UNIT 8 : WORD PROCESSING PACKAGE

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8.1 LEARNING OBJECTIVES

After going through this unit, you will be able to:

- work with the most commonly used word processor Microsoft Word
- create and save Word document
- view an existing Word document

- learn to exit from Word
- identify different components of document window
- arrange and design text as well as paragraph in a document
- copy, cut, and paste selected text/paragraph in a document
- insert header, footer and page number in a document
- include pictures, clip-art and shapes in a document
- create tables in a document
- insert and delete rows/columns in a table
- merge and split cells in a table

8.2 INTRODUCTION

Word Processor is a software package that enables us to create, edit, print and save our documents for future retrieval and reference. With the help of Word we can create various types of documents such as *letters*, *papers*, *brochures*, *faxes* and more.

In this unit, you will learn about a most commonly used word processing software, ***Microsoft Word*** (often called ***MS Word*** or ***Word****)* which works in Windows operating system. Microsoft Word was designed by the *Microsoft* company. Microsoft introduced MS Word in *Microsoft Office suite* along with other application programs.

Although, there are different versions of Word like Word 2000, Word 2003 etc., here in this unit, we will discuss ***Word 2010***. Word 2010 is a bit different from the earlier versions, so even if you have used Word before, you should take some time to familiarize yourself with the interface.

8.3 STARTING MICROSOFT WORD

To launch Microsoft Word, we need to have the MS Office suite installed in our machine. The steps are as follows:

- Click on the Windows **Start** button
- Click on **All Programs**
- Click on **Microsoft Office**
- Select **Microsoft Word 2010**

This process is shown in Figure 8.1.

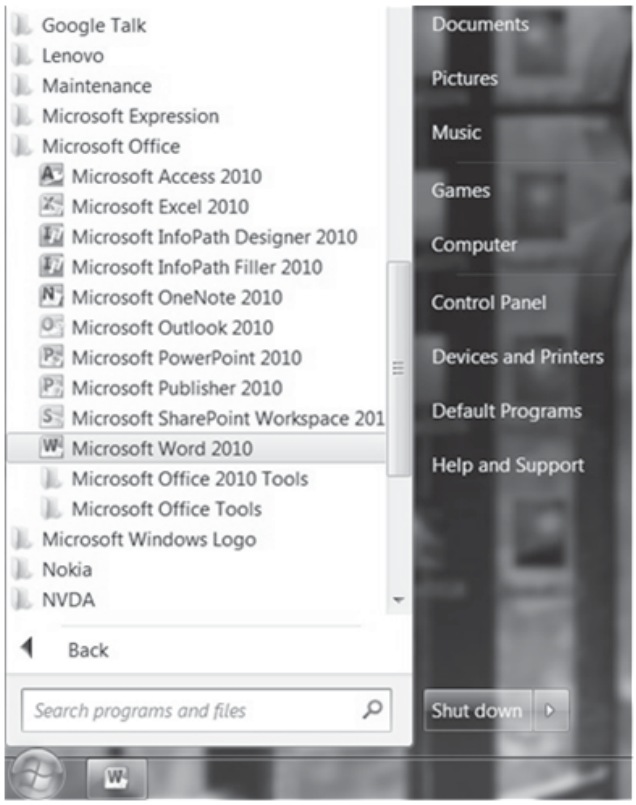


Figure. 8.1: Starting MS Word

We may have a shortcut (Figure.1.2) to Word on our desktop, if so we have to double click the icon and Word will open.



Figure.8.2: MS Word 2010 shortcut icon

8.4 COMPONENTS OF MS WORD

When we start MS Word, a blank document will appaer as shown in the following Figure. 8.3. Now let us discuss some basic components of MS Word 2010 and their positions in the document window. Here, we will also be introduced to the ***Ribbon***, the ***Quick Access Toolbar*** and the new ***Backstage view***.

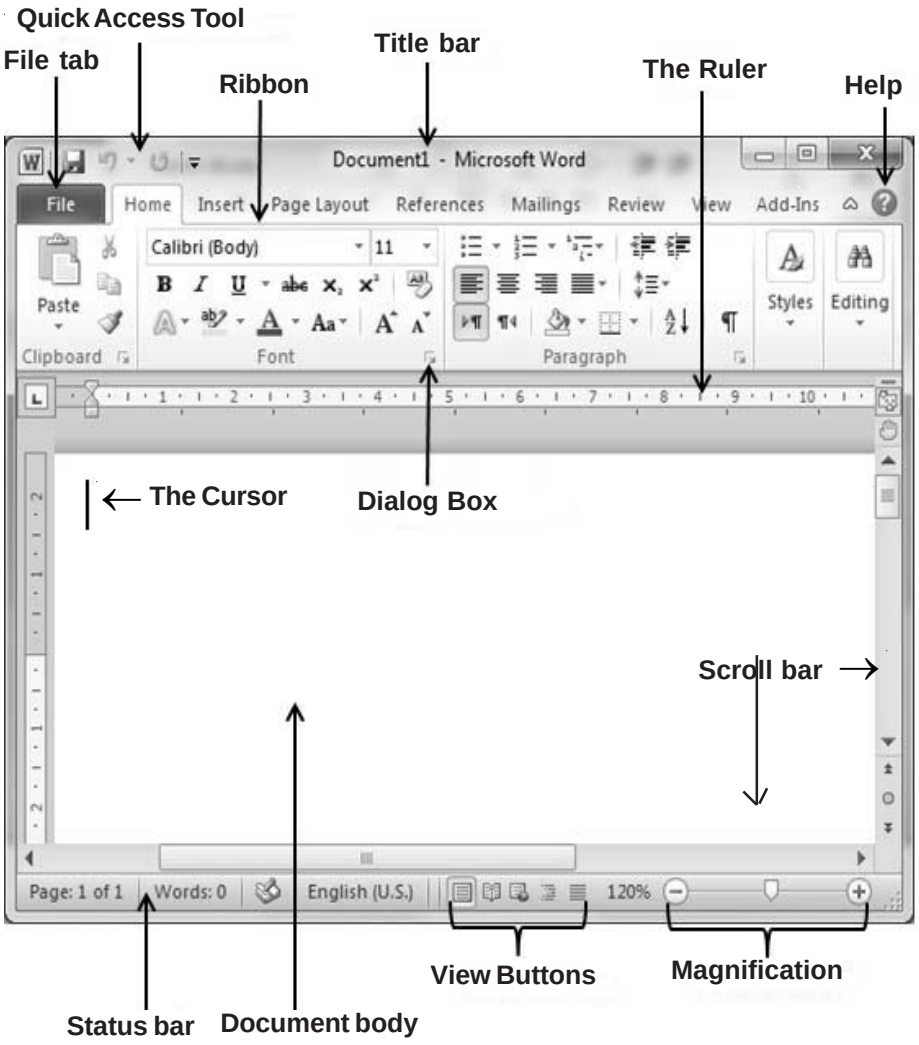


Figure.8.3: MS Word 2010 document window and its components

- **Title bar :** The title bar displays the title/name of the current document that is open.
- **Scroll bar :** The scroll bar allows us to navigate through all the pages of a document.
- **Magnification bar:** The magnification bar allows us to increase or decrease the zoom level of the current document.
- **Document body :** The document body is where we create the document elements like text, graphics, tables etc. by inserting them using the available options.

- **The Ribbon :** The earlier versions of MS Word such as MS Word 2000/2003 consists of some menus. The new, tabbed ***Ribbon*** system was introduced in Word 2007 and the later versions to replace traditional menus. Understanding the Ribbon is a great way to help understand the changes between Microsoft 2003 to Microsoft 2010.

