



DAR ES SALAAM SCHOOL OF JOURNALISM

- ❖ MODULE NAME: MICROSOFT WORD
- ❖ MODULE CODE: GST 040103
- ❖ DEPARTMENT : INFORMATION TECHNOLOGY
- ❖ MODULE SEMESTER: I
- ❖ TUTOR'S NAME: PENDO BONIPHACE KIBUTI

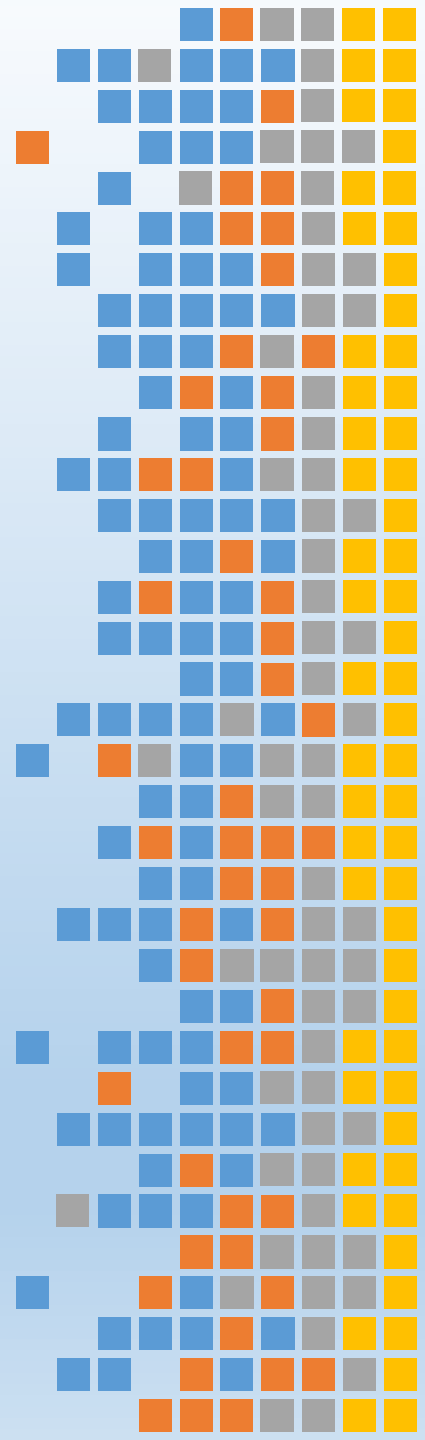


OUR MOTTOR: MEDIA FOR DEMOCRACY



Microsoft words

- Microsoft Word is a computer application program written by Microsoft. It is mainly used to design text for presentation.
- Microsoft Office Word allows you to create and edit personal and business documents, such as letters, reports, invoices, emails and books. By default, documents saved in Word 2010 are saved with the .docx extension
- Our MS Word tutorial includes all topics of MS Word such as save the document, correct error, word count,



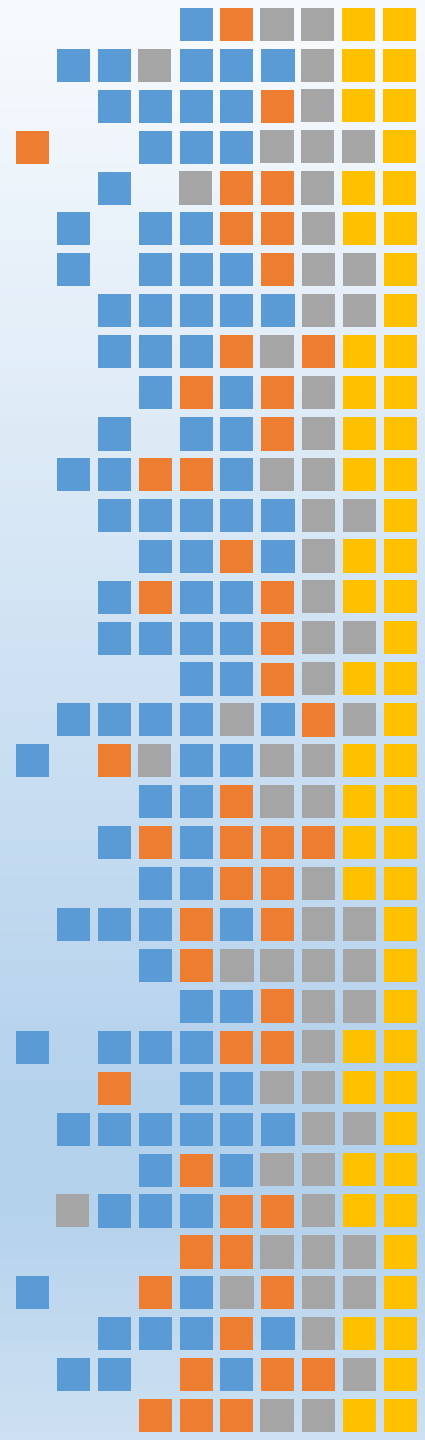
Opening Word Processing Package

Word processing package is mostly used in offices on microcomputers. To open a new document, click on "**Start**" button and go to "**All Programs**" and click on "**Microsoft Word**".



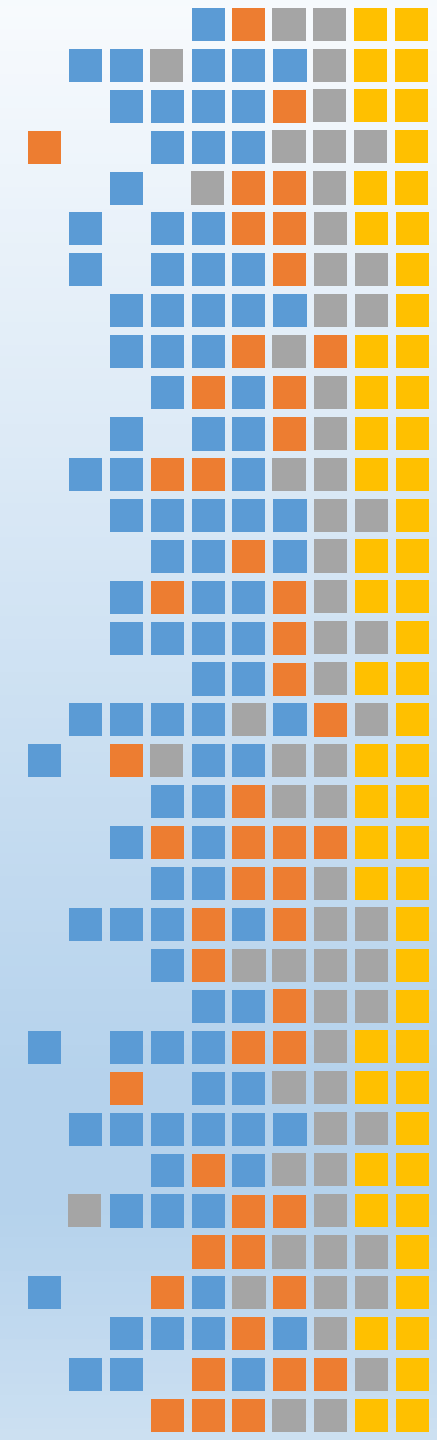
Ms. Word

- font size, font style, apply a style, customize a style, page size, page margin, insert header and footer and more.



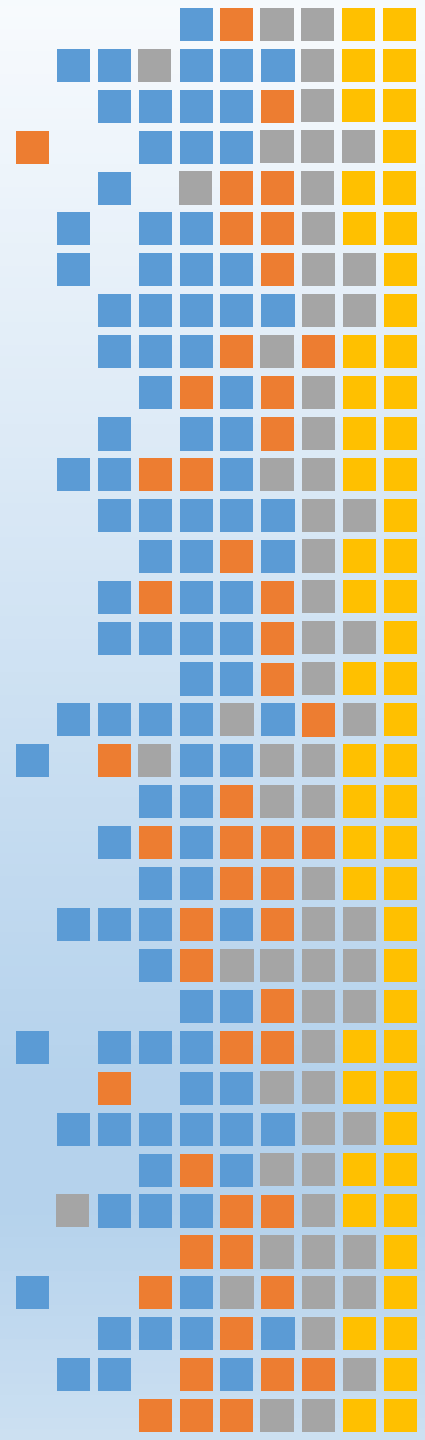
- **Ms. words**
- file button
- Quick access toolbar
- Title bar
- Ribbon and tabs
- **Text basics**
- Insert text
- Delete text
- Select text
- Copy and paste text
- Save the document
- **Proofing features**
- Correct errors
- Check word count
- Working with lists
- Create lists
- Use symbols as bulletes

- **Formatting Text**
- Format font size
- Format font style
- Format font color
- Change text case
- Format text alignment
- Bold, italic and underline
- **Working with tables**
- To insert tables
- Convert text tables
- Add column in table
- Add row in table
- Delete column and row
- Modify tables
- Split text to column



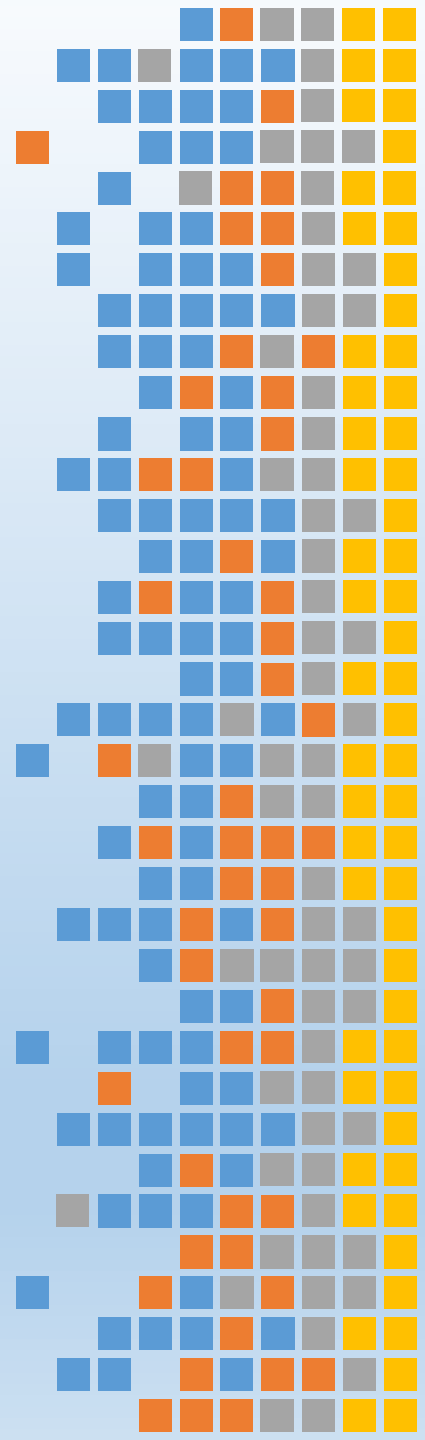
File button

- **New:** This option allows us to create a new, blank file in the corresponding Office program, such as MS Word, MS Excel, PowerPoint, etc.
- **Open:** This option allows us to open an existing file from the local storage on our computer.
- **Save:** This option allows us to permanently save a temporary file to our computer after finishing the work. Additionally, we can save the changes to the current file using this command.



