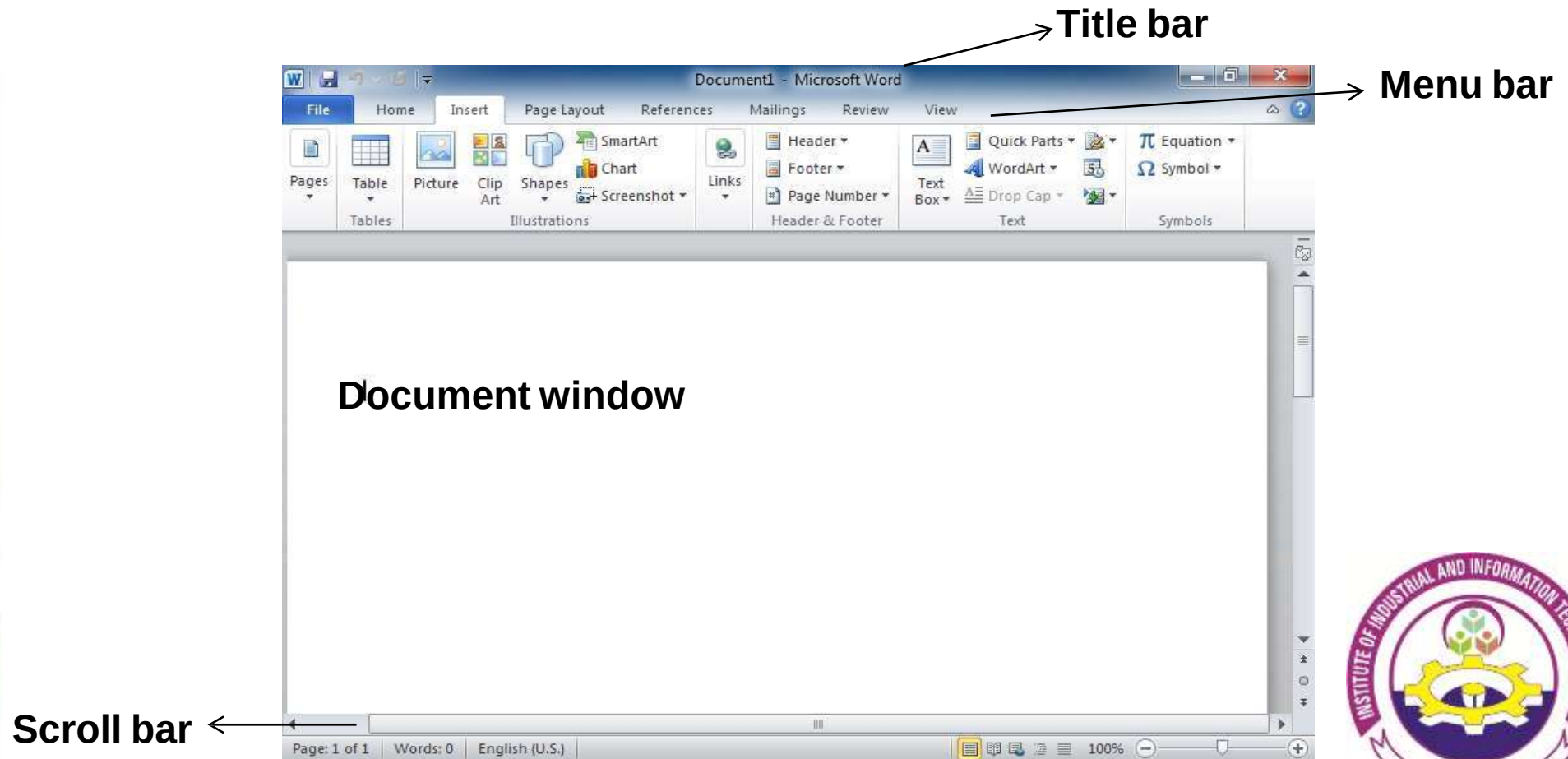


Introduction

Microsoft Word (often called Word) is a graphical word processing program that users can type with. It is made by the computer company Microsoft. The purpose of the MS Word is to allow the users to type and save documents.



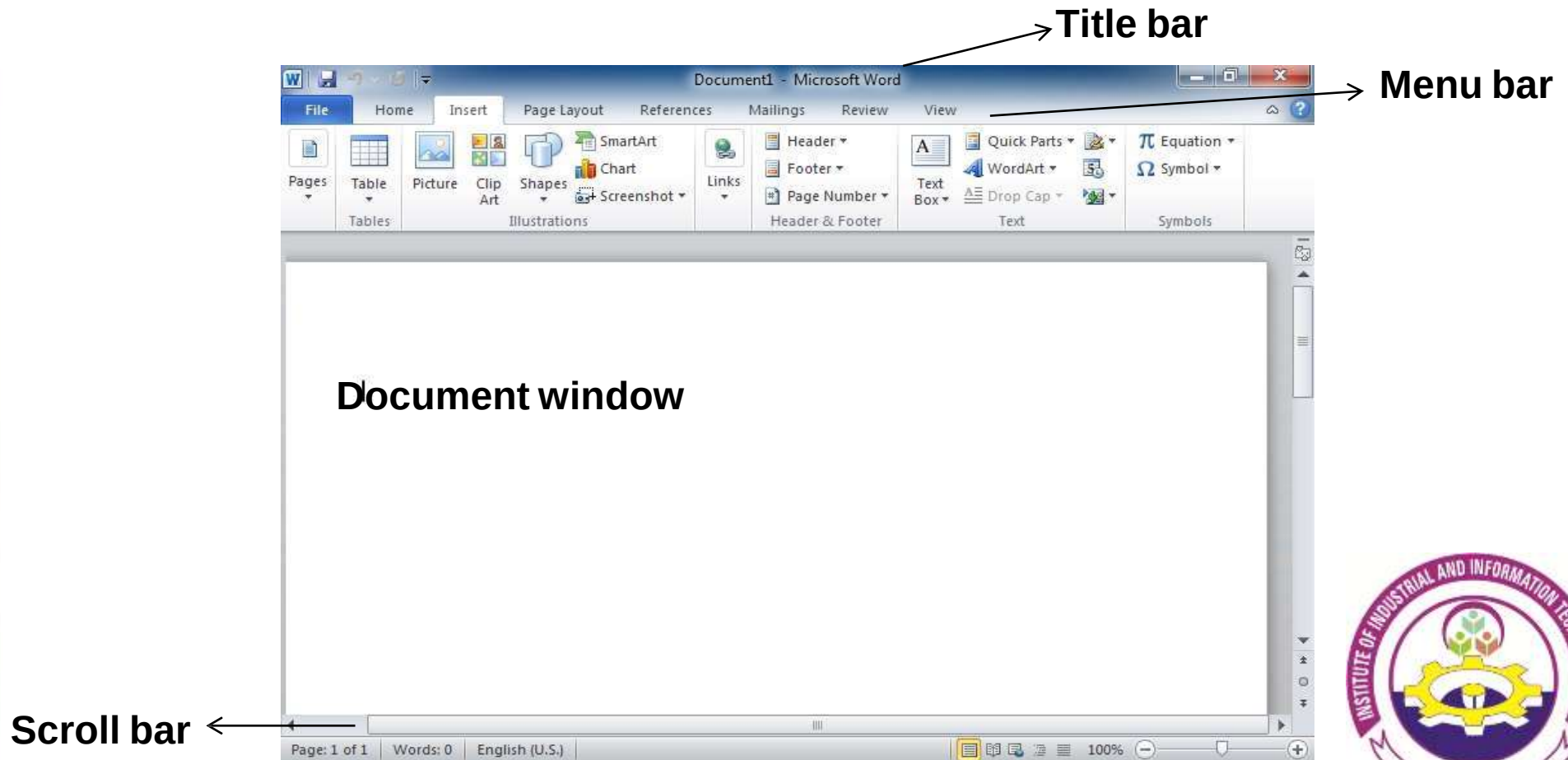
Features of MS Word

- Creating and saving a file
- Editing and formatting a document
- Paragraph formatting
- Inserting header and footer and Page number
- Checking spelling and grammar
- Subscript and superscript
- Inserting symbols
- Print preview and printing
- Inserting clipart, word art, and picture
- Page setting
- Bullets and number
- Border and shading
- Searching a word and replacing it by another word
- Inserting table

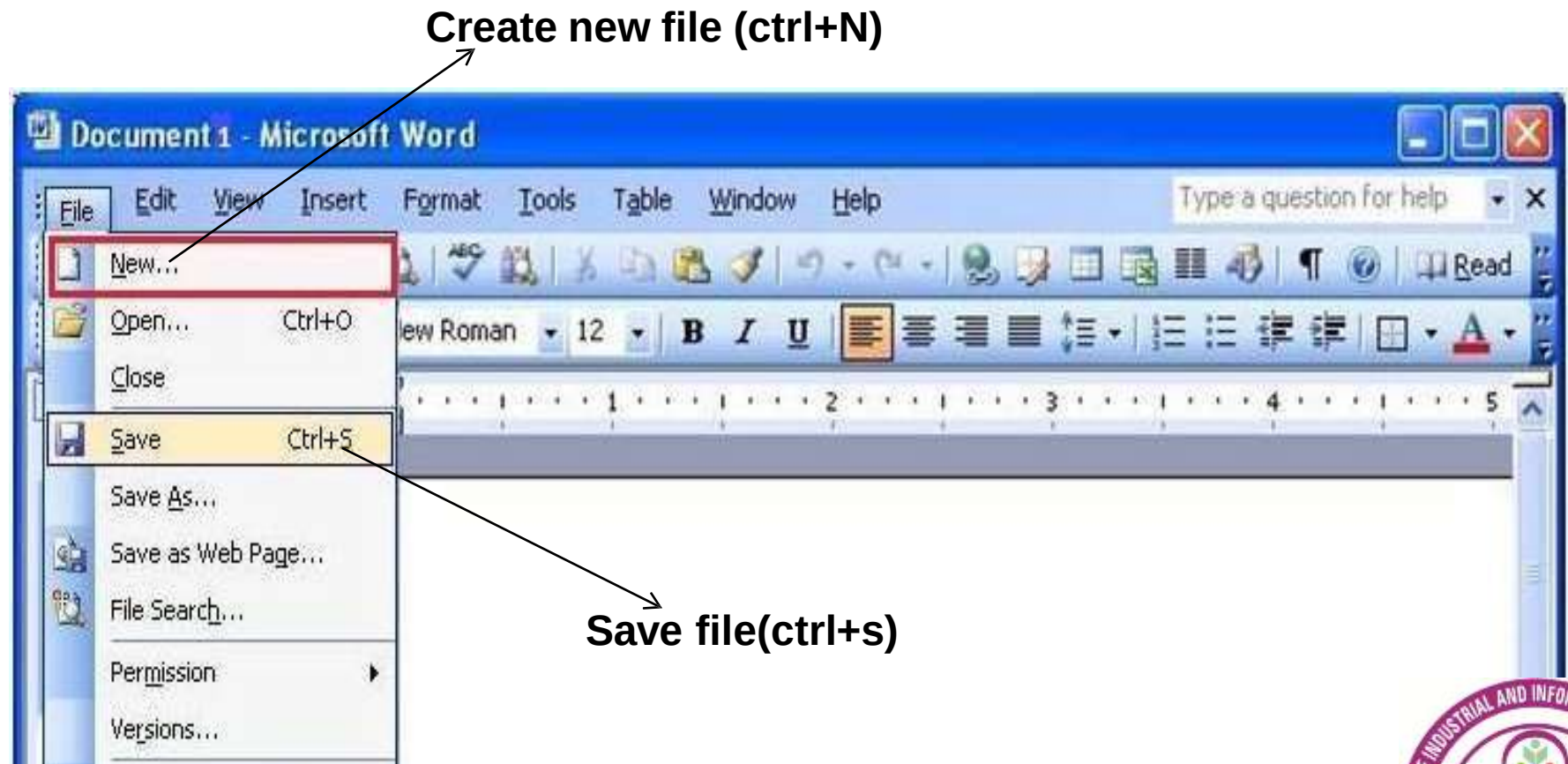


Introduction

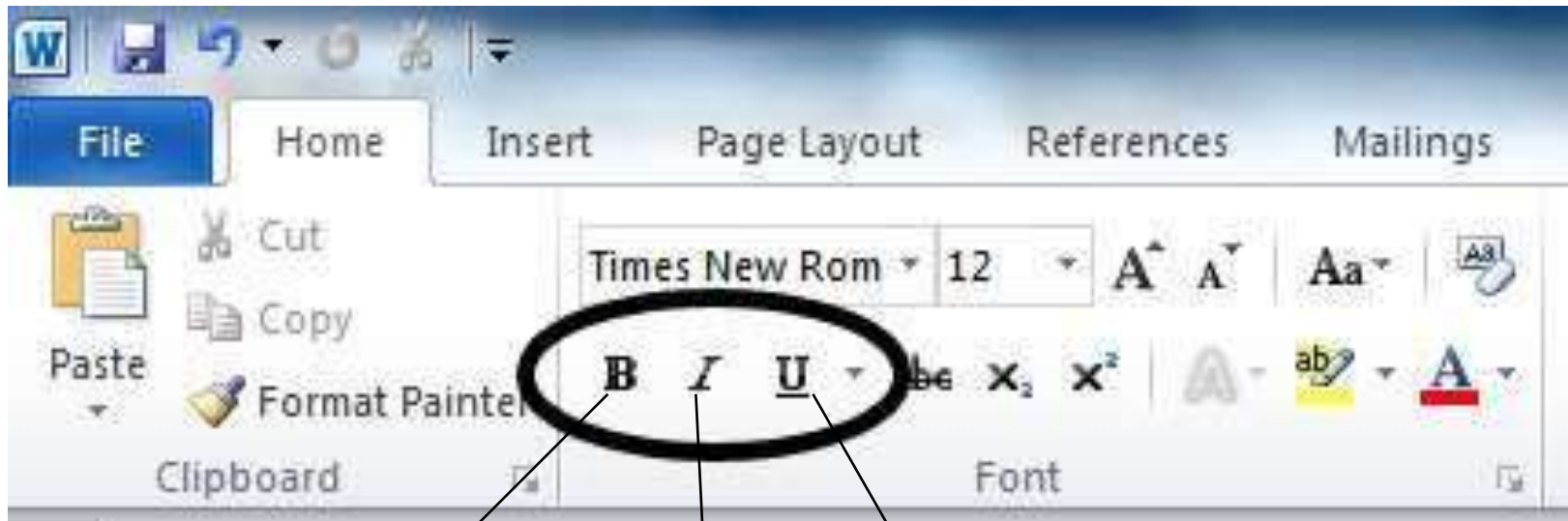
Microsoft Word (often called Word) is a graphical word processing program that users can type with. It is made by the computer company Microsoft. The purpose of the MS Word is to allow the users to type and save documents.



