

MICROSOFT OFFICE (MS-OFFICE)

Microsoft Office (MS-Office) is a collection of application software developed by [Microsoft](#) for office, business, educational, and personal work.

MS-Office contains different programs designed for specific tasks such as document creation, calculations, presentations, database management, and email communication.

It is one of the most widely used software packages in the world.

Example

Creating a letter in MS-Word, preparing marksheets in MS-Excel, and making presentations in MS-PowerPoint.

Exam Tip

MS-Office = Collection of Office Application Software

FEATURES OF MS-OFFICE

User-Friendly Interface

Easy to learn and use.

Example

Creating documents using menus and toolbars.

Multiple Applications

Contains several software programs for different purposes.

Example

Word, Excel, PowerPoint, Access, Outlook.

Increased Productivity

Helps complete office work faster.

Example

Preparing reports and presentations.

Data Management

Stores and organizes information efficiently.

Example

Maintaining employee records.

Exam Tip

MS-Office = Productivity Software Package

PACKAGES OF MS-OFFICE

The five major packages of Microsoft Office are:

1. MS-Word

Word Processing Software

2. MS-Excel

Spreadsheet Software

3. MS-PowerPoint

Presentation Software

4. MS-Access

Database Management Software

5. MS-Outlook

Email Client Software

Exam Tip

WEPAO

- **W** = Word
- **E** = Excel
- **P** = PowerPoint
- **A** = Access
- **O** = Outlook

MS-WORD

Microsoft Word (MS-Word) is a Word Processing Software used to create, edit, format, save, and print text documents.

It is one of the most important and widely used applications in Microsoft Office.

MS-Word allows users to prepare professional documents quickly and efficiently.

Example

Writing an application letter in MS-Word.

Exam Tip

MS-Word = Word Processing Software

WHAT IS WORD PROCESSING?

Word Processing refers to creating, editing, formatting, storing, and printing text documents using a computer.

Example

Preparing a resume using MS-Word.

Exam Tip

Word Processing = Working with Text Documents

USES OF MS-WORD

MS-Word can be used to create various types of documents.

Documents Created Using MS-Word

- Letters
- Reports
- Posters
- Brochures
- Newsletters
- Web Pages
- Certificates
- Resumes

Example

Creating a project report.

Exam Tip

MS-Word is mainly used for document creation.

FEATURES OF MS-WORD

Document Creation

Allows creation of professional documents.

Example

Writing an official letter.

Text Editing

Allows insertion, deletion, and modification of text.

Example

Correcting spelling mistakes.

Formatting

Improves document appearance.

Example

Changing font size and color.

Printing

Documents can be printed directly.

Example

Printing a project report.

Spell Check

Automatically identifies spelling errors.

Example

Highlighting incorrect words.

Find and Replace

Searches and replaces specific words.

Example

Replacing "Computer" with "Laptop" throughout a document.

Exam Tip

MS-Word = Create + Edit + Format + Print

OTHER WORD PROCESSING SOFTWARE

Apart from MS-Word, some other word processing software are:

- WordStar
- Notepad
- WordPad

Example

Creating a text file using Notepad.

Exam Tip

WordStar was one of the earliest word processing programs.

STARTING MS-WORD

MS-Word can be opened using different methods.

METHOD 1

Using Run Command

Steps

1. Click Start Button.
2. Click Run.
3. Type **winword**.
4. Press Enter.

Example

Opening Word using the Run dialog box.

Exam Tip

Winword = Command to Open MS-Word

METHOD 2

Using Start Menu

Steps

1. Click Start Button.
2. Select All Programs.
3. Select Microsoft Office.
4. Click Microsoft Word.

Example

Opening Word through the Start Menu.

Exam Tip

Most commonly used method.

BLANK DOCUMENT

When MS-Word starts, a blank document opens automatically.

The default name of this document is:

Document1

until it is saved with a different name.

Example

A newly opened Word document.

