



Gurukul Technicals Institute

Computer education · Robotics · Science projects · Delhi

FREE EBOOK

COMPUTER AND OFFICE SKILLS

MS Word Study Book

The complete study notes, practice questions and glossary for MS Word

INSIDE THIS BOOK

- Getting Started with MS Word
- Editing, Proofing and Reviewing Text
- Formatting Text and Paragraphs
- Page Layout, Headers, Footers and Printing
- Working with Tables
- ...and 2 more chapters, practice questions and a glossary

Beginner

Students and office staff learning to type and format documents

engineergurukul.com

+91 97116 99511

MS Word Study Book

Create, edit, format and print professional documents in Microsoft Word, from simple letters and tables to long reports with a table of contents and mail-merged letters.

WHO IT IS FOR	Students and office staff learning to type and format documents
LEVEL	Beginner
SUBJECT AREA	Computer and office skills
WHAT IS INSIDE	7 chapters, practice questions with answers, and a glossary

HOW TO USE IT

Read one chapter at a time and try the examples as you go: on a computer, at your workbench or in your notebook. The boxes give tips, safety points and short activities. When you finish, test yourself with the practice questions and check your answers at the end. Words you may not know are explained in the glossary.



Gurukul Technicals Institute

A-10, Chief Commissioner Colony, opposite Rana Pratap Bagh, Delhi 110007
Phone 011 2721 1512 · Mobile and WhatsApp +91 97116 99511
engineergurukul@yahoo.co.in · engineergurukul.com

Free ebook. You may read, print and share this ebook for learning. It may not be sold or changed.

© 2026 Gurukul Technicals Institute. First edition, October 2026. The information was checked when it was written; software, prices and rules change, so for anything official always check the latest source.

What you will find inside

1	Getting Started with MS Word	4
2	Editing, Proofing and Reviewing Text	6
3	Formatting Text and Paragraphs	8
4	Page Layout, Headers, Footers and Printing	11
5	Working with Tables	13
6	Pictures, Shapes and Other Objects	15
7	Styles, Table of Contents and Mail Merge	18
	Practice questions	20
	Answers	24
	Glossary	26

Getting Started with MS Word

Microsoft Word is a **word processor**: a program for creating documents such as letters, job applications, notices, reports and project files. These lessons follow Word in Microsoft 365 and Word 2016 or later on Windows. Older versions look a little different, but most commands sit in the same places.

Opening Word

Open Word from the Start menu. The start screen offers **Blank document** and ready-made templates such as resumes and letters. Click **Blank document** to get an empty page with a blinking line called the **insertion point** (or cursor). Whatever you type appears at the insertion point.

Parts of the Word window

Part	What it does
Title bar	Shows the document name, for example Document1
Quick Access Toolbar	Small buttons such as Save, Undo and Redo
Ribbon	Commands arranged in tabs and groups
Document area	The page where you type
Status bar	Shows the page number, word count, view buttons and zoom slider

The ribbon has tabs such as **File, Home, Insert, Design, Layout, References, Mailings, Review** and **View**. Some versions also show **Draw** and **Help** tabs. Each tab is divided into **groups**. For example, the Home tab has the Clipboard, Font, Paragraph, Styles and Editing groups. A small arrow at the bottom-right corner of some groups, called the **dialog box launcher**, opens a box with more options.

Typing basics

- When a line is full, Word moves to the next line by itself. This is called **word wrap**, so press **Enter** only to start a new paragraph.

- **Backspace** deletes the character to the left of the insertion point; **Delete** removes the character to the right.
- **Ctrl+Home** jumps to the start of the document and **Ctrl+End** jumps to the end.

Saving your work

Press **Ctrl+S**, or click **File > Save**. The first time you save, Word asks for a location and a file name, for example Rahul Sharma Resume. Word documents are saved with the extension **.docx**; older Word 97-2003 files use **.doc**.

Save updates the same file. **Save As (F12)** creates a new copy with a different name, location or format. To share a document that must look the same on every computer, save a copy as a PDF: choose **File > Save As** and pick **PDF** in the file type list, or use **File > Export**.

In Microsoft 365, a document stored on OneDrive can be saved automatically with the AutoSave switch at the top-left of the window. For files on your own computer, press Ctrl+S often.

Document views

The **View** tab offers **Read Mode**, **Print Layout** and **Web Layout**, along with **Outline** and **Draft**. Print Layout is the normal working view and shows the page as it will print. You can also switch views with the small buttons on the status bar, and use the zoom slider beside them to make the page look bigger or smaller on screen without changing the printed size.

KEY POINTS

- Word is a word processor for letters, reports and other documents.
- Commands sit in ribbon tabs and groups; the dialog box launcher opens more options.
- Word wraps lines automatically, so press Enter only for a new paragraph.
- Ctrl+S saves, F12 opens Save As, and Word files use the .docx extension.
- Print Layout view shows the page as it will print.

