

MICROSOFT WORD

Complete Notes for ADCA Course

Theory • Practical Skills • Office Automation • Exam Preparation

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Website	info.softucator.com
Coverage	10-unit ADCA syllabus with practical procedures, shortcuts, tips and revision questions

A structured learning guide for students, instructors and practical lab work.

Course Contents

Unit	Topic
1	Introduction & File Management
2	Text Editing & Character Formatting
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10	Review, Security & Printing

Learning outcomes: After completing these notes, a learner should be able to create, format, organize, automate, review, secure and print professional Word documents using modern Microsoft Word.

How to study
Read the concept, follow the numbered procedure in Word, complete the practical task, then answer the revision questions. Menu names may vary slightly between Word 2016, 2019, 2021 and Microsoft 365.

UNIT 1: Introduction & File Management

Learning objective: understand Word's interface, create and manage documents, and use essential file operations.

1.1 What is Microsoft Word?

Microsoft Word is a word-processing application used to create, edit, format, store, share and print text-based documents. It is commonly used for letters, reports, resumes, notices, assignments, forms and office documentation.

1.2 Word Interface

- Title Bar – displays the document and application name.
- Quick Access Toolbar – provides frequently used commands such as Save and Undo.
- File tab – contains document management commands such as New, Open, Save, Print and Options.
- Ribbon – organizes commands into tabs such as Home, Insert, Design, Layout, References, Mailings, Review and View.
- Document area – the workspace where text and objects are entered.
- Rulers – help set margins, indents and tab stops.
- Status bar – displays page number, word count, language and view/zoom information.
- Navigation pane – helps search and move through headings and document content.

1.3 Creating a New Document

Use File > New > Blank Document, or press Ctrl+N. Templates can also be selected for predefined layouts. A new document should be saved early so that subsequent changes are protected.

1.4 Opening and Saving

- Open an existing file with File > Open or Ctrl+O.
- Save with Ctrl+S. For a first save, Word asks for a file name and location.
- Save As is useful when creating a new copy, changing format, or saving to another folder.
- Common formats include .docx for Word documents and .pdf for fixed-layout sharing.

1.5 File and Folder Management

- Use meaningful file names such as ADCA_Word_Practical_01.docx.
- Create folders by course, semester, subject or project.
- Keep working documents and exported PDFs organized separately.
- Use cloud storage or a backup drive for important documents.
- Check the file extension before opening or sharing a document.

1.6 Word Views and Navigation

- Print Layout – shows the page as it will generally print.
- Read Mode – focuses on reading.
- Web Layout – displays content in a web-like flow.

- Outline – works with heading structure.
- Draft – provides a simplified editing view.

1.7 Basic Editing Commands

Undo reverses the latest action (Ctrl+Z); Redo repeats/reapplies an action (Ctrl+Y); Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Select All (Ctrl+A), Find (Ctrl+F), and Replace (Ctrl+H) are core editing commands.

Practical Exercises

1. Create a folder named ADCA_MS_Word and save a new document as Student_Profile.docx.
2. Open the document, type one page of sample content, save it, close it, and reopen it.
3. Use Save As to create a PDF copy and verify that both files exist.
4. Use the Navigation Pane or Find command to locate a word in a two-page document.

Revision Questions

1. **What is Microsoft Word used for?**
2. **What is the difference between Save and Save As?**
3. **Name five important parts of the Word interface.**
4. **What is the purpose of the Ribbon?**
5. **Explain the difference between .docx and .pdf.**

UNIT 2: Text Editing & Character Formatting

Learning objective: enter and edit text efficiently and apply professional character formatting.

2.1 Entering and Selecting Text

Click at the required insertion point and type. Use Shift with arrow keys to select text by character, Ctrl+Shift+Arrow to select by word, and Ctrl+A to select the entire document.

2.2 Character Formatting

- Font family – changes the typeface.
- Font size – changes character size.
- Bold (Ctrl+B), Italic (Ctrl+I), Underline (Ctrl+U).
- Font Color – changes text color.
- Text Highlight Color – emphasizes selected text.
- Change Case – switches between lowercase, UPPERCASE, Sentence case and other case options.
- Text Effects – can add visual effects such as outline, shadow or glow.

