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Microsoft Word - Advance learner

Complete Course book

Course Objective –

The core objective of this e-book is to learn about Microsoft Word. This course e-book is for students, professional or any individual who is willing to learn the concept of Word to create or format word documents with ease and via more effective way for better outcomes or productive gain. Here we learn about multiple features of word and dive deep much more learning.

Preface –

This is the first edition of book in your hands. This book provides an introduction about Microsoft Word and its feature to start your professional career or can learn these concepts to create office or project document with more ease. As with rapidly changing and updating world we were trying to describe every detail topic in this e-book. We have tries or best to make this e-book a complete product and it's gratifying to know that a lot of people agree with our approach. *Dear reader, thank you very much for your love and faith. Your association makes us feel proud.*

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Before You Start –

In this course of Microsoft Office Word - Advance, we dive deep with features of Microsoft Word. This course is to learn concept of Microsoft word and create professional document with the help of MS-Word Tools and features. We designed this course for student and learner or any individual who willing to learn Microsoft Word for career enhancement.

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Introduction

In earlier day's computer are developed just to process number or to do calculation. Soon, it's become very useful in manipulating and process the text document such as – letter, notes etc.

And due to continuous improvement in processing text, today it's a widely used and also an important feature of computer application named as Word Processing. Word Processing is a software which is used to write and edit letter, article, documentation, adjusting of font and format, rearranging sequence, correcting the error.

Microsoft word processing is a program designed on "WYSIWYG" principle. WYSIWYG is stand for 'what you see is what you get' means page which is visible on your screen is in same pattern as it would be after printing. Microsoft is continuously upgrade its MS- office, so it's good to you that always upgrade your knowledge and skills.

Working with Paragraph –

It's really important to give an importance to your text. If you want to create better documentation then it's a good practice to working with space between two paragraphs or between two lines, in order to make them clearly visible and readable for better understanding.

So under this section you are going to learn working with paragraph, how to give right format to paragraph, you read about space before and space after, and also about line spacing. Let's learn one by one –

Cut, Copy and Paste – (Best Tool)

You can cut or copy the text somewhere from the document and paste it elsewhere. When you cut or copy the text from somewhere its stored in clipboard until you didn't cut or copy another one.

Copy command is used to create duplicate text or image. Let suppose you need a same image, three times in a document so it's a better way to copy your image and paste it in desired place rather than inserting it every time. Or you need a sentence from first paragraph again in a last one so it's easy to copy it rather than typing it again.

While Cut command is used when you no more need a text or images in an earlier place so you can cut it form there and paste it in its new place.

To Cut, Copy or Paste your text or Image just select it and then –

1. Either cut, copy or paste it by clicking on cut, copy or paste command in Home menu on Left corner of window.
2. Or Right click on your mouse after selecting your image or text to cut, copy or paste.
3. Easiest way to cut, copy or paste your text is using shortcut key. Cut – Select text and press Ctrl + X.

Copy –

Select text or image and press Ctrl + C. Paste – To paste your text simply press Ctrl + V.

Paragraph Spacing –

When you complete one paragraph in Word, you simply press Enter key to change the paragraph, by default, Enter key helps you to change the line and cursor moves to next line with some space.

It's a space between two paragraphs which was set by MS-Word itself, by default. You can maximize or minimize this space between two paragraphs as per your wish or requirement.

Adjust the Paragraph spacing –

MS-Word allow you to increase or decrease the space before or space after as per your requirement.

Space before indicate the space you assigned before the paragraph while space after indicate the amount of space you give after the paragraph.

Follow these steps to adjust the space –

1. First select the paragraph you wish to format.
2. Click on Line and Paragraph spacing in Home tab (under paragraph section).
3. Select the paragraph spacing you wish to assign to your paragraph.
4. You can also Add Space before Paragraph or Remove it after it.

To set space before and after the paragraph or between lines (for more control on paragraph spacing and line spacing) you can select Line Spacing Option from the drop down list of Line and Paragraph Spacing.

On clicking Line Spacing Option a new dialog box is open with more option and gives you more control over spacing.

What is Line Spacing –

Line spacing allows you to set spacing between lines within a paragraph. Let's do this small exercise for practicing Line spacing –

Write some text and make a paragraph of minimum five lines. Next select the entire paragraph and follow these step and observe the difference –

1. Click on Line and Paragraph Spacing under paragraph section in Home tab.
2. Select the Line Spacing Option. A new dialog box will open.
3. Under spacing section in Indent and Spacing tab choose line spacing and click on drop down menu to adjust the line spacing.
4. Select 1.5 from list and click on apply and close the dialog box.
5. Now observe the difference.
6. Rest of the option will also work in same manner and provide a line space within paragraphs.

Now after learning paragraph spacing and line spacing, next you learn about Indent and Tabs, here is a short introduction about indenting first line. Rest you will learnt in separate topic of Indent and tabs after Header and Footer section.

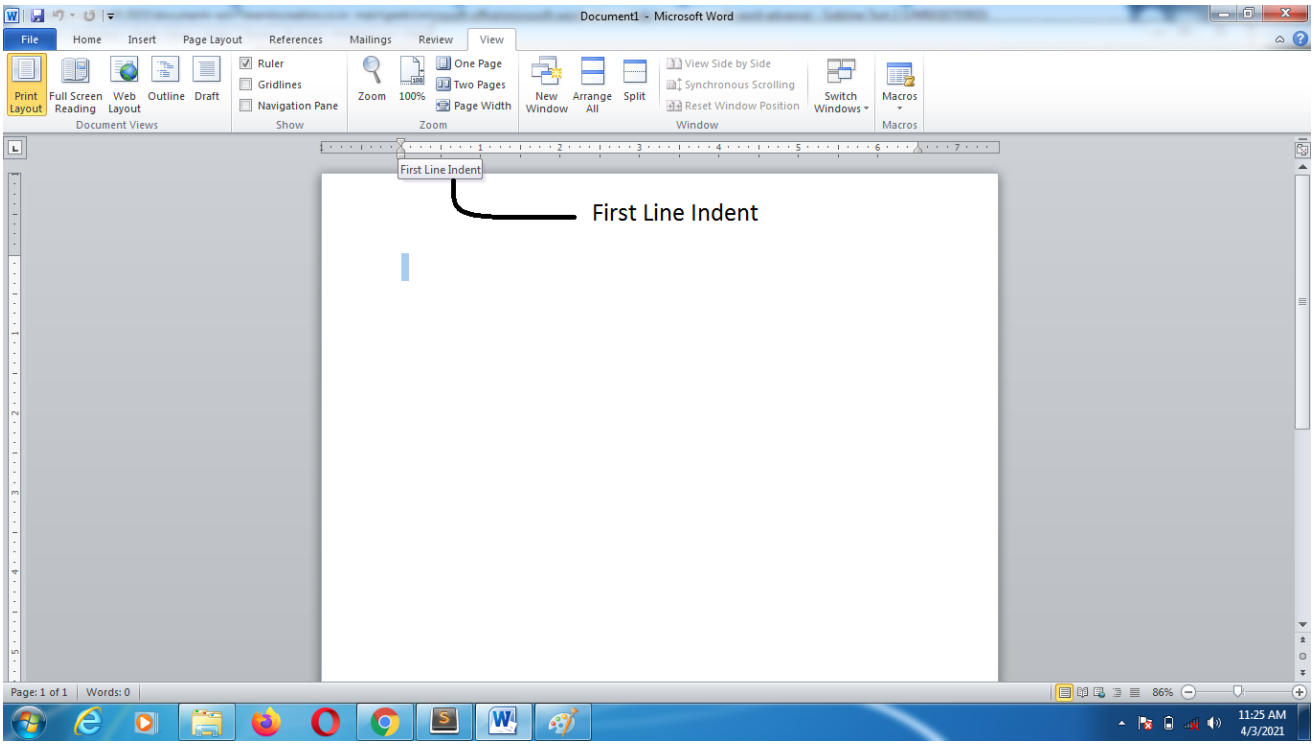
First-line indent –

It's generally used to indent the first line of paragraph, if needed.

There is a small exercise, practice it to understand what actually first-line indent do with paragraph and how it's helpful to you.

Write a short paragraph of minimum eight to ten lines and follow these steps –

1. Select the entire paragraph.
2. Select the Line Spacing option from Line and Paragraph spacing under paragraph section.
3. A dialog box will open, under Indent and Spacing tab choose drop down menu under Special.
4. Select the "First line" and if you wish then set the space you want to give for indenting under "By:" field, and observe the difference.
5. Choose "none" from list to remove the indenting.



Header and Footer –

After working on a paragraph it's a time to read or learn about Header and Footers. Header is a section of the document located in upper or top margin, while lower or bottom margin is sectioned under Footers.
Header and Footers are used to formatting document so its gives some additional knowledge about date of writing documents, who wrote it (author's name), page number etc. and also makes a document easy to read.

Let's follow these step to create a Header and Footer –

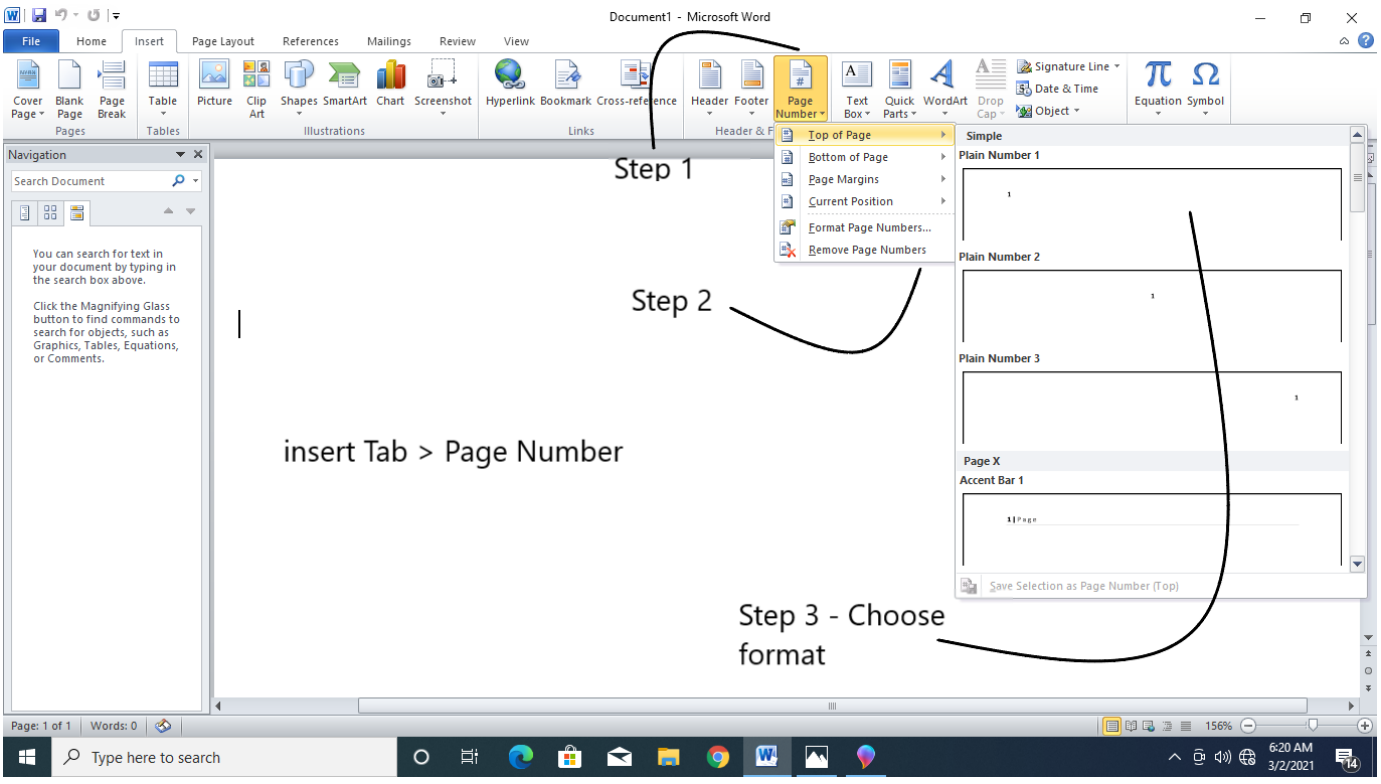
1. Place your cursor on the top of the page or on bottom and double click anywhere.
2. Header or Footer will open and you see a blinking bar to type your text under section.
3. Also you see a Design tab appears on right side of Ribbon bar to customize it.
4. Once you type your text under Header (like documentary name or topic, its types etc.) or Footer section (like author name, page number etc. in footer), click on "Close Header and Footer" button or press Esc key.
5. The text will appear on header or footer section.

