

UNIT-1

Windows operating system:

- Windows operating system is a **graphical operating system** developed by Microsoft. It allows users to view and store files, run the software, play games, watch videos, and provides a way to connect to the internet. It was released for both home computing and professional works.

Features of Windows Operating System

1. Control Panel:

A Control panel is a feature of the Windows operating system that contains many tools that help in configuring and managing the computer's resources. For e.g., the control panel provides the settings for audio, video, mouse, keyboard, network connections, date and time, installed applications, etc. which the user can change as per his/her need.

2. File Explorer:

It is used to display the files and folders which are on the computer. It is also known as Windows Explorer. It gives users the ability to browse data on the hard drive, SSD, and other inserted removable disks. It allows the user to manage the content according to their preference such as a user can delete or rename a file, and search and transfer data.

3. Internet Browser:

One of the major use of computers is to access the **web/internet**. Therefore, an internet browser is very necessary to search for anything, view pages, do online shopping, play games, etc. There is a pre-installed internet browser available in the Windows operating system. From Windows 10 onwards, the Edge internet browser is the default browser, while earlier internet explorer used to be the default browser.

4. Disk Cleanup

- One of the major tasks of an operating system is to perform cleanup operations. **Disk Cleanup** is a feature of the Windows operating system that is used to free up disk space by deleting unnecessary files or temporary files no longer required. It helps increase the system's performance and boosts storage space to download programs and documents. We can open disk cleanup by using the following steps:
- Open the file explorer using Window + E
- Right-click on any of the disk drives and click on the properties option from the drop-down menu.
- Click on the Disk Cleanup option.

What is desktop?

The desktop is a basic element of a personal computer that represents different types of objects, including project folders, reference sources, documents . It is the primary user interface of a computer .The desktop display is that the default display and displayed once the startup process is complete at the time of booting the system.

The icons of files and folders that you store to the desktop are displayed on the desktop, as well as the desktop wallpaper. In **Windows operating system** it includes a taskbar located at the base of the display screen. Just like a folder, users can drag items from and to the desktop. Accessing items from the desktop screen is very easy and can be accessed quickly, instead of navigating through several directories. Therefore, if you store frequently used application shortcuts, files and folders on the desktop, it may be helpful for us.

Icons

- An **icon** is a small graphical representation of a program, feature, or file. When you **click** or **double-click** an icon, the associated file or program opens or an action is performed. For example, if you were to double-click My Computer icon, it would open **Windows Explorer**. Icons are a component of **GUI** operating systems, including **Apple macOS X** and **Microsoft Windows**. Icons help users quickly identify the type of file represented by the icon

Taskbar:

The Windows 10 taskbar sits at the bottom of the screen giving the user access to the Start Menu, as well as the icons of frequently used applications. On the right-side, the Taskbar features the Notification Area which informs the user of different things like the state of the Internet connection or the charge of the laptop battery.



The icons in the middle of the Taskbar are “pinned” applications, which is a way to have a quick access to applications you use frequently. “Pinned” applications will stay in the Taskbar until you “unpin” them.

- Pin an Application to the Taskbar
- **Step 1** – Search for the application you want to pin in the Start Menu.
- **Step 2** – Right-click on the application.
- **Step 3** – Select “More” option at the top of the menu.
- **Step 4** – Select the “Pin to taskbar” option.

This will attach or “pin” the application icon to your Windows Taskbar.

Unpin an Application from the Taskbar

- To “unpin” it, just right-click the icon in the Taskbar and select “Unpin from taskbar”. You can “pin” it back again any time you want.

Notification Area

- The Notification Area is located at the right side of the Taskbar. It shows different types of notifications from your computer like your Internet connection, or the volume level.
- At first, the Notification Area shows a limited amount of icons. But you can click the upward arrow on its left-side to see other icons as well.

Task view

- Task View allows you to quickly move within your open windows and applications. You can access it by clicking the “Task View” button from the Taskbar.
- You can also press and hold the Windows key, and then press Tab to achieve the same result.
- By pressing the Alt+Tab keyboard shortcut also serves a similar purpose.

Control Panel:

The **Control Panel** in [Microsoft Windows](#) enables a user to change various computer hardware and software features. Settings for the [mouse](#), [display](#), [sound](#), [network](#), and [keyboard](#) represent a few examples of what may be modified in the Control Panel. Below are examples of how the Control Panel appeared in Windows.

In Windows 7, Windows 8, and Windows 10, you can use the search box in the top-right corner of the Control Panel window to find the area you're looking to adjust.

For example, type `keyboard` to search for the [keyboard](#) settings in the Control Panel.

Sections of the Windows Control Panel

- There are eight main areas on the Control Panel, containing different tools designed to optimize your computer.
- **System and Security** - A section to check your computer's status, backup and restore, and others.
- **Network and Internet** - View network status.
- **Hardware and Sound** - View which devices are on your computer and add devices.
- **Programs** - Uninstall programs.
- **User Accounts** - Change user accessibility.
- **Appearance and Personalization** - Change desktop options, like fonts and screen readers.
- **Clock and Region** - Change date and time.
- **Ease of access** - Optimize your display settings.

Windows Accessories

- Window Accessories Group is a very important part of the window, very important tools are available inside Window Accessories, which we can use according to our need. Inside the Window Accessories Group, we can calculate Mathematics, can manage the performance of your computer, some of the important tools are:

- Calculator
- Notepad
- word pad
- Remote Desktop Connection
- Paint
- Math input panel
- snipping tool
- disk clean up
- disk defragment

Calculator:

We use this tool available in Window Accessories to do arithmetic and scientific calculations. To run the calculator, a normal calculator is displayed on the screen, which we run with the help of a mouse so that we can do Mathematical Sums very easily. This is an important tool of our Windows

Word pad :

Word Pad is also called a Word Processor, it is also a text editor program, it is an advanced form of note pad. You can change the size of the font in it, we can fix the date and time, it is an important tool of Window Accessories.

Remote desktop connection:

Remote Desktop Connection In this, we can get help by connecting remotely to the person sitting far away, that is, the person sitting far away can operate our computer, in this, we can connect from one computer to another computer and take any help or help anyone.

Paint:

The Paint Tool present in the Window Accessories Group is very important, with the help of this tool we can make pictures, sketches and maps etc.

Snipping tool:

Snipping tool is also an important tool of Window Accessories, with the help of this we can take Screen short (SS) of any object of the screen, with the help of this tool we can take Screen shot in the same way as we take in our phone.

Disk cleanup:

Disk cleanup is one of the most important tools of window accessories, with the help of this we can clean many things like junk files, cookies from our PC, due to this the performance of our computer becomes better.

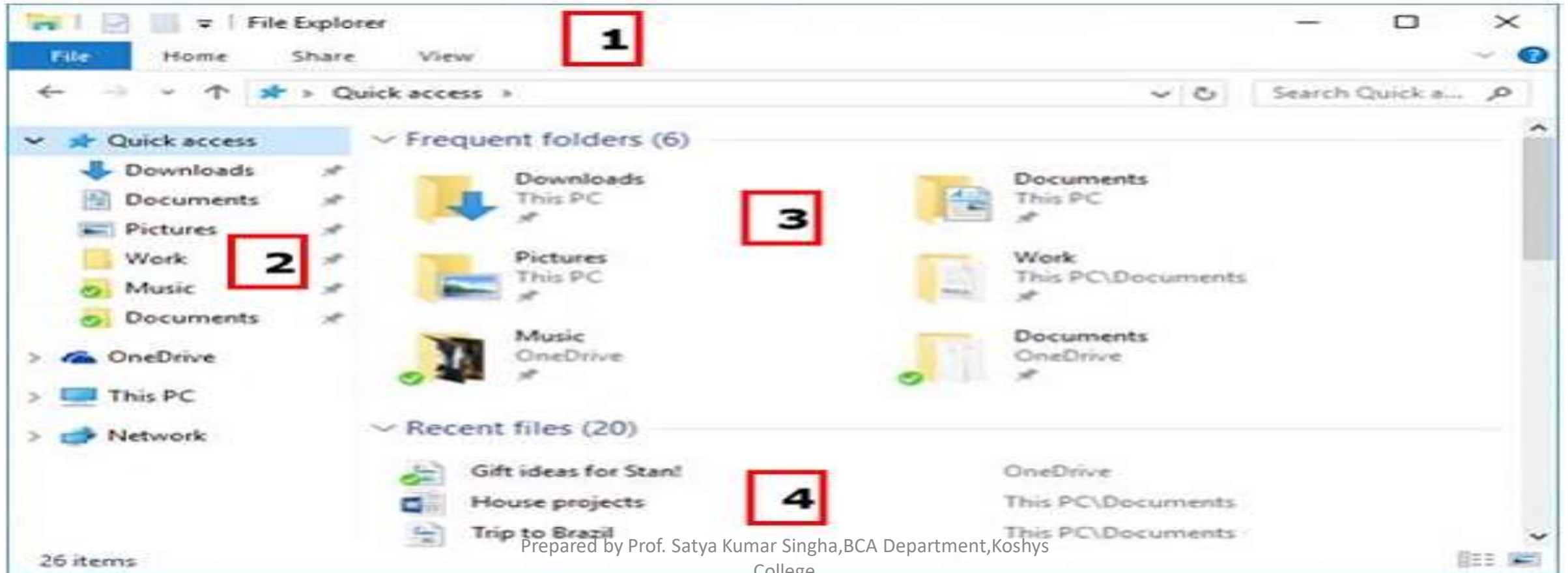
Disk defragment:

Disk defragment is a tool of window accessories, it is used to arrange the saved file or folder in the hard disk, it is used to eliminate the free space on the disk drive and organize the file & folder.

Windows explorer

File Explorer is the file management application used by Windows operating systems to browse folders and files. It provides a graphical interface for the user to navigate and access the files stored in the computer.

The main way to access the File Explorer is by clicking the folder icon in the Taskbar. After clicking the icon, the File Explorer window will open.



The initial File Explorer window is comprised of the following sections –

The **File Explorer ribbon**, which resembles the ribbon featured in Microsoft Office. The ribbon contains buttons for common tasks to perform with your files and folders.

The **Navigation Pane** gives you access to your libraries of documents and pictures, as well as your storage devices. It also features frequently used folders and network devices.

The **Frequent folders** section on the right features the folders you've worked with recently to allow for quick access to them.

The **Recent files section** in the lower part of the window features files and documents that you've opened recently.

The File Explorer Ribbon:

In Windows 10, the File Explorer features a new ribbon toolbar . This ribbon contains buttons and commands for the most common tasks.

The Ribbon features four tabs, each with different commands. Among the tasks you can perform from the **Home** tab are –

- Copying and pasting files and folders from one place to another.
- Moving files and folders to another location.
- Copying files and folders to another location.
- Deleting a file or folder permanently or sending it to the Recycle Bin.
- Renaming a file or folder.
- Creating a new folder or other new items.
- Verifying or modifying the Properties of a document or folder.
- Opening a file or folder.
- Different options to select one or various files and folders.



- The **Share** ribbon gives you different options to share your files and folders. For example –
 - E-mailing or messaging a file.
 - Compressing (“Zip”) a folder to take less space.
 - Printing or faxing documents.
 - Sharing with other users or networks.

- The **View** ribbon allows you to change the way Windows displays your files and folders. Some of the changes you can make here are –
 - Adding additional panes to show a preview or details of your files.
 - Changing the layout of the files and folders from icons to list, and others.
 - Sorting and arranging the contents of your folder.
 - Hiding selected folders or files.

The File tab opens a menu with different options like –

Opening an additional File Explorer window.

Opening command windows for advanced users.

Keyboard Shortcuts in Windows

Keyboard shortcuts are keys or combinations of keys that provide an alternative way to do something that you'd typically do with a mouse.

Copy, paste, and other general keyboard shortcuts.

Ctrl+x	Cut the selected item
Ctrl+C	Copy the selected item
Ctrl+V	Paste the selected item
Ctrl+Z	Undo an action
Alt+Tab	Switch between open apps
Alt+F4	Close the active item, or exit the active app.
Windows logo + L	Lock your PC
F2	Rename the selected item
F3	Search for a file or folder in File Explorer
F5	Refresh the active window.
Alt+Esc	Cycle through items in the order in which they were opened.

Windows logo key keyboard shortcuts

Windows logo key + B - Set focus in the notification area.

Windows logo key + E - Open file explorer.

Windows logo key + I - Open Settings

Windows logo key + L - Lock your PC or switch accounts.

Windows logo key + M - Minimize all windows

Windows logo key + S - Open search

Windows logo key + T - Cycle through apps on the taskbar

Windows logo key + Up arrow - Maximize the window

Windows logo key + down arrow - Remove current app from screen or minimize the desktop window.

What is internet?

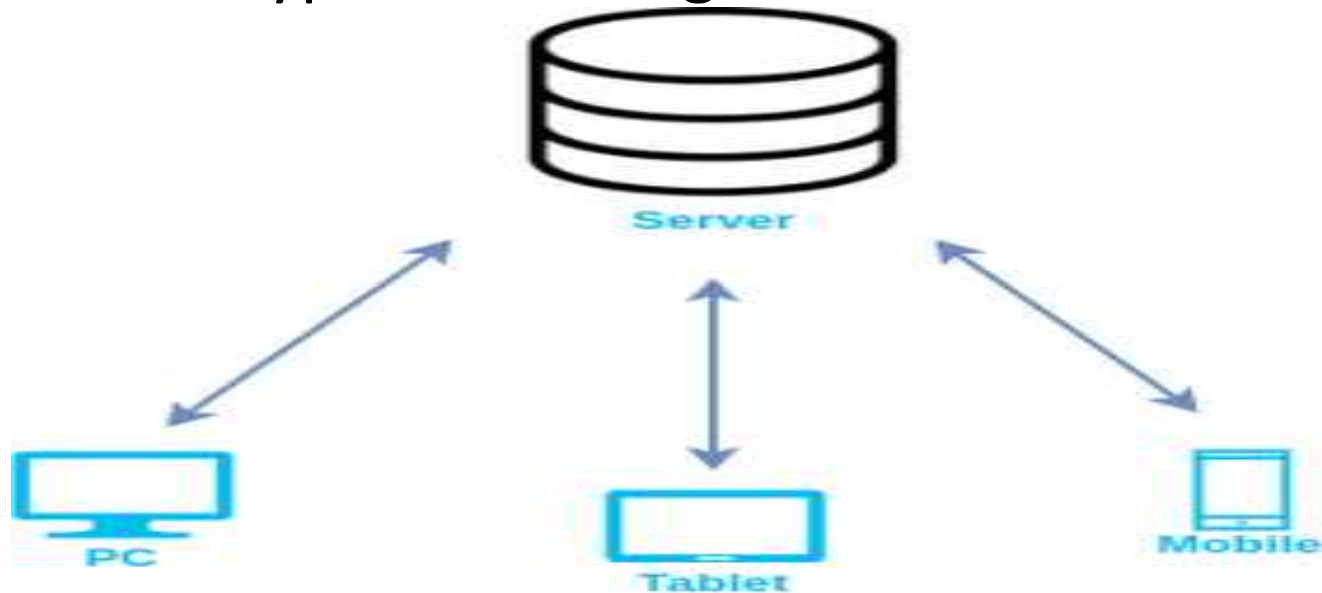
The internet can be defined as a global system of interconnected computer networks that use the standard internet protocol suite(TCP/IP) to link several billion devices worldwide.

What is web browser?

- The web browser is an application software to explore www (World Wide Web). It provides an interface between the server and the client and requests to the server for web documents and services. Whenever we search anything on the internet, the browser loads a web page written in HTML, including text, links, images, and other items . Examples of web browsers are:
 - Google chrome
 - Microsoft Edge.
 - Mozilla Firefox
 - Safari

How does a web browser work?

A web browser helps us find information anywhere on the internet. It is installed on the client computer and requests information from the webserver such a type of working model is called a client-server model.



The browser receives information through HTTP protocol. In which transmission of data is defined. When the browser received data from the server, it is rendered by HTML to user-readable form and, information displayed on the device screen.

Email

- Electronic mail (e-mail) is a computer-based application for the exchange of messages between users. A worldwide e-mail network allows people to exchange e-mail messages very quickly. E-mail is the electronic equivalent of a letter, but with advantages in timeliness and flexibility. A letter will take from one day to a couple of weeks to be delivered, an e-mail is delivered to the intended recipient immediately.

Email operations

Composing and Sending Email

- Before sending an email, we need to compose a message. When we are composing an email message, we specify the following things:
- Sender's address in To field
- Cc (if required)
- Bcc (if required)
- Subject of email message
- Text
- Signature

You should specify the correct email address; otherwise it will send an error back to the sender.

Once you have specified all the above parameters, It's time to send the email. The mailer program provides a Send button to send email, when you click Send, it is sent to the mail server and a message **mail sent successfully** is shown.

Reading Email

- In order to read an email, you just have to click on that email. Once you click a particular email, it gets opened.
- The opened email may have some file attached with it. The attachments are shown at the bottom of the opened email with an option called **download attachment**.

Forwarding Email

- It is also possible to send a copy of the message that you have received along with your own comments if you want. This can be done using **forward** button available in mail client software.
- The difference between replying and forwarding an email is that when you reply a message to a person who has send the mail but while forwarding you can send it to anyone.
- When you receive a forwarded message, the message is marked with a > character in front of each line and **Subject:** field is prefixed with **Fw**.

Deleting Email

- If you don't want to keep email into your inbox, you can delete it by simply selecting the message from the message list and clicking **delete** or pressing the appropriate command.
- Some mail clients offers the deleted mails to be stored in a folder called deleted items or trash from where you can recover a deleted email.

Computer virus

- A computer virus is a kind of malicious computer program, which when executed, replicates itself and inserts its own code. When the replication is done, this code infects the other files and program present on your system.
- These computer viruses are present in various types and each of them can infect a device in a different manner.

Types of computer virus

- **Boot Sector Virus** – It is a type of virus that infects the boot sector of floppy disks or the Master Boot Record (MBR) of hard disks. The Boot sector comprises all the files which are required to start the Operating system of the computer. The virus either overwrites the existing program or copies itself to another part of the disk.
- **Direct Action Virus** – When a virus attaches itself directly to an .exe file and enters the device while its execution is called a Direct Action Virus. If it gets installed in the memory, it keeps itself hidden. It is also known as Non-Resident Virus.
- **File Infector Virus** – As the name suggests, it first infects a single file and then later spreads itself to other executable files and programs.
- **Resident Virus** – A virus which saves itself in the memory of the computer and then infects other files and programs is called resident virus. This virus can easily infect other files because it is hidden in the memory and is hard to be removed from the system.

Unit – 2 Microsoft Word

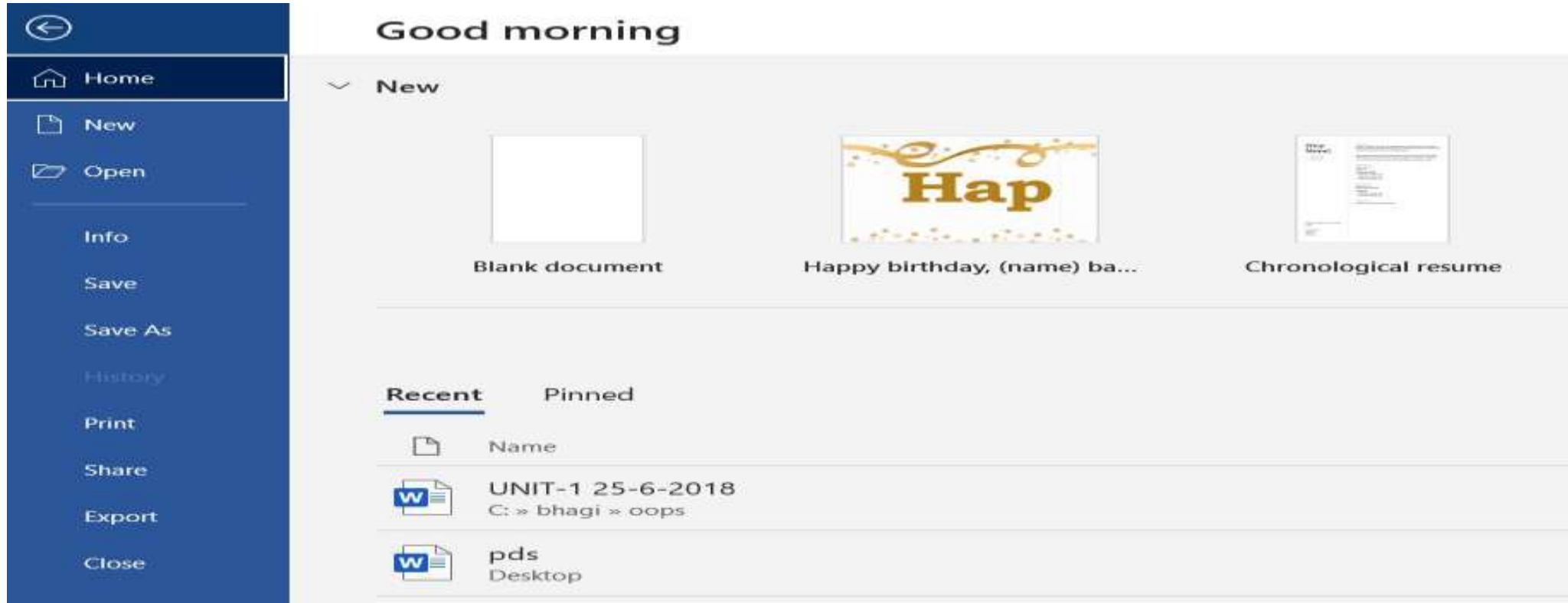
Introduction:

Microsoft word is a word processor software developed by Microsoft in 1983. It is the most commonly used word processor software. It is used to create professional quality documents, letters, reports, resumes, etc and also allows you to edit or modify your new or existing document. The file saved in Ms Word has .docx extension. It is a component of the Microsoft Office suite, but you can buy it separately.

Features of MS Word

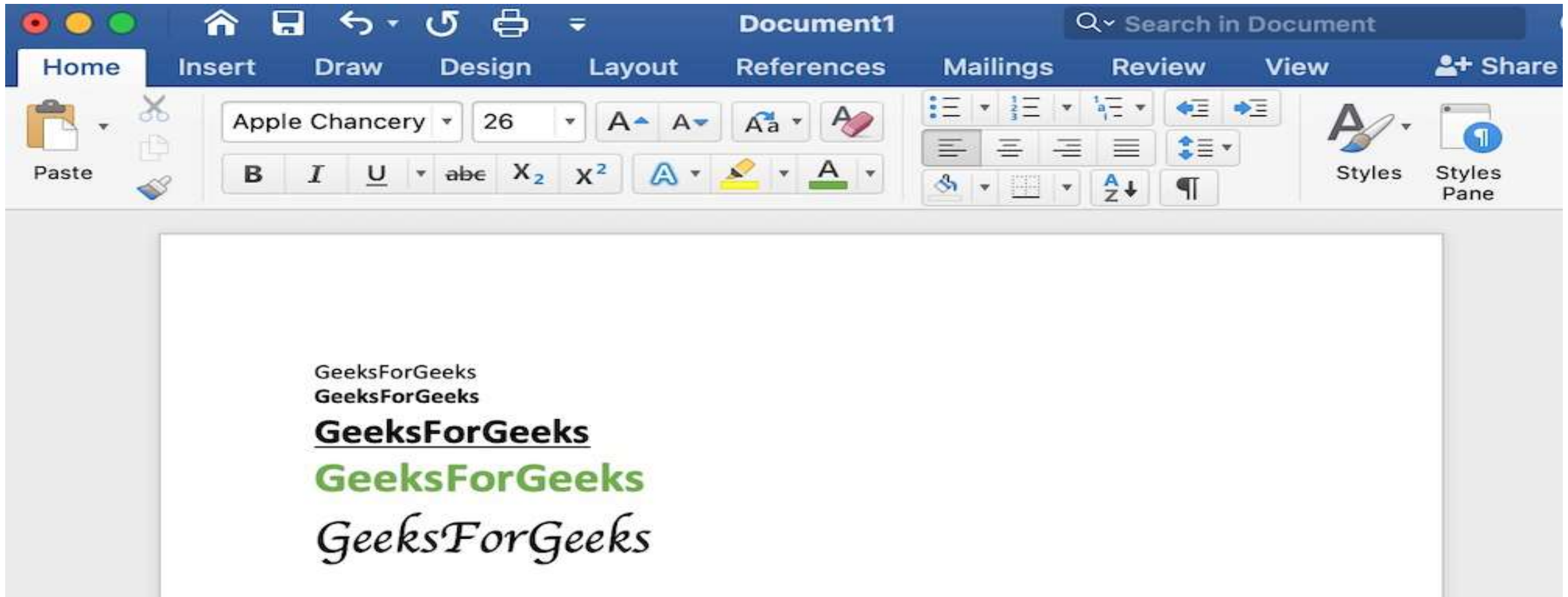
Using the features, you can perform different types of operations on your documents, like you can create, delete, style, modify, or view the content of your document.

1. 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.



