

Microsoft Word



VEIS

Computer Education

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Contents :

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1.1 Introduction

Microsoft Word is a full-featured word processing software package. It is a program which allows you to:

- ◆ Create the document.
- ◆ Edit the document.
- ◆ Format the document.
- ◆ Save document and Print the document

Using word, you can write letters, term papers, reports, prepare bills, invoices, letters heads, envelopes, design brochures, pamphlets, newsletters, magazines, forms, novels etc.

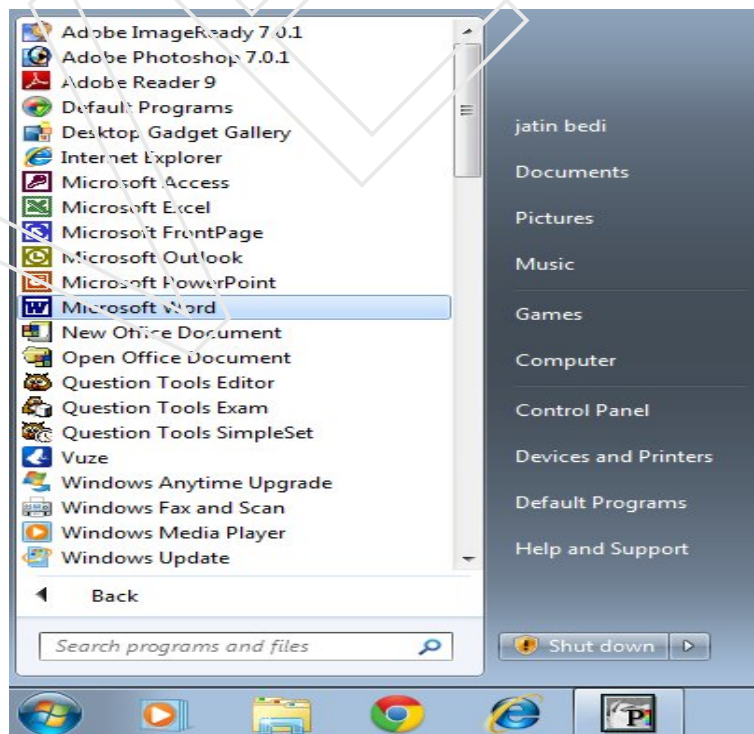
1.2 Features : Word features are given bellow:

- 1 Word processor enables you to make changes to a document without retyping the entire document.
- 2 Typing text in a word processor becomes speedy.
- 3 With word processor, document can be saved as long as desired.
- 4 Margins and page length can be adjusted as desired
- 5 It allows you to create, edit and save the document.
- 6 It allows you to format the document(fonts, alignments, etc.)
- 7 It provides you with Proof reading tools like
 - a Find and Replace.
 - b Spelling and Grammar check.
- 8 It provides you with Automating tools to automate the text.
 - a Auto Correct
 - b Auto Text
 - c Auto Format

9. It provides you with the facility of MAIL MERGE through which you can combine two files. One file is known as main document and contains the common information. Another file is known as data source, and contain variable information about the user like title, name, addresses, etc.
10. It enhances the look of the text, by adding
 - ♦ Headers & Footers
 - ♦ Pictures, clip arts and graphics etc.
11. It provides the concept of OLE (object linking and embedding), through which we can enhance the functionality of an application by using the features of another application.

1.3 STARTING MS-WORD

1. Click **start** button.
2. Take the pointer to **Program** or click **Program**.
3. Select **MS-Word** from the Word window.



Start Menu Options

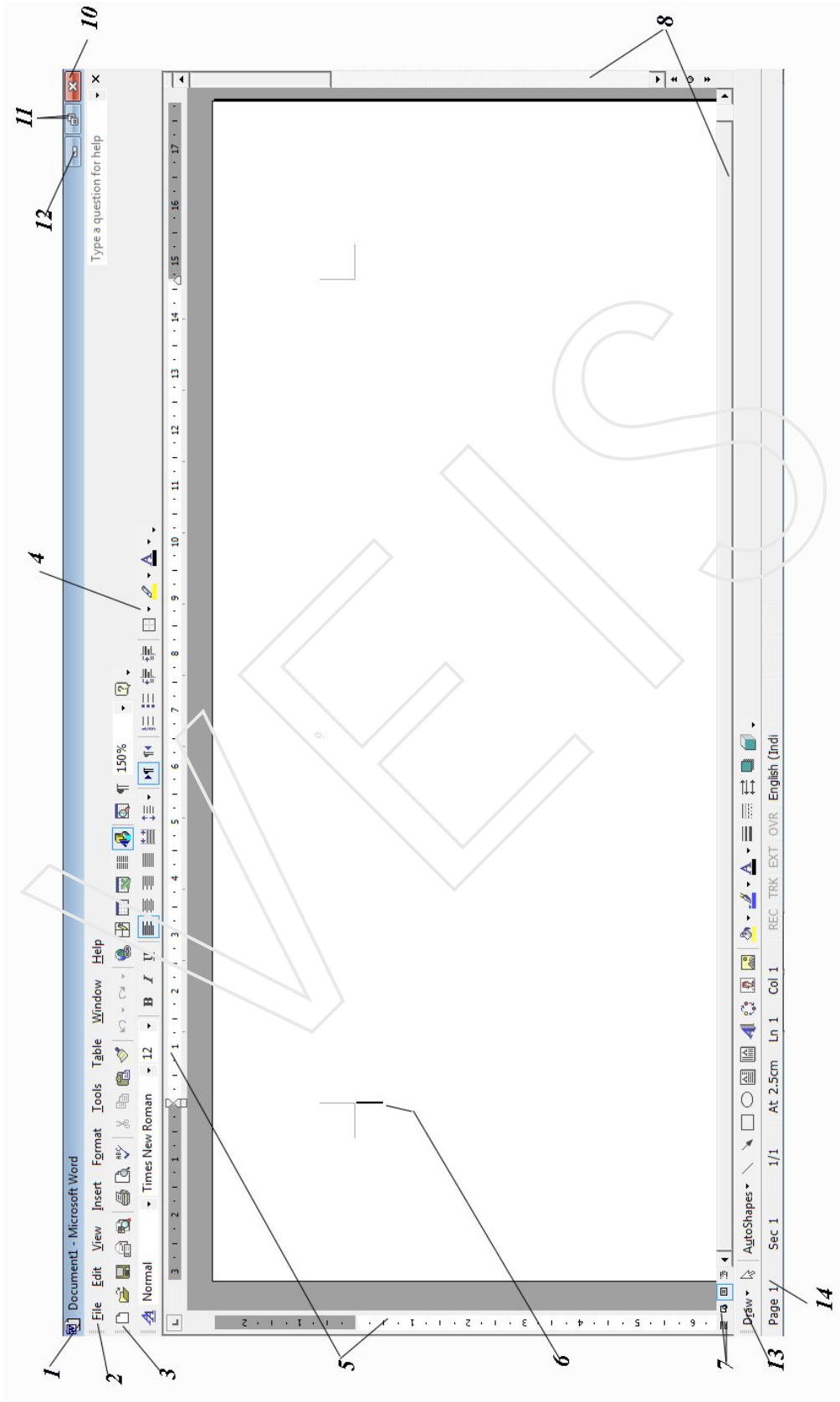
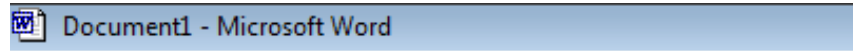


Figure 1.2 Word Window

1.4 COMPONENTS OF A WORD WINDOW

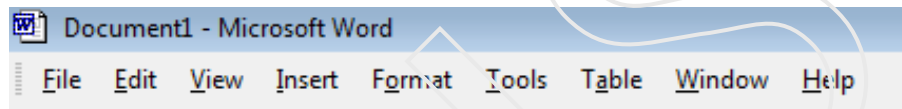
1 Title Bar

Shows you the name of application package and document which is currently open.



2 Menu Bar

Menu Bar has nine different menus which contain many different options for performing variety of operations to give instructions to the software.



Main Menu Bar

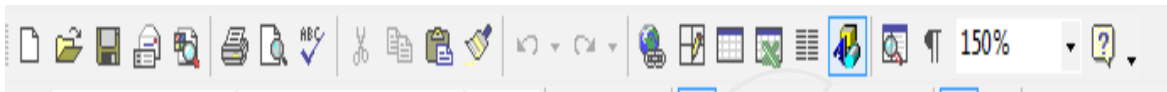
The Menu bar begins with the word File and continues with Edit, View, Insert, Format, Tools, Table, Window, and Help. The detail of nine different menus is given below.

MENU	DISCRIPTION	ACCESS KEY
File	Helps in file management	Alt + F
Edit	Contains options for editing like copy, paste, etc.	Alt + E
View	It has options for viewing different MS-Word object.	Alt + V
Insert	It helps in inserting different objects.	Alt + I
Format	It helps in giving attractive look to a simple document	Alt + O
Tools	It contains most powerful options of MS-Word like spell check	Alt + T
Table	It helps in inserting and formatting a table	Alt + A
Window	It has various commands for handling a word window	Alt + W
Help	It gives us information regarding the use of MS-Word features effectively	Alt + H

Figure 1.5 Description of Menus

3 Standard Toolbar

The standard toolbar contains basic and commonly used icons to execute a variety of Word commands like opening, saving, printing files, cut, copy, paste, to draw tables, etc.



4 Formatting Toolbar

This contains icons for changing font, styles, font sizes, font colour, numbering, text alignment etc.



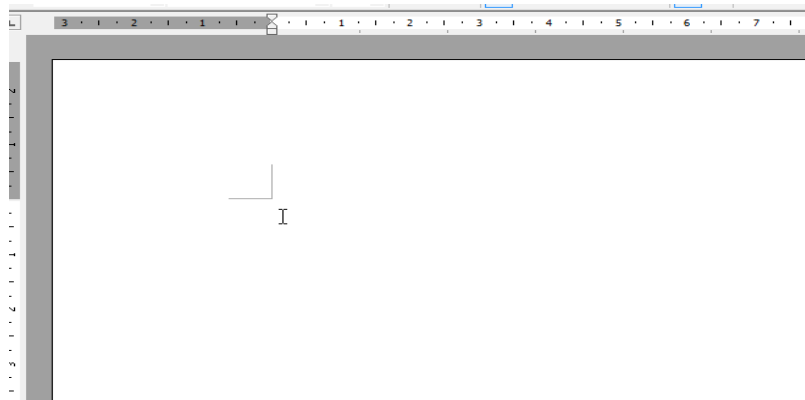
5 Ruler Bar

The ruler bar lets you make changes to margins and indents, and helps you to create document as per dimensions required.



6 Cursor

This denotes the place where text, graphics or any other item would be placed when you type, overwrite or insert them.



7 Status Bar

It is a bar situated at the bottom of the document. Status Bar gives the following information about the document.

- Current Page Number
- Section Number
- Current/Total pages in the document
- Current Cursor Position
- Current Line Number
- Current Column Number

8 Scroll Bars

Using the horizontal and vertical scroll bars, with the help of the mouse. You can go anywhere, up and down, right and left in your document.

9 Workspace

Is the area in the document window wherein you enter the text of your document.

Control Buttons –

These are the three buttons at the corner of the title bar

10 Close Button – To close the application.



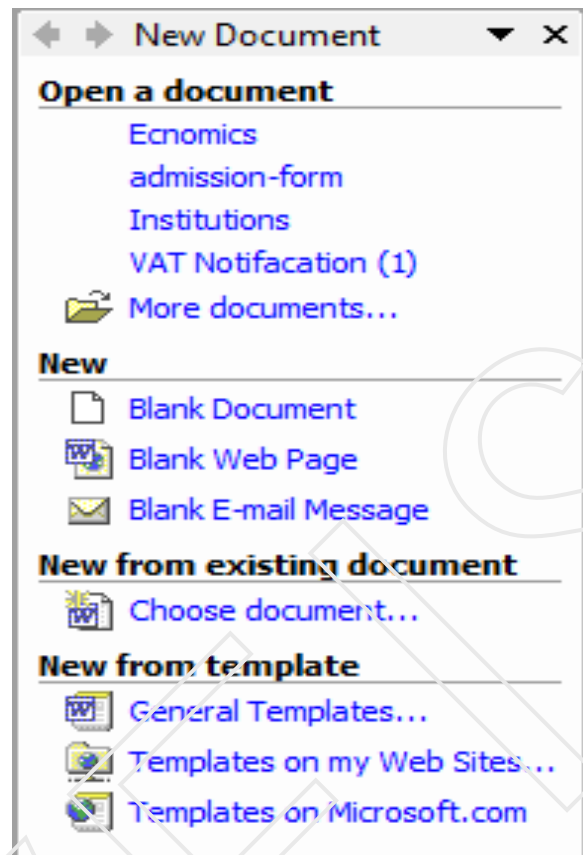
11 Restore Button-Restores the window to its previous size and location.

12 Minimize Button-Reduces an application window to an icon.

13 Task Pane

- **Steps to view Task Pane**

1. Select **View Menu**, click on the **Task pane** option.
2. Click the **drop down** menu as in and choose the task pane of your choice.



Task Pane

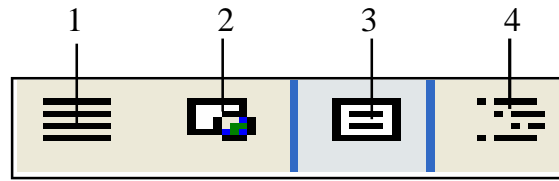
1.4 VIEWS

explains the different ways in which a document can be viewed in MS Word depending on the purpose for which it is viewed.

Different views allows you to work differently with the text and graphics. Some allows you to frequently work with the text, some with the text and graphics, some allows to move or copy text up and down, etc.

Word Provides you with four different types of views:-

1. **NORMAL VIEW** – It is the default view. It allows you to frequently work with the text.
2. **WEB LAYOUT VIEW** – Text and graphics will be shown as they will appear in the browser window.

*Views*

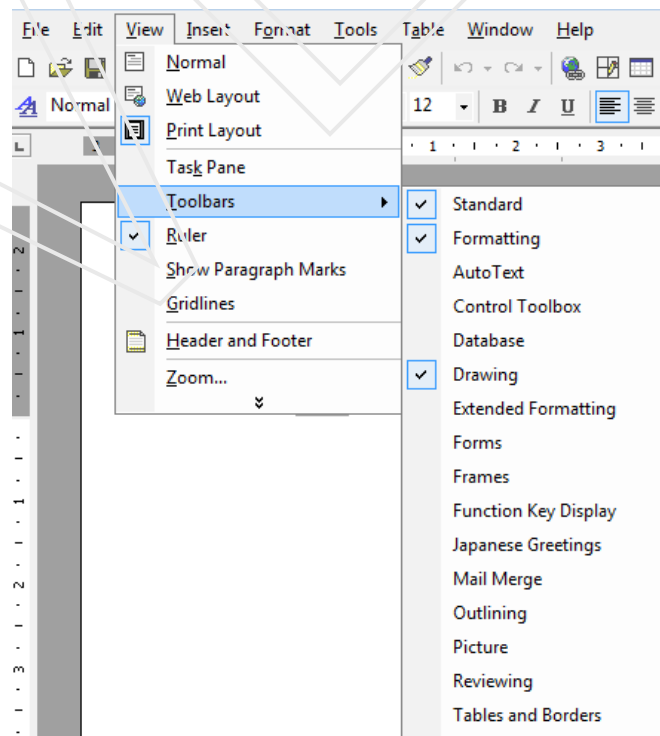
3. **PRINT/PAGE LAYOUT VIEW** – Display text and graphics in the same manner as they will be printed on the paper.
4. **OUTLINE VIEW** – Allows you to frequently move the text up and down.

1.5 TOOLBARS

DISPLAYING AND HIDING THE TOOLBAR

1. Select the **View** menu.
2. Click on **Toolbar** option.
3. Select the toolbar you want to display on the screen.

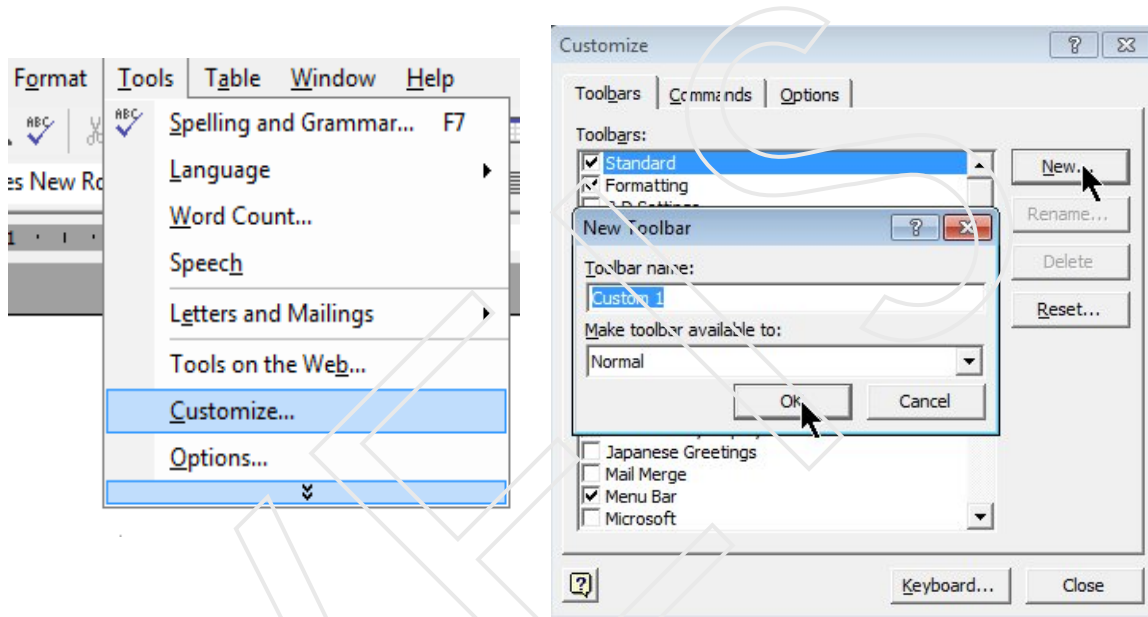
In the same way, By deselecting the toolbar you can hide the available toolbar screen.



CREATING A NEW TOOLBAR

- 1 Select the **Customize** option from the **Tools** menu.
- 2 **Customize** dialog box appears.
- 3 Click on **New** button, **New Toolbar** dialog box appears.

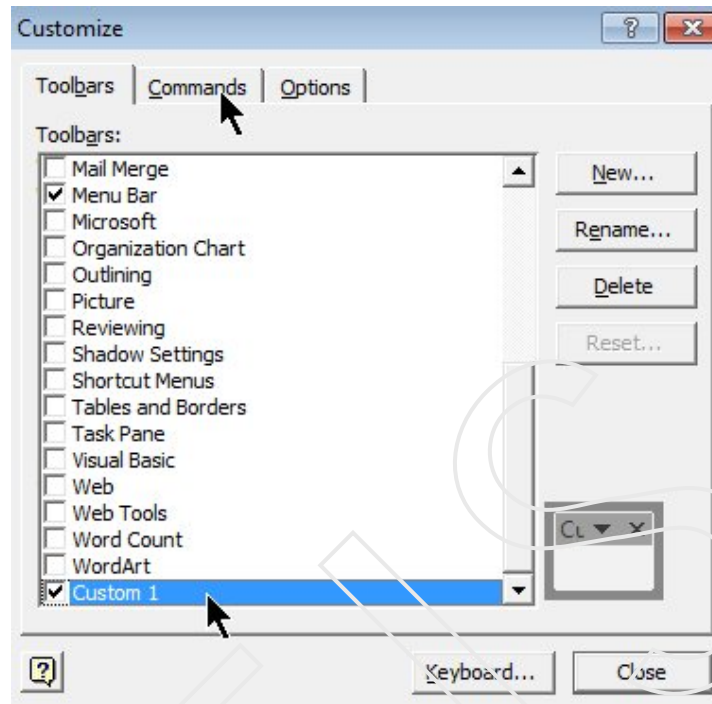
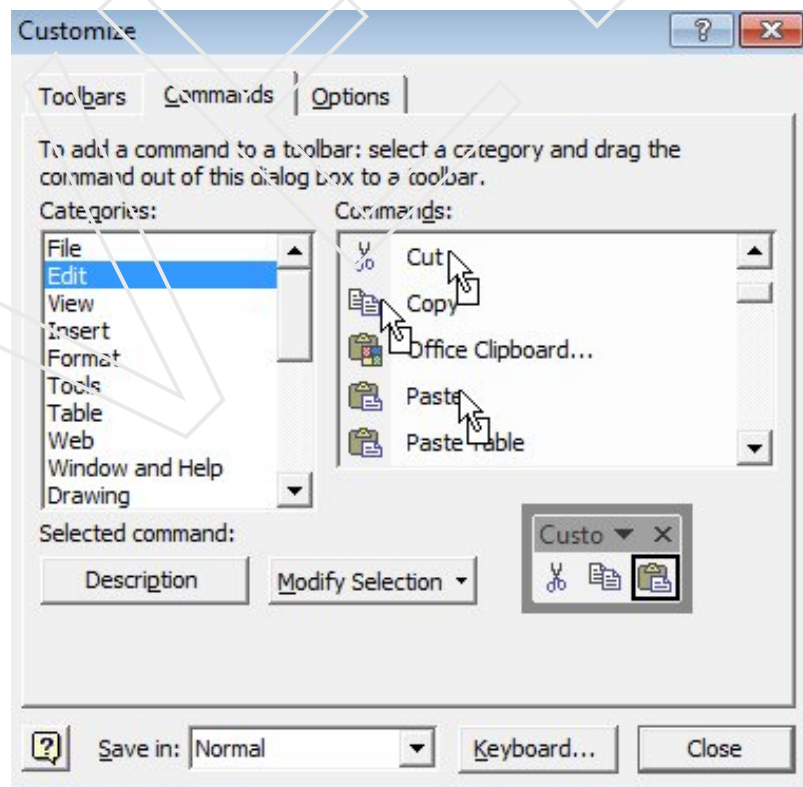
Enter the name “**coustom1**” in the **coustom1** dialog box.



New Toolbar Input box

- 4 Click on **OK** button.
- 5 The toolbar appears as shown in the next page.
- 6 Click on the **Commands Tab** and select **Edit menu** from **Categories** list box.
- 7 From the **Command list box** choose **Cut, Copy, Paste** (one by one) and drag it on the new toolbar created.
- 8 Similarly you can choose different menus from categories list and drag the commands you want on toolbars which you need to use frequently.

You can drag and place toolbar anywhere on the window.

*Toolbars dialog box**New Toolbars*

1.6 HANDLING FILES IN MS-WORD

CREATING A FILE

Click New **Blank document** button  on the **Standard toolbar**.

Or

- 1 Click **File** ➔ **New**. After that **New Document** task pane appears.
- 2 Click Blank Document under **New** in **New Document** task pane.
- 3 Press **Ctrl + O** together from the keyboard.

To create Blank Document using a template or wizard

- 1 Click **File** and select **New**.
- 2 In the **New Document** task pane.
- 3 Click **General Templates** under **New from template**.
- 4 After that Templates dialog box appears.
- 5 Select the type of document as desired.
- 6 Click **OK**.

OPENING A FILE

Click on **Open** button  on the standard toolbar.

Or

Click on the **File** menu and select **Open** option from menu option.

Or

Press **Ctrl + O** together from the keyboard.

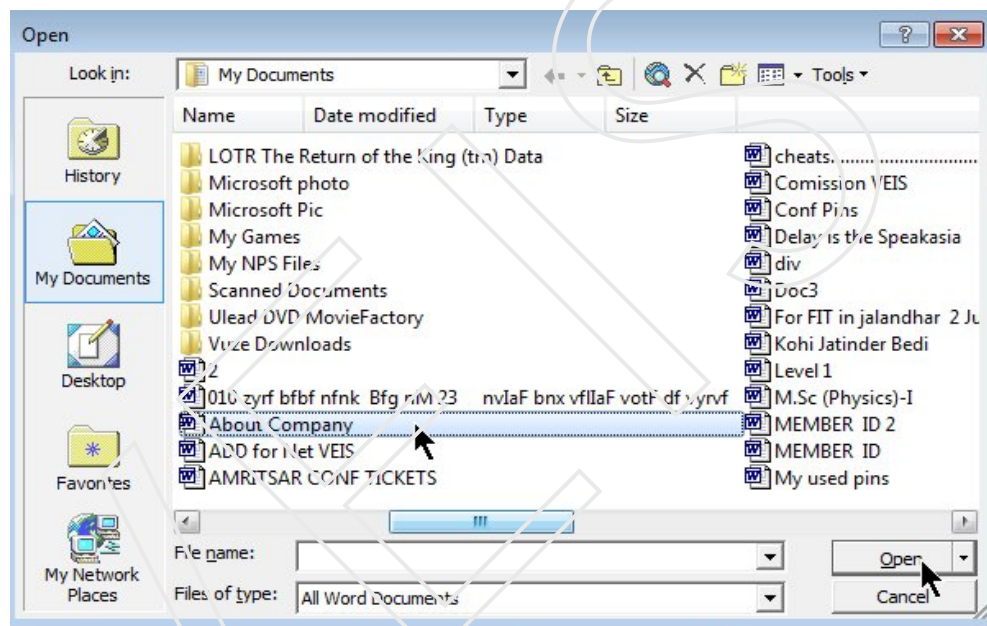
Or

- 1 From **New Document task pane** click documents under **Open a document**.

- 2 After using one of the above ways Open Window appears.

Look in : It is in upper part of the Open window. It contains a pull down list box having the name of drives and folders from which, we are going to open the document.

File name : Choose the file name from window or type name of the file you want to open. After choosing right name of your file, click the **Open** button or press **Enter** key.



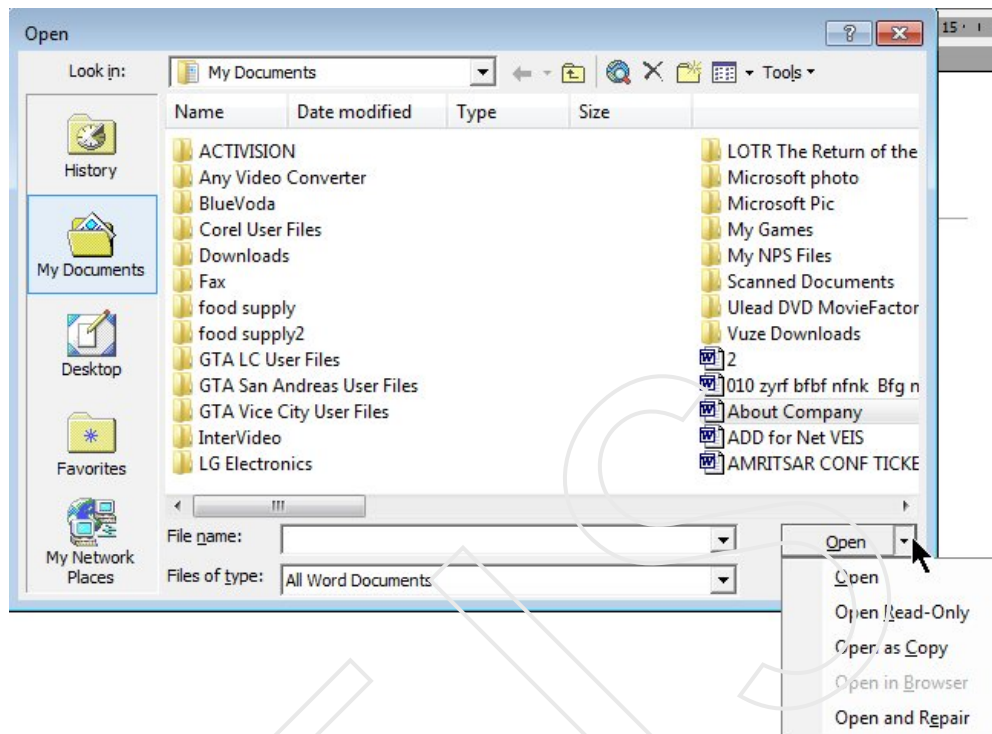
Open dialog box

Now file of your choice is opened.

OPENING A FILE AS A COPY Or Read Only

To open a file as a copy or Read Only.

- 1 Click on **File** menu and **select open**.
- 2 Open dialog box appears. In the **Look in** list, click the drive and the folder that contains the file you want to open as a copy.
- 3 Select the file of which you want to open a copy of, and then, click the arrow next to the open button and select Open as Copy or Read Only.



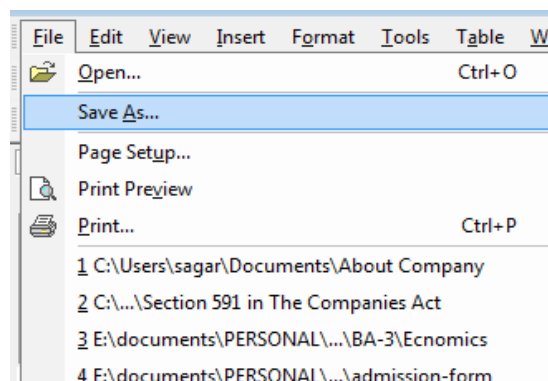
Opening file as a Copy

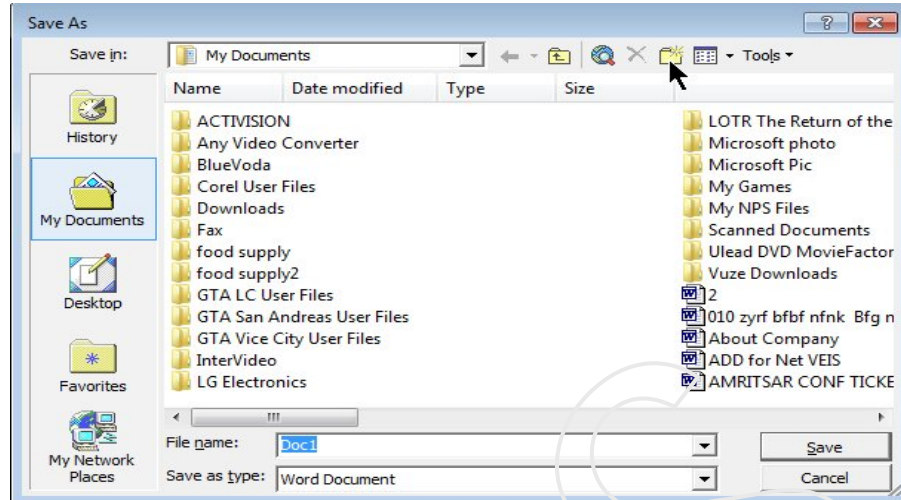
Note : The file opened as Copy can be edited but the file opened as read only cannot be edited. Making your document a read-only file means that the document can be read or copied but not modified. If one of the reviewers tries to make changes to a read-only file, the changes can be saved only by giving the document a new name or saved to a new location.

SAVING A DOCUMENT

Saving A Document With A Name

- 1 Click File and select or click Save As option from File Menus.





Saving a document

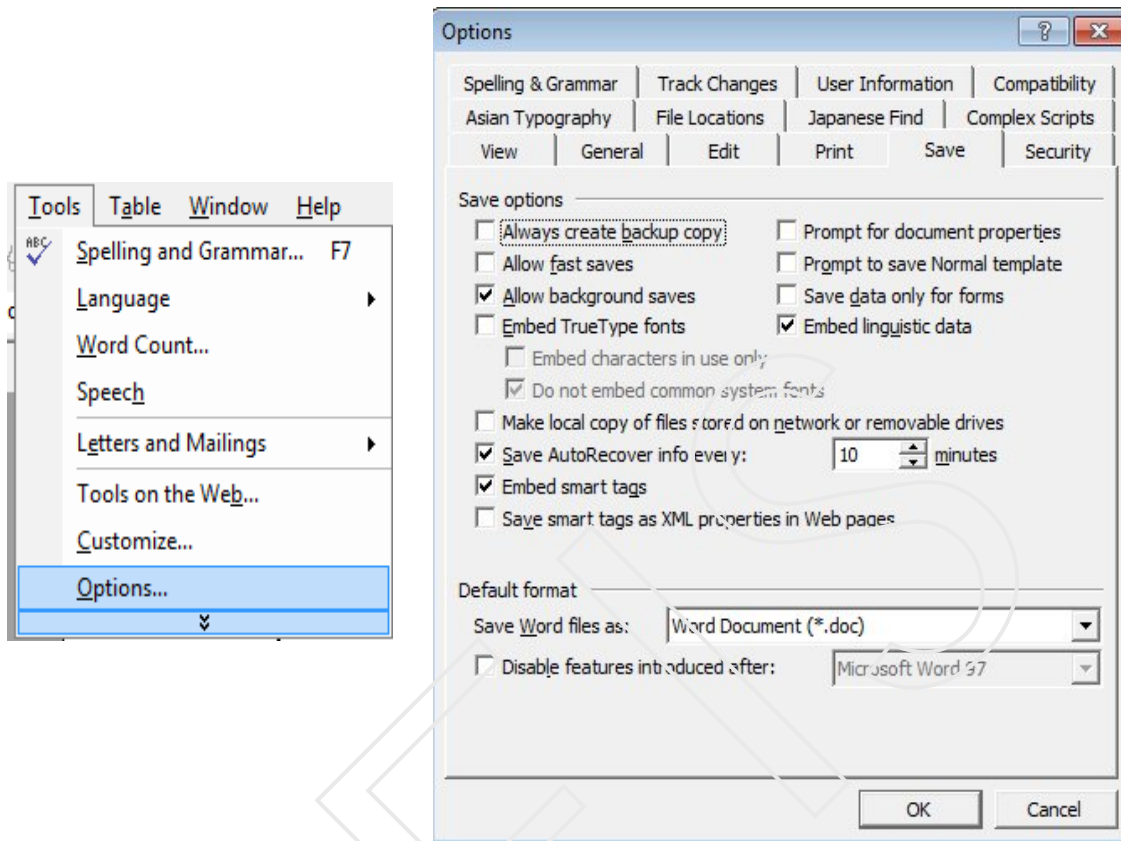
Save As dialog box appears.

