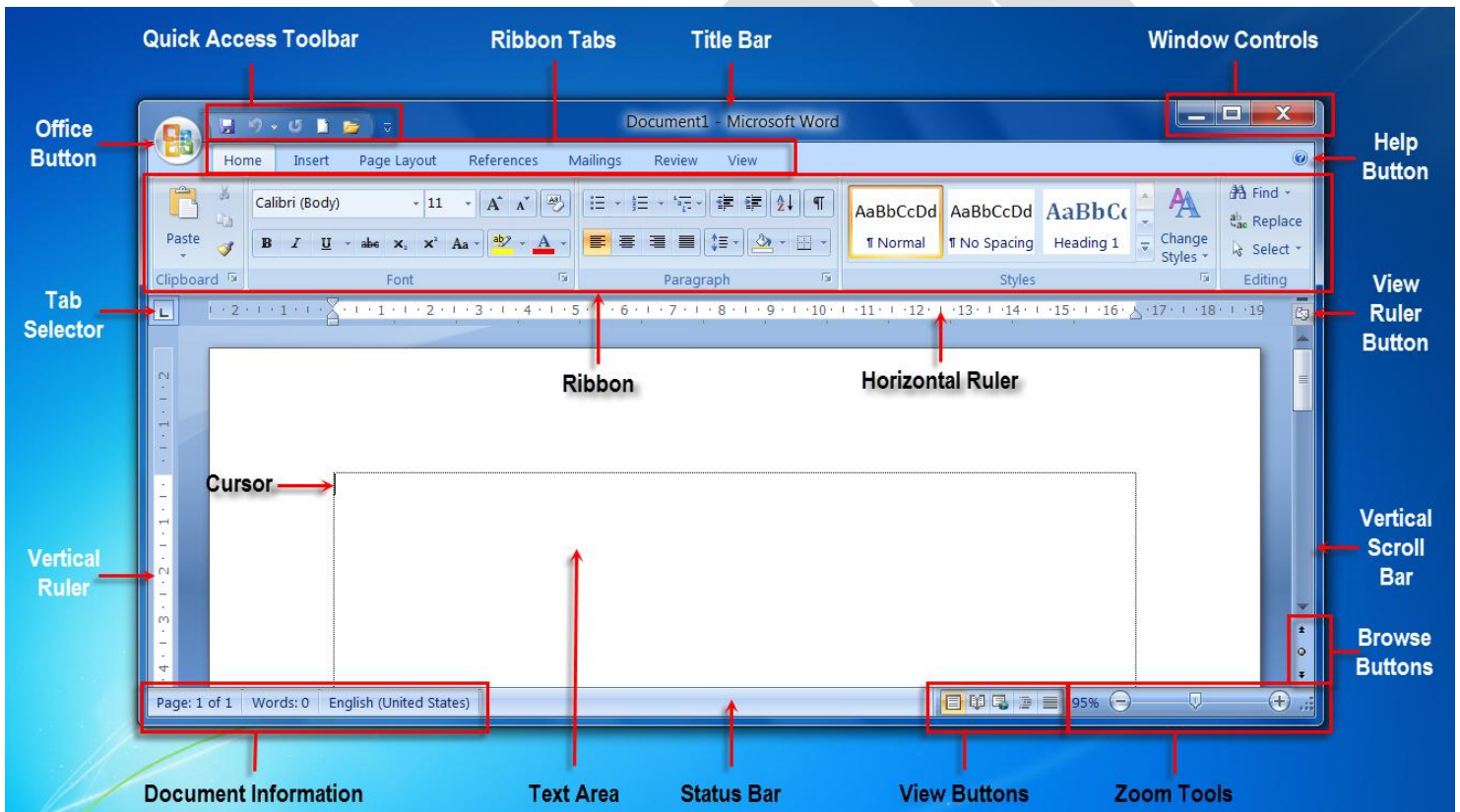# Microsoft Word-2007

How to Start Microsoft Word >> Start ⟶ Programs ⟶ Microsoft Office

⟶ Microsoft Word

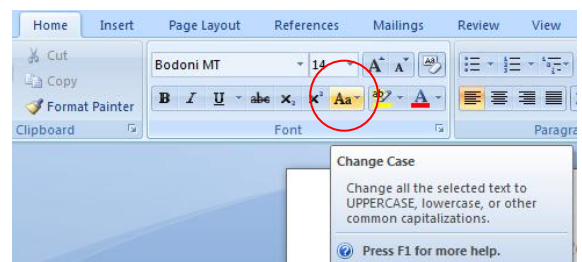**OR**

Start ⟶ Run ⟶ Type <u>winword</u> ⟶ Then click on the <u>OK</u> button.

