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Coimbatore- 49



**DEPARTMENT OF COMMERCE WITH INFORMATION
TECHNOLOGY**

21UCI507 -Business Information Technology

**MS Word – Entering, Editing, Saving, Finding & Replacing a
text**

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Microsoft Word is a word processing software used to:

- Type documents
- Edit text
- Format content
- Save and print files

It is mainly used for:

- Letters
- Reports
- Assignments
- Project documents

ENTERING TEXT IN MS WORD

Entering Text means typing content in the document.

Steps:

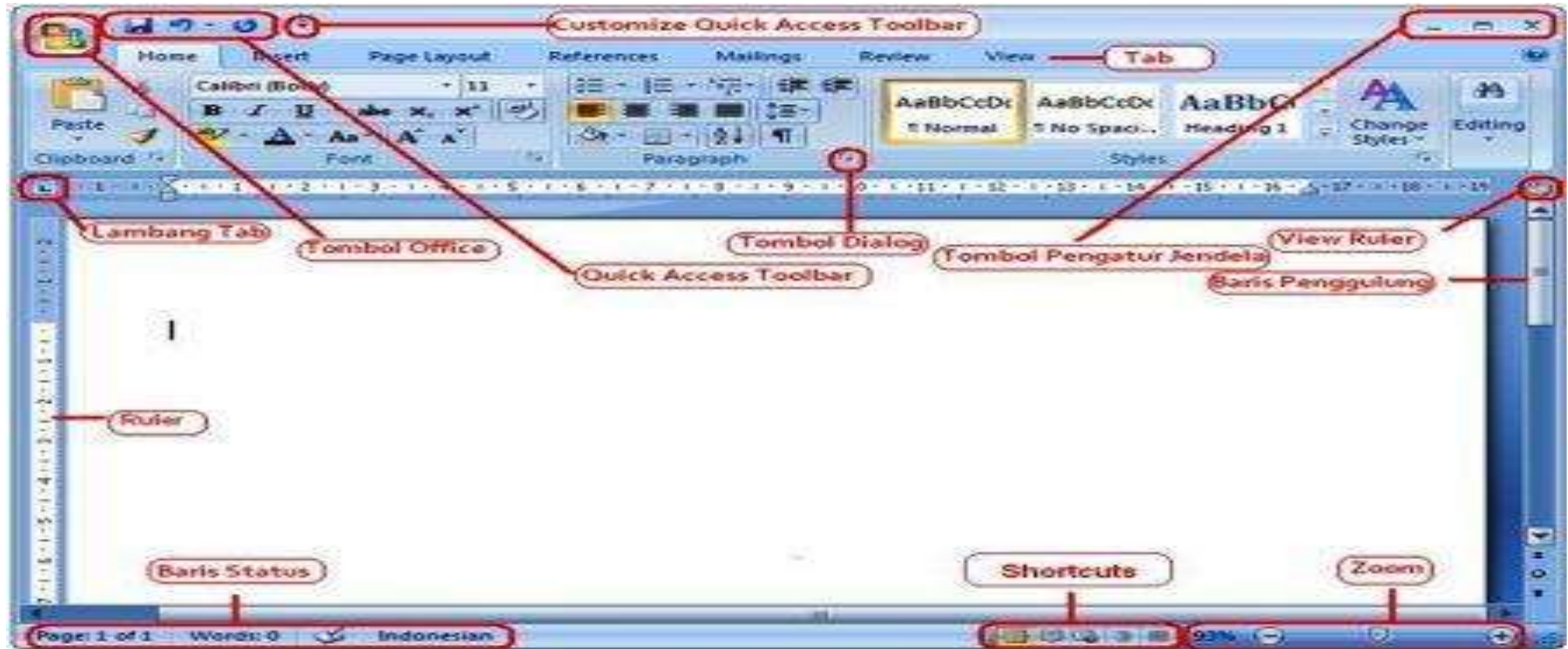
- Open MS Word
- Click on Blank Document
- Place cursor on page
- Start typing using keyboard

You can type:

- Letters
- Numbers
- Symbols

The blinking cursor shows where the text will appear.

Word Window



Editing means modifying the text already typed.

Common editing actions:

- **Insert** – Add new text
- **Delete** – Remove unwanted text
- **Cut** – Ctrl + X
- **Copy** – Ctrl + C
- **Paste** – Ctrl + V
- **Undo** – Ctrl + Z

Editing helps to **correct mistakes and improve content.**

Formatting tools used while editing:

- Change Font Style
- Increase / Decrease Font Size
- Bold / Italic / Underline
- Text Colour
- Alignment – Left, Center, Right, Justify

These tools make the document
attractive and readable.

SAVING A DOCUMENT

Saving means storing the document for future use.

Steps to save a document:

- Click on **File** → **Save As**
- Choose location (Desktop / Drive)
- Type file name
- Click **Save**

Shortcut: **Ctrl + S**

File extension: **.docx**

Find is used to search for a specific word in the document.

Steps:

- Press **Ctrl + F**
- Type the word to be found
- Word highlights all matching words

Find helps to locate words **quickly in long documents.**

• **Replace** is used to change one word to another.

• Steps:

- Press **Ctrl + H**
- Type old word in “Find”
- Type new word in “Replace”
- Click **Replace / Replace All**
- This saves a lot of **time in editing.**

Scenario:

An office staff member is typing a long report in MS Word.

He makes spelling mistakes and uses an old company name again and again.

The document needs:

- Text editing
- Saving
- Finding and replacing the old name

This creates confusion and wastes time.

DESIGN THINKING ACTIVITY (DT MODEL)

Empathize

Talk to the staff member and understand the problem of editing a large document.

Define

“Office staff faces difficulty in _____ while editing documents because _____.”

Ideate

Suggest 5 solutions:

- Use Find & Replace
- Use Spell Check
- Save frequently
- Use templates
- Auto-correct

Prototype

Design a simple step plan:

Type → Edit → Find/Replace → Save → Print

Test

Apply your plan on a sample document and show result.

QUICK KNOWLEDGE (QUIZ)



1. What is the shortcut key to save a document?

- A) Ctrl + C
- B) Ctrl + V
- C) Ctrl + S
- D) Ctrl + X

2. Which option is used to find a word in MS Word?

- A) Ctrl + F
- B) Ctrl + P
- C) Ctrl + B
- D) Ctrl + U

3. Which option is used to replace text?

- A) Ctrl + S
- B) Ctrl + H
- C) Ctrl + O
- D) Ctrl + N

Answers: 1 – C, 2 – A, 3 – B

Empathize

Interview 3 office staff and identify the difficulties they face while preparing documents in **MS Word**.

Examples: Time-consuming formatting, spelling mistakes, confusion in layout.

Define

Problem statement:

“Office staff face difficulty in _____ while using MS Word because _____.”

MS Word is used for document creation

- Text can be entered and edited easily
- Documents can be saved for future use
- Find & Replace helps in quick editing
- Important skill for students & office workers

**Next Topic:
creating hypertext links between word
documents ,Auto correct tools ,Tables , Mail
merge document**