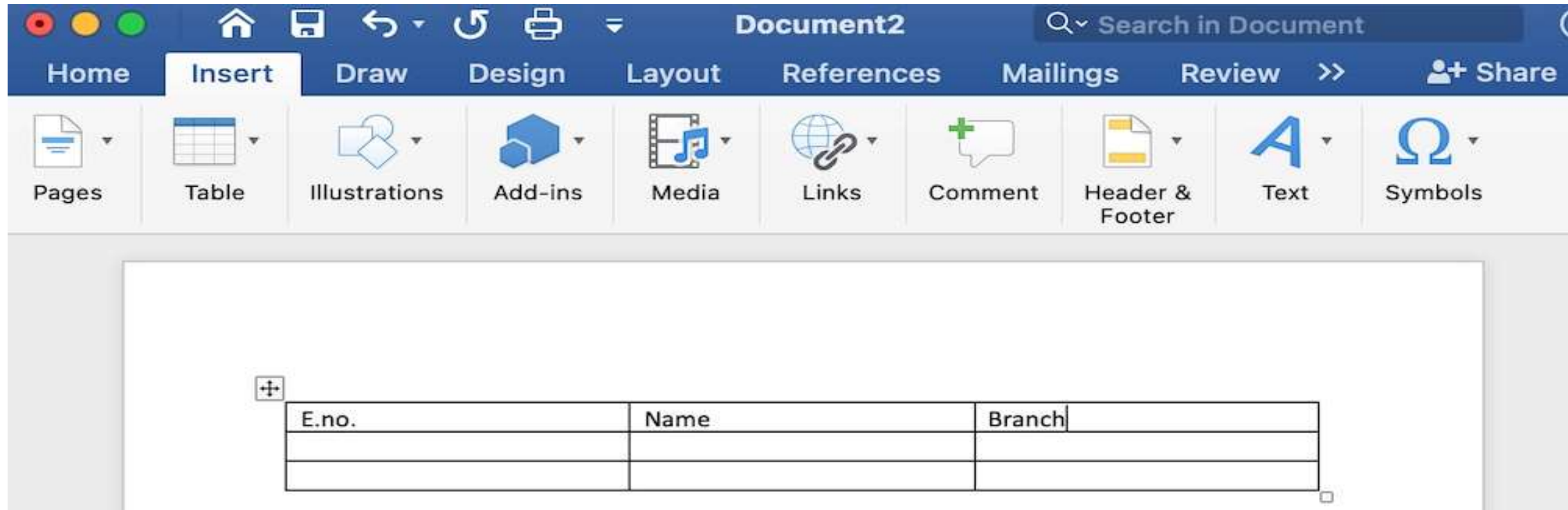
2. Home

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 you 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 you will get below options:



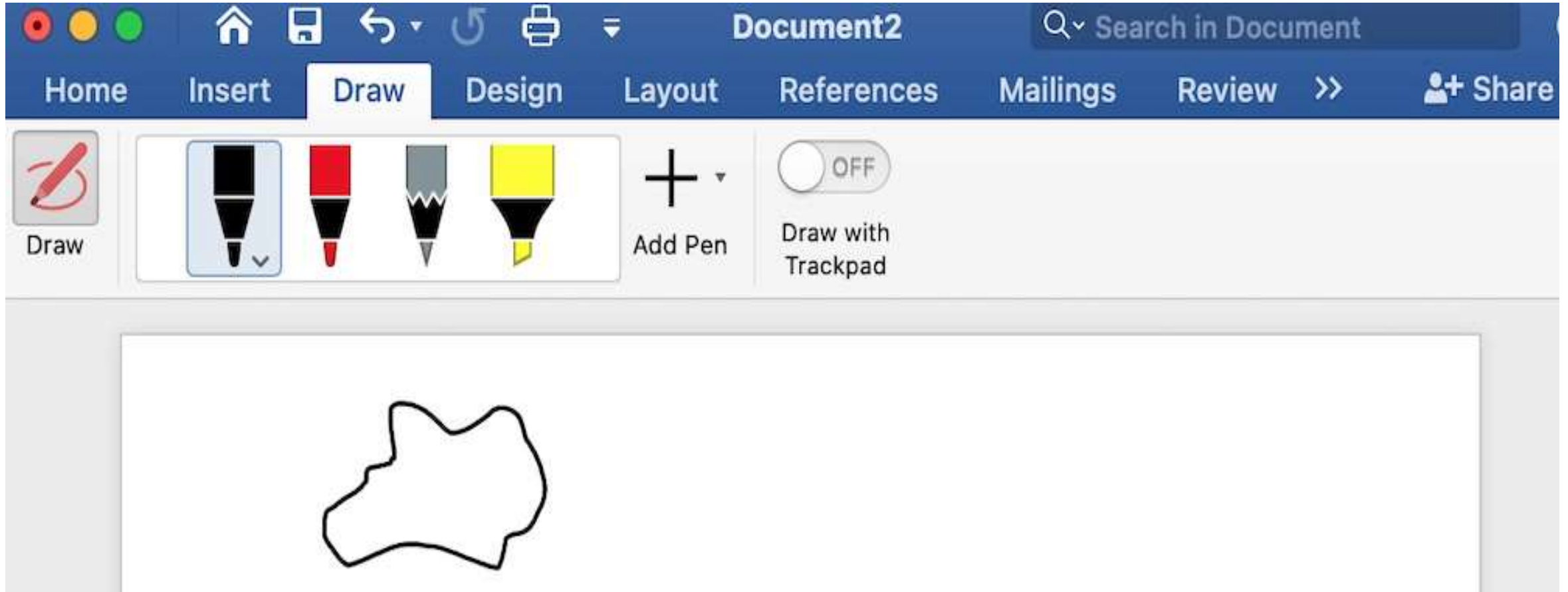
3. Insert

It is the second tab present on the menu bar or ribbon. It contains various items that you may want to insert into a Microsoft word. It includes options like tables, word art, hyperlinks, symbols, charts, signature line, date and time, shapes, header, footer, text boxes, links, boxes, equations, etc., as shown in the below image:



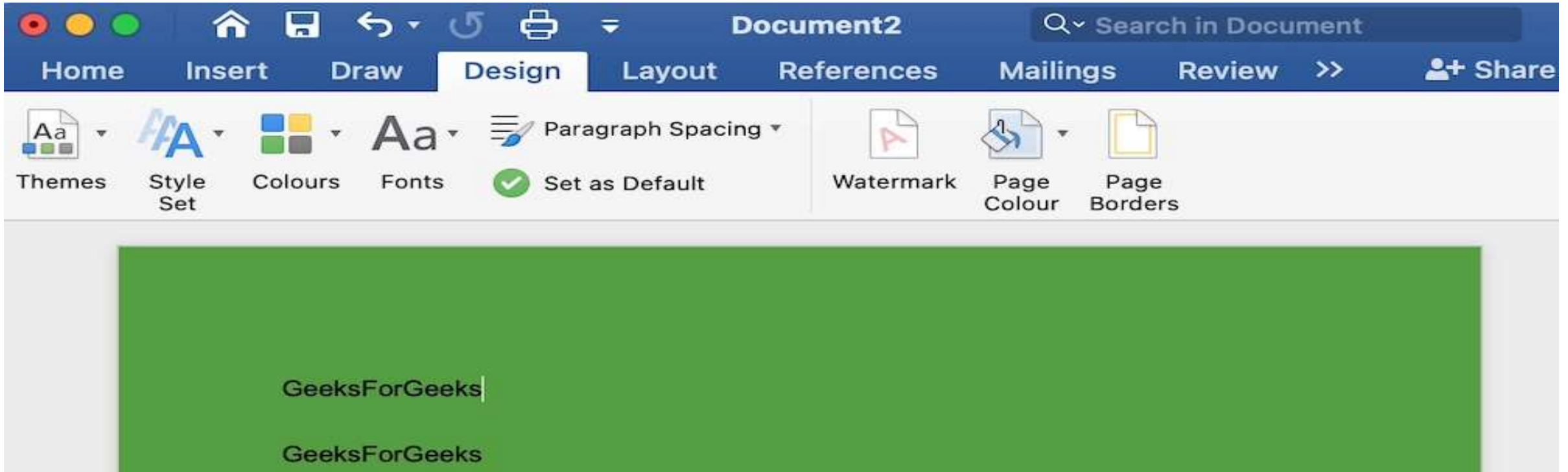
4. Draw

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:



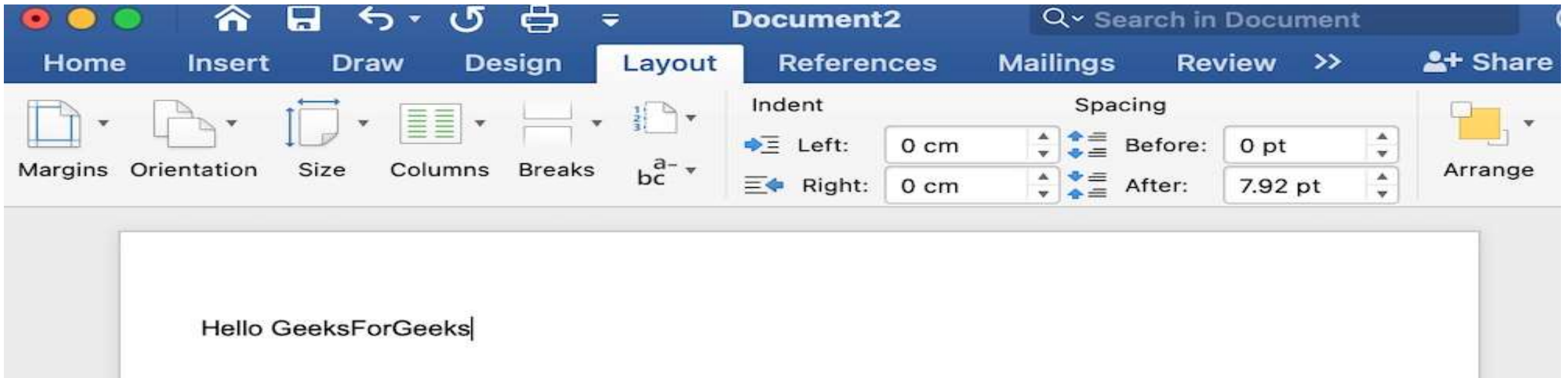
5. Design

It is the fourth tab present in the menu bar or ribbon. The design tab contains document designs that you can select, such as documents with centered titles, offset headings, left-justified text, page borders, watermarks, page color, etc., as shown in the below image:



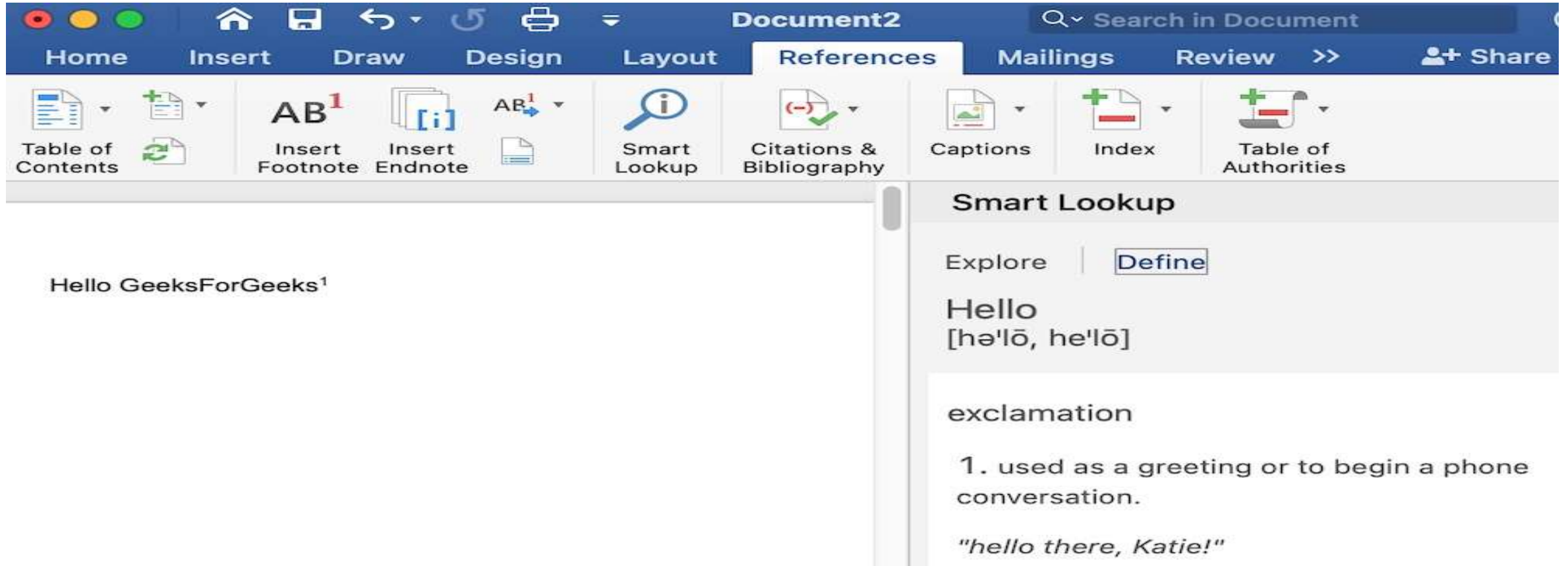
6. Layout

It is the fifth tab present on the menu bar or ribbon. It holds all the options that allow you to arrange your Microsoft Word document pages just the way you want them. It includes options like set margins, display line numbers, set paragraph indentation, and lines apply themes, control page orientation and size, line breaks, etc., as shown in the below image:



7. 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.



The image shows a screenshot of the Microsoft Word interface with the 'References' tab selected. The ribbon includes options for Table of Contents, Insert Footnote, Insert Endnote, Smart Lookup, Citations & Bibliography, Captions, Index, and Table of Authorities. The 'Smart Lookup' pane is open on the right, displaying the definition for the word 'Hello'.

Document2

Search in Document

Home Insert Draw Design Layout **References** Mailings Review >> Share

Table of Contents Insert Footnote Insert Endnote Smart Lookup Citations & Bibliography Captions Index Table of Authorities

Hello GeeksForGeeks¹

Smart Lookup

Explore | Define

Hello
[hə'lō, he'lō]

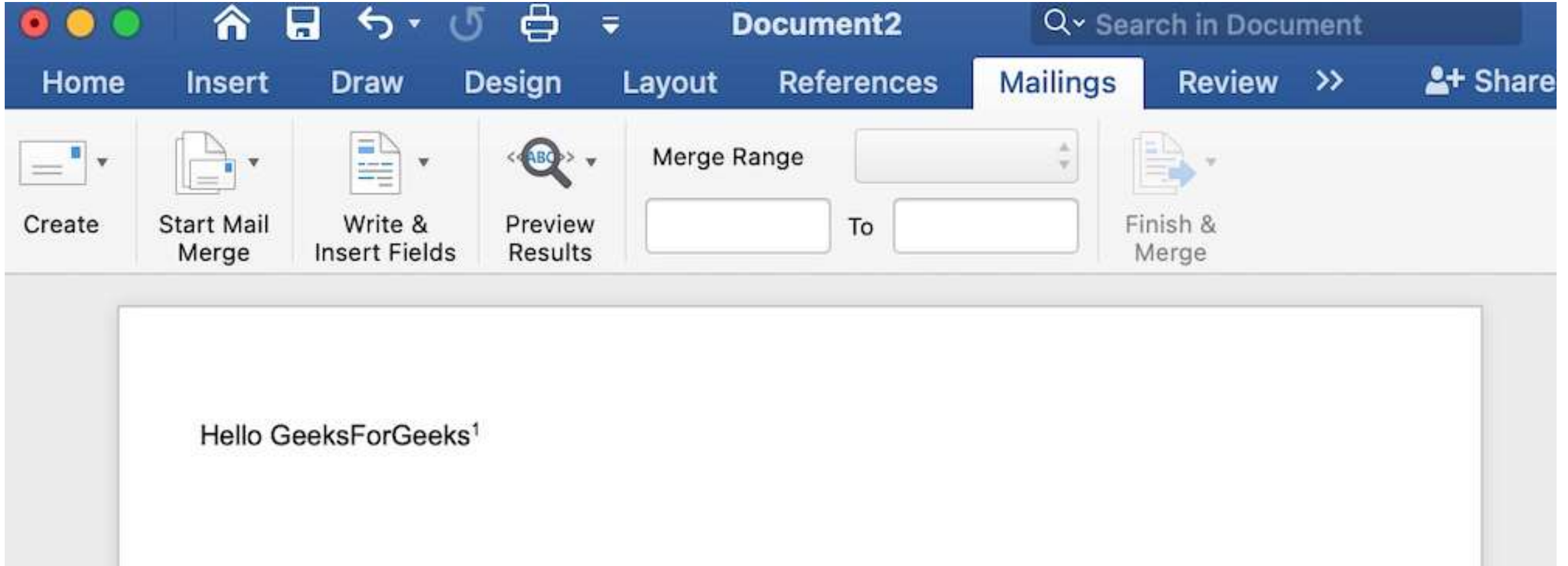
exclamation

1. used as a greeting or to begin a phone conversation.

"hello there, Katie!"

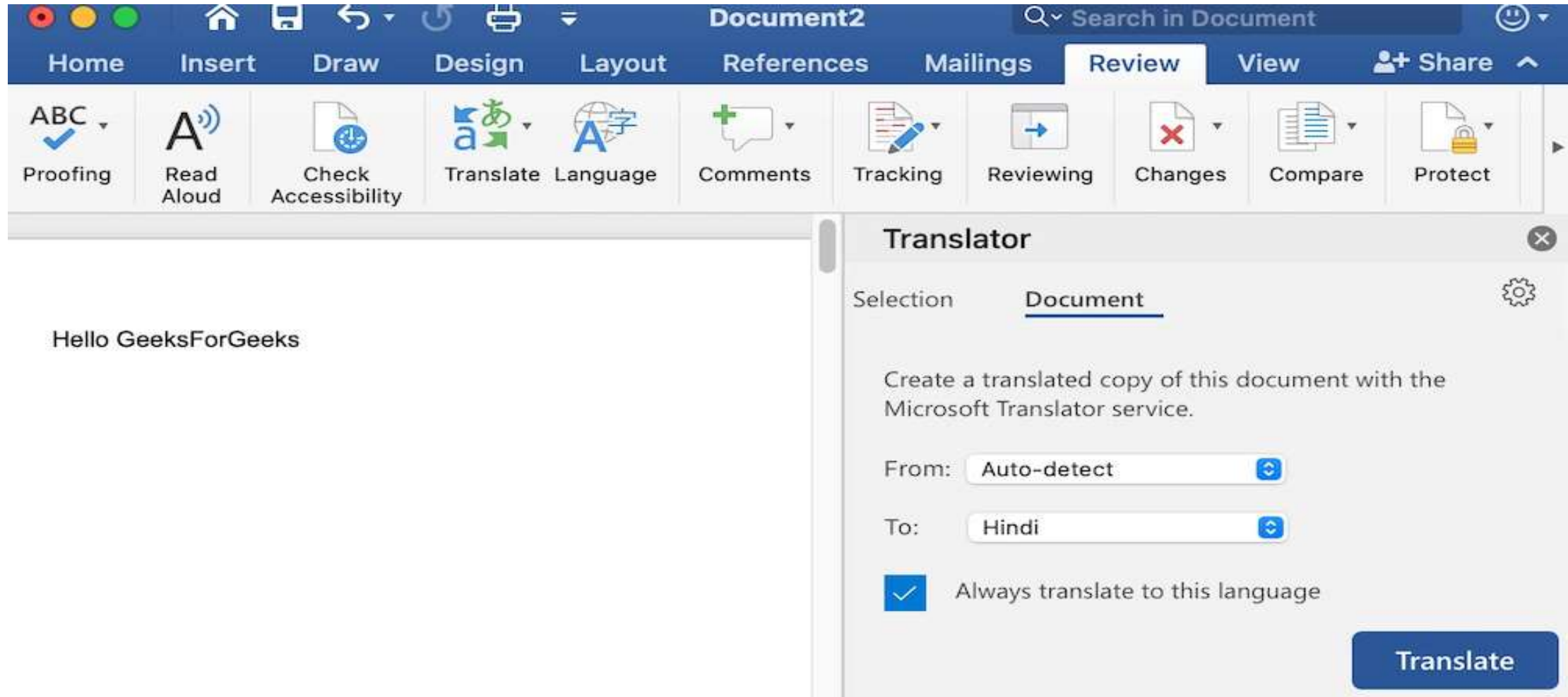
8. Mailings

It is the seventh tab present in the menu bar or ribbon. It is a least used tab in the menu bar. This tab is where you would create labels, print them on envelopes, do mail merge, etc. After selecting mailing, you will get the below options:



9. Review

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, you will get the options below:



10. View

View tab allows you to switch between single page or double page and also allows you to control the layout tools It includes print layout, outline, web layout, task pane, toolbars, ruler, header and footer, footnotes, full-screen view, zoom, etc. as shown in the below image:

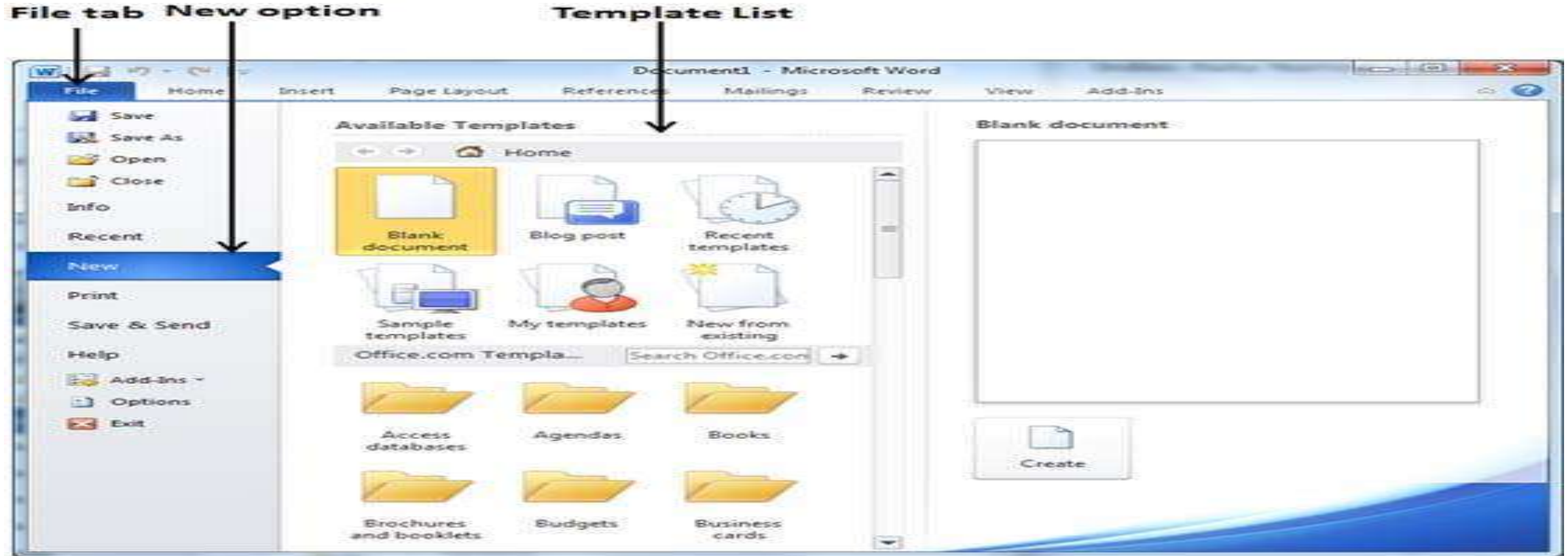


Hello GeeksForGeeks

Opening a new document:

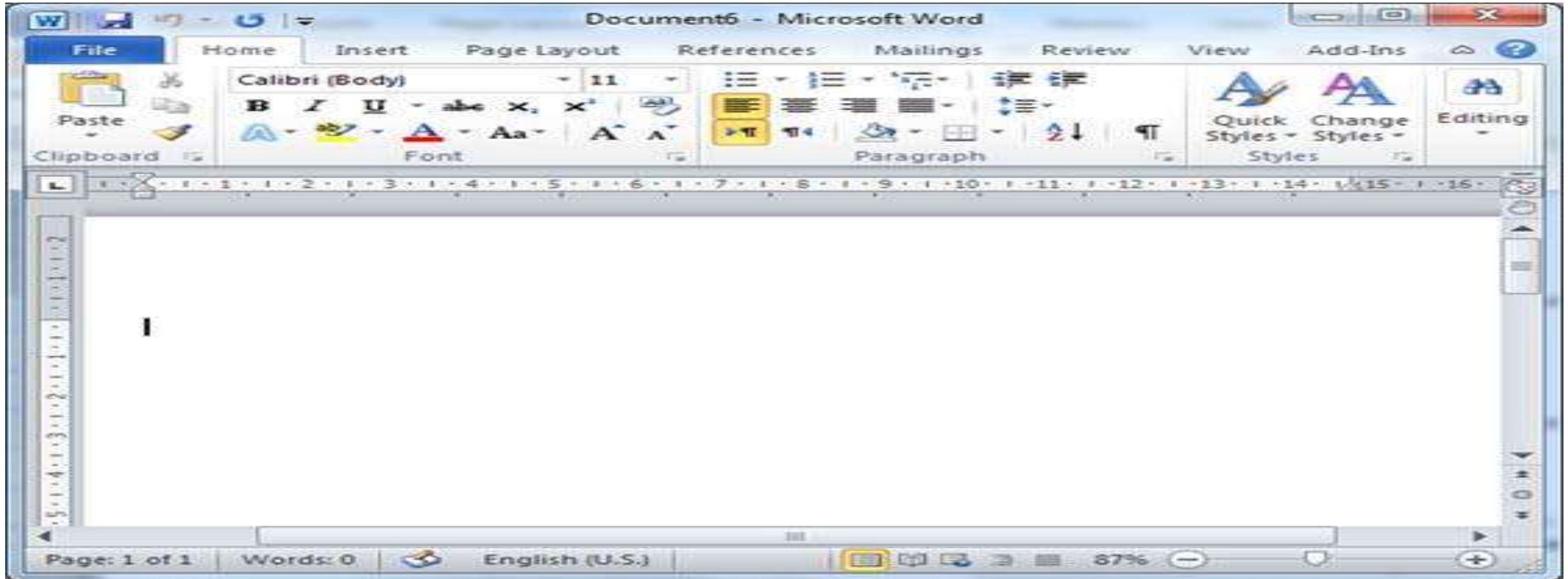
A new, blank document always opens when you start Microsoft Word. Suppose you want to start another new document while you are working on another document, or you closed an already opened document and want to start a new document. Here are the steps to open a new document –

Step 1 – Click the **File** tab and select the **New** option.



Step 2 – When you select the **New** option from the first column, it will display a list of templates in the second column. Double-click on the **Blank document**; this is the first option in the template list.

You should have your blank document as shown below. The document is now ready for you to start typing your text.



Insert and Add Text

Step 1 – Click the location where you wish to insert text; you can also use the keyboard arrows to locate the place where the text needs to be inserted.