Creating and saving a file



Editing and formating a document



Bold

Italic

Under Line

Normal

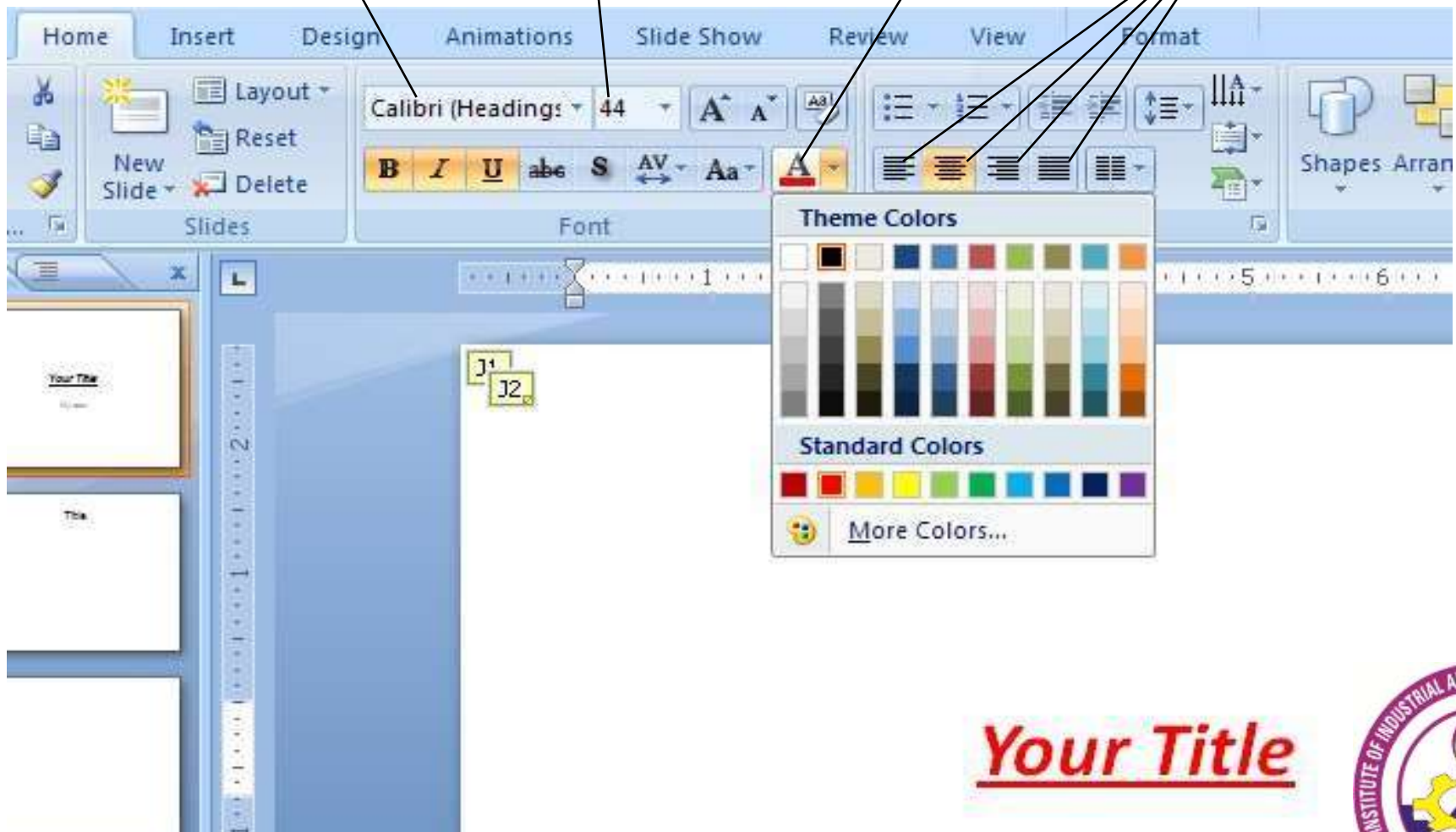


Font Type

Font Size

Font colour

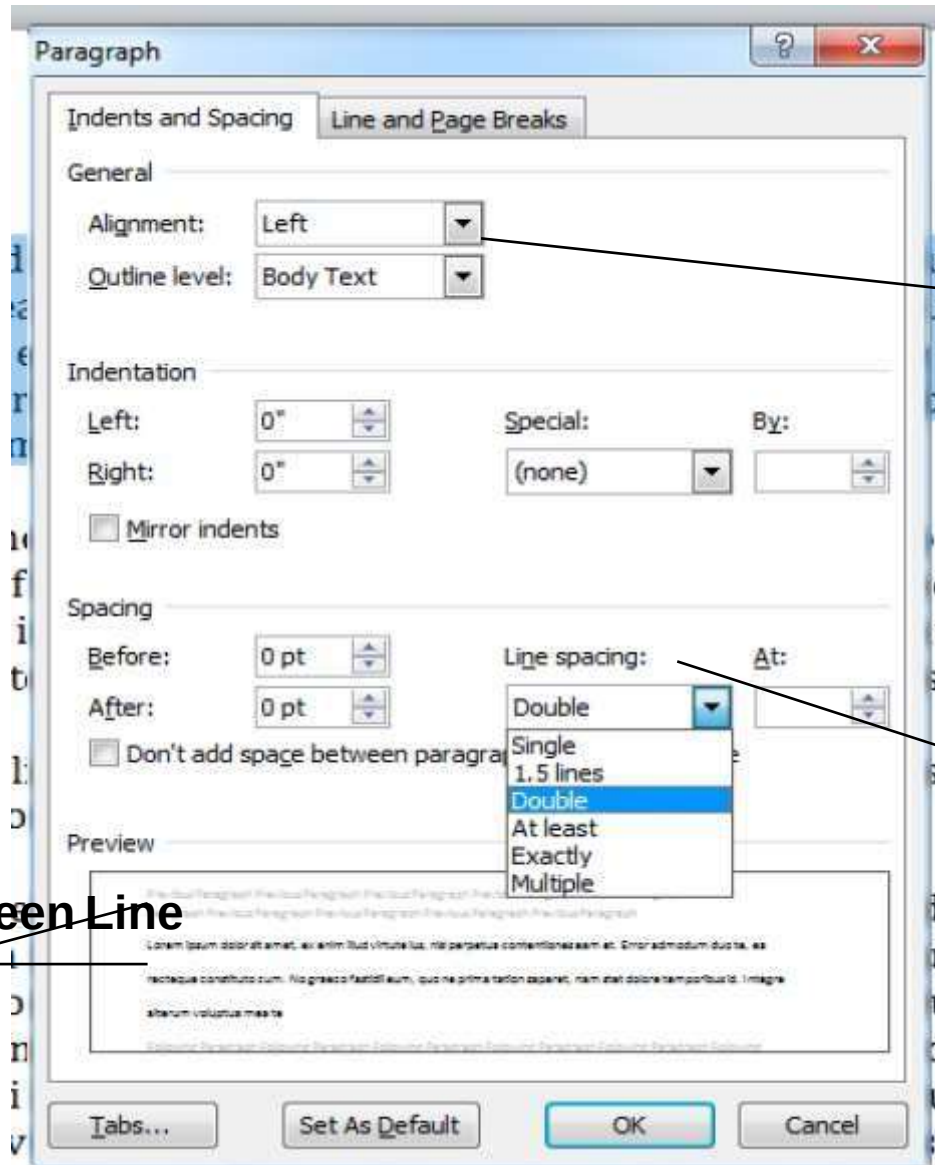
Alignment of text



Your Title



Paragraph formatting



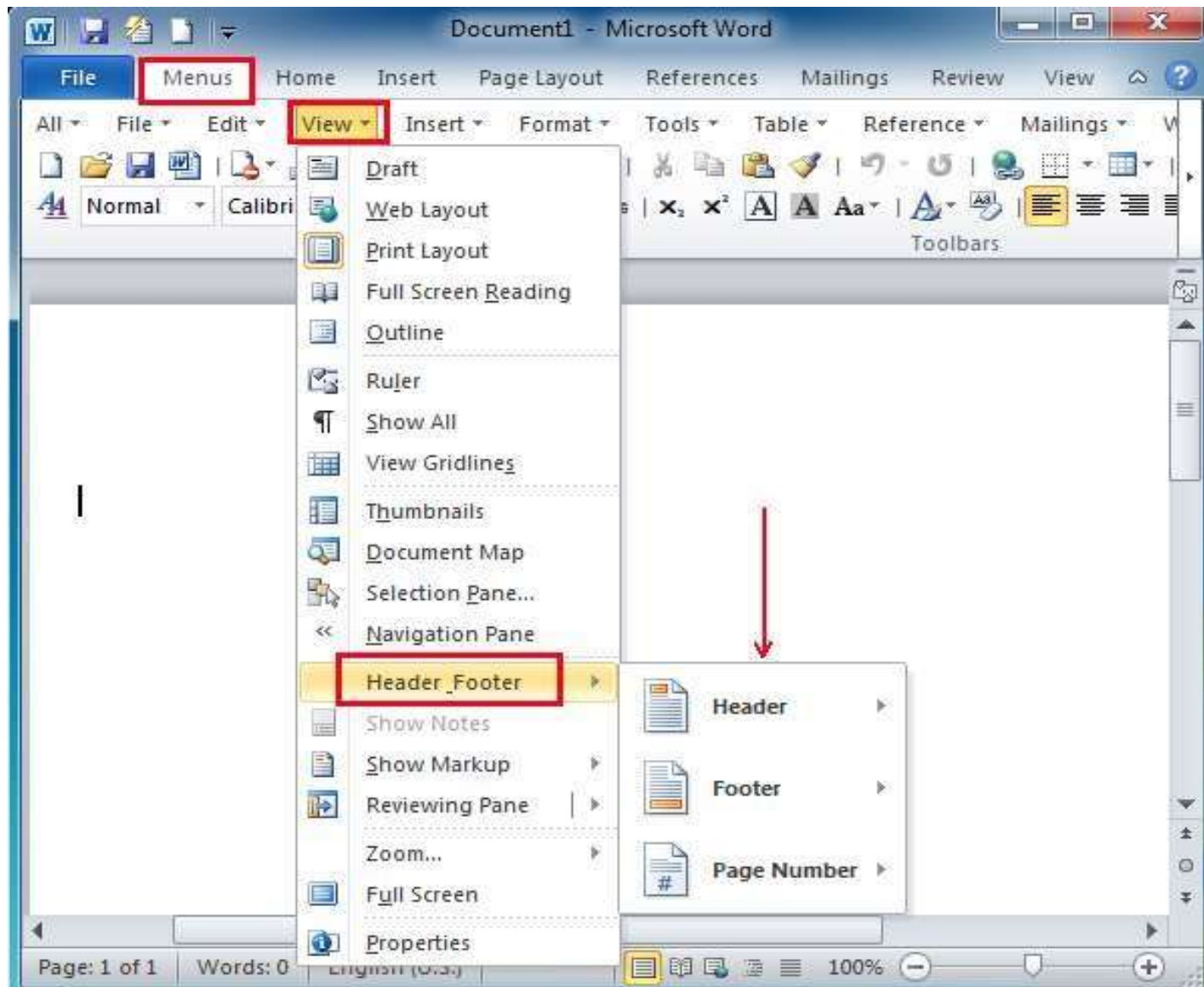
Alignment of Paragraph

Line spacing in paragraph

Space between Line



Inserting Header and Footer and page number

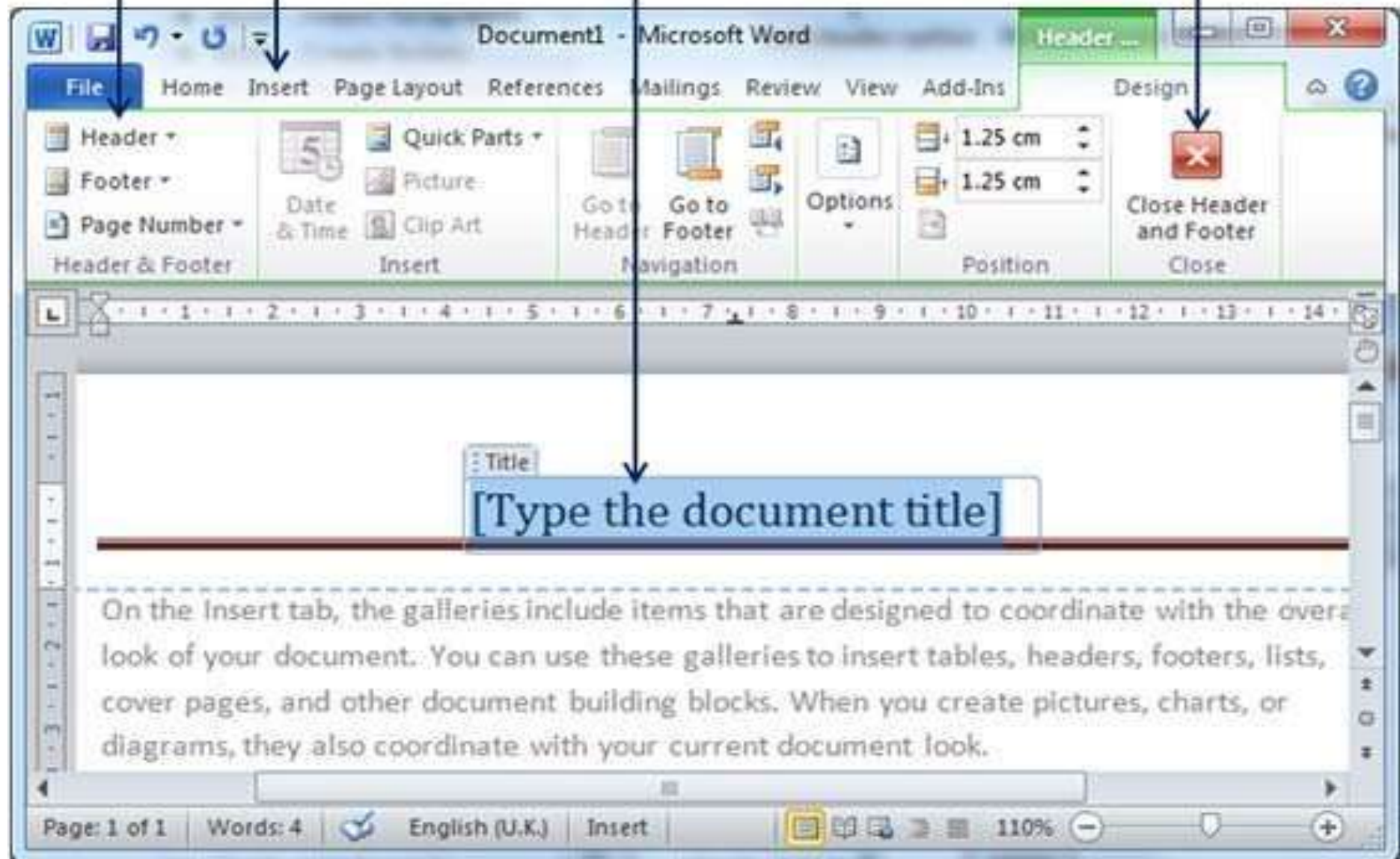


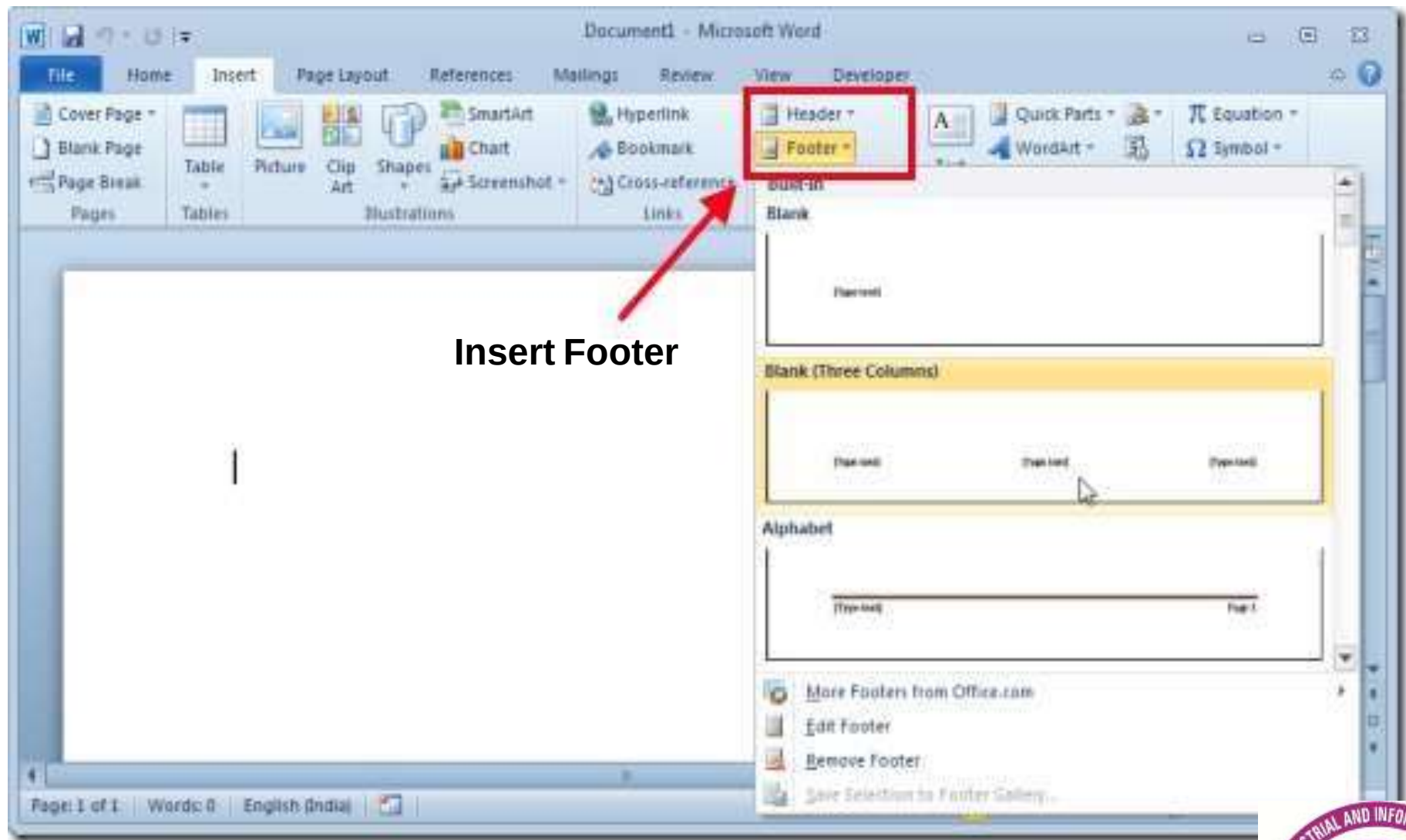
Header & Footer Buttons

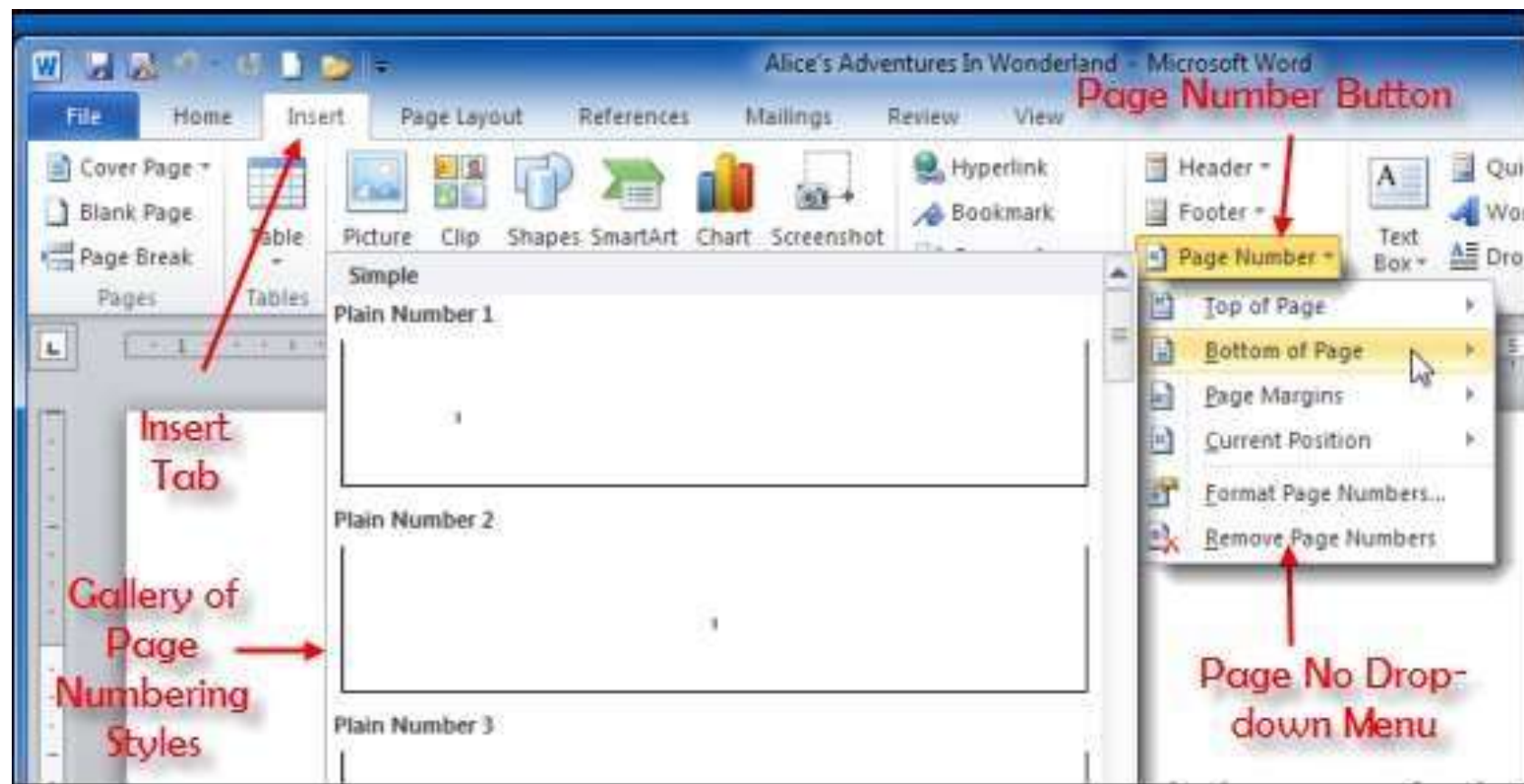
Insert tab

Selected Header

Close Header and Footer







Checking Spelling and Grammar

As we talked about in our meeting, my fourtteen years of experience, both in commissioned floor sales and in the role of Sales Supervisor, would be a great asset to Quality Furnishings. In that time, I have learned many techniques that would increase customer satisfaction ratings at Quality Furnishings.

Spelling error

In addition, I wanted to let you no that I have recently recieved my certificate from the Superior Sales Training program at the National Business Institute. several techniques covered in the program are sure to bolster sales. Also, increased customer satisfaction. I look forward to having the chance to impliment them at Quality Furnishings.

