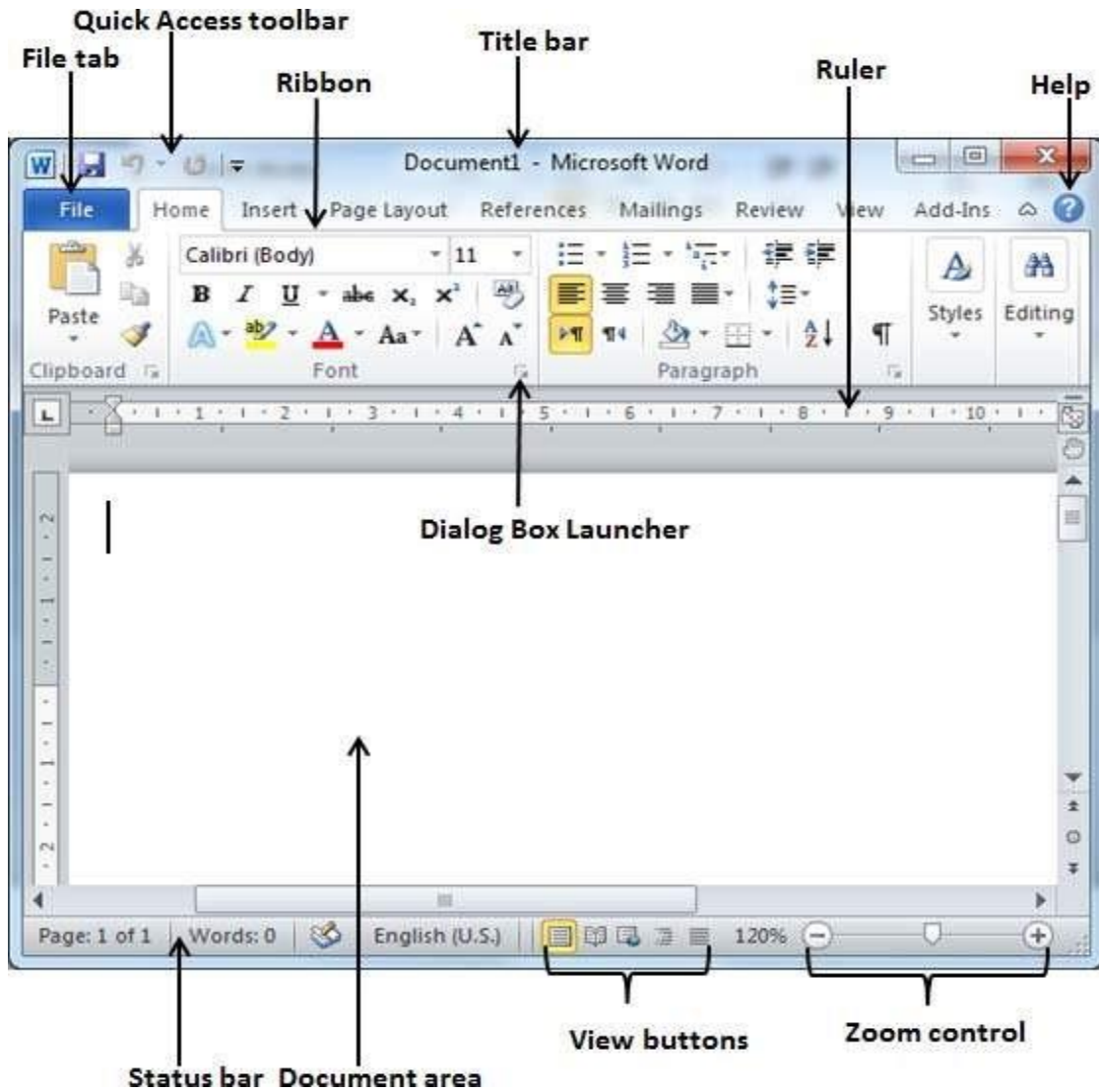
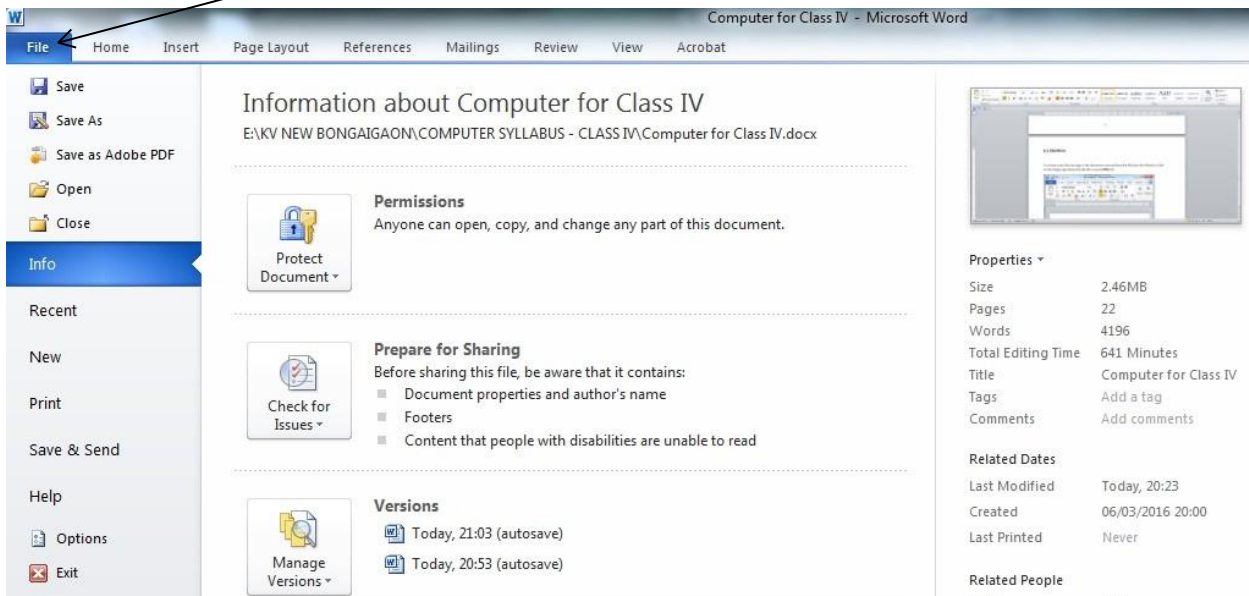


