

Word Processing (MS Word) - PDF Note - computeroperatorexam.com

High-Priority Facts for Exam

Fact	Value
First version of MS Word	1983 (Charles Simonyi & Richard Brodie)
Word 2003 extension	.doc
Word 2007+ extension	.docx
Default font (2003)	Times New Roman, 12 pt
Default font (2007+)	Calibri, 11 pt
Default line spacing (2007+)	1.08 lines
Max table columns	63
Max table rows	32,767
Max newspaper columns	45
Zoom range	10%–500%
Max file size	32 MB (Word file) / 512 MB (open)
Spell check shortcut	F7
Thesaurus shortcut	Shift + F7
Show/hide formatting marks	Home → ¶ button
Bookmark shortcut	Ctrl + Shift + F5
Hyperlink shortcut	Ctrl + K
Track changes shortcut	Ctrl + Shift + E

Change Case — 5 Types (Fast Recall)

| **SLUCT** — Sentence | Lowercase | Uppercase | Capitalize each word | Toggle

Line Spacing — Shortcuts

Spacing	Shortcut
Single (1)	Ctrl + 1
1.5 Lines	Ctrl + 5
Double (2)	Ctrl + 2

Section Break Types

Type	Effect
Next Page	Text continues on next page
Continuous	Break without page change
Even Page	Text goes to next even-numbered page
Odd Page	Text goes to next odd-numbered page

SmartArt Types (8)

ALL, List, Process, Cycle, Hierarchy, Relationship, Matrix, Pyramid

Chart Types (11)

Column · Line · Pie · Bar · Area · XY Scatter · Stock · Surface · Doughnut · Bubble · Radar

Mail Merge — 6 Steps

1. Select Document Type
2. Select Starting Document
3. Select Recipients
4. Write the Letter (insert merge fields)
5. Preview
6. Complete the Merge (Print or Edit Individual Letters)

Proofing Underlines

Color	Meaning
Red wavy	Spelling error
Green wavy	Grammar error
Blue	Correct word, wrong context

Devanagari Fonts

Type	Fonts	Compatibility
ANSI (legacy)	Preeti, Kantipur	Nepal-only, non-standard
Unicode	Mangal, Kalimati	Web-compatible, standard