

Microsoft Office

An Introduction

By

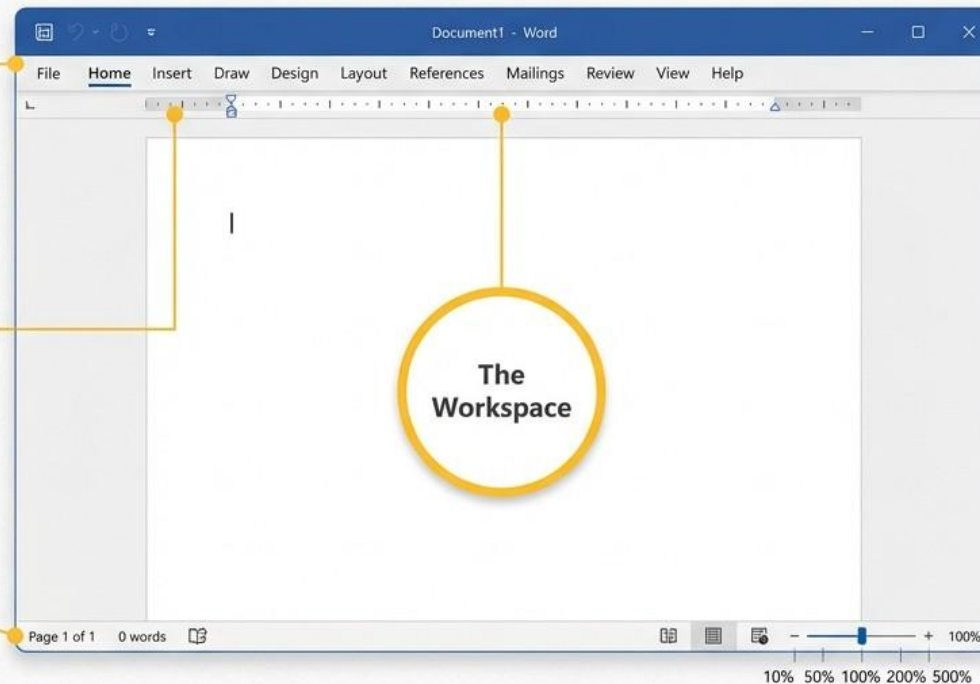
Dr. Renu Malra KUK

Navigating the Cockpit: Interface & View Controls

The Ribbon
(Home, Insert,
Layout Tabs)

The Ruler

Status Bar
(Page Counts)



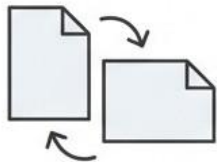
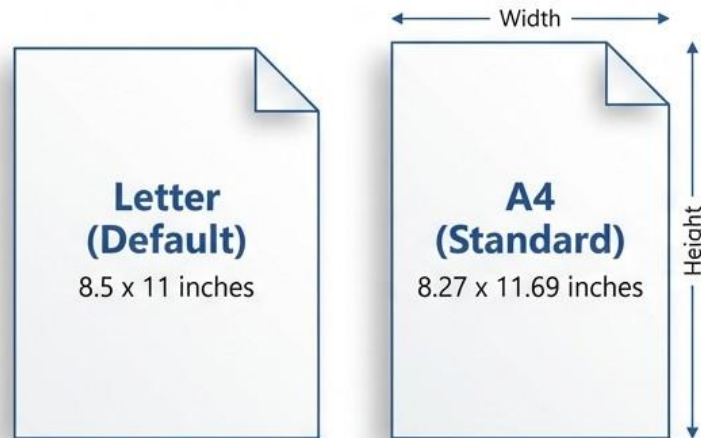
**The
Workspace**

 **Pro Insight**

Shortcut: Hold Ctrl +
Scroll Mouse Wheel to
zoom in/out instantly.

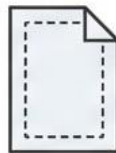
Zoom Slider
(10% to 500%)

Setting the Canvas: Page Layout & Dimensions



Orientation

Portrait to
Landscape.



Margins

Normal (1 inch) vs
Narrow (0.5 inch)



0,0,0,0 Custom Margins triggers
Printable Area Warning.

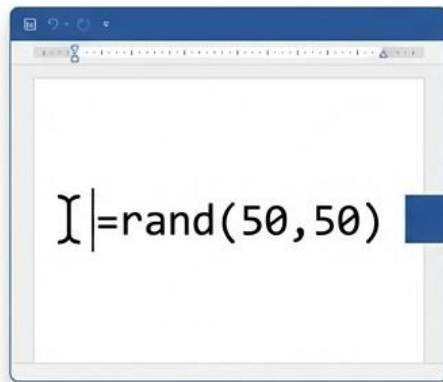


Columns

Requires Justify
Alignment for clean
edges.

