

Bharathidasan University

Centre for Differently Abled Persons
Tiruchirappalli-620024
Tamilnadu, india



Bachelor of Computer Applications (For Students with Hearing & Speech Impairment)

Course: Fundamentals of Computer Applications **Unit – 3**

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Microsoft Word

Lesson Objectives

After completing this lesson, you will be able to:

- ⑩ Perform basic tasks in a word processor.
- ⑩ Edit and format text.
- ⑩ Work with tables and pictures.
- ⑩ Work with language tools.

Getting Started with Word Processors

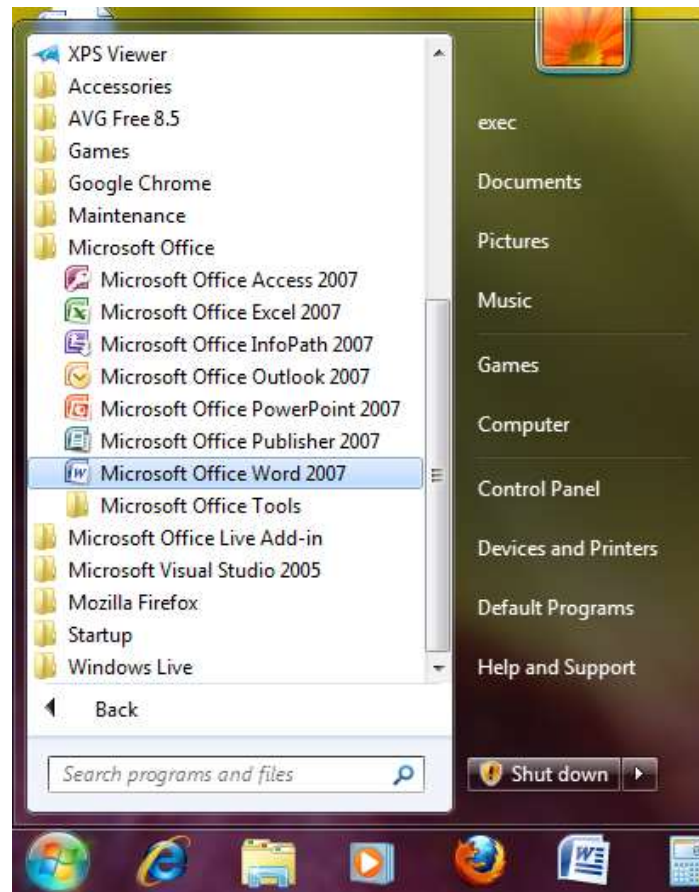
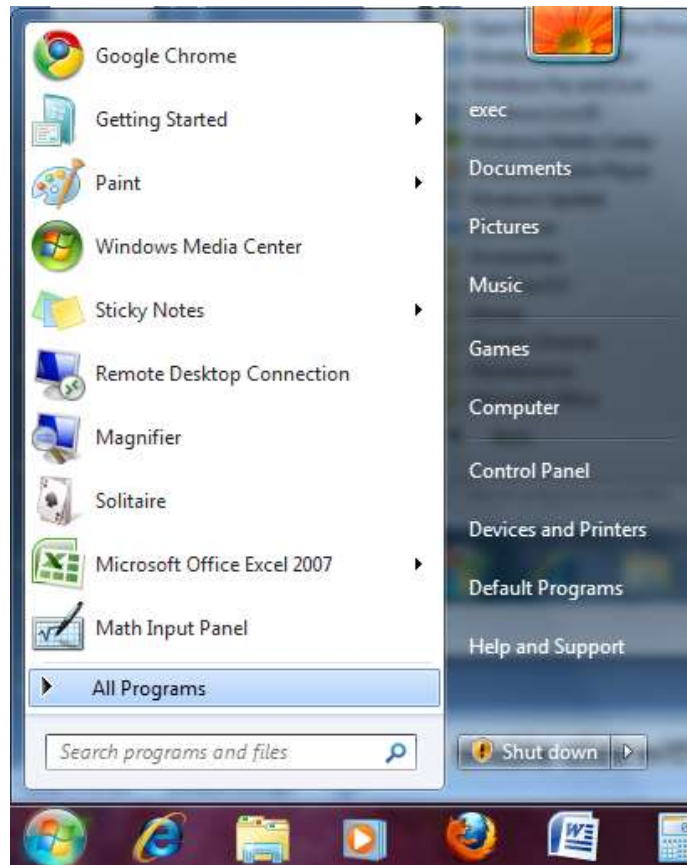
- Word processors offer you the flexibility to format documents by making changes to the font, the page layout, and the page style.



Getting Started with Word Processors



You can open Microsoft Word by clicking on the desktop icon...
... or by clicking the START button.



Getting Started with Word Processors



When you see the cursor blinking, you are ready to type. Otherwise, use your mouse to click anywhere on the white part of the page.

Navigating within a Document

- Use your mouse to click anywhere that you have typed text.
- You can use the arrow keys on your keyboard to move the cursor vertically or horizontally.
- The HOME key moves the cursor to the beginning of the line.
- The END key will take it to the end of the line.