The Ribbon contains all of the commands that is required to do common tasks. It consists of multiple tabs, each with several groups of commands, and we can add our own tabs that contain our favorite commands. Some groups have an arrow in the bottom-right corner that allows us to click for more options. The Ribbon is shown in the following Figure.8.4.

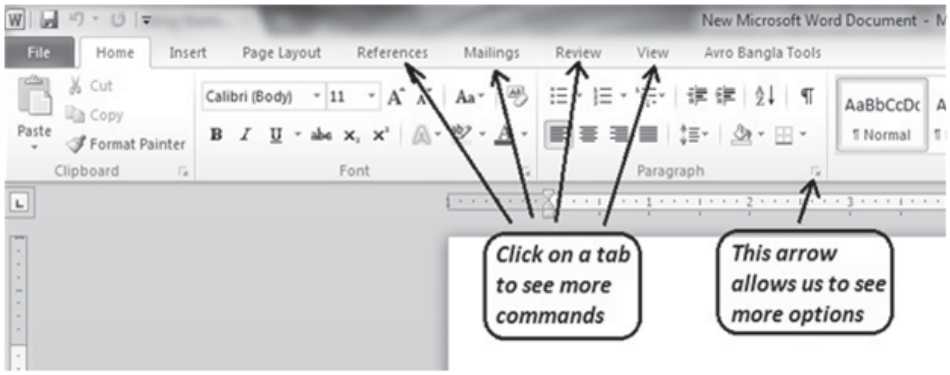


Figure. 8.4: The Ribbon in Word 2010

Generally, the Ribbon consists of the following series of tabs:

File tab

File tab is a very important tab and it consists of Save, Save As, Print, Open, Close, Recent, Print, Exit options.

Home Tab

The Home tab is Microsoft Words standard view. This is the view most widely used and allows us to format text by Font Style, Font Size, Bold, Italic, Underline, Alignment, Numbered List, Bulleted List, Indentation, Spacing and Font Color.

Insert Tab

This tab allows us to insert a variety of items into a document from pictures, clip_art, tables and headers and footers.

Page Layout Tab

This tab has commands to adjust page elements such as *margins*, *orientation*, *inserting columns*, *page backgrounds* etc.

References Tab

This tab has commands to use when creating a Table of Contents and citation page for a paper.

Mailings Tab

This tab allows us to create documents to help when sending out mailings such as printing envelopes, labels and processing mail merges.

Review Tab

The Review Tab is where one can find *Spelling & Grammar* and also the built-in *Thesaurus and Dictionary*. This tab allows us to make any changes to our document due to spelling and grammar issues.

View Tab

This tab allows us to change the view of our document to a different two page document or zoom.

Minimizing the Ribbon

We can minimize the Ribbon if it is taking up too much screen space. For this we have to click the **arrow** in the upper-right corner of the Ribbon as shown in Figure.8.5.

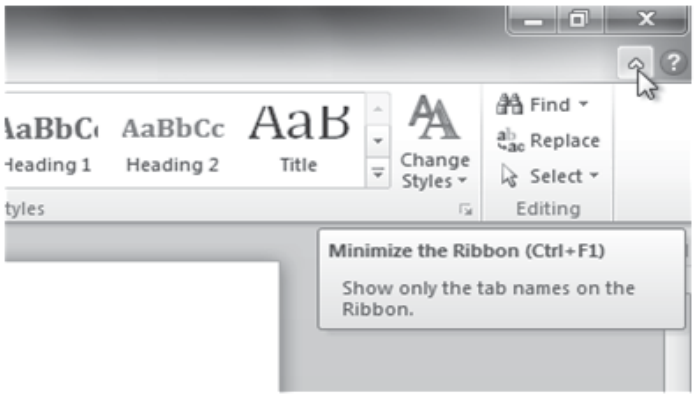


Figure.8.5: Arrow for Minimizing the Ribbon

When the Ribbon is minimized, we can make it reappear by clicking on a tab. However, the Ribbon will disappear again when we are not using it.

Maximizing the Ribbon

To maximize the Ribbon, we have to click the arrow again.

The Backstage View :

Backstage view gives us various options for opening a file, saving, printing, or sharing our document. It is a full-page view which makes it easier to work with. It is similar to the *File Menu* from earlier versions of Word. To get to Backstage View:

- We click the **File** tab.
- Then we choose an option on the left side of the page (Figure.8.6).

To get back to our document, we just have to click any tab on the Ribbon.

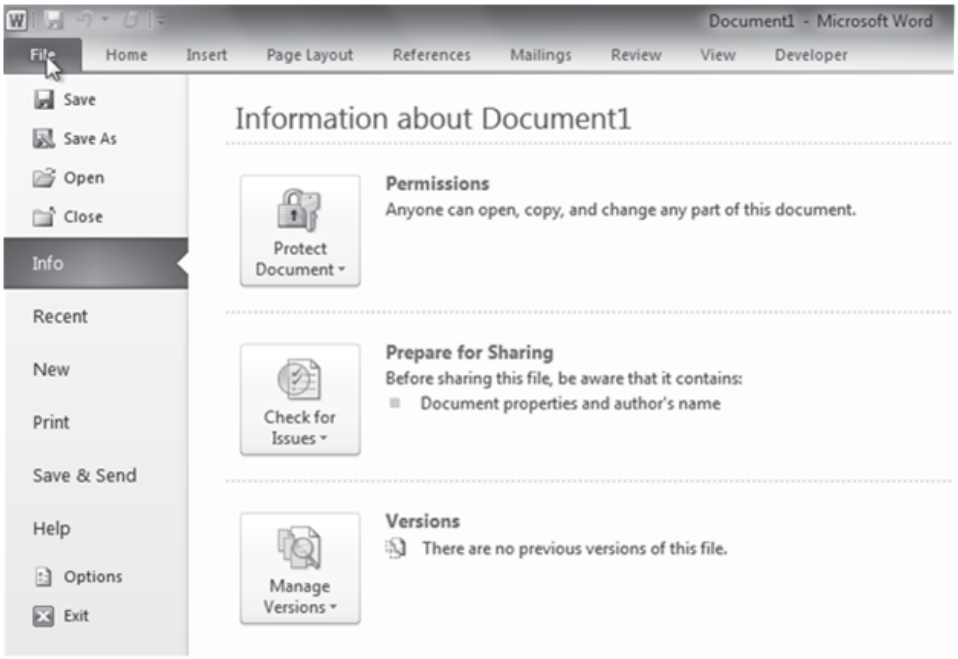


Figure.8.6: The Backstage view

The different things we can do in Backstage view are as follows:

Save, Save As, Open and Close: Save, Save As, Open and Close are available in Backstage view.

Info: Info contains information about the current document. We can also inspect the document and edit the document permissions.

Recent: For convenience, recent documents will appear here.

New: From here, we can create a new, blank document, or we can choose from a large section of templates.

Print: From the Print pane, we can change the print settings and print our document. We can also see a preview of our document.

Save & Send: Save & Send makes it easy to email our document, post

it on the web or change the file format.

Help: We can access Microsoft Office Help or check for updates.

Options: Here we can change various Word options. For example, we can control the spelling and grammar check settings, AutoRecover settings, or Language preferences.

The Quick Access Toolbar :

The **Quick Access Toolbar** in Word 2010 is located above the Ribbon i.e., in the top left corner of the document window. It displays a small selection of the more commonly used commands. By default, it shows the **Save**, **Undo**, and **Repeat** commands (Figure.8.7)



Figure.8.7: The Quick Access toolbar

We can add other commands to make it more convenient for us. To add commands to the Quick Access Toolbar, we have to :

- Click the drop-down arrow to the right of the **Quick Access Toolbar**.
- Then we select the command we wish to add from the drop-down menu (Figure.8.8). It will appear in the Quick Access toolbar.