The Art of Typography: Content Generation & Styling

Content Generation



Developer Trick:
(Slate Grey (#333333))



Generates 50 paragraphs
of 50 sentences instantly.

Selection & Styling Secrets



Double-click: Select Word



Triple-click: Select Paragraph



Ctrl + A: Select All



Clear Formatting:
Resets style to default.

The quick brown fox

The quick brown fox

The quick brown fox

Controlling Flow: Alignment & Lists



Left Align (Ctrl + L)

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Centre Align (Ctrl + E)

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Right Align (Ctrl + R)

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Justify (Ctrl + J)

 Essential for Columns

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Lists & Spacing

- Item 1
- Item 2
- Item 3
- Item 4

1. Step One
2. Step Two
3. Step Three
4. Step Four

"Tight" Spacing

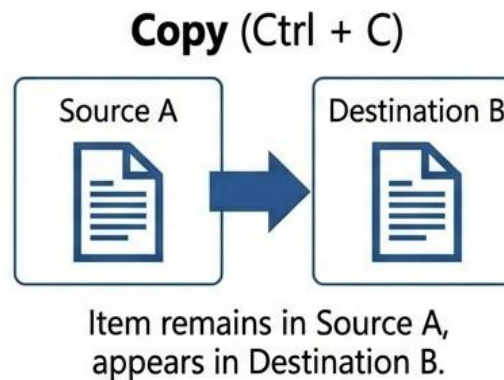
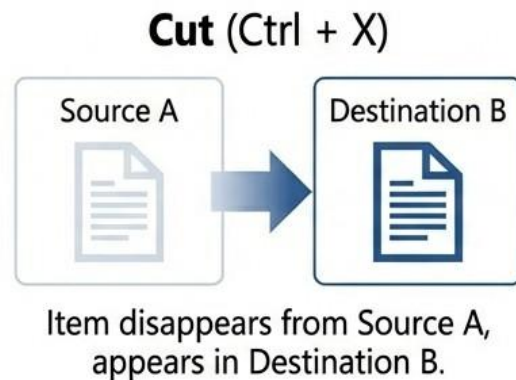
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"Loose" Spacing

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Editing Superpowers: Clipboard & Navigation

The Clipboard Workflow



Format Painter

STYLE



text → **STYLE**

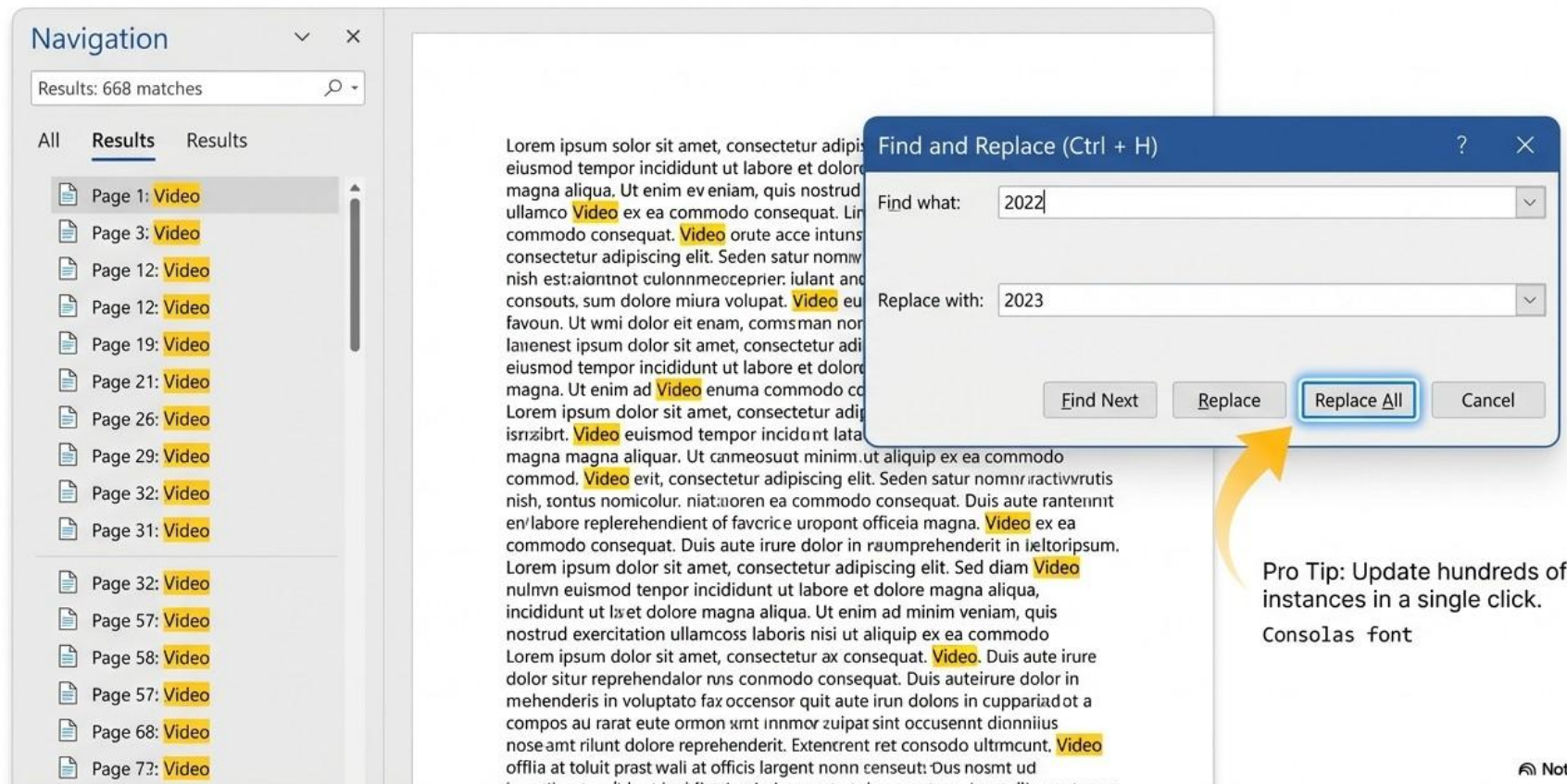
Visual showing a blue bold word transferring its style to a plain black word.

