

MSc III Sem – Life Sciences

**Course – Bioinformatics**

# Word Processing Software

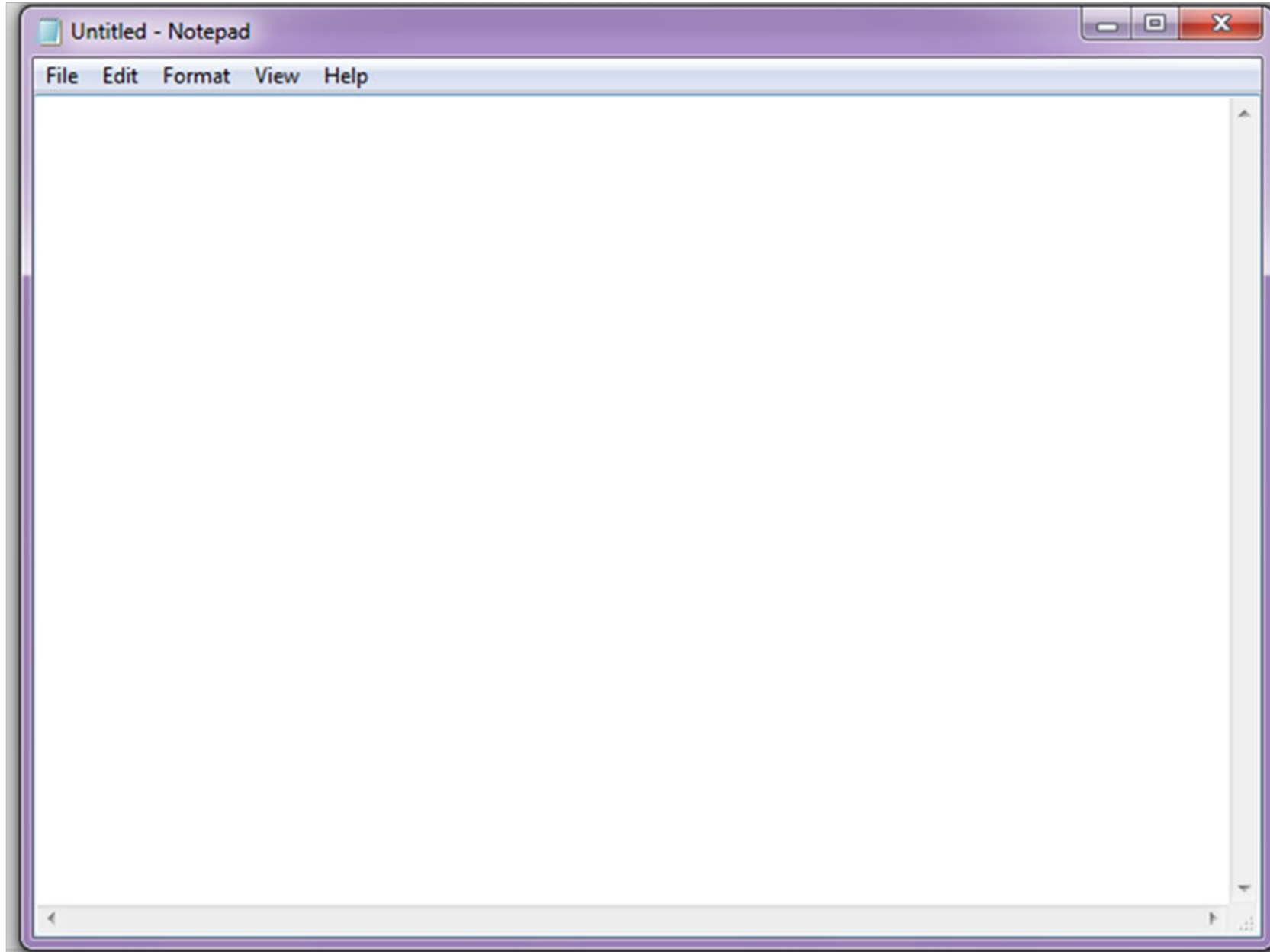
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# Word Processing Basics

