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**Course Title: *TIC***

**Level: *L 1 – English Language***

# **Chapter 3**

## **Microsoft Word Basics**

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### 1. Introduction:

Microsoft Word is one of the most widely used word processing applications in the world. It allows users to create, edit, format, and print documents easily and efficiently. Word provides a variety of tools for writing letters, reports, essays, and professional documents, including text formatting, inserting images, tables, and charts. Learning the basics of Microsoft Word is essential for students, professionals, and anyone who needs to produce well-organized and visually appealing documents.

### 2. Microsoft Word Interface:

The Microsoft Word interface is designed to facilitate document creation and editing. It consists of several key components:

- ❖ **Title Bar:** Displays the document title and provides quick access to the minimize, maximize, and close options.
- ❖ **Ribbon Tabs:** Organized into functional tabs such as *Home*, *Insert*, *Layout*, and *Review*, each containing related tools and commands.
- ❖ **Workspace:** The main area where users type, edit, and format the document content.
- ❖ **Scroll Bar:** Allows users to move vertically or horizontally through the document.
- ❖ **Page Number in Document:** Shows the current page number and the total number of pages in the document.
- ❖ **Word Count:** Displays the total number of words in the document.
- ❖ **Proofing Check:** Indicates spelling and grammar status and allows access to proofing tools.
- ❖ **Language:** Shows the language used for spelling and grammar checking.
- ❖ **Read Mode:** Displays the document in a simplified view for reading.
- ❖ **Print Layout:** Shows how the document will appear when printed.

- ❖ **Webpage Layout (Web Layout):** Displays the document as it would appear on a web page.
- ❖ **Zoom Control:** Allows users to zoom in or out to change the size of the document view

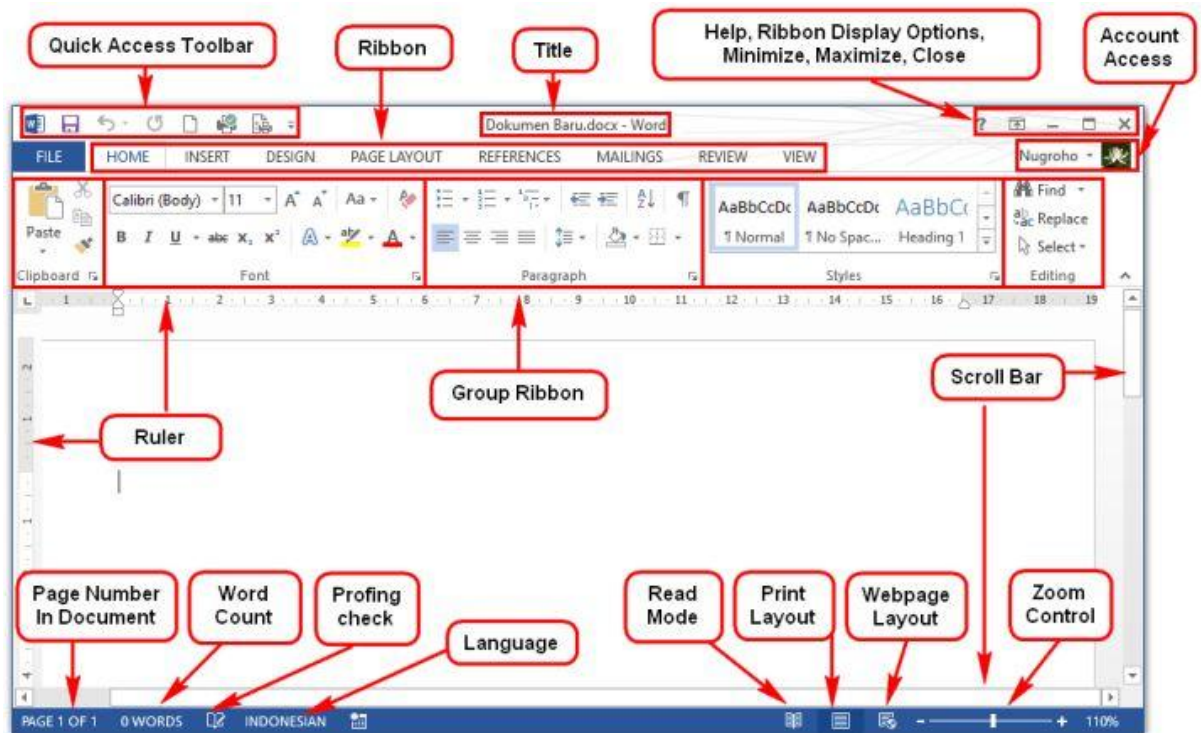


Figure1 : Overview of the Microsoft Word Interface

### 3. Overview of Microsoft Word Tabs

Microsoft Word features a set of organized tabs within the ribbon interface, each containing specific groups of tools and commands. These tabs enable users to efficiently manage and manipulate their documents. By using the various tabs, users can create, edit, format, style, and review content, ensuring documents are structured, professional, and visually appealing.

