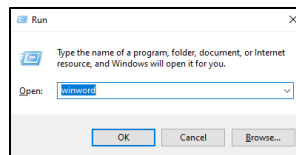


MS Word (Word Processing)

Microsoft Word is a word processing tool for creating different types of documents that are used in work school, office, home etc. environments. The appearance of Microsoft Word 2016 is similar to Word 2010 and Word 2013, but with more enhanced features. It contains a customized Office Background that appears above the Ribbon, live access to your OneDrive account, an option to work in Read Mode, tab text that appears blue when active, a blue background for the status bar, and many more exciting new features. When you first launch Word, it opens with the Recent screen displayed. This screen enables you to create a new blank document or a document from a template.

Opening Process:

1. Windows key  + R



2. Type 'winword' click on enter & click on **Blank Document**.

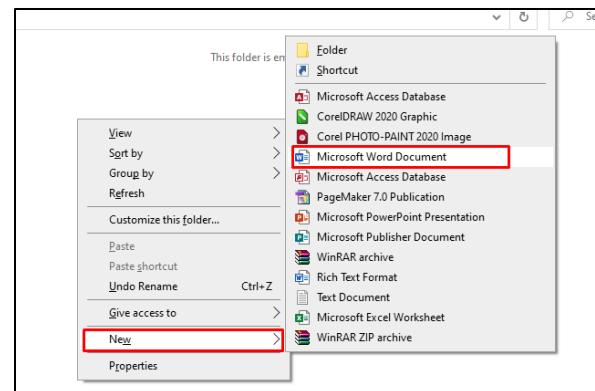
Or

1. Create a new folder and open folder.

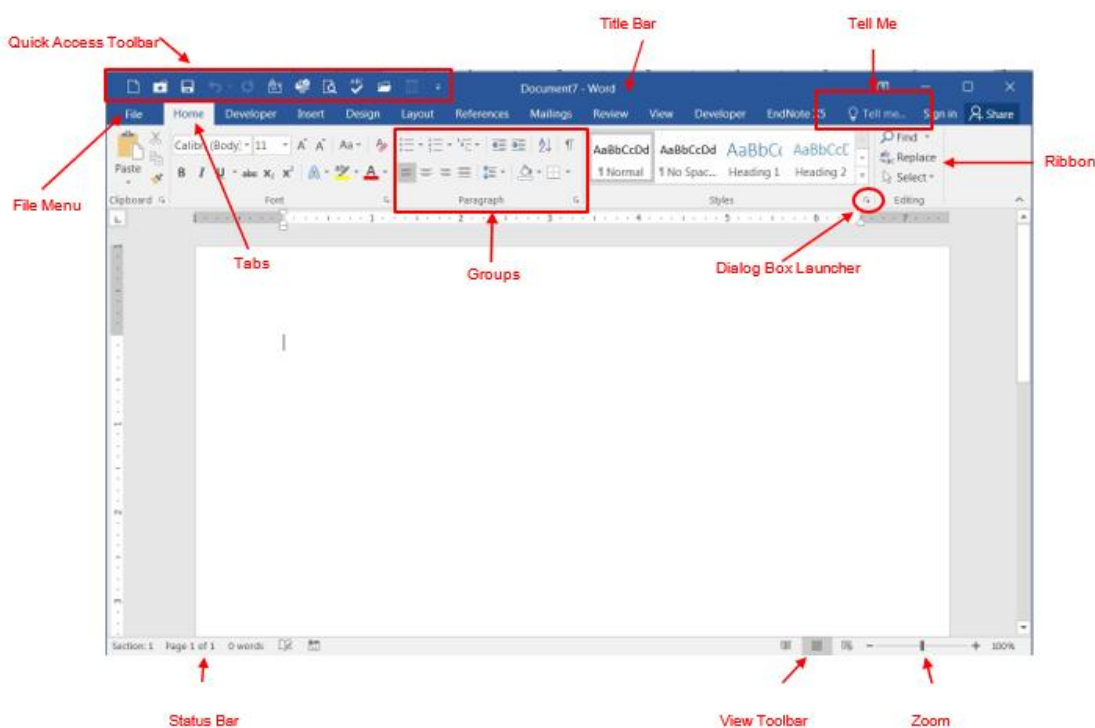
2. Right click on blank area & click on new

3. Click on Microsoft Word Document

4. Give document name and open.



Screen Elements:



File Menu: The File tab will bring you into the **Backstage View**. The Backstage View is where you manage your files and the data about them – creating, opening, printing, saving, inspecting for hidden metadata or personal information, and setting options.

Tabs: An area on the Ribbon that contains buttons that are organized in groups. The default tabs are Home, Insert, Design, Layout, References, Mailings, Review, View and Help.

Title Bar: A horizontal bar at the top of an active document. This bar displays the name of the document and application. At the right end of the Title Bar is the Minimize, Maximize and Close buttons.

Groups: A group of buttons on a tab that are exposed and easily accessible.

Dialog Box Launcher: A button in the corner of a group that launches a dialog box containing all the options within that group.

Status Bar: A horizontal bar at the bottom of an active window that gives details about the document.

View Toolbar: A toolbar that enables, adjusts, and displays different views of a document.

Zoom: Magnifies or reduces the contents in the document window.

Quick Access Toolbar: A customizable toolbar at the top of an active document. By default, the Quick Access Toolbar displays the Save, Undo, and Repeat buttons and is used for easy access to frequently used commands. To customize this toolbar, click on the dropdown arrow and select the commands you want to add.

Tell Me: This is a text field where you can enter words and phrases about what you want to do next and quickly get to features you want to use or actions you want to perform. You can also use **Tell Me** to find help about what you're looking for, or to use Smart Lookup to research or define the term you entered.

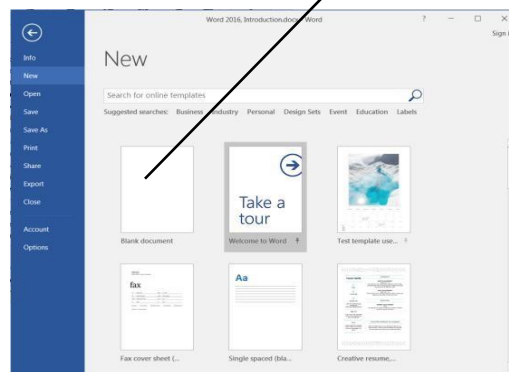
Navigating in a Document

The following table lists ways to navigate in a document using your keyboard to move the insertion point in an active document:

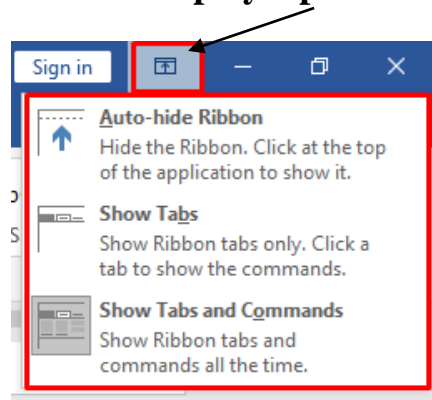
To move the insertion point	Press....
Left one character	Left Arrow
Right one character	Right Arrow
Down one line	Down Arrow
Up one line	Up Arrow
Left one word	CTRL + Left Arrow
Right one word	CTRL + Right Arrow
To the beginning of the current line	Home
To the end of the current line	End
To the beginning of the document	CTRL + Home
To the end of the document	CTRL + End
To the beginning of the previous page	CTRL + Page Up
To the beginning of the next page	CTRL + Page Down
Up one screen	Page Up
Down one screen	Page Down

Create New Word Document:

- 1) Click the **File** tab
- 2) Click **New**
- 3) Click **Blank Document**



Ribbon Display Option:



Show Ribbon options

1. At the top-right corner, select the **Ribbon Display Options** icon.
2. Choose an **option** for the **ribbon**: Show Tabs and Commands keeps all the tabs and commands on the **ribbon** visible all the time.

Auto Hide, Show Ribbon: Ctrl+Shift+F1

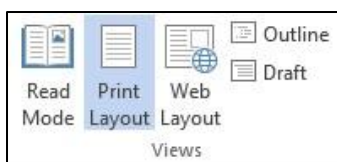
Hide, Show Toolbar: Ctrl+F1

To create random text in Microsoft Word, try these options:

1. To work with this feature, type =RAND() and hit [Enter]. The default is 5 paragraphs of 3 sentences each.
2. To customize your **text**, type =RAND(# of paragraphs, # of sentences) and press [Enter].

To Display Different Views:

- 1) Click the View tab
- 2) Click on the desired view



View Options:

- **Read Mode:** Displays as much of the content of the document as will fit in the screen.
- **Print Layout View:** Shows a document as it appears on a printed page.
- **Web Layout View:** Shows a document as it appears in a web browser.
- **Outline View:** Shows the structure of a document, which consist of heading and body text.
- **Draft View:** Displays the content of a document with a basic layout.

~OR~

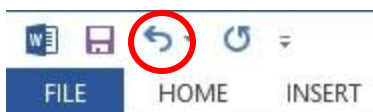
- 3) Click a **View** button on the View Toolbar in the lower right corner of the Status Bar



Editing and Proofing Documents

Selecting Text

- **Select a word:** Click and drag or double-click on the word
- **Select a sentence:** Click and drag or click in the sentence while holding down the CTRL key
- **Select a paragraph:** Click and drag or triple-click in the paragraph or double-click in the selection area to the left of the paragraph
- **Select a block of text:** Click and drag or click to the left of the first word, hold down the SHIFT key, and then immediately click to the right of the last word
- **Select a line:** Click and drag or click in the selection to the left of the line
- **Select an entire document:** Triple-click in the selection area or hit the CTRL + A keys
- **Undo, Redo an action:** On the **Quick Access Toolbar** click the **Undo** key



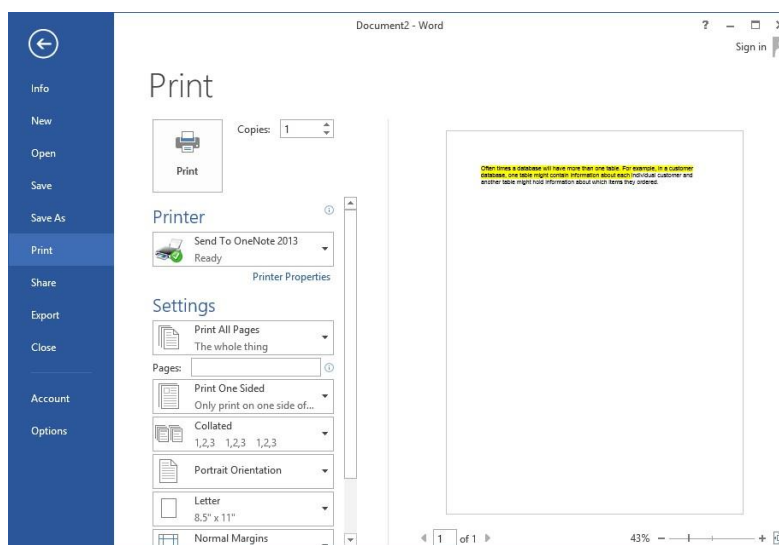
Ctrl + Y: Redo

Ctrl + Z: Undo

Previewing and Printing a Document

- 1) Click the **File** tab
- 2) Click **Print** Or (Ctrl + P)

This view includes print preview, print commands, as well as the print settings:



Saving and Closing a New Document

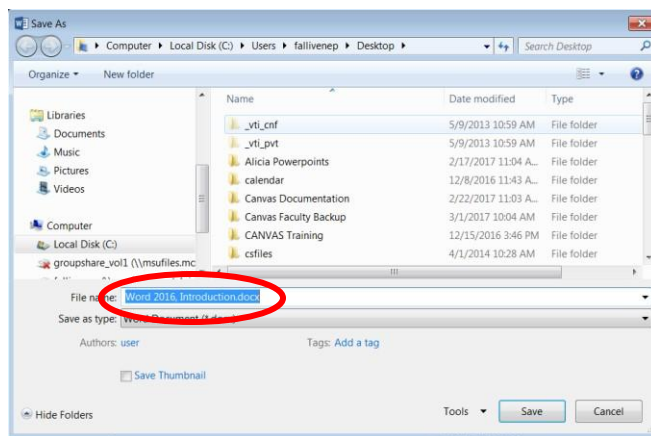
To Save a New Document

- 1) On the **Quick Access Toolbar**, click the **Save** button



~OR~

- 2) Click the **File** tab
- 3) Click **Save As**
- 4) Select the location, the Save As dialog box will appear



- 5) In the **File Name** field, type the name of the document
- 6) Click **Save**

To Close a Document

- 1) Click the **File** tab, and then click **Close**
- 2) If a Microsoft Office Word dialog box appears displaying a “*Do you want to save...?*” message:

Click **Save** to save, **Don't Save** to discard changes, or **Cancel** to close the dialog box.



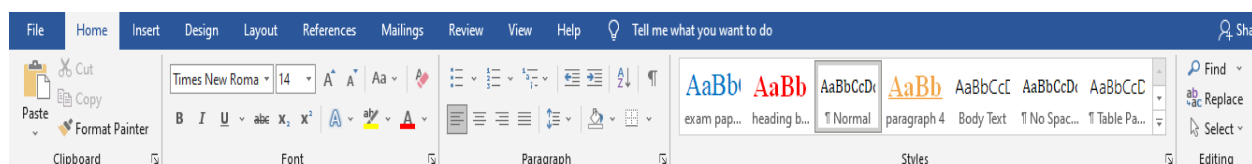
Limitations of MS-Word

Number of column in table	1 to 63
Number of raw in Table	1 to 32767
Zoom	10 to 500%
Font Size	1 to 1638 point
Number of Newspaper Column	1 to 45
Paragraph space, char space	0 to 1584 pt.
Number of heading	9 Level
Minimum paper size	.26*.26 cm
Maximum paper size	55.87*55.87
Default font	Times new roman/Calibri(2007)
Recent file	1 to 25
Number of copies of printing	1 to 32767
Indent	-55.87 to 55.87

Deleting Text

When deleting text in your document you can either use the **Delete** key or the **Backspace** key. The **Delete** key deletes text to the right of your cursor while the **Backspace** key deletes text to the left of your cursor.

Home Tab:




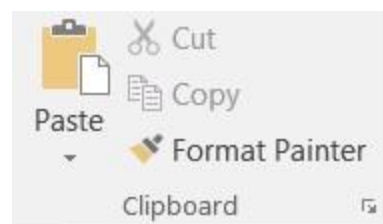
Clipboard:

Cut, Copy and Paste


Often times you will need to move text from one location in a document to another, or to a different application. In this case you will perform a **Cut and Paste**. To reproduce a specific part of a document and place it elsewhere, you will perform a **Copy and Paste**.

To Cut Text:


- 1) Select the text you want to move
- 2) Click on the **Cut** icon  located on the **Home** tab in the **Clipboard** group



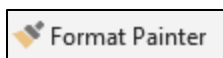
To Copy Text:

- 1) Select the text you want to copy
- 2) Click on the **Copy** icon  located on the **Home** tab in the **Clipboard** group

To Paste Text:

- 1) Click in the area of the document where you want to paste your text
- 2) Click on the **Paste** icon  located on the **Home** tab in the **Clipboard** group

Format Painter:



Use the **Format Painter** on the **Home** tab to quickly apply the same formatting, such as color, font style and size, and border style, to multiple pieces of text or graphics. The format painter lets you copy all of the formatting from one object and apply it to another one – think of it as copying and pasting for formatting.

1. Select the text or graphic that has the formatting that you want to copy.

Note: If you want to copy text formatting, select a portion of a paragraph. If you want to copy text and paragraph formatting, select an entire paragraph, including the paragraph mark.

2. On the **Home** tab, click **Format Painter**.



The pointer changes to a paintbrush icon.

3. Use the brush to *paint* over a selection of text or graphics to apply the formatting. This only works once. To change the format of multiple selections in your document, you must first double-click **Format Painter**.
4. To stop formatting, press ESC.

Note: For graphics, the **Format Painter** works best with drawing objects, such as AutoShapes. However, you can copy formatting from a picture (such as the picture's border).

Shortcut Key:

Copy Format: Select text

Click on **Ctrl+Shift+C**

Paste Format: Select text

Click on **Ctrl+Shift+V**

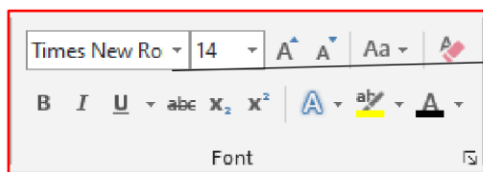
Planet VTE

IT ZONE

Planet VTE

IT ZONE

Font Group



This option helps to pick a new font for your text.

1. Select text, sentence.
2. Click on Ctrl+D or Ctrl+Shift+F or Ctrl+Shift+P
2. Choose font and click on enter.

Font size: Minimum:1 Maximum: 1638

(Given: 8 to 72)

Increase font size:

Select text > Ctrl+Shift+>

Or Ctrl+]]

Decrease font size:

Select text > Ctrl+Shift+<

Or Ctrl+[[

B Make your text Bold.

Select text > Click on Ctrl + B

I Italicize your text.

Select text > Click on Ctrl + I

U Underline your text.

Select text > Click on Ctrl + U

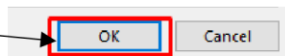
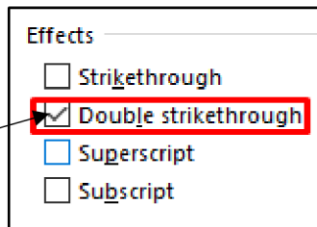
abc : Cross Something out drawing a line through it. Select text and click on there.

Or, select text and click on Ctrl + D > on the tick mark strikethrough option.

E.g.

IT ~~ZONE~~

Select Zone word click on Ctrl + D
> on the tick mark here. Click on
ok.



Subscript: x_2

Type a very small letter
just below the text.

Shortcut key: Ctrl+=

Try: CO₂, H₂O

Superscript: x^2

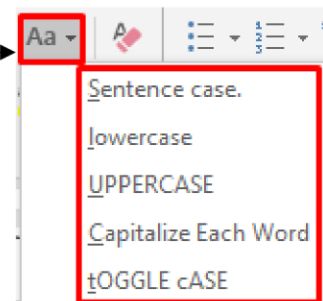
Type a very small letter just
above the text.

Shortcut key: Ctrl + Shift + +

Try: (X²+Y²)

Change Case: Change the
selected text UPPERCASE,
lowercase and other type....

Shortcut key: Shift+F3

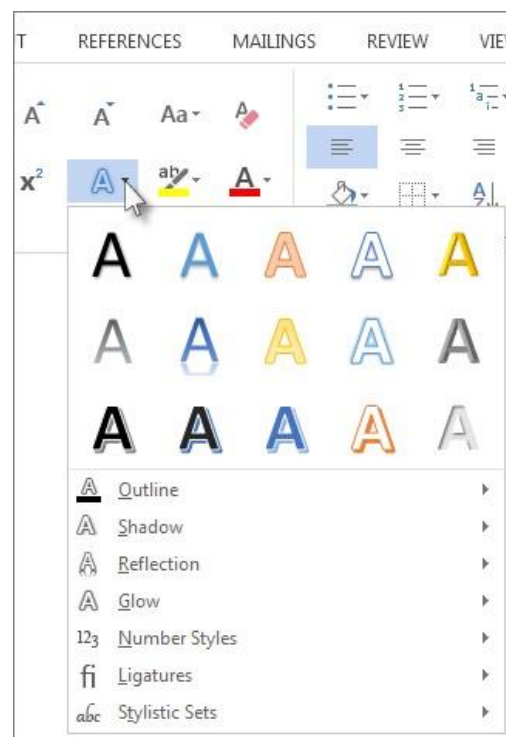


Add an outline, shadow, reflection, or glow text effect

Change the look of your text or WordArt by changing its fill or outline, or by adding an effect, such as a shadow, reflection, or glow.

- Select your text or WordArt.
- Click **Home > Text Effects**.
- Click the effect you want.

For more choices, point to **Outline**, **Shadow**, **Reflection**, or **Glow**, and then click the effect you want.



To remove the effect, select the text again, and then click **Home > Clear Formatting**.



Clear all text formatting



You can easily clear all formatting (such as bold, underline, italics, color, superscript, subscript, and more) from your text and return your text to its default formatting styles.

- Select the text that you want to return to its default formatting.
- On the **Home** tab, in the **Font** group, click **Clear All Formatting**.

Shortcut: Select Text > click on **Ctrl + Space**.



Text Highlight Color: Make your text pop by highlighting it in a bright color. Select text > click on there and choose color.



For remove: Click on No color option.

Shortcut key: **Ctrl + Alt + H**

 Change Font color of your text.

1. Select the text that you want to change.
2. On the **Home** tab, in the **Font** group, choose the arrow next to **Font Color**, and then select a color.

You can also use the formatting options on the Mini toolbar to quickly format text. The Mini toolbar appears automatically when you select text.



Tips:

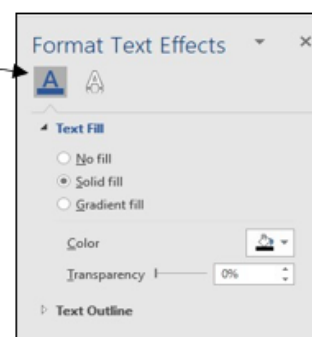
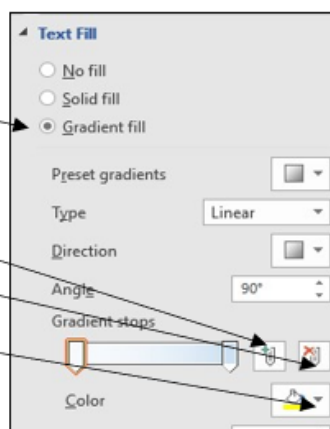
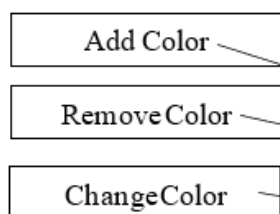
If you don't see the color that you want, choose **More Colors**, and then select a color on the **Standard** tab, or mix your own color on the **Custom** tab.

To change the color, transparency, and shade of the text, choose

Gradient.