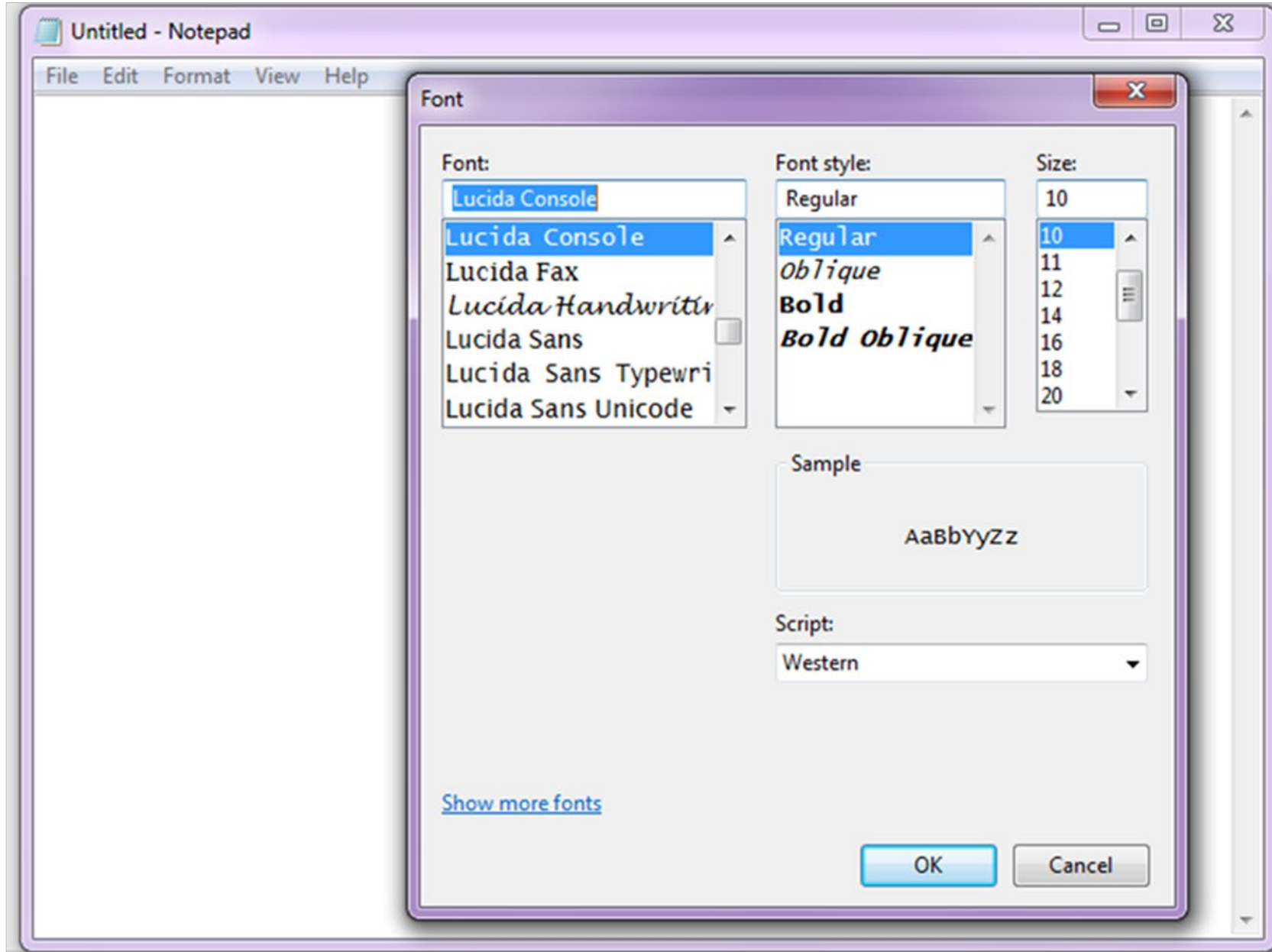
How to Create, Edit, and Print a Microsoft Word document

- Note pad
- Word Pad
- Microsoft Word
- Power Point Presentation
- Excel Sheet / Spreadsheet

