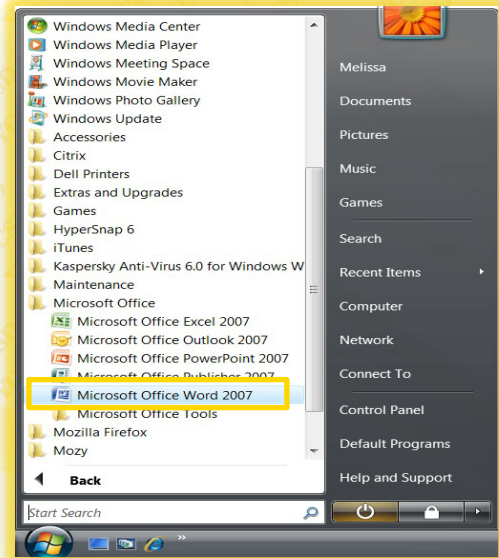


# MICROSOFT WORD

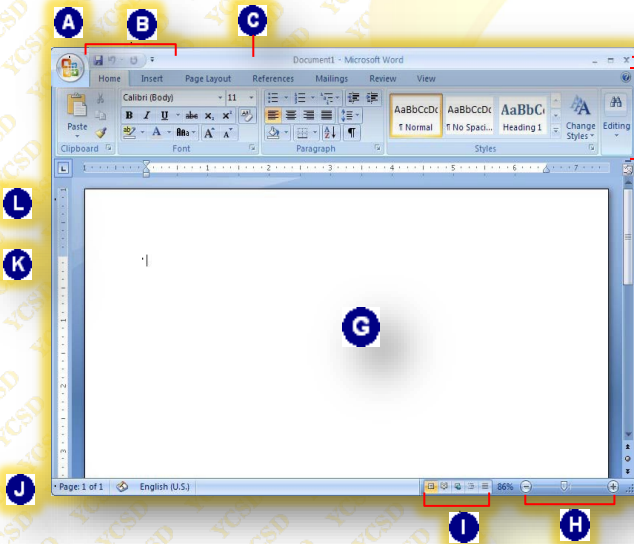


**Starting Word 2007**

- ✓ Click the Windows **Start button**. The Start menu appears.
- ✓ Click **All Programs**.
- ✓ Click **Microsoft Office**
- ✓ Select **Microsoft Office Word 2007**



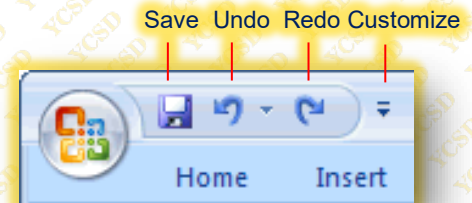
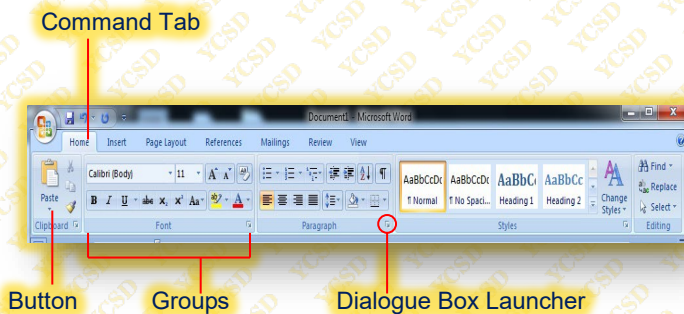
**Understanding Word 2007 Windows**




- |                          |                               |
|--------------------------|-------------------------------|
| <b>A</b> Office Button   | <b>B</b> Quick Access Toolbar |
| <b>C</b> Title bar       | <b>D</b> Close button         |
| <b>E</b> Ribbon          | <b>F</b> Scroll bar           |
| <b>G</b> Document window | <b>H</b> Zoom slider          |
| <b>I</b> View Buttons    | <b>J</b> Status bar           |
| <b>K</b> Insertion Point | <b>L</b> Ruler                |