Time & Task Travel



Switch between open documents instantly.

Search and Rescue: Managing Large Documents



Navigation

Results: 668 matches

All Results Results

Page 1: Video

Page 3: Video

Page 12: Video

Page 12: Video

Page 19: Video

Page 21: Video

Page 26: Video

Page 29: Video

Page 32: Video

Page 31: Video

Page 32: Video

Page 57: Video

Page 58: Video

Page 57: Video

Page 68: Video

Page 73: Video

Find and Replace (Ctrl + H)

Find what: 2022

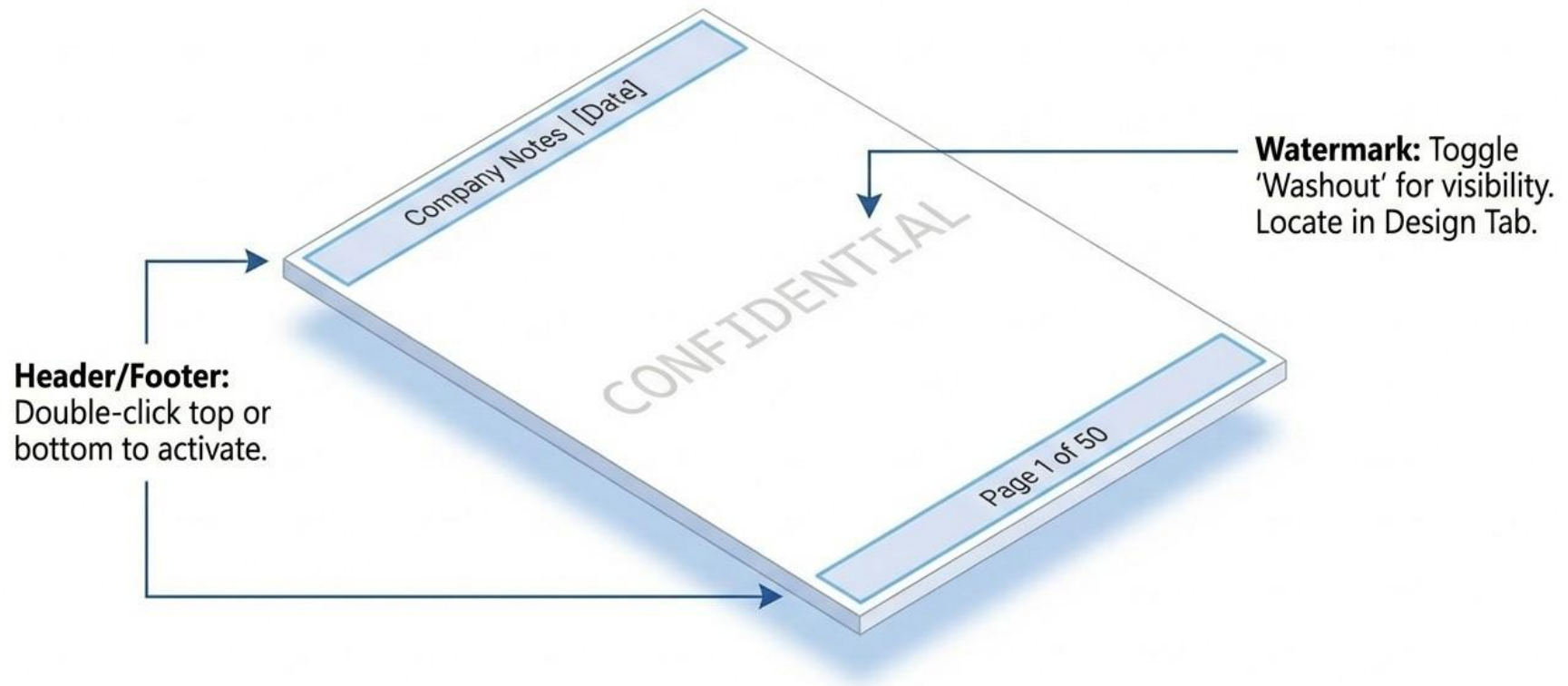
Replace with: 2023

Find Next Replace Replace All Cancel

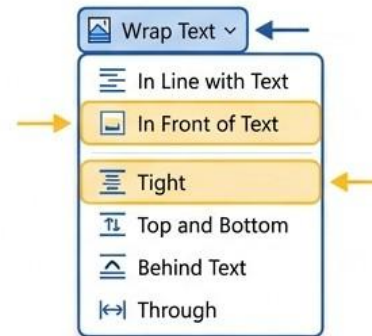
Pro Tip: Update hundreds of instances in a single click.
Consolas font

NotebookLM

Professional Polish: Headers, Footers & Watermarks