Change the Letter Case >>

1) Select the all word.
2) Then go to the <u>Home</u> menu on the <u>menu bar</u>.
3) Then click on the <u>Change Case</u> button.
4) Choose the any type of case.
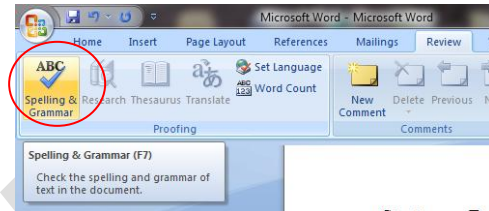
Spelling and Grammar Check>>

1) Go to the <u>Review</u> menu on the <u>Menu bar</u>.
2) Then click the Spelling and Grammar option.
3) Click the change or Ignore button.
4) Click the <u>OK</u> button.

         OR

1) Press F7 key.
2) Click the change or Ignore button.
3) Click the <u>OK</u> button.

Make the Table ➔

1) Go the <u>Insert</u> menu on the <u>menu bar</u>.
2) Click the <u>Table</u> option.
3) Then click the <u>Insert table</u> option.
   (you can see the Insert table dialog box)
4) Then type the Rows and Columns Number.
5) At last click the <u>ok</u> button.

Columns: 5

Rows: 2

OK   Cancel
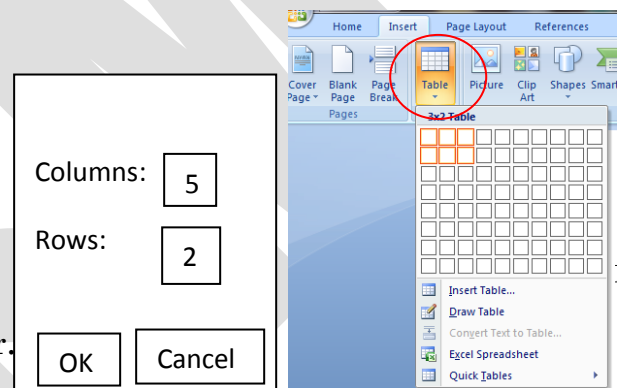
ClipArt ➔

1) Click the <u>Insert</u> menu on the <u>Menu bar</u>.
2) Then click on the <u>ClipArt</u>.
3) ClipArt window open in the right side of the main window.
4) Place the cursor.
5) Then you just click on the picture that you want to insert.
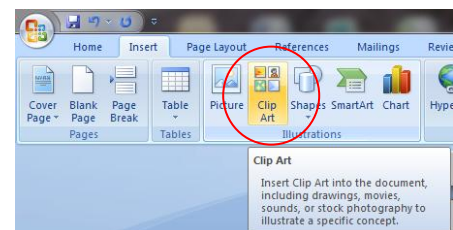
WordArt➔

1) Click the <u>Insert</u> menu on the <u>Menu bar</u>.
2) Then click on the <u>WordArt</u>.
3) Show the WordArt Gallery.
4) Then you select the WordArt effect.
5) Type any word and click on the <u>OK</u> button.
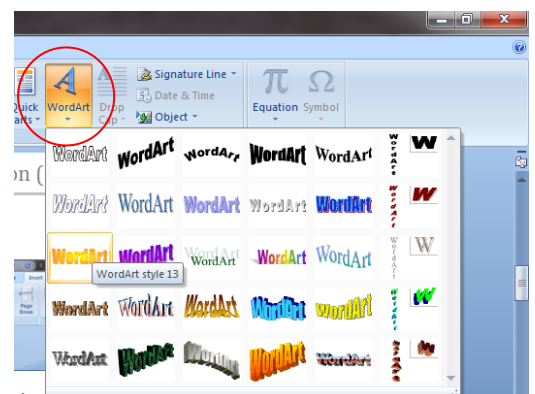
Header and Footer➔ It is date, time and page no inserter.

Header

1) Go to the <u>Insert</u> menu on the <u>menu bar</u>.
2) Click on the <u>Header</u> option.
3) Then you choose the <u>Header style</u>.
4) Then you insert Auto text or Date, Time and Page No.
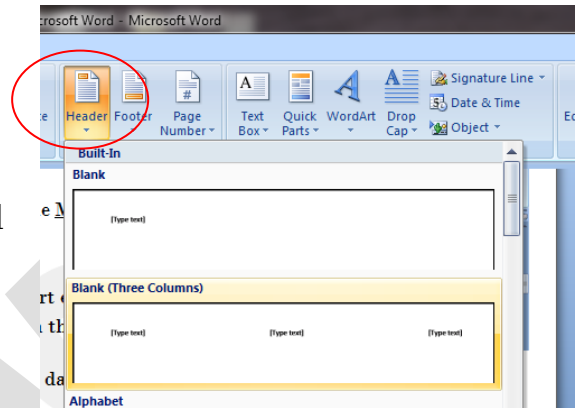
Footer