Gradient बाट More Gradient मा गईसकेपछि यस्तो Option देखाउने छ ।

यो बाट Gradient Fill मा click गर्नुहोस् ।



Paragraph Group

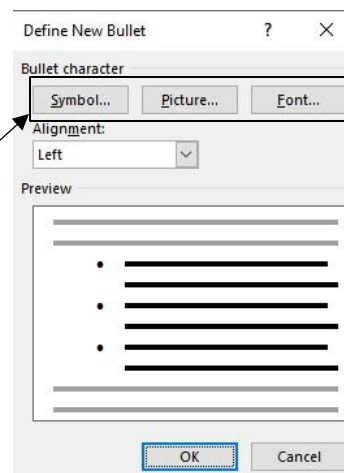


Bullets: To Create Bulleted list.

1. Click on **here**.
2. Choose Needed Bullet list format
3. Type list.

Define New bullet.

1. Click on Define new bullet option
2. Choose type **needed**



3. Choose Symbol, Picture, Font
4. Click on enter > type your list.



To Create a Numbering list.

1. Click on here > choose needed number format. Type your list.

Bullet list

Name of Trainner:

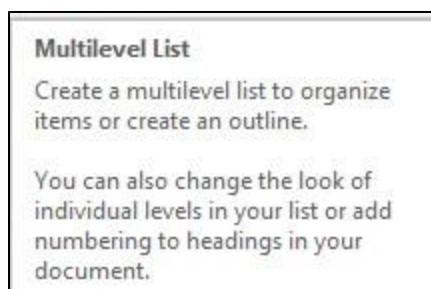
- ✗ Nirajan S. Th.
- ✗ Bikram Basnet
- ✗ Bibek Joshi
- ✗ Kamal Oli
- ✗ Anushka Th.

Numbering list

Name of BOD

1. Puskar Sharma
2. Rajendra Bhatt
3. Alok Jung
4. Bimal Joshi
5. Radheshyam Tiwari

Multilevel list



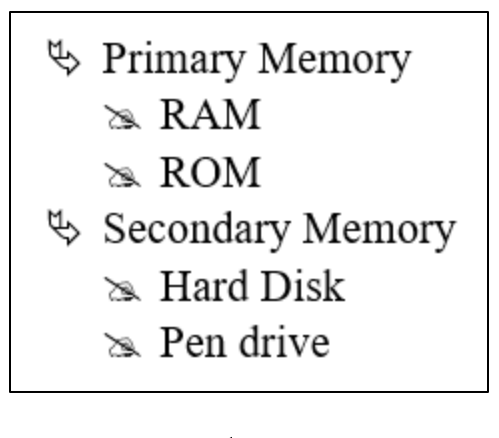
1. Click on **here**.
2. Choose list type.
3. Type your list.

For:

First level Enter.

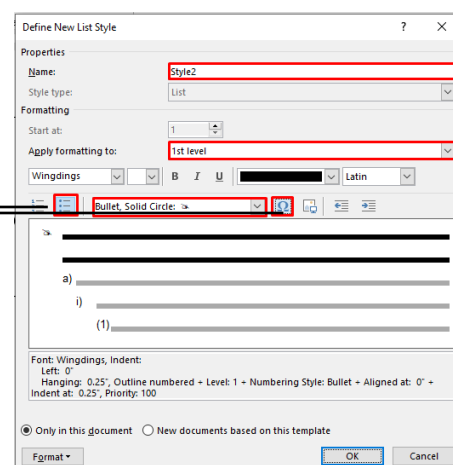
Second Level **Tab**

- 1) Input device
 - a) Keyboard
 - b) Mouse
- 2) Processing device
 - a) CPU
- 3) Output device
 - a) Monitor
 - b) Printer



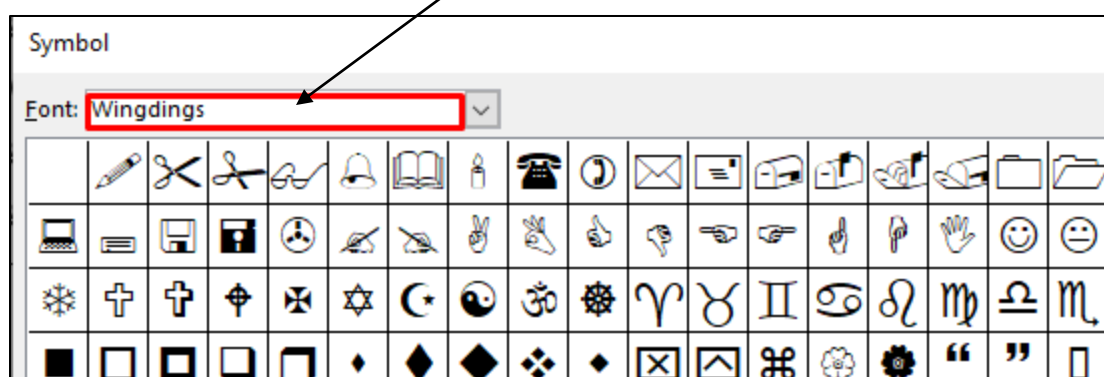
Solution:

1. Click on **Here**
2. Click on **Define new list style** option
3. Give **style name**
4. Select 1st level



5. Click on **here**

6. Click **here** & Choose **Wingdings** font & Choose Bullet.



7. Choose 2nd level **here** & repeat 5,6 number process and click on ok.



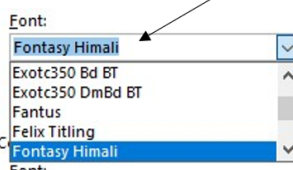
8. Type list.

For 1st level Enter.

2nd level Tab

नेपालीमा list बनाउने तरिका

1. Go to **Numbering** Define new **number format**.
2. Click on font > choose > click on enter.



देशका नाम

१. नेपाल
२. भारत
३. म्यानमार
४. मलेसिया

Alignment:



Select Text and Choose Needed alignment.

Left Alignment: Ctrl+L

Right Alignment: Ctrl+R

Center Alignment: Ctrl+E

Justify: Ctrl+J

Date:

Dear,

.....

.....

Subject:.....

.....
.....
.....
.....
.....
.....

Umesh Singh Thagunna
CEO



Decrease Indent: Move your paragraph closer the left margin.

1. Select Paragraph > click on

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.



Increase Indent: Move your paragraph farther away from the margin.

1. Select Paragraph > click on

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Indent

First line Indent

1. Click on Infront of line > (Default 0.5")

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

Remove First line indent: **Shift + Tab**

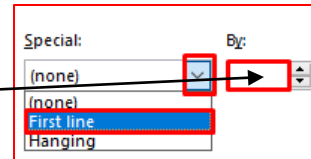
Type of Indent

First line Indent

Q.N.1 Apply 1 cm first line indent in your paragraph.

Solution:

1. Select paragraph > Right click on this paragraph > click on paragraph option
2. Choose First line option with Special:
3. Type **1 cm** here > ~~Click on enter.~~



gf]6 M olb Indent df cm, mm /fVg'k¥of] eg] xfdLn] Number type ul;/s]kl5 cm, mm n]Vgk5{
 . Inch /fVg'k¥of] eg] Number type ul;/s]kl5 " symbol lbg'k5{ .

Hanging Indent: Ctrl + T Remove: Ctrl + Shift + T

Default: (0.5")

QN. 1 Apply 1 Inch Hanging indent in paragraph.

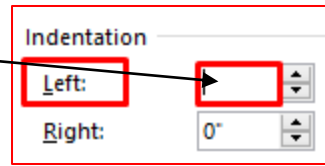
Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

1. Select paragraph > Right click on there
2. Click on paragraph option > Choose Hanging option with special
3. Type 1" and click on enter.

I

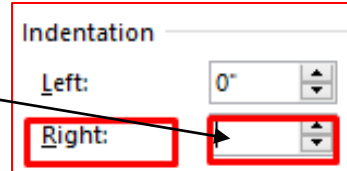
Left Paragraph Indent: Ctrl + M (Default: 0.5") **Remove:** Ctrl + Shift + M

1. Select Paragraph > Right click on there > Click on Paragraph Option
2. Type number **here** > click on enter.



Right Paragraph Indent:

1. Select Paragraph > Right click on there > Click on Paragraph Option
2. Type number **here** > click on enter.



Left Paragraph Indent

CPU: The Central Processing Unit is also called Processor. This is the brain or heart of the computer equipment. The CPU carries out the calculations for the program and controls the other components of the system. It does the function by organizing circuits into two main units, called Arithmetic logic unit and control unit. It is the brain of the computer.

- It is also called Micro Processor or Processor Chip). It processes information by fetching an instruction stored in the memory (RAM), executing the instruction and proceeding to the next instruction. The different processor names are 80186, 80286, 80386, 80486, 80586 (Pentium - I), Pentium -II, Celeron, Pentium - III, Pentium -IV, core I3, core I5, or core I7 etc.

Right Paragraph Indent

Minicomputers: First released in the 1960s, minicomputers got their name because of their small size relative to other computers of the day. The capabilities of a minicomputer are somewhere between those of mainframes and personal computers. For this reason, minicomputers are often called midrange computers.

Like mainframes, minicomputers can handle much more input and output than personal computers. Although some "minis" are designed for a single user, the most powerful minicomputers can serve the input and output needs of hundreds of users at a time. Users can access a central minicomputer through a terminal or a standard PC.

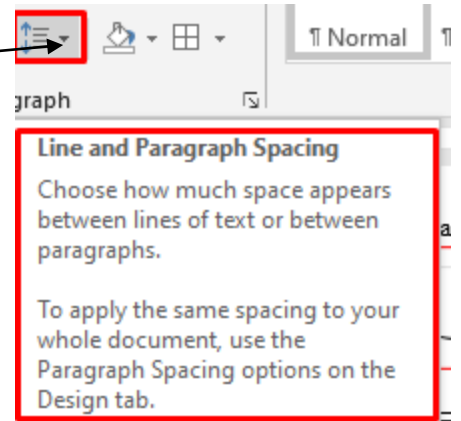
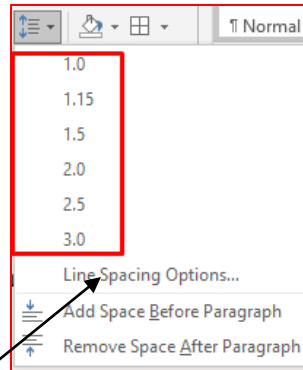
Line Spacing:

1. Select Paragraph > Click on here
2. Choose Needed spacing.

Double line spacing - Ctrl+2

Single line spacing - Ctrl+1

1.5 line spacing - Ctrl+5



For other line Spacing:

Select Paragraph > Click on here

Choose needed option here.

Then click on enter.

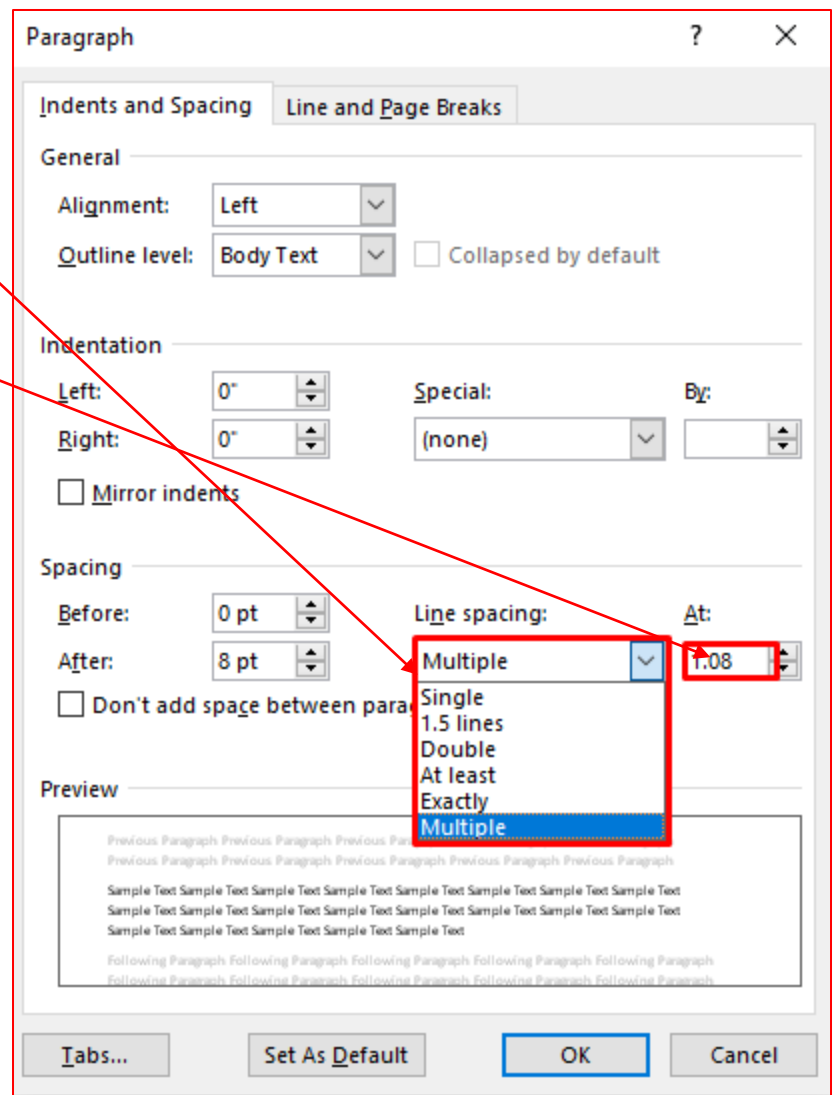
(olb Number df eg]sf] eP otf xfdLn]

Number type ug'{kg]{ x'G5 .)

To;kl5 Enter click ug'{k5{ .

Qn. 1 Apply 1.2 line spacing in paragraph.

1. Select paragraph > Right click On there.
2. Click on paragraph > type **At:** 1.2 and click on enter.



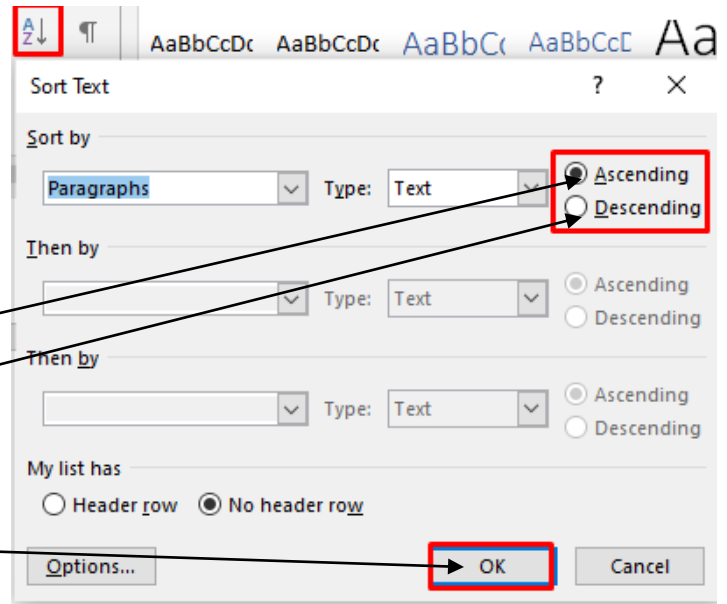


Sort:

Select the list you want to sort.

1. Go to **Home > Sort**.
2. Set **Sort** by to **Paragraphs** and **Text**, and choose **Ascending** (A-Z) or **Descending** (Z-A).

3. Select **OK**.



Show/Hide (Ctrl + Shift + *)

(Show for hidden text, paragraph, sentence)

Hidden: Select text, sentence, paragraph > click Ctrl + D > tick mark **Hidden** option > Click enter.

Show Hidden paragraph, text, sentence: **Ctrl + Shift + ***

Hidden paragraph, sentence, text [rGg] [l/sf -tnsf]] lolgx? Hidden 5g _

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

Hidden af6 Remove ug][[l/sf

1. Select Hidden sentence, text, paragraph > click Ctrl+D > Remove Hidden option tick mark
2. Click on enter.



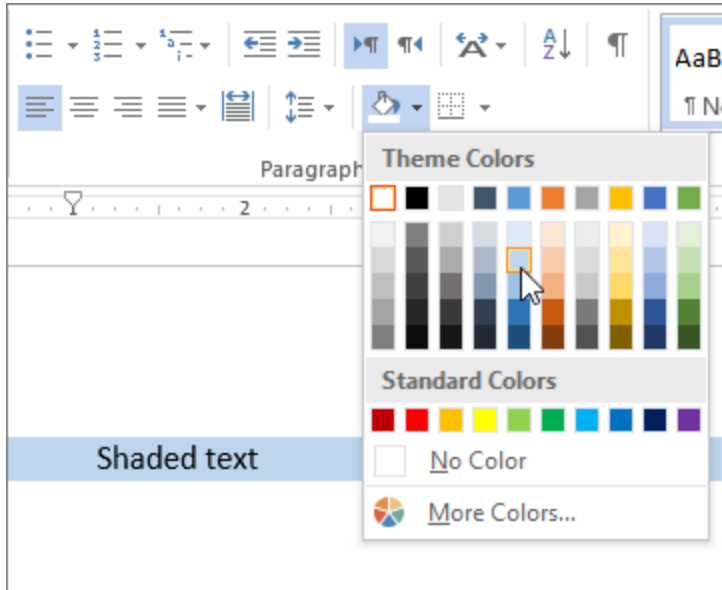
Shading:

Apply shading to words or paragraphs

Shading words or paragraphs gives them a background color that updates when you switch to a different document theme. It's different from highlighting text, which has a very limited choice of colors, and doesn't update when you switch to another theme.

1. Select the word or paragraph that you want to apply shading to.

2. On the **Home** tab, in the **Paragraph** group, click the arrow next to **Shading**.
3. Under **Theme Colors**, click the color that you want to use to shade your selection.



Note: If you want to use a color that isn't a theme color, choose one under **Standard Colors** or click **More Colors**. If you switch to a different theme, only theme colors will update.



Border options

The border drop down offers choices of position and number of borders, horizontal lines, tables, and border and shading options.

- For selected text or paragraphs, select how you want borders to display:
 - **Bottom Border:** Puts a border on the bottom of a selection.
 - **Top Border:** Puts a border on the top of a selection.
 - **Left Border:** Puts a border on the left side of a selection.
 - **Right Border:** Puts a border on the right side of a selection.
 - **No Border:** Removes all borders.
 - **All Borders:** Puts both outside and inside borders around the selection.
 - **Outside Borders:** Puts borders around the outside of the selection.
 - **Inside Borders:** Puts borders on the inside of the selection.

- **Inside Horizontal Borders:** Puts only the horizontal border on the inside of the selection.
- **Inside Vertical Borders:** Puts only the vertical borders on the inside of the selection.
- **Horizontal Line:** Creates a horizontal line at the cursor location. If you have a selection made, it will be replaced by the line.
- **Draw Table:** Draw a table in your document. Select the table and use the **Layout** options to add columns, rows, and do other table elements.
- **View Gridlines:** Show or hide gridlines on a table.

Borders and Shading:

Border dialog box:

Use the border dialog to customize your text or paragraph borders.

- **Setting** Preset borders that can be customized by other settings.
 - **None** Select this when you want to remove any paragraph or text borders.
 - **Box** Creates a border using style, color, width, or art settings you choose.
 - **Shadow** Gives a drop shadow effect. The shadow changes based on line style and width.
 - **3-D** Creates a 3-D border effect when you use certain line types.
 - **Custom** Use the style, color, width and art settings without a preset.
- **Style** A selection of line types. Can be used with Box, Shadow, 3-D, or Custom and produces different effects based on your choice.
- **Color** Choose a the color of the line. This doesn't affect the shadow color.
- **Width** Sets the weight or width of the line style you chose. Affects other settings based on what you choose.
- **Preview** Shows a conceptual view of what your document looks like based on the settings.

- **Apply to** Shows what the border is being applied to. Choice of text or paragraph depends on whether text is selected or not.

Shading dialog box:

Shading lets you put a color or pattern behind a paragraph or text.

- **Fill** Choose between a selection of Theme colors or Standard colors. Select **No color** to remove a fill, and **More colors** to select a custom color. The default is automatic.
- **Pattern** Choose a combination of the following:
 - **Style** Choose a dot pattern by percentage of coverage, or a selection of line, grid, and crosshatching patterns. Choose clear to remove a pattern.
 - **Color** Choose a theme color, standard color, or a custom color for the dots, lines, or crosshatching. The default is automatic.
- **Preview** Shows a conceptual view of what your text, paragraph, or document will look like.
- **Apply to** Choose between paragraph or text, depending on whether you have text selected.

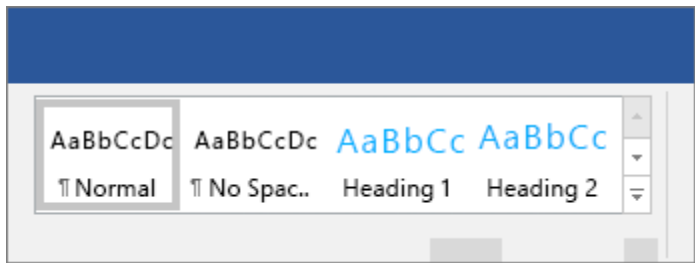
Styles: A **style** is a predefined combination of font **style**, color, and size that can be applied to any text in your document. **Styles** can help your documents achieve a more professional look and feel. You can also use **styles** to quickly change several things in your document at the same time.

Applying Style:

1. Select the text you want to format.

Tip: If you place your cursor in a paragraph, the style is applied to the whole paragraph. If you select specific text, only the selected text is formatted.

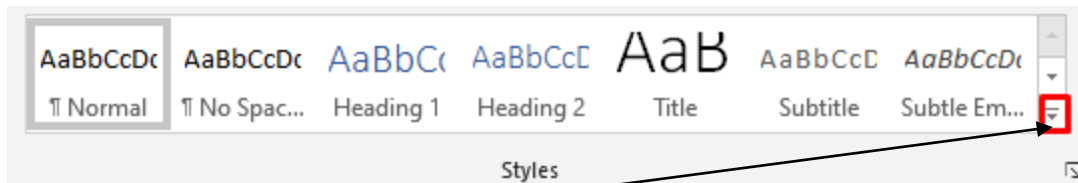
2. On the **Home** tab, point to a style to preview it.



