

MS Office Word Notes

Q: Explain how Mail Merge is used to send a letter to 5 recipients.

Mail Merge is a feature in Microsoft Word that helps in creating multiple personalized letters quickly. It is useful when we want to send the same letter to many people but with different names and addresses.

To send a letter to 5 recipients using Mail Merge, follow these steps:

- **Open Microsoft Word** and write your main letter.
Example:
Dear <<Name>>,
You are invited to our school program at <<Address>>.
- Go to the **Mailings** tab → click **Start Mail Merge** → **Letters**.
- Click **Select Recipients** → **Type a New List**.
- A form will open. Type the **Name** and **Address** of each person. Click **New Entry** for each of the 5 recipients.
- Click **OK** and save the list.
- Use **Insert Merge Field** to add <<Name>> and <<Address>> to your letter.
- Click **Preview Results** to check the letters.
- Click **Finish & Merge** → **Print Documents** to get 5 personalized letters

Q: What is 'Change Case' in MS Word? Explain its types.

Change Case is a feature in Microsoft Word that allows you to change the way text appears—like changing small letters to capital letters and vice versa.

To use it:

- Select the text.
- Go to the **Home** tab.
- Click on the **Change Case** button (Aa symbol) in the **Font** group.
- Choose the desired option.

Types of Change Case:

1. **Sentence case** – Capitalizes the first letter of the sentence.
Example: "This is a book."
2. **lowercase** – Changes all letters to small.
Example: "this is a book."
3. **UPPERCASE** – Changes all letters to capital.
Example: "THIS IS A BOOK."
4. **Capitalize Each Word** – Makes the first letter of every word capital.
Example: "This Is A Book."
5. **tOGGLE cASE** – Changes capital letters to small and small letters to capital.
Example: "tHIS IS A bOOK."

Q: What are Header and Footer in MS Word? Explain their use.

Header and **Footer** are sections in a Word document that appear at the **top and bottom of each page**.

- The **Header** is the area at the top of the page.

- The **Footer** is the area at the bottom of the page.

□ **Steps to Insert Header or Footer:**

1. Go to the **Insert** tab on the Ribbon.
2. Click on **Header** or **Footer**.
3. Choose a built-in design or click **Edit Header/Footer**.
4. Type the text (e.g., page number, title, date).
5. Click **Close Header and Footer** or press **Esc**.

Q: How can you correct spelling and grammar in MS Word 2013?

- **Open your document** in Word 2013.
- Go to the **Review** tab on the Ribbon.
- Click on **Spelling & Grammar** in the **Proofing** group.
- Word will show spelling or grammar mistakes one by one.
- Choose:
 - **Change** to correct the mistake.
 - **Ignore** to leave it as it is.
 - **Add to Dictionary** to save the word if it is correct but not recognized

Q: What are the different ways to create a table in MS Word 2013?

In MS Word 2013, there are **four main ways** to create a table. Each method lets you insert a table in a different way depending on your need.

1. Using the Table Grid

- Go to the **Insert** tab → click **Table** → move your mouse over the grid to select rows and columns (e.g., 4×5).
- Click to insert the table instantly.

2. Insert Table Option

- Go to **Insert** → **Table** → **Insert Table**.
- A dialog box appears.
- Enter the number of **rows** and **columns** you want.
- Click **OK** to insert the table.

3. Draw Table

- Go to **Insert** → **Table** → **Draw Table**.
- Your cursor becomes a pencil.
- Draw the table manually by dragging lines.
- Useful for custom table layouts.

4. Convert Text to Table

- Type your text separated by commas, tabs, or spaces.
- Select the text → go to **Insert** → **Table** → **Convert Text to Table**.
- Choose the settings and click **OK**.

Q: How do you insert a watermark in MS Word?

A **watermark** is a faint text or image that appears behind the main content of a document, usually to show status like "Confidential" or "Draft."

Steps to Insert a Watermark:

1. Open your Word document.

2. Go to the **Design** tab on the Ribbon.
(*In Word 2013, watermark options are under Design tab.*)
3. Click on **Watermark** in the **Page Background** group.
4. Choose one of the built-in watermarks like **Confidential** or **Draft** by clicking on it.
5. To create a custom watermark, click **Custom Watermark**:
 - Select **Text Watermark**, type your own text, choose font, size, color, and layout.
 - Or select **Picture Watermark** to insert an image.
6. Click **Apply** or **OK**.

Q: How do you insert a hyperlink in MS Word?

A **hyperlink** is a clickable link that takes you to a webpage, email address, or another place in the document.