- 2 In the Save in : list, select the drive or folder you want to save the file in. If you want to save the file in a new folder, click **Create New Folder**.
- 4 In the **File name box**, enter a new name for the file.
- 5 Click **Save**.
- 6 Now you have saved your file with a name, you can keep saving your contents in the same file by clicking Save button on the **Standard Toolbar** or pressing **CTRL + S** together from Keyboard.

Saving files automatically

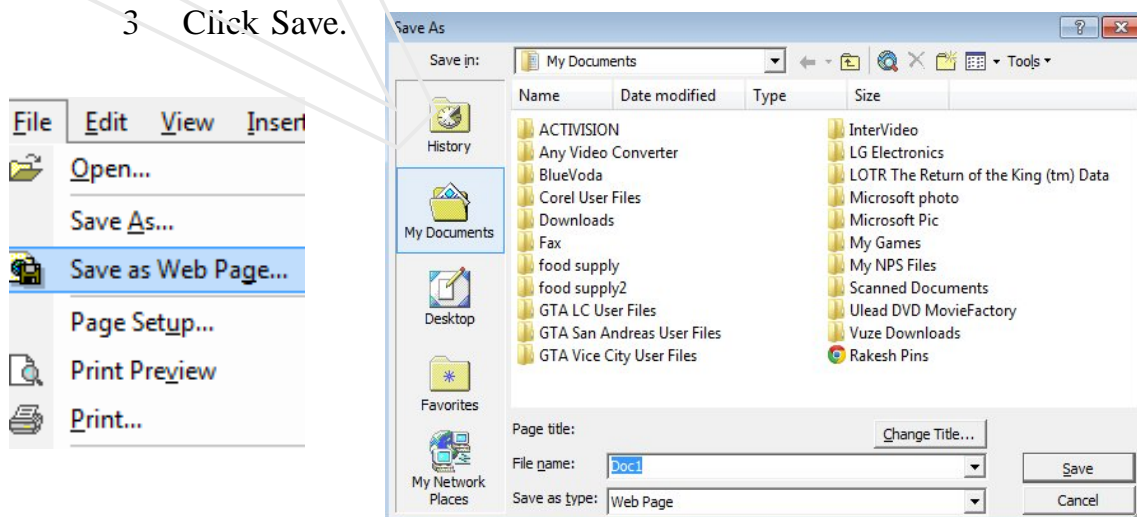
1. Select **Options** from **Tools** menu
2. After that Option dialog box appears as shown in the next page.
3. Click the **Save tab**.
4. Select the Save **AutoRecover info every** check box.

In the minutes box, enter the time interval for how often you want to save files. The more frequently your files are saved, the more information is recovered.



Saving A Word Document As A Web Page

- 1 Click **File** and select **Save as Web Peg...**
- 2 Type a name for the document in the File name box.
- 3 Click **Save**.

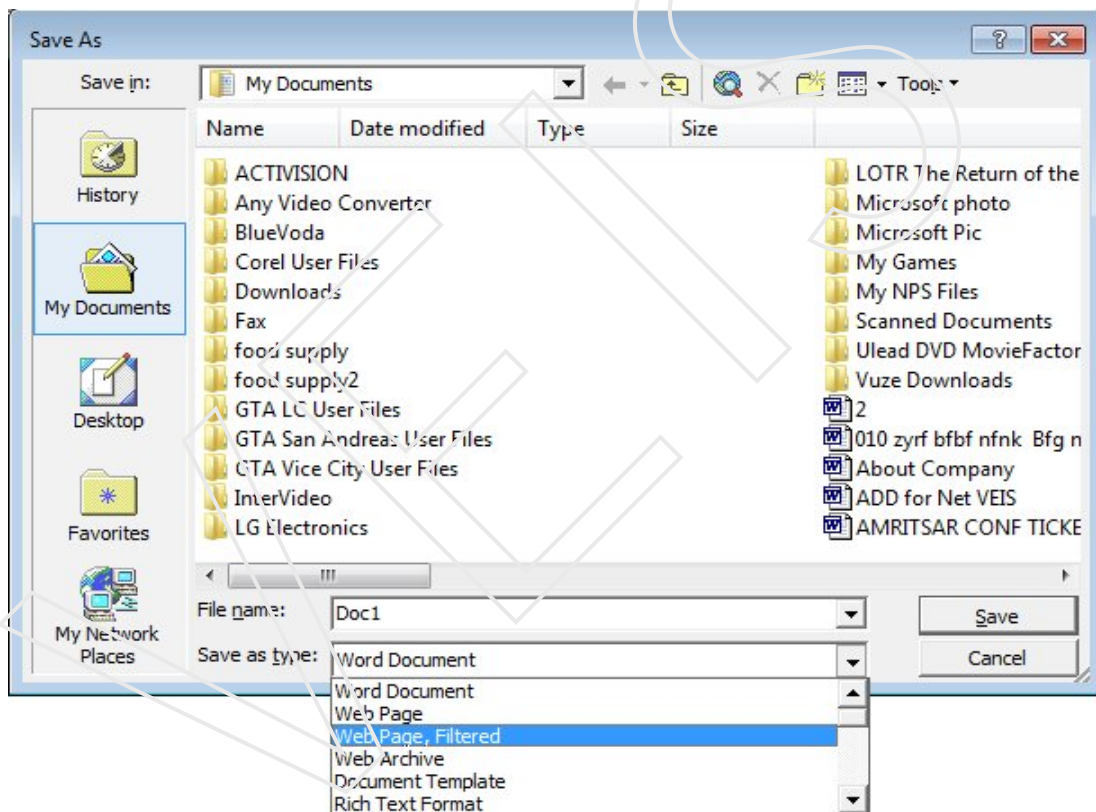


Saving a file as a Web Page

Saving a File in another format

To save a file in another format, do this

- 1 Select **File menu** and click on **Save As...**
- 2 After that **Save As** dialog box appears.
- 3 Enter a new name for the file in the **File name text box**.
- 4 Click the **Save as type** drop-down list, and select the file format that you want the file to be saved in.



Saving a file to a different format

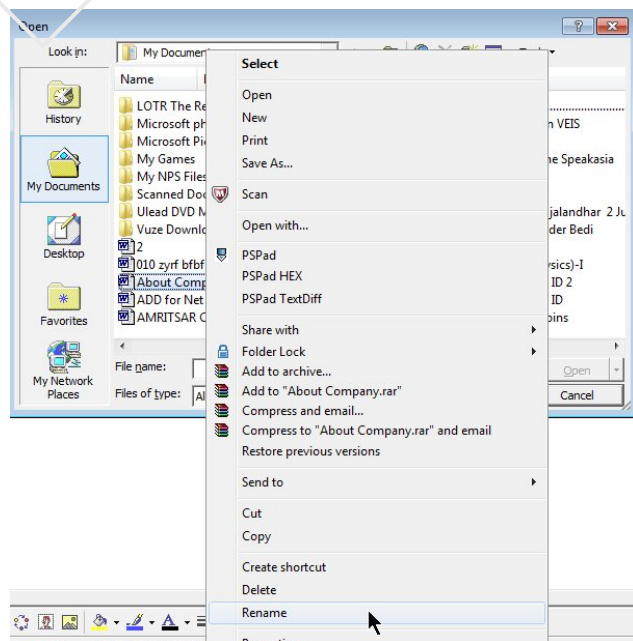
COPYING A FILE Or Save the file with different Name.

- 1 Click File and select **Open**. Or press **Ctrl + O** together
- 2 In the Look in box, click the drive or folder that contains the file you want to copy.

- 3 Right-click the file you want to copy, and then click Copy on the shortcut menu. In the Look in box, click the drive or folder you want to copy the file to.
 - 4 Right-click in the folder list , and then click Paste on the shortcut menu.
- Or**
- 5 Open the file you want to make a copy.
 - 6 Click **File** and select **Save As**.
 - 7 Write the new name of file in the **File name** text box.
 - 8 Click **Save**.

RENAMING A FILE

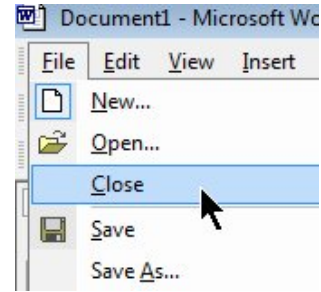
- 1 Either click **Open** button on the **Standard toolbar** or choose **Open** from **File menu**.
- 2 Select the name of the file you want to rename.
- 3 Right click on the file name, a popup menu appears in.
- 4 Choose **Rename option** . Or you can press **F2** key.
- 5 Type the desired name.




CLOSING A FILE AND QUITTING WORD

- 1 Click File menu and choose Close.

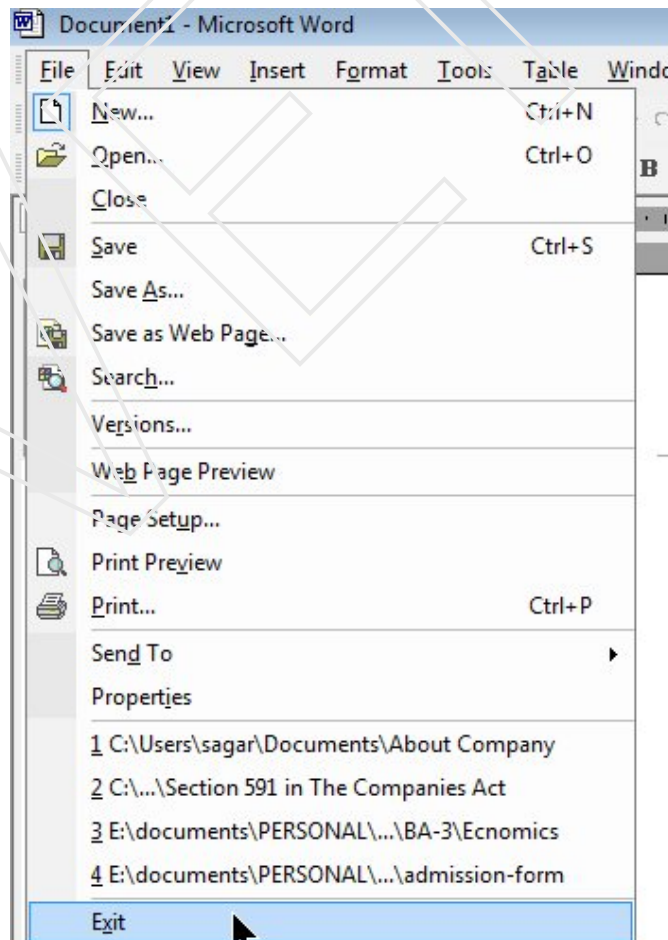
Or



- 2 Click Close button  in the document window on the **Title bar**. Before Word closes a file, it asks you to save change.

Or

- 3 To quit MS-Word, click File and Exit. MS-Word asks you to save all the unsaved files before quitting.



Self-Assessment Questions

- 1 Explain the features of Ms-Word.
- 2 Explain in detail the components of Ms-Word.
- 3 Write the steps for creating new toolbar
- 4 Write the steps for opening and saving file in different ways.

Lab Session:

- 1 Open a word document,create your own toolbar (My toolbar) in it and save the document.
- 2 Save the document with a new name.
- 3 Open the document as a web-page.
- 4 Change Auto Recover time.
- 5 Type & Save the document.

**U
n
i
t** **2****Editing Text in MS-Word**

Contents :

- 2.1 Introduction**
- 2.2 Entering Text**
- 2.3 Methods of Selecting text**
- 2.4 Copying and Moving text**
- 2.5 Restoring text**
- 2.6 Finding and Replacing text**
- 2.7 Creating Bookmarks**
- 2.8 Goto Command**
- 2.9 Setting Tabs**
- 2.10 Inserting Page numbers**

2.1 INTRODUCTION

Microsoft word has many powerful editing features. You can easily edit and find words in the document without reading the whole document.

2.2 ENTERING TEXT

1. You can type the text at the cursor position.
2. To write the letters in upper case you can switch **ON** the **Caps Lock** key.

or

You can together **press Shift+ the letter.**

3. To go to the **next line** press **Enter key.**
4. To **delete one character** from the right side you can use **Delete key** and to delete the one character from **left side** you can use **Backspace key.**

Note: If you want to delete the whole line or a paragraph you need to first select the complete text to be deleted and then press the **Delete Key or Backspace.**

2.3 SELECTION TECHNIQUES

MOUSE SELECTION

- To select a character drag your mouse over it.
- To select a word double click on the word.
- To select the line click the selection area to the left of the line.
- To select a paragraph triple click in the paragraph.
- To select a large block of text click at the beginning of the text press the shift key and without releasing it click at the end of the text.
- To select an entire document click anywhere in the selection area while holding down the Ctrl key or triple click in the selection area.

KEYBOARD SELECTION

- Character by Character :- Shift + arrow keys
- To select the word :- Ctrl + Shift + arrow keys
- To select a line :- Place the cursor in beginning

Shift + arrow keys

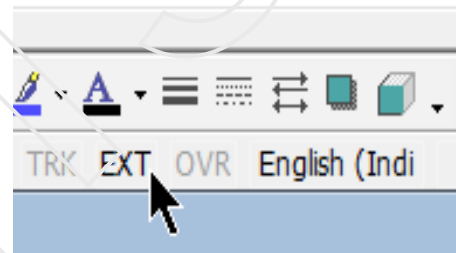
Shift + END

- To select a paragraph :- Ctrl + Shift + arrow keys
- To select whole document :- Ctrl + A

EXTENDED MODE SELECTION

There are two ways:-

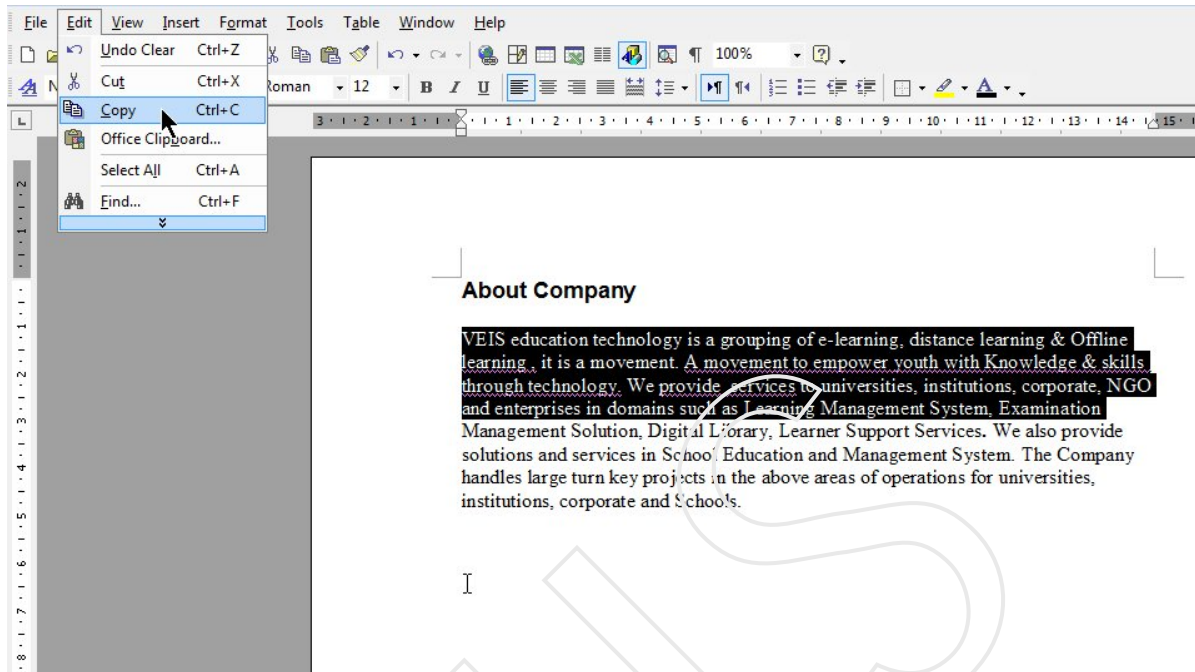
- From the status bar double click EXT
- Use the function key



1. To extend the selection, use the arrow/home/end keys
2. Use Esc key to end Extend Function.

2.3 COPYING AND MOVING TEXT**Copying the text using Menu Options**

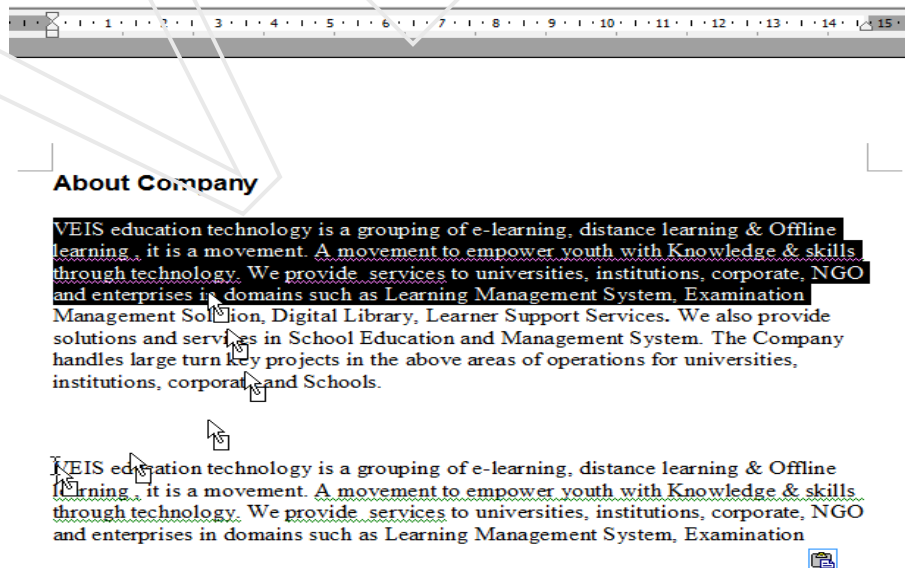
1. Select the text to be copied.
2. Select the **Copy option** from the **Edit menu**.
3. Position the cursor at that location where you want to copy the text.
4. Select the **Paste option** from the **Edit menu**.
5. The copied text appears at the new location.



Copying the text to the clipboard

Drag and Drop Method

1. Select the text to be copied.
2. Pressing **Ctrl** key, click and drag the text to its new location release the mouse button and then release the **Ctrl** key.



Selected text copied & dragged to new position

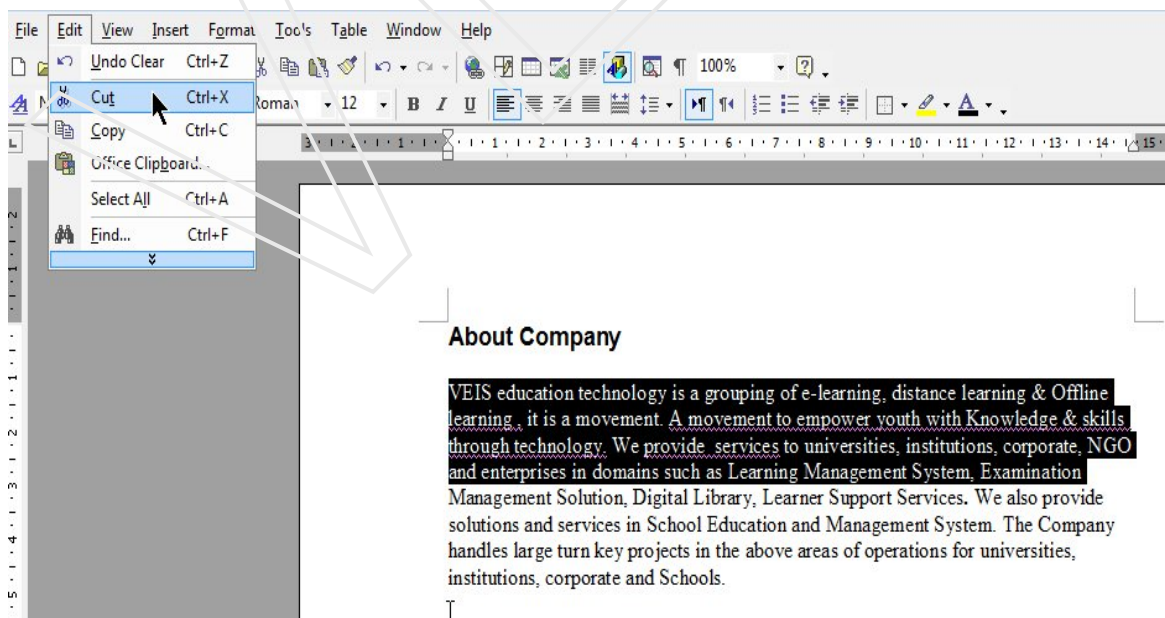
Using Keyboard

- 1 Select the text using **shift +arrow keys** according to the direction in which the text is to be selected .
- 2 Press **Ctrl+C (to copy)**
- 3 Position the cursor at the location where you want to copy the text.
- 4 Press **Ctrl+V (paste).**

Note : In case of Copying the text is present on both target as well as the destination.

Moving the text using Menu Option

1. Select the text to be moved.
2. Select **Cut** option from the **Edit menu.**
3. Position the cursor at the location where you want to copy the text.
4. Select **Paste** option from **Edit menu.**



Cut Command to move the text

Using Drag and Drop Method

1. Select the text to be moved.
2. Position the mouse pointer anywhere inside the highlighted area.
3. Click and drag the text to the target location.

Using Key board

- 1 Select the text using **Shift +Arrow keys** according to the direction in which the text is to be selected.
- 2 Press **Ctrl+X (to cut)**
- 3 Position the cursor at the location where you want to copy the text.
- 4 Press **Ctrl+V (paste)**

Note: When the text is moved from source to the destination it appears only at destination Unlike copy option where text appears both at source and destination.

2.5 RESTORING TEXT***Undo :***

The Undo command helps to reverse the last action done by you. It is possible to undo last 16 actions.

For example If by mistake you have deleted the portion of text which you require. You may simply press

1. **Ctrl+Z** or.
2. Click on the **Undo** icon on the **Standard toolbar** or.
3. Select the **Undo option** from the **Edit menu**. The deleted text will again be displayed on the same location.

Redo

It helps you to repeat the last action done by you. You can repeat the action by doing any of the following

- ◆ **Ctrl+ Y** or

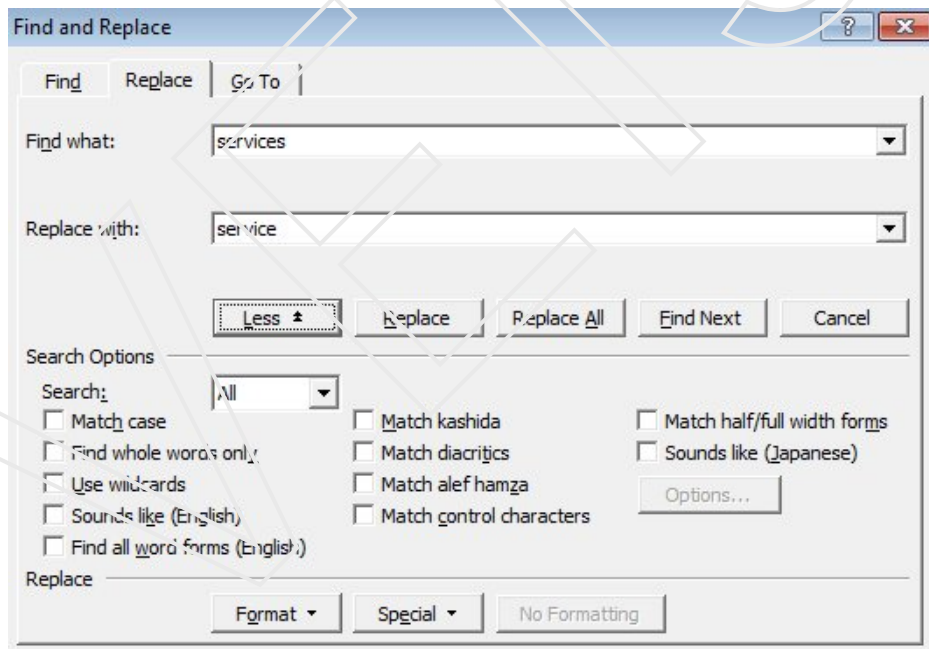
- ◆ Click on **Redo icon** on the **Standard toolbar**. or
- ◆ Select **Undo option** from the **Edit menu**.

2.6 FINDING AND REPLACING

Given below is a text document in which the word “**service**” has been entered wrong as “**services**” at many places. Reading the whole document and to do correction is a time consuming job, but using the M.S. word feature of Find and Replace we can very easily correct the mistake of the whole document.

Steps to Find and Replace text

1. Select **Find and Replace** option from the **Edit menu**.
2. The **Find and Replace** dialog box appears.



Find and Replace dialog box

3. In the **Find what box**, type the text you want to replace.
4. In the **Replace With box**, enter the text you want to replace the **Find What text** with.
5. You can choose a search direction from the **Search drop-down list**.

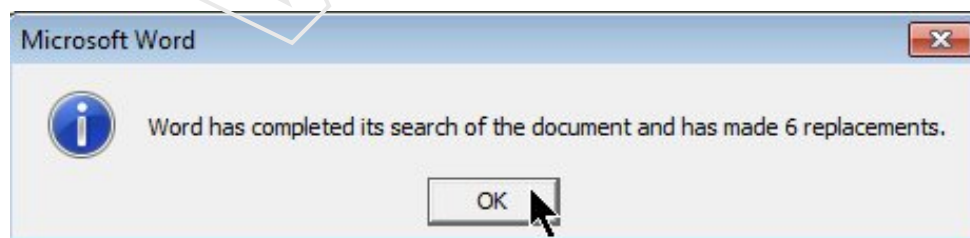
Match case is used to find only words of the same case as the text you are searching for. For example, if you have entered per in the Find what box and select the Match case option, then MS-Word will ignore the words **Services**, **SERVICES** or other variation from services in the document.

Find whole words only is used to find text as a whole word not as a part of another word .

Sound links is used to find homonyms(each of two or more words having the same spelling or **pronunciation** but different meanings and origins. For example if you type 'than' in **Find what box** and select the sound like option, then MS-Word will search for 'then' too.

Find all word forms is used to find all forms of the verb noun of the word in the **Find what box**.

6. Click **Find Next** if you do not want to replace the present text with the new text.
7. Click **Replace** button if you want to replace the text.
8. Click **Replace All** button ,if you wants to replace all the occurrences of text in one click.
9. Repeat step 8 till you have replaced all occurrences of the text in the **Find what box**.
10. A message box appears, click the **OK button**.



11. Close the **Find and Replace** dialog box.

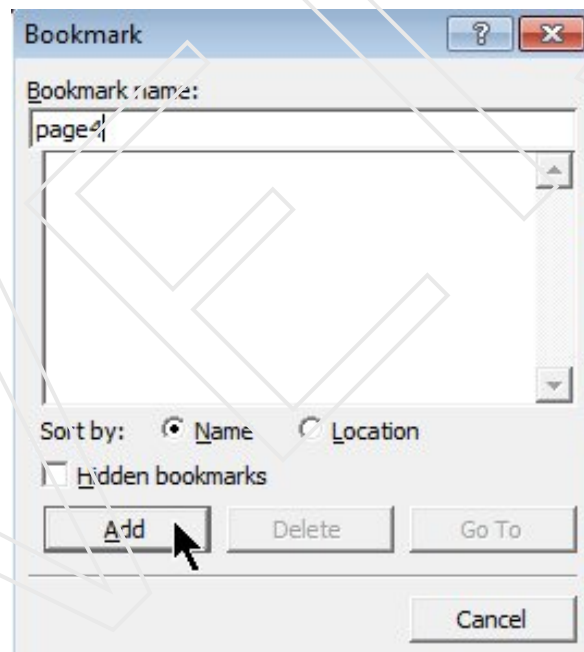
Note: Short cut key for **Find** is **Ctrl+F** and **Ctrl+H** for **replace**

2.7 CREATING BOOKMARK

Bookmarks are used to locate a specific location. For Example if in a single word document you have created 12 pages of a book, then for directly moving to page 4 you can use a book mark on chapter 4. instead of scrolling.

Steps to create bookmarks

- 1 Place the cursor at the starting of page4 or at any place in that page where you want to create a bookmark.
- 2 Select **Bookmark** option from the **Insert Menu**.
- 3 Give the **Bookmark Name** as **page4**.
- 4 Click on **Add** button.



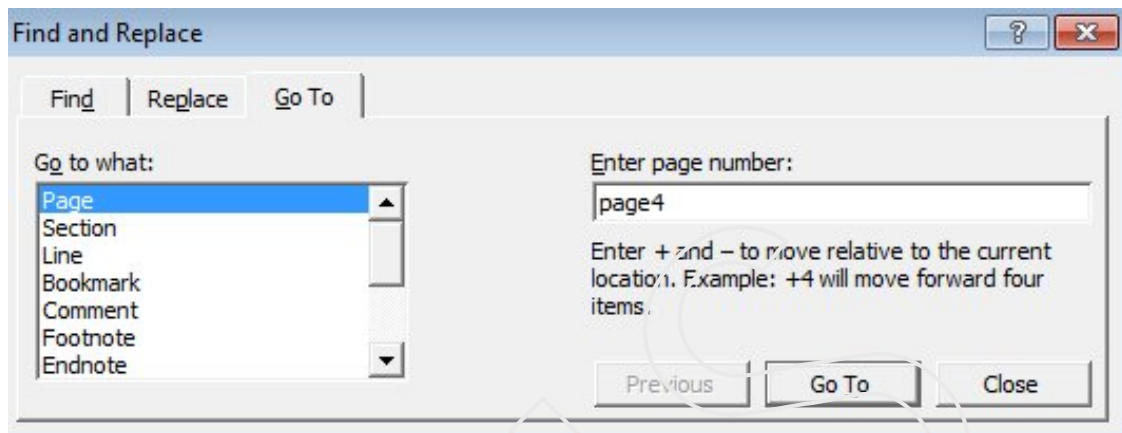
Bookmarks dialog box

2.8 GOTO COMMAND

Now if you are reading pages of your book you need not use Page Down key or Scroll bar to go to page4.

- 1 Select **Go to** option **Edit menu** Select **Bookmark** from **Go To What** list box.

- 2 Select the **Name** of the bookmark and click on the **Go to** button. The cursor will reach at the place where you have created the bookmark in **page4**.



Find and Replace dialog box-Goto tab

2.9 SETTING TABS

Whenever the text is required to be presented in tabular form Tab stops should be used to align in the data in proper manner

Format Menu > Tabs Option

Alignments

Alignment is the manner in which the text is placed between the margins.

Horizontal Alignment

Left:

Text is equal to towards left margin. The right margin is uneven. This is also the default alignment.

Right:

Text is equal towards right margin, the left margin is uneven.

Center:

Text is centered between the left and right margins of a page.

Left	<p>VEIS education technology is a grouping of e-learning, distance learning & Offline learning, it is a movement. A movement to empower youth with Knowledge & skills through technology. We provide service to universities, institutions, corporate, NGO and enterprises in domains such as Learning Management System, Examination</p>
Center	<p>Management Solution, Digital Library, Learner Support Service. We also provide solutions and service in School Education and Management System. The Company handles large turn key projects in the above areas of operations for universities, institutions, corporate and Schools.</p>
Right	<p>VEIS education technology is a grouping of e-learning, distance learning & Offline learning, it is a movement. A movement to empower youth with Knowledge & skills through technology. We provide service to universities, institutions, corporate, NGO and enterprises in domains such as Learning Management System, Examination</p>
Justify	<p>Management Solution, Digital Library, Learner Support Service. We also provide solutions and service in School Education and Management System. The Company handles large turn key projects in the above areas of operations for universities, institutions, corporate and Schools.</p>

Horizontal alignments

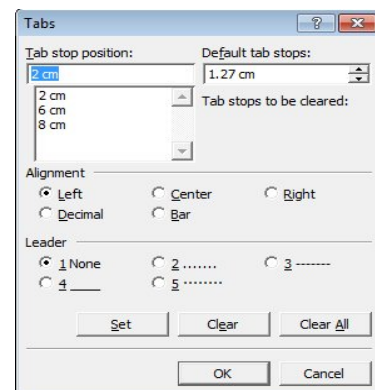
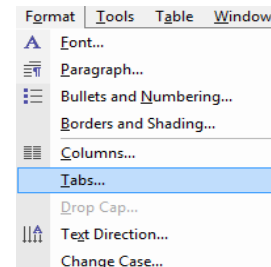
Justify:

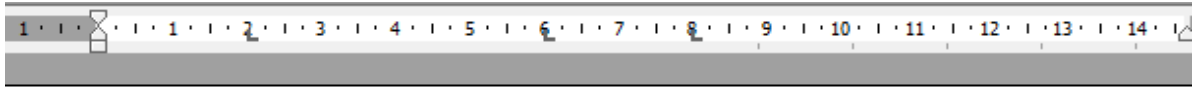
Text is spaced so that both the left and right margins are even leaving spaces in between.

Tab Setting

Go to Format menus and click tab . Take the following steps

1. Set the default tab Stop as 2.0.
2. In the tab stop position text box enter 2, select left from the alignment frame none from leader frame and click on set.
3. Now in the Tab stop –position enter 6 select left from the alignment frame.
4. Now in the Tab stop position text box write 8, and click on set.
5. Click ok button.





