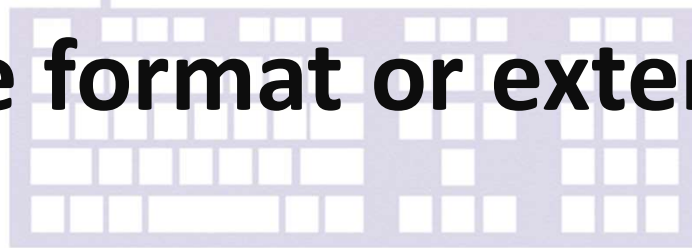# WELCOME TO DIGITAL RK COMPUTER ACADEMY

Digital RK Computer Acadamy

What is M. S. word

M.S. word is popular is part of the Microsoft office . It is currently the most common word processing on the market because it is common the file format or extension of M. S. word is doc/docx.

Use of M. S. word

M. S. word is a popular word processing programme used for creating documents such as letters, brochures, learning, activities, tests paper, quizzes and students home work assignment etc.

How to open M. S. word

To press window key + R

⬇

Type WinWord

⬇

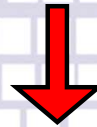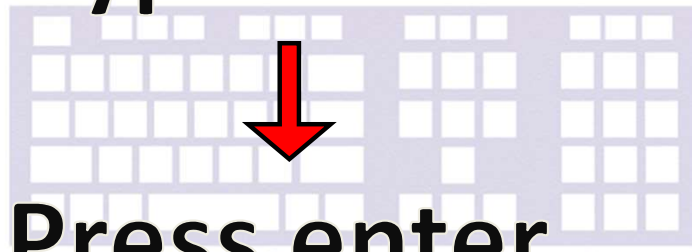Press enter key

Press window key
or
click as start button

↓

Type word

↓

Press enter

**Press window key
or
click as start button**

Click as Microsoft office word – 2007

Process no – 4

Go to desktop

⬇

Double click as the icon of M.S. word

or

Right click as the icon of M. S. word

Click as open

PAGE - The working area of M.S. word is called page .

FONT – Everything which are typed as the page is called font or text.

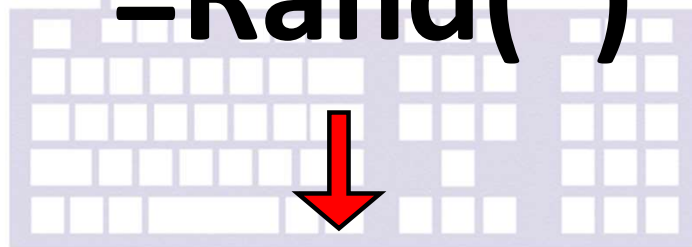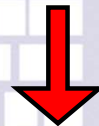**OBJECT**- Every thing which are created or inserted on the page called "object

HOME TAB

To write more words

Write the word

↓

=Rand( )

↓

Press Enter

To change the font size of text

Select your text

↓

Click on home tab

↓
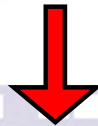
From the font size option

↓

Click on your desired size

Process no – 2
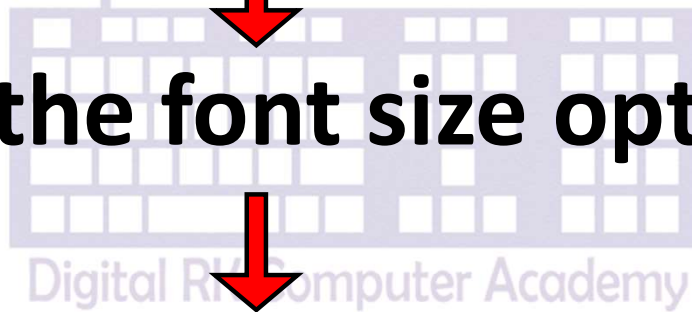
To change the color of text

Select your text

↓

Click on home tab

↓

Click on font color option

↓

Click on your desired color

To change the font style of text

Select your text

↓
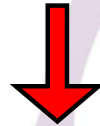
Click on home tab

↓

Click on font style option

↓

Click on desired style

Process no – 4

To change the text into small letter

Select your text

↓

Click on home tab

↓

Click on change chase option

↓

Click on lower case

To change the text into capital letter

Select your text

↓

Click on home tab

↓
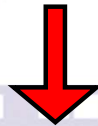
Click on change case option
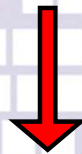
↓