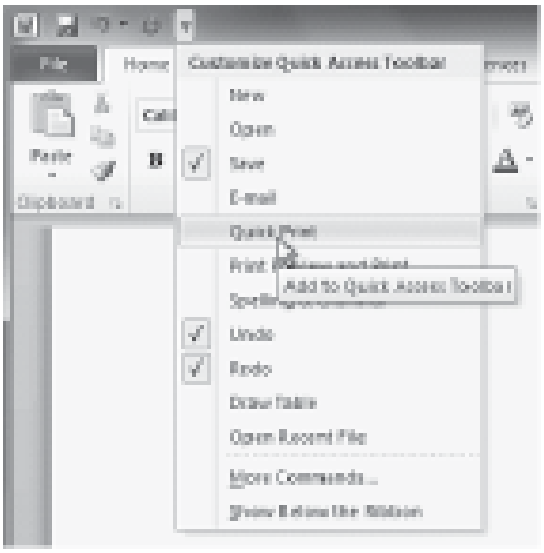


Figure.8.8: Drop-down menu in Quick Access Toolbar

The Ruler :

The Ruler is located at the top and to the left of our

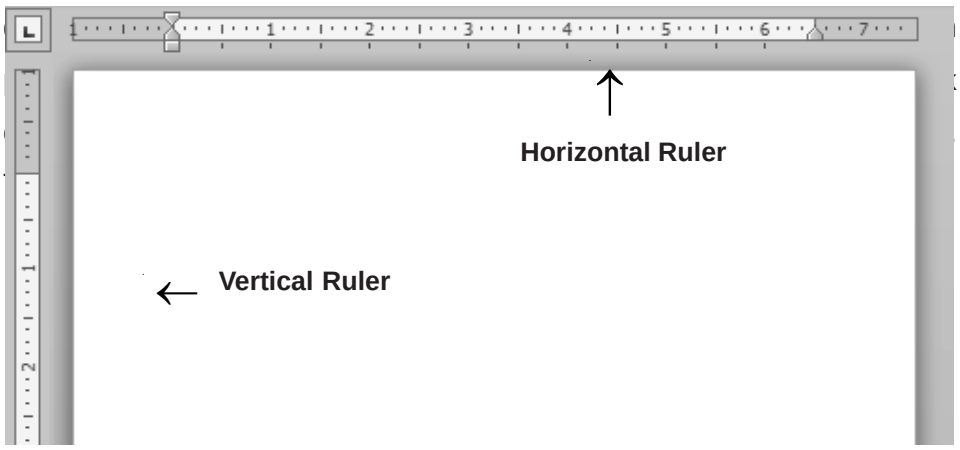


Figure.8.9: The Ruler (Horizontal and Vertical)

Another way to **Hide** or **View** the Ruler is as follows:

- We click the **View Ruler** icon over the scrollbar to hide the ruler.
- To show the ruler, we click the **View Ruler** icon again(Figure 8.10).

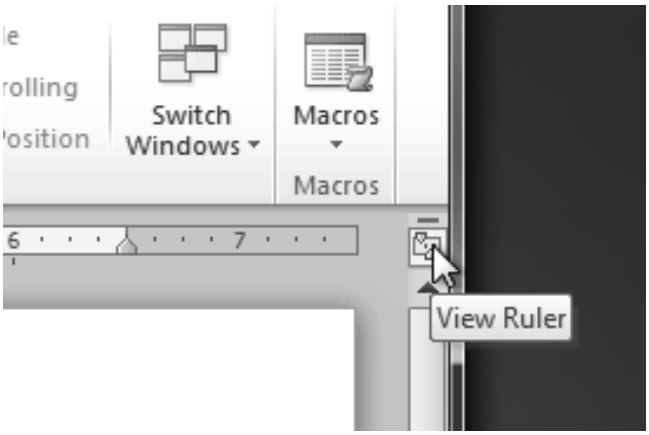


Figure.8.10: Hiding and viewing the Ruler

8.5 CREATING A NEW DOCUMENT

Word files are called ***documents***. Whenever we start a new task in Word, we will have to create a new document, which can either be blank or from a template. Let us look at the steps needed to create a document.

Using File tab

- We click the **File** tab and then click **New**
- Under **Available Templates**, we click **Blank document**
- Then we click **Create**

Using Templates

In case we want to create a specific type of document, such as a *Resumes Brochures*, *Business cards*, *Forms*, *Fax etc.*, we can save time by starting with a specific template. Word 2010 allows us to apply built-in templates from a wide selection of popular Word templates. To find and apply a template in Word, we have to do the following:

1. On the **File** tab, we click **New**
2. Under **Available Templates**, we do one of the following:
   - To use one of the built-in templates, we click **Sample templates.** Then we click the template that we want, and then click **Create**.
   - To reuse a template that we have recently used, we click **Recent templates.** Then we click the template that we want, and then click **Create**.
   - To find a template on Office.com, under **Office.com Templates**, we click the template category that we want, click the template that we want, and then click **Download** to download the template from Office.com to our computer.
3. Once we have selected our template, we can modify it in any way to create the document we want.

8.6 SAVING A DOCUMENT

Whenever we create a new document in Word, we will need to know how to save it in order to access and edit it later. Word allows us to save our documents in a number of ways.

Using *Save* option : It is a good practice to save our document before typing. Following are the steps to do this,

- We click the **File** Tab
- Then we select ***Save***.
- The ***Save As dialog box*** will appear (Figure.8.11). We select the location where we wish to save the document.
- We enter a name for the document and then click **Save**.

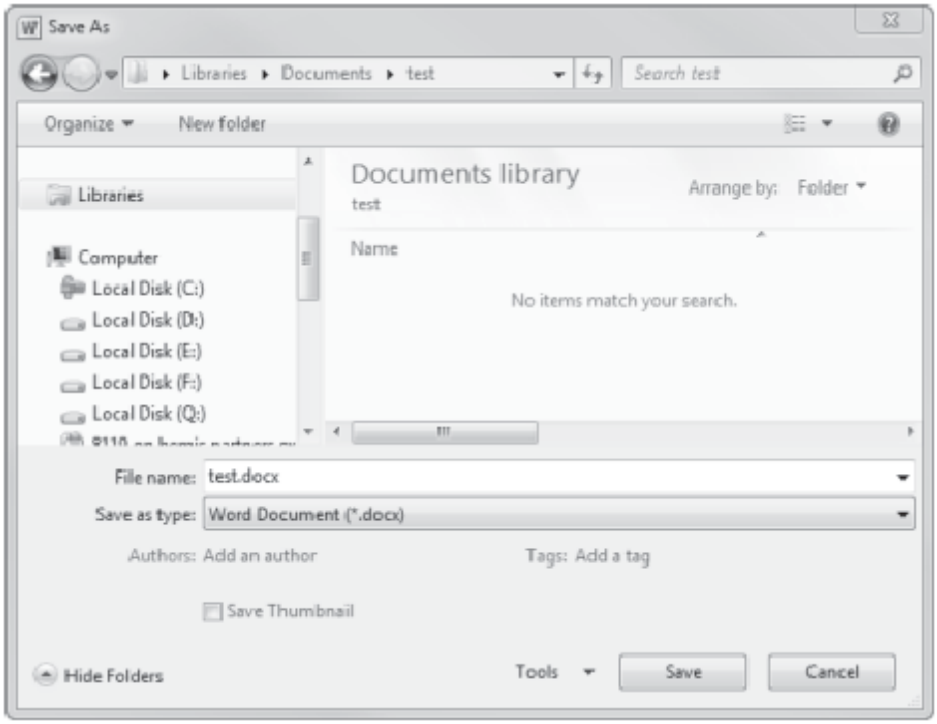


Figure.8.11:Save As dialog box

In the Figure.8.11, the name given to the file is ***test.docx*** and it is saved inside *Document library.* By default, the name of the first document in MS Word is ***Document1***.

