

Microsoft Word

Module 1 - Getting Started and Backstage View in MS Word

 CBSE

Definition

Microsoft Word (often referred to as MS Word) is a word processing software developed by Microsoft. It is part of the **Microsoft Office suite** of productivity applications, which also includes Excel, PowerPoint, and others. MS Word is one of the most widely used word processors in the world, providing tools to create, edit, format, and print documents.

 ICSE

 NTSE

Extension of MS Word

The file extension for documents created in Microsoft Word is primarily .docx. However, MS Word supports several other file extensions for various types of documents and compatibility with earlier versions.

 Banking & Insurance

Summary of MS Word File Extensions:

- .docx: Default Word document (used from Word 2007 onward).
- .doc: Older Word document (pre-Word 2007).
- .dotx: Word template (newer version).
- .dot: Older Word template (pre-Word 2007).
- .docm: Word document with macros.
- .dotm: Word template with macros.
- .rtf: Rich Text Format (basic formatting).
- .txt: Plain Text file (no formatting).
- .pdf: Portable Document Format (for sharing non-editable documents).
- .xml: Extensible Markup Language file (used for data exchange).

 Central Govt. Service

 State Govt. Services

 LAW Entrance

Features of MS Word

- **Text Formatting:** Customize font styles, sizes, colors, and apply bold, italics, or underline to text.
- **Spell Check and Grammar Check:** Automatically detects and suggests corrections for spelling and grammar errors.
- **Tables and Charts:** Insert and customize tables, as well as create various charts to visually present data.
- **Track Changes and Collaboration:** Enables multiple users to edit and comment on documents, while tracking revisions in real-time.
- **Document Protection:** Allows password protection and restricts editing permissions to safeguard document content.

 MBA Entrance

 Railways & Metro Services

...many more

abhyasonline.in

Course
&
Test Series

Getting Started and Backstage View in MS Word

Why do we use MS Word?

We use MS Word for creating, editing, and formatting documents with ease, offering powerful tools for both personal and professional tasks. It also supports collaboration, making it ideal for team projects and document sharing.

How to Open MS Word

From the Start Menu:

- Click on the Start button (Windows logo) in the bottom-left corner of the screen, type "Word" in the search bar, and select Microsoft Word from the list.

Using the Taskbar:

- If you have Microsoft Word pinned to your Taskbar, simply click the Word icon to open it.

From the Desktop Shortcut:

- If you have a shortcut for Word on your desktop, double-click the Microsoft Word icon to open it.

Run command, follow these steps:

- Press Windows + R to open the Run dialog box.
- Type winword and press Enter or click OK.

Components Of MS Word

- **Ruler:** A tool at the top and side of the document window that helps with measuring and aligning text, images, and other objects.
- **Title Bar:** Located at the top of the window, it displays the name of the current document and the application (e.g., "Document1 - Microsoft Word").
- **Menu Bar:** Contains dropdown menus (like File, Edit, View) where you can access various commands and features in Word.
- **Working Area:** The main area where you type, edit, and format the content of your document.
- **Scroll Bar:** Vertical and horizontal bars that allow you to navigate through the document when it's too large to fit on the screen.
- **Quick Access Toolbar:** A customizable toolbar, usually at the top left, that provides quick access to frequently used commands (e.g., Save, Undo, Redo).
- **Status Bar:** Located at the bottom of the window, it shows information like page number, word count, and language, as well as quick access to views.
- **Taskbar:** Located at the bottom of the screen (outside Word), it shows icons for open applications, including Word, for easy switching between programs.
- **Ribbon:** The Ribbon in Microsoft Word is a graphical interface that houses a collection of commands and tools organized into different tabs for easy access. It is located at the top of the Word window and replaces the traditional menus and toolbars seen in earlier versions of Word.