Name	Class	Roll No	Subject
Vijay Lax	PGDCA	42	C++
Kanish	DCA	26	Access
Fateh	DCA	101	C. Prec
Gurvinder	DCA	15	C. Prec
Rupinder	DCA	25	Word
Mandeep	OPA	35	Excel

Result

Example:-

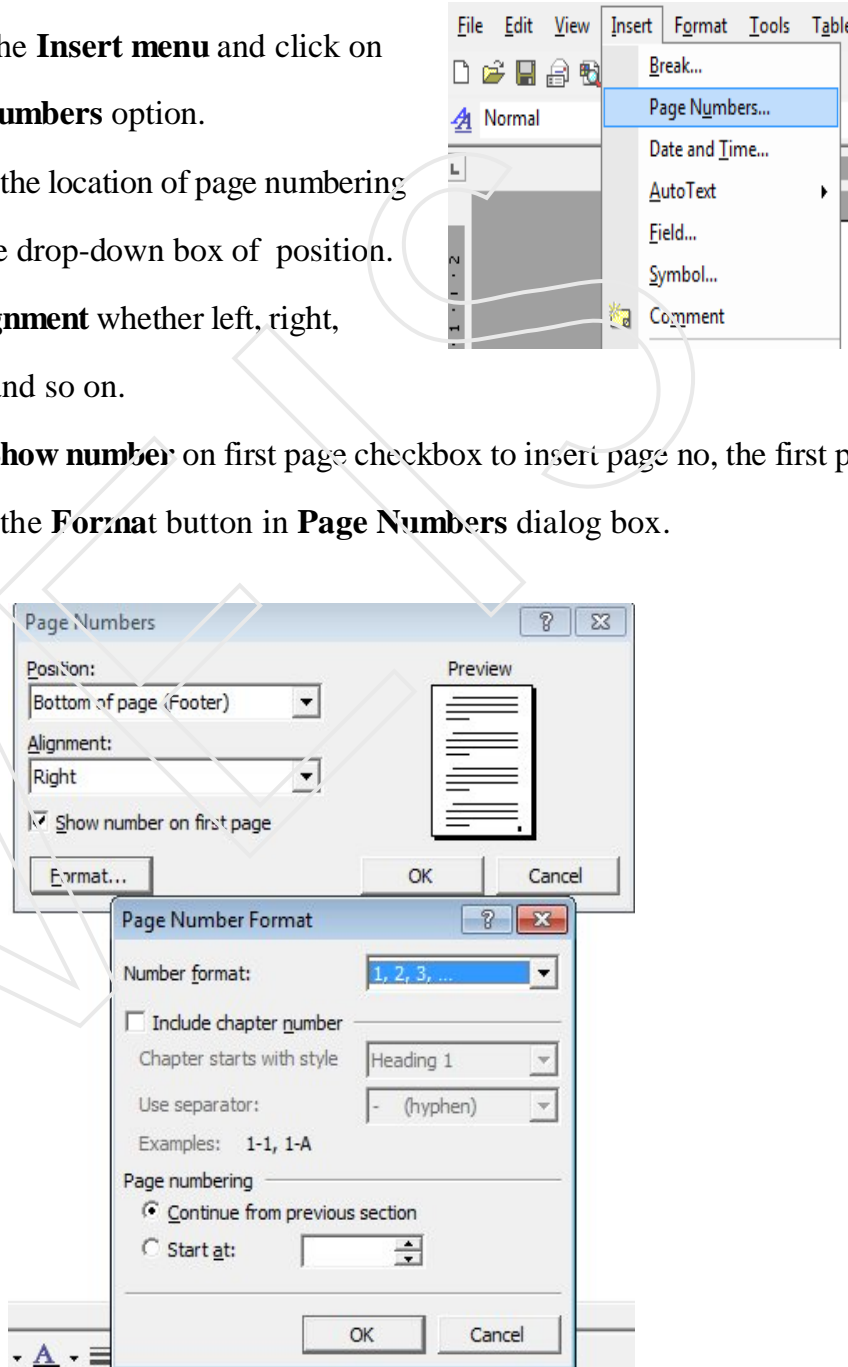
1. Set the default tab Stop as 2.0.
2. In the tab stop position text box enter 2, select left from the alignment frame none from leader frame and click on set.
3. Now in the Tab stop - position enter 6 select Right from the alignment frame.
4. Now in the Tab stop position text box write 8, select center from the alignment frame and click on set.
5. Click ok button.

Name	Class	Roll No	Subject
Vijay	PGDCA	25	C++
Diljit	Eng. speaking	65	ENGLISH
Mandeep	basic	54	Excel
Rupinder	DCA	26	MS word
Lovedeep	CTT	87	MS Word

2.10 INSERTING PAGE NUMBERS

Page number option is used to insert page number at the top or bottom, left or right in a document. To do this, follow the steps ahead-

1. Select the **Insert** menu and click on **Page Numbers** option.
2. Specify the location of page numbering from the drop-down box of position.
3. Set **Alignment** whether left, right, center and so on.
4. Select **Show number** on first page checkbox to insert page no, the first page.
5. Click on the **Format** button in **Page Numbers** dialog box.



Inserting Page Numbers

6 Select the desired **formats** out of the following options.

- **Number format** lets you choose numbers in different styles like 1,2,ii,a,b A,B and so on.
- You can also add chapter number by clicking the check-box of **Include chapter number**.
- To format chapter style, select it from the drop down box of **Chapter starts with style**.
- To add a separator like hyphen (-), Colon (:), Period (.) between numbers, select the one as required from the drop-down box of **Use separator**.

If you select radio button of **Continue from previous section**, Word write the page number right from the beginning.

If you want to start page numbering from a particular page, Specify the number in the scroll box of **Start at**.

7. Click **OK**.

Self-Assessment Questions

1. Write the difference between
 - a) Move and Copy
 - b) Undo and Redo
 - c) Find and Goto
2. Explain different types of alignment.
3. Write a short note on
 - ◆ Find and Replace.
 - ◆ tabs.

Lab Session

1. Create a Marksheet using tab feature having Students Name, Roll No, Class and three subjects with their total.
2. Copy the above created data to another document.
3. Move the above created data to another location in the same document.

**U
n
i
t** **3****Formatting text in MS-Word****Contents :**

- 3.1 Introduction**
- 3.2 Document Formatting**
- 3.3 Paragraph Formatting**
- 3.4 Headers and Footers**
- 3.5 Text Formatting**
- 3.6 Bullets and Numbering**
- 3.7 Change Case**
- 3.8 Drop Caps**
- 3.9 Borders**
- 3.10 Background**
- 3.11 Columns**
- 3.12 Inserting Breaks**
- 3.13 Styles**
- 3.14 Format Painter**
- 3.15 Printing a Document**

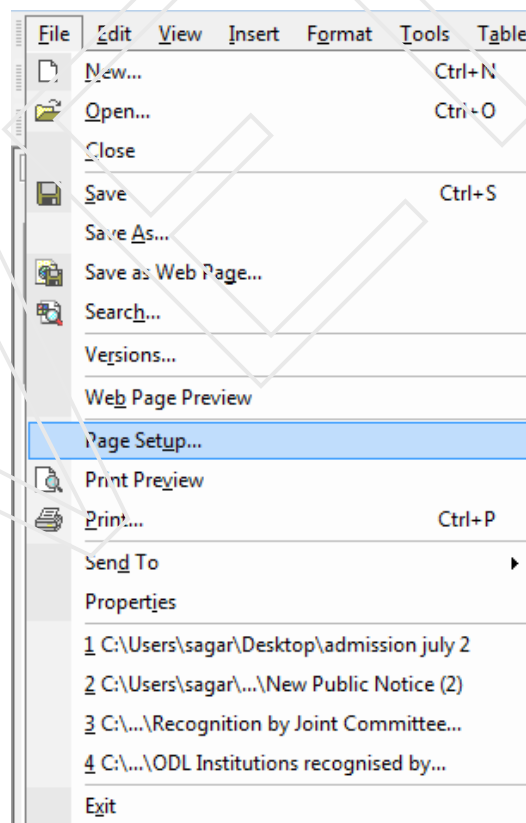
3.1 INTRODUCTION

All formatting in Microsoft Word is controlled by styles. The general idea is that you modify a style to suit your particular formatting needs, and apply the style to your text. Styles generally describe the purpose or function of text. For example, there are built-in styles called Title, Subtitle and Body Text. A typed document without formatting appears to be very unpleasant. Formatting helps in making the document more presentable.

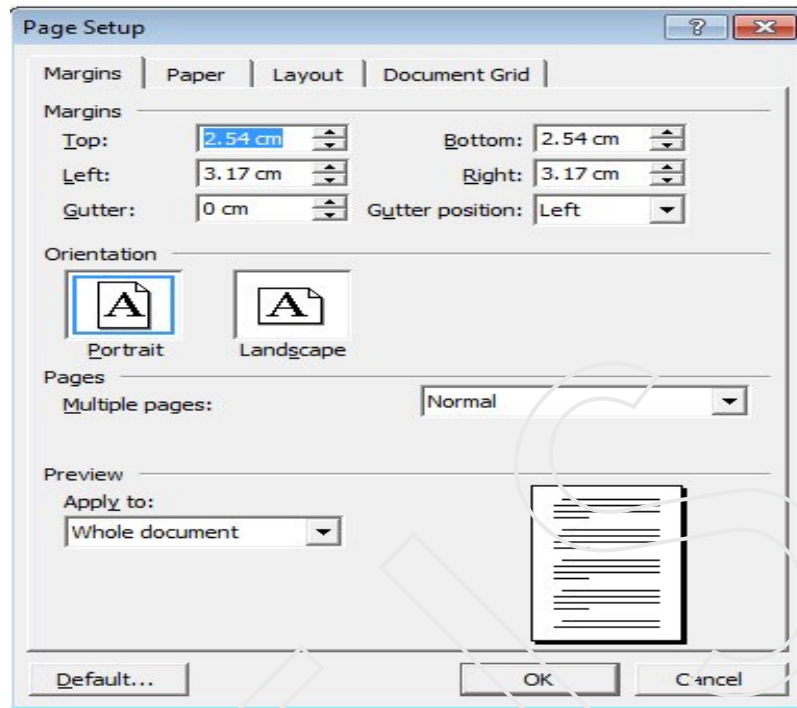
Text formatting which include **applying bullets and numbering, font style, font color, borders etc.**

3.2 DOCUMENT FORMATTING

- 1 Select **Page Setup** option from the **File menu**.



- 2 **Page Setup** dialog box appears, click on **Margins** tab



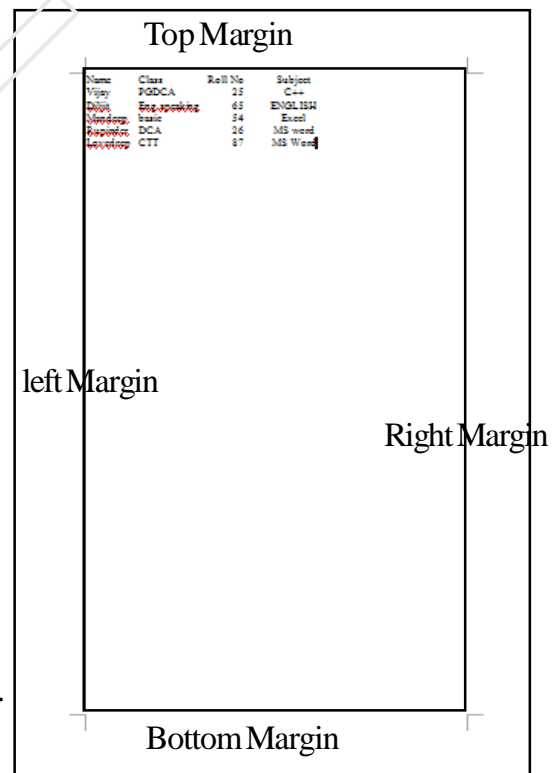
Page Setup dialog box

Margins Tab

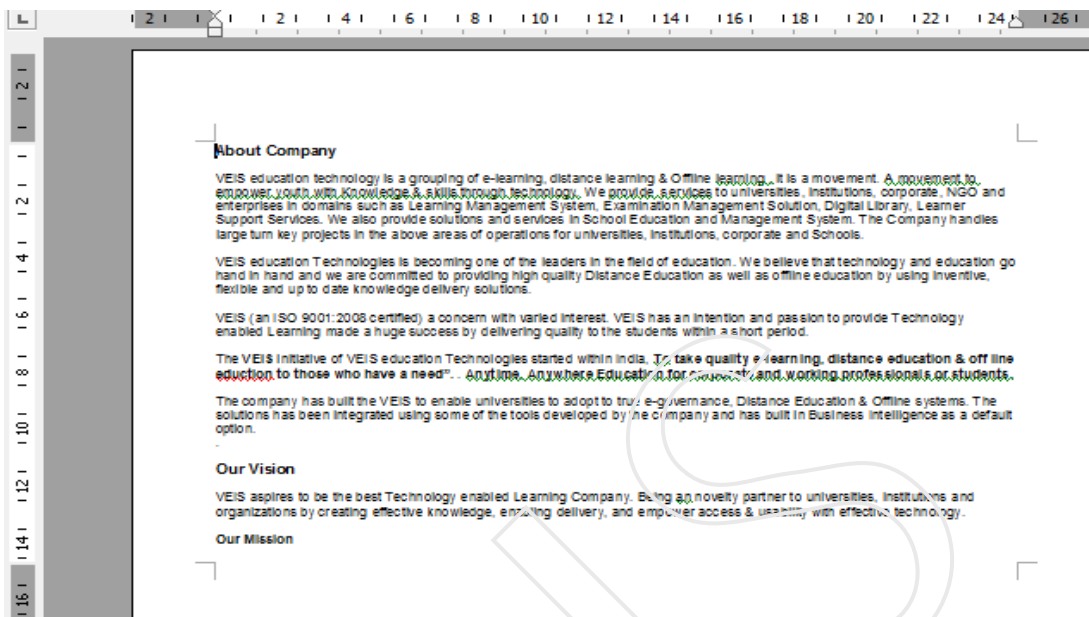
Page margins are the blank space around the edges of the page. In general, you insert text and graphics in the printable area inside the margins .

- 1 Set the four margins by filling the appropriate values in the spin boxes.
- 2 Give the appropriate setting for Gutter Margin (Space left for binding).

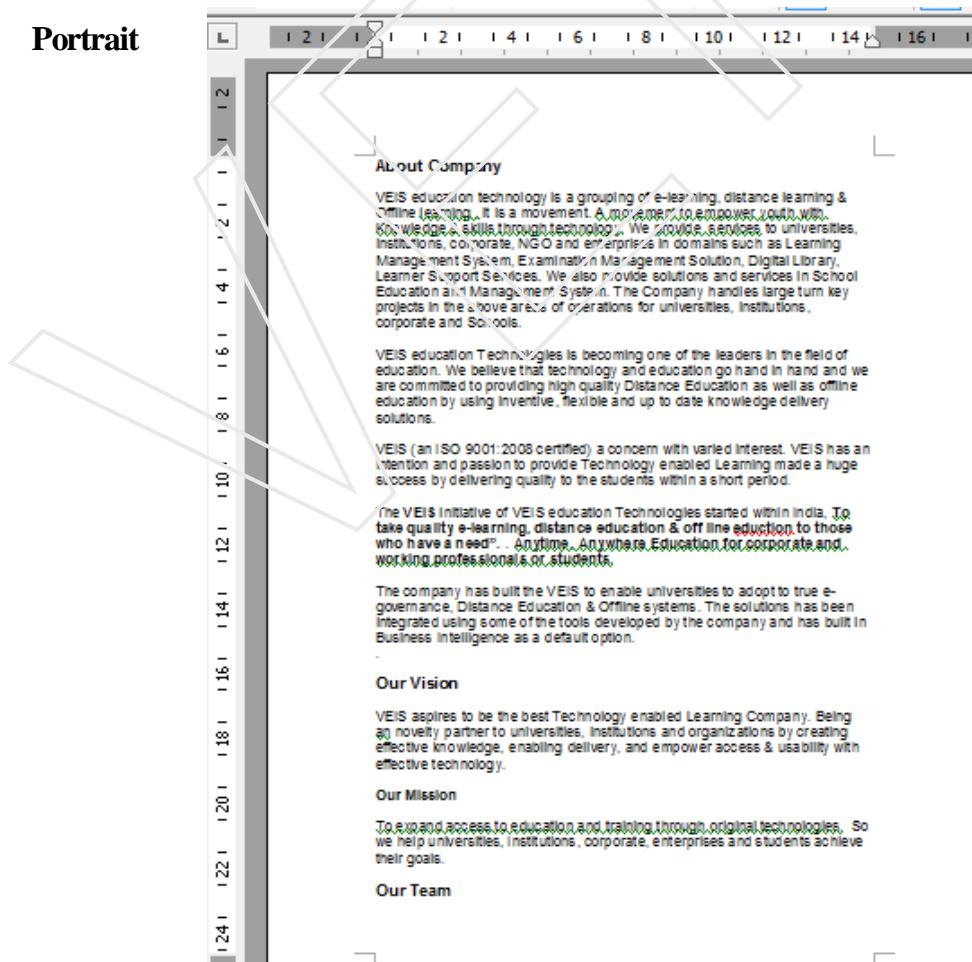
Pages : It specifies the orientation (direction) of the word document .



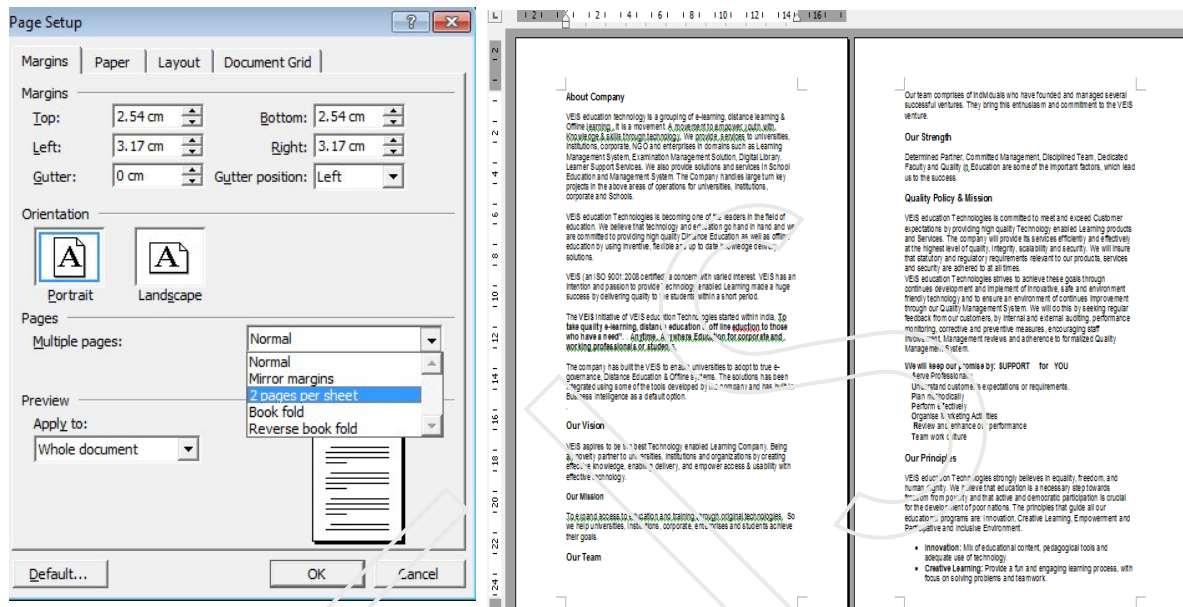
Landscape



Portrait



Pages: How many pages you want to see in the document window.



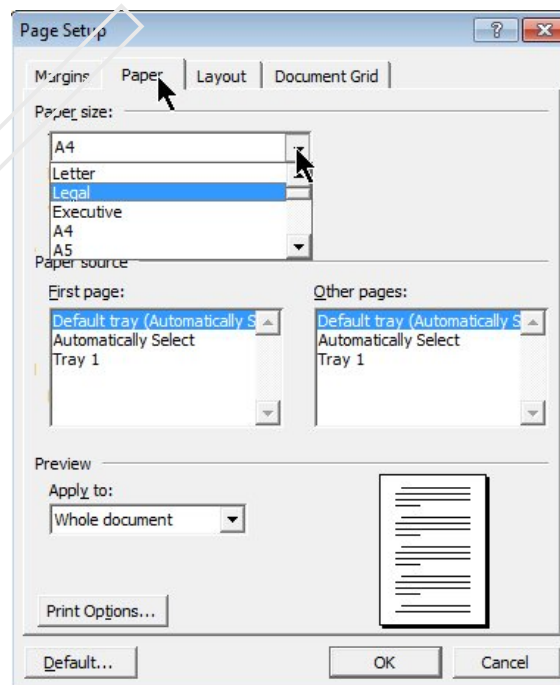
Preview :

Shows how document will appear with the above settings.

Click on Paper Tab

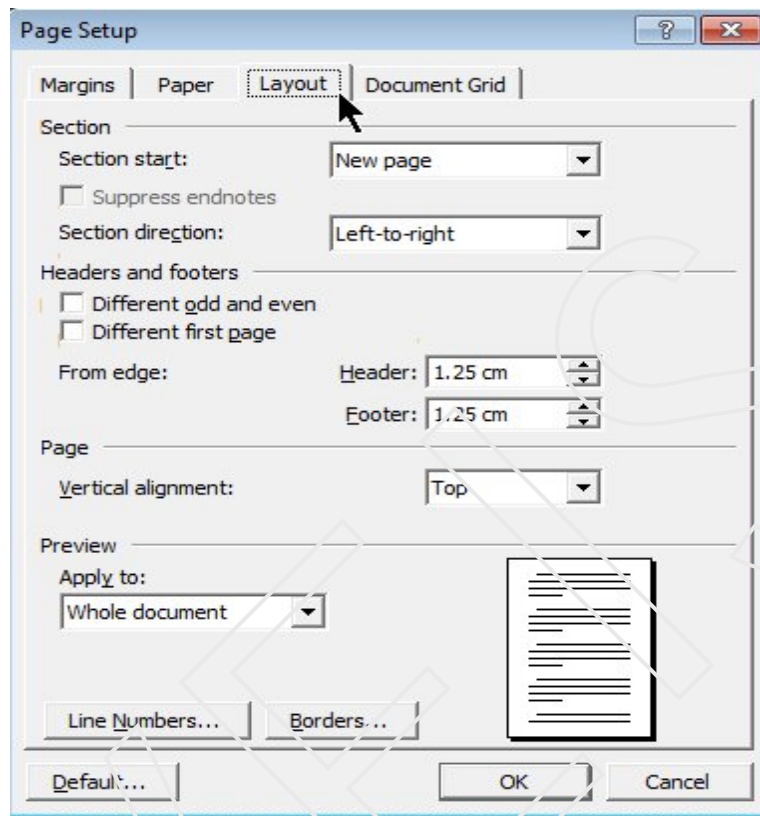
Paper Size:

Select the type of paper you want your document to be printed on. For example A4, A5, Legal, Letter etc.



Paper Source

Layout Tab



Section start - Tells Word where you want the current section to start.

Different odd and even - Creates one header or footer for even-numbered pages and a different header or footer for odd-numbered pages.

Different first page - Creates a different header or footer for the first page of a section or document.

Header - Enter the distance you want from the top edge of the paper to the top edge of the header. If the Header setting is larger than the Top setting, Word prints the body text below the header.

Footer - Enter the distance you want from the top edge of the paper to the top edge of the footer. If the Footer setting is larger than the Bottom setting, Word prints the body text below the footer.

Vertical Alingment

Top This is the default vertical alingment .Texts is placed below the top margin.

Center Text is centered between the top and bottom margin.

Justified Paragraphs are spaced to fill the page between top and bottom margins.

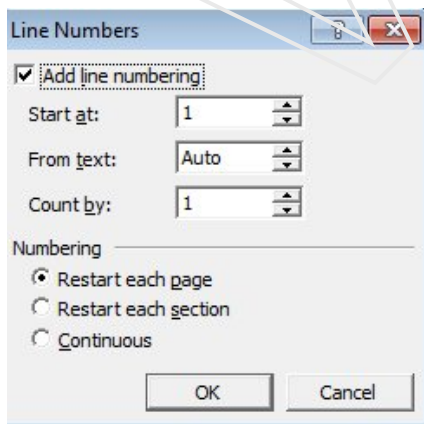
Bottom Texts rests on the bottom margin..

Preview

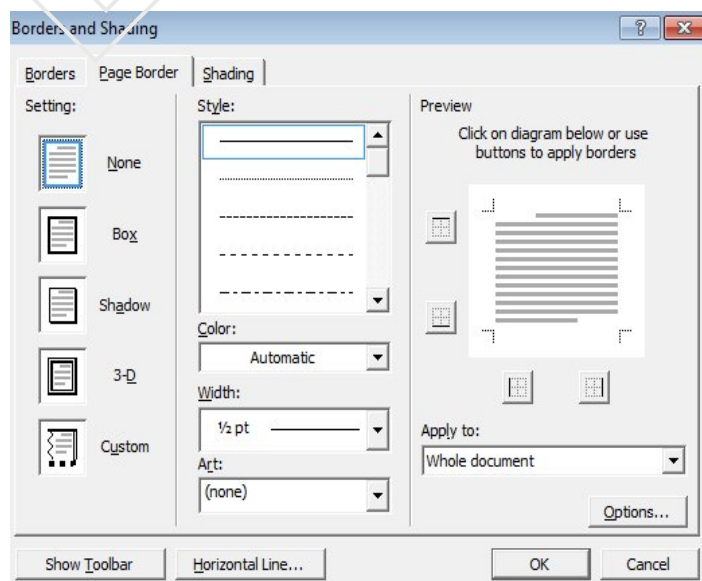
Apply to - Click the portion of the document you want to apply the current settings to in the Page Setup dialog box.

Line Numbers - Adds or removes line numbering from the portion of the document currently selected in the Apply to box.

Borders - Set options for applying a border around each page in the document.



Line Numbers



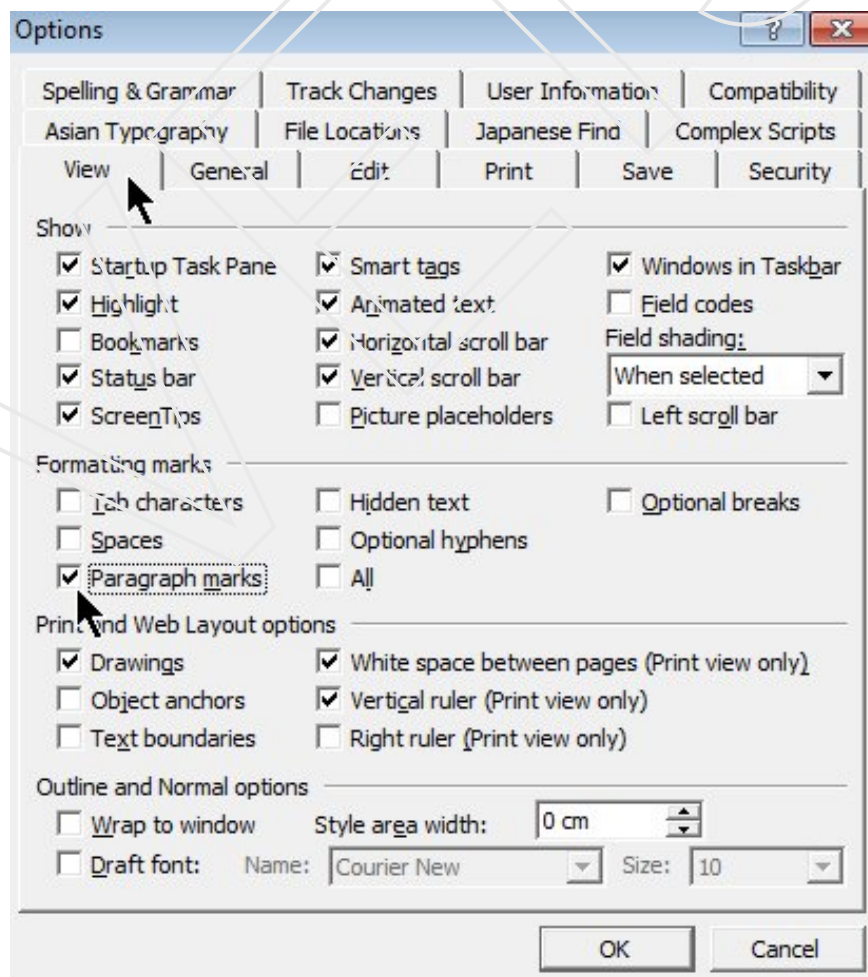
Borders

3.3 PARAGRAPH FORMATTING

Every time you press Enter while typing in MS-Word, you create a new paragraph. Paragraph formatting helps you setting line spacing between two paragraphs, indentation etc.

Paragraph Marks helps you to see where each paragraph ends.

- 1 To view paragraph marks. Click on **Options** from the **Tools** menu.
- 2 The **Option** dialog box appears, click on **View** tab.
- 3 Click **Paragraph marks** option.
- 4 Click OK.



Document will appear as

About Company ¶

VEIS education technology is a grouping of e-learning, distance learning & Offline learning, it is a movement. A movement to empower youth with Knowledge & skills through technology. We provide services to universities, institutions, corporate, NGO and enterprises in domains such as Learning Management System, Examination Management Solution, Digital Library, Learner Support Services. We also provide solutions and services in School Education and Management System. The Company handles large turn key projects in the above areas of operations for universities, institutions, corporate and Schools.

VEIS education Technologies is becoming one of the leaders in the field of education. We believe that technology and education go hand in hand and we are committed to providing high quality Distance Education as well as offline education by using inventive, flexible and up to date knowledge delivery solutions.

VEIS (an ISO 9001:2008 certified) a concern with varied interest. VEIS has an intention and passion to provide Technology enabled Learning made a huge success by delivering quality to the students within a short period.

The **VEIS** initiative of VEIS education Technologies started within India. To

Setting Line Spacing

Line Spacing is the amount of white space between the lines of the text in a paragraph

- 1 Place cursor within a paragraph or select several paragraphs

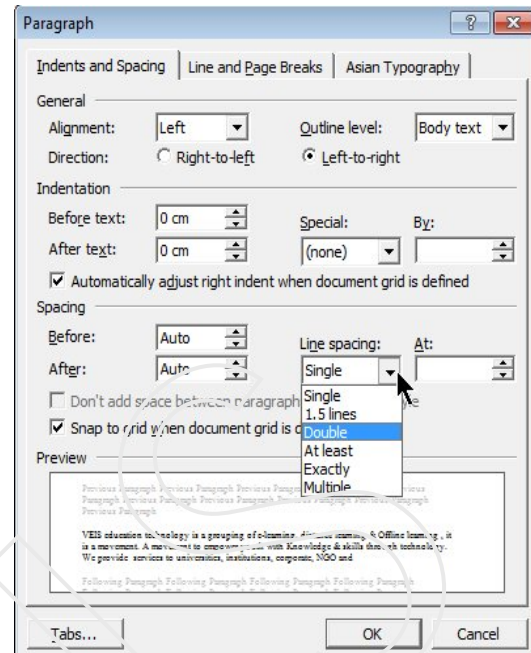
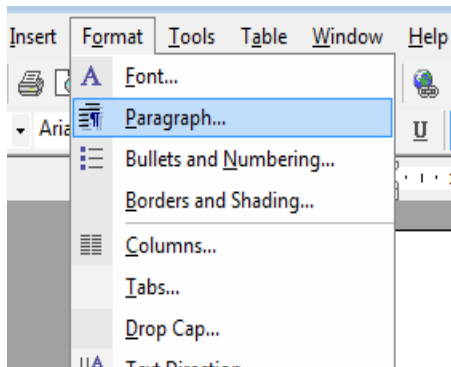
About Company ¶

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VEIS (an ISO 9001:2008 certified) a concern with varied interest. VEIS has an intention and passion to provide Technology enabled Learning made a huge success by delivering quality to the students within a short period.

Selected Paragraph

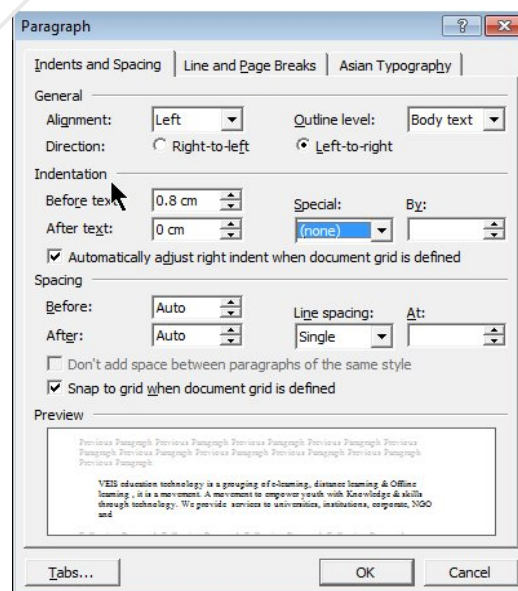


Setting Paragraph Alignment

- 2 Select **Paragraph** option from the **Format** menu.
- 3 The **Paragraph** dialog box appears.
- 4 Click **Indents and Spacing**.
5. Choose the line spacing as you need.