Steps to Insert a Hyperlink:

1. Select the text or image you want to make a hyperlink.
2. Right-click the selected text or image and choose **Hyperlink**.
(*Or go to the **Insert** tab and click **Hyperlink**.*)
3. In the dialog box, do one of the following:
 - To link to a webpage
 - To link to an email,
 - To link to another place in the document
4. Click **OK**.

Q: How do you insert page color in MS Word?

In MS Word, you can add color to the background of your document using the **Page Color** option.

✔ Steps to Insert Page Color:

1. Open your Word document.
2. Go to the **Design** tab on the Ribbon.
3. Click on **Page Color** in the **Page Background** group.
4. A list of colors will appear.
5. Click on the color you want to apply to the page.

Q: What is Word Count in MS Word and how do you use it?

Word Count is a tool in MS Word that tells you how many **words, characters, paragraphs, and lines** are in your document or in selected text.

✔ Steps to Check Word Count:

1. Open your document in MS Word.
2. Go to the **Review** tab on the Ribbon.
3. Click on **Word Count** in the **Proofing** group.
4. A box will appear showing:
 - Number of **pages**
 - Number of **words**
 - Number of **characters (with and without spaces)**
 - Number of **paragraphs and lines**
5. You can also check **“Include textboxes, footnotes and endnotes”** if needed.

Or

You can also see the **word count at the bottom left corner** of the Word window (on the status bar).

Q: How do you apply gridlines in MS Word?

Gridlines in MS Word help you align text, shapes, images, or other objects properly on the page. They do not appear when printing.

✓ **Steps to Apply Gridlines:**

1. Open your Word document.
2. Go to the **View** tab on the Ribbon.
3. In the **Show** group, check the box for **Gridlines**.

Q: What is a Drop Cap in MS Word and how do you insert it?

A **Drop Cap** is a large capital letter that appears at the beginning of a paragraph. It drops down two or more lines and is often used in books, magazines, and decorative writing.

✓ **Steps to Insert a Drop Cap:**

1. Open your Word document.
2. Click anywhere in the paragraph where you want the Drop Cap.
3. Go to the **Insert** tab on the Ribbon.
4. Click on **Drop Cap** in the **Text** group.
5. Choose one of the options:
 - **Dropped** – the letter drops down into the paragraph.
 - **In Margin** – the letter appears in the left margin.
6. To customize, click **Drop Cap Options** to change font, size, or how many lines it drops

Q: What is a Cover Page in MS Word and how do you insert it?

A **Cover Page** is the first page of a document that usually contains the **title, author name, date, and other details**. MS Word provides ready-made designs for cover pages.

✓ **Steps to Insert a Cover Page:**

1. Open your Word document.
2. Go to the **Insert** tab on the Ribbon.
3. Click on **Cover Page** in the **Pages** group.
4. A gallery of built-in cover page designs will appear.
5. Click on any design you like to insert it as the first page.
6. Replace the sample text with your own (e.g., title, author name, date).

Q: What is Page Orientation in MS Word and how do you set it?

Page Orientation in MS Word refers to the direction in which a document is displayed or printed.

There are **two types** of orientation:

1. **Portrait** – Vertical layout (tall page) – Default setting
2. **Landscape** – Horizontal layout (wide page)

✓ **Steps to Set Page Orientation:**

1. Open your Word document.
2. Go to the **Layout** tab on the Ribbon.
3. Click on **Orientation** in the **Page Setup** group.

4. Choose either:
 - **Portrait** (for a tall page)
 - **Landscape** (for a wide page)

Q: How do you create a chart in MS Word?

A **chart** is a visual way to show data using bars, lines, or other symbols. MS Word allows you to create charts to make data easier to understand.

✓ **Steps to Create a Chart:**

1. Open your Word document.
2. Go to the **Insert** tab on the Ribbon.
3. Click on **Chart** in the **Illustrations** group.
4. A dialog box will open with different chart types like:
 - Column
 - Line
 - Pie
 - Bar
 - Area
 - Others
5. Choose a chart type (e.g., Column) and click **OK**.
6. An Excel sheet will appear.
 - Enter or edit your data in the sheet.
 - The chart in your document will update automatically.
7. Close the Excel window when done.

Q: What are the types of document views in MS Word 2013?

MS Word 2013 provides different **document views** to help users work with their document in various ways.

You can find these views under the **View** tab on the Ribbon.

✓ **Types of Document Views:**

1. **Read Mode**
 - For reading documents comfortably.
 - Pages appear like a book.
 - Editing is disabled.
2. **Print Layout**
 - Default view.
 - Shows how the document will look when printed.
 - Allows full editing.
3. **Web Layout**
 - Shows how the document would look as a web page.
 - Useful for web publishing.
4. **Outline View**
 - Displays the structure of the document.
 - Used to organize headings and subheadings.
5. **Draft View**

- Focuses on text only.
- No graphics or page layout shown.
- Best for quick editing and typing.