Click on upper case

Digital RK Computer Academy

To bold the text

Select your text

↓
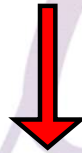
Click on home tab

↓

Click on bold option

To italic text

Select your text

Click on home tab

Click on italic option

To underline text

Select your text

↓

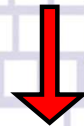## Click on home tab

↓
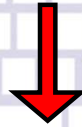
Click on underline option

To superscript (Power) 10^2

Select your text

↓

Click on home tab

↓

Click on superscript option

Two subscript (power) Log$_{10}$

Select your text

Click on home tab
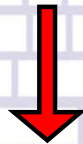
Click on subscript option

To increase or decrease the line spacing

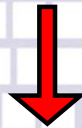**Select the line as your need**

↓

Click on home tab

↓

Go to the ribbon

↓

Click on the line spacing option

↓

Click on your desired spacing option
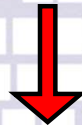
To insert bullet/number

Select your text

↓

Click on home tab

↓

Go to the ribbon

↓

Click on the bullets/number option

↓

Click on your desired option

To clear formatting

Select your text

↓

Click on home tab

↓

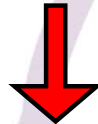**Go to the ribbon**

↓
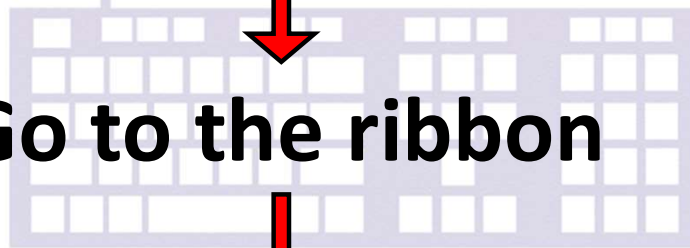
Click on clear formatting option

ALIGMENT

To arrange the text on the page or writing direction called alignment.

To set alignment

Select your text

⬇

Click on home tab

⬇

Go to ribbon

⬇

Click on your desired alignment

To set strike through

Select your text

↓

Click on home tab

↓
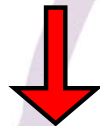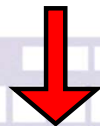
Go to ribbon

↓

Click on strike through (a̶b̶c̶)

To change text case

Select your text

↓

Click on home tab

↓

Go to ribbon

↓
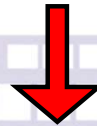
Click on your desired case

To set text highlight color

Select your text

⬇

Click on home tab

⬇
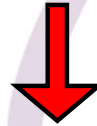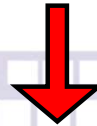
Go to the ribbon

⬇

Click on text highlight color option

To set multilevel list

Select your text

↓

Click on home tab

↓

Go to the ribbon

↓

Click on multilevel list

↓

Click on your desired list

To remove multilevel list

Select your text

↓

Click on home tab

↓

Go to ribbon

↓
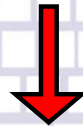
Click on multilevel list

↓

Click on none option

To decrease indent

Select your text

↓

Click on home tab

↓
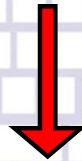
Go to ribbon

To increase indent

Select your text

Click on home tab

Go to ribbon

Click on increase indent
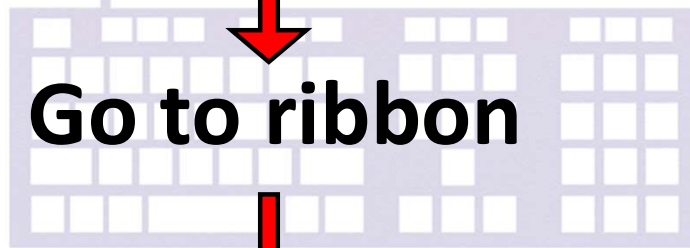
To short the text

Select your text

↓

Click on home tab

↓

Go to the ribbon

↓

Click on short (Az↓)