#### ❖ File

It contains options related to the file, like:

- New: used to create a new document.
- Open: used to open an existing document.
- Save: used to save document.
- Save As: used to save documents
- History, Print, Share, Export, Info, etc.

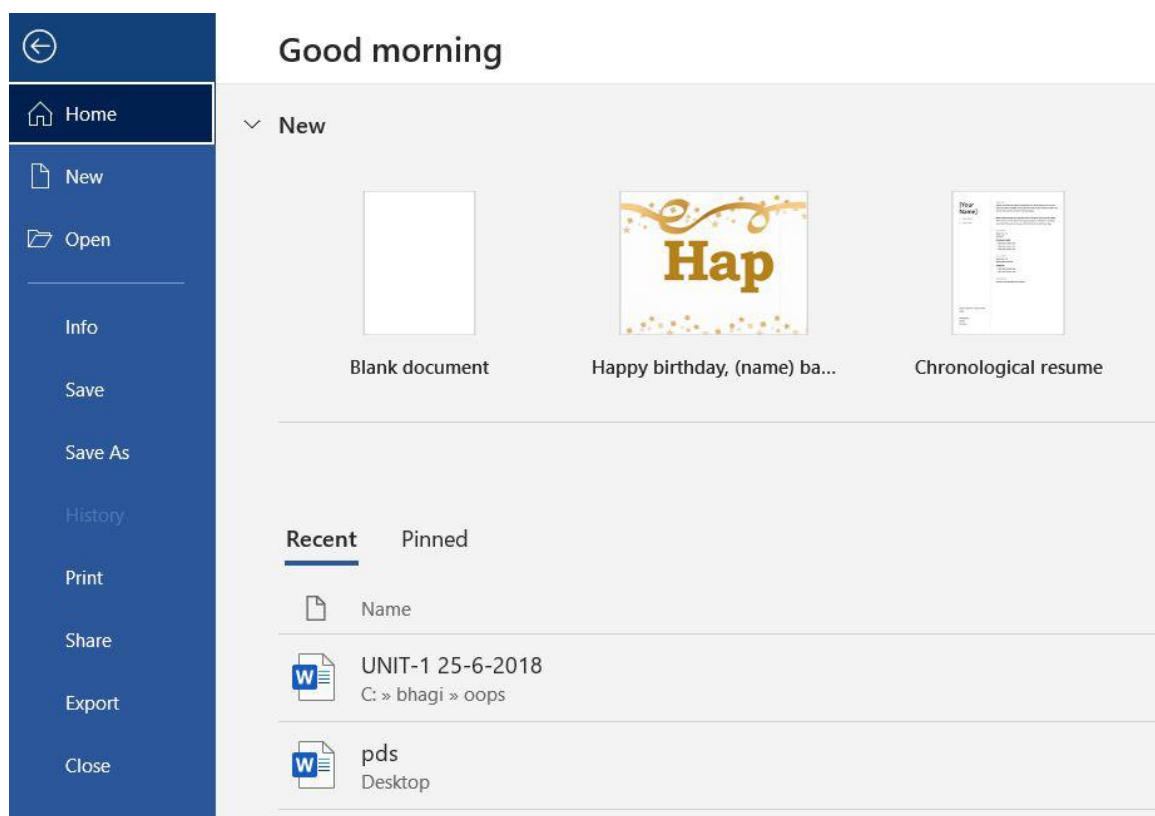


Figure 2: Options available under the File tab.

- ❖ **Home:** It is the default tab of MS Word and it is generally divided into five groups, i.e., Clipboard, Font, Paragraph, Style and Editing. It allows user to

select the color, font, emphasis, bullets, position of your text. It also contains options like cut, copy, and paste. After selecting the home tab.