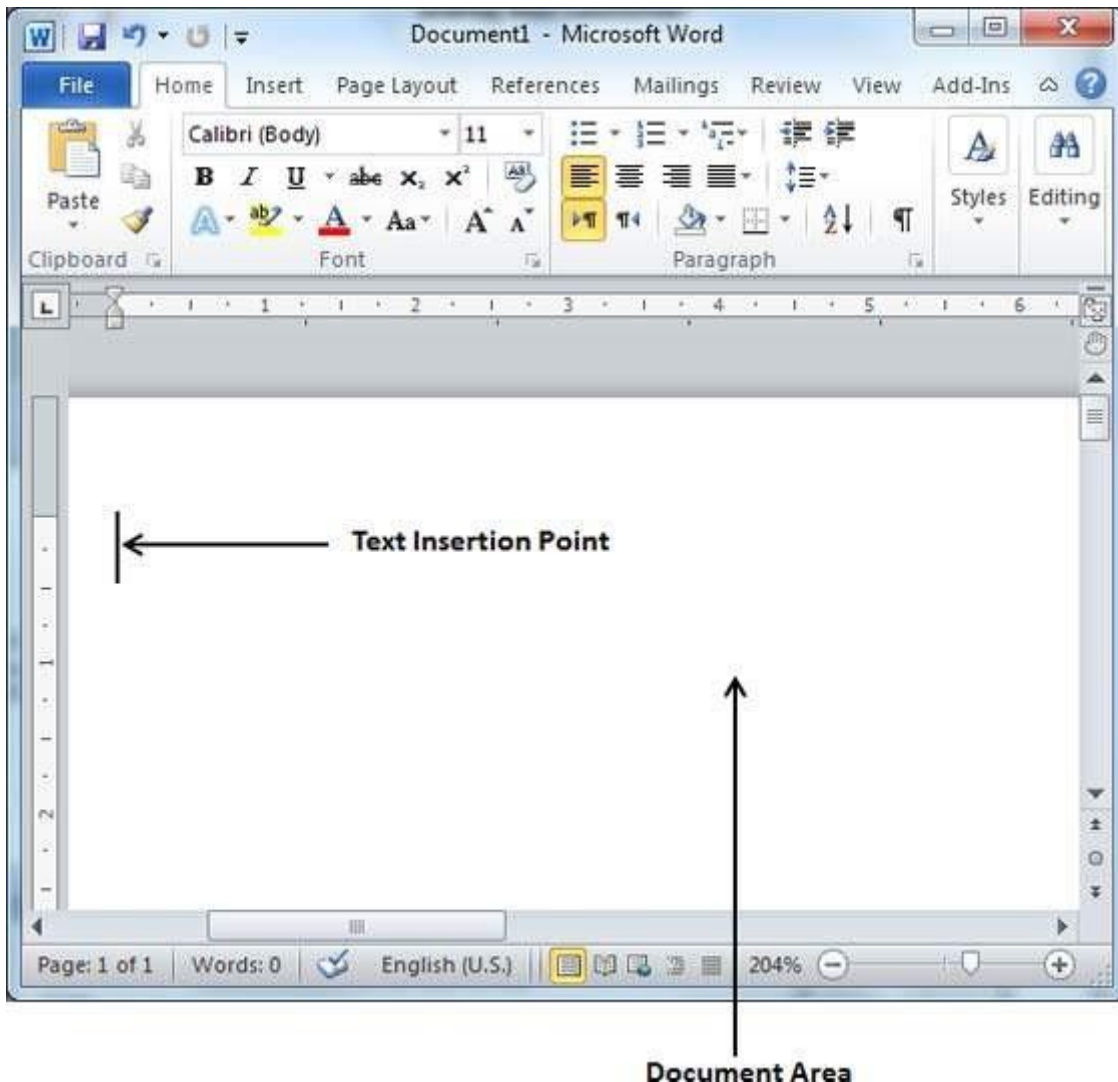
MS Word is a word processing software. It falls under the category of application software. It is used to create and edit personal and business documents such as letters, reports etc. The default file extension of MS Word 2007 is .docx. Given below is the basic Window that appears when we open the MS Word –