If you are confused about Header and Footer section format or customizing then, there is a tool present in MS-Word helps you to do it in simple way. There is a many formats present in Word you just need to choose and insert it in your document.

To insert Header and Footer follow these simple steps -

- Go to Insert tab and click on Header to insert header and on Footer to insert footer in a document.

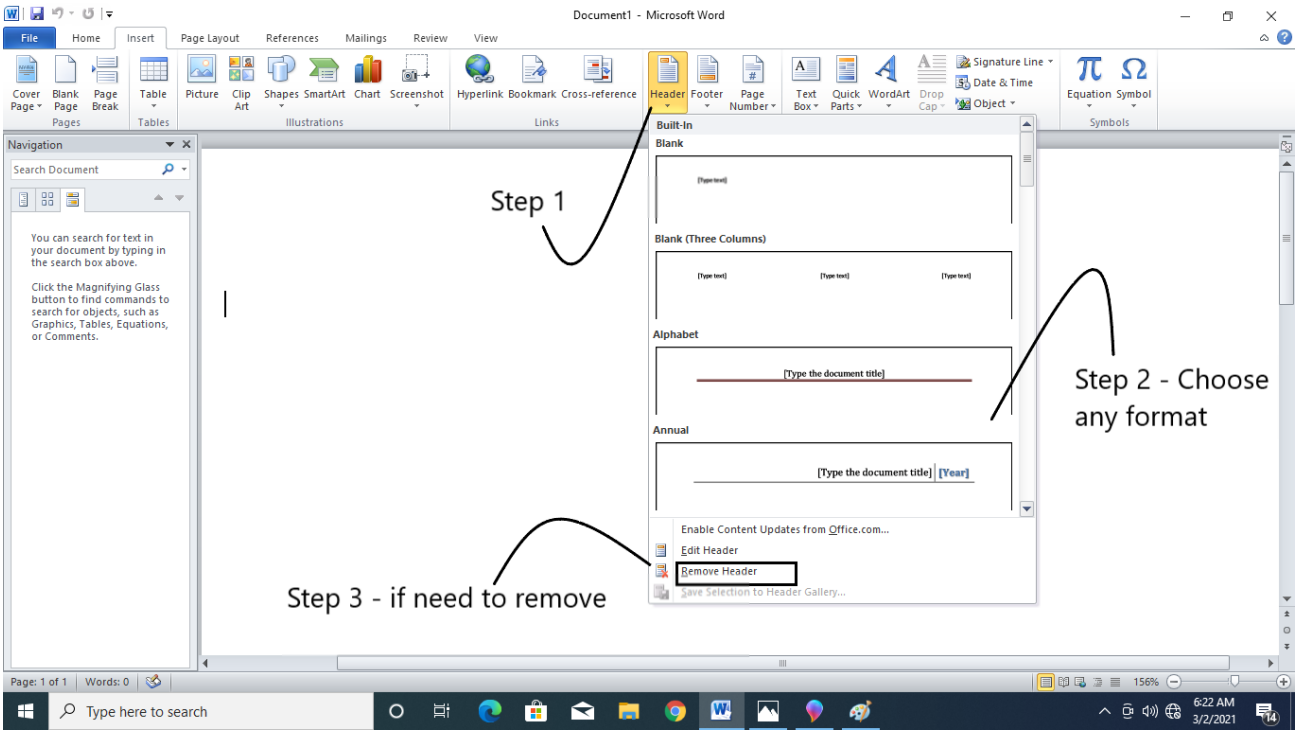
- Now choose a desired template of header and footer and select the one you like the most.
- Now to edit the content of Header and Footer just click on the dummy text and edit it with your text.
- Press Esc key to close Header and Footer and your content is still there which makes your document easy to understand.
- If you wish to edit your footer again so go to footer section in your document and double click there to unlock it and change or edit text.
- Similarly you can also edit the Header section.



Removing or Hide Header & Footer –

If you want to make your first page (cover page) differ from rest of the document, then you can hide header and footer section in first page, goes to Designing Tab and click on Different First page check box.

If you want to remove all information container in header or footer section then simply click on Header command or on footer command and choose remove header or remove footer from menu option respectively.

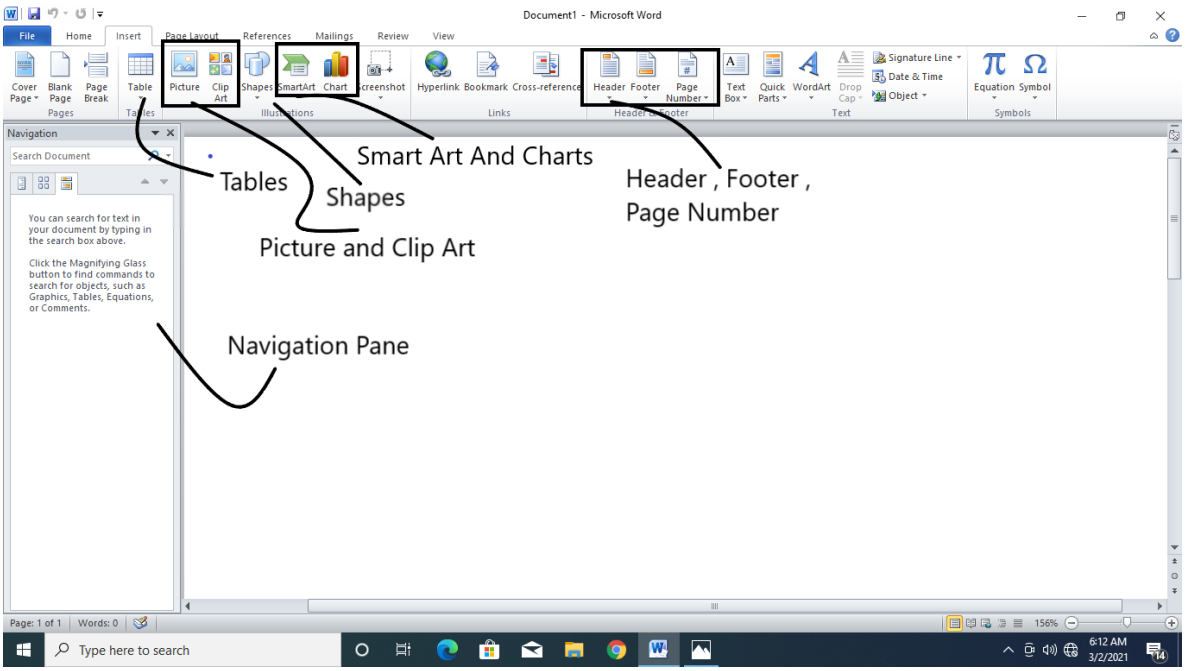


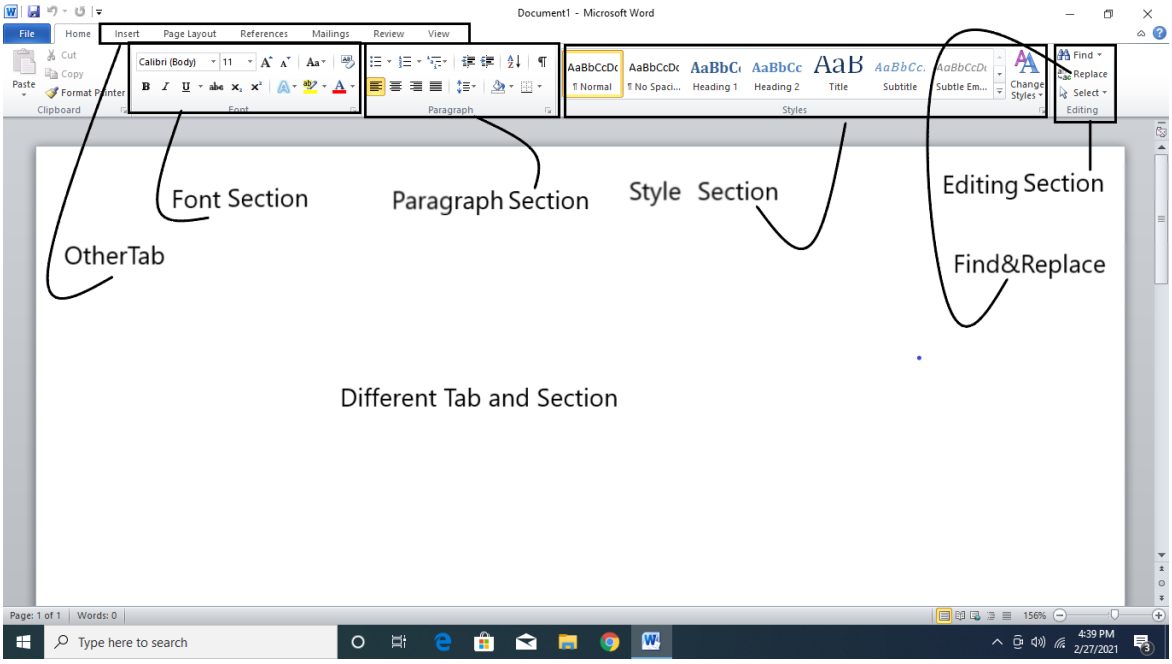
Additional Information –

If you want to add an additional information to your header or footer section like date, time, page number, picture etc. then it can be possible with Insert command, let's check how –

The Designing Tab –

Designing tabs gives you more tools to edit or formatting your header and footer and its shows when your header or footer section is unlocked. There are many tools in designing tabs allow you to remove or hide header or footer, additional option are also being open to add on the header or footer section.





Show & Hide –

There are so many tools to formatting your documents on MS-Word, one of the most used tool in Word is Show & Hide. On enabling this it show you every single formatting you done in your document, it also show the hidden formatting symbols like Tab, space bar etc.

To enable it go to your Home menu and under the section of Paragraph click on Show and Hide button located next to Sort button.

Inserting Date and Time –

So, you want to insert the date or time in your document. This can be done with Date & Time command in Insert section.
Unlock your header or footer section and place the cursor to the point where you want to insert the Date & Time. Go to design tab and click on Date & Time command. Then follow these steps –

1. Date and time dialog box will appear.
2. Select the format of date and time.
3. If you want to update the time and date in your document, then check the box next to Update Automatically.
4. If you don't want to update it then leave it as it is.
5. Click OK.

The date and time will appear in document.

Insert Page Number –

Now, after inserting date and time, next we will going to insert the page number. To insert the page number first you have to unlock header or footer section where you want to appear the page number.

