MICROSOFT WORD
STEP BY STEP
(Large Print)

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MICROSOFT WORD STEP BY STEP

Tutorial MS-Word developed for persons with low or no vision for the students of Intel Technology Training Lab at National Association for the Blind, New Delhi

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Introduction:

MICROSOFT WORD is a word processing software. It is the most popular and most commonly used program in the world. It is a product of the company called MICROSOFT which also makes the WINDOWS operating system. It is packed with numerous features for document creation and formatting. It also allows the use of graphics and tables in its documents.

1. Opening Word

Press windows key, then go to programs submenu and then select Microsoft word by using down arrow or the letter M repeatedly. In some computers Microsoft Word could be inside Microsoft Office sub menu as it is a part of larger package called MS Office
Press Enter, Word will open and you will get the message Microsoft Word Document 1 Edit

2. The Word Screen

Like all applications in Windows the program window of MS Word contains the Title bar at the top followed by the Menu bar, the toolbars, one or more toolbar, formatting bar, the document window and the status bar at the bottom. There also could be ruler bar below the formatting bar.
This complete program window can appear in any of three sizes on the screen
Restore: It covers 2/3rd part of the screen
Maximize: It covers the complete screen except the area of the task bar.
Minimize: It appears as an icon in the taskbar

It is important to note that the taskbar is always visible

2.1 Application Menu: Pressing Alt and spacebar together gives Application control menu, which has the above-mentioned options for selecting the size of the window. Press enter on the option you want. The option that is currently applied is dimmed. Jaws announces this item as grade. Grade means that, particular item is currently not available for execution.

2.2 Title Bar: The TITLE BAR appears at the top of the window and it contains the name of the document followed by the name of the program. At the right hand corner of the bar there are three buttons: Minimize, Maximize/Restore and Close button.

The Menu Bar: Like all applications running under windows environment WORD has a menu bar which has a complete list of what can be done in this application. Menus are lists of available commands. This is a horizontal bar situated just below the title bar. It has the following items written on it from left to right.

FILE EDIT VIEW INSERT FORMAT TOOLS TABLE HELP

Each of these items have a menu which drops down when they are clicked or activated.

The ALT key is used to access the menu bar. On pressing ALT the PC cursor (the selection cursor) goes to the menu bar and highlights the first item which is FILE. The RIGHT and LEFT ARROW keys are used to move between the different menu bar items.

The DOWN ARROW should be pressed on the menu item to unfold its drop down menu which will have various commands. The UP and DOWN ARROW keys are used to select any particular command. Some of these commands may have a sub menu of their own which can be opened by pressing ENTER or the RIGHT ARROW key.

3. The menu bar: Some of items may have three dots or ellipsis. This indicates that this command has a dialog box associated with it which will open when this command is activated. To activate any command given in the menu select it and press ENTER. There is an alternative short cut way of accessing and activating menu items. Every item both on the menu bar and in the drop down menu has one letter in its name underlined which is also called HOT KEY. This HOT KEY can be pressed to activate that item. For example the menu bar item FORMAT has the letter O underlined. Therefore to open the format menu two methods can be used. Either press ALT to activate the menu bar and then use the RIGHT ARROW to move to FORMAT and then press DOWN ARROW to open the drop down menu or, press ALT to activate the menu bar and then press the letter O to open the drop down menu directly. It is important to remember that the hot keys function within respective menus, for example if you are inside FILE menu and then you press the letter O, the OPEN command on this menu will be activated as its hot key is also O.

4.Toolbars: It contains graphics of frequently used commands for use by the mouse. Toolbar items are available in the menu bar. Press the Alt key to activate the menu bar. The Ctrl tab key at this stage take you to the various tool bar. Use left or right arrow keys for navigation within a toolbar.

5.The Document Window: This window covers the largest part of the program window and display the active documents. It is important to note that any number of document windows can be opened although each window may not be fully visible and only one window is active. The document window is the child window of the main MS-WORD window. The issued commands or keystrokes affect only the active document windows.

Status Bar

It is in the form of a thin horizontal strip at the bottom of the program window

It shows your present position in the document. It is read using Insert plus page down if the screen reader being used is Jaws.

It contains information about current page number line, section etc. a typical message will look like:

Page 4 Sec 1 4/23 At 3.3" Ln 7 Col 5

This conveys the following message about the position of the insertion pointer in the document.

Page 4: This is the page number of the document.
Sec 1: The pointer is in section one of the document. Note that sections are used to divide a document into several parts to facilitate different type of formatting of each part.
4/23: This indicates that you are on page four and there are twenty-three pages in total in this document.
At 3.3": This indicates that the pointer is 3.3 inches below the top edge of the page.
Ln 7: You are on seventh line of the current page. Remember that lines are counted for each page only.
Col 5: The insertion pointer is on fifth column. The first character of the line is taken as the first column and so forth.

6. Exiting Word

Press ALT to activate the menu bar, press down arrow on the file menu and then select EXIT and press ENTER. Alternatively use Alt plus F4 to close Word

If you have made some changes Word asks you whether you want to save the changes or not.

Press ENTER on YES or NO as the case may be.

7. **Creating a New Document**

Press enter on New in the file menu. A dialog box opens with different options for the type of document that you want to create. These options are arranged on different TAB PAGES. Select BLANK DOCUMENT from GENERAL page if you want to create a simple document.

Control plus N can also be used alternatively. By using the Ctrl N key the document typed dialog box will not appear and immediately after pressing Ctrl N a new blank document is open.
The new documents that are opened have temporary names like DOCUMENT 1, DOCUMENT 2 etc in the order of their creation.