**File Menu** : File menu contains all the options related to an open file

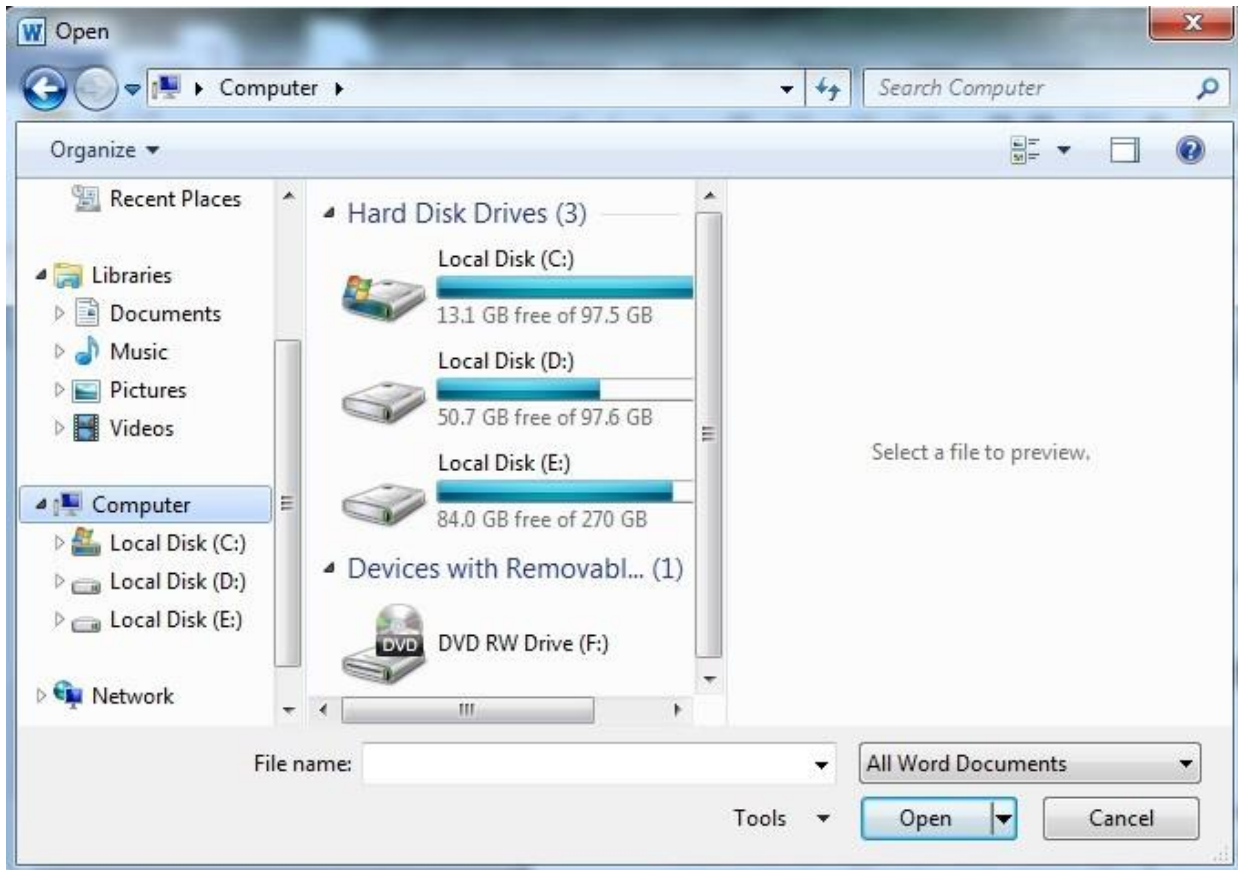


**To create a new file**, just type in the document area

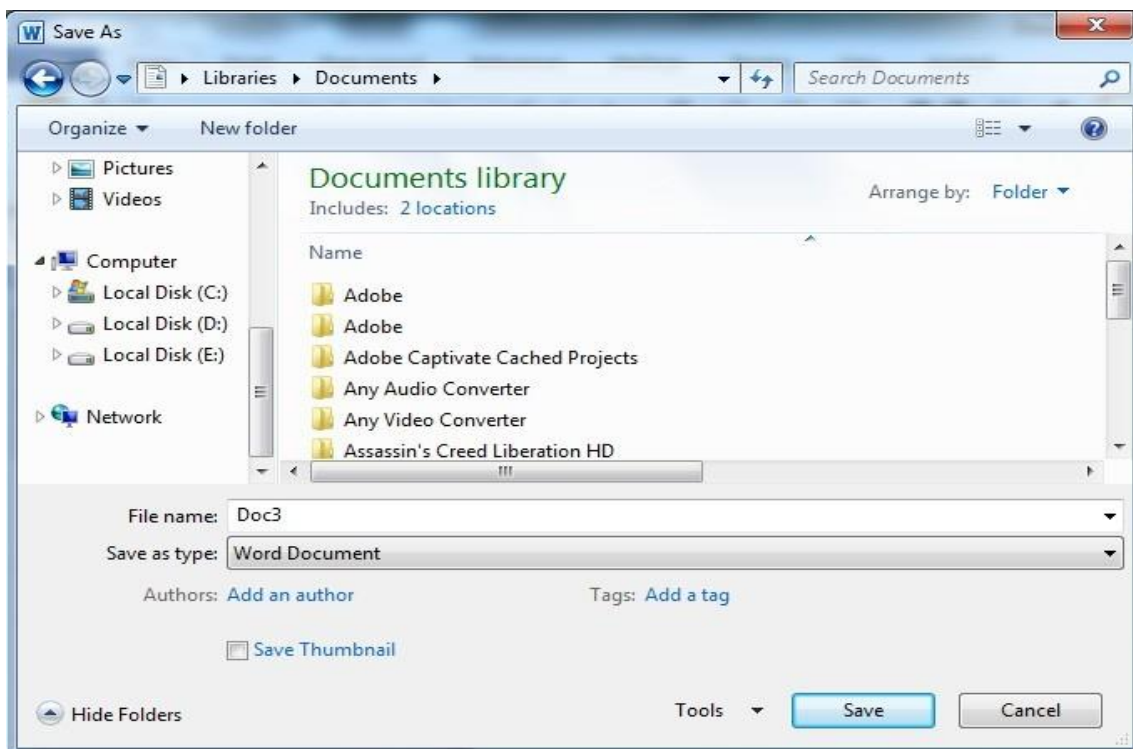


The text insertion point is the place where the cursor stands and the document area is the place where we can type our text. While typing texts, it is advisable to use the TAB key instead of SPACE bar for inserting more than one space between words as it will provide uniform spacing.