Contextual spelling error

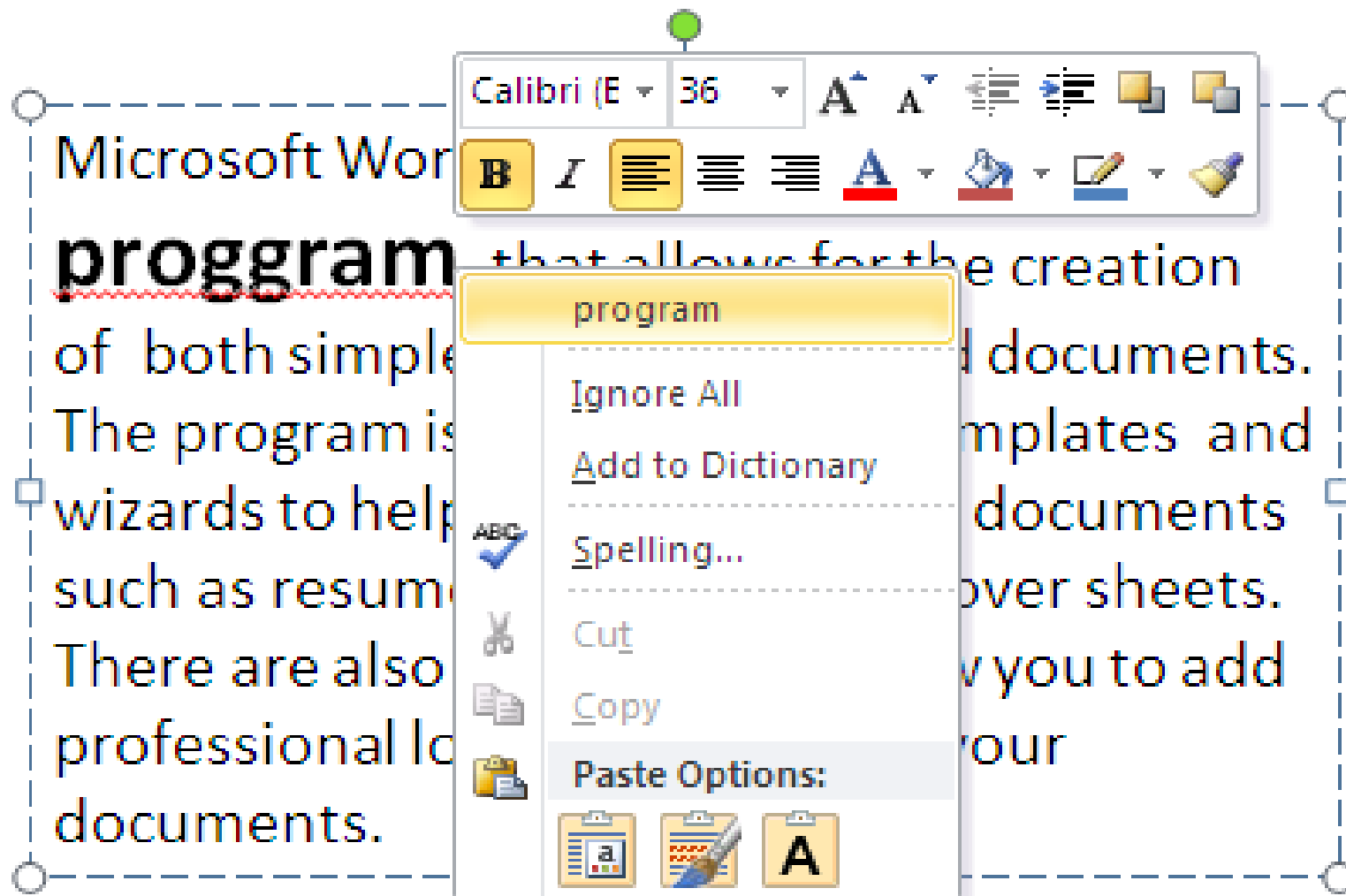
The completing of the Sales Assistant position in filling the Sales Assistant position would be a great asset to Quality Furnishings. I am free to accept the position and would like additional information. I look forward to hearing from you soon.

Grammatical error





Example:

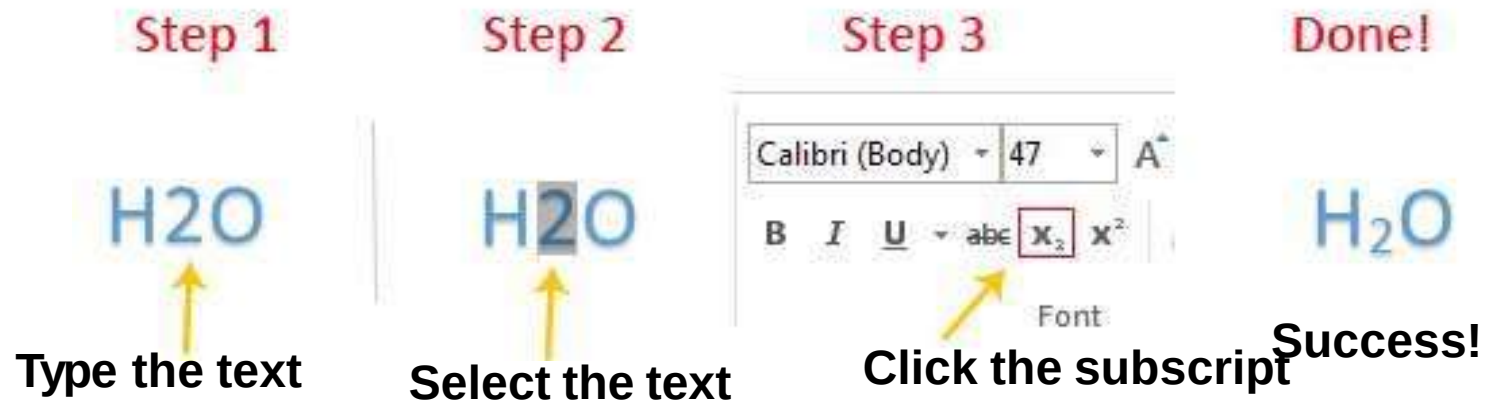
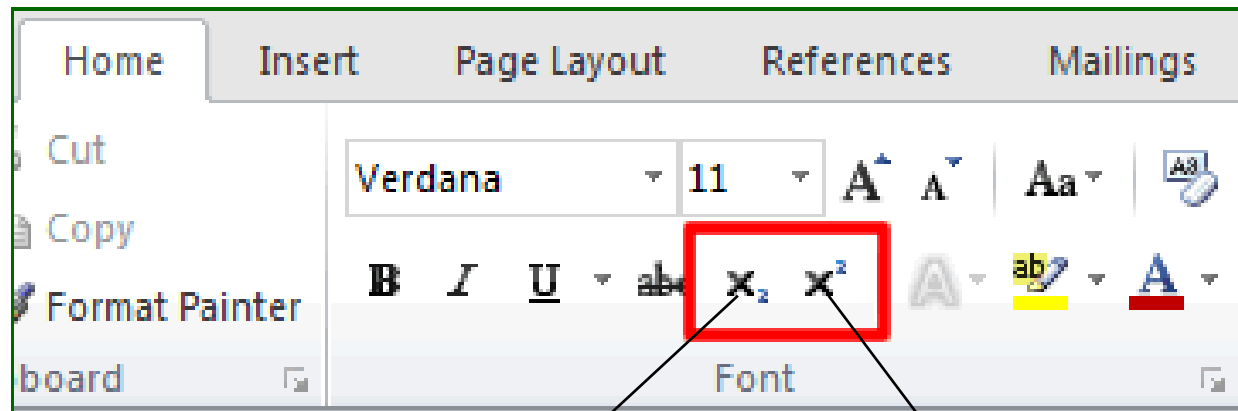


