

MICROSOFT OFFICE WORD 2007

It is documentary, word processor page which input data edit data and print data, it is an application software Which developed Microsoft corporation its extension name

- ❖ docx (2007)
- ❖ doc (2003)

Feature of Ms Word

- ☞ Ms-Word has a proper page layout, so that you can use how your documents looks actually.
- ☞ It has facility of changing the left and right merging, indent, paragraph, etc.
- ☞ It can make the text **bold**, italic and underline.
- ☞ It can increase or decrease the font size
- ☞ It checks spelling errors

How to open ms office 2007

Start → All program → Ms office → Ms office word 2007
OR

Start → Type "winword"

Title Bar - It is displayed at the top of the window. The name of the application and active file are displayed on the left hand side of the bar. On right hand side there are three buttons to minimize, Restore down or maximize, and close.

Ruler - Ruler is the measuring tool of the document.

Scroll Bar - Ms-Word has two scroll bars-1) vertical 2)Horizontal scroll bar.

Vertical scroll bar is used to move the document up and down. Horizontal Scroll bar is used to move the documents left or right.

Status Bar - It is located at the bottom of the window. It show a description of an option and the actions it performs

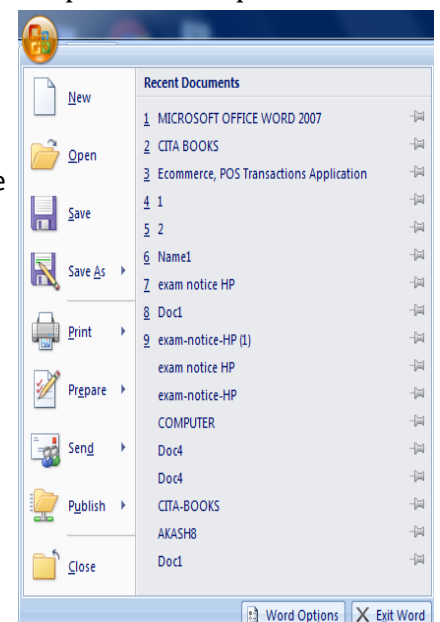
OFFICE BUTTOM

New(ctrl+ n) - To create new blank documents

Office button → New → Select new blank document → Create

Open(ctrl +O) - To open exiting file

Office button → Open → Select drive(that's u save file) →
Select folder → Open → Select file → Open



SAVE AS – To save file as a new name

Office button → Save as → Select drive(D: / E:) →
→ Click new folder → Input folder name → Open
→ Input file name → Click save.

Save – (CTRL+S) To save file as a same name

Office button → Click save



Print(ctrl+ p) – To print any documents

Select your pages(what you printed) → Office button → Print → Select printer name → Select page range (All , current , pages) → Select no of copies → Select paper size → Click ok

HOME TAB

Cut (ctrl+ X):- To move selected text save in to clip board:

Select text → Click cut

Select Text → (CTRL+X) Key press from Keyboard.

Paste (ctrl +v) to insert clipboard documents

- ☞ Select position
- ☞ Click paste
- Or
- ☞ Select position
- ☞ (ctrl +v) key press from keyboard