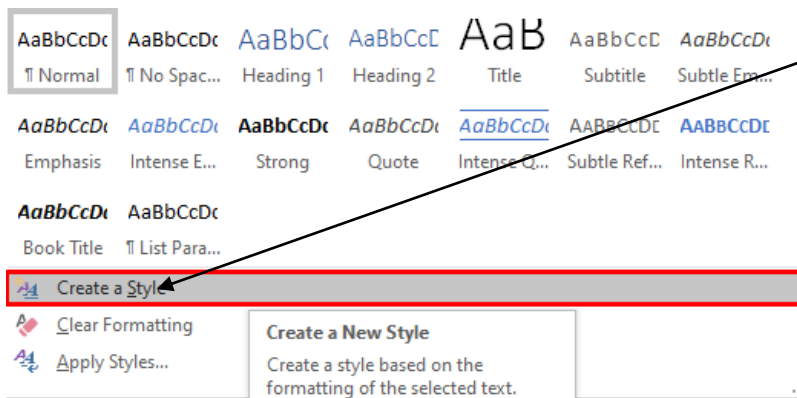
Tip: If you don't see a style you want, click the **More** button (downward arrow) to expand the gallery.

3. Select a needed style.

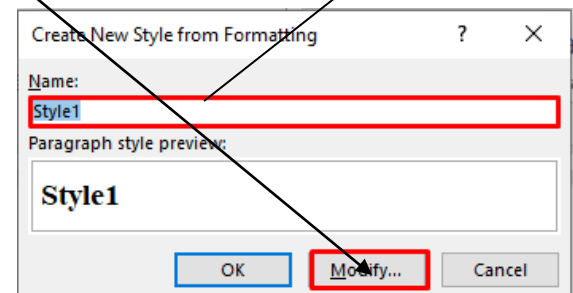
Creating new style:

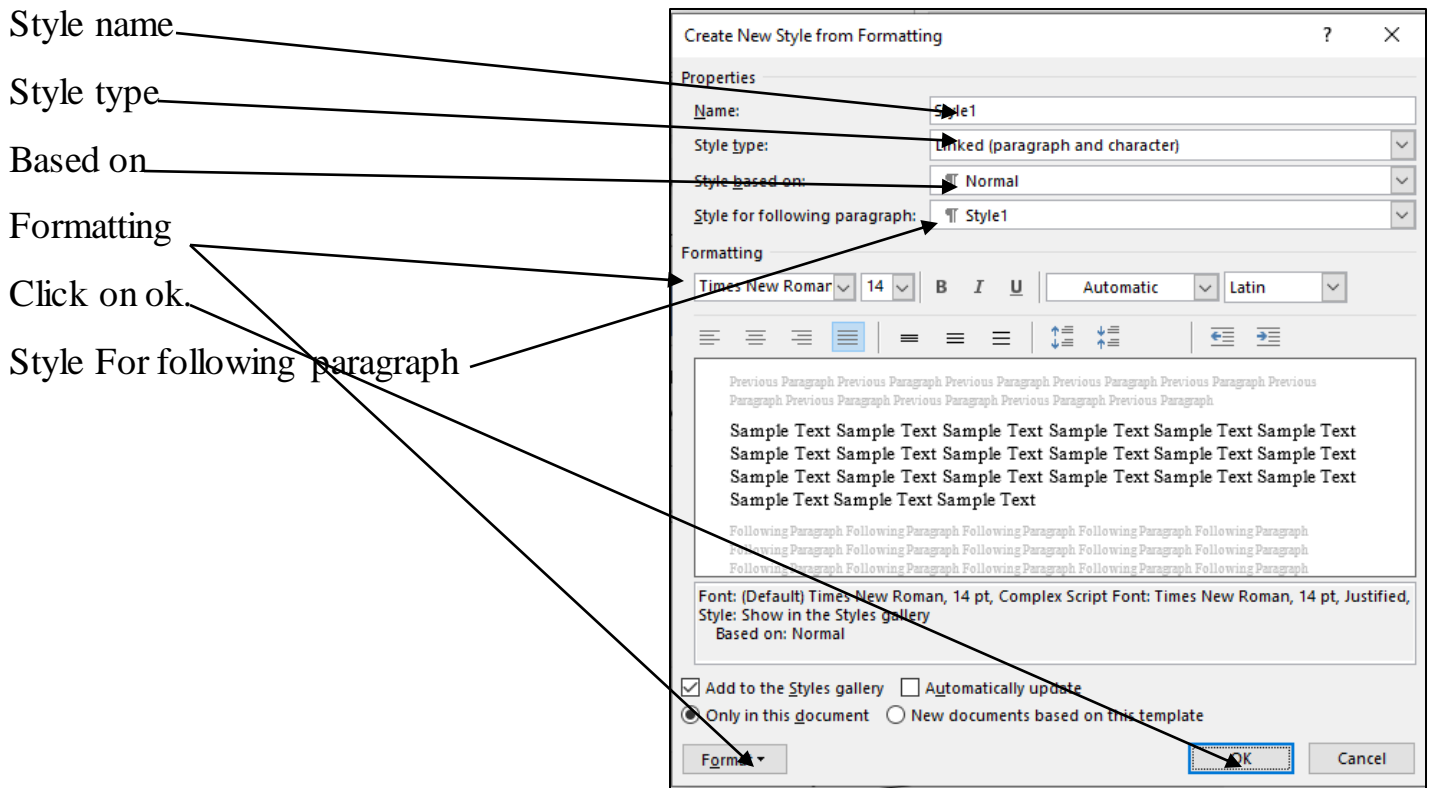


Click **Here**



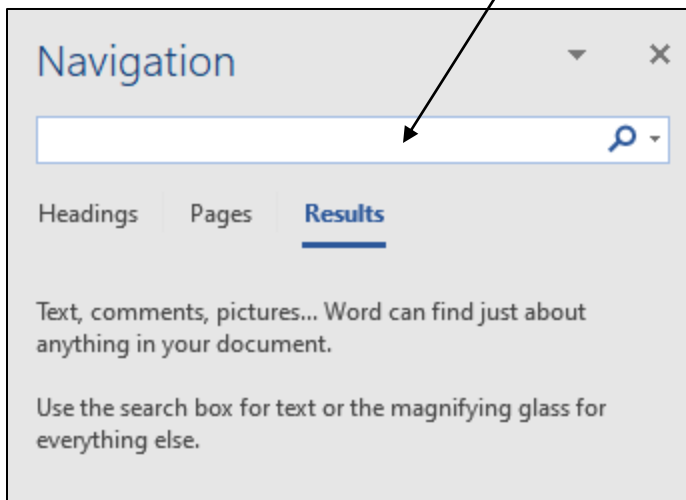
Click **Here** > Give style **name** > click **here**



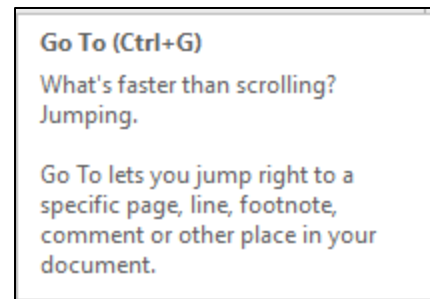


Find: Find text or other content in the document. Such as Headings, word

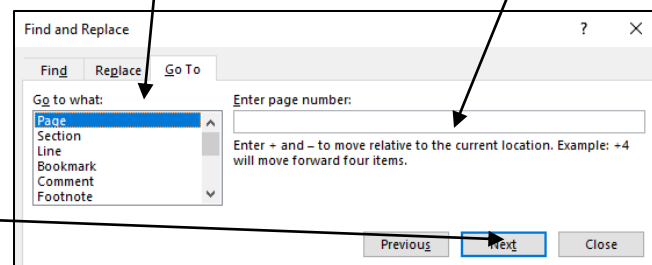
Click on Ctrl+F > type word here



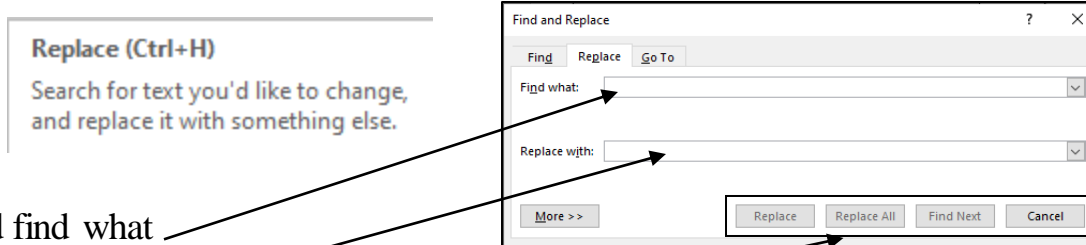
Go To: Ctrl + G



Choose Go to what: Type needed number



Click Here

Replace:

Type word find what

Type replace with

Click needed option

Some Shortcut key Home Tab:

Ctrl+Shift+F1: Auto show, hide Ribbon

Ctrl+F1: Show/hide toolbar

Ctrl+Z: Undo

Ctrl+Y: Redo

Ctrl+C: Copy

Ctrl+X: Cut

Ctrl+V: Paste

Ctrl+Shift+C: Copy Format

Ctrl+Shift+V: Paste Format

Ctrl+D: Open font dialog box

Ctrl+Shift+>, Ctrl+]: Increase Font size

Ctrl+Shift+<, Ctrl+[: Decrease Font size

Shift+F3: Change case

Ctrl+Space: Clear Formatting

Ctrl+B: Bold

Ctrl+I: Italic

Ctrl+U: Underline

Ctrl+Shift+D: Double Underline

Ctrl+= : Subscript

Ctrl+Shift++: Superscript

Ctrl+M: Left paragraph Indent

Ctrl+Shift+M: Remove Left Paragraph Indent

Ctrl+T: Hanging Indent

Ctrl+Shift+T: Hanging Indent

Ctrl+1: Single line spacing

Ctrl+2: Double line spacing

Ctrl+5: 1.5 line spacing

Ctrl+Shift+*: Show/hide

Ctrl+Shift+S: Apply Styles

Ctrl+F: Find

Ctrl+H: Replace

Ctrl+G: Go to

Ctrl+A : Select All

Ctrl+L : Left alignment

Ctrl+R : Right alignment

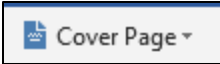
Ctrl+E : Center alignment

Ctrl+J : Justify

Ctrl+Shift+L: Bullets

Ctrl+Alt+H: Highlight color

Insert Tab:



Cover Page: Cover Page introduces the document with a **title**, an image or both, providing relevant information about the document. For example, a periodic report on business development may open with a **cover page** that includes your company logo.

To make a cover page, follow these steps:

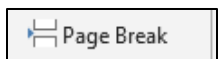
1. Click on Cover Page Tool
2. Pick one from the 16 pre-formatted templates and three more on Office.com.
3. Select the one you like and click on it.

Remove Cover Page: Click on Cover Page > Click on **Remove Current Cover Page** option.



Blank Page: (Ctrl+Enter)

To put a blank page into your Word document, place the cursor where you want the new page to begin and then click **Insert > Blank Page**. The blank page opens, ready for whatever you want to add.



Page Break:

1. Put your cursor where you want one page to end and the next to begin.
2. Go to **Insert > Click on Page Break.**

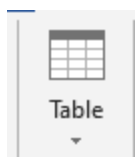


Table: A **table** is made up of rows and columns. The intersection of a row and column is called a cell. (**Maximum Rows:32,767**
Maximum Columns:63)

Inserting table:

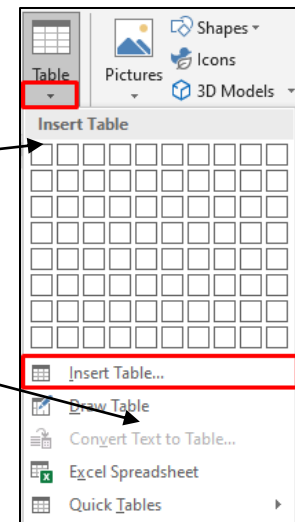
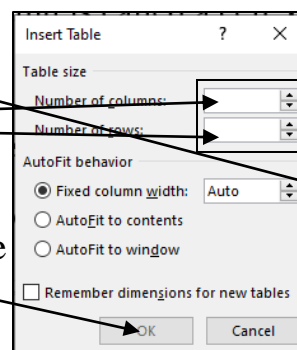
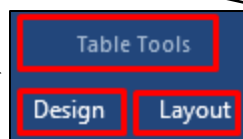
1. Click on **here** > Click on **Insert Table**
2. Give **Rows** and **columns**
3. Click on **ok**.

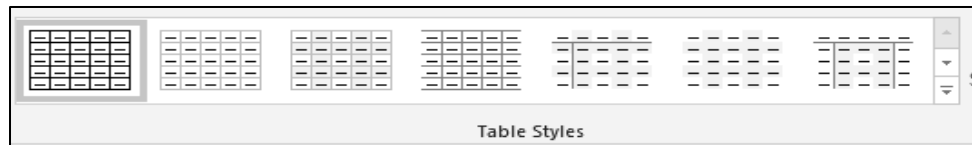
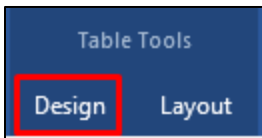
For edit table: Click on table > your can see

Table Tools in title

Choose Needed

& Edit it.





Design Tab:

In This Group You Can quickly change the table styles.

1. Select table > Choose needed style.

Creating table New style:

Click on **here** > Click on **New Table Style...**

For Clear Table Style:

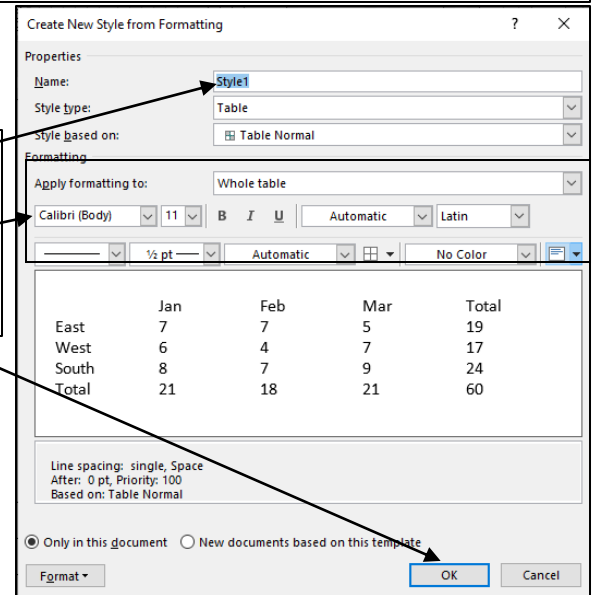
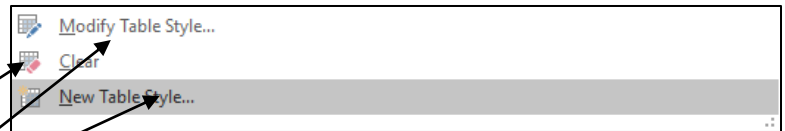
For Modify Table Style...



Give Style Name

Create format here

Click on **Ok**

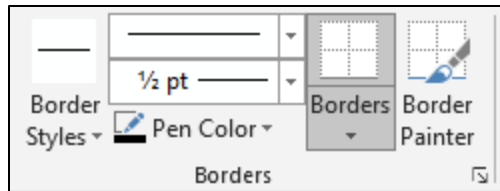


Select table section (Row, Column, Cell) >

Click on Shading and select color.

Remove shading: Select Section and click on Shading

> Click on No color option.



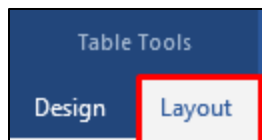
Border Styles: You can see border styles choose needed type border style

Width: Choose needed border width

Pen Color: Choose border color

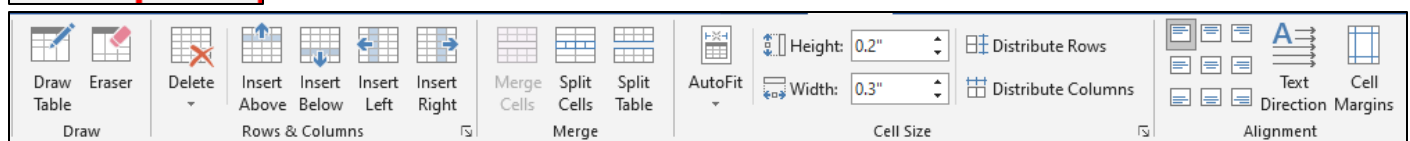
Borders: Select Table and choose needed type.

Border Painter: This tool helps Apply border style, format.



Select: This option helps to select the current cell, row, columns entire table.

View Gridlines: This option helps to view tables gridline.



Merge Cells: Select cells > Right click > click on merge cell option.

Practice:

Working with table

Student Details				
SN	Name	Address	Phone	Fee
1	Bibek	Dhangadhi	9878459565	2000
2	Mina	KTM	9878459566	10000
3	Hemanti	Aithpur	9878459567	8000
4	Kamala	Daiji	9878459568	6000
Total				26000

CHEQUE No. (चेक नं):	DRAWEE BANK (रकम भुक्तानी गर्ने बैंक)	BRANCH (शाखा)	CURRENCY (मुद्रा)	AMOUNT (रकम)
Total (जम्मा):				
Amount is Words (अक्षरूपी): _____				

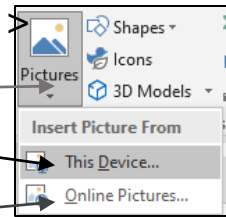
[illegible][illegible]

Picture Tool If you need a picture any place of document that condition use to **picture** tool.



Insert Picture This Device: Click on place where you need picture

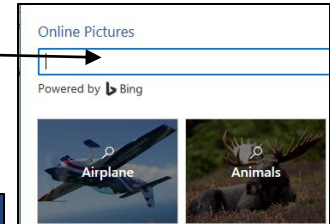
Click on Here > Choose **This Device** option > Choose Picture located location > Click on picture > click on Insert option.



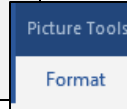
Online Picture: Find and insert picture from a variety of online sources.

Click on online picture option > give picture name and search >

Click on picture and click on insert.



For Edit Picture: Double click on picture then you can see **Format** Tab in **Picture Tools** title > Click on format > Choose needed tool and edit picture.



Remove the background of a picture

The default background area will be colored magenta to mark it for removal, while the foreground will retain its natural coloring.

- If the default area isn't correct, do one or both of the following:
 - Select **Mark Areas to Keep** to mark the areas on the picture that you want to keep.
 - Select **Mark Areas to Remove** to mark the areas on the picture that you don't want to keep.
- When you're done, select **Keep Changes** or **Discard All Changes**.

Corrections: Improve the brightness, contrast, or sharpness, of the picture.

Color: Change the color of the picture to improve quality of match document content.

Picture Border: Pick the color, width, and line style for the outline of your picture.

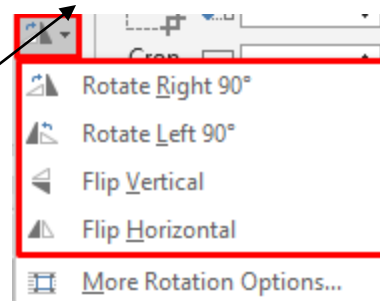
Position: Choose where the selected object will appear on the page. Text will automatically wrap around the object so that it's still easy to read.

Wrap Text: Choose how your text wraps around the selected object. For example, you can choose to have the text continue around the object or cross right over it.

- Select Picture > Click on **wrap text** option > choose needed type (square, behind text, In Front to text

Rotate Picture: Select picture > Click on here

> Choose needed option.



Crop to Shape: Select picture > Click on crop tool > click on crop to shape option and choose needed shape.



Change Picture: Select picture > Click on change picture tool > choose needed option > choose picture and click on enter.

Reset Picture: Select picture > Click on reset picture tool.

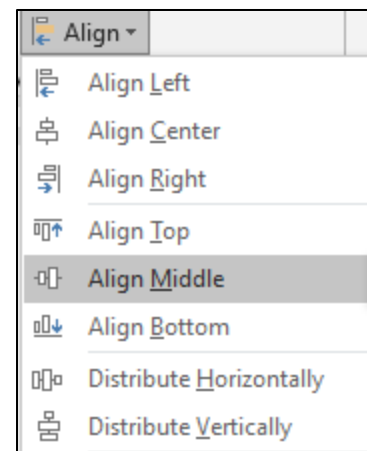


Create text descriptions of objects for screen readers.

Select picture > click on alt text tool and type your text.

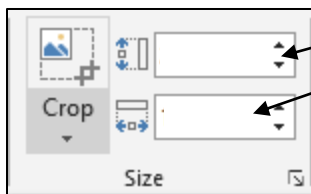
Align: Select picture and choose needed picture align

- **Align Left** Aligns the edges of the objects to the left.
- **Align Center** Aligns vertically through the objects centers.
- **Align Right** Aligns the edges of the objects to the right.
- **Align Top** Aligns the top edges of the objects.
- **Align Middle** Aligns horizontally through the objects middles.
- **Align Bottom** Aligns the bottom edges of the objects.



Increase Picture Height, Width

Method 1: Select Picture > Give Height, Width Here.



Method: 2 Picture Select ul/s]kl5 Picture sf] Corner af6 ha o:tf] Arrow b]vfPk15 mouse sf] Left click ;+u} mouse nfO{ up/down ug]{)

Group Picture: Select two or more than pictures (For select Picture: Ctrl + Click on Picture)>

Right click on selected picture > click on group option choose group option.

Choose ungroup: **For Ungroup Option.**

Picture Styles: Change the overall look your picture. The predefined styles make it easy for you to explore different looks. Hover over a tyle in the gallery to preview it in you document.

Method: Select Picture > select needed style.

Picture Border: Pick the color, line style, width for picture.

Method: Select picture > Click on picture border > select needed option.

Picture Effects: Apply a visual effect to the picture, such as shadow, glow, reflection, or 3-D rotation.