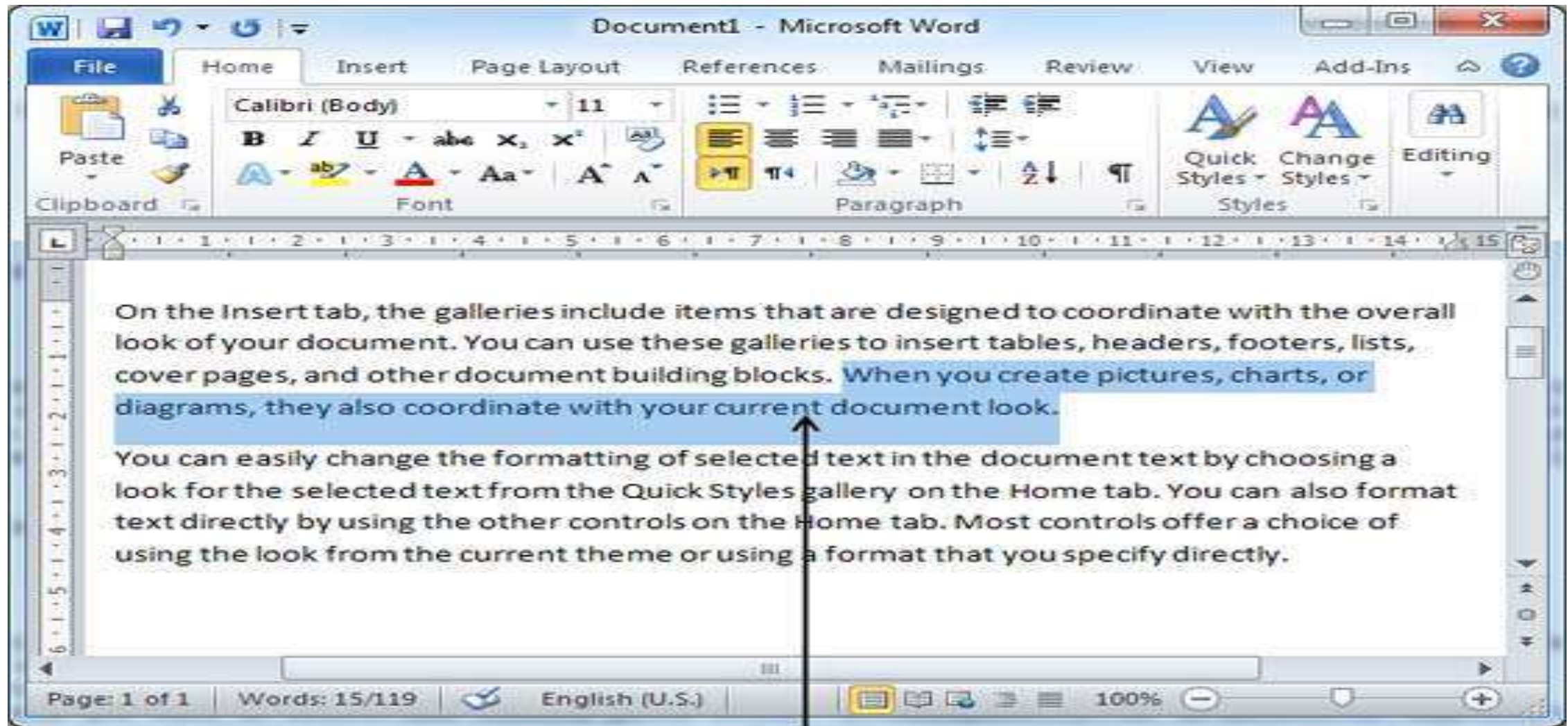
Step 2 – Start typing the text that needs to be inserted. Word inserts the text to the left of the insertion point, moving the existing text to the right

Copy & Paste Operation

To use **copy and paste** or **cut and paste** operations, Word makes use of a temporary memory which is called the **clipboard**. When you copy or cut a text, it stay on the clipboard temporarily and in the second step you can paste this content at the desired location.

The **Copy** operation will just copy the content from its original place and create a duplicate copy of the content at the desired location without deleting the text from it's the original location. Following is the procedure to copy the content in word .

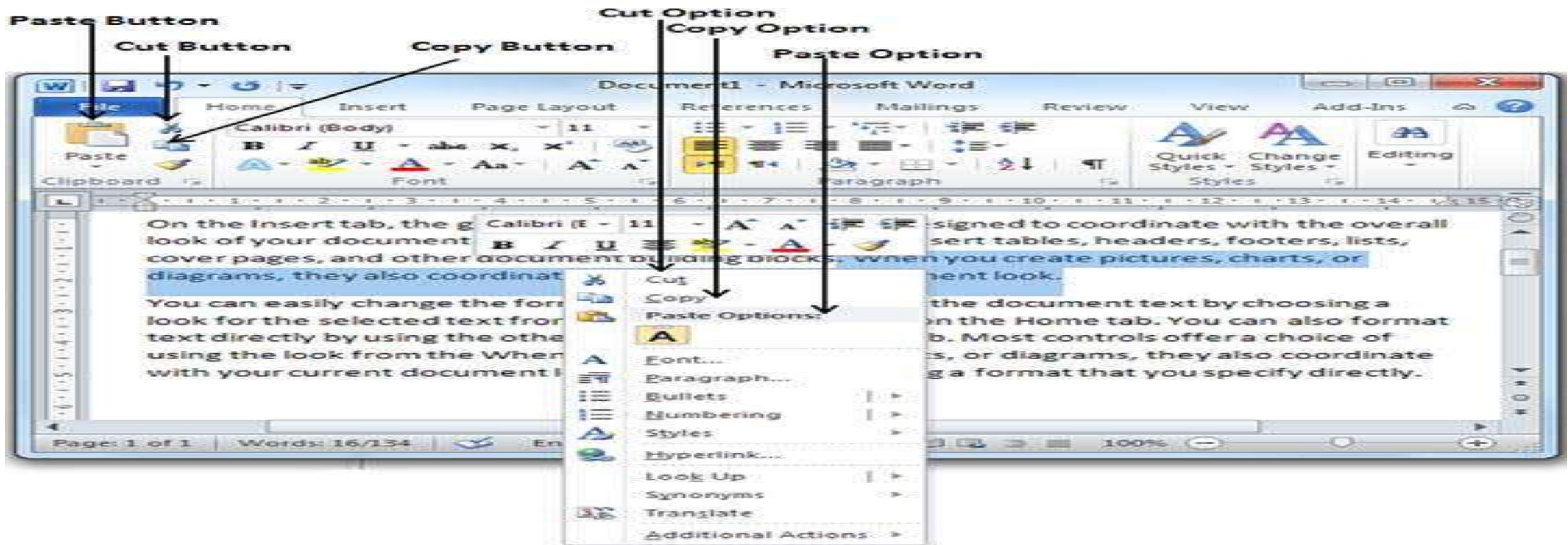
Step 1 – Select a portion of the text using any of the text selection methods.



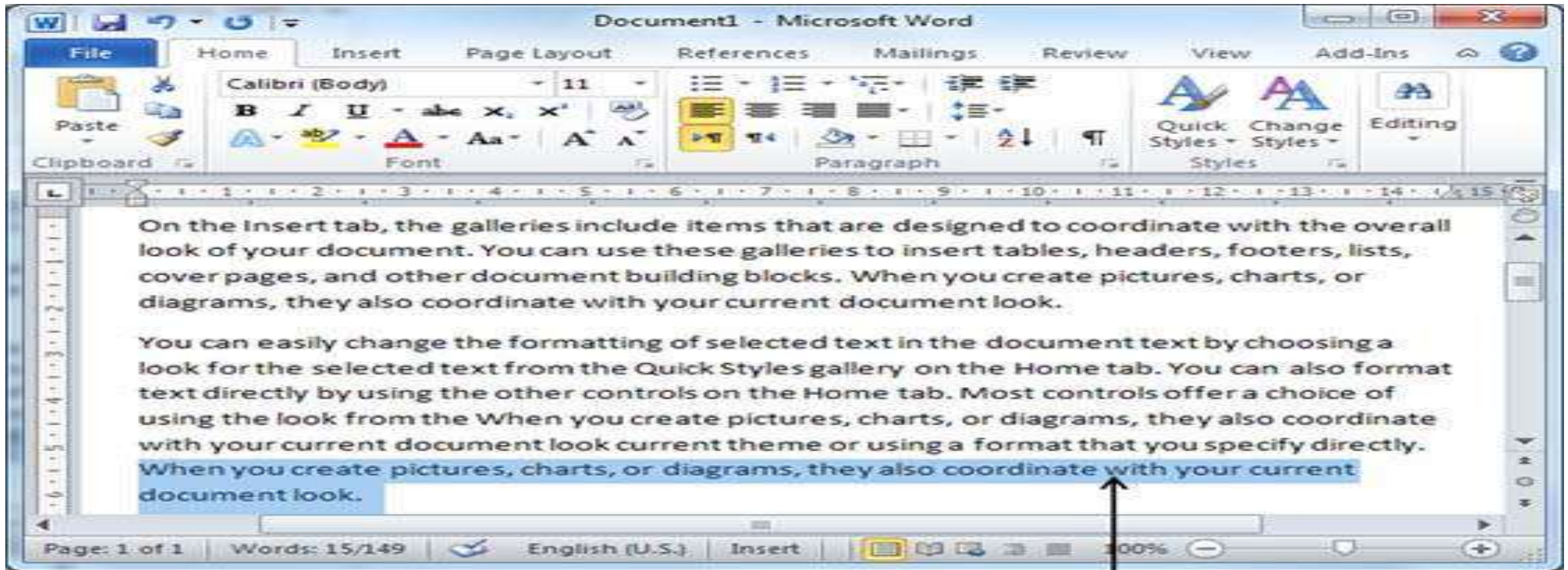
Selected Text

Step 2 – You have various options available to copy the selected text in clipboard. You can make use of any one of the options .

- **Using Right-Click** – When you right-click on the selected text, it will display the **copy** option, click this option to copy the selected content in clipboard.
- **Using Ribbon Copy Button** – After selecting text, you can use the copy button available at the ribbon to copy the selected content in clipboard.
- **Using Ctrl + c Keys** – After selecting a text, just press **Ctrl + c** keys to copy the selected content in clipboard.



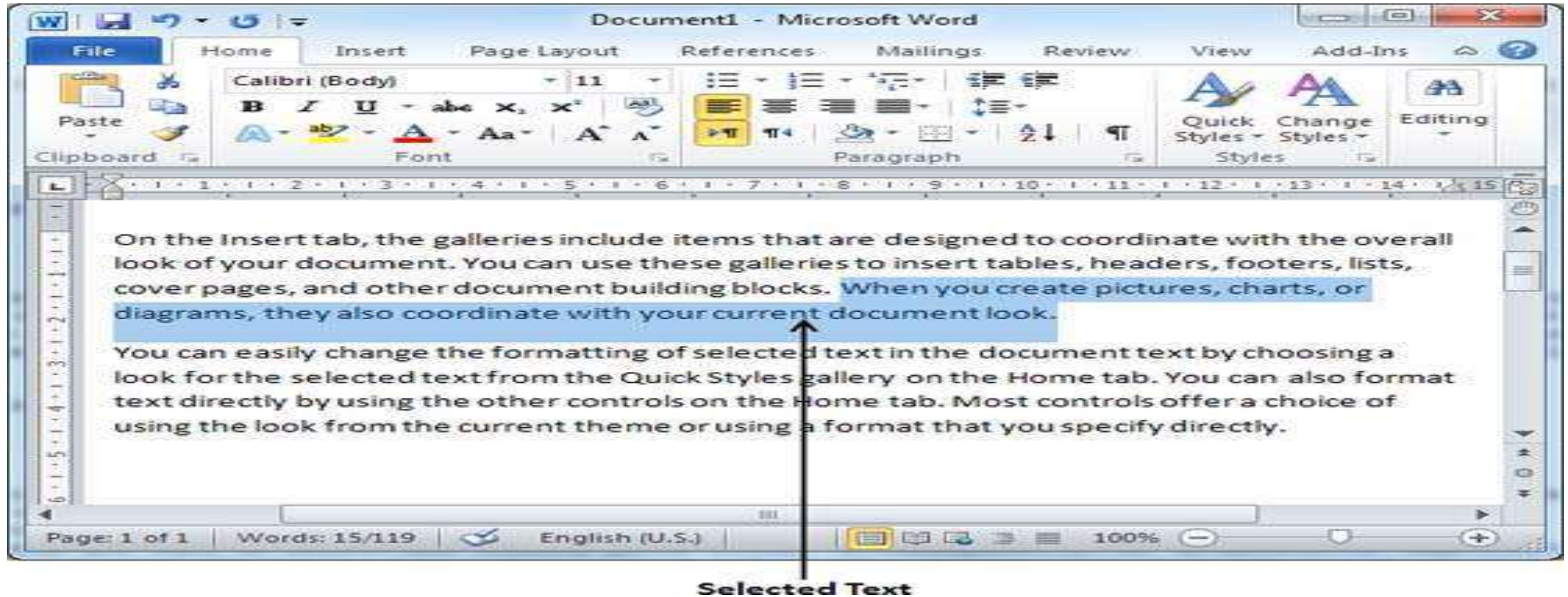
- **Step 3** – Finally click at the place where you want to copy the selected text and use either of these two simple options –
- **Using Ribbon Paste Button** – Just click the Paste button available at the ribbon to paste the copied content at the desired location.
- **Using Ctrl + v Keys** – This is simplest way of pasting the content. Just press **Ctrl + v** keys to paste the content at the new location.



Copied Text

Cut & Paste Operation

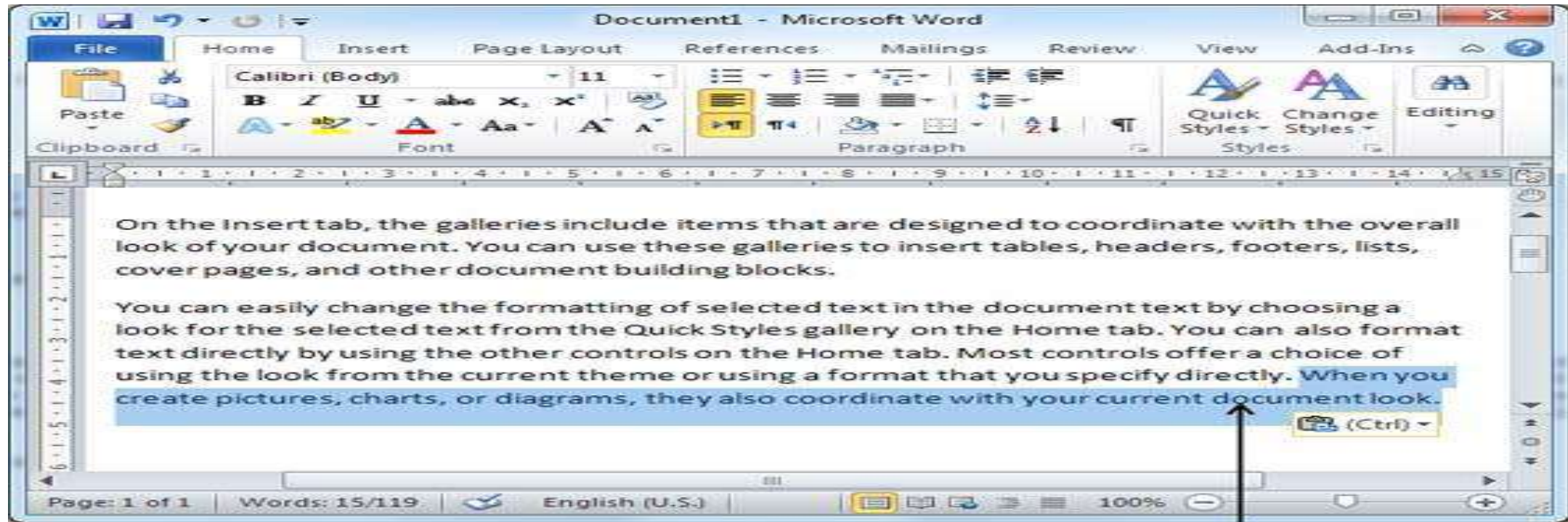
- The Cut operation will cut the content from its original place and move the content from its original location to a new desired location. Following is the procedure to move the content in word –
- **Step 1** – Select a portion of the text using any of the text selection methods.



- **Step 2** – Now, you have various options available to cut the selected text and put it in the clipboard. You can make use of one of the options –
- **Using Right-Click** – If right-click on the selected portion of text, it will display **cut** option, just click this option to cut the selected content and keep it in clipboard.
- **Using Ribbon Cut Button** – After selecting a portion of text, you can use cut button available at the ribbon to cut the selected content and keep it in clipboard.
- **Using Ctrl + x Keys** – After selecting a portion of text, just press **Ctrl + x** keys to cut the selected content and keep it in clipboard.



- **Step 3** – Finally, click at the place where you want to move the selected text and use either of these two simple options –
- **Using Ribbon Paste Button** – Just click the **Paste** button available at the ribbon to paste the content at the new location.
- **Using Ctrl + v Keys** – This is simplest way of pasting the content. Just press **Ctrl + v** keys to paste the content at the new location.



Moved Text

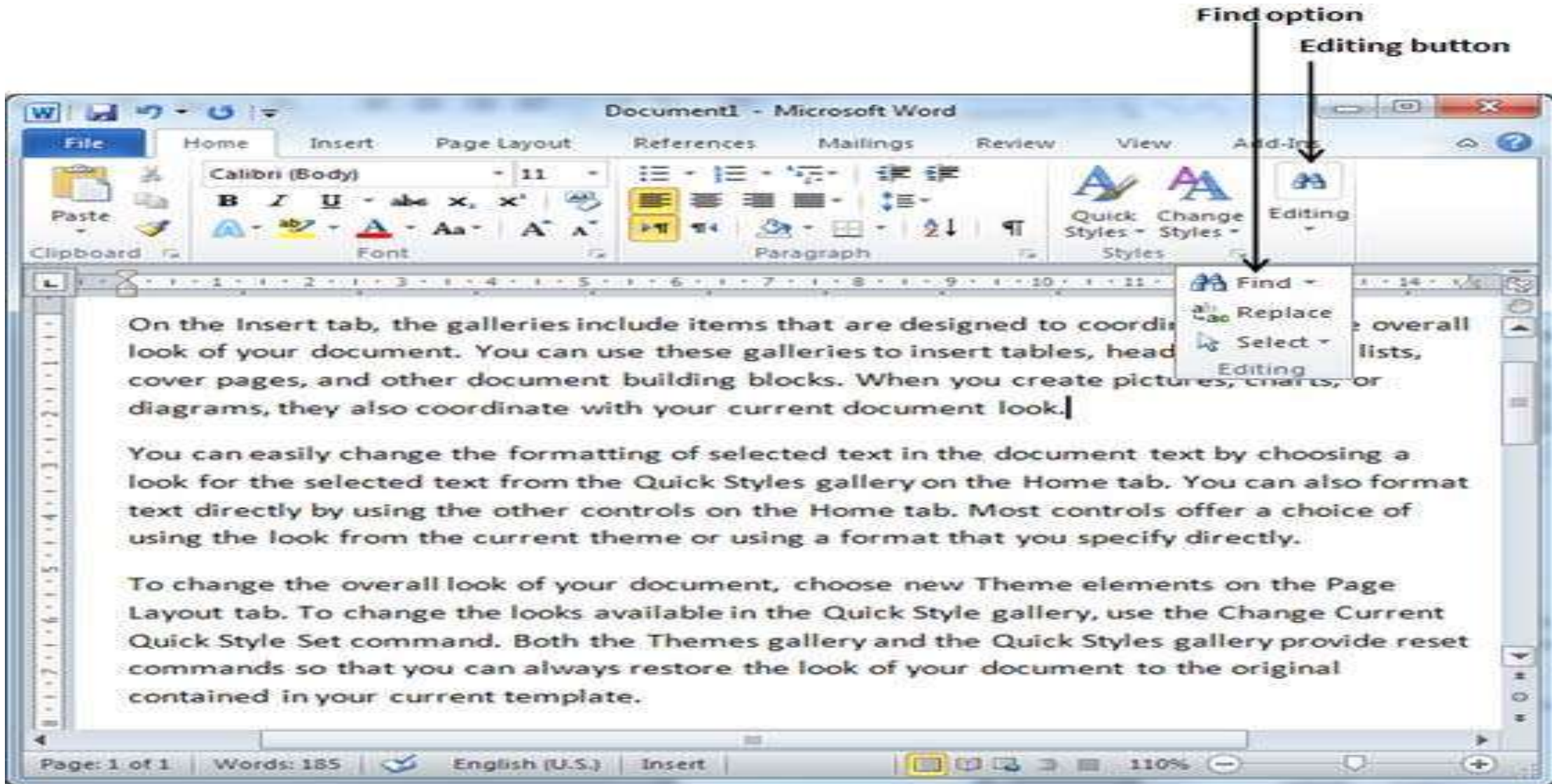
Find Command

The **Find** command enables you to locate specific text in your document. Following are the steps to find a word **document** in the following screen –

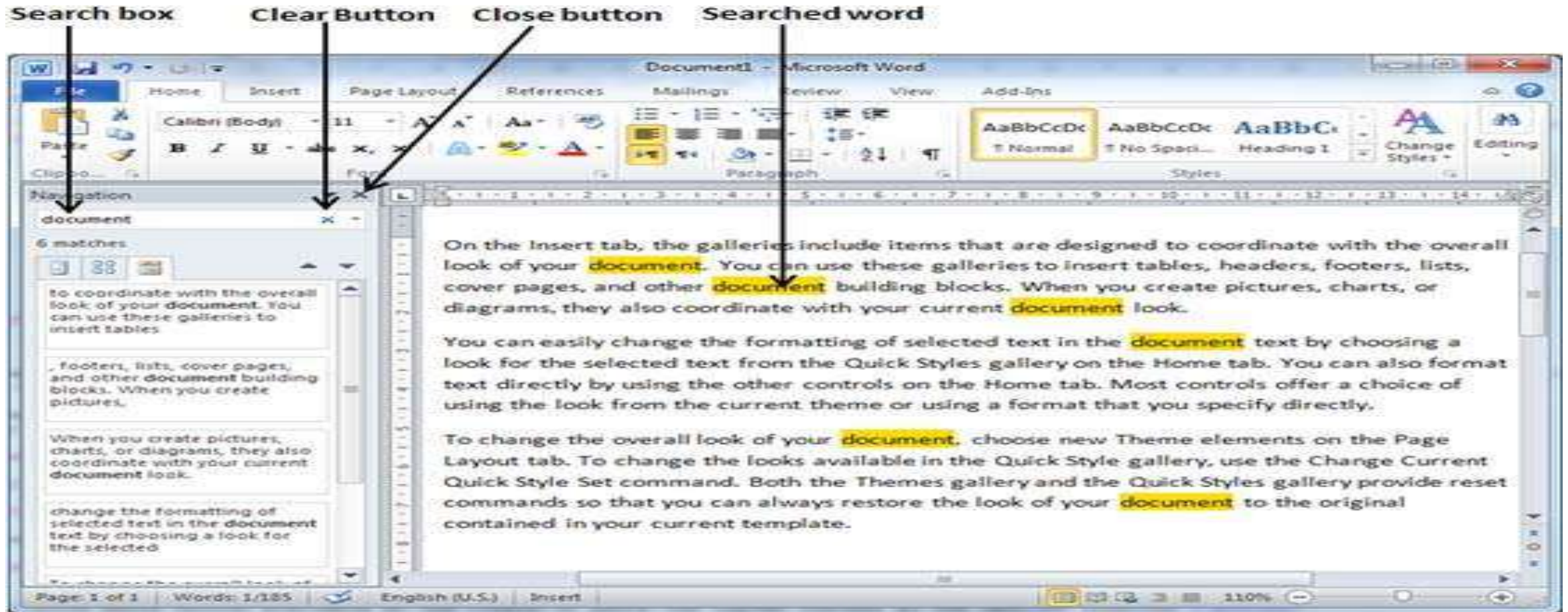
Step 1 – Let us work out on a sample text available in our Word document. Just type =**rand()** and press Enter; the following screen will appear –



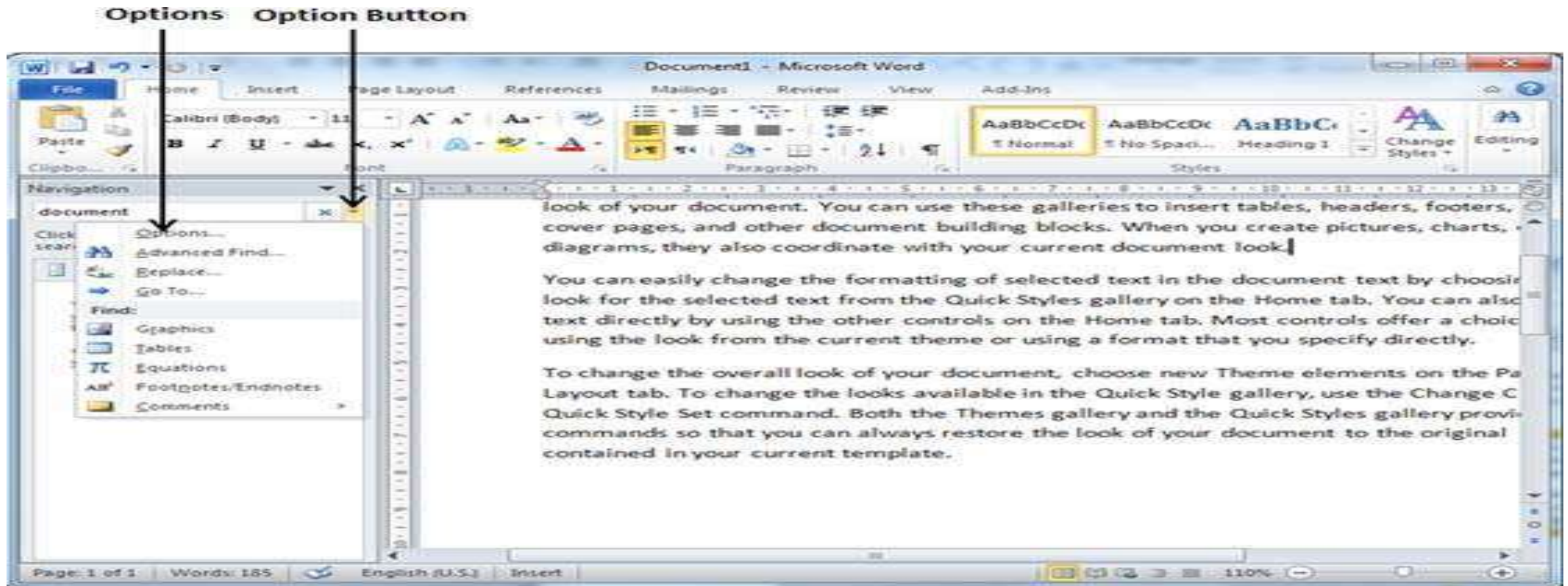
Step 2 – Click the **Find option** in the **Editing group** on the Home tab or press **Ctrl + F** to launch the Navigation pane –



Step 3 – Enter a word which you want to search in the Search box, as soon as you finish typing, Word searches for the text you entered and displays the results in the navigation pane and highlights the word in the document as in the following screenshot –

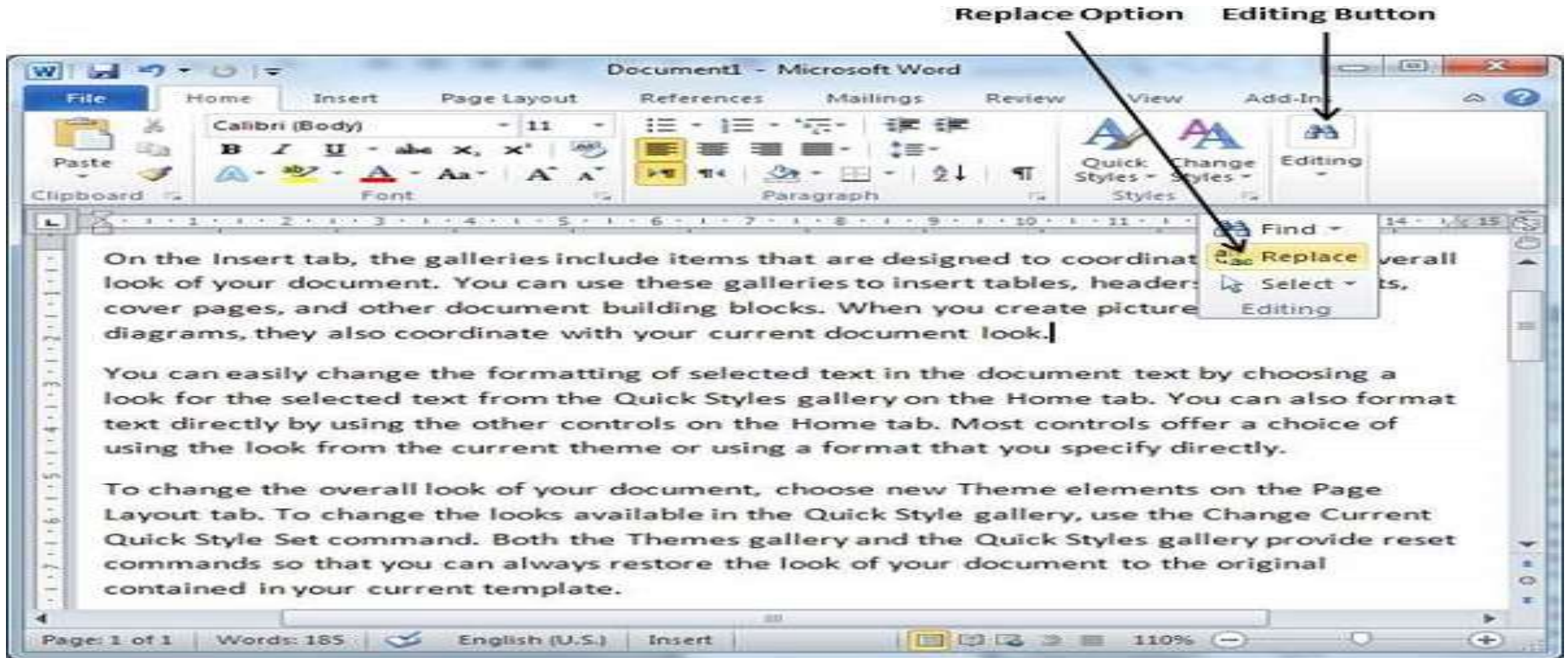


- **Step 4** – You can click the **clear button (X)** to clear the search and results and perform another search.
- **Step 5** – You can use further options while searching for a word. Click the **option button** to display the options menu and then click the **Options** option; this will display a list of options. You can select the options like **match case** to perform case-sensitive search.