To set line spacing

Select your text

↓

Click on home tab

↓

Go to ribbon

↓

Click on line spacing

↓

Click on line spacing number

To set shading color

Select your text

↓

Click on home tab

↓

Go to ribbon

↓

Click shading

↓

Click on your desired theme color

To remove shading color

Select your text

↓

Click on home tab

↓

Go to ribbon

↓

Click on border option

↓

Select on your desired border

To outside border

Select your text

Click on home tab

Go to ribbon

Click on border option
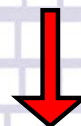
Select on your desired border

To outside border

Select your text

↓

Click on home tab

↓

Go to ribbon

↓

Click on border option

↓

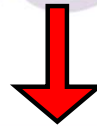**Click on no border option**

INSERT
TAB

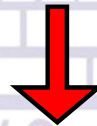Digital RK Computer Academy

To draw shape

Click on insert tab

Click on shape option

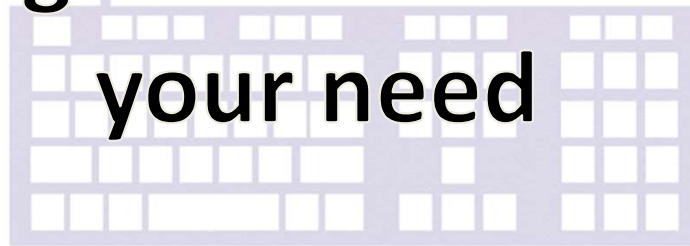**Click on your desired shape**

Go to the page and draw your shape

To resize the shape

Click on your shape

⬇

Click and drag the nodes of shapes as your need

To move the shape

Click and drag the shapes

as your need
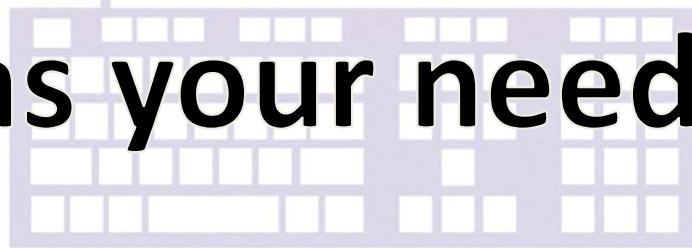
To rotate the shape

Click on the shape

Go to green nodes

When the curser change in (↻)
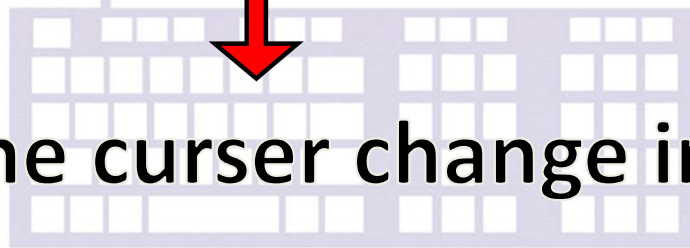
Click and rotate your shapes as your need

To color the shape

Select the shape

⬇

Click on the shape fill option

⬇
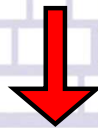
Click an your desired color

To color outline of the shape

Select your shape

Click on the format tab

Click an outline fill option

Click on your desired color
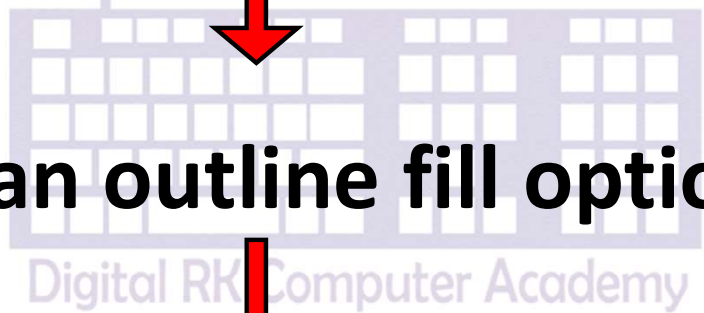
To remove/delete the shape