 CBSE

 ICSE

 NTSE

 Banking & Insurance

 Central Govt. Service

 State Govt. Services

 LAW Entrance

 MBA Entrance

 Railways & Metro Services

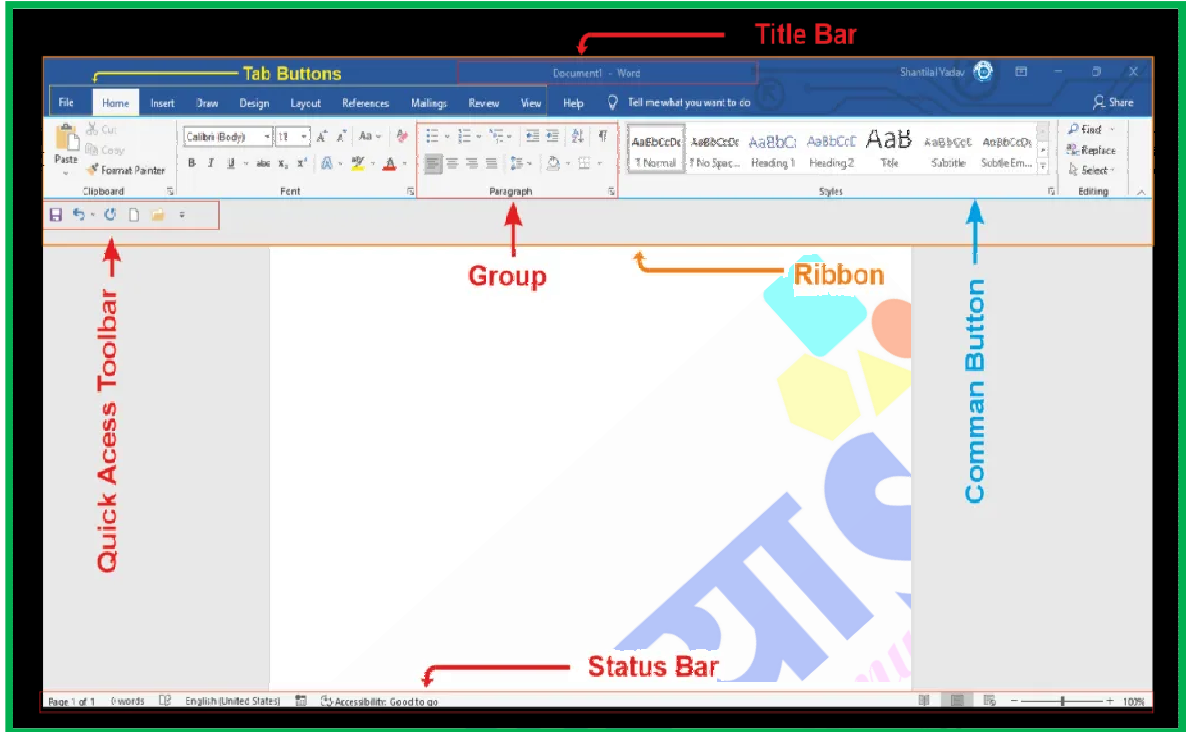
...many more

abhyasonline.in

**Course
&
Test Series**

Getting Started and Backstage View in MS Word

Interface of MS Word



- CBSE
- ICSE
- NTSE
- Banking & Insurance
- Central Govt. Service
- State Govt. Services
- LAW Entrance
- MBA Entrance
- Railways & Metro Services
- ...many more

abhyasonline.in

Key features of the Ribbon in MS Word:

- **Tabs:** The Ribbon is divided into tabs such as Home, Insert, Page Layout, References, etc. Each tab contains related groups of tools and commands.
- **Groups:** Each tab is divided into groups, such as Font, Paragraph, and Styles in the Home tab, which group together similar tools for efficient access.

Menus of MS Word

- **File** - For document management tasks (Open, Save, Print, etc.).
- **Home** - Contains basic formatting tools like font styles, paragraphs, and clipboard options.
- **Insert** - For inserting objects like pictures, tables, shapes, charts, and hyperlinks.
- **Page Layout** - Controls the layout of the document (margins, orientation, spacing, etc.).
- **References** - Includes tools for citations, bibliographies, footnotes, and inserting a table of contents.
- **Mailings** - Used for creating and managing mail merge tasks.
- **Review** - For document reviewing tools like spelling and grammar check, comments, track changes, and language settings.

**Course
&
Test Series**

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking &
Insurance**

 **Central Govt.
Service**

 **State Govt.
Services**

 **LAW
Entrance**

 **MBA
Entrance**

 **Railways & Metro
Services**

...many more

abhyasonline.in

Getting Started and Backstage View in MS Word

- **View** - Offers options for changing document views, including zoom, print layout, and the ruler.