2.3 Font Dialog Box

The Font dialog provides additional controls such as underline style, effects, character spacing and advanced typography options. Use it when precise formatting is needed.

2.4 Copying Formatting

Format Painter copies formatting from one location to another. Double-click Format Painter to apply the same formatting to multiple locations, then press Esc to stop.

2.5 Find and Replace

Find searches for words or phrases. Replace changes matching text, with options to replace one occurrence or all occurrences. Advanced Find can search by formatting and other criteria.

2.6 Special Characters and Symbols

Insert > Symbol provides symbols not easily typed from the keyboard. Equation tools can insert mathematical expressions. Use consistent fonts to avoid display problems when sharing files.

2.7 Proofing While Typing

Word can underline spelling and grammar issues. Right-click a marked word to review suggestions. These tools assist editing but should not replace human proofreading.

2.8 Styles vs Manual Formatting

Manual formatting changes selected text directly. Styles apply a named set of formatting consistently. For long documents, styles make headings, navigation and automatic tables of contents much easier.

Practical Exercises

1. Type a paragraph and demonstrate bold, italic, underline, font size, font color and highlighting.
2. Use Find and Replace to change a repeated term throughout a document.
3. Create a heading using a built-in Heading style and modify its appearance.

4 Use Format Painter to apply one heading's formatting to three other headings.

Revision Questions

1. **Differentiate font formatting and paragraph formatting.**
2. **What is Format Painter?**
3. **What is the shortcut for Find and Replace?**
4. **Why are styles useful in long documents?**
5. **Explain the purpose of Change Case.**

UNIT 3: Paragraph & Page Formatting

Learning objective: control paragraph appearance, alignment, spacing, indents, lists and basic page presentation.

3.1 Paragraph Alignment

Word supports Left (Ctrl+L), Center (Ctrl+E), Right (Ctrl+R) and Justify (Ctrl+J). Justification aligns text to both margins and is often used in formal documents.

3.2 Indentation

Indentation moves paragraph text inward from the margins. Left and right indents affect the whole paragraph; first-line and hanging indents affect specific lines.

3.3 Line and Paragraph Spacing

Use Home > Paragraph or the Line and Paragraph Spacing command to control readability. Common choices include single, 1.15, 1.5 and double spacing. Paragraph Before/After spacing controls space between paragraphs.

3.4 Bullets and Numbering

- Bullets are useful for unordered lists.
- Numbering is useful for steps, procedures and ordered items.
- Multilevel lists can create hierarchical structures such as 1, 1.1, 1.2.
- List indentation and numbering styles can be customized.

3.5 Tabs and Tab Stops

Tab stops align text at consistent positions. Word provides left, center, right and decimal tab stops. The ruler can be used to set and move tab stops.

3.6 Borders and Shading

Borders can be applied around paragraphs or selected text. Shading adds a background fill and can be used to emphasize notices, headings or key information.

3.7 Page Breaks and Section Breaks

Ctrl+Enter inserts a manual page break. Section breaks divide a document into sections that can have different layouts, headers/footers, columns or page numbering.

3.8 Columns

Layout > Columns can arrange text in two or more columns. Columns are common in newsletters, brochures and certain reports.

3.9 Pagination and Keep Options

Paragraph pagination settings can help keep headings with the following paragraph, prevent single lines at page boundaries, or keep related paragraphs together.

Practical Exercises

1 Format a one-page notice using centered title, justified body text and appropriate spacing.

2 Create a numbered procedure with a nested multilevel list.

3 Create a paragraph with a first-line indent and another with a hanging indent.

4 Insert a page break and then a section break; apply different formatting to the new section.

Revision Questions

1. **What is paragraph alignment?**
2. **What is the difference between a page break and a section break?**
3. **Explain first-line and hanging indents.**
4. **When would you use columns?**
5. **What is the purpose of paragraph spacing?**

UNIT 4: Tables & Data Layouts

Learning objective: create, format and manage tables for structured information.

4.1 Creating a Table

Insert > Table allows you to select rows and columns visually or use Insert Table for exact dimensions. You can also convert text to a table when the data is separated by tabs or another delimiter.

4.2 Entering and Moving in Cells

Click a cell and type. Tab moves to the next cell; Shift+Tab moves backward. Pressing Tab in the last cell creates a new row.