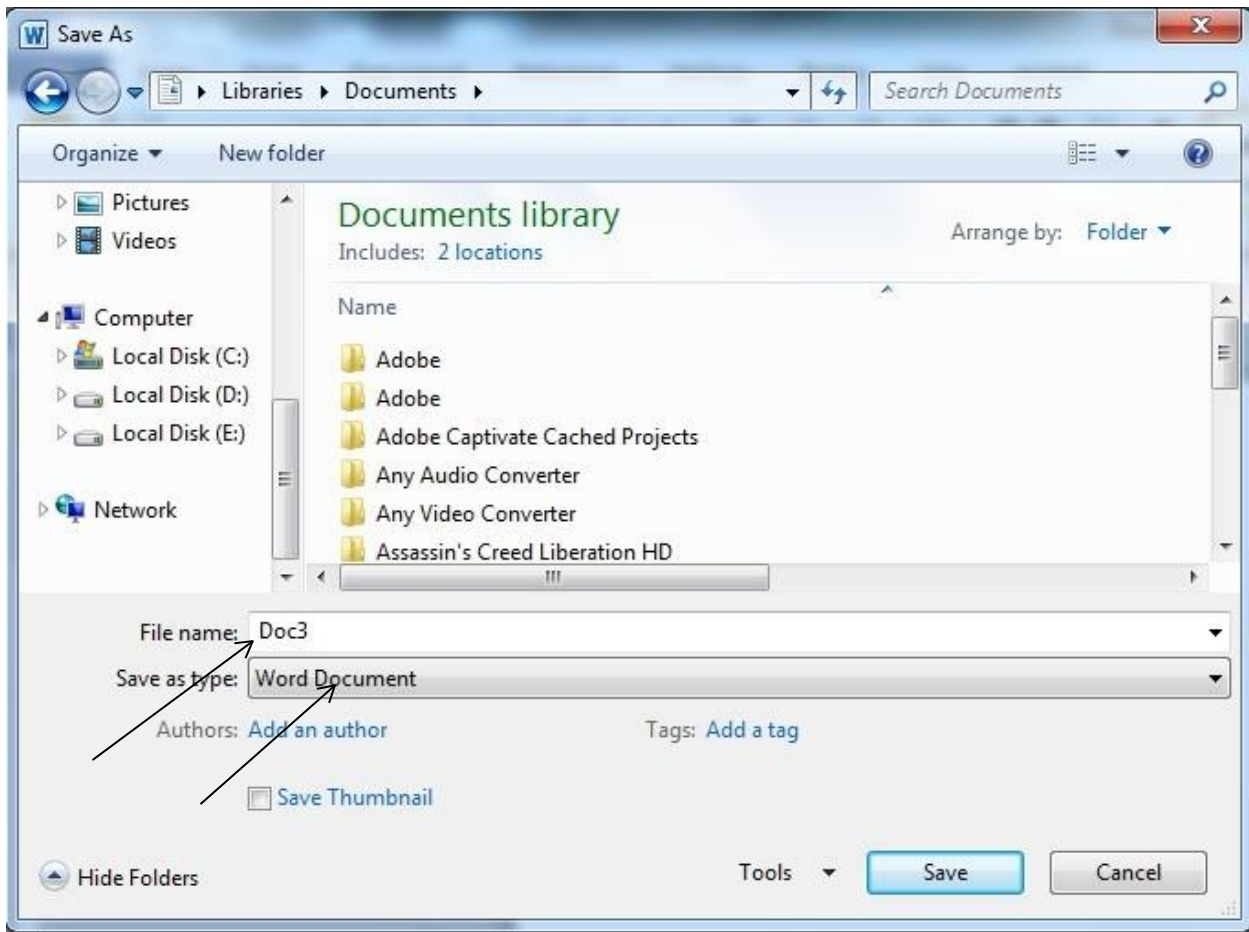
**To Open an existing file :** Click on File menu and select Open or just press CTRL + O , a window will pop up , locate your file in the computer and click Open button