Exam Tip

Default Document Name = Document1

FILE EXTENSION OF MS-WORD

The default file extension of MS-Word documents is:

.docx

Example

Assignment.docx

Exam Tip

.docx = MS-Word File

Here:

- ProjectReport = File Name
- .docx = File Extension

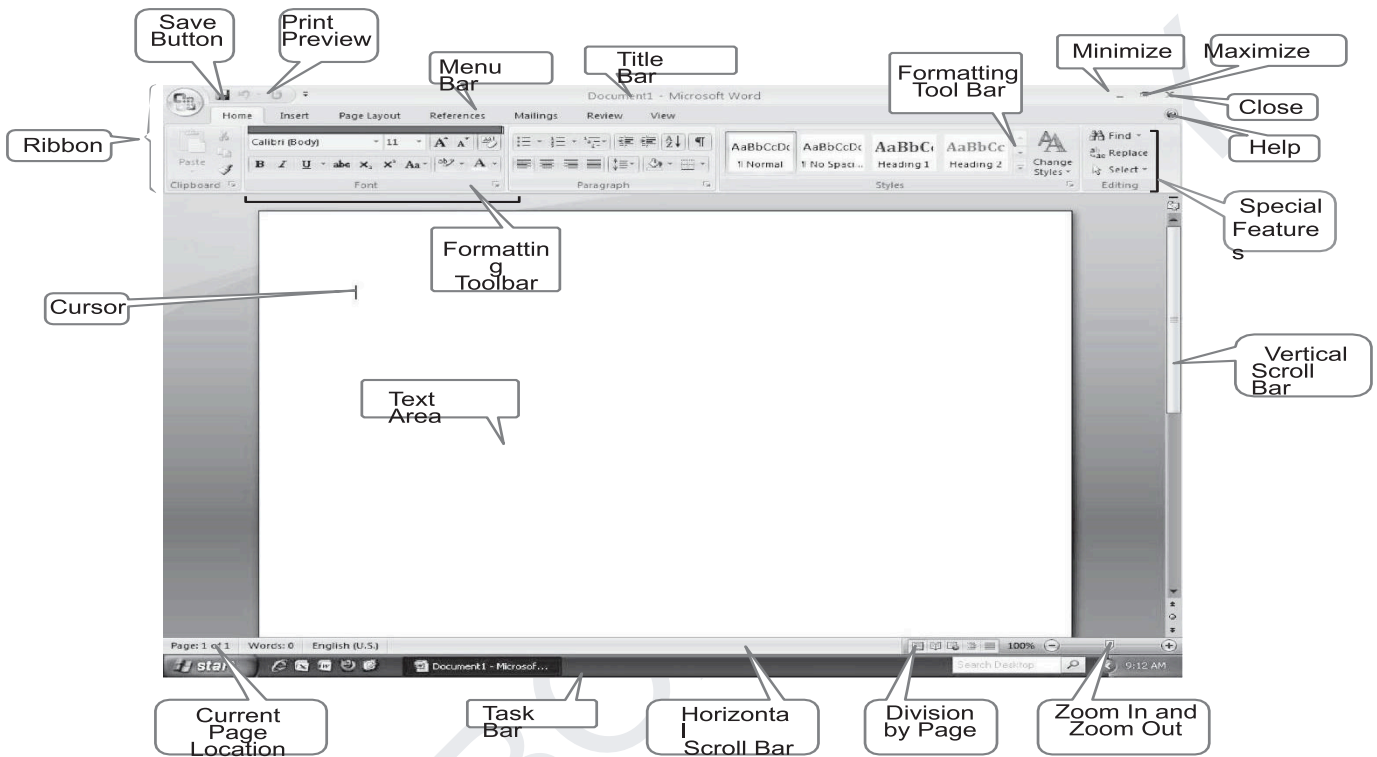
FILE NAME AND EXTENSION

Exam Tip

Example

Extension identifies the file type

ProjectReport.docx



COMMON MS-OFFICE APPLICATIONS AND EXTENSIONS

Application	Purpose	Extension
MS-Word	Word Processing	.docx
MS-Excel	Spreadsheet	.xlsx
MS-PowerPoint	Presentation	.pptx
MS-Access	Database	.accdb
MS-Outlook	Email	.pst

Exam Tip

These extensions are frequently asked in exams.

DIFFERENCE BETWEEN NOTEPAD, WORDPAD, AND MS-WORD

Feature	Notepad	WordPad	MS-Word
Text Formatting	No	Limited	Advanced
Images	No	Yes	Yes
Tables	No	Limited	Yes
Extension	.txt	.rtf	.docx
Usage	Plain Text	Basic Documents	Professional Documents

Exam Tip

Notepad < WordPad < MS-Word (in terms of features)

QUICK REVISION TABLE

Term	Remember As
MS-Office	Collection of Office Software
MS-Word	Word Processing Software
MS-Excel	Spreadsheet Software
MS-PowerPoint	Presentation Software
MS-Access	Database Software
MS-Outlook	Email Client
Winword	Command to Open Word
Document1	Default Document Name
.docx	MS-Word Extension

COMPONENTS OF MICROSOFT WORD

Microsoft Word consists of various components that help users create, edit, format, save, and print documents efficiently.

