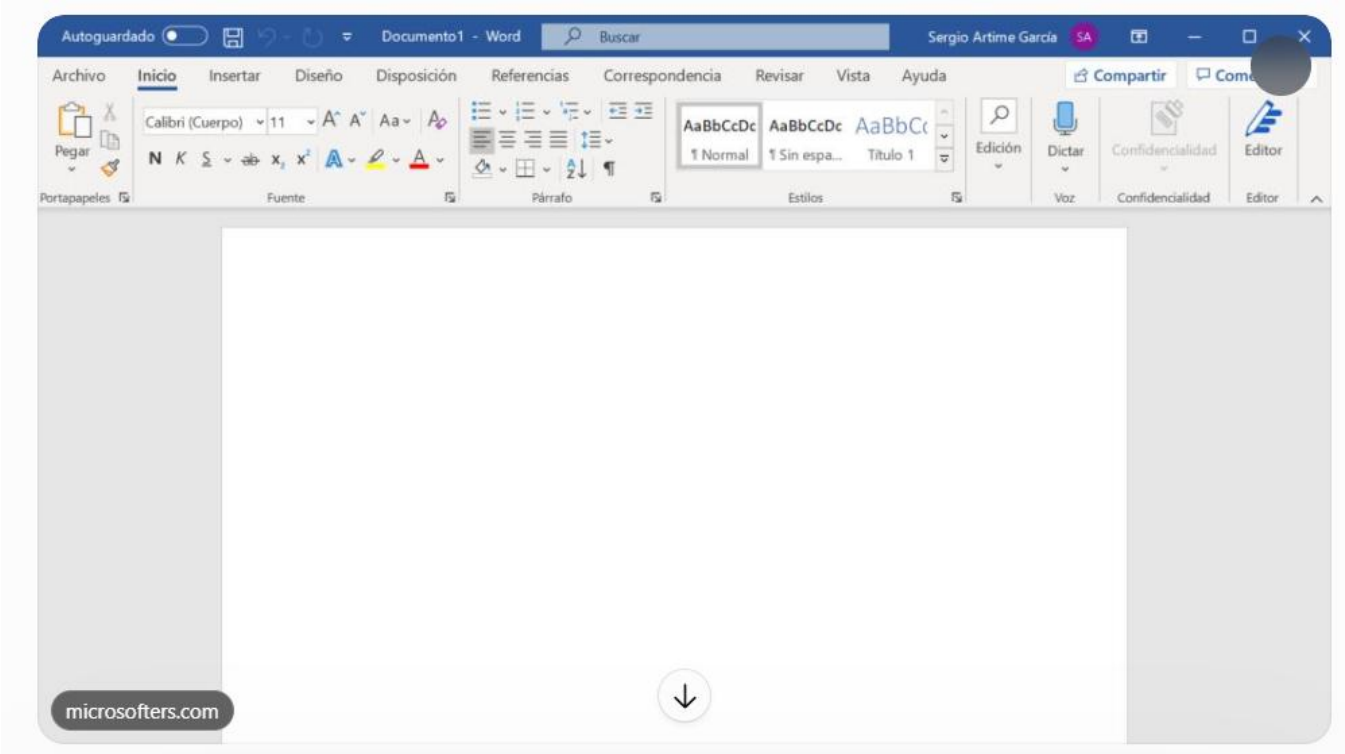
JS1 DIGITAL PROCESSING

MICROSOFT WORD – INTRODUCTION

Opening • Saving • Editing • Formatting • Pictures • Page Setup • Printing

Meaning of Microsoft Word

Microsoft Word is a word-processing application developed by Microsoft. It is used to create, edit, format, save and print text-based documents. It is widely used in schools, offices, businesses and homes.



Uses of Microsoft Word

- Typing letters and official documents.
- Preparing examination questions, answers and assignments.
- Creating reports, proposals and meeting minutes.
- Designing simple flyers, brochures and newsletters.
- Creating tables, invoices, receipts and certificates.
- Preparing books and other printed materials.