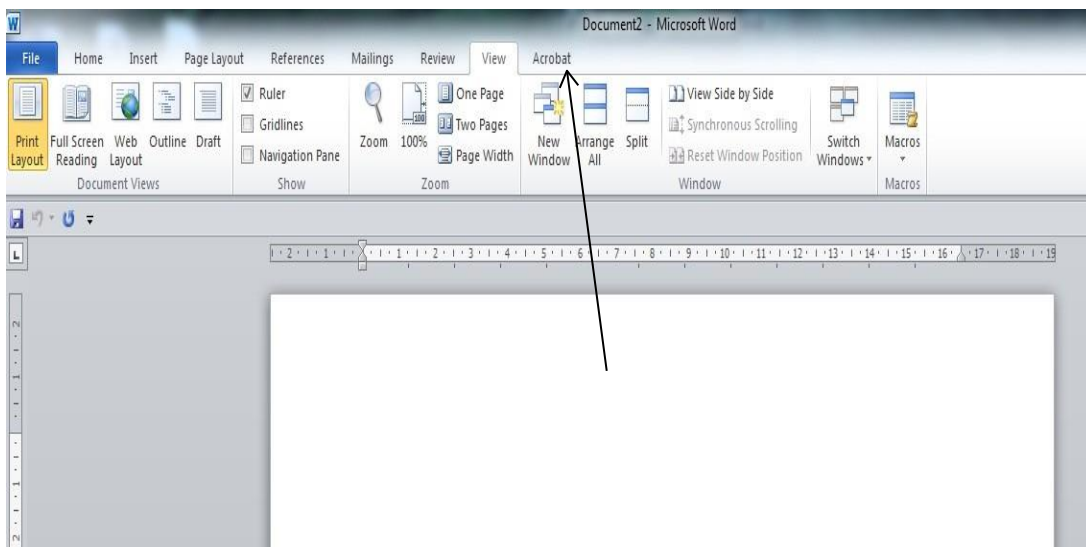
**Save the Current file :** Save the file from the File tab or click on the Floppy sign above the File tab or press CTRL + S. A window will pop up , locate the path where you want to save the file , give a valid name to your file and click Save button. This pop-up window will appear only once , when you are saving your file very first time , thereafter just press CTRL + S



**Save As** :The 'Save As' option under File menu provides us to save our file in different formats or to save our existing file with different name. We can choose our desired format and then save the file.