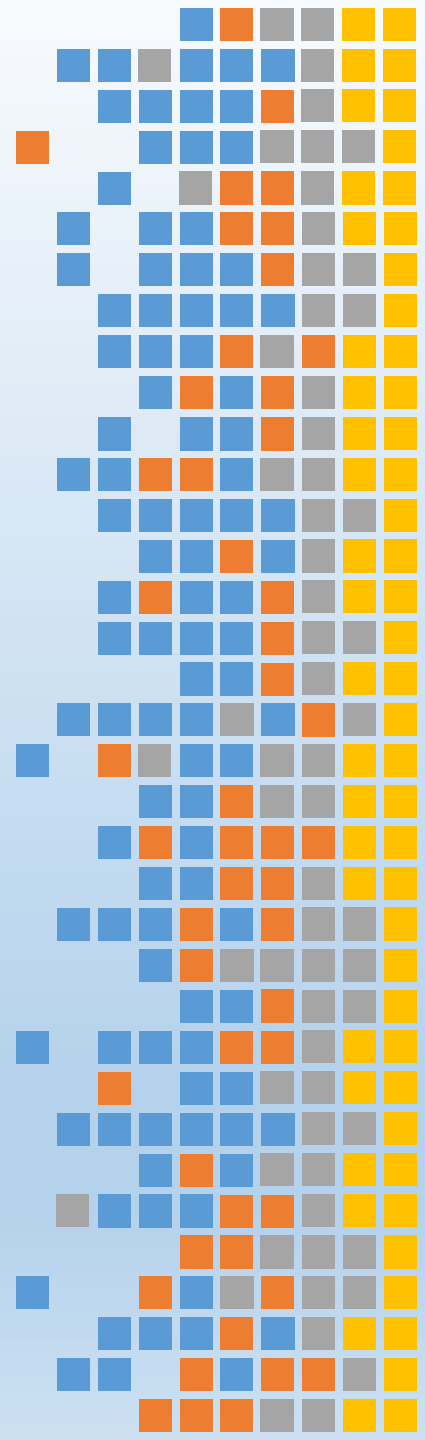
File button

- **Save As:** This option allows us to save a copy of the active file with the desired file name and file extension to a desired location on the computer storage.
- **Print:** This option allows us to take a hard copy of the desired document on paper through a printer. Alternately, the print option can help us save a copy of the active document to a PDF format.
- **Prepare:** This option allows us to prepare the active file for distribution. In particular, the prepare option helps us view and modify the document properties accordingly.



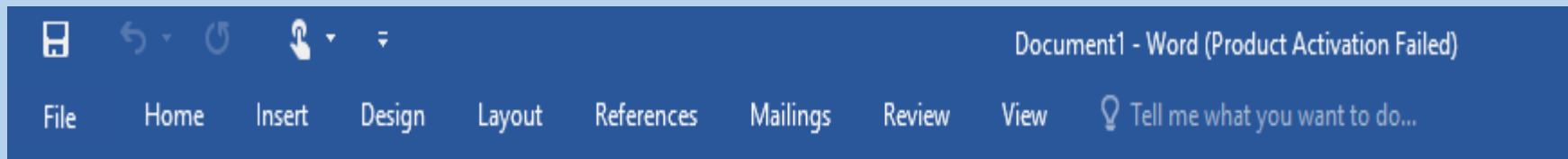
File button

- **Send:** This option enables us to send or share the desired files directly through the opened Office program with others. In particular, we may share active documents by e-mail, upload them to OneDrive, or post to a specific blog. The send option is renamed as 'Save and Send' in Office Suite 2010.
- **Publish:** This option enables us to distribute the desired document to people. We can even create a specific blog article with the content inside the file.
- **Close:** This option helps us to close an active document in a corresponding Office program.



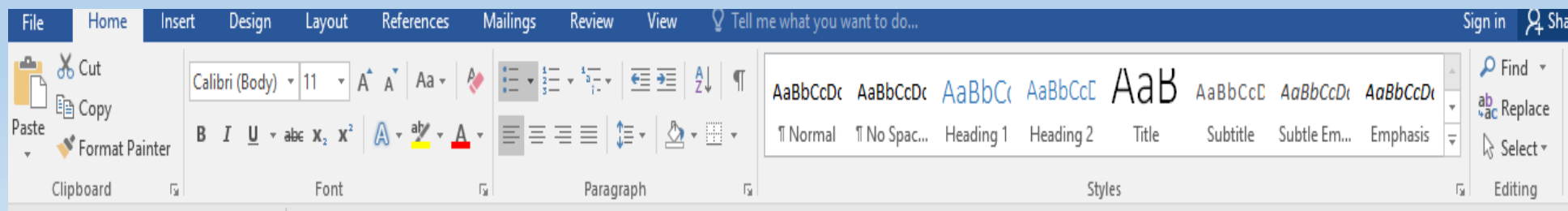
Ribbon and tabs

- It comprises seven tabs; Home, Insert, Page layout, References, Mailing, Review and View. Each tab has specific groups of related commands. It gives you quick access to the commonly used commands that you need to complete a task.



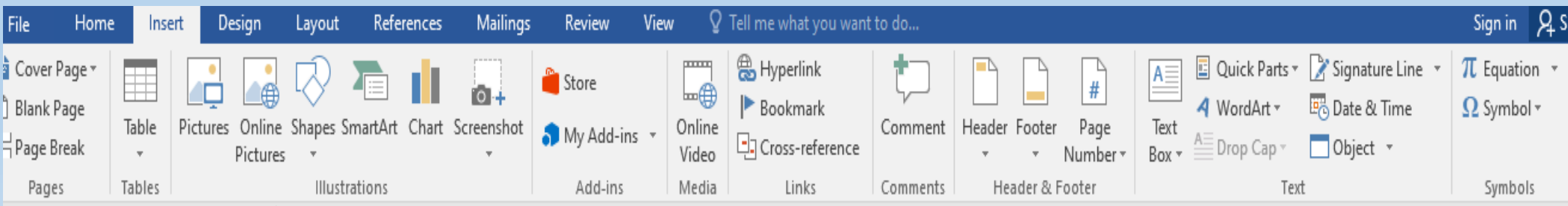
RIBBON

- Home tab:
- The Home tab is the default tab in Microsoft Word. It has five groups of related commands; Clipboard, Font, Paragraph, Styles and Editing. It helps you change document settings like font size, adding bullets, adjusting styles and many other common features. It also helps you to return to the home section of the document



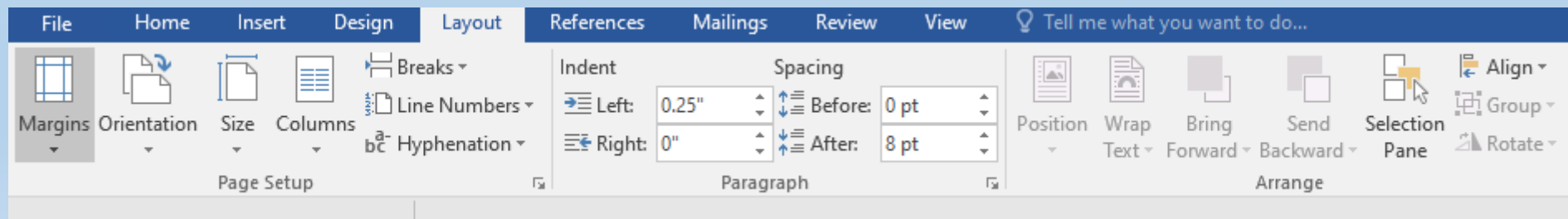
INSERT TAB

- Insert Tab is the second tab in the Ribbon. As the name suggests, it is used to insert or add extra features in your document. It is commonly used to add tables, pictures, clip art, shapes, page number, etc. The Insert tab has seven groups of related commands; Pages, Tables, Illustrations, Links, Header & Footer, Text and Symbols.



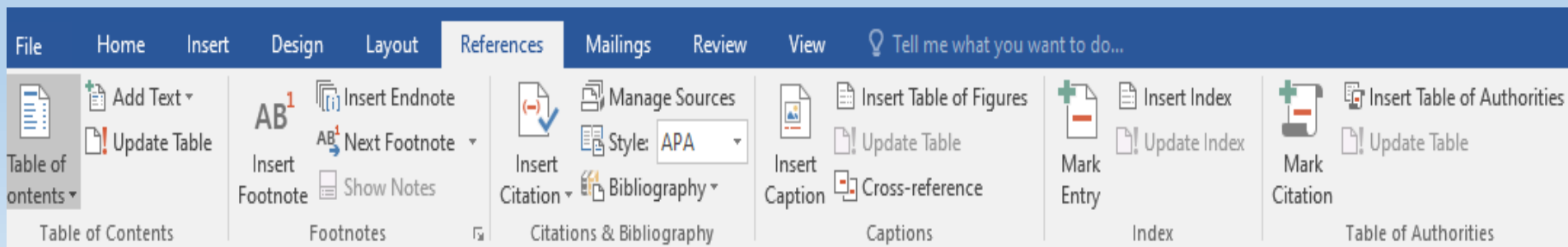
Layout tab

- This tab allows you to control the look and feel of your document, i.e. you can change the page size, margins, line spacing, indentation, documentation orientation, etc. The Page Layout tab has five groups of related commands; Themes, Page Setup, Page Background, Paragraph and Arrange.



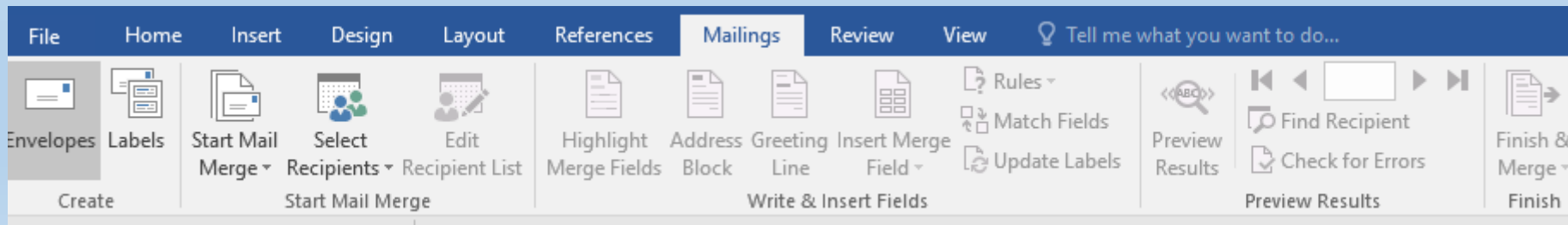
References tab:

- It is the fourth tab in the Ribbon. It allows you to enter document sources, citations, bibliography commands, etc. It also offers commands to create a table of contents, an index, table of contents and table of authorities. The References tab has six groups of related commands; Table of Contents, Footnotes, Citations & Bibliography, Captions, Index and Table of Authorities.



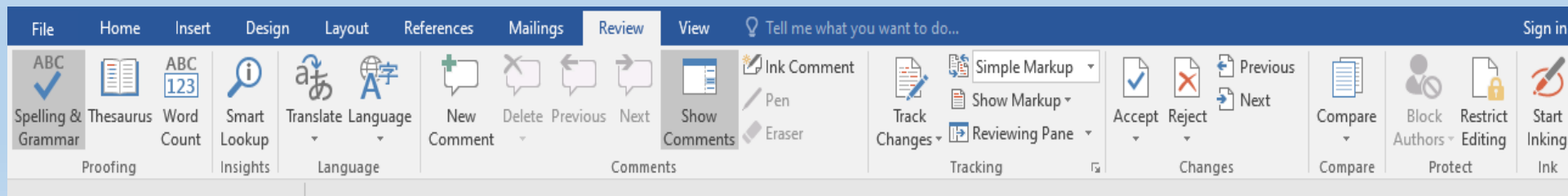
Mailings tab:

- It is the least-often used tab of all the tabs available in the Ribbon. It allows you merge emails, writing and inserting different fields, preview results and convert a file into a PDF format. The Mailings tab has five groups of related commands; Create, Start Mail Merge, Write & Insert Fields, Preview Results and Finish.



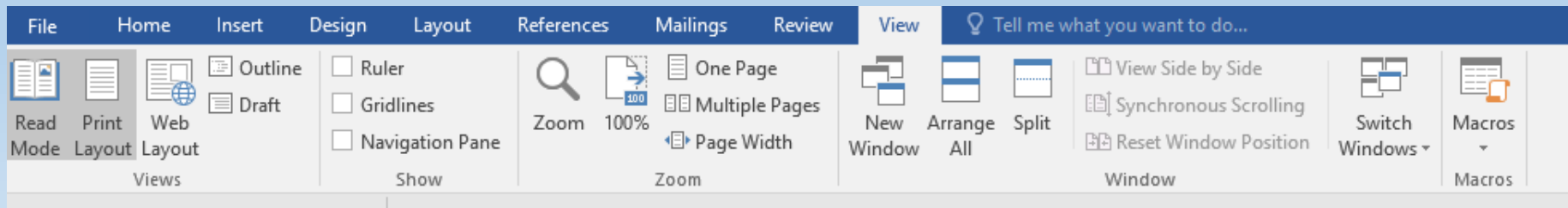
Review tab

- This tab offers you some important commands to modify your document. It helps you proofread your content, to add or remove comments, track changes, etc. The Review tab has six groups of related commands; Proofing, Comments, Tracking, Changes, Compare and Protect.



