

❖ M.S. Word:

MS word is word processing application that allows you to create variety of documents including letters resumes and more

❖ Rule of Selection:

- Edit Menu
- Standard Bar
- By Mouse
- Ctrl + A
- Ctrl + 5
- Shift + Arrow Keys

❖ Rule of Cut:

- Edit Menu
- Standard Bar
- Ctrl + X

❖ Rule of Paste:

- Edit Menu
- Standard Bar
- Ctrl + V

❖ Rule of Copy

- Edit Menu
- Standard bar
- Ctrl + C

❖ Rule of Undo:

- Edit Menu
- Standard Bar
- Ctrl + Z

❖ Rule of Redo:

- Edit menu
- Standard Bar
- Ctrl + Y

❖ Element of MS Word WINDOW 2003:

- Title Bar
- Menu Bar
- Standard bar
- Formatting Bar
- Ruler Bar
- Scroll Bar
- Drawing Bar
- Status bar
- Document Area

❖ Menu:

- File Menu
- Edit Menu
- View Menu
- Insert Menu
- Format Menu
- Tools Menu
- Table Menu
- Window Menu
- Help Menu

❖ File Menu:

- New
- Open
- Close
- Save
- Save As
- Page Setup
- Print Preview
- Print

❖ Edit Menu:

- Undo
- Redo
- Cut
- Copy
- Paste
- Select All

- Find
- Replace
- Go To

❖ View Menu:

- Normal
- Web Layout
- Print Layout
- Reading Layout
- Outline
- Task Pane
- Toolbar
- Ruler
- Thumbnails
- Header & Footer
- Markup
- Full Screen
- Zoom

❖ Insert Menu:

- Break
- Page Number
- Date and Time
- Comment
- Picture
- Diagram
- Text Box
- File
- Object
- Hyperlink

❖ Format Menu

- Font
- Paragraph
- Bullet and Numbering
- Boarder And Shading
- Columns
- Tab
- Drop Caps
- Text Direction
- Change Case
- Background
- Theme

❖ Tools Menu:

- Spelling And Grammar
- Word Count
- Mail Merge

❖ Table Menu:

- Draw Table
- Insert
- Delete
- Select
- Merge Cell
- Split Cell
- Split Table
- Table Auto Format

❖ Window Menu:

- New Window
Arrange all
- Split

❖ Step of Mail Merge:

- Tools Menu
- Letter and Mailing
- Mail Merge
- Next
- Next
- Type New List
- Create
- Customize
- Entry
- Close
- Save
- Ok
- Insert Merge field
- ABC

Shortcut	Description
Ctrl+A	Select all contents of the page.
Ctrl+B	Bold highlighted selection.
Ctrl+C	<u>Copy</u> selected text.
Ctrl+D	Open the <u>font</u> preferences window.
Ctrl+E	Aligns the line or selected text to the center of the screen.
Ctrl+F	Open find box.
Ctrl+I	<i>Italic</i> highlighted selection.
Ctrl+J	Aligns the selected text or line to justify the screen.
Ctrl+K	Insert a <u>hyperlink</u> .
Ctrl+L	Aligns the line or selected text to the left of the screen.
Ctrl+M	Indent the paragraph.
Ctrl+N	Opens new, blank document window.
Ctrl+O	Opens the dialog box or page for selecting a file to open.
Ctrl+P	Open the print window.
Ctrl+R	Aligns the line or selected text to the right of the screen.
Ctrl+S	Save the open document. Just like Shift+F12.
Ctrl+T	Create a hanging indent.
Ctrl+U	Underline the selected text.
Ctrl+V	<u>Paste</u> .
Ctrl+W	Close the currently open document.
Ctrl+X	<u>Cut</u> selected text.
Ctrl+Y	Redo the last action performed.
Ctrl+Z	Undo last action.
Ctrl+Shift+L	Quickly create a <u>bullet point</u> .
Ctrl+Shift+F	Change the font.
Ctrl+Shift+>	Increase selected font +1pts up to 12pt and then increase font +2pts.
Ctrl+]]	Increase selected font +1pts.
Ctrl+Shift+<	Decrease selected font -1pts if 12pt or lower; if above 12, decreases font by +2pt.
Ctrl+[[Decrease selected font -1pts.
Ctrl+/+c	Insert a cent sign (¢).
Ctrl+'+<char>	Insert a character with an accent (grave) mark, where <char> is the character you want. For exa