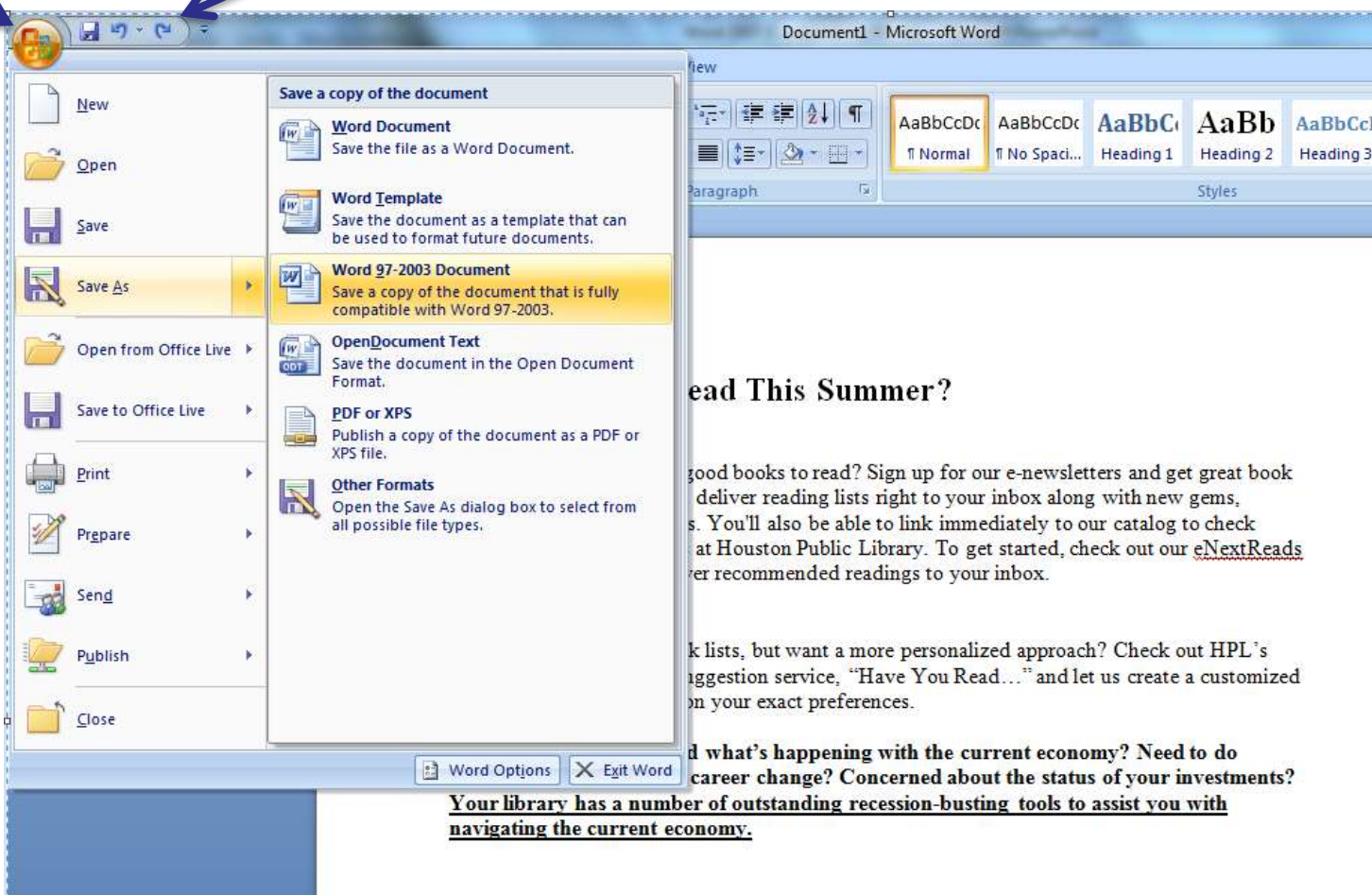


Saving a File

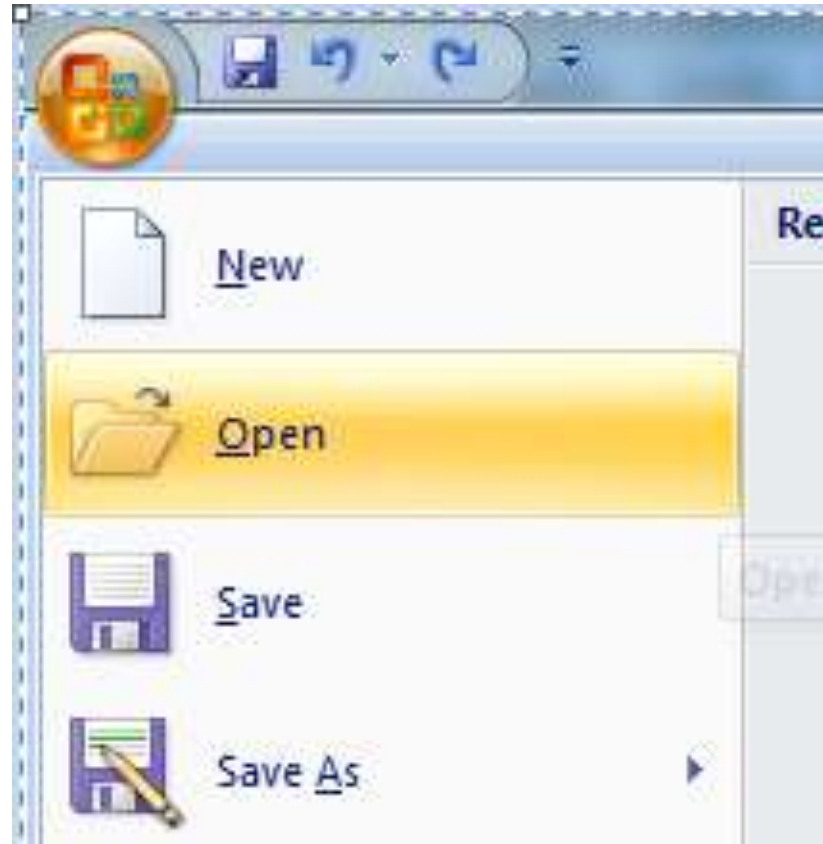
To save the document, click the **Save** button on the Quick Access Toolbar or click on the Office Button to choose how to save the file.

Office Button

Quick Access Toolbar

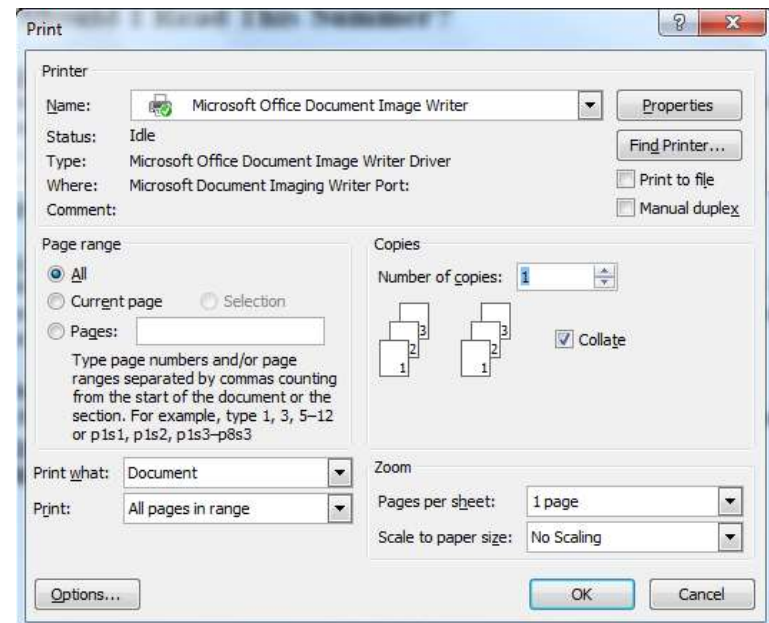
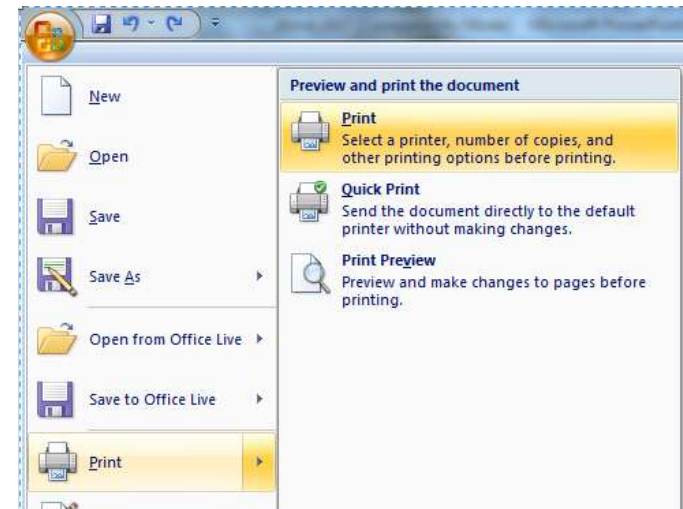