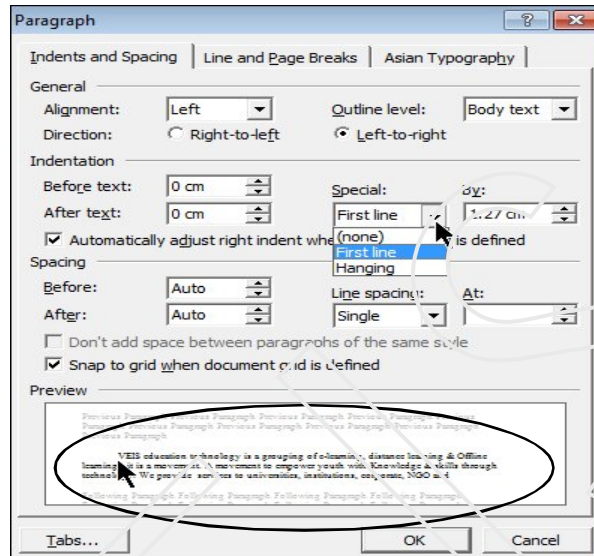
Indentation

It sets the position of the text in relation to left and right margin. By changing Before text and After text values you can set the indent



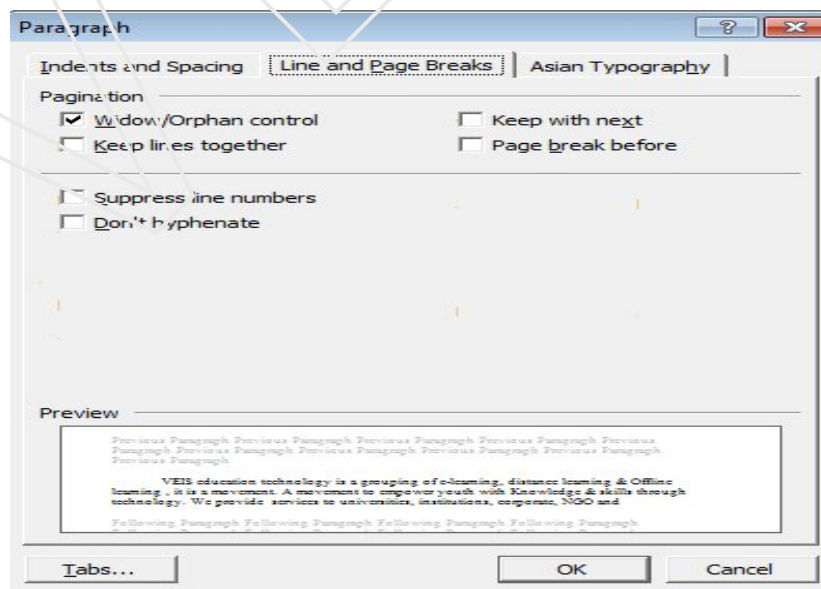
Setting Paragraph Indentation

- Note: (a) None:- Whole paragraph will be selected for the indentation.
 (b) First Line: Only first line will be used for Indentation.
 (c) Hanging: Whole paragraph, without first line.
 You can also see the preview of modification of indentation.



Select Line and Page Breaks

- Pagination-** Tells word how to handle line breaks and page break for selected paragraphs.

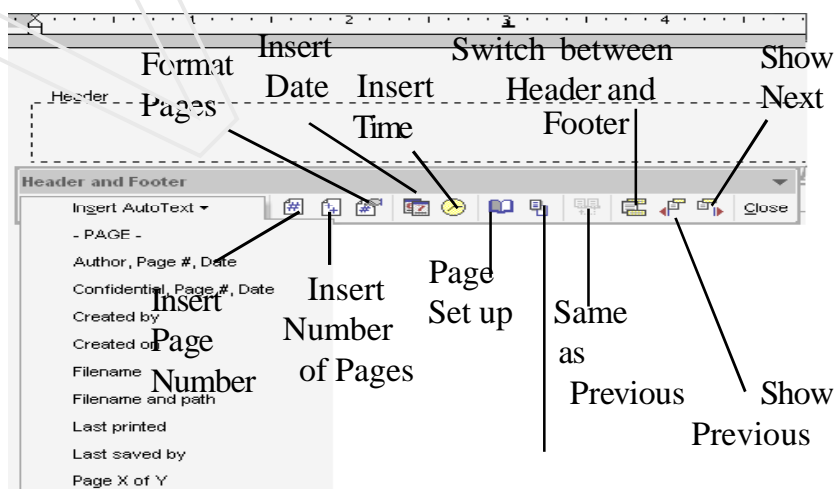


Paragraph dialog box - Line and Spacing Tab

2. **Keep Lines Together-** Prevents page break within a paragraph.
3. **Keep With next -**Prevents a page break between the selected paragraph and the following paragraph.
4. **Widow/ Orphan control-** The widow/orphan control in Microsoft Word is a feature that will prevent single lines of paragraphs from appearing on a separate page from the rest of the paragraph (a widow is the first line of a paragraph left by itself and an orphan is the last line left by itself).
5. **Page break-** Inserts page break before the selected text.
6. **Suppress line numbers-** Prevents line numbers from appearing next to selected paragraphs The setting has no effect in documents or section with no line numbers.
7. **Don't hyphenate-**Excludes paragraph from automatic hyphenation.

3.4 HEADERS AND FOOTERS

Header and Footer may be text or graphics, printed on top and bottom in a document. Header is printed on top margin area whereas Footer is printed on bottom margin area. They contain important information



Headers and Footers Tool box & parts

Steps to insert header and footer

- 1 Select the **View** menu and click **Header and Footer**.
- 2 Word highlights panes of header and footer at the top and bottom respectively.
- 3 Type either the text you want or insert auto text like page number, date etc. inside the header or footer pane as required from **Insert Autotext** button on **Header and Footer** toolbar.
- 4 To **end** the **view of header and footer panes** either **click twice outside** or **click the close button**.

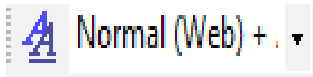
Inserting Header/Footer on Odd/Even Pages

To put different header and footer on odd and even pages in the textbooks. Odd page may contain chapter name and even page may contain book name.

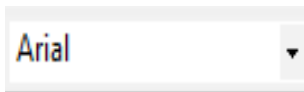
Steps to create different even/odd header/footer

- 1 Position the **insertion point** in the **section** where you want the **odd/even** to start.
- 2 Select the **File** menu and click **Page Setup**.
- 3 Click on the **Layout** tab.
- 4 Select **Different first page** check box.
- 5 You can see Different header and footer on first page.
- 6 Enter different **headers and footers** for the **even/odd** first page in **Print layout view**.
- 7 Deleting **Header And Footer**
- 8 To delete header and footer.
 - Select the **View** menu and click **Header and Footer**.
 - Go to **header area** and delete the text .
 - Repeat the same steps for **footer**.

One of the most commonly used tools for formatting is the collection of icons found on the
Formatting toolbar.



Styles and Formatting options.



Font face selection list.



Font size selection list.



Bold, Italic and Underline formatting.



Paragraph alignment options.



Line spacing.



Numbered list and Bullet list.



Paragraph indent options.



Add borders around text.



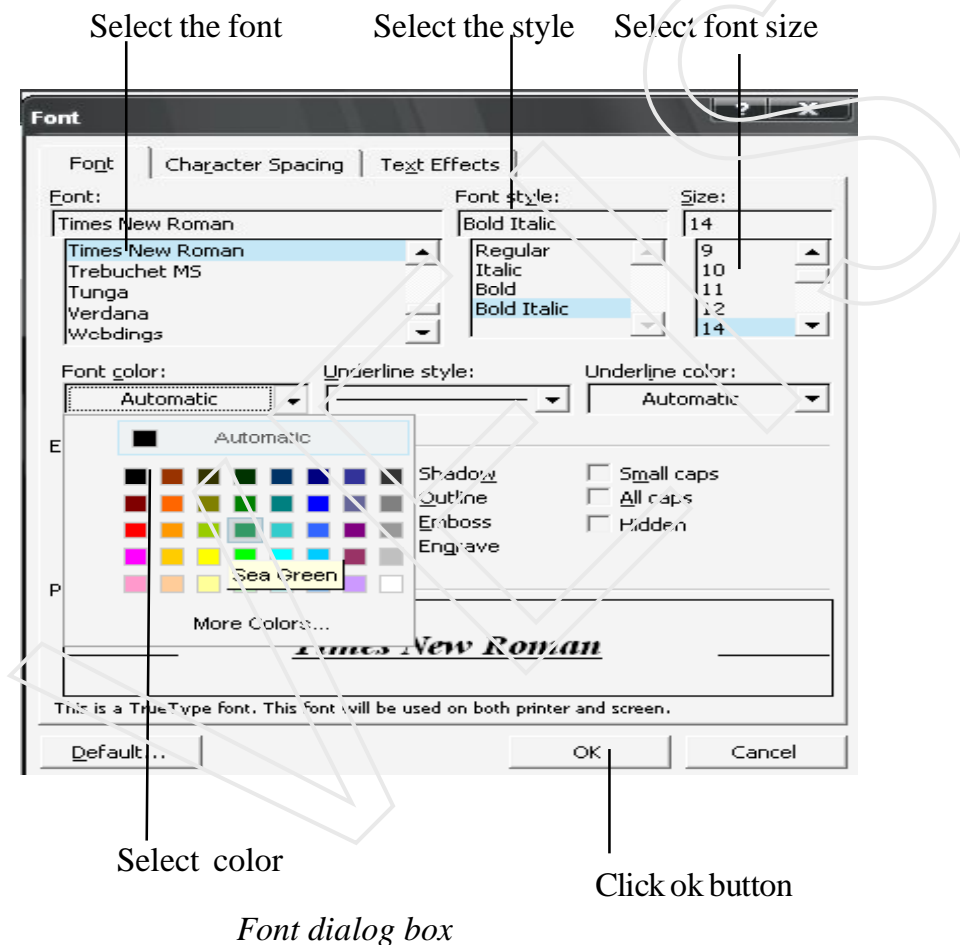
Allows you to mark text the way you might on paper with a colour highlighter.



Change the text colour.

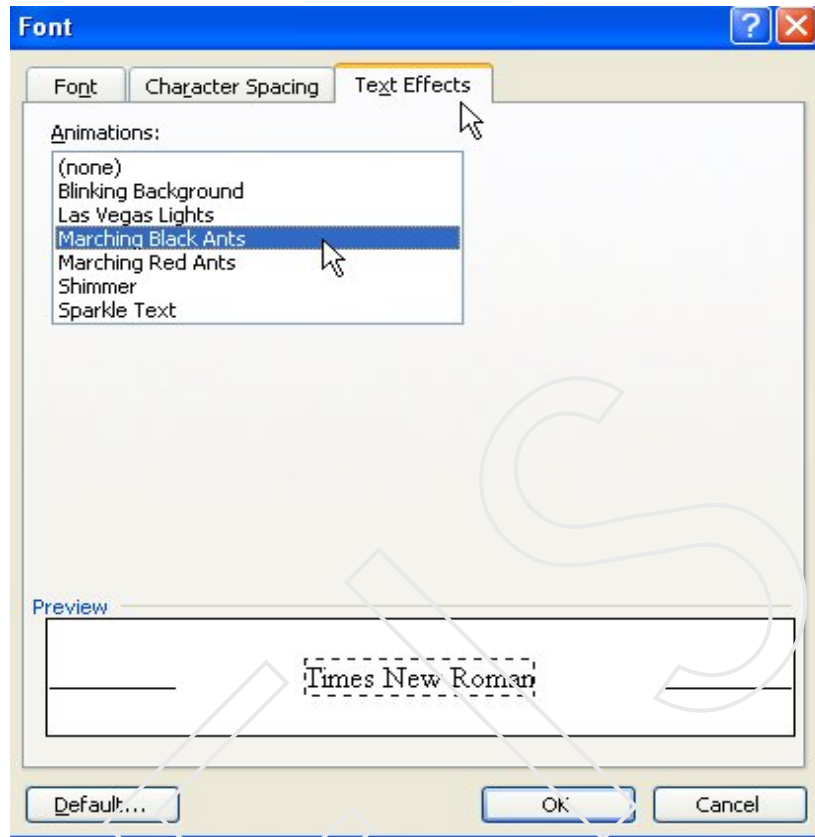
3.5 TEXT FORMATTING

- 1 Select the text.
- 2 Select **Font** option from **Format menu** .
- 3 The **Font** dialog box appears.
4. Select the required options Click **OK**.



Animating Text

- 1 Click the **Text Effects** tab of the **Font** dialog box.
- 2 Select the **text** effect
- 3 Click the **Ok** button to close the font dialog box.



Font dialog box - Character Spacing tab

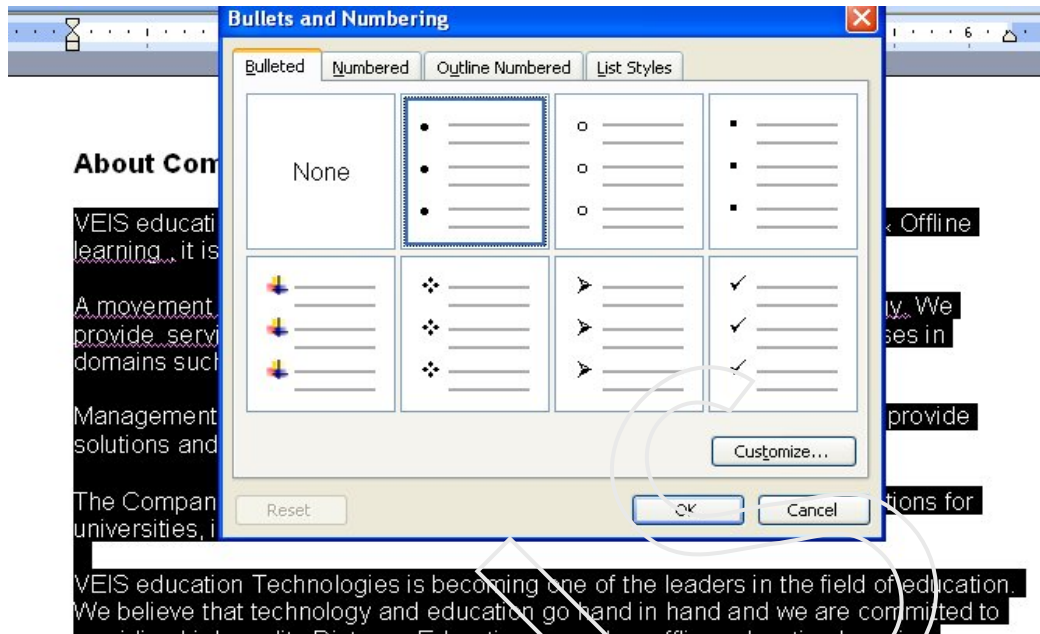
3.6 BULLETS AND NUMBERING

Bulleted or numbered lists make your documents more readable and visually interesting.. Microsoft Word can automatically create bulleted and numbered lists as you type, or you can quickly add bullets or numbers to existing lines of text.



Steps to insert Bullets and Numbering

1. Select the text to which you want to apply the bullets or numbering.
- 3 From the **Format menu**, choose **Bullets and Numbering** option.
- 4 The **Bullets and Numbering** Dialog Box appears.
- 5 It has two tabs “**Bulleted**” and “**Numbering**”.

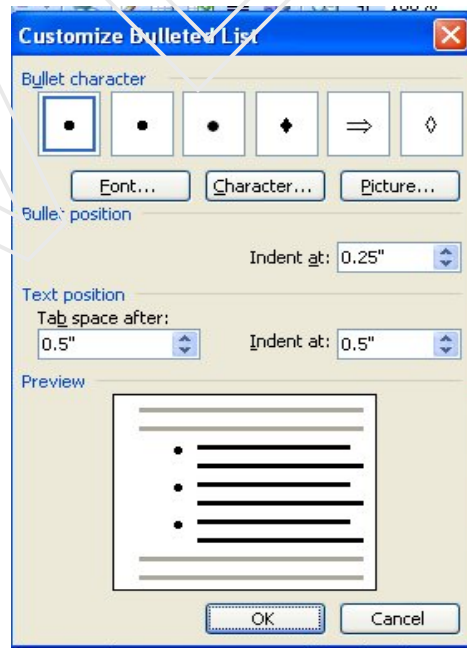


Bullets and Numbering dialog box

- 6 Choose **Bulleted Tab** to apply bullets
- 7 You can choose any of the bullets you require.

OR

- 8 You can click on the **Customize** button, the **Symbol dialog Box** will appear.



Customize dialog box

- 9 You can insert a different bullet from here.
- 10 Select the **Bullet** of your choice and click on **OK** button.
- 11 The text will appear as shown bellow.

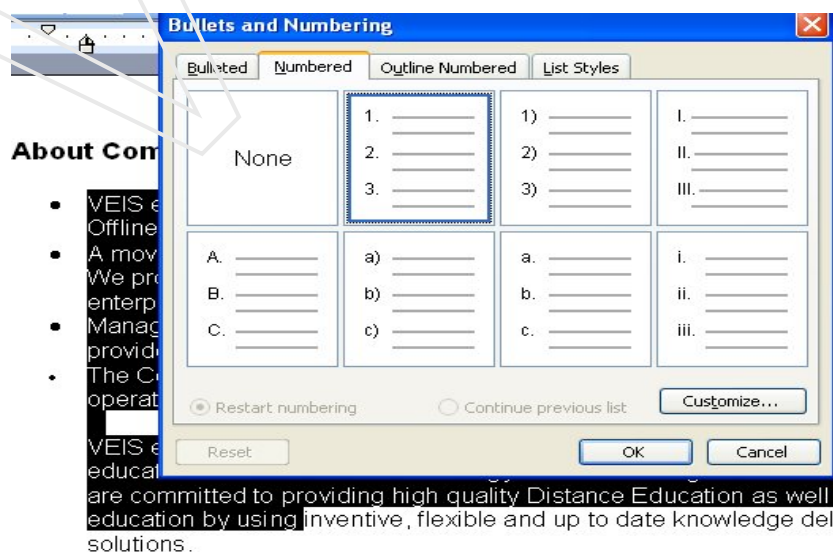
About Company

- VEIS education technology is a grouping of e-learning, distance learning & Offline learning. it is a movement.
- A movement to empower youth with Knowledge & skills through technology. We provide services to universities, institutions, corporate, NGO and enterprises in domains such as Learning
- Management Solution, Digital Library, Learner Support Services. We also provide solutions and services in School Education and Management System.
- The Company handles large turn key projects in the above areas of operations for universities, institutions, corporate and Schools.

VEIS education Technologies is becoming one of the leaders in the field of education. We believe that technology and education go hand in hand and we are committed to providing high quality Distance Education as well as offline education by using inventive, flexible and up to date knowledge delivery solutions.

Steps to add numbers to the document

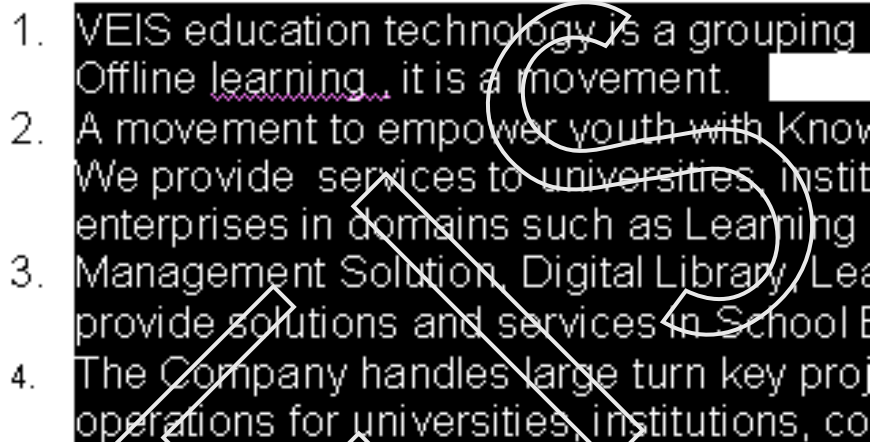
1. Select the text that has to be numbered.
2. Selects the **Bullets and Numbering** option under the **Format** menu.



Numbers Tab

3. Selects the **Numbered Format** needed.
4. Finally clicks on the **OK** button.
5. After the numbers are added, the document looks like.

About Company

- 
1. VEIS education technology is a grouping
Offline learning, it is a movement.
 2. A movement to empower youth with Know
We provide services to universities, instit
enterprises in domains such as Learning
 3. Management Solution, Digital Library, Lea
provide solutions and services in School E
 4. The Company handles large turn key proj
operations for universities, institutions, co

Numbers after applying bullets

3.7 CHANGE CASE

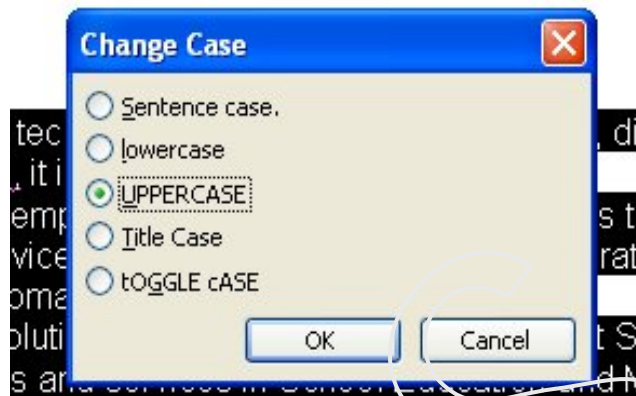
It is an attractive feature of MS-Word which helps to change the case of the selected text using different options.

The options available are

- **Sentence case-** Sets the first letter of the first word of the sentence to uppercase and rest all to lowercase.
- **Lowercase** – Changes all the letters to lowercase.
- **Uppercase** – Capitalizes all the characters.
- **Title case** – Capitalizes the first letter of each word and the rest of letters to lowercase.
- **Toggle case-** Set the case to its opposite case. For example if the selected text is in lowercase it will change it to uppercase and vice versa.

Select Change Case Option from the Format Menu

Select the option which you want to apply to the text



Change Case dialog box

3.8 DROP CAP

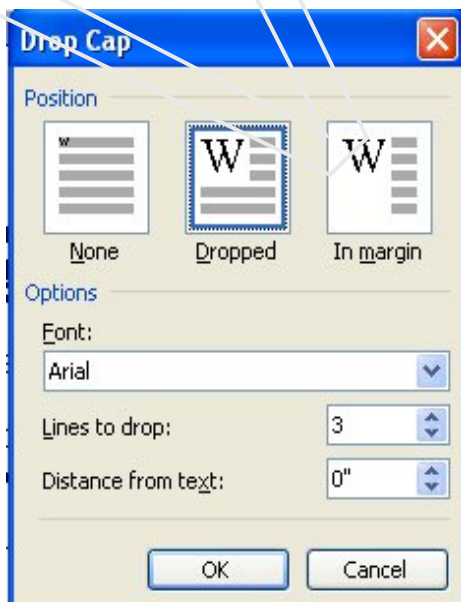
It is use to drop the first character (or selected words) of paragraph to spread over more than one line.

Use of Drop Cap

To specify the Drop Cop

- 1 Select the paragraph
- 2 Select **Drop Cap** option from the **Format Menu**

The following box will be displayed.



VEIS education technology is
Offline learning , it is a move

Here is an example of drop caps with three lines dropping. The alphabet V occupies 3 lines, but other characters and words are written normally. The character which is dropped, will be put in a frame, the size, etc., can be changed. The number of lines to drop must be more than 2.

We can choose the dropping option or style from the Drop Cap dialog box.

3.9 BORDERS

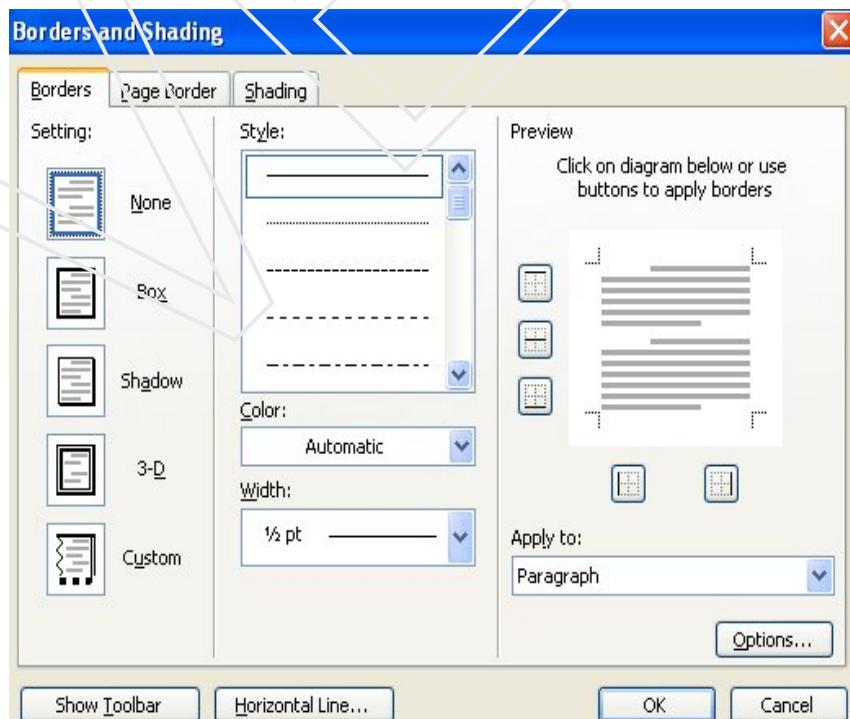
CREATE BORDERS FOR PAGES

1. Click on **format** menu select the **Borders and Shading** option. The **Borders and Shading** dialog box appears.
2. Click the **Page Border** tab to bring it to the front
3. Click desired Setting:

None to remove a border.

Box for a border that is the same on all sides.

Shadow for a shadowed effect.

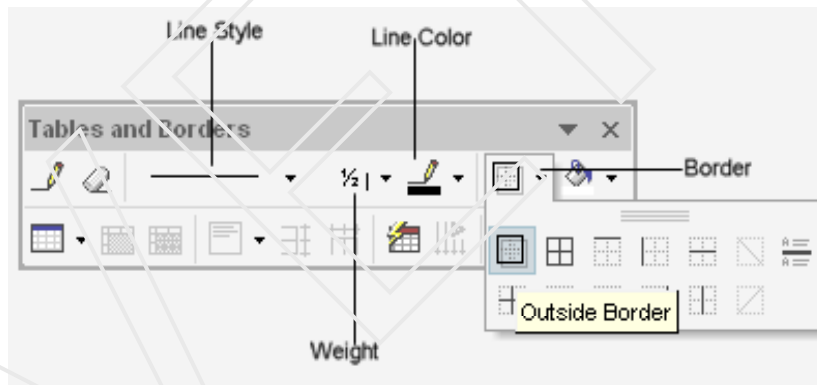


Borders and Shading dialog box

3-D for a three dimensional effect.

Custom to choose different borders for different sides.

- 4 In the **Style** list box, click desired border style (check the Preview to the right to see the effect you've created).
- 5 Click the **Color** drop-down button to choose a color for the border.
- 6 Click the **Width** drop-down to change the border width (there are 72 points in an inch).
- 7 To add small pictures to the border, click the **Art** drop-down button.
- 8 Click the **Apply** to drop-down button to choose the pages on which want to apply border.
- 9 Click **OK**



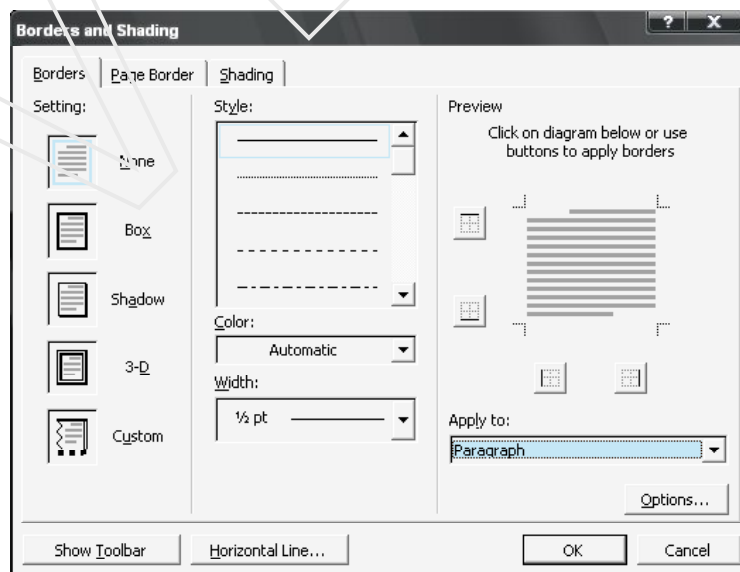
Tables Borders tool bar

Page border Using Toolbar

1. If necessary you can use Tables and Borders toolbar.
2. Click the Line Style drop-down button to choose desired line style.
3. Click the Line Weight drop-down button to choose desired Line Weight.
4. Click the Border Color button to choose desired line color.
5. Click the Borders Drop-down button to choose the sides to apply border

Applying Paragraph Border

1. Click on **format** menu select the **Borders and Shading** option. The **Borders and Shading** dialog box appears.
2. Click the **Page Border** tab to bring it to the front.
3. Click desired Setting:
None to remove a border.
Box for a border that is the same on all sides.
Shadow for a shadowed effect.
3-D for a three dimensional effect.
Custom to choose different borders for different sides.
4. In the **Style** list box, click desired border style (check the Preview to the right to see the effect you've created).
5. Click the **Color** drop-down button to choose a color for the border.
6. Click the **Width** drop-down to change the border width (there are 72 points in an inch).
7. Click **OK**.



Borders and Shading dialog box Borders Tab

3.10 DOCUMENT BACKGROUND

Document background is one of the features of the word, which helps in the further enhancement of a document.

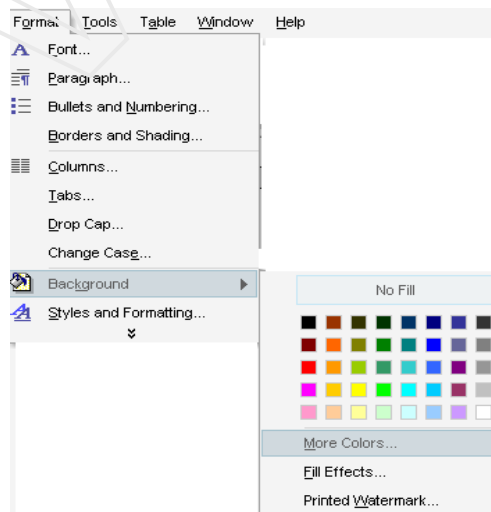
The four different types of background which can be applied on a document are:

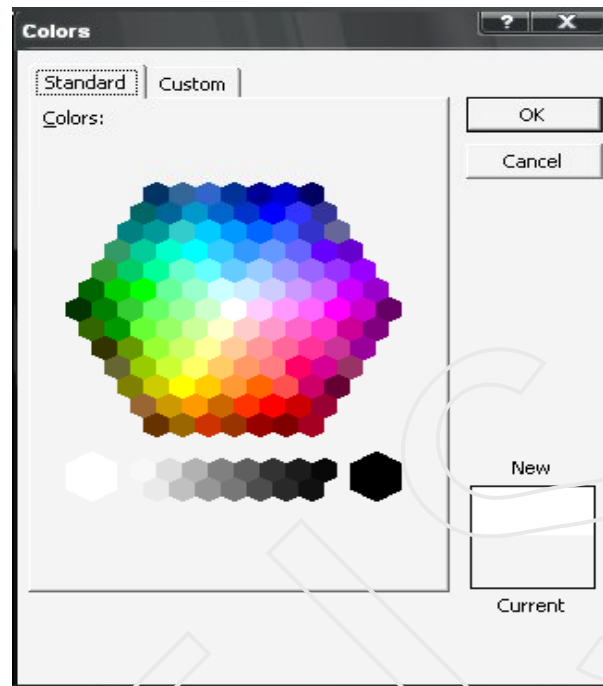
- Shaded or Single color scheme
- Texture Background
- Patterned Background
- Inserting Picture as a Background.

Steps for applying different types of background are given bellow

1 Changing document Background Color

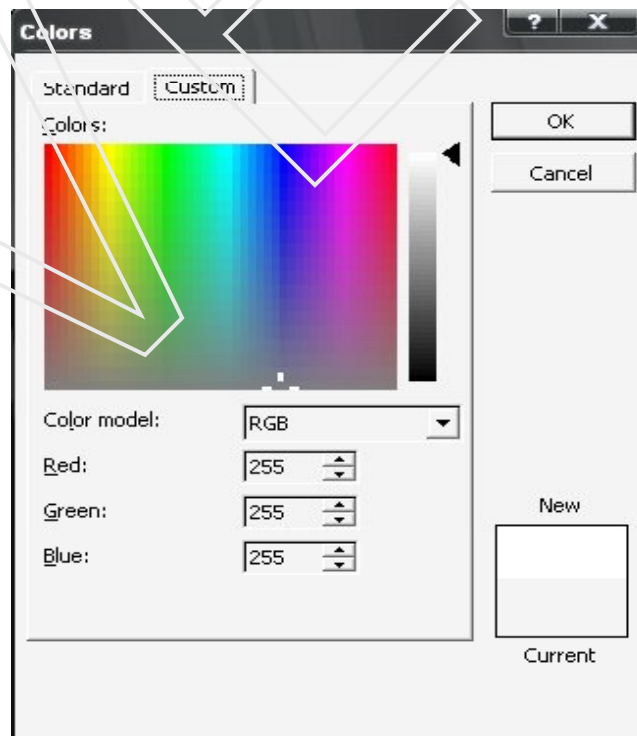
1. From the **Format Menu**, choose **Background option**.
2. From the **Background** submneu,choose **More Colors** option.
- 3 The more **Colors** dialog appears.
4. Click on the **Standard Tab**,Select the color you want and,click on **Ok** button.
5. To change to a color that is not in the color scheme, click on **Custom tab** mix your own color. and then click **OK**.





Colors dialog box - Standard Tab

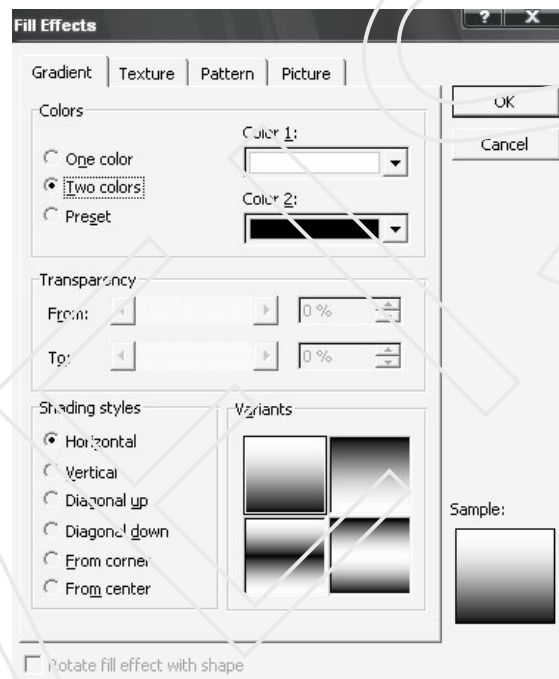
6. The selected color will be applied to the document.



