

Microsoft Word

Module 46 - Using Different Views and Windows Option in MS Word

What are Different Views in MS Word?

In Microsoft Word, "Views" refer to the different ways you can display and work with your document. Each view serves a specific purpose and is designed to help with various tasks such as reading, editing, or organizing content. These views are accessible from the "View" tab on the ribbon and allow users to customize their workspace based on their current needs.

For example, the Print Layout view shows the document as it will appear on a printed page, which is ideal for formatting. The Web Layout view displays the document as it would look in a web browser. The Read Mode provides a distraction-free, full-screen reading experience. Meanwhile, the Outline and Draft views help with organizing and editing large documents by focusing more on structure and text rather than formatting.

Each view offers unique tools and layouts, making it easier to focus on specific tasks. By switching views, users can improve productivity, ensure proper formatting, or simply make editing more comfortable.

Steps to Use different Views in MS Word:

1.) Open Microsoft Word and Your Document

Launch Microsoft Word from your computer and open the document you want to work on. You can do this by selecting "Open" from the File menu and browsing for your file.

2.) Go to the View Tab

Look at the top of the screen for the Ribbon (toolbar). Click on the "View" tab to see all available document view options.



3.) Choose Your Preferred View

In the View tab, you'll see options like Read Mode, Print Layout, Web Layout, Outline, and Draft. Click on the one that best suits your current task.

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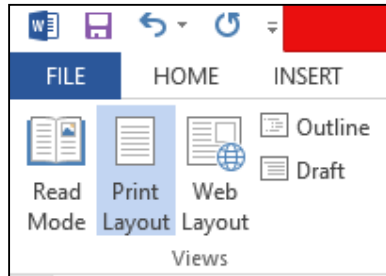
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4.) Adjust as Needed in the Selected View

Once in a view, you can make changes or read the document as needed. For example, Print Layout helps with formatting, while Read Mode is best for just viewing content.

5.) Switch Back Anytime

You can go back to the View tab anytime and choose another view. This makes it easy to switch between editing, formatting, and reading modes depending on what you need to do.

What is Window Option in MS Word?

The Window option in Microsoft Word allows you to manage how you view and work with multiple documents at the same time. It's found under the "View" tab on the Ribbon and provides tools to arrange, split, or switch between open documents easily.

Here are some common features under the Window section:

- **New Window:** Opens another window of the same document so you can view or edit different parts at once.
- **Arrange All:** Displays all open Word documents side-by-side on the screen.
- **Split:** Splits the current window into two panes so you can view different parts of the same document simultaneously.
- **View Side by Side:** Lets you compare two documents next to each other.
- **Switch Windows:** Allows you to quickly jump between multiple open Word documents.

Steps to use Windows option in MS Word:

1.) Open Microsoft Word and Your Documents

Start MS Word and open the document(s) you want to work with. If you're comparing or viewing multiple files, open each one in a separate window.

2.) Click on the "View" Tab

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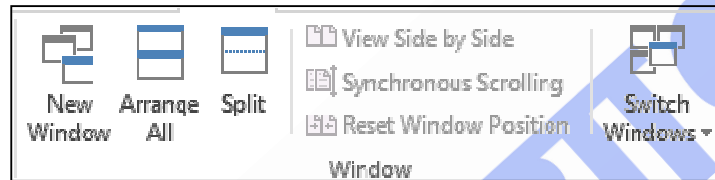
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At the top of the screen, go to the "View" tab on the Ribbon. This tab contains all the tools related to document views and window management.



3.) Use the Desired Window Option
In the "Window" group, you'll see several options like:

- New Window - opens a copy of the current document.
- Arrange All - arranges all open documents so you can see them together.
- Split - splits the current window to view two sections at once.
- View Side by Side - lets you compare two documents next to each other.
- Switch Windows - allows you to switch between open documents easily.



4.) Work with Multiple Views or Documents
Use these tools to compare, edit, or view content more efficiently. You can close or return to a single document view any time after you're done.

Assignment

Paragraph for the Assignment:

Social media has become an **inseparable part of modern communication**, shaping how people interact, share information, and express themselves across the world. It has transformed the way we stay in touch with friends and family, **breaking geographical barriers** and allowing real-time communication. Platforms like **Facebook, Instagram, Twitter, and LinkedIn** have created virtual communities where individuals can post updates, share photos, express opinions, and even promote businesses or build careers. While it offers numerous benefits such as connectivity, awareness, and entertainment, **it also brings challenges** like cyberbullying, misinformation, and data privacy issues. Moreover, excessive use of social media can lead to **mental health concerns**, especially among young users who may experience anxiety, low self-esteem, or addiction. That being said, **the key lies in responsible usage**—understanding both the power and potential dangers of social platforms. When used mindfully, social media can

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serve as a powerful tool for learning, self-expression, and global engagement. It continues to evolve rapidly, integrating features like live streaming, AI-based content, and business analytics, further blurring the line between real and virtual lives. As digital citizens, it is essential to be informed, cautious, and respectful while navigating the complex yet fascinating world of social media.

1. Print Layout View

Description:

This is the default view in MS Word. It shows how your document will look when printed. It displays headers, footers, margins, and page breaks.

Activity:

- Type a short paragraph about your favorite hobby.
- Insert a header with your name and a footer with page numbers.
- Take a screenshot of your document in Print Layout view and insert it below your paragraph.

2. Web Layout View

Description:

This view is useful when you want to see how your document would look as a webpage. It removes margins and page breaks.

Activity:

- Switch to Web Layout.
- Change the font of your paragraph to a web-safe font like Arial or Verdana.
- Add a hyperlink to your favorite website.
- Insert a screenshot of the Web Layout view below your paragraph.

3. Outline View

Description:

Outline view is best for creating structured documents. It lets you organize headings and subheadings easily and collapse sections.

Activity:

- Create a list of topics like a project outline using Heading 1 and Heading 2 styles.
- Use Outline View to collapse and expand the topics.
- Take a screenshot of the Outline View and insert it below the list.



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4. Read Mode

Description:

This view is designed for reading. It hides the editing tools and makes the text easier to read.

Activity:

- Switch to Read Mode.
- Use the navigation arrows to flip through pages.
- Find the "View" options in Read Mode and try changing the column layout.
- Take a screenshot of your document in Read Mode and insert it.

5. Draft View

Description:

Draft view is good for quick writing and editing. It doesn't show page formatting like headers and footers.

Activity:

- Switch to Draft View.
- Type a new paragraph about the importance of using MS Word.
- Highlight a few words and try tracking changes (go to the "Review" tab and enable "Track Changes").
- Insert a screenshot showing the draft and tracked changes.

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