

MICROSOFT WORD 2007

(Microsoft)

How to open Microsoft Word 2007?

Start → all programs → ms office → Microsoft Word 2007 (in windows 7)

Start → Type “Word” in search box → Click Microsoft Word 2007

Click on start button → go to all programs → click the ms office and → open the Microsoft Word 2007.

- Microsoft Word 2007 is useful in producing letters, reports, notices, newsletters, book etc quickly and effectively.
- We can modify the task both while typing and after typing.
- It has many editing tools. We can correct spellings, grammars and words and set margin etc.
- The contents written in Microsoft Word are very attractive with various colors, styles, borders & shading etc.
- The extension file name of Microsoft Word is “.doc” (for Word 93 to 2003) or “.docx” (for word 2007 and above).
- Currently Microsoft Launches Word 2016 with some new features.

The working area of Microsoft Word 2007 is called “page”.

File:- The collection of related information and data stored together in the memory of computer is called file.

MY biodata.docx	---	Microsoft Word File
My Picture.jpg	---	Image File
My Dance Program.mp4	---	Video File
prayer.mp3	---	Music File

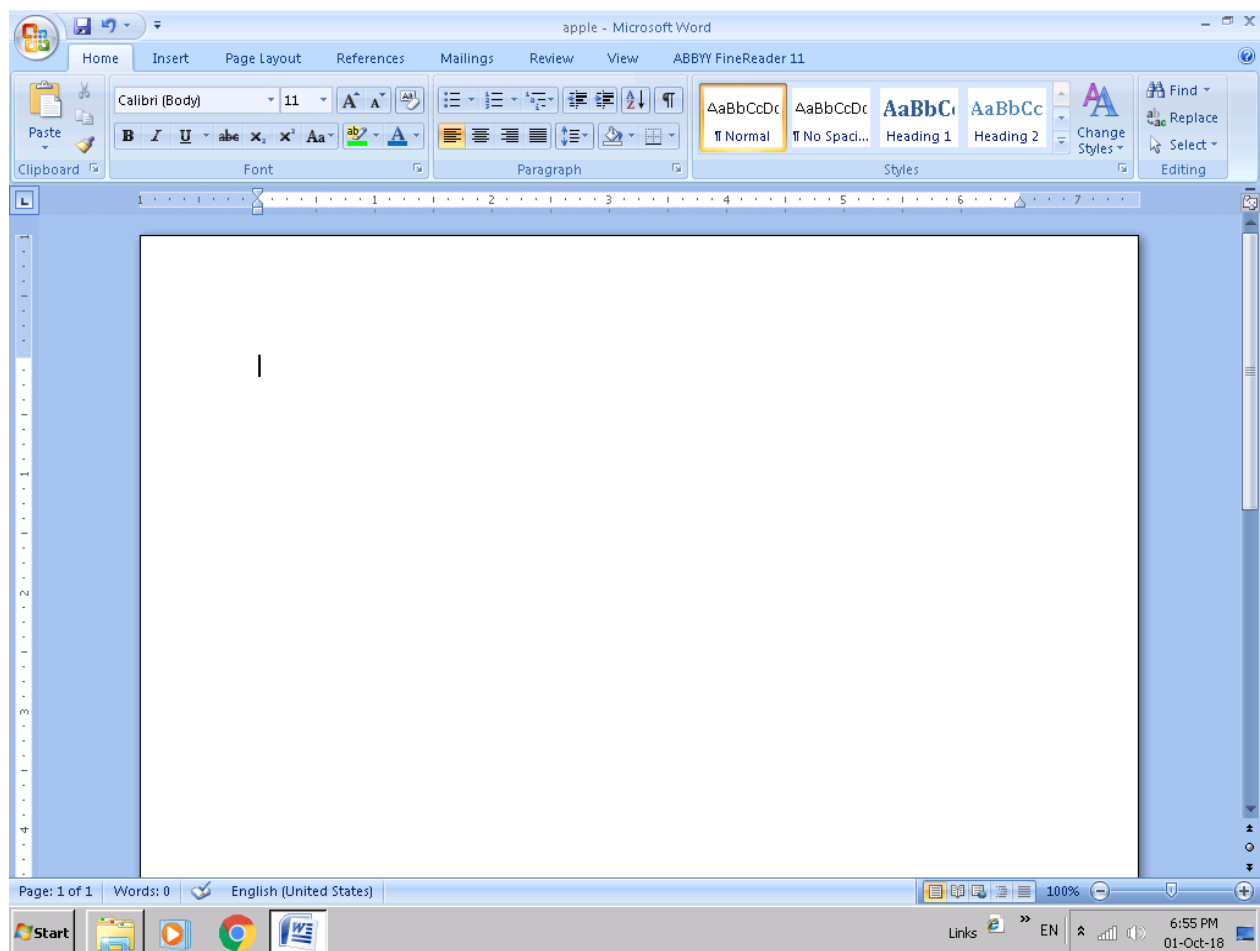
Base name . extension name

My biodata . docx

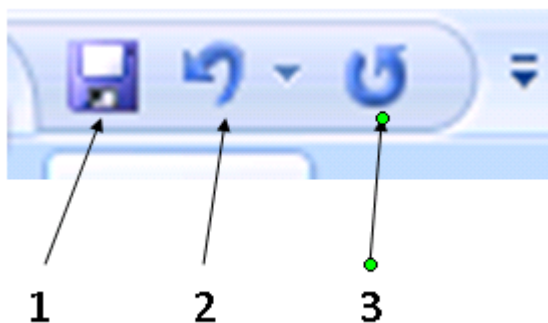
My biodata is the Base name

Dot (.) is the separator

Docx is the Extension file name



Quick Access Tool Bar



- 1 Save
- 2 Undo
- 3 Redo

1 Save

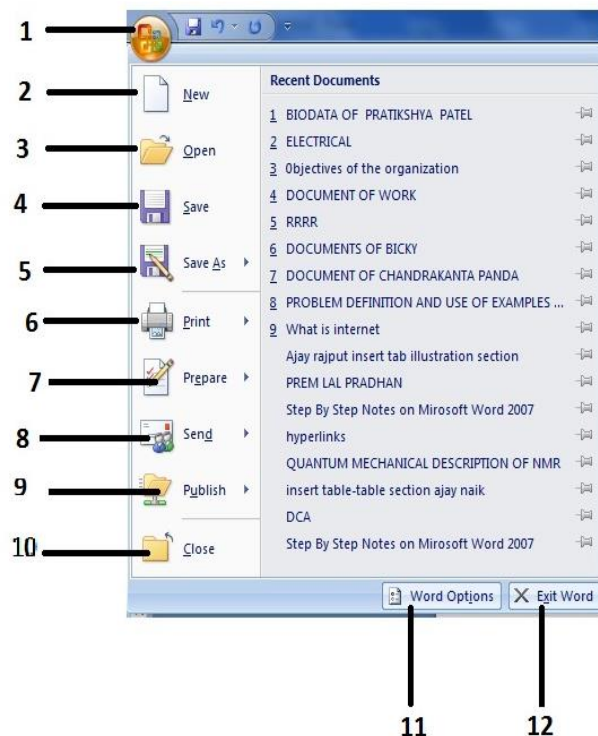
We can use this tool to save a file. It is the shortcut to Save. We can use CTRL+S instead.

2 Undo

This tool is undone the action taken by the user in Microsoft Word. Whenever we have done some mistake, we can click this toll to undone it.

3 Redo

This tool is redone the undone action taken by the user earlier in Microsoft Word. Whenever we undone any action and need to get the earlier action back again then we can use “redo” tool.