Then on unlocking it you will see the Design tab in Ribbon.
Click on it and follow these simple steps –

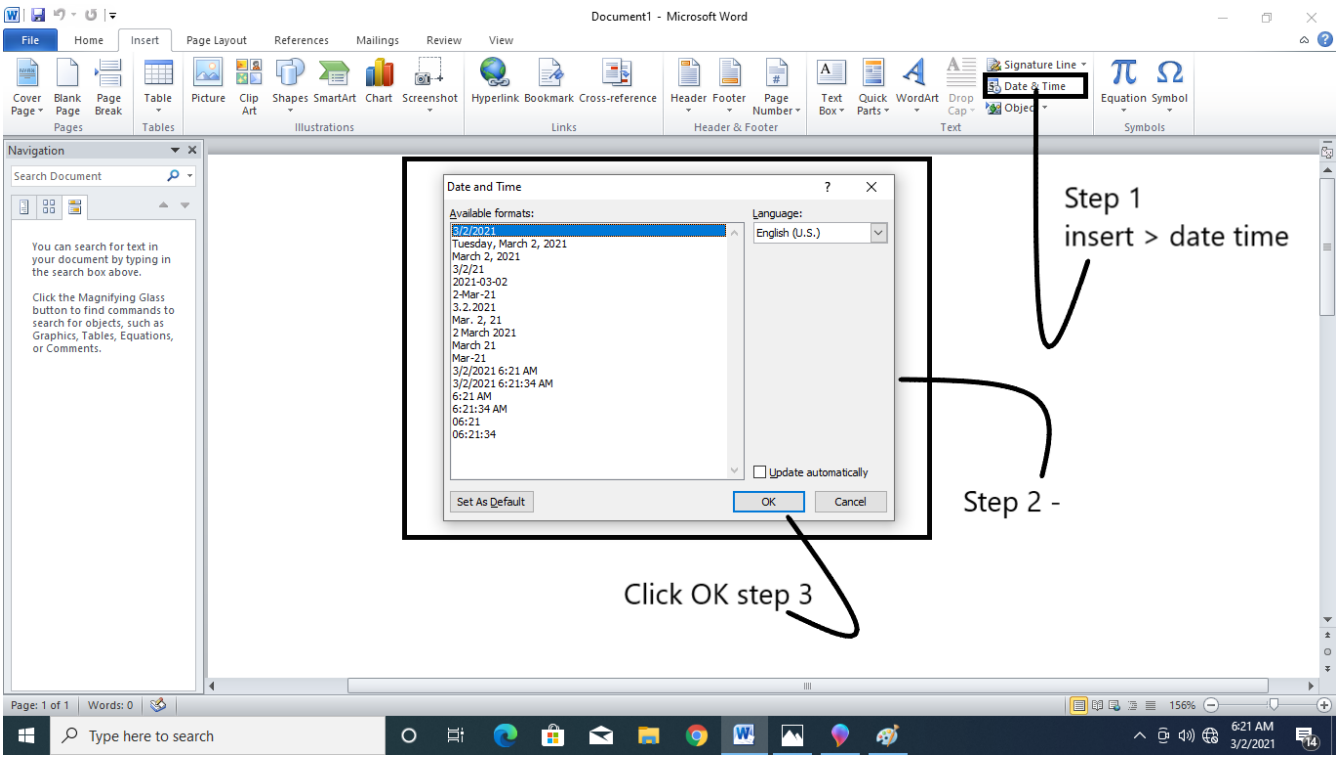
1. Click on Page number command. Click over drop down menu and select the Current position and choose a styling.
2. Page number will be appear, if you want to edit it's font, font size, alignment etc. then select the page number and goes to Home Tab and formatting its font size, alignment etc.
3. After customizing it, press the Esc key.

It's a method of inserting page number on Current position. You can also directly insert page number on header and footer just by selecting Top of Page and Bottom of Page under Page number command.

Poonam message –

So, you almost cover half of your journey to being a professional. There is little more topics you need to learn and then you are a smart Word's users.

If you feel difficult to go forward with this course, you should first go with our '**Beginner Course**' so it's helpful for you to amplify your MS- word skills. Don't forget to read them.

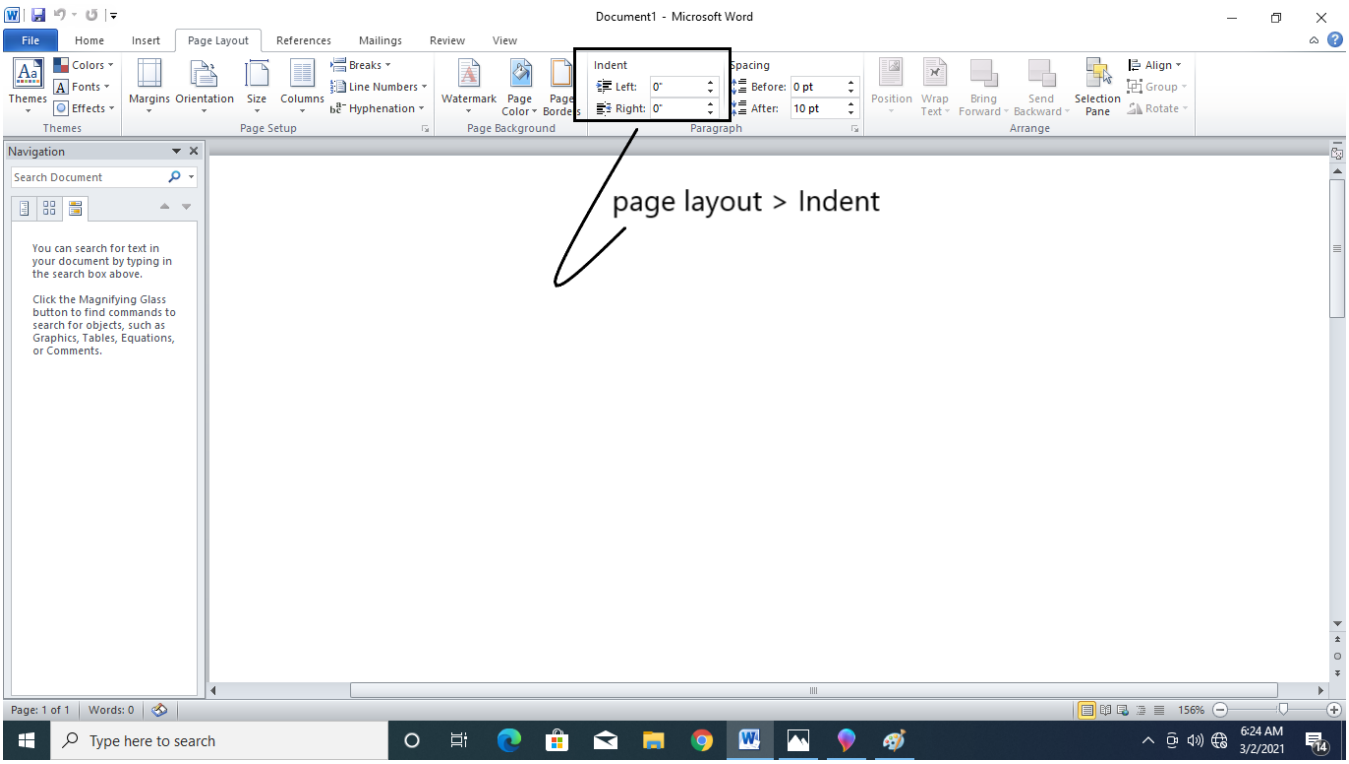


Indent and Tabs –

So, as a promise you are going to learn about Indent and tabs in this section. Word Processor allows to indenting text or an entire paragraph, somewhere user want to indent only first line as you see earlier to separate it from rest of the document. If you want to indent any other line from paragraph except first line then it also possible, it's called a hanging indent.

Indenting using Tab key –

If you want to indent first line in any paragraph then, you can do it simply with a Tab key. Place you cursor at the beginning of the paragraph and press Tab key. It gives you an indent of 1.5 inch.



Indent Marker –

To use indent more efficiently or in smart way use Indent marker, which gives you more control to indent your documents.

Indent marker located to the left of the horizontal ruler. Enable ruler to view indent marker (we already learnt about ruler in previous topics).
To enable **Ruler -** Click on **View tab** and under **Show section** click on Ruler.
Here in indent marker you will see three markers. Let discuss each one –

1. **First line indent marker** – It's used to adjust the first line indent (we discussed about it in earlier topic).
2. **Hanging indent marker** – It's allow the user to indent the line other than first line (already discuss in this topic).

3. **Left indent marker** – Indent all lines in a paragraph (moves the both first line indent and hanging indent marker).

You can also indent your paragraph simply, just by clicking on Increase indent or Decrease Indent button under Home tab in paragraph section.

Tabs –

Tabs gives you more control over text placement inside your documents, on pressing tab key it gives you the indent of 1.5 inch on first line by default. Depending on the cursor location tab key either create a first line indent or add a tab. If placed at the beginning of paragraph it gives a first line indent otherwise add a tab when placed in between the paragraph.

On the top of the window on left side at vertical ruler you will find a tab selector, which allow you choose different types of tabs.

Types of Tabs –

1. Left tab –

   Align the text to left at the tab stop.

2. Center tab –

   Center the text.

3. Right tab –

   Align the text to right at the tab stop.

4. Decimal tab –

   Align decimal number using decimal point

5. Bar tab –

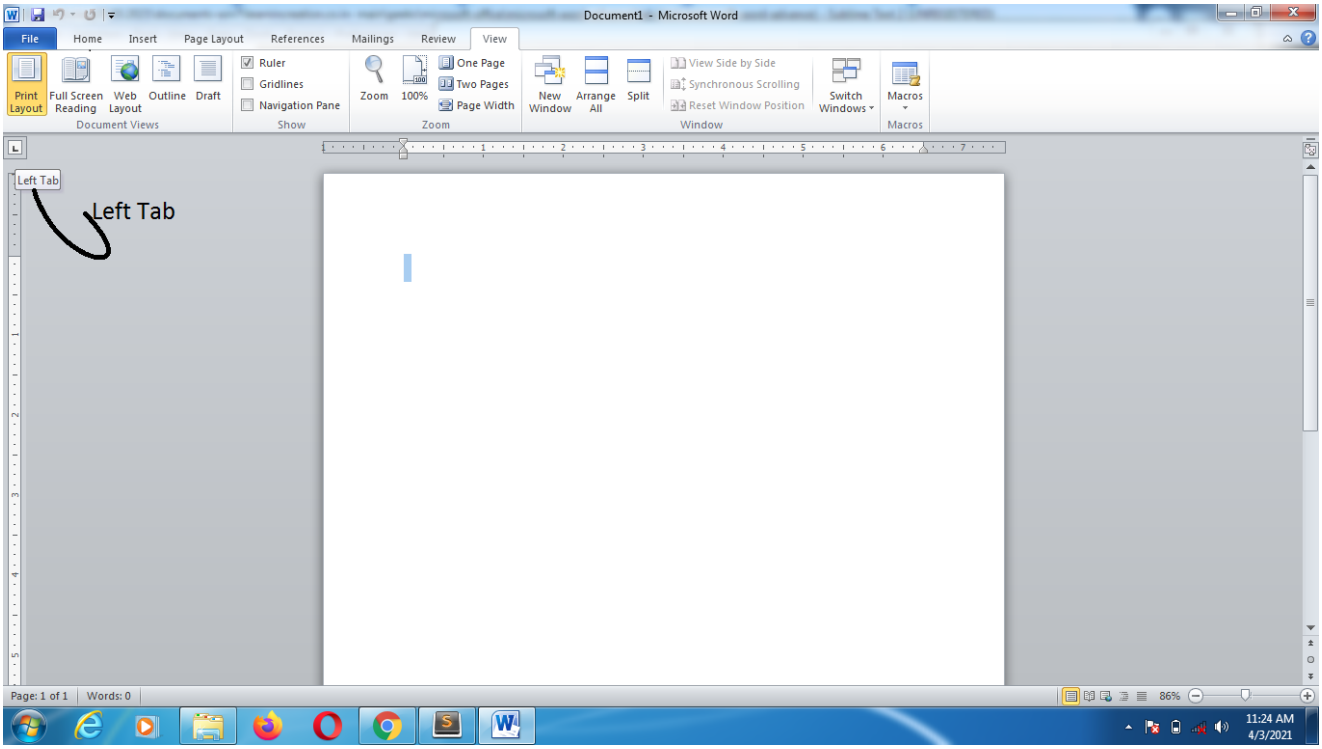
   Allow to draw a vertical line on document.

