Basic operations

To open an existing document

- Click at File Button
- Click at Open command
- Navigate to the folder that contains the document you want to open
- Double Click on it

Basic operations

To open an recently used document

- Click at File Button

- Click on Recent . It displays list of recent documents along its side.

- Double click on the document you want to open

Basic operations

- **Saving a document**

It is important to save your document whenever you create a document or make changes in the existing one.

- Click at File Button

- Click on Save

- To save your document for the first time you need to specify the following
  - The drive and the folder to store your file
  - Name of your file
  - Format to save your file
- You can rename a file using Save As command. Its functioning is same as Save command

Basic operations

- **Print and Previewing the document**
- open a document
- Click on File Menu and select Print
- Before printing , it is necessary to preview it to check page layout , page break , paper size and the overall appearance of the document
- Previews allows only viewing not editing the document
- Print command gives following options

Basic operations

- Printer- Select a printer from the available list
- Settings –
  - To print entire document , select All pages
  - To print selective pages , give the page numbers separated by comma or hyphen if continuous eg. 1,5,10 or 1-5 etc.
- Select Print one sided / Print on both the sides
- Select collated (Pg. 1,2,3   1,2,3) un collated (Pg. 1,1 2,2 3,3)
- Select orientation Portrait (Vertical) / Landscape (Horizontal)
- Select Size of the paper – Letter / Legal / A4 / Executive etc.

- Custom margins – Specify the new margins , if you need to change the existing one
- Copies – Specify number of copies to be printed. (By default 1 copy to print)

To preview a design templates and to create a new document from template

- open a blank document
- Click on File Menu and select New
- Click on Sample templates . Select a desired one
- The selected template is made available for entering the details

- **Closing and quitting word**
- To close the document , Click on File Menu and select Close
- To quit the MS Word , Click on File Menu and select Exit

- **Entering text**
- Decide the point where you want to type the text
- Mouse pointer takes different shapes in different areas of the window
- When it is outside the document area it takes shape of white pointing arrow and within the document area it takes shape of I beam (except at the beginning of the line)
- Take the mouse pointer at the desired location and (left) click.
- Now you get blinking cursor and the text you type appears after the cursor position

- **Selecting text**
- It can be done using keyboard or mouse
- To select a single word – Double click anywhere on the word
- To select a sentence – Press control key , keeping it pressed, click anywhere within the sentence
- To select a row – Take mouse pointer to the left of the first character , when it changes to white arrow, click
- To select a paragraph / group of sentences – place the cursor before the first character , keep the shift key pressed and simultaneously press the right arrow key till the end of the text to be selected
- Or
- Take mouse pointer to the left of the first character , when it changes to white arrow, click to select the first row in the paragraph. Once the first row is selected , drag the mouse till the end of the desired text. Once the text is selected , release the mouse button

- **Erasing text**
- It can be done in two ways
- Using backspace key
  - Place the cursor at the end of the text to be deleted and use backspace key to delete the desired text
- Using Delete Key
  - Select the entire text to be deleted and press delete key (This is generally used when group of words / sentence / a large portion of text is to be deleted)
- **Copying text**
- Select the text which you want to copy
- Keep pressing Control Key and C (or from Home Tab, click at Copy icon from clipboard)
- Place the cursor at the desired position and press Control Key and V together (or from Home Tab, click at Paste icon from clipboard)
- **Note that when you copy text , the text is replicated**

- **Moving /Cutting text**
- Select the text which you want to move/cut
- Keep pressing Control Key and X (or from Home Menu , click at Cut icon from clipboard)
- Place the cursor at the desired position and press Control Key and V together (or from Home Menu , click at Paste icon from clipboard)
- **Note that when you cut text , the text is deleted and when you cut and paste, the text is moved from one place to another**

- **Replacing the text**
- Select the text which you want to replace
- When the text is selected start typing the new text.
- Automatically old text will be replaced by the new one
- **Format Painter**
- Select the text whose formatting features to be copied
- Click at Format painter command from Clipboard group at Home Tab
- The pointer changes in the brush , drag the brush pointer throughout the text , where it has to be applied