8. **Entering Text**

It is done through the alpha numeric keys on the key board
The text gets inserted to the left of where Insertion pointer is positioned on the screen. The pointer keeps moving towards the right as more and more text is inserted. The insertion pointer can be identified as a blinking I-beam shape on the document window. If it is not blinking then no text can be inserted.

9. **Saving a Document**

First decide a file name and location that is in which drive and/or folder you want to save this file
 Select SAVE AS.. from FILE menu and press ENTER. Alternatively do Control plus S. A dialog box opens. Other is another option of save in the file menu. When a document is being saved for the first time either of them can be used. But when a existing document needs to be saved with a different name, different format or at a different location then only SAVE AS.. can be used. Using SAVE.. on a document which has already been saved at one location saves the document at the same location along with the changes made in it. The

Ctrl S key activates SAVE AS.. command when saving the file for the first time, it activates the SAVE.. command if the document is being saved again.

The SAVE AS dialog boxes has following fields.

File name: Type the file name you had decided.

Save as type: This is a COMBO BOX having options of different formats in which the document can be saved. Every application program uses a specific format to save information in the memory disks and this is also indicated by extensions in file names. MS WORD saves its own files in the DOC format and therefore the files carry .DOC extension. However it also allows files to be converted into several other formats like RTF (Rich text format), TXT (Text), HTM (Web page) etc.

Save in combo box: Select the drive using up and down arrow keys and press enter

List view: Select the folder in which you want to save and press enter
Finally press enter on SAVE button.

10. Closing a Document:
Go to file menu and press ENTER on CLOSE or alternatively use control plus F4 to close the document, which is active.

11. Opening an Existing Document
An existing document is nothing but a file which is on a storage medium hard disk, floppy or CD. It has a name and definite location.
Do Control plus O or press Enter on Open in File menu.

The Open dialog box opens. It is similar to save dialog box.

It has similar fields namely File name, Look in and List view.

Press Enter on OPEN after selecting the file from the list view or typing the file name along with the full path in the file name edit box.

12. Working With Multiple Documents

1   The list of all open documents is available in the WINDOW menu. The active document has CHECKED marked after it. To switch to a different document press ENTER on its name   in the menu.

2   Use Control plus F6 to move between open documents. Use this command repeatedly to switch between all open documents.

13. Navigation and reading commands

The following are the commands for navigation in a document:

Move One Character Left	LEFT ARROW
Move One Character Right	RIGHT ARROW
Move One Word Left	CTRL+LEFT ARROW
Move One Word Right	CTRL+RIGHT ARROW
Move to Beginning of Line	HOME
Move to End of Line	END
Move One Paragraph Up	CTRL+UP ARROW
Move One Paragraph Down	CTRL+DOWN ARROW
Move to Beginning of Document	CTRL+HOME
Move to End of Document	CTRL+END
Scroll Up or Down One Screen	PAGE UP or PAGE DOWN

14. Changing the Document View

In the view menu there are different options for display of the document.

14.1 Normal: A section of the page appears on the screen. The margins are not visible. This option is used generally while creating documents. The page breaks appear as dotted line.

14.2 Page layout: Shows the page, as it will appear after printing with the margins on all four sides of the page. The page breaks are clearly evident.

14.3 Outline: Shows the structure of the document and is helpful while developing the contents of the document. It is easy to drag portions of the document from one place to another in the document.

14.4 Document Map: It shows the main headings of the document in a vertical pane which opens on the left side of the document window. It is useful for directly moving to any part of the document and for keeping a check on your position in the document.

14.5 Zoom: It is used to increase the size of the text for better visibility. It doesn't affect the size of the characters on printing.

15. Correcting and Deleting Text

Backspace and Delete key are used for deleting text. BACKSPACE deletes the character to the left of the insertion pointer whereas DELETE key erases the character on which the pointer is present that is to the right of the pointer. For example if the pointer is placed on the letter O of the word 'continent' the backspace key would erase the character C and the delete key would erase the letter O. The backspace key is normally used to erase the wrongly entered text at the time of typing.

Control plus Delete deletes the whole word if you are at the beginning of the word.

CONTROL + BACKSPACE deletes the previous word.

16   Cutting, Copying, and Pasting Text

16.1 Selecting Text: First you need to select the text. Shift key is used with the navigation commands to select the desired portion of the text. For example the command for moving one word right is Ctrl Right Arrow. The command for selecting a word is Ctrl Shift + Right Arrow. Similarly, command for moving to the end of the current line is END KEY and the command to select from the text from the current position to the end of the line is Shift + End. Many actions can be performed on this selected text like converting the case of a text, making a text bold, underline or italics.

16.2 Copying selecting text to the clipboard: The selected text can be copied onto the clipboard by using the copy command provided in the Edit Menu. The clipboard is the portion of the memory where the text is stored temporarily. The text inside the clipboard is removed immediately when the new text is written on to it.

16.3 Moving to the place where selected text is needed to be copied: This step is accomplished using the normal navigation commands.

16.4 Pasting the text from the clipboard: This is done using the paste command which is listed in the Edit Menu. The text which was send to the clipboard by using the copy command is now copied onto the new place in the document.

16.5 The Cut Command: The cut command can be used instead of the copy command. If the copy command is used then the text remains as it is at the place from where it is

copied. Thus the text from its original place is not erased. When the cut command is used instead of the copy command, the text from its original place is erased. The Paste Command, however, brings the text back at the position of the insertion pointer. Thus if we use the cut command, the text is moved and if we use the copy command the text is copied.

Note: The accelerator key for copy is Ctrl C, Cut is Ctrl X and Paste is Ctrl V.

