your computer |
| Online Pictures | Insert → Pictures → Online Pictures → search → Insert | Searches Bing/Microsoft stock images — requires internet |
| Clipboard | Copy image → paste in Word (Ctrl+V) | From any application, screenshot, web browser |
| Screen Capture | Insert → Screenshot → Screen Clipping or choose window | Capture any open window or drag to select screen area |

| Image Formatting Option | How to Apply |
|---|---|
| Resize | Select image → drag corner handles (hold Shift for proportional) |
| Move | Drag image to new position (must change text wrap to non-Inline first) |
| Crop | Picture Tools → Format → Crop → drag black handles to trim image |
| Text Wrapping | Picture Tools → Format → Wrap Text → In Line/Square/Tight/Through/Top-Bottom/Behind/In Front |
| Rotate | Picture Tools → Format → Rotate → choose or drag rotation handle |
| Picture Styles | Picture Tools → Format → Picture Styles gallery → quick formatting with borders/shadows |
| Colour Adjustments | Picture Tools → Format → Color → Saturation, Tone, Recolor options |
| Artistic Effects | Picture Tools → Format → Artistic Effects → pencil sketch, glow, paint etc. |
| Position on Page | Picture Tools → Format → Position → pre-set positions on page |

# 7.2 Symbols and Special Characters

> *MS Word allows insertion of special characters and symbols that are not on the standard keyboard — mathematical symbols (©, ®, ™), currency symbols (€, £, ¥), arrows (→, ←), Greek letters (α, β, π), and more.*

- Insert → Symbol → More Symbols → Symbol dialog opens
- Font selection: Wingdings, Webdings, Symbol fonts have many icons and special characters
- Common symbols: Copyright © (Ctrl+Alt+C), Registered ® (Ctrl+Alt+R), Trademark ™, Em dash — (Alt+Ctrl+Minus), Ellipsis …
- Special Characters tab: Em dash, En dash, Non-breaking Space (Ctrl+Shift+Space), Non-breaking Hyphen
- AutoCorrect: Word auto-replaces (c) with © and (r) with ® automatically

## 7.3 Adding a Watermark

> *A Watermark is faint text or image printed behind the main document content — visible but not distracting. Common for 'DRAFT', 'CONFIDENTIAL', 'TOP SECRET' documents.*

| Watermark Type | How to Add |
|---|---|
| Pre-built Text Watermark | Design tab → Watermark → choose: CONFIDENTIAL, DRAFT, DO NOT COPY — appears on all pages |
| Custom Text Watermark | Design → Watermark → Custom Watermark → Text Watermark → type text → set font, colour, layout (Diagonal/Horizontal) → OK |
| Picture Watermark | Design → Watermark → Custom Watermark → Picture Watermark → Select Picture → Washout checkbox → OK |
| Remove Watermark | Design → Watermark → Remove Watermark |

## 7.4 WordArt

> *WordArt creates decorative, stylised text with special effects — shadows, 3D, curves, gradients. Used for titles, headings, certificates, flyers, and posters.*

- Insert: Insert tab → Text group → WordArt → choose style from gallery → type text
- Edit: Click WordArt object → Drawing Tools / Shape Format tab appears for editing
- Text Effects: Format tab → Text Effects → Shadow, Reflection, Glow, Bevel, 3D Rotation, Transform (curve text along arc/circle)
- Fill: Format tab → Text Fill → choose solid colour, gradient, texture, or picture fill for letters
- Outline: Format tab → Text Outline → colour and thickness of letter outlines

## 7.5 Drop Cap

> *A Drop Cap is an oversized decorative letter at the beginning of a paragraph — typically the first letter drops down to span multiple lines. Used in magazines, books, and newsletters for elegant design.*

| Drop Cap Option | Description |
|---|---|
| Dropped | Letter drops down into the paragraph — takes space of 2-3 lines, aligned with text margin |
| In Margin | Letter placed in the left margin outside the paragraph text area |
| None | Remove existing drop cap — returns to normal first letter |

- Insert Drop Cap: Click in paragraph → Insert tab → Text group → Drop Cap → choose Dropped or In Margin
- Customise: Insert → Drop Cap → Drop Cap Options → set Lines to Drop (1-10), Font, Distance from text