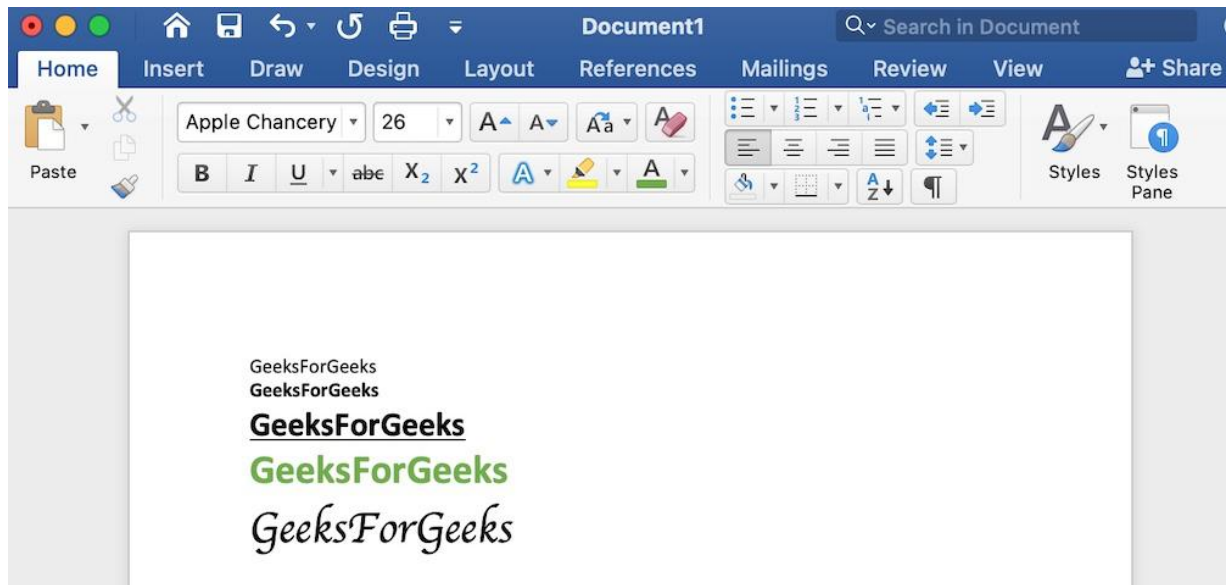


Figure 3: Groups and commands in the Home tab

- ❖ **Insert:** Add content such as tables, images, hyperlinks, charts, word art, date/time, header/footer, shapes, text boxes, equations, and more to a document.

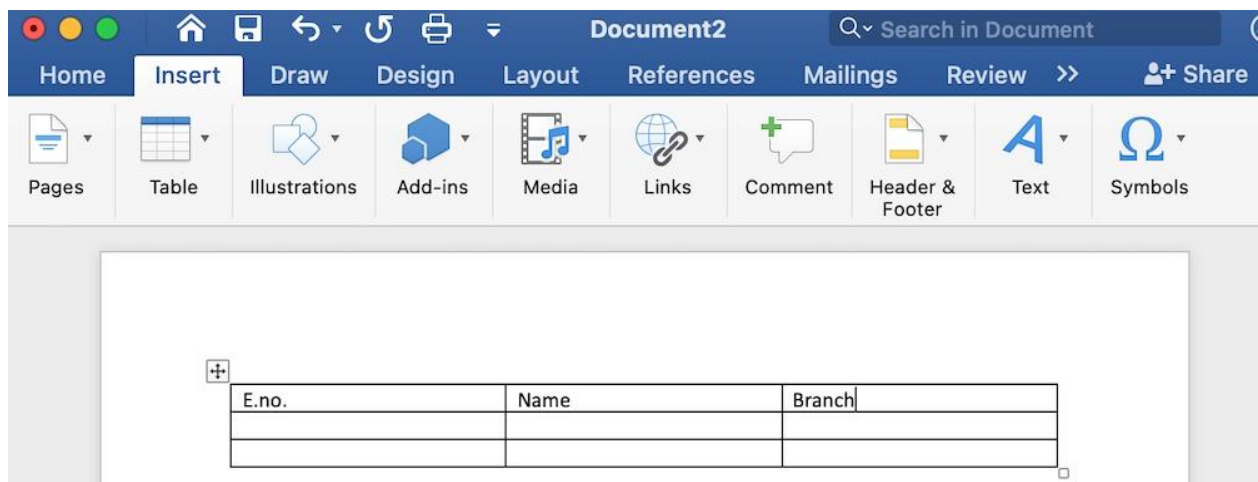


Figure 4: Tools available in the Insert tab

- ❖ **Draw:** It is the third tab present in the menu bar or ribbon. It is used for freehand drawing in MS Word. It provides different types of pens for drawing as shown below:

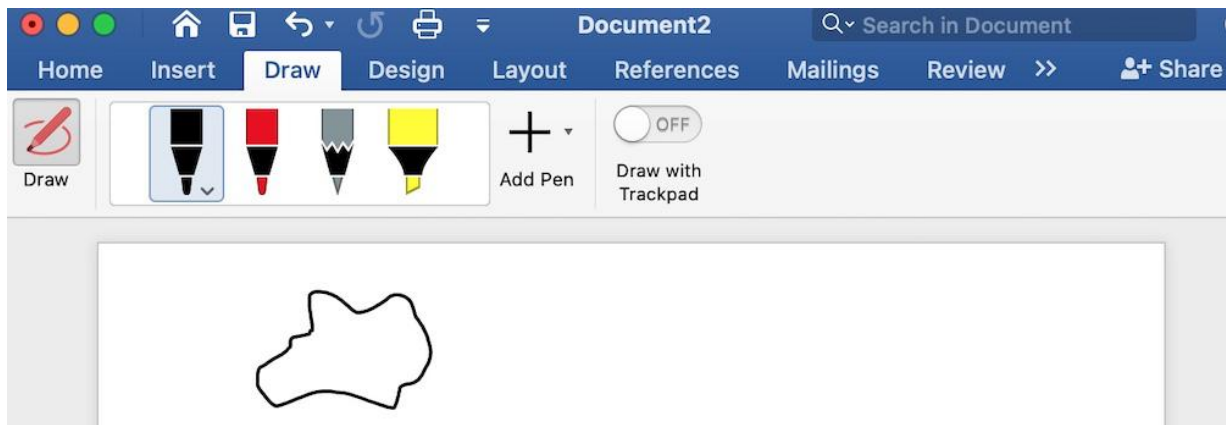


Figure 5: Drawing tools and pens available in the Draw tab.

- ❖ **Design:** designs that the user can select, such as documents with centered titles, offset headings, left-justified text, page borders, watermarks, page color, etc.

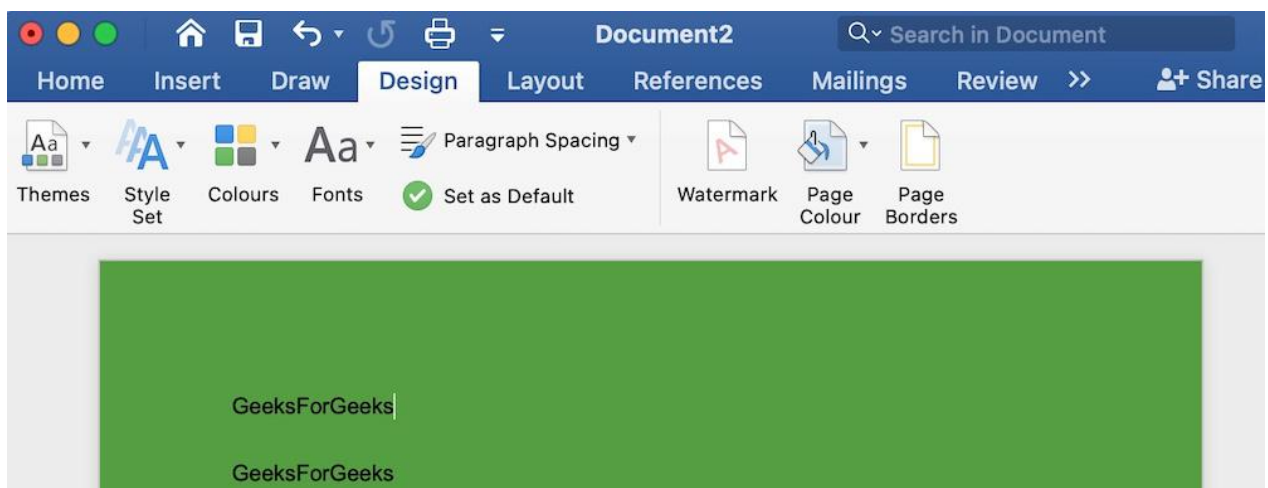


Figure 6: Tools available in the Design tab.

- ❖ **Layout:** It is the fifth tab present on the menu bar or ribbon. It holds all the options that allow the user to arrange Microsoft Word document pages according to their needs. It includes options such as setting margins, displaying line numbers, adjusting paragraph indentation, applying themes, controlling page orientation and size, inserting line breaks, and more.