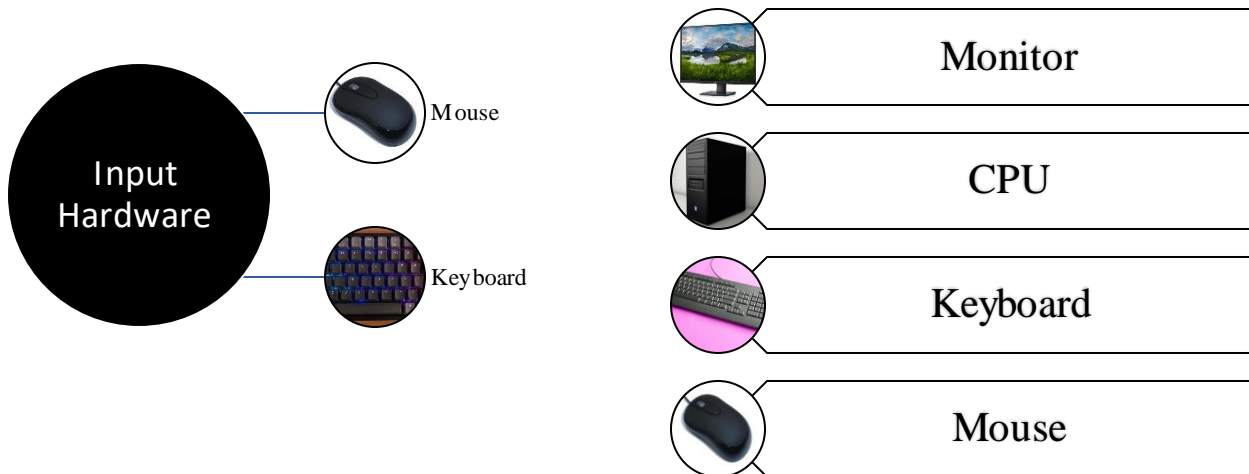
Method: Select Picture > Click on picture Effects option > Select needed option > Select needed type.

Duplicate, Copy Picture Shortcut key: Select picture > Ctrl + D or Select picture > Click ctrl then you can see **this type** in front of picture and drag mouse needed place.



Picture Layout: Select Picture > Choose needed layout

Try: Working with picture layout:



Shapes:

Draw a Shape: Insert ready-made shapes, such as circles, squares, and arrows.

Shape types:

Rectangles, Basic Shapes, Block Arrows, Equation Shapes, Flowchart, Stars Banners, Callout shapes.

1. Click on **here** > Choose needed shape type
2. Mouse left click and drag shape needed place.

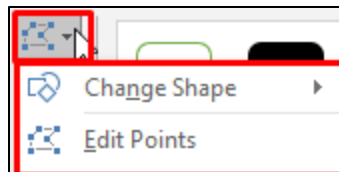
Drawing Tools

Format

For edit shape: Double click on shape then you can see **Format** in Drawing **Tools** title > click format tab > Choose needed tool & edit shape.

Edit shape:

Change the shape of this Drawing, or convert it to freeform shape.



Change Shape: Select shape > Click on edit shape > Click on change shape > select needed shape.

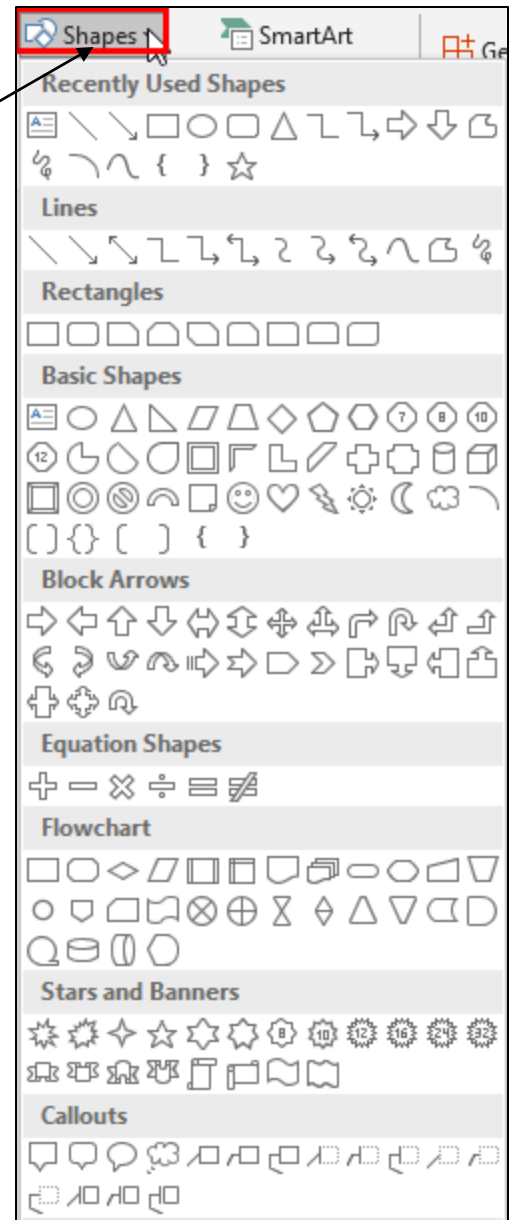
Edit Points: Select shape > select edit points >

Add Point: Ctrl + Click outline

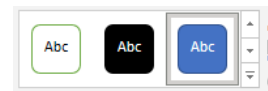
Remove Point: Ctrl + Click Point.

Draw Text Box: Draw text box anywhere in your document.

1. Click on draw text box tool > Draw needed place.

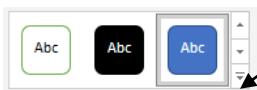


Shape Styles:



Quickly add a visual style to the selected shape or line. Each style uses a unique combination of colors, lines, and other effects to change the shape's appearance. Hover over a Quick Style in the gallery to preview your new look.

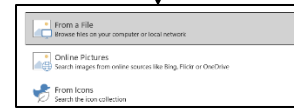
1. Select Shape > Click here for more style > select needed style.



Shape Fill: Fill the selected shape with a solid color, gradient, picture, or texture.

Color fill: Select shape > click on shape fill and choose needed color. For more color: click more color and select color with standard, custom color > click on ok.

Picture fill: Select shape > click on shape fill > select **picture...** option > select needed option > select picture > click on insert.



Gradient fill: Select shape > click on shape fill > Select Gradient > choose needed gradient.

Texture fill: Select shape > click on shape fill > click on texture > choose needed texture.

Add Text on shape: Right click on shape outline > Click on Add text option.

-olb xfdLn] shape df no fill u/]sf 5f} eg] add text u/] shape leq l;wf typing ubf{ white color cfFp5 . To; }n] xfdLn] ;'?df text sf] color /fVg'kg]{ x'G5 . To;kl5 dfq shape leq typing ug{'kg}{ x'G5 . _

Text Direction: Change the orientation of text to vertical, stacked, or rotate it to the desired direction.

1. Select text > click on direction > select needed option.

Align text: Change how your text is aligned within the shape, text box.

1. Select shape > click on align text > select needed option.

Practice: l;wf nfO{g shape sf] nflu shift ;Fu} dfp;sf] left click u/] nfO{g shape nfO{ lvRg'k5{ .

Group Shape: olb b'O{ jf ;f] eGbf al9 shape nfO{ ;Fu} Ps 7fpFaf6 csf]{ 7fpFdf ;/fp' kg]{ ePk15 Shape x? nfO{ Group ug{'kg]{ x'G5 .

!= k|To]s Shape nfO{ Ctrl ;Fu} dfp;sf] left click u/] select ug]{ .

@= Shape sf] nfO{gdf Right click ug]{ / Group option af6 Group option select ug]{ .

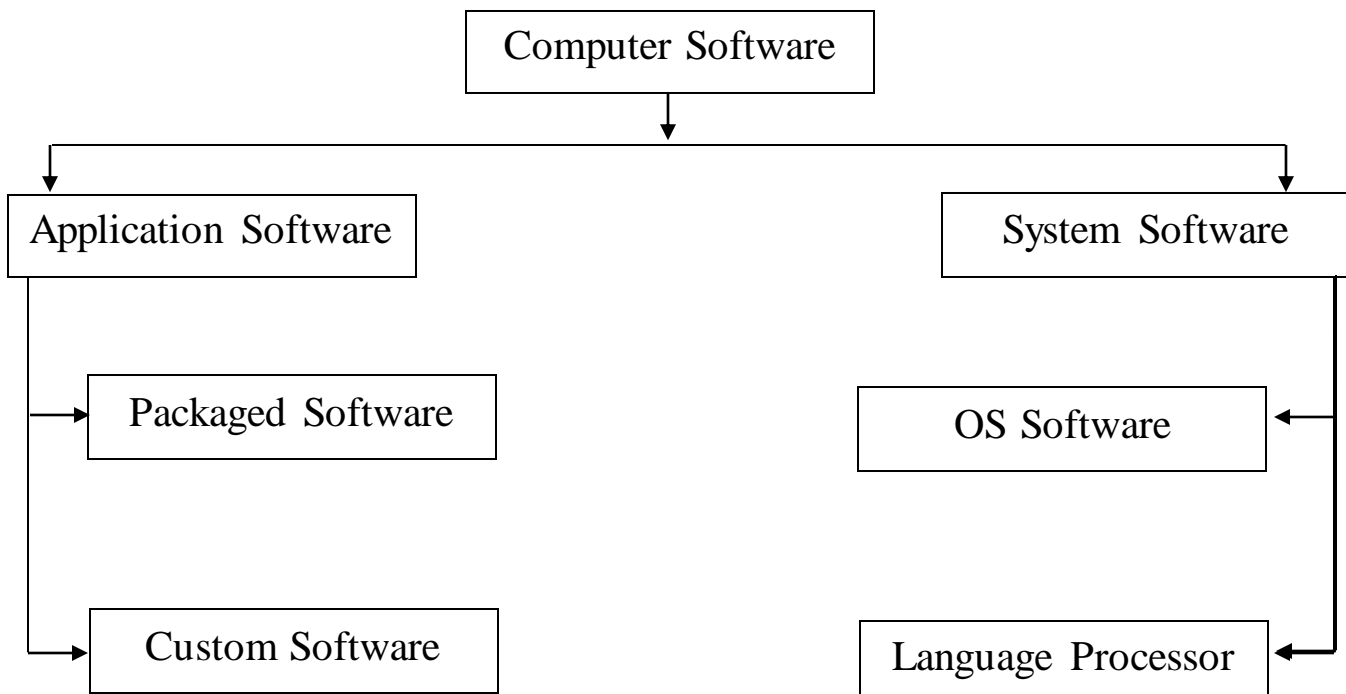


Chart:

Use the charting features of Word and Excel to present your data in a pie, line, or bar chart or graphical format.

Creating Chart in document


1. Click on chart tool > choose chart type > Select format and click on ok.
2. Fillup your data in given table > click here. 

Chart Tools Design Tab:

Add Chart Element: This option helps Remove/Add chart elements such as (Axis, Axes Titles, Chart Title, Data Labels, Data Table, Error Bars...)

Method: Select chart > click on Add chart element > Select elements > select needed option.

Quick Layout: This option helps change quickly overall layout the chart.

Method: Select chart > Click on Quick Layout > Select needed layout.

Change colors: This option helps quickly change chart colors.

Method: Select chart > Click on Change colors > Select needed option.

Select Data: This option helps change the data range included in the chart.

Method: Select chart > click on select data option > Select **category** column > Ctrl + Select needed series column > click on enter.

Edit Data:

(Chart nfO{ ;Rofpg' k¥of] eg] of] option sf] k[of]u x'G5 . h:t}M unt 8f6f /flvPdf, Series x? yk-36 ug'{ k/]df _

Method: Select chart > Click on **Edit Data** option > Select **Edit data** option. Then edit.

Series, Category 36fpg' jf yKg' k/]df bfofF k\$Lf] tNnf] sg{/df  mouse point
nufpbf o:tf] Arrow cfPkl5 Mouse sf] left click ;Fu} bfofF, afofF, tndfyL Drag ug}{

Change Chart Type: This option helps quickly change chart type. (E.g. Column to bar, bar to area.....)

Method: Select chart > Click on change chart type option > choose needed option > select needed chart format. > click on ok.

Format Tab:

Shape Fill

Change series fill: such as color, picture fill, pattern fill, gradient fill, texture fill.

Method: Select series > click on **shape fill** option > select color (for color)/ choose needed option.

Shape Outline: Pick the color, width and line style outline for series.

Change Series outline: Select series > click on shape outline > select color (for color) choose needed option.

Chart Elements: Add, remove or change chart elements such as the title, legend, gridlines, and data labels.

Method:

Click on chart and click on this option

For Remove chart Element: Remove tick mark element option.

Put Chart Element: On the tick mark element option.

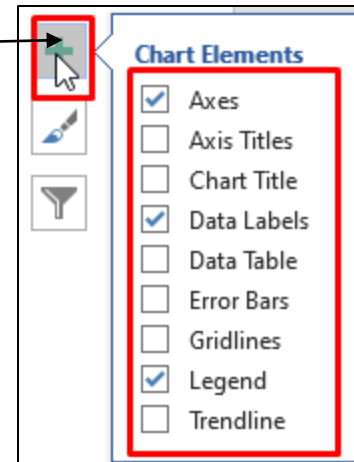


Chart size increase/ Decrease
Click on chart and click on this option
For Remove chart Element: Remove tick mark element option.
Put Chart Element: On the tick mark element option.

sf]

drag

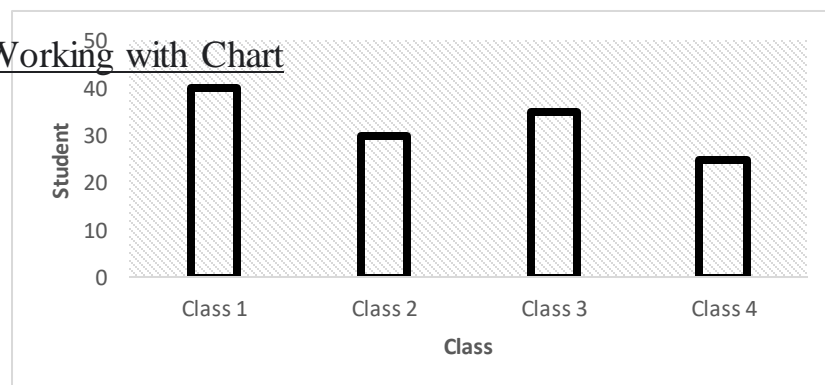
Chart Format

Chart select u/] Format tab df uP/ Wrap text af6 Square df /fVg'kb{5 . To;kl5 Mouse sf] left click ;Fu} mouse n] drag u/] rflxPsf] 7fFpdf /fVg'kg]{ x'G5 .

Class	Student
Class 1	40
Class 2	30
Class 3	35
Class 4	25

Practice:

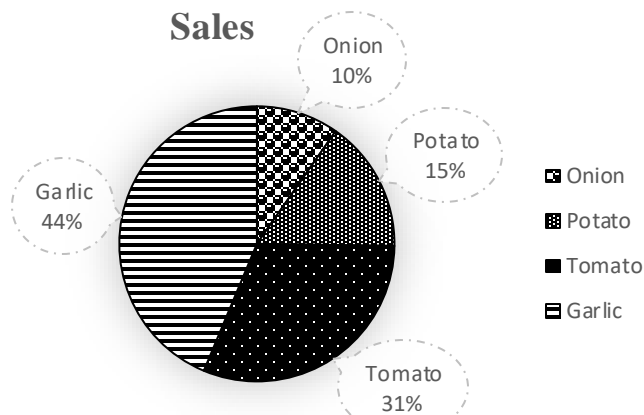
Working with Chart



Product	Sales
Onion	10
Potato	16

Tomato	32
Garlic	45

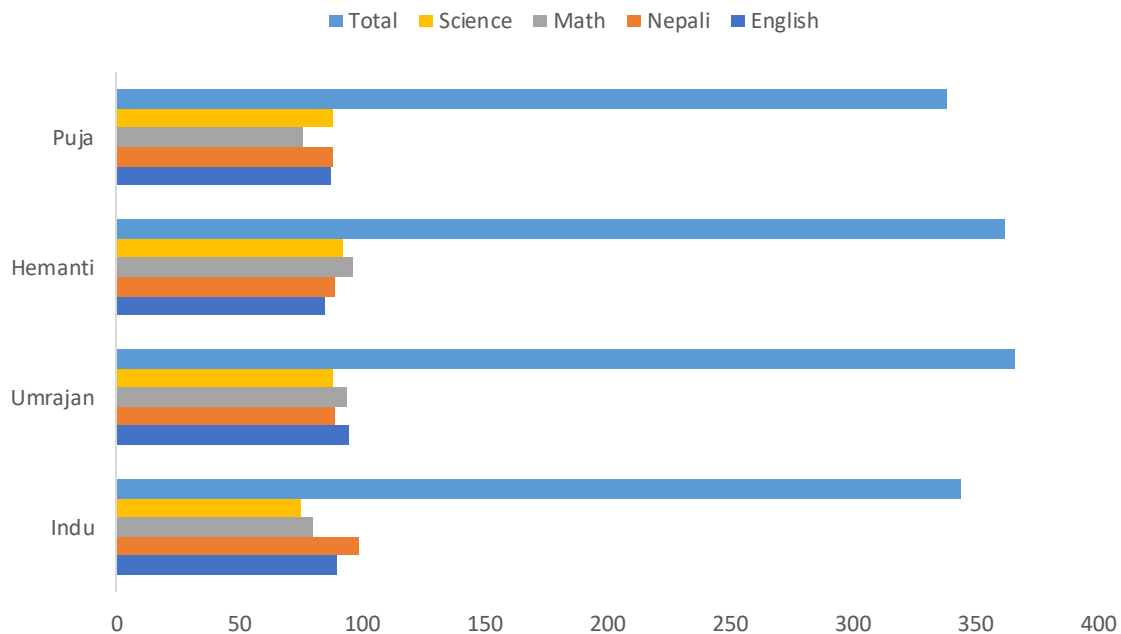
Pie Chart:



Create following Table and solve following questions.

Name	English	Nepali	Math	Science	Total
Indu	90	99	80	75	344
Monika	95	89	94	88	366
Hemanti	85	89	96	92	362
Puja	87	88	76	88	339
Kamala	98	93	89	76	356

- Create bar chart, show legend above, remove grid lines.

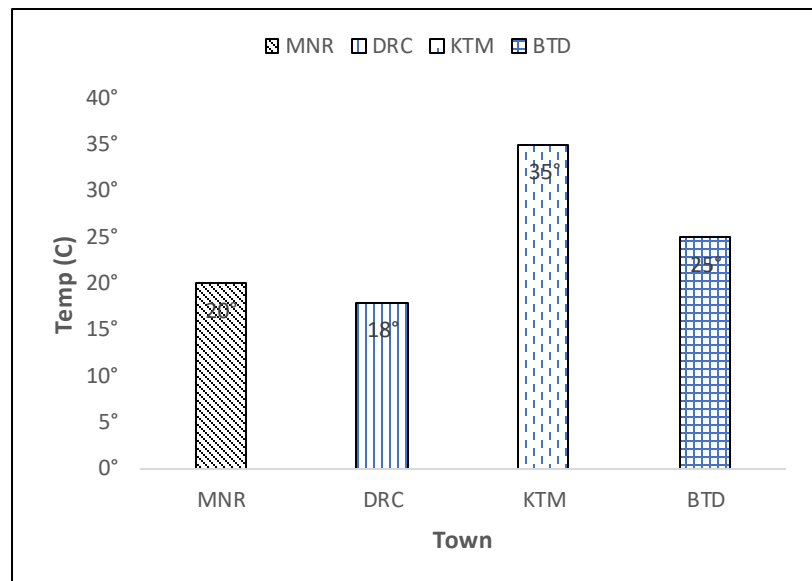


Create following type of chart.

Town	Temp(c)
MNR	20°
DRC	18°
KTM	35°
BTD	25°

Solution:

1. Go to Edit data
2. Select temp (c) area
3. Ctrl+1 > Select custom
4. type **0"alt+0176"** enter.

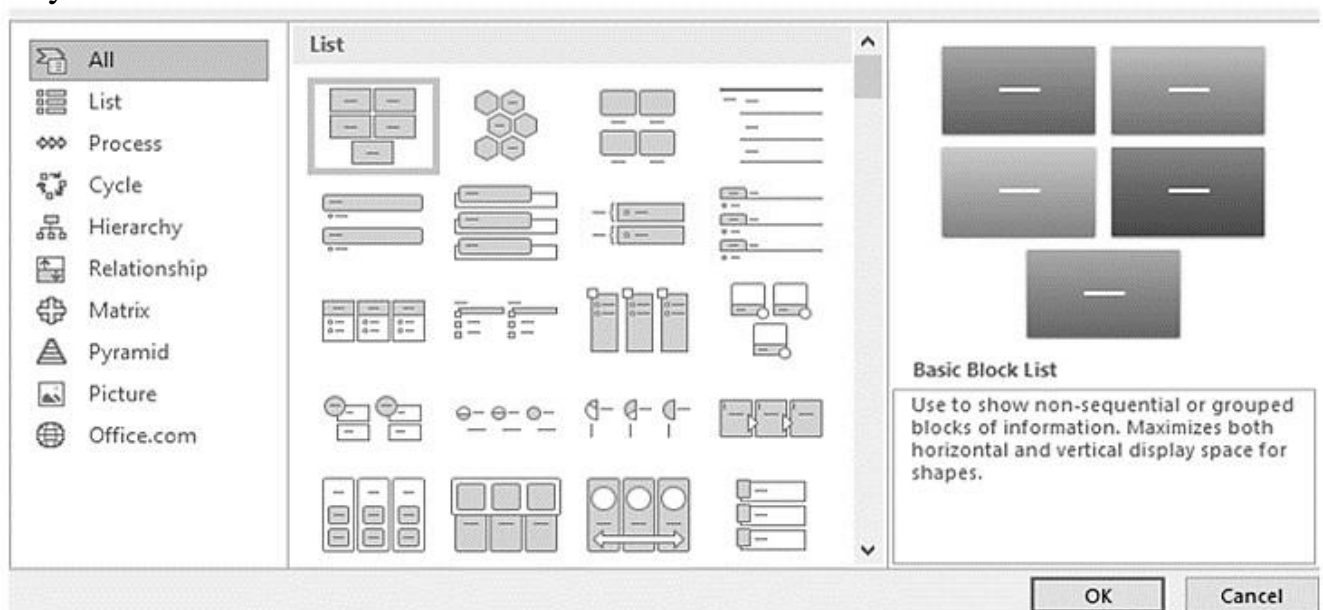
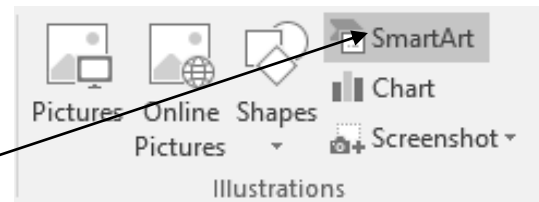


SmartArt Graphic:

A SmartArt graphic is a visual representation of your information that you can quickly and easily create, choosing from among many different layouts, to effectively communicate your message or ideas. You

Create a SmartArt Graphic:

1. On the Insert tab, in the Illustrations group, click SmartArt.
2. In the Choose a SmartArt Graphic dialog box, click the type and layout that you want.
3. Enter your text by doing one of the following:
Click [Text] in the Text pane, and then type your text.
Copy text from another location, click [Text] in the Text pane, and then paste your text.