17. Using the Undo/Redo/Repeat Commands: UNDO & REDO commands are in the EDIT menu.

17.1 Undo (Control plus Z) cancels the last command. It is very useful when a wrong command is given by mistake. If 5 commands were issued the first undo command would cancel the fifth command, the second undo command would cancel the fourth command and so on.

17.2 Redo (Control plus Y) repeats the last command. It is often used to save typing effort. However, if the redo command is used after one or more undo commands, the redo commands cancels the effects of these undo commands.

18. Inserting Bookmarks
 Bookmarks are used for remembering a location in the document. WORD places an electronic mark at the point in the document you want. This mark is later useful for reaching to that particular point in the document.
 Place your insertion pointer where you want to insert the bookmark.

18.1 Press Enter on Bookmark.. which is in the INSERT menu.

18.2 It will ask you for a name. Give any name you want to this bookmark and press Enter on ADD BUTTON.

18.3The bookmark will be inserted at that point in the file and its name will appear in the bookmark name combo box of the Go to dialog box besides this dialog box.

18.4 The bookmark dialog box has DELETE BUTTON and GO TO BUTTON which can be used for removing the bookmark and going to that bookmark in the file respectively.

19. Using the Find/Replace/Go to Commands

19.1 Find feature is used to search particular string of characters, special characters or specific formatting in the document. This command appears in the EDIT menu. Control plus F is the accelerator key.

On giving this command a dialog box opens. It has an edit box for typing the text you want to search in the document.
When you want to find occurrence of particular text in the document you type the text in the edit field and then press ENTER on FIND NEXT button. Word searches the document for that text and it places the insertion pointer where it finds the text for the first time in the document.

Press Escape to close this dialog box. Read the current line it will have the desired text. If you want to find out if the text is appearing again in the document then repeat the above process. This time the pointer will be placed at the second occurrence of the text in the file. The Ctrl Page Down key and the Ctrl Page Up key can be used to search the next or the previous occurrence of the word searched once.

19.2 If any text with a particular type of formatting that is font or paragraph formatting is to be found in the document then press the MORE button in the dialog box. This dialog box will now contain more fields including FORMAT BUTTON MENU and SPECIAL BUTTON MENU. These buttons can be used to define the special character or formatting that you want to search.

19.3 REPLACE is a feature of MS WORD for searching a particular text in a document and replacing the same with the specified text. The Replace command is in the EDIT menu and Ctrl plus H is the short cut command. In the FIND WHAT edit area of the dialog box type the text you want to remove. In REPLACE WITH edit box type the new text. Press the find next button to reach to the first occurrence of the word to be replaced. At this juncture:

• The find next button can be used to leave the word as it is and jump on to the next occurrence of the word.
• The change button can be used to replace the current word and jump to the next occurrence of the word.
• Change all button can be used to replace all the occurrence of the word in the document.

19.4 Special characters and formatting can also be replaced by using the MORE buttons and then selecting the desired option from the FORMAT and SPECIAL BUTTON MENU.

19.5 Go to command is used to go to a particular location in the document. The GO TO command is in the EDIT menu and the accelerator key is CONTROL plus G.

A dialog box opens which has a field named GO TO WHAT and it is a list box. This list has various options which can be used for going to a particular place in the document. The options are: PAGE, SECTION, LINE, BOOKMARK, COMMENT, FOOTNOTE, ENDNOTE, FIELD, TABLE, GRAPHIC, OBJECT and HEADING.

The next field is an EDIT box. Select the option which you want to use from the GO TO WHAT list box and then enter the relevant information in the edit box. For example if you select PAGE, you will be prompted to enter the page number and if the option selected is BOOKMARK, you will be asked to enter the

name of the bookmark in the edit box which now becomes an EDIT COMBO field and also displays the names of all existing

20. Using Auto text: This feature is aimed at saving the effort of typing frequently occurring text. AUTO TEXT provides a ready-made list of standard phrases used for reference line, salutation, header/footer, mailing instructions etc. For creating auto text entry:

Type the text as you want with formatting

 Select the text

 Go to the pull down menu of the Insert.

 Go to the submenu of Auto Text.

 Select new and press enter.

Computer will prompt for an abbreviation for this text. Type in the abbreviation in the Edit Box.

 The next time you need this text just type the abbreviation and press F3.

 The original text will get reproduced.

A list of all AUTO TEXT created are displayed in the NORMAL submenu which is inside AUTO TEXT sub menu. Pressing ENTER on any entry also produces the attached text on the document.

21. About Character Formatting:
It refers to changing the appearance of the characters. Characters include all alphabets, all numbers, punctuation marks etc. Character formatting includes size, styles, colour of the characters.   A set of all characters of a particular appearance is called FONT. There are numerous fonts that can

be used on the computer. TIMES NEW ROMAN, ARIEL, UNIVERSE, GARAMOND, COURIER are some of the popular fonts. The default font in MS WORD is TIMES NEW ROMAN but it can be replaced with a font of your choice. The size of the characters is measured in POINTS. 72 POINTS are equal to 1 INCH, therefore, 1 POINT is equal to 1/72 of an INCH. The normal font size in office communication is 12 points.

a) Changing the Font, Font Size, and Other Formats: Select the text you want to format. Press enter on FONT.. which is in FORMAT menu. Alternatively press CONTROL + D. The font dialog box opens. It has the following fields.

i) Font type: There is a list of all the fonts installed on the computer. This is an EDIT COMBO box, therefore, the desired font can either be selected by using the arrow keys or by typing its name in this field.

ii) Font style: It has choices regular, Bold, italics and bold italics.