	you wanted an accented è you would use Ctrl+'+e as your shortcut key. To reverse the accent mark use the opposite accent mark, often on the tilde key .
Ctrl+Shift+*	View or hide non printing characters.
Ctrl+<left arrow>	Moves one word to the left.
Ctrl+<right arrow>	Moves one word to the right.
Ctrl+<up arrow>	Moves to the beginning of the line or paragraph.
Ctrl+<down arrow>	Moves to the end of the paragraph.
Ctrl+Del	Deletes word to right of cursor.
Ctrl+Backspace	Deletes word to left of cursor.
Ctrl+End	Moves the cursor to the end of the document.
Ctrl+Home	Moves the cursor to the beginning of the document.
Alt+F	File Menu
Alt+E	Edit Menu
Alt+V	View Menu
Alt+I	Insert Menu
Alt+O	Format Menu
Alt+T	Tools Menu
Alt+A	Table Menu
Alt+W	Window Menu
Alt+H	Help Menu
Ctrl+Alt+1	Changes text to heading 1.
Ctrl+Alt+2	Changes text to heading 2.
Ctrl+Alt+3	Changes text to heading 3.
Alt+Ctrl+F2	Open new document.
Ctrl+F1	Open the Task Pane .
Ctrl+F2	Display the print preview .
Ctrl+Shift+>	Increases the selected text size by one font size.
Ctrl+Shift+<	Decreases the selected text size by one font size.
Ctrl+Shift+F6	Switches to another open Microsoft Word document.
Ctrl+Shift+F12	Prints the document.
F1	Open Help.
F4	Repeat the last action performed (Word 2000+)
F5	Open the Find, Replace, and Go To window in Microsoft Word.

F7	Spellcheck and grammar check selected text or document.
F12	Save As.
Shift+F3	Change the text in Microsoft Word from <u>uppercase</u> to <u>lowercase</u> or a capital letter at the beginning of every word.
Shift+F7	Runs a Thesaurus check on the selected word.
Shift+F12	Save the open document. Just like Ctrl+S.
Shift+Enter	Create a <u>soft break</u> instead of a new paragraph.
Shift+Insert	Paste.
Shift+Alt+D	Insert the current date.
Shift+Alt+T	Insert the current time.

Extension Name

.DOC	Microsoft Word 2003
.DOCX	Microsoft Word 2003
.XLS	
XLSX	
.PPT	
.PPTX	
.RTF	
.TXT	
.HTML	
.M4A	MPEG-4 Audio File
.MID	MIDI File
.MP3	MP3 Audio File
.MPA	MPEG-2 Audio File
.WAV	WAVE Audio File
.WMA	Windows Media Audio File
.3G2	3GPP2 Multimedia File
.3GP	3GPP Multimedia File
.MP4	MPEG-4 Video File
.MPG	MPEG Video File
.WMV	Windows Media Video File

A

ADSL – Asymmetric Digital Subscriber Line
AGP – Accelerated Graphics Port
ALI – Acer Labs, Incorporated
ALU – Arithmetic Logic Unit
AMD – Advanced Micro Devices
APC – American Power Conversion
ASCII – American Standard Code for Information Interchange
ASIC – Application Specific Integrated Circuit
ASPI – Advanced SCSI Programming Interface
AT – Advanced Technology
ATI – ATI Technologies Inc.
ATX – Advanced Technology Extended

B

BFG – BFG Technologies
BIOS – Basic Input Output System
BNC – Barrel Nut Connector

C

COMPUTER – Common Operating Machine particularly Used For Trade, Education and Research.
CAS – Column Address Signal
CD – Compact Disk
CDR – Compact Disk Recorder
CDRW – Compact Disk ReWriter
CD-ROM – Compact Disk - Read Only Memory
CFM – Cubic Feet per Minute
CMOS – Complementary Metal Oxide Semiconductor
CPU – Central Processing Unit
CTX – CTX Technology Corporation

