



# SATYA EDUCATION

जहां सीखना है Easy, और फ्यूचर है Breezy!

# MS OFFICE Word



# Students Information

Name .....

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## 1

## Chapter

# Introduction to MS Word

What is Microsoft Office?

Suite of products developed by Microsoft Corporation that includes Microsoft Word, Excel, Access, Publisher, PowerPoint, and Outlook. Microsoft Office is the most common form of software used in the western world. It was first developed by Bill Gates on August 1, 1988.

What is Microsoft Word?

A word processor is a computer program used to create text documents. Microsoft Word allows you to create professional-quality documents, reports, letters, and résumé.

## File Extensions – Meaning and Purpose

A **file extension** is the suffix at the end of a file name (like .docx, .jpg, .pdf) that identifies the **type of file** and the **application** used to open it.

When you have many different types of files stored in the same folder, **file extensions help you recognize which file belongs to which application.**

### ◆ Examples:

- .docx → Microsoft Word Document
- .xlsx → Microsoft Excel Spreadsheet
- .pptx → Microsoft PowerPoint Presentation
- .jpg / .png → Image Files
- .mp3 → Audio File
- .mp4 → Video File
- .pdf → PDF Document
- .exe → Executable Application File

### Conclusion:

File extensions act as **identifiers and trademarks** of applications. They are useful to **open files with the correct software** and to **quickly recognize the file type.**



Icon of Word

**All Shortcut key of Microsoft Office Word.**

Action	Windows/Chrome OS	Mac
<b>Basic Editing</b>	—	—
Copy Selected Text	Ctrl + C	Command + C
Paste from Clipboard	Ctrl + V	Command + V
Cut Selected Text	Ctrl + X	Command + X
Undo Last Action	Ctrl + Z	Command + Z
Redo Last Action	Ctrl + Y	Command + Shift + Z
Save	Ctrl + S	Command + S
Open Document	Ctrl + O	Command + O
New Document	Ctrl + N	Command + N
Close Document	Ctrl + W	Command + W
<b>Navigation</b>	—	—
Go to Start of Document	Ctrl + Home	Command + Up Arrow
Go to End of Document	Ctrl + End	Command + Down Arrow
Go to Next Page	Ctrl + Page Down	Command + Right Arrow
Go to Previous Page	Ctrl + Page Up	Command + Left Arrow
<b>Text Formatting</b>	—	—
Bold	Ctrl + B	Command + B
Italic	Ctrl + I	Command + I
Underline	Ctrl + U	Command + U
Increase Font Size	Ctrl + Shift + >	Command + +
Decrease Font Size	Ctrl + Shift + <	Command + -
Remove Formatting	Ctrl + Shift + N	Command + Shift + N
<b>Paragraph Formatting</b>	—	—
Align Left	Ctrl + L	Command + Shift + L
Align Center	Ctrl + E	Command + Shift + E
Align Right	Ctrl + R	Command + Shift + R
Justify	Ctrl + J	Command + Shift + J
Indent Paragraph	Ctrl + M	Command + M
Hanging Indent	Ctrl + T	Command + T
Insert Bullets	Ctrl + Shift + L	Command + Shift + L
<b>Other</b>	—	—
Find	Ctrl + F	Command + F
Open Find and Replace	Ctrl + H	Command + H
Open the Print Window	Ctrl + P	Command + P
Insert Hyperlink	Ctrl + K	Command + K
Select All	Ctrl + A	Command + A
Show/Hide Formatting	Ctrl + Shift + S	Command + Shift + S
Open Word Help	F1	Shift + F1
Open Spell Check	F7	Command + Shift + O

## 2

## Chapter

# Introduction Tools of Home

The Home tab on the Ribbon is active by default and contains five groups: Clipboard, Font, Paragraph, Styles, and Editing. Only the buttons related to the selected content are enabled.

What is Text formatting?

**Text formatting** refers to changing the appearance of text to make it more readable and visually appealing. It includes adjusting the **font style, size, color, bold, italic, underline, and alignment**.

What is change text Cases.

Change cases is you can change text between lower case, UPPER CASES or Capitalize Cases and tOGGLE cASES.

## How to use change text Cases

- Go to the Home tab.
- Click the "Change Case" button (Aa icon) in the Font group.
- Choose a case:
  - Sentence case
  - lowercase
  - UPPERCASE
  - Capitalize Each Word
  - tOGGLE cASE

## What is clear formatting?

The **Clear Formatting** function removes all applied styles like bold, italics, font color, size, etc., and returns the text to its **default format**.

### How to Use Formatting

1. Select the formatted text.
2. Go to the **Home** tab.
3. Click "**Clear All Formatting**" (eraser icon) in the **Font group**.



## What is Format Painter?

Format Painter is used when you want to copy formatting from one Text to another Text.

## How to Use Format Painter?

- Select the text with the **formatting** you want to copy.
- Click the Format Painter tool (paintbrush icon) in the Home tab.
- Drag or click on the text where you want to apply the same formatting

➤ **SATYA EDUCATION OF COMPUTER TECHNOLOGY**

➤ **Satya Education of Computer Technology**

• **Satya Education of Computer Technology**

A. Satya Education of Computer Technology

B. Satya **Education** of Computer **Technology**

1) Satya Education of Computer Technology

2) **SATYA EDUCATION OF COMPUTER TECHNOLOGY**

I. sATYA eDUCATION OF cOMPUTER tECHNOLOGY

## A Short Story

=rand() click Enter button

*On the Insert tab, the galleries include*

### items that are designed

to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab.

You can also format text directly

by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

## Use Sort and Indent



## Second Project

Text Formatting, Find & Replace

Create Date: - ...../...../20.....

## Third Project

Make Resume

Create Date: - ...../...../20.....