## SECTION 8: MAIL MERGE

# 8.1 What is Mail Merge?

> *Mail Merge is a feature that creates personalised documents by combining a template document with a list of data (data source). Instead of manually typing each letter, mail merge generates hundreds of personalised copies automatically — each with different name, address, etc.*

| Component | Description | Example |
|---|---|---|
| Main Document | Template with fixed content and merge field placeholders | Invitation letter template with <<Name>> <<Address>> fields |
| Data Source | File containing list of recipients' information (Name, Address, Email etc.) | Excel spreadsheet or Access database with all recipients |
| Merge Fields | Placeholders in main document that get replaced with actual data | <<First Name>>, <<City>>, <<Roll_Number>> |
| Merged Output | Final personalised documents — one per record from data source | 500 personalised letters, one per student |

## 8.2 Steps for Mail Merge (Using Mailings Tab)

| Step | Action | Details |
|---|---|---|
| Step 1 | Start Mail Merge | Mailings tab → Start Mail Merge → choose document type (Letters / Labels / Envelopes / Email Messages / Directory) |
| Step 2 | Select Recipients | Mailings → Select Recipients → Use an Existing List (Excel/Access) OR Type a New List (create in Word) OR Outlook Contacts |
| Step 3 | Edit Recipient List | Mailings → Edit Recipient List → filter/sort recipients; uncheck to exclude specific people |
| Step 4 | Insert Merge Fields | Position cursor in document → Mailings → Insert Merge Field → select field name → <<Field>> appears |
| Step 5 | Insert Address Block | Mailings → Address Block → pre-formatted address with name, street, city, state, zip |
| Step 6 | Insert Greeting Line | Mailings → Greeting Line → customise greeting format (Dear Mr./Ms. etc.) |
| Step 7 | Preview Results | Mailings → Preview Results → shows how document looks with actual data; use arrows to scroll through records |
| Step 8 | Check for Errors | Mailings → Check for Errors → simulate merge; find and fix problems before actual merge |
| Step 9 | Finish & Merge | Mailings → Finish & Merge → Edit Individual Documents (creates merged file) OR Print Documents OR Send Email Messages |

## 8.3 Printing Mailing Labels

- Mailings → Start Mail Merge → Labels → choose label brand and product number (Avery, etc.) → OK

- Select Recipients → choose your data source (Excel file with names and addresses)
- Insert Merge Fields → add Name, Address Line 1, City, State, PIN to the first label
- Mailings → Update Labels → copies fields from first label to all labels
- Preview Results → check label layout
- Finish & Merge → Print Documents → loads all labels ready to print on label sheets

> **Label Tip:** Use Avery-compatible label sheets. Common: Avery 5160 (30 labels per sheet — 3 columns × 10 rows). Match paper size in Page Setup.

## 8.4 Email Merge Using Outlook

> *Email merge sends personalised emails to each recipient in your data source — each person receives a customised email with their own name/details, not a mass BCC email.*

- Requirement: Microsoft Outlook must be installed and configured as default email client
- Step 1: Create email content in Word document with merge fields (<<First_Name>>, <<Subject>>)
- Step 2: Mailings → Start Mail Merge → Email Messages
- Step 3: Select Recipients → connect to Excel/Outlook contacts data source
- Step 4: Insert merge fields for personalisation
- Step 5: Mailings → Finish & Merge → Send Email Messages → set To field (email address column) → Subject line → Mail format (HTML/Plain Text) → Send Records (All or range) → OK
- Word uses Outlook to send each personalised email — Outlook's Outbox processes and sends them

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## SECTION 9: USE OF LOCAL LANGUAGE IN MS WORD

# 9.1 Typing in Hindi and Other Indian Languages

> *MS Word supports typing in Hindi (Devanagari script), Punjabi (Gurmukhi), Tamil, Telugu, Bengali, and all Indian languages through Windows Input Method Editors (IME) or phonetic keyboard tools.*

| Method | Description | How to Use |
|---|---|---|
| Google Input Tools | Extension/app that converts phonetic English to Hindi/regional languages | Type 'namaste' → converts to 'नमस्ते'. Works in Word, browser everywhere. |
| Windows Hindi Keyboard (Inscript) | Windows built-in Hindi Inscript keyboard layout — standard government layout | Settings → Time & Language → Language → Add Hindi → Add Keyboard → Hindi Traditional/Inscript |
| Phonetic Keyboard | Type English sounds that convert to Hindi letters | 'k' = क, 'kh' = ख, 'g' = ग etc. |
| Microsoft IME | Windows Input Method Editor for Hindi/Indic languages | Right-click taskbar → show language bar → switch to Hindi IME |
| Voice Typing | Speak Hindi text which gets transcribed to Hindi script | Windows voice typing (Win+H) supports Hindi; Google Docs has Hindi voice input |
| Baraha / Quillpad | Popular software/web tools for Indian language typing | Install Baraha software → type phonetically → Hindi text appears in Word |