4.3 Table Design

Table Design provides styles, borders, shading, header-row options and banded rows. Use consistent formatting to make data easy to scan.

4.4 Layout and Structure

- Insert or delete rows and columns.
- Merge cells to combine multiple cells into one.
- Split cells when a cell needs to be divided.
- Change row height and column width.
- Distribute rows or columns evenly.
- Align text vertically and horizontally within cells.

4.5 Sorting and Simple Calculations

Tables can be sorted by selected columns. In Word, simple formulas such as SUM can be inserted into table cells for basic calculations. For complex analysis, Excel is generally more appropriate.

4.6 Converting Text and Tables

Use Convert Text to Table when text is separated by tabs, commas or paragraph marks. Convert Table to Text reverses the process.

4.7 Table Best Practices

Use a clear header row, avoid excessive merged cells, keep labels concise, repeat header rows on long tables, and check the table in Print Layout before printing.

Practical Exercises

1. Create a 5-column, 8-row student marks table.
2. Merge the first row to create a table title and apply a table style.
3. Sort a table by marks and add a simple total formula.
4. Convert tab-separated text into a table and then convert it back to text.

Revision Questions

1. What is a table in Word?

2. How do you merge cells?
3. How can you insert a new row at the end of a table?
4. What is the use of Repeat Header Rows?
5. Why is Excel preferable for complex data analysis?

UNIT 5: Graphics, Shapes & SmartArt

Learning objective: insert and format visual elements to create clear and professional documents.

5.1 Pictures

Insert > Pictures can add images from a device or available online sources. Use Picture Format tools for cropping, resizing, corrections, artistic effects, borders and layout.

5.2 Text Wrapping

Text wrapping controls how text flows around an object. Common options include In Line with Text, Square, Tight, Through, Top and Bottom, Behind Text and In Front of Text.

5.3 Shapes

Insert > Shapes provides lines, arrows, rectangles, circles, callouts and other drawing objects. Shapes can contain text and can be formatted with fill, outline and effects.

5.4 Icons and 3D Models

Word versions that support these features can insert icons and 3D models. These are useful for visual instructions and educational materials.

5.5 SmartArt

SmartArt presents relationships visually. Categories include List, Process, Cycle, Hierarchy, Relationship, Matrix and Pyramid.

5.6 Captions and Object Positioning

Captions can label figures or tables. Use alignment, grouping and the Selection Pane to manage multiple objects.

5.7 Accessibility for Graphics

Add alternative text to meaningful images so screen-reader users can understand their purpose. Decorative images can be marked appropriately depending on the Word version.

Practical Exercises

1. Insert a picture, crop it, resize it proportionally and apply text wrapping.
2. Create a flowchart using Shapes to show a document-processing workflow.
3. Create a SmartArt hierarchy for an imaginary computer training institute.
4. Group multiple shapes and align them evenly on the page.

Revision Questions

1. What is text wrapping?

2. Name three types of Word graphics.

3. What is SmartArt used for?

4. What is the purpose of alternative text?

5. How can multiple shapes be aligned and grouped?

UNIT 6: Page Layout & Setup

Learning objective: set document dimensions, margins, orientation, columns and section-based layouts.

6.1 Page Size

Layout > Size controls paper dimensions such as A4, Letter and Legal. Choose the size required by the institution or printing destination.

6.2 Margins

Margins define the blank space between page edges and content. Presets such as Normal, Narrow, Moderate and Wide can be selected, or custom margins can be entered.

6.3 Orientation

Portrait is vertical; Landscape is horizontal. Orientation can be changed for an entire document or a selected section.

6.4 Page Setup Dialog

The Page Setup dialog gives detailed control over margins, paper, layout and section behavior. It is useful for precise academic and office formatting.

6.5 Section-Based Layout

Sections allow one document to contain different page orientations, margins, columns, headers/footers and numbering schemes. Section breaks are essential for mixed layouts.

6.6 Page Background

Design tools can add page color, borders and watermarks. Use these carefully in formal documents to maintain readability.

6.7 Themes

Document themes coordinate fonts, colors and visual effects. Themes help maintain a consistent design across headings, shapes and other objects.

