

Basics of MS Word

What is MS Word?

Used to make professional-quality documents, letters, reports, etc., MS Word is a word processor developed by Microsoft. It has advanced features which allow you to format and edit your files and documents in the best possible way.

Where to find MS Word on your personal computer?

Follow these simple steps to open MS Word on your personal computer:

Start → All Programs → MS Office → MS Word.

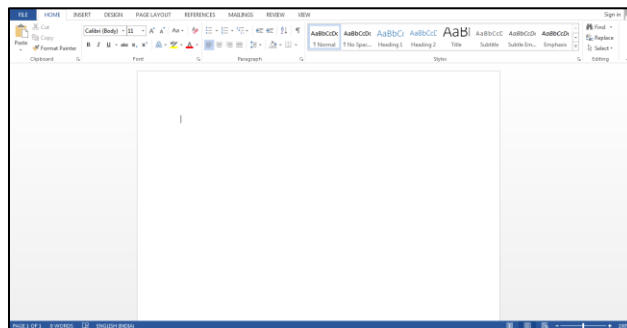
What are the uses of MS Word?

MS Word enables users to do write-ups, create documents, resumes, contracts, etc. This is one of the most commonly used programs under the Office suite.

How to create an MS Word document?

To create an MS Word doc, follow the steps mentioned above to open Microsoft Word. Then once the program is open, click on “**File**” followed by “**New**”. This opens a new doc where something new can be created.

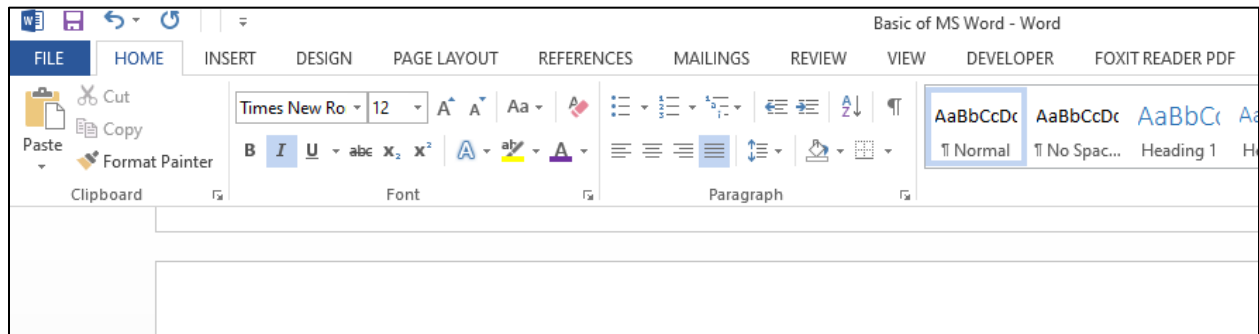
Since it is used by people of all age groups, in schools, in colleges and for official purposes, having proper knowledge of Microsoft Word is a must. The preview of the MS Doc file once it is opened is given below:



What is the extension of an MS Word file?

An MS Word file is always saved with the extension of .docx.

Features of MS Word



Home

This has options like font color, font size, font style, alignment, bullets, line spacing, etc. All the basic elements which one may need to edit their document is available under the Home option.

Insert

Tables, shapes, images, charts, graphs, header, footer, page number, etc. can all be entered in the document. They are included in the “Insert” category.

Design

The template or the design in which you want your document to be created can be selected under the Design tab. Choosing an appropriate tab will enhance the appearance of your document.

Page Layout

Under the Page Layout tab comes options like margins, orientation, columns, lines, indentation, spacing, etc.

References

This tab is the most useful for those who are creating a thesis or writing books or lengthy documents. Options like citation, footnote, table of contents, caption, bibliography, etc. can be found under this tab.

Review

Spell check, grammar, Thesaurus, word count, language, translation, comments, etc. can all be tracked under the review tab. This acts as an advantage for those who get their documents reviewed on MS Word.

Apart from all the above-mentioned features, the page can be set in different views and layouts, which can be added and optimized using the View tab on the Word document. Margins and scales are also available for the benefit of the users.

Uses of MS Word

Given below are the different fields in which MS Word is used and simplifies the work of an individual:

In Education:

It is considered as one of the simplest tools which can be used by both teachers and students. Creating notes is easier using MS Word as they can be made more interactive by adding shapes and images. It is also convenient to make assignments on MS Word and submitting them online

In Workplace:

Submitting letters, bills, creating reports, letterheads, sample documents, can all easily be done using MS Word

Creating & Updating Resume:

One of the best tools to create your resumes and is easy to edit and make changes in it as per your experience

For Authors:

Since separate options are available for bibliography, table of contents, etc., it is the best tool which can be used by authors for writing books and adjusting it as per the layout and alignment of your choice

Also, creating a Doc file and converting it into PDF is a more suitable option, so it is highly recommended.

Frequently used shortcuts in MS Word

- © Open a document = **Ctrl+O**
- © Create a new document = **Ctrl+N**
- © Save the document = **Ctrl+S**
- © Close the document = **Ctrl+W**
- © Cut the selected content to the Clipboard = **Ctrl+X**
- © Copy the selected content to the Clipboard = **Ctrl+C**
- © Paste the contents of the Clipboard = **Ctrl+V**
- © Select all document content = **Ctrl+A**
- © Apply bold formatting to text = **Ctrl+B**
- © Apply italic formatting to text = **Ctrl+I**
- © Apply underline formatting to text = **Ctrl+U**
- © Decrease the font size by 1 point = **Ctrl+Left bracket ([)**
- © Increase the font size by 1 point = **Ctrl+Right bracket (])**
- © Center the text = **Ctrl+E**
- © Align the text to the left = **Ctrl+L**

- © Align the text to the right = **Ctrl+R**
- © Cancel a command = **Esc**
- © Undo the previous action = **Ctrl+Z**
- © Redo the previous action, if possible = **Ctrl+Y**
- © Split the document window = **Ctrl+Alt+S**
- © Remove the document window split = **Alt+Shift+C** or **Ctrl+Alt+S**

Md. Mehedi Hassan
Lecturer, Department of CIS, DIU