



# INDUCTION TRAINING JTO 2018 (RL) & JTO 2019

ONLINE MODULE

## IT TOOLS FOR OFFICE

JANUARY 4-8, 2021

COURSE DIRECTOR: SHRI MANISH JAIN, DIRECTOR (ICT)

**MS WORD**

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ONLINE MODULE

## IT TOOLS FOR OFFICE

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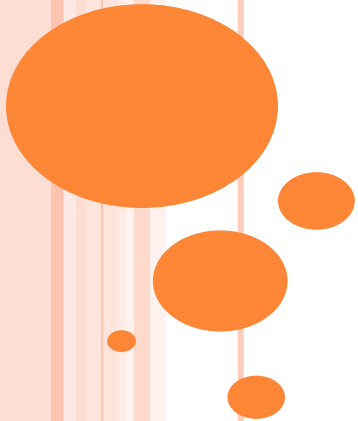
for Policy Research, Innovation and Training (NTIPRIT)

### **Day 1, Session 1**

MS Word



# MS WORD



# SAVING A DOCUMENT

- Save
- Save as
- Ctrl + S

# OPENING A NEW DOCUMENT

- New
- Ctrl + N

# SELECTION OF TEXT

- Shift + **click**/ **Arrow Keys**
- Double **click**
- Triple **click**
- Ctrl + **click**
- Ctrl + **Shift** + **end**
- Ctrl + **A**

# DELETION OF TEXT

- Ctrl + Backspace
- Ctrl + Delete

# SYMBOL

- Shortcut key [Assign/ Remove]
- Autocorrect



# CHANGE CASE

- Sentence case
- Lowercase
- Uppercase
- Capitalize each word
- Toggle case

# INDENTATION

- Left Indentation
  - Increase Indentation Button (Ctrl + M)
  - Decrease Indentation Button (Ctrl + Shift + M)
- Paragraph Dialog Box [Home/ Page Layout Tabs]
- Right Indentation [Increase/ Decrease Right Indent Spinner]
- First Line/ Hanging Indentation [Before/ After Text Spinner; First Line/ Hanging Option]

# CREATE LIST

- Select Text:
  - Bullets button
  - Numbering button
- \* + Spacebar/ Tab
- [1./ 1)/ (1)] + Spacebar/ Tab
- Define new number format
- Sub-list: Tab
- Multi-level list
- Change list level
- Define new multi-level list

# SPACING

- Spacing between lines
- Spacing between paragraphs

# BORDERS & SHADES

- Borders
  - Style
  - Colour
  - Width
- Borders to text/ Page Borders
- Shades

# SETTING THE TABS

- By default: 1.27 cm
- Left
- Right
- Centre
- Decimal
- Bar

# COPY & PASTE OF FORMATTING

- Applying copied formatting once:
  - Select text
  - Click Format Painter
  - Select text where formatting is to be pasted (applied)
  - Release the mouse button
  
- Applying copied formatting multiple times:
  - Double click the Format Painter
  - Select text and release the mouse button
  - Repeat
  - Click Format Painter/ Press Esc

# PAGE FORMATTING

- Page Margin:
  - Page Layout Tab
  - Margins Button
  - Custom Margins option
- Header and Footer [Insert Tab]
- Page Number [Insert Tab]



# INSERT PAGE BREAK

- Insert Tab: Page Break button
- Ctrl + Enter

# USING FORMULA IN A TABLE

- Click the target Cell
- Click Layout Tab
- Click formula button (fx)
- Select the requisite formula from 'Paste Function' drop down menu
- May select the number format
- Cell references: A5/ C8; B3:B7; Above, below, left, right, a series of individual cells
- May construct mathematical expressions using operators +, -, \*, /, %.

# BORDERS & SHADES OF A TABLE

- Explore

# REPEAT HEADER ROWS IN A TABLE

- Select the rows to be repeated across pages.
- Go to Table tools → Layout → Repeat Header Rows

# INSERT TAB: SCREENSHOT

- Screenshot
- Hyperlink
- Text Box
- Drop Cap

# PAGE LAYOUT TAB

- Columns: More Columns – Dialog Box
- Watermark

# REVIEW TAB

- Comments
- Track Changes
- Comparing documents

# REFERENCES TAB

- Footnotes
- Endnotes
- Captions
- Cross Reference
- Bibliography



# VIEW TAB

- Arrange All
- View side by side

# SOME SHORTCUTS

- Alt + Tab
- Ctrl + = [Subscript]
- Ctrl + Shift + + [Superscript]



# THANK YOU

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