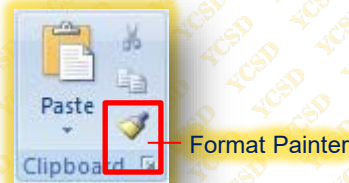
**Quick Access Toolbar**

**Understanding the Ribbon**



**Format Painter**

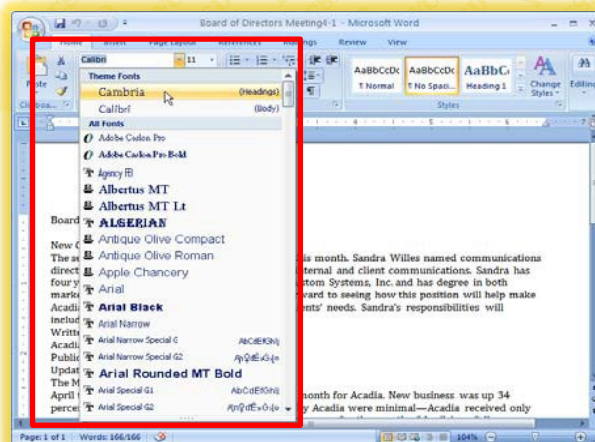
- ✓ Select the text with the formatting you **want to copy**.
- ✓ Click the **Home Tab** on the Ribbon and click the Format Painter button in the **Clipboard group**.
- ✓ Click and drag the  pointer across the text to which you **want to apply** the copied formatting.



**Changing Font Type, Size & Color**

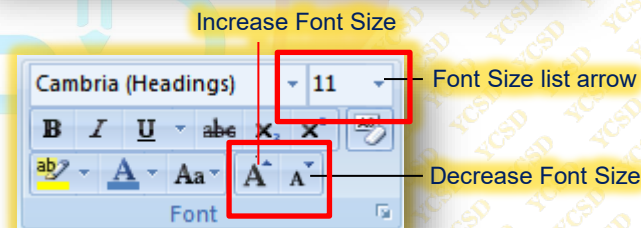
**Font Type**

- ✓ Select the text you want to **format**.
- ✓ Click the **Home Tab** on the Ribbon and click the Font List arrow in the **Font Group**.
- ✓ Select a **font** from the list.
- ✓ The selected text is **changed**, and any new text that you enter will appear in the new **font type**.



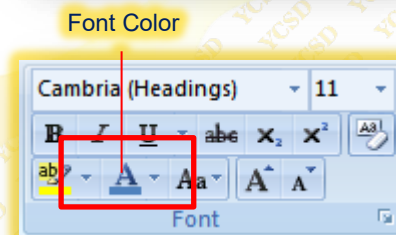
**Font Size**

- ✓ Select the text you want to **format**.
- ✓ Click the **Home Tab** on the Ribbon and click the Font Size list arrow in the **Font Group**.
- ✓ Select a **font size** from the list.



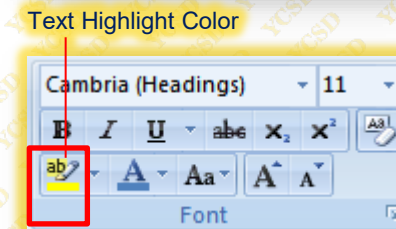
**Font Color**

- ✓ Select the text you want to **format**.
- ✓ Click the **Home Tab** on the Ribbon and click the **Font Color** button list arrow in the Font Group.
- ✓ Select the **Color** you want to use.



**Highlight Text**

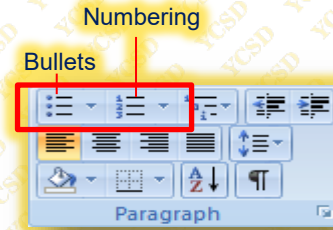
- ✓ **Highlighted** text changes the **background** behind text so it looks like a marker was drawn across it.



### Bullets & Numbering

Select the lines you want to use for the list. Each line that you want to be bulleted or numbered must appear as its own paragraph

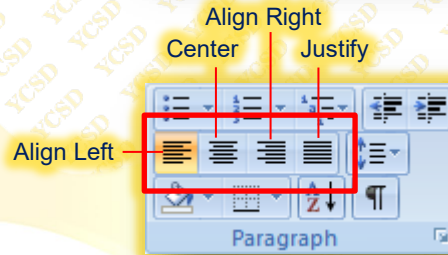
- ✓ Click the **Home Tab** on the Ribbon and click Bullets or Numbering button in the **Paragraph group**.