## 3

## Chapter

# Introduction Tools of View

The **View Tab** in MS Word controls how your document appears on the screen. It includes tools to switch layouts, zoom, manage windows, and more. These tools do **not change the content**, only how it is displayed.

## View Group

- **Read Mode** – Displays the document in an easy-to-read, full-screen layout.
- **Print Layout** – Shows the document as it will appear when printed.
- **Web Layout** – Displays the document as a web page without page breaks.
- **Outline View** – Displays the document structure using headings for easy organization.
- **Draft View** – Shows plain text for fast editing without layout elements.

## Show – Display or Hide:

- **Ruler** – Shows or hides the horizontal and vertical rulers.
- **Gridlines** – Displays gridlines to align objects easily.
- **Navigation Pane** – Opens a panel to browse headings or search the document.

## Zoom – Controls Zoom Level:

- **Zoom In/Out** – Increases or decreases the view size of the document.
- **100% View** – Resets the zoom level to actual size (100%).
- **One Page / Multiple Pages** – Displays one or more pages on the screen at once.

## Window – Manage Multiple Documents:

- **New Window** – Opens another window of the same document.
- **Arrange All** – Tiles all open Word documents side by side.
- **Split** – Splits the current window into two viewing panes.
- **Switch Windows** – Switches between multiple open Word documents.

## Macros – Automation Tool:

- **Macros** – Lets you view, record, or run a macro to automate tasks.

## 4

## Chapter

# Introduction Tools of Insert

The **Insert** tab in MS Word provides tools to add various elements to your document, such as images, tables, charts, links, text boxes, shapes, and more.

## 1. Pages

- **Cover Page** – Adds a professionally designed cover page.
- **Blank Page** – Inserts a new blank page at the cursor position.
- **Page Break** – Starts content on the next page.

## Make Cover Page after Complete Insert tab

## 2. Tables

- **Table.**

**Tables** are used to organize data in **rows and columns** — great for lists, timetables, marksheets, pricing, etc.

### How to Insert a Table:

1. Go to the **Insert** tab.
2. Click on **Table**.
3. Choose the number of rows and columns by dragging the grid — or click *Insert Table*.

### Table Tools:

Once the table is inserted, two new tabs appear:  **Table Design** and **Layout**

### Table Design Tab Includes:

- **Table Styles** – Apply colorful or professional designs.
- **Borders & Shading** – Customize borders and cell backgrounds.
- **Header Row / Banded Rows** – Make tables easier to read.

### Layout Tab Includes:

- **Insert / Delete Rows & Columns**
- **Merge / Split Cells**
- **Cell Size** – Set height & width
- **Alignment** – Control text position inside cells
- **Sort** – Arrange data alphabetically or numerically

Sample		Satya Education				Sample	
		December 2020					
Student Marks Sheet							
Name	Father	Hindi	Punjab	Math	Total Marks	Max Mark	Percentage
Rakesh	Mahesh	88	86	78		300	
Sohan	Mohan	80	94	80		300	
Ravinder	Kumar	79	84	87		300	

## Second Project

Pay Slip

Create Date: - ...../...../20.....

## Third Project

Bill Format

Create Date: - ...../...../20.....

### 3. Illustrations

- **Pictures** – Inserts an image from your device.
- **Online Pictures** – Inserts pictures from the internet.
- **Icons** – Adds built-in icons from Word's library.
- **Screenshot** – Inserts a snapshot of another window.



#### Picture Tools (After Inserting):

Once you insert a picture, the **Picture Format** tab appears. Here's what you can do:

- **Resize** – Drag corners or use Height/Width options.
- **Position** – Move picture freely using Layout options.
- **Wrap Text** – Choose how text flows around image:
  - *In Line with Text* (default)
  - *Square, Tight, Behind Text, In Front of Text*
- **Crop** – Remove unwanted parts of the image.
- **Picture Styles** – Apply borders, shadow, or shapes.

#### What You Can Do with Picture Styles:

- **Preset Styles** – Apply a ready-made frame and effect.
- **Picture Border** – Add or change the color, weight, and dash of borders.
- **Picture Effects** – Add Shadow, Reflection, Glow, Soft Edges, Bevel, or 3D Rotation.
- **Picture Layout** – Convert the picture into a SmartArt graphic for advanced layouts.

## Second Project

Create Date: - ...../...../20.....

## Third Project

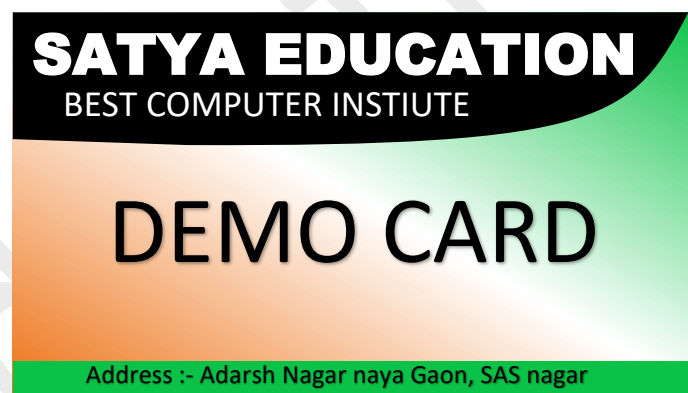
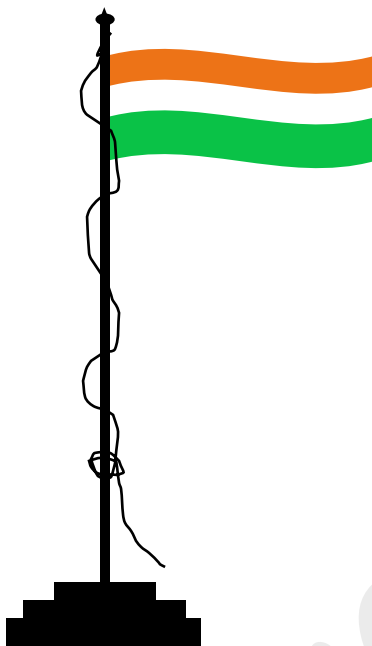
Create Date: - ...../...../20.....

