

MS Word 2013 Notes

5.1 Introduction to Office 2013

Microsoft Office 2013 is a collection of productivity applications developed by Microsoft. It includes MS Word, Excel, PowerPoint, Access, and Outlook. These programs help users create documents, spreadsheets, presentations, and databases.

5.3 Starting Up MS-Word

MS Word can be started by:

1. Click the **Start** button.
2. Select **All Programs**.
3. Click **Microsoft Office 2013**.
4. Choose **Microsoft Word 2013**.

5.4 MS-Word Interface

The main parts of the MS Word window are:

- Title Bar
- Quick Access Toolbar
- Ribbon
- File Tab
- Document Area
- Status Bar
- Scroll Bars
- Zoom Slider

5.5 Create, Save and Open Document

Creating a Document

- Open MS Word.
- Click **Blank Document**.
- Start typing.

Saving a Document

- Press **Ctrl + S**.
- Choose a location.
- Enter a file name.
- Click **Save**.

Opening a Document

- Click **File > Open**.
- Select the document.
- Click **Open**.

5.6 Cut, Copy, Paste, Undo and Redo

Cut

Removes selected text and places it on the clipboard.

- Shortcut: **Ctrl + X**

Copy

Copies selected text to the clipboard.

- Shortcut: **Ctrl + C**

Paste

Inserts copied or cut text.

- Shortcut: **Ctrl + V**

Undo

Reverses the last action.

- Shortcut: **Ctrl + Z**

Redo

Repeats the last undone action.

- Shortcut: **Ctrl + Y**

5.7 Character Formatting

Character formatting changes the appearance of text.

Options include:

- Font Style
- Font Size

- Bold
- Italic
- Underline
- Font Color
- Highlight Color

5.8 Borders and Shading

Borders

Borders are lines added around text, paragraphs, or pages.

Shading

Shading adds background color to text or paragraphs.

Steps:

- Select text.
- Go to **Home** > **Paragraph Group**.
- Click **Borders** or **Shading**.

5.9 Bullets and Numbering

Bullets

Used for unordered lists.

Numbering

Used for ordered lists.

Steps:

- Select text.
- Click **Bullets** or **Numbering** from the Home tab.

5.10 Page Setup

Page Setup controls the layout of a page.

Options:

- Margins

- Orientation (Portrait/Landscape)
- Paper Size
- Page Breaks

Access through:

Page Layout > Page Setup

5.11 Tables

A table organizes data into rows and columns.

To insert a table:

1. Click **Insert** tab.
2. Select **Table**.
3. Choose the required number of rows and columns.

5.12 Spelling and Grammar

MS Word checks spelling and grammar mistakes automatically.

To check manually:

- Press **F7** or click **Review > Spelling & Grammar**.

5.13 Printing a Document

Steps:

1. Click **File > Print**.
2. Select a printer.
3. Set printing options.
4. Click **Print**.

Shortcut: **Ctrl + P**

5.14 Find and Replace

Find

Used to search specific words.

Shortcut: **Ctrl + F**

Replace

Used to replace words with new text.

Shortcut: **Ctrl + H**

5.15 Header and Footer

Header

Text displayed at the top of every page.

Footer

Text displayed at the bottom of every page.

Insert from:

Insert > Header/Footer

5.16 Column

Columns divide text into two or more vertical sections like a newspaper.

Steps:

1. Select text.
2. Click **Page Layout > Columns**.
3. Choose the desired number of columns.

5.17 Page Break

A Page Break starts text on a new page.

Steps:

- Place the cursor where needed.
- Click **Insert > Page Break**.

Shortcut: **Ctrl + Enter**

5.18 Options for Viewing a Document

Different document views include:

- Read Mode

- Print Layout
- Web Layout
- Outline View
- Draft View

These options are available on the **View** tab.

5.19 Inserting Clip Art

Clip Art consists of ready-made pictures and illustrations.

Steps:

1. Click **Insert** tab.
2. Select **Online Pictures/Clip Art**.
3. Search and insert the desired image.

5.20 Creating WordArt

WordArt is decorative text with special effects.

Steps:

1. Click **Insert > WordArt**.
2. Choose a style.
3. Type the desired text.

5.21 Table of Contents

A Table of Contents (TOC) lists headings and page numbers in a document.

Steps:

1. Apply Heading styles to headings.
2. Click **References > Table of Contents**.
3. Select an automatic table style.

Advantages

- Easy navigation.
- Professional appearance.

5.21 Table of Contents (TOC)

Introduction

A **Table of Contents (TOC)** is a list of document headings and their page numbers. It helps readers quickly find information in a document. MS Word can automatically create and update a Table of Contents based on the headings used in the document.

Steps to Create a Table of Contents

Step 1: Apply Heading Styles

Before creating a TOC, apply heading styles to the document:

1. Select the heading text.
2. Go to the **Home** tab.
3. In the **Styles** group, choose:
 - **Heading 1** for main headings
 - **Heading 2** for subheadings
 - **Heading 3** for lower-level headings

Step 2: Insert Table of Contents

1. Place the cursor where you want to insert the TOC.
2. Click the **References** tab.
3. Click **Table of Contents**.
4. Choose an **Automatic Table** style.
5. MS Word will generate the TOC automatically.

Updating the Table of Contents

When changes are made to the document:

1. Click anywhere inside the TOC.
2. Click **Update Table**.
3. Choose:
 - **Update page numbers only**
 - **Update entire table**
4. Click **OK**.

Removing a Table of Contents

1. Go to the **References** tab.
2. Click **Table of Contents**.
3. Select **Remove Table of Contents**.

Advantages of Table of Contents

- Makes documents easy to navigate.
- Saves time in finding topics.

- Updates automatically.
- Gives a professional look to documents.
- Useful for reports, books, projects, and research papers.

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