TRY THESE EXERCISES

1. Open Word, choose Blank document and type two short paragraphs introducing yourself, letting word wrap start each new line and pressing Enter only once, between the two paragraphs.
2. Save the document as My Introduction with Ctrl+S, then press F12 (Save As) to save a second copy in PDF format, and open both files to compare them.
3. Switch between Read Mode, Print Layout and Web Layout on the View tab (Read Mode hides the ribbon, so press Esc or use the view buttons on the status bar to leave it), click the + on the zoom slider until it shows 150% and set it back to 100%, and use Ctrl+Home and Ctrl+End to jump to the start and end of the document.

CHAPTER 2

Editing, Proofing and Reviewing Text

Before you can change text, you must **select** it. Selected text appears highlighted.

Ways to select text

To select	Do this
One word	Double-click the word
A paragraph	Triple-click inside the paragraph
A sentence	Hold Ctrl and click anywhere in the sentence
Any amount	Drag with the mouse, or hold Shift and press the arrow keys
The whole document	Press Ctrl+A

If you type while text is selected, the typing replaces the selection, so be careful.

Cut, copy and paste

- **Ctrl+C** copies the selection and **Ctrl+X** cuts (removes) it.
- **Ctrl+V** pastes it at the insertion point.

After pasting, a small **Paste Options** button appears. It lets you choose **Keep Source Formatting**, **Merge Formatting** or **Keep Text Only**. Keep Text Only is useful when you copy text from a website and want it to match the rest of your document.

The **Office Clipboard** (open it with the dialog box launcher in the Clipboard group on the Home tab) remembers up to 24 copied items, so you can paste an older item later.

Undo and redo

Made a mistake? Press **Ctrl+Z** to undo your last action, and press it again to undo the one before that. **Ctrl+Y** redoes an action you have undone.

Find and Replace

Press **Ctrl+F** to open the **Navigation pane** and search for a word; Word highlights every match. Press **Ctrl+H** to open **Find and Replace**. Suppose Priya typed "Dehli" all through her project report. She types Dehli in **Find what**, Delhi in **Replace with**, and clicks **Replace All**. **Ctrl+G** opens the **Go To** tab of the same box, which jumps straight to a page number.

Checking spelling and grammar

Word checks as you type. A **red wavy underline** marks a possible spelling mistake, and in current versions a **blue double underline** marks a possible grammar issue. Right-click the marked word to see suggestions, or press **F7** to check the whole document. Word is not always right: a correct name such as Venkatesh may be flagged, and **Ignore All** or **Add to Dictionary** handles that.

Shift+F7 opens the **Thesaurus**, which suggests words with a similar meaning. **Review > Word Count** shows the number of pages, words and characters.

Comments and Track Changes

When a teacher or colleague checks your document, the **Review** tab helps.

- **New Comment (Ctrl+Alt+M)** adds a note in the margin without changing the text.
- **Track Changes (Ctrl+Shift+E)** records every insertion and deletion and shows them in colour, so the author can see exactly what changed.
- The author then clicks **Accept** or **Reject** in the Changes group for each change.

When you paste text from a website, choose **Keep Text Only** from Paste Options to drop its fonts and colours.

KEY POINTS

- Double-click selects a word, triple-click selects a paragraph and Ctrl+A selects everything.
- Ctrl+X, Ctrl+C and Ctrl+V cut, copy and paste; Ctrl+Z undoes and Ctrl+Y redoes.
- Ctrl+H opens Find and Replace; Replace All changes every match at once.
- F7 checks spelling and grammar; a red wavy line marks a possible spelling mistake.
- Track Changes (Ctrl+Shift+E) records edits so they can be accepted or rejected.

TRY THESE EXERCISES

1. Type a paragraph that spells Delhi as Dehli in at least four places, then open Find and Replace with Ctrl+H, type Dehli in Find what and Delhi in Replace with, click Replace All, and note how many replacements Word reports.
2. Type five sentences with a few deliberate spelling mistakes and a name such as Venkatesh, press F7 to check the document, correct the real mistakes and use Ignore All for the name.
3. Turn on Track Changes with Ctrl+Shift+E, change three words, delete one sentence and add a comment with Ctrl+Alt+M, then accept two of the changes and reject the rest from the Review tab.

CHAPTER 3

Formatting Text and Paragraphs

Formatting makes a document easy to read. Word has two main levels of formatting: **character formatting**, which changes how letters look, and **paragraph formatting**, which changes how whole paragraphs are arranged.

Character formatting

These commands are in the **Font** group of the **Home** tab.

Command	Shortcut
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U

Command	Shortcut
Font dialog box	Ctrl+D
Grow or shrink the font size	Ctrl+Shift+> and Ctrl+Shift+<
Subscript, like the 2 in H ₂ O	Ctrl+=
Superscript, like the 2 in x ²	Ctrl+Shift+=
Change case	Shift+F3

The Font group also has the **Font** and **Font Size** boxes, **Strikethrough**, **Text Highlight Color**, **Font Color** and **Clear All Formatting**, which removes the formatting from the selected text and leaves it in the Normal style. Calibri was Word's default font for many years; newer Microsoft 365 versions use Aptos. Font size is measured in **points**, and 72 points make one inch.

Change Case offers Sentence case, lowercase, UPPERCASE, Capitalize Each Word and TOGGLE cASE. It is quicker than retyping a heading.

Paragraph formatting

A paragraph is everything you type before pressing Enter. To format one paragraph, just click inside it; you do not need to select it. These commands are in the **Paragraph** group of the **Home** tab.