## 2. Shapes

**Shapes** in MS Word allow you to add basic graphical elements, like lines, arrows, circles, rectangles, and more, to your document.

### How to Insert Shapes:

1. Go to the **Insert** tab.
2. Click **Shapes** in the **Illustrations** group.
3. Choose a shape from the dropdown (e.g., **Rectangle**, **Circle**, **Arrow**, etc.).
4. Click and drag on the document to draw the shape.



## Second Project

Text Formatting, Find & Replace

Create Date: - ...../..... /20.....

## Third Project

Text Formatting, Find & Replace

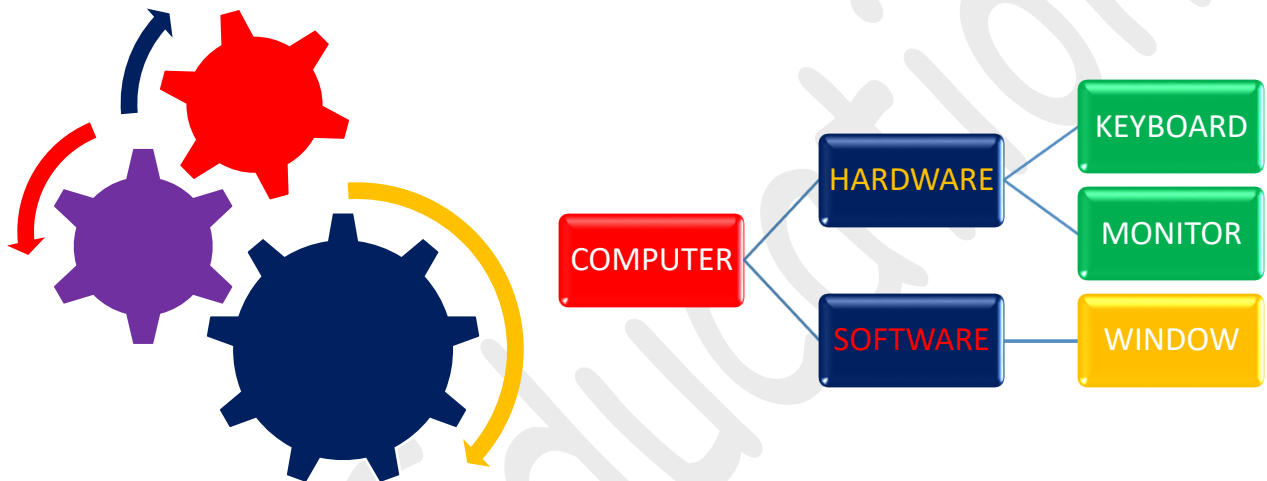
Create Date: - ...../..... /20.....

## 2. SmartArt

**SmartArt** in MS Word allows you to create visually appealing diagrams and graphics to represent information, processes, or relationships.

How to Insert SmartArt:

1. Go to the **Insert** tab.
2. Click **SmartArt** in the **Illustrations** group.
3. Choose a category (e.g., **List**, **Process**, **Cycle**, **Hierarchy**, etc.).
4. Select a SmartArt graphic and click **OK**.
5. Enter your text into the SmartArt shapes.



### Second Project

Text Formatting, Find & Replace

Create Date: - ...../...../20.....

### Third Project

Text Formatting, Find & Replace

Create Date: - ...../...../20.....

### Second Project

Text Formatting, Find & Replace

Create Date: - ...../...../20.....

### Second Project

Text Formatting, Find & Replace

Create Date: - ...../...../20.....



### 3. Chart

A **Chart** in MS Word is used to visually represent data, making it easier to understand and analyze.

#### How to Insert a Chart:

1. Place your cursor where you want the chart.
2. Go to the **Insert** tab.
3. Click **Chart** in the **Illustrations** group.
4. Choose a chart type (e.g., **Bar**, **Line**, **Pie**, etc.).
5. A spreadsheet will appear where you can enter your data. Once done, the chart will update automatically.

#### What You Can Do After Inserting a Chart

Once the chart is inserted, these tools appear:

##### Chart Design Tab (For appearance & layout)

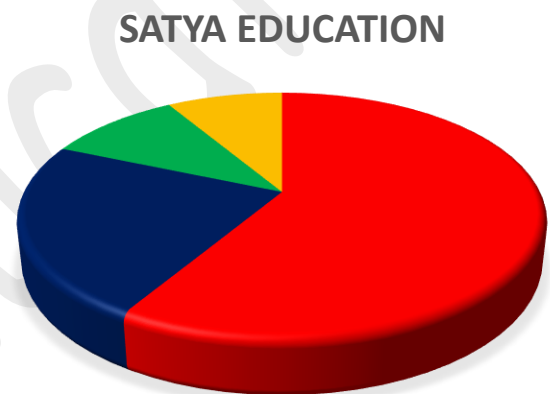
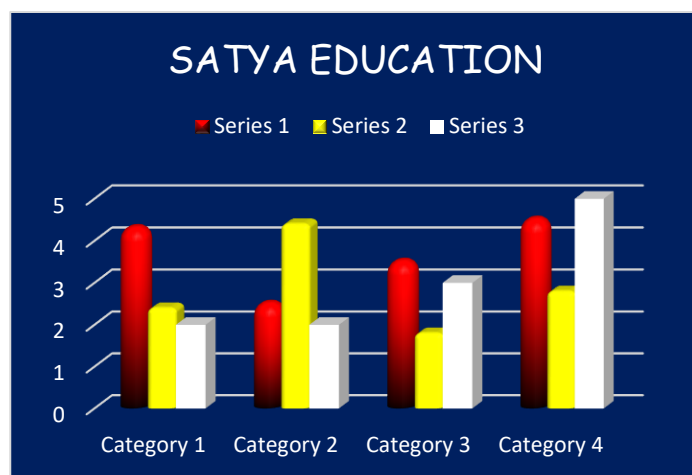
- **Change Chart Type** – Switch to pie, bar, line, etc.
- **Chart Styles** – Apply professional color themes and layouts.
- **Switch Row/Column** – Flip the chart data axes.
- **Select Data** – Edit or update the data table.
- **Move Chart** – Place the chart inside or outside the text.

