

Microsoft Word 2010

1st Edition May, 2020

AIO COMPUTER ZONE

Full Notes in English Language

100% Easy

User Guidelines

- ✎ You can use this notes for any Institute, College, Competitive exam or Personal. Apart from this you can use it in computer courses like DCA, ADCA, PGDCA, DADTP Etc... But, you cannot sell this note on any website or internet platform.
- ✎ If you have any problem anywhere within this notes, or if you want to give me some advice, you can contact us on Whatsapp.

To make any computer notes in your name, contact the given WhatsApp number.

Also Visit

- ✎ Visit For More Computer eBook
www.aiocomputerzone.com
 - ✎ YouTube
www.youtube.com/aiocomputerzone
 - ✎ Facebook
www.facebook.com/aiocomputerzone
 - ✎ Computer Notes Store
www.instamojo.com/aiocomputerzone
- Whatsapp Help: +91-6287328795

India's No.1 Notes

Purchase Code

1501027

**Thank you so much for
You're Loves**

& Support

Download Premium eBook Notes Hindi

Page Maker 7.0		Click Here
Photoshop 7.0		Click Here
Internet		Click Here
Fundamentals		Click Here
Microsoft Word		Click Here
Corel Draw X7		Click Here
MS Excel		Click Here

Download Premium eBook Notes Hindi & English

Page Maker 7.0		Click Here
Photoshop 7.0		Click Here
Internet		Click Here
Fundamentals		Click Here
Microsoft Word		Click Here
Corel Draw X7		Click Here

Follow us

 Site:	www.aiocomputerzone.com
 YouTube:	www.youtube.com/aiocomputerzone
 Facebook	www.facebook.com/aiocomputerzone
 Whatsapp Help (24X7)	+91-6287328795

Microsoft Word Menu Wise Complete Notes

S.N	Coverage Topic	Status
1	Microsoft Full Details (Gen. + Adv.) With Our Suggestion	Complete ✓
2	Explain Microsoft Home Screen	Complete ✓
3	File Menu	Complete ✓
4	Home Menu	Complete ✓
5	Insert Menu	Complete ✓
6	Page Layout Menu	Complete ✓
7	Reference Menu	Complete ✓
8	Millings Menu	Complete ✓
9	Review Menu	Complete ✓
10	View Menu	Complete ✓
11	Shortcut Keys	Complete ✓
12	Important MCQ	Complete ✓

Introductions & More

What is MS Word?

Microsoft Word is a part of "Microsoft Office" that works for writing, editing or creating any Text / Alphabet related to Word.

✎ Microsoft Word, also known as "Word", was created by Microsoft Company in 1983, which has become the world's largest Word Processor software today.

✎ There are many versions of Microsoft Word available such as: Microsoft Word 2003, Microsoft Word 2007, Microsoft Word 2010, Microsoft Word 2013, Microsoft Word 2016 or Microsoft Word 2019. Now it is up to you which version you use.

Confusion

What is Version?

When a change is made to any software, a new version is named. Suppose, I have created a software and after a few days I feel that there should have been some other things in this software or update some other things, then after completing all the things again, I will give it a will give a new version.

✎ I told you that "Microsoft Word has many versions" but some of these versions are such that they are World Wide Famous and people use them in large quantities. All versions from Microsoft Word 2007 to Microsoft 2019 are similar; there is a difference of just a few options and Tab so that you will not have any problem...

Note: If you install a latest version of Microsoft Word like Microsoft Word 2019 on a slow working computer or laptop, then your computer will become more slow and Microsoft Word will not work well either. Your computer will start hanging up

Which Version of Microsoft Word should install in your computer?

This is a big question, "Which version of Microsoft Word to use" because the version that will be taught in your institution, you will also use the same version. But which version should we install in our computer or laptop to do good work? So the only answer would be to install one of Microsoft Word 2007 or Microsoft Word 2010. If possible, install the same as Microsoft Word 2010 as it has the option to save any document in PDF format.

✎ Let me tell you that the size of 2007 or 2010 is very small and works well in almost all computers and the version of Microsoft Word 2016 or Microsoft Word 2019 version is very large which is good in high power computers only. Works with a processor whose capacity and RAM capacity are good only if you have good quality of your computer, then you install in latest version.....otherwise no.....