- **Alignment:** Align Left (**Ctrl+L**), Center (**Ctrl+E**), Align Right (**Ctrl+R**) and Justify (**Ctrl+J**). Justify lines the text up along both margins, like a newspaper column.
- **Line and Paragraph Spacing** sets the gap between lines (1.0, 1.5, 2.0 and so on) and adds space before or after a paragraph.
- **Increase Indent** and **Decrease Indent** move a paragraph away from or towards the left margin. On the ruler (turn it on with **View > Ruler**), the markers set a **first-line indent** or a **hanging indent**.
- **Borders** and **Shading** put a box or a background colour around a paragraph.

Bullets and numbering

Use **Bullets** for items in no particular order, such as a list of things to buy for a family function, and **Numbering** for steps that must follow an order. **Multilevel List** creates sub-points such as 1, 1.1 and 1.2. At the start of any list item after the first, press **Tab** to move it one level down and **Shift+Tab** to move it back up. Word also starts a list automatically when you type **1.** or ***** at the start of a line and then press the Spacebar.

Format Painter

Format Painter (in the **Clipboard** group of the Home tab) copies formatting from one place to another. Click inside the formatted text, click Format Painter once, then select the text that should get the same look. **Double-click** Format Painter to apply the formatting to several places, and press **Esc** when you have finished.

Use one or two fonts in a document. Too many fonts and colours make a page look untidy.

KEY POINTS

- Character formatting changes letters; paragraph formatting changes whole paragraphs.
- Ctrl+B, Ctrl+I and Ctrl+U apply bold, italic and underline.
- Ctrl+L, Ctrl+E, Ctrl+R and Ctrl+J set left, center, right and justified alignment.
- Bullets suit unordered items and numbering suits steps; Tab and Shift+Tab change list levels.
- Format Painter copies formatting; double-click it to use it several times.

TRY THESE EXERCISES

1. Type a one-page notice for a school annual day, make the heading bold, 20 points and centred with Ctrl+E, justify the body paragraphs with Ctrl+J, and set their line spacing to 1.5.
2. Write a bulleted list of ten things to buy for a family function, then a numbered list of the steps for making tea, and press Tab at the start of a new item to add two sub-points under one step.
3. Type H₂O, CO₂ and x₂ + y₂ with subscript (Ctrl+=) and superscript (Ctrl+Shift+=) on the right digits, select one heading and press Shift+F3 until it is in UPPERCASE, make it bold and coloured, and copy that formatting to two other headings with Format Painter. Notice that the other headings stay in their own case, because Change Case changes the letters themselves, not their formatting.

Page Layout, Headers, Footers and Printing

Page layout decides how text sits on paper. Most of these commands are on the **Layout** tab, in the **Page Setup** group.

Page Setup

- **Margins:** the blank space around the edges of the page. The **Normal** preset is 1 inch (2.54 cm) on every side; **Narrow** fits more text on a page.
- **Orientation: Portrait** (tall) suits letters and reports; **Landscape** (wide) suits wide tables and certificates.
- **Size:** the paper size. A4 is the paper most commonly used in India, but Word may start with Letter or A4 depending on the region settings, so check it before printing.
- **Columns:** splits text into two or three newspaper-style columns, useful for a newsletter.

Page and section breaks

When a chapter must start on a new page, do not press Enter again and again. Insert a **page break** with **Ctrl+Enter** (or **Insert > Page Break**). If someone later adds text above it, the chapter still starts at the top of a page.

Layout > Breaks also offers **section breaks**. A section break divides a document into parts that can have different settings, for example a portrait report with one landscape page in the middle for a wide table. Click **Show/Hide ¶** in the Paragraph group (**Ctrl+Shift+8**) to see these hidden marks.

Headers, footers and page numbers

The **header** is the area in the top margin and the **footer** is the area in the bottom margin. Whatever you type there repeats on every page of the section, which is ideal for a project title, your name or the date.

1. Go to **Insert > Header** (or **Footer**) and choose a built-in design, or double-click in the top or bottom margin.
2. Type the text. A **Header & Footer** tab appears with more options (Header & Footer Tools in older versions).
3. Use **Page Number** to insert numbers that update themselves.
4. Tick **Different First Page** if the cover page should have no header.

5. Click **Close Header and Footer**, or double-click the body of the page.

Page background

The **Design** tab has a **Page Background** group with **Watermark** (faint text such as DRAFT or CONFIDENTIAL behind the content), **Page Color** and **Page Borders**.

Printing

Press **Ctrl+P** or choose **File > Print**. The right side shows a **print preview** and the left side holds the settings.

Setting	Example
Copies	3 copies of a notice
Printer	Choose the connected printer
Pages	Type 1-3,5 to print pages 1, 2, 3 and 5
Sides	Print on both sides to save paper
Pages per sheet	Print 2 pages on one sheet
Orientation, size, margins	Last-minute layout changes

Always look at the print preview first. It saves paper and catches mistakes such as one line of a table spilling onto an extra page.