Starting or Opening Microsoft Word

Method 1 – Start Menu:

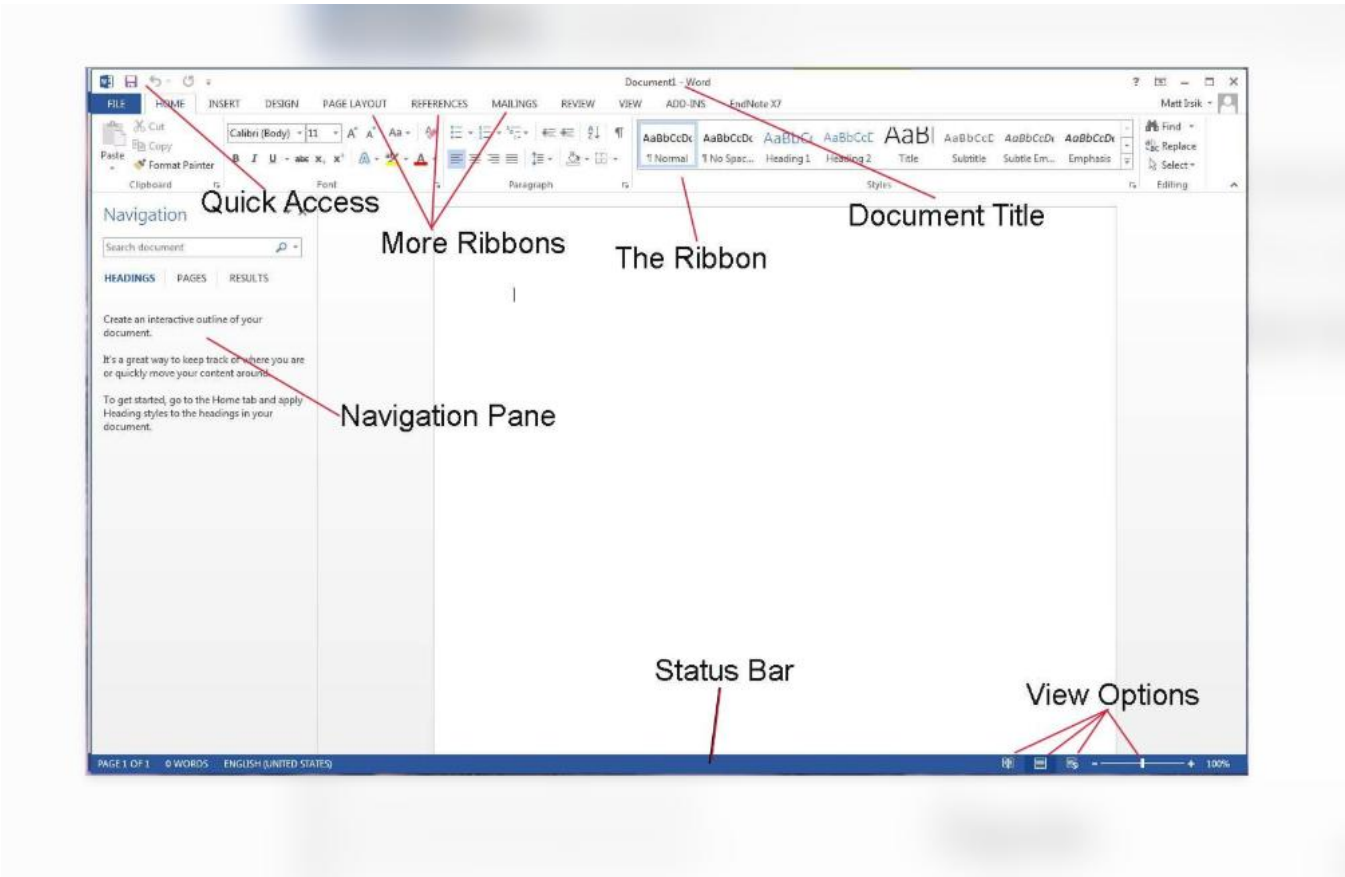
1. Click the Start button.
2. Type Microsoft Word in the search box.
3. Select Microsoft Word from the search results.

4. Wait for the application to open.
5. Choose Blank Document to create a new document.

Method 2 – Desktop Shortcut: If a Word shortcut is available on the desktop, double-click it and then choose Blank Document.