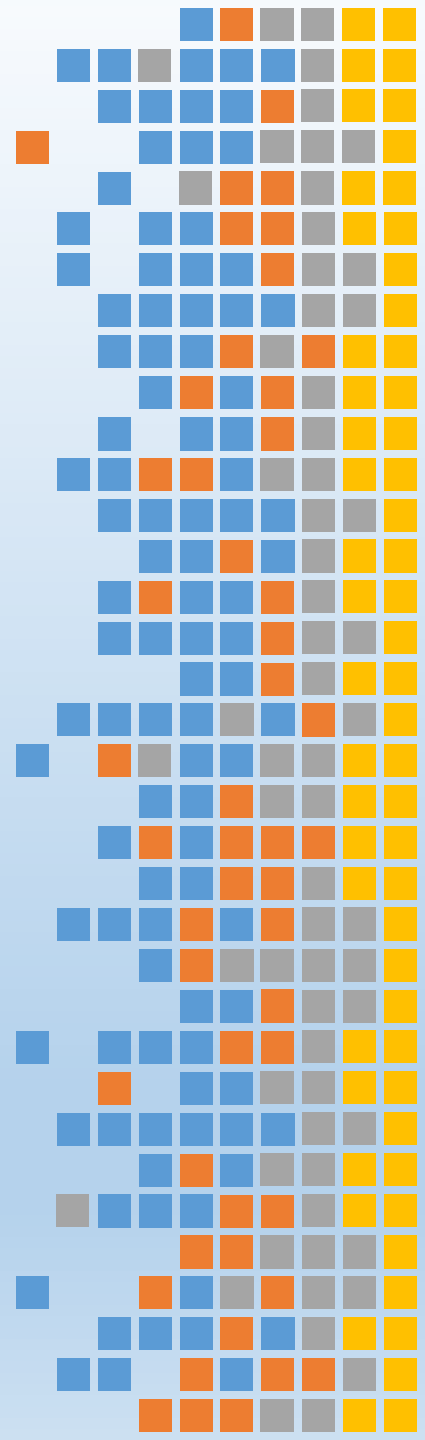
View tab

- The View tab is located next to the Review tab. This tab allows you to switch between Single Page and Two Page views. It also enables you to control various layout tools like boundaries, guides, rulers. Its primary purpose is to offers you different ways to view your document. The View tab has five groups of related commands; Document Views, Show/Hide, Zoom, Window and Macros.



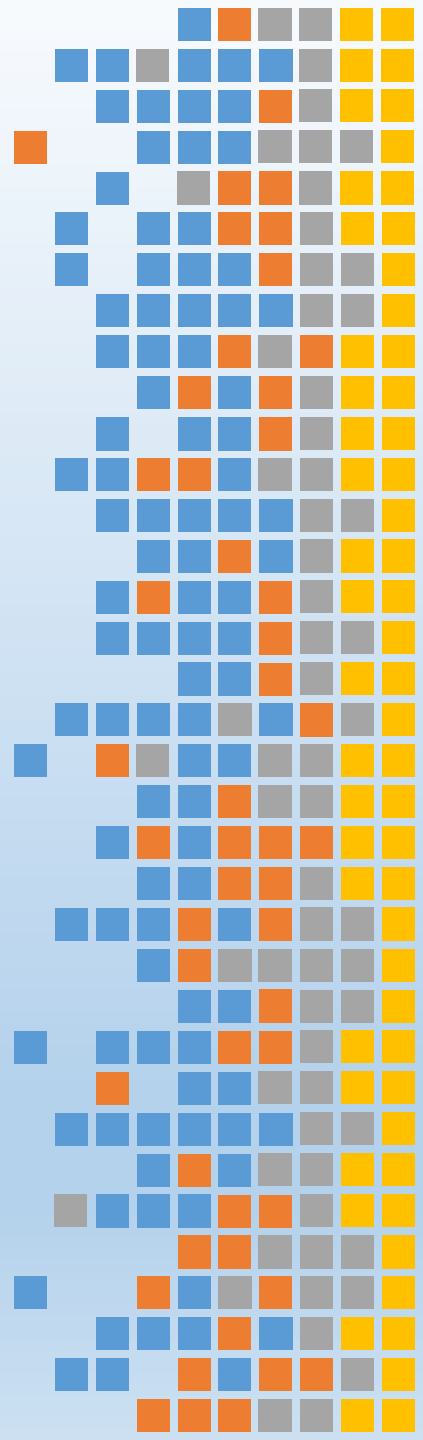
INSERT TEXT

- Document area is the area where you type your text. The flashing vertical bar is called the insertion point and it represents the location where the text will appear when you type. keep the cursor at the text insertion point and start typing the text.
- The following are the two important points that will help you while typing –
- You do not need to press Enter to start a new line. As the insertion point reaches the end of the line, Word automatically starts a new one. You will need to press Enter, to add a new paragraph.



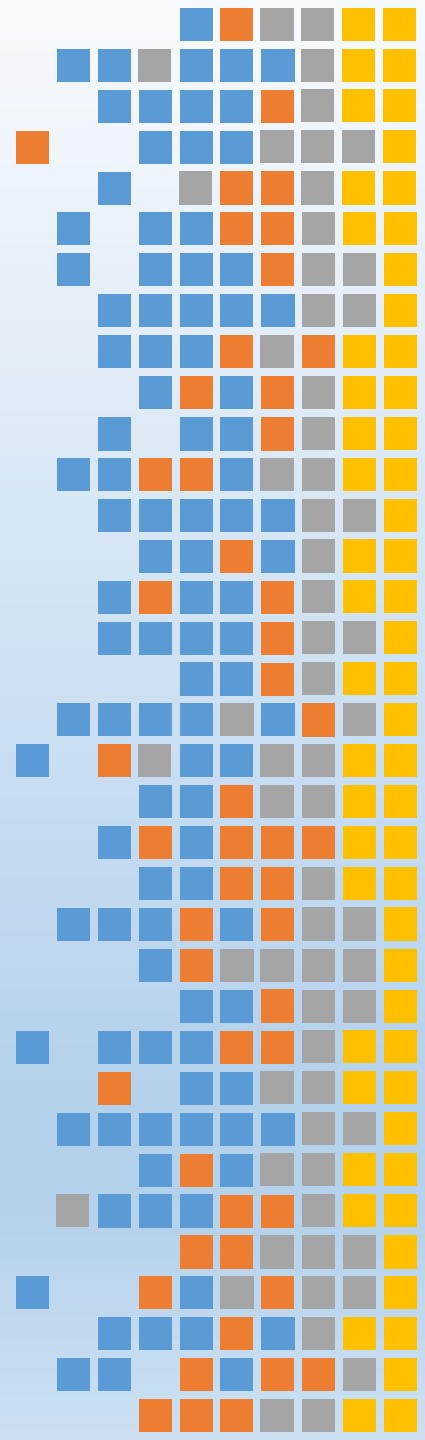
INSERT TEXT

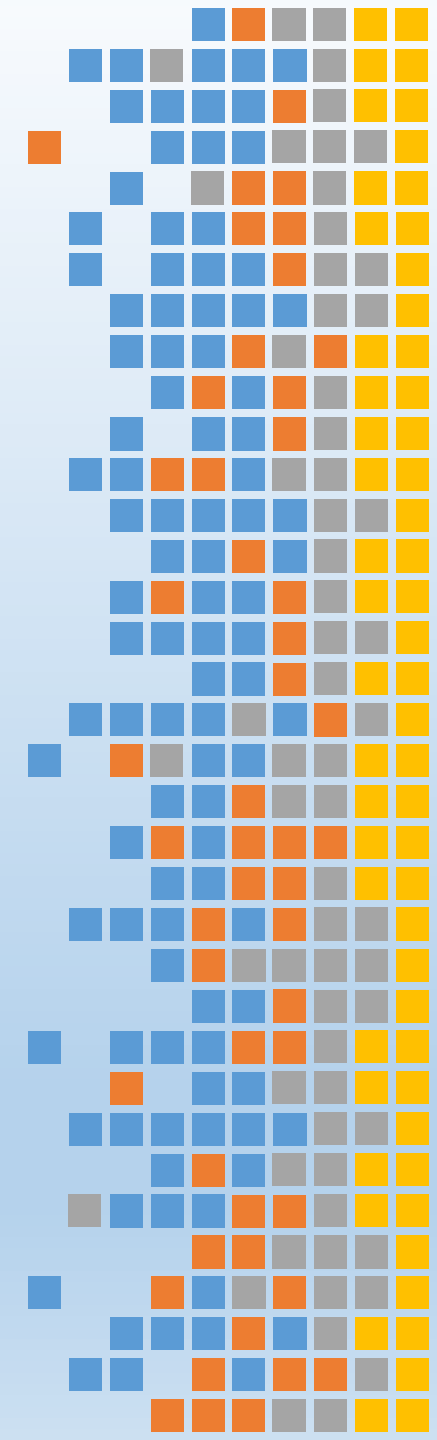
- When you want to add more than one space between words, use the Tab key instead of the spacebar. This way you can properly align text by using the proportional fonts



How to Delete Text in MS Word

- You can easily delete the text in Word including characters, paragraphs or all of the content of your document. Word offers you different methods to delete the text; some of the commonly used methods are given below;
- Place the cursor next to the text then press Backspace key
- Place the cursor to the left of the text then press Delete key

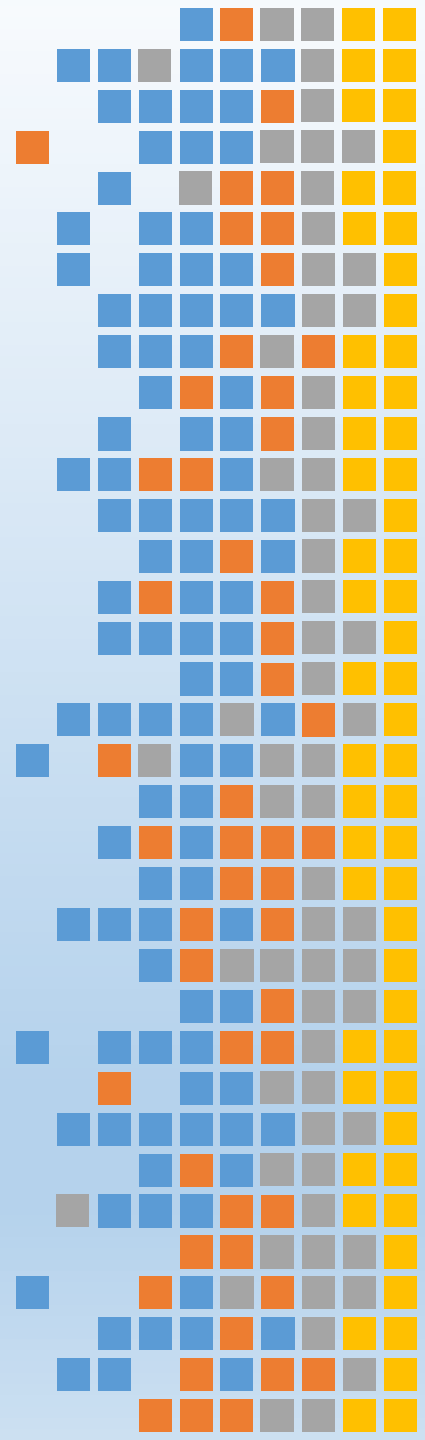




- Select the text and press the Backspace or Delete key
- Select the text and type over it the new text
- **HOW TO SELECT TEXT IN MS WORD**
- Place the cursor next to the text then left click the mouse and holding it down move it over the text then release it. The text will be selected.
- Some shortcuts for selecting text are:
- To select a single word double click within the word