1) Go to the <u>Insert</u> menu on the <u>menu bar</u>.
2) Click on the <u>Footer</u> option.
3) Then you choose the <u>Footer style</u>.
4) Then you insert Auto text or Date, Time and **Page No.**

Change the Character or Font ➔

1) At first select the text.
2) Then click the **Home** menu on the menu bar.
3) Click the **font** option and choose the font style.
4) At last click the **OK** button.
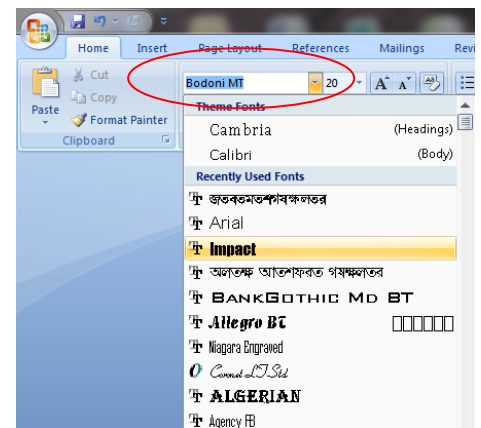
Justification of text ➔

1) Select the all text.
2) Then click the **Home** menu on the <u>menu bar</u>.
3) Then click the **Justify** button.

Formatting the Column ➔

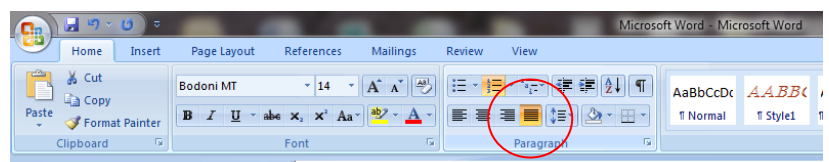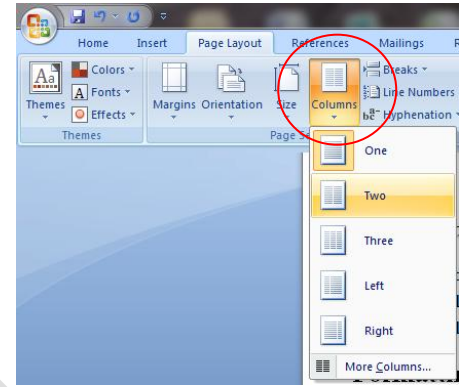1) At first click the **Page Layout** menu on the menu bar.
2) Then go to the **Columns** option and select the Present or <u>More Colum…</u> any option.

Page Setup ➔

1) At first click the **Page Layout** menu on the menu bar.
2) Then go to the **Size** option and click the **A4 210 X 297 mm** option.
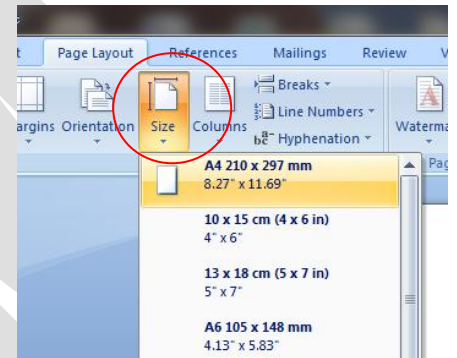
Page Orientation or Portroit & Landscape ➔

1) At first click the **Page Layout** menu on the menu bar.
2) Then go to the **Orientation** option and click the **Narrow** option.
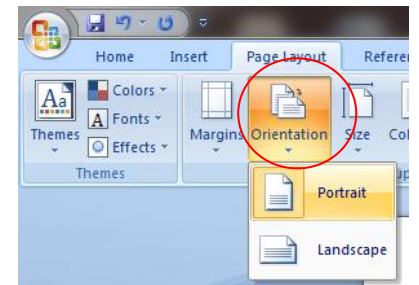
Page Margins ➔

1) At first click the **Page Layout** menu on the menu bar.
2) Then go to the **Margins** option and click the **Portroit & Landscape** option.
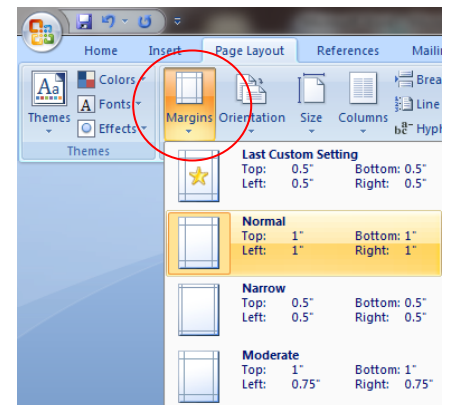
Find and Replace ➔

