DIMPLOMA IN COMPUTER APPLICATION

BOOKLET-2

MS-WORD

Unit -1

Starting MS-Word

Unit -2

Symbols and Pictures

Unit -3

Tables

Unit -4

Working with header, footer

Unit -5

Shortcuts in MS Word

Unit -1 Starting MS Word

Learning objectives

After the Completion of this unit you should be able to know

- 1) What is MS Word 2010 and what are its functions
- 2) The tools used in MS Word 2010 and their use

Introduction

MS Word is a software designed by Microsoft Corporation for various documents relating to business which comprise of various contents in various forms such as

- i. Written
- ii. Graphical
- iii. Pictures
- iv. Hyperlinks
- v. Designs
- vi. Patterns

Its use is worldwide due to its simplicity, efficiency, scalability, reusability, speed in designing various graphical charts etc. One of the beauties is mail merge where a single letter once typed can be addresses to many recipients thus increasing the speed of clerical staff. Features such as convert to PDF, password locking helps user to secure sensitive information at office and elsewhere. We shall be working with MSWord 2010.

Definition

Microsoft Word is a graphical word processing program that users can type with. It is made by the computer company Microsoft. The purpose of the MS Word is to allow the users to type add graphics and save and edit documents.

Working with MS Word 2010

Step-1



Step-2





Knowing the tools

MS Word is comprised of 11 tools

- 1. Status bar
- 2. Title bar
- 3. Help
- 4. Ruler bar
- 5. Dialog box launcher
- 6. Document area
- 7. Zoom control
- 8. Quick access bar
- 9. View Buttons
- 10. File Tab
- 11. Ribbon

Discussing About The 11 tools

Status bar

Status Bar: - The status bar is to know which page is being edited. It also shows the total number of pages and the word count of the document

Page: 26 of 86	Words: 6,552

<u>Title bar</u>

Title bar shows the name of the file. If you opened the my_bussiness.docx file then it would show my business. Why the title bar after all ?People in small/ large firms when working with multiple documents forget which document is currently open and what is the name of the document that is open due high work pressure. This title bar helps the person to know in which document he/she is working at, thus reducing confusion. Suppose I am to copy some part from my another document into my current document this title bar helps me as to which document I am copying and to which place I am pasting.

<u>Help</u>

This is the help menu which guides the user when he/she is in trouble. This is a comprehensive help for doing anything in MSWord starting from getting started with MSWord till the end of MSWord Software. In today's fast life where getting help in urgency may not prevail, the help menu comes for rescue.

Ruler bar

The Ruler bar comes handy for page alignment and page setting. Documents are aligned precisely with this bar both horizontally and vertically.

Dialog box launcher

The dialog box launcher comes handy to change

- \blacktriangleright The font, font style, size of the text
- Add effects such as strikethrough, double strikethrough, superscript, subscript,
- Small caps, all caps, hidden and other advanced features.

Document area

This is the portion of the word document where the user types the contents, adds pictures, graphics. The alignment of the document in the document area is done by the setting the header, footer, page margins which are left, right, top, and bottom. The document area helps to view the document page by page, add blank pages, insert tables etc.

View Buttons



This option is used to view the page as how it appears. They are 4 options

- 1. Print layout
- 2. Full screen reading
- 3. Web Layout
- 4. Outline
- 5. Draft

Zoom control

This option is used to control the zoom level of the page as shown below



Ouick access bar



The quick access bar helps to do the job in a rapid pace. For example a beginner who does not know how to create new file and save it the

quick access bar helps the novice person to create a new file and save it.

Use of a Quick access Bar:-Used for the following

- a) Quick new file creation
- b) Quick table creation
- c) Quick Print preview
- d) Quick spell check
- e) Quick open file
- f) Quick open recent file
- g) Quick save file
- h) Quick email current file.
- i) Changing the quick access bar according to the user requirement.

<u>File tab</u>

File Menu:- The file menu is used to create, save, print, close a file, convert a file to another format such as PDF



<u>Ribbon</u>



Ribbon contains commands organized in three components:

- **Tabs:** A series of groups are linked under tabs. Examples of tabs include Home, Insert, Page Layout are example of ribbon tabs.
- **Groups:** They are used to organize related commands. For example the alignment group is used to align the paragraph.



- **Commands:** Commands appear within each group such as ctrl+b tomake the text bold, ctrl+i to italize, ctrl+u to underline.
- **<u>Tabs :-</u>** The tabs is comprised of the following_tabs
 - 1. Home
 - 2. Insert
 - 3. Page Layout
 - 4. Reference
 - 5. Mailings
 - 6. Review
 - 7. View
 - 8. Design
 - 9. Layout

<u>Home tab</u>

File	Home	Insert	Page Layout Re	ferences Mailin	ıs Review	View											۵ 🕜
Paste	Cut Copy Format Pa	Ca inter	libri (Body) × 11 × I <u>U</u> × abe X, 1	A A Aa* x² <u>A</u> ∗ [®] 2 * A	• E•E	· 🖓 🕴	⊑≇ <u>\$</u> ¶ - <u>&</u> -⊞-	AaBbCcDc 11 Normal	AaBbCcDc ¶No Spaci	AaBbC(Heading 1	AaBbCc Heading 2	AaB Title	AaBbCc. Subtitle	AaBbCcDi Subtle Em	Change Styles *	H Find * alac Replace	
Clip	board	ā.	Font		T ₂	Paragrapl	n G				Styles				Ę.	Editing	

The home tab is used for the following purposes

Sl.No	Description	sign
1	Cut	∦ Cut
2	Сору	🖹 Сору
3	Paste	
4	The character can be used. Delders's	Paste
4	The character can be made Bold using	В
5	The character can be made italic using	Ι
6	An underline can be made under the character using	U
7	The character can be made strikethrough by clicking the	abc
8	To create a subscript such as H ₂ O use the	X ₂
9	To create a superscript such as x^2 use the	X^2
10	To create the text effect use the text effect as shown	A
11	To text highlight color use	aby .