iii) Font size: Select sizes 8 to 72 using the ARROW KEYS. A size which does not appear in the combo box can be directly typed over here. WORD allows font sizes 1 to 1638.

iv) Font Color: Select a color using arrow keys and press Enter.

v) Underline style: There are various choices for how text should be underlined. The default setting is for single line and it is the style normally used. The other options available are DOTTED LINE, WAVY LINE, DOUBLE LINE, WORDS ONLY and THICK LINE.

vi) Strike through and double strike through check boxes: This is used for striking out or cutting out one option. For example if somewhere it is written Father/Husbands name and you want to strike out Husbands name then select this word and check the check box using spacebar and do OK. Note that striking out text is different from deleting it. When strike out the text does appear on the screen but crossed with a line.

vii) Superscript: Text written slightly above the normal level is called superscript. For example in case of 1st ST should be superscript. To do this select st and check this checkbox and do OK.

viii) Subscript: Text written slightly below the normal level is called subscript as in case of H_2O. To make 2 subscript select 2 and check this check box.

ix) Shadow Check Box: It adds a shadow beneath and behind the text.

x) Outline Check Box: It displays the inner and outer border of the selected text.

xi) Embossed Check Box: Makes the text appear raised of the page.

xii) Engraved Check Box: Makes the text appear as if pressed into the page.

xiii) Small Caps Check Box: It formats all selected lower case letters as capital letters and reduces their size. It does not effect the numbers, upper case letters and punctuation marks.

xiv) All Caps Check Box: This option formats selected lower case letters as upper case letters but it does not effect their size.

xv) Hidden Check Box: It prevents selected text from being displayed or printed. If subsequently needed the text can be displayed and printed by checking the HIDDEN check box on the VIEW and PRINT tab pages of the OPTIONS dialog box respectively. The OPTIONS dialog box opens from the TOOLS menu.

xvi) Default Button: After making appropriate choices of FONT, STYLE, SIZE CHARACTER, SPACING & TEXT EFFECTS in the dialog box. The appearance of the font can be set as default by activating this button.

xvii) OK & CANCEL button: These buttons are used to apply or cancel the effects of the changes made in the dialog box respectively.

b) Changing character spacing and text effects: The FONT dialog box has three TAB PAGES: FONT, CHARACTER SPACING & TEXT EFFECTS. FONT page has already been explained above. The CHARACTER SPACING page has options which allow control on the following:

i) Spaces between characters
ii) Horizontal compression or expansion of text
iii) Change in vertical positioning of text viz. raised, normal or bottom
iv) KERNING which automatically adjusts the spaces acquired by slim and broad characters (for example tw) so that each character takes the same space on the page.
v) TEXT EFFECTS page has a combo box from where an animation style for the selected text can be chosen. The effect of animation is seen on the screen only and it is not printed.

C) Copying, Pasting, and Removing Text Format: Select the text whose formatting you want to copy and apply it to another text. Press Shift plus Control plus C to copy the format. Now select the text on which you want to apply this formatting. Press Shift plus Control plus V to paste this format.

23 Paragraphs Formatting:

It refers to changing the appearance of the paragraphs as a whole. It includes indents, line spacing, paragraph spacing and page breaks.

For doing all this you have to go to Paragraph dialog box, which is in the Format menu. This dialog box has the following fields.

23.1. Alignment: This refers to horizontal positioning of the Para. It has options left, right, and center and justified. When a paragraph is justified the lengths of all lines are made equal by adjusting the spacing between words as far as possible. It is advisable to use this option at the start of paragraph formatting.

23.2. Left: Type the margin that you want to leave on the left side of the paragraph. This is called left indent.

23.3. Right: Type the margin in inches, which you want to leave on the right side of the paragraph. This is the right indent for the paragraph.

23.4. Special: This combo box has three options that is none, first line and hanging. In first line indenting the first line of the paragraph shifts to the right side by the distance, which you mention in the next field, which is By: edit. When you choose hanging the first line of the paragraph remains the same and rest of the lines shift to the right side by the distance which you mention in By: edit.

23.5. Before and After: These are for leaving specified amount of space before and after the selected paragraph. Choose the margin which is in points by using the arrow keys.
24.6. Line spacing: It is for changing the spacing between two lines. By default it is single line but it can be increased to requirement. Select using down arrow. If you want it to be more than double then select Multiple and type the spacing in the next edit box.

23.7. Do O K after you have completed the options. It is important to note that the changes will effect the selected

paragraphs and if nothing is selected it will effect the typing which you will do now on.

24 Setting Tab Stops:

When Tab key is pressed, the Insertion pointer moves to the right by a certain distance. In fact, the insertion pointer jumps to the next tab stop by default the tab stops are set at every half-inch. The tab stops can be removed. They can also be created at the desired locations within the line width. This feature is used for creating tables by aligning the text within the column. This can be done using the following steps:

♦ Decide how many columns you want to create and what will be their width. If three columns are required then two Tab stop settings have to be done.

♦ Go into Format menu and press Enter on Tabs.. This dialog box has the following fields

Tab stop edit combo: Type the width or distance that you had decided for the first stop. Remember that the distance is always calculated from the left edge of the paper.

Default tab stop: Generally this is 0.5 inches that is even when you don't do any tab setting by yourself the pointer moves by this distance on pressing the tab key.

Alignment radio button: When you come to this field it will speak one of the following: Left, right, center, decimal or bar. If you want the text to be typed on the right of the tab stop then keep it left aligned. When the tab stop is right aligned the text appears to the left of this tab stop. If a column contains decimal numbers then make the tab stop of this column decimal aligned. In such a case the decimals will be aligned one below another. Center alignment means that the text will be distributed equally on both sides of the tab stop. If it is bar aligned then a vertical bar will appear at the tab stop. Choose the option using up or down arrow.