Find

1) At first click the <u>Home</u> menu on the <u>menu bar</u>.
2) Then click the <u>Find</u> option.
3) Show the <u>Find</u> option.
4) Type the <u>Find Word</u> and click the <u>Find Next</u> button.
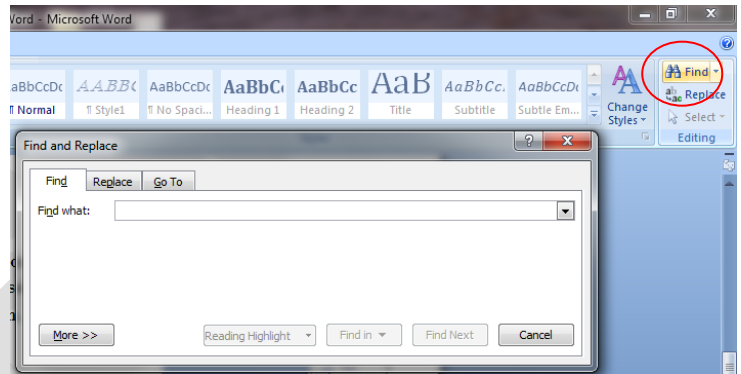
Replace

1) At first click the <u>Home</u> menu on the <u>menu bar</u>.
2) Then click the <u>Replace</u> option.
3) Show the <u>Replace</u> option.
4) Type the <u>Find Word</u> and type the <u>Replace word</u>.
5) Click the <u>Find Next</u> button and then click <u>Replace</u> button.

Or

Click the <u>Replace All</u> button.

Bullets and Numbering ➔

1) Select the text.
2) Go to the **Home** menu on the menu bar.
3) Then click the **Bullets and Numbering** option .
4) Choose the any **Bullet and Numbering**.

THESAURUS (Meaning Word) ➔

1) At first click the **<u>Review</u>** menu on the <u>menu bar</u>.
2) Then click on the **THESAURUS** option.
3) Show the **THESAURUS:** English (U.S) dialog box.
4) Type your meaning word and Enter. (Then you can see the meaning word.)
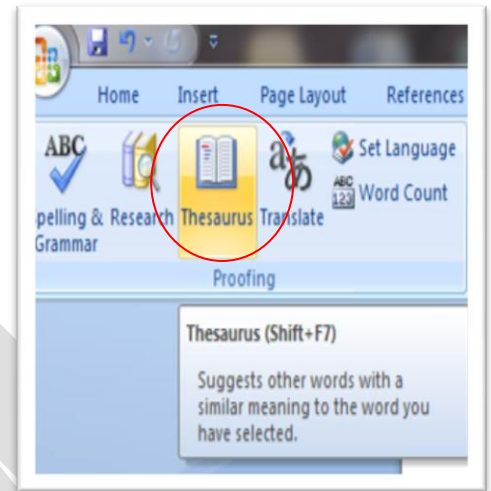
<u>OR</u>

1) Press the **<u>Shift+F7</u>** key on the keyboard.
2) Show the **THESAURUS:** English (U.S) dialog box.
3) Type your meaning word and Enter. (Then you can see the meaning word.)

Border and Shading ➔
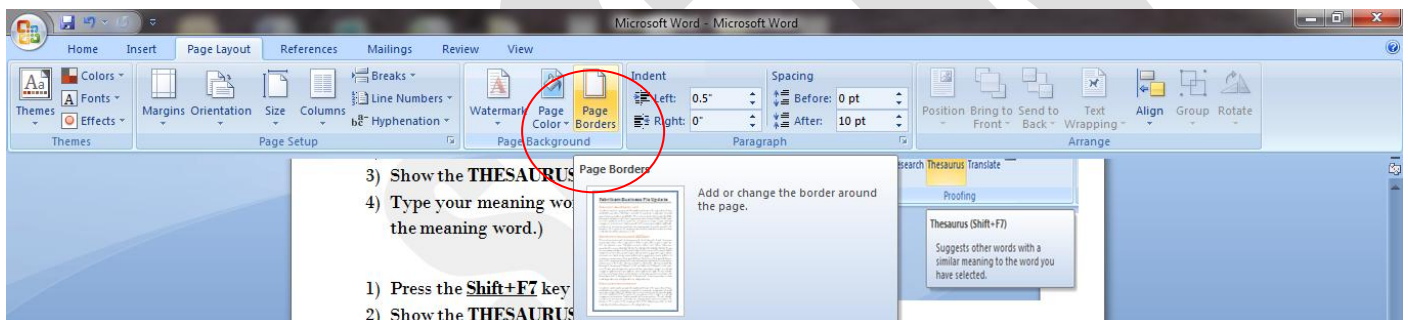
1) At first click on the **<u>Page Layout</u>** menu on the <u>menu bar</u>.
2) Then go to the **<u>Page Borders</u>** option.
3) Then click the **<u>Page Border</u>** option.
4) Choose the border style.
5) At last click the **<u>ok</u>** button.