Opening an Existing File



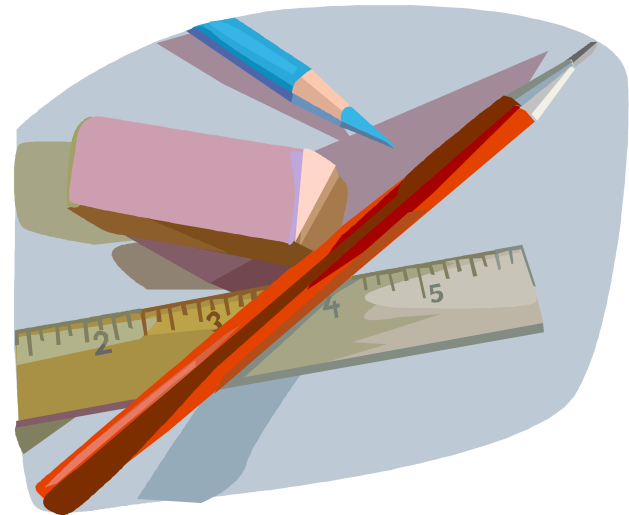
Printing Your File

- To print out your document click on the Office Button, and then click **Print**.
- This prints one copy of your file using the default settings.
- When you need to, you can modify the settings of your print job in the Print dialog box.



Editing and Formatting Text

- Advanced word processors include special tools that help you easily edit and format documents.
- Word processors can:
 - cut, copy, and paste text
 - undo and redo actions
 - justify or re-align text
 - change font parameters
 - change paragraph spacing
 - various other editing and formatting functions.



Copy + Paste



1. Select

Hold down the left mouse button and drag the cursor OR
Hold down SHIFT and use the arrow keys on the keyboard.



1. Copy

You can find the Copy and Paste commands under the Home Tab.



1. Paste

You can also copy and paste by clicking with the right mouse button on a word you have selected to pull up a shortcut menu.

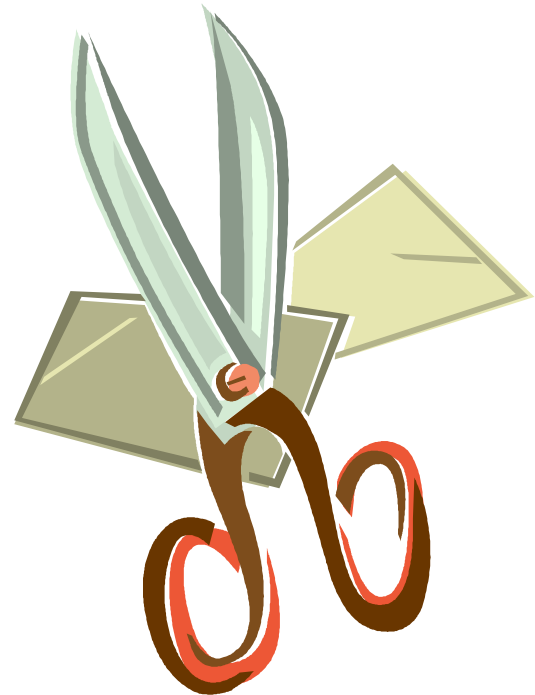


Cut + Paste

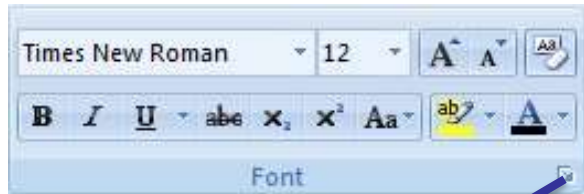
Using Cut + Paste is like moving text from one location to a new one.

The cut command is located :

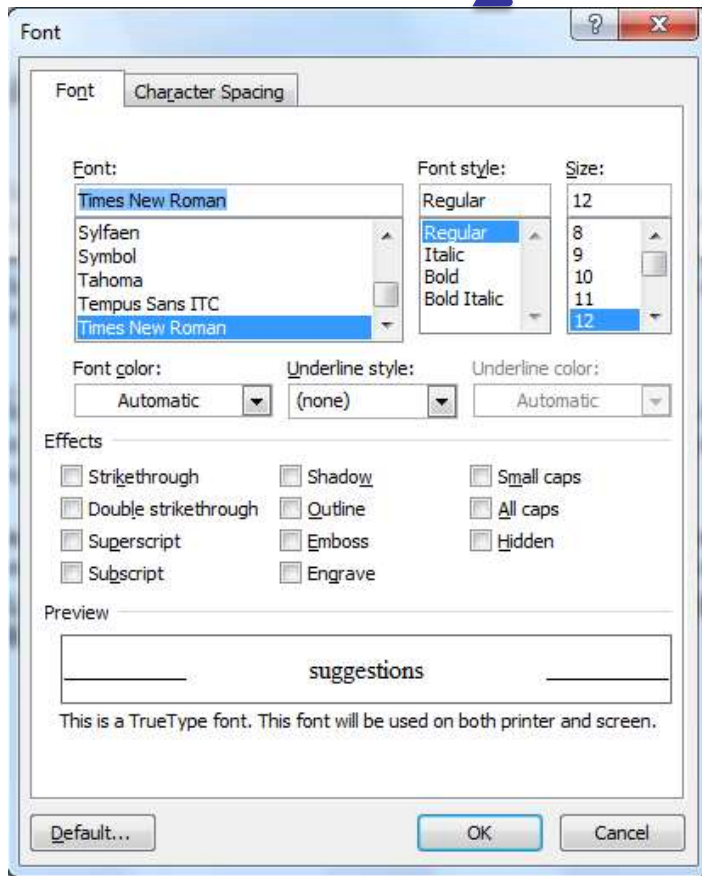
- ⑩ in the Home Tab
- ⑩ or in a shortcut menu when you right-click on a selected word



Formatting Text



In the Font dialog box, you can make changes to the type, style, size, and color of font used in the document.



Size Font

You can **CHANGE** the “handwriting” of **your text**.