Copy (ctrl+ c): To copy selected text save into clipboard

- ☞ Select text
- ☞ Click copy
- ☞ Select position
- ☞ Click paste

Shrink font: To decrease font size

- ☞ Select text
- ☞ Decrease font size

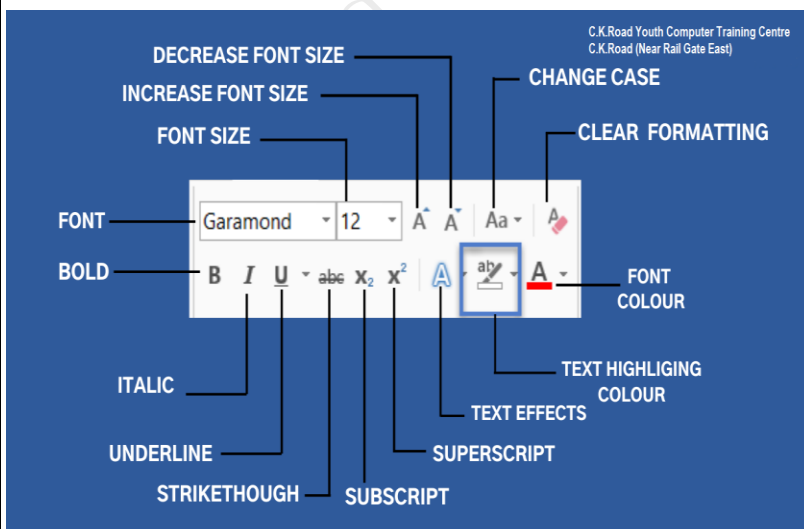
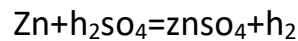
How to change font style?

**Bold(ctrl +b),italic(ctrl +i)
underline(ctrl+u)**

- ☞ Select text
- ☞ Click bold /italic/underline.

How to apply super Script & Subscript

$$(A+B)^2=A^2+2AB+B^2$$



Change case: Change all the selected text to upper, lower...

- ☞ Type text
- ☞ Select text
- ☞ Click change case(upper , lower, Sentence case)

High light color:

- ☞ Select text
- ☞ Click any highlight color

Font color – Change the text color

- ☞ Select text
- ☞ Click any font color

Bullets

- Select line
- Click any bullets

How to remove bullets?

- ☞ select bullets
- ☞ click none

How to apply numbering?

- ☞ Select line
- ☞ Click any numbering

ALIGNMENT

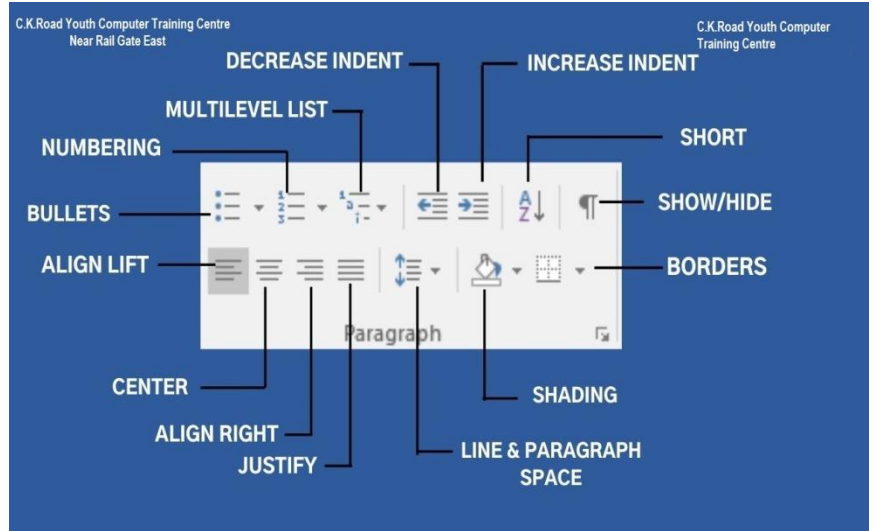
- ☞ Select text
- ☞ Click any alignment (left , right , center, justify)

Line spacing:

- ☞ Select text
- ☞ Click any line spacing

Line color

- ☞ Select line
- ☞ Click any line color



Find (ctrl +f) to find out your result:

- ☞ Click **find** on home tab
- ☞ Input text or word which you want to find
- ☞ Click find next
- ☞ Or click reading high light
- ☞ Click highlights all

Replace (ctrl +h) Replace text in the documents

- ☞ Click home ribbon
- ☞ Click replace
- ☞ Type text in find what cell
- ☞ Type text in replace with cell

পশ্চিমবঙ্গ সরকার
যুব কল্যাণ বিভাগের যৌথ উদ্যোগে পরিচালিত
চন্দ্রকোণারোড
যুব কম্পিউটার প্রশিক্ষণ কেন্দ্র
চন্দ্রকোণারোড (রেলগেট পূর্ব)
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INSERT MENU

Cover page - insert cover page.

