



Introduction to Microsoft Word

Difficulty Level : Easy • Last Updated : 30 Jun, 2021

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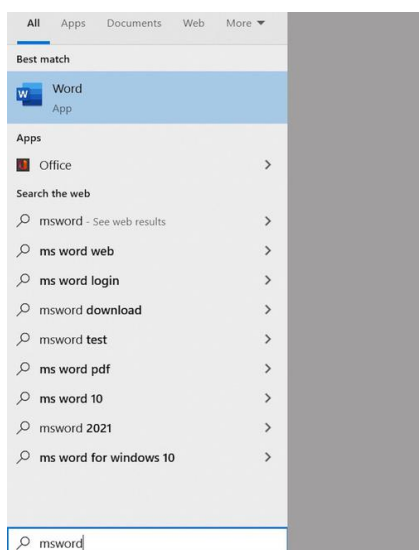
Video

Microsoft word is a word processor software developed by Microsoft in 1983. It is the most commonly used word processor software. It is used to create professional quality documents, letters, reports, resumes, etc and also allows you to edit or modify your new or existing document. The file saved in Ms Word has .docx extension. It is a component of the Microsoft Office suite, but you can buy it separately and is available for both Windows and macOS. The latest version of Ms Word is 2019. In this article we will learn the features of Ms Word, but first we learn how to open Ms Word?

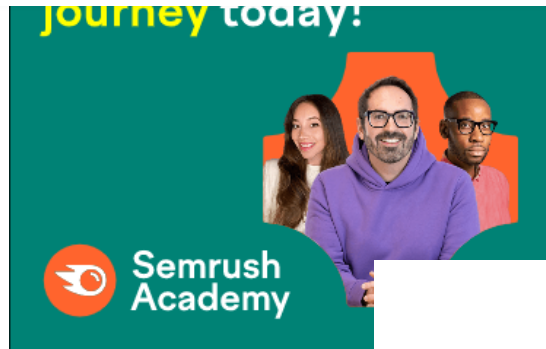
How to open MS Word?

The following step shows how to open MS words:

Step 1: Type Ms Word in the search bar.

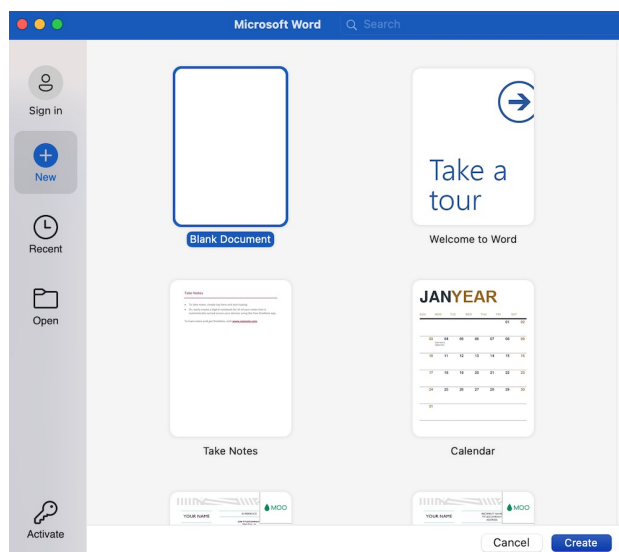


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Step 2: Select Ms Word application.

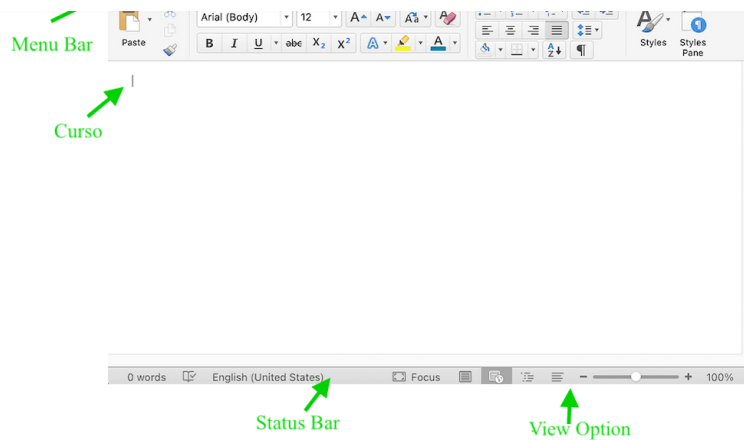
Step 3: Select a blank document and press create button.