##### Format Tab (For styling individual elements)

- **Shape Fill / Outline** – Customize chart parts like bars or pie slices.
- **Text Styles** – Format chart titles, axis labels, legends.
- **Size & Alignment** – Adjust position and size of the chart.

#### Directly On the Chart:

- Click to edit **Chart Title**.
- Right-click elements to **format data series**, add **Data Labels**, or remove items.
- Use the + icon (Chart Elements) to quickly add/remove:
  - Title
  - Axis
  - Data Labels
  - Legend
  - Gridlines



## Third Project

Create Date: - ...../...../20.....

## Fourth Project

Create Date: - ...../...../20.....

#### 4. Hyperlinks

A **Hyperlink** in MS Word allows you to link text or objects to external websites, email addresses, or other locations within the document.

##### How to Insert a Hyperlink:

1. Select the text or object (like an image) you want to link.
2. Go to the **Insert** tab.
3. Click **Link** in the **Links** group (or press **Ctrl + K**).
4. In the **Insert Hyperlink** dialog box:
  - **For an external website:** Enter the URL in the **Address** box.
  - **For an email address:** Click **E-mail Address** on the left and enter the email.
  - **For a bookmark or document location:** Click **Place in This Document** and select a bookmark or heading.

Go to website [Click here](#)

#### 5. Bookmark

A **Bookmark** in MS Word is used to mark a specific location or section in your document so you can easily jump to it later.

##### Steps to Add a Bookmark:

1. Select the text or click where you want to place the bookmark.
2. Go to the **Insert** tab on the Ribbon.
3. Click on **Bookmark** in the **Links** group.
4. Type a **name** for your bookmark (no spaces).
5. Click **Add**.

##### How to Use a Bookmark:

- To go to a bookmark, press **Ctrl + G**, select **Bookmark**, choose the name, and click **Go To**.

## 6. Cross-reference

**Cross-reference** –is a feature that allows you to link to other parts of your document — like headings, figures, tables, bookmarks, etc. It's super useful in long documents like reports, manuals, and academic papers.

### How to Insert a Cross-reference:

1. Place your cursor where you want the reference to appear.
2. Go to the **Insert** tab.
3. Click **Cross-reference** in the *Links* group.
4. Choose what you want to reference:
  - Heading
  - Bookmark
  - Numbered item
  - Figure, Table, Footnote, etc.
5. Choose the format (like just the heading text, or "Page number", or "Above/Below").
6. Click **Insert**.

## 5. Comments

**Comments** in MS Word are used to add notes or feedback within a document, without modifying the actual content. They are useful for collaboration and reviewing.

### How to Add a Comment:

1. Select the text or area where you want to add a comment.
2. Go to the **Review** tab.
3. Click **New Comment** in the **Comments** group.
4. Type your comment in the comment box that appears in the margin.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. [More....](#)

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. **This information source by my official website** [click here](#)

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. **There add comment like important, translate, bad and gud world**

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

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Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

## 6. Text

- **Text Box** – Inserts a movable, resizable text area.
- **Quick Parts** – Inserts reusable content (like fields or document properties).
- **WordArt** – Adds decorative, stylized text.
- **Drop Cap** – Makes the first letter large in a paragraph.
- **Signature Line** – Adds a digital signature field.
- **Date & Time** – Inserts the current date/time.
- **Object** – Embeds a file or document inside Word.

## 7. Symbols

- **Equation** – Inserts mathematical symbols and formulas.
- **Symbol** – Inserts special characters and symbols (like ©, ™, etc.).

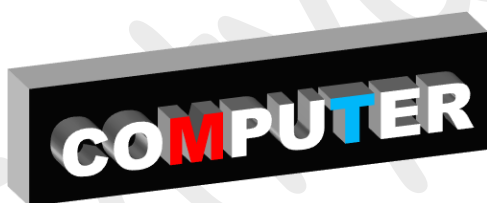
**V**ideo provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

**T**hemes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

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## Second Project

Create Date: - ...../..... /20.....

## Third Project

Create Date: - ...../..... /20.....

## 8. Header, Footer & Page Number

- A **Header** is the area at the **top** of every page.
- Commonly used for: **document titles, author names, logos, or dates.**

### How to add Header & Footer:

1. Go to **Insert** tab.
2. Click **Header**.
3. Choose a style and type your content.

### Footer

- A **Footer** is the area at the **bottom** of every page.
- Commonly used for: **page numbers, footnotes, or copyrights.**
- **How to add:**
  1. Go to **Insert** tab.
  2. Click **Footer**.
  3. Choose a style and add your content.

### Page Number

- Inserts **page numbers** in headers, footers, margins, or anywhere else.
- **How to add:**
  1. Go to **Insert** tab.
  2. Click **Page Number**.
  3. Choose location: **Top of Page, Bottom of Page, Page Margins**, etc.

## Make Cover minimum Four

### First Project

Create Date: - ...../..... /20.....

### Third Project

Create Date: - ...../..... /20.....