1. Office Button: -

- This button is used to open, save or print and to see everything else you can edit/can do with your document also.

Step: - Go to office button → chose that one from the given option, which you want to do.

2. New: -

- This button is used to create new page with new window.
- If you want create a new page then....

Step: - Go to office button → chose new button from the given option → Click on **create** command button at the bottom right corner. (shortcut Key Combination: CTRL + N)

3. Open: -

- This button is used to “open” the files or folders which already exist in the window explorer.

Step: - Go to office button → chose “open” button from the given option → Double Click on the folder where file is situated → select the file which you want to open → click on **open** command button.

4. Save: -

- This button is used save the documents.

Step: - Go to office button → Click on “save” → chose location (from left side) → Give file name → click on **save** Command Button.

5. Save as: -

- This button is used to save again, those files already exist in the windows explorer or simply going to says that resave the document.

Step: - Go to office button → Click on “Save as” option → chose a folder where you want to save the file → type a new name for the file → Click on **save**.

6. Print: -

- This tool is used to print a document on the paper.

Step: - Go to office button → Mouse over on “Print Preview” tool → click on “Print” tool from the “Print Preview” Tab → Choose a printer from the “Name Drop Down Box” → Click on the Pages “Radio Button” → Type page number (Like 4 or 4-6 or 4,5,6,7) → click on **Print** command button.

7. Prepare: -

By using this option we can set a password to the document for protection. (Encryption the document)

Step: - Go to office button → Mouse over on “Prepare” tool → click on “Encrypt Document” → Type a Password → re-type a password → Click  command button.

