

## Left aligning, centering , right aligning and justifying text



Left Centre Right Justify

- ❖ Open a word document.
- ❖ Block the text by first clicking at the start of the text and holding the left mouse button and drag to the desired position and then release the left mouse button. The selected area will be highlighted.
- ❖ Move the mouse pointer to **Align Left** button on the toolbar and click once. Your selected text will be left aligned.
- ❖ Move the mouse pointer to **Align right** button on the toolbar and click once. Your selected text will be right aligned.
- ❖ Move the mouse pointer to **Center** button on the toolbar and click once. Your selected text will be centered.
- ❖ Move the mouse pointer to **Justify** button on the toolbar and click once. Your selected text will be justified.

## Creating Bulleted and Numbered list

- ❖ If a list of items are to be numbered automatically it can be done using Numbered List option

Ex: Microsoft Office consists of

- MS-Word
- MS-Excel
- MS-PowerPoint
- MS-Access
- MS-Outlook

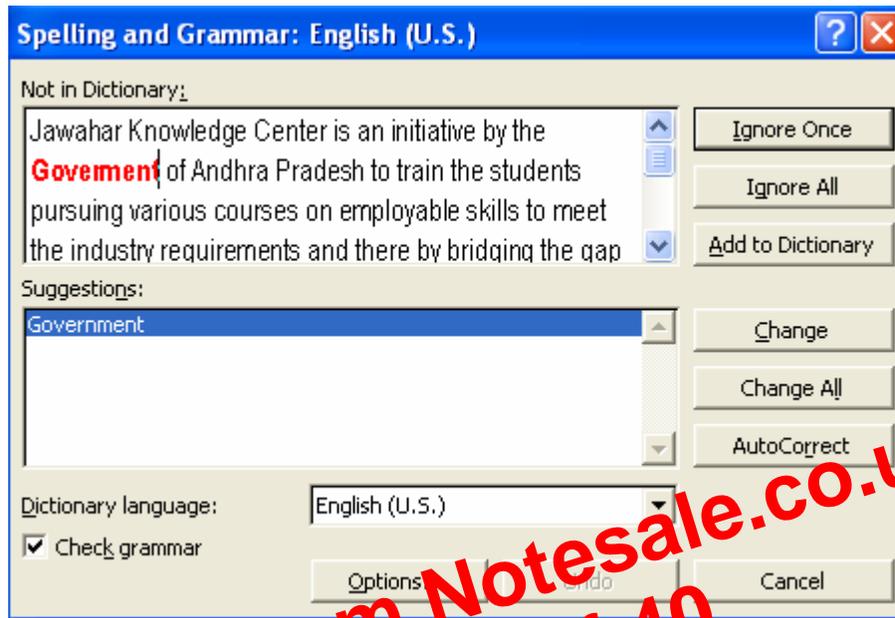
- ❖ The above text is to be selected with mouse.
- ❖ Click on the **Numbered List** button on the toolbar 
- ❖ Move out of the text and click to release the highlighting.
- ❖ Your text will now look like this

1. MS-Word
2. MS-Excel
3. MS-PowerPoint
4. MS-Access
5. MS-Outlook

- ❖ Now re-select the text
- ❖ Click the **Bulleted List** button on the toolbar. 

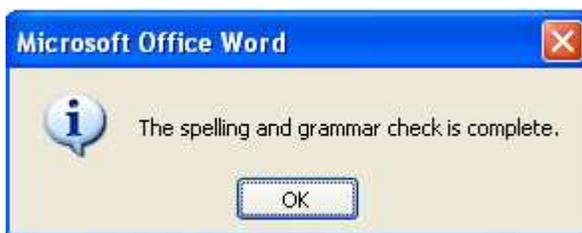
## Spelling and Grammar Checking of word document

- ❖ Open any word document.
- ❖ Click **Tools** menu and then click **Spelling and Grammar** option. You will get the below dialog box.