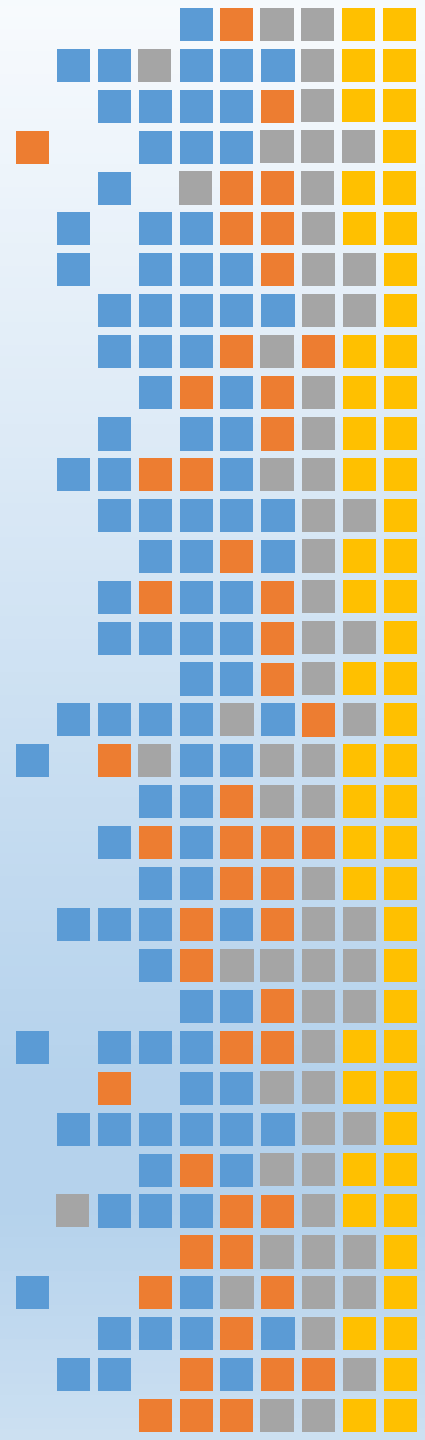
HOW TO SELECT TEXT IN MS WORD

- To select the entire paragraph triple click within the paragraph
- To select entire document, in Home tab, in Editing group click Select then choose Select All option or press CTRL+A



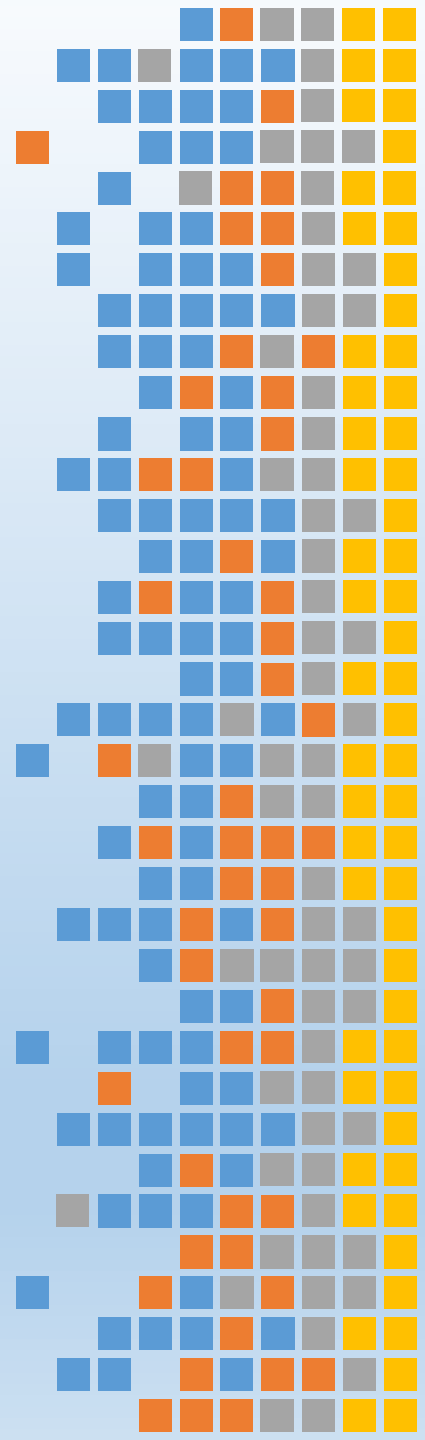
How to Copy and Paste Text in MS Word

- Word offers different methods to copy and paste text. Some of the popular methods are given below;
- **Method 1;**
- Select the text you want to copy
- Select the Home tab and click the Copy command
- Place the cursor where you want to paste the text
- Click the Paste command in Home tab



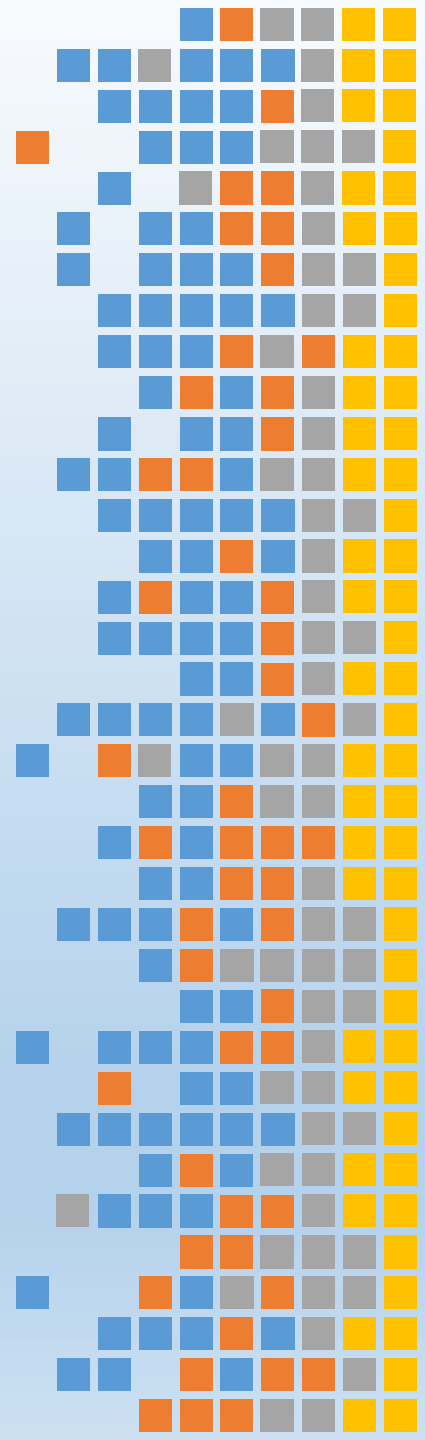
How to Copy and Paste Text in MS Word

- **Method 2;**
- Select the text
- Place the cursor over the text and right click the mouse
- A menu will appear; with a left click select the "Copy" option
- Now, move the cursor to a desired location and right click the mouse
- A menu will appear; with a left click select the 'Paste' option.

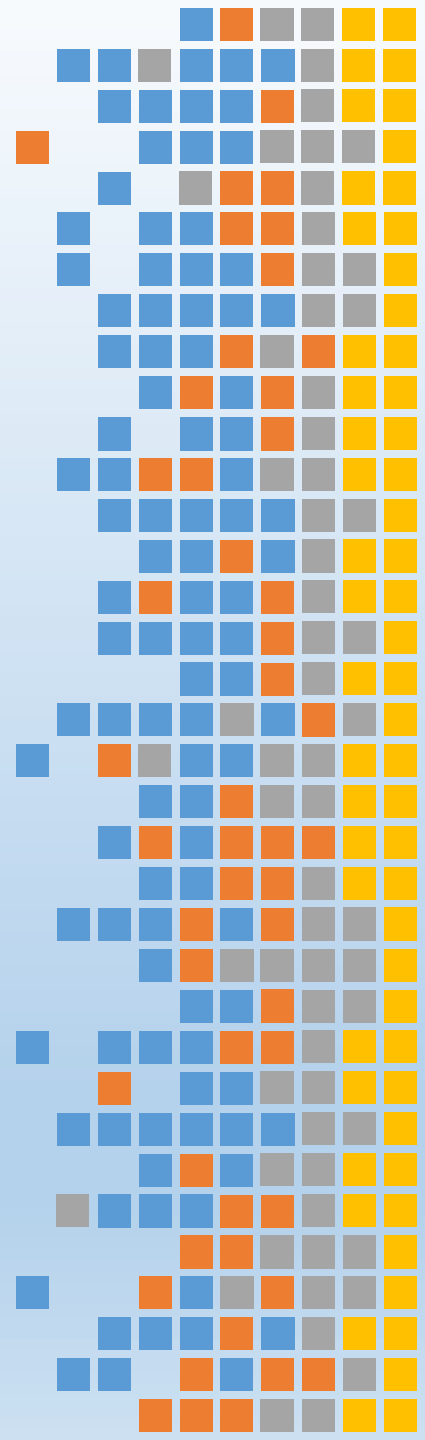


How to Save the Document in MS Word

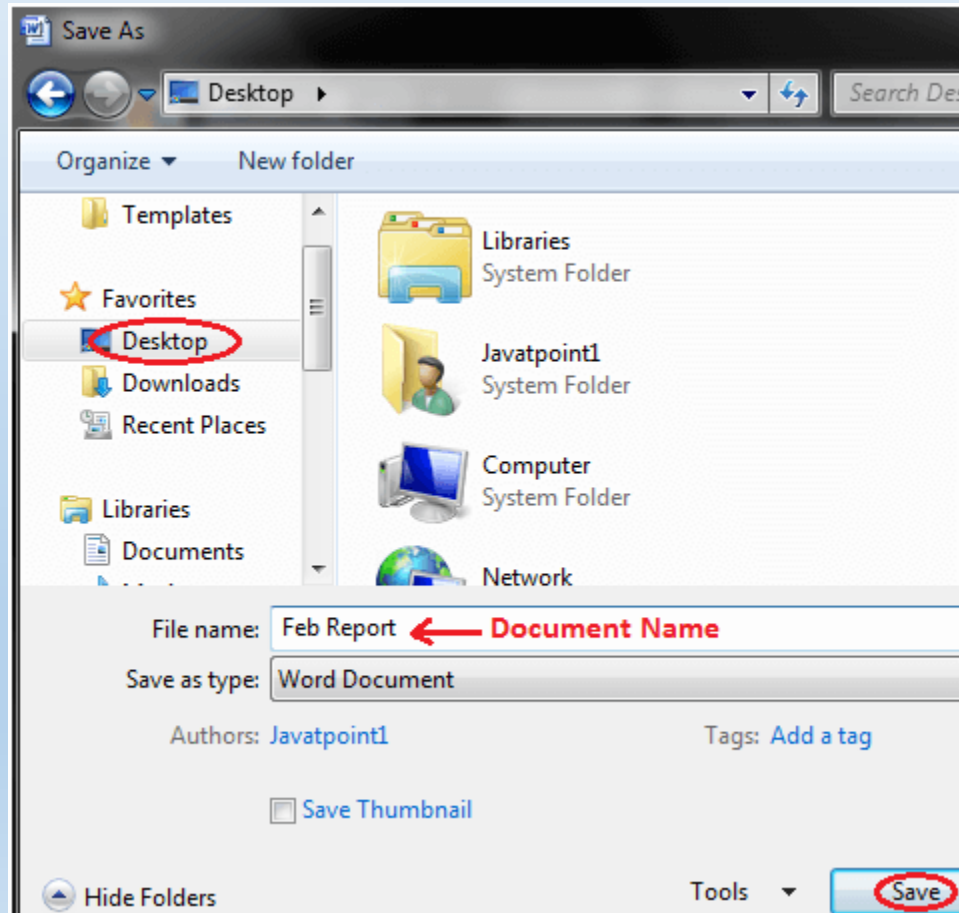
- When you create a document it is important to save the document so that it can be viewed or reused later. The basic steps to save a document are listed below;
- Click the Microsoft Office Button
- A list of different commands appears
- Click the 'Save As' command
- it displays 'Save As' Dialogue Box
- Save the document to desired location with a desired name



- You can also choose 'Save' command from the list to save the document to its current location with same title. If you are saving a fresh document it displays 'Save As' dialogue box.
- The shortcut method to save a document is to press "Ctrl+S" keys. It opens the 'Save As' dialogue box where you can name you document and save it to a desired location.