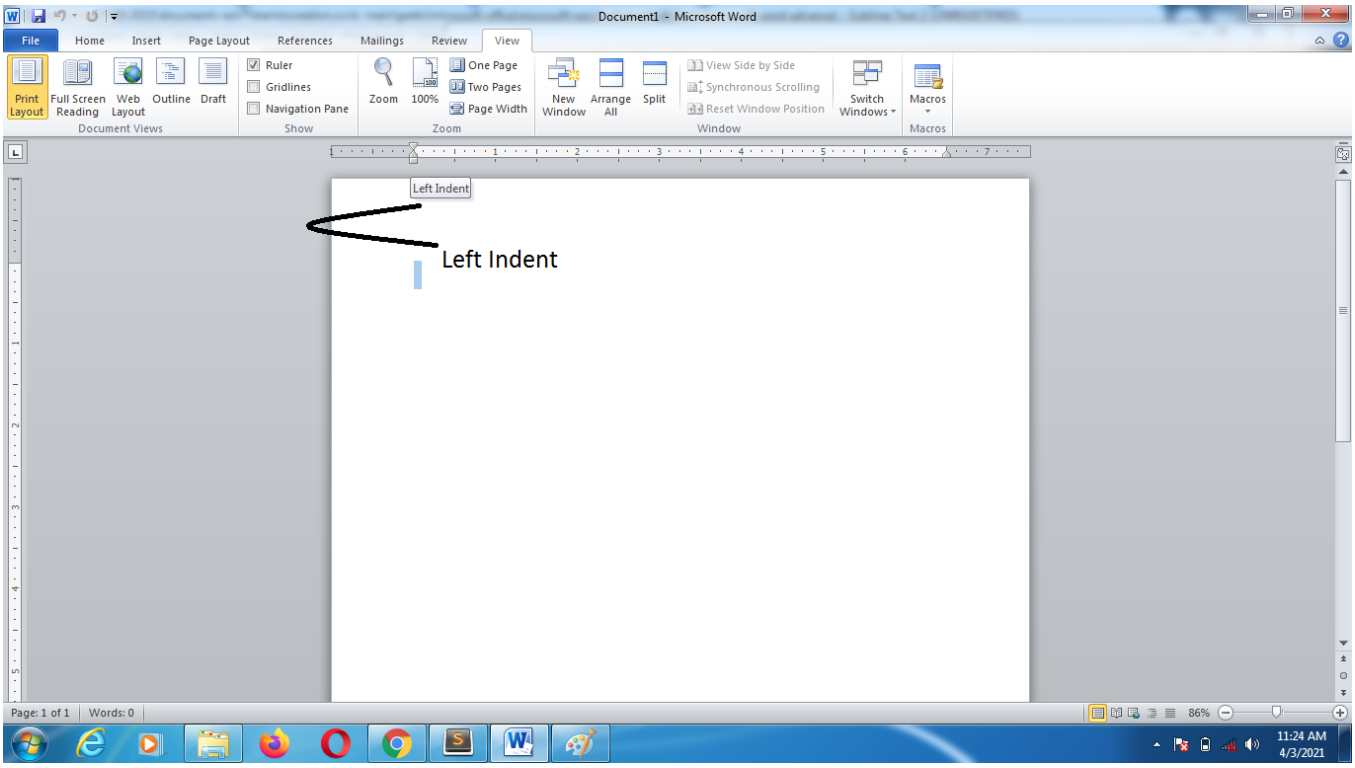
6. First line indent –

   Indent first line of paragraph.

7. Hanging indent –

   Indent any other line from middle of the paragraph except first line.

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Left Indent
Left Indent
Page: 1 of 1
Words: 0
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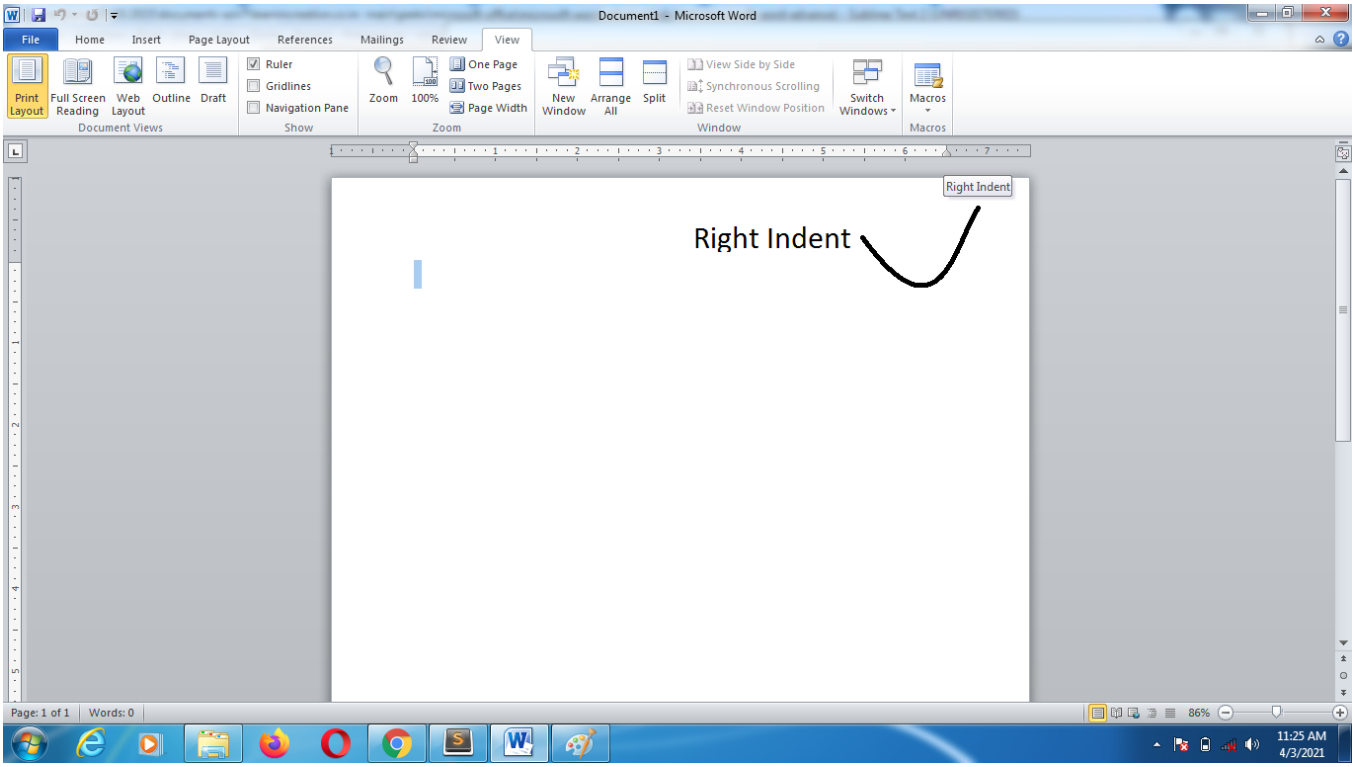
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Right Indent
Right Indent
Page: 1 of 1
Words: 0
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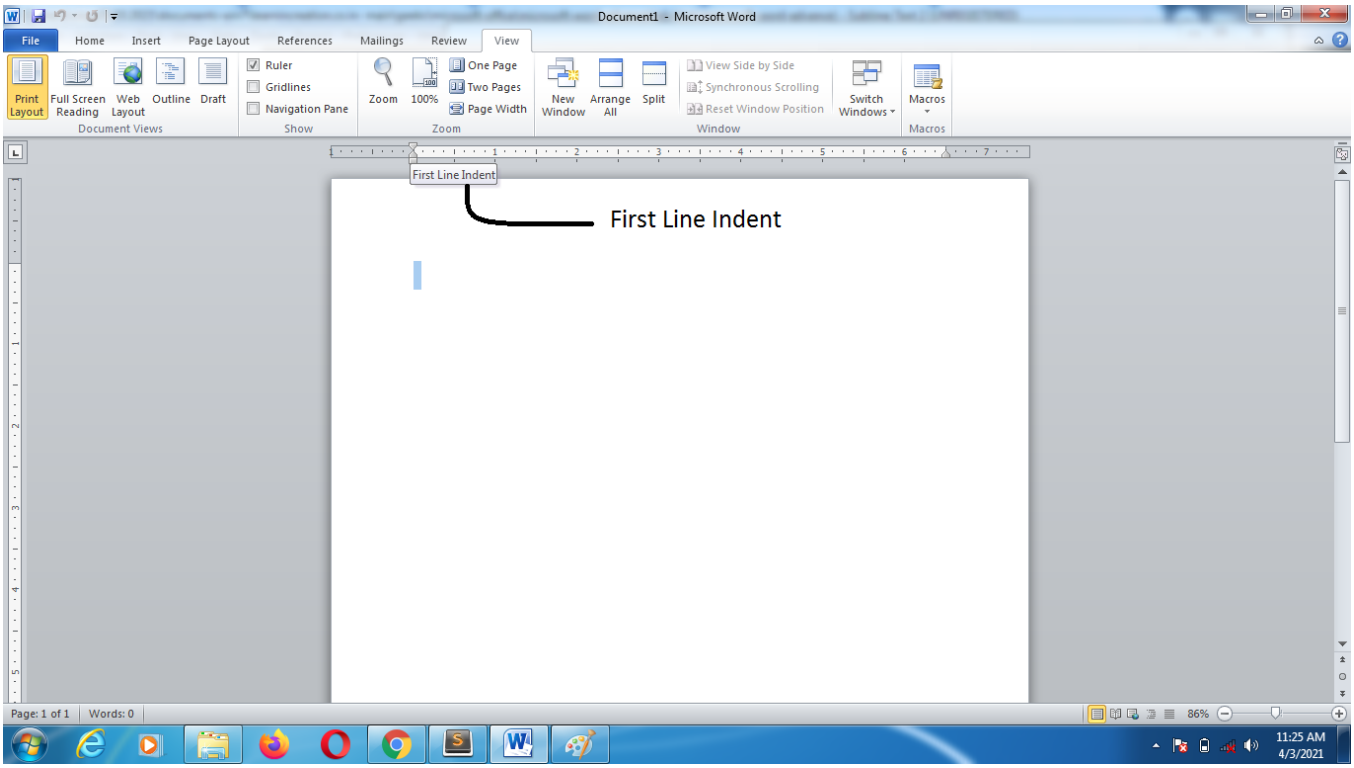
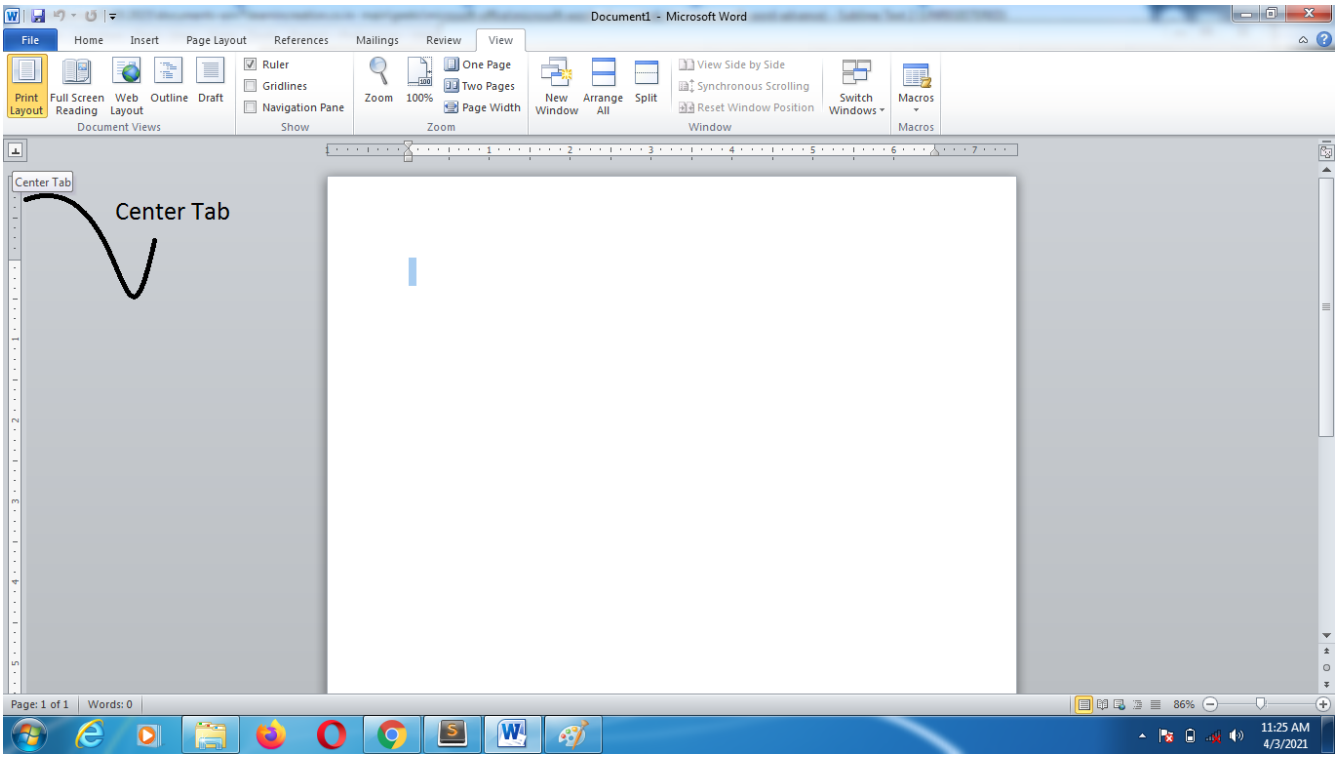
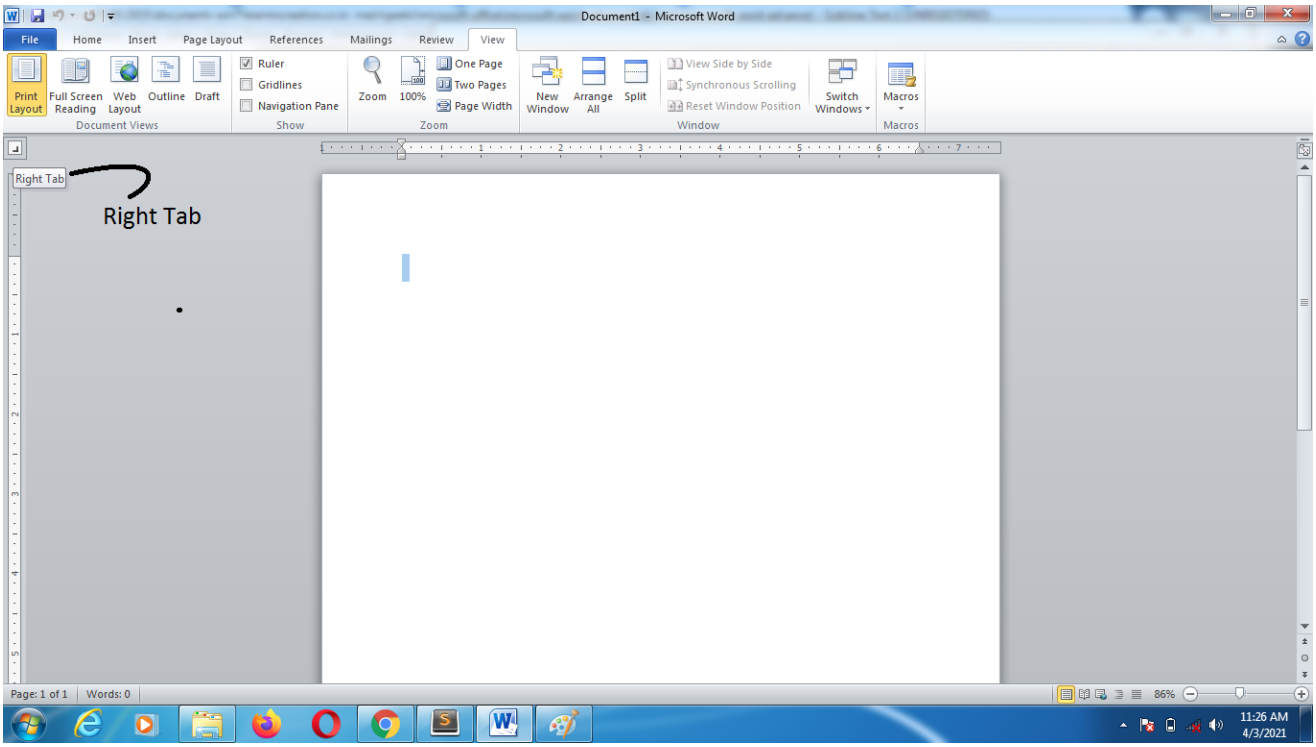