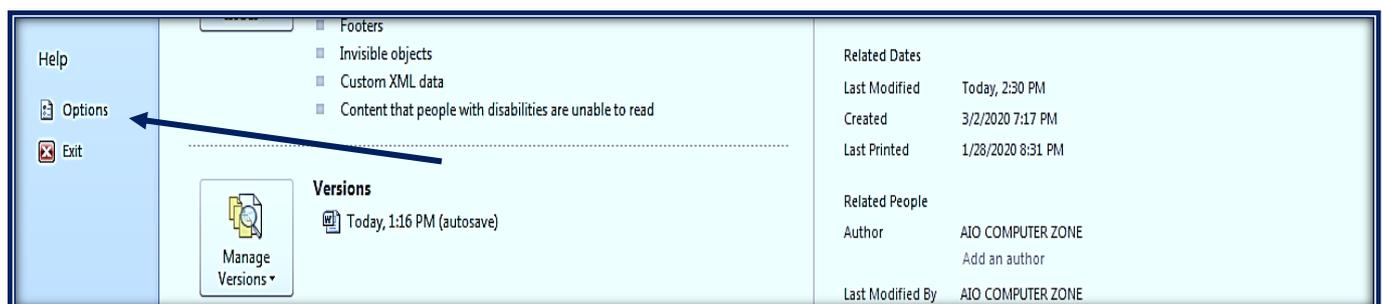
Features of Microsoft Word

- ✎ With this help, we can prepare any type of book and publish it in the market place.
- ✎ With this help, we can prepare any type of letter.
- ✎ Through this, any type of typing or its format related to Math can be easily prepared.
- ✎ With this help, we can create a mail merge or resume.
- ✎ We can create an invoice or hand bill with the help of Microsoft Word.
- ✎ There are many other things that can be created with the help of Microsoft Word.

How to be fast in Microsoft Word?

If you want to be very fast in Microsoft Word, today I am going to tell you all those things.

- (i) Learn all things related to page setup in advanced way.
- (ii) Learn all the options in all tabs in Microsoft Word (Ex: File, Insert, Page Layout, Reference, Mailing, Review, View). Do not leave any option.....
- (iii) Completely remember all common and advance shortcut keys in Microsoft Word and only use shortcut keys if necessary.....
- (iv) In Microsoft Word 2007, 2010, 2013, 2016 or 2019, the option to customize Microsoft Word will appear in the File Menu, you must read it.



(v) If you want to be faster in the case of Microsoft Word, then you can enable the Developer Tab and read about. It which will be found in the "Word Option:" under the File Menu.

Let me tell you that many options are given in it, so that you can customize Microsoft Word yourself and add or delete extra Tabs.....

(vi) There are some such code/commands inside Microsoft Word, through which we can do things in Direct Math typing and other things like fetching a Symbol, inserting Direct Picture, typing of Direct OMR etc.....

(vii) Never forget to leave Mailings and Reference Tab in Microsoft Word, read it

(viii) Microsoft Word also has some tricks which you can use to become a little advanced.

Note!

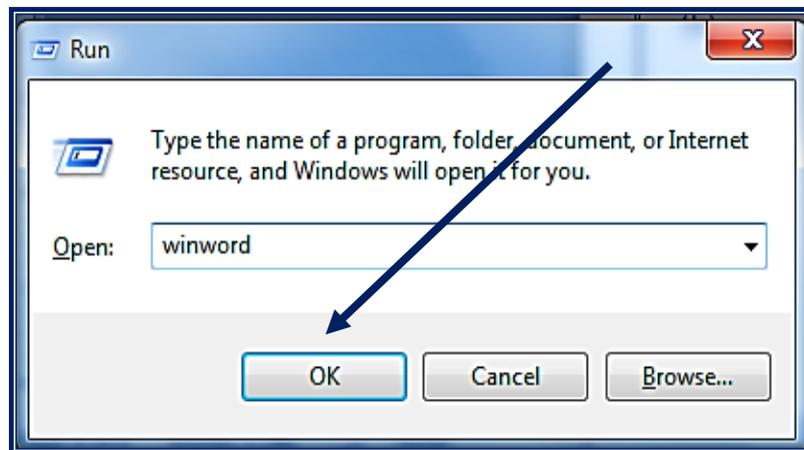
If you install Microsoft Office, it will have many more software installed, such as:

Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Publisher, Microsoft Outlook, Microsoft OneNote Etc.....Customize what you need and don't install when installing, but you'll need to install Microsoft Office for this.