Practical Exercises

1. Set an A4 document with custom margins and portrait orientation.
2. Create a two-page document where the second page is landscape using a section break.
3. Add a page border and a light watermark to a practice document.
4. Apply a document theme and compare its effect on headings and shapes.

Revision Questions

1. What is the difference between page size and margins?

2. When is landscape orientation useful?

3. Why are section breaks important?

4. What is a document theme?

5. How can a watermark be inserted?

UNIT 7: Header, Footer & Page Numbers

Learning objective: create consistent repeating information and professional page numbering.

7.1 Headers and Footers

Headers appear at the top margin area and footers at the bottom. They can contain titles, organization names, logos, dates, document codes and other repeated information.

7.2 Inserting a Header or Footer

Use Insert > Header or Footer, choose a design or select Edit Header/Footer, then type or insert the required content.

7.3 Page Numbers

Insert > Page Number can place page numbers in headers, footers or margins. Number formats and starting numbers can be adjusted.

7.4 Different First Page

The Different First Page option allows a cover page to have a different header/footer or no page number.

7.5 Odd and Even Pages

Different Odd & Even Pages can be used for book-style layouts where left and right pages require different header/footer content.

7.6 Linking Sections

Headers and footers are normally linked between sections. Turn off Link to Previous when a section needs independent content or numbering.

7.7 Fields

Word fields can insert dynamic information such as page number, number of pages, date, time and document properties. Fields can update automatically or be refreshed.

Practical Exercises

1. Create a header containing an institute name and a footer containing the website.
2. Insert page numbers and hide the number on the cover page.
3. Create two sections and make their headers different by turning off Link to Previous.
4. Insert a Page X of Y field in the footer.

Revision Questions

1. What is a header?

2. What is a footer?

3. What does Different First Page do?

4. What is Link to Previous?

5. What are Word fields?

UNIT 8: Mail Merge (Advanced Office Automation)

Learning objective: create personalized letters, labels, envelopes and messages from a common document and a data source.

8.1 What is Mail Merge?

Mail Merge combines a main document with a recipient data source to create multiple personalized documents. Typical uses include letters, certificates, notices, labels and envelopes.

8.2 Main Components

- Main document – contains common text and layout.
- Data source – contains records such as names, addresses and other fields.
- Merge fields – placeholders such as FirstName or City inserted into the main document.
- Merged output – the personalized documents generated from the combination.

8.3 Creating a Mail Merge

Use Mailings > Start Mail Merge, select the document type, choose or create the recipient list, insert merge fields, preview results, and finish the merge to print, edit individual documents or generate email output where supported.

8.4 Recipient List

Recipients can be typed directly, selected from an existing list, or connected to supported data sources. Before merging, check field names, spelling, duplicates and address formatting.

8.5 Rules

Mail Merge Rules can add conditional behavior. For example, an IF rule can display different wording depending on a data field.

8.6 Labels and Envelopes

Mail Merge can generate address labels and envelopes from a recipient list. Select the correct label/vendor layout and test-print before using a full sheet.

8.7 Troubleshooting

Preview several records, check blank fields, verify date/number formats, ensure addresses fit, and use Finish & Merge carefully. Always keep a backup of the data source.

Practical Exercises

1. Create a recipient list with at least five records containing Name, Address and Course.
2. Create a personalized admission letter using First Name and Course merge fields.
3. Preview records, edit one recipient, and generate a separate merged document.
4. Create address labels from the same recipient list.

Revision Questions

1. What is Mail Merge?

2. **What are the four main components of Mail Merge?**
3. **What is a merge field?**
4. **What is the purpose of Preview Results?**
5. **Give three practical uses of Mail Merge.**

UNIT 9: References & Documentation Tools

Learning objective: use Word's long-document tools for academic, technical and professional documentation.

9.1 Styles and Heading Structure

Heading styles create a document hierarchy. Heading 1 can represent chapters, Heading 2 sections and Heading 3 subsections. This structure powers navigation and automatic tables of contents.

9.2 Table of Contents

References > Table of Contents can generate a table from heading styles. After editing the document, use Update Table to refresh page numbers and entries.

9.3 Footnotes and Endnotes

Footnotes appear at the bottom of the page; endnotes are collected at the end of a section or document. They can be used for explanations and citations.