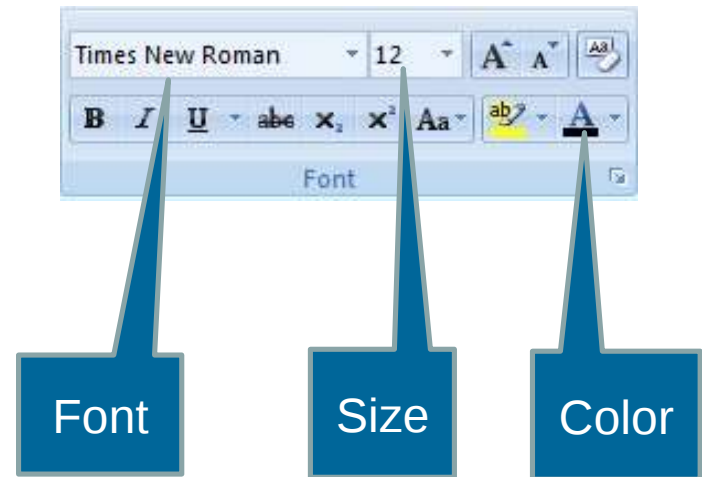
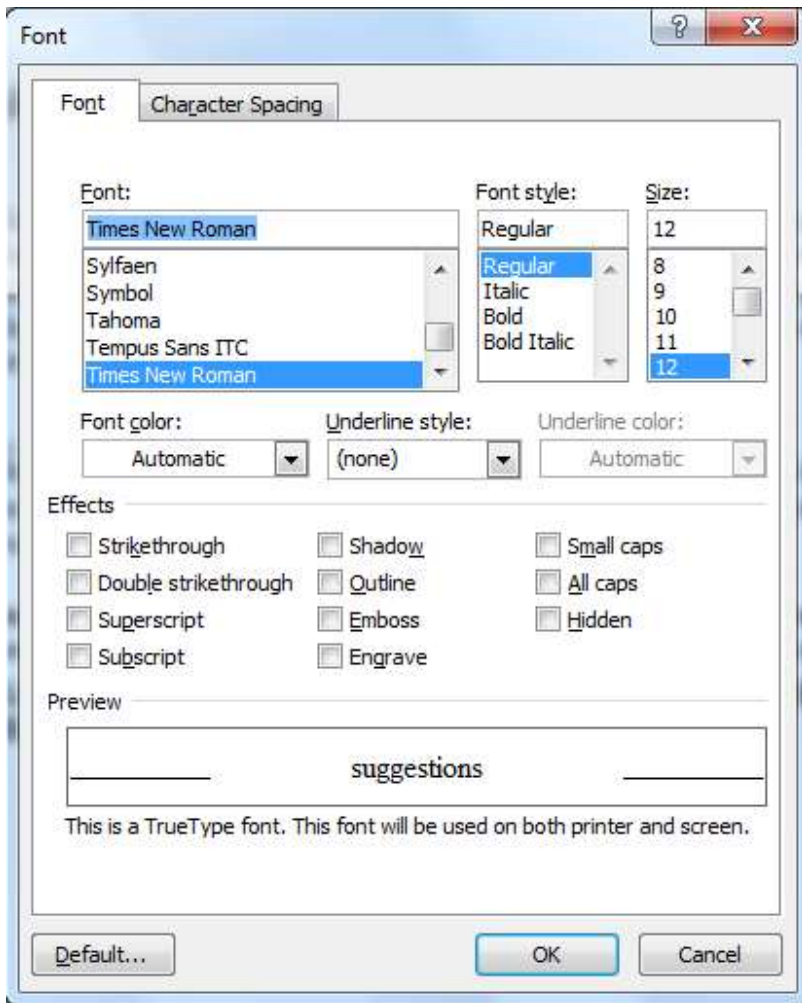
Font style

Put a word in **bold** or *italics* for emphasis.

Effects

Will let you add underlining, **shadows**, or details like ~~strikethrough~~.

Formatting Text

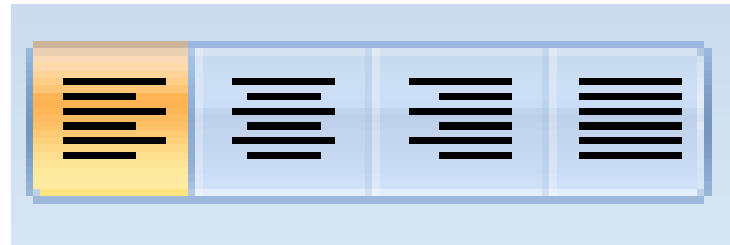


Many of these text options can also be found on your Home Ribbon in the Font Group.

Alignment

You can specify the arrangement of objects, text, and graphics, in predetermined positions using the alignment settings.

You can align the selected text to the left, right, or center by using the left, right, and center alignment buttons.



Bullets and Numbering

You can use the bullet or numbering options to organize information into lists.

Bullets



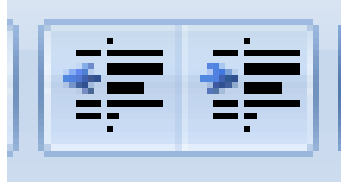
- Aardvark
- Butterfly
- Cactus
- Daffodil

Numbering



1. Aardvark
2. Butterfly
3. Cactus
4. Daffodil

Indenting and Spacing



Use indentation to
offset text away from
the margin or bring it
closer again.