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- ❖ Note all words that appear red color in First box are spelling mistakes. If you want to accept the suggested word, in the second box click on **Change**. If not, click **Ignore** button. You can also add a word to the dictionary by clicking on the **Add** button.
- ❖ Continue this process until you get the dialog box, shown below:

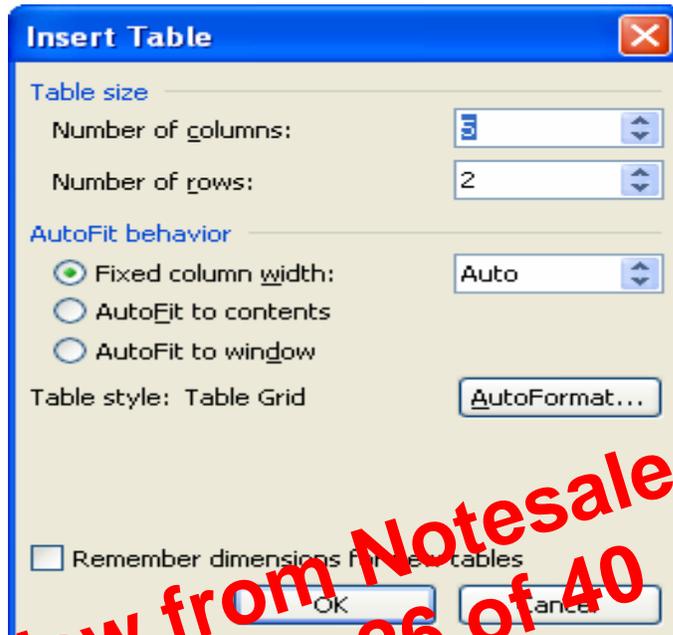


- ❖ Click **OK** button.
- ❖ Save your work when the spell-check is complete, so that the corrections are saved.

- ❖ Release the button. An empty table is inserted.

### To create a table using table menu

- ❖ Choose **Insert table** from **Table** Menu . You will find a dialog box as shown below:



- ❖ Now type the Number of Columns and rows as you require and set column width Auto. So that the Column width will be equal to the width of the text. Now click **OK**.

An empty table is inserted in the document. Now inserting rows, columns, Deleting rows and widening the columns is very easy.

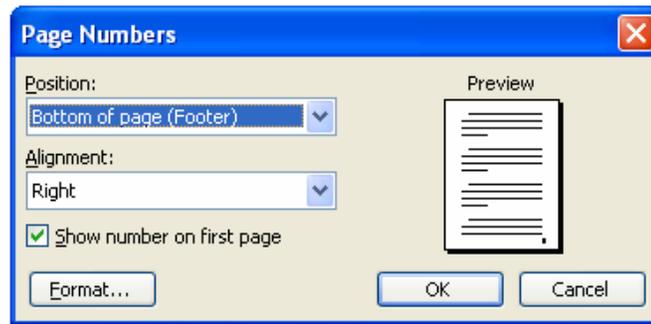
### Insert Rows:

- ❖ Place the cursor in the table, where rows are to be inserted
- ❖ Choose **Table** and click **Insert Rows** option to insert rows in the table

### Delete Rows:

- ❖ Select the Row which is to be deleted
- ❖ Click **Table** and click **Delete cells** option.