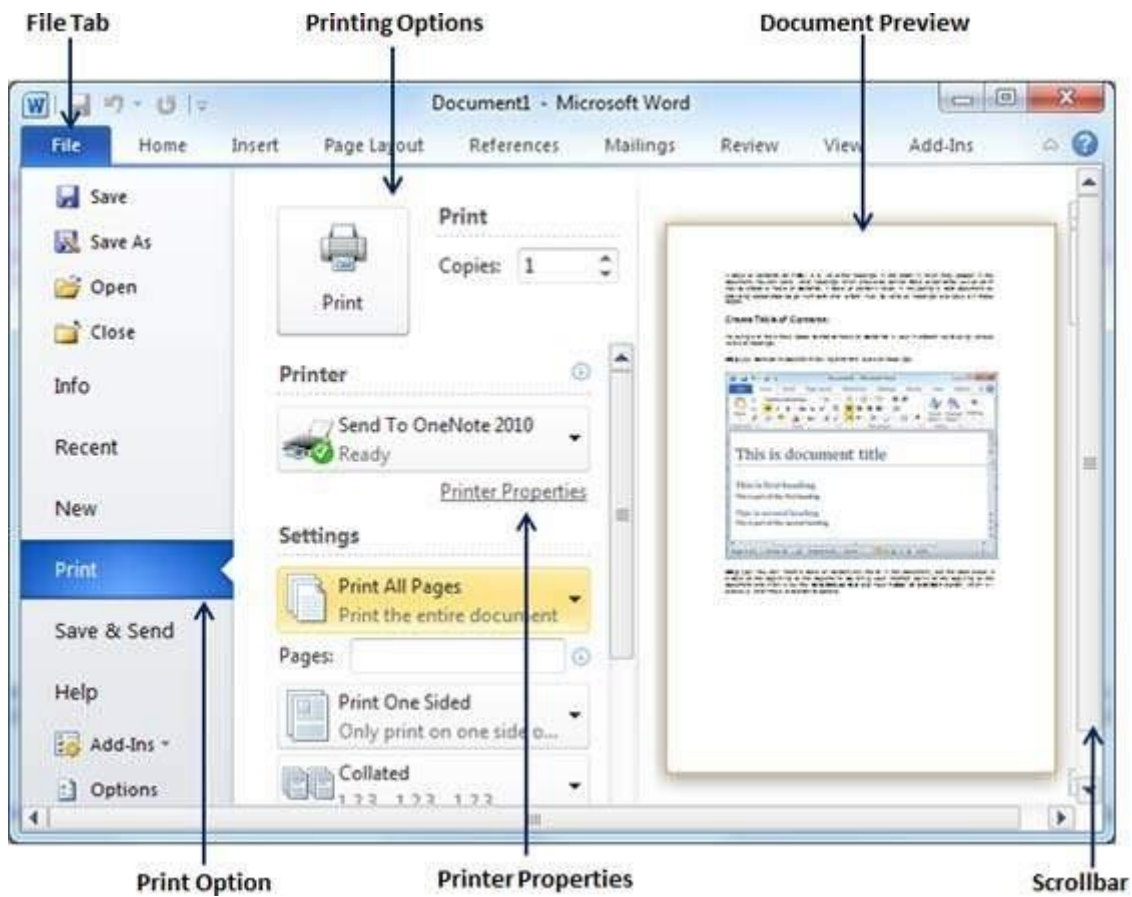


**VIEW MENU** : View menu allow us to view our document in different ways

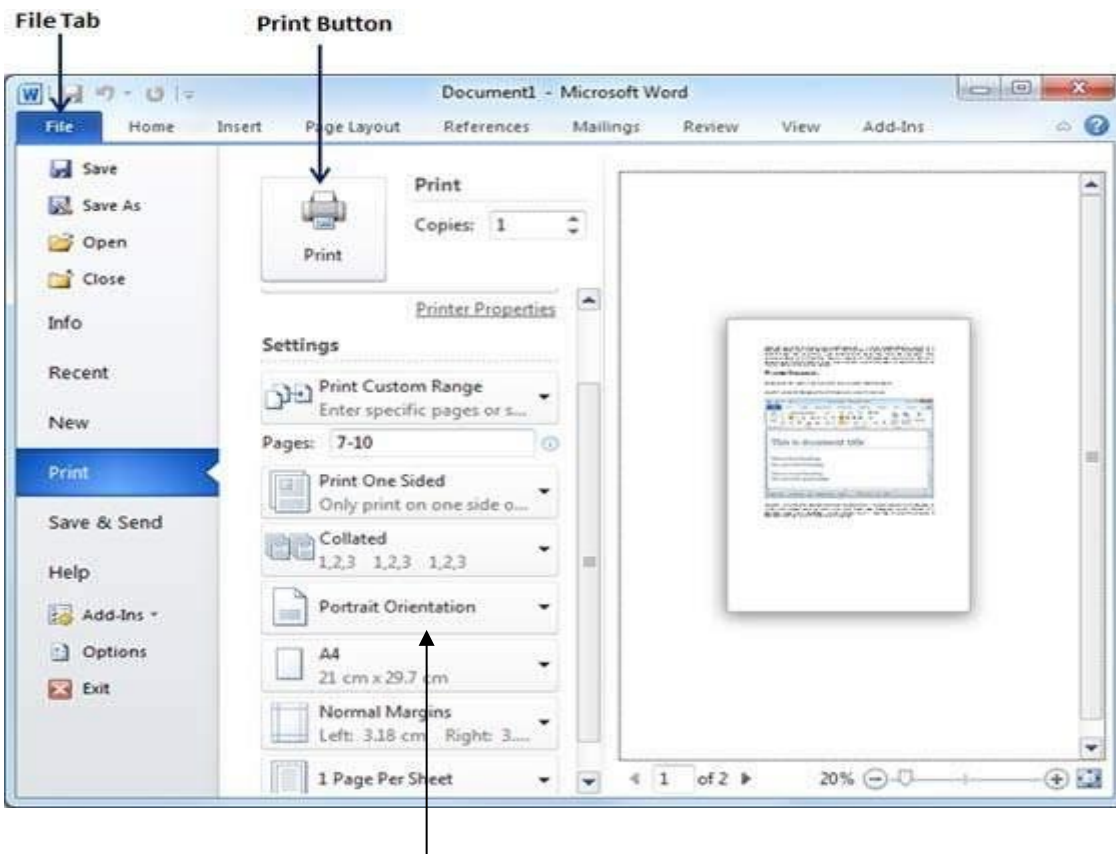




**Print Layout :** To go to the Print Layout, we need to click on the file tab and then the Print option. The various print menus as displayed below:



The Print Preview is show in the right pane of the window.



Here, we can select the type of Orientation we need our document to be printed on. Two orientations are available –

- Portrait
- Landscape

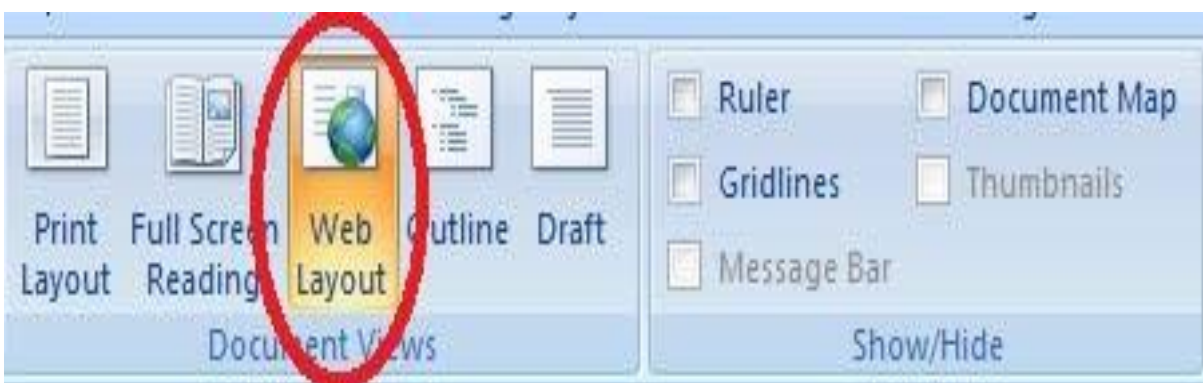
**Full Screen** :To view a document in full screen mode, we need to follow the given below steps:

- Click on the View tab
- Click on the “Full screen reading” button



**Web Layout** :The Web Layout view is used to conceptualize how our document appears when it is published to the web. This view provides only approximation and not an exact match.