8. Send: -

- By using this option we can send the document to others by using E-mail or Internet fax.

9. Publish: - By using this option we can published the document on the internet, share the document with other user for group work and create document work space.

(*Work Space ରେ Document to internet ରେ link ଦେଲେ net ରେ share ହେବ / share ହୋଇଯିବ)

10. Close: -

- This option is used to close the document window.

11. Word option: -

- This option is used to configure word setting.

12. Exit Word: -

- This option is used to exit from the word application window.

using Mouse

How to Select Character

How to Select word

Shortcut to select words

How to select Lines

How to Select Paragraph

Shortcut to select paragraph

using Keyboard

How to Select Character

How to Select word

Shortcut to select word (ctrl+shift+left arrow/right arrow)

How to select Line

Shortcut to select line (ctrl+shift+home/end)

How to Select Paragraph

Use of Home/End/Pageup/Pagedown Key

Use of Ctrl + backspace

Home tab

There are 5 sections in home tab.

1-Clipboard Section

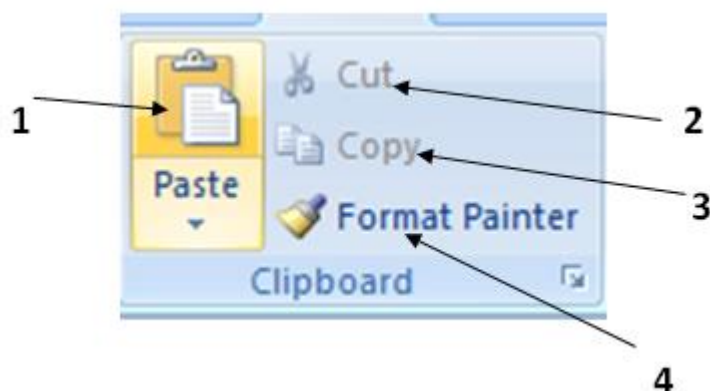
2-Font Section

3-Paragraph Section

4-Style Section

5-Editing Section

Clipboard Section



1-Paste

2-Cut

3- Copy

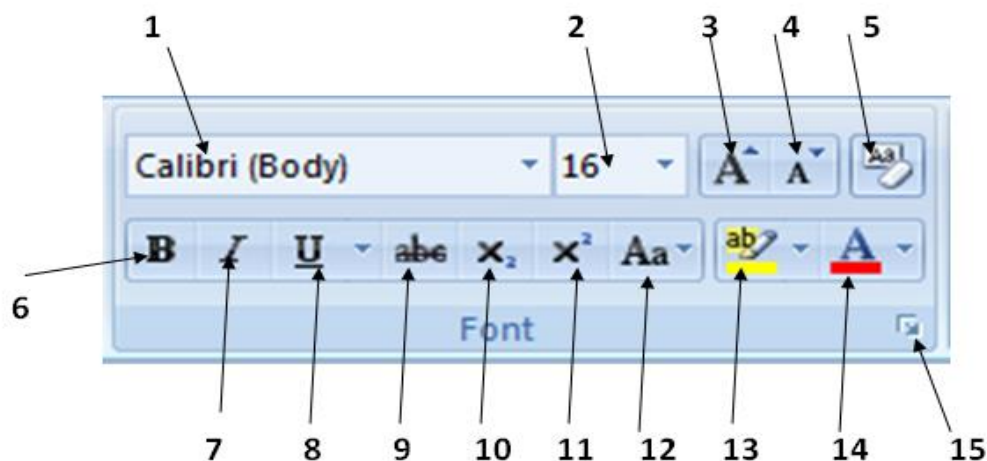
4- Format Painter

Copy: -By the help of these tools we can copy that documents and characters.

Cut: - to move that documents and characters to another place.

Cut/Copy Step: - Select the text ---> go to Clipboard section ---> Click Cut/Copy tool ---> Click the place of page where you want to paste the text ---> Click Paste tool.

Format Painter: - It applies the format & Styles of selected text to the Target Text.



Font Section

1-Font Family

2-Font Size

3-Grow Font

4-Shrink Font

5-Clear Formatting

6-Bold

7-Italic

8-Underline

9-Strike Through

10-Subscript

11-SuperScript

12-Chgange Case

13-Text Highlight

14-Font Color

15- Expand Button

Select the text → go to font section → click on that tools

1-Font Family

- This tool is used to change the style of selected text.

Step- Select the Text ---> Go To Font Section ---> Click on Drop Down Of Font Family ---> Select a Font Name from the List

2-Font Size

- This tool is used to set the text size according to the number shown in dropdown option.