Leader tab: You will get the following options by using up for down arrow. None, dot, dash, underline. When tab is pressed the pointer jumps to the right and leaves blank space in between if none option is selected. Dots, dashes or a straight line will fill the blank space when the relevant option is selected.

Set button: Press enter on this button after choosing options for each tab stop.

Clear all button: It removes all tab settings in the document.

OK button: Press Enter finally.

25. Creating Numbered and Bulleted Lists

It is used for giving numbers or bullets to items in a list.
It is in the Format menu.. Bullets and numbering dialog box has three Tab pages namely bullets tab, number tab and outline number. On all these three pages there are eight options or formats for selection. These choices are in the form of buttons and are arranged in two rows and four columns. Use the arrow keys to choose any button.
Bullets: It has choices of symbols, which can be placed before points.

Number tab page: It has options like 1 2 3, a b c, a) b) c) etc

Outline Number: It has options for sub points.

Special Considerations: In the Auto Correct item given under tools menu opens the multiple page dialog box. One of the pages in this dialog box is Auto Correct As You Type. If the check box of Automatic Bulleted List and Automatic Numbered List are checked the following will happen:

♦ If any line starts with a digit then the pressing of enter key will bring the next number automatically in the next line. The automatic numbering feature switches on automatically.

♦ If any line starts with a dash or star the bulleted list command gets activated automatically.

If an already typed line is needed to be given a number, the procedure for that would be: to place a pointer at the beginning of the line. Go into the bullet and numbering dialog box from the format menu. Select the numbered tab page. Select the numbering scheme and press enter. The new number for the item is inserted at the location of the cursor.

The numbering provided to the items can be of 9 levels. The numbering in this document is also provided using this feature. The main topic numbers are of level 1 whereas the sub-points within each topic are of level 2. Any sub-points of the level 2 items would be assigned level 3 numbering. If the Auto Numbering feature is on you get a new number by pressing the enter key. At this stage press the tab key to increment the level number by 1. Use the shift tab key to decrease the level number by 1.

26. About Page Set-up:

It refers to setting of margins and choosing paper size etc. Press Enter on Page set-up in the file menu. A dialog box opens which has four tab pages. The following two pages are relevant:

Margins tab: Type the margins in the various edit boxes which include left margin, right margin, top margin and bottom margin. Gutter margin refers to the binding margin. The binding margin is the space which is left blank on the left-hand side on the odd pages and on the right hand side

on the even number pages. This is useful for double side printing.

The margins can be written in inches, cms, or points. For expressing the margins in inches type the number followed by a double quote sign. For typing the margins in the centimeter type the number followed by cm. To type the margins in point type in the number followed by the letter pt. You might recall that there are 72 pts in an inch.

There is a combo box for choosing where you want to apply these settings. Choose whole document or this point forward as the requirement may be.

Paper size: Choose from the standard sizes that are available in the combo box or type the width and height in the edit boxes. Choose how you want to print that is portrait for lengthwise or landscape for width wise printing.

27. Columns:

Text can be written in more than one columns in a page. In magazines or newspapers the text is written in columns. The text we are referring here is the running text. Do the following to create a multiple column document:

 Activate column command from the format menu. A dialogue box will open.
Selecting number of columns: Focus is on edit spin box. Choose number of columns you wish to create.

 Column width and space between columns: These are two edit boxes. Default width is suggested. Type in new value to change the suggested width and space between two columns.

 Equal column width: This is a check box. If checked, it will automatically assign column width to the columns.

Pre-set column styles: There is a set of 5 radio buttons. These correspond to the five types of column styles:

➢ Style one doesn't have any column definitions. User can choose column width and number of columns of his/her own choice.
➢ Style 2 has predefined two columns with equal width.
➢ Style 3has predefined three columns with equal width.
➢ Style 4 has predefined two columns. Width of the left column is much less than the right side column.
➢ Style 5 also has two predefined columns. Width of left side column is much larger than the right side column.

Apply to: This is a combo box. The column settings can be applied to whole document or from current cursor position. The column settings can also be applied to the selected text. Select the text before entering this dialogue box. Only then the option of applying column settings to selected text will be available.

Activate the OK button after making appropriate entries in the dialogue box.

Navigation in columns:

You can know the current column number by pressing Insert tab key. If you have made two columns in five rows, the first line of the second column is treated as line 6. You can get this information from the status bar.

To move to the next column do the following:
Go to the last line and last character of the current column. Press the right arrow key. To go to the previous column, go to the first line and first character of the current column. Press the left arrow key.

Command for reading the current line reads line with in the current column. How ever, in JAWS, when the jaws cursor is active, command for reading current line reads corresponding line of all the columns. You can move the jaws cursor to the text of any column in the current line. Pressing left click will bring the insertion pointer to the position of the jaws cursor. This is another way of moving from one column to another.

28. Inserting Date and Time:

Current date and time can be inserted in any document without typing. It gets inserted at the point where the pointer is present. Press Enter on date and time, which is in the Insert menu. A dialog box opens which has a combo box showing available formats. Choose the format you like using arrow keys and press Enter. The date and time get inserted.

29. Giving passwords to files:

Files can be given two types of passwords to protect them from unauthorized use.

Password to open: A person who does not have the password will not be able to open or read the file.

Password to modify: Without the password a person can read the file but can't make changes.

To give password:

♦ Press enter on options in the tools menu. A dialog box opens.
♦ It has number of tab pages.