D

DDR – Double Data Rate

DDR-SDRAM – Double Data Rate - Synchronous Dynamic Random Access Memory

DFI – DFI Inc. Design for Innovation

DIMM – Dual Inline Memory Module

DRAM – Dynamic Random Access Memory

DPI – Dots Per Inch

DSL – See ASDL

DVD – Digital Versatile Disc

DVD-RAM – Digital Versatile Disk - Random Access Memory

E

ECC – Error Correction Code

ECS – Elitegroup Computer Systems

EDO – Extended Data Out

EEPROM – Electrically Erasable Programmable Read Only Memory

EPROM – Erasable Programmable Read Only Memory

EVGA – EVGA Corporation

F

FC-PGA – Flip Chip Pin Grid Array

FDC – Floppy Disk Controller

FDD – Floppy Disk Drive

FPS – Frame Per Second

FPU – Floating Point Unit

FSAA – Full Screen Anti Aliasing

FS – For Sale

FSB – Front Side Bus

G

GB – Gigabytes

GBps – Gigabytes per second or Gigabits per second

GDI – Graphical Device Interface

GHz – GigaHertz

H

HDD – Hard Disk Drive

HIS – Hightech Information System Limited

HP – Hewlett-Packard Development Company

HSF – Heatsink Fan

I

IBM – International Business Machines Corporation

IC – Integrated Circuit

IDE – Integrated Drive Electronics

IFS- Item for Sale

IRQ – Interrupt Request

ISA – Industry Standard Architecture

ISO – International Standards Organization

J

JBL – JBL, Jame B. Lansing., Speakers

JVC – JVC Company of America

K

Kbps – Kilobits Per Second

KBps – KiloBytes per second

L

LG – LG Electronics

LAN – Local Area Network

LCD – Liquid Crystal Display

LDT – Lightning Data Transport

LED – Light Emitting Diode

M

MAC – Media Access Control

MB – MotherBoard or Megabyte

MBps – Megabytes Per Second

Mbps – Megabits Per Second or Megabits Per Second

MHz – MegaHertz

MIPS – Million Instructions Per Second

MMX – Multi Media Extensions

MSI – Micro Star International

N

NAS – Network Attached Storage

NAT – Network Address Translation

NEC – NEC Corporation

NIC – Network Interface Card

O

OC – Over Clock

OCZ – OCZ Technology

OEM – Original Equipment Manufacturer

P

PC – Personal Computer

PCB – Printed Circuit Board

PCI – Peripheral Component Interconnect

PDA – Personal Digital Assistant

PCMCIA – Peripheral Component Microchannel Interconnect Architecture

PGA – Professional Graphics Array

PLD – Programmable Logic Device

PM – Private Message or Private Messaging

PnP – Plug ‘n Play

PNY – PNY Technology

POST – Power On Self Test

PPPoA – Point to Point Protocol over ATM

PPPoE – Point to Point Protocol over Ethernet

PQI – PQI Corporation

PSU – Power Supply Unit

R

RAID – Redundant Array of Inexpensive Disks

RAM – Random Access Memory

RAMDAC – Random Access Memory Digital Analog Convertor

RDRAM – Rambus Dynamic Random Access Memory

ROM – Read Only Memory

RPM – Revolutions Per Minute

S

SASID – Self scanned Amorphous Silicon Integrated Display

SCA – SCSI Configured Automatically

SCSI – Small Computer System Interface

SDRAM – Synchronous Dynamic Random Access Memory

SECC – Single Edge Contact Connector

SODIMM – Small Outline Dual Inline Memory Module

SPARC – Scalable Processor Architecture

SOHO – Small Office Home Office

SRAM – Static Random Access Memory

SSE – Streaming SIMD Extensions

SVGA – Super Video Graphics Array

S/PDIF – Sony or Philips Digital Interface

I

TB – Terabytes

TBps – Terabytes per second

Tbps – Terabits per second

TDK – TDK Electronics

TEC – Thermoelectric Cooler

TPC – TipidPC

TWAIN – Technology Without An Important Name

U

UART – Universal Asynchronous Receiver or Transmitter

USB – Universal Serial Bus

UTP – Unshielded Twisted Pair

V

VCD – Video CD

VPN – Virtual Private Network

W

WAN – Wide Area Network

WTB – Want to Buy

WYSIWYG – What You See Is What You Get

X

XGA – Extended Graphics Array

XFx – XFX Graphics, a Division of Pine

XMS – Extended Memory Specification

XT – Extended Technology