### Second Project

Create Date: - ...../..... /20.....

### Fourth Project

Create Date: - ...../..... /20



## 5

## Chapter

# Introduction Tools of Design & Layout

These two tabs help you **control the appearance of the page and document** before printing or sharing.

## 1. Page Color

The **Page Color** option lets you change the **background color** of your document pages.

How to Use Page Color:

1. Go to the **Design** tab.
2. Click on **Page Color** in the **Page Background** group.
3. Choose a color from:
  - **Theme Colors**
  - **Standard Colors**
  - **More Colors...** for custom shades
  - **No Color** to remove background color

## 2. Page Border

The **Page Border** feature adds a decorative or professional border around the **entire page**.

How to Add a Page Border:

1. Go to the **Design** tab.
2. Click **Page Borders** in the **Page Background** group.
3. In the **Borders and Shading** window:
  - Select the **"Page Border"** tab.
  - Choose a **Style** (box, shadow, 3D, custom).
  - Pick a **Color, Width**, or even **Art** (fancy styles like stars or leaves).
  - Choose which pages to apply it to (Whole document, First page only, etc.).
4. Click **OK** to apply.

## 2. Page Watermark

A **Watermark** is a **faint background text or image** that appears behind the document content — often used for branding, status (like "Confidential" or "Draft"), or design.

How to Add a Watermark

1. Go to the **Design** tab.
2. Click on **Watermark** in the **Page Background** group.
3. Choose a built-in watermark like:
  - **Confidential**
  - **Do Not Copy**
  - **Draft**
4. Or click **Custom Watermark** to:
  - Add **Text Watermark** (you can type your own text, change font, color, layout).
  - Add **Picture Watermark** (insert an image or logo as the watermark).
  - Adjust transparency using the **washout** option.
5. Click **OK** to apply.

## 2. Margin

**Margins** are the **blank spaces** between the edge of the paper and the text on all four sides — **Top, Bottom, Left, and Right**. They help make the document readable and printer-friendly

How to Set Margins

1. Go to the **Layout** tab (or **Page Layout** in some versions).
2. Click **Margins** in the **Page Setup** group.
3. Choose a preset option:
  - **Normal** (1 inch all sides)
  - **Narrow, Moderate, Wide**, etc.
4. Or click **Custom Margins...** to set your own values.

## 4. Orientation

**Orientation** controls the **direction of the page layout** — vertical or horizontal.

How to Change Orientation:

1. Go to the **Layout** tab.
2. Click **Orientation** in the **Page Setup** group.
3. Select **Portrait** or **Landscape**.

## 5. Page Size

This defines the dimensions of your document (e.g., letter, A4). The default size in most regions is **8.5 x 11 inches** (Letter size), but you can change it to fit your needs.

### How to set Page Size:

1. Go to the **Layout** tab (or **Page Layout** in some versions).
2. Click **Size** in the **Page Setup** group.
3. Choose a preset size (e.g., **Letter**, **A4**, **Legal**, etc.).
4. Or, select **More Paper Sizes** to define a custom size.

## 5. Columns

**Columns** in MS Office are vertical sections used to organize text or data.

### How to use Columns:

1. Go to the **Layout** tab.
2. Click **Columns** and choose the desired option (e.g., **Two**, **Three**).

## 6. Breaks

**Breaks** is used to control the flow of text or content within a document, such as separating sections or starting a new page.

### Types of Breaks:

1. **Page Break** – Starts a new page.
2. **Section Break** – Divides the document into sections for different formatting.
3. **Column Break** – Moves text to the next column in multi-column layouts.

### How to Insert a Break:

1. Place the cursor where you want the break.
2. Go to the **Insert** tab.
3. Click **Break** and choose the type (e.g., **Page Break**).

## 7. Line Numbers

**Line Numbers** in MS Office are used to number each line in a document, which is helpful for reference in long texts or legal documents.

### How to Add Line Numbers

1. Go to the **Layout** tab.
2. Click **Line Numbers** in the **Page Setup** group.
3. Choose a style (e.g., **Continuous**, **Restart Each Page**, etc.)

## 7. Hyphenation

Hyphenation in MS Office automatically splits words at the end of a line to avoid large gaps between words, making text appear more evenly spaced.

### How to Turn On Hyphenation

1. Go to the Layout tab.
2. Click Hyphenation in the Page Setup group.
3. Choose Automatic to enable automatic hyphenation or Manual to adjust it yourself.

## 9. Selection Pane

The **Selection Pane** in MS Office is used to view and manage the objects (like shapes, images, text boxes, etc.) on a slide or page. It allows you to select, hide, or reorder these objects.

How to Open the Selection Pane:

1. Go to the **Home** tab.
2. In PowerPoint or Word, click **Select** in the **Editing** group.
3. Choose **Selection Pane**.

## 10. Align

**Align** in MS Office helps you arrange objects (like text, shapes, or images) in a precise and organized way, either relative to each other or the page.

How to Align Objects:

1. Select the objects you want to align.
2. Go to the **Home** tab or **Layout** tab.
3. Click **Align** in the **Arrange** group.
4. Choose an alignment option (e.g., **Align Left**, **Align Center**, **Align Top**, etc.).



## 6

## Chapter

# Introduction Tools of Reference

The **Reference** tab in MS Office (especially in Word) helps you manage references, citations, bibliographies, footnotes, and other document elements related to research and writing.

## 1. Table of Contents

The **Table of Contents (TOC)** in MS Word automatically generates a list of headings and subheadings in your document, making it easy to navigate, like: Index.

**Note:** First Create Heading and use it

How to Insert a Table of Contents:

1. Go to the **References** tab.
2. Click **Table of Contents** in the **Table of Contents** group.
3. Choose a style (e.g., **Automatic Table 1**, **Automatic Table 2**).