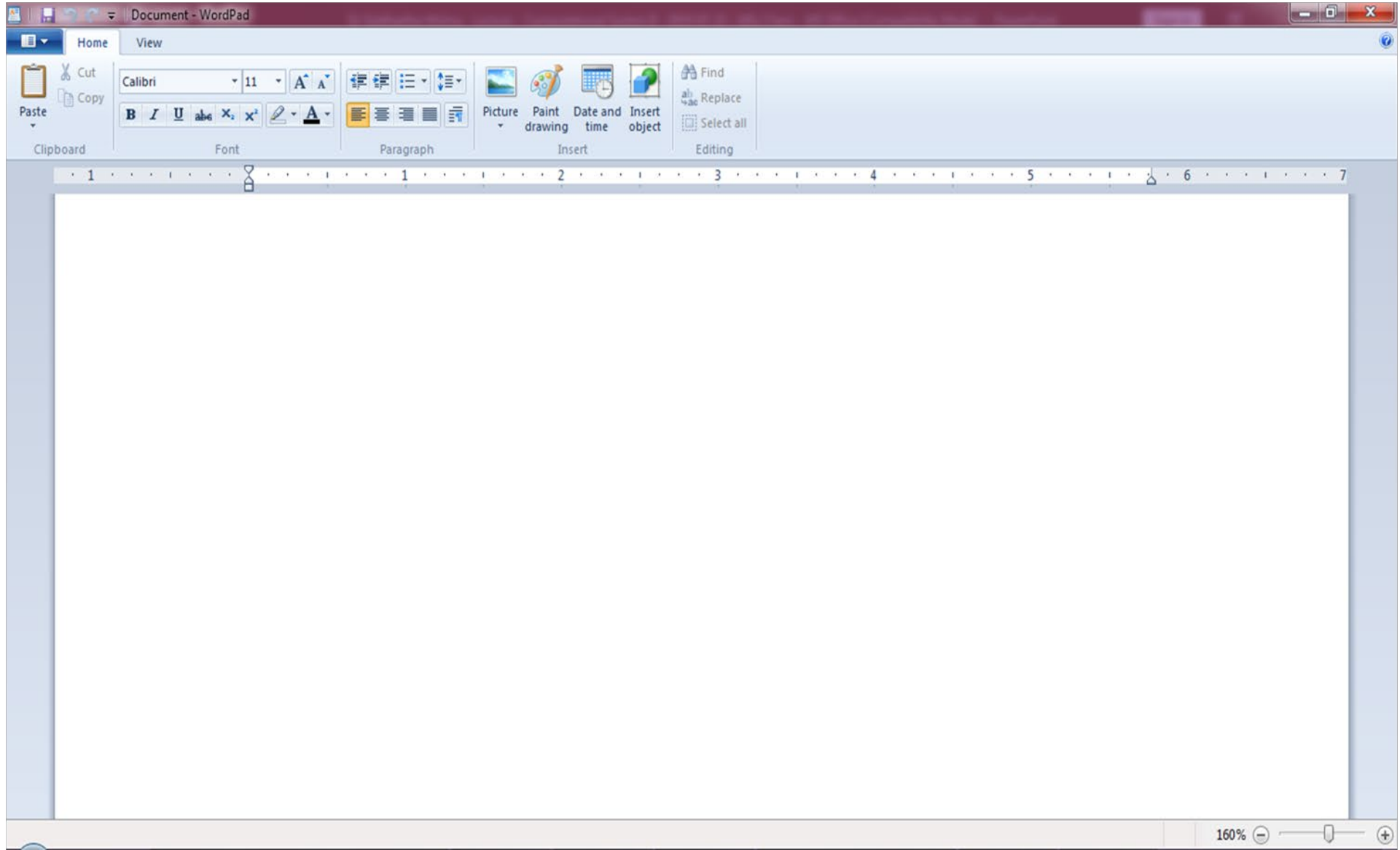
**Notepad:** basic application for typing text. No Graphical formatting can be done.