Select your shape

Press delete button

To fill picture /image/photo

Select your shape

⬇

Click on the format tab

⬇

Click on the shape fill option

⬇
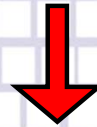
Click on your picture option

⬇
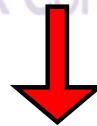
Click on ok

TO FILL DOUBLE COLOR

Select your shape

⬇

Click on the format tab

⬇

Click on shape fill option

⬇

Click on gradient fill option

⬇

Click on more gradient

⬇

Click on two color option

⬇

Click on your desired color

⬇

Click on ok

To remove filled color/image/pattern

Select your shape

↓

Click on the format tab

↓

Click on shape fill option

↓
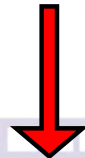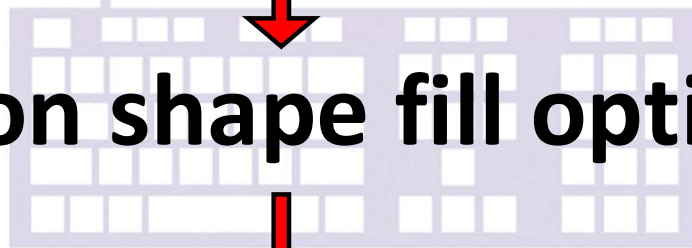
Click on no fill option

To remove outline

Select your shape

↓

Click on the format tab

↓

Click on shape outline option

↓
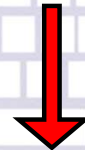
Click on no outline option

To create shadow

Select your shape

↓

Click on the format tab

↓

Click on shadow option

↓

Click on your desire shadow

To change shadow color

Select your shape

↓

Click on the format tab

↓

Click on shadow option

↓

Click on your desire color

To write stylish text

Click on insert tab

⬇

Go to right side on the ribbon

⬇

Click on word art option

⬇

Click on your desired style

⬇

Type your text

⬇

Click on ok

⬇

Click on format tab

⬇

Click on text wrapping option

⬇

Click on in front of text option

To edit the text of stylish text

Select your stylish text

↓

Click on format

↓

go to left corner in the ribbon

↓

Click on edit text
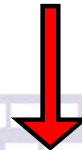
↓

Type your text

↓

Press ok

To change the shape of stylish text

Click on format tab

Go to middle point in the ribbon

Click on change shape option

Click on your desire shape
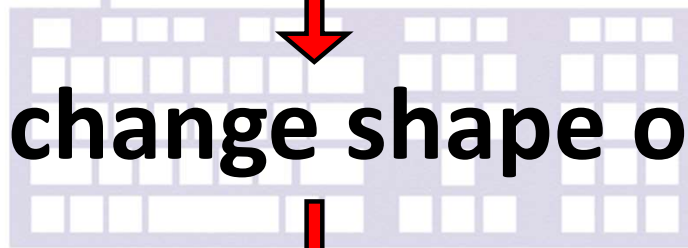
To insert picture/image/photo

Click on the insert tab

Click on the picture option

Click on your desire picture

Click on inset button
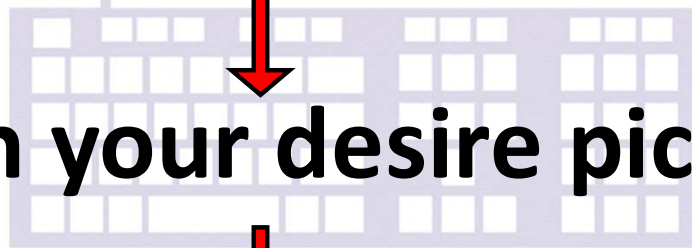
To insert table

Click on the insert table

↓

Click on the table option

↓

Click on the insert table option

↓

Type the number of your desire table row &column

To insert picture

Click on the insert tab

↓

Click on the picture option

↓

Select your desired picture
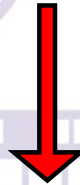
↓

Double click on picture/click on insert button

To remove/delete the table

Select your table

Press shift+delete button
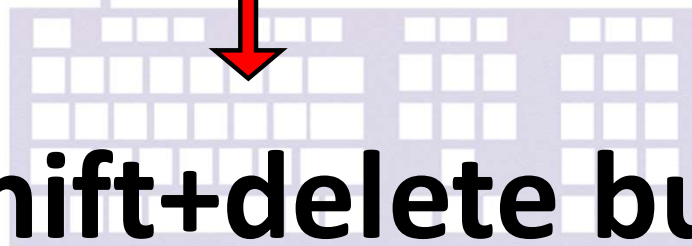
HEADER

Header is the texts that are written on the top of each and every page of documents .

