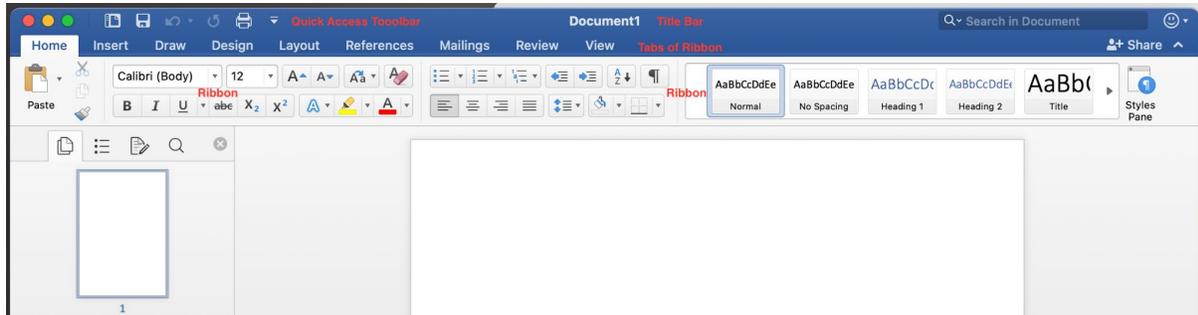


# Microsoft Document 1

## What is Microsoft Document?

Microsoft Document, commonly called MS Word, is a processor made by Microsoft. It was first released in 1983. Its first updated version was launched in the year 1989 as version 1.0. Since then 16 versions have been launched with 2019 being the latest version (16.0).

Now let's understand the various parts and features of MS Word when you open a New Document:



MS Word 2019

**Quick Access Toolbar:** Quick access toolbar is present at the topmost part of your screen. The basic function quick access toolbar provides is Save, Undo & Redo. However this toolbar can be customized as per your requirements.

**Title Bar:** Just adjacent to the Quick Access Toolbar, you will find the Title Bar. As the name says it shows the title of the Document.

## Ribbon and Tab

Ribbon was introduced in MS Word in the year 2007. It gives you a plethora of functions where you can change the font, size of text, make it bold or underlined. You can add bullets, numbers, spacing and countless functions.

Just above the Ribbon you will get various tabs. These tabs will change the ribbon features as and when you visit them. Let's understand each tab one by one.

**Home Tab:** Home tab is the default tab, whenever you open a new word file. You'll see the home tab and its features in the Ribbon like Font, Paragraph, Styles and editing.

**Insert Tab:** This is the second tab in the Ribbon, Through this tab you get additional features to INSERT Clipart, Page Number, Tables, Shapes and more.

**Page Layout:** The third tab is the page layout tab, where you can make changes accounting to your page. Here you can add margins to your page, change size, add watermark and various other features.

**References:** Under this tab you get the feature of adding footnotes and table of contents. You can also give captions and mark citations in your word file.

**Mailings:** This tab is rarely used but has an important feature of Mail Merge.

**Review tab:** Once you have written a file in a document you can check for grammar and spellings through this tab. If you wish to share a highly confidential file, under this tab you can also make your file password protected.

**View:** As the name says this tab helps you to view your file. You get the features like Zoom, One-Two page view. The main aim of this tab is to look at your file through various ways.

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### **Shortcuts of Word Document:**

Ctrl A: Select all the contents of File

Ctrl B: **B**old Highlighted Section

Ctrl C: **C**opy the selected text

Ctrl X: **C**ut the selected text

Ctrl N: Open a **N**ew document

Ctrl O: Open **O**ptions

Ctrl P: Open the **P**rint Window

Ctrl F: Open **F**ind Box

Ctrl I: Make the selected text **I**talic

Ctrl K: Insert **L**ink

Ctrl U: **U**nderline highlighted text

Ctrl V: **P**aste

Ctrl Y: **R**edo the last action

Ctrl Z: **U**ndo the last action

Ctrl S: **S**ave

F12: **S**ave As

Ctrl + Shift + F: Change the **F**ont

Ctrl + Shift + >: Increase selected font by +1

Ctrl + Shift + <: Decrease selected font by -1

Alt + Shift + D: Insert the current **D**ate

Alt + Shift + T: Insert the current **T**ime

Ctrl + W: **C**lose Document

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