Standard Tab

Applying Shaded Background

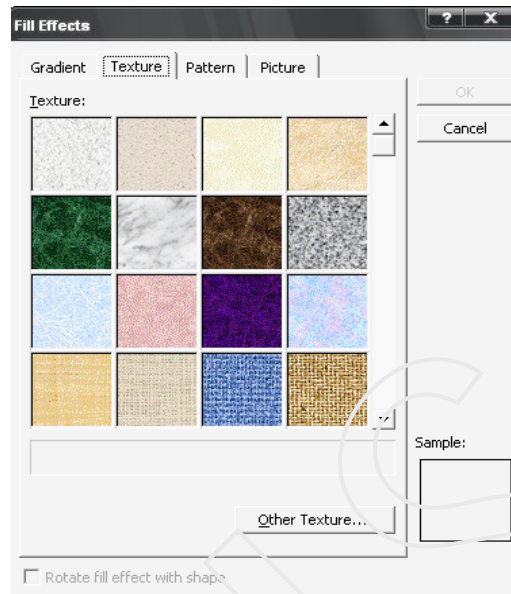
- 1 From the **Format Menu**, choose **Background** option.
- 2 The **Background dialog** box is displayed.
- 3 Select **Fill Effects** option from the sub menu.
- 4 The **Fill Effects dialog** box appears on the screen. Click the **Gradient** tab.



Gradient Tab

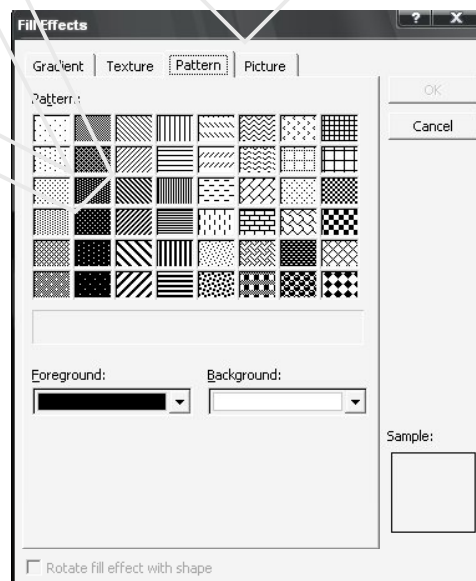
Applying Patterned Background

1. From the **Format menu**, choose **Background** option.
2. The **Background dialog** box is displayed.
- 3 Select **Fill Effects** option from the sub menu.
4. The **Fill Effects dialog** box appears. Click on the **Texture** tab.
5. Click the **Texture** you want and then click **OK**.

*Texture Tab*

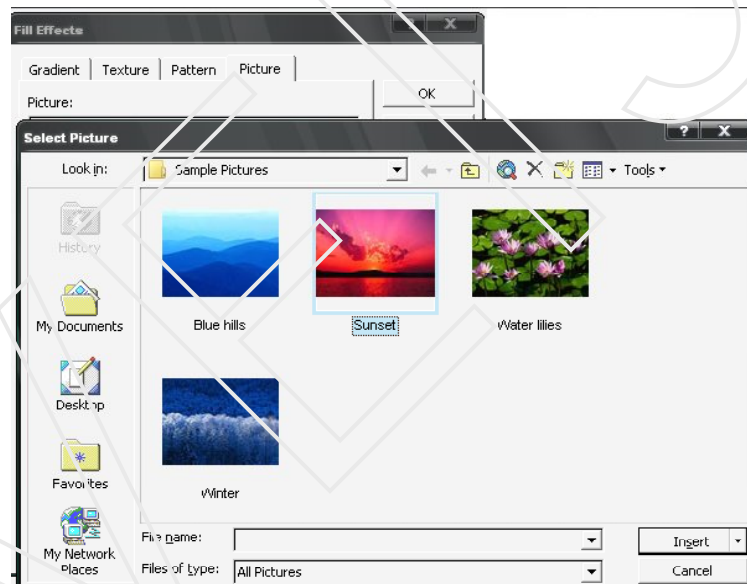
Applying Texture to the Background

1. From the **Format** menu, choose **Background** option.
2. Select **Fill Effects** option from the sub menu.
3. The **Fill Effects** dialog box appears on the screen. Click the **Pattern** tab
5. Select the pattern you want and then click **OK**.

*Pattern Tab*

Inserting a Picture as a Background

1. From the **Format Menu**, choose **Background option**.
2. Select **Fill Effects** option from the sub menu.
4. The **Fill Effects** dialog box is displayed.
5. Click the **Picture** tab.
6. Select **Picture** and find the folder that contains the picture you want to inset.
7. Double-click the **File Name** and then click **Insert** button.

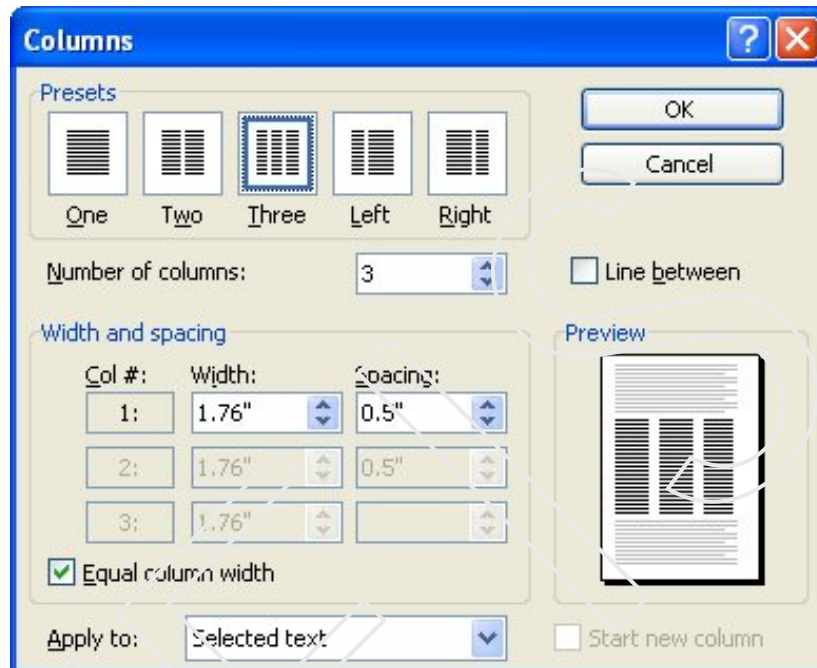


Picture Tab

3.11 COLUMNS

1. Select the text to be displayed in columns.
2. Select the **Columns** option from the **Format** menu
3. Enter the number of columns you want to create in **Number of columns** spin box.

- 4 Select the **Line between** check box if you want to add a line between each column.
- 5 Click on **Ok** Button.



Columns dialog box

VEIS education technology is a grouping of e-learning, distance learning & Offline learning. it is a movement.

A movement to empower youth with Knowledge & skills through technology. We provide services to universities, institutions, corporate, NGO and enterprises in domains such as Learning

The Company handles large turn key projects in the above areas of operations for universities, institutions, corporate and Schools.

VEIS education Technologies is becoming one of the leaders in the field of education. We believe that technology and education go hand in hand and we are committed to providing

concern with varied interest. VEIS has an intention and passion to provide Technology enabled Learning made a huge success by delivering quality to the students within a short period.

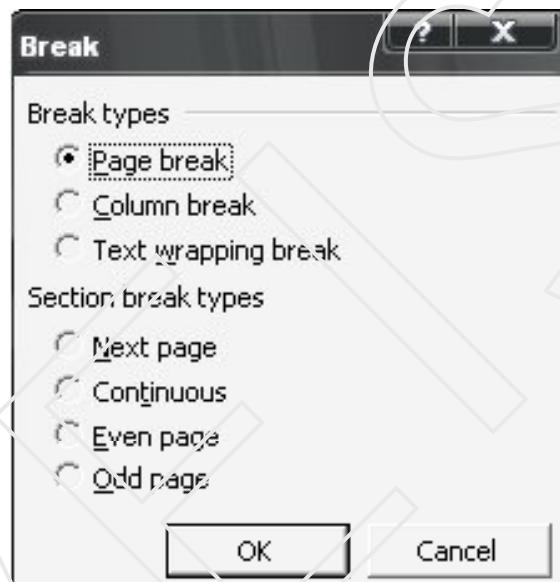
The **VEIS** initiative of VEIS education Technologies started within India, **To take quality e-learning, distance education &**

Document divided into 3 Columns

3.12 INSERTING PAGE BREAK

A page break is the point at which one page ends and another page begins.

- 1 Place the cursor at the position where you want to insert a page break.
- 2 Select **Break** option from the **Insert** menu.
- 3 The **Break** dialog box appears. Select **Page break** option.



Break dialog box

3.13 APPLYING STYLES

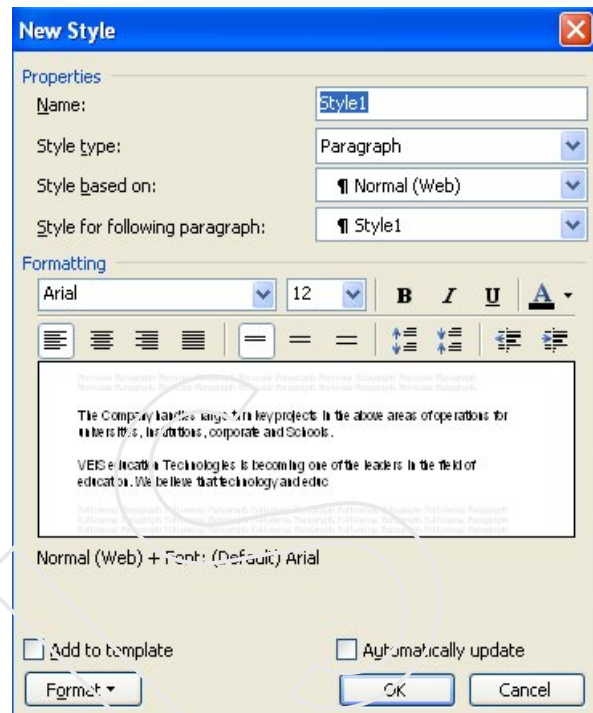
To make your own style

- 1 Select **Styles and Formatting** from the **Format** menu. **Style and Formatting Task Pane** appears on the screen.
- 2 Click on **New Style** button, **New Style** dialog box appears.
- 3 Do the setting as shown in the next page.
- 4 Given the appropriate name to your style.
Click **Ok** Button
Your style is added to the list.



Style dialog box

- 5 Select the paragraph on which you want to apply the style and then select the style from the **Pick formatting to apply** list box.



New Style dialog box



New Style Task Pane box

3.14 FORMAT PAINTER

If you want to apply same formatting to your present text which you have applied to any previous written text in the document you can use Format painter

- 1 Select the text whose formatting you want to apply on other text.
- 2 Click on the Format painter button of standard toolbar.
- 3 Now using Format painter select the text on which you want to apply this formatting observe the change.

Note: Using the above method you can only change the format by continuous selection For non- continuous formatting of text double click on the format painter, when you perform the 2 step insted of a single click then it becomes a sticky key Press Escape to deactivate the format painter.

3.15 PRINTING A DOCUMENT

Before printing the document you may want to see how the document will look when printed:-

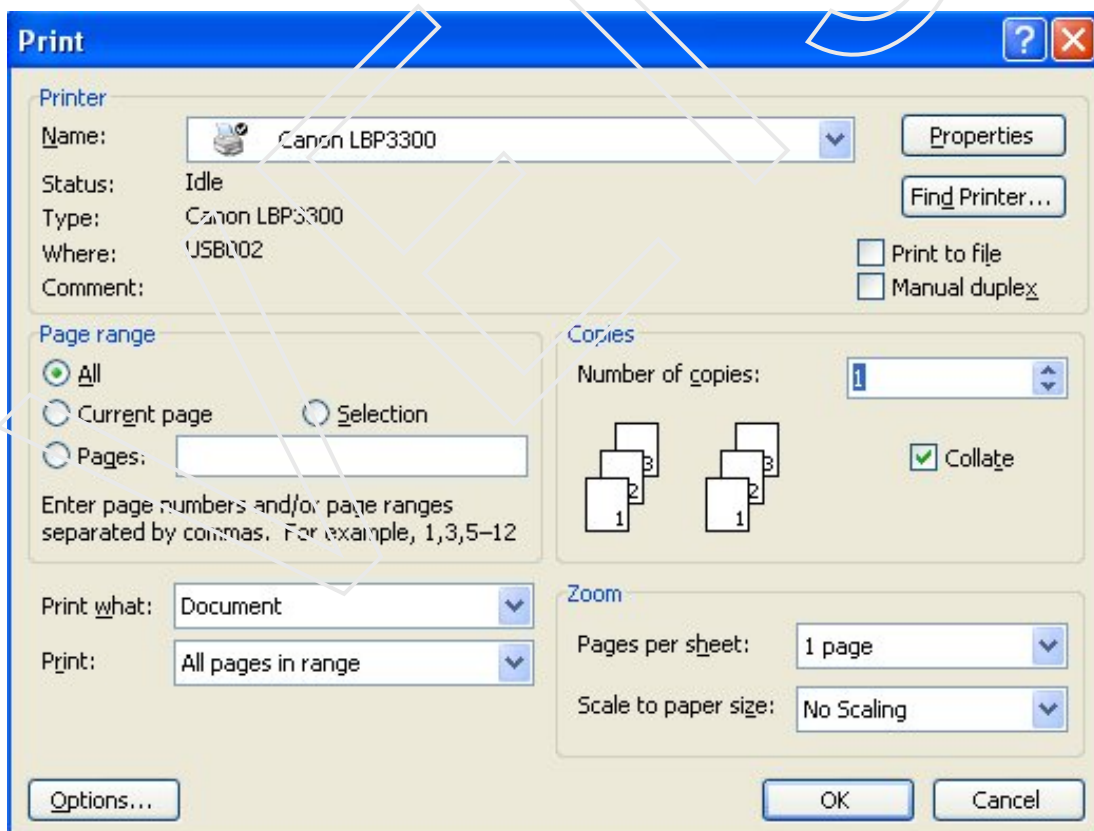
1. Choose **Print Preview** option from the **File** menu.
2. Click button to exit from **Print Preview**.

Using Print Dialog Box

Select **Print** option from the **File** menu

- 1 Choose the printer from the **Name** drop-down list.
2. Choose the pages to print in the **Page range** group box by selecting one of the following four operations
 - **All-** It prints the whole document
 - **Current Pages-** It prints the page where the cursor is currently place
 - **Selection-** It prints only the selected text
 - **Pages -** It prints individual pages by the number or by a range

3. Select **odd pages** or **even pages** option from the **print** drop-down list according to your requirement.
4. Type the Number of copies you want in **Number of copies** text box.
5. You can choose whether to collate the pages or not. For example, let us suppose you want to print 4 copies of a document having 3 pages.
 - If the **collate** option is not selected, MS-Word will first print 4 copies of page 1, then 4 copies of page 2 and so on.
 - If the **collate** option is selected, MS-Word will print a complete set of the first copy, then a second set and so on.
6. Click on the OK button.



Print dialog box

Self-Assessment Questions

- 1 What do you mean by Formatting.
- 2 Explain header and footers.
- 3 Explain the following features of Word
 - i) Change Case
 - ii) Drop Cap
 - iii) Style
 - iv) Format Painter
- 4 Explain Column feature of MS-Word.
- 5 Explain in detail the Print feature of Word.

Lab Session

- 1 Apply two color background on the your document
- 2 Divide document in 2 columns.
- 3 Apply a different background and foreground color to your document
- 4 Animate the text in your document
- 5 Create your own style and apply it to your document
- 6 Set line spacing to 2 of a paragraph.
- 7 Type 5 lines and apply numbering.

**U
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Drawing in MS-Word

Objective :

- u Explaining the ways of drawing and inserting objects*
- u Discussing the concept of designing tables in MS- Word*

Contents :

- 4.1 Introduction**
- 4.2 Inserting ClipArt**
- 4.3 Inserting Picture from File**
- 4.4 Word art**
- 4.5 Autoshapes**
- 4.6 Tables**

4.1 INTRODUCTION

Ms-Word gives you a facility to insert and draw objects on a slide like WordArt, AutoShapes, Clip Art pictures and Pictures from different files.

4.2 INSERTING CLIPART

Steps for inserting Clipart to the document.

1. Display the slide to which you want to insert ClipArt.
2. Click on insert clipart button on **Drawing Toolbar**.
3. An Insert ClipArt task pane will open.
4. Click on the **picture** of your choice, it will inserted on the document.
5. You can place this picture anywhere in the document dragging it.

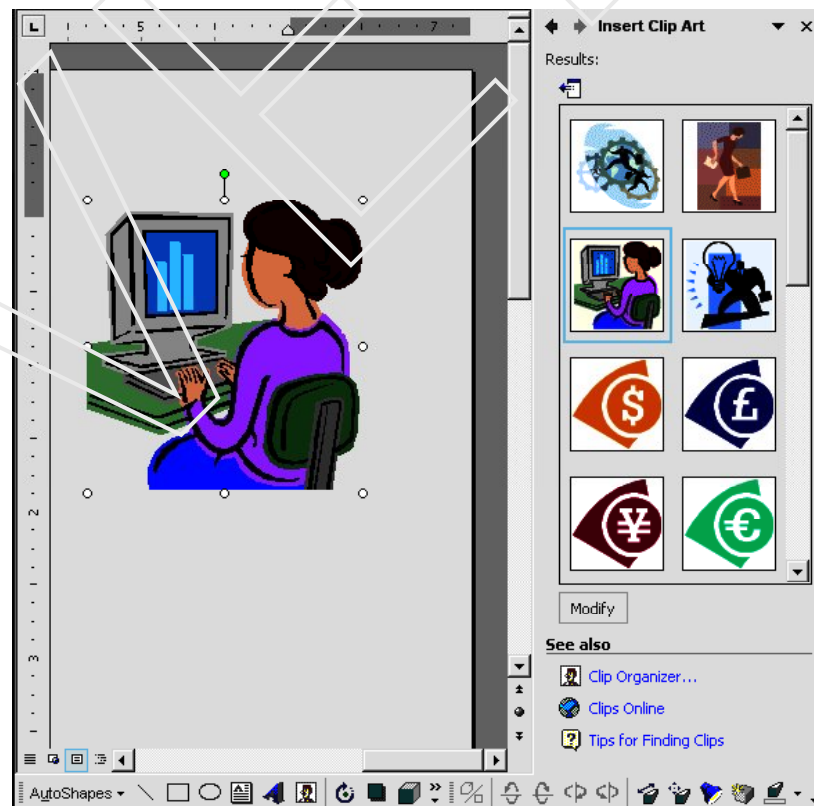


Figure 4.1 Clip Art

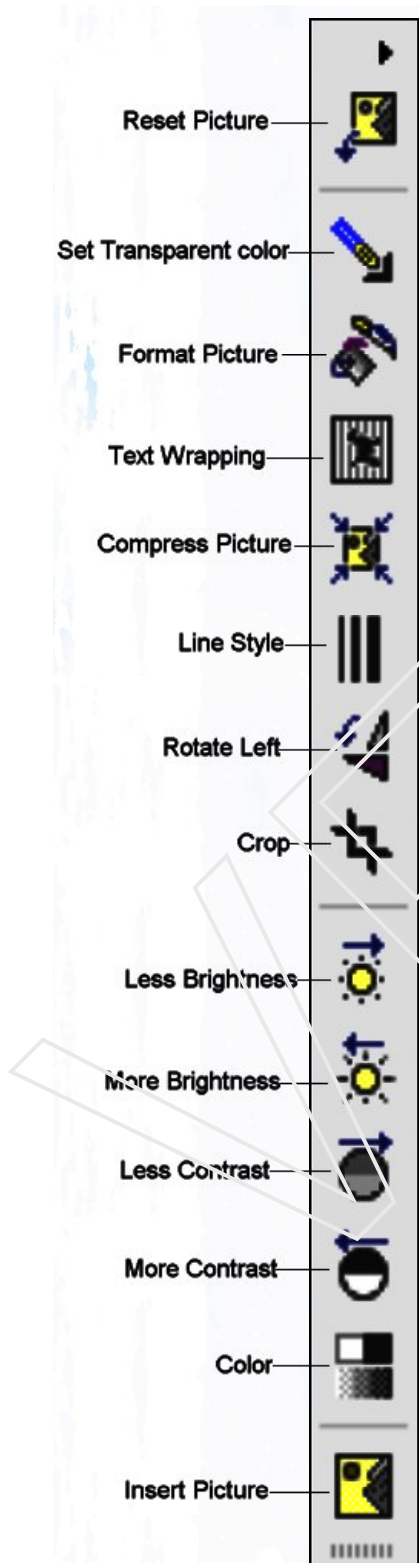


Figure 4.2 Picture Toolbar

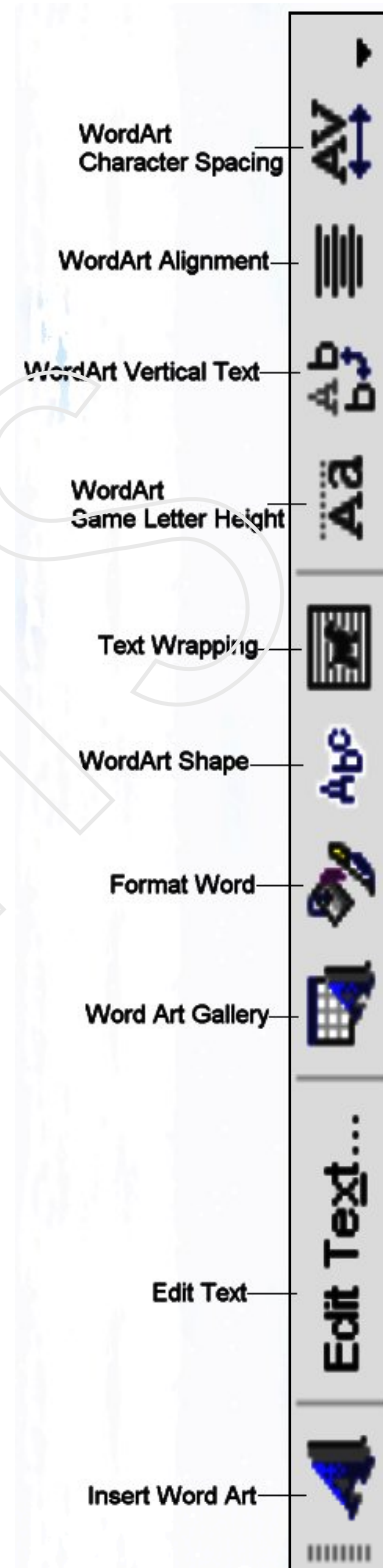


Figure 4.3 Wordart Toolbar

4.3 INSERTING PICTURE FROM A FILE

- Click on **Insert > Picture > From File** option.
- Click on drop down arrow in the *Next look in:* list box, select the file from the displayed list and click on **Insert** button.

4.4 WORD ART

The Word Art feature allows you to create special text effects.

It gives a unique look to the text. Using Word Art you can make the text curved, wavy, shadowed and 3 dimensional etc.

1. Click on **Insert WordArt** button on the **Drawing Toolbar**
2. **WordArt Gallery** dialog box opens up on the screen, choose the required Style and click on **OK**.
3. In '**EDIT WORDART TEXT**' dialog box, type "NITS Computer Education" in text area.

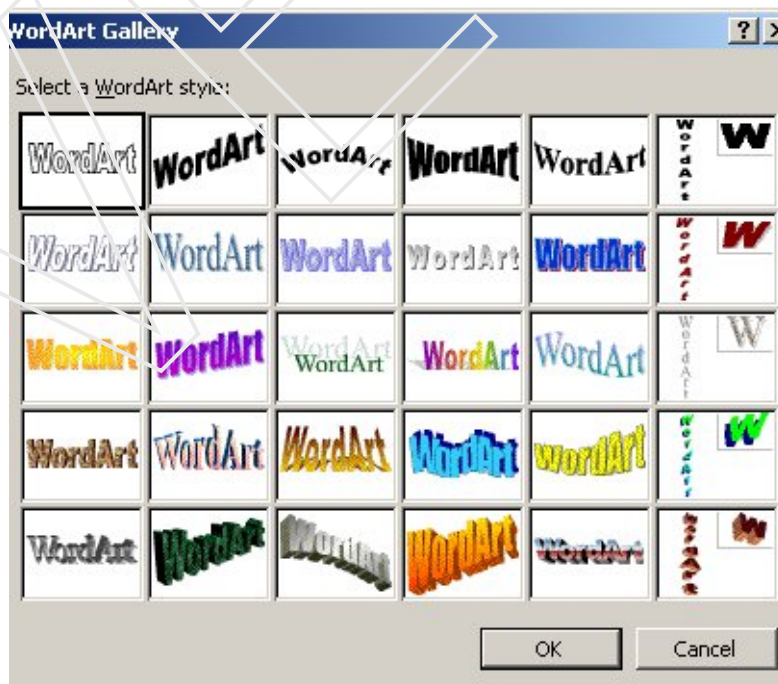


Figure 4.4 Wordart Gallery

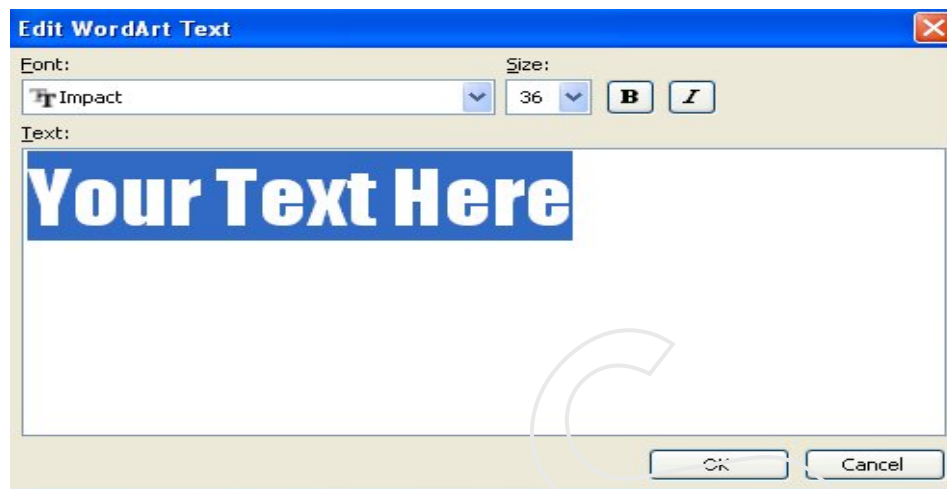


Figure 4.5 Wordart Edit text box

4. Apply **Formatting effects** like changing the **font color and style**.
- 5 Click on Ok Button.

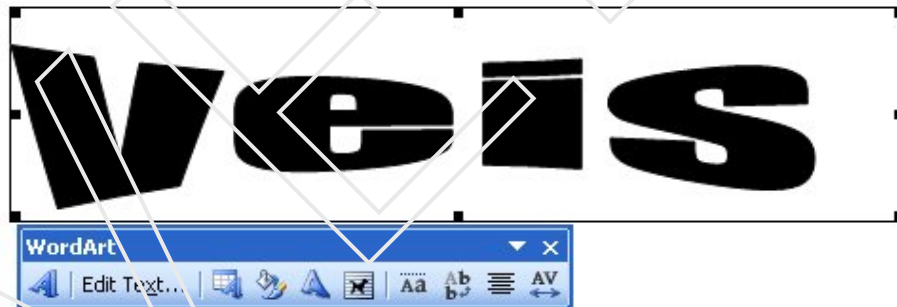


Figure 4.6 Changing wordart alignment

- 6 Text appears as shown in the **(Fig 4.6)**
- 7 Select the text select the option as shown on the word art toolbar.**(Fig 4.6)**
- 8 The option on the tool bar is used to change the **alignment** of the word art.

Note: If WordArt toolbar is not visible **Select Toolbar** option from the **View menu** and then select the **Wordart toolbar**.

- 8 The option on the tool bar is used to change the **Shape** of the word art.

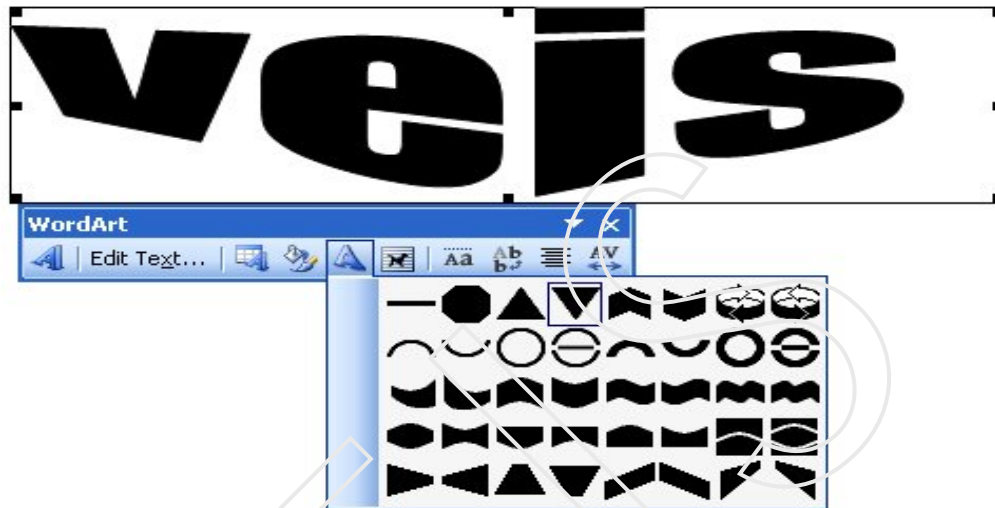


Figure 4.7 Changing Word Art Shape

4.5 AUTO SHAPE

There are several categories of auto shapes: **lines, connectors, basic shapes, flowchart elements, stars, banners and callouts**. More shapes can be found in the Clip Organizer as well. You can add text to shapes. The text you add becomes part of the shape — if you rotate or flip the shape, the text rotates or flips with it. Text boxes can be treated as shapes.. Many have an adjustment handle (adjustment handle: A diamond-shaped handle used to adjust the appearance but not the size of most AutoShapes. For example, you can adjust a rounded rectangle to be more or less rounded.) That you can use to change the most prominent feature of a shape — for example, you can change the size of the point on an arrow.

Adding a shape

1. On the **Drawing toolbar**, click **AutoShapes**, point to a category, and then click the shape you want.
2. Click the place where you want to insert the **AutoShape**.

