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STP COMPUTER EDUCATION

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SUBJECT :- MICROSOFT OFFICE

Chapter 1

Microsoft Word

Microsoft word is a word processing software.

There Are 3 Methods To Open Microsoft Word 2010

1. Start → Microsoft Office → Microsoft Word 2010 .
2. Start + R = Run → Then Type [Winword]
3. Go To Start And Type In Search Box [Word, Winword]

Extension Name of Ms Word 2010 is → .docx

Extension Name of Ms Word 2007 is → .doc

How to write paragraph in ms word ?

Ans → =rand(write no of paragraph) → then enter.

Format painter → Copy formatting from other place and apply it to another.

Short key → ctrl + shift + c / ctrl + shift + v

Change case → change all the selected text to uppercase , lowercase , and capitalise each word.
Short key → Shift + F3

 Clear formatting → clear all format from selected text.

There are 4 types of alignment..

- 1. Left = Ctrl + L
- 2. Center = Ctrl + E
- 3. Right = Ctrl + R
- 4. Justify = Ctrl + J

Line Spacing → Change the Space between Line of text.
Short Key → Ctrl + 1 , Ctrl + 2 , Ctrl + 5.

 Sort → arranging the words in ascending or descending order.

Find → Find a Word in a Document.
Short key → Ctrl + F

Replace → Replace a text in a document.
Short key → Ctrl + H

Short key :-

Bold	→	Ctrl + b
Italic	→	Ctrl + I
Underline	→	Ctrl + u
Font size increase	→	Ctrl + shift + >
Font size decrease	→	Ctrl + shift + <
Subscript (x ₂)	→	Ctrl + =
Superscript (x ²)	→	Ctrl + shift + +
Font style	→	Ctrl + shift + F



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