


## Starting Word

To start Word from **Windows Button**, follow the sequence given below.

Windows Button 

→ Recently added

→ Word

This opens a Word document for you to work on.

You can also open a new document by Writing **MS Word** in the search bar.


## Closing Word

To close Word, Click on the X button on the title bar



## Saving Word Document

To save a Word document, the shortcut key is <ctrl> + S

You may also Click on the Save button  on the Quick Access Toolbar.

## Formatting and Editing Tools

Formatting a document means to arrange and to beautify it. Formatting options do not change the content but changes the way the content is presented. It includes text colors, size, style etc.

Editing a document means to modify the document. Editing options change the content of the document. It includes cut – paste, copy – paste, replace text etc.

In this section, we will look into some advanced features of Word.

### Format Painter

It helps to copy formatting from one place and put in another.

To apply Format Painter,

- select the text from where format style has to be copied
- click on the Format Painter icon 
- click on the text on which the style has to be copied and the format style will get copied

# Subscript and Superscript

Subscripts are small text written below.

**For example:**      $H_2O$      [2 is subscript]

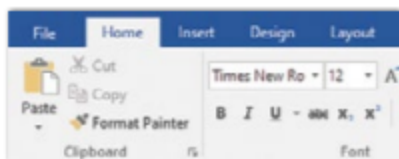
Superscripts are small text written above.

**For example:**      $7^{th}$      [th is superscript]

To convert a script to subscript, select the text and press the subscript button  $x_2$ .

To convert a script to superscript, select the text and press the superscript button  $x^2$ .

These buttons are present on the Home Tab , Font Group.



## Application

Create the following document using subscripts and superscripts wherever applicable

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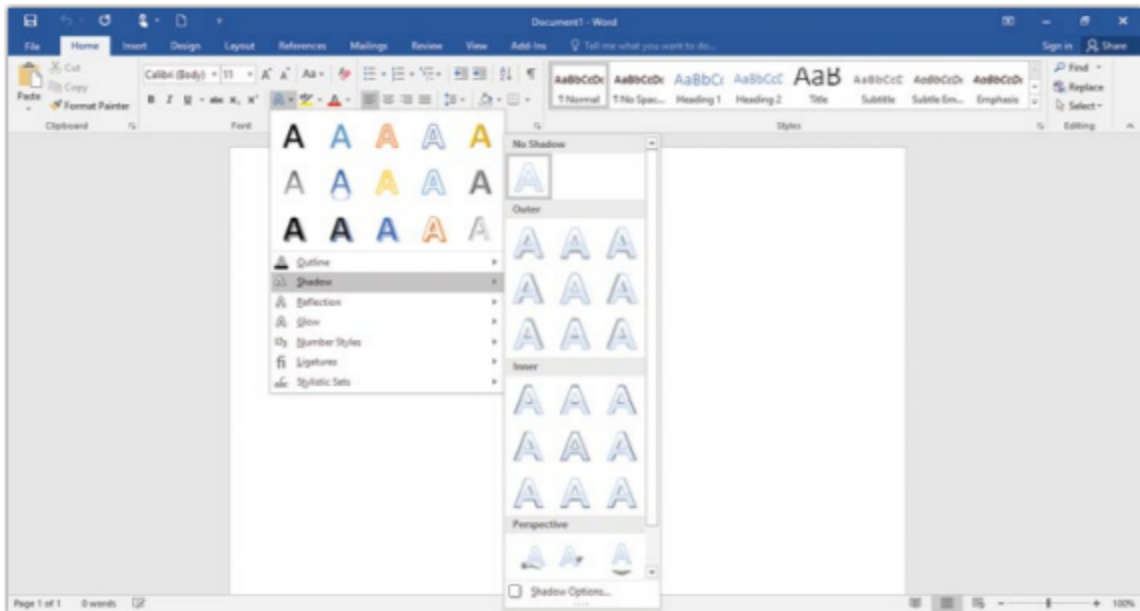
Compound  $H_2O$  and  $CO_2$  were competing in a race. The compound  $H_2O$  stood 1<sup>st</sup> and compound  $CO_2$  stood 2<sup>nd</sup>. It was a friendly race and both were happy with the results. They shared a common friend, named  $O_2$ .

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# Shadows

It helps to apply a visual effect to the selected text, such as a shadow, glow or reflection.