## 2. Citations & Bibliography

The **Citations & Bibliography** feature in MS Word helps you manage and insert citations and create a bibliography or works cited page for your document, following various citation styles (APA, MLA, Chicago, etc.).

How to Use Citations & Bibliography:

1. Go to the **References** tab.
2. Click on **Citations & Bibliography** group.
3. To insert a citation:
  - Click **Insert Citation**.
  - Choose **Add New Source** and fill in the source details (author, title, year, etc.).
4. To create a bibliography:
  - After adding citations, click **Bibliography**.
  - Select a style for the bibliography (e.g., **Works Cited**, **References**).

### 3. Captions – Add captions to images, tables, and figures.

In MS Word, **Captions** are used to label and describe images, tables, equations, and other objects, making them easier to reference within the document.

#### How to Add a Caption:

1. Select the object (image, table, etc.) you want to caption.
2. Go to the **References** tab.
3. Click **Insert Caption** in the **Captions** group.
4. Choose a label (e.g., **Figure**, **Table**) or create a custom label.
5. Type the caption text and click **OK**.

Note: *You can also manage captions through the **Cross-reference** feature to refer to these captions elsewhere in the document.*



Figure 2



Figure 1

### 4. Cross-references

**Cross-references** in MS Word allow you to link to other parts of your document, such as headings, figures, tables, or footnotes, so readers can easily navigate to those sections.

#### How to Insert a Cross-reference:

1. Place the cursor where you want the cross-reference.
2. Go to the **References** tab.
3. Click **Cross-reference** in the **Captions** group.
4. In the dialog box, select the type of item you want to reference (e.g., **Heading**, **Figure**, **Table**).
5. Choose the specific item (e.g., a particular heading or figure) and select how you want to reference it (e.g., as a **hyperlink** or with the **entire caption**).
6. Click **Insert**.

### 5. Index

An **Index** in MS Word is a list of terms or topics in a document, arranged alphabetically, with references to the pages where they appear. It helps readers quickly find specific information.

#### How to Insert an Index:

1. Go to the **References** tab.
2. Click **Insert Index** in the **Index** group.
3. In the dialog box, choose the format and style for the index.
4. Click **OK** to insert the index.

To create the index, you first need to mark the entries (terms or topics) in the document using the **Mark Entry** feature, then generate the index.

## 7

## Chapter

# Introduction Tools of Mail

**Mailings** tab is used for creating and managing **Mail Merge**, which allows you to send personalized documents (like letters, envelopes, or labels) to multiple recipients.

## 1. Start Mail Merge

**Start Mail Merge** is the first step to create personalized documents like letters, emails, labels, or envelopes for multiple recipients.

### How to Use Mail Merge

1. Go to the **Mailings** tab.
2. Click **Start Mail Merge**.
3. Choose the type of document you want to create:
  - **Letters**
  - **Email Messages**
  - **Envelopes**
  - **Labels**
  - **Directory**
  - Or use **Step-by-Step Mail Merge Wizard** for guided help.

## 2. Select Recipients

**Select Recipients** lets you choose the data source for your Mail Merge—this is where the names, addresses, or other personal info come from.

### How to Use Recipients

1. Go to the **Mailings** tab.
2. Click **Select Recipients**.
3. Choose one of the following:
  - **Type a New List** – Manually enter recipient info.
  - **Use an Existing List** – Select an Excel or CSV file.
  - **Choose from Outlook Contacts** – Use contacts from Outlook.



### 3. Insert Merge Field

**Insert Merge Field** is used to add placeholders in your document that will be replaced with actual data (like names, addresses) from your recipient list.

#### How to Use Insert Merge Field

1. Place the cursor where you want to insert the field (e.g., after "Dear").
2. Go to the **Mailings** tab.
3. Click **Insert Merge Field**.
4. Choose a field (e.g., **FirstName**, **LastName**, **Address**, etc.).

## 8

## Chapter

# Introduction Tools of Review

The **Review** tab provides tools to check, edit, and collaborate on a document. It's mainly used for proofreading, tracking changes, and adding comments.

## 1. Spelling & Grammar

**Spelling & Grammar** in MS Word checks your document for spelling and grammatical errors and suggests corrections.

### How to Use Spelling & Grammar

1. Go to the **Review** tab.
2. Click **Spelling & Grammar** in the **Proofing** group.
3. A pane will open showing suggestions. Choose to **Change**, **Ignore**, or **Add to Dictionary**.

## 2. Thesaurus

The **Thesaurus** in MS Word helps you find synonyms (words with similar meanings) to improve your vocabulary and writing style.

### How to Use Thesaurus

1. Select a word in your document.
2. Go to the **Review** tab.
3. Click **Thesaurus** in the **Proofing** group.
4. A pane will open with a list of synonyms. Click a word to use or replace it.

## 3. Word Count

**Word Count** in MS Word shows the total number of words, characters, paragraphs, and pages in your document. **Track Changes** – Track all edits made in the document.

#### 4. Accept/Reject Changes

**Accept/Reject Changes** is used when **Track Changes** is turned on, allowing you to approve or discard edits made in a document.

##### How to Use Accept & Reject Change

1. Go to the **Review** tab.
2. In the **Changes** group, click:
  - **Accept** to keep the change.
  - **Reject** to remove the change.
3. Use **Next** to move through changes one by one, or choose **Accept All / Reject All** for the entire document.

#### 5. Restrict Editing

**Restrict Editing** in MS Word limits what others can do in your document, such as editing or formatting, to protect its content.

##### How to Use Restrict Editing

1. Go to the **Review** tab.
2. Click **Restrict Editing** in the **Protect** group.
3. In the pane that appears, choose:
  - **Formatting restrictions**
  - **Editing restrictions** (e.g., read-only, filling in forms)
4. Click **Yes, Start Enforcing Protection**, and set a password (optional).