KEY POINTS

- The Layout tab controls margins, orientation, paper size and columns.
- Ctrl+Enter inserts a page break; section breaks allow different layouts in one document.
- Headers and footers repeat on every page; inserted page numbers update automatically.
- Watermark, Page Color and Page Borders are on the Design tab.
- Ctrl+P opens Print, with settings for copies, page ranges and a preview.

TRY THESE EXERCISES

1. Create a project report with a cover page and three chapters, start each chapter on a new page with Ctrl+Enter, add a footer with an automatic page number, and tick Different First Page so the cover shows no footer.
2. Design a certificate on A4 paper in Landscape orientation with Narrow margins, add a border from Design > Page Borders, and check it in the print preview (Ctrl+P) without printing.
3. In a portrait document, insert a Next Page section break (Layout > Breaks) before and after one page, set only that page to Landscape, and click Show/Hide ¶ to see the section break marks.

CHAPTER 5

Working with Tables

A table arranges information in **rows** (across) and **columns** (down). Each box is a **cell**. Tables are ideal for time-tables, price lists, contact lists and bills.

Inserting a table

- **Insert > Table**, then move the mouse across the grid to choose the size. The grid allows up to 10 columns and 8 rows.
- **Insert > Table > Insert Table** lets you type any number of columns and rows.
- **Insert > Table > Convert Text to Table** turns text separated by tabs or commas into a table.

Moving around and typing

Click a cell and type. Press **Tab** to move to the next cell and **Shift+Tab** to go back. When you press **Tab** in the last cell of the table, Word adds a new row, so you can keep entering items. To type a tab character inside a cell, press **Ctrl+Tab**.

The table tabs

When the insertion point is in a table, two extra tabs appear: **Table Design** and **Layout**. In some older versions they are called Design and Layout, under Table Tools.

Tab	Useful commands
Table Design	Table Styles, Shading, Borders, and the Header Row and Total Row options
Layout	Insert Above, Below, Left or Right; Delete; Merge Cells; Split Cells; AutoFit; Text Direction; Sort; Repeat Header Rows; Formula

Be careful: there are two Layout tabs. The one that appears only inside a table is for the table; the main Layout tab is for page setup.

Merging and splitting cells

Merge Cells joins the selected cells into one, which is useful for a title row across the top of a bill. **Split Cells** divides one cell into several rows or columns.

A simple bill

Item	Qty	Rate (!)	Amount (!)
Notebook	10	40	400
Pen box	2	150	300
Total			700

A real GST invoice would also have columns such as the HSN code and the tax amount, but the method is the same.

Word can add up a column. Click the empty Total cell, choose **Layout > Formula**, and Word suggests `=SUM(ABOVE)`. Unlike Excel, this result does not update by itself: after changing a number, select the result and press **F9** to update it. For long or changing calculations, Excel is the better tool.

Sorting and long tables

Layout > Sort arranges the rows in order, for example by item name from A to Z. If a table runs across several pages, select the first row and click **Layout > Repeat Header Rows**, so the headings appear at the top of each page.

Apply a Table Style from the Table Design tab to get a neat, professional look in one click, instead of colouring each cell by hand.

KEY POINTS

- A table is made of rows, columns and cells.
- Tab moves to the next cell, and Tab in the last cell adds a new row.
- Merge Cells joins cells into one; Split Cells divides one cell.
- Layout > Formula with =SUM(ABOVE) totals a column, but the result is updated with F9.
- Repeat Header Rows shows the heading row on every page of a long table.

TRY THESE EXERCISES

1. Create a bill table with the columns Item, Qty, Rate and Amount for five stationery items, insert a row above the headings with Layout > Insert Above, merge its cells and type a shop name in it.
2. Press Tab in the last cell of your bill to add a Total row, total the Amount column with Layout > Formula (=SUM(ABOVE)), then change one amount, select the total and press F9 to update it.
3. Type ten lines, each with a friend's name, city and favourite subject separated by commas, select the lines and turn them into a table with Insert > Table > Convert Text to Table, choosing Commas under Separate text at, then sort it by name from A to Z with Layout > Sort and apply a Table Style.

CHAPTER 6

Pictures, Shapes and Other Objects

Pictures and graphics make notices, brochures and project reports attractive and easier to understand. Most of them are on the **Insert** tab.

Inserting pictures

Insert > Pictures adds a picture from **This Device** (your computer). Microsoft 365 also offers **Stock Images** and **Online Pictures**. When a picture is selected, the **Picture Format** tab appears (Picture Tools Format in older versions). From there you can:

- **Crop** away unwanted edges;
- apply **Picture Styles** such as a frame or a shadow;
- use **Corrections**, **Color** and **Artistic Effects**;

- add **Alt Text**, a short description that screen readers read aloud for people who cannot see the image.

Drag a **corner** handle to resize a picture without stretching it. Dragging a side handle changes only the width or the height and can distort the picture.

Text wrapping

Wrapping decides how text flows around a picture. Select the picture and click the **Layout Options** button beside it, or **Wrap Text** on the Picture Format tab.