To insert header

Click on the insert tab

↓

Click on header option

↓

Click on edit header matter

↓

Double click on the page

FOOTER

Footer is the texts that are written on the button of each and every pages of documents.

To insert footer
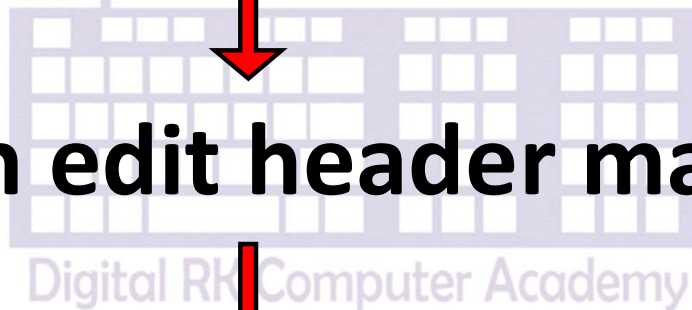
Click on the insert tab

Click on footer option

Click on edit footer option

Type the footer matter

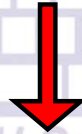**Double click on the page**

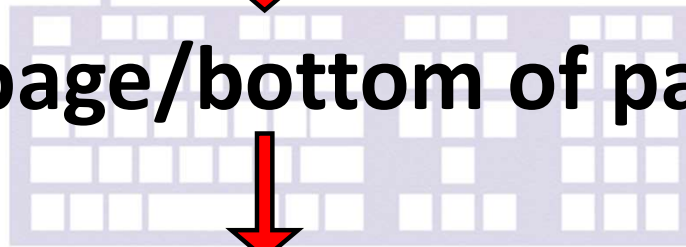# To insert page number

Click on the insert tab

↓

Click on page number option

↓

Click on top page/bottom of page option

↓

Click on any position as your need

To insert a text box

Click on the insert tab

↓

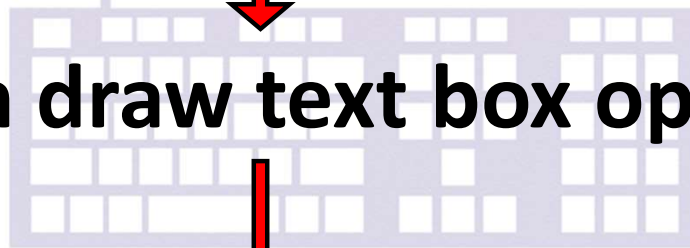**Click on text box option**

↓

Click on draw text box option

↓

Click and draw text box as your need

To insert date & time

Click on the insert tab

↓

Click on date & time option

↓

Click and any format as your need

↓

Click on automatic update

↓

Click ok
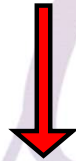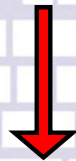
HYPERLINK

Hyperlink is the link which switch one place to another place when you click on hyper text.