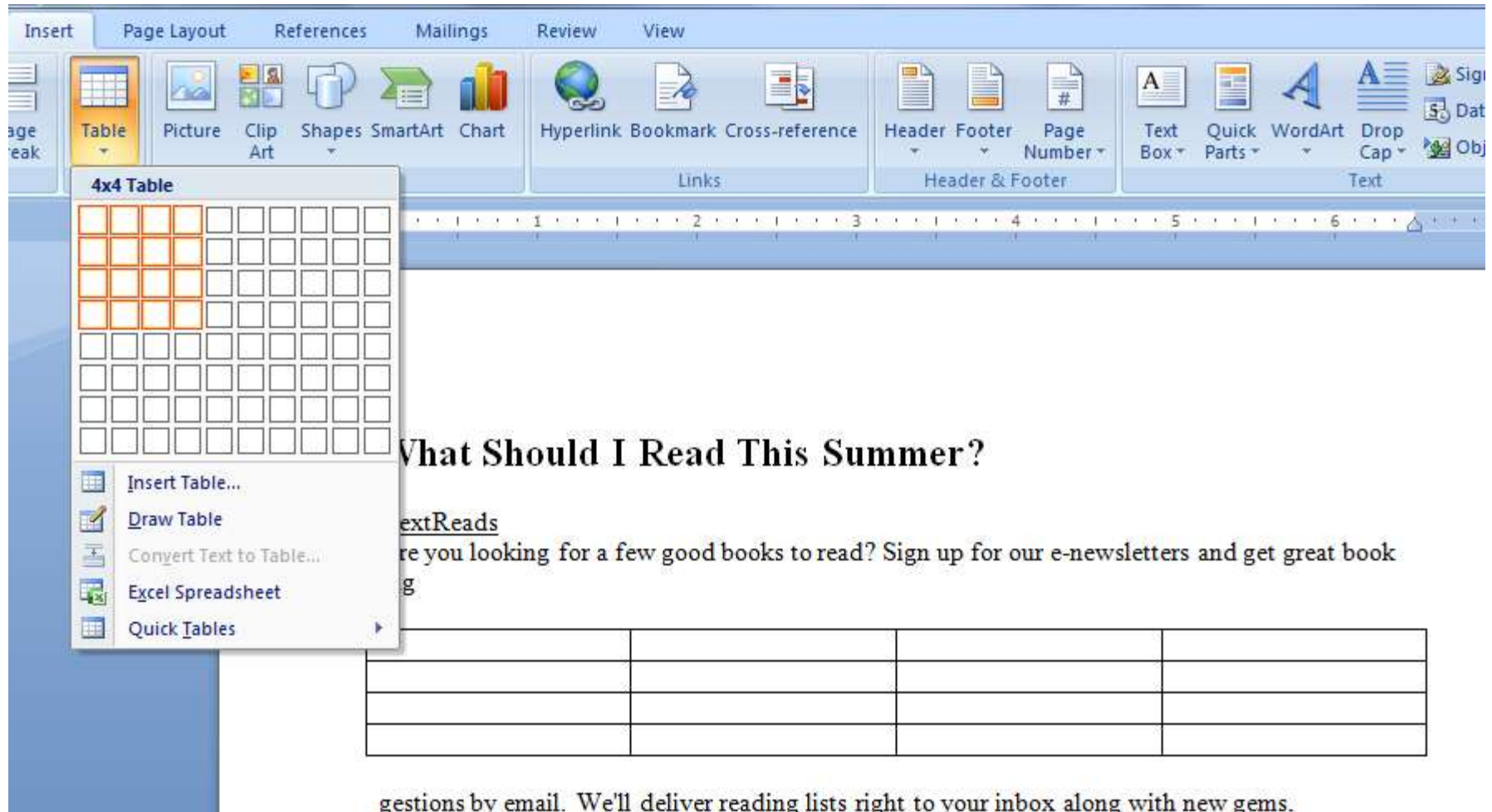
Undoing Mistakes

Sometimes, you want to reverse the last action you performed. For this, you can use the Undo button:

Similarly, you can use the Redo button to repeat the last action:



Tables and Pictures



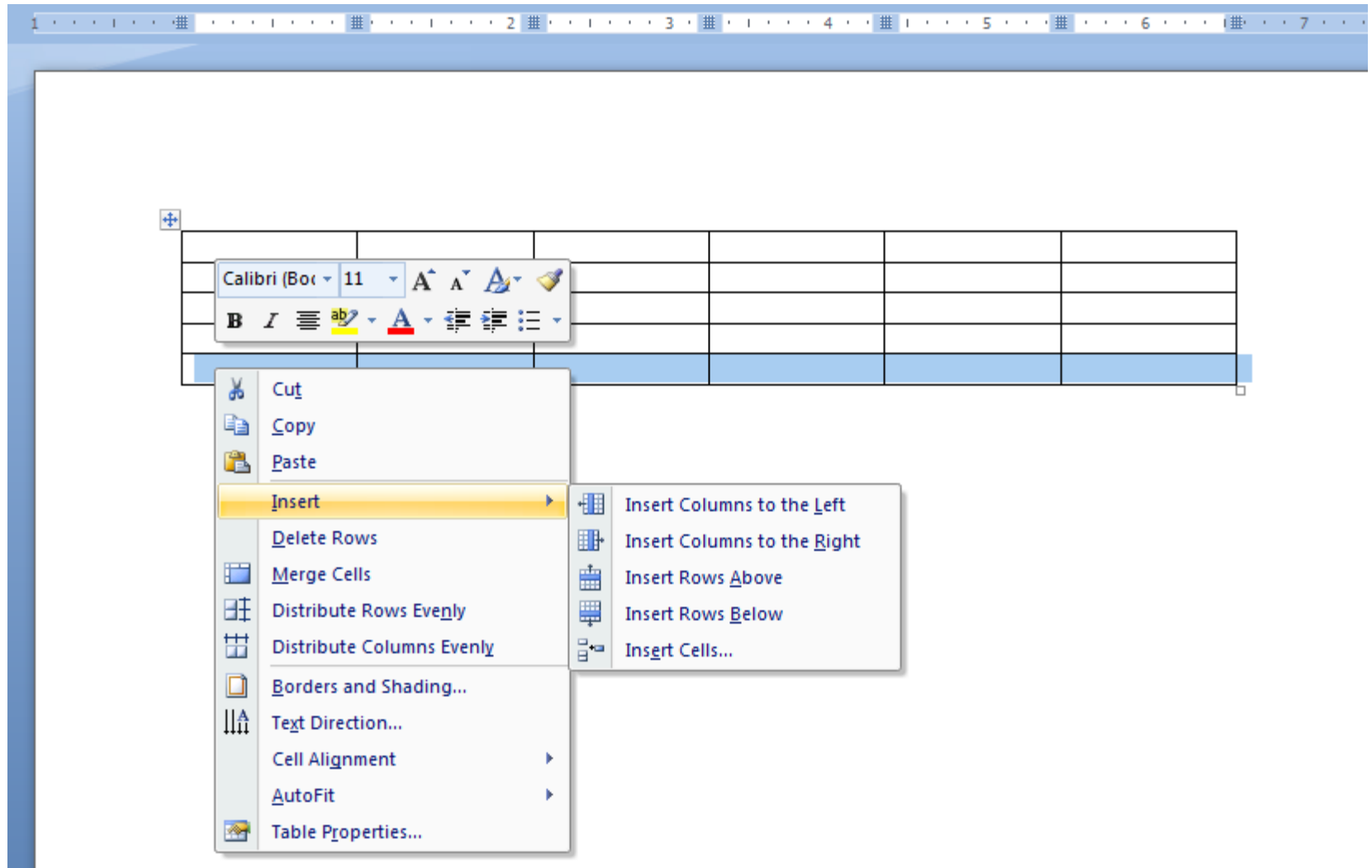
The screenshot shows the Microsoft Word interface with the Insert tab selected. The Table button is highlighted, and a dropdown menu is open, displaying options for inserting a table. The background text reads:

What Should I Read This Summer?