12	To set the font color use the	<u>A</u> -
13	To set the paragraph aligned to left	
14	To set the paragraph aligned to middle	
15	To set the paragraph aligned to right	
16	To set the paragraph aligned to justify	
17	For line and paragraph spacing	\$≡~
18	To set the Theme Colors	

Sl.No	Description	Sign
19	To set Table border /draw a table use	
		I Normal I No Spi
		Bottom Border
		Top Border
		Left Border
		Right Border
		No Border
		All Borders
		Out <u>s</u> ide Borders
		Inside Borders
		Inside <u>H</u> orizontal Border
		Inside <u>V</u> ertical Border
		Diagonal Do <u>w</u> n Border
		Diagonal <u>Up</u> Border
		$\frac{A=}{A=}$ Horizontal Line
		Draw Table
		View <u>G</u> ridlines
		Borders and Shading
20	To set Bullet points use	
		↔ Change List Level
		Define New Bullet

21	To set Numbered Points use	Numbering Library 1 1 1 2 3 3 1 2 3 3 1 2 3 3 1 2 3 3 1 2 3 3 1 1 2 3 3 1 1 2 3 3 1
22	To Decrease the indent of a particular paragraph select the paragraph and click	
Sl.No	Description	Sign
23	To Increase the indent of a particular paragraph select	
	the paragraph and click	₽
24	the paragraph and click To sort by a column use	₹
23 24 25	To show or hide paragraph marks	=, A2↓ ¶

27	To set Mult	ilevel List	Points use			8
						All Current List
						1
						i
						List Library
						None 1) a) i)
						Article I. Headi
						Section 1.01 (a) Heading 3-
						I. Heading 1— A. Heading : Heading 2— Heading 3—
						 <u>Change List Level</u> <u>D</u>efine New Multilevel List. Define New List Style
28	To set style	es in MSW	ord			
AaBbCcD	AaBbCcDc	AaBbC	AaBbCc	АаВ	AaBbCc.	
¶ Normal	¶ No Spaci	Heading 1	Heading 2	Title	Subtitle	Subtle Em ↓ Change Styles ↓

Sl.No	Description	Sign
29	To Change styles in MSWord	Change Styles *
		- 🖄 Style Set 🛛 🕨 -
		Colors +
		A Fonts
		Paragraph Spacing 🕨
		<u>S</u> et as Default
30	Find And Replace	👫 Find 🔻
		ab Replace
		Select 🔻
		Editing

Insert tab

Used to insert cover page, blank page, page break, table, picture, clip art, shapes, smart art, chart, screenshot, hyperlink, bookmark, cross reference, header, footer, page number, text box, quick parts, wordart, drop cap, signature line, date and time, object, equation, symbol.



Cover page

The Cover Page is used to insert a cover page. The cover page of the document is used to set the cover page of the document so that document looks attractive and informative. Below are some of the cover pages as shown below.



Blank page

The Blank page is used to insert a blank page

Blank Page

1.4.1.11.2.3 Page break



The Page Break is used break the current page

Table

This option is used to insert a table

Insert Table	Built-In
Draw Table	Calendar 1
Convert Text to Table	December
Excel Spreadsheet	December
Quick Tables	M T W T F S S
	Image: second
	Calendar 5
	December

Picture



This option is used to enter a picture into the document

<u>Clip art</u>

This option is used to enter the clip art



This option is used to insert shapes	
Changes	
snapes	
Recently Used Shapes	
$\blacksquare \setminus \setminus \Box \oslash \Box \land \bot \downarrow \Leftrightarrow \diamondsuit \Box$	
\$\\{}☆	
Lines	
<u>\\\</u> ll\lc.c.c.k	
Rectangles	
Basic Shapes	
Block Arrows 占公公人公介金介紹介合介介	
Fountion Shapes	
Flowchart	
Stars and Banners	
han fai	
Callouts	

1.4.1.11.2.8 Smart Art

This option is used to insert the smart art into the document which includes organization flow, Charts, process flow charts.

1.4.1.11.2.9 Chart



This option is used to create generate a chart and incorporate it in the word document

1.4.1.11.2.10 Screenshot

Inserts the picture of any program that is not minimized to the taskbar

1.4.1.11.2.11 Hyperlink



This is used to hyperlink an image or text

1.4.1.11.2.12 Bookmark



This creates a hyperlink to a point at a document. Used When the document is very large and a hyperlink at one page directs to a bookmarked page

1.4.1.11.2.13 Cross-reference

Used to create a cross reference to tables ,headings



Cross-reference

1.4.1.11.2.14 Header

Used To enter the header of the document



1.4.1.11.2.15 Footer



Used to enter the footer of the document

1.4.1.11.2.16 Page Number



Used To enter the page number of the document

Page Number

1.4.1.11.2.17 Text Box



Used To enter a preformatted text Box

Text Box ▼

1.4.1.11.2.18 **Quick parts**



1.4.1.11.2.19 WordArt

WordArt is used to insert an artistic word art in the document



1.4.1.11.2.20 Drop Cap



1.4.1.11.2.21 Signature Line



Used to insert digital signature for the authenticating your work and prevent copyright violation

Date & Time

🚮 Date & Time

Used to insert current date and time in the current document

Object

🙀 Object 👻	Used to insert an object into the document in form of bitmap image
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Equation



Used to insert and equation in the document as shown below.

 $A = \pi r$

Equation

Symbol

Symbol

Page lavout tab

The page layout tab is used to set the page layout of the document which involves the

- 1. What is the size of the document page (A4/A3/B4 etc.)
- 2. What is the theme by which the entire document looks attractive and presentable
- 3. What is the margin (top, left, bottom, right)
- 4. Orientation of the document (landscape/ Portrait).
- 5. Whether it is a one column document /2 column document/3 column document like newspaper
- 6. Page spacing
- 7. Line Numbering
- 8. Water marking
- 9. Page color

We shall be discussing about it one by one



Theme	This is used to change the theme of the entire document	Themes
Margins	This is used to set the left, right, top, bottom margins of the document for viewing and printing	Margins
Orientation	This is used to set the orientation to portrait /Landscape	Orientation

Size	This is used to set the size of the document A4/A3/B4	Size
Columns	This is used to break the page into a number of columns just like a newspaper	Columns
Breaks	This is used to insert a page break ,column break, text wrapping	Breaks *
Line Numbers	Used to set line numbers	Eine Numbers
Hyper nation	Used to hyphenate a word in a paragraph like I was going to the mar- Ket and all of a sudden I remembered me- eting you .	5 bc ^{a-} Hyphenation *
Watermark	Used to watermark the document such as "confidential report"	Watermark
Page Color	Used to change the color of the page	Page Color *
Page Borders	Used to set the page border of a section or the whole document	Page Borders
Indent	Used to the indentation such as left indent and right indent	Indent 출⊒ Left: 0 cm ਛੋ≊ Right: 0 cm
Spacing	Used to set spacing between paragraphs	Spacing [↑] = Before: 0 pt [↓] = After: 0 pt
Position	Position of the selected object on the page	Position