Step: - select the text ---> go to font section ---> click on dropdown of font size ---> select a size from the list.

3-Grow font

- This is used to increase the size of the selected text.

Step: - select the texts ---> go to font section ---> click on grow font tool.

4-shrink font

- This is used to decrease the size of the selected text.

Step- select the text ---> go to font section ---> click on shrink font tool.

5-Clear Formatting

- This tool is used to remove all the styles and formatting and set the text to its default style & formatting.

Step- select the text ---> go to font section ---> click on clear formatting tool.

6-Bold

- This tool is used to make the selected text **thicker**.

Step: - select the texts ---> go to font section ---> click on bold tool.

7-Italic size

- This tool is used to bands the letters to the right.

Step- select the text ---> go to font section ---> click on italic tool.

8-Underline

- This tool is used to put underline to the text with its styles and different colors

Step to put underline: - select the texts ---> go to font section ---> click on underline tool.

Step to put underline style: - select the texts ---> go to font section ---> click on dropdown button of underline tool then choose an underline Style.

Step to put underline color: - select the texts ---> go to font section --> click on dropdown button of underline tool ---> go to underline color ---> choose an underline color.

Step to withdraw underline: - select the underlined texts ---> go to font section ---> click on underline tool.

9-Strikethrough

- This tool is used to draw a line over the selected text.

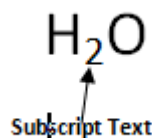
Step- select the text then go to font section then click on strike through

10-sub-script (H₂O)

- This tool is used to write a character that are half the height of a standard character and printed lower than the rest of the text.

Step- Select the text ---> Go to font section ---> click on subscript tool.

Example-



11-Superscript

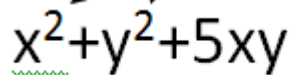
- This tool is used to write a character that is half of the height of standard character printed higher than the rest of the text.

Step- select the text ---> go to the font section ---> click on superscript tool

Example-

Superscript Text

12-Change Case



x^2+y^2+5xy

- This tool is used to Change the selected text to UPPERCASE / lowercase / Capital Each Word / Sentence case / tOGGLE cASE.

Step- select the text ---> go to font section ---> click on dropdown button of change case tool ---> select a case type.

Case Types

UPPER CASE

Lower case

Capitalize Each Word

Sentence case

tOGGLE cASE

13- Text Highlight

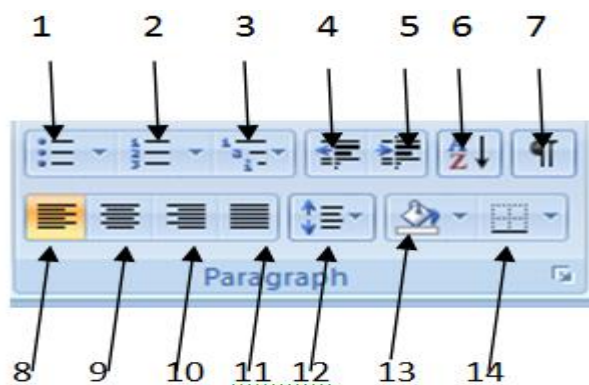
This tool is used to highlight the background of text with different color.

Step – select the text ---> go to font section ---> click on drop down button of text highlight ---> select a color from the list ---> Select the Target Text.

14- Font Color

This tool is used to apply the color to the text.

Step- select the text ---> go to font section ---> click on drop down button of font color ---> select a color from the list.



Paragraph Section

Tab- home

Section- paragraph

- Paragraph is a section of a piece of writing paragraph always being a new line and contains at least one sentence.

1. Bullets
2. Numbering
3. Multi Level List
4. Decrease Indent
5. Increase Indent
6. Sort
7. Symbol
8. Align Text Left
9. Center
10. Align Text Right
11. Justify
12. Line Spacing
13. Shading
14. Border

1. Bullets

- Pre-fix a Bullet to each new lines.

Step- select the text → Go to paragraph section → Click on drop down bottom of bullets → select a bullets symbol from the list.

2. Numbering

- Pre-fix with a number or series before a line

Step- Select the text → Go to paragraph section → click on drop down bottom of numbering → select a numbering style.

3. Multi level list

- Multi level list can contain number and bulleted list.

- This is a very useful feature because if you add a paragraph in the middle of a number list for rearrange the order of the paragraph in a list word automatically remember the paragraph so, that they returned they are sequence .

Step- Select the text → Go to home tab on paragraph section → click on drop down bottom of that tool → select multi level list → select a style from the list.