## 9.2 Setting Language and Font for Hindi

- Suitable Fonts for Hindi: Mangal, Kruti Dev (old), Arial Unicode MS, Nirmala UI, Kokila, Aparajita
- Set Language: Review → Language → Set Proofing Language → select Hindi — enables Hindi spell check
- Unicode vs Legacy: Mangal (Unicode) recommended — works on all systems. Kruti Dev (legacy ASCII) only works if that font installed.
- Switch Language: Win + Space (Windows 11) or Alt+Shift (older Windows) to toggle input language
- Language Bar: Shows current input language in system tray — click to change
- Special Characters: Use Character Map (charmap.exe) to find and insert Hindi Unicode characters

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## SECTION 10: MACROS IN MS WORD

# 10.1 What is a Macro?

> *A Macro is a recorded or programmed sequence of commands and actions that can be played back automatically with a single click or keyboard shortcut. Macros automate repetitive tasks — saving time and ensuring consistency.*

| Macro Aspect | Description |
|---|---|
| Purpose | Automate repetitive tasks — format a report, add headers, apply styles — done in one click |
| Technology | Written in VBA (Visual Basic for Applications) — a programming language built into Microsoft Office |
| Storage | Stored in: Current document only (.docx disabled for security — save as .docm), Normal.dotm (available in all documents), or a specific template |
| Security | Word warns about macros from unknown sources — macro viruses are a real threat. Only enable macros from trusted sources. |
| Access | View tab → Macros group → Macros OR Alt+F8 to open Macro dialog |
| VBA Editor | Alt+F11 to open Visual Basic Editor — write/edit macro code directly |

## 10.2 Recording a Macro

| Step | Action | Details |
|---|---|---|
| Step 1 | Start Recording | View → Macros → Record Macro OR click Record Macro button in status bar (if added) |
| Step 2 | Name the Macro | Type a name (no spaces — e.g., FormatReport). Choose where to store it. |
| Step 3 | Assign Shortcut (optional) | Click Keyboard button → press your shortcut key combination (e.g., Ctrl+Shift+F) → Assign → Close |
| Step 4 | Assign to Button (optional) | Click Button option → drag macro to Quick Access Toolbar → OK |
| Step 5 | Perform Actions | DO everything you want to record — Word records every action you take |
| Step 6 | Stop Recording | View → Macros → Stop Recording OR click Stop button in status bar |
| Step 7 | Run the Macro | Alt+F8 → select macro → Run OR press assigned shortcut OR click toolbar button |

## 10.3 Example: Simple Macro Actions to Record

- Format Heading Macro: Select text → change font to Arial Black 16pt, colour blue, centre align → stop recording → future use: select text and run macro
- Add Company Header Macro: Position cursor at top → type company name, address → format → stop recording
- Insert Table Macro: Record inserting a formatted table structure with headings

- Signature Block Macro: Add your name, designation, contact — insert at document end automatically
- Document Setup Macro: Set margins, font, paragraph spacing — apply to any new document

## 10.4 Managing Macros

- View All Macros: Alt+F8 → shows list of all available macros
- Run: Select macro → Run
- Edit in VBA: Select macro → Edit → opens VBA editor showing the recorded code
- Delete: Select macro → Delete
- Copy to Another Document: Organizer (in Macro dialog) → copy between documents
- Macro Security: File → Options → Trust Center → Trust Center Settings → Macro Settings → Disable all macros with notification (recommended)

> **Security Warning:** Macro-enabled Word files have .docm extension (not .docx). Standard .docx files cannot run macros — this is a security feature. Never enable macros in documents from unknown senders.

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## SECTION 11: QUICK REVISION POINTS

# Key Points for Exam

### Shortcuts — Must Know

| Action | Shortcut | Action | Shortcut |
|---|---|---|---|
| New document | Ctrl+N | Save | Ctrl+S |
| Open | Ctrl+O | Save As | F12 |
| Print | Ctrl+P | Close | Ctrl+W |
| Cut | Ctrl+X | Copy | Ctrl+C |
| Paste | Ctrl+V | Select All | Ctrl+A |
| Undo | Ctrl+Z | Redo | Ctrl+Y |
| Bold | Ctrl+B | Italic | Ctrl+I |
| Underline | Ctrl+U | Find | Ctrl+F |
| Replace | Ctrl+H | Spell Check | F7 |
| Thesaurus | Shift+F7 | Align Left | Ctrl+L |
| Align Centre | Ctrl+E | Align Right | Ctrl+R |
| Justify | Ctrl+J | Help | F1 |
| Run Macro | Alt+F8 | VBA Editor | Alt+F11 |