Subscript and Superscript

Superscript example: Per m³

Subscript example: Rate per month₍₁₎

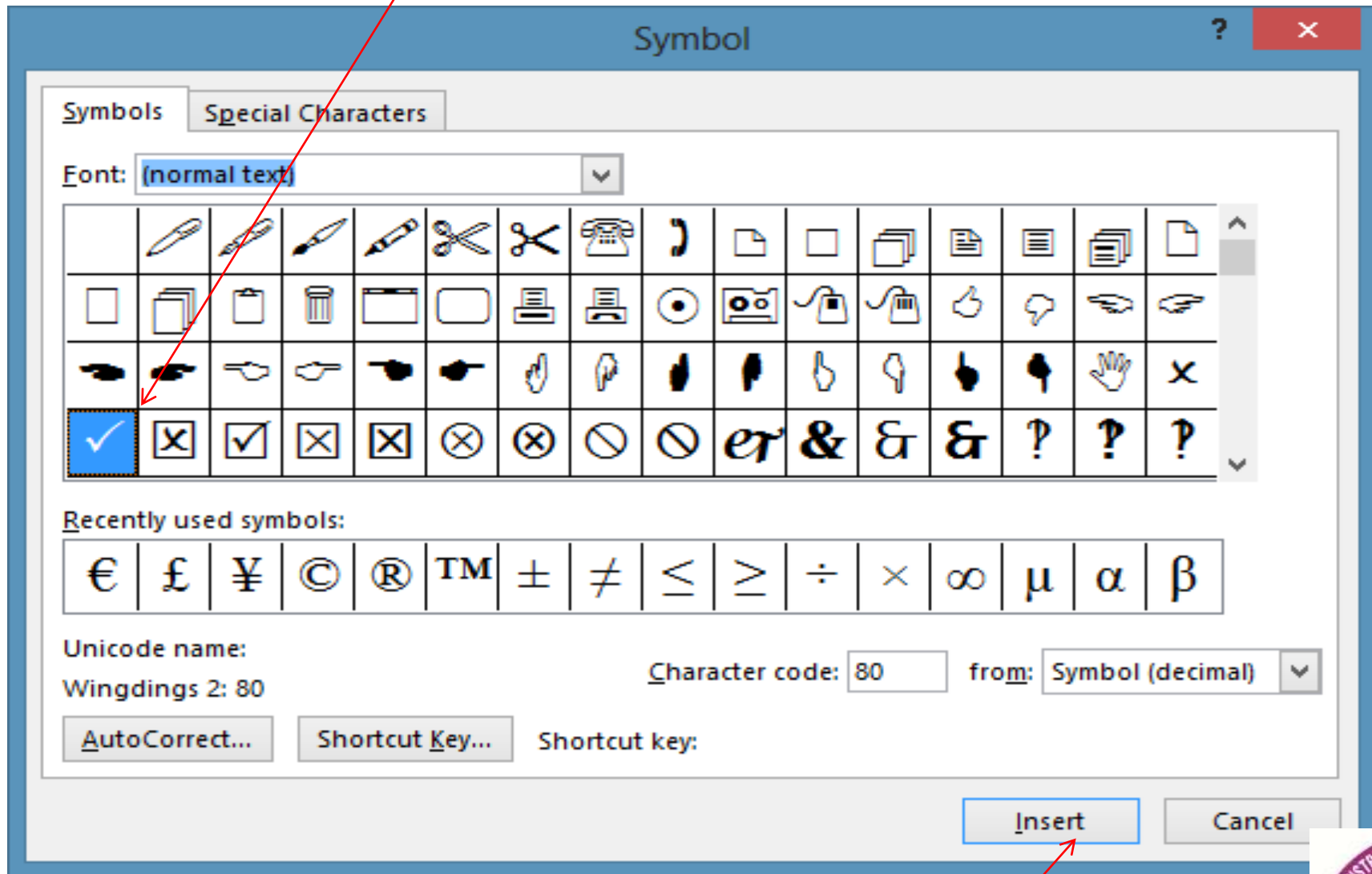




Inserting Symbols



1. select the symbol



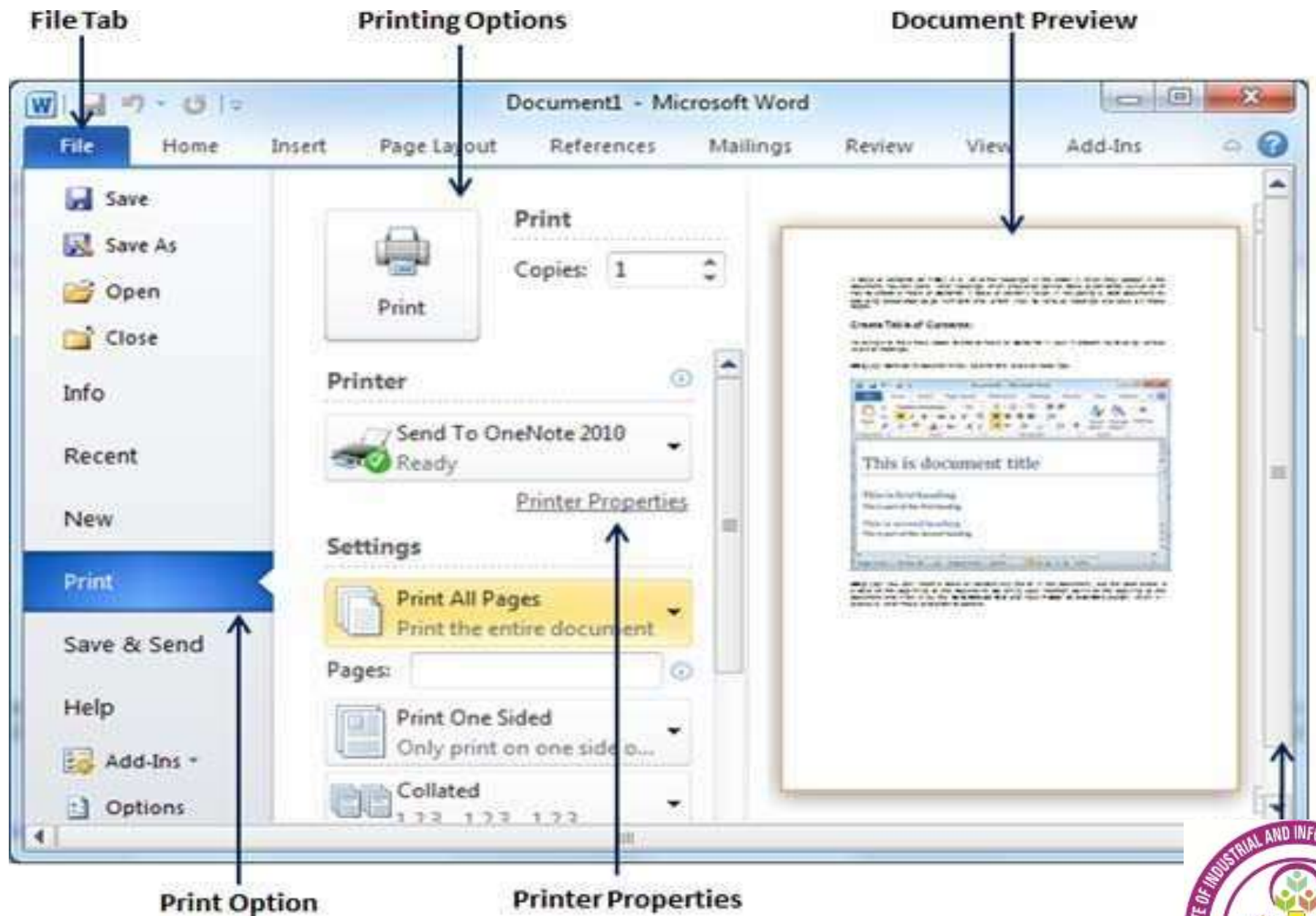
Click insert

Print Preview and Printing



Print preview is use





Inserting Clipart, Wordart, and Picture



Clipart

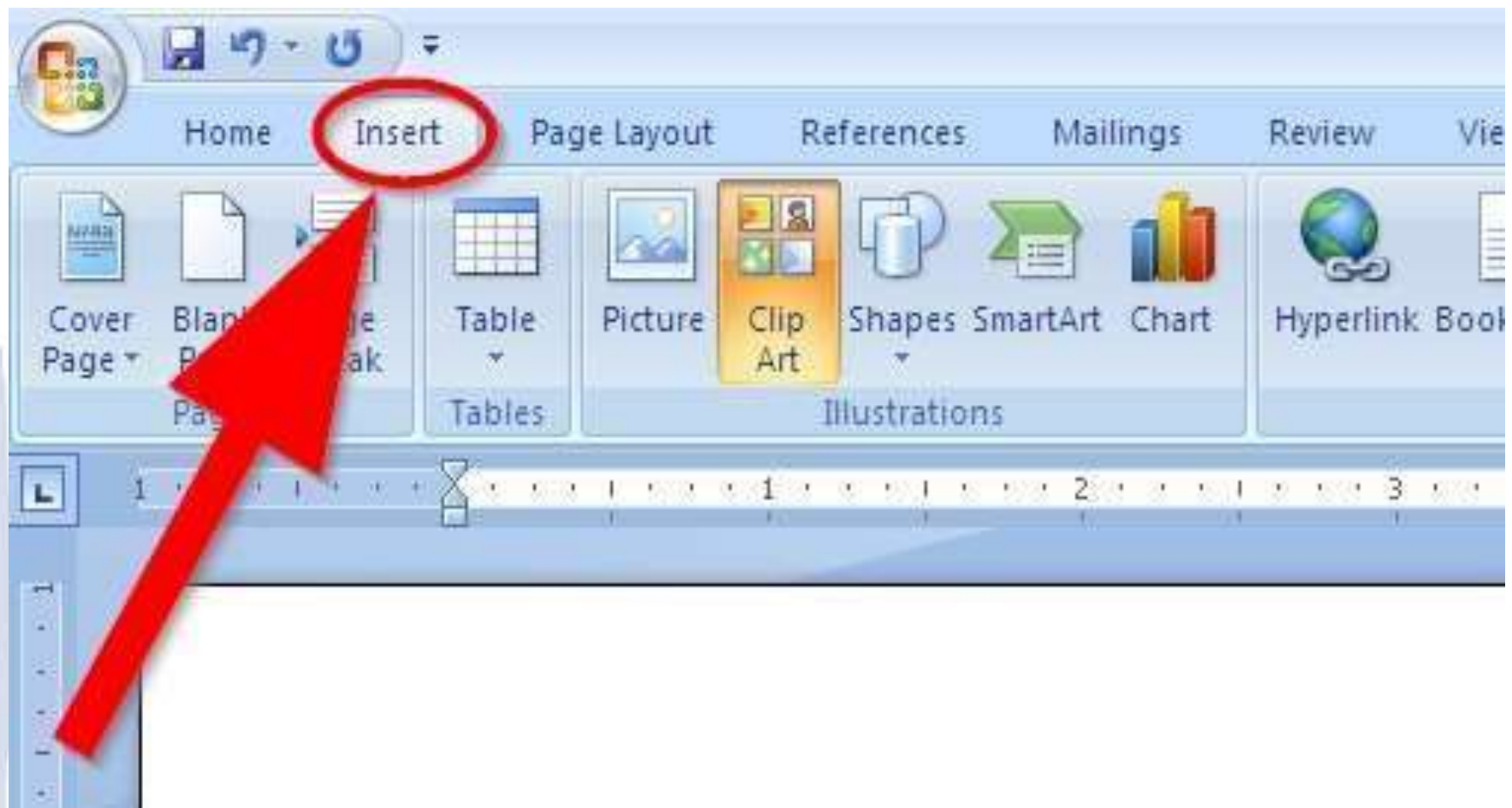


Wordart



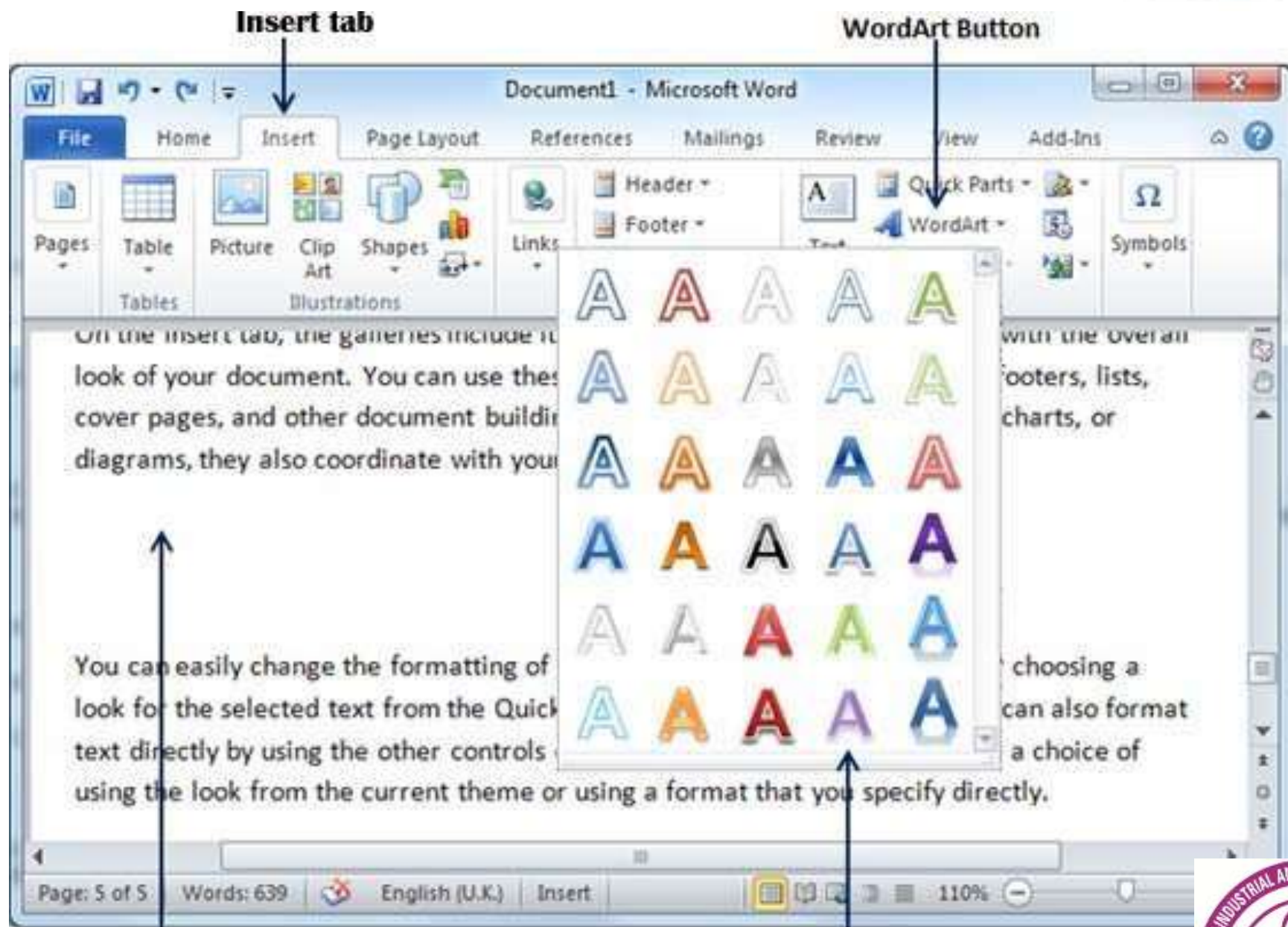
Picture





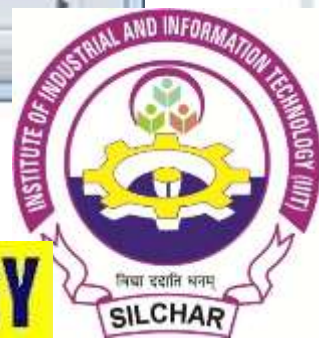
Then select the Clipart you want to insert

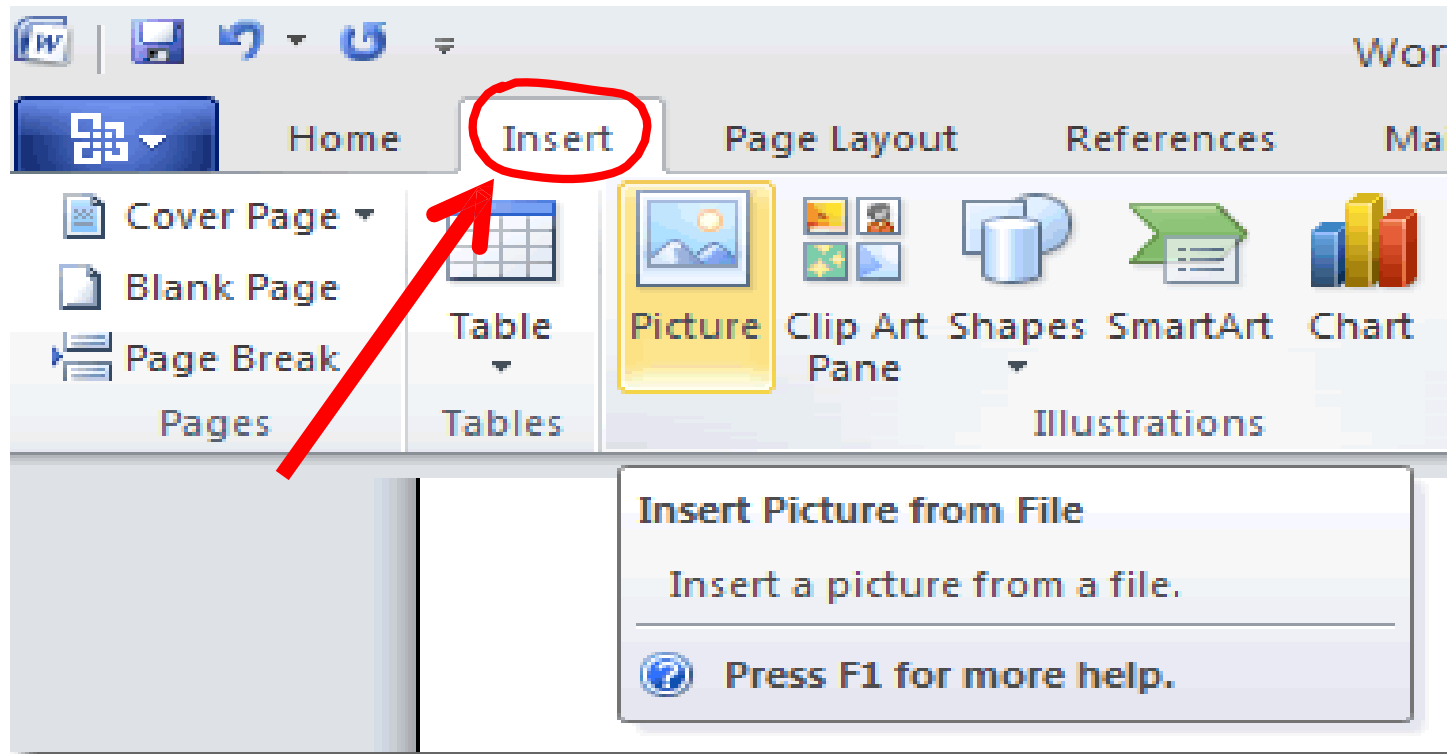




Location to insert WordArt

WordArt Gallery

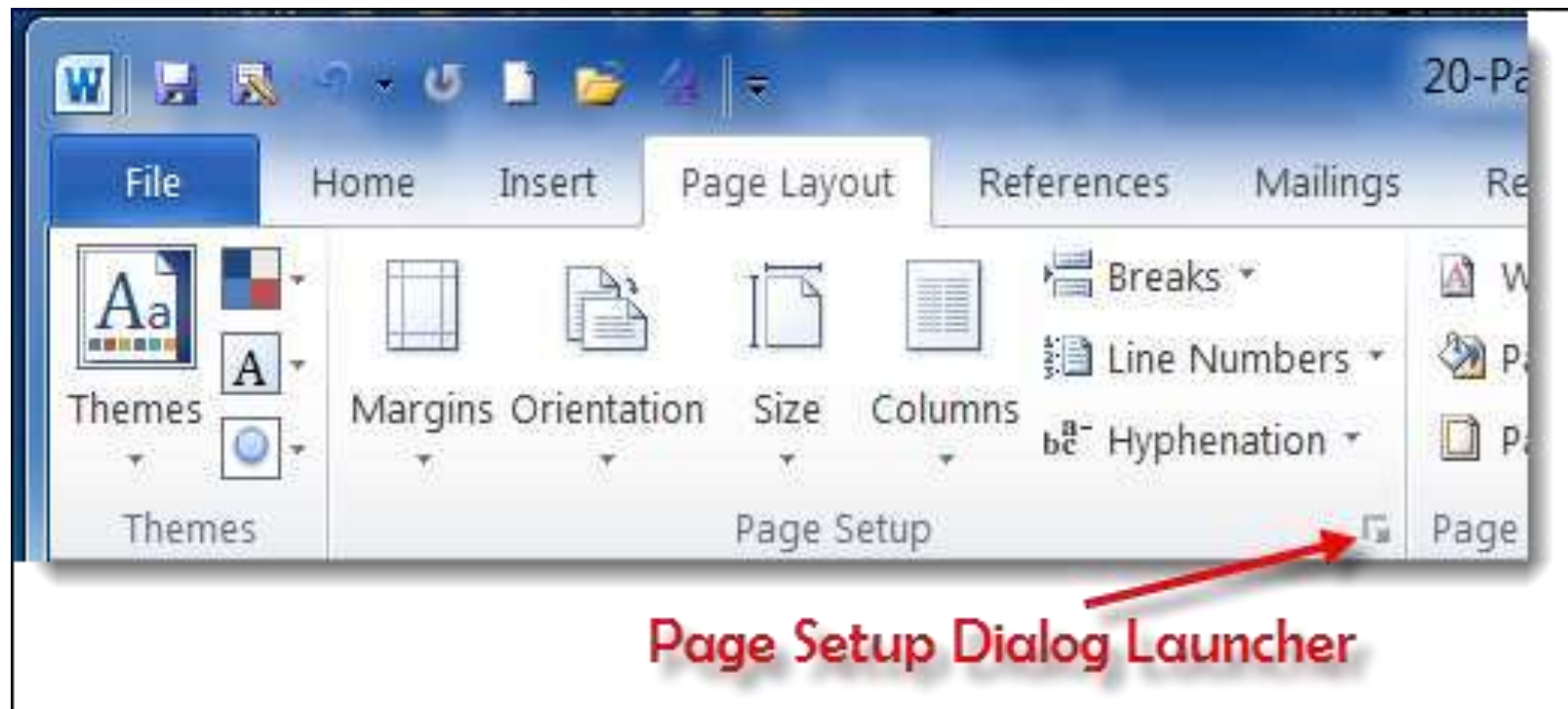




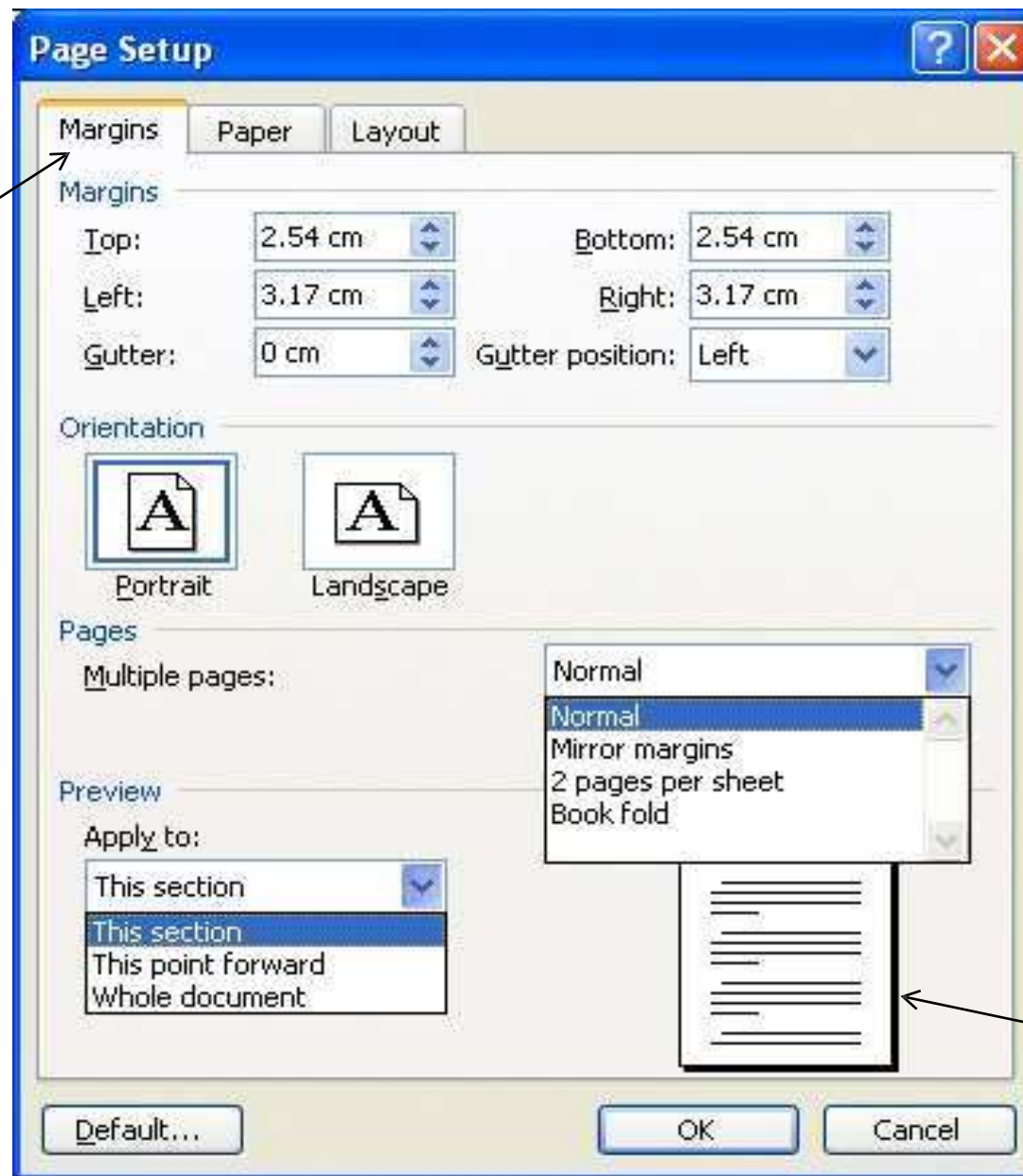
Then select the Picture you want to insert



Page Setup



Set Margins



Preview



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Paper Setup

Page Setup [?] [X]

Margins Paper Layout

Paper size:

Letter (8 1/2 x 11 in) [v]

Width: 21.59 cm [up] [down]

Height: 27.94 cm [up] [down]

Paper source

First page: Default tray [up] [down]

Other pages: Default tray [up] [down]

Preview

Apply to: This section [v]

Print Options...

Default... OK Cancel



Preview



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Layout
Setup

Page Setup

Margins Paper **Layout**

Section

Section start: New page

☐ Suppress endnotes

Headers and footers

☐ Different odd and even

☒ Different first page

From edge: Header: 0.5" Footer: 0.5"

Page

Vertical alignment: Top

Preview

Apply to: Whole document

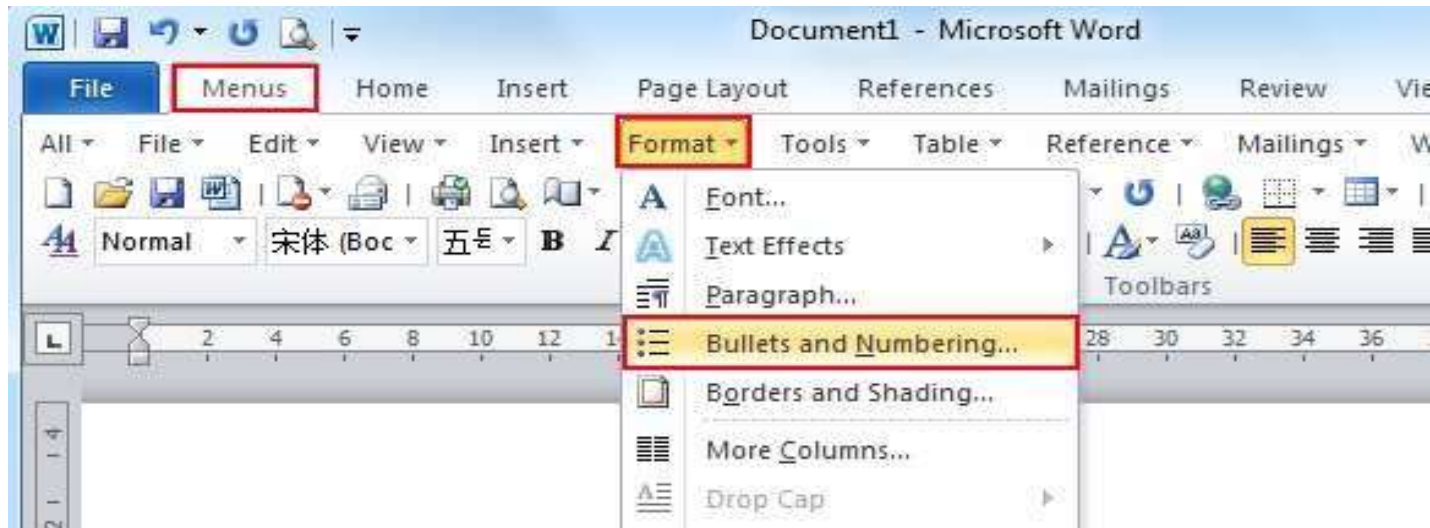
Line Numbers... Borders...