Drop Cap ➔

1) At first select the all text.
2) Go to the **<u>Insert</u>** menu on the <u>menu bar</u>.
3) Click on the **<u>Drop Cap</u>** option.
4) Then select the **<u>Drop Cap</u>** and click the <u>ok</u> button.
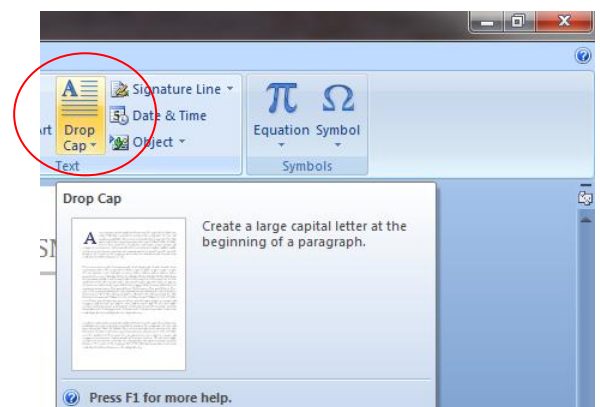
Symbol ➔

1) Place the cursor where you want to insert the symbol.
2) Go to the **Insert** menu on the menu bar.
3) Click on the **Symbol** option and then click the **More Symbol** option.
4) Then double click on the **Symbol or Character** that you want to insert.
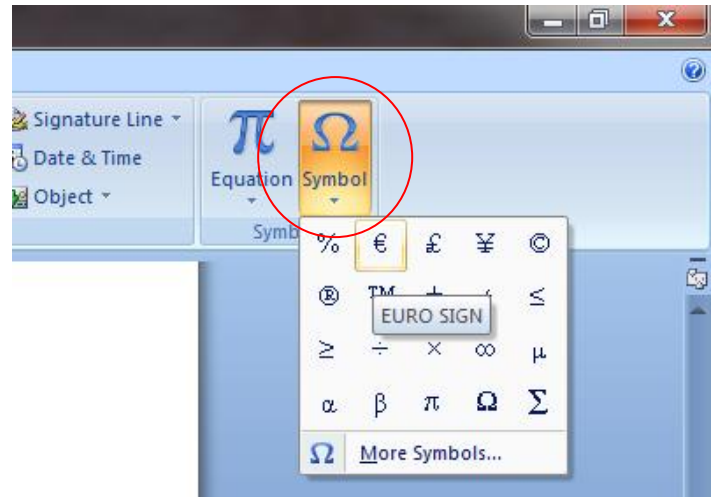
Hyperlink (Ctrl+K) ➔

1) At first type your link option.
2) Then select the link option.
3) Click the **Insert** menu on the menu bar.
4) Then go to the **Hyperlink** option.
5) Select the location of **File or Folder**.
6) At last click the **OK** button.

OR

1) At first type your link option.
2) Then select the link option.
3) Then press **Ctrl+K** Key on the Keyboard.
4) Select the location of **File or Folder.**
5) At last click the **OK** button.
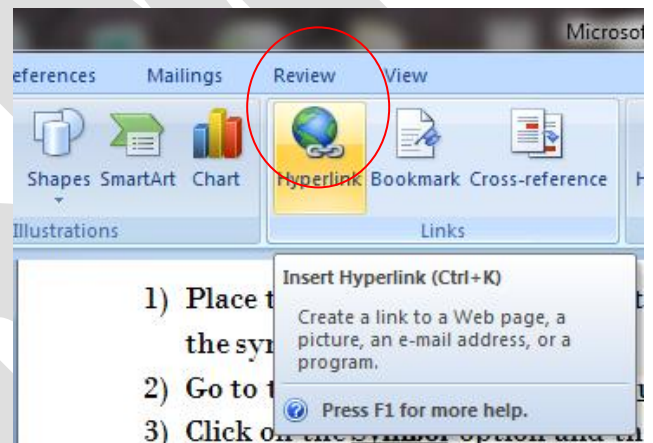
Diagram or Smart Art ➔