We can begin typing in our blank document after saving the document at the beginning. However, we should periodically save our document to keep it protected against a computer freeze or a power outage. The steps are as follows:

- We click the **Save** icon  on the **Quick Access Toolbar,** or we press **CTRL+S** (Figure.8.12)
- The document will be saved in its current location with the same file name.

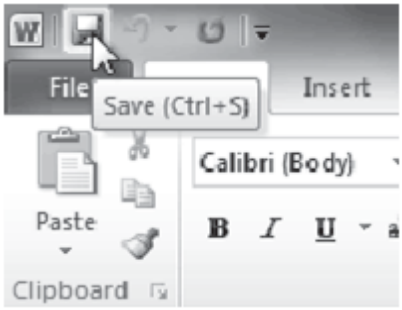


Figure.8.12: Saving a document using Save icon

Using *Save As* option:

If we like to retain the original document and also save the revised version or save it as some other name, then the ***Save As*** option should be selected from the *File tab*. Then enter a new filename in the ***File name box*** and click on the ***Save*** button.

When we save a document in *MS Word 2003* and earlier versions, then it takes the ***.doc*** as extension name. The document saved in MS Word 2007/2010 takes the extension name as ***.docx***

8.7 OPENING AN EXISTING DOCUMENT

We can open an existing MS Word document in a number of ways. One method is as follows:

- We click the **File** tab, and then click **Open**. The **Open dialog box** will appear as in Figure. 8.12. We can also press **CTRL+O** for opening the dialog box.
- In the left pane of the Open dialog box, we click the drive or folder that contains the document.
- In the right pane of the Open dialog box, open the folder that contains the document that we want.
- Click the document and then click **Open** button.

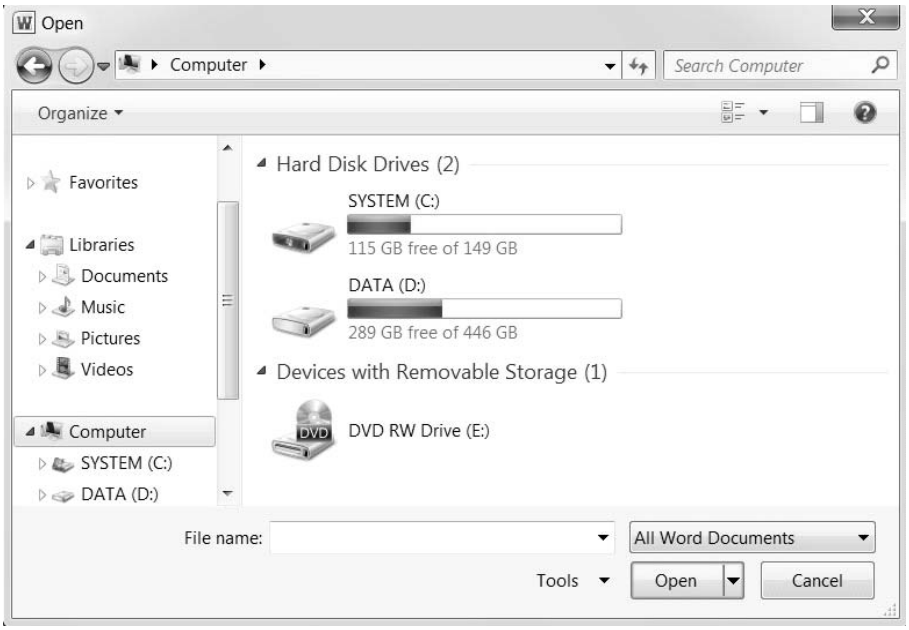


Figure.8.12: The Open dialog box

An alternative method for opening an existing document is that:

- We browse through out our machine for the particular document
- Then we select the file name of the document and press **Enter** or **double-click** it.



CHECK YOUR PROGRESS

Q 1: How do you select text in MS Word?

Q 2: Fill in the blanks:

(i) The name of the first document in MS-Word is .....

(ii) The extension name of MS Word 2003 and MS Word 2010 documents are ..... and ..... respectively.

(iii) The keyboard shortcut to save a file is .....

(iv) The keyboard shortcut for opening an existing document is .....

8.8 WORKING WITH TEXT

Microsoft Word allows us to create documents containing text, graphics, pictures, etc. Text forms the basic part of any Word document, which we insert simply by typing, and then choose the text properties. Selecting properties means formatting the text according to our preferences like size, color, type, and various other formatting options available in MS Word. Working with text in a MS Word document means inserting, manipulating and modifying text in a document according to our preferences. We change the various properties of text by selecting the text and manipulate the Font properties. The steps are as follows:

1. First we select the text that we want to format.
2. From the **Font** group as shown in Figure 8.13 under the **Home** tabs, we may select the options for **Face**, **Size**, **Bold**, **Italic**, **Underline**, **Strikethrough**, **Subscript**, **Superscript**, **Grow** and **Shrink** size, **Change case** etc.

Or,

We right-click the selected text and choose **Font** which opens the **Font** dialog box of Figure 8.14 below, and then we change the individual values.