Default... OK Cancel

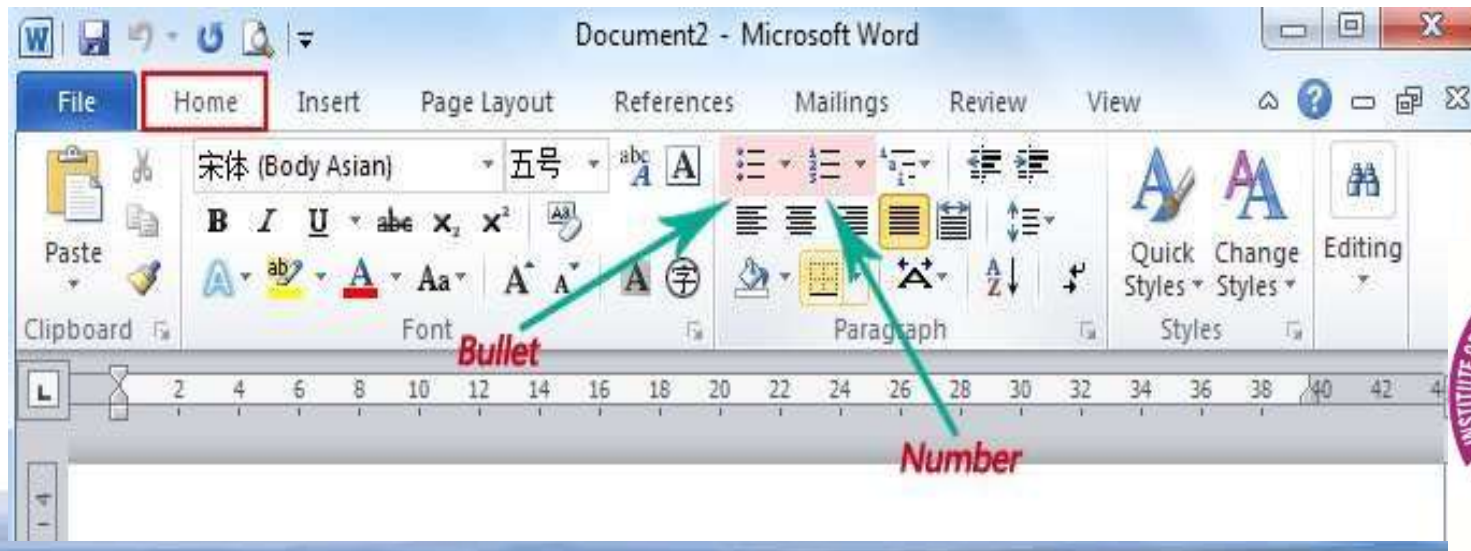
Preview

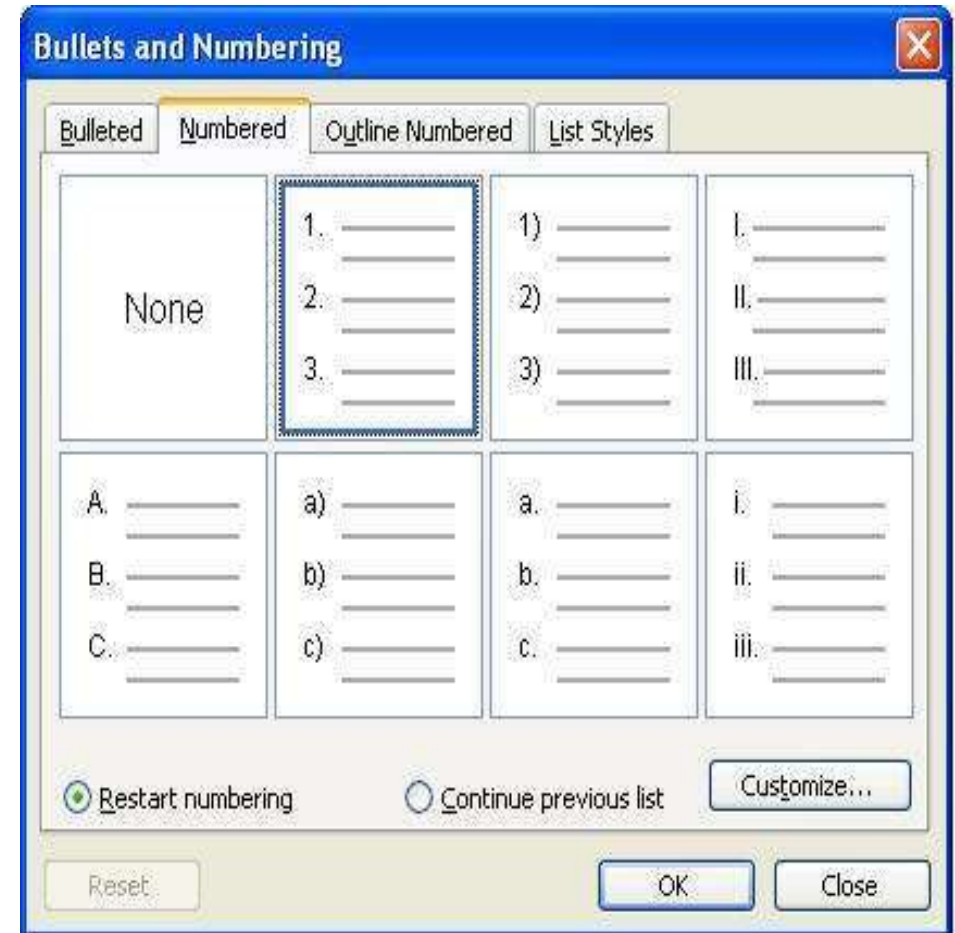
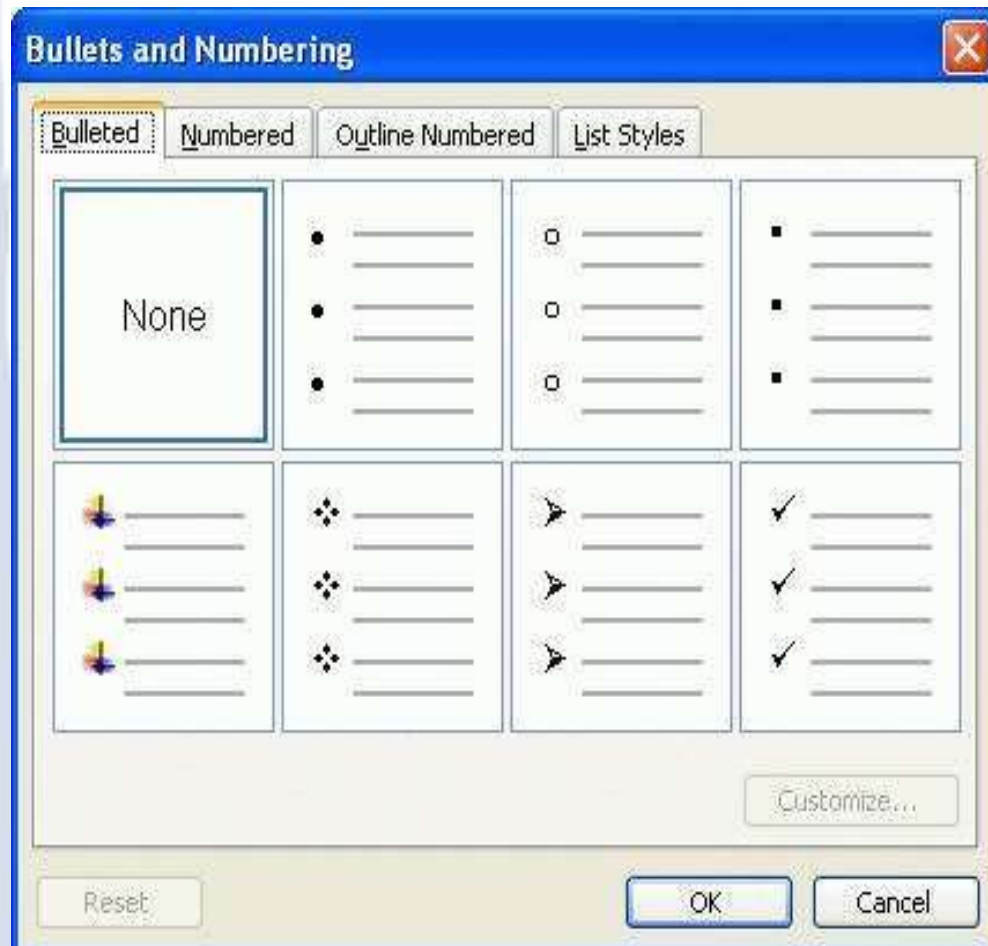


Bullets and Number



OR





Borders and Shading

Select border width

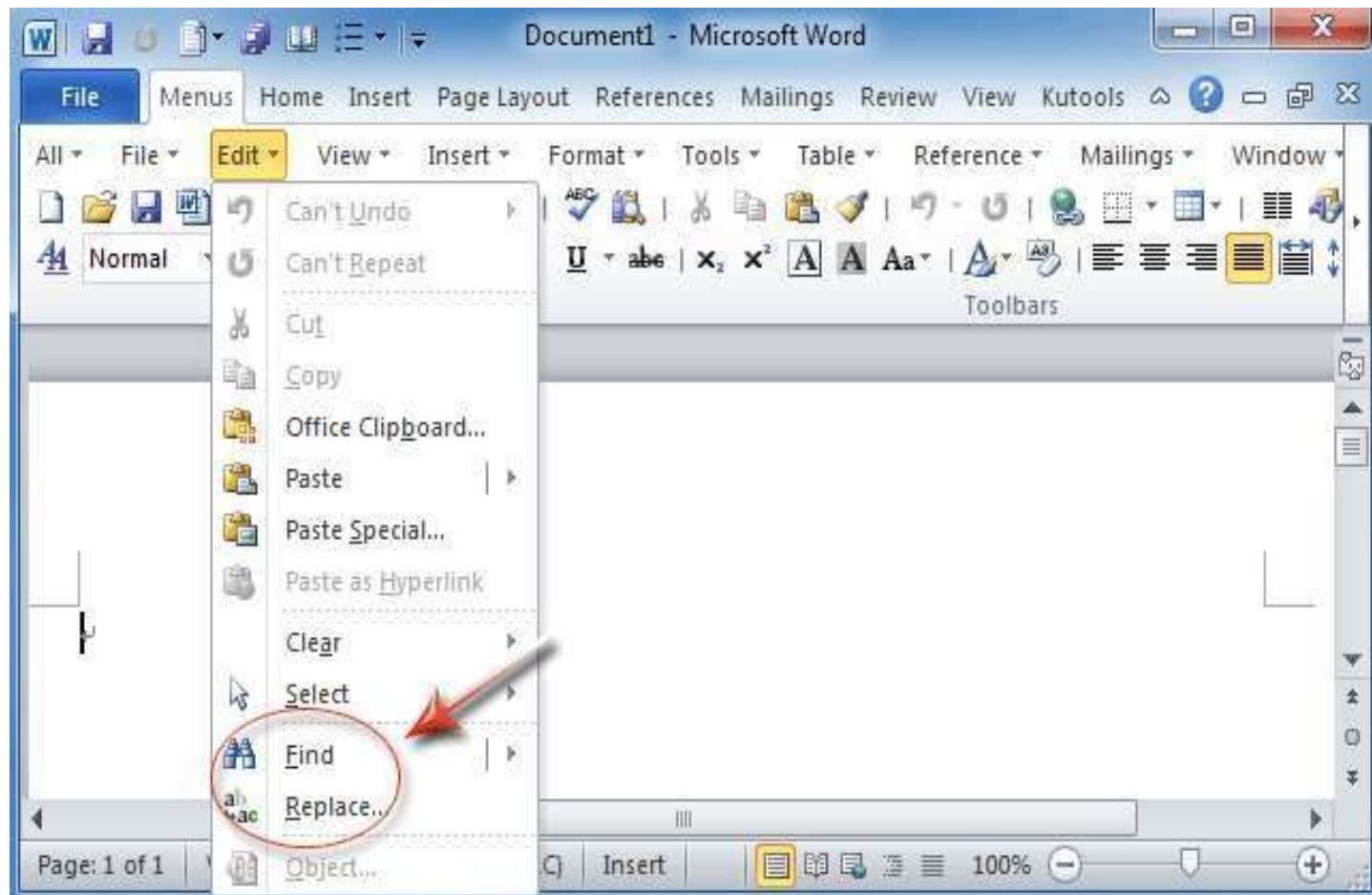
Select border style

Select border color

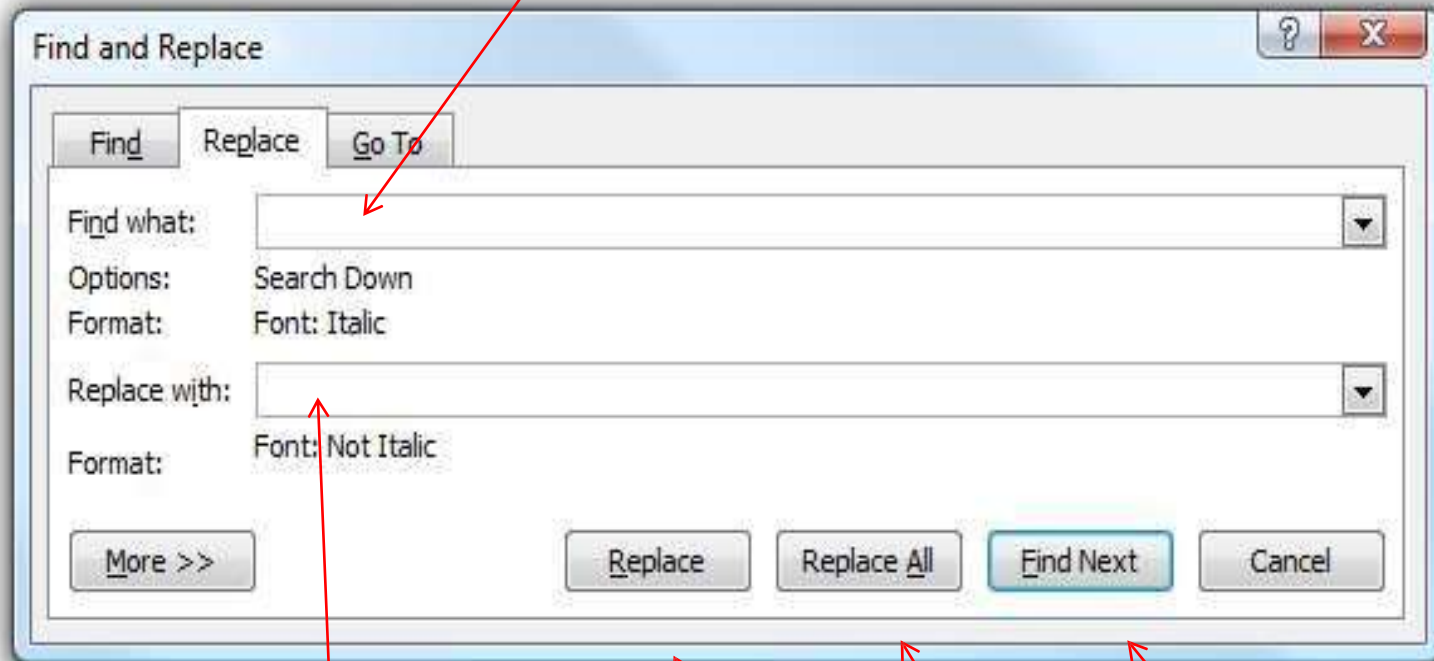
Border Prev



Searching a word and replacing it by another word



Type word you want to replace



The image shows a 'Find and Replace' dialog box with three tabs: 'Find', 'Replace', and 'Go To'. The 'Replace' tab is active. It contains the following fields and options:

- Find what:** A text input field with a red arrow pointing to it from the text 'Type word you want to replace'.
- Options:** A dropdown menu set to 'Search Down'.
- Format:** A dropdown menu set to 'Font: Italic'.
- Replace with:** A text input field with a red arrow pointing to it from the text 'Type new word you want to add'.
- Format:** A dropdown menu set to 'Font: Not Italic'.
- Buttons:** 'More >>', 'Replace', 'Replace All', 'Find Next', and 'Cancel'. Red arrows point from the text 'It will replace all the same selected word', 'It will replace word from document', and 'It will find your word in document' to the 'Replace', 'Replace All', and 'Find Next' buttons respectively.

Type new
word you
want to add

It will replace all the same
selected word

It will replace
word from
document

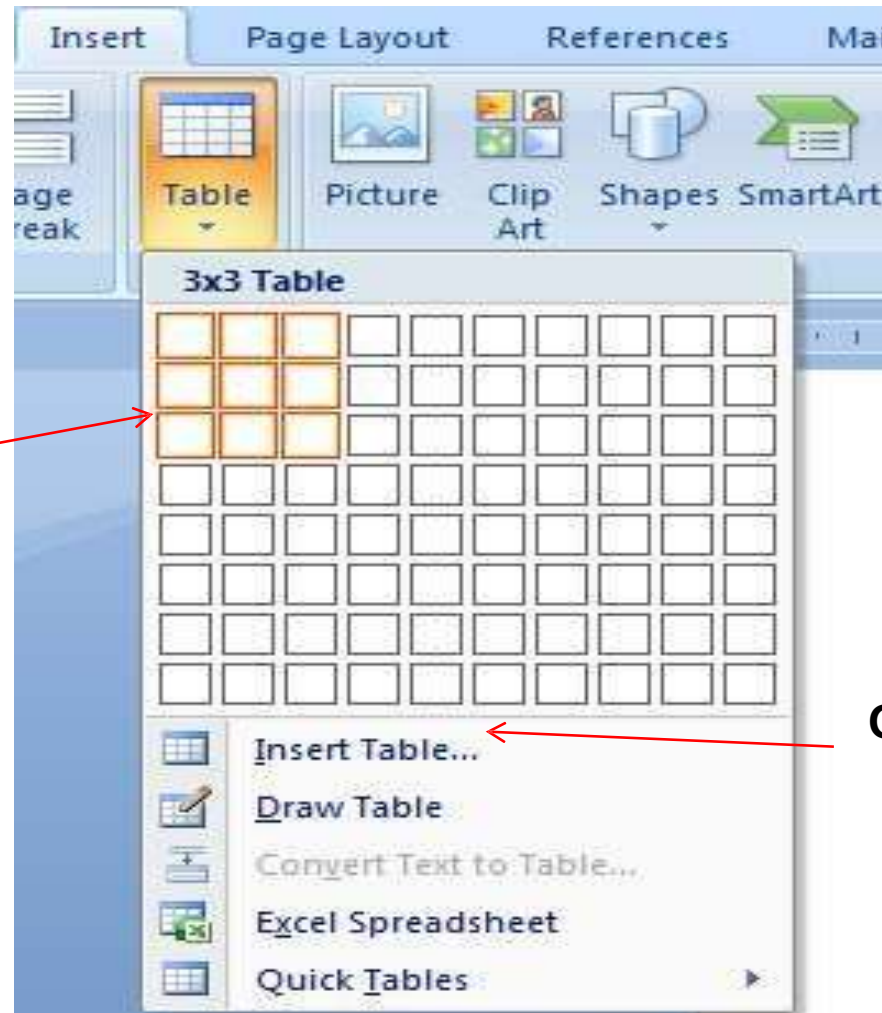
It will find
your word
in
document



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Inserting Table in file

Visually
select the
size of table

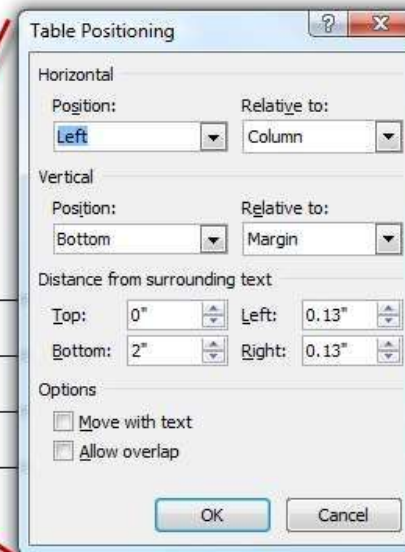
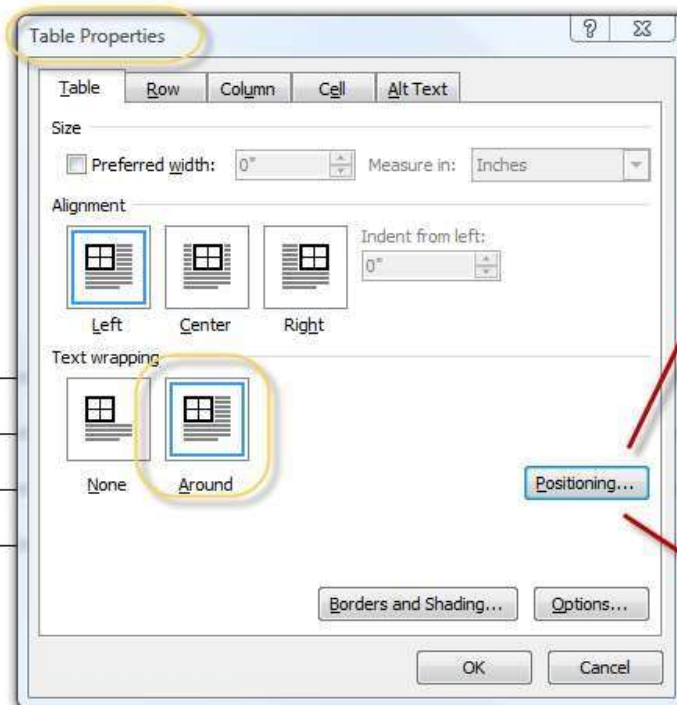


