



# Manage Documents

# Session: Manage Documents

- List two or three characteristics of an OS.
- Name any three functions of an OS.
- What activities does an OS carry out for memory management?

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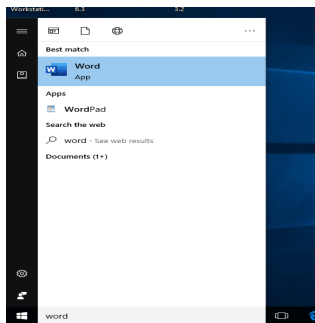
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## Open MS Word

MS Word can be opened in three different ways:

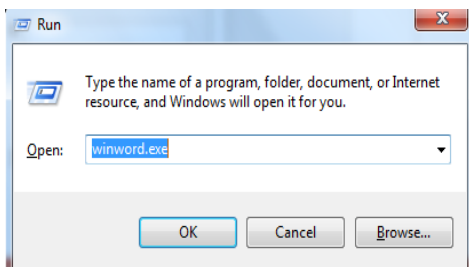
1. Use ing the Start Button
2. Use ing Windows key and "R"
3. Use ing S shortcut

## Steps of opening MS Word using the Start Button



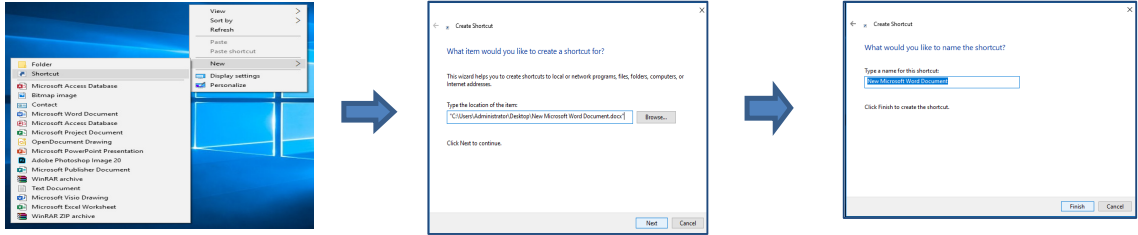
- Click the Start button.
- Type "word" without quotation marks into the search box.
- Click "Word " in the list that appears.

## Steps of opening MS Word using Windows key and "R"



- Press the Windows key and "R" on the keyboard simultaneously
- The Run dialogue appears.
- Type "WinWord.exe" without quotation marks into the box

To open MS Word using shortcut:



- Right-click in the on an empty area of the Windows desktop.
- Move the mouse pointer over "New" in the menu that appears.
- Click "Shortcut".
- Type or copy and paste "'C:\Users\Administrator\Desktop\New Microsoft Word Document.docx'" into the box.
- Click "Next."
- By default it l will give some name; retain keep it as is or change the name.
- Type "Word" into the box and click "Finish." Double-click the Word shortcut that appears on the desktop to launch Word
- A shortcut icon appears on the desktop. Double-click on the icon to open MS Word

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Navigate within documents

- The Find command is used for searching in a wWord document.
- Use the Find command to find a single character, a-word or a-group of words.
- Ctrl+F is the shortcut key to search in a wWord document

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**Steps to search for a text:**

**To find a text:**

- Go to the Home tab and select **Find**, or press Ctrl+F.
- In the Navigation pane, enter the text you want to search for.
- A list of matching words will be displayed in the Navigation pane.
- Instances of the word will be highlighted in the main document
- You will see the option in detail through a simulation

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**Creating links within documents:**

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**Activity**

1. A \_\_\_\_\_ directs readers to another document or to a website.
2. A \_\_\_\_\_ directs readers to a named source within the same document, such as a table or graph.
3. A \_\_\_\_\_ is a kind of hyperlink that directs readers to a specific place within a document.

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**Format Documents:**

Word provides a feature to hide text by using formatting marks. Word applies a formatting mark, ~~that~~ which means,  ~~& 'Don't display this text.'~~ If you want to print a document without some text showing up, you can do that by hiding the ~~with hidden~~-text.

**The shortcut keys are:**

Click Ctrl+Shift+H to show the hidden text in the entire document and click Ctrl+Shift+8 to hide the formatting marks

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Page Setup in Word allows you to change:

- Margins
- Gutter margin
- Orientation (portrait or landscape)
- Page size
- Method for printing pages
- Number of columns
- Section break behaviour in the Layout tab

**Formats in which you save documents:**

File Extension	File Type	Description
.doc	Word 97-2003 Document	The binary file format for Word 97-Word 2003.
.docx	Word Document	The default XML-based file format for different versions of Word.
.docm	Word Macro-Enabled Document	The XML-based and macro-enabled file format for different versions of Word.
.dotm or .dotx	Word Macro-Enabled Template	Template for creating new Word document.
.odt	OpenDocument Text	A file format for saving Word 2019,that supports opening of the file in Open Office. Document.

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**Save and Share Documents**

**Method 1 for saving documents:**

- Select Save icon on the Quick Access Toolbar or select **File > Save**.
- Select the device location where you want to save the file.
- Confirm the filename you want to use.
- Enter a name for the file if you are saving it for the first time.
- Click **Save**.

**Other ways of saving a file are:**

- Click File > Save As to create a new file, based on an existing file.
- Click File > Save a Copy to keep a copy of the original file.

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To save your file in an older version or format:

- Click File > Save As.
- Select the location
- Enter the name of the file
- In the Save As type list, click the file format in which ~~that~~ you want to save the file, in.
- Click Save.



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**Recap:**

- Search is to find a single character, word or group of words. The **Find** command is used for searching a word or group of words in a Word document.
- Linking establishes a connection between two objects. You can create links to any location in a document by creating hyperlinks.
- Page Setup in Word allows you to change margins, gutter margin, orientation, that is, portrait or landscape, page size, method for printing pages, number of columns and section break behaviour in the Layout tab.
- You can move to specific locations in a document using bookmarks, cross references and links.
- A Word file can be saved in different formats. Files can be shared with others through email and other options.
- Hidden properties can be removed.
- Accessibility features have to be included to make a document accessible to all.