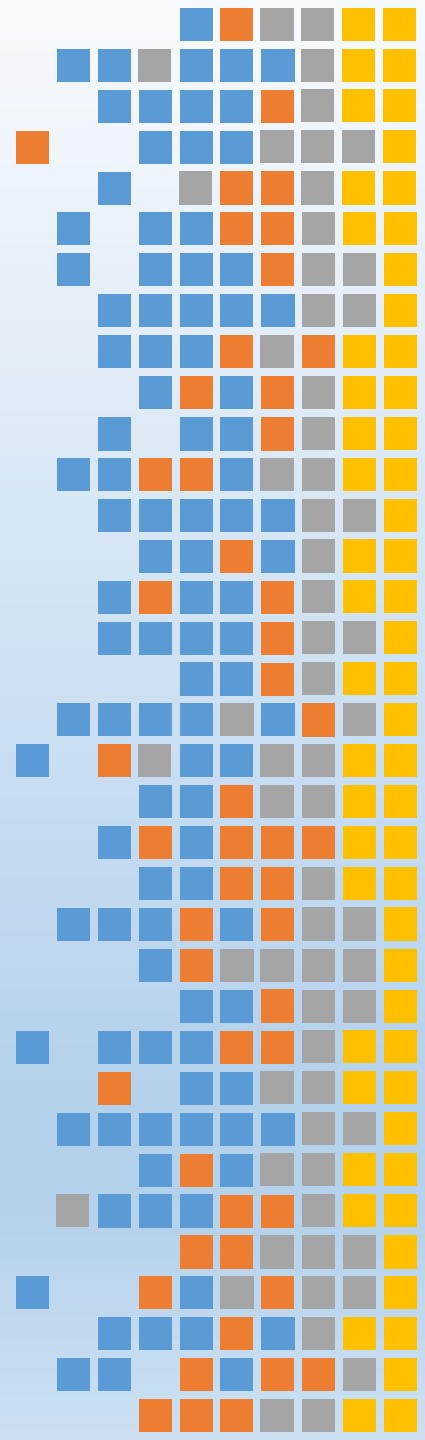


save

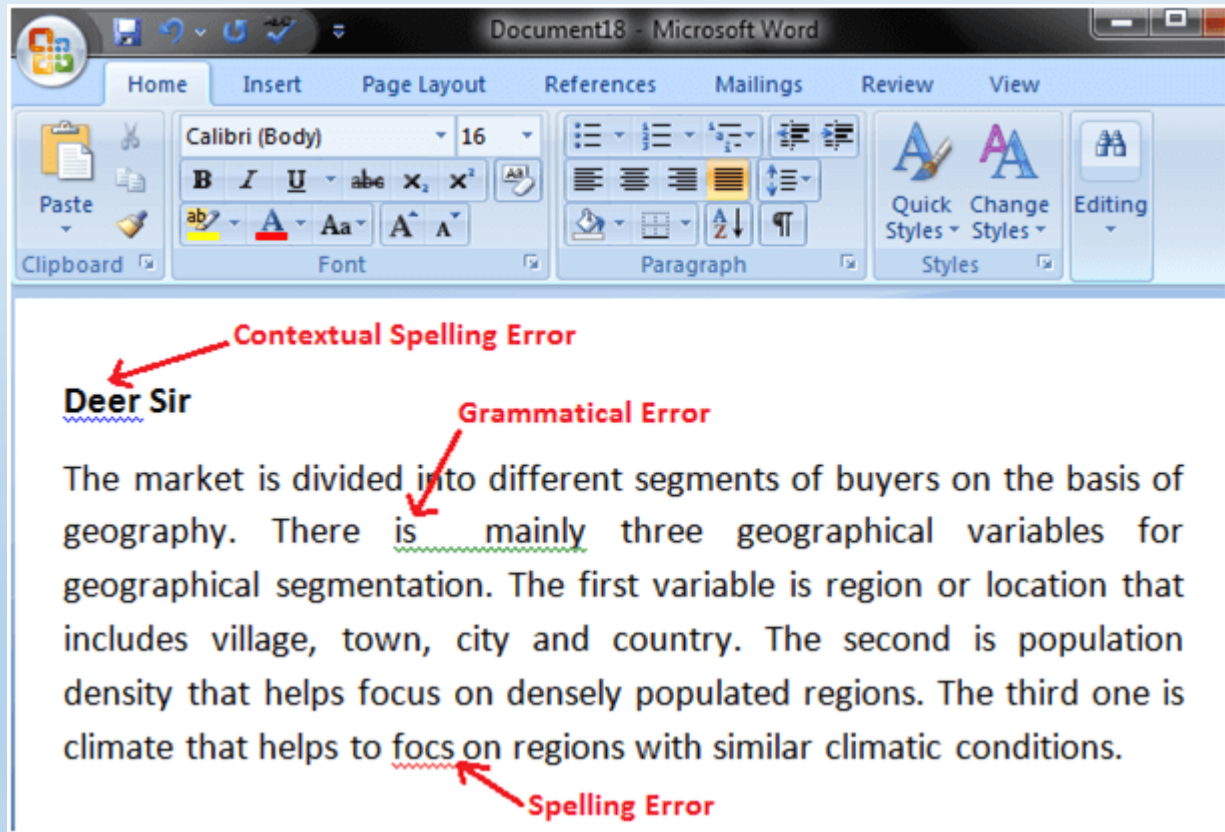


How to Correct Errors in Ms Word

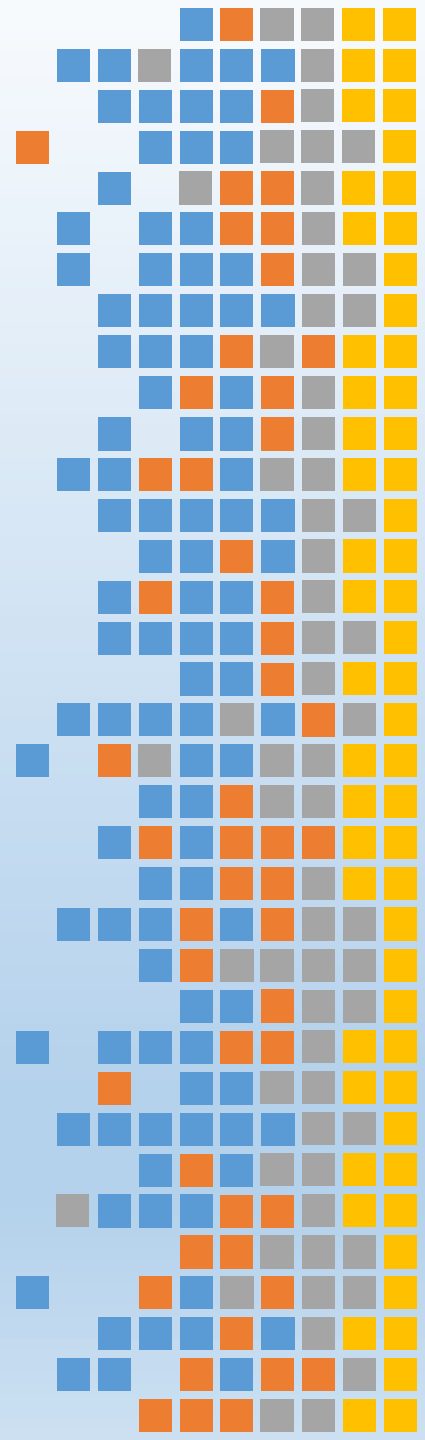
- When you type text in a document, by default the Word informs you if there is any contextual, spelling or grammatical error. Word informs you in different ways for different errors;
- If there is any contextual error in the document, it will underline the text with blue line.
- If there is any spelling error in the document, it will underline the text with red line.
- If there is any grammar error in the document, it will underline the text with green line.

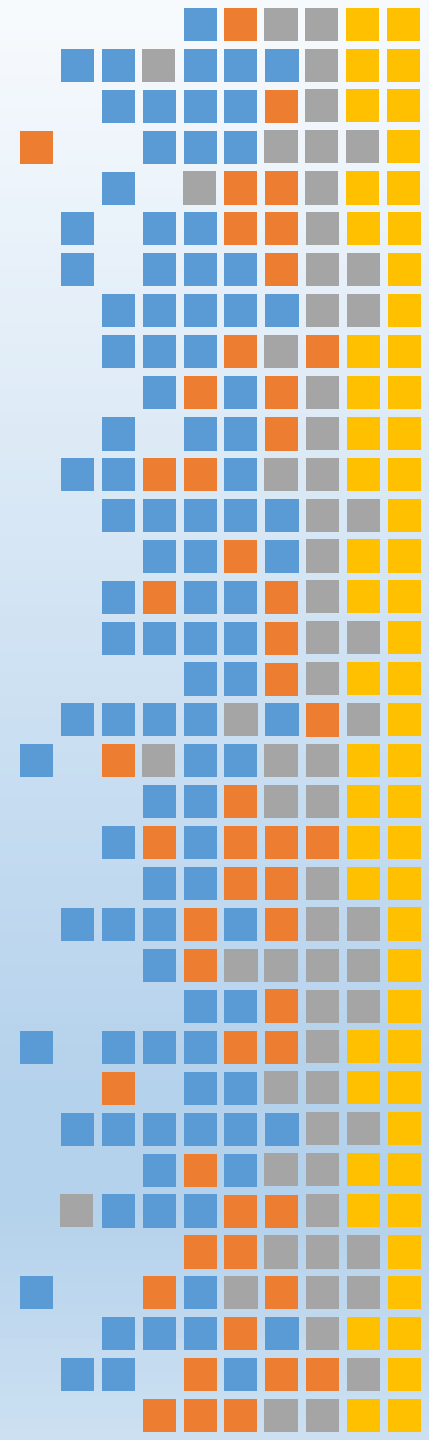
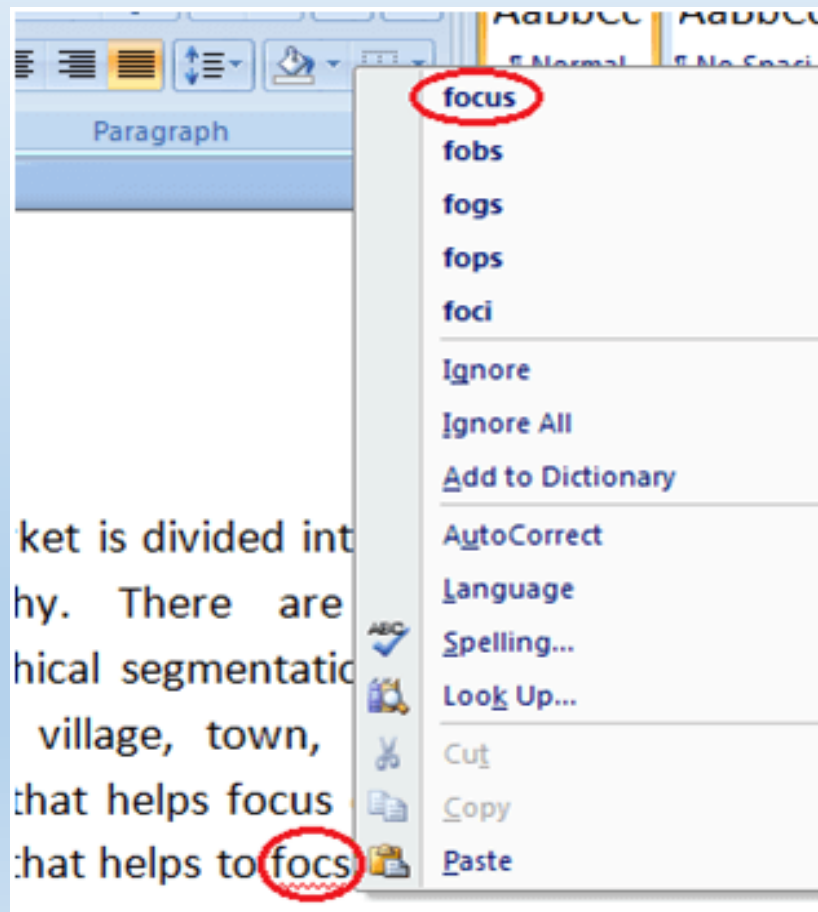


How to Correct Errors in Ms Word



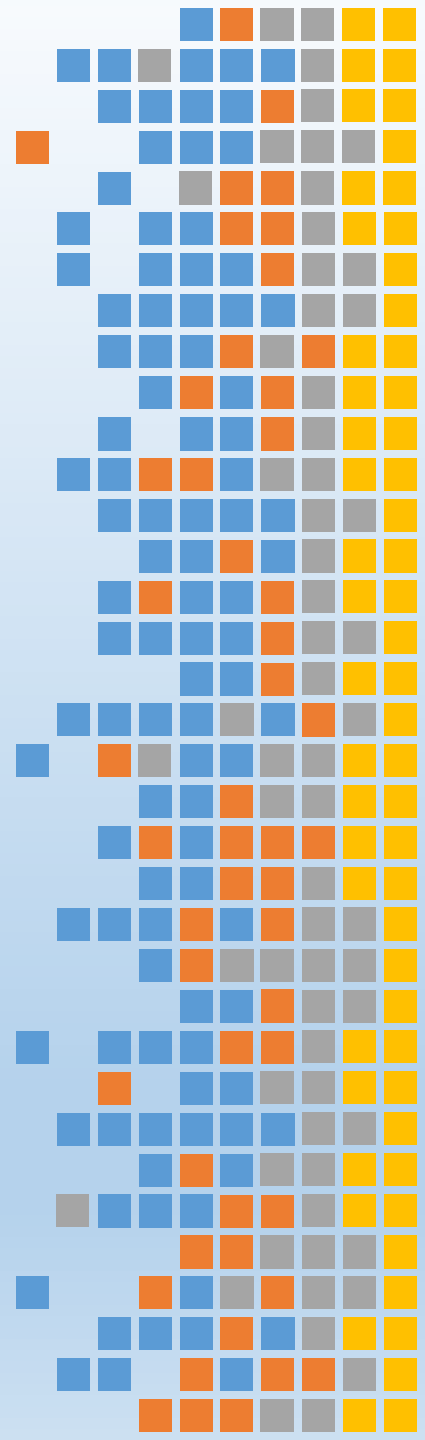
- **Steps to correct errors:**
- Place the cursor over the text that you want to correct
- Right click the mouse
- A list of suggestions appears
- Choose the correct word with a left click