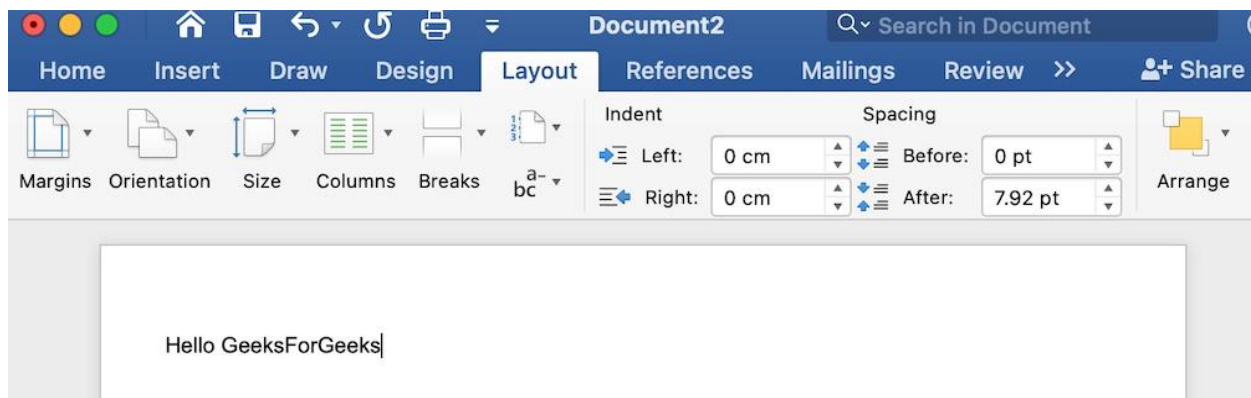


Figure 7: Tools available in the Layout tab.

- ❖ **References:** It is the sixth tab present in the menu bar or ribbon. The References tab allows the user to add references to a document and then create a bibliography at the end of the text.

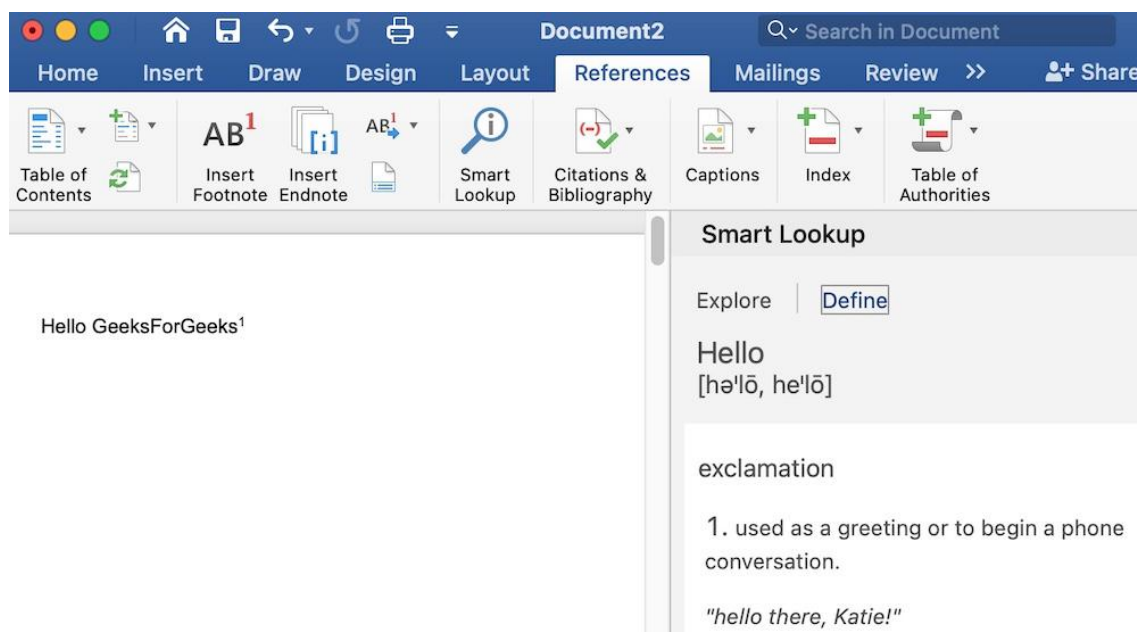


Figure 8: Tools available in the References tab.

- ❖ **Mailings:** It is the seventh tab present in the menu bar or ribbon. It is a least used tab in the menu bar. This tab allows the user to create labels, print them on envelopes, perform mail merge, and more.