Illustration: Main areas of a Microsoft Word window (simplified teaching diagram).

4. Parts of the Microsoft Word Window



Component	Function
Title Bar	Displays the name of the current document.
Quick Access Toolbar	Provides quick access to commonly used commands.
Ribbon	Contains tabs and groups of commands.
File Tab	Provides options such as New, Open, Save and Print.
Document Area	The space where text is entered and edited.
Ruler	Helps control margins, indents and tab positions.
Status Bar	Displays information such as page number and word count.
Scroll Bar	Moves the view through a document.
Insertion Point	Shows where the next character will appear.

5. Creating, Saving and Opening Documents

A. Creating a New Document

6. Open Microsoft Word.
7. Click File, select New, and choose Blank Document.
8. Begin typing in the document area.

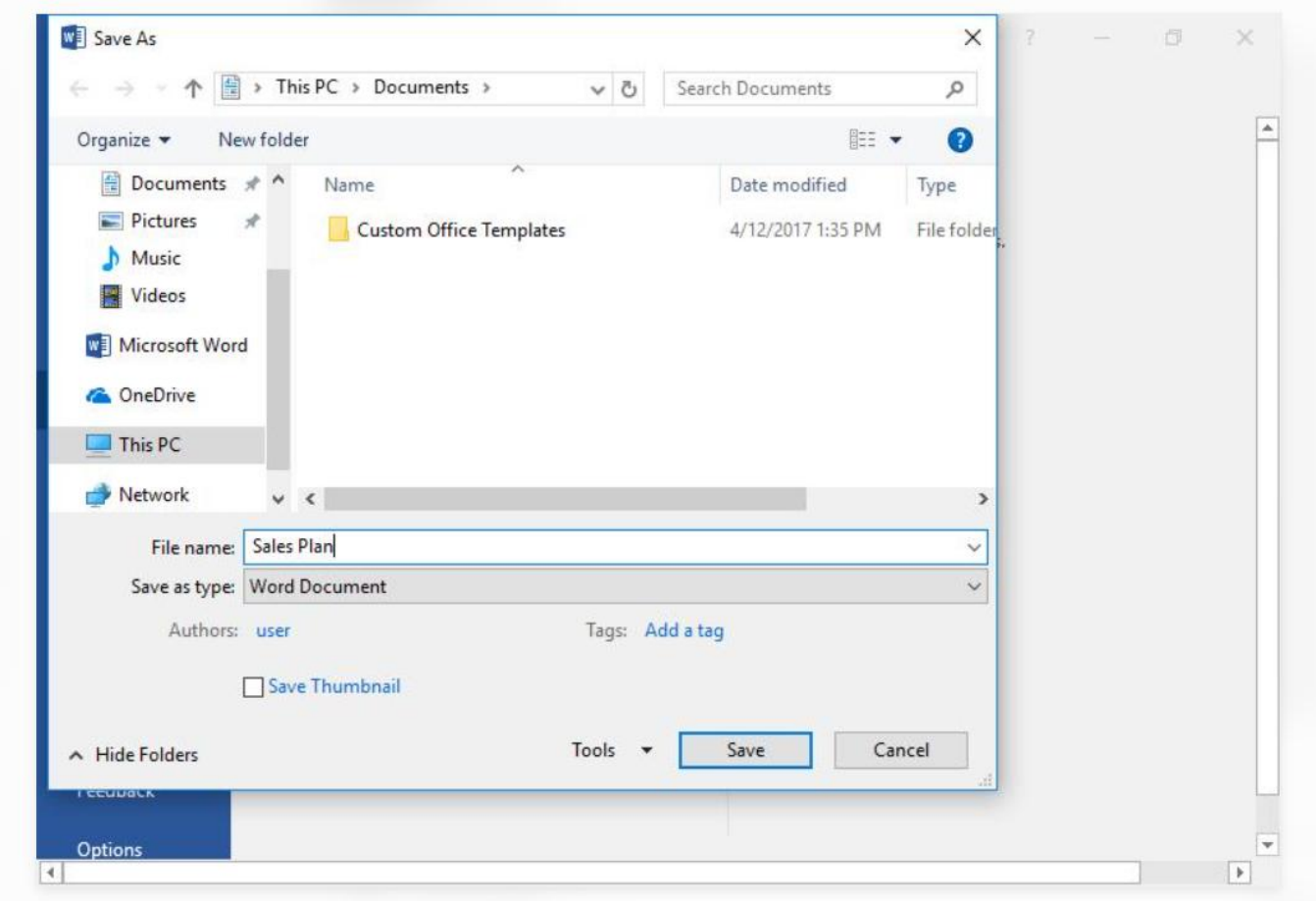
Shortcut: Ctrl + N

B. Saving a Document

Saving means storing a document on a storage device so it can be used later.

9. Click File and select Save As (for a new document).
10. Choose where the document should be stored.
11. Enter a suitable file name.
12. Choose a file type if necessary, then click Save.

Shortcut: Ctrl + S. After the first save, Ctrl + S saves further changes.



C. Opening an Existing Document

13. Open Microsoft Word.
14. Click File, then Open.
15. Browse to the folder containing the document.

16. Select the document and click Open.

Shortcut: Ctrl + O

Common Microsoft Word File Formats

Extension	Description
.docx	Standard modern Word document format.
.doc	Older Microsoft Word document format.
.pdf	Portable Document Format; useful for sharing and printing.
.rtf	Rich Text Format.
.txt	Plain text file; does not retain most formatting.

6. Editing Documents

Editing means making changes or corrections to an existing document. It may involve adding, removing, copying, moving or correcting text.

Operation	Meaning	Shortcut
Copy	Makes a duplicate of selected text or an object.	Ctrl + C
Cut	Removes selected content so it can be moved.	Ctrl + X
Paste	Places copied or cut content at a new location.	Ctrl + V
Undo	Reverses the last action.	Ctrl + Z
Redo	Restores an action that was undone.	Ctrl + Y
Select All	Selects all content in the document.	Ctrl + A