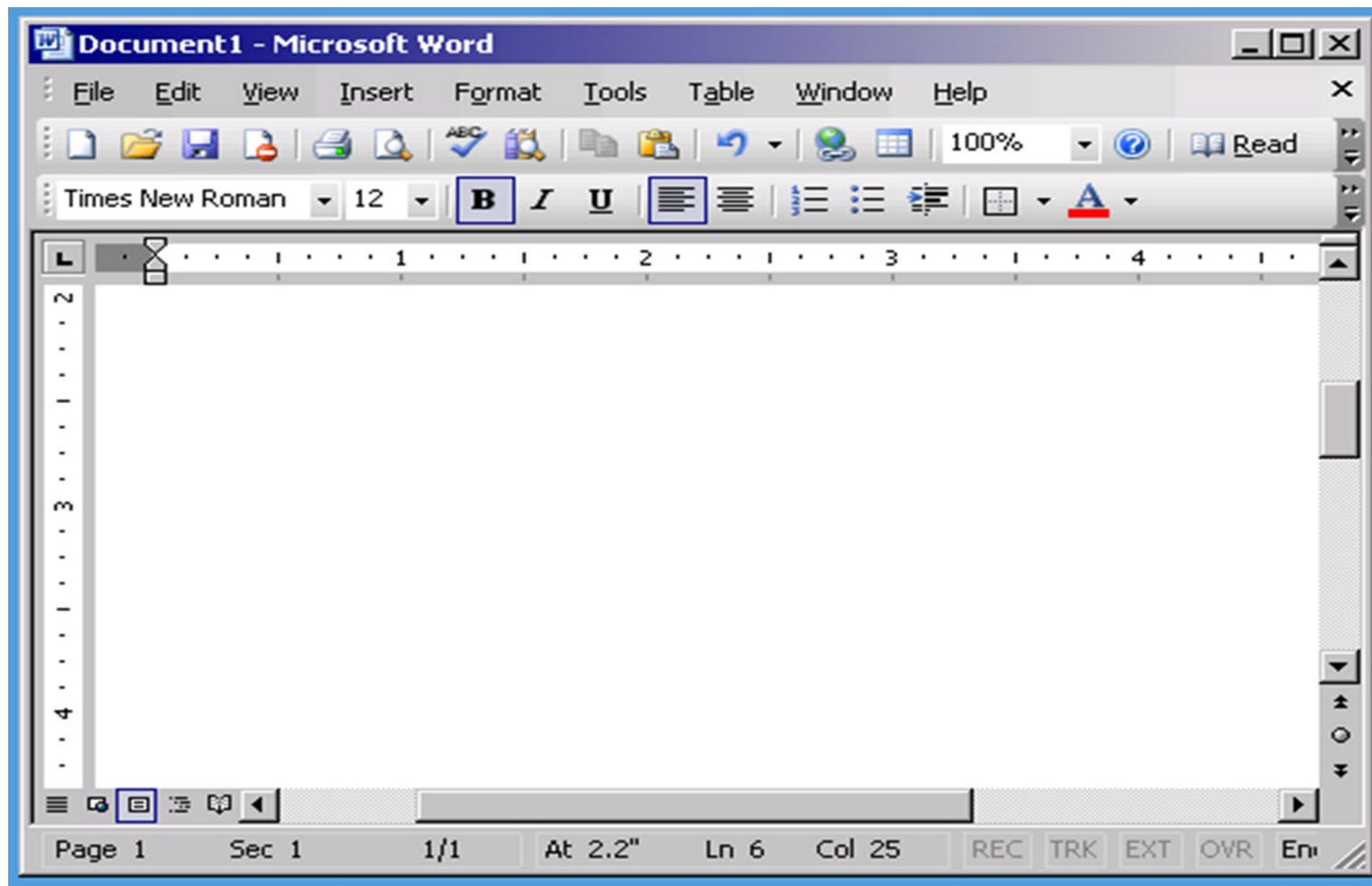
**Notepad:** basic application for typing text. No Graphical formatting can be done.