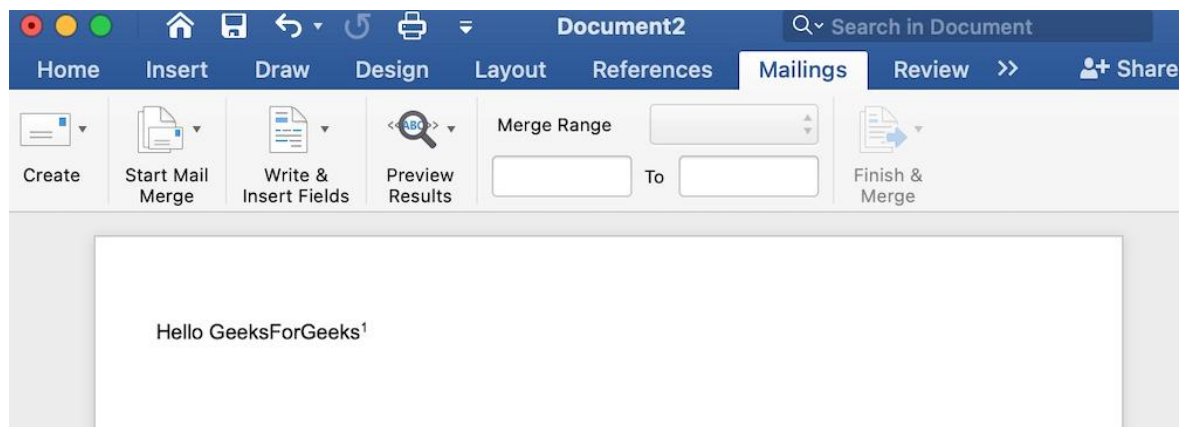


Figure 9: Tools available in the Mailings tab.

- ❖ **Review:** It is the eighth tab present in the menu bar or ribbon. The review tab contains, commenting, language, translation, spell check, word count tools. It is good for quickly locating and editing comments. After selecting a review tab.

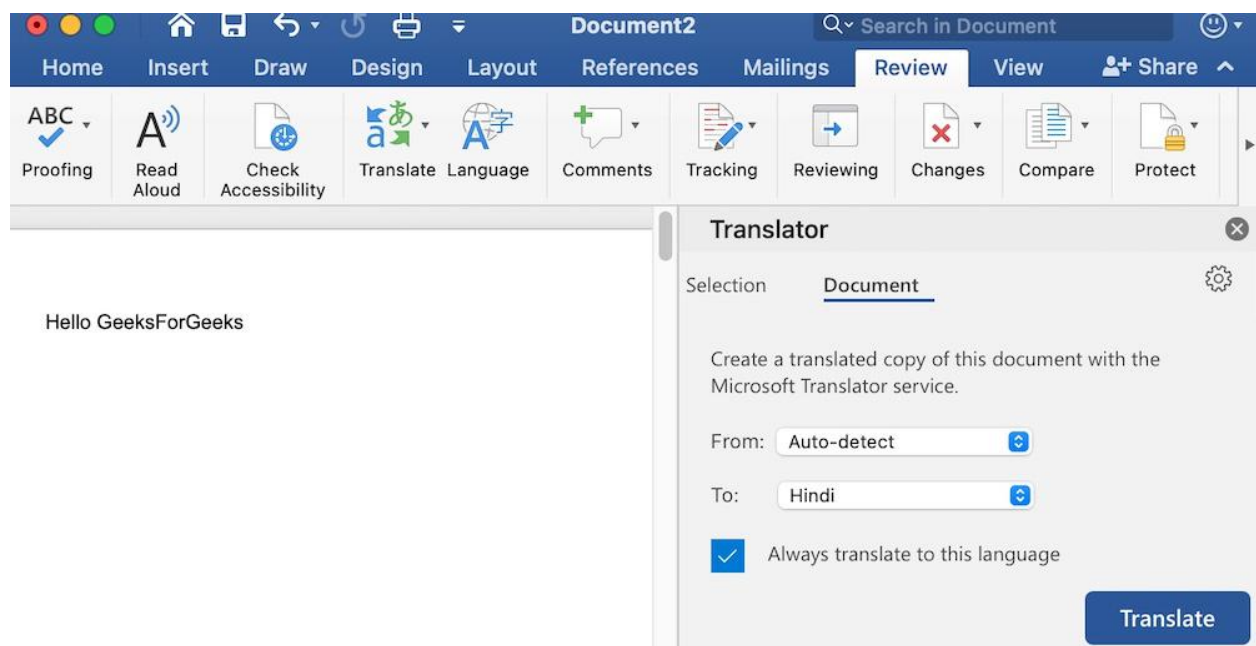


Figure 9: Tools available in the Review tab.

- ❖ **View:** It is the ninth tab present in the menu bar or ribbon. The View tab allows the user to switch between single-page and double-page views and provides control over various layout tools. It includes options such as Print Layout, Outline, Web Layout, Task Pane, Toolbars, Ruler, Header and Footer, Footnotes, Full-Screen View, Zoom, and more.





Figure 10: Tools available in the view tab.

#### 4. Basic Text Operations:

Basic text operations are the fundamental actions used to create and edit text in Microsoft Word.

- **Typing Text:** Allows users to enter text into the document using the keyboard.
- **Selecting Text:** Enables users to highlight text in order to edit, format, or move it.
- **Copy:** Duplicates selected text and places it in the clipboard without removing it from its original location.
- **Cut:** Removes selected text from its original position and places it in the clipboard.
- **Paste:** Inserts copied or cut text from the clipboard into a new location in the document.
- **Undo:** Reverses the last action performed.