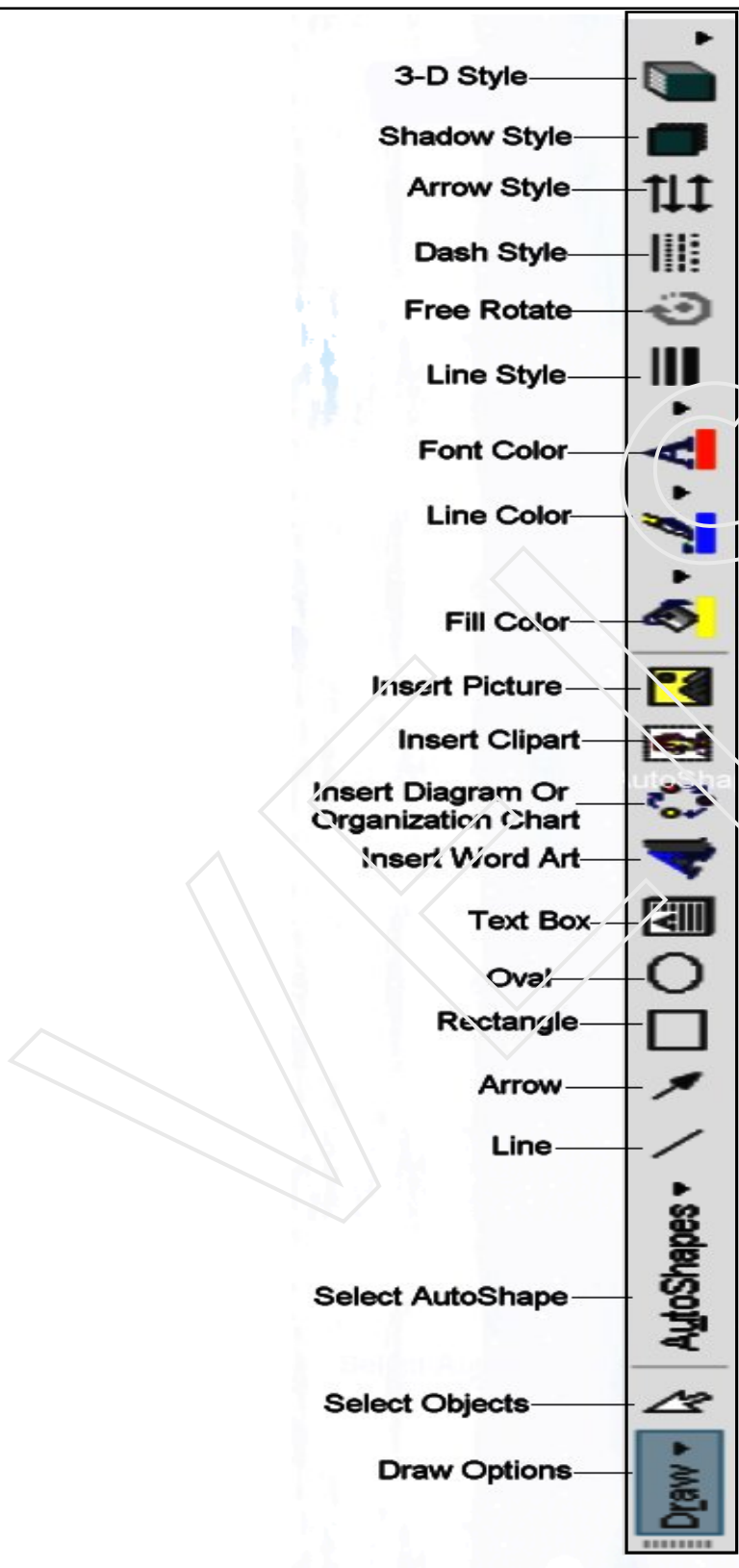


Figure 4.8 Drawing Toolbar

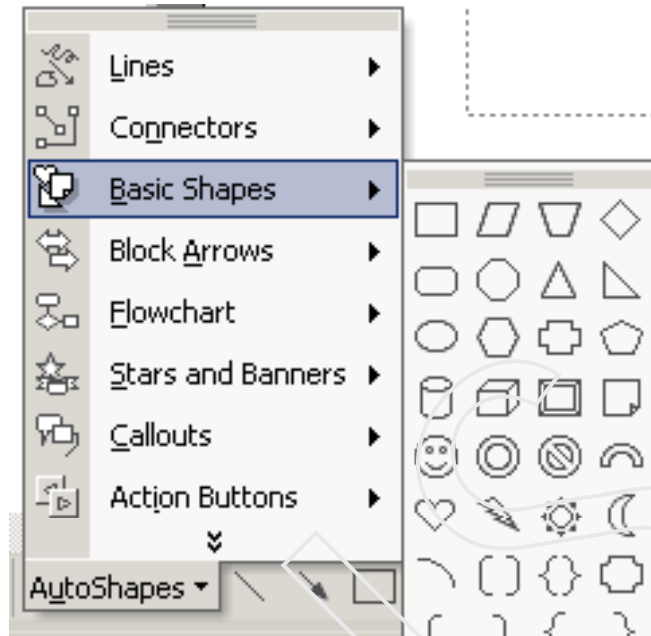
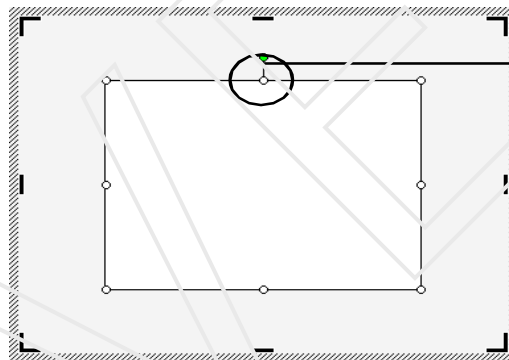


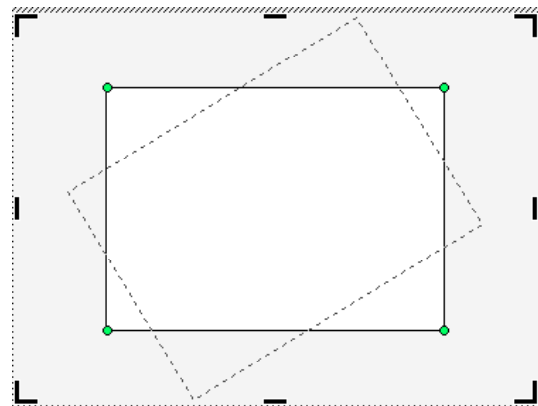
Figure 4.9 Auto Shapes

Use of Free Rotate

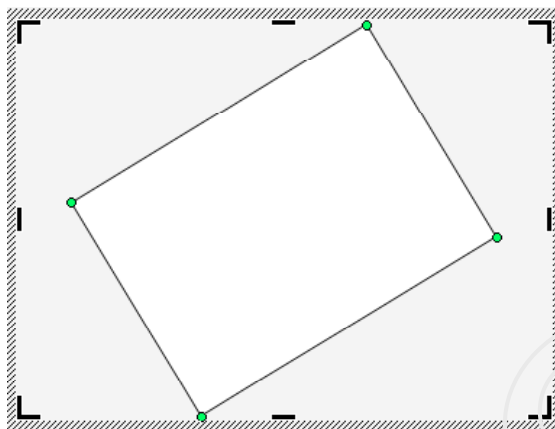


Free Rotate Button

Step 1 Inserted Figure



Step 2 Rotating the object using free rotate button.



Step 3 Rotated Object

Figure 4.10 Free Rotate

Formatting Auto Shape

After inserting a Auto Shape right click on the Auto Shape, the pop menu as in the (Fig 4.61) appears.

- 1 The **Cut, Copy, and Paste** options are use to **move** the Auto shape.
- 1 **Add Text** option helps in **adding text** to auto shape. The text entered can be formatted in a similar manner as the normal text.

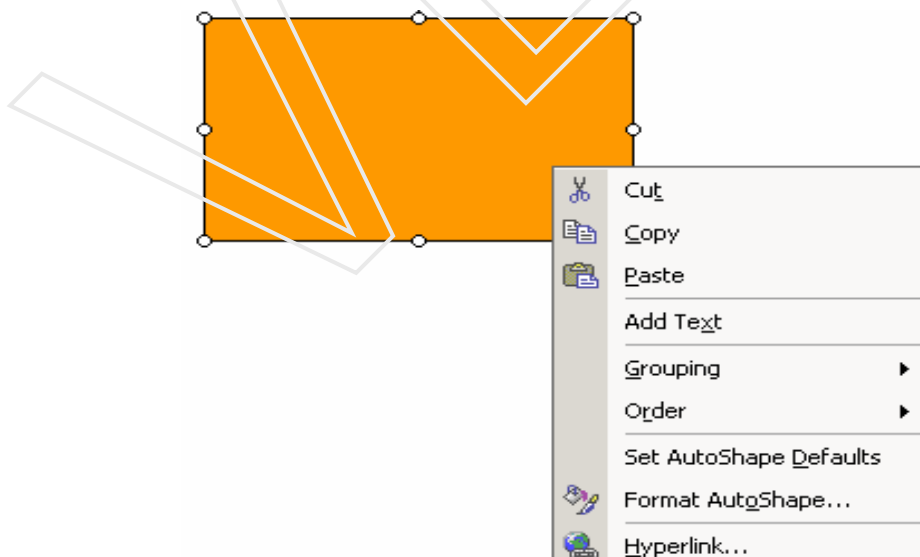


Figure 4.11 Moving Autoshape

- 1 **Grouping** – This feature is very useful when more than one Auto shape on the slide is required to be moved together. We can first group them and then very easily change their location.

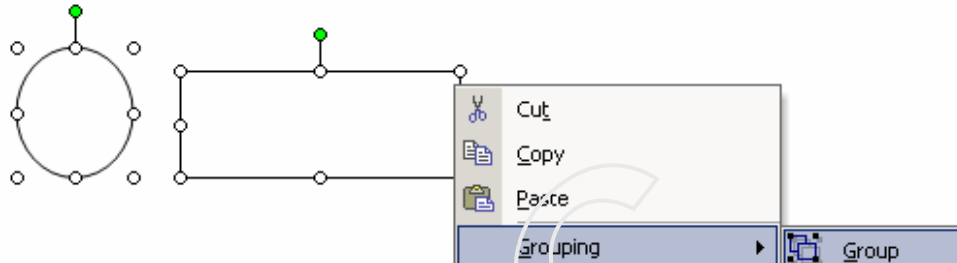


Figure 4.12 Grouping AutoShape

- 1 **Order** – This option can be used when a portion of auto shape overlaps a portion of another auto shape, through this property we can adjust both the auto shape beautifully on.

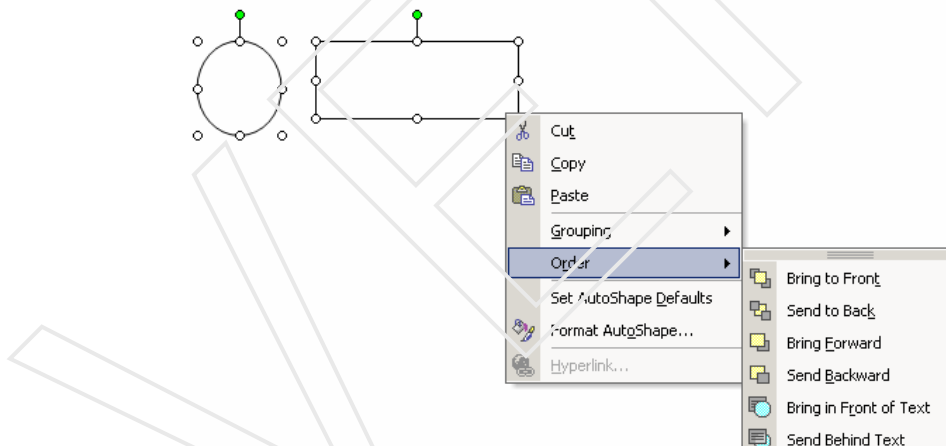


Figure 4.13 Ordering AutoShape

- 1 **Format Auto Shape** – By clicking on this option the **Format auto shape** dialog box appears as in the (Fig 3.9) appears.

Change a shape to another shape

1. Select the **AutoShape** that you want to change.
2. On the **Drawing toolbar**, click on **Draw**, point to **Change AutoShape**, point to a category, and then click the shape you want.

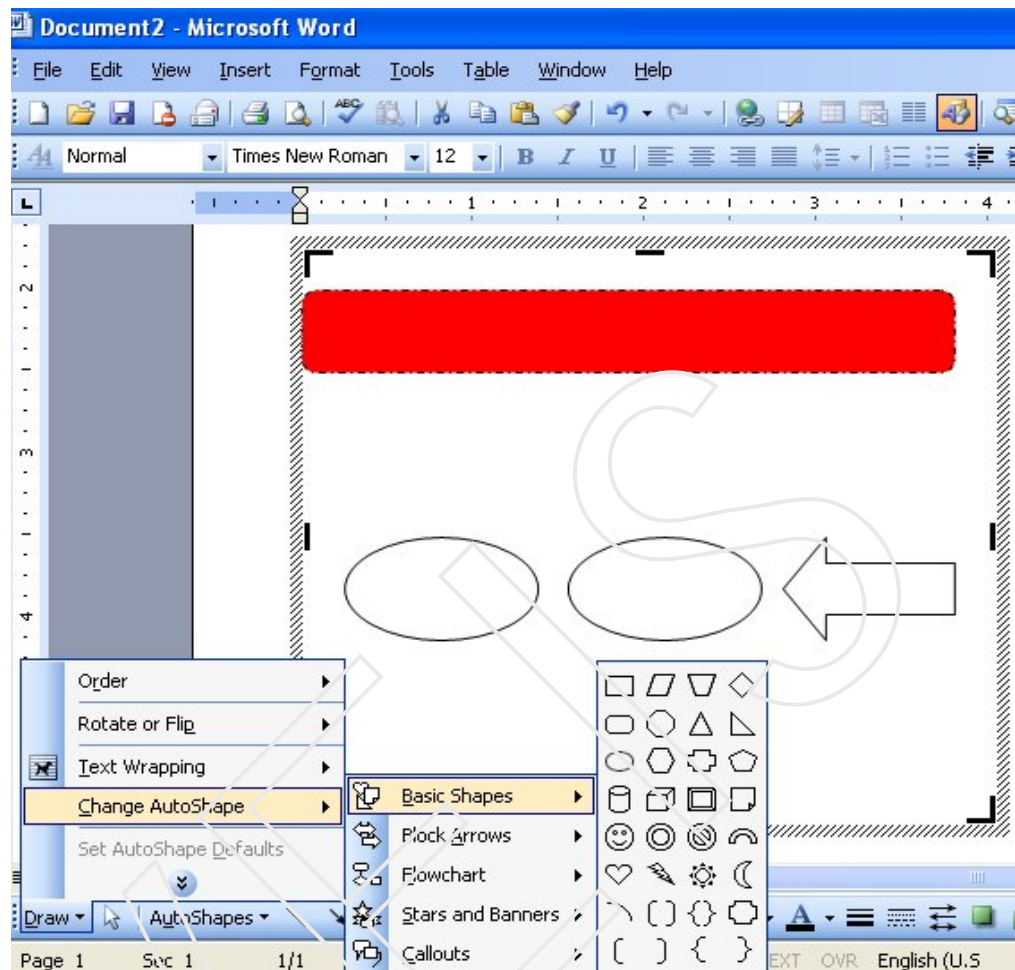


Figure 4.15 AutoShape Graph

Steps to change Line Color

1. Select the object.
2. Click the arrow on the **Line Color Button** of the **Drawing toolbar** to get the drop-down list of colors.
3. Click on the desired color.

Or

4. Click **Patterned Lines** and select the desired pattern choose a foreground and background color. Then click on the OK button.

Steps to change Line Style

1. Select the object
2. Click **Line Style button** on the **Drawing toolbar**.
3. Click on the desired line style. The selected line style will be applied to the object.
4. Steps to apply shadow to the object.
5. Select the object.
6. Click the **Shadow button** on the **Drawing toolbar**.
7. Click the desired shadow effect, the same will be applied to your object.

Steps for applying Shadow

- 1 Select the object.
- 2 Click the **Shadow button** on the **Drawing toolbar**
- 3 Click the desired shadow effect.

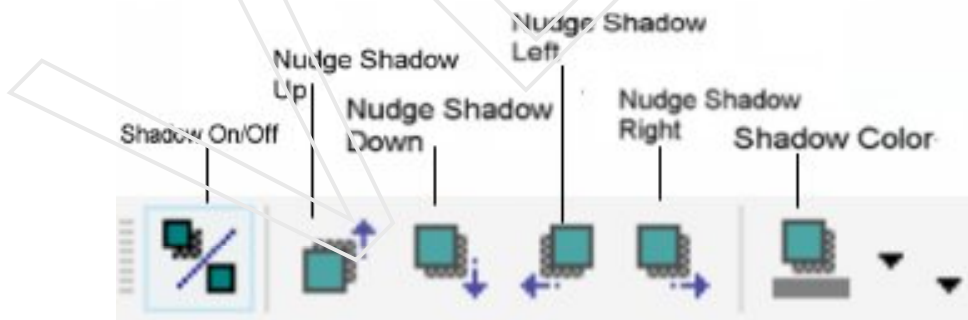


Figure 4.16 Shadow Setting Toolbar

Steps for shifting the Shadow Position

1. Select the object whose shadow settings are to be changed.
2. Click the **Shadow button** on the **Drawing toolbar**.

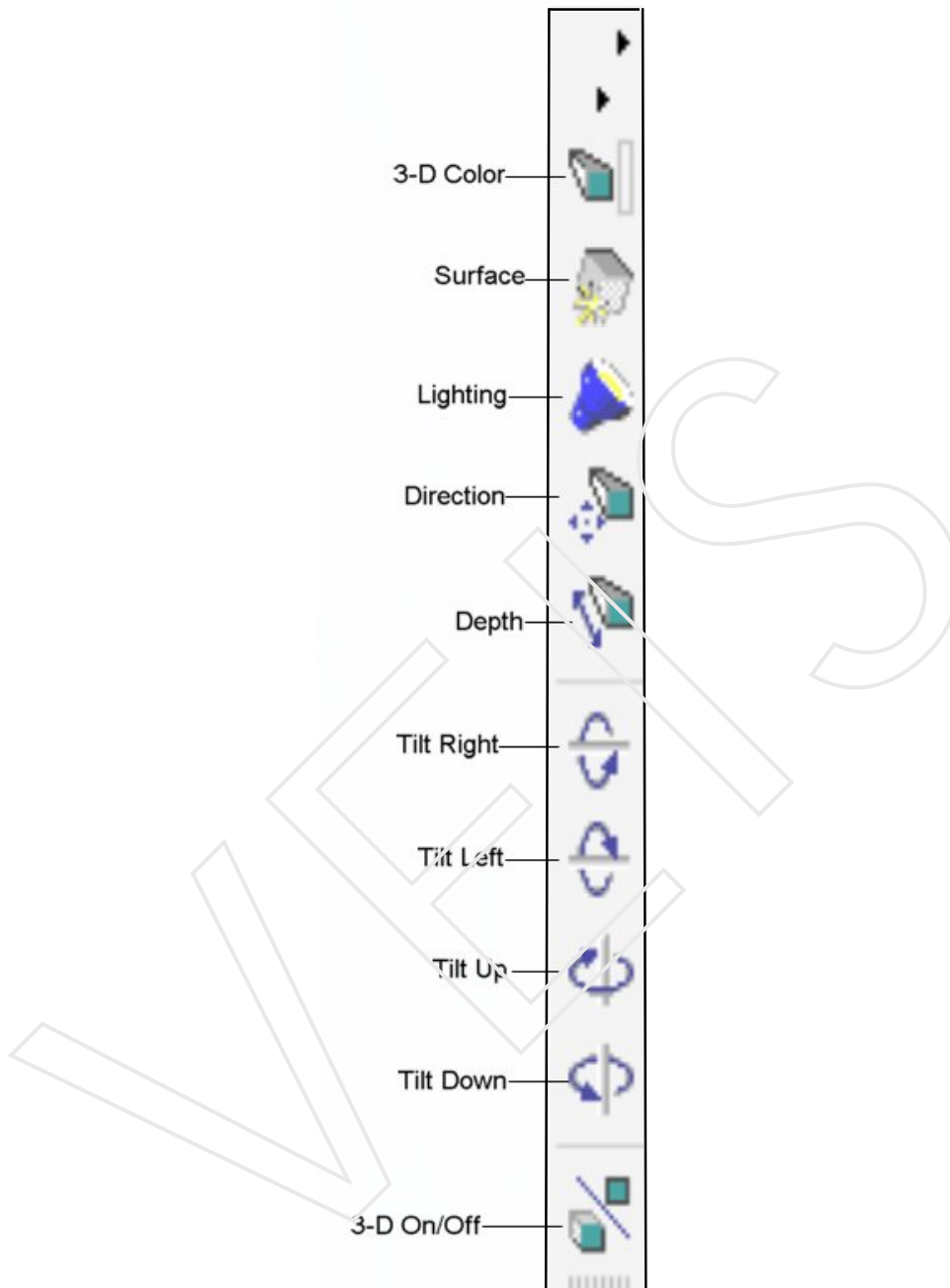


Figure 4.17 3-D Settings Toolbar

3. Click **Shadow Settings**. The **Shadow Settings toolbar** is displayed.
4. Click the desired button to shift the position of the shadow.

Steps for changing Shadow Color

1. Select the object whose shadow color is to be changed.
2. Click the **Shadow button** on the **Drawing toolbar**.
3. Click **Shadow Settings** The shadow Settings toolbar is displayed.
4. Click the **Shadow Color Button** drop –down menu list arrow.
5. The color you choose is applied to the shadow.

Steps to apply a 3-D effect.

- 1 Select the object.
- 2 Click the **3-D button** on the **Drawing toolbar**.
- 3 Choose the desired effect.
- 4 The selected **3-D effect** will be applied to the object.

Steps for changing 3-D Settings

1. Select the Object whose 3-D settings are to be changed
2. Click the **3-D button** on the **Drawing toolbar**.

Select 3-D settings

3. The **3-D Settings** toolbar is displayed.
4. Click the desired button.

4.6 FORMATTING TABLES

Tables are mainly used to present the given data in tabular form.

Steps to create a table

- 1 From the **Table menu** select **Insert option**.
- 2 **Insert Table** dialog box appears.
- 4 Set the number of **Rows** and **Columns** in the spin box.

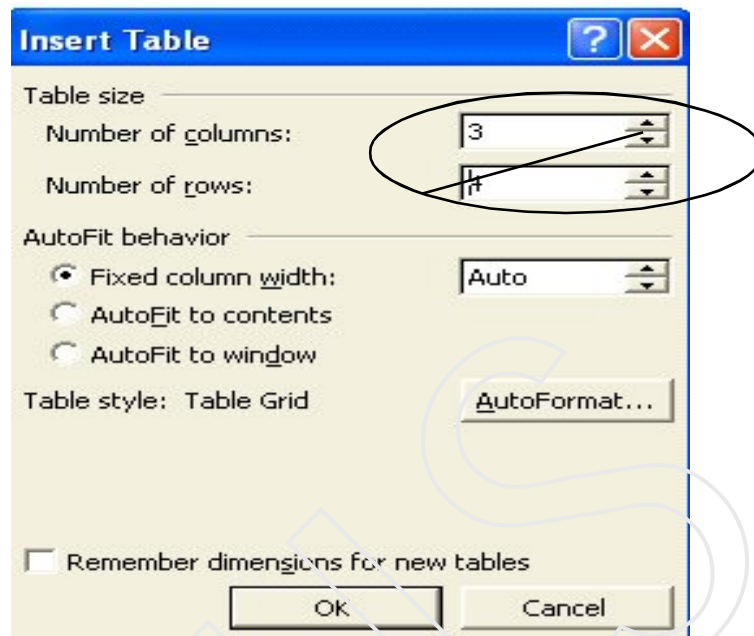


Figure 4.18 Insert Table dialog box

- 5 Click on **OK**
- 6 The table appears as in (Fig 4.19)

Figure 4.19 Inserted Table

Entering Data in a Table

- 1 Select a cell and enter the data as shown in (Fig. 4.20).

We can increase or decrease the width of column according to the data inserted.

Steps to change the column width/Row height using mouse

- 1 Rest the pointer on the column/row boundary you want to move, until it becomes(two-headed arrow) and then drag boundary to the row height \column width you want.

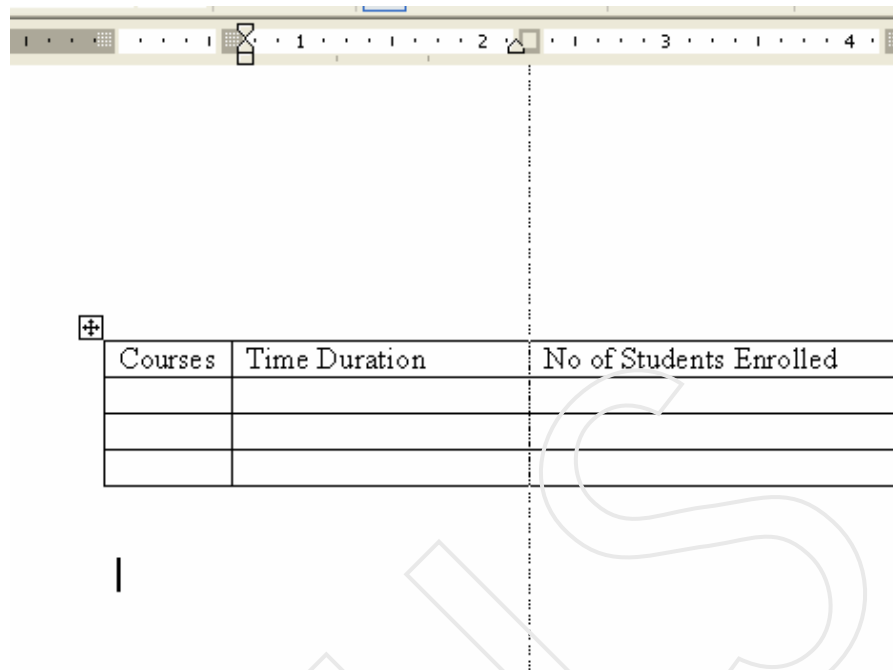


Figure 4.20 Resizing Column Width

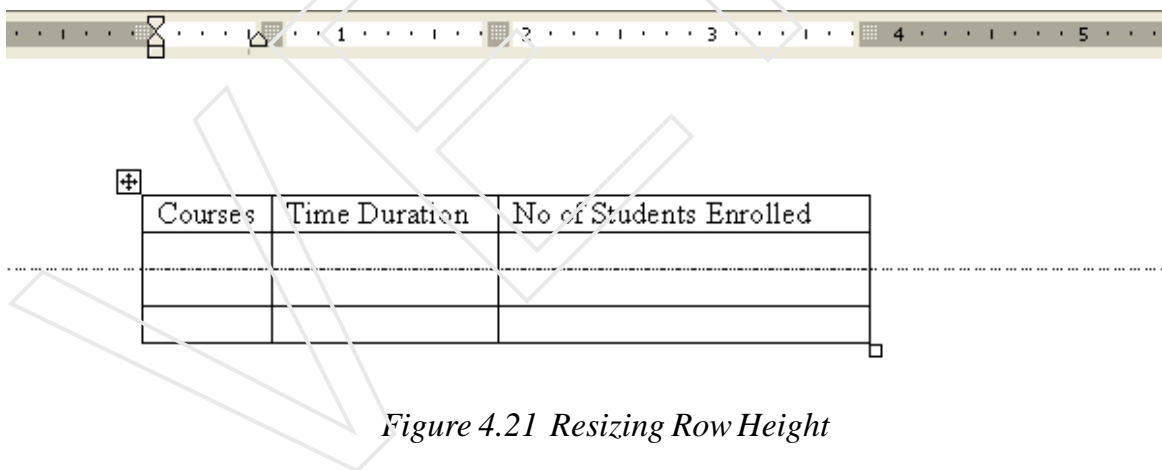


Figure 4.21 Resizing Row Height

To change the column width/row height to a specific measurement

- 1 Select **Table** menu and click on **Table Properties**.
- 2 From the **Table Properties** dialog box select **Row Tab** Select the **Specify height** check box and set the height in the spin box.
- 3 Click on the **Column tab** and set the column width in the spin box.

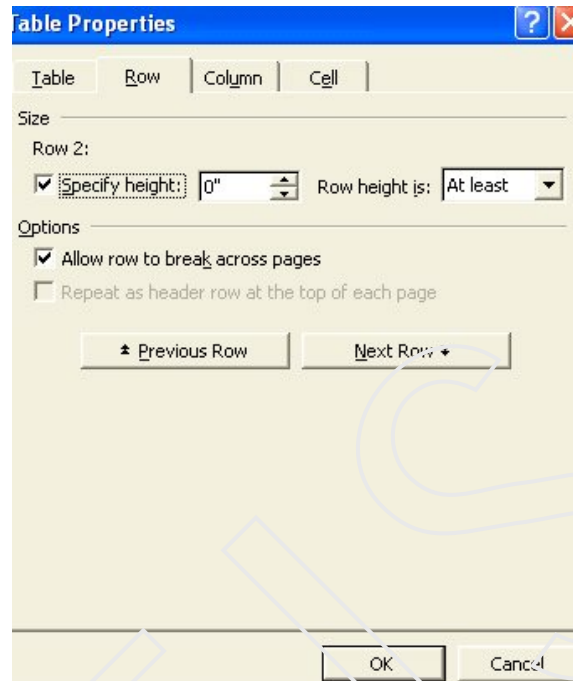


Figure 4.22 Table Properties dialog box-**Row Tab**

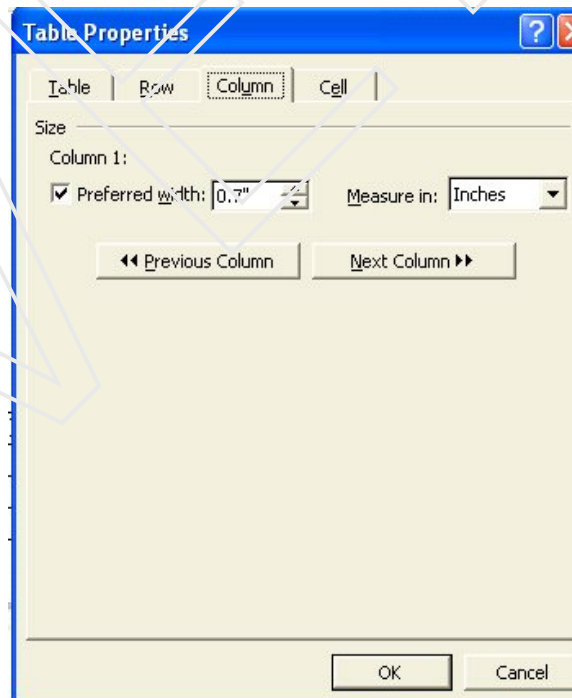


Figure 4.23 Table Properties dialog box-**Column Tab**

Inserting Row in a Table

- 1 Select the **Row** above or below which you want to insert a new row.
- 2 Select the **Insert** option from the **Table** menu.

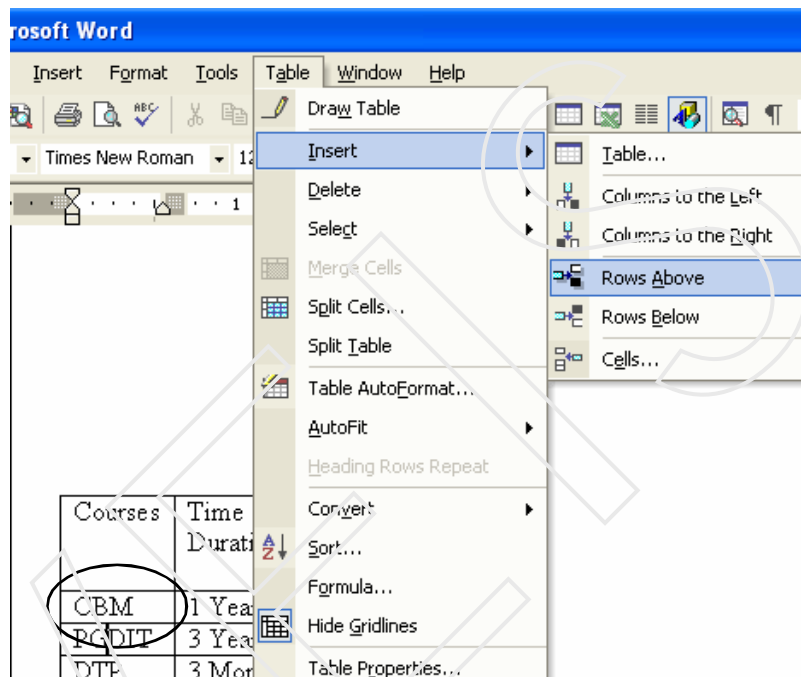


Figure 4.24 Inserting a row

- 3 Select the desired option from the submenu .
- 4 In the example a blank row is inserted above the third row.

Courses	Time Duration	No of Students Enrolled
CBM	1 Year	25450
PGDIT	3 Year	24600
DTP	3 Months	4000

Figure 4.25 Table after inserting a row

Inserting Columns in a Table

- 1 Select the **Column** to left or right of which you want to insert a new column
- 2 Select the **Insert** option from the **Table** menu.

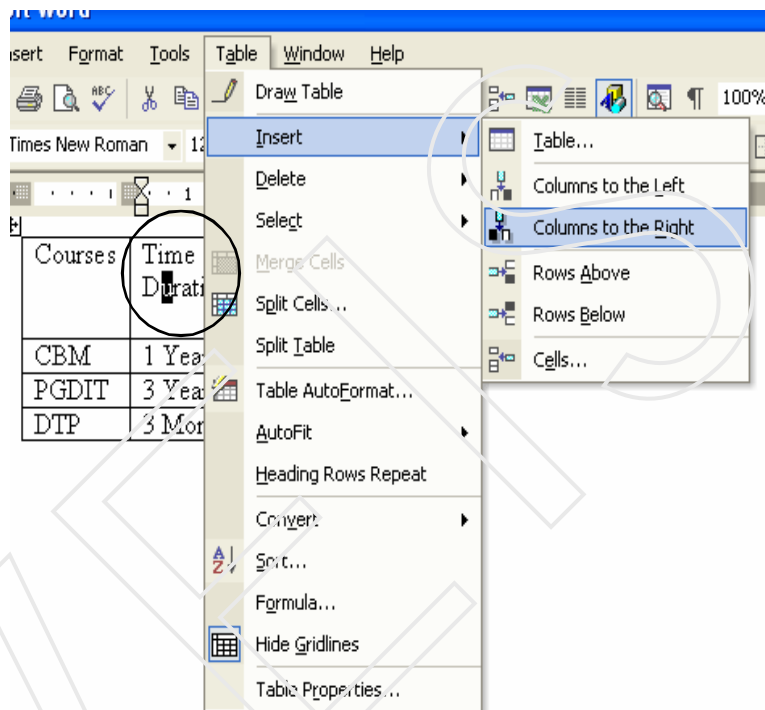


Figure 4.26 Inserting a Column

- 3 Select the desired option from the submenu.
- 4 In the example a blank column is inserted to the right of the second column.

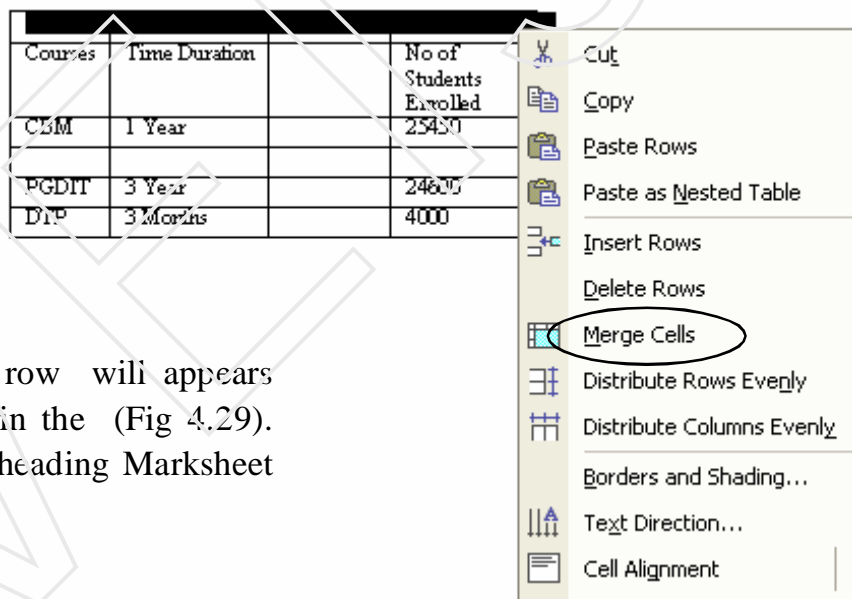
Courses	Time Duration		No of Students Enrolled
CBM	1 Year		25450
PGDIT	3 Year		24600
DTP	3 Months		4000

Figure 4.27 Table after Inserting a Column

- 5 Insert one more row in the table as shown in the (Fig 4.28). Select the first row of the table as in (Fig 4.29) right click on the row, from the pop-up menu click on Merge Cells option.