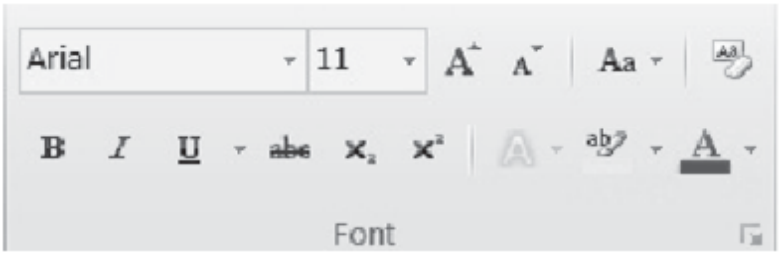


Figure. 8.13: The Font group

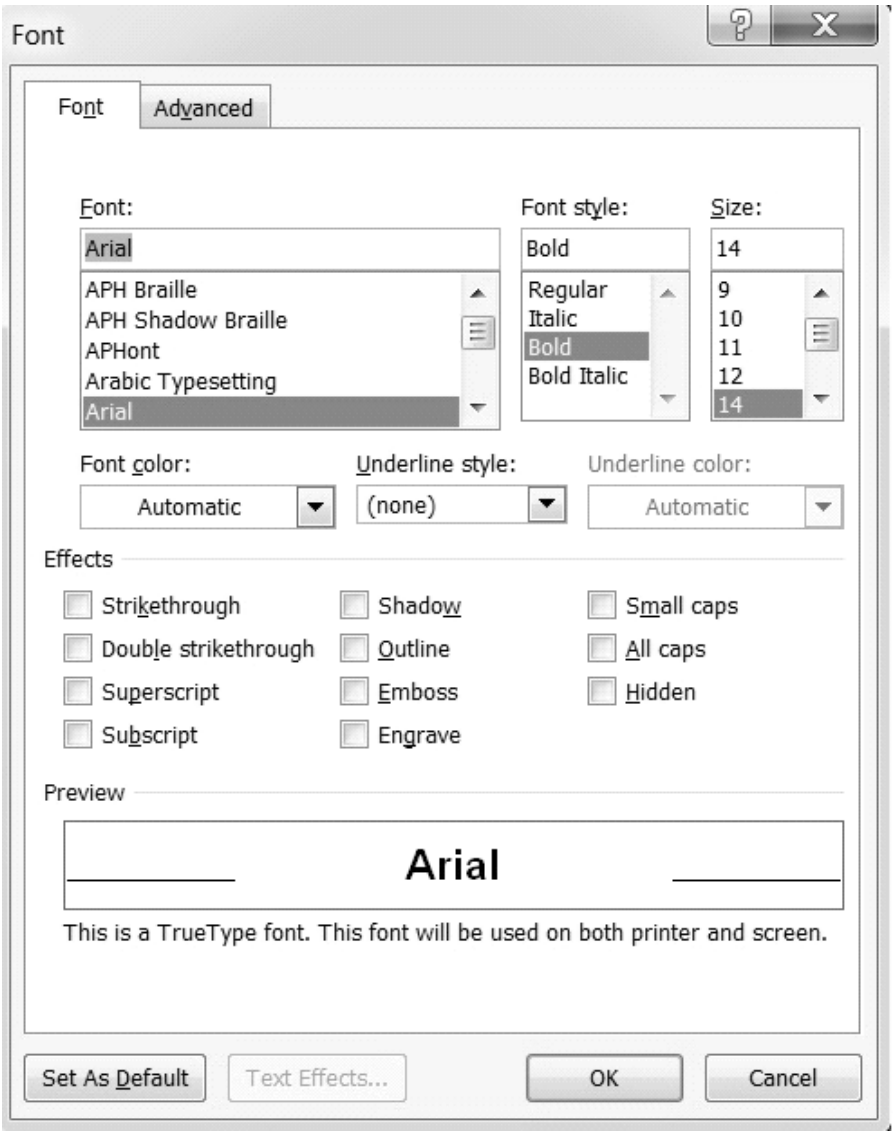


Figure.8.14: The Font dialog box

To capitalize, we have to hold down the ***Shift*** key while typing the letter. We do not need to press *Enter* key to start a new line; Word automatically wraps at the end of the line. To start a new parapraph, we have to press ***Enter*** key.

Erasing Text :

Using the Backspace Key *:* The ***Backspace*** key erases text before the *cursor* position.

Using the Delete Key : The ***Delete*** key erases text after the *cursor* position.

Highlighting Text :

Highlighting by Using Arrow Keys : For this, we have to :

1. place the *cursor* before or after the text we wish to *highlight* and *click* the left mouse button.
2. press the appropriate *arrow* key (*left arrow* to move to the left or *right arrow* to move to the right) until the text is *highlighted*. We can use the *up* or *down arrow key* to *highlight* one line at a time.

Highlighting by Using the Mouse : For this, we have to :

1. place the *cursor* before or after the text we wish to *highlight*.
2. hold down the left mouse button.

8.9 WORKING WITH PARAGRAPH

We can change the various properties of paragraph by selecting the paragraph and manipulating the paragraph properties. When we are formatting a paragraph, we do not need to highlight the entire paragraph. Placing the cursor anywhere in the paragraph enables us to format a paragraph. To highlight(select) more than one paragraph, we click at the beginning of the first paragraph and drag the mouse over the text. To apply changes to the entire document, we have to select all by hitting **Ctrl + A**.

To format a paragraph we can do the following steps:

1. Firstly we select the paragraph that we want to manipulate.
2. Then we expand the **Paragraph** section of the **Home** tab (Figure.8.15) from where we select the various paragraph formatting options.

Or,

We can right-click the selected paragraph and select **Paragraph** to open the **Paragraph dialog box** of Figure 8.16 below. In the Paragraph dialog box, we arrange the paragraph according to our need.

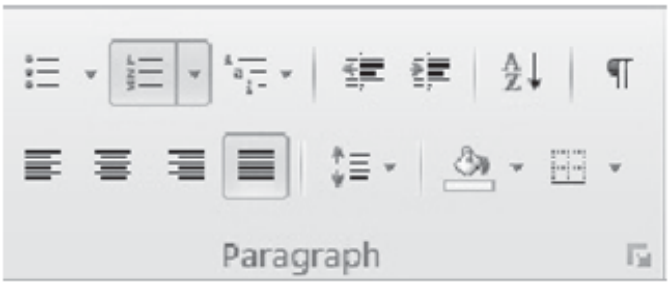


Figure. 8.15: The Paragraph group

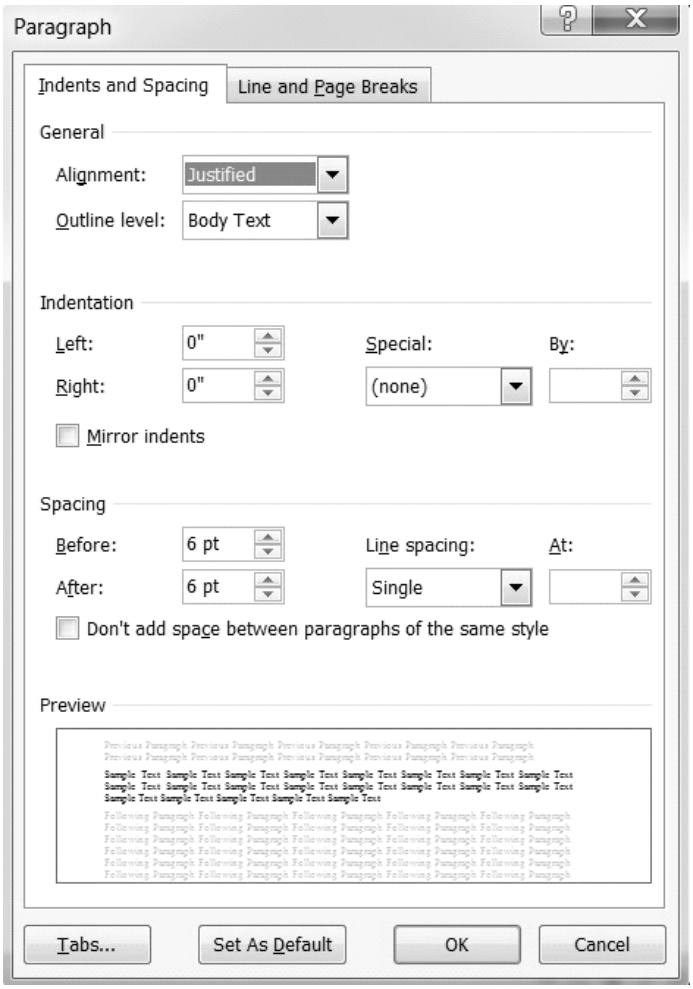


Figure. 8.16: The Paragraph dialogue box

Alignment of Text in Paragraph:

Alignment is a way of organizing the text. It refers to the position of the text relative to margins. The *Alignment* option allows us to choose how we want our paragraph to look (i.e., justified, right, center, or left). The default alignment in MS Word is *left alignment*. The following screenshot (Figure.8.17) shows all the alignement options.



Figure.8.17: Left, Right, Centre and Justified allignment of paragraphs

Line Spacing:

Spacing is used to design our document and make it more readable. The Line Spacing option allows us to set the desired amount of space between lines within a paragraph.The default setting of spacing is single.

Indenting Text:

Indents are added to margins thereby increasing the white space and decreasing the text area for specific paragraphs. The ***Indentation*** option allows us to push the line in our paragraph either left or right.

8.10 CUT, COPY AND PASTE

We can use the **Cut**, **Copy** and **Paste** features of Word to change the order of sections within our document, to move sections from other documents into new documents and to save our time of retyping repetitive sections in a document.

- **Cut** will actually remove the selection from the original location and allow it to be placed somewhere else.
- **Copy** allows us to leave the original selection where it is and insert a copy elsewhere.
- **Paste** is used to insert whatever has been cut or copied.

When we cut a text, it is stored on the Clipboard. When we copy text, it is also stored on the Clipboard. Information stored on the Clipboard stays there until new information is either cut or copied. Each time we execute Cut or Copy, we replace the old information on the Clipboard with whatever we just cut or copied.