How does Microsoft Word open in a computer?

There are several ways to open Microsoft Word:

(a) This is the easiest way to open a computer with all types of operating systems. For this, first you press “Windows + R” on the keyboard, then a Dialog Box will appear in front of you, in which you have to enter or Ok by writing the "winword”



(b) If you use the Windows 7 operating system,

Follow Step: Start Button-All Programs-Accessories-Microsoft Office- Microsoft Word

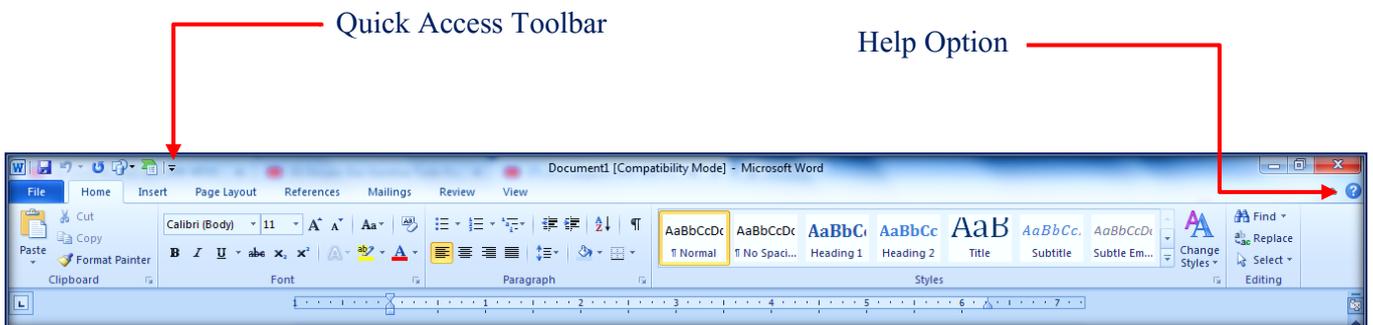
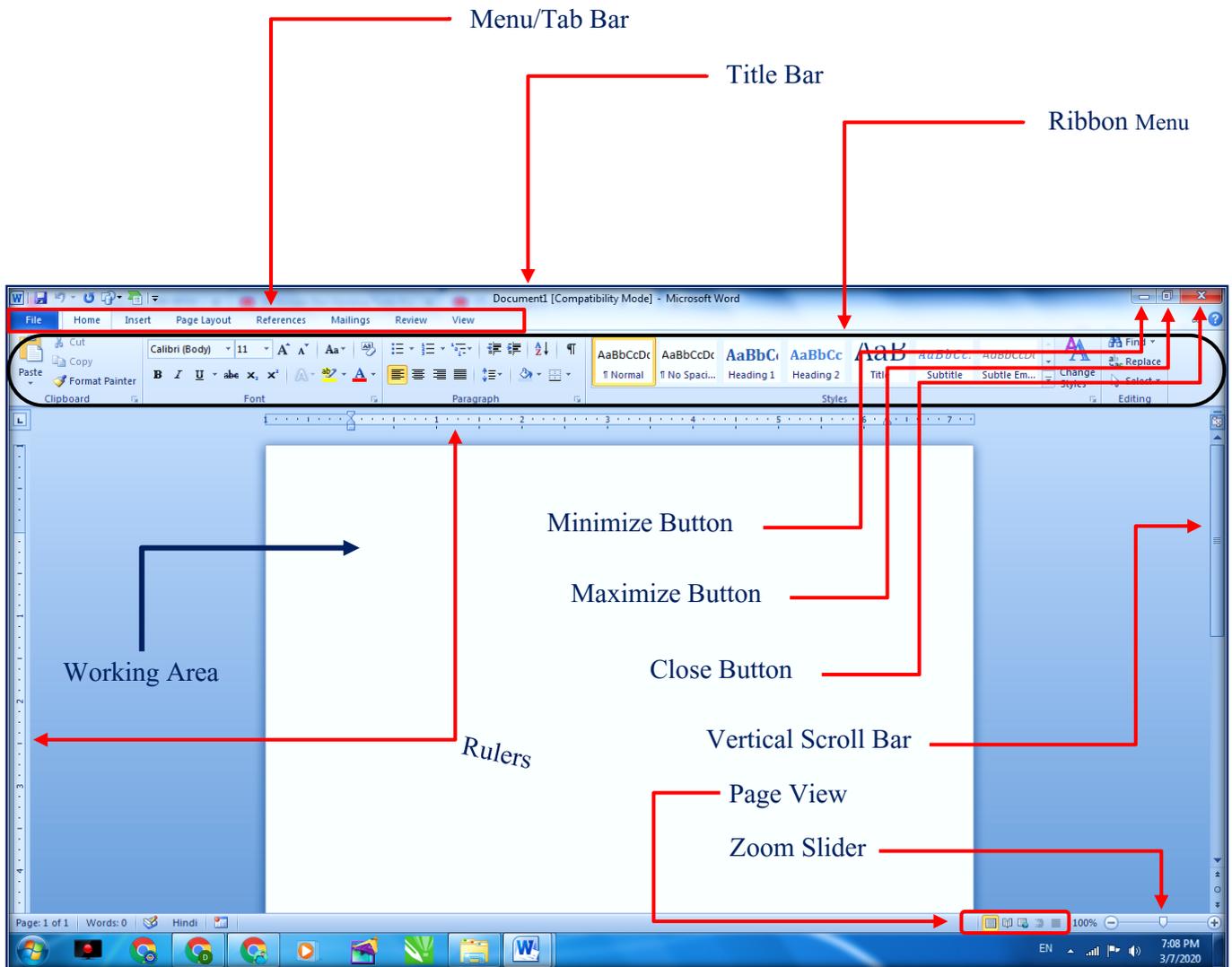
(c) You can also open "Microsoft Word" by searching the Start Menu.