1) At first click the **Insert** menu on the Menu bar.
2) Then go to the **Diagram or Smart Art** option.
3) Select the **Diagram or Smart Art** type.
4) Then click the **OK** button.
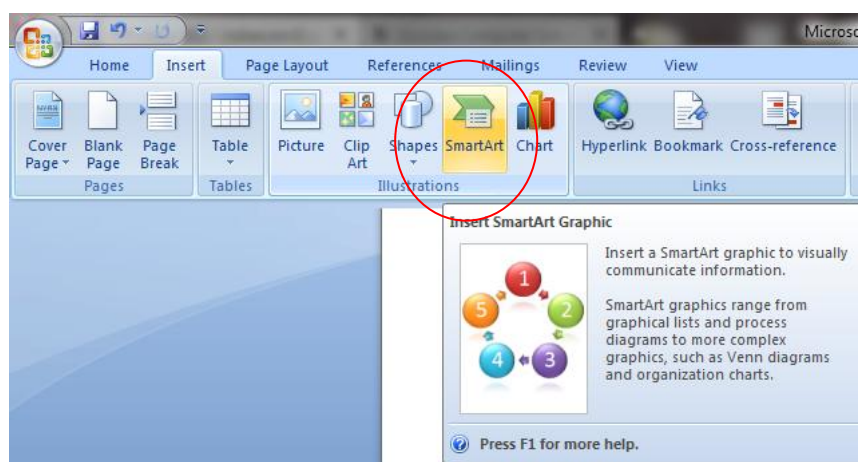
How to Word or Characters Count ➔

1) At first select the all text.
2) Then click the **Review** menu on the **menu bar.**
3) Then go to the **Word Count** option.
4) Then you can see the **Word Count** status.
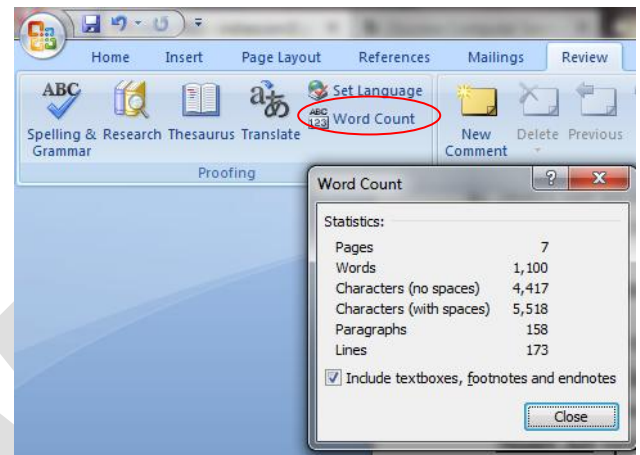
Auto Text ➔
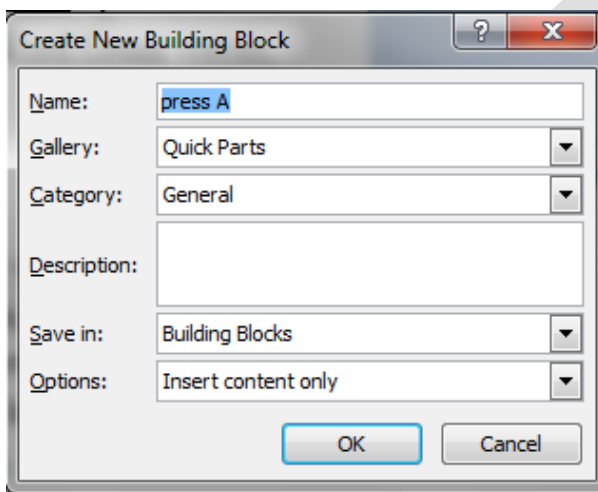
1) At first select the text.
2) Then press **Alt+F3** key on the keyboard.
3) Then open a dialog box.
4) Type the A**uto Text** sort name in the name box.
5) Then go to the gallery box and choose the auto text option.
6) At last click **ok** button.

[N.B.:- To show the auto text type the Auto Text short name and press the F3 key on the keyboard.]

Sum Formula ⟹

1) At first insert a table.
2) Then type the number into the table.
3) Then position the cursor.
4) Then go to the layout menu and click the **Layout** Or **Formula option.**
5) Then type the **=SUM (ABOVE).**
6) At last click the **OK** button.