Performing the Cut, Copy and Paste operations on any document-element like text, paragraph, image etc. involves the following steps:

1. First we have to select the source object that we want to **Cut** or **Copy**.
2. To **Copy** we press **CTRL+C** and to **Cut** we press **CTRL+X**. We go to the destination and press **CTRL+V** to **paste** the element.

Or,

From the **Clipboard** group as in Figure.8.18 under the **Home** tabs we select the options we want.

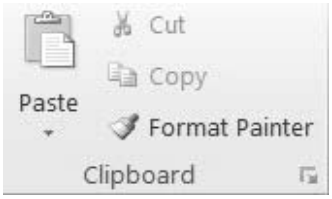


Figure.8.18: The Clipboard group

8.11 BULLETED AND NUMBERED LISTS

Bullets and numbers highlight the portion of a text we want to highlight. We can use bullets and numbers to highlight the important contents of our document and to make it easy to read.

Steps to insert Bulleted or Numbered List :

- We click on the area where we would like our list to appear or highlight the text we would like to be in a list.
- Then we go to the **Home** tab, in the **Paragraph** group and click **Bullets** or **Numbering** (Figure.8.19)

- A bullet(s) or number(s) will be inserted.



Figure.8.19: Bullets and Numbering

Steps for selecting Bullets or Numbering style :

- We select the items that we want to add bullets or numbering to.
- On the **Home** tab, in the **Paragraph** group, we click the arrow next to the **Bullets** or **Numbering** command (Figure.8.20)
- We select the bullet or number format we would like to insert.

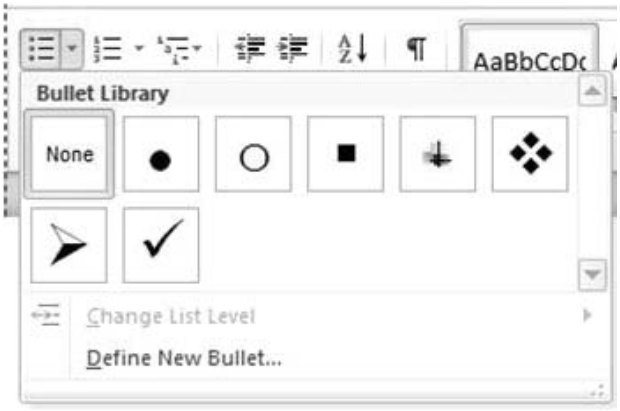


Figure.8.20: Bullet style

8.12 HEADERS, FOOTERS AND PAGE NUMBERS

Headers and Footers can be used to give a uniform look to the pages of our document. The steps for adding header, footer and page number are given below.

Adding Header and Footer :

- On the **Insert** tab, in the **Header & Footer** group, we click **Header** or **Footer.**
- Then we click the header or footer that we want to add to our document and header or footer area will open.
- We type text in the header or footer area.
- To return to the body of our document, we click **Close Header and**

Footer on the **Design** tab (under **Header & Footer Tools**).



Figure.8.21: Header and Footer

Adding Page Numbers :

We can add page number on each page of our document with the following steps:

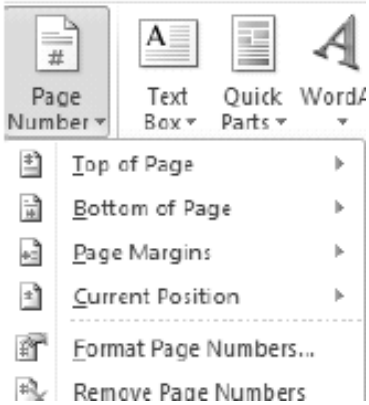


Figure.8.22: Page number format

- On the **Insert** tab, in the **Header & Footer** group, we click **Page Number.**
- Then we click the page number location that we want.
- In the gallery, we scroll through the options, and then click the page number format that we want.
- To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).

Removing page numbers, headers, and footers :

- We click on the Header, Footer or Page Number Command.
- A drop down menu will appear.
- Then we click **Remove** at the bottom of the menu.



ACTIVITY 1.1

Q. Open MS Word and type the following paragraph:

Execution of programs is the main function of the computer. The program to be executed is a set of instructions that is stored in the computer's memory. All the major calculations and comparisions are carried out inside the CPU. The CPU is responsible for activating and controlling the operations of various units (input & output) of the computer system.

Now, perform the following:

a. Format the paragraph Font Size=18, Font =**Times New Roman**, Color=**Green** and justified alignment and apply proper header and footer.

b. Make a duplicate copy of the same paragraph and paste it after the first paragraph.

c. Convert the two paragraphs into two columns with alignment justified and two lines in between.

d. Make the word CPU ***Bold*** and ***underlined***.

e. Give a suitable heading above the paragraph which should be centre aligned. Change the size of the font to 24.

8.13 PAGE SETUP

The ***Page Setup*** option of a MS Word document allows us to change some document related features like *Margin, Orientation, paper size,* and other properties. *Margins* are the page margins in a document that define the amount of blank space that needs to be left from the top, bottom, left and right of a page. *Orientation* defines the document's layout, and *Paper size* is the size of the paper to be used. The *Column* option defines as to how many columns the current document-pages will be divided into.

To arrange our document in a specific format, we have to specify the features like margin, orientation, size of the paper, orientation etc. in the **Page Setup dialog box**. The **Page Setup dialog box** of Figure 8.24 can

be obtained by clicking on the **Arrow** in the **Page Setup group** of Figure 8.23 under the **Page Layout** tabs.

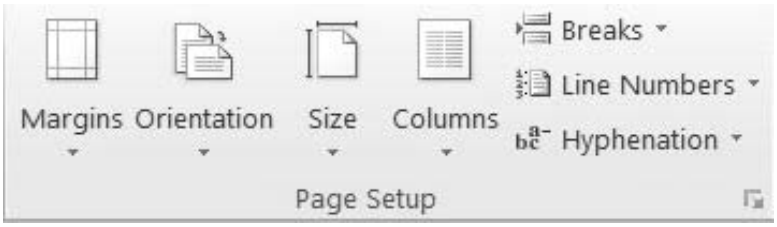


Figure.8.23: Page Setup group

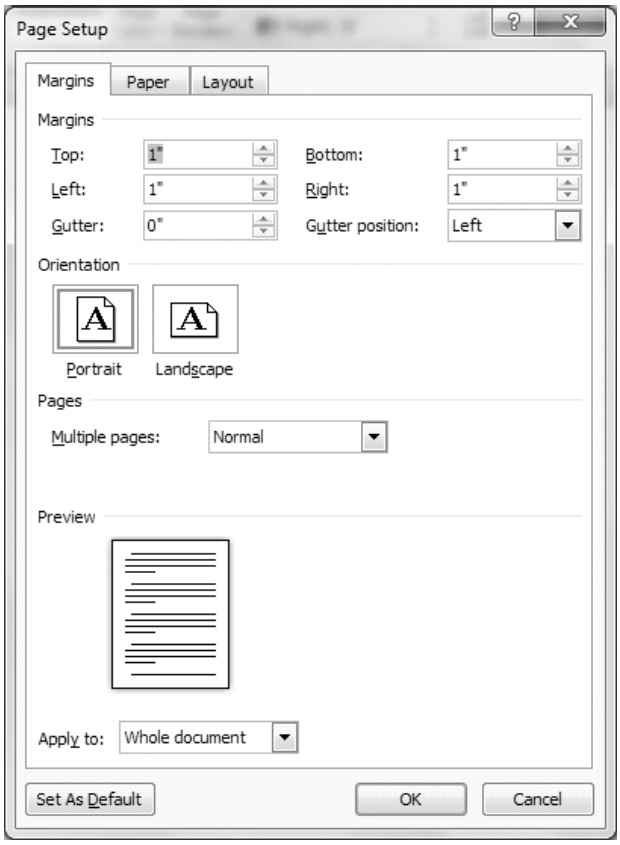


Figure.8.24: Page Setup dialog box

8.14 INSERTING PICTURES

We sometimes need to add pictures to our MS Word document to add more descriptive details to the textual representation. Hence, we need to know how to insert a picture in any MS Word document. Following are the steps to insert a picture into a document:

- Under the **Insert** tab, in the **Illustrations** group as in Figure 8.25 we

click the **Picture** icon.