Document1 - Microsoft Word
First Line Indent
First Line Indent


Document1 - Microsoft Word
Center Tab
Center Tab



How to Add and Remove these Tab –

First select the paragraph to apply a tab over it, unless it will apply on either in the current paragraph or in a new one. Now let us understand the Adding of tabs through a small exercise –

1. Create a small document of at least one paragraph.
2. Select the entire paragraph to add the tab on it.
3. Goes to tab selector click on it to select the Left tab.
4. Select the location on horizontal ruler bar where you want your text.
5. Now, place your cursor at beginning of paragraph and press Tab key.
6. Text will jump to the assigned location.

Now to remove the tab simply click and drag it from ruler. Similarly you can also add others tabs in your documents.

Poonam Message –

Hey! So you learn more about formatting paragraph through Indenting and Tab. Good! Now it's a time to learn about **Text Alignment**.

Alignment of Text –

Alignment of text to its right position or according to user requirement gives a good appearance to the document. Well, you can align your text to –

1. **Right –**

   Align text to the right side of page.

2. **Left –**

   Align text to the left side of page.

3. **Center –**

   Align text to the center of page.

4. **Justify** –

   Align text to both left and right margin.

To align your text to your desired location you have many ways. Either you can do this directly by selecting your text (paragraph) and then clicking on Align button located under Paragraph section.

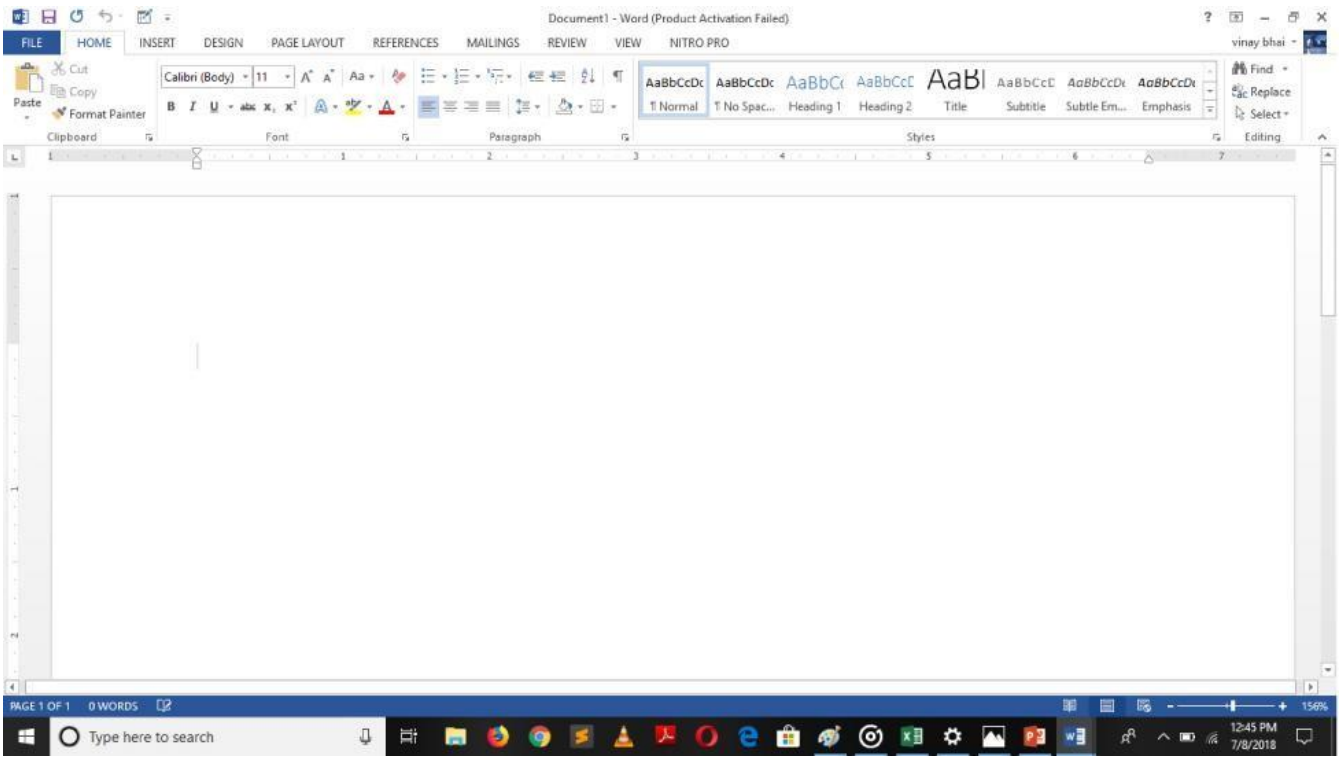
Or you can align your text to right by clicking on Line and Paragraph Spacing and selecting Right from the dropdown menu under Indent and spacing tab (left is selected by default). Similarly, you can align your text to center or you can justify it.

Drawing different shapes –

Along with picture or images you can also add or insert the variety of shapes to amplify your message. Word allow you to add the shape of stars, circle, square, arrows and much more.