These components provide tools and commands required for preparing professional documents.

TITLE BAR

The **Title Bar** is located at the top of the MS-Word window.

It displays:

- Name of the application.
- Name of the current document.

Example

Document1 – Microsoft Word

Exam Tip

Title Bar = Displays Document Name and Application Name

CONTROL BUTTONS ON TITLE BAR

The Title Bar contains three important control buttons.

MINIMIZE BUTTON

Minimizes the Word window and places it on the taskbar while keeping the program active.

Example

Minimizing MS-Word while using a web browser.

Exam Tip

Minimize = Send Window to Taskbar

RESTORE/MAXIMIZE BUTTON

Restores the window to its previous size or maximizes it to full screen.

Example

Expanding Word to occupy the entire screen.

Exam Tip

Restore = Previous Size
Maximize = Full Screen

CLOSE BUTTON

Closes the current Word window.

Example

Exiting MS-Word.

Exam Tip

Close Button = Exit Program

STANDARD TOOLBAR

The Standard Toolbar contains shortcuts for commonly used commands.

It allows quick access without opening menus.

Common Commands

- New
- Open
- Save
- Print
- Undo
- Redo

Example

Clicking Save button to save a document.

Exam Tip

Standard Toolbar = Frequently Used Commands

RIBBON

The Ribbon is the command area located at the top of MS-Word.

It contains tools and commands organized into tabs and groups.

Introduced in modern versions of MS-Word, the Ribbon makes commands easier to find.

Example

Using the Home Tab to make text bold.

Exam Tip

Ribbon = Collection of Tabs and Commands

TAB

Tabs are categories on the Ribbon that organize related commands.

Each tab contains groups of commands for specific tasks.

Example

Home Tab contains Font and Paragraph tools.

Exam Tip

Tab = Group of Related Commands

IMPORTANT TABS OF MS-WORD

HOME TAB

The Home Tab contains the most frequently used formatting and editing commands.

Groups Present

- Clipboard
- Font
- Paragraph
- Styles
- Editing

Example

Making text Bold using Font Group.

Exam Tip

Home Tab = Most Frequently Used Tab

INSERT TAB

The Insert Tab is used to add objects and elements into a document.

Groups Present

- Pages
- Tables
- Illustrations
- Links
- Header & Footer
- Text
- Symbols

Example

Inserting a picture into a document.

Exam Tip

Insert Tab = Add Objects

PAGE LAYOUT TAB

The Page Layout Tab controls the appearance of pages.

Groups Present

- Themes
- Page Setup

- Page Background
- Paragraph
- Arrange

Example

Changing page margins.

Exam Tip

Page Layout = Page Design Settings

REFERENCES TAB

The References Tab is used for creating professional documents such as books and research papers.

Groups Present

- Table of Contents
- Footnotes
- Citations & Bibliography
- Captions
- Index
- Table of Authorities

Example

Creating a bibliography in a research report.

Exam Tip

References Tab = Academic and Professional Documents

MAILINGS TAB

The Mailings Tab is mainly used for Mail Merge operations.

Groups Present

- Create
- Start Mail Merge
- Write & Insert Fields
- Preview Results
- Finish

Example

Sending personalized letters to multiple recipients.

Exam Tip

Mailings Tab = Mail Merge

REVIEW TAB

The Review Tab helps in proofreading and document review.

Groups Present

- Proofing
- Language
- Comments
- Tracking
- Changes
- Compare
- Protect

Example

Checking spelling mistakes.

Exam Tip

Review Tab = Proofreading Tools

VIEW TAB

The View Tab controls document display settings.

Groups Present

- Document Views
- Show
- Zoom
- Window
- Macros

Example

Zooming into a document.

Exam Tip

View Tab = Display Options

RULER

The Ruler helps align and position text, paragraphs, margins, and objects accurately.

It appears at the top and left side of the document window.

Example

Adjusting paragraph indentation.

Exam Tip

Ruler = Alignment Tool

TYPES OF RULER

HORIZONTAL RULER

The Horizontal Ruler appears at the top of the document.

It helps set:

- Left Margin
- Right Margin
- Indentation

Example

Adjusting paragraph margins.