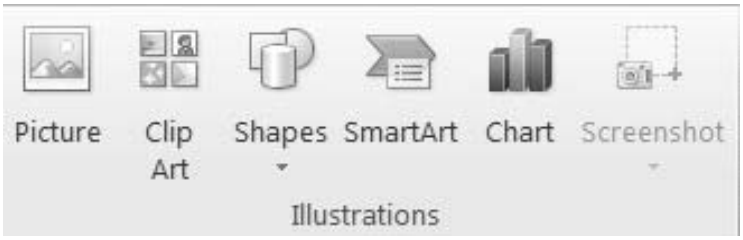


Figure.8.25: The illustrations group

- This opens the **Insert Picture** dialogue box of Figure 8.26 below.
- We browse through to the picture we want to insert, then select it and

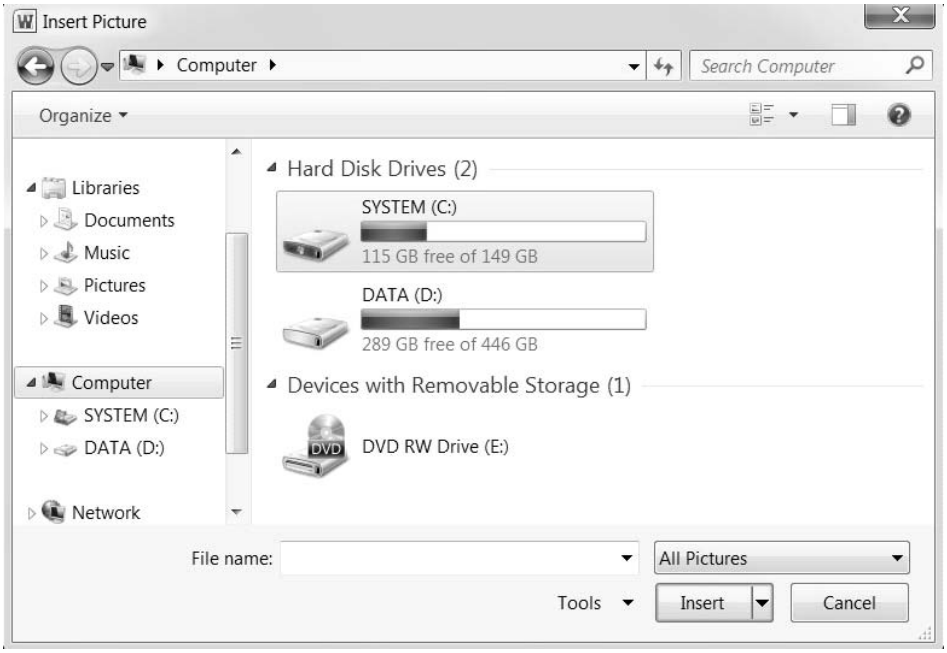


Figure.8.26: The Insert Picture dialog box

Microsoft Word comes with a **Clip Art Gallery** (Figure.8.25) that contains a large variety of images including pictures, borders, and backgrounds. We can also add a picture from the Clip Art Gallery.

To insert Clip Art :

- We go to **Insert** Tab and then select **Clip Art**.
- A new toolbar will appear on the left, where we can search or browse by clicking "**Go**".
- Then we select the desired picture in the *Clip Art Gallery*. The picture will be inserted at the location of the cursor of our document.

If we need to modify our Clip Art, we click on it once to select it. Small boxes will appear around the corners. Once the Clip Art is selected, we can resize our picture by clicking and dragging on the boxes.

To delete Clip Art :

- we select the picture by clicking on it until the black boxes appear
- click **Delete**.

To insert Shapes:

We can add shape to our document or combine multiple shapes to make a drawing. For this we can do the following:

- On the **Insert** tab, in the **Illustrations** group, we click **Shapes** (Figure.8.25) .
- A drop down menu will appear (Figure.8.27), we click the shape that we want.
- Then we click anywhere in the document, and then drag to place the shape.

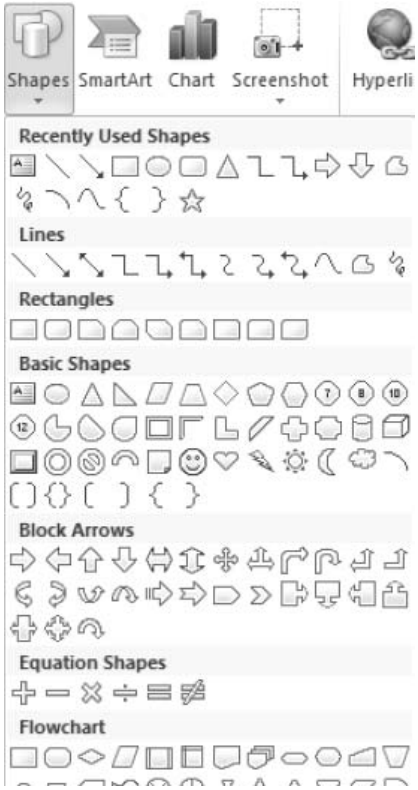


Figure.8.27: Drop-down menu for Shapes

Flowcharts are used to create diagrams in MS Word. Word 2010 has a new feature called ***Smart Art*** that allows you to insert all types of

Flowcharts.

To insert Smart Art,

- We go to **Insert** Tab
- Then we click **Smart Art** in the **Illustrations** group A dialogue box will open with basic choices.
- In the **Choose a Smart Art Graphic** dialog box (Figure.8.28), we click the type and layout that we want.

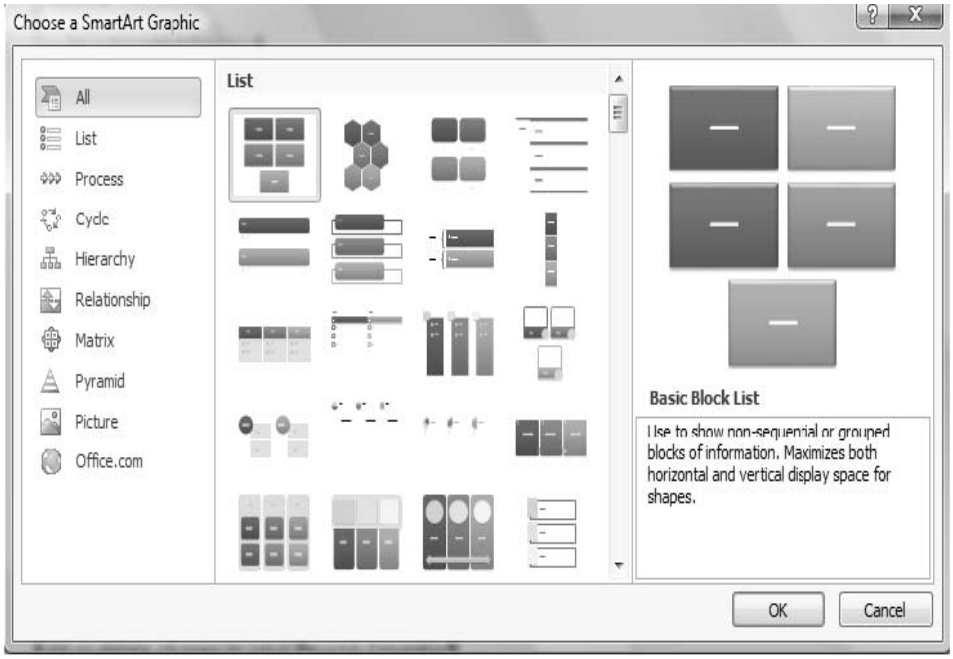


Figure.8.28: Choose a SmartArt Graphic dialog box



ACTIVITY 1.2

Q. Create a header and footer in a word document. The text "IT Skill" should be included in the header part and the page number should be included in the footer part. The page number should be right aligned.