#### 6. Encrypt Document

**Encrypt Document** in MS Word adds a password to your document, ensuring only authorized users can access it.

##### How to Use Encrypt Document

1. Go to the **File** tab.
2. Select **Info**.
3. Click **Protect Document** and choose **Encrypt with Password**.
4. Enter a password, then click **OK**.
5. Re-enter the password to confirm and click **OK** again.

Satya Education

## 9

## Chapter

## 50 MCQ with Answer

**What is Microsoft Office?**

- a) A single application for word processing
- b) A suite of products including Word, Excel, and PowerPoint
- c) A cloud storage service
- d) An operating system

**Answer:** b) A suite of products including Word, Excel, and PowerPoint

**When was Microsoft Office first developed?**

- a) 1985
- b) 1988
- c) 1990
- d) 1995

**Answer:** b) 1988

**What is the primary function of Microsoft Word?**

- a) Creating spreadsheets
- b) Creating text documents
- c) Managing databases
- d) Designing graphics

**Answer:** b) Creating text documents

**What does a file extension indicate?**

- a) The size of the file
- b) The type of file and application used to open it
- c) The date the file was created
- d) The location of the file

**Answer:** b) The type of file and application used to open it

**Which file extension is associated with Microsoft Word?**

- a) .xlsx
- b) .docx
- c) .pptx
- d) .jpg

**Answer:** b) .docx

**What is the purpose of the Home tab in Microsoft Word?**

- a) To insert images and tables
- b) To manage document views
- c) To access formatting tools like Font and Paragraph
- d) To create mail merges

**Answer:** c) To access formatting tools like Font and Paragraph

**What does text formatting involve?**

- a) Changing the document's layout
- b) Adjusting font style, size, color, and alignment
- c) Adding headers and footers
- d) Inserting hyperlinks

**Answer:** b) Adjusting font style, size, color, and alignment

**Which option is NOT a text case option in Microsoft Word?**

- a) Sentence case
- b) UPPERCASE
- c) Bold case
- d) tOGGLE cASE

**Answer:** c) Bold case

**How do you access the "Change Case" feature?**

- a) Insert tab > Change Case
- b) Home tab > Font group > Change Case
- c) Review tab > Change Case
- d) Layout tab > Change Case

**Answer:** b) Home tab > Font group > Change Case

**What does the Clear Formatting function do?**

- a) Deletes the selected text
- b) Removes all applied styles and returns text to default format
- c) Changes the font color
- d) Adds a border to the text

**Answer:** b) Removes all applied styles and returns text to default format

❓ **What is the icon for Format Painter in Microsoft Word?**

- a) Eraser
- b) Paintbrush
- c) Ruler
- d) Scissors

**Answer:** b) Paintbrush

❓ **Which tab controls how a document appears on the screen?**

- a) Home tab
- b) Insert tab
- c) View tab
- d) Design tab

**Answer:** c) View tab

❓ **What does the Read Mode in the View tab do?**

- a) Displays the document as it will print
- b) Shows the document in an easy-to-read, full-screen layout
- c) Displays the document as a web page
- d) Shows plain text for fast editing

**Answer:** b) Shows the document in an easy-to-read, full-screen layout

❓ **Which view shows the document structure using headings?**

- a) Print Layout
- b) Web Layout
- c) Outline View
- d) Draft View

**Answer:** c) Outline View

❓ **What does the Navigation Pane allow you to do?**

- a) Change the document's margins
- b) Browse headings or search the document
- c) Insert tables
- d) Add watermarks

**Answer:** b) Browse headings or search the document

❓ **Which tab contains tools to insert images, tables, and charts?**

- a) Home tab
- b) Insert tab
- c) Review tab
- d) Layout tab

**Answer:** b) Insert tab

❓ **How do you insert a cover page in Microsoft Word?**

- a) Home tab > Cover Page
- b) Insert tab > Pages group > Cover Page
- c) Design tab > Cover Page
- d) Layout tab > Cover Page

**Answer:** b) Insert tab > Pages group > Cover Page

❓ **What is the purpose of SmartArt in Microsoft Word?**

- a) To insert mathematical equations
- b) To create visually appealing diagrams and graphics
- c) To add page numbers
- d) To insert hyperlinks

**Answer:** b) To create visually appealing diagrams and graphics

❓ **How do you insert a chart in Microsoft Word?**

- a) Insert tab > Chart > Choose chart type
- b) Design tab > Chart
- c) Home tab > Chart
- d) Review tab > Chart

**Answer:** a) Insert tab > Chart > Choose chart type

❓ **What does a hyperlink allow you to do?**

- a) Change text formatting
- b) Link text or objects to websites or document locations
- c) Insert a table
- d) Add a watermark

**Answer:** b) Link text or objects to websites or document locations

❓ **How do you create a bookmark in Microsoft Word?**

- a) Insert tab > Bookmark > Add
- b) Home tab > Bookmark
- c) Review tab > Bookmark
- d) Design tab > Bookmark

**Answer:** a) Insert tab > Bookmark > Add

❓ **What is a cross-reference used for?**

- a) To format text
- b) To link to other parts of the document like headings or tables
- c) To insert images
- d) To create a table of contents

**Answer:** b) To link to other parts of the document like headings or tables

❓ **How do you add a comment in Microsoft Word?**

- a) Insert tab > Comment
- b) Review tab > New Comment
- c) Home tab > Comment
- d) Design tab > Comment

**Answer:** b) Review tab > New Comment

❓ **What is the purpose of a header in Microsoft Word?**

- a) To add text at the bottom of every page
- b) To add text at the top of every page
- c) To insert images in the document
- d) To change the page color