Exam Tip

Horizontal Ruler = Left and Right Margins

VERTICAL RULER

The Vertical Ruler appears along the left side of the document.

It helps set:

- Top Margin
- Bottom Margin

Example

Adjusting page height settings.

Exam Tip

Vertical Ruler = Top and Bottom Margins

STATUS BAR

The Status Bar appears at the bottom of the MS-Word window.

It displays information about the current document.

Information Displayed

- Page Number
- Current Page
- Line Number
- Column Number
- Word Count
- View Options

Example

Showing "Page 1 of 5."

Exam Tip

Status Bar = Document Information Area

WORK AREA

The Work Area is the rectangular area where users type and edit content.

It is also called the **Workspace**.

Example

Typing a letter in a blank document.

Exam Tip

Work Area = Document Typing Area

CURSOR (INSERTION POINT)

The Cursor is a blinking vertical line that indicates where text will appear when typing.

It is also called the **Insertion Point**.

Example

Typing at the current cursor position.

Exam Tip

Cursor = Indicates Text Insertion Position

FEATURES OF MICROSOFT WORD

TEXT EDITING

MS-Word allows users to edit text efficiently.

Functions

- Insert Text

- Delete Text
- Cut
- Copy
- Paste

Example

Moving a paragraph using Cut and Paste.

Exam Tip

Text Editing = Modify Existing Content

CUT

Removes selected text and places it on the Clipboard.

Shortcut Key

Ctrl + X

Example

Moving text to another location.

Exam Tip

Cut = Move Data

COPY

Creates a duplicate of selected text.

Shortcut Key

Ctrl + C

Example

Duplicating a paragraph.

Exam Tip

Copy = Duplicate Data

PASTE

Inserts copied or cut content.

Shortcut Key

Ctrl + V

Example

Pasting copied text.

Exam Tip

Paste = Insert Clipboard Content

FORMAT TEXT

Formatting changes the appearance of text.

Common Formatting

- Bold
- Italic
- Underline
- Font Size
- Font Color

Example

Making a heading bold.

Exam Tip

Formatting = Improve Appearance

INDENTATION

Indentation is the distance between text and page margins.

Types of Indentation

POSITIVE INDENT

Text moves inward from the margin.

Example

Beginning a paragraph with extra space.

HANGING INDENT

First line remains at the margin while remaining lines are indented.

Example

Bibliography entries.

NEGATIVE INDENT

Text extends into the margin area.

Example

Special formatting requirements.

Exam Tip

Indentation = Distance Between Text and Margin

PAGE ORIENTATION

Page Orientation determines how a page is displayed and printed.

PORTRAIT ORIENTATION

Page is vertically oriented.

Example

Letters and reports.

Exam Tip

Portrait = Vertical Page

LANDSCAPE ORIENTATION

Page is horizontally oriented.

Example

Wide tables and charts.

Exam Tip

Landscape = Horizontal Page

FIND AND REPLACE

Allows users to locate specific text and replace it automatically.

Example

Replacing "India" with "Bharat" throughout a document.

Exam Tip

Find & Replace = Search and Substitute Text

SPELL CHECK

Checks spelling errors automatically and suggests corrections.

Example

Correcting the word "Compter" to "Computer."

Exam Tip

Spell Check = Error Detection Tool

THESAURUS

Thesaurus provides synonyms and related words.

Example

Finding alternatives for the word "Good."

Exam Tip

Thesaurus = Synonym Dictionary

BULLETS AND NUMBERING

Used to organize information into lists.

BULLETS

Used for unordered lists.

Example

- Apple
- Mango
- Banana

Exam Tip

Bullets = Unordered List

NUMBERING

Used for ordered lists.

Example

1. Open Word
2. Type Text
3. Save File

Exam Tip

Numbering = Ordered List

GRAPHICS

MS-Word allows insertion of pictures, shapes, charts, and drawings.

Example

Adding a company logo to a report.

Exam Tip

Graphics Improve Document Appearance

OBJECT LINKING AND EMBEDDING (OLE)

OLE is a technology that allows sharing and embedding objects between applications.

Objects Supported

- Charts
- Images
- Audio Clips
- Video Clips
- Equations

Example

Embedding an Excel chart inside a Word document.

Exam Tip

OLE = Share Objects Between Programs

SCROLL BARS

Used to move through a document.

Horizontal Scroll Bar

Moves Left ↔ Right

Vertical Scroll Bar

Moves Up ↑ Down

Exam Tip

Scroll Bars = Document Navigation Tools

SAVING A DOCUMENT

Saving stores a document permanently on a storage device.

