



Subject: Information and Communication Technology

Lecture – 13

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Outlines

- What is MS Word
- Features of MS Word
- Uses of MS Word

What is MS Word?

MS Word is a word processor developed by Microsoft. It has advanced features which allow you to format and edit your files and documents in the best possible way.

Features of MS Word

- **Home**
- **Insert**
- **Design**
- **Page Layout**
- **References**
- **Review**

Home

- This has options like font colour, font size, font style, alignment, bullets, line spacing, etc. All the basic elements which one may need to edit their document is available under the Home option

Insert

Tables, shapes, images, charts, graphs, header, footer, page number, etc. can all be entered in the document. They are included in the “Insert” category.

Design

The template or the design in which you want your document to be created can be selected under the Design tab. Choosing an appropriate tab will enhance the appearance of your document.

Page Layout

Under the Page Layout tab comes options like margins, orientation, columns, lines, indentation, spacing, etc.

References

This tab is the most useful for those who are creating a thesis or writing books or lengthy documents. Options like citation, footnote, table of contents, caption, bibliography, etc. can be found under this tab.

Review

Spell check, grammar, word count, language, translation, comments, etc. can all be tracked under the review tab. This acts as an advantage for those who get their documents reviewed on MS Word.

Uses of MS Word

- Given below are the different field in which MS Word is used and simplifies the works of an individual:
- **In Education:** It is considered as one of the simplest tools which can be used by both teachers and students. Creating notes is easier using MS Word as they can be made more interactive by adding shapes and images. It is also convenient to make assignments on MS Word and submitting them online

Uses of MS Word

- **In Workplace:** Submitting letters, bills, creating reports, letterheads, sample documents, can all easily be done using MS Word
- **Creating & Updating Resume:** One of the best tools to create your resumes and is easy to edit and make changes in it as per your experience

Uses of MS Word

For Authors: Since separate options are available for bibliography, table of contents, etc., it is the best tool which can be used by authors for writing books and adjusting it as per the layout and alignment of your choice

Word processing software

A **Word Processor** is an electrical device or computer **software** application that performs the task of composing, editing, formatting and printing of documents.

Features of word processing software

1. Creating, editing, saving and printing documents.
2. Copying, pasting, moving and deleting text within documents.
3. Formatting text, such as font type, bolding, underlining or italicizing.
4. Creating and editing tables.
5. Inserting elements from other software, such as illustration or photographs.
6. Correcting spelling and grammar.

Basic functions of MS Word?

Given below are the basic functions of Microsoft Word:

- Creating text documents
- Editing and Formatting the existing documents
- Making a text document interactive with different features and tools
- Graphical documents, comprising images
- Used by Authors and Researchers
- Detect grammatical errors in a text document

How can you save a MS Word file to New Folder in My Documents?

Saving a MS Word file to New Folder in My Documents

- Click the Microsoft Office Button and then Click Save As.
- Browse My Documents and create a New Folder and then open it.
- Click Save Button.

Difference between MS Word and MS Excel

MS Word	MS Excel
MS Word is a word processor developed by Microsoft used to make professional-quality documents, letters, reports, etc.	MS Excel is a spreadsheet program where one can record data in the form of tables.
The file extension for a Microsoft Word file is “.doc”	The file extension for a Microsoft Excel file is “.xls”
A new document in MS Word is a blank page where one can add text, images, etc.	A new spreadsheet in MS Excel is a tabulated page where rows and columns are given, forming different cells
MS Excel tables can be inserted in a Word doc	MS doc files cannot be inserted in an Excel spreadsheet
It has a feature where grammatical errors are detected and can be corrected	In an Excel spreadsheet, grammatical errors are not detected by itself
A formula can be written manually but automatic calculations cannot be done	Once a formula is entered in an Excel spreadsheet, automatic calculations can easily be done
Advanced formatting features like WordArt, etc. are available	Limited formatting features are available



Any Questions ???