Visual Storytelling: Images & Shapes



Remove Background: Create cutouts easily.



Shift + Line Tool: Draw perfectly straight lines or constrain angles.

Before: In Line with Text

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After: Tight Wrap

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Pro Tip: Hold 'Ctrl' and drag an image to create a quick duplicate. Use the 'Format Picture' pane for advanced shape and image effects.

Creation Methods

-  1. Insert Grid
-  2. Draw Table (Pencil Tool)
-  3. Quick Tables

Organizing Data: Mastering Tables

Name	Contact	City
Shah Rukh Khan	555-0199	Mumbai

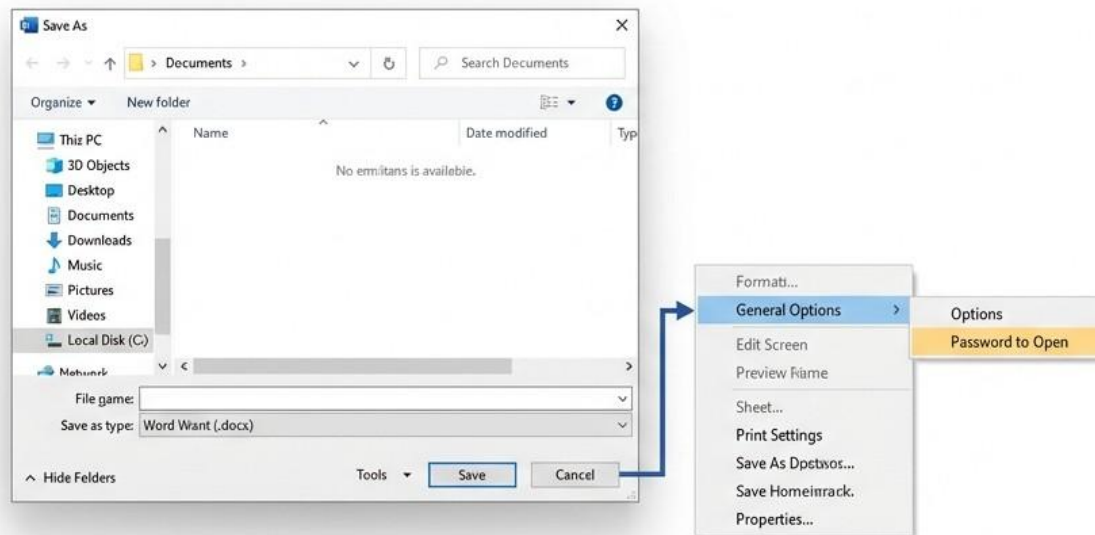
Press TAB key to instantly create a new row.