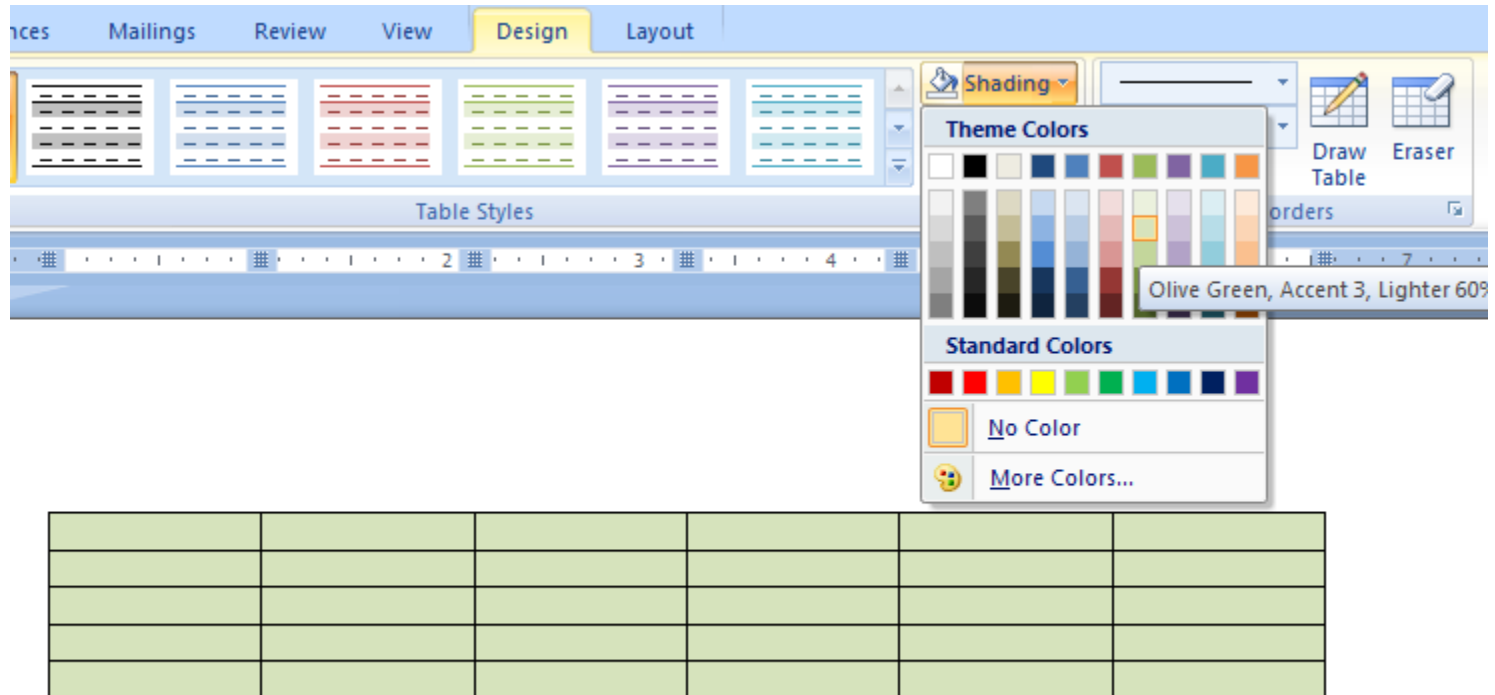
TextReads

Are you looking for a few good books to read? Sign up for our e-newsletters and get great book recommendations by email. We'll deliver reading lists right to your inbox along with new gems,