9.4 Citations and Bibliography

Word can manage source details and insert citations and bibliographies using available citation styles. Verify source information and required institutional style before submission.

9.5 Captions and Cross-References

Captions label figures, tables and equations. Cross-references create links to numbered items, headings, figures or tables and can update when numbering changes.

9.6 Index

An index provides an alphabetical list of important terms and page references. Mark entries first, then generate the index.

9.7 Navigation Pane

Navigation Pane uses headings to move through long documents and can help reorganize sections by dragging headings where supported.

9.8 Document Templates

Templates store reusable styles, layout and content. They reduce repetitive formatting in recurring office documents.

Practical Exercises

1. Create a three-level heading structure and generate an automatic Table of Contents.
2. Insert at least two footnotes and one endnote.
3. Insert citations for sample sources and generate a bibliography.
4. Add captions to a figure and table, then insert cross-references.
5. Mark three index entries and generate an index on a final page.

Revision Questions

1. What is the purpose of heading styles?

2. **How is a footnote different from an endnote?**
3. **What is a Table of Contents?**
4. **What is a cross-reference?**
5. **Why are templates useful?**

UNIT 10: Review, Security & Printing

Learning objective: review documents, protect information, check final output and print professionally.

10.1 Spelling and Grammar

Review spelling and grammar suggestions, but verify corrections manually. Technical terms, names and local-language words may require context-aware decisions.

10.2 Track Changes

Track Changes records insertions, deletions and formatting changes. It is useful when a document passes between students, teachers, editors or office teams.

10.3 Comments

Comments allow reviewers to ask questions, explain changes or provide feedback without directly changing the main text.

10.4 Accepting and Rejecting Changes

Reviewers can accept or reject individual changes or process changes in groups. A final document should be checked after revisions are resolved.

10.5 Compare and Combine

Compare can identify differences between two document versions. Combine can merge revisions from multiple reviewers, depending on Word version and workflow.

10.6 Restrict Editing and Protection

Word provides features to limit editing or control document access. Use strong, unique passwords when password protection is required and keep recovery information secure.

10.7 Inspecting a Document

File > Info may provide tools such as Check for Issues / Inspect Document, depending on version. Inspecting can identify certain hidden metadata, comments and other content before sharing.

10.8 Printing

Before printing, check printer selection, page range, copies, orientation, paper size, margins, scaling and preview. Use Print Preview to catch layout errors.

10.9 Exporting to PDF

PDF preserves a fixed-layout representation for sharing and printing. After export, open the PDF and verify page breaks, images, tables, fonts and hyperlinks.

10.10 Final Quality Checklist

- Check spelling, headings and numbering.
- Verify page numbers and headers/footers.
- Check tables, images and alignment.
- Confirm references and captions.
- Remove unwanted comments or tracked changes if the final version should be clean.

- Check accessibility features where relevant.
- Print or export a final copy and inspect it before submission.

Practical Exercises

1. Turn on Track Changes, make five edits, add two comments, and then review the changes.
2. Compare two versions of a document and identify the differences.
3. Protect a practice document with an appropriate editing restriction.
4. Run a final inspection, print preview the document and export it as PDF.
5. Create a one-page final checklist and use it to audit your document.

Revision Questions

1. **What is Track Changes?**
2. **What is the purpose of comments?**
3. **What should be checked before printing?**
4. **Why should a PDF be opened and checked after export?**
5. **What is document protection used for?**

Essential MS Word Keyboard Shortcuts

Shortcut	Function	Shortcut	Function
Ctrl+N	New document	Ctrl+O	Open document
Ctrl+S	Save	F12 / Save As options	Save a copy (version-dependent)
Ctrl+P	Print	Ctrl+W	Close document
Ctrl+C	Copy	Ctrl+X	Cut
Ctrl+V	Paste	Ctrl+Z	Undo
Ctrl+Y	Redo/Repeat	Ctrl+A	Select all
Ctrl+F	Find	Ctrl+H	Replace
Ctrl+B	Bold	Ctrl+I	Italic
Ctrl+U	Underline	Ctrl+L	Align left
Ctrl+E	Center	Ctrl+R	Align right
Ctrl+J	Justify	Ctrl+K	Insert hyperlink
Ctrl+Enter	Page break	Shift+Enter	Line break
Ctrl+Home	Beginning of document	Ctrl+End	End of document
Ctrl+Shift+>	Increase font size	Ctrl+Shift+<	Decrease font size
Ctrl+1	Single spacing	Ctrl+2	Double spacing
Ctrl+5	1.5 line spacing	Ctrl+Space	Clear character formatting
Alt+Ctrl+1	Heading 1	Alt+Ctrl+2	Heading 2

ADCA MS Word Practical Project

Complete this project as a final lab assessment. Create a professional 6–10 page institute report.