Our Suggestion!

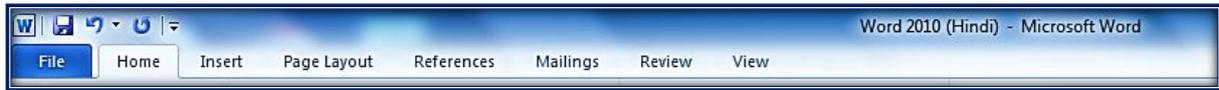
If you are learning Microsoft Word, then you should learn it well and carefully understand all the tabs given in it.

Home Screen

When you open Microsoft Word 2010, its Home Screen will be something like this



Menu/Tab Bar: Menu Bar is also known as Tab Bar. Number of menus such as: File, Home, Insert, Page Layout, References, Mailings, Review & View Menu.

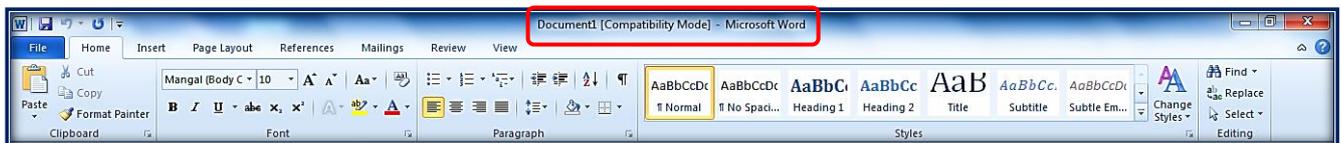


Ribbon Menu: When you click on any menu like: Home, Insert, Page Layout etc., The menu that opens in front of you is called Ribbon Menu...

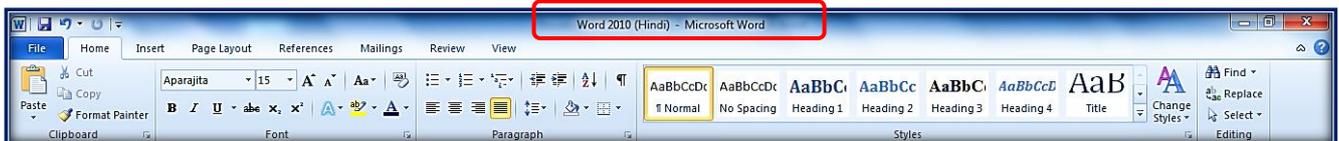


Title Bar: The Title Bar is located above the Menu Bar. In which the document's File Name Show is done. If you are working in any document of Microsoft Word and if you have not yet saved that document, then "Document1" will be written there ... and as soon as save that document with another file name If given, the name changes.