Courses	Time Duration		No of Students Enrolled
CBM	1 Year		25450
PGDIT	3 Year		24600
DTP	3 Months		4000

Figure 4.28 Table a Column



- 6 The table row will appears as shown in the (Fig 4.29). Enter the heading Marksheet to it.

Figure 4.29 Merginig Cells

Marksheet			
Courses	Time Duration		No of Students Enrolled
CBM	1 Year		25450
PGDIT	3 Year		24600
DTP	3 Months		4000

Figure 4.30 Entering Heading in the table

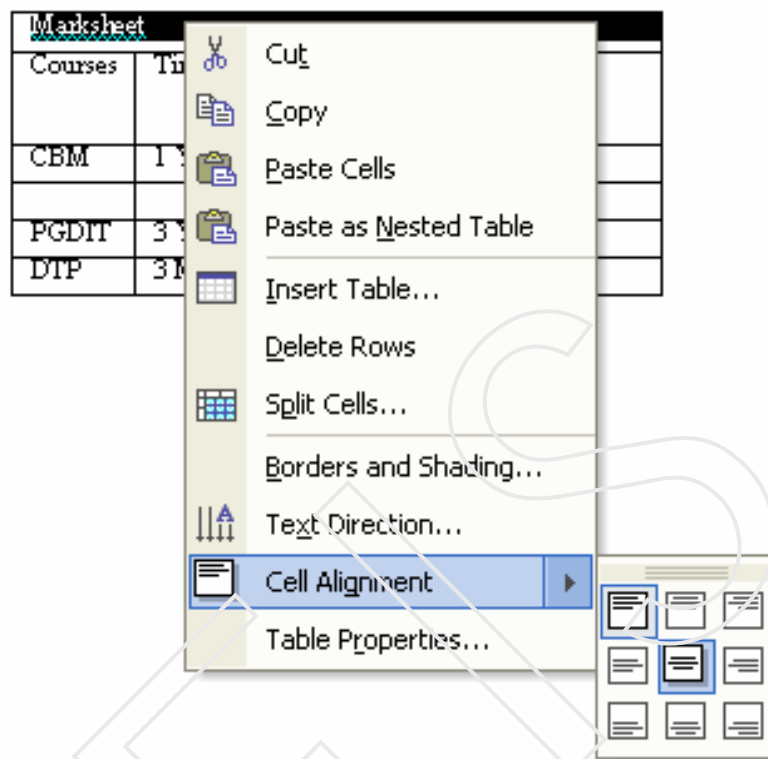


Figure 4.3 Aligning Cell Content

- 7 Again right click on the first row and from the pop-up menu select **Cell Alignment** option. Select the alignment as shown in the (Fig 4.31).
- 8 The contents of the row one in the table appears as in (Fig 4.32).

Marksheet			
Courses	Time Duration		No of Students Enrolled
CBM	1 Year		25450
PGDIT	3 Year		24600
DTP	3 Months		4000

Figure 4.32 Aligned Cell Content

Auto Formatting a Table

- 1 Place the cursor anywhere in the table. Choose the **Table Auto Format** option from the **Table menu**.
- 2 The **AutoFormat** dialog box appears select the Table style as shown in the (Fig 4.33).
- 3 Click on **Apply** button.
- 4 The table will appear as shown in the (Fig 4.34).

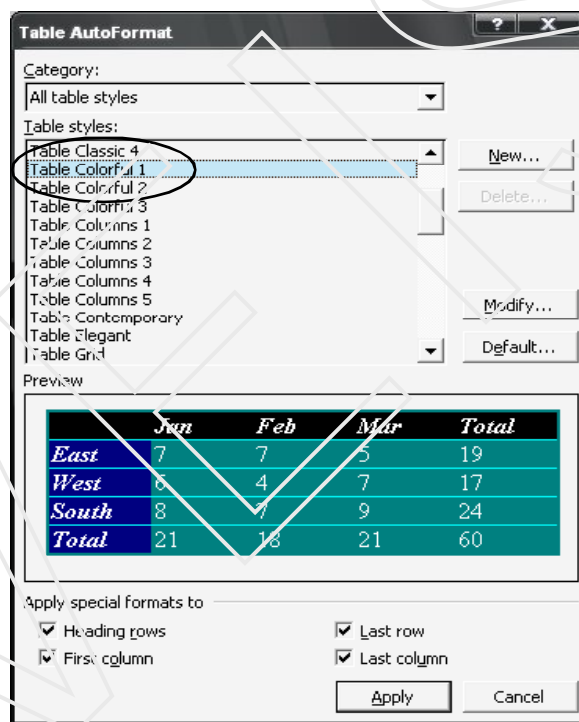


Figure 4.33 Auto Formatting Table

<i>Marksheet</i>		
<i>Courses</i>	Time Duration	No of Students Enrolled
<i>CBM</i>	1 Year	25450
<i>PGDIT</i>	3 Year	24600
<i>DTP</i>	3 Months	4000

Figure 4.34 Formatted Table

Sorting the Contents of the Table

- 1 Select the table.
- 2 Select the **Sort** option from the **Table menu**.
- 3 The Sort dialog box will appear as in (Fig 4.35).
- 4 Set the Sorting order as shown in the (Fig 4.35).
- 5 Click on Ok. The table will appear as shown in the (Fig 4.36).

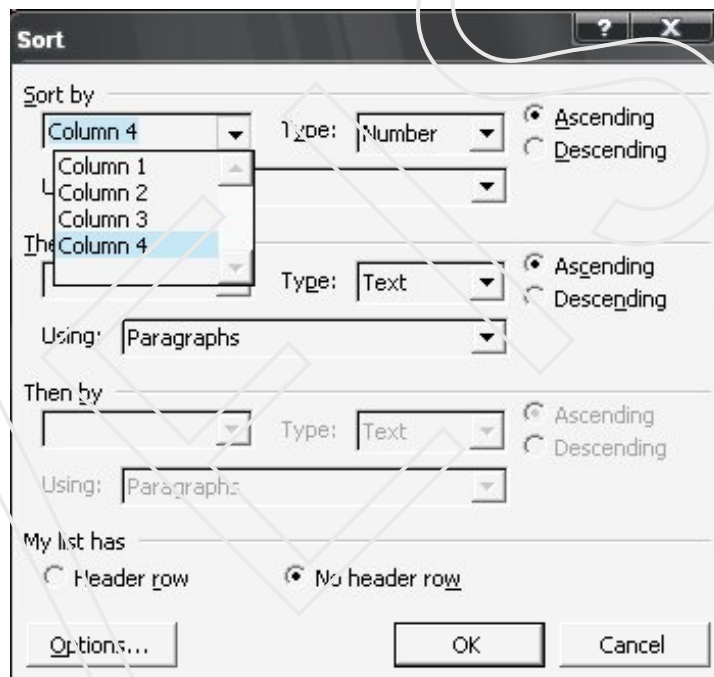


Figure 4.35 Sorting a Table

Marksheet			
Courses	Time Duration		No. of Students Enrolled
DIT	3 Month		4000
PGDIT	3 Year		24600
CBM	1 Year		25450

Figure 4.36 Sorted Table on the bases of No of Students Enrolled

Self-Assessment Questions

- 1 What is the use of Wordart?
- 2 Explain the following features of Word
 - i) Table Properties
 - ii) Sorting
- 3 Explain in detail the AutoShape feature of Word.

Lab Session

- ◆ Create a graph using AutoShapes and insert text into it.
- ◆ Apply a different background and foreground color to your AutoShapes.
- ◆ Create your own table and Sort its data.

Unit
5

More on MS-Word

Objective :

- u *Explaining the automatic functions of Ms-Word*
- u *Discussing the concepts of merging and linking the documents*

Contents :

- 5.1 Auto Correct Options**
- 5.2 Spelling and Grammar**
- 5.3 Language**
- 5.4 Versions**
- 5.5 Hyperlink**
- 5.6 Arranging Windows**
- 5.7 Protecting a Document**
- 5.8 Macros**
- 5.9 Mail Merge**

5.1 AUTO CORRECT OPTIONS

Word has some special functions which are grouped under the heading.

Automatic Functions

AutoFormat as you type

AutoFormat

Auto text completes the word or phrase based on four initial letters of that word and phrase

Auto Correct: Auto Correct helps in correcting common typing errors

AUTO CORRECT

Steps to create auto correct entry are

- 1 Select **Auto Correct** option from the **Tools** menu.
- 2 Click on **Auto Correct** tab.

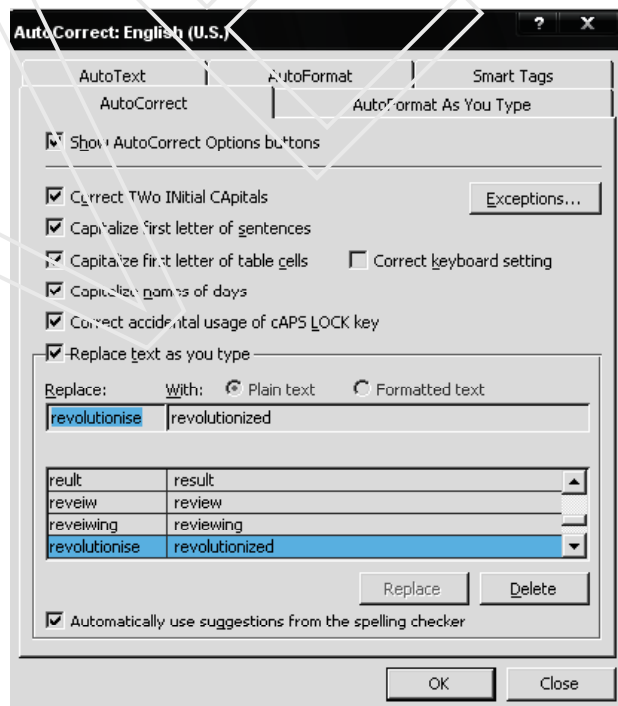


Figure 5.1 Auto Correct dialog box-Autocorrect tab

- 3 Write a wrong spelling as shown in the (Fig 5.1)in **Replace text box** and the correct spelling in the **With text box**.
- 4 Click on **Ok** button.
- 5 Now, write the wrong spelling and press space bar to continue writing the spelling will automatically be corrected.

AUTO TEXT

Steps for adding Auto text entries are

1. Type a word or phrase you often use and want to type again and again, auto text helps you with it.
2. Select **Auto Correct options** from **Tools** menu.
3. Click the **Auto Text** tab.

Type a name for the entry in the **Enter Auto Text Entries Here** box and click **Add**. (Fig 5.2)



Figure 5.2 Auto Correct dialog box-Autotext tab

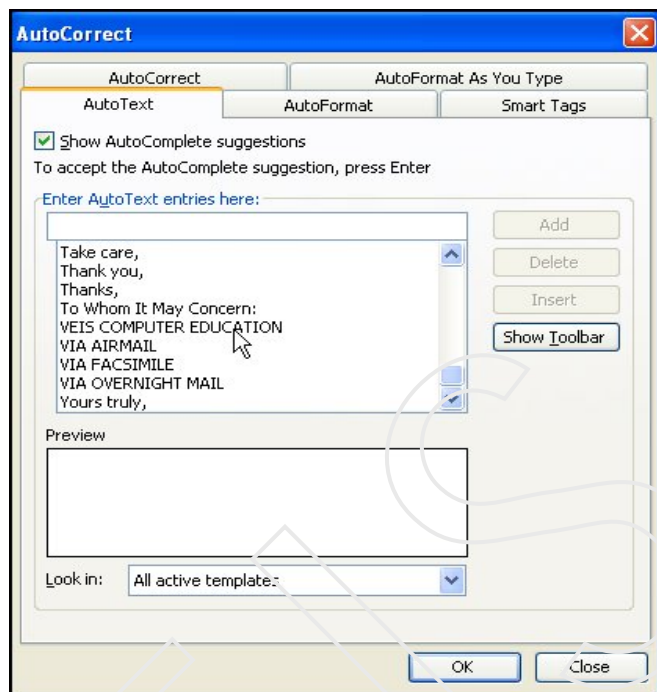


Figure 5.3 Auto Correct dialog box-Autotext tab

4. The auto text entry is added to the list as in (Fig 5.3).

The next time when you type the first four letters of that word or phrase, word will show you the auto text entry as in (Fig 5.4). Press enter to include it in your document.

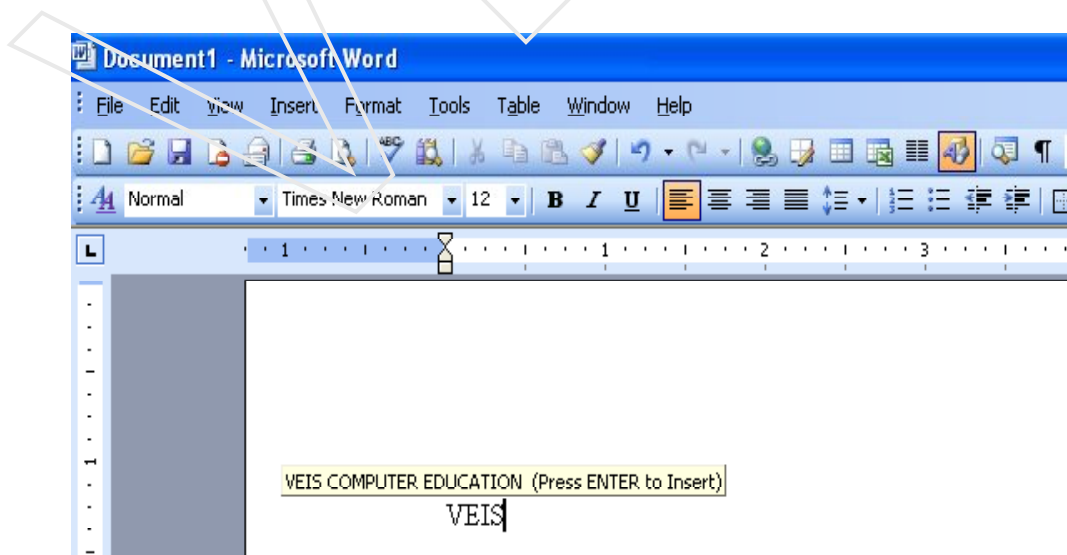


Figure 5.4 Auto Text Entry

5.2 SPELLING AND GRAMMAR

Steps to run spell check in your document

1. Select **Spelling and Grammar** option from the **Tools menu** the **Spelling and Grammar** dialog box appears (Fig 5.5) it shows all the wrong spellings in red color and grammatical mistakes in green color.
2. Select the correct spellings from the suggestions shown.
3. Click on **Change button** to correct the errors.

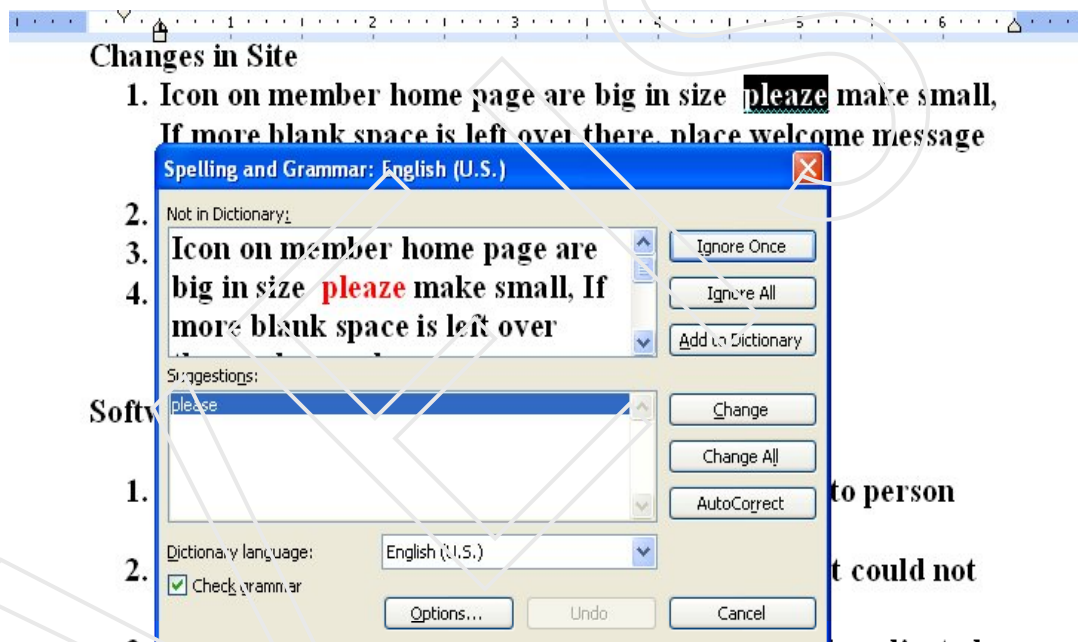


Figure 5.5 Spelling and Grammar dialog box

5.3 LANGUAGE

Thesaurus helps to get different words having same meaning from the dictionary so, that every time you have not to repeat the same word

Steps to get synonyms for a word are

1. Select the word from your document.
2. Select **Language** option from the **Tools menu** and then select **Thesaurus** option from the submenu.

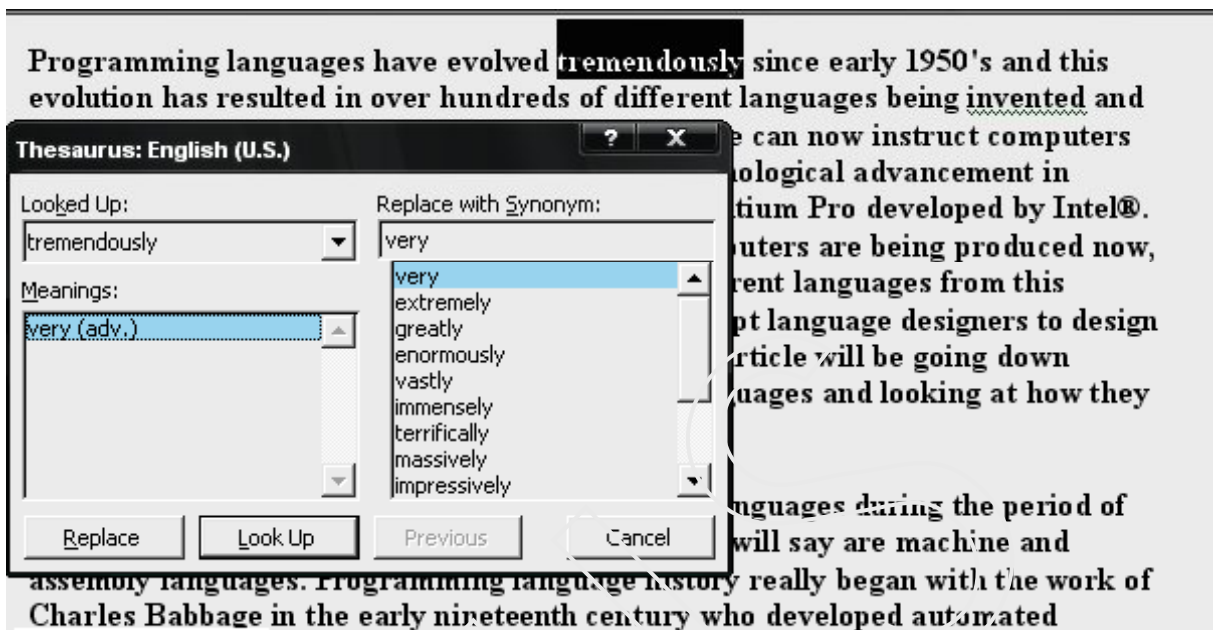


Figure 5.6 Thesaurus dialog box

3. Thesaurus dialog box appears (**Fig 5.6**) on the.
4. Select the word from **Replace with Synonym** list box and click on **Replace** button.

5.4 VERSIONS

Saves and manages multiple versions of a document in single file after you save versions of a document, you can go back and review, open, print and delete earlier versions.

Steps to create versions

- 1 Open a new document.
- 2 Type any paragraph in the document. (Fig 5.7)
- 3 Save the file.
- 4 Now select **Versions option** from the **File menu**.
- 5 **Version in Arrange Windows** dialog box appears. (Fig 5.8)

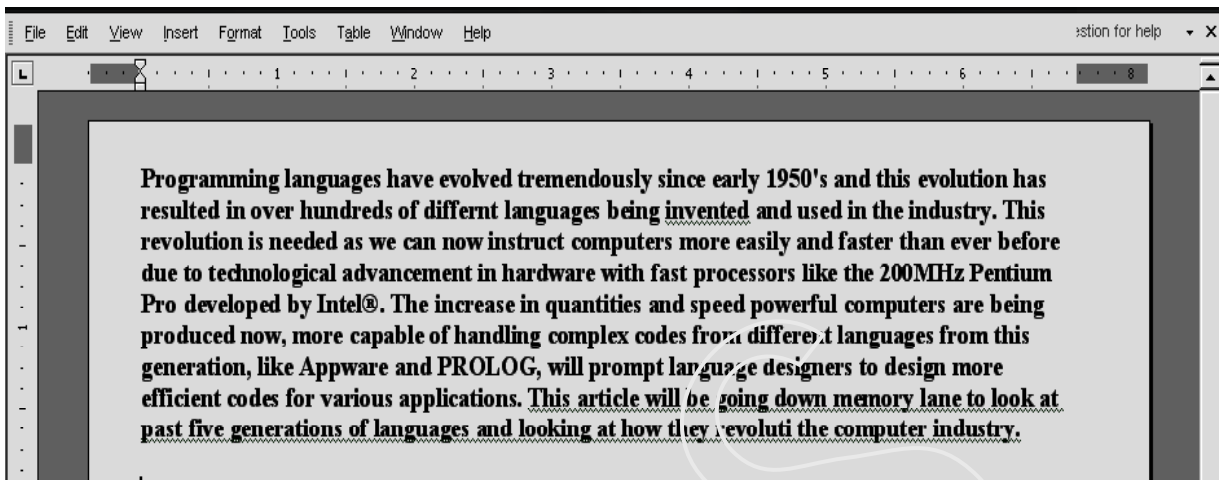


Figure 5.7 Paragraph to be entered

- 6 Click on **Save Now** button.
- 7 Save **Version** dialog box appears.(Fig 5.8)
- 8 Enter the comment(Part 1) and click on **Ok** button.
- 9 Now enter another paragraph in the same document.(Fig 5.9).
- 10 Repeat steps 4,5,6,7,8 to create another version(**Part II**)

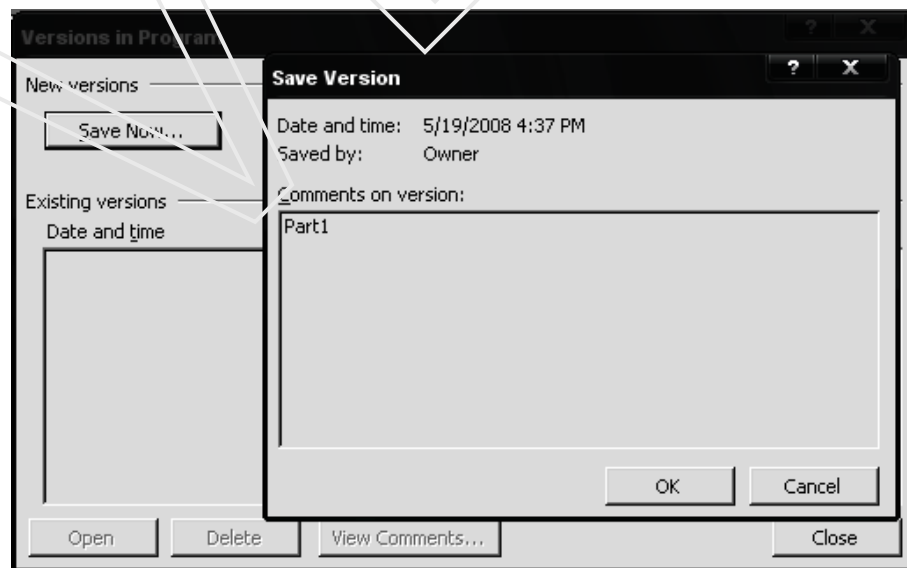


Figure 5.8 Arrange in window dialog box

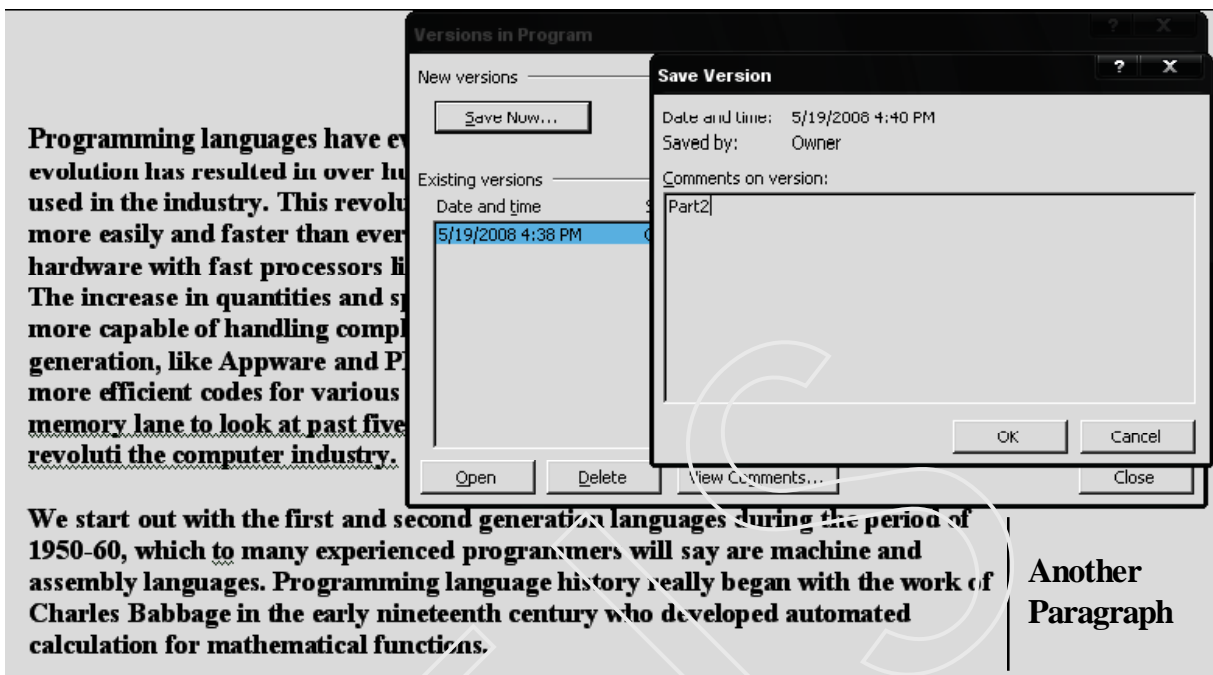


Figure 5.9 Save version dialog box

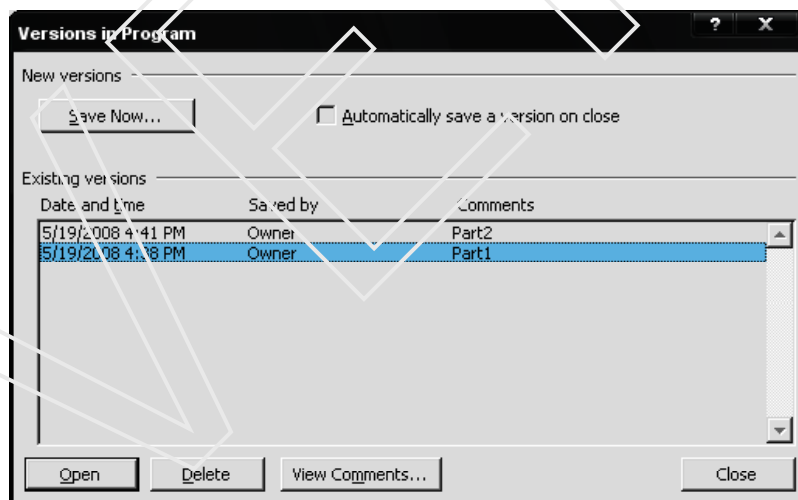


Figure 5.10 Select a version to open

- 11 Select **Version** option from the **File menu** and select and.

Version (Part I) both the windows appears on the screen-the current document which have both the paragraph and the **Part I**, versions which have both first and second paragraph.

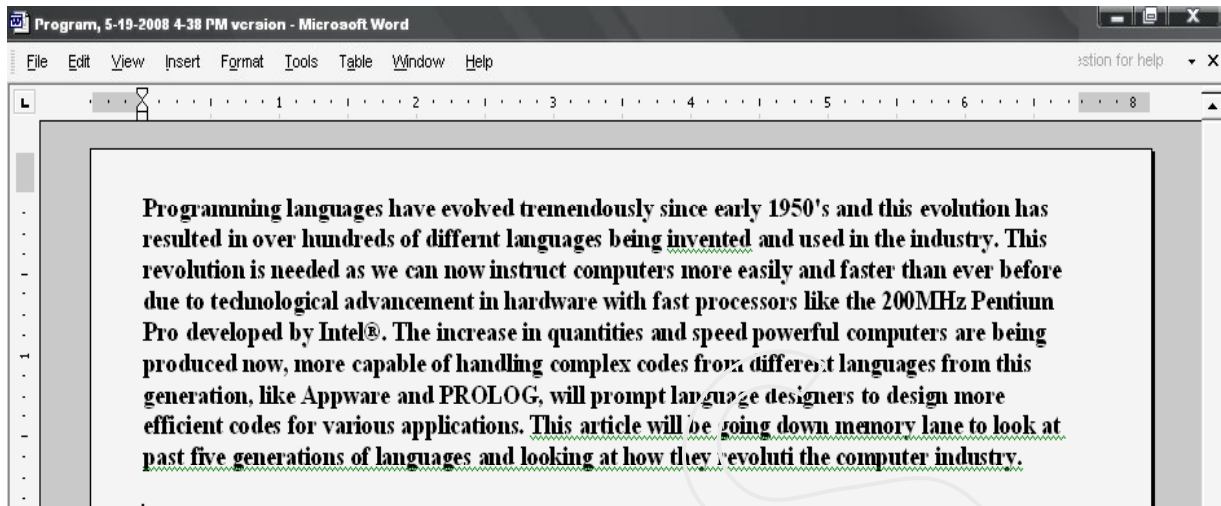


Figure 5.11 Part L - Version

5.5 HYPERLINK

INSERTING HYPERLINKS

Hyperlink is a colored and underlined text or a graphic that you click to go on a file, a location in a file, an HTML page on the World Wide Web, or an HTML page on internet.

Steps to Create hyperlink

1. Select the text or drawing object you want to display as the hyperlink, and then click **Insert Hyperlink** button on the **Standard toolbar**.

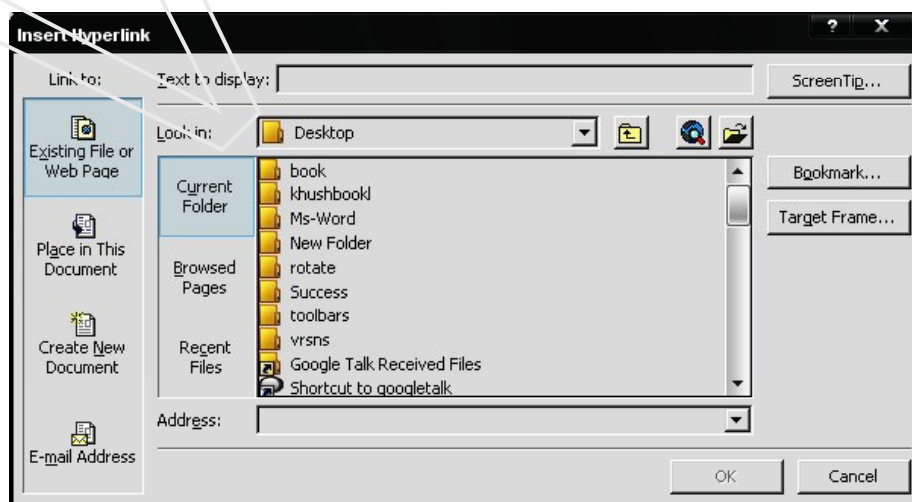


Figure 5.12 Hyperlink dialog box

2. Then, do one of the following: To link to an existing file or web page, click **Existing file or web page** under **Link to**.
- 3 To link to a file that you haven't created yet, click **Create New Document** Under **Link to**. 4 Locate or select the file or type a new file name with correct path.
- 5 To display a screen tip you want reset your mouse over the hyperlink, click **ScreenTip....** Button and type the text you want.
- 6 Click **Ok** twice.

OLE [Object Linking and Embedding]

It allows you to establish connectivity between two different application eg: Insert an Excel worksheet in Word application etc...

In case of **EMBEDDING** the object will be embedded in the current application and whenever you click on the object, your control will be transferred to the source application from where you have copied the object from.

Note: Any changes made directly in the source application, will not be reflected in the target application.

1. If you need to change the objects contents you will need to open the application through the destination by double clicking on the object inserted.
2. You can embed the object through **Edit Menu Paste Option -> Paste Special [Choose the application from where you want to get the object]->Ok/Insert.**

Note: As the complete code is inserted in the destination, it increase the size of the destination file.

Linking

1. Linking allows you to link object of different applications. It allows you to insert an object in your application.

2. In case of linking, a link is created between the source and the target. Hence any change made in the source will be reflected in target as well.
3. Linking is nothing, but a pointer to the source the source is not stored in the destination. Hence the size of the destination file application remain the same.