It's simple to add shape in your documents –

1. First click on Insert.
2. Then on Shapes command. A drop down menu is appeared.
3. Select the desired shape.
4. Click, hold and drag it to the desired location to add the shape in the documents.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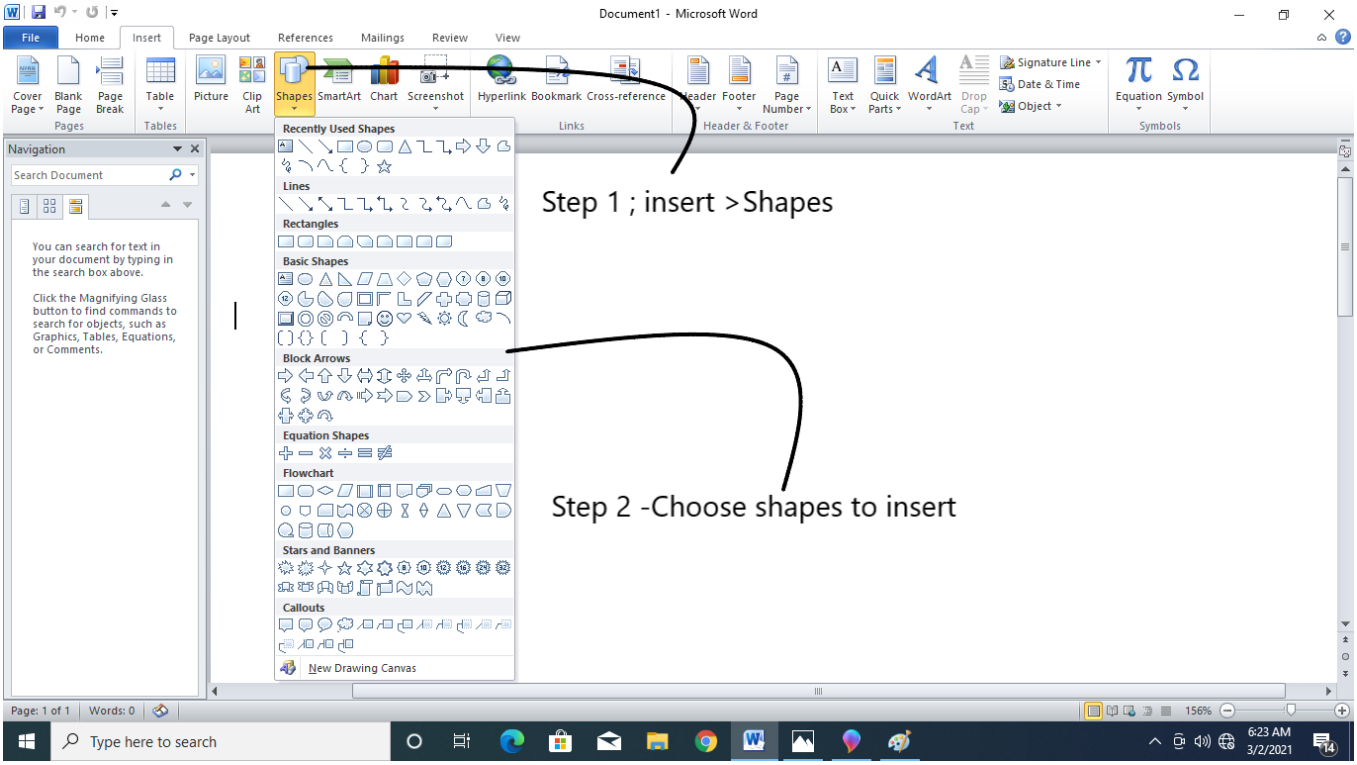
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Equation Shapes
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Stars and Banners
Callouts
New Drawing Canvas
Navigation
Search Document
Step 1 ; insert >Shapes
Step 2 -Choose shapes to insert
Type here to search

To resizing it, first select the shape and then click hold and drag the sizing holders, when it appears. You can use corner holder to resizing the shape. You can also rotate the shape if you want. To rotate a shape you must click, hold and drag the rotator lever.

To change the Order of Shape –

Sometimes, in some places you need to insert more than one shape. So in that case shape will insert on one another and overlap each other. In order to put them in right manner you need to change the order of shape to moved it in front or in behind. There are some step you need to follow –

1. Right click on the shape you want to move.
2. The menu will appear, selected an option from listed one (here we bring the shape in front).
3. The Order of the shape will change.
4. For ordering multiple shapes, which are overlapping each other it's difficult to select them individually so use the Selection pane, which allow you to select and drag the shape to its new position. Selection panel can be access by click on **"Selection pane"** on **"Format"** tab.

Find and Replace –

The "Find" command helps us to find specific word from the text. Also if in a documentary project you just misspelled any word which comes repeated times so it a long path to figure out it manually and delete and then type the correct one. So in that case it's good to use "Replace" command.

So follow these steps to find out and to replace the specific word or text.

Find –

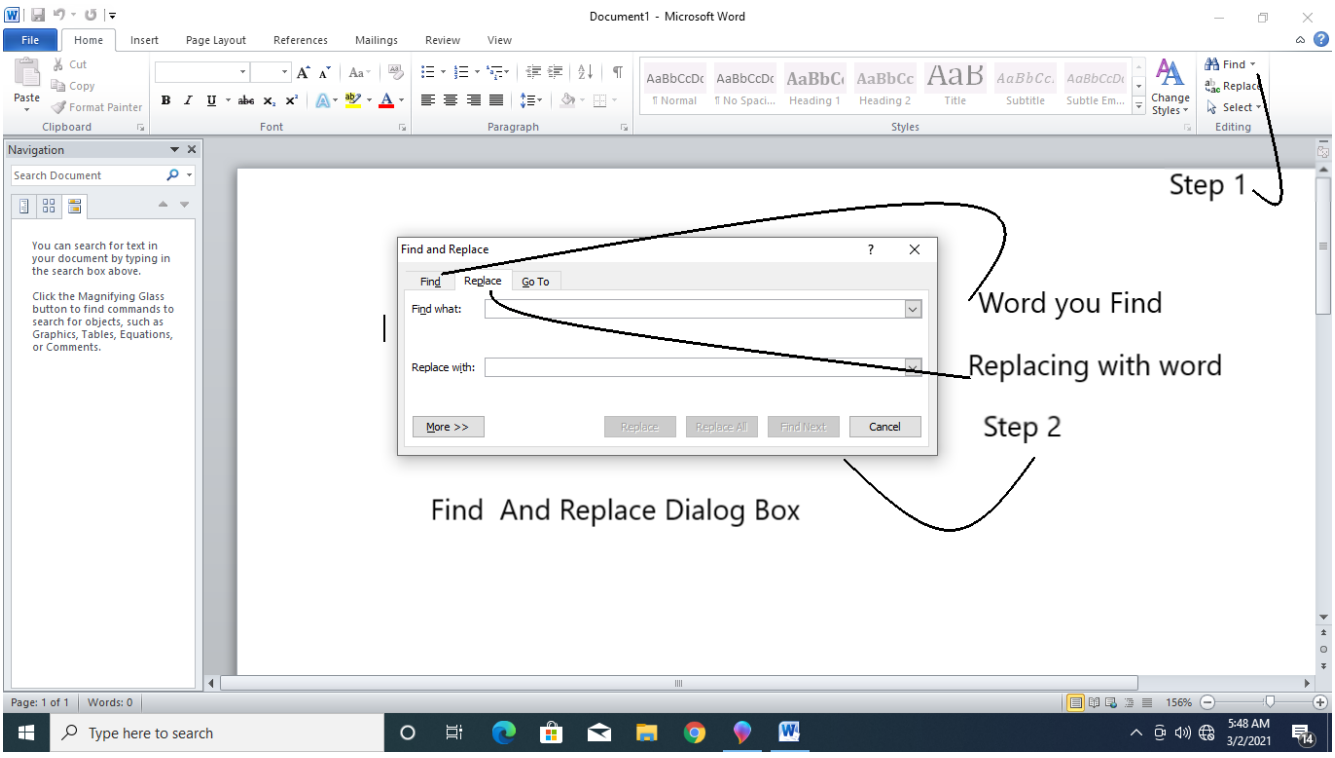
To find a specific word or text –

1. Select the entire paragraph or document where you wish to find out.
2. Click on Find button (located in upper right corner in Home menu).

3. Type your word you wish to find out.
4. Click on ‘Find Next’ (help to see or highlight the same word written on another place.)

There is an another way to find out the word from para –

1. Press Ctrl + F key to activate find command.
2. Type a specific text you wish to find.
3. Follow the button “Find Next” if you want to figure out the same word in entire documents unless close the dialog box.



Replace –

So above you read about finding specific text or word here you read about replacing text or word. There is two method to replace your word or text

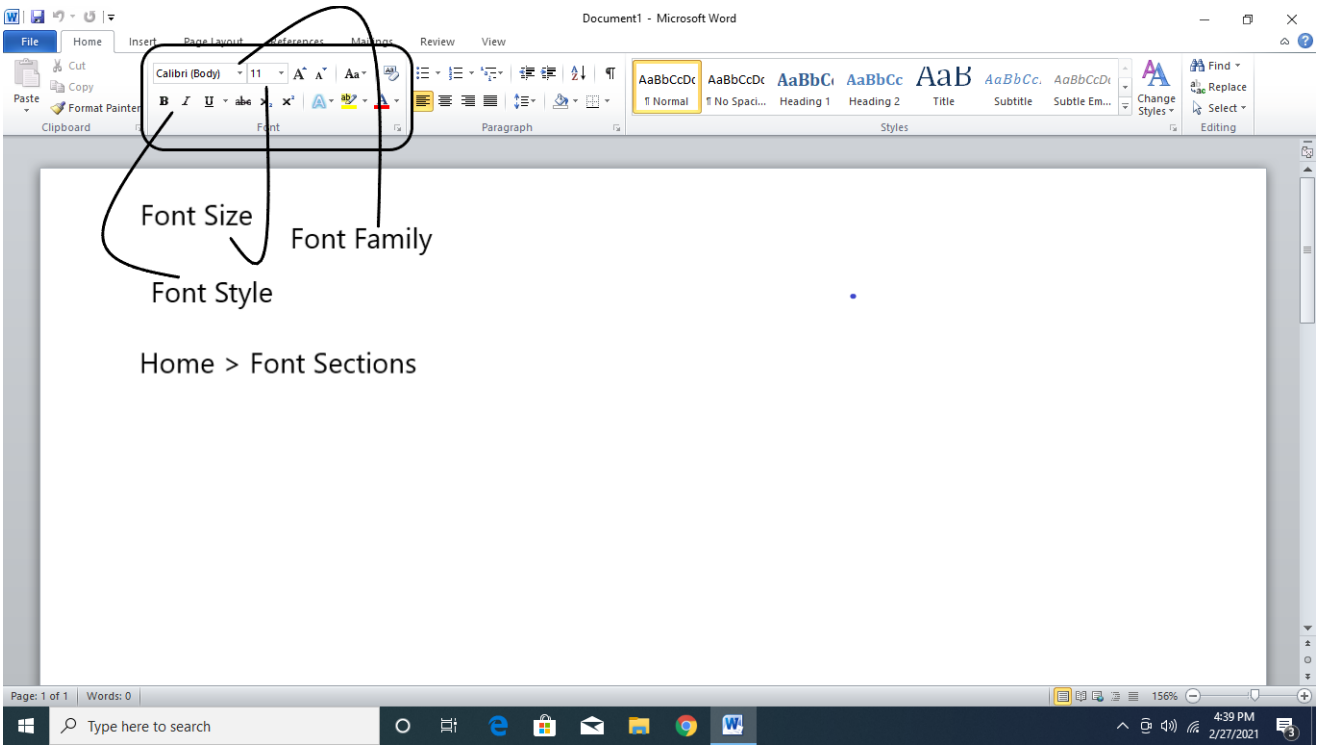
1. Highlight the text.
2. Click on ‘Replace’ command in Home menu.
3. Type a word in ‘Find what’ box you wish to replace.
4. Type your word in ‘Replace with’ box so it can be replace with earlier one.
5. Click on Replace (If you want to replace it only once in a document.) or Replace all (If you wish to replace the word from entire documents.)
6. Click on Close.