Under the Home tab, the button is present under Font group. Select the text on which the effect has to be applied and click on the icon and make your choice.



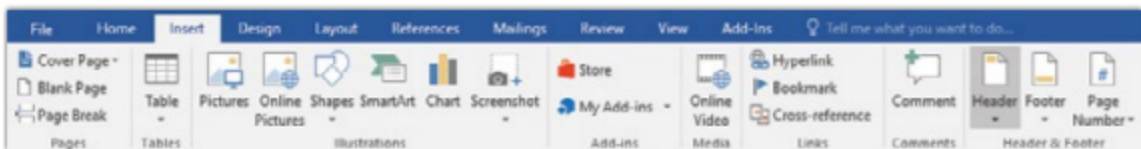
# Header and Footer

Header of a document is some special text written on top of every page.

**For example**, name of a chapter in a text book.

Footer of a document is some special text that is written at bottom of every page. For example, the name of the company in a company letterhead

To insert Header, click on the Insert Tab and then on Header Option and make your choice.



Similarly, to insert Footer, click on the Insert Tab and then on Footer Option and make your choice.

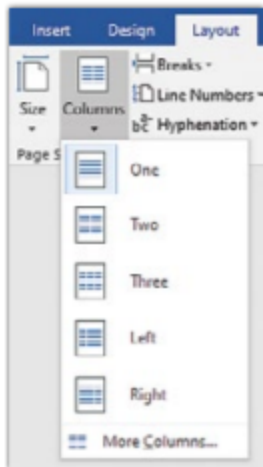
## Application



# Breaking text into columns

If you notice a newspaper then you will find multiple columns.

To apply multiple columns, select the text and click on the **Column option** under **Layout Tab**.



## Example

Shown below are examples of columns – one, two, three

Water is an inorganic, transparent, tasteless, odorless, and nearly colorless chemical substance, which is the main constituent of Earth's hydrosphere and the fluids of most living organisms. It is vital for all known forms of life, even though it provides no calories or organic nutrients. Its chemical formula is H<sub>2</sub>O, meaning that each of its molecules contains one oxygen and two hydrogen atoms, connected by covalent bonds. Water is the name of the liquid state of H<sub>2</sub>O at standard ambient temperature and pressure. It forms precipitation in the form of rain and aerosols in the form of fog. Clouds are formed from suspended droplets of water and ice, its solid state. When finely divided, crystalline ice may precipitate in the form of snow. The gaseous state of water is steam or water vapor. Water moves continually through the water cycle of evaporation, transpiration (evapotranspiration), condensation, precipitation, and runoff, usually rejecting the sea.

*Columns One*

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*Columns Two*

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*Columns Three*

You can apply breakpoints in your document by going to Breaks option under Layout Tab.



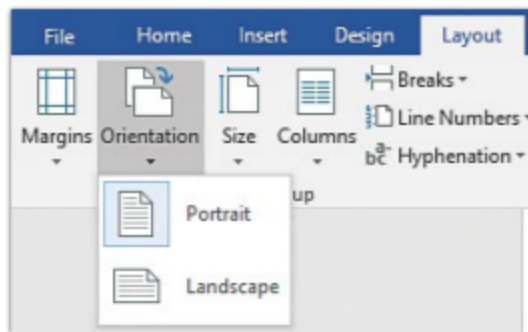
## Page Orientation

The page of a document can be presented in two directions - Portrait and Landscape. These are also called orientation options of a page.

Portrait orientation presents a page vertically.

Landscape orientation presents a page horizontally.

To choose orientation, click on the option Orientation under Layout Tab and make your choice.



Observe the examples shown below. It shows the same content in Landscape and Portrait page layouts.



## Search and Replace text

Imagine Richa wrote a letter to her friend about her recent trip to a hill station. But as she was about to send the letter, she realized that the spelling of the place was actually something else. So now, what will she do? She will have to look for the misspelt word all over the document and rectify it.

The same work can be done in Word at one click. The option is Find and Replace.

To search for any text, click on **Find option** under Home Tab.



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Type the text you are looking for , in the text box that appears on the left. It will show all the occurrences.

To replace any text, click on **Replace option** under Home Tab.

**Find and Replace**

Find Find Replace Go To

Find what: Water

Options: Search Down

Replace with: WATER

More >>      Replace      Replace All      Find Next      Close