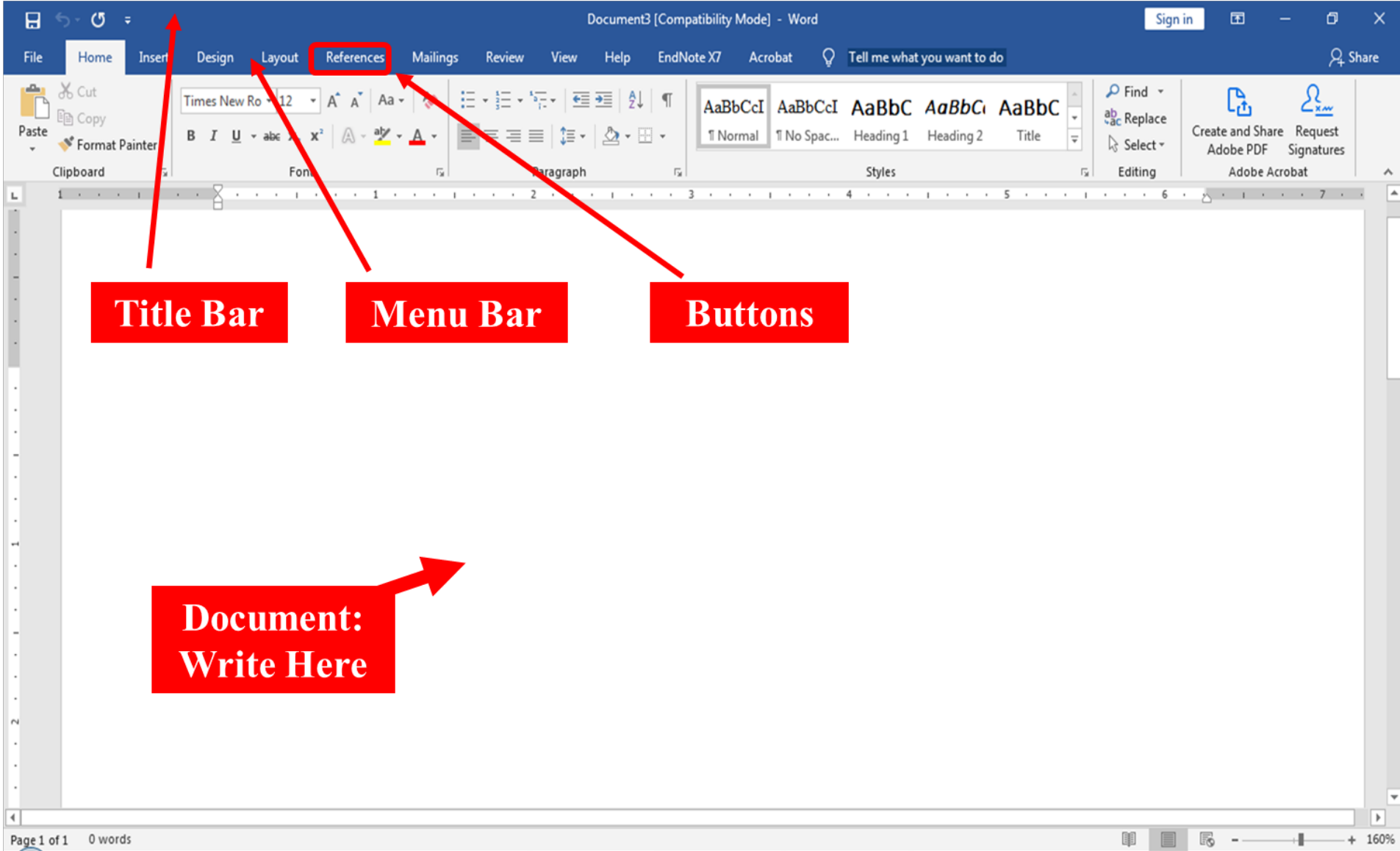
**Wordpad:** advanced application for typing text with moderate Graphical Formatting options.