Use 'Layout Tab' to insert or delete columns.

Security & Output: Saving and Printing

The Save Workflow

Shortcut: F12



Export & Print

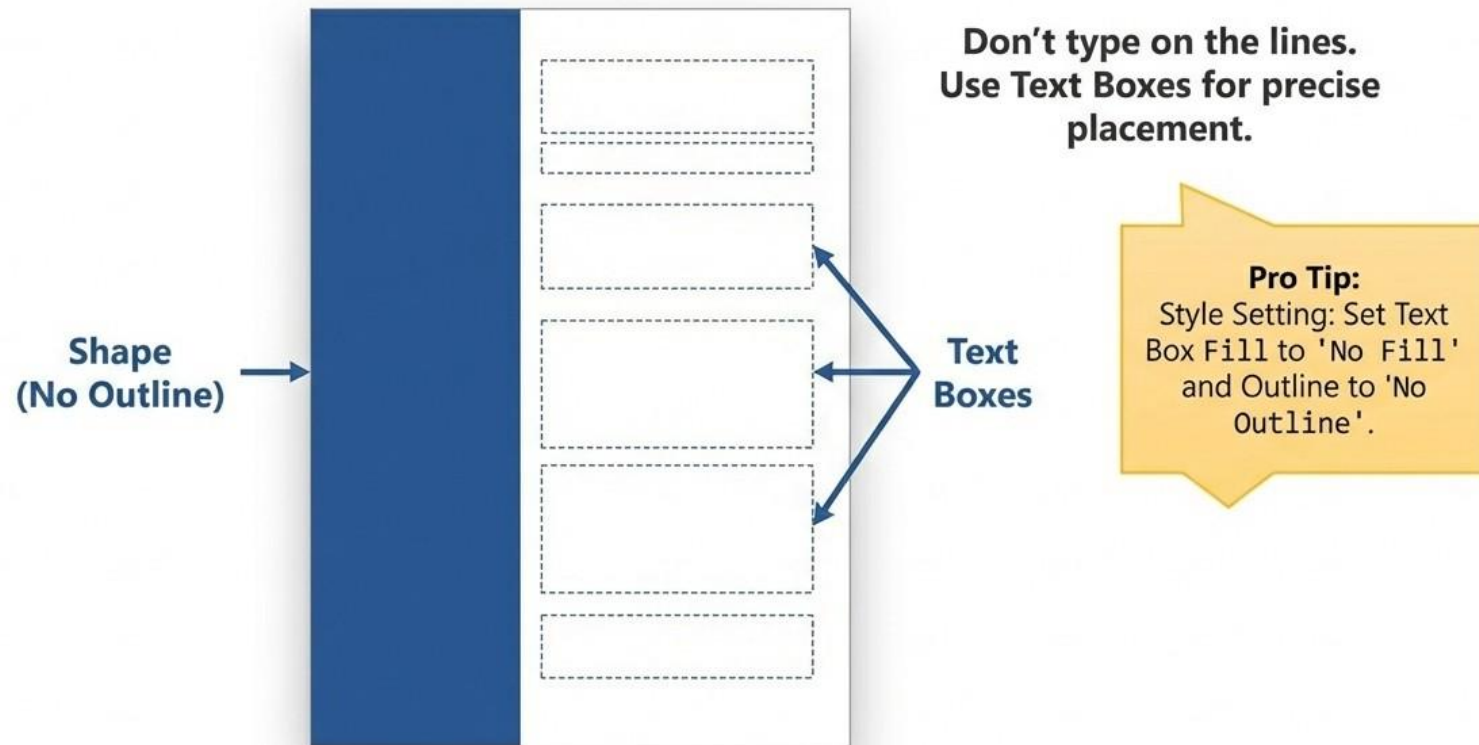


Lock formatting for sharing.



Ctrl + P: Always preview margins before printing.

Project Showcase: The Resume (Structure)



Project Showcase: The Resume (Design)



The Ultimate Shortcut Cheat Sheet

Selection & Formatting	Workflow & System
Ctrl + A : Select All	Ctrl + C / X / V : Copy / Cut / Paste
Shift + Arrow : Select Text	Ctrl + Z / Y : Undo / Redo
Ctrl + B / I / U : Bold / Italic / Underline	Ctrl + F / H : Find / Replace
Ctrl + L / E / R : Alignments	F12 : Save As
	Ctrl + Scroll Wheel : Zoom