### Paragraph Alignment

Select the paragraphs you want to change alignment.

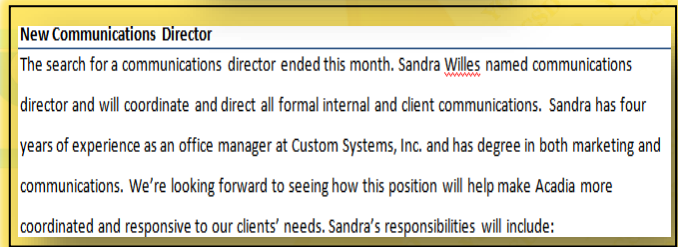
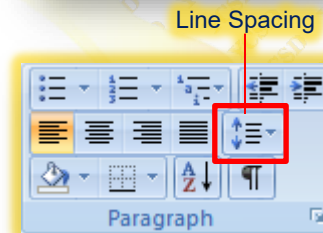
- ✓ Click the **Home tab** on the Ribbon and click the **Align Left, Center, Align Right, or Justify** button in the Paragraph group.



### Line Spacings

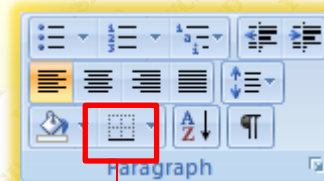
Adding space between lines makes a document easier to read.

- ✓ **Select** the paragraphs you want to change.
- ✓ Click the **Home Tab** on the Ribbon and click the **Line Spacing** button in the Paragraph group.
- ✓ A list of spacing options **appears**. The default line spacing is 1.0 or Single
- ✓ Select the spacing you **want to use**.



### Borders

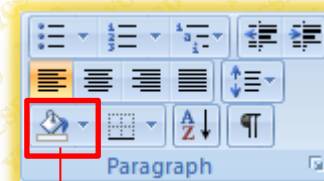
- ✓ **Select** the paragraph you want to add the border
- ✓ Click the **Home Tab** on the Ribbon and click the Border button list arrow in the Paragraph **Group**.
- ✓ A list of borders **appears**. Select a **border type**. And The border is applied.



Borders

### Shading

- ✓ Click the **Home tab** on the Ribbon and click the **Shading** button list arrow in the Paragraph group. And the shading is **applied**.

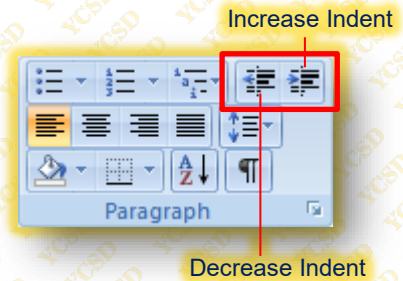


Shading

### Increase and Decrease Indents

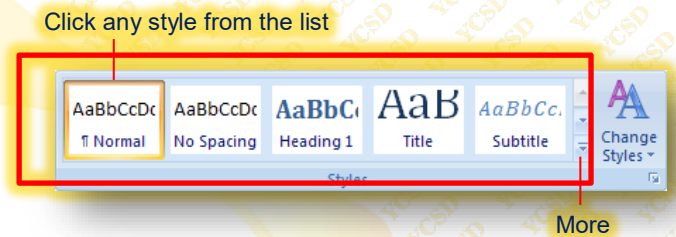
Indent is basically a **page margin**.

- ✓ **Select** or **place** the insertion point in the paragraph(s) you want to **change**.
- ✓ Click the **Home Tab** on the Ribbon and click the **Increase Indent** button or **Decrease Indent** button in the Paragraph group



### Apply A Style

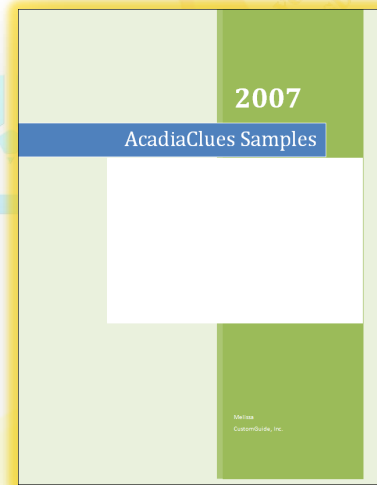
- ✓ **Select** the text to which you want to apply the **style**.
- ✓ Click the **Home Tab** on the Ribbon and click the **style** you want to use in the Styles Gallery in the **Styles group**.