Before Save



After Save

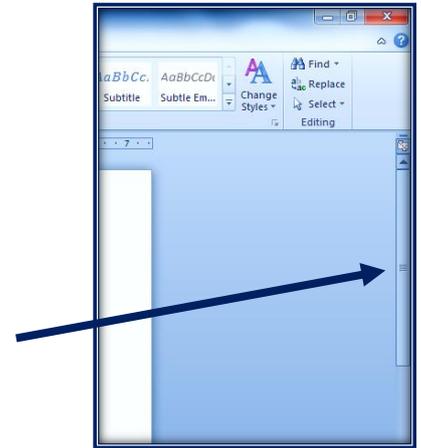


Note: The Just Right side of the Title bar has three buttons...

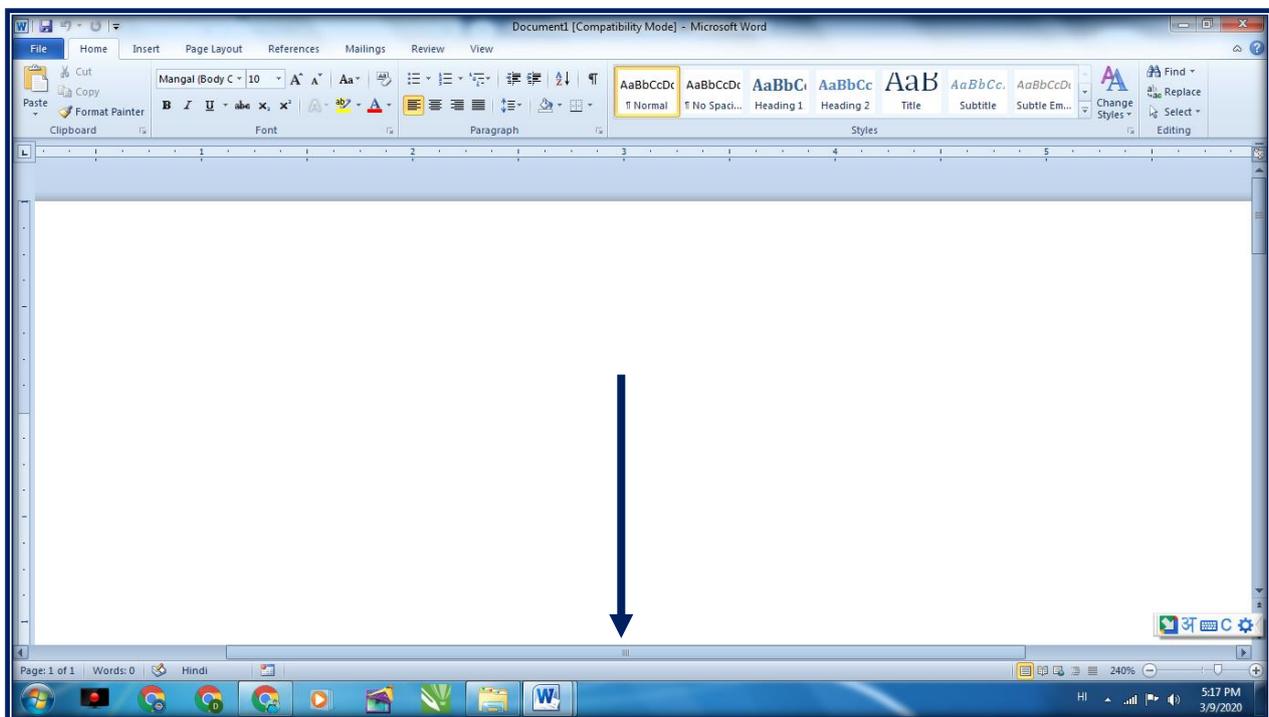


Close Button	With this you can close Microsoft Word.
Maximize Button	It is used to maximize Microsoft Word.
Minimize Button	It is used to Minimize Microsoft Word.

Vertical Scroll Bar: This option is used for vertical scrolling of the page, that is, when you work on many pages, you can use this option to move it up and down using the mouse.



Horizontal Scroll Bar: This option is used for Horizontal Scrolling the page, but this option will be seen when your page is more Zoom ...



Zoom Slider: Through this you can Zoom in and Zoom out the page. You can either click on the + or - symbol to zoom in and out or you can do this by direct sliding.