To insert hyperlink

Click on the text

↓

Click on the insert tab

↓

Click on hyper link option

To insert blank page

Click on the text

↓

Click on the insert tab

↓

Go to left side in the ribbon

↓
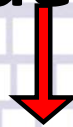
Click on blank page option

↓

Click ok

To break the page

Click on the text

↓

Click on insert tab

↓

Go to left side in the ribbon

↓
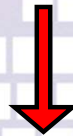
Click on page break option

↓

Click on ok
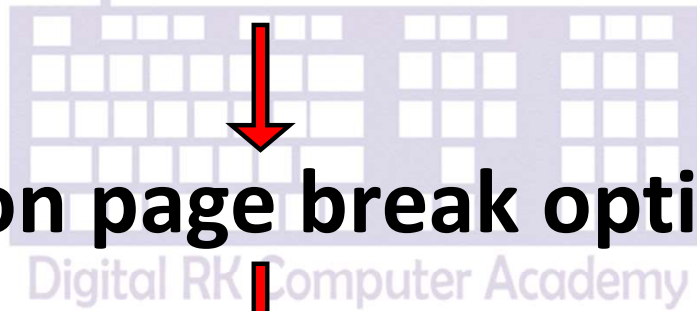
To insert a symbol

Click on the text

↓

Click on the insert tab

↓

Go to right side in the ribbon

↓

Click on symbol option

↓

Click on more symbol option

↓

Select your symbol

↓

Click on insert
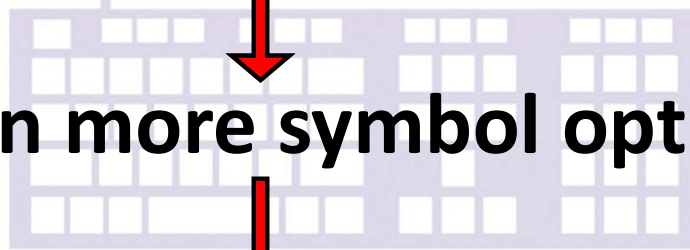
To insert symbol

Click on the insert tab

↓

Go to right side in the ribbon

↓

Click on symbol option

↓

Click on more symbol

↓

Click on insert

To find the word

Press ctrl+f

To the find what box type your desired word
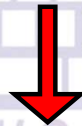
Press enter key or click on find or find next

To replace the word

Press ctrl+H

↓

In the find what box type your desired word

↓

In the replace with box type your desired word

To go to any page

Press ctrl + G

↓

In the page number box type

↓

Your desired page number

↓

Press enter

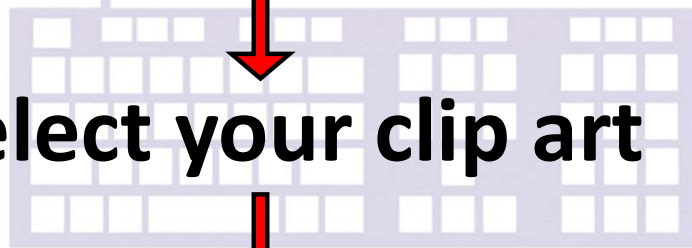# To insert clip art

Click on the insert tab

↓

Click on the clip art option

↓

Select your clip art

↓

Clip and drag your clip art on the page
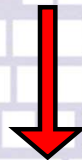
PAGE LAYOUT TAB

To change the page size

Click on page layout tab

Click on page size option

Click on your desired page size

To insert the column

Select your text

↓

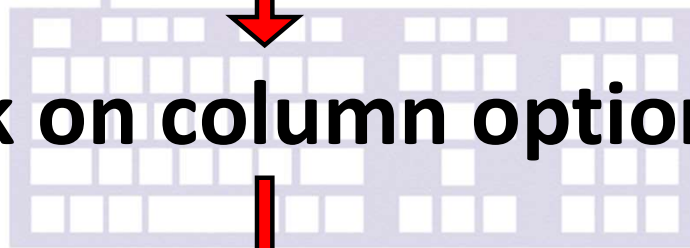**Click on your page layout tab**

↓

Click on column option

↓

Click on number of columns

To change the page orientation

Click on page layout tab

⬇

Click on page orientation option

⬇

Click on your desired page orientation
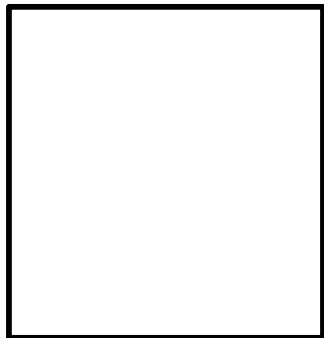
Portrait

landscape

To change the page color

Click on page layout tab

⬇

Click on page color option

⬇

Click on your desired page color

To set page margins

Click on page layout tab

↓

Go to ribbon

↓

Click on margins

↓

Set your margins as your need

↓

Click on ok

To set picture watermark

Click on page layout tab

↓

Go to ribbon

↓

Click on watermark

↓

Click on custom watermark

↓

Click on picture watermark

↓

Select your picture

↓

Ok

To set text watermark

Click on page layout tab

↓

Go to ribbon

↓

Click on watermark

↓

Click on custom watermark

↓

Click on text watermark

↓

Type your text

↓

Ok

To remove water mark

Click on page layout tab

↓

Go to ribbon

↓

Click on watermark

↓

Click on remove watermark

To set page borders

Click on page layout tab

↓

Go to ribbon

↓

Click on page borders

↓

Select your desired borders

↓
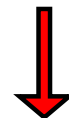
Ok

To remove borders

Click on page layout tab

Go to ribbon

Click on page borders

Select your no border

Ok