

File management

Creating a New Document

- ☒ Click on File Menu
- ☒ Select and click New option
- ☒ Otherwise click button on the standard toolbar

Opening an Existing Document:

- ☒ Click File Menu
- ☒ Select and click Open option
- ☒ Otherwise click button on the Standard toolbar.
- ☒ Double click on the file from the open window

Saving a Document

- ☒ Click File Menu
- ☒ Select and click Save button.
- ☒ Otherwise click button o on the Standard toolbar.

Moving through the document

- ☒ Open any word document. You can move the cursor to any location on the screen by using the arrow keys on the keyboard.
- ☒ Right arrow key is used to move one position to the right of the cursor
- ☒ Left arrow key is used to move one position to the left of the cursor.
- ☒ Up arrow key is used to move one position to the top of the cursor.
- ☒ Down arrow key is used to move one position to the down of the cursor.
- ☒ Page Up key is used to move down the screen at a time
- ☒ Page down key is used to move up the screen at a time
- ☒ Hold down Ctrl key and press Home to move to beginning of the document.
- ☒ Hold down Ctrl key and press End to move to end of the document.
- ☒ we can move to any position on the screen by moving the cursor with the mouse.
- ☒ You can use scroll bars to scroll the text upward and down ward.

Closing a Document

- ☒ Click File menu
- ☒ Select and click Close button.
- ☒ Otherwise click button on menu bar

Editing Word document

Cut , Copy and Paste options

These options will allow us to Cut or Copy a piece of text from one location and to paste at a new location.

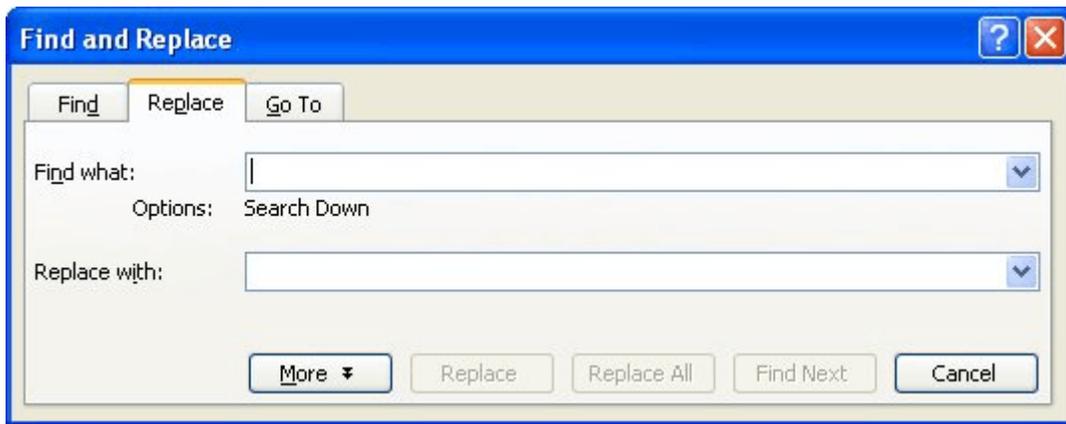
To do these functions,

- ☒ Place the cursor at the beginning of the text to be selected.
- ☒ Drag the mouse pointer over the text. The text will now appear in reverse video as shown below:
Raj Narain College
- ☒ Click Edit menu and then click on Cut option (or) click icon on the Standard Toolbar.
- ☒ Move the cursor to the place ,where we want the text to be pasted.
- ☒ Click Edit menu and then click Paste option (or) click icon on the Standard Toolbar.

For copying the text from one location to other location the same procedure is to be followed. The difference between Cut and Copy is that while using the Cut option the text will be removed from its original location and pasted at a new location, where as when using Copy option a copy of the selected text is pasted at new location without disturbing the original text .

Searching text

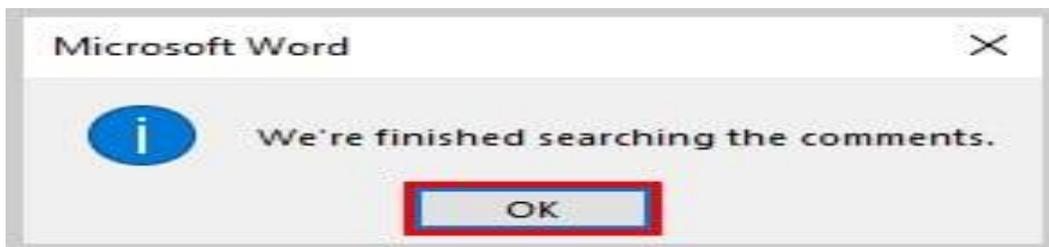
- ☒ Open any document.
- ☒ Click Edit menu and then click Find option. You will get a screen as shown below.



In Find What text box type the word we want to find and then click Find Next button.

☞ Continue clicking Find Next button until you get the screen

shown below.