♦ Go to the SAVE tab page in this dialog box.
♦ Reach the password edit box in this page.
♦ Type the password and press enter.
♦ You will be asked to type the password again. Press enter after typing it again.
♦ Remember to save the changes at the time of closing the file.

At the time of opening the file password will be asked. If a wrong password is given the file will not open. If you don't have the password but you are getting a read only button on pressing tab then press enter here the file will open in read only mode.

Password for preventing modification to a document

- Open the document.
- On the File menu, click Save As.
- Click Options.
- In the Password to modify box, type a password, and then click OK.
- In the Reenter password to modify box, type the password again, and then click OK.
- Click Save.

Tip: If you're writing a document for review, you can allow others to make suggestions by using comments or tracked changes but still leave the document protected from other modifications. Click Protect Document on the Tools menu, and then click Tracked Changes. To let reviewers insert comments but not change the contents of the document, click Comments.

30. Checking the Spelling in a Document

Word has a built in dictionary. When spell check command is given it compares the words in the document with the

words in the dictionary. If it does not find a match it refers to it as a mistake and gives similar words as suggestions for correcting the spelling.

To start the spell-checker activates the spelling and grammar command from the tools menu. The accelerator key for the same is F7. The spell check dialog box opens and it tells you the first wrong spelling it detects.

This dialog box has the following fields:

♦ Edit Box showing the mistake: Displays the wrong spelling along with the sentence. The cursor remains on the wrong word when the dialog box opens.

♦ Suggestions list box: Shows a list of one or more suggestions for the wrong word.

♦ Ignore and Ignore All Button: If you think the word is correct and you wish to leave the word as it is then use either of these two buttons to continue checking the rest of the document. The difference between the Ignore and Ignore All are is that the Ignore button ignores the occurrence of that word only for the currently pointed out mistake. However, if you select the Ignore All the spell checker would not point out the same mistake in whole of the document.

♦ Change and Change All Button: When a mistake is shown in the edit box and you find an appropriate suggestion in the list box then use the Change and Change All Button to replace the misspelled word with the correct suggestion. The Change All button would make the change wherever this misspelled word occurs. Sometimes appropriate suggestions do not appear in the suggestions list box or no suggestions are displayed at all. In such cases go to edit box and use the arrow and editing keys to correct the mistake and use the Change

and Change All button to change their misspelled word in the document with the edited version of the word.

♦ Add Button: Use this button to add frequently occurring words into the dictionary. These words will not be considered as mistakes afterwards. Words like names of persons or cities will be shown, as spelling errors using Add Button would save the trouble of ignoring such mistakes forever.

You will get a message when the check is complete. Press enter then.

31. Using the Thesaurus:

This feature is useful when you want to check the meanings of words or replace words with better alternative words. Place the insertion pointer on the word and then press shift plus F7. A dialog box opens having the following important fields:

Meanings list box: Shows list of meanings for the selected word.

Replace with synonym list box: Displays a set of simonizes for each meaning. Any of these words can be used to replace the word in the file.

Replace button: After selecting the word in the synonym list activate this button for changing the word in the document with this new word.

32. Printing a Document:

Press Enter on Print... in the File menu or use Control plus P. The dialog box has the following relevant fields:

Number of copies: Type in the desired number of copies of the document required to be printed.

Print: All pages in range is what you will hear. This combo box is useful when you want to print on both sides of the paper. First select odd pages and print them. Then put the printed papers back into the printer with their sides reversed. Now select even pages in this combo box and print.

Print Range Radio Button: You can select one of all the following options:

♦   All: It prints all the pages of the document.
♦   Current Page: Prints only one page in which the insertion pointer is located in the document.
♦   Page Range: Prints the specified page numbers.

Print Range Edit Box: This edit box is useful only if the Print Range Radio Box is selected in the previous control. This edit box is used to specify the page numbers to be printed. For example type 5 - 8 to print from page 5 to page 8. Type 5, 8 to print page 5 and page 8.

Selection: If a portion of the text is to be printed then select it. In the print range radio button you will now find one more option that is selection radio button. This should be used for printing selected text.

33. Inserting Headers and footers

Select Header and Footer from the View menu and press Enter.

The view changes to Print Layout and displays the header area. A Header and Footer Toolbar also appear on the screen at this point of time. Write the header directly over here.

Press down Arrow to display the footer area and now type the desired footer. If the header is more than one line than pressing down arrow after reaching the last line of the header will take the control to the footer area.

The text written in header and footer area can be formatted in the same way as other text in Ms Word.

Now this view needs to be closed. The closed button appears at the bottom right corner of this view. You can either click on this button using the Jaws cursor or press the Alt C to activate this button.

34. Auto Correct:

As you type you will realize that there are some mistakes that are made quite often. MS Word provides the AUTO CORRECT feature for automatically correcting such mistakes. You can make certain auto correct entries so that word automatically corrects spelling errors. To create Auto Correct entries do the following:

Select the wrongly spelt word.

From the tools menu, choose auto correct.

In the replace box type your correct word.

Press the add button.

The entry is added to the list of auto correct entries.

Click on ok to return to the document.

From then on every time this word is misspelled in the same way MS Word would automatically correct it. The dialog box of the auto correct has five check boxes -- correct two initial capitals, capitalize first letter of sentence,

capitalize names of days, correct accidental usage of caps lock key, replace text as you type. These check boxes should be kept checked.

♦ Correct Two Initial Capitals - If the first two letters of a word are typed in an upper case then the send letter is changed to the lower case.