Add or Delete Shapes in SmartArt Graphic:

1. Click the SmartArt graphic that you want to add another shape to.
2. Click the existing shape that is located closest to where you want to add the new shape.

Under SmartArt Tools, on the Design tab, in the Create Graphic group, click the arrow.

Add Shape:

Do one of the following:

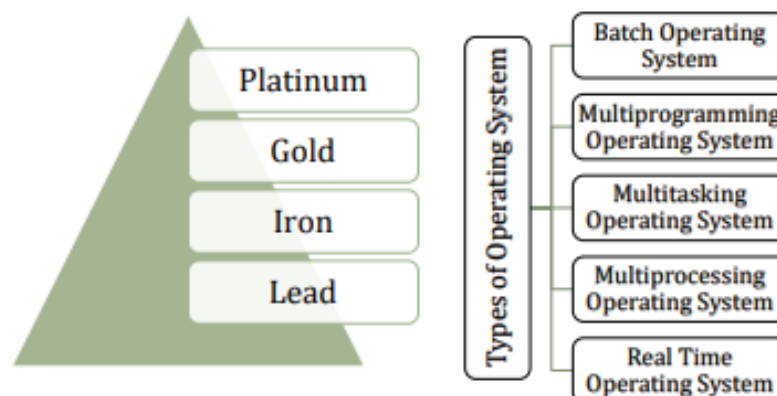
To insert a shape after the selected shape, click Add Shape After.

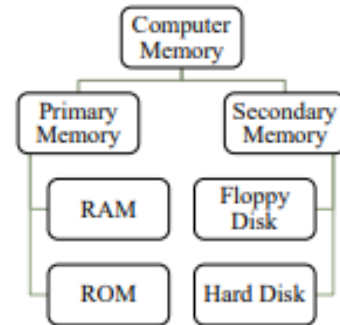
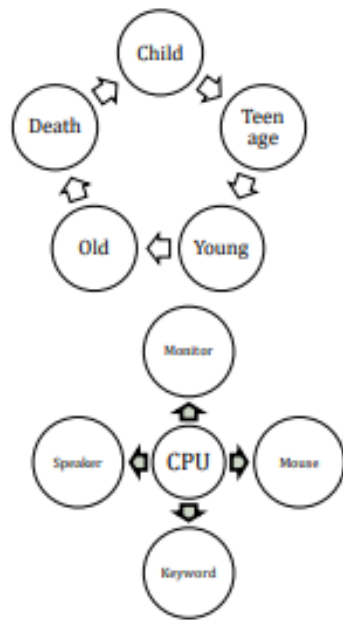
To insert a shape before the selected shape, click Add Shape Before.

NOTE: To delete a shape from your SmartArt graphic, click the shape you want to delete, and then press DELETE. To delete your entire SmartArt graphic, click the border of your SmartArt graphic, and then press DELETE.



Try:







Hyperlink: Hyperlinks are the primary method **used** to navigate between pages and Web sites. Links can point to other web pages, web sites, graphics, files, sounds, e-mail addresses, and other locations on the same web page. When text is **used** as a **hyperlink**, it is usually underlined and appears as a different color.

- Create a link in your document for quick access to webpages and files.

Create Hyperlink

1. Select Word/ Object
2. Click on Ctrl + K > choose location select file, object > click on enter.

Open Hyperlink

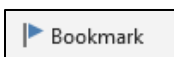
1. Right click on hyperlink applied word, object > click on open hyperlink option

Or

1. Ctrl + Mouse left click in word or object > click on yes option.

Remove Hyperlink

1. Right click on hyperlink applied word, object > click on Remove hyperlink option.



Bookmark: A **bookmark in Word** works like a **bookmark** you might place in a book: it marks a place that you want to find again easily. ... To add a **bookmark**, you first mark the **bookmark** location in your document. After that, you can jump to the location or add links to it within your document or Outlook message.

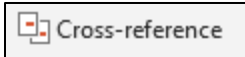
Method: Select word > click on bookmark tool > give bookmark word name > click on add option.

Run Bookmark:

1. Click on Bookmark tool > click on word and click on **go to**.

Delete Bookmark

1. Click on Bookmark > click on word > click on Delete > click on enter.



Cross Reference: Refer to specific places in your document, such as headings, figures, and tables. A cross-reference is a hyperlink where the label is automatically generated. It's great if you want to include the name of the thing referencing.

1. Click on Cross Reference > choose reference type
2. Click on word and click on insert

Show (Jump)

1. Ctrl + Mouse left click in word, object.



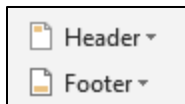
Comment: Add a short note about particular text, object.

Method: Select word, object > click on comment tool > type your comment.

Edit Comment: Right click applied comment > click on edit comment option.

Delete Comment: Right click on comment applied word, object > click on delete comment option.

Header & Footer:



A **header** is the top margin of each page, and a footer is the bottom margin of each page. **Headers** and footers are useful for including material that you want to appear on every page of a document such as any object, the title of the document, or page numbers.

Header

1. Double click on top of page.
2. Type text, or insert object > click on Esc key.

Remove Header

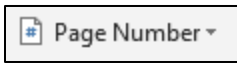
1. Click on **Header** tool > click on remove header option

Footer

1. Double click on bottom of page
2. Type text, or insert object > click on Esc key.

Remove Footer

1. Click on Footer tool > click on remove footer option

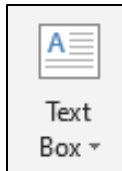


Page Number

1. Click on page number tool and click on page number format option
2. Choose page number format
3. Click on place (want insert page number) > Click on Alt + Shift + P.

Remove page Number

1. Click on page number tool > Click on remove page number option.



Text Box: A text box brings focus to the content it contains and is great for showcasing important text, such as headings or quotes. Text boxes can be useful for drawing attention to specific text. They can also be helpful when you need to move text around in your document. Word allows you to **format** text boxes and the text within them with a variety of styles and effects.

Method: Click on page location > click on text box tool > choose needed type.

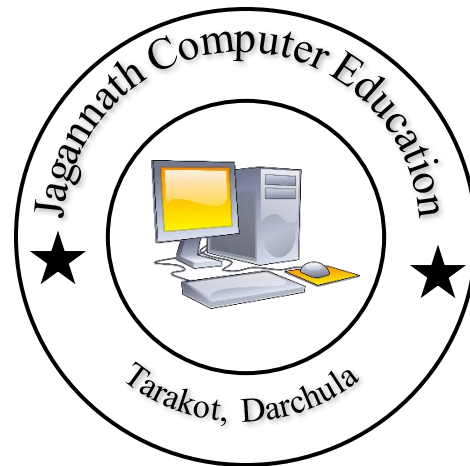
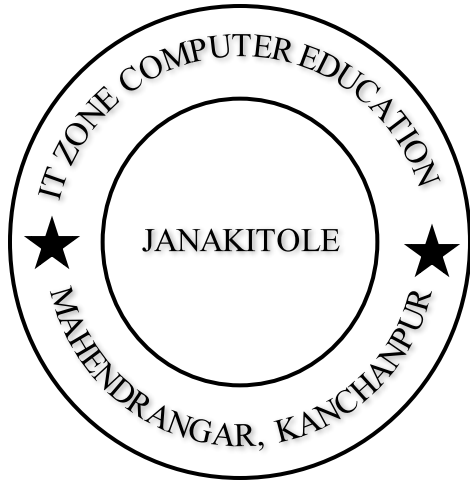
Draw Text Box: Click on text box tool > draw text box needed place.



WordArt: WordArt is a gallery of text styles that you can add to your publications to create decorative effects, such as shadowed or mirrored (reflected) text. You can use **WordArt** to add special text effects to your document.

1. Click on **WordArt** tool > select needed style > type your text

Practice:



Planet VTE

WordArt is a text modifying feature in Microsoft Word, a popular word processing program. It includes effects such as shadows, outlines, colors, gradients, and 3D effects that can be added to a word or phrase. WordArt can also bend, stretch, skew, or otherwise modify the shape of the text.



1. Go to **Insert > WordArt**
2. Pick the style you want.
3. Type your text.

Note: To convert existing text to WordArt, select the text, and then select **Insert > WordArt**.

Change the color:

1. Select the WordArt text to change.
2. On **Shape Format**, select **Text Fill** or **Text Outline**.
3. Pick the color you want.
4. Click or tap outside of your text box to see the effect.



Drop Cap: Create a large capital letter at the beginning of paragraph.

Type: Dropped, In Margin

1. Click on paragraph > click on Drop Cap tool > select type.

When you click on **Drop Cap More Options...** then you can see this type of dialog box:

Choose font **Here**

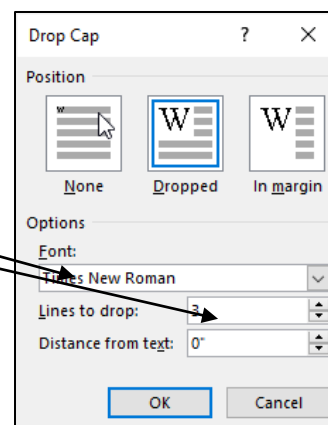
Line to drop **give Number**

Distance from text and click on enter.

Date and Time: click on Date and Time tool > choose

Format and click on enter. Shortcut Keys

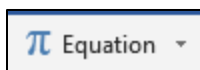
Date: Alt+Shift+D, **Time:** Alt+Shift+T



Drop Cap: Create a large capital later of at the beginning of paragraph.

2. **Type:** Dropped, In Margin

1. Click on paragraph > click on Drop Cap tool > select type.



Equation: (Shortcut: Alt+=):

1. Click on Equation tool > Select Insert new equation option

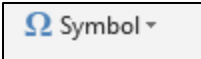
Working with Equation:

$$1. A = \pi r^2 \quad 2. y = \sqrt{\frac{3}{16} - c^2 - k} \quad 3. \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \quad 4. (a^3 + b^3)$$

$$5. (x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k} \quad 6. f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$$

$$7. \frac{(c+n)}{cb^2} + \frac{n(z-a)}{cb^2} \quad 8. \frac{1}{3/4} \quad 9.$$

$$P(t) = \begin{pmatrix} A_1 e^{-\frac{u}{2v}t} \cos \left(\frac{1}{2} \sqrt{\frac{4w}{v} - \left(\frac{u}{w}\right)^2} t \right) + \\ A_2 e^{-\frac{u}{2v}t} \sin \left(\frac{1}{2} \sqrt{\frac{4w}{v} - \left(\frac{u}{w}\right)^2} t \right) \end{pmatrix} - \frac{c}{w}$$



Symbol: When creating documents, you may need to use a symbol or special character that does not appear on the keyboard.

These symbols and special **characters** can be accessed through the Symbol dialog box. Use the Symbol dialog box to locate symbols, **characters** from other languages, **arrows**, and other **characters**.

1. Click on symbol tool > select more symbol option > choose needed font > select needed symbol and click on insert option.

Working with symbol

Font: Webdings



Font: GANESH-SYM2

A J N k p l M j

o P v u f V K

Design Tab:



In design tab we can see three groups: themes, document formatting, and page background. At first, we go to the themes group, which is mostly used for changing themes as well as changing the looks of the documents in headings, font, color, and styles, and so on, changes in the documents. You can add or choose the preset themes as well as you can create themes manually.

You can choose colors, fonts, and change paragraph spacing.

You can also add the effects as well as you change as set as default, which is set these setups for further use for you.



A **Watermark** is a faded image or text, that sits across the contents of a **document**. **Watermarks** can be used to indicate what stage the **document** is in, draft, confidential, final copy, etc.

Watermark Document df /x]sf] text sf] k5f8Lk\$&L kfgf sf] lar efudf s'g} Text jf Picture /fVgsf] nfuL k[of]u x'G5 .

Confidential and Do Not Copy Watermark

1. Click on watermark tool > choose needed type.

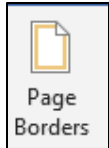
Custom Watermark:

Picture Watermark: Click on **Watermark** tool > click on **custom watermark** > Click on **picture watermark** option > Click on **Select picture** > Choose Location > Select picture > Click on **insert** option > Set picture **scale** > click on **apply**.

Text Watermark: Click on **Watermark** Tool > Select **Custom Watermark** > Select **Text Watermark** > Type your text or choose text > **Choose font, keep Size, choose color, choose type** (Diagonal, Horizontal) needed > click on **Apply**.

Page color: Document **sf] k5f8L** Background **sf] ;Dk'0f{ kfgfdf cfjZos ePsf]** color **/fVgsf] nflu o;sf] k|of]u ul/G5 . of]** color Print **u/]kl5 b]lvb}g .**

1. Click on page color option > select needed color.

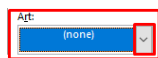


Page Borders: page border gives a border around the page or a border around the text on the page.

Add Page Border:

1. Click on **Page Borders** tool > Choose page border style > **Choose color**
2. Set **width** > Click on **ok**.

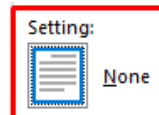
Art: page border:



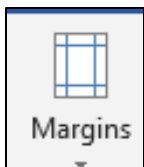
1. Click on **Page Borders** tool > Choose **Art** > Click on **ok**.

Remove Page Border:

1. Click on **Page Borders** tool > Choose **None** with setting:



Layout Tab:



Margins: A **margin** is the space between the text and the edge of your document. There are following **types** of **margins** present in an MS-Word- **Top Margin:** Distance between the text and the top edge of the paper. **Bottom Margin:** Distance between the text and the bottom edge of the paper. **Left Margin:** Distance between the text and the left edge of the paper.

1. Click on **Margins** > Select needed margin.

Custom Margin:

1. Click on **Margins**
2. Click on Custom Margin
3. Give needed **margin**
4. Click on **Enter**.

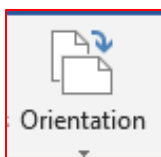
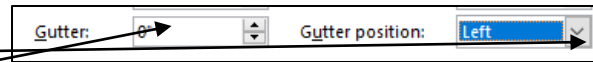
Margins			
Top:	1"	Bottom:	1"
Left:	1"	Right:	1"
Gutter:	0"	Gutter position:	Left

Gutter Margin: A **gutter margin** adds extra space to the side **margin**, top **margin**, or inside **margins** of a document that you plan to bind. A **gutter**

margin helps ensure that text isn't obscured by the binding. ... In the **Gutter** position box, click Left or Top.

Set Gutter Margin

1. Click on **Margins**
2. Click on **Custom Margin**
3. Choose gutter **position** (left, top)
4. Give gutter **margin**
5. Click on **enter**.



Orientation: Page orientation is the direction in which a document is displayed or printed. The two basic types of **page orientation** are portrait (vertical) and **landscape** (horizontal).

1. Click on **Orientation**
2. Choose needed type document **orientation** (Landscape, Portrait)



Page Size:

1. Click on **Size** tool > choose needed size

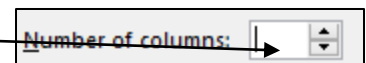


Columns:

1. Click on **columns** tool > choose needed columns

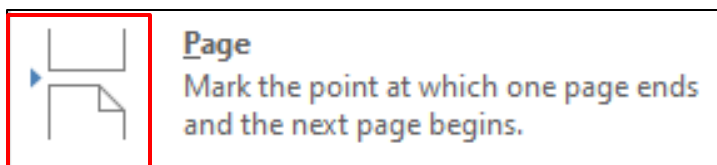
More Columns:

1. Click on **columns** tool > Select more columns...
2. Give number of columns > give number of **columns**
3. Click on **enter**.

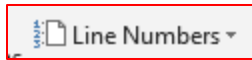


Breaks:

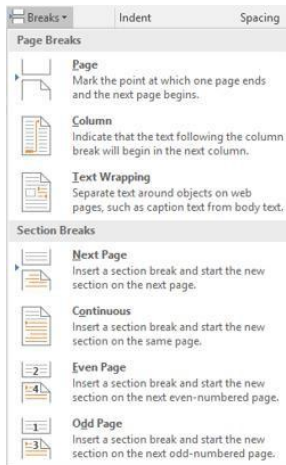
Page Break: Click on place where you want break > Click on This option.



Column Break: Click on place where you want Column Break > click on Column break option.

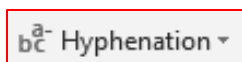


Line Numbers: Click on line numbers tool > choose needed type.



In breaks option you can add a break point your current location to have pick your text current page to next page. It will be adding a section break, column breaks, text wrapping, next page, odd page and also even page break option which are add a break point to another page.

Another option is line numbers which is used to add a numbers and also count a lines. It is creating lines as continuous, restart each page, restart each section and so on.



Hyphenation: **Hyphenation** is the automated process of breaking **words** between lines to create more consistency across a text block. In justified text, **hyphenation** is mandatory. ... With **hyphenation** off, your **word** processor or web browser can only break lines at **word** spaces.

1. Select paragraph > click on hyphenation > Select needed type.

Indent:

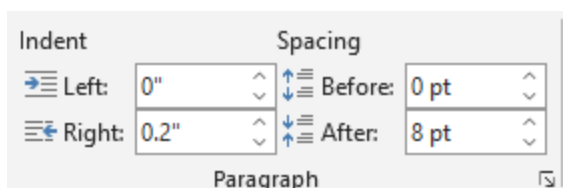
Left: Choose how far move the paragraph away from the left margin.

Right: Choose how far move the paragraph away from the right margin.

Spacing:

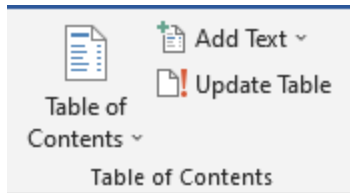
Before: Change how much space appears above the selected paragraphs.

After: Change how much space appears bellow the selected paragraphs.



References Tab:

Reference tab include table of contents, footnotes, citations & bibliography, captions, index and table of authorities groups.



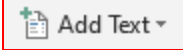
In the table of contents group, you will see table of contents option which is used to provides overview of the document by adding the table of contents. Text using heading styles if you select the text and click on Add text option it will shows level 1, level 2 and level 3 option which is convert selected text into heading 1 to heading 3.

Table of Content

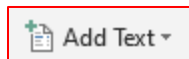
1. Document df Heading, Subheadings

Microsoft Word df Heading/Level Range 1 to 9

5'6\ofpg] tl/sf

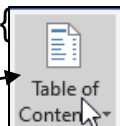
1. Headings x?nfO{ Select u/] Add Text df  uP/ level x? 5'6\ofpg]

jf Home Tab cGtu{t /x]sf] Styles Gallery af6 Heading x?df /fVg].

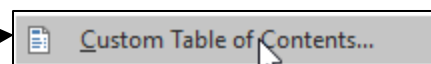


Add Text df ;?df Level 3 ;Dd dfq lbO{Psf] x'G5 . Level x? a9fpgsf] nflg lgDg Process x? ug' 5 .

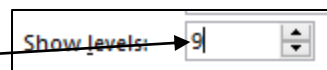
1. Click on table of contents tool



2. Select custom table of content option



3. Give needed number of levels in show levels:



5. Click on enter.

- Main Heading x? h:t}M Unit 1, Unit 2, Unit 3 nfO{ Level 1/ Heading 1 df /fVg'kb{5 .

- Subheading x? h:t}M 1.1, 2.1, 2.2 nfO{ Level 2/ Heading 2 df /fVg'kb{5 .

- To:t} subheading sf] klg subheading x? h:t}M 1.1.1, 2.1.1, 3.2.1 x?nfO{ Level 3/ Heading 3 df /fVg'kb{5 .

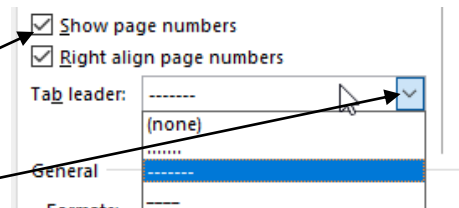
- o:t} tl/sfn] o;kl5sf Heading 5, 6, 7, 8, 9 x?nfO{ klg 5'6\ofpg'kg]{ x'G5 .

dfyLsf] **Process** ul/;s]kl5 s'g 7fpFdf **Table of content** /fVg'kg]{ xf] Tof] 7fpFdf **Click** ug'{kg]{ x'G5 .

To;kl5 Table of Contents df click ug]{ / To;df # j6f Table of Content sf] Format lbO{Psf] x'G5 . Itlgx? dWo] cfm'nfO{ cfjZos k/sf] Format df click ug]{ .

lolgx? eGbf km/s lsl;dsf] **Table of Contents** /fVg' k/]df lgDg Process ug'{k5{

1. Click on **Table of Content** tool
2. Select Custom Table of Content option
3. Page number remove ug'{ k/]df of] Tick Mark x6fpg]
4. Tab leader change ug'{ k/]df of] option af6 Select ug]{ .
5. of] option af6 format choose ug'k5{ .



Remove Table of Content: Go to **Table of Content** tool > Click on **Remove Table of Content** Option.



of contents so all entries refer

olb xfdLn] **Table of Content** agfO{;s]kl5 To;df ePsf Heading, Page x? yKof] cyjf 36fof} eg] Tof] yk]sf] 36fPsf] b]vfpgsf] nflu **Update Table** sf] k/of]u ul/G5

1. Click on **Update Table**.
2. Select one of the following: **Update** page numbers only This only **updates** the pages that the headings are on, and ignores any changes to the heading **text**. **Update** entire **table** This will reflect any **updates** to the heading **text**, as well as any page changes.
3. Select OK.

Insert footnotes and endnotes: Footnotes appear at the bottom of the page and endnotes come at the end of the document. A number or symbol on the footnote or endnote matches up with a reference mark in the document.



Insert Footnote:

A note at the bottom of the page providing more info about something in your text or object.

1. Select Word, object
2. Click on **Alt + Ctrl + F**
3. Type something about your text, object.



Insert Endnote: A note at the last of document providing more info about something in your text or object.