- ☞ Click insert ribbon
- ☞ Click cover page
- ☞ Select any style format

How to insert page break?

- ☞ Click insert home tab
- ☞ Click page break

Table

- ☞ Click insert
- ☞ Table
- ☞ select any format table
- Or
- ☞ Click insert
- ☞ Table
- ☞ Click insert table
- ☞ Input row or column number
- ☞ Click ok

Or

- ☞ Insert
- ☞ Table
- ☞ Click draw table
- ☞ Now draw table

How to apply Shading color?

- ☞ Select cell
- ☞ Design
- ☞ Shading
- ☞ Select any color
- ☞ Apply this format

How to apply line with a pen color?

- ☞ Select cell
- ☞ Click Design
- ☞ Select line width & Pen color
- ☞ Apply this format

How to insert picture?

- ☞ Insert Ribbon
- ☞ Click picture
- ☞ Select picture
- ☞ Click insert

How to insert clipart picture?

- ☞ Insert
- ☞ Click clipart picture
- ☞ Click go
- ☞ Click any picture



How to insert column and row?

- ☞ Select Column/Row
- ☞ Layout
- ☞ Insert left or right column or Above or Below Row

How to delete column and row?

- ☞ Select column/row
- ☞ Layout
- ☞ Click delete column/delete row

Merge cell: To convert multiple cell in a single cell

- ☞ Select cells
- ☞ Click layout
- ☞ Click merge cell

Split cell: To convert single cell in a multiple cell

- ☞ Select a cell
- ☞ Click layout
- ☞ Click split cell
- ☞ Input row/column
- ☞ Click ok

Auto fit contents

- ☞ Select table
- ☞ Auto fit
- ☞ Auto fit contents

Cell alignment:

- ☞ Select cell
- ☞ Click alignments(top, bottom, left, right, center)

How to change text direction:

- ☞ Select cell
- ☞ Click any text direction.

Sort. sort selection data ascending or descending, smallest to largest.

- ☞ Select DATA
- ☞ Click sort
- ☞ Select field name (name, class, total)
- ☞ Click ok



How to insert auto shape

- ☞ Click insert
- ☞ Click shape
- ☞ Select shape
- ☞ Now draw the shape

How to insert text in a shape?

- ☞ Right click on shape
- ☞ Click add text
- ☞ Now type your text

How to insert picture in a shape?

- ☞ Select shape
- ☞ Click format
- ☞ Click shape fill
- ☞ Click picture
- ☞ Select picture
- ☞ Click insert

How to format shape?

- ☞ Select shape
- ☞ Click format
- ☞ Select any text box style
- ☞ Select shape out line
- ☞ Change shape, shadow effect, 3d effect,.

Page number

- ☞ Click insert
- ☞ Click page number
- ☞ Select any page number
(top, button, current position, margin)

How to format page number?

- ☞ Click insert
- ☞ Click page number
- ☞ Click format page number
- ☞ Select any style (1, 2, 3 .../a,b,c....)
- ☞ Click ok

Word art:

- ☞ Click insert
- ☞ Click word art
- ☞ Select any word art type
- ☞ Type your text
- ☞ Click ok

Hyperlink:

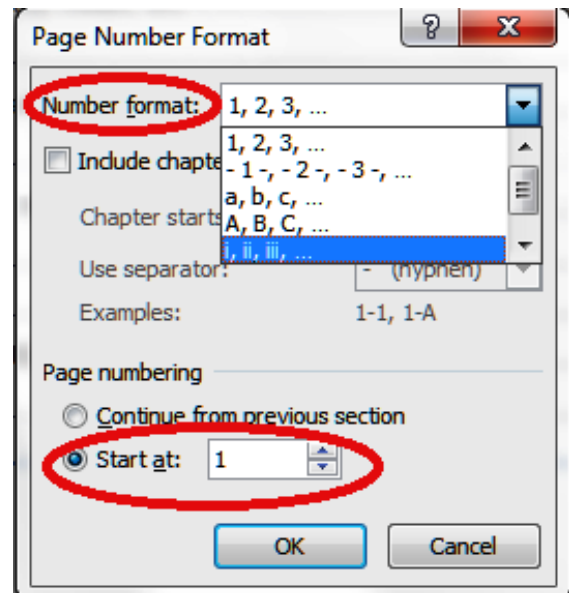
- ☞ At first save two file
- ☞ Then one file open
- ☞ Click insert
- ☞ Click hyperlink
- ☞ Select another file which you want to link.
- ☞ Click ok

Header:

- ☞ Click insert
- ☞ Click header
- ☞ Select any header type
- ☞ Then input title/name/time -date etc

Footer:

- ☞ Click insert
- ☞ Click footer
- ☞ Select any footer type
- ☞ Then input name/date- time etc
- ☞ Click outside footer



Text box:

- ☞ Click insert
- ☞ Click text box
- ☞ Click any one type
- ☞ Input your text
- ☞ Or draw text box and fill your text

Drop cap:

- ☞ Select first letter
- ☞ Click drop cap
- ☞ Click drop cap option
- ☞ Select line number (3/,5/,.....)
- ☞ Click ok

How to insert picture in word art?

- ☞ Select word art shape
- ☞ Click format
- ☞ Click shape fill
- ☞ Click picture
- ☞ Select picture
- ☞ Click insert

How to change word art shape?

- ☞ Select shape
- ☞ Click format
- ☞ Click change shape
- ☞ Select any shape

PAGE LAYOUT

Page margin:

- ☞ Click page layout
- ☞ Click page margin
- ☞ Click custom margin
- ☞ Select any margin
(top, bottom, left, right)
- ☞ Click ok

How to change page orientation?

- ☞ Click page layout
- ☞ Click orientation
- ☞ Select **portrait or landscape**

Water mark:

- ☞ Page layout
- ☞ Click watermark
- ☞ Click custom water mark
- ☞ Select text water mark/Picture Water mark
- ☞ Type your text
- ☞ Select color
- ☞ Click ok

Page color:

- ☞ Click page layout
- ☞ Click page color
- ☞ Select any color

Paper size:

- ☞ Click page layout
- ☞ Click page layout
- ☞ Click any paper size(a4 ,a5etc)

Column:

- ☞ Type text
- ☞ Click column
- ☞ Select one, two column ,left , right
- ☞ Click more column
- ☞ Select number of column
- ☞ Select line between two column
- ☞ Click ok

How to change picture background color?

- ☞ Click page layout
- ☞ Click page color
- ☞ Click fill effect
- ☞ Click picture
- ☞ Select picture
- ☞ Click insert
- ☞ Click ok

Texture color:

- ☞ Click page layout
- ☞ Click page color
- ☞ Click fill effect
- ☞ Click texture
- ☞ Select any color
- ☞ Click ok

Gradient color

- ☞ Click page layout
- ☞ Click page color
- ☞ Click fill effect
- ☞ Click gradient on top
- ☞ Select one color, two color ,preset
- ☞ Select shading style
- ☞ Click ok

Pattern color

- ☞ Click page layout
- ☞ Click page color
- ☞ Click fill effect
- ☞ Click pattern page color
- ☞ Select any one
- ☞ Select color
- ☞ Click ok

Page border:

- ☞ Click page layout
- ☞ Click page border
- ☞ Select any line border/art border
- ☞ Select color, line width, line style
- ☞ Click ok