Wrap Text	Wrap a text around an object on a page	Wrap Text *
Bring Forward	Bring the selected object forward one level	Bring Forward ~

Send Backward	Send the selected object back one level	Send Backward 🗸
Selection Pane	Shows the selection pane to help select individual objects and to change their order and visibility	Selection Pane
Align	Align the edges of multiple selected objects	📮 Align 🔻
Group	Group objects together so that they are treated as one object.	Group -
Rotate	Rotate /flip an object	🐴 Rotate 👻

References tab

This tab is used to

- 1. Create table of contents of a book/article/periodical.
- 2. Update table of contents by adding text or updating table after more content was added to the document and table of contents have to be updated immediately
- 3. It also helps to add foot notes at the bottom of the page ,add an end note at the end of the document, navigate to the next foot note, insert citation

Table of Contents *	• Add Text * Vpdate Table	AB ¹ Insert Footnote	Insert Endnot Age Next Footnote Show Notes	e : *	Insert Citation *	Manage Sources Gamma Style: APA Fift! * Bibliography *	Insert Caption	Hisert Table of Figures Update Table	Mark Entry	insert Index	Mark Citation	🙀 Insert Table of Authorities
Table of C	Contents	F	ootnotes	ĥ,	Citatio	ons & Bibliography		Captions		Index		Table of Authorities

<u>Mailings</u> tab

This option is used to create envelops, labels, Mail Merge



Review tab

This tab is used to correct spellings and grammar, thesaurus, word count, restrict editing.

ABC	Ŕ		ABC 123	ato	M		X,			2	Final: Show Markup	٣		X	 Previous Next 		20	
Spelling & Grammar	Research T	hesaurus	Word Count	Translate *	Language *	New Comment	Delete	Previous	Next	Track Changes *	Reviewing Pane 🔹		Accept	Reject	(A	Compare *	Block Authors	Restrict Editing
	Proofin	ıg		Lang	juage		Comr	nents			Tracking			Chan	ges	Compare	Pro	tect

View tab

View:-The view option is used to view the document in various ways



1.4.1.11.8 Design tab

Design: - The design option is used in case of table's .used in designing the table and shade and border table, draw table, erase the rows.

File	Home	Insert	Page La	yout Refe	rences	Mailings	Review	View	Design	Layout					
🛛 Heade	r Row	🗌 First Colur	nn								 🔺 🖄 S	hading *	,		
🗌 Total R	low	🗌 Last Colum	n	<u></u>							 • 🔛 B	orders 🔹	½ pt ── .	Dura	
🛛 Bande	d Rows	Banded Co	olumns								 Ŧ		🚽 Pen Color 🔹	Table	Eraser
	Table Sty	le Options						Table	Styles				Draw Bor	ders	G.

1.4.1.11.9 Layout tab

Layout:-The Layout option is used in case of tables. Insert rows, delete rows, split cells, align text in cells, convert to text, and add formulas to a table



Creating a new word document

Step-1

Save	Available Ten	nplates								Blank document	
g Open	• • @	Home									
Close	1	1	E.V	1	12	* 4	-		-		
fo			120		100	4	Step-1	{click here}			
lecent	Blank document	Blog post	Recent templates	Sample templates	My templates	New from wicting				Step 2/Click here)	
ten)	Office.com T	emplates			Sabro	h Office.com fo	r templates			Step-2(Click here)	
krint		12	V R	T	C. P	1-7	VEL	1			
ave & Send		-0		0	Comp.		1.20	°p.0°			
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						==)	EEA				
	Newsletters	Plens	Planners	Receipts	Reports .	New resume	Resumes and	Schedules	-		

Step-2

Step-3

Click on the 📕 button to save the document.

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	Yyz.		
	·		*
Page: 1 of 1 Words: 20 🗳 English IIndia)		0	(1) (1)
		E 1 16-11	-2015

Step-4

Delete the content

To delete the content in the document place the mouse cursor in front of the text and press the del key .To delete from behind click the mousebehind the word and press the backspace key.

Step-5

This step is used to close the current document



Opening a word document

Opening an existing document

Two Ways to open an existing document

One Way



Another Way



Opening the recent word documents



Text alignment

Left Alignment: - This option is used to align the text left.

Step-1

Hello how are you

Step-2

Click on the left align button



Right Alignment: - This option is used to align the text right.

Step-1

Type on the text and click on right align

Hello how are you

Step-2



Center alignment

Step-1

Type in a text and select it

Hello how are you

Step-2



Justifying the Text: - select the text as shown below and click justify that is circled in red colour





Making a text bold

- 1. Create a new document
- 2. In the document type your text.
- 3. Select the text by clicking the left mouse button and dragging on the text

A quick brown fox jumps over the lazy dog

4. Click on the desired buttons in the menu such as **B** for bold and the other menus as defined earlier.



5. See the Bold Text as Below

A quick brown fox jumps over the lazy dog

6. Click the save button to save changes.

Making a text italicize

- 1. Create a new document
- 2. In the document type your text.
 - a. Select the text by clicking the left mouse button and dragging



3. Click on the desired buttons in the menu such as **B** for bold and the other menus as defined earlier.

Underline a text

- 1. Create a new document
- 2. In the document type your text.

Select the text by clicking the left mouse button and



3. Save the document

<u>Strike a text</u>

- 1. Create a new document
- 2. In the document type your text.

Select the text by clicking the left mouse buttonand dragging on the



3. Save the document.

Double strike a text

- 1. Create a new document
- 2. In the document type your text.

Select the text by clicking the left mouse button and dragging on the

A quick brown fox jumps over the lazy dog



	Font 2 2
A quick brown <i>fox</i> jumps over the lazy dog	Eont: Font style: Size: +Body • I1 +Body • Regular +Headings Italic Ialic Adobe Arabic Bold Ialic Adobe Caslon Pro Bold Italic I1 Font golor: Underline style: Underline color: Automatic • Automatic
	Effects Strikethrough Strikethrough Strikethrough Supersorpt Subjective
	Preview A-quick-brown fox
	Set As Default Text Effects OK Cancel

A quick brown fox jumps over the lazy dog

3. Save the document

Subscript a text

Make a text a subscript. To do this selects the subscript option as shown below.



Where it is used

H2O IS WATER.

I select the 2 and click on \mathbf{X}_{2} which turns to

H₂O IS WATER

Superscript a text

This option is used to superscript the text as shown below

 $(A+B)^2 = A^2 + 2AB + B^2$

It is identified by the symbol as shown below



Using text effects

This option is used to change the text effect.

