

①. Auto correct — Using this feature of the MS word user can use this feature for the auto-correction of his document.

Auto format — This is the one of the most important feature of the MS-word that can be used for the auto-correction of the document.

②. Text alignment — The default text alignment in MS-word is left alignment. default vertical alignment is normal in MS-word.

Total alignments are left, Right, centre and justify.

How to use → MS-word → Home → Paragraph

Quick access bar

③. Title bar, Menu bar, Ribbon, Status bar.

④. Save as — This command is use to use the existing file in MS-word.
for example — A document/file user has already saved it in MS-word. And Now if he wants to rename it then use Save as.

⑤. F1 is shortcut key of help menu — It is an application help menu in MS-word.

Hyperlink — shortcut key → Ctrl+K

This is used to create a link in a document for another document in same.

for ex. — You a document and you want to give a link for the user or for the further use.

→ MS word → Insert tab → link → Hyperlink

Mail merge — It is one of the most important feature in MS-word.

This is used to send a same message to persons more than one. Using this user can ignore to write down same.

Mail merge →

Open the ^{MS-word} Mail Merge in MS-word.

or Window +R & type winword > OK.
Go to Mail Merge. & select step by step.

Select recipients where we will select correct document & address.

Type a letter, that you want to send.

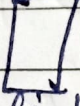
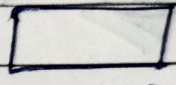
Select receipts name, their address & etc.

Send the mail.

8. 1. Zoom — open MS-Word → View menu → Zoom
Zoom in of the MS word → 0% (min)
Zoom out of the MS word → 500% (max)

2. Working area — Working area in MS-Word will be in white colored. Which is in a rectangular shape.

3. Ruler — Ruler in MS-Word will be after the menu bar. This ruler is used for the alignment and the indent of the text or paragraph. It measures the document in MS-Word.

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| <p>9. <u>Portrait</u> </p> <p>It is the vertical shape of the working area.</p> <p>Most of the time is used for certificates.</p> | <p><u>Landscape</u> </p> <p>It is the horizontal shape of the working area OR sheet.</p> <p>Most of the time it is used for Bill receipts.</p> |
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10. Scroll Bar — It is a way to move the ^{document} screen/^{content} of the computer.

vertical — used for up & down.

horizontal — used for ^{to go} right & left of your document.

Goto — It is the most important command in ms-work. which is used by the user to go to the files OR document.
Shortcut → Ctrl + G

For example: — If a user has open a document of ms. word. then user can use the shortcut or Quick access for using go to command. & using this user can go to another file.

Ctrl + N , Ctrl + O , Ctrl + S ,
Ctrl + F2 , Ctrl + P