Required structure

1. Cover page with institute name, title and student details.
2. Automatic Table of Contents based on heading styles.
3. At least three sections with different heading levels.
4. One formatted table containing sample course or marks data.
5. One picture, one shape-based diagram and one SmartArt graphic.
6. Header with document title/logo and footer with website and page numbers.
7. At least one footnote, one citation and a bibliography.
8. A Mail Merge practice letter using at least five recipient records.
9. Track Changes and comments demonstrated on a review copy.
10. Final PDF export checked in Print Preview and after opening the PDF.

Assessment idea
Evaluate formatting consistency, correct use of styles, tables, graphics, page setup, references, mail merge, review features and final PDF quality.

Common Practical Mistakes to Avoid

- Using repeated spaces instead of tabs, indents or table cells for alignment.
- Formatting every heading manually instead of using styles.
- Adding page numbers manually rather than using the Page Number field.
- Using many large images that make the file unnecessarily heavy.
- Changing page orientation without inserting the required section break.
- Printing without checking the preview.
- Leaving comments or tracked changes in a final copy when they are not required.
- Using inconsistent fonts, heading sizes, spacing or capitalization.

ADCA Viva & Examination Preparation

Question	Short Answer
What is word processing?	Creating, editing, formatting, storing and printing text-based documents using software.
What is a document template?	A reusable file containing predefined layout, styles and content.
What is a section break?	A break that creates an independent section with potentially different layout or formatting.
What is a style?	A named set of formatting that can be applied consistently to content.
What is Mail Merge?	A feature that combines a common document with a data source to create personalized outputs.
What is SmartArt?	A collection of visual layouts used to represent information such as processes and hierarchies.
What is Track Changes?	A review feature that records edits so they can be examined and accepted or rejected.
What is a footnote?	A note displayed at the bottom of the page.
What is a header?	Repeated content placed in the top margin area of pages.
What is a footer?	Repeated content placed in the bottom margin area of pages.

Long-Answer Practice

1. Explain the Word interface and the purpose of the Ribbon, Quick Access Toolbar, status bar and navigation pane.
2. Explain character formatting and paragraph formatting with suitable examples.
3. Describe how to create and format a table in Microsoft Word.
4. Explain page setup, margins, orientation and section breaks.
5. Describe the complete Mail Merge process from recipient list to final output.
6. Explain how heading styles, Table of Contents, footnotes, citations and cross-references support long documents.
7. Explain Track Changes, comments, accepting/rejecting changes and final document inspection.
8. Write a step-by-step procedure for preparing and printing a professional report.

Quick Glossary

Term	Meaning
Alignment	Position of paragraph text relative to the margins.
Bookmark	A named location in a document used for quick navigation or referencing.
Caption	A label associated with a figure, table or other item.
Clipboard	Temporary storage used for cut/copy/paste operations.
Field	Dynamic information inserted into a document, such as page number or date.
Footer	Repeated information displayed at the bottom of pages.
Header	Repeated information displayed at the top of pages.
Indent	Distance by which paragraph text is moved inward from a margin.
Mail Merge	Process of combining a main document with a data source.
Margin	Blank space between page edge and document content.
Section Break	A boundary allowing different page/layout settings within one document.
SmartArt	Visual diagrams for structured information.
Style	Named formatting definition applied consistently to content.
Template	Reusable document design and structure.
Track Changes	Feature that records document revisions.
Word Count	Number of words detected in a document or selection.

Important note
Microsoft Word is updated regularly. Button names and exact locations can vary slightly by version, operating system, language and Microsoft 365 update channel. The concepts and workflows in these notes are intended to remain useful across modern Word versions.