Tables and Pictures

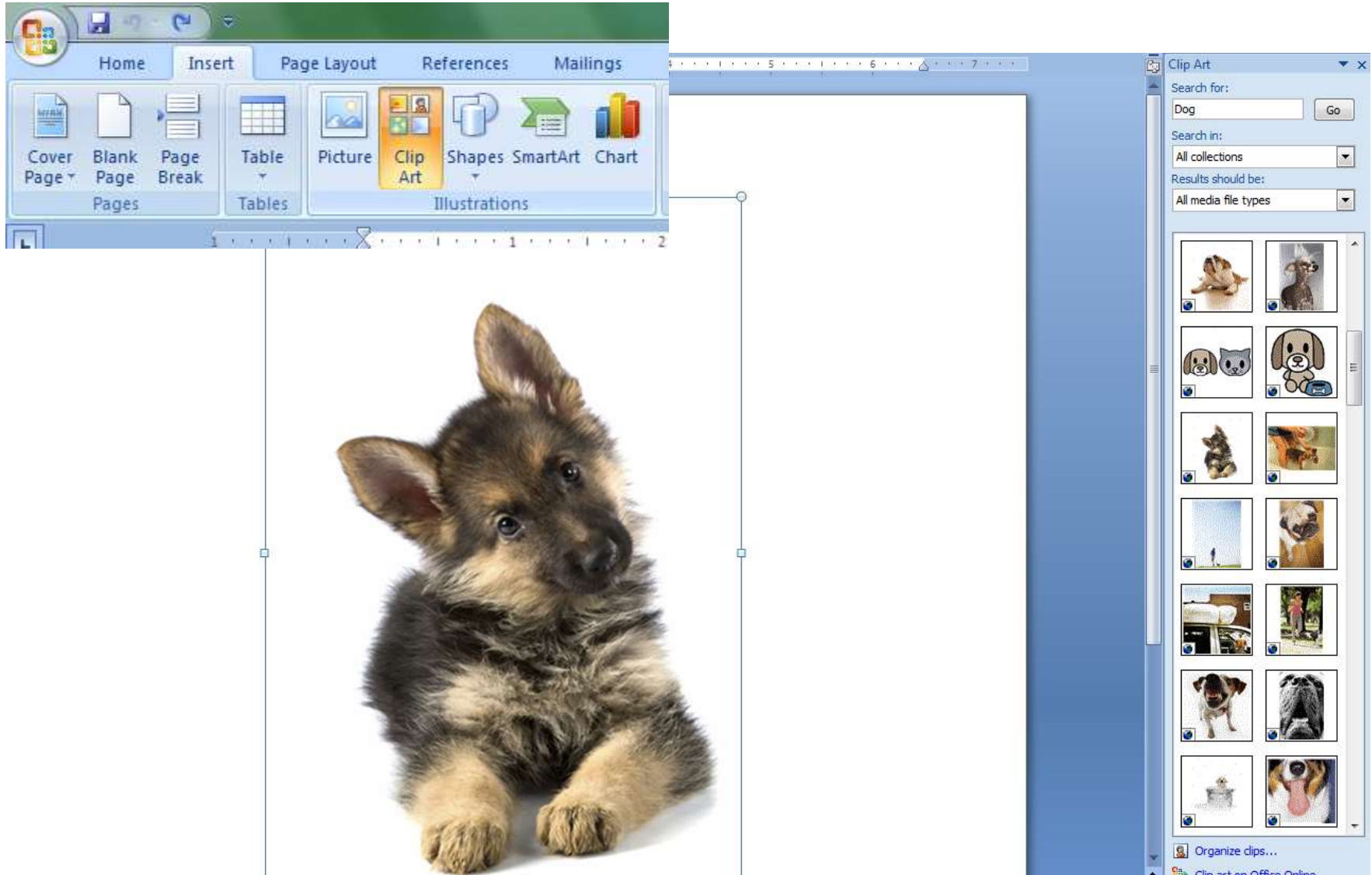


Tables and Pictures

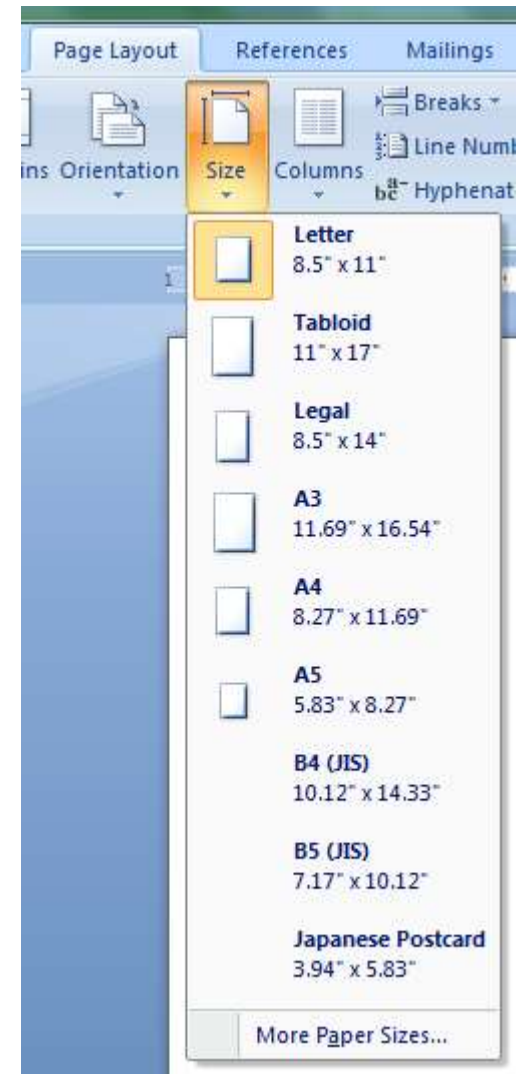
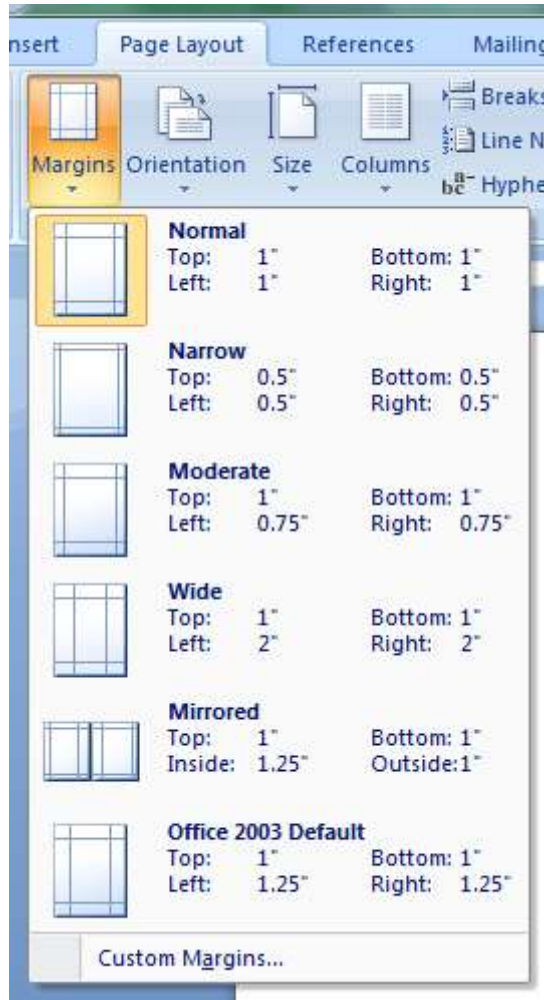


The screenshot displays the Microsoft Word ribbon with the 'Design' tab selected. The 'Table Styles' gallery is visible, showing various pre-defined table formats. Below the ribbon, a table with 6 columns and 5 rows is shown, with all cells shaded in a light green color. A 'Shading' dropdown menu is open, displaying 'Theme Colors' and 'Standard Colors'. The 'Theme Colors' section shows a grid of color swatches, with 'Olive Green, Accent 3, Lighter 60%' selected. The 'Standard Colors' section includes a 'No Color' option and a 'More Colors...' link.

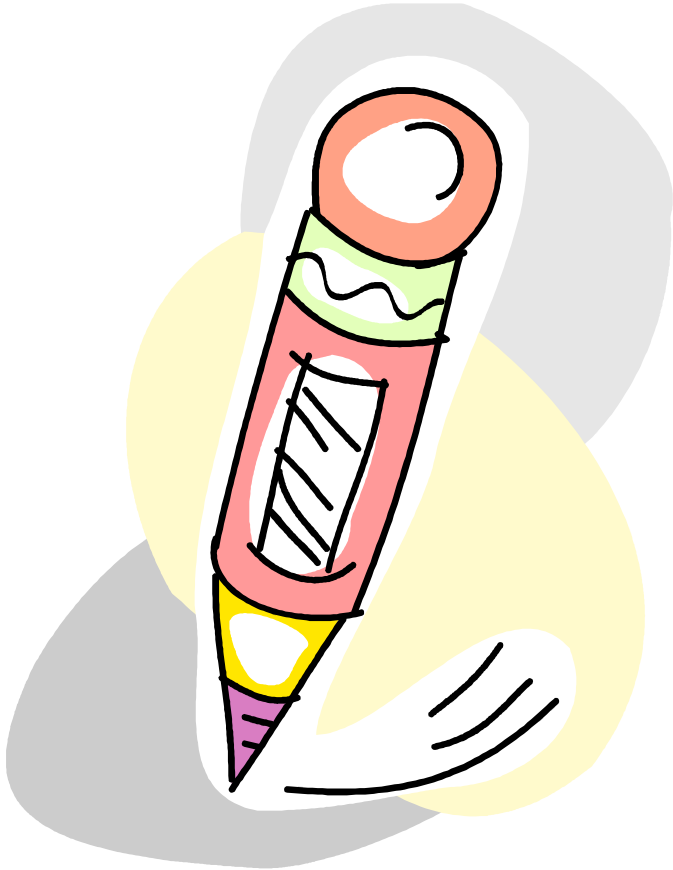
Tables and Pictures



Page Layout



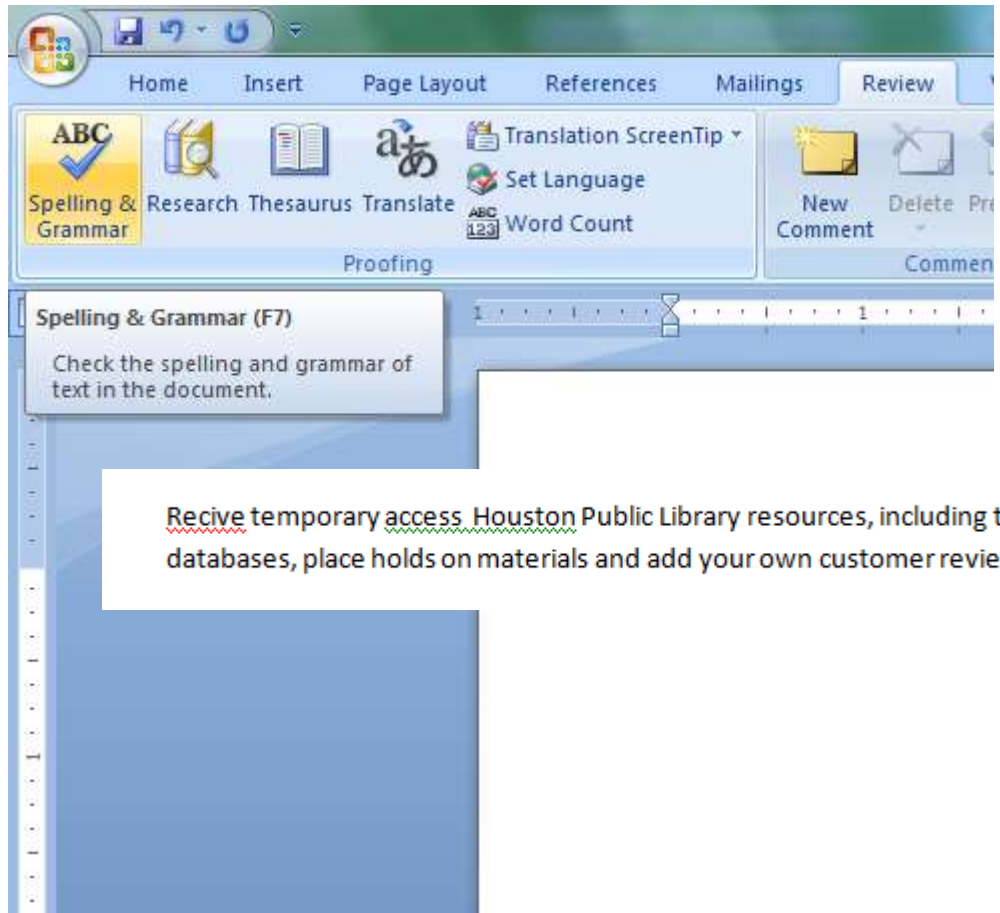
Using Language Tools



Advanced word processors, such as Word, can automatically detect the language of the typed text and then use the spelling dictionary, grammar checker, and punctuation rules for that language.