Change the margin of the document as: Top 1.5", Bottom 1", Left 1.25" and Right 2.25".

8.15 CREATING TABLES

Tables in MS Word allow us to organize data in a tabular manner arranged in rows and columns. When there is numerical or statistical data

in our document, organizing them into rows and columns allows us to view, compare and define their inter-relationship more clearly.

To create a table:

1. We select **Tables** from the **Tables group** under the **Insert** tabs as shown in Figure 8.29 below.
2. This expands the **Insert Table** drop-down menu giving us a number of options.
   - We may hover the mouse over the small squares representing the cells of a table. As we hover, the table is displayed in the background and gets created once we click.

     Or,
   - Clicking the **Insert Table** option, the dialog box of Figure 8.30 will appear, which allows us to select the table properties.

     Or,
   - The **Draw Table** option allows us to draw a table using the mouse.

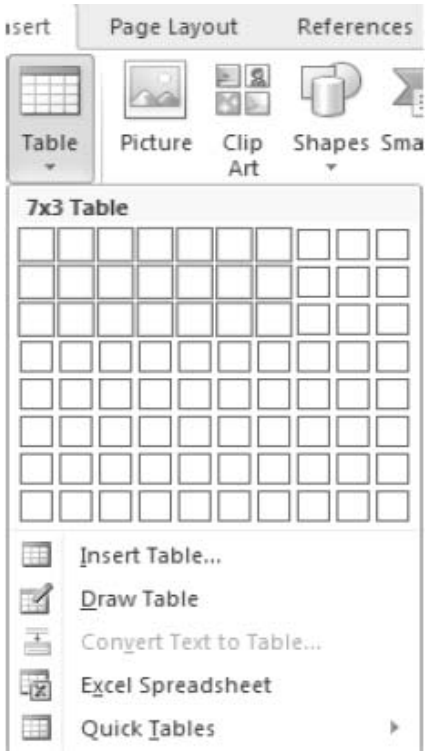


Figure 8.29: The Insert Table drop-down menu

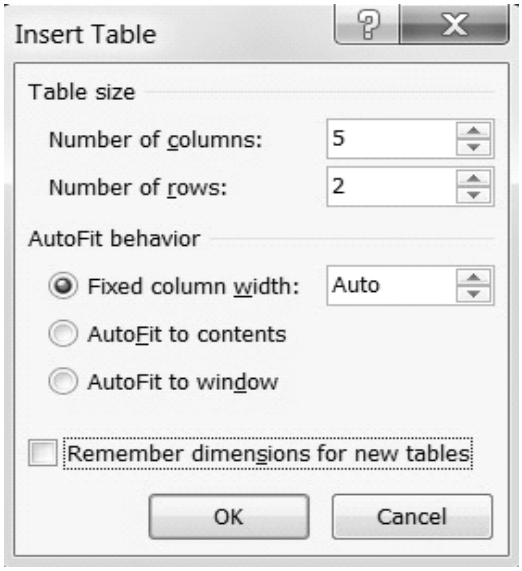


Figure 8.30: The Insert Table dialog box

8.15.1 Adding Rows and Columns

Adding rows in a table :

We click in a cell that is located just below or above where we want to add a row. Under **Table Tools**, on the **Layout** tab(Figure.8.31), we can do one of the following:

- To add a row just above the cell that we clicked in, in the **Rows and Columns** group, we click **Insert Above**.
- To add a row just below the cell that we clicked in, in the **Rows and Columns** group, we click **Insert Below.**

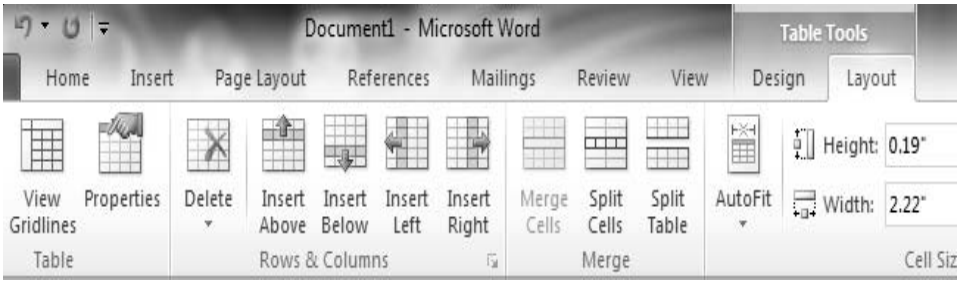


Figure.8.31: Table Tools and Layout tab

Adding columns in a table :

We click in a cell that is located just to the right or left of where we want to add a column. Under **Table Tools**, on the **Layout** tab, (Figure.8.31) we do one of the following:

- To add a column just to the left of the cell that we clicked in, in the **Rows and Columns** group, we click **Insert Left**
- To add a column just to the right of the cell that we clicked in, in the **Rows and Columns group**, we click **Insert Right**.

8.15.2 Merging and Splitting of Cells

Merging of cells :

MS Word gives us the facility to combine two or more cells in the same row or column into a single cell. For example, we can merge two cells horizontally to create a table heading that spans several columns. For this.

- we click in one of the cells we want to merge.
- under **Table Tools** on the **Layout tab** (Figure.8.31), in the **Merge** group, we select the option we want. We can choose to merge the cell we have clicked with the cell above it, below it, or to the left or right of it.

Splitting of cell :

In MS Word we can divide a cell horizontally or vertically by selecting Split Cells option. For this:

- We have to click in the cell that we want to split.
- Then we click **Split Cells** under the **Merge** group (Figure.8.31).
- We specify number of columns and rows in the **Split Cells dialog box** and click **OK** button.

8.16 EXITING MS WORD

Before we exit from Word, it is a good idea to save our document once again for the final time. We can exit from MS Word simply by clicking the **Close** button or pressing **Alt+F4** or by selecting the **Exit** option from the **File** tab(Figure.8.6).



ACTIVITY 8.3

Q. Create the following table and perform the following:

Roll no	Name	Theory	Practical	Total
1	Neha	85	45	130
2	Rahul	72	37	109
3	Rajib	91	42	133
4	Kaberi	55	35	90

(a) Insert a row above all the rows in the table.

(b) Merge all the cells in the newly inserted row and give a suitable table heading.

(c) Insert 3 more rows and enter data for students.

(d) Delete the last row from the table.

(e) Insert a column for "Grade" after the column "Total".

CHECK YOUR PROGRESS



Q. 3: Fill in the blanks :

(i) To delete a letter just before the cursor position in a single step, we have to press ..... key.

(ii) To delete a letter above the cursor position, just press ..... key.

(iii) Orientation allows a document's layout to be ..... or .....

(iv) We can insert a picture in MS Word by going to the ..... group.

(v) The default keyboard shortcut for exiting MS Word is .....

8.17 LET US SUM UP

- ***Microsoft Word*** (or *MS Word*, or simply *Word*) is a popular ***Word processing application*** software.