Methods to Save

Method 1

File → Save

Method 2

Click Save Button

Method 3

Press **Ctrl + S**

Example

Saving Assignment.docx.

Exam Tip

Ctrl + S = Save Document

IMPORTANT FACTS FOR EXAMS

MS-Word First Released

1983

Original Name

Multi-Tool Word for Xenix Systems

Default Paragraph Alignment

Left Alignment

AutoCorrect

Automatically detects and corrects typing, spelling, capitalization, and grammar mistakes.

Exam Tip

Default Alignment in MS-Word = Left

QUICK REVISION TABLE

Component	Remember As
Title Bar	Document Name
Ribbon	Commands Area
Home Tab	Formatting Tools
Insert Tab	Add Objects
Review Tab	Spell Check
View Tab	Display Options
Ruler	Alignment Tool
Status Bar	Document Information
Work Area	Typing Area
Cursor	Insertion Point
OLE	Share Objects
Thesaurus	Synonyms
Ctrl + S	Save
Portrait	Vertical
Landscape	Horizontal

MS-WORD SHORTCUT KEYS (STANDARD TOOLBAR SHORTCUT KEYS)

Tool Name	Shortcut Key	Description
New	Ctrl + N	Creates a new document.
Open	Ctrl + O / Ctrl + F12	Opens an existing document.
Save	Ctrl + S / Shift + F12	Saves the active document.

Save As	F12	Opens the Save As dialog box.
Select All	Ctrl + A	Selects all contents of the document.
Print	Ctrl + P / Ctrl + Shift + F12	Prints the active document.
Print Preview	Ctrl + F2	Displays the document as it will appear when printed.
Spelling & Grammar	F7	Checks spelling and grammar errors.
Cut	Ctrl + X	Removes selected text and places it on the Clipboard.
Copy	Ctrl + C	Copies selected text to the Clipboard.
Paste	Ctrl + V / Shift + Insert	Inserts Clipboard contents at the cursor position.
Format Painter	Ctrl + Shift + C	Copies formatting from selected text.
Undo	Ctrl + Z	Reverses the last action.
Redo	Ctrl + Y	Repeats or restores the last undone action.
Help	F1	Opens MS-Word Help.
Find	Ctrl + F	Opens the Find dialog box.
Insert Hyperlink	Ctrl + K	Inserts a hyperlink.
Delete Next Word	Ctrl + Delete	Deletes the word to the right of the cursor.
Delete Previous Word	Ctrl + Backspace	Deletes the word to the left of the cursor.
Insert Current Date	Alt + Shift + D	Inserts the current date.
Insert Current Time	Alt + Shift + T	Inserts the current time.

FORMATTING TOOLBAR SHORTCUT KEYS

Tool Name	Shortcut Key	Description
Style	Ctrl + Shift + S	Applies or modifies a style.
Font	Ctrl + Shift + F	Changes the font of selected text.
Font Size	Ctrl + Shift + P	Changes the font size.

Bold	Ctrl + B	Makes text bold.
Italic	Ctrl + I	Makes text italic.
Underline	Ctrl + U	Underlines selected text.
Align Left	Ctrl + L	Aligns paragraph to the left margin.
Center Align	Ctrl + E	Centers the paragraph.
Align Right	Ctrl + R	Aligns paragraph to the right margin.
Justify	Ctrl + J	Aligns paragraph evenly on both margins.
Line Spacing	Ctrl + 5	Applies 1.5 line spacing.

PARAGRAPH ALIGNMENT SHORTCUTS

Alignment Type	Shortcut Key	Description
Left Alignment	Ctrl + L	Aligns text to the left margin.
Center Alignment	Ctrl + E	Centers text between margins.
Right Alignment	Ctrl + R	Aligns text to the right margin.
Justify Alignment	Ctrl + J	Aligns text evenly on both margins.

MOST IMPORTANT EXAM SHORTCUTS

Shortcut Key	Function
Ctrl + N	New Document
Ctrl + O	Open Document
Ctrl + S	Save Document
Ctrl + P	Print Document
Ctrl + A	Select All
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Z	Undo

Ctrl + Y	Redo
Ctrl + F	Find
Ctrl + K	Insert Hyperlink
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + L	Left Align
Ctrl + E	Center Align
Ctrl + R	Right Align
Ctrl + J	Justify
F1	Help
F7	Spell Check
F12	Save As