Chapter- 4  
**MORE ON MICROSOFT WORD 2016**

**STUDY NOTES**

Word 2016 is a word processor that helps you to create documents with a professional outlook. It not only provides the facility to type and modify the text, but also offers features to enhance the overall appearance of the text.

**COPY FORMATTING TO ANOTHER SELECTION**

The Format Painter tool is used to copy and apply text formatting and some basic graphics formatting such as boarders and fills to another selection.

* Select the text or graphics whose formatting you want to copy. Click on the Format Painter button in the Clipboard group on the Home tab.
* The pointer changes into a brush shape. Now apply the copied format by dragging the brush over the desired text.
* The formatting attributes of the previous text will be applied to the selected text.

**FINDING THE TEXT**

To find a particular word pr phrase in the current document, follow the given steps :

* Click on the Find button in the Editing group on the Home tab.
* A Navigation pane appears to the left of the document window.
* Simply type the word that you want to find in the ‘Search document’ box. The searched results will be displayed in the Navigation pane with the highlighted words. Or

Select the Advanced Find option from the drop-down menu of the ‘Search document’ text box. The Find and Replace dialog box appears.

* In Find what box, type the text that you want to search in the document.
* Click on the Find Next button. The pointer will move to the next occurrence of the searched word and the text will get highlighted.

**REPLACING THE TEXT**

Besides searching the text you can also replace the words or phrases with any alternate text.

* Click on the Replace button in the Editing group on the Home Tab. The Find and Replace dialog box appears. In Find what box, type the text that you want to search for. In the replace with box, enter the new text to replace the existing text.
* Click on the more button to select other options, if required.
* Click on either Replace/Replace All/Find Next button as needed.
* Click OK

**PAGE FORMATTING**

**CREATING HEADER AND FOOTER**

Header and Footer is used to place some information on top and at the bottom of every page, respectively. You can include the title, chapter’s heading, date, page number, author’s name, etc. in this section.

* The Header and Footer buttons are found in the Header & Footer group on the Insert tab. Click on the Header button. Select the Edit Header option in the drop-down menu. Like wise, select the Insert > Footer > Edit Footer option to display the Footer box.
* You will find the Header and Footer boxes at the top and bottom of each page, respectively, separated by the dotted lines.

**SETTING PARAGRAPH SPACING**

Paragraph spacing is the amount of space above or below a paragraph.

* Select the paragraph before or after which you want to change the spacing.
* Click on the Paragraph dialog box launcher button on the Home tab. The Paragraph dialog box will open.
* Select the Indents and Spacing tab. Enter the required spacing in the Before and After spin boxes under the Spacing section. Click OK.

**CHANGING LINE SPACING**

Line spacing is the vertical distance between successive lines of the text in a document

* Select the text. Click on the Paragraph dialog box launcher.
* Select the required Line spacing option under the Spacing section. Click OK.

**INSERTING COLUMN AND COLUMN BREAK**

When you type in Word document, by default the text is displayed in a single column style or paragraph style. If you wish to format the document in newspaper style, i.e. column style. Word 2016 enables you to create a document in two or more columns.

**USING COLUMN BUTTON**

The easiest way to create a multi-column document is to use the Columns button on Layout tab in the Page Setup group.

* Select the text. Click on the Column button.
* A drop-down menu displays the choices of columns.
* Select the number of columns that you would like to insert in your document.
* Click OK

**INSERTING COLUMN BREAK**

This feature will force the end of the column and move that text to the beginning of a new column.

* Click on the Break button on the Layout tab and select the Column option from the drop-down menu.

**WORKING WITH TABS**

The most common way to indent the text is to use Tab key. It is used to move the cursor at certain space in a document. By default, Tab stops are set at every 0.5 inch. Set the Tab stops.

* Click on the Paragraph dialog box launcher in the Layout tab.
* The Paragraph dialog box will appear. Now click on the Tabs button present on the lower left of the dialog box.
* Select any of the Alignment options and click on the Set button.
* Set a new tab at 3” and click OK.

**INDENTING TEXT**

Indentation determines the amount of spacing between the text and the page margins. This feature is used to move a complete paragraph or the first line of a paragraph to a specific position, either from the left or right margin.

* Select the text to be indented.
* Click on the increase indent button in the Paragraph group on the Home tab.

**SETTING PAGE PROPERTIES**

**SETTING MARGINS**

Margin refers to the amount of space that is left from the edge of the page and the document text. The default margins are set at 1” from top and bottom and 1” left and right edge of the page.