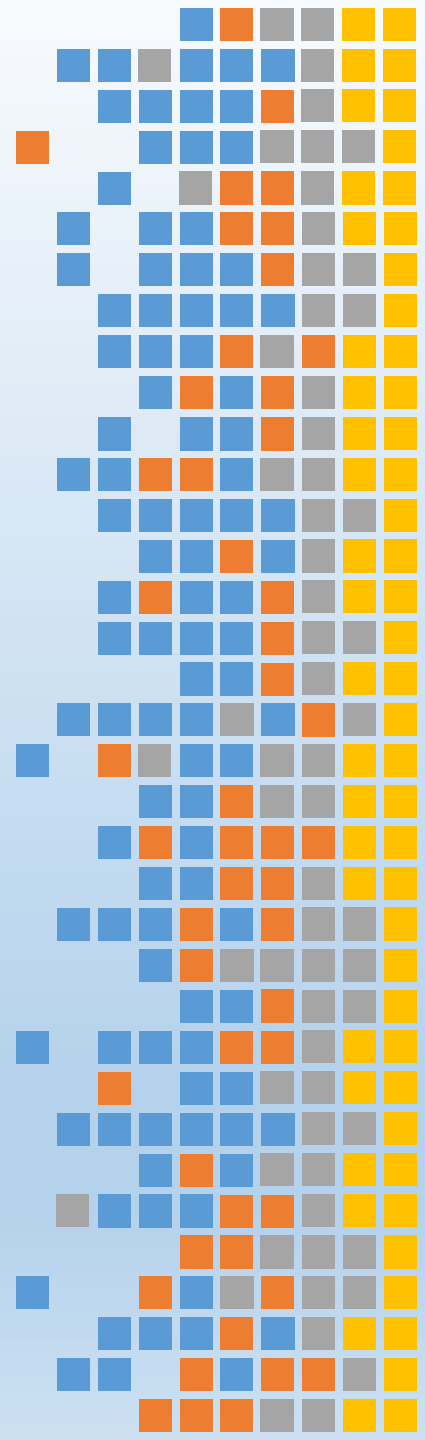
Text alignment

- Left-Aligned Text
- A paragraph's text is left aligned when it is aligned evenly along the left margin. Here is a simple procedure to make a paragraph text left-aligned.
- **Step 1** – Click anywhere on the paragraph you want to align and click the **Align Text Left** button available on the **Home tab** or simply press the **Ctrl + L** keys



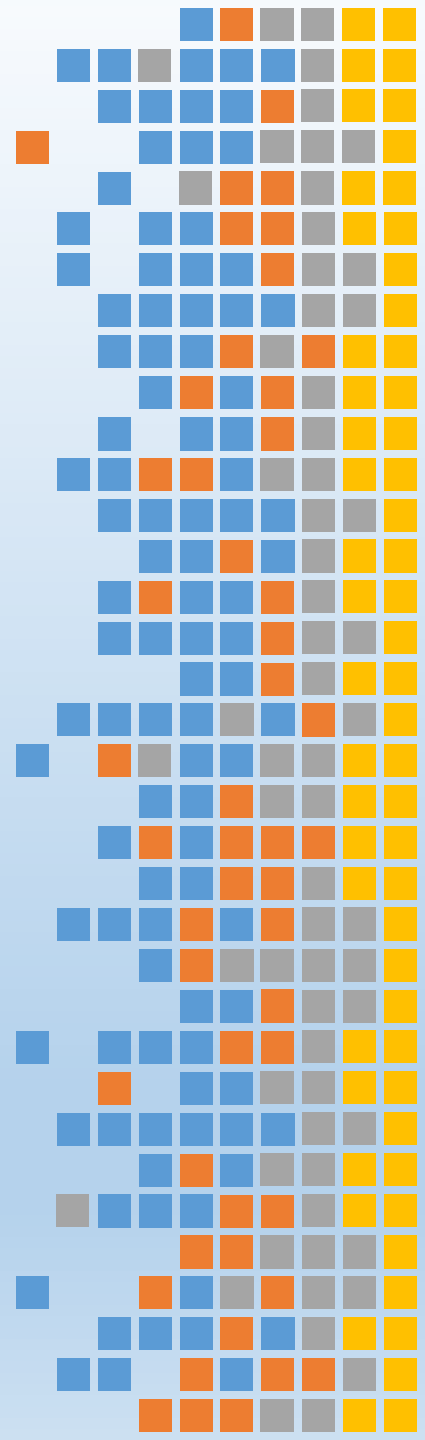
Text alignment

- Center Aligned Text
- A paragraph's text will be said center aligned if it is in the center of the left and right margins. Here is a simple procedure to make a paragraph text center aligned.
- **Step 1** – Click anywhere on the paragraph you want to align and click the **Center** button available on the **Home tab** or simply press the **Ctrl + E** keys.



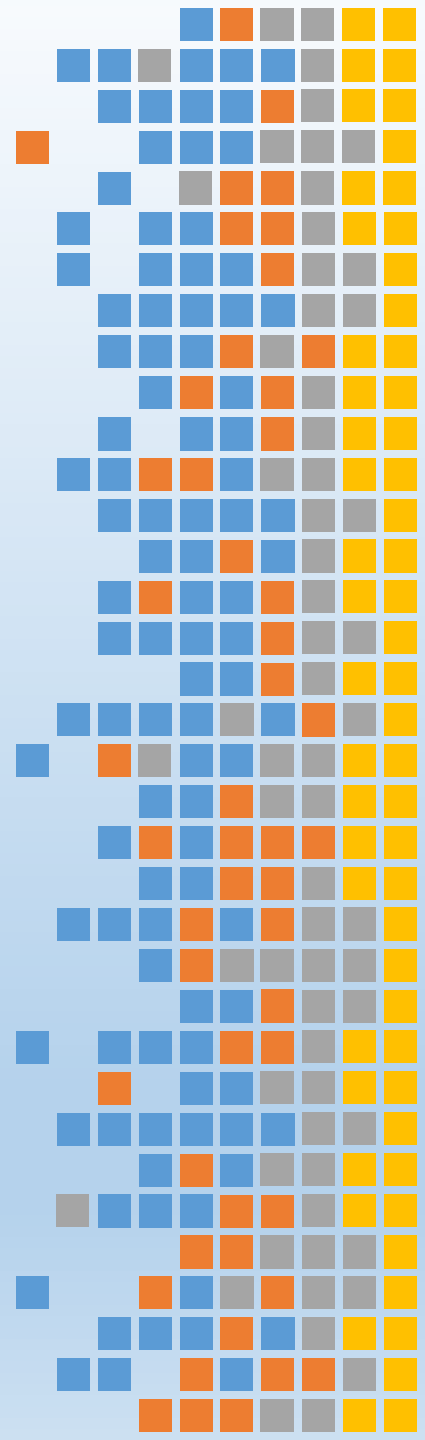
Text Alignment

- Right-Aligned Text
- A paragraph's text is right-aligned when it is aligned evenly along the right margin. Here is a simple procedure to make a paragraph text right-aligned.
- **Step 1** – Click anywhere on the paragraph you want to align and click the **Align Text Right** button available on the **Home tab** or simply press the **Ctrl + R** keys



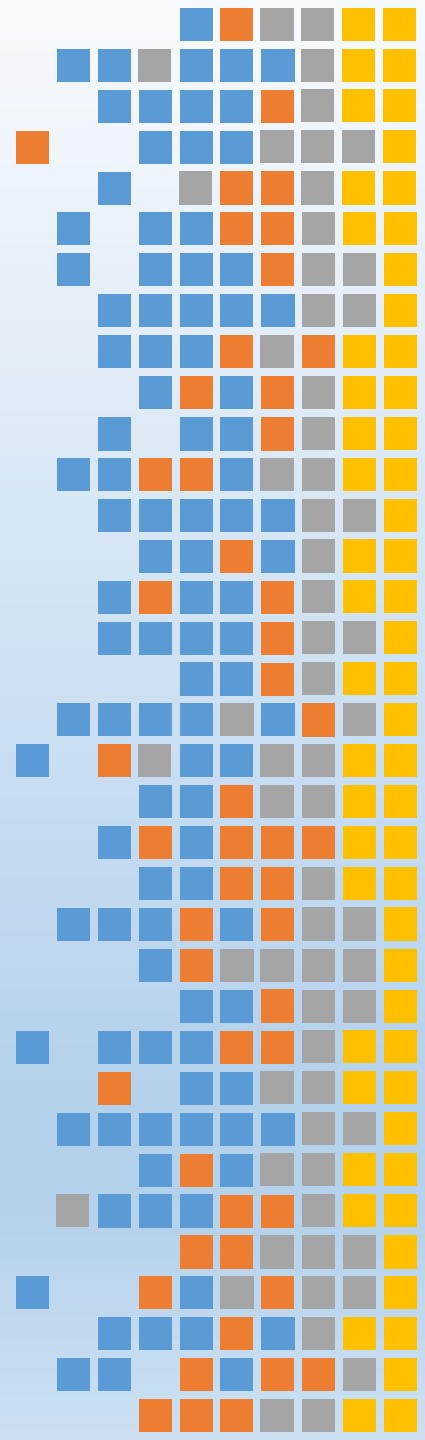
Text alignment

- Justified Text
- A paragraph's text is justified when it is aligned evenly along both the left and the right margins. Following is a simple procedure to make a paragraph text justified.
- **Step 1** – Click anywhere on the paragraph you want to align and click the **Justify** button available on the **Home tab** or simply press the **Ctrl + J** keys.



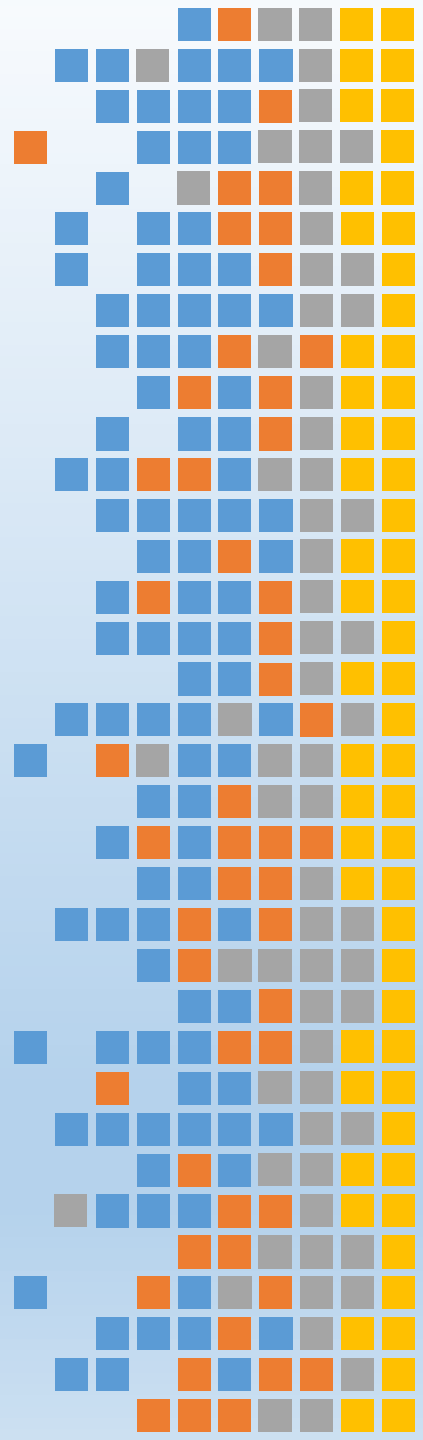
Create a List from Existing Text

- This is very simple to convert a list of lines into a bulleted or numbered list. Following are the simple steps to create either bulleted list or numbered list.
- **Step 1** – Select a list of text to which you want to assign bullets or numbers. You can use any of the text selection method to select the portion of text.
- **Step 2** – Click the **Bullet Button** triangle to display a list of bullets you want to assign to the list. You can select any of the bullet style available by simply clicking over it.