### Mail Merge

- Mail Merge = Main Document + Data Source → Personalised output
- Mailings tab → Start Mail Merge → Select Recipients → Insert Merge Fields → Preview → Finish & Merge
- Email merge requires Outlook to be installed and set as default mail client

### Tables

- =SUM(ABOVE) adds column. =SUM(LEFT) adds row. Press F9 to update formula.
- Merge cells: select → Layout → Merge Cells. Split: Layout → Split Cells.
- Tab = next cell. Shift+Tab = previous cell. Tab from last cell = new row.

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## SECTION 12: IMPORTANT MCQ QUESTIONS

# Multiple Choice Questions (MCQs)

> *20 important exam questions. Correct answer marked with ✓ and explanation provided.*

**Q1. Which file extension does MS Word 2007 and later use by default?**

(a) .doc
**(b) .docx ✓**
(c) .txt
(d) .rtf

**Explanation:** *.docx is the default format for MS Word 2007, 2010, 2013, 2016, 2019, 2021, and Microsoft 365. .doc was used in Word 97-2003. .docm is for macro-enabled documents. .dotx is for templates.*

**Q2. What is the keyboard shortcut for Save As in MS Word?**

(a) Ctrl+S
(b) Ctrl+A
**(c) F12 ✓**
(d) Ctrl+Shift+S

**Explanation:** *F12 opens the Save As dialog directly. Ctrl+S saves to the same location (silently for existing files). Save As lets you change the file name, location, or format.*

**Q3. Which keyboard shortcut selects ALL text in a document?**

(a) Ctrl+S
**(b) Ctrl+A ✓**
(c) Ctrl+X
(d) Ctrl+Z

**Explanation:** *Ctrl+A selects all text in the document. Ctrl+S = Save. Ctrl+X = Cut. Ctrl+Z = Undo. After Ctrl+A, you can apply formatting to all text at once.*

**Q4. What does Ctrl+Z do in MS Word?**

(a) Redo the last action
**(b) Undo the last action ✓**
(c) Zoom in
(d) Open a new document

**Explanation:** *Ctrl+Z is Undo — it reverses the last action. MS Word supports multiple levels of Undo. Ctrl+Y is Redo (reverses the Undo). These are universal shortcuts in most Windows applications.*

**Q5. What does 'Mail Merge' do in MS Word?**

(a) Merges two Word documents into one
**(b) Creates personalised documents by combining a template with a data source ✓**
(c) Sends all emails at once
(d) Checks for duplicate words

**Explanation:** *Mail Merge combines a main document (template with merge fields like <<Name>>) with a data source (Excel spreadsheet) to create personalised copies — letters, labels, or emails — one per record.*

**Q6. Which tab in the Ribbon contains Mail Merge options?**

(a) Home
(b) Insert

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(c) Review
**(d) Mailings ✓**

**Explanation:** *All Mail Merge commands are on the Mailings tab: Start Mail Merge, Select Recipients, Insert Merge Field, Preview Results, and Finish & Merge.*

**Q7. Which keyboard shortcut opens the Thesaurus in MS Word?**

(a) F7
**(b) Shift+F7 ✓**
(c) Ctrl+T
(d) F5

**Explanation:** *Shift+F7 opens the Thesaurus to find synonyms and antonyms. F7 runs Spelling and Grammar check. You can also right-click any word → Synonyms for a quick synonym list.*

**Q8. The formula =SUM(ABOVE) in a Word table will:**

(a) Sum all cells to the left
(b) Sum all cells below
**(c) Sum all numbers in cells above the formula cell ✓**
(d) Sort the column in ascending order

**Explanation:** *=SUM(ABOVE) adds all numeric values in cells above the formula cell in the same column. =SUM(LEFT) adds cells to the left. Remember: Word table formulas do NOT auto-update — press F9 to refresh.*

**Q9. Which feature is used to add a large first letter that drops down several lines in a paragraph?**

(a) WordArt
(b) Watermark
**(c) Drop Cap ✓**
(d) Superscript

**Explanation:** *Drop Cap creates an oversized first letter that drops down into the paragraph, spanning 2-3 lines. Used in magazines and books for decorative effect. Insert tab → Drop Cap → Dropped or In Margin.*

**Q10. What is a Watermark in MS Word?**

(a) A colourful header at top of page
**(b) Faint text or image displayed behind the main document content ✓**
(c) A special table border style
(d) A type of paragraph indent