Or click
"insert table"



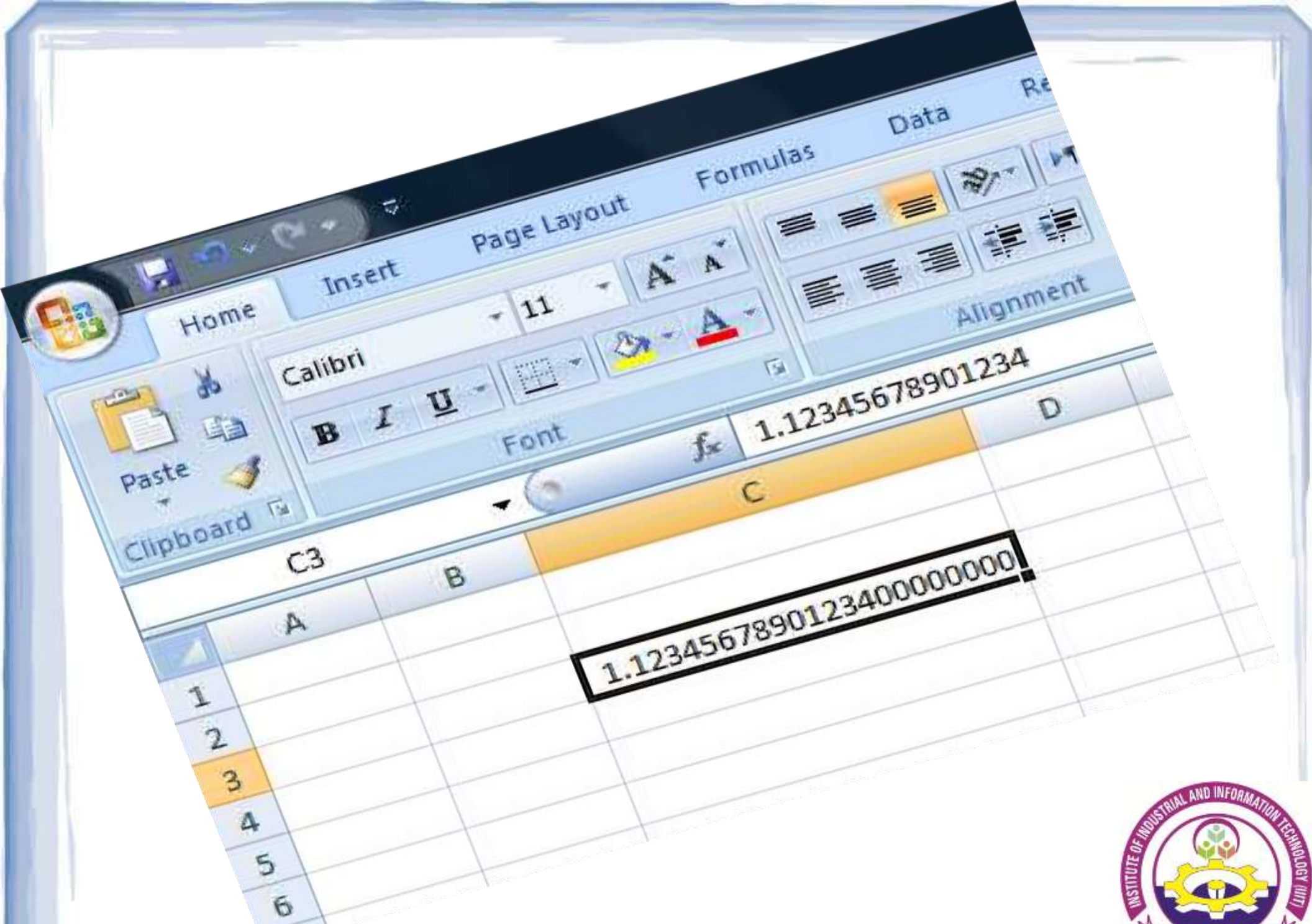
Columns		Rows			

cell

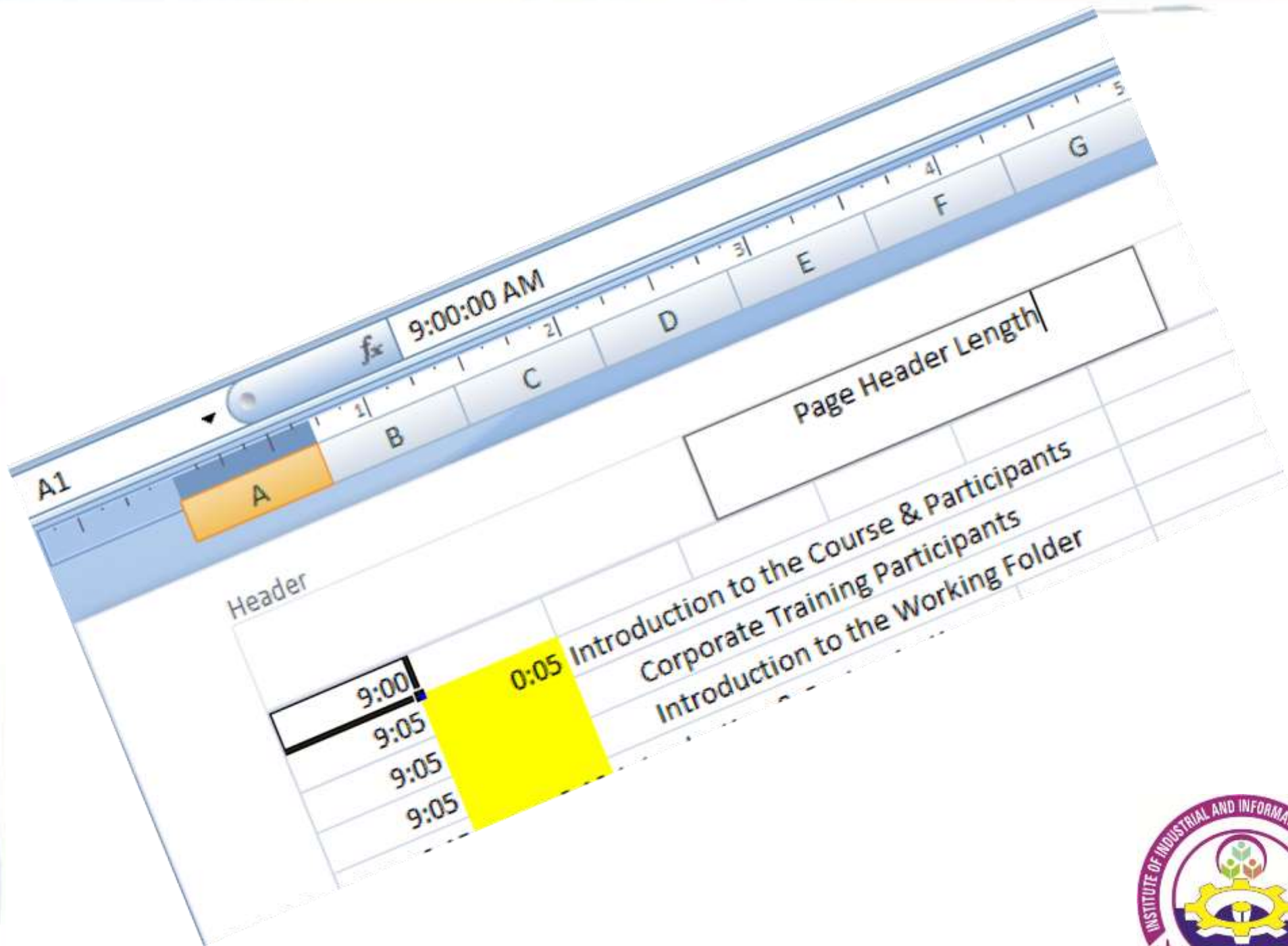


Word 2010





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Detailed outline updated on 19-5-2010 (2).xlsx - M

Home Insert Page Layout Formulas Data Review View Developer

Normal Page Layout Full Screen Workbook Views

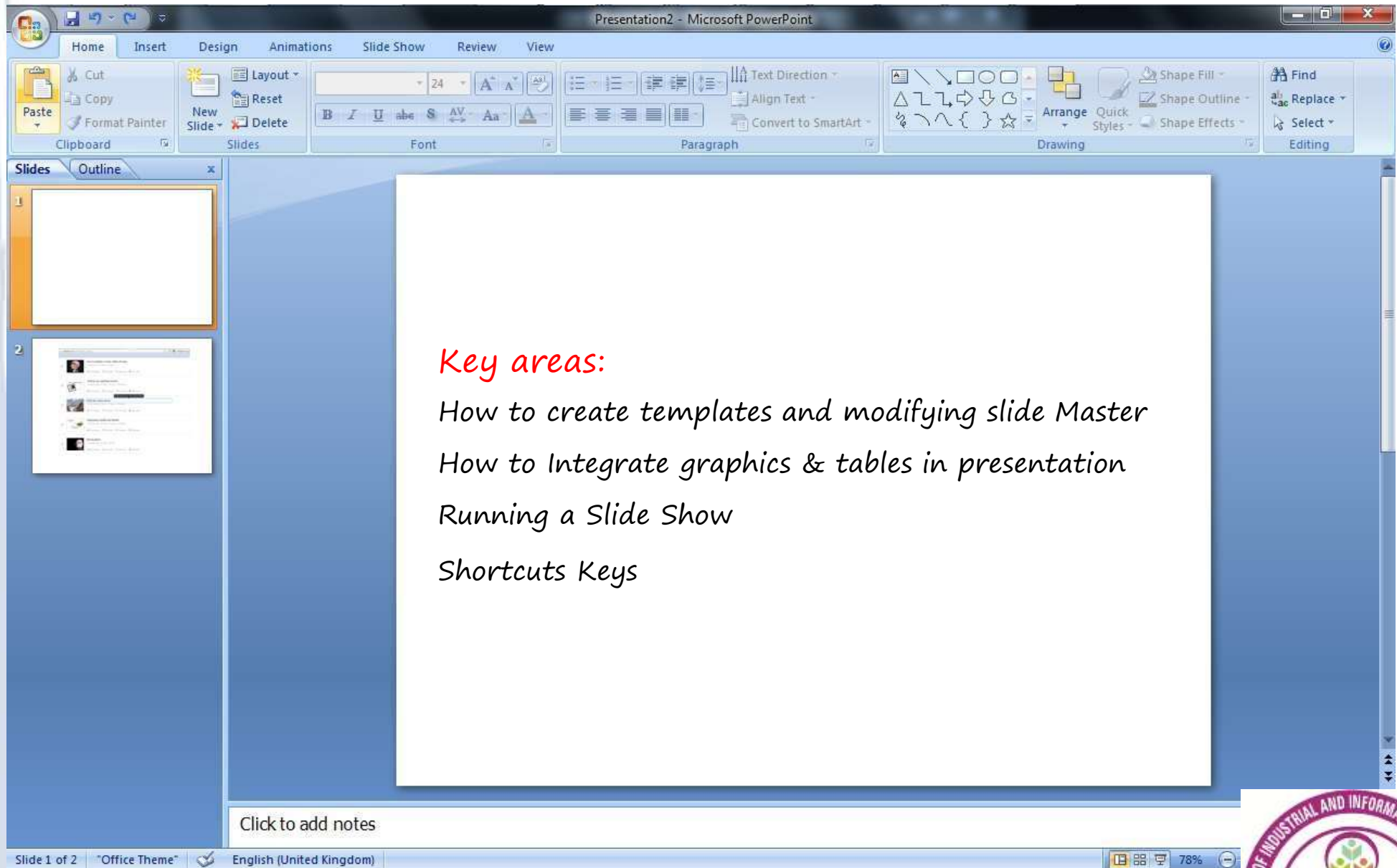
☒ Ruler ☒ Formula Bar
☒ Gridlines ☒ Headings
☐ Message Bar Show/Hide