1. Select Word, object
2. Click on **Alt + Ctrl + D**
3. Type something about your text, object.

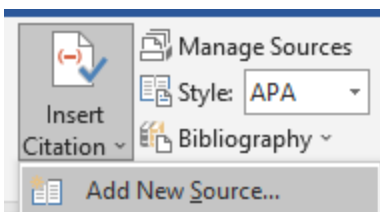
Delete Footnote:

1. Right click on **footnote** number > click on Go to footnote... option. 2. Double click on **Delete** button

Delete Footnote:

1. Right click on **Endnote** number > click on Go to footnote... option. 2. Double click on **Delete** button.

Citations & Bibliography Group

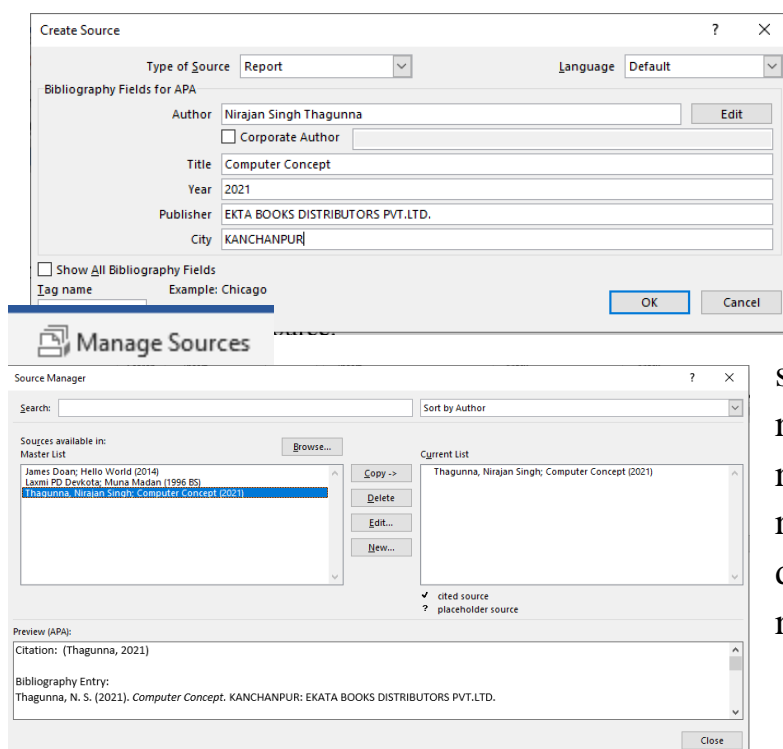


In this category you can create a kind of source of information by the material into the books, articles, report and so on other comes in form which is also fill-up. You can choose from saved list or add a new source one.

In the add new source option you can see in the create source picture.

1. Click on the add new source.
2. After click on the option than appearing another option.
3. In then choose type of source which kind of source you add in the you report as well as any kind of research materials.

4. and fill-up all the resources in this option which one you know



Next in the manage sources option, which is responsible for manage resources of bibliography or references sources you can delete, add, copy and edit resources from etc.

1. At first in the source manager in left side have available sources which is created old.
2. in the right side which are checked they are created recently or new sources.

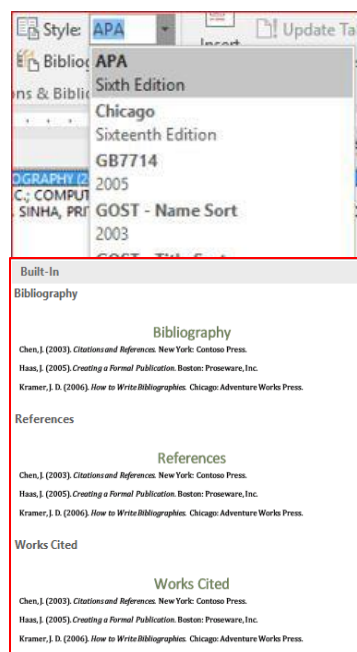
Style:

Style is a kind of format which is change one format of resources into another format. In these options most used format is APA format.

Bibliography:

In this option have bibliography, references and works cited. They are used to show the resources as a table which sources insert in your document.

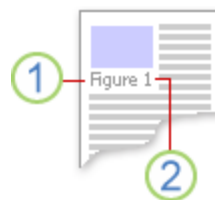
1. At first click on the bibliography option.
2. Then choose which types of information you want to add.



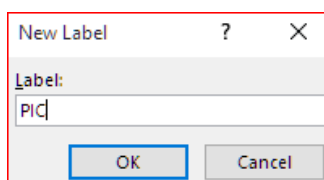
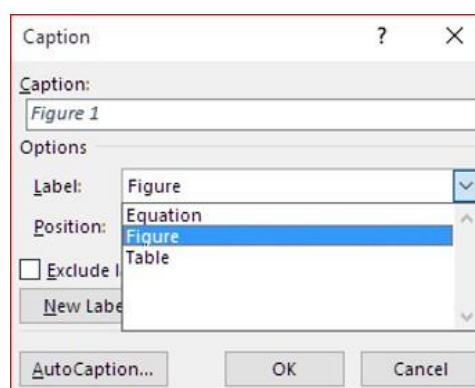
Bibliography

Thagunna, N. S. (2021). *Computer Concept*. KANCHANPUR: EKATA BOOKS DISTRIBUTORS PVT.LTD.

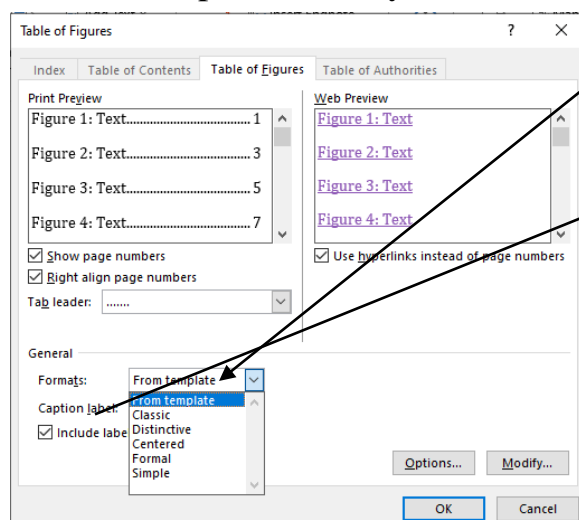
Captions Group: You can add captions to figures, equations, or other objects. A caption is a numbered label, such as "Figure 1", that you can add to a figure, a table, an equation, or another object. It's comprised of customizable text ("Figure", "Table", "Equation" or something else that you type) followed by an ordered number or letter ("1, 2, 3..." or "a, b, c..." typically) which can be optionally followed by some additional, descriptive, text if you like.



1. At first insert your objects. Such as: pictures, shapes, tables and so on.
2. click on the insert caption and it will show this type of dialogue box.
3. Select the picture and choose the label which kind of your object. Such as: equation, figure and table.
4. You can add a new label as you want. For e.g.



5. In another option is position of your label in the picture in the below of the selected items or above the selected items.
6. And hit ok button.
7. Click on place where you want insert Table of Figures and Choose



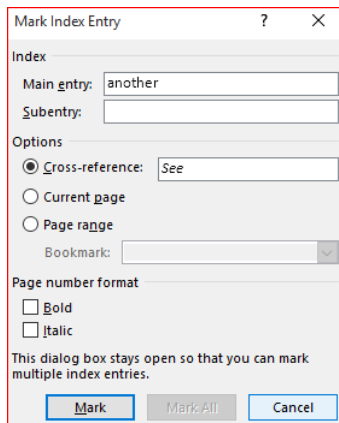
format Choose Caption level and click on ok.

Mark entry:

Mark entry is used to add selected text as an index.

1. at first select the text which text you want to add in your index. Such as: author name, words and other texts.
2. Click on the mark entry option.

Then it will show that kind of the option.



3. Then it will show that kind of the option.

4. You can add cross-reference and bookmark as well as change page number format as bold and italic.

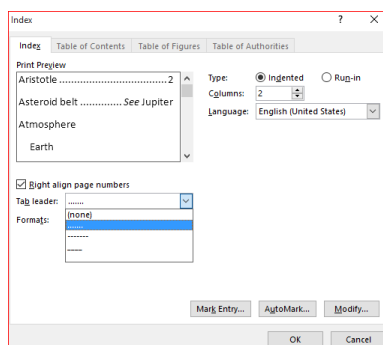
5. And click on the mark option.

6. it will show in the document like that. click on Ctrl+Shift+*

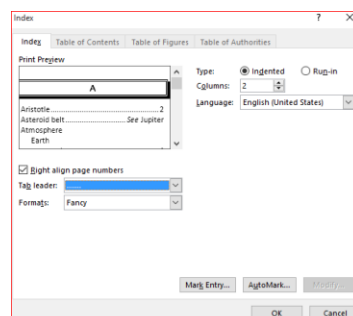
another{·XE·"another"·\r·"go"·\b·\i·}

7. And click on the insert index option.

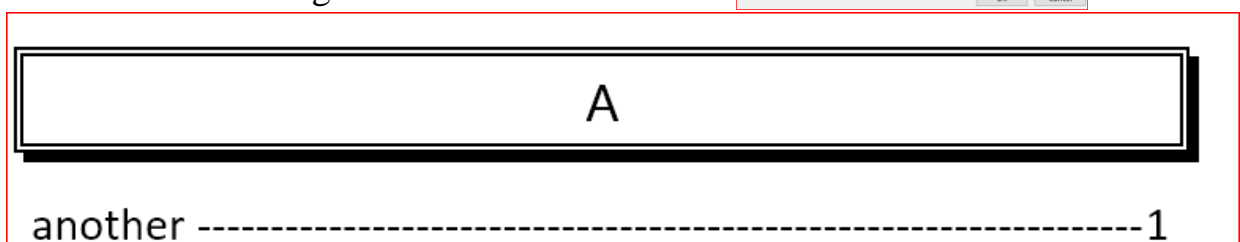
8. in this option has right align page number for tab leader which is create space between text to page number.



9. There has format also, which type of format you want for your index.



10. for e.g. of detail.

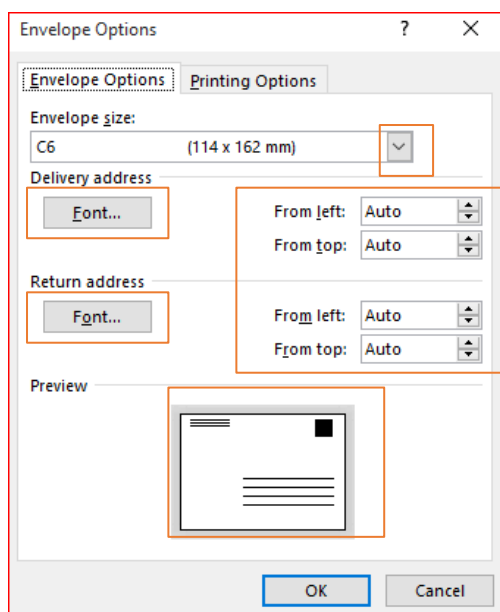
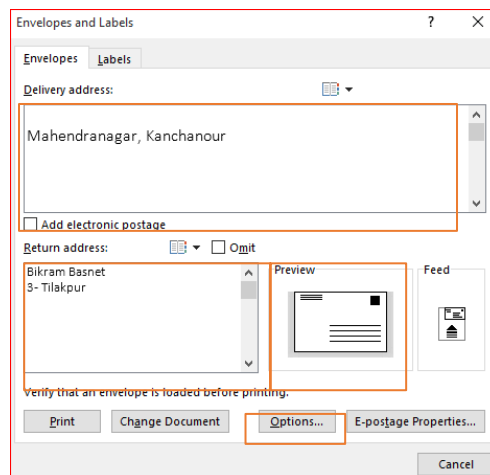


Mailings Tab:

Envelopes:

You can choose the size of paper, format and the addresses or add electronic postages. For sending e-mails, letters and other official documents or invitations for your relatives and workers as well as the organizations. You'll need the envelopes.

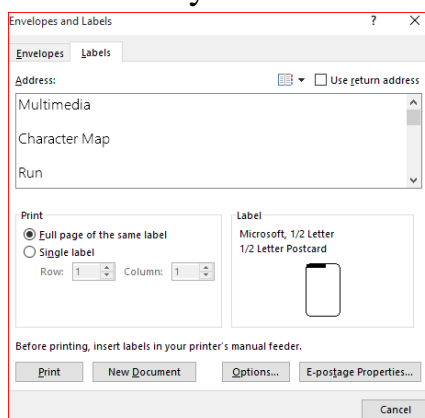
1. At first click on the mailing tab and click on Envelopes.
2. When appearing dialogue box. You can add the address, where you want to deliver your document.
3. You can also add the electronic postage.



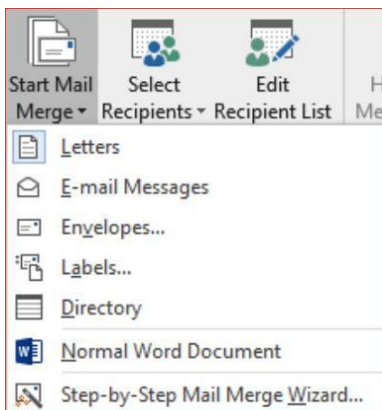
4. For the changing size click on the preview in the shading round the letters envelop picture as well as click on the option button.
5. In there have envelop size choose, which you want to add.
6. You can also choose the font in the font option. In that same place right side over there you can see the indent with left and right for delivery or return address.

Labels:

Labels are used to add address on different as well as same label in all envelopes.



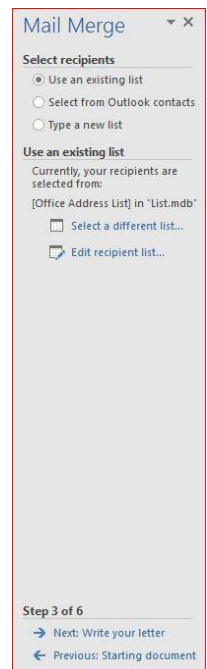
Start mail Merge:



For mailing you create at first your document or letters as well as e- mails. You can choose the document type also.

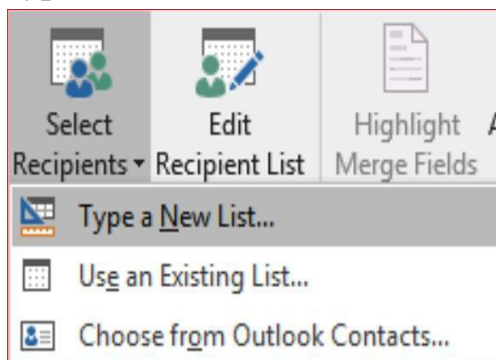
1.Click on the start mail merge. You can see the option which want to choose your document type. Like as letters, e- mail messages, envelopes, labels, directory and normal word document.

2For the easy steps or easily making mail just click on the step by step mail merge wizard. Which is show in the right side navigation pane.

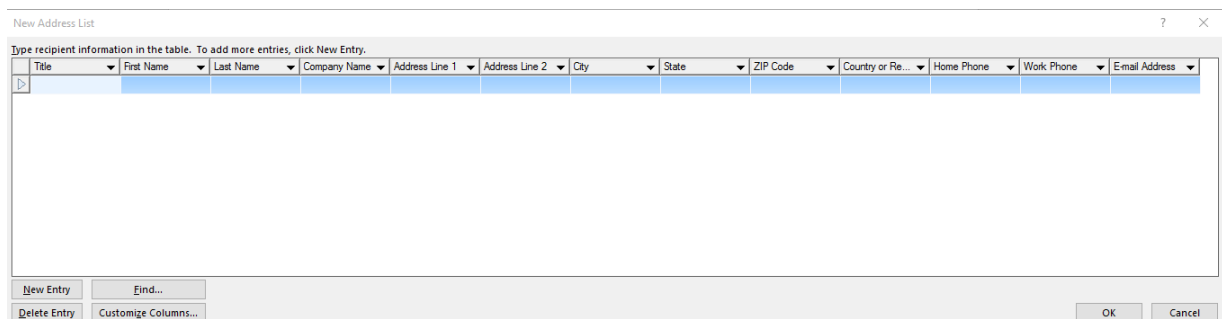


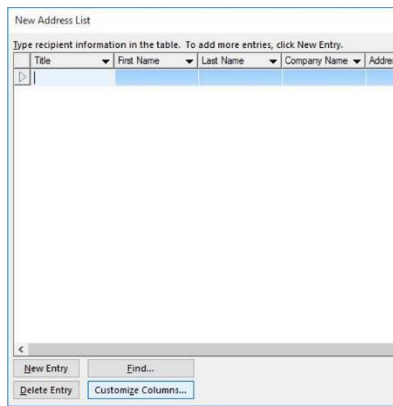
We move into select recipient's option, which is used to select or create a type of a new list where you want to send your document. You can type a new list, existing one as well as select your outlook contacts.

Type a new list:

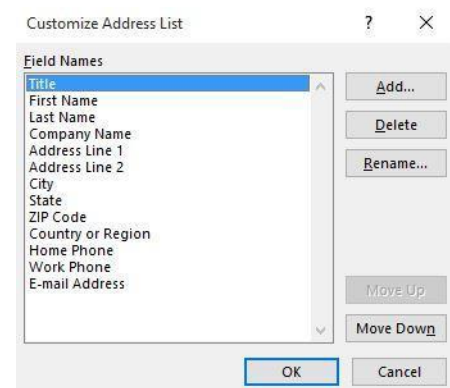


When you click this option you can add title, first name, last name, company name, address line 1, address line 2, city, state, zip code, country & region, home phone, work phone and e- mail address as default you can fill all those fields.

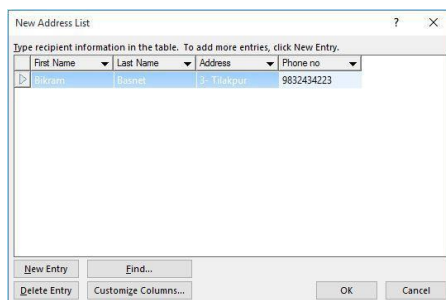




1. When you click on the customize columns option at the below of the dialogue box. Which is used to customize the categories to input materials option to add.



2. So, then fill the details about the recipients, whose you are sent the document.

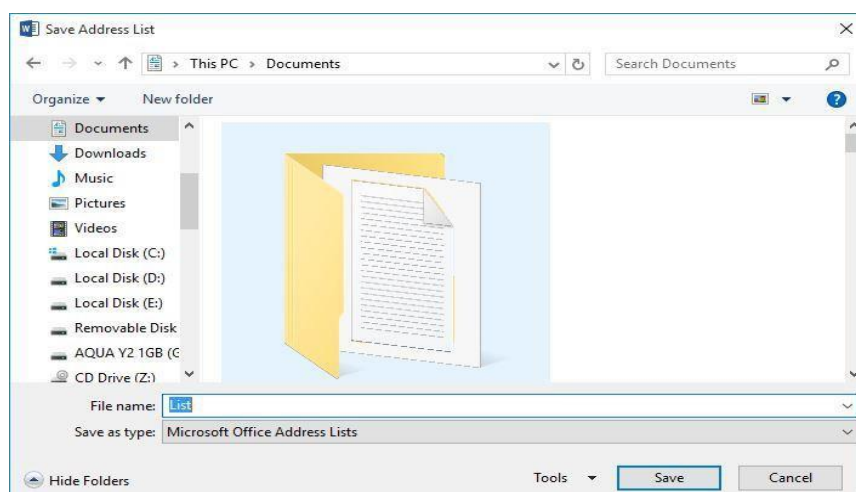


3. Click on the new entry to add other details for another person as well as click on delete entry to delete the selected details.

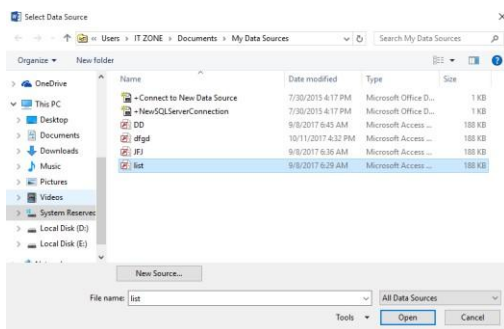
4. To find the details which you want click on the find option and it will appear small dialogue box.

5. Where you can type the word, which you want to search as well as the other option all fields, which is responsible for searching all text in all fields. At cast you can search specific field to choose in this field options.

6. And type your list name and click ok to save that list for future use.



Use an existing list:



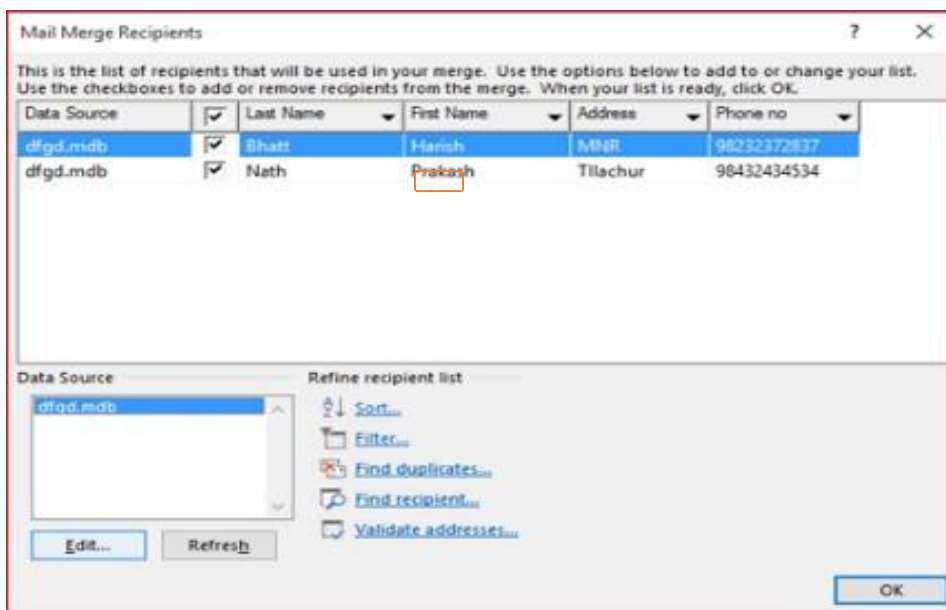
1. Go to the select recipients and click that.
2. Choose use an existing list and then will appears select data source and choose your recipient list database, which you want to add in the document and press ok.

So it will choose the list of your relatives, friends and the staff of your office and so on, whose you want to send that document.

Edit recipient list:

If in your list having mistaken such as you want to add a new contact, delete contact and also you want to modify the contacts on your contact list.