**SETTING MARGINS USING RULER BARS.**

To change the left or right margins, point to a margin boundary on the Horizontal ruler, when the pointer changes to a double-headed arrow, drag the margin boundary as per your need.

To change the top or bottom margins, point to a margin boundary on the vertical ruler. When the pointer changes to a double-headed arrow, drag the margin boundary, as required.

**TO SPECIFY EXACT MARGIN MEASUREMENT**

Select the Layout tab. Click on the Margins option in the Page Setup group. A drop-down list of options appears. The normal option is selected by default.

**SETTING PAPER ORIENTATION**

The Paper Orientation is the property to set the printing direction of the text. The default orientation is Portrait, in which document is printed length-wise. Landscape orientation, the document is printed width-wise.

To change the page orientation, follow the given steps:

* Select the Layout tab. Click on the Orientation button in the Page Setup group.
* Choose the Landscape orientation from the drop-down list. Observe the change.

**SETTING PAPER SIZE**

You can work with different size of paper.

To set a paper size:

* Select the Layout tab. Click on the Size button in the Page Setup group. Select any desired page size option.

**PREVIEWING A DOCUMENT**

Word 2016 allows you to preview the document before printing.

* Click on the File tab and select the Print option.
* A preview of your document automatically appears on the right side of the Word window.

**PRINTING A DOCUMENT**

After checking the preview of the document, you can follow the given steps to print it :

* Click on the File tab and select the Print option.
* Choose the printer from the Printer Properties drop-down list.
* Enter the number of copies in the Copies spin box.
* Click on the Print button.

**SECTION – A**

**A. Fill in the blanks**

1. The default margins are set at **1”** from top, bottom, left, and right edge of the page.

2. To copy formatting to multiple text, **double click** on the Format Painter button.

3. The Column breaks option is present on the **layout** tab.

4. Format Painter is a **Toggle** button.

5. The default tab stops are set at every **0.5”** inch.

6. **Line spacing** is the vertical distance between successive lines of the text in a document.

**B. State True or False**

1. Indentation determines the amount of spacing above or below a paragraph. **False**

2. Tab key is used to move the cursor at certain spaces in a document. **True**

3. The Page Break option splits the document in two more columns. **False**

4. Landscape is the default paper orientation in Word 2016. **False**

5. The Increase indent button shifts the text 1” (inch) away from the left margin. **False**

**C. Application-based questions.**

1. Aaryan has been given an assignment to write three paragraphs on the topic- ‘Keep Your City Clean’. Help him format the document by setting the indents, margins, and spacing before and after the paragraph. Name the options that he would use to format these.

**Ans: Paragraph dialog boxlauncher in the layout tab.**

2. Diya has created a Science project to five pages in Word 2016. Her Science teacher has asked her to mention the topic, page numbers, and her name on all the pages. Suggest her the most suitable option for the same.

**Ans: Header and footer**

**SECTION-B**

**A. Multiple-choice questions.**

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ option is used to search any particular word or phrase in a document.

(a) Find (b) Search (c) Replace

2. The \_\_\_\_\_\_\_\_\_\_\_ option divides a document in two or more columns.

(a) Tab (b) Column (c) Header

3. The select text can be shifted half inch away from the left margin by using the \_\_\_\_\_ button.

(a) Decrease indent (b) Increase indent (c) Spacing

4. The top and bottom margins of a document can be changed by using the \_\_\_\_\_\_\_\_

(a) Vertical ruler (b) Horizontal ruler (c) Tab stop

5. To move a paragraph or line to a specific position, the \_\_\_\_\_\_\_\_\_ feature is used.

(a) Format Painter (b) Paragraph Spacing (c) Indenting

B. **Answer the following questions.**

1. **How will you apply text formatting to another selection?**

**Ans:** You will apply text formatting to another selection by using Format painter tool.

2. **Why do we use Heater and Footer options?**

**Ans:** We use header and footer option to place some information on the top and bottom of every page**.**

3. **What is indentation? List the types of indentation.**

**Ans:** Indentation determines the amount of spacing between the text and page margins. Types of indentations: i) Left indent

ii) Right indent

iii) First line indent

4. **What are Page Margins? What are the default settings of Left and Right margins?**

**Ans:** Page margin is the amount of space that is left from the edges of paper where the text begins to appear.

The default settings of Left and Right margins are 1” .

**5. What do you understand by the Print Preview option?**

**Ans:** The print preview option is used to preview the document before printing.