WINWORD

MICROSOFT WORD OFTEN REFERED AS A WINWORD,IS A POWERFUL WORD PROCESSING APPLICATION DEVELOPED BY MICROSOFT.IT ALLOWS USER TO CREATE, EDIT, FORMAT AND PRINT DOCUMENTS.

HOME

CLIPBOARD

Paste:

Paste Special: Alt+Ctrl+V

1.Keep source formatting(K):Any text which we copy with format can paste with the same format.

2.Merge formatting(M);It merges the text format.

3.Keep text only(T);Only text will paste.

Computer gives us some paragraphs so that we can practice there.

=RAND() >>>> It is a command for that.

4.Format painter;If we have to insert a formatting of any word on another word first we select that word and use shortcut key Ctrl+ Shift+C and then click that word on which we have to insert that formatting and use shortcut key Ctrl+Shift+V and formatting will insert.

Ctrl+Shift+V and formatting will insert.

Ctrl+ENTER for new page.

FONT

Text effects and typography; we can give effects to text.

Change case; 1.sentence case 2.lowercase 3.UPPERCASE 4.Capitalize Each Word 5.Toggle cASE

1.SENTENCE CASE;;Letters are shown as sentence cases.

2.LOWER CASE;;All words are in small letters.

3.UPPER CASE;;All words are in capital letters.

4.CAPITALIZE EACH WORD;;First letter of every word is capital letter.

5.INCREASE FONT SIZE;;   Ctrl+>

6.DECREASE FONT SIZE;;   Ctrl+<

7.CLEAR ;ALL FORMATTING;;It removes all formatting such as Bold,Italic,Underline and size.

PARAGRAPH

Align JUSTIFY;;

Justify low

Justify medium

Justify high

- We can insert any picture as a Bullet.

We can give lists to a paragraph if we have to make MCQs we give them lists i,e we can make questions and options separate.

1. 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.
    a. Mouse
    b. Keyboard
    c. Screen
    d. Cpu
2. 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.
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    c. Screen
    d. Cpu

We can increase indent and decrease indent also for lists.

Line and Paragraph Spacing:We can give spaces to lines and paragraphs.
- By default line space is 1.15

Moreover, 1.0, 1.15, 1.5, 2.0, 2.5, 3.0 are also options for line spacing.

Shading:We can change the colour behind the selected text. Example;

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.

Borders:We can add borders to selected text.

Sort:We can arrange the selected text in ascending and descending order. Example;

Ascending order

6

7

8

9

Descending order

9

8

7

6

STYLES

EDITNG

FIND:We can find any word.shortcut key is Ctrl+F. HEADING,PAGES AND RESULT is shown in it and we can see our word in pages and also where in which paragraph.
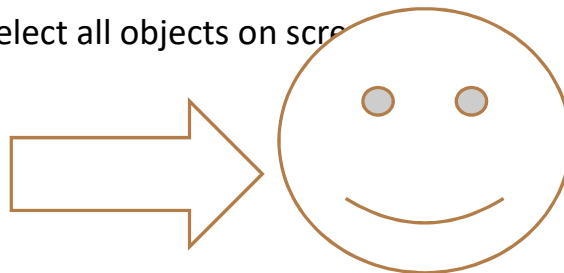
REPLACE:We can replace any word with another word.shortcut key is **Ctrl+H.**

GO TO:We can go to any line and page by it.shortcut key is **Ctrl+G**.

SELECT ALL:Select all text.shortcut key is Ctrl+A.

SELECT OBJECTS: We can select all objects on scr

OBJECT>>>

SELECT TEXT WITH SIMILAR FORMATTING:Conditions for it;BOLD,ITALICS,UNDERLINE,SIZE etc