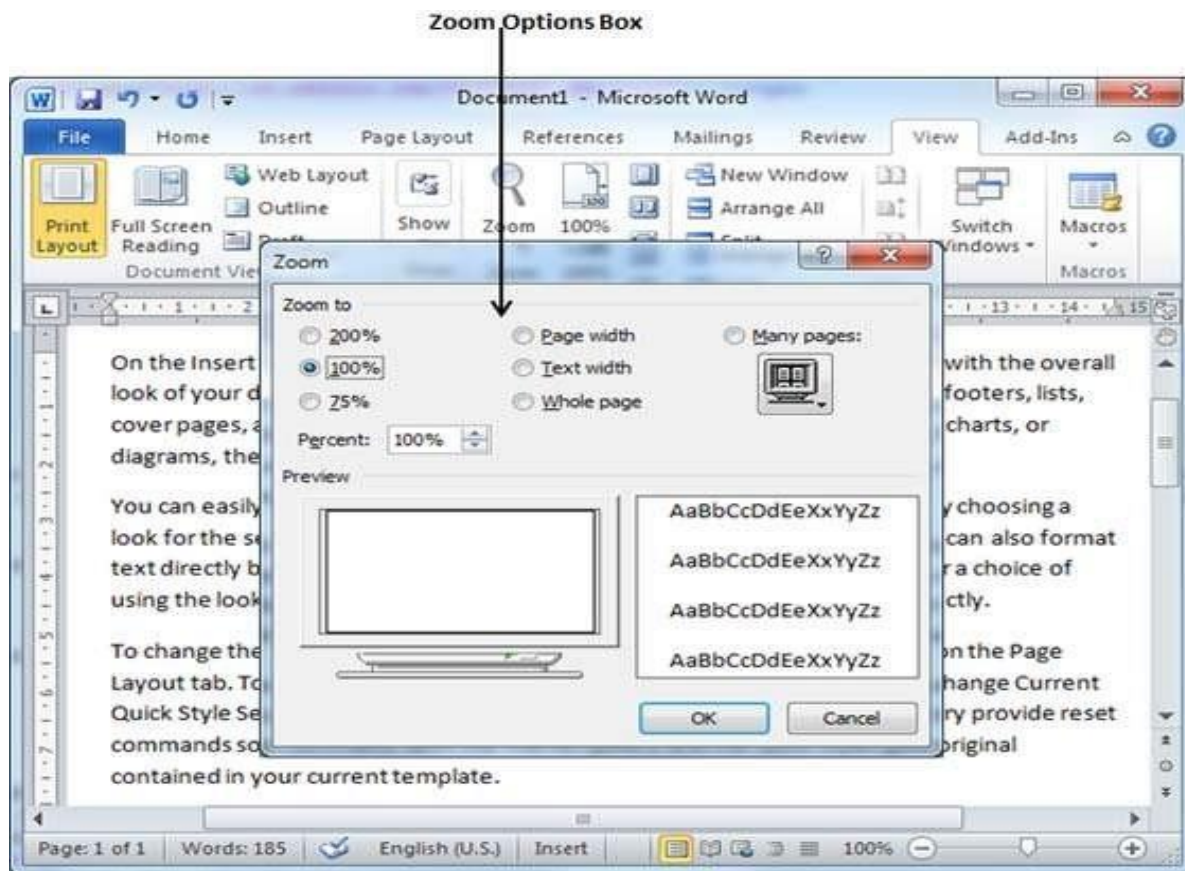
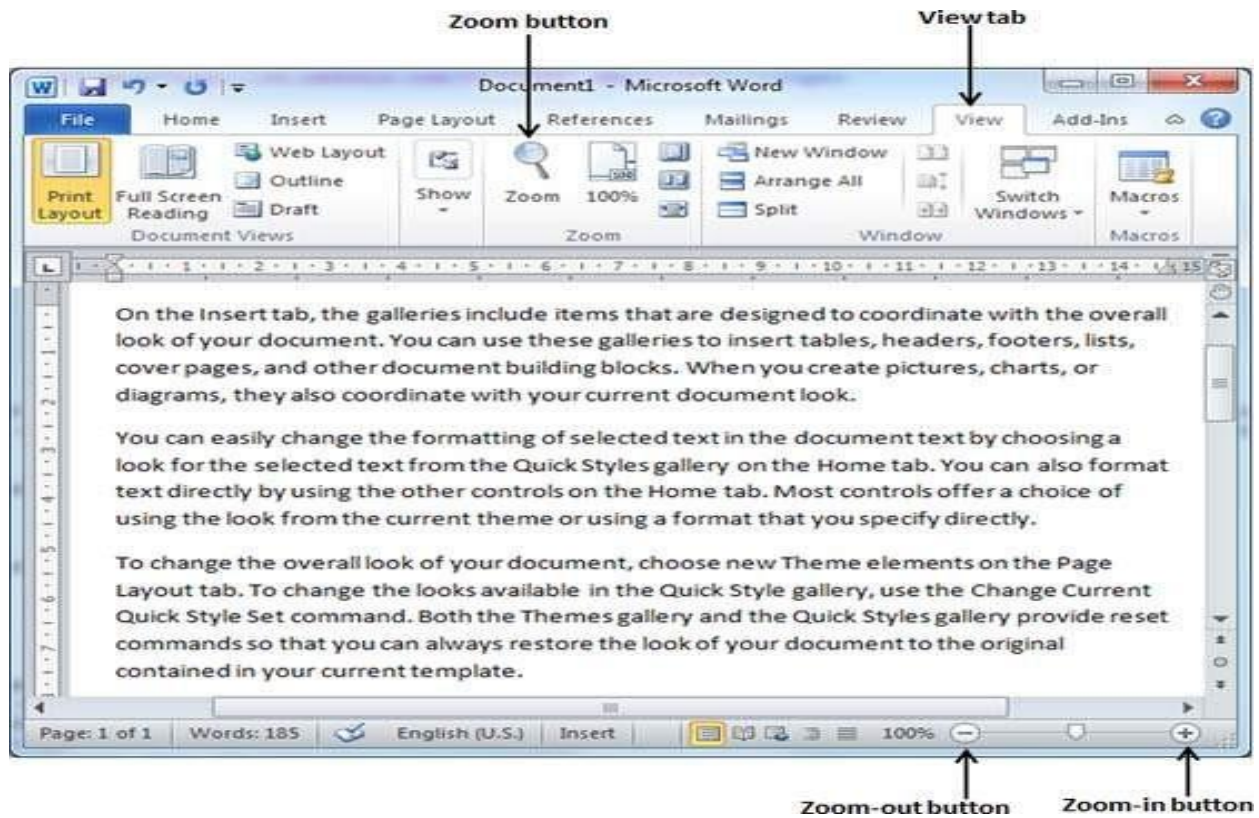
Go to – VIEW > Web Layout



