

MAIN FEATURES AND USES OF MS WORD IN PE

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Microsoft Word

Definition:

Microsoft Word is word processing software that allows users to create and edit text documents.

➤ Word processing documents include:

- Letters
- Memorandums
- Faxes
- Mail Merges
- Reports
- One page flyers
- E-mail



Charles Simonyi.



Richard Brodie.

History of Microsoft Word:

The first version of Microsoft Word was developed by **Charles Simonyi** and **Richard Brodie**, former Xerox programmers hired by Bill Gates and Paul Allen in 1981.

Main features

1. Microsoft Word **Templates** Features and uses

- File Menu -> New then you can see available templates and office.com template.
- MS word application contains so many templates such as business cards, educational layouts and graphics, event planner document and event management templates, flyers, invoices templates, invitations templates, many types of forms, resume templates, etc.
- In this all the page layout, fonts, colors, graphics, outline, text boxes, etc. word processor user get by default.

2. Microsoft Word **Home Menu** Features and its Uses

- Clipboard- In home Menu Clipboard is the first category menu that is used to store copied material temporarily.
- Font- user can set the font style according to the nature of the document.
- Paragraph- used to align paragraphs, highlight features and important points by using bullets and numbers.
- Style- If users don't know anything about the font, paragraph formatting then they can use the style category. It can be changed
- Editing- can find any word or line in-between document; Ctrl+F and then they can find and replace any text in the document; can select, replace any object in the document; can visit any page or section; can put the page number and click on Go To.

3. **Insert Menu** Features in Microsoft Word and Uses

- to insert something from outside into the page. Such as pages (cover pages, blank pages, and page break), Table, picture, clip art, shapes, smart art, hyperlink, header and footer, text boxes symbols).
- Pages -three main features.
- The cover page- can insert cover page in stories, assignments, notes, and articles, etc. to highlight the title for the written story, notes, description, and author name.
- Blank page- Ctrl + Enter, for a blank page after writing the first paragraph on one page
- Page break- it will start a new page

- Tables Menu uses in Microsoft Word- insert a table, draw the table, convert text into a table, and insert a quick table. It is used to design or draw calendars, reports, and invoices and used while creating forms, labels, newsletters.
- Illustrations- insert the picture, clip art, shapes, smart art, chart, and screenshots. it will help users to visualize the documents view to readers.
- The picture menu- insert a picture from your computer hard drives or from desktop to the current position of your cursor. also insert pictures anywhere in the text box, word art and in smart art, etc.
- Clip Art- insert Art clips such as drawings, movie clips, sounds that illustrate the concept written in the document.

- Shapes- to insert rectangular, circle, arrows, charts, lines, symbols based on the demand. can also highlight, colorize, decorate or insert text and images inside the shapes.
- Smart Art- process diagrams, hierarchy diagrams, list diagrams, relationship diagrams.
- Charts- Bar, Pie, Line, Area, and surface.
- A screenshot- screenshot of opened programs or applications on the computer and on the internet.
- Links- It contains a hyperlink, bookmark, and cross-reference function. used to link any internal or external file, picture, the web page from the document.
- The hyperlink- create the link from text to any file, picture, videos, website.
- Cross-reference- used to refer the user to headings, tables. such an option is used in E-books

- Header & Footer- to insert text, image, and symbol that is important.
- Text- TextBoxes, Quick Parts, Word Art, Drop Cap, Date & Time and any kind of object.
- Quick parts- to insert a reusable piece of content including field, document properties such as author name, the title of a document, comments, company name, etc.
- WordArt- to create and decorate a slogan, quotes in the documents.

4. Features and uses of **Page Layout Menu** in Microsoft Word

- Page layout- various uses to set themes, page setup, page background, paragraph and arrangement in the document.
- Themes- is a set of pre-designed document designs fonts, headings, effects.
- Page Setup- all the page margins, page orientation and size creating problems later when you print the document or do the arrangement of objects.
- Margins- Margins are page edges that are outside the main content of the document. pre-defined margins such as narrow; you can set 0.5"; Else if you set 1" then it will use more printouts for your same document.

- Orientation - to set page layout from Vertical to Horizontal or Portrait to Horizontal.
- Page size- depends on the kind of your document you're printing; there are Letter sizes for letter document, Tabloid, executive size and envelope sizes.
- Columns- to split the text into two or more columns. For example, see the newspaper.
- Page Background- to give extra effects or protection effects to the document such as the watermark, page color, page borders.
- Watermark- to insert ghosted text behind the text in the middle of the document.
- Page Color- to set the color background of the page.

- Page Borders- to add the border styles with colors and art around the page.
- Paragraph- used to set left, right text indents.
- Arrange- to arrange document text professionally and efficiently.
- Wrap text- align inserted images, word Art correctly with text.

5. Features of **Reference Menu** in Microsoft Word and It's Uses

- It is used for mentioning, or referring the source of information.
- Footnote- to add the special text or written text reference in the document at the end of the page.

6. Microsoft Word **Mailings Menu** Features and It's Uses

- to send bulk emails and printouts letters, document for thousands of people or print out thousands of copies with a different name, address, and email fields but with the same subject or company name.
- very beneficial to send a newsletter, reports, notifications, updates.

7. Microsoft Word **Review Menu** Features and Uses

- Proofing- to check the spelling and grammatically mistakes in the document; For example, you can check spelling mistakes, count the total written words, paragraphs in the document; highlight spacing mistakes with green color and spelling error with Red color.
- Comments- similar to ToolTip. For example when you move your mouse to “Window Button” it notify the user with the text “Start Button” this is similar to comments.

8. **View Menu** Features and Uses MS Word

- Document view- to view the documents in various styles; The printout is by default view; print layout view for printing or creating something for printing purposes.
- Full-screen reading view: for reader and document designer to view the document in reading view in which all the pages are looking like you're reading a book.
- Web layout- to see the document as a web page; selecting a web layout view and then saving the document as a web page will save the file in HTML format and when you open the saved file, it will use the internet browser to view the document text instead of Microsoft Word.

- Outline- to see the document heading, body text in levels; to edit the heading, body text, and document structure; used in tutorials, support pages, and application or software documentation.
- Draft- used to edit the text quickly.
 - Show feature is used to show gridlines to see the document text spacing, word spacing.
 - Navigation is useful for eBook and you can see such an option by default in Google Docs.
 - Ruler or Ruler Bar is most useful and very important for document margins.
- Window- Window feature uses are to create the new document in Ne
- The split feature- used to split the page with a ruler bar in between the text.w Window.

- Arrange all will arrange multiple application windows in the current view.
- Switch window is used to switch between two application windows.
- Macros use in Microsoft Word is to automate repeated tasks such as font size, color size or series of commands and instructions in a group.

9. **Format Menu** Features and Uses MS Word

- to edit font size, color and to present object appearance with extra effects.
- adjust color, brightness, border style and other image effects such as picture shadow, cropping, wrapping in Microsoft Word.
- used in assignments, newsletters, notes.
- The format feature is also visible when you insert shapes or text boxes in the document.
- To edit shapes outline, background color, text styles from the format menu.

Purpose of Microsoft Word

- Composition and Editing
 - to type words, sentences and paragraphs much like a typewriter.
 - to edit your words after typing them.
 - correct spelling, grammar, change words, delete or add words or even move entire blocks of text to other parts of the document.
- Formatting and Saving
 - boldface type, italics, underlining, headers and footers, bullets and numbering.
 - save your document electronically to the computer's hard drive so that the document can be re-opened at a later date.
- Printing
 - select printing options, such as choosing the printer you wish to print on or selecting how many copies