MAILINGS

How to Mailings –

- ☞ Write a letter
- ☞ Click on mailing home tab
- ☞ Click on **select recipients**
- ☞ Click on **type new list**
- ☞ Input -first name, last name , address...Etc.
- ☞ doing ok.
- ☞ Input file name
- ☞ Now save this file to your folder.
- ☞ Now select position
- ☞ Click **insert merge field**
- ☞ Select field
- ☞ **Finish & merge**
- ☞ Click on **an individual documents**
- ☞ Click Ok



New Address List

Type recipient information in the table. To add more entries, click New Entry.

| Title | First Name | Last Name | Address Line 1 | Address Line 2 |
|-------|------------|-----------|----------------|----------------|
| | Aarush | Kundu | Lakshmonpur | Akchara |
| | Sukriti | Gayen | C.K.Road | Satbankura |
| | Surya | Pramanik | C.k.Road | Satbankura |

New Entry Find... Delete Entry Customize Columns... OK Cancel

VIEW

Macro:

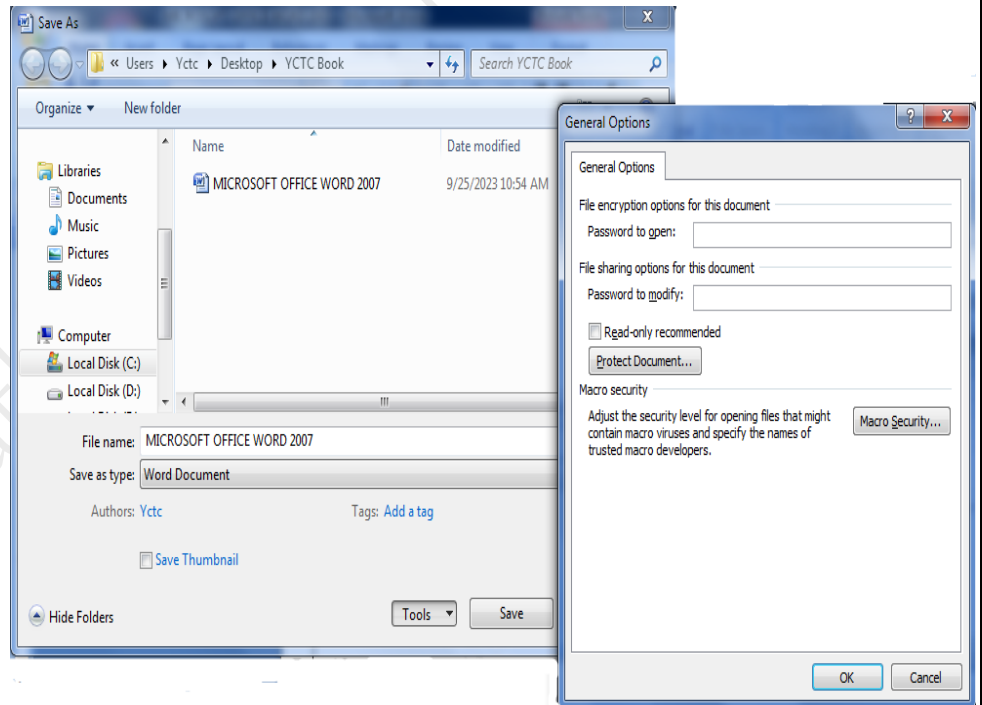
- ☞ Click view tab
- ☞ Click macro
- ☞ Click record macros
- ☞ Input Macro Name
- ☞ Click on keyboard
- ☞ Input short cut key (alt +any key(A to Z) press on keyboard
- ☞ Click assign
- ☞ Click close
- ☞ Now type your text
- ☞ Click macro
- ☞ Click stop recording
- ☞ Apply macro (alt +Any key) press

How to Delete Macros

- ☞ Click macro
- ☞ Select macro
- ☞ Click Delete

How to protect file?

- ☞ Office bottom
- ☞ Save as
- ☞ Tools
- ☞ Click general option
- ☞ Input password
- ☞ Click ok
- ☞ Re-enter same password
- ☞ Click ok
- ☞ Input file name in your folder
- ☞ Click save



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