Second and easiest way to replace your text from document is to –

1. Press Ctrl + H to open the Replace dialog box.
2. Enter your word in Find what or in Replace with box.
3. Hit Replace or Replace all (according to your wish)
4. Close the dialog box.

Fonts –

Fonts make your document, report, letter more beautiful and it must be seen clearly. In Word you can customize the font of your document based on sizing, styling or appearance like bold or regular, italic or underlines etc.



Font Size and Style –

To change the font size first you need to select text (which font size you want to increase or decrease) then either goes to “font size” button in Home menu bar and click on drop-down arrow and select the desired size, or right click on mouse after selecting text to change its size and style.

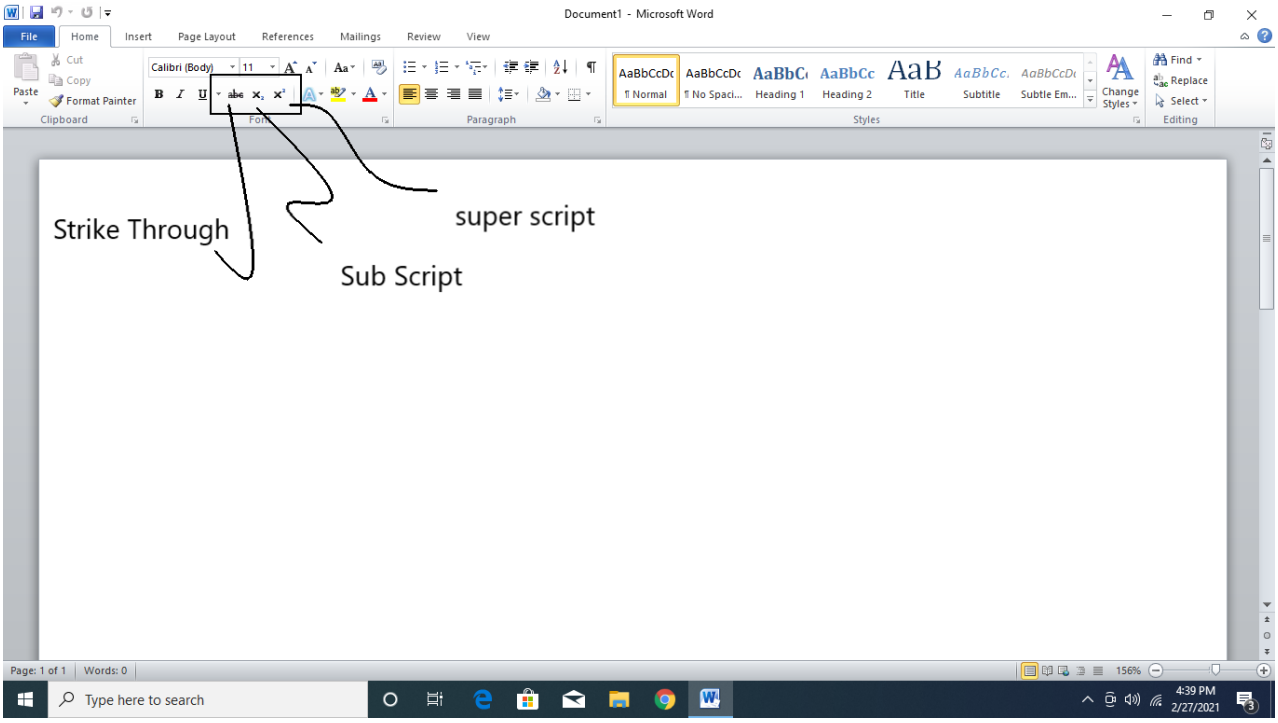
Similarly, you can also change the font style of your document if needed.

To attract an attention on any specific word or sentences either you can make it BOLD, Italics, or you can Underline it. To do this you get a button of **bold** (B), *Italic* (I), underline (U) under font section in **Home menu**.
Use them as per requirement in your document, letter, notice or report to make its more efficient.

Sub-script & Super-script –

In Word, there is also a solution to write a character as a super script (10^{th}) or sub script (H_2O).

To write super script and sub script character first select the text you wish to change as a super or sub script then either click Ctrl + Shift + + (for super script) and Ctrl + = (for sub script) or click on x2 and x2 button under font section to change it.

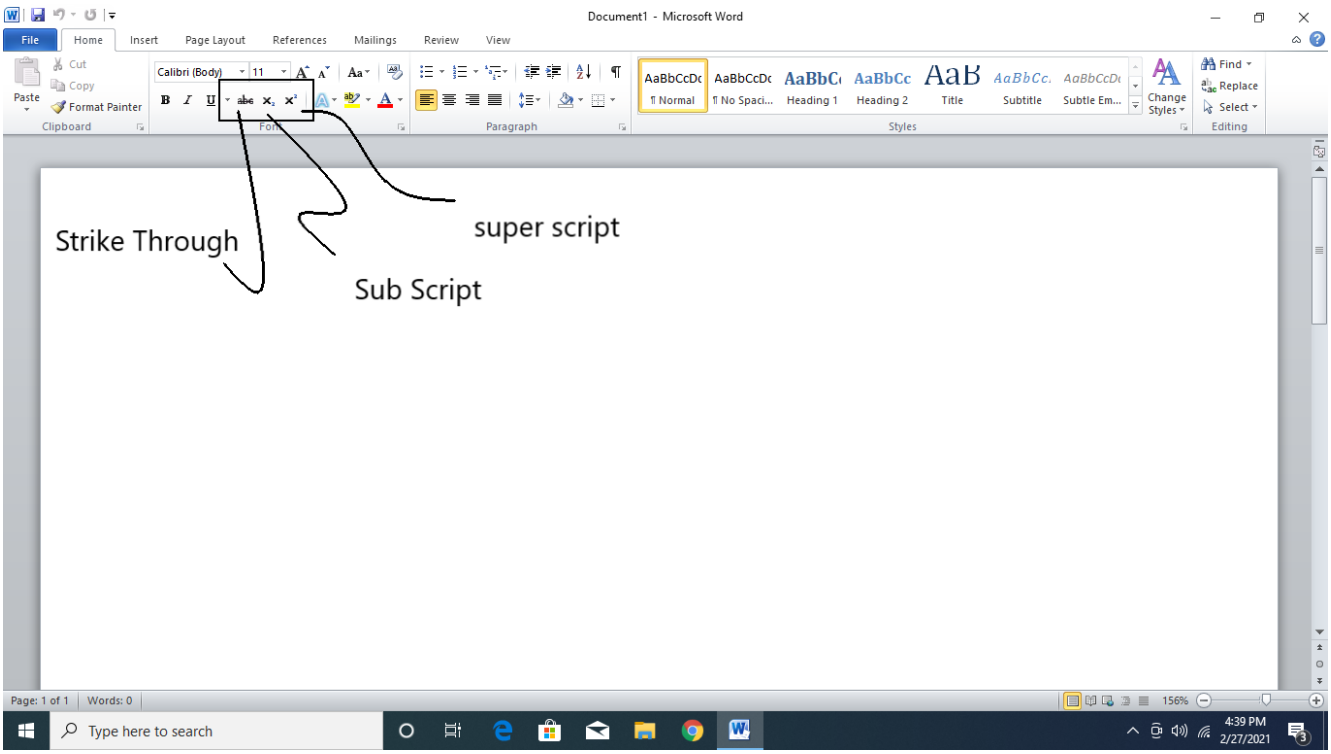


Strike through –

Strike through is used when you want to mention a wrong text in a document with a line cross over it, like –

It's not ~~a apple~~ it's an apple.

To do this click on strike through command placed before sun script button after selecting a text, word or sentence.



Use Spell Checker –

MS- Words also helps you to reviewing your spelling and grammar mistake in your documents. With Word spell check tool you can check and correct your grammar mistakes.

Click on Review tab at the top and select the Spelling and Grammar button. Its helps you to find out misspelled word and shows them in right side panel. Place your cursor over it and correct them. Red line under a word show that it a spelling mistake and you have to correct it.

If you are sure that the spelling is right then click on Ignore it button unless change it. Grammar mistake are indicated with the help of green or blue line under the word or sentence.

Poonam message –

Hey! You are focused; it's a good learning attitude. So it's a time to learn how to formatting your text paragraph. And after working on paragraph we learn, how to make header of your document.

Text Box and WordArt –

A text box in a document is used to get an attention to specific text. It's also very useful when you need to move the text in a document. You can format the text within text box with the help of WordArt.

Inserting Text Box –

1. Place the cursor at the point of inserting a text box.
2. Go to Insert tab and click on command of Text box under Text section.
3. Its shows you the menu with a template of text box, choose any one of your choice and select it.
4. If you want to draw your own text box then, click on Draw Text box option under Text box command.
5. You will get a cursor of plus sign. Click on the document where you want to draw a text box.
6. On clicking you will get a text box, you just need to adjust its size (resize) by dragging on its sides and corners knob.
7. Type your desired text one you done with adjusting a size.
8. Change the font, size, color etc. of your text after selecting it.
9. You can also use the WordArt to format your text.
10. A new tab of Format is appear which allows you to do more editing with your text and text box.
11. Once you finish your editing, click outside the box.

You can change the position of your text box just by moving it within a document, to move your text box place your cursor at the edge of text box and its change to the plus sign with arrow. Click, Hold and Drag the cursor to your desired location.

Hyperlinks –

Hyperlink is used to create a link of websites and email address which can directly access from document. Hyperlink are created with the help of two things –

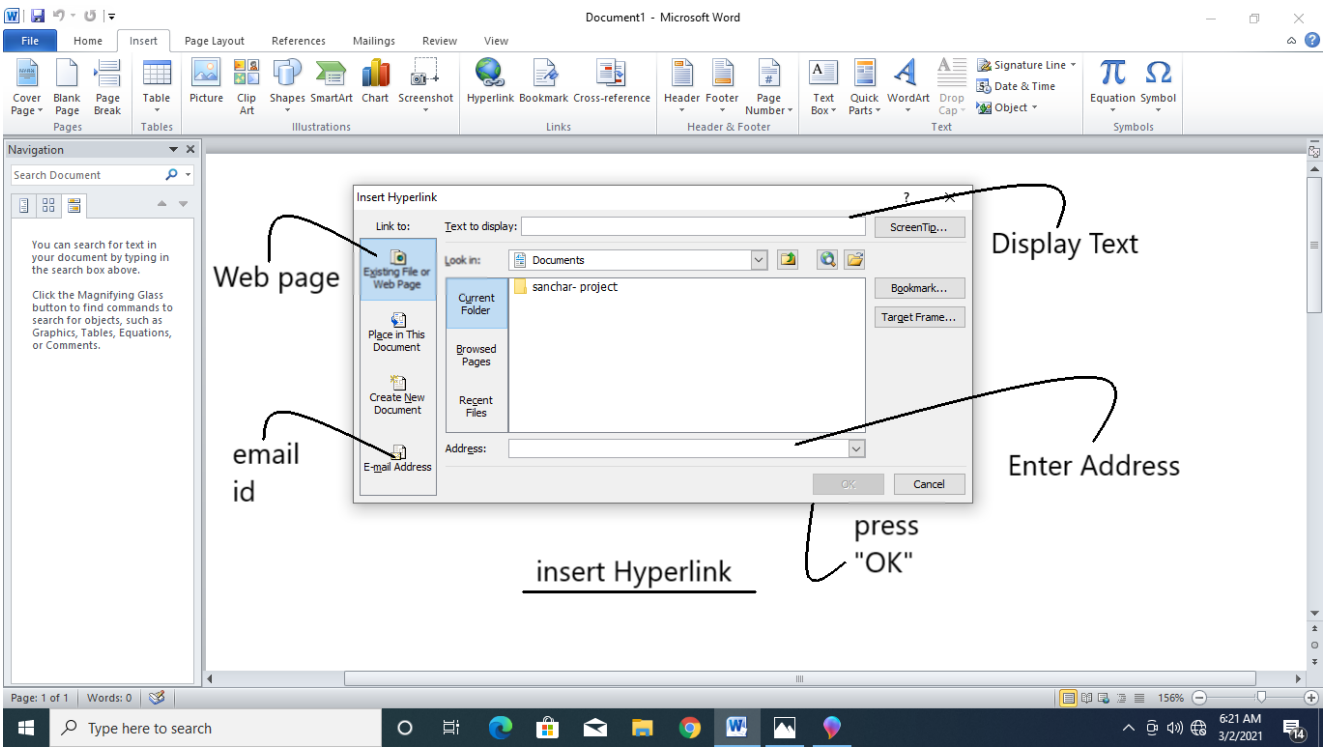
1. Address (address of webpage or email address).
2. Text (Text of link you want to display).

