

Chapter 1 : Microsoft Word Tutorial – Free & Online

Microsoft word tutorial |How to insert images into word document table - Duration: Ms Word in Tamil 07 Insert-Pages - Duration: GJTechnosoft 13, views.

I promise to use it only to send you Understanding the Basics of Computers. In these Microsoft Word tutorials I will take you step by step through the basic features and the new tab format of the program. We are going to start with the basics and then move step by step through each tab at the top to include the Home tab , Insert , Page Layout , References , Mailings , Review , and end with View. Even with my extensive computer background it took me some time to get use to Microsoft Office Most beginner computer users will use Word for typing a letter to a family member or friend, typing up a recipe or creating a fun card or flyer. We are going to have a little fun with these tutorials and design a greeting card along with editing some other types of documents. This will allow me to show you all of the features a basic computer user will want to know. We will even show you how to create and print envelopes for you to use to mail home made cards. I will be bouncing back and forth between documents in order to explain the best way I can how to use these features in Word so bare with me. It will be a bit of a slow go. This tutorial will take you through how to use the features located in the Microsoft Office Logo in the upper left corner of Word When you open Word it starts you with a new document. All of your basic commands that you will use on most documents are located at the top of the screen by clicking on the Microsoft office logo. Click the upper left corner on the Microsoft Office logo to see the list of options. Even though you already have a new document open click on the New icon. The New Document window will open and give you template options to choose from. Click on Installed Templates. This will give you a list of templates you can uses that are already installed on your computer and you do not have to download from the internet. These can be time savers if you are in a hurry to create a professional looking document. Below the Installed Templates in a list of other templates you can download off the internet. These are also great time savers. It just takes a few extra clicks to download the document online. We are going to do things the hard way by designing our own. I just wanted you to get a feel for all of the features New document has, besides just starting with a blank page. We are going to do this tutorial in the order of the tabs at the top. So now that we have a blank document open click on the Microsoft Office logo at the top left and click Save as. The Word Save As is a little different than past versions. If you are planning to send the document via email or save it to a disk and use another computer to open it click the Word Document. If the other computer does not have Word but has an older version this selection lets you open the document in an older version of Word. If you plan on using Word to open the document each time click the top Word Document selection. Select the file location you would like to save the greeting card. Usually the file location defaults to My Documents. Type greeting card in the File name: You can also change the document type to open in an older version of word in the Save As Window by clicking the drop Save as type: Click on the Microsoft Office icon in the upper left corner and at the very bottom click Close. There are 3 ways to reopen a document. Double click on the My Documents folder from your desktop and then double click on the greeting card. This will automatically open Word and your saved document. Open Word and click on the Microsoft Office icon in the upper left corner. The drop down menu will appear and you can either click on the Open Icon and it will take you to your My Document folder where you can double click the greeting card. In the right hand column of the drop down menu you will see Recent Documents. Scan down the list of documents until you find greeting card. I know we have not got to the heart of our greeting card yet but we have found the basics we need to know for every Word document we create. Click the Next arrow to move onto the Home tab.

Chapter 2 : Microsoft Word | Microsoft Office

This feature is not available right now. Please try again later.

In order to have access to a wider variety of fonts and enable typing support, a Language Interface Pack must be installed. Mac OS users should keep in mind that Tamil has been supported since version 10.5. Check to see what languages are installed. Microsoft Office users may follow the same procedure. In the dialog box that appears, search for Tamil in the list. If it is present, continue to step 3 to enable it and set it as the default editing language. If not, follow step 2. In the download page, click Download and then Install. Once this is complete, click Run to begin the installation process after downloading the file. Follow the on-screen instructions to complete the installation procedure. Configure the Tamil Language Interface Pack. In the Editing tab of the dialog box that appears, scroll through the available list of languages and select Tamil. Click the add button to enable it. To set it as your primary editing language, click Tamil after adding it to the list. Changes will take effect the next time an Office application is run. Enable the Tamil Keyboard layout. Click the Start Menu and click Control Panel. In the dialog box that appears, Windows XP users should select the Language tab and click the two check boxes to install the additional files required. Windows XP users then click the Details button in the same tab to add the Tamil keyboard layout. Windows Vista users can select Tamil from the list in the General tab, or click Add if it does not appear on the list. Test the new setup. If you set Tamil as your default input language, begin typing to verify that all steps were successful. If Tamil is not the default language, first ensure that the Tamil keyboard layout is enabled by clicking the small keyboard icon on the task bar at the lower right corner of the screen and selecting Tamil. Then begin typing to verify that Tamil support is working.

Chapter 3 : How to Use Tamil Fonts in MS Word | It Still Works

Apple lover, ICT and LEAN consultant, MS Office lecturer My other website with video tutorials - Tutorials, guides and news for iPhones and iPads.

Chapter 4 : Free Word Tutorial at GCFGlobal

Lyrics built to spill liar ms office word tutorial mindfulness workbook for dummies by shamash alidina pdf in tamil nero Microsoft Word is a word-processing program, designed to. The information in previous versions of Microsoft Office in a.

Chapter 5 : Free Office Tutorials at GCFGlobal

Now you will be able to Type in Tamil in MS Word , , or any other versions. If you find this tutorial useful, please spread the word about it by sharing this tutorial on your social networking websites.

Chapter 6 : Microsoft Word

Ms Excel Tutorial In Telugu,ms Word Tutorial In Telugu,c Language Tutorial For Beginners In Telugu, Excel Tutorial In Telugu, Vlookup In Excel. MS Excel Formulas AutoSum and Excel Equations One of the most powerful features of Rajshri (Wholesales.

Chapter 7 : How To Type In Tamil In MS Word - Free Tech Tutors

Easy MS Office Tutorial In Telugu Pdf Free Download For Personal Easy MS Office Tutorial In Telugu Pdf Free Download For Personal Use Asked By Smith Cristina 0 points N/A Posted on - 02/04/

Chapter 8 : Microsoft Word Tutorial | calendrierdelascience.com | Free Tutorial

Acquire the essential skills needed for producing professional work using Microsoft Access, Excel, PowerPoint, and Word in the Office suite. Free Office Tutorials at GCFGlobal menu.

Chapter 9 : Ms Office Word Tutorial Videos Collections: Ms word tamil video tutorial

The cookie settings on this website are set to "allow cookies" to give you the best browsing experience possible. If you continue to use this website without changing your cookie settings or you click "Accept" below then you are consenting to this.