Language tools are a convenient way to perform certain tasks automatically as you type, such as checking spelling and grammar.

Spelling and Grammar Check

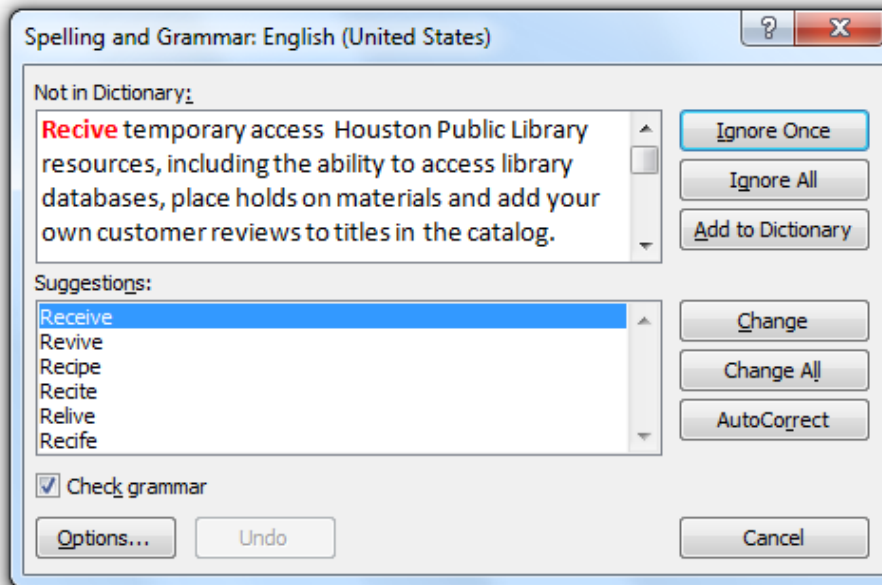


- Wavy red lines=spelling errors
- Wavy green lines=grammatical mistakes
- You can check the spelling and grammar of the entire document by clicking the Spelling and Grammar Button on the Review Tab.

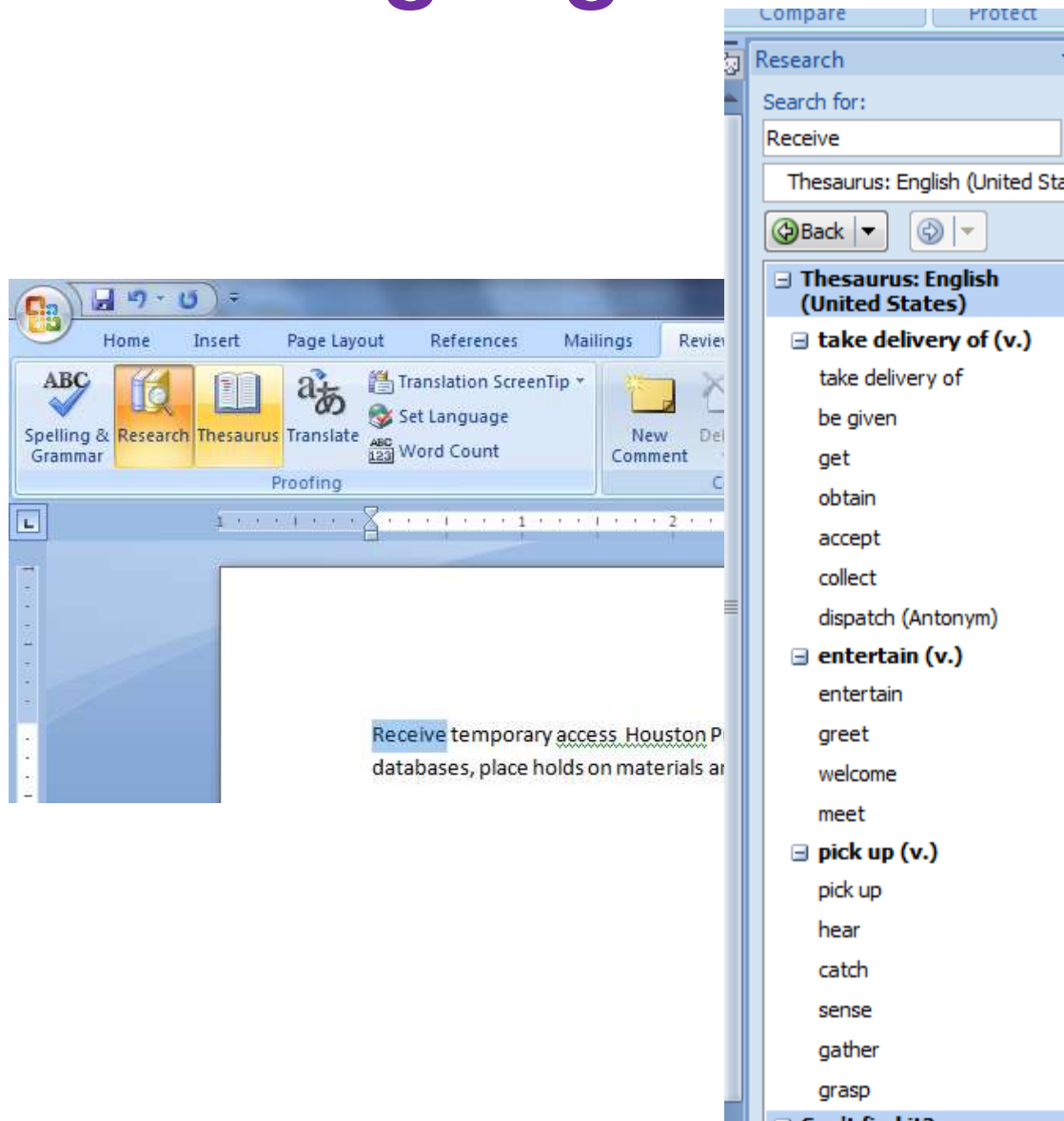
Spelling and Grammar Check

Recive temporary access Houston Public Library resources, including the ability to access databases, place holds on materials and add your own customer reviews to titles in the ca

- Spelling suggestions
- Change All
- AutoCorrect
- Grammar suggestions
- Custom dictionary
- Ignoring instances



Language Tools: Thesaurus



The Thesaurus Button lets you search for a word and presents a list of suggestions you can choose from.

The Thesaurus feature in Word lets you find alternatives for a word or phrase.

- Thank you