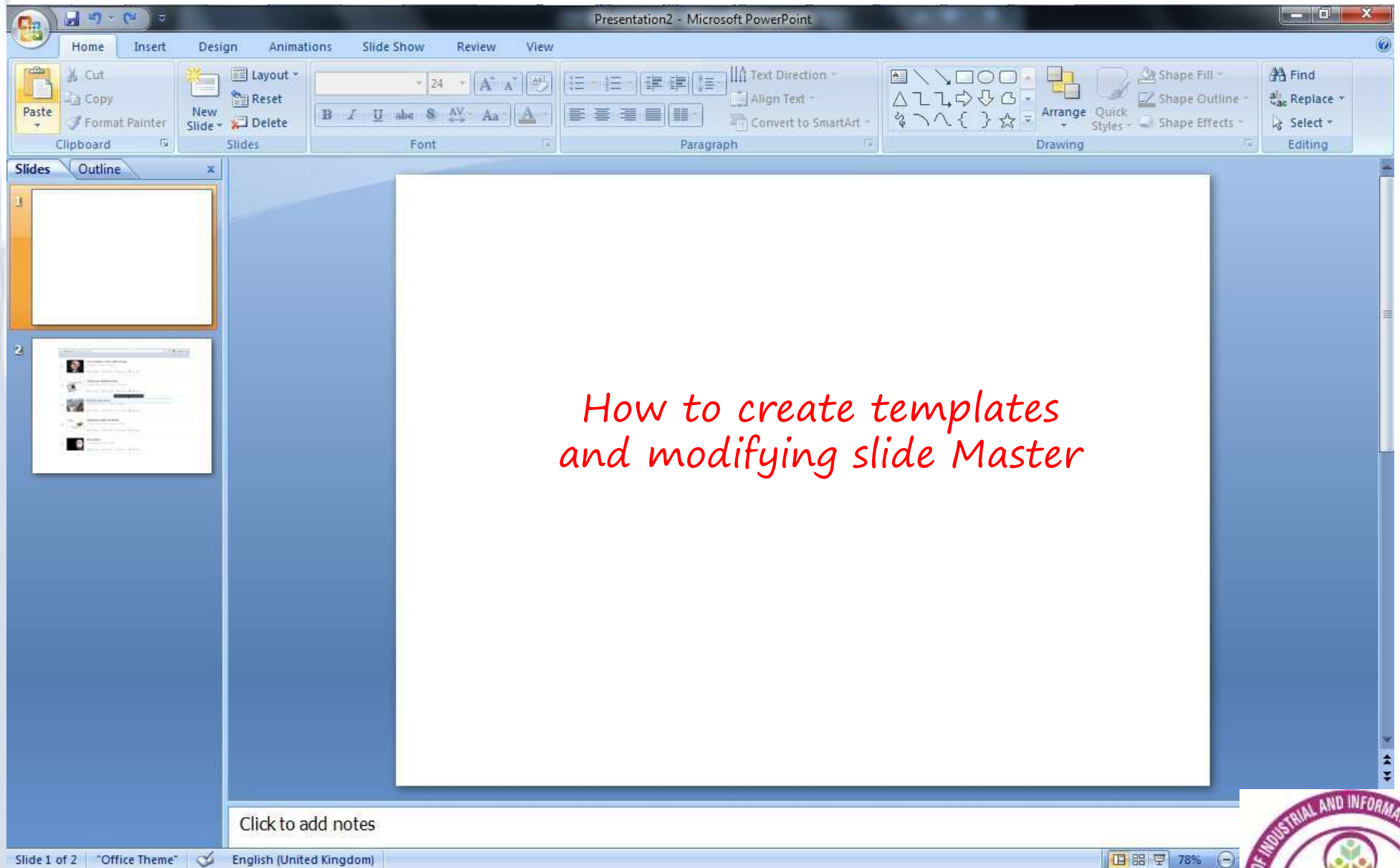
Zoom 100% Zoom to Selection Zoom

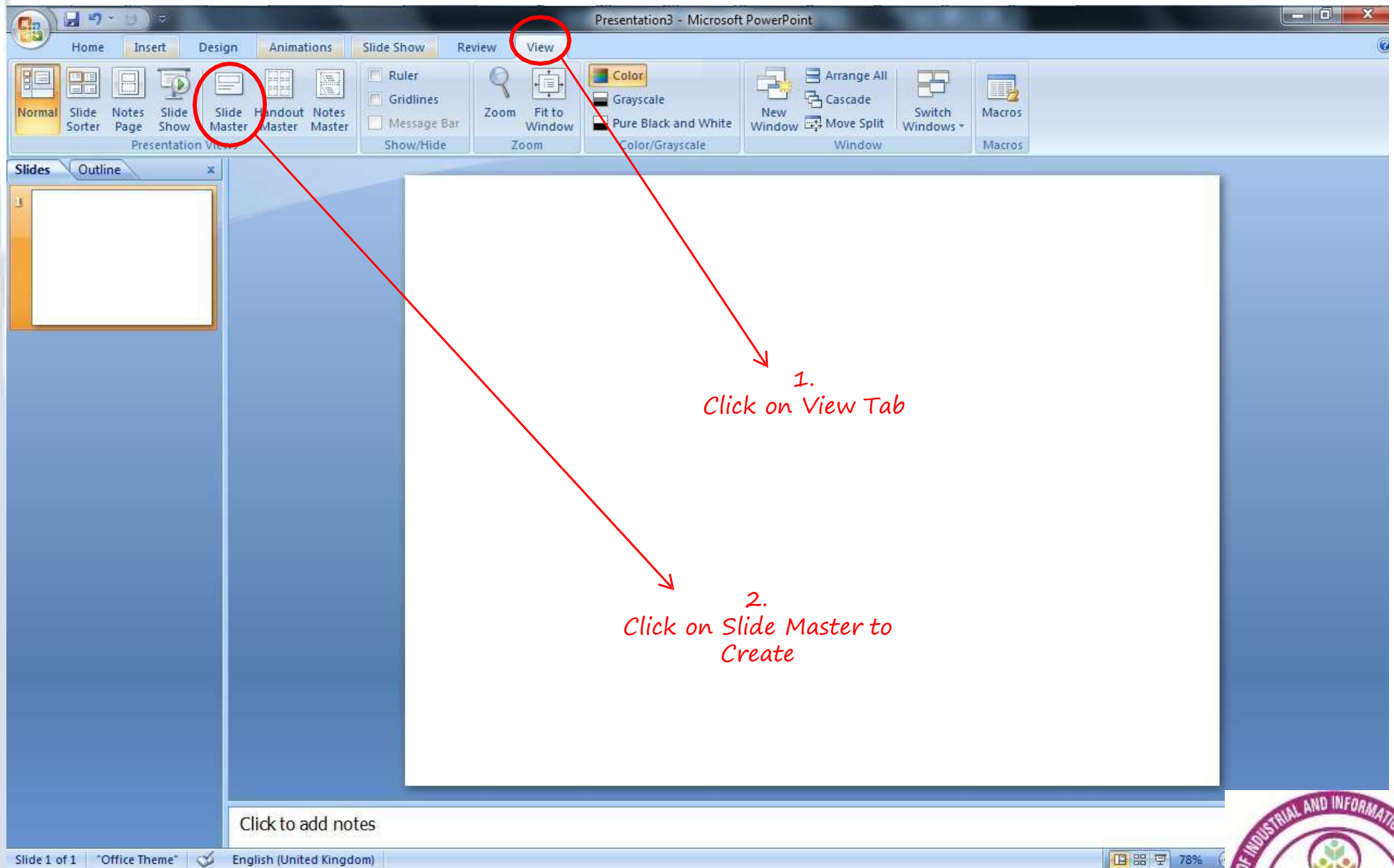
G11		fx							
	A	B	C	D	E	F	G	H	I
1	9:00								
2	9:05	0:05	Introduction to the Course & Participants						
3	9:05		Corporate Training Participants						
4	9:05		Introduction to the Working Folder						
5	9:15	0:10	Introduction & Customization						
6	9:15		Starting Excel						
7	9:15		Structure of Excel						
8	9:15		Introduction to the Ribbon; Tabs, Commands, CommandGroup, Di						
9	9:15		Saving / Opening Files						
10	9:15		Folders, Save as type, Password, Backup						
11	9:20	0:05	Advanced Formula & Functions (Financial				Functions	Statistical Function	
12	9:25	0:05	Introduction to Formulas & Functions						
13	9:25		Operators, Arguments & Expressions						
14	9:25		Operator Precedence						
15	9:25		Constants, Addresses / Cell References						
16	9:25		Cell Referencing; Absolute / Relative Referencing						
17	9:25		Using 3D references						
18	9:25		Understanding Formula Errors						
19	9:35	0:10	Using Range Names						
20	9:40	0:05	Formatting Formulas with GOTO, Freeze Panes, Split Window, Wat						

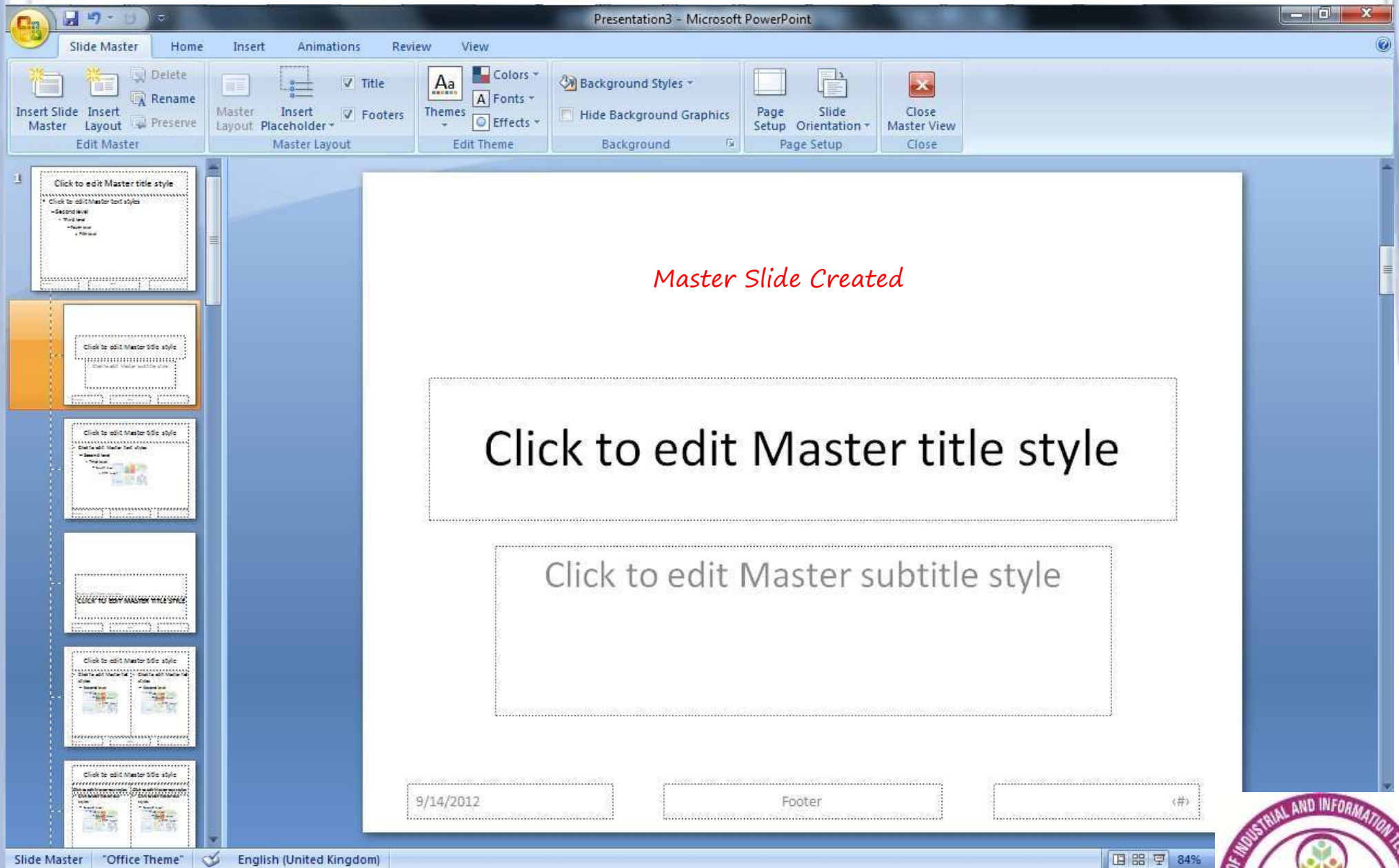


B	C	D	E	F	G	S
Month	Region	State	Manager	Salespers	Categor	
January	North	Minnesot	Sort A to Z			M
January	North	Minnesot	Sort Z to A			M
January	North	Minnesot	Sort by Color			V
January	North	Minnesot	Clear Filter From "State"			V
January	North	Minnesot	Filter by Color			M
January	North	Minnesot	Text Filters			M
January	North	Minnesot	☒ (Select All)			M
January	North	Minnesot	☒ Idaho			M
January	North	Minnesot	☒ Louisiana			V
January	North	Minnesot	☒ Minnesota			V
January	North	Minnesot	☒ Montana			M
January	North	Minnesot	☒ New Jersey			M
January	North	Minnesot	☒ New York			V
January	North	Minnesot	☒ Texas			V
January	North	Minnesot	☒ Wisconsin			M
February	North	Minnesot				M
February	North	Minnesot				V
February	North	Minnesot				V
February	North	Minnesot				M
February	North	Minnesota	Andersen	Benson	Business	M









Master Slide Created

Click to edit Master title style

Click to edit Master subtitle style

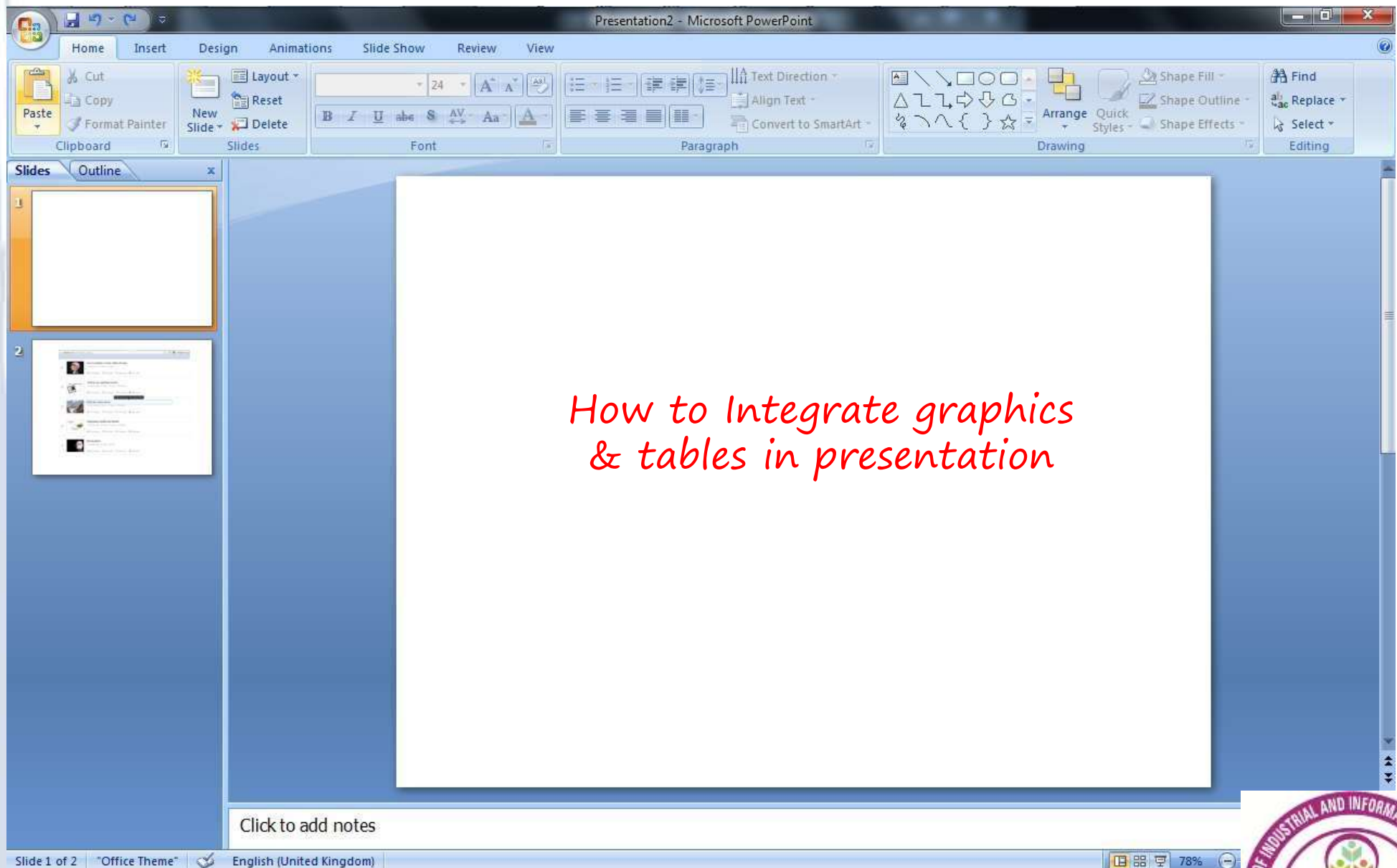
9/14/2012

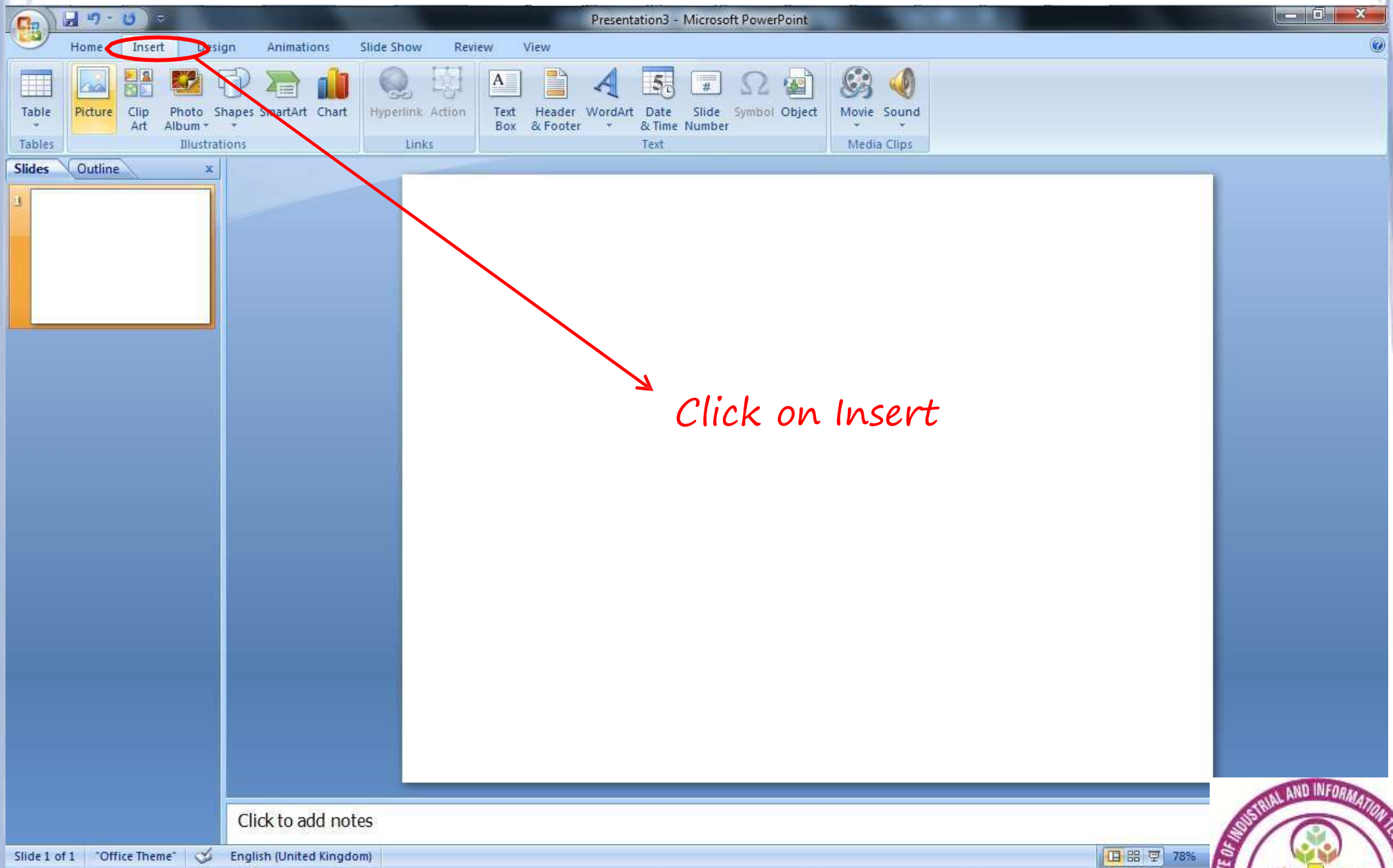
Footer

<#>



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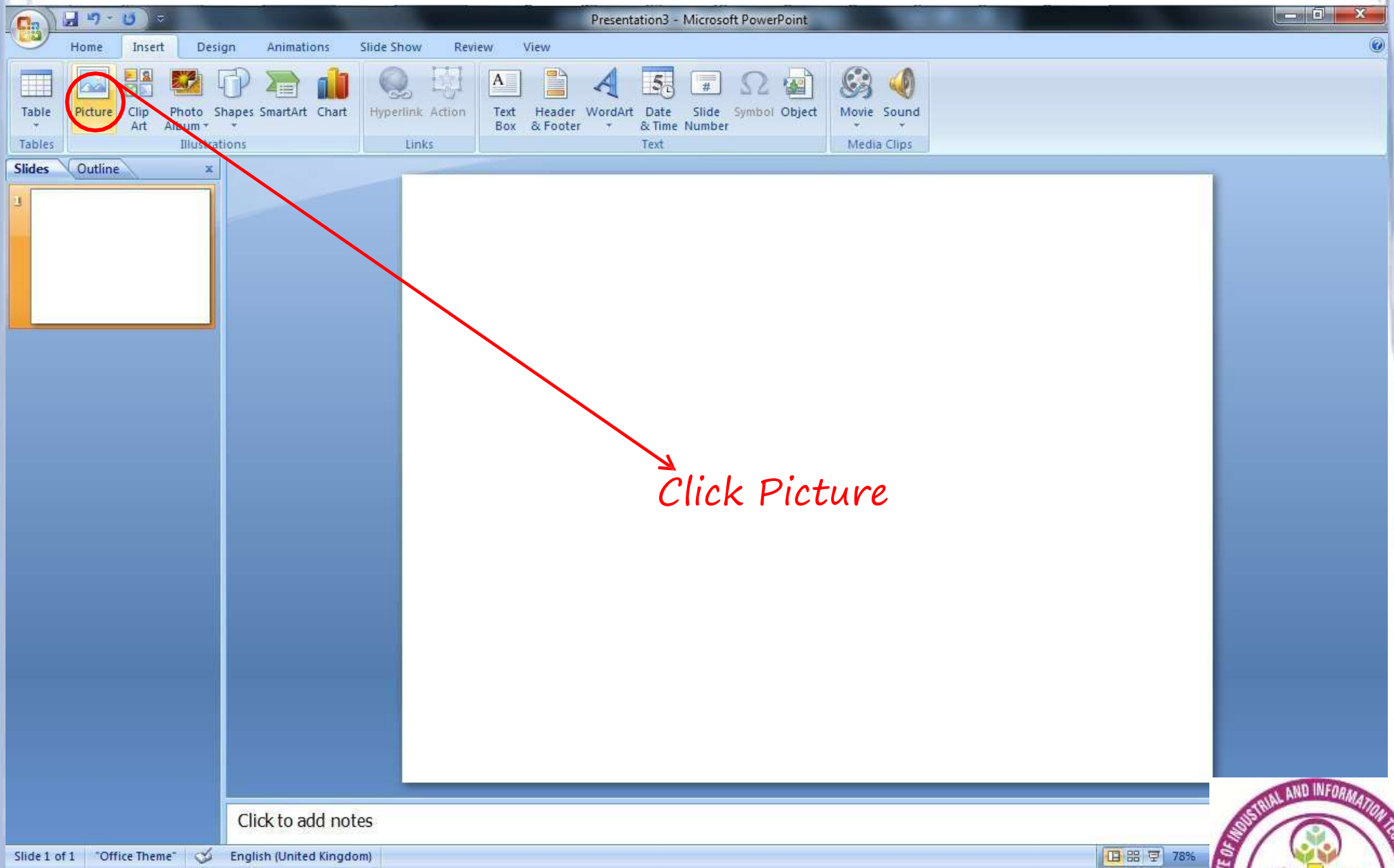