- **Redo:** Restores the last action that was undone.

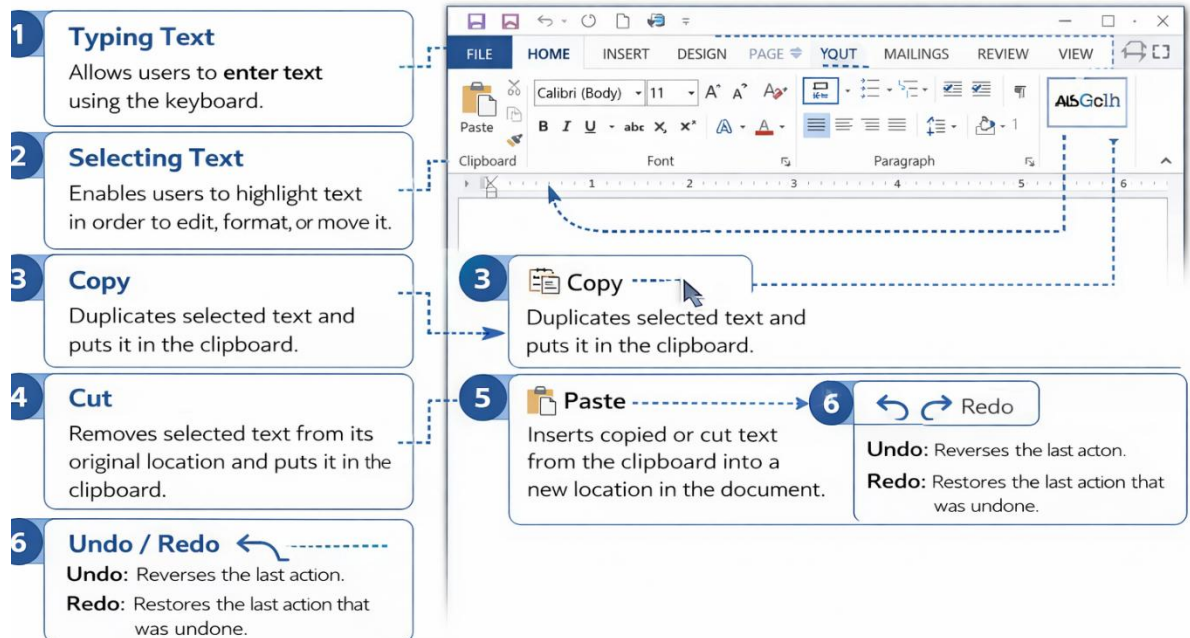


Figure : Basic Text Operations in Microsoft Word (AI-generated image)

## 5. Text Formatting:

Text formatting allows users to change the appearance of text to make it more readable or visually appealing.

- **Font Type:** Choose different styles of letters (e.g., Calibri, Times New Roman).
- **Font Size:** Adjust the size of the text.
- **Bold, Italic, Underline:** Emphasize text by making it bold, italic, or underlined.
- **Text Color:** Change the color of the text.
- **Highlighting:** Apply background color to selected text.
- **Text Alignment:** Align text to the left, center, right, or justify across the page.

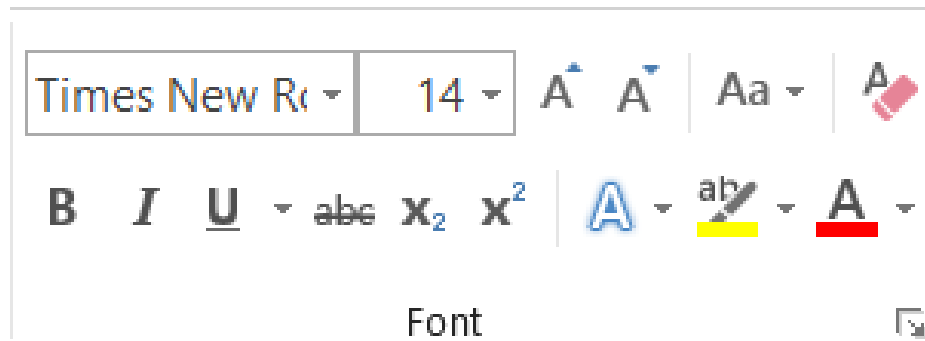


Figure 11: text Formatting Tools in Microsoft Word.

## 6. Paragraph Formatting

Paragraph formatting controls the layout and structure of paragraphs within the document.