	25
	25
Total	50
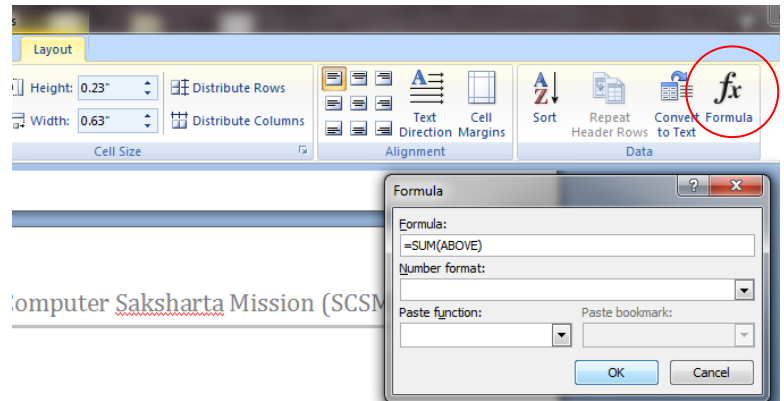
Watermark ⟹
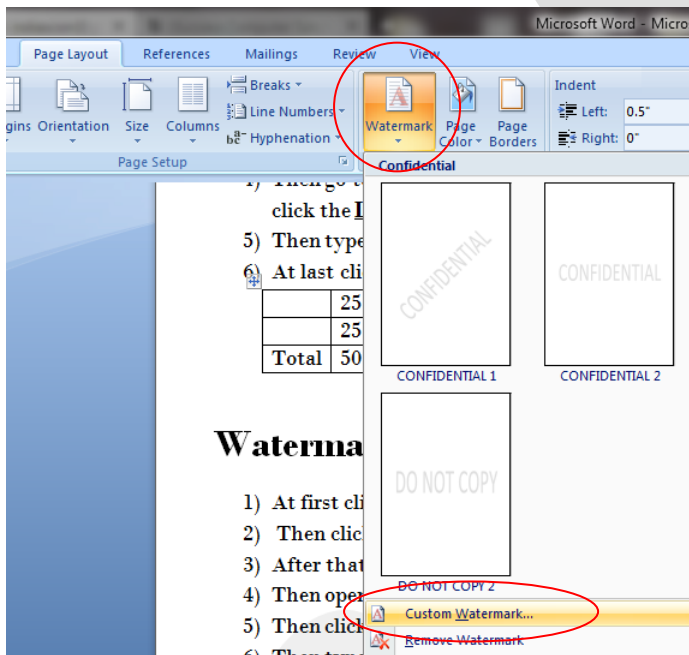
1) At first click the **Page layout** menu on the menu bar.
2) Then click the **Watermark** option.
3) After that click the **Custom watermark** option.
4) Then open a dialog box.
5) Then click the **Text watermark** radio button.
6) Then type text in the **Text** box.
7) At last click the **Ok** button.

Them ,text effect

LIVE PROJECT :

Bio-Data

Name	:	**SHIMA SARKAR**
Father's Name	:	SAMAR SARKAR
Father's Occupation	:	Business
Address	:	Vill- Dangram
		P.O- Dangram
		P.S- Harirampur
		Dist- Dakshin Dinajpur
		Pin- 733125 [W.B]
Mobile No	:	1234567890
Date of Birth	:	03/01/1996
Sex	:	Female
Nationality	:	Indian
Language Known	:	Bengali, Hindi, English

Qualification :

Academic Qualification   :

Level Passed	Board/University	Year of Passing	% of Marks	Main Subject
Madhyamik	WBSCE	2007	33.57	FL-Ben, SL- Eng, Math, Psc, LSc, Geo, Hist,Add- P.Edu
H.S.	WBSCVE&T	2014	60.50	FL-Ben, SL- Eng, AHP, AIEM, PSCL, OFFM, ADD- BS

Profassional Qualification :   :   Computer Education

Course Name	Institute	% of Marks
Diploma in Primary Computer Teacher Training (DPCTT)	RGCSM Harirampur	78 %

Date :
Place :   ....
                                                                 Full Signature of Candidate

Pashchim Banga Society for Skill Development (PBSSD)
<u>Govt. of West Bengal</u>

Profile of the Applicant:

<u>To Be Filled Up by the Applicant</u>

1	Description	
2	Address of The Organization	
3	Year of Incorporation	
4	Contact Person name :	
	Landline:	
	Mobile:	
	FAX No.	
5	E-Mail Address	
6	Bank Account Details of Organization	
	a) Name of the Bank:	
	b) Branch Name:	
	c) Branch Address:	
	d) Account No with IFSC Code :	
	e) PAN Card No.	
	f) Trade License	
	g) Service Tax Registration No: (If available)	
	h) VAT Registration No: (If available)	
10	Choice of Course Plan conducted by the applicant: (Please Tick)	i) Software ◯ ii) Hardware ◯ iii) Accounting Courses ◯ iv) Management & Hospitality ◯ v) Others ◯