Example-

- A. Grand father
- B. Grand mother
 - a) Father
 - b) Mother
 - I. Son
 - II. Daughter
 - i. Grand son
 - ii. Grand daughter
 - c) Uncle
 - d) Aunty

4. Decrease indent

- The decrease indent button reverses of increase indent operation.

Step- select the text → go to home tab on paragraph section → click on decrease indent.

5. Increase indent

- The distance increase between the current paragraph and the left page margin.

Step – select the text → Go to home tab on paragraph section → click on increase indent.

Alignment

Align:- Arrange or put characters from the left , right , top and bottom Margin .

- Align is 4 types.
1. Align text left (ctrl +l)
 2. Center align (ctrl + E)
 3. Align text right (ctrl + R)
 4. Justify (ctrl + J)

6. Sort

- It is a process of arranging the text or character in to a shorten order. We can use the sort for text and numbers.

Example-



7. Symbols:-

This tool is used to show paragraph marks and other hidden formatting symbols.

Step-Select the text→ Go to home tab on paragraph section→Click on symbols tool.

8. Align text left

Align text left or left alignment is a way of arranging the text from left of the margin.

Step- select the text → Go to home tab on paragraph section → click the tool align text left

Now, align text left format will be apply text.

9. Center alignment

Center alignment is a way of arranging the text in to center one i.e. To say the text will be align in center area of the page.

Step- select the text → Go to home tab on paragraph section → click the center alignment tool.

10. Align text right

Align text right or right alignment is a way of arranging the text from right of the margin.

Step- select the text → Go to home tab on paragraph section → click the tool align text right.

11. Justify

Justify is a way of arranging the text both left and right of the margin.

Step- select the text → Go to home tab on paragraph section → click the justify tool

12. Line Spacing

Line spacing is used to change the spacing between lines of text.

Step- Select the text with lines → Go to home tab on paragraph section → Click on drop down button of line spacing tool → chose from given the option

13. Shading

This tool is used to color the background behind the selected text or paragraph.

Step- Select the text → Go to home tab on paragraph section → click on drop down bottom of shading tool → select a color → apply.

14. Border

This tool is used to customize the borders of the selected cells or text.

Step- Select the text → Go to home tab on paragraph section → click on boarder tool → select a border style → apply

Editing Section: -

Find= Ctrl +F

Esc= Escape Key

Find: - This Used to find the text in the document.

Select the text → Click the find tool from editing section or click on (Ctrl+ F) → Find & replace window will be appear → Type the word you want to search in the “Find What” box → Click find next button

Next if you went to select all the searching word at a time, then click the dropdown button of find in button and click main document (which you want to rectify)

Replace: -click the replace tool from the editing section → find& replace will be appear → type the word ,you want to replace-from in the “find what” box → type the word you want to replace with in “replace with” box → click replace command button to replace the word one by one. But to replace at a time then click replace all command button.

Select Tool: -

- i. Select all
- ii. Select Object
- iii. Select text with similar formatting

Select all: -

- It will select the entire document.

Select Objects: -

- It will select only shapes, pictures etc.
- This tool is used if a shape or picture is in behind the text & when we try to select the picture the text become selected.

Steps: - Click selected tool from editing section→chose select object→Click on picture or shapes (It will be selected).

Select text with similar Formatting: -

- It will select all the text which format & style is same as the selected text.

Step: - Select a text→ Click select tool from editing section→ Click select text with similar formatting option.

Insert tab : - it is 7 types

- | | | | |
|--------------------|-----------|-----------------|----------|
| 1. Pages | 2. Tables | 3. Illustration | 4. Links |
| 5. Header & Footer | 6. Text | 7. Symbols | |

1. Pages section

- It is 3 types
 - 1) Cover page
 - 2) Blank page
 - 3) Page break

1)Cover page

Cover page is a page where we write some information regarding document that are follows

Company → name of the school, college, institution, company name or name of the individual group

Document title → name to the document

Document sub-title → chapter name of the document

Author → Owner of the document

Date → Submission date

Description → Topics covered

Step- click insert tab then go to pages section then click cover page tool then, chose a cover page style then put the required data in the cover page fields and save the document.

2)Blank page

- If we want to insert a blank page with in a document then we can use this tool.
- When we click the tool, a blank page before be current page is inserted.

Step- if we want to insert a blank page after the 6th page before the 5th page → click on the working area of 5th page → click insert tab → click blank page .

3)Page break

- This tool is use to divide the different topics listed in a page to different pages.

Step- click after the last letter of topic 1 → click insert tab go to pages section→ click page break

Table section

- Table is the intersection of vertical column and horizontal rows.

