MS WORD FOR CA

By CA Giriraj soni

Contenet

- Basis Usage of Word for CA Office
- Basic Features of Word
- Review
- Cross Reference
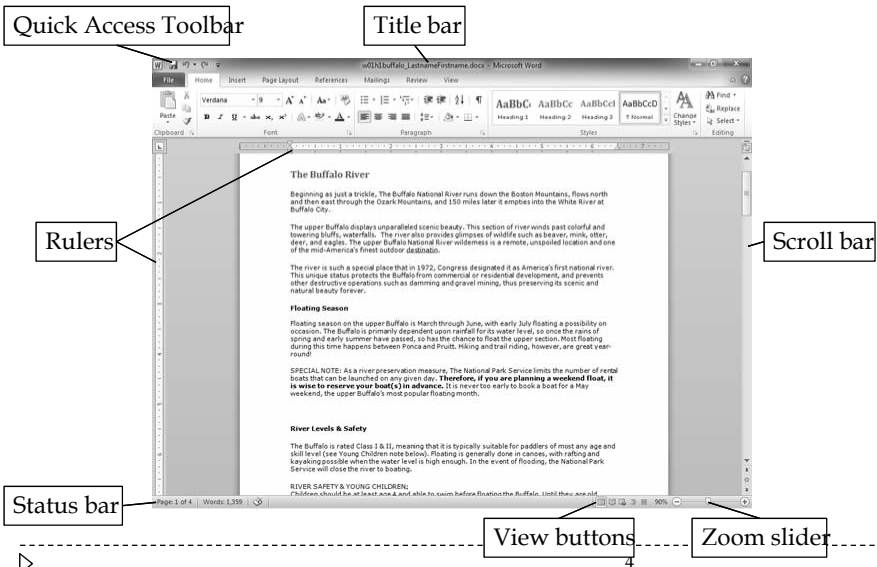- Hyperlinking
- Indexing
- Other Useful Features

Use of MS word in CA office

- ‣ Income tax – Tax audit report, Letter to Department, Appeal Drafting, TP report etc.
- ‣ Internal Audit – Report, Letters, Audit Program etc
- ‣ Statutory Audit – Letters , CARO report, Audit programs etc.
- ‣ VAT – VAT audit report.
- ‣ Bank – Bank Concurrent audit report, Stock Audit Report etc…
- ‣ Other Assignment – Report , Letters