Step-1

Type the text as shown below

HELLO

Step-2

Select the word as shown below

HELLO



<u>Step-3</u>

HELLO

Highlighting the text

This option is used to highlight the text. It is identified by the symbol as shown below.



Color the text in the document

How to colour the text in the document

- 1. Create a new document
- 2. In the document type your text.

Select the text by clicking the left mouse button and dragging on the

A quick brown fox jumps over the lazy dog



A quick brown *fox* jumps over the lazy dog





Standard colors

Gradient colours

1.8.11 Working with the gradient in the document



Working with the font and font sizes

- 1. Create a new document
- 2. In the document type your text.

Select the text by clicking the left mouse buttonand dragging on the text

A quick brown fox jumps over the lazy dog



- 3. Change the font type, size and font case by clicking the above menus
- 4. Save the document.

Working with the case option

Change case option: - This option is used to change the case of the sentence. This is done by

Aa-]
	Sentence case.
	lowercase
	UPPERCASE
	Capitalize Each Word
	tOGGLE CASE

Sentence case	Hello how are you
Lower case	hello how are you
Upper case	HELLO HOW ARE YOU
Capitalize Each Word	Hello How Are You
Toggle Case	hELLO HOW ARE YOU

Working with other text optionsStep-1



Step-2

Font	× *						
Font Advanced							
Eont:	Font style: Size:						
Times New Roman	Bold 12						
Tekton Pro Cond Tekton Pro Cond Tekton Pro Ext Tempus Sans ITC	Regular A 8 A 14						
Times New Roman	<u>▼</u> 12 ▼						
Font <u>c</u> olor: <u>U</u> nderline style Automatic v	e: Underline color:						
Effects							
Strikethrough	S <u>m</u> all caps						
Double strikethrough	All caps						
Superscript	<u>H</u> idden						
Subscript							
Preview							
This is a TrueType font. This font will be used on both printer and screen.							
Set As <u>D</u> efault Text <u>Effects</u>	OK Cancel						

Working with small caps options

Small caps: - This option converts the text to small letters

Step-1:- Let us type the text as shown below

Effects	
Strikethrough	Small caps
Double strikethrough	All caps
Superscript	🔲 <u>H</u> idden
Subscript	
Desiring the second s	

Step-2

Pressing on the OK button changes the text as shown below

FFFFFFFFFFF

Working with All caps options

All Caps :- This option is used to set the text to all caps as shown below

Effects	·	
Strikethrough	Small caps	
Double strikethrough	📝 <u>A</u> ll caps	
Superscript	Hidden	
Subscript		
Preview		
TIMES NEW ROMAN		
This is a TrueType font. This font will be used on both printer and screen.		
Set As Default Text Effects	OK Cancel	

HELLO

Working with Hidden options

Hidden: - Clicking on this option hides the text as shown in spep-2

Step-1

Type on the text and select it as shown below

Hello

Step-2

Effects		
Strikethrough	Small caps	
Double strikethrough	All caps	
Superscript	Hidden	
Su <u>b</u> script		
Preview		
Times New Roman		
This is a TrueType font. This font will be used on both printer and screen.		
Set As Default Text Effects	OK Cancel	

Clicking on the hidden option hides the text after clicking on the OK button

but clicking on the \P symbol UN hides the word Hello

Find, advance find and replace

<u>Step-1</u>

Open the document

Step-2

To edit the document the document can be manipulated in many ways.

Find: - It is used to find a word in a document. To find the wordin a paragraph such as

I wanted to be a Doctor but I turned out to be a teacher By profession. It is the fate of life that life alone

controls. You and you are in the control of life.

Step-3

Select the word that you want to find

I wanted to be a Doctor but I turned out to be a teacher

By profession. Its the fate of life that life alone controls

You and you are in the control of life

and click on 🖁 Find 🔻

I wanted to be a Doctor but I turned out to be a teacher By profession. Its the fate of life that life alone controls You and you are in the control of life

Use of Advance find

When the document is very huge and you need to replace a word with another word or group of words then use Advance find and Replace

Use of Go To

The Go to come under the Advanced Find and Replace to go to a particular page.

Formatting page, margins, page size, portrait and landscape

Formatting page margins

This option is used to set the left, top, bottom, right margins according to the comfort of the author so that the printing comes in the same form.



There is an option of custom margins to set the custom margins to set the custom margins



Setting page orientation: - Setting the page orientation to landscape or portrait.
Setting the page size: - Setting page size to letter, legal etc.

When more page size is clicked

lage Setup	
age setup	
Margins Paper Layout	
Paper_size:	
A4 💌	
<u>W</u> idth: 29.7 cm	
Height: 21 cm 🖨	
Paper source	
Eirst page:	Other pages:
Default tray	▲ Default tray ▲
Preview	
Apply to: Whole document	Print Options
Set As <u>D</u> efault	OK Cancel

Layout: - The layout option is used to set the layout of the print

Page Setup		? 💌
Margins Paper	Layout	
Section		
Section start:	New page	
Suppress endno	Continuous New column	
Headers and footers	New page	
Different odd ar	Odd page	
Different first <u>p</u> a	age	
From edge:	Header: 1.25 cm	
	Eooter: 1.25 cm	
Page		
Vertical alignment:	Тор 💌	
Preview		
Apply to: Whole do	cument Line <u>N</u> umbers	Borders
Set As <u>D</u> efault	ОК	Cancel

Let us sum up

In this unit we came to know what |MS Word 2010 is and how to use

- it. We came to know
 - 1. How to create a new document.
 - 2. What are the tools used in MSWord 2010?
 - 3. What is a ribbon and what are its components?
 - 4. How to type a text, change the format and font and size.

- 5. How to set the margins, orientation and size of the page.
- 6. Find and replace the text in a word document.

Keywords

Ribbon: - The ribbon is a user interface element created by Microsoft, which was introduced with Microsoft Office 2007. It is part of the "Microsoft Office Fluent" interface and combines the menu bar and toolbar into a single floating pane. By default, the ribbon is located at the top of the screen in Office applications, such as Access, Excel, PowerPoint, Word, and Outlook.

References

- 1. tutorialspoint.com
- 2. google.com

Introduction

In the earlier days before MS Word came into picture it was a difficult time for the normal desktop user to insert images, clip arts, charts into the document. But after MS Word came into picture the desktop user could insert images, clip arts, charts and design beautiful pages and books.

Definition

Picture :- A visual representation or image painted, drawn, photographed , or otherwise rendered on a flat surface

Clipart: - Clip art is a collection of pictures or images that can be imported into a document or another program. The images may be either raster graphics or vector graphics.