Select table Button



Sl.	Name	village	Mobile	A/C no.	Adhar No.
1					
2					
3					
4					
5					

=selector

=Select column

= select row

= Cell

Column=6

Row=6

Row:-

The cells arranged left to right in a sequence called Row.

Column: -

The cells arranged top to bottom in a sequence called Column.



Select Table Button: -

- When we click on this button entire data of the table will be select.
- When we mouse over on this button and press and drag then, table will be move.
- = Resize Table
- By using this tool button we can resize the entire table. All the cell of the table will be resized according to its ratio.

=Select row

When we mouse over just left to a row this pointer icon will be revealed. In this time if we click then the entire row will be select.

↓=Select Column

When we mouse over just above the column heading this pointer icon will be revealed.

When we click in this time the concerned column will be selected.

↗= Select cell

When we mouse over at the bottom left corner of a cell this pointer icon will be revealed. In this time if we click then that cell will be selected.

After selecting an item: -

If we click delete key from key board then the data will be deleted but If we click the back space key then the current item (Row, column, cell) will be deleted.

Notes for cell alignment:

Table Headings: (Bold-Center-Highlighted)

Name Field: (Align Left-Middle)

Number Field: (Align Center)

Sl No: (Align Center)

Insert table

- We can insert maximum 63 numbers of column in a word table and n number of rows in this same table.

Draw table

- By the using this tool we can draw a table manually.

Step- click insert tab → go to table section → click the dropdown bottom of table tool → click draw table of the table → draw horizontal or vertical lines in the working area.

Text to column

- By using this option we can create a table from a paragraph where more than one line was written and also we can make a table from the list.
- This option put each line or sentence to the individual cell of a table created automatically.

Step- select the paragraph or list → click insert tab → go to the table section → click table tool → convert text to table option set the number of column or rows by clicking up or down bottom of spin control box → ok

(if a line is separated by comma it must have comma radio button then click ok)

Data Entry In Table

Use TAB = Move the cursor to the Right side Cell.

Shift + TAB = Move the cursor to the Left side Cell.

Illustrations: -

- Illustration section is used to draw, make or insert a picture or a symbol in a page.

There are 5 tools.

1. Picture
2. Clip Art
3. Shapes
4. Smart Art
5. Chart

1. Picture: -

This tool is used to insert a picture from a file in the page.

Step- Select a place where u want to insert image →Go to Insert Tab→Go to Illustration section→Click on picture→chose a picture which you want to insert in a page→Click on Insert.

2. Clip Art: -

- This tool is used to insert, clip art into the document, including drawing, movies, sounds or stock photography to illustrate a specific concept.

Step- Chose a place where you want to insert →Go to insert Tab→Go to Illustration section→Click on Clip art tool→Chose appropriate image → Apply

4. Shapes: -

- This tool is used to insert ready-made shapes, such as rectangles, circles, arrows, lines, flowchart symbols and callouts.

Step- Chose a place where you want to insert→Go to insert tab→Go to illustration section→Click on shapes tool's dropdown button→Chose appropriate shape or symbol→ Apply

5. Smart Art: -

- This tool is used to insert a smart art graphics to visually communicate information, such as Venn diagram and organizations charts.

Step- Chose a place where you want to insert→Go to Insert tab→ Go to illustration section →Click on smart art tool→Chose appropriate graphic from the display image→ ok

6. Chart: -

- This tool is used to insert a chart to illustrate and compare data. Example- Bar, Pie, Line, Area, and surface are some of the available type.

Step- Chose a place where you want to insert → Go to Insert tab → Go to illustration section → Click on chart tool → Chose appropriate graphs or image from the display image → ok

Links: - There are 3 tools.

1. Hyperlink
2. Bookmark
3. Cross-References

Hyperlink: - A hyperlink is a word, phrase, or image that you can click on to jump to a new document or a new section within the current document. Hyperlinks are found in nearly all Web pages, allowing users to navigate between pages. Text hyperlinks are often blue and underlined. When you move the cursor over a hyperlink, whether it is text or an image, the arrow should change to a [small hand](#) pointing at the link. When you click it, a new page or place in the current page will open.

Steps: (Text Hyperlink) - Go to Insert Tab → Links section, Hyperlink Tool → Type a name for the link in Text to display box → Select a file or folder as per your choice → click OK

Steps: (Image Hyperlink) – Insert a picture and select it → Go to Insert Tab → Links section, Hyperlink Tool → Select a file or folder as per your choice → click OK

Bookmark: - A bookmark in Word works like index of a book. It marks a place that we want to find again easily. We can enter

as many bookmarks as we want and we can give each one a unique name so they were easy to identify. Use underscore (_) instead of pressing space bar to put 1 space between words of bookmark name.