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The Word Window

Quick Access Toolbar   Title bar

Rulers   Scroll bar

Status bar
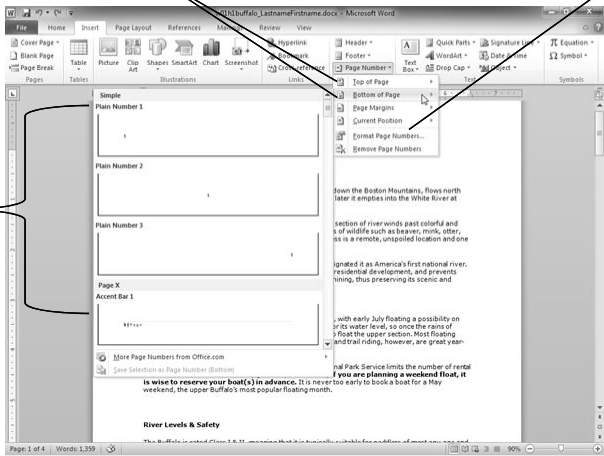
View buttons   Zoom slider

▷   4

Page Numbers

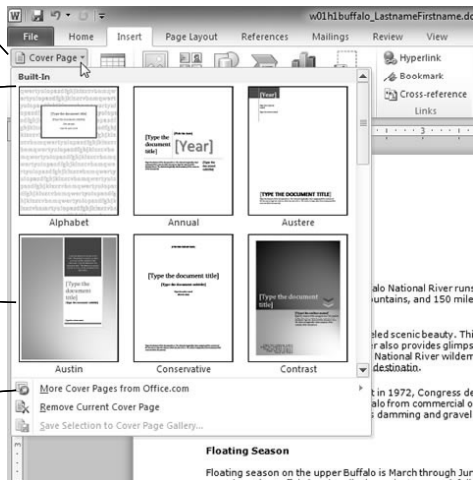Placement options

Format Page Numbers

Gallery

Cover Page

Cover Page

Gallery

More cover pages
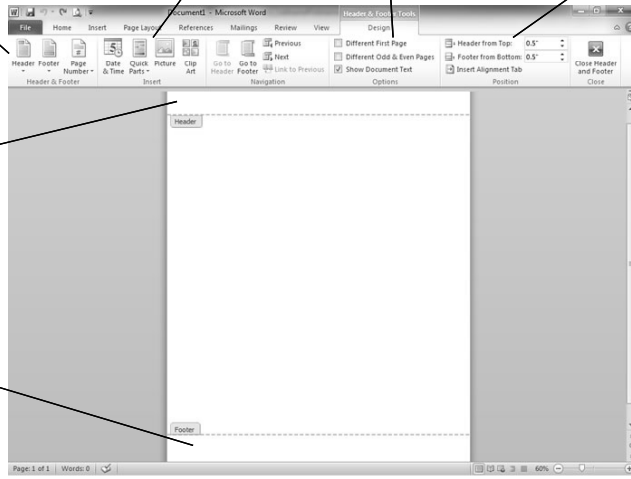
Headers and Footers

Formatting options | Fields to insert | Display options | Position options
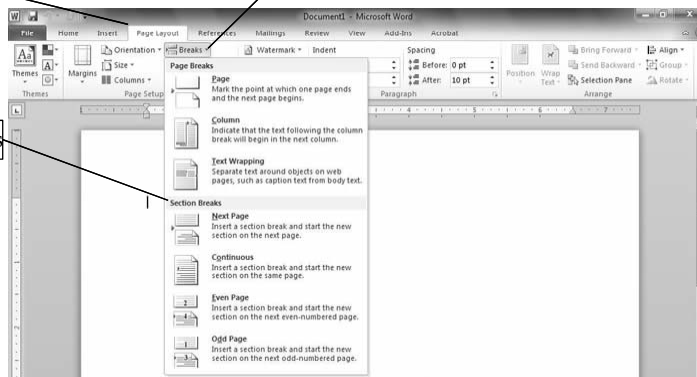
Header area

Footer area

7

Sections

Page Layout tab | Breaks

Section Breaks

8

Sections (continued)

9

Generating a Table of Contents

- Insert a **table of contents** to provide readers with an overview of topics and subtopics
  - Word searches for headings, sorts them by heading levels, and then displays the completed table of contents
- Format headings and subheadings with Heading styles
- Customize a table of contents by modifying **TOC styles**

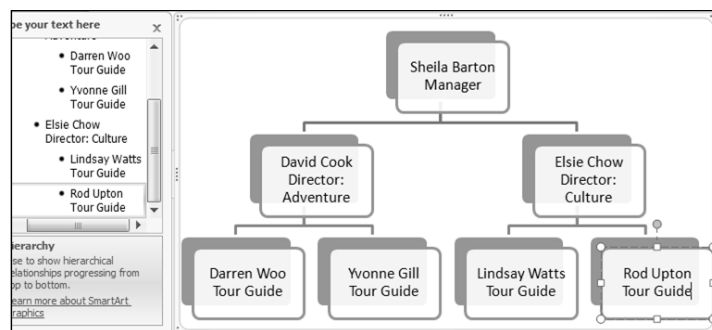# Creating a SmartArt Graphic

‣ You can create **seven** types of SmartArt graphics

  ‣ Once you have selected a type, you select a layout and then type text in each of the SmartArt shapes or in the text pane

  ‣ You can further modify a SmartArt graphic by changing fill colors, shape styles, and layouts

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Creating SmartArt

‣ Names and positions for organization chart

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Working with References

‣ Insert a Citation
‣ Manage Sources
‣ Generate a Bibliography
‣ Insert an Equation
‣ Modify an Equation

▷

Inserting Citations

‣ The **Citations & Bibliography** group on the References tab includes features to help you keep track of:
   ‣ Resources you use to write research papers
   ‣ Articles
   ‣ Any document you obtained from other sources, such as books and Web sites

▷

Inserting Citations

▸ A **citation** is a short reference, usually including the author and page number, that gives credit to the source of a quote or other information included in a document

▷

Modifying Citations and Managing Sources

▸ Modify the contents of a citation
▸ Edit the source of the citation
▸ Format a citation for specific guidelines such as
  ▸ Chicago
  ▸ MLA
  ▸ APA

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Generating a Bibliography

‣ Assemble all your sources on a separate page or pages at the end of your document
‣ You can choose to create a:
  ‣ **Works Cited list**: Lists only the works included in citations in your document
  ‣ **Standard bibliography**: Lists all the sources you used to gather information for the document

<u>Demonstration</u>

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Inserting Citations

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Other Features

‣ Digital Signature
‣ Watermarks
‣ Default save location
‣ Capital to Small and vice versa
‣ Use of Software – Document Management Software

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Questions

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