Shapes: - A shape is the form of an object or its external boundary, outline, or external surface, as opposed to other properties such as color, texture, or material composition.

Smart art: - A Smart Art graphic is a visual representation of your information that you can quickly and easily create, choosing from among many different layouts, to effectively communicate your message or ideas.

Charts: - A graphical representation of data, in which the data is represented by symbols.

Equation: - A written statement indicates the equality of two expressions.

Symbol: - A mark or character used as a conventional representation of an object

Bulleted List: - A bulleted list or bullet list is a list of items preceded with bullets instead of numbers or other objects.

Inserting a picture

To insert a picture click on Insert in the toolbar and then click on the picture

Picture				
W Insert Picture			23	
COO - E + Libraries + Pictures +	• \$ '	Search Pictures	P	
Organize 🔻 New folder		E • 🗌	0	
Microsoft Word Favorites Desktop Downloads Concuments Music Pictures Nusic Pictures File name File name	* Arrange by: Folder •	Click on selected Folder to select image and elick insert button]	>

Inserting a clip art

To insert a clip art click on insert and then click on clip art







Step-1:-

To insert shapes click on insert tab and then shapes tab and you come across this menu



<u>Step-2</u>:- Design whatever you want as shown below and save.



Inserting smart art



STEP-1

Click on insert and then the Smart Art button

	All	List	-				
	List		00			-	
000	Process				-		
62	Cycle	E		-			
品	Hierarchy	6			8 C		
	Relationship	The Own Day			47 47 67		
\$	Matrix	11 (A) (A)		•			
A	Pyramid		100				Basic Block List
~	Picture	9- 4- 4-					Use to show non-sequential or grouped blocks of information. Maximizes both horizontal and vertical display space for
			-				shapes.

Select any of the arts on the list to prepare a smart art and create this as below



Inserting charts

This option is used to insert charts into MS Word document

Step-1:- Click on Insert tab and then click on insert chart



Step-2:- Select any of the charts as defined below

Insert	Chart		? 🛛
	Templates	Column	×
[hd]	Column		11
	Line		
G	Pie		
E	Bar		
	Area		
44	X Y (Scatter)		
hi	Stock		
æ	Surface		
٥	Doughnut		
	Bubble		
嫩	Radar	Pie	
			-
Mar	nage Templates	Set as Default Chart OK	Cancel

Step-3:- Prepare the chart as shown below



Inserting Equation

The Equation can be inserted by the following steps

Step-1

Go To Insert

Click on Equation





Generate the equation \times/y

Step-3

Save as new equation

Inserting Symbol

Step-1:- Select insert and symbol as defined below

Ω Symbol

Step-2

Symbols Special Characters																
¢	G	F	£	m	₩	Pts	Rs	₩	٦	₫	€	ĸ	¥	Dρ	Ŋ	1
₽	¢	A	€	¢	"	Ο	%	e	N⁰	P	SM	тм	Ω	e	Н	
⅔	Н	⅓	⅔	⅓	⅔	⅔	⁴⁄5	1⁄6	5⁄6	1⁄8	⅔⁄8	5∕8	7∕8	Y	С	
С	←	↑	\rightarrow	\checkmark	\leftrightarrow	\$	К	⊿	И	V	<u>‡</u>	9	Δ	Π	Σ	
Recent	tly use	d syml	bols:													
€	£	¥	©	®	тм	±	≠	≤	≥	÷	×	~	μ	α	β	
Euro Sign Character code: 20AC from: Unicode (hex)																
AutoCorrect Shortcut Key Shortcut key: Alt+Ctrl+E																



<u>%%∖≤×</u>

Save the document

Using Bullets

Bullets are used to define a list of items that you are going to specify.

Lists are of 3 types

- 1. Bullets
- 2. Numbered
- 3. Multilevel List

Bulleted List

To Create a Bulleted List

Step -1:- Type the lists as defined below

I am going to the market to purchase things. They are

Vegetables

Non Veg

Stationary

Step-2:- Left click and drag the mouse left and then down to get the effect as below



Step-3:- Having done so select any of the bullets to create a bulleted list

Bul	i = - i	≡ 2↓ ¶ ⊿	aBbCcDc
No	ne		*
			••
	\rightarrow	Click Here	•
<u></u>	<u>C</u> hange List Level		
	Define New Bullet		

Vegetables			
Non Veg			
Stationary	l		

Step-4 :- You get a bulleted list as below

- Vegetables
- Non Veg
- Stationary

esting List under a list

- Vegetables
 - o Potatoes
 - \circ Onions
 - o Mushrooms
 - o Spinach
- Non Veg
 - \circ Mutton
 - o Chicken
 - o egg
- Stationary
 - Dot pen
 - o Pencil
 - o Eraser
 - Stapler pins

Step-1 Type items as below

Vegetables

Potatoes

Onions

Mushrooms

Spinach

Non Veg

Mutton

Chicken

egg

Stationary

Dot pen

Pencil

Eraser

Stapler pins

Step-2:- Select the items



Step-3



Step-4:- Get The Bulleted list as below

- Vegetables
- Potatoes
- Onions
- Mushrooms
- Spinach
- Non Veg
- Mutton
- Chicken
- egg
- Stationary
- Dot pen
- Pencil
- Eraser
- Stapler pins

Step-5:-Select those items that are to be sub listed under a list as defined below

- Vegetables
- Potatoes
- Onions
- Mushrooms
- Spinach
- Non Veg
- Mutton
- Chicken
- egg
- Stationary
- Dot pen
- Pencil
- Eraser
- Stapler pins

Step-6:- Click on the TAB button as shown below



And get the nested bullets as below

- Vegetables
 - Potatoes
 - o Onions
 - o Mushrooms
 - \circ Spinach
- Non Veg
 - o Mutton
 - o Chicken
 - o egg
- Stationary
 - Dot pen
 - o Pencil
 - o Eraser
 - \circ Stapler pins

Try the same for numbered and multilevel lists.

Introduction

In this unit we shall learn what is a table, how to create a table, how to manipulate a table which involves adding new rows and columns, deleting rows and columns, changing the colour of the cell, column, row and table, sorting a table

Definition

A table is a grid of rows and columns that intersect to form cells. The lines that mark the cell boundaries are called gridlines. It's often easier to read or present information in table format than in paragraph format.