In the same way you can do with **columns** also

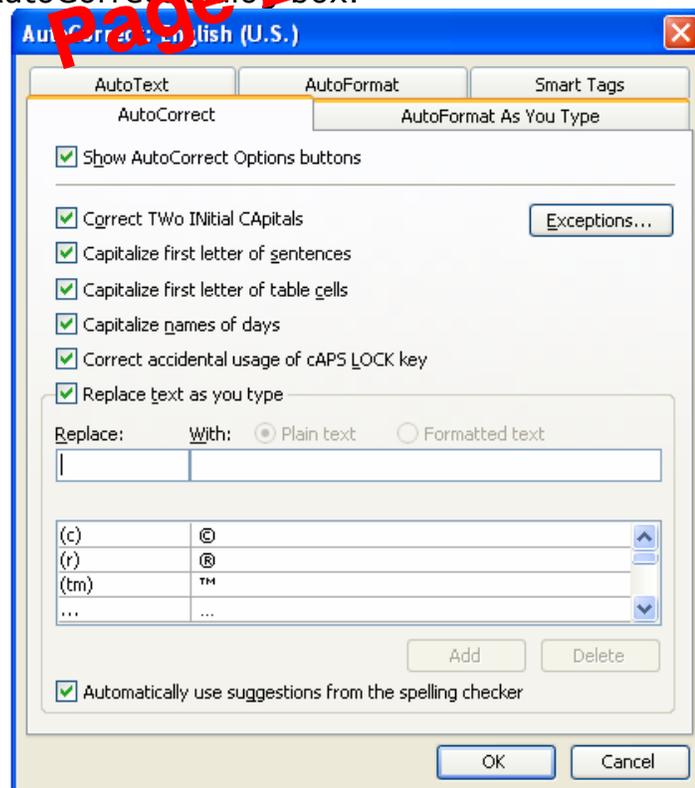


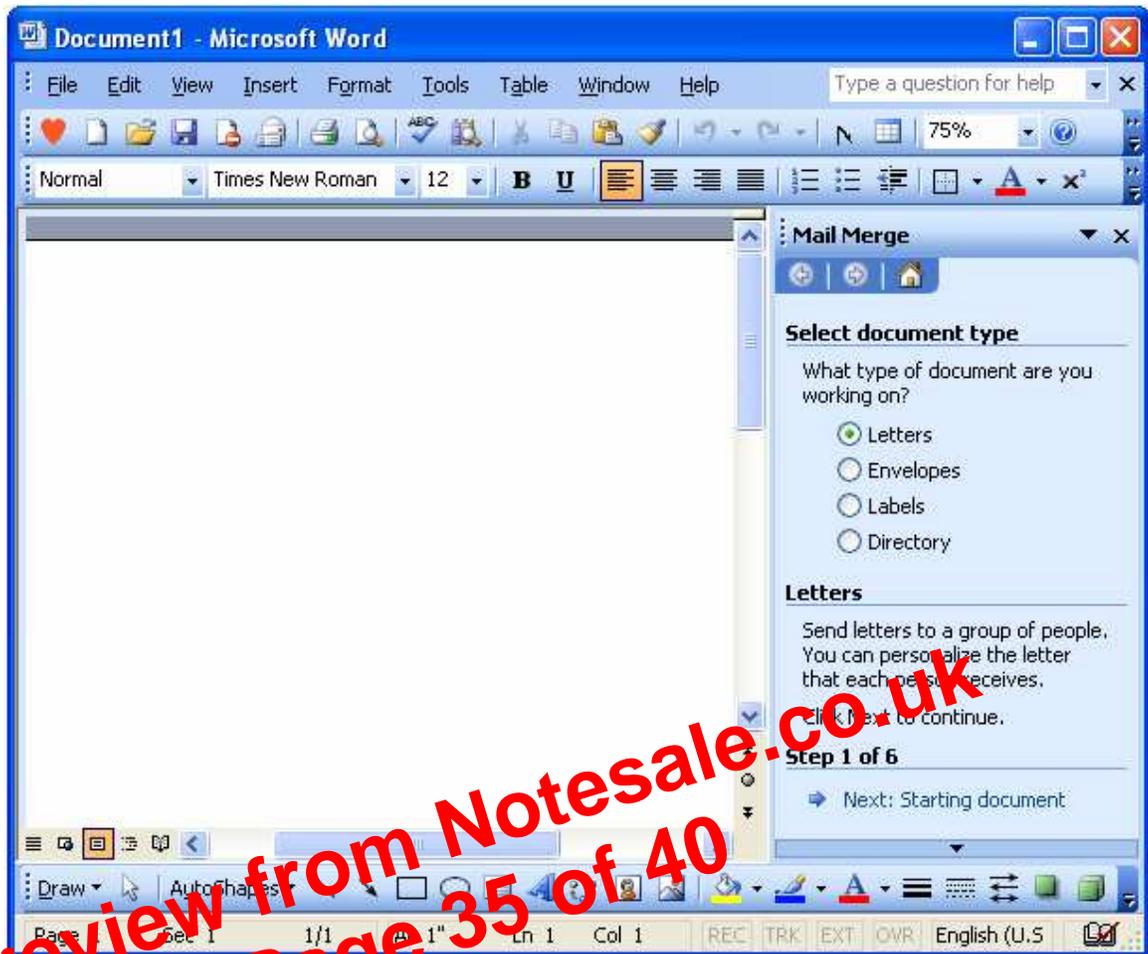
- ❖ By default the page number is placed at bottom right corner within the page. You can change the position of the page numbers by selecting other options like "top of the page, center" from the Drop down List boxes.
- ❖ Choose the Format button to review the other page numbering options or choose OK button to set the changes made in the Page Numbering dialog box.

### Auto correct

AutoCorrect stores a list of common typographical errors and their spellings. When you make an error, Word detects it and inserts the correctly spelled version of the word. You can add words to the auto correct list based on the mistakes you make. Look at the AutoCorrect dialog box.

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❖ Select **Letters**, and under Step 1 of 6, Click on Next : Starting document as shown in the above window (step 1).

❖ You will get 3 options to select from the following window

- Use the Current Document
- Start from a template.
- Start from Existing Document