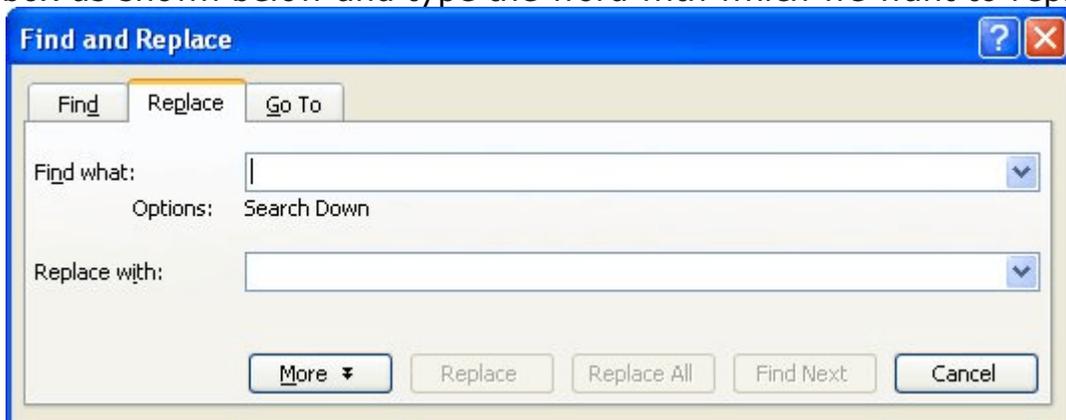


☞ Click OK button and then click X to close Find and Replace dialog box.

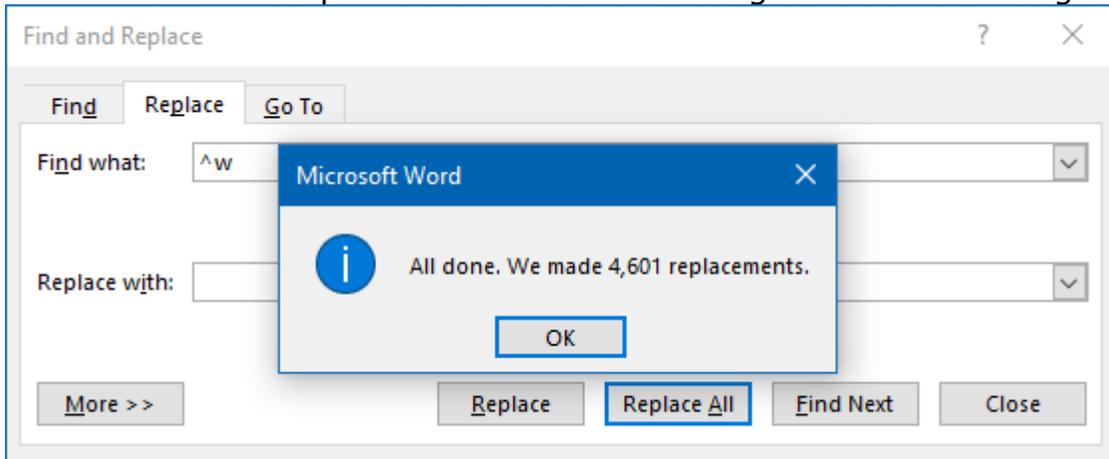
Replacing text

☞ Open any word document.

☞ Click Edit menu and then click Replace option. You will get the dialog box as shown below and type the word with which we want to replace



Click Replace All button once. You get the below dialog box.



Click OK button and then click X to close Find and Replace dialog box.

Moving the cursor to a specific page

If your word document contains more than one page, you can directly go to specified page by clicking Edit menu and then

clicking Go To option. You will get the dialog box as shown below.



Click Go To button. Cursor will immediately jump to page

Click Close button to close Find and Replace dialog box.

Formatting documents

Bold, Underline and Italicize the selected text

- ☒ Open a word document.
- ☒ Block the text by first clicking at the start of the text and holding the left mouse button and drag to the desired position and then release the left mouse button. The selected area will be highlighted.
- ☒ Move the mouse pointer to the button on the Standard Toolbar and click Once.
- ☒ Move the mouse pointer outside your text and click to release the highlighting. Your text will now appear in BOLD FACE.
- ☒ Like this you can underline or italicize the desired text by using the following buttons

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Left aligning, centering , right aligning and justifying text

- ☒ Open a word document.
- ☒ Block the text by first clicking at the start of the text and holding the left mouse button and drag to the desired position and then release the left mouse button. The selected area will be highlighted.
- ☒ Move the mouse pointer to Align Left button on the toolbar and click once. Your selected text will be left aligned.
- ☒ Move the mouse pointer to Align right button on the toolbar and click once. Your selected text will be right aligned.
- ☒ Move the mouse pointer to Center button on the toolbar and click once. Your selected text will be centered.
- ☒ Move the mouse pointer to Justify button on the toolbar and click once. Your selected text will be justified

Creating Bulleted and Numbered list

If a list of items are to be numbered automatically it can be done using Numbered List option

Ex: Microsoft Office consists of
MS-Word
MS-Excel
MS-PowerPoint
MS-Access
MS-Outlook

- ☒ The above text is to be selected with mouse.
- ☒ Click on the Numbered List button on the toolbar
- ☒ Move out of the text and click to release the highlighting.

 our text will now look like this

1. MS-Word
2. MS-Excel
3. MS-PowerPoint
4. MS-Access
5. MS-Outlook

 Now re-select the text

 Click the Bulleted List button on the toolbar.