♦ Correct Accidental Usage of Caps Lock Key - By mistake if you have left the caps lock key on and you type a word with its first letter using the shift key. In such a case the result would be that first letter of the word would be in lower case and rest of the letter in a word would appear in an upper case. This check box would automatically correct such mistake. In this correction the case of each of the letter in the sentence would be reversed.

35. Creating tables in word:

A spreadsheet type of table can be created in a word document. The grid of columns and rows can be created.

Go to the TABLE menu and select table from INSERT submenu and press ENTER.

A dialog box opens. Mention the number of rows and columns that you want. The other options need not be changed in normal case. A table gets inserted where the insertion pointer was present.

Use TAB to move between the columns and UP and DOWN arrows to move between rows and write the text.

Use the DELETE submenu in the TABLE menu to remove rows or columns and INSERT submenu to insert rows and columns.

Use the SELECT submenu to select table, rows or columns. This is essential before formatting. Remember that the text in the table is formatted through the FORMAT menu of Word only like other text.

AUTO FIT TO CONTENTS command inside the AUTO FIT submenu is very useful for changing the size of the table. This command adjusts the width of the column according to the number of characters entered in the data. This command is available from word 2000 onwards.

36. Converting text to table:

Text if written in a particular way can be converted into tables. While writing the text a separator like DASH, TAB or COMMA should be used between the entries of different columns. At the end of every row use the enter key. Now select the entire text which needs to convert into table. Activate the TEXT TO TABLE from the TABLE menu. In the dialog box that opens mention the separator that you have used. Also check the number of columns. On doing OK the text is changed to table.

37. Mail Merge
What is Mail Merge?
Imagine a situation where you have to send one letter to 75 different persons. MS-Word has a feature called Mail Merge to avoid the typing of this letter 75 times. In Mail Merge merging happens between two documents. The first document is the body of the letter and the second document contains names and addresses of those 75 persons.

In the body of the letter special codes are placed at the places where names and addresses are to appear. On issuing the merge command, MS-Word prints this body of the letter 75 times. Each time new name and the address

is picked up from the list of names and addresses. To create the two documents and to take merged print outs do the following:

❖ Go to the LETTERS AND MAILINGS, which is present in the Tools Menu and Enter on it to get its Submenu.

❖ Select the MAIL MERGE WIZARD & press Enter or Click on it.
This will open the "Mail Merge" Task Pane. This Task Pane is divided into three parts. First part is for creating or editing main document, the second part is for the data source and the third one is to merge the documents.

Select document type

❖ Now you are in the first part I.e. "SELECT DOCUMENT TYPE". Select any one of the following option using up or down arrow key and press TAB if using keyboard; mouse user can click.
The options in this pane are as follows:
Letter, E-mail messages, Envelopes, Labels, Directory

Select starting document

❖ Press Enter or Click on "Next: Starting document" link. This will open the "Select starting document" list with the following options:

➢ Use the current document: This will use the open and active document in the mail merge process.

➢ Start from a template: To use the pre set document or template.
If you select this option, press TAB and Enter or Click on "Select template", you will get a dialog box with different Tab pages having various type of templates.

➢ Start from existing document: Select this option if you want to use already saved file then press TAB till

"Open" and enter on it you will get the open dialog box, which is as same as available in the "File Menu". Select any file and press TAB.

Select recipients

❖ Press Enter or Click on "Next: Select recipient", which will open the "Select recipients" list having three options which will determine the manner to connect the recipients list with the main document which is open and active.

Options are as follows:

➢ Use an existing list: Select this option to use names and addresses from a file or a database which has been already created. Then presses TAB, you will get the "Browse" button. Press Enter or Click on it, it will open the Open dialog box which is as same as available in the File Menu.

➢ Select from Outlook contact: Select this option to select a name and address from an Outlook contacts folder. Then press TAB. You will get the "choose contacts folder" link and press Enter or Click on it. A "Choose profile" dialog box will appear then follow the given instructions.

➢ Type a new list: Select this option to type the names and addresses of recipients. then press TAB, you will be on the "Create" link press Enter or Click on it which will open a "New Address List" dialog box then follow the

Instructions.

Note: In all the above cases when you are successful in linking your data file with mail merge process; a "Mail Merge Recipients" dialog box appears automatically which shows the list of recipients, or records with all the fields. Here press ENTER or click on OK button.

Write your letter

Go to the "Next: Write your letter" link. Press Enter or Click on it. Now press F6 to switch over to main document. This can also be be done by Clicking on main document. Position the cursor where you want to insert the field from "Recipient List". Then again switchover to the Task Pane. Enter or Click on "More items, or Press ALT+SHIFT+F" to get the "Insert Merge Field" dialog box. Select a suitable field and press Enter or Click on insert or OK button to insert the selected field. Press ENTER on CLOSE button or click on it to close this dialog box. Repeat this process till you have inserted all desired information in the letter. Normally number of repetition is equal to the number of fields.

Preview your letter

After the above process is complete, press ENTER or Click on "Next: Preview your letter". It is a link text which will open this topic and provide tools to preview your merged letter with the following options. Select and press ENTER to activate any option:

➢ << (less less) : To preview the previous letter.
➢ >> (greater greater): To preview the next letter.
➢ Find a recipient: Press ENTER or Click on it. A "Find Entry" dialog box will appear. Follow the instruction.
➢ Edit recipient list: This option provides a "Mail Merge Recipients" dialog box having a list of recipients and buttons. It provides the opportunity to edit recipient list.
➢ Exclude this recipient: This option excludes that recipient which has been selected or is being previewed. It will not appear in the new document which you will get after the Mail Merge process is complete. .