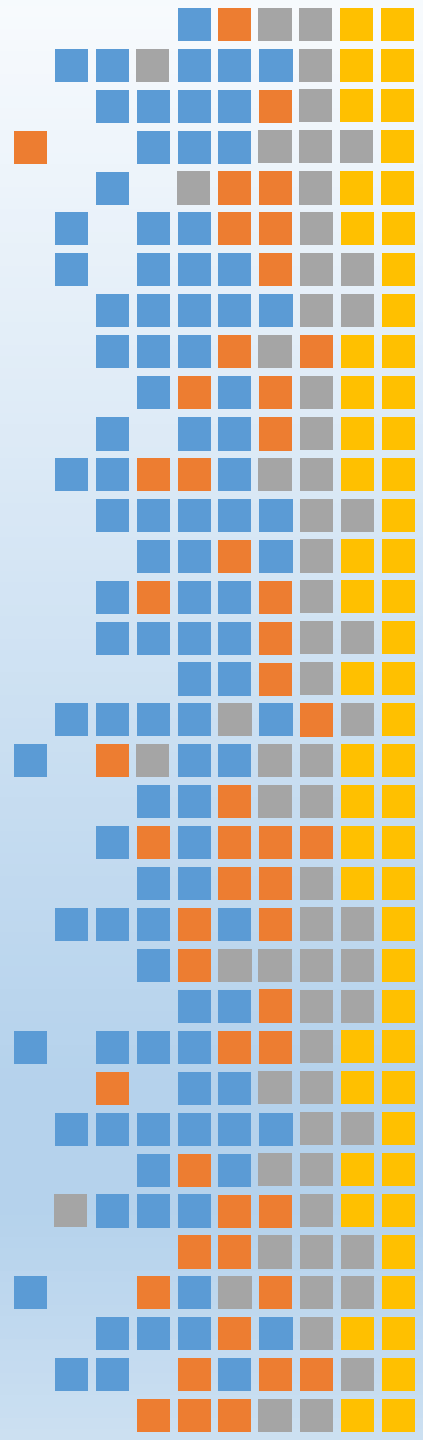
lists

- **Step 3** – If you are willing to create a list with numbers, then click the **Numbering Button** triangle instead of the bullet button to display a list of numbers you want to assign to the list. You can select any of the numbering style available by simply clicking over it.



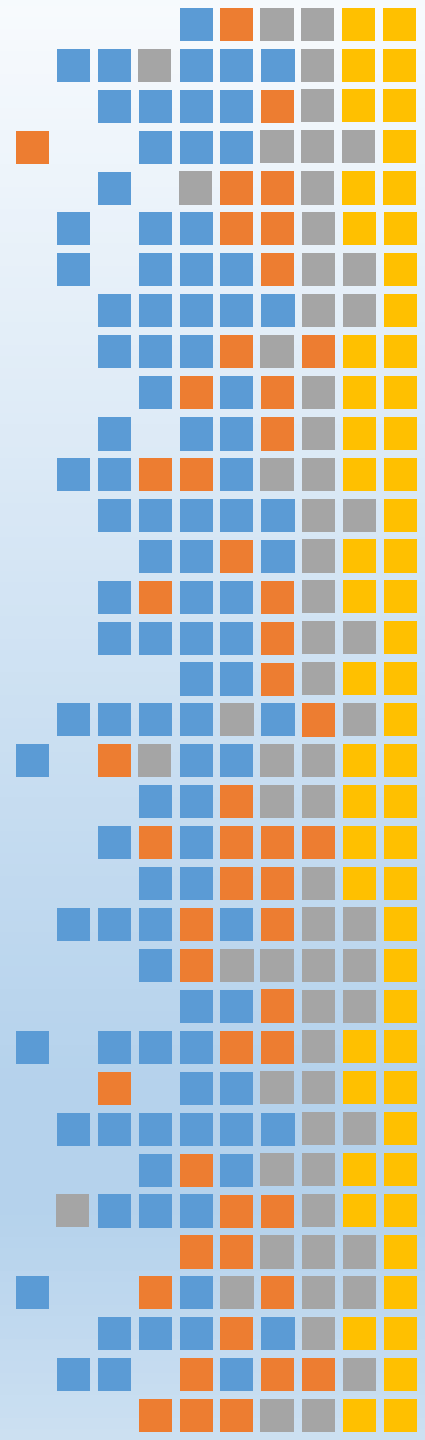
Line spacing

- You can increase or decrease this distance as per your requirement by following a few simple steps. This chapter will explain how to set the distance between two lines as well as how to set the distance between two paragraphs.
- Spacing between Lines
- Following are the simple steps to adjust spacing between two lines of the document.



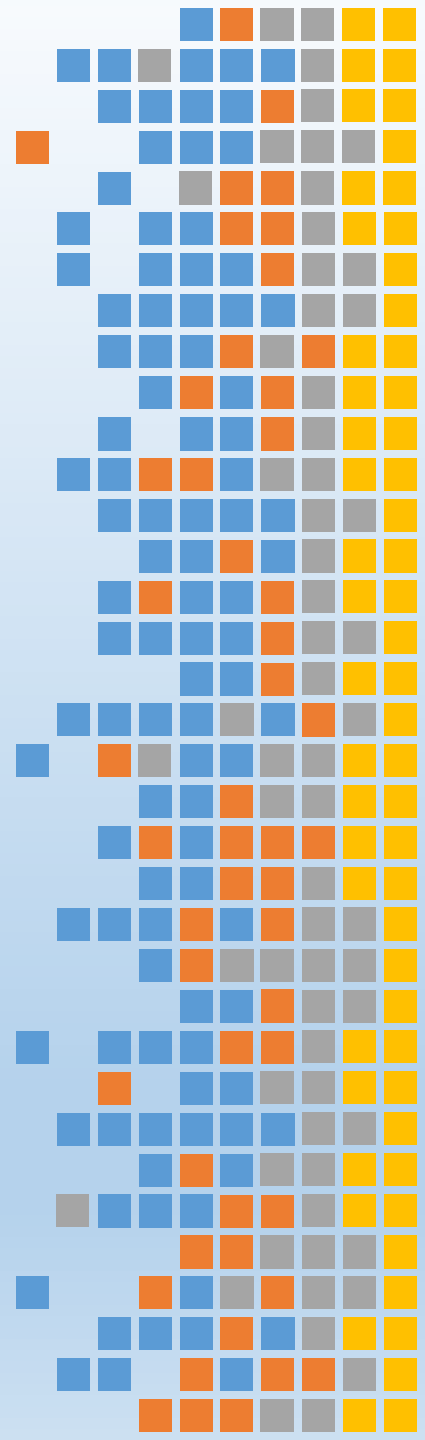
Line spacing

- **Step 1** – Select the paragraph or paragraphs for which you want to define spacing. You can use any of the text selection method to select the paragraph(s).
- **Step 2** – Click the **Line and Paragraph Spacing** **Button** triangle to display a list of options to adjust space between the lines. You can select any of the option available by simply clicking over it.



Spacing

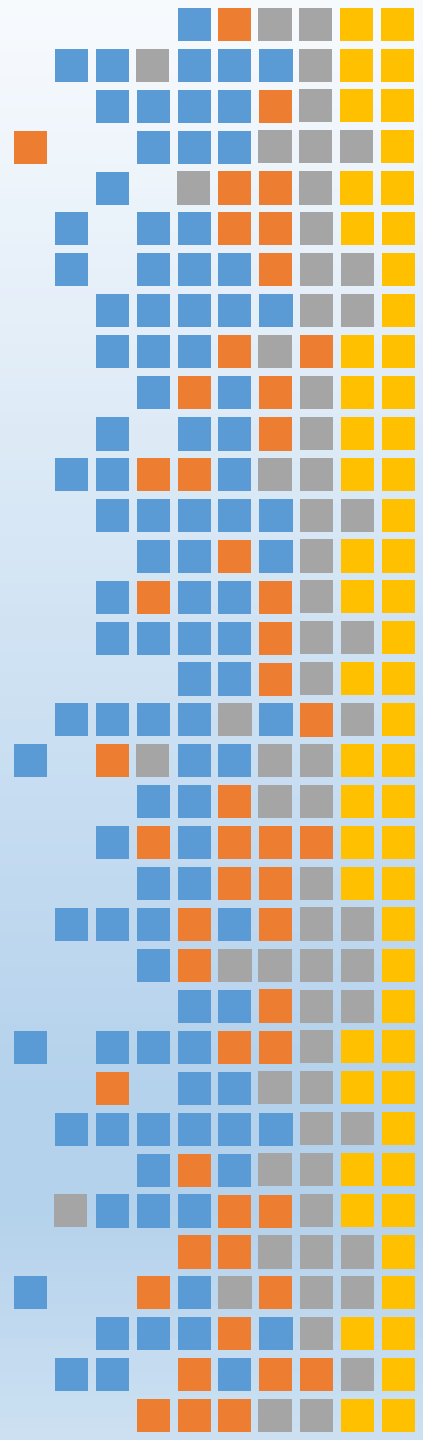
- Spacing between Paragraphs
- You can also set distance between two paragraphs. Following are the simple steps to set this distance.
- **Step 1** – Select the paragraph or paragraphs for which you want to define spacing and click the **Paragraph Dialog Box** launcher available on the **Home tab**.
- **Step 2** – Click the **Before** spinner to increase or decrease the space before the selected paragraph. Similar way, click the **After** spinner to increase or decrease the space after the selected paragraph. Finally, click the **OK**.



Borders

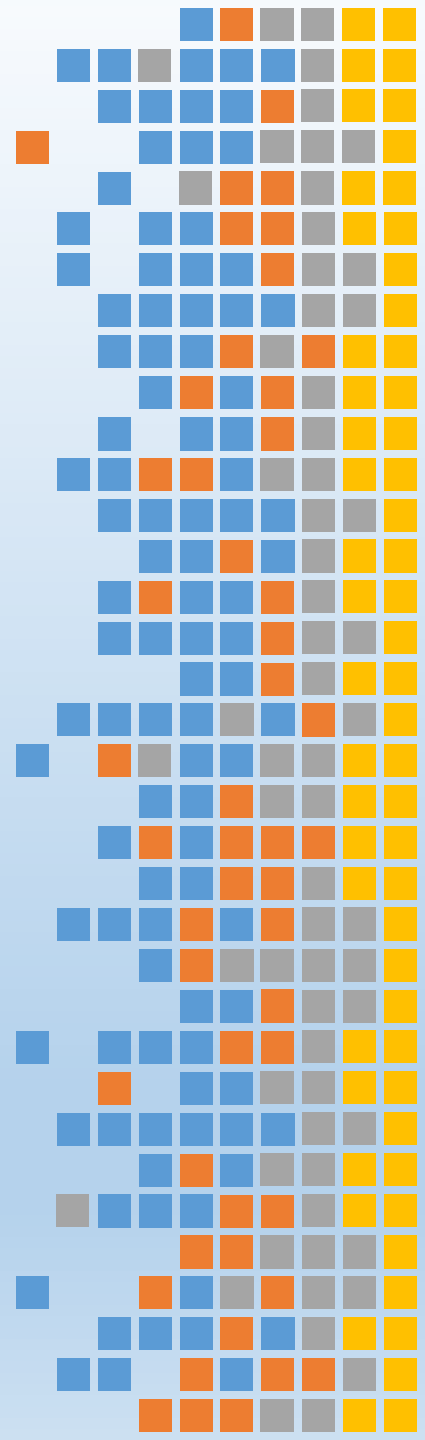
- Microsoft Word allows you to place a border on any or all of the four sides of selected text, paragraphs, and pages. You can also add different shades to the space occupied by the selected text, paragraphs, and pages. This chapter will teach you how to add any of the borders (left, right, top or bottom) around a text or paragraph or a page and how to add different shadows to them.