**Answer:** b) To add text at the top of every page

❓ **How do you insert a page number?**

- a) Insert tab > Page Number
- b) Home tab > Page Number
- c) Layout tab > Page Number
- d) Review tab > Page Number

**Answer:** a) Insert tab > Page Number

❓ **What does the Page Color feature do?**

- a) Changes the font color
- b) Changes the background color of document pages
- c) Adds a border to the page
- d) Inserts a watermark

**Answer:** b) Changes the background color of document pages

❓ **How do you add a page border?**

- a) Home tab > Page Borders
- b) Design tab > Page Borders
- c) Insert tab > Page Borders
- d) Layout tab > Page Borders

**Answer:** b) Design tab > Page Borders

❓ **What is a watermark used for?**

- a) To change text alignment
- b) To add faint background text or images
- c) To insert a table
- d) To format paragraphs

**Answer:** b) To add faint background text or images

❓ **How do you set custom margins in Microsoft Word?**

- a) Layout tab > Margins > Custom Margins
- b) Home tab > Margins
- c) Insert tab > Margins

d) Review tab > Margins

**Answer:** a) Layout tab > Margins > Custom Margins

❓ **What is the default page size in most regions for Microsoft Word?**

- a) A4
- b) Letter (8.5 x 11 inches)
- c) Legal
- d) A3

**Answer:** b) Letter (8.5 x 11 inches)

❓ **How do you change the page orientation?**

- a) Insert tab > Orientation
- b) Layout tab > Orientation
- c) Home tab > Orientation
- d) Design tab > Orientation

**Answer:** b) Layout tab > Orientation

❓ **What does the Columns feature allow you to do?**

- a) Insert tables
- b) Organize text into vertical sections
- c) Add page numbers
- d) Change font styles

**Answer:** b) Organize text into vertical sections

❓ **Which type of break starts a new page?**

- a) Section Break
- b) Column Break
- c) Page Break
- d) Text Break

**Answer:** c) Page Break

❓ **What is the purpose of line numbers in Microsoft Word?**

- a) To format text
- b) To number each line for reference in long documents
- c) To insert page numbers
- d) To add comments

**Answer:** b) To number each line for reference in long documents

❓ **How do you enable hyphenation in Microsoft Word?**

- a) Home tab > Hyphenation
- b) Layout tab > Hyphenation
- c) Insert tab > Hyphenation
- d) Review tab > Hyphenation

**Answer:** b) Layout tab > Hyphenation



❑ **What does the Selection Pane help you manage?**

- a) Text formatting
- b) Objects like shapes, images, and text boxes
- c) Page margins
- d) Document themes

**Answer:** b) Objects like shapes, images, and text boxes

❑ **How do you align objects in Microsoft Word?**

- a) Home tab > Align
- b) Layout tab > Align
- c) Insert tab > Align
- d) Design tab > Align

**Answer:** b) Layout tab > Align

❑ **What does the Table of Contents feature do?**

- a) Inserts images
- b) Generates a list of headings and subheadings
- c) Adds page numbers
- d) Formats text

**Answer:** b) Generates a list of headings and subheadings

❑ **How do you insert a citation in Microsoft Word?**

- a) Insert tab > Citation
- b) References tab > Insert Citation
- c) Home tab > Citation
- d) Review tab > Citation

**Answer:** b) References tab > Insert Citation

❑ **What is the purpose of captions in Microsoft Word?**

- a) To format text
- b) To label and describe images, tables, or figures
- c) To insert hyperlinks
- d) To add comments

**Answer:** b) To label and describe images, tables, or figures

❑ **What is an index in Microsoft Word?**

- a) A list of terms with page references
- b) A table of contents
- c) A watermark
- d) A page border

**Answer:** a) A list of terms with page references

❑ **What is the Mailings tab used for?**

- a) Formatting text
- b) Creating and managing mail merges
- c) Inserting images

d) Changing document views

**Answer:** b) Creating and managing mail merges

❑ **How do you start a mail merge?**

- a) Insert tab > Start Mail Merge
- b) Mailings tab > Start Mail Merge
- c) Home tab > Start Mail Merge
- d) Review tab > Start Mail Merge

**Answer:** b) Mailings tab > Start Mail Merge

❑ **What does the Spelling & Grammar tool do?**

- a) Changes text formatting
- b) Checks for spelling and grammatical errors
- c) Inserts tables
- d) Adds watermarks

**Answer:** b) Checks for spelling and grammatical errors

❑ **How do you access the Thesaurus in Microsoft Word?**

- a) Home tab > Thesaurus
- b) Review tab > Thesaurus
- c) Insert tab > Thesaurus
- d) Design tab > Thesaurus

**Answer:** b) Review tab > Thesaurus

❑ **What does the Word Count feature show?**

- a) The number of images in the document
- b) The number of words, characters, and pages
- c) The number of comments
- d) The number of hyperlinks

**Answer:** b) The number of words, characters, and pages

❑ **What is the purpose of Track Changes?**

- a) To format text
- b) To track all edits made in the document
- c) To insert tables
- d) To add page numbers

**Answer:** b) To track all edits made in the document

❑ **How do you restrict editing in Microsoft Word?**

- a) Home tab > Restrict Editing
- b) Review tab > Restrict Editing
- c) Insert tab > Restrict Editing
- d) Layout tab > Restrict Editing

**Answer:** b) Review tab > Restrict Editing

❑ **What does encrypting a document do?**

- a) Changes the font style

- b) Adds a password to restrict access
- c) Inserts a watermark
- d) Formats the text

**Answer:** b) Adds a password to restrict access

• **How do you insert a text box in Microsoft Word?**

- a) Insert tab > Text Box
- b) Home tab > Text Box
- c) Design tab > Text Box
- d) Review tab > Text Box

**Answer:** a) Insert tab > Text Box