File Menu

- **New:** The New feature in Microsoft Word allows you to create a blank document or choose from pre-designed templates for various types of documents.
- **Save:** In Microsoft Word, Save allows you to store your document either for the first time or after making edits. It updates the file with any changes made, ensuring your work is preserved.
- **Save As:** In Microsoft Word allows you to save a document with a new name, location, or file format, while keeping the original file unchanged. It's useful for creating copies or saving in different formats like PDF or DOCX.
- **Open:** The Open feature in Microsoft Word allows you to access and view existing documents stored on your computer or cloud storage.
- **Print:** The Print feature in Microsoft Word allows you to send your document to a printer to produce a hard copy.
- **Info:** The Info feature in Microsoft Word provides details about the current document, such as its properties (author, word count, file size) and version history. It also allows you to manage permissions, protect the document, and view document properties like metadata.
- **Help:** The Help menu in Microsoft Word is used to find information, guidance, and troubleshooting for various features and functions of the program. It helps users understand how to use tools, resolve issues, and access tutorials or troubleshooting tips when they encounter difficulties or have questions about Word's features.
- **Close:** The Close option in Microsoft Word is used to exit the current document without quitting the application. This is useful when you want to exit a document but continue working on others, or when you're finished with your document and want to return to the main Word window.
- **Options:** The Options feature in Microsoft Word allows you to customize the program's settings according to your preferences. You can adjust settings related to proofing, display, saving, language preferences, and more to improve your workflow.



**Course
&
Test Series**

CBSE

ICSE

NTSE

**Banking &
Insurance**

**Central Govt.
Service**

**State Govt.
Services**

**LAW
Entrance**

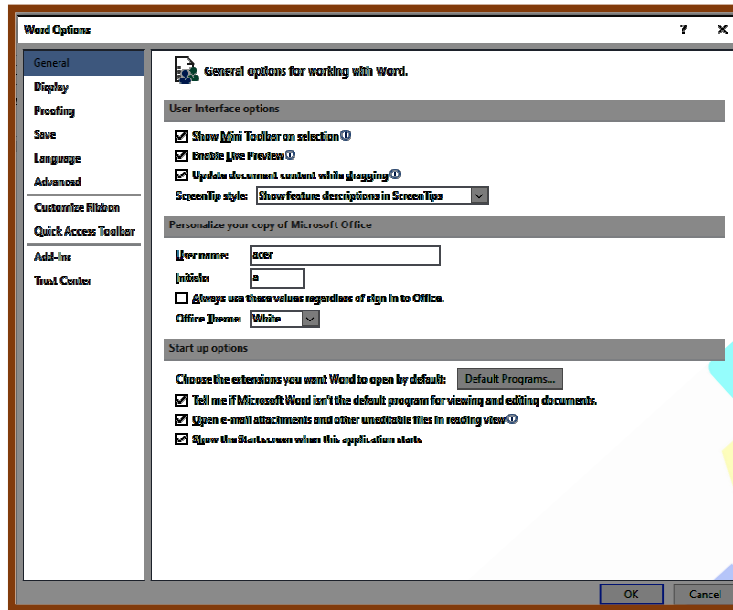
**MBA
Entrance**

**Railways & Metro
Services**

...many more

abhyasonline.in

Getting Started and Backstage View in MS Word



File Menu Shortcuts in Microsoft Word:

- **Ctrl + N - New:** Create a new document.
- **Ctrl + O - Open:** Open an existing document.
- **Ctrl + S - Save:** Save the current document.
- **F12 - Save As:** Save the document with a new name, location, or format.
- **Ctrl + P - Print:** Print the current document.
- **Alt + F4 - Close:** Close the current document (and Word if no documents are open).
- **Ctrl + W or Ctrl + F4 - Close:** Close the active document.
- **Ctrl + Q - Quit:** Exit Microsoft Word (if no documents are open).

Solve this Following Questions:

1. What does the "Save" option in the File menu do in Microsoft Word?

- A) Creates a new document
- B) Saves the current document with its existing name and location
- C) Closes the current document
- D) Deletes the current document

2. Which of the following can you do from the File menu in Microsoft Word?

- A) Insert text
- B) Change font size
- C) Open, save, print, and close documents
- D) Format paragraphs

Course
&
Test Series

Getting Started and Backstage View in MS Word

3. What is the purpose of the "Save As" option in the File menu?

- A) To open an existing document
- B) To create a new document
- C) To save the document with a new name, location, or format
- D) To close the current document

4. Where would you find the option to print a document in Microsoft Word?

- A) Home tab
- B) Insert tab
- C) File menu
- D) View tab

5. What does the "New" option in the File menu do in Microsoft Word?

- A) Opens an existing document
- B) Saves the current document
- C) Creates a new blank document or opens a template
- D) Exits the program

6: Which of the following can you access through the "Info" section in the File menu?

- A) Document properties and version history
- B) Insert a picture
- C) Change font color
- D) Set document margins

 CBSE

 ICSE

 NTSE

 Banking & Insurance

 Central Govt. Service

 State Govt. Services

 LAW Entrance

 MBA Entrance

 Railways & Metro Services

...many more

abhyasonline.in