To perform the linking, follow the steps:

Method I

1. Select the object at the source and copy it.
2. At the destination place select Edit Menu Paste special option from **Paste Link** select the application name of the source.
3. Too see the effect of Linking make changes in the source object.
4. The same changes get reflected in the destination object.

Method II

Insert Menu -> Select object->Choose[Create from new]

->Paste Link->Select the application ->OK

5.6 ARRANGING WINDOWS

You can open several documents at once and layer or title them. You can also open two windows within a document or split a document window and view two separate parts at once.

Splitting windows enables you to view two separate sections of a document simultaneously. For example, you may need to compare information in the first paragraph of a long report with information in the last paragraph. Splitting the document windows enables you to view both sections on screen at the same time.

Split Document Window

- 1 Select **Split** option from the **Widows menu**.

2. Click and drag the **Split Box** down to the desired new location.
3. Each pane will have its own scroll buttons.

Similar to splitting windows, opening additional windows in a document also enables you to view separate sections of a document at one time. With separate windows however you can select different views, which enables you to zoom into a particular section of a document while the remainder of the document remains in the view in the main window.

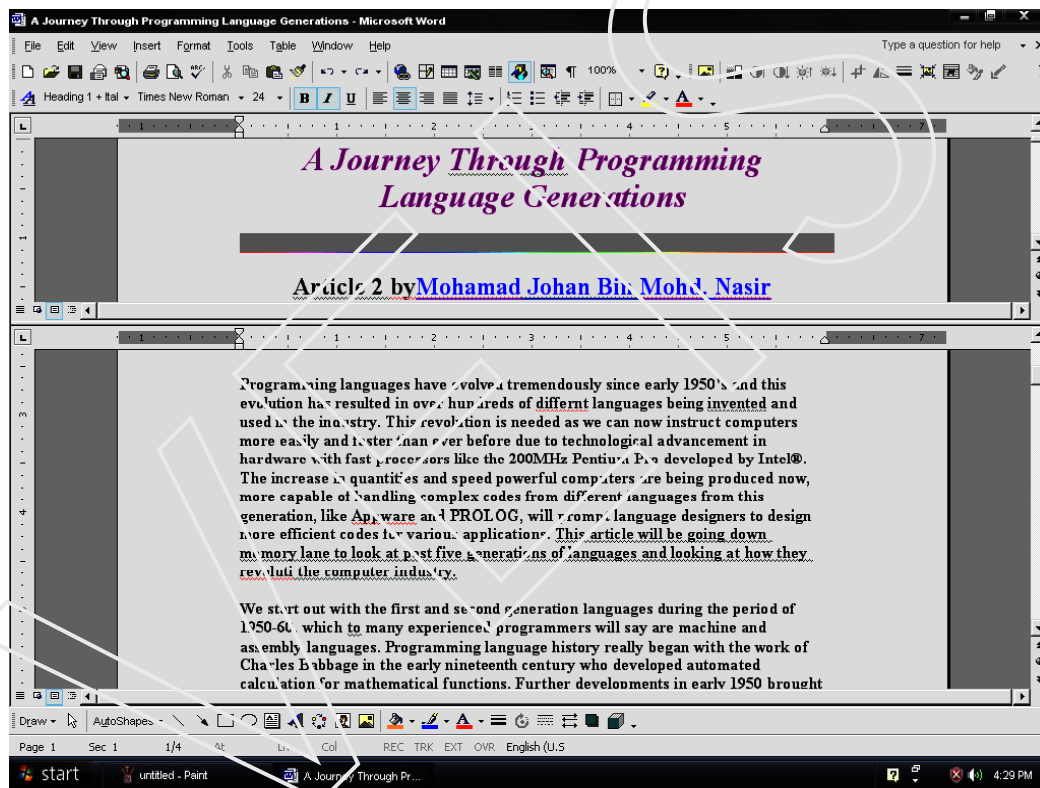


Figure 5.13 Split Windows

Open Another Window on a Document

1. Select **New Window** from **Window** menu to open another window within the same document.
2. Each window will have its own scroll buttons and the document can also be seen in different View types. Editing the information in either window will be saved to the same file.

Tile Windows Horizontally

1. Select **Arrange All** from **Window** menu
- 2 The title bar of the active window appears to be brighter.

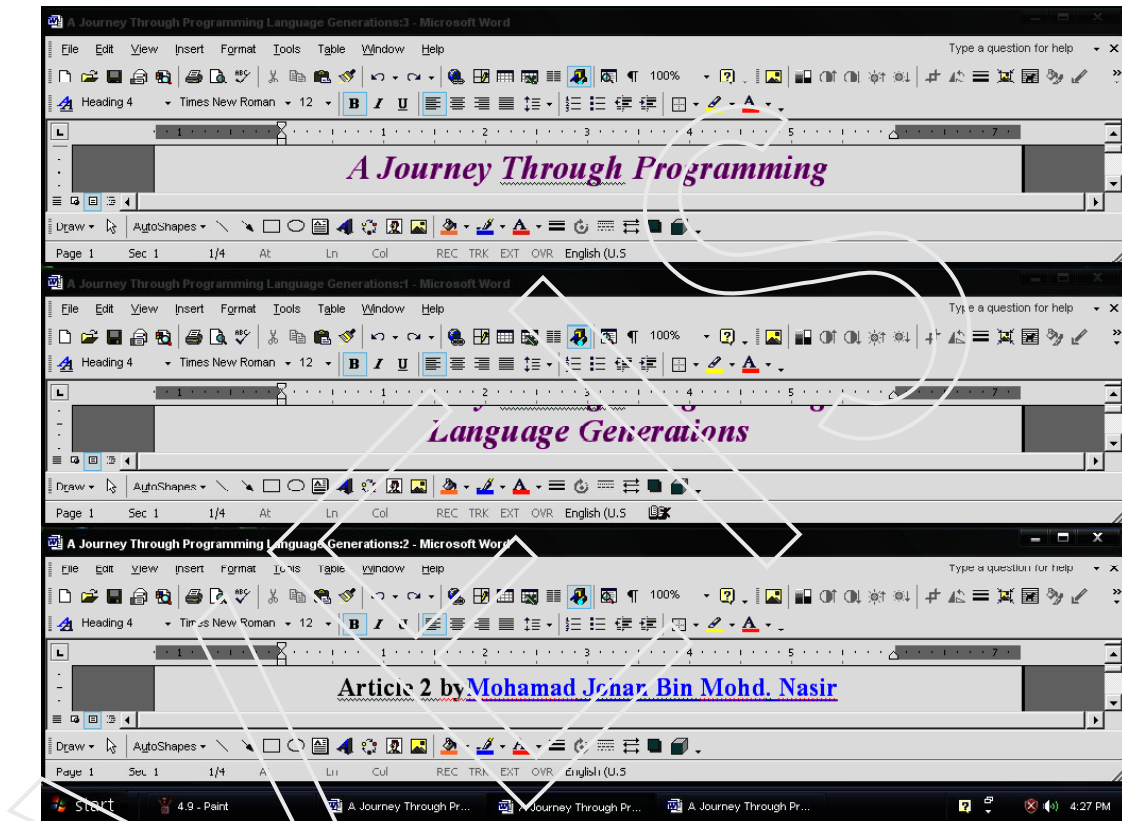


Figure 5.14 Arranged Windows

5.7 PROTECTING A DOCUMENT

Assigning password to the document

- 1 Click the **File** menu and select **Save As**.
- 2 Select **Tools** from **Save As**.
- 3 Select **Tools** from **Save As** dialog box.
- 4 Then select **Security Options**. Afterwards, Security dialog box opens as shown in (Fig 5.15).

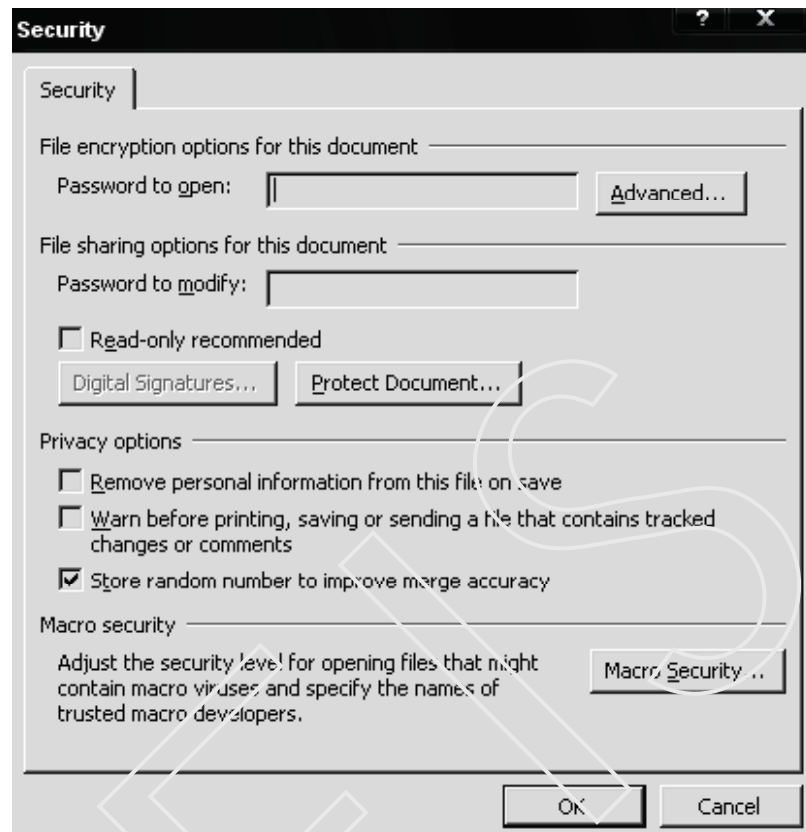


Figure 5.15 Protecting a Window

- 5 Now, type password of your choice in the **Password to open**.
- 6 To give right to modify, type another password as desired in the **Password to Modify** text box. Click **OK**.

5.8 MACROS

A macro is a series of word commands which have been grouped together as single command. Any repetitive operation which involves executing a number of sequential steps can be automated by creating a macro for it.

There are two stages in using macros

1. Creating Macros
2. Running Macros

While creating a macro you will require two things:

1. The actual commands / steps which are to be grouped together to run as one
2. Assigning the macro. 'Assigning' means specifying to the computer how you would prefer to run this macro.

You can assign a macro in the following ways:

1. An option in any menu
2. As an icon in a toolbar
3. To a button
4. To a shortcut key (like function keys)
5. To a key combination.

Given below are the steps involved in recording a macro

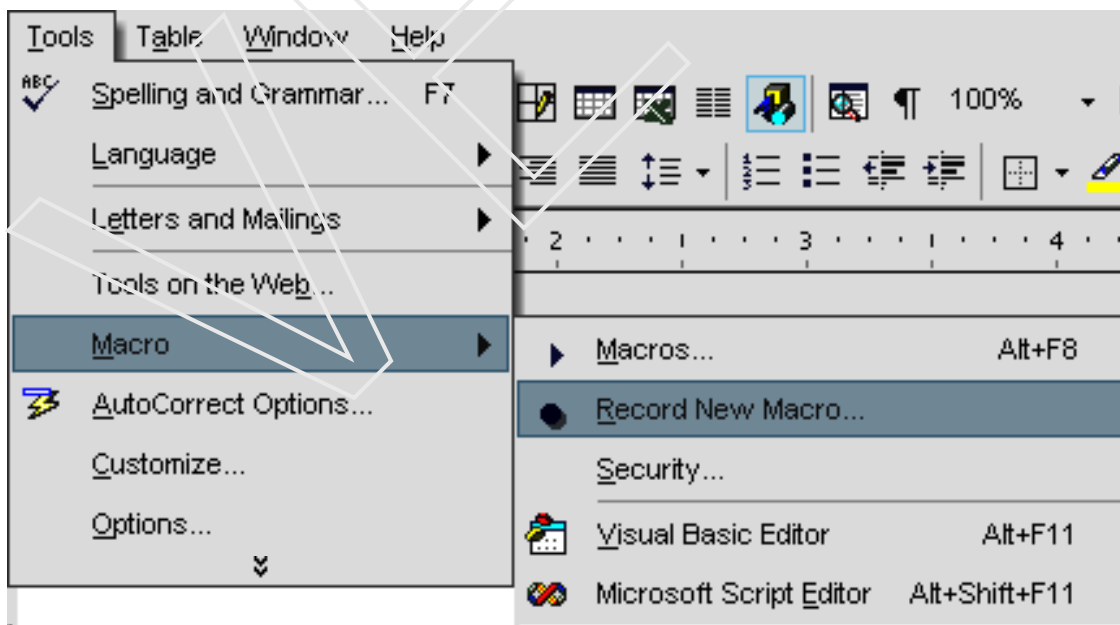


Figure 5.16 Record Macro option

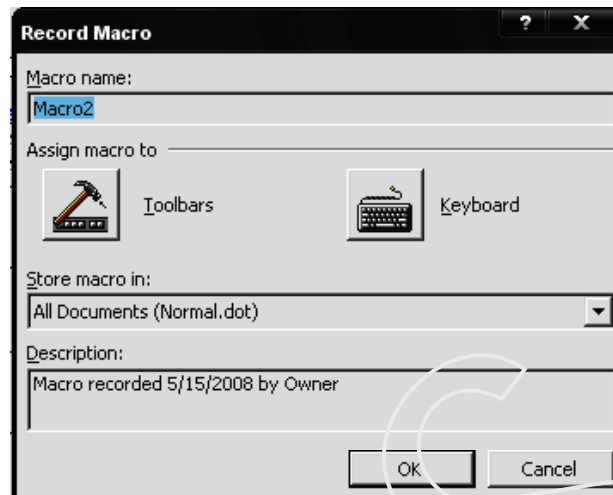


Figure 5.17 Record Macro dialog box

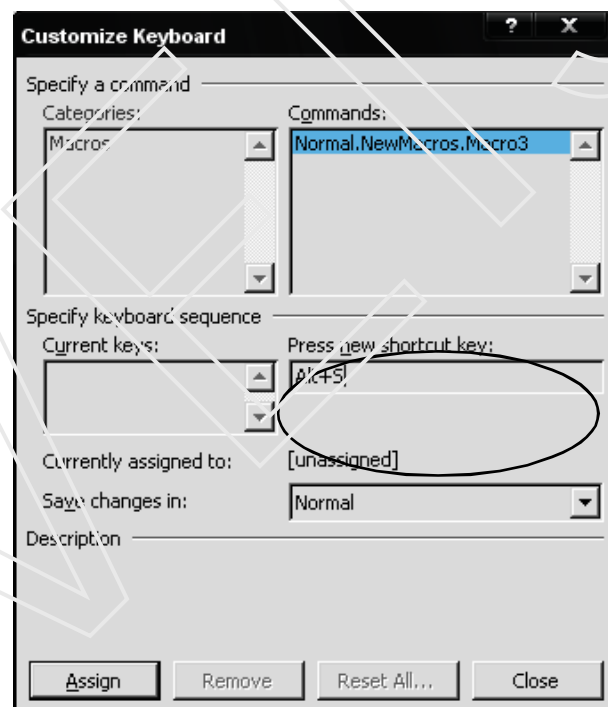


Figure 5.18 Assign Keyboard shortcut

1. Click on the **Keyboard** button to define the macro from the keyboard. The following dialog box would be displayed.
2. Click in this box and press **Ctrl** and **R** keys from the keyboard together. This is now the macro shortcut.

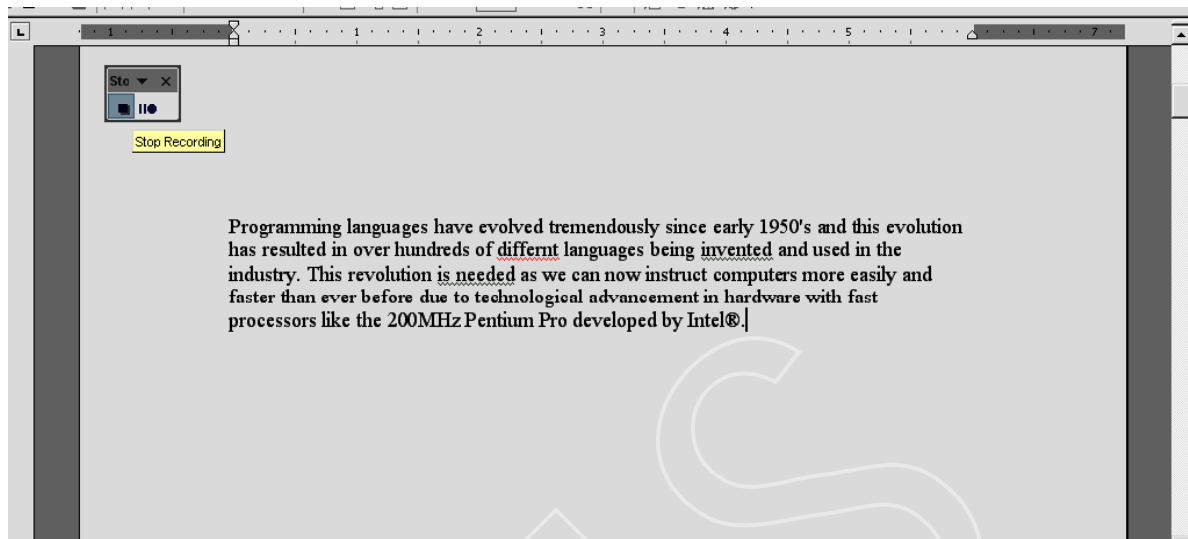


Figure 5.19 Recording Macro

3. Click on **Assign** button to assign the macro to these two keys.
4. Now click on **Close**.
5. A **Macro** appears on the screen.
6. Type the paragraph given in (Fig 5.19) and then click on **Stop Recording**.
7. Now press the short cut key which you assigned for macro the paragraph will be appear on the screen.

Note: Do not assign any shortcut key to macro which already has a pre-defined function, like Ctrl +V or Ctrl + C.

Now create a new macro and then insert table and enter 4 rows and 5 columns enter column headings and then click on stop recording. Now, press the macro shortcut the same table will be displayed on the screen.

5.9 MAIL MERGE

It is often required to send letters with same information to a group of people who live at different locations. The letters may require the address of each

person to be printed in addition to the same information .MS-Words Mail Merge feature is used to combine a data source with a main document it is the document which contain same information the data source can be a word database file or a data base created in other application,which contain variable information.

Steps to Merge Main document with database

- 1 Open a new document.
- 2 Choose **Letters and Mailing** option from **Tool** menu.
- 3 Select the **Mail Mrege Wizard** option **Mail Merge** task pane is displayed.
- 4 Select the type of document you want to create. (letters).

(Fig 3.20)

- 5 Click on **Next**.
- 6 Select **Use the Current Document**.
(Fig 5.21)
- 7 Click on **Next**.
- 8 Select **Type a new list**
(Fig 5.22).
- 9 Click on **Create** button.

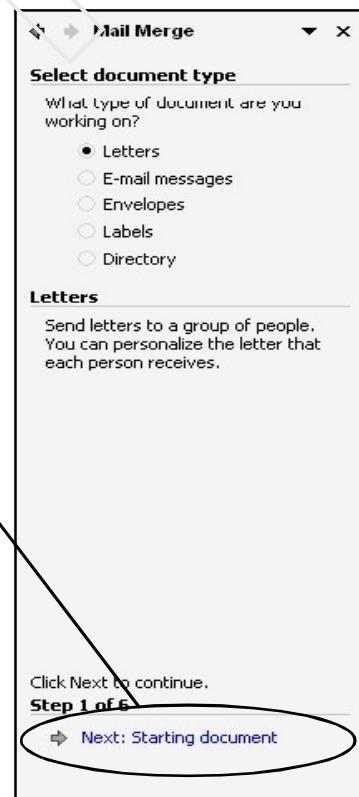
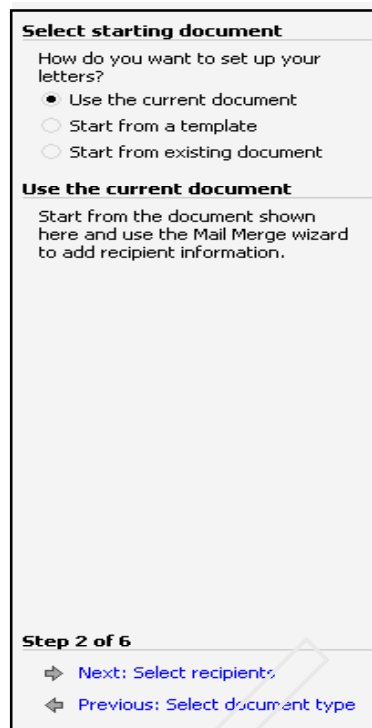


Figure 5.20 Selecting the type of document



Select starting document

How do you want to set up your letters?

- ☒ Use the current document
- ☐ Start from a template
- ☐ Start from existing document

Use the current document

Start from the document shown here and use the Mail Merge wizard to add recipient information.

Step 2 of 6

⇒ Next: Select recipients
⇐ Previous: Select document type

Figure 5.21 Selecting Main Document



Mail Merge

Select recipients

- ☐ Use an existing list
- ☐ Select from Outlook contacts
- ☒ Type a new list

Type a new list

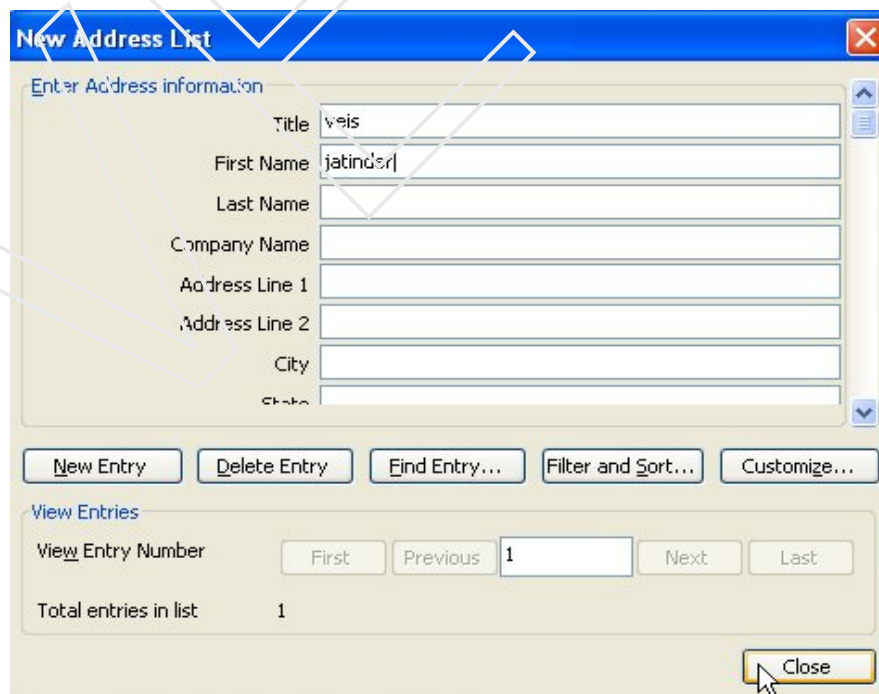
Type the names and addresses of recipients.

Create...

Step 3 of 6

⇒ Next: Write your letter
⇐ Previous: Starting document

Figure 5.22 Determining Data Source



New Address List

Enter Address information

Title: veis

First Name: jatinder

Last Name:

Company Name:

Address Line 1:

Address Line 2:

City:

State:

New Entry Delete Entry Find Entry... Filter and Sort... Customize...

View Entries

View Entry Number: First Previous 1 Next Last

Total entries in list: 1

Close

Figure 5.23 New Address List dialog box

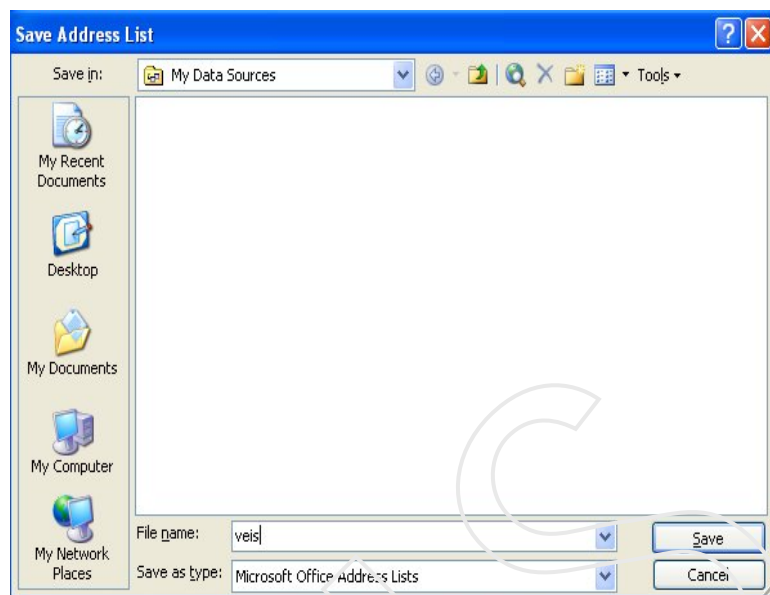


Figure 5.24 Saving Data Source

- 10 **New Address List Form** appears. (Fig 5.25) Enter the required detail for creating the list of recipients.
- 11 After entering the data click on the **Close** button.

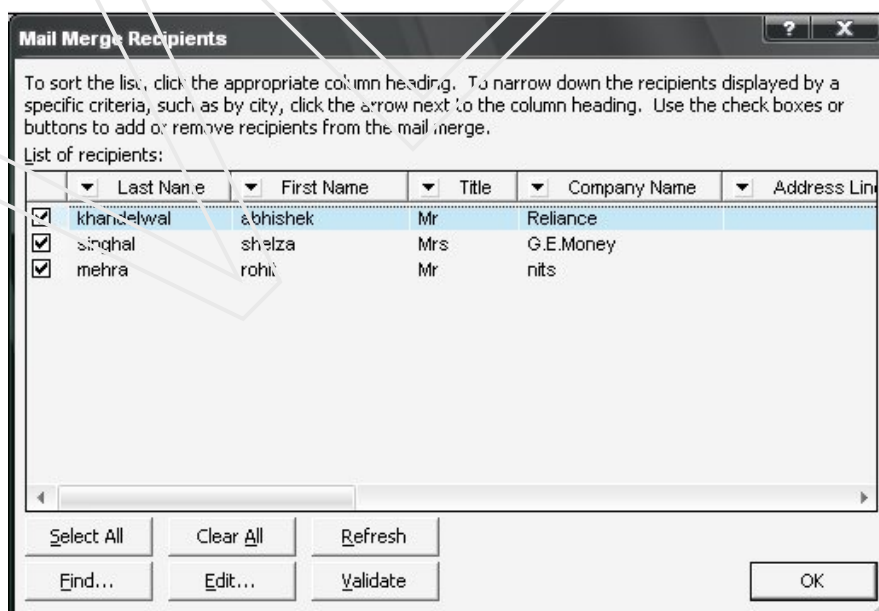


Figure 5.25 Selecting the list of recipients

- 12 **Save Address List** dialog box appears .Enter the name and click on **Save** button.
- 13 Select the name of recipients to whom you want to send the data and click on **OK**.

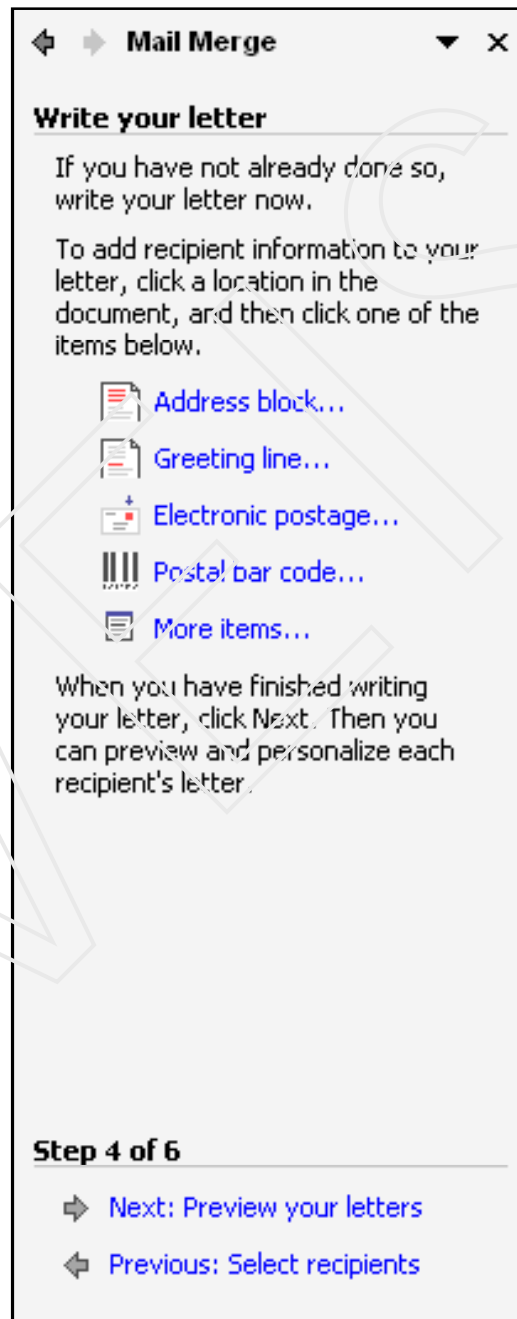


Figure 5.26 Writing Letter in the current document

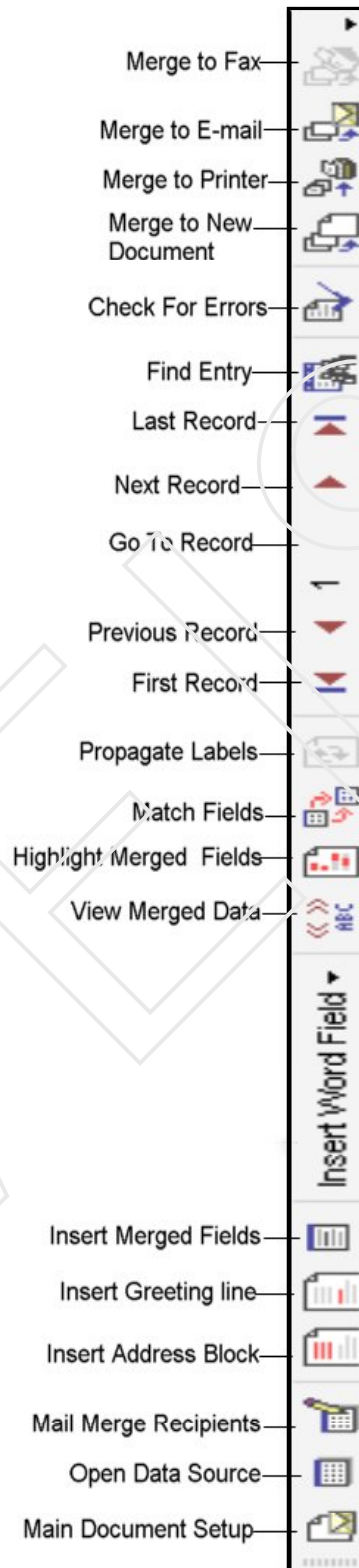


Figure 5.27 Mail Merge Tool Bar

- 14 Select the **Insert Merge Fields** option from the **Mail Merge** tool bar.

Insert Merge Field dialog box appears (Fig 5.27).

- 15 From the merge tool bar click on **Merge New Document**.
- 16 The **Merge New Document** dialog box appears.(Fig 5.9)Here you can enter the number of records for which you want to create the letter.
- 17 By selecting **All** three copies of the document is created, as the present database has only three records.

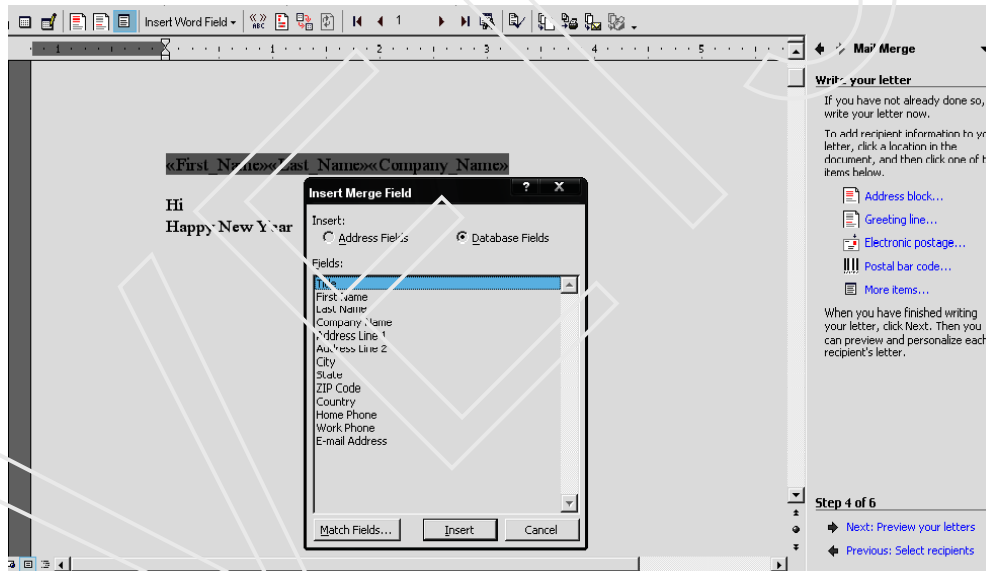


Figure 5.28 Inserting Merge Fields



Figure 5.29 Merging Documents

Self-Assessment Questions

1. What is the use Automatic functions of word ?
2. Explain the following features of Word :
 - (i) Versions
 - (ii) OLE
3. Explain in detail Mail Merge feature of word

Lab Session

- ◆ Create a hyperlink in your document.
- ◆ Split the Window of your current document.
Create 3 versions of your document.