Example of table storing Student information

Class Name	Section	Roll No	Student Name	Gender	Date Of Birth
1	A	1	Rohar	Ν	10/10/2011
1	A	2	Suresh	М	05/04/2011
1	A	3	Pallavi	F	06/11/2011
1	А	4	Madhavi	F	02/02/2011
1	A	5	Alok	М	03/04/2011
1	A	6	Sirish	М	07/08/2011
1	А	7	Archana	F	09/07/2011

Row: - A row is a series of data banks laid out in a horizontal fashion in a table.

The one highlighted in green is a row

Column: - A column is a series of data banks laid out in a vertical fashion in a table.

The one highlighted in light blue is a column.

The above table is comprised of 8 rows and 6 columns

Table creation

Step-1

Click on the Insert Tab

Click on table option as shown below

Table
Tables



Tabl	e
3x3	Table
	Insert Table
	<u>D</u> raw Table
+	Convert Text to Table
X	Excel Spreadsheet
	Quick Tables

Step-4

Draw the table and enter the values as shown below.

Class Name	Section	Roll No	Student Name	Gender	Date Of Birth
1	А	1	Rohan	М	10/10/2011
1	А	2	Suresh	М	05/04/2011
1	А	3	Pallavi	F	06/11/2011
1	А	4	Madhavi	F	02/02/2011
1	А	5	Alok	М	03/04/2011
1	А	6	Sirish	М	07/08/2011
1	А	7	Archana	F	09/07/2011

Table manipulation

This involves

- 1. Adding new rows to the table
- 2. Deleing rows and columns of the table
- 3. Adding new columns to the table
- 4. Adding Styles To the table
 - a. Changing the cell colour
 - b. Changing the row colour
 - c. Changing the table colour

Adding rows to a table

Step-1:- Let us consider the table as defined below

Step-2

Select the row where you want to insert a row and right click



The above option is used to insert rows above or below

Step-4

Insert Cells would insert cells as shown below

Insert Cells 💦 💌					
 Shift cells right Shift cells <u>down</u> 					
Insert entire <u>r</u> ow					
Insert entire <u>c</u> olumn					
OK Cancel					

Deleting the rows and columns of a tableStep-1

Let us take a table and right click on any of the cells

Step-2 :- You get the option to delete cells.



Step-3:- Select Delete entire row to delete the entire row and delete the entire column deletes the entire column.

Adding new columns to a table

Step-1:- Consider this table

Step-2:- Right click on the table and click insert tab



Sorting of a table

A table that is created is most of the times unsorted which is very difficult for the end user to find the name of a person if the table is not sorted according to name. Sorting a table increases the speed of searching a person's name that is searching for a name.

Let us consider the example of a table comprising of student's marks who gave +2 examinations.

Roll	Name	Tot	Pass	Marks	Pass/Fail
No		Marks	Marks	Secured	
1	Rohit	1000	500	523	Р
2	Payal	1000	500	470	F
3	Arun	1000	500	589	Р
4	Shayam	1000	500	412	F
5	Goyal	1000	500	254	F
6	Krupa	1000	500	158	F
7	Aarati	1000	500	700	Р

The sorted Table comprising of names in ascending order.

Roll No	Name	Tot Marks	Pass Marks	Marks Secured	Pass/Fail
7	Aarati	1000	500	700	Р
3	Arun	1000	500	589	Р
5	Goyal	1000	500	254	F
6	Krupa	1000	500	158	F
2	Payal	1000	500	470	F
1	Rohit	1000	500	523	Р
4	Shayam	1000	500	412	F

Steps to sort a table Step-1:- Take the unsorted table

Roll No	Name	Tot	Pass	Marks	Pass/Fail
		Marks	Marks	Secured	
1	Rohit	1000	500	523	Р
2	Payal	1000	500	470	F
3	Arun	1000	500	589	Р
4	Shayam	1000	500	412	F
5	Goyal	1000	500	254	F
6	Krupa	1000	500	158	F
7	Aarati	1000	500	700	Р

Step-2:- select the entire table

Roll No	Name	Tot Marks	Pass Marks	Marks Secured	Pass/Fail
1	Rohit	1000	500	523	P
2	Payal	1000	500	470	F
3	Arun	1000	500	589	P
4	Shayam	1000	500	412	F
5	Goyal	1000	500	254	F
6	Krupa	1000	500	158	F
7	Aarati	1000	500	700	P

File	Hom	e Inserl	Pag	e Layout	Ref	erences	Mail	ings	Review	Viev	/ Des	sign L	ayout			Click	Here					
Select v	View Gridlines	Properties	X Delete	Insert Above	Insert Below	Insert Left	Insert Right	Merge Cells	Spl t Cells	Split Table	AutoFit	i] Heig	yht: 0.55 th:	an ; ;	EDistribute Rows		A= Text	Cell Margins	A Zv Sort	Repeat Header Row	Convert Formu s to Text	¢ ula
	Table			Rows 8	k Colum	ns	Ę,		Verge				G	Size	G		Alignment		<u> </u>	Dai	ta	

Step-4

Sort				? <mark>- x -</mark>
Sort by				
Name 💌	Type:	Text	-	Ascending
	Using:	Paragraphs		Descending
Then by				
Roll No 💌	Type:	Number	-	Ascending
	Using:	Paragraphs	•	Descending
Then by				
T	Typ <u>e</u> :	Text	•	Ascending
	Using:	Paragraphs	•	Descending
My list has				
• O Header <u>r</u> ow O No header	ro <u>w</u>			
Options			ОК	Cancel

Step-5:- The table is sorted

Roll	Name	Tot	Pass	Marks	Pass/Fail
No		Marks	Marks	Secured	
7	Aarati	1000	500	700	Р
3	Arun	1000	500	589	Р
5	Goyal	1000	500	254	F
6	Krupa	1000	500	158	F
2	Payal	1000	500	470	F
1	Rohit	1000	500	523	Р
4	Shayam	1000	500	412	F

Delete Table This option is used to delete a table. To delete a table

Step-1:- Right click on the table



Click on the delete table to delete a table

Merge cells of a table Step-1:-

Right click on the table



Step-2:- Click on the merge cells option to merge cells



Distribute rows evenly in a table

This option is used to distribute rows evenly in a table.

Step-1

Let us consider the table as shown below

Step-2

Let us pull the rows down to make disproportionate rows



Step-3

Now to distribute the rows evenly select the table as shown above right clicks and select distribute rows 3evenly.

Distribute columns evenly in a table

This option is used when we want to distribute the columns evenly in a table

This option is used when we want to distribute the columns evenly for a table comprising of disproportionate columns

1	
1	
1	
1	
1	
1	

Step-2





Draw table

Step-1

This option is used to draw a table manually.