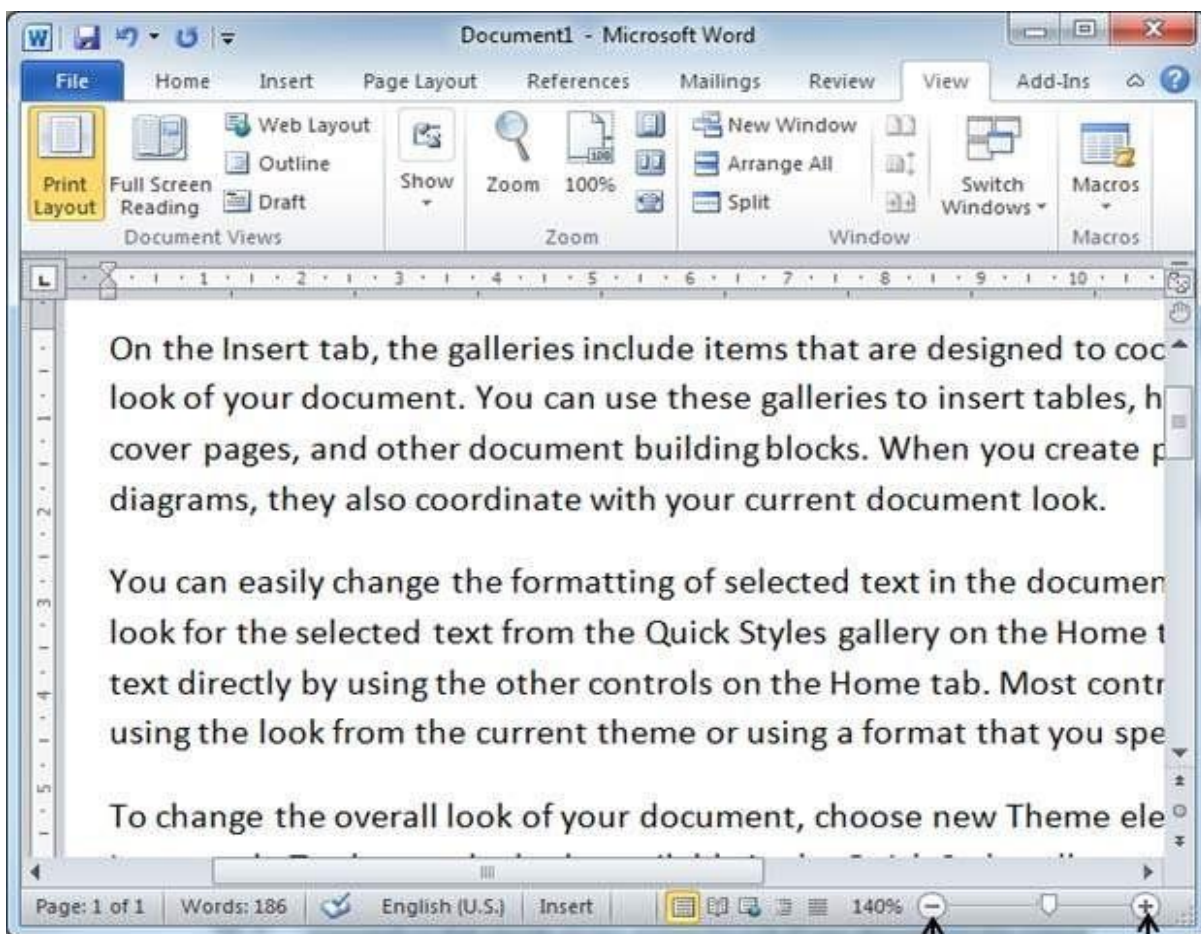
The Web Layout view is encircled in red.

**Zooming** : Zooming i.e. Zoom-in and Zoom-out enlarges and reduces respectively the size of the texts.

Go to – View > Zoom







Zoom-out button      Zoom-in button

In the above given image, dragging the control at the bottom right, to the left reduces the text size and dragging to the right increases the text size.

**Ruler :** We can use the horizontal or the vertical rulers in Word to align text, graphics, and other elements in our document.



The ruler appears only when it is turned on. To turn on this option follow the given below steps

- Click on the File tab
- Click on Words Options ( for MS Word 2007)
- Click on Advanced
- Click on Display and then check the 'Set Vertical ruler in Print Layout Page'



**Some of the important shortcuts are given below:**

- Open a file – CTRL + O
- Create a new document – CTRL + N
- Close a document – CTRL + W
- Save a file – CTRL + S
- Display the 'Save as' dialog box – F12
- Copy – CTRL + C
- Paste – CTRL + V
- Cut – CTRL + X
- Undo – CTRL + Z
- Redo or repeat an action – CTRL + Y
- Cancel an action – ESC