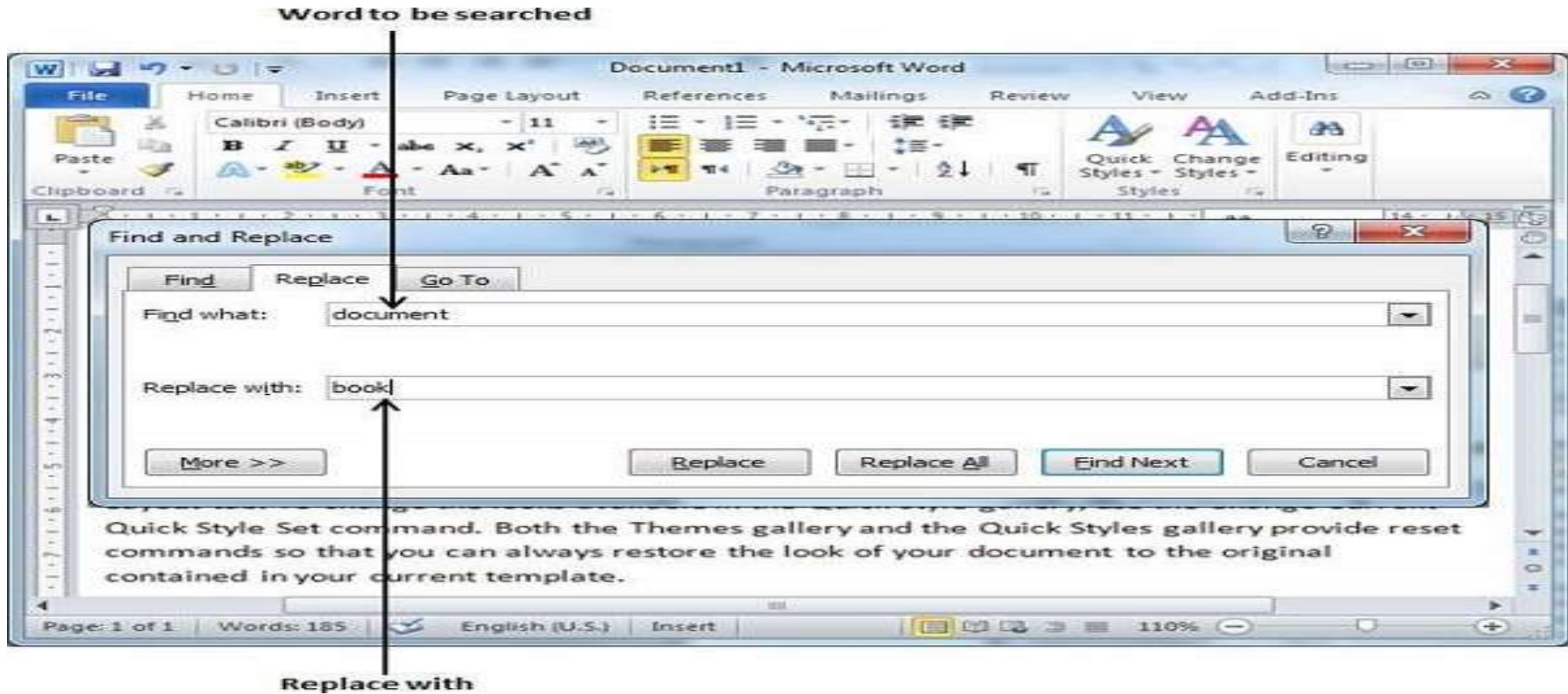


Find & Replace Operation

Step 1 – Click the **Replace option** in the **Editing group** on the Home tab or press **Ctrl + H** to launch the **Find and Replace** dialog box shown in Step 2 –



Step 2 – Type a word which you want to search. You can also replace the word using the **Find and Replace** dialog box as in the following screenshot –



- **Step 3** – Click the **Replace** button available on the **Find and Replace** dialog box and you will see the first occurrence of the searched word would be replaced with the replace with word. Clicking again on **Replace** button would replace next occurrence of the searched word. If you will click **Replace All** button then it would replace all the found words in one go. You can also use **Find Next** button just to search the next occurrence and later you can use **Replace** button to replace the found word.
- **Step 4** – You can use **More >>** button available on the dialog box to use more options and to make your search more specific like case sensitive search or searching for whole word only etc.
- **Step 5** – Finally, if you are done with the Find and Replace operation, you can click the **Close (X)** or **Cancel** button of the dialog box to close the box.

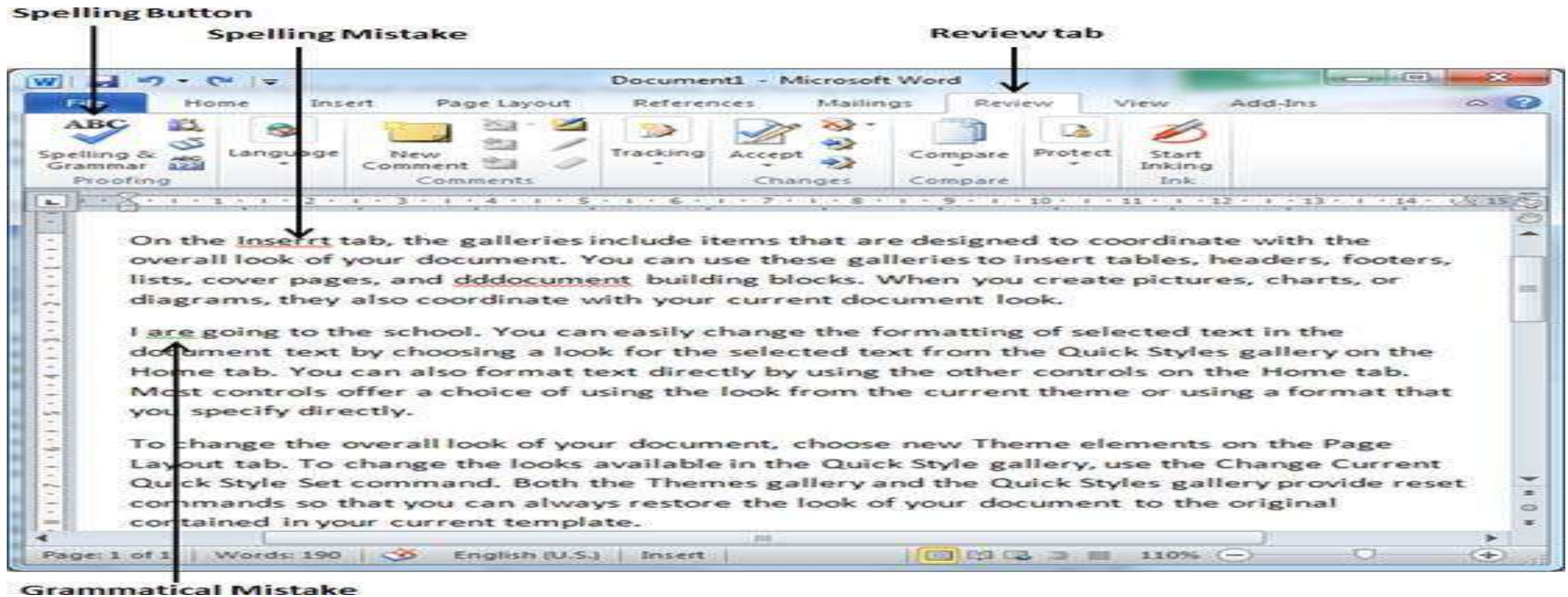
Spell check

Microsoft Word provides a decent Spelling and Grammar Checker which enables you to search for and correct all spelling and grammar mistakes in your document. Microsoft word is intelligent enough to identify misspelled or misused, as well as grammar errors and underlines them as follows.

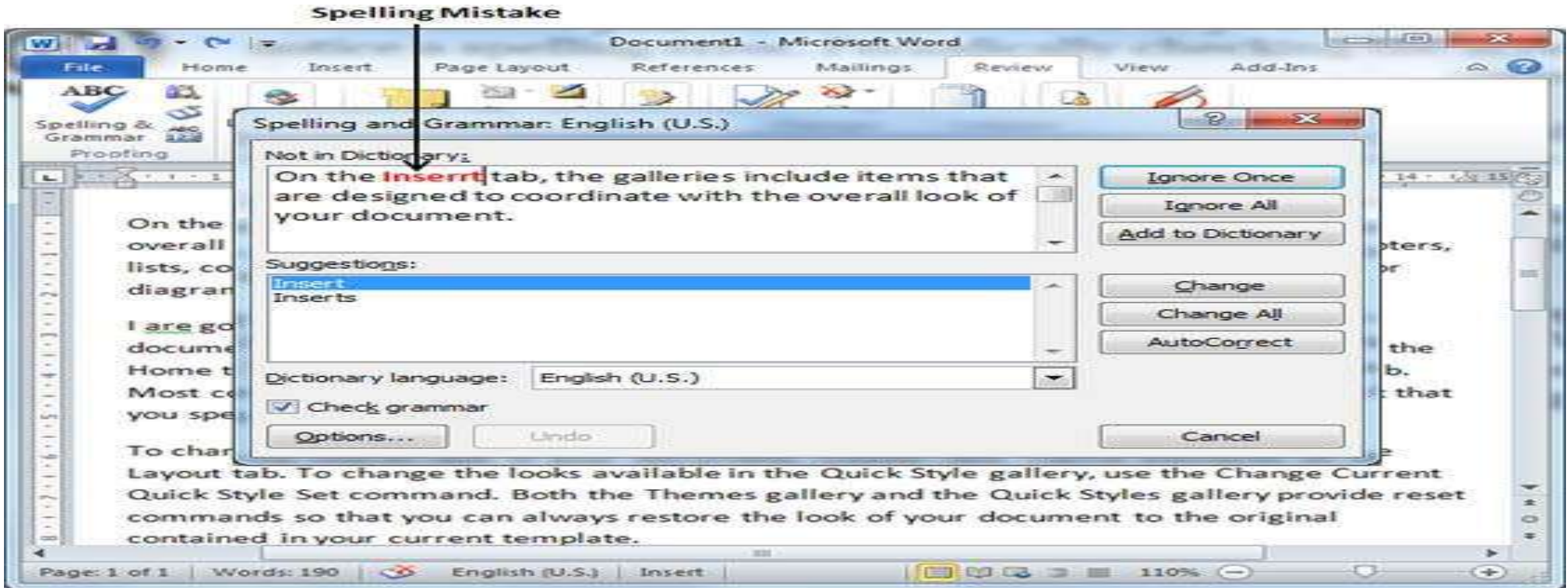
- A red underline beneath spelling errors.
- A green underline beneath grammar errors.
- A blue line under correctly spelled but misused words.

Check Spelling and Grammar using Review tab

- Here is the simple procedure to find out the spelling mistakes and fix them –
- **Step 1** – Click the Review tab and then click the **Spelling & Grammar** button.



- **Step 2** – A Spelling and Grammar dialog box will appear and will display the wrong spellings or errors in grammar. You will also get suggestions to correct as shown below –



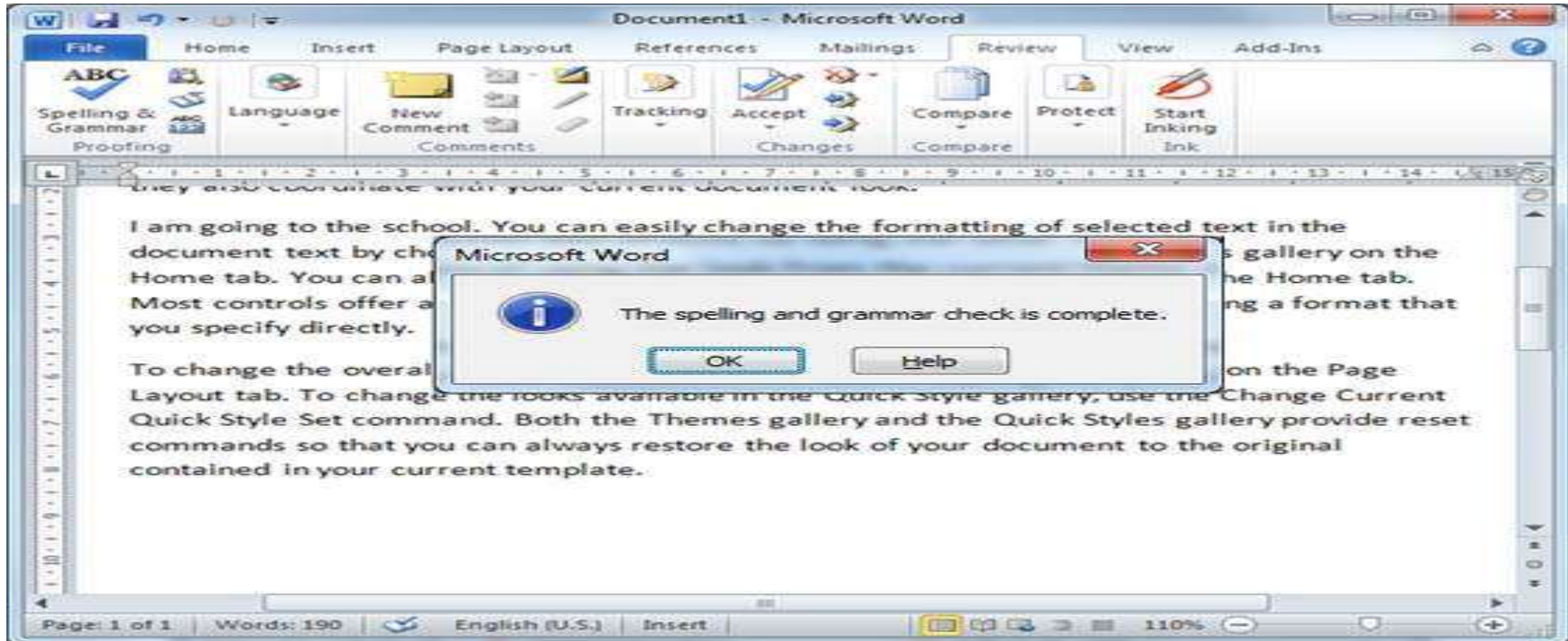
Now you have following options to fix the spelling mistakes –

- **Ignore** – If you are willing to ignore a word, then click this button and Word ignores the word throughout the document.
- **Ignore All** – Like Ignore, but this ignores all occurrences of the same misspelling, not just once but throughout the document.
- **Add to Dictionary** – Choose **Add to Dictionary** to add the word to the Word spelling dictionary.
- **Change** – This will change the wrong word using the suggested correct word.
- **Change All** – Like Change, but this changes all occurrences of the same misspelling, not just once but throughout the document.
- **AutoCorrect** – If you select a suggestion, Word creates an **AutoCorrect** entry that automatically corrects this spelling error from now on.

Following are the different options in case you have grammatical mistake –

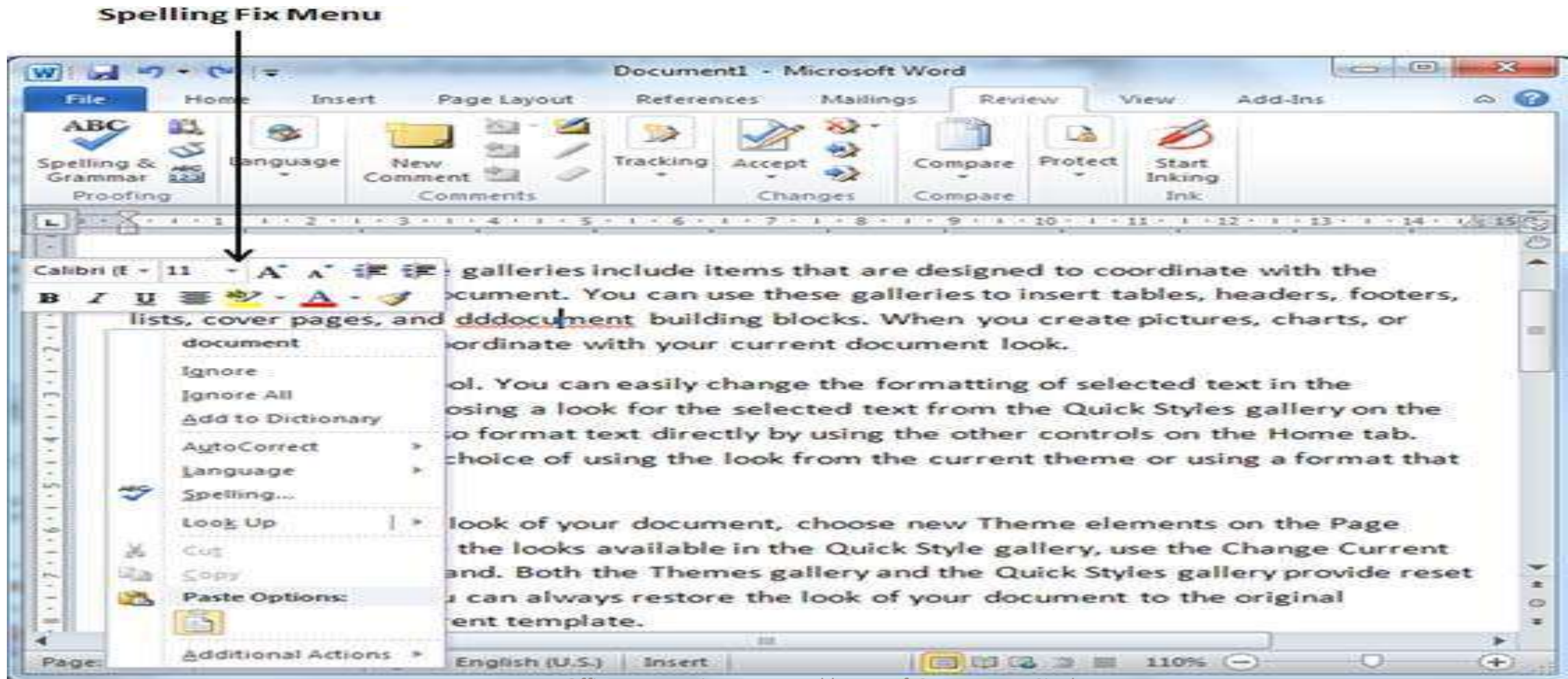
- **Next Sentence** – You can click Next Sentence to direct the grammar checker to skip ahead to the next sentence.
- **Explain** – The grammar checker displays a description of the rule that caused the sentence to be flagged as a possible error.
- **Options** – This will open the Word Options dialog box to allow you to change the behavior of the grammar checker or spelling options.
- **Undo** – This will undo the last grammar changed.

- **Step 3** – Select one of the given suggestions you want to use and click the **Change** option to fix the spelling or grammar mistake and repeat the step to fix all the spelling or grammar mistake.
- **Step 4** – Word displays a dialog box when it finishes checking for spelling and grammar mistakes, finally Click **OK**.



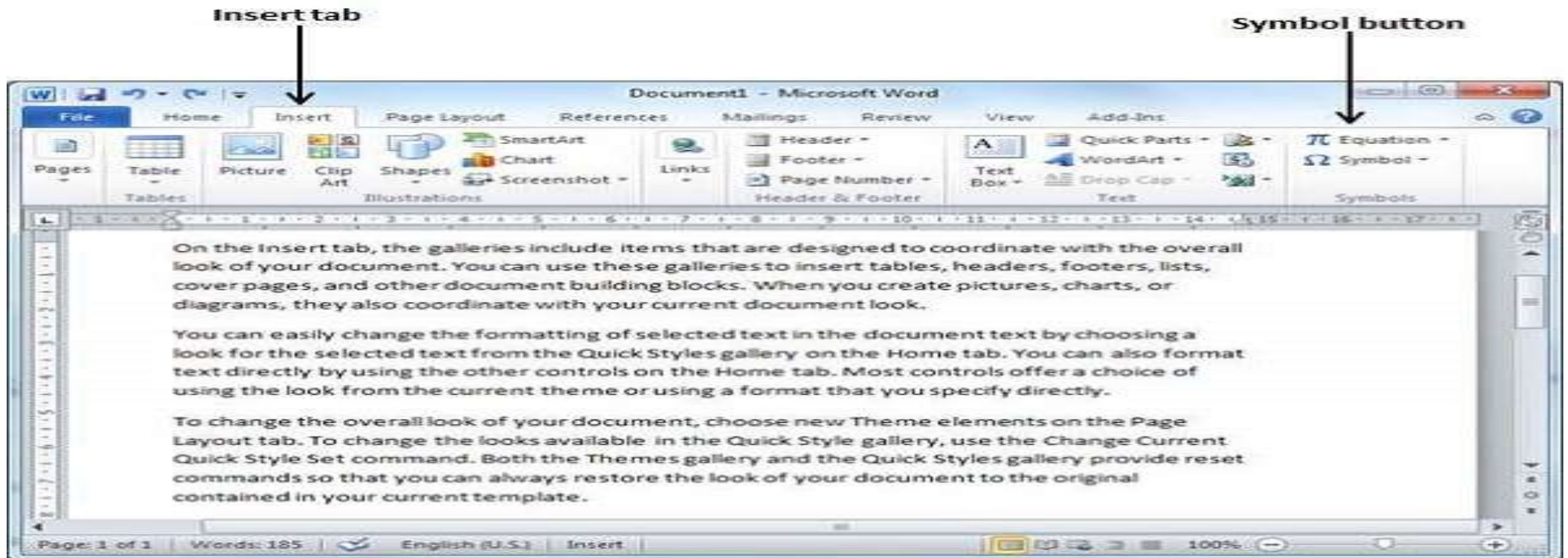
Check Spelling and Grammar using Right Click

If you will right-click the mouse button over a misspelled word, then it will show you the correct suggestions and the above mentioned options to fix the spelling or grammar mistake. Try it yourself.



Insert Special Symbols

Step 1 – To insert a special symbol, bring your cursor at the place where you want to insert the symbol. Click the **Insert** tab. You will find two options under the symbol button **(a) Equation** and **(b) Symbols**. Click either of these two options based on your requirement. You will further use equations while preparing mathematical or scientific or any similar document.



Step 2 – When you click the **Symbol** button, a small list of symbols will appear as shown below.



Step 3 – Now click on any of the available symbols in the box to insert that in your document at the selected location. If you do not find the desired symbol in this small box, then you can click at the **More Symbols** option to have a wide range of symbols as shown below in the symbol dialog box. You can select any of the symbol and then click the **Insert** button to insert the selected symbol.

