

• **Page Layout commands**

• **Margins**

- Click on Margins from Page Set up group in Page layout Tab
- It allows you to select margins in Normal, Narrow , Moderate , Wide layout or custom margins to fix margins as per your own specifications
- It specifies following margins
- Left
- Right
- Top
- Bottom
- Gutter (Additional margin for binding)

• **Orientation**

- Click on Orientation from Page Set up group in Insert Tab
- The word document can be oriented in two ways
- Portrait (Vertical Lay out)
- Landscape (Horizontal Lay out)
- Select the desired one

- **Size**
- Click on Size from Page Set up group in Insert Tab
- The paper size can be Letter , Legal , Executive , A4 etc. Select the desired one
- **Column**
- Select the paragraph to be changed into columns.
- Click on column from Page Set up group in Insert Tab
- Select the desired option
- **Watermark**
- Click on Watermark from Page Background group in Insert Tab
- Select the Watermark from the available template
- You can customize it by clicking custom watermark
- **Page Colour**
- Click on Page Colour from Page Background group in Insert Tab
- Select the desired colour from the available theme colours
- You can also fill effects to the page colour
- **Page Border**
- Same as in Insert Tab

- **Spelling and Grammar**

By default , Word Automatically checks your document for spelling and grammar errors, so we don't need to run a separate spell check. These errors are indicated by coloured wavy lines. The red line indicates a misspelled word and the blue line indicates a grammatical error, including misused words, green lines for extra spaces.

- **To correct spelling errors**

Right click the underlined word, then select the correct spelling from the list of suggestions

The corrected word will appear in the document

- **To correct grammar errors**

Right click the underlined word, then select the correct spelling or phrase from the list of suggestions

The corrected word will appear in the document

Review Commands

- **Correct Proofing errors**
- If we want to begin checking error from the beginning of the document , press Ctrl and Home together
- Click on Spelling and Grammar command at proofing group of Review tab
- The Spelling pane opens and displays the first possible error. The corresponding location in the document is highlighted
- We can select any one of the following

- Click Ignore to continue the review without changing the highlighted word or Ignore all to ignore all instances in the document
- Click Add to add the word to the spelling Checker dictionary on the computer
- Select correct spelling in the suggestions and click at Change to change only one instance or Change all to change all instances

- **Thesaurus**

Sometimes its difficult to think of the best word to use in specific situation. Thesaurus is used to find the appropriate word for the desired one.

Right click the desired word, then select the Thesaurus command at Review tab. It gives the list of suggestions , select the appropriate one
The selected word will appear in the document

- **Word count**

It gives number of pages , words , characters with spaces , without spaces , paragraphs , lines.

View Commands

- It gives various forms in which a document can be viewed
- Print layout – It shows the layout when the document is printed
- Full Screen Reading – It displays the document using entire screen. In full screen tabs , ribbon , ruler etc. is not displayed
- Web Layout – It is also a full screen. However tabs and ribbon are displayed
- In view tab , we can select to display ruler , gridlines or navigation
- Also we can use zoom command to increase or decrease the size of display

- **Auto correct**

Autocorrect feature automatically detects and corrects some typographical errors, misspelled words and also inserts frequently used text

- Click at File ,Select Options
- It displays Word Option dialogue box
- Select Proofing and Autocorrect option therein
- It displays Autocorrect dialogue box
- e.g. If we want to replace BBI with B.Com.(Banking & Insurance)
- Type BBI at Replace
- Type B.Com.(Banking & Insurance) at with
- Click on Add

Now in the document whenever we type BBI it is automatically replaced by

B.Com.(Banking & Insurance)

- **Exporting a document**
- By default Word documents are saved in the document (.docx) file type. However when you want to export your file to some other application , it is easy to export pdf type file