# Microsoft Office: MS Word (2003)

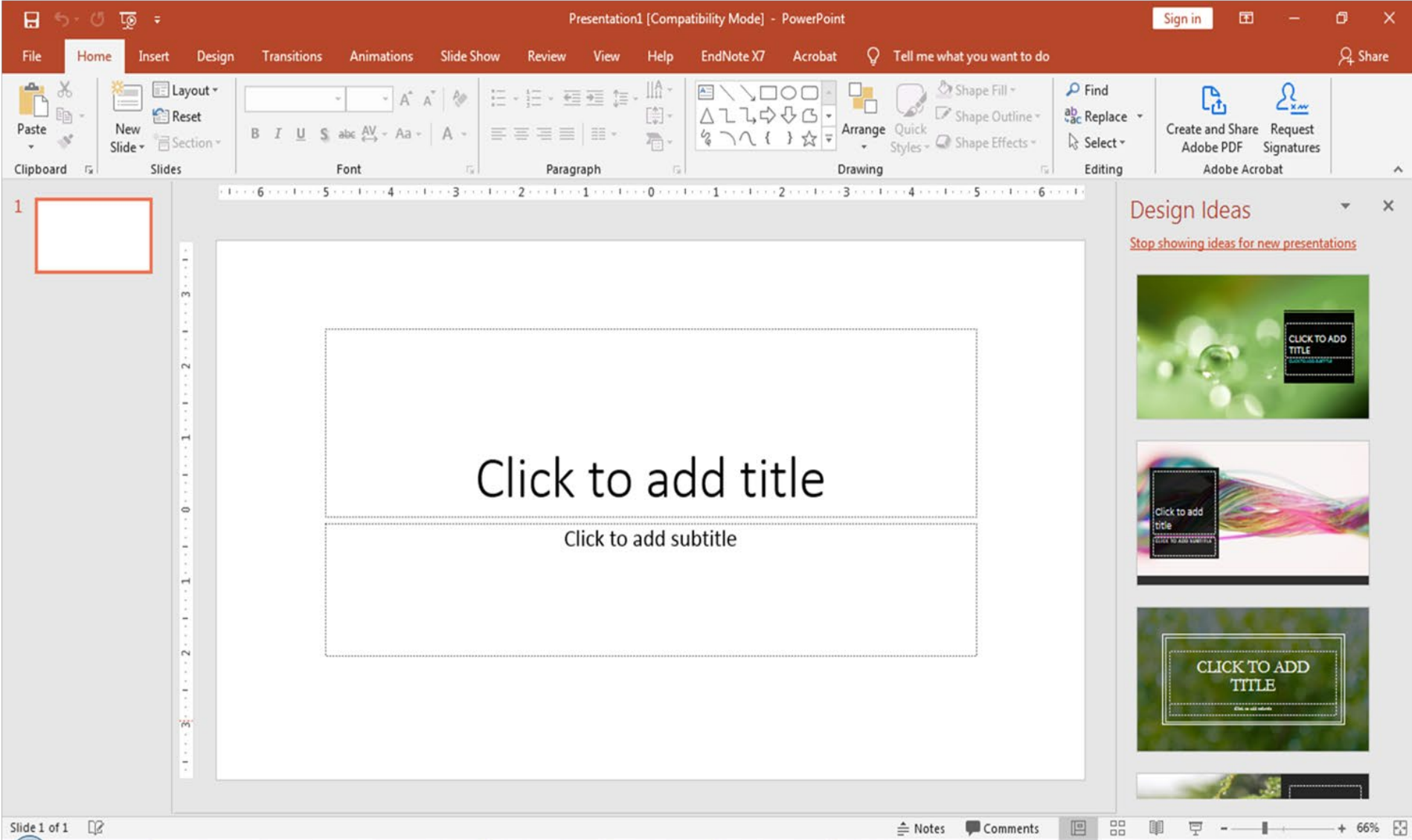


# MS Word 2016: advanced application for typing text with highest Graphical Formatting options.

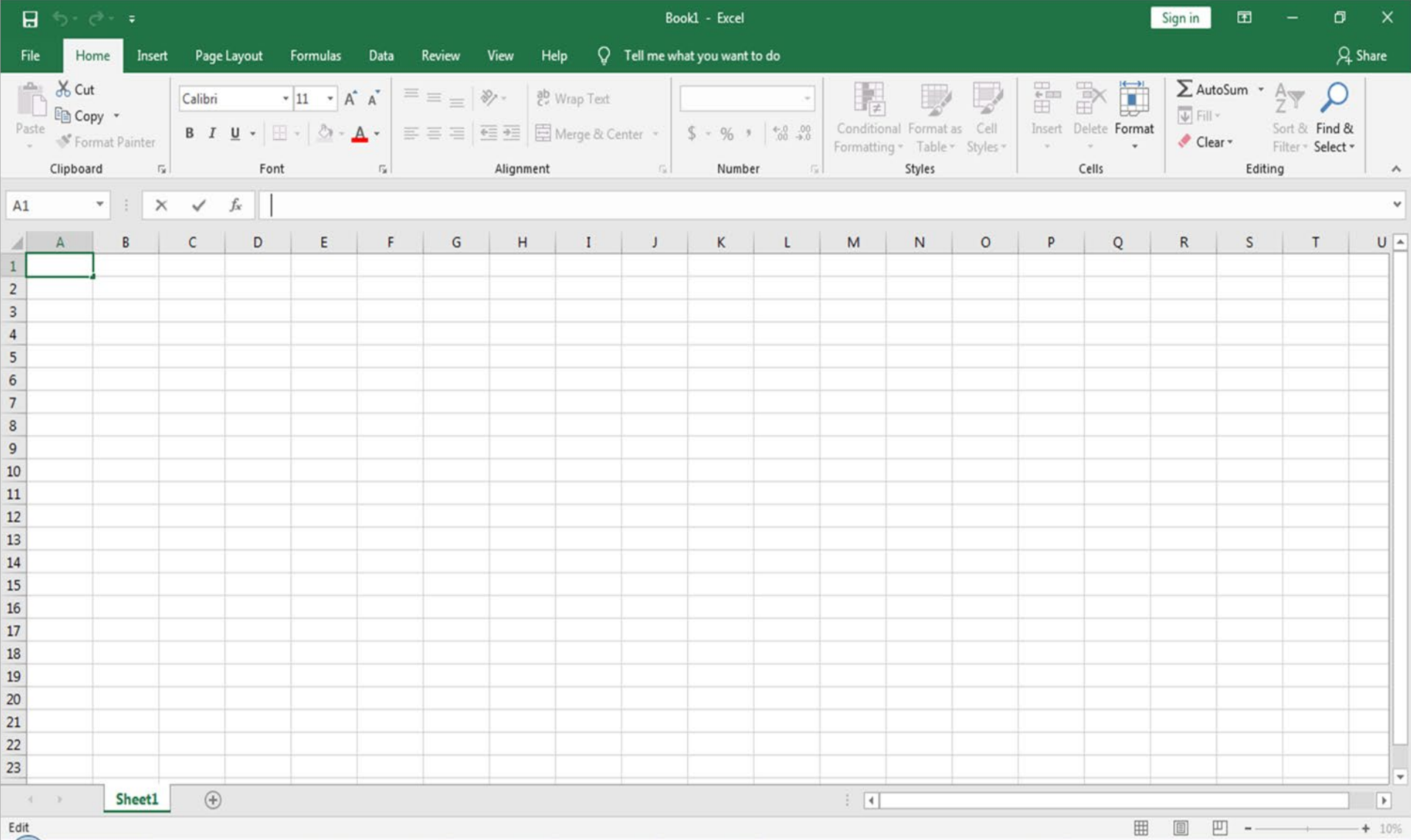




# MS PowerPoint 2016: advanced application for designing and presentation of text and graphical contents.



# MS Excel 2016: advanced application for entry of data, tabulation, calculations, and basic statistics.



# Common keyboard shortcuts for MS Office tools

Shortcut	Description
Ctrl+A	Select all contents of the page.
Ctrl+B	Bold highlighted selection.
Ctrl+C	Copy selected text.
Ctrl+D	Open the font preferences window.
Ctrl+E	Aligns the line or selected text to the center of the screen.
Ctrl+F	Open find box.
Ctrl+I	Italic highlighted selection.
Ctrl+J	Aligns the selected text or line to justify the screen.
Ctrl+K	Insert a hyperlink.
Ctrl+L	Aligns the line or selected text to the left of the screen.
Ctrl+M	Indent the paragraph.
Ctrl+N	Opens new, blank document window.
Ctrl+O	Opens the dialog box or page for selecting a file to open.
Ctrl+P	Open the print window.
Ctrl+R	Aligns the line or selected text to the right of the screen.
Ctrl+S	Save the open document. Like Shift+F12.
Alt, F, A	Save the document under a different file name.
Ctrl+T	Create a hanging indent.
Ctrl+U	Underline the selected text.
Ctrl+V	Paste.
Ctrl+W	Close the currently open document.
Ctrl+X	Cut selected text.
Ctrl+Y	Redo the last action performed.
Ctrl+Z	Undo last action.

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