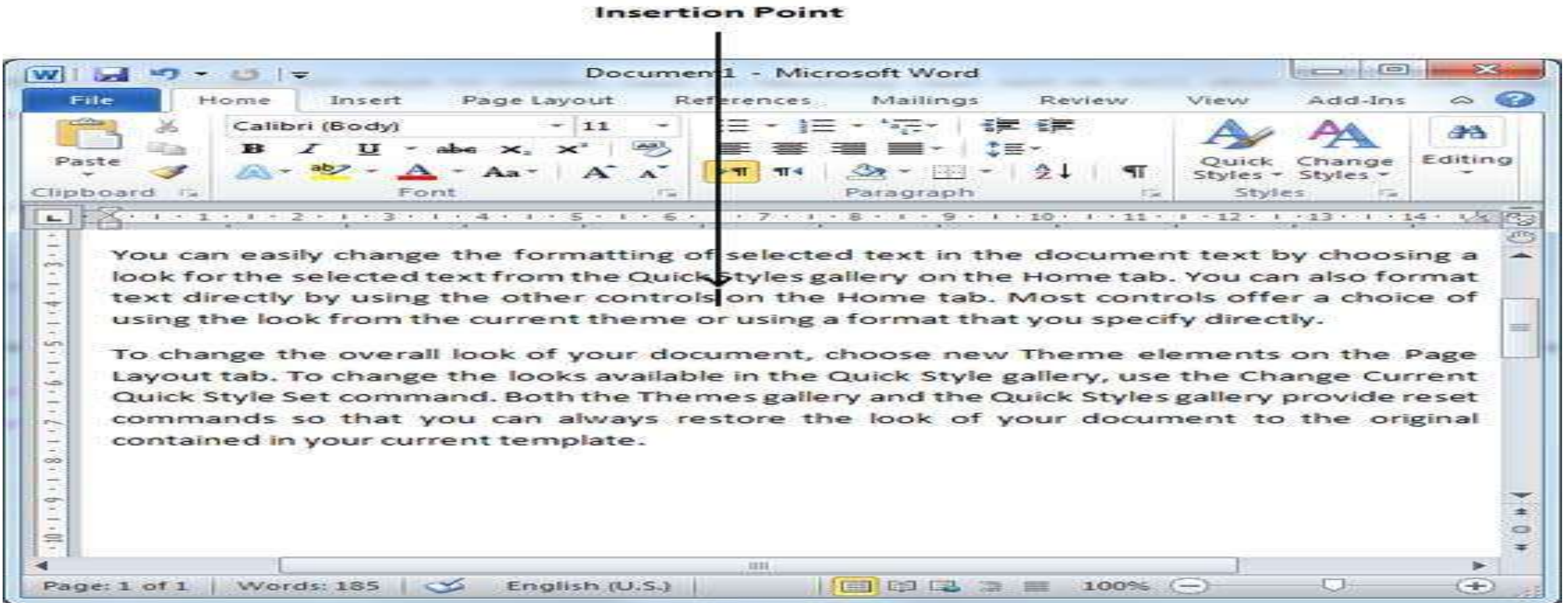


Symbol Dialog Box

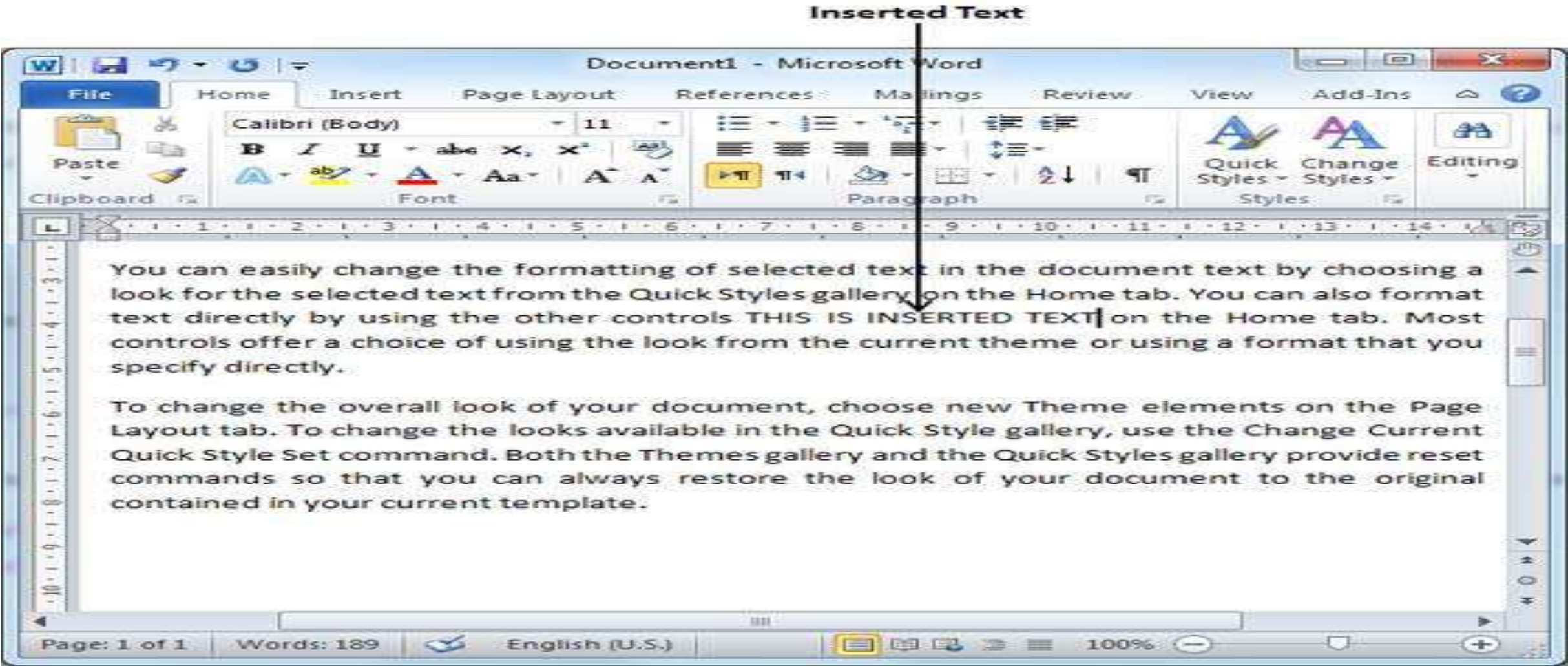
Insert and Add Text

First we will see how inserted text will be added into the existing content without replacing any existing content.

Step 1 – Click the location where you wish to insert text; you can also use the keyboard arrows to locate the place where the text needs to be inserted.



Step 2 – Start typing the text that needs to be inserted. Word inserts the text to the left of the insertion point, moving the existing text to the right.

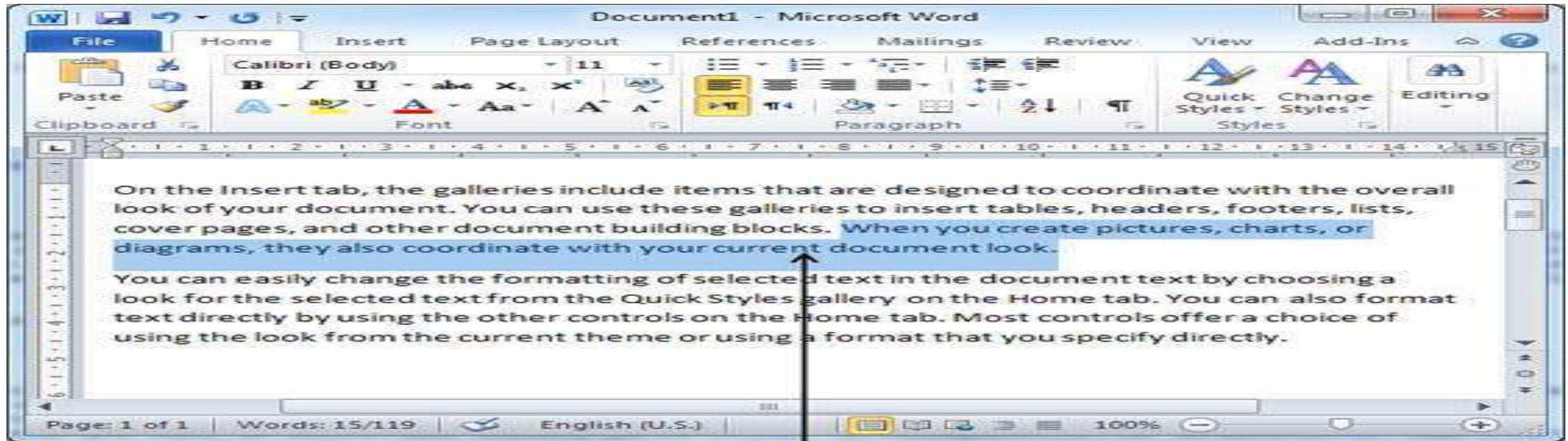


To use **copy and paste** or **cut and paste** operations, Word makes use of a temporary memory which is called the **clipboard**. When you copy or cut a text, it stay on the clipboard temporarily and in the second step you can paste this content at the desired location.

Copy & Paste Operation

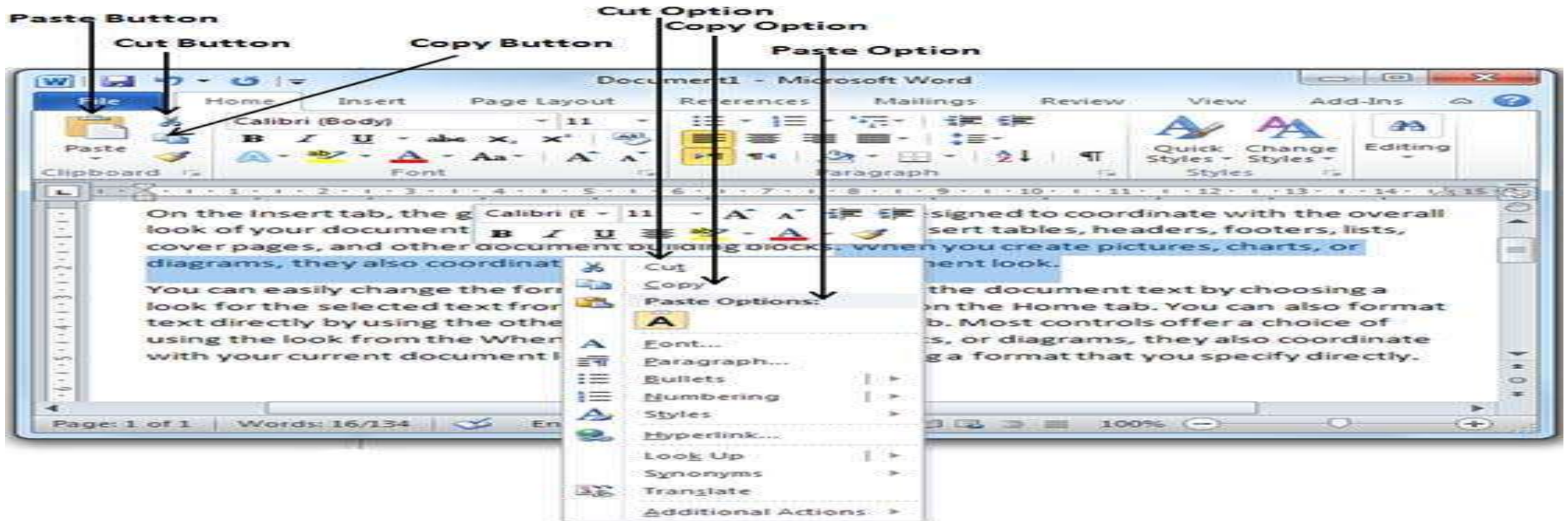
The **Copy** operation will just copy the content from its original place and create a duplicate copy of the content at the desired location without deleting the text from it's the original location. Following is the procedure to copy the content in word –

Step 1 – Select a portion of the text using any of the text selection methods.

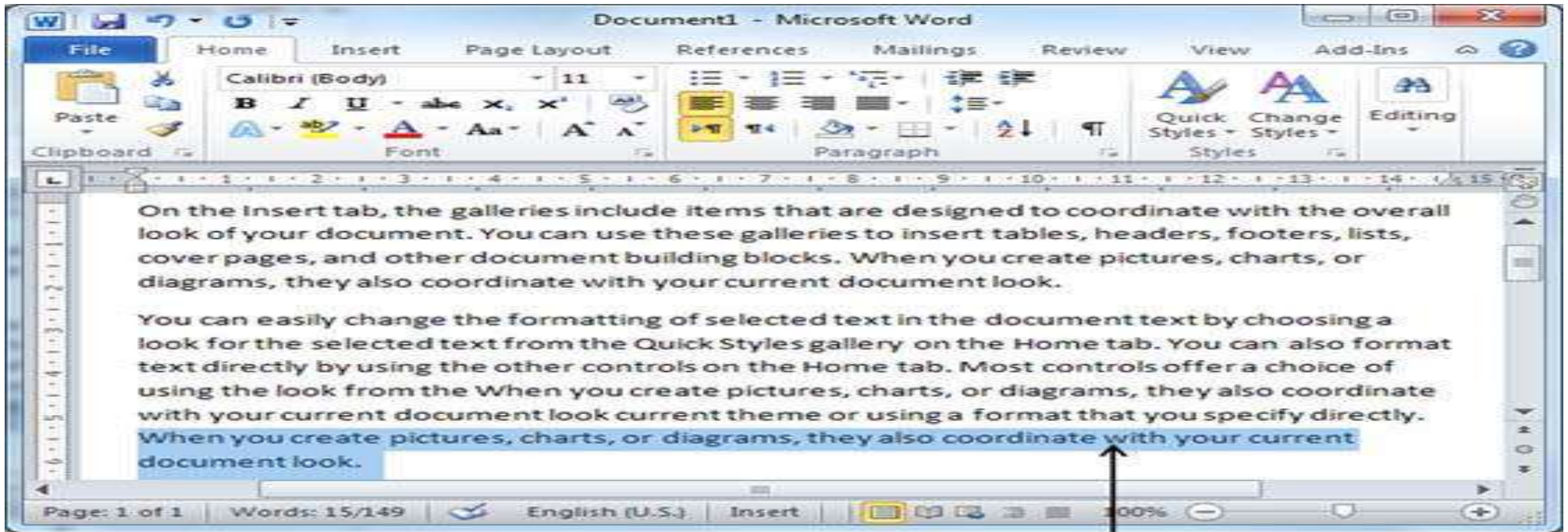


Selected Text

- **Step 2** – You have various options available to copy the selected text in clipboard. You can make use of any one of the options –
- **Using Right-Click** – When you right-click on the selected text, it will display the **copy** option, click this option to copy the selected content in clipboard.
- **Using Ribbon Copy Button** – After selecting text, you can use the copy button available at the ribbon to copy the selected content in clipboard.
- **Using Ctrl + c Keys** – After selecting a text, just press **Ctrl + c** keys to copy the selected content in clipboard.



- **Step 3** – Finally click at the place where you want to copy the selected text and use either of these two simple options –
- **Using Ribbon Paste Button** – Just click the Paste button available at the ribbon to paste the copied content at the desired location.
- **Using Ctrl + v Keys** – This is simplest way of pasting the content. Just press **Ctrl + v** keys to paste the content at the new location.



Copied Text

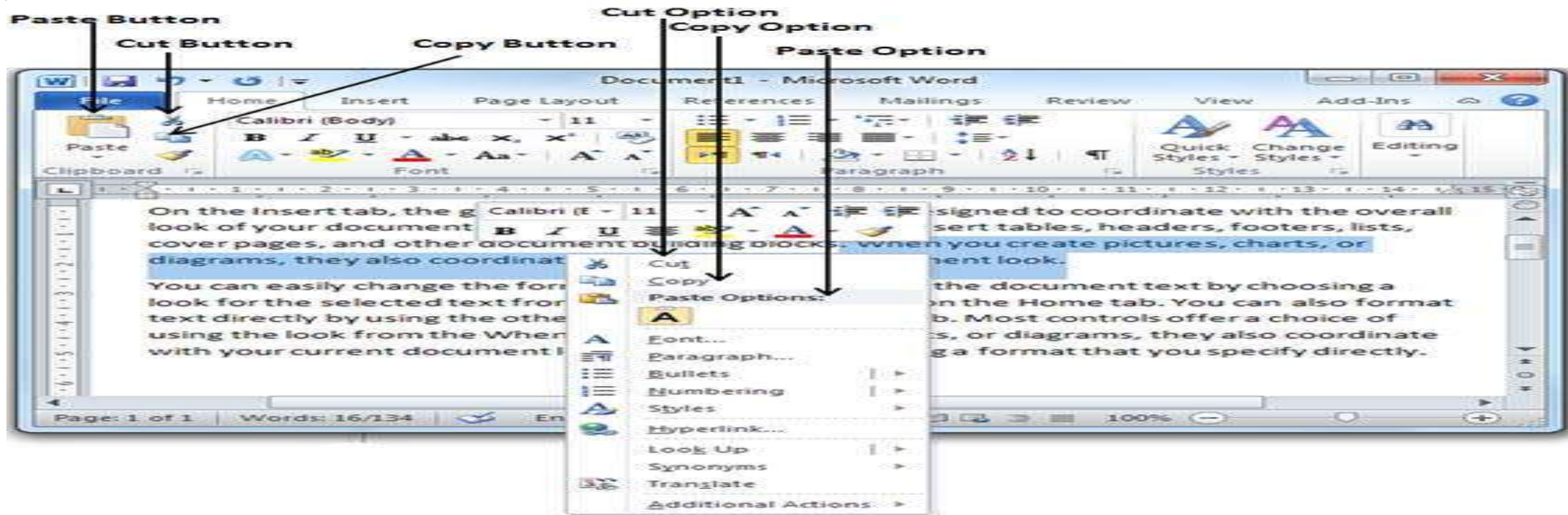
Cut & Paste Operation

The Cut operation will cut the content from its original place and move the content from its original location to a new desired location. Following is the procedure to move the content in word.

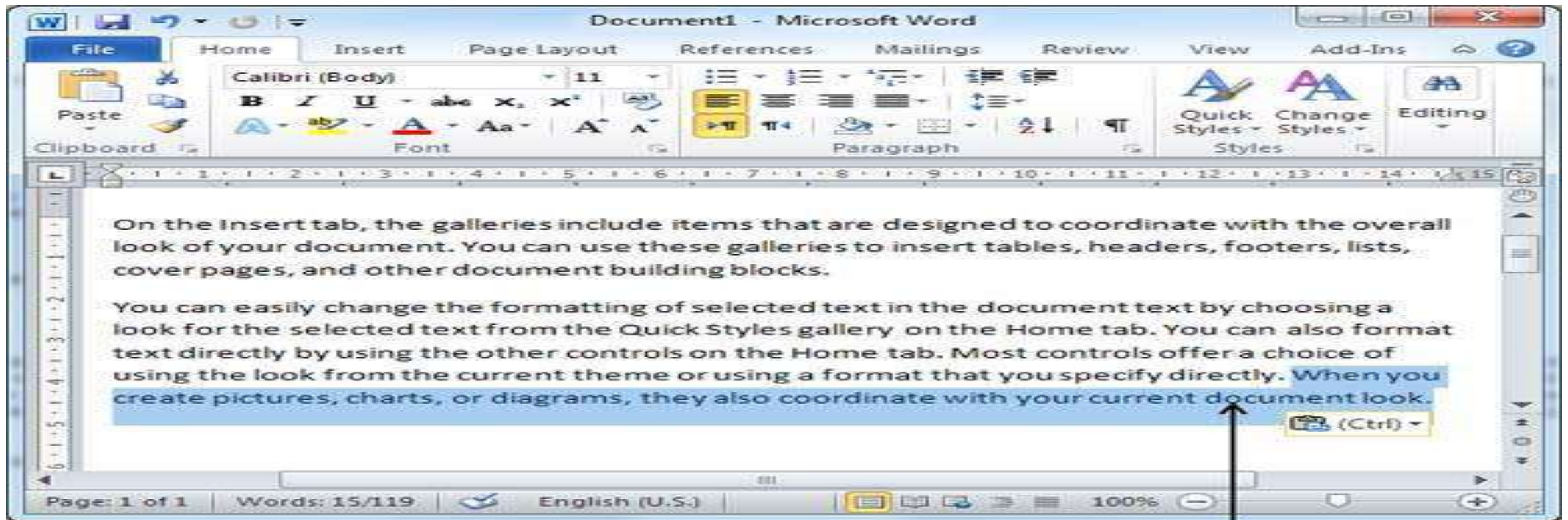
Step 1 – Select a portion of the text using any of the text selection methods.



- **Step 2** – Now, you have various options available to cut the selected text and put it in the clipboard. You can make use of one of the options –
- **Using Right-Click** – If right-click on the selected portion of text, it will display **cut** option, just click this option to cut the selected content and keep it in clipboard.
- **Using Ribbon Cut Button** – After selecting a portion of text, you can use cut button available at the ribbon to cut the selected content and keep it in clipboard.
- **Using Ctrl + x Keys** – After selecting a portion of text, just press **Ctrl + x** keys to cut the selected content and keep it in clipboard.



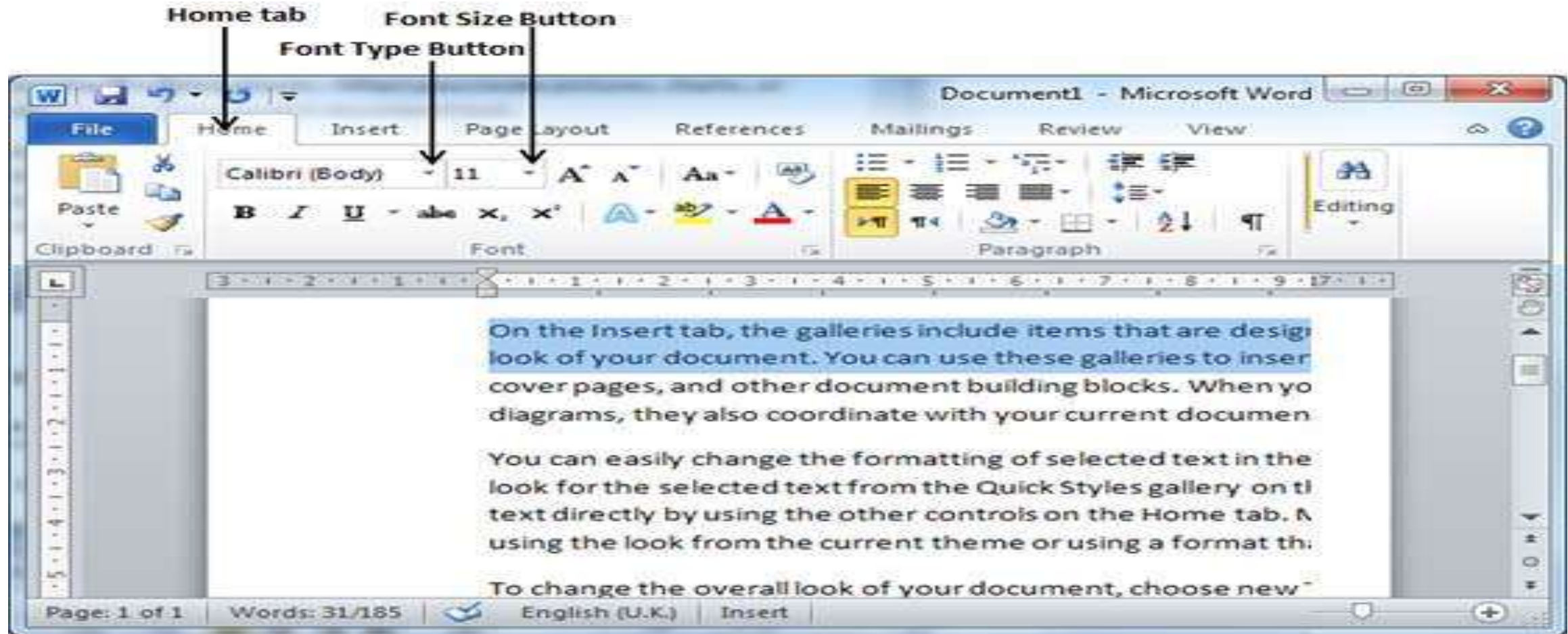
- **Step 3** – Finally, click at the place where you want to move the selected text and use either of these two simple options –
- **Using Ribbon Paste Button** – Just click the **Paste** button available at the ribbon to paste the content at the new location.
- **Using Ctrl + v Keys** – This is simplest way of pasting the content. Just press **Ctrl + v** keys to paste the content at the new location.



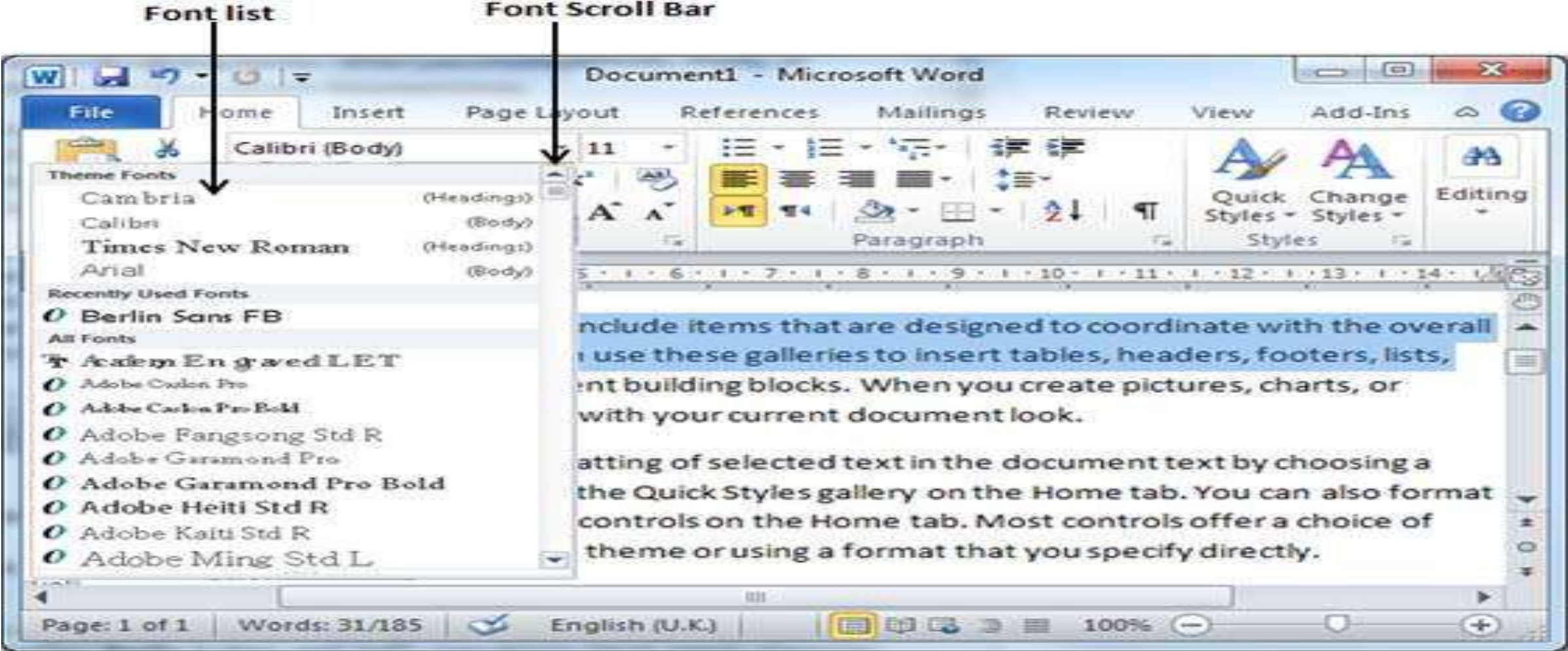
Moved Text

Change the Font Type & Size

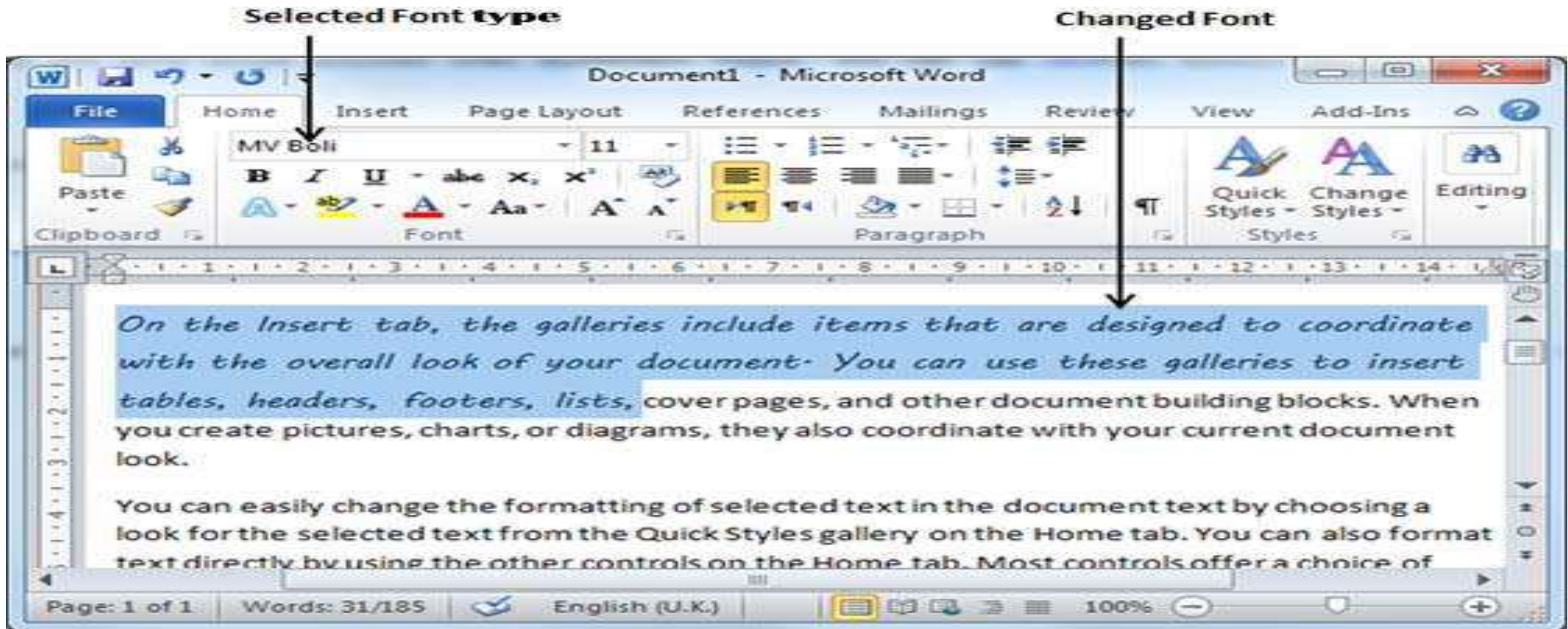
We will understand in brief the font buttons that we will further use in this tutorial. Following is a screenshot to show you a few font related buttons.