Q: What are the different types of text alignment in MS Word?

Text alignment in MS Word controls how the text is positioned between the margins of the page. You can find alignment options in the **Home** tab under the **Paragraph** group.

✓ **Types of Text Alignment:**

1. **Left Align** (Shortcut: Ctrl + L)
 - Text is aligned to the left margin.
 - Most commonly used in documents.
2. **Center Align** (Shortcut: Ctrl + E)
 - Text is placed in the center of the page.
 - Used for titles, headings, or invitations.
3. **Right Align** (Shortcut: Ctrl + R)
 - Text is aligned to the right margin.
 - Used for dates or signatures.
4. **Justify** (Shortcut: Ctrl + J)
 - Text is evenly spaced between left and right margins.
 - Gives a neat and clean look like in books or newspapers.

Q: What is the Find and Replace feature in MS Word 2013 and how is it used?

Find and Replace is a feature in MS Word 2013 that allows you to **search for a word or phrase** in your document and **replace** it with another word or phrase quickly.

✓ **Steps to Use Find and Replace:**

1. Open your Word document.
2. Go to the **Home** tab on the Ribbon.
3. In the **Editing** group, click on **Replace**
(or press **Ctrl + H** as a shortcut).
4. A **Find and Replace** dialog box will appear.
 - In the **Find what** box, type the word you want to search.
 - In the **Replace with** box, type the new word.
5. Click:
 - **Find Next** to find the word.
 - **Replace** to change it one at a time.
 - **Replace All** to change all the words at once.

Q: What are the steps to apply protection methods in MS Word 2013?

1. Password Protection (To Open or Modify a Document)

1. Open the Word document.
2. Click on the **File** tab.
3. Click **Info**.
4. Click **Protect Document**.
5. Select **Encrypt with Password**.
6. Enter a password and click **OK**.

7. Re-enter the password to confirm and click **OK**.

2. Restrict Editing

1. Open the document.
2. Click the **File** tab → **Info** → **Protect Document**.
3. Select **Restrict Editing**.
4. In the pane on the right, check **Allow only this type of editing in the document**.
5. Choose the editing restrictions (e.g., **No changes (Read only)**).
6. Click **Yes, Start Enforcing Protection**.
7. Set a password (optional) and click **OK**.

3. Mark as Final

1. Open the document.
2. Go to **File** → **Info** → **Protect Document**.
3. Click **Mark as Final**.
4. Click **OK** to confirm.

Q: How do you insert a picture in MS Word?

You can add pictures to your Word document to make it more attractive or to explain something visually.

✓ Steps to Insert a Picture:

1. Open your Word document.
2. Go to the **Insert** tab on the Ribbon.
3. Click on **Pictures** in the **Illustrations** group.
4. Choose **This Device** (to insert a picture saved on your computer).
5. Browse and select the picture you want to insert.
6. Click **Insert**.
7. The picture will appear in your document.

Q: How do you print a document in MS Word?

Printing lets you create a paper copy of your Word document.

✓ Steps to Print a Document:

1. Open your Word document.
2. Click on the **File** tab at the top left.
3. Click on **Print** from the menu.
4. In the **Print** screen:
 - Choose your **printer** from the drop-down list.
 - Select the **number of copies** you want to print.
 - Choose which **pages** to print (all pages or specific pages).
5. Click the **Print** button.

Q: How do you create shapes in MS Word?

You can add different shapes like circles, rectangles, arrows, and more to your document to make it visually appealing.

✓ Steps to Create Shapes:

1. Open your Word document.
2. Go to the **Insert** tab on the Ribbon.

3. Click on **Shapes** in the **Illustrations** group.
4. A drop-down menu will appear with many shape options (Lines, Basic Shapes, Arrows, Flowchart, etc.).
5. Click the shape you want.
6. Click and drag on the document to draw the shape.
7. You can resize or move the shape as needed.
8. Use the **Format** tab (which appears when the shape is selected) to change color, outline, and effects

Q: How do you set a tab in MS Word?

Tabs help you align text neatly in a document by setting specific stopping points on a line.

✓ Steps to Set a Tab:

1. Open your Word document.
2. Click on the **horizontal ruler** at the top of the document where you want to set the tab stop.
*(If the ruler is not visible, go to the **View** tab and check **Ruler**.)*
3. By default, a **left tab** is set, but you can change the tab type by clicking the small **Tab Selector** button at the top-left corner of the ruler until you find the desired tab type (Left, Center, Right, Decimal, Bar).
4. After setting the tab stop, press the **Tab** key on your keyboard to move the cursor to that position.
5. Start typing your text aligned to the tab stop.