Then you will get a window like in the image below where you can write your content and perform different types of operations on that content like font type

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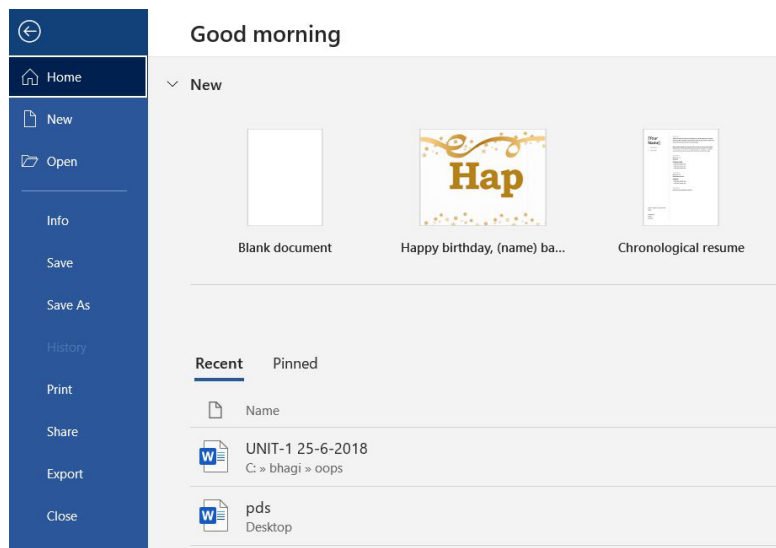


Features of MS Word

Now let us discuss the features or components of the Ms Word. Using these features, you can perform different types of operations on your documents, like you can create, delete, style, modify, or view the content of your document.

1. File

It contains options related to the file, like New (used to create a new document), Open (used to open an existing document), Save (used to save document), Save As (used to save documents), History, Print, Share, Export, Info, etc.