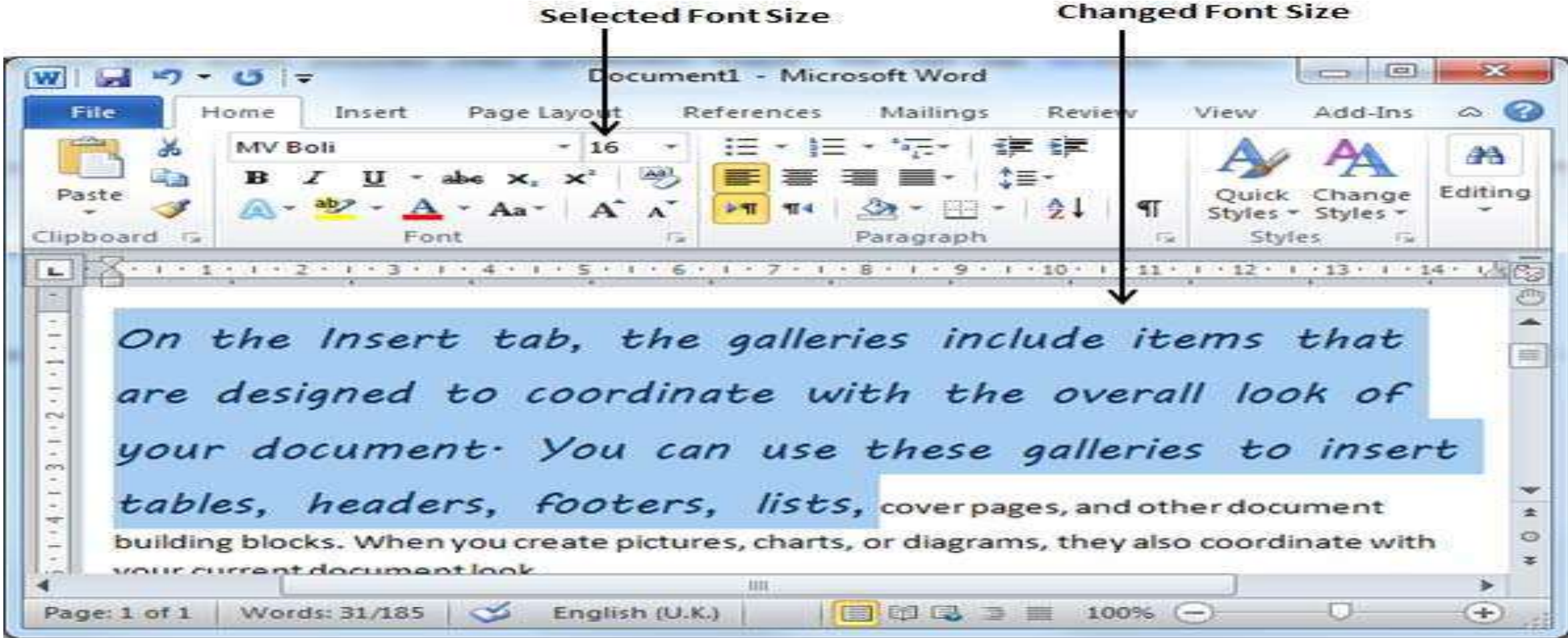
Step 1 – Select the portion of text the font of which needs to be changed and click the **Home** tab. Now click the **Font Type** button to list down all the fonts available as shown below.



Step 2 – Try to move the mouse pointer over the listed fonts. You will see that the text font changes when you move the mouse pointer over different fonts. You can use the **Font Scroll Bar** to display more fonts available. Finally select a desired font by clicking over the font name in the list. We have selected **MV Boli** as the font for our sample text.



Step 3 – Similar way, to change the **font size**, click over the Font Size button which will display a font size list. You will use the same procedure to select a desired font size that you have used while selecting a font type.

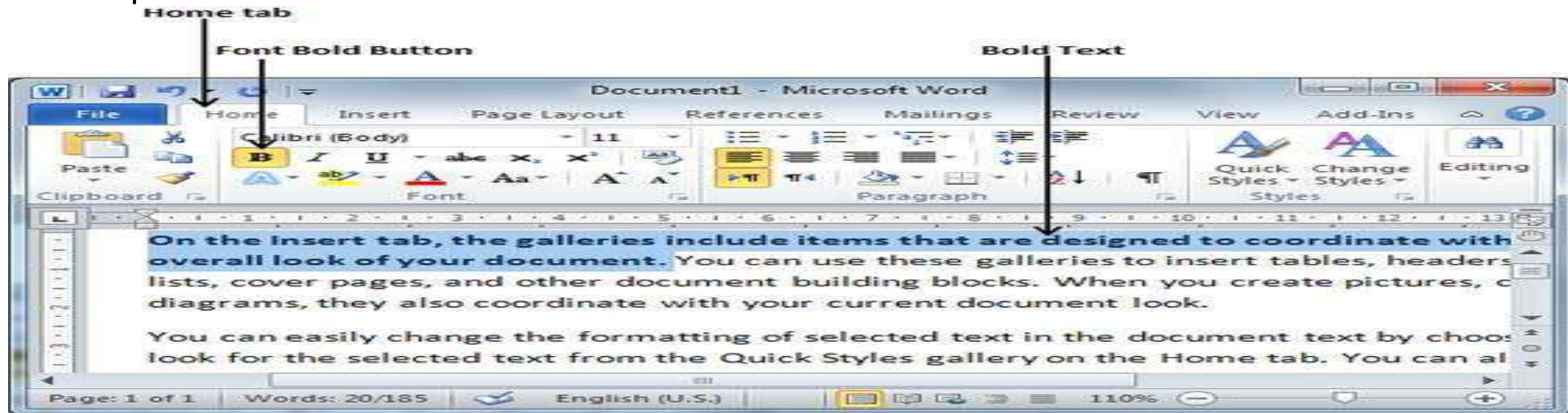


Text Decoration

When we use the term **decorate**, it means decorate by putting the text in italics, underlining the text or making it bold to look more fancy and much more.

Making text bold

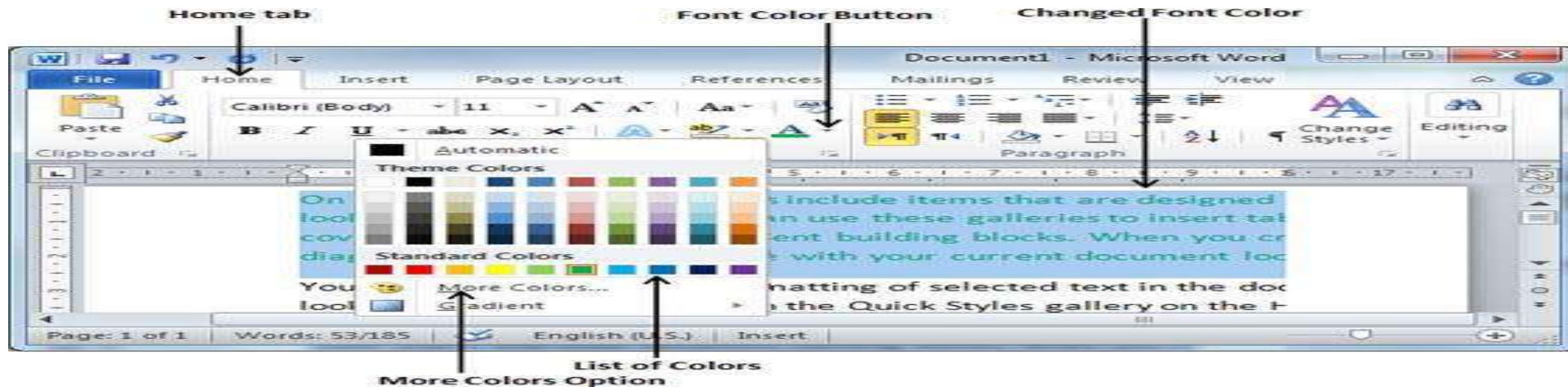
- We use bold text to give more emphasis on the sentence. It is very simple to change a selected portion of text into bold font by following two simple steps –
- Step 1 – Select the portion of text that the font of which needs to be made bold. You can use any of the text selection methods to select the portion of text.
- Step 2 – Click the Font Bold [B] button in the Home tab Font group, or simply use Ctrl + B keys to make the selected portion of text bold.



Change Text Color

Change Font Colors

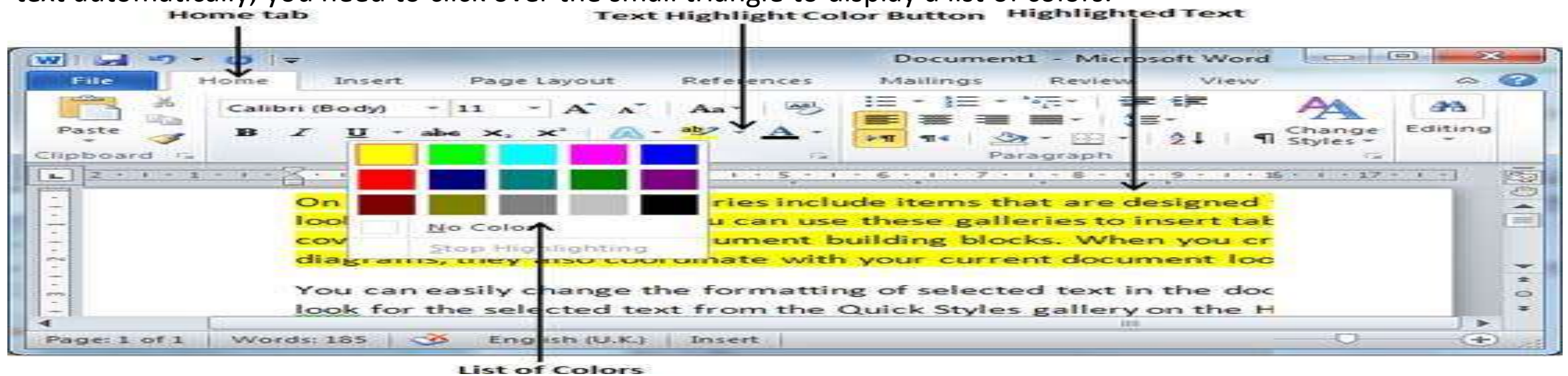
- The text that we type comes in black by default; you can always change the color of the font to a color of your choice. It is very simple to change the text color by following two simple steps –
- **Step 1** – Select the portion of text the font color of which needs to be changed. You can use any of the text selection method to select the portion of text.
- **Step 2** – Click the **Font Color** button triangle to display a list of colors. Try to move your mouse pointer over different colors and you will see the text color will change automatically. You can select any of the colors available by simply clicking over it.
- If you click at the left portion of the Font Color button, the selected color gets applied to the text automatically; you need to click over the small triangle to display a list of colors.



Highlight Text with Colors

You can highlight a selected portion of text using any color and it will look like it was marked with a highlighter pen. Usually we highlight a text using yellow color. It is very simple to highlight a portion of text with a color by following two simple steps.

- **Step 1** – Select the portion of text that needs to be highlighted with color. You can use any of the text selection method to select the portion of text.
- **Step 2** – Click the **Text Highlight Color** button triangle to display a list of colors. Try to move your mouse pointer over different colors and you will see the text color changes automatically. You can select any of the colors available by simply clicking over it.
- If you click at the left portion of the **Text Highlight Color** button, then the selected color gets applied to the portion of text automatically; you need to click over the small triangle to display a list of colors.



Text Alignments

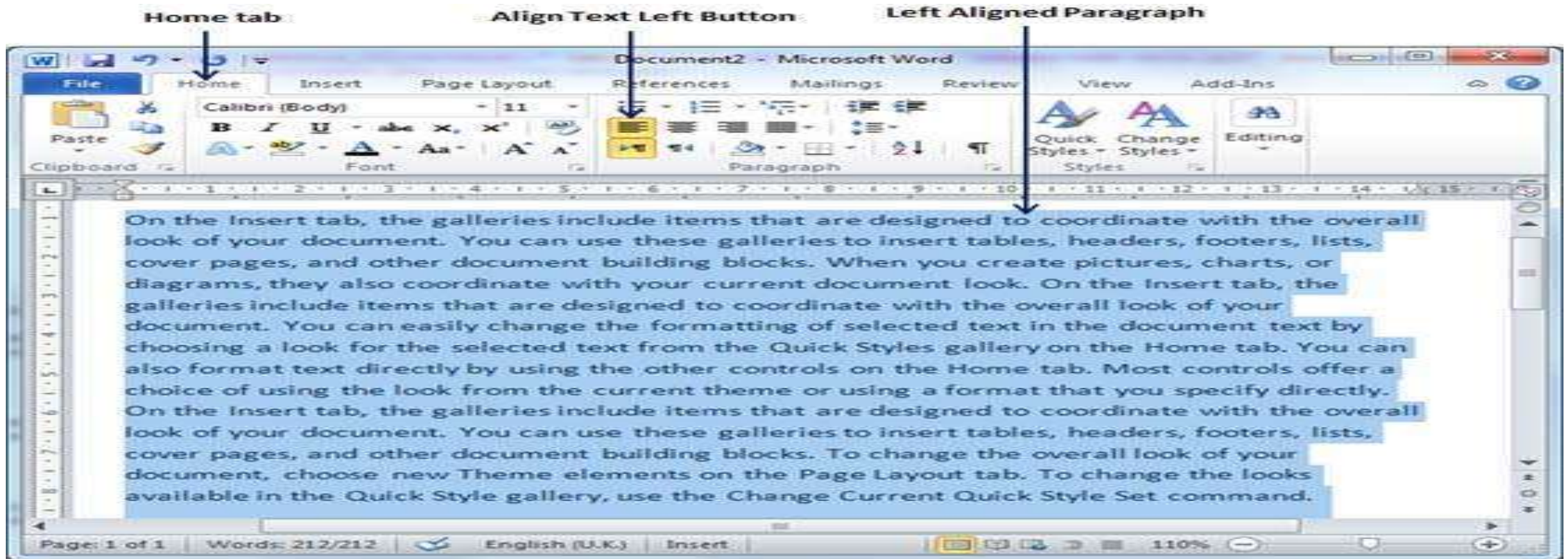
There are four types of paragraph alignment available in Microsoft Word —

- left-aligned,
- center-aligned,
- right aligned,
- justified.

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.

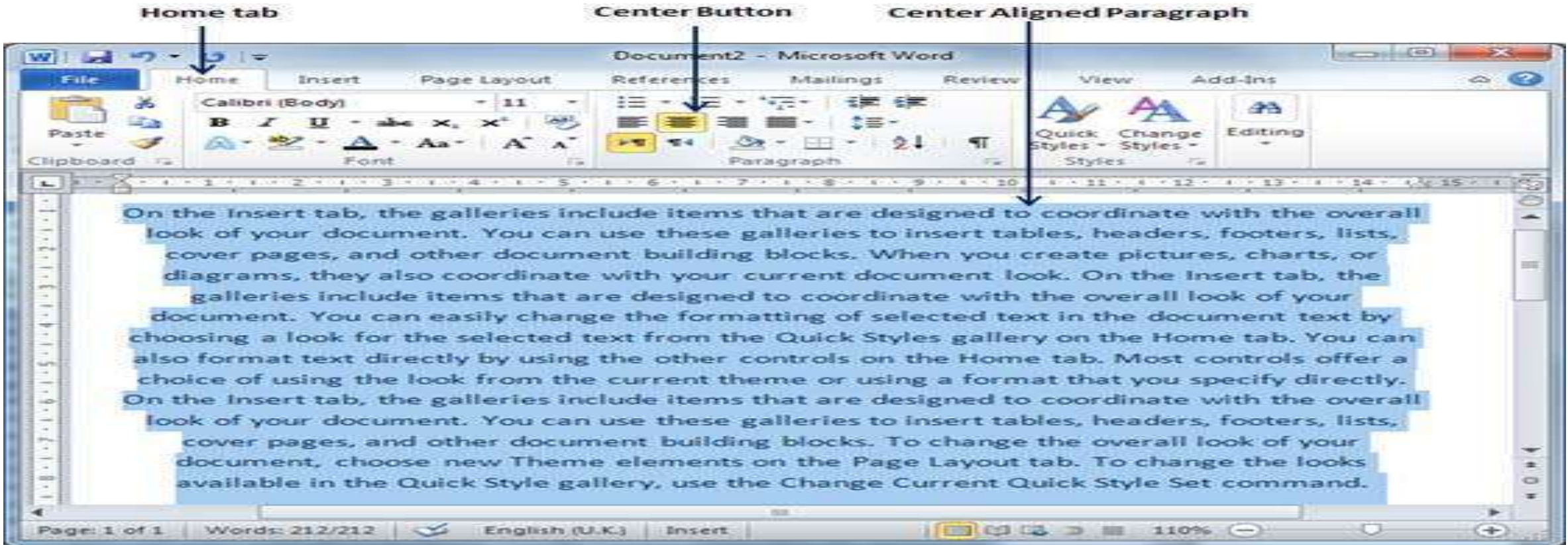
Step 1 – Click anywhere on the paragraph you want to align and click the **Align Text Left** button available on the **Home** tab or simply press the **Ctrl + L** keys.



Center Aligned Text

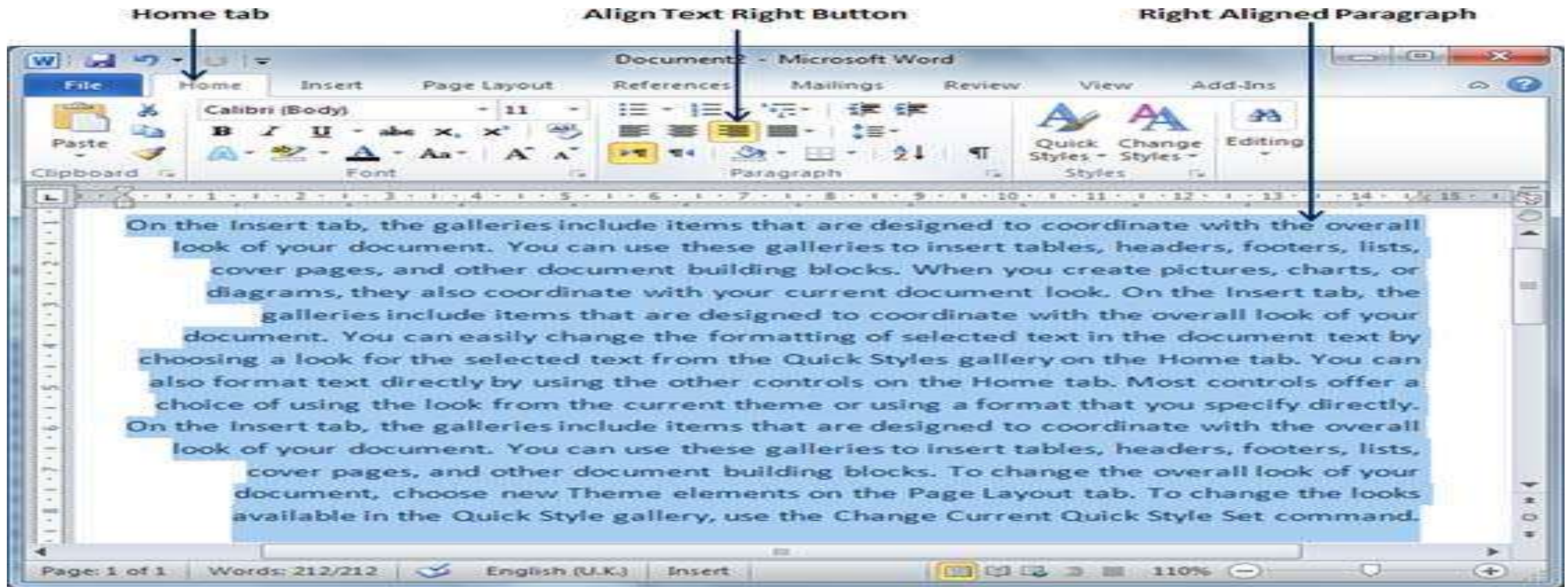
A paragraph's text will be said center aligned if it is in the center of the left and right margins. Here is a simple procedure to make a paragraph text center aligned.

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.



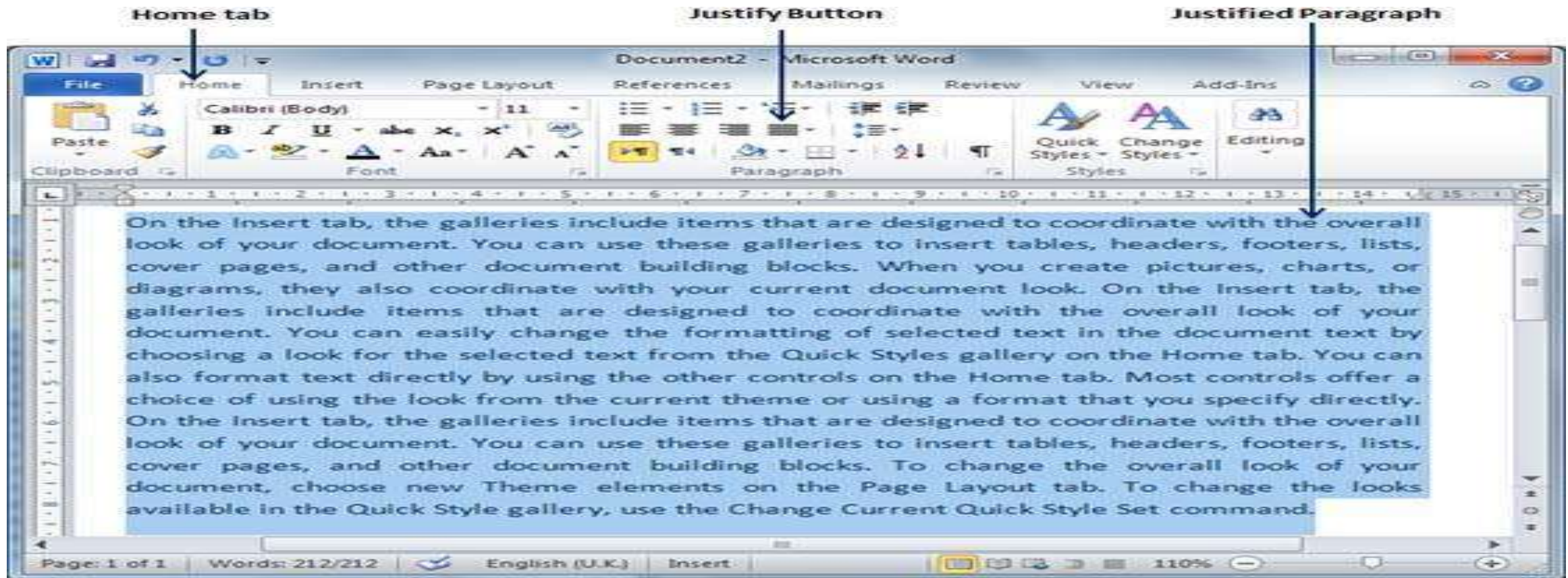
Right-Aligned Text

- 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.