### Cover Page

A **cover page** for your document is like the cover of a book: it contains **basic information**, such as the **title** of the document, date, and author, presented in a way that is **eye-catching** and welcoming to the reader.

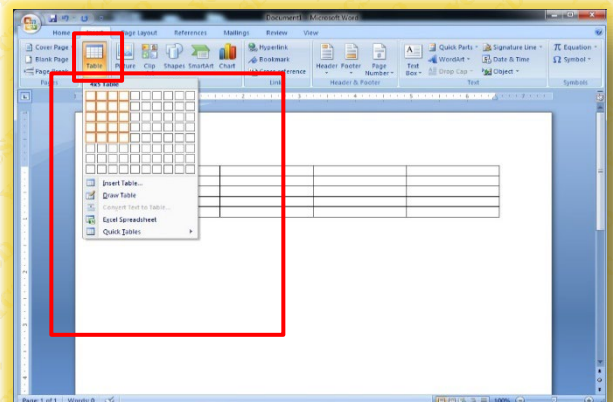
- ✓ Click the **Insert Tab** on the Ribbon and click the **Cover Page** button in the Pages group.
- ✓ A list of **built-in** cover pages **appears**. Notice that each **design** has a name, which makes it easier to match up with other **built-in elements**, such as built- in headers and footers.
- ✓ You can also **customize** as you want.



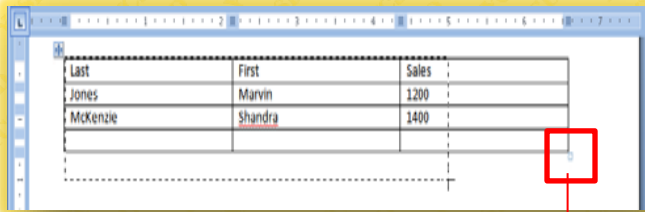
### Table

#### Creating a Table

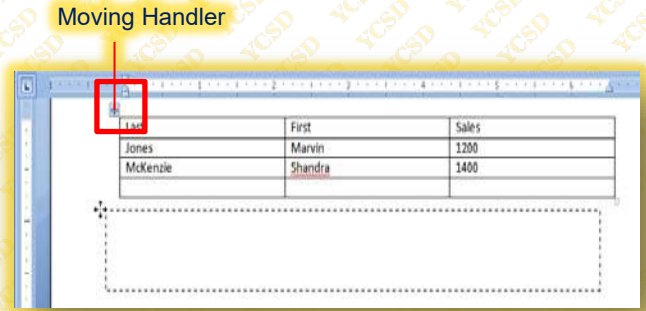
- ✓ Click the **Insert Tab** on the Ribbon and click the Table button in the **Tables group**.
- ✓ **Select** the number of columns and rows you want to **create** using the new **table grid**.
- ✓ The **table is inserted** with the number of columns and rows you selected.



### Resizing & Moving a Table



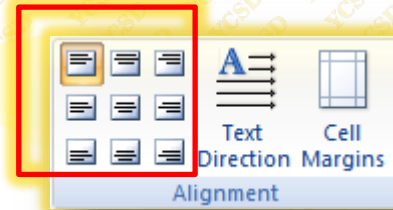
Resize Handler



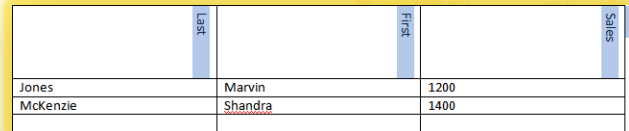
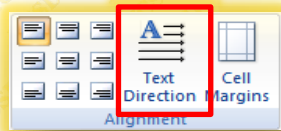
Moving Handler

### Align Cell Contents

- ✓ Under **Table Tools** on the Ribbon, click the **Layout Tab** and click an **alignment** button in the Alignment group.