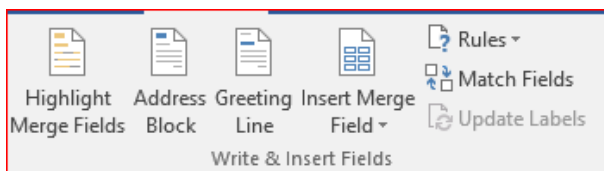
1. Click on the edit recipient list and it will show these kinds of dialogue box.
2. In this dialogue box having list of our contact, which we have just making before in above.
3. There has a check box in front of all the recipient detail, when you check any details it will show on the document but if you unchecked any details it is not shows into the document.
4. For other editing you can see the refine recipient list option.



Write & insert fields group:

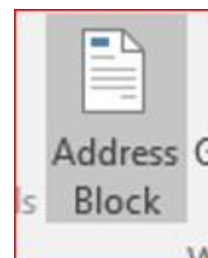
Highlight merge fields:

In the highlight merge field is used to highlight all inserted fields in the document.



Address block:

Address block is insert the name and address which you add in the recipient list.

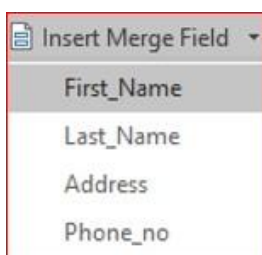
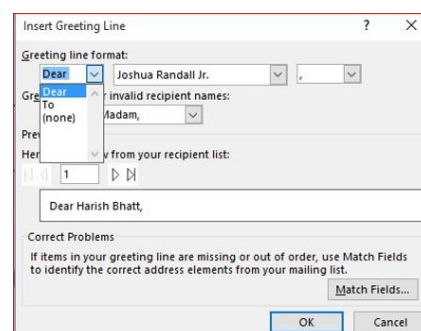


Greeting line:

Dear Harish Bhatt,

It is used to add greeting as dear and to in front of the recipient name.

1. Click on the greeting line option for greeting.
2. And you can see all option.
3. In this option you can choose dear or to in your document.

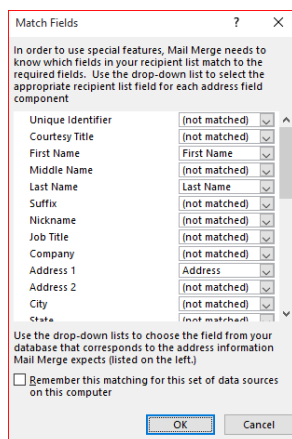


Insert merge field:

In the merge field you can add all details of your recipient in your document. Such as first name, last name, address and so on other details.

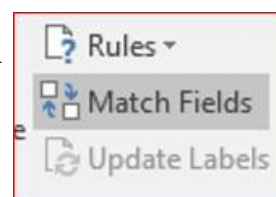
1. At first click on the insert merge field option.
2. You can choose which detail you want to add into your document.

Match fields:



In this field you can see all matching field in you recipient details.

1. Click on the match fields option.
2. You can see left side picture liked options.
3. And find which fields are filled in recipient details.



Preview Result Group:

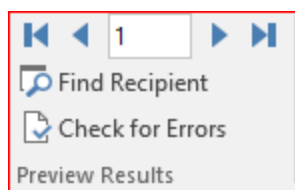
It is used to show the result which field you will add in the document.



«First_Name» «Last_Name»

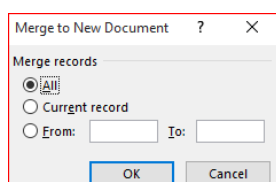
1. Before you select this option, it will look like any inserted field.
2. But when you select this option, it will show the result.

Harish Bhatt

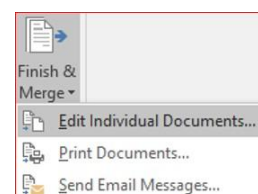


It will show the recipient details in your document which is added in your document. You can change the recipient details just click on the next or previous buttons.

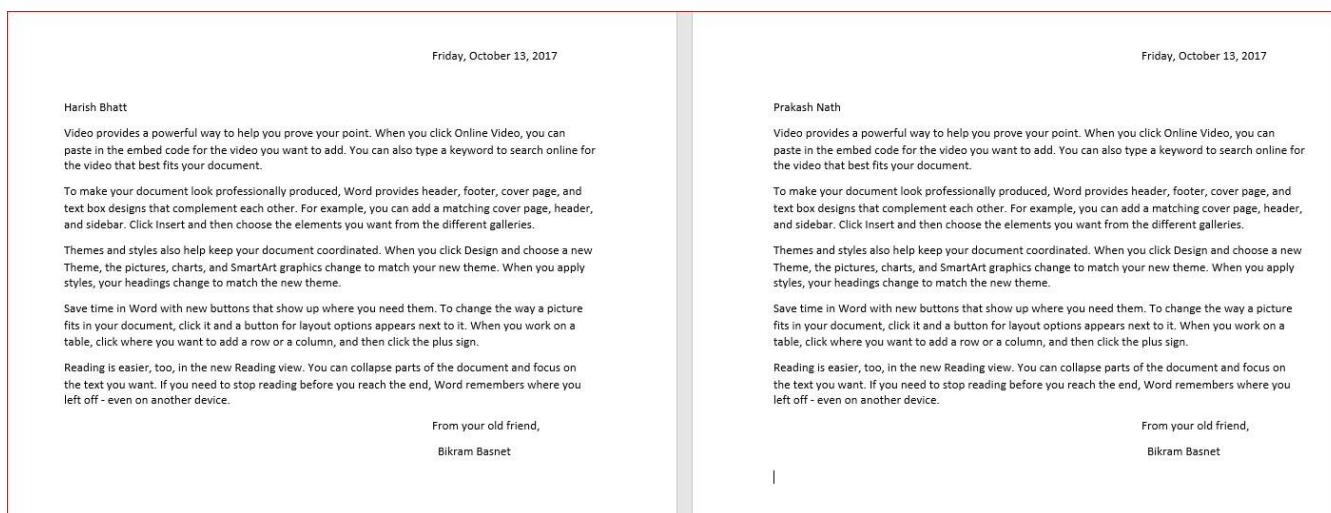
For finish & merge option follow these steps:



Click on the finish & merge fields you can see edit individual documents, print documents and send email messages.



In edit individual documents option help to show all recipient details where you have been placed at same thing placed all recipient in same document.



1. Click on the all option and hit ok button for view all recipient letter or document and so on.
 2. It will show all document with recipient details in one window, you can see all scroll down.
- You can also solve the mistake by mouse right clicking on the mistake text.

Check Spelling:

Microsoft Word को Document मा कुनै पनि Word को Spelling Wrong भयो भने Word को तल **wave red** color को line देखाउछ।

जस्तै: Characterstics यो Word को Spelling Wrong छ।

सच्याउने तरिका

1. Word मा Right click गर्ने
2. त्यसपछि त्यो Word संग सम्बन्धित Spelling भएका Word देखिनेछन् र तिनिहरु बाट आफुले लेख्न खोजेको Word मा click गर्ने।

(कम्प्युटरले Dictionary मा नभएको Word को Spelling गलत देखाउछ। यदि हामीले लेखेको Spelling नै ठिक छ भने word मा Right click गरेर **Ignore All** मा Click गर्ने वा **Add to Dictionary** option मा Click गर्ने)

Check Grammar:

यदि कम्प्युटर मा कुनै Word को तलपट्टी Blue color को line देखाएको छ भने त्यो Sentence को Grammar Wrong छ भनेर बुझ्नुपर्छ। यदि Microsoft Word 2007 हो भने Green Color देखाउछ। जस्तै: यो Sentence मा Grammar गलत छ। She are girls

सच्याउने तरिका

- १) Word मा Right click गर्ने र सहि word मा click गर्ने

Review Tab:

Spelling & Grammar: सगै Check गर्ने Tool **Review** Tab मा पनि हुन्छ। यसको Shortcut key (F7) हो।

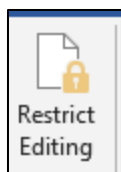
Thesaurus: A thesaurus is a reference tool that is used to locate synonyms (words that are similar in meaning to a particular word.) **Thesauri** (the plural of **thesaurus**) are traditionally published in print form, but are more conveniently available and more easily searchable online.

Method: Select word and click on **Shift + F7**

Word Count: Direct हामीले **Word Count** tool मा click गर्नु Document मा सबै Page, Word, Character, Paragraph, line count गर्छ।

Paragraph, Word लाई select गरेर यो Tool मा click गर्नु भने Paragraph वा word मा रहेका word, character, line हरुलाई Count गर्दछ।

Document लाई Protect गर्ने तरिका



1. **Restrict Editing:** Go to the **Ribbon > Review > Protect group > Restrict Editing.**
2. Under **Editing restrictions**, select the checkbox for **Allow only this type of editing in the document.**
3. Select **No changes (Read only)** from the dropdown.
4. On the tick mark **Everyone**
5. Click on **Yes, Start Enforcing Protection**
6. Enter new password (optional):
7. Reenter password to confirm:
8. Click on ok.

Unprotect: Click **stop protection** > type password (तपाइले पहिले राखेको Password टाइप गर्नुहोस्)

Smart Lookup:

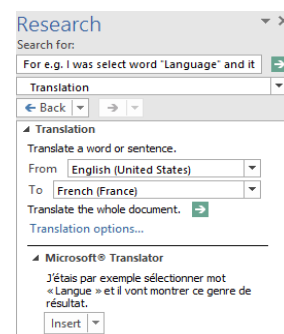
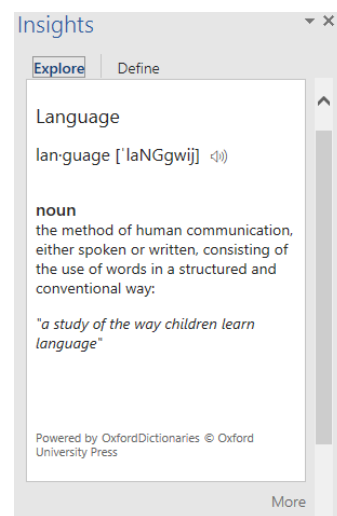
Smart Lookup is a way to learn more about selected text as definition, images and other various result through the online. For e.g. I was select word

"Language" and it will show this kind of result.

1. Select your text.
2. And click on Smart Lookup option. Translate:

Translate is another feature of MS-Word. Which is responsible for translate one language to another language. In right side I will provide the e.g.

1. Select the sentence or text, which you want to translate one language to another language.
2. And click on the Translate selected text option.
3. So, it will show that kind of dialogue box in the document right side appear.



Language:

1. Open a new document or email message.
2. On the Review tab, in the Language group, click Language.
3. Click Set Proofing Language.
4. In the Language dialog box, select the Detect language automatically check box.
5. Review the languages shown above the double line in the Mark selected text as list. Office can detect only those languages listed above the double line. If the languages that you use are not shown above the double line, so that MS-word can automatically detect them.

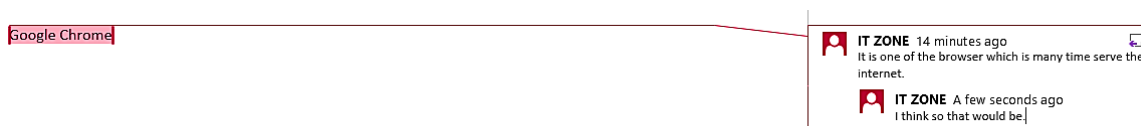
Comment Group:

In the comment group have add, delete and modify the comment on the any topics, paragraph as well as any kinds of research, reports and so on other notable notes. For e.g.



Look at the above picture, which is denote the comment on the Google Chrome named topic.

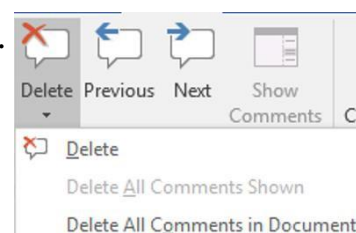
1. At first select the texts or paragraphs on which you want to add comment.
2. And go to the Review Tab and look at the Comments Group and click on the New Comment to add a new comment on the selected text.



In this section have another option is Delete Comments.

1. At first add the comments on the texts or paragraphs.
2. For delete option click on Delete.

1. Click on the next option, which is used to switch next comment on this document.
2. Click on the previous option, which is used to switch previous comment on this document.



3. If you want to see comments just click on the show Track Changes:

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

For the track change option, you also write down the few paragraphs and save that document in your hard disk.

1. At first write down the few small paragraph.

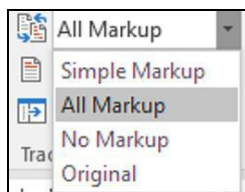
2. And click to enable track changes option and you can see also (Press Ctrl+Shift+E).
3. When the track changes enabled you can see balloon when you delete some word or paragraph in the document right side.
4. So, it will real time delete or added sentences or paragraph like as comment box.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

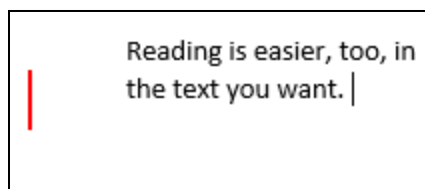
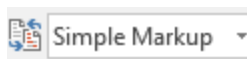
Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want.

IT ZONE A few seconds ago
Deleted: If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

In another option when you choose the No Markup option it represents no any colors or balloons.



In the Markup option you can see like as left side options and when you choose simple markup. It is show this type of color in front of edited text.



When you choose the All Markup option it will show this type of representation in the right side of the document.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want.

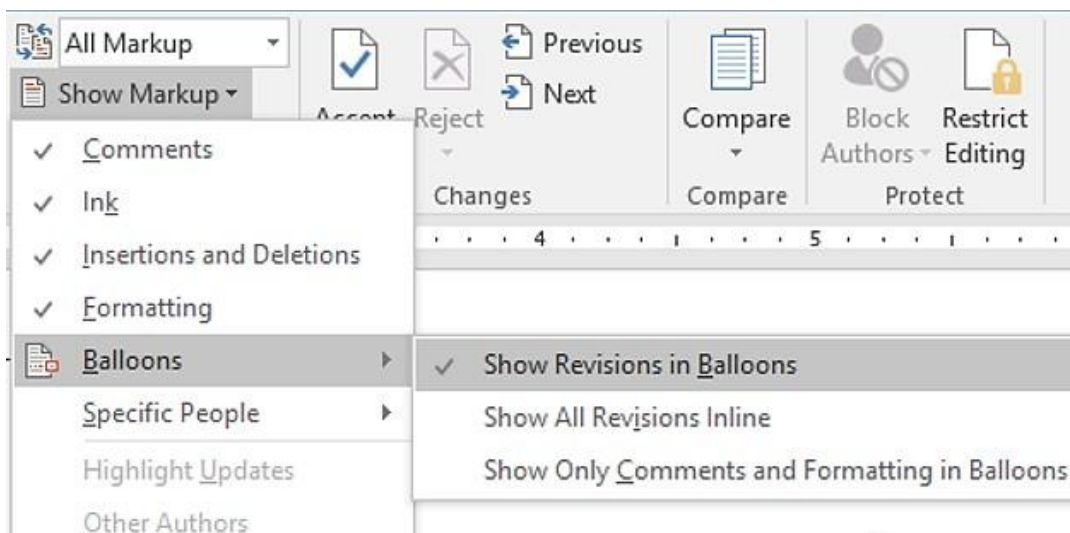
IT ZONE 24 minutes ago
Deleted: If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. |

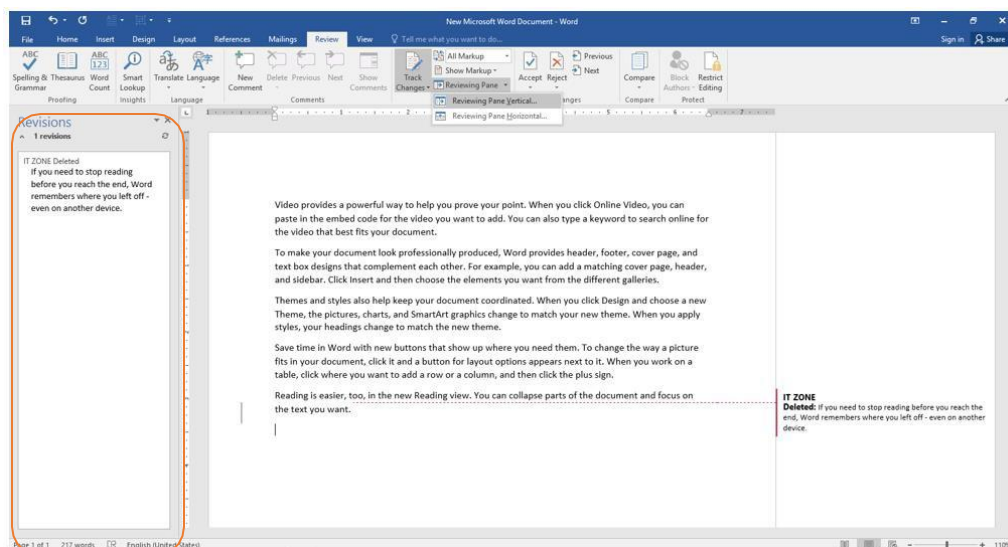
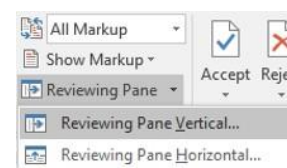
At last, you can choose the Original Markup option it will show the original document before you start track changes option.

You can also customize which you want balloons to appear on the document. For instance, if you want to see all the revisions that have been added to the document by each author.

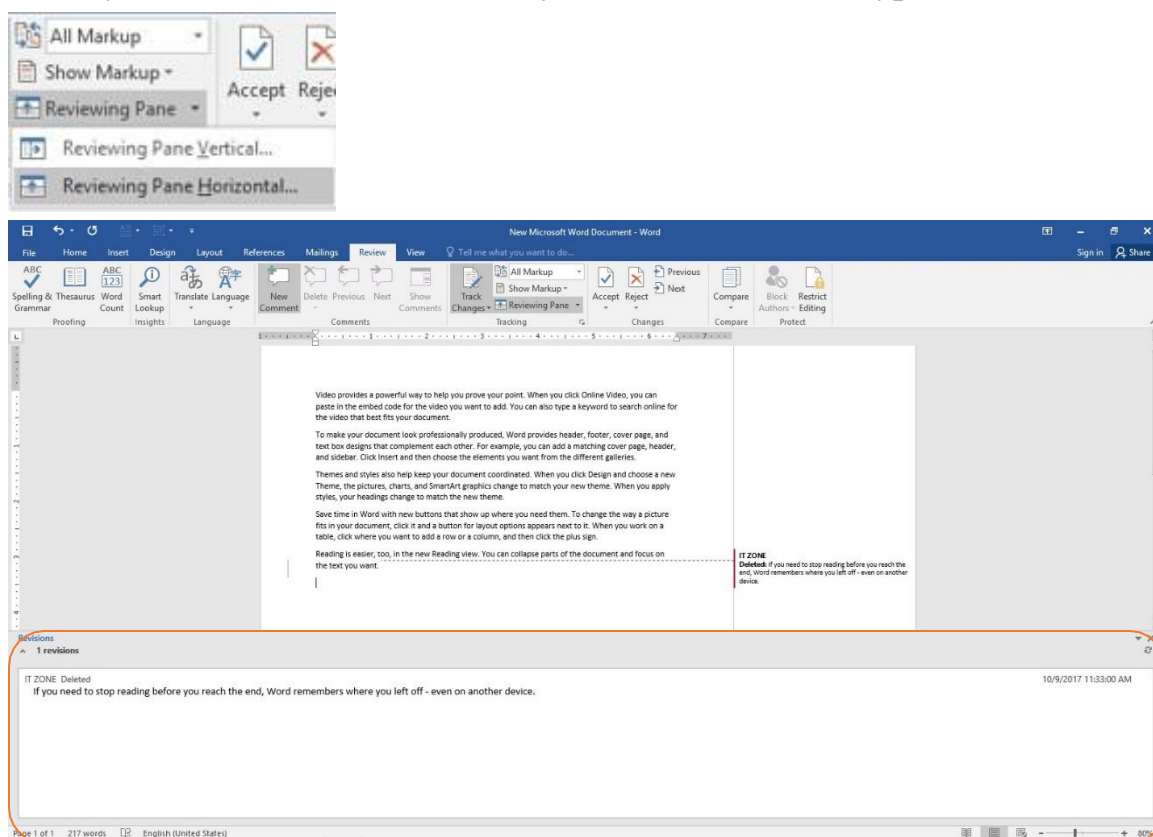
1. Click on the Review tab.
2. Click on the Show Markup menu.
3. In the Balloons option click on Show revisions in balloons.



In the reviewing pane have become show two types as vertical and horizontal ways. In the vertical ways it will shows below like picture.

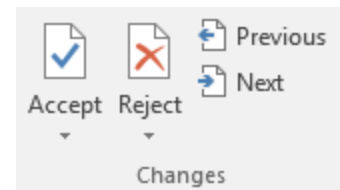


But if you choose the horizontal way. It will show below types 1

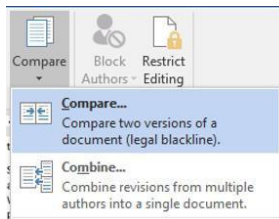


Changes Group:

If you agree with the changes that have been made to the document, you can Accept or Reject them. In this section have also Next and Previous option available, which is denote the changes in the document.