Option	Result
In Line with Text	The picture sits on a line like a large letter; this is the default for pictures
Square	Text wraps in a box shape around the picture
Tight	Text follows the outline of the picture more closely
Top and Bottom	Text appears above and below the picture only
Behind Text	The picture becomes a background behind the words
In Front of Text	The picture covers the text

Shapes, icons, SmartArt and charts

- **Shapes** draws lines, arrows, rectangles, circles, stars and callouts. Hold **Shift** while drawing to get a perfect circle or square. Right-click a shape and choose **Add Text** to type inside it.
- **Icons** (in Microsoft 365 and Office 2019 and later) adds simple symbols such as a phone or a laptop.
- **SmartArt** turns ideas into ready-made diagrams: a list, a process, a cycle or an organisation chart. It is ideal for showing the steps of a process.
- **Chart** inserts a column, pie or line chart; Word opens a small worksheet for entering the numbers.

Text effects and symbols

- **Text Box** places text anywhere on the page, for example a highlighted note in a poster.
- **WordArt** creates decorative heading text.
- **Drop Cap** makes the first letter of a paragraph large, as in magazines.

- **Symbol** inserts characters that are not on the keyboard, such as ! , © or °. Choose **More Symbols** to see the full list.

Hyperlinks

Select some text and press **Ctrl+K** to link it to a web page or an email address. Hold **Ctrl** and click the link to open it.

Arranging objects

When objects overlap, **Bring Forward** and **Send Backward** change which one is on top. **Group** joins objects so they move together, and **Align** lines them up neatly.

Keep pictures relevant. A few clear images with Alt Text are better than many decorations.

KEY POINTS

- Pictures, shapes, icons, SmartArt and charts are all on the Insert tab.
- The Picture Format tab offers Crop, Picture Styles, corrections and Alt Text.
- Wrap Text controls how text flows around a picture; In Line with Text is the default.
- Hold Shift while drawing a shape to keep it perfectly round or square.
- Ctrl+K inserts a hyperlink, and Symbol inserts characters such as ! .

TRY THESE EXERCISES

1. Make a one-page poster for a tree plantation drive: insert a picture from This Device, set Wrap Text to Square, resize it with a corner handle so it does not stretch, and add Alt Text describing it.
2. Hold Shift to draw a perfect circle and a perfect square, right-click each and choose Add Text to type a word inside, then select both (click one, hold Shift and click the other), line up their centres with Align and Group them so they move together.
3. Insert a SmartArt Process diagram with four steps of a college admission (fill the form, submit documents, pay the fee, attend the first class), pressing Enter after the last step in its Text pane if you need a fourth shape, then use Insert > Symbol > More Symbols to type the ! , © and ° signs in a sentence.

Styles, Table of Contents and Mail Merge

This lesson covers three features that save hours: styles and an automatic table of contents for long documents, and mail merge for letters sent to many people.

Styles

A **style** is a saved set of formatting with a name, such as **Normal**, **Title**, **Heading 1** and **Heading 2**. The **Styles** group on the **Home** tab shows them in a gallery. Click inside a heading and choose **Heading 1** to format it in one step. The shortcuts **Ctrl+Alt+1**, **Ctrl+Alt+2** and **Ctrl+Alt+3** apply Heading 1, Heading 2 and Heading 3.

Why use styles instead of formatting each heading by hand?

- Every heading of the same level looks exactly alike.
- To change all the Heading 1 headings, right-click **Heading 1** in the gallery and choose **Modify**. Every paragraph that uses that style changes at once.
- Headings appear in the **Navigation pane (View > Navigation Pane)**, so you can jump to any part of a long report.
- Word can build a table of contents from them.

Table of contents

1. Apply Heading 1 to chapter titles and Heading 2 to sub-headings.
2. Click where the contents should go, usually on a blank page after the cover page.
3. Choose **References > Table of Contents** and pick an automatic style.

Word lists every heading with its page number. Each entry is also a link: hold Ctrl and click it to jump to that heading. Word does not keep the table up to date by itself, so after adding or removing pages, click **Update Table** and choose **Update page numbers only** or **Update entire table**.

Mail merge

Mail merge creates many personalised documents from one main document and a list of data. Suppose Mr Kapoor, a shop owner, wants to send a Diwali greeting letter to 200 customers, each letter showing the customer's own name and city. Typing 200 letters by hand would take days. Mail merge needs three things:

- **The main document** holds the text that is the same in every letter.

- **The data source** is a list of recipients, such as an Excel sheet with columns like Name, City and Mobile.
- **Merge fields** are placeholders such as «Name» that are replaced with each person's details.

The steps are on the **Mailings** tab:

1. **Start Mail Merge:** choose Letters, E-mail Messages, Envelopes, Labels or Directory. Beginners can choose the **Step-by-Step Mail Merge Wizard**.
2. **Select Recipients:** choose **Use an Existing List** (for example an Excel file) or **Type a New List**.
3. **Insert Merge Field:** place fields such as Name and City in the letter.
4. **Preview Results:** check the letter for each recipient using the arrow buttons.
5. **Finish & Merge:** choose **Edit Individual Documents** to get one document containing every letter, **Print Documents**, or **Send Email Messages**.

Check the data source for spelling mistakes before merging. One wrong name in the Excel sheet becomes one wrong letter.

KEY POINTS

- A style is named formatting; Normal, Heading 1 and Heading 2 are common styles.
- Modifying a style updates every paragraph that uses it.
- References > Table of Contents builds a contents list from heading styles; Update Table refreshes it.
- Mail merge combines a main document with a data source through merge fields.
- The mail merge commands are on the Mailings tab, ending with Finish & Merge.

TRY THESE EXERCISES

1. Type a short report with three chapter titles and two sub-headings under each, apply Heading 1 and Heading 2 with Ctrl+Alt+1 and Ctrl+Alt+2, then modify the Heading 1 style to a new colour and watch every chapter title change.
2. Insert an automatic table of contents from References > Table of Contents on a blank page after the cover, add one more Heading 2 sub-heading, click Update Table and choose Update entire table, then Ctrl+click an entry to jump to it.
3. Make an Excel sheet with Name and City columns for six people and save and close it, then in Word use Mailings > Start Mail Merge > Letters and Select Recipients > Use an Existing List, insert the Name and City merge fields into a festival greeting letter, preview every letter, and finish with Edit Individual Documents.

CHECK YOURSELF

Practice questions

Choose the best answer for each question. The answers, with a short explanation, are in the next chapter.

1. Which file extension does current Microsoft Word use by default when you save a document?
a) .doc
b) .txt
c) .xlsx
d) .docx
2. Which key opens the Save As dialog box in Word?
a) F7
b) F5
c) F2
d) F12
3. What does Word do when the text you are typing reaches the end of a line?
a) It starts a new page for the rest of the text
b) It wraps the text onto the next line
c) It stops typing until you press the Enter key
d) It makes the font smaller so the line fits
4. Which view shows a Word document as it will look when printed and is used for normal editing?
a) Web Layout
b) Read Mode
c) Print Layout
d) Outline

5. Which shortcut moves the insertion point to the very beginning of a Word document?

- a) Home
- b) Ctrl+Home
- c) Page Up
- d) Ctrl+End

6. How can you select a whole paragraph quickly with the mouse?

- a) Double-click inside the paragraph
- b) Right-click inside the paragraph
- c) Triple-click inside the paragraph
- d) Click once at the end of the paragraph

7. Which shortcut opens the Replace tab of the Find and Replace dialog box in Word?

- a) Ctrl+F
- b) Ctrl+R
- c) Ctrl+E
- d) Ctrl+H

8. You copied text from a website and want to paste only the words, without its fonts and colours. Which Paste Option should you choose?

- a) Keep Text Only
- b) Keep Source Formatting
- c) Picture
- d) Use Destination Styles

9. In Word, what does a red wavy underline under a word usually mean?

- a) The word is a hyperlink
- b) The word may be spelled wrongly
- c) The word has a comment attached
- d) The word will not be printed

10. On which ribbon tab do you find Track Changes, Accept and Reject?

- a) Home
- b) Mailings
- c) Review
- d) References

11. What does the shortcut Ctrl+J do to a paragraph in Word?

- a) Joins it to the paragraph below it
- b) Justifies it along both margins
- c) Jumps to the start of the next page
- d) Centers it between the left and right margins

12. What does Shift+F3 do to selected text in Word?

- a) Opens the Thesaurus with similar words
- b) Inserts a symbol from the Symbol list
- c) Checks the spelling of the selection
- d) Changes its case, such as to UPPERCASE

- 13. How do you use Format Painter to copy formatting to several places, one after another?**
- a) Double-click the Format Painter button
 - b) Click the Format Painter button once
 - c) Right-click the Format Painter button
 - d) Hold Ctrl and click the Bold button
- 14. In a bulleted list, you click at the start of the second bullet item and press Tab. What happens?**
- a) The bullet is removed and the list ends
 - b) It moves one level up in the list
 - c) It becomes a sub-point one level down
 - d) The list changes to a numbered list
- 15. In which unit is font size measured in Word?**
- a) Pixels
 - b) Centimetres
 - c) Points
 - d) Characters
- 16. What is the correct way to make a new chapter always start at the top of a new page?**
- a) Press Enter until the cursor reaches the next page
 - b) Insert a page break with Ctrl+Enter
 - c) Press Tab several times
 - d) Increase the bottom margin
- 17. In current versions of Word, which tab has the Watermark, Page Color and Page Borders commands?**
- a) Design
 - b) Insert
 - c) Review
 - d) View
- 18. In a single-section document with the default header settings, where does text typed in the header appear?**
- a) Only at the top of the first page
 - b) At the bottom of every page
 - c) Only on the last page
 - d) At the top of every page
- 19. In Word's Print settings, what should you type in the Pages box to print pages 2, 3, 4 and 7?**
- a) 2,4,7
 - b) 2-7
 - c) 2-4,7
 - d) 2+4+7
- 20. Why would you insert a section break in a Word document?**
- a) To start a new paragraph on the same page
 - b) To join two separate Word documents into one single file
 - c) To give part of the document different page settings
 - d) To print only the current page in colour

21. What happens when you press Tab in the last cell of a Word table?

- a) Word adds a new row to the table
- b) The cursor moves back to the first cell
- c) A tab character is typed in the cell
- d) The table is deleted

22. Where is the Merge Cells command found when you are working in a Word table?

- a) On the table Layout tab
- b) On the Mailings tab
- c) On the References tab
- d) On the Review tab, in the Changes group

23. A total in a Word table was made with Layout > Formula (=SUM(ABOVE)). After you change a number above it, what should you do to update the total?

- a) Press Ctrl+S to save the document
- b) Select the total and press F9
- c) Press F7 to check the document
- d) Press Ctrl+Enter in the total cell

24. What does the Repeat Header Rows command do in a Word table?

- a) Repeats the heading row at the top of each page
- b) Copies the first row to the bottom of the table
- c) Moves the whole table into the page header
- d) Sorts all the rows by the first column header

25. Which command turns text separated by tabs or commas into a table?

- a) Convert Text to Table
- b) Split Table
- c) Text Direction
- d) AutoFit Contents

26. Which text wrapping option places a picture on a line of text as if it were one large character?

- a) Square
- b) In Line with Text
- c) Tight
- d) In Front of Text

27. What is the purpose of Alt Text on a picture?

- a) To give a short description that screen readers read aloud
- b) To show a second picture when the document is printed
- c) To protect the picture with a password
- d) To change the picture into WordArt

28. Which shortcut inserts a hyperlink in Word?

- a) Ctrl+L
- b) Ctrl+H
- c) Ctrl+M
- d) Ctrl+K

29. Which key do you hold while drawing an oval shape to get a perfect circle?

- a) Shift
- b) Ctrl
- c) Alt
- d) Tab

30. Which picture tool removes unwanted areas from the edges of a picture?

- a) Compress Pictures
- b) Crop
- c) Artistic Effects
- d) Reset Picture

31. What is a style in Word?

- a) A ready-made document that contains sample text
- b) A decorative border drawn around the whole page
- c) A list of the fonts installed on the computer
- d) A named set of formatting applied in one step

32. You modify the Heading 1 style to use a different colour. What happens?

- a) Only the heading where the cursor is placed changes
- b) Only headings typed after the change are affected
- c) All text using Heading 1 changes to the new colour
- d) Heading 1 is removed from the Styles gallery

33. An automatic table of contents in Word is built from which part of the document?

- a) Every sentence typed in bold letters
- b) Text typed in the header and footer
- c) The words with the largest font size on each page
- d) Paragraphs that use heading styles

34. In a mail merge, what is the list of names and addresses called?

- a) The main document
- b) The data source
- c) The template
- d) The style gallery

35. On which ribbon tab are Start Mail Merge, Insert Merge Field and Finish & Merge?

- a) References
- b) Insert
- c) Mailings
- d) Review

ANSWER KEY

Answers

1. (d) .docx. Word 2007 and later save documents as .docx by default; .doc is the older Word 97-2003 format.

2. (d) F12. F12 opens Save As, which saves a new copy with a different name, location or format. F7 starts the spelling and grammar check.

3. **(b) It wraps the text onto the next line.**
This is word wrap. You press Enter only when you want to start a new paragraph.
4. **(c) Print Layout.** Print Layout shows the pages with their margins, headers and footers as they will print.
5. **(b) Ctrl+Home.** Ctrl+Home jumps to the start of the document. Home alone goes only to the start of the current line, and Ctrl+End goes to the end of the document.
6. **(c) Triple-click inside the paragraph.** A triple-click selects the whole paragraph. A double-click selects only one word.
7. **(d) Ctrl+H.** Ctrl+H opens Replace. Ctrl+F opens the Navigation pane search, while Ctrl+R and Ctrl+E align text right and center.
8. **(a) Keep Text Only.** Keep Text Only pastes plain text, which then takes on the formatting of the surrounding document.
9. **(b) The word may be spelled wrongly.**
Word marks possible spelling mistakes with a red wavy underline. Right-click the word to see suggestions.
10. **(c) Review.** The Review tab holds the proofing, comments and tracking tools, including Track Changes, Accept and Reject.
11. **(b) Justifies it along both margins.** Ctrl+J applies Justify alignment. Centering is Ctrl+E.
12. **(d) Changes its case, such as to UPPERCASE.** Shift+F3 cycles the selected text through cases such as lowercase, UPPERCASE and Capitalize Each Word. The Thesaurus is Shift+F7.
13. **(a) Double-click the Format Painter button.** Double-clicking keeps Format Painter switched on until you press Esc. A single click applies the formatting only once.
14. **(c) It becomes a sub-point one level down.**
Tab demotes a list item to the next level, and Shift+Tab promotes it back.
15. **(c) Points.** Font size is measured in points; 72 points make one inch.
16. **(b) Insert a page break with Ctrl+Enter.** A page break keeps the chapter at the top of a new page even if text is later added above it. Extra Enter presses shift when the text above changes.
17. **(a) Design.** The Page Background group on the Design tab holds Watermark, Page Color and Page Borders.
18. **(d) At the top of every page.** The header sits in the top margin and repeats on every page; the footer is the area in the bottom margin.
19. **(c) 2-4,7.** A hyphen gives a range and a comma separates items, so 2-4,7 prints pages 2, 3, 4 and 7.
20. **(c) To give part of the document different page settings.** Each section can have its own orientation, margins, headers and footers.
21. **(a) Word adds a new row to the table.** Tab in the last cell adds a new row. To type a tab character inside a cell, press Ctrl+Tab.
22. **(a) On the table Layout tab.** The table Layout tab has the Merge group with Merge Cells, Split Cells and Split Table.

- 23. (b) Select the total and press F9.** A Word table formula is a field that does not recalculate on its own; F9 updates the selected field.
- 24. (a) Repeats the heading row at the top of each page.** Repeat Header Rows keeps the column headings visible on every page of a long table.
- 25. (a) Convert Text to Table.** Insert > Table > Convert Text to Table uses the tabs or commas to decide where each column begins.
- 26. (b) In Line with Text.** In Line with Text is the default for pictures; the picture moves with the text around it.
- 27. (a) To give a short description that screen readers read aloud.** Alt Text describes an image for people who cannot see it, which makes documents accessible.
- 28. (d) Ctrl+K.** Ctrl+K opens the Insert Hyperlink box. Ctrl+L aligns text left and Ctrl+H opens Replace.
- 29. (a) Shift.** Holding Shift keeps the width and height equal, so an oval becomes a circle and a rectangle becomes a square.
- 30. (b) Crop.** Crop, on the Picture Format tab, trims the edges of a picture.
- 31. (d) A named set of formatting applied in one step.** Styles such as Normal and Heading 1 store formatting under a name, so the same look can be applied anywhere.
- 32. (c) All text using Heading 1 changes to the new colour.** Changing a style updates all text formatted with that style, which keeps a long document consistent.
- 33. (d) Paragraphs that use heading styles.** References > Table of Contents lists paragraphs that use heading styles such as Heading 1 and Heading 2, with their page numbers.
- 34. (b) The data source.** The data source, for example an Excel sheet, holds the details of each recipient, while the main document holds the common text.
- 35. (c) Mailings.** All the mail merge steps are on the Mailings tab.

WORD LIST

Glossary

Alignment

How the lines of a paragraph line up with the margins: left, centred, right or justified, which means even along both margins.

Alt Text

A short description of a picture or other object that screen readers read aloud for people who cannot see it.

Cell

A single box in a table, where one row and one column meet.

Find and Replace

A tool, opened with Ctrl+H, that searches for a word or phrase and changes it to another, one match at a time or all at once with Replace All.

Footer

The area in the bottom margin of a page whose content, such as a page number, repeats on every page of the section.

Format Painter

A Home tab tool that copies the formatting of the selected text so you can give other text the same look.

Header

The area in the top margin of a page whose content, such as a report title, repeats on every page of the section.

Indent

Extra space between a paragraph and the margin, which can also be set for only the first line (first-line indent) or for every line except the first (hanging indent).

Insertion point

The blinking vertical line, also called the cursor, that shows where the next character you type will appear.

Mail merge

A Mailings tab feature that combines one main document with a list of recipients to produce many personalised letters, envelopes, labels or emails.

Margin

The blank space between the text and the edges of the page.

Merge field

A placeholder such as «Name» in a mail merge document that is replaced with each recipient's own details.

Navigation pane

A side pane, opened with Ctrl+F or from the View tab, for searching a document and jumping to any heading or page.

Orientation

The direction of the page: portrait is taller than it is wide, and landscape is wider than it is tall.

Page break

A mark, inserted with Ctrl+Enter, that makes the text after it start at the top of a new page.

Ribbon

The band of tabs across the top of the Word window, each divided into groups of commands.

Section break

A mark that divides a document into parts that can have different page settings, such as orientation, margins or headers.

SmartArt

A set of ready-made diagrams, such as lists, processes, cycles and organisation charts, into which you type your own text.

Style

A named set of formatting, such as Normal or Heading 1, that is applied in one click and, when modified, changes every paragraph that uses it.

Table of contents

A list of a document's headings with their page numbers, which Word builds from heading styles and refreshes with Update Table.

Text wrapping

The setting that decides how text flows around a picture or shape, such as In Line with Text, Square or Behind Text.

Track Changes

A Review tab feature that records every insertion and deletion so the author can accept or reject each change.

Watermark

Faint text or a picture, such as DRAFT or CONFIDENTIAL, shown behind the content of each page.

Word processor

A program for typing, editing, formatting and printing documents such as letters, reports and resumes.

Word wrap

The automatic movement of text to the next line when the current line is full, so you press Enter only to start a new paragraph.



Gurukul Technicals Institute

Computer education institute in Delhi, with authorised member centres, robotics classes and science projects, working models and DIY kits.

COURSES

Computer & Office Skills · Accounting & Business Software · Programming & Web Development · Design & Digital Skills · Hardware & Networking · Robotics & Coding · Other Programmes

PROJECTS AND KITS

Ready-made school projects · DIY and STEM kits · Robotics and coding · Components and spares · Engineering projects

CONTACT

Head office: A-10, Chief Commissioner Colony, opposite Rana Pratap Bagh, Delhi 110007

Phone: 011 2721 1512 · **Mobile and WhatsApp:** +91 97116 99511

Email: engineergurukul@yahoo.co.in

Website: engineergurukul.com · **Instagram:** [@science_projects_club](https://www.instagram.com/science_projects_club)

More free ebooks for computer courses, robotics and science projects: engineergurukul.com/resources/ebooks/

Free to read, print and share. Not for sale.