Complete to merge

❖ Press Enter or Click on "Next: Complete the merge" link which opens the "Complete the merge" list. Now Mail Merge is ready to produce your letters .It has following options:

➢ Print: It will print the letters directly without displaying the merged document.

➢ Edit individual letters: It will merge the letters into a new document. Press Enter or Click on this option to display the Merge to new document dialog box. Follow the instructions & press Enter or Click on OK button. Accelerator key for this option is ALT+SHIFT+N. A new document containing merged letters is displayed.

38. Create a table of contents:

The table of contents is a very useful feature of MS-Word. This not only provides an overview of the contents of the full documents but also allows jumping to the section indicated by an entry in the table of contents. There are several ways of creating table of contents. The methods described here are outline and heading style method. Follow the given steps:

38.1 Layout Line Method:

If you have used the numbering feature described in section 25 of this document. You can create a table of contents where each of the number and the text appearing on that line along with the page number will appear on the table of contents.

Apply the numberings of the appropriate levels to the headings and sub-headings which need to be listed in the table of contents.

Activate the Index and Table command from the Insert Menu. In Word 2000 and XP this command is in the sub-menu of Reference. The Reference is in the sub-menu of Insert. This command will open a dialog box which has four tab pages. Go to the Table of Contents tab page.

Format List Box: There are several formats of displaying Table of Contents entries "From Template" option is almost similar to what we see in the books. Select the desired format from this list.

Show page numbers and Right align page numbers: Both of these are check boxes.
Show Levels: It is an edit spin box. Specify the number of levels which you wish to include in the Table of Contents.

Tab Leader: It is a combo box. Select the character which would fill up the blank space in the line between the heading and page number of the Table of Contents entry.

Press enter on the OK button. This would create the Table of Contents at the location of the insertion pointer. If the Table of Contents needed to be created at the beginning of the document make sure to go to the beginning of the document before activating the Index and Table command.

Heading Style: Instead of using the outline numbering you can apply styles to headings that you need to include in the Table of Contents. For doing this:

Select the heading and activate the Style command from the Format Menu.

From the list of styles choose heading 1 for level 1, heading 2 for level 2 and so on.

Activate the OK button.

Repeat steps from 39.2.1 to 39.2.3 for marking headings with appropriate heading styles.

Activate the Index and Table command from the Insert Menu and follow the steps described in 39.1.1 to 39.1.7.

39. Using macros to automate tasks

What is a macro?

If you perform a task repeatedly in Word, you can automate the task by using a macro. A macro is a series of keystrokes, word commands and instructions that you group together as a single command to accomplish a task automatically. Instead of manually performing a series of time-consuming, repetitive actions in Word, you can create and run a single macro — in effect, a custom command — that accomplishes the task for you. Here are some typical uses for macros:

- To speed up routine editing and formatting or typing like address of your own organization.
- To combine multiple commands: for example, inserting a table with a specific size and borders, and with a specific number of rows and columns.
- To make an option in a dialog box more accessible.
- To automate a complex series of tasks.

Word offers two ways for you to create a macro: the macro recorder and the Visual Basic Editor.

Recording a macro

The macro recorder can help you get started creating macros. Word records a macro as a series of word commands in Visual Basic for Applications. When you record a macro, you can use the mouse to select commands and options, but the macro recorder doesn't record mouse

movements in a document window. For example, you can't use the mouse to move the insertion point or to select, copy, or move items by selecting or dragging. You must use the keyboard to record these actions. When you're recording a macro, you can temporarily pause recording and then resume recording where you stopped.

For quick access to your macro, you can assign it to a toolbar, a menu, or shortcut keys. Running the macro is as simple as selecting the toolbar button or menu command or pressing the shortcut keys. You can also use the Macros command (Tools menu, Macro submenu) to run a macro. Perform the following steps:

Activate the Macro command from the Tools Menu. A sub-menu will appear. Activate the Record command from this sub-menu. A dialog box opens.

Macro Name: This is an edit box where a name for this macro is to be typed. Do not use spaces in the macro name.

Assign Macro to a keystroke: A button labeled keyboard appears in the dialog box. Activate this button to assign keystroke to this macro. Refer to the section 39.7 for details for the dialog box for assigning keystrokes.

Assigning a Macro to a toolbar symbol: A symbol in the tool bar can be inserted to run this macro. Activate the tool bar button to assign a symbol to this macro.

Macro Location: This is a combo box which has the options of normal. dot or the current document. If the macro is saved in the normal. dot or the normal template then the macro will be available in all MS-Word document being created using the normal template. The second option would make the macro available only in the document where it is stored.

Description of the Macro: It is an edit box where you can type in the helpful hints about why this macro is being created.

The keyboard assignment dialog box: If you activate the keyboard button a new dialog box appears. In the edit box for keyboard shortcut type the key combination like Alt Ctrl D. This combination would activate the macro. Go to the assign button and press enter. Go to the OK button and press enter. You are now back to the document window.

What ever you type or whatever commands you give at this stage will be recorded in the macro. It means when this macro will be activated all the keystrokes will be executed in the same sequence as are been done now. Pause and stop recording buttons are available at the bottom of this document window. The stop recording command is also available in the Tools Menu under the Macro command.

Run Macro: Activate the Macros command in the Macro sub-menu under tools. In the Macro name box, select the name of the macro you want to run. If the macro doesn't appear in the list, select a different document, template, or list in the Macros in box. Activate Run. The macro can also be executed using the keystroke or the toolbar button if you have assigned it while recording the macro.

Delete a macro: On the Tools menu, point to Macro, and then select Macros. In the Macro name box, select the name of the macro you want to delete. If the macro doesn't appear in the list, select a different document, template, or list in the Macros in box. Select Delete.