Click on Insert



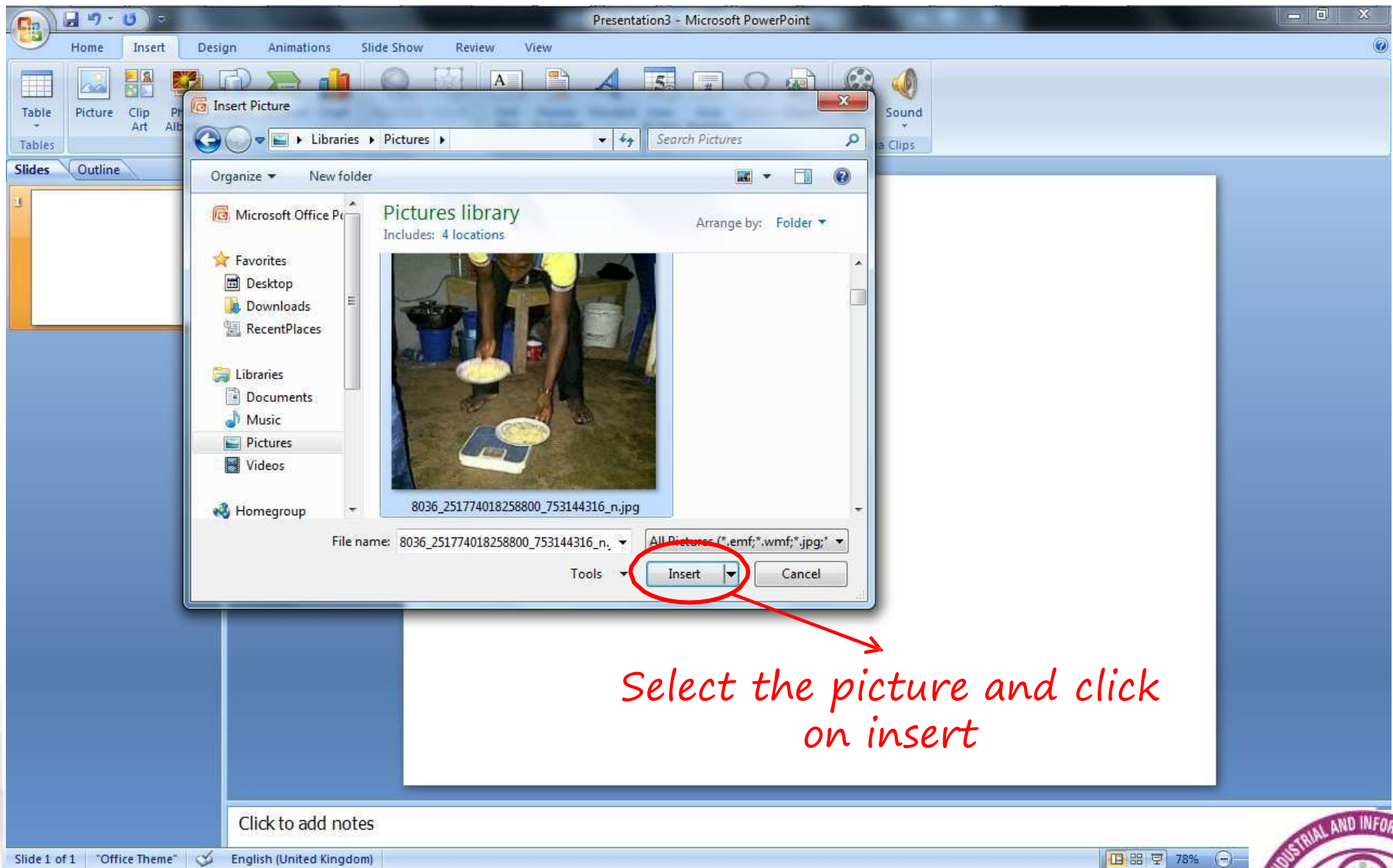
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Click Picture



INSTITUTE OF INDUSTRIAL AND INFORMATION TECHNOLOGY



Presentation3 - Microsoft PowerPoint

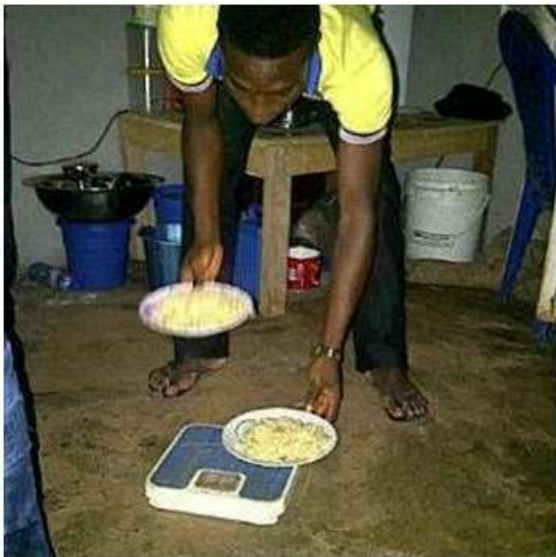
Home Insert Design Animations Slide Show Review View

Table Picture Clip Art Photo Album Shapes SmartArt Chart Hyperlink Action Text Box Header & Footer WordArt Date & Time Slide Number Symbol Object Movie Sound

Tables Illustrations Links Text Media Clips

Slides Outline

1

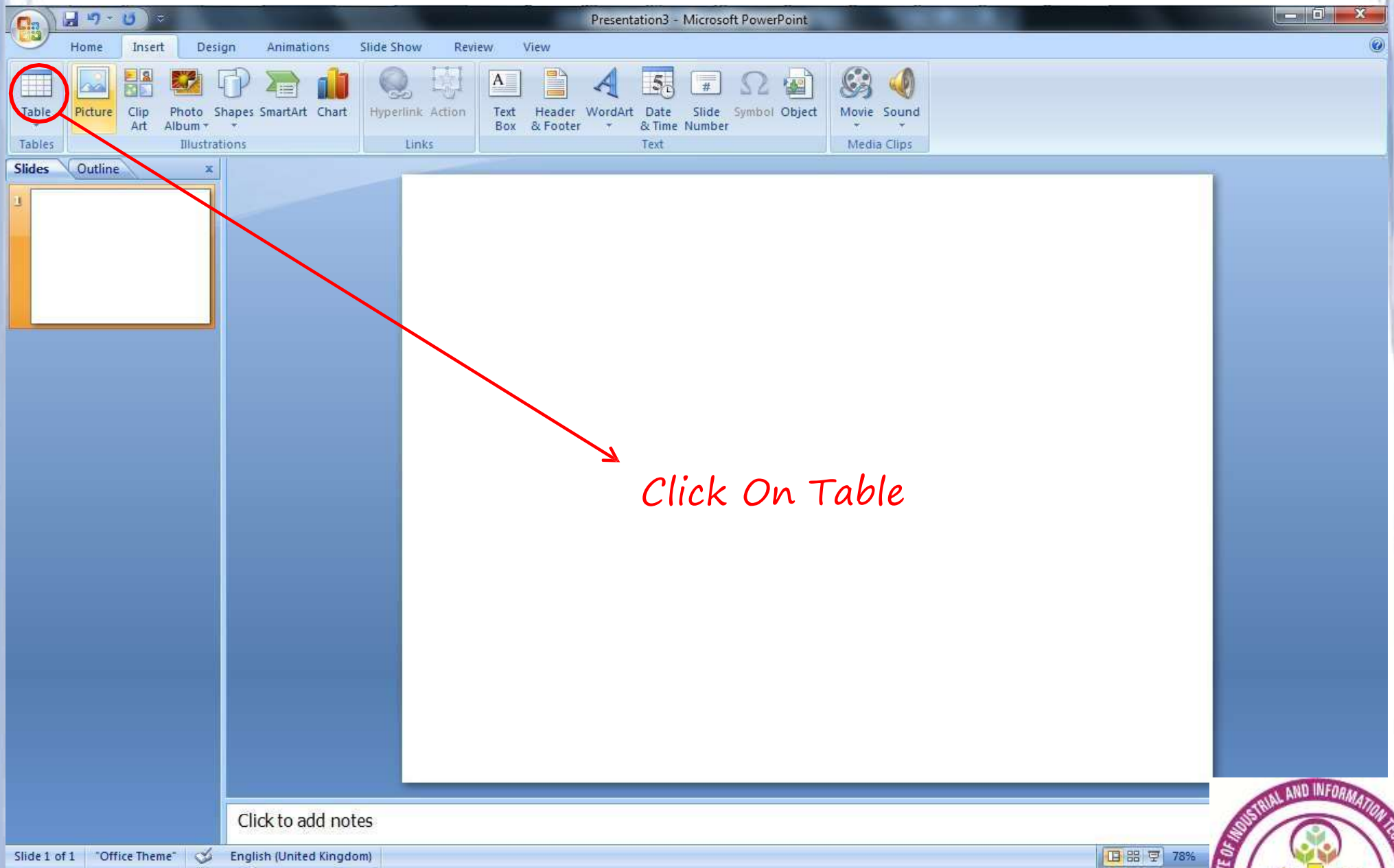


Picture Inserted

Click to add notes

Slide 1 of 1 "Office Theme" English (United Kingdom) 78%





Click On Table



Presentation3 - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View

Table Picture Clip Art Photo Album Shapes SmartArt Chart Hyperlink Action Text Box Header & Footer WordArt Date & Time Slide Number Symbol Object Movie Sound Media Clips

Insert Table

Insert Table...
Draw Table
Excel Spreadsheet

If you need more than the available columns and Rows, then click on draw



Presentation3 - Microsoft PowerPoint

Table Tools

Home Insert Design Animations Slide Show Review View Design **Layout**

Select View Gridlines Delete Insert Above Insert Below Insert Left Insert Right Merge Cells Split Cells

Height: 1.03 cm Width: 1.41 cm Distribute Rows Distribute Columns

Text Direction Cell Margins

Height: 10.3 cm Width: 16.93 cm Lock Aspect Ratio

Bring to Front Align Send to Back Group Selection Pane Rotate

Slides Outline

Click to add notes

Slide 1 of 1 "Office Theme" English (United Kingdom) 78%

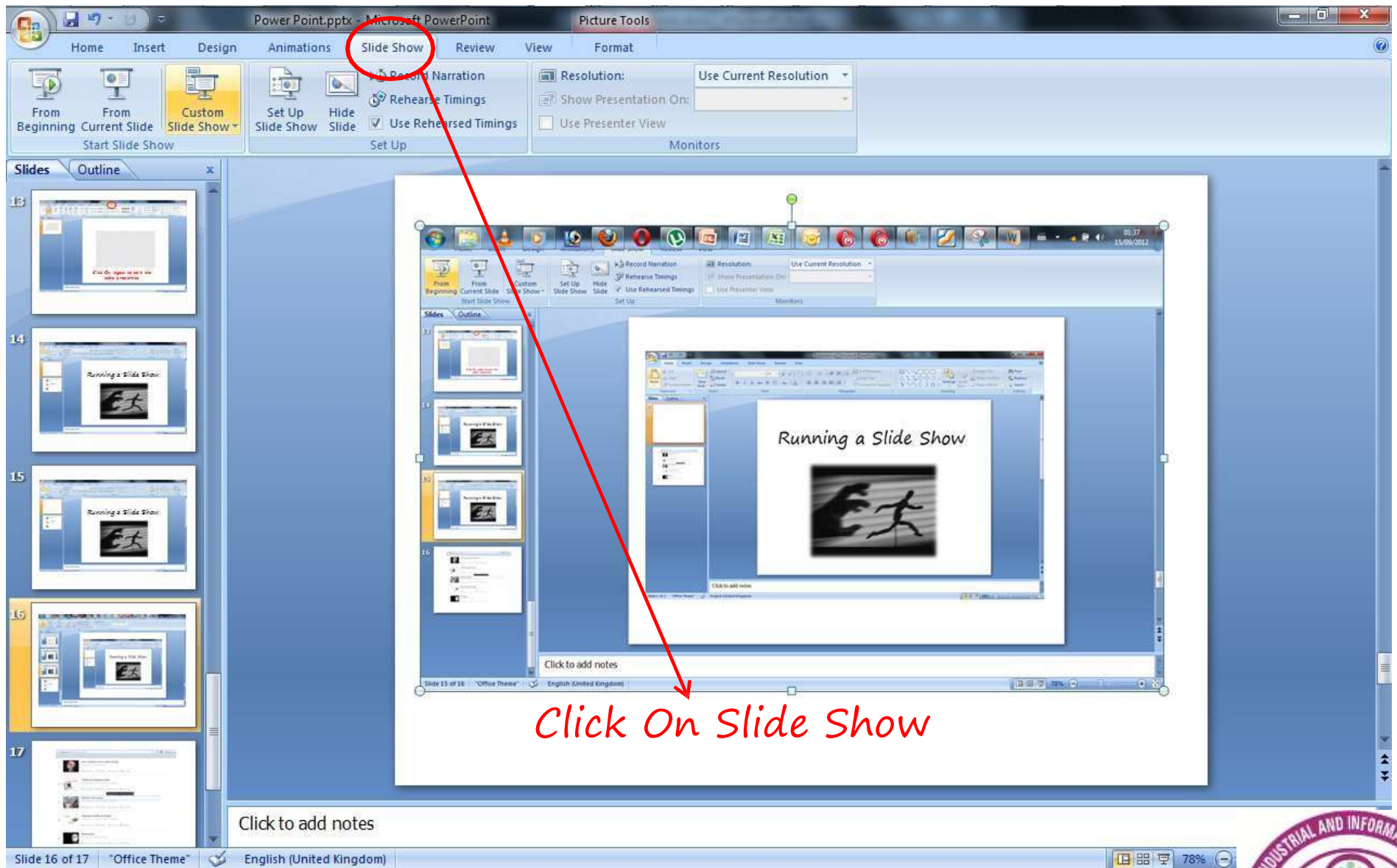
Click On layout to edit the table properties



Running a Slide Show



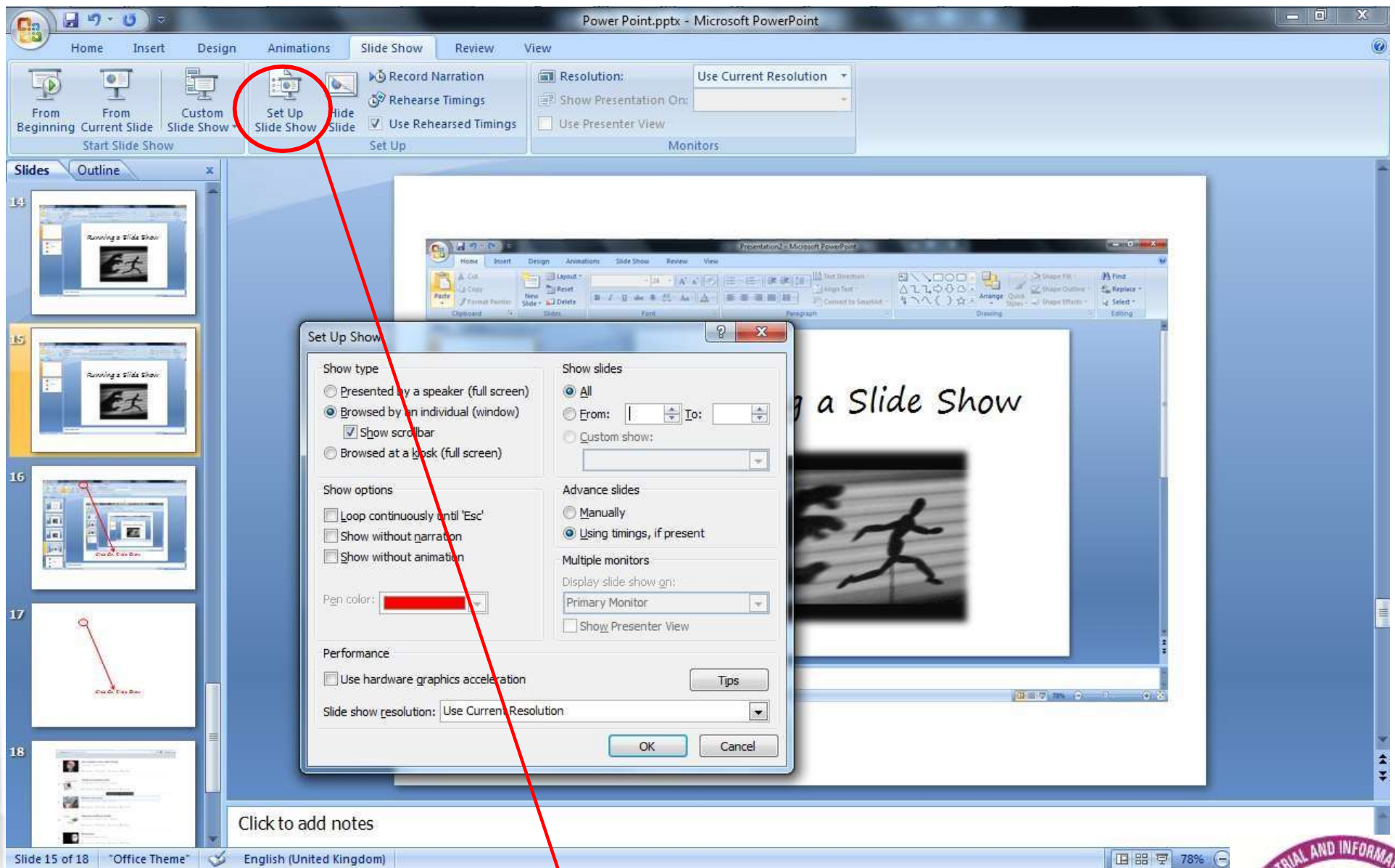
INSTITUTE OF INDUSTRIAL AND INFORMATION TECHNOLOGY



Click On Slide Show



INSTITUTE OF INDUSTRIAL AND INFORMATION TECHNOLOGY



Click On Setup Slide Show