11	List of Documents to be enclosed (Xerox Copy)	Enclosed
i)	Registered documents of the partnership deed /proprietorship firm	Yes / No
ii)	PAN Card	Yes / No
iii)	Trade License	
iv)	Exclusivity Certificate with EdCIL.	Yes / No

_____
(Signature of Applicant)
Seal:

News Paper Page Making :

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

BILL

Mobile No.- 9933176601

SERAJUL SARKAR

Vill.- Itahart, P.O.- Itahar, Uttar Dinajpur

(All Kinds of Books, Stationary materials are available here)

Sl. No.	Particulars	Quantity	Rate	Amount
	Total=			

Proprietor

(SERAJUL SARKAR)

Certificate in Office Package & Typing (COPT)

Duration: 6 Month

Course Code: SC009   **Eligibility: VIII Pass**

Subject :	Full Mark	Mark Obtain
• **Computer Fundamental**	100	56
• **Operation System**	100	49
• **Ms-Office (Word, Excel, PowerPoint, Access)**	100	73
• **Internet Concept**	100	58
• **Typing & Fingering Set (English, Bengali)**	100	61
• **Typing Speed (W.P/M: 36)**	100	43
Total	600	340
Percentage		56.66 %

Admission Fee:
500/-

Tuition Fee :
200/- (Per Month)

Our Address: *Mobile No: 8906308066*

Harirampur SCSM (Front of Petrol Pump)

JOYHAT GRAM PANCHAYAT
P.O.- BAIDARA, ITAHAR,
ITAHAR DEV, BLOCK, UTTAR DINAJPUR

Memo No.____ /JGP/2013   Date : _____

PAYMENT ADVICE

To
The Bank Manager
Bangiya Gramin Vikash Bank
Baidara Branch
P.O.Baidara,P.S.Itahar, Uttar Dinajpur

Sir,
You are hereby requested to credit the amount of wages as mentioned in the following Wage-List against each worker to their respective accounts by debiting an amount of Rs.:- 14342.00 (Rupees Fourteen Thousand Three Hundred Forty Two) for which a Cheque of Rs. 14342.00 Chaque No:-   Dated-

Encloser :

(i) Wage-List from page no

(ii) A Cheque of Rs. – 14342.00

Countersigned:-

With regards.

Exe. Asstt.
Seal of Head of
Programme Implementing Agency

Agency Registration Details

Agency Name :	Joyhat Gram Pnchayat
Act / Registration No.	Not Required for PO, PS & GP
Date of registration (DD/MM/YYYY)	Not Required for PO, PS & GP
Registering Authority :	
TAN Number :	CALJ02933A

Agency Office Address Details

State :	West Bengal
District :	Uttar Dinajpur
Rural/Urban :	Rural
Block :	Itahar
Panchayat :	Joyhat Gram Panchayat
Pin Code :	733128
Name of Premises :	Baidara Joyhat G.P. Office
Post Office :	Baidara
Area/Locality	(Chekpost) Baidara
City :	

Agency Contact Details

Contact Person :	Nirman Sahayak
Land Phone No with STD code :	NA
Mobile No :	9531736123
Email :	NA

Bank Details (If there are two accounts, please supply separate bank account details for both of them)

Bank Name :	Bangiya Gramin Vikash Bank
Bank Branch :	Baidara Branch
Full Bank Address (including Locality, City, Pin Code) :	Vill+P.O : Baidara P.S : Itahar, Dist : Uttar Dinajpur Pin : 733128
IFSC Code :	UTBI0RRBBGB
MICR Code :	NA
Account No :	5036010001186
Name of the Account Holder as per Passbook	Prodhan, Joyhat G.P.

**** All Fields are mandatory

OFFICE OF THE PRODHAN

BAGICHAPUR GRAM PANCHAYAT

P.O+P.S- Harirampur, Under Harirampur Block, Dakshin Dinajpur

BILL FOR HONOURIUM OF THE MONTH January, 2016

TOTAL AMOUNT OF THE BILL Rs. 10500/- in Word (Ten Thousand Five Hundred Only)

SI No	Name	Designation	Month	Per Month (Rs.)	Total Amount (Rs.)
1	SHIMA SARKAR	GRS	January' 2016	10500.00	10500.00
TOTAL-					10500.00

Signature of Prodhan
Checked and found correct the
Bill may be passed for drawl of the
Grant for payment to the Gram Panchayat.