Header & Footer: - There are 3 tools.

2. Header

2. Footer

3. Page Number

1. Header: -

- This tool is used to give headline to the page specially.
- The content in the header will appear at the top of the pages.
- We can apply this tool before writing on the page or after writing on the page.

Step- Chose the place (page) where you want to apply the header→Go to insert Tab→Go to Header & footer section→ click on header tool→chose appropriate header for the selected page.

2. Footer: -

- This tool is used to edit bottom the page specially.
- The content in the footer will be appearing at the bottom of the pages.

Step- Chose the place (page) where you want to apply the footer→Go to insert Tab→Go to Header & footer section→ click on footer tool→chose appropriate footer for the selected page.

Note: - If want to remove the Header & Footer then→select page where the Header & Footer has been applied→Go to insert Tab→Go to Header & footer section→ click on Header/footer tools→chose Remove Header / Footer option at bottom.

3. Page Number: -

- This tool is used to enter/insert the page number in the document.
- It is also used to numbering the pages.
- We can apply this tool before writing on the page or after writing on the page.

Step- Chose a place where you want to apply page number→Go to insert tab→ Go to header & footer section→ Click on page number's dropdown button→chose appropriate one from the list→chose suitable page number format.

Note: - If you want to remove page number format→ select page where the page number has been applied→Go to insert Tab→Go to Header & footer section→click on dropdown of button of page number→click on to remove page number.

Text Section: - 6 Tools are here.

- | | | |
|-------------|-------------------|----------------|
| 1. Text Box | 2. Quick Parts | 3. Word Art |
| 4. Drop Cap | 5. Signature line | 6. Date & Time |
| 5. Object | | |

1. Text Box: -

- This tool is used to insert text boxes which are already formatted.
- Simply going to says that this tool use to inset a pre formatted text box.

Step:-Chose a place where you want to insert text box→Go to insert Tab→ Go to Text Section→ Click on text box's dropdown button→chose appropriate text box from the list.

2. Quick Parts: -

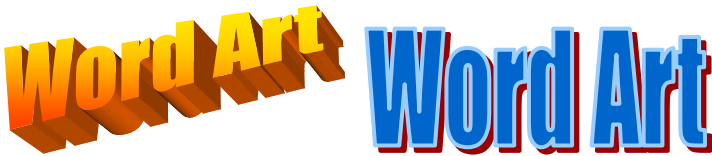
- This tool is used insert a reusable piece of contents, including field, document property such as title & author, or any preformatted snippets you create.

Step: - Chose a place where you want to insert any Title→ Go to Insert Tab→ Go to Text Section→Click on quick parts tool's dropdown button→chose appropriate title from the given list.

3. Word art: -

- This tool is used insert a decorative text in your document.
- This tool also helps to give different style to the text of document.

Step: - Chose a place where you want to insert a decorative style text→Go to insert tab→Go to text section→Click on dropdown button of Word Art→chose appropriate style from the text.

Example: - 

4. Drop Cap: -

- This tool is creating a large capital letter at the beginning of a paragraph.

Step: -Select a paragraph→Go to insert tab→go to text section→one anyone from the given option.

N.B: -You may also change the number of line to drop (click on drop cap option).

Example: -

N.B: -You may also change the number of line to drop (click on drop cap option).

5. Date & Time: -

- This tool is used to insert a current date or time into the document.

Step: - keep your curser at that place, where you want to insert date or time→ Go to insert tab→Go to text section→click on date & time tool→chose an available format of date & time →click on **OK** button

Symbols Section: -

1. Equation

2. Symbols

1. Equation: -

- This tool is used to insert common mathematical equations or build up your own equations using a library of math equation.

Step: -Select a place where you want to insert equation→go to insert tab→Go symbols section→click on equation dropdown button→select an option from the given option.

Example:-
$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}$$

2. Symbols: -

- This tool is used to insert symbols which are not available in keyboard such as copyright symbols, trade mark symbols, paragraph mark and Unicode characters.

Step: - Select a place where you want to insert symbol→go to insert tab→Go symbols section→click on symbols dropdown button→chose symbol from the given option (if want to get more symbol then click more option)→ click on insert

Page Layout: -

- | | | | |
|------------------|-----------------------|---------|------|
| 1. Theme Section | 2. Page setup Section | 3. Page | Back |
| Ground | 4. Paragraph section | | |

1. Theme Section: -

Theme

This section is used to change the overall design of the entire document including colors, fonts and effect current file.