Justified Text

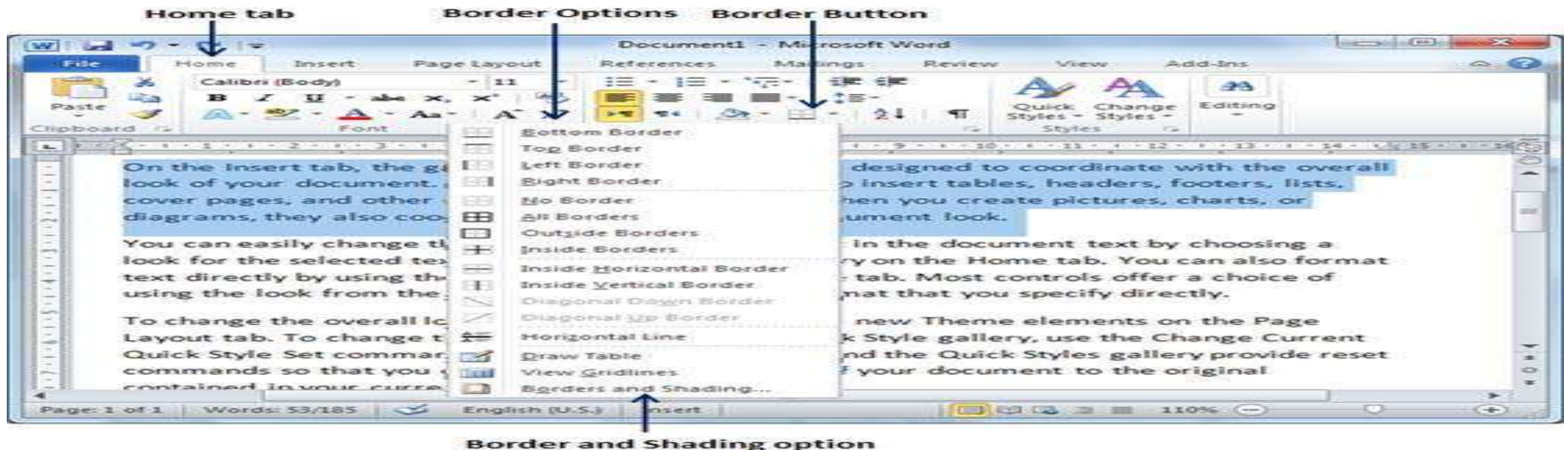
- A paragraph's text is justified when it is aligned evenly along both the left and the right margins. Following is a simple procedure to make a paragraph text justified.
- **Step 1** – Click anywhere on the paragraph you want to align and click the **Justify** button available on the **Home tab** or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



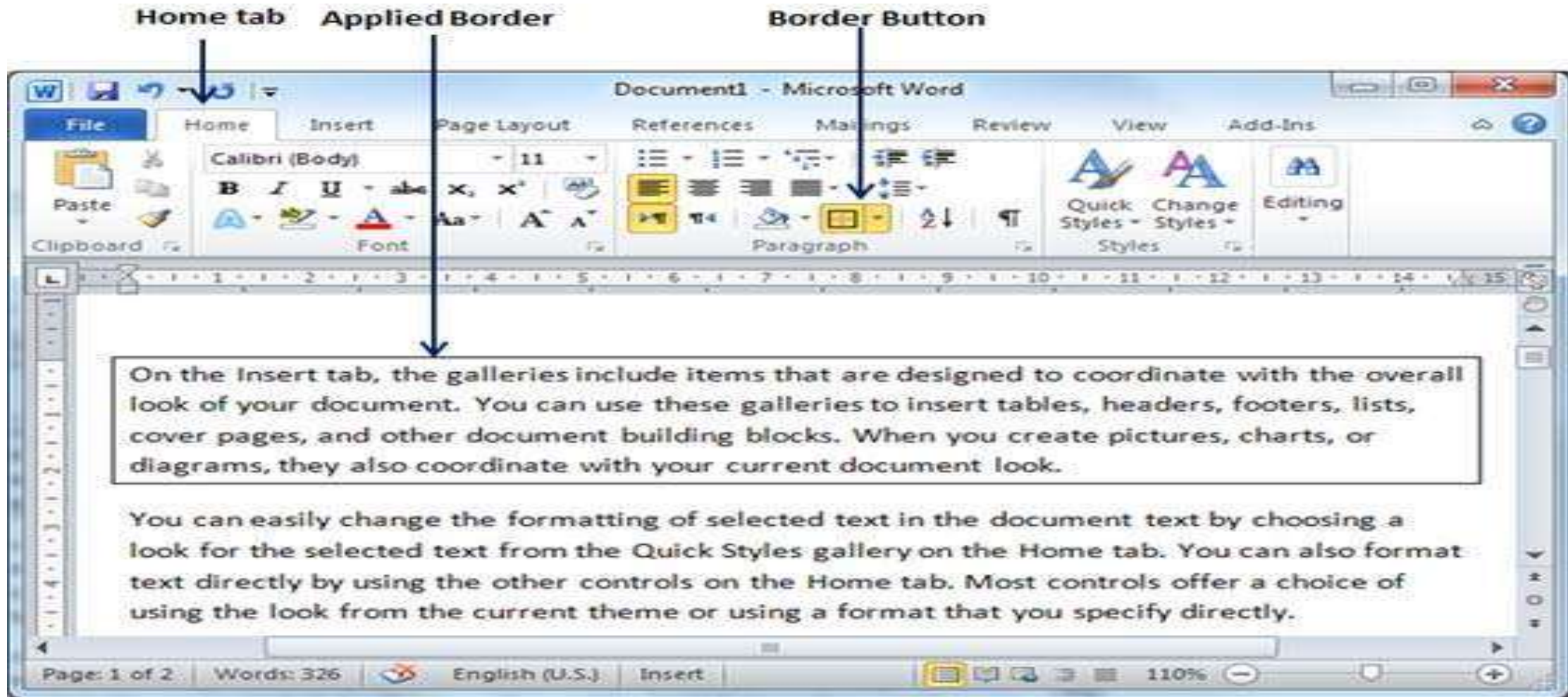
Borders and Shades

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.

- 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.



Step 3 – Try to add different borders like left, right top or bottom by selecting different options from the border options.

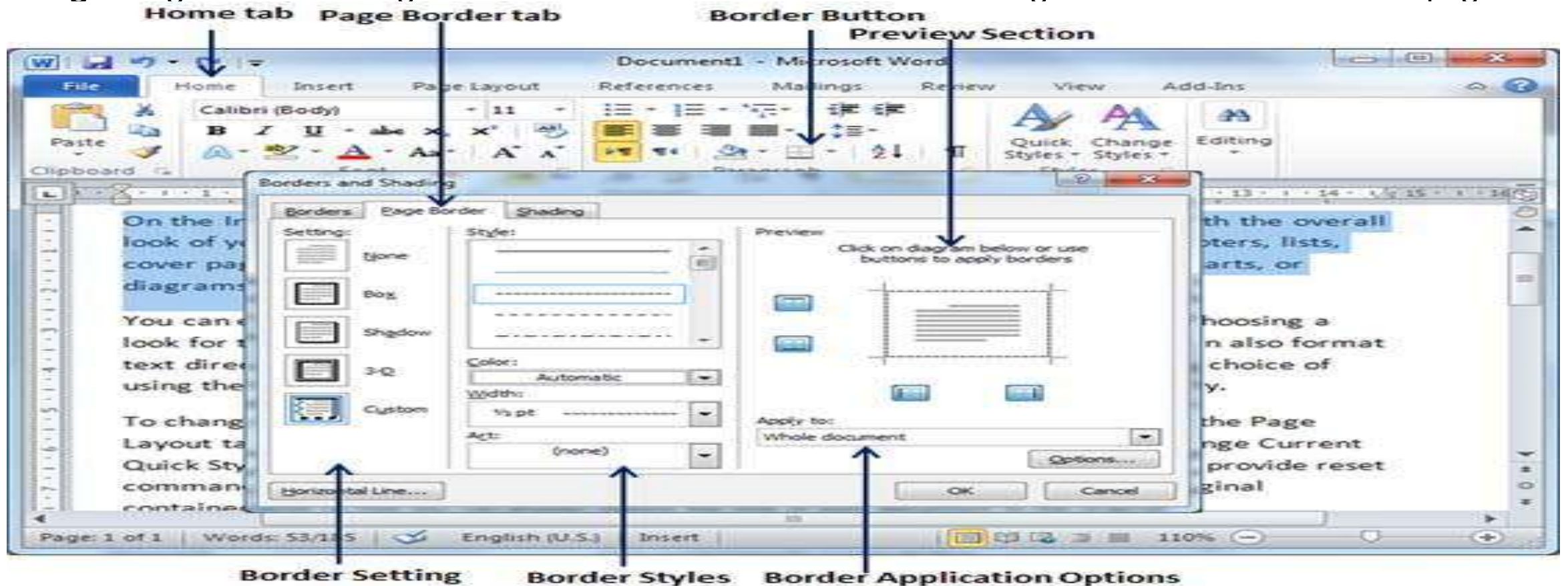


- **Step 4** – To delete the existing border, simply select the **No Border** option from the border options.
- **Note** – You can add a horizontal line by selecting the **Horizontal Line** option from the border options. Otherwise type --- (three hyphens) and press **ENTER**. A single, light horizontal line will be created between the left and the right margins.

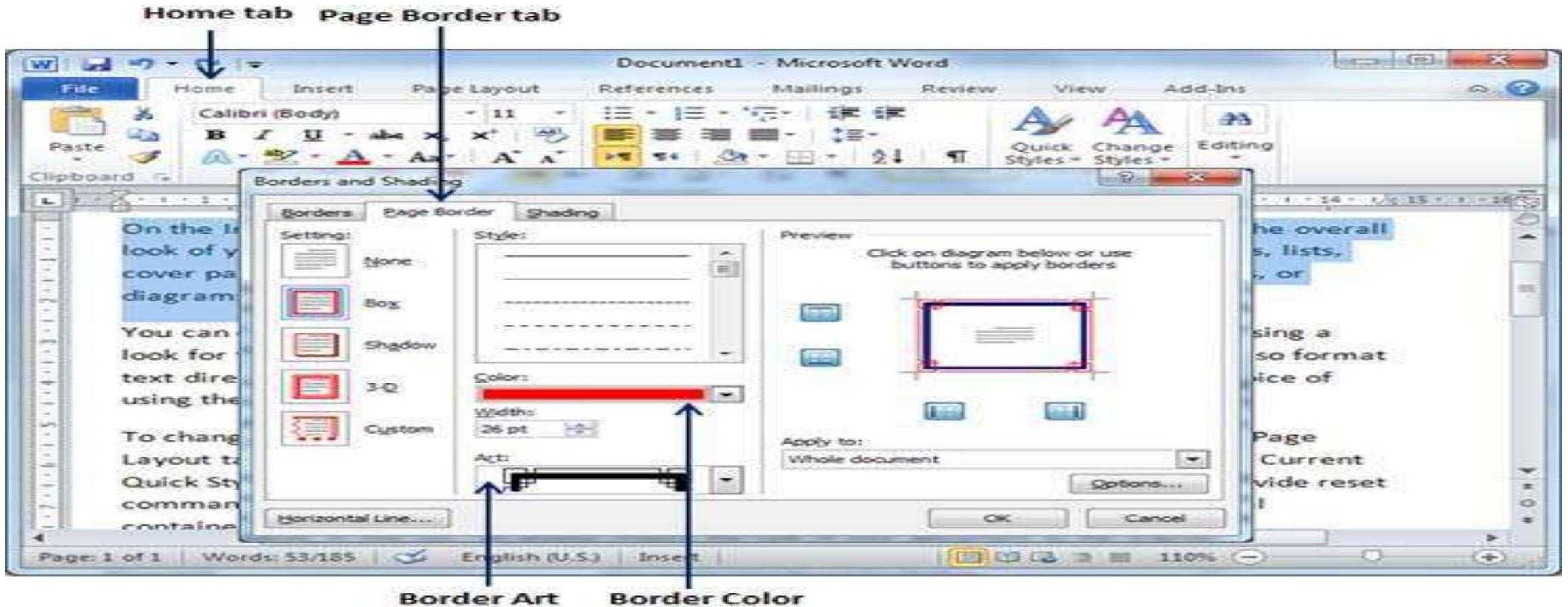
Add Borders to Page

You can add borders of your choice to word pages by following the steps given below.

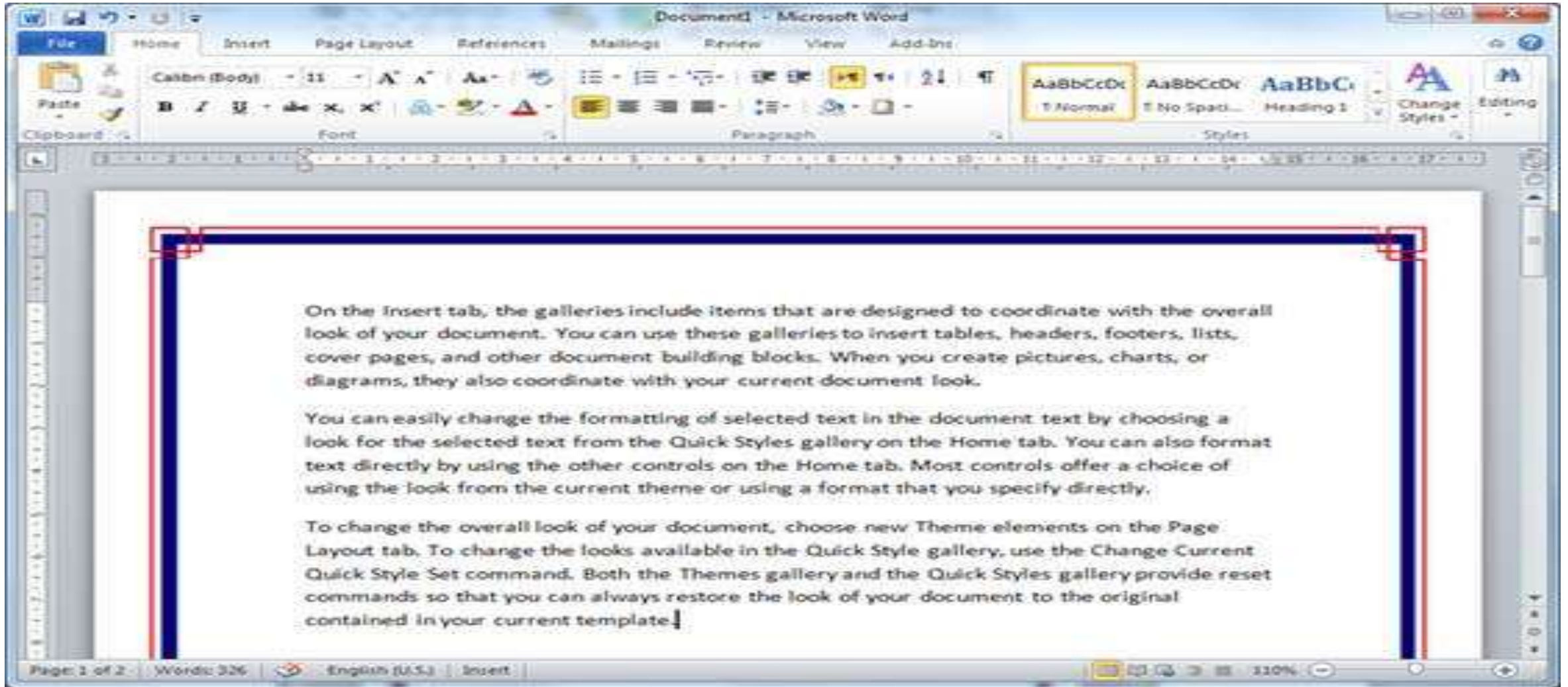
Step 1 – Click the **Border Button** to display a list of options to put a border. Select the **Border and Shading** option available at the bottom of the list of options as shown in the above screenshot. This will display a **Border and Shading** dialog box. This dialog box can be used to set borders and shading around a selected text or page borders.



- 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.



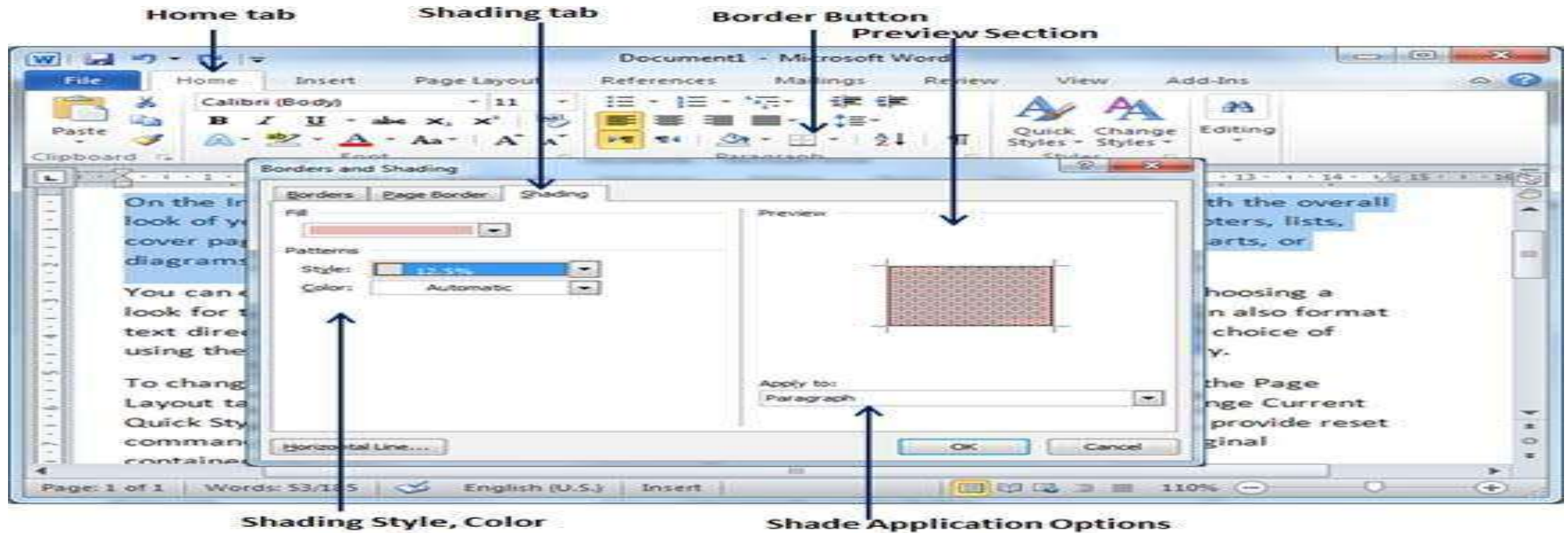
You can have similar or even better borders as given below.



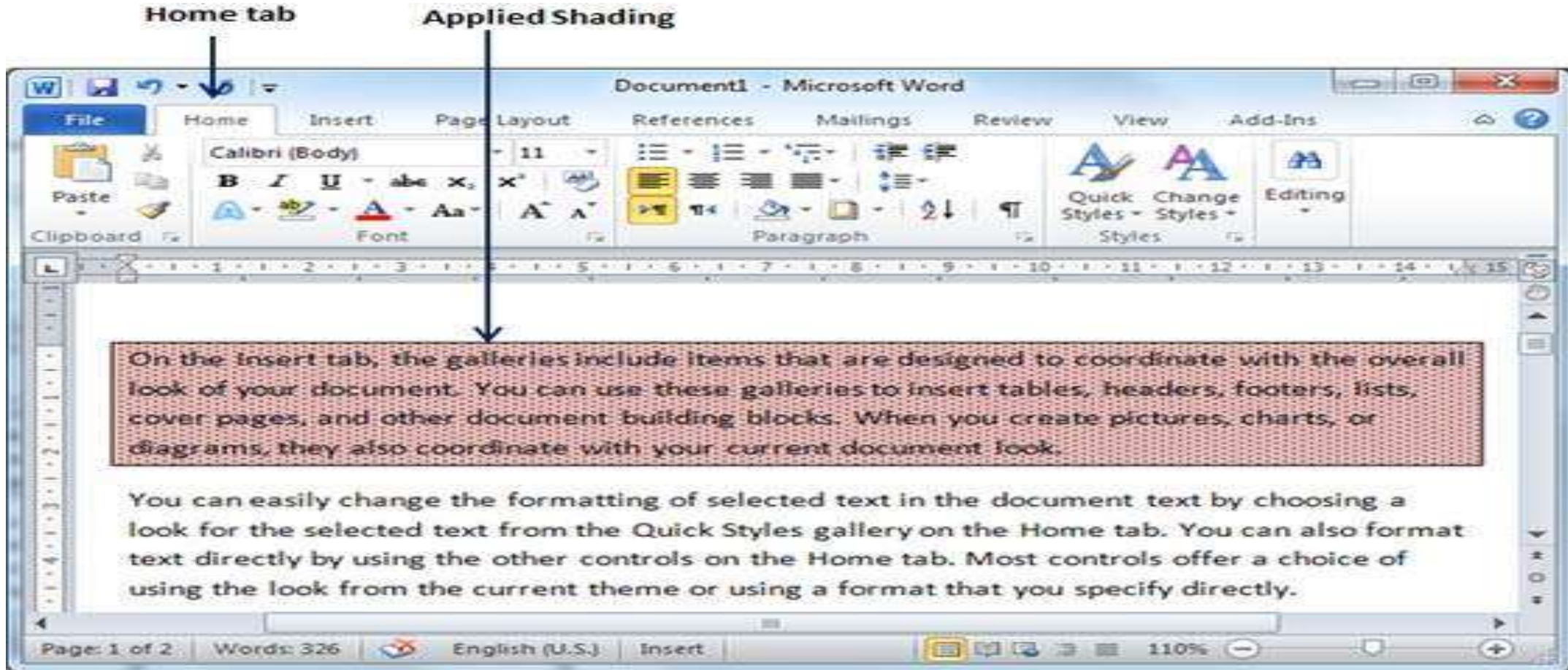
Add Shades to Text

The following steps will help you understand how to add shades on a selected portion of text or a paragraph(s).

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 portion of text or page borders.



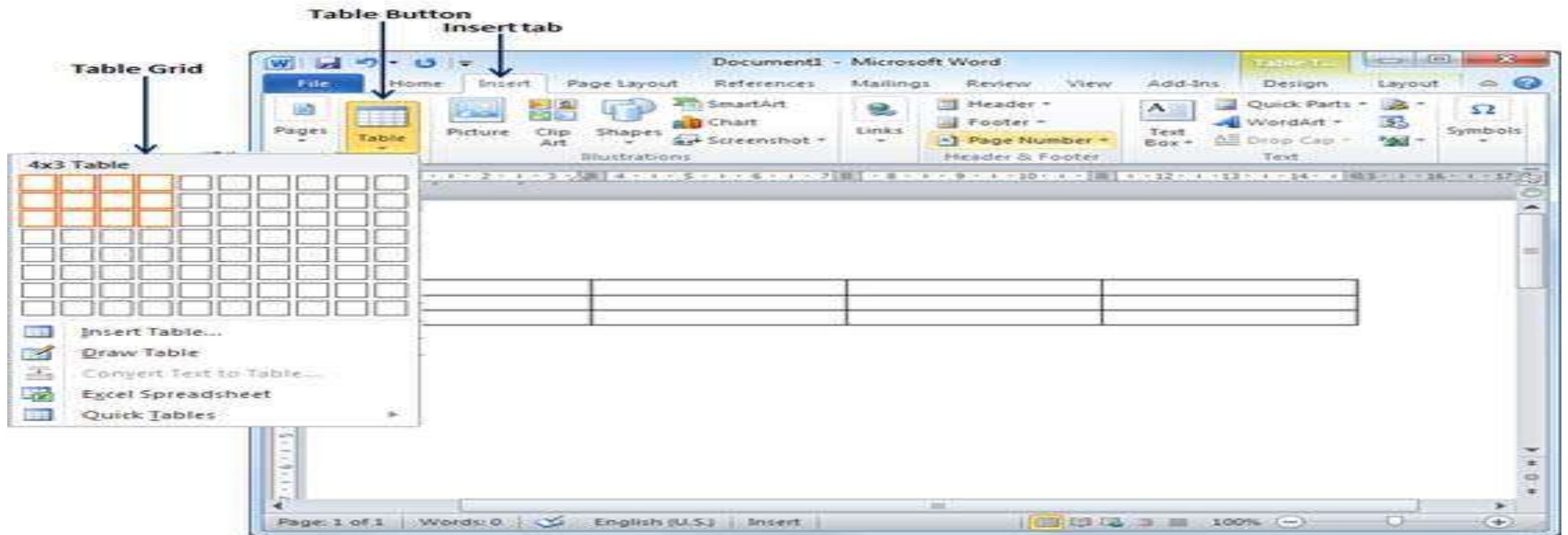
- **Step 2** – Click the **Shading** tab; this tab will display the options to select **fill, color** and **style** and whether this border should be applied to a paragraph or a portion of text.
- **Step 3** – You can use the **Preview** section to have an idea about the expected result. Once you are done, click the **OK** button to apply the result.



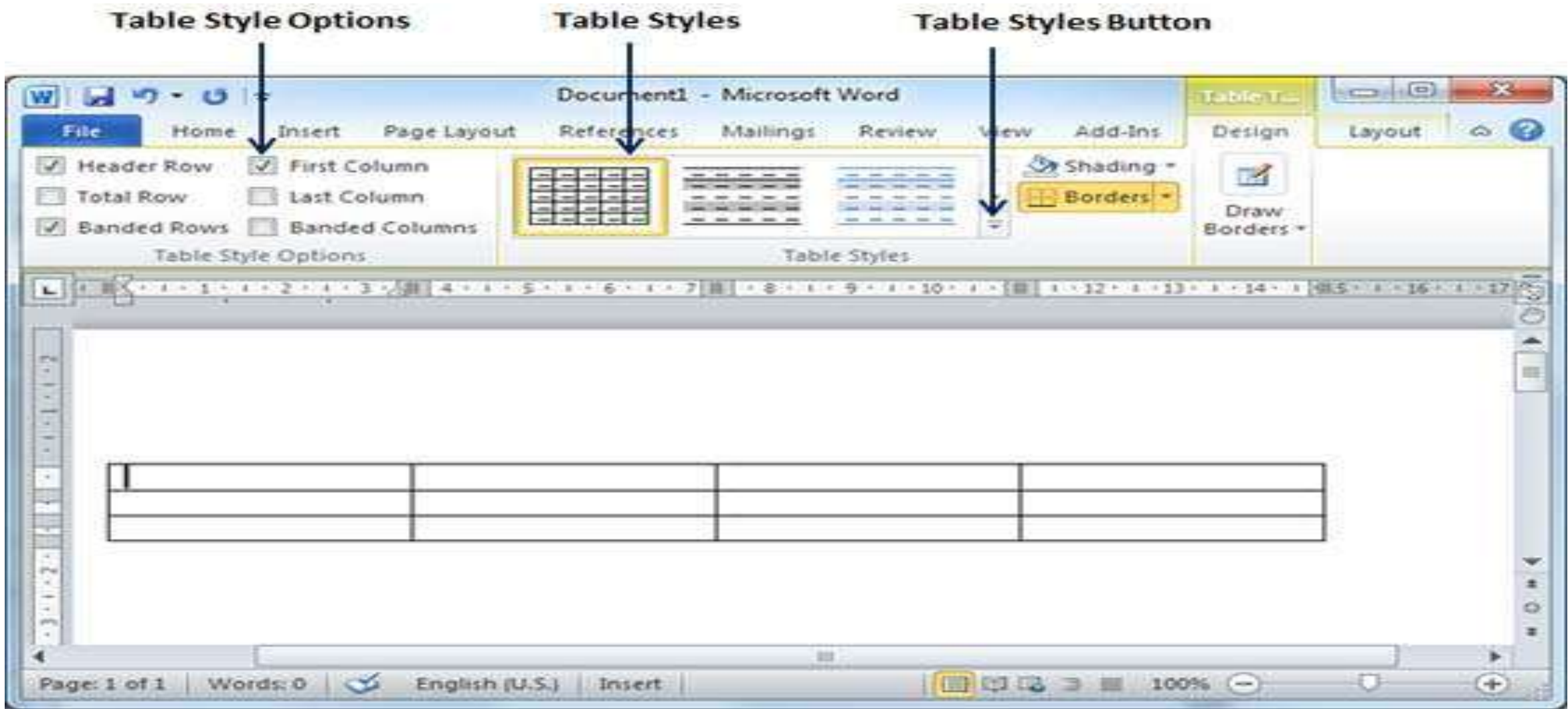
Create a Table

The following steps will help you understand how to create a table in a Word document.