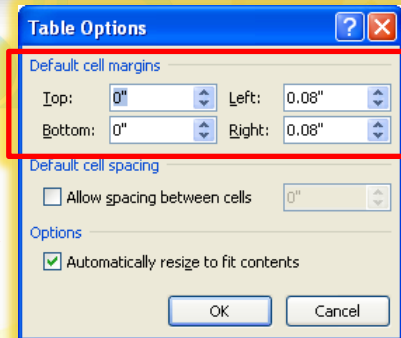
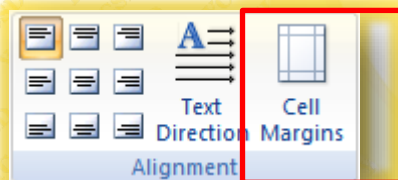


### Change Text Direction



### Change Cell Margins

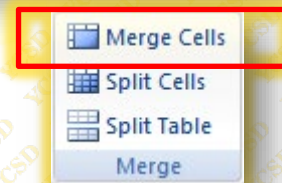
You can **customize** cell margin as you want.



### Merge Cells

The merge cells **command** combines **several smaller cells** into a single larger cell

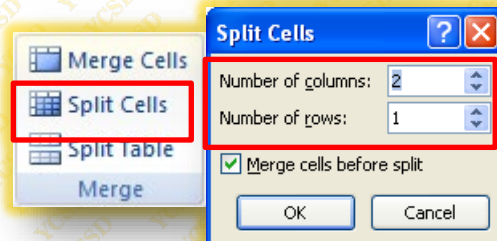
- ✓ Select the cells **you want to merge**. And click **merge cells**



### Split A Cell

Cells can also be broken up into **several smaller cells** by using the **Split Cells** command.

- ✓ Select the cell you want to **split**. And then click **split cells**



### Split A Table

You can also split a table into two separate tables.

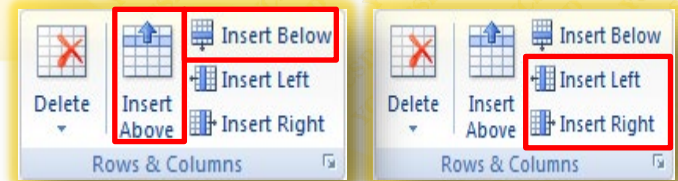
- ✓ Select the **table row** where you want to **split the table**.
- ✓ The row you select will become the **first row** of the new table.
- ✓ Under **Table Tools** on the Ribbon, click the Layout Tab and click the **Split Table** button in the Merge group.

Last	First	Sales
Jones	Marvin	1200
McKenzie	Shandra	1400

Last	First	Sales
Jones	Marvin	1200
McKenzie	Shandra	1400

### Insert A Row & Column

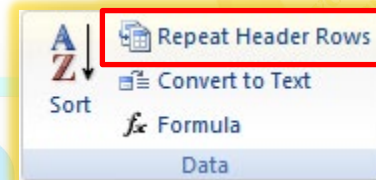
- ✓ Place your **insertion point** in the table in the column or row where you want to insert the new column or row.
- ✓ Under **Table Tools** on the Ribbon, you can find this.



### Repeat Header Rows

If you have a **table** that extends across **several pages**, you can repeat the **header row** at the top of each page of the table

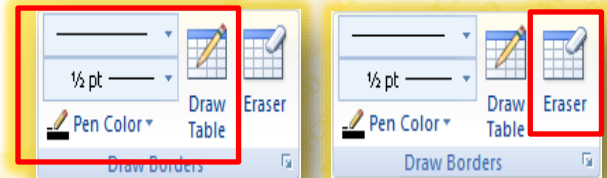
- ✓ Select the **rows** you want to use as **headings**. And click the **Repeat Header Rows**



### Draw Table

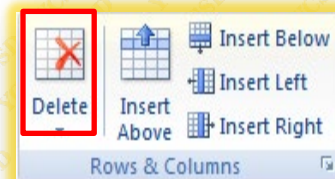
Under **Table Tools** on the Ribbon, click the **Design Tab** and click the **Draw Table** button in the Draw Borders group. And now you can draw a **table**.

You can also erase the table using the Eraser.



### Delete A Table

- ✓ Place your **insertion point** in the table.
- ✓ Under **Table Tools** on the Ribbon, click the Layout Tab and click the **Delete Button** in the Rows & Columns group.
- ✓ Select **Delete Table**



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## ENROLLMENT VERIFICATION

Student Registration No.

Date Of Birth

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**For Franchise**

Please Login Via Franchise Id & Password

## CENTER LOGIN

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Password

Login

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