Read this given example –

If you are creating a document and you need to add your e-mail address for any question or queries, so your e-mail can be input as –

youremail@example.com (address) but if you want to display some text like - mail me instead to full web or email address then it can be done by using Display text.

If you don't want to use display text for web addresses or email then you simply add the hyperlink just by typing your web address and hit the "**Spacebar".**



If you want to insert Hyperlinks then follow these simple steps –

1. Go to Insert tab and click on Hyperlink under Link section.
2. A new insert dialog box will appear.
3. Here on bottom you will add the web address.
4. Text you want to display is written in Text to display field at top.
5. Click OK.
6. You will see your web address wrap under a text you wish to display.

Don't forget to Mail Us your suggestion and feedback, they are valuable for us.

Adding e-mail address –

1. Open the Insert dialog box, by clicking on Hyperlink under Insert menu.
2. On left side navigation click on E-mail address to add your e-mail.

3. Type your email under e-mail field and input the text under text to display.
4. Click OK.
5. Your e-mail added to your document.

There is a short-cut key to open a Hyperlink insert dialog box, press Ctrl + K. It's a good practice to text your hyperlink after inserting it. If it's linked to a web address then your browser will open on clicking on link. If it doesn't open then it simply means that address is miss-spelled. Well in this case you can Edit or Remove your hyperlink.

To Edit or Remove hyperlink follow these steps –

- Select you link.
- Right click on it.
- It shows many option find and click on Edit to edit your link or you can remove it.

Poonam message –

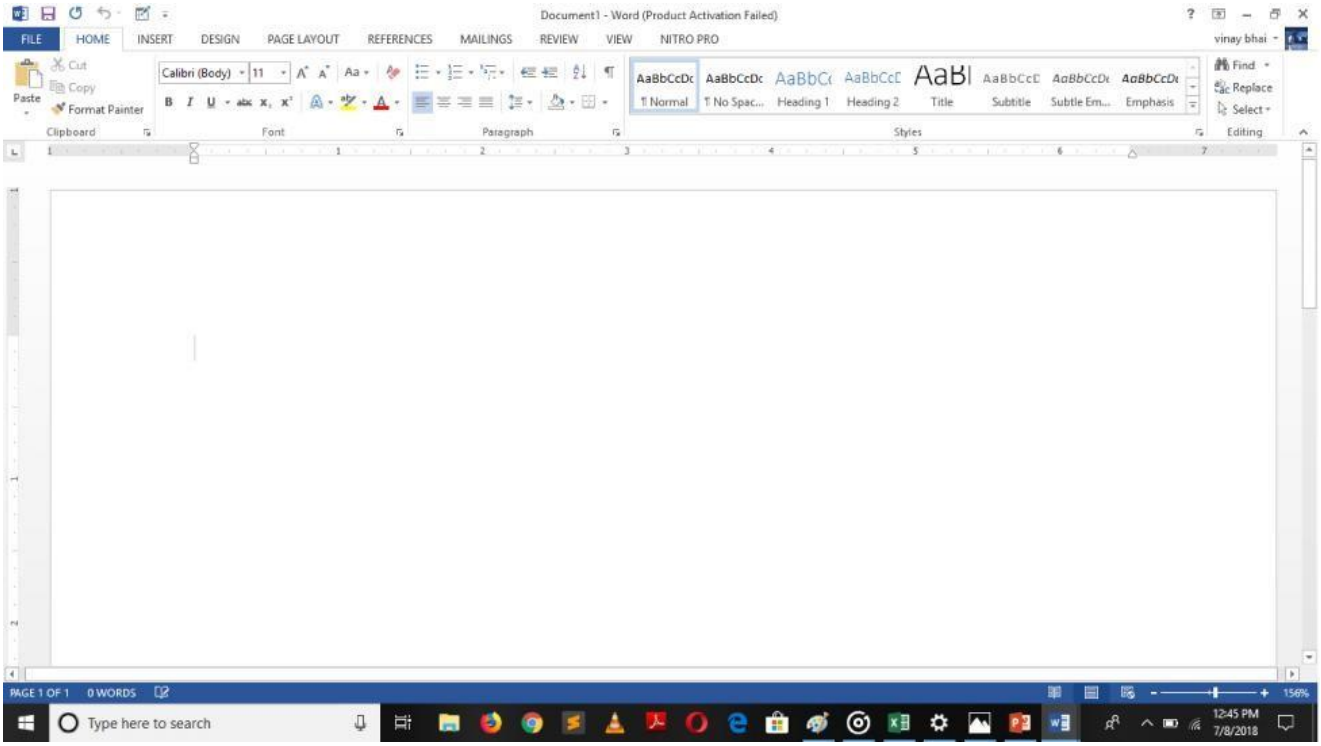
Now you can add your email in your resume at the top of document to provide them convenience to mail you offer letter.

Style –

Style is used to give a better appearance to your document; actually a style is a predefined set of font style, color, size and rest of formatting. So you don't need to format a document, you just need to select the one style option you desired to give to your document, and it gives a new appearance to your document.

Now, the next question is how to apply it? Since styling your document is an important feature, also it's a very easy way to format your document with your desired style, so it's necessary to know how to apply it. There are some steps given below you used to applying style in your document.

1. Select the text you want to format.
2. In a Styles section under Home menu choose any style of your wish.
3. For more styling option click on drop down menu, its open a many styling format.
4. Select any of your choice and you will see your text will format as per style your selected.



Poonam message –

Hey! Are you enjoying our courses, if yes then gives us like on Facebook and give us your feedback?

So, you learn to add email in your document. You learnt how to styling your document. Now it's a time to add some graphics in your document instead of boring text, and for this next you are going to learn about SmartArt.

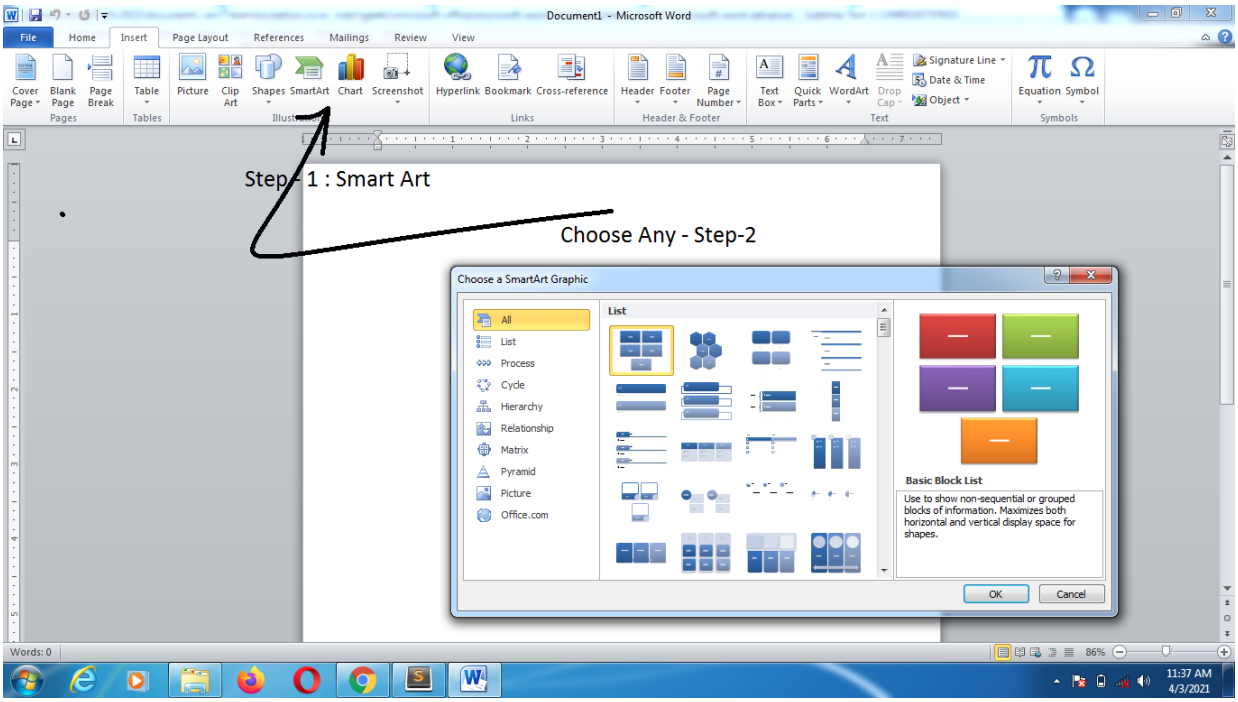
SmartArt –

Are you getting bored due to this boring text document, well it's a time to add some graphics in your documents, which makes your document more attractive and interactive while reading.
SmartArt is again a very nice tool of Word, which allow you to use graphics instead of text to communicate with reader who is reading your document. So it's a good tool which makes your document friendly to read.

How to insert SmartArt?

Well you ask a valid question, and in a next paragraph you will get a steps to insert it in your document. So follow these simple steps and learn to speak in a language of graphics.

1. First place your cursor to the position where you want to add a graphics in your document.
2. Second, under an Insert menu you will see a SmartArt command.
3. On clicking on it, a new dialog box will appear.
4. On left side you will see a category, select any one of your choice.
5. Next, you see a SmartArt graphics on right side panel, find the one which you like most and select it.
6. Click OK, and it's appearing in your document.
7. Now simply edit it as per your desire.



Poonam Message –

So it's all about SmartArt, SmartArt is very useful tool to make your document more attractive and reader interactive. It's a method of saying your word through graphics.
Want to know more about MS-Word and its tools then don't forget to read our daily blogs, which helps you to amplify your skills.

So you are at the end of your document. And you are done with creating, formatting and styling your document. It's a time to save your first document, we already discussed about the method through which you can save your document for future and also you can edit it anytime.

If you forget then follow these following steps –

Saving document –

- Go to File menu and click on it.
- A list of option will appear on screen click on Save As.
- Now select the location where you wish to store file and also give a file name to your document.
- Click on Save or press Enter key.

There is on more method to save your file, once you completed your document and wish to save it then simply press the Ctrl + S, it's open a dialog box and you just need to write a file name and choose a location and click Enter key.

Want to Edit your file or document?

Well, if you need to edit your file then, goes to the file location and right click on it, and choose edit.
Like in this picture, file is store in Desktop, so go to file and right click on it, and choose the edit option. File will open in word to edit. Or you can double click on it to directly open the document in Word.

Note –

So, we are at the end of the courses and, I hope you learnt much more about MS-Word. We continuously build more courses. Don't Stop Learning!

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