Tabl	e
Inse	ert Table
	Insert Table
	<u>D</u> raw Table
Ξ	Con <u>v</u> ert Text to Table
X	Excel Spreadsheet
	Quick <u>T</u> ables

Now draw a table freely

Working with borders and shading

This option is used to change the borders and shading of the table.

Step-1:- Let us consider the table as shown below

Step-2:- Select the **table** and right click

Step-3:- Clicking on the borders and shading changes the border and shading of the table



	Borders and	d Shading 🛛 🗧 🗙
Borders Page Bo	rder <u>S</u> hading	
Setting:	Style:	Preview Click on diagram below or use buttons to apply borders
Box		
	v	
Gri <u>d</u>	Automatic V Width:	
Custom	2 ¼ pt 🚽 🗸	Apply to: Table
		Options,.,
Horizontal Line		OK Cancel

Split table The option used to split a table is split table.

Let us consider the table as shown below



Step-2

Selecting the table and clicking on the layout tab and clicking on the split table

File	Hom	ne Insert	Pag	e Layout	Ref	erences	Mail	ings	Review	View	Acro	obat Desi	gn Layout
3			×	•								Height:	:
Select	View Gridlines	Properties	Delete	Insert Above	Insert Below	Insert Left	Insert Right	Merge Cells	Split Cells	Split Table	AutoFit	Width:	\$
	Table			Rows 8	k Columr	15	15	-	Merge	\sim			Cell Size





Cell alignment

This option is used to align the text in the cell.

Step-1

Select the entire table

Hello	How
Are	You
and	How is your child

Step-2

Upon right clicking the cell alignment shows 9 options as how text is aligned

*	Cu <u>t</u>				
Ð	⊆ору				
2	Paste Options:				
	Ê				
	<u>I</u> nsert	F			
×	Delete <u>T</u> able				
	Merge Cells				
₽ŧ	Distribute Rows Evenly				
₩	Distribute Columns Evenly				
	Dra <u>w</u> Table				
	Borders and Shading				
	Cell Alignment	•	E	=	=
	<u>A</u> utoFit	⊬	=	=	=
2	Insert <u>C</u> aption		=	=	=
*	Table Properties				

<u>AutoFit</u>

The auto fit option is used to fit a table into a word document if its width has increased the page size as shown in step-1

Step-1

Now to auto fit the table on the page select the table and right click to auto fit and select auto fit to window.

Insert captions

This option is used to insert a caption to a table

My table

Table properties

This option is used to change the table properties as shown below.

Table Properties
Table Row Column Cell Alt Text
Size
✓ Preferred width: 5.63 cm ▲ Measure in: Centimeters
Vertical alignment
Options
OK Cancel

It is comprised of the following options as shown below. These are

- 1. Table: This option is used to set the table preferred width, alignment, wrapping, borders and shading, default cell margins.
- 2. Row: This option is used to set the row height, allow page break across pages, repeat as header row in each of the pages.
- 3. Column:-This option is used to set the column width.
- 4. Cell: This option is used to set a preferred width.
- 5. All text: This option is used to set the title and description.

Let us sum up

In this unit we have learn the table is comprised of rows and columns. The intersection between the row and the column is a cell. We have learnt that rows can be added and removed from a table at any point of time. A table that is created can be formatted according the requirement of the user. The cells of the table can be merged to form a single cell. Features such as equidistant rows and equidistant columns save a lot of trouble in formatting the table. Borders and shading improve the effects of the table. Auto fit option of the table enables the table to auto fit onto the page. Tables can be drawn manually with a feature called draw table. Feature like cell alignment help to set the values in the cell. Tables prepared can be sorted as per the requirement of the user which helps finding the rows and its subsequent columns within a short span of time.

Unit -4 Working with headers, footers and other controls

Introduction

Earlier inserting a header, footer, page numbers, character width ,line spacing was confined to press and type machines. Typing more than one language in the same type machine was not possible. People had to memorize the earlier page before typing the current page. After MS Word came into market it was easy for the desktop and the laptop user to set the header and footer, page numbers and typing more than one language was possible . Page numbers once set used to auto increment and set at the bottom or top of the page. Same in the case of header and footer. Header and footer once set used to implemented in all pages. The feature of styling the header and footer styles the header and footer as per the needs of the user.

Definition

- 1. Header :- Header is a section of the document that appears in the top margin. Header generally contain information such as the page number and document name.
- **2.** Footer :- Footer is a section of the document that appears in the bottom margin. Footer generally contain information such as the page number, date and document name.
- **3.** Page Number :- The page number is used to set the page numbers which is laborious for a user to write for each page .

Working with headers, footers and page numbers

<u>Step-1</u> Click on the top of the page and you come across the header and footer as shown below.

File Home Insert Page Layout	References Mailings Rev	riew View Design		
Header & Footer Page Header & Footer Header & Footer	ure Clip Art Go to Go to Header Footer Navigation	vious Different First Page dt Different Odd & Even Page k to Previous Show Document Text Options	Header from Top: 1.25 cm ↓ Footer from Bottom: 1.25 cm ↓ Insert Alignment Tab Position	Close Header and Footer Close
L Foo	ter	5 · I · 6 · I · 7 · I · <u>8</u> · I · 9 · I · 10 <u>.</u> I · 11 · I · 12 <u>.</u>	u - 13 - 1 - 14 - 1 - 15 - 1 - <u>1</u> 6 - 1 - 17 - 1 - 18 - 1 - 19 - 1 - 2(<u>0 · 1 · 21 · 1 · 22 · 1 · 23 · 1 · 24 · 7</u> 25 · 1 · 26 · 1 · 27
		FOOTER		71
_				
	HE/	ADER MSWOF	RD 2010	
	HE/	ADER MS WOI	RD 2010	
	HE/ der Step-5 - The table is sorted Roll No Nar	ADER MS WOP	RD 2010 Pass Marks Marks Secured	Pass/Fail
Hea	HE/ def Step-5.: The table is sorted Roll No Nam 7 Aac	ADER MS WOP	RD 2010 Pass Marks Marks Secured 500 700	Pass/Fail
Hea	der Step-5 -: The table is sorted Roll No Nan 7 Aatr 3 Aug	ADER MS WOP	Pass Marks Marks Secured 500 700 500 589	Pass/Fail P F
T Heat	HE/ Step-5 - The table is sorted Roll No Nan 7 Aau 3 Auu 5 Score	ADER MS WOR me Tot Marks all 1000 n. 1000 all 1000	Pass Marks Marks Secured 500 700 500 569 500 585 500 254	Pass/Fail P P F F
	HE/ der Step-5 :- The table is sorted Roll No Nata 7 Aar 5 GQU 6 KUU 9 Pav	ADER MS WOR ne Tot Marks ati 1000 n 1000 ral 1000 pa 1000 ral 1000	Pass Marks Marks Secured 500 700 500 589 500 158 500 158 500 158	PassiFail P P F F F F
	HE/ der Step 5 : The table is soned Roll No Aar 5 Gov 6 Krut 2 Pav 1 Roll No	ADER MS WOP me Tot Marks all 1000 n. 1000 (al 1000 Da. 1000 al. 1000 it 1000	Pass Marks Marks Secured 500 700 500 569 500 158 500 470 500 523	Pass/Fail P P F F F F P