Find	Searches for words or phrases.	Ctrl + F
Find and Replace	Searches for text and replaces it with other text.	Ctrl + H

Backspace deletes characters to the left of the insertion point. Delete removes characters to the right or deletes selected content.

7. Formatting Text

Text formatting means changing the appearance of text to make a document attractive, clear and easy to read. Most basic text-formatting commands are found on the Home tab.

Feature	Function	Shortcut / Example
Bold	Makes text thicker and darker.	Ctrl + B
Italic	Makes text slant to the right.	Ctrl + I

Underline	Places a line below text.	Ctrl + U
Font Type	Changes the design of characters.	Arial, Times New Roman, Aptos
Font Size	Changes how large or small text appears.	12 pt, 14 pt, 16 pt
Font Colour	Changes the colour of selected text.	Blue, black, red
Line Spacing	Changes the vertical space between lines.	1.0, 1.5, 2.0

Illustration: Common text-formatting controls and alignment options.

Text Alignment

Alignment	Description	Shortcut
Left	Aligns text with the left margin.	Ctrl + L
Centre	Places text in the centre.	Ctrl + E
Right	Aligns text with the right margin.	Ctrl + R
Justify	Aligns text evenly along both margins.	Ctrl + J

Bullets use symbols to identify list items. Numbering uses numbers or letters to organise items in sequence.

8. Inserting Pictures

Microsoft Word allows users to insert pictures to make documents more attractive and to communicate information visually.

17. Open the document and place the insertion point where the picture should appear.
18. Click the Insert tab.
19. Select Pictures, then choose This Device (wording may vary by version).
20. Browse to the picture, select it and click Insert.
21. Resize or reposition the picture as required.

Illustration: Example of text wrapping around an inserted picture.

Picture Formatting Options

- Resize – change the picture's height or width.
- Crop – remove unwanted outer parts of a picture.
- Rotate – turn the picture to a different angle.
- Picture Border or Style – add a border or visual effect.
- Position – place the picture in a chosen location.
- Text Wrapping – control how text flows around the picture.

Common text-wrapping options include In Line with Text, Square, Tight, Behind Text, In Front of Text, and Top and Bottom.