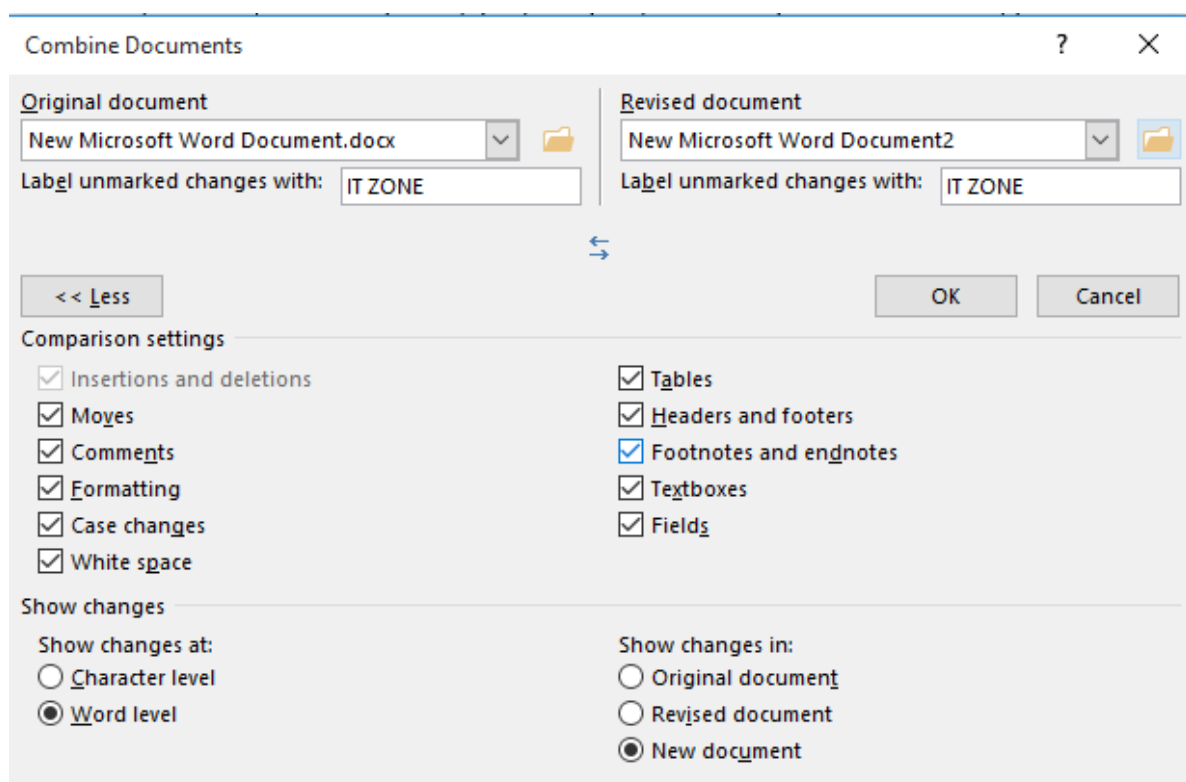


You can see the both document with in the same window.



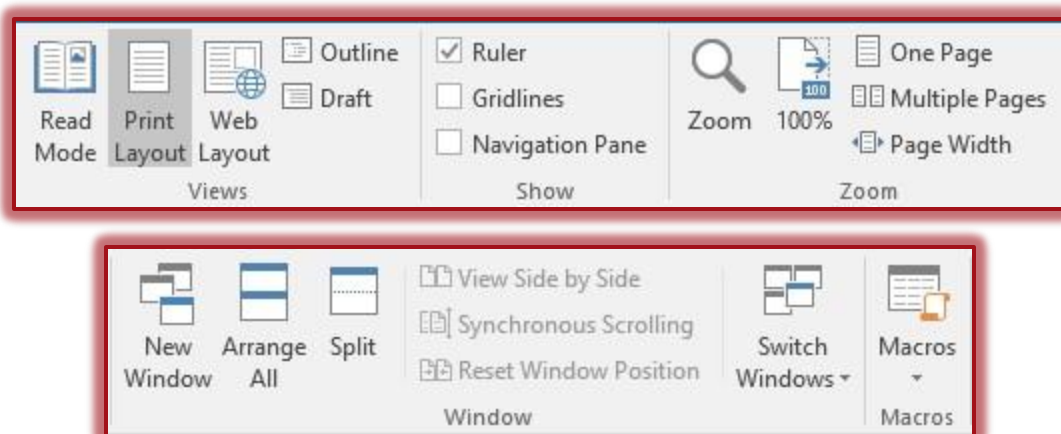
In this group you can add the same document as original and also revised document. In this section both documents are review as to see the differences as well as the similarities between them.

1. At first save the original document as well as revised document also save.
2. Click on the Compare option and choose the Compare option.
3. And browse the original file and also the revised file from the document location.



View Tab:

This tab is used to display a document in different ways within the Microsoft Word window. The illustrations below show the Views Tab groups and buttons. The table describes what each of the buttons on this tab can be used for.



Group/Button	Description
Document Views Group	
Read Mode	To read the document in full screen reading mode, click this button. This mode will show the document in pages side by side. Images and other document objects will display. Tools designed for reading instead of writing are available in this mode.
Print Layout	To see how the document will look when it is printed, click this button. This view will show the Headers and Footers, Images, Word Art, or other formatting applied to the document.
Web Layout	This View will display the page as it will look if saved as a Web Page. Not all of the images will display the same as they do in Print Layout View. It may be necessary to make adjustments to the image locations.
Outline	To see an outline of the pages in the document, click this button. Word Art, Clip Art, and other special features may not display. Just the text of the document will display.

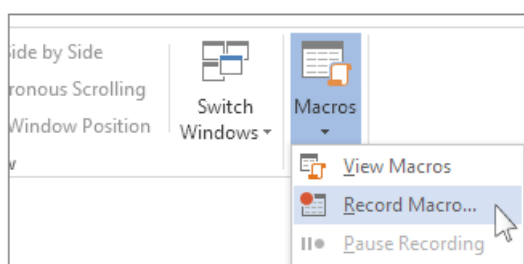
Draft	Click this button to view the document as a draft to quickly edit the document. Items such as Headers and Footers will not display when in this view.
Show Group	
Ruler	The ruler is used to change tabs and margins and to determine the length of the document. Click the check box for this option to display the ruler in the Word window.
Gridlines	Gridlines are used to align objects within a document. Clicking the check box will turn this feature on and off.
Navigation Pane	Click this button to open the Navigation Pane. This pane allows you to navigate through the document by heading, by page, or by searching for text or objects.

Group/Button	Description
Zoom Group	
Zoom	Click this button to open the Zoom dialog box. This dialog box can be used to set the zoom level for the document.
100%	To view the document at 100% of the normal size, click this button. This is the default view for documents.
One Page	To view one page of the document, click this button. This will reduce the view of the document to approximately 49% of the normal size.
Multiple Pages	To view two pages of the document at one time, click this button.
Page Width	When this button is clicked, the document view will change so that it displays in the whole Word window.
Window Group	
New Window	To create a new window with a view of the current document, click this button. This means that an additional view of the document will be displayed.
Arrange All	When more than one document has been opened in Word, this view will show all the open documents in a tile format. This makes it possible to view all the documents at one time.
Split	This button is used to split the current document into two windows so that material from other parts of the document can be displayed at the same time.
View Side by Side	To view open documents side by side, click this button. This makes it easier to compare two documents.

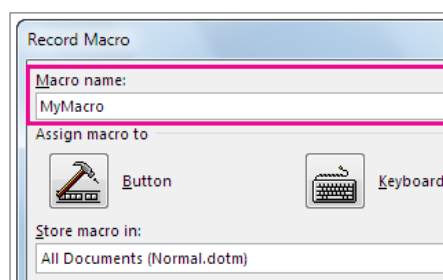
Synchronous Scrolling	When a document window has been split, this button is used to move both screens through the document at the same time.
Reset Window Position	This button is used to reset the position of two documents that are displayed side by side so that they share the window equally.
Switch Windows	To switch to another window that is currently open, click this button.
Macros Group	Click this button to record a macro or to view other macros. Macros are small programs that record the steps taken in a document to perform a specific task, such as sending a document to print.

Record Macro with Button

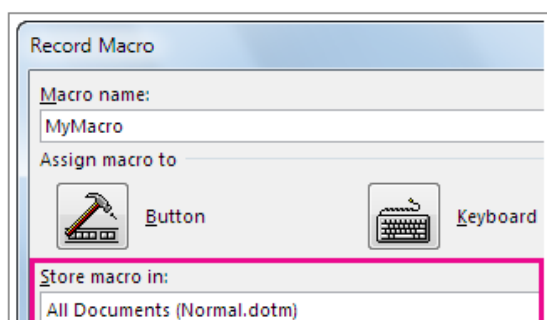
1. Click **View > Macros > Record Macro**.



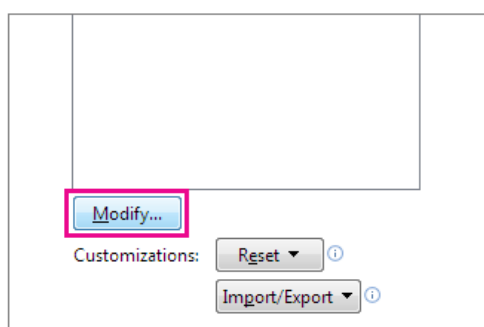
2. Type a name for the macro.



3. To use this macro in any new documents you make, be sure the **Store macro in** box says **All Documents (Normal.dotm)**.



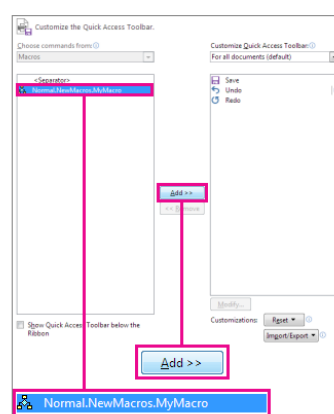
6. Click **Modify**.



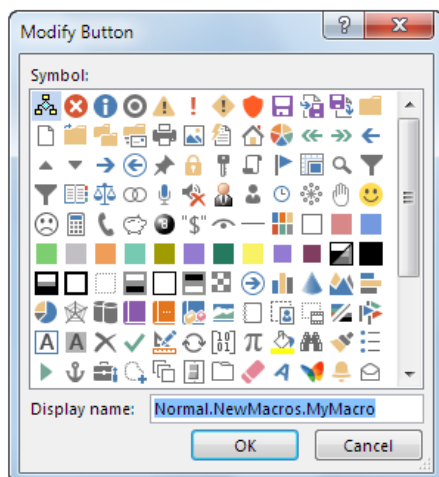
4. To run your macro when you click a button, click **Button**.



5. Click the new macro (it's named something like Normal.NewMacros.<your macro name>), and click **Add**.



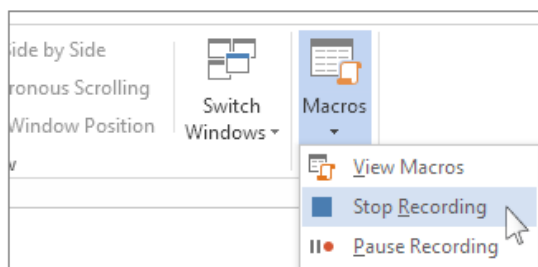
7. Choose a button image, type the name you want, and click **OK** twice.



8. Now it's time to record the steps. Click the commands or press the keys for each step in the task. Word records your clicks and keystrokes.

Note: Use the keyboard to select text while you're recording your macro. Macros don't record selections made with a mouse.

9. To stop recording, click **View > Macros > Stop Recording**.



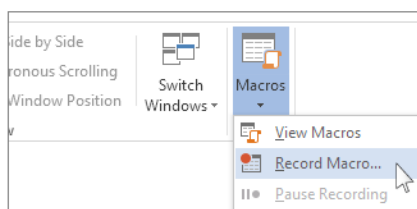
The button for your macro appears on the Quick Access Toolbar.



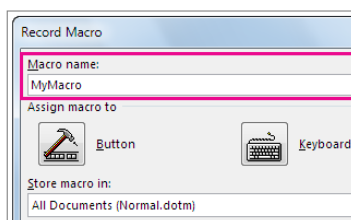
To run the macro, click the button.

Record Macro with Keyboard

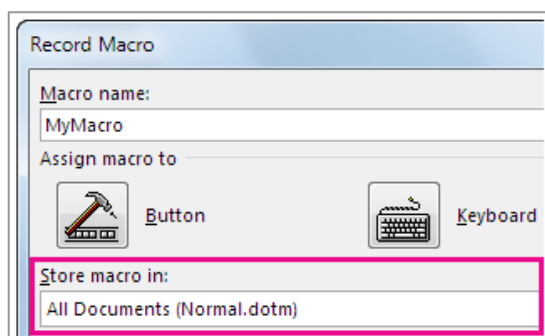
1. Click **View > Macros > Record Macro**.



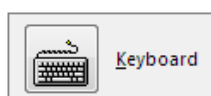
2. Type a name for the macro.



3. To use this macro in any new documents you make, be sure the **Store macro in** box says **All Documents (Normal.dotm)**.



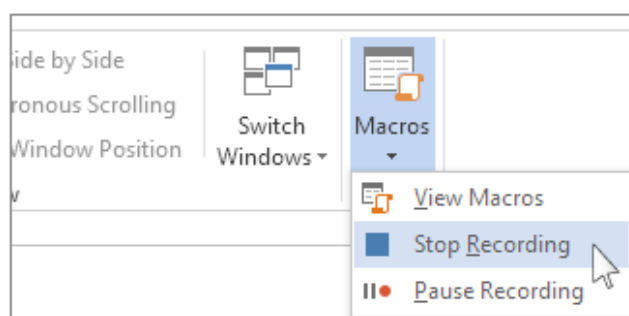
4. To run your macro when you press a keyboard shortcut, click **Keyboard**.



5. Type a combination of keys in the **Press new shortcut key** box.
6. Check to see whether that combination's already assigned to something else. If it's already assigned, try a different combination.
7. To use this keyboard shortcut in any new documents you make, be sure the **Save changes in** box says **Normal.dotm**.
8. Click **Assign**.
9. Now it's time to record the steps. Click the commands or press the keys for each step in the task. Word records your clicks and keystrokes.

Note: Use the keyboard to select text while you're recording your macro. Macros don't record selections made with a mouse.

10. To stop recording, click **View > Macros > Stop Recording**.

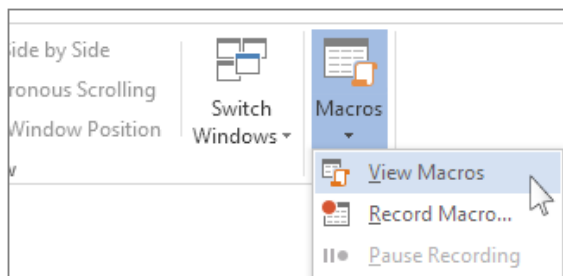


To run the macro, press the keyboard shortcut keys.

Run a macro

To run a macro, click the button on the Quick Access Toolbar, press the keyboard shortcut, or you can run the macro from the **Macros** list.

1. Click **View > Macros > View Macros**.



2. In the list under **Macro name**, click the macro you want to run.
3. Click **Run**.

Add a macro button to the ribbon

1. Click **File > Options > Customize Ribbon**.
2. Under **Choose commands from**, click **Macros**.
3. Click the macro you want.
4. Under **Customize the ribbon**, click the tab and custom group where you want to add the macro.

If you don't have a custom group, click **New Group**. Then click **Rename** and type a name for your custom group.

1. Click **Add**.
2. Click **Rename** to choose an image for the macro and type the name you want.
3. Click **OK** twice.

Preeti नेपाली फन्ट

English	नेपाली	English	नेपाली	English	नेपाली
C	अ	S	क	IF	ष
CF	आ	V	ख	;	स
Shift +O	इ	U	ग	X	ह
Shift +o shift+[ई	3	घ	Shift +I +F	क्ष
P	उ	ALT + 0170	ङ	Q	त्र
PM	ऊ	R	च	1	ज्ञ
SHIFT +P	ए	5	छ	Alt + 0167	ट्ट
SHIFT +P+]	ऐ	H	ज	Alt + 0171	^
CF+]	ओ	EM	झ	Alt + 0218	'
CF+SHIFT+]	औ	~	ञ	Alt + 0198	"
C+SHIFT+=	अं	6	ट	Alt + 0206	ड्ड
C+SHIFT +M	अः	7	ठ	SHIFT +?	रु
SHIFT +>	अ्र	8	ड	SHIFT +B	द्य
SHIFT + <	?	9	ढ	2	द
"	ु	0F	ण	4	द्व
SHIFT +"	ू	T	त	Alt +0203	ज्ञ
L	ि	Y	थ	Alt +0205	इ
Shift +L	ी	B	द	Alt +0197	ह
]	ै	W	ध	Alt +0221	ठ
Shift +]	ै	G	न	Alt +0220	%
Alt +0133	‘	K	प	Alt +0219	!
Alt +0177	+	KM	फ	Alt +0217	;
Alt +0162	द्व	A	ब	Alt +0231	ॐ
Shift +F	॰	E	भ	Alt +0165	=
-	(D	म	Alt +0230	"
Shift + -)	O	य	Alt +0247	/
Shift + =	ˆ	/	र	Alt +0150	-
Shift +\	/	N	ल	Alt +0151	—
Alt +0182	वृ	J	व	Alt +0137	भ
Alt +0191	रु	Z	श	Alt +0136	प

नोट:- आधा अक्षरको लागि Shift संग सोही अक्षर थिच्ने ।

नेपाली लेख्दा (२) नलेखिने समस्या हटाउने तरिका

Word 2016, 2019

1. Click on file



2. Click on Options

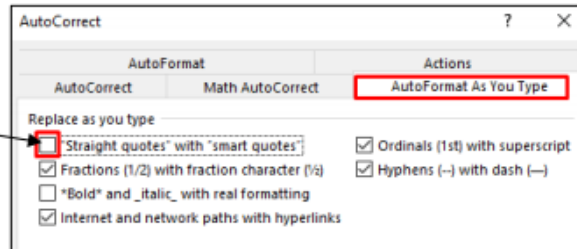


3. Click on Proofing option



4. Click on Auto Correct Options

5. Click on AutoFormat As You Type



6. Remove "Straight Quotes" with smart quotes" option Tick mark

7. Click on ok.






श्री गणेशाय नमः :

मंगलम् भगवान् विष्णुः मंगलम् गरुडध्वजः । मंगलम् पुण्डरीकाक्षः मंगलाय तनोहरिः ॥
स्वस्मिणी कृष्ण सौभाग्यम् उमा सौभाग्य शंकर । जानकी राम सौभाग्यम् सौभाग्यम् वर कन्यकौ ॥

❖ हार्दिक निमन्त्रणा ❖

मान्यवर,

श्री ईश्टकुल देवता जगन्नाथ स्वामीका असीम अनुकम्पाले हाम्री माईली नातनी आ० कु० रश्मीका ठगुन्ना (सुपुत्री : श्री पदम ब० ठगुन्ना एवं श्रीमती निर्मला ठगुन्ना को शुभ-विवाह घोडाघोडी न० पा०-१०, पहलमानपुर, कैलाली निवासी श्रीमान् नन्दाराम बुढा तथा श्रीमती दिला बुढा ज्यूका जेष्ठ सुपुत्र चि० टेक बहादुर बुढा का साथ सु-सपन्न हुने शुभ-वैवाहिक कार्यक्रममा उपस्थित भई कन्या-वरलाई शुभ आशिर्वाद प्रदान गरीदिन हुन सादर आमन्त्रण गर्दछौ ।






बालआग्रह

दर्शनमिलाषी मेलो आन्टीको विहेमा जलुल जलुल आईसेला । - अखिल, युवराज

रश्मीका शुभ-विवाह

टोक

एक दिवसीय शुभ-वैवाहिक कार्यक्रम



महिला संगीत

२०७८/०९/०९ गते
साँझ देखी ।



जन्ति आगमन

२०७८/०९/१० गते
बिहान ११ बजे ।



प्रतिभाज

२०७८/०९/१० गते
बिहान ११ बजे ।



जन्ति विदाई

२०७८/०९/१० गते
साँझ ०५ बजे ।

श्रीमती रमीता ठगुन्ना
श्रीमान् पठान ठगुन्ना
श्रीमती जसमा ठगुन्ना
श्रीमान्/श्रीमती उद्धव ठगुन्ना/मधुरा ठगुन्ना
श्रीमान्/श्रीमती नर ब० ठगुन्ना/शान्ति ठगुन्ना
श्रीमान्/श्रीमती हर्क ब० ठगुन्ना/उत्तरा ठगुन्ना
श्रीमान्/श्रीमती करन ब० ठगुन्ना/जयन्ती
श्रीमान्/श्रीमती शेर ब० ठगुन्ना/चन्द्र ठगुन्ना
श्रीमान्/श्रीमती चक्र ब० ठगुन्ना
श्रीमान्/श्रीमती बल ब० ठगुन्ना
रोशन, प्रकाश, आशिष, शिरजन,
शिमरन, अंकुश, उमेश, अक्सरा, आस्था
तथा समस्त जात्री परिवार एवं मित्रगण ।

स्थानः नौगाड ३ जामीर, (बडगाडा) दाचुला फोन नं ९८६०६५५५५७/९८७७४४७५४३

MS Word Shortcut Keys with CTRL + “A-Z”	
Ctrl + A	Select all text in Word Document
Ctrl + B	Bold the selected Text
Ctrl + C	Copy the selected text
Ctrl + D	Open font formatting window
Ctrl + E	Center text
Ctrl + F	Find a word or phrase
Ctrl + G	Go to a specific page or bookmark
Ctrl + H	Find and Replace a word or phrase
Ctrl + I	Italicize the text
Ctrl + J	Justify the text
Ctrl + K	Opens “Insert Hyperlink” window
Ctrl + L	Left align text
Ctrl + M	Indent a paragraph from the left
Ctrl + N	Open a new MS Word Document
Ctrl + O	Open an existing MS Word Document
Ctrl + P	Print the document
Ctrl + Q	Remove paragraph formatting
Ctrl + R	Right align text
Ctrl + S	Save MS Word document
Ctrl + T	Create a hanging indent
Ctrl + U	Underline selected text
Ctrl + V	Paste copied text
Ctrl + W	Close Word Document
Ctrl + X	Cut selected text
Ctrl + Y	Redo an action previously undone or repeat an action
Ctrl + Z	Undo a previous action

Command Name	Keys
All Caps	Ctrl+Shift+A
Apply List Bullet	Ctrl+Shift+L
Cancel	ESC
Change Case	Shift+F3
Clear	Del

Close or Exit	Alt+F4
Create Auto Text	Alt+F3
Cut	Ctrl+X
Double Underline	Ctrl+Shift+D
Find	Ctrl+F
Help	F1
Hyperlink	Ctrl+K
Indent	Ctrl+M
Italic	Ctrl+I
Justify Para	Ctrl+J
Merge Field	Alt+Shift+F
New Document	Ctrl+N
Open	Ctrl+O
Outline	Alt+Ctrl+O
Page	Alt+Ctrl+P
Page Break	Ctrl+Return
Paste	Ctrl+V
Paste Format	Ctrl+Shift+V
Print	Ctrl+P
Print Preview	Ctrl+F2
Redo	Alt+Shift+Backspace
Redo or Repeat	Ctrl+Y
Save	Ctrl+S
Select All	Ctrl+A
Small Caps	Ctrl+Shift+K
Style	Ctrl+Shift+S
Subscript	Ctrl+=
Superscript	Ctrl+Shift+=
Task Pane	Ctrl+F1
Time Field	Alt+Shift+T
Underline	Ctrl+U
Undo	Ctrl+Z
Word Count List	Ctrl+Shift+G