Changing character width and line spacing

How to do character spacing

Step-1 :- Type in a word

September

Step-2 :- select the word as shown below

September

Step-3 :- select the font dialog box under the home tab as shown below

Home Inse		rt Page L	ayout	References			Mailings		
Cut		Calibri	* 11	Ŧ	A	A	Aa∙	AB	
Сору							-		
Format P	Fönt	B Dialog B	ox Lau	nch	er	A.		A ·	
board	E.		Fo	ont					

Step-4

Font ? 💌
Font Advanced
Character Spacing
S <u>c</u> ale: 100% ▼
Spacing Expanded 🔹 💽 ty: (5.3 pt
Position: Normal ▼ By:
Kerning for fonts:
OpenType Features
Ligatures: None
Number spacing: Default
Number <u>f</u> orms: Default
Stylistic sets: Default
Use Contextual <u>A</u> lternates
Preview
Santamhar
This is a TrueType font. This font will be used on both printer and screen.
Sat As Default Text Effects OK Cancel

September

How to do the line spacing Step-1 :- Consider the following paragraph

Hello how are you and how is your health.

It's a long time we had met and discussed over a cup

Of tea and discussed something important which can

Change the course of history

Step-2 :- Select the entire paragraph as shown below



Step-3 :- click on Line Spacing as shown below



Click on file -> Click Print as shown below



File Home In	sert Page Laycut References Mailings Review V	iew		, ,				_ م (
Save	Print	Print Bu	utton					ł
📸 sale As	Copies 1				-	ni		
📄 Close	No Of Copies To Print	physic						
Info	Printer 0				-			
Recent	Verzenden naar OneNote 2010				1			
New	Settings Type Of Printer							
Print	Print All Pages	-						
Save & Send	Pages: which page to print 1.3.5.7			California (
Help	Print One Sided Only print on ne side of the page							
Exit	Collated 1,2,3 1,2,3 1,2,3	0						
ge eientation	Landscape Orientation 🔹	_						
	A4 21 cm x 29.7 ch							
age Type	Normal Margi s							
largin Type	1 Page Per She t							
o Of Pages	Page Setup Print On One Side/Both sides	ges]—				•الـــــــ		
er Sheet	Current Page	- 61 0 101 ×	No O Pages One C	an see	Zoom Con	trol	10% 🖃	

Let us discuss the following parts

- > **Print :-** The Print button is used to print the document
- Copies :- This defines the number of copies that one wants to print .by default it is said to 1 which means that it it will print one copy.
- Type Of Printer :- At times more than one printer may be connected to the system and therefore its mandatory to select which type of printer that the user is going to redirect his document.
- Print all pages :- This option is the default option which prints all pages. Rather than printing all pages.
- Print custom range:-
 - **1. 1-20 :-** it prints pages from 1-20
 - 2. 10- :- it prints all pages starting from the 10th page
 - 3. 1,3,5,7:- It prints pages defined
 - **4. -10 :-**Prints all pages from 1 to 10
- Print One side :-_This Option is used to print the document on a single side of paper /both sides of the paper manually.
- Collated :- this option is used when more than 1 copy of document is printed. It means whether to print 1,1,1; 2,2,2,3,3,3

Or 1,2,3,1,23,1,23 if 3 copies of of the single document sis given for printing.

- Page orientation :- This means whether the printing will be in Landscape /Portrait
- > **Page Type :-** This means whether the page is a A4/A3 etc.
- > Margin Type :- What type of margin is the document going to take.
- > Pages per sheet :- This means how many pages per sheet can be printed.
- Zoom control :- It controls the magnification as to see how many pages can be seen at one shot.

Copy and moving text between two different documents

Step-1

Let us consider the text

Hello how are you

Step-2

Select the document as below

Hello how are you
Step-3

Select copy to copy a text and select cut to move a text from one place to the other in the option

Step-4

Create A new document

Step -5

Click on Paste Special



Step-6

Click on Paste options

Keep Source Formatting :- Keep the destination formatting as the source formatting

Merge Formatting :- Merge formatting" means that only formatting data will be pasted and not the actual text. For example, let's say you have text that says, "Word1" and another that says "Word2." "Word1" is in Arial font with no bold or underline. "Word2" is in Times New Roman bold and underlines. Now, do a copy operation on "Word2." Merge formatting the copied "Word2" to "Word1" will impart the bold and underline attributes only resulting in "Word1" being in Arial font with bold and underline.

Keep text only :- This option discards all formatting and non-text elements such as pictures or tables. The text takes on the style characteristics of the paragraph where it is pasted and takes on any direct formatting or character style properties of text that immediately precedes the cursor when the text is pasted. Graphical elements are discarded, and tables are converted to a series of paragraphs.

Typing more than one language in the same text

□ Download the fonts that you wish to use in MS word. Foe ex: Hindi, Marathi, Bengali, Punjabi, Tamil, Malayalam etc. It should have .tff extension. Ex: hindi_font.

 \Box Save this font anywhere in your system and then copy it to fonts directory. You can reach to Fonts directory in 2 ways

- 1. Open C:/Windows/Fonts (will work in Any Windows O.S. like XP, Vista, Win7 etc)
- 2. Got to Control panel there you will see Fonts Directory in Windows XP and Control Panel\Appearance and Personalization\Fonts for Windows Vista users

 Open that Fonts Directory and just paste the fonts. You are done!

 $\hfill\square$ now open MS word and you will see that font name or font style in your Font field

Let us sum up

1) In this unit we have learnt about header, footer and page numbers. We also learnt about changing character widths and line spacing, printing a word document and print preview a document, copy and moving text between two documents.

References

- 1. tutorialspoint.com
- 2. google.com