**Explanation:** *A Watermark is faint text (like 'DRAFT' or 'CONFIDENTIAL') or image printed behind the document content — visible but not distracting. Applied via Design tab → Watermark.*

**Q11. Which keyboard shortcut is used to open the Find and Replace dialog?**

(a) Ctrl+F
**(b) Ctrl+H ✓**
(c) Ctrl+G
(d) Ctrl+R

**Explanation:** *Ctrl+H opens the Find and Replace dialog. Ctrl+F opens Find only (in Navigation Pane). Ctrl+G opens Go To dialog (jump to specific page/line/bookmark).*

**Q12. A 'hanging indent' means:**

(a) The first line is indented, rest at margin
**(b) The first line is at margin, rest of paragraph is indented ✓**
(c) The text is centred
(d) The paragraph has extra space after it

**Explanation:** *A Hanging Indent has the FIRST line at the left margin while all subsequent lines are indented further in. Used in bibliographies, numbered lists, and dictionaries. The opposite is First Line Indent.*

**Q13. Which shortcut key changes text to UPPERCASE?**

(a) Ctrl+U
**(b) Shift+F3 ✓**
(c) Ctrl+Shift+A
(d) F6

**Explanation:** *Shift+F3 cycles through case options: Sentence case → UPPERCASE → lowercase. You can also use Home → Font → Aa (Change Case) button. Ctrl+U = Underline (not uppercase).*

**Q14. What does the 'Justify' alignment option do?**

(a) Aligns text to the left margin only
(b) Centres text between margins
(c) Aligns text to the right margin only
**(d) Aligns text to both left AND right margins (spaces adjusted) ✓**

**Explanation:** *Justify (Ctrl+J) aligns text to both margins — left and right. Word adjusts spacing between words to make each line fill the width. Used in books, newspapers, and formal documents.*

**Q15. In MS Word, a Macro is:**

(a) A special font type
**(b) A recorded sequence of commands that can be played back automatically ✓**
(c) A type of watermark
(d) A page border style

**Explanation:** *A Macro is a recorded series of actions (commands) that can be replayed with one click or keyboard shortcut to automate repetitive tasks. Macros are written in VBA (Visual Basic for Applications). Alt+F8 to run macros.*

**Q16. What is the purpose of 'Save As' in MS Word?**

(a) Save changes to the same file silently
**(b) Save with a new name, different location, or different file format ✓**
(c) Automatically save at intervals
(d) Save only selected text

**Explanation:** *Save As (F12) opens a dialog to save the document with a new name, to a different location, or in a different format (DOCX, PDF, DOC, RTF etc.). Save (Ctrl+S) saves to the same file location silently.*

**Q17. To add a pre-built 'CONFIDENTIAL' watermark in Word, you go to:**

(a) Insert → Header & Footer
(b) Home → Font → Watermark
**(c) Design tab → Watermark ✓**
(d) Review → Protect Document

**Explanation:** *Design tab → Watermark provides a gallery of pre-built watermarks (CONFIDENTIAL, DRAFT, DO NOT COPY) and options for custom text or picture watermarks. They appear on every page of the document.*

**Q18. What does Ctrl+B do in MS Word?**

(a) Create a bullet list
**(b) Apply bold formatting to selected text ✓**
(c) Open bookmark dialog
(d) Break a page

**Explanation:** *Ctrl+B toggles Bold formatting on/off for selected text. Click text first to select, then Ctrl+B. Or place cursor in a word, press Ctrl+B, then type — new text appears bold. Same shortcut removes bold.*

**Q19. Which feature automatically corrects common typing mistakes like 'teh' to 'the' as you type?**

(a) Spell Check
**(b) AutoCorrect ✓**
(c) AutoFormat
(d) Thesaurus

**Explanation:** *AutoCorrect automatically fixes common typos and capitalisation errors as you type — teh→the, adn→and, THe→The. It also converts (c) to © and straight quotes to 'smart' quotes. File → Options → Proofing → AutoCorrect Options.*

**Q20. In Mail Merge, email messages are sent using which application?**

(a) Any installed browser
**(b) Microsoft Outlook (must be installed and configured) ✓**
(c) Windows Mail
(d) Gmail website

**Explanation:** *Email merge in Word requires Microsoft Outlook to be installed and set as the default mail program. Word generates each personalised email and passes it to Outlook, which handles the actual sending via your email account.*

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## Best of Luck for Your Exam!

Zed King Institute, Kaithal | Word Processing (MS Word)

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