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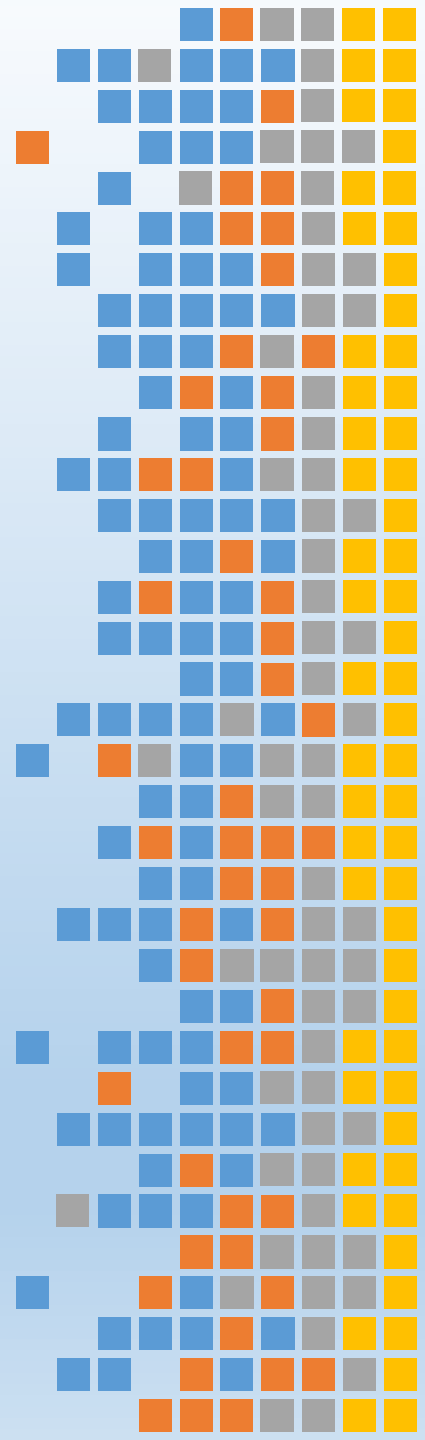
Add Borders to Text

- Following are the simple steps to add border to any text or paragraph.
- **Step 1** – Select the portion of text or paragraph to which you want to add border. You can use any of the text selection method to select the paragraph(s).
- **Step 2** – Click the **Border Button** to display a list of options to put a border around the selected text or paragraph. You can select any of the option available by simply clicking over it.

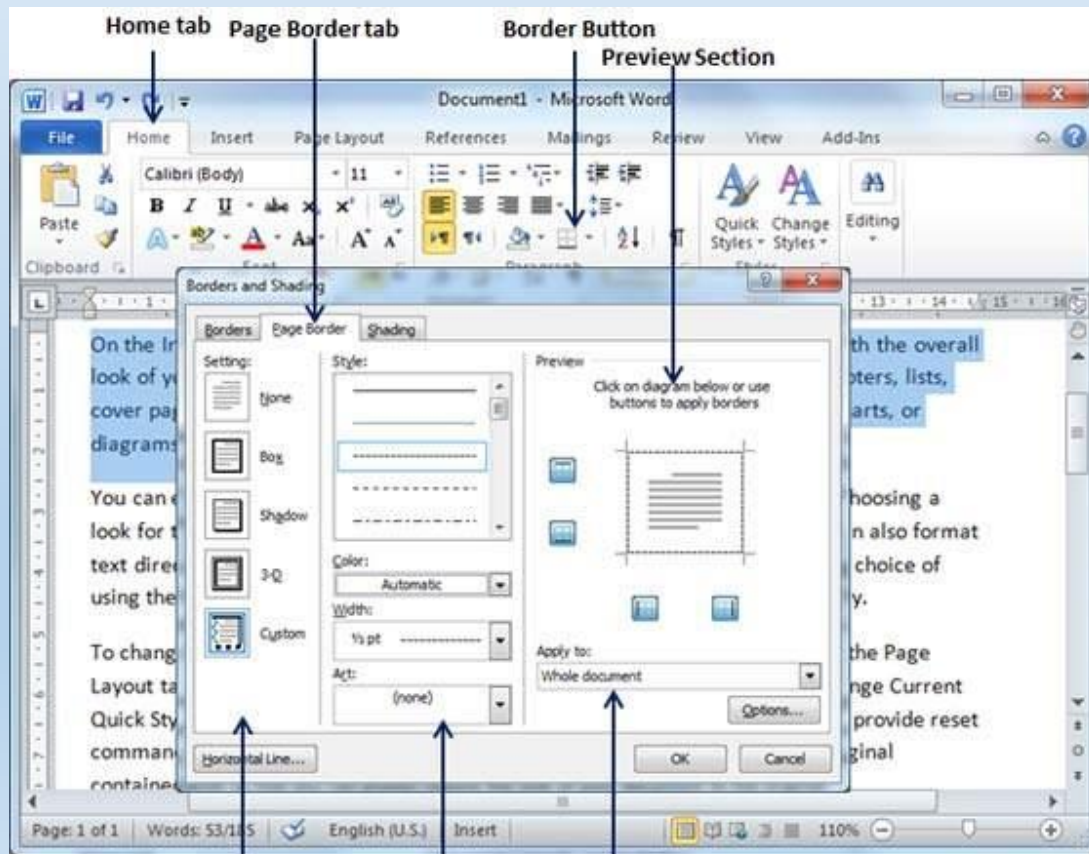


Borders page

- Add Borders to Page
- You can add borders of your choice to word pages by following the steps given below.
- **Step 1** – Click the **Border Button** to display a list of options to put a border. Select the **Border and Shading** option available at the bottom of the list of options as shown in the above screenshot. This will display a **Border and Shading** dialog box. This dialog box can be used to set borders and shading around a selected text or page borders.

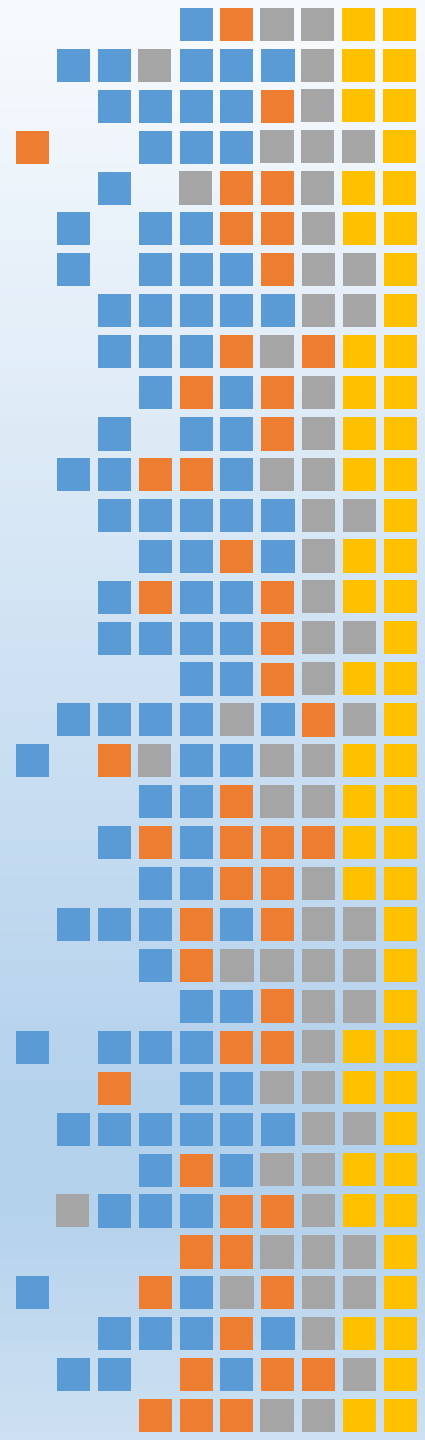


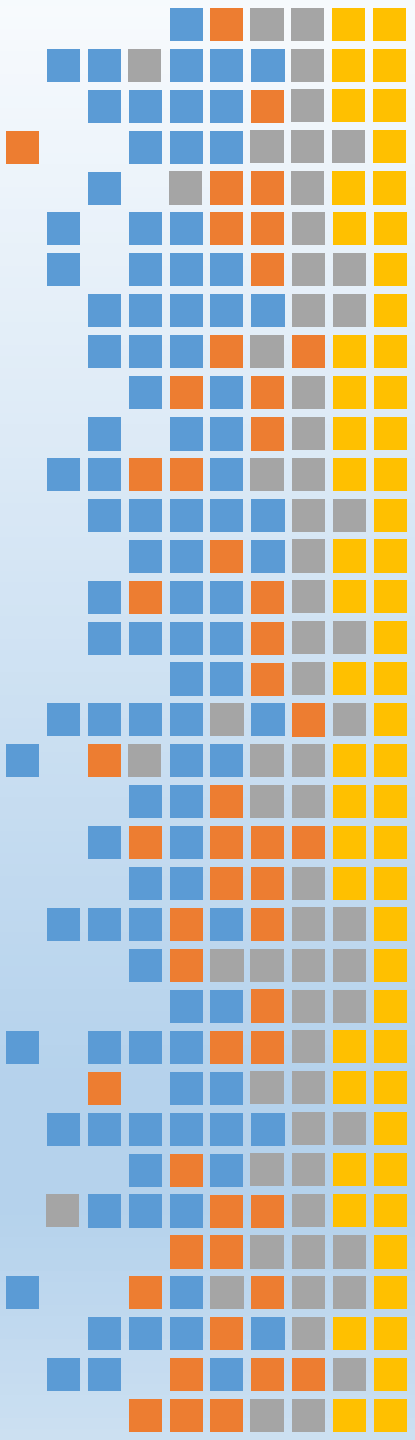
Page borders



Page border

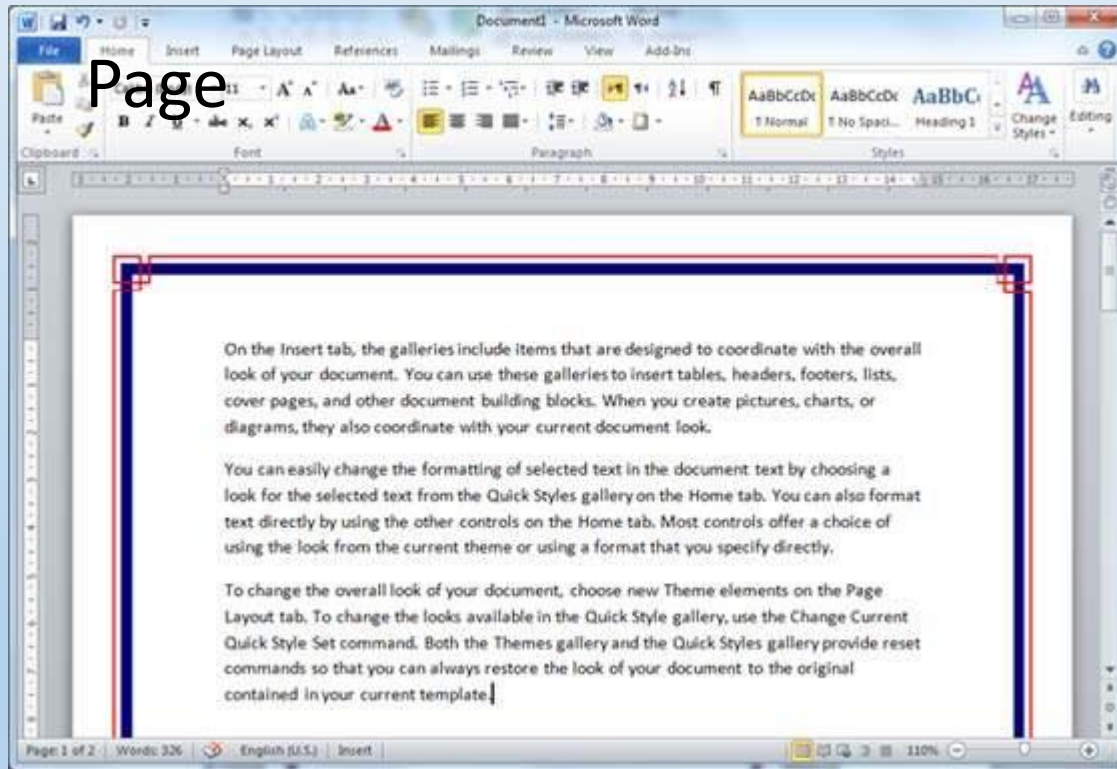
- **Step 2** – Click the **Page Border** tab which will display a list of border settings, styles and options whether this border should be applied to the whole document or just one page or the first page.
- **Step 3** – You can use the **Preview** section to disable or enable left, right, top or bottom borders of the page. Follow the instruction given in the preview section itself.
- **Step 4** – You can customize your border by setting its color, width by using different art available under the style section.





borders

- Page



How to Insert Table in MS Word

- Table is a versatile tool of MS Word. It allows you to organize your information, i.e. you can align text, present numerical data and create forms and calendar. The steps to insert table are given below;
- Place the cursor where you want to insert the table
- Select the Insert tab
- In Tables group click the Table command
- It displays different options to insert the table
- Select the desired option to insert the table