Step: - Open the word file→Go to page layout tab→Go to theme section→click on dropdown button of theme→ Chose a theme.

Colors: - Change the color of the current theme.

Step: - Open the word file→Go to page layout tab→Go to theme section→Click on dropdown button of color→Chose a color option from the list.

Fonts: -It changes the font/text style of current file.

Step: - Open the word file→Go to page layout tab→Go to theme section→Click on dropdown button of font→ chose a style..

Effects: -It change the effect of current file

Step: - Open the word file→Go to page layout tab→Go to theme section→Click on dropdown button of effect→ chose a effect.

2. Page Setup Section: -

Size: - Through this tool we can chose paper size for the current section or file.

Step: - Go to page layout tab→Go to page setup section→ Click on size tool→chose a page size (A4/Letter/Legal etc)

Orientation: - It switch/situate the pages between portrait and landscape layouts.

Step: -- Go to page layout tab→Go to page setup section→ Click on dropdown button of Orientation→Chose Portrait/Landscape

Margins: - It is used to select margins size for the entire document or for the current section.

Step: - Go to page layout tab→Go to page setup section→ Click on dropdown button of Margin's tool→ chose "custom Margin" → Set Top, Bottom, Left & right Margin→ Set Gutter "0".

Column: - Through this tool the text can be split into two or more columns.

Step: -- Select the Paragraph(s)→Go to page layout tab→Go to page setup section→ Click on dropdown button of columns→ chose an column option from the .

Breaks: - Through this tool page can be break into sections.

Step: Click the cursor in a required place from where you want a page break→Go to page layout tab→Go to page setup section→ Click on dropdown button of breaks tool→ chose a page break option.

Line numbers: - This tool is used to numbering each line of the document in the margins.

Step: - Go to page layout tab→Go to page setup section→ Click on dropdown button of Line number→ chose anyone option from the list.

Note: -You may also set numbering the lines section wise or page wise.

Note: -If you want remove numbering then click on “none” option from the dropdown button of Line number.

Hyphenation: - Through this tool syllable words can be joint, which breaks (words) when lines become separated.

➤ It's mainly used in Magazines, Books etc.

Step: - Go to page layout tab→Go to page setup section→ Click on dropdown button of Hyphenation→ Click on “Automatic” option

Note: - You may also use option.

3. Page Background Section: -

Watermark: - This tool is used to insert ghosted text behind the content on the page.

➤ It also indicates that a document is to be treated specially such as urgent, confidential etc.

Step: - Open the word file→Go to page layout tab→Go to background section→Click on dropdown button of watermark tool→Chose watermark page option.

Note: - You may also change the text behind name (through custom watermark's setting)

Page Color: - Through this tool, we can fill the page background with color.

Step: - Open the word file→Go to page layout tab→Go to background section→Click on dropdown button of Page color→chose a color.

Note: - If you want to remove color then click on “no color” option.

Page Borders: - Through this tool, a border can be add or change around the page.

Step: - Open the word file→Go to page layout tab→Go to background section→Click on page borders tool (Border and shading window will be appear)→Chose a border from the option→ Click on “ok” option.

Note: - If you want to remove border from the document then click on “none” option in “Border and shading window”.

4. **Paragraph Section:** -

Indent: -This tool is used to move the text from one side to another side of the page by clicking its “left” and “right” sub tool.

Step: -Select the text→ Go to page layout tab→ Go to paragraph section→ click on Indent's “left” or “right” sub tool button.

Spacing: -This tool is used to give space between lines by clicking left or right sub tools (may be before or after).

Step: - Select the text → Go to page layout tab → Go to paragraph section → click on Spacing's "Before" or "after" sub tool.

Review Tab: -

Proofing Section : -

Spelling & Grammar: - This tool is used to check spelling and grammar of the text in document.

Open Source Software

When original source code of a software is freely available to download, redistributed and modified according to the requirement of the user without any license is called Open Source Software.

Example: Apache HTTP Server, Mozilla Firefox, Chromium (by Google), react js, etc.

Proprietary Software

Proprietary software refers to the software which is solely owned by the individual or publisher who developed it. It is paid application.

Example: Microsoft Office Package (word, excel, Power-point), windows operating system etc.

Learning Points

Use of mouse, changing its properties

- Left Button Click = normal Selection
- Right Button Click = Get the Option
- Double click left button = Open a file
- Scroll wheel (up/down) = Navigate the screen
- Click scroll wheel = Auto-scroll the screen

Add/Remove Programs & its features

Add/Remove/Share Printer