- **Alignment:** Adjust the position of text within a paragraph:
  - **Left** (default)
  - **Center**
  - **Right**
  - **Justify** (aligns text evenly on both sides)
- **Line Spacing:** Set the space between lines in a paragraph:
  - Single, 1.5 lines, Double, or Custom spacing
- **Indentation:** Adjust the distance between the paragraph and the left or right margin:
  - First line indent
  - Hanging indent
  - Left and Right indents
- **Spacing Before and After:** Add extra space before or after a paragraph to improve readability
- **Bullets and Numbering:** Create lists using:
  - **Bulleted lists**
  - **Numbered lists**

- **Borders and Shading:** Apply borders or background shading to paragraphs for emphasis.

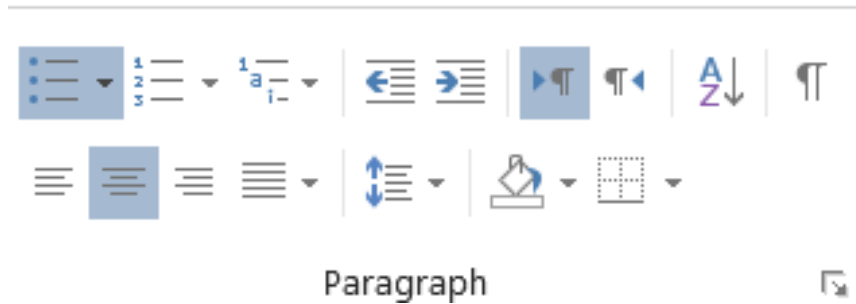


Figure 12: Paragraph Formatting Tools in Microsoft Word.

## 7. Page Layout

Page Layout refers to how a document is arranged on the page. Proper layout improves readability and gives documents a professional look.

- ❖ **Margins:** Set the distance between text and the edge of the page (Normal, Narrow, Wide, Custom).
- ❖ **Orientation:** Choose **Portrait** (vertical) or **Landscape** (horizontal).
- ❖ **Size:** Select the paper size (A4, Letter, Legal, Custom).
- ❖ **Columns:** Divide text into multiple columns.
- ❖ **Breaks:** Insert page breaks or section breaks for better document structure.
- ❖ **Line Numbers & Hyphenation (optional):** Add line numbers or automatically hyphenate text if needed.

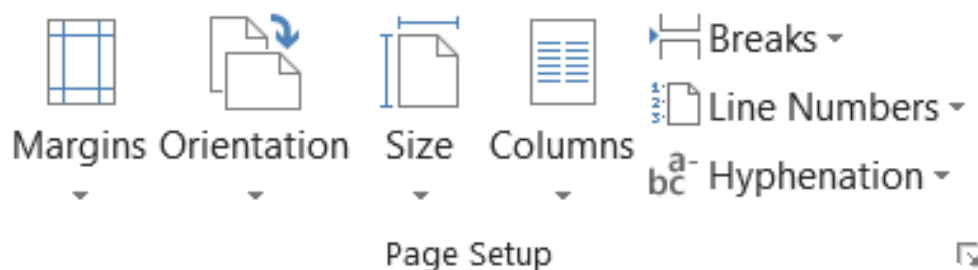


Figure 12: Page layout Tools in Microsoft Word.

## 8. Saving and Printing Documents

Properly saving and printing documents is essential for sharing and preserving your work.

**Saving Documents:**

- ❖ **Save:** Save the current document in its existing location and format.
- ❖ **Save As:** Save the document with a new name, format, or location.
- ❖ **File Formats:** Common formats: **.docx, .pdf, .txt**

**Printing Documents:**

- ❖ **Print:** Access printer settings and print your document.
- ❖ **Print Preview:** See how the document will appear before printing.
- ❖ **Printer Selection & Copies:** Choose the printer and number of copies.

**9. Essential Keyboard Shortcuts for Microsoft Word:**

Shortcut	Function
<b>Ctrl + N</b>	Create a new document
<b>Ctrl + O</b>	Open an existing document
<b>Ctrl + S</b>	Save the current document
<b>Ctrl + P</b>	Print the document
<b>Ctrl + C</b>	Copy selected text or object
<b>Ctrl + X</b>	Cut selected text or object
<b>Ctrl + V</b>	Paste copied or cut text/object
<b>Ctrl + Z</b>	Undo the last action
<b>Ctrl + A</b>	Select all content in the document

**Reference:**

\_GeeksforGeeks. *Introduction to Microsoft Word*. Available at:  
<https://www.geeksforgeeks.org/ms-word/introduction-to-microsoft-word/>

\_International Organization for Migration (IOM). *ICT Guide – Word Skills Development* (2022). Available at:  
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