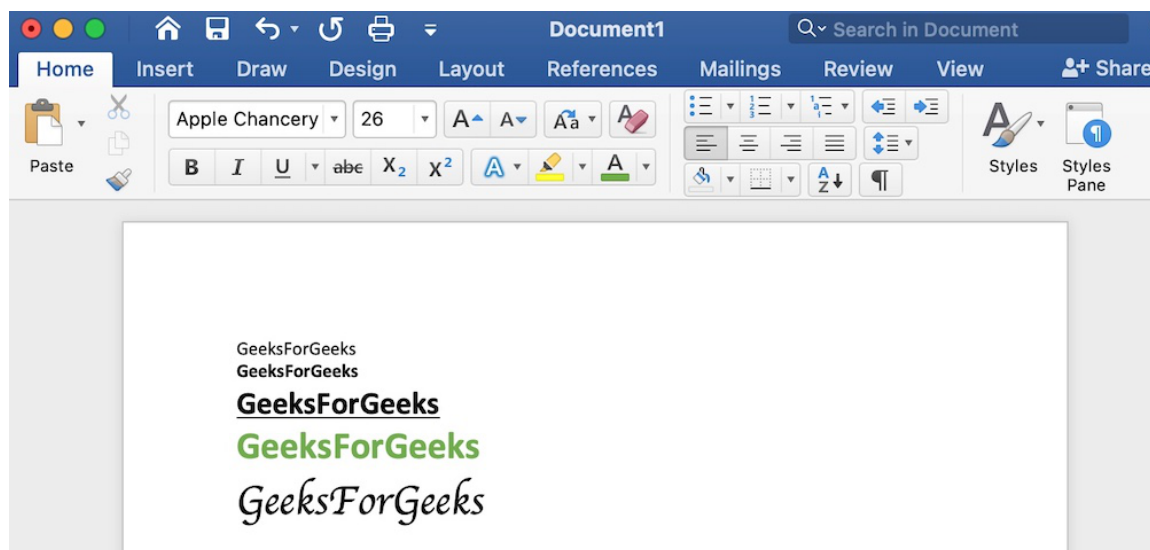


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2. Home

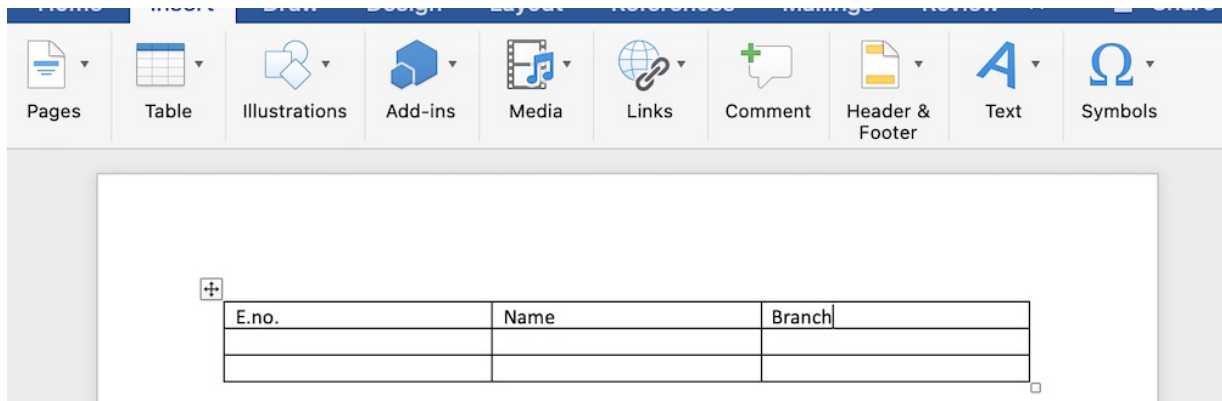
It is the default tab of Ms Word and it is generally divided into five groups, i.e., Clipboard, Font, Paragraph, Style and Editing. It allows you to select the color, font, emphasis, bullets, position of your text. It also contains options like cut, copy, and paste. After selecting the home tab you will get below options:



3. Insert

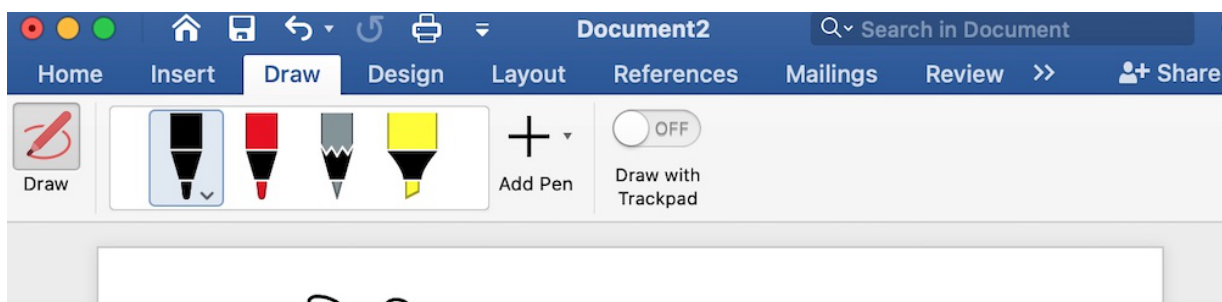
It is the second tab present on the menu bar or ribbon. It contains various items that you may want to insert into a Microsoft word. It includes options like tables, word art, hyperlinks, symbols, charts, signature line, date and time, shapes, header, footer, text boxes, links, boxes, equations, etc., as shown in the below image:

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4. Draw

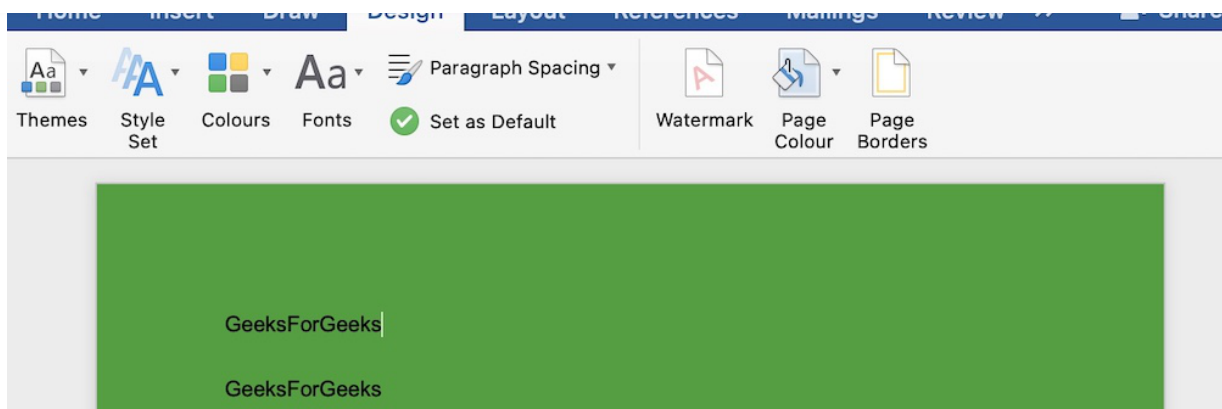
It is the third tab present in the menu bar or ribbon. It is used for freehand drawing in Ms Word. It provides different types of pens for drawing as shown below:



5. Design

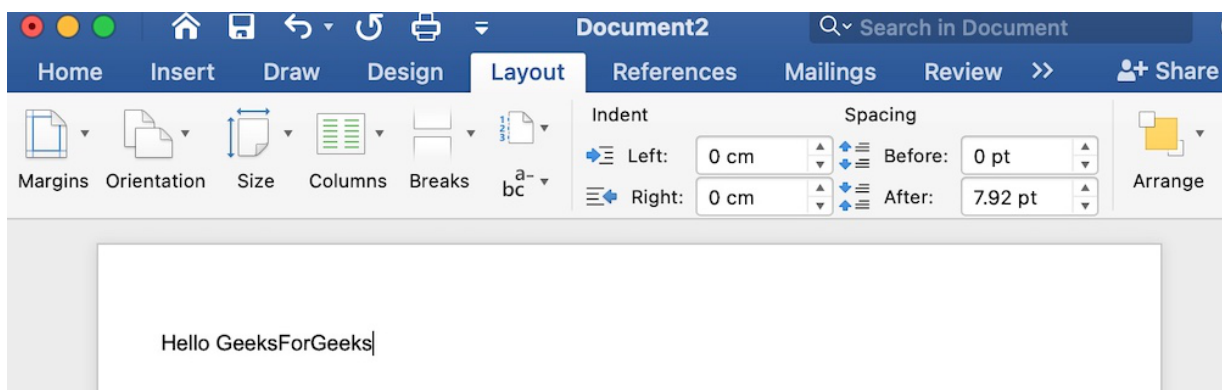
It is the fourth tab present in the menu bar or ribbon. The design tab contains document designs that you can select, such as documents with centered titles, offset headings, left-justified text, page borders, watermarks, page color, etc., as shown in the below image:

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6. Layout

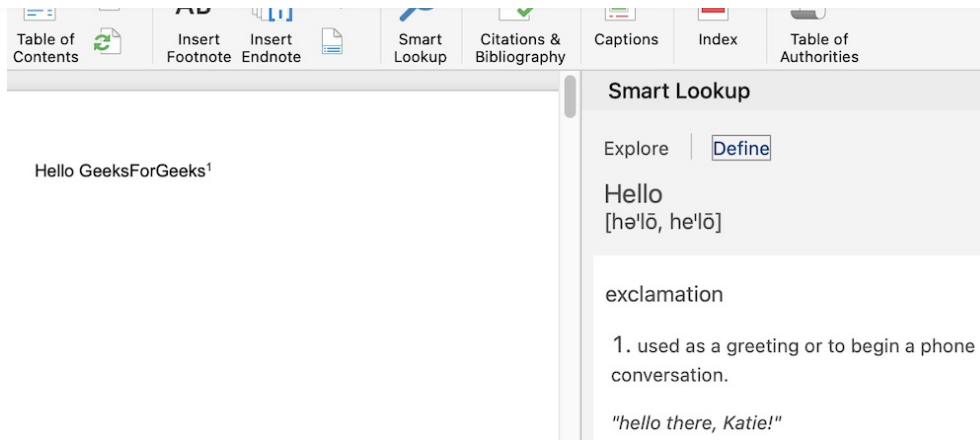
It is the fifth tab present on the menu bar or ribbon. It holds all the options that allow you to arrange your Microsoft Word document pages just the way you want them. It includes options like set margins, display line numbers, set paragraph indentation, and lines apply themes, control page orientation and size, line breaks, etc., as shown in the below image:



7. References

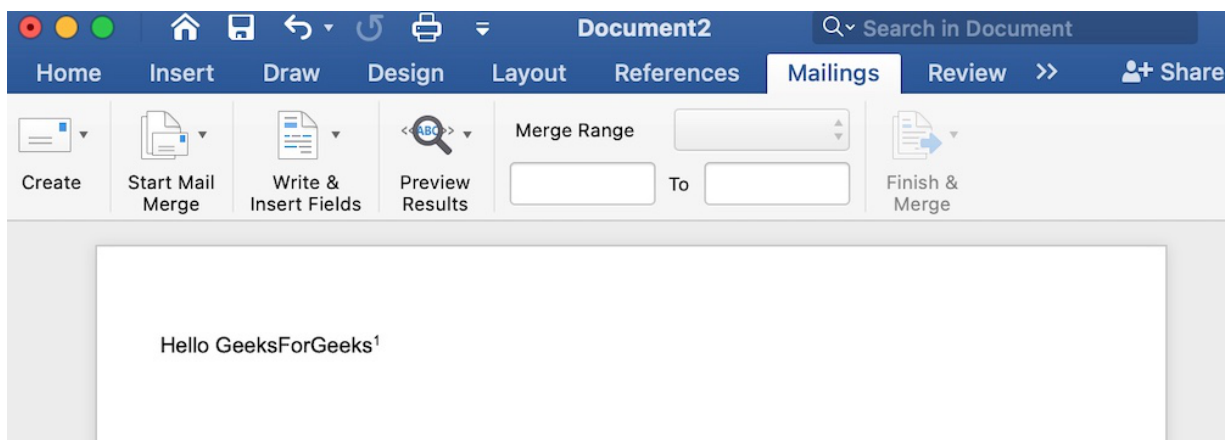
It is the sixth tab present in the menu bar or ribbon. The references tab lets you add references to a document, then create a bibliography at the end of the text. The references are generally stored in a master list, which is used to add references to further documents. It includes options like, Table of Contents, Footnotes, Citations & Bibliography, Captions, Index, Table of Authorities, smart look, etc. After selecting References tab, you will get the below options:

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8. Mailings

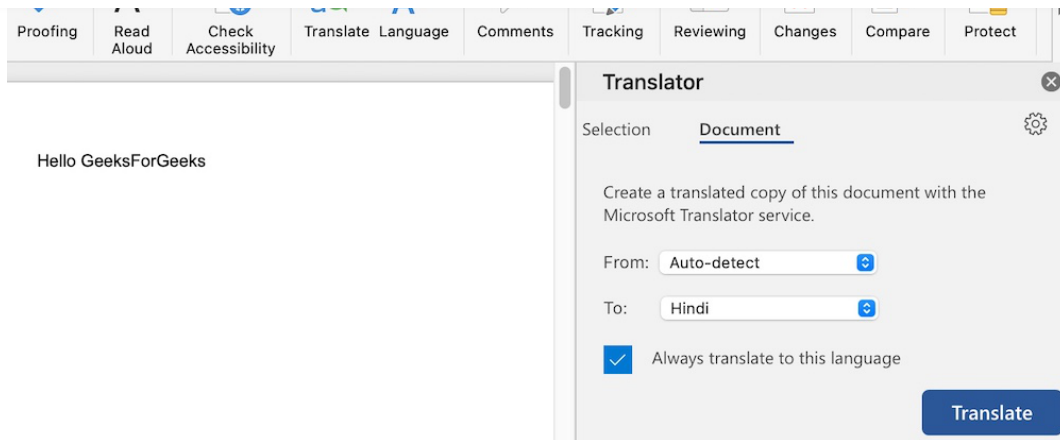
It is the seventh tab present in the menu bar or ribbon. It is a least used tab in the menu bar. This tab is where you would create labels, print them on envelopes, do mail merge, etc. After selecting mailing, you will get the below options:



9. Review

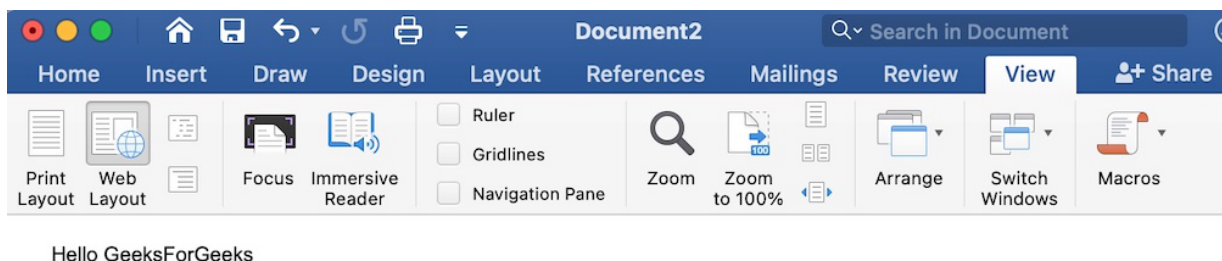
It is the eighth tab present in the menu bar or ribbon. The review tab contains, commenting, language, translation, spell check, word count tools. It is good for quickly locating and editing comments. After selecting a review tab, you will get the options below:

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10. View

It is the ninth tab present in the menu bar or ribbon. View tab allows you to switch between single page or double page and also allows you to control the layout tools. It includes print layout, outline, web layout, task pane, toolbars, ruler, header and footer, footnotes, full-screen view, zoom, etc. as shown in the below image:



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