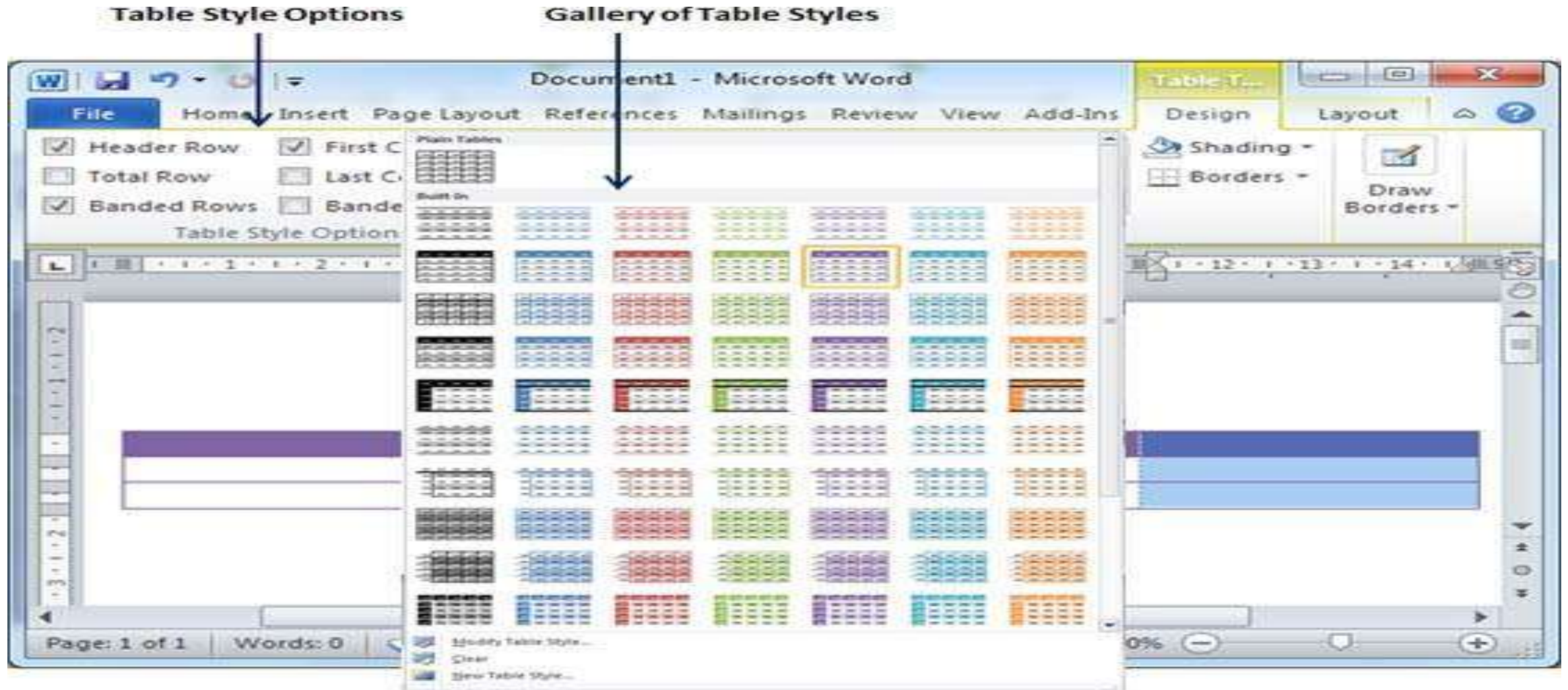
Step 1 – Click the **Insert tab** followed by the **Table** button. This will display a simple grid as shown below. When you move your mouse over the grid cells, it makes a table in the table that appears in the document. You can make your table having the desired number of rows and columns.



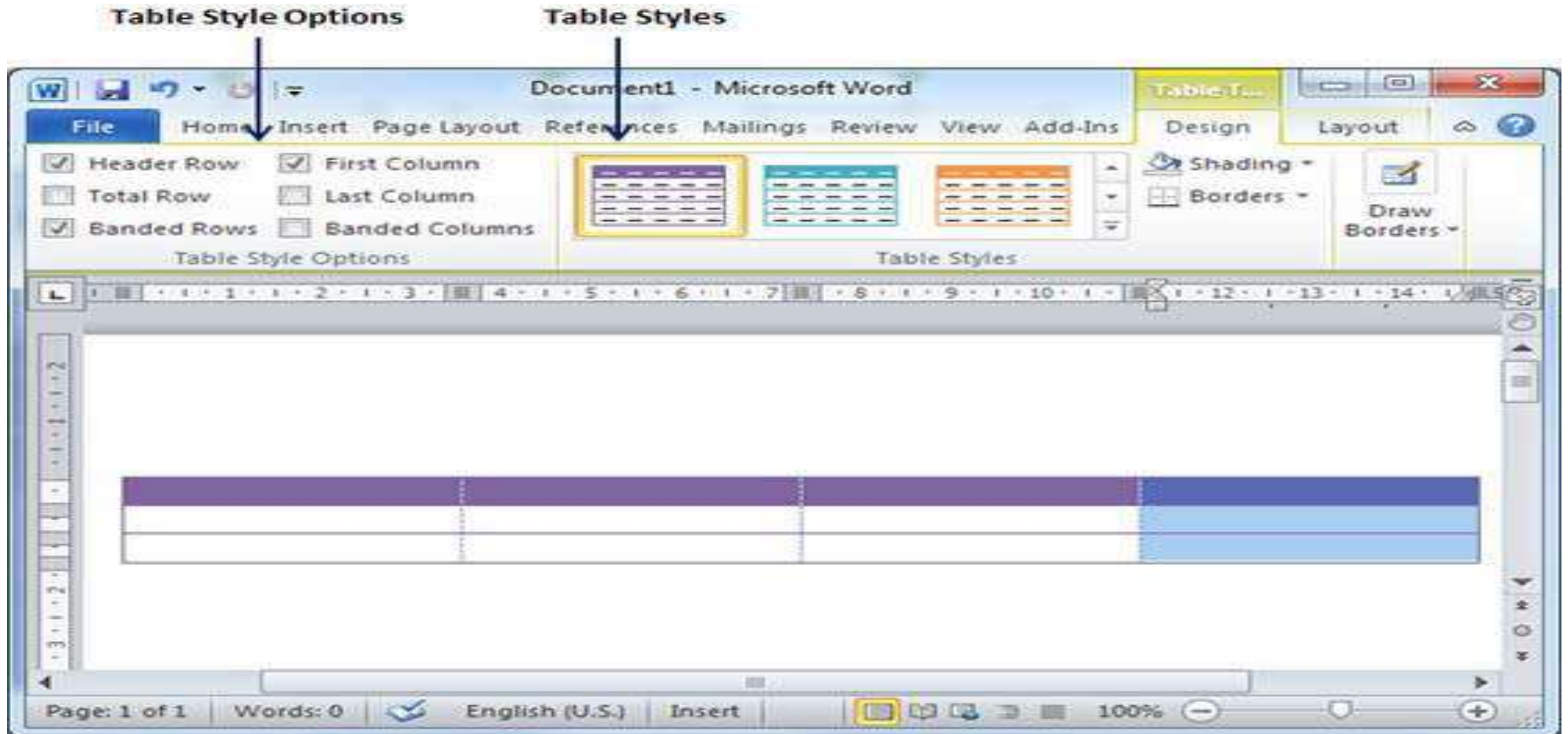
Step 2 – Click the square representing the lower-right corner of your table, which will create an actual table in your document and Word goes in the table design mode. The table design mode has many options to work with as shown below.



Step 3 – This is an optional step that can be worked out if you want to have a fancy table. Click the **Table Styles button** to display a gallery of table styles. When you move your mouse over any of the styles, it shows real time preview of your actual table.



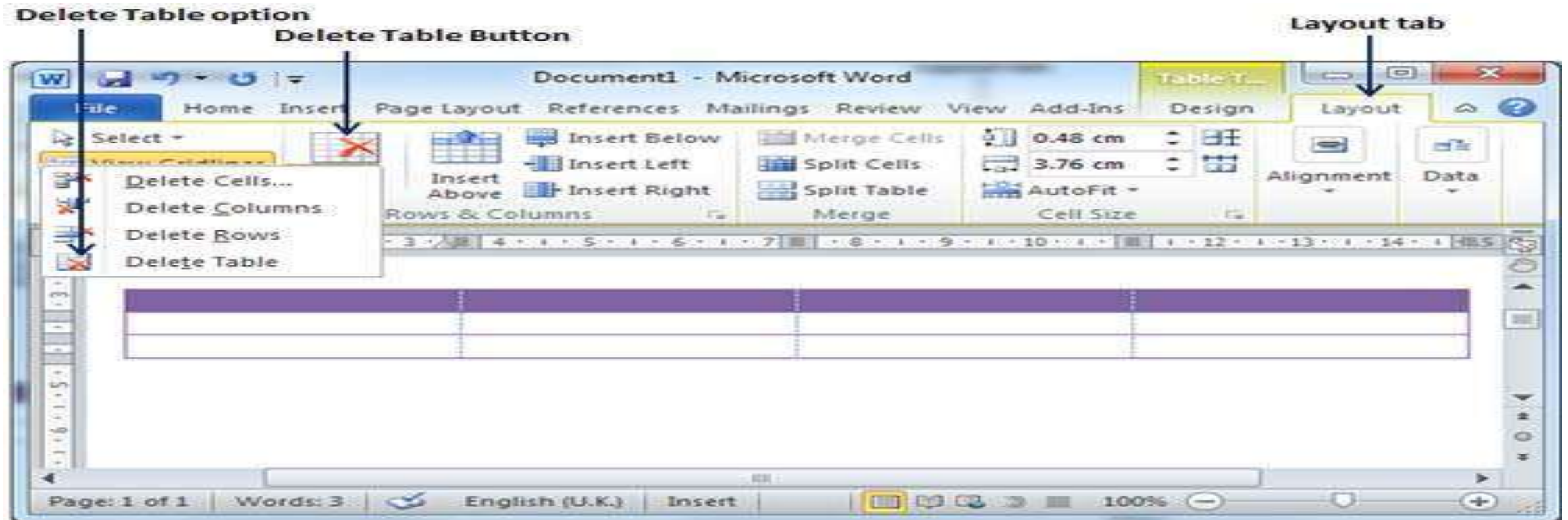
Step 4 – To select any of the styles, just click the built-in table style and you will see that the selected style has been applied on your table.



Delete a Table

Following are the simple steps to delete an existing table from a word document.

- **Step 1** – Click anywhere in the table you want to delete.
- **Step 2** – Click the **Layout tab**, and click the **Delete Table** option under the **Delete Table Button** to delete the complete table from the document along with its content.

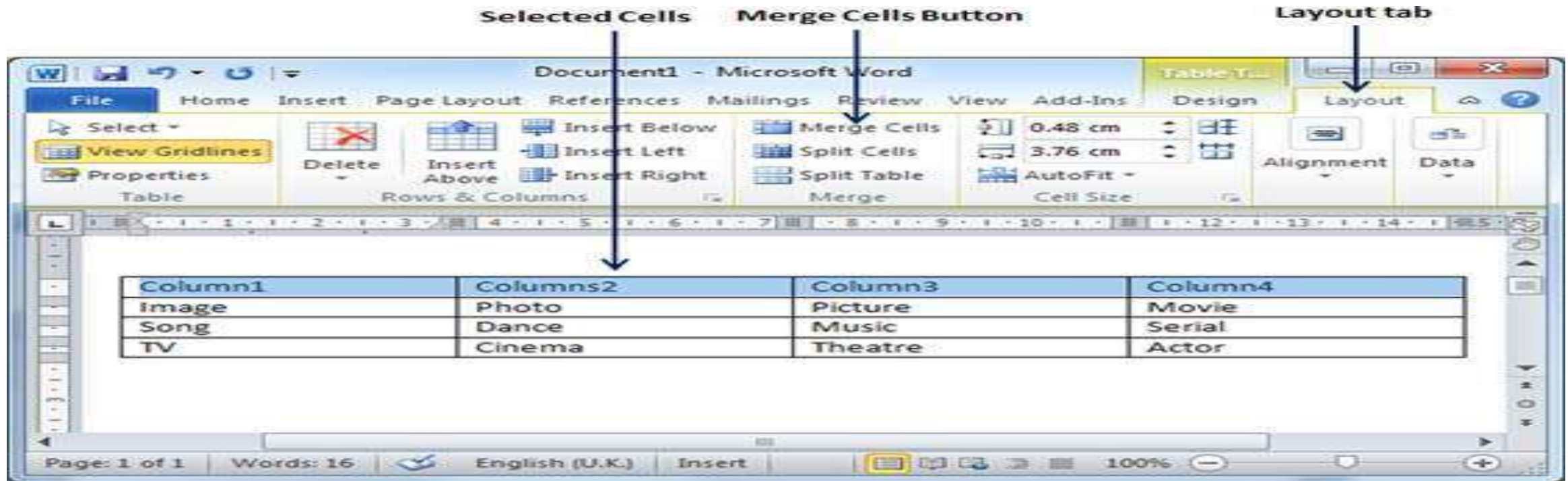


Merging Cells

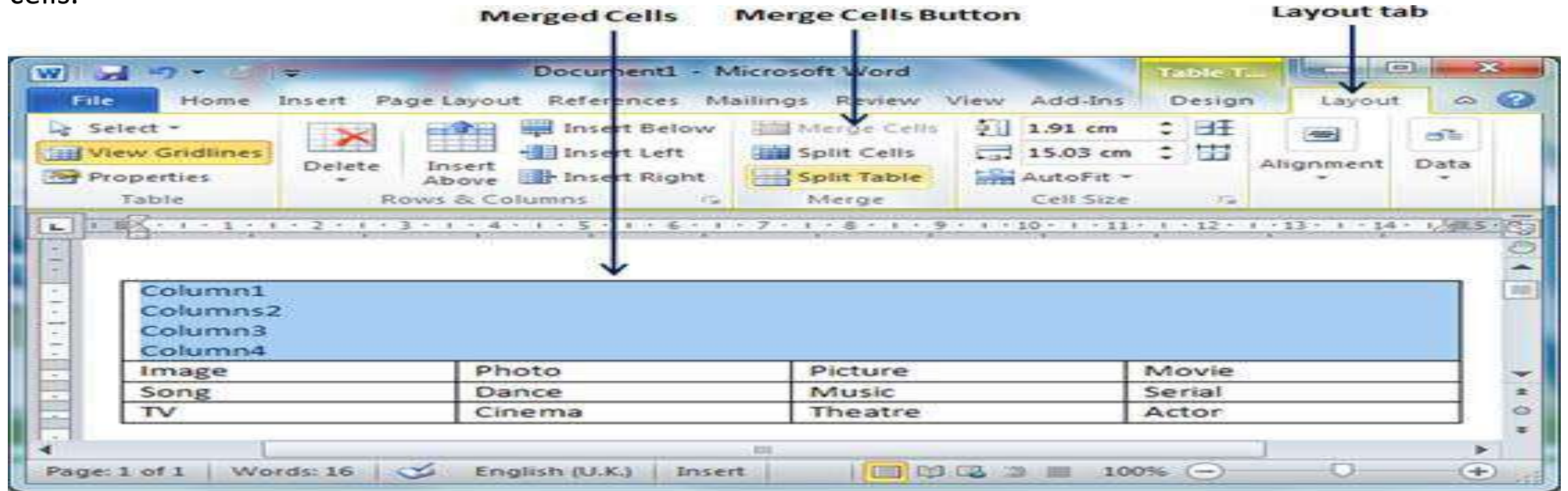
Microsoft Word allows the merging of two or more cells to create one large cell. You will frequently need to merge columns of the top row to create the title of the table. You can merge cells either row-wise or column-wise, rather you cannot merge cells diagonally. This chapter will teach you how to merge multiple rows or columns.

The following steps will help you merge table cells in a Word document.

Step 1 – Bring your mouse pointer position inside the first cell that you want to merge. Now press the **Shift** key and click the cells around the cell which you want to merge into the first cell. This will highlight the cells which you click and they will be ready to be merged.



Step 2 – Now click the **Layout tab** and then click the **Merge Cells** button which will merge all the selected cells.

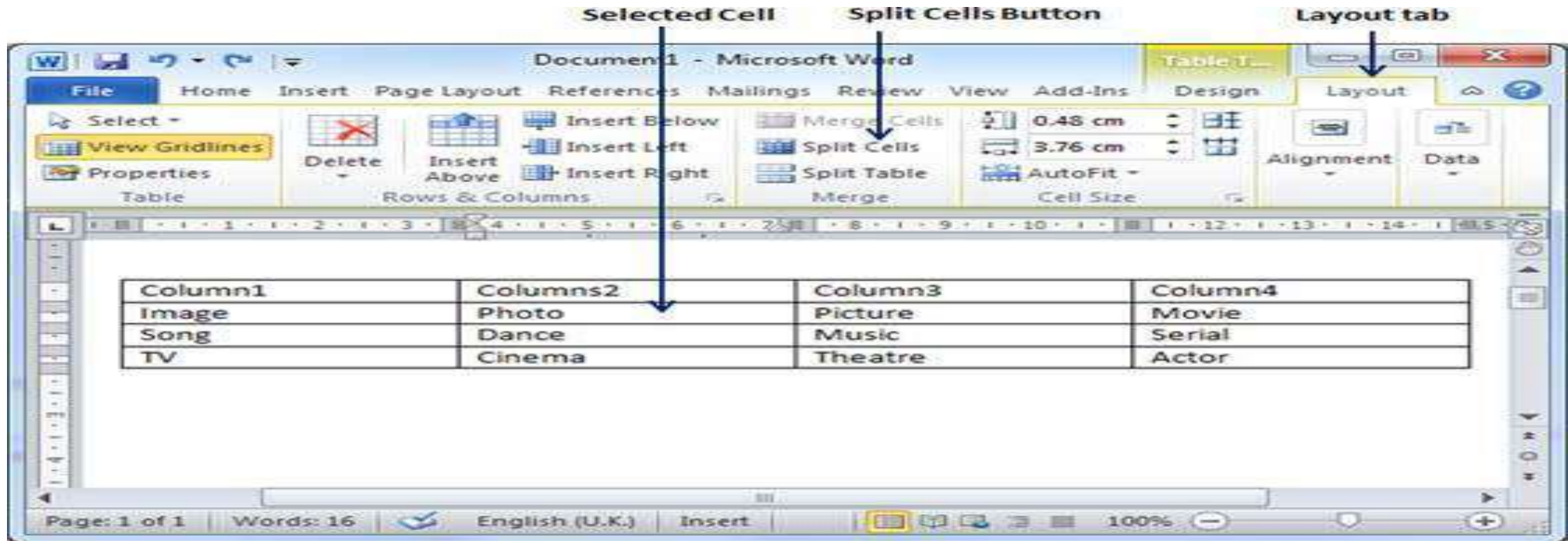


After merging the cells, all the content of the cells will be scrambled which you can fix later as you like. For example, you can convert the merged cells text into title or some other description. For example, let us have center-aligned and bigger font text as follows on top of the table.

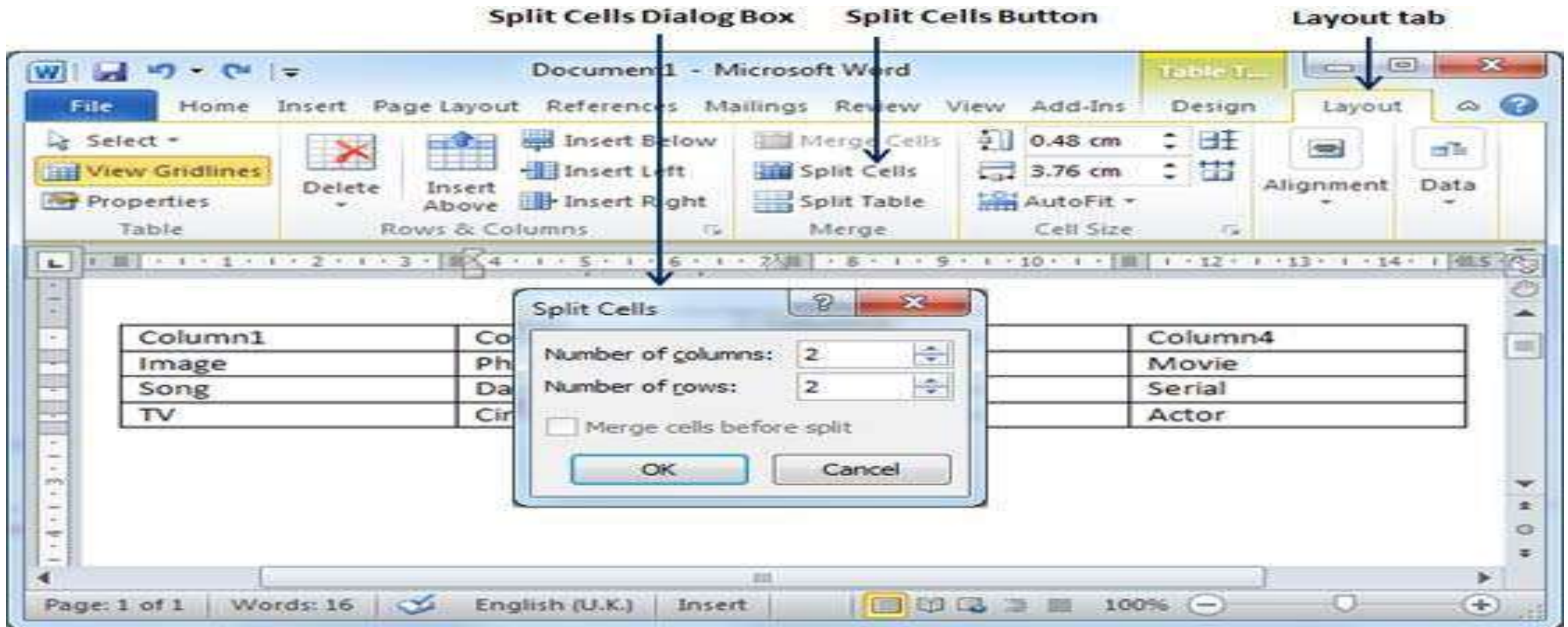
Split a Cell

- The following steps will help you split a cell into two sub-cells of a table available in word document.

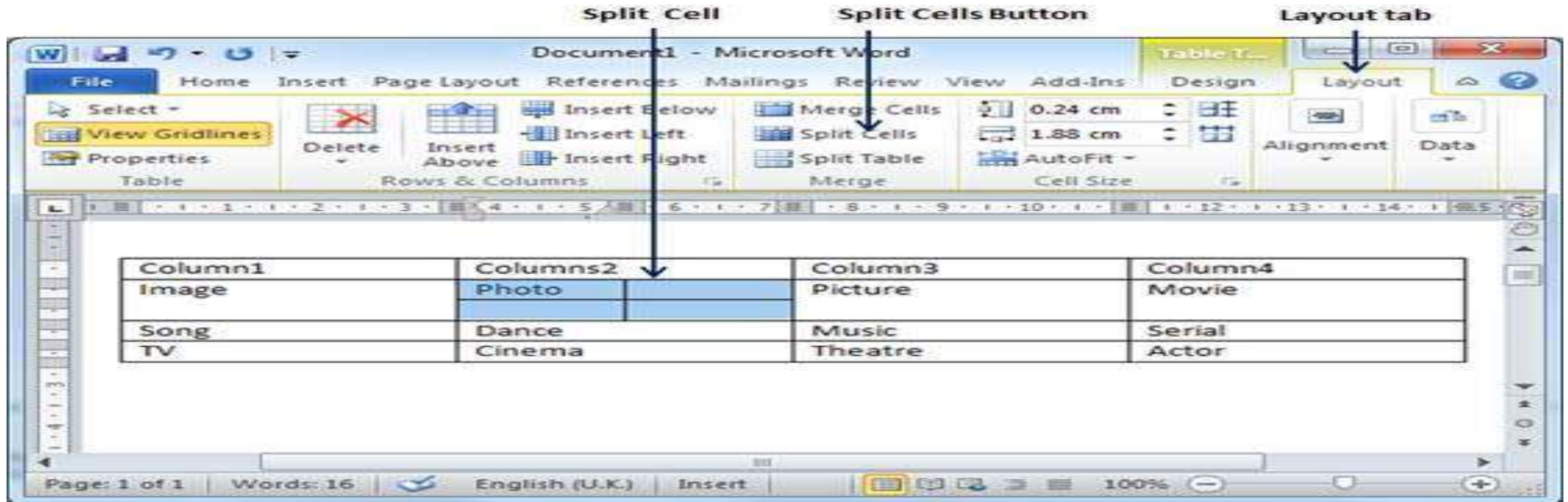
Step 1 – Bring your mouse pointer position inside the cell that has to be divided into multiple cells.



Step 2 – Now click the **Layout tab** and then click the **Split Cells** button; this will display a dialog box asking for the number of rows and columns to be created from the selected cell.



Step 3 – Select the desired number of rows and columns that have to go into the resultant cell and finally click the **OK** button to apply the result.



You can divide a cell into multiple cells either row-wise or column-wise or both.