

Microsoft Word: Microsoft Word is a popular word processing package which provides facilities to write common letters to desktop publishing. This means that it is useful for typing and storing letters, articles, brochures, tests, quizzes and anything that consists mainly of words. Many organisations now use computers to produce and organize written material, correspondence, membership lists and so on. These are possible with the most common program MS-Word, that is used on most computers. It provides an incredibly powerful tool to create and share documents.

Table-I: Standard toolbar

Tools Name	Keyboard Operation	Description
New Blank Document	Ctrl + N	Creates a new blank document based on the default template.
Open (File menu)	Ctrl + O	Opens or finds a file.
Save (File menu)	Ctrl + S	Saves the active file with its current file name, location and file format.
Mail Recipient		Sends document as e-mail body.
Print (File menu)	Ctrl + P	Prints the active file: for more print options go to the File menu and select Print.
Print Preview (File Menu)	Ctrl + F2	Print preview: Shows how the document will look when you print it.
Spelling and Grammar (Tools menu)	F7	Spelling, grammar and writing style checker.
Cut (Edit menu)	Ctrl + X	Cut: Removes the selection from the document and places it on the clipboard.
Copy (Edit menu)	Ctrl + C	Copies the selected item(s) to the clipboard
Paste (Edit menu)	Ctrl + V	Places the content of the clipboard at the insertion point.
Undo (Edit menu)	Ctrl + Z	Reverses the last command, uses pull-down menu to undo several steps.
Redo (Edit menu)	Ctrl + Y	Reverses the action of the Undo button, uses the pull-down menu to redo several steps
Hyperlink	Ctrl + K	Inserts hyperlink and displays the destination object, document or page.
Tables and Borders		Displays the Tables and Borders toolbar.
Insert Table		Inserts a table into the document, or makes a table of selected text
Insert Excel		Inserts an Excel spreadsheet into the Word Worksheet document
Zoom		Enlarges or reduces the display of the active document
Office Assistant		Provides help topics and tips to accomplish our task
Format Painter	F1	Copies the format from a selected object or text and applies to other objects or text.

Table-II Formatting Toolbar

Tools Name	Keyboard Operation	Description
Style	Ctrl + Shift + S	Selects the style to apply to paragraphs.
Font	Ctrl + Shift + F	Changes the font of the selected text.
Font size	Ctrl + Shift + P	Changes the size of the selected text and numbers.
Bold	Ctrl + B	Makes selected text and numbers bold.
Italic	Ctrl + I	Makes selected text and numbers italic.
Underline	Ctrl + U	Underlines selected text and numbers.
Align Left	Ctrl + L	Aligns to the left with a ragged right margin.
Centre	Ctrl + E	Centers the selected text.
Align Right	Ctrl + R	Aligns to the right with a ragged left margin.
Justify	Ctrl + J	Aligns the selected text to both the left and right margins.
Numbering		Makes a numbered list or reverts back to normal.
Bullets		Adds, or removes, bullets in a selected paragraph.
Decrease Indents		Decreases the indent to the previous tab stop.
Increase Indents		Indents the selected paragraph to the next tab stop.
Outside Borders		Adds or removes a border around selected text or objects.
Highlight		Marks text so that it is highlighted and stands out.
Font Color		Formats the selected text with the color we click.

Table-III: Tables and Borders Toolbar

Tools Name	Description
Draw Table	Creates a table by inserting horizontal and vertical lines using the mouse.
Eraser	Deletes unnecessary lines and borders from a table.
Line Weight	Assigns a line weight or thickness of the line of the border for the next table or line drawn or inserted.
Line Style	Assigns a style of border for the next table or line drawn.
Border color	Chooses from the colour palette the colour of the border for the next table or line drawn.
Outside Border	Assigns borders or lines to the selected table cells.
Fill color	Fills colour for the selected table cells or changes the prior colour.
Insert Table	Inserts a table into the document or into an existing table.
Merge Cells	Combines the selected cells within a row or column into one cell.
Split cells	Splits the selected cells into the specified number of rows and columns.
Align Top Left	Aligns top left the contents of the selected cells.
Distribute Rows Evenly	Adjusts all the rows in the current selection to the same row height.
Distribute Columns Evenly	Adjusts all the columns in the current selection to the same column width.
Table Auto	Displays the Table Auto Format dialog box.
Change Text Direction	Changes the text orientation.
Sort Ascending	Sorts the contents of the selected cells into ascending order (A to Z).
Sort Descending	Sorts the contents of the selected cells into descending order (Z to A)
Auto Sum	Inserts a formula field into the active cell containing the sum of the cell above or to the left of this cell.

Table-IV: Drawing Toolbar

Tools Name	Description
Draw	A pull down menu with several drawing options.
Select Objects	Changes the pointer to a selection arrow.
Free Rotate	Rotates the selected object to any degree.
Auto Shapes	A pull down menu with several libraries of shapes.
Line	Draws a line where you click and drag. Holds the Shift key down to make the line straight.
Arrow	Inserts a line with an arrowhead where you click and drag.
Rectangle	Draws a rectangle where you click and drag. Holds down Shift to draw a square.
Oval	Draws an oval where you click and drag. Holds down Shift to draw a circle.
Text Box	Draws a text box where you click and drag.
Word Art	Creates text effects with Word Art.
Fill Color	Adds, modifies, or removes filled color from a selected object.
Clip Art	
Font Color	Formats the selected text with the color you click.
Line Color	Adds, modifies, or removes line color.
Line Style	Changes the thickness of lines.
Dash Style	Selects dash style for dashed lines.
Arrow Style	Selects arrow style; placement and shape of arrowhead.
Shadow	